

New Glarus Public Library PROGRAM STATEMENT

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NEW GLARUS PUBLIC LIBRARY BUILDING PROGRAM STATEMENT

Introduction

This program statement is an attempt to inter-relate all service areas for a new building and provide a solid base for planning a new library building to meet the needs of the Village of New Glarus and the surrounding area. The Architect and Design Team will use this document as they prepare to design the library building. In writing this Program Statement, input from the Library Board of Trustees, the Library Director, Library staff members, consultants at SCLS, as well as members of the Friends of the Library was solicited. This document includes measurements and directions to ensure that the Architect and Design Team prepare schematic designs and working drawings that meet the library's functional requirements. During the design phase and building process, it is likely that additional instructions and changes will need to be made.

History

Located in northeastern Green County, New Glarus was founded as a colony of Switzerland in 1845 and incorporated as a Village in 1901. The Village – as well as the Town that surrounds it – was named after the Canton of Glarus in eastern Switzerland. According to the 2010 United State census, the Village of New Glarus has 2,172 residents, a 2.9% increase from the 2000 census. As calculated by the Wisconsin Department of Public Instruction, the New Glarus Public Library serves a total service population 5,942.

The New Glarus Public Library was formed in 1934 and was originally located in a storefront on Second Street until the early 1980s when it moved to its current 2,074 square foot space inside the New Glarus Village Hall. In 2009 the Library celebrated its 75th anniversary with an open house featuring local authors. The Library became a member of the South Central Library System (SCLS) in 1978, and a member of LINKcat – its shared online catalog – in 1997.

Present Community Setting

The New Glarus School District is comprised of two buildings (a grade school and middle / high school) that serve 822 students in grade Pre-Kindergarten through grade 12. Known as a popular tourist destination, New Glarus is home to numerous festivals throughout the spring, summer, and fall months. New Glarus is also the home of the Swiss Center of North America, the Swiss Historical Village, and the Chalet of the Golden Fleece museum.

Clubs and organizations include the American Legion, Veterans of Foreign Wars, Vietnam Vets, Boy Scouts, Girl Scouts, Lions, New Glarus Historical Society, New Glarus Vision, Masonic Lodge, New Glarus Chamber of Commerce, New Glarus Yodel Club, Maennerchor, Friends of the New Glarus Woods State Park, 4-H, PTO, and Friends of the Library.

Space Needs

Depending upon the level of services provided, a new library between 15,425 and 21,000 is required to meet the 2025 needs of the New Glarus community.

Expansion

Discussion of expansion may seem premature, but it is important to consider future space needs as this facility is designed. The facility is being designed to serve the needs of the community, not only today but for the next 25 years, which may require a building up to 21,000 sq.ft., at the current rate of growth. Therefore, consideration should be given to how the building could incorporate an addition in the future.

Service Philosophy

During the summer of 2009, a group of New Glarus area citizens met to help develop the future course of the New Glarus Public Library. A South Central Library System (SCLS) consultant – Cheryl Becker – facilitated the planning process. The format chosen for the process was Strategic Planning for Results, the standard public library planning process, which is a collaborative effort between community members and their Library. The result of this effort was the New Glarus Public Library Strategic Plan, 2010 to 2013, which was adopted by the Library Board on March 9, 2010.

According to its Strategic Plan, the Library's Mission Statement is:

The New Glarus Public Library is where people of all ages can:

- receive assistance in locating, evaluating, and effectively using information
- gather in a comfortable and welcoming space
- celebrate the community's diversity
- identify resources and services available in the community

The final four service responses identified in the Strategic Plan are:

- Understand How to Find, Evaluate, and Use Information – Information Fluency
- Visit a Comfortable Place – Physical and Virtual Spaces
- Celebrate Diversity – Cultural Awareness
- Know Your Community – Community Resources and Services

Service Area

The Library's primary service area is the Village of New Glarus and the Town of New Glarus – both located within Green County. Other area townships whose residents traditionally use the New Glarus Public Library are the Towns of York, Exeter, and Washington within Green County and the Town of Primrose in Dane County. Through membership in the South Central Library System (SCLS), comprised of Dane, Green, Columbia, Sauk, Wood, Adams and Portage Counties, the New Glarus Public Library shares its resources and has reciprocal borrowing privileges with 53 member libraries. The New Glarus Public Library shares an automated circulation system and catalog in a consortium of 41 other SCLS libraries, which is known as LINK (Library Interchange NetworK). Through the LINK catalog, SCLS makes the resources of member libraries available to New Glarus patrons via daily delivery service provided by SCLS.

Hours of Service

Beginning in January of 2012, the New Glarus Public Library will be open 50 hours per week. The Library Board will review the need to expand open hours as the community continues to grow and as the need arises.

Staff

The New Glarus Public Library currently employs two full-time staff: the Director and the Assistant Director. In addition, there are three part-time paraprofessional staff and three part-time pages for a total of 5 FTE. For a new building, custodial services will be contracted from an outside company or individual. The Library Board will continue to review the need to expand staff as the community grows and as the open hours for the Library increase.

Projected Library Programs/Services

- Book discussion groups
- Career and education information
- Computer instruction
- Display cases
- Exam proctoring
- Family programs
- Fax machine
- Meeting room facilities with LCD projector
- Outreach to homebound, senior housing & assisted living
- Preschool story time
- Quiet reading room
- Reference and information services
- Regular Friends' activities at the library (book sale, etc.)
- Photocopier and scanner
- Ellison cutter & dies for public to use
- Circulating low-vision magnification devices
- Summer reading program (for preschoolers, elementary age children, and teens)

Current (2012) Library Collections

The library provides collections of materials in a variety of formats for all ages:

Books – Adult	11,660
Books – Large Print	475
Books – Young Adult	3,070
Books – Juvenile	10,181
Books – Reference	65
Magazines	100
Books on CD – Adult	600
Books on CD – YA / Juvenile	320
DVDs – Adult & Juvenile	4,300
Compact Discs – Music	1,650
Computer Software	20
Kits	80

Site and Exterior Design

The New Glarus Public Library will be built on approximately 2.3 acres of land that the Library Board purchased from the Swiss Center of North America with the full cooperation and support of the Village Board. The location of the property is on Highway 39 near the edge of the Village. The building may be a two story building that contains the library, a multipurpose / storyhour room adjacent to the children's area and a community room. The exterior of the building should be designed to reflect the importance and permanence of the library in the community. The library exterior must be aesthetically pleasing and reflect the Swiss heritage and character of New Glarus. Window size and placement are critical to the design. Large windows bring in lots of light and will decrease the amount of artificial lighting and at night, showcase the interior beauty and activity. Windows will also enhance the view and ideally take advantage of the amazing views available from the site. The lower level should probably include the community meeting room, storage, restrooms, and staff lounge.

General Design Description

The designed building should present an inviting and pleasing atmosphere, be well-designed, easy to use, and promote friendliness and warmth to patrons. It should promote a safe environment and provide convenient and easy access to the public. We will explore a green-built or LEED designed building. This 21,965 sq. ft. building should provide a large centralized circulation / information desk, magazine and newspaper area, children's area and multipurpose / storyhour room, juvenile and teen area, four private study rooms, a computer lab, genealogy / local history area, staff work room, staff offices, break room, staff restroom, and divided community room for up to 150 people. The designed building should be open with a minimum of interior walls allowing staff to view all portions of the library from any vantage point within the library. Elements within the building requiring partitioning should be grouped together. Attention to acoustical treatment of specific areas is required. The main entrance should contain a lobby with restrooms, drinking fountain, donor recognition wall and display cases. The multipurpose meeting room(s) should be accessible when the library is closed.

Parking

The parking lot and sidewalks will be well lit and be in compliance with Village of New Glarus ordinances. The lot should provide quick and easy access to the library. Handicapped stalls should be located near both entrances with a ramp curb feature near the area. A loading zone should be provided for SCLS delivery and other shipments near the staff entrance. Access from Hwy. 39 and from the rear parking lot will be required.

Loading Zone

Per the recommendations of the SCLS Delivery Service, the library will have a parking/loading area with easy and unobstructed access to the library separate from the main patron entrance. This loading area should accommodate vehicles up to 11 ft. in height. Areas that delivery vehicles may need to access, including exits, entrances, and loading zones, must not have overhead obstacles lower than this. SCLS Delivery needs a 36" wide entrance door, or larger, that is able to stay in an open position and an unobstructed path in close proximity to the work area where staff will want materials exchanged.

Bike Rack

To accommodate patrons on bikes, an anchored bike rack, for up to 10 bikes, should be near the library entrances and adjacent to the sidewalk.

Lot Size and Landscaping

The lot shall meet all applicable local building and zoning code requirements for setbacks, maximum lot coverage, landscaping, parking, and future expansions. Landscaping should complement the building, have a pleasant, attractive design, and be low maintenance. There will be a green area near the entrance with benches for patrons waiting for rides or for the library to open. Shrubs and trees must be hardy varieties, suitable to climate, and require minimum care. Prairie plantings and/or naturalized landscape should be considered. Containers for flowers, or a flower bed, should be given consideration, but must comply with Village standards or ordinance. Flag poles for the Wisconsin and United States flags will be needed. Lighting will be provided for the flag poles.

Exterior Signage

Directional signs indicating the location of the library will be coordinated with the Public Works Department. We would like a sign on Hwy 39. An attractive, illuminated ground sign indicating the name of the library will be designed by the Architect and Design Team, and should be placed in front of the library in a location that is highly visible from the street. This sign is to be constructed under general contract. A sign indicating library hours will be near the entrance. All signs will require lighting and be in compliance with New Glarus Village ordinance/standards.

Building Exterior

The exterior should be constructed of local stone and/or materials of permanent or durable finish that require little or no maintenance. Use of wood should be minimal and local materials should be used whenever possible. Exterior water and electrical outlets shall have key locks or other features that allow only authorized personnel to use them.

Lighting should include lights in the entryway and at all exits; the parking lot should be well lit. Cost-effective exterior lights should enhance the building exterior both in appearance and in the quality of light shed on and around the structure. Light fixtures should be designed to deter breakage by projectile objects. They should also discourage bird nesting. Lights should be controlled by time clocks.

An overhang with proper drainage should be provided at all entrances to keep the elements away from the doorway and sidewalk. A combined litter receptacle/ashtray should be located outside the main entrance. Utility meters should be located on the outside of the building and protected from vandalism. Lockable fencing of the air conditioning condensers and utility meters is required.

Book/Materials Return

An exterior book/materials return will consist of a drive-up return with book return bins in a fireproof room near the staff work area. The book drops will remain open at all times for patron convenience.

Building Security (wire for possible future security)

Building design should reduce and discourage vandalism. Consideration may be given to a building security system and for the installation of security cameras in key areas inside the library and on the exterior. If the decision is made to implement a security system, the arm/disarm device should be located near the staff entrance. If a system is installed which provides a main system panel to indicate tripped zones, this panel should be located in the staff workroom. The library will be protected by a fire

alarm system with smoke detectors and a sprinkler system. The exterior book return area will be protected by a sprinkler head. Battery back-up emergency lighting will be provided in all areas of the library in case of a power failure.

Refuse Container

A trash dumpster and recycling containers will be provided and placed according to village ordinance.

Entrances

The entrance[s] must meet all requirements of the *Americans with Disabilities Act* (ADA) to allow a facility that is easily accessible to all members of the community. They should be welcoming, well-lit and have a presence. The main entrance should be sizeable enough to contain a sign indicating hours of service on the front door, a Pedimat, a bench, floor mats, a wall-mounted bulletin board, a built-in glass display case, a free-standing display case, and a Donor wall recognizing major contributors to the building fund. A drinking fountain should be located in the main entrance lobby.

Restrooms

Public restrooms must be ADA accessible and easily supervised. A separate staff restroom should be provided. A family restroom in the children's area is highly recommended.

Ceramic tile should be used on the floors and walls. All public restrooms should be equipped with automatic hand-dryers, sensor faucets and lights. The staff restroom should be equipped with a paper towel dispenser in addition to an automatic hand-dryer.

All waste receptacles should be recessed wall units. Floor drains must be provided in all restrooms. A shelf for belongings should be mounted above sink counter.

All public restrooms should be equipped with a stationary diaper-changing counter designed separately from the sink counter and positioned not to interfere with floor traffic or door opening.

Push plates should be provided on public restroom doors and should be placed to accommodate adults, children and the physically challenged. Kick plates should be installed on public restroom doors.

All restrooms must be temperature controlled, well-ventilated and equipped with exhaust fans.

Interior Design

The interior design of the library must be aesthetically and visually pleasing, as well as functional. The library should feel welcoming and inviting. The facility must be a smoke-free environment.

ADA requirements will be met for all aisles and areas of the library.

The interior should be designed with as much flexibility as possible to accommodate future changes. Interior walls should not be load-bearing to allow for the greatest flexibility in future use and arrangement of the building. Where columns are necessary, effort should be made to effectively place them in line with traffic flow, equipment visibility and furniture arrangement.

Floors are to be capable of supporting free-standing book stacks and should have a capacity of 150 pounds per square throughout the building to accommodate present and future shelving. Walls should have a minimum insulation factor of R25 and ceilings of R50.

“Reading nooks” and “quiet” reading areas should be included in the design. In the adult area, it could include a fireplace and comfortable chairs. For children and young adults there could be window seats, floor seats, and table and chair seats.

Lighting

Appropriate lighting is critical to the overall library atmosphere. Careful planning combining natural light and minimum glare at table-top levels is vital. In some areas, task lighting may be used.

Fixtures should be energy efficient, long lasting and easy to maintain. The variety and types of bulbs and fixtures will be kept to a minimum to facilitate easy replacement physically and financially.

Natural lighting should be used as much as possible, but consideration should be given to glare on computers, workspaces, collection and other areas affected by bright sunlight.

General lighting should be fixtures with indirect and direct lighting. Display and tack surface walls will need separate lighting.

Public area lighting should have switching centrally located in the staff workroom. Switches should be well labeled and control a reasonably large area so all lights in the public area may be turned off quickly and easily.

Individual rooms must have switched lighting. Dimmers are recommended in the conference rooms, storyhour room and study rooms.

Path lighting is to be provided throughout the library to enable staff to navigate exits after nightly closing. An emergency lighting system, installed in accordance with applicable Wisconsin codes, is required.

The lighting should take advantage of natural light during the day and make the library visible and inviting from the outside after dark.

Electrical Systems

Adequate and flexible electrical service must be provided for present and anticipated future use. Evenly spaced runs of conduit in the floors and walls must be provided which create a grid for flexibility.

Floor outlets must be flush mounted and capped with metal caps. They should be provided near leisure seating and table areas where patrons may wish to plug in notebook computers.

The electrical system should be capable of providing 220 volt service for heavy equipment in specified areas. Copy machines, computers, office equipment and audio-visual equipment may require specific voltage and individual circuits. All equipment should be clearly presented on floor plans and placement is subject to staff/Board approval.

Separate circuit breakers should be provided for computer areas. All outlets that are scheduled for computers or have the potential use of computers should not be used for other functions. Backup power should be provided for all LINK computers.

Outlets at staff work stations, public access computers and the circulation desk should have surge protection. The outlets must be able to support computer power needs. It is critical that the library's wiring not only meet current needs, but future ones. We plan to provide wireless internet service, and therefore will require the electrical for the hub.

The breaker panel should be located in the maintenance room. It should be easy to reach and circuits should be labeled. Sufficient space should be provided for current needs as well as space to provide panel space for a 100% increase in power needs.

Types of equipment needing electrical support include copy machines, computers, printers, fax machine, scanner, barcode scanners, microwave, television, DVD machine, telephone system, fire alarm system, security system, heating/cooling plants, vacuum, refrigerator, audiovisual equipment, lighting, and lighted display areas/cases.

The number and location of all electrical outlets will be reviewed with the staff/Board to determine adequacy. Coordination of outlets with furniture layout is essential. Adequate outlets must be placed in stack areas as well.

Mechanical Systems (Heating/Ventilating and Air Conditioning)

Adequate high-efficiency heating and air conditioning with proper controls is essential. It is important to consider location of book stacks when designing them. Air conditioning with a high quality air filtration system for dust-free air is recommended. Controls, vents and other mechanical elements should not conflict with the flexibility of arrangement in the library. We want a positive air flow system.

All systems must be energy efficient, easy to maintain and have low-level operational noise. All systems must be easy for staff to understand and operate.

The staff workroom, meeting rooms, storyhour room, and public spaces should be separately zoned. Thermostats in all public areas must be locked to prevent public tampering. All temperature controls must be located away from external environmental factors that may influence their operation i.e. away from sunny windows or cold spots.

Adequate ventilation must be provided throughout the building. (Ceiling fans?) The building should include a humidity control system. All equipment, panels, pumps and supply piping must be permanently labeled.

Radiant floor heat should be used in all areas.

Fire Protection

Adequate fire exits and fire extinguishers per state code must be provided. A fire alarm system should be provided. Adequate heat, smoke, and combustion sensing devices should be installed. Exit alarms should be provided on all emergency exits. The fire alarm system would control these alarms, holding the doors closed unless the fire alarm is tripped or the system overridden. The main control panel should be located in the staff workroom or maintenance room. The book return room should have a sprinkler.

Sound Quality

Areas for quiet activities such as studying or reading should be separate from noisier areas. An area for computer use should be separate from quiet areas, but allow for extended use and even training without disturbing other library users. People will be able to use their laptops with our wireless internet throughout the entire library.

Acoustical provisions must be made for different areas. Materials designed to refract and/or absorb noise should be used in “high noise” areas, like the children’s area. The storyhour room should be a soundproof room.

Windows

Control of light from windows should be achieved in an attractive manner such as through appropriate window coverings where necessary. There should be an area with comfortable seating and large windows that overlook the view. Low-E glass should be used in all windows. Windows should be used to create a design statement. Maintenance and replacement costs must be considered on all selected window designs.

Doors and Frames

All doors used in the library should be high quality. No hollow core doors should be used. Wood should be used in all interior areas. Metal doors are acceptable for mechanical and storage areas. Fire doors should be selected per code.

Public restroom doors should have push plates positioned to accommodate adults, children, and the physically challenged. Kick plates should also be installed on public restroom doors.

Entrance doors should be designed to allow ease of entry, be ADA compliant, and be equipped with mechanical assists for ease of operation for adults, children, and the physically challenged. Consideration should be given to elongated handles for ease of opening. Kick plates should be installed on entrance doors.

Meeting room doors should be equipped with a buffer or closing device, keeping door closing noise to a minimum.

Flooring

Carpeting is required in all public and staff areas, except the lobby, restrooms, mechanical and maintenance areas, and the kitchenettes. Carpeting should be stain resistant, anti-static, durable and easy to clean since the library will have heavy traffic areas and patrons will track in snow, dirt, etc. Mats should be used in front of doors and in heavy traffic areas. The carpet should be installed in such a way as the seams are not in high traffic areas. Discussion on the use of broadloom carpet versus carpet tile will occur between the Facilities Planning Committee and the Architect. A cost comparison and recommendation regarding these options will be required. Carpet selection must be based on the amount of wear and tear common to libraries. Carpet and tile should be included in the total general construction bid and should be installed prior to the shelving. A combination of carpet tiles and broadloom could be considered.

The entrance floor in the Lobby should be a durable material, such as ceramic tile, must be selected with ease of maintenance, cleaning and concern for safety of those entering the building. The material used should not become slippery when wet. Slatted entry mats flush with the floor are required at the public entrance.

Ceramic tile or vinyl flooring should be used in the other non-carpeted areas. The Facilities Planning Committee and the Director must approve the final flooring choice. Maintenance and mechanical areas may be finished concrete.

Materials/Finishes/Colors

Building materials and finishes should be selected keeping heavy public use in mind. Emphasis is placed on long-term use, durability and functionality. Any building materials or finishes requiring color selection, must be discussed with the Facilities Planning Committee and the Director. Selection of color choices should ideally be made at one time so coordination of all building materials and finishes with shelving and furnishing is achieved. Color choices should be carefully considered to avoid momentary trends that could unnecessarily date the building in future. Consideration should be given to ceramic paint or vinyl wall coverings versus standard painted surfaces, especially in high traffic areas. When paint is used, semi-gloss is preferred.

Doors, countertops and fronts, outside corners and other areas of heavy wear should be protected with moldings, caps, corner guards and other appropriate devices. Countertops could be solid surface.

Seating/Furniture

Seating should be comfortable as well as durable. Window seats should be included when possible. Seating should “fit” the area it will be used in. Ex: bean bags or other on-the-floor seating for the children’s area and a variety of seating for the young adult area. There should be enough reader seating space for 70 people. Seating should include tables and chairs, study carrels, and lounge and tablet arm chairs. Furniture will be bid separately from the construction bids. The Architect and Design Team may assist in furnishings selection, or these decisions may fall to the Facilities Planning Committee. All schematic design drawings must include furnishings and shelving layouts.

Interior Signage

Signage is an integral component of the interior design and may be bid as part of the general contract or as a separate bid. Signage is necessary for both directional and informational purposes. It should help patrons in finding materials and locating places in the library, such as the bathroom or the circulation desk. Permanent and moveable signage should be used to designate areas and collections in the library. All signage should be coordinated. Different types of signage should be used to distinguish collections from location. Signage for major collections should be ceiling hung, low enough to be viewed from the main desk and the entrance, and contain high contrast letters to background color. Meeting rooms, restrooms, and study rooms should have signage with Braille at about 36” off the floor. If possible, shelving should have slots built into end panels for temporary sign placement and flexibility.

Shelving

Library shelving is a major component in the design and budget of this facility. Shelving will require a great deal of attention in the layout of library areas. Shelving will be specified and bid under the furnishings contract. A complete shelving needs analysis appears later in this document under each functional area. Compliance with ADA requires widths between shelves be a minimum of 36”. Though 48” aisles are recommended, 42” aisles are acceptable when necessary. Main aisle widths must be a minimum of 60” wide. Book shelving depends on collections and library layout.

Utility shelving may be used in maintenance and storage areas. All schematic design drawings must include furnishings and shelving layouts.

Cabinetry

If possible, modular cabinets will be used. In the staff workroom, staff kitchenette, storyhour room and large meeting room, built-in storage cabinets will be used. They may be solid wood or comparable and have knobs or handles. The Architect and Design Team should design the circulation desk after consultation with the Library Director and the SCLS consultant. This item will be bid as part of the general contract or as a separate bid item under the general contract. Cost of the countertop is included in this bid.

Waste Receptacles and Recycling Bins

Attractive, serviceable waste receptacles and recycling bins will be utilized throughout the facility. These will be included in the furnishings bid. Sizes for receptacles will vary according to need and location. The exception would be recessed wall units in the public restrooms, which would be part of the general contract.

**Automation Requirements/
SCLS Requirements**

A special climate-controlled telecommunications closet housing all the telecommunication equipment for LINKCat, should be located near the staff work area. The telecommunications closet will hold network equipment (routers, switches, hubs, data connections, telephone system panels, CSU/DSUs, patch panels(s), floor- or wall-mounted network rack or cabinet) for both LINK and non-LINK networks. The telecommunications closet should be clean, dry, well-vented, secure from patron access and it should be out of the way of routine work areas. The closet should contain a double duplex electrical outlet on a dedicated circuit for the LINK network equipment. All network connections and components must meet “Category 6” (Cat6) cabling specifications. All conduits for computer equipment should terminate in this location. Multiple outlets should be provided on all walls of this area and all outlets should be on separate breakers from other outlets in the building. In addition, a back-up power supply should be provided for this room. Back-up power supply should also be supplied for the circulation desk area. The area should provide sufficient space for technicians to work and allow for change of use in the event of technology changes.

Clocks

Wall-mounted atomic clocks are recommended. Adequate space for placement of clocks should be provided in the staff workroom, offices and meeting rooms, storyhour room, study rooms, computer lab, at the circulation desk and in general public areas.

Cable Television

Cable connectors shall be provided in the staff work area, the storyhour room and the meeting room(s). A projection cable-ready television with DVD capability should be provided in the larger meeting room space. A ceiling mounted LCD projector should be considered in the large meeting room.

Telephone Service

The library will purchase and install a telephone/intercom/voice mail system, which will include capability for the use of fax machines and other connections. A designated line will provide access to the Internet for public access computers.

Phone service should be provided in the director’s office, staff workroom, circulation desk, children’s area, and will be reviewed with the Facilities Planning Committee to determine adequacy, based on the layout of the facility.



Functional Areas of the Library

Functional areas of the facility include descriptions of each collection and space in the library and include descriptive activities, environment, furnishings and equipment needs. A table outlining total square footage requirements is included at the end of each description.

PUBLIC/MAIN ENTRANCE: LOBBY

Because of the site, there will probably be two entrances and lobbies. This area will provide an attractive, inviting entrance into the building. The library proper must be secured from this area when the library is closed to the public, but the community/meeting rooms are utilized for after-hours meetings and events. This area should be designed to market the library. A wall-mounted glass display case would provide an opportunity to highlight special collections/ displays and upcoming programs. There is an existing free-standing display case for one of the lobby areas. This area should be well-lit and include natural light for plants.

Lobby Function: Provide access to library
 Access to public restrooms, drinking fountain
 Access to the community room
 Display/distribution area for information of interest to the public
 Access to janitor’s closet
 Possibly access to a Friends store

Vestibule Function: Serves as barrier to bad weather
 Provides an area for patrons waiting for a ride

Requirements: Single main entrance into Library
 ADA accessible, curb cuts (outside)
 Double set of doors to minimize heating/cooling loss
 Well-lit with overhead lighting
 Power-assist doors, made of safety glass with a metal frame and durable hardware
 Floor should be tiled with a durable, non-slip tile that is easy to clean
 Vestibule should have a Pedimat for patrons to serve as “dirt catcher”
 Electronic security control should be planned for future installation

Furnishings: Seating /bench
 Waste receptacles
 Large wall-mounted bulletin board and racks for brochures and other literature
 Two display cases - one wall-mounted and one floor (existing)
 Donor wall - recognition plaques and /or floor tiles
 Rack for shopping baskets (existing)

	Quantity	Sq. Ft. Required
Assignable Space		200
Display cases	1 (wall-mounted - glass, secure) 1 (floor-standing)	10
Bench	2	20
Display racks for literature/brochures	2	10
Waste receptacle	1	5
TOTAL		200

JANITOR'S CLOSET

Location: Accessible from the lower lobby. Lobby, near meeting room, can be accessed when the library is closed

Function: Storage for interior maintenance and cleaning supplies including vacuum cleaner, mops, brooms and buckets, extension cords, small ladder
 Storage for light bulbs, rolls & cases of paper towels and other paper products in a dry location
 Storage for exterior maintenance supplies and tools (including salt, shovels, rake, hoses)

Requirements: Lock on door
 Heavy duty shelving
 Floor sink/with hose
 Floor drain near sink area

Comment: Input from custodian (whoever is contracted to clean) is recommended

	Quantity	Sq. Ft. Required
Assignable Space		80
Heavy duty shelving	Wall-mounted	
Sink	Floor-mounted mop sink	
TOTAL		80

RESTROOMS – PUBLIC

All restrooms should be fully accessible and ADA and building code compliant. Surfaces and fixtures should be designed to deter vandalism and with ease of cleaning/maintenance in mind. Floors and walls should be tiled and the floors should have floor drains. Permanent diaper changing counters should be installed in both public restrooms where they will not interfere with door opening. The women’s restroom should have two more stalls than the men’s. Hand dryers should be provided. Restrooms should be temperature controlled, well ventilated and equipped with exhaust fans. Sensor faucets and lights should be considered.

Location: In Main Entrance/Lobby area, on both levels (lower level with locking doors)

Requirements: Space for changing table
 Stalls for toilets
 Wall-mounted sinks with shelf under mirror on which to set belongings

RESTROOM – FAMILY

Location: In children’s area or near storyhour room

Requirements: Space for changing table
 Child-sized toilet and sink
 Must be visible from circulation desk for safety

RESTROOM – STAFF (UNISEX)

Location: Near staff workroom and possibly break room
 Single, unisex bathroom with one toilet
 Wall-mounted sink with countertop

ALL RESTROOMS

Requirements: Ceramic tile should be used on floors and half-way up walls on water walls
 Waste receptacles should be provided near sinks
 Floor drains should be provided in all restrooms
 Electronic automatic hand dryers in all public restrooms near sinks (staff restroom may have a paper towel dispenser)
 Automatic sensors on toilets and sinks
 Easy opening doors with kick plates should be provided in all bathrooms. ADA approved.
 Push plate opener or other accessibility features should be included on all doors
 Shelf for personal and library materials near sinks/counters in public restrooms
 Sensor lights are the most cost effective and safe
 Consider flushless urinals

	# of items	Sq. Ft. Required
Public Restrooms	2	280 (Women) + 220 (Men)
Family Restroom	1	80
Staff Restroom	1	80
TOTAL		660

STAFF & DELIVERY ENTRANCE

Location: Near staff work area/circulation desk
Near loading zone and staff parking area

Function: To provide accessible entrance for SCLS delivery staff, UPS and other deliveries, and staff members
To provide storage for up to 20 delivery boxes

Requirements: Unobstructed path to area where materials will be delivered
Must be well lit with an outside light over the door
Large area for delivered boxes

Furnishings: Door that is able to stay in open position, with a small window. It should be at least 36” wide with steel kickplates.
All corners in this area and throughout staff workroom should have corner guards

Comment: See *South Central Library System Delivery Service New Library or Renovation Delivery Site Recommendations*

	Quantity	Sq. Ft. Required
Assignable Space		50
SCLS/ILL delivery baskets	10	25 (6sf each box)
TOTAL		75

COMMUNITY ROOM

The large meeting room should have a divider installed to partition the room into two areas. This space will include a kitchenette complete with sink, refrigerator, microwave, cupboards and countertop space. Kitchenette should be a separate space and accessible to either meeting room when in use. Special considerations for the community room include flexibility to allow easy reconfiguration of furnishings, attention to acoustics (soundproofing is important), and storage. At its largest capacity, this room should be able to hold 150 people.

Location: Near public restrooms, main entrance and kitchenette

Function: To provide space for larger library programs, including summer reading programs, and after-school programs
 To provide space for various civic groups from the community to meet
 To provide space for the public to rent for parties and various occasions
 Provide a gallery space

Requirements: Capability to be divided into two rooms with separate entrances; lockable
 Storage for chairs, tables, speaker stand and other general-purpose storage
 Storage units must have locks
 Access to kitchenette pass thru
 Lights must have dimmers for presentation/projection purposes and be separate from library lights
 Windows will require light blockers for presentations
 Wired for “wireless” pcs
 White wallboard on one wall
 Multiple outlets on all walls for use of various AV equipment including some floor outlets
 One area near kitchen with multiple outlets at table height for plugging in crockpots, etc. for events
 Accessible during non-library hours
 Separate thermostat controls from library

Equipment: Chairs for 100 people with dollies
 Tables that seat eight, but can be used to form larger table arrangements
 Dimmer switch for lights

Furnishings: White wallboard suitable for projection with tray
 Sound system for microphones and audio equipment in lockable AV cabinet
 Coat hooks/racks
 Ceiling-mounted LCD projector
 Room-darkening shades
 Tackable surface
 Podium
 Wall art hanging system

	# of items	Sq. Ft. Required
Large Community Room	w/divider	1000
Storage for tables/chairs		200
TOTAL		1200

KITCHENETTE

Location: Located adjacent to divided community room so it is accessible to both sides when in use.

Function: To provide for preparation and serving of refreshments and to facilitate easy cleanup for groups using the community room

Requirements: Needs to be accessible during non-library hours, but not allow access to the library/staff area
Minimal cabinets for storage of supplies, coffeepots, plates, cups, silverware, napkins, coffee, etc.
Large counter area for a coffee pot and other small appliances to be used at the same time
Several dedicated outlets
Pass-thru for serving with pull-down door

Furnishings: Full size refrigerator
Microwave
Double sink w/ garbage disposal
Ample electrical outlets for appliances
Waste and recycling receptacles

Comment: No carpet. Surfaces should durable, easy to clean and maintain.

		Sq. Ft. Required
Kitchenette		50
TOTAL		50

CIRCULATION DESK AREA

The circulation desk will be the primary feature of this area and should allow staff to have maximum visibility of traffic and all areas of the library. Materials will be checked out and returned at the circulation desk. Interlibrary loans (ILLs) and hold/reserve items will be held here to be picked up by patrons and sufficient shelving is necessary for these. New patrons will register for library cards at this desk, incoming phone calls will be handled, money for fines and other services will be collected here. The circulation desk will also be used to handle most information/reference questions. The circulation desk should be designed to accommodate ease of use of computer terminals designated for checkout, check-in, and answering information questions, room for multiple staff members, counter space for stacks of materials, book trucks for material to be shelved, and an area for delivery boxes. Some sections of the circulation desk should be lower to comply with ADA requirements and accommodate children. This area could be utilized as a place to discuss sensitive patron issues pertinent to fines, lost/damaged materials, etc. A task chair should be available for each side. The circulation desk should have a slot for patrons to return materials, and provide staff access to drawers for forms, brochures, library cards, etc. There should be shelves, a lockable cash drawer, counter space for a telephone system with voice mail, fax machine, book bag storage, a waste receptacle, a problem item box, printer, and room for various supplies.

- Location: Near main entrance and adjacent to staff workroom
- Function: Main focal point of library for patron assistance
Check-in and checkout area
Pick up holds and ILLs
ILL/delivery workstation (island)
Delivery sorting
Serves as primary reference/information desk
Send and receive faxes and pay for service transactions
- Requirements: Shelving for holds/ILL materials
Seating for staff (stool for counter area & task seat for reference service desk)
2 LINK computers, 2 receipt printers and 1 shared printer, and wiring for 1-2 extra stations for self-check
Large enough to not feel crowded and to designate areas for certain functions (allow both walkway and work surface for multiple staff members)
Space for telephone and other equipment listed above
Cash register
Space for barcode scanners, receipt printer(s), one color printer
Interior book drop with sinking bottom –one for media & one for books (reuse existing?)
Appropriate counter space near workstations for all equipment listed above
Chairs and workstations should allow for any opening and closing of drawers and cabinets
Light switch panel for public areas
Space for waste receptacles, red delivery boxes (10 bins) and book trucks
- Desk/Furnishings: Modular construction with drawers and open shelves
Constructed of wear-resistant material (solid surface countertops)

Section that is ADA accessible and child friendly (30"). This can double as children's checkout and reference/information desk
 Space for some display of bookmarks and other promotional materials
 Counter space, drawers, open shelves and cabinets for storage of supplies and materials
 Access for staff to easily assist patrons (gate or opening at both ends)
 Clock
 Fax machine
 Telephone
 Sign depicting Circulation/Information Desk

Hold Shelf: Shelving for up to 200+ items waiting to be picked up by patrons should be located near staff workstations (may need to consider how this could be accessed by patrons or where it can be relocated in future)

Reshelving Area: Space for up to 5 book carts to place unshelved returns behind the desk area, away from traffic, but close to circulation workstations to prevent wasted steps.

	# of items	Sq. Ft. Required
Link terminals	2 (potentially 3)	45
Shelving for holds/ILLs	For 200 items	60
Chairs	2	30
Counter space	Receipt printers & 1 shared printer	20
Drawers		
Book trucks and delivery boxes	4 carts & 10 buckets	40 (stacked 2 high)
Self-checks	2	
Book return	1	25
Ref./Children's/ADA desk		50
TOTAL		280

PUBLIC SERVICE AREA

As the hub where patrons queue up to check out materials and ask questions, the public service area tends to be one of the busier and noisier library areas. This is the area where people entering the library make directional choices and decide where they want to go. New materials and special displays are located here and the computer terminals with the library catalog (LINKCat) are here. Patrons and staff will utilize the photocopy machine.

Location: Adjacent to the circulation desk

Function: To provide patrons with a view of the main library departments, access to the copy machine, and circulation desk to return or check out materials, or ask questions
 Wired for possible future self-check machine
 Patron access to two OPAC terminals with LINKCat only (one stand-up and one with seating)

Requirements: Wiring for computers as per SCLS Automation specs
 Work surface and storage for paper and other copier supplies next to copier
 Space for tax forms (storage space nearby for extra forms), display and other brochure displays

Furnishings: New Book shelving
 Special book display unit
 Tables and chairs for OPACs
 Photocopy machine
 Rack with shopping baskets or bags
 Display case for collections

	# of items	Sq. Ft. Required
New Book shelf	250	100
Special book display area	120	50
Queue space		100
OPACs	2 seated here (2 in stacks)	60
Photocopy machine	1 with counter/table	50
Literature display racks	1 wall-mounted	
TOTAL		360

REFERENCE/INFORMATION/LOCAL HISTORY AREA

This area will contain shelving for the non-circulating reference book collection for patrons and staff to access. There should be room for any special collections, such as Career & Consumer Collection, and a file cabinet for vertical file information. Work/study area. The library hopes to display and hold local history information and collections here.

Location: Near the circulation desk to provide staff with easy access and near the public service area so it is readily available to patrons

Function: House reference materials
Display and hold local history materials

Requirements: Semi-quiet area easily accessible for staff assistance
Lower shelving units
Several individual workstations, and one table for 4

Furnishings: One table with 4 chairs (existing)
Tables for two
1 computer workstation to access genealogical databases & scanner
File cabinet
Display kiosk
Atlas/map stand
Genealogy & Green Co. history books
Sign depicting Reference/Local History Area
Display case for collections
Lockable cabinets for historic books & documents
Microfilm reader, printer, storage
Possibly one small copier

	# of items	Sq. Ft. Required
Shelving - Reference books	65	20
Local History Collection	500	160
Computer workstation	1	30
Atlas stand	1	35
Microfilm reader & cabinet	1 ea	35 + 20
Kiosk for job info/flyers	1	30
File cabinet	1	10
Table and chairs	1 30" x 72" w/4 chairs 2 30" x 36" w/ 2 chairs	120 100
Study carrels with outlets	2	70
Display cases	2	50
TOTAL		680

COMPUTER AREA

This area will be an area for computers for patrons to use to access the Internet and word processing. Printers will be near computers with a color printer at the circulation desk.

Location: Visible from the circulation desk for easy access and viewing by staff. There will be additional OPACs in the general adult stacks

Function: To provide computers for Internet access, and word processing and training

Requirements/ Furnishings: 10 internet computers with wiring for 4 future
 3 printers - 1 color (at circ desk) and 2 black (at PAC stations)
 Tables for computers with wire management and chairs; 1 scanner
 Indirect or parabolic lighting

Comments: Printers (shared) will be located at the circulation desk and at Internet stations

	# of items	Sq. Ft. Required
Computer workstations & chairs	10	350
Printers	1 at circulation desk	
	2 at computer stations	20
TOTAL		370

PERIODICALS/NEWSPAPERS/LEISURE READING AREA

Periodicals and newspapers will be displayed and shelved in this area and comfortable lounge chairs for leisure reading should be provided. This should be a warm, inviting, relaxing, and quiet area. Possibly with windows overlooking a view, and a fireplace. Possibly room for a portable coffee cart to serve/sell beverages to patrons (?).

Location: Depending on library layout, possibly near general collection stacks or study rooms and more quiet areas, ideally a separate room

Function: To provide patrons with a comfortable, quiet, leisure reading area

Requirements: Shelving for face-out display for magazines with future expansion- box shelving to store Princeton boxes behind current titles
 Shelving for 1 year’s worth of back issues for these magazine titles
 Newspaper display and back issues

Furnishings: Low magazine and newspaper shelving (up to 66”h) (existing)
 Tables with 2 chairs each, lounge chairs, fireplace & signage

	# of items	Sq. Ft. Required
Magazine display and shelving	110-120 titles	120
Magazine back issues	110-120 titles	
Newspaper display	9	30
Reading table and chairs	2 30” x 36” w/2 chairs	120
Lounge seating & fireplace	8	320
Coffee cart	1	10
TOTAL		600

AUDIO-VISUAL AREA

This area will house collections of materials in various audio-visual formats including DVDs, Blu-rays, music on compact discs, gaming software and audio books. Shelving will vary according to type of format. Some face-out display shelving should be provided for new materials within collections or on end panels.

- Location: Near young adult area, visible from circulation desk
- Function: To house the audio-visual collection
- Requirements: Appropriate shelving for all formats of audio-visual materials
- Furnishings: Shelving for DVDs (use existing white wire racks)
Shelving for music CDs
Shelving for gaming software & BOCD
Display shelving

	# of items	Sq. Ft. Required
Audio book shelving	600	300
DVD shelving	3800	320
Music CD shelving	1500	120
Misc. (Playaways/software)	75	
Display shelving	1 unit	30
TOTAL		770

STUDY ROOMS

The small study rooms will provide a private, quiet space for patrons desiring to work for extended time periods in the library for tutoring, test-taking, small-group study, etc. Patrons will need to reserve the rooms.

- Location: Near reference area, visible from the circulation desk
- Function: For small-group work, quiet study, tutoring and testing
- Requirements: 3 small study rooms
Glass walls and/or door to provide visibility into rooms for monitoring purposes
Locked when not in use
Outlets for computer plug-in (wireless Internet capability)
Good acoustics
- Furnishings: Tables to seat 2, 4 and 6 people
Chairs; clocks
Windows or glass doors

	# of items	Sq. ft. Required
Table	1 ea. (for 3 rooms)	65 (2 people) + 130 (4 people) + 195 (6 people) = 390
Chairs (seating for 2-6)	12 total	
TOTAL		390

CHILDREN’S AREA

This area will house materials for use by children and parents. Collections will include picture books, easy readers, chapter books, board books, children’s movies and gaming software, children’s magazines, book/CD sets in hanging bags, family literacy games, multimedia kits and toys. There should also be shelving for special collections, for example, parenting books and homeschooling resources. A family restroom is located in this area, if possible.

Location: Not by the quiet reading area or reference area
Near main entrance so day care groups don’t need to go through whole library to get to storytime room or collection

Function: Provide space for children using the library
Provide shelving for print and non-print materials

Requirements: Open to rest of library but separate from quiet areas
Direct access to storytime room
Acoustically designed to avoid interference with other library functions
Provide an environment children and parents can enjoy with immediate visual appeal
Bright, lively colors, fun atmosphere
Windows with window seats
Flexible display areas
Area for kits or hanging racks for bags
Coat hooks
Seating that encourages children to sit down with a book
Children’s services desk will be part of circulation desk with views to family restroom and as much of children’s area as possible
Play space with learning games

Furnishings: 4 overstuffed kids chairs
Seating for parents to hold a child on their lap
Small table and chairs
Large bulletin board or tackable wall surface
1 game computer (1 future)
1 OPAC (LINKCat)
3-4 floor display units
Signs identifying collections
Shelving 42-48”h

	# of items (2011)	Sq. Ft. Required
Shelving for picture books (fiction, non-fiction, holiday and other special collections)	3100	770
Easy readers	630	180
Board books	2 bins (200 books)	40
DVDs	550	180

New Book display	50	60
Audio books and book/CD sets	250	170
Children's music on CD	150	80
Computer software	44	40
Children's magazines	5	40
Multimedia kits and toys	78	40
Play area (includes table)		100
Shelving for Parenting Collection	130	30
Seating	2 lounge; 1 settee; 1 table with 4 chairs	250
LINK computer and game computer	2 computer stations and chairs	60
Family restroom - Unisex with child-size toilet and sink and changing table		80
TOTAL		2120

STORYHOUR ROOM/MULTIPURPOSE ROOM

Located adjacent to the children’s area, the storyhour room should be designed to accommodate up to 20 children. This room should include a storytelling area delineated by carpet pattern or other flooring surface, and have a chair for the storyteller. Counter along one wall for craft supplies with sink will be needed. Tackable surface is needed on one wall. Big Book storage and display should be provided as well as flannelboard display. Room for a portable puppet stage should be included off storage room. A sink, counter top and lots of storage cabinets are essential. Windows in doors for parents to check on kids. Adequate electrical outlets should be installed and cable TV wiring provided.

Location: Adjacent to children’s area

Function: To provide a space for preschool storyhour, lapsits and other children’s programming
 Also, to provide meeting space for library meetings, like Library Board & other functions, like book discussions, Friends meetings, etc.
 To provide storage for all supplies for children’s programs

Requirements: Separate thermostat controls

Furnishings: Folding tables for children to do crafts & activities & meetings
 Storage cabinets for craft supplies, puppets, posters, etc.
 Bulletin boards and other tackable surfaces
 TV/DVD capability
 Small built-in cabinets & sink for crafts, meeting supplies
 Space for Ellison die-cut machine and storage for dies

	# of items	Sq. Ft. Required
Cabinets and counter top		120
2 tables & 12 chairs		300
TOTAL		420

JUVENILE AREA

- Location: This area could be between the children's area and the teen area
- Function: To provide space for elementary age children using the library
To provide shelving for print and non-print materials
To provide tables and chairs for homework and reading
- Requirements: This area should be visually appealing to children
Provide comfortable seating for independent reading
Provide room/table space for several children to do homework
Wall space for posters or other displays
- Furnishings: 2 tables and 4 chairs each
On-floor seating for 6
2 to 4 lounge chairs
Bulletin board or tackable surface
Display area for new books or special topics
Shelving (60" h) for juvenile books, graphic novels and audio books
(oversize books to be interfiled, so shelving must accommodate)
Magazines

	# of items (2011)	Sq. Ft. Required
Shelving for books	2470 (J Fic) + 3560 non-fiction	1545
Shelving for magazines	10 titles	90
Shelving for audio books	250	120
New Book Display	100	60
TOTAL		1815

YOUNG ADULT/TEEN AREA

This area should be welcoming, uniquely designed and separate from the children’s area. This area will allow teens to browse collections of books and magazines appropriate to their interests. Seating should appeal to this age group, some upholstered chairs, small tables for 2.

- Location: Separate from children’s, juvenile and adult areas
 Away from quiet study areas
 Visible from circulation desk
 Near AV area
- Function: To provide a place for teens to socialize, view collections, read and study
 House YA fiction, non-fiction, series, paperbacks, BOCD, teen magazines
 and gaming software
- Requirements: Welcoming, comfortable, somewhat trendy atmosphere
- Furnishings: Tables and chairs
 Variety of seating (lounge and/or tablet chairs)
 Display area for new materials or special themes
 Bulletin board, maybe magnetic board or white board
 Shelving for books, audio books, graphic novels, magazines
 One game computer (one future)
 Sign designating area

	# of items (2011)	Sq. Ft. Required
Shelving for books	3100	775
Seating	4 lounge chairs	160
Tables, round (for 4)	1	100
Magazines	10	12
Wall space for bulletin board, etc		
TOTAL		1047

GENERAL ADULT COLLECTION AREA

This area will house the general fiction, non-fiction, large print, and paperback collections. Display units should be considered on the ends of each range of stacks or slatwall for display flexibility.

- Location: Separate from children’s, juvenile and young adult areas
 Non-fiction could be closer/adjacent to reference area
- Function: Provide main collection of adult fiction, nonfiction books, Large Print & paperbacks
 New materials near entrance
- Requirements: Comfortable seating with coffee tables
 Taller shelving for main collection with face-out display on end of range (Avoid using bottom shelves) Oversize collection must be inter-shelved so shelving needs to accommodate these books
 Tables & chairs for 2 to 4 people, possibly with task lighting
 Tablet chairs (2 + 2 regular chairs existing)
- Comment: Design should create a natural draw inviting people into the area
 Should feature windows
 Interior may include plants
 Table seating should be near nonfiction areas while lounge seating should be near fiction area
 Two stand-up OPACs may be located on end of stacks instead of having them all in the public service area (plan for 1-2 future)

	# of items (2011)	Sq. Ft. Required
Shelving	# of double-faced sections	
For fiction	4642	960
For nonfiction	6080	1702
For Large Print	800	180
Rack for general paperbacks	2 (1000)	80
New books	250	60
Tables and chairs	4 tables for 2	460
Lounge seating	8	320
TOTAL		3762

STAFF WORK AREA

This area will provide space for library employees to manage the tasks that keep the library operational but do not involve direct contact with the public. Suitable work space and storage are essential. This area should be designed for efficient workflow of the tasks that will be performed here.

- Location: Adjacent to (and visible to) circulation desk area, near staff restroom and book return room
- Function: To accommodate staff workspace for tasks including ordering, receiving and processing of new materials
Semi-private office space for Assistant Director
Workspace for at least three adult staff members (part-time)
Shelving cubbies for Library Board packets / correspondence
Storage of materials awaiting processing
Storage of materials needing repair
Storage of small and large supplies (from paper clips to cartons of paper)
Workspace for processing books and other new materials
Workspace to repair books and AV materials
Area for receiving and processing SCLS delivery items, UPS / FedEx shipments
- Requirements: Four staff workstations including LINK computers, printers, wiring, etc.
Workspace for material processing and mending (work island with both seated and standing heights)
Storage for office supplies - labels, paper, post-its, pens, pencils, rubber bands, paper clips, staples, print cartridges, etc.
Storage for processing supplies: book jacket covers, stickers, book tape, stamps, scissors, bone folders, etc.
Adjustable shelving for materials waiting to be processed or repaired
Space for staff members to store projects
Extra outlets
Space for book trucks
Adjustable shelving for storage of supplies
Azuradisc AV repair equipment and supplies (has its own mobile freestanding shelving unit)
Sink and refrigerator
- Furnishings: Computer work stations should each contain a file drawer, supply drawer, pen and pencil drawer and task chair
Cabinets and drawer space for storage
84" high shelves for storage of books and supplies
Work counter for processing and for repair (desired that height is varied – for seated or standing)
Existing circulation desk can be used for an additional work surface & storage for supplies, etc.
Paper cutter, wastebaskets, recycling tubs, clock, boom box
Table for project workspace
TV with DVD player

Staff bulletin board and calendar
 Eventually a small copier for staff with paper/supply storage nearby

Comments: This space must be designed to facilitate a smooth workflow

	# of items (2011)	Sq. Ft. Required
Staff w/LINK computers	3	375
Printers	1 color, 2 for spine labels	
Work island		80
Cabinets, drawers & counter top		50
Shelving	4 SF sections	120
Shelving for material waiting to be processed	4 SF sections	120
Die cut machine and die storage		
Work table	1	50
Volunteer/page/clerk	2	200
TOTAL		995

STAFF BREAK ROOM AND STAFF RESTROOM

This area will provide library employees with a space to store personal belongings and coats and space to eat meals and take scheduled breaks.

Location: Ideally, this space would be adjacent to staff work room

Function: Stated above

Requirements: Somewhat private, not easily accessible to public
 Window to outside, if possible
 Single restroom (toilet, sink) is okay

Furnishings: Lockers or cubbies to store personal belongings
 Coat rack or closet
 Counter top with cupboards under and overhead
 Table and chairs for four
 Sofa or loveseat
 Refrigerator and microwave

	# of items	Sq. Ft. Required
Tables	1	
Chairs	4	
Refrigerator	1	
Microwave	1	
Double sink	1	
Cupboards to store dishes		
Counter top with drawers and cabinets under		
Cubbies/lockers	10	
TOTAL		150
Unisex staff restroom	1	80
TOTAL		230

DIRECTOR’S OFFICE

Location: Near staff work area and circulation desk

Function: Provide a private office and workspace for director including storage of administrative-related files

Requirements: Windows with a view outside.
Window to staff/circulation desk area for ability to observe staff & patron functions/needs.

Furnishings: Desk & chair
Computer workstation with printer
Two side / guest chairs
Shelving units
Filing cabinets
Closet with storage space
Telephone

	# of items	Sq. Ft. Required
Shelving	2 SF	60
Desk and chair	1 each	80
Guest chairs	2	40
TOTAL		180

BOOK RETURN ROOM

Location: Near circulation desk and staff work area

Function: Collection of library materials returned by patrons using the outside book drop

Requirements: Must provide for drive-up material return (with one-way vehicular access providing for driver-side returns and pedestrian access during closed hours). Location should not inhibit safety of those accessing the library on foot, by bicycle or other means
Must be close to circulation desk or staff work area where materials will be checked in, in order to minimize unnecessary steps and movements of materials
Book return carts with sinking bottom (on wheels)
Room must be fire proof and have a sprinkler head

Furnishings: Carts (or whatever) designed for minimum of “bending over” by staff and for easy transportation of materials to staff area

	# of items	Sq. Ft. Required
Book Return Room		80
TOTAL		80

MAINTENANCE ROOM

Location: Probably in basement

Function: House furnace (heating, air conditioning, ventilating systems)

	# of items	Sq. Ft. Required
TOTAL		500 (approx.)

TELEPHONE/IT CLOSET

Location: Possibly in basement

Function: House breaker panels for electrical system
Racks for LINKcat computer system

Requirements: Must be accessible from all sides

	# of items	Sq. Ft. Required
TOTAL		80

STORAGE

Location: Possibly in basement

Function: Separate storage room to include storage for old equipment including shelving, computers, furniture not being used
Storage for seasonal decorations, extra carpeting, ceiling / floor tiles, paint, etc.

Requirements: Heavy Duty Shelving

	# of items	Sq. Ft. Required
TOTAL		200 (approx.)

FRIENDS' SHOP/STORAGE

Location: Near one of the entrances off lobby area

Function: Sale of used library materials and possibly small gift items
Additional storage space for donated books.

Requirements: Shelving; counter for cash register; freestanding display units
Bulletin board or tackable surface for pricing, Friends' events, etc.
Storage needs heavy duty shelving and sorting tables.

	# of items	Sq. Ft. Required
78" h SF shelving		
Counter with cash register & stool		
Bulletin board; display units		
TOTAL		150 (approx.)

STORAGE

	# of items	Sq. Ft. Required
TOTAL		50