

Newton Free Library

The door to your imagination

Library Building Program, 2016

Approved by the Library Trustees

May 25, 2016

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I. Executive Summary

The need for library renovation & expansion

The Newton Free Library is engaging in a building project at this time because of the need to improve and expand core service offerings, to refresh the 24 year-old facility, and to take advantage of the opportunity of a state library construction grant round.

While library service in Newton is very strong in many respects, there are some distinct areas where improvement would benefit users. The key service and facility improvements that we seek to accomplish are summarized as follows:

- Improve the user experience of children and families attending story times and crafts programs by quadrupling the space available, providing better seating for adult participation, and better distinguishing the crafts space from the story space.
- Make it easier for young readers to access the Children's materials by spreading out shelving that is now beyond their reach.
- Engage our youngest visitors by providing educational activity space geared toward pre-readers and beginning readers, and that will increase length of stays for caregivers and families.
- Improve Teen service by developing a Teen Space that is larger and also more distinct from the rest of the library. Place this space close to the Children's area so that we can take advantage of two synergies: (1) To create a new Tween collection area that forms a bridge between the elementary- age Children's collections and the Teen space; (2) To organize staff into a Youth Services department that can expand the number of people responsible for helping Teens, working from an office that adjoins both areas.
- Increase the ability of the public to book meeting space by providing a greater supply of small conference space.
- Increase the availability of individual and group study space and improve the experience of those who use it. A Library Café will be the focus of extended, casual use of the library. More and better group and individual study rooms, and collaborative, flexible work spaces will be useful to a wide spectrum of library users.
- Engage the community with hands-on, person-to-person learning by expanding our ability to provide both traditional one-to-many programming and experiential workshops and workspaces. The key workshop spaces will be a new Library Maker Space, an expanded computer lab, and computer lab and activity spaces in both the Teen and Children's areas. Overall programming capabilities will be improved by enlarging the maximum capacity of the auditorium and increasing the availability of small conference space.
- Implement a long-term solution for storage of archival material that addresses the needs of all City Departments.
- Address issues of security, energy efficiency and current code compliance, including in the latter issues of limited restroom capacity and maintainability.

Purpose of this document & intended audiences

A Building Program describes how the program of service that an institution wishes to implement can be furthered by the physical structure that it occupies. This building program is the result of several years of assessment and planning conducted by Library staff, administration and Trustees. The document is a statement of our conclusions from this process, and its approval by the Board of Trustees an indication of our collective purpose.

The first audience for this document is therefore local. The Building Program communicates our intent and goals to library staff and patrons, City officials, the City's Design Review Committee and the community at large.

The second audience is the design professionals who we will engage to develop the plans articulated by the Building Program. First, it gives the design community detailed information about the project as it decides whether it wishes to participate. It then gives the selected designers a blueprint of what the owners think is important and what we wish to achieve.

The third audience is the Massachusetts Board of Library Commissioners and its grant review team. The Commissioners will need to receive submission of this Building Program before we initiate selection of an architect, and will review it to see if it meets standards of appropriateness as the basis for participation in the Public Library Construction Grant program. The volunteer grant review team will see it as part of a larger construction grant application, and use it to both understand the community and the goals of the library project, and in particular to see if the design meets these goals appropriately.

II. Essential Elements of a Building Program

The requirements for what a Building Program must contain are set out in 605 CMR 6.06 (2)(a):

(a) A completed library building program using a 20-year horizon, which has previously been submitted and accepted by the Board. This program shall have been prepared by the library independently of and in advance of the appointment of the architect who will prepare the schematic design. It shall include:

1. A current community analysis including demography, location, governmental organization and community structure.
2. An institutional analysis including history of the library, philosophy of library service, staffing, library collections, finances and a brief history of the previous and current planning efforts for improvements to the physical plant.
3. A section on facility space requirements including a description of space needs by program area and relationships between the areas, and addressing the requirements and implications of new technologies and new information formats.
4. A summary of facility space requirements in the form of a table.

The following listing is derived from the “Developing a Library Building Program: Essential Elements” guide at <http://guides.mblc.state.ma.us/construction/building-program/essential-elements> and is included here with page references as a convenience for grant reviewers.

- A concise history of the library and the community pp. 5 and 7
- Community analysis with demographics and 20-year projections 7
- The library's mission, values, and service roles 5
- Previous and current facility and organizational planning efforts, if applicable 11
- Description of the [existing building](#) 29
- Analysis of current collections and services 16
- Pertinent trends and [statistics](#), including staffing and public use 12
- Special circumstances for your library and/or your community 34
- A [Needs Assessment](#) 22
- [Area descriptions & adjacencies](#) 69
- [Site & exterior considerations](#) 29
- Requirements for:
 - [Sustainability](#) 53
 - Accessibility 54
 - Security 54
 - Acoustics 55
 - Data & Telecommunications 56
 - Lighting & electrical 56
 - Furniture, fixtures & equipment 51 & 53
 - Ergonomics 51
 - [Signage](#) 56
- Photographs with descriptive captions (site, building exterior, building interior) of existing facility as well as potential new locations, if applicable 35

III. The Newton Free Library

Mission

The Newton Free Library brings the community together to enjoy, explore, create, and discover.

Organization

The library is governed by a Board of Trustees consisting of five members appointed by the Mayor and subject to confirmation by the City Council. The composition, terms and duties of the Library Trustees are governed by [Section 16](#) of the Newton City Ordinances, and the Trustees operate under a set of [Trustee By-Laws](#). The Library is administered by a City Librarian with the help of an Assistant City Librarian.

Philosophy of Service

The Newton Free Library always strives to provide service that is relevant, timely and valuable to the current needs of library users. We keep our service relevant and flexible through continual data and usage analysis that drives service evolution. Our community of 87,971¹ has extremely varied but always passionate interests in library service. We develop and maintain collections to meet both the extended and in-depth information needs of the community as well as to supply popular current materials in a timely fashion. We foster community interaction and engagement with cultural and intellectual life through an extensive array of programming and workshops, and with a tremendously active and successful volunteer-based English Language Learner program. We provide the community with study space and research resources on a par with many academic libraries because of the needs of the highly-educated and intellectually active community that we serve.

Library History

In 1789, the “Social Library Society in the West Parish in Newton” was opened. This religious subscription library was Newton’s first library. Soon, six other citizen-organized library societies opened across Newton. In 1866, one of these groups, the Newton Library Association, purchased land in part of the town called Newton Corner to establish a free library for Newton’s residents. Additional private citizens contributed to this project and the first cornerstone of the building was laid on Centre Street in 1868. The library building opened to the public on July 1, 1870 with a collection of 7,000 volumes, donated by individuals and the old society libraries.

Newton became a city in 1874, and the following year the Newton Free Library passed into the city’s control for the “free use of the citizens forever.” Heavy usage of the Library, and the sprawling geography of the city, encouraged citizens to create branch reading rooms and book deposit stations in nearly all of Newton’s thirteen village communities. The Library made daily horse and buggy deliveries to Newton schools beginning in 1885 and to other village library locations. A library delivery truck was purchased in 1916. The first official branch library, housed in a dedicated building, was opened in a remodeled fire station in Newton Lower Falls in 1923. In the following years, other villages raised funds to build additional branch libraries, creating a twelve-branch system of the Newton Free Library.

As the collection and membership grew, so did the Library’s need for physical space. Additions were made to the original building in 1886. In 1904, the newspaper room on the first floor of the library

¹ Population count used by the Massachusetts Board of Library Commissioners for FY2016 reporting purposes.

was converted into a Children's Room. More stack space was required to house the collection and additions were made to accommodate more stack space in 1912 and 1928. Despite moving the children's collection and services to a dedicated Boys' & Girls Library on Vernon Street in 1934, the main library was criticized for being too small to meet the city's library needs. A study in 1944 recommended immediate construction of a new building or an addition. The addition was chosen, but the 1952 extension provided only limited space for the already cramped building.

After nearly 40 years of debate, studies and political struggles, a report was issued in 1980 that recommended Newton to adopt a two-branch library system and create a new main library building. The Library filed an unsuccessful state construction grant application in 1988, but fundraising and City commitments garnered the \$15-million needed for construction of a new library building. Groundbreaking for the new building took place on July 27, 1989. The 91,000-square-foot Theodore D. Mann Building opened to the public on Homer Street, across from City Hall, on September 15, 1991.

Between September 1991 and June 1992, seven neighborhood branch locations were closed in Newton. The remaining four were closed in 2008. (Two of these were re-opened for operation by independent community groups, who lease the properties from the City.)

Development of the Main Library

Newton opened its new Main Library in September of 1991. It was designed by a multi-firm architectural team comprised of Anthony Tappe & Associates in joint venture with Kallmann, McKinnell & Wood Architects, Inc. The design and equipping of the library were done to meet the service needs and model of the late 1980s. This model was very print-centric and the heart of the new library building was a reference reading room set in a three-floor atrium. The plans for computer use were staff-centric, with dumb terminals for staff transaction processing and staff-assisted database lookup.

There was initial concern among reviewers of the library's 1989 construction grant application that the Children's Room was too small. (Letter from Roland Piggford, MBLC Director, to Virginia Tashjian, April 6, 1989). Within a few years of opening, it was obvious that the space allocated to Children's Services and also to Audio-Visual Services was, in fact, inadequate. The firm Wilson Rains and Associates was engaged to revise the layout of the Children's Room and add more space to it from what was originally envisioned as Special Library Services. There was an unavoidable need to find more space for staff to work. The separate Story and Crafts rooms had no connection, and at 300 square-feet each, were undersized. However, instead of combining these into an integral 600-square-foot rectangular space by removing the intervening wall, the decision was made to combine them in a 405-square-foot space that was very oddly shaped at the front of the building, and, further, to commit a significant amount of the floor space to a fixed-riser system that hampers room use.

The Audio-Visual Department was moved into a more spacious location on the third floor. While the move to this lightly used area was the easiest to accomplish, it did, unfortunately, put the most active and growing collections the furthest from the door. The former second-floor AV space was divided, some space was allocated to the nearby Fiction stacks, and the rest was enclosed and made into a computer lab used for both classes and drop-in computer use. This lab was equipped with the help of a Gates Foundation grant. In 2007 an LSTA grant supported installation of distinctive carpeting, shelving and furnishings there in the Teen area. In 2012 the Pre-school/Early Readers room of the Children's area was re-carpeted and outfitted with newer, more appropriate shelving.

The City's Public Buildings department conducted an energy audit of the library in 2012, and implemented many of the recommended upgrades in FY2014. These included the installation of a Delta Building Management System to control HVAC, LED lamps where existing fixtures could accommodate them, window sealing and door insulation, and other energy efficiency measures.

IV. Newton: History, Community & Demographic Trends

Community

Newton is a large suburb west of and adjacent to Boston with a population of 87,971 residents and approximately 26,000 homes. The 18.3 square mile city is divided into 13 villages, each with a different character.² The Newton community has a high median household income, \$104,887, averaging nearly double the state average³ and 71.5% of Newton's adult population work in management, business, science, and art fields. It is a well-educated city, with approximately 76% of residents holding a bachelor's degree or higher (compared to the state average of 39.4%).⁴ Parents, wishing similar academic success for their children, invest in a robust public education system. The reputation of the Newton Public School district encourages continued growth in the population of families with school-aged children. Youth, under the age of 19, make up 26.8% of Newton's population. In September 2015 12,508 students enrolled in public school to attend its fifteen elementary schools, four middle schools, two high schools and two alternative high school programs.⁵ Counter to the state-wide trend, enrollment in Newton Public Schools continues to increase. According to the 2010 census, 88% of Newton high school graduates go on to higher education.⁶ Despite the high income median and academic achievements, it is important to recognize that not everyone is thriving equally well. Newton has a poverty rate of 7%, just three points below the state average. There are five Title 1 schools in Newton and 12.9% of the district's children are eligible for free or reduced-rate lunch.

Newton is a culturally diverse community. The racial composition of Newton is: white at 83.3%; Asian at 13% (2.5 times the state and national averages); Hispanic/Latino at 4.9% and Black/African-American at 3.5%. The Newton Public Schools reports that the school population of English Language Learners has grown 58% since 2005.⁷ One of our library's strengths is its well-established English Language Learner (ELL) tutoring program. Of our 550 learners, a majority come from east Asia, especially Korea, China and Japan, followed by (in descending order) Russia, Spanish-speaking countries, and Brazil. Thirty-three different languages are represented in our ELL program.

History

In the 1630s, settlements began to appear near Brighton, along the south bank of the Charles River. This area became part of Cambridge in 1638. Travel to the Cambridge meetinghouse was difficult. Settlers petitioned to build a new local meetinghouse and burial ground which was later incorporated into a separate town called Cambridge Village in 1688. The name was changed to Newtown in 1691 and eventually Newton in 1766.

² "About Us" The Official City Website of Newton Massachusetts. Retrieved from: <http://www.newtonma.gov/about/default.asp>

³ "Income" The Official City Website of Newton Massachusetts. Retrieved from: <http://www.newtonma.gov/gov/planning/demog/income.asp>

⁴ "Education" The Official City Website of Newton Massachusetts. Retrieved from: <http://www.newtonma.gov/gov/planning/demog/education.asp>

⁵ "Our District at a Glance," Newton Public Schools. Retrieved from: <http://www.newton.k12.ma.us/domain/61>

⁶ "Newton, MA" U.S. Census Bureau: State and County QuickFacts. Retrieved from: <http://quickfacts.census.gov/qfd/states/25/2545560.html>

⁷ "Our District At A Glance," Newton Public Schools. Retrieved from: <http://www.newton.k12.ma.us/domain/61>

Newton’s sprawling and hilly topography encouraged smaller villages to develop around the town’s new churches and industrial areas. Sawmills developed along the river (Upper and Lower Falls) area and the industrial revolution brought many new industries and factories to the town. Railroad lines were built in the 1830s to connect Boston and Newton, and Newton became a prominent suburb of Boston. New rail stations and trolley stops continued to define its many villages, which came to include Auburndale, Chestnut Hill, Newton Corner, Newton Centre, Newton Highlands, Newton Lower Falls, Newton Upper Falls, Newtonville, Nonantum, Oak Hill Park (including Oak Hill Village), Thompsonville, Waban, and West Newton. As Newton grew, it became a more diverse community. Irish immigrants settled in Newton in the 1840s and African-American communities were establishing themselves by the 1860s. By the 1870s Newton was one of the largest towns in Massachusetts with approximately 13,000 residents. Nonantum, named for the village’s successful paper mill, was perhaps the most diverse neighborhood. By the 1890s, there were a significant number of French Canadian, Italian and Jewish families in the village.

Formalized public schools opened in Newton in the 1850s and became models for neighboring communities. By 1873, there were 11 school districts in Newton. The adoption of a city charter in 1873 increased Newton’s ability to organize its water, sewage, maintenance, fire and safety infrastructures. The City incorporated its public library in 1875 and began plans for the Newton Cottage Hospital in 1880. The first committee on public parks was formed in 1882, continuing the residents’ longstanding commitment to maintaining the countryside scenery in the growing community. Numerous parks and recreational spaces were created throughout the City, earning Newton its title of “Garden City of the Commonwealth.”

With a sound infrastructure in place, the City continued to grow in size and reputation. Its historic villages, scenic landscapes, strong public school system and proximity to Boston continue to contribute to Newton’s popularity. Today, Newton is consistently ranked nationally as one of the most desirable cities to live in.

Demographic Trends

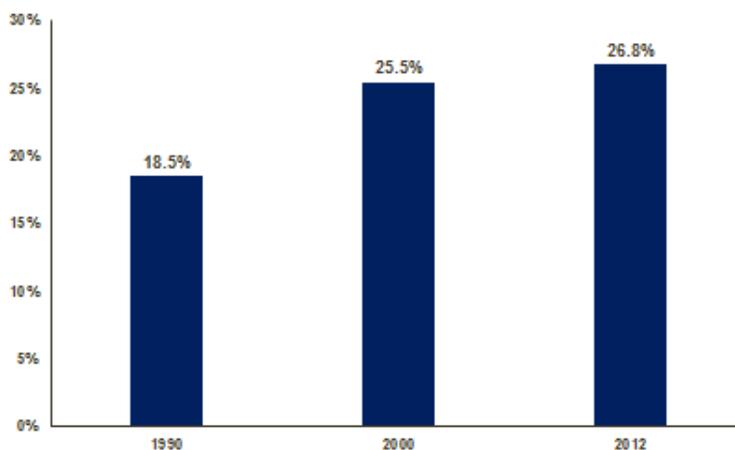
Newton’s distinctive demographic trends have reshaped the expectations of library service since opening the Main Library in 1991. In 2014, Mayor Setti Warren presented demographic projections for the City of Newton from the Metropolitan Area Planning Council, a regional planning agency for the Metro Boston area, in a municipal planning retreat. These demographic projections will influence the city planning and library service for the next two decades.

Increased Prevalence of Families with Children

The following charts indicate that the demographic of families with children is much higher than it was in the late 1980s when our building was designed, and it will continue to increase.

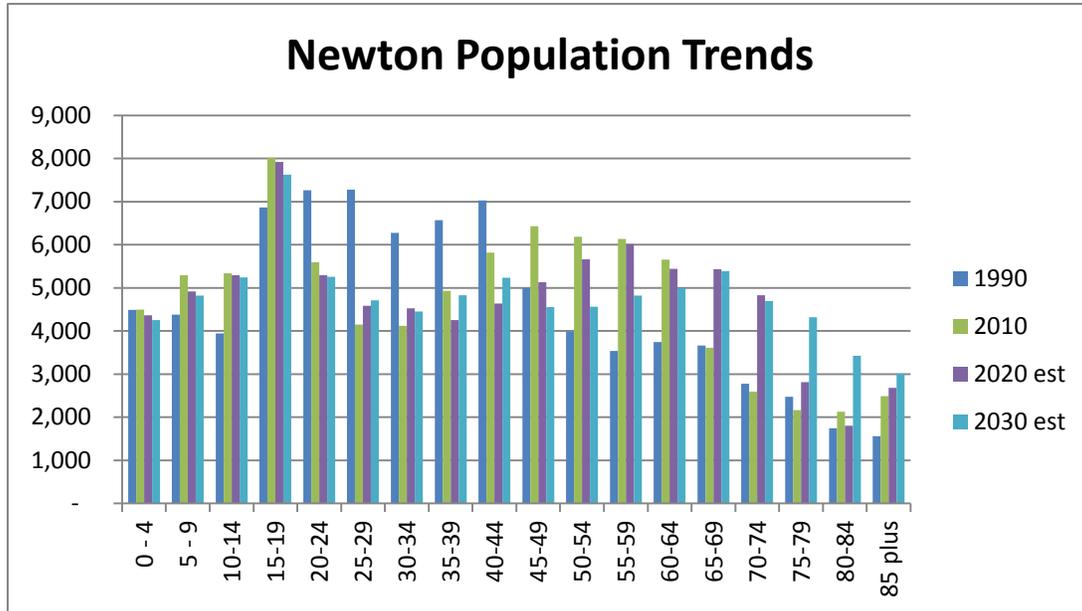
There has been an 8.3% increase in the proportion of the population under age nineteen since 1990.

People Under Age 19 as a Proportion of Newton's Population, 1990-2012



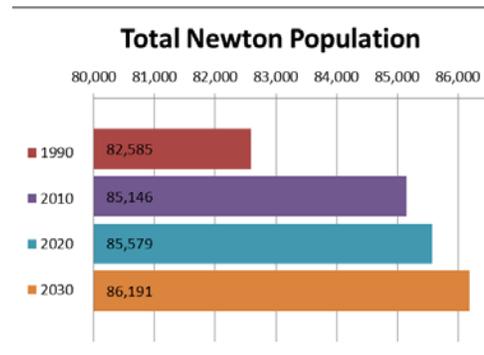
Dukakis Center for Urban & Regional Policy ♦ www.northeastern.edu/dukakiscenter

Newton School Department figures shared at the retreat also reflect this trend. New kindergarten enrollments are near peak, after their nadir in the early 1980s. The Metropolitan Area Planning Council's projections for Newton's population are shown below. (See Appendix A for more detail on MAPC projections.)



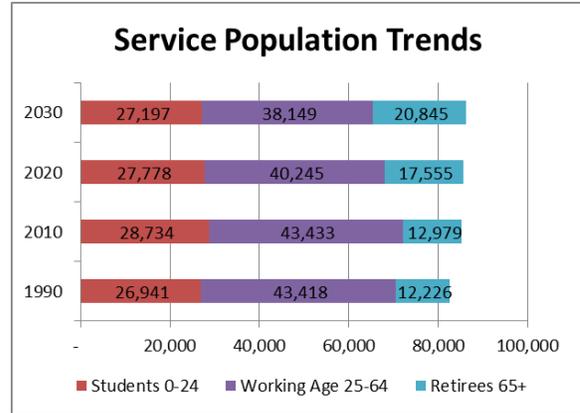
Some of the significant trends:

- Huge jumps in populations of elementary, middle and high school age groups from 1990-2010;
- Projections for these groups fall slightly going forward, but they keep most of their gains, especially in the middle and high school groups;
- The high school age group, 15-19, remains the single largest 5-year group through 2030;
- The middle school-aged population rose from less than 4000 to over 5000 between 1990 and 2010, and is projected to maintain those levels into 2030;
- The population of 20-45 year-olds dropped drastically since 1990, and will only recover slightly among 25-35 year olds in 2020 and among 35-45 year-olds a decade later;
- The 45-65 age group, which increased greatly in the last twenty years, will drop markedly in the younger end of the range this decade and in the older end next decade;
- The 65-75 age group will increase in size dramatically in this decade, while the next decade should see a surge in the 75- to 85-year-old range.



The conclusions for library service:

- The demand for Children’s service will remain strong with no appreciable drop-off.
- Teen Service must continue to improve to catch up to the huge increase in this population demographic, which will not ebb to any significant degree over the next two decades.
- Working-age people remain the majority of the service population. In the near term we will benefit from a slightly larger programming emphasis on the pre-retirement portion of this group, while in the decade leading up to 2030, that will need to shift a bit towards the young working populace.
- The 65+ population is expected to be the real growth center for Newton over the next 20 years, increasing by 8000 people by 2030. This means the library will need a continued commitment to outreach programs for those with difficulty getting to the library, and to our other Accessible Service programs. It also suggests that steps be taken to embrace the “aging in place” or “living in place” movement by providing the array of senior-friendly and focused cultural programming and a library environment that will contribute to the inclusion and engagement of seniors with their community. This demographic trend also suggested the increase in size of the Large Print collection specified in the collection table on p. 62.



V. Planning Development & Project Goals

The Library has completed extensive analysis and planning over the last four years. This included review of community data and Metropolitan Area Planning Council projections, library activity data analysis, and an environmental scan of service and innovations in the library field. This research resulted in the production of a Vision of Library Service in 2014, and a fully revised Long-Range Plan in 2015.

In 2014 Library Trustees engaged one of Newton's on-call design firms to assist in a feasibility study to examine how the building could be adapted to better realize these needs. The study results revealed that this would require extensive modification to the existing structure. After reviewing the scale and potential expense of such a renovation, the Trustees voted in late 2014 to suspend the final stage of the feasibility study (that of recommending specific design solutions) and instead pursue participation in the next state construction grant round.

Also in 2014, the City Clerk engaged Aaron Cohen Associates to develop a Strategic Plan for handling archival material across the City. The library was a stakeholder in this process due to the presence of significant collections of City Archives in a vault designed for that purpose at the building's inception. The "Strategic Plan for Newton Archives and Records" was completed in December 2015, and called for a comprehensive solution to the archival needs of departments across the City by creating a centralized archive. The only feasible location identified in the plan was the Main Library property. The proximity to City Hall and the existing exemptions to laws requiring many categories of archival material be housed within City Hall reinforced that conclusion. In February 2016 Library Trustees voted to incorporate this project within the library construction project.

VI. Library Industry Service Trends

The traditional library service model is very resource-focused. That model deploys rows of book stacks, banks of computers, an assortment of study tables for four, some carrels and a few meeting spaces, and then has staff passively wait for people to show up to be helped. The trend in library service has been to much more actively engage the user with the space and the resources, and to have a much broader sense of what the resources are.

In many ways, the Newton Free Library has been at the leading edge of this trend. Our great variety of programs draws the community in to share a vibrant intellectual life with a wide array of talks, concerts and workshops. Our English Language Learner program taps the human resources in our community to help others with English acquisition and literacy. Our Children's Department is out in the community schools, pre-schools and day care centers at a staggering pace of more than 500 visits per year.

The Library Industry trends that are particularly relevant to our planning are:

- Collection Marketing;
- Library Commons open study space related to a Library Café;
- Early Childhood Activity Spaces;
- Library Maker spaces.

Collection Marketing

The public makes substantial financial investment in our collection resources, but vast stacks of spine-out books are not an effective way of presenting this wealth.

Richmond, British Columbia, set the standard for library marketing with its development of the Powerwall concept, pictured right. Spatially, this gives long views to the materials with good focused lighting. The display features bold topical signage, face-outs in the visual sight and reach zone, and a spine out reservoir of books on the bottom two shelves that allow for quick replenishment of displays.



Richmond implemented these concepts at their main library during a renovation project that closed half the library down. They put 80% of the non-fiction collection in storage, deployed the other 20% in Powerwall displays, and actually increased non-fiction borrowing.



The Arlington Heights Memorial Library (IL) expanded on these concepts with a 2012 renovation. Pictured is Arlington Hts.' Marketplace, with open, easily-browsed collections of new materials adjacent to a convenient self-serve café. (Take a video tour of Arlington Heights at: www.ahml.info/tour)

Library Commons: Collaborative and Flexible Study/Work Space

There are two movements outside the public library sphere that can have an impact on users of public library space. Among school and academic libraries, there is the Library Commons movement, and in industry there is the Innovation Center movement. Both of these movements focus on people space as the key resource, organized in ways that can provide group work in a variety of flexible configurations.

Northeastern University's Snell Library (MA) is a great example of a transition from traditional academic library space to a Learning Commons. Snell's 2012 renovation focused on transforming the first and second floors into active people space, and left the less interactive collection spaces for the top two floors.

Shown at right is comfortable seating, movable laptop stands, two types of movable screens (the grey units and the whiteboards on wheels), plus a variety of seating and table setups.

The 2nd floor view below shows flexibility as the key design element. Task chairs, and tables are on wheels, and the temporary plastic wall in the left background can be reconfigured as needed.



In the back right of this shot you can see that NEU used pre-fab glass wall partitions to create offices and group study rooms out of larger open areas. It is also a strategy used by the Cambridge Innovation Center.



The Snell Library also equips one conference room with video conferencing equipment, including video suitable lighting and a portable green screen. Westborough Public Library (MA) has taken this a step further with their Media Maker Space. A collaboration with Westborough TV provides video and audio production and editing facilities organized in a small studio space. (<http://www.westboroughlib.or>)

g/Pages/WestboroughLIB_WebDocs/makerspace)

The Cambridge Innovation Center is another example of a flexible collaborative work space. Their basic client level provides access to an area with small tables on wheels that can be re-configured as needed.

The Library Café

Today's library users tend to stay in the building for sizeable chunks of time as they explore our programs and activities, or use study space. This trend creates a real need for on-site food service in libraries. Many libraries across the country, including Brookline, Quincy, Worcester and Watertown locally, have successfully incorporated cafés into their buildings. They feature snacks, coffee, beverages and light meal options. Done well, a library café can be a key part of a comfortable and engaged visitor experience, extend visit lengths and position the library as a desirable community meeting destination. Our vision is to create a café space that will provide a relaxed area that is a fundamental element of the Library Commons idea of open, flexible and comfortable cooperative work and study spaces. Pictured above is the café in the public library serving Hoover, Alabama.



Maker Spaces

The most recent trend in libraries is the emerging Maker Space movement. Libraries are introducing 3D printers, 3D scanners and CNC routers, and combining them with more traditional creative technologies like paper cutting or vinyl machines and sewing machines to make innovative creation spaces.



The Westport Public Library in Connecticut is one of the leaders in 3D printing in libraries. It created a maker space in the library main hall (pictured left). Westport has a Maker-in-Residence program and a large volunteer force that helps people learn how to use four 3D Printers.

(See: <http://westportlibrary.org/services/maker-space>)



Top and bottom right photos by Kevin Henegan; Bottom left photo courtesy of Detroit Public Library

The Chattanooga Public Library (TN) has set up a maker space by emptying out its entire 4th floor. The vision of the space is a great summary of the maker movement in libraries: “the 4th floor is a public laboratory and educational facility

with a focus on information, design, technology, and the applied arts. The more than 12,000 sq foot space hosts equipment, expertise, programs, events, and meetings that work within this scope. While traditional library spaces support the consumption of knowledge by offering access to media, the 4th floor is unique because it supports the production, connection, and sharing of knowledge by offering access to tools and instruction.”

Chattanooga not only teaches 3D printing and design, but provides equipment and teaching for more traditional maker skills, like sewing.

In Massachusetts, the Peabody Institute Library opened a Creativity Lab in February 2014. The introductory announcement read: “Stop by the Lower Level to get a tour of the Creativity Lab. It's the lab's opening week, and this is your first chance to get a look at what you'll be able to do here! The tour will include an overview of equipment available at the lab, including 3D printers, a laser cutter, a CNC milling machine, a recording studio, laptops installed with all sorts of useful applications, and equipment for sewing, woodworking, and electronics. You will also learn about our upcoming programs and Open Lab sessions.”

Early Childhood Activity Spaces

Dynamic early learning spaces are becoming standard in modern library Children’s Room design. Spatial design supports literacy and development by promoting child and family interaction and learning through play. Spaces, designed for crawlers or early walkers, are contained with low shelving or benches, so caregivers do not worry about toddlers getting too far away. The spaces typically contain active manipulable objects, as the three photos below of the new Children’s Room at the Boston Public Library illustrate.



For older children, learning spaces include a flexible array of games, art and educational activities in a setting that encourages creativity and engagement. Librarians in the Darien, CT, library implemented a kit of the day activity space, where one of a half dozen or more toy kits could be brought out and used at activity tables or stuck to a magnetic wall. They focused on robust and relatively inexpensive components and budgeted for a certain amount of shrinkage in the kits.

Libraries that have analyzed the impact of these spaces not only find that they increase the popularity of the Children’s Room as a destination, but also add to the typical length of stay for families and caregivers with young children.

VII. Newton Library Usage Assessment

This section provides a summary analysis of the data gathered in our service outcomes assessments and detailed in the Appendices.

Collection Usage

Newton remains one of the most actively used libraries in the Commonwealth and providing books and physical media will be at the heart of our mission well into the future. The current level of borrowing at 1.66 million items per year has been steady for Newton residents, but non-resident usage has declined by a quarter million since all of our neighboring libraries concluded renovation projects.

The Library must allocate collection space to the most active collections, measured by turnover rate and total volumes circulated. Newton's collection of 546,800 items is the fourth largest in the state by a wide margin. The building was originally envisioned to hold some 400,000 items at a time. While books in use are a large part of that difference, there has been definite encroachment of stack space into open public and seating space.

A collection analysis was done first in 2012 to inform collection weeding, and again in 2015 to measure the results. Shelf-list reports were used to determine the last date of activity of every item in the collection. A summarized version of this data is as follows (The entire report is in the 2015 Long-Range Plan):

Percent of collection used in last three years is greater than:	Collection groups (12 total)
90%	Large Print; Teen Print; Adult and Juvenile Media (both 97%); Juvenile Print.
80%	Paperback Fiction; Graphic Novels
70%	Fiction; Foreign Language
60%	Non-Fiction; Short Stories.
56%	Biography

Extensive weeding since 2012 raised the percentage of Non-Fiction use within three years from 58% to 63%, and Fiction use from 53% to 71%. Some public space was obtained by weeding the adult print collections, but any further reductions would likely be at the cost of desired materials.

Smaller weeding gains were made in the Teen collection, going from 84% used in the 3 years prior to 2012 to 90% in 2015. The Children's collection provided very few viable candidates for use-based weeding. Print use was as high as 90% in 2012, and improved to 91% last year. Juvenile Media changed from 96% to 97% recently used. These figures offer no opportunity for space-saving reductions in the youth collections, and suggest that investments in increasing collection space here would be productive in terms of usage.

The findings of this assessment, combined with the anticipated demographic trends, form the basis of the collection expansion decisions (detailed in the growth factor column of the Collection Needs Table p. 62). Expansion is focused on specific Youth Collections, Large Print and certain media categories. (Certain Children’s collection lines indicate a “growth” of .75. About half of these collections should be shifted to the Teen/Tween collection, and the remainder grown by 25%).

Audio-Visual Collections

The AV collections contain the two highest turnover categories in the library, the growing games collection and the extensive DVD collection. Nearly 33,000 DVDs contribute to more than 23% of library borrowing, or 377,847 circulations in FY15. Considering the circulation and generally higher turnover rate for AV vs print materials, it made sense to relocate the AV collection to lower levels of the building. In 2015 we moved the DVD collection to the first floor.

Later that year, we also moved the music recordings off the third floor and created a Music Center on the second floor that grouped this collection with our extensive score and music print collections. In early 2016 we completed the transition of AV materials off of the third floor when we moved the audiobook collections to the second floor, situating them between the end of non-fiction and the start of the fiction collections. In conjunction with this we moved the 910-919 Dewey ranges to the end of non-fiction, to create a Travel Center with both audio books and travel books.

Seating Usage

The study seating assessment shown below was done by the Reference Department on four separate measurement weeks in 2012 and 2013. Every hour of those weeks, staff conducted a head count to determine the average occupancy of study seating in the library.

The assessment found that patrons preferred the enclosed study rooms, second floor carrels, and first-floor private study booths. Patrons were more inclined to choose centrally located study space over remote third- floor locations. Low usage of the third-floor rear arc study space influenced the library’s decision to dual-purpose this area for program and meeting space.

All of our enclosed group study rooms were occupied 70% of the survey hours and some of those most centrally located rooms were occupied more than 80% of the time. Each morning, patrons line up to be the first to enter the library to claim an enclosed study space. While these rooms are equipped with tables for four, they are most frequently used by two people (47% of the time). To better meet patron needs, the building needs more enclosed study spaces with varying capacity.

Seating and Study Use Rates, four selected weeks in FY 2013

Floor	Enclosure	Area Name	Seating Types	Seats	People	Max Occ	OccRate
2	Room	Front Study (2a)	T4	4	367	1088	33.7%
2	Room	Computer Lab	6T2	12	974	3264	29.8%
2	Room	Front Study (2b)	T4	4	307	1088	28.2%
2	Room	Large Study (2h)	T4	4	289	1088	26.6%
3	Room	Study	T4	4	286	1088	26.3%
3	Room	Study	T4	4	283	1088	26.0%
2	Room	Front Study (2c)	T4	4	279	1088	25.6%
2	Room	Rear Study 3	T4	4	270	1088	24.8%
2	Room	Rear Study 4	T4	4	264	1088	24.3%

Floor	Enclosure	Area Name	Seating Types	Seats	People	Max Occ	OccRate
3	Room	Study	T4	4	258	1088	23.7%
3	Room	Study	T4	4	237	1088	21.8%
			6C2; C1 on				
2	Open	Atrium Windows	each side	26	1,483	7072	21.0%
2	Room	ELL 2	T4	4	224	1088	20.6%
2	Room	ELL 1	T4	4	219	1088	20.1%
1	Alcove	Back to back carrels	2C1 * 7	14	757	3808	19.9%
			3T4, T3, 2C2,				
1	Open	LP & Atlas	C1, 4L	21	1,009	5712	17.7%
1	Open	Atrium	6T4; 4L	28	1,151	7616	15.1%
			4T4, T2, 3C2,				
2	Open	Fiction Stacks	C1, 4L	31	1,181	8432	14.0%
2	Open	West Stacks	3T4	12	440	3264	13.5%
2	Open	East Stacks	3T4	12	416	3264	12.7%
2	Open	Quiet Study	11T4, 12L	54	1,763	14688	12.0%
1	Open	Periodicals		42	1,335	11424	11.7%
		Atrium Windows &					
3	Open	AV	11C2, 6C1, T3	31	960	8432	11.4%
			T4, T3, 3T2, 2L,				
2	Open	Teen & Lounge	4L	19	450	5168	8.7%
3	Open	Rear Arc	5T4, 4L	24	547	6528	8.4%
				<u>374</u>			

272 Hours counted. T4 = Table with 4 chairs; C1 or C2 = Single or double-sided carrel; #L = # of Lounge seats.

OccRate would be 100% if all seats in an area were occupied during each measurement hour.

All 13 of the Study Rooms were occupied during 70% of the survey hours (2464 hours of 3536 surveyed) Room 2a, the study room closest to the 2nd floor Teen desk, was occupied 82% of the hours surveyed.

Use pattern of Room 2a:	4 users	only 1 time of 272 hours counted
	3 users	6 times
	2 users	129 times
	1 user	87 times
	0 users	49 times

Meeting & Program Room Usage

The Library booked 2,360 meeting rooms during FY2015, a 35% increase in two years. Conference Room A, a mid-sized fourteen person meeting room, is the most popular space with 611 bookings in FY2015. The bulk of that is for library programming and ELL courses. Druker Auditorium is a large, open meeting space that can accommodate up to 140 chairs. As the library's only large meeting space, it is used heavily, almost twice a day on average. Four meetings a day is not uncommon. A significant number of the Druker meetings do not take advantage of the room's full space and capacity.

Meeting space is at a premium in the City. Our meeting room statistics do not reflect one of the most important aspects of meeting room demand, which is the number of requests that we are not able to

accommodate. In 2014, staff recorded 197 unmet public requests for meeting space. Increasing the number of meeting spaces and capacity would be advantageous to the entire community.

These rooms are heavily used for library programming but the room capacity does not match attendance demands. At popular programs and weekly music concerts, the 125-seat capacity is frequently overwhelmed, forcing staff to turn visitors away.

The absolute worst turn-away happens when our storytimes become full. The combined Story Room/Crafts Room is one of the smallest in any library that has a designated story space, at 405-square-feet. Capacity issues require attendance to be limited but these popular programs are highly sought after. Even when limiting baby and toddler storytime attendance to eighteen families the space still feels claustrophobic. It is very disappointing for parents and young children to be turned away. Staff has attempted to conduct storytime in the auditorium but that space has the opposite problem: it is too large for active and mobile toddlers.

Meeting Room Usage Comparison, FY 2015 to 2013.

Fiscal Year 2015									
Room	Total	Adult	Child.	Teen	ELL	City	Friends	Public	Staff
Room A	611	83		4	442	17		20	45
Druker									
Auditorium	527	171	185	44	10	48	2	25	42
Story Room	384		384						
Trustees	280	15			48	28	27	3	159
Computer Center	228	139	17	70	1				1
Other	138	131		2			5		
3rd Floor Arc	132	57	3	2	61	2			7
Teen Area	39	3		36					
Gallery	20	15	5						
Café	1	1							
Total	2360	615	594	158	562	95	34	48	254
2 year Increase:	35%	69%	21%	116%	7%	48%	48%	-8%	59%
Fiscal Year 2013									
Room	Total	Adult	Child.	Teen	ESL	City	Friends	Public	Staff
Room A	619	111	1	2	467	1		12	25
Druker									
Auditorium	423	162	126	31	2	39	2	34	27
Story Room	360		360						
Trustees	231	14	2		58	24	21	6	106
Other	6	4	1						1
Computer Center	52	50		2					
Teen Area	40	2		38					
Gallery	13	13							
Café	7	7							
3rd Floor Arc	1								1
Total	1752	363	490	73	527	64	23	52	160

Patron Inquiries & Service Points

Newton's three-story library has a variety of public service points.

- The first level offers the main circulation desk in the lobby and two adult reference desks, one in the front of the atrium and the second in the rear periodical and public computing area.
- The Children's department has one service point that handles both circulation and information needs.
- On the second floor there are two desks staffed by the Reference department. A Teen area desk also covers the majority of the fiction and non-fiction stacks and the computer lab. The second desk is in the new Music Center, which opened in 2015, and is located at the rear of the floor.
- The third-floor now has one reference desk that oversees the Language and Literacy Center. Before 2015 when the entire Audio Visual Collection was on the third floor, we maintained both a circulation desk and a reference desk there.

Reference and Children's conduct quarterly surveys of questions received for our annual state report. In FY2015 staff tallied 153,803 patron questions.

Adult public service points are staffed by two departments. Circulation, staffed predominately by paraprofessionals, handles borrower services inquires. Reference, staffed predominately by MLS-level professionals, handles informational inquires and title requests. This traditional model requires patrons to decide what type of question they have and bring it to the appropriate desk or call the right phone number. As we examined usage patterns, it was surprising how often people are referred back and forth between desks. This multi-touch experience can confuse people, and is unnecessary. Newton could improve the user experience by adopting a unified staffing approach for public service points. This would reduce the number of times patrons are transferred or referred between departments.

The long, curved Circulation Desk and bunker-like Reference Desk act as barriers to effective patron assistance. These desks should be combined to create a single Ask or Help desk and be designed to better support patron assistance. An existing model of this arrangement at Northeastern University's Snell Library features a desk that is staffed to handle general inquiries, checkouts and technology assistance. The desk is adjacent to a small, glassed interview office where a reference librarian can provide more in-depth research assistance.

Nearly 26% of our Reference patron inquiries are received by phone. The Circulation Department has a similar high call volume. Implementing a call center would lift the burden of answering phones from staff who are trying to help people in person. With multi-level staffing, the call center would also reduce the amount of times patron calls are transferred between departments.

Newton Free Library Reference Questions, FY 2015

Totals for questions tallied on the weeks of August 11, October 19, January 11, and May 3

Service Point	In-Person	Telephone	Electronic	Total	% of Svc. Points	Projected Annual
Atrium Ref. Desk A	2,364	952	87	3,403	28.8%	44,239
Periodicals Desk B	1,168	881	31	2,080	17.6%	27,040
Teen/Fiction Desk	1,495	48	14	1,557	13.2%	20,241
Ref. Office Phone ¹	1	57	188	246	2.1%	3,198
Rear 2nd Floor Desk ²	11	0	0	11	0.1%	143
Special Services Office	2	24	5	31	0.3%	403
AV Reference Desk	994	294	13	1,301	11.0%	16,913
AV Circulation Desk	281	87	3	371	3.1%	4,823
Children's Room Desk	2,659	169	3	2,831	23.9%	36,803
Total Questions ³ :	8,975	2,512	344	11,831		153,803
% of Ques.:	75.9%	21.2%	2.9%	⁴		

Notes:

- 1 Staffed only on Sundays, and answering only calls to the posted Reference Department phone of 796-1380
- 2 Staffed only occasionally in FY15. Staffed fully as the Music Center desk starting July 2015.
- 3 Questions answered at the lobby Circulation Desk are not tallied, on the possibly dubious assumption that no Reference Questions are answered there. We have no data on how many times a question handled at another desk is first asked at Circulation, but the number would be considerable.
- 4 The percentage of phone/electronic ref. questions in Children's is much smaller than elsewhere (a lot of their calls are program related), which means that the adult percentage is 26% by phone and 3.8% electronically delivered.

VIII. Description of the Need

There is a strong need at the Newton Free Library to refresh the nearly 25-year-old building, to re-configure space, and most importantly, to expand the availability of space devoted to some of our most critical functions and services. The detailed area descriptions and tables that comprise the final parts of this document enumerate the space requirements. The described needs require a building of approximately 117,127 square feet, compared to the existing 91,566.

To describe this need succinctly from a perspective of service effectiveness, we have developed a library “Report Card.” This is an overview of where we see service strengths and where improvements are needed. The grades are based on the data summarized in the previous section on community analysis, library usage assessment and our environmental scans of the library industry.

Following the Report Card overview are more in-depth descriptions of the major elements of focus in the building program.



Report Card 2016

Where is service strong? Where could it be better?

A

Collections & Borrowing

- At 546,800 items, Newton has the 4th largest collection in Massachusetts
- 1.66 million loans annually, the largest borrowing levels at any single library building in Massachusetts
- 679,000 visits in the last year.
- An average of 19 items are borrowed by each resident annually. 46,019 residents have library cards.

A

Adult Cultural & Educational Program Activity

- 547 programs and workshops in our 340 open days, attended by 12,928 people

C

Community Meeting Space

- The Good: The Library booked 2360 meetings in FY15, a 35% increase in two years.
- Could be better: Druker Auditorium's 125-seat capacity is frequently reached. More mid-sized conference room space would allow us to accommodate the public meeting space requests we now turn down on a daily basis due to lack of availability.

A

Youth Programming & Outreach Activity

- 620 children's storytimes & programs, 155 teen programs and 806 outreach visits to Newton classrooms and pre-schools reached 34,563 kids, teens and their families. (FY2015)

F

Youth Program Space

- The 405 sq ft combined Story & Crafts Room would be sub-standard in even the smallest communities. We run two story hours each morning, but must turn families away daily for lack of room, and the experience of crowding into a tiny space for those who do attend leaves much to be desired.
- There is no Teen Activity Space, so Teen programs are often held in open study areas, diminishing our ability to provide focused study space to other people using the library.

A

Children's Room Activity & Borrowing

- Our Children's room lends more books than most libraries in the state, only 14 *libraries* do more.
- Analysis of Children's collection use shows that almost every item goes out several times a year.

D

Children's Room Space

- There is no activity space to engage families with young kids, no computer lab sized for children, and too little homework study space.
- Much of the collection is shelved out of reach of children on shelving that is too high.

The Models: The new Children's Rooms at the Cambridge Public Library and the Boston Public Library.

C

Teen Service

- The Good: Teen collection use grew 3.5% in FY15, and Teen programming far exceeds FY15.
- Could be better: A larger, more distinct teen space is needed, with its own activity space
- The Model: The Boston Public Library's new Teen Space at Copley Square.

Library Report Card, 2016

Where is service strong? Where could it be better?

B

Library Computing & Technology

- The Good: We provide 45 public computers, access to 3D Printing and an array of technology classes and individual tech help appointments.
- Could be better: 12 of our drop-in computers are in our computer teaching lab, which is now often booked for classes. (228 times in FY15, compared to 52 two years ago)
Public computer seating is uncomfortable and cramped.

Incomplete

Library Maker Space

- The Goal: To create a space for hands-on interaction with technology, from the latest computer-driven 3D Printers and laser cutters to more traditional techniques, all building upon the huge success and popularity of our STEAM programming.
- The Models: Maker Spaces at Westport, CT; Peabody, Easton and Watertown, MA; Chattanooga, TN; and many others across the country.

F

Café & Flexible Study Space

- The Models: Full service library cafés with related study space are great successes in Watertown, Worcester, Brookline and Quincy, with the best model at Northeastern's Snell Library which has a flexible "Library Commons" group study space nearby.
- The Reality: We are only able to provide our small snack area by taking a conference room and the meeting room kitchenette out of their intended service.

C

Study Space & Tutor Space

- The Supply: 11 Study Rooms; 94 Carrel seats; 41 large tables, 45 Lounge chairs
- The Demand: Our survey shows that 70% of the time ALL study rooms are occupied. Carrels are the next favorite, but the large tables typically only have 10-15% of their seats occupied.
- The Goal: To increase study room capacity, to increase the comfort level of all seating and to shift from large, under-utilized tables to more individual study seating and round tables better suited to collaborative work.

D

Newton City Archive Space

- Today: Newton's City Archivist has workspace at the library, but collection space is at capacity, there is no specialized cold storage and all other city departments are left to their own devices to meet state mandated storage requirements.
- The Goal: Comprehensive archival storage for all city departments in one facility integrated at the Newton Free Library, thus taking advantage of existing state exemptions to house certain materials outside of the City Hall.

D

Parking

- The Supply: 185 parking spaces with additional parking on Homer and Walnut Streets.
- Could be better: The public's frequent frustration with parking space availability would improve if City Hall had better parking for staff and visitors, and if we met the standard set by the Mass. Board of Library Commissioners that stipulates a space for every 400 square feet of building ($91,000 / 400 = 237$), plus additional handicapped spaces.

Maintaining our Strengths – Collections & Staff

The Report Card clearly illustrates the areas of current strength in library service. The Library provides for a tremendously active level of borrowing, with the fourth largest collection in Massachusetts, bolstered by a healthy new acquisitions budget of \$750,000 annually. Increasing collection capacity is not a major goal of this building program, other than in the areas specifically related to demographic shifts and shifts in interest (detailed on p. 16). Improvements in collection organization and marketing will be targeted in our building plans. Over the last two years we have made many adjustments in how collections are situated in the building. We introduced Activity Centers that highlight very active collection areas, by bringing together related collections and providing a staff presence where appropriate. An example is the Music Center, created in 2015, that has a reference desk and our music print, score and recording collections.

We hope to develop a Business and Information Center that brings together our skilled business research staff, information collections, scanning and document preparation facilities and computers. The Center needs attractive and functional study space to support the needs of the many people who use library space in the early stages of starting their business. The Center will also provide office hour space in a flex study room to our Senior Core of Retired Executive (SCORE) volunteers, strengthening a partnership started in late 2015.

One of the greatest strengths of the library is our energetic, creative and tremendously productive staff of 70.4 full-time-equivalents. To further support their productivity and effectiveness, we need to improve both staff workspace and our organizational model.

How staff workspace is organized differs from department to department, without any particular logic. Administrative and Reference staff typically have individual desks. Circulation and Children's Department staff on the other hand are just allotted small areas of counter space, some of it assigned to an individual, some shared. The allocations in the Children's office are ridiculously small despite the 1998 additions to this space. Currently the five staff office areas are isolated from each other. We envision creating a unified staff office area for all staff who do not need to be seated directly adjacent to their service area. This will encourage cross-departmental cooperation in a space that has a mix of small offices, desks assigned to individuals, and flexible workspaces for staff that only have a small amount of off service desk time in their schedules. Creating this space - to combine the opportunity for collaboration with attention to needs for individual focus - will be one of the significant design challenges of our project.

Our public service model is evolving and the building needs to support this organizational change.

Borrowing is still organized around the main circulation desk model, with self-checkout stations simply an option. Self-checkout has been at a consistent level of 55% of checkouts since early December 2014, when we moved two self-checkouts to the main desk. The next progression will be to position self-checkout as the default model, as in Queens NY or Worcester MA. This will allow us to re-think the whole service desk model. Currently we refer all questions related to reserving titles from our Circulation desk to Reference, in large part just to balance out workloads and keep Circulation staff available for checkout duty, not because their training is insufficient to identify title availability. Visitors who now face the task of finding the right desk based on the type of transaction it handles will instead see a general help desk that should be able to handle the majority of their library questions. We would operate a call center desk that provides the same one-stop service for people reaching us by phone or online.

The existence of the Help Desk and Call Center will allow us to create staffed service points at some of our Activity Centers that focus on service needs related to specific collections or resources.

Collection marketing and positioning of the most active new book and adult media collections will be an important part of the plan. The original building layout completely ignored the opportunities of

positioning and marketing the new book collection, focused as it was on a grand atrium filled with reference materials. In fact, reviewers of the 1989 construction grant application asked where the new book area was located. For most of the last 24 years, new books were tucked into a small corner of the first floor at the end of the large print area. In 2013 they were brought into the atrium, switching with the self-service reserve pick up area that had replaced the reference books there in 2011. They are still far from the entrance, and people can get to many areas of the library without being exposed to our newest and brightest materials.

Youth Services

Improving Youth Services is a fundamental goal of this plan. Currently the areas of the building serving youth are separated into a Children's Room on the first floor and a small Teen area on the second. Historically, the Children's Department has served kids birth through 8th grade. Responsibility for Youth Services is split between our well-staffed Children's Department and our lone Teen Librarian, who was added to the Reference Department as a full-time position in 2012.

Teens deserve a distinct area of the library obviously purposed for their needs, with convenient program space and a dedicated staff service point. The current location on the 2nd floor is not set apart as a distinct space and the Teen Desk has to provide coverage for half of the large floor. There are only 11 seats in the Teen area and no nearby program space.

Pictured at right is the Teen area called "The Hub" at the Arlington Heights Memorial Library, Ill., as it opened in 2013. While collection areas are outside this view, we see a generous program area designed for



crafting/STEAM activity, a game nook and a very spacious gathering area with video projection capability. All of this is in a separate room of the library, similar to some of the most successful Massachusetts Teen Rooms at the main libraries in Cambridge, Boston and Watertown. Our desired teen space will have these features, plus a teen tech space such as the very successful one at the Boston Public Library's Johnson Building. We also wish to develop an independently shelved Tween Collection as a bridge space from the Children's Room, which will encompass many of the middle-school aged materials now in the Children's Fiction Collection.

Newton's Children's Room was also under-imagined in the opening of the 1991 library.

It now occupies 7,198 square feet of ground floor space that is situated so that its boisterous activity levels do not negatively affect other areas of the library. There is also a wonderful outside Children's Garden with Winnie-the-Pooh character statues by Newton sculptor Nancy Schön. If counted as its own library, Newton's Children's Department would be the 14th busiest library in Massachusetts. Heavy use required updating to the popular Pre-School area in 2012, when we installed new carpeting and shelving.

In many ways positioning the Children's Room on the first floor in what is effectively its own wing is ideal, but the space allocated is woefully inadequate for the collection, programming and staffing needs of the busy department. Space restrictions seriously limit potential for just about everything. As we detail in the following section on Limitations of the Existing Building, the Story Room space is woefully inadequate. Below are views of spacious new Story Rooms, first at Foxboro's Boyden Library and then

two views of the Millis Public Library's story/crafts room (serving populations of 16,693 and 7,891 respectively).



Staff workspace is also much too small to support the activity of the number of staff our busy room requires. Obtaining more space by reducing collection size is extremely difficult in Children's as these are the most heavily-used materials in the library. Significant weeding in adult fiction was accomplished by examining materials that have not circulated in five years. In Children's that category of materials does not exist despite the size of the 117,000-item collection. De-selection comes down to choices between items that have circulated many times in the past year versus those that have moved only a few times.

Improving Children's Services is one of our most critical goals, and the most difficult to achieve without a significant amount of increased space.

People Space

The other fundamental improvement goal relates to space for people to use the library and interact with collections and with each other. We need to increase both capacity and the user experience for patrons who want to engage in individual study, group study, attend community meetings or library programs, and who would make use of a café space. The capacity increases are detailed in Table D of Section IX, Summary Tables. This equates to a 161% increase in our seating count overall, broken out as:

- Adult Areas: 114% (+49 seats to 410)
- Children's Areas: 164% (+47 to 120)
- Teen Area: 285% (+37 to 57)
- Meeting Spaces: 231% (+271 to 478. 100 of these would be in Teens and Children's)

More important than the simple availability of seating is the quality and user experience related to it. There is not much choice for someone looking for quiet, individual study space. His or her choices consists of a hard wooden chair either at a tight, dark study carrel, or at a table with three other seats that they hope will not get occupied; a small, cramped windowless study room with another carrel that they *really* hope no one will try to occupy; or a study room that is much better-suited for a group.

We want to continue to devote significant areas of the library to quiet, individual study, but profoundly change the mix of seating. Individual study rooms would ideally have exterior windows and offer one work surface with comfortable seating. Other individual study space should be a mix of both open and enclosed carrels. There are space-saving varieties on the market with integral, comfortably cushioned seating that are great for people who want to cocoon away. There should also be more open carrels or small tables for people who want to spread out or pull a wheelchair up to.

We also need to increase group study and collaborative work options. Study rooms should be added and configured to facilitate group work. Each room should have a large wall monitor so users can connect their equipment. More general areas of the library devoted to group study should have a wider assortment of table types. Round tables are often much more conducive to tutor/student type work. We need more of them.

Time slots to book public meeting space are almost fully booked for library programs. We have had to develop an “alternate meeting spaces in Newton” resource on our website to help the people who we reluctantly must turn away. Small conference space is the most sought-after here. Currently, we have one small room for 16 people available for public booking. It is also the most heavily-used programs space in the building (Room A on meeting room usage table, p. 19). We want to have two conference rooms sized for 20 people, and one larger conference space for over 40 people.

Our auditorium capacity is reached many times a year, whether it is at one of our Sunday concert series or a high-profile author talk. We can effectively and safely deploy 125 chairs, but want to increase this capacity to 200 in a room that is easier to configure. The Canton Public Library has a flexible auditorium we would like to emulate. It is a room that they can organize traditionally, with the audience focused on a presenter or screen at the end of the room. They can also put a stage or presenter in an alcove on the side of the room, bringing the audience and speaker closer together. This is a configuration that works very well for their concert series.

Recent success with tech and hands-on instructional programming for all ages significantly increases demand for computer lab space. The existing lab with 6 two-person tables drastically limits the audience to our most sought-after programming. We have had very positive public response to increased tech workshops, and have consequently increased the number of these programs. This, however, effectively reduces our adult public computing availability by half. We have also been increasing our Children’s tech programming, but the adult sized lab in an adult area of the building has not been an ideal solution, so we have included a smaller children’s computer lab in our plans as well.

A Maker Space is the next logical extension to our role as provider of hands-on technical instruction. We acquired a 3D Printer in 2013 and developed a series of STEAM programming around it. The public reception to all STEAM-type programs has been so strong that we are confident that a dedicated Maker Space would be a heavily-used community asset. There is a desire to learn about and interact with both the newest 3D tech and more traditional hands-on making. Our Maker Space will be a place to use and learn about technologies, with the focus on education and learning. It will not try to be the analog of a commercial fabrication center with a full-scale wood and metalworking shop. The tech will be at a level that librarians can be trained to handle and have limited reach into machinery of a reductive nature that introduce both waste and significant safety issues (eg lathes, power saws). The library Maker Space will be an adjunct to our computer lab, since computers are such an integral part of the newest technologies.

IX. Description of the Library Building

Site and Exterior Considerations

The Newton Free Library is located at 330 Homer Street, across from the Newton City Hall and directly across from the Olmstead designed ponds at City Hall.



The Library thus forms part of a duo of prominent municipal buildings at the geographic heart of the City. There is no more appropriate or prominent space in the city for a main library facility.

The Main Library was opened in September 1991. It comprises 91,566 square feet on three floors. The exterior of the library building is brick with white trim, echoing the City Hall. It has generous window placement and deep overhangs on the second and third floors giving it a distinctive look and feel that is highly regarded by the community. Significant departures from that aesthetic would likely be viewed negatively.

The site is bordered by Homer Street, Walnut Street, the Newton Cemetery and a power distribution facility. The site had not previously been built upon due to its marshy nature. A swale on the west side of the building, between it and the parking lot, is one of six water inlets to the City Hall pond system, before that flows out to Bulloughs Pond to the north. The swale limits any ability to expand the



building immediately to the west. A footbridge over the swale connects the library to the parking area. The building was built without any basement due to water table issues. On at least two occasions water levels in the City Hall ponds have overflowed and inundated the library parking lot, once with the loss of several vehicles.

On Homer Street there is handicapped parking and two passenger drop-off spaces. The parking lot has 185 spaces, including 8 handicapped spaces.

The building is organized in a U-shape around a central atrium that rises through all three floors. Larger wings are at the top of the U. The parking lot side has a wing for the Druker Auditorium and the Circulation office, the Walnut Street side a wing for Children's Services. On the second floor these wings have fiction stacks and Library Administration, respectively. These areas do not have a third floor. There is a large elevator in the northeast quadrant of the building and a standard sized one in the south-west quadrant, convenient to the loading dock entry.

Ability of the Existing Library Facility to Meet our Needs

Newton Free Library is in many respects the most heavily used library building in Massachusetts. There is more borrowing in Newton than any other single library building. We have the fifth highest number of annual visitors, behind four multi-branch systems, and we are second in the state for meeting and study space bookings. Our program volume for Children's, Teens and Adults ranks us fourth, fifth and sixth in the state, respectively.

While very productive, the building constrains our ability to meet the community need in the following ways.

Layout

The existing layout reduces operating efficiency. The entry path is very long, and it is possible to visit many areas of the library (auditorium, meeting rooms, even administration on the second floor) without seeing any actual library collections or realizing one is in a library. The third floor is public

collection space that needs to be supervised and secured, where it could have been dedicated to staff-only space for those staff office functions that do not have to be right next to service areas. One of the library's goals is to lower the divisions between departments which are now housed in five very distinct areas of the building. A history of departments operating in isolation has been exacerbated by the physical layout. There are opportunities to encourage cross-cooperation by bringing Administration, Technical Services, and the off-desk operations of Reference and Circulation into contiguous areas. Youth Services and the return management operations of Circulation would need to remain close to service areas.

The central atrium poses unique layout problems. Vertical spaces that span floors are generally an aid to orientation in building navigation, but our atrium is not used in this way as the stairways are elsewhere. When inside the atrium it is impossible to tell what may be going on in the floors above, due to the limited window-like openings. On the second and third floors the atrium serves only as a barrier to navigation, and a light-well of limited effectiveness. On the first floor, it is the signature space of the library, but still suffers from needing to serve three purposes: as a transition area to other points on the first floor; as a new book collection browsing area; and as a study table area. The atrium has posed challenges to the management of overheating on the third floor and too readily promotes sound transmission between floors.

Significant areas on the first floor are dedicated to functions unrelated to the core of our public services mission. Technical Services, the Custodial and Reference offices, and the Newton Collection rooms could be anywhere in the building. The compact shelving areas in the City Archives vault and reference compact shelving form a barrier to expansion of the Children's Room to the south. Even the location of the auditorium should be reviewed. The number of times that after-hours access to Druker Auditorium has been used in the building's 24-year history can be counted on one hand, and half of those were for non-library purposes involving Boston Marathon related activity.

Many of the existing walls are poorly placed and divide spaces in odd ways. Analysis of the construction, however, shows that few of them are load bearing and that the building structure is in large part supported by several series of columns. This provides opportunities to improve the layout without taking heroic structural measures. (Findings of the building review by Turowski2 Architects, 2014)

Space Needs

The current 91,000+ square feet are not adequate to meet the building program requirements as outlined in the Area Descriptions and Summary Area Tables of this document. The Areas Table highlights those elements of the building that are new and not available in the current facility, and those that are expanded to a significant degree.

Youth Services

Youth Services is the area with the greatest deficiency in the amount of dedicated space.

This lack was cited as one of the chief reasons the library's construction grant application was denied by the Mass. Board of Library Commissioners in 1989. (Letter from Roland Piggford, MBLC Director to Virginia Tashjian, April 6, 1989). The Children's Room was re-configured in 1998 by Architect Wilson Rains in an attempt to address some of these issues. Space was taken from what was originally designated as Special Library Services (now Accessible Services) and Children's staff office space was given a much needed expansion. However, program space was reduced when a Story Room and Crafts room, each of 300 sf, were combined into one 405-sf room, a move that also reduced shelving space. Today, significant parts of the collection are shelved on top of stacks or on stacks higher than children can reach. In addition, the Children's office space is woefully undersized for the number of staff it is intended to serve. It is the smallest staff space in the building per user.

The combined Children's program space simply does not work. You would be hard pressed to find a Massachusetts library renovated in the last 30 years that has a worse children's program space, no matter what the community size.

The 405 sf room is half what we are recommending for a crafts or a story space, individually. We turn too many families away from story times every day, despite offering two sessions each morning and on Saturdays. The library's most popular story times are for babies and toddlers. The child and caregiver attend these programs together, increasing the amount of seating space needed. The Storytime space has fixed, carpeted steps for attendee seating, but these steps limit the use of movement songs and activities that are essential to story time. More importantly, the steps pose a safety hazard to crawlers and new walkers and make accessibility awkward at best. The narrow craft area of the room is also poorly configured. It was designed to seat only eight children and is too congested to accommodate standing caregivers. Space constraints typically force children to stand during art projects. Children look at the wall while using the "l-shaped" perimeter counter. Counter height is too high for young children and too low for school-aged students. Since it is not logistically possible to set up the crafts area in advance of a story program, and then transition the attendees directly from one activity to another, we have to choose between programs or have a set-up pause in the middle of a program. Stroller parking was never specifically provided for in the Children's Room design. Currently strollers congest the hallway leading to the Children's Room and impede access to the library's front elevator.

The heavy use of the children's collection makes reclaiming floor space by weeding nearly impossible. The collection exceeds the shelving capacity. Some collections, like the popular and expanding graphic novel collection, are housed on book carts, which further crowd the space. The top of many of the stack ranges are used to extend shelving capacity of bookshelves already too tall for their intended audience. We need to deploy more shelving and lower shelving units. Lowering the height of the stacks will also greatly improve the sightlines across the Children's Department.

The existing collection dominates space in the Children's Room and leaves very little room for patrons to linger. Seating is insufficient. The preschool room, for example, has only two couches. A preschool activity space, along the lines of what was created in Boston and Darien, CT, would help engage our youngest visitors and contribute to longer, and more enjoyable, stays. A related snack area would also help families to enjoy and extend their visit. Elementary-age students also need expanded reading and study space.

Teen Services now lives on the floor above Children's Services, and is staffed by the Reference Department. Teen Service was not well developed at the time of opening in 1991, and some steps were taken in 2006 to give the area a more distinct identity (using a different carpet and shelving color), and a full-time teen librarian. However, as much as half of the Children's Fiction collection are dedicated to middle school readers and duplicate coverage with materials found in the Teen area. The Library's 2015 Strategic Plan calls for the creation of a Youth Services Department that provides service for those from birth through high school. Our concept is to deploy a distinct Teen service area (that incorporates a new Tween area), next to a combined Youth Services Office which is next to our distinct Children's Service area. The combined department would be able to deploy a wider selection of staff towards Teen and Tween needs, and also deploy collections more effectively when the two are in closer proximity.

We will create several new program and technology spaces in the new Youth Services areas. Teens currently have no activity space, and as our teen program offerings have exploded in the last few years this has become a problem. We also think that a teen-focused tech space would be heavily used, as is the game room installed last year in Boston Public Library's new main library teen space. We are also doing much more instruction on STEAM topics for elementary age groups, so we would like to add a computer lab space there.

Overall, the space dedicated to Children would double from 7,198 sf to a target of 15,236 and the space dedicated to Teens would increase from approximately 1,568 sf to 4,357. This is one of the most substantial investments in space that we will make with this building program.

Meeting Space

Meeting space availability is also a significant constraint on service delivery. While Druker Auditorium was originally drawn with 163 chairs, we have found that to be unachievable. We introduced a stage at the screen end of the room to improve speaker visibility. The auditorium is nearly twice as long as it is wide, keeping too much distance between audience and presenter. These dimensions also make it impossible to put the presenter at the long side of the room, as too many viewers would be on the far wings. The ideal auditorium in a library setting would have proportions closer to a ratio of 4:3.

An even larger constraint than the limitations of our main auditorium relate to the lack of smaller and mid-size meeting room space.

“Room A” is our most heavily used meeting space, as shown on the chart on p. 19. We took a similar room out of service as a bookable meeting room to create the only “café” space in the library where people can access our vending machines. The 16 person capacity of this room is tighter than we would like for a small conference room and would be more suitable at a 20-24 person capacity. We also need a mid-sized conference space that can hold 40-50 people.

Our Trustees Room is also a heavily-used meeting space, but it suffers in that it can only be accessed through the Administrative Offices, making evening meetings there a security issue that limits them to meetings involving library or city employees.

The library ran 1,252 in-house programs in FY2015. It is very challenging to allocate our supply of rooms to meet this demand and we certainly run fewer workshops and programs because of this constraint. It also means we can accommodate very few public meetings, causing us to have a much more restrictive eligibility policy for public use of meeting space than most local libraries do. Re-configuring meeting room space and overall expansion of our meeting capacity is thus one of the major goals of this building program. We hope to increase seating capacity of meeting & lab areas from 207 seats (plus up to 45 in the 3rd floor study area), to approximately 475.

Study Space

The detailed and painstaking analysis by our Reference Department of how study space is used in the library was very informative. This survey took an hourly tally of seat occupancy during four widely spaced weeks in FY2013. It clearly showed the high demand for the large study rooms in the library, with all of these study rooms occupied an amazing 70% of the hours surveyed.

Equally interesting were the areas that were least favored. These were primarily the rectangular tables for four, which we found to be rarely occupied by more than one person. An exception to the table norm was one of our few round tables, this in the Teen area. It attracted people to work together much more readily than did the rectangular tables, which force people either to be directly side-by-side, or on opposite sides of the table. Tutors particularly like the way a round table allows them to work with students easily without the forced intimacy of being side-by-side.

Study carrels filled the middle range of popularity. These included our rather odd “individual” study room booths. These rooms are essentially large closets with glass doors, and have two carrels in them facing in opposite directions, i.e. back to back! This is no good for collaborative study and one person is the norm.

All of the public seating in the library outside of the computer lab is hard wooden black chairs in one of three styles. Each is equally uncomfortable and as they age there is a high rate of loss due to joint failure. Library users expect and deserve seating that is more comfortable.

The first step towards offering the seating that the public wants is to change the mix away from rectangular tables with hard seats and towards a greater supply of both group and individual study rooms and comfortable study carrels.

The next step is to introduce flexibility into our open group study areas. This follows a model used in academic libraries that has developed as the Library Commons movement. A local example is at the Snell Library at Northeastern University. The open study areas at Snell have several different elements of their furnishing, almost all of them movable. There are small individual sized tables, wheeled seats, and movable screens that can be used to redefine personal space. There are also small pedestals just lower than typical table height that can be moved around and used for laptop stands. The tables can be moved together when people want to work in groups, or separately for more personal space. This will work particularly well near the café area.

Special Circumstances: The Newton City Archives

The Newton City Archives actively manages a growing collection of historical documents dating from 1679, as well as an ongoing series of municipal documents which include vital records, Selectmen's and Aldermanic documents, Assessors records, Annual Reports, Annual Budgets, and other departmental documents. The active and ongoing use of this material reinforces the value of the archives to the community while fulfilling the City's legal responsibility to provide access to public documents.

The 1989 design of the library included a vault, compact shelving, and an archivist's office. Special permission was applied for and granted by the State of Massachusetts to hold materials in this location that would otherwise by statute be required to stay in City Hall.

Substantial work has been done before this assessment in removing materials from storage that were either past their retention schedules, duplicated elsewhere or of no likely future use. At the same time, archival materials from departments throughout the City have been moved to the Archives, including records from the School Department, Fire Department, Police Department, and Public Buildings.

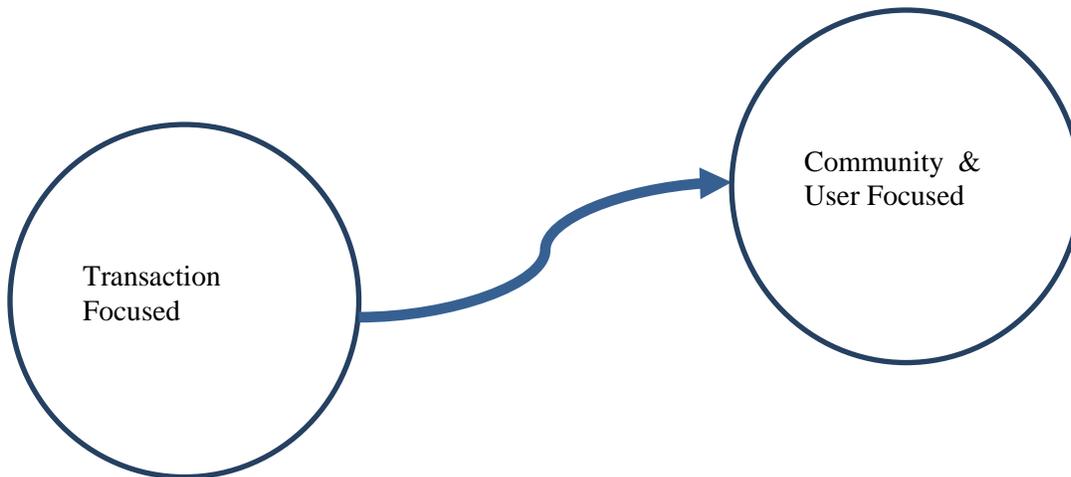
In December, 2015, Aaron Cohen Associates Ltd completed a Strategic Plan for Newton Archives and Records which assessed the condition and space needs of all departments in the City, including the Jackson Homestead Museum. The conclusions of the plan were that centralized comprehensive archives that could hold the materials of all departments would be the most effective way of addressing the archival storage capacity and suitability issues identified. There will also be benefits to researchers. Materials that are now in several locations in the City will be brought together in one place and that place will have professional reference assistance available. In addition, the Special Collections Department of the Library holds collections that complement those in the Archives and this relationship will be enhanced.

As part of this report, locations throughout the City were surveyed. The library was deemed the only feasible location, and in February, 2016, the Board of Library Trustees voted to incorporate the City Archives into the plans for a library addition/renovation.

X. Requirements of Design

Service Model

The major thrust of the library service model that the new design must support envisions an evolution and transition from a transaction-focused model of organization to one focused on engaging the community with culture, knowledge, information, and each other.



A traditional library forces the user to make a decision as to what type of service he or she wants, and then to find the appropriate desk. This logic for this arrangement is much diminished today. Circulation desks are no longer defined by extensive card trays or specialized computers and scanners. Many libraries have gone to a fully self-service checkout model, most successfully in Queens, NY, and locally in Worcester, MA. Reference services are no longer only dependent on nearby extensive print reference collections.

The model of service organization that we will pursue features:

- Self-service checkout stations handling 99% of checkouts and most payments.
- An immediately visible “Ask Desk” that can answer a large majority of the questions asked, whether they are related to a borrower’s record, finding something in the library or reserving an item.
- A similar service point for phone and online inquiries (25% of all questions).
- A Youth Services Department that oversees both Teen and Children’s Service in two separate service areas.
- Activity Centers focused on areas of user interest. We are currently trying out various models, some staffed and some solely collection focused. We staff a Language & Literacy Center that supports our large number of English Language Learner students. We also staff a Music Center that combines recordings, music scores and music print books from the Dewey 780 ranges. We no longer have a traditional AV department, but house Videos near the new book section, and audio books between the travel books and the start of our fiction collection. With the building project, we plan to expand our Activity Centers to create a Tech Help Center near public computing, computer lab and Maker Space, and to create a Business Center. The latter will be a mini Innovation Center that helps people running small businesses to find some space, computing and Internet, and get advice from our SCORE volunteers.

Collections

Collections will remain a fundamental core of library service. Over the last several years we have taken a very close look at collection performance and size. We reported an overall collection size of 616,000 in our FY 2012 report to the Massachusetts Board of Library Commissioners. For FY 2015 we reported 546,000 items. The items removed had not been used in several years, did not have a particular relevance to Newton, and did not provide any advantage over newer materials we would be acquiring. The bulk of these materials came from the adult fiction and non-fiction collections. In the Children's collection, we found that there were very few items that had not circulated within one year, and that most of those items were actually missing. There is no opportunity to meet the increased Children's space needs by shifting space away from those collections. In fact, the existing children's collection count should be given more space to occupy, as too much of it is shelved either on top of shelf-tops or on ranges that are really too high for the users it is intended to serve.

Technology trends do not forebode a radical shift in needs for shelving of physical materials. While statewide trends in video circulation show some significant drops over the last few years since the advent of more streaming services, videos still are one of the highest turnover materials that we carry. Turnover rates of music CDs are also down from their all-time highs, but still outstrip that of the average print item. Use of e-books still increases, but at much less dramatic rates than three years ago, and with little overall impact on the use of new print materials.

There are a limited number of collection areas that we projected growth in for our 20-year goals, as indicated on the Collections table on p. 62. These reflect the anticipated demographic trends in the City. Population increases in the most senior age groups in the City suggest a need to increase our large print collections. Continued growth in the under 19 demographic requires the investment in expanded Teen services and Children's services.

Overall, we do not foresee further opportunities to shift space from housing collections to other uses. Reductions of collections beyond the existing levels cannot be done without taking away materials that would be put to use.

Furnishings and Ergonomics

There was very little variety in either the public or staff furnishings in the 1991 building, and very little has made its way in since then. The public finds a limited variety of hard wooden seats (with or without arms is the choice), and the same square lounge seat. We have managed to introduce a few parent/child reading couches in the Children's area, and put a few café tables and tractor seats in the Teen area. All but a handful of tables are rectangular tables for four, which have proven to be the least desirable option for the public. Consistency of style clearly won out over user comfort and length of stay.

We want to change up our public seating mix to be more varied and much more comfortable. Chairs at public computer stations and in study rooms should have wheels and comfortable padding or mesh.

Quiet study areas should have a higher percentage of carrels than multi-person tables. The integral booth/work surface type carrel is an attractive option, but there must also be at least a quarter of carrels with independent chairs that can be wheeled out of the way by wheelchair users.

Flexible group study spaces should be equipped with an array of round, half-round and small rectangular individual tables (roughly 2' by 4'), that can be easily moved around and re-configured within a clearly delineated area. Movable dividers that can be placed between seating areas will also be useful for creating ad-hoc personal study space. We should deploy this type of flexible study space near our Café area and near the Language & Literacy Center which has frequent tutor use. This seating will most

frequently be used by individuals and student or student/tutor pairs, but can also be brought together for larger collaborative group work.

Lounge seating should be comfortable, movable and easy to clean. Patterns diminish a piece's attractiveness as a drawing canvas. The types with two wheels and two legs enhance mobility. Light, movable end tables that are the height to serve as laptop stands should be available near lounge seating areas.

Individual study rooms should have a work surface, but particular attention needs to be given to the seating. A cross between a lounge seat and a task seat would be best, as the rooms will have enough space to pull away from the work surface for more relaxed reading. Some of the small reservable work spaces at the Cambridge Innovation Center are equipped solely with lounge seating without a work table, but we think the flexibility to work in either mode would be advantageous.

Group study rooms should be centered on a wall-mounted display monitor over a peninsula table that has hookups for power, charging and connecting user equipment to the monitor for group viewing of project material.

All public seating areas should be equipped with easily reachable power and device charging access. In these areas power outlets should be spaced much more regularly than required by code so that user seating can be in proximity to these sources to ensure short cord runs. Where we have fixed study and work surfaces, they should have integral power and charging capability. The size and scale of this library argues against using any centralized charging option for users to leave their equipment to charge. (As does a history of device thefts which caused us to install a security camera system in 2014) Users should be able to charge their device where they are working without causing trip hazards for others.

Staff areas will be a mix of individual offices, assigned desks in group work areas and flexible work space. There are notes in some area descriptions that specify sit/stand desks. While standup and walking desks are of increased interest, we believe that adjustable sit/stand work stations would provide more flexibility. Sit/stand options should be considered for all offices that have dual work surfaces and be considered in the selection of standard office desks.

All of the Area Descriptions for staff areas that indicate a number of workstations assumes that this space will accommodate a computer setup, and often a phone. When there is also a "staff seat" listed, that assumes an additional work surface without a computer station.

A significant number of our 70 FTE staff spends large amounts of work time at public service stations rather than a personally assigned workstation. Many still need the ability to work off desk. As indicated in the area description below entitled Flex Workspace, we have identified 19 staff outside of the Youth Services Department that need off-desk space, and we plan to accommodate twelve at one time. The Youth Services Office description indicates that four of the ten workstations will be this shared, flex model. All of the staff accommodated by these work areas will have their own individual file and drawer storage, which potentially could be wheeled over to an available work surface as needed. Each flex station will have its own computer that permits individual log-ons.

We believe bringing more staff into closer proximity to each other will encourage collaboration and improve communication and cohesion. We will need to give considerable thought to striking the right balance between collaborative workspace and the need for concentration and focus.

Fixtures and Equipment

Equipment needs are detailed in the individual area descriptions. They range from our large 15-bin automated check-in sorter to individual printers and specialized equipment. The sorter must connect to both exterior and interior return drop-off points convenient to the visitor's path of travel into the building.

Sustainability

Newton has made a strong commitment to sustainability and has a Sustainability Director who reports directly to Mayor Setti Warren. The best overview of the role and meaning of sustainability in Newton is described in the following statement from the City.

“Often sustainability is thought of solely as an environmental concern. But, at its most basic, sustainability is about ensuring that we can improve our lives without making it more difficult for future generations to improve theirs. This thinking crosses across all disciplines and efforts. Therefore a sustainable city provides for the needs of its citizens now, and across the years. We have seen many examples of unsustainable cities; places which have become shells of their former selves with the loss of an industry, or the migration of a population because of lack of opportunity or amenities.

“A Sustainable City thrives because it is desirable. It has appropriate housing stock, a well maintained infrastructure, an excellent school system, and is safe. A Sustainable City also has opportunities for recreation for all ages, and thriving commerce covering both the necessities of life, but also offering luxury and leisure. Finally, we need to provide opportunities within our borders for employment, reducing commuting times and providing employment from teenage beginners throughout the professional ranks.

“We envision a Sustainable Newton as a city that meets the needs of its citizens; not only as the city is composed now, but how it will look in 20 or 50 years. It will be an environmentally conscious city and prepared for the challenges of climate change, changing energy sources, and insulated to the extent possible from price and supply disruptions. Sustainable Newton will be a place where all citizens have the ability to leave their homes and safely go from work, to shop, and to play. It is a safe city, with excellent educational opportunities, and both large in size, but personal in scale. A Sustainable Newton is a desirable place to live, and thus a thriving and growing city.”

(http://www.newtonma.gov/gov/building/sustainable_newton/)

It is clear how the library project fits into this broad view of sustainability. The Newton Free Library is at the heart of community life and promotes engagement in the City in a way that encompasses all demographics, uniquely cutting across distinctions of age, location, and language. The Library is both a symbolic and very practically effective element in making Newton desirable. The improvements we envision speak directly to enhancing our community engagement role and capabilities, which are fundamental to the library's contribution to a sustainable, desirable Newton.

Often people think about sustainability in the more narrow sense of environmental sustainability and energy efficiency. Those will certainly be important aspects of the library building project. The City of Newton was one of the early adopters of the Massachusetts Stretch Code, approving it in November of 2009. (for information on the Stretch Code, see <http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/csl/building-codebbrs-faqs.html>). Compliance with these additions to the state building code already provides progress towards the elements required for Leadership in Energy and Environmental Design (LEED) certification. A key part of the design for an improved library will be evaluating the existing building against the requirements of the stretch code, evaluating the incentives offered in the Library Construction Grant program under 605 CMR 6.07 (8)(f), which require filing for

LEED certification with the Green Building Council, and determining what needs to be improved and what is the best path to that improvement. The schematic design phase should have as one of its key deliverables a plan for how energy efficiency and environmental sustainability issues will be addressed to meet the requirements of the stretch code and whether and in what way the design will seek the Green Library Incentive of the construction grant program.

Accessibility

Even though the Newton Free Library was opened just a year after the passage of the Americans with Disabilities Act, meaning the bulk of the design work on this building occurred before passage of the act, there are no substantially serious obstacles to accessibility within the structure. Indeed, an accessibility audit conducted by the City in 2011 confirmed that there were only minor improvements to be made.

There are particular issues that would be part of any code compliance improvements, such as extending the coverage of fire alarms to restrooms and other areas, making sure they all have both visual and sound alerts, and upgrading the alerts to include voice instruction.

The restrooms are the primary accessibility concern. The two restrooms in the Children's area are not large enough to be considered accessible. Other restrooms have issues of dispenser or shelf location, pipe wrapping and thresholds, which are likely to be addressed before a full building project begins. We anticipate that a code review would require increased investment in square footage dedicated to restrooms, not only to assure accessible clearance compliance, but also to attain an adequate fixture quantity.

In considering accessibility, we of course need to address access to the Library and movement within it.

Areas that are designed to serve people with accessibility needs should be reachable with short and direct paths of travel wherever possible. This strongly biases us towards considering the large print collection and our collections of accessible equipment as first floor collections. This building program calls for a certain amount of flexible study seating around the café and in other areas. The ease of movement of this type of furnishing poses both an advantage and a challenge for those with mobility or navigation difficulties. They are easy for someone to move out of the way, but these furnishings, by our design intent, will not be fixed to particular locations. The areas where we use flexible seating need to be carefully thought out so they are not on well-used paths of travel to other areas, particularly areas like the Large Print collection. These flex spaces are better situated as end points – in alcoves or natural cul-de-sacs of the building that are not pathways to additional areas.

Security

Public entrances should be within view of staff service locations, both for excellence of service but also for building security. All interfaces between public and staff areas should be secured by a programmable lock access system. All emergency stairs that may also be frequently used by staff should be controlled by this system. The system must be centrally-controlled and programmable, with a database of authorized users that can be matched to specific door locations. Access permissions must be programmable by user, door location, date and time. It should be possible to retrieve access logs from the system.

Materials and collection security should be achieved through strategic placement of RFID security gates at entrances. Gates should be placed in such a way that patrons and staff do not typically need to bring materials not checked out into the proximity of gates.

A 2015 review of our Emergency Procedures manual highlighted the need for better communication systems to the public using the building. We need a public address system whose output is not tied to the phone system. It should include the capacity to make timed recorded messages as well as the ability to make special announcements using telephone input. Part of the manual development was a security review of the facility by the Newton Police Department in December 2015. Several recommendations impact design considerations:

- Implement a card reader access system to the building.
- Ensure that there is also key access on exterior doors on all sides of the building (now lacking on all three doors on the Walnut Street side of the building).
- Improve the Knox Box at the main entrance, large enough to contain summary floor plans.
- Glass should be safety glass where possible, or laminated to prevent shattering into dangerous shards.
- Consider creating safe rooms at various points in the library.
- Install locks on all bathrooms so staff can secure them from the inside.
- Fence in and secure access to the gas meter and main.
- Data and phone lines should be secured where they enter the building.
- Add glass breakage sensors to intrusion security alarms.
- Ensure that all new alarm systems have emergency backup power sources. Conceal the alarm control box, lock it, and limit access to it. Every system should have an electronic circuit delay of at least 30 seconds. Ensure that the alarm can be heard throughout the property and have the alarm system monitored by a central alarm monitoring company.
- Make sure all alarm wiring components and sirens are protected from tampering. Make sure the alarm comes with a “test” option. Testing the system regularly is a vital component of maintaining the effectiveness of your alarm.
- Ensure that all external doors, main building doors, and lobby doors leading to common halls should conform to the following guidelines: They should be numbered. Solid core, wood or metal. Glass door panels or side panels should be reinforced either with metal or some form of steel mesh. Barring that, they should be replaced with a glass that does not shatter easily. Door frames should be sturdy and appropriate for the type of door. Weak frames should be replaced or rebuilt. Interior or office doors should be equipped with heavy-duty mortised latch sets that have dead bolt capability. Rim-mounted, dead bolt or drop-bolt locks can be installed to increase security of important offices or rooms. Doors to utility closets should be kept locked at all times. Such closets, if unsecured, can become hiding places for “stay-behind” criminals, or for the placement of explosive devices. All exterior doors which do not have glass vision panels should be equipped with wide-angle viewers (peepholes). Interior doors should have two-way visibility at stairways, corridors, etc. There should be a clear view of room interiors from the doorway. Note, however, lockdown procedures may require the use of rooms without windows, or, at least, doors whose windows can easily be covered.

Acoustics

The design team should bring specific acoustical engineering expertise to make acoustics be a prime design consideration. The team must assess all vertical connections between floors for their acoustical impact. Where open connections are desirable to aid in user orientation and give a sense of being progressively drawn into spaces, thought must be given to how to minimize the unwanted acoustical transference that comes with these spaces.

Today, the only acoustical softening element is the extensive carpeting over concrete floors. Ceilings are universally hard surfaces that reflect noise (and make maintenance access a difficult chore). Almost all of the carpeting is original since 1991, and covers 86,000 square feet of flooring. This highlights the difficulty and expense of replacing carpet in a library setting. We would like to see the

acoustical and durable surfaces flipped. If there is a hard, durable surface, it should be on floors. Ceilings should universally be used as acoustical dampers (and provide easy maintenance access).

Enclosed meeting and study rooms need deliberate methods to reduce excess reverberation and thereby improve sound clarity. The café area demands particular attention, knowing that restaurants are some of the noisiest environments. Its placement requires careful consideration. The Café needs to be obvious and accessible to users who are relaxed enough to engage in light conversation, but this cannot spill throughout the library. Equipping the café with features that diminish the acoustic bounce and transference should improve the experience of both café users and people in the rest of the library.

Mechanical equipment should be selected and placed with acoustical properties in mind, and should have additional acoustical shielding wherever that could benefit public areas and staff work areas.

Data & Telecommunications

There needs to be dedicated space for the telecommunications and data connection infrastructure. We need a consolidated data connection entry room furnished with racks and mounting boards for termination equipment for phones, data and alarm systems. This room should be connected with other data closets and server rooms in the library via fiber-optic runs.

Lighting and Electrical

Lighting must be energy efficient and responsive to user needs. Exterior lighting must be under a management system that provides for light-level photo-cell activation and timed shutdown. Interior public area lighting must be under a programmable management system that allows lighting areas to be programmed to one or more of several centralized programmable switch banks. Custodial exits should have light switching that can deactivate all controlled lighting in the building as well as activate minimal after-hours security level lighting per floor.

Electrical load issues should consider not only code and overall building design, but the needs of particular spaces for power equipment such as the computer lab and maker space. Open floor areas need regularly spaced junction boxes with secure cover access to allow future flexibility. Areas designated to accommodate movable user seating should have a higher concentration of power outlets available, accompanied by charging capability. Furnishings in public areas should have power and charging built into all fixed tables.

Heating, Ventilating and Air Conditioning

HVAC should be under the control of a building management system that can see the readouts of each individual thermostat, control those thermostats, and provide feedback and control to the entire system. Heating and cooling modes should not be governed by seasonal switchover dates, but should be available as needed during spring and fall swing seasons. HVAC systems should be able to both cool and heat different areas of the building during swing seasons, and move heat from overheated areas to those that need it.

The heat transference issues posed by vertically connected spaces, such as the library atrium, should be carefully addressed. Excess heat that rises in the building should not be expelled when there are other areas calling for heating.

Signage and Wayfinding

Code required signage should be simple and spare, and specified in conjunction with the design and color considerations of the overall space. Navigational signage should be visually distinct from the code signage. It should be minimalist and focused on the self-help needs of library users. A hierarchy of

signage types and sizes should be established with the designer, ranging from major functional areas to service points to significant collection and activity areas to more specific genre and topical marketing. The more signage that exists, the less will be read. Users should be able to look at a size and style of sign and recognize that it deals with a particular level of navigation, and be able to consider it or dismiss it quickly. It must be easy to make the most specific navigation signage in-house for easy updating.

Any wayfinding aids built into the structure, such as colored pathways, should be carefully considered only for elements that will have an enduring demand over decades and be difficult to relocate. Oft repeated elements through the building could have a uniform repeated distinct color or furnishing treatment. Potential candidates for such a treatment could be self-service checkout stations, catalog lookup stations, study rooms or public restrooms.

Parking

The increases of building capacity and usage envisioned will have an impact on a parking situation that already has frequent capacity issues. The designer will need to consider a range of options in cooperation with the City's Planning Department to develop a satisfactory parking plan. The requirements of 605 CMR 6.07 (5)(e) must be specifically addressed in the plans for parking.

XI. Summary Space Tables

A. Space Standards

Item	Square Feet
Conference Room	20 per person
Meeting Room	15 per person
Workstation: Computer, usually a phone, desk with storage	60
Staff Desk	60
Guest Chair	20
Study Carrel	40
Seating at a round table	20 per person
Seating at a rectangular table	25 per person
Lounge Seat	35
File - Vertical	10
File - Lateral	15
Storage Cabinet	20
Large Equipment: Copier, Scanner, Express Checkout; Sink	50
Standard Equipment: Catalog computer, printer, microform reader	35
Book Truck	11
Stacks, single faced:	
36" aisle	9
48" aisle	10.5
60" aisle	12

The values contained in this table were used to calculate the space needs of the areas described in the following descriptions. These values must not only account for the space of the object, but the ability of a user to get to it and operate it.

Area Requirments by Activity Center

TypeofSpace	Role	Activity Center	AreaName	Qty.		Total SF
Assignable	Staff	City Archives	Archive Cold Storage	1	*	841
Assignable	Staff	City Archives	Archive Collections	1	+	5,911
Assignable	Staff	City Archives	Archive Office	1		241
City Archives Total						6,993
Assignable	Collection	Collections	Accessibility: Large Print	1	+	1,190
Assignable	Service	Collections	Accessible Equipment	1		50
Assignable	Collection	Collections	Biography	1		591
Assignable	Collection	Collections	Business & Reference Center	1	*	1,367
Assignable	Collection	Collections	Collections: Local	1		1,003
Assignable	Collection	Collections	Fiction Genres	1		4,712
Assignable	Collection	Collections	Literacy & Language Center	1		2,520
Assignable	Collection	Collections	Music Center	1		1,287
Assignable	Collection	Collections	NF 000-299	1		1,018
Assignable	Collection	Collections	NF 300s	1		1,625
Assignable	Collection	Collections	NF 500-699	1		1,857
Assignable	Collection	Collections	NF 700s	1		1,721
Assignable	Collection	Collections	NF 800s	1		1,204
Assignable	Collection	Collections	NF 900s	1		1,416
Assignable	Collection	Collections	Collections: Periodical	1		1,036
Assignable	Collection	Collections	Travel Center	1		1,126
Collections Total						23,723
Assignable	Meeting	Community	Art Gallery	1		1,040
Assignable	Meeting	Community	Auditorium	1	+	3,210
Assignable	Meeting	Community	Business Center Conference	1	*	200
Assignable	Seating	Community	Café	1	*	1,180
Assignable	Meeting	Community	Conference room - Mid-size	1	*	930
Assignable	Meeting	Community	Conference room - Small	2	+	800
Community Total						7,360
Assignable	Staff	Custodial	Custodial supply closet	1		402
Assignable	Staff	Custodial	Custodial Workroom	1		60
Assignable	Staff	Custodial	Custodian's Office	1		80
Assignable	Staff	Custodial	Overstock Storage	1	*	194
Custodial Total						736
Assignable	Service	Friends	Friends Book Sale	1	+	690
Assignable	Staff	Friends	Friends sale organization	1		454
Friends Total						1,144
Assignable	Service	Help	Borrowers Service	1		60
Assignable	Service	Help	Checkout - Express	1	+	626
Assignable	Service	Help	Help: All Purpose	1	*	250
Assignable	Service	Help	Help: Activity Centers	3		345
Assignable	Staff	Help	Help: Call Center	1	*	448
Assignable	Service	Help	Reference Interview Space	1	*	205
Help Total						1,934
Assignable	Collection	Marketplace	Collections: New Books	1	+	1,356
Assignable	Collection	Marketplace	Collections: Video Recordings	1		1,302
Assignable	Service	Marketplace	Friends ongoing book sale	1		180
Assignable	Service	Marketplace	Reserve pickup	1		290
Marketplace Total						3,128

Area Requirments by Activity Center

TypeofSpace	Role	Activity Center	AreaName	Qty.	Total SF
Assignable	Staff	Materials Services	Materials Acquisitions	1	174
Assignable	Staff	Materials Services	Materials Cataloging	1	122
Assignable	Staff	Materials Services	Materials Processing	1	1,035
Assignable	Staff	Materials Services	Materials Receiving	1 +	153
Assignable	Staff	Materials Services	Materials Services Head	1	272
Materials Services Total					1,756
Assignable	Staff	Returns	Returns Sorter room	1	105
Assignable	Staff	Returns	Book Sorting - Pre Shelving	1	220
Assignable	Service	Returns	Friends Donation Dropoff	1 *	40
Assignable	Service	Returns	Returns and Delivery processing	1 +	730
Returns Total					1,095
Assignable	Staff	Staff - Admin	Administrative Greeting	1	320
Assignable	Staff	Staff - Admin	Administrative Records	1	60
Assignable	Staff	Staff - Admin	Assistant Director's Office	1	200
Assignable	Staff	Staff - Admin	Development Office	1	120
Assignable	Staff	Staff - Admin	Director's Office	1	240
Assignable	Staff	Staff - Admin	Mail Sorter area	1	11
Assignable	Staff	Staff - Admin	Programs Office	1	195
Assignable	Staff	Staff - Admin	Programs Support	1	246
Assignable	Staff	Staff - Admin	Refreshment Center	1	160
Assignable	Staff	Staff - Admin	Storage - Office Supply	1	126
Assignable	Staff	Staff - Admin	Trustees Conference	1	425
Staff - Admin Total					2,103
Assignable	Staff	Staff Space	Assigned Workspace	1 +	71
Assignable	Staff	Staff Space	Assistant Supervisor Workspace	3 +	513
Assignable	Staff	Staff Space	Circulation Services Head	1	165
Assignable	Staff	Staff Space	Flex Storage	1 +	114
Assignable	Staff	Staff Space	Flex Workspace	1 +	720
Assignable	Staff	Staff Space	Focus Space - Staff	3 *	360
Assignable	Staff	Staff Space	IT Server Room	1 *	220
Assignable	Staff	Staff Space	Literacy Office	1	215
Assignable	Staff	Staff Space	Reference Services Head	1	195
Assignable	Staff	Staff Space	Staff Room	1	1,190
Assignable	Staff	Staff Space	Staff Work Hub	1 +	625
Assignable	Staff	Staff Space	Storage - Art	1	120
Staff Space Total					4,508
Assignable	Meeting	Study	Study Rooms - Collaborative	20 +	2,500
Assignable	Seating	Study	Study Rooms - Individual	20 +	700
Assignable	Seating	Study	Study Space -- Collaborative	1 *	240
Assignable	Seating	Study	Study Space - Quiet	1 +	640
Study Total					4,080
Assignable	Meeting	Technology Center	Computer Lab	1 +	760
Assignable	Service	Technology Center	Help: Tech	1 *	301
Assignable	Staff	Technology Center	IT Office	1	332
Assignable	Meeting	Technology Center	Maker Space	1 *	1,222
Assignable	Seating	Technology Center	Public Computing	1	940
Assignable	Seating	Technology Center	Studio & Study Room	1 *	200
Assignable	Collection	Technology Center	Technology Collections	1	81

Area Requirments by Activity Center

TypeofSpace	Role	Activity Center	AreaName	Qty.	Total SF
Technology Center Total					3,836
Assignable	Staff	Youth Services	Assistant Supervisor: Youth Services	2 +	412
Assignable	Service	Youth Services	Checkout - Children's Express	1 +	360
Assignable	Meeting	Youth Services	Children's Computer Lab	1 *	630
Assignable	Meeting	Youth Services	Children's Crafts Room	1 *	690
Assignable	Collection	Youth Services	Children's Media	1 +	437
Assignable	Collection	Youth Services	Children's New items	1 +	44
Assignable	Meeting	Youth Services	Children's Snack Area	1 *	330
Assignable	Meeting	Youth Services	Children's Story Room	1 +	994
Assignable	Service	Youth Services	Help: Children's	1	318
Assignable	Service	Youth Services	Help: Children's Readers Advisory	1	126
Assignable	Staff	Youth Services	Youth Services Head	1	286
Assignable	Staff	Youth Services	Youth Services Office	1 +	1,246
Assignable	Staff	Youth Services	Youth Services Storage	1 +	250
Assignable	Seating	Youth: Early Literacy	Children's Activity Space	1 *	450
Assignable	Collection	Youth: Early Literacy	Children's Early Literacy Area	1 +	2,491
Assignable	Meeting	Youth: Early Literacy	Children's Stroller Parking	1 *	220
Assignable	Collection	Youth: Elementary Age	Children's Fiction	1	2,105
Assignable	Collection	Youth: Elementary Age	Children's Non-Fiction	1 +	3,847
Youth: Childrens Service					15,236
Assignable	Service	Youth: Teen Center	Help: Teens	1	237
Assignable	Meeting	Youth: Teen Center	Teen Activity Space	1 *	430
Assignable	Collection	Youth: Teen Center	Teen Collection	1 +	2,139
Assignable	Meeting	Youth: Teen Center	Teen Study Room	1 *	150
Assignable	Meeting	Youth: Teen Center	Teen Tech Space	1 *	330
Assignable	Collection	Youth: Teen Center	Tween Collection	1 *	1,071
Youth: Teen Center Total					4,357
Grand Total					81,989
Non-Assignable	Staff	Custodial	Loading Dock		
Non-Assignable	Staff	Custodial	Mechanical		
Non-Assignable	Service	Exterior	Transport Sharing	*	
Non-Assignable	Service	Restrooms	Children's Restrooms	+	
Non-Assignable	Service	Restrooms	Restrooms	+	
Non-Assignable	Service	Returns	Exterior Book Return		
Non-Assignable	Staff	Technology Center	IT Closets		
Non-Assignable	Meeting	Youth Services	Children's Statuary Garden		
Efficeincy Minimum:		65%	= Non-Assignable Space Calculation of:		44,148
Efficeincy Target:		70%	= Non-Assignable Space Calculation of:		35,138

Estimated Building Space Requirements:

@ efficiency of 70%

117,127

Notes: * = New spaces not in the existng facility

+ = Spaces significantly expanded from the existing.

Collection Needs Table

Age Level	Format	Category	Code	Description	Holdings in 2015	Growth Factor	To Own in 2036	OnShelf Factor	To Shelve in 2036	Items / Linear Foot	LF Needed	Shelf Fill	Shelves Needed	Shelves / Stack	Stacks Needed	Aisle Width	SqFt Needed
Adult	Print	Fiction	130	Large Print Fic	6839	1.25	8550	90.66%	7750	9	861	30	344.4	6	57.4	36	516.6
Adult	Print	Fiction	138	Gen Fic	49619	1	49620	90.21%	44760	11	4069	30	1627.6	6	271.3	36	2441.7
Adult	Print	Fiction	139	Mystery	13317	1	13320	93.17%	12410	11	1128	30	451.2	6	75.2	36	676.8
Adult	Print	Fiction	140	Science Fic	4347	1	4350	91.15%	3970	11	361	30	144.4	6	24.1	36	216.9
Adult	Print	Fiction	141	Western	138	1	140	96.14%	130	11	12	30	4.8	6	0.8	36	7.2
Adult	Print	Fiction	142	Short Story	4310	0.9	3880	94.16%	3650	9	406	30	162.4	6	27.1	36	243.9
Adult	Print	Fiction	145	Speed Read	43	1	40	93.72%	40	10	4	30	1.6	6	0.3	36	2.7
Adult	Print	Fiction	149	Graphic Novel	4124	1.5	6190	82.21%	5090	22	231	30	92.4	6	15.4	36	138.6
Adult	Print	Non-Fiction	1	Gen. Biblio/Computers	1851	1	1850	80.58%	1490	11	135	30	54	6	9	36	81
Adult	Print	Non-Fiction	2	Lib. Info Science	333	1	330	91.26%	300	13	23	30	9.2	6	1.5	36	13.5
Adult	Print	Non-Fiction	3	Encyclopedic	75	1	80	89.20%	70	12	6	30	2.4	6	0.4	36	3.6
Adult	Print	Non-Fiction	6	Foundations	39	1	40	95.38%	40	12	3	30	1.2	6	0.2	36	1.8
Adult	Print	Non-Fiction	7	Journalism	474	1	470	95.07%	450	13	35	30	14	6	2.3	36	20.7
Adult	Print	Non-Fiction	8	Gen. Coll.	75	1	80	97.60%	80	10	8	30	3.2	6	0.5	36	4.5
Adult	Print	Non-Fiction	9	Manuscripts	21	1	20	95.71%	20	13	2	30	0.8	6	0.1	36	0.9
Adult	Print	Non-Fiction	10	Philosophy	158	1	160	89.68%	140	10	14	30	5.6	6	0.9	36	8.1
Adult	Print	Non-Fiction	11	Metaphysics	130	1	130	91.07%	120	13	9	30	3.6	6	0.6	36	5.4
Adult	Print	Non-Fiction	12	Knowledge	302	1	300	92.30%	280	13	22	30	8.8	6	1.5	36	13.5
Adult	Print	Non-Fiction	13	Occult	652	1	650	91.59%	600	14	43	30	17.2	6	2.9	36	26.1
Adult	Print	Non-Fiction	14	Specific Phil.	124	1	120	93.47%	110	13	8	30	3.2	6	0.5	36	4.5
Adult	Print	Non-Fiction	15	Psychology	3926	1	3930	86.05%	3380	12	282	30	112.8	6	18.8	36	169.2
Adult	Print	Non-Fiction	16	Logic	33	1	30	94.55%	30	16	2	30	0.8	6	0.1	36	0.9
Adult	Print	Non-Fiction	17	Ethics	870	1	870	92.87%	810	16	51	30	20.4	6	3.4	36	30.6
Adult	Print	Non-Fiction	18	Ancient & Medieval Phil.	325	1	320	89.20%	290	14	21	30	8.4	6	1.4	36	12.6
Adult	Print	Non-Fiction	19	Modern Western Phil	625	1	620	93.95%	580	11	53	30	21.2	6	3.5	36	31.5
Adult	Print	Non-Fiction	20	Religion	587	1	590	89.80%	530	12	44	30	17.6	6	2.9	36	26.1
Adult	Print	Non-Fiction	21	Natural Religion	143	1	140	88.67%	120	12	10	30	4	6	0.7	36	6.3
Adult	Print	Non-Fiction	22	Bible	705	1	700	95.54%	670	8	84	30	33.6	6	5.6	36	50.4
Adult	Print	Non-Fiction	23	Christian Dogma	1042	1	1040	93.97%	980	12	82	30	32.8	6	5.5	36	49.5
Adult	Print	Non-Fiction	24	Christian Moral Theology	1063	1	1060	90.04%	950	15	63	30	25.2	6	4.2	36	37.8
Adult	Print	Non-Fiction	25	Christian Church, Orders	115	1	120	95.34%	110	11	10	30	4	6	0.7	36	6.3
Adult	Print	Non-Fiction	26	Christian Social Theol.	702	1	700	95.13%	670	14	48	30	19.2	6	3.2	36	28.8
Adult	Print	Non-Fiction	27	Church History	579	1	580	94.89%	550	11	50	30	20	6	3.3	36	29.7
Adult	Print	Non-Fiction	28	Denominations	592	1	590	96.05%	570	11	52	30	20.8	6	3.5	36	31.5
Adult	Print	Non-Fiction	29	Other Religions	3276	1	3280	91.16%	2990	11	272	30	108.8	6	18.1	36	162.9
Adult	Print	Non-Fiction	30	Sociology	5872	1	5870	91.10%	5350	11	486	30	194.4	6	32.4	36	291.6
Adult	Print	Non-Fiction	31	Statistics	16	1	20	100.00%	20	11	2	30	0.8	6	0.1	36	0.9
Adult	Print	Non-Fiction	32	Political Science	4068	1	4070	94.35%	3840	12	320	30	128	6	21.3	36	191.7
Adult	Print	Non-Fiction	33	Economics	6055	1	6060	87.14%	5280	14	377	30	150.8	6	25.1	36	225.9
Adult	Print	Non-Fiction	34	Law	2735	1	2740	92.56%	2540	10	254	30	101.6	6	16.9	36	152.1
Adult	Print	Non-Fiction	35	Public Administration	1267	1	1270	95.45%	1210	12	101	30	40.4	6	6.7	36	60.3
Adult	Print	Non-Fiction	36	Social Services	5203	1	5200	91.43%	4750	12	396	30	158.4	6	26.4	36	237.6
Adult	Print	Non-Fiction	37	Education	2394	1	2390	82.69%	1980	14	141	30	56.4	6	9.4	36	84.6
Adult	Print	Non-Fiction	38	Commerce, Trans Comm	725	1	720	92.89%	670	11	61	30	24.4	6	4.1	36	36.9
Adult	Print	Non-Fiction	39	Customs/Folklore	1313	1	1310	93.63%	1230	11	112	30	44.8	6	7.5	36	67.5
Adult	Print	Non-Fiction	40	Language	78	1	80	93.08%	70	12	6	30	2.4	6	0.4	36	3.6
Adult	Print	Non-Fiction	41	Linguistics	133	1	130	89.41%	120	13	9	30	3.6	6	0.6	36	5.4

Collection Needs Table

Age Level	Format	Category	Code	Description	Holdings in 2015	Growth Factor	To Own in 2036	OnShelf Factor	To Shelve in 2036	Items / Linear Foot	LF Needed	Shelf Fill	Shelves Needed	Shelves / Stack	Stacks Needed	Aisle Width	SqFt Needed
Adult	Print	Non-Fiction	42	English	710	1	710	89.80%	640	11	58	30	23.2	6	3.9	36	35.1
Adult	Print	Non-Fiction	43	German	142	1	140	92.50%	130	14	9	30	3.6	6	0.6	36	5.4
Adult	Print	Non-Fiction	44	French	121	1	120	80.66%	100	13	8	30	3.2	6	0.5	36	4.5
Adult	Print	Non-Fiction	45	Italian	79	1	80	81.77%	70	13	5	30	2	6	0.3	36	2.7
Adult	Print	Non-Fiction	46	Spanish	120	1	120	79.75%	100	12	8	30	3.2	6	0.5	36	4.5
Adult	Print	Non-Fiction	47	Latin	64	1	60	73.69%	40	13	3	30	1.2	6	0.2	36	1.8
Adult	Print	Non-Fiction	48	Classical Greek	41	1	40	82.86%	30	11	3	30	1.2	6	0.2	36	1.8
Adult	Print	Non-Fiction	49	Other Languages	423	1	420	89.46%	380	13	29	30	11.6	6	1.9	36	17.1
Adult	Print	Non-Fiction	50	Pure Sciences	849	1	850	92.17%	780	12	65	30	26	6	4.3	36	38.7
Adult	Print	Non-Fiction	51	Math	922	1	920	84.66%	780	12	65	30	26	6	4.3	36	38.7
Adult	Print	Non-Fiction	52	Astronomy	646	1	650	91.42%	590	13	45	30	18	6	3	36	27
Adult	Print	Non-Fiction	53	Physics	639	1	640	90.53%	580	12	48	30	19.2	6	3.2	36	28.8
Adult	Print	Non-Fiction	54	Chemistry	192	1	190	90.58%	170	12	14	30	5.6	6	0.9	36	8.1
Adult	Print	Non-Fiction	55	Geology	546	1	550	94.23%	520	13	40	30	16	6	2.7	36	24.3
Adult	Print	Non-Fiction	56	Paleontology	169	1	170	94.71%	160	13	12	30	4.8	6	0.8	36	7.2
Adult	Print	Non-Fiction	57	Biology	1058	1	1060	91.93%	970	12	81	30	32.4	6	5.4	36	48.6
Adult	Print	Non-Fiction	58	Botany	476	1	480	94.87%	460	12	38	30	15.2	6	2.5	36	22.5
Adult	Print	Non-Fiction	59	Zoology	2097	1	2100	94.41%	1980	11	180	30	72	6	12	36	108
Adult	Print	Non-Fiction	60	Technology	175	1	180	91.82%	170	13	13	30	5.2	6	0.9	36	8.1
Adult	Print	Non-Fiction	61	Medical Science	5716	1	5720	82.07%	4690	13	361	30	144.4	6	24.1	36	216.9
Adult	Print	Non-Fiction	62	Engineering	1423	1	1420	92.08%	1310	13	101	30	40.4	6	6.7	36	60.3
Adult	Print	Non-Fiction	63	Agriculture/Gardening	2825	1	2820	90.82%	2560	14	183	30	73.2	6	12.2	36	109.8
Adult	Print	Non-Fiction	64	Dom. Eng./Cooking	8312	1	8310	85.49%	7100	12	592	30	236.8	6	39.5	36	355.5
Adult	Print	Non-Fiction	65	Comm. Adv. Mgmt.	3585	1	3580	85.65%	3070	14	219	30	87.6	6	14.6	36	131.4
Adult	Print	Non-Fiction	66	Chem. Tech.	158	1	160	85.85%	140	12	12	30	4.8	6	0.8	36	7.2
Adult	Print	Non-Fiction	67	Manufacturing	98	1	100	98.16%	100	15	7	30	2.8	6	0.5	36	4.5
Adult	Print	Non-Fiction	68	Mechanic Trades	752	1	750	90.92%	680	16	42	30	16.8	5	3.4	36	30.6
Adult	Print	Non-Fiction	69	Buildings	559	1	560	92.65%	520	16	32	30	12.8	5	2.6	36	23.4
Adult	Print	Non-Fiction	70	Arts	2628	1	2630	95.12%	2500	10	250	30	100	5	20	36	180
Adult	Print	Non-Fiction	71	Civic & Landscape Art	546	1	550	93.79%	520	15	35	30	14	5	2.8	36	25.2
Adult	Print	Non-Fiction	72	Architecture	1600	1	1600	89.89%	1440	11	131	30	52.4	5	10.5	36	94.5
Adult	Print	Non-Fiction	73	Plastic Arts	1275	1	1280	94.57%	1210	12	101	30	40.4	5	8.1	36	72.9
Adult	Print	Non-Fiction	74	Drawing, Design, Deco	5552	1	5550	89.43%	4960	14	354	30	141.6	5	28.3	36	254.7
Adult	Print	Non-Fiction	75	Painting	4788	1	4790	93.58%	4480	13	345	30	138	5	27.6	36	248.4
Adult	Print	Non-Fiction	76	Graphic Arts	338	1	340	93.89%	320	14	23	30	9.2	5	1.8	36	16.2
Adult	Print	Non-Fiction	77	Photograpy	1513	1	1510	90.27%	1360	12	113	30	45.2	5	9	36	81
Adult	Print	Non-Fiction	78	Music	4543	1	4540	94.35%	4280	11	389	30	155.6	6	25.9	36	233.1
Adult	Print	Non-Fiction	79	Games	8707	1	8710	92.27%	8040	12	670	30	268	6	44.7	36	402.3
Adult	Print	Non-Fiction	80	Literature	2204	1	2200	91.56%	2010	11	183	30	73.2	6	12.2	36	109.8
Adult	Print	Non-Fiction	81	American Lit.	9	1	10	100.00%	10	11	1	30	0.4	6	0.1	36	0.9
Adult	Print	Non-Fiction	82	Poetry, Plays, Essays	14099	1	14100	95.41%	13450	11	1223	30	489.2	6	81.5	36	733.5
Adult	Print	Non-Fiction	83	Germanic Lit.	469	1	470	96.16%	450	11	41	30	16.4	6	2.7	36	24.3
Adult	Print	Non-Fiction	84	French Lit.	532	1	530	95.42%	510	13	39	30	15.6	6	2.6	36	23.4
Adult	Print	Non-Fiction	85	Italian Lit	200	1	200	95.10%	190	12	16	30	6.4	6	1.1	36	9.9
Adult	Print	Non-Fiction	86	Span & Port Lit	283	1	280	94.93%	270	13	21	30	8.4	6	1.4	36	12.6
Adult	Print	Non-Fiction	87	Latin Lit	126	1	130	94.24%	120	11	11	30	4.4	6	0.7	36	6.3
Adult	Print	Non-Fiction	88	Classical Greek Lit	363	1	360	89.09%	320	15	21	30	8.4	6	1.4	36	12.6

Collection Needs Table

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Adult	Print	Non-Fiction	89	Other Languages Lit	809	1	810	93.44%	760	13	58	30	23.2	6	3.9	36	35.1
Adult	Print	Non-Fiction	90	General Geog.	1137	1	1140	93.67%	1070	10	107	30	42.8	6	7.1	36	63.9
Adult	Print	Non-Fiction	91	Travel	7319	1	7320	81.72%	5980	13	460	30	184	6	30.7	36	276.3
Adult	Print	Non-Fiction	92	Biography, Coll. Or Group	1056	1	1060	90.07%	950	11	86	30	34.4	6	5.7	36	51.3
Adult	Print	Non-Fiction	93	Ancient Hist.	867	1	870	90.67%	790	12	66	30	26.4	6	4.4	36	39.6
Adult	Print	Non-Fiction	94	European Hist.	7849	1	7850	93.65%	7350	12	612	30	244.8	6	40.8	36	367.2
Adult	Print	Non-Fiction	95	Asian Hist.	3577	1	3580	94.61%	3390	11	308	30	123.2	6	20.5	36	184.5
Adult	Print	Non-Fiction	96	African Hist.	615	1	620	96.07%	600	12	50	30	20	6	3.3	36	29.7
Adult	Print	Non-Fiction	97	North Amer. Hist.	7555	1	7560	93.90%	7100	11	645	30	258	6	43	36	387
Adult	Print	Non-Fiction	98	South Amer. Hist.	282	1	280	93.94%	260	12	22	30	8.8	6	1.5	36	13.5
Adult	Print	Non-Fiction	99	Other parts of World Hist.	148	1	150	98.79%	150	11	14	30	5.6	6	0.9	36	8.1
Adult	Print	Non-Fiction	100	Biography	8524	1	8520	93.21%	7940	10	794	30	317.6	6	52.9	36	476.1
Adult	Print	Non-Fiction	101	Music Scores	9391	1	9390	94.72%	8890	20	444	30	177.6	5	35.5	36	319.5
Adult	Print	Non-Fiction	103	German	1037	1	1040	98.18%	1020	14	73	30	29.2	6	4.9	36	44.1
Adult	Print	Non-Fiction	104	French	1865	1	1860	97.92%	1820	16	114	30	45.6	6	7.6	36	68.4
Adult	Print	Non-Fiction	105	Italian	578	1	580	96.59%	560	15	37	30	14.8	6	2.5	36	22.5
Adult	Print	Non-Fiction	106	Spanish	1145	1	1140	97.41%	1110	14	79	30	31.6	6	5.3	36	47.7
Adult	Print	Non-Fiction	107	Latin	86	1	90	100.00%	90	13	7	30	2.8	6	0.5	36	4.5
Adult	Print	Non-Fiction	108	Greek	136	1	140	100.00%	140	12	12	30	4.8	6	0.8	36	7.2
Adult	Print	Non-Fiction	109	Russian	8754	1	8750	89.51%	7830	11	712	30	284.8	6	47.5	36	427.5
Adult	Print	Non-Fiction	110	Chinese	3965	1	3960	90.97%	3600	15	240	30	96	6	16	36	144
Adult	Print	Non-Fiction	111	Japanese	332	1	330	92.95%	310	14	22	30	8.8	6	1.5	36	13.5
Adult	Print	Non-Fiction	112	Korean	1021	1	1020	94.98%	970	15	65	30	26	6	4.3	36	38.7
Adult	Print	Non-Fiction	114	Hebrew	1740	1	1740	93.68%	1630	15	109	30	43.6	6	7.3	36	65.7
Adult	Print	Non-Fiction	115	Yiddish	30	1	30	100.00%	30	13	2	30	0.8	6	0.1	36	0.9
Adult	Print	Non-Fiction	119	Literacy	3655	1.25	4570	86.93%	3970	25	159	30	63.6	5	12.7	36	114.3
Adult	Print	Non-Fiction	131	Large Print NF	1147	1.25	1430	91.75%	1310	10	131	30	52.4	6	8.7	36	78.3
Adult	Print	Non-Fiction	134	Braille	28	1	30	93.79%	30	8	4	30	1.6	6	0.3	36	2.7
Adult	Print	Non-Fiction	148	PB coll	8823	1.1	9710	90.20%	8760	12	730	30	292	6	48.7	36	438.3
Adult	Print	Non-Fiction	150	Graphic Non Fiction	260	1.1	290	81.65%	240	20	12	30	4.8	5	1	36	9
Adult	Print	Non-Fiction	234	Bengali	44	1	40	93.86%	40	19	2	30	0.8	6	0.1	36	0.9
Adult	Print	Non-Fiction	240	Marathi Books	46	1	50	55.00%	30	28	1	30	0.4	6	0.1	36	0.9
Adult	Print	Non-Fiction	246	Polish	39	1	40	100.00%	40	15	3	30	1.2	6	0.2	36	1.8
Adult	Print	Non-Fiction	248	Portuguese	34	1	30	53.64%	20	16	1	30	0.4	6	0.1	36	0.9
Adult	Print	Non-Fiction	249	Hungarian Deposit	21	1	20	87.14%	20	13	2	30	0.8	6	0.1	36	0.9
Adult	Print	Periodicals	120	Magazines	15294	1	15290	98.52%	15060	48	314	30	125.6	4	31.4	36	282.6
Adult	Print	Periodicals	125	Foreign Lang Mags	89	1	90	100.00%	90	48	2	30	0.8	4	0.2	36	1.8
Adult	Print	Reference	116	Reference	8788	0.9	7910	100.00%	7910	10	791	30	316.4	4	79.1	36	711.9
Adult	Print	Reference	123	Map	48	1	50	100.00%	50	24	2	30	0.8	5	0.2	36	1.8
Adult	Print	Reference	126	Newton Collection	6545	1.1	7200	99.97%	7200	10	720	30	288	5	57.6	36	518.4
Adult	Non-Print	Audio	133	Talking Books	132	1	130	97.95%	130	14	9	30	3.6	6	0.6	36	5.4
Adult	Non-Print	Audio	159	CD Local Music	17	1	20	84.12%	20	28	1	30	0.4	7	0.1	36	0.9
Adult	Non-Print	Audio	165	CD Lang. Study	388	1.1	430	70.77%	300	10	30	30	12	7	1.7	36	15.3
Adult	Non-Print	Audio	188	Book on Player/Adult MP3	1066	9	9590	77.74%	7460	10	746	30	298.4	7	42.6	36	383.4
Adult	Non-Print	Audio	190	Foreign Language Audio	7	1	10	83.64%	10	10	1	30	0.4	7	0.1	36	0.9
Adult	Non-Print	Audio	191	Audiobook Non-Fiction	1987	0.5	990	73.95%	730	10	73	30	29.2	7	4.2	36	37.8
Adult	Non-Print	Audio	192	Audiobooks Gen Fic	8228	0.5	4110	77.79%	3200	10	320	30	128	7	18.3	36	164.7

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Adult	Non-Print	Audio	193	Russian Book on Tape	1279	1.1	1410	82.92%	1170	28	42	30	16.8	7	2.4	36	21.6
Adult	Non-Print	Audio	250	CD Blues	290	1	290	82.99%	240	28	9	30	3.6	7	0.5	36	4.5
Adult	Non-Print	Audio	251	CD Bluegrass	138	1	140	78.63%	110	28	4	30	1.6	7	0.2	36	1.8
Adult	Non-Print	Audio	252	CD Cajun/Zydeco	34	1	30	89.09%	30	28	1	30	0.4	7	0.1	36	0.9
Adult	Non-Print	Audio	253	CD Celebrations	408	1	410	94.06%	390	28	14	30	5.6	7	0.8	36	7.2
Adult	Non-Print	Audio	254	CD Classical	4790	1	4790	90.98%	4360	28	156	30	62.4	7	8.9	36	80.1
Adult	Non-Print	Audio	255	CD Country	566	1	570	83.19%	470	28	17	30	6.8	7	1	36	9
Adult	Non-Print	Audio	256	CD Folk	435	1	440	85.79%	380	28	14	30	5.6	7	0.8	36	7.2
Adult	Non-Print	Audio	257	CD Gospel	127	1	130	91.50%	120	28	4	30	1.6	7	0.2	36	1.8
Adult	Non-Print	Audio	258	CD Hiphop	317	1	320	78.97%	250	28	9	30	3.6	7	0.5	36	4.5
Adult	Non-Print	Audio	259	CD Jazz	2574	1	2570	90.48%	2330	28	83	30	33.2	7	4.7	36	42.3
Adult	Non-Print	Audio	260	CD Local Music	328	1	330	86.80%	290	28	10	30	4	7	0.6	36	5.4
Adult	Non-Print	Audio	261	CD Musicals	375	1	380	80.99%	310	28	11	30	4.4	7	0.6	36	5.4
Adult	Non-Print	Audio	262	CD New Age	196	1	200	83.55%	170	28	6	30	2.4	7	0.3	36	2.7
Adult	Non-Print	Audio	263	CD Opera	814	1	810	91.12%	740	25	30	30	12	7	1.7	36	15.3
Adult	Non-Print	Audio	264	CD Pop/Rock	5020	1	5020	78.49%	3940	28	141	30	56.4	7	8.1	36	72.9
Adult	Non-Print	Audio	265	CD Soundtracks	651	1	650	84.36%	550	28	20	30	8	7	1.1	36	9.9
Adult	Non-Print	Audio	266	CD World Music	775	1	780	86.19%	670	28	24	30	9.6	7	1.4	36	12.6
Adult	Non-Print	Audio	267	CD Rhythm & Blues	300	1	300	83.56%	250	28	9	30	3.6	7	0.5	36	4.5
Adult	Non-Print	Audio	269	Audiobook Mystery	1906	1.1	2100	80.41%	1690	10	169	30	67.6	7	9.7	36	87.3
Adult	Non-Print	Audio	270	Audiobook Sci-Fi/Fantasy	648	1.1	710	87.27%	620	10	62	30	24.8	7	3.5	36	31.5
Adult	Non-Print	Audio	271	Audiobook Romance	326	1.1	360	87.42%	310	10	31	30	12.4	7	1.8	36	16.2
Adult	Non-Print	Games	135	Games, toys	19	10.5	200	100.00%	200	1	200	30	80	4	20	36	180
Adult	Non-Print	Misc.	132	Soc. Serv. Equip.	89	2	180	98.99%	180	1	180	30	72	3	24	36	216
Adult	Non-Print	Misc.	197	YA/Adult Console games	1030	5	5150	59.40%	3060	21	146	30	58.4	7	8.3	36	74.7
Adult	Non-Print	Video	157	Comedy Films	2148	1	2150	74.95%	1610	20	80	30	32	7	4.6	48	48.3
Adult	Non-Print	Video	158	Musical Films	382	1	380	79.61%	300	20	15	30	6	7	0.9	48	9.45
Adult	Non-Print	Video	166	Suspense Movies	1439	1	1440	74.43%	1070	20	54	30	21.6	7	3.1	48	32.55
Adult	Non-Print	Video	167	Action Movies	1299	1	1300	66.90%	870	20	44	30	17.6	7	2.5	48	26.25
Adult	Non-Print	Video	168	Western Movies	192	1	190	78.08%	150	20	8	30	3.2	7	0.5	48	5.25
Adult	Non-Print	Video	169	Video Music Center	1667	1	1670	86.55%	1450	20	72	30	28.8	7	4.1	48	43.05
Adult	Non-Print	Video	170	Video 000-099	38	1	40	92.70%	40	20	2	30	0.8	7	0.1	36	0.9
Adult	Non-Print	Video	171	Video 100-199	58	1	60	76.72%	50	20	2	30	0.8	7	0.1	36	0.9
Adult	Non-Print	Video	172	Video 200-299	92	1	90	82.77%	70	20	4	30	1.6	7	0.2	36	1.8
Adult	Non-Print	Video	173	Video 300-399	771	1	770	83.78%	650	20	32	30	12.8	7	1.8	36	16.2
Adult	Non-Print	Video	174	Video 400-499	113	1	110	96.81%	110	20	6	30	2.4	7	0.3	36	2.7
Adult	Non-Print	Video	175	Video 500-599	516	1	520	86.53%	450	20	22	30	8.8	7	1.3	36	11.7
Adult	Non-Print	Video	176	Video 600-699	816	1	820	76.04%	620	20	31	30	12.4	7	1.8	36	16.2
Adult	Non-Print	Video	177	Video 700-799	4425	1	4420	75.17%	3320	15	221	30	88.4	7	12.6	48	132.3
Adult	Non-Print	Video	178	Video 800-899	266	1	270	86.42%	230	20	12	30	4.8	7	0.7	36	6.3
Adult	Non-Print	Video	179	Video 900-999	1091	1	1090	84.84%	920	20	46	30	18.4	7	2.6	36	23.4
Adult	Non-Print	Video	180	Video Biography	70	1	70	88.43%	60	20	3	30	1.2	7	0.2	36	1.8
Adult	Non-Print	Video	181	Russian	2588	1	2590	91.88%	2380	20	119	30	47.6	7	6.8	36	61.2
Adult	Non-Print	Video	182	Chinese	1238	1	1240	91.49%	1130	20	56	30	22.4	7	3.2	36	28.8
Adult	Non-Print	Video	183	Horror Films	441	1	440	80.58%	350	20	18	30	7.2	7	1	36	9
Adult	Non-Print	Video	184	Anime DVDs	320	1	320	88.39%	280	18	16	30	6.4	7	0.9	36	8.1
Adult	Non-Print	Video	185	Feature Films	3849	1.05	4040	67.78%	2740	20	137	30	54.8	7	7.8	48	81.9

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Adult	Non-Print	Video	186	Foreign Films	2048	1	2050	76.99%	1580	20	79	30	31.6	7	4.5	48	47.25
Adult	Non-Print	Video	187	Family Films	1129	1.25	1410	60.72%	860	20	43	30	17.2	7	2.5	48	26.25
Adult	Non-Print	Video	194	Science Fiction Movies	729	1	730	60.93%	440	20	22	30	8.8	7	1.3	48	13.65
Adult	Non-Print	Video	195	Romance Movies	1160	1	1160	68.16%	790	20	40	30	16	7	2.3	48	24.15
Juvenile	Print	Early Readers	202	J Easy	3719	2	7440	51.35%	3820	33	116	30	46.4	3	15.5	36	139.5
Juvenile	Print	Early Readers	214	J Beginning Chap. Books	4681	2	9360	51.28%	4800	27	178	30	71.2	3	23.7	36	213.3
Juvenile	Print	Fiction	200	J Fic	14963	0.75	11220	79.10%	8880	14	634	30	253.6	4	63.4	36	570.6
Juvenile	Print	Fiction	201	J Pic	23271	1.05	24430	68.91%	16840	27	624	30	249.6	2	124.8	36	1123.2
Juvenile	Print	Fiction	204	J Folk & Fairy	1560	1	1560	81.41%	1270	28	45	30	18	3	6	36	54
Juvenile	Print	Fiction	209	J Myst (was J Lg. Pr)	1313	1	1310	69.77%	910	15	61	30	24.4	4	6.1	36	54.9
Juvenile	Print	Fiction	210	J PB	6276	0.75	4710	72.36%	3410	18	189	30	75.6	4	18.9	36	170.1
Juvenile	Print	Fiction	213	J Graphic Novel	2103	1.5	3150	47.00%	1480	24	62	30	24.8	3	8.3	36	74.7
Juvenile	Print	Fiction	216	J Short Story (was Jaudio)	235	1	240	88.24%	210	17	12	30	4.8	4	1.2	36	10.8
Juvenile	Print	Non-Fiction	203	J Holiday	3117	1	3120	91.57%	2860	29	99	30	39.6	5	7.9	36	71.1
Juvenile	Print	Non-Fiction	205	J NF	35542	1.25	44430	87.57%	38910	24	1621	30	648.4	3	216.1	36	1944.9
Juvenile	Print	Non-Fiction	206	J Foreign	4741	1.25	5930	84.72%	5020	25	201	30	80.4	4	20.1	36	180.9
Juvenile	Print	Non-Fiction	207	J Ref	373	1	370	100.00%	370	16	23	30	9.2	3	3.1	36	27.9
Juvenile	Print	Non-Fiction	208	J Prof	348	1	350	91.10%	320	15	21	30	8.4	6	1.4	36	12.6
Juvenile	Print	Non-Fiction	211	J Mag	434	1	430	70.13%	300	48	6	30	2.4	3	0.8	36	7.2
Juvenile	Print	Non-Fiction	212	J Parents	534	0.75	400	84.09%	340	24	14	30	5.6	6	0.9	36	8.1
Juvenile	Print	Non-Fiction	219	J Biography	4669	1.25	5840	78.35%	4580	26	176	30	70.4	3	23.5	36	211.5
Juvenile	Non-Print	Audio	189	Juv. Book on Player	376	5	1880	62.77%	1180	11	107	30	42.8	4	10.7	36	96.3
Juvenile	Non-Print	Audio	217	J Music CD	318	1	320	78.84%	250	30	8	30	3.2	5	0.6	36	5.4
Juvenile	Non-Print	Audio	222	J Audiobook	1395	0.75	1050	75.32%	790	12	66	30	26.4	4	6.6	36	59.4
Juvenile	Non-Print	Games	198	J console games	204	10	2040	50.54%	1030	20	52	30	20.8	5	4.2	36	37.8
Juvenile	Non-Print	Games	199	J Nintendo DS games	173	10	1730	64.85%	1120	20	56	30	22.4	5	4.5	36	40.5
Juvenile	Non-Print	Video	215	J Video	5085	1.1	5590	71.62%	4000	22	182	30	72.8	5	14.6	36	131.4
Juvenile	Non-Print	Video	218	J Playaway Video	143	5	720	87.87%	630	8	79	30	31.6	4	7.9	36	71.1
Teen	Print	Fiction	143	Teen	7858	1.25	9820	82.93%	8140	12	678	30	271.2	5	54.2	36	487.8
Teen	Print	Fiction	144	Teen PB	3201	2	6400	87.37%	5590	14	399	30	159.6	5	31.9	36	287.1
Teen	Print	Fiction	153	Teen Short Stories	151	1	150	95.83%	140	15	9	30	3.6	5	0.7	36	6.3
Teen	Print	Fiction	7133	Tween Fiction	1	7500	7500	80.00%	6000	13	462	30	184.8	4	46.2	36	415.8
Teen	Print	Fiction	7134	Tween PB	1	3500	3500	80.00%	2800	14	200	30	80	4	20	36	180
Teen	Print	Misc.	152	Teen Graphic	1875	2	3750	78.95%	2960	22	135	30	54	4	13.5	36	121.5
Teen	Print	Non-fiction	154	Teen Poetry	42	1	40	91.43%	40	18	2	30	0.8	5	0.2	36	1.8
Teen	Print	Non-fiction	7135	Tween Non-Fiction	1	500	500	90.00%	450	16	28	30	11.2	4	2.8	36	25.2
Teen	Print	Non-fiction	7145	Teen Non-Fiction	1	1500	1500	90.00%	1350	16	84	30	33.6	5	6.7	36	60.3
Teen	Non-Print	Audio	151	Teen Audio	440	1.1	480	91.24%	440	11	40	30	16	5	3.2	36	28.8
zCity Archi	Misc.	Misc.	9999	Archival Material	47160	1.4859	70080	100.00%	70080	3	23360	36	7786.7	6	1297.8	0	5840.1
					569213		648270		564670		58806		21965.1		4046.7		30650.25

D. User Seating Capacities

	Notes	Existing		Building Program	
		Units	Seats	Units	Seats
Study & Reader Seating					
Adult Areas (total)			(361)		(410)
Group Study Rooms		11	44	21	105
Individual Study Rooms	¹	9	9	20	20
Study tables		40	160	24	73
Study Carrels	²	55	55	60	60
Lounge Seats		54	54	65	65
Computer stations	³	14	14	24	24
Catalog computers		8	8	14	14
Café		3	12	12	36
Misc. seating		5	5	13	13
Children's Areas			(73)		(120)
Study tables		8	32	14	56
Booths		-	-	3	12
Lounge Seats		12	15	13	21
Computer stations		8	8	10	10
Catalog computers		2	2	5	5
Misc. seating		16	16	16	16
Teen Area			(20)		(57)
Group Study Rooms			n/a	1	6
Study tables		1	4	2	9
Study Carrels		-	-	3	3
Lounge Seats		2	2	18	18
Computer stations		3	3	11	11
Catalog computers		1	1	2	2
Café & game tables		4	8	4	8
Misc. seating		2	2		
Total Study and Reader seating			454		587

	Notes	Existing	Building Program
Meeting Room Seating			
Druker Auditorium	4	125	200
Conference Rooms			
Trustees Room	5	24	24
Conference Room A		16	20
Programmed Conf. B		n/a	20
Programmed Conf. C		n/a	44
Computer Lab	3	6	30
Children's Computer Lab		n/a	16
Children's Story Room		30	60
Children's Crafts Room		n/a	24
Teen Activity Space		n/a	16
Maker Space		n/a	24
Total Meeting Room Seating		207	478

Notes

- 1 In the existing building these were bizarrely set up with two carrels each, with users seated back to back. We have counted these as one, as they are not used as designed.
- 2 In the existing building these are traditional single or double carrels (counted as 2), heavy and immovable. Some of these may be retained, but the increased numbers are separate single-person tables with free-standing dividers, so they could be brought together for group use.
- 3 The existing lab doubles as drop-in public computing space. This was nearly its exclusive use in before 2014, but recently it has been booked for programs on a daily basis.
- 4 Original plans for Druker Auditorium show 163 seats drawn, without a center aisle. Since we added staging and found the center aisle and a rear table indispensable, we have seated 125 maximum.
- 5 Trustees Room sits 10 at the conference table.

XII. Area Descriptions

The following pages comprise a descriptive page for each particular area of the library. A few of the spaces indicate a “quantity of rooms” greater than one, where similar spaces are repeated.

The type of space is either Assignable or Non-Assignable. Assignable space is that which forms part of the program of library service, the functional areas that a designer must consider. They have square foot target estimates. The few Non-Assignable spaces listed do not typically have to be included in a building program, and do not have square footage targets. They are only included here where the designer should bear in mind some feature or requirements of the space beyond code requirements that we have considered significant.

Spaces with a Traffic rating of 5 or close to it benefit from being where many people are or naturally pass by in the course of using the library. Spaces with a rating closer to 1 benefit from being away from public bustle.

The relationships description is a key element for designers to consider, and the totality of these descriptions should guide the designer in how the building comes together. While library staff, admin and others who are used to the current building and have been living the planning of improvements may have very definite ideas on which floor an area should appear on, these are deliberately not included here so that a designer may take a fresh look at these assumptions.

AreaName				Activity Center			ID	122
Accessible Equipment				Accessibility			Traffic Rating (5=high)	2
Role				TypeofSpace				
Service				Assignable				
Purpose								
To offer equipment that aids in accessibility both for those using the library and who want to borrow from it.								
Users								
Members of the public with physical disabilities.								
Relationships								
Near Large Print collection and tech help.								
Current Limitations								
Features and equipment								
Tables or counters for Accessible equipment use and storage. Lockable cabinets for smaller equipment.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	2	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Magazine and catalog holders								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	50	
	1	10	0	1	50	SF:		

AreaName				Activity Center			ID	150
Business Center Conference				Business Center			Traffic Rating (5=high)	2
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A large study room that will serve as the interview space for SCORE volunteers (Senior Core of Retired Executives) working with local businesspeople, but also be available for others to book.								
Users								
People wishing to start and improve their businesses.								
Relationships								
Near business collections.								
Current Limitations								
SCORE now uses a random study room								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	1	1	0	0	0	
Furnishings						Seats @ Rect Table	6	
Media equipped peninsula conference table, slightly larger than in other study rooms. Lockable file for SCORE volunteers.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	200	
	0	10	0	1	200	SF:		

AreaName		Activity Center		ID	130		
Archive Cold Storage		City Archives		Traffic Rating (5=high)	1		
Role		TypeofSpace					
Staff		Assignable					
Purpose							
An area with distinct temperature controls that holds materials where low temperature is a preservation advantage. See description on p.10 of "Strategic Plan for Newton Archives and Records" December 22, 2015.							
Users							
City Archivist and conservation workers							
Relationships							
Next to Archival Collection storage and Archive Office							
Current Limitations							
Does not exist							
Features and equipment							
Year-round cooling and humidity control distinct from other building controls.							
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks
0	1	0	0	0	0	0	1
Furnishings						Seats @ Rect Table	0
1 work table for examining materials.						Seats @ Rnd/Conf	0
						Carrel Seats	0
						Lounge Seats	0
						Guest Seats	0
						AudSeating	0
						ConfSeating	0
Shelving			OtherSpaceNotes				
832 LF for existing collections. At 2% annual ingestion, the target need is 1236 LF. Filling 32" of each 36" shelf we would project 463 shelves or 77 Single faced stacks each taking 10 Sq'. Minimum.							
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	841
	77	10	0	1	841	SF:	

AreaName		Activity Center		ID		91	
Archive Collections		City Archives		Traffic Rating (5=high)		2	
Role		TypeofSpace					
Staff		Assignable					
Purpose							
Storage space for City Archives material and for archival material belonging to City Departments.							
Users							
City Archivist, researchers, conservator							
Relationships							
Easy access path from loading dock area. Direct exterior access desirable.							
Current Limitations							
At capacity. Halon fire suppression system is obsolete, needs code review.							
Features and equipment							
Compact storage. A possible model would be the Hanel Lean Lift vertical storage system. A worksurface near collection pickup point or shelves to examine materials - at least 60"x36"							
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks
0	1	0	0	0	0	0	1
Furnishings						Seats @ Rect Table	0
						Seats @ Rnd/Conf	0
						Carrel Seats	0
						Lounge Seats	0
						Guest Seats	0
						AudSeating	0
						ConfSeating	0
Shelving			OtherSpaceNotes				
Existing collections comprise 15,720 linear feet, or an estimated 15,100 cubic feet. A 2% growth factor for a 20-year plan would increase that to 23,360. Square Foot estimate below would be for traditional compact shelving			Space needed for 23360 LF of collections on Compact shelving:				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	5911
	0	10	5840	1	5911	SF:	

AreaName				Activity Center			ID 92	
Archive Office				City Archives			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Workspace for the City Archivist								
Users								
City Archivist								
Relationships								
Close to Archive collections and assessment								
Current Limitations								
Features and equipment								
Easy access to staff workroom sink. Extended work surface for materials. Printer, scanner, phone								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	0	1	
Furnishings						Seats @ Rect Table	0	
Work surfaces for Archivist and one or more volunteers.						Seats @ Rnd/Conf	4	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
10-15 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	241	
	1	10	0	1	241	SF:		

AreaName				Activity Center			ID 48	
Accessibility: Large Print				Collections			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
Access to Large Print, Braille and equipment of the Accessible Services section. This collection should grow with the demographic changes anticipated for Newton.								
Users								
Visitors with vision deficits or other accessibility needs or interests.								
Relationships								
Easy to get to for people visiting the library, but not in a high-traffic zone. Near accessible equipment.								
Current Limitations								
Collections are at capacity. Lighting is not augmented for people with vision difficulty. Present height of shelving too tall.								
Features and equipment								
Catalog computer and two reader/magnifier stations. Particular attention should be paid to lighting sufficiency.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	3	0	0	1	
Furnishings						Seats @ Rect Table	0	
2 small tables, 4 lounge chairs. Side table for lounge seating. Information display/pamphlet area.						Seats @ Rnd/Conf	6	
						Carrel Seats	0	
						Lounge Seats	4	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
				Collection space needed:				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1190	
	0	10	814	1	1190	SF:		

AreaName				Activity Center			ID 39	
Biography				Collections			Traffic Rating (5=high)	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
Users								
Relationships								
Current Limitations								
Relegated to the 3rd floor due to lack of space on the 2nd.								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	2
							Lounge Seats	1
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	591	
	0	10	476	1	591	SF:		

AreaName				Activity Center			ID	149
Business & Reference				Collections			Traffic Rating (5=high)	3
Role				TypeofSpace				
Collection				Assignable				
Purpose								
This space provides Information and workspace for people pursuing business opportunites.								
Users								
Relationships								
Current Limitations								
Limited to a business index table in the Periodicals area.								
Features and equipment								
Scanning Center, 4 internet research computers, printer. Informational display for City Economic Development and business initiatives.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	5	1	0	0	
Furnishings						Seats @ Rect Table	8	
						Seats @ Rnd/Conf	0	
						Carrel Seats	4	
						Lounge Seats	2	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
				Reference Collections: 712 SF				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1367	
	0	10	712	1	1367	SF:		

AreaName				Activity Center			ID 21	
Fiction Genres				Collections			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
Access to and display of our General Fiction, Mystery, SciFi, Romance, Short Story and Paperback collections.								
Users								
Relationships								
Current Limitations								
Features and equipment								
Catalog computer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	0	0	4	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	6	
						Carrel Seats	0	
						Lounge Seats	10	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	4712	
	0	10	4163	1	4712	SF:		

AreaName				Activity Center			ID	148
Literacy & Language Center				Collections			Traffic Rating (5=high)	2
Role				TypeofSpace				
Collection				Assignable				
Purpose								
This space supports a tremendously active readership of world languages, as well as a successful English Language Learning program with typically 300 volunteers helping as many as 600 learners at any one time.								
Users								
Learners of English and English speakers interested in other languages.								
Relationships								
Current Limitations								
It is just beginning to be set up. The biggest lack is tutor space and furnitue suited for tutor/student use, i.e. round tables where people can work at a 90 degree angle to each other.								
Features and equipment								
2 catalog computers and 2 internet access / language learning computers. Staff station.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	4	0	0	0	
Furnishings						Seats @ Rect Table	0	
Flexible, collaborative seating that can be moved around easily.						Seats @ Rnd/Conf	24	
						Carrel Seats	16	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Collections include Literacy instruction, Language learning (Dewey 400s and AV materials), and all materials written or presented in languages other than English.				Collections comprise 1200SF				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	2520	
	0	10	1200	1	2520	SF:		

AreaName				Activity Center			ID	121
Local History				Collections			Traffic Rating (5=high)	1
Role				TypeofSpace				
Collection				Assignable				
Purpose								
To house Newton and Mass. Historical materials for both preservation and access. Space should be divided for open, publicly accessible shelving and staff only access, which could be compact shelving. The collection includes monographs, periodicals, photos, slides, maps, video and sound recordings and 3D items.								
Users								
People researching Newton History and personal geneology. School groups often use it for assignments. House and family history researchers.								
Relationships								
The current relation to the City Archives space could be useful to maintain. Also near to microfilm reader equipment.								
Current Limitations								
Is on prime first floor space. Parts of the collection are currently on motorized compact shelving that is constantly under repair and is the only one of its kind still in operation, anywhere.								
Features and equipment								
Should be in an enclosed, securable area. Staff workstation, 2 public computers for research, printer. Cradel scanning station for historic materials. Preservation: UV filtered lighting; separate temp and humidity controls								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	3	1	0	0	
Furnishings						Seats @ Rect Table	8	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	2	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Items in our current compact shelving were included in the City Archives counts.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1003	
	0	10	518	1	1003	SF:		

AreaName				Activity Center			ID 59	
Music Center				Collections			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
To bring together items of interest to music enthusiasts no matter what the format.								
Users								
Music enthusiasts, including high school classes, teachers, instrument and voice students, concert goers.								
Relationships								
Near auditorium or performance space. Near recording studio.								
Current Limitations								
An area reated in 2015. It has no listening station capability and limited display space. Needs more specialized display shelving to better present different formats together.								
Features and equipment								
Catalog Computer. Music research computer that can print public domain music. Bulletin board & display area for local music.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	3	0	0	2	
Furnishings						Seats @ Rect Table	0	
Two small round tables, and lounge seating.						Seats @ Rnd/Conf	6	
						Carrel Seats	0	
						Lounge Seats	4	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
						Shelving		
Varied display shelving for books, recordings and scores. Different formats are often shelved in the same physical space, requiring special attention to shelving types.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1287	
	0	10	900	1	1287	SF:		

AreaName				Activity Center			ID 29	
NF 000-299				Collections			Traffic Rating (5=high) 3	
Role			TypeofSpace					
Collection			Assignable					
Purpose								
Users								
Relationships								
Current Limitations								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	1	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	4
							Lounge Seats	2
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Does not include computer books in 004-006								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1018	
	0	10	777	1	1018	SF:		

AreaName				Activity Center			ID 31	
NF 300s				Collections			Traffic Rating (5=high)	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
To house Social Science collections								
Users								
Relationships								
Current Limitations								
Features and equipment								
Catalog computer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	0	0	1	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	4	
						Lounge Seats	2	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1625	
	0	10	1349	1	1625	SF:		

AreaName				Activity Center			ID 33	
NF 500-699				Collections			Traffic Rating (5=high) 3	
Role			TypeofSpace					
Collection			Assignable					
Purpose								
To house Science and Technology collections, with an added area to do rotating display presentations on STEM topics.								
Users								
Relationships								
Current Limitations								
Undifferentiated stack area								
Features and equipment								
Catalog computer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	0	0	2	
Furnishings							Seats @ Rect Table	0
Display tables with center shelf (as in old Index Tables)							Seats @ Rnd/Conf	0
							Carrel Seats	4
							Lounge Seats	4
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
				Collection SF = 1300, Display + 200				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1857	
	0	10	1500	1	1857	SF:		

AreaName				Activity Center			ID 35	
NF 700s				Collections			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
Collections of the Arts and of Sports & Games								
Users								
Relationships								
Current Limitations								
Features and equipment								
Catalog computer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	0	0	1	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	4	
						Lounge Seats	4	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Large art books require deeper shelving, stacked less high.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1721	
	0	10	1375	1	1721	SF:		

AreaName				Activity Center			ID 36	
NF 800s				Collections			Traffic Rating (5=high)	
Role			TypeofSpace					
Collection			Assignable					
Purpose								
Literature collections written in or translated to English.								
Users								
Relationships								
Current Limitations								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	1	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	3
							Lounge Seats	3
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1204	
	0	10	968	1	1204	SF:		

AreaName				Activity Center			ID 37	
NF 900s				Collections			Traffic Rating (5=high)	
Role			TypeofSpace					
Collection			Assignable					
Purpose								
World History collections, excluding Travel Books								
Users								
Relationships								
Current Limitations								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	0	0	1	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	3
							Lounge Seats	3
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1416	
	0	10	1145	1	1416	SF:		

AreaName				Activity Center			ID 40	
Periodical				Collections			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
To display current periodicals in a comfortable seating area with a mix of tables and lounge chairs.								
Users								
Relationships								
Current Limitations								
Periodical stacks are 90" high, blocking good window light, but top sections are unused.								
Features and equipment								
Microform reader. 3 distinct storage needs: Current issues, with face out display and current year Backfile in boxes Microform cabinets.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	1	8	1	
Furnishings							Seats @ Rect Table	0
3 round tables							Seats @ Rnd/Conf	9
							Carrel Seats	0
							Lounge Seats	10
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Cover display for current issues on slant shelves, with current year underneath, and boxes for backfiles.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1036	
	0	10	285	1	1036	SF:		

AreaName				Activity Center			ID	143
Travel Center				Collections			Traffic Rating (5=high)	3
Role				TypeofSpace				
Collection				Assignable				
Purpose								
A collection area that brings together items of interest to travellers, such as Audio Books, Travel Books, maps and Atlases								
Users								
Relationships								
It is useful to be near the Fiction collection								
Current Limitations								
Features and equipment								
Reg Equip.: 4 Atlas cases; catalog computer. Map files								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	1	5	0	0	1	
Furnishings						Seats @ Rect Table	1	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	2	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Collections include 910 Travel Books, Audio Books in various formats.				Collection needs of 830 SF				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1126	
	0	10	830	1	1126	SF:		

AreaName				Activity Center			ID 2	
Art Gallery				Community			Traffic Rating (5=high)	
4								
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
The Art Gallery showcases several featured artists every month, selected by an Art Committee after a detailed submission process								
Users								
On display to visitors who are mainly here for library related reasons								
Relationships								
Visible to people who have come to the library for other purposes.								
Current Limitations								
Competition in main lobby with Friends sale, return functions.								
Features and equipment								
Wall space in an area you can step back from and view, and also view without being jostled by passersby. Ability to display 3-4 pieces of statuary. Art hanging rail system. Lighting system that can highlight the art well without casting glare or shadow lines. High ceilings for large pieces.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
A bench or other appropriate place for viewers to rest. Guest book pedestal with storage for price lists, artist info.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
None				130 LF of wall space with 8' viewing space				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1040	
0	0	10	1040	1	1040	SF:		

AreaName				Activity Center			ID 1	
Auditorium				Community			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
Druker Auditorium hosts a variety of large programs from concerts to training sessions, lectures and elections.								
Users								
Visitors to the library, many who do not visit regularly. This is the one area that could benefit from the "buy the milk" location principle, drawing infrequent visitors past interesting aspects of the library. The number of times we have opened Druker auditorium when the rest of the library is closed can be counted on one hand in 25 years.								
Relationships								
Close to an elevator if not on the main floor. Next to a conference room that can be used as a green room.								
Current Limitations								
140 seat capacity. Acoustics. Speakers always at the short end. Dimensions twice as long as wide. Poor setup for AV equipment and access to AV connections. Sound system is only mono, inadequate for movies.								
Features and equipment								
Room no less square than 3:4 ratio. Front of room can be on short or long side. Raised platform. Speaker podium can be moved and power connected at several different locations on long or short sides. Sound & video system sufficient for speakers and films. Easily accessible chair and table storage with wide doors. Presenters must have easy access to lighting controls, screen control, and media hookups. Grand Piano. Coat closet or hanging area. Separate lighting controls for screen and presentation areas with presenter spots. Art hanging track along walls. Assistive technology system for the hearing impaired.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	1	0	0	
Furnishings							Seats @ Rect Table	0
Comfortable light seats (area 21x38 for current mesh seats). 12 Lightweight, easily foldable 6'x30" tables. Program literature display.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	200
							ConfSeating	0
Shelving				OtherSpaceNotes				
None				Coat closet				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	3210	
	0	10	100	1	3210	SF:		

AreaName				Activity Center			ID	124
Café				Community			Traffic Rating (5=high)	5
Role				TypeofSpace				
Seating				Assignable				
Purpose								
A place for people to get a drink, soup or sandwich and relax while talking to others.								
Users								
All ages. Should be very popular with family groups, students and adults.								
Relationships								
Very visible to all, central. Convenient to the Children's area and with new materials area visible from people using it.								
Current Limitations								
Only a self-serve snack area created by taking a small conference room and the meeting kitchenette out of service for their intended purpose.								
Features and equipment								
Server only area needs a display/customer counter with food prep area behind.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
A mix of sizes and heights of round café tables.						Seats @ Rnd/Conf	36	
						Carrel Seats	0	
						Lounge Seats	6	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
				Server area				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1180	
	0	10	250	1	1180	SF:		

AreaName				Activity Center			ID		111
Conference room: Mid-sized				Community			Traffic Rating (5=high)		2
Role				TypeofSpace					
Meeting				Assignable					
Purpose									
Area for medium sized events and meetings of up to 44 people.									
Users									
The general public will use it for community meetings and library staff will use it for workshops or other larger group meetings.									
Relationships									
Current Limitations									
Does not exist									
Features and equipment									
Includes a serving counter with a small sink, either in the room or situated next to an area that meeting users can easily access.									
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks		
0	0	0	0	0	1	0	0		
Furnishings							Seats @ Rect Table	0	
Comfortable wheeled conference chairs at movable and re-configurable conference tables. 24 seated at tables, and 20 at edges.							Seats @ Rnd/Conf	0	
							Carrel Seats	0	
							Lounge Seats	0	
							Guest Seats	20	
							AudSeating	0	
							ConfSeating	24	
Shelving				OtherSpaceNotes					
None									
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	930		
	0	10	0	1	930	SF:			

AreaName				Activity Center			ID 125	
Conference room: Small				Community			Traffic Rating (5=high) 3	
Role			TypeofSpace					
Meeting			Assignable					
Purpose								
Rooms for small to medium sized events and meetings								
Users								
Bookable by the general public, but also needed for Library Clubs, ELL and other classes, City Dept. meetings.								
Relationships								
Current Limitations								
Room A can only fit 16. Room B had to be converted to a Café space.								
Features and equipment								
Mounts for hanging projector screen. Mounts and power/AV connections for hanging projector. Sideboard shelf/cabinet area with connections to projector, place to mount computer. Near an area where there is a sink and counter for serving coffee and cleanup.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
Comfortable, wheeled meeting chairs. Tables on wheels no larger than 6'x30" that can be moved and configured to meet various needs. 16 Seated at tables plus 4 at edges.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	4
							AudSeating	0
							ConfSeating	16
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	800	
	0	10	0	2	400	SF:		

AreaName				Activity Center			ID 95	
Custodial supply closet				Custodial			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
To house domestic paper and cleaning supplies, as well as cleaning equipment.								
Users								
Custodians and City maintenance personnel.								
Relationships								
Next to custodial workroom								
Current Limitations								
Not good for storing large floor-cleaning equipment.								
Features and equipment								
Securable. Work table, tool storage cabinet. 2 lockable supply cabinets. Storage for 2 floor cleaners, vacuums, mop buckets, 2 trash collection barrels on wheels.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	4	2	2	0	
Furnishings						Seats @ Rect Table	2	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Utility shelving								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	402	
	6	12	0	1	402	SF:		

AreaName				Activity Center			ID 94	
Custodial Workroom				Custodial			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
A place for custodial equipment and to make light repairs								
Users								
Custodians								
Relationships								
Close to loading dock								
Current Limitations								
Features and equipment								
Slop sink, work table, shelving, equipment storage								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	3
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Utility shelving								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	60	
	0	10	0	1	60	SF:		

AreaName				Activity Center			ID 96	
Custodian's Office				Custodial			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Users								
Head Custodian								
Relationships								
Current Limitations								
Features and equipment								
Securable, 4-drawer Vertical Files, tool cabinet								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	1
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
6-9 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	80	
	0	10	0	1	80	SF:		

AreaName				Activity Center			ID 93	
Loading Dock				Custodial			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Non-Assignable				
Purpose								
Area to receive deliveries.								
Users								
Relationships								
Current Limitations								
Features and equipment								
Double doors.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID 112	
Mechanical				Custodial			Traffic Rating (5=high)	
Role				TypeofSpace				
Staff				Non-Assignable				
Purpose								
Users								
Relationships								
Current Limitations								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID		153
Overstock Storage				Custodial			Traffic Rating (5=high)		1
Role				TypeofSpace					
Staff				Assignable					
Purpose									
A specific storage area to hold building materials overstock as specified by the architect. Examples would be paint, carpet tile, etc.									
Users									
Custodial and Maintenance staff									
Relationships									
Near custodial supply area									
Current Limitations									
Does not exist									
Features and equipment									
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks		
0	0	1	0	0	0	2	0		
Furnishings							Seats @ Rect Table	0	
Two supply cabinets and a file for materials data.							Seats @ Rnd/Conf	0	
							Carrel Seats	0	
							Lounge Seats	0	
							Guest Seats	0	
							AudSeating	0	
							ConfSeating	0	
Shelving				OtherSpaceNotes					
Utility shelving, 24" deep									
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	194		
	12	12	0	1	194	SF:			

AreaName				Activity Center			ID 154	
Transport Sharing				Exterior			Traffic Rating (5=high)	
Role				TypeofSpace				
Service				Non-Assignable				
Purpose								
Areas of the site designated to support transport sharing options. Things that need to be considered are taxis, The Ride, Uber, Lyft and also bike share space like hubspot.								
Users								
People who wish to get to the library without using a personal automobile.								
Relationships								
Convenient to entrances.								
Current Limitations								
The zone at the Homer Street entrance works reasonably well for this, only when the space is not occupied by people parking for 1-2 minutes to drop off books, which is a very frequent use.								
Features and equipment								
A place where vehicles can pull in safely out of traffic and allow passengers to disembark, and also space for a vehicle to wait a short period of time for a passenger to arrive and get in.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
A covered passenger waiting bench						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID 4	
Friends sale organization				Friends			Traffic Rating (5=high)	
1								
Role			TypeofSpace					
Staff			Assignable					
Purpose								
A place for Friends to store, inspect and organize new donations and library discards for placement in the ongoing sale and large sale areas.								
Users								
Friends members								
Relationships								
Near the large sale area.								
Current Limitations								
In various places, tucked into Tech Services it disrupts other activity, on 3rd floor it is in publicly accessible space								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	2	4	
Furnishings							Seats @ Rect Table	4
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	454	
	15	10	0	1	454	SF:		

AreaName				Activity Center			ID 6	
Borrowers Service				Help			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Registration for cards, payment of charges with cash, staff assistance with questions about borrower accounts								
Users								
Any patrons wishing to pick up a card, or get staff help paying a fee.								
Relationships								
Near entry, Ask Desk								
Current Limitations								
Main desk is a barrier to staff moving to help patrons at self-check machines.								
Features and equipment								
Cash Register, Staff Computer(s)								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	60	
0	0	10	0	1	60	SF:		

AreaName				Activity Center			ID 7	
Checkout - Express				Help			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Checking out library materials that patrons bring from the shelves or obtain from disc dispensing units at the express check location. Payment of fines and fees to automated payment units. The area will also have catalog terminals.								
Users								
All Library borrowers, with provisions for children and disabled persons to use easily.								
Relationships								
Very obvious as borrowers leave. Close to a staff service point so that help can be provided.								
Current Limitations								
Put on ad-hoc furnishing pieces meant for other things.								
Features and equipment								
Centrally located walk-up set of kiosks. May be manufacturer supplied units or custom cabinetry with computers. May have disc dispensing unit and automatic payment units (APM) associated. Large Equipment listed is: APM, Event Display & handouts kiosk. Std. Equipment is Catalog computers. Trucks would be specialized mobile collection display units.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
6	0	0	0	4	2	0	2	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Quick pick displays in area				Lost & Found storage				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	626	
75	0	10	4	1	626	SF:		

AreaName				Activity Center			ID	155
Help: Activity Centers				Help			Traffic Rating (5=high)	5
Role				TypeofSpace				
Service				Assignable				
Purpose								
<p>These service points are associated with activity centers that need staff attention or need to be placed to control areas of the building, particularly the 2nd floor. We may need up to three of these service points to effectively provide assistance and oversight beyond the first floor.</p>								
Users								
<p>The general public who need any information about how to use a particular Activity Center or find materials in the collections around them.</p>								
Relationships								
<p>With good oversight of public areas so staff can see who may need help or attention. Near public catalog computers.</p>								
Current Limitations								
<p>Desks are rather imposing and low, making it hard to work with patrons or show them what is on the librarian's screen.</p>								
Features and equipment								
<p>Staff workstations will be more concierge style where staff can work with patrons on their screens easily, and step out to help people at nearby catalog terminals. All Help desks will have identical color coding and signage that is different from any other purpose. Has phone, printer.</p>								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	1	0	0	0	
Furnishings						Seats @ Rect Table	0	
<p>These service points should be sit/stand desk kiosks that staff can step away from easily to help and can share screen views with patrons easily. Some storage out of public view for notebooks, job aids, etc.</p>						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	345	
0	0	10	0	3	115	SF:		

AreaName				Activity Center			ID 49						
Help: All Purpose				Help			Traffic Rating (5=high) 5						
Role				TypeofSpace									
Service				Assignable									
Purpose													
This will be the first staffed service point a visitor finds in the library, and he or she will be able to get the majority of his questions on how to use the library and find materials without being referred to another location.													
Users													
The general public who need any information about the library and how to use it, as well as people needing help with their borrower accounts or wishing to pay charges.													
Relationships													
Visible from the entry doors. Next to the largest concentration of Express Checkout stations.													
Current Limitations													
Visitors must find the correct desk to ask the type of question they want to ask, and sometimes have to go back and forth between desks. Barrier desk makes it hard to help people at Express Checkout stations.													
Features and equipment													
Staff workstations will be more concierge style where staff can work with patrons on their screens easily, and step out to help people at nearby Express checkout, catalog terminals or events listing kiosk. At least one of the staff stations must be at a height appropriate to work with wheelchair users and youth. All Help desks will have identical color coding and signage that is different from any other purpose.													
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks						
3	0	0	0	2	0	0	0						
Furnishings						Seats @ Rect Table	0						
Primarily a stand-up workspace with one exception, but provision for sit/stand options should be explored						Seats @ Rnd/Conf	0						
												Carrel Seats	0
												Lounge Seats	0
												Guest Seats	0
												AudSeating	0
												ConfSeating	0
Shelving				OtherSpaceNotes									
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	250						
0	0	10	0	1	250	SF:							

AreaName				Activity Center			ID 50						
Help: Call Center				Help			Traffic Rating (5=high) 1						
Role				TypeofSpace									
Staff				Assignable									
Purpose													
Telephone, email, IM and other assistance services to patrons not in the library. 25% of Library questions come in by phone and email.													
Users													
Reference Librarians and Library Assistants assigned to the Call Center, with page support for book retrieval.													
Relationships													
This can be almost anywhere that has windows and other means to make it a pleasant workspace. There could be some value in having it near the Information Interview Help space for coverage reasons, and near reserve pickup, pushing it to the first floor.													
Current Limitations													
In development at this date. If implemented as practical in the existing building in 2016, it will provide staff presence on the 3rd floor, but not be near reserve pickup or actively used information service points.													
Features and equipment													
Each workstation will have a phone with headset attachment, and will have excellent acoustic absorption features. Each station will also have a document scanner. A high-speed workgroup printer will help with pull-list management.													
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks						
5	1	0	1	1	0	0	1						
Furnishings						Seats @ Rect Table	0						
Sit/stand workstations						Seats @ Rnd/Conf	0						
												Carrel Seats	0
												Lounge Seats	0
												Guest Seats	0
												AudSeating	0
												ConfSeating	0
Shelving				OtherSpaceNotes									
For limited ready-reference materials.													
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	448						
	3	9	0	1	448	SF:							

AreaName				Activity Center			ID	131
Reference Interview Space				Help			Traffic Rating (5=high)	4
Role				TypeofSpace				
Service				Assignable				
Purpose								
The spot where a patron with an in-depth question is referred to from the Ask Desk.								
Users								
A Reference Librarian and 1-3 members of the public.								
Relationships								
Close to the Ask Desk - so that Ask Desk staff can easily walk a patron over to the area. (Close to the Call Center so that the Ref. Librarian assigned to it can do double duty at slower times??)								
Current Limitations								
All reference interviews must be conducted in open public areas by staff who are responsible for covering a section of the building								
Features and equipment								
The space must be highly visible to public areas but have good sound separation to encourage private conversation. Workstation must be set up so that it is easy for the Librarian to share the screen with the patron.								
Printer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	0	0	0	1	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	2	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
10 LF for ready reference materials and manuals.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	205	
	1	10	0	1	205	SF:		

AreaName				Activity Center			ID	151
Literacy Office				Literacy Center			Traffic Rating (5=high)	2
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Office space for the Full-time ELL coordinator. Coordinator has a strong presence in the Literacy & Language center and often meets with tutors and prospective learners.								
Users								
Relationships								
Next to Language Center								
Current Limitations								
Has taken over a study room								
Features and equipment								
Enclosed office to facilitate frequent phone use.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	2	1	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	3	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
12 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	215	
	1	10	0	1	215	SF:		

AreaName				Activity Center			ID 20	
Collections: New Books				Marketplace			Traffic Rating (5=high) 5	
Role			TypeofSpace					
Collection			Assignable					
Purpose								
To present the array of new materials to library users. This area is a microcosm/showcase of what the library has to offer as a whole.								
Users								
Users both looking for new materials specifically and those who will happen across materials of interest.								
Relationships								
Express checkouts. Café. Ask desk. Entry.								
Current Limitations								
Lighting. Descriptive signage. Too far from entry. New NF shelving was really designed for larger reference works.								
Features and equipment								
Browsing tables, slant shelving or wall shelving with faceout capabilities. 4 Catalog computers. Carts parked in browse mode.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	4	0	0	6	
Furnishings						Seats @ Rect Table	0	
Lounge chairs, benches, small end tables						Seats @ Rnd/Conf	6	
						Carrel Seats	0	
						Lounge Seats	8	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Very substantial faceouts in every shelving section. Reservoir of spine out books to replace faceouts. See Richmond BC Powerwall concept.				Display shelving				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1356	
7500	0	12	750	1	1356	SF:		

AreaName				Activity Center			ID 3	
Friends ongoing book sale				Marketplace			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Sale of donations from the main lobby earns thousands of dollars per year.								
Users								
Visitors here for mainly other purposes								
Relationships								
Near primary paths of travel or interest. Near Café. (Models of this working well are in Watertown, Worcester and Walpole)								
Current Limitations								
Cart based. Clutter in entry. Using standard book trucks which do not effectively use space.								
Features and equipment								
Sale table / cart.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	1	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Mobile display shelving mixed with wall shelving where appropriate								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	180	
	10	12	0	1	180	SF:		

AreaName				Activity Center			ID 57	
Reserve pickup				Marketplace			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
Borrowers pick up their reserve requests at self-pick shelving.								
Users								
People using the reserve systems to pick up books from Newton and other libraries, often as a quick grab and go.								
Relationships								
Very close to entry.								
Current Limitations								
Far from the parking								
Features and equipment								
Express checkout terminal.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	1	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	290	
	20	12	0	1	290	SF:		

AreaName				Activity Center			ID 60	
Video Recordings				Marketplace			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
A welcoming browsing area for video materials very convenient to the entry, comprising part of the new materials "Marketplace" as featured in the Arlington Hts., Ill library.								
Users								
Relationships								
Current Limitations								
Current area serves as a model for future needs.								
Features and equipment								
2 Catalog Computers								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	2	0	0	3	
Furnishings							Seats @ Rect Table	0
"Guest seats" would be padded benches for browsers to quickly use.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	4
							Guest Seats	8
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Wider aisles to facilitate browsing of this heavily used collection. Additional browsing shelving.				Collection SF needed				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1302	
	15	12	719	1	1302	SF:		

AreaName				Activity Center			ID 99	
Materials Acquisitions				Materials Services			Traffic Rating (5=high)	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Work spaces to prepare orders and check material receipts.								
Users								
Relationships								
Near materials receiving								
Current Limitations								
Features and equipment								
Work desks with computers								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	0	1	0	0	0	0	4	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	174	
	0	10	0	1	174	SF:		

AreaName				Activity Center			ID 97	
Materials Cataloging				Materials Services			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Workspace to catalog new materials								
Users								
Cataloger doing database lookup and entry work with carts of materials.								
Relationships								
Near receiving and Materials Processing								
Current Limitations								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	2	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Shelving to hold materials ready to be released for use.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	122	
	4	10	0	1	122	SF:		

AreaName				Activity Center			ID 98	
Materials Processing				Materials Services			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Workspaces to prepare materials for use in the collection. Work includes RFID tagging, encoding, book covering, label production and affixing for a range of materials types.								
Users								
Relationships								
Near materials receiving.								
Current Limitations								
Not well deliniated. Doesn't meet capacity								
Features and equipment								
Materials work counter. Standard size sink. 6 workstations assigned to full time staff. 2 shared by four PT staff. Reg Equip: Laminator; printer Lg Euip: Copier								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
8	2	0	0	2	1	0	25	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
24 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1035	
	4	10	0	1	1035	SF:		

AreaName				Activity Center			ID 76	
Materials Receiving				Materials Services			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Delivery will drop off boxes of new books where they will be opened and inventoried on computer systems.								
Users								
Delivery drivers, Library Staff								
Relationships								
Near loading dock or elevator nearby								
Current Limitations								
Not a delineated, secure space								
Features and equipment								
Delivery driver can wheel a two-wheeler with book boxes onto a platform that can be adjusted to raise boxes to counter height. This is next to an inventory workstation counter where items are unpacked and moved onto trucks. Materials receiving area has very good task lighting for examining shipments.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	0	3	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	153	
0	0	10	0	1	153	SF:		

AreaName				Activity Center			ID 78	
Materials Services Head				Materials Services			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Office, conference area								
Users								
Department head								
Relationships								
Oversight of Materials Services working area								
Current Limitations								
Poor oversight								
Features and equipment								
Securable for meetings. Additional table space to hold materials under review								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	0	2	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	4	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
10-15 LF				Additional table/counter space				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	272	
	3	10	20	1	272	SF:		

AreaName				Activity Center			ID 58	
Patron returns				Materials Services			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Provide a convenient, accessible and secure locations for materials to be returned to the library.								
Users								
Relationships								
Feeds into return processing area. Interior returns have visibilty to Help desk								
Current Limitations								
No 24-hour return on parking lot side								
Features and equipment								
2 interactive return slots inside library 1 of same on outside, all directly connected to AMH unit. Interior slot for drop and go return.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	3	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	105	
	0	10	0	1	105	SF:		

AreaName				Activity Center			ID 135	
Children's Restrooms				Restrooms			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Service				Non-Assignable				
Purpose								
Restrooms that are unisex single (family assisted) user rooms.								
Users								
For Children's room visitors of all ages. Use will often be a parent/guardian with a small child (or two), and attendant bags, even a stroller.								
Relationships								
At least one near the story room. Entry easily visible to staff, and ideally within audible distance of regular staff work areas.								
Current Limitations								
Tiny, one person, adults cannot use.								
Features and equipment								
Single user rooms should still provide two mixed height bowls, for adult and small child use. Could also provide dual height sinks. Hands free operation of towels, soap, faucets, flush. Changing Table in all restrooms. Nearby drinking fountain(s) at child and adult heights, with water bottle filling capacity at the latter.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID	119
Restrooms				Restrooms			Traffic Rating (5=high)	3
Role				TypeofSpace				
Service				Non-Assignable				
Purpose								
Restrooms should provide a mix of uses. Larger multi-user rooms near high traffic needs should be balanced by single occupancy restrooms that can be marked unisex.								
Users								
Public & Staff								
Relationships								
Fulfilling code, and also convenient to meeting areas, café' areas, children's activity areas.								
Current Limitations								
Features and equipment								
Hands free activation of towels, sink, soap, flush. Door, partition hooks. Book/purse shelf with undermounted hooks. Children's restrooms should be family use focused.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID 90	
Exterior Book Return				Returns			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Service				Non-Assignable				
Purpose								
Patron access to interactive return terminals								
Users								
After-hours patrons and others making a quick return should be able to park easily and return items quickly at a convenient location that connects to the sorter.								
Relationships								
Accessible to quick parking								
Current Limitations								
Not automated								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID 64	
Friends Donation Dropoff				Returns			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Service				Assignable				
Purpose								
A space for patrons to bring donations that keeps them organized and looking neat.								
Users								
Residents with books to donate, often by the bag or box full.								
Relationships								
Close to entry nearest parking								
Current Limitations								
Does not exist except for scheduled dropoffs at the Auburndale Community Library								
Features and equipment								
Have seen this (Needham, Milton) as a slotted return to a secure bin, but this does not easily accommodate bulk donations, so a slot to a bin in a staff-only area, plus an alcove area to place large donations.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	40	
0	0	10	40	1	40	SF:		

AreaName				Activity Center			ID 89	
Returns and Delivery processing				Returns			Traffic Rating (5=high) 5	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
This staff area accepts returns at a location easily accessible by the public, and processes those returns through the Automated Checkin Sorter materials handling unit.								
Users								
Staff processing daily returns, delivery from and to other libraries.								
Relationships								
Near book return dropoffs convenient to patrons making returns at exterior and interior return points. Clear path of travel for daily ILL delivery from loading dock.								
Current Limitations								
Sorter to be installed summer 2016 will not be connected to exterior returns.								
Features and equipment								
Lyngsoe sorter system acquired 2016, with two thru-wall return acceptors. 3 Staff workstations to process sorter exceptions and items going to and from other libraries. LgEq = delivery bin lifter/mover.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
3	1	0	0	0	1	0	20	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None				Sorter unit 160 + Bin stacking 60				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	730	
0	0	10	220	1	730	SF:		

AreaName				Activity Center			ID	108
Returns Sorting - Pre Shelving				Returns			Traffic Rating (5=high)	1
Role				TypeofSpace				
Staff				Assignable				
Purpose								
An area to organize and situate carts of materials to be returned to the shelf.								
Users								
Library staff and pages								
Relationships								
Space for 20 trucks next to AMH Sorter. Space for 24 trucks distributed in collection areas.								
Current Limitations								
Too few areas for return trucks near the collections they will be reshelved in. Public cannot browse the return carts at present.								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	20	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	220	
	0	10	0	1	220	SF:		

AreaName				Activity Center			ID 68	
Administrative Greeting				Staff - Admin			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Users								
Relationships								
First contact point from public areas to other Admin areas.								
Current Limitations								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	1	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	4
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	320	
	0	10	0	1	320	SF:		

AreaName				Activity Center			ID 69	
Administrative Records				Staff - Admin			Traffic Rating (5=high)	
1								
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Workspace for the Bookkeeper and records storage.								
Users								
Relationships								
Current Limitations								
File storage								
Features and equipment								
Securable area with 15 (currently 12) 4-drawer letter file cabinets for Personnel and billing records. Photocopier. Shredder.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	60	
	0	10	0	1	60	SF:		

AreaName				Activity Center			ID 67	
Assistant Director's Office				Staff - Admin			Traffic Rating (5=high)	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Users								
Relationships								
Current Limitations								
Features and equipment								
Securable office with one workstation, 3 4- drawer file Cabinets and shelving								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
Files: X Drawers							Seats @ Rnd/Conf	4
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
21 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	200	
	0	10	0	1	200	SF:		

AreaName				Activity Center			ID 70	
Development Office				Staff - Admin			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Office space for the Development Director that contains confidential donation records								
Users								
Relationships								
Current Limitations								
File and shelving storage								
Features and equipment								
Securable office with one workstation, 3 4- drawer file Cabinets and shelving								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
Desk & Guest chair							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
							Shelving	
10-15 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	120	
	0	10	0	1	120	SF:		

AreaName				Activity Center			ID 66	
Director's Office				Staff - Admin			Traffic Rating (5=high)	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Users								
Relationships								
Current Limitations								
Features and equipment								
Two extended work surfaces, 1 for workstation, 1 work/conference desk with 2 guest charis facing.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
Lateral Files: 15 drawers							Seats @ Rnd/Conf	4
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	2
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
42 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	240	
	0	10	0	1	240	SF:		

AreaName				Activity Center			ID 74	
Mail Sorter area				Staff - Admin			Traffic Rating (5=high) 2	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
To distribute mail, office memos and information, checks								
Users								
Library staff								
Relationships								
Part of the Admin Greeting Area								
Current Limitations								
Features and equipment								
15-20 sorting slots. Mail sorting counter over cabinets. Postage machine on its own counter space.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	1	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	11	
0	0	10	0	1	11	SF:		

AreaName				Activity Center			ID 71	
Programs Office				Staff - Admin			Traffic Rating (5=high) 3	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Space for staff who are planning programs, managing publicity and communications including signage.								
Users								
Coordinator of Programs & Communications and up to two visitors.								
Relationships								
Close to Administration and to Public Services offices. Easily accessible by the public								
Current Limitations								
Hard to find for the public and people participating in events. Isolated from other staff areas.								
Features and equipment								
Securable office, noise isolated for extensive phone conversation. Printer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	3	0	1	0	0	0	
Furnishings						Seats @ Rect Table	0	
Desk with extended work surface.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	2	
						AudSeating	0	
						ConfSeating	0	
						Shelving		
18 lf								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	195	
	3	10	0	1	195	SF:		

AreaName				Activity Center			ID 75	
Programs Support				Staff - Admin			Traffic Rating (5=high) 2	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
An area for staff and volunteers engaged in publicity work, signage and programs support.								
Users								
Library staff, volunteers								
Relationships								
Near Programs Office								
Current Limitations								
Features and equipment								
Large work surface to spread out design materials. Color printing on large formats. Large scanner.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	3	2	0	0	1	
Furnishings						Seats @ Rect Table	0	
Large, flat design tables. Stand/sit work station						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
						Shelving		
10-15 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	246	
	0	10	0	1	246	SF:		

AreaName				Activity Center			ID 73	
Refreshment Center				Staff - Admin			Traffic Rating (5=high) 2	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
To support meetings in the Trustees room								
Users								
Meeting attendees and administration staff								
Relationships								
Adjacent to the Trustees room, accessible to other admin areas without disturbing meetings.								
Current Limitations								
Inside the Trustees room. Sink too small								
Features and equipment								
Sink, cabinetry for supplies and dishware. Coffee machine. Microwave/toaster								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	2	1	2	0	
Furnishings						Seats @ Rect Table	0	
Counter with standard sized sink						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
						Shelving		
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	160	
0	0	10	0	1	160	SF:		

AreaName				Activity Center			ID 127	
Storage - Office Supply				Staff - Admin			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
To store library office and materials processing supplies								
Users								
Relationships								
Close to general staff work spaces.								
Current Limitations								
Tucked into a telecommunications closet								
Features and equipment								
Securable room with utility shelving and 3 lockable cabinets								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	3	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
30 LF if 18" deep Utility shelving								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	126	
	6	11	0	1	126	SF:		

AreaName				Activity Center			ID 72	
Trustees Conference				Staff - Admin			Traffic Rating (5=high) 2	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Locale for all Board of Library Trustees meetings is also used for staff meetings, and some City Department meetings or Public programs								
Users								
Relationships								
Close to Administration, but accessible without going through secure Admin areas.								
Current Limitations								
Not directly accessible from public space. Projection screen disrupts seating. Sink, kitchenette is inside room								
Features and equipment								
Conference table for 10, space for 15 additional at perimeter. Built-in screen and projector/sound system.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	15
							ConfSeating	10
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	425	
	0	10	0	1	425	SF:		

AreaName				Activity Center			ID 86	
Assigned Workspace				Staff Space			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Staff workstations assigned to particular individuals								
Users								
Relationships								
Located in a shared staff work space								
Current Limitations								
Fragmented around the building								
Features and equipment								
Acoustic dividers between workstations, but not full cubicles.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	1	
Furnishings						Seats @ Rect Table	0	
Workspace with BBF two-pedestal storage, keyboard drawers. Stand/sit desk option						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
3-6 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	71	
	0	10	0	1	71	SF:		

AreaName				Activity Center			ID 82	
Assistant Supervisor Workspace				Staff Space			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Users								
Relationships								
Near relevant Department Head's office								
Current Limitations								
Too small								
Features and equipment								
Dual work surface, one with workstation. Phone, Printer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	1	0	0	0	0	1	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
6-9 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	513	
	1	10	0	3	171	SF:		

AreaName				Activity Center			ID 81	
Circulation Services Head				Staff Space			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Office, conference area								
Users								
Department head, often meeting with staff, sometimes confidentially.								
Relationships								
Oversight of Public Services working area								
Current Limitations								
Features and equipment								
Securable for meetings.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	1	0	0	0	0	
Furnishings							Seats @ Rect Table	0
							Seats @ Rnd/Conf	3
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	1
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
10-15 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	165	
	1	10	0	1	165	SF:		

AreaName				Activity Center			ID 88	
Flex Storage				Staff Space			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
A place to park storage units assigned to staff								
Users								
Staff without assigned workspaces								
Relationships								
Near Flex Workspaces								
Current Limitations								
Not mobile								
Features and equipment								
Storage area may be under counters or under windows or tucked into office walls.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	19	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
BBF or BF units on wheels. 6 SF each						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	114	
0	0	10	0	1	114	SF:		

AreaName				Activity Center			ID 87	
Flex Workspace				Staff Space			Traffic Rating (5=high) 2	
Role			TypeofSpace					
Staff			Assignable					
Purpose								
Work space for staff who work the majority of their hours at service points.								
Users								
Library Staff and volunteers								
Relationships								
Near Flex storage, staff work hub								
Current Limitations								
Small amounts exist in Circ and Children's offices, too little								
Features and equipment								
Area has extensive available floor outlets. This staff is designed to provide off-floor work space for 19 staff who are most typically assigned to service desk, but have 1/4 to 1/2 of time off desk. Twelve work spaces should be able to accommodate needs of these 19 staff.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
6'x30" Adjustable height work surfaces without built in storage.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	720	
	0	10	0	12	60	SF:		

AreaName				Activity Center			ID 85	
Focus Space - Staff				Staff Space			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
This is closable office space that is not assigned to any staffmember. It is bookable by individuals, or small groups. A model could be the "Idea Hub" at WGBH.								
Users								
Library Staff looking to do focused independent work or work with small groups								
Relationships								
Next to Collaborative staff workspace								
Current Limitations								
Non-existing								
Features and equipment								
Peninsula worksurface with workstation and large screen monitor on flexible arm. Whiteboard wall on a separating wall. Entry wall all glass. Good acoustic absorption.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
3 task chairs at a peninsula table large enough to squeeze two more in.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	3
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	360	
	0	10	0	3	120	SF:		

AreaName				Activity Center			ID 128	
IT Server Room				Staff Space			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Users								
Relationships								
Current Limitations								
Too small, too hot								
Features and equipment								
Counter and rack space for mounting various types of servers. Separate cooling system to run all year. Two Server console workstations								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	0	0	0	0	1	1	0	
Furnishings							Seats @ Rect Table	0
Cabinet storage - wall and undercounter. Tool Cabinet							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	220	
	3	10	0	1	220	SF:		

AreaName				Activity Center			ID 80	
Reference Services Head				Staff Space			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Office, conference area								
Users								
Department head, often meeting with staff, sometimes confidentially.								
Relationships								
Oversight of Public Services working area								
Current Limitations								
Features and equipment								
Main desk with phone and workstation, plus 2nd work surface. Printer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	1	0	1	0	0	0	
Furnishings						Seats @ Rect Table	0	
Stand-sit desk						Seats @ Rnd/Conf	3	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
10 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	195	
	1	10	0	1	195	SF:		

AreaName				Activity Center			ID	114
Staff Room				Staff Space			Traffic Rating (5=high)	1
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Space for staff to use for breaks and meals, and to store coats and some personal effects.								
Users								
Library Staff								
Relationships								
Convenient to staff work areas, but distinct from them. Next to staff-only restrooms								
Current Limitations								
Not secure from the public. Twin sofas may not be as good as individual lounge chairs.								
Features and equipment								
Seating area with windows. Meals prep counter with cabinet storage. Counted as Large Equipment: Dual sink, Refrigerator, Drinks & snack vending Reg Equipment: Microwave, dishwasher, convection oven. Coat rack area with boot storage. Lockers for personal item storage for employees without personal desks. Can be small, 3 lockers stacked. Isolated rest area as in present room.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	3	4	0	0	
Furnishings						Seats @ Rect Table	4	
One larger rectangular table for 4-6, three smaller round tables. Lounge seating to accommodate 8.						Seats @ Rnd/Conf	12	
						Carrel Seats	0	
						Lounge Seats	8	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
				Locker and coat-rack area, 15x15' + 8x5' rest area				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1190	
0	0	10	265	1	1190	SF:		

AreaName				Activity Center			ID 132	
Staff Work Hub				Staff Space			Traffic Rating (5=high) 1	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Workspace that staff share that houses equipment and other resources that more than one person uses. Interlibrary Loan work, volunteer work and all staff files happen in this area.								
Users								
Library staff and volunteers								
Relationships								
Part of staff work area								
Current Limitations								
Reproduced in 5 existing staff work areas.								
Features and equipment								
Copier, Multi-function color printer and B&W printer. Poster printer/ Contains fixed vertical files and flex BF files.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	2	20	0	3	1	1	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
15 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	625	
	1	10	0	1	625	SF:		

AreaName				Activity Center			ID	126
Storage - Art				Staff Space			Traffic Rating (5=high)	1
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Closet to hold hanging supplies for gallery								
Users								
Library Staff								
Relationships								
Near Gallery space								
Current Limitations								
Exterior windows on the front of the building display the mess. Cutodial equipment is also stored here, raising the potential for damaging artwork.								
Features and equipment								
Organizers for hanging systems. Room for temporary storage of art as shows transition. Ladder suitable for working with hanging systems.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	1	0	0	1	1	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Rack for storing framed pieces (counted as large eq.)				Space to hold art temporarily				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	120	
	0	10	40	1	120	SF:		

AreaName				Activity Center			ID	115
Study Rooms - Collaborative				Study			Traffic Rating (5=high)	2
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
Spaces for small groups to use for group study and meetings.								
Users								
Relationships								
Can be distributed around the building but they should be in clusters that it is easy to direct people to.								
Current Limitations								
Only 13, not meeting demand. Size is overly generous in some.								
Features and equipment								
Large screen monitor with device hookups in table. Good acoustic separation so group work doesn't impact others. Full wall glass for improved security.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	5	
A single peninsula table that is large enough to fit five task chairs around. Power, USB charging and media connections in table.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	2500	
	0	10	0	20	125	SF:		

AreaName				Activity Center			ID 129	
Study Rooms - Individual				Study			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Seating				Assignable				
Purpose								
To provide focused concentration space for individuals. A quiet space with comfortable seating and a well lit work surface. A cross between what Brooklyn has at the rear of their main floor with nice window seating and the bookable phone cubicles at the Cambridge Innovation Center.								
Users								
People who need to work with great concentration, or who need to make phone or skype calls without disturbing others.								
Relationships								
Scattered through the adult service areas of the library.								
Current Limitations								
Cramped and oddly configured with two back to back carrels.								
Features and equipment								
Good visibility into these spaces. Power and device charging access for users. Sound does not escape this space or impinge on it. Area approx. 7x5'								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
Comfortable chairs are a cross between lounge and task. It can be wheeled up to a built-in work surface, or pushed back as a lounge chair.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	1	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Shelf over work surface for patron use.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	700	
	0	10	0	20	35	SF:		

AreaName				Activity Center			ID 118	
Study Space -- Collaborative				Study			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Seating				Assignable				
Purpose								
An array of tables for group study and collaborative working. The model for these spaces is the Library Commons area at the Snell Library of Northeastern U.								
Users								
Tutors and students working together on projects								
Relationships								
Not near open quiet study areas.								
Current Limitations								
Very limited availability. A lot of the tables for 4 that we have are in quiet only areas, and these rectangular tables are also not optimal for people working together.								
Features and equipment								
Needs not be one area.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
An array of round tables, half-rounds and small (2'x4', listed as 'carrels' below) personal work tables that are all easily movable to be reconfigured into individual or group study configurations. Movable screen dividers separate from tables to create ad hoc personal workspaces						Seats @ Rnd/Conf	12	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	240	
	0	10	0	1	240	SF:		

AreaName				Activity Center			ID 116	
Study Space - Quiet				Study			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Seating				Assignable				
Purpose								
An area of the library where the expectation is for quiet individual study.								
Users								
Individuals seeking to use their own or library materials in an area of quiet focus.								
Relationships								
These spaces should be in less trafficked areas of the building and away from active meeting room entries.								
Current Limitations								
Most of the furnishings in our quiet areas are tables for four that are designed for group work. Existing carrels with high sides have a very enclosed feel and are not appropriate for use near window areas.								
Features and equipment								
This should not be one unified space, but the counts in this description should be dispersed through the areas of the library appropriate for quiet focused work.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
The primary individual study seating should be comfortably proportioned carrels with cushioned seating. Dividers in front of the seated user should be up to 24" above the work surface. Side dividers should only exist where they separate immediately adjacent carrels						Seats @ Rnd/Conf	0	
						Carrel Seats	16	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	640	
	0	10	0	1	640	SF:		

AreaName				Activity Center			ID 46	
Computer Lab				Technology Center			Traffic Rating (5=high) 2	
Role			TypeofSpace					
Meeting			Assignable					
Purpose								
The place for any instruction that is focused on or aided by computers and information technology. Supports the computer aided design activity of the Maker Space.								
Users								
Class attendees of a variety of ages interested in computing.								
Relationships								
Near Tech Help desk and IT Office. Next to Maker Space.								
Current Limitations								
Has to serve as public computer space, hard to book for class instruction. This has been an increasing problem as we have developed more varied and frequent instructional programming and have hosted groups like the Girls Who Code club. A re-purposed space with a pillar in the middle and without a separate HVAC zone.								
Features and equipment								
Two fixed projectors and screen areas. Workgroup printer and scanning station Instructor station. Built-in projector. Erasable marker "idea wall" Independent HVAC zone. Projection wall with appropriate lighting control.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	0	2	0	0	
Furnishings							Seats @ Rect Table	0
Taller presenter's table/workstation with stool.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	30
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	760	
	0	10	0	1	760	SF:		

AreaName				Activity Center			ID 54	
Help: Tech				Technology Center			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Service				Assignable				
Purpose								
To put technology proficient staff where the public is using library technology the most intensively.								
Users								
Relationships								
Near the Public Computing area, Maker Space, Computer Lab.								
Current Limitations								
Does not exist. Currently the Teen desk is closest to our computer lab, putting the burden of service there.								
Features and equipment								
Approachable workstations that make it easy to work with people at the staff station or for staff to pop over to a public computer. A public scanning/copying station is the large equipment, color and fast Bb&w printing are the standard equipment.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	0	0	0	2	1	0	1	
Furnishings						Seats @ Rect Table	0	
Sit/stand workstations.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	2	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
6-9 LF for manuals and reference materials.								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	301	
	1	10	0	1	301	SF:		

AreaName				Activity Center			ID	117
IT Closets				Technology Center			Traffic Rating (5=high)	1
Role				TypeofSpace				
Staff				Non-Assignable				
Purpose								
Users								
Library Staff								
Relationships								
Spaced appropriately through the building to facilitate connecting workstations and telephone to building termination locations.								
Current Limitations								
In electrical closets or other re-purposed space								
Features and equipment								
Racks with equipment accessible front and back. Fire-stopped wiring chases which connect directly to building data termination room. Optical fibre connections connect closets.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID 123	
IT Office				Technology Center			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
IT staff have their personal workspace as well as work counters to troubleshoot computer equipment.								
Users								
Library Staff								
Relationships								
Library IT is primarily public service support, so a proximity is to the Tech Center, computer lab and Maker Space is more important than the value of having IT staff with the general staff work hub.								
Current Limitations								
It is located in what was designed as a server room and crowded out server functions to electrical rooms.								
Features and equipment								
Work counters for computer assembly/troubleshooting. Workstation areas for connecting with servers.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	2	0	0	0	0	1	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Utility shelving for IT, Printer cartridge supplies, 24 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	332	
	6	12	0	1	332	SF:		

AreaName				Activity Center			ID	103
Maker Space				Technology Center			Traffic Rating (5=high)	3
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A Library Maker Space introduces people to working with a variety of creative technologies. It forms the core of STEAM programming and features advanced 3D printing and scanning techniques as well as more traditional maker technologies.								
Users								
Adults and Teens with supervision								
Relationships								
Next to Computer Lab and near Tech Help, Teen areas.								
Current Limitations								
Does not exist.								
Features and equipment								
8 Equipment counters with storage and 4 additional equipment/supply cabinets								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
2	0	0	0	0	8	4	2	
Furnishings						Seats @ Rect Table	24	
6 Robust lab tables to work on projects as well as 8 equipment stations.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1222	
	0	10	0	1	1222	SF:		

AreaName				Activity Center			ID 47	
Public Computing				Technology Center			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Seating				Assignable				
Purpose								
To provide the public with full and equitable access to computer technology and the internet for personal and research use.								
Users								
The public who need to use library computers to meet their information and connectivity needs.								
Relationships								
Next to Tech Help desk.								
Current Limitations								
Repurposed work surfaces do not provide personal space.								
Features and equipment								
Each station is typically a computer screen up to 24", keyboard, mouse on a height adjustable stand with CPU either mounted under counter or on back of monitor, or supplied as an all-in-one.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	24	2	0	0	
Furnishings							Seats @ Rect Table	0
A mix of furnishing types would be best, with counters and carrels and work surfaces that provide some elbow room and separation. Wheeled task chairs for seating.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	940	
0	0	9	0	1	940	SF:		

AreaName				Activity Center			ID	152
Studio & Study Room				Technology Center			Traffic Rating (5=high)	2
Role				TypeofSpace				
Seating				Assignable				
Purpose								
A sound-isolated room that is suitable for audio and video recording but also bookable as a study room when not being used for studio purposes.								
Users								
Patrons interested in making video or audio recordings								
Relationships								
Near the computer lab and tech help desk.								
Current Limitations								
Does not exist								
Features and equipment								
Green screen painted on one or two walls and on the floor. Very good acoustic separation so that building noise does not impinge on the space. Good sight lines into the space through at least one glass wall. Equipment power and data hookup connections opposite green wall. Studio appropriate lighting setup.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	4	
Tilt-top table that can be easily rolled out of the way. Rolling chairs. A pair of easily movable lounge seats for interviews.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	2	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None				Added space for camera and equipment setup.				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	200	
	0	10	30	1	200	SF:		

AreaName				Activity Center			ID	147
Technology Collections				Technology Center			Traffic Rating (5=high)	2
Role				TypeofSpace				
Collection				Assignable				
Purpose								
To place computer and technology collections close to people using library technology.								
Users								
Relationships								
Near Tech Help desk and public computing.								
Current Limitations								
In the main stack run								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Dewey 004-006 Computers, plus selected other tech sections								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	81	
	0	10	81	1	81	SF:		

AreaName				Activity Center			ID	137
Assistant Supervisor: Youth Services				Youth Services			Traffic Rating (5=high)	1
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Users								
Relationships								
In Youth Services Office								
Current Limitations								
Too small								
Features and equipment								
Dual work surface, one with workstation. Phone, Printer, barcode scanner								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	1	0	1	0	0	1	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
6-9 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	412	
	1	10	0	2	206	SF:		

AreaName				Activity Center			ID 8	
Checkout - Children's Express				Youth Services			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Self-service checkout								
Users								
Children and their families or caregivers.								
Relationships								
Near Children's help desk								
Current Limitations								
Only 1 unit. Hard for staff to get to it to assist patrons.								
Features and equipment								
Express checkout area will have 4 checkouts, and 2 catalog lookups, and an events information kiosk that combines our electronic events feed with handout space (Lg Equipment count).								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
4	0	0	0	2	1	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	360	
0	0	10	0	1	360	SF:		

AreaName				Activity Center			ID 138	
Children's Computer Lab				Youth Services			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A swing space for both group technology instruction and drop-in computer use. Additional dedicated drop-in public computing spaces for children are described in the area descriptions for Elementary age and Pre-school children, as well as for Teens.								
Users								
Elementary and pre-school age children with accompanying adults.								
Relationships								
Between the elementary and pre-school areas, with occupants visible from the main Children's help desk. Close to the Help desk.								
Current Limitations								
Does not exist.								
Features and equipment								
Enclosed but very visible from the outside. Student seats at 6 lab instruction type tables, two seats each. Instructor workstation attached to mounted projector. Projection wall has room to attach and operate game consoles before it. Lab bench with specialty equipment like scanners, cameras, Printers, 3D Printers and lockable storage. Whiteboard paint on one wall.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	2	2	0	0	
Furnishings						Seats @ Rect Table	0	
Durable kid friendly task chairs, sized towards early grade school, plus a few adult sized (guest) chairs of the same style.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	4	
						AudSeating	0	
						ConfSeating	12	
Shelving				OtherSpaceNotes				
None				Open space before prjection wall				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	630	
	0	10	80	1	630	SF:		

AreaName				Activity Center			ID	101
Children's Crafts Room				Youth Services			Traffic Rating (5=high)	3
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
An area for creative crafts								
Users								
Families with children aged 2 to 10								
Relationships								
Next to or open to Story Room, possibly separated by a retracting wall or large pocket door.								
Current Limitations								
It is now part of the story room's tiny 405 sq'								
Features and equipment								
Cleanable flooring like resilient linoleum. Sink. Good lockable cabinet storage above and below sink counter. (counts for these are listed as 1 Lg eq., 2 cabinets)								
Walls painted with white board paint and magnetic paint.								
Separate entry from public area. Program signage holder at entry.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	1	2	0	
Furnishings						Seats @ Rect Table	0	
Six durable craft tables, adjustable height, easily moved. 24 Stackable chairs sized for 3-4 year olds.						Seats @ Rnd/Conf	24	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
				Table Storage closet				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	690	
	0	10	120	1	690	SF:		

AreaName				Activity Center			ID 16	
Children's Media				Youth Services			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
This page describes the space needs for various types of Children's media, but the actual shelving may be dispersed more organically among the most related collections according to age and interest.								
Users								
All users of the Children's area								
Relationships								
In high visibility spots at varied areas in the Children's Room. Games (78 SF) must be close to, or dispensed from, staff service areas.								
Current Limitations								
Inadequate shelving quantities and styles. Audio books are mostly shelved on top of Fiction book cases.								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Shelving tailored to the formats in the collection				Media Shelving Needs: 437 SF				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	437	
	0	10	437	1	437	SF:		

AreaName				Activity Center			ID 9	
Children's New items				Youth Services			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
This would be face-out display space in each of the four areas of the collection.								
Users								
Relationships								
Obvious upon entry to the major parts of the Children's area.								
Current Limitations								
Is limited to one stack near the entry, so people using a particular collection may not realize the new materials are there.								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Focused on face-out display, either integrated with collection shelving or in mobile display shelving. Counts are additional to collection counts								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	44	
	4	11	0	1	44	SF:		

AreaName				Activity Center			ID	142
Children's Snack Area				Youth Services			Traffic Rating (5=high)	4
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A place for families to have snacks and clean up after them, with special attention to the needs of nursing mothers.								
Users								
Caregivers with babies and toddlers								
Relationships								
Close to Story Room, Activity Space, restrooms								
Current Limitations								
Does not exist.								
Features and equipment								
Sink counter with one-cup coffee maker, vending machine. Privacy Nook with curtain for nursing mothers.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	2	0	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	8	
						Carrel Seats	0	
						Lounge Seats	1	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	330	
	0	10	0	1	330	SF:		

AreaName				Activity Center			ID 140	
Children's Statuary Garden				Youth Services			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Meeting				Non-Assignable				
Purpose								
An outdoor space for open-air programs or more individual reading and eating. Highlights the Pooh statuary trio by sculptor Nancy Schon								
Users								
Relationships								
Accessible from the Children's area with good views from the interior, and possibly from the Teen area.								
Current Limitations								
Poor visibility from the interior. Access is through an alarmed emergency only door with no exterior handle. Pooh statues are invisible from the street. Wood benches have deteriorated. Too close to the noisy Homer & Walnut intersection to do story programming.								
Features and equipment								
It could be a walled or fenced secret garden, which would allow for an actively used but secure entry from the Youth Services area. If situated in the southeast corner of the property it could take advantage of rising ground away from the building to provide a natural program ampitheatre. Statues could either be placed close to the Children's room, or higher , forming a destination and being more visible from the street and a wide array of 2nd floor study seating.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
Benches for 30 in a program grouping. Flat patio space to deploy game and café tables.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	0	
	0	10	0	1	0	SF:		

AreaName				Activity Center			ID	100
Children's Story Room				Youth Services			Traffic Rating (5=high)	3
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A comfortable space to tell spoken and media presented stories								
Users								
Families with children aged 0 to 10								
Relationships								
Near Early Literacy collection, stroller parking. Next to and opening to Crafts Room with retractable wall or large pocket door.								
Current Limitations								
Much too small with 405 sq' shared between story and crafts space. Fixed risers limit flexibility, create mobility hazards, and force presenters back to entry door.								
Features and equipment								
Open floor space no less square than 3:4, that can accommodate 30 children seated on the carpet. Perimeter seating on benches or movable chairs for a similar number of adults. Block seats for 3-4 year olds to be stored under benches. Flooring to be carpet tile. Separate entry door with provision for program signage. Size count figured on 15 sf per user, counted as Aud. Seating. Ceiling mount projector with computer.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	1	0	0	0	
Furnishings						Seats @ Rect Table	0	
Storyteller chair at focal point of room, with view of entry.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	1	
						Guest Seats	0	
						AudSeating	60	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None				Storage closet for easels, utility shelving				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	994	
	0	10	24	1	994	SF:		

AreaName				Activity Center			ID 52	
Help: Children's				Youth Services			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Assistance to kids and parents using the Children's room. Also listed in this description is space for Children's checkout and for returns management, although both will be distinct from the service desk area.								
Users								
All visitors to the Pre-school and early school age sections of the library.								
Relationships								
Centrally located in the Children's Room, very visible to people entering the room, and with good sight lines over the children's areas. Visible from the Children's office.								
Current Limitations								
Not visible as you approach the Children's room. Poor sight lines around the room. Not easy to help people at express checkout. Crammed with materials to be reshelved.								
Features and equipment								
Service desk area must balance being easy to step away from to help people, with having a clearly demarcated staff only space with shelving and files out of reach of curious hands. 3 desk staff workstations double as information help and assisted checkout. A printer is included in the Std. Equipment count. Returns area will have space for 8 trucks.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
3	0	0	1	1	0	0	8	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	318	
	0	10	0	1	318	SF:		

AreaName				Activity Center			ID 136	
Help: Children's Readers Advisory				Youth Services			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Service				Assignable				
Purpose								
This space may be needed if the primary Children's desk cannot adequately oversee the entire Children's space. If needed, this would most productively be situated to cover areas of the room dedicated to elementary school age users, thus allowing it to be unstaffed during school hours. It can also be used as a secondary workspace for staff managing the collection.								
Users								
Youth Services staff helping people use the elementary age collections.								
Relationships								
Overseeing areas not easily observable from the Children's all purpose help desk.								
Current Limitations								
No sight line from main service desk.								
Features and equipment								
Easily recognizable as staff space, workstation, printer.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	1	0	0	1	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	126	
0	0	10	0	1	126	SF:		

AreaName				Activity Center			ID 79	
Youth Services Head				Youth Services			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Office, conference area								
Users								
Department head, often meeting with staff, sometimes confidentially.								
Relationships								
Oversight of Youth Services office area and Children's desk								
Current Limitations								
Poor oversight, cramped conference space.								
Features and equipment								
Dual work surfaces, 1 for computer, phone, printer								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	1	0	2	1	0	0	1	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	4	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
21 LF								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	286	
	1	10	0	1	286	SF:		

AreaName				Activity Center			ID	106
Youth Services Office				Youth Services			Traffic Rating (5=high)	3
Role				TypeofSpace				
Staff				Assignable				
Purpose								
Workspace for Youth Services staff. This will have to accommodate assigned workstations for 6 full-time non-supervisory staff and four shared stations for up to 7 part-time staff.								
Users								
Library Staff								
Relationships								
View to primary children's Help Desk and Teen Help desk. Exit doors to both the Children's service areas and the Teen service areas. Next to Children's office storage and staff focus space.								
Current Limitations								
Staff space grossly inadequate in terms of quantity of stations, space per staff-member, shelving and storage. Sound penetration at wall cutouts.								
Features and equipment								
Open, light, collaborative space with a balance of good oversight of public areas vs ability to hide work clutter. Equipment: Large includes mail sorter; copier/scanner. Std = group printer, flatbed scanner								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
10	0	7	0	2	2	0	6	
Furnishings						Seats @ Rect Table	4	
Assigned desks with integral storage (6); Shared desks with computers, barcode scanners (4); Personal mobile storage file (7VF)						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	2	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
2 shelves with each assigned workstation, plus shelving for program-related collections & in-process materials				Work counter for mending and processing materials and preparing program materials				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1246	
	12	10	80	1	1246	SF:		

AreaName				Activity Center			ID	120
Youth Services Storage				Youth Services			Traffic Rating (5=high)	1
Role				TypeofSpace				
Staff				Assignable				
Purpose								
A place to store program materials, seasonal or specialized collections, processing and office supplies and securely store staff personal effects.								
Users								
Library Staff								
Relationships								
Next to or in Children's staff space								
Current Limitations								
Too limited.								
Features and equipment								
Utility Shelving & Cabinets, including cabinet deep enough to support 6 stacking posterboard trays.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	4	0	0	1	3	0	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
60 LF of 18" deep Utility shelving (4 stacks) and 6 stacks for seasonal collection shelving								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	250	
	10	10	0	1	250	SF:		

AreaName				Activity Center			ID 65	
Children's Activity Space				Youth: Early Literacy			Traffic Rating (5=high) 1	
Role			TypeofSpace					
Seating			Assignable					
Purpose								
A key space to enhance length of stays for young family groups. Manipulable fixtures and toys to engage pre and beginning readers								
Users								
Pre-schoolers, babies, early readers & their caregivers.								
Relationships								
Current Limitations								
Does not exist.								
Features and equipment								
Area is open, flexible, observable, but not easy to wander away from (Note how staff have "fenced in" this area at BPL/Copley with furnishings). Interactive panels mounted on walls, or in free-standing units (Ex. see Burgeon Group large interactives). "Kit Area" for staff to bring out kit of the day, near magentic wall space.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings							Seats @ Rect Table	0
Cushioned, washable benches for adult seating can serve to corral wandering toddlers into the area.							Seats @ Rnd/Conf	0
							Carrel Seats	0
							Lounge Seats	0
							Guest Seats	0
							AudSeating	0
							ConfSeating	0
Shelving				OtherSpaceNotes				
				Overall 15x30				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	450	
	0	10	450	1	450	SF:		

AreaName				Activity Center			ID 10	
Children's Early Literacy Area				Youth: Early Literacy			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
A comfortable, welcoming space to browse collections, read together and spend time. It is a mix of collection, activity, family reading and early computing spaces.								
Users								
Babies, pre-schoolers, toddlers, early readers and their adults or teachers.								
Relationships								
Near story room and stroller parking area.								
Current Limitations								
Too small, with book cases too high. No activity space to encourage length of stays.								
Features and equipment								
Early learner computer stations and family internet access stations are listed as larger workstation size to accommodate paired use. Std Equip. = Catalog computer, 4 book browsers								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
4	0	0	0	5	0	0	0	
Furnishings						Seats @ Rect Table	0	
Comfortable, cleanable parent/child and child sized reader seating. "Lounge" count is 4 adult 2-person couches, 6 kid beanbag type floor seats, 2 kid rockers. Round table seating has two adult size, 1 kid size.						Seats @ Rnd/Conf	12	
						Carrel Seats	0	
						Lounge Seats	16	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Collections: Picture Books; Parenting; Music and others. Shelving as low as 2 high with display countertops.				Collection Space needs: 1276 SF				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	2491	
	0	10	1276	1	2491	SF:		

AreaName				Activity Center			ID	141
Children's Stroller Parking				Youth: Early Literacy			Traffic Rating (5=high)	4
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
Caregivers of young children need to have space to park their equipment to assure a positive library visit for all, especially as we deploy features that will encourage extending length of visits.								
Users								
Caregivers of young children								
Relationships								
A part of the Early Literacy area, close to the program space and Children's Activity space and restrooms.								
Current Limitations								
No specific space is provided.								
Features and equipment								
Provide space for 20 strollers (counted as 'trucks'). The Boston Public Library's new Main Library Children's room is a decent model, although it suffers from the spaces it needs to be near being themselves far apart.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	20	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	220	
	0	10	0	1	220	SF:		

AreaName				Activity Center			ID	12
Children's Fiction				Youth: Elementary Age			Traffic Rating (5=high)	3
Role				TypeofSpace				
Collection				Assignable				
Purpose								
A comfortable, welcoming space to browse, read and spend time.								
Users								
Beginning readers transitioning into established readers, with their adults and teachers.								
Relationships								
Transitional nature means it should be closer to the Early Literacy areas.								
Current Limitations								
The room is too small, with collections too high and fragmented.								
Features and equipment								
2 catalog computers								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	2	0	0	0	
Furnishings						Seats @ Rect Table	0	
"Lounge" seating is 4 two-person reader couches, 8 beanbag chairs, various sizes plus 4 adult lounge. Coffee table. 4 round tables, 1 is kid sized.						Seats @ Rnd/Conf	16	
						Carrel Seats	0	
						Lounge Seats	16	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Collections: Beginning Chapter books; Magazines; J Fiction and genres, paperbacks and graphic novels. Stacks 3-4 high. New book display.				Collections = 1155 SF				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	2105	
	0	10	1155	1	2105	SF:		

AreaName				Activity Center			ID 13	
Children's Non-Fiction				Youth: Elementary Age			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
A comfortable, welcoming space in which to work quietly as individuals or in groups for homework, tutoring, browsing collections and spending time in the library.								
Users								
Primarily elementary school age children & their caregivers doing homework and independent reading. Current collections include both pre-school and early middle school materials, which may move.								
Relationships								
Observable from a Children's service point. Can be the part of Children's area furthest from Early Literacy								
Current Limitations								
Too little study/seating space, Book cases too high.								
Features and equipment								
Six public use computers for work pairs - counted as Worstations here. Two catalog computers (Std Eq.)								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
6	0	0	0	2	0	0	6	
Furnishings						Seats @ Rect Table	12	
Sized for the small adult. (Adult sized, but minimalist scale)						Seats @ Rnd/Conf	16	
3 booths (counted as carrels); 2 Rect. Tables with 4-6 chairs; 4 round tables for 4; 4 comfy reader chairs;						Carrel Seats	3	
						Lounge Seats	4	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Collections: Non-Fiction; Reference; Foreign Language. The two stacks counted here are display bookcases in addition to the collection needs.				Collection space needs = 2449				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	3847	
	2	11	2449	1	3847	SF:		

AreaName				Activity Center			ID 51	
Help: Teens				Youth: Teen Center			Traffic Rating (5=high) 4	
Role				TypeofSpace				
Service				Assignable				
Purpose								
Staff assistance to people using the tween and teen areas.								
Users								
Staff interaction with Teens and Tweens								
Relationships								
Centrally located in the teen area. Observable from Youth Services Office. Sight lines to all parts of Teen Center.								
Current Limitations								
Features and equipment								
View of librarian's screen can be easily shared with a patron. Staff printer. Nearby two Express checkout stations (Lg Eq.)								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
1	0	0	0	1	2	0	2	
Furnishings						Seats @ Rect Table	0	
						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	1	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	237	
	0	10	0	1	237	SF:		

AreaName				Activity Center			ID	102
Teen Activity Space				Youth: Teen Center			Traffic Rating (5=high)	3
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A space for teen craft and general meeting space								
Users								
Teens & Tweens								
Relationships								
An alcove off of general Teen space								
Current Limitations								
Does not exist								
Features and equipment								
Lockable supply cabinets, standard sink. Flooring: durable, washable Walls: large white board paint and magnetic paint areas.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	1	3	0	
Furnishings						Seats @ Rect Table	0	
Flexible work tables that can be moved to different configurations or folded up and stored.						Seats @ Rnd/Conf	0	
Stackable chairs.						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	16	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	430	
	0	10	0	1	430	SF:		

AreaName				Activity Center			ID 26	
Teen Collection				Youth: Teen Center			Traffic Rating (5=high) 3	
Role				TypeofSpace				
Collection				Assignable				
Purpose								
The area to showcase and house Teen books and other collection materials.								
Users								
Teens								
Relationships								
Near Teen Help.								
Current Limitations								
Too small, on 2nd floor in an area not distinct from the adult collections.								
Features and equipment								
Entry door to Teen Space as a whole in glass wall. 5 Public computers, 2 Catalog stations (Reg Equip. count) Flooring: Durable, easily cleanable. Acoustic: Good absorption properties in ceiling, walls. Teen Gallery display capabilities on walls for 20-30 pieces. Display case (Lg Equip count).								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	7	1	0	0	
Furnishings						Seats @ Rect Table	6	
Booths (noted as carrels in count). Comfy chairs in a variety of types. A mix of coffee and side tables. Rectangular table is one larger table with 6 seats.						Seats @ Rnd/Conf	8	
						Carrel Seats	3	
						Lounge Seats	12	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Faceout shelving in visible areas. Stack height 3-5 shelves where site lines need maintaining, 7 elsewhere.				Teen & Tween collection size totals in SF:				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	2139	
	0	10	994	1	2139	SF:		

AreaName				Activity Center			ID 134	
Teen Study Room				Youth: Teen Center			Traffic Rating (5=high) 2	
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
Group study space or meeting space for small groups of Teens.								
Users								
Teens & Tweens								
Relationships								
Next to general teen space								
Current Limitations								
Does not exist								
Features and equipment								
Flooring: durable, washable Wall monitor as in adult study rooms. White board and magnetic "idea wall" paint.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	6	
Peninsula style table with tech hookups for built-in monitor. Wheeled chairs.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	0	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	150	
0	0	10	0	1	150	SF:		

AreaName				Activity Center			ID	133
Teen Tech Space				Youth: Teen Center			Traffic Rating (5=high)	3
Role				TypeofSpace				
Meeting				Assignable				
Purpose								
A comfortable and welcoming space for Teens to socialize and interact over games, movies and other digital technology. Model: Boston Public Library Teen game room.								
Users								
Teens & Tweens								
Relationships								
A distinct, visible room off of the main Teen Space, observable from Teen Help.								
Current Limitations								
Does not exist								
Features and equipment								
2-3 large display screens or projection areas. Soundproof. Connections to computer/game equipment at user seating. A set of game current consoles, computer with high graphics capability and Bluray player for each projection. Sound system with room sound and headphone hookups at gaming stations.								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
Comfortable lounge seating that is movable but not wheeled. Guest seats for observers.						Seats @ Rnd/Conf	0	
						Carrel Seats	0	
						Lounge Seats	6	
						Guest Seats	6	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
None								
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	330	
	0	10	0	1	330	SF:		

AreaName				Activity Center			ID	110
Tween Collection				Youth: Teen Center			Traffic Rating (5=high)	3
Role				TypeofSpace				
Collection				Assignable				
Purpose								
A browsing area for Tweens to pique their interest in titles focused on their age.								
Users								
Relationships								
A bridge space from the Children's Elementary collection to the Teen collection.								
Current Limitations								
The materials for this collection are now dispersed in the larger Children's fiction collection, and somewhat in the Teen collection.								
Features and equipment								
Workstations	Staff Seats	VFile	LatFile	Equipment	Large Equip.	Cabinet	Trucks	
0	0	0	0	0	0	0	0	
Furnishings						Seats @ Rect Table	0	
A mix of cool, comfy chairs, bean bag chairs round tables and end tables.						Seats @ Rnd/Conf	3	
						Carrel Seats	0	
						Lounge Seats	6	
						Guest Seats	0	
						AudSeating	0	
						ConfSeating	0	
Shelving				OtherSpaceNotes				
Good display shelving with bulk of collection not too dense or high. Stack heights should be 3 high in open floor areas, up to 6 on wall or other areas where views are not obstructed.				SF needed for Tween Collections				
Volumes	Stacks	SF-Stack	OtherSpaceSF	Qty Rooms	Size each	Area Size	1071	
	0	9	621	1	1071	SF:		