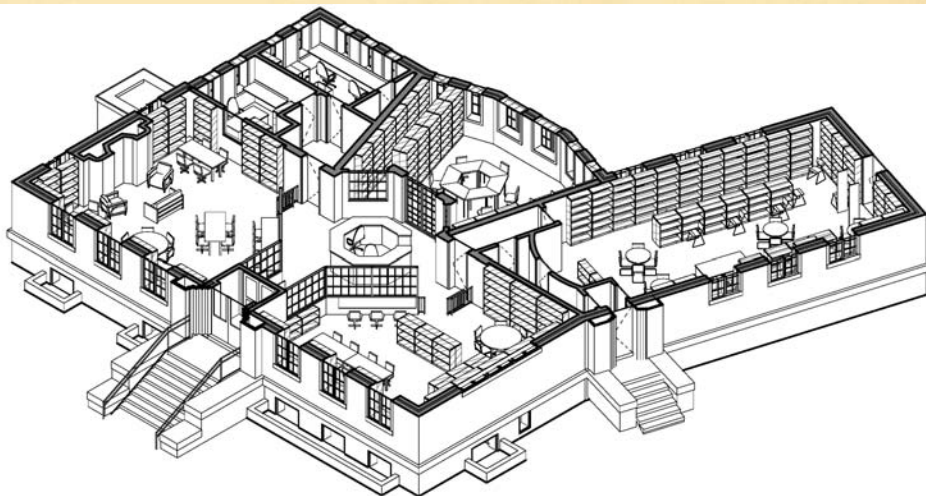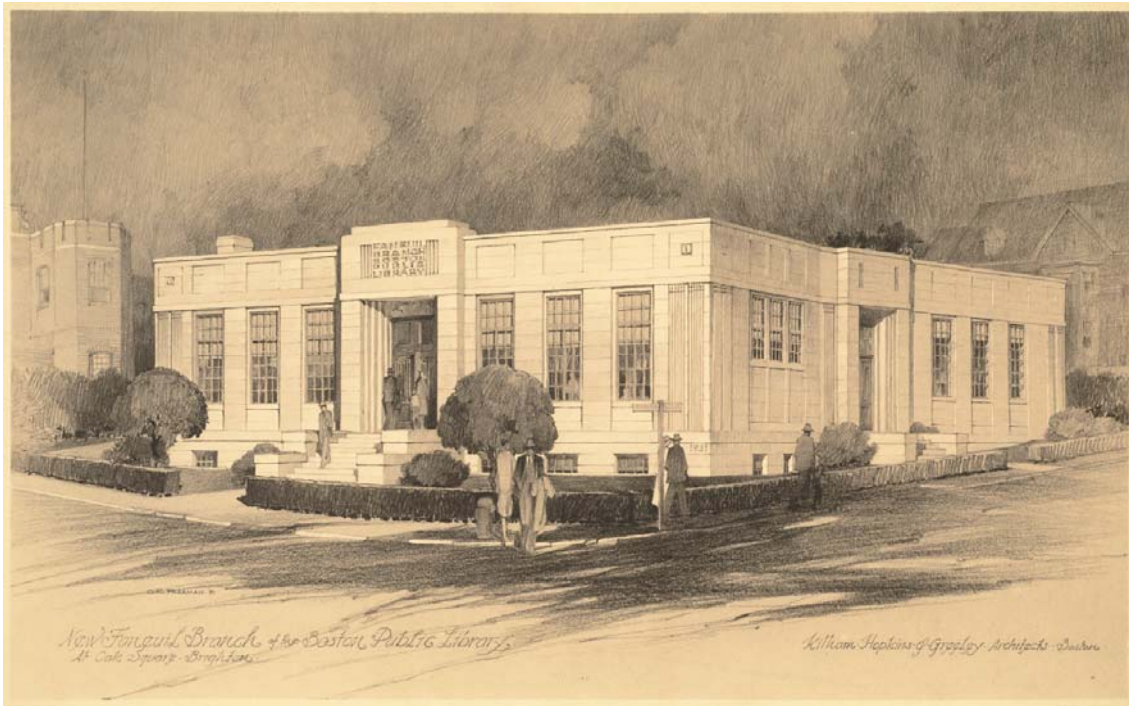Faneuil Branch Library Study
PCM Project No. 7043

Draft report for discussion purposes only – 12/16/2014

Faneuil Branch Library
BUILDING PROGRAM

INTRODUCTION

The Library Program for the Faneuil branch builds on the BPL Compass goals and objectives. It is additionally informed by community feedback from user surveys and meetings. The programmatic goals and objectives are also reflective of the existing building and site's configuration, character and size. Therefore the programmatic requirements are not just a reflection of community needs and desires for library service, but also reflective of the limitations of the existing Faneuil Branch Library and site.

SCOPE OPTIONS

Notwithstanding the size and configuration of the existing building and site, consideration of improvements in library services and spaces is not necessarily limited to the existing building's size. Three scope options are being considered, which can be characterized as follows:

Scope 1 - ADA Accessibility & Basic Systems Upgrades

The program for the basic level of facility improvement will be designed to achieve accessibility throughout the library and update building mechanical and systems and life safety. Wherever the goals and objectives for the various areas of the Library Program can be met within the context of these improvements, they will be incorporated, but additional improvements will be beyond the limits of Scope 1. Achieving accessibility within the existing library spaces will require wider circulation paths and a commensurate reduction in shelving and/or seating.

Scope 2 - Accessibility, System Upgrades + Focused Improvements

In this scope alternative, the goals and objectives of Scope 1 are addressed together with exploring the potential to realize additional library service improvements. Aiming to limit expansion of the building footprint except as necessary for accessibility, this scope is expanded to include the potential for comprehensive improvements to all the spaces of the library and address contemporary library service needs as described for each library space.

Within this scope, design alternatives for accommodating collections capacities relative to spaces for patron services can be evaluated. Replacement furnishings, shelving and equipment can be considered.

Scope 3 – Accessibility, Maintenance + Comprehensive Improvements

Achieve the goals of Scope 1 and 2 considering expanding the building area to accommodate a broader spectrum of desired services, recognizing the constraints of the existing site, but without being limited by the existing building footprint. Some of the community suggestions for Service Improvements that could require building expansion include:

- Shared Space for Community Meetings
- Shared Small Group Rooms (study, homework, projects, tutoring, consultation)
- Enhanced Children's Program Space

BPL OBJECTIVES

In each of the scope options we will address BPL objectives for the Faneuil Branch:

- ADA Accessibility, including new public toilets
- Public service on one level
- Collection changes (+/- 20,000 items recommended, with roughly 55% of Children/Teens 45% for Adults)
- Support Early Literacy and Learning
- Update furnishings
- Integrate state-of-the-art information technology
- Update building finishes (respecting historic configurations and details)
- Update building systems: heating ventilation and air conditioning (HVAC), electrical, fire protection, plumbing
- Efficiently support staff functions

LIBRARY PROGRAM – CONCEPTUAL APPROACH

Combining input from the Community Advisory Committee meetings, community feedback from on line and paper surveys and BPL objectives together with Tappé Architects insights, a set conceptual outline of the general programmatic requirements has been developed for the improvements to the Faneuil Branch.   Survey results will be summarized separately, but there was a general support for:

- Quality spaces and programs for Children
- Maintaining access to quality collections
- Providing adequate and various comfortable (& quiet) places to read
- Supporting community groups needing meeting space
- Adding collaboration spaces and accommodating informal meetings
- Preserving the Art Deco character of the building, inside and out, details and overall spaces
- Relieving the congestion in the building
- Improving toilet facilities, and building systems in general (lighting heating, cooling)
- Enhanced technology for communicating and producing as well as garnering information

AN ACTIVE LIBRARY

Accommodating "next generation" library service - whatever that may mean in terms of collections and media - in the historic Faneuil Branch Library, will have certain attributes in terms of the physical space. The space will be more responsive to the full spectrum of activities of the library visitors as well as to the needs of collections. Access to (and storage of) the collections will continue to be fundamental to the organization of the library, but maintaining a current and relevant collection is critical, rather than

collection growth per se. Generally, this means establishing a stable collection size by maintaining the collection that re responsive to the community needs.

STABLE COLLECTIONS

The result of maintaining a stable popular materials collection is that spaces established for patron services can be established and sustained, with being encroached upon by expanding collections. The advantage this has for the Faneuil Branch Library can be new opportunities for the community to not only access information, but to actively use information, share information, and potentially create new information will not be enhanced.

PROVIDING FOR PRODUCTIVE PEOPLE

A renovated Faneuil Branch Library facility can be even more welcoming to patrons coming to the library:

- as individuals coming to the library to find information,
- as individuals seeking comfortable space for focused concentration,
- as pairs of individuals looking for a space for tutoring,
- as small groups of people coming to collaborate on joint project,
- as a community organization attending a periodic meeting,
- as large groups coming for a library sponsored program,
- and as individuals looking for impromptu opportunities to connect with other members of the community in the library's informal networking spaces.

EASY "SHOPPING"

Of course, convenience will continue to be important to patrons, therefore, facilitating "grab and go" transactions that take as little time as possible should be accommodated, together with creating places that are comfortable for extended visits to the library.

ACCOMMODATING ALL AGES

Additionally, provisions for these services and spaces above will need to be tuned to meet the needs of each age group that uses the library.

CENTER OF COMMUNITY

The Faneuil Branch Library can maintain its role as the center for the community, functioning in some ways as a sort of collective Living Room. Distinct from a "Community Center," which has an implied association with a recreation center and physical activities, the renovated library can continue to be a hub of intellectual activities,informal self-directed learning and personal advancement for the community.

LIBRARY PROGRAM – PRACTICAL CONSIDERATIONS

ACOUSTIC APPROACH

The future library will have active, interactive environments; however quiet reading is still an essential activity for Faneuil Branch Library patrons. Because the library is envisioned to continue to have open and interconnected spaces, noise control is a critical consideration. The library can be organized in zones that cluster spaces with a higher noise level together and transition through spaces that have an increasing intolerance for elevated sound levels to the places that require the most quiet. Where this logical progression is not possible, acoustical composition of the building construction and the properties of the finish material will need to be used to achieve the appropriate acoustic environment for each space. The existing partial height and full height glass walls help create acoustic buffers. The separation of Children's Services in its own wing is an asset. Additional buffering within the two main wings of the Library can be obtained through judicious use of upgraded finishes on walls and floors, and even furnishings.

Acoustical separation will be necessary around the mechanical rooms, restrooms, offices and meeting areas. Sound rated doors, hardware and frames can be used to isolate noisy areas. Bathroom areas with noisy plumbing and hand dryers should be acoustically isolated from surrounding areas.

AMERICANS WITH DISABILITIES ACT (ADA)

Together with establishing criteria for accessible entrances, pathways, and toilet facilities in all public buildings, the Americans with Disabilities Act has some requirements that are particularly relevant to public libraries.

- Shelving Aisle Widths - 42 inch aisles are preferred, though 36 inch aisles are permitted
- Shelving Height - There are no height restrictions for shelving except for display (new) periodicals., which has a maximum height of 48 inches is preferred but 54 inches allowed where a lateral approach is possible.
- Seating at Tables, Carrels, Counters - At least five percent or a minimum of one of each element must meet specifications for clearances, access and reach.
- Public Service Desks - Every public service desk must provide a 36 inch wide portion of the desk/counter that is no higher than 34 inches as well as meeting clearance requirements.
- Signage – Requirements for contrast, symbology, size, Braille apply to permanent signage.

ENERGY DISTRIBUTION

The renovated library will require myriad power outlets. The library's computers, scanners, copy/print machines, task lighting, express check out, and other devices all have energy requirements. In addition, most patrons will have a portable electronic device or phone in addition to a portable computer of some sort. They desire the ability to charge (any/all of) these devices while at the library.

Adequate electrical service will need to be provided for both present and future configurations of equipment and furnishings. Evenly spaced runs of wall, counter, and floor outlets are needed in work rooms, public service desk areas, digital media areas, and catalog areas to create maximum flexibility Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs. Fortunately, basement and crawl spaces exist under the main floor patron spaces, simplifying the installation of new power outlets.

DATA NETWORK

A wired data network will serve all the staff computers and other networked devices as well as the patron PCs that are stationary. Additionally, a network of available data ports will be needed for future flexibility. However, to service patron-owned portable devices and the library's portable devices that will be loaned to patrons, there will need to be a robust wireless network.

Also, there may be locations that may merit higher band width than the typical data port. These areas include any collaboration stations or computers configured to run processor intensive software (e.g. for photo or video editing or 3D modeling) or a potential gaming stations in Teens. Sharing the output of these endeavors will be facilitated by enhanced network connections.

LIGHTING

Lighting is a basic, inseparable factor in the architectural composition and over-all design of a library building. During the daylight hours a combination of natural and artificial light will be desirable to meet the physical needs and satisfy the psychological needs of library patrons and staff. The natural and artificial lighting system needs to be designed to admit the proper amount and type of natural light (e.g. direct sunlight is generally undesirable, while indirect daylight is desired), and automatically supplement that light with artificial light when required.

Lighting Levels

Below are recommendations of the Illumination Engineering Society (IES). The IES measures lighting in foot-candle or in Equivalent Sphere Illumination (ESI) levels. Where foot-candle measure only the ambient lighting on a given surface, ESI levels also take into account other factors including glare, reflection, veiling, shadows etc.

In practice, the IES lighting levels are excessive for most modern library environments, and complying with the recommendations makes energy efficiency difficult. To mitigate, lighting deployment needs to be increasingly strategic. For instance:

- At reading areas, the floor area can be relatively dark (lit by low level ambient lighting fixtures – or available daylight). This can be supplemented with task lighting on the tables with variable

lighting levels. When needed, patrons bring up the lighting level to meet their needs. When no one is at a table, the lights can be off or on their dimmest setting.

- Similarly, at service desks and staff workstations, the staff can use task lights built into their desks, rather than rely on the overhead lights.
- At bookstacks, again the light on the floor can be minimal and bookstack mounted lights can direct light onto the spine or faces of the books being housed or displayed.
- Computer spaces can have less than the suggested fc at the worksurface, since the displays glow and keyboards that are back lit are widely available. Also, if reading material is desired next to the computer, a task light can then bring the illumination up to a desired level.
- Also, in teen areas the lighting level can also be less than the IES standards.

All these strategies use less power for lighting either by not using light when no one needs it or by putting the light source close to the surface being lit (mitigating the effect of the inverse square law) or both. Additionally, these strategies give greater control of the local environment to individual patrons or staff.

Flexibility
Associating a light fixture with a table, carrel, bookstack or book display unit, incorporating controls in the fixture itself, and decoupling the lighting design from the architecture will facilitate future arrangements. Power outlets (typically in the floor) can be provided for all furniture mounted light fixtures.

Glare
Although less problematic with most flat panel displays on contemporary computers, avoiding glare off of computer screens is still advisable.   Avoiding glare from sunlight will be desirable in all readings areas.

Switching/Controls
Light fixtures are to be controlled by the automated Building Management System.   Some areas will have local override switches and these lights should be visible from the switching location. Label all switches according to the names of their program areas. Consider locating staff work area light switches near the staff exterior entrance and public area light switches near the staff work area interior entrance from the library. Coordinate all final switch/controls locations with staff prior to completion of the construction contract documents.

PROGRAM SUMMARY

On the following pages the goals and objectives are summarized as they apply to each of the various spaces in the library. The spaces of the library are organized into 6 basic use zones:

Welcome Zone

Entrance & Vestibule
Central Service Desk – Circulation & Info
Self-Service Holds
Browsing/New Books
Friends Booksale Space

Commons Zone/Shared Services

Community Gathering Space
Casual Seating & Networking Zone
Group Study/Consultation Space
Public Restrooms

Adult Services

Information/Reference Station
Adult Fiction/Non-Fiction Collections
Media Collections
Magazines/Reading
Adult Seating/Reading
Adult Computers
Quiet Reading/Study Area

Children's Services

Children's Fiction/Non-Fiction &
    AV Collections
Children's Picture Book Area
Children's Computers
Children's Program Area
Children's Storage

Teen's Services

Teen Collections
Teen Gathering & Seating Spaces
Teen Computers

Administration/Support

Staff Workroom
Branch Librarian Office
Staff Break Room
Building Maint./Custodial Closet/
    Custodian's Desk
Tele/Data Closet

Some of these spaces are not currently in Faneuil Branch and are included only in Scope 3, described earlier. In the section that follows, different aspects of the various library spaces are also identified as part of Scope 1, 2, or 3.

A. WELCOME ZONE

ENTRANCE & VESTIBULE

	Size	Seats	Collection Size
Existing	75	0	0
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2, &3:
The primary function of Library Entrance is to provide a formal entrance and lobby for the library building and access to all library services. Multiple entrances are not desirable.
The vestibule creates a thermal buffer between the interior controlled climate and the exterior weather.
Staff will plan displays and post notices. Patrons will wait here for transportation.
Incorporates book theft detection gates.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
Establish an accessible primary entrance.
Create a welcoming atmosphere.
Scope Option 2 & 3:
Relieve current visual clutter and physical congestion in the arrival area.
Facilitate patron orientation from the entrance and vestibule to the various sections of the library – in ways that are intuitive and less dependent on signage.
Reinforce the library building's original character by restoring the interior and exterior doors.

Close Proximity To: Circulation Services, Browsing/New Books Collections, Children's Library

Distant From: Quiet reading areas

CENTRAL SERVICE DESK

	Size	Seats	Collection Size
Existing	185	0	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2, &3:
Efficiently handle transactions for the library's circulating collections, including interlibrary loan items and holds.
Includes the following tasks: 1) Library patrons checking-out library materials at the desk and self checkout units; 2) Registration of new borrowers, 3) Routine business transactions including registration, payment of fines and fees (future credit & debit transactions); 4) Limited sorting of various materials by staff.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
Establish an accessible approach and transaction point at the desk.
Assure adequate space for passage around desk activities.
Scope Option 2 & 3:
Maintain an inviting ambiance to encourage patrons to approach the desk. Tune the desk size to the desired functions while maintaining the character of the desk in concert with the original Art Deco interior design.
Remove from the patron view and experience as much of the behind-the-scenes work as possible, and improve staff efficiency at the desk. Enhance access to Self-Service/Express-Check-Out.

Close Proximity To: Staff Workroom, Entrance, Children's Services, Browsing/New Books, public restrooms

Distant From: Quiet reading areas

BROWSING/NEW BOOKS

		Size	Seats	Collection Size
	Existing	40	0	verify
	Option 1	ADA impact	_____	_____
	Option 2	TBD	_____	_____
	Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2, &3:
The primary function is for presentation of new books, seasonal displays, and topical displays from other portions of the library collections as appropriate. Patrons browse and select new books to borrow. Materials are attractively and conveniently displayed, featuring the book covers rather than the spines.
Scope Option 3:
Additional display space for temporary exhibits could be accommodated here.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2 & 3:
Enhance awareness of newly obtained and highly popular items in an attractive manner allowing patrons to see that the collection is continuously updated.
Improve awareness of new digital titles as well as print material. Create attractive ambiance and enticing displays to encourage patrons to explore newly acquired books.

Close Proximity To: Circulation Services (including Self-Check), Library Entrance

Distant From: Information/Reference services, Quiet reading areas

SELF-SERVICE HOLDS

		Size	Seats	Collection Size
	Existing	35	0	verify
	Option 1	TBD	_____	_____
	Option 2	TBD	_____	_____
	Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2, &3:
Provide self-service shelving for materials for which patrons have placed hold requests.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
Remove obstacles to accessibility.
Enhance patron retrieval of holds, mitigating congestion at the Service Desk, and achieving an attractive and accessible accommodation for the hold materials.
Scope Option 2 & 3:
Consider using taller shelving units for space efficiency and improved accessibility.

Close Proximity To: Entrance, Circulation Desk, Self-service Check-out

Distant From: Quiet Areas

FRIENDS BOOK SALE SPACE

		Size	Seats	Collection Size
	Existing	30	0	NA
	Option 1	no change	_____	_____
	Option 2	no change	_____	_____
	Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2, &3:
Display Friend's materials for their ongoing book sale.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2 & 3:
Increase awareness of the Friend's materials that are available in a visible and accessible location.
Maximize the number of sales.
Scope Option 3:
Incorporate into a space with a bookstore/cafe ambiance.

Close Proximity To: Circulation Services (for transactions), Cafe-Type Space

Distant From: Quiet Areas

B. COMMONS ZONE/SHARED SERVICES

COMMUNITY GATHERING SPACE

	Size	Seats	Collection Size
Existing	0	50 ★	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1 & 2:
Accommodate large groups in either the Fiction area or the Children's library by setting up alternative configurations of bookstacks and seating and tables.
Scope Option 3:
This space can be used for a variety of purposes including lectures, exhibits, film screenings, audiovisual presentations, large children's and adult programming, performances, workshops, large group computer training, and meetings.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2:
Enhance patron experience with comfortable furnishings and improved technology for sharing information and making presentations.
Enhance access to electrical power and data network.
Scope Option 3:
Establish a new community resource space to serve a broad spectrum of users and activities.
Flexibly accommodate groups ranging in size from 20 to 50.
Subdivision into smaller areas is desirable.
Incorporate AV equipment connections.

Close Proximity To: Public restrooms, Children's Services

Distant From: Quiet reading areas, Information/Reference Services

CASUAL SEATING & NETWORKING ZONE

	Size	Seats	Collection Size
Existing	0	0	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1 & 2:
No scope.
Scope Option 3:
Informal seating area for casual reading and networking with other patrons. Accommodate art displays on the walls together with community bulletins. Could also be used to accommodate an ongoing book sale, and thereby establish a "bookstore-cafe" place in the library.

Service Goals & Potential Spatial Improvements:

Scope Option 1 & 2:
No scope.
Scope Option 3:
Reinforce the notion of the library as a gathering place in community. Establish a venue for face-to-face impromptu and planned interactions between members of the community in a safe and comfortable casual environment. Establish an atmosphere for casual communication as well as occasional laptop computing. Enhance access to electrical power and data network.

Close Proximity To:

Distant From:

GROUP STUDY/CONSULTATION SPACE

	Size	Seats	Collection Size
Existing	0	6	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1 & 2:
No scope.
Scope Option 3:
Accommodates small group activities in acoustically separated areas.
One 4-person space
One 6-person space
One 2-person space

Service Goals & Potential Spatial Improvements:

Scope Option 1 & 2:
No scope.
Scope Option 3:
Provide an acoustically separated area for tutoring, collaborative group studies and creative activities that will allow participants to interact with one another without disturbing other patrons. Spaces should be easily supervised, without seeming "on display."
Be useful as a part of kids "Homework Help."
Be recombinable into larger spaces.
Accommodate digital collaboration technologies.
Support the business community with small consultation spaces.
Enhance access to electrical power and wifi connectivity.
Incorporate AV equipment connections.

Close Proximity To: Information/Reference Station, Teens Services

Distant From: Children's area, noisy areas

COPY/PRINT CENTER

	Size	Seats	Collection Size
Existing	45	0	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Scanning and reproducing documents.

Service Goals & Potential Spatial Improvements:

Scope Option 1, 2 &3:
Accommodate patron needs for printing their documents and making copies of library holdings.

Close Proximity To: Service Desk, Computers, Adult Collections

Distant From:

PUBLIC RESTROOMS

	Size	Seats	Collection Size
Existing	50	0	0
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 & 3:
Must be handicapped accessible. ADULT (men and women with changing station at main level locations), CHILD (unisex with changing station). Include a wall mounted baby seat to secure toddlers out of harm's way while their adult caregivers are using the toilet facilities.

Service Goals & Potential Spatial Improvements:

Scope Option 1, 2 & 3:
Establish convenient, accessible and attractive toilet room facilities.

Close Proximity To: NA

Distant From: NA

C. ADULT SERVICES

INFORMATION/REFERENCE STATION

	Size	Seats	Collection Size
Existing	w/Circ	16	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	no change	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
At the central desk, provide assistance in use of reference materials, provide answers to questions asked by patrons, answer phone requests, access a ready reference collection, provide reader's advisory services, provide one-on-one consulting with patrons at the desk and elsewhere in the library. Assist patrons in the use of the online catalog, the library's digital databases, and web-based information services.

Service Goals & Potential Spatial Improvements:

Scope Option 1, 2 &3:
Assure ADA accessibility.
Enhance patron's access to the full range of library offerings.
Facilitate comfortable, convenient, timely access to quality on-line and print information sources.
Scope Option 2 &3:
Enhance the mobility of the librarian to assist patrons wherever they may be in the library.
Enhance access to electrical power and data network.
Scope Option 3:
Make the desk welcoming, approachable and supportive of interaction between librarian and patron as they explore available information. Include capacity for an extended reference session by providing access to a place to sit with a patron.

Close Proximity To: Public computers, circulating collections, copy center, magazines.

Distant From: Children's Services

ADULT FICTION/NON-FICTION COLLECTIONS

	Size	Seats	Collection Size
Existing	560	4	verify
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Contains the adult fiction and non-fiction collections

Service Goals & Potential Spatial Improvements:

Scope Option 1, 2 &3:
Remove obstacles to accessibility.
Provide the community with access to books and materials that meet their educational and recreational needs.
Encourage patron interaction with the collection via attractive displays.
Establish a logical sequencing and engaging presentation of the collection.
Scope Option 2 &3:
Improve the efficiency of the shelving areas to accommodate the collection in reduced area. Maintain the sequencing of the collection in a logical, apparent and intuitive layout to facilitate the discovery of information.

Close Proximity To: Circulation Desk, Information/Reference Services, Reading Areas

Distant From: Children's Areas

MEDIA COLLECTIONS

	Size	Seats	Collection Size
Existing	verify	0	verify
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2, &3:
The primary function of the Media Collections space is to provide adult library patrons with access to a variety of audiovisual collections including audio books, music CDs, DVDs and other emerging AV formats.
Audiovisual collections are one of the most popular collections in the library.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.

Scope Option 2 & 3:
Effectively "merchandise" the AV collection, while efficiently housing the collection.
Be adaptable to the rapidly changing media in AV over time.
Consider that physical space for housing these tangible materials may diminished in the near future if the future format of the media is not tangible (i.e. streaming).

Close Proximity To: Browsing/New Books, Circulation Services, Library Entrance

Distant From: Quiet reading areas, Reference Services Desk

MAGAZINES/READING

	Size	Seats	Collection Size
Existing	18	0	verify
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
No scope. The primary function of Magazine area is to provide public access to magazines, newspapers and other publications of a serial nature and support in-library reading of the material with an attractive and convenient reading area suited to various reading preferences including lounge chairs, study tables.
In addition, an important function of the current space is to provide general seating in a comfortable daylit space.

Service Goals & Potential Spatial Improvements:

Scope Option 1, 2 &3:
Remove obstacles to accessibility.
Create attractive yet compact display to increase awareness of available print (& digital) periodical titles.

Scope Option 2 &3:
Provide comfortable seating for extended reading as well as casual browsing through non-circulating periodicals.
Enhance access to electrical power and data network.

Close Proximity To: Library Entrance, Browsing/New Books, Quiet areas

Distant From: Circulation Services (and other noisy areas), Children's, Teens

ADULT SEATING/READING

	Size	Seats	Collection Size
Existing	285	28	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Patrons study, read, consult on line and print reference materials and databases.

Scope Option 2 &3:
AC power and high speed wired and wireless access to library databases and Internet are available from all types of seating.

Service Goals & Potential Spatial Improvements:

Scope Option 1,:
No fundamental change, but remove obstacles to accessibility.

Scope Option 2 &3:
Create a variety of seating areas to appeal to a broad cross section of the local population, addressing the needs of all adult age groups.
Become a "community living room" that encourages pursuit of personal advancement through learning from the library's print and digital resources.
Provide access to electrical power and data network.

Close Proximity To: Adult Collections

Distant From: Children's Services, noisy areas

ADULT COMPUTERS

	Size	Seats	Collection Size
Existing	verify	6	0
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Patrons use library computers to access the internet and library databases.
Scope Option 2 &3:
Improved AC power and high speed wired network access to library databases and Internet.

Service Goals & Potential Spatial Improvements:

Scope Option 1,:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2 &3:
Select patron PC workstations that are comfortable and reconfigurable.
Improve access to electrical power and data network.

Close Proximity To: Adult Collections

Distant From: Children's Services, noisy areas

QUIET READING/STUDY AREA

	Size	Seats	Collection Size
Existing	0	0	NA
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	300	_____	_____

Functions Performed:

Scope Option 1 & 2:
No scope.
Scope Option 3:
Provide a room for individual study to be used several patrons simultaneously.

Service Goals & Potential Spatial Improvements:

Scope Option 1 & 2:
No scope.
Scope Option 3:
Facilitate focused concentration by individuals in parallel with one another in a place with an ambiance
that suggests and supports intellectual pursuit.
Become the destination place in the community for extended study, research and creative scholarship.
Enhance access to electrical power and wifi connectivity.

Close Proximity To:

Distant From: Children's Areas, Teens Areas, Noisy areas of the Library

D. CHILDREN'S SERVICES

CHILDREN'S SERVICES - GENERAL

	Size	Seats	Collection Size
Existing	verify	28	inc. below
Option 1	no change	_____	_____
Option 2	no change	_____	_____
Option 3	no change	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Staff provides assistance to children from age 0-12 (5th grade), their parents or care givers. The room should accommodate books, periodicals, DVDs CDs, toys, and puppets & other educational toys. Books on parenting should be included in this area. There should be comfortable seating for both adults and children of various ages.
Provides study space for homework assignments, etc.
Changing and temporary exhibits are displayed regularly.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2 &3:
Provide an area that encourages children to expand their knowledge through both educational and recreational books, multimedia, tangible educational interactive toys and age appropriate programming.
Enhance support Early Literacy and Early Learning.
Establish child-friendly space that inspires imagination while respecting the architectural heritage of the art-Deco interior.
Accommodate parent's need to be able to pursue adult library activities from within the Children's Library space, including access to computers and outlets.
Create a child-friendly experience at the Children's Desk
Scope Option 3:
Enhance Children's programming with convenient, safe and

Close Proximity To: Entrance

Distant From: Information/Reference Station, Adult quiet areas

CHILDREN'S FICTION/NON-FICTION & AV COLLECTIONS

	Size	Seats	Collection Size
Existing	inc. above	0	verify
Option 1	ADA impact	_____	_____
Option 2	ADA impact	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Houses juvenile fiction/non-fiction book collection for patron browsing, shelving of materials.
Also includes the AV and Parenting collection.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2 &3:
Enhance access to, and create interest in, the library's educational and recreational materials for children ages 0 through 12.
Enhance exposure to, and access to, information on successful parenting to parents while in the Children's Library.

Close Proximity To: Public Toilets, drinking fountains

Distant From: Adult Collections, Quiet Areas

PICTURE BOOK & EASY READERS

		Size	Seats	Collection Size
	Existing	inc. above	0	verify
	Option 1	ADA impact	_____	_____
	Option 2	ADA impact	_____	_____
	Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Storing and displaying the picture book collection and child development interactive materials.
Reading area for parents and children, play area for preschoolers, parenting collection area, shelving area for picture books and preschool materials.
Preschoolers play with learning toys, games, puppets, puzzles, etc. There should be space for puzzle storage, toys and toy storage.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Option 2 &3:
Encourage engagement with educational & recreational books for preschool and primary school children via attractive & inviting displays and general shelving.
Provide space for learning from a collection of hands-on interactive learning materials.
Encourage interaction between parents and children supportive of early childhood development.
Encourage parental browsing of the parenting collection while children are focused on library materials and activities.

Close Proximity To: Bathrooms w/baby changing area

Distant From: Children's computer equipment, Quiet reading areas, and adult areas of the library

CHILDREN'S COMPUTERS

		Size	Seats	Collection Size
	Existing	inc. above	4	0
	Option 1	no change	_____	_____
	Option 2	TBD	_____	_____
	Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Computers are provided for use by children supportive of Early Literacy and general child-appropriate digital information and Internet access needs.
Scope Option 2 &3:
Provide access to child scaled computers.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
Remove obstacles to accessibility, and make wiring safe.
Facilitate individual and collective engagement with the library's digital resources.
Scope Option 2 &3:
Improve children's familiarity with contemporary information technologies.
Enhance access to electrical power and data network.

Close Proximity To: bathrooms, drinking fountains, children's fiction/non-fiction

Distant From: Quiet Adult Areas

CHILDREN'S PROGRAM AREA

	Size	Seats	Collection Size
Existing	65	20 ★	0
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Provides space for storytime activities and other special activities for children.
Accommodates supply storage to support children's programming activities.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
Remove obstacles to accessibility.
Provide an area where children can have fun interacting through stories, crafts and group games and activities.
Establish a forum that contributes to the learning of social skills and library skills.

Scope Option 2 &3:
Accommodate a variety of group sizes via flexible space planning.
Facilitate development of creative thinking.

Scope Option 3:
Provide expanded space to accommodate craft and creative activities independent of the space for story telling. Incorporate sink for preparation of and clean up after craft programs.
Provide adequate and convenient storage of crafts and story hour supplies.

Close Proximity To: Children;s Collections, Staff Workspace

Distant From: Quiet parts of Children's Services area, Adult Services, Information/Reference services, Local History Room

CHILDREN'S STORAGE

	Size	Seats	Collection Size
Existing	60	0	0
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Storage of programming supplies, craft materials seasonal and topical collections. graphic materials and decorations, etc.
Stores AV equipment when not in use.

Service Goals & Potential Spatial Improvements:

Scope Option 1, 2 & 3:
Remove obstacles to accessibility, including providing elevator access to storage in the basement.
Assure that a variety of quality resources (books and learning toys, games, equipment and supplies) are readily available (in good repair and sanitary) to inspire children.

Close Proximity To: Children's Program Room, Other Children's Services

Distant From: Adult Services

F. TEEN'S SERVICES

TEEN SERVICES - GENERAL

	Size	Seats	Collection Size
Existing	311		?
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Gathering place that is uniquely suited to Teens. Provides young adults (grades 6-12) with a browsing area which includes fiction and periodicals selected especially for Teens.
Provides computer environment configured to appeal to Young Adults more so than adult patrons.
Has bulletin boards for young adult oriented display.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Scope Options 2 & 3:
Establish a Teen Space in the library as a "destination place" in the community for Teens. Support HOMAGO initiatives (Hang Out, Mess Around and Geek Out) to productively engage the Teen population.
Support a teen population ready for collaborative problem solving in higher education and in their work lives.
Foster understanding between individual teens as they pursue group problem solving.
Create an ambiance that supports and encourages working together, as well as independent learning.
Reflect Teen interests but allow for inconspicuous supervision.
Enhance access to electrical power and data network.

Close Proximity To: Study spaces, Adult Non-Fiction Collection
(easily supervised from the service desk)

Distant From: Separate from Children's area, acoustically and visually screened for quite Adult areas

TEEN COLLECTIONS

	Size	Seats	Collection Size
Existing	inc. above	0	verify
Option 1	ADA impact	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Houses YA fiction book collection for teen browsing and selection. Also houses and display's the Teen paperbacks and magazine collection. Provides changing displays of books of current interest. Includes college catalogs, career information, display area for booklists and handouts.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Continue to provide collections which address the needs and interests of the teenage population.
Scope Options 2 & 3:
Enhance presentation of the Teen print collection with attractive displays and shelving. Provide changing displays of books of current interest.

Close Proximity To: Service Desk, Teen Seating

Distant From: NA

TEEN GATHERING & SEATING SPACES

		Size	Seats	Collection Size
Existing		inc. above	11	0
Option 1	ADA impact		_____	_____
Option 2	TBD		_____	_____
Option 3	TBD		_____	_____

Functions Performed:

Provides seating options that appeal to Teens for both hanging out and being productive as individuals and in groups.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.

Scope Option 2 & 3:
Provide some lounge seating that uniquely appeals to Teens.
Allow Teens to reconfigure their space with furnishings and shelving that can be readily repositioned.
Support Teen collaboration for assignments, recreation and independent projects.

Close Proximity To: Service Desk, Group Study/Consultation Space

Distant From: Create a teen population ready for collaborative problem solving in higher education and in their work lives.
Foster understanding between individual students as they pursue group problem solving.

TEEN COMPUTERS

		Size	Seats	Collection Size
Existing		inc. above	3	0
Option 1	no change		_____	_____
Option 2	TBD		_____	_____
Option 3	TBD		_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Provides Teens with access to computers for research and recreation.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.

Option 2 & 3:
Preserve a portion of the library's computer resource for use by the Young Adult population, but simultaneously allow for use of the resource during times when YA patrons are not typically in the library.
Accommodate computing at places other than the library desktop PCs (e.g. library or patron owned portable laptops and tablet PCs)
Enhance access to electrical power and data network.
Support computer based Teen collaboration for assignments, recreation and independent projects.

Close Proximity To: Other Teen Services

Distant From: NA

G. ADMINISTRATION/SUPPORT

STAFF WORKROOM

	Size	Seats	Collection Size
Existing	161	0	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Receipt and processing of library materials, weeding, sorting of materials for re-shelving, mail sorting, finalizing patrons registrations, processing Interlibrary Loans, processing of incoming and outgoing hold requests, notifying patrons of hold materials. Contacting patrons regarding overdue materials.
Storage of general office supplies.
Storage of laptop/tablet PC cart.
Planning for all library programs and events.

Close Proximity To: Central Services Desk, Circ. Supervisor's Office, Holds

Distant From: Public View.

Service Goals & Potential Spatial Improvements:

Scope Option 1:
No fundamental change, but remove obstacles to accessibility.
Provide staff with sufficient & effective area to process and prepare library materials for public use in an area outside the patron–accessible areas.
Maintain collegial working environment while recognizing managerial positions need some acoustical isolation.

BRANCH LIBRARIAN OFFICE

	Size	Seats	Collection Size
Existing	115	0	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Scope Option 1, 2 &3:
Private office area for the Branch Librarian.
Accommodate staff & patron consultations.

Service Goals & Potential Spatial Improvements:

Scope Option 1,
Private area that allows adequate space to plan programs, compile reports, conduct the day-to day tasks of running the branch, conduct private conversations with staff and general public.
Scope Option 2 &3:
Provide acoustical separation to ensure confidentiality and to promote concentration. Provide visibility to maintain connection with the activities of library patrons.

Close Proximity To: Other administrative areas

Distant From: Noisy areas

CHILDREN'S LIBRARIAN'S WORK AREA

	Size	Seats	Collection Size
Existing	0	0	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:

Prepare materials for Children's programs and crafts activities.
Maintain statistical records and store professional materials.
Provide Children's library staff with space to plan and prepare children's activities.
House and display the various components of the Teens print and AV collections

Close Proximity To: Children's Services

Distant From: Adult Services

Service Goals & Potential Spatial Improvements:
Allocate space with appropriate materials and character to facilitate the development of compelling children's programs and activities.

STORAGE, BASEMENT

	Size	Seats	Collection Size
Existing	305	0	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:
Scope Option 1, 2 &3:
Stores collections that are featured periodically rather than continuously.
Stores AV equipment when not in use.

Service Goals & Potential Spatial Improvements:
Scope Option 1, 2 &3:
No fundamental change, but remove obstacles to accessibility.
Efficient storage and access to periodically used materials for all departments.
Scope Option 2 &3:

Close Proximity To: NA

Distant From: NA

STAFF BREAK ROOM

	Size	Seats	Collection Size
Existing	388	9 ★	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:
Scope Option 1, 2 &3:
Provide a pleasant relaxing area for staff breaks.
Scope Option 2 &3:
Provide staff lockers and facilities for staff to eat during break.

Service Goals & Potential Spatial Improvements:
Scope Option 1, 2 &3:
Establish an area where the staff can get away from the public to relax on break or eat their meals undisturbed.
Update kitchen equipment and appliances.
Scope Option 2 &3:
Crate space where staff are comfortable during their breaks and have improved fixtures, equipment and cabinets for the sanitary preparation of light meals and clean up.

Close Proximity To: Staff Work Areas

Distant From: Public Service Areas

BUILDING MAINT./CUSTODIAL CL./CUSTODIAN'S DESK

	Size	Seats	Collection Size
Existing	35	0	0
Option 1	no change	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:
Scope Option 1, 2 &3:
A center for maintenance of the building and grounds. Store bulk building supplies and machinery. Near controls of heating, air conditioning, and ventilation system (HVAC)
Scope Option 3:
Custodiaal work area.

Service Goals & Potential Spatial Improvements:
Scope Option 1, 2 &3:
Have a Custodial Closet on each level.
Scope Option 3:
Include a workstation for Custodian.

Close Proximity To: Elevator (for moving equipment/supplies easily from one floor to another), public restrooms, delivery area

Distant From: Public Service Areas

TELE/DATA CLOSET

	Size	Seats	Collection Size
Existing	25	0	0
Option 1	TBD	_____	_____
Option 2	TBD	_____	_____
Option 3	TBD	_____	_____

Functions Performed:
Telecom Closet; network closet, communications/electrical closet

Service Goals & Potential Spatial Improvements:
Establish a climate controlled and secure space for the library's central computer equipment and LAN.

Close Proximity To: NA

Distant From: Public Areas