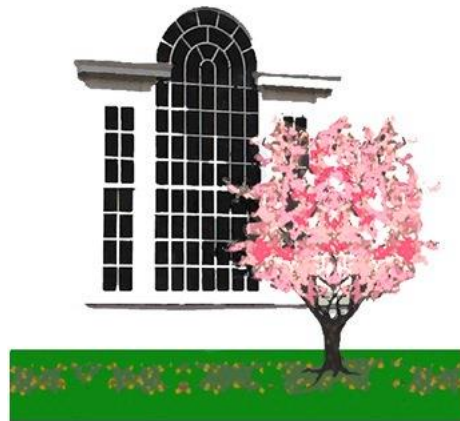


# *Lynnfield Public Library*

## *Building Program*

**2015**



Created by

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Approved by the Board of Library Trustees

May 19, 2015

## Table of Contents

Acknowledgements	4
Introduction	6
Executive Summary	7
Mission Statement	8
Vision Statement	8
Our Community	9
Our Library	11
Needs Assessment	14
Current Floor Plans	18
Key Issues to be Addressed	21
Basic Design Criteria	21
General Architectural Considerations	22
Area Descriptions	25
Main Entrance	
Entrance Lobby	
Browsing / New Materials	
Public Service Desks	
Circulation Desk	
Reference Desk	
Public Services Workroom	
Circulation Manager and Circulation Assistant's Office	
Reference Desk	
Technology Commons	
Danforth – Bancroft Reading Room	
Conference Room	
Non-Fiction and Biography	
Adult Fiction, Mysteries and Paperbacks	
Large Print	
Adult Non-Print, Rental and Non-Rental Materials	
Reference Collection and Reading Room	
Marcia Wiswall Lindberg Local History and Genealogy Room	
Study Rooms	
Copier / Business Area	
Youth Services Office and Workroom	
Children's Room	
Children's Storytime Room	
Children's Craft Room	

Teen Room	
Creative Technology Lab	
Administrative Cluster	
Director's Office	
Assistant Director's Office	
Administrative Assistant's Office	
Staff Meeting Room	
Technical Services Workroom	
Data Center / Telecommunications Room	
Café	
Program Room	
Kitchen	
Staff Break Room	
Restrooms	
Friends of the Lynnfield Library Room	
Custodian Work Area	
General Library Storage	
Parking	
Landscaping	
Staff Entrance	
Art Gallery ~ Location and allocated space to be determined in discussions with the Architect	
Projected Holdings and Shelving Needs Estimate	
Books, Non-Print Media and Periodicals	100
Projected Seating and Computer Workstation Needs	101
Children	
Teen	
Adult	
Staff	
Non-Assignable Areas	
Appendix A	
Photographic Record	
Existing Library Exterior	105
Existing Library Interior	108

# Acknowledgements

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Mary E. Braney, Library Building Consultant

Thank you to MBLC Library Building Consultants Lauren Stara and Rosemary Waltos who are always ready with answers and support.

And last but certainly not least, thank you to the many residents, library patrons, Town department heads and members of Town boards and commissions who participated in surveys, attended public forums, answered questions and generally offered support and good cheer to the Library staff in ways both large and small.

## Introduction

Increasingly, public libraries expect to play a vital and educational role in people's lives as both a physical meeting place and a technology center. As Lynnfield population expands over the next twenty years by 500 to 600 residents, both the number of children and retirees will increase disproportionately, making both young children and retirees a focal point for services not provided in other venues. Programs for young children and teens serve a community need not met anywhere else, and as retirees live longer, healthier and more active lives, they will come to rely more on public services for intellectual stimulation and recreation.

The range of services the Library must continue to provide is extensive, including programs and activities, print and media collections for all ages, and quiet spaces for students and researchers. In the future, we would like to develop the concept of the library as a destination—a place where patrons and residents meet, have coffee, make direct contact with Library offerings and schedules, and perhaps linger for enrichment programs. We think of the Library as playing a central role in an evolving social and intellectual lifestyle that utilizes print and visual media, interactive technologies, and face-to-face activities.

As urban planner Ray Oldenburg, suggests, our Library would become a “third place”—somewhere separate from the home and the workplace—that provides a variety of experiences that would entice people to stay for greater periods of time. A “third place” provides a central destination to engage community members in its multiple services.

The 21<sup>st</sup> century presents exciting opportunities for Lynnfield townspeople to design a library that is comfortable, welcoming, highly accessible, and thoroughly engaging.

## Executive Summary

The Lynnfield Public Library opened in 1892 with a collection of 554 books in a room in the 'new' Town Hall. In 1904 the Library moved to the former Centre School House built in 1856 which is now the Children's Room (1,560 square feet) with a small room called the "Elizabeth W. Green Room" or simply, the Green Room, over it. A branch library was established in 1910 in a private residence; in 1923 a small branch library was built on the corners of Salem and Summer Streets in South Lynnfield. Population has remained relatively stable at about 11,500 for the past thirty-five years but in 2014, the population finally tipped the 12,000 mark.

The original school house was expanded by 700 square feet in 1957, an addition of 7,948 square feet was made in 1967 and a renovation in 1990 brought it up to its present size of 14,323 square feet. The additions and the final renovation served as temporary solutions only and did not allow for the necessary growth of services and collections to meet the community needs. The projected square feet that we will need is 28,384 square feet:

- Current collections cannot expand unless substantial reductions are made in selected areas;
- No program room for the library's use or that of the community that will seat 100 comfortably;
- The parking is insufficient with poor access;
- Lack of suitable space for children and teen interests and activities;
- Lack of space allocation for different age groups, functions and interests;
- Poor lighting and acoustics;
- Staff requires additional work and storage areas;
- The building is too crowded.

Our present collections (print and media) total 70,491 items and do not meet the Wisconsin Public Library Basic Level Standard. We are projecting out to 94,452 items in 2035 with increases in all children's and teen materials, adult fiction, large print and our media collections. Adult and children's reference will continue to decrease in size.

The Building Program describes a project that complies with federal, state and local codes and will meet and surpass ADA requirements, to construct a "green" facility and to full parking requirements. The new facility will be configured to meet the requirements of 605 CMR 6.00 and the MA Public Library Construction Program.

## **Mission Statement**

The mission of the Lynnfield Public Library is to facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technological and traditional means of access to materials, programs, and services.

## **Vision Statement**

To create a library that will be the centerpiece of community life with expanded services, increased collections, and diverse programming in an engaging, beautiful and welcoming environment.



## **Our Community**

### **PHYSICAL CHARACTERISTICS AND HISTORY**

Lynnfield is primarily a traditional New England town, incorporated in 1814, with woodlands, marshes, wetlands, ponds and tree-lined streets. It evolved from an agricultural community with many farms and orchards and still bears this mark. The preservation and conservation of open space go hand-in-hand with the many types of recreation and sports that Lynnfield residents enjoy through local organizations and the schools. Lynnfield's open spaces are fiercely protected, a fact that has likely contributed to the town's stable population. The town and its residents place a very high value on the preservation and conservation of buildings, burial grounds, objects and structures of historic interest.

### **GOVERNMENT**

Municipal government in Lynnfield is by open town meeting and governed by charter. The Board of Selectmen functions as the Chief Executive body of the Town. Its three members are elected to three-year terms with one seat up for election each year.

### **EDUCATION**

Lynnfield residents tend to be highly educated. City-Data.com indicates that 46.7% of the population has a Bachelor's degree or higher and 19.2% a professional or graduate degree. As befits the high education levels of its residents, the schools are recognized on state and national levels for excellence and consistently high MCAS scores.

### **POPULATION AND DEMOGRAPHICS**

Lynnfield's population has remained stable for the past decade, just tipping the 12,000 mark to 12,460 in the 2014 Town Census. This Building Program is predicated upon a projected Town population of 13,447 in 2035 with a service population of 14,379 which includes the surrounding communities of Peabody, Lynn, Saugus, Wakefield, Reading and North Reading. Lynnfield population is homogenous and lacks ethnic and racial diversity: 95% white, 0.8% black, 2.3% Asian / Pacific Islander, with 0.8% Hispanic. As the Town's population ages and reaches retirement, it is expected that the trend towards increasing conservatism will most likely continue.

## ECONOMIC / COMMERCE

MarketStreet, the North Shore's largest open air shopping center, opened in August 2013 and is an in-progress, high-end, mixed-use complex that will eventually house sixty retail outlets and restaurants and a 9-hole golf course. The Town's tax base - historically 92% residential and 8% commercial and industrial - has changed since 2013 to 85% residential and 15% commercial. Revenue from MarketStreet is conservatively estimated to net \$2 million, a sum that could go as high as \$2.3 to \$2.4 million when the entire complex is operational. According to our Town Administrator, when the construction is finished, tax revenue will revert to the average which is less than \$500,000 per year.

## POPULATION TRENDS

Age demographics will reflect state and national trends, showing a small increase in base population in Lynnfield and surrounding communities:

In 2025 Empty Nesters (55-64) and Retirees (65-85+) will increase by 17% and 24% respectively.

In 2035 Empty Nesters will decline by 9%, and Retirees increase by 23%.

Lynnfield could see two trends: one that follows the broader national and state trend of baby-boomers moving through to retirement and old age, and a local trend where available housing in MarketStreet increases the number of school-age children.

High taxes and housing costs mean that fewer affordable houses will be built for young families and those retired on a fixed income. Anecdotally, there has been a small but steady migration of Retirees moving out of Lynnfield or out of the state, as people tire of large homes with maintenance. According to the UMass Donahue Institute Population Projections (2013), the Millennials (born about 1982 through 1995) will be 25-38 in 2020 and 35-48 in 2030 and will provide a population "bulge" as they settle and start families by 2025. By 2030, the 65+ population will represent 21% of Massachusetts' population compared to just 14% in 2010.

As long as the schools retain their excellent reputation, families will continue to move here and parents will probably be willing to continue to support tax overrides. However, an increasing number of Retirees (65-85+) on fixed incomes may become numerous enough to counteract young families moving in, thereby reducing the support for schools and athletics. Reflective of state and national trends, local groups advocating greater transparency in government and limitations on the annual 2.5% tax levy are acquiring greater political influence in Town Meeting.

## Our Library

The Lynnfield Public Library, a white two-story clapboard building, is located on 18 Summer Street in Lynnfield Center, and graced by a small triangular-shaped shady Common. The Common is bordered by a Meeting House built in 1714, the Centre Congregational Church, the Old Burying Ground, and the Lynnfield Public Library. The post office, police and fire stations, and town hall offices are located within comfortable walking distance. Farther out, but still within walking or bicycle riding distance, are two banks, a convenience store and other commercial establishments, as well as Lynnfield's Middle School. The location is such that walking and riding bicycles to the Library is feasible; as in many older New England towns where walking was the primary mode of transportation, there is close proximity between the Church, the Library, the Post Office and Town Hall (Photographs #3 and #4).

The original library was the school house that was built in 1856. The walls of the 30 x 70 room were lined with shelving (Photographs #21, #22, #23 and #24). A branch library was established in 1910 in a private residence; in 1923 a small branch library was built on the corners of Salem and Summer Streets in South Lynnfield, then considered a separate village.

In 1959, a significant addition of 700 square feet to the south-south east side of the structure did little to alleviate the serious space problems. A post-war surge in population in the 50s and 60s exacerbated the need for more materials and increased services. Lynnfield's population increased by 71.7% to 3,927 and 113.9% to 8,398 respectively during those two decades.

In 1963 Town Meeting authorized a library building committee that was charged with "obtaining preliminary plans and estimated constructions costs for an addition..." It would take until 1966 to clear several obstacles before an addition of approximately 7,948 square feet was dedicated in 1967, creating a Reading Room with a barrel-vault ceiling, a large Palladian window and a lower level. A mezzanine was added and a new main entrance. This addition increased the library to its present size – 14,323 square feet - on three levels: main floor, lower level, the Green Room and mezzanine (Photographs #13, #14 and #20).

The mezzanine at that time provided space for staff meetings, adult programs and very briefly, the Local History / Genealogy Collection. Conditions in public libraries in the late 60s and early 70s were such that whispering among staff and patrons was *de rigueur* and the very poor acoustics created by the barrel vault ceiling were not realized until many years later (Photograph #32). The mezzanine overlooks the Reading Room with five tables and chairs, nine public computers, two scanners, three OPACs, a print release station and a small reference collection in an area with four round tables, twelve chairs and two study carrels, the large print collection and two paperback carousels. Newspapers and magazines shelved on display units create a reading nook with a

round table, one loveseat and two lounge chairs that encourage browsing. Non-fiction stacks (A-R), PBS/BBC DVD series, non-fiction DVDs arranged by subject, books on CD and foreign language CDs are located at the beginning of the non-fiction collection under the mezzanine.

The original site of this 1967 addition was a parking lot built over a brook that runs along the residential property in the rear of the library. When the brook reaches the Library property line, it disappears underground and appears on the other side of Summer and South Common Streets. When the ground freezes and it rains, the normally high water table becomes even higher, and water seeps into the basement on the north-north-west side (Photograph #2).

The Trustees voted to close the branch library in 1974 but Lynnfield citizens objected and the Branch remained open until 1990.

A renovation in 1991 added the elevator that services the main floor, mezzanine and basement and a ramp that runs along the front of the Library. This brought the building up to the current code (the only access to the Green Room is by stairs in the Children's Room). Upgrades were also made to the HVAC system at this time. The Circulation Desk was relocated, a Circulation Office was created behind it and restrooms were relocated behind the Circulation Office (Photographs #8 and #10). The basement was converted to 1,415 feet of shelving that houses older fiction, mysteries, and newspaper storage. The remaining lower level is made up of the electrical, mechanical and boiler rooms located behind a locked door (Photograph #21). The Director's Office, Technical Services and staff spaces were moved to the mezzanine (Photograph #19). The Local History / Genealogy Collection was moved from the mezzanine to a room in the rear on the first floor. As the demand increased for more non-fiction titles, 612 feet of shelving was placed on the open space on the mezzanine and the non-fiction collection continued from the stacks under the mezzanine (S-Z; Biography). A desk and a chair and one carrel were added on the Arlington Street side of the mezzanine and two tables with chairs in the open area between the stacks and the Director's Office (Photograph #28).

#### **ADMINISTRATION**

The Board of Library Trustees is the Library's governing body. Each trustee serves a three-year term and the Board elects a chairman and a vice-chairman each year in the fall.

#### **PERSONNEL**

The Lynnfield Public Library employs a full-time Director, an Assistant Director and Head of Public Services, and four Department Heads (Reference, Technical, Circulation and Youth Services) at 35 hours per week. There are two full-time Circulation and Youth Services Assistants and 12 part time

(hours range from 4 to 31 hours per week) Library Technicians including substitutes, four Library Pages (three adult and one high school student) and one part-time custodian (19 hours per week) whose salary is paid from the Department of Public Works budget. The number of FTEs is 12.63 which exceeds the Enhanced Level of the Wisconsin Library Standards.

#### **FINANCES**

The Lynnfield Public Library is historically well supported by Town appropriations.

## **Needs Assessment**

The library staff and members of the community have documented the need for an expanded library in the Master Plan (2002), the Library Long Range Plan FY2013 – FY2017 (October 2011), and the 2010 and 2015 taxpayers' surveys. The Board of Selectmen expanded this discussion in 2013 with the creation of the Capital Facilities Advisory Committee. The Committee was tasked with reviewing all town department facility requirements for the short- and long-term, assessing the existing buildings and making recommendations for cost-effective new construction, the re-purpose of existing facilities and the tax implications of these expenditures. As part of the review process, library staff and trustees have met with the Committee Chairman to review the library's requirements. The Report of the Committee's Capital Facility Advisory Committee – due in 2016 – will have important implications for the library.

The documented inadequacies of the building remain unchanged from the Master Plan in 2002 to the present:

- Current collections cannot be expanded unless substantial reductions are made in selected areas;
- No program room for the library's use or that of the community;
- The parking is insufficient with poor access;
- Lack of suitable space for children and teen interests and activities;
- Lack of space allocation for different age groups;
- Poor lighting and acoustics;
- Staff requires additional work and storage areas;
- The building is too crowded.

The Long Range Plan FY2013 – FY2017 supports a building expansion in two of the six goals:

### **Goal I ~ Library as a Destination**

The Lynnfield Public Library is an attractive, welcoming and engaging destination for the community that facilitates collection growth, programming for all ages, leisure reading and study, and technical access to meet the changing needs of the community.

### **Goal V ~ Collaborations and Partnerships**

The Lynnfield Library is a leader in promoting the townspeople's talents and abilities and channels their energies into the formation of successful and productive collaborations and partnerships within the community and in creating a collaborative and mutually productive relationship with the school administration, teachers and media specialists.

And is further defined by:

- The library will be in a location that is in or near the center of Town as befits the classic New England style and feel of the community.
- The library will be a destination: a cultural, intellectual and social space that engages the community in a broader way.
- The library will have a welcoming, comfortable, and vibrant environment that is adaptable, easy to navigate and filled with natural light.
- The library will have flexible spaces that can be easily re-configured to serve a variety of uses in the future.
- The library will have a location that affords plenty of safe, accessible parking that is contiguous to the Library.
- The library will be a green building that integrates the indoors and outdoors: LEED certified with low water and energy usage and designed to reflect current green building standards.
- The library will have a New Materials section near the entrance that will allow for browsing, relaxing, reading and conversation with comfortable seating and small tables.
- The library will provide a variety of designated space allocations for the community with a variety of seating options – quiet study rooms; comfortable lounge chairs for reading; places for group work and areas designed for teens, children and adults where the users will not be disturbed; program room seating for 100+ and acoustics conducive to the function of each space.
- The library will have sufficient offices and areas for staff with appropriate furnishings, equipment, and storage so we can continue to provide the high quality of service our community is accustomed to.
- The library will provide expanded and enhanced children's and young adult services, collections, programs and space as befits our library users of the future. The library will encourage families with children to come to the library by providing inclusive, relaxing space that accommodates multiple (simultaneous) activities.

- The library will present more and more diverse programs for children, teens, adults and seniors based on variety of rooms with performance amenities.
- The library will offer current and future technology to remain relevant, useful and connected to the community and the schools.
- The library will expand selected collections with more resources, including large print, all children and young adult materials, adult audio, and non-fiction and PBS/BBC DVD series.
- The library will have dedicated rooms or spaces that will support specific interests of our community.

These spaces will have:

#### Local History and Genealogy Collection

- ❖ Increased space with additional table and chairs, two computer workstations, a printer and microfilm/fiche reader / printer, scanner and storage for the Essex Society of Genealogists

#### Bancroft – Danforth Reading Room

- ❖ Selected architectural features from the existing Danforth House integrated into a new space called Bancroft – Danforth Reading Room
- ❖ Display units and wall space for Historical Society exhibits
- ❖ Quiet space with comfortable seating for reading and working
- ❖ Magazines and newspapers for reading and browsing

#### Art Gallery

- ❖ Welcoming area defined by panels or walls to showcase exhibits of artwork or photography with appropriate and secure hanging system

#### Friends of the Lynnfield Library

- ❖ Three to four tables, shelving, table and chair and file storage for the sorting and storing of materials for the two annual used book sales

#### Creative Technology Lab or Makerspace

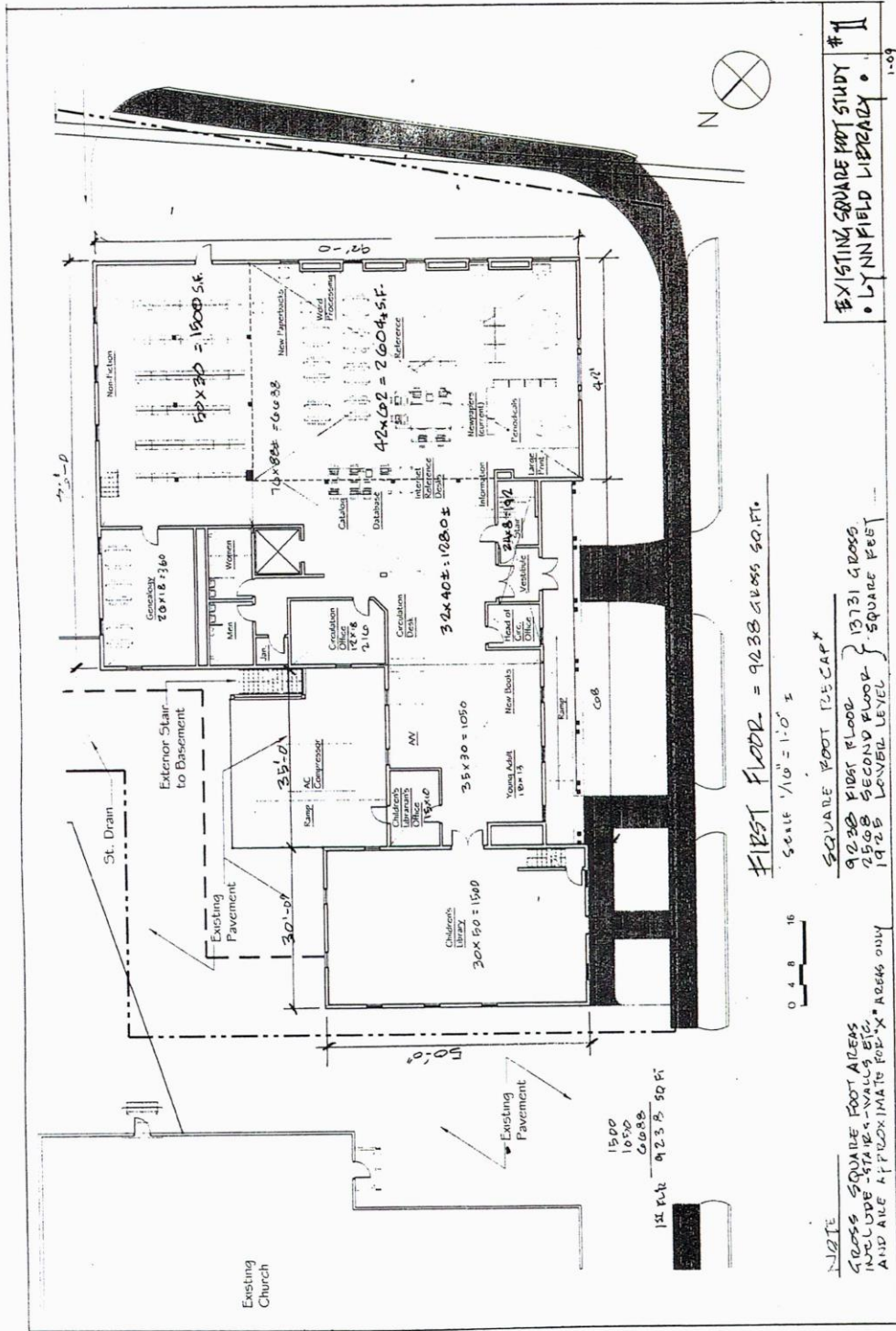
- ❖ Software, hardware, electronics, and equipment to create a DIY space for learning and inventing for adults and teens



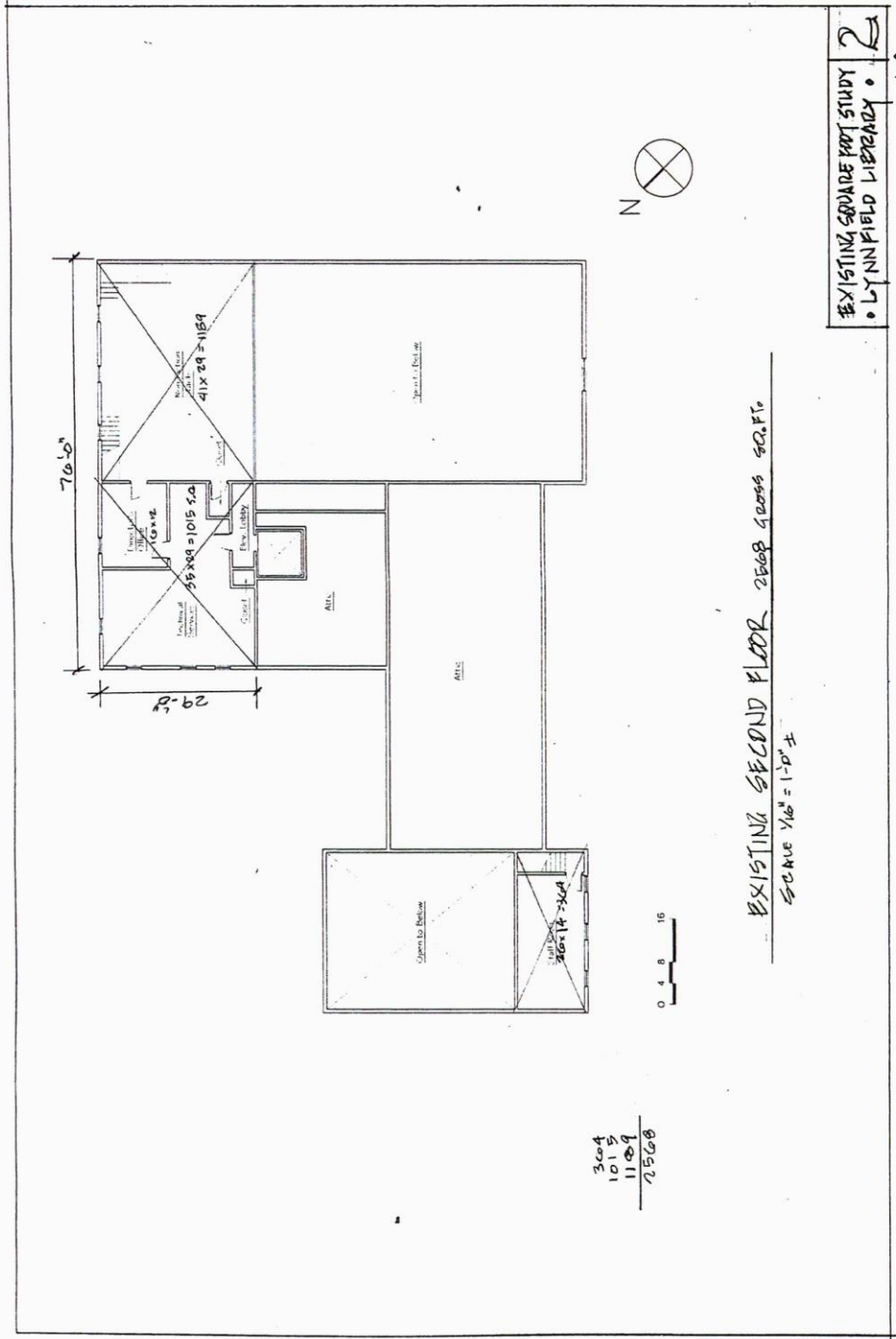
## Café

- ❖ Comfortable seating with tables for sharing a coffee, socializing or working.

Current Floor Plan – First Floor



Current Floor Plan – Second Floor





## Key Issues to be Addressed

Space is at the heart of our need for a renovated or new facility: seating and tables for study, recreational reading, socializing, meetings, collections and programs and storage for the library and the community.

Adequate access:

- Insufficient parking that does not allow for safe and easy access to the building
- Entire facility does not meet current ADA standards

Space for current and future needs is predicated on:

- No Program Room that seats 100 for library and community programs
- No study room for tutors and students and small group work
- No conference room for library staff and community meetings
- Insufficient general and department-specific storage necessitating the use of the attic and the Mechanical Room
- Insufficient public seating because of the influx of Middle School students in the afternoons
- One restroom, located behind the Circulation Desk, serves staff, patrons and families with children. The location is inconvenient to the Children's Room.
- No designated areas for teens and adults so they may pursue their interests without disturbing others
- Insufficient shelving for adult print and AV materials such that the library cannot maintain the necessary collection depth and breadth for good service
- Insufficient shelving for children's picture books, fiction, and biography such that the classics must be weeded regularly and complete series cannot be maintained
- Additional programming (seniors, adult, teens and children) and a greater diversity cannot be considered because there is no program room

## Basic Design Criteria

### Ground Level Access

Entrance should be highly visible from the street at street level and if possible, one entrance that takes patrons directly into the library to the public service desk.

### Safety and Security

In all aspects of the design, the safety of our patrons and staff must be of paramount concern.

### Open, Flexible and Adequate Floor Space

The amount of floor space must be sufficient for current and 20-year needs of the community in the placement and / or addition of furniture, equipment, collections and computer workstations.

## **General Architectural Considerations**

### **Exterior**

#### New Landscape Design and Lighting

A four-season approach should be used when designing the plantings that will enhance the library exterior at all times during the year. The design should be such that access to the building is not obscured and the plantings should fit well with the exterior. The lighting should illuminate the exterior of the building and provide a safe passage to the street via a walkway, the grounds and the entrances. The exterior lights should be clock or photocell activated.

### **Interior**

## **Special Considerations**

#### Youth

Through an expansion or renovation, the space, collections, programs and services dedicated to infants, toddlers, children and teens receive a special emphasis as befits our future patrons.

#### Architectural and Historical Character of the Community

Any building design will consider the semi-rural, historical nature of Lynnfield and retain its New England ambience.

## **Overall Design Considerations**

#### Safety, Security and Security Systems

Safe, accessible parking

Sightlines from the Reference and Circulation Desks are barely adequate: the door to the Children's Room can be seen but the young adult area cannot. The men's restroom door opens in such a way as to afford little privacy from either of the Desks. The custodian's closet is located behind the Circulation Office. The

Local History and Genealogy Collection cannot be seen at all and staff must get up and move to the stacks if monitoring is required.

#### Daylight, Windows and Views

The location, site and building design will maximize natural day lighting. Windows will open. Judicious use of wall coverings to prevent glare and project the collections.

#### Acoustics

Existing building can be very noisy: barrel-vault ceiling with a hard surface amplifies sound in Reading Room and that originating from the mezzanine.

#### HVAC

Serious heating, cooling and ventilation issues have plagued the staff and patrons through two additions and a renovation to this building. The varying ceiling heights throughout the building reduce the efficiency. Air quality measurements taken after a flood in the lower level indicate poor ventilation throughout the building.

#### Lighting

The mix of general and task lighting is inadequate at best, and the variations in ceiling heights aggravate the problem. The quality of the lighting and the level should be based on the uses of each area or room. The lighting system should have fixtures and lamps that are locally available and easy to maintain and replace.

#### Electrical

Wiring has been performed on as-needed basis for decades, and cannot be made adequate without a complete renovation of the facility or a rebuild. The most recent wiring upgrade was done in the 1990s. Electrical outlets must be coordinated with fixed computer workstations and seats in all seating areas. There should be outlets in the floor, the walls and planned to expand to meet future needs. Furniture that integrates power supply should be used.

#### Information Technology

Currently with nine Internet workstations, the library does not meet the Basic Level of eleven public use Internet PCs according to the Wisconsin Standards. The library will add three workstations and additional tables, varied seating for the use of laptops. Data drops should be coordinated with the fixed computer

workstations and patron seating. Flexibility to accommodate rapid changes in technology must be part of the design phase.

#### Shelving and Stack Aisles

Shelving must be configured such that it is flexible and adaptable to future changes in collections and services.

#### Way Finding

There is no defined way finding system in the existing building. Signage should be clear, identifiable and consistent in color, font and style with no use of library speak. The system should be intuitive and self-navigable.



## AREA DESIGNATIONS

**Area Designation:** MAIN ENTRANCE

**Area Required:** Non-assignable space

**Functions Performed:** Allow patrons to enter and exit library and Program Room

**Occupancy:**               **Staff**   0                       **Public** up to 100 for programs

**User Seating:**           **Staff**   0                       **Public** 0

**Furnishings:**

- Book drop on the exterior of the building that accesses directly into the building
- Book drop accessible by automobile

**Storage:** 0

**Shelving:** 0

**Material capacity:**       0

**Equipment:** 0

**Adjacent to:**

- Entrance Lobby

**Close proximity to:**

- Parking lot
- Program Room
- Elevator (if required)

**Distant from:**

- Quiet areas

**Architectural features:**

- Clearly evident from the parking area
- Convenient to the parking lot
- Clear view of staff at the Circulation Desk
- Designed to facilitate traffic flow to and from outside the library without clogging the doorway
- Allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations
- Allow access to the Program Room when the library is closed
- Allow adequate space for a return book drop outside the main traffic flow that could be a drive up or walk up receptacle depending upon the relative locations of the parking lot, driveway and main entry
- Provide overhang outside for additional protection from the weather

**Area Designation: ENTRANCE LOBBY**

**Area required:** Non-assignable space

**Functions Performed:** Allow patrons to enter and exit library and Program Room

**Occupancy:** **Staff** 0 **Public** 2 – 5; up to 100 for programs.

**User seating:** **Staff** 0 **Public** 0

**Furnishings:**

- 1 traditional cork board
- Lockable display case
- Umbrella stand
- Trash receptacle
- Recycle bin
- Shelving for Friends Book Sale Books

**Storage:** 0

**Shelving:** 18-24 Linear Feet, for Friends Book Sale items

**Material capacity:** 240 volumes

**Equipment:**

- Provision for material security system. System may be installed during construction or at a later date, but sufficient conduit, potential electric and electronic connections must be included during planning and construction.

**Adjacent to:**

- Program Room
- Public Restrooms

**Close proximity to:**

- Circulation Desk

**Distant from:**

- Quiet areas

**Architectural features:**

- Open and inviting
- Clear view of staff at the Circulation Desk
- Allow adequate space for transactions being conducted at the Circulation Desk
- Convenient to the parking lot
- Designed to facilitate traffic flow to and from outside the library without clogging the doorway

- Provide shelving for the ongoing Friends of the Library book sale
- Give easy access to the Program Room
- Allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations
- Allow access to the Program Room when the library is closed
- Allow adequate space for a return book drop outside the main traffic flow
- Include an airlock foyer to assist in energy conservation



**Architectural features:**

- Slat wall features on end units and attached brackets for display
- Allowance for patrons, including those with assistive devices, to browse the collection freely, with enough space for at least 10 persons to examine shelves without bumping into each other, or impeding traffic flow
- Furnishings should be flexible and easily moveable to enable appropriate types of displays
- Attractive display space for new acquisitions
- Lighting should be even, allowing for materials to be rearranged in the space without causing shadows across shelves
- Attention must be paid to ensuring lamps can be plugged in without stretching cords across passageways
- Doors opening and closing at Main Entrance / Entrance Lobby should not create uncomfortable conditions, e.g. cold drafts or blasts of hot outside air, for patrons in this space

**Area Designation: PUBLIC SERVICE DESKS**

**Area required:** 814 Square Feet

**Functions Performed:** The Circulation and Reference Desks provide two distinct functions, however need to be in close proximity to each other. The division of services between the Circulation and Reference Desks should be clear to patrons, as well as providing enough distance so that conversations with patrons do not overlap or disrupt one another's workflow, though not so far as to be inconvenient to Patrons who need to utilize services at each desk. Both areas should both be in adjacent proximity to the Public Services Workroom. Each space has a separate Area Designation following this general statement.

**Occupancy:**                      **Staff** Per each area                      **Public** Per each area

**User seating:**                      **Staff** Per each area                      **Public** Per each area

**Furnishings:**

- Per each area

**Storage:**

- Per each area

**Shelving:**

- Per each area

**Material capacity:**              Per each area

**Equipment:**

- Per each area

**Adjacent to:**

- Per each area

**Close proximity to:**

- Per each area

**Distant from:**

- Per each area

**Area Designation: PUBLIC SERVICE DESK: CIRCULATION DESK**

**Area required:** 673 Square Feet

**Functions Performed:** The Circulation Desk is the major point of customer service, is staffed all the hours the library is open and is the place where patrons are greeted and provided with directional assistance to other areas of the building. All library materials are checked in and out at this point (including items ordered from other libraries), museum passes are reserved and picked up, incoming telephone calls are received and redirected, new patrons are registered for library cards, and Reader's Advisory is performed. Additionally, Circulation Staff handle all cash transactions, shelve materials in close proximity to the Desk, prepare publicity materials, and perform other routine tasks.

**Occupancy:**                      **Staff**    2-3                      **Public**    1 – 4 at desk; 2 at self-checkout

**User Seating:**                      **Staff**    0                      **Public**    0

**Furnishings:**

- Large circulation desk with two check-in / check out stations, including one at standing level and one at a lower level for children, (15 Linear Feet of counter space, 10' at standing height and 5' at height to accommodate children and patrons in wheelchairs)
- 1 counter height adjustable office chair
- 1 standard desk height office chair
- Open flat workspace at or behind desk
- One low work desk area for staff (with back not to Circulation Desk)
- Slot for materials return (or other easily identifiable return point)
- Locking cabinet to secure cash drawer overnight
- 5-6 book carts for materials waiting to be reshelved
- Library brochure and bookmark displays at each checkout point
- Shelving for empty media cases
- Staff bulletin board or display area for schedules, programs, directories, and other information needed to provide quick info to patrons and staff
- Trash and recycling bins
- Stand-up file holder
- Space for 6-8 delivery bins
- Bin for items being sent to Technical Services
- Shelves and drawers under desk/behind counter for supplies

**Storage:**

- Shelves and drawers under desk/behind counter for office supplies
- Storage cabinet or other flat surface near an outlet for cash register
- Storage for bags, bookmarks, and other supplies

**Shelving:** 9 Linear Feet under counter

**Material capacity:** 72 volumes

**Equipment:**

- Two computer workstations (one standing, one seated)

- Two self-checkout stations in view from Circulation workstations, adjacent to circulation desk or space allowance and technical provision for same to be installed in the future
- Two receipt printers, one at each workstation
- Two barcode scanners, one at each workstation
- Telephone, accessible to both computer workstations
- Cash register, near an outlet

**Adjacent to:**

- Public Services Workroom
- Reference Desk

**Close proximity to:**

- Main Entrance
- Café / Lounge area
- Copier/Business area
- Public Restrooms
- New Materials & quick-pick themed displays

**Distant from:** Quiet areas

**Architectural features:**

- Circulation Desk should evoke an inviting and welcoming feeling to all patrons and be easy to locate upon entering building
- Central, well-lit, clearly identifiable, open, and accessible
- Clear sightlines to the majority of user spaces
- Desks and workstations configured in straight line or slight curve so staff members have view from one workstation to the other (they should not have their backs toward one another)
- Counter space at each workstation ample to accommodate many items for checkout, as well as closure signs and brochure/bookmark displays
- Two places to enter/exit the Circulation Desk with shelving carts and bin deliveries
- Work surfaces and shelving/storage that are durable and attractive
- Flooring cushioned and resilient for comfort while standing
- Space for 2-4 people to comfortably navigate all areas behind desk at once
- Room to house five to six return carts with ample space on each side for person to stand/bend to add materials
- Large open wall space to post a bulletin board, accessible to a telephone, for schedules, programs, directories, and other information needed to provide quick info to patrons and staff
- Sightlines to most areas of the building, especially Entrance, Reference, bathrooms, self-checkout and copier/business area
- Clear division secure staff work space from user space
- Space behind the counter to provide for the ILL book bins
- Storage cabinets and drawers, and file cabinets under the counter accessible to both work stations to allow storage for all necessary supplies and records where both staff members working at the desk can reach them easily when serving patrons; (specific configuration will be decided in design development phase based on current practices and technology modifications)



- Book drop accessible by staff from behind the desk, yet clearly identified and convenient for users in front
- To be considered: provide 2 self-service check-out stations outside the circulation desk that are very easily accessible to staff moving from behind the desk to assist patrons

**Area Designation: PUBLIC SERVICE DESK: REFERENCE DESK**

**Area required:** 141 Square Feet

**Functions Performed:** The Reference Desk is staffed all hours the library is open to provide assistance to patrons in identifying and locating information resources and materials throughout the adult collection, on shelves and online, including fiction, non-fiction, media and periodicals. The Reference Staff must frequently step out from the desk to assist patrons in using the OPAC terminals, the PC workstations, periodicals, and materials in the stacks as well as the reference materials. Reference staff members have additional duties and require individual desk space away from the public.

**Occupancy:**                    **Staff**    1-2                    **Public**    2-3 standing in front of desk

**User Seating:**                **Staff**    1                    **Public**    0

**Furnishings:**

- Built in desk, with sufficient space for various forms and paperwork storage options
- Rolling office chair
- 2-Drawer lateral file cabinet
- Printer stand with paper storage
- Trash receptacle
- Recycle bin

**Storage:** Shelves and drawers under desk/behind counter for office supplies and quick reference books

**Shelving:** 9-12 Linear Feet

**Material capacity:** 60 volumes

**Equipment:**

- 2 computer workstations
- Staff dedicated scanner / printer
- Telephone
- Task lighting

**Adjacent to:**

- Circulation Desk
- Public Services Workroom
- Reference collection / Reading Room
- Technology Commons
- Business / copier area

**Close proximity to:**

- Main Entrance
- Non-fiction
- Fiction
- Marcia Wiswall Lindberg Genealogy and Local History Room

- Public Restrooms

**Distant from:**

- Quiet areas
- Children's Room
- Teen Room
- Administrative offices
- Technical Services Workroom
- HVAC Room
- Program Room

**Architectural features:**

- Serve as a clear focal point easily identified by patrons entering the library as the place they can find assistance locating information
- Be welcoming for patrons
- Provide clear sight lines to allow staff to see if patrons in Close Proximity Areas are in need of assistance
- Provide desk to be used while staff is sitting
- Have clear delineation between public and staff areas
- Have bright overhead lighting as well as task lighting
- Place electric outlets at workstation and floor heights

**Area Designation: PUBLIC SERVICES WORKROOM**

**Area required:** 495 Square Feet

**Functions Performed:** The Public Services Workroom provides a space adjacent to the Circulation and Reference Desks in which staff members may accomplish tasks that are more appropriately completed away from the public services desks, while maintaining clear sight lines to these desks in case patron assistance is needed. Circulation tasks include processing deliveries from other libraries, conducting telephone calls with patrons, receiving and sorting mail. Reference needs space to work on projects as not to clutter the Reference Desk, maintain ILL paperwork, house back issues of local newspapers, yearbooks, and non-current Town materials before they are permanently moved to the Marcia Wiswall Lindberg Genealogy room. The workroom provides a space for staff members to converse without disrupting patrons. Mailboxes for the entire staff are also located in this room, making it a common space for staff to gather throughout the course of a day.

**Occupancy:**                 **Staff**   4-6                         **Public**   0

**User seating:**               **Staff**   2                                 **Public**   0

**Furnishings:**

- Worktable for projects (Reference)
- 2 Rolling ergonomic office chairs for workstations
- 2-3 folding chairs for training, meetings, etc.
- Shelving or drawers to accommodate Lost & Found items
- Water cooler with space for extra containers
- Surfaces for shared printer and fax machine
- Surface to hold outgoing mail
- Surface to hold periodical check-in box
- Bulletin boards for staff announcements
- Box or wall area to store building keys
- Ample counter space for processing incoming newspapers each day
- Deep cabinet or shelves for newspaper storage
- Computer workstation with at least 4 feet of open counter space on each side (L-shape) (circulation)
- Mailbox unit for all staff with slots tall enough to accommodate large materials, including books
- Self-charging secure storage cabinet for lendable Tablets/Chromebooks
- Surface near telephone for items that need call notifications
- Trash receptacle
- Recycle bin

**Storage:**

- Walk-in storage closet with adjustable shelving for extra printer and fax cartridges, paper, office supplies, etc.

**Shelving:**

- 36 Linear Feet for Circulation Department for Hold Shelf items
- 36 Linear Feet for Reference Department

**Material capacity:** 288 volumes per department

**Equipment:**

- Telephone within sitting reach of computer at Circulation workstation
- Document shredder
- Laminator
- Paper cutter
- Computer workstation with receipt printer and barcode scanner at Circulation workstation
- Photocopier (possible all in one networked copy/scan/fax unit)

**Adjacent to:**

- Circulation Desk
- Circulation Manager's Office

**Close proximity to:**

- Main Entrance
- Reference Desk
- Business / copier area
- Staff entrance / locker area

**Distant from:**

- Quiet areas
- Children's Room
- Teen Room
- Administrative offices
- Technical Services Workroom
- HVAC Room
- Non-fiction
- Fiction

**Architectural features:**

- Enclosed fully with a door that can be closed for privacy purposes
- Glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Circulation Desk, self-checkout, Reference Desk and library entrance
- Have electrical outlets placed in locations and heights sufficient for specific tasks to prevent the need for individual plug-in power strips
- Consider a continuous power strip above the work counter
- Allow for direct access from Circulation Manager's office
- Provide sufficient and appropriate storage for all tasks and needs as identified by staff
- Provide sufficient space for interlibrary loan van driver to deliver and pick up book bins
- Provide sufficient space to hold 10 to 20 extra delivery bins
- Position furnishings to allow clear and easy access in, out and around the room
- Enable privacy for projects for off desk reference staff or volunteer
- Provide a LAN connection for Laptop or computer at reference workstation

**Area Designation: CIRCULATION MANAGER AND CIRCULATION ASSISTANT'S OFFICE**

**Area required:** 258 Square Feet

**Functions Performed:** The Circulation Manager and Circulation Assistant's Office provides a space for the Manager to supervise and manage the Circulation Staff, perform administrative tasks, meet with staff or patrons in privacy as needed, edit electronic and print newsletters, oversee schedule of library displays, administer museum pass program, oversee Homebound services and lost and damaged items, and administer Food for Fines Program. The Circulation Assistant processes all moneys collected at the desk and maintains documentation and files, in addition to working on special projects.

**Occupancy:**                      **Staff**    2    **Public**    1 - 2

**User seating:**                      **Staff**    2    **Public**    2

**Furnishings:**

- 2 Office desks with extended work surfaces (L-shaped desks)
- 2 Rolling ergonomic chairs
- 2-Drawer lateral file cabinet at each desk
- 2 Guest chairs
- Locked cabinet to store extra moneys and related items
- Trash receptacle
- Recycle bin

**Storage:**

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other
- Flexible shelving for Food for Fines

**Shelving:**                      12 Linear Feet

**Material capacity:**                      100 volumes

**Equipment:**

- 2 telephones (one at each desk)
- 2 computers (one at each desk)
- Shared printer

**Adjacent to:**

- Public Services Workroom

**Close proximity to:**

- Circulation Desk

**Distant from:**

- Public areas (separated from public by Public Services Workroom)

**Architectural features:**

- Fully enclosed
- Have a buffer or separation between the two desks
- Have clear sight lines to the Circulation Desk and the Public Services Workroom
- Glazed from 42" to the ceiling to allow staff to monitor activity at the Circulation Desk and the Public Services Workroom
- Adjacent to and accessible from or fully contained within the Public Services Workroom
- Have a door that may be closed for private conversations with staff or patrons
- Have blinds on all glazed areas to provide privacy when needed
- Have an exterior operable window

**Area Designation:** TECHNOLOGY COMMONS

**Area required:** 399 Square Feet

**Functions Performed:** This area is used by patrons for Internet access using library provided PCs; catalog searches; laptop use; printing; photocopying; and scanning. All terminals should be close to the document retrieval kiosk, or print release station. Moderate noise level is expected. Staff may troubleshoot and assist patrons

**Occupancy:**                 **Staff**   0                 **Public**  14

**User seating:**             **Staff**   0                 **Public**  14

**Furnishings:**

- 4 Tables with privacy barriers to hold 3 terminals per table
  - Should provide sufficient room at each terminal for patrons to place books and or laptops while working
  - Each terminal should be able to accommodate two patrons at the same time for group work
- 1 Dedicated document retrieval kiosk or print release station with four quadrants
  - One quadrant for networked photocopier
  - One quadrant for scanner
  - One quadrant for printer
  - One quadrant for print release computer station
- Tables and kiosk should have easily accessible wire management systems
- Table or sufficient space at document retrieval kiosk to house small office supplies (staplers, three-hole punch, tape, etc.)
- Table for 2 OPACs
- Trash receptacle
- Recycle bin

**Storage:** Storage cabinet or shelving at printer kiosk for paper supplies that can be locked, if necessary

**Shelving:** Small collection of PC/software instructional titles, dictionaries, etc., could be housed in a small freestanding (wheeled) shelving unit or at document retrieval kiosk

**Material capacity:** 10 volumes

**Equipment:**

- 2 OPACs
- 12 Computer workstations
- Networked photocopier
- Scanner
- Printer
- Print release equipment:
  - Computer and coin tower
- Wire and cable management devices
- Switches for Internet



**Adjacent to:**

- Reference Desk
- Business / copier area

**Close proximity to:**

- Circulation Desk
- Public Restrooms
- Reference Collections / Reading Room

**Distant from:**

- Quiet areas
- Children's Room
- Teen Room
- Administrative offices
- Technical Services Workroom
- HVAC Room
- Program Room

**Architectural features:**

- Workstations must be placed where they can be easily monitored by staff
- Bright overhead lighting
- Windows should be frosted, glazed, or shaded in a manner that prevents glare on computer screens during the day
- Electric outlets should be placed at workstation and floor heights

**Area Designation:** DANFORTH-BANCROFT READING ROOM

**Area required:** 758 Square Feet

**Functions Performed:** The Danforth-Bancroft Reading Room will provide a formal sitting and study space, honoring and highlighting Lynnfield's history. Quiet noise levels expected.

**Occupancy:**                **Staff**    0                                **Public**    14-20

**User seating:**            **Staff**    0                                **Public**    14

**Furnishings:**

- 1 Table with 6 chairs
- 8 Lounge chairs
- 1 Free standing / flat display case
- 1 Lateral wall display case
- 4 Lamp tables
- 4 Lamps

**Storage:** Flat shelving for previous years' worth of issues, adjacent to current year display.

**Shelving:** Slant shelving with storage capacity that, when lifted, will provide for the current year's issues.

**Material capacity:** 166 current periodicals, 166 back issue periodicals, 8 current newspapers and back issues.

**Equipment:**

- Charging stations and power sources for personal devices

**Adjacent to:**

- Marcia Wiswall Lindberg Genealogy Room

**Close proximity to:**

- Reference Desk
- Adult Non-fiction
- Trustees Room
- Study Rooms

**Distant from:**

- Children's Room
- Teen's Room
- Program Room

**Architectural features:**

- Aesthetically distinct from other areas of the library (See Architectural Study from 2009, Appendix, for further discussion of architectural styles)

- Formal, stately and inviting
- Incorporate architectural elements salvaged or replicated from the Bancroft-Danforth House by the Lynnfield Historical Commission
- Include a Palladian window in homage to the existing library
- High ceiling
- Fireplace
- Windows should look over peaceful vistas, not the parking lot or Summer Street
- Provide period appropriate furnishings
- Have secure and adjustable system for hanging framed art, must be able to support heavy frames
- Have appropriate and adjustable lighting for wall displays
- Easily accessible to public without being used as a pass through for other areas of the Library
- Consider the quiet nature when selecting materials to be used in this room

**Area Designation: CONFERENCE ROOM**

**Area required:** 663 Square Feet

**Functions Performed:** Provide a dedicated meeting room for Library Board of Trustees and the Friends of the Lynnfield Library Executive Board. Room may also be utilized by the public when not scheduled for meeting use. Room should be fully furnished with audiovisual equipment for meeting presentations, conference calling, video conferencing, etc.

**Occupancy:**                 **Staff**                 **Public** 20

**Seating:**                 **Staff**                 **Public** 20

**Furnishings:**

- 1 Conference table
- 20 Chairs
- Coat Rack
- Credenza with drawers and/or cabinets and flat top for handouts, refreshments, etc.
- Small sink for coffee preparation
- Small refrigerator for water or other refreshments for meetings
- Trash receptacle
- Recycle bin

**Storage:**

- Lockable cabinet for audiovisual supplies (cables, projector remote, etc.)
  - Credenza may be utilized for this purpose, but must be lockable if the room is open for public use.

**Shelving:**

**Material capacity:**

**Equipment:**

- Ceiling mounted projector
- Projection screen / Smartboard or as determined in the future
- Speakerphone / conference phone
- Speakers
- Microphone
- Recording equipment

**Adjacent to:**

- Danforth-Bancroft Room

**Close proximity to:**

- Study Rooms

**Distant from:**

- Children's Room
- Teen Room
- Program Room

**Architectural features:**

- Well lit
- Have surfaces that absorb sound
- Away from distracting activity
- Provide space for 20 to sit comfortably
- Provide space for personal belongings
- Glazed above 42" from the floor on interior walls
- Have window blinds on interior and exterior windows if applicable
- Have electrical outlets at workstation and floor height
- Have a turnkey presentation system, equipment TBD during design development, components should be housed in lockable cabinet or closet

**Area Designation:** NON – FICTION AND BIOGRAPHY

**Area required:** 1810 Square Feet

**Functions Performed:** Provide books containing factual information arranged according to the Library of Congress System or any other classification systems used.

**Occupancy:**                **Staff** 0                                **Public** 15-20

**User seating:**            **Staff** 0                                **Public** 4

**Furnishings:**

- 4 carrels with chairs placed at intervals within or just outside stack area

**Shelving:** 1698.1 Square Feet, no higher than 67"

**Material capacity:** 22,287 volumes

**Equipment:** OPAC station

**Adjacent to:**

- Reference collection

**Close proximity to:**

- Reference Desk
- Technology Commons
- Seating at tables
- Quiet areas

**Distant from:**

- Main Entrance
- Children's Room
- Teen Room
- Program Room

**Architectural features:**

- Shelving must have sufficient capacity to shelve the collection in continuous order
- Shelving should be arranged at heights comfortable for the average user to read spine labels and retrieve books
- Library patrons should not have to pass through the quiet areas to get to the books, but stacks should be placed in proximity to the quiet seating area
- Public access computer catalog in a convenient place will help both patrons and staff to search efficiently for holdings. Consider incorporating OPAC into shelving at ends of stack rows.
- Lighting that is bright, non-glare, and even to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles
- Patron shadows should not obscure the light

**Area Designation: ADULT FICTION, MYSTERIES AND PAPERBACKS**

**Area required:** 1960 Square Feet

**Functions Performed:** Houses general adult fiction in hard copy and paperback, mystery collection and large print. Patrons browsing for materials often sit down to read books before proceeding to checkout.

**Occupancy:**               **Staff** 0               **Public** 10 - 15

**User seating:**           **Staff** 0               **Public** 4

**Furnishings:**

- 5 Lounge chairs
- 2 end tables
- Free-standing shelving and paperback display for portions of the collection as determined by library staff
- Display furniture

**Shelving:** Fiction: 1,351.5 Square Feet, no higher than 67"; Mystery: 235.1 Square Feet, no higher than 67"; Paperbacks: 73.6 Square Feet, unified shelving and display racks no higher than 67".

**Material capacity:** 16,913 hard bound volumes; 1,575 paperbacks

**Equipment:**

**Adjacent to:**

**Close proximity to:**

- Browsing/New Materials/Periodicals;

**Distant from:**

- Program Room
- Children's Room

**Architectural features:**

- Open and inviting, placed in a location that flows well from the new materials/periodicals
- Efficiently arranged to allow patrons to easily locate titles they are seeking
- Patrons should not have to pass through quiet areas to reach this area
- Allow arrangement of fiction in a single section of the library, in continuous alphabetical order
- Have mysteries made distinct from the regular fiction by using free-standing or quasi-free standing shelving to form an alcove or bay, including some comfortable chairs
- Convenient to the OPAC terminals and reference desk to enable patrons to seek assistance
- Incorporate display space and some out-facing shelving in all collections to highlight titles or authors

- Consider free-standing units, double-faced, no higher than 72" with lounge seating interspersed
- Place seating for convenient passage by patrons and allows unobstructed access to all shelves
- Allow for flexible paperback shelving designed in a manner that will not clutter space with a variety of racks and displays
- Clearly label each area
- Provide bright, non-glare, even light to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles
- Patron shadows should not obscure the light



**Area Designation:**      **LARGE PRINT**

**Area required:**              466 Square Feet

**Functions Performed:** Houses large print materials.

**Occupancy:**                  **Staff** 0                  **Public** 3 -4

**User seating:**                **Staff** 0                  **Public** 1-2

**Furnishings:**

- Shelving for large print books
- 1 or 2 lounge chairs

**Storage:**

**Shelving:** 425.8 Square Feet, no higher than 67"

**Material capacity:** 4,539 volumes

**Equipment:**

**Adjacent to:**

- Adult Fiction, Mysteries and Paperbacks area

**Close proximity to:**

- Browsing/New Materials/Periodicals
- Non-print Materials

**Distant from:**

- Program Room
- Children's Room
- Teen Room

**Architectural features:**

- Distinct from other collections
- Designed to clearly separate fiction and non-fiction
- Located in a convenient place in the library for quick, easy access
- Convenient to the OPAC terminals and Reference Desk to enable patrons to seek assistance
- Place seating for convenient passage by patrons and allow unobstructed access to all shelves
- Clearly label each area
- Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles
- Patron shadows should not obscure the light

**Area Designation:** ADULT NON – PRINT, RENTAL AND NON-RENTAL MATERIALS

**Area required:** 630 Square Feet

**Functions Performed:** Non-Rental collection houses DVDs and CDs owned by library for public use. Rental Collection is comprised of DVDs owned by the Friends of the Library and rented to patrons for a fee. All loans and rentals take place at the Circulation Desk.

**Occupancy:** Staff 0 Public 3 -4

**User seating:** Staff 0 Public 0

**Furnishings:**

- Shelving space for Friends of the Lynnfield Library Rental DVDs; DVDs for loan; Fiction and Non-Fiction CD Audiobooks and Language Learning CD Audiobooks, and Music CDs

**Storage:** Cabinets for Music CDs

**Shelving:** 630 Square Feet, no higher than 67"

**Material capacity:** 2,093 DVDs for loan, 3,190 CD Audiobooks; 125 Language Learning CD Audiobooks; 4,000 Rental DVDs, and 2,167 Music CDs

**Equipment:**

**Adjacent to:**

**Close proximity to:**

- Main Entrance
- Circulation Desk
- Browsing/New Materials/Periodicals

**Distant from:**

- Quiet areas
- Children's Room

**Architectural features:**

- Must be located in a convenient place in the library for quick, easy access
- Shelve Friends of the Lynnfield Library Rental DVDs in a distinctly separate, but not distant, area from the library's free-of-charge circulating collection to ensure that patrons are aware of the differences
- Because all items often have plastic covers which reflect light, attention must be paid to providing appropriate lighting

**Area Designation: REFERENCE COLLECTION AND READING ROOM**

**Area required:** 1260 Square Feet

**Functions Performed:** This is a non-quiet, moderate noise level study/work area for individuals and groups. Patrons would be able to collaborate for group projects over laptops, and hold conversations. This area also provides space for a small, in-house-use-only reference collection and business/consumer reference materials. Patrons may be reading, writing, using laptops or devices, doing research or quietly collaborating in groups. Staff may also be using this area to answer questions

**Occupancy:**                **Staff** 0                **Public** 30 -40

**User seating:**            **Staff** 0                **Public** 32

**Furnishings:**

- 8 Tables, 4 round and 4 rectangular
- Trash receptacle
- Recycle bin

**Storage:**

**Shelving:** 215.3 Square Feet, no higher than 67"

**Material capacity:** 750 volumes

**Equipment:**

**Adjacent to:**

- Reference Desk

**Close proximity to:**

- Adult Non-fiction
- Technology Commons
- Restrooms
- Marcia Wiswall Lindberg Genealogy Room

**Distant from:**

- Children's Room
- Teen Room
- Program Room
- Administrative Offices
- Technical Services Workroom
- HVAC Room

**Architectural features:**

- Bright overhead light and task lighting at each table
- Windows and natural light

- Windows should be glazed in such a way that the sun does not cause screen glare on personal devices, or
  - Windows should be fitted with blinds that will filter strong morning or afternoon sun
- Sound dampening materials should be used to prevent noise transfer from this area into other adjacent or close proximity areas
- Flooring should be carpet or noise-dampening material
- Electrical outlets should be placed at user height, on walls, in tables, etc. as well as in the floor and at floor level along walls

**Area Designation:      MARCIA WISWALL LINDBERG LOCAL HISTORY AND GENEALOGY ROOM**

**Area required:**                      1,077 Square Feet

**Functions Performed:** Houses and provides access to a small but extensive collection of carefully designed and highly specialized Essex County and Massachusetts genealogy sources as well as Lynnfield local history resources in a variety of formats: monographs, microforms, periodicals, handbooks, guides, atlases and oral histories. Materials in the room are available for in-library use only and do not circulate.

**Occupancy:**                      **Staff**    1                      **Public**    19

**User seating:**                      **Staff**    1                      **Public**    19

**Furnishings:**

- Staff office desk (lockable) with extended work space
- Chair
- Lamp
- 4 tables with 4 chairs at each
- Table for 2 computer workstations with sufficient surface space for reference materials, such as notebooks, papers, or books
- 1 microfilm reader/printer stand
- 3 chairs for computers and microform reader
- Locking 5-drawer lateral file cabinet
- 3 Microfilm and microfiche cabinets

**Storage:**                      Lockable closet for office supplies and microform toner, paper

**Shelving:**                      312 Square Feet, not to exceed 67" in height

**Material capacity:**                      5000 volumes, 54 Square Feet microform

**Equipment:**

- 2 computers
- Networked printer/scanner/copier
- Microform reader/printer;
- Telephone at staff desk
- Bulletin board and white board for notices and small presentations

**Adjacent to:**

- Danforth-Bancroft Reading Room

**Close proximity to:**

- Reference Desk
- Conference / Trustees Room
- Non-fiction collection

**Distant from:**

- Children's Room
- Water features (i.e. Restrooms, or workrooms with sinks)

**Architectural features:**

- Fully enclosed
- Glazed from 42" to the ceiling to allow staff to monitor activity
- Allow sufficient space for patrons to put materials, notebooks, and more than one book where they are working
- Provide a locking storage closet large enough to hold office and meeting supplies
- Provide electrical outlets at workstation and floor height
- Consider use of compact shelving in this room for Town Records and Annual Reports
- Ambient and task lighting appropriate to seating and shelving arrangements

**Area Designation:     STUDY ROOMS**

**Area required:**       350 Square Feet

**Functions Performed:** Provide 2 small rooms (100 Square Feet each) and 1 larger room (150 Square Feet) for patrons who wish to read or study in solitude; provide space for literacy tutors or student collaboration.

**Occupancy:**           **Staff**               **Public** 14

**Seating:**             **Staff**               **Public** 14

**Furnishings:** 1 table and 4 chairs in each room

**Storage:**

**Shelving:**

**Material capacity:**

**Equipment:**

**Adjacent to:**

**Close proximity to:**

- Reference Desk
- Non-fiction
- Conference Room

**Distant from:**

- Children's Room
- Teen Room
- Main Entrance
- Program Room

**Architectural features:**

- Well lit
- Have surfaces that absorb sound
- Away from distracting activity
- Provide space for 4 or 6 to sit comfortably
- Provide space for personal belongings
- Glazed above 42" from the floor to allow staff to monitor activity
- Have electrical outlets at workstation and floor height
- Make provision for screen or computer monitor to be connected for shared viewing of personal laptop or tablet screens
- Have key lockable doors

**Area Designation: COPIER/BUSINESS AREA**

**Area required:** 100 Square Feet

**Functions Performed:** Provides photocopier and scanner (or all in one) for use by patrons.

**Occupancy:**                **Staff** 0                                **Public** 1-3

**User Seating:**            **Staff** 0                                **Public** 0

**Furnishings:**

- Surface to provide space for patrons to place belongings or organize materials being copied

**Storage:**

- Storage should be lockable, and accessible only to Library Staff
- Sufficient storage for several days' supply of photocopier paper must be provided convenient to the copier.
- Under-counter storage for at least 6 cases of paper is recommended.
- Access to the main paper supply should be convenient for staff to refill cabinets.
- Storage for 1 ink/toner refill should be provided in the Public Services Workroom for quick access.
- Additional ink/toner storage should be determined by staff as overall storage in facility is designed.

**Shelving:** 0

**Material capacity:** 0

**Equipment:**

- Photocopier/printer/scanner/fax machine or all-in-one business hub as determined by staff and available equipment at time of construction

**Adjacent to:**

- Technology Commons

**Close proximity to:**

- Reference Desk
- Circulation Desk
- Paper storage

**Distant from:**

- Quiet areas



**Architectural features:**

- Place photocopier and scanner where they can be easily monitored by staff
- Well lit
- Locate in a separate alcove or bay, not a closed room, convenient to main library aisles, but not impinging on aisle or passersby
- Should be open to view on at least 2 sides above 42"
- Have sufficient space to allow for books, backpacks, etc. to be put out of the way
- Provide flat surface large enough for organizing material to be scanned or copied
- Provide wire/cable/telecommunications management devices without stretching power cords or cables across floor

**Area Designation: YOUTH SERVICES OFFICE AND WORKROOM**

**Area required:** 500 Square Feet

**Functions Performed:** Provides private work space adjacent to Children's Room and Young Adult area for youth staff to complete required off-desk tasks including program planning sessions, telephone conversations, etc. without disturbing patrons while observing activities in both areas. Provides sufficient and secure storage for select supplies, materials and equipment to support programs and collections including secure personal storage for staff and performers.

**Occupancy:**                      **Staff:** 3                      **Public** 3

**User seating:**                      **Staff:** 3                      **Public** 3

**Furnishings:**

- 3 office desks each equipped with a minimum 1 lap drawer, 2 storage drawers and one file drawer, at least one to be lockable
- 3 rolling office chairs, one for each staff
- 3 non-rolling guest desk chairs
- Stand(s) or appropriate surfaces for shared printer, fax and scanner with paper storage or free-standing all-in-one unit
- 4 filing cabinets
- Counter or counter-height table or cabinet for processing books
- Work table
- Trash & Recycle bins

**Storage:**

- Walk-in storage closet with coat rack for staff
- Adjustable shelving to accommodate differently sized items, such as costumes and office supplies

**Shelving:** 36 linear feet

**Material capacity:** 190 volumes

**Equipment:**

- 3 Computer workstations, one at each desk
- 3 Sets of small desktop speakers, one at each desk
- 3 Telephones, one at each desk
- 3 Receipt printers, one at each desk
- 3 barcode scanners, one at each desk
- Networked printer; fax machine; scanner (or all-in-one)
- 1 Large die-cut machine on cart with dies

**Adjacent to:**

- Children's Room
- Teen Room

**Close proximity to:**

- Storytime Room
- Craft Room
- Family Restrooms

**Distant from:**

- Quiet areas
- Reference Area

**Architectural features:**

- Fully enclosed
- Glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the children's room, family restrooms and teen room
- Have sufficient electrical outlets appropriately placed in locations and heights for specific tasks to prevent the need for individual plug-in power strips
- Provide sufficient and appropriate storage for all tasks and needs as identified by staff
- Have 8-10 Linear Feet of counter space
- Provide sufficient space for manipulating large items
- Have window blinds for privacy
- Have external, operable window
- Have very large open wall space in order to post a large calendar and bulletin board with internal documents and notes
- Provide storage space, preferably walk in storage closet to accommodate items of various sizes/shapes including (but not limited to):
  - Office supplies
  - Costumes and props
  - Cleaning supplies, including carpet sweeper and / or broom
  - Basic first aid supplies

**Area Designation:** CHILDREN'S ROOM

**Area required:** 3115.75 Square Feet

**Functions Performed:** Houses the Children's collection of print, media and periodicals for ages 0-11. Children's Librarians provide help searching the catalog and locating materials for reading and studying. Children play with toys, color and simple arts & crafts activities, and attend programs. Adult caregivers and teachers browse the collections (Children's Parents', and Educator Resources) and read to, play with and wait for children. Staff assist patrons, run programs, and maintain the collection.

**Occupancy:** Staff: 2 Public 40-50

**User seating:** Staff: 2 Public 40-50

**Furnishings:**

- 3-4 tables at appropriate height for school aged children, with 12-16 seats at corresponding height
- Low table with 4 seats
- 6 toddler-sized seats
- 4 lounge seats in two sizes, 2 for young children and 2 for older children
- 6 comfortable adult seats
- 2 adult gliding or rocking seats
- Child sized height table for 3 OPACs
- 3 Child sized seats, one at each OPACs
- Rug for casual floor seating
- Staff workstation, with space for 2 staff to work at the same time. Workstation should have lockable storage, inaccessible to patrons.
- 2 Rolling chairs at staff desk
- Display racks for new materials, paperbacks and media
- Rack for hanging media kits
- Puppet theater with puppet storage
- Train table
- Book bins on or near floor for toddler book storage
- Trash & Recycling bins

**Storage:**

- Slide-out drawers or bins for games and toys
- Secure storage for e-readers at service desk

**Shelving:** Shelving not to exceed 42" in height. Some shelving, particularly for children's fiction paperbacks can be accommodated on free standing book racks. Periodical shelving for 12 subscriptions with sufficient adjacent storage for 11 back issues of each title. Some shelving should be mobile. Shelf tops should be flat for display use.

**Material capacity:** 29,450 volumes, 1,700 media items, 144 periodicals

**Equipment:**

- 2 carts for children to put unwanted items
- 3 OPACs

- 3 Computer workstations for public
- 2 Computer workstations and networked printer at service desk
- Telephone, accessible between 2 staff computer workstations

**Adjacent to:**

- Youth Services Office
- Family Restrooms
- Craft Room
- Storytime Room

**Close proximity to:**

- Teen Room
- Circulation Desk
- Main Entrance
- Elevator (if applicable)

**Distant from:**

- Quiet areas
- Reference area

**Architectural features:**

- Open with good sight lines from service desk and Youth Services Office for supervision
- Relaxed and playful in nature
- Cheerful, inviting, attractive to all ages
- Relate decor to the library as a whole, yet hold its own identity
- Have ample wall space for children's artwork and a bulletin board for displaying Library and other local children's and family events
- Have surfaces designed for easy maintenance and clean up
- Provide area for storing coats, backpacks, diaper bags
- Have storage for strollers
- Have easy access for children to get to restrooms or the Program Room without walking through adult portion of library
- Well lit
- Address concern about possibility of child getting outside too easily
- All carpeted areas must allow for easy rolling of book carts
- Have many electrical outlets that include safety considerations for young children placed at varied heights (floor, workstations, etc.) in numerous locations in a manner that does not require electrical cords to be stretched across paths where patrons need to walk
- Use sound absorbing materials on floors and ceiling
- Provide ample and convenient storage for supplies and equipment
- Provide a variety of distinct areas, outlined below
  - Features such as shelf height, movable book cases or bins, table sizes, carpet patterns, and / or wall decor can delineate zones
  - No permanent barriers should be constructed, in order to allow for flexible use of the space over time

The following distinct areas must be provided:

### **Toddler play area**

- For use by ages 0-2. It might include wall-mounted manipulative toys. Materials should be located in bins on or near floor. It should be enclosed by a barrier or gate and should have comfortable seating for adults.

### **Pre-school area**

- For use by ages 2-5. It might include a puppet theater, educational toys and puzzles. Materials should be located on low shelving.

### **School-age children**

- For use by ages 5-11. It might offer easy access to school supplies such as markers, paper, rulers, etc. and charging stations or power supplies convenient to areas where students may use their own electronic devices. Materials may be located on standard children's shelving.

### **Online computer workstations**

- For use by children and parents to access reference materials, homework completion (including word processing) play computer games, etc. Should be set off from the main area, preferably in a bay rather than along an aisle or passageway. Each workstation should have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way; a flat surface suitable for writing notes; space to manipulate a mouse; and a place where textbooks can be placed to read easily and conveniently

### **OPACs**

- Should be located near the Children's Service Desk so that staff assistance is readily available. Workstations can be smaller than online workstations, with enough space for storing pencils and small slips of paper beside the monitor.

### **Children's Service Desk**

- Must serve as the clear focal point easily identified by patrons entering the Children's Room as the place they can find assistance locating information. It must be welcoming for patrons and functional for staff. It must provide clear sight lines to allow staff to see all sections of the room including Family Restrooms; provide private space not accessible to patrons for secure storage, some locked; allow staff to enter / exit easily to assist patrons; have sufficient power supply, located in floor if desk is not placed near wall outlets, without having to run power strips or extension cords across passageways; and be low enough to allow transactions with young children and children in wheelchairs.

**NOTE: This area description assumes that all circulation from the library will take place at the Main Circulation Desk. If the proposed design either includes the option for a Children's Circulation Desk or requires one because of the layout (2 floors, with a separate children's entrance, for example) the Children's Service Desk will need to be modified to accommodate circulation.**

**Area Designation:** CHILDREN'S STORYTIME ROOM

**Area required:** 845 Square Feet

**Functions Performed:** Staff run programs for children of various ages 0-11 and their adult caregivers that involve reading, singing and some movement.

**Occupancy:** Staff 0 Public 70

**User seating:** Staff 1-2 Public 70

**Furnishings:**

- Large rug (or carpeting throughout)
- 1 "big book" easel
- 30 stackable chairs for adult attendees and staff member(s) (to be shared with Children's Craft Room)
- 40 cushions for children's floor seating

**Storage:**

- Storage for chairs not in use
- Storage for floor cushions not in use

**Shelving:** 0

**Material capacity:** 0

**Equipment:**

- Bluetooth speakers for use with tablet or laptop

**Adjacent to:**

- Children's Craft Room

**Close proximity to:**

- Children's Room
- Stroller storage
- Family Restroom

**Distant from:**

- Quiet areas

**Architectural features:**

- Fully enclosed
- Door should not lock from the inside
- Sound absorbing materials should be used in room to lessen sound transfer out of the room

- Ample outlets for use with electronic devices, while attention should be given to safety features considering use of room by young children
- Room should be square or round in shape to minimize the distance at which a child would see a book held by the storytime leader. Avoid long rectangles
- Have lighting that is dimmable and switches on and off immediately
- Provide sufficient space for manipulating large display or program items between storage and program space
- Possible to open room up for public use when not in use for staff-run programs OR possible to combine this room with Craft Room



**Area Designation: CHILDREN'S CRAFTS ROOM**

**Area required:** 851 Square Feet

**Functions Performed:** Staff leads children of various ages (0-11) or teens (12-18) in craft programs that involve coloring, cutting, gluing, and painting. Programs that offer refreshments are also held here, such as author birthday parties and movie screenings. Adult caregivers usually stay in the room to provide assistance and supervision.

**Occupancy:**                **Staff** 1-2                                **Public** 70

**User seating:**            **Staff** 1-2                                **Public** 70

**Furnishings:**

- 40 stackable chairs for children
- 30 stackable chairs for teens and adults (shared with the Storytime Room)
- 5 large tables (preferably adjustable height) that seat 8 children or teens each
- Trash and Recycling Bins

**Storage:**

- Walk-in storage closet with adjustable shelving, drawers, peg boards, hooks, etc. to accommodate items now stored in Department Head's Office and Green Room (examples include poster board, various sizes of paper, paint and brushes, yarn, thread, markers/crayons/pencils, and other assorted craft items.)
- Storage for paper cups, plates, napkins, etc. to be used for refreshments
- Child-safe, lockable cabinets under sink and counter

**Shelving:** 0

**Material capacity:** 0

**Equipment:**

- Bluetooth speakers, for use with tablet
- Remote-controlled AV screen for movies
- Overhead projector for movie screenings

**Adjacent to:**

- Storytime Room

**Close proximity to:**

- Children's Room
- Teen Room
- Family Restrooms

**Distant from:**

- Quiet areas

**Architectural features:**

- Have counters and sinks at two heights, one for adults, one for children
- Have easily cleanable floors, vinyl not carpet
- Have fabrics and finishes that stand up to use by children, and should be easy to clean and maintain
- Have general lighting and task lighting as appropriate
- Utilize sound absorbing materials to lessen noise transfer
- Provide sufficient space for manipulating large display or program items between storage and program space
- Provide ample outlets for use with electronic devices, at varying heights, consider safety issues for young children
- Offer the possibility of combining with Storytime Room, providing access from Teen Room and provision for partitioning the room with a screen or door for controlling food and messes
- All cabinets should have locks to prevent usage of items when not in use, especially if open to Storytime Room

**Area Designation: TEEN ROOM**

**Area required:** 1,110 Square Feet

**Functions Performed:** Teens socialize, do homework, browse the Collection, read quietly, ask for assistance locating information and materials, and use computer workstations to access the internet. Staff maintains collection, runs programs, and assists patrons.

**Occupancy:** Staff 1 Public 26

**User seating:** Staff 1 Public 26

**Furnishings:**

- Staff Desk
- 1 Rolling staff chair
- 2 Large tables (1 for younger teens, 1 for older teens)
- 8 Chairs for table seating (4 for younger teens, 4 for older teens)
- 8 comfortable lounge chairs (4 for younger teens, 4 for older teens)
- 4 End tables (separating chairs – 2 for younger teens, 2 for older teens)
- 4 Computer workstations (2 for younger teens, 2 for older teens)
- 4 chairs (non-rolling) at computer workstations (2 for younger teens, 2 for older teens)
- 1 OPAC
- 1 stool or chair (non-rolling) at OPAC
- Rug for casual floor seating
- Trash & Recycling bins

**Storage:**

- Lockable cabinets behind or incorporated into desk for office supplies
- Cabinet to store games and homework supplies such as paper, pencils, and rulers for independent access by teens

**Shelving:**

- Shelving not to exceed 42" in height
- 321 Square Feet for books (include some display shelving or revolving paperback book racks)
- 98 Square Feet media shelving in appropriate formats, no higher than 42"
- 19.3 Linear Feet of shelving for current and back issues periodicals.

**Material capacity:** 2,815 volumes, hardcover and paperback; 1,400 media, including CD, DVD, audiobooks; 10 periodicals, 2 games

**Equipment:**

- 1 Cart for teens to put unwanted items
- 4 Computers for public use
- 1 OPAC
- 1 Computer for staff use
- 1 Telephone for staff use

**Adjacent to:**

**Close proximity to:**

- Makerspace
- Program Room
- Youth Services Office
- Adult Collections
- Children's Room

**Distant from:**

- Quiet areas

**Architectural features:**

- Have teens involved in planning design of this space as project progresses to allow for full investment and future use of the room
- Should give the illusion of privacy for teen patrons (as by fully enclosing in partially glazed glass walls)
- Pay careful attention to acoustics to minimize noise traveling to other areas
- Subdivide space to make 2 distinct areas, 1 for younger teens and 1 for older teens, using shelving, furnishings, wall décor, and floor treatments to delineate.
- Avoid permanent barriers or walls should be avoided
- Furniture and shelving should be flexible and mobile
- Provide lots of flexible display area for posters, bulletin boards, etc. on walls
- Provide lots of electrical outlets at various heights( floor, wall, counters)
- Have charging station for electronic devices
- Provide Staff Desk and Computer workstation that should be welcoming for teens ages 12-18, provide clear sight lines to allow staff to see all points in room, and have electrical outlets in floor if desk is not located near wall outlets

**Area Designation:** CREATIVE TECHNOLOGY LAB

**Area required:** 825 Square Feet / TBD

**Functions Performed:** Provide fully equipped creative technology lab with appropriate equipment and supplies to allow young adults and adults to create and develop ideas. Technology capabilities and interests are changing rapidly, the specific needs and details for the space must be determined as late in the process as possible. Equipment listed below is intended to provide examples of the types of items which might be included. The need for this space, while becoming more common in public libraries, was clearly identified by the high school students, thus they should be involved in the planning process.

**Occupancy:** Staff 0 Public 8

**User seating:** Staff 0 Public 8

**Furnishings:**

- To Be Determined, work surfaces could be:
  - Counters
  - Counter-height tables
  - Large work tables
  - Computer desks
  - Equipment stands or racks
  - Trash & Recycling bins

**Storage:**

- Lockable supply closet for general supply inventory
- Appropriate shelves, drawers, bins, etc. for limited quantities of materials for public access to supplies

**Shelving:**

- TBD for specific needs

**Material capacity:** 0

**Equipment:**

- To Be Determined late in construction process to allow for technology upgrades. Equipment might include:
  - 8 flexible workstations to be used with appropriate equipment
  - Digital media lab equipment designed to be used for graphic design, video editing, video recording and editing equipment; monitors, etc.
  - Networked ceiling mounted projector
  - Pull down screen
  - Dry-erase whiteboard
  - Smartboard (or equivalent)
  - Scanner
  - Networked printer
  - 3-D printer

**Adjacent to:**

**Close proximity to:**

- Youth Services Office
- Young Adult Area

**Distant from:**

- Quiet Areas

**Architectural features:**

- Walls should be glazed from 42" to the ceiling to allow the staff clear sight lines into the room
- Electrical outlets should be at a variety of heights, including floor level, counter height, and in other locations to accommodate a variety of machinery
- Sufficient power for all equipment, as determined by individual equipment need; consider the provision of a 220v. power supply
- Ceiling-mounted projector and pull down screen must be placed to allow easy viewing by all from any place in the room
- Large lockable storage cabinets must be provided to protect supplies, software, etc.
- Wall-mounted "cubbies" or shelves should be included to allow users to leave belongings, and not have to clutter their workspaces
- Climate control, most notably air conditioning, must be designed to protect equipment

**Area Designation: ADMINISTRATIVE CLUSTER**

**Area required:** 941 Square Feet

**Functions Performed:** Clusters administrative services in central area with proximity to Small Staff Meeting Room. Each space has a separate Area Designation following this general statement.

**Occupancy:**                      **Staff** Per each area                      **Public** Per each area

**User seating:**                      **Staff** Per each area                      **Public** Per each area

**Furnishings:**

- Per each area

**Storage:**

- Per each area

**Shelving:**

- Per each area

**Material capacity:**              Per each area

**Equipment:**

- Per each area

**Adjacent to:**

- Technical Services Workroom, if design allows

**Close proximity to:**

**Distant from:**

- Main Entrance
- Teen Room
- Children's Room
- Program Room

**Architectural features:**

- Administrative Cluster should be placed out of the mainstream of regular library business
- The Administrative Offices must be kept together
  - The decision on locating them adjacent to Technical Services Workroom must be based on identifying the best fit for it within the library

**Area Designation: ADMINISTRATIVE CLUSTER: DIRECTOR'S OFFICE**

**Area required:** 304 Square Feet

**Functions Performed:** Provides facility needed by Director to carry out administrative functions, including privacy for telephone conversations, meetings with library visitors or staff, without disturbing patrons.

**Occupancy:**                      **Staff:** 1                                      **Public** Up to 6

**User seating:**                      **Staff:** 1                                      **Public** Up to 6

**Furnishings:**

- Office desk
- Credenza
- 5-drawer file cabinet
- 1 Rolling office chair
- 2 Non-rolling guest chairs
- 1 Round 36" diameter table
- 4 Chairs, to be placed at round table
- Trash and Recycling bins

**Storage:**

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items

**Shelving:**                      42 linear feet

**Material capacity:**                      336 books

**Equipment:**

- Telephone
- Computer
- Small printer, consider printer/scanner/copier all-in-one

**Adjacent to:**

- Assistant Director's Office
- Administrative Assistant's Office
- Small Staff Meeting Room

**Close proximity to:**

- Technical Services Workroom

**Distant from:**

- Main Entrance
- Teen Room
- Children's Room
- Program Room



**Architectural features:**

- Fully enclosed
- Have doors that may be closed for private conversations with staff or patrons
- Provide direct, internal access to Small Staff Meeting Room
- Have external, operable window
- Well lit

**Area designation: ADMINISTRATIVE CLUSTER: ASSISTANT DIRECTOR OFFICE**

**Area required:** 154 Square Feet

**Functions Performed:** Provides facility needed for Assistant Director & Head of Public Services to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons.

**Occupancy:**                    **Staff** 1                                    **Public** up to 2

**User seating:**                    **Staff** 1                                    **Public** up to 2

**Furnishings:**

- Office desk with extended work surface, L-Shape
- 2-drawer lateral file cabinet
- 1 Rolling office chair
- 2 Non-rolling guest chairs
- Trash & Recycling bins

**Storage:**

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items

**Shelving:**                    12 Linear Feet

**Material capacity:**                    96 volumes

**Equipment:**

- Telephone
- Computer
- Printer

**Adjacent to:**

- Director's Office
- Administrative Assistant's Office

**Close proximity to:**

- Technical Services Workroom

**Distant from:**

- Main Entrance
- Teen Room
- Children's Room
- Program Room

**Architectural features:**

- Fully enclosed
- Well lit
- Have a door that may be closed for private conversations with staff or patrons
- Have ample electrical outlets at both floor and counter heights
- Have an exterior, operable window

**Area Designation: ADMINISTRATIVE CLUSTER: ADMINISTRATIVE ASSISTANT'S OFFICE**

**Area required:** 233 Square Feet

**Functions Performed:** Provides administrative support for Director, handles payroll, bookkeeping and accounting functions, manages supply ordering and clerical support for Friends of the Library. Serves as secretary to the Board of Trustees.

**Occupancy:**               **Staff** 1                               **Public** up to 2

**User seating:**           **Staff** 1                               **Public** up to 2

**Furnishings:**

- Office desk with extended work surface
- 1 Rolling office chair
- 2 4-drawer lateral file cabinets
- 2 Non-rolling chairs
- Trash & Recycling bins

**Storage:**

- A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items

**Shelving:**               10 Linear Feet

**Material capacity:**       80 volumes

**Equipment:**

- Telephone
- 2 computers, one on Town system, one for general use
- Set of desk speakers
- Document shredder
- Networked "business hub" for scanning, printing, copying, faxing to be used by all administrative staff

**Adjacent to:**

- Director's Office
- Assistant Director's Office

**Close proximity to:**

- Technical Services Workroom

**Distant from:**

- Main Entrance
- Teen Room
- Children's Room
- Program Room

**Architectural features:**

- Fully enclosed
- Well lit
- Have a door that may be closed for private conversations with staff or patrons
- Have ample electrical outlets at both floor and counter heights
- Have an exterior, operable window

**Area Designation:** ADMINISTRATIVE CLUSTER: STAFF MEETING ROOM

**Area required:** 250 Square Feet

**Functions Performed:** Provide meeting room for up to 10 at a conference table

**Occupancy:** Staff 10 Public 0

**User seating:** Staff 10 Public 0

**Furnishings:**

- 1 conference table
- 10 chairs
- Trash & Recycling bins

**Storage:**

**Shelving:**

**Material capacity:**

**Equipment:**

- Electrical outlets for laptops

**Adjacent to:**

- Director's office

**Close proximity to:**

- Assistant Director's Office
- Administrative Assistant's Office

**Distant from:**

- Entrance
- Teen Room
- Children's Room
- Program Room

**Architectural features:**

- Well lit
- Have surfaces that absorb sound
- Glazed on wall facing corridor
- Have blinds in window, for privacy
- Fully enclosed
- Have direct, internal access to Director's Office

**Area Designation: TECHNICAL SERVICES WORKROOM**

**Area required:** 832 Square Feet

**Functions Performed:** Receive deliveries for the library that are not included in the regular mail. Items are processed, catalogued, entered into the system before being sent to Circulation. Supplies for library functions are stored here, as well as office supplies for the library. Head of Technical Services orders items for the library, classifies items, and posts invoices for the Administrative Assistant to process for the Town. Technical Services Workroom also provides the facility needed by Reference Department Head to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons. These Department Heads work close constantly; therefore a shared workroom is required.

**Occupancy:**                **Staff**    3                                **Public**    1-2

**User seating:**            **Staff**    6                                **Public**    1-2

**Furnishings:**

- Two full office desks, one for Head of Reference and for Head of Technical Services
- Shelving space behind each desk
- 2 2-drawer lateral file cabinet, one for each desk
- Counter space, separate areas for
  - Processing items, sit-down height
  - Mending items, sit-down height
  - Stand up counter height for disc mender and other tasks
- Sink at stand up counter for disc mender and other tasks
- 1 Typewriter table, close to processing counter, with small shelving unit for supplies
- 1 Computer desk for Technical Services Assistant
- 1 Table to receive delivery of varying sized boxes
- 7 Rolling office chairs, one at each of the following stations:
  - Mending
  - Delivery
  - Processing
  - Typewriter
  - Technical Services Assistant's desk
  - Head of Reference
  - Head of Technical Services
- 1 Rolling library stool, for stand up counter height station
- Open wall shelving or cabinets for library and office supplies
- Deep shelving or cabinets for storage of one year's worth of two local newspapers before being sent off for microfilming
- Printer table for networked printer
  - Room for electronic stapler, three hole punch and label maker
- Table or cart for color copier
- 3 sets of Trash & Recycling Bins

**Storage:**

- 30 Square Feet for supplies, including book covers, computer materials, paper in a combination of built-in cabinets and closet.

**Shelving:**

- 175 Linear Feet divided to provide 25 Linear Feet for each department head and 125 Linear Feet for Technical Services' needs.

**Material capacity:** 1,800 items divided to provide shelving for 400 items for each department head and 1,000 items for Technical Services.

**Equipment:**

- 2 telephones, one at each Department Head desk
- 3 Barcode scanners, one at each Department Head desk and Technical Services Assistant's desk
- 1 typewriter
- 3 computers
- 1 networked printer
- 1 Photocopier (consider all-in-one networked business hub)
- Color copier
- 1 disc mending machine
- 10 book carts of varying size
- Label maker
- Paper cutter

**Adjacent to:**

- Data Center / Telecommunications Room

**Close proximity to:**

- Delivery doors
- Elevator if installed
- Administrative Cluster

**Distant from:** Quiet areas

**Architectural features:**

- Both Department Heads must have separate and distinct space within the workroom that allows them to converse on the telephone or meet with staff, administrators, vendors, etc. without having their conversations interfere with work or conversations of each other or any Technical Service staff working in the room.
- Space between department heads should not be divided by cubicle-type walls, but by shelving and or storage units not to exceed 72" in height
- Reference and Technical Services Department Heads must each have 25 Linear Feet of shelving adjoining office desks
- Technical Services Department Head must have sufficient space to place a book cart near the desk and be able to work from it without interfering with aisles
- Workspace for staff must flow without restrictions to allow book carts to be moved from station to station and to allow material to be moved easily from cart to work area and back
- Space and layout should allow staff to have individual desks and work space and general shared workspace, e.g. typewriter or countertop use
- Walls can be glazed 42" from floor and above. Blinds should be installed on all glazed areas to provide privacy when needed.



- Systems Room/Communications Closet should open directly from Technical Services to monitor access
- Wide doors for deliveries
- Space for incoming and outgoing books with room for at least 10 carts
- Electrical outlets on walls at worktop level, with ones in the floor for desks that are not located along a wall, consider continuous power strip above counter
- Switch that serves all the computers in the workroom
- Sink with hot and cold water
- Task lighting where necessary
- Sufficient and appropriate shelving for materials in process and for reference guides, technical service manuals, etc.
- Counter with sink should not share a wall with the Data Center / Telecommunications Room

**Area Designation: DATA CENTER / TELECOMMUNICATIONS ROOM**

**Area required:** Non-assignable space

**Functions Performed:** Point of presence for Internet access (wired and wireless), storage of server (if necessary), central network routing point, computer equipment, software storage and point of presence for telephone lines.

**Occupancy:** Staff as needed for maintenance Public 0

**User seating:** Staff 1-2 Public 0

**Furnishings:**

- Workbench with chair for troubleshooting computer equipment
- Shelving units for storage of computer hardware and software

**Shelving:**

To accommodate all data and telecommunications equipment, allowing convenient access to all hardware, cabling, etc. for ease of maintenance. Shelving must allow sufficient air circulation around all equipment to prevent overheating. Sufficient space must be provided for all types of equipment, and for distances between pieces of equipment that might interfere with each other.

**Material capacity:** N/A

**Equipment:**

- Telephone lines
- File servers, switches, cabling, wireless access points, uninterruptible power supply, etc. as determined by computer/network consultant
- Telephone for staff / maintenance person to use when troubleshooting problems in room
- Numerous power outlets at work level
- Monitor mounted on wall for testing / system monitoring

**Adjacent to:**

- Technical Services Workroom

**Close proximity to:**

- Utility connections

**Distant from:**

- Mechanicals that could cause interference
- Public areas
- Water supply

**Architectural features:**

- Systems Room/Communications Closet must be secure from all public access, yet very convenient for staff for ordinary maintenance as well as for troubleshooting
- Sufficient to meet all the technology requirements today, and plan as well as possible for developments in the future.
- State of the art technology to protect all hardware and software from technical interference and natural phenomena, e.g. power outages
- Climate controlled
- Windowless
- Locked door

**Area Designation:** CAFÉ

**Area required:** 400 Square Feet

**Functions Performed:** Provide space for patrons to enjoy a beverage or light snack in a social area. The Café is not intended to be a full-service restaurant facility, but a space where patrons may obtain coffee/tea, and cold drinks and snacks (candy, crackers) from a vending machine.

**Occupancy:** Staff 0 Public 14

**User seating:** Staff 0 Public 14

**Furnishings:**

- 2 Lounge Chairs
- 3 small Bistro-type tables
- 12 chairs, 4 at each table
- Coat rack
- Sink with small storage cabinet under
- Vending machines
- Counter for coffee/tea
- Trash & Recycling bins

**Storage:**

- Lockable cabinet sufficient for a one-week supply of cups, napkins, coffee and tea.
- Lockable under-sink storage for cleaning supplies.

**Shelving:** None

**Material capacity:** None

**Equipment:**

- Coffee maker
- Vending machines
- 1 electronic "bulletin board" to display announcements, events, programs going in the Library

**Adjacent to:**

- Entrance Lobby

**Close proximity to:**

- Program Room
- Browsing/New Books

**Distant from:**

- Quiet areas

**Architectural features:**

- Surfaces must be durable and easy to clean

- Hard surface flooring, not carpet, is recommended
- Small sink for hand washing and simple cleanup is required
- Vendors refilling machines must not need to pass through quiet seating or children's areas
- Storage must be lockable for security and have child-safety locks to be used any time the cabinets are unlocked
- Attention should be made to acoustics; select materials that will absorb sound, and lessen noise transfer to other areas of the library
- Electronic display screen should be placed close to Entrance Lobby, or closest to a high traffic area



(Note: all these items may vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)

**Adjacent to:**

- Kitchen
- Entrance Lobby

**Close proximity to:**

- Public Restrooms

**Distant from:**

- Quiet areas

**Architectural features:**

- Room must be accessible without going through the library when the library is closed
- Large enough to seat 100 adults auditorium style
- State-of-the-art electronic systems to facilitate presentations. A qualified media design consultant should be included in the project at the planning stage to ensure that the facility will be adequate and appropriate to serve community needs
- Sound system and acoustics must be carefully designed to optimize use as one large space and two smaller spaces. Sound from programs must not carry into the library.
- Both sections of the space must have capability to use projectors simultaneously
- Access to restrooms without entering the library, when the library is closed
- Lighting that is both general for auditorium – style seating events and flexible for small group work is required. (Note: Lights should be dimmable but must turn on and off immediately when switch is engaged. Halogen lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation.)
- Electrical service should include provision for electronic devices, presentation hardware, lighting and large capacity coffee makers, without running cords across the floor where they cause safety hazards.
- Good sight lines for viewing a screen or a speaker at the podium for both adults seated in chairs and children seated on the floor
- Windows that are included in the design, must all have easily accessible room-darkening shades that can be closed to prevent daylight interference with projection equipment
- State-of-the art connection to Lynnfield Cable Access to enable live broadcasts and have video recording capabilities for later broadcast (There could be a dedicated, lockable closet to accomplish this. It must be done in conjunction with the town cable access provider.)
- All closets, storage and kitchen doors must be lockable

## Area Designation: KITCHEN

**Area required:** 150 Square Feet

**Functions Performed:** Provide space for use by staff, other groups, or caterers (and catering equipment) using the Program Room; provide space for food-related activities including presentations by chefs, Young Adult cooking workshops, etc.

**Occupancy:**                    **Staff**    as needed                    **Public** as needed

**User seating:**                **Staff**    0                                **Public** 0

### Furnishings:

- Trash and Recycling bins
- Counter space

### Storage:

- Pantry
- Lockable storage for kitchen items such as; dishes, pots and pans, utensils, coffee makers, etc.
- Lockable dry storage for foodstuffs
- Individual lockable cabinets for paper goods, etc. used for programs

**Shelving:** As required for equipment

**Material capacity:**        N/A

### Equipment:

- Refrigerator
- Microwave
- Dishwasher (optional)
- Large capacity coffee makers

### Adjacent to:

- Program Room

### Distant from:

- Quiet areas

### Architectural features:

- Full-sized appliances, counters, and sink to be used for food service in meeting areas and can also be used as demonstration space for cooking programs
- Sufficient counter space for preparation, including use by caterers and their equipment
- Sufficient electrical outlets at counter height with sufficient service to power three or more appliances such as 100-cup coffee pots simultaneously
- General lighting, under-cabinet and task lighting operating independently from Program Room lighting
- Sounds from kitchen must not interfere with programs
- Good ventilation (food preparation)



## Area Designation: STAFF BREAK ROOM

**Area required:** 205 Square Feet

**Functions Performed:** Provide space for staff to take breaks away from public view and workspaces.

**Occupancy:**                      **Staff**    6                      **Public** 0

**User Seating:**                      **Staff**    6                      **Public** 0

### Furnishings:

- Table
- 4 chairs
- 2 comfortable chairs
- End table
- Sink
- Hooks
- Other materials as enumerated by staff
- 6 wide lockers, stacked 2 high
- Trash and Recycling bins

### Storage:

- Cabinets or cupboards for
  - Dining utensils and plates
  - Coffee maker supplies
  - Paper goods
  - Dry foodstuffs
- Countertop for workspace in food preparation

**Shelving:** Periodical rack for professional journals, small bookshelf.

**Material capacity:** 10 – 15 periodicals; 20 books

### Equipment:

- Combo Refrigerator/Freezer
- Microwave oven
- Toaster oven
- Coffee maker
- Telephone

### Adjacent to:

- Staff Entrance
- Staff Restroom

### Close proximity to:

**Distant from:**

- Main Entrance
- Public areas

**Architectural features**

- Should not have internal access to staff restroom
- Have external, operable window
- Have ample electrical outlets at varying heights, for kitchen appliances as well as provision for staff to charge personal devices
- Have locked door, no access for public
- Out of sight of the public from inside and outside of building
- Soundproof
- Have good ventilation (food preparation)

**Area Designation: RESTROOMS**

**Area required:** Non-assignable space

**Functions Performed:** Public Restrooms (1 Men's, 1 Women's) for use by library patrons and program attendees, Family Restroom for use by children and their caregivers, and a single Staff Restroom for staff use only.

**Occupancy:**

**Public Restrooms** 1 Men's, 1 Women's, each must accommodate up to 100 program attendees

**Family Restrooms** 2 unisex rooms

**Staff Restroom** 1 unisex

**Furnishings:**

- Grab bars in handicap accessible stalls
- Sinks
- Unbreakable mirror(s)
- Paper towel dispenser or blower
- Waste receptacles
- Baby changing stations in all but Staff Restroom
- Bench
- Seat for a nursing mother in Public and Family Restroom

**Storage:**

- Cabinet or shelving provided for refill supplies in Staff Restroom
- Lockable storage cabinets in Public and Family Restrooms

**Shelving:** N/A

**Material capacity:** N/A

**Equipment:**

- Child size toilet included in Family Restroom
- Child size sink included in Family Restroom

**Adjacent to:**

**Public Restrooms** Program Room

**Family Restrooms** Children's Room

**Staff Restroom** Staff Room

**Close proximity to:**

<b>Public Restrooms</b>	Circulation Desk Reference Desk Main Entrance
<b>Family Restrooms</b>	Children's Services Desk

**Distant from:**

- Quiet areas
- Public areas (Staff Restroom only)

**Architectural features:**

- Fully visible from nearby staff workstations, no one should be able to enter Public or Family Restrooms without being observed by staff
- Public and Family Restrooms must be accessible for elderly, handicapped, and parents with young children
- Staff Restroom must be accessible for elderly and handicapped persons
- Family Restroom must only be accessible from within the Children's Room
- Public Restroom must be accessible to Program Room when the library is closed
- Family and Staff Restrooms, if one occupant, must be lockable from inside, but should have key access from outside to rescue locked in children, or to unlock in other emergency situations.
- Patrons should not have to pass through quiet areas to reach restrooms
- Center drain
- Tile surfaces on floor and lower portion of walls
- Efficient ventilation
- Automatic faucets, flushes on toilets, paper towel dispenser or blower, soap dispensers
- Motion sensor light that will turn on when someone enters and off when the room is empty to conserve energy
- Particular care should be taken to location of any collections near or under the restrooms in the event plumbing problems.

**Area Designation:** FRIENDS OF THE LYNNFIELD LIBRARY ROOM

**Area required:** 800 Square Feet

**Functions Performed:** Provide space for Friends to store organization files; receive, sort and store books for book sale; and meet to work on special projects.

**Occupancy:**               **Staff**   up to 6               **Public**   0

**User seating:**           **Staff**   6                       **Public**   0

**Furnishings:**

- 4 Waist high sturdy sorting tables
- 6 Folding or stackable chairs
- Locking file or storage cabinet(s)
- Coat rack
- Trash and Recycling bins

**Storage:**

- TBD sufficient to collect and store book donations for annual book sale
- Storage for folding table and chairs
- Space to store dollies and carts
- Cabinet or shelving for sorting supplies such as empty cartons/boxes, tape, markers, etc.
- Cabinet or closet for sale and special event supply storage (paper goods, signs, etc.)

**Shelving:**

**Material capacity:**

**Equipment:** TBD

**Adjacent to:**

- Elevator, if applicable

**Close proximity to:**

- Program Room
- Delivery Entrance (for donation pickups by B-Logistics)
- Trash receptacles (for discards)

**Distant from:**

**Architectural features:**

- Well lit
- Provide enough space for people to move freely in and around the room with carts / dollies of books and boxes
- Have ample electrical outlets at workstation and floor heights
- Have efficient ventilation
- Have ample storage room or walk in closet for supplies as outlined by the Friends

Note: The Friends of the Lynnfield Library should be consulted when designing the space

**Area Designation:** CUSTODIAN'S WORK AREA

**Area required:** Non-assignable space

**Functions Performed:** Work and organizational space for custodian. Room provides storage for supplies, equipment and materials necessary to maintain building.

**Occupancy:** Staff 1 Public 0

**User seating:** Staff 1 Public 0

**Furnishings:**

**Storage:**

- Secure cabinet for cleaning materials, mops, vacuum cleaner, etc.

**Shelving:**

- Utility shelving as determined by need

**Material capacity:** 0

**Equipment:**

- Slop sink
- Utility sink
- Vacuum
- Buckets
- Telephone
- Tools
- Workbench

**Adjacent to:**

**Close proximity to:**

- Mechanical room
- HVAC Room
- Elevator and Elevator Room (if elevator is included in building)
- Delivery door/dock
- Long term storage
- Large item storage
- Restrooms

**Distant from:**

**Architectural features:**

- Have direct and easy access to all mechanical areas of the building
- Well lit

- Well ventilated
- Fully enclosed with lockable door

NOTE: If the building is more than one story in height, a separate utility closet, including sinks and storage for frequently used supplies, e.g. paper towels and toilet paper, must be provided on each floor.

**Area Designation: GENERAL LIBRARY STORAGE**

**Area required:** Non-assignable space

**Functions Performed:** Allow short and long-term storage for library supplies, holiday decorations, infrequently requested materials that are not historic, bulk supply items, etc. Storage has been included in individual area designations. Storage described here is for general library use.

**Occupancy:** Staff 0 Public 0

**User Seating:** Staff 1 Public 0

**Furnishings:**

- Shelving, drawers, closets or cabinets as specified.

**Storage:**

- Open floor space for extra carts, swinging signs, and other items that stand alone
- Shelving for boxes of holiday and display decorations and bulk supply materials such as paper towels, tissues, etc.
- Cabinets for retired PC components

**Shelving:**

- as determined by need

**Material capacity:** as identified

**Equipment:**

**Close proximity to:**

- Custodian's Work Area
- Delivery door
- Elevator, if applicable

**Distant from:**

**Architectural features:**

- Provision must be made to keep cartons off the floor to prevent dampness.
- Secondary paper storage – One lockable closet should be provided on each floor to store paper for photocopiers, printers, etc. convenient to staff who need to replenish supplies.
- Semi-permanent storage for bulky items such as seasonal decorations – lockable storage room, 150 Square Feet minimum with shelving and other storage as needed.

Note: One large storage room could meet both long-term and short-term bulk needs.



**Area Designation: PARKING**

**Area required:** Non-assignable space, 1 Parking Space per [400] square feet should be provided

**Functions Performed:** Provides safe, convenient and adequate parking for staff and patrons.

**Occupancy:** **Staff** 10 **Public** 55

**User seating:** NA

**Furnishings:**

- Lockable bicycle racks

**Shelving:** NA

**Material capacity:** NA

**Equipment:**

- Adequate lighting, including timed and motion sensitive lights
- Consider 1 electric automobile charging station

**Adjacent to:**

- Main Entrance

**Close proximity to:**

**Distant from:**

**Architectural features:**

- 3 Handicap spaces
- 1 Van-accessible
- Flat, even surface, easy for personal assistive devices (strollers, walkers, wheelchairs, etc.) to navigate
- Well lit

**Area Designation:** LANDSCAPING

**Area required:** Non-assignable space

**Functions Performed:** Develops appearance of the land around the library and parking lot.

**Occupancy:** Staff Public

**User seating:** Staff Public

**Furnishings:**

- Benches
- Statues
- Garden items TBD

**Storage:** N/A

**Shelving:** N/A

**Material capacity:** N/A

**Equipment:**

- Adequate lighting, including timed and motion sensitive lights

**Adjacent to:**

**Close proximity to:**

**Distant from:**

**Architectural features:**

- Site specific
- Designed to maximize the library aesthetics, fit appropriately into the setting and ensure the safety of patrons and staff
- Paths to parking must be well lighted. Motion sensor lights should be considered.
- Maintenance level should be low
- Benches can be integrated along the walkway or outside the main entry for the convenience of patrons

Note: At this time, because the site has not been identified, there are no specifications for size, configuration or seating of a garden space.

**Area Designation:** STAFF ENTRANCE

**Area required:** Non-assignable space

**Functions Performed:** Allow staff to enter and exit the library without using the main entrance.

**Occupancy:** Staff as needed Public

**User seating:** Staff Public

**Furnishings:**

**Storage:** N/A

**Shelving:** N/A

**Material capacity:** N/A

**Equipment:**

**Adjacent to:**

- Staff Room

**Close proximity to:**

**Distant from:**

- Main Entrance

**Architectural features:**

- Must allow staff to enter and exit the building without interfering with patron access
- Convenient to staff parking area

## Projected Holdings and Shelving Needs Estimate

	Collection	Projected Holdings	Minus 12.85% in circulation	volumes/ linear foot	# of shelves	Volumes on single-faced shelving unit at 75% capacity	Volumes on double faced shelving unit at 75% capacity	Number of Stack needed, 75 % capacity (considering circulation)	Square Footage per stack	Square Feet Required, 75% capacity
<b>ADULT: Print</b>	Reference	750	750	6	2	27	54	13.9	15.5	215.3
	Non-Fiction	20925	18,236	10	4	90	180	101.3	15.5	1570.3
	Large Print	4539	3,956	8	4	72	144	27.5	15.5	425.8
	Biography	1362	1,187	8	4	72	144	8.2	15.5	127.8
	Fiction	14407	12,556	8	4	72	144	87.2	15.5	1351.5
	Mystery	2506	2,184	8	4	72	144	15.2	15.5	235.1
	Paperback	1570	1,368	16	4	144	288	4.8	15.5	73.6
	Genealogy Room	4984	4,344	12	4	108	216	20.1	15.5	311.7
	Public Services Workroom	576	576	8	4	72	n/a	8.0	15.5	124.0
	Periodicals (current year) & Newspapers	174	174	1	4	9	9	19.3	13	251.3
New Books	995	867	10	4	90	180	4.8	15.5	74.7	
*Adult collections will have empty bottom shelf, not included in calculation										
<b>ADULT: Media</b>	DVDs Series, Non-Rental	4000	3,486	14	4	126	252	13.8	15.5	214.4
	DVDs Rental	2093	1,824	14	4	126	252	7.2	15.5	112.2
	NF Audio Books (CD)	930	810	10	4	90	180	4.5	15.5	69.8
	Fic Audio Books (CD)	2260	1,970	10	4	90	180	10.9	15.5	169.6
	Language Audio Books (CD)	121	105	10	4	90	180	0.6	15.5	9.1
	Music CD's (Adult)	1144	997	19	4	171	342	2.9	15.5	45.2
<b>YA: Print</b>	Non-Fiction	500	436	8	3	54	108	4.0	15.5	62.5
	Fiction	1625	1,416	8	3	54	108	13.1	15.5	203.2
	Paperback	300	261	16	3	108	216	1.2	15.5	18.8
	Biography	91	79	8	3	54	108	0.7	15.5	11.4
	Graphic Novels	300	261	12	3	81	162	1.6	15.5	25.0
	Magazines (current Year)	10	10	1	3	6.75	6.75	1.5	13	19.3
<b>YA: Media</b>	Audio Books (CD)	100	87	10	3	67.5	135	0.6	15.5	10.0
	Music CD's Teen	1023	892	19	3	128.25	256.5	3.5	15.5	53.9
	DVDs non-rental	205	179	14	3	94.5	189	0.9	15.5	14.7
	DVDs rental	56	49	14	3	94.5	189	0.3	15.5	4.0
<b>CHILDREN: Print</b>	Juv Reference	100	87	6	3	40.5	81	1.1	15.5	16.7
	Juv Non-Fiction, including Holiday	8089	7,050	13	3	87.75	175.5	40.2	15.5	622.6
	Juv Biography	1434	1,250	20	3	135	270	4.6	15.5	71.7
	Juv Fiction	3500	3,050	13	3	87.75	175.5	17.4	15.5	269.4
	Juv Paperbacks	2124	1,851	16	3	108	216	8.6	15.5	132.8
	Picture Books	9500	8,279	20	3	135	270	30.7	15.5	475.3
	Easy Readers	2215	1,930	20	3	135	270	7.1	15.5	110.8
	Graphic Novels	1000	872	16	3	108	216	4.0	15.5	62.5
	Toddlers	600	523	20	3	135	270	1.9	15.5	30.0
	Periodicals / Magazines	12	12	1	3	9	9	1.3	13	17.3
Children's Office Ref	182	159	6	3	40.5	81	2.0	15.5	30.4	
Parenting/Teachers	700	610	8	3	54	108	5.6	15.5	87.6	
<b>CHILDREN: Media</b>	Juv DVDs non-rental	140	122	21	3	141.75	283.5	0.4	15.5	6.7
	Juv DVDs Rental	967	843	21	3	141.75	283.5	3.0	15.5	46.1
	Juv Audio Book & CD	233	203	10	3	67.5	135	1.5	15.5	23.3
	Juv Kits	10	9	20	3	135	270	0.0	15.5	0.5
	Juv Music/Spoken Word CDs	353	308	30	3	202.5	405	0.8	15.5	11.8

**Grand Total 7819.6 Square Feet**

**PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS**

**CHILDREN**

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Children's Room	52	2	50	2	3	3	3115.75
Storytime Room	72	2	70	-	-	-	844.5
Crafts Room	72	2	70	-	-	-	851.2
<b>Total for Children's</b>							<b>4811.45</b>

**TEEN**

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Study Rooms (3)	12	-	12	-	-	-	350
Young Adult / Teen	27	1	26	1	4	1	1109.8
Creative Technology Lab	8	-	8	-	-	-	825
<b>Total for Teen</b>							<b>1459.8</b>

**PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS**

**ADULT**

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Browsing/New Materials/Periodicals	10-20	-	10-20	-	-	1	480.7
Technology Commons	14	-	14	-	12	2	399
Danforth-Bancroft Reading Room	14-20	-	14	-	-	-	757.8
Conference Room	20	-	20	-	-	-	663
Non-Fiction	15-20	-	4	-	-	1	1810.1
Adult Fiction/Mysteries/Paperbacks	10-15	-	4	-	-	-	1960.2
Large Print	4	-	2	-	-	-	465.8
Adult Non-Print Materials, Rental and Non-rental	4	-	-	-	-	-	630.3
Marcia Wiswall Lindberg Genealogy Room	19	1	19	-	2	-	1077.2
Copiers/Business Area	3	-	-	-	-	-	100
Café	14	-	14	-	-	-	400
Program Room	100	-	100	-	-	-	1014
Kitchen	As needed	-	-	-	-	-	150
Art Gallery	Location and allocated space to be determined in discussions with the Architect						
Reference Collection & Reading Room	32	-	32	-	-	-	1260.3
<b>Total for Adult</b>							<b>9908.1</b>

**PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS**

**STAFF**

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Circulation Desk	9	2	-	2	2	-	673
Public Services Workroom	6	2	-	1	-	-	495.5
Circulation Manager & Circulation Assistant Office	4	2	2	2	-	-	258
Reference Desk	5	1	-	1	-	-	141
Youth Services Office	6	3	3	3	-	-	500
Director's Office	7	1	6	1	-	-	304
Assistant Director's Office	3	1	2	1	-	-	154
Administrative Assistant	3	1	2	2	-	-	233
Staff Meeting Room	10	10	-	-	-	-	250
Technical Services Workroom	5	6	2	3	-	-	832
Staff Room	6	4	-	-	-	-	205.5
Friends of the Library Room	6	6	-	-	-	-	800
<b>Total for Staff</b>							<b>4846</b>

**Sub-total for all areas**

**21,025 Square Feet**

**Add 35% of the Sub-total to account for Non-Assignable Space**

**7,359 Square Feet**

**Grand Total**

**28,384 Square Feet**

**PROJECTED SEATING AND COMPUTER WORKSTATION NEEDS**

**NON-ASSIGNABLE SPACE**

Area Designation	Occupancy	User Seats		Computers			Area Required
		Staff	Public	Staff	Public	OPAC	Square Feet
Main Entrance	Up to 100		-	-	-	-	
Entrance Lobby	Up to 100	-	-	-	-	-	
Data Center / Telecommunications Room	2	2	-	-	-	-	
Restrooms (Public / Family / Staff)	Up to 100	-	-	-	-	-	
General Library Storage	-	-	-	-	-	-	
Parking	65	-	-	-	-	-	
Landscaping	-	-	-	-	-	-	
Walls	-	-	-	-	-	-	
Stairs	-	-	-	-	-	-	
Elevators	-	-	-	-	-	-	
Hallways	-	-	-	-	-	-	
HVAC equipment*	-	-	-	-	-	-	
Custodial	-	-	-	-	-	-	
Cleaning and maintenance equipment	-	-	-	-	-	-	
Deliveries	-	-	-	-	-	-	
Custodian's Work Area	1	1	-	-	-	-	
Staff Entrance	-	-	-	-	-	-	
<b>Total N/A</b>			-	-	-	-	

\* Presently, the HVAC system is centrally controlled by the DPW/Town. It is uncertain how this will be handled if the Library moves to a new facility/location.



## Photographic Record



### 1. Front view of library

A frontal view of the library shows limited street parking, including the only available handicap parking spaces near the entrance. Patrons using the rear parking lot (see #3) must walk around to the right of the building on an uneven sidewalk (see #2). Overflow and staff parking is available in the Town Hall parking lot (to the right of this view), but patrons and staff must cross both of these busy streets to reach the building from the overflow lot.



### 2. Corner of Summer & Arlington Streets

Patrons who park in the rear parking lot must use this slanted and uneven sidewalk to reach the entrance of the Library. This sidewalk, as well as the sidewalks and streets to the overflow Town Hall lot, are often icy and treacherous in winter and puddle-laden during rainstorms. Additionally, the grass on this side of the building has been compromised due to plowing and road treatment.



### 3. Rear parking lot

The only designated Library parking lot is at the rear of the building and it abuts private property, separated only by rocks. At the rear of the lot, church property juts into available parking spaces. There is no back entrance to the Library, and patrons must use an uneven sidewalk (see #2) to reach the front of the building. The stream in the foreground runs under Library property and is a frequent cause of basement flooding during winter and heavy rain storms.



### 4. One-way parking lot exit

A one-way exit from the rear parking lot onto Summer Street is located between the Library's Children's Room and the church. Despite the "Do Not Enter" sign, cars frequently use this way as an entrance. Visibility is limited when driving around the back of the building toward this exit, and patrons and staff report nearly being hit by drivers who are unable to see pedestrians around the corner of the building.





#### **5. View of roof from courtyard**

From the back courtyard, this view of many roof lines can be seen. During the winter, ice dams form along the roof and create severe leaks in the public areas of the building. This particular corner sits just above the public bathrooms, causing leaks that drop water on patrons attempting to reach the bathrooms (see #34).



#### **6. Exterior view of emergency exit**

This emergency exit stairwell leads to the basement where the fiction collection is housed. During periods of heavy rain, flooding in the parking lot and overflow water from the stream (see #3) cause water to build up at the bottom of the stairs and flow into the basement of the building. Additionally, the privacy afforded by the location of this stairwell has led to vandalism (graffiti) and a repeated prank in which local youths roll large trash dumpsters down to the bottom of the stairs.



### 7. Entrance to Library with double doors

The main (and only) public entrance to the building consists of two sets of double doors. Because neither is automated, patrons in wheelchairs and caregivers with children in strollers struggle to get inside the building. At the left of this image, carts serve as book sale shelves, blocking direct access to the basement fiction collection and Reference Desk.



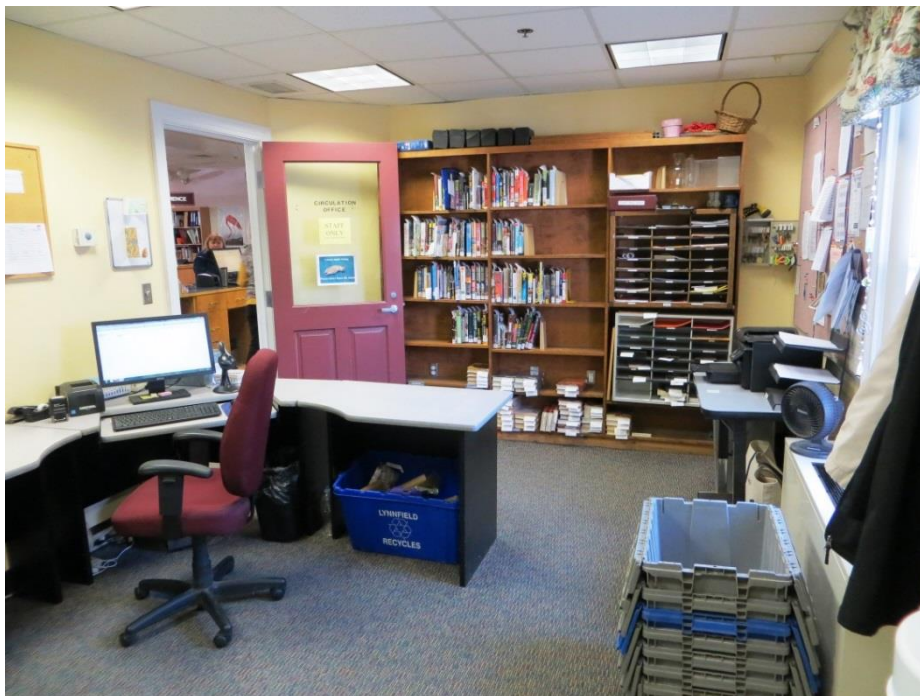
### 8. Circulation Desk

The Circulation Desk is the first thing a patron encounters when entering the Library. Patrons are often unsure which part of the Desk to approach for various tasks due to limited signage, and they also have trouble locating the small book return slot at the front of the Desk. Additionally, patrons have difficulty finding the bathrooms from this location, even though they are in direct view behind the Circulation Desk.



#### **9. View from bathrooms toward Circulation Desk**

Standing in the hallway to the bathrooms, a view of the Circulation Desk, Reference Desks, and front entrance can be seen. A strength of our current public service arrangement is the close proximity between the Circulation and Reference Desks, allowing for patrons to easily navigate between desks for different needs.



#### **10. Circulation Office**

The Circulation Office is located behind the Circulation Desk and behind the bulletin boards at the left of #9. This workroom becomes easily overcrowded with staff members conducting work tasks (such as sorting deliveries), checking mailboxes, retrieving hold shelf items, depositing and retrieving personal items, and taking short breaks. Furthermore, the view of the Circulation Desk is extremely limited, making it difficult to know when support staff is needed on Desk.





### 11. Reference Desk

The Reference Desk is located in close proximity to the entrance and Circulation Desk. Reference librarians often comment that they feel boarded off from the patrons due to the standing level of the patron side of the desk versus the seated level on the librarian side.



### 12. Internet stations

Nine Internet stations are located in the heart of the Reading Room near the Reference Desk. The librarians who maintain and troubleshoot these computers comment that the wiring setup is very disorganized, difficult to reach (one must crawl under the tables to the center), and the wires become easily disconnected by patrons' feet.



### 13. Barrel vaulted ceiling in Reading Room and mezzanine

The acoustics created by the barrel vault are a serious problem. Sound carries from the mezzanine across the entire length of the room, and from the Reading Room to the mezzanine—this is intensified during the small programs and trustee meetings that are held on the mezzanine in lieu of a program or conference room. There are no designated quiet areas for studying and reading. Tables in the Reading Room cannot be relocated due to the positioning of limited floor outlets.



### 14. Reading Room from mezzanine

This image shows tables and Internet stations in full use by teens and some tutors during the busy after school hours. Teens often leave backpacks on the floor around the tables, making it difficult to navigate through the room. The light from the Palladian window can become blinding and create computer glare when the sun is high. Large print book shelves in the center are at limited capacity, limiting future growth.





### 15. Mezzanine during programs

A folding partition screen blocks some noise from carrying over into the Reading Room, but patrons still complain about noise generated during programs. All tables and chairs must be rearranged before and after each program. Blue chairs and folding partition are stored in the closet on the far wall. Some of the nonfiction collection (to the left of this view) is inaccessible to patrons during programs, and study/reading space is eliminated.



### 16. Adult programs at the Meeting House

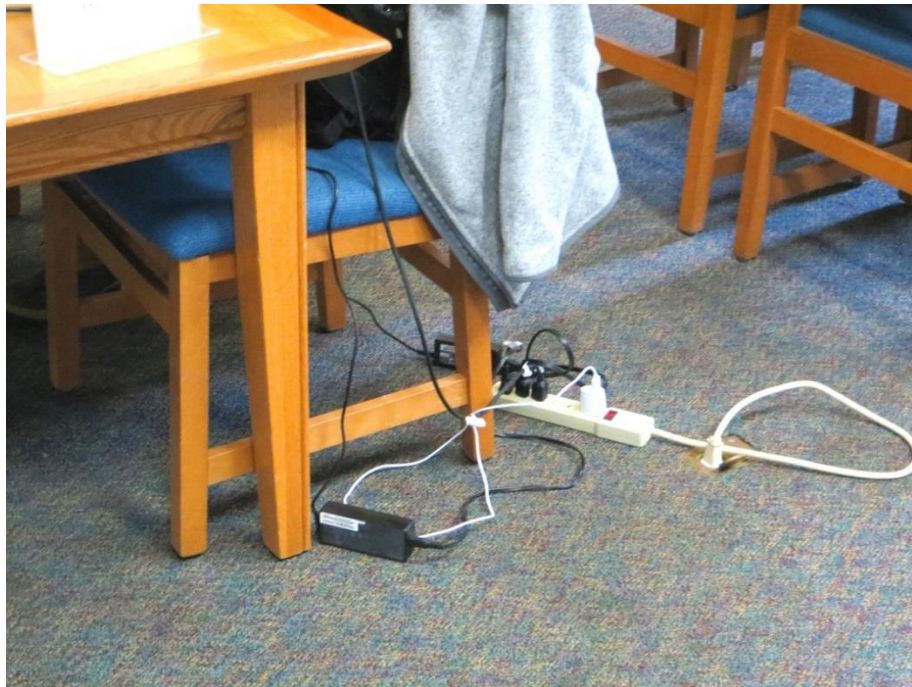
Programs with anticipated attendance of 30+ are held off-site at the Meeting House on the Common. Located across the street from the Library, tableware and paper goods, refreshments, beverages, handouts, etc. must be brought across by cart. The Meeting House must be booked well in advance and the Friends of the Library incur a cost each time. The building is 300 years old with limited restrooms, and the space is not ADA compliant. Staff and volunteers set up thirty to fifty chairs with tables for most programs. Beams make for difficult setup and viewing; there is no Internet access or sound system and wall outlets are limited.





### 17. Mezzanine use with complicated wires

When the mezzanine is available for general use, it is one of the only private areas to study in the Library. Patrons often bring laptops and more complicated computer equipment (such as this setup with two laptops and a large computer screen) and work on the mezzanine for hours at a time.



### 18. Close up of wires

This close-up of the computer wires supporting the three-screen setup above shows the limitations of our power outlets. To accommodate their technology needs, these patrons had to bring their own power strip. Due to the floor outlet's distance from the table, a tripping hazard has been created by the wiring.



### **19. Technical Services and Staff Workspace**

This space is used to receive, catalog, process and mend materials, and to provide work space for five staff members. The Friends of the Library also keep a large filing cabinet for their paperwork here. Shelving on the rear wall contains computer peripherals, books to be deleted, and an assortment of other non-related items. When large book orders are received, staff desk and floor space is limited.



### **20. Green Room**

The Green Room is another multi-purpose space used for staff breaks, informal meetings, storage, work space, some Board of Trustee meetings, and craft prep and meeting space for Youth programs. The full-time staff member pictured has no designated work space and must use the Green Room for work-related activities, such as processing Library moneys. This room is only accessible by stairs, so it is not ADA compliant.





### 21. Children's Room

When browsing in the Children's Room, parents or caregivers often sit on the floor (as seen here) due to limited adult seating. Shelving in this collection is at capacity, and there isn't room for display furniture so books on display are either placed out of easy reach above the shelves or on top of tables. Sight lines in this room are poor, and space limitations create confusion in the layout of the collections, which skip around the room wherever there is space. The colorful rug is intended for story time, but attendance usually spills over into the rest of the room, blocking access to parts of the collection. No family restrooms are available, forcing caregivers and children to walk into the adult areas to wash hands or use the toilets.



### 22. Children's program

Children's programs are held in the middle of the collection, due to lack of designated program space. Seating is limited, and caregivers are forced to stand while children participate in craft activities. While programs are in progress, access and use of the collection is severely limited. Tables, chairs and displays must be moved before and after programs. Electrical cords, when needed, must run across the floor creating a tripping hazard.



### 23. Story time in the Children's Room

During story time, limited seating options require parents and caregivers to stand or sit on chairs intended for small children. Overcrowded conditions exist during most story times, and access to the collection is limited until the program is over. There is no designated space for bags, strollers, jackets, and other personal items.



### 24. Toddler and picture book area in the Children's Room

In the picture book area, there are limited seating options and no comfortable places for caregivers and children to sit and read together. Bookshelves are at full capacity despite regular weeding, requiring books to be shelved higher than a small child can comfortably reach. Toddler book bins and a small puppet stage take up much of the available floor space.





### 25. Young Adult Program

Young Adult space is extremely limited. The YA "Corner" is within earshot of the Circulation Desk and other adult collections, creating noise that disrupts adult patrons. When a program is running, collections become completely inaccessible. Chairs have been borrowed from the Children's Room to accommodate the program pictured, but the type and height of the chairs are inappropriate for the table.



### 26. Young Adult Corner

This open corner with limited seating does not create a dynamic area suitable for teens. Collections are limited to two walls of shelving, and the unreachable top shelf must be used to hold audiobooks. No space is available for teen computers. This space is completely unable to accommodate the 30+ middle school students who regularly visit the Library after school, forcing them to swarm into adult and children's areas and squeeze out other patron groups.



### **27. Custodian's closet**

The only custodian's closet has limited space for equipment, supplies, and paper product storage, and no seating or desk space available. Our custodian must carry equipment and supplies from floor to floor of the Library, and also haul trash and recycling a long way to dispose of them.



### **28. Mezzanine study space**

A corner of the mezzanine that serves as a quiet study corner is also a storage area for swinging signs and other overflow storage. A public typewriter is housed at the end by the artificial tree, which generates noise that echoes throughout the Reading Room. The framed quilt hanging on the wall has special historic value for residents, but few people know it is here because the traffic at this location is limited.



### 29. Wall opening to the attic

Use of the attic has been approved by the Fire Department for extra shelving space, but the DPW must also navigate this walkway to access ductwork and air vents. A foot stool must be used to climb in and out of the high door, and the ceiling height once inside does not accommodate full standing. Storage inside includes banners, folding tables, easels, display props, mailing supply trays, and Friends of the Library book sale materials.



### 30. Mezzanine closet

A folding partition screen used during adult programs, as well as a rack of 26 chair and six tables are stored in this closet (seen closed in #15). The chairs and tables must be brought out to the Meeting House across the street for the two annual used book sales.





### 31. Mechanical Room

The basement Mechanical Room serves as the storage and sorting area for two annual book sales held by the Friends of the Library. The ductwork in the rear of the room prevents staff and volunteers from standing upright, where carts, holiday decorations, surplus computer CPUs and keyboards are kept. During heavy rain, water leaks in the area under the orange pipe on the left.



### 32. Lights in Reading Room

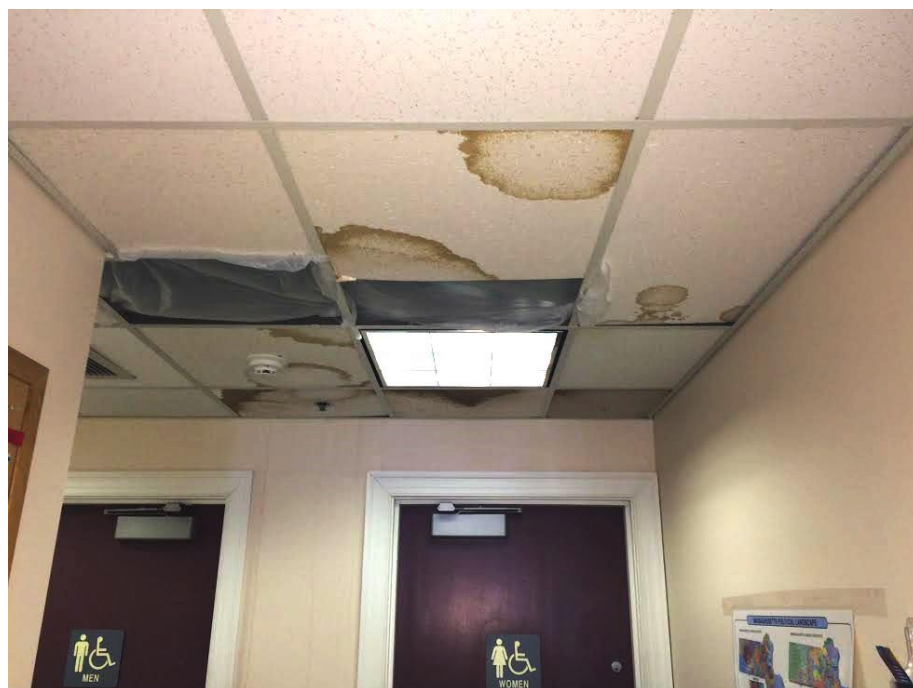
In the Reading Room, lights on either side of the two ceiling fans must remain off at all times because they create a strobe effect when lit. Lights are not replaced by the DPW until a sufficient number have burned out because the changing process requires a cherry-picker to be brought over by truck from the DPW. Consequently, there is always a certain number of lights out, sometimes making parts of the room feel dark and gloomy.





### 33. Basement flooding

In October 2014, severe rainstorms caused the parking lot and stream beside the Library (see #3) to flood and pour water down the emergency exit and into the basement. Cleanup and testing for mold required the basement to be closed for over a month, eliminating access completely to the fiction collection, back issues of newspapers, and Friends Book Sale / Mechanical Rooms. Book sale items stored in boxes on the floor were damaged and had to be discarded.



### 34. Ceiling leaks

Severe weather during the winter of 2014-2015 caused major leaks throughout the building. Ice dams formed on the roof that, when melting, caused water to leak over the entrances to the only bathrooms in the building. Patrons had to navigate around falling drops and tubs to catch water on the floor. Ceiling leaks are also frequent in the Youth Services Office, Genealogy Room, Circulation Desk area, and Technical Services Room.