Norwell Public Library Building Program

October 26, 2015

Prepared by Cheryl Bryan Consulting
# Table of Contents

Executive Summary .......................................................................................................................... 5

Recommendations ............................................................................................................................... 5

Future Planning .................................................................................................................................. 5

The Library and its Context ............................................................................................................... 6

Description of Norwell ....................................................................................................................... 6

Demographic Profile ........................................................................................................................... 6

General Description of the Library and its Role ................................................................................. 8

Current Library .................................................................................................................................... 9

Physical Description of the Library ..................................................................................................... 9

Library Mission Statement .................................................................................................................. 9

Library Core Values ........................................................................................................................... 10

Current Trends in the Library ............................................................................................................. 10

Collection Analysis ............................................................................................................................. 10

Planning Efforts .................................................................................................................................. 11

Existing Structure ............................................................................................................................... 12

Needs Assessment ............................................................................................................................... 13

Future Library ..................................................................................................................................... 15

  Major Design Concepts: includes green designations ................................................................... 15

  General Interior Considerations ..................................................................................................... 16

  Site Considerations ......................................................................................................................... 17

  Functional Relationships .................................................................................................................. 18

Area by Area Descriptions ............................................................................................................... 19

  Main Entry / Vestibule ..................................................................................................................... 20

  Book Drop Room ............................................................................................................................ 21

  Adult Fiction / Nonfiction ................................................................................................................ 22

  Adult Media Collections .................................................................................................................. 23

  New Adult Materials Display ......................................................................................................... 24

  Technology Commons .................................................................................................................... 25

  Café Table Area ............................................................................................................................. 26
Children’s Toddler Area ................................................................. 27
Family Restroom (unassignable space) ........................................... 29
Children’s Elementary Area ............................................................. 30
Children’s Craft Room .................................................................. 32
Children’s Librarian’s Office ........................................................... 33
Circulation Desk ............................................................................ 34
Staff Workroom / Tech Services ....................................................... 36
Copier/Scanner/Fax Area ................................................................. 38
Custodian’s Closet .......................................................................... 39
Director’s Office ........................................................................... 40
Asst. Director / Systems Manager’s Office ...................................... 41
Local History / Conference Room .................................................... 42
Material Storage and Book Sale Room ............................................. 43
Public Restrooms ........................................................................... 44
Computer Server Room / Equipment Repair Room ....................... 45
Large Print Books .......................................................................... 46
Meeting Room .............................................................................. 47
Small Meeting/Study Rooms .......................................................... 49
Periodicals, Newspaper and Reading Area ..................................... 50
Reference Services Area ................................................................. 51
Reference and YA Librarian’s Office ................................................. 52
Staff Break Room .......................................................................... 53
Staff Restroom ............................................................................. 54
Teen Area ....................................................................................... 55
General Storage ............................................................................ 56
Charts ............................................................................................. 57
Functional Areas Chart .................................................................. 57
Wisconsin Standards Comparison Chart ......................................... 60
Attachments ................................................................................... 61
Peer Municipalities in Order of Population ...................................... 61
Executive Summary

The current Norwell Public library was built in 1974 and provides 8,500 gross square feet of space. Now, forty years later, the community has reached a population of 10,972. Due to overcrowding and limited meeting space the library is limited in being able to add to its collection or in providing the meeting space needed to fulfill its mission.

This building program calls for 14,966 square feet of library space to enhance services to the community. The Massachusetts Board of Library Commissioners recommends planning on 30% of unassignable space in a building program for walls, corridors, elevators and other necessary building parts bringing the total square footage to 19,456. This would allow the library to create a teen space, adequate study space for students, enhanced collections, a combined local history collection with the Historical Society and provision of sufficient meeting rooms to support the programming needs of the community.

Recommendations

- 14,996 assigned program square feet, 19,456 square feet with 30% unassigned space allowance.
- Larger Community room seating 120 people
- Four smaller study or small meeting rooms
- A climate controlled storage closet for local history materials adjacent to a conference room.
- Enhanced and enlarged children’s services area with more room for collections, program space, and both adult and children’s seating.
- Enhanced teen services area with conversation and study areas.
- Quiet reading and work areas for adults near reference resources and magazines.
- Updated infrastructure to support internet services and learning opportunities.
- Adequate space for staff to prepare materials and programs for the public.

Future Planning

This information reflects the needs outlined by the staff, Board of Library Trustees and the community gathered through community surveys and forums. The Board of Library Trustees are working with the Board of Selectmen through the Library Study Committee to determine the best possible site locations for a future library. The goal is to move forward at the annual town meeting in 2016 to hire a project manager in preparation for the next construction grant round.
The Library and its Context

Description of Norwell

The Town of Norwell is a landlocked, bedroom/suburban community located on the South Shore of Massachusetts, approximately 20 miles south of Boston, and 17 miles north of Plymouth and six miles west of the Atlantic Ocean. It is intersected by Routes 3, 53 and 123 and is surrounded by Hingham to the north, Hanover and Rockland to the west, Marshfield and Pembroke to the south, and Scituate to the east. Norwell is 20.88 square miles in land area with approximately 50% of it comprised of wetlands.

Norwell experienced rapid population growth from the mid 70’s into the early 1990s. More recently population growth has slowed significantly as buildable land has become scarce. According to the UMass Donahue Institute, Norwell’s population is projected to be 10,826 in 2035. For the most part Norwell is a residential community and is attractive to white collar workers with families. There are two 40B developments at this time, and others are being presented to the town. Norwell currently has about 3,400 housing units. If the town reaches its 10% affordability threshold solely through 40B construction, Norwell will have about 4,900 housing units. These additional 1,500 units represent a 40% increase over the existing housing stock. Trends predict more numerous smaller households and an aging population. Now nearly 85% of the population commutes to work by car, 6.8% use public transportation, 1.3% walk and 6.1% work from home.

The Town of Norwell has a traditional form of New England government with a five-member Board of Selectmen, a Town Administrator and open town meeting as described by the Commonwealth of Massachusetts Department of Housing and Community Development, the Metropolitan Planning Council and the Director of the Norwell Library.

Demographic Profile

(Source: United States Census, 2010 Demographic Profile Data 2009-2013 American Community Survey)

- Current population: 10,506
- 2013 Unemployment Rate: 5.6%
- 2013 MA Unemployment rate: 7.2%
- 2012 per Capita Income: $51,122
- EQV Per Capita: $52,968
- Number of registered voters: 7,398
Total school enrollment (2015)  2,265
Median household income (2012)  $115,339
Average tax bill (FY14)  $8,818

2014 Census

Sex and Age

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9</td>
<td>1,318</td>
<td></td>
</tr>
<tr>
<td>10-19</td>
<td>1,679</td>
<td></td>
</tr>
<tr>
<td>20-29</td>
<td>670</td>
<td></td>
</tr>
<tr>
<td>30-39</td>
<td>784</td>
<td></td>
</tr>
<tr>
<td>40-49</td>
<td>1,698</td>
<td></td>
</tr>
<tr>
<td>50-59</td>
<td>1,719</td>
<td></td>
</tr>
<tr>
<td>60-69</td>
<td>1,356</td>
<td></td>
</tr>
<tr>
<td>70-79</td>
<td>722</td>
<td></td>
</tr>
<tr>
<td>80 +</td>
<td>537</td>
<td></td>
</tr>
</tbody>
</table>

Median age  44

Race

<table>
<thead>
<tr>
<th>Race</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>96.3</td>
</tr>
<tr>
<td>Black or African American</td>
<td>0.6</td>
</tr>
<tr>
<td>American Indian</td>
<td>0.1</td>
</tr>
<tr>
<td>Asian</td>
<td>1.7</td>
</tr>
<tr>
<td>Native Pacific Islander</td>
<td>1.0</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>1.2</td>
</tr>
<tr>
<td>Some other race</td>
<td>1.0</td>
</tr>
</tbody>
</table>
General Description of the Library and its Role

The Norwell Library serves as a gateway to knowledge and as a stimulant to creative imagination. The Library serves as the town’s publicly funded center for the pursuit of lifelong learning with a strong commitment to maintaining a dedicated professional staff, a high quality collection of materials and an attractive functional building. The library welcomes all and strives to be responsive to the changing needs of its users. Access to the extensive collection is available through print materials, emerging technology and online services.

The library looks for ways to collaborate with agencies, schools, and organizations to extend services to the underserved in the community. Staff is encouraged to participate at local functions, meetings, and events.
Current Library

Physical Description of the Library
The Norwell Library is located at 64 South Street near the Norwell High School in a beautiful wooded area. It is a one-level structure with a slab on grade consisting of 8,500 gross square feet. The contemporary design features redwood siding, and a series of shingled alcoves that complement the surrounding woods. While the library shares its access road with the High School and the town’s Building and Grounds Department, it is set well back from the road and no other buildings can be seen from the library.

The rear wall of the building is predominantly glass overlooking a lovely Japanese garden and the surrounding trees. The building is air-conditioned and carpeted throughout. There is a look popular in the 70’s of exposed ductwork painted in bright colors. Natural light enters from above from two clerestory windows, one in the main area and the other in the community room. The alcove shape mentioned above separates service areas, but there are few interior walls in the public areas. For example, as you move through the building, from the Community Room along the rear window, there is a seamless blending among the Children’s area, into New Books, into Teens, into the Adult Materials collection, and finally into Reference. Because it has been necessary to add shelving wherever possible, the building appears crowded and seating is minimal.

The staff areas flow out of the circulation desk which is immediately to the users’ right as they enter the building. The Director’s office and workroom flow into a small staff area (150 sq. ft.) with a sink, refrigerator and small table, and a staff bathroom off the kitchen area.

Library Mission Statement
The Norwell Library is a publicly funded center for the pursuit of lifelong learning with a commitment to maintaining a strong professional staff, a high quality collection of materials and an attractive, functional building. The library welcomes all and strives to be responsive to the changing needs of its users, provides opportunities for intellectual stimulation and is a refuge for contemplation and friendly discourse. Access to the extensive collection is available through print materials, emerging technology and online services. Norwell Public Library is dedicated to being an educational and recreational resource to the community.
Library Core Values

The long range plan for 2015-2020 lists the following service priorities:

- Lifelong Learning
- Library As Commons
- Information Literacy

Current Trends in the Library

Offering emerging and traditional formats the staff assists the public in obtaining materials they are interested in using. In addition the library plans to offer workshops, seminars and demonstrations to increase users’ skills and comfort in using multiple electronic devices to access e-books, electronic databases, social media, and government information. There is a trend toward the use of personal devices and away from using the library’s public access computers. More people are in need of various forms of technology. There is a trend toward personal devices along with ongoing need for library’s public access computers. Children’s services continue to be very important to the families in Norwell. Although seating is limited to 13 seats in the family services area the Friends recently raised money to replace the children’s Room furniture and there are a few popular public access computers dedicated to the children’s use in the area.

Collection Analysis

The collection contains 92,944 items (including MLS E-books). NPL was one of 50 libraries that participated in the Massachusetts e-Book Project in 2014. Patrons are using more electronic resources than five years ago. However Norwell Public Library continues to have a healthy circulation, serving as a net lender in the Old Colony Library Network. Shelf space currently limits the physical collection’s size to a capacity of 65,000. This means that whenever new materials are added to the collection, some other materials must be removed to make room for them. The walls of the community room which were previously used as a gallery were lined with shelves a decade ago to make room for books on CD; these new shelves are also full to capacity.

The library is a member of the Digital Commonwealth and has an ongoing digitization project including Norwell High School yearbooks and town reports. The next digitization project will be postcards housed at the historical society.
Planning Efforts

Since 2000 the Board of Trustees and Library Director have had ongoing discussions about library space needs. During the life of the library, the town’s population has grown, as has the demand and scheduling of activities and programs within the building. Size and physical limitations have affected the library’s ability and capacity to keep up with community expectations. In 2002 a building subcommittee was formed and a town wide survey seeking input about library strengths, weaknesses and citizen expectations was mailed to all households in Norwell. Responses from surveys and patrons confirmed to the Trustees that the NPL had a serious space problem.

In 2004, a second survey seeking more information was made available to library users, on the website, at the council on aging, Town Hall, the High School and at the fall town meeting. In the summer of 2004, the Trustees and Director met with MBLC building consultant Anne Larson and decided to move forward on planning a new building. The Town’s Permanent Building and Maintenance Committee worked with the Trustees and Library Director to hire an architect for preliminary planning for the 2005 grant round application.

In FY 2012, the NPL again surveyed residents of Norwell regarding their public library perceptions about the public library. Surveys revealed a high level of satisfaction with the staff and services provided. Many mentioned they wanted more of everything, as well as services not currently offered. In response to suggestions in the survey, a drop off box was installed in the parking lot, halogen lamps were installed in the parking lot, the meeting room was repainted and better lighted, clearer signage was put in place throughout the building, the reference collection was heavily weeded, and the website was redesigned with responsive design features for electronic devices.

In the spring of 2014 the Board of Selectmen created a Town Hall / Library Study Committee to determine building needs and priorities for the two aging town buildings. This committee is charged with presenting a proposal to the Board of Selectmen and residents to address solutions to the aging, inadequate buildings.

In August 2014 the Director and Assistant Director attended a one week course offered at the Harvard Graduate School of Planning and Design to learn about trends in library use, design and service. This intensive course involved required visits to libraries in Boston that had been renovated using current design features, many of them demonstrating LEED (Leadership in Energy & Environmental Design) certification.

A new Five Year Plan committee completed its work in the fall of 2014. The service priorities represented in this program incorporate their findings.
Through many meetings and forums, the following groups and individuals assisted in the NPL planning process: Friends of the NPL, Staff of the NPL, NPL Board of Trustees, Board of Selectmen, The Library/ Town Hall Study Committee, and the Long Range Planning Committees 2005, 2010 and 2015. Community support has been voiced in surveys, discussions, and conversations.

**Existing Structure**

The original building opened in 1975. It features redwood siding and two raised clerestory windows that provide natural light to the interior of a series of alcove-shaped sections that look out through a mostly glass rear wall into the woodlands that surround the building. One of the high clerestory windows creates a beautiful natural light in the 7,000 sq. ft. main area of the library adjacent to the circulation desk. The second lights the 1,500 sq. ft. community room.

The building has required numerous repairs over the years. The roof, repaired in 1987, still leaks despite several repairs to the flat rubber roof in several locations. An HVAC system was installed in 1996. Airflow blows directly on library users in both the community room and children’s services areas, which is uncomfortable and noisy. A Capital Improvement project in 2014/2015 replaced doors and windows that were in need of repair, improving visibility and energy efficiency.

Lighting is uneven throughout the building with glare in many areas interfering with reading. In an effort to house collections, six-foot shelving has created difficult conditions to maneuver and has created a safety hazard for library users attempting to reach materials on the top shelves. The community room serves four overlapping functions. In addition to providing space for programs and meetings, it houses the audio collection and provides space for general storage. There are no provisions for use after hours.

With the periodic addition of shelving to accommodate the expanding collection, the interior of the building has become inaccessible, with an overall crowded appearance and minimal seating. Display areas are needed throughout the building.

There is very little room in the children’s area for preschool play, browsing or reading. Seating is limited, with computer space severely limited for children of all ages. There is no space available for quiet study or for a small group of children to work together on school projects. The Friends purchased new furniture for the children’s room in the fall of 2014.

More space is needed for the collection, library, and community programs, and for making the library accessible to all users.
Needs Assessment

Chief facility needs:

- Handicap accessibility throughout the building
- Environmentally and energy efficient systems
- More shelving for collections
- Adequate space for programs
- Access to all materials during hours of operation
- Improved technology infrastructure and electrical access for computers and mobile devices common in today’s libraries
- Additional work, meeting and study areas
- Provision for secure after-hours use
- Emergency generator

What follows is further documentation of the above needs.

Aging systems threaten collections

Although the roof has been repaired, the flat rubber roof still leaks in several locations. The HVAC system installed in 1996 creates noisy and uncomfortable airflow directly on users in the community room and children’s room. A modern ventilation system would be more efficient in its delivery of comfort and use of energy.

Not enough shelving for collections

There is a desperate need for more shelf space for the library’s collections. Every shelf is full, with materials shelved on the highest of seven shelves, making them nearly inaccessible, while others are shelved below knee level. The library has been aggressively weeding collections to make room for newly-released titles. Currently the lack of shelf space limits the physical collection to approximately 65,000 items.

Space limitations on programming potential for both adults and children

There is only one meeting area in the library and it serves four overlapping functions. Any and all meetings and programs for adults and families must take place in this one room, limiting program planning. In addition, the room houses the popular audio collection and serves as the only storage for the building. Toddler programming usually takes place in the morning in most libraries while after school programs for older children happen in the mid-afternoon. The morning would also be a popular time for
book discussions groups and internet resources instruction, but with only one space, only one department can plan programs during the popular hours of the day.

In addition to the competition for the room within the library, community groups that used to use the room now have to find other locations for their meetings because the room is often booked and is uncomfortably crowded with mounting storage.

Limited access to materials shelved in areas where programs take place

This popular community room also houses the audio books. Norwell is a commuting community so this is a very popular part of the collection, but it is unavailable to library users who stop by for materials when there is a program in progress.

Inadequate technology infrastructure and electrical access

When the current library was built in 1974, libraries did not use automated networks to track circulation and holdings inventory. These networks have had a major impact on how libraries are run and have improved access to materials for library users. The Library has been retrofitted many times with extension cords, creating access to essential electricity to run the computers we depend on to deliver all our services. There are currently four public access computers that also double as our catalog access, but there is a need for more computers in the entire library. There are currently a total of 12 computer stations in the library.

Most libraries now offer computer training classes but there is neither room nor infrastructure support to create such a training area in our library. Many libraries now offer self-checkout as an option to borrowers but the circulation desk cannot accommodate any more service stations. The technical services area for staff to prepare materials for the public’s use is woefully inadequate in terms of space.

Lack of work/study areas for school age children, gathering places for families

There is only one table in the children’s reference area and it is so close to everything else that it is not conducive to group work. Schools are increasingly making group homework assignments but our library has no room to support this work. This small area serves children from toddler age though elementary school. There is inadequate room for families to bring toddlers to the library to play and explore, inadequate seating for adults accompanying children, and insufficient seating and separation for the older students to use the area to support their schoolwork.
**Future Library**

**Major Design Concepts: includes green designations**

It is expected that the building program will continue to be modified as the planning process progresses from conceptual design to schematic design to design development and finally to grant documents. Review of the detailed area descriptions at the end of this document is integral to understanding the building design requirements.

The library should be welcoming and comfortable for people of all ages and physical abilities. The layout of the library should be logical and easy to navigate for new users. To accommodate meetings outside library hours, the meeting room, kitchen facilities, and restrooms should be located so people have access to those services without having access to the rest of the library.

In consideration of the small staff, visual supervision of the building will be a major design consideration. This begins with one public entrance to the building and all other exit doors locked from the outside and for emergency egress only. The entrance should be clearly identifiable from the street and the parking lot. Any landscaping should not interfere with clear and well lit access to the building from the parking lot.

Whether or not the Building Committee decides to apply for LEED (Leadership in Energy and Environmental Design) certification, the reduction of energy costs, energy efficiency, and the use of practical materials will be important contributions to the future library. The library will be air conditioned in the summer for the comfort of library users and appropriate to the preservation of materials. The design should include energy-efficient heating, ventilating, air conditioning, and electrical systems that are expandable to accommodate increased occupancy in the future. Systems should be designed with an eye towards future maintenance and repairs that can be easily managed without excessive expense for a small town library.

There should be sufficient data ports and electrical outlets for all staff equipment and desktop machines for the public; the design should support easy relocation and the addition of new data ports and equipment. The library will need to provide wireless hubs and sufficient access to electricity for the public’s use of personal computing devices and access to the library catalog. Staff equipment includes telephones, electronic machines, cable TV, a public address system and equipment to broadcast live and recorded presentations over the internet. The electrical plan should not limit the placement of furniture.
General Interior Considerations

It should be easy to orient users to the major services in the building within ten feet of the entrance. There should be visual control from staff workstations of the general entrance, the restroom entrances, and the children’s area. Generally there will be one person in family services, one at reference, and one or possibly two at the public services desk.

The design should include acoustical engineering, including flooring surfaces, ceiling treatments, and interior walls and partitions, to ensure sound will not unnecessarily carry through the building or bounce. The layout should zone for both quiet and interactive areas, which are acoustically discreet.

General shelving of adult books will be seven shelves high and 3-4 shelves high for children’s collections. Display of materials should be incorporated into the shelving areas. For adults, seating should be adjacent to shelving so browsers can sit and examine materials. Collection growth should be considered by planning for unfilled top and bottom shelves and 75% shelf capacity on opening day.

The design should integrate technology for programming and presentations, both live and broadcast. Special attention should be given to the support of equipment used in the staff work areas and for easy relocation of equipment in those areas. Additionally, wherever possible, tables in public areas should be wired and seating areas should have electrical outlets nearby.

Panic buttons and security mirrors and/or cameras should be installed in order to ensure safety. The building should have an alarm system.

Materials used in the library’s interior shall be made for heavy wear and easily cleaned. Fixtures and bulbs should be energy efficient, easy to obtain and economically replaced. Natural light should be encouraged throughout the building without too much gain or loss of heat or fading due to ultraviolet rays. Windows must open.

All floors shall be designed at 150 lbs. per square foot live-load weight bearing capacity to ensure future flexibility for location of books stacks. Private areas should be part of the floor plan for tutoring, small meetings and discussion groups - through stack layout and some small meeting rooms.

Sound containment and appropriate acoustical materials should be incorporated into all parts of the building.

There must be adequate general storage areas, especially for the meeting room, staff work areas and family services room.
Wall to acknowledge donations.

**General Exterior Considerations**

The building should be easily identified from the street as the public library. The exterior should be appropriate to the surrounding area and present a welcoming appearance with the entrance easily identified.

- The main entrance doors (both sets) should be light enough to be easily opened and MAAB compliant. If the meeting room has a separate entrance it should be clearly marked and visible from the parking lot access.
- Landscaping should complement the building’s design, use non-invasive, and be easily maintained.
- The parking lot should be designed to include one parking space for every 400 feet of the building. There should be a separate staff parking area adjacent to the staff entrance.
- Easy access and a dedicated parking spot should be designed to accommodate deliveries to a separate delivery entrance.
- Exterior lighting should comply with LEED requirements LZ2 for light pollution reduction where feasible.

**Site Considerations**

In the fall of 2004 the town conducted a feasibility study, which ultimately recommended expansion on the current site. The Sparrell School on Route 123, adjacent to the Norwell Middle School, was explored as an alternative site. It is geographically central in town, and located on a busy state highway. It was determined that the highway is often congested with commuter and school traffic. Route 123 has no sidewalks and very little shoulder, denying pedestrian traffic to the site. But most importantly, the Sparrell School did not have enough square footage that could be developed into library space, and expansion on that site promised to be very difficult. The only possible expansion would alter the historic north façade, which townspeople wish to preserve.

The current site of the Norwell Public Library in a beautiful wooded setting is close to the high school and its athletic fields. Just one quarter mile south of Rt. 123, it offers easy access while preserving some distance from the sometimes congested highway. Most importantly, there is room for expansion on this site.

There is a newly constructed pathway from the middle School to the library and high school.
The Norwell Library/Town Hall Study Committee created in 2014 is evaluating several sites in Town to determine feasibility for either Library, Town Hall or both. The LTHSC has solicited opinions from residents regarding site preference and willingness to support a project financially. This building program is an important part of the committee’s process.

**Functional Relationships**

In designing the new Library building, careful attention must be given to the locations of certain functional areas in relation to the building itself and in relation to each other. Many of these proximities are mentioned in the Area Descriptions in this document.

On the building’s ENTRY LEVEL:

- Lobby with Restrooms
- Circulation Desk
- Circulation and Technical Services Offices and Workspace (near Circulation Desk and convenient to delivery)
- Community Room
- New Book Area
- Non Print Collection
- Adult Book Collection
- Periodicals and Newspapers
- Reference Services
- Public Access Computers

May be located on ANY LEVEL

- Children’s Service Department
- Young Adult Area
- Staff Room
- Local History Room (if included in response to Historical Society request)
- Quiet Reading Areas
- Study Rooms (4)
- Director’s Office
- Custodian’s Room with a closet on every level
- Area to accept donated and weeded material
Area by Area Descriptions

This section describes square footage and other special requirements for each designated area of the library.
Main Entry / Vestibule

Projected Square Footage:

- **217 sq. ft.** (unassignable space)
- (Vestibule 120 sq. ft., security gates 10 sq. ft., bench 5.6 sq. ft., display case 81 sq. ft.)

FUNCTIONS PERFORMED: The main entry point for library users and double sets of doors for an airlock.

OCCUPANCY:  
- PUBLIC: 2  
- STAFF: 0

FURNISHINGS: An embedded mat or other walk off surface at least 10 ft. deep to catch dirt and debris. A side bench for those waiting to be picked up. Just inside the door a display case.

USER SEATING: 2

EQUIPMENT: People counter, room to install security gates inside inner door. Wall mounted flat screen monitor. Fire alarm and security panel.

NEAR/FAR: Parking lot.

SIGHTLINES: To circulation desk, restrooms, copiers, orientation to major departments like children’s services, meeting room, and adult services.

ARCHITECTURAL FEATURES: ADA requires a minimum clearance of 10’ between doors. The flooring should stand up to very heavy use in all kinds of weather. Flooring should help patrons “clean off” shoes upon entering and protect the interior floors. Mats must be recessed, removable and heavy duty to withstand dirt, ice or salt. Good acoustical soundproofing is required. Good signage is important here. Doors should be automatic and/or easily opened by disabled, elderly, people with strollers, etc. Surfaces should be easily cleaned and maintained. The inner doors should be glass as the welcome begins here. Built-in display case near entry. All entrances to the building, including staff door, should have some roof or portico arrangement to protect individuals going in and out from the weather. Avoid situations where snow buildup can cause avalanches at library entrance/exit doors. There should be space for a security system. A built in display case and wall space of donation acknowledgements inside the main entry.
**Book Drop Room**

Projected Square Footage:  
20 sq. ft.

FUNCTIONS PERFORMED: Enables borrowers to return library materials when the library is closed. Materials drop through an external slot into a depressible rolling truck.

FURNISHINGS: Depressible rolling truck to receive materials sent through slot in wall.

EQUIPMENT:

NEAR/FAR: Near main entrance and circulation desk.

SIGHTLINES: Exterior slot visible from drive into library and main entrance.

ARCHITECTURAL FEATURES: Attention must be paid to prevention of vandalism. Exterior slot and book drop room must be vandal proof, fireproof, and waterproof. Exterior slot area should be well lit.
Adult Fiction / Nonfiction

Projected Square Footage:

3,050 sq. ft. (Calculated 36” aisle, 12” base collection, 189 double-faced shelving units using 2,930 sq. ft.; 4 chairs 120 sq. ft. Some chairs would have flip top table with Internet connectivity.

FUNCTIONS PERFORMED: The adult fiction and nonfiction volumes are stored here for self-service access by library users. Users may browse, read and research holding in this area.

OCCUPANCY:

PUBLIC: 4
STAFF: 0

FURNISHINGS: Double-sided steel shelving, seven shelves high, two book trucks. Two lounge chairs.

MATERIALS: 36,625 volumes of fiction and non-fiction adult reading materials and 500 paperback.

EQUIPMENT:


SIGHTLINES: Within sight of the Reference desk.

ARCHITECTURAL FEATURES: Clear and easily changeable signage marking all stacks. Clear sight lines from reference desk through the stacks for security purposes. Carefully developed layout for easy location of material. Provision for collection growth by planning for unfilled top and bottom shelves.

Lighting should be sufficient to read the index labels on the bottom shelves and perpendicular to the book stacks to allow more flexible stack arrangement in the future. Electrical outlets should be distributed throughout the building so as to maximize flexibility and the arrangement of furnishings and equipment.
Adult Media Collections

Projected Square Footage:

495 sq. ft. (6 rows high, 6’ unit double-sided media display unit)

FUNCTIONS PERFORMED: This area will display and store the non-print collections of the library. Users will browse DVD movies, Books on CD, and any other new media.

OCCUPANCY: PUBLIC:

STAFF:

FURNISHINGS: Appropriate media display and general media shelving.

MATERIALS:

4,374 DVDs

6,052 audio books

1,656 CDs

EQUIPMENT:

NEAR/FAR: Near adult general seating and preferably new books. / Away from quiet zone.

SIGHTLINES: Should be direct supervision from a public services desk. Near New Materials/Browsing.

ARCHITECTURAL FEATURES: This area should invite users to browse and explore the collections with a high level of lighting and as much display shelving as possible. Natural light and sound mediation would enhance the comfort level of browsers. This will be a high traffic area so flooring should be resilient and sound deadening. Carpet tiles should be considered to allow for easy replacement.
New Adult Materials Display

Projected Square Footage:  
**431 sq. ft.**

FUNCTIONS PERFORMED: The purpose of the New Books area is to make library users aware of new titles in the library. This area includes storage and display of new fiction, non-fiction, DVD’s, and audiobooks.

OCCUPANCY:  
PUBLIC: 8  
STAFF: 0  

FURNISHINGS: Appropriate shelving to both display and store materials purchased by the library in the last six months. Display unit for topical displays. 250 linear feet of welded metal shelving.

USER SEATING: Eight lounge chairs for browsers.

MATERIALS: 2,000 with shelf space for 25% of the collection to be displayed.

EQUIPMENT:

NEAR/FAR: Near main lobby of library, public catalog and circulation desk. Far from quiet reading seating.

SIGHTLINES: From a public services desk.

ARCHITECTURAL FEATURES: This may well be the most heavily used place in the library and creates the image of the library for many users. A higher level of lighting is desired to attract attention to this area. Materials here should be spotlighted with enough space for cover display. Room for changing displays in addition to the 25% of materials on display at any time. Provide for some collection growth and for unfilled bottom shelves and 75% shelf capacity on opening day of the new library.
Technology Commons

Projected Square Footage:

288 sq. ft.

FUNCTIONS PERFORMED: Public can use computers and print to service desk from both library computers and their personal computing device. May be used for instruction of new automated library services.

OCCUPANCY:  
PUBLIC: 12  
STAFF: 0

FURNISHINGS: Twelve computer stations.

EQUIPMENT: Twelve desktop computers, charging stations.

NEAR/FAR: Near Reference collection and in sight of entrance / away from quiet seating areas.

SIGHTLINES: Within sight of Reference Desk.

ARCHITECTURAL FEATURES: Because computer users frequently need staff assistance, this should be located near a service desk. Furnishings and wiring should be as flexible as possible to allow for emerging new technologies.
Café Table Area

Projected Square Footage:

162 sq. ft.

FUNCTIONS PERFORMED:

OCCUPANCY: PUBLIC: 8
STAFF: 0

FURNISHINGS: Two café tables with appropriate chairs; recycling and waste bins.

MATERIALS: 0

EQUIPMENT: 0

NEAR/FAR: Near entrance of meeting room / Far from quiet reading areas.

SIGHTLINES:

ARCHITECTURAL FEATURES: This area should have sound-absorbing materials and easily cleaned linoleum flooring. As much natural lighting as possible. Strong internet signal.
**Children’s Toddler Area**

Projected Square Footage:

\[ 634 \text{ sq. ft.} \]

(Picture book shelving 3 high double faced, 42”aisle =289 sq. ft.+ board books 17 sq. ft. collection/four high 36” double-faced shelving, one range standard single faced shelving for parenting collection =306 total, 3 toddler tables 4 chairs 147 sq. ft., 64 sq. ft. computer for two; activity area 64 sq. ft., 1 two- person sofa 30 sq. ft., hanging bag rack for puppets games and puzzles 23 sq. ft.)

FUNCTIONS PERFORMED: This is an area for families to introduce toddlers to library services. Children will browse board books, and play with puzzles and other toys. Families sit together to look at books and toys. Caretakers will sit and talk with children and watch them play. Small storytelling groups.

OCCUPANCY:  PUBLIC: 18
STAFF:

FURNISHINGS: Appropriate low display shelves for toddlers’ board and picture books and easily accessed storage for children’s toys ranging from rolling cars and trucks through stuffed toys and puppets. One loveseat, 3 child-sized tables for four, rocking chair. Hanging bag storage for circulating toys, puzzles, and puppets. Three table chairs at computer table.

USER SEATING: One two-person sofas and rocking chair for caretakers to sit with children. Three low child-sized table with four coordinating height toddler chairs and low table and three chairs for toddler computer station.

MATERIALS: Board books 425; Picture books 5,000, parenting 130.

EQUIPMENT: Three toddler computer stations.

NEAR/FAR: Near easy readers, children’s activity area and family restroom / Far from library entrance or entry to children’s services.

SIGHTLINES: From children’s services public service desk.

ARCHITECTURAL FEATURES: This should be a containable area to help parents keep little ones corralled. Space can be separated by bookcases but not walled off. Bright colors. Carpeted floors. All materials should be made for heavy wear and easily cleaned, easily maintained and easily replaced. Sound mediation and control should be a particular concern. Computer stations should be separated from
books by low shelving. Bulletin board or tackable walls. Low bookcases for picture books.
Family Restroom (unassignable space)

Projected Square Footage:

59 sq. ft.

FUNCTIONS PERFORMED: The family restroom will serve caretakers and children.

OCCUPANCY: PUBLIC: 2
STAFF: 0

FURNISHINGS: A low toilet and sink so it can be used by children but high enough for their caretakers. A fold-down changing table. A covered sanitary disposal container. A mirror. Step stool for children to reach sink.

MATERIALS: 0

EQUIPMENT:

NEAR/FAR: Adjacent to the children’s materials.

SIGHTLINES: The door to the family restroom should be visible from the children’s services public service desk.

ARCHITECTURAL FEATURES: Easily cleaned, durable materials should be used. The door should lock but not low enough to be easily locked by children in the room.
Children’s Elementary Area

Projected Square Footage:

**1,849 sq. ft.**

desk w/ 2 book trucks 209 sq. ft., tables 162 sq. ft., computer table 120, fic, nf, beginning reader and ref collection shelving 833 sq. ft., program area 360 sq. ft., media 150 sq. ft., magazines 15 sq. ft.

FUNCTIONS PERFORMED: Library services for children through and including grade six. All types of materials including book collections, DVD’s, music, and toys. Activity areas to serve children and caregivers for reading, studying, playing, and other informal gatherings.

OCCUPANCY:  
PUBLIC: 14  
STAFF: 2

FURNISHINGS: Bulletin board for displays, storage for supplies and seasonal materials, and book trucks. Appropriate shelving for materials. Two round tables for four, computer table with four stations, eight table chairs child sized.

PUBLIC SERVICE DESK: One L-shaped public service desk appropriately sized for children (32” height) with two work stations for staff. Plan room for two book trucks and two staff chairs, and a self-checkout station. Two tables and table chairs, four seats at round computer station table.

USER SEATING: Two 4-ft round child-sized tables with appropriate study chairs. Four seats at computer stations.  
Two low seats (like rocker chairs) for casual reading.

MATERIALS:  
(Beginning readers 1500, j fiction 8,000, j non-fiction 9,000; j ref 120, DVD2,000; audio 500, j video games 35.)

EQUIPMENT:  
Four student computers on a round table with dividers to create separate stations. A telephone for the service desk.

NEAR/FAR:  
Near family restroom and children’s craft area / Far from quiet reading areas.

SIGHTLINES:  
Service desk should have good sight lines around the entire children’s areas.

ARCHITECTURAL FEATURES: An open and inviting atmosphere with as much natural light as possible. There should be good sound engineering throughout the room to contain the noise. The Study tables should not be in a direct line of traffic through the room. All materials should be made for heavy wear and easily
cleaned, easily maintained and easily replaced. Sound mediation and control should be a particular concern. Four shelf double-faced shelving with 42” aisle.
**Children’s Craft Room**

Projected Square Footage:  
**360 sq. ft.**

FUNCTIONS PERFORMED: Toddler and pre-schooler story hours and after school programs for older children. Participate in crafts and related activities.

OCCUPANCY:  
PUBLIC: 20 children, 10 parents  
STAFF: 0

FURNISHINGS: Four folding and adjustable-height 4 or 6 ft. long modular tables (not 8 ft. tables which are too heavy to move about. 20 stackable chairs for children, 10 stackable chairs for adults. Counter - 6’ long, 36” high, 30” deep - with sinks and storage cabinets above and below. Six child-safe double electrical receptacles at 38” height distributed around the room. One bulletin board. Storage should have shelves for large poster board. Place to store Accucut. Flat file.

USER SEATING: 20 stackable chairs for children  
10 stackable chairs for adults

NEAR/FAR: Near Children’s Services Circulation Desk and Collections and Children’s rest room.

SIGHTLINES: From Children’s Circulation Desk

ARCHITECTURAL FEATURES:  
Warm, welcoming, safe environment for young children with appealing wall colors with tackable, washable surfaces and easily cleanable floor surfaces. Good lighting with low glare. Counter area with sink, which is accessible to children. Quiet HVAC system.

Room should be visible through glass, but sound proofed from other children’s areas.  
Closed and lockable storage area for a variety of crafts materials.
Children’s Librarian’s Office

Projected Square Footage:

**150 sq. ft.**

FUNCTIONS PERFORMED: This provides an area way from the public for the Children’s services staff to prepare books for circulation, order books, plan children’s programming and perform other tasks that require focus.

OCCUPANCY:  
PUBLIC: 1  
STAFF: 1

FURNISHINGS: One department supervisor’s desk, chair with casters, and a second work desk for other staff and volunteers helping with the work of the department. A visitor’s chair. Eighteen linear feet bookshelves for professional literature. Two lateral file cabinets, waste and recycling baskets.

USER SEATING: 1

MATERIALS: Shelving for books that are being set aside for display, story hour, or require special processing.

EQUIPMENT: A telephone and networked computer on the librarian’s desk.

NEAR/FAR: Children’s service areas and story time area / Far from adult areas.

SIGHTLINES: There should be sightlines from the office desk to the children’s public services desk and the entrance to the room.

ARCHITECTURAL FEATURES: The office should have a half glass wall so the Children’s Librarian can supervise the room from her office in slow periods. Children’s service requires a lot of storage. There should be storage and shelving in the workroom and an additional closet for the storage of craft supplies, off-season books and display materials and other program needs. A counter with storage below and shelving above would be useful. The room should have a light and spacious feel with as much natural light as possible.
Circulation Desk

Projected Square Footage:  
(418 sq. ft.)

FUNCTIONS PERFORMED: The circulation desk is the activity center of the library where borrowers are greeted, books are checked out, reserved, renewed, and returned. Borrowers pick up reserved materials here, including museum passes, and pay fines on overdue materials. For many users this is the first point of contact so many questions are answered here. There should be room for a self-check-out computer on the desk or very near the desk.

OCCUPANCY:  
PUBLIC: room in front of the desk for a line of five people  
STAFF: 2

FURNISHINGS: A bi-level desk for serving both standing(42’) and seated (32-34”) for wheelchair seated borrowers; slot in counter facing entry and housing for a materials return bin; one high and one low chair on casters easily moved out of the way for standing service at desk; reserve book shelving 150 linear feet; storage drawers and open cabinets below desk for circulation information and supplies, drawer deep enough to hold museum pass materials; locking drawer for cash received, two depressible book return bins, two waste bins and one paper recycle bin, clock. Room for 4 book trucks.

USER SEATING: 0

MATERIALS: Room for policy books, museum passes and reserve materials outlined above.

EQUIPMENT: Two computers connected to the circulation network with bar code scanners and receipt printers; one self-checkout machine; stapler, scissors, and other ready office supplies. Two telephones. Postal machine and pencil sharpener.

NEAR/FAR: Near staff workroom, within sight of the main entrance / Far from quiet reading areas.

SIGHTLINES: Sightlines to door, restrooms, copier, adult media and as much of the library as possible.

ARCHITECTURAL FEATURES: Welcoming, accessible, clearly signed in common language, natural or full spectrum lighting, highly functional for staff and patrons, visible upon entering the building. This area is the “welcome” by which the library is judged. It should indicate the library’s standard of service and the community’s pride in its library. A section of the desk should allow for a 26” high area with knee
space for wheelchair access and to permit a staff member to sit and talk quietly with patrons. Two book drop return slots and cabinet for depressible truck must be incorporated into design. Other desk interior should include lockable money drawers at service points, ample drawers and open shelving for supplies. Panic buttons should be located strategically at service points for inconspicuous access by staff. There should be two means of egress from behind the desk to allow staff to exit to right or left.

Surface material should be durable and attractive. The desk area should accommodate at least four book trucks for sorting and shelving returned materials in arrangements that make them easily shelved by staff/volunteers. Resilient, gym type flooring that accommodates heavy book trucks and is cushioned for staff standing at the desk for long periods. Full spectrum lighting recommended in this area. There must be multiple electrical outlets both on the desk surface, the floor near the desk and the wall behind the desk.
Staff Workroom / Tech Services

Projected Square Footage:

520 sq. ft.

FUNCTIONS PERFORMED: Each staff member should have a desk for focused work and to make phone calls away from the public desk. This will be a hub of activity to receive and prepare books for public use, process bills and prepare financial reports, plan programs, and other behind-the-scenes tasks that keep the public services running.

OCCUPANCY:   PUBLIC:  1  
              STAFF:  4

FURNISHINGS:  Five desks with side tables for computers or other equipment. Five file cabinets. Six ergonomic chairs to go with the desks, and one visitor chair. Each desk should have some adjacent shelving. Tech services 50 linear feet of shelf space for materials waiting to be processed, shelves for book covers and other processing materials, A standard height work counter with shelves of differing heights under the counter. A clock, five waste receptacles, one recycle bin. A work counter with sink is recommended.

USER SEATING: 0

MATERIALS:    All materials added and withdrawn from the collection pass through this room. There should be room for two book trucks and surface space for boxes of books received through purchase and inter-library loan. The book processing station (tech services) should have additional shelving for titles that require special cataloging.

EQUIPMENT:    Four computers, a copy/printer/scanner machine, one telephone, fax machine, paper cutter. Sink in work counter.

NEAR/FAR:     Near the public services desk, telecommunications equipment, an exterior door for service deliveries and the staff restroom / Far from quiet reading areas.

SIGHTLINES:   To the public service desk, sometimes windows to this room expand staff surveillance of the building.

ARCHITECTURAL FEATURES: This is a high traffic area and requires resilient flooring that will accommodate heavy book trucks and heavy wear from the outside deliveries but still be comfortable to walk on many hours a day. The lighting should be sufficient for detailed work at the desks and counter. Sound engineering should
prevent sound from the workroom from leaking into the public areas of the library. There should be enough open space to accommodate up to four book trucks and as many as eight bins of inter-library loan materials.
The sink in the work counter will be used for quick clean-ups and washing hands.
The exterior door for deliveries should be designed with nearby parking and a ramp entry for rolling carts and bulky parcels.
**Copier/Scanner/Fax Area**

Projected Square Footage:

72 sq. ft.

(stand-alone copier/fax/scanner 64 sq. ft., small table 8)

FUNCTIONS PERFORMED: A self-service area for library users to copy, fax or scan materials.

OCCUPANCY:  
PUBLIC: 0  
STAFF: 0

FURNISHINGS: Beside the copier there should be a narrow table and a recycle bin and waste basket and a bulletin board for public notices.

USER SEATING: 0

MATERIALS: 0

EQUIPMENT: A wireless copier/scanner/fax machine.

NEAR/FAR: The copier should be within sight of a public service desk and the entrance and near the reference collection. Far from the quiet reading area.

SIGHTLINES: Library users should be able to find the copier upon entering the building. The circulation or reference staff should have clear sightlines to the copier to determine if users need assistance.

ARCHITECTURAL FEATURES: These machines and their users can be noisier than the typical library environment so the area should be acoustically separated from any quiet reading, study, or browsing area.
Custodian’s Closet

Projected Square Footage:

(one per floor of the library - unassignable space)

FUNCTIONS PERFORMED: Storage of cleaning supplies and equipment. Workspace for custodian to organize and store supplies. Storage of assorted tools. Provide safe place for chemicals used in cleaning. A low sink for rinsing mops and disposing of liquids.

OCCUPANCY:  

PUBLIC: 0

STAFF: 1

FURNISHINGS: Metal shelving of various heights for storage of cleaning materials, paper supplies, light bulbs, and small tools. Wall mounted key cabinet, clamps for mops and brooms. A large, low work sink and water access at low level for rinsing mops. Hooks for jacket, wires. Space for storing outdoor maintenance equipment (shovels, rakes, blowers, etc.).

USER SEATING: 0

MATERIALS: 0

EQUIPMENT: Vacuum cleaner (one large and one hand-held for quick clean-ups), rug shampoo machine, broom, buckets and mops for cleaning. A stepladder to replace light bulbs. Outdoor maintenance equipment.

NEAR/FAR: Near children’s craft room, restrooms, and an outdoor entrance.

SIGHTLINES: NA

ARCHITECTURAL FEATURES: Lockable door to prevent poisoning and theft. Wide doors for ease of access to equipment. Well lit and durable and easily cleaned materials.
Director’s Office

Projected Square Footage:

200 sq. ft.

FUNCTIONS PERFORMED: Administrative, managerial tasks, program preparation, small group and individual meetings with staff and public. Location of important files and records, including personnel files.

OCCUPANCY:

PUBLIC: 4
STAFF: 1

FURNISHINGS: Desk with lockable file drawers, a work counter, and an ergonomic computer station with dedicated printer/scanner. Task chair. Round conference table seating for small meetings with appropriate chairs. Clock, waste basket and paper recycle bin, coatrack or closet to hang visitors’ coats, two-drawer lateral filing cabinet, 8 3-ft shelves for professional literature.

USER SEATING: Four table chairs.

MATERIALS: Shelving for professional literature and reports. Eight 3-ft shelves.

EQUIPMENT: Computer and printer, clock, phone.

NEAR/FAR: Assistant Director’s office and staff workroom.

SIGHTLINES: The Director’s office should be visible from the public services desk.

ARCHITECTURAL FEATURES: Power and data outlets throughout the office. Natural light supported by appropriate task lighting, ability to have private conversations, and carpeted flooring.
Asst. Director / Systems Manager’s Office

Projected Square Footage:  
150 sq. ft.

FUNCTIONS PERFORMED: Administrative, managerial tasks, meetings with staff and public, processing bills, purchasing materials, preparing reports.

OCCUPANCY:  
PUBLIC: 2  
STAFF: 1

FURNISHINGS: U-shaped desk and work area. Desk with lockable file drawers, a work counter, and an ergonomic computer station with dedicated printer/scanner. Task chair and two comfortable visitor chairs. Clock, waste basket and paper recycle bin, two-drawer lateral filing cabinet, 9-linear ft. shelves for professional literature.

USER SEATING: Two visitor chairs.

MATERIALS: Shelving for professional literature and reports. Three 3-ft shelves.

EQUIPMENT: Computer and printer, clock, phone.

NEAR/FAR: Near circulation desk, Director’s office and staff workroom.

SIGHTLINES: The Asst. Director’s office should be close enough to the circulation desk that she can hear conversation from the public services desk.

ARCHITECTURAL FEATURES: Power and data outlets throughout the office. Natural light supported by appropriate task lighting, ability to have private conversations, and carpeted flooring.
Local History / Conference Room

Projected Square Footage:

772 sq. ft.
Conference room/workspace w/ scanner printer, microfilm reader/scanner: 326 sq. ft.
Materials storage climate-controlled space: 446 sq. ft.
(scanner/printer 42, lateral file cabinets stacked 15, flat file map case 24, collection single sided, 6 high, base 15 is 123 sq. ft. Norwell Collection, Historical Society 242 sq. ft. = 446)

FUNCTIONS PERFORMED: Secure place to use archival materials, and hold small meetings and climate controlled areas to house historical materials in various formats.

OCCUPANCY:  
PUBLIC: 10
STAFF: 0

FURNISHINGS: One large conference table. Adjacent large walk-in climate controlled closet with 181 linear feet of metal shelves. Two lateral file drawers and a map case.

USER SEATING: Table seating fourteen.

MATERIALS: 218 linear feet of Historical Society local History materials, 114 linear feet of Norwell Collection books.

EQUIPMENT: Printer/scanner, microfilm scanner, computer and screen, wall mounted smart TV, clock.

NEAR/FAR: Near adult reference / Away from children’s and YA services.

SIGHTLINES:

ARCHITECTURAL FEATURES: The New England Document Conservation Center recommends Local History collections be housed in conditions of temperature, light and humidity control. The model of a conference room with lockable, climate controlled closet accommodates both the comfort needs of people working with the materials and the optimal climate for the preservation of materials. The reading room with the table can double as an extra conference room when needed. The reading room should have natural light from a window if possible, carpeting, and good ventilation. The storage closet(s) should be locked, light, heat and humidity controlled, non-carpeted resilient flooring and metal shelves of various heights.
Material Storage and Book Sale Room

Projected Square Footage:

140 sq. ft.

FUNCTIONS PERFORMED: An area for volunteers and staff to receive, review, sort and sell material that has been weeded from the collection or donated.

OCCUPANCY: PUBLIC: 6
STAFF: 0

FURNISHINGS: One large work table to sort materials. Book shelves to store and display materials. This could be recycled.

USER SEATING: Six table chairs.

MATERIALS: This will house materials that are not part of the library’s collection.

EQUIPMENT: Clock.

NEAR/FAR: Near exterior door.

ARCHITECTURAL FEATURES: Good lighting and ventilation. Select a location that discourages dampness and mold.
Public Restrooms

Projected Square Footage:

(unassignable space)

FUNCTIONS PERFORMED: Two restrooms near the meeting room so they can be opened with the meeting room when the collections are not staffed for service. At least two stalls per room near the meeting room recommended. There should be a dedicated staff restroom.

OCCUPANCY: PUBLIC: 2
            STAFF: 1

FURNISHINGS: Sink, toilet, hand dryer, mirror, small table for belongings.

NEAR/FAR: Public restrooms near entrance and meeting room.

ARCHITECTURAL FEATURES: Restrooms must be accessible to all users according to current codes. Each floor should have facilities for men and women. There should be at least one water fountain available in the building, preferably near the program room. Restrooms should be designed for easy maintenance with resilient flooring and some sound mediation in the walls to contain water noises.
Computer Server Room / Equipment Repair Room

Projected Square Footage:  
**150 sq. ft.**

FUNCTIONS PERFORMED: Houses network servers for both circulation network and wireless network for public and staff computers. Work includes computer repairs, receipt of equipment deliveries. Used for equipment storage, parts, and supplies.

OCCUPANCY:  
PUBLIC: 0  
STAFF: 1-2

FURNISHINGS: Work desk and task chair, one set of shelving for manuals, equipment truck, repair table and wastebasket. Server racks, monitor, wire management, and shelving for spare parts for computers.

EQUIPMENT: Routers for internal and area networks, clock, telephone, uninterrupted power source backup power unit.

NEAR/FAR: Circulation desk. Sometimes this is combined with the technical services area. Far from potential water damage.

ARCHITECTURAL FEATURES: Well-lighted, individual heating and cooling thermostat zone, sometimes servers require air conditioning to maintain a constant temperature. Plenty of elbow room, adequate for present and future equipment and equipment awaiting repair. No carpeting, resilient flooring. Wide doors for moving equipment easily in and out.
Large Print Books

Projected Square Footage:

232 sq. ft.

FUNCTIONS PERFORMED: Storage and browsing for collection of Fiction and Non-Fiction titles in large print for those who have trouble reading regular print.

OCCUPANCY: PUBLIC: 2

STAFF: 0

FURNISHINGS: Welded metal shelving. Two lounge chair for browsers.

USER SEATING: One lounge chair.

MATERIALS: 2,681 large print volumes.

EQUIPMENT:

NEAR/FAR: In sight of circulation / Away from children’s services.

SIGHTLINES: Within sight of the circulation desk.

ARCHITECTURAL FEATURES: This collection must be easily accessible to patrons with physical difficulties. Aisles and turning spaces must accommodate wheelchair access (5 ft turning radius recommended)(48” aisle, 5 high in sq ft recommendation). Lighting in the area should be sufficient to read index labels on lowest materials shelf. Materials should not be shelved on the lowest or highest shelves. End caps should have slat wall for display or end shelving for display.
Meeting Room

Projected Square Footage:  
1,496 sq. ft.

FUNCTIONS PERFORMED: Library programming from lectures to public forums on community issues. Some movies, potential broadcasting of library programs, any library activity that requires a large open area.

OCCUPANCY:  PUBLIC: 120  
STAFF: 0

FURNISHINGS: Low pile easily cleaned carpeting (consider carpet squares for easy replacement of heavy traffic areas), a hanging system for artwork on the walls, coatrack, small kitchen facilities (refrigerator, sink, dish drying rack, microwave and counter space with cabinets for storage of serving materials, 120 stacking chairs and trolleys, eight light folding tables, clock, two waste receptacles, many electrical outlets. This room should have a operable partition wall with a sound transmission coefficient (STC) of 42 or greater to separate into two smaller rooms each with floor electrical outlets.

USER SEATING: Seating for 120.

EQUIPMENT: Smart TV, wireless microphone capability, built-in sound system, lockable equipment cart.

NEAR/FAR: Near public restrooms, ramped door to outside, wide enough for equipment. Far from quiet reading areas.

SIGHTLINES: Entrance should be in sight of main lobby or visible from the parking lot.

ARCHITECTURAL FEATURES: The Meeting Room will be heavily used multi-purpose space accommodating up to 120 seated people. The room will have a separate outdoor entrance and accommodate two means of egress when the staffed library is closed, while still maintaining security for the library and allowing access to public restrooms. HVAC and security controls for the Meeting Room shall be independent of other library spaces. The Meeting Room must have room darkening and semi-darkening capabilities for screening audio/video presentations. Internet access and wireless microphones will be available for presenters. Capability will be available to integrate users’ computers or other equipment into the amplification and projection equipment. Lighting controls and design will allow for flexible lighting schemes that are adaptable for meetings, workshops, classroom-like sessions, speakers, entertainment
programs, AV presentations and other uses. Consideration should be given to potential library programming, including musical performances, and long distance learning classes, and will be equipped with appropriate audio equipment. Sufficient lockable storage for 120 chairs, eight tables and the equipment cart must be built into the design. Coat closets will have capacity for 50+items. The Meeting Room should be acoustically isolated from the library’s public spaces so groups coming and going and noise inside the room will not disturb library users. The room should be able to be acoustically divided into two rooms seating. Kitchen facilities must be easily cleaned and maintained and will be suitable for the preparation of refreshments. The picture hanging system should be flexible for varying sizes in exhibits.
Small Meeting/Study Rooms

Projected Square Footage:

2 @ 152 sq. ft. each room = 304 sq. ft.; 2@ 70 sq.ft.=140 total 444

FUNCTIONS PERFORMED: Quiet study rooms each provide a place for one to six people to work in a quiet area, conduct a small meeting or discussion or provide tutoring in a sound proof space.

EQUIPMENT: Whiteboard, and one Smart board. Clocks for each room. Each table should be wired for computer use.

NEAR/FAR: Away from active space,

OCCUPANCY:

PUBLIC: 12 (6/room)

STAFF:

FURNISHINGS: A table for four-to-six, six appropriately sized chairs. The table should have electricity for laptop users. A wastebasket and clock. One room should have a wall-mounted white board and another a wall-mounted smart board. A five-foot shelf section of metal shelving for ESL or other tutoring materials.

USER SEATING: Six/room.

MATERIALS: Little used collections like ESL, foreign language, or oversized.

SIGHTLINES: Windows into rooms for casual supervision of activities in the room. Door should be half glass.

ARCHITECTURAL FEATURES: Windows or glass walls into rooms from inside building for monitoring and security. Soundproofing and acoustic damping. Electrical receptacles at 32 inches. Quiet colors. Outlets for laptops and similar items on tabletops.
Periodicals, Newspaper and Reading Area

Projected Square Footage: 451 sq. ft.

FUNCTIONS PERFORMED: This area holds the periodical collection of 100 journal subscriptions and five newspapers. Users locate desired magazines and newspapers on display shelving. Users may wish to read the latest issues, which do not circulate, at a table and in chairs in this area. The shelving should accommodate at least the current year of a journal and 30 days or more of newspapers on accessible, functional shelving.

OCCUPANCY: PUBLIC: 16
STAFF: 0

FURNISHINGS: Eight comfortable lounge chairs with two small side tables or flip up writing surfaces for laptops, and one four-person table with electricity and with four appropriate chairs, and two small tables for two users each equipped with tabletop electrical outlets. Wall mounted display and storage welded metal shelving. Appropriate slant shelving for display of current newspapers and storage for one month of each subscription.

USER SEATING: Eight lounge chairs, three tables and eight table chairs.

MATERIALS: 80 journals, with some one year back issues stored and ten newspapers with storage for one month’s work of each.

NEAR/FAR: Near adult book collection and far from entrance, public services desk, meeting room and children’s services.

ARCHITECTURAL FEATURES: This is often a quiet area of the library where users can spend some time reading and increasingly using their laptop computers. Natural light should be incorporated into this area if possible. Attention should be given to creating a quiet zone for the users of this room.
Reference Services Area

Projected Square Footage:

**1,097 sq. ft.**

(98 sq. ft. desk,, microfilm reader 42, microfilm cabinet 10.5, 6 tables (for 4) 720 sq. ft., collection (5 shelves of books-48”aisle, base 15”=196 sq. ft., 2 lateral file 30). Scanner.

FUNCTIONS PERFORMED: Users locate reference information in this area, which houses the reference book collection, consumer information, local research materials, tax forms (seasonal), and computer workstations for Internet, database and catalog searching. Staff assists with research questions in-house, by email and telephone. Staff provides reader’s advisory services.

OCCUPANCY:  

PUBLIC: 26  
STAFF: 1

FURNISHINGS: One microfilm cabinet. Six tables that seat four people each, a small service desk that seats two people side-by side for one-on-one instruction and readers advisory interviews. One trash basket. Two lateral files.

USER SEATING: Six tables seating four at each, four table chairs, two task chairs at service desk with shallow and deep, locking drawers.

MATERIALS:  1,500-item reference collection.

EQUIPMENT:  High-speed internet computer and printer, microfilm reader, telephone, clock.

NEAR/FAR:  Near the adult book collection and public access computers / Far from quiet reading area and meeting room.

SIGHTLINES:  From public services desk and to public internet computers.

ARCHITECTURAL FEATURES: Noise should be acoustically dampened assuring privacy of user conversations. Easy to locate. The Reference Librarian should be sited at an accessible public service desk/counter. The desk should be standard height (2.5 feet) for total accessibility. Electrical outlets should be easily reached from all seating. Internet access should be available at tables. Some tables with lights and some with dividers.
Reference and YA Librarian’s Office

Projected Square Footage:  
200 sq. ft.

FUNCTIONS PERFORMED: This provides an area way from the public for the reference and teen services staff to prepare books for circulation, order books, plan programming and perform other tasks that require focus.

OCCUPANCY:  
PUBLIC: 1
STAFF: 2

FURNISHINGS: Two department supervisors’ desks and chairs with casters. A visitor’s chair. Eighteen linear feet bookshelves for professional literature. Two lateral file cabinets, 2 waste and recycling baskets.

USER SEATING: 0

MATERIALS: Shelving for books that are being set aside for display, programs, or that require special processing.

EQUIPMENT: Two telephones and networked computers on each supervisor’s desk.

NEAR/FAR: Reference and teen service areas.

SIGHTLINES: There should be sightlines from the office desk to the public service desks and the entrance to the area.

ARCHITECTURAL FEATURES: The office should have a half glass wall so the librarians can supervise the area from the office in slow periods. There should be storage and shelving in the workroom. The room should have a light and spacious feel with as much natural light as possible.
Staff Break Room

Projected Square Footage:

190 sq. ft.

FUNCTIONS PERFORMED: Staff personnel eat meals/snacks, take breaks, relax, and hang coats.

OCCUPANCY: PUBLIC: 0
STAFF: 9

FURNISHINGS: One round table for four with appropriate chairs, two lounge chairs with a small table, with sofa seating. Built in kitchenette with at least 5 ft. of counters and storage cabinets, waste and recycling baskets, bulletin board and coat rack.

USER SEATING: A mix of four dining chairs, two lounge chairs and sofa

MATERIALS: 0

EQUIPMENT: Microwave oven, refrigerator, sink, plug-in water heater, hot and cold water tank, clock, telephone.

NEAR/FAR: Near staff restroom. Away from main entrance, public service desk, and high traffic areas for the library.

SIGHTLINES: The staff break room should not be visible from public service areas.

ARCHITECTURAL FEATURES: Natural lighting, floor lamps for task lighting, easily cleaned and maintained and acoustically separate for the rest of the library. Efficiency kitchen with adequate storage for plates and serving dishes. Counters and sink should meet ADA clearance guidelines.
Staff Restroom

Projected Square Footage:  

*unassignable space*

FUNCTIONS PERFORMED: Staff uses this restroom and washes hands here.

**OCCUPANCY:**

- **PUBLIC:** 0
- **STAFF:** 1

**FURNISHINGS:** Toilet, sink, mirror, hand dryer, storage for personal products, toilet paper holder.

**EQUIPMENT:** Hand dryer.

**NEAR/FAR:** Near Public Services desk and staff workroom.

**SIGHTLINES:** From staff workroom.

**ARCHITECTURAL FEATURES:** Staff restroom must be accessible to all users according to current codes. Restroom should be designed for easy maintenance with resilient flooring and some sound mediation in the walls to contain water noises.
Teen Area

Projected Square Footage:

719 sq. ft.
(Table (for 4)120, 2 lounge chairs with flip tables 60.5, café table 81, desk 98, four computer stations 96, collection 36″ aisle, 12″ base six double sided 63.5 sq. ft.

FUNCTIONS PERFORMED: For young adults (approximate ages 12-17) to do homework, study, read for pleasure, use laptops and computers to obtain information, gather to talk, listen to music, browse, and relax.

OCCUPANCY: PUBLIC: 8
STAFF: 1

FURNISHINGS: One staff desk with lockable drawers and task chair, one four person table, two public access computer stations, one café table for two, two lounge chairs with low table, bulletin board, and periodical shelving and display (can be wall mounted).

USER SEATING: Four table chairs, four computer seats, one café table chairs, two lounge chairs.

MATERIALS: 4,069 books, 506 linear ft. media, 6 periodicals,

EQUIPMENT: Four computers with network and internet connectivity and printer, smart television, clock, gaming console.

NEAR/FAR: Near adult collection and in sight of public services desk. Far from quiet reading and periodicals areas. Direct access from entrance without going through children’s or adult areas would be preferable. (not adjacent to children’s room).

SIGHTLINES: All seating should be visible from the public service desk.

ARCHITECTURAL FEATURES: The room should be inviting to teenagers. It should have extra sound dampening in walls, flooring, and ceiling. There should be a mixture of adjustable ceiling lighting and task lighting at tables. Durable materials, attractive and sturdy, should be used in the wall, floor, window treatments and all furniture. Comfortable, attractive, informal, as well as sturdy and durable, are key features. Provide for collection growth due to increased use, but the Young Adult collection should be consistently weeded to keep materials fresh and current. Shelving should include flexible display for YA fiction, nonfiction, graphic novels, and paperback books, DVDs, and periodicals.
General Storage

Projected Square Footage:
    Unassigned Space

FUNCTIONS PERFORMED: There is a great need for general storage for seasonal decorations, seasonal maintenance tools and general supplies for the library.

OCCUPANCY:
    PUBLIC:
    STAFF:

FURNISHINGS:

USER SEATING:

MATERIALS:

EQUIPMENT:

NEAR/FAR:

SIGHTLINES:

ARCHITECTURAL FEATURES: This area should be well lit, light switches just inside the door, have easily cleaned flooring, and have steel shelving for storage of materials as well as open space for larger items.
# Functional Areas Chart

**Updated 6/15/2015**

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Sq. Ft.</th>
<th>Collection Materials</th>
<th>Public Computers</th>
<th>Public Seating</th>
<th>Non-Assignable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Main Entry / Vestibule</td>
<td>217</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>yes</td>
</tr>
<tr>
<td>2. Book Drop Room</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>3. Adult Fiction / Nonfiction</td>
<td>3,050</td>
<td>36,625</td>
<td>0</td>
<td>4</td>
<td>no</td>
</tr>
<tr>
<td>4. Adult Media</td>
<td>495</td>
<td>12,082</td>
<td>0</td>
<td>1</td>
<td>no</td>
</tr>
<tr>
<td>5. New Adult Materials Display</td>
<td>431</td>
<td>(2,000)</td>
<td>0</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>6. Technology Commons</td>
<td>288</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>7. Café Area</td>
<td>162</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>8. Children's Toddler Area</td>
<td>634</td>
<td>5,555</td>
<td>3</td>
<td>18</td>
<td>no</td>
</tr>
<tr>
<td>9. Family Restroom</td>
<td>59</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>10. Children's Elementary Area</td>
<td>1,849</td>
<td>19,250</td>
<td>4</td>
<td>10</td>
<td>no</td>
</tr>
<tr>
<td>11. Children’s Craft Room</td>
<td>360</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>no</td>
</tr>
<tr>
<td>12. Children's Librarian's Office</td>
<td>150</td>
<td>(100)</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>13. Circulation Desk</td>
<td>418</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>14. Staff Workroom / Tech Serv</td>
<td>520</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>15. Copier/Scanner/Fax Area</td>
<td>72</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>16. Custodian’s Closet</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>17. Director's Office</td>
<td>200</td>
<td>(30)</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>18. Asst Dir/Syst Mgr Office</td>
<td>150</td>
<td>(50)</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>19. Local History / Conference Rm</td>
<td>772</td>
<td>332lf</td>
<td>0</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>Service Area</td>
<td>Sq. Ft.</td>
<td>Collection Materials</td>
<td>Public Computers</td>
<td>Public Seating</td>
<td>Non-Assignable?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
<td>----------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>20. Material Storage / Book Sale Rm</td>
<td>140</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>21. Public Restrooms</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>22. Computer Server / Equip Repair</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>23. Large Print Books</td>
<td>232</td>
<td>2,681</td>
<td>0</td>
<td>2</td>
<td>no</td>
</tr>
<tr>
<td>24. Meeting Room</td>
<td>1,496</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>no</td>
</tr>
<tr>
<td>25. Small Meeting/Study Rooms</td>
<td>444</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>no</td>
</tr>
<tr>
<td>26. Periodicals/Newspapers/Reading</td>
<td>451</td>
<td>90</td>
<td>0</td>
<td>16</td>
<td>no</td>
</tr>
<tr>
<td>27. Reference Services Area</td>
<td>1,097</td>
<td>1,500</td>
<td>0</td>
<td>26</td>
<td>no</td>
</tr>
<tr>
<td>28. Reference/YA Office</td>
<td>200</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>no</td>
</tr>
<tr>
<td>29. Staff Break Room</td>
<td>190</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>no</td>
</tr>
<tr>
<td>30. Staff Restroom</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>31. Teen Area</td>
<td>719</td>
<td>4,069</td>
<td>4</td>
<td>8</td>
<td>no</td>
</tr>
<tr>
<td>32. General Storage</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td>33. Utility Room</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>yes</td>
</tr>
<tr>
<td><strong>Total Assignable</strong></td>
<td><strong>14,966</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>30% Unassigned Space</strong></td>
<td><strong>4,490</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19,456</strong></td>
<td><strong>83,467</strong></td>
<td><strong>23</strong></td>
<td><strong>280</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Collection Projection Chart

<table>
<thead>
<tr>
<th>Area</th>
<th>Current Holdings</th>
<th>Future Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Print</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Fiction/NF</td>
<td>23,756</td>
<td>36,625</td>
</tr>
<tr>
<td>Large Print</td>
<td>1,616</td>
<td>2,681</td>
</tr>
<tr>
<td>Reference</td>
<td>1,531</td>
<td>1,500</td>
</tr>
<tr>
<td>Local History / Hist. Soc</td>
<td>286</td>
<td>359</td>
</tr>
<tr>
<td><strong>Adult Print Total</strong></td>
<td>26,893</td>
<td>40,806*</td>
</tr>
<tr>
<td><strong>Young Adult</strong></td>
<td>2,869</td>
<td>4,069</td>
</tr>
<tr>
<td><strong>Children's Print</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>5,465</td>
<td>8,000</td>
</tr>
<tr>
<td>Nonfiction</td>
<td>7,110</td>
<td>9,000</td>
</tr>
<tr>
<td>Picture</td>
<td>3,839</td>
<td>5,000</td>
</tr>
<tr>
<td>Board Book</td>
<td>214</td>
<td>425</td>
</tr>
<tr>
<td>Beginning Readers</td>
<td>1,097</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>Children's Print Total</strong></td>
<td>17,725</td>
<td>23,925</td>
</tr>
<tr>
<td><strong>Print Total</strong></td>
<td>47,487</td>
<td>68,800</td>
</tr>
<tr>
<td><strong>Puppets, Games &amp; Puzzles</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Puppets**</td>
<td>12 lf</td>
<td></td>
</tr>
<tr>
<td>Games &amp; Puzzles**</td>
<td>9 lf</td>
<td></td>
</tr>
<tr>
<td><strong>Puppets, Games Total</strong></td>
<td>21 lf</td>
<td></td>
</tr>
<tr>
<td><strong>DVD / Video</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>3,644</td>
<td>4,374</td>
</tr>
<tr>
<td>Teen</td>
<td>136</td>
<td>335</td>
</tr>
<tr>
<td>Children's</td>
<td>1,301</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>DVD/Video Total</strong></td>
<td>5,081</td>
<td>6,709</td>
</tr>
<tr>
<td><strong>Audio</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Audiobooks</td>
<td>5,044</td>
<td>6,052</td>
</tr>
<tr>
<td>Adult Music CDs</td>
<td>1,479</td>
<td>1,656</td>
</tr>
<tr>
<td>Children's</td>
<td>93</td>
<td>500</td>
</tr>
<tr>
<td><strong>Audio Total</strong></td>
<td>6,616</td>
<td>8,208</td>
</tr>
<tr>
<td><strong>Collection Total</strong></td>
<td>59,184</td>
<td>83,717</td>
</tr>
<tr>
<td><strong>Periodicals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Teen</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Children’s</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>Periodical Total</strong></td>
<td>93</td>
<td></td>
</tr>
</tbody>
</table>

*Not including Local History Room

** Space included in play area.
Wisconsin Standards Comparison Chart based on libraries in Norwell population group

<table>
<thead>
<tr>
<th></th>
<th>Basic</th>
<th>Moderate</th>
<th>Enhanced</th>
<th>Excellent</th>
<th>Current</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Volumes</td>
<td>50,400</td>
<td>56,700</td>
<td>61,950</td>
<td>74,550</td>
<td>47,487</td>
<td>69,050</td>
</tr>
<tr>
<td>Periodicals Received</td>
<td>100</td>
<td>113</td>
<td>137</td>
<td>166</td>
<td>93</td>
<td>93</td>
</tr>
<tr>
<td>Audio Recordings</td>
<td>2,940</td>
<td>3,885</td>
<td>4,620</td>
<td>6,300</td>
<td>6,616</td>
<td>8,208</td>
</tr>
<tr>
<td>Video/DVD Recordings</td>
<td>3,045</td>
<td>3,990</td>
<td>5,460</td>
<td>6,720</td>
<td>5,081</td>
<td>6,709</td>
</tr>
<tr>
<td>Collection Size</td>
<td>57,750</td>
<td>67,200</td>
<td>70,350</td>
<td>80,100</td>
<td>66,598</td>
<td>83,717</td>
</tr>
<tr>
<td>Public Use Computers</td>
<td>6.24</td>
<td>8.27</td>
<td>10.12</td>
<td>13.59</td>
<td>7</td>
<td>14</td>
</tr>
</tbody>
</table>

*Note: current collection size is 66,598 we project that the collection will grow to 83,467. Local history items were not included in adult collection as they will be in a separate room, nor were puppets, puzzles and games, since the numbers were in linear ft.

The Board of Library Trustees approved this document October 21, 2015.
## Peer Municipalities in Order of Population

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Population</th>
<th>Kind of Community</th>
<th>Main library facility gross square feet</th>
<th>Recent renovation year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norwell</td>
<td>10,506</td>
<td>Residential Suburb</td>
<td>8,500</td>
<td></td>
</tr>
<tr>
<td>Groton</td>
<td>10,646</td>
<td>Residential Suburb</td>
<td>17,417</td>
<td>1999</td>
</tr>
<tr>
<td>Leicester</td>
<td>10,970</td>
<td>Rural Economic Center</td>
<td>10,536</td>
<td>1996</td>
</tr>
<tr>
<td>Norfolk</td>
<td>11,227</td>
<td>Residential Suburb</td>
<td>23,000</td>
<td>2005</td>
</tr>
<tr>
<td>Tyngsborough</td>
<td>11,292</td>
<td>Growth Community</td>
<td>11,000</td>
<td></td>
</tr>
<tr>
<td>Carver</td>
<td>11,509</td>
<td>Growth Community</td>
<td>21,984</td>
<td></td>
</tr>
<tr>
<td>Medfield</td>
<td>12,024</td>
<td>Residential Suburb</td>
<td>18,756</td>
<td>1998</td>
</tr>
<tr>
<td>Palmer</td>
<td>12,140</td>
<td>Rural Economic Center</td>
<td>30,000</td>
<td>2005</td>
</tr>
<tr>
<td>Medway</td>
<td>12,752</td>
<td>Residential Suburb</td>
<td>20,000</td>
<td>1998</td>
</tr>
<tr>
<td>Ipswich</td>
<td>13,175</td>
<td>Resort/Retirement/Artistic Community</td>
<td>17,000</td>
<td>1998</td>
</tr>
<tr>
<td>Millbury</td>
<td>13,261</td>
<td>Rural Economic Center</td>
<td>16,500</td>
<td>2000</td>
</tr>
<tr>
<td>Uxbridge</td>
<td>13,457</td>
<td>Rural Economic Center</td>
<td>9,970</td>
<td>2007</td>
</tr>
<tr>
<td>Holliston</td>
<td>13,547</td>
<td>Residential Suburb</td>
<td>9,217</td>
<td>1987</td>
</tr>
<tr>
<td>Clinton</td>
<td>13,606</td>
<td>Urbanized Center</td>
<td>11,506</td>
<td>2003</td>
</tr>
<tr>
<td>North Adams</td>
<td>13,708</td>
<td>Urbanized Center</td>
<td>27,270</td>
<td>2009</td>
</tr>
<tr>
<td>Oxford</td>
<td>13,709</td>
<td>Rural Economic Center</td>
<td>22,000</td>
<td>1999</td>
</tr>
<tr>
<td>Seekonk</td>
<td>13,722</td>
<td>Growth Community</td>
<td>14,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
<td>------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>East Bridgewater</td>
<td>13,794</td>
<td>Growth Community</td>
<td>16,000</td>
<td>2009</td>
</tr>
<tr>
<td>Total</td>
<td>237,674</td>
<td></td>
<td>315,751</td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>12,509</td>
<td></td>
<td>16,619</td>
<td></td>
</tr>
<tr>
<td>Maximum</td>
<td>13,794</td>
<td></td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>Minimum</td>
<td>10,506</td>
<td></td>
<td>8,500</td>
<td></td>
</tr>
<tr>
<td>Median</td>
<td>12,752</td>
<td></td>
<td>20,000</td>
<td></td>
</tr>
</tbody>
</table>

Source: Massachusetts Board of Library Commissioners Public Library Data/LibPAS database at http://mblc.state.ma.us/advisory/statistics/public/index.php

A facilitated community forum was held on March 25, 2015. About twenty people attended the discussion about what the community would like to see in their library.

People were asked to brainstorm about what they particularly would want to see preserved in the current library and what areas they would like to see improvements or growth.

Things to Preserve:

Nice setting, children’s librarian, OCLN network software, easily navigated library, excellent collection, community focal point, “Fred the shed”-reuse of books, welcoming, creative staff, cozy, homelike atmosphere, programming and volunteer opportunities, Japanese garden, one floor accessible, open to user suggestions.

Areas that could use improvement included:

No books on top shelf, outdoor space and outdoor seating, possible green roof with seating, dedicated children’s room, more parking, more large print books, study rooms, large meeting room with gallery and no materials shelved in it, more silent study tables, kitchen for meeting room, meeting room available when library is closed, more meeting and program space available outside library hours, more community agency interaction, interior space to look for recycled books, classes and user groups on current technologies, space for Friends, maker, creativity space for projects, no materials on bottom shelf, moveable shelves, local history room with improved access to historical materials, increased visibility and building representing community values, look into combined meeting room space with other town agencies, self checkout and self pick-up reserves, sustainable design a priority, eating area, sign from main areas and roads to library location, technology lending library, more Mac and I technology, early childhood program space, increased views of surrounding woodlands and space for art exhibit.