34,000 SF

Baraboo Public Library

Building Program

As Revised
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Table of Contents

Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in five broad divisions:

Program Divisions

1. Program Overview
These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

2. Functional Area Descriptions
These sections provide the detailed description and requirements for each functional area of the building.

3. Public Forum Comments
Library customer comments from two public meetings held to gather ideas for use in planning library service and space needs.

4. Wisconsin Standards and the Baraboo Public Library
State standards for public libraries are shown in comparison to Baraboo Public Library's current service population and to how the standards would apply to the 2030 projected service population.

5. General Design Considerations
These are common library design requirements that should be considered in any library building project.

Program Overview

Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

Historic Integrity - It is understood that the library's historic Carnegie design elements are important to the community. The design of any expansion and renovation elements is to be respectful of this important legacy.

Sustainable Design – The project is to reflect the community's commitment to creating a sustainable, energy efficient, green building. Throughout the planning process the design team is to verify the library planning team's evaluation of both broad concepts and specific applications of sustainable design.

The library is interested in many sustainability methods and techniques. Two specific issues that were asked to be brought to the planners' attention are energy efficiency appliances / equipment and low-flow water fixtures.

Single Entry - If possible, a single entry is preferred. If multiple entries are utilized a single point of control serving all entries is desired.

Public Service Floor Plan – It is preferred to locate all public services on a single floor to ease customer use and minimize staffing requirements. If public services need to be located on more than one floor, an open stair and other techniques should allow for a strong visual link between the two floors.

Expandability - The architect should identify during the schematic design process a scheme that will allow for a future expansion of the facility. If future growth is based on a vertical expansion plan provide for future elevator requirements in the initial construction.

Projected Collection Size – The library's current collection holdings match the state standard of a "moderate" collection. Because the library is a net borrower of materials from other area libraries the projected collection is sized to reflect what the standards refer to as an "enhanced" collection. For more details see the last page of the section titled "Wisconsin Standards and the Baraboo Public Library".

Wireless Environment - The architects and their consultants are to take all appropriate actions necessary to make the building a welcoming environment for wireless applications with strong access throughout all portions of the building. Provide power at all public seating to support customer use of laptop computers.

Shelving - In every instance shelving is to provide a slanted base shelf to allow customers to more easily view the items on the bottom shelf. Removable back-stops are desired for every shelf.

ADA and Accessibility - Libraries have a number of specific requirements detailed in the Americans with Disabilities Act beyond those requirements common to all public buildings. The building should meet both the letter and the spirit of those requirements.

Ergonomics - The public and staff have expressed an interest in ergonomic issues including furnishings and millwork that allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; light sources that reduce monitor glare. The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes.

Special Feature – A measure of interest has been expresses for the planning team to consider some form of special feature that will create keen public interest beyond that commonly associated with a public library..

Ease of Movement – General circulation space and the layout of furnishings should facilitate easy movement of customers, staff, and materials throughout the building.

Furnishings - Moveable furniture is generally preferred over fixed counters and cabinets. An interest has been expressed in providing power and task lighting at all public study tables.

Circulation Control, Security Cameras, and Theft Detection – The library wishes to allow for the possible future implementation of a theft detection system, RFID technology, and a security camera. The design and configuration of building exits, the circulation desk, check-in stations, return chutes, and selfcheck station locations should all anticipate future implementation of these systems.

Storm Shelter - The architect is to identify an area of the building to provide shelter for building occupants in case of severe weather.

Recycling – Provide both recycling and trash containers in public and staff areas.

Space, User Seating, and Public Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book/ Media Returns	80				
Entry/Vestibule/Lobby	0	unassigned			2 benches
Restrooms	0	unassigned			
Program Room	2,400				150
Public Service Desk Area	1,610			2 selfchecks	2 benches
New Books / Display	254				1 bench
Media Collections	843				
Multi-Purpose Room	700				40
Teen Services	1,068	6	6	4 computer stations 1 game console	
Reference and Technology Commons	2,068	24		1 public catalog station 20 computer stations 2 microform R/P's	
Adult Collections	5,550	20	14		
Children's Services	6,468	12	17	2 public catalog stations 3 computer stations 1 selfcheck	40 + 40
General Staff Workroom	1,565				
Staff Room Area	400				
Storeroom	700				
Custodial Closets	150				
Net Program	23,856				
Unassigned Space 30% of Gross	10,144				
Gross Space Requirement	34,000	62	37	3 selfchecks 3 public catalog stations 29 computer stations 1 game console 2 microform R/P	3 benches 150 40 40 + 40

Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Exterior Book/Media Returns	Public Service Desk Check-in Room	
Entry/Vestibule/Lobby	Program Rooms Public Service Desk	Children's New Books Media
Restrooms **Public** **Family** **Staff**	Lobby Children's Desk Staff Room	
Program Rooms	Lobby Restrooms	Children's
Public Service Desk Area	Lobby Exterior Book/Media Returns	Children's New Books
New Books / Display	Lobby Public Service Desk	Media Children's
Media Collections	New Books Media	Children's
Zoom	Teen	
Teen Services	Multi-Purpose Room, Media Technology Commons	
Reference and Technology Commons	Teen Adult Collections	
Adult Collections	Reference and Technology Commons	Teen
Children's Services	Public Service Desk Program Room	New Books Media
General Staff Workroom		Staff Room
Staff Room Area	General Staff Workroom	
General Storeroom	None	
Custodial Closets	None	

Preliminary Floor Adjacencies

This preliminary description of floor adjacencies is without reference to any specific schematic plan and is **subject to significant revision in further planning efforts**.

The preliminary nature of these adjacency preferences reflect the likelihood that all public services will not fit on a single floor plate and that the size of each floor plate is unknown.

Floor Preference	Functional Areas
Floor A	Exterior Book/Media Returns
	Entry/Vestibule/Lobby
	Public Restrooms
	Program Rooms
	Public Service Desk Area
	New Books / Display
	Media
	Children's Services
	Family Restroom
	(Receiving Function of General Staff Workroom)
Floor B	Teen Services Multi-Purpose Room Adult Collections
As Needed	General Staff Workroom
	Staff Room Area
	Staff Restroom
	General Storeroom
	Custodial Closets
	Mechanical

Collection Size and Capacity Summary

Collection	Existing Holdings	Projected Holdings	% on Shelf	Items to Shelve	Shelving Capacity
Children's					
Entry Zone					
New Books	Included in other counts	Included in other counts	100	150	150
Topical Display	Included in other counts	Included in other counts	100	100	100
Reference	265	300	100	300	320
Magazines, General Interest	34 titles	40 titles	100	40 titles	48 titles
Family Living	376	564	84.8	478	480
Kits (with Family Living)	80	40	97.5	39	45
Family Living Magazines	11 titles	13 titles	100.0	13 titles	13 titles
Back Issues, All Children's titles	2 year	2 years	100.0	2 years	2 years
Holiday Book & Media Sets (cassette and CD)	51	65	94.1	61	90
Holiday Books (fic, nf, and recorded books)	1,080	1,200	90.8	1,090	1,200
Foreign Language Recorded Books (cassette and CD)	45	100	95.5	96	120
Foreign Language Video Formats (VHS and DVD)	7	50	100.0	50	120
Foreign Language – Fiction	110	200	87.3	175	240
Foreign Language - Nonfiction	102	153	86.3	132	240
Subtotal	**2,161**	**2,724**		**2,671**	**3,105**
Toys	9	0			
Board Books	391	587	70.6	414	414
Picture Books (Concept, Alphabet, Counting, Picture)	4552	6,028	78.5	4,732	4,732
Easy Readers (Fiction, Nonfiction)	2,003	3,005	75.5	2,269	2,340
Subtotal	**6,955**	**9,349**		**7,415**	**7,486**
Tweens					
Chapter Books	2,197	3,296	87.7	2,891	2,900
Fantasy	408	700	82.6	578	600
Graphic Novels	103	300	48.5	146	160
Mysteries	683	1,100	89.5	985	985
Science Fiction	193	350	82.4	288	360
Series	501	600	86.2	517	600
Nonfiction	8,164	10,996	91.0	10,006	10,006
Subtotal	**12,249**	**17,342**		**15,411**	**15,611**
Workroom					
Children's Professional Reference	713	900	100.0	900	900
Subtotal	**713**	**900**		**900**	**900**
Children's Department Subtotal	**22,078**	**30,315**		**26,397**	**27,102**

Collection Size and Capacity Summary

Collection	Existing Holdings	Projected Holdings	% on Shelf	Items to Shelve	Shelving Capacity
Adult					
New Books and Topical Displays					
New Books	Included in other counts	Included in other counts	100	240	240
Topical Display	Included in other counts	Included in other counts	100	120	120
Folio Display	Included in other counts	Included in other counts	100	480	480
Subtotal	Included in other counts	Included in other counts		**840**	**840**
Media					
Recorded Books (all formats)	1,529	2,294	80.9	1,856	1,950
DVDs and VHS (all genres)	3,199	6,000	72.3	4,338	4,350
Music	965	1,500	88.3	1,325	1,400
Software	3	0	100	0	0
Children's Book & Media Sets (cassette, CD fic, CD nf)	250	300	92.4	277	280
Children's Recorded Books (cassette and CD)	350	525	75.7	397	450
Children's Video (VHS and DVD, fic, nfic)	1,081	1,622	77.0	1,249	1,350
Children's Music CDs	265	398	75.5	300	400
Subtotal	**7,642**	**12,639**		**9,742**	**10,180**
General Adult Print					
Fiction (includes foreign language)	7,243	10,393	87.7	9,115	9,115
Mysteries	1,903	3,000	85.1	2,553	2,688
Romance	270	0	0	0	0
Science Fiction	924	1,386	88.0	1,220	1,344
Westerns	607	600	96.9	581	672
Paperbacks (all genres)	2,111	3,167	82.0	2,597	2,700
Large Print (Fiction and Nonfiction)	2,282	4,200	85.1	3,574	3,600
Nonfiction (includes foreign language)	23,202	33,000	90.6	29,898	29,952
Local History / Genealogy	30 linear feet	60 linear feet	100.0	60 linear feet	60 linear feet
Subtotal	**38,542 + 30 linear feet**	**55,746 + 60 linear feet**		**49,538 + 60 linear feet**	**50,071 + 60 linear feet**
Reference					
Reference	1,752	900	100.0	900	900
Subtotal	**1,752**	**900**		**900**	**900**
Periodicals					
Current Magazines	130 titles	180 titles	100	180 titles	180 titles
Current Newspapers	17 titles	20 titles	100	20 titles	24 titles
Back Issues	2 years	2 years		2 years	2 years
Teen Collections					
Fiction	1,646	2,469	81.1	2,002	2,040
Graphic Novels	393	750	71.8	539	600
Magazines	0	9 titles	100.0	9 titles	12 titles
Music CDs	15	300	66.7	200	200
Nonfiction	379	500	96	480	480
Subtotal	**2,433**	**4,028**		**3,221**	**3,320**
Grand Total	**72,597**	**103,628**		**89,798**	**92,413**

Public Shelving and Display Summary

Review with staff to identify those shelving units to be on casters

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Adult							
New and Topical Display							
New Books	6	66"	4	10"		display shelves - confer with staff / consultant	72
Folio Display	6	66"	4	12"		display shelves - confer with staff / consultant	72
Topical / Seasonal Display					2	Review requirements	80
Total	**12**				**2**		**224**
Current Periodicals							
Current Magazines and Newspapers	18 (15 mags 3 news)	66"	4	12"		periodical shelving, xx sections to have hinged plexiglass covers for newspapers	216
Back-issues Magazines and Newspapers	24 (20 mags 4 papers	84"	6	12"			288
Total	**42**						**504**
Teen							
Fiction	17	66"	5	10"			204
Graphic Novels	5	66"	5	10"			60
Nonfiction	4	66"	5	10"			48
Music - CDs	1	66"	4	12"		Bin shelf units	12
Current Magazines	1	66"	4	12"		periodical shelving	12
Back-issue mags	1	66"	5	10"			12
Total	**29**						**348**
Media							
DVDs and Videos	13	66"	5	6"		sloped, slotted shelves	156
Recorded Books	29	66"	5	6"		sloped, slotted shelves	348
Music - CDs	7	66"	4	12"		Bin shelf units	84
Children's Book / Media Kits	6	66"				3 rods for hanging bags per section	72
Children's Recorded Books	3	66"	5	10"		sloped, slotted shelves	36
Children's Video Formats	9	66"	5	10"		sloped, slotted shelves	108
Children's Music - CDs	2	66"	4	12"		Bin shelf units	24
Total	**69**						**828**
General Adult Print							
Large Print	30	66"	5	10"			360
Fiction	54	84"	7	10"			708
Mysteries	16	84"	7	10"			192
Science Fiction	8	84"	7	10"			96
Westerns	4	84"	7	10"			48
Paperbacks	18	66"	5	10"			216
Nonfiction	208	84"	6	10"			2,652
Total	**338**						**4,056**
Reference							
General Reference	15	45"	3	12"			180
Local History / Genealogy	4						48
Total	**19**						**228**

Public Shelving and Display Summary

Review with staff to identify those shelving units to be on casters

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	4	66"	4	10"		display shelves - confer with staff / consultant	48
Display					2	Review requirements	80
Current Magazines	4	66"	4	12"		periodical shelving	48
Back Issue Magazines	6	66"	4	12"			72
Reference	4	66"	4	12"			48
Family Living	4	66"	5	12"			48
Kits - Family Living	1	66"				3 rods for hanging bags per section	12
Magazines - Family Living	1	66"	4	12"		periodical shelving	12
Holiday Book and Media Kits	2	66"				3 rods for hanging bags per section	24
Holiday Books	8	66"	5	12"			96
Foreign Language Fiction	2	66"	5	10			24
Foreign Language Nonfiction	2	66"	5	10			24
Foreign Language Recorded Books	1	66"	5	10"		sloped, slotted shelves	12
Foreign Language Video Formats	1	66"	5	10"		sloped, slotted shelves	12
Total	**40**				**2**		**560**
Young Child Zone							
Board Books					2	child-height df multi-compartment bins	80
Picture Books	26	45"	3	12"			312
Easy Readers	13	45"	3	12"			156
Total	**39**						**468**
Tween Zone							
Chapter Books	24	66"	5	10			288
Fantasy	5	66"	5	10			60
Graphic Novels	2	66"	5	10			24
Mysteries	8	66"	5	10			96
Science Fiction	3	66"	5	10			36
Series	5	66"	5	10			60
Nonfiction	83	66"	5	10			996
Total	**130**						**1,560**
Workroom							
Professional Collection	6	66"	5	10			72
Total	**6**						**72**

Functional Area Descriptions

Parking and Exterior Site Features

Parking

The number of parking stalls are to be determined as part of the architectural planning phase. As a preliminary measure, it is suggested that a total of 119 parking spaces be considered, 111 public spaces and 8 signed staff spaces. The architect is to review parking requirements with appropriate planning agencies, library staff, board, and consultant. Green space, berms, plantings, or other techniques should be employed to soften the harshness of the parking area while recognizing the need for ease of snow removal. Handicapped parking provisions are to be made per code requirements. Currently there is a single handicapped space in front and one in back. Additional spaces should be provided.

Vehicle Circulation Issues
- drop-off/pick-up lane at any entry
- path for driver's side book return
- provide a path and unloading location for vans and step-vans.

Entry Area
Provide near any public entry:
- lighted flag pole
- racks for 12 bicycles
- benches for those waiting for rides
- trash, recycling, and cigarette receptacles
- hose bibs on all sides of the building, serviceable from the inside

Exterior Events Signage
Consider an exterior sign system to promote library programs and events.

Site Landscaping and Lighting
Attractive but easily maintained native plantings are desired. Lighting is required for public and staff safety at the public entry, site margins, and at the staff entry. The Sauk County Land Conservation office and Master Gardeners should be consulted in development of the landscape plan.

Refuse
A screened enclosure is needed for trash and recycling receptacles. Identify a location convenient for staff.

Signage: Handicapped and staff parking stalls

Adjacencies   Primary: Entry

Exterior Book/Media Return

80 square feet

Function and Design Issues

The library desires a driver's side, drive-up return, sheltered from the weather, if the site plan allows. The interior return room should be located as part, of or as near as possible, to the reshelving/check-in area. If possible provide an exterior pavement level higher than the interior floor level to facilitate increased capacity. Provide an overhang to protect the return function from the elements.

The design of the returns is to minimize damage to materials.

2 return slots are required, one each for books and media/other The height of the returns are to anticipate both SUVs and small sedans. Keyed return slots are required. The return room must be fire rated and have a floor drain.

If possible locate the returns so that the return closet is located in or adjacent to the check-in area.

Signage: Book Return, Media/Other Return
Hours of library operation
Directional signage to guide customers to return location

Adjacencies: Primary: Public Service Desk Check-in Area

Engineering Issues

Security:	keyed returns, fire rated room
Plumbing:	floor drain

Entry/Vestibule/Lobby

Square Feet: Unassigned

Function and Design Issues

This area provides a welcoming entry for the public to the library facility. In the event of two public entries extrapolate these requirements to reflect that eventuality.

The lobby serves both the library and meeting rooms independently. Provide for:

- an interior waiting area with open floor space and benches for patrons waiting for rides and a view from the waiting area to a vehicular pick-up/drop-off location
- on-demand door openers
- walk-off system for shoe soil
- people counter equipment
- bi-level drinking fountain
- building directory
- lighted, flush wall display case
- dedication plaque and donor recognition system for wall
- janitorial closet with mop sink
- stub-ins for future implementation of theft detection panels
- 2 interior return slots, (print and media materials) that empty into the Circulation Check-in area may be located in the lobby or as patrons approach the Circulation area depending on schematic design.

Signage -   illuminated exterior name of library
                  interior book/media return
                  dedication and donor plaques

Adjacencies: Primary: Program Rooms, Public Service Desk
                Secondary: Children's, New Books, Media

Engineering Issues

Computer Outlets:	1 unassigned receptacle in lobby building directory
Electrical Outlets:	building directory 1 located with unassigned computer outlet People counter convenience outlets in lobby, vestibule drinking fountain on-demand door openers and operator buttons theft-detection rough-ins display case
Security:	theft-detection rough-ins
Plumbing	mop sink in custodial closet

Restrooms

Square Feet: Unassigned

Function and Design Issues
- 2 public restrooms (men, women) are to be located off the lobby for users of both the library proper and the meeting rooms.
- 1 family restroom is to be located in the Children's department.
- 1 staff restroom is provided in proximity to the staff room area.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package shelves by sinks
- Automatic fixtures for toilets, urinals, sinks, soap dispensers, and lights.
- Provide cloth towels as currently found.
- Deadbolts for all public restroom doors
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispenser (stainless) is to be located above the sink
- Tile floors and walls
- Floor drain
- Access panels to all valves located in wall cavities
- The Children's restroom is to provide an adult sized toilet and two sinks, one at adult height, one at child height. This restroom should be visible from the Children's public service desk.
- A nursing room in the Children's area is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.
- Provide a drinking fountain near, but not immediately adjacent to, the restrooms.

Signage: per ADA requirements

Adjacencies:
Public:	Lobby
Family	Children's Desk
Staff	Staff Workroom

Engineering Issues

Electrical:	convenience outlets only
Security:	deadbolt locks for the two adult restrooms (allows short-term locking of restrooms to deter vandalism)
Plumbing:	floor drains access panels to any valves located in the wall automatic fixtures - public restrooms (not children's)
HVAC:	superior ventilation

Program Room

2,400 square feet

Function and Design Issues
The program room provides space for library and community sponsored programming. The room should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the program room should have access to restrooms, drinking fountain, and other common amenities.

Main Program Room (2,000 square feet)
The room should seat 150 people in rows of chairs or 75 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. If a mullion is used it should be removable.

Rigid demountable partitions with pocket doors are to allow the room to be divided into 2 portions for concurrent activities (2/3rd, 1/3rd). All programmatic capabilities are to be available to all portions of the room. Plenum partitioning is required above a dropped ceiling for sound suppression when the room is divided.

The room should provide a wide range of media and technology support. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant. Identify how these features are to be supported in each component of the room.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screens
- ceiling mounted digital projector
- sound and video presentation capabilities
- telephone (local access only)
- lighting controlled to allow for different levels and zones of illumination

Support Elements (400 sf)

The following features are needed to be independently accessible to all portions of the room and to the conference room

- kitchen with counter (with many electrical receptacles), full size refrigerator, microwave, 2 deep sinks with crane neck faucets to fill coffee urns, cupboards
- media closet (keyed) for media system controls and 3 media carts
- closet(s) for folding tables, stacking chairs, 1 lectern, dollies and programming accessories
- program support closet (keyed) for library program support materials with 2 sections of industrial shelving and 50 sf of open floor space

Signage: review with staff
                  venue for posting of room schedule at entry of each room
                  venue for posting of library policies inside of each room

Adjacencies   Primary: Lobby, Restrooms
                  Secondary: Children's

Engineering Issues

Telephone Outlets:	
Data Outlets:	
Cable Television:	
Media Capabilities:	Review with staff and consultants
Electrical Outlets:	
Lighting:	
Acoustics	
HVAC:	

Public Service Desk Area

1,610 square feet

Function and Design Issues

The Public Service desk is the first point of contact for most library users. Library users come to the Public Service desk to check-out materials, return books and pay fines, register as a borrower, and ask for directions. Staff at this desk provides the central point of control for the entire library. A diverse collection of materials and service features are provided on the public floor near the Public Service desk.

Digital Events Display (40 square feet)
- obvious to all entering the building with information regarding library programs and events

Community Service Center (160 square feet)
- a recessed alcove
- 2 photocopiers with sorting table
- 4 bins for a magazine exchange
- 4 bins for the distribution of tabloid newspapers and bulk materials
- 1 section of shelving for a paperback exchange
- counter for display of materials such as tax forms and keyed cupboards for storage of copying supplies and handouts
- recessed, wall-mounted literature racks
- keyed bulletin boards for library postings

Self-Check (70 square feet)

As customers approach the Public Service desk on their way out of the library they should find a counter or stand for 2 self-check stations.

Open Holds (100 sf)

Provide 8 sections of 72" shelving for patron reserves.

Recently Returned Area (60 square feet)

Provide space and an attractive location for public access to 8 book carts with materials waiting to be reshelved.

Public Service Desk Area (700 square feet)

The Public Service desk is composed of **3 public service stations**, 2 at standing height, 1 at ADA height. The desk design is to create an identity for each station. The desk should be designed so that one or more of the stations could be reconfigured as a self-check station in the future. Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the Public Service desk stations.

Each station should provide patrons an opportunity to view information on the staff monitor while providing privacy from others. When considering the design of the Public Service desk area it is important to note the need to control clutter. Public Service stations should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired.

Pass-throughs should allow the easy and immediate movement of staff and book carts from behind the desk to the public floor. The desk design should also discourage patrons from coming behind the desk. Floor treatment should reflect long hours spent by staff standing behind the desk.

Each Public Service Desk station is to include:

- microcomputer
- monitor, adjustable to allow public to view monitor as needed
- keyboard, adjustable
- bar code scanner
- receipt printer
- security system equipment (future)

- task chair or wheeled stool
- telephone
- 1 shared cash drawer
- wheeled pedestals for shelves/storage
- shield backs of equipment/cabling
- under-counter cable management system

A workstation with 2 staff seats immediately behind the circulation desk. Each staff station is to provide for a task chair, microcomputer, telephone. Desk clutter should be shielded from public view by a low stub wall or panel system without obscuring the staff's view of the service desk.

A desk support area should provide:
- 3 sections of shelving for reserves and holds
- counter with 2 LAN printers, fax, telephone, public address controls, cupboards for supply storage
- room for 2 book carts

Circulation Manager's office (160 square feet) with view to the service desk to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 3 sections of shelving, and 2 four-drawer files.

Check-in Area (470 sf)
- This is to be an adjoining room to separate noise and clutter from the staff workstations.
- 3 check-in stations, 1 at standing-height, 2 at a seated height, each station with space for a microcomputer, barcode scanner, desensitization equipment, telephone, task chair or wheeled stool.
- Adjacent to the check-in stations provide space for 3 stacks of system delivery bins and 5 bin carts.
- Provide space for 10 book carts and 6 sections of shelving for rough sorting of returned materials.
- Provide space for laptop docking cart
- 2 walk-up material return slots (print, media) should deposit into the reshelving area into large castered book bins. Similarly, the after-hours drive-up return, fire rated receiving closet would be best located in this area if schematically feasible. (See also the lobby and exterior return sections of this document).

Signage

Digital Display	Book / Media Return
Community Service Center	Recently Returned
Self -Check	Open Holds
Public Service Desk	

Adjacencies   Primary: Exterior Book/Media Returns, Lobby
                   Secondary: Children's, New Books

Engineering Issues

Telephone Outlets:	1 at each desk, staff, and check-in station 1 at desk support area counter
Computer Outlets:	1 at digital display 2 at Community Service Center photocopiers 1 at each self-check station 1 at each desk, staff, and check-in station 3 at desk support area counter 1 at laptop docking cart
Electrical Outlets	1 duplex at digital display 2 duplex at Community Service Center photocopiers 1 duplex at each self-check station 2 duplex at each desk, staff, and check-in station 3 duplex at desk support area counter service for laptop computer docking cart
Public Address:	at desk support area counter

New Books and Topical Displays

254 square feet

Function and Design Issues

The area includes high demand adult materials primarily intended for browsing.

- collection displays (wheeled) / shelving
- locate power outlets by display units
- 2 browser benches

Signage: Each collection area
                Range guides

Adjacencies: Primary: Lobby, Public Service Desk
                   Secondary: Children's, Media

Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New Books	6	66"	4	10"		display shelves - confer with staff / consultant	72
Folio Display	6	66"	4	12"		display shelves - confer with staff / consultant	72
Topical / Seasonal Display					2	Review requirements	80
Total	**12**				**2**		**224**

Engineering Issues

Computer Outlets:	1 unassigned
Electrical Outlets:	2 duplex by displays

Media Collections

843 square feet

Function and Design Issues
The area includes media collections intended for browsing.

- collection shelving
- 1 browser bench

Signage: Each collection area
                 Range guides

Adjacencies: Primary: New Books, Lobby
                   Secondary: Children's

Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
DVDs and Videos	13	66"	5	6"		sloped, slotted shelves	156
Recorded Books	29	66"	5	6"		sloped, slotted shelves	348
Music - CDs	7	66"	4	12"		Bin shelf units	84
Children's Book / Media Kits	6	66"				3 rods for hanging bags per section	72
Children's Recorded Books	3	66"	5	10"		sloped, slotted shelves	36
Children's Video Formats	9	66"	5	10"		sloped, slotted shelves	108
Children's Music - CDs	2	66"	4	12"		Bin shelf units	24
Total	**69**						**828**

Engineering Issues

Computer Outlets:	none
Electrical Outlets:	None known

Multi-Purpose Room

700 square feet

Function and Design Issues

A room that opens widely to the Teen area is needed to seat 40 for teen programs and activities. The room should also open to the library generally for access by other patrons. When not used for programs the space could be used for a home work center.

The room should provide:

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- ceiling mounted projection screens
- ceiling mounted digital projector
- sound and video presentation capabilities
- lighting controlled to allow for different levels and zones of illumination
- a keyed access service counter with above and below cupboards, small refrigerator, power for microwave and other counter-top appliances
- closet for table/chair storage
- closet for program materials with 3 section of shelving

Signage: Multi-Purpose Room

Adjacencies: Primary: Teen Services
                    Secondary:

Engineering Issues

Telephone Outlets:	At numerous locations
Computer Outlets:	At numerous locations
Electrical Outlets:	At numerous locations at counter and refrigerator to support media presentation capabilities

Teen Services

1,068 square feet

Function and Design Issues

The Teen area should be defined by the layout of furnishings and building elements rather than walls to create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect include signage, graphic art, banners, display pieces, overhead pieces, and furniture style. The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.

Seating, Computing, and Collections
- The layout and style of furnishings selected are to allow for impromptu changes to reflect changing preferences and functions
- A Eco themed interior is specifically sought
- A single-place public service desk (furniture, not millwork) with microcomputer, telephone, and task chair. This desk will only be staffed occasionally.
- A place for coats and bags such as hooks/cubbies
- time capsule
- interior design, furnishings, and signage to be developed in cooperation with a teen advisory group
- collection shelving
- 4 computer workstations
- 1 game console table with wall-mounted flat panel monitor
- 4 wheeled, configurable two-place study tables
- 6 engaging comfortable seating pieces
- tackable wall surfaces for display materials
- a large mural-like electronic art/tech piece is now in design and a space will need to be provided for its display

Signage: Teens
Changeable information placard at each computer workstation

Adjacencies: Primary: Media, Technology Commons, Multi-Purpose Room
Secondary:

Collection Shelving

Review with staff to identify shelving to be on casters

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Fiction	17	66"	5	10"			204
Graphic Novels	5	66"	5	10"			60
Nonfiction	4	66"	5	10"			48
Music - CDs	1	66"	4	12"		Bin shelf units	12
Current Magazines	1	66"	4	12"		periodical shelving	12
Back-issue magazines	1	66"	5	10"			12
Total	**29**						**348**

Engineering Issues

Telephone Outlets:	1 at staff station
Computer Outlets:	1 at staff station 1 at each computer station 1 at both game console and flat panel display
Electrical Outlets:	2 duplex at staff station 2 duplex at each computer station 1 duplex at both game console and flat panel display outlets at every seating location outlets at ceiling locations for temporary displays 1 duplex at electronic art/tech piece

Reference and Technology Commons

2,068 square feet

Function and Design Issues
These collections offer customers specific pieces of information and overviews of areas of knowledge. Staff at the help desk assists the public in person, digitally, and by telephone, in locating materials or information in all adult collections.

Help Desk (180 square feet)
- 2 seated staff stations each with computer, telephone, pencil/box/file drawers
- back counter with LAN printer, and 2 sections of 45" shelving
- controls for study room door strikes
- easy egress for staff to get to public floor
- literature rack

Technology Commons (800 square feet)
- 12 seated computer stations in informal groupings (an initial installation of 8 with room and support for 4 additional future stations)
- 8 short-term computer stations, 4 standing height and 4 seated height.
- layout to create a sense of relaxed personal space
- customer printing is collected at the public service desk

General Seating and Collections (760 square feet)
- reference collection shelving
- 1 public catalog station
- 2 two-place tables
- 2 two-place glazed study rooms
- 2 six-place glazed study rooms
- 1 atlas stand
- 1 dictionary stand

Local History/Genealogy (328 square feet)
Local history and genealogical materials are provided to patrons on in a visible and identifiable location. Items that are either irreplaceable or in fragile physical condition are kept in secure non-public space.
- collection shelving
- 2 two-place tables
- 2 microform reader/printer stations
- 2 microform files
- 1 15-drawer flat file

Signage: Help Desk, Technology Commons, Local History/Genealogy, each collection, range guides, signage venue at each catalog station and public computer, study rooms

Adjacencies   Primary: General Adult Collections, Teen
                     Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
General Reference	15	45"	3	12"			180
Local History / Genealogy	4						48
Total	**19**						**228**

Engineering Issues

Telephone Outlets:	1 at each help desk station
Computer Outlets:	1 at each help desk station 2 at help desk back counter 1 at each public catalog station 1 at each public computer station 1 at each microform station 1 at all study tables and study rooms
Electrical Outlets:	2 duplex at each help desk station 2 duplex at help desk back counter 1 duplex at public catalog station 1 duplex at public computer station 2 duplex at each microform station 1 duplex at each study tables and study room
Other	study room door controls at help desk

General Adult Print Collections

5,550 square feet

Design and Layout Issues

This area provides for the public's reflective reading and quiet study while using the reference, nonfiction, fiction, genre, and large print collections.

Periodical Collection (914 square feet)
- current year collection shelving
- back-issue collection shelving
- 4 two-place tables
- 6 lounge chairs with occasional tables
- fireplace or other feature element

The Nonfiction and Fiction areas provide for the public's reflective reading and quiet study. The design of these spaces should encourage customers to treat them as quieter portions of the library.

Nonfiction (2,836 square feet)
- collection shelving
- 6 two-place tables
- 4 lounge chairs

Fiction, Genre, Large Print, and Paperbacks (1,800 square feet)
- collection shelving
- 6 lounge chairs
- 2 two-place tables

Signage: Sign each collection, range guides

Adjacencies: Primary: Reference / Technology Commons
Secondary: Teen

Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Current Periodicals							
Current Magazines and Newspapers	18 (15 mags 3 news)	66"	4	12"		periodical shelving, 3 sections to have hinged plexiglass covers for newspapers	216
Back-issues Magazines and Newspapers	24 (20 mags 4 papers	84"	6	12"			288
Total	**42**						**504**
						Continued	

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Fiction, Genre, Large Print, Paperbacks							
Large Print	30	66"	5	10"			360
Fiction	54	84"	7	10"			648
Mysteries	16	84"	7	10"			192
Science Fiction	8	84"	7	10"			96
Westerns	4	84"	7	10"			48
Paperbacks	18	66"	5	10"			216
Total	**135**						**1,620**
Nonfiction							
Nonfiction	208	84"	6	10"			2,496
Total	**208**						**2,496**

Engineering Issues

Computer Outlets:	1 at each public catalog station 1 at each study table
Electrical Outlets:	2 duplex at each public catalog station 1 duplex at each study table 1 duplex at each occasional table/lamp

Children's Services

6,468 square feet

Function and Design Issues

The children's department provides the collections and services designed for library users from birth through early middle school as well as parents, teachers, and other care givers. The children's staff provide reader's guidance, reference, and programming services sought by these users. The area should have a sense of identity and a sense of separation from the adult portions of the library.

The workroom provides space for program preparation, collection development, and completion of other off-desk duties. The children's program room provides a special space for storytelling, crafts, and other group programs.

The seating and collections are to be grouped in three major zones; Entry, Young Child, and Tween.

Entry Zone (1,070 square feet)
- Public Service Desk
  - 2 seated staff stations each with computer, telephone, pencil/box/file drawers
  - back counter with LAN printer, and 3 sections of 45" shelving
  - room for 2 book carts
  - easy egress for staff to get to public floor
- a feature element to create a sense of engagement and excitement
- tackable walls
- 1 self-check station
- collection shelving
- 3 computer workstations, seating at each workstation should allow two users.
- display case and brochure rack
- family restroom
- clock

Young Child Zone (1,163 square feet)
- tackable walls
- 1 catalog station
- collection shelving
- 1 four-place child-height table
- 4 lounge chairs for adults and for parent / child seating
- An emergent literacy area for very young children is visible from the public service desk and is part of the department's open landscape and includes:
  - Nature Exploration Station with plants, rocks, butterflies, and the like
  - small puppet theater and puppet storage
  - educational manipulative discovery pieces
  - two small tables for game and puzzle activity with storage/display of same
  - 3 moveable imaginative seating pieces
  - window seats and child seating nooks
- Optional - outdoor children's program area - a controlled exterior door should lead directly from the children's department to this space. This space should be flexible to accommodate the wide range of activities spanned by children's programming, from storytelling to more physical activities.

The Tween Zone (2,180 square feet)
- a place for coats and bags such as hooks/cubbies
- tackable walls
- collection shelving
- 2 computer stations (in sight line of desk)
- 1 catalog station
- 6 casual seats
- 1 game table
- 2 four-place study tables

Children's Program Room (920 square feet)
The room should seat 40 children on the floor and concurrently provide room for tables for craft activities. Provide the following features:

- coat pegs outside the room
- viewing window at the rear of the room
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- ceiling mounted projection screen
- sound and video presentation capabilities
- lighting controlled to allow for different levels and zones of illumination
- tackable walls
- a child-height counter with cupboards, two sinks for clean-up after crafts, microwave, small refrigerator
- closet for tables (adjustable height) and chair (adult and young child) storage

Children's Workroom (685 square feet)
- 3 staff workstations each with task chair, microcomputer, telephone, drawers and shelves.
- 1 work table with task chairs
- counter with sink
- 9 sections of shelving
- 1 four-drawer file
- die cut cart
- 2 bulletin boards
- 6 book carts
- clock
- **Children Manager's office** with view to the service desk to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 3 sections of shelving, room for 2 book carts, and 1 four-drawer file

Storeroom (450 square feet)
A storeroom for craft supplies and display pieces is to be located off the workroom with a connecting door to the Youth Program Room. The room is to include
- 24 sections of industrial shelving
- 15-drawer flat file
- 1 four-drawer file
- 40 square feet of floor space for storage of larger objects and carts.

Signage: youth services, public service desk, collections, range guides, a changeable signage venue at each computer and media station, program room, workroom

Adjacencies: Primary: Public Service Desk, Program Rooms
Secondary: New Books, Media

Collection Shelving

Review with staff to identify those shelving units to be on casters

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Entry Zone							
New Books	4	66"	4	10"		display shelves - confer with staff / consultant	48
Display					2	Review requirements	80
Current Magazines	4	66"	4	12"		periodical shelving	48
Back Issue Magazines	6	66"	4	12"			72
Reference	4	66"	4	12"			48
Family Living	4	66"	5	12"			48
Kits - Family Living	1	66"				3 rods for hanging bags per section	12
Magazines - Family Living	1	66"	4	12"		periodical shelving	12
Holiday Book and Media Kits	2	66"				3 rods for hanging bags per section	24
Holiday Books	8	66"	5	12"			96
Foreign Language Fiction	2	66"	5	10			24
Foreign Language Nonfiction	2	66"	5	10			24
Foreign Language Recorded Books	1	66"	5	10"		sloped, slotted shelves	12
Foreign Language Video Formats	1	66"	5	10"		sloped, slotted shelves	12
Total	**40**				**2**		**560**
Young Child Zone							
Board Books					2	child-height df multi-compartment bins	80
Picture Books	26	45"	3	12"			312
Easy Readers	13	45"	3	12"			156
Total	**39**						**468**
Tween Zone							
Chapter Books	24	66"	5	10			288
Fantasy	5	66"	5	10			60
Graphic Novels	2	66"	5	10			24
Mysteries	8	66"	5	10			96
Science Fiction	3	66"	5	10			36
Series	5	66"	5	10			60
Nonfiction	83	66"	5	10			996
Total	**130**						**1,560**
Workroom							
Professional Collection	6	66"	5	10			72
Total	**6**						**72**

Engineering Issues

	Public Floor and Service Desk	**Workroom**	**Program Room**
Telephone Outlets:	1 at each public service desk station	1 at each staff workstation 1 at counter	Architect and consultants' to review requirements with staff in design development
Computer Outlets:	1 at each public service desk station 1 at public service desk back counter 1 at each public catalog station 1 at each computer workstation 1 at LAN printer	1 at each staff workstation 1 at each worktable 1 at LAN printer	Architect and consultants' to review requirements with staff in design development
Electrical Outlets:	2 at each public service desk station 2 at public service desk back counter 1 at each public catalog station 1 at each computer workstation 1 at LAN printer 1 at each study table	2 at each staff workstation 1 at LAN printer 2 duplex each at worktable 1 duplex at workroom counter	Architect and consultants' to review requirements with staff in design development
Plumbing:	Restroom	Sink at counter	Sinks at counter

General Staff Workroom

1,565 square feet

Function and Design Issues
The general workroom and offices provide for the general operation of the Library.

Staff Work Spaces (1,445 square feet)

- **3 general staff workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.

- **1 volunteer workstation** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.

- **1** p**rocessing/mending work table** with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface. This is a highly customized workstation, confer with staff to determine exact requirements.

- **Director's office** should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 four-drawer vertical files, 2 side chairs, project table with 2 chairs, 3 sections of shelving, bulletin board, small floor safe, and a coat closet.

- **Shared workroom equipment**
    - 15 sections of shelving
    - 8 free-standing supply cabinets
    - 1 registration card file
    - 1 work table with laminator
    - 1 typing stand
    - 3 bulletin boards
    - room for 10 book carts
    - copier and sorting table
    - LAN printer station
    - work table or island station
    - 2 four-drawer lateral files
    - 1 mail station and departmental and staff mail boxes

Receiving/Staff Entry (60 square feet)
An exterior door well lit and sheltered from the elements provides for delivery services with an unobstructed passage to the receiving room. This door with lite will also serve as the staff entry. An exterior call box or buzzer is required for delivery personnel. The receiving room should include 1 section of industrial shelving, 40 square feet of floor space for boxes, and room for a two wheeled truck.

There is to be a direct path for the movement of carts and deliveries to the public service desk and the public floor of the library from receiving.

Server Room (60 square feet)
Glazing should provide a view from the workroom and office into the systems room. Provide 2 fixed racks for mounting digital equipment. Allow the racks to stand free from the wall to allow cable servicing. Provide a voice telephone set in the room. Controlled electrical and HVAC service is required. The room should be well lit. Confer with staff during design development for specific environmental and electrical requirements.

Signage: Staff Workroom

Adjacencies   Primary:
                    Secondary: Staff Room

Engineering Issues

Telephone Outlets:	1 at each staff / volunteer workstation
	1 voice set in server room
	telephone demarcation board and processor in server room
Computer Outlets:	1 at each staff / volunteer workstation
	2 duplex at processing/mending work table
	1 at counter
	1 each at LAN printer and copier
	1 at mail station
	server room
Electrical Outlets:	2 duplex at each staff / volunteer workstation
	2 duplex at processing/mending and laminator work tables
	2 duplex at counter
	2 duplex each at LAN printer and copier
	2 duplex at mail station
	server room

Staff Room Area

400 square feet

Function and Design Issues

These spaces provide for the personal needs of staff.

Break Room

- counter with above and below cupboards
- double sink with disposal and spray nozzle
- full size refrigerator
- stove
- microwave
- dishwasher
- 2 four-place tables
- 2 lounge chairs
- 1 sofa
- magazine rack
- bulletin board
- occasional tables/lamps
- telephone
- coat rack, 18 package lockers, bench, place for wet boots/umbrellas
- outdoor picnic table area

Staff Restrooms - described earlier in the program document - the restrooms should not open to the staff room proper

Signage: Staff Room

Adjacencies   Primary: General Staff Workroom
                  Secondary:

Engineering Issues

Telephone Outlets:	One
Electrical Outlets:	stove, microwaves, refrigerators, dishwasher, disposal counter: convenience outlets and toaster oven, coffee maker lamps
Lighting:	lamps as well as ceiling fixtures
HVAC:	exhaust of cooking odors
Plumbing:	Sinks, dishwasher, refrigerator

Storeroom

700 square feet

Function and Design Issues

This space provides space for clean storage of supplies, equipment, parts, shelving parts, Friends book sale books, seasonal displays, and other items not needed for current use.

The storeroom is to provide

- 2 work tables with chairs
- 8 sections of industrial shelving
- book sale sorting / storage shelving as specified
- workbench with tool peg board
- conditioned air
- good lighting.
- stacked washer/dryer

Signage: Storeroom

Adjacencies   Primary: None
                    Secondary:

Engineering Issues

Telephone:	1 wall hung unit
Electrical:	1 duplex at each worktable other convenience outlets washer and dryer
HVAC:	this room is to be climate controlled
Plumbing:	Washer

Custodial Closets

150 square feet

Functional Description

Custodial closets provide storage for the custodial service supplies and equipment.

The main custodial closet includes a raised mop sink, 3 sections of industrial shelving, and open floor space for storage of equipment and bulk items. A concrete floor is to be sealed.

A secondary custodial closet should be located on the alternate floor from the main closet. This secondary closet includes 1 section of industrial shelving and open floor space for storage of equipment. A concrete floor is to be sealed.

Please also note the third, convenience custodial closet described in the Entry/Vestibule/Lobby section of the program. The space for the third closet is included in that section.

Signage: Custodial

Adjacencies   Primary: None

Engineering Issues

Electrical Outlets:	convenience outlets
Plumbing:	mop sink

Public Forum Comments

Two public meetings were held to gather ideas and comments for use in planning library service and space needs. The meetings were intended to elicit resident suggestions for specific improvements in the library building and services. Each session lasted for one hour. After brief introductory remarks, the meetings were open forums for resident comments. The following notes were made by the library building consultant in the course of the meetings. The comments are not literal transcriptions because of the pace of discussions.

March 5, 2009
3:00 – 4:00 PM

- City should purchase property to the east

- Design cover for the steps in the front. Shelter the entry to eliminate the shoveling

- Would like to see more land use that expands the library to achieve the service objective

- Need a service entrance at grade level

- Want to see the adult and children's collections on grade level

- Both easy access to collection and ability to supervise

- Consider simply rearranging space without expanding. There is a lot of wasted space in the current layout that could be captured with a more efficient layout.

- Create a more efficient way of getting materials from the point of delivery to the stacks for patron use

- There should be a window in the lobby to be able to see when your ride arrives (taxis, parents, etc.)

- Expand canopy at front entry to shelter patrons arrival and departure

- Library should provide a "reaching device" for handicapped patrons to reach books off of higher shelves

- The character of the existing building should be honored while bringing the services within into the 21st century

- Many people need to self-educate themselves and they rely on the library. Adult education and life-long learning need to be accommodated

- Be technologically savvy but purchase it wisely

- Need a larger community room to accommodate the annual booksale

- Too many of the classic children's collection has been weeded out

- No place to study in quiet, just chairs or tables out in the open – too noisy

- Need private and small group study rooms

- Programs that are held upstairs mean that everything needs to be rearranged to accommodate the function. Need a community room that will accommodate these functions

- Place reflective strips on walls and provide other accommodations for the blind for safe exiting

- Place exits signs lower on walls for safety when exiting a fire

- The building was expanded to accommodate a larger collection but not to accommodate more people

- Accommodate the needs of the home schooled. The collection should reflect this need

- Design meeting rooms to be flexible – expandable to meet the needs of the group

- Children's area should be brighter, lighter and more inviting – not in basement. Put computers in the basement instead

- Proud that the library is planning an expansion

- This library is very busy and the librarians are the greatest

- Richard and the staff are doing a tremendous job

- Books are being replaced by computers or the ability to read a book on portable electronic devices

- All patron services are currently located all clustered together in one place. Spread these services out to make them easier to access

- Create flexible spaces so that when libraries change due to new technologies, the library can be reconfigured

- The wood in the library should be maintained. Keep the library a classy, inviting space to come.

- Make the entry simple and classic

- Incorporate natural light into interior spaces

- Maintain the existing small town library atmosphere

- Build the library in a sustainable, green manner but not just in a "politically correct" manner

- Provide more parking. Even more important after the library expands

- There is plenty of parking within a block of the library – it's not a problem

- Wish that the library could be more "connected" to the downtown

- Expanding to the east would allow a more accessible and sheltered new library entrance

- Need a separate room for small groups to meet without disturbing others

- The library needs nothing – the staff is fantastic

- Make the building energy efficient (solar panels, geothermal, etc.)

- Incorporate natural lighting into the library interior

- Provide a place for display of artwork

- Will the building remain on the same footprint as the existing building?

- **Don't lose the personality of the library in the remodeling**

- Keep the feel of the adult reading room upstairs

- Fix the book drop so that it doesn't damage the books

- Provide more electrical outlets for laptop users

- Provide uniformly strong internet signal throughout the library – no dead spots

- Provide bicycle parking with a rack

- Provide a separate historical research room with sign-out key access

- Provide a larger area with more equipment to view microfilm for research

- Services are important but access to materials is the number one priority

- Put the children's department somewhere other than in the basement

- Desperately need a space for teens that is inviting

- The current children's area is nice and safe – love to spend time here

- Need some definition between the children's and adult areas – some form of a boundry

- Like the current entrance to the library with an area that community notices can be posted but not on the stairs

Wisconsin Standards and the Baraboo Public Library

The following information is provided to allow useful comparisons of the Baraboo Public Library with other libraries in Wisconsin serving communities of similar size or scope. The data is taken from the Wisconsin State Standards, Appendix B: Quantitative Standards by Service Population. The calculations are based on a Baraboo Public Library 2030 projected service population of 23,272. The service population calculations are described on the last page of the study.

Volumes Held per Capita (Print)
Regardless of the population served, the minimum total volumes held is 8,000 volumes

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	6.0	3.9	3.1	2.9	2.7	2.7	2.6
Moderate	7.3	4.7	3.9	3.4	3.0	2.8	2.7
Enhanced	9.7	5.8	4.6	4.0	3.5	3.4	2.9
Excellent	13.9	7.7	6.1	5.0	4.1	4.2	3.7

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	52,481	61,520	75,628	94,535
Baraboo 2030 Proj. Service Pop. 23,272	67,488	79,125	93,088	116,360
Baraboo 2007 Actual	63,093			

Periodical Titles Received per 1,000 Population (Print)
Regardless of the population served, the minimum periodical titles received is 30 titles

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	15.4	12.8	11.1	8.2	5.4	4.5	3.7
Moderate	22.1	16.4	13.1	9.7	6.8	5.6	4.0
Enhanced	31.4	21.0	15.3	11.6	8.2	6.1	5.4
Excellent	45.1	27.8	18.5	13.2	9.5	8.5	8.2

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	155	183	214	250
Baraboo 2030 Proj. Service Pop. 23,272	191	226	270	307
Baraboo 2007 Actual	192			

Audio Recordings Held per Capita

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	0.14	0.13	0.13	0.13	0.17	0.17	0.11
Moderate	0.21	0.17	0.18	0.16	0.19	0.20	0.17
Enhanced	0.33	0.25	0.24	0.23	0.22	0.21	0.18
Excellent	0.49	0.38	0.34	0.32	0.30	0.28	0.21

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	2,458	3,025	4,349	6,050
Baraboo 2030 Proj. Service Pop. 23,272	3,025	3,724	5,353	7,447
Baraboo 2007 Actual	3,719			

Video Recordings Held per Capita

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	0.36	0.26	0.22	0.18	0.16	0.14	0.11
Moderate	0.50	0.37	0.28	0.22	0.20	0.18	0.15
Enhanced	0.71	0.46	0.38	0.28	0.25	0.23	0.19
Excellent	1.00	0.72	0.48	0.35	0.31	0.24	0.20

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	3,403	4,160	5,294	6,617
Baraboo 2030 Proj. Service Pop. 23,272	4,188	5,120	6,516	8,145
Baraboo 2007 Actual	3,902			

Hours Open

Regardless of the population served, the minimum hours open is 25 hours per week

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	25	34	46	56	59	64	67
Moderate	30	40	50	59	64	65	68
Enhanced	36	43	53	62	66	68	69
Excellent	39	51	58	65	68	70	70

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	56	59	62	65
Baraboo 2030 Proj. Service Pop. 23,272	56	59	62	65
Baraboo 2007 Actual	58			

Materials Expenditures per Capita

Regardless of the population served, the minimum materials expenditures is $10,000

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	$4.05	$3.92	$3.87	$3.60	$3.52	$3.50	$3.35
Moderate	$5.83	$5.25	$4.95	$4.50	$4.35	$4.30	$4.22
Enhanced	$6.46	$5.35	$5.20	$5.05	$4.95	$4.85	$4.30
Excellent	$8.59	$8.60	$6.89	$6.21	$6.17	$5.47	$4.41

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	68,065	85,082	95,480	117,412
Baraboo 2030 Proj. Service Pop. 23,272	83,780	104,724	117,524	144,519
Baraboo 2007 Actual	67,284			

Collection Size (Print, Audio & Video) per Capita

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	6.5	4.5	3.4	3.3	3.1	3.0	2.9
Moderate	8.2	5.2	4.4	3.8	3.4	3.3	3.0
Enhanced	10.3	6.4	5.2	4.5	4.1	3.8	3.2
Excellent	14.9	8.6	6.7	5.5	4.8	4.6	4.1

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	62,393	71,847	85,082	103,988
Baraboo 2030 Proj. Service Pop. 23,272	76,798	88,434	104,724	127,996
Baraboo 2007 Actual	70,919			

FTE Staff per 1,000 Population
Regardless of the population served, minimum total staff is 1.0 FTE

Standard by Service Population

	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999	100,000 and over
Basic	0.6	0.4	0.4	0.4	0.4	0.4	0.4
Moderate	0.7	0.5	0.5	0.5	0.5	0.5	0.5
Enhanced	0.8	0.7	0.6	0.6	0.6	0.6	0.6
Excellent	1.1	0.9	0.8	0.7	0.7	0.7	0.7

Baraboo Data per 2007 Actual Population and 2030 Projected Population

	Basic	Moderate	Enhanced	Excellent
Baraboo 2007 Service Pop. 18,907	7.6	9.5	11.3	13.2
Baraboo 2030 Proj. Service Pop. 23,272	9.3	11.6	14.0	16.3
Baraboo 2007 Actual	10.6			

Projected Service Population

The size of the service population the Baraboo Public Library can expect to serve in 2030 is one important element in developing an accurate space needs assessment. The service population includes both the projected municipal population and the projected number of other borrowers who use the Baraboo Public Library.

Baraboo Municipal Population

The 2000 Census established Baraboo's population as 10,711. The City of Baraboo Comprehensive Plan adopted in 2005 describes several population forecast scenarios. The population forecasts for 2025 range from a low of 12,562 and a high of 15,884.

The Wisconsin Department of Administration (WDOA) projection (5/30/2008) puts Baraboo's 2025 population at 13,900 and the 2030 population at 14,429.

This study will use the more conservative Wisconsin Department of Administration 2030 population forecast of 14,429.

Municipal Population

Year / Source		Baraboo
History	1970 Census Bureau	7,932
	1980 Census Bureau	8,081
	1990 Census Bureau	9,203
	2000 Census Bureau	10,711
Projection	2030 Wisconsin Department of Administration	14,429

Total Service Population

The service population of the Baraboo Public Library is more inclusive than the municipal population. The Library also provides service to nonresident borrowers on a reciprocal basis.

The Wisconsin Department of Administration annually estimates the library's total service population. For FY 2007 the WDOA estimates the Baraboo Public Library's service population to be 18,907. This estimate allows for 7,197 nonresident borrowers (38%) and 11,710 resident borrowers (62%). This is probably appropriate since 40.7% of the library's loans in 2007 were to nonresidents.

Utilizing the current ratio of resident/nonresident borrowers and a projected municipal population of 14,429 suggests a 2030 total service population of 23,272.

Total Service Population

Service Population	2007 WDOA Estimate	FY 2030 Service Population	% of Service Population
Municipal population	11,710	14,429	62%
Nonresident population	7,197	8,843	38%
Total Service Population	**18,907**	**23,272**	**100%**

General Building Design Considerations

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

The building and its furnishings shall comply will all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries.

Regulations of the Americans with Disabilities Act affect the design, construction, and modification of all public buildings. The architect is responsible for ensuring strict compliance with both the letter and the spirit of the ADA as enacted and as subsequently interpreted.

Exterior Issues

Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location.

Public Access

The entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

Parking

There will be on-site automobile and motorcycle parking for public and staff. There should be signed designation of staff parking and of handicapped parking as required by code. The parking lot should be included in the landscape plan. Green space with trees and other plantings should be used to relieve an otherwise unbroken sea of concrete and vehicles. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be native, hardy, and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan.

Stones, gravel, or other hard, loose materials are not acceptable. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

Exterior Signage

Consistent with local ordinances and requirements, provide an illuminated sign to announce the library's presence and a lighted hours of operation/message board at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect, or under the firm's direction for inclusion in the general contract.

Exterior Materials

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

Exterior Lighting

The parking lot, public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

Utility Outlets

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

Security

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff.

Interior Issues

Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

> Public study areas - 30 to 40 foot candles measured horizontally at desk top level. May be augmented by task lighting where appropriate.

> Public service counters/desks - 50 foot candles measured horizontally at work surface.

> Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

> Microfilm, video viewing areas – review with library staff.

> Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

> Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

> Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. A master switch should provide that the entire building's lights may be switched with ease. Individual rooms must have switched lighting.

Electrical Service

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

All outlets in the Children's Department are to be permanent child-safe outlets.

Consider a building-wide surge suppression system.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the circulation desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

Heating/Ventilation/Air-conditioning

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or microcomputer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

Entrances

All public entrances are to be at ground level with no barriers to those with disabilities. On-demand door openers shall be provided.

Doors

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

Windows

Window location must not affect layout and use of shelving, furniture, and equipment.

Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided.

Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

Materials/Finishes/Colors

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics.

A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. A pad should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Examples of appropriate floor coverings for non-carpeted areas:

- Entrance, lobby, restrooms - Ceramic tile, terrazzo, quarry tile, brick pavers.
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile

Telephone

Telephone service to the building and its terminating block should be located in an area suitable for the siting and installation of a local telephone system processor. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service.

Public Address

A public address system will serve all areas of the building, both public and staff. The amplifier and microphone will be located in the circulation desk area. The system shall be zoned so that public announcements may be targeted to one of the following specific building areas or any combination of areas: meeting rooms; general public areas; staff areas.

Local Computer Systems

Network Systems Room
- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

Cabling Backbone
- Multi Mode Fiber Optic Cable (FDDI) will be used as a "Backbone" to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed. 300 feet.

Cabling
- Category 5E (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
  - Patch panel will be flat faced with RJ-45 Cat5E jacks and will support at least a 25% increase in connections to have room for growth.
  - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer
- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.

- 2 copies of a cable map showing locations and number of each cable drop will be provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

Emergency Systems

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. An external arm/disarm control should be located at the staff entrance. The main system panel should be located in the circulation staff area. The panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the circulation staff area and be able to indicate which device or zone has been tripped.

Emergency exit doors should be equipped with exit alarms.

Signage/Graphics

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. A general building directory is required. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should be allow the signage to be serviced or produced locally. Stack signage should be able to be modified on site.

Clocks

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is desired.

Furnishings

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred to fixed millwork with the exception of primary public service desks.

Shelving

Most people come to the library to use the collections. Their library experience can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings.

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Review preferences with library planning team if canopy tops are to be installed. If selected, canopy tops may be metal for 84" and taller shelving; all other heights should use wood tops.

Shelving Layout

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and children's public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

Furniture

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent
Ceiling Tile	3 percent
Carpet	3 percent
Vinyl Tile	3 percent
Wall Base Trim	3 percent
Ceramic Tile	3 percent
Paint	5 percent

Table and chairs should be of all-wood construction. Upholstery that can be removed on site is advantageous.

Partitions used in office landscaping should be standard, modular units rather than custom units.

Moveable furniture and equipment must be equipped with carpet casters.

The library planning team should be allowed to inspect and evaluate furnishing selections whenever possible prior to approval.

Equipment

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment and these costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cabling, and related furniture.

Locks

A zoned master and grand master keying system, as simple as possible, should be developed in consultation with the library planning team. A key case and key management system should be provided.

Book Drop

The drive-up book and media returns should deposit in a fire-rated room. Each return slot must be well signed and at a convenient height for both automobiles and vans. Locked depository units should be specified. The interior lobby returns should deposit into the check-in/reshelving area. Separate returns are provided for books and media items to minimize damage to media items. The returns should be installed at a height above the interior floor that permits use of depressible carts beneath the returns. When use is heavy the carts may be replaced with a fire-resistant pad.

Display Fixtures

Public bulletin boards for display of public notices should be flush-mounted and provide a locking glass cover. Brochure racks should be flush-mounted or recessed, free-standing units.