

Westport Public Library
Development Guidelines
Functional Area Requirements

October 2005

Westport Public Library Program: Executive Summary

The Westport Public Library is one of Westport's most valued assets. As stated in the Library's Service Plan, it is both a destination and a sanctuary, with all that both imply. With over 1,700 visits per day, a collection of over 225,000 items, a well-trained service-oriented staff and a wide spectrum of programs (over 800 per year), the library enjoys a devoted user base and has tremendous public support. Yet, despite the many aspects that are successful, the current building infrastructure and the flow of uses in its physical configuration are not fully meeting Westport's current demands for library services and programming.

Today's libraries are far more than repositories of print resources. They are active dynamic places that serve their community's informational, educational, recreational and cultural needs in a variety of ways not associated with libraries of the past. Collections have broadened to include multiple formats and continue to evolve. Library patrons seek services round the clock; they want expanded hours of service, greater access on weekends and in the evenings, and virtual access 24/7, especially when the physical building is not open for service. They demand ease in use and excellent public service. They require a wide spectrum of services for all ages, from basic library services to broad levels of programming, a variety of library-related amenities (such as a café and other retail), internet access for non-research oriented tasks, community services, and cultural events, and a relaxing gathering place or alternative "living room" within their community.

Technology has had a profound impact on library services and environments. Technology functions best in a built environment that is designed to be flexible in regard to placement of functions and accepting of its continual advances. Rapid technological changes have transformed the medium of library resources, the equipment that serves research and casual use of resources, the operations that manage the circulation of materials, and the spectrum of programming sought by Westport residents. It has also transformed the workplace; with more community residents telecommuting or performing work on a consulting basis, the library has become an alternate workplace and usage has surged upward.

While population growth is predicted in Westport and will increase demand for library resources, the rate of library circulation growth (per capita) has outpaced it by a wide margin. Recent census data (from the 2003-2004 Quality of Life category) lists Westport library circulation rates at 31.0 volumes per person as compared to a statewide average of 8.6 volumes per person. Westport has a highly literate and educated community heightening the demand for library resources. Thirty-two percent (32%) of Westport residents have attained a graduate or professional degree; sixty-nine percent (69%) have attained a Bachelor's degree or higher as compared to thirty-one percent (31%) statewide. The relatively high statistics for median household income (\$129,874), combined with a long tradition of artistic exploration in the local community, support a comparatively high level of cultural and literary activity in Westport, a good portion of which takes place at the Library. In addition, leisure use by Westport's increasing number of retirees as well as more active outreach to growing numbers of school age children, during the school day and beyond, have made the Westport Library a far busier place than earlier predictions had foreseen and than the current structure serves.

Business growth is also predicted in Westport. A higher level of business activity generates more mobility among town residents and a subsequent increase in the use of local institutions. Fourteen and one-half percent (14.5%) of Westport residents are self-employed in their own unincorporated businesses, with over 11 % working at home. With the technological advances mentioned above, many companies, large and small, have instituted telecommuting policies. All of this translates into more active library use with many residents utilizing the library as a remote office, drawing upon its spaces as well as its resources. A recent study by the Seattle Public Library has proven that increased patron activity at a downtown library, generates a reciprocal synergistic increase in the use of local businesses as well.

Focus group results were clear: Westport's active user base of town residents and individual users from outside of Westport's boundaries are enormously satisfied with the quality of service they receive and support further building improvements. Their comments were constructive and provided valuable ideas for the proposed expansion. Connections between functions and the current adjacencies of functions in the building do not permit efficient service routines. Many functional areas are undersized and in need of expansion. Two of the areas most in need of change are largely invisible to the public: the building infrastructure (mechanical systems, air quality, and vertical circulation systems) and the limited staff work spaces. These require full replacement (HVAC) or significant expansion and relocation (staff work spaces). The other common thread, heard throughout the public comments, articulated a strong need for an increase in the number and sizes of program spaces. Respondents voiced unanimous support for a larger and better equipped auditorium and a broader spectrum of meeting spaces to serve the wide roster of daily programs.

Other physical changes are required by new codes, building practices, and library service trends. Federal laws require changes to provide enhanced access for all citizens. Guidelines requesting wider aisle widths, accessible hardware options, better clearances, new signage requirements, and ergonomic design improvements are described in the Americans with Disabilities Act (ADA) and detail needed improvements throughout the structure. National environmental goals for more efficient utilization of scarce resources have created sustainable building strategies that guide the design and construction of today's public buildings toward more efficient energy consumption and the use of recycled materials. Building systems, lighting, and materials, choices are much greater and guide the product. The seamless integration of technology in today's libraries necessitates that libraries be built as ever more flexible structures, with access to conduit and the ability to integrate frequent changes.

Library service trends have undergone a significant transformation which has influenced library design. "High interest, high-touch, high volume" collections are showcased in customer-friendly formats. These merchandized collections, arranged for ease in browsing, are less densely displayed and require more floor space. Age and topic specialization and life-long learning goals are integral parts of today's library service plans - initiating the need for new spaces for different user groups such as Toddlers, Teens, Parenting, World Language, Large-Print Collections, etc. New customer service models allow Library customers more direct access to the materials and services they seek. Efficient self-service functions such as on-line catalogs, debit card technology, small business services, automated check-out, sorting, reserve, and return functions, have been enthusiastically received by patrons. They have also allowed trained library staff to spend less time performing routine clerical functions and more time serving the customer's library needs. Reading rooms are no longer one-size fits all; today's discriminating library customers expect to find a wide spectrum of reading and study environments, both quiet and active, for individual study and group work, with a broad array of seating types. The most recent Library Service Plan for the Westport Public Library articulates the broad range of Library Service Goals needed to serve Westport's active library customers and serves as the generator of many of the proposed improvements.

The following Library Building Program for the expanded Westport Public Library is based on the concept that the library would significantly alter and expand the building on its current site in the center of town. The program is predicated on a needs projection for the next 20 years and is based on current library planning concepts for services and growth. While the expansion is driven by the user needs within the local Westport community, with remote access and growing Inter-Library Loan services, demand for Westport's library services, like other libraries statewide, is even further increased by use by residents within the surrounding region. The resulting efficiency ratio (or net to gross ratio) of 35% utilized in the building program calculations is based on a configuration for the current site and the need for multiple entrances and multi-level circulation zones that connect spaces in the elongated rectangular footprint.

MDA designgroup, Architects & Planners, as requested by the Westport Public Library, utilized the initial program descriptions created by Orr & Associates in 2004 as the starting point for their program verification task, analyzing space requirements and modifying them as necessary to meet current needs predictions and practices. The attached program element descriptions or program data sheets contain estimates based on the Library's current projections for usage, collections and staffing and may evolve over time. They include a preliminary listing of furniture and equipment and remarks about special conditions or desired adjacencies. The specific requirements for each space will be refined as part of the continued facility planning that will occur during the future building design process.

Priorities for changes:

Three categories of critical improvements emerge in the areas requiring the most growth:

- First, critical infrastructure improvements to provide more efficient operations, logical adjacencies and improved workflow, improvements to staff workspaces, highly efficient temperature, humidity and air filtration systems, acoustic control, and an increase in the size, number and location of storage areas needed for operations.
- Second, improvements to public areas which expand the collection display areas to include merchandized high interest collections, specialty topic areas, an expanded spectrum of program spaces, and an increase in library-related amenities. The predicted growth of the collection areas is more limited than in the earlier study. Increased aisle width, lowered stack height (90" to 84"), and expanded browsing displays were the prime generators of the collection area growth.
- Third, technology enhancements would guide all changes and will be integral to the support of program goals in operations, resources, programming, and customer service.

While the improvements are proposed as changes to the current library structure, they are integrally related, global in scope, and alter the building spaces and systems significantly. The most efficient and cost effective approach therefore requires a comprehensive expansion and renovation completed as a single intervention. Approached in this manner, the project scope would also include the temporary relocation of the library operations and off-site storage for the less frequently accessed resources.

Square footage requirements for the Program Summary Space Descriptions are included in:

Floor	Category of Use	Existing (SQFT.)	New Rqmt (SQFT.)
Public Spaces, Amenities, & Support			
1	Lower Lobby	925	1050
2	Upper Lobby	550	600
N/A	Meeting Suite Foyer	220	350
1	McManus Auditorium (enlarged w/300 seats)	1700	3500
1	McManus Auditorium Storage (incl. above)	50	-
1	Meeting Room A/V (incl. above)	75	-
N/A	Meeting Room Greenroom (incl. above)	0	-
N/A	Meeting Room Pantry	0	100
N/A	New Meeting Room (seats 74)	0	740
3	Seminar Room 1 (seats 30 - available for Friends, staff, patrons)	0	960
3	Lortel Conference Room (8 seats)	250	250
N/A	Silent Study Room (16 seats)	0	480
N/A	Study Rooms (8 @120)	360	960
N/A	Trustees / Staff Meeting Room (30 person conference)	500	900
2	Internet Café & Library Store (up to 40 seats)	125	1000
2	Library Store (see above - to combine with café)	25	0
2	Copy Services	700	300
1	Public Restrooms Lower Level	270	600
2	Public Restrooms Main Level	380	500
3	Public Restroom on Upper Level	170	170
3	Children's Program Room & Storage	530	650
3	Children's Restroom	60	60
Subtotal Public Spaces (SQFT.)		6,890	13,170

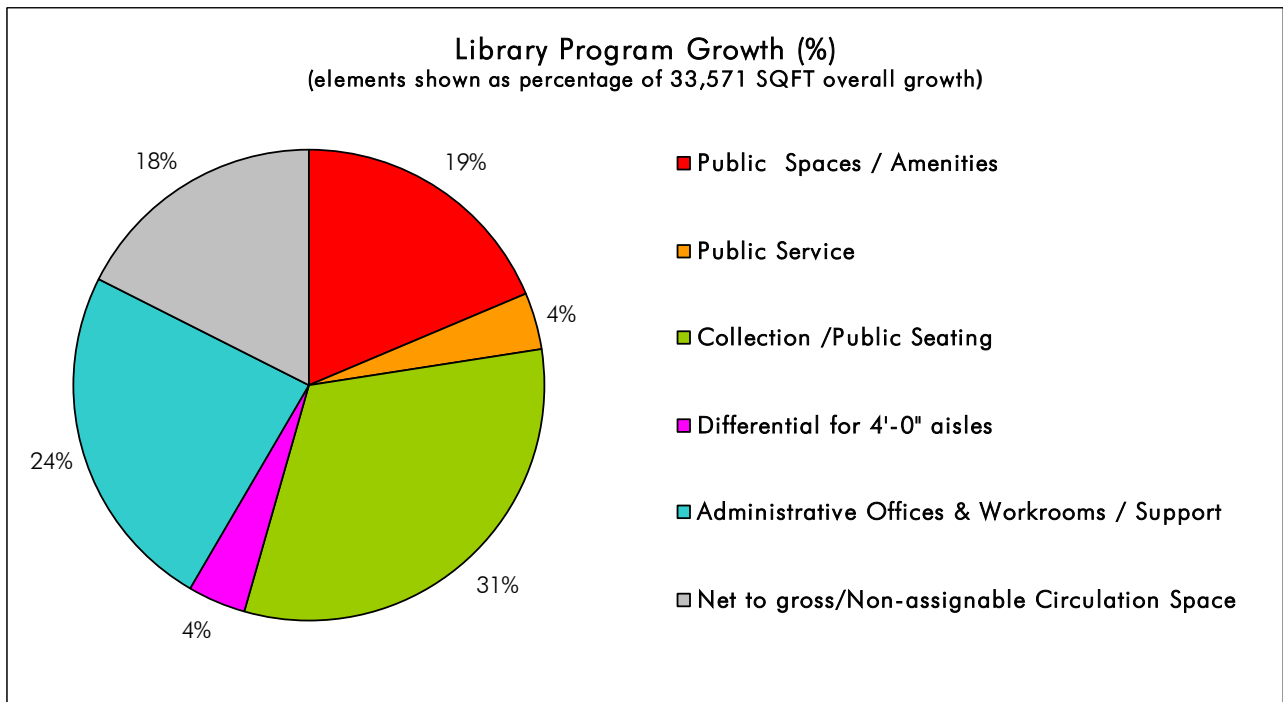
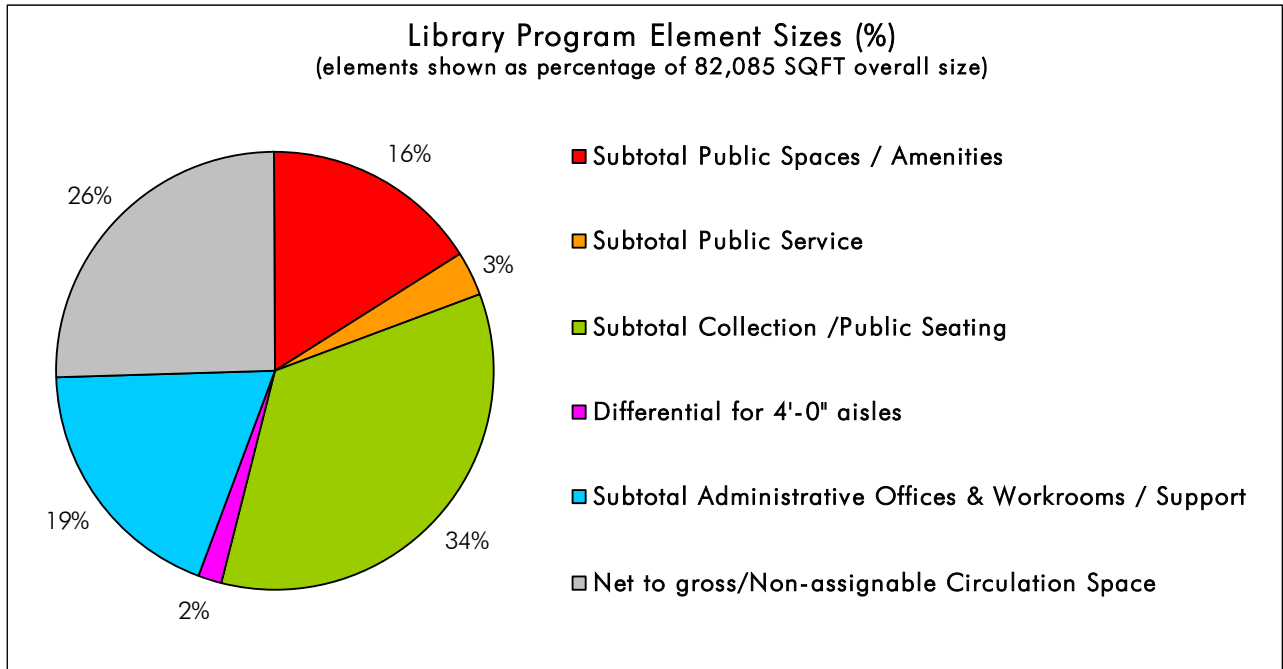
Public Service Areas			
1	Circulation: A/V at Lower Level & Self Check	260	300
N/A	Book Return at Lower Level / Automated Sorting	0	150
2	Circulation: General at Main Level & Self-Check	645	600
2	Book Return at Main Level/Automated Sorting	45	500
2	Welcome Desk at Main Level	0	200
3	Circulation: Self-check at Upper Level	25	70
2	Adult Information / Reference Service Desk (incl. ref. alcove)	265	300
1	Book Sale Display	25	90
2	Book Sale Display	25	90
3	Book Sale Display	25	90
1	On-line catalogs	35	70
2	On-line catalogs	70	210
3	On-line catalogs	70	140
Subtotal Public Service (SQFT.)		1,490	2,810
Collections and Public Seating			
Adult Collections			
2	Adult Browsing	300	420
2	Adult Browsing Area Seating	600	1570
2	Adult Book Club	50	90
2	Adult Paperbacks	40	48
2	Adult Fiction	1750	1920
2	Adult Fiction Area Seating	800	1150
2	Adult Large Type Books	80	140
2	Adult Reader Development	15	21
2&3	Adult Non-fiction	4000	6580
2	Adult Non-fiction Seating	685	1200
2	Oversized Adult Non-Fiction	750	814
2	Adult Folios	20	22
2	Adult Periodicals	300	250
2	Adult Periodical Seating	1650	1000
2	Local History -Oral History Tapes	5	10
2	Local History- Pamphlet Files	60	60
N/A	Local History- Books	0	7
N/A	Local History- Seating	0	190
2	Picture Files	90	90
2	Adult Reference (INCL. Ready Ref.)	650	525
2	Adult Reference Seating	360	360
2	Adult General Reference /Technology Center	900	1080
2	Adult Reference Interview Room	0	160
2	Adult New Business Reading	10	56
N/A	Adult New Business Seating	0	480
2	Adult Career Corner	5	10
3	Adult World Language	25	50
N/A	Adult Music Area (new option) *houses librettos & some collection	0	50
N/A	Adult Music Area Seating (new option)	0	190
Adult Area Subtotal (SQFT.)		13145	18543
Teen Collections			
N/A	Teen Area Service Desk	0	100
2	Teen Fiction & Paperbacks	25	45
2	Teen Non-Fiction	10	20
2	Teen Biographies	5	5
2	Teen Graphic Books	30	56
N/A	Teen Book on CD / Tape	0	5
2	Teen Periodicals	15	15
2	Teen Seating	240	865
2	Teen Technology	60	220
Teen Area Subtotal (SQFT.)		385	1331

Children's Collections			
3	Children's Area Service Desk	75	200
3	Children's Reference	30	60
3	Children's Ready Reference	5	5
3	Children's Assignments	18	20
N/A	Children's Booktruck Browsing	0	80
N/A	Children's Stroller Parking	0	160
3	Children's Fiction	400	420
3	Children's Fiction Browsing	20	320
3	Children's Fiction seating	625	980
3	Children's Holiday Collection	45	50
3	Children's Paperbacks	10	25
3	Children's Paperback Series	30	50
3	Children's Oversized Fiction	10	15
3	Children's Graphic Books	5	10
3	Children's World Language	10	15
3	Children's Caldecott	10	15
3	Children's Book on CD / Tape	20	55
3	Children's Music on CD / Tape	10	22
3	Children's Kits	45	45
3	Children's Periodicals (W/ P-T Periodicals)	25	25
3	Children's Non-fiction	500	600
3	Children's Non-fiction Browsing	15	190
3	Children's Non-fiction & Reference seating	165	780
3	Children's Picture Books	225	385
3	Educational Toys	120	120
3	Children's Picture Books & Ed. Toys Seating	200	320
3	Children's Beginning Readers	85	90
3	Children's Board Books	45	50
3	Children's Story Time	15	15
3	Toddler and Parent Seating	365	960
3	Parent Teacher	25	25
3	Children's Technology Center	100	300
Children's Area Subtotal (SQFT.)		3253	6407
A/V Collections			
1	Audio/Visual Book on CD	80	280
	Audio/Visual Book on Tape	130	70
1	Audio/Visual Video on DVD	200	450
1	Audio/Visual Video on VHS	300	300
1	Audio/Visual Music on CD	100	225
1	Audio/Visual CD-Rom	40	5
1	Audio/Visual Listening / Viewing Stations Seating	0	140
	Audio Visual Seating	0	140
1	Audio/Visual Browsing	0	400
A/V Area Subtotal (SQFT.)		850	2010
Subtotal Collection /Public Seating (SQFT.)		17,633	28,291
Administrative Offices & Workrooms / Support			
Library Administration			
3	Library Director	275	340
3	Executive Administrative Assistant	65	160
N/A	Administrative Copy Alcove	0	100
N/A	Administrative Pantry Alcove	0	80
3	Assistant Director of Operations	125	200
3	Business Manager	90	125
3	Assistant Business Manager	65	90
1	Community Relations Coordinator	140	165
3	Community Relations Program Assistant	65	130
N/A	Community Relations Development Manager	0	165
Library Administration Subtotal (SQFT.)		825	1555

Library Public Services			
N/A	Assistant Director for Public Service	0	200
3	Administrative Assistant	60	75
1	Audio/Visual Workroom	210	365
1	Local Circulation Office (2 FT)	380	200
3	Circulation Services Office (8 FT, 8 PT)	0	880
2	Head of Access Services	110	135
2	Access Services Librarians (2 FT)	90	150
2	Access Services Clerks	50	360
2	Access Service Shelves	50	140
2	Access Services Tech Support (1 FT)	40	105
N/A	Interlibrary Loan Office	80	130
2	Interlibrary Loan Clerks	0	170
2	Head of Reference Services	80	125
2	Reference Librarians (4)	100	340
N/A	Reference Clerks (2)	0	140
2	Network Center & Support/Storage	180	250
3	Head of Collection Management	90	135
3	Collection Mgmt. Clerks (1 FT, 2 PT)	80	120
3	Collection Mgmt. Aide (1 PT)	40	45
3	Technical Services Workroom (5 people)	215	465
N/A	Technical Services Storage	0	200
3	Cataloguer (1 FT)	60	105
N/A	Head of Teen Services	0	135
3	Head of Children's Services	80	135
3	Children's Librarians (2)	80	180
3	Children's Library Associates (3 FT, 2 PT)	200	320
N/A	Children's Library Shelves (2 PT)	0	70
N/A	Children's Holding Shelving	0	100
N/A	Friend's Office	0	125
1	Friends' Book Sale Storage / Sorting	300	1500
2	Staff Meeting Room	280	280
1	Staff Lounge	315	400
1	Staff Restroom(s) Lower Level	60	160
N/A	Staff Restroom(s) Main Level	0	220
N/A	Staff Restroom(s) Upper Level	60	220
Library Public Services Subtotal (SQFT.)		3290	8680
Library Support			
N/A	Café staff Office	0	85
2	Café Storage	50	100
1	Building Maintenance Coordinator	100	110
1	Custodial Coordinator's Office (1 FT)	30	110
1	Maintenance Monitors (2 PT)	30	70
1	Custodial/Maintenance Locker Room	100	100
1	Custodial/Maintenance Storage	90	200
N/A	Maintenance Shipping/Receiving Office	0	200
2	General Building Storage (some on each level)	30	360
N/A	Archival compact storage (new option)	0	1000
3	Mechanical Space	2900	3000
Library Support Subtotal (SQFT.)		3330	5335
Subtotal Administrative Offices & Workrooms / Support (SQFT.)		7,445	15,570
Total Used SQFT.		33,458	59,841
Net to gross/Non-assignable Circulation Space		15,056	20,944
TOTAL Overall SQFT.		48,514	80,785
Rounded off estimate (SQFT.):		48,500	81,000
w/ Differential for 4'-0" aisles (collection * 1.03)		-	82,300

* Note 1: Optional element; not included in totals

Table 2. Graphic Summary of Program Relationships and Growth



The derivation of the square footages in the summary table above is included in the following tables in the appendix at the end of the Program Report:

Table 3. Westport Public Meeting Room Space Summary

Table 4. Westport Collection Summary

Table 5. Westport Reader Seating Space Summary

Table 6. Westport Staffing Space Summary

Also included in the appendix are:

Exhibit 1. Westport Library Organizational Chart

Exhibit 2. Westport Public Library Focus Group Response Summary

The Westport Public Library is ranked as first in its peer group for outstanding library service and serves as the locus of activity in the community. Westport residents, while enthusiastic supporters of their library, support an enhanced and expanded physical infrastructure. The program for the expansion and renovation of Westport Public Library will enable the Library to fulfill its enlightened vision for service, to set new standards of excellence, and to maintain its role as a dynamic place for learning, intellectual curiosity, enjoyment, and personal growth.

Public Spaces, Amenities, & Support

- Entry Lobby, Lower Level
- Entry Lobby, Upper Level
- Meeting Suite Foyer
- Enlarged McManus Auditorium (seats 200 – 300)
- McManus Auditorium Storage / A/V / Green Room / Pantry
- New Meeting Room (seats 74)
- Seminar Room (seats 28)
- Silent Study Room (not a conference space, seats 16 in mixed seating types))
- Lortel Conference Room (seats 8)
- (8) Study Rooms (seat 4 each)
- Trustees Meeting Room (seats 30)
- Internet Café/ Library Store (seats up to 40)
- Copy Services
- Public Restrooms & Drinking fountains
- Children's Program Room & Storage
- Children's Restroom

Other optional opportunities for public spaces (roof terrace, outdoor reading terrace, etc.) that maximize use of the downtown riverfront and green location can be investigated by the design team during the design process. These optional improvements are not included in Library Building Program square footage summaries.

Entry Lobby, Lower Level

Activities

- First impression from secondary entry to the building; secondary welcome point for users
- People of all ages enter the building and use this space to meet (including elderly, young children in strollers, teenagers in groups, business people, students making library class visits, and persons with physical disabilities.)
- Must comply with ADA requirements.
- Used for primary access to areas that may remain open when library is closed.

Occupancy (at one time)

Public: varies

Daily Uses 1000+

Architectural Features – Ambiance

- A clear, welcoming, inviting entrance and passageway into the Library, which gives users a visual orientation to the building, services and collections.
- Clear signage marking the library, entry and hours (sign format to be flexible for changes)
- Vestibule with air lock and double set of doors.
- Automated doors and other accessibility features for persons with disabilities required.

Furnishings and Equipment:

- Walk-off mats
- Library directory and map
- One public telephone
- Display units for library and community information materials
- Bench seating for 3 – 5 persons
- Lighting, visual displays of library materials
- Plasma screens for event listings
- Gallery display units

Proximity

- Lower level Circulation
- Active high touch uses (A/V, possibly Children's, etc.)
- Lower level book drop
- Restrooms
- Art displays
- Lower level Parking lot
- Meeting and Program Rooms
- Possibly shipping and Receiving (depends on eventual building configuration)
- Storage closet for winter floor mats
- Vehicular drop off

Distance

- Quiet areas of the library
- Administrative offices

Entry Lobby, Upper level

Activities

- First impression and welcome point for users
- People of all ages enter the building and use this space to meet (including elderly, young children in strollers, teenagers in groups, business people, students making library class visits, and persons with physical disabilities.)
- This space is also used for people searching for the community bulletin board.
- This space will also include a welcome or greeting kiosk where a staff member could assist people to find what they are looking for.

Occupancy (at one time)

Public: 30

Staff 1

Daily Uses 1000+

Architectural Features – Ambiance

- A welcoming, inviting entrance and passageway into the Library, which gives users a visual orientation to the building, services and collections.
- Vestibule with air locks and double set of doors; interior set of doors will shield external environmental conditions from interior conditions.
- Clear signage marking the library, entry and hours (sign format to be flexible for changes)
- Automated doors and other accessibility features for persons with disabilities are required.

Furnishings and Equipment:

- Library directory and map
- Display units for library and community information materials
- Bench seating for 5-10 persons
- Walk-off mats
- Lighting, visual displays of library materials
- Lockable, wall mounted, glass display case for exhibits
- Plasma screen for event listings

Proximity

- Internet Café & Library Store
- Circulation
- Book drop and sorting (perhaps with glazed wall with choreographed view to RFID sorter)
- Possible proximity to Shipping and Receiving
- Public Restrooms
- Upper Parking Lot
- Route to Program and Meeting Rooms
- Welcome Desk
- Art displays

Distance

- Administrative Suite
- Technical services
- Shipping & Receiving

Meeting Suite Foyer

Activities

- Gathering of attendees when entering and exiting programs/functions
- Dissemination of information/literature related to programming
- Display of art / additional gallery space
- Noise lock; breakout space for conversations

Occupancy (at one time)

Public varies

Staff none

Architectural Features – Ambiance

- Attractive open anteroom to Auditorium, meeting room, restrooms and vertical circulation
- Surfaces to be attractive but durable to endure traffic/use by large groups without damage
- Attractive adjustable lighting to permit use as additional gallery space
- Discretely integrated domed cameras for security during times when staff is not present
- Attention to acoustics; space serves to keep noise from traveling into meeting spaces
- Integrated signage to clarify directions to designated meeting spaces

Furnishings and Equipment:

- Attractive folding tables (2)
- Sturdy easels (2) for display of temporary signage
- Built in speakers to deliver music from performances for recordings
- Attractive bench with easy to clean upholstery
- Picture rail system to permit display of changing art shows

Proximity

- Meeting Rooms
- Lower Level Entry Lobby
- Public Restrooms
- Vertical circulation

Distance

- Quiet Areas

McManus Auditorium (enlarged)

Seats 200 to 300

Activities

- A variety of library and community programs; lectures, author visits, film presentations, performing arts, panel discussions, seminars, special children's events, public meetings and other programs.

Occupancy (at one time)

Public 200 - 300

Daily Uses 1-3

Architectural Features – Ambiance

- Should be located to provide independent access when building is closed.
- Ability to access the room from the building's exterior on ground level through doors large enough to accommodate delivery of large equipment, instruments, etc.
- Groups entering will be noisy. Acoustically dampened foyer with access to space and required services.
- Raked seating. Sloped floor for enhanced sightlines and acoustics.
- Primary entry from rear of room away from performance space in front. Doors large enough for access.
- Acoustic control aided by material selections: carpet floor and acoustic ceiling over central main area with lower gypsum board soffit around perimeter. Fabric wrapped wall panels for display and acoustics. Provide picture rail for hanging art and chalk rail for positioning of display boards and other large items.
- Controllable/dimmable lighting (rheostats) from podium and rear of room
- Wired for CATV reception and production and computer server access. A/V functions will occur often; provide for strong wireless signal within space. LAN data ports.
- Chalk rail and tack wall above on at least one wall
- Lockable integrated storage rooms: one for A/V equipment and one for chairs, tables, and moveable coat racks. Include third small space near front for use as Green Room for performers.
- ADA compliant stage area with microphone jack; wire for hearing assistance technology
- Serving pantry adjacent to Auditorium.

Furnishings and Equipment

- Baby grand or grand piano on wheels
- High quality acoustics and amplified sound adjustability from front and rear of room.
- Podium with microphone
- Walls should have gallery wall fixtures/spot lights for exhibits and art displays
- Ceiling-mounted projector and large drop-down screen (retractable) in front of room
- Portable stage with two movable smart podiums
- Flexible table/seating arrangement with (16) 6-foot long tables (high quality type with folding legs)
- 300 stackable chairs (w/trolleys); choose easily cleanable type that provides for longer term comfort.
- Plasma screen with VCR/DVD/computer ports
- Electrical receptacles at 32" height for laptop computers and personal listening devices; outlets in floor.
- Digital telephone jack with phone set with conference call and speakerphone
- Analog telephone jack for modem connection
- Mobile white board (stored in A/V closet) along with A/V carts and other A/v equipment.
- Adjacent pantry equipment: microwave oven, sink, refrigerator, dishwasher, locked storage, stove, counter space, large garbage can, serving carts.

Proximity

- Easy connections to entrance, exterior, public foyer and selected other meeting suite elements
- Restrooms and pantry
- Vertical circulation in building

Distance

- Quiet study areas

Ancillary Spaces serving the McManus Auditorium:

Auditorium Storage Room

Lockable integrated storage room for chairs, tables, and moveable coat racks.

Auditorium A/V Storage Room

Lockable integrated storage room for A/V equipment and carts.

Auditorium Green Room

Include third small space near the front (near stage platform end) for use as Green Room for performers.

Auditorium Pantry

Adjacent pantry equipment: microwave oven, sink, refrigerator, dishwasher, locked storage, stove, counter space, convenient refuse and recycling sorting system, serving carts.

New Meeting Room

Seats 74

Activities

- A variety of library and community programs; lectures, films, performing arts, panel discussions, seminars, special children's events, public meetings and other programs with attendance of 74 or fewer people.

Occupancy (at one time)

Public 74

Daily Uses 1-3

Architectural Features – Ambiance

- Flexible room arrangement to permit a variety of setups/y/uses. Flat washable floor surface.
- Should be located in Auditorium Suite to provide independent access when building is closed.
- Groups entering and exiting will be noisy – locate away from more quiet spaces.
- Controllable/dimmable lighting (rheostats) rear of room.
- A/V functions will occur often; provide for wireless signal and fixed jacks.
- Windows (if any) with glare reduction shades and glazing for laptop use.
- Provide picture rail for hanging art; chalk rail and tack wall above on at least one wall with adjustable track light fixtures at ceiling around perimeter
- Acoustic ceiling at center with a gypsum board soffit around its perimeter
- Integrated storage closet for some stacking chairs, folding tables, and a moveable coat rack
- Room of this occupancy does not require a Public Occupancy permit.

Furnishings and Equipment

- Podium with microphone; Ceiling-mounted projector and large drop-down screen
- Flexible table/seating arrangement with (12) 6-foot long tables (high quality type with folding legs)
- 80 stackable chairs (with trollies); choose easily cleanable type that provides for longer term comfort.
- Electrical receptacles at 32" height for laptop computers and personal listening devices; outlet in floor.
- Digital telephone jack with phone set with conference call and speakerphone
- Analog telephone jack for modem connection
- Adjacent Auditorium Suite pantry equipment: microwave oven, sink, refrigerator, dishwasher, locked storage, stove, counter space, large garbage can, serving carts.

Proximity

- Meeting suite foyer
- Easy connections to entrance, exterior, public foyer and selected other meeting suite elements
- Restrooms and pantry
- Vertical circulation in building

Distance

- Quiet study areas

Seminar Room

Seats 30

Activities

- Meetings of medium-sized groups from the community and staff
- Seminars for up to 30
- Training

Occupancy (at one time)

Staff or Public 30

Daily Uses 2-3

Architectural Features – Ambiance

- Groups entering and exiting will be noisy – locate away from quiet spaces, dampen acoustically
- Controllable lighting (rheostats) for multimedia and other presentations
- A/V functions will occur often; should have a strong wireless signal within space
- Windows with glare reduction shades and glazing for laptop use
- Chalk rail and tack wall above on at least one wall
- Provide picture rail for hanging art
- Provide storage closet

Furnishings and Equipment

- Built-in white board
- Flexible table/seating arrangement with (10) 6-foot long tables (high quality type with folding legs) and 30 stackable chairs
- Ceiling-mounted projector and drop-down screen
- Plasma screen with VCR/DVD/computer ports
- Electrical receptacles at 32" height for laptop computers and personal listening devices
- LAN data ports
- Digital telephone jack with phone set with conference call and speakerphone
- Analog telephone jack for modem connection

Proximity

- Restrooms
- Easy connections to entrance

Distance

- Quiet study areas

Lortel Conference Room

Seats 8

Activities

- Meetings of small groups from the community and staff
- Conferences
- Can be used by book clubs for scheduled club meetings

Occupancy (at one time)

Staff or Public 8

Daily Uses 3-4

Architectural Features – Ambiance

- People entering / exiting will be create noise – locate entrance away from quiet spaces
- Acoustically dampened walls and materials
- Controllable lighting (rheostats) for multimedia presentations
- A/V functions will occur; should have a wireless signal within space
- Windows with glare reduction shades and glazing for laptop use
- Chalk rail and tack wall above on at least one wall
- Provide picture rail for hanging art

Furnishings and Equipment

- Built-in white board
- Flexible table/seating arrangement with (3) 6-foot long tables (high quality type with folding legs) and 12 stackable chairs
- Ceiling-mounted projector and drop-down screen
- Electrical receptacles at 32" height for laptop computers and personal listening devices
- LAN data ports
- Digital telephone jack with phone set with conference call and speakerphone
- Analog telephone jack for modem connection

Proximity

- Restrooms

Distance

- Entry should be not be adjacent to non-public uses

Silent Study

Seats 16

Activities

- Serious study and reading for those patrons seeking a very quiet environment
- There is no talking permitted in this room

Occupancy (at one time)

Public: up to 16

Staff: None, the exterior wall of this room is glazed so activity is viewed to all who pass by

Architectural Features – Ambiance

- Sound absorptive materials to provide a quiet environment and comfort for those studying and reading
- Quiet mechanical systems
- Soft lighting with appropriate levels conducive to reading and study
- Consider a gas fireplace (or virtual fireplace)

Furnishings and Equipment

- Tables and chairs (2 tables with 4 chairs each)
- (8) casual arm chairs
- (4) end tables

Proximity

- Quieter public areas away from noisy traffic

Distance

- Noisy areas in the hub of activity

Study Rooms (8)

Seat 4 in each

Activities

- Quiet group and individual study rooms of varied sizes, accommodating small group meetings of 2-10 people. These rooms may be located near the Reference Area and Business Area. The intention is to be able to electronically book room reservations by self-service.

Occupancy (at one time)

Public: up to 4 in each room

Daily Uses: 6 per room

Architectural Features – Ambiance

- Acoustically dampened – Glazed perimeter wall to library interior
- Tabletop mounted electrical receptacles for laptop computers and other devices
- Provide strong wireless signal in each
- Exterior glazing (if provided) to have shades for glare reduction for laptop use
- Acoustically isolated study rooms (120 sq. ft.) integrated into this area for patrons needing to talk while working in the library. Patrons may work while on the cell phone (and for patrons to enter to use their cell phones) in these spaces as well.

Furnishings and Equipment

- 30" high study table per room with 4 chairs per room
- Rheostats for lighting system

Proximity

- General Reference / Technology Center (2 rooms; one for cell phone usage and one for study)
- Quieter public area (4 rooms)
- Copy/Fax/General (2 rooms)

Distance

- Children's
- Audio Visual

Trustees Meeting Room

Seats 30

Activities

- Board Meeting Room
- Staff Conference room.
- Training
- Other meeting or conference uses as needed

Occupancy (at one time)

Staff or Public 30+/-

Architectural Features – Ambiance

- Elegant colors, textures, and furnishing
- Curtains/drapes for manually operable exterior windows
- Glare reducing solar shades with separate roller for black out shades behind them

Furnishings and Equipment

- Smart board or Black/whiteboard built-in behind cabinet doors
- Wall-mounted plasma screen built-in behind cabinet doors
- Ceiling mounted projector
- Large conference table with seating for 18 with 12 additional chairs along perimeter
- Small sink/refrigerator/stove with storage cabinets in closet
- Retractable ceiling mounted screen for multimedia presentations
- Table mounted electrical/data port receptacle
- Moveable coat rack
- Server cabinet or table

Proximity

- Administrative Office
- Administrative Pantry

Distant

- Noisiest areas of high activity

Internet* Café & Library Store

(nomenclature of "Internet" café is being used because the function is recognizable; Library can customize the name in signage)

Activities

- Prime retail space for the library to sell and consume coffee, food and library store items
- Express use computer stations and wireless access for express use and e-mail checking
- Space for individuals to engage in casual conversation and reading.
- Display helping for used books and library store items.

Occupancy (at one time)

Public up to 40

Staff 1

Daily Use: continuous

Architectural Features – Ambiance

- Café style layout
- Spot lighting to highlight environment and sale items
- Sales counter large enough for service and small displays
- Patron seating with views of the river
- Acoustically engineered to control noise
- Shelving to maximize display of retail items
- Brochure racks and signage to publicize events and activities
- Music system and integrated speakers

Furnishings and Equipment

- Counter wide enough for laptop computers with accessible outlets to hold approximately of 12 stools
- Café tables and chairs (28 seats)
- Display case for food items
- Food preparation counter with triple sink
- Commercial refrigerator, freezer, microwave ovens and toaster
- Coffee makers and espresso machines
- Crock pots for soups
- Work counter behind cash register
- Flexible, adjustable wall shelving for book sale and library store item displays
- Lockable storage cabinet for inventory
- Menu board display
- Required Board of health signage
- Wastebaskets and recycling containers (attractive type)
- Table seating, lounge chairs, counter stool seating
- Music system to allow Library's customized music selection

Proximity

- Entry/lobby
- Restrooms
- Circulation and browsing

Books

500 (book ale)

Non-Book Materials

500 (library store items)

Copy Services

Activities

- Copying, Faxing, Collating, Scanning

Occupancy (at one time)

Public 10+

Architectural Features – Ambiance

- Lighting in this area should non-heat generating
- Visible but sheltered alcove with copy/fax/print equipment; function linked to library debit card
- This may be joined with the print release station for the PCs (study impact of joining two high use functions)
- This area should have some acoustical separation from the other open spaces in the library
- Durable and washable surfaces

Furnishings and Equipment

- 3 copiers with print/scanning capability
- Change or debit card machine
- Shared collating counter
- Tack surface for notices and instructions
- Waste and recycle baskets (uses labeled)

Proximity

- Business and Reference Areas
- Reference Information Area
- Areas of busy use
- Study rooms

Distance

- Children's Services
- Audio Visual
- Silent reading room

Restrooms - Public

Lower Level, Main Level, & Upper Level

Activities

- These lavatory facilities will be used primarily by library visitors using the library resources, meetings or attending programs.

Occupancy (at one time)

Public 1- 4

Daily Uses: continuous

Architectural Features – Ambiance

- Single sex restrooms
- Well-lighted and ventilated with neutral colors and smooth, easily cleaned surfaces.
- Graffiti resistant surfaces.
- Lower Level located near programming areas for access by the public when the rest of the library is closed
- Main Level located near most active areas
- Upper Level located near quieter use library spaces (lower use/fixture count than other two levels)
- Compliance with ADA requirements and an emergency notification pull cord
- Include a floor drain in each restroom; size/locate water heater to serve all restrooms/pantries
- Include one baby changing station in each restroom
- Locate convenient to Janitor's Closet on each level to replenish supplies and ease in cleaning
- Wall mounted toilets and stall partitions for ease in cleaning floor surfaces
- Durable stone or simulated stone countertops with under-mounted sinks
- Include drinking fountains near restroom area in at least one location at each level

Furnishings and Equipment

- Lower and Main Level Women's Rooms—Four toilet stalls, three sinks, full-length mirror, sanitary product dispenser, baby changing station, diaper disposal (i.e. Diaper Genie)
- Lower and Main Level Men's Room—Two stalls, two urinals, three sinks, full-length mirror, baby changing station, diaper disposal (i.e. Diaper Genie)
- Upper Level Women's Room: Two toilet stalls, two sinks, full-length mirror, sanitary product dispenser, baby changing station, diaper disposal (i.e. Diaper Genie)
- Upper Level Men's Room: One stall, one urinals, two sinks, full-length mirror, baby changing station, diaper disposal (i.e. Diaper Genie)
- Paper towel dispensers and automatic hand driers
- Stall coat hooks and fold down bag shelves
- Wastebaskets (preferably built-in)

Proximity:

- Program rooms and active use areas on each level
- Entrances and vertical circulation nodes
- Group together and stack above one another wherever possible
- Facilities for each sex on each floor
- Drinking fountains
- Proximity to Internet Cafe

Distance:

- Formal vistas
- Quiet Study Areas

Children's Program Room & Storage

Seats up to 50

Occupancy (at one time)

Public: 25 – 50

Staff: 1 – 2

Daily Uses: 1 - 4

Architectural Features – Ambiance

- Colorful, but not distracting. Avoid windows with distracting views or disruptive layouts.
- Carpeting (with padding)
- Open floor space (no stepped platform)
- Adjustable lighting, sound system and ceiling-mounted projection system (Video, DVD, computer) including drop down screen
- Internet access (wireless)
- Tack wall for thematic and project display
- Seating: up to 50 children seated or 25 children & 25 adults on floor (25 – 30 children on mid-sized stackable chairs or stools)

Furnishings and Equipment

- Storage closet: (3) 3' X 6' tables, 25 mid-sized chairs (stackable), shelves for program supplies, flat shelves for paper (at least 18" X 24"), floor cushions, AV equipment & supplies, program material (flannel boards, CD's, etc.), easels, "Big Books" collection.
- Counter and sink (hot & cold water), cupboards above & below for additional storage
- Under-counter refrigerator; upper cabinet microwave
- Child safe electrical outlets at 38" height; GFI outlets above work counter
- Adjustable lighting
- AV equipment: sound system, two dual CD/tape player/recorder, wireless microphone, ceiling mounted computer/video/DVD projector, built-in plasma screen behind doors,
- A/V cart for projector, monitor or laptop

Proximity:

- Children's Service Desk
- Toddler Area, Children's area
- Children's Restroom

Distance:

- Adult Areas

Restrooms - Children

Family Restroom & Toddler Restroom

Activities

- These lavatory facilities will be used primarily by children and their caregivers using the Children's Library and attending programs.

Occupancy (at one time)

Public 1-2

Daily Uses: continuous

Architectural Features – Ambiance

- Single room unisex restrooms
- Well-lit and ventilated; provide extra air circulation/venting
- Smooth, easily washable graffiti-resistant surfaces.
- Include a floor drain in each restroom
- Insulate all exposed pipes
- Include one baby changing station and Diaper Genie in each restroom
- Locate convenient to Janitor's Closet to replenish supplies and ease in cleaning
- Use wall mounted sink (i.e. American Standard Murro) with simple to use ADA compliant fittings

Furnishings and Equipment

- Family Restroom—single facility, large enough to accommodate a stroller and 2+ people, baby changing station, diaper disposal (i.e. Diaper Genie). Located in or near Children's Area. Mount fixtures and accessories at lower heights that are accessible to young children. Simple turn door lock with exterior key override.
- Toddler Restroom—Facilities with ergonomically appropriate child-sized fixtures should be provided immediately adjacent to Toddler's Area. Do not include emergency pull cords or door lock.
- Hands-free auto-mix sinks & automatic soap dispensers
- Paper towel dispensers (mounted at lower heights)
- Door mounted coat hooks (mounted at lower heights)
- Provide an easily washable step stool
- Wastebasket (free-standing)

Proximity:

- Children's Program room and Toddler use areas
- Within sightline of staff service point

Distance:

- Formal vistas
- Quiet Study Areas

Outdoor Spaces

Activities

- Note: THESE SPACES ARE OPTIONAL and are not included in the Library Building Program or square footage totals
- Include improved exterior spaces for individuals to engage in exterior planned event (atrium, roof terrace, reading garden, entry plaza, river walk, etc.) and maximize use of the downtown riverfront and green location

Occupancy (at one time)

Public varies

Daily Use: occasional

Architectural Features – Ambiance

- Maximize view of green or river and ability to host downtown activities
- Durable lightweight pavers on pedestals to provide access to roof and easy drainage
- Secure edge conditions/railings for maximum safety
- Insulated and secure door access

Furnishings and Equipment

- Movable tables/chairs (stored elsewhere)
- Integrate some exterior electrical to permit use of equipment at functions
- Attractive exterior grade waste receptacles
- Provide speakers and connections for music

Proximity

- Connections to building services
- Required egress

Public Service Areas

- Circulation: A/V at Lower Level & Self-Check
- Book Return At Lower Level / Automated Sorting (3-bin sorter)
- Circulation: General at Main Level & Self-Check
- Book Return at Main Level/Automated Sorting (13-bin sorter)
- Welcome Desk at Main Level
- Circulation: Self-Check at Upper Level
- Adult Information / Reference Service Desk (incl. reference alcove)
- Book Sale Display
- On-Line Catalogs

Circulation Areas - Lower Level

Activities

- The 1st Floor Circulation Area is one of the Library's 2 most active and noisy service areas; it currently serves the Audio/Visual area and may possibly include the Children's in a future library reconfiguration.
- Traffic patterns and uses must be clearly defined to avoid confusion.
- Must accommodate areas for checking-in and checking-out (bins not accessible to the public) all types of materials, space for patrons to sit and fill out paperwork (for library card registration), self-service reserves pick up, an area for phone transactions and multiple express (self) check out workstations.

Occupancy (at one time)

Public up to 20

Staff 2 - 3

Architectural Features – Ambiance

- The floor plan should be open to facilitate the movement of people and book carts.
- This area should be acoustically sheltered so that noise generated does not disturb quieter areas
- Staff station should be positioned to assist patrons using express check equipment as needed
- It is important that patrons waiting in line see a clearly defined queue sequence
- Lighting should be non-glare but bright enough to highlight functions and facilitate uses.
- The desktop surfaces should be made of a smooth, durable and easy to maintain surface (no wooden edges) with ADA and ergonomic considerations.
- Consider anti-fatigue padding in areas where staff stands.
- Clearly demarcate self-check, returns and check out areas.
- Workstations should be designed to accommodate PC cabling, electrical and network connectivity in a flexible manner (no holes drilled into work surfaces). Millwork details should be designed to be somewhat flexible to maximize the ability to accept changes to equipment over the years.
- Durable floors to provide best possible wear in this highly trafficked area.
- Consider a book lift that transfers material to the upper circulation zone when needed.

Furnishings and Equipment

- **Book Return:**
 - Locate book return chute/bins closer to entry way, separate from the service desk, with no patron access to the bins
 - Locate Check-in and sorting functions near book return area.
 - Consider RFID automated sorting, w/conveyor belts, carts and open space.
 - Integrate drive-up (driver's side accessible) opening to interior book return.
 - 1 staff workstation for Check-in (unless we go with RFID)
 - Area for manual returns sort to carts may be accessible to public for browsing
- **Service Desk:**
 - Custom-designed service desk with bi-level ADA access featuring two workstations complete with barcode scanners and receipt printers.
 - 1 shared networked printer; 1 cash register
 - Two cordless telephones
 - Credit / Debit Card payment capability
 - Under counter cabinets with drawers and pull out shelves or modular units for storage of heavily used supplies, brochures and forms
 - Plan for parking slots for (6) small book trucks
 - 2 wastebaskets
 - 2 rolling pedestal files for locked storage (personal items/supplies)
 - Shielded staff only area with access to sorting bins for ILL returns, c-car books, school books, magazines and problem materials
 - Staff only access to a shelving area for Book Club Materials and ILLs

- **Express Services:**
 - Space for 4-6 Express check-out workstations (at both standing and wheelchair height)—designed so that each station has room for a staff member to stand comfortably next to the patron if assistance is needed. Design millwork so that equipment is not easy for patrons to tamper with, but staff has easy access when needed. Consider “supermarket checkout models of islands with two each and clear aisles.
 - Space for 4 Express check-out PC workstations with RFID scanning equipment & receipt printers
 - Wastebaskets accessible to each workstation
 - Sightlines: Locate so that activity may be monitored by a staff member.
 - Provide for signage at each Express check-out so that instructions/notices may be posted (sign holder, tack space, or other designed/coordinated method)
 - Self-service Holds shelf for Children’s & AV materials should be located for the convenience of both staff serving patrons and patrons serving themselves.

Proximity:

- Audio/Visual Dept. (and possibly the relocated Children’s Dept. and/or Teen Area)
- Lower Level entrance
- Lower Level Book Return
- Elevator

Distance:

- Quiet Areas

Books:

6 book carts (full & empty)

Book Return at Lower Level

Activities

- The Lower Book Return is one of the Library's most active and noisy service areas. This area should be set up for RFID automated check in and sorting functions (planning for 3-bin sorter + room to grow)

Occupancy (at one time)

Staff 1-2

Daily Uses: continuous

Architectural Features – Ambiance

- Floor plan should be open enough to accommodate sorter and movement of staff and book bins/carts
- Provide extra floor space in room for empty carts and full carts waiting for distribution
- Should be acoustically controlled so that noise generated does not flow into quieter areas of the library
- Lighting should be bright but not harsh or reflect off the workstation monitors or the desktop surfaces
- This space should be separate but adjacent to the Entry and Circulation Area 1st Floor
- Book drop slots must be accessible from both the interior and exterior of the building
- Provide clear path to nearby service elevator for easy distribution of returns to shelving areas
- If site conditions place the Children's Room and Audio/Visual Departments to be on a lower floor, a second equivalent and equally accessible area should be placed on the upper main entry floor
- Utilitarian durable wall surfaces, bumper rails and non-skid vinyl or rubber flooring
- Book sorting rooms must have fire suppression systems that adhere to local fire safety codes.
- Consider possibility of integrating a drive-up (driver's side accessible) book return slot connected to interior sorter. Should occur on one of the two levels.

Furnishings and Equipment

- RFID 3-bin automated sorter mechanisms and book trucks/bins as per selected manufacturer's specifications
- Return slot should be equipped to give printed receipts
- Integrate 1 staff workstation (in a climate controlled area) for Check-in and space for sorting as req'd.
- Locate interior book return slots close to entry, separate from the service desk, with no patron access to the sorting area
- Locate Check-in and sorting functions inside the book return area, out of public sight lines.
- Staff side access to the 24 hour programmable exterior lockers?

Proximity:

- Circulation Area Lower Level
- Lower Level Entrance

Distance:

- Quieter zones

Books

Plan for 3 book sorting carts + 6 spares (full & empty)

Non-Book Materials

RFID Sorting Equipment

PC Workstation—Ideally on a mobile cart with 5' of countertop workspace

Circulation Area-Main Level

Activities

- The 2nd Floor Circulation Area is the Library's most active and noisy service area; it currently serves the full collection with the majority of A/V being circulated at the other circulation area on the Lower level. There is a possibility that the second floor children's room and the bulk of its circulation activity may be relocated to the lower level in the future reconfiguration.
- Traffic patterns and uses must be clearly defined to avoid confusion.
- Must accommodate areas for checking-in and checking-out (bins not accessible to the public) all types of materials, space for patrons to sit and fill out paperwork (for library card registration), self-service reserves pick up, phone transactions and multiple express (self) check out workstations.

Occupancy (at one time)

Public up to 20

Staff 3

Architectural Features – Ambiance

- The floor plan should be open to facilitate the movement of people and book carts.
- This area should be acoustically sheltered so that noise does not disturb quieter areas of the library.
- Staff station should be positioned to assist patrons using express check equipment
- It is important that patrons waiting in line have a clearly defined queue.
- Lighting should be non-glare but bright enough to highlight functions and facilitate uses.
- The desktop surfaces should be made of a smooth, durable and easy to maintain surface (no wooden edges) with ADA and ergonomic considerations.
- Consider anti-fatigue padding in areas where staff stand should be considered.
- Clearly demarcate self-check, returns and check out areas.
- Workstations should be designed to accommodate PC cabling, electrical and network connectivity in a flexible manner (no holes drilled into work surfaces).

Furnishings and Equipment

- **Book Return:**
 - Locate book return chute/bins closer to entry way, separate from the service desk, with no patron access to the bins
 - Locate Check-in and sorting functions near book return area.
 - Consider RFID automated sorting, w/conveyor belts, carts and open space.
 - Integrate drive-up (driver's side accessible) opening to interior book return.
 - 1 staff workstation for Check-in (unless we go with RFID)
 - Area for manual returns sort to carts may be accessible to public for browsing
- **Service Desk:**
 - Custom-designed service desk with bi-level ADA access featuring two workstations complete with barcode scanners and receipt printers.
 - 1 shared networked printer;
 - 1 cash register
 - Two cordless telephones
 - Credit / Debit Card payment capability
 - Under counter cabinets with drawers and pull out shelves or modular units for storage of heavily used supplies, brochures and forms
 - Plan for parking slots for (6) small book trucks
 - 2 wastebaskets
 - 2 rolling pedestal files for locked storage (personal items/supplies)
 - Shielded staff-only area with access to sorting bins for ILLs, book club materials , c-car books, school books, magazines and problem materials
 - Staff only access to a shelving area for Book Club Materials and ILLs

- **Express Services:**
 - Space for 4-6 Express check-out workstations (RFID scanning equipment & receipt printers) at both standing and wheelchair height. Design stations so that each station has room for a staff member to stand comfortably next to the patron if assistance is needed. Design millwork so that equipment is not easy for patrons to tamper with, but staff has easy access when needed. Consider “supermarket checkout models of islands with two each and clear aisles.
 - Wastebaskets accessible to each workstation
 - Sightlines: Locate so that activity may be monitored by a staff member.
 - Provide for signage at each Express check-out so that instructions/notices may be posted (sign holder, tack space, or other designed/coordinated method)
 - Self-service Holds shelf for materials should be located for the convenience of both staff serving patrons and patrons serving themselves.
 - Consider option of programmable exterior lockers (10) for 24 hour pick up services

Proximity:

- Main Entrance
- Welcome Desk
- Local Circulation Office
- ILL
- Book Return
- Browsing Collection
- Internet Café
- Public Restrooms

Distance:

- Quiet Study Areas

Books

10 book carts (full & empty)

Non-Book Materials

1 cart AV

Book Return at Main Level / Automated Sorting

Activities

- The Main Level Book Return is one of the Library's most active and noisy service areas. This area should be set up for RFID automated check in and sorting functions OR there should be space for staff to check in and sort materials directly onto carts.

Occupancy (at one time)

Staff: 1-2

Daily Uses: continuous

Architectural Features – Ambiance

- Floor plan should be open enough to accommodate sorter and movement of staff and book bins/carts
- Provide extra floor space in room for empty carts and full carts waiting for distribution
- Should be acoustically controlled so that noise generated does not flow into quieter areas
- Lighting should be bright but not reflect off the workstation monitors or the desktop surfaces
- This space should be separate but adjacent to the Entry and Circulation Area 2nd Floor
- RFID Book drop slots must be accessible from both the interior and exterior of the building
- Provide clear path to nearby service elevator for easy distribution of returns to shelving area
- If site conditions place the Children's Room and Audio/Visual Departments on a lower floor, a second equivalent area should be placed on the lower entry floor
- Utilitarian durable wall surfaces, bumper rails and non-skid vinyl or rubber flooring
- Consider a glazed panel placed to give a choreographed view into the automated sorting function.
- Book sorting rooms must have fire suppression systems that adhere to local fire safety codes.
- Consider possibility of integrating a drive-up (driver's side accessible) book return slot connected to interior sorter. Should occur on one of the two levels.

Furnishings and Equipment

- 13-bin RFID automated sorter mechanism and book trucks/bins as per selected manufacturer's specifications. Room size will permit some additional bins if needed
- Locate interior RFID book return slots close to entry way, separate from the service desk, with no patron access to the sorting area. Return slot should be equipped to give printed receipts.
- Locate Check-in and sorting functions inside the book return area, out of public sight lines.
- 1 staff workstation and space for manual sorting when required
- Consider option of staff side access to the 24 hour programmable exterior lockers

Proximity:

- Circulation Area Main Floor
- Main Entrance

Distance:

- Quiet zones

Books

10 book carts (full & empty)

Welcome Desk

Activities

- Welcome visitors; staffed by friends/docents.
- Provide answers to informational (non-reference) inquiries such as directions to areas, scheduling, program information, staff locations, etc.
- Call staff to receive visitors

Occupancy (at one time)

Public: varies

Staff: 1-2 volunteers

Architectural Features – Ambiance

- Easily accessible visible from entry into the library
- Should be designed for flexible use and changes over times as technology & service models change quickly
- Attractive reception desk, designed with thought to being seen in the round and storing materials out of view.
- The desk surface should be at a stand-up height with a transaction surface along some of it to hide computer wires and other accessories. Workstation should include a swivel screen or second screen that is viewable by the patron. Cabinet and shelf storage beneath the desk to store items out of view. Literature holders to sit on or be integrated into the desk (slots sized for typical items distributed) to display calendars, building directories, programs, fliers, community information, etc. LED signage ribbon announcing daily programs integrated into the desk is a plus.
- Give consideration to fact that position near the entry often needs supplemental heating or cooling (dependent on the season) because of the proximity to the frequently open entry doors.

Furnishings and Equipment

- Attractive reception desk – designed with thought given to being seen in the round and storing some materials out of view. The desk surface should be at a typical table height with a transaction surface along some of it to hide computer wires and other accessories. Workstation should include a swivel screen or second screen that is viewable by the patron. Literature holders to sit on or integrated into the desk to display directories, programs, fliers, community information, etc. LED signage ribbon announcing daily programs integrated into the desk is a plus.
- (2) Computers with flat screens on swivel mounts or second screen to easily share information with visitors.
- (2) ergonomic task chairs
- Portable sign stands (2) to insert information about a special event

Proximity:

- Entry and vertical circulation
- Rest rooms
- Circulation desk
- Browsing area
- Within sight line of reference desk

Distance:

- Quietest areas in the library

Circulation Areas – Upper Level Self-check

Activities

Counter with two self –check stations near the main point of vertical circulation (adjacent to the entry of the Children’s Room if that program element remains in its current position).

Adult Information / Reference Center Service Desk

Activities

- Provide high quality reference services to patrons of all ages
- Provide for a three-tiered approach (general quick answer at the desk, 5-10 minute consultation at the desk, 30 minute appointment based consultation in a reference consultation/study room)
- Provide access and assistance to appropriate technology (adjacent to Information/Technology Center)
- The inquiries at this desk are not those handled by the Welcome Desk

Occupancy (at one time)

Public: 2-4

Staff: 1-2 librarians, 1-2 Technology Center monitors

Architectural Features – Ambiance

- Easily accessible visible from entry into the library yet somewhat shielded from the busy/noisy routes of travel
- Easy access to reference-related parts of the collection and technology
- Should be designed for flexible use and changes over times as technology & service models in this area change quickly

Furnishings and Equipment

- Reference Desk model: (2) mobile pods that permit a staff member to work with a patron on a one-on-one basis. The desk surface should be at a typical table height. Workstation should include a swivel screen or second screen that is viewable by the patron
- 2 computer workstations with flat screens on swivel mounts
- 2 ergonomic task chairs

Proximity:

- Reference collection (open and closed)
- Reference office/Work area
- Reference Interview Room
- Technology/Reference Center with computer stations for patron use
- Copier

Distance:

- Noisiest areas in the library

Book Sale Display (Levels 1, 2, & 3)

Activities

- Display of current book sale items

Architectural Features – Ambiance

- Well-lit attractive shelving at entrance to each floor
- Best if in view of staff circulation desk at each floor

Furnishings and Equipment

- Two 3 foot bays of shelving or a tiered display platform

Proximity

- Busiest activity zone on each level
- Staff circulation service point and cash desk function on Lower Level
- Internet Café cash desk on Main level
- Staff Circulation service point and cash desk on Lower and Main Levels
- Staff service point and cash box in Children’s Room

Distance

- Quietest areas

On-Line Catalogs (Floor 1, 2, 3)

Activities

- Catalog access at dedicated computer stations placed at convenient points throughout the library

Occupancy (at one time)

Public: 1 to 2

Staff: assistance only when requested

Daily Uses: constant

Architectural Features – Ambiance

- Stand up height counters or carrels strategically placed in highly visible locations to provide convenient reference points for catalog access
- Electrical outlets and data jacks should be in a cable management bar below counter level
- Cable management should be easily accessible but hidden from patron view and access
- Connection to a convenient networked printer
- Tack space band may be incorporated into each workspace for posting instructions/notices
- Non-glare lighting conditions

Furnishings and Equipment

- Flat screen monitor, keyboard and CPU or smart keyboard connected to on-line catalog
- Carrel or counter to provide single or group catalog stations (depending on number required for each zone)

Proximity:

- Entry area on each floor
- Open Stack area on each floor
- In major zone (i.e. A/V, Information/Reference, Children's, Business, Teen)

Distance:

- Quietest seating

Collections and Public Seating

- Adult Browsing Collection and Seating (includes: new books, book club, paperbacks)
- Adult Fiction Collection and Seating (includes: large-type, reader development)
- Adult Non-Fiction Collection and Seating (includes: oversized, folios)
- Adult World Language / Music Room Collections and Seating
- Adult Periodicals Collection and Seating
- Adult Local History (includes: oral tapes, lateral files, picture files)
- Adult Reference Collection and Seating (includes: ready reference, microfilm)
- Adult General Reference / Technology Center
- Reference Interview Room
- Adult New Business / Career Corner
- Teen Area (includes: fiction, non-fiction, graphic books, audio books, magazines)
- Children's Area Service Desk (includes: ready reference, children's assignments)
- Children's Fiction Collection and Seating (includes: holiday, paperbacks, series paperbacks, oversized fiction, graphic books, world language, Caldecott, audio books, kits, magazines)
- Children's Non-Fiction & Reference Collection and Seating
- Children's Booktruck Browsing
- Children's Stroller Parking
- Children's Browsing, Children's Collection Storage
- Children's Picture Books / Educational Toy Collection and Seating
- Children's Beginning Readers
- Toddler Area (includes: board books)
- Children's Technology Center
- Children's Parent/Teacher Collection and Seating
- A/V Area

Adult Browsing

Activities

- Display and promotion of high demand, high interest new books
- Display of selected popular materials to highlight collection and boost circulation
- Short term, leisure reading area
- Book club collection and resources
- Display of community organization information and library events; primary information at nearby welcome desk
- Paperback display area
- Readers' Advisory service & possible spontaneous book and poetry reading
- Limited number of express email stations; most move to internet cafe

Occupancy (at one time)

Public: 15 to 30

Staff: 1-2

Architectural Features – Ambiance

- Prime marketing space
- Well-lit shelving and display platforms; maximize potential for display.
- Very comfortable, spacious, inviting area with comfortable furnishings
- Colors and lighting to enhance appearance of materials on display (primarily face-out)
- Should provide ample room for a variety of material displays: new acquisitions, special book list titles, seasonal items and ongoing special marketing of the library collections

Furnishings and Equipment

- (24 +/-) lounge seats
- As many linear feet of shelving as possible to permit face out and spine out displays
- As many display tables as can be integrated
- (4) computer stations on standup counters or carrels to check catalog listings
- (1) computer and room reservation station
- (1) networked printer station
- (4) express e-mail stations on standup counters or carrels

Proximity

- Entrance
- Circulation area
- Internet Cafe
- Periodicals

Books

7,000 new books

1,500 book club collection

8 paperback spinners

Adult Fiction

Activities

- Browsing and looking for specific fiction selections

Occupancy (at one time)

Public: 24+

Staff: 1-2

Daily Uses: 100+

Architectural Features – Ambiance

- Stack area one continuous orderly block to make it simple to locate a book
- Signage critical to define ordering system and separate genres
- Non-glare lighting parallel to stacks
- Adjacent comfortable seating of mixed types

Additional Options:

- Possible lower stack end sections or pull-out shelves or counter height cut-outs for resting heavy books and during Reader's Advisory consultations
- Possible Space to read aloud such as a poet's corner

Furnishings and Equipment

- 84" high browsable double-sided stacks with 3'-6" wide aisles (7 shelves high, using 5)
- Flexible metal shelving (10" deep) with low glare stack lighting
- Attractive end panels with ability to display material and integrate signage
- (2) stand-up public access catalogs (possibly at stack ends)
- Book stops and Book ends for each shelf
- Kick stool for each aisle
- If ranges are 66" on center, a 42" aisle will remain if 10" shelving is used. If ranges are to be spaced 72" on center, this will leave a 48" wide aisle if 10" shelving is used.
- (6) tables/ (24) seats
- (8) casual seats

Proximity

- Browsing
- Readers' Advisory
- Fiction seating (6 tables/24 seats, 8 casual seats)

Books

30,000 Fiction

Also includes Adult's Specialty Format Collections*:

2,000 Adult Large Type

300 Reader Development

* Clear signage will mark collection locations

Adult Non-Fiction

Activities

- Browsing
- Searches for specific topics/titles
- Reference service

Occupancy (at one time)

Public: 44+

Staff: 2 - 3

Daily Uses 400+

Architectural Features – Ambiance

- One continuous well-marked area of shelving making it simple to find a book
- Sliding pull-out shelves or strategically located counter height cut-outs in each range to permit stand up consultations and a rest for heavy materials- essential for in-stacks reference work
- Signage is critical to separate different genres
- Signage must be easily moved to accommodate shifting
- Non-glare lighting parallel to book stack ranges.
- Maximize sightlines for staff view and patron ease in locating material
- Floor live load capacity of 150 pounds per square foot

Furnishings and Equipment

- 84" high double sided stacks with 3'-6" wide aisles (7 shelves high, using 5)
- Flexible metal shelving with low glare stack lighting
- Attractive end panels with ability to display material and integrate signage
- (4) stand-up public access catalogs (possibly at stack ends)
- Book stops and book ends for each shelf
- Kick stool for each aisle
- Larger shelves (12") for the 700's (Art books); 10" depth for typical
- (6) tables / (24) seats
- (12) casual seats
- (8) carrels

Proximity

- Reference service area & offices
- Non-fiction seating (6 tables/24 seats, 12 casual seats, 8 carrels)

Books

94,000

Also includes Adult's Specialty Format Collections*:

2,000 Adult Oversized

200 Folios

* Clear signage will mark collection locations

Adult World Language

Activities

- Collection of World Language materials (French, Spanish, Japanese, Korean, Chinese, other?)

Occupancy (at one time)

Public varies

Staff no dedicated staff

Architectural Features – Ambiance

- Designated section of the Non-fiction stacks where World Language materials are located.
- Does not require special shelving but should be positioned in an easily located location.

Furnishings and Equipment

- Metal stack shelving 84" high
- Seating is part of the non-fiction seating area

Proximity

- Non-fiction collection
- Clear position at one end of the stacks with good sightlines to signage designating the collection
- Access to a catalog station

Distance

- No special requirement

Books

700 items

Adult Music Area

Activities

Collection of Scores and selected books related to music

Occupancy (at one time)

Public varies

Staff no dedicated staff; staffed by A/V staff

Architectural Features – Ambiance

- Area (designated or part of stacks) where Music scores and selected music materials are located
- Listening stations (2) with server access to all items in the music collection (through scanning of bar code as items are cataloged)
- Reserve some wall space for framed music-themed images

Furnishings and Equipment

- Wall shelving around perimeter of area
- (1) table with (4) chairs
- (2) lounge chairs
- Four easy chairs with access to two listening stations

Proximity

- Audio/Visual

Distance

- Noisy areas

Books

300 Librettos

Adult Periodicals

Activities

- Browsing, selecting and reading newspapers and magazines
- Copying articles

Occupancy (at one time)

Public: 36

Staff: 1

Daily Use: continuous

Architectural Features – Ambiance

- Pleasant light atmosphere
- Acoustic control, soft materials for quiet reading environment
- Sloping displays for magazines and newspapers with visible storage underneath for recent back issues
- Natural light from windows with blinds; supplemental non-glare task lights on the reading/end tables
- Wireless connections for laptop use

Furnishings and Equipment

- (4) computer carrels
- (4) oversize 4x6 tables with four chairs each
- (12) lounge chairs
- (4) 20" low end tables
- Photocopier/scanner
- Shelving for 400 titles (includes Business titles)
- *Large 30" tall sorting table (what is this?)*

Proximity

- Browsing
- Periodical seating (See above)

Non-Book Materials

400 titles (355 magazines & 45 newspapers)

Adult Local History

Activities

- Collection of local history materials and memorabilia
- Location for Library's Picture file

Occupancy (at one time)

Public varies

Staff 1 at times. Open on request.

Architectural Features – Ambiance

- Quiet area with framed prints that refer to the area's history
- Best if placed to be served by Reference Area staff

Furnishings and Equipment

- Shelving and files for Local History
- 24 File cabinets for Picture file
- (1) table with 4 chairs
- (2) casual chairs
- (2) microfilm readers

Proximity

- Reference Area and its staffing

Books

books on Local History

Non-Book Materials

100 books

150 Tapes

6 Lateral Files (Pamphlets)

24 Picture Files

Microfilm

Adult Reference

Activities

- Reference and information services that are heavily used by the public for research and intensive study.
- Acoustically separate areas provide computer based, individual, and small group study.
- Ready Reference area for less used materials and fragile/valuable items that require special handling

Occupancy (at one time)

Public 10+

Staff 6+

Daily Uses 200+

Architectural Features – Ambiance

- This area must be acoustically dampened to control noise from computers and conversations
- Lighting should be highly controlled to prevent eye fatigue and glare free for viewing computer screens.
- Natural light from windows must be manually controlled.
- The large numbers of persons using this area and changing technology require flexibility in the design.
- Needs to have good sight lines to other areas on this floor.
- Consider Alternating height shelving for reference collection w/ good lighting over stacks

Furnishings and Equipment

- Need Reference Interview room where librarians could assist patrons in a more “confidential” setting for appointments, allowing for more personalized assistance. Computer access in these areas with seating for 2 people.
- Study Room for people to use their cell phones so that they will not disturb others
- (2) tables with (4) chairs each
- Space for (4) book trucks
- (1) photocopiers/printer/fax
- Ready Reference (Non-Public)
 - Filing cabinets for picture file moved to Local History
 - Shelving for back issues of magazines and newspapers
 - Microfilm cabinets could be located here instead of in reference area. Also 2 microfilm machines and two printers. (This would help reduce noise level in reference area)
 - Filing cabinets for Westport History File to move to Local History

Proximity

- General Reference / Technology Center
- Reference Collection
- Local History
- Business Reading area
- Career Corner

Distance

- Noisy areas
- Program Rooms
- Children’s Room

Books

Reference 7,000

Ready Reference 300

Non-Book Materials

Microfilm (reader in adjacent Local History area)

Adult General Reference / Technology Center

Activities

- Will house PC workstations for the general public
- One of the most heavily used areas of the library on-line research and express computer use
- Current casual internet/e-mail access use will migrate toward the Internet Café

Occupancy (at one time)

Public: 20+

Staff: 1

Daily Uses: 300+

Architectural Features – Ambiance

- Lighting in this area should be glare free for enhanced viewing computer screens
- Natural light from windows is a plus, but not necessary and must be controllable
- Rapid changes in technology require flexibility of design; avoid complex built-ins.
- This area should have some acoustical separation from the other open spaces in the library
- This area should have its own climate control zone, separate from the general HVAC
- Area should focus on longer-term use PCs; other Express PCs will exist in the Internet Cafe
- Include (2) small acoustically isolated study rooms: one for reference interviews and one for a cell-phone lounge (120 sq. ft.) integrated into this area for patrons needing to use their laptops while on the cell phone (and for patrons to enter to use their cell phones)

Furnishings and Equipment

- Space for (20)+ PC Workstations and ergonomic chairs (look for chairs that are comfortable but sturdy and washable)
- Workstations should be at least 4' in length and somewhat shielded from adjacent stations
- Tech support services desk with computer workstation with software to manage queuing, use, print management, etc.
- Electrical outlets and data jacks should be at counter level
- Cable management should be easily accessible in a raceway at counter height and hidden from view and with no need to drill holes in the countertop to accommodate cables/wires
- 2 Networked printers; 2 PC Workstations with flatbed scanners attached
- Counter with general office supplies (staplers, staple removers, clips, etc.)
- Tack space band may be incorporated into each workspace for posting instructions/notices
- (see study rooms – 2 integrated here)

Proximity:

- Adult Reference Desk
- Information Technology Computer Services Librarian's Office
- (2) Study rooms
- Restrooms

Distance:

- Quietest Study Areas
- Strong sunlight

Non-Book Materials

20-30 PC Workstations

2 tables / 8 chairs

2-3 Printers

2 Flatbed Scanners

PC Reservation Station

Reference Interview Room

Activities

- One on one reference interview for longer

Occupancy (at one time)

Public: one to two patrons and a staff member

Daily Uses: ongoing as needed

Architectural Features – Ambiance

- Acoustically dampened – Glazed perimeter wall to library interior

Furnishings and Equipment

- Ergonomic workstation, computer with monitor on a swivel mount, printer and two guest chairs

Proximity

- Reference Service Desk
- General Reference / Technology Center

Distance

- Children's
- Audio Visual
- Noisy areas of high activity

Adult New Business Reading / Career Corner

Activities

- Business reference and information services for personal finance and business related research
- Used by business people for telecommuting and small meetings

Occupancy (at one time)

Public 16+4=4=24

Staff 1

Architectural Features – Ambiance

- Quiet room with quality finishes to coincide with business orientation; varied seating types
- Quality lighting to prevent eye fatigue and provide glare free viewing at computers.
- Natural light from windows needs to be manually controlled with blinds or shutters.
- Needs to be easily adaptable to changing technology and needs.
- This is a quiet area.
- Need 2 (120 sq. ft./4 person) enclosed study rooms for cell phone users or small meetings

Furnishings and Equipment

- (2) tables with 4 chairs each in the reading room
- (1) table with 4 chairs each in each of (2) study rooms (2 tables/8 chairs)
- (4) carrels
- (4) lounge chairs
- White board/projection screen in each study room for use during meetings & workshops
- Plentiful outlets
- Wireless data connections
- Printer/fax/copier and computer with on-line catalog
- 1 periodical stack for selected newspapers and business magazines

Proximity

- Quiet area

If possible but not mandatory:

- Adult Business Center / Technology Center
- Reference Desk
- Reference and Non-fiction Collections

Distance

- Children's Services
- Audio Visual
- Noisy areas

Books

920 items

Teen Area (Collection, Seating, Technology)

Activities:

- This area is used by older children in grades 7 and older for reading, browsing, computing, studying and as a social gathering place.
- The book/print collection includes popular fiction in both hardcover and paperback, a small collection of non-fiction, magazines, and audio books.
- Computer access for pleasure and study; access to WKIP (Westport Kids Information Place web page)

Occupancy (at one time)

Public: 10 - 25

Staff: 1

Architectural Features – Ambiance

- Should be reflect taste of teen patrons (active & colorful but not juvenile; “cool”)
- Acoustical design to separate adjoining noisy and quiet areas
- Clear sight lines from nearest service desk but with the feel of being independent
- Welcoming space with casual comfortable furniture as well as tables/chairs for study
- More casual area of this section should be next to computers /WKIP
- Study area should have a closer proximity to the reference area
- Space for display and tack board for teen news and project display
- Soft surfaces for acoustic dampening and comfort; padded carpeting

Furnishings and Equipment

- Flexible linear display systems for popular books, magazines, face out display
- 2 paperback spinners
- 1 OPAC
- (2) tables, (4) chairs each; (6) comfortable chairs, (2) low tables
- Tack board
- 4 computers
- clock
- (2) listening stations with soft seating on either side of each

Proximity:

- More active spaces with direct sightlines to staff service points

Distance:

- Toddler area
- Quiet areas

Books:

Fiction - 720

Non-fiction – 650

Graphic Books - 800

Non-Book Materials

Audio books - 125

Magazines – 10 – 12 titles/12 each (15 LF)

Children's Area Service Desk

Activities:

- "Channeling" point: welcome, reference, readers' advisory, program information, etc.

Occupancy (at one time)

Public: 2 - 10

Staff: 2

Daily Uses: all day

Architectural Features – Ambiance

- desk height: 29", ergonomically appropriate for children to be served
- sightlines from service desk to electronic workstations, program room entrance, fiction, toddler area & staff offices
- visible upon entering the children's space

Furnishings and Equipment

- ADA compliant, ergonomically correct custom millwork desk with storage and display
- Shelving for ready reference, reserves, teacher loans, "reserved" collections for class projects, back issues of professional journals, etc. Deep shelving for larger books.
- (2) 2 drawer pedestal file cabinets
- 2 staff work stations with bar code scanner, Internet access, all circulation and search functions, 2 computers, 2 telephones
- "parking" area for 2 small book carts
- A small table surface for program registration near desk must accommodate signage, clip boards, etc.
- (2) built-in locked display cases on either side of the children's entrance)

Proximity:

- visible upon entering the Children's Library
- children's library staff offices

Distance:

- Adult reference

Books:

Ready Reference: 70

Children's Assignments: 600

Non-Book Materials

Journals/back issues – 10 titles/5 years

Children's Fiction

Activities:

- Area holds all children fiction collections: children's fiction (grades 1 – 6), beginning readers, holiday books, magazines, series fiction, graphic books, & audio books.
- While this is an active area it is also used for quiet study by individuals and small groups, reading and book sharing. Comfortable seating for quiet reading and tables for study and working on projects should be available.

Occupancy (at one time)

Public: 10 – 30

Staff: 2 - 4

Architectural Features – Ambiance

- Shelving should be sized for accessibility to children (60" high). Provide for iconic signage and face-out display on stack ends. Provide stand-alone or merchandized shelf/display units for special collections: mysteries, sports, graphic books, series fiction, horse/animal stories, audio books, and science fiction/fantasy.
- The audio-visual collection may be best located in between the picture book collection and the fiction collection making it accessible by those seeking to use both.
- The Holiday Collection, used according to season, can be stored in the workroom
- The Beginning reader collection should have proximity to the regular fiction collection. There should be a natural progression from the beginning readers into the fiction shelves. This provides a greater comfort level for those with varying reading abilities.
- Periodical shelving adequate to accommodate one year of current issues
- Display space to highlight aspects of the fiction collection with shelving, posters, etc.

Furnishings and Equipment

- (8) comfortable chairs throughout the area
- (2) love seats
- (4) 3X6 tables with 4 chairs each
- (2) OPACs located in between fiction and AV collections
- Tack surfaces
- Clock

Proximity:

- In sightline of desk

Distance:

- Adult Fiction, Business, Periodical and Reference

Books:

Fiction: 12,000

Also includes the following collections*:

Holiday: 1,500

Paperbacks: 1,000

Series paperbacks: 1,400

Oversized Fiction: 200

Graphic Books: 800

World Language: 400

Caldecott: 500

* Clear signage will mark collection locations

Non-Book Materials

Audio books: 850

Audio cassettes / CD's: 720

Book / Cassette / CD kits: 500

Magazines: 36 titles

Children's Non-Fiction & Reference

Activities:

- Children's service desk area, quiet study, program information, readers' advisory & research: the "channeling" point.
- Service to children from birth through grade 8, parents, caregivers and professionals (teachers, artists, authors, etc)

Occupancy (at one time)

Public: 50 - 75

Staff: 2 – 3

Daily Uses: 500+

Architectural Features – Ambiance

- quiet study space for adults and children (Gr. 1 – 8)
- colorful, but more subdued than active areas
- Shelving for reference and non-fiction collections, new non-fiction shelving & display
- Carpeting throughout
- Tables for group study and study carrels for up to 2 users each
- Workstation w/ desktop computer set-up should be a flexible space

Furnishings and Equipment

- Accessible shelving for children
- (2) display areas with shelves and face out display (new non-fiction, monthly), space for signs & posters
- Atlas case
- (4) online catalog computer stations on low carrels or a counters
- (4) 3 X 6 tables with 4 chairs each
- (12) child-sized study tables (carrels) located in quieter areas (seating for 2 each)
- Photocopier (location?)
- Bulletin boards (posting program info, etc as well as summer "secret spots")
- clock

Proximity:

- Children's Service desk
- Shelving for Ready Reference (at service desk)

Books:

Non-fiction: 17,000

Reference: 1,070

Children's Booktruck Browsing

Activities

- First access to just returned items
- First stop for carts with items waiting for prompt re-shelving by staff

Occupancy (at one time)

Public varies

Staff not manned, just retrieved by staff

Architectural Features – Ambiance

- Alcove adjacent to staff service point that is in view of staff if question arises
- Area that permits organized arrangement of carts for easy access by staff or patrons browsing for returned materials

Furnishings and Equipment

- Up to six attractive matching book trucks

Proximity

- Children's service desk
- Entrance to children's room

Distance

- Areas Quiet study

Children's Stroller Parking

Activities

- Area for convenient placement of strollers when entering Children's area; adjacent to but removed from path needed for entry and egress

Occupancy (at one time)

Public varies as they place and retrieve strollers, none remain

Staff none

Architectural Features – Ambiance

- Alcove that permits stroller parking without impeding physical clear space needed for entry, egress and movement within Children's Area

Furnishings and Equipment

- None

Proximity

- Entry to Children's area

Distance

- Adult areas
- Required clearance need for safe passage to entry doors

Children's Browsing

Activities

- Highlights new and popular titles upon entry to the Children's Department

Occupancy (at one time)

Public varies

Staff no dedicated staff

Architectural Features – Ambiance

- Busy area with a vibrantly merchandised, easy to access collection

Furnishings and Equipment

- Display platforms or shelving design to highlight and give easy access to the selected items

Proximity

- Entry to Children's Department and Reference desk

Distance

- Quiet study area

Books:

New fiction (Browsing): 800

New non-fiction (browsing): 475

Children's Collection Storage

Activities:

- Storage space for program material other than those located within the program room. These items may include: posters, archival and seasonal material, display items, book ends, book easels, 2 hand carts, signage items (i.e. acrylic stands), give-aways (booklists, book markers, stickers, etc.), easels, etc. Office supplies could also be stored here.

* Note: discussion about this storage room vs. storage in program room and offices is needed.

Occupancy (at one time)

Staff: 1

Architectural Features – Ambiance

- This should be locked and accessible only to staff.
- Material should be easily accessed and visible.

Furnishings and Equipment

- A variety of storage is needed with easy access and visibility
 - Pegboard
 - Flat files
 - Pull out bins
- Deep shelving with adjustable shelves
- 4 drawer lateral file cabinet

Proximity:

Offices (unless it will also include program room supplies)

Children's Picture Books / Educational Toy Collection

Activities:

- The Picture Book collection is primarily a browsing collection although patrons often sit down to read books during their visit. This area also holds the New Picture Books.
- The Play & Learn collection is for home use only. The toys are in bags and range in size from "onion bag" to large "duffel". Bags are numbered but are shelved in a general number order. Three large index notebooks are kept with the toys.

Occupancy (at one time)

Public: 10 – 30

Staff: 1

Architectural Features – Ambiance

- Soft surfaces for comfort and acoustic control; carpeting should be padded.
- Play & Learn should be separate from Toddler Area but near the Picture Books.
- The Children's Room should be colorful and include ability to display posters and/or artwork.
- Picture book shelving should accommodate large books as well as small
- Play & Learn collection shelving should be deep to accommodate various and awkward sizes
- Display space is essential

Furnishings and Equipment

- Oversized shelving for both collections: Picture Books & the Play & Learn collection
- Several (8) small stools (or chairs) for seating while browsing within picture books
- (2) love seats

Proximity:

- Children's Fiction
- Children's Easy Reader Books
- Toddler "living room" and Board Books
- Story Time Room

Distance:

- Teen

Books:

Picture books – 10,000

New Picture books – 1,000

Non-Book Materials

Educational Toys - 260

Children's Beginning Readers

Activities:

- The Beginning Reader collection is an actively browsed and borrowed collection by new readers.

Occupancy (at one time)

Public: 5 – 10

Staff: nearby

Architectural Features – Ambiance

- Soft surfaces for comfort and acoustic control; carpeting should be padded.
- Play & Learn should be separate from Toddler Area but near the Picture Books.
- The Children's Room should be colorful and include ability to display posters and/or artwork.
- Picture book shelving should accommodate large books as well as small
- Play & Learn collection shelving should be deep to accommodate various and awkward sizes
- Display space is essential

Furnishings and Equipment

- Adjustable shelving for Beginning Reader collection
- Several (4) small stools (or chairs) for seating while browsing

Proximity:

- Children's Fiction
- Children's Easy Reader Books
- Toddler "living room" and Board Books
- Story Time Room

Distance:

- Teen

Books:

3,000 items

Toddler Area

Activities:

- A gathering place for parents/caregivers with infants, toddlers and preschoolers (through 5 years); children are both immobile (in infant seats & strollers) and mobile (crawling, toddling & running); reading, playing with toys.
- Area displaying the Board Book Collection
- Toddler computer use (leave room for assistance by parent, caregiver, sibling)
- The Parent/Teacher area holds resources for teachers, parents and caregivers.
- Books, magazines and multi-media resource kits make up the collection.

Occupancy (at one time)

Public: 25 – 75

Staff: 1

Daily Uses: all day

Architectural Features – Ambiance

- A “living room” area for gathering, conducive to chatting among adults and play among children
- Open and colorful space to accommodate play along with book display, crawling and book sharing; has adult and child-sized chairs and tables, rocking chairs;
- Cozy spaces with comfortable seating to create private/quiet spaces within the Toddler area
- Toddler computer counter (leave room for assistance by parent, caregiver, sibling)
- Baby Book collection held in browsing bins
- Padded carpeting throughout; acoustical ceiling for noise reduction
- Doll house – on a small table

Furnishings and Equipment

- All furniture should have child-friendly corners and be very stable (non-tip)
- Toddler book collection held in low browsing bins
- Seating: (2) adult-sized rocking chairs; (2) child-sized rocking chairs; 1 slant table/bench; 2 love seats; 4 small round tables with 4 chairs each; (4) extra wide adult easy chairs in open area; (4) small chairs at computing area.
- Computing counter
- (1) slant table and bench for picture book reading
- Tack and display areas
- Clock
- Coat hooks at child height next to a stroller parking lot
- Single unisex restroom near Toddler Area, P/T & program room; (no lock)

Proximity:

- Story time Room
- Picture Books
- Circulating Toys

Distance:

- Teen

Books:

Board books – 1,500

Children's Technology Center

Capacity

Public 14+
Staff 1 - 2

Activities

- An alcove or area with appropriately-scaled computing for youth research and pleasure use
- Reference help or computing assistance for staff or monitors
- Group projects for small class visits (capacity defined by number of stations)

Occupancy (at one time)

Public 14+
Staff 1-2

Architectural Features – Ambiance

- Child-scaled technology appropriate setting: non-glare lighting, ergonomically appropriate counters, stable chairs with cleanable surface; 48" per station to permit work in pairs
- Flexible construction, designed to permit equipment changes over time
- Rolling kiosk/desk for up to two Technology monitors
- All wiring should be shielded from view and youth access

Furnishings and Equipment

- (12+) child-sized carrels or workstations with electronic computer stations with seating capability in each for two
- Provide for shared printer and scanning locations
- (2) child-sized on-line computer stations
- Clock
- Recycling baskets

Proximity

- Children's Room functions
- Direct sight line to Children's Room Desk or other staff service point

Distance

- Quietest reading areas

Children's Parent/Teacher Collection

Activities:

- Browsing by parents and educators for materials

Occupancy (at one time)

Public: 2-5

Staff: none

Architectural Features – Ambiance

- Well-lit collection on display positioned for convenient for access by parents and teachers

Furnishings and Equipment

- Shelving for the collection
- Parent/Teacher shelving should also include oversized space for multi-media kits and magazines.

Proximity:

- Children's Fiction, Non-fiction, Easy Reader Books, Toddler "living room" and Board Books
- Story Time Room

Distance:

- Quietest reading areas

Books:

800 items

Audio/Visual Area

Activities

- The Audio/Visual Dept. houses sound recordings of music and books (in both CD and Audiocassette formats), video recordings (both DVD and Videocassette) and computer software on CD-ROM

Occupancy (at one time)

Public 20-100

Staff 2-3

Daily Uses: 1400 items borrowed daily at peak

Architectural Features – Ambiance

- Enclosed area to acoustically isolate high traffic area from surrounding spaces
- Entry doors/gate width should permit wheelchair and stroller entry
- The variety of audio/visual material formats requires flexible shelving and storage systems
- Quality lighting will enhance visibility of labels on materials
- Space to display movie posters and marketing materials should be considered
- A store-quality sound system should be included so that music may be played during operating hours with minimal staff intervention and (not piped in directly in the service desk area)

Furnishings and Equipment

- Doors should be automatic to accommodate strollers and wheelchairs
- Should contain its own circulation desk for the most rapid turnover and reintegration of returns
- Shelving should be tilted or designed for easy view of titles (spine-out display) and face out display
- Wide aisles to accommodate multiple browsers
- (2) viewing stations, each with (2) comfortable seats; (2) listening stations, each with (2) comfortable seats
- (4) comfortable easy chairs

Notes:

- **Audio book** shelving is similar to bookshelf arrangement—a higher density than rest of the AV collections
- **Music CD** shelving comprised of flip bins that are designed to adjust as an item is removed or replaced
- **Videocassettes** are being phased out over the next several years, so this collection should shrink over time. Videocassette shelving is similar to bookshelf arrangement—a higher density than DVDs
- **DVD** must be primarily comprised of face out display; older titles may be relegated to spine out display
- **Computer Software (limited collection)** may be boxed or in 3 ring binders for easy storage in book-shelf style shelving. Shelving is similar to bookshelf arrangement with some face-out display.

Proximity:

- Main entry
- 1st Floor Entrance / Circulation Area (can be used for returns)
- Audio/Visual Office & Workroom

Distance:

- Quiet Study Area

Books:

10-20 Small Ready-Reference Area for Audio/Visual Department

Non-Book Materials

5000 Audio books

20,000 Video recordings

7,500 Music CDs

100 Software CD-ROMs

Administrative Offices / Workrooms

ADMINISTRATION *(obvious accessories i.e. waste basket not noted):*

- Library Director's Office
- Executive Administrative Assistant
- Administrative Copy Alcove
- Administrative Pantry Alcove
- Assistant Director of Operations
- Business Manager
- Assistant Business Manager
- Community Relations Coordinator
- Community Relations Program Assistant
- Community Relations Development Mgr.

PUBLIC SERVICE STAFF:

- Assistant Director for Public Service
- Administrative Assistant
- Audio/Visual Office / Workroom
- Circulation Services Office (localized)
- Circulation/Access Service Office: Head of Access Services, Access Services Librarians, Access Services Clerks & Shelves, Access Services Tech Support & Storage
- Interlibrary Loan Office
- Reference Office: Head of Reference Services, Reference Librarians, Reference Clerks
- Network Center/Storage

- Technical Services/Collection Mgmt Office: Head of Collection Management, Collection Management Clerks, Collection Management Aides, Cataloguer
- Youth Services Office: Head of Teen Services, Head of Children's Services, Children's Librarians, Children's Library Associates, Children's Library Shelves
- Children's Holding Shelving
- Friend's Office
- Book Sale Storage & Sorting Room
- Staff Lounge

SUPPORT AREAS:

- Internet Café Staff Office/ Storage
- Facilities Offices: Building Maintenance & Custodial Coordinators, Custodial/ Maintenance Monitors, Custodial/ Maintenance Locker & Storage
- Maintenance Shipping / Receiving
- General Building Storage
- Archival Compact Storage
- Staff Restrooms
- Janitor's Closets
- Mechanical Space

Library Director's Office

Activities

- Planning and directing Library activities, staff and facilities

Occupancy (at one time)

Visitors 2-6

Staff 1

Architectural Features – Ambiance

- Important introduction point to the Westport Public Library for visitors
- Long periods of prolonged concentration on work tasks require comfortable and well supported seating with maximum personal adjustment capability.
- Natural light must be augmented by task lighting that can be adjusted for intensity, location and angle
- Pleasant interior design and furnishings for individual and small group meetings.
- Two means of egress are desired.

Furnishings and Equipment

- Coat closet
- Credenza, side files
- Large work counter with project shelving above
- Large outside, manually operable window with curtains and/or blinds
- Ergonomic workstation and chair
- LAN cabling
- Two, 2 drawer lockable lateral files under work counter
- Telephone
- Conference table with six side chairs
- 10 linear feet of wall shelving or bookcases
- Computer and personal laser printer
- Clock
- Shredder
- Private restroom or shared with administrative staff

Proximity

- Administrative Office (Administrative Assistant, Copying, Pantry, Assistant Director for Operations)
- Conference room

Distance

- Teen Area and noisiest areas

Executive Administrative Assistant's Office

Activities

- Reception for visitors to director and other administrators
- Booking meeting room space
- Coordinating activities of staff in administrative offices
- Clerical tasks related to administrative activities

Occupancy (at one time)

Public: 2

Staff: 1

Architectural Features – Ambiance

- Secure area for storage
- Coordinated interior design with administrative suite
- Near staff pantry for (refrigerator, coffee machine, filtered water)

Furnishings and Equipment

- Ergonomic workstation with laser printer and task chair
- In and out box accessory
- Telephone
- Clock
- Shredder
- (2) two-drawer lockable lateral file cabinets
- (2) chairs and coffee table for visit waiting

Proximity

- Close to Executive Director's Office

Administrative Copy Alcove

- Copy machine, fax machine, paper shredder, printer for administrative staff use
- Work counter with shelving above for collating and copy assembly tasks
- (3) four-drawer lateral file cabinets with locks
- Lockable storage closet for paper, toner and office supplies
- Lockable coat closet
- Storage for library PR documents, guest information
- Bulletin Board
- Telephone
- Multiple Bin Wastebaskets set up for recycling ease

Proximity

- Close to Executive Administrative Assistant and Executive Director's Office

Administrative Pantry Alcove

- Counter top with under cabinet refrigerator, on counter coffee maker & microwave
- Water cooler

Assistant Director of Operations Office

Activities

- Assisting with planning, organizing, and directing of library operations

Occupancy (at one time)

Visitors 2

Staff 1

Architectural Features – Ambiance

- Long periods of prolonged concentration require comfortable and well-supported seating with maximum personal adjustment capability
- Natural light must be augmented by task lighting that can be adjusted for intensity, location, and angle to work area
- Pleasant interior design and furnishings for individual and visitors; coordinate with Administrative area

Furnishings and Equipment

- Ergonomic workspace with computer; L-shaped or with rear credenza
- Two 2-drawer lockable lateral files under work counter
- Extended peninsula counter or small meeting table and (2) pull-up chairs if possible
- Coat hook or closet in workstation
- White board
- Large outside manually operable window with blinds
- Telephone
- Clock
- Shredder
- Wall shelving or bookcase

Proximity

- Administrative Office Suite; Executive Administrative Assistant, Executive Director

Distance

- Noisy areas

Business Manager's Office

Activities:

- Accounting activities including accounts receivable/payable, maintaining accurate financial records, budget preparation, producing financial reports.
- Human resources work. Meetings with vendors, sales agents, Board members & staff

Occupancy (at one time)

Visitors 4

Staff 1

Architectural Features – Ambiance

- Long periods of prolong concentration require a quiet, private space with comfortable and well supported seating with maximum personal adjustment capability.
- Natural light must be augmented by non-glaring task lighting that can be adjusted for intensity, location, and angle to work area.
- Pleasant interior design and furnishings for individual and small group meetings.

Furnishings and Equipment

- Ergonomic work station (large u-shaped) including laser printer and chair
- Four visitor chairs with conference table for small group meetings
- Wardrobe Closet: small hanging rod section for coats and shelving storage of at least one year of financial records.
- Large work counter with project shelving above
- (4 – 6), 2 drawer lateral files under work counters
- Telephone
- Clock
- Shredder
- Tack surfaces to post information
- White board
- Shelving for books, manuals, binders, notebooks, etc

Proximity

- Near Business/Personnel Assistant's Office
- Need quiet, private space

Distance

- Noisy areas

Assistant Business Manager's Office

Activities:

- Payroll, Accounting, Cash Handling
- Human Resources

Occupancy (at one time)

Visitor 2

Staff 1-2

Architectural Features – Ambiance

- Long periods of prolonged concentration require comfortable and well supported seating with maximum personal adjustment capability
- Desk and chair height needs to suit a person who is 6 feet tall
- Natural light must be augmented by non-glaring task lighting
- Area needs to be quiet and private for work with payroll, personnel records, cash handling and accounting functions.

Furnishings and Equipment

- Calculator
- Safe for cash receipts
- Cash boxes
- Two visitor chairs, occasional table and coat closet
- Credenza, side files
- Wall boards to post information
- Large work counter with project shelving above
- Ergonomic work station and chair
- Laser printer
- Credit card machine
- Small copy machine with table next to it
- Three, 2 drawer lateral file under work counter
- Telephone
- Paper shredder
- Typewriter and moveable stand
- 2 large, four drawer wall file cabinets for personnel, payroll, cash receipts, records storage
- Storage cabinet for office supplies
- Wall shelving for payroll records, reports, notebooks
- Fax machine

Proximity

- Near Business Manager
- Quiet, private area

Community Relations Coordinator

Activities

- Office area for community relations/public relations staff.
- Space will be used for producing written and graphic materials, correspondence, brochures, program planning, and meetings.

Occupancy (at one time)

Public: 4

Staff 1

Daily Uses continuous

Architectural Features – Ambiance

- Office and gathering space conducive to creative work, conversation, visitors
- Tack wall, chalk ledge rail, and room to display library graphics and PR materials
- Shelving for frequently used resources

Furnishings and Equipment:

- A workstation with a desktop computer suitable for art design/office functions (flat screen monitor, remote hard drive for additional file storage)with a large work counter and task lighting
- Ergonomic task chair
- Layout countertop with(3) 2-drawer lateral files beneath and shelving above
- Wall shelving for notebooks and manuals
- White board
- Table with 4 guest chairs
- Color laser printer
- flat bed scanner
- telephone
- Storage cabinets for art and other supplies

Proximity

- Community Relations Program Assistant
- Administrative Offices
- Main program room

Community Relations Program Assistant's Office

Activities

- Activities related to writing press releases, preparing flyers and brochures

Occupancy (at one time)

Public 1-2

Staff 1

Architectural Features – Ambiance

- A business office with occasional visitors, well-suited for long periods of work.

Furnishings and Equipment

- Workstation, computer (w/suitable graphics capability) and printer
- Ergonomic task chair
- Laminating machine
- Fax machine
- Shelving
- Cabinets for back copies of reports and publicity materials
- Flexible counter space
- Bulletin board/white board

Proximity

- Community Relations Office
- Administrative offices
- Conference/Meeting Room

Distance

- Quiet areas

Books

50

Non-Book Materials

200

Community Relations Development Manager

Activities

- Development tasks related to raising funding and library profile

Occupancy (at one time)

Public 1 - 2

Staff 1

Architectural Features – Ambiance

- A business office with occasional visitors, well-suited for long periods of work.

Furnishings and Equipment

- Workstation, computer (w/suitable graphics capability) and printer
- Ergonomic task chair
- Fax/scanner /copier machine
- Shelving
- Cabinets for back copies of reports and publicity materials
- Flexible counter space
- Bulletin board/white board

Proximity

- Community Relations Manager's Office
- Community Relations Program Assistant's Office
- Administrative offices
- Conference/Meeting Room

Distance

- Quiet areas

Assistant Director for Public Service

Activities

- Assisting with planning, organizing, and directing of Library Public Service functions

Occupancy (at one time)

Visitors 2

Staff 1

Architectural Features – Ambiance

- Long periods of prolonged concentration require comfortable and well-supported seating with maximum personal adjustment capability
- Natural light must be augmented by task lighting that can be adjusted for intensity, location, and angle
- Pleasant interior design and furnishings for individual and visitors; coordinate with Administrative area

Furnishings and Equipment

- Ergonomic workspace with computer; L-shaped or with rear credenza
- Ergonomic task chair
- Two 2-drawer lateral files under work counter
- Extended peninsula counter or small meeting table and (2) pull-up chairs
- Coat hook or closet in workstation
- Large outside manually operable window with blinds
- Telephone
- Wall shelving or bookcase

Proximity

- Public Service Workroom
- Administrative Assistant

Administrative Assistant's Office

Activities

- Clerical tasks and coordinating activities of staff in Public Service Office

Occupancy (at one time)

Public: 2

Staff: 1

Architectural Features – Ambiance

- Secure area for storage
- Coordinated interior design with administrative suite
- Near staff pantry for (refrigerator, coffee machine, filtered water)

Furnishings and Equipment

- Ergonomic workstation with laser printer and ergonomic task chair
- Telephone
- (2) two-drawer lateral file cabinets with locks
- (2) chairs and coffee table for visit waiting

Proximity

- Close to Assistant Director for Public Service; close to Public Service workroom

Audio/Visual Workroom

Activities

- Administrative and processing activities for the department including: materials selection & research, cataloging and processing of materials, maintenance and repair of AV materials, storage of supplies.

Occupancy (at one time)

Staff 3FT & 2-3PT

Architectural Features – Ambiance

- Floor plan should be open enough to facilitate the easy movement of people and a few book carts
- Adequate wall space for bulletin board/white board (information, daily notices, schedules, etc.) This is a workspace and should not be visible to the public, however, staff working in this space need to be able to monitor the line at the service desk so that they may easily shift from the work area to the desk when additional staff assistance is needed
- Adequate lockable storage for processing supplies (replacement boxes, labels and parts) is a must. We can have 10+ boxes of replacement cases at any given time.

Furnishings and Equipment

- (4) Ergonomically designed workspaces (with shared telephones—whatever configuration is convenient)
- Lockable, easily accessible supplies cabinets or a walk in closet for storage of large items (replacement cases for video/DVD & audio book)
- 60" Work counter for sorting and part-time staff shelvers, equipped with one PC workstation
- (5) PC Workstations including barcode scanners where needed
- (1) shared networked color printer
- (8) half-height staff lockers and coat rack
- (4) wastebaskets, recycling bin, paper cutter
- 3' range of single sided shelving for temporary storage of items with missing parts & replacement pieces
- (1) photocopier machine
- Unisex staff restroom or at the very least, a sink
- (6) book carts

The following areas should be well-defined:

Repair Workspace Enough linear counter space to hold video check machine, DVD check machine, 3-4 audiocassette players TV/VCR/DVD player (consider wall mounted, but must be ADA accessible), counter level data jacks and electrical outlets.

Processing Workspace: Countertop access to all labels, tape, paper cutting. Easy access to replacement cases. Plan for space to accommodate two people sharing supplies at the same time

Proximity:

- Audio/Visual Dept.
- Staff restroom

Distance

- Quiet areas

Local Circulation Services Office

Activities

- Small localized satellite office adjacent to circulation function on main floor
- Local supervision of and communication with the check out area
- Communication with the A/V circulation area below as needed

Occupancy (at one time)

Staff 2 FT

Daily Uses: continuous

Architectural Features – Ambiance

- Small local office with two ergonomic workstations and glazed wall to Circulation zone at main level; set up as perimeter work counters with open space for book truck in center
- Continuous counter workstations along perimeter of workroom and a project work counter or table for flexible uses as needed.
- Floor plan should be open enough to facilitate easy movement and storage of book carts.
- A glazed wall separating this office from the Circulation Area to allow staff to easily shift from the work area to the desk when additional staff assistance is needed.
- Include small materials lift to A/V circulation desk below

Furnishings and Equipment

- 2 ergonomically designed workspaces with telephones with a desktop computer at each and bar code scanners
- Lockable, easily accessible supplies cabinets or a walk in closet.
- 1 shared networked printer
- Recycling bin (in addition to wastebaskets at each station), paper cutter
- 1 Safe
- Ventilated bin for lost and found
- 1 photocopier/scanner/copier machine
- 4 small lockers
- Coat hooks

Proximity:

- Circulation Area
- ILL
- Staff Restroom
- Staff elevator

Circulation / Access Services Office

Activities

- Administrative activities for the department including: notice preparation, management of patron accounts, contacting patrons who have holds available, scheduling of circulation and audiovisual staff and shelvees.
- Minor repairs, sorting of c-car materials, lost and found
- Supplemented by a small localized satellite office adjacent to circulation function on main floor

Occupancy (at one time)

Staff 9 FT & 8 PT

Daily Uses: continuous; Head of Access Services (1), Access Services Librarians (2 FT), Circulation Clerks (4 FT), Shelvees (8 PT), Tech Support (2 FT)

Architectural Features – Ambiance

- Main office includes a supervisory office for Head of Access Services and an adjacent open workroom
- (1) supervisory workstation and (12) ergonomic workstations and glazed wall to Circulation zone at main level; set up as perimeter work counters with open space for book truck in center
- Continuous counter workstations along perimeter of workroom and a project work counter or table for flexible uses as needed.
- Floor plan should be open enough to facilitate easy movement of people/book carts.
- Adequate tack space/white board (info, daily notices, schedules & sign up sheets).

Furnishings and Equipment

- 1 acoustically separate office, each with telephone and desktop computer, ergonomic task chair
- 10 ergonomically designed workspaces (shared telephones) with a desktop computer at each and bar code scanners between every two workstations, 2 of the 8 adjacent to the main floor circulation zone
- Lockable, easily accessible supplies cabinets or a walk in closet.
- 1 shared networked printer
- Recycling bin (in addition to wastebaskets at each station), paper cutter
- 1 Safe
- White board
- 1 photocopier/scanner/copier machine
- Unisex staff restroom or at the minimum, a sink
- 16 small lockers
- Coat rack

Proximity:

- Reasonably close to the Circulation Area and ILL
- Staff Restroom
- Staff elevator

Distance

- Public areas

Interlibrary Loan Office

Activities

- This area is a mini-circulation, sorting, shipping and receiving department that exchanges material with other libraries upon request.

Occupancy (at one time)

Staff 2-3

Architectural Features – Ambiance

- Staff space should have some sound isolation from other workspaces, space to meet with patrons and work quietly.
- The packing/shipping area should be separate from the ILL Manager's space and should have adequate table/counter space (at least 8 linear feet) for sorting and processing.

Furnishings and Equipment

- ILL Manager's office with ergonomic workstation, task chair, and guest chair
- 2 computer workstation(s) with barcode scanner and fast printer
- 8 linear feet of seated countertop for sorting, packing and shipping
- Shelving for material on hold to send or just received
- Ample storage both above and below the countertop for shipping materials
- Space for 3-4 book trucks
- Postal meter
- Clock
- White Board

Proximity

- Shipping/Receiving, Mail Room
- Circulation Reference

Distance

- Quiet spaces

Books

3-4 Book Trucks

Reference Offices & Workroom

Activities

- Database searching, word processing, materials selection, scheduling, library website work.
- A portion of this area will also be used to answer incoming telephone reference calls.

Occupancy (at one time)

Staff 9: Head of Reference Services (in office adjacent to staff workroom), (4) librarians, (4) PT clerks

Architectural Features – Ambiance

- Easy access to the reference desk but sound isolated.
- Reference Workroom and small office in proximity to Reference desk
- Flexible individual spaces designed to adapt to changing technology.
- Non-glare lighting.

Furnishings and Equipment

- Separate office for department head (90 SF)
- (6) Workstation w/ desktop computer and ergonomic chairs for up to 8 staff members. (need space for substitute librarians & web design)
- Shared Laser color printer & paper shredder
- 1 scanner
- clock
- Tack boards and room for 2 book trucks
- Telephone for each workstation
- Windows with manually operated shades
- Large walk in storage closet for supplies including printer paper, microfilm cartridges, printer cartridges and other items
- Staff Lockers
- Water cooler & sink
- Coat racks
- Recycling bin
- Work counter or table to spread out materials when compiling bibliographies etc.
- Mail Boxes

Proximity

- Restrooms / elevator

Distance

- Children's & AV

Books

100

Reference Office

Activities

- Staff office for head of reference services; for administrative tasks
- Non-circulating resource storage
- May sometimes serve as a second reference interview room if needed

Occupancy (at one time)

Public: one to two patrons on occasion with a staff member

Daily Uses: ongoing as needed

Architectural Features – Ambiance

- Acoustically dampened – Glazed perimeter wall to library interior

Furnishings and Equipment

- Ergonomic workstation, computer with monitor on a swivel mount, printer and two guest chairs

Proximity

- Reference Service Desk
- Reference Office
- General Reference / Technology Center

Distance

- Children's
- Audio Visual

Network Center/ Storage

Activities

- The Network and Technology Support Center houses the computer networking equipment and staff workspace.

Occupancy (at one time)

Staff 2 FT

Architectural Features – Ambiance

- This area is acoustically and visually separated from public areas of the library.
- It must be lockable, amply ventilated with its own easily adjustable climate control system, separate from the general building HVAC. HVAC requirement is far greater than in other spaces.
- It must have staff controlled and fully adjustable lighting, a countertop workspace for repairs.
- Staff workspaces must be separate from the acoustically isolated computer room.

Furnishings and Equipment

***This space requires two separate areas*

- **The Computer Room**
 - Mobile server workstation for all network servers and associated equipment, ergonomically designed, including an adjustable office chair
 - Ample space for rear access to the network servers and equipment
 - Stationary rack mounted patch panel equipment, hubs, routers and firewalls
 - Flooring that is resistant to transmitting static electricity (not carpeting)
 - Soundproof Walls
- **Staff Workspace**
 - Counter/Workbench (standing height) at least 6' long including lockable cabinets above and below the counter as well as lockable drawers for tools, parts, spare equipment and accessories
 - Counter-height access to power and data jacks
 - A seated desk area, including lockable file cabinet drawers for storage of personal items, software master copies and manuals
 - A PC workstation
 - A cordless phone

Proximity:

- Public Computer Area (Adult)
- Adult Reference Area
- Reference Librarian's Office
- Access Services

Distance:

- Distant from any plumbing that might leak and damage equipment

Non-Book Materials

Plan space for 6 servers

2-3 computer monitors

Lots of equipment and supplies storage

Technical Services Workroom

Activities

- Ordering, receiving, cataloging & processing materials. Also, mending & withdrawing. Web site work.
- Collection

Occupancy (at one time)

Public none

Staff 6:

Head of Collection Management (1), Collection Management Clerks (2), Collection Management Aide (2PT), Cataloguer (1)

Architectural Features – Ambiance

- (1) private offices for department heads
- (4) Workstations w/ desktop computers.
- Acoustically & visually separated from public areas w/ controlled, non-glare lighting
- Large flexible space subdivided by moveable office landscaping.
- Space for mobile trucks and work stations to move without bumping into people or things.
- Ample electrical outlets at mid wall height.
- Spacious 36" high work counters for receiving & processing out of the foot (and carts) traffic.
- Ample ventilation for high use of adhesives and other chemicals. Windows that open.
- Accessible storage space for supplies. Separate space for withdrawn books for the book sale.
- Coat closet/staff lockers. Ample counter space for magazine receiving and processing.
- Separate areas: receiving, cataloging, ordering, website work, processing, withdrawing, & Dept. Head.

Furnishings and Equipment

- Shelving for items in the department: see numbers below
- Large work counter with secured storage for processing materials.
- Staff operable climate and lighting controls
- Large shipping/receiving counter
- Adjustable height and secure wall shelving one side of each workstation
- Acoustically separate office and work area for department head with computer/printer/conference table
- Secured storage and separate work area for AV supplies and processing
- Six ergonomic (and moveable) work stations and chairs with monitors "mounted on swing arms"
- Fifteen book carts. (Maybe require more if make the whole process moveable.)
- Telephone at each workstation
- Shared printer between each 2 workstations
- Lockable storage closet for supplies
- Tack board at each work station
- Large shared recycling bin and large refuse bin
- Wall clocks
- Photocopier
- Sink

Proximity

- Service Elevator
- Shipping & Receiving

Books

5 -10 unopened cartons

1500 books

250 withdrawn books

Non-Book Materials

250 AV items

100 withdrawn videos

Youth Services Office

Activities:

- Primary work area for staff not on the public floor. Telephone conversations, program planning, private consultations, interviews, document processing
- Staff mail boxes, student volunteer & shelvees sign in, supplies and several collections

Occupancy (at one time)

Public (volunteers): 1 – 2

Staff: 6+: Head of Children's Services (1), Children's Librarians (2), Children's Library Associates (3 FT, 1 PT), Children's Library Shelvees (4); Head of Teen Services (1)

Architectural Features – Ambiance

- Three spaces: Associates & Volunteers; Assistant Children's Librarian; Manager
- Associates' Office: currently used by 2 full-time, 1 part-time, 8 substitutes – provide 4 full workstations and a long work counter for substitutes/volunteers to share as scheduled. Should contain plenty of storage for seasonal collections and other program material. Provide individual lockers and shared coat closet for staff.
- Assistant's office: a supervisory position; needs privacy for interviews, phone calls, etc.
- Manager's office: privacy for interviews, phone calls, meetings, etc.
- Sightline to service desk from these spaces is advantageous.

Furnishings and Equipment

- Associates' Office:
 - 4- Workstations w/ desktop computers, chair, & phone for each
 - Work counter for volunteers with two computers and a single shared phone
 - Copier, scanner & shared printer
 - file cabinets at each station: 2, 2-drawer, 1 lateral, 2 drawer
 - space for 2 small book trucks at each station
 - coat hooks, clock, tack surfaces
 - "community shelving" for mail boxes, reference books, story time book collection, "other" story time items (puppets, music, videos, etc.) office reference collection and software
 - Counter space for projects (prep for programming, etc.)
 - 2 guest chairs and a small conference table
- Assistant's Office & Children's Librarians Office
 - Each with Workstations w/ desktop computer and task chair; each with phone
 - 2 guest chairs and small conference table
 - Scanner / printer
 - file cabinets: 2, 2-drawer, 1 lateral, 2 drawer
 - Shelving at workstation (at least 5 shelves high); additional general shelving to accommodate various reference material, projects, supplies, etc.
 - space for 2 small book trucks
 - coat hooks, clock, tack surfaces

Proximity:

- Children's Service desk

Books:

Story time collection – 500

Professional – 200

Non-Book Materials:

Story time videos – 130

Flannel board pkgs. – need 1 shelf

Music – 1 shelf

Puppets/kits – 8 - 10 shelves

Children's Holding Shelving

Activities:

- This is a holding area for returned books on double book trucks. There are also up to 4 small "working" carts used for shelving parked here. The amount of material in this area varies day-to-day. Book trucks are moved from the Circulation area to Children's when filled and returned when empty. Small carts stay in department.

Occupancy (at one time)

Staff: 1 -

Architectural Features – Ambiance

- space for 1 – 6 double book trucks and up to 4 small carts
- space for staff and patrons to move around carts

Furnishings and Equipment

- 4 small book carts for shelving within stacks and other projects

Proximity:

- In an accessible location near staff desk

Friends' Office

Activities

- Volunteers from the Friends of the Library will use this space to process membership envelopes, distribute communications among active members, and store program supplies and back files.

Occupancy (at one time)

Staff 1-4

Daily Uses ongoing

Architectural Features – Ambiance

- Businesslike office space with clear storage, signage and access for a variety of members.

Furnishings and Equipment

- Computer workstation
- Telephone
- Mail sorting devices
- Shelves to house files and packages from the printer
- Cabinets for supplies for Friends
- Table and 4 with chairs

Proximity

- Community Relations Offices
- Program Room
- Public corridor
- Friends Book Sale Storage

Distant

- Quiet areas

Books

100

Non-Book Materials

100

Book Sale Storage & Sorting Room

Activities

- Receiving, sorting, pricing, some storing and boxing of books and other materials for the library book sales

Occupancy (at one time)

Staff/volunteers: 4

Architectural Features – Ambiance

- Well-lit space
- Layout designed for efficiency, using the fewest possible steps from table to sorting shelf to table
- Washable, durable sorting surfaces to accommodate cartons of donated materials

Furnishings and Equipment

- Built-in book shelves on all walls
- Network data port
- Computer workstation at stand up height
- Telephone
- Three 6-ft. long tables for un-boxing, sorting and boxing materials
- Closet or large storage cabinet for supplies, boxes, twine, tape, labels, etc.

Proximity

- Shipping and receiving
- Friends' Office
- Vertical Circulation for movement of books

Distant

- Quiet areas

Books

This room may accommodate up to 200 cartons filled with books and other materials

Note: This room accommodates the sorting function only – not the storage of large quantities of books for the annual book sale. Currently the library relies on free off-site space for storage.

Optional storage on site:

For storage within the library, an additional room to hold up to 2000 cartons of books would be necessary.

Staff Lounge

Activities

- Used by staff for breaks, lunch, small parties with food usually served.

Occupancy (at one time)

Staff 14 seats +

Architectural Features – Ambiance

- Acoustically and physically isolated from public service areas
- Windows and natural lighting is essential; quality artificial lighting
- Comfortable climate control
- Comfortable seating
- Tile floor at food prep and eating area

Furnishings and Equipment

- 1 double sink with cabinets above and underneath the sink for storage of dishes and paper goods
- 4 burner stove with oven with venting microwave above
- 1 full size self-defrosting refrigerator
- 1 toaster oven
- 2 tables that seat 6-8 each
- sofa and easy chairs
- telephone
- (2) computer stations with internet access for staff off-duty use
- large tack surface for notices/information
- 1 cold and hot water dispenser
- snack and soda machines
- book shelves for leisure collection for staff

Proximity

- elevator / restrooms
- Staff entry
- shipping

Distance

- Public service area

Books

30 for casual reading for staff on breaks

Internet Café Staff Office / Storage

Activities

- Menu planning, ordering, accounts, paper work

Occupancy (at one time)

Public none

Staff 1

Architectural Features – Ambiance

- Small quiet office

Furnishings and Equipment

- Desk, chair, computer, printer, waste basket, clock
- Shelving and files
- Metal racks for localized storage

Proximity

- Café staff work area

Distant

- View from Internet Café public area

Internet Café Remote Storage

Activities

- Storage of bulk purchased items

Occupancy (at one time)

Public none

Staff 1

Architectural Features – Ambiance

- Lockable storage room

Furnishings and Equipment

- Metal racks for storage

Proximity

- Shipping & receiving

Distant

- Public area

Building Maintenance Shipping / Receiving Office

Activities

- High use areas: delivery of materials, mail and supplies, equipment for the Library.
- Work and storage space for supplies: custodial supplies, technical services supplies, office supplies, café supplies.
- Separate storage for Friends Book Sale/Gift Shop items. Discard of materials/cardboard here.
- Mail sorted and processed here.

Occupancy (at one time)

Public none

Staff 1 to 2

Architectural Features – Ambiance

- Extra wide doors for easy egress of delivery items, furniture, snow blowers, lawnmowers, floor cleaning machines, vacuum cleaners, etc.
- Proper storage and ventilation for cleaning products, paints and other potentially hazardous materials.
- Separated storage spaces for supplies for various departments.
- Separate storage area for Friends supplies/books

Furnishings and Equipment

- Desk with ergonomic chair
- Telephone
- Bulletin board
- Large work counter for shipping/receiving activities and mail preparation/sorting
- Postage meter
- Staff Mailboxes
- Staff lockers/coats
- 2 – bins for Connecticard deliveries
- 2 – bins for books by mail
- 1 – bin school carrier
- 1 – bin for discarded cardboard
- 4 – large storage cabinets with locks and properly labeled for hazardous materials
- Separate large, secured storage area for Friends with large work table and 10 90" high double faced shelves
- Entrance for loading dock must have a minimum 12" height clearance
- Fire/Carbon monoxide detection-suppression system monitoring equipment
- Alarm control panel for building security
- HVAC monitoring and control system
- Lighting timers for building
- Exterior irrigation systems controls
- Telephone system panel
- Master key cabinet
- Tile floor
- Doorbell/visitor notification system for before/after hours

Proximity

- Staff & Delivery Entrance
- Technical Services

Facilities: Building Maintenance / Custodial Coordinators

Activities

- Both an supervisory administrative space with desk/computer/phone and a work space with a work counter and access to tools and supplies for small repairs and parts replacements
- Adjacent to Custodial/Maintenance Monitor workstations

Occupancy (at one time)

Public 0 – 2 (vendors, etc.)

Staff 1

Architectural Features – Ambiance

- Well lighted and ventilated
- Ample storage for tools and equipment

Furnishings and Equipment

- (2) Ergonomic workstations with computer, printer, task chair; Desks to face entrance
- Two 2-drawer lateral files under work counter
- Two visitor chairs and coat rack or closet
- Telephone
- Key box for all library keys
- Wall shelving or bookcase
- Long work counter – standing height – with vise and adjustable lighting
- Storage cabinets for small tools, light bulbs, cleaning supplies
- Sink with counter and cabinet
- Files or racks designed to hold rolled-up building plans/blueprints
- Shelving for manuals for equipment and safety regulations
- Extra outlets at work counters for equipment use

Proximity

- Shipping and Receiving
- Mechanical Room
- Maintenance Monitor workstations
- Access to the exterior

Distance

- Quiet spaces
- Formal public areas

Maintenance / Custodial Monitors

Activities

- Support Maintenance supervisor in maintaining library building and grounds (part-time positions)

Occupancy (at one time)

Public 0

Staff 1 - 2

Architectural Features – Ambiance

- Counter top with 1 large shared workstation
- Work table for equipment repairs
- Adjustable task lighting
- Excellent ventilation

Furnishings and Equipment

- 8 foot counter with shared computer and printer, 2 task chairs
- Trash can
- Clock
- Tall metal storage cabinets

Proximity

- Shipping and receiving
- Maintenance staff

Distance

- Quiet spaces
- Formal public areas

Custodial / Maintenance Locker & Storage

Activities

- Locker room (changing facilities, restroom, shower, storage of personal items)
- Locked storage room for building supplies (frequently used maintenance and custodial supplies)

Occupancy (at one time)

Public 0

Staff 2-4

Architectural Features – Ambiance

- Floor drain,
- Secure storage with utility shelving and tool cabinets

Furnishings and Equipment

- Lockers
- Benches
- Utility shelving
- Clock

Proximity

- Shipping & receiving
- Mechanical room

General Building Storage

Activities

- Short term storage of frequently used supplies
- Longer term storage of infrequently used supplies
- Storage of back stock (overage of building materials/furniture held for replacement needs)
- Mobilization of items for bulk discard

Occupancy (at one time)

Public: None

Staff 1-3 varies

Architectural Features – Ambiance

- Locked area for controlled access
- Easy access to delivery doors to exterior
- Dehumidification (since probably in basement)
- Concrete floor and walls; utilitarian lighting

Furnishings and Equipment

- Skids
- Dollies
- Industrial shelving

Proximity

- Shipping & Receiving
- Facilities Offices
- Path to less public elevator

Distance

- Public or formal areas

Archival / Compact Storage

Activities

- Space efficient storage of infrequently accessed library materials and archival materials

Occupancy (at one time)

Public

Staff

Architectural Features – Ambiance

- Floor structured to withstand high loading of compact shelving
- Dehumidification
- Lockable area with double doors for ease in cart access

Furnishings and Equipment

- Compact shelving
- Archival shelving racks
- Book trucks
- Step ladders
- Layout counter to examine materials before removing from area

Proximity

Easy path to elevator

Restrooms - Staff

Activities

- These lavatory facilities will be used primarily by staff members and volunteers; at least one on each floor. Preferred option, separate sex on each floor; unisex location may be acceptable in areas of lower occupancy

Occupancy (at one time)

Staff 1

Daily Uses: constant

Architectural Features – Ambiance

- Well lighted and ventilated with pleasing colors and smooth, easily cleaned surfaces.
- Graffiti resistant surfaces.
- No Stainless steel
- Floor drain for ease in cleaning

Furnishings and Equipment

- ADA Considerations and Emergency notification pull-cords in each stall
- Single toilet, full-length mirror, one sink
- 1 Facility for each sex should have a shower if possible
- Access to water heater
- Hands-free sinks & soap dispensers
- Paper towel dispensers
- Adequate toilet paper supply
- Stall door sign holders for staff notices
- Baby changing station
- Sanitary product vending machine

Proximity:

- Located near work spaces

Distance:

- Café
- Quiet Study Areas

Janitor's Closet

Activities

- Access to floor sink and cleaning supplies for ease in custodial services, 1 on each floor (min.)

Architectural Features

- Locked door,
- Floor drain
- Storage hooks/shelves

Proximity:

- Circulation path, water lines

Distance:

- Public view

Mechanical Space

Activities

- Physical plant; mechanical and electrical equipment/systems for library services

Occupancy (at one time)

Public none

Staff 1-3

Architectural Features – Ambiance

- Locked area for controlled access
- Easy access to delivery doors to exterior
- Dehumidification (since probably in basement)
- Noise control to eliminate transfer of noise from equipment to remainder of the building
- Concrete floor and walls
- Utilitarian lighting

Furnishings and Equipment

- Skids
- Dollies
- Industrial shelving
- Telephone and computer jacks at either end
- Table surface with task lights and task chair for use by staff when working on systems

Proximity

- Shipping & Receiving
- Facilities Offices
- Path to less public elevator

Distance

- Public or formal areas

Westport Public Meeting Rooms Space Summary

Area	Program Space		Conference Room		Study Room		Storage SQFT.	Total Area (SQFT.)
	# Seats	Unit SQFT	Speaker	Unit SQFT	# Seats	Unit SQFT		
						Qty.		
McManus Auditorium	300	10	200	0	0	0	300	3500
New Meeting Room	74	10	0	0	0	0	0	740
Seminar Room	0	0	0	30	0	0	60	960
Lortel Conference	0	0	0	8	0	0	10	250
Silent Study Room	0	0	0	0	16	30	0	480
Study Rooms	0	0	0	0	4	30	0	960
Trustees / Staff Meeting	0	0	0	30	0	0	0	900
Children's Program	50	10	50	0	0	0	100	650
TOTAL (SQFT.)								8440

Westport Collections - SQFT Chart

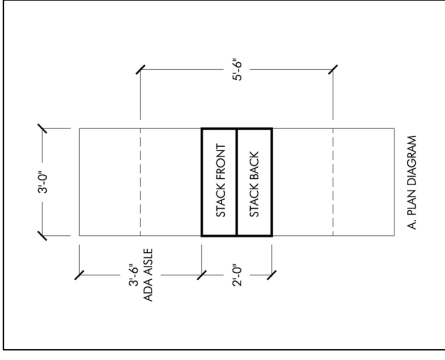
Category	Collections		LF	*	(A)	(B)	FORMULA 1	(C)	(D)	FORMULA 2*	
	# Items Existing	# Items Future									Stacks/Bins Actual
F	Adult Browsing	4871	7000	23.33	24	16.5	396	7000	0.06	420	
F	Adult Book Club	1147	1500	5.00	5	16.5	82.5	1500	0.06	90	
S	Adult Paperbacks	3 spinners 28204	32000	4 spinners 106.67	107	16.5	1765.5	30000	NA	48	
N	Adult Fiction	1751	2000	8.33	8	16.5	132	2000	0.06	1920	
N	Adult Large Type Books	257	300	1.25	2	16.5	33	300	0.07	140	
N	Adult Reader Development	92498	94000	391.67	392	16.5	6468	94000	0.07	60	
N	Adult Non-fiction	7312	7400	49.33	50	16.5	825	7400	0.07	6580	
AO	Overized Adult Non-Fiction	178	200	1.33	2	16.5	33	200	0.11	814	
FL	Folios	789 L.F.	600 L.F.	15.00	15	16.5	250	600 L.F.	0.11	22	
P	Adult Periodicals-400 TITLES	150	150	0.63	1	8.5	8.5	150	2.4	250	
AV	Local History-Oral History Tapes	6 Lateral Files	6 Lateral Files	6.00	6	10	60	6 Lateral Files	0.07	10.5	
PF	Local History-Pamphlet	50	100	0.42	1	16.5	16.5	100	1.0	60	
PF	Picture Files	24	24	24.00	24	3.75	90	24	0.07	7	
N	Adult Reference (incl. Ready Ref.)	9551	7500	31.25	32	16.5	528	7000	3.75	90	
N	Adult New Business Reading	262	800	3.33	3	16.5	49.5	800	0.07	525	
N	Adult Career Corner	111	120	0.52	1	16.5	16.5	120	0.07	56	
N	World Language	385	700	2.92	3	16.5	49.5	700	0.07	8.4	
L	Librettos	300	300	0.60	1	16.5	16.5	300	0.07	49	
S	Teen Fiction & Paperbacks	2021	720	1.20	1	16.5	16.5	300	0.06	18	
S	Teen Paperbacks Browsing	0	1280	2 spinners	2 spinners	16.5	16.5	1280	0.03	21.6	
T	Teen Non-Fiction	219	500	1.11	1	16.5	16.5	500	0.03	24	
T	Teen Biographies	44	150	0.33	1	16.5	16.5	150	0.04	20	
N	Teen Graphic Books	488	800	3.33	4	16.5	66	7400	0.04	6	
AV	Teen Book on CD	25	125	0.52	1	8.5	8.5	125	0.07	56	
AV	Teen Book on Tape	38	0	0.00	0	8.5	0	0	0.07	8.75	
P	Teen Periodicals	15 L.F.	15 L.F.	4.17	4	16.5	66	15 L.F.	0	0	
CO	Children's Reference	1179	1000	0.23	1	16.5	16.5	1000	2.4	6.25	
C	Children's Ready Reference	68	70	1.25	1	16.5	16.5	70	0.06	60	
C	Children's Assignments-15 L.F.	15 L.F.	600	25.00	25	16.5	412.5	600	0.035	2.45	
C	Children's Fiction	11000	12000	20.00	20	16.5	330	12000	0.035	21	
CB	Children's Fiction Browsing	828	800	20.00	20	16.5	330	800	0.035	420	
C	Children's Holiday Collection	1653	1500	3.13	3	16.5	49.5	1500	0.4	320	
S	Children's Paperbacks	604	1000	2 spinners	2 spinners	12	24	1000	0.035	52.5	
S	Children's Paperback Series	1008	1400	2.33	2	16.5	33	1400	NA	24	
CO	Children's Oversized Fiction	218	200	0.83	1	16.5	16.5	200	0.035	49	
C	Children's Graphic Books	128	250	0.52	1	16.5	16.5	250	0.06	12	
C	Children's World Language	360	400	0.83	1	16.5	16.5	400	0.035	8.75	
C	Goldcoast	0	500	1.04	1	16.5	16.5	500	0.035	14	
AV	Children's Book on CD	342	750	3.13	3	16.5	49.5	750	0.035	17.5	
AV	Children's Book on Tape	584	100	0.42	1	8.5	8.5	100	0.07	52.5	
AV	Children's Music on CD	552	700	1.17	2	8.5	17	700	0.07	7	
AV	Children's Music on Tape	0	20	0.03	1	8.5	8.5	20	0.03	21	
K	Children's Kits	571	500	2.78	3	16.5	49.5	500	0.03	0.6	
P	Children's Periodicals-40 TITLES	80 L.F.	60 L.F.	35.42	35	16.5	577.5	60 L.F.	0.09	45	
C	Children's Non-fiction	19615	17000	11.88	12	16.5	198	17000	2.4	25	
C	Children's Non-Fiction Browsing	471	475	45.83	46	16.5	368	475	0.035	595	
B	Children's Picture Books	10570	11000	15.98	16	16.5	264	11000	0.4	190	
ET	Educational Toys (# of bags)	254	254	6.25	6	16.5	99	254	0.035	385	
C	Children's Beginning Readers	2937	3000	6.25	6	16.5	99	3000	NA	128	
B	Children's Board books	1547	1500	1.04	1	16.5	16.5	1500	0.03	90	
C	Children's Story Time	594	500	1.67	2	16.5	33	500	0.035	52.5	
C	Parent Teacher	800	800	20.00	20	16.5	330	800	0.035	17.5	
AV	Audio/Visual Browsing	300	800	16.67	17	16.5	280.5	800	0.035	28	
AV	Audio/Visual Book on CD	1127	4000	4.17	4	16.5	66	4000	0.5	400	
AV	Audio/Visual Book on Tape	2778	1000	25.00	25	16.5	412.5	1000	0.07	280	
AV	Audio/Visual Video on DVD	4115	15000	16.67	17	16.5	280.5	15000	0.07	70	
AV	Audio/Visual Video on VHS	12374	5000	12.50	13	16.5	214.5	5000	0.03	450	
AV	Audio/Visual Music on CD	5158	7500	0.17	1	8.5	8.5	7500	0.06	300	
AV	Audio/Visual CD-Rom	224	100	0.17	1	8.5	8.5	100	0.03	225	
TOTALS (SQFT.)										15255	15638
Differential for 4'-0" aisles: (1,083)										16521	16936

KEY		# per Stack
F	Fiction / Browsing	300
N	Non-fiction / Reference	240
AO	Adult Oversized	150
P	Periodicals	40
S	Paperbacks	600
FL	Folios	150
C	Children's Collection	480
CO	Children's Oversized	240
CB	Children's Browsing	40
B	Bins	240
AV	CD / Tape (10)	240
AV	VHS	300
AV	CD/DVD (20)	600
K	Children's Kits	180
ET	Educational Toys	16
T	Teen Collection	450
L	Librettos	500
PF	Pamphlet Files	NA

*NOTE 1: Results from "FORMULA 2" were used in the overall square footage calculations because the results were greater than the results of "FORMULA 1"

*NOTE 2: Used 640 capacity spinners for calcs.

*NOTE 3: Used 2 L.F. per bag for educational toys



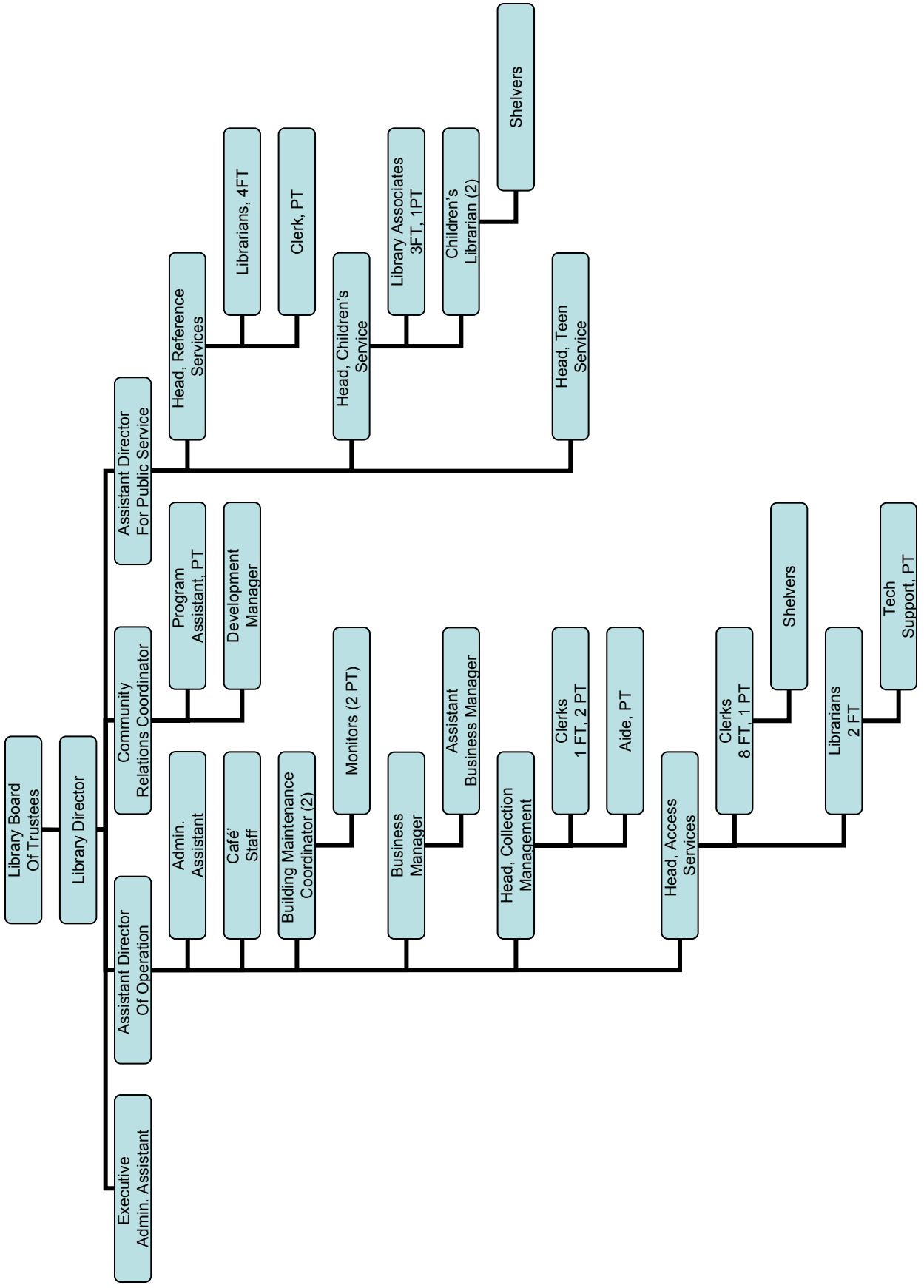
*NOTE 4: See differential at end of chart for increase in aisle widths from 3'-6" to 4'-0"

Westport Reader Seating Space Summary

Area	Lounge Chair		2-Seat Sofa		Children's Lounge Chair		Table + 4		Carrel (w/ or w/o computer)		TOTAL SQFT.
	QTY.	35	QTY.	60	QTY.	25	QTY.	120	QTY.	25	
Adult Browsing	24	840	0	0	0	0	4	480	10	250	1570
Adult Fiction	8	280	0	0	4	100	6	720	2	50	1150
Adult Non-fiction	8	280	0	0	0	0	6	720	8	200	1200
Adult Periodicals	12	420	0	0	0	0	4	480	4	100	1000
Adult Local History	2	70	0	0	0	0	1	120	0	0	190
Adult Reference (incl. Ready Ref.)	0	0	0	0	0	0	3	360	0	0	360
Adult General Reference / Technology Center	0	0	0	0	0	0	4	480	24	600	1080
Adult New Business Center / Career Corner	4	140	0	0	0	0	2	240	4	100	480
Music Room	2	70	0	0	0	0	1	120	0	0	190
Teen Area	6	210	0	0	0	0	4	480	7	175	865
Children's Fiction	8	280	2	120	2	50	4	480	2	50	980
Children's Non-fiction & Reference	0	0	0	0	0	0	4	480	12	300	780
Children's Picture Books & Educational Toys	0	0	2	120	8	200	0	0	0	0	320
Toddler Area	6	210	2	120	2	50	4	480	4	100	960
Children's Technology Center	0	0	0	0	0	0	0	0	12	300	300
Audio/Visual Area (Casual Seating)	4	140	0	0	0	0	0	0	0	0	140
Audio/Visual Area (Viewing and Listening)	4	140	0	0	0	0	0	0	0	0	140
TOTAL (SQFT.)										11705	

Westport Staff and Support Space Summary						
Floor	Area	Workstations	Conf./Guest	Files / Shelving	Misc./Storage	Total
		40	15	1	25	(SQFT.)
	Library Administration					
3	Library Director	120	180	15	25	340
3	Executive Administrative Assistant	50	100	10	0	160
3	Administrative Copy/File Alcove	0	0	50	50	100
3	Administrative Pantry Alcove	0	0	0	80	80
3	Assistant Director of Operations	65	100	15	20	200
3	Business Manager	65	45	15	0	125
3	Assistant Business Manager	50	0	15	25	90
3	Community Relations Coordinator	65	65	15	20	165
3	Community Relations Program Assistant	50	45	15	20	130
3	Community Relations Development Manager	65	65	15	20	165
	Library Public Service Staff					
2	Assistant Director for Public Service	65	100	15	20	200
2	Administrative Assistant	65	0	10	0	75
1	Audio/Visual Workroom (1@65, 4@50)	265	0	50	50	365
2	Circulation Services Office (local - 2@50)	100	0	40	60	200
2	Circulation Services Office (8 FT, 8 PT)	640	0	60	100	800
2	Head of Access Services	65	45	15	10	135
2	Access Services Librarians (2 FT@65)	130	0	20	0	150
2	Access Services Clerks (6@50)	300	0	60	0	360
2	Access Service Shelves (4@35)	140	0	0	0	140
2	Access Services Tech Support (1 FT)	65	0	20	20	105
1	Interlibrary Loan Office	50	45	15	20	130
	Interlibrary Loan Clerks (2@50)	100	0	30	40	170
2	Head of Reference Services	65	45	15	0	125
2	Reference Librarians (4@65)	260	0	80	0	340
2	Reference Clerks (2@50)	100	0	20	20	140
2	Network Center & Support/Storage	0	0	0	250	250
2	Head of Collection Management / Technical Services	65	45	15	10	135
2	Collection Mgmt. Clerks (1 FT, 2 PT)	70	0	30	20	120
2	Collection Mgmt. Aide (1 PT)	35	0	10	0	45
2	Technical Services Workroom (5@50)	250	90	75	50	465
2	Tech Services Storage	0	0	0	200	200
2	Cataloguer (1 FT)	40	15	20	30	105
3	Head of Teen Services	65	45	15	10	135
3	Head of Children's Services	65	45	15	10	135
3	Children's Librarians (2@65)	130	0	30	20	180
3	Children's Library Associates (3 FT, 2 PT= 4@50)	200	0	80	40	320
3	Children's Library Shelves (2 PT)	70	0	0	0	70
3	Children's Holding Shelving	0	0	100	0	100
3	Friend's Office	40	60	15	10	125
1	Friends' Book Sale Storage / Sorting	0	100	0	1400	1500
3	Staff Meeting Room (8 person conference)	0	280	0	0	280
3	Staff Lounge	50	250	0	100	400
	Library Support					
2	Café Staff Office	50	0	15	20	85
1	Café Storage	0	0	0	100	100
1	Building Maintenance Coordinator	65	10	15	20	110
1	Custodial Coordinator's Office (1 FT)	65	10	15	20	110
1	Maintenance Monitors (2 PT@35 sf)	70	0	0	0	70
1	Custodial/Maintenance Locker Room	0	0	0	100	100
1	Custodial/Maintenance Storage	0	0	0	200	200
1	Maintenance Shipping/Receiving Office	50	0	25	125	200
1	General Building Storage (some on each floor)	0	0	0	360	360
1	Archival compact storage (new option)	0	0	0	1000	1000
1	Mechanical Space	0	0	0	3000	3000
TOTAL (SQFT.)						14890

Westport Public Library Organization Chart 2005



Focus Group Feedback (Overall Themes):

A. Best Aspects

1. Café
2. Building: location/orientation in relation to community
3. Openness, vaulted ceiling, natural lighting
4. Community meeting spaces, social spaces
5. McManus room
6. Art exhibit, tile mural, mural w/in lobby
7. View
8. Children's room (location, open play area, computer/preschool area, librarian position, intimacy)
9. Reading areas: variety in levels of quiet, tables and seating
10. Business center
11. Accessible to all generations
12. Parking
13. Collection
14. Two entrances
15. Personal contact between visitors and staff
16. Magnitude of programs and services provided
17. Staff
18. A/V video store feel and convenience

B. To Change

1. Paint/Color
2. Add Storage
3. Signage (way-finding): interior throughout and exterior
4. Acoustics
5. HVAC, air-quality
6. Elevators and stairs: safety, security, unwelcoming
7. Restrooms: increase #
8. Location of 700's stacks
9. Microfilm areas-outdated
10. Entry sequence, overall traffic flow, cueing at circ. desk
11. New use for coatroom
12. Add new focal point (ex: fireplace, aquarium)
13. Widen aisles between stacks and corridors
14. Add unique spaces (ex: colonial room, Westport history room, rare manuscripts room)
15. Lighting: throughout building
16. McManus room
 - needs new lighting
 - re-work lobby space
 - increase restrooms
17. Program Space
 - need larger community lecture space (200-300 people)
 - seating on an incline
18. Smaller Meeting Spaces
 - add and include flexible seating

19. Art
 - Tile wall and McManus room art collection should be more viewable
 - add art to walls
 - get rid of ventilation ducts and relocate artwork
20. Exterior:
 - brick-too plain
 - metal entrance-too cold
21. Café
 - Expand
 - Relocate
 - Clearly define
 - Add privacy
22. A/V:
 - remove pillars from staff desk
 - add anti-fatigue mat
 - replace carpet outside at entry
 - audio/CD collection expanded
 - add listening stations
 - add separate sheet music/music room
23. Children's room
 - add "baby-space" (4X)
 - add padding beneath carpet
 - larger and more flexible program room
 - safety at doors/exits
 - stroller parking
24. Teen space
 - add staff member
 - expand area
25. Computer room
 - Update
 - make more accessible
26. Staff spaces:
 - lounge (depressing)
 - RR (increase #)
 - increase work space
 - improve lighting
 - improve privacy
 - add flexibility for growth
 - move electrical outlets
 - shelves/cabinets too high
 - place tech. services near receiving area
 - place children's near A/V
 - consolidate staff mailboxes
 - consolidate parking and add staff entrance
 - add information/welcome desk in lobby w/ community info and general library info
 - make reference librarians more visible
 - introduce alternate staff circulation area to reduce interruptions/distractions
 - increase book sales/sorting space

Focus Group Feedback (by Group):

1. What, in your opinion, are the three best aspects of the current building?
 1. coffee shop, location/orientation of building, openness, community meeting spaces, art gallery, McManus room, reading rooms on riverside, vaulted ceiling, location of children's room and level of comfort for adults in that room, quiet separate reading areas, business center, teen area, accessible to all generations, great hall, inviting atmosphere
 2. Natural Lighting, view from reading rooms, location of building in relation to community, plenty of parking, outstanding collection, open feel of building, division of spaces, variety in levels of quiet in reading areas, two entrances, meeting room spaces, variety of tables and seating, personal contact w/ visitors, magnitude of programs and services provided
 3. Children's room (open play area, computer/preschool area), periodicals rooms (seating, view), accessible librarian's desk at children's room, openness, view, location within the community, wonderful staff, art exhibit in lobby, tile mural, mural in main lobby, drama of open space, intimacy of children's space, general layout, A/V video store feel, convenience, parking, retain intimate spaces and increase number
2. What do you like the least about the current building?
 1. Need larger community lecture space (200-300 people)with seating on an incline, tile wall should be more viewable, larger social area for food/beverages, inadequate space for book sales/sorting, dark paint in A/V area, larger workspace for staff and volunteers, more small meeting spaces, McManus room-needs new lighting, Art Shows-replace ventilation ducts
 2. Interior and exterior signage, entrances are unwelcoming and confusing (way finding), acoustics, color, safety concerning divisions of spaces and sightlines, stroller parking, elevators and stairs, air quality, need more RR, staff spaces (lounge, RR), staff work spaces: confined, few windows, uncomfortable, need plants and sunlight, no flexibility in work areas, acoustics, move electrical outlets, shelves/cabinets too high, many distractions, request to place tech. services near receiving area, circulation to/from McManus room, location of 700's stacks and security concerns at that area
 3. change back stair, microfilm areas are outdated, inadequate RR, HVAC, signage, entry sequence
3. If you could change just one building-related thing, what would it be?
 1. Seating configuration in smaller meeting spaces (need flexibility), lobby outside McManus room, larger café, relocate and encourage more local artists' work be used throughout the building, new use for coatroom, eliminate "kiosks," overall traffic flow, move circulation desk, make reference librarians more visible
 2. Add a fireplace, consolidate staff parking near staff entrance, add storage, widen space between stacks, widen corridors, lighting, HVAC, acoustics, larger children's program room and inflexible, improve A/V (remove pillars from desk, replace carpet at entry, add anti-fatigue mat behind staff desk), add padding beneath carpet at children's area
 3. color, lack of intimate spaces, storage, signage/way finding, dismal bottom floor, plain exterior brick, split sections (700's), narrow corridor, privacy/space for staff, general flow of spaces, unwelcoming stairs, café (expand, relocate, clearly define, more privacy)
4. What are the three most important aspects you wish to find in your renovated or new library?
 1. performance art area, aquarium, library as more of a community focal point, audio/CD collection improved and expanded and add listening stations, information/welcome desk in lobby w/ community info and general library info, more artwork on walls
 2. Added "baby-space" (4X) in children's room, stroller parking, expanded quiet space, child safety at doors and exits, larger program room (200-300),artwork on walls, expanded teen space and staff for the teen space, better computer room, improved cueing at circ. desk, more storage throughout

3. increase meeting spaces, better ambience at meeting room, increase facilities and focus as a community center, add unique spaces (colonial room, Westport history room, rare manuscripts room), showcase artwork in McManus room (increase viewing), larger program room w/theater seating, added listening station, sheet music/music room

5. Do you most often come by yourself or with others? If with others, who most often accompanies you?
 1. Self-for books, use computers, and viewing picture file
Others- cinema group, children/grandchildren, meetings, programs and fundraisers
 2. N/A
 3. Self-for book check-out, buy hard covers, meetings
Others- children/grandchildren, students (grades 6-8 gifted class)

6. Which materials do you most often seek? Is access to that/those collections satisfactory?
 1. All materials easily accessible if not already in library, may need to expand CD collection
 2. N/A
 3. Videos and books are very accessible, reference has been cut back because of expense

7. If you stay after selecting materials, what is your preferred place to sit and for how long?
 1. Most "pick up and go, " children's room has best views, computer space (quiet & comfortable)
 2. N/A
 3. children's area in back, first reading room near circulation desk

8. MISC?
 1. suggest focus group with younger parents and children; dislike trip time from home when returning books, most return books outside unless specifically looking for another book, dislike when book drop is closed, self-check use:50%
 2. working efficiently: moving reference staff to more visible location okay as long as they still have privacy and are removed from areas where general questions about RR, etc. are asked; adjacencies, mail system, book drops often overflowing, bring A/V and children's areas closer together, distractions at points of service (introduce alternate means for staff circulation?)

Focus Group Feedback (by Individual):

Group 1/ Adult patrons:

Dan Kail

Neil Hardy

Ann Sheffer

Faith Taylor

Carole Donenfeld

Eileen Wiseman

Harriet Selverstone

Question 1: What, in your opinion, are the 3 best aspects of the current building?

Ann Sheffer:

Daughter is a librarian in a library that is a new hybrid of academic and public in one building.

Likes the ability to approach from all sides / casual open space

Variety of space / comfortable environment

Community-oriented / very social

Faith Taylor:

Loves the art gallery in the open central space (but not the kiosks themselves)

Loves the McManus meeting room – jewel in town

Downtown locations is an asset: easy to get to / easy to meet others

Dan Kail:

Reading Rooms on the riverside are a gem

Openness of vast vaulted ceilinged space

Children's department's relationship to the river, elevated prime space dedicated to our children/grandchildren

(not in the basement as often done)

Eileen Wiseman:

Sunny second floor space for children

Civic function remains downtown

One of the few places in the town that takes advantage of the river (riverfront site is a real plus)

Openness, not claustrophobic

Harriett Selverstone:

Open space for events, exhibits, meetings ; hopes it never gets diminished

Quiet meeting areas

Provision for Business Center

Provision for Teens

Accessible Multi-media location downstairs

McManus (although sometimes too small)

Building is a showcase downtown

Carole Donenfeld:

Openness – connotes open invitation to all to use; nature of civic function; democracy

Individual spaces

Neil Hardy:

Children's room

McManus (acoustics work well)

Great Hall – civic nature / scale

Maximizing the river views

Art Gallery within great Hall – ability to show off great artists within the community

Question 2: Favorite changes that have been made to the original?

Putting A/V in a convenient quick stop location downstairs

New larger stair pulled away from the vaulted central space (better noise control)

Opening up to the river view

Question 3: What do you like least about the current building?

Neil:

Tile wall and display case leading to McManus are too hidden

Harriet:

Nothing

Eileen:

Town is lacking a larger hall for lectures/performances (200-300 capacity does not duplicate Seabury)

Dan:

McManus facility is too small - Town needs more than one major meeting hall

Need a bigger café area for socializing, food and drink

Faith:

Book sale sorting/display areas are inadequate

Dislike blue paint in the A/V area

Ann:

Lack of workspace for staff and volunteers

Friends/docents: Lounge/check-in/lockers area needed

Need another larger program room and both need not be in the basement

Need more small meeting spaces for conferences and study

Basement level feels like a submarine

Carole (leads a film group): Need both of these to supplement McManus:

Smaller space with raked seating need for film screenings is lacking

Large meeting room/auditorium with sloped seating is lacking

Question 4: If you could change one thing...?

A fireplace would be nice

Carole:

Seating configuration of the Meeting space needs greater flexibility

Traffic flow is confusing at the circ desk

Ann:

Create a lobby/foyer space outside of McManus

Faith:

Change the book sorting area for the Friends group

Dan:

Café is too small

Ann:

Encourage participation by local artists (i.e. tables to be designed)

Harriet:

Create more of a lobby outside McManus (for registering for programs, etc.)

Neil:

Eliminate the air return kiosks and replace with better gallery displays

Faith:

Re-think recent move of reference librarians out of line of site with patrons

Question 5: 3 most important aspects you wish to find in renovated or new library?

Harriet:

Provide a larger performance art space (theater in the round)

Library to be more of a focal point in town (?)

Ann:

Don't replicate what is already available:

Playhouse has a 580 seat performance and rehearsal space

Historical society has a gallery; Art center has a gallery

Eileen:

Audio/CD/Music space with improved materials and services (EM: listening & viewing stations)

Dan:

Ideal library has a central core of services for information and reference

Question 6: Do you most often come to the library by yourself or with others?

Carole:

Has a cinema group, come with them or by herself

Ann:

Got her first Westport card in 1953, arrives most often by herself; years back with her children

"The Library is an extension of your home/family"

Faith:

Comes by herself or with groups that meet here (likes availability of café)

Dan:

Comes by himself or with grandchildren

Eileen:

Comes by herself or with kids when they were younger

Harriet:

with Grandchildren (like listening station at Barnes & Noble) or by herself to do research, attend programs

Neil: by himself. Use s the computer or used the picture file for 37 years to research book

Question 7: If you planned or attended a recent program – has the space served you well?

McManus is wonderful; needs adjustment: lighting path to it, colors, materials

Neil:

Unfortunate ventilation ducts. At least masked for art display surfaces

Faith:

There is an increase in demand and there is not enough space to go around

Ann:

Annual fundraised uses main floor; shows potential for other more active uses

Question 8: What materials do you most often seek? Is access to those materials satisfactory?

Carole:

"Everything is readily available. Anything you need or request is obtained by the library staff"

Ann:

Here is the only place you can get local history materials unique to Westport (local newspapers, yearbooks)

Faith:

CD collection can be improved

Travel can be augmented or highlighted

Question 9: After selecting materials, where do you prefer to sit and for how long?

Dan:

Usually pick up materials and go; preferred spots are quiet reading rooms with river views

Please try to get input from parent with young children, teens and children

Faith:

Drop off items or attend meetings, don't often stay to read or research

Harriet:

Likes to use the research area

Prefer to participate in things that don't require timed return. Two trips for one book is inconvenient.

Group 2: Staff

Kathy B, Maryanne, Sukie, Nancy, Ray, Doris, Sheri, Jane, Marta, Sylvia, Debbie, Joyce, Margie, Beth, Joan, Kitty, Annie, Kris

Question 1: What, in your opinion, are the 3 best aspects of the current building?

Natural lighting

View from the reading room to the river is mentally refreshing, something to never lose

Setting/site (river, relationship to town, heart of the community)

Beautiful view from Children's Dept

Landscaping

Doing a story time on the green

Parking for staff (many said this)

Outstanding collection

Open feeling –double height space

General layout separating functions: Multi-media/programs on 1; main functions, admin/children on 2

3 separate front reading rooms (smallest is for quiet use/business/ laptops)

Variety of entrances: Lower at river. ,main an staff at rear stair

Meeting rooms

Variety of table types, places to spread out

Magnitude of programming

1630 kids served by summer reading program

Question 2: What do you like least about the current building?

Need much more flexible workroom and office furnishings and layouts

Need more office and workroom space

Everyone should have a drawer/file/computer/space of ones' own

Acoustics are a problem: Tech support phone inquiries conflict with cataloguing and quiet functions

Would love to have a fireplace

Need a couple of unassigned available quiet offices/enclosed workstations to use for noisier tasks

"Need storage, storage, storage"

Increase stack aisle width

Increase second floor corridor width

Lack ADA compliance

Mail system is arcane, confusing, distant and multiple box locations

Question 3: What would the patrons say are the biggest deficiencies?

Need more baby space (4x the amount)

Need more seating

Need a stroller parking lot

Children's Room needs more quiet computer space

We have outgrown the amount of quiet space

Need better sightlines

Need better door control at the children's room

Reference needs a way to answer sensitive patron questions more discretely

Question 4: What is the biggest challenge to getting your work done?

Unanimously: the air quality and HVAC (circulation/temperature/air quality)

Enhance the signage

Correct the interesting acoustic problem

Eliminate or reduce the gray color

Separation of division on three levels diminishes the sense of connection and adds some safety concerns

Would like to see more access to the exterior

Would like to see the children's move to the first floor

Inadequate number and position of stairs and elevators

Need improvements to the staff functions (entry, lounge, restrooms, furnishing)
Appreciate staff lounge view but the room is not comfortable
Technical Services has no logical connection to receiving, storage, circulation through the building
Entrances are confusing and not welcoming
Concierge stations is needed
Welcome desk right at main entry is needed (welcome, community events info, directions)
Staff areas are dysfunctional
Inadequate workstations, ergonomically incorrect, far from any delivery area
"imagine you were a book being delivered, first on the carts, down the corridor, up with elevator with patrons, off the carts, on shelving for processing, off shelving and back again, on the carts ... each book need to come with wheels of its own"

Question 5: if you could change one thing?

Improve the HVAC and air quality

"If the customers like us now, they are going to love us when they improve the air quality!"

Build out a ground level Children's Dept with light and view but solves the access problem with the elevator

A/V and children's would benefit from being closer; most frequent two stops and are as distant as can be

More and better meeting room space (noted that Greenwich meeting room has a view!)

- With a real foyer
- With better and more restrooms
- With better doors in and out
- with improved lighting
- with increased capacity (200 to 300)

Current McManus is frequently needed for children's programming

Current children's program room is too small

Fixed risers and antique VCR cabinet should be removed

Stove should be removed and replaced with a closest to store folding tables ; sink must stay

(get type that easily folds in half and wheels away)

Need much more storage in children's program room

Computer center needs updating

Question 6: In general, are the service points well placed?

Patrons do know understand where to lineup

A/V desk seems large but much is not function; A/V rug needs replacing

A/V desk is ergonomically incorrect; need anti-fatigue mat as a quick fix

"Rear stair circulation is so confusing. Doors from the top to the 700s/800s is a bit like the choice between the lady and the tiger. No one understands which way to turn"

700s/800s are in an inconvenient location; arranged illogically. Poses a security issue.

Group 3: Trustees and frequent users

Kerstin Warner

Carl Leaman

Terry Vance

Stacy Bass

Martha Aasen (very insightful)

Bill McNee

Andy Nevas

Hedi Lieberman

Melissa Kane

Bill Bangser

Question 1: What, in your opinion, are the 3 best aspects of the current building?

Melissa: (children: daughter 3, son 6)

Children's Room: Spends a lot of time there (preschool open play area, computer area, story-time)

Pre-school area can be expanded – always full

Terry: (9 year old child)

1st and 3rd space in periodicals room with view (space, chairs, view)

Bill McNee: (2 year old, 12, 14)

Loves the access to the multi-media at ground level; good location for high turnover

Loves the way children's library staff are positioned to greet children

Likes the reference area; accessible, can be expanded and reorganized

Loves the availability of the book sale material

Kerstin: (child turning 8)

Loves the beauty of the library: tall ceilings, openness, well-lit

Space does not feel crowded or cramped

River location

Bill:

Location, location, location

Wonderful staff needs more room to operate

Martha:

Loves main space upon entry: pick up a book. Browse, gather, art on pillars, new & express books

Upstairs is less successful

Lack of space for staff is terrible

Love the mural at the end of the double height space

Stacy:

Drama of the room but need more comfortable seating

Conflicting feels like it but wish it were more intimate

Love the location and views

The Children's room is the most intimate space and the most successful

Andy:

Location: part of the downtown destination and takes advantage of the riverfront

General layout: A/V accessible for quick use, Main floor for main functions, children on the top

Wireless connections throughout

Carl:

Coming into the space is exciting

River location is superb; periodical rooms are a favorite

Reference area is easy to use; relaxing

Heidi:

Café

Book sales

Library store

Question 2: If you could change one thing...?

Bill:

Need more storage space; especially for Friend's book Sale
Arrival sequence signage needs improving

Carl:

Dislike the lower floor intensely

Andy:

Doesn't like the overall presence of the exterior

Terry:

Doesn't like the splitting the collection on two levels

Martha:

Would change narrow second floor corridor: **"The people who designed it should be forced to work in it"**

Bill McNee:

Flow of space and adjacencies are not always logical

Stacy:

Stairwells are confusing, not clear where they lead, not inviting. Second floor corridor is almost ridiculous

Staff space is inadequate

Colors are dull and lifeless; in general, space is not inviting as a place to come read a book

Sign over children's room is atrocious; metal signs are not inviting in her opinion

Melissa:

Café is inadequate

How about moving McManus up and expanding the old McManus to create an auditorium without a view?

Kerstin:

Café needs more space and more privacy

Husband would like to see a Grateful Dead Rm (perhaps a Music room?); 7 year old wishes for a horses rm

Heidi:

Very uncomfortable in the back stairs and in outdated microform area

Question 5: 3 most important aspects you wish to find in renovated or new library?

Martha:

Need more meeting spaces, something larger than McManus which feels too much like a box

The library is a community center, used for everything, not just a repository for books

Need: Lortel, the Seminar Room, McManus (seats 90) and a **new small auditorium (seating 200 to 300)**

Kerstin:

Would love a manuscript room and a gallery

Question 8: Do you come most often by yourself or with others? What materials do you most often seek? Is access to those materials satisfactory?

Kerstin:

Comes by herself, with her children and with her middle schoolers for research materials. Uses videos a lot.

Carl:

Uses the Reference section but need is shrinking as more of those materials are available on line at home

Stacy:

Uses meeting space and comes with her children for materials; tends to buy pleasure books, not borrow

Carl:

Comes by himself to do research or with his grandchildren

Andy:

Comes by himself or with his children. Primary library usage is alone or parents with his children

Bill McNee:

Comes by himself for meetings or with his children

Bill:

Comes by himself

Kerstin:

Comes 1/2 the time alone; 1/3 the time with her children; 1/6 with her students