Fitchburg Public Library Building Program

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With the assistance of the
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EXECUTIVE SUMMARY

The Need

The City of Fitchburg has experienced decades of decline and has now begun a period of re-growth, rejuvenation, and reinvention. The old mill city is gone and a new demographic has emerged. The Public Library has suffered along with the citizens of Fitchburg and is now excited by the challenges that lie ahead. For decades the Fitchburg Public Library (FPL) had been a regional reference and audio-visual center serving as both a research and a public library. The challenges of changing demographics present an opportunity to reach out and serve the community in ways that will benefit individuals and families for years to come.

The Fitchburg Public Library consists of two buildings built at different times. The Youth Library (YL) predates the Wallace Library (WL). The Youth Library opened in 1950 at a time when children visited the library with a parent during the day or after school and then went home for dinner and to do their homework. YL was not open in the evenings except for special events. The Wallace Library opened in 1967 and was connected to the Youth Library via an indoor ramp. There have not been significant renovations to either building.

Now, in the middle of the second decade in the 21st century, the Youth Library is sixty-five years old and the Wallace Library is almost fifty years old. The days of being a regional reference center and an audio-visual center have ended. The public is looking for meeting space, educational and entertainment materials, a reliable, high-speed Wi-Fi connection, and computers with an Internet connection and basic office programs. The public has also come to expect heat and air conditioning, a secure environment, and an ADA compliant building that is up to code in other building elements as well.

The need is five-fold:
1. Both buildings are plagued with HVAC, electrical, and plumbing, issues. Broken pipes, fires in fan-coil heating units, elevator repairs, inoperable boilers, a barely functioning cooling tower, only 1 in 4 working chillers, deteriorated pipes, roof leaks, and the absence of smoke detectors, sprinklers and fire doors have caused portions of the building to be closed or inaccessible for varying amounts of time, including full days. The building itself is in need of major repairs.

2. Space is poorly allocated as the needs of the community have changed in fifty years. For decades the Fitchburg Public Library was a regional reference and audio-visual center with supplemental state funding. Downtown was a bustling place. The demographics have changed, literacy rates are low, and educational levels are low. For those reasons and the advent of the Internet, the demand for reference service is not what it was twenty or thirty years ago.

3. Security has become a major issue. An increase in drug dealing and use, students with nowhere to go after school, vandalism, sexual offenders frequenting the building, and a large homeless population have led to the installation of security

cameras. Some areas remain unmonitored and the building itself has many non-secured areas both inside and out.

4. When the 9,000 square foot Youth Library/Auditorium opened in 1950 the building was not open evenings. The supplemental lighting added for evening hours is inadequate and the building appears dark and closed. The space is subdivided into three sections, the collection and circulation, the Garden Room and garden, and the 205-seat auditorium. An auditorium with traditional, fixed theater seats with a proscenium stage, stage lighting, and a 16mm projection room is not needed.

5. Meeting space is essential in a public library. Community groups want to use their library and should have access to space that is flexible in design and layout. Multiple meeting rooms of varying sizes are needed for community groups, study groups, and library programs. One large room should include a stage or raised platform of some sort to allow clear sightlines for an audience and partitions to divide the space into three smaller spaces. Additional rooms of varying sizes will provide quiet study rooms, group study rooms, a small program room, a conference room, a computer lab and a maker space.

The Objectives
The mission of the Fitchburg Public Library is to provide materials and exceptional service to support all people in their quest for information, recreation, research, and life-long learning. The Library is no longer a regional research library and must begin its journey serving the residents of Fitchburg as a progressive public library and a community gathering place.

The following objectives need to be met for the library to fulfill its mission:
- Expanded collection space, program rooms and services for children
- Family bathrooms located in the children's area
- A Teen Room that has flexible shelving, tables and seating, computers, a staff desk, and a lockable door that allows them to be teens
- Improved layout and access to collections in the adult library
- Expanded computer facilities, including a computer lab
- Maker space area for a variety of learning experiences in 3D printing, video and music production and editing, collaborative projects, transference of analog materials to digital formats, and other hands-on workshops and self-guided experiences
- Increased rooms of various size for Quiet and Group study rooms for 1-6 people, a large meeting room of flexible design which can be divided into three rooms, movable, stackable furniture, and a stage or raised platform (Murphy bed style, or pullout) for concerts, meetings and lectures
- Expanded trustees conference room with finger food and beverage service capabilities
- Improved efficiency and workflow of the circulation desk
- Staff workrooms and offices located near service desks

- Provide self-service checkouts
- Provide secure automated, check-in system for returns inside and from outside
- Provide attractive, artsy bicycle racks with a protective cover
- Ensure the infrastructure complies with current ADA and building codes and to control operating costs
- Incorporate green building concepts, practices and technologies into the building and grounds
- Maintain historical elements and memorial plantings
- Upgraded HVAC system for efficiency and cost savings
- Eliminate non-secure areas and greatly increase security for the staff, the public, and the collection

The Solution

The Fitchburg Public Library Building Program recommends a 60,593 square foot library to improve library services and plan for growth for the next twenty years. Here are some of the items identified in the plan:

- Provide a children's library to accommodate the growth in materials and make room for children and their caregivers with a range of services including:
    - Dedicated spaces for preschoolers and school-age children
    - Expanded space for the children's collections with shelving sized appropriately for the various age groups
    - Expanded preschool and parenting activities
    - Dedicated program room for story time, crafts and programs
    - Furniture sized appropriately for the various age groups
    - A place to "park" strollers
    - A family bathroom and one youth sized bathroom
- Create a teen space that will encourage teenagers to come to the library to:
    - Work together on homework
    - Access a young adult collection of materials—print, electronic and AV
    - Enjoy recreational activities
    - Use computers in a safe and constructive environment
    - To be noisy without disturbing other library users
- Create a Teen Room that has flexible shelving, tables and seating, computers, a staff desk, a lockable door, and allows them to be teens
- Improve layout for reference, fiction, large print, nonfiction and AV materials
- Expanded computer facilities, including a computer lab
- Provide a maker space area for a variety of learning experiences in 3D printing, video and music production and editing, collaborative projects, transference of analog materials to digital formats, and other hands-on workshops and self-guided experiences
- Increase meeting rooms to include Quiet and Group study rooms for 1-6 people, a large meeting room of flexible design, including the ability to divide the room for three meetings to be held simultaneously, movable furniture, and a stage or raised platform (Murphy bed style, or pullout) for concerts, meetings and lectures, and a Trustees conference room with finger food and beverage service capabilities

- Provide for after-hours use of the large meeting room, including a kitchen service area, water fountain, and bathrooms, to be accessible after hours
- Place staff workrooms and offices near service desks
- Improve the efficiency and workflow of the circulation desk and include areas for circulation and information services
- Provide 2 self-service checkout desks in each library
- Provide a shelving area for self-pick up of holds
- Provide a secure, weatherproof, automated, check-in system for returns inside and from outside
- Provide dedicated parking but realize that many library users arrive on foot, by bus or taxi, or by bicycle
- Provide attractive, artsy bicycle racks with a protective cover
- Have screened windows that open
- Ensure the infrastructure complies with current ADA and building codes and to control operating costs including consumables
- Incorporate green building concepts, practices and technologies into the entire design including parking and landscaped areas
- Have an efficient, thermostatically controlled HVAC system that can be easily switched between heat and air-conditioning
- Eliminate non-secure areas and greatly increase security for the staff, the public, and the collection
- Provide OPAC computers throughout the building and a cluster in Internet computers near the reference desk
- Create a computer lab for patron use and for computer instruction
- Provide one reference desk located near the reference collection, Internet computers, the computer lab, and the reference staff office
- Increase the functional space of the building by 30% on the same location
- Create access for book bin deliveries after-hours in a secure location
- Include one outdoor garden space for programming and relaxation
- Provide a Friends' book sale area and a sorting/storage room for overstock
- Maintain the openness of the existing building which allows monitoring with limited staffing
- Repurpose materials and furniture from existing building where feasible
- Reuse historical elements from the building
- Use elements from the existing building in the design, including, but not limited to, the stained glass city seal window, the Kepes designed baked enameled frieze, brass signs from the first Wallace Building, the Rodney Wallace painting, the George and Alice Wallace, Jr. bas-relief, the three owls on the Youth Library, the sculptures from each garden, the memorial plantings and benches, some of the owls from the adult library and garden, and the granite foundation corner from the first building

The spreadsheet below summarizes and compares sizes and capabilities of existing and recommended future facilities. A more detailed spreadsheet is included at the end of Part 7.

Comparison of Proposed and Existing Areas and Capacities						
Projected Space Needs: Preliminary Estimate--Books and Other Materials and Seating						
	Proposed	Proposed	Proposed	Existing	Existing	Existing
Function Area	**Area**	**Materials**	**Seats**	**Area**	**Materials**	**Seats**
Entrance/Lobby	550	0	1	630	0	1
Circulation Area	450	480	0	1,077	0	0
Circulation Workroom	600	420	0	0	0	0
Automated Sort	250	512	0	0	0	0
Photocopier	52	0	0	52	0	0
New Books/ Browsing	2,500	0	9	2,359	2,000	13
A/V Materials	2,000	17,000	0	732	20,051	0
Current Periodicals	750	1,120	12	256	4,502	0
Computer Lab	500	0	0	0	0	0
Reference	1,500	3,610	18	2,121	7,512	40
Reference Office	500	360	0	0	0	0
Adult Nonfiction	8,040	57,000	3			
Adult Fiction	2,500	28,000	9	9,968	87,395	14
Large Print	492	4,000	4			
Local History	1,560	5,400	8	450	4,500	5
Teen Area	1,536	7,010	20	0	0	0
Children's Service Desk	380	293	0	1,488	33,892	17
Children's Preschool Area	1,480	10,000	12	0	0	0
Children's School Age Area	2,750	20,000	14	0	0	0
Children's Nonprint	2,000	3,500	0	0	0	0
Children's Program Room	1,250	0	0	0	0	0
Children's Group Study Rooms	120	0	8	0	0	0
Children's Office	600	360	0	0	0	0
Children's Workroom	600	360	0	0	0	0
Café	300	0	12	0	0	0
Small Meeting Room*	600	0	30	512	0	35
Multipurpose Room*	3,000	0	150	3,000	0	205
Multipurpose Room Kitchenette*	100	0	1	0	0	0
Conference Room*	450	0	20	300	450	14
Quiet Study Rooms	320	0	16	0	0	0
Group Study Rooms	480	0	12	0	0	0
Maker Space*	2,000	318	41	0	0	0
Closed Stack Storage	1,000	12,468	0	0	0	0
Director's Office	250	125	0		0	0
Administration Office	355	0	0	600	0	0
Technical Services/Catalog	1,000	980	0		0	0
Computer Network Room	120	0	0	1,440	0	0
Delivery/Receiving and Staff Entrance	100	0	0		0	0
Custodial Office	250	0	0	315	0	0
Custodial Storage	125	0	0		0	0
Staff Break Room	400	0	0	441	0	0
Outdoor Courtyard	2,000	0	20	3,000	0	0
Friends Book Sale	300	0	0	374	0	0
Friends Sorting and Storage	500	0	0	300	0	0
Space not counted				1,000		
Total Library Function	46,610	173,316	158	30,415	160,302	90
Non-Assignable Area with garden	13,983			15,208		
Total Library Area	60,593			45,623		

PART 1: HISTORY

LIBRARY
History

The City of Fitchburg has a rich history of library service to the community beginning in 1859 when the citizens of Fitchburg approved a town warrant and the first Fitchburg Public Library (FPL) became a reality with a budget of $1,851 and quarters at Town Hall. In 1885 Rodney Wallace built and furnished the Wallace Library and Art Gallery at the corner of Main Street and Newton Place as a gift to the people of Fitchburg.
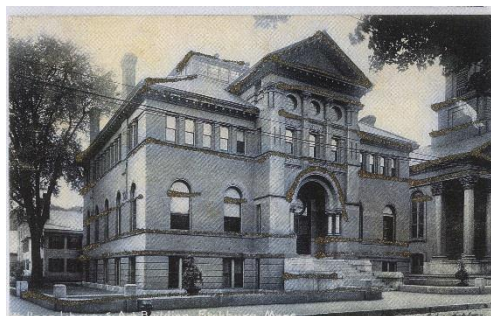
When the Youth Library was dedicated in 1950 it was the first public library solely for children and was celebrated in magazines around the globe. City school children raised and contributed over one million pennies, and individuals and organizations raised needed funds. The total cost of the Youth Library was $213,638 and was built to house 25,000 books.

The first bookmobile owned by the Library began service in 1953. This began a long tradition of community outreach, especially to outlying areas. The bookmobile was replaced in 1967 through the generosity of Helen E. Vickery. The third and last bookmobile was purchased in 1993 and remained in service until the summer of 2003.

In the 1960s, the Federal Library Services and Construction Act (LSCA) made available funds for building public libraries. Those grant funds together with city funds, and a magnificent gift from George R. Wallace, Jr., made an entirely new adult Library a reality. On June 3, 1967, the new Library was dedicated and named for George R. Wallace, Jr. and his wife Alice G. Wallace. The building, constructed in 1967, was a dramatic architectural change from the original building and is an excellent example of brutalist architecture. At 36,000 square feet and with a book capacity of 150,000, the $1.3 million dollar project was a new landmark in the city. The new building was connected to the Youth Library by removing a large wall and installing a 54' ramp. Many design elements were used to unify the two buildings. The

Library was included in the Monument Park Historic District listed on the National Register of Historic Places in May, 1978.

The Fitchburg Public Library was the first regional Library in what became the Regional Library System in Massachusetts in 1962. FPL was the Reference Center for many libraries in the towns of North Central Massachusetts for several decades. The Library later became the audio-visual headquarters for the Central Massachusetts Regional Library System serving seventy libraries. They loaned 16mm film, VHS video, DVD, and audiobook collections. The AV Library operated from FPL until 2004.

Governance
The Library, a department of city government, is governed by a12-member Board of Trustees with four members being appointed annually by the mayor for a three year term. The board's authority is derived from Chapter 78, Sections 10 and 11 of the Massachusetts General Laws. Section 10 states in part that: "The board shall have the custody and management of the Library…and all property owned by the town related thereto. All money or property which the town may receive by gift or bequest shall be administered by the Board."

Administration
The Director is appointed by the Board of Trustees and plans, organizes, directs and manages all aspects of public Library services for the residents of Fitchburg and other FPL users. The Director is directly responsible to the Board and is an employee of the City of Fitchburg.

Staffing
The Library is currently staffed by 5 full-time (including the custodian) and 10 part-time employees hired by the Library director. There are three departments: Technical Services/Cataloging, Adult Services, and Youth Services. Three full-time and two part-time employees hold MLIS degrees. The three department supervisors manage eleven employees. The custodian answers directly to the Director.

Support
The Library's annual budget is less than 1% of the City's total annual expenditures. The annual municipal appropriation for the Library is approximately $730,000, down from the high of $1.2 million last appropriated in FY2008. The balance of revenue to support library services comes from income generated by investments, bequests, and gifts managed by the Library Board of Trustees as well as State Aid to Public Libraries, gifts from the Friends of the Fitchburg Public Library, and miscellaneous grants. The trust funds provide supplemental funding of approximately $70,000 per year. The Friends of the Fitchburg Public Library annually gifts approximately $10,000. Numerous grants and State Aid to Public Libraries provide additional financial support.

COMMUNITY
Geography
Fitchburg is located in the Montachusett Region of North Central Massachusetts on the North Nashua River, bordered by Westminster on the west, Ashby on the north, Lunenburg on the east, and Leominster on the south. Fitchburg is 25 miles north of Worcester and 46 miles

northwest of Boston. The land area is 28.1 square miles and is rumored to be the second hilliest city in the United States behind San Francisco.

History
Fitchburg was first settled in 1730 as part of Lunenburg and incorporated as its own town in 1764. It is named for John Fitch, an early settler. Fitchburg's location on the Nashua River led to its development initially as an industrial center where mills were built to take advantage of the readily available water power. The construction of rail lines passing through Fitchburg on the Boston to Albany line increased the city's position as a manufacturing center. At the end of the 19th century, 97 passenger trains were pulling into Union Station on Main Street every day. Industries such as machine shops, tool works, clothing, and paper mills were the engines of significant growth throughout the 19th & early 20th centuries. By 1890 Fitchburg claimed a total of 59 different industries.

Fitchburg's golden age was in the last half of the 19th century when the city's population grew six-fold, from 5,120 in 1850 to over 31,000 in 1900. As Fitchburg aged and prospered it became a destination city west of Boston. The prosperity of the latter half of the 19th century continued into the 20th century. Immigrants, new immigrants, and descendants of immigrants, came to Fitchburg for employment. Large numbers of European immigrants were drawn to Fitchburg during the Industrial Era. Irish, Italian, Finnish, German, English, Welsh, French-Canadian, and others came to live and work here. Since the late 20th century, the city's role as a source of prosperity to the region has been changing.

Since the 1960s, there has been a general trend of heavy industry migration away from the northeast. The paper industry, one of the oldest and historically largest industries in Fitchburg, has chosen to locate its pulp-to-paper mills closer to its northern pulping plants to reduce costs. During the 1960s, the rise of regional shopping centers further diminished the role of downtown shopping in the city's center. The shift away from heavy manufacturing has left the old mill complexes in transition. Economic opportunities have changed.

Government
Fitchburg is administered by a mayor-council form of government comprised of a Council of eleven elected members with several sub-committees appointed by the Council President. The mayor serves a two-year term. The mayor appoints residents and business leaders to serve on various boards and commissions, including the twelve-member Board of Library Trustees.

Demographics
As compared with neighboring towns, Fitchburg has the greatest population density, the lowest percentage completing high school, the lowest percentage obtaining a college degree, the lowest median income, the highest percentage of unemployed and the greatest percentage below the poverty line.

Age distribution

The percentage of Fitchburg residents under the age of 5.5 and over the age of 85 are higher in Fitchburg than state and national percentages:

	Fitchburg	Massachusetts	United States
Under 5.5	6.7%	6.3%	6.3%
18 and over	79.9%	76.4%	74.3%
65 and over	12.4%	13.5%	14.1%
85 and over	2.2%	1.8%	1.6%
Median Age	34.1	36.5	35.3

The percentage of Fitchburg residents over the age of 65, and 85 is also higher than most of the geographically closest towns:

	<5	18+	65+	85+	Median Age
Fitchburg	6.7	79.9	12.4	2.2	34.8
Leominster	5.9	80.0	14.2	2.5	40.0
Lunenburg	5.9	74.9	13.7	1.6	43.7
Townsend	5.2	74.9	9.4	1.1	41.3
Lancaster	5.2	74.9	9.4	1.1	41.3
Westminster	4.4	76.4	11.5	1.5	42.8
Ashburnham	5.1	74.6	9.8	1.1	40.9
Ashby	4.9	75.5	10.5	0.9	42.6
Princeton	3.9	76.1	11.7	1.1	46.8

Race

The history of Fitchburg points to large numbers of European immigrants. In the last decade the city has increased its ethnic and racial diversity. In 1980, the percentage of non-white city residents was 2%, and people of Hispanic origin constituted 2.8%. The most prevalent race is white, however the 2010 Federal Census showed a Hispanic or Latino origin of 21.6%. The state average is 9.6%. The Asian population is predominantly Hmong-Lao, many of whom are political refugees. The percentage of residents of Asian origin is 3.6% while the percentage of residents of Black or African American origin is 5.1%.

Income

By all comparisons, Fitchburg is a poor city. As of April, 2015, the national unemployment rate was 5.4%; for the state it was 4.7%, while Fitchburg's figure was 5.9%. The median household income is $45,363 which is significantly lower than all other nearby communities. 5.9% are unemployed and 20.6% are below the poverty line. Both of these figures are above US averages and are among the highest in the Commonwealth.

	Median Household Income
Fitchburg	45,363
Leominster	58,896
Ashburnham	83,532
Lunenburg	76,063
Westminster	83,840
Lancaster	78,283
Ashby	82,778
Townsend	78,985
Princeton	120,607

Education

The population in Fitchburg is not well educated. For the 25 years and older population, Fitchburg has lower levels of educational attainment than the State average, with 83.1% completing high school compared to a national average of 86% and a State average of 89.4%. The same is true for those with a bachelor's degree or higher: 20.1% completed a bachelor's degree and the national average is 28.5% and the State average is 39.4%. Fitchburg's lower than average levels of education can be attributed to the large percentage of manufacturing, trade and construction industries which do not require higher levels of education. This chart shows a comparison with neighboring cities and towns of the population who completed high school and those who hold a bachelor's degree

	% High School +	% Bachelor's +
Fitchburg	83.1	20.1
Leominster	87.1	25.8
Ashburnham	96.6	34.3
Lunenburg	92.3	36.6
Westminster	94.6	40.4
Lancaster	89.2	31.4
Ashby	95.7	29.4
Townsend	95.7	29.4
Princeton	97.9	63.3

Public schools in Fitchburg are: Fitchburg High School; Memorial and Longsjo Middle Schools; Crocker, McKay Arts Academy, Reingold, and South Street Elementary Schools; and Goodrich Academy, the regional alternative high school. Students also have access to Montachusett Regional Vocational Technical School and the Sizer School, a North Central Charter Essential School. Collaboratives include CAPS Education Collaborative and FLLAC Collaborative. Private/Parochial Schools in Fitchburg include Applewild School, St. Bernard's Elementary and Central Catholic High Schools, St. Anthony's Elementary School and Notre Dame Academy. Fitchburg is also the home of Fitchburg State University, the city's largest employer.

Labor

The average travel time to work is 24.9 minutes, while the national average is 25.5. The percentage of Fitchburg residents without access to a vehicle is 5.1% vs. the national average

of 4.4%. The majority of workers from Fitchburg travel to one of three places: Fitchburg-Leominster area where almost 70% of city residents work; the Worcester area; and Greater Boston. 89.1% of workers travel by car, truck, or van compared to 86.1% in the US. 76.3% of US residents drive alone compared to 79.2% in Fitchburg. Other transportation for work includes busses and the MBTA on the Fitchburg-Boston commuter rail line.

Local Issues
The need for additional business development to expand the city's tax base and the very poor financial state of the city are significant problems. Main Street redevelopment discussions include the Library as an anchor for the project.

Projections
The official US Census population for the year 2005 was 40,045. By the year 2010 the population grew to 40,318 (Executive Office of Labor and Workforce Development). The Montachusett Regional Planning Commission projects a slight increase in the population until 2035 when it is projected to be 43,480.

PART 2: LIBRARY MISSION, VALUES, AND SERVICE GOALS

The Library Mission
The mission of the Fitchburg Public Library is to provide materials and exceptional service to all people in their quest for information, recreation, research, and life-long learning.

Library Circulation and Population
Fitchburg's physical, circulating collection size is approximately 150,000 volumes with an average monthly circulation of 12,000 items.

	1970	1980	1990	2000	2005	2010*	2015
Circulation	336,741	190,865	164,506	109,753	132,512	117,198	138,313
Population	43,021	39,070	41,194	39,102	40,045	40,318	40,748*

*In 2010 the Library was open 21-25 hours per week.

The population of Fitchburg peaked in 1970 and has hovered near 40,000 since. Circulation figures over the last few years are difficult to compare because of the decreased hours and funding for several years. In 2007, circulation was 176,492 due to the relocation of the remnants of the AV collection of popular media from the restricted basement to the main floor. The latest circulation figure also includes e-books and downloadable audio and video which have no physical impact at the circulation desk but often require assistance by the reference and technical services staff. It is difficult to envision physical circulation rising above 200,000 without dramatic changes in the demographics of the city.

LONG RANGE PLAN FY2013-2017

The Long Range Planning Process was initiated in May, 2012, by the current Director. After a 69% budget cut for FY2009, and 4 years of operating in survival mode, the FY2013 budget was sufficient to meet the minimum requirements by the Massachusetts Board of Library Commissioners (MBLC) for certification. Temporary certification was granted on August 2, 2012, by the legislature and the MBLC. The state aid application due in October allowed for certification and all its benefits; however, part of that process included having a Long-Range Plan on file.

With assistance from Deb Hoadley, an advisor with the Massachusetts Library System, and Mary Heafy, President/CEO of The Arc of Opportunity, information was gathered from community surveys and through brainstorming sessions with the trustees and staff. The surveys were available at the Library, on the web, at club meetings, and through organizational meetings. Once the surveys and focus groups were completed, the Advisory Committee reviewed the data. A Mission Statement was agreed upon and Goals, Objectives and Activities were constructed. The final plan was unanimously accepted by the Board of Trustees on September 12, 2012. A new plan will be filed with the MBLC by October 1, 2016.

Service Priorities
Areas of focus for the 2013-2017 Plan were identified based on needs assessment from the data:

- **Funding--Establish stable funding**: To maintain certification and provide Library services, increase hours and services to achieve goals, and hire enough staff
- **Building Space—Revise the building program**: Be prepared to take advantage of the next Library Construction Grant round to provide a building that will serve the needs of the community into the future.
- **Building infrastructure—Address the HVAC problems**: A Library that provides a climate controlled environment for the staff and the public to be comfortable will help fulfill residents' quest for information, recreation, research and life-long learning.
- **Public perception—Increase visibility in the community**: A Library that is visible in the community helps residents understand the materials and services available at the Library to meet their need for information and answers to questions on a broad array of topics related to work, school and personal life.
- **Outreach Services—Create relationships with different groups**: A Library that has a relationship with the different ethnic, cultural, fraternal and business groups, participates in community building, and helps address the need of people to meet and interact with others in their community and participate in public discourse about community issues.

Goals and Activities
- Upgrade and maintain the buildings in order to effectively meet community needs.
- Adjust technology to meet customer needs.
- Attract more customers.
- Adjust staffing to meet customer needs.
- Secure sufficient funding to meet customer needs.

Strengths
- Architecture and site planning
- Reputation of Youth Library and fondness for YL building campaign of 1950
- Excellent staff at all levels dedicated to customer service
- Dedicated volunteers
- Good interaction with community service agencies
- Well known in parts of the community
- Popular programming
- Accessibility
- Friends of the Library support
- Over $1,000,000 in trust fund principle
- Excellent trust fund management

Weaknesses
- Limited free parking
- Open environment is not conducive to private study
- Speed of traffic on Main Street
- Worn out HVAC system with no fresh-air intake
- Potential patrons are repulsed by blatant drug dealing and prostitution in area
- A perception among many that Main Street is not a safe place

Opportunities
- Consultants
- New leadership
- Return of Sunday hours
- Community outreach

Threats
- Instability of city funding
- After-school loud teenagers
- Aging building

A few themes continually surfaced throughout the process and many smaller issues have been addressed. The thread connecting many of the issues was the importance of improving the buildings. The Library's mission is simply not being fulfilled when the building is uncomfortable due to inadequate heating and cooling, staff and patrons don't feel secure, items are water damaged by broken heating pipes, and collections are housed in areas with restricted access due to lack of space.

Comments from the public in the previous 2004 Long Range Plan included comments such as "your youth library is in deplorable condition and an embarrassment to all persons and the City of Fitchburg." "Fix the leaks! I was once proud of my library. Now it looks and smells terrible." "I wish there were better bathrooms for the kids." These are areas that still need to be addressed.

The priorities identified for the 2013-2017 plan underscore the library's need for a building that is operating efficiently, is safe and comfortable, and provides space for people to gather in different sized groups, in appropriate places, and for a variety of programs and services. Space for collections appropriate to the current and future needs of library users, and space for meetings and group study are all basic needs for the Fitchburg Public Library

Services Offered
- 6 Day Service—The Library is open six days per week excluding holidays.
- Materials Lending—As of June 30, 2015, the collection contained 194,593 items including e-books, e-audio and e-video with a total annual circulation of 146,038.
- Information Services—Excellent reference services, collection development, and programming from five MLS librarians.
- Computer Services—Computer services at the present time are limited for a Library serving a population of approximately 40,000. Internet use is limited to one hour per day through a computerized reservation system. There are times when people leave frustrated by the limited number of computers. In a typical week, there are 588 users of public Internet computers. In the adult Library, there are 2 word processors, 10 Internets with the ability to search the web and the Library catalog, 3 catalog-only computers, 2 career computers to aid in job searching, and several laptops able to be deployed by staff for work away from the desks or for training purposes. The Youth Library offers 2 child-only and 1 adult Internet computers, whose use is limited by the

computerized reservation system, 1 OPAC, and a homework center with two Internet computers and two laptops, all with word processing software. C/W Mars, our integrated library service consortium, provides all wired Internet connections, the shared online catalog and patron database, and the circulation system. The administration offices are connected to City Hall for payroll and bill processing.

- Wi-Fi—Provided by the City of Fitchburg, this well-used service is available throughout most of the buildings
- Homework Center—Four computers and two laptops are reserved for four afternoons each week with staff available to provide homework help.
- Reserves and Inter-Library Loan—For FY15 the number of items received from other libraries was 14,626 and the number of items provided to other libraries was 22,255. These numbers reflect the trend prevalent throughout the state—that resource sharing is an integral service for public libraries.
- Special Collections—Historic items, Massachusetts Vital Records, local history and the Acadian Cultural Society book collection are housed on the second floor of the Library in the Willis Room. Access to the collections is during normal Library hours but identification is required. Genealogy volunteers assist family history researchers several hours each week.
- Outreach to Senior Housing Facilities—Annual circulation of over 600 books to five adult care facilities is provided by one volunteer (a former staff person) whose dedication to this outreach is greatly appreciated by the residents.
- Public Fax, for outgoing documents only, is available, with staff assistance, at the reference desk for a small fee.
- Services for the Disabled—All public areas are accessible by elevator, although it is not ADA compliant. The Optelec is an enlarger that magnifies printed documents, but it is not in a private space.
- Children's Programming—A variety of entertaining and educational programs are offered year round for children from infants through sixth grade. Family programs occur on a less frequent basis but are also offered year round. Some of these programs are provided by community partners such as the Montachusett Opportunity Council's Partnership for Children Program, the Fitchburg Public School's Title 1 Program, Riverfront Children's Theater, and Head Start.
- Teen Programming—A variety of programs are offered to and by teens. Each month there is a Saturday evening event. Space in the Youth Library is set aside for dedicated teen use two afternoons per week. A monthly movie event is also held on half days.
- Gaming—Several hours each week are reserved for Wii and X-box gaming for different age groups.
- Adult Programming—The Library Book Club meets monthly. The Knitting and Crocheting group meets each week as they have for over 25 years. One or two programs a week are offered throughout the year by library staff and outside groups.
- Meeting Space—An auditorium seating 205, a conference room seating 15, and the Garden Room with views of the Youth Library garden seats 50 in chairs and 70 on the floor.
- Many city commissions and boards use the meeting spaces for their monthly meetings. City departments and ad hoc groups use space as available.

- Website and Online—The library's website at www.FitchburgPublicLibrary.org incorporates the online catalog, event calendar, museum pass bookings, book recommendations, special events and programming news, access to personal borrowing records, and other on line resources.

Summary of Programs FY2015

Number of children's programs	292
Total attendance at all children's programs	3,813
Number of YA programs	33
Total attendance at all YA programs	226
Number of adult programs	36
Total attendance at all adult programs	344
Number of times meeting rooms were used -excluding staff meetings	879

PART 3: EXISTING FACILITY

Introduction
The Fitchburg Public Library consists of two buildings, built at different times. The 1885 Wallace Library and Art Gallery building and the church next door were demolished to make room for the mid-century modernist adult library which opened in 1967. When the Youth Library was built in 1950 it received much acclaim as the first free standing children's library in the country. Carl Koch was the architect and Gyorgy Kepes the designer for both buildings.

New roofing membranes, carpeting, shelving and furniture have been added over the years but, other than the addition of two accessible bathrooms in the adult library, no additions or significant renovations have been made to either building.

The concrete construction of the adult library building and large ranges of steel shelving have created a space that is not flexible and makes the drilling of holes for cabling and new shelving, almost impossible. The space throughout both buildings is poorly allocated as the needs of the community have changed in fifty-plus years, i.e., an outdated auditorium with raked seating for 200 and a 16mm projection room is not practical.

Both buildings are plagued with roofing, HVAC, electrical, plumbing, and security issues. Broken heating pipes, fires in fan-coil heating units, elevator repairs, inefficient systems, inadequate heat and air conditioning in significant portions of the building, and the absence of smoke detectors and fire doors have caused problems in the buildings.

Building Evaluation (Based on comments and observations):
Accessibility
The buildings are not fully ADA compliant. The library is more accessible than many, and efforts have been made to increase its accessibility, but the fact remains that it is not fully compliant.

The front entrance opens on a motion sensor but the vestibule is not very wide. The two doors are offset forcing someone to enter one door, make an abrupt right turn, then enter a second door. This is difficult to navigate for someone in a wheelchair as well as those with vision or mental impairment. The Youth Library entrance is opened by physically pulling on the handle making it difficult to negotiate for anyone pushing a stroller, for anyone with mobility issues, or for someone in a wheelchair.

When the Wallace Library was built in 1967 the single story portion was connected to the Youth Library by an inside, 54' ramp that is 42" wide except at the security gate where clearance is reduced to 36 inches. It impossible for two people to pass each other comfortably or for someone needing assistance to walk with his or her guide or companion comfortably. The pitch of the ramp is too steep for compliance.

The shelving in the Wallace library is mostly 36" apart but there isn't room to navigate a wheelchair or even a walker around one end of the shelves throughout most of the building. Shelving in the Youth Library is completely inaccessible for the physically disabled. The

Wallace Library circulation desk does not have a portion of it lower than the rest to allow someone in a wheelchair access to circulation services.

Administrative Offices
Located on the mezzanine, the 15'x15' Director's office is connected to the administrative assistant's office of equal size which leads into a storage room with a sink, small refrigerator and storage cabinets. Two coat closets in the hallway take up some space in the assistant's office. Both of the offices open directly to the mezzanine overlooking the Fiction Room.

The Director's office is of adequate size and has wonderful natural light and cross ventilation when the screened windows are opened. A table and four chairs provide space for private meetings. The administration office is overcrowded because of the necessary file cabinets. There is no office copier, only the all-in-one printer next to Director's desk.

Basement Office
Located in the basement, this 693 sq. ft. room has windows at ground level that provide a view of the granite foundation corner from the original H.M. Francis designed building and the lower end of the Wallace Library Garden. The space can comfortably house four or five staff workstations. Shelving on the walls provides useful space for materials and supplies. Like all areas in the library, the room was not built with computer cabling in mind and wires and cables descend from the ceiling or are plugged into wall outlets with lengthy extension cords. Space outside this room has been used for storage. Rotting drain pipes leaked in this area forcing the abandonment of two hand sinks on the first and second floors. Leaks from the overhead fan cooled units are not uncommon.

This space and an area just outside the room are being used on a temporary basis by a couple of city departments. They have plans to move within a year or two.

Bathrooms
Two of the four public restrooms are unisex, single stalls located in the new book room on the main floor, directly in sight of the main entrance. A key is required for entrance. Odors, noise from hand dryers, and people waiting for the key contribute to making the area an unpleasant one in which to spend any time. These restrooms were built in 1995 to be more visible to the staff, to be handicapped accessible, and to have floor drains and ventilation. One room has a baby changing table. As the only public facilities in the area they are often in use by people who have no other business in the library—drug users and the homeless. The individual rooms do allow one to be closed off if there is a problem in it. Unisex rooms also alleviate any gender identity problems.

The other two public restrooms service both the Youth Library and the auditorium, yet the fixtures are sized for youth. These are a security concern for the children using these bathrooms because they are located down the corridor between the outside entrance just outside the Youth Library door and the near the auditorium and staff is unable to monitor them. The bathrooms are usually kept locked and the children access the key at the YL circulation desk; however, during auditorium programs the children's bathroom are left open.

These bathrooms have not been remodeled for accessibility nor were floor drains or ventilation ever installed. Although the tiles have been painted and LED lights installed, the bathrooms are dark, have worn fixtures, and have no floor drains or ventilation.

The lack of suitable, public rest rooms impacts Library use.

Just outside the staff break room are two staff bathrooms. Before the first floor, handicapped accessible bathrooms were built; the men's room was renovated to make it handicapped accessible. The ladies' room has two stalls and one sink. The fixtures, tiles, and stall dividers are old, worn, and ugly. There is no ventilation or floor drains in either bathroom.

Circulation
Because of the separation of the two libraries, each has its own circulation desk. The 21' long circulation desk in the Wallace Library has two computer stations and ample room for the public, however, it is inefficient. The desk area has no useful shelving for returned items, problems, or items waiting to be picked up. The existing shelving under the counter is generally inaccessible. There is adequate space behind the desk for book trucks for recent returns and the delivery bins for out-going holds, but the shelving area for patron holds and high theft items to the side of the circulation desk is not convenient and is not practical for patrons to access their own holds.

One telephone on the desk is used for all incoming calls and for patron renewal requests, card questions, and other patron interactions often leaving a second call unanswered in a timely fashion. Counter space for promotional materials is minimal and always crowded. The desk is one height, not providing easy access for children or the disabled. Art prints loaned to the public are difficult to lift up and over the desk. A small room utility room behind the desk is somewhat useful with a few shelves, a short counter, a sink and two circuit breaker boxes but there is no workroom for the circulation staff.

All interlibrary loans and deliveries are received at the circulation desk through the front door of the Adult Library. Deliveries from other libraries are received in covered bins, 8-13 bins per day, and the number continues to increase. The sorting, scanning, and processing of the delivered items requires more efficient space than is currently available.

Two fan-coil units located inside the circulation desk blow hot (or cold) air on patrons as they check out materials. In summer, the single fan-coil unit behind the circulation desk is insufficient to cool the area. The drain in the unit is so deteriorated that the front has been removed and a hose connects from the drain to a bucket.

Collection Space
Space that was once adequate for housing books is now shared with media and computers. In the Wallace Library the addition of new AV materials, specifically DVDs, CDs, and audio books, and the need for more foreign language materials and large print book collections, have brought new space need considerations. The addition of some new shelving for these collections and the need for more computers has significantly reduced the available tables and chairs and other seating resulting in large clusters of tables, study carrels and chairs which limit quiet, private study areas.

There is little need for the large amount of closed stack shelving in the basement. Much of the fiction collection has been brought into the fiction room and the non-fiction has been weeded and moved up if possible. Some of the materials in the basement are high-theft items or in fragile condition. The periodical collection (loose, bound and on microfilm) is much larger than needed is being severely weeded.

Computers
In the Wallace Library there is only one OPAC at one end of the mezzanine level making it inconvenient for staff and patrons. An Internet computer with genealogy resources on it is in the locked Willis Room. On the first floor ten Internet computers, two career computers, two OPACs, two word processors, and the print release station sit on a hodge-podge of tables.

An electrified table for people to plug in their own devices is in constant use. The first floor computers are all located near the Information/Reference desk for librarians to easily troubleshoot and offer assistance but that places them close to the main entrance and directly under the clerestory windows. On bright days it is difficult to see the computer screens. There is little privacy and no quiet. Computer use is controlled by a time management system which limits users to one hour. People are often waiting for an Internet or need extended time. The print release station is next to the photocopy machine which uses the same coin/bill acceptor.

In the Youth Library, an OPAC and an Internet PC for an adult with a child are located near a cluster of four Internet computers for children where there is space for the two homework center laptops, and a shared printer. The CPUs sit on the tabletops taking up valuable space. There is no wire management so wires dangle behind and under all the computers.

Custodian Office and Closets
The custodian has a small office in the basement, under heating, cooling, and drainage pipes, with no supplemental ventilation, and no window. The room has open shelving for storage of some cleaning and maintenance supplies. There are no cabinets or storage space for tools such as the vacuum or floor polisher. Along with the custodial carts, large boxes of paper products for the rest rooms are stored in the open basement. There are two small custodial closets in the Wallace Library. All cleaning and maintenance supplies for the Youth Library, the YL bathrooms, and the auditorium need to be carted to those locations. Four large recycling barrels are filled and collected every two weeks but need to be brought up on the elevator, wheeled down the ramp and put on the curb. The trash dumpster is located down the street from the YL entrance in a corner of the parking lot across the street.

Elevator
The public/staff elevator, built in the 1960s, is available for anyone needing access to the mezzanine level of the adult library; however, it is located behind the circulation desk making some patrons feel as though they need to ask permission to use it. Original articles about the building state that the staff and trustees truly welcomed the idea of an elevator, to "move the books from floor to floor." No one in the 1960s believed patrons of the library would need to use the elevator.

Anyone in a wheelchair finds it awkward to negotiate around the corner of the desk to the elevator door. The outside call button and the floor buttons inside are too high, and the size of the car itself is too small. There is no phone for emergencies nor is there a direct alarm to the fire department. It is not possible to restrict access to the basement where only the staff is permitted. There is a dumb-waiter at the opposite end of the library that is useful and convenient for moving book trucks and custodial carts from floor to floor on that end of the building. It comes in handy when the 48-year old elevator is occasionally out of service.

Over the years the base of the elevator shaft has retained water creating issues with the equipment. The sump pumps in the boiler room cannot always keep up with the groundwater.

Energy Efficiency
Both buildings are brick and glass. Insulation is practically non-existent. Rooms located upstairs easily reach more than 80 degrees on bright, sunny, summer days and are very cold on cloudy, winter days. The Youth Library is cold much of the time due to the lack of insulation. The glass provides wonderful light and airiness but it isn't all thermal paned and most windows do not have any light filtering devices.

The thermostats in the Wallace Library are outdated and do not work well. The same boiler heats both buildings, but with such poor insulation in the Youth Library, the temperature in the winter can reach over 80 degrees in the Wallace Library while the Youth Library barely breaks 60.

In the 1990s many of the lights were changed to low output, highly efficient bulbs but many areas are dim. Where a few LED fixtures have been added the lighting is greatly improved. The building is designed with glass at the top of the walls just under the roof line. When the lights are on the building glows at night, but the mostly office spaces at the ends of the building are closed at night so the effect is lost when driving up Main Street.

Floors
The Crab Orchard stone floors are in the areas of highest traffic—in front of each circulation desk and connecting the two libraries and the auditorium. It was a beautiful floor when new and is a durable surface but amplifies the noise of people entering the building and the activity at the circulation desk. The stones have weathered and are uneven, and always look dirty and dusty. The rough surface creates problems with book trucks and delivery carts. The noise of the carts being pushed over the stones is horrific and any loose items on the carts vibrate off.

There are asbestos tiles on a portion of the basement floors, in the office suite on the second floor, in the storeroom of the administrative office, and in the Friends Book Sale Room. A rubberized surface behind the desks provides a comfortable surface for standing. Carpeting covers the remainder of the floors with the exception of a large piece of the basement that is painted concrete.

Health and Safety Concerns
A large scale, asbestos removal project was completed about two decades ago but asbestos packing at pipe joints was not removed, nor was asbestos removed from pipes adjacent to the

boilers. Asbestos insulation is deteriorating around two pipes in the basement. There is asbestos flooring in several areas of the Library.

The two entrances to the auditorium each have double doors which must be unlocked with a key to both enter and exit the room. They do not have push bars. The fire exit in the rear of the auditorium is not ADA compliant.

Although no longer functional, the fresh air intake system is located at street level on the sidewalk where it drew in dust and soot from the street.

HVAC
The HVAC system for both cooling and heating is inadequate because of a variety of problems within each of the systems. Major repairs made over the last decades have not solved temperature control issues and inadequate air conditioning in either building.

The oil burners/boilers, replaced in the early 1990s, are inefficient. Although it was relined in 1995, the 7,000 gallon in-ground oil tank could become a problem. A minimum of 3,000 gallons must remain in the tank for the oil burners to fire.

The two circulating pumps work well moving the water throughout the building but a large number of the univents need a new motor, valve, and/or thermostat. Heating isn't as much of a problem as air conditioning because the heat will radiate even if the blowers do not work. The blowers are needed to move the cooled air out into the building.

Because this is a two-pipe system, when the heating/cooling seasons change the connections to the circulating pumps have to be switched between the boilers and the air conditioning. Timing of this change-over is difficult because there are times when heat is needed after the air conditioning has been turned on or vice versa.

The Youth Library and Auditorium were built with radiant heat. That system was so inadequate that supplemental, overhead heating was added. The Adult and Youth libraries share the heating system but with poor insulation and inadequate vents in the Youth Library, the temperature in the winter rarely reaches 68 while it is 80 degrees in the Wallace. There are often open windows in the Adult Library while it is uncomfortably cold in the Youth Library.

The air conditioning system for the Wallace Library has only one operational chiller out of four but parts are no longer available for repairs. The Youth Library had its own air-conditioning unit that is difficult to operate. The chemicals needed to operate the unit for the Auditorium are no longer available.

Information/Reference
The information and reference desks are side-by-side and conveniently located close to the circulation desk. Librarians are able to easily assist when needed for circulation. The most popular reference and high theft titles are shelved behind these desks. The remainder of the reference collection is at the other end of the building or in the basement. The all-in-one printer is used to send faxes for a small fee, but takes staff intervention.

For several hours each day the microfilm readers are used by patrons mostly accessing the local newspaper. The storage cabinets for the microfilm are not convenient to the readers and some microfilm is kept in the basement.

Large Second Floor Office
Located on the mezzanine at the opposite end of the building from the Director's Office, the office consists of two rooms totaling approximately 1,065 square feet. Built-in shelves line three walls of the larger room and one wall of the smaller office. The room is adjacent to the Local History Room. The space is temporarily being occupied by the Massachusetts Trial Court Fitchburg Law Library which will be vacating the space in the next few years.

Lighting
Lighting throughout each library is inadequate. Many of the lighting fixtures are around the perimeters of rooms and do not adequately light the interior. Outdated fixtures and low wattage bulbs add to a dim environment. Many lights are operated on switches dispersed throughout the stacks. Others are controlled by the circuit breakers in six breaker boxes in the Youth Library, in the auditorium, behind the circulation desk, in the custodial closet on the second floor and in the basement. At times overuse of the breakers has led to overheating. Old fixtures have outdated ballasts subject to overheating as well.

With full glass walls, and the clerestory windows, the libraries have an abundance of natural light during daytime hours, but at times the glare on the public computers can be overwhelming. On cloudy days, or during the evening, the buildings are dim. When the Youth Library was built it was not open after 5 p.m. so the skylights were adequate. In the evening the lack of light is so noticeable that the building appears closed. Over the years additional lighting has been added but the problem persists.

Lounge Space
All of the public gathering spaces in the Adult Library are around tables because lounge space is a difficult issue. People using the library appropriately should be encouraged to linger, but all day loitering is a problem. Soft seating is limited for this reason.

Meeting Space
There is a severe lack of meeting space for groups of all sizes. The Rosenbaum Ethnic Heritage Room seats 15 around a large conference table. The Garden Room seats 50 on wooden chairs or 70+ children sitting on the carpeted floor. The auditorium has a proscenium stage, theater lighting, and seats 205 in raked theater seating. There are no small group study rooms.

The Ethnic Heritage Room, on the second floor of the Wallace Library, was established in 1976 by Solomon Rosenbaum in honor of his wife. It seats a maximum of 15 around a conference table with space for 4 or 5 folding chairs around the perimeter of the room. There are no special audio-visual capabilities. Seating is not flexible so many groups prefer to meet in the Garden Room despite its drawbacks.

The Garden Room is located in the Youth Library. Wooden tables and chairs and about 15 stackable chairs are available. Three sides of the room are glass so it feels like a fish bowl.

Between the light and the noise filtering in, the room is very distracting for meetings and for the speakers. There is a flat screen television available but no permanently installed audio-visual equipment or speakers. The room has intermittent radiant floor heat but no air conditioning and relies on a fan to blow air from the Youth Library into the room. See the Youth Library section for more on the Garden Room.

The auditorium seats 205 people in circa 1950 theater seats on a raked floor. The seats are small by today's standards and the room is infrequently used. The room is equipped with a 16mm projection room, theater lights, and an antiquated sound system. In the past the room was used for children's film series (pre-VHS and DVDs, digital televisions and computers) and for the Sunday Performing Arts Series which held about 9 concerts per year. Only small groups are able to perform because of the small stage which is not handicapped accessible. Damage from roof leaks is noticeable on the brick walls and behind the stage. Air conditioning is nonexistent and the heating is nearly so. The small baby grand piano stored behind the stage is subjected to large temperature swings. Wireless Internet is available but there is no adequate, safe place to set up a projector other than on a wheeled cart in front of the seats with cables crossing the floor.

All three rooms are frequently used simultaneously. Small groups often gather at tables throughout the library where they are not able to converse in normal voices, and disturb those who want a quiet space. There is no space adequate for holding film programs. There is no after-hours accessible space. Anyone using a meeting room has to be out before closing or pay the overtime custodial fee.

Noise and Acoustics
Because the Wallace Library has an open design with no noise barriers, there is a lack of quiet space for study and reading. Those entering the building or borrowing books disturb those using computers and trying to study or read. Even quiet conversations drift between the two floors. Sound around the circulation desk in particular is amplified by the stone floor and carries into quieter spaces. Street noise contributes to the noise level. Flushing toilets, fans, and those waiting to use the toilets disturb readers nearby.

Parking
There are available six 2-hour parking spaces reserved for library patrons in a municipal lot across the street from the entrance to the Youth Library. There are also metered spaces in this lot and on the adjoining streets. The addition of a recently leased 25-space lot located directly behind the Library parking has helped alleviate parking concerns. Staff parking for 23 is located behind the library and is adequate for current staffing levels and volunteers.

Roof
The Wallace Library has a hyperbolic paraboloid roof which creates interesting interior design patterns but contributes greatly to roofing challenges. The Youth Library has a flat roof with three, sloped, clerestory windows. Roof problems have plagued both buildings for decades. Repairs have been made but leaks have continued. Major roof repairs over the Youth Library and the Auditorium were finished in FY06. Water damage and recent leaks are being repaired. The membrane and insulation on the roof over the Wallace Library were replaced in 2014.

Second Floor Office Suite
This area is 21'x30' and contains one large office, two small rooms and a workroom/storage room with windows on two sides, a sink in a long base cabinet and upper cabinets. These rooms are suitable for staff offices, but the layout renders them impracticable for public spaces. The space is currently occupied by Literacy Volunteers of the Montachusett Area which will be moving before a renovation begins.

Security
The Fitchburg community has dramatically changed since the library was built. Most notably are the change in demographics and the increase in homelessness, drug use and crime. Security is a major concern for the public and the staff. Emergency calls for police assistance occur frequently.

The large separation between the two libraries works well for keeping the children's activities from interfering with the Adult Library; however, it also acts a barrier and keeps the Youth Library staff isolated. The distance also prohibits sharing any circulation or information desk activity. The ramp between the buildings runs alongside the new book area and items are easily passed over the low barrier.

There are multiple places both inside and out where someone may be out of the view of a passerby. Non-secured areas include the cooling tower area, the stairwell leading to the boiler room, the stairs to the garage, and the place off the staff parking lot that gives access to the walled Wallace Garden. Trespassers have entered the cooling tower area, tried the boiler room door at the bottom of the stairwell, been found sleeping in the garage area, and have entered the walled garden. Trash, drug paraphernalia, and human waste is regularly found at the bottom of the outside stairwells. The Library has been burglarized and entry from the walled garden was evident.

Unruly behavior, general vandalism, and theft of users' personal property led to the installation of twelve security cameras over the past ten years. Cameras may act as a deterrent to illicit activity but they only record the activity after the damage has been done.

Access to the staff-only areas in the basement is restricted only with a rope across the two staircases and one is not visible by staff at any desk. The elevator is not capable of restricting access to the basement level.

Theft detection for Library materials is antiquated. The gate alarms have been turned off because of frequent false alarms and the locations makes it difficult for staff to stop anyone when the alarm did get triggered. Security cases offer some protection for the DVDs, and some CDs, in the Adult Library.

Staff Break Room
Located in the basement near the Cataloging Office is the Staff Break Room, measuring 21' x 21'. Although the windows provide natural light they also have an ugly view of the AC cooling tower. The room has ample cabinets, a full-sized refrigerator, a metal kitchenette unit (small hand sink, electric stove, and oven), and a microwave oven. The room is quite large,

with space enough for a few full size tables, chairs, and a sofa. Except for outdated kitchenette, the room functions well but is not warm or inviting. Occasional leaks from the HVAC units above have caused stains on the ceiling and carpet.

Stairways and Railings
As you enter the Wallace Library there is a large open stairway leading to the mezzanine and the employee only basement. A duplicate stairway is at the other end of the main floor. The stairways leading to the basement are simply roped off. The open concrete stairs and the 8.5" gap between the rails are especially dangerous for small children. The top rails are too low and the banister is square and cannot be grasped tightly by most people. The openness of the first floor and the mezzanine contribute to the feeling of airiness in the Wallace Library and allows staff to see activity on the second floor.

Technical Services/Cataloging
Tech Services is located in the basement, but has lots of natural light from the large window walls on two sides of the long space. The land has been cut away leaving views of the foundation from the original H.M. Francis designed building and the garden on one side, and a view of the cooling tower on the other. The space has approximately 1,440 square feet, divided by walls of wooden bookcases, and half glass walls. A large storage room, ideal for all of the supplies necessary for ordering, cataloging, processing and circulating all materials, sits in the middle of the space. This closet, lots of shelving, a low work counter, and a sink in a base cabinet with overhead units makes the space functional.

The ceiling is filled with pipes of varying dimensions and types, most of which have leaked at one time or another. Mechanicals for the air conditioning in the Youth Library and switches and valves for the heating system in the auditorium are hidden behind a wall in this office. Workmen, therefore, frequent the area and disrupt the employees. The switches and hubs for the computer system were recently installed on a rack beside one wall but are unprotected from staff passing by or leaking overhead pipes.

Teen Space
Teen fiction books are in an open area on the mezzanine level in the Adult Library. The collection is browsable but there is no comfortable gathering space for the teens. A junior high school within walking distance of the library and a bus stop across the street brings students to the library after school. Without a place for them to gather the noise level and constant activity are problems.

Willis Room
This local history room is over-crowded. Some preservation work has been done, such as covering the wooden shelves, adding vent holes to the glass enclosed shelving and having a UV filter placed on the windows, but the room is not climate controlled which puts the collection at risk. This space houses volumes of interest to local historians, histories of Massachusetts and Worcester County, local yearbooks, and materials from the Acadian Cultural Society.

Genealogists, historians, and students studying Fitchburg's history use this room. When the two genealogy volunteers are helping patrons, one table with four chairs is not enough and

electrical cords from their laptops create a tripping hazard. There is an Internet computer in the room but no printer or copier. The shelving around the walls is broken up by the HVAC units, windows, the door, and the glass-fronted cabinets making it difficult to keep the materials in Dewey order. Shelving is not flexible, or deep enough, to properly store the books. The shelves in the glass case are particularly narrow causing oversized books to be shelved sideways making them invisible to browsers. Although users of the room need to sign in with the circulation desk staff, the room is remote and not easily monitored leaving this unique collection vulnerable.

Windows
At the east end of the clerestory in the adult library is the beautiful, five-foot diameter, Venetian and antique, stained-glass City seal that was originally installed above the front door of the 1885 building. Unfortunately though, its beauty is only seen early in the morning when the sun shines through it.

Although the clerestory windows provide wonderful light they are subject to leaks. They need to be frequently re-caulked or replaced, yet there is no direct access to the ones above the Wallace Library.

Many of the casement windows have frozen hardware and need new sills and glazing. Many of the oversize windows in both libraries are not thermal paned contributing to great energy loss. They are also targets for vandalism. Recently two of the large windows were broken by a bb-gun shot and a large rock.

Youth Library
The Youth Library, including the auditorium and garden, was built in 1949-50, at a time when children visiting the Library generally came with a parent. The Library was very open and contained lots of tables and chairs. The space had sliding glass walls opening onto the garden, and a fireplace with two flues for the indoor and outdoor fireboxes. This room was even used for meetings or parties after hours.

The explosion of books in the children's publishing world, and the advent of audio, video, and DVD collections, has created a crowded environment. Nearly 34,000 items are crowded together in a space built for 25,000. Shelving units are an eclectic mix and some are in very poor condition. Internet computers, the homework center, an adult Internet, an OPAC, preschool play tables, toys and story carpets, and comfortable seating for parents take up more space. As shelving and computers were added, the beautiful, open floor space was compromised and the number of tables and chairs was gradually reduced.

Because of the overcrowding, designated areas for toddlers, preschoolers, and school-age children do not exist. Tables and chairs are the same height, not of varying heights for the different ages of users. Children are frustrated by overcrowded conditions with no place for quiet study. There is one small sofa and a few chairs near a play area too small for more than a few children to gather. After school tutors have a difficult time keeping their students focused.

The adjacent Garden Room was built as the Young Adult room but now serves many purposes. It is used for storytime and for other children's programs, the gaming center, and as the teen space two afternoons a week. Adult programming, city boards and commissions, and many community organizations also use the space. The wooden chairs (some with upholstered seats), and tables on casters, are stored around the perimeter for anyone to move as needed.

The entrance to the Garden Room is in the hallway next to the YL circulation desk. Groups using the room often leave the oversized sliding glass door at least partially open because it is noisy and difficult to move. Anyone passing by disturbs the meeting. The activity in the room is often disruptive to the children's circulation desk. Three walls of this room are glass—one looks into the garden, one is along the hallway inside YL, and the third wall looks onto the corridor leading to the children's bathrooms and the auditorium. The glass creates a bright space, but is a distraction for all meetings. Shades on the outside wall provide a barrier to outside light but the corridor light flows into the space creating a problem when showing a movie or a projected presentation. The room has access to the garden through a set of double doors and down one step.

YL has no facilities for craft projects, no clean-up area, and no adequate storage for craft supplies. The gaming consoles do not have a secure storage area and are kept on wheeled carts in the staff workroom alongside the bins for Lego club. Many supplies are stored in the defunct projection room.

Circulation and reference service are from the 15 foot, "U" shaped, service desk. Smaller in size than the circulation desk in the Wallace Library, its operation it is more efficient but it is old and worn. The desk was built in 1950 and was retrofitted for computers. The librarian's office is conveniently located directly behind the desk. As previously mentioned, there is no family bathroom for exclusive use of YL's patrons however, a staff bathroom separates the office from the workroom. The work room does not have visibility of the desk.

Preliminary Plans for Renovation
The Interim Director began preliminary plans for renovation in February 2006. The need for significant building repairs was evident as was the fact that the library was no longer meeting the needs of the public. Circulation and the number of people visiting the library were down and the public was requesting services and collections the library could not supply. Renovation plans were stalled by a director search, worked on again, and then put on hold due to the 69% budget cut for FY09.

PART 4: LIBRARY COLLECTION AND CIRCULATION ANALYSIS

Current Collections and Services
Collection Space
The Wallace Library has undergone a dramatic shift in purpose and audience. The library is no longer the reference center for central Massachusetts and the demand for reference service is not what it was thirty years ago. The collection and space had been heavily geared toward research. Changes are being made to address this. There is undeniably a need for more collection space in the Youth Library. Youth Services and collections have dramatically changed in the sixty-five years since the Youth Library was built. Below is an analysis of the current collection and circulation figures.

Holdings

Adult and YA Holdings by Material Type

Materials	FY12	FY13	FY14	FY15
Books	89,560	90,626	90,743	92,416
Periodical Volumes	3,802	3,127	3,718	3,961
Audio	9,060	9,117	9,725	9,843
DVD, Video	7,143	7,495	7,680	6,883
CD-ROMs	5	5	5	188
Microforms	6,622	6,662	6,702	4,583
Miscellaneous	3,162	3,120	3,080	3,240
Total	119,354	120,152	121,653	121,114

There has not been a significant increase or decrease in adult holdings.

Children's Holdings by Material Type

Materials	FY12	FY13	FY14	FY15
Books	26,678	27,743	28,820	29,761
Periodical Volumes	107	113	155	177
Audio	523	549	583	617
DVD, Video	1,834	2,025	2,250	2,245
CD-ROMs	192	205	219	108
Microforms	0	0	0	0
Miscellaneous	638	629	637	644
Total	29,972	31,264	32,664	33,552

From FY12 through FY15 the Youth Library collection increased by 18%.

Circulation

Adult and YA Circulation by Material Type

Materials	FY12	FY13	FY14	FY15
Books	37,658	48,031	44,117	47,154
Periodical Volumes	426	792	814	649
Audio	5,498	7,865	7,382	7,275
DVD, Video	24,479	41,810	40,893	38,404
CD-ROMs	8	155	159	349
Microforms		73		
Miscellaneous	87	896	709	583
Total	68,156	99,622	94,074	94,414

Children's Circulation by Material Type

Materials	FY12	FY13	FY14	FY15
Books	27,552	37,294	35,763	35,092
Periodical Volumes	45	90	130	115
Audio	702	1,142	944	795
DVD, Video	5,174	10,144	9,300	8,488
CD-ROMs	301	388	337	226
Miscellaneous	580	665	624	577
Total	34,354	49,723	47,098	45,293

Comparing circulation and holdings statistics over these four years is difficult. We began FY12 open 25 hours and ended the year at 48 hours. With additional funding, we opened 53 hours in FY14. Circulation numbers presented above may differ from other charts due to the inclusion or exclusion of electronic items. The numbers show a slight decrease because of the increase in the circulation of electronic materials.

Circulation Comparison with Similar Libraries
Massachusetts Public Library Data, prepared by the Massachusetts Board of Library Commissioners, puts libraries in groups based on population. Of the 48 municipalities in our population group of 25,000 to 49,999, ten share the same Equalized Valuations (EQV) from the Massachusetts Department of Revenue. The EQV is an estimate of the Full and Fair Cash Value of all property in the state. Subdividing population groups by EQV makes a fair basis of comparison between libraries—libraries in wealthy communities should not be compared with libraries from poorer communities. For FY14, the municipalities sharing Fitchburg's EQV are: Beverly, Bridgewater, Chelmsford, Gloucester, Melrose, Methuen, Randolph, Salem, Stoughton, and Woburn.

FY15 circulation and resource sharing figures for libraries in the same FY14 population group and with the same FY14 EQV as Fitchburg are presented in the following charts.

Circulation Figures

	Population	Print	Audio	Video
Beverly	39,502	7,811	780	5,823
Bridgewater	26,563	104,620	10,820	52,126
Chelmsford	29,457	59,320	6,866	27,471
Fitchburg	40,318	19,796	2,276	12,404
Gloucester	28,789	2,470	254	1,126
Melrose	26,983	67,983	6,007	14,798
Methuen	47,255	36,738	3,266	14,844
Randolph	32,112	526,769	46,593	133,495
Salem	41,340	48,961	5,051	4,003
Stoughton	26,962	73,028	5,836	11,046
Woburn	38,120	50,218	3,414	10,662

	Total Direct	Total Activity	Non-Resident	Per Capita
Beverly	471,656	17,764	2,563	8
Bridgewater	75,616	181,543	43,924	19
Chelmsford	563,825	103,781	31,371	18
Fitchburg	118,120	35,006	8,667	10
Gloucester	158,697	3,850	n/a	3
Melrose	293,763	111,993	13,646	9
Methuen	239,908	69,800	11,656	11
Randolph	214,024	803,413	73,575	9
Salem	508,507	59,491	4,822	7
Stoughton	155,846	112,672	10,317	5
Woburn	209,535	75,430	3,671	4

Resource Sharing/Interlibrary Loan

	To others	From others
Beverly	1,780	2,970
Bridgewater	23,180	20,692
Chelmsford	16,799	16,767
Fitchburg	6,903	6,533
Gloucester	n/a	122
Melrose	15,090	13,000
Methuen	12,574	10,745
Randolph	54,806	73,575
Salem	1,264	1,997
Stoughton	11,197	11,611
Woburn	7,653	9,211

Summary of Circulation Comparisons
Fitchburg has the third largest population of the municipalities in the comparison charts yet ranks second, third or fourth from the bottom in five categories. In video circulation we rank in the middle partially because of the collection size.

Comparison with Current Standards

Wisconsin Public Library Standards*
Quantitative Public Library Standards

Municipal Populations 25,000 to 49,999

	Print Volumes per Capita	Periodical Titles Rec'd Per 1,000 pop.	Audio Recordings per Capita	Videos per Capita	Collection Size per Capita
Basic	3.40	6.10	0.23	0.23	4.0
Moderate	3.80	8.40	0.29	0.29	4.2
Enhanced	4.00	10.20	0.36	0.36	4.7
Excellent	5.90	13.20	0.44	0.44	6.6
Fitchburg FY15	2.05	00.85	0.20	1.16	3.0

* 5th Edition, 2010

The Wisconsin Library Standards is a well-respected guide to the requirements for a public library. The size of Fitchburg's collection as a whole, measured against these standards, places the collection below the basic level recommended per capita. This reflects the five years of inadequate funding following the budget cut July 1, 2008.

Only videos per capita is above even the basic standard and that figure is significantly above excellent. The legacy collection from the Regional Library's film collection gave a boost to our numbers and purchasing has increased in response to requests and usage of patrons. Low education levels are reflected in the below basic print and periodical figures. The reasonable level of audio books can be attributed to the numbers of residents who travel great distances to work on a daily basis.

PART 5: NEEDS ASSESSMENT

Introduction
Since the Fitchburg Public Library buildings were opened, the demographics and needs of the community have changed. People are still looking for materials for recreation, research and life-long learning, but they now also need meeting rooms of different sizes for a variety of activities including tutoring, small group study, cultural programs, business meetings, children's activities, and so much more.

There continues to be an increased demand for computer access on our Internet computers and a fast, reliable Wi-Fi connection to access with growing number of devices. The materials offered for loan by public libraries have evolved from mainly books and sound recordings to include books in different formats, films in multiple formats, and new sound recording formats. The addition of DVDs, CDs, and audio books, along with a need for more foreign language materials and large print books has brought new space need considerations.

In this chapter twenty-year space needs for the Fitchburg Public Library for materials, seating, staff services and meeting/programming purposes are estimated based on the population projection, mission and long-range plan. These capacities are then converted into square footage, materials requirements for a building.

Sizes are calculated by:
- Determining the net material additions over twenty year
- Estimating required seating based on population and library use
- Using standard formulas to calculate space necessary for these functions as well as for public and staff support services

Long Range Plan
The current long range plan was written when certification was reestablished in August, 2012, after three years of not being certified. The plan underscores the community's need for a library building that operates efficiently, is safe and comfortable, and provides different spaces for people to gather in large and small groups for a variety of services and programs including quiet, individual study space. The library needs fast, reliable Wi-Fi and a sufficient number of public Internet computers as well as enough space for materials for patrons to check out. These things will serve the current and future needs of library users in their quest for recreation, research, and life-long learning.

The Need
The building should be easily identified as a public library with an entrance and a façade that is welcoming and not intimidating. The entrance should be convenient to public parking, bicycle racks and the bus stop. The door and vestibule should be well illuminated, and easily managed by the mentally or physically disabled, and someone pushing a stroller. For safety and convenience, the delivery services would like to have an entrance that is convenient to a paved area and is distinct from the public entrance.

Upon entering the building a person should be in a quieting, welcoming lobby space with clear wayfinding directions to the rest of the building.

The perception among some residents is that the downtown area, including the library, is not a safe place. Visible security for the building, staff, collections, and particularly patrons is of great importance. To help keep patrons from wondering into staff-only areas an electronic key system should be implemented. A materials theft detection system utilizing RFID will be installed convenient for staff to easily reach the gates when the alarm is triggered.

Parking has been a concern that is often mentioned in discussions about what is needed. The addition of 25 spaces on the same block has eliminated the need for many to either cross the street or have to put money in a meter. There should be a reasonable number of parking spaces and protected bicycle racks convenient to the entrance. Because Fitchburg is in an urban setting many library users travel by car, but many others walk, or arrive by bus or bicycle. Some parking should be available on the library property, but municipal lots, a parking garage and on street parking are available within one block.

Students and others would like a space in which they are allowed to bring in food to share with their friends, especially after school. An area with three tall tables and stools should be located just off the lobby. Acoustic materials should be used so conversations do not disturb other areas. This café area would also provide a place for patrons to use their cell phones without disturbing others. The Friends Book Sale Area is popular and should be visible to patrons as they enter, or leave, the building.

In the area near the desk or lobby should be an electronic sign for notices. An OPAC would allow someone to immediately check on the availability of an item. Shelving and storage for odd items such as tools that are circulate should be nearby.

The public has need of easily accessible, safe and secure, public restrooms with diaper changing tables in each. Children and their parents using the children's library need a family restroom, and a child bathroom accessible only from the children's room.

Temperature complaints are a common theme. The unevenness of heating and cooling creates uncomfortable spots throughout the current building. The public needs a space in which they can be comfortable no matter what the season. One of the needs is for a system that is easily switched between heating and cooling. In New England the swing months in spring and fall can create a large variance in temperatures. Having only heat or cooling doesn't work for several months of the year. The need for HVAC on different zones throughout the building, and a fresh air supply, would allow for varying temperatures as needed for the collections, employees, and the public. Blowers in meeting spaces should not interfere with the meeting/program.

If a new/renovated building requires an elevator, it needs to be reliable, ADA compliant, and centrally located for patron and staff use. Staff-only floors should be restricted my means of an electronic key.

Located at the public entrance an automated 24/7 book sorter return system would provide patrons the convenience of quick and secure returns. An inside automatic return slot would prevent returns left on the counter from being picked up by someone else and never being

checked in. It will be safe for the building because it will be installed in a room that is fire and smoke proof.

Patrons are often confused about which staff desk to approach when they enter the building. Having one service desk in the lobby with a librarian workstation would ease that confusion and save patrons from being directed from one desk to another for a basic question. One workstation at the circulation desk should accommodate wheelchair users and others more comfortable at a lower counter.

Self-check-out units, convenient to the circulation desk for assistance, would prevent the frustration patrons have when lines form for any number of reasons. A self-service holds area near these units would also be welcome by patrons.

Patrons would like a well illuminated, welcoming the new materials area with room to browse and linger while selecting materials. They like the visual displays similar to bookstores with a combination of cover and spine out display. An OPAC here would make placing holds and searching for the next in a series more convenient.

A common request is for more computers with longer use times in both the adult and children's libraries. A need for computer classes for basic computer use, Internet searching, specific programs, and access to electronic resources has been requested. A much used service is high speed, Wi-Fi that doesn't slow down as more people log in. Spotty connections in certain area need to be avoided. There are never enough electric outlets convenient to tables or seats available to charge devices. Charging stations should be available throughout the building. Electrical outlets should be built-in to study carrels and tabletops.

Patrons are often looking for small group study rooms to work on joint projects, provide tutoring services, or study quietly away from the noise of others. On the other hand there are many community groups wishing to have larger meetings and events for the public in our meeting spaces. Space requests range from groups of 20 up to 150. A small room to accommodate 20 people. A large multipurpose room should allow 150 to be seated and have space for a raised platform/stage at the front of the room are needed. The platform could be Murphy bed style or pull out from the wall. The room should also divide into two or three spaces. Many community groups and city boards and commissions request a meeting space that is accessible after hours. This room should have its own entrance, a small kitchen area with basic amenities and be near bathrooms. This after-hours space needs its own security to prevent access to the main building.

Patrons often overlook the large size nonfiction books because they are not located within the dewy numbers of the standard books. Shelving of various sizes within the nonfiction stacks would allow the books to be sequential for ease of use. Fiction shelving should allow for flexibility in the placement of genres. Over the years patrons have wanted mysteries separate from fiction. Then they asked for science fiction and fantasy to be apart. As community needs and interests change the various genres will continue to be divided in different ways.

To provide proper reference service some reference books and files, back issues of several periodical titles, and other materials that are seldom used but necessary will be shelved in a closed stack area. Compact shelving should be considered.

Patrons researching local history want a space that holds most of what they need to research and a room in which the temperature and humidity are comfortable for them and the materials. The room(s) should have space to showcase local treasures, shelving of the appropriate depth to hold the collection, and enough of it to keep the items in proper Dewey order for easy navigation. A locked cabinet with screened doors will protect the most vulnerable materials while there is a secure space for fragile materials in proximity. Patrons want the room to be convenient to the reference librarian for assistance. Patrons need two computers and two microfilm readers/printers. The local history microfilm should be stored here as well. Patrons need space to spread out when they are doing research. Eight chairs at two tables to allow patrons to spread out and work collaboratively. Two four-drawer file cabinets will provide storage for unique collections of newspaper clippings, brochures, photographs, etc.

The variety of formats for books, film and audio offered to our patrons continues to expand. In the years ahead new technologies and AV formats will be developed. A flexible design for these materials will allow us to provide the formats that our patrons want and adjust the space needs during transitions from one to the next.

The teens want and need a space of their own. After school, the teens are full of energy. They need a supervised space that has comfortable seating, Internet access, quiet and group study areas, young adult books and AV materials, and is dedicated for their use. This area would provide a positive atmosphere and encourage the use of the library.

In the Children's Room, parents and care-givers are looking for distinct spaces for toddlers, preschoolers and school-age children through grade 6 with age appropriate collections and furniture correctly sized for the targeted age group. They also need a child's bathroom and a family bathroom only for the use of children and their caregivers. The preschool area need a play space in a defined area. Parents have expressed concerns about street side walls made of glass. For security windows or glass on the street should not be at ground level. The program room in this space should be flexible in design to accommodate various age groups, storytime, and craft programs. Storage for tables and chairs (child height) and cabinets for supplies should be plentiful. A low sink for clean-up is needed. Connection to an outdoor space desired. Tutors have requested quiet study rooms to lessen distractions for their students. These rooms could also be used for parent visitations with children under the care of the Department of Children and Families, and quiet study are needed. As in the Adult Library spaces that are flexible in design will allow for changes in the needs of the community.

The administrative offices should be convenient for the public to have access to the director when necessary. The rooms should be somewhat removed from major activity areas but still have some visibility of the library and easily located for those meeting with the clerk or director.

Custodial closets with slop sinks and some storage should be located on every level. A large storage room for supplies and equipment should be located near the custodial office and also

include a slop sink. The custodial office should be bright, have a desk and chair. A secure utility area outside will be used for the storage of garden equipment, shovels, snow blowers, and trash and recycling.

Patrons have come to appreciate having an enclosed outdoor space removed from the street. An outdoor pace would continue to provide rest and relaxation as well as room for programming. An entrance convenient from the children's and adult libraries would be ideal.

Seating
The number of seats is derived from the population figures.

To determine space for seating these sizes were used:

Table seat	30 square feet
Carrel and seat	40 square feet
Electronic workstation	36 square feet
Lounge seat	40 square feet

Non-assignable
Non-assignable space is required for arrival space, walls, elevators, stairs, halls, heating, ventilation and air conditioning, custodial closets, bathrooms and non-library storage. Architectural designs differ radically in the amount of space for non-assignable functions. A high percentage of non-assignable space for atriums, hallways and other non-library spaces may make the building very attractive and spacious but will push the cost too high. Highly efficient designs with a low percentage of non-assignable space may be less costly but may appear very utilitarian and cramped. The 1.5 ratio of functional space to total square footage in the existing building is due to the inclusion of two outdoor, walled gardens. The more realistic ratio of 1.3 for this plan would provide the additional space needs identified and maintain the bright, open, and airy design to which the staff and general public have grown accustomed.

Spreadsheet
This spreadsheet on the next two pages shows the space necessary to accommodate seating, collections, and services for the next twenty years as compared to the present capacities. Materials in the spreadsheets do not include materials in process or otherwise unavailable for public use.

Comparison of Proposed and Existing Areas and Capacities

Projected Space Needs: Preliminary Estimate--Books and Other Materials and Seating						
	Proposed	Proposed	Proposed	Existing	Existing	Existing
Function Area	**Area**	**Materials**	**Seats**	**Area**	**Materials**	**Seats**
Entrance/Lobby	550	0	1	630	0	1
Circulation Area	450	480	0	1,077	0	0

Circulation Workroom	600	420	0	0	0	0
Automated Sort	250	512	0	0	0	0
Photocopier	52	0	0	52	0	0
New Books/ Browsing	2,500	0	9	2,359	2,000	13
A/V Materials	2,000	17,000	0	732	20,051	0
Current Periodicals	750	1,120	12	256	4,502	0
Computer Lab	500	0	0	0	0	0
Reference	1,500	3,610	18	2,121	7,512	40
Reference Office	500	360	0	0	0	0
Adult Nonfiction	8,040	57,000	3	9,968	87,395	14
Adult Fiction	2,500	28,000	9			
Large Print	492	4,000	4			
Local History	1,560	5,400	8	450	4,500	5
Teen Area	1,536	7,010	20	0	0	0
Children's Service Desk	380	293	0	1,488	33,892	17
Children's Preschool Area	1,480	10,000	12	0	0	0
Children's School Age Area	2,750	20,000	14	0	0	0
Children's Nonprint	2,000	3,500	0	0	0	0
Children's Program Room	1,250	0	0	0	0	0
Children's Group Study Rooms	120	0	8	0	0	0
Children's Office	600	360	0	0	0	0
Children's Workroom	600	360	0	0	0	0
Café	300	0	12	0	0	0
Small Meeting Room*	600	0	30	512	0	35
Multipurpose Room*	3,000	0	150	3,000	0	205
Multipurpose Room Kitchenette*	100	0	1	0	0	0
Conference Room*	450	0	20	300	450	14
Quiet Study Rooms	320	0	16	0	0	0
Group Study Rooms	480	0	12	0	0	0
Maker Space*	2,000	318	41	0	0	0
Closed Stack Storage	1,000	12,468	0	0	0	0

Director's Office	250	125	0	600	0	0
Administration	355	0	0		0	0
Technical Services/Catalog	1,000	980	0	1,440	0	0
Computer Network Room	120	0	0		0	0
Delivery/Receiving and Staff Entrance	100	0	0		0	0
Custodial Office	250	0	0	315	0	0
Custodial Storage	125	0	0		0	0
Staff Break Room	400	0	0	441	0	0
Outdoor Courtyard	2,000	0	20	3,200	0	0
Friends Book Sale	300	0	0	374	0	0
Friends Sorting and Storage	500	0	0	300	0	0
Space not included				1,000		
Total Library Function	46,610	173,316	158	28,615	160,302	90
Non-Assignable Area with garden	13,983			14,308		
Total Library Area	60,593			42,923		

*Seating items with asterisks are not included in seating totals because they are not available for library use except during scheduled programs or because they are for use as waiting seats or as seats for patrons working with staff.

PART 6: AREA DESCRIPTIONS AND ADJACENCIES

Table of Contents

AREA NAME: ENTRANCE/LOBBY

FUNCTION: Welcoming portal for all library users. Place to wait for a cab. Place to orient oneself. Distribution of free hand-outs.

RELATIONSHIPS (to other areas and functions): Multipurpose Meeting Room entrance, 2 public bathrooms, and the entrance to Children's Room should be from the Lobby. The Café area, and Friends Book Sale is part of space. Friends Book Sale Area and the Café are connected to the lobby.

SIGHTLINES:
- Visible from Circulation/Information Desk
- From the seat need a view of the street to see a taxi.

SPECIAL REQUIREMENTS:
- Lots of glass so it is apparent when building is open
- Two sets of automatic double doors with vestibule space between for easy navigation.
- Doors need to be able to be set open for airflow when needed
- Welcoming colors and materials, clean lines
- Materials' security gates need to be near the inside door and not far from circulation desk to prevent exiting without passing through gates
- Floor in vestibule should prevent tracking of dirt and snow inside

SEATING: 1 seat in lobby near a window

COLLECTIONS: No collections, but 2 display cabinets, one vertical and one. Community bulletin board in vestibule.

OCCUPANCY: PATRONS Individuals or small clusters of 2-6 passing through

FURNITURE AND EQUIPMENT:
- Vertical display case
- Horizontal display case
- Defibrillator
- Slot for automatic book return
- Mounted, flat-screen monitor for display of library information
- Waste basket
- Display for free handouts

CASEWORK: Built-in, glass fronted, lit display cases, 1 vertical and 1 horizontal.

LIGHTING:
- Outside walkway and door should be well lit for safety
- Bright enough to indicate when the Library is open
- The built-in displays should be lit.

TECHNOLOGY:
- A people counter
- Security gates

TELECOMMUNICATIONS (telephone, data):
- An electrical outlet for people counter

ACOUSTICS: Sound dampening materials to prevent noise from filtering into other areas.

FINISHES:
- Floor should be smooth and easily cleaned--a durable weather resistant carpet or tile
- Walls painted

NET SQ. FT.: 550

AREA NAME: CIRCULATION AREA

FUNCTION: Staff greet patrons, issue library cards, check materials in and out, answer the telephone and forward calls, collect returns from automated system, temporarily store recently returned items, provide readers' advisory and answer information questions. Displays of promotional materials, bookmarks, seasonal or themed collections, and Library of Things materials (art work, puzzles, cake pans, musical instruments, tools, etc.). Patrons pick up holds, check out books and other materials not in security cases and pay fines with credit card at self-service checkouts. Patrons look up materials on the OPAC. Patrons ask questions and get assistance at the desk.

RELATIONSHIPS (to other areas and functions):
Connected to:
- Lobby
- Automatic Book Return
- Circulation Workroom
- Browsing/New Book Area

SIGHTLINES: Able to see reference desk and entrance to meeting area, new book room and door to Youth Library entrance

SPECIAL REQUIREMENTS:
- Easy access to Circulation Workroom
- Easy access to Automatic Book Return Room
- Anti-fatigue mats at each work station
- Shelving for high theft items
- Shelving for patron holds that need staff intervention

SEATING:
- 3 tall ergonomic staff task chairs
- 1 desk height ergonomic staff task chair

COLLECTIONS:
- 360 books
- 360 AV materials

OCCUPANCY: PATRONS 10   **STAFF** 4

FURNITURE AND EQUIPMENT:

- Counter high desk with three, stand-up, staff workstations and 1 desk height section with a staff workstation for wheelchair access
- Drawers and shelving for supplies and collections mentioned above
- 3 small recycle bins at each workstation
- 3 waste baskets at each workstation
- 2 book trucks for returns not put in automated sort
- Cash register convenient to all workstations
- Large wall clock

CASEWORK:
- Stand-up circulation desk with space for four workstations, one at wheelchair height, with lots of space between and wide entrances
- Counter with durable top surface.
- Drawers, cabinets and shelves under the counter for supplies
- Shelving behind the desk for miscellaneous materials

LIGHTING:
- Overhead lighting suitable for computer use

TECHNOLOGY (Computers and peripherals):
- 4 computer workstations, each with a receipt printer, a shielded RFID pad, a barcode scanner, and a magnetic detacher for the Kwik Case security
- CPUs should be under the counters.
- Computers should be networked to a printer/copier in Circulation Workroom
- Cash register for collection of payments easily accessed from the 4 workstations
- Mounted, flat-screen, monitor for sharing library information
- 3 self-service checkout stations with receipt printers, barcode readers, shielded RFID pads, and credit card payment device
- 1 OPAC

TELECOMMUNICATIONS (telephone, data):
- 4 telephones
- 9 Data drops, one for each staff workstation, OPAC, Self-service checkout, and electronic display
- 1 additional data drop

ACOUSTICS: This is the busiest location in the library with the inherent noise that accompanies many people in close proximity. Area should be buffered with soundproofing

materials, but not closed off, from the rest of the library. Flooring should muffle sounds from book carts, dollies, and baby carriages

FINISHES:
- Durable counter top
- Natural wood
- Painted walls
- Floor should be a smooth surface for ease in moving book carts

STORAGE:
- Drawers, shelving and cabinets for supply storage

OTHER CONSIDERATIONS:
- Large wall clock viewable from a distance

NET SQ. FT.: 450

AREA NAME: CIRCULATION WORKROOM

FUNCTION: Circulation processing activities including preparing daily shipments, preparing overdue bills for mailing, using computers for materials handling and ordering, creating promotional items, printing; sorting materials for repairs, shelving, holds, etc. Space for circulating equipment including a charging cart for laptops, tablets, and other electronic items.

RELATIONSHIPS (to other areas and functions):
- Behind Circulation Desk
- Connected to automated book return room
- Convenient to Delivery Entrance

SIGHTLINES: View of Circulation Desk through partial glass wall with shade

SEATING:
- 4 ergonomic staff desk chairs
- 2 stools for work counter

COLLECTIONS:
- 400 books
- 100 AV materials

OCCUPANCY: STAFF/VOLUNTEERS 5

FURNITURE AND EQUIPMENT:
- 3 computer workstations and 4 ergonomic chairs with casters at a 12' long, 29" high, 30" deep work counter with knee spaces for 3 people to sit
- Cabinets and drawer below and shelves above work counter
- 4'x4' 36" high cabinet on casters for sorting and processing materials
- 2 4-drawer file cabinets
- Range of map drawers for storage of posters and large sheets of paper
- Shelving with many compartments for different papers
- 2 telephones
- 6 book trucks
- 2 waste baskets
- 2 recycle bins
- shredder
- 10 3-foot, wall-mounted shelves for 500 materials
- sink

- bulletin board
- paper cutter
- electronic cutting machine
- mirror
- wall clock

CASEWORK:
- Built in 12' long, 29" high, 30" deep work counter with durable surface and knee spaces for 3 people to sit
- Cabinets below and shelves above work counter

LIGHTING:
- Bright task lighting at each work area.
- Motion sensor room lighting

TECHNOLOGY (Computers and peripherals):
- 2 computers with receipt printers, barcode readers, shielded RFID pads and networked to copier and color printer
- 1 networked printer/copier/scanner/fax
- Locking charging cart for laptops and tablets
- Color printer

TELECOMMUNICATIONS (telephone, data):
- 2 telephones
- Network drops at each counter desk and at least two others around the room

FINISHES:
- Smooth floor for ease of moving book trucks
- Painted walls

STORAGE:
- Coat closet
- 10 locked compartments for personal belongings
- Drawers and cabinets or a walk in closet, for supplies
- 2 4-drawer file cabinets

NET SQ. FT.: 600

AREA NAME: AUTOMATED SORT

FUNCTION: Sort returned materials into seven bins or spring loaded carts with return slot access from outside and inside. Staff check in books from delivery

RELATIONSHIPS (to other areas and functions): Outside access near Entrance and Inside near Circulation Desk and Workroom

SPECIAL REQUIRMENTS: Fire suppression system

SEATING: 2 folding chairs

COLLECTIONS:
- 200 books
- 300 AV materials
- 12 periodicals

OCCUPANCY: STAFF/VOLUNTEERS: 2

FURNITURE AND EQUIPMENT:
- Sorting system including 5 additional sorting bins/carts
- 6 Book carts for returned items

LIGHTING: Bright lights

TECHNOLOGY (Computers and peripherals):
- Sorter connected to C/W Mars system

TELECOMMUNICATIONS (telephone, data):
- 2 network drops

ACOUSTICS:
- Room should be soundproofed

FINISHES:
- Smooth floor for moving bins and book trucks around
- Painted walls

NET SQ. FT.: 250

AREA NAME: PHOTOCOPIER

FUNCTION: Patron use photocopying, faxing, and printing

RELATIONSHIPS (to other areas and functions):
- Near Circulation Desk for assistance when necessary

OCCUPANCY: PATRONS: 2

FURNITURE AND EQUIPMENT:
- Photocopier with a coin/bill acceptor
- Counter high surface beside copier to sorting materials

LIGHTING: Bright

TECHNOLOGY (Computers and peripherals):
- Photocopier networked to all staff and public computers

TELECOMMUNICATIONS (telephone, data):
- Network drop for connecting to computers
- Phone line for fax

NET SQ. FT.: 52

AREA NAME: NEW BOOKS/BROWSING

FUNCTION: Browse new materials on low shelves and on face out displays, and select items to check out or read in the library. Users may sit for a few minutes to peruse their selections or read for a while. Seasonal, special topics and promotional displays will also be on view here.

RELATIONSHIPS (to other areas and functions):
- Connected to Circulation Desk Area

SIGHTLINES: Visible from one or more service desks

SEATING:
- 6 chairs at 3 small tables
- 3 lounge chairs with a side table each

COLLECTIONS:
- 2,000 Books
- 300 Audiobooks and DVDs

OCCUPANCY: PATRONS 7

FURNITURE AND EQUIPMENT:
- 3 small tables with two chairs each
- 3 lounge chairs with side tables
- Kick stools

LIGHTING: Bright lighting

TECHNOLOGY (Computers and peripherals):
- 1 OPAC computer

TELECOMMUNICATIONS (telephone, data):
- Network data drop for OPAC

ACOUSTICS: Area should be a quiet space with no ambient noise.

FINISHES: Carpeted floor, painted walls

NET SQ. FT.: 2,500

AREA NAME: AV MATERIALS

FUNCTION: Browsing and selecting CDs, audiobooks, DVDs, art prints

RELATIONSHIPS (to other areas and functions): Near Circulation and New Books

SIGHTLINES: Visible from a public service desk

SPECIAL REQUIREMENTS: CDs and DVDs are stored in Kwik cases from Gressco. Display units and shelving must accommodate these security cases. DVDs should be on standard shelving with a back lip to prevent materials from sliding off the back. CDs could be in drawers. Art print display bins should be of varying sizes to accommodate the framed pieces.

COLLECTIONS: 17,000 non-print materials in varying formats
- 145 linear feet of music CDs in Kwik Cases
- 363 linear feet of shelving for DVDs in Kwik Cases
- 342 linear feet for audiobooks on CD
- 10 linear feet of shelving for PlayAways
- 5 bins for Art Prints of varying sizes

OCCUPANCY: PATRONS 10

FURNITURE AND EQUIPMENT:
- Drawer units with alphabetic dividers to easily locate music CDs sorted by genres
- Low shelves with the bottom shelf in use at least 18" off the floor for ease of viewing DVDs, audiobooks, and other materials
- Kick stools

LIGHTING: Brightly lit area

NET SQ. FT.: 2,000

AREA NAME: CURRENT PERIODICALS

FUNCTION: Browsing, and reading recent magazines and daily newspapers.

RELATIONSHIPS (to other areas and functions): Near Reference

SEATING:
- Table seating for 8—4 at 2 tables
- Arm chair seating for 4

COLLECTIONS:
- 40 magazine titles plus 12 recent back issues
- 10 newspaper titles plus 2 months of back issues
- 40 free publication titles

OCCUPANCY: PATRONS 12

FURNITURE AND EQUIPMENT:
- 4 magazine shelving sections, 66"high, double sided, hinged periodical shelving units, with storage under slanted shelves
- 10 open shelves for current and back issues of newspapers
- 2 large tables with 8 seats
- 4 individual seats
- Waste basket

LIGHTING: Bright lighting

TELECOMMUNICATIONS (telephone, data):
- 1 network data connection
- Electrical outlets in tables

FINIISHES: Carpeted, warm colors

STORAGE: Open shelves for back issues of newspapers, shelves under hinged shelves for periodicals

NET SQ. FT.: 750

AREA NAME: COMPUTER LAB

FUNCTION: Classroom style computer workstations for group instruction and for daily use with reservation system and print management software.

RELATIONSHIPS (to other areas and functions): Proximity to Reference Area

SIGHTLINES: Visible from Reference Desk

SPECIAL REQUIREMENTS: 20 computers with one instructor workstation and a large screened, wall mounted monitor or electronic whiteboard at front of room. Room could have a dividing wall to allow simultaneous classroom and public use.

SEATING:
- 16 chairs at tables
- 1 counter height chair for instructor

OCCUPANCY: PATRONS 16   **STAFF/VOLUNTEERS** 1

FURNITURE AND EQUIPMENT:
- Tables for 16 computers with 16 chairs
- 1 stand-up computer table

LIGHTING: Non-glare lighting for computer use

TECHNOLOGY (Computers and peripherals):
- 17 computers networked to public printer/copier

TELECOMMUNICATIONS (telephone, data):
- 17 data drops
- Lots of electrical outlets

ACOUSTICS: Room should be somewhat soundproofed

FINISHES: Low static materials

NET SQ. FT.: 500

AREA NAME: REFERENCE

FUNCTION: Answer research questions for adults and children in grade 7 and up, in-person, by telephone and by email. Provide reference, directional help, and reader's advisory service. Monitor and instruct in use of electronic resources. The public reads, browses, studies, and uses library computers and personal devices. The public plugs in their own devices at chairs, tables, and study carrels.

RELATIONSHIPS (to other areas and functions): Networked staff multi-function printer in office, area has 2 OPACS, closed reference materials directly behind desk, reference materials on open shelves, close to reference staff workroom, microfilm readers, public workstations, and the computer lab.

SIGHTLINES: Staff should have a view of the Computer Center, the Study Rooms, other computers and generally as much as possible of the Library.

SPECIAL REQUIREMENTS: Convenient to networked public printer and public computers

SEATING:
- 2 chairs at the reference desk for staff
- 2 visitors chairs at the desk
- 10 chairs at public computers
- 2 visitors chairs
- 6 chairs at 6 electrified, study carrels
- 8 chairs at two electrified tables

COLLECTIONS:
- 500 reference books behind the desk
- 325 sq. feet of reference shelving

OCCUPANCY: PATRONS 30   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- Reference desk seating two librarians
- Shelving for closed reference (high theft, frequently used items) at a maximum of 42" high to maintain sightlines and to define the desk area
- 2 4-drawer file cabinets
- Space for 3 book trucks
- 6 individual study carrels with power and low dividers for privacy
- 4 microfilm cabinets
- Atlas case

LIGHTING: Bright overhead lighting

TECHNOLOGY (Computers and peripherals):
- Print release station with scanner networked to public computers including in the lab
- 1 staff computer workstation with barcode readers
- 10 public computers networked to public printer/copier
- 3 digital microfilm readers networked to public printer

TELECOMMUNICATIONS (telephone, data):
- 2 telephones
- 15 data drops

FINISHES:
- Carpeted floor

STORAGE:
- 8 file drawers
- 3 book trucks for temporary storage
- 8 microfilm cabinets

NET SQ. FT.: 1,500

AREA NAME: REFERENCE OFFICE

FUNCTION: Staff plan, prepare programs and marketing materials, edit newsletters, select materials, search databases for public inquiries, answer email reference questions, and meet with sales people.

RELATIONSHIPS (to other areas and functions): Proximity to Reference Desk and networked staff multi-function printer

SIGHTLINES: View of Reference Desk and public computers

SPECIAL REQUIREMENTS: Ability to lock door, windows to see into library

SEATING: 4 chairs at 4 desks for reference staff and 1 chair for a visitor, 2 workstations

COLLECTIONS: 6 linear feet of shelving at each desk with an additional 12 linear feet of shelving for professional materials.

OCCUPANCY: STAFF/VOLUNTEERS 4

FURNITURE AND EQUIPMENT:
- 2 workstations with ergonomic chairs
- 4 desks with room for a book truck
- 2 3-drawer file cabinets
- Coat hooks
- 5 storage lockers for personal items
- 6 linear feet of shelving at each desk
- Waste baskets
- Recycle bins
- Wall clock

LIGHTING: Bright

TECHNOLOGY (Computers and peripherals):
- 2 computers networked to staff multi-function printer

TELECOMMUNICATIONS (telephone, data):
- 4 telephones

FINISHES:
- Carpeted

- Shades on any outside, screened windows that open
- Painted walls

STORAGE:
- 2 3-drawer file cabinets
- Personal lockers

NET SQ. FT.: 500

AREA NAME: ADULT SEATING

FUNCTION: People sit to read books, magazine, and newspapers, or gather in small groups for quiet conversation. People will use devices to access the Wi-Fi. People sit at tables to write, create projects, and read library materials.

RELATIONSHIPS (to other areas and functions): Seats should be throughout the building in open areas not tucked behind stacks or otherwise not visible from public spaces.

SIGHTLINES: Visible from any public service desk.

SPECIAL REQUIREMENTS: No seating should be tucked in corners or behind tall stacks.

SEATING: 178 reader seats at tables, carrels, or individual

OCCUPANCY: PATRONS 178

TELECOMMUNICATIONS (telephone, data):
- Electrical outlets should be near seats for ease of charging devices

FINISHES: Any upholstery needs to be washable and durable

NET SQ. FT.: Included in area sheets

AREA NAME: ADULT NONFICTION

FUNCTION: Browsing circulating nonfiction titles

SIGHTLINES: Visible to Reference and/or Circulation desks

SPECIAL REQUIREMENTS:
- Well organized sequential layout with mixed shelves for oversize books to be kept in proper Dewey sequence with other books
- Areas for Nonfiction and Foreign Languages
- End panel displays to indicate type and subject of materials in stacks
- End panel displays for materials, signage and handouts
- Stand-up OPAC stations spread throughout the stacks
- Bottom shelves at least one foot off the floor with the top shelf at a maximum of six feet

SEATING:
- 3 seats near stacks for quick perusal of materials—not upholstered nor comfortable

COLLECTIONS: 125,000 books, regular and oversized

FURNITURE AND EQUIPMENT:
- Kick stools

CASEWORK:
- Finished end panels in natural wood

LIGHTING: Lighting to illuminate all books from the top shelf to the bottom. Lighting can be minimal with stronger motion-sensor lighting when a person is present.

TECHNOLOGY (Computers and peripherals):
- 2 OPACs at the end of two stacks

TELECOMMUNICATIONS (telephone, data):
- 2 electrical and network drops every 4-5 ranges

FINISHES: Steel shelving units with naturally finished wooden end panels—could repurpose existing end panels

NET SQ. FT.: 8,040

AREA NAME: ADULT FICTION

FUNCTION: Browsing and reading fiction collection

RELATIONSHIPS (to other areas and functions): Not far off lobby area

SIGHTLINES: Visible to Reference and/or Circulation desks

SPECIAL REQUIREMENTS:
- Well organized sequential layout
- Areas for different genres—Fiction, Mysteries, Westerns, etc.
- End panel displays for materials, signage and handouts
- Bottom shelves at least one foot off the floor
- Top shelf at a maximum of six feet

SEATING:
- 5 lounge seats
- 4 table seats

COLLECTIONS: 20,000 books

FURNITURE AND EQUIPMENT:
- 5 single seats
- 2 small tables with 2 chairs each
- Kick stools

LIGHTING: Lighting to illuminate all books from the top shelf to the bottom. Lighting can be minimal with stronger motion-sensor lighting when a person is present.

TECHNOLOGY (Computers and peripherals):
- 1 OPAC

TELECOMMUNICATIONS (telephone, data):
- Many electrical outlets
- 3 network drops

FINISHES: Steel shelving units with naturally finished wooden end panels—could repurpose existing end panels

NET SQ. FT.: 2,500

AREA NAME: LARGE PRINT

FUNCTION: Browsing large print materials

RELATIONSHIPS (to other areas and functions): Not far off lobby area

SIGHTLINES: Visible to Reference and/or Circulation desks

SPECIAL REQUIREMENTS:
- End panel displays for materials, signage and handouts
- Bottom shelves at least one foot off the floor
- Top shelf at a maximum of five feet

SEATING:
- 2 seats
- 2 table seats

COLLECTIONS: 20,000 books

FURNITURE AND EQUIPMENT:
- 1 small table with 2 seats
- 2 single seats
- Kick stools

LIGHTING: Lighting to illuminate all books from the top shelf to the bottom. Lighting can be minimal with brighter motion-sensor lighting when a person is present.

TECHNOLOGY (Computers and peripherals):
- 1 OPAC

TELECOMMUNICATIONS (telephone, data):
- 1 network drop

FINISHES: Steel shelving units with naturally finished wooden end panels—could repurpose existing end panels

NET SQ. FT.: 492

AREA NAME: LOCAL HISTORY

FUNCTION: Researching local history and genealogy, people, events, official records, genealogical records, and church records using books, newspapers, photographs, the Internet, and microfilm.

RELATIONSHIPS (to other areas and functions): Off reference area

SIGHTLINES:
- Entrance should be visible from Reference Desk

SPECIAL REQUIREMENTS:
- Quiet area with separate temperature and humidity controls
- Window in locked door for security
- Ultra violet light protection on any windows

SEATING:
- Table Seating for 8
- 2 Computer workstation seats
- Microfilm reader seating for 1
- Desk Seating for 1

COLLECTIONS:
- Maps in a map case
- Atlas case
- Paper files in file cabinets with locks
- 5,000 books on 254 12" deep, adjustable steel shelving
- 40 3' shelves, 18" deep in a locked but viewable case
- 4 microfilm cabinets256

OCCUPANCY: PATRONS 8   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- Steel shelving—254 shelves, 12" deep
- Atlas case 33" x 38
- 3 four-drawer file cabinets with locks
- Built in, 18" deep cabinet with 40 shelves, glass doors and locks
- 2 4'x8' tables with 4 chairs each and built in power outlets
- 4 microfilm cabinets

- 2 computer workstations
- Small desk for staff use when room is open
- Kick stools
- Wall clock
- Waste basket
- Recycle bin

CASEWORK:
- Cabinet with wire doors with locks and 40 18" deep shelves

LIGHTING:
- Bright motion sensor lighting
- Desk lamp on staff desk

TECHNOLOGY (Computers and peripherals):
- 2 Computer workstations
- Printer
- Digital microfilm reader

TELECOMMUNICATIONS (telephone, data):
- 3 Data drops
- Electrical outlets on floor and walls

FINISHES:
- Room should have warm colors evoking a subdued atmosphere
- Carpeted floor
- Painted walls

NET SQ. FT.: 1,560

AREA NAME: TEEN AREA

FUNCTION: Browse young adult materials, relax, gather and talk, listen to music, use computers for Internet searches, homework, and word processing, and watch videos.

RELATIONSHIPS (to other areas and functions): Away from quiet areas and children's room

SIGHTLINES: Visible from staff desk(s)

SPECIAL REQUIREMENTS:
- Open plan for visibility
- Relaxed, comfortable atmosphere
- Attractive informal space for browsing, reading, study
- Acoustically isolated from adult reading and study areas
- Graphically interesting displays
- A staff desk equipped with computer workstation
- Flexible furniture
- Locking door when room is not staffed

SEATING: Total of 26
- 4 Tables with 4 seats each
- 4 Lounge type chairs
- 4 Computer workstations with ergonomic seating
- 1 Ergonomic staff desk chair
- 1 visitor's chair at staff desk

COLLECTIONS:
- 6,000 young adult books and non-books
- 10 magazine titles

OCCUPANCY: PATRONS 24   **STAFF/VOLUNTEERS** 1

FURNITURE AND EQUIPMENT:
- Flexible display and shelving
- Magazine tilt and store shelving
- 4 computer workstations
- 4 4'x4' tables with 4 chairs each
- Space for floor seating on cushions, bean bag chairs, or similar

- 1 staff desk with ergonomic chair
- Locked storage for gaming consoles
- Bulletin board
- Waste basket
- Recycling bin
- Wall clock

LIGHTING: Bright, dimmable, lighting

TECHNOLOGY (Computers and peripherals):
- 5 computer workstations—1 for staff and 4 for teens
- 1 mounted flat screen television
- Gaming consoles in locked storage
- Electrical outlets
- Charging station

TELECOMMUNICATIONS (telephone, data):
- 7 data drops for network connections
- Telephone on staff desk

ACOUSTICS: Room/space needs to have sound isolated

FINISHES:
- Sound dampening on walls, floor, and ceiling
- Carpeted
- Painted walls

STORAGE: Wall hooks for hanging coats and cubbies for bags and backpacks

NET SQ. FT.: 1,536

CHILDREN'S ROOM

The Children's Room needs to be acoustically separate from the adult library but shouldn't be isolated. The ability for staff to easily move between the two areas is essential. There should be access to a secure outdoor program space.

AREA NAME: CHILDREN'S SERVICE DESK

FUNCTION: Help children, parents, caregivers, and teachers with reference, readers' advisory, technical assistance, interlibrary loan, program registration, checking materials in and out, and answering the telephone. Assist children with self-service checkout stations.

RELATIONSHIPS (to other areas and functions): Near the entrance to the Youth Library

SIGHTLINES: Staff at the service desk should have visibility of the entire Youth Library including into the program areas.

SPECIAL REQUIREMENTS:
- Service desk should be low for child access.
- There should be an area for the display of children's art work, notices, and posters near the desk and entrance to the Youth Library.
- Space behind the desk for four book trucks
- Parking area for strollers should be near the entrance but visible to staff at desk

SEATING:
- Two adjustable height chairs at the service desk

COLLECTIONS:
- Recent returns on 4 book trucks

OCCUPANCY: PATRONS 3   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
Service Desk
- Staff service desk is 10 feet long with no sharp edges
- Twelve shelves behind the desk
- 2 computer workstations, each equipped with a barcode reader, a shielded RFID pad, a receipt printer, a Kwik Case release magnet and 2 ergonomic chairs
- Telephone
- Anti-fatigue mat at each work station

- Large calendar on an easily viewed wall
- Shredder
- Waste basket
- Recycle bin
- Wall clock

LIGHTING: Bright lighting

TECHNOLOGY (Computers and peripherals):
- 2 staff computer workstations
- 2 barcode readers
- 2 shielded RFID pads
- 2 receipt printers

TELECOMMUNICATIONS (telephone, data):
- 3 telephones
- Many network data drops

FINISHES:
- Smooth floor for easy of moving book trucks around
- Tackable wall surfaces
- Bright, welcoming colors

STORAGE:
- Drawers and shelves under the circulation desk for supplies
- Lockers for personal items for staff and volunteers

OTHER CONSIDERATIONS:

NET SQ. FT.: 380

AREA NAME: PRESCHOOL AREA

FUNCTION: Preschool children with parents or caregivers, browse picture books, play, and interact with other children

RELATIONSHIPS (to other areas and functions):
- Proximity to family bathroom with changing table
- Distant from quiet study area

SIGHTLINES: Visible from staffed areas

SEATING:
- 2 oversized lounge chairs
- 2 adult sized lounge chairs

COLLECTIONS:
- 100 books for Parent Resource Center
- Picture books
- Beginning to read books
- Hanging bag kits
- Wooden puzzles
- Toys

OCCUPANCY: PATRONS 10

FURNITURE AND EQUIPMENT:
- 2 oversized lounge chairs or small sofa for an adult and child to sit together
- 2 parent sized lounge chairs
- Parent Resource Center—12 linear feet of adjustable shelving
- Picture books—8,000 volumes
- Beginning to read books—1,500 volumes
- Hanging bag kits—50 in various sizes
- Wooden puzzles
- Toys in storage bins
- Toddler size square table with 4 chairs
- 3 Play/activity tables
- 3 Activity cubes

- Patterned carpet for cars
- Patterned learning carpets

LIGHTING: Bright, welcoming lighting

TELECOMMUNICATIONS (telephone, data):
- Network data drop
- Covered electrical outlets

ACOUSTICS: Should have sound absorbing materials

FINISHES:
- Bright, cheery, and welcoming
- Easily cleaned surfaces
- Carpeted floor
- Upholstered seating with easily cleaned surfaces

OTHER CONSIDERATIONS:
- Child safety considerations such as rounded corners and protected electrical outlets
- Open activity space defined by collections
- Interactive toys with appropriate storage

NET SQ. FT.:1,480

ADDITIONAL NOTES: Near the entrance to the children's area should be a space for parking strollers

AREA NAME: SCHOOL AGE AREA

FUNCTION: School-age children, alone or with parent or caretaker, parents, and teachers will browse and look for particular books, choose magazines, use computers to search the OPAC, cooperatively work at study tables

RELATIONSHIPS (to other areas and functions): Youth Library service desk(s)

SIGHTLINES: Good visibility from circulation desk in Youth Library

SPECIAL REQUIREMENTS:
- Shelving should be low to accommodate school age children.
- Furniture should be sized for 6-12 year olds
- Separated from noisy toddler areas

SEATING:
- 4 chairs at each of 3 study tables
- 2 chairs at two OPACs
- 6 chairs at 6 computer workstations

COLLECTIONS:
- 16,000 books
- 25 magazine titles with 2 years of back issues
- 1,000 paperbacks

OCCUPANCY: PATRONS 14   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- 14 54" high, double-sided shelving units
- Magazine shelving for 25 titles and 2 years of back issues
- Display shelving for paperbacks
- 3 study tables with 4 chairs each and nearby electrical outlets
- 8 computer workstations with chairs
- 2 tables with 4 chairs each
- Dictionary stand
- Waste basket
- Recycle bin

LIGHTING: Bright lighting

TECHNOLOGY (Computers and peripherals):
- 2 sit down OPACs
- 6 computer workstations
- Networked color printer
- 8 network data drops

FINISHES:
- Carpeted floor
- Windows with screens
- Painted walls

NET SQ. FT.: 2,750

AREA NAME: CHILDREN'S NONPRINT

FUNCTION: Children up to age 12 and parents/caregivers, and teachers will browse DVDs, CDs, audiobooks, books, and CD hanging kits, and other non-book items

RELATIONSHIPS (to other areas and functions): In Children's Room

SIGHTLINES: Visible from staffed areas

SPECIAL REQUIREMENTS: Shelving and drawer units should be sized for youth

COLLECTIONS:
- 3,000 items—CDs and DVDs will be in Gressco Kwik Case security cases

OCCUPANCY: PATRONS 10   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- Drawer units to house 2,500 CDs and DVDs in Gressco Kwik Case security cases
- Shelving for 500 audio books

LIGHTING: Bright lighting

TECHNOLOGY (Computers and peripherals):
- A stand up OPAC

NET SQ. FT.: 2,000

AREA NAME: CHILDREN'S PROGRAM ROOM

FUNCTION: Children attend story time, craft programs, and puppet and magic shows, animal programs, and other events in different age groups or occasionally all ages together.

RELATIONSHIPS (to other areas and functions): Near family and single bathrooms

SIGHTLINES: Visible from circulation desk

SPECIAL REQUIREMENTS: Flexible room for use by pre-schoolers for storytime, all children for crafts, and for families for children's programs. Door should lock. A Dutch door would allow the top half to be open yet keep children inside.

SEATING:
- Carpet seating for 50 children
- Stackable chairs for 30 adults
- 5 low tables with 6 low chairs each

OCCUPANCY: PATRONS 75 children and 30 adults   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
Furniture needs to be easily moved and stored to facilitate changing the room from story time, to craft projects, to large group presentations
- 10 child sized tables with 30 child sized chairs
- 30 additional youth sized chairs with 6 tables for school aged children
- 30 adult chairs
- A low sink with hot and cold water
- Cabinets for storage
- Wall mounted flat screen television and/or electronic white board
- Locked cabinet for gaming consoles and components

CASEWORK:
- Built in lockable cabinets
- Large closet for storing furniture

LIGHTING: Lighting should be bright for activities but dimmable for some programs. There should be different circuits to illuminate and/or dim different areas of the room

TECHNOLOGY (Computers and peripherals):

- Flat screen, wall mounted television or Electronic white board
- Gaming consoles in a locked cabinet

TELECOMMUNICATIONS (telephone, data):
- Several data ports around the room
- Child-proof electrical outlets

ACOUSTICS: Materials used should absorb sound to help keep the noise contained.

FINISHES:
- ½ room carpeted in an easy to clean product
- ½ room a hard, easily cleaned surface
- 1 wall should be mostly glass for monitoring purposes
- Other walls need to have tackable surfaces for displays
- Picture rail hanging system

STORAGE:
- Cabinets for supplies
- Closets for tables and chairs

NET SQ. FT.: 1,250

AREA NAME: CHILDREN'S GROUP STUDY ROOMS

FUNCTION: Tutoring and meeting space for up to 4 people

RELATIONSHIPS (to other areas and functions): In Children's Room

SIGHTLINES: Visible from staff desk.

SPECIAL REQUIREMENTS: Rooms need to be semi-enclosed but have visibility for security and safety of users.

SEATING: 2 Group Study Rooms with Table Seating for 4 each

OCCUPANCY: PATRONS 4 in 2 rooms

FURNITURE AND EQUIPMENT:
- Table with electrical outlets for plugging in laptops
- 8 ergonomic chairs
- Waste basket in each room
- Recycle bin in each room
- Wall clock in each room

LIGHTING:
- Good task lighting that doesn't interfere with computer screens

TELECOMMUNICATIONS (telephone, data):
- Electrical outlets

ACOUSTICS:
- Rooms soundproofed to allow normal conversation to not interrupt adjacent spaces

FINISHES:
- Carpeted floor
- One wall glassed for visibility—smoked glass is possible to give illusion of privacy

NET SQ. FT.: 120

AREA NAME: CHILDREN'S OFFICE

FUNCTION: Librarian's office for planning, ordering, and administrative work

RELATIONSHIPS (to other areas and functions): Near the Children's Circulation Desk

SIGHTLINES: Staff in the office should have visibility of the service desk.

SPECIAL REQUIREMENTS:
- Windows into children's room should have shades
- Room for two book trucks
- Small refrigerator
- Staff bathroom

SEATING:
- Two ergonomic chairs at two workstations
- One visitor's chair

COLLECTIONS:
- 36 linear feet of professional materials in the office

OCCUPANCY: STAFF/VOLUNTEERS 2

FURNITURE AND EQUIPMENT:
Office
- 2 computer workstations with ergonomic chairs
- 4 drawer file cabinet
- Telephone
- Large calendar on an easily viewed wall
- Shredder
- Wall clock
- Wastebasket
- Recycle bin
- Coat hooks on the wall
- Lockers for personal items

LIGHTING:
- Bright lighting

TECHNOLOGY (Computers and peripherals):

- 2 staff computer workstation
- Networked printer

TELECOMMUNICATIONS (telephone, data):
- 2 network data drops
- 2 telephones

FINISHES:
- Smooth floor for ease of moving book trucks and cleaning
- Tackable wall surfaces
- Bright, welcoming colors

STORAGE:
- Lockers for personal items for staff

NET SQ. FT.: 600

AREA NAME: CHILDREN'S WORKROOM

FUNCTION: The workroom is used for program and craft preparation, processing materials and storage of storytime books and supplies

RELATIONSHIPS (to other areas and functions): Near the Children's Circulation Desk and connected to program room

SIGHTLINES: Staff in the work area should have visibility of the service desk

SPECIAL REQUIREMENTS:
- Window with shade to allow observation of circulation desk
- Hand sink
- Counter high work area as well as table/desk high

SEATING:
- Two ergonomic chairs for desk area
- 1 for counter

COLLECTIONS:
- 36 linear feet of shelving for storytime books
- Shelving for large bags of themed books or other odd materials

OCCUPANCY: STAFF/VOLUNTEERS 3

FURNITURE AND EQUIPMENT:
- 1 computer workstation/desk with 1 ergonomic chair
- large table or counter for preparation of story and craft activities, displays, and marketing materials with 2 tall chairs
- Electronic paper/materials cutters
- Paper cutter
- Shelving and drawers for storage of craft supplies including various papers, scissors, pens, pencils, coloring, and painting supplies,
- 1 telephone
- Coat hooks on the wall
- Lockers or locked drawers/cabinets for personal items
- Wall clock
- Wastebasket
- Recycle bin

LIGHTING: Bright lighting

TECHNOLOGY (Computers and peripherals):
- 1 staff computer workstation

TELECOMMUNICATIONS (telephone, data):
- 2 network data drops in workroom

FINISHES:
- Smooth floor for ease of moving book trucks and cleaning
- Tackable wall surfaces
- Bright, welcoming colors

STORAGE:
- Cabinets and shelving for supplies
- Lockers for personal items for staff and volunteers
- Coat closet

NET SQ. FT.: 600

AREA NAME: CAFÉ

FUNCTION: Place for people to gather and eat something they've brought in themselves, fill a water bottle, and quietly use a cell phone.

RELATIONSHIPS (to other areas and functions): In lobby near entrance and friends book sale room

SIGHTLINES: Visible from Circulation Desk

SPECIAL REQUIREMENTS: Easily cleaned. Designed to keep sound in the area.

SEATING: 12 seats

OCCUPANCY: PATRONS 12

FURNITURE AND EQUIPMENT:
- 3 small, tall tables with 4 easily moved seats

CASEWORK:
- Built-in, 4' counter with a hand sink with a tall faucet for filling water bottles or a water bottle filling station
- Counter for displaying tax forms
- Locked cabinet for storage of extras

LIGHTING: Bright

TELECOMMUNICATIONS (telephone, data):
- Charging station for devices

ACOUSTICS:
- Sound deadening materials to keep noise in the area

FINISHES:
- Easily cleaned surfaces, floors, and counter top

NET SQ. FT.: 300

AREA NAME: SMALL MEETING ROOM

FUNCTION: Discussions, small group instruction, films

RELATIONSHIPS (to other areas and functions): Proximity to Large Meeting Room

SIGHTLINES: Visible from public service desks

SPECIAL REQUIREMENTS: Controls for HVAC. Any outside, screened windows should have shades or draperies to darken the room.

SEATING: 30 upholstered, stackable chairs

OCCUPANCY: PATRONS 30

FURNITURE AND EQUIPMENT:
- 4 lightweight folding tables with 30 stackable chairs
- Wall or ceiling mounted projection screen
- Coat hooks
- Art hanging rail system
- Wall clock
- Waste basket
- Recycle bin

LIGHTING: Bright but dimmable lights

TELECOMMUNICATIONS (telephone, data):
- Data drops on each wall
- Many electrical outlets at 32" height

ACOUSTICS: Rooms should be somewhat soundproof

FINISHES: Carpeted floor, painted walls

STORAGE: Closet for storing chairs and tables

NET SQ. FT.: 600

AREA NAME: MULTIPURPOSE ROOM

FUNCTION: A variety of Library and community programs for adults, children, and teens including meetings, lectures, video screenings, displays, art exhibits, book sales, performances, and more.

RELATIONSHIPS (to other areas and functions): Room needs to open off night lobby for after-hours use. Needs access to public restrooms and a small kitchen area.

SIGHTLINES: Visible from Circulation Desk

SEATING:
- 150 stacking chairs with upholstered seats and back and no bar across space between front legs

OCCUPANCY: PATRONS 150 seated plus performers/presenters on raised platform or 200 standing

FURNITURE AND EQUIPMENT:
- A raised platform, Murphy-style stage, or a pull-out stage at one end of the room
- Wall hanging system for artwork with appropriate focused lighting
- 15 folding, or nesting, tables
- Podium with electricity and network connections
- Small kitchen with refrigerator, full-sized sink, microwave oven, counter, and locking storage space with cabinets, and drawers, closet for cleaning supplies—broom, wet mop, bucket
- Closable pass through from kitchen
- Podium
- Food service counter or cabinet with electrical outlets along top
- Security gate for after-hours use—restroom access must be maintained
- Divider to split room in three parts
- Drapery or window shades to darken room during daytime use
- Coat racks
- Wall clock in each section of room
- Waste baskets, both large and small
- Recycle bins

CASEWORK:
- Built in cabinets in kitchen area

LIGHTING:
- Lighting focused on walls for art work
- Bright lighting that can be turned on or off in different areas of the room and can be dimmed as needed
- Bright, adjustable lighting focused on stage area

TECHNOLOGY (Computers and peripherals):
- Wall or ceiling mounted projection screen
- Large flat-screen TV
- Speaker system for TV, computer, and microphone use with controls from podium and rear of room
- All electronic connections accessible at podium

TELECOMMUNICATIONS (telephone, data):
- Electrical outlets throughout the room
- Electrical outlets in floor where a projector and laptop would be located
- Network data drops throughout the room

ACOUSTICS: Acoustical qualities appropriate for video, music, speakers, and audience participation

FINISHES:
- Carpets in main room
- Easily cleaned flooring in kitchen area and restrooms
- Painted walls

STORAGE:
- Closets for all chairs and tables, and a podium

NET SQ. FT.: 3,000

AREA NAME: MULTI-PURPOSE ROOM KITCHENETTE

FUNCTION: Room for preparation of finger food service and beverages for meeting room.

RELATIONSHIPS (to other areas and functions): Connected to multipurpose room, and accessible after hours

OCCUPANCY: PATRONS 3

FURNITURE AND EQUIPMENT:
- Microwave, convection oven
- Small refrigerator
- Coffee maker

CASEWORK:
- Built-in counter with sink and dish drain area
- Cabinets for storage of supplies
- Closet for cleaning materials

LIGHTING: Bright

FINISHES: Easily cleaned

STORAGE: Small closet for cleaning supplies

NET SQ. FT.: 100

AREA NAME: CONFERENCE ROOM

FUNCTION: Meeting space for Board of Trustees and other groups needing conference style space with the ability to serve light refreshments.

RELATIONSHIPS (to other areas and functions):
• Near Administrative Offices, possibly accessed from the offices as well as the Library.

SIGHTLINES: Visible from a public service desk.

SPECIAL REQUIREMENTS: Door needs to have glass in it

SEATING:
• Comfortable conference style table seating for 14

COLLECTIONS:
• Miscellaneous Library artifacts

OCCUPANCY: PATRONS 20 people, 4 at the table and 6 others in the room

FURNITURE AND EQUIPMENT:
• Refurbished existing table with 14 comfortable chairs
• Small refrigerator
• Wet sink
• Sideboard with cabinets below for serving food and storage of supplies
• Ceiling or wall mounted projection screen
• Wall and floor electrical outlets
• Network data drop on each wall
• Art hanging rail system
• Covered trash bin for refreshment waste
• Wall clock

CASEWORK:
• Built in display cabinets—Refurbish and reuse existing cabinets with new locks
• Sideboard—Refurbish and reuse existing credenza with the addition of a lock

LIGHTING:

- Lighting varied for different tasks
- Dimmable ceiling lights on different switches for specific lighting in certain areas
- Directional lighting for highlighting art works

TELECOMMUNICATIONS (telephone, data):
- Network data drops on all four walls and in the floor

FINISHES:
- Warm colors
- Painted walls
- Carpeted floor

STORAGE:
- Sideboard with cabinet for supplies
- Glass fronted wall cabinets for displays, locked

OTHER CONSIDERATIONS:

NET SQ. FT.: 450

AREA NAME: QUIET STUDY ROOMS

FUNCTION: Space for 1-4 people

RELATIONSHIPS (to other areas and functions): Reference desk should be nearby

SIGHTLINES: Visible from staffed areas

SPECIAL REQUIREMENTS: Rooms need to be enclosed but have visibility for security and safety of users.

SEATING:
- 4 Quiet Study Rooms with Table Seating for up to 4

OCCUPANCY: PATRONS 4 in 4 rooms

FURNITURE AND EQUIPMENT:
- Table with electrical outlets for plugging in laptops
- 4 ergonomic chairs
- Waste basket in each room
- Recycle bin in each room
- Wall clock in each room

LIGHTING:
- Good task lighting that doesn't interfere with computer screens

TELECOMMUNICATIONS (telephone, data):
- Electrical outlets

ACOUSTICS:
- Rooms soundproofed to allow normal conversation to not interrupt adjacent spaces

FINISHES:
- Carpeted floor
- One wall glassed for visibility—smoked glass is possible to give illusion of privacy
- Doors with glass and lockable

NET SQ. FT.: 320

AREA NAME: GROUP STUDY ROOMS

FUNCTION: Meeting space for up to 6 people

RELATIONSHIPS (to other areas and functions): Close to Reference desk

SIGHTLINES: Visible from staffed areas.

SPECIAL REQUIREMENTS: Rooms need to be enclosed but have visibility for security and safety of users.

SEATING: 2 Group Study Rooms with Table Seating for 6 each

OCCUPANCY: PATRONS 6 in 2 rooms

FURNITURE AND EQUIPMENT:
• Table with electrical outlets for plugging in laptops
• 12 ergonomic chairs
• Waste basket in each room
• Recycle bin in each room
• Wall clock in each room

LIGHTING:
• Good task lighting that doesn't interfere with computer screens

TELECOMMUNICATIONS (telephone, data):
• Electrical outlets

ACOUSTICS:
• Rooms soundproofed to allow normal conversation to not interrupt adjacent spaces

FINISHES:
• Carpeted floor
• One wall glassed for visibility—smoked glass is possible to give illusion of privacy
• Lockable Doors with glass

NET SQ. FT.: 480

AREA NAME: MAKER SPACE

FUNCTION: Community space for technology and life skills programs for adults, teens, and children including, but not limited to, CAD design, 3D printing, video and audio production and editing, sewing, digital art and design, tape to digital transfer, etc. Students and adults will apply science technology, engineering, math, and creativity to solve problems and be creative.

RELATIONSHIPS (to other areas and functions): Staffed service desk

SIGHTLINES: Visible from a staff service desk

SPECIAL REQUIREMENTS:
Must accommodate a wide range of activities, tools, and materials, and be flexible enough to incorporate new technologies and functions. Space should be well-lit with room to spread out and to work collectively. There should be distinct but flexible areas for various functions. Furnishings need to be sturdy in design. Ventilation is important.

SEATING:
- 8 stools at 2 counter-height lab-style tables
- 8 chairs at 2 tables
- 3 chairs at 3 computer workstations

COLLECTIONS:
- 6 issues of 3 magazines
- 100 linear feet of books and manuals divided among different functions

OCCUPANCY: PATRONS 19   **STAFF/VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- 1 sturdy, vibration proof table for 3D printer
- 1 green screen for video production
- 3 computer workstations with chairs
- 2 moveable lab-style tables with 4 stools each
- 2 tables with 4 chairs each

CASEWORK: Cabinets and closets for storage, small bookshelves in different areas

LIGHTING: Bright lighting

TECHNOLOGY (Computers and peripherals):
- 3 computer stations—1 with dual monitors for creating and editing video
- Electrical outlets everywhere
- Wall-mounted flat screen television with microphone and speaker system for teaching and collaborating
- 3D printer

TELECOMMUNICATIONS (telephone, data):
- 5 network drops

ACOUSTICS: Room should be soundproofed to prevent disruption of other library services.

FINISHES: Smooth floor, painted walls.

STORAGE: Cabinets and closets for storage of supplies

NET SQ. FT.: 2,000

AREA NAME: CLOSED STACK STORAGE

FUNCTION: Space for rarely used reference books and periodical back files, as well as titles that need additional security.

RELATIONSHIPS (to other areas and functions): Staff only space

SPECIAL REQUIREMENTS: Compact shelving

COLLECTIONS: Bound, loose, and microfilmed periodicals and reference, fiction and non-fiction books

OCCUPANCY: STAFF 2 maximum

FURNITURE AND EQUIPMENT:
- Kick stools

LIGHTING: Bright motion-sensor lighting

TECHNOLOGY (Computers and peripherals):
- One data drop

NET SQ. FT.: 1,000

AREA NAME: DIRECTOR'S OFFICE

FUNCTION: Administrative duties, small group meetings, storage of personal records, budget information, trustees' minutes, reports.

RELATIONSHIPS (to other areas and functions):
- Connected to Administrative Office
- Close or connected to Conference Room

SIGHTLINES:
- Ability to see anyone approaching door to Library
- Ability to see person working in Administrative Office

SPECIAL REQUIREMENTS:
- Soundproof
- Natural light with outside screened windows
- Private but not isolated
- Zone controlled HVAC

SEATING:
- 1 ergonomic desk chair with arms
- 4 chairs at a table
- 1 guest chair

COLLECTIONS:
- Trustee minutes—9 linear feet

OCCUPANCY: PATRONS/OTHERS 4 **STAFF** 1

FURNITURE AND EQUIPMENT:
- Large desk at least 5'x3' with a return and an ergonomic chair
- Electronic work station networked to copier/printer in Administrative Office
- 4 chairs at a small table
- 1 guest chair
- 24 linear feet of shelving
- Coat closet with lock
- 2 2-drawer file cabinets
- Art display rails
- Wall clock

- Waste basket
- Recycle bin

CASEWORK:

LIGHTING:
- Bright room lighting
- Desk/task light

TECHNOLOGY (Computers and peripherals):
- Computer workstation networked to City and to printer/copier in Administrative Office
- Printer

TELECOMMUNICATIONS (telephone, data):
- Telephone
- 2 network data drops

ACOUSTICS:
- Soundproof office

FINISHES:
- Carpeted floor
- Painted walls
- Shades or curtains on windows

STORAGE:
- Coat closet with lock
- 2 2-drawer letter sized file cabinets

OTHER CONSIDERATIONS:

NET SQ. FT.: 250

AREA NAME: ADMINISTRATION OFFICE

FUNCTION: Library administration, reception, typing, computing, record keeping, and bill paying.

RELATIONSHIPS (to other areas and functions): Connected to Director's Office, staff bathroom and small kitchen/supply room and near Conference Room

SIGHTLINES: Able to see anyone approaching door

SPECIAL REQUIREMENTS:
- Door to library has glass and a shade or curtain
- Natural light with screened windows that open to the outside
- Pleasant with warm colors

SEATING:
- 2 upholstered guest chairs
- 1 ergonomic desk chair

COLLECTIONS: Historical records of Trustees' Minutes—9 linear feet

OCCUPANCY: STAFF 1

FURNITURE AND EQUIPMENT
- 1 desk at least 5'x3' with a return and an ergonomic chair
- Computer workstation
- Photocopier with networking capabilities for printing, faxing, scanning, and coping
- Telephone
- Built in legal sized file cabinets with 24 drawers and a counter top
- 3-drawer lateral file legal sized
- Under counter safe
- 2 upholstered guest chairs
- Small meeting table with four chairs
- A small under-counter safe

CASEWORK:
- Built in cabinets for storage—repurpose existing
- Coat closet

LIGHTING:
- Task lighting for the desk
- Efficient room lighting

TECHNOLOGY (Computers and peripherals)
- Computer workstation
- Networked copier print, copy, scan, and fax

TELECOMMUNICATIONS (telephone, data):
- Telephone
- Alarm system connected to Police Station

ACOUSTICS: Sound should be deadened and not echo into other spaces

FINISHES:
- Carpeted floors
- Painted walls and trim
- Durable countertops

STORAGE:
- Coat closet
- 3 full height cabinets for supply storage—repurpose existing
- 6 kitchen style cabinets—repurpose existing
- Small refrigerator

OTHER CONSIDERATIONS: Attached kitchen/supply room with above storage needs as well as a microwave and sink.

NET SQ. FT.: 355

AREA NAME: TECHNICAL SERVICES/CATALOG

FUNCTION: Office of the Technical Services Department Head, order and receive books, magazines, non-print materials, and supplies. Accession, catalog, process and repair all library materials. Storage of supplies for processing all materials. Order and receive computers and other equipment, prepare them for deployment throughout the library and troubleshoot non-functioning computers. Access to the Computer Networking Room.

RELATIONSHIPS (to other areas and functions): Computer Networking Room should be connected. Near delivery point for ease of delivery and distribution of materials.

SPECIAL REQUIREMENTS: Spacious, adequate space to move book trucks and dollies around. May be joined with circulation workroom but not required. A large sink with counter and storage underneath is required. Space to store book trucks and large canvas laundry hampers used to move quantities of books

SEATING:
- Seating for 4 on ergonomic chairs at desks
- Seating for 2 on ergonomic chairs at table height counter/worktable
- 2 guest chairs with casters

COLLECTIONS:
- 12 linear feet of vendor catalogs, manuals, and cataloguing instructions
- 48 linear feet of shelving for materials in different states of processing
- 500 books
- 500 non-books

OCCUPANCY: STAFF 4   **VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- 4 desks with a return, drawer files, and ergonomic chairs—must have space for two book trucks beside desks
- Shelving or other flat surface above, behind, or around each desk
- 12' long counter or work table, 28" high, 30" deep for processing and repair.
- Four drawers under table height counter/work table for often used supplies
- Shelf above counter for storage
- 1-four drawer legal size file cabinet
- 1-four drawer letter size file cabinet
- Bulletin board
- Coat hooks near desks

- 8 small lockers for personal items
- 2 kick stools
- 4 wastebaskets
- Shredder
- Recycling bin

CASEWORK: Built in counter with drawers and a shelf above

LIGHTING: Bright

TECHNOLOGY (Computers and peripherals):
- 4 electronic workstations
- Barcode scanners at each workstation
- Shielded RFID pad at each workstation
- Networked all-in-one printer/scanner/fax/copier
- Ample electrical outlets at mid-wall height over counter and around room

TELECOMMUNICATIONS (telephone, data):
- 4 telephones
- Lots of data drops

FINISHES:
- Smooth floor for ease in pushing full book carts
- Painted walls
- Screened windows to the outside

STORAGE:
- Large walk-in closet with open shelving of various depths to accommodate a variety of supplies
- 2 4-drawer file cabinets
- Drawers at work counter

NET SQ. FT.: 1,000

AREA NAME: COMPUTER NETWORK ROOM

FUNCTION: Where switches, servers, routers, and other equipment for library's computer network including connections to C/W Mars and the City's system are located. Security monitoring equipment is also here. New equipment is prepared for use and spare parts and manuals are stored here.

RELATIONSHIPS (to other areas and functions): Technical Services Workroom

SPECIAL REQUIREMENTS:
- Specially zoned for heating and cooling.
- Locked door to prevent casual entry
- Contain a UPS to enable systematic shutdown in case of a power outage

SEATING:
- 2 ergonomic task chairs

COLLECTIONS: 10 linear feet of manuals, warranty papers, and catalogs

OCCUPANCY: STAFF 2

FURNITURE AND EQUIPMENT:
- Wall mounted racks for equipment
- Electronic workstation with barcode scanner, and shielded RFID pad
- 10' desk-height counter with 10 electrical outlets and network drops
- All necessary computer switches, routers, servers for equipment in Library
- 1 3-drawer file cabinet, letter sized
- Cabinets and drawers for storage of supplies, equipment, tools, and parts
- Security DVR and monitor networked to staff computers
- 10 linear feet of shelving for manuals and books
- Large flat-top cart to move equipment
- Wall clock
- Waste basket
- Recycle bin

CASEWORK:
- Built in counter with drawers below and a double-wide kneehole for seating 2 people

LIGHTING:

- Bright lights on motion sensors.

TECHNOLOGY (Computers and peripherals):
- 1 computer workstation with barcode scanner and shielded RFID pad
- Existing switches, routers, and other equipment in the rack
- Security DVR computer with monitor networked to staff computers
- Printer or could be networked to printer in Technical Services)

TELECOMMUNICATIONS (telephone, data):
- Telephone
- 10 network data drops

FINISHES:
- Smooth floor for ease of cleaning
- No fabrics

STORAGE:
- A cabinet for supplies and parts
- Drawers for tools

OTHER CONSIDERATIONS:

NET SQ. FT.: 120

AREA NAME: DELIVERY/RECEIVING/STAFF ENTRANCE

FUNCTION: Resource sharing transfer bins, mail, and other deliveries will be delivered here. Staff will enter from staff parking area. Materials from resource sharing will be sorted and place on book trucks for delivery to circulation.

RELATIONSHIPS (to other areas and functions): Convenient to Circulation Workroom

SPECIAL REQUIREMENTS:
- Minimum 10' long, work surface counter
- Space under counter for storage of empty bins and boxes
- Ramped entrance for ease of moving dollies and heavy deliveries
- Well lit
- Secured from library to allow after hours delivery by resource sharing van drivers
- An anti-fatigue mat

SEATING: 1 ergonomic chair on casters

OCCUPANCY: STAFF/VOLUNTEERS 2

CASEWORK: Built-in counter with 25 mail cubbies above

LIGHTING:
- Bright on motion sensors
- Outside entrance should be bright

TECHNOLOGY (Computers and peripherals):

TELECOMMUNICATIONS (telephone, data):
- Data drop to network cameras
- Doorbell to alert staff when delivery driver is at door
- Camera focused on door inside and out

FINISHES: Easily cleaned surfaces

STORAGE: Space under counter

OTHER CONSIDERATIONS:

NET SQ. FT.: 100

AREA NAME: CUSTODIAL OFFICE

FUNCTION: Small repairs, administrative paper work, storage of tools and hardware, record keeping for inspection services, maintenance schedules, and times sheets, and storage of paper goods for bathrooms.

RELATIONSHIPS (to other areas and functions): A door leading into maintenance storage closet, close to delivery entrance and elevator

SPECIAL REQUIREMENTS: Flexible, easily adjustable shelving, lockable cabinets including a large shallow cabinet for mounting tools behind locked doors. Electrical outlets for charging batteries should be included inside office as well as cabinets.

SEATING:
- 1 office chair
- 1 guest chair

COLLECTIONS: 6 linear feet of shelving for manuals for maintenance equipment and catalogs.

OCCUPANCY: STAFF 1 and 1 guest

FURNITURE AND EQUIPMENT:
- Small desk with a file drawer
- Computer
- Work table
- Wall clock
- Waste basket
- Recycle bin
- Vice mounted to work table

CASEWORK: Build in cabinets and shelves for storage of tools, some supplies, and other paraphernalia.

LIGHTING: Bright service lighting

TECHNOLOGY (Computers and peripherals):
- A computer networked to library printers

TELECOMMUNICATIONS (telephone, data):

- Telephone
- Network data connection

FINISHES:
- Smooth floor easily cleaned
- Painted cabinets
- Steel shelves

STORAGE:
- Cabinets for tools and hardware
- Cabinets and shelves of varying depths for a variety of supplies

NET SQ. FT.: 250

AREA NAME: CUSTODIAL STORAGE

FUNCTION: Storage of outside equipment, tools, and chemicals such as a lawn mower, a snow blower, rakes, brooms, shovels, trimmers, hoses, wheelbarrow, ladders, ice melt, and fertilizer.

RELATIONSHIPS (to other areas and functions): Proximity to staff entrance with entrance into Maintenance Office

SEATING: One chair or rolling stool.

OCCUPANCY: STAFF 1

FURNITURE AND EQUIPMENT:
- Organized hanging system for rakes, trimmers, hoses, shovels, brooms, ladders etc.
- Some shelving for smaller items, and gasoline and other flammables
- Raised platform for bags/buckets of ice melt and other similar materials to be raised off floor.

LIGHTING: Bright lights

TELECOMMUNICATIONS (telephone, data):
- Electrical outlets

FINISHES:
- Surfaces in a material that is easily cleaned.

STORAGE:
- Outdoor supplies such as ice melt, gasoline, oil

OTHER CONSIDERATIONS:
- Two doors—one to the outside and one into the building.
- Ventilation

NET SQ. FT.:125

AREA NAME: STAFF BREAK ROOM

FUNCTION: Staff eat lunch or dinner and occasionally assemble as a group

RELATIONSHIPS (to other areas and functions): Proximity to Staff Restrooms and Staff Entrance, far from public areas

SPECIAL REQUIREMENTS: Screened window.

SEATING:
- 16 chairs at tables
- 3 person couch
- Half dozen folding chairs

OCCUPANCY: STAFF 20

FURNITURE AND EQUIPMENT:
- Couch for 3 people
- Tables easily adaptable for different configurations with 16 chairs
- Full size refrigerator
- Microwave
- Convection oven
- Toaster oven
- Toaster
- Coffee maker
- Single large sink for dishwashing
- Small hand sink including a filtered water faucet
- Cabinets for supplies
- Wall clock
- Covered waste basket (large)
- Recycling bin

CASEWORK:
- Built-in overhead cabinets and under counter cabinets

LIGHTING:
- Bright, dimmable lights

TELECOMMUNICATIONS (telephone, data):

- Telephone
- Several network data drops

FINISHES:
- Smooth floor for easy cleaning

STORAGE:
- 12 standard size cabinets for supplies
- 1 closet for cleaning supplies

NET SQ. FT.: 400

AREA NAME: OUTDOOR COURTYARD

FUNCTION: Patrons will enjoy the out of doors in a secured space. Programming for children and adults will take place here. A stone labyrinth will offer a place for thoughtful, quiet contemplation.

RELATIONSHIPS (to other areas and functions): Accessible from both the children's area and the adult library.

SPECIAL REQUIREMENTS: A walled space with a gate to bring in maintenance equipment when necessary. Secured from entering from the outside when the library is closed.

SEATING: 4 weatherproof seats at each of 4 4'x4' weatherproof tables, 4 weatherproof, 2 person benches

OCCUPANCY: PATRONS 24 in seats, 30 children on cushions for a program

FURNITURE AND EQUIPMENT:
- 4 chairs at 4 4'x4' tables
- 4 short benches

LIGHTING: Bright lights with motion sensors and timers to control usage.

TECHNOLOGY (Computers and peripherals):
- Wi-Fi

NET SQ. FT.: 2,000

ADDITIONAL REQUIREMENTS: Some green space should be included to incorporate memorial plantings from existing garden.

AREA NAME: FRIENDS OF THE LIBRARY BOOK SALE

FUNCTION: Ongoing book sale with space for receiving, sorting, and storing materials for sale

RELATIONSHIPS (to other areas and functions):
- Close to Circulation Desk/Lobby Area

SIGHTLINES: Visible from Circulation Desk

SEATING:
- 2 office chairs

COLLECTIONS:
- 150 linear feet of shelving for book sale items

OCCUPANCY: PATRONS 5   **VOLUNTEERS** 2

FURNITURE AND EQUIPMENT:
- Small desk with a couple of drawers
- Cash register—repurpose existing
- Waste basket
- Recycle bin
- Wall clock

LIGHTING: Bright lights

FINISHES:
- Smooth floor
- Painted walls

STORAGE: 1 small closet with lock for volunteers coats and personal items

OTHER CONSIDERATIONS: Sorting/storage area with a table and a chair can be located in a small room accessible from a public area

NET SQ. FT.: 300

AREA NAME: FRIENDS STORAGE/SORTING

FUNCTION: Sorting materials for book sale and storage of overflow

RELATIONSHIPS (to other areas and functions): Close to elevator in staff only area.

SPECIAL REQUIREMENTS: Friends should be restricted to this area of the staff area.

SEATING: 2 chairs at 1-4'x8' table

COLLECTIONS: Boxed sale items

OCCUPANCY: VOLUNTEERS 2

FURNITURE AND EQUIPMENT:
- 2 chairs at 1 4'x4' table

CASEWORK: Open shelves for boxes of sale items

LIGHTING: Bright motion sensors

FINISHES:
- Smooth flooring for pushing book trucks

STORAGE:
- Open shelving for boxes of books.

NET SQ. FT.: 500

Summary of Estimated Space Needs
with seating by type*

Library Name: Fitchburg Public Library
Date: 3/1/16

Area Name	Estimated Size (sq ft)	Collection Volumes	A/V Materials	Periodicals	Public Computer Workstations	Staff Computer Workstations	Visitor & Volunteer single & table	Self Checks	OPACs	Reader Seats Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program Seats
Entrance/Lobby	550	0	0	0	0	0	0	0	0	0	1	1	0
Circulation Area	450	120	360	0	0	4	0	2	1	0	0	0	0
Circulation Workroom	600	360	60	0	0	2	2	0	0	0	0	0	0
Automated Sort	250	200	300	12	0	1	1	0	0	0	0	0	0
Photocopier(s)	52	0	0	0	0	0	0	0	0	0	0	0	0
Browsing/New	2,500	0	0	0	0	0	0	0	1	3	6	9	0
A/V Materials	2,000	0	17,000	0	0	0	0	0	0	0	0	0	0
Current Periodicals	750	0	0	1,120	0	0	0	0	0	4	8	12	0
Computer Lab	500	0	0	0	16	1	0	0	0	0	0	0	0
Reference	1,500	3,610	0	0	12	1	5	0	1	0	18	18	0
Reference Office	500	360	0	0	0	2	3	0	0	0	0	0	0
Adult Nonfiction	8,040	57,000	0	0	0	0	0	0	2	3	0	3	0
Adult Fiction	2,500	28,000	0	0	0	0	0	0	1	5	4	9	0
Large Type	492	4,000	0	0	0	0	0	0	1	2	2	4	0
Local History	1,560	5,400	0	0	2	0	0	0	0	0	8	8	0
Teen	1,536	6,000	1,000	10	4	1	1	1	1	4	16	20	0
Children's Service Desk	380	240	50	3	0	2	0	2	0	0	0	0	0
Children's Preschool	1,480	10,000	0	50	0	0	0	0	0	8	4	12	0
Children's School-Age	2,750	20,000	3,500	250	6	0	0	0	2	2	12	14	0
Children's Nonprint	2,000	0	3,500	0	0	0	0	0	1	0	0	0	0
Children's Program Room	1,250	0	0	0	0	0	0	0	0	0	0	0	0
Children's Group Study	120	0	0	0	0	0	0	0	0	0	8	8	0
Children's Office	600	360	0	0	0	2	1	0	0	0	0	0	0
Children's Workroom	600	360	0	0	0	1	0	0	0	0	0	0	0
Café	300	0	0	0	0	0	0	0	0	0	12	12	0
Small Meeting Room	600	0	0	0	0	0	0	0	0	0	0	0	30
Multipurpose Room*	3,000	0	0	0	0	0	0	0	0	0	0	0	150
Multipurpose Kitchenette	100	0	0	0	0	0	0	0	0	0	0	0	1
Conference Room*	450	0	0	0	0	0	0	0	0	0	0	0	20
Quiet Study Rooms*	320	0	0	0	0	0	0	0	0	0	16	16	0
Group Study Rooms*	480	0	0	0	0	0	0	0	0	0	12	12	0
Maker Space	2,000	300	0	18	3	0	0	0	0	0	0	0	41
Closed Stack Storage	1,000	6,468	0	6,000	0	0	0	0	0	0	0	0	0
Director's Office	250	125	0	0	0	1	5	0	0	0	0	0	0
Administration Office	355	0	0	0	0	1	2	0	0	0	0	0	0
Technical Services	1,000	580	100	300	0	4	4	0	0	0	0	0	0
Computer Network Rm	120	0	0	0	0	1	1	0	0	0	0	0	0
Delivery/Receiving	100	0	0	0	0	0	1	0	0	0	0	0	0
Custodial Office	250	0	0	0	0	0	2	0	0	0	0	0	0
Custodial Storage	125	0	0	0	0	0	0	0	0	0	0	0	0
Staff Break Room	400	0	0	0	0	0	19	0	0	0	0	0	0
Outdoor Courtyard	2,000	0	0	0	0	0	0	0	0	4	16	20	0
Friends/Book Sale	300	0	0	0	0	0	2	0	0	0	0	0	0
Friends Sorting/Storage	500	0	0	0	0	0	2	0	0	0	0	0	0
		Total Vols	Total Vols	Total Vols	Total Public Work-stations	Total Staff Work-stations	Total Visitor Seats	Total Self Checks	Total OPACs	Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats
Total Net SF	46,610	143,483	25,870	7,763	43	24	49		11	35	143	178	242
30% Unassignable Area	13,983												
Total Estimated Gross SF	60,593												

*Seating guide

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs.
	Includes group study rooms that are normally reserved
	Does not include "quiet study" rooms or areas that have open access
Notes about seating:	For rooms with moveable or stacking chairs, count the number of seats available in the typical everyday
	Please count each chair only once
	Do not count computer chairs as seats unless one workstation has more than one chair. If so, count only the extra seat(s) as table seats

PART 7: SITE AND EXTERIOR CONSIDERATIONS

This chapter discusses design considerations for convenient public use and exterior needs for library staff to operate efficiently.

Site Considerations
Potential Sites
Popular opinion among officials and residents is that the Library needs to remain on Main Street, however other City owned properties were considered. The only site other than the existing one that is even close to large enough is at 718 Main Street, the site of City Hall. With the parking lot on Boulder Drive, the building, and the small parking lot to the north of the building there is just over three quarters of an acre of land. Demolishing the City Hall building would not be a popular option, however if a new building were to be as prominent and if the façade was salvaged and reused that may not be as much of an issue. It is our opinion that the site is not large enough to include the space needed for the building and any parking.

Style
The architect for both the 1950 and the 1967 building was Carl Koch and Associates. Elements from the 1950 Youth Library design were incorporated in the adult building, including an open floor plan, the stone floor and metal owls on the roof—along the edge of the roof on the adult library.

There is one other privately owned building of this style in Fitchburg and it was also a Carl Koch design. These buildings are excellent examples of mid-century modernism, or Brutalism. For a building of that style it is surprisingly light and airy. If possible, some portion of the building should remain.

The green baked enamel graffiti along the fascia of the Youth Library and in several places on the adult library was designed by Gyorgy Kepes while teaching at MIT. He is world renowned for his design philosophies. The Kepes Institute, Museum, and Cultural Center in Eger, Hungary, was opened in his honor in 2013. These panels should be repurposed in any new construction/renovation.

Exterior Considerations
Parking
Some on-site parking is needed for both staff and customers. The parking may be shared or be in two separate areas. Staff and volunteers require space for 20 cars. Parking for the public should be convenient to the main entrance while staff parking should be near the delivery/staff entrance.

Driveways may allow access to parking from Main Street, Newton Place, or Boulder Drive. Solar canopies should be utilized over the parking area to generate power and protect the vehicles from sun and snow. The supports should include electric-vehicle charging stations at their base.

All parking should be well lit with vandal-proof fixtures on a timer and with motion sensors. Safety and security problems may arise if shrubs or other plantings around the parking lot give someone a place to hide. Parking should be under 24-hour video surveillance. Clearly marked parking for people with disabilities as required by code should be provided in the space(s) nearest the entrance. There should be curb ramps to provide access for both wheelchair users and those with carts or strollers.

Bicycles
Many users come by bicycle. There should be an artsy, modern rack for bicycles so they can be locked. Some bicycle racks should be under cover for protection from the elements.

Approaching the library
First impressions are important. The library should be identifiable as the public library with good signage. The building should not blend into surrounding buildings. It should be well illuminated at all entrances, including the staff entrance.

Glass several feet above street level will allow users and passers-by to view the library before entering and give the library an open, welcoming feel. Glass at ground level is a safety concern and should be sparingly used. Street facing windows should not be in offices that are empty and dark before closing. When employees leave for the day and turn out the lights the building appears closed.

Outside walls on pedestrian sidewalk areas should allow for high pressure washing. Secure hose bibs for outside watering and cleaning should be installed in multiple locations. Outside electric outlets should be installed with the ability to turn them off when not being used for library functions.

Illuminated, electronic signage to promote library events should be easily visible to pedestrians and people driving by. Changes to the information should be easily done from inside the Library.

Public Entrance

One public entrance would simplify the flow of traffic and allow the materials security system to be better monitored. The entrance should be welcoming, easily seen, and be well lit. It needs to be convenient to pedestrian traffic as well as parking. Any seating near the entrance should be well removed from the paths people take from the street and parking areas. Clusters of people congregating near the entrance are a deterrent for many to enter. The doors should be easily accessible to those with physical and mental disabilities as well as those carrying heavy loads or pushing strollers. Automatic sliding doors are easy to navigate. The direction to travel once inside the doors should be clearly delineated. The entrance should be well illuminated and under video surveillance.

Book drop

An automated book return system open 24/7 should be available near the entrance. It should be accessible to staff from inside the building, but be thoroughly fire and smoke protected. It should be equipped with an automatic fire extinguisher and an automatic fire alarm. This area should have a fire barrier to the rest of the library to prevent smoke or fire damage. The room should be well ventilated in case of smoke. A manual book depository slot should be available on the off chance the automated systems fails. The slot should allow the items to fall into a floating, padded tray to protect the materials from damage.

Delivery and Staff Entrance

Library and delivery staff will normally use a special staff entrance convenient to staff parking. This entrance should not be obvious to the general public but be easily identifiable by delivery companies. There should be access separate from the public parking area to not interfere with patrons in cars or walking. The area should be well lit. The delivery entrance should be equipped with a buzzer to alert staff of delivery arrivals and be ramped to accommodate dollies for large or heavy items. The delivery entrance needs to open to a secure place to allow access to the resource sharing delivery van driver when the library is closed. All deliveries should be directed by signage to this delivery area.

Courtyard and Landscaping

Gardens or open green spaces are pleasing. Any outdoor space should be less costly to maintain than the existing outdoor gardens. An outdoor space accessed only from within the building would provide a respite from the urban dust and noise. The outdoor area should be designed in such a way that programing for adults and children could easily take place in the space. Monuments, memorial plantings, signs, and sculptures from the two existing gardens should be repurposed inside or out. A labyrinth would be a welcome addition.

Outside Systems

Trash and recycling dumpsters should be in a protected area, removed from patron areas. A secure storage shed in this area would provide space for outdoor equipment such as a snow-blower and other tools, and for other outdoor materials like bags of ice melt and gasoline.

PART 8: REQUIREMENTS

Sustainability
Every effort should be made to integrate sustainability into the design and throughout construction. A sustainable design should look at each of the different elements, including how different areas will be used, and the relationships among them. Solutions to reduce construction costs, control future energy costs, avoid proprietary systems where possible, protect the environment inside and out, and lessen the financial impact on the purchase of consumables, such as filters, lamps, and the like, should be incorporated into the design, construction, and future of the library building and grounds. Air quality and thermal comfort need to be taken into consideration as well as minimizing the demand for natural resources.

Energy efficiency in the mechanical systems, insulation, lighting, and other elements should be of primary concern. Filters for any air handling systems or other blower units should be standard sizes and those systems should be non-proprietary where possible to reduce life-cycle costs. Heating, cooling, and fresh air intakes should be as efficient as possible. Any fresh air in-take system should be installed in such a manner as to prevent snow from blocking the grate and street dirt from entering. The HVAC system needs to be quiet and zoned appropriately to match levels needed in different areas and to control costs. In particular, the local history room should have its own delivery system, thermostat, and controlled humidity. Library staff should have the ability to adjust lighting, heating and cooling as needed.

Windows should take advantage of solar heat in cold weather but control radiation in summer. Some of the windows should be casement style with inside screens to allow the flow of fresh air. Windows on the south side of the building should have UV protection to help prevent glare. If included, skylights should not be positioned over expensive materials or equipment. The windows should be sized and placed to prevent the requirement of expensive window treatments and to prevent glare on computer screens. Eliminating the use of electricity for things such as electric window shades is desirable.

All of the bathrooms should be modern in every way with automatic toilets, sinks, soap dispensers, hand dryers, and ample ventilation. The hand dryers should be high speed and efficient and need to prevent hands from dripping on the floor. The soap and toilet paper dispensers should be industry standard to reduce costly refills. The soap dispensers should be over the sinks to prevent soap and wet hands from dripping on the floor. Each bathroom should have a baby changing table and provide a hook on the back of the door for coats and bags. If the bathrooms are airport style the electric hand dryers should be located between the sinks and the exit door. Point-of-use hot water heaters should be used wherever the sink is far from the hot water source. The faucets in the public bathrooms, and the water fountain/bottle filling stations should have pre-set temperature and volume controls to eliminate waste. The lights and fans should operate on motion sensors to eliminate waste.

The brook that runs underground needs to be contained and the existing sump pumps reused to prevent future flooding.

Accessibility
Entrance doors should be automatic for ease of patrons in wheelchairs and with other mobility issues, and for those pushing baby strollers. Any exterior or interior ramps should be relatively short and of the proper rise for ADA standards. Handicapped bathrooms and parking needs to be provided. The circulation desk needs to have a workstation to accommodate someone in a wheelchair.

One of the water fountain/water bottle filling stations should be easily accessible just inside the entrance to limit the foot traffic through the building. One or two others in the building would be useful for people who are using the library for long periods of time.

Security
Security of our patrons, the staff and the collection is of utmost importance. There is a common perception that the downtown area is not safe. A bright, welcoming library with a well-lit exterior will help make the area safer.

Staff-only areas should be accessed only with electronic keys to prevent patrons from wondering where they don't belong. The elevator should allow restricted access to staff-only floors. A materials theft detection system utilizing RFID will be installed. The exit gates should be convenient for staff to easily reach them when the alarm is triggered.

Hi-definition security cameras should be installed to cover all entrance points, public areas and the outside. The video feed should networked to staff computers to monitor the building from different points.

Acoustics
Libraries aren't the quiet spaces they once were; however, sound should be quieted wherever possible. Sound from the Children's Room, the Teen Area, and the Meeting and Study Rooms should be dampened to prevent disruption in adjoining spaces. The meeting and program rooms should have good acoustics for speakers, films and performances. The dividers between the smaller spaces in the multipurpose room should prevent sounds from disrupting activities in neighboring spaces.

Data & Telecommunications
Advantage should be taken of the fiber optic data line to provide reliable, high-speed, Wi-Fi throughout the building and in the courtyard.

Plenty of data drops for the library's network should be dispersed throughout the building to allow computer workstations, public computers, and the OPACs to be installed wherever they are needed, and to allow for future changes. Lots of electrical outlets need to be included and installed. A charging station in the Café Area, the Teen space and in one other space would help patrons keep their devices charged.

A public copy machine with a coin/bill acceptor should have a telephone line to enable outgoing faxing. An efficient, high volume, laser printer, a photocopier, and a color printer should be networked to all of the public computers and controlled by a print management system. The staff computers should be networked by area to several printers or a photocopier depending on the location.

An emergency generator should supply power to emergency lights and the elevator as well as to an uninterruptable power supply for a short time to allow a systematic shut-down of computers to protect the equipment and any work.

Lighting & Electrical
Lighting should operate on a combination of motion sensors, timers, and dusk sensors. Rooms that are not often used should operate on motion sensors. The number of different types and sizes of lamps needed for lighting fixtures should be limited. Natural light should be taken into consideration to reduce the electric lighting requirements on bright sunny days.

Furniture, Fixtures & Equipment
Flexibility of walls, furniture, shelving and furniture will allow the library to evolve as the needs of the community change. All materials used for floors, walls, desks, counters, tabletops, and seating, etc. should be easily cleaned with environmentally safe products. Any upholstery fabric should be cut resistant. The selection of materials should minimize off-gassing. Floor coverings should extend under shelving units and desks.

The existing building, including the gardens, has many elements that should be reused or repurposed. The custom, woodwork including built-in bookcases, cabinets and end panels could be reused. Design elements including the Gyorgy Kepes designed baked enamel frieze panels found on both buildings should be incorporated into the design somewhere. The stained glass City seal from the original building needs to be reused and backlit to show off its beauty and be protected from vandalism.

Space need to be found, inside and out, for the plaques from the adult garden, the library history on the outside display case, Rodney Wallace's portrait, the different types of owl sculptures in the garden and on the roofs, and other art pieces around the libraries need to be incorporated in the design. The "Light Tower" sculpture in the adult garden, commissioned from Michio Ihara, one of New England's great Modernist sculptors, should be installed on the property after some preservation work if there is room. Other sculptures, plaques, memorial plantings and benches should be reused.

Ergonomics
The comfort of staff and patrons should be considered when specifying seating, tables, desks, etc. Different uses and age groups in the Children's Room need furniture and shelving of different sizes. Seating in the adult library should be such that patrons are not encouraged to get too comfortable. Sleeping and lounging are not encouraged.

Wayfinding

Signs should provide clear directions for a new visitor to the building as well as regular library users. All signs should be in English and Spanish. The language should be words patrons use—i.e. borrow not check-out, new cards not register. Signs should have a consistent design with subtle changes like color for different areas. Outside signs should be clearly visible to passersby whether on foot or in vehicles. Electronic signs inside and out would be used to advertise and promote library programs and special events.

LIBRARY PICTURES

Wallace Library

Main Street Entrance, Outside and Inside
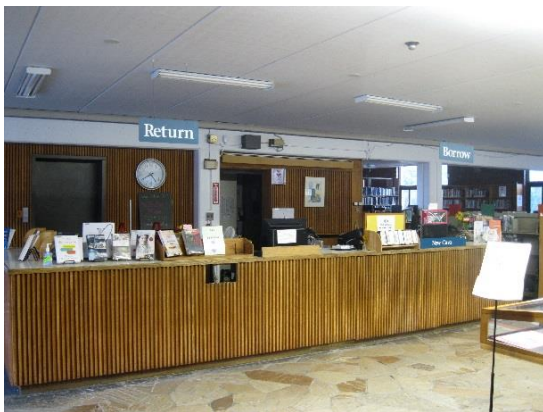
Lobby/Circulation Desk

Delivery Bins behind Circulation Desk with Book Carts for Sorting Recent Returns

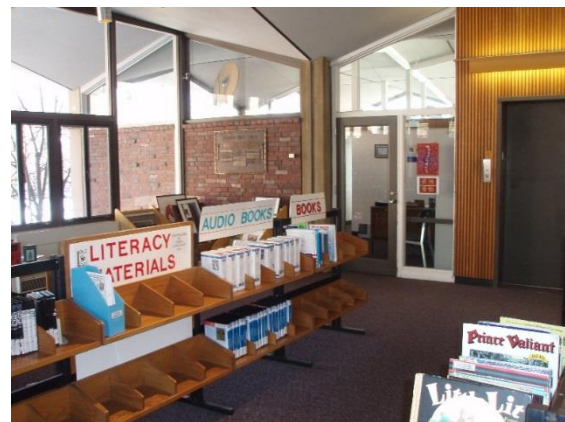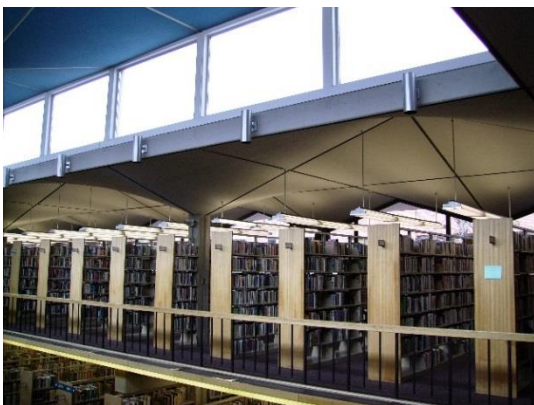Elevator behind Circulation Desk

New Book Room—Public Bathrooms behind the Oversize Books at Rear

Open Stairway to Mezzanine

1st Floor Street Side Book Stacks

Mezzanine

Teen Fiction Area with Small Office Area in
Rear and Elevator

Conference/Ethnic Heritage Room
  Ramp from Youth Library

Children's Bathrooms and Auditorium Doors

Front half of Auditorium

Leak evidence backstage   Entrance on Newton Place
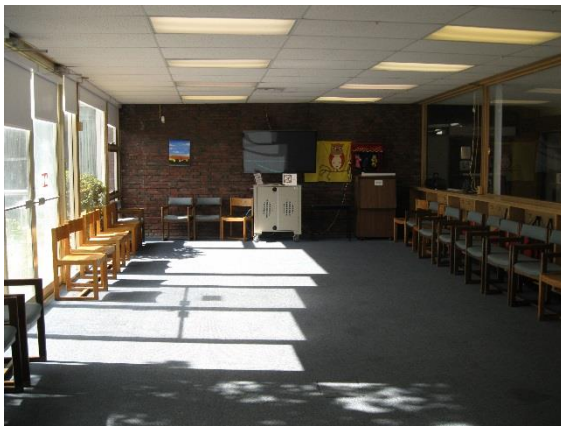

Entrance into Youth Library   Youth Library Circulation Desk

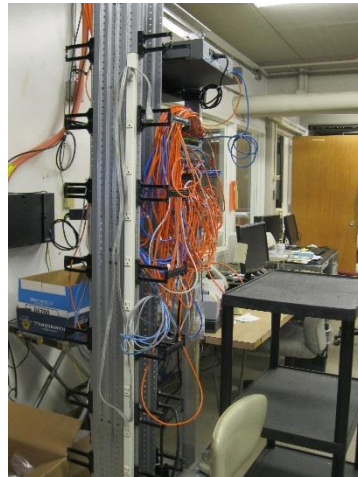Internet Computers, Homework Center, Study Tables, and Fireplace

Preschool Area with visible leak damage on the ceiling.

Program Room used for Storytime, Gaming, Teens, City meetings, Community meetings and event, Library presentations, Puppet Shows, Musical Programs and more.

Technical Services

Network Connections

Technical Services Office

Basement Office Space

Staff Break Room

Custodian Office

Boiler

AC Chiller

Some pipes and joints in the basement

Rust on Univents

Chiller

Emergency Exit from Basement

Stairs to Boiler Room

Foundation from Original Building

Emergency Exit from Auditorium

Fascia by Kepes

City Seal Stained Glass