Moffat Library of Washingtonville Preliminary
Historic Building Program

July 2013
Prepared by the Moffat Library of Washingtonville
Historic Building Committee

Moffat Library of Washingtonville
Historic Building Committee

In 2012, the Board of Trustees of the Moffat Library of Washingtonville approved the formation of a Historic Building Committee. The initial charge of this committee was to develop a comprehensive Building Program. The members of the library's Historic Building Committee, listed below, completed this work in August of 2013 and presented this Preliminary Historic Building Program to the full Board of Trustees for approval at their August 2013 meeting.

Historic Building Committee Members

Chris Fox, Trustee (Chair)
Carol McCrossen, Library Director
James Casazza, Trustee
Matt Davis, Trustee
Scott Greene, Community Member
Barbara Koller, Trustee
Ruth Manyin, Trustee
Mary Ann Marrero, Friends of Moffat
Jeanne Versweyveld, Trustee

Library Board of Trustees
FY2013/2014

Dennis Barnett, President
Luis Rivera, Vice President
Shelley Silberlicht, Treasurer
Chris Fox, Secretary

James Casazza, Trustee
Matthew Davis, Trustee
Victoria Drake, Trustee
Linda Kean, Trustee
Barbara Koller, Trustee
Brenda Koza, Trustee
Ruth Manyin, Trustee
Michele Murphy, Trustee
Jeanne Versweyveld, Trustee

Carol McCrossen, Library Director

TABLE OF CONTENTS

BuildingProgram.docx

Appendices

- *Community Survey* Results (2013)
- Space Needs Worksheet

Introduction

Introduction

The purpose of this *Building Program* is to define the detailed architectural space requirements for a proposed reconstructed public library to serve the residents of the Washingtonville Central School District community. A clear statement of space requirements, primary relationships between functional service areas and overall concepts of organization is the goal of this plan.

To place this *Building Program* in the context of the library's overall programming goals, this introduction includes the *Mission of the Moffat Library of Washingtonville*, a description of the Washingtonville School District community and a rationale and vision for the renovation of the historic Moffat Library building. A summary of recent feedback received from the community regarding the renovation is also included in this section.

Mission of the Moffat Library of Washingtonville

As originally stated in 1887, the mission of the Moffat Library of Washingtonville is to offer our collection and services as a source of information, education, enlightenment and entertainment to all members of our community.

The Historic Moffat Library: A Sense of History

The Moffat Library building was a gift from David H. Moffat, Jr., who was born in Washingtonville and had moved to Denver, Colorado. He amassed his fortune with various businesses, primarily railroading. The idea for the library building was conceived in the winter of 1885. David wanted to share his wealth and had a desire to give a gift to his hometown. The land that was acquired for building was originally owned by Moffat's grandfather, Samuel Moffat, the founder of the village of Washingtonville.

George Edward Harney, of Cold Spring and New York City, was hired as the architect. Harvey R. Taylor and Holland Emslie of Cornwall, New York, were hired as contractors. Groundbreaking took place in 1886. The cornerstone was laid on September 18, 1886. And the dedication for the library was held on April 25, 1887, for which David who had returned for the ceremony was honored. The total cost of the construction at that time for the Moffat Library was $25,000.

Mr. Moffat had planned on leaving an endowment for the library to continue operation, but this was not to be as David fell on hard times and died essentially penniless. The library operation was funded primarily by donations and memberships. In the 1950s, the library fell on hard financial times and building repairs and operations could not be funded. In 1956, the Town of Blooming Grove stepped in and offered their support with the condition that they would share the space with the library. Several of their offices would occupy part of the building and the library would remain in the other portion of the building. The Town also agreed to pay for the upkeep and maintenance of the building. The library space was expanded in 1957 and in 1992. The Town of Blooming Grove, owners of the building from 1954 until 2013, added on a wing to the east side of the building in 1972 and used it for additional office space.

The Moffat Library building's history is rich with tradition. During the first 75 years of its existence, the Moffat Hall was the center of the community's social life, with events such as the annual Lincoln Dinners, theatrical productions, musical presentations, high school graduations, community organization events, silent movie nights, dances and other gatherings that brought the community closer together. Today – 125 years later - the Moffat Library is still the center point for the community, providing one of the only venues for programs that truly enrich the Washingtonville community in spirit, knowledge and togetherness.

Washingtonville Central School District Community

Currently, the Moffat Library serves the 24,399 residents of the Washingtonville Central School District (WCSD). Our service population includes the Town of Blooming Grove (which includes the Village of Washingtonville) and portions of the towns of Hamptonburgh and New Windsor. The Library building is located in the Village of Washingtonville (41.43 degrees N. latitude; 74.15 degrees W. longitude at an approximate elevation of 360 feet) in Orange County, New York.

Out of the 17 public library districts in Orange County, Moffat Library is the third largest in terms of population, following only behind large city-towns of Newburgh and Middletown. It is a bedroom community, consisting primarily of residential development. There are no major commercial or industrial developments to speak of.

Once large dairy farms dominated the area. Now there are few working farms in existence, but the area retains some of its bucolic nature. However, the area has few community outdoor or indoor spaces where residents can recreate.

Why Expand and Renovate the Library?

The historic Moffat Library building is located in the center of the Washingtonville village 'downtown' area. It is located within the small shopping district for the area and within walking distance from senior housing and apartment complexes as well as the middle and high schools, the area's only grocery store as well as small shops and restaurants.

POPULATION GROWTH:
Although the library was expanded in 1995 to add some much-needed children's collection space, the library's total space still only totaled 2,800 square feet. When built in 1887, the library building served a population of 1,000 people. The current service population is over 24,000 and still growing. Over 11,000 residents have Moffat Library cards. Using population growth as a measure alone, the Washingtonville community has long outgrown its current library facility.

COLLECTIONS:
Due to space constraints, the collection size has remained at about approximately 40,000 items for the last fifteen years despite the growth in population and the diverse information needs of the changing community. National library standards suggest that a library servicing a population

the size of Washingtonville Central School District should be closer to 80,000 items for browsing in the library.

Much of the library's shelving did not meet current building code or ADA requirements. Additional shelving had been added over the last fifteen years to accommodate growth in the collection, as well as a growing number of different audiovisual formats, such as DVDs and audiobooks. However, browsing material in the library's collections has always been difficult because of narrow aisles and limited standing room. This had been felt most acutely in the new books area, one of the library's most popular collections, where the shelves were in the direct path of those waiting at the circulation desk. Patrons couldn't search the new book shelves when there was a line at the circulation desk.

TECHNOLOGY:
The library had five computers available to the public with internet access and popular word processing software. Despite the dramatic increase in information resources available over the internet, space constraints limited the ability to increase the number of computers and expand access to this high demand resource. Additionally, computer training and instruction was severely restricted due to both the lack of computer terminals and the lack of space to provide adequate group instruction.

PROGRAMS:
In regards to library programming, in the fiscal year ending in 2011, 10,107 adults, teens and children attended 440 library programs. Due to high demand, participation in many children's programs had to be limited by a lottery system. However, all programming had to be limited by the small size and proximity of our single meeting room in the library. The type and size of the meeting space severely limited the type and amount of programming the library was able to offer. The room was in another wing of the building and completely separate from the main library space and contained very limited storage space, which made it time-consuming and difficult to present programs in the room. This inadequate programming space was even more acutely felt at a time when the changing population was demanding access to more community and cultural resources than ever before.

SEATING / TABLES / STUDY AREAS:
In a 2013 *Community Survey* that was conducted to determine the current and future needs, quiet study areas were noted as the top priority by the public. In the historic building, there were no quiet study areas or reading spaces away from busy library areas. To add further stress to this situation, there was increasing pressure from the community to provide tutoring and proctoring spaces. There were some afternoons where tutors and students were using the entire seating capacity of the library. Study table seating capacity was available for 8 people in the children's room and 12 adults in the reference room. There was no available seating or workspace in and around the photocopier or in the teen area. The study tables that were available were crowded into the available floor space and when they were in use, access to the library's collections was severely restricted. Lastly, there were no quiet areas where individuals could study or small groups could gather to work on a project together.

HANDICAPPED ACCESSIBILITY:

Although a handicapped entrance was installed in 1995 at the front entrance of the historic building, there was no separate handicapped entrance off the programming room. For afterhours programs, handicapped persons would have to enter and exit through the library itself on the other side of the building. Further, the interior shelving, furniture, heavy doors, and uneven flooring did not offer the necessary clearance so that all areas and collections were accessible to handicapped individuals. The building also did not meet NYS Department of Education minimum standards for public library buildings. Each year, the library filed a variance with the State Department of Education indicating that its efforts to meet these important standards were continuing.

PARKING & LIBRARY USE:
The Moffat Library has always been one of the busiest libraries in Orange County. In 2010-11, over 70,000 people visited the library, an average of 25 per hour. During that same year, 123,015 items were borrowed by residents. At the historic 6 W Main building, parking was always a serious issue and barrier. There were only seven regular spaces and one handicapped parking space available to library patrons and staff, which was insufficient. Most library users drive to the library and several surveys that were conducted from 2005-2011 listed additional parking as the number one priority for the library facility.

STAFF SPACES:
Staff work space had always been very limited. Receiving and processing of materials had been done within the confines of a very small back office space or out at public service desk. This resulted in cluttered, inefficient and in many cases, unsafe, areas for staff and patrons. In addition, the small back office room served as both workroom and break room, making it virtually impossible for staff to have a place for important time away from busy public service desks.

LIBRARY AS COMMUNITY CENTER:
A renovated and expanded facility would provide the library with the ability to be the town's vibrant and growing cultural center.

HURRICANE IRENE DAMAGE & CONDEMNATION OF 6 W MAIN BUILDING:
At the end of August 2011, Hurricane Irene and Tropical Storm Lee hit the Washingtonville area with devastating results. The village was flooded for weeks. Roads were closed. Buildings were under water. The historic Moffat Library building, which is located at the center of the village, was seriously damaged during these two storms as well. The building had to be closed and remains closed to date. Seven-foot waters flooded the basement of the building for over four weeks following the storms rendering all the building systems useless. The water needed to be removed so that the building systems could be repaired or replaced. Unfortunately there was nowhere to put the water because the whole area and sewer system was flooded as well. The water sat in the basement for a month because the sewer systems were flooded as well and rendered useless. Mold was an issue and asbestos was loosened and fell down in all areas of the basement. Until these issues were dealt with, the building was unusable.

The Moffat Library was effectively closed from the end of August 2011. In the weeks that followed, the Moffat Library Board of Trustees worked diligently to find another temporary

location for the library. During this time and throughout the next year, the surrounding libraries generously lent their support and services to our library patrons.

There was concern for materials, books, valuable assets and other pieces of equipment as time progressed due to the mold that was being created from the water in the building.

Towards the end of September 2011, Jim Smith, a local businessman, learned of the library's plight. Having some extra warehouse space, he offered it to the library for storage. The Board of Trustees welcomed the donation. The library had to be emptied out to salvage what we could.

Mr. Smith offered us the use of his staff and fleet of vehicles to help move the library contents to the temporary building. With his help, as well as the assistance of staff, Board members, and many community volunteers, the entire contents of the building were packed and moved to the new location in one week's time. This included the 40,000 items in the library's collections, as well as the furniture, office contents, desks, shelves, etc. This was a huge undertaking. The community support was overwhelming. More than 200 community members pitched in during that week, helping to pack up books, using their own cars to transport items to the new building, finding boxes, moving materials and pitching in. Their dedication was even more apparent in that they were doing all of this in the heat and in the dark, due to there being no working building systems.

With new information on the condition of the Moffat building, it became clear that we would not be returning to our previous residence for some time. Negotiations with Mr. Smith allowed the "storage facility" to become the temporary library location. Because the building was just a shell, it needed to be equipped with phone and data lines and approved for public occupancy. This took some time and coordination because our sole means of communication was staff personal cell phones, which kept dropping out. In addition, there were no data lines and cable connections yet, so there were no internet connections for staff to use. During this time, staff were moving shelves, setting up the circulation area and staff areas, deciding what collections to put out and coordinating the set-up. Due to limited shelving, it was decided to put only a portion of the collections out for patron use and keep the remainder packed in boxes. In addition, because there was limited lighting installed in the building, the evening hours had to be eliminated, but extra daytime hours were added on the weekends. There was no evening bookdrop available to drop off materials after hours so staff members started taking items back from patrons in the community. The rules for library operation were forever changed at Moffat during this time.

When it became apparent that it would be a year or more until the Town made the necessary repairs to the building, we realized that we needed to provide long-term alternatives. Many possible sites were investigated, but the cost coupled with the limited types of space available in the area made us realize that the best plan for our patrons would be to stay in our temporary location. Some minimal building adjustments (such as adding lighting and creating a meeting room) would have to be made so that the library could be more functional.

In the next year, more shelving and furniture were obtained through donations from area libraries and slowly the full collections at the temporary site came out onto the shelves. Carpeting was

installed in 2012 in the building. Programming continued throughout this time in various local venues that were graciously donated by community organizations outside the library building proper. Full library programming started up again at the temporary location in the fall of 2012, with the staff just segregating open areas and presenting programs there. In the meantime, plans were drawn up for the temporary location so that additional lighting could be installed and a program/meeting room could be created. Construction was completed in the summer of 2013. In September of 2013, the library resumed its regular hours in the evening, but also kept the additional hours on the weekends so that the library was open an additional four hours for a total of 60 hours per week.

During the time period that the library was operating out of the temporary location in Campbell Hall, New York, repair work was completed by the Town of Blooming Grove on the historic 6 West Main building. However, in the previous 10-15 years, the building had fallen into disrepair. The roof of the building had for many years been leaking and was in need of replacement. The main floor of the building had been flooding for many years, mold had developed in the walls, and many other issues resulted from this. The Town did not have the necessary funds to make the necessary repairs. After the repairs were made from the hurricane damage, the building was still unfit for habitation due to the remaining roof issues.

The Town of Blooming Grove approached the Moffat Library with an offer to "sell" the building back to the library for a sum of $10.00. The library agreed to their offer and the building was transferred back to the Moffat Library in March 2013 to be used for its original intent as a library.

A Historic Building Committee was formed, consisting of board members, community members, Friends of the Library and the library director to investigate a possible renovation project for the original building. The group has been gathering information, visiting other libraries, speaking to architects and surveying the public about community needs in order to develop a building plan for the future Moffat Library.

Vision for a New Library

"Libraries are places that embody learning, culture and other important secular values and manifestations of the common good, and there is a need arising from our common humanity to visit such places." – Michael Gorman, in *Our Enduring Values* (2000)

A library building can serve a central role in a community's identity. The building, together with the library's staff, collection, programs and services, provides a vital link to the civic and educational values of the community. With the proliferation of personal computers, internet, e-books and e-resources, there has been much focus on the coming of the "virtual library" and speculation about the demise of the library building as we had come to know it. Contrary to these dire predictions, libraries throughout the nation continue to reclaim their roles as indispensible educational and cultural institutions. Significant increases in library use, as well as commitments of public and private resources to renovate, enlarge or create new library buildings are being noticed across the nation. The development of and commitment to shared community resources is especially important in these uncertain economic times. In the larger context, the

Washingtonville Central School District community has an extraordinary opportunity to create a 21st century library that meets the educational, community and cultural needs of all its residents.

A library facility should provide a harmonious balance of public service areas and necessary support areas. A library in the Washingtonville area would still place a heavy emphasis on books and reading. However, any library expected to adequately serve its residents in the 21st century must also provide an array of information, technologies, and public gathering space. To meet present needs without compromising the library's ability to respond to the rapid changes in today's society, we must provide flexible, adaptable designs that allow for these new services.

Below are a number of examples of a 21st century library.

- A group of seniors at internet workstations participating in a class on how to use the internet, while another user prepares a resume at a computer workstation.
- A standing room only audience to a presentation on local history in the library's public meeting space.
- A group of preschoolers from a local daycare enjoying a display of local children's art as part of their tour of the library.
- A college student at home over break researching journal articles for a school project and emailing the results to himself.
- A preschooler and his parent using an interactive children's software program designed to encourage reading.
- A tutor and three students using a section of the library to study for upcoming Regents exams while another user quietly studies for an upcoming job exam.
- A user sitting in a quiet corner of the library reading.
- A class of 4th graders from a local school receiving a tour of the library and special instruction on materials available for a New York State history project.
- A couple enjoying the visual arts display which is part of a community arts celebration.
- A parent and child reading a book in a quiet corner of the library, while a preschool story time is in session.
- A group of parents meeting with a local police officer to discuss children and internet safety.
- A group of Washingtonville area business people receiving instruction on business resources available in the library and on the internet.
- Adult residents of a local senior housing facility on a group visit to select reading material.

An expanded library in Washingtonville should emphasize a central commitment to public service that balances functionality with aesthetics. It must be cost-effective in terms of design and ongoing operation. In addition to being responsive to changing service needs, it must be welcoming and easy to navigate. The library of today must accommodate traditional services and collections while reflecting the importance of technical flexibility for new technologies. While more information can be stored in smaller spaces in digital formats, a higher level of demand for a wider range of materials, furniture and equipment is needed.

A 21st century public library building should be a true community and cultural center. An expanded and renovated library building in Washingtonville could be an excellent asset and resource to the community. It could promise to celebrate the values and tradition of an historic site, as well as add the 21st century expansion that will provide all the members of the community with much improved access to a vast array of educational and cultural resources that will last long into the future.

Community Feedback

The need for an expanded library in Washingtonville has been documented in the recent past by community surveys and informal community feedback.

A community-wide paper and online survey was distributed from May 2013-July 2013 with over 170 people responding. The majority of respondents were from Washingtonville & Blooming Grove (82%), with 9% from New Windsor and 9% from Hamptonburgh. 92% of respondents had a Moffat Library card.

Highlights of the survey are as follows:

- **Library visits at temporary location**: 54% visit weekly or daily and 30% visit monthly.

- **Why people visit the library**: 1) Borrow books, DVDs, music CDs; 2) Attend/register for programs; 3) Spend Time with children; 4) Make photocopies /fax/Notary; 5) Use the library catalog.

- **Library hours**: 62% said that current hours satisfy. 18% said they would like additional weekday evening hours

- **Website visits**: 51% visit weekly or monthly; and 8% visit daily.

- **Website services used**: check account information, place holds and search library catalog; find information on library events; download e-books or use online databases.

- **How patrons find out about library events**: Overwhelmingly people still find out about events through the library newsletter. But about 40 % find out via the website, the sign at the corner of Route 94 and Route 208 as well as through in-house flyers.

- **Program attendance**: 50% of respondents said they have attended library programs in the past year, with the majority (55%) attending children's programs.

- **Other program patrons would like to see at the library**: weekend and evening children's programs; more adult programs during the day; computer software classes; basic how-to; tutoring; health and cooking classes; and more teen programs.

- **Additional services the library could provide**: more information about local community organizations and services; more curriculum-related resources for school-age children and teens; more local history and genealogy materials and emergency information for residents.

- **New space priorities at renovated building** (ranked): 1) Quiet study areas; 2) More parking; 3) Drive-thru pick-up and drop off window; 4) Children's activity center; 5) Large meeting room (25-50 people); 6) Small 2-4 person meeting rooms; 7) Separate children's program room; 8) Computer lab; 9) Outdoor sitting and recreation area; 10) Auditorium for 50-100 people; 11) Separate teen room; 12) More seating/tables; & 13) Local history room.

- **Where the library should focus its financial resources in the future**: 1) Books, CDs, DVDs, and audiobooks that can be borrowed; 2) programs for all ages; 3) e-resources that can be downloaded from home; 4) a clean and welcoming library; and 5) an enhanced website that can act as a the community "go-to" guide for our area.

- **Additional comments**: "Staff are always helpful;" "Library needs automatic entrances for handicapped;" "Library needs additional parking."

Exterior Considerations

Exterior Considerations

This section of the Building Program describes the elements of planning and design that are associated with the exterior of the building and the site.

Historic Exterior Architectural Highlights

❖ Architectural style is late nineteenth century Queen Anne.
❖ South façade is highlighted with a central porte cochere supported in the front with columns topped with Ionic capitals.
❖ The clock tower is equipped with s four-sided clock with works manufactured by E. Howard and Company of Boston, MA.
❖ The 1500-pound clock bell, which strikes the hour, was manufactured by the Henry McShane bell foundry in Glen Burnie, Maryland.
❖ Original construction consisted of a central, two-story auditorium, a vestibule, the library room to the west, and a reading room to the east.

The Library Site

The Moffat Library historic landmark building is the Washingtonville community's main source of civic pride for the area. The community has expressed repeatedly that the restoration of their beloved Moffat building is very important to them.

To add to this are the new additional features that will enhance not only the library's offerings, but also create the sense of 'community center' in Washingtonville. Some of these features that should be considered are:

- To create the library as the 'center' of the community
- To create open, green spaces surrounding the building for informal community gathering
- To blend the library's historic building design with the outdoor landscape and surrounding buildings
- To keep the library "walk-able" or "bike-able"
- To include outdoor recreational areas for library users and community residents
- To act as an emergency service location in the village

Traffic Control/Parking

- Consideration should be given to accommodating large volumes of traffic, including vehicles, buses, emergency vehicles, pedestrians and bicyclists. These diverse patterns of traffic should not conflict with one another.
- Safety should be a paramount concern. Outdoor lighting should be planned with these safety considerations in mind. However, it is important to take into consideration the surrounding residences and provide a lighting system that is not obtrusive for neighbors.

- Consideration should be given to a drive-thru window lane that does not interfere with traffic flow in parking lot or pedestrian traffic and has easy entrance and exit from lot.
- Bike parking should be integrated seamlessly into the exterior grounds or parking lot, keeping in mind easy flow into and out of bike rack area.
- Consideration should be given to providing a delivery entrance away from the flow of user traffic.
- Consideration should be given to planning for staff parking away from primary spaces for library users, but with easy access to staff area of the building.

Operations and Maintenance

- Consideration should be given to minimizing operational and maintenance costs in the selection of landscaping and building materials.

Interior Considerations

Interior Considerations

This section of the Building Program is intended to provide comments regarding general interior considerations that are important for a new library facility that strives to be functional and cost efficient to operate.

Historic Interior Architectural Highlights

The Moffat Hall:

- ❖ The wainscoted main entrance, through double doors, led to the vestibule in which a ticket booth and cloakroom were constructed.
- ❖ Two bronze plaques were unveiled at the dedication honoring David H. Moffat, Jr., and his gift and the other in memory of David's cousin and construction overseer until his death in 1886, John Newton Moffat. They are located in the vestibule.
- ❖ Two sets of double doors flanking the five sided ticket booth were access to the auditorium (Moffat Hall), which measures 80 x 40 feet and was said to seat 375.
- ❖ The room originally had three tall windows on the west and east sides. These were lost with the 1957 and 1972 additions to the building. The walls were wainscoted.
- ❖ Truss construction consisted of three exposed frame trusses, the center of which has a kingpost on either side of wide struts.
- ❖ Two of the three gas powered chandeliers remain.
- ❖ The original stage measured 24 x 56 feet.
- ❖ Dressing rooms were located in the basement.

The Library / Reference Room:

- ❖ The library room measured 26 x 29 feet.
- ❖ The brick fireplace with terra cotta tiles at each corner of the overmantle dominates the room.
- ❖ The Tiffany window, installed in 1899, graces the south wall. It is comprised of the Moffat Family crest and motto 'Spero Meliora' and is dedicated to Catherine Moffat by her children. It was produced by Tiffany Studios as were 4 smaller stained glass windows.
- ❖ The large Belcher stained glass window to the west is dedicated to David H. Moffat, Jr.'s, grandfather Samuel L. Moffat and his father David H. Moffat, Sr.

The East Room:

- ❖ The reading room to the east also has a brick fireplace. Ornamentation is more understated than the library fireplace.

General Ambiance

- The building will be an active, busy place hosting a diverse range of users and activities. It is important that the building's ambiance convey an inviting sense of warmth and welcome.
- Users should be able to become acquainted with the design and layout of the building at their own pace. Upon entering the building, users should be able to easily identify the major areas of the library they are seeking. Signage and location of staff assistance should be readily available to assist users and should be designed for flexibility and ease of making changes or additions over time.
- Color, lighting, ceiling height and scale of furnishings should help all users, especially young children, in identifying areas designed specifically for their use.
- Consideration should be given to integrating art and local history objects and visual displays into functional areas of the building.
- Consideration should also be given to creating clutter free displays with areas for flyers and other merchandising displays.

Energy Conservation

- Energy conservation planning should be done using a comprehensive analysis of alternatives for energy conservation.
- Solar and other "green" alternatives for energy conservation should be considered.
- Natural ventilation, fresh air exchange should be included when feasible.
- Control of heating and cooling should be by zones to accommodate different needs in different areas.
- Placement of glass/windows should consider light and energy conservation.
- Temperature needs of computer equipment should be considered and proper ventilation and control included.
- Consideration should be given to possibly obtaining a back-up power generator for use during outages so that library can be used as emergency service location.

Technology

- An expanded library building should use a full range of technologies to enhance public service and streamline internal functions.
- All building design should attempt to incorporate the extensive future use of personal computers, laptops, tablets and cell phones, as well as future devices as it is constantly being redesigned.
- Wireless technology must be available throughout all library spaces.
- Planning and design should consider allowing for utilization of this, and other changing technologies.
- Consider the inclusion of a low-power radio, online, or other emergency broadcast system and, if necessary, a radio, cell, or other communication tower, keeping in mind future use.

Communication Systems: Telephone/PA System/Radio, TV or Other Digital Broadcast Station

- Careful consideration of the library's telecommunications needs is important to selecting an effective telephone system. Use of headsets, wireless phones, cell phones and other appropriate technology should be considered.
- An emergency phone for public use should be available in the lobby area or exterior of building.
- A public address system with paging capabilities and volume controls should be considered.
- Consideration should be given to the possible development of a low-power radio, tv or other digital broadcast system with the ability to reach the residents of the district and acting as a means of distributing emergency information, as well as distributing information on community and cultural events, to residents.

Lighting

- Lighting should emphasize the quality of light being provided. It should provide a pleasing visual atmosphere and operate with energy efficiency. It should also take into account the increased use of computer monitors for public and staff use and minimizing glare. Task lighting should be used whenever appropriate and dimmer controls included allowing for varying levels of light adjusted by the user.
- Natural lighting should be considered heavily in areas of high use.

Open Modular Design

- The design should give special consideration to limiting physical barriers, and when necessary to keep them on a manageable scale. Consideration should be given to serving the needs of physically challenged users with respect not only to the design of the building, but the placement of furniture and equipment.
- Movement from outside areas into the building and from different areas of the building should be as open as possible. Staff is required to move material throughout the building and consideration to these needs should include aisle width and avoidance of obstructions for the movement of book carts, etc.

Control with Minimum Staff

- The design and layout of the building should be planned so that visual control of public areas can be accomplished with a minimum number of staff.

Office Ergonomics

- Ergonomic design considerations are important for staff and library users. Special consideration should be given to ergonomics especially as they relate to computer equipment and work spaces. Also consideration for patron use of devices throughout the building, but especially in seating and study areas, should be considered.

Noise Control

- Noise is a special concern in a public library. Some areas of the library, specifically the children's, teen, programming and circulation area are by nature of the functions for which they are designed, noisier than areas for quiet study or reading. Library users expect to have areas where higher levels of noise are acceptable and areas for quiet use. In an open, flexible design, consideration should be given to the use of appropriate acoustical building materials creating areas of quiet as well as noisier, busier areas of use. Ceiling height should vary to help in obtaining proper noise control.

Restrooms

- ADA accessible public restrooms should be available on all levels where there is public space.
- Public restrooms should be readily accessible from the public programming space and access should be available to these facilities at times when the programming space may be in use, but other areas of the library are closed to the general public.
- Public unisex restroom with fixtures scaled for young children should be included in the children's area. These restrooms should include facilities for caregivers of young children as well, such as changing tables, disposable diaper receptacles, etc.
- Staff restrooms should be adjacent to staff break room.

Custodial Facilities/Building Maintenance

- A closet to store maintenance and cleaning supplies and equipment, including a large sink and floor drainage should be included with consideration of proper ventilation.
- Consider ease and cost of maintenance in overall design of building and use of building materials.
- Consider the addition and storage needs of housing a back-up power generator to be used during power outages.

Storage

- There should be adequate storage areas for all maintenance, staff, programming, children's and adult/local history areas of the building.

Security

- The design of the building should take into consideration fire and smoke detection and prevention. Further, the building should be zoned so that if a problem erupts in one area of the building, only that area's section will execute.
- Consideration should be given to including an intrusion alarm system for building security.
- Consideration should be given to the use or potential future use of a library materials security system.

Descriptions of Service Areas

Circulation Area / Popular Materials Area / Drive-Thru Service Area

Function:

This area is the primary public service point for the entire library. The circulation desk is the busiest desk in the library serving all patrons who borrow library material. Services include circulation, library card registration and general information/directional services as well as assistance with the photocopier, faxing service, and notary service. This will also be the service point for drive-thru window transactions. Literature of general interest to the community is displayed in this area as well, with an emphasis on library services and programs.

This area should be designed to:

- Handle registration for all library cards, including renewal
- Check in and check out of library materials, including receipt of fines for overdue and lost items
- Provide general information including library building directions and referrals to other library areas
- Provide patron pick up point for reserves, as well as staff processing point for materials borrowed from or being sent to other libraries
- Provide drive-thru service pick up and drop off of materials
- Provide pick up and delivery point for interlibrary system deliveries
- Provide answering for incoming telephone calls
- Handle simple processing of library materials, including discards
- Provide copier assistance, fax assistance, and notary service
- Handle ready reference / information questions
- Areas in close proximity to the circulation desk include: new book browsing section; AV section; current periodicals; and Friends of the Moffat Library book sale shelves (if they are not in a separate area of building)

Occupancy:

This area should be designed to accommodate at least 30 people at a time. The staff desk area should accommodate up to four staff members (3 circ staff + 1 librarian/librarian assistant) depending on activity level.

Preliminary Listing of Furniture and Equipment:

Furniture:

I. **Check in and out Area / Information Desk / Drive Thru Service Area**:

- One (1) Circulation / Information Desk with space that is accessible to adults, children and people with disabilities including area for three (3) workstations. Staff should have the ability to make eye contact with patrons as they enter the building. A side part of the desk would incorporate a separate sit down area to

facilitate a reference/information station (and manned by a librarian). Room should be allowed for up to six (6) book trucks and possible sorting area for shelving. Consideration should be given to including a bin at each of the two circulation stations for returning material in the desk.

- One (1) side or rear Service Desk including area for one (1) workstation that faces an outside window to handle drive-thru transactions, as well as a separate in-wall return area that empties into the circulation area. Attention to potential vandalism in this bin should be given. Speaker system should be considered to facilitate easier communication with drive-thru patrons.
- Two to four (2-4) Literature Display Racks / Bulletin Boards
- Six (6) Shelving Units for reserves and ready reference materials

II. Popular Materials Area

- Three to four (3-4) separate shelving and/or display areas for new material
- Three to four (3-4) rolling square upholstered stools for seniors to sit while browsing shelves (to be kept underneath a small counter/table on the end cap of each shelf)

III. Magazines and Newspapers

- Shelving and display area for 125 periodical subscriptions – should accommodate up to 6 months of back issues
- Eight to ten (8-10) comfortable seating, individual and bench

IV. AV Area

- Flexible AV shelving to accommodate Audiobooks, DVDs, CDs, videogames and flexible design for future formats

V. Copy Area

- One to two (1-2) tables and chairs or stand-up counters for sorting copy projects, doing notaries, etc.

VI. Friends Sale Area* (*if not in a separate area)

- Two to four (2-4) shelves for books, CDs, & DVDs
- Display area for merchandise

Equipment:

I. Check in and Check out Area / Information Desk / Drive-Thru:

- Four (4) PACs (with monitors equipped to process credit card payments)
- Four (4) Barcode scanners

- One (1) Printer
- Four (4) Receipt Printers
- Three (3) Telephones with voice mail (one cordless)
- One (1) Fax Machine
- One (1) Intercom System for drive-thru
- One (1) Security System
- One (1) Typewriter for labels, miscellaneous.
- Four (4) under the desk cash register drawers to be integrated with computer terminals

II.   Popular Materials Area

- One (1) Self Check Out machine
- One (1) PAC terminal

III.   AV Area

- One (1) PAC terminal

IV.   Copy area

- One (1) photocopier / scanner with money card/credit card activation (?)

Spatial Relationship:

This area should have visual control of the lobby and front entrance and should be near the staff workroom (if possible). In a single level design, effort should be made to provide visual oversight of the main public areas of the building from this area.

Environmental and Engineering Needs:

I.   Communication – There should be three phones at the staff desk with voice-mail and a fax machine. In addition, there should be an intercom system at drive-thru window.

II.   Data Cabling – There should be sufficient cabling to operate library computer network now and in the future. Consider wireless/cloud computing technologies and anticipate new technologies as feasible.

III.   Electrical – There should be sufficient power for now and for the future to operate computer networks and printers, photocopier, and audio-visual equipment. There should be ample electrical outlets for now and for future growth in both staff and patron areas.

IV.   Lighting – Avoid high-heat producing lights and consider glare for computer.

V.   Temperature – Heat and air-conditioning should be regulated in each area.

VI.   Finishes – Provide additional padding under carpeting on staff side of desk for prolonged standing. This is the highest traffic area of the library and carpet will wear faster than in other areas. Entryways should have protective finishes to minimize damage to walls. Consideration to the orderly arrangement of pamphlets and other community and library-related literature should be given.

Comments:

For many library users this is the single most important area of the building and will be their only point of contact with staff. A means to direct the traffic of people lining up for service at busy times should be considered. Also, special consideration should be made to minimizing clutter, helping to create a welcoming and efficient appearance. Consideration should be given to allowing for this space to be used as programming space for certain library events. This would not be the primary programming space for the library, but this area will have some of the largest gathering space in the library and could potentially be used to host after-hours events. The Friends of the Library's ongoing book sale at the library is a valuable fundraiser.

Adult Area (includes Local History/Archives Room)

Function:

This is the primary service center for adult reference and access to adult library material. This is a high traffic area that is used by library patrons for browsing of books, reference information, computer, internet, and wifi access, sitting areas and quiet study areas. This area contains the reference, adult non-fiction and adult fiction collections. The area also contains the library's special collections of adult material. While these special collections may change over time, they currently include large print, college/career center and local history room. Ideally, the local history material would be housed in a distinct area, providing some open areas for circulating collection use, and a separate, UV glass enclosed (lockable) area for in-depth research for which materials will be used in-house. Special consideration for this collection's unique storage and preservation needs will need to be taken into account. There will also be changing displays of local interest in this area.

This area should be designed to:

- Allow staff to provide assistance to patrons with reference questions.
- Provide shelving for reference materials used by staff and patrons.
- Provide shelving and allow for use of all adult book collections, including the reference collection, back issues of periodicals, and special collections including local history material.
- Provide a combination of comfortable seating and workspace for patrons including study tables and individual desks, plus several sound-proof areas/rooms, accommodating individual needs for quiet study, as well as areas for group study.
- Provide space and furniture for use of library materials by seniors and those with special physical needs.
- Provide adequate access for patrons to the PAC, internet (including wifi) and other computer programs
- Provide plug-in power sources for patrons near sitting areas.
- Provide computer terminals, tablets, or other computer device for staff to assist patrons in finding information.
- Provide area for computer training and/or computer lab.
- Provide display bulletin boards/monitors and an area for informational pamphlets.
- Provide space for microfilm reader/printer, assistive devices for visually and physically handicapped, and other emerging technologies.

Occupancy:

This area should be designed to accommodate up to 50 patrons. The staff desk area should accommodate up to 2 staff members.

Preliminary Listing of Furniture and Equipment:

Furniture:

- Shelving for 50,000 volumes in various book collections including: reference, non-fiction, fiction, paperbacks and special collections.
- One (1) Reference/Information desk accessible to adults, teens, children and people with disabilities. Must include 2 workstations with file space and shelving for ready reference material.
- Six (6) Study tables & chairs for patron use – one in Local History Room (sound-muted as much as possible)
- Four (4) small Study tables & chairs (for sound-proof Study Areas or Rooms for use by 1-4 persons each)
- Desk/table space and chairs for fifteen (15) laptops
- Table space for ten (10) public access internet workstations with chairs
- Ten (10) person capacity benches or lounge seating (some with sturdy areas for easy use)
- One (1) Bulletin Board
- One (1) Pamphlet rack
- One (1) Monitor (displaying community information)
- Four to five (4-5) File Cabinets
- One (1) Map Case
- Two (2) microfilm Storage Cabinets
- Four to Six (4-6) flexible design Display Units (Local History Room)

Equipment:

- Two (2) Phones for staff use (one cordless)
- Two (2) Computer workstations for staff use
- Ten (10) Public access internet workstations
- One (1) Photocopier / scanner (hooked into all internet workstations) for staff and public use
- One (1) PAC terminals for public use
- One (1) Printer for staff use
- One (1) portable Smart Board and other affiliated equipment to be used for computer training

Spatial Relationship:

This area can function as an independent unit, or be near and visible to the Circulation/Browsing area where other material of interest to adults is located, including current periodicals, AV materials and new materials.

Environmental and Engineering Needs:

I.   Communication – There should be two phones at the staff desk. One of the phones should be cordless. They should have voice mail capabilities.

II.   Data Cabling – There should be sufficient cabling to operate library computer network now and in the future. Consider wireless/cloud computing technologies and anticipate new technologies as feasible.

III.   Electrical – There should be sufficient power for now and for the future to operate computer networks and printers, photocopier, and audio-visual equipment. There should also be ample electrical outlets for library equipment as well as for public use (of laptops, cell phones, etc) for now and for future growth.

IV.   Lighting – The lighting in this area should be varied. Task lighting should be available at the study tables/study areas/rooms and any lounge seating areas. There should be accent lighting for displays. UV protection should be considered with local history and archives collections. Natural lighting should be incorporated as much as possible. Energy efficiency should be considered as well as glare on computer screens.

V.   Temperature – Heat and air-conditioning should be regulated in each area.

VI.   Finishes – There should be stain-guarded carpet throughout most of the area. Heavy traffic areas should have durable coverings. Entryways should have protective finishes to minimize damage to walls. There should be wall space for displays.

Comments:

Consideration should be given to designing the reference desk area with an adjacent local history room/area with tables and seating allowing reference staff to handle small local history information requests. Consideration should be given to placing PCs together in an area accessible to the Reference Desk, as well as providing an area for computer training that would allow for both training and individual use of computers to occur simultaneously. Place study areas and seating near windows to capitalize on exterior views whenever possible. Plan traffic areas to minimize noise and visual distraction to users in quiet areas. As the floor plans are completed during further design development phases, staff will provide designations for various collections and shelving requirements.

Children's Area

Function:

As one of the liveliest and noisiest places of the library, the children's area should be visible but separate from adult/reference, teen and circulation areas. It should be a welcoming child-centered space designed to provide children with:

- Adequate space for browsing
- Comfortable reading areas
- Reference and quiet study areas
- An area for group study
- Toddler/preschool area that emphasizes early literacy skills (talking, singing, reading, writing, and play) with adequate and comfortable seating for children and caregivers, as well as a safe play area/crawl area with imagination area
- Programming room consisting of a craft area and story time area which is segregated from the main children's area
- Parenting collection space near programming room with adequate space for browsing and seating
- Priority should be given to placing a unisex bathroom within the children's room with facilities geared towards children and their caregivers, including a baby-changing station.

Occupancy:

The main children's area should be designed to accommodate 40-50 people at any given time. The story time area and craft areas should be able to accommodate an additional 30 children each plus caregivers.

Preliminary Listing: Furniture and Equipment

Furniture:

I. Children's Main Library Area:
   A. Staff Area
      1) Staff Desk including chairs for 2 staff members curved with 180 degree view
      2) Shelving for professional collection
      3) File Cabinet
   B. Patron Area
      1) Upholstered Seating for approximately 15 people
      2) Three (3) 4-person square Tables and 8-12 Chairs for group study (that can be positioned together to make larger units if needed)
      3) Two (2) 4-person round Tables and 6-8 Chairs
      4) One to two (1-2) Child-sized Tables and Chairs
      5) Eight (8) individual study carrels/areas

6) Long table or counter for 4 computers (or laptops, tablets, etc) and chairs (one station should be handicapped accessible height)
7) Four (4) workstations with seating (one with adaptive technology)
8) Two (2) PAC workstations and/or tablets mounted on end panels
9) One (1) early literacy Computer workstation including desk/table and chair (near Toddler/Preschool area)
10) Adequate shelving for 30,000 volumes
   a. Wall shelving 5 ft.
   b. Free standing shelving 4 ft. with display shelving on end panels where practical
   c. Paperback racks
11) Adequate specialized shelving for:
   a. DVDs
   b. Music CDs
   c. Software
   d. Audiobooks
   e. Adaptable spaces for new devices
12) Play area/crawl area for toddlers with imagination area (safe, soft & colorful)
13) Storage units/shelves for literacy kits and toys for checkout

II. Programming Area
   A. Story time Area
      1) Low Bookcase with storage
      2) Closable, lockable Cabinet for toys
      3) 'Special Rug'
      4) Two (2) adult Chairs
      5) Built-in Cabinet for AV equipment (tv/monitor/computer)
   B. Craft Area
      1) Five (5) foldable Tables
      2) Three (3) child-sized foldable Tables
      3) Thirty (30) stackable Chairs
      4) Fifteen (15) child-sized stackable Chairs
      5) Cabinets for storage with surface for displays
      6) Kitchen area with double sink and microwave
   C. Storage Room
      1) Shelves
      2) Divided area for seasonal materials
      3) Adequate room for storing folding tables and chairs

Equipment:

I. Children's Main Library Area:
   A. Staff Area
      1) Two (2) PCs
      2) One (1) Printer
      3) Two (2) Phones (1 cordless) with voice mail

     B. Patron Area
       1) Two (2) PACs (can be tablets mounted on end panels)
       2) Four (4) computers with internet and software with earphones (one with adaptive devices)
       3) Photocopier / scanner (networked to computers)
       4) Toys and manipulative items

II.   Programming Area
     A. Story Time Area
       1) TV or Monitor
       2) DVD player or Computer
     B. Craft Area
       1) Double Sink
       2) Microwave

Spatial Relationships:

The children's area should be visible upon entering the building, but should occupy its own wing or be segregated in some way from other library areas. The entrance should be large, welcoming and interesting. The main children's area should be spatially designed in such a way that the entering customer easily recognizes the function of each sub-area. Near the entrance there should be a large browsing area for highlighting new and seasonal collections.

The programming area should also be close to the entrance of the children's main area, allowing the easy drop-off/pick-up of program participants and minimizing disturbance to those studying or reading. The programming area will border and have a doorway to the toddler/preschool area and will contain windows for easy viewing into room but sound proofed as well. The parenting collection will be located near the programming area to facilitate parent browsing while children are in program room. A large storage room will be located within the programming area. The reference/study areas will be located away from the entrance, programming and toddler/preschool areas. PACs and PCs will be found in both the main reading/browsing areas and the reference/study areas. The staff desk will be located central to every function area and easily be seen from the children's room entrance. Natural light from large windows should bathe the children's library area.

Environmental/Engineering Needs:

I.   Communication – There should be two phones at the staff desk of the children's area. One of the phones should be cordless. They should have voice mail capabilities.

II.   Data Cabling – There should be sufficient cabling to operate library computer network now and for the future.

III.   Electrical - There should be sufficient power for now and for the future to operate computer networks and printers, photocopier, and AV equipment. There should be ample electrical outlets for now and for future growth.

IV.   Lighting – The lighting in the children's area should be varied. Task lighting should be available at the study tables and carrels. There should be accent lighting for displays. The story time area lighting should be equipped with a dimmer. Ceiling lighting will be supplemented by large windows, which will contribute natural light throughout the children's room during daytime hours.

V.   Temperature – heat and air-conditioning should be regulated in each area.

VI.   Finishes – There should be stain-guarded carpet throughout most of the children's area. In the toddler/preschool and story time areas, extra padding should be placed under the carpeting. The story time area should have a specially printed carpet. The craft area flooring should be a hard, cleanable material. Entryways should have corner protectors to minimize damage to walls. There should tact-able wall space for displays and children's artwork.

Comments:

The children's library should have a bright, cheerful color scheme. Scale should be appropriate for children and consideration to creating smaller areas within this area should be made. Ideally there would be access to an outside-enclosed area for story time and a child's garden. A fish tank, built into the wall or used as a room divider would provide added interest to the children's area. Consideration should be given to providing noise control with the use of acoustical building materials as well as placement and layout of area. However, to provide visual security, glass walling will be used wherever feasible.

<center>**Teen Area**</center>

Function:

The primary function of this space is to serve as a special place to be used by teens (grades 6-12). Many of these users will also use the adult collections, but this space will meet a "social" need for many younger teens. Teens using this area will mostly be interested in popular fiction, magazines and computer/wifi usage. Area must be adaptable to changing teen needs.

This area should be designed to:

- Allow staff to provide assistance to teens with reader's advisory, assignments and ready reference questions.
- Provide a separate, comfortable space for teens to gather.
- Provide for easy access to adult reference desk for providing assistance with school assignments.
- Provide space and shelving to house materials for teens.
- Provide adequate access for teens to the PAC, internet & software programs, and wifi for use with their own devices.
- Provide display bulletin boards and an area for informational pamphlets.
- Provide group study tables/areas for teens.
- Provide for small group interaction space for staff and teens, but plan to use adult programming space and computer training space for teen needs as well.
- Possibly provide a "maker space" and/or flexible programming room geared towards teens or broadcast studio (mentioned later on in this plan).

Occupancy:

This area should be designed to accommodate up to 15 patrons and 1 staff person.

Preliminary Listing of Furniture and Equipment:

Furniture:

- Shelving for 5,000-item teen collection consisting of primarily hardback and paperback books, audiobooks and also AV items and including magazine shelving with one end cap that can support a PAC workstation or tablet
- One (1) study Table and chairs for patron use
- Two(2) café style Tables and Seating areas for patron use
- One (1) Desk and Chair for staff use
- Five (5) lounge Seats (comfortable type for teens)
- One (1) file Cabinet
- One (1) literature Rack/program display board
- Two (2) Desks/tables for PAC and patron-use computers

- Large flexible design counter with storage for use on group projects (especially a "maker space")

Equipment:

- One (1) PAC terminal (may be mounted on end cap)
- Two (2) public access PC workstations with internet and computer software including printer and desks
- One (1) staff PC workstation with printer and desk
- One (1) large Monitor or smart board for instruction, gaming, viewing movies, etc.

Spatial Relationship:

This space has the potential of being a busy and vibrant space, as well as a noisy gathering space for teens. It should be visible to patrons coming from the adult reference area, as well as staff at the Reference Desk. It should be an enclosed space for sound reduction but windowed for easy viewing when not staffed.

Environmental/Engineering Needs:

I.   Communication – access to phone at staff desk

II. Data Cabling – There should be sufficient cabling to operate library computer network now and in the future. Wifi access for teens using their own devices should be considered a priority. Consideration should be given to emerging technologies as feasible.

III. Electrical – There should be sufficient power for now and for the future to operate computer networks and printers, and AV equipment. There should be ample electrical outlets for library needs as well as patron needs and for future growth.

IV. Lighting – Lighting in this area should be varied, as in the adult collection. Task lighting should be available at desk/study and lounge areas. Natural lighting should be considered whenever possible, as well as potential glare on computer screens.

V.   Temperature – heat and air-conditioning should be regulated in each area.

VI. Finishes – There should be stain-guarded carpet throughout most of the area. Entryways and walls should have protective finishes to minimize damage to walls. There should be lots of flexible wall space for displays and teen creations.

Comments:

Consider the need to create an inviting space for teens without being patronizing. Consider safety and security needs, while also ensuring an important degree of privacy. It is important

that this space be considered transitional and that teens should feel comfortable using the adult areas of the library for additional information needs. Staff should have oversight of the area from the adult reference area when teen area is unstaffed.

Administration

Function:

The primary function of this space will be to provide an area for the library director and support staff to conduct library business.

This area should be designed to:

- Provide office space for the library director and administrative support staff
- Provide a small conference area for private meetings related to library business
- Accommodate outside support staff contracted by the library to assist with library business, such as bookkeeper, accountant, and other consultants.

Occupancy:

Occupancy of this area will range from 2-4 people in the work areas and 4-6 in the conference room.

Preliminary Listing of Furniture and Equipment:

Furniture:

- Three (3) Desks and desk Chairs
- Three (3) PC workstations
- One (1) small conference Table with four Chairs
- Six to Eight (6-8) file Cabinets, lateral pull
- Six to Eight (6-8) book Shelf units

Equipment:

- Four (4) Telephones (with one in conference room and one cordless)
- Three (3) PCs
- Two (2) Printers
- One (1) Photocopier/Scanner networked

Spatial Relationship:

This area should be near the general staff workroom and main library entrance, but should have a separate entrance that is highly visible to invite the public's accessibility to library administrative staff. This area should have a separate, enclosed but visual, small conference area.

Environmental and Engineering Needs:

I.   Communication: Phones should be placed at all workstations as well as in the conference room. Conference room phone should have conference calling capabilities.

II.   Data Cabling: There should be sufficient cabling to operate library computer network now and in the future. Wifi access should be available, especially in the conference room. Consideration should be given to new technologies as feasible.

III.   Electrical: There should be sufficient power for now and for the future to operate computer networks, printer, photocopier, and other electrical equipment. There should be ample electrical outlets for staff as well as visitors.

IV.   Lighting: Provide task lighting for work areas.

V.   Temperature: Heating and air-conditioning should be regulated in each area.

VI.   Finishes: This area is less heavily trafficked than other public areas of the building, but should have suitably durable finishes.

VII.   Security: Provide for secured access to administrative offices to protect confidential and important library records.

Lobby

<u>Function</u>:

This area will be the main entry to the library. It will create the user's first impression of the facility and will be used as an informal gathering area for patrons as they come and go.

This area should be designed to:

- Provide a transition space between the indoors and outdoors
- Provide a space for adults and children to wait for transportation, or people to gather and greet one another.
- Allow for rotating displays of visual arts and local interest materials.
- Provide space for community centered information, such as brochures, monitors and bulletin boards.
- Provide access to public meeting space, public restrooms and Friends area/room (if not in circulation area).

<u>Occupancy</u>:

Occupancy of this area will range from a few to a dozen or more depending on the activity in the building.

<u>Preliminary Listing of Furniture and Equipment</u>:

<u>Furniture</u>:

Bench type seating for up to 20 people

<u>Equipment</u>:

- Dual level water fountain
- Literature Display Area/Monitors/bulletin board
- Power outlets for public use

<u>Spatial Relationship</u>:

This area would need to be in sight lines of the circulation desk for visual control and security reasons. It should be nearby public restrooms and adjacent to or provide separate access to programming/public meeting space. Also, a Friends room/area would be off this area to provide visibility to group (if not in circulation or housed elsewhere).

<u>Environmental and Engineering Needs</u>:

I. Communication - provide power outlets so that cell phones can be charged. Provide an emergency phone system in this area or on the exterior of the building for safety.

II. Electrical - Provide enough electrical power to support display/exhibit needs and public device charging needs. Consider potential of a library security system and electronic door access.

III. Lighting - Natural light with adjustable lighting for exhibits.

IV. Temperature - Consider designing area so exterior doors close before interior doors to reduce heat and air-conditioning loss.

V. Security - Provide for access for after-hours programming. Provide for separate fire/security system.

VI. Finishes - Heavy traffic area with highest degree of exposure to outside elements must be durable, non-slip and easily maintained. Wall finishes and fixtures to allow for rotating display of art.

Comments:

This is a high traffic area and potentially very noisy. Consideration should be given to including interior doors and other methods of dealing with sound, such as including sound absorbent materials. All entrances and exits should have automatic openers for handicapped accessibility. This area should be designed to reduce clutter and discourage use as area for storing books and boxes.

Programming/Multi-Purpose Room

Function:

This space is to provide a multi-purpose space that can be sub-divided into smaller spaces for library and/or appropriate non-library programming as defined by library policy. This space is not intended to duplicate the separate space necessary for a library conference room and children's programming room described in separate sections of this plan.

This space could be used for:

- Lectures - senior tax and investment, parenting, travel, book discussions
- Film Viewings
- Meetings - FOML, community groups, board meetings
- Exhibits – local artists, schools, art leagues and other materials
- Musical Performances – local musicians, schools, concerts
- Readings – poetry, plays, local schools or clubs
- Crafts – knitting, scrapbooking

Occupancy:

Approximately 50-100 people with the potential to creating more intimate spaces for smaller groups/meetings.

Preliminary Listing of Furniture and Equipment:

Furniture:

- Chairs – 100 stackable
- Tables – 8-10 folding
- Platform area (portable/retractable)
- Coat racks
- Artwork hanging racks on walls

Equipment:

- Built-in AV equipment
- Smart Board
- Projector
- Equipment for electronic presentations
- Compatible sound system and PA
- Podium with wireless microphone
- Display cases for local history or community exhibits

Other:

- Kitchen (lockable) – refrigerator, microwave, double-sink, stove with oven, lockable cabinets
- Adjacent storage room to hold tables, chairs, podium, stage and AV equipment.
- Retractable wall system to segregate smaller areas for use by more than one group.

Spatial Relationship:

This room should be independently accessible to allow for use after library hours. It should also be located adjacent to public restrooms, which are independently accessible as well. Proximity to an outdoor area (patio or garden) to extend the use of the room would be preferable. A kitchen would be an important component of this room and the kitchen should be accessible to multiple groups using the space.

Environmental and Engineering Needs:

I.   Communication: telephone and computer terminal capabilities including wifi.

II.   Data Cabling: provide flexible, multi-function outlets for supporting several types of electronic equipment.

III. Electrical: provide enough electrical power to support varied equipment such as TV/monitors, DVD players, computers, and microphone

IV.   Lighting: track/adjustable lighting with "dimmer" ability. Use of natural light should consider the need for ease in showing video presentations

V.   Temperature: separate zone heating and cooling

VI.   Finishes: chair rail on wall, recessed picture railing or other means for hanging art on walls, stain-guarded carpets

VII. Acoustics: Multiple programming uses should be considered in determining the proper acoustical materials in the room. Consideration should be given to soundproofing.

VIII. Security: provide for after-hours programming. Provide for separate fire security system.

Comments:

This space should provide an opportunity for the library and community groups to offer informative and culturally uplifting programs. It should be decorated with warm, natural colors

that enhance rather than detract from the programming/exhibits offered. The space should be flexible with no fixed furnishings.

Staff Work Area

Function:

The primary function of this space will be to provide a work area for staff to accomplish important job responsibilities that do not require face-to-face interaction with the public. Consideration should be given to placing the area for return of library materials from in-library users as well as from the book drop for after hours returns in this area. Vandalism protection/fireproofing should be considered for this purpose. Soundproofing of this area is a priority not only for staff, but for patrons as well.

This area should be designed to provide:

- a workroom and office space for library staff
- work space for processing library materials
- space for storing books/gifts waiting for processing
- storage space for library and office supplies
- work space for processing interlibrary loan material
- work space for processing holds
- the first point of contact for all library shipments, both incoming and outgoing

Occupancy:

Occupancy of this area will range from 4-6 people.

Preliminary Listing of Furniture and Equipment:

Furniture:

- Four (4) Workstations which accommodate PCs, desks and desk chairs
- Four (4) File Cabinets, lateral pull
- Book shelves at work areas
- Four (4) Work counters or tables or one large central island with storage space underneath
- Storage units
- One (1) Countertop with sink

Equipment:

- Five (5) Book trucks
- Four (4) PCs
- One (1) printer or photocopier with scanner
- One (1) Typewriter for labels, miscellaneous.
- Four (4) Telephones (two cordless) with voicemail
- Four (4) bulletin boards

Spatial Relationship:

It is extremely important that this area be accessible to the circulation desk area. Ideally it would have separate access for staff into other public areas of the library as well as access to the staff parking area. This area could be in close proximity to the administrative area and potentially share a small conference area space. The administrative area could be accessible from this work area, but should also have a separate public entrance.

Environmental and Engineering Needs:

I.   Communication: Phones should be placed in the room to allow easy access by any staff member. Consideration should be given to including an intercom system for notification of outside deliveries.

II.   Data Cabling: There should be sufficient cabling to operate library computer network now and in the future. Consideration should be given to the anticipation of new technologies as feasible.

III.   Electrical: There should be sufficient power for now and for the future to operate computer networks, printers, photocopies, and other electrical equipment. There should be ample electrical outlets for now and future growth. An ample amount of outlets should be provided along the worktables or counters.

IV.   Lighting: Provide task lighting for work areas.

V.   Temperature: Heating and air-conditioning should be regulated in each area.

VI.   Security: Consideration should be given to providing secure area for receiving library materials.

VII.   Finishes: Areas subject to movement of book trucks and heavy delivery crates should have industrial type protective wall finishes and floor coverings including durable wainscot and corner protectors.

Staff Break Area

Function:

The primary function of this space is to provide a location where the staff will take breaks from work, and where selected staff functions, such as special celebrations, may take place. This area must be designed to provide a break from the service desks, public areas or the workroom.

This area should be designed to provide:

- Space for preparing and eating simple meals
- Space for storing perishable food
- Space for rest and relaxation, as well as minor recovery from temporary or sudden onset of illness
- Access to restrooms
- Space for storage of related supplies
- Space for storage of staff personal items

Occupancy:

Occupancy of this area will range up to 10 people.

Preliminary Listing of Furniture and Equipment:

Furniture:

- Three (3) round dining tables with four chairs for each
- Two (2) lounge seats
- One (1) sofa
- One (1) coffee table
- Two (2) side tables
- Counter space and cabinets for storage

Equipment:

- One (1) telephone
- One (1) bulletin board
- One (1) refrigerator
- One (1) coffee maker
- One (1) microwave
- One (1) range top and self-cleaning oven
- One (1) sink
- Lockers for up to 20 people

Spatial Relationship:

This space should be accessible to all staff and could be adjacent to the staff workroom. It could be the area that provides staff access to the building. Consideration should be given to making it as private and soundproof as possible. Access to restrooms should be easy.

Environmental and Engineering Needs:

I.   Communication - A phone for staff use should be in the area.

II.   Electrical - There should be sufficient power for now and for the future to operate necessary equipment as well as personal devices, such as cell phones, laptops and tablets. There should be ample electrical outlets for now and for future growth.

III.   Lighting - Provide variation of lighting and consider providing a difference from lighting in workroom and public areas.

IV.   Temperature - Heating and air-conditioning should be regulated in each area.

V.   Finishes - Kitchen counter and food preparation and consuming areas should have suitably durable finishes. Rest areas should include appropriate carpeting.

VI.   Security - Entry should be limited to library staff, volunteers and their guests. Key card access?

Friends Area / Room

Function:

This area should be in a very visible area. Preferably it should be located off the main lobby area for browsing. It could also be located in an outside building on the library property. This area would be a receiving area for donations as well as a place to display information about the Friends group, have an ongoing used book sale, and sell Friends and library-related items. Area would be staffed primarily by volunteers. Consider possibility of glass walls for easy visibility from staff areas.

Occupancy:

This area should be designed to accommodate up to 5 people.

Furniture:

- Shelving for books and other materials
- Display areas for literature and merchandise
- Glass counter with area below for display
- 2-3 Chairs/Stools for workers/volunteers
- Rolling stools for easy viewing of shelves
- Counter/workspace for processing deliveries
- Storage shelves/cabinets

Equipment:

- Cash register
- Credit card machine
- Telephone

Spatial Relationship:

If possible, this area should be enclosed but within visual sight lines of library entrance and circulation desk. It also could be located outside the library building.

Environmental and Engineering Needs:

I.   Communication - There should be one phone at the counter with voice mail.

II.   Data Cabling - Area should have access to library wifi.

III.   Electrical - There should be ample electrical outlets for now and for future growth.

IV.   Lighting – There should be lighting sufficient to easily read shelves.

V.   Temperature – Heat and air-conditioning should be regulated.

VI.   Finishes – Stain guarded carpeting or flooring should be considered.

VII.   Security – This area should have a separate lockable entrance. If at all possible, have partial or full glass walls for easy visibility from other staff areas.

Other Service Areas Desired
(if room)

Adaptable 'Maker Space' / Creativity Lab

Function:

The area would be a flexible design space to encourage creators to work on projects that explore creativity. It would be geared towards adults and teens. Area would provide resources, workspace and mentoring staff or volunteers for creators/makers to "do" (as opposed to read or view). Community resident mentors would be matched with doers to teach new skills and create projects. Area would be staffed primarily by staff and volunteers (both teens and adults). It could be located in or adjacent to the teen room, and may need to be sound proof (depending on equipment being used), yet visible from other areas of the building (glass enclosed or windows).

Occupancy:

This area should be designed to accommodate from 5-7 people.

Furniture:

- Lockable Cabinets for equipment
- Shelves for other materials
- A large central island that can be adapted and accompanying stools
- Counters around walls with stools and task lighting
- Storage shelves/cabinets

Equipment:

- To be determined
- Telephone

Spatial Relationship:

If possible, this area should be enclosed and sound proof but within visual sight lines of staffed areas of the library. It could be located off the Teen Room or outside the library building.

Environmental and Engineering Needs:

I.   Communication - There should be one phone with voice mail.

II.   Data Cabling - Area should have ample data cabling necessary to run all equipment now and for the future. Area should be able to access library wifi.

III.   Electrical - There should be ample electrical outlets for equipment needs now and for future growth.

IV.   Lighting – There should be lighting sufficient to illuminate equipment and workspace.

V.   Temperature – Heat and air-conditioning should be regulated. Special consideration should be given to equipment needs (make adjustments for high heat of equipment in enclosed area) and proper ventilation.

VI.   Finishes – Stain guarded carpeting or flooring should be considered. Sound should be considered.

VII.   Security – This area should have a separate lockable entrance.