

# Sharon Public Library Building Program

2015



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# Introduction

This building program was developed in cooperation with the Building Committee, staff, and Director Lee Ann Amend. It is based on extensive staff interviews, a public town forum and on-line survey conducted in 2015. The town demonstrates a deep commitment to lifetime learning for toddlers through retirees which requires meeting spaces, and materials to support learning exploration. This program reflects a very popular town service that has outgrown the building that houses it. The library has been talking seriously about expansion since the 1998 feasibility study by Butler, Bennett Architects. This document represents the needs of the public now.

The Massachusetts Board of Library Commissioners recommends new buildings be designed for a 20 year horizon, this includes space not only for library-related activities, but for town-oriented public meeting spaces and space for other groups. This also allows for the expansion of materials and new formats. One cannot predict what users will expect from their libraries 20 years into the future. As we have learned over the past 20 years change is ever accelerating in our culture. That said, some needs *do* remain predictable. People still desire materials in book format as well as electronic. People need a neutral place to gather to explore new ideas and learn together. Children need a safe place to explore the world of learning at their own pace and to pursue their own interests outside the school environment. Young children are better prepared for school if they have participated in group activities in a public setting such as the library before they begin classroom work. Teens need a safe place to gather outside of school and adults want to continue their learning long past their formal education. These are the needs this building program hopes to address while looking to Sharon's future.

# Executive Summary

## Recommendations

This program identifies several design priorities that need to be considered for future building needs:

- Expansion of collections.
- More program space for children's, teen and adult programming.
- Space for staff operations to prepare materials and programs.
- Improved infrastructure: telecommunication and HVAC systems.
- Improved access through building, full ADA compliance.
- Creation of quiet study and active zones for differing uses.

The Sharon Public Library was last expanded in 1979. Over the last forty years, the library has experienced many changes. Telecommunication and building systems, now so essential to library services, have been layered into the original 1914, 1960, and 1979 building. A new library building needs updated telecommunications, infrastructure and HVAC efficiencies. Also the public is asking for added public meeting rooms, play areas, quiet reading spaces and room for expanded collections. Going forward, the space should be designed to be as flexible as possible to anticipate future changes in library service. This building program proposes increasing the library from 10,600 square feet to 15,650 square feet of usable library service space. With 30% unassignable space, this figure grows to 20,345square feet.

The space would house 23 public computer stations, 144,500 items, preserve the local history collection for future generations, and offer a variety of meeting spaces, such as a 100-seat meeting room that can be divided for smaller groups, a conference room and four small study rooms. There is expanded play space for family fun, as well as quiet reading areas for those who seek refuge in the library. This building program stresses compliance with both ADA requirements and sustainable design that will serve the town's goals of efficient energy use.

# **The Library and its Context**

## **Description of Sharon**

The Town of Sharon is located in southeastern Massachusetts in Norfolk County. Sharon is a growing town with a current population of 17,612, midway between Boston and Providence. It is in eastern Massachusetts, bordered by Norwood on the north, Canton on the northeast, Stoughton on the east, Easton on the southeast, Mansfield on the south, Foxborough on the west, and Walpole on the west and northwest. Sharon is 19 miles south of Boston.

An active network of civic organizations, shared appreciation of the diversity of its population, and a cherished history make Sharon a vibrant community. The cohesiveness of this community is balanced by the town's openness to newcomers.

Sharon remains a place of natural beauty. It is the site of Massachusetts Audubon Society's first wildlife sanctuary, 350-acre Lake Massapoag, and Borderland State Park. Despite recent development, the town through creative planning and zoning has maintained much of the green space that made it a popular summer resort before World War II. However, Sharon's deepest beauty and strength, according to residents, comes from the community spirit of its diverse population.

The Town provides an excellent school system, which includes an integrated preschool program for 3-, 4- and 5-year olds. The Sharon Public School's Early Childhood Programs offer half-day and full-day integrated preschool classes and one substantially separate classroom. There are three elementary schools, a middle school, and a high school. Sharon is also home to three private schools.

Town Government is overseen by a Town Administrator and a three-member select board.

## **Demographic Profile**

The year-round population for the Town of Sharon was 17,612 as of the 2010 Census. The demographics of the Town and the changes since 2000 are as follows:

According to population projections produced by MetroFuture – the regional plan for the greater Boston region – the number of households in Sharon will rise at a rate between 4% and 6% between 2010 and 2030. Overall population is also expected to rise at a rate between 3% and 5% between 2010 and 2030. The age composition of Sharon is also projected to change significantly between 2010 and 2030. The population of people aged 55+ is projected to grow rapidly.

## Population Statistics: 2010

Male	46%
Female	54%
Ages up to 19 years	5,139
Ages 20 to 69	10,994
Ages 70+	1,479
White	86%
Asian	6.9%
Black	3.1%
Other	3.9%

## Non-resident Service Population

The Sharon Public Library is a net lender. Based on circulation figures, the non-resident service population is estimated at 14% of the resident population.

## Population projection per Donahue Institute

Town of Sharon 2034 Estimates:

Projected Resident Population	19,384
Non-Resident Service Pop at 14%	2,714
Total Projected Service Population	22,098

Service Area Population Projection 2034:

For the purposes of this Planning and Design Grant/Building Program, 22,098 will be used for the service population.

	2015	2020	2025	2030	2034
Town Resident Population	17,293	17,783	18,487	19,089	19,384
Non-resident Service Population at 14%	2,421	2,490	2,588	2,672	2,714
Total Service Population	19,714	20,273	21,075	21,761	22,098
Difference	-364	559	802	686	337
% Change	-1.8%	2.8%	4%	3.3%	1.5%



According to UMass Donahue Institute, “the MetroWest region of the future will be older than it is today, with a notable increase in elderly residents. By 2030, roughly 8.5% of the population will be age 75 and older, compared to just 6.3% as of the 2010 census. More than a third of area residents will be age 55 and older.

However, the population distribution will also become more evenly distributed among retirees, middle aged households, and young families with school age children. The massive concentration of the baby boomer generation found in 2010 is far less evident in 2030. This is, in part, because MetroWest residents are somewhat prone to leave the region as they approach retirement, diminishing the impact of the age progression of the baby boom generation within the region. MetroWest also tends to gain residents in their thirties and forties through migration, resulting in a more even distribution in the middle age cohorts than found in other regions.”

## **General Description of the Library and its Role**

The town first voted money for a library in 1877, appropriating the dog tax for the library’s use. Two years later, when it was decided more funding was needed, the town appropriated funding and the first Board of Trustees was established, a librarian hired and the library operated out of her home at 554 volumes. In 1884 the library was relocated to two rooms in the town hall. In 1904 a portion of a local bequest was used to purchase a lot on the corner of North Main and High Streets, measuring 100' x 105'. In 1914-1915, despite fundraising efforts by civic groups, there were insufficient funds for a new building. Application was made to Andrew Carnegie for assistance. The sum of \$10,000 was offered for building construction, with an additional \$1,000 for incidentals paid from the Sharon Public Library Association. The building was constructed within this budget; the architect was Mr. C. Howard Walker of Boston. Cost to the town: \$0. So successful were the plans that they were distributed to other towns in Massachusetts and recommended in a pamphlet prepared by the American Library Association for nationwide distribution. The plans also appeared in *The Brick Builder*, an architectural periodical, and were included in the *Encyclopedia Britannica* article on Library architecture.

Once established, the library has continued to steadily expand its collection and services. In 1960, the first addition was added, with construction funding of \$72,000. The library was again expanded in 1979. All additions to the original structure, listed with the National Register of Historic Places, have left the Georgian facade intact. Governance of the library by a Board of Trustees remains as it was first established in 1887. Today the library houses over 90,000 items and includes music CDs, audiobooks, DVDs, newspapers, magazines, and print items of historical value. In addition to circulation services, the library offers a wide array of children's programs and hosts local cultural events. It sponsors One Book, One Town programming, supports the ESOL program collaboratively with the Stoughton Public Library and works

cooperatively with multiple community organizations to meet the diverse needs of the residents of Sharon.

## Current Library

In 2015 Sharon Public Library circulated 274,812 items. There are 9,733 registered borrowers, 9,676 of those are residents of Sharon. The reference service answered 11,000 questions last year, a downward trend from the 20,000 recorded in 1998. Programs at the library are very popular. A total of 140 children's programs and 80 adult programs were held over the year. Library programs are popular with 2,500 people attending children's programs and 1,400 attending adult programs in the past year. This creates stiff competition for the library's one meeting room – the community room that legally holds 67 people. The walls of the community room and the stack ends upstairs offer community artists a place to exhibit their work.

The library offers 91,350 items to the public. This includes books, magazines and newspapers, audio materials, DVD's, e-books, downloadable audio and music, downloadable video, microfilms, and other items, such as book/cassette kits for children.

There are 125 print periodical publications, 102 electronic serial subscriptions, and 12 electronic databases purchased for the library users. E-books and e-audio materials include Freegal, an online musical database; Zinio, for e-magazines; and IndieFlix, a streaming video service. The library purchased several online databases. Given our present site and our readership, this may become a continual trend for our community. Circulation for 2014 was 274,812. Top circulation figures in order of popularity by type are: printed books (183,739), followed by *DVD's* (45,029), audio materials (23,797), *e-books* (11,150), periodicals (6,120), and downloadable audio (2,792).

## Physical Description of the Library

The 10,600 sq. ft. library is located very near the center of town, about a block from the commercial center of town. It is a convenient location for walking traffic as residential neighbors are very near. It is easily located by potential visitors and part of a visit to town center for outliers. On first impression, there is no library parking. There is a municipal parking lot behind a church which is across the street from the library. Handicapped parking is also available along High Street. Additional parking spaces are available in front of the library on North Main Street and behind the library in a small municipal lot. There is very little square footage around the current library building so expansion on this site would be difficult. On one side of the building, property lines only extend about ten feet away from the building. The land in front of the library is limited in its frontage and is home to the septic system, plantings, and a few tables and chairs, a bench and steps to enter the building.

Children's services, tech services, staff break room, restrooms, and the community meeting room are located on the lower level, with their own entrance off the street. This serves as the handicapped access to the library. There is an elevator to the top floor in working condition but

the old relays that operate the elevator are rare and quite difficult to obtain. It passes inspection.

The Technical Services area is to the right, adjacent to the restrooms. One enters a space where two staff members, supplies, and a desk and chair serve as the basis for all cataloging and processing for the library. The staff lounge is entered through Technical Services, a room that measures about 8' by 8', housing a small refrigerator, a very small counter and sink, an 18" round table with two small chairs to serve as a place to eat. Just off the staff lounge are two staff bathrooms.

Children's services features a partially separated toddler play area in the front of the building, an area of tables and computer stations near the circulation desk and librarians' work area, and stacks of books for older children toward the back of the room.



Past the children's services area the Cynthia B. Fox Community Room is used for community meeting room space. There are 75 chairs and eight folding tables available for programs and meeting space. One side of this room serves as the arts and crafts space for children's programs. There is vinyl flooring under the desks and chairs, making it convenient for cleaning. The other side of the room is carpeted and stained. The walls are concrete block, painted white with multiple windows providing much needed light.



There is also a small room off of the community room that serves as the Local History Room. A very nice collection of historical materials are shelved here in acid-free folders and boxes. A microfilm machine is available for research. There is a storage room adjacent to this space that is very small and houses spare computer parts and AV equipment. Adjacent to the Local History room is another storage room for paper products and janitorial supplies. The custodian has a small work space in this area. A door leading to the boiler room opens to this storage room. The computer server system is also in this room, opposite the boiler and air conditioning systems. It is very warm in this room, not a good environment for computer server and networking equipment. There is a security camera system with online access. The security camera system includes a DVD/VHS tape system which can be reviewed as problems present. The doors are protected by an alarm system, with each staff member and Library Board member having a security code to the building.

The original entrance to the library is up a small flight of stairs into a vestibule. There is a second stairway from the foyer entrance that leads you to the main circulation area. The circulation desk is immediately on the right. On the left is a large reading room with the original Palladian windows, circa 1914, original to the building, and half of the room houses the adult media and large print books. Straight ahead are two public access catalog computers.



The adult book collection, reference desk, and eight public access computers lie ahead in a 1979 addition at the back of the original building. A reading area and periodicals area at the back of a room to the left of reference shares space with teen materials and a large reading table. Administrative offices, for the Director and Administrative Assistant are located to the far right, adjacent to the adult collection.



There have been piecemeal changes in the use of parts of the building as the demand on library services has grown: a repaired leaking roof, new carpeting in some areas, and multiple reallocations of space. There is, in addition, a severe lack of seating space for readers and staff, inadequate shelving and display for materials, and insufficient meeting space for programs, meetings and group/quiet study. Unfortunately there is no land available contiguous to the library property for expansion.

At this time the board has appointed a building committee to investigate options for improving the building. It has outlined the following options to: 1) identify a Town-owned site suitable for



a new structure; 2) raze the dysfunctional additions and create a new, better, addition to the Carnegie facility; or 3) renovate the original building and additions.

## **Library Mission Statement**

The Mission of the Sharon Public Library is to serve the informational, educational, cultural, and recreational needs of all members of the Sharon community by providing access to a professional staff, a state of the art facility, and quality materials, programs and services.

*From 2013-2017 Long Range Plan*

## **Library Core Values**

Values Statement: We believe that a free public library is essential to the public good. We believe that all library users are entitled to the highest level of service. We believe that all library users have the right to privacy, confidentiality, and intellectual freedom.

*From 2013-2017 Long range Plan*

## **Current Trends in the Library**

The Vision of the Sharon Public Library is to have it be a destination which serves as a civic space, encompassing the roles of public library, cultural arts center, and civic center. The Library exists to promote the free exchange of ideas, to provide opportunity for lifelong learning, to be an essential community institution serving both individual and societal needs as a part of a network.

*From 2013-2017 Long Range Plan*

## **Service Delivery**

The relationship between patrons and staff has also changed over the years. Patrons expect all library staff to assist them in all facets of technology and information services. Readers advisory, social media, government documents, college research, financial and business-related research, state curriculum standards, homeschooling and foreign language support, just to name a few. Library staff is also called upon for information services to the other Town departments, which they gladly provide.

## **Electronic Resources – Analysis of Computer Use Trends**

Using the Wisconsin Library Standards, the Sharon Public Library is below the basic level of service for its present population. There are eight computer Internet stations for adult use on the main floor, and two PAC terminals. Though statistics for computer use were not reported to the MBLC, the computers are used heavily throughout the day. Currently these systems have a patron timing mechanism that allows for one-hour sessions per patron per day with flexibility

whenever available. Many other patrons come in with their laptops and sit at the YA tables, in the reading room, and in the quiet study area. Patrons also sit out front at the small café tables during good weather. The staff finds the number of computers to be insufficient for patrons' needs.

There are three children's Internet computer stations available for homework help and other activities, though children use these computers infrequently. There are filters on these computers. Most of the children prefer to play online games after school on these computers. The library does not currently offer homework help.

The library is just beginning to embrace new technologies into its collection. The library has just purchased five Kindles for patron use. The library has purchased six new laptops, which can be secured as needed. These same laptops can also be used for computer and database training sessions.

Library patrons are in need of space and technology to support the multiple ESL and other tutoring requests received each week. The library just recently increased its number of adult computers to a total of eight, a mix of desk tops and laptops. These computers have the latest software. The computers are always in use. An emphasis will be placed on expanding the technology area.

### **Programming**

Sharon's schools are a big draw for families. So is its diversity. The town has seven synagogues, nine churches, and one of New England's largest Islamic mosques. Nearly 30% of students in public school are nonwhite, and 18% speak a language other than English at home. This diversity is increasingly recognized in the library's programming. This year the library has sponsored two very popular family Musical World Café Nights featuring music from the various cultural heritages of the town's residents and drawing large crowds of 200 and 300 people.

### **Collection Analysis**

As a community of 17,612, Sharon is in the 10,000-24,999 population group. On the Wisconsin Public Library Standards Chart below, the Sharon Public Library ranks most frequently at a Basic Level Service. The periodical collection is considered excellent by these standards and the audio/video collection ranks as moderate and enhanced. Library Materials Expenditures also rank at the enhanced level. With a fairly small building with limited shelf space, weeding is done frequently to make space for incoming materials. The library has placed a larger emphasis on purchasing e-materials to reduce space needs.

### **Collection rankings compared to the Wisconsin Public Library Standards**

Volumes Held per Capita (print)



LEVEL OF SERVICE	SHARON
Below BASIC 4.8	3.77

Sharon Public Library's total number of volumes held per capita fell far below the basic level of service. The library is currently purchasing e-materials to make up for deficiencies in this area. In evaluating space constraints and total volumes held for this report, staff noticed many duplicate volumes on the shelves. An updated collection development policy will reflect current and future trends. Policies addressing Interlibrary loan and borrowing practices will also be addressed.

#### **Analysis of trends in the library's gross acquisition rate vs. net acquisitions rate (additions minus deletions)**

Acquisitions trends have been focused on increasing adult print and non-print collections. In the past, multiple volumes of the same title have been purchased and are often not removed when the book is no longer in high demand. Improvements have been made but the lack of overall shelving space is a problem. Evaluation of selection practices are made to address current user habits. These trends in selection, acquisitions, and weeding are being addressed as part of a whole policy and procedure update. Due to limited space and the need for an increase in technology, collection growth will have to encompass more e-material acquisitions. The goal from FY15 through FY16 will be to increase collection size to 95,000 volumes, to better meet our collection development goals.

#### **Periodical Titles received per 1,000 population (print)**

LEVEL OF SERVICE	SHARON
EXCELLENT 16.6	16.8

The Sharon Public Library currently subscribes to 140 Print Serial Subscriptions, ranking Sharon as Excellent. **Zinio** Magazine Subscription service has been purchased through the library network which will increase holdings for non-print subscriptions and allow for additional shelving space. According to the MBLC Public Library Reports from 2010-2012, circulation statistics for periodicals have increased each year over the past few years by 8%.

#### **Audio Recordings Held per Capita**

LEVEL OF SERVICE	SHARON
ENHANCED .44	.44

SPL currently ranks at the enhanced level of service in audio holdings. Collection space is limited for books on CD, music and Playaways. The library increased its holdings by purchasing a subscription to Freegal Music, a downloadable music service. The library will also increase its collection of downloadable audio books. Circulation trends have indicated a 23% increase for audio materials over a five year period as described by the MBLC Public Library Circulation Reports from 2008-2012.

#### Video Recordings Held per Capita

LEVEL OF SERVICE	SHARON
MODERATE .38	.42

SPL currently ranks at the moderate level of service in video recordings held per capita. Collection space in the current building prohibits expansion of this collection. It is weeded regularly, and increases in circulation over the past five years have indicated a growth rate of 11%. Sharon will explore offering streaming video by FY16.

#### Materials Expenditures per Capita

LEVEL OF SERVICE	SHARON
BETWEEN MODERATE & ENHANCED \$7.94	\$7.45

In 2012 the library spent a total of \$126,330 on library materials. Once again, the library follows the standard set forth by the MBLC to qualify for state aid. With that in mind, the library meets the moderate to enhanced level for service population Wisconsin standards.

#### Collection Size (print, audio & video) per capita

LEVEL OF SERVICE	SHARON
Below BASIC 5.5	4.86

Total collection sizes for print, audio and video materials are below the basic service requirement according to the Wisconsin standards. The challenge for SPL is space. The library is 10,600 square feet with the adult, YA, technology, audio and video collections housed on the main floor. Children's, technical services and the community room are on the lower floor. The history room, boiler room, staff lounge, public bathrooms and staff bathrooms are also on the lower floor. Collection growth will only be realized once square footage is added to the already cramped library, and by purchasing more electronic resources.

Sharon Public Library's total holdings are low compared to the other libraries in our population group. The reason is that the library does not have enough space to increase the collection.

Circulation activity is fairly high with a ranking of 3 to 8 for direct circulation and 4 to 8 for total circulation. SPL receives the most interlibrary loans when compared to our population group. SPL ranks 7 out of 8 for providing interlibrary loans to others in our comparison group and 7 out of 8 for total non-resident circulations. SPL ranks 3 out of 8 in total circulations per capita.

#### **Collection Size comparisons with other libraries in our service population group**

	Total Non-print holdings per capita	Total print holdings per capita	Total holdings per capita
SHARON	.85	3.95	4.8
Easton	.72	2.33	3.05
Canton	1	6.15	7.15
Duxbury	1.3	6.5	7.8
Foxboro	1.19	5.66	6.85
Hingham	1.63	6.7	8.33
Mansfield	.89	4.16	5.05
Walpole	.64	3.26	3.9
Rankings	4 out of 8	4 out of 8	6 out of 8

The print collection per capita indicates that Sharon ranks at the median level.

When comparing SPL to other libraries, Sharon is average in holdings data for print and non-print collections. Patrons are frequent library borrowers. If space and comfortable seating were more abundant,, the results would be greater. The library has increased its purchase of e-materials. Video streaming, e-books and music downloads will become more of the norm for patrons.

**Analysis of borrowing statistics** ranks Sharon Public Library at the lowest rank, as indicated by the chart below. SPL has the fewest number of registered borrowers as compared to our neighboring communities, and ranks 7 out 8 for number of borrowers who were residents.

	Number of registered borrowers	Number of borrowers who were residents
SHARON	9,767	9,689
Easton	12,688	11,613
Canton	11,818	10,981
Duxbury	9,819	9,204
Foxboro	11,092	9,576
Hingham	14,276	13,103
Mansfield	16,869	15,170
Walpole	11,406	10,954
Rankings	8 out of 8	6 out of 8

#### Financial Expenditures comparison chart:

As indicated in the chart below, SPL ranks at the median level for appropriated municipal income per capita, total materials expenditures and network fees. SPL ranks at the lower spectrum, 6 out of 8, for total operating income, salaries paid from library budget and total operating expenditures. The funding reflects the trends in total holdings, borrowing and loaning statistics as indicated in the charts above and below.

	Appropriated Municipal Income per capita	TAMI per capita	Total Operating income	Salaries paid from Library Budget	Total Materials Expenditures	Network fees	Total Operating Expenditures
SHARON	\$49.11	\$864.978	\$899,954	\$621,835	\$126,330	\$31,464	\$853,991
Easton	\$19.19	\$443,500	\$1,066,426	\$593,636	\$75,739	\$25,451	\$1,066,991
Canton	\$48.36	\$1,042,595	\$1,089,474	\$755,346	\$125,524	\$29,135	\$1,046,859
Duxbury	\$78.47	\$1,181,699	\$1,284,832	\$881,418	\$133,599	\$33,607	\$1,203,626
Foxboro	\$56.31	\$949,738	\$979,857	\$653,950	\$135,712	\$24,321	\$872,177

Hingham	\$61.09	\$1,353,539	\$1,574,660	\$1,108,706	\$0	\$38,963	\$1,343,318
Mansfield	\$31.38	\$727,459	\$764,160	\$415,555	\$108,444	\$22,746	\$678,283
Walpole	\$29.80	\$717,187	\$736,009	\$567,938	\$109,327	\$28,275	\$759,135
Rankings	4 out of 8	5 out of 8	6 out of 8	5 out of 8	3 out of 8	3 out of 8	6 out of 8

Age analysis of number of items in the current collection by category and publication date with an asterisk indicating largest percentage of circulation according to OCLN – Adult Materials:

\* Books on CD – 2000-2009

Mystery books on CD – 2000-2009

Science Fiction on CD – 2010-2019

\* Biography -2000-2009 followed closely by 2010-2019

\* Music – 2000-2009 followed closely by 1990-1999, then by 2010-2019

\* Travel – 2000-2009 followed by 1990-1999

\* Career Reference and Career Test Preparation – 2000-2009

\* DVD – 2000-2009 followed by 2010-2019

ESL – 2000-2009

\* Fiction – 2000-2009 followed by 2010-2019

\* Foreign Language – 2000-2009

Graphic Novels – 2010-2019

Internet – 2010-2019

Local History – 2000-2009

\* Large Print – 2000-2009

\* Magazines – 1990-1999 followed by 1940-1949, then by 1920-1929

\* Mysteries – 2000-2009

\* Non-fiction – 2000-2009

Reference – 2000-2009 followed closely by 2010-2019

\* ESL- 2000-2009

\* Museum Passes – 2000-2009 followed closely by 2010-2019

Sharon History – 1960-1969 and 1900-1909

Age analysis of number of items in the current collection by category and publication date –  
Juvenile Materials:

\* Easy Readers – 2000-2009 followed closely by 1990-1999

\* Juvenile Biography – 2000-2009 followed by 1990-1999

\* Juvenile CD- 2000-2009

\* Juvenile DVD – 2000-2009

\* Juvenile Fiction – 2000-2009 followed by 1990-1999 and then by 2010-2019

Juvenile Foreign Language – 2000-2009

Juvenile Hard page – 2000-2009

Juvenile Magazine – 2000-2009

\* Juvenile Non-fiction – 2000-2009 followed by 1990-1999

\* Juvenile paperback biography – 2000-2009

Juvenile Reference – 2000-2009 followed closely by 1990-1999

\* Juvenile Science – 2000-2009 followed closely by 1990-1999

\* Picture books – 2000-2009 followed closely by 1990-1999

New items have a high circulation count. New magazines not as often, but patrons receive  
3 weeks circulation plus one renewal.

Age analysis of number of items in the current collection by category and publication date –  
Young Adult Materials:

\* Careers – 2000-2009

\* Career Reference – 2000-2009

\* Career Test Preparation – 2000-2009

\* New Young Adult – 2010-2019

\* YA fiction – 2000-2009 followed closely by 2010-2019

YA magazine – 2000-2009 followed closely by 2010-2019, and then 1940-1949

\* YA non-fiction – 2000-2009

YA Books on CD – 2010-2019

\* YA Graphic Novels – 2009-2010 followed closely by 2010-2019

\* YA Summer Reading – 2000-2009

Note: For all categories, the new items, whether they are fiction, non-fiction, DVDs or other materials, circulation is high.

Circulation statistics as reported by the Annual Report Information Survey for FY13, indicate that the highest circulated materials in the Adult collection were books, videos, and then audio items. E-books were circulated more frequently than print serials subscriptions. In the same analysis, Juvenile books, videos and audio materials were circulated most frequently. The YA collection is small but circulation statistics show that the highest number of check-outs are for books, then audio, then print serial subscriptions and then videos.

An analysis of the circulation per volume, as reported by the Annual Report Information Survey for FY13, indicates that for every adult item in our collection, the library averages 2.29 circulations per volume. For every juvenile item in the collection, the library averages 5.42 circulations per volume. For every young adult item in the collection, the library averages 4.60 circulations per volume. The library is getting the most value in terms of circulations per item from the juvenile collection. Another interesting trend is that the library receives twice as many interlibrary loans from other libraries as we provide.

### **Analysis of trends in the library's gross acquisition rate vs. net acquisition rate (additions minus deletions.)**

Usage statistics indicate that the library places a large emphasis on print materials, while the e-book collection, audio and video materials are also used heavily. The library will have to be sure that each of these collection spaces will be adequate to support this trend. E-book collections have very high circulation. As patrons utilize different formats, this library will expand to meet that demand.

Youth collections see a great deal of use. Parents are very proactive in getting their children to read at an early age. The Youth Services department works very hard to provide all the latest materials, technology and programming needs desired by our families. Growth in Children's and Young Adult collections are necessary to support future endeavors.



## Planning Efforts

- By the mid-1970's the library was full; talk about a new building or addition resurfaced. The March 3, 1976 Patriot Ledger quoted one of the Library Trustees: "The fact that we are asking for library space should come as no surprise... He mentioned that the planning board projected in 1966 that the library would need further expansion by 1974 and that this had been postponed when the town bought the Sacred Heart property. The Trustee discounted the possible use of either the former Sacred Heart dormitory or the town administrative offices for library expansion, saying that the dormitory wasn't built to carry the load of library books and that the town building provided little more space than is available at present.
- In 1994, Archetype Architecture Inc. of Boston completed "Sharon Space Needs Study," recommending a new municipal complex on a town-owned site for the Town Administrative Office building, Public Safety building, and Town Library.
- In 1998, the architectural firm of Butler Bennett Architects was engaged to evaluate the current building and make recommendations for a library that would meet current service standards. They held interviews with library staff, trustees, key town officials and held two community forums, as well as conducted a survey of the community about its expectations of the library. This study recommended a new library facility of 26,000 sq. ft. At that time the Town was still seeking a site to accommodate a new municipal complex.
- In the late 1990's, the library was included in a plan that would renovate the long-abandoned Wilber School into a senior center/town hall/library shared building. The realization of this plan never happened and the Wilber School is now a renovated building of apartments.
- In 2011, in the Sharon Public Library Long Range Plan for FY 2013-2017, one of the main themes expressed by community members and staff alike was addressing the shortfall of the building by determining appropriate changes to the present library, and determining options on building a new facility, renovating within the current building, demolishing the two additions to build a new addition, or expansion of the current lot with acquisition of the adjacent Verizon building.

The 2014 Planning and Design Grant Application describes in detail an extensive communications plan to involve the public in the planning of an improved facility including a community survey. On March 25, a community forum with consultant Cheryl Bryan presented a brief PowerPoint presentation on Current Trends in Public Libraries, then collected information about what the community would like to see preserved from the current library, as well as what improvements they would welcome. There was universal interest in a larger building among the 35 attendees. A summary of that meeting can be found in Attachment B.

All staff members completed a Library Building Questionnaire, and met with consultant Cheryl Bryan to complete a Space Needs assessment Survey and a Staff Needs Information Survey.

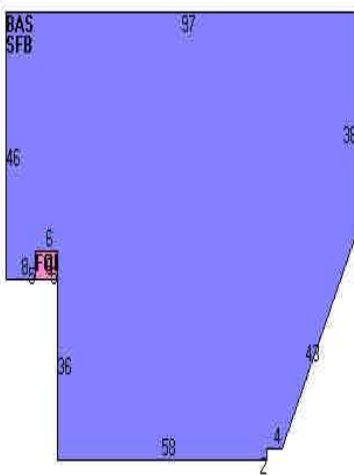
A Building program has been developed following a review of previous work, one community survey, staff interviews, three surveys and a community forum.

## Existing Structure

The Sharon Public Library is on a small area of land with little to no expansion room. The only possibility for increasing the present size on the current site, would be to add an additional floor and rearrange the interior. There is roughly 10 feet of land behind the library. In the figure below, it would be behind the 97' length side. There is roughly 10 to 12 feet to the sidewalk on High Street. In the figure below, it would be beyond the 46' length side. Land to the south side of the library angles toward Main Street. There is about 10' toward the rear and 20' toward the front. An aerial diagram in Attachment A shows two properties adjacent to the library property, which have been discussed in the past as possible expansion sites. They are 15 North Main Street and 11 High Street, both presently occupied by other businesses.

Sub-area Summary

Code	Description	Gross Area	Living Area
BAS	First Floor	6,566	6,566
FOP	Porch, Open, Finished	30	0
SFB	Base, Semi-finished	6,566	4,925
	Total	13,162	11,491



See Attachment A for an Aerial View of Library

The Town of Sharon has little municipal space; most open land is either conservation land or protected land. Any available municipal land is either not large enough or is too far away from the center of the town.

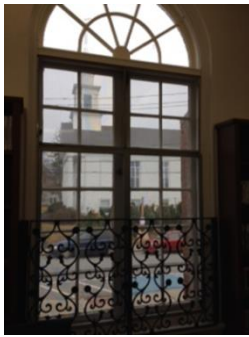
The town has provided standard maintenance so the building has an inviting garden with a popular statue in the front of the Carnegie building. The Palladian windows on the main level front of the building give it a very traditional look consistent with the surrounding homes and churches.

Because of the crowded conditions there is limited seating throughout the building beyond the front reading room and periodicals area. There is almost no seating in the children's room for caretakers who accompany children to the library. There has been an effort to carve out a Young Adult Area by moving the materials into a shared space with periodicals shelving around a large wooden table. A special collection of ESL materials was set up for ease of use and proximity to the quiet study area outside of the quiet study area. There are two tables with accompanying chairs, although the area is very dim. With the growing population of English-as-second-language citizens, there is an increased demand for foreign language materials. Shelving for these materials, however, is limited and should be increased.

The Technical Services area is adjacent to the bathrooms. One enters a space where two staff members, supplies, and a desk and chair serve as the basis for all cataloging and processing for the library. Lighting is poor, and lamps are used to enhance lighting where necessary. Storage and file cabinets are non-existent, and the technical services area is the access point for staff to get to the lunch room and staff bathrooms. Technical Services staff complain about the interruptions and noise while they are trying to concentrate. However grateful they are to see staff, they do find it a distraction.

The staff lounge is a room that measures about 8' by 8', housing a small refrigerator, a very small counter and sink, an 18-inch round table with two small chairs to serve as a place to eat. The library schedules about 15 staff members per day, and half-hour lunches make it difficult to leave the library to get a meal. Adjacent to the staff lounge, there are two staff bathrooms.

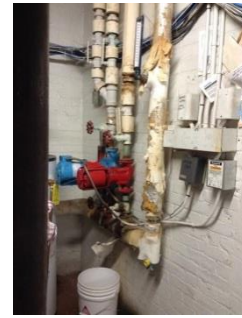
The elevator is in working condition but the old relays that operate the elevator are rare and quite difficult to obtain. It passes inspection but may need to be replaced in the near future.



Palladian windows



New YA



Boiler connectors

In 1998, the Butler Bennett Study conducted a thorough examination of the current building with engineering assessment of existing mechanical and electrical systems, lighting systems, and communications infrastructure. In addition, the architectural and furnishings/equipment layout of the facility was analyzed, and recommendations for long term occupancy of the building were made. Some of these, such as new carpeting and creation of a new exterior door, have been undertaken in a piecemeal way as funds were appropriated, but much of the study is still relevant.

The report concludes that most of the engineered systems are approaching the end of their expected life spans. Electricity to power the engineered systems is also aging out. It is noted that the service can accommodate some additional loads but not an addition to the building of any significant size. The natural gas service is also sized for the requirements of the existing building. The boiler was due for replacement in 2008 which will be addressed through town approval. Presumably the new boiler will be more energy efficient. The forced hot water heating system uses former delivery equipment, some of which works improperly. This is particularly annoying over the reference and children's service desks, where the heater is loud and creates a breeze on those working in the area. The rooftop air conditioning is at the end of its life cycle, requiring replacement with the air handlers and controls.

Lighting is insufficient in many areas of the library. This was mentioned in the community forum and in staff surveys. Light levels are low throughout most of the library with some natural light from skylights and windows.

A new phone system, including voice mail, was installed in 1998. The Internet infrastructure fails on a weekly basis. With the addition of more public access computers and the growing expectation for self-checkout options, the entire network cabling system needs to be replaced

## Needs Assessment

Any new or renovated project must take into consideration the following:

- Protection of the historical Carnegie building
- Increasing collection space
- Multi-purpose meeting room space, complete with AV and hearing assisted capability
- An adequate children's room, with independent storytime and craft area
- A Young Adult Room, with collection and technology space that also addresses the need for homework and tutoring space
- A technology center, with spaces for business professionals with telephone and cell capability, a tutoring and teaching space for both large and small groups, and media lab for student projects
- Workroom and storage space for the Friends of the Sharon Public Library
- Adequate staff and storage space
- Quiet Study space for small groups
- Plumbing on all floors, energy efficient LEEDS certified lighting, heating and electrical systems, staff-friendly HVAC and security systems

Patrons of the Sharon Public Library deserve a facility that is conducive to their educational, lifelong learning, and recreational interests

...by providing public meeting spaces with ADA compliant AV equipment, developing technology makerspaces for digital media creation; meeting room spaces complete with hearing impaired AV equipment; an after school learning center for school aged children and teens – complete with tutors; a business technology center for work at home patrons; and an expanded collection of materials, software and databases which support each of these initiatives.

*From 2014 Design Grant application*

While the library staff has been very resourceful in adapting the 1914 Carnegie Building for new services, it is time for a major renovation to bring the library in line with contemporary expectations of library service. Previous additions in 1960 and 1979 met early handicapped access standards but by modern standards the current access is severely hampered. The sloped exterior handicapped ramp to the lower level entrance ice over in the New England winter making it unsafe for everyone. This leads to the lower level Children's services, Meeting Room, Local History Room, Technical Services/Staff room areas, and the only public restrooms for the building. An antiquated elevator takes impaired borrowers and all materials between floors. This is an obstacle for elderly users, as the materials they want are upstairs and there are no convenient restrooms on that floor. The meeting room cannot be closed off for public use, lacks a sound system for the hearing impaired, and there is no public address system in the building.

The collections and variety of materials offered has changed significantly since the last addition, leaving the shelves overcrowded and necessitating steady removal of materials to allow shelf space for new items. The adult and school age children's collections are rows of tall shelves with no display space or seating to break up the areas and make them more engaging and comfortable spaces. Children's collection space is limited, and there is no growth space available, without earnest weeding, for either the fiction or non-fiction collections. Opposite the children's circulation desk in the 1979 addition, there is a picture book and play room space. This is a less-than-inviting space, however, because of its multiple windows, which add light but are drafty during the winter months, and its need for new carpets. One needs to pass through this section to get to the elevator mechanical room via the storage room. The storage room is very small, but houses the arts and crafts supplies needed for the myriad of children's programs held each week as well as office supplies for the library. The elevator room is difficult to reach.

Upstairs, the main circulation desk has no circulation office space for conducting business, focused work, or storing records. There is no Interlibrary Loan office or sorting room. The library, one of the three busiest in the area, often receives between 7 to 12 Interlibrary Loan bins a day. Sorting and checking in is done at the main desk from the floor. There isn't enough room to allow for self-holds.

The reference desk is behind a half wall, so it is not visible from the circulation area, making referrals more difficult. There is no reference office or private interview area. All reference and information service business must be conducted four feet away from the patron computer area. Two staff members are placed in a space that is about 6' by 8', each often crowding the other when helping patrons.

While the library staff would like to be welcoming to teen users, it has been difficult to carve out a space for them on the main floor of the library. With a recent weeding of the reference collection, teen materials were moved into the former quiet study room, which shares space with the periodicals reading area. The skylight windows in this section previously leaked in inclement weather. The water leaks have damaged the large original oak tables that dominate the space and provide one of the few laptop use spaces in the building. This space measures about 10' wide by 20' long. This area also serves as the periodical and newspaper reading space, as well as housing the remaining reference collection. This section of the room measures approximately 10' wide by 15' long, for a total space of 10' x 35'.

Outside of the periodical area, there are three tables with accompanying chairs in areas where lighting is very dim and, in one case, non-existent. A special collection of ESL materials were set up for ease of use although space constraints limit this collection.

The library needs to expand its technology to accommodate the number of patrons who utilize these resources. Due to the cement walls, old wiring and un-labeled cables, costly improvements need to be made for public access computers and wireless Internet service. The lack of electrical outlets throughout the building makes laptop use difficult or impossible. E-readers and laptop users find it difficult to maintain a signal. Providing adequate service is hindered by the severe lack of space in the server room, the lack of electrical outlets, and the multiple confusing and unlabeled cables.

The library needs to expand its physical size in order to create more people space. It is very difficult (sometimes impossible) to provide quiet study space, tutoring space, homework space, meeting room space, play and craft space, storytime space, and programming space. Our patrons are frequently shifted around the library in order to accommodate larger groups. One community room is heavily used; having only the one meeting area severely limits the library's ability to satisfy public requests for more programs, lectures, craft and learning activities. Over the years, seating has been eliminated to add more shelving. There are only 14 lounge chairs for reading in the library and 15 seats at tables. There are now eight public access computers and two reading areas, but public seating is severely limited. Population projections for Sharon would necessitate the library's having 117 seats to serve the population in 2034.

The following is a comparison of library services and programs among eight towns sharing the same service population. It demonstrates the impact of space constraints on the library's programming.

	YA program	YA program attendance	Children's programs	Children's program attendance	Adult Programs	Adult Program attendance
SHARON	9	40	146	2,490	124	1,687
Easton	46	486	313	6,813	351	3,468
Canton	13	127	132	3,550	246	2,435
Duxbury	153	2,148	238	6,316	262	2,086
Foxboro	0	0	144	2,482	0	0
Hingham	15	208	250	6,046	170	4,357

Mansfield	0	0	259	5,983	25	245
Walpole	0	0	103	2,624	9	423
Ranking	5 out of 9	5 out of 8	5 out of 8	7 out of 8	5 out 8	5 out of 8

Limited staff space impacts all departments. The administration offices are at the right far corner of this floor, behind the fiction stacks and not in view of either the circulation or reference service area of the library. It is difficult to find the Director's office. The Administrative Assistant's office is home to the staff copier, staff scheduling activities and fax machine. Patrons frequently walk into this office unnoticed, to borrow supplies and sit at the computers. Recent renovations have eliminated some of these problems.

All parts of the building's infrastructure need updating to meet the library's service goals. Examples include the antiquated elevator with hard-to-find parts, the building-wide lack of adequate lighting and electrical outlets, an antiquated boiler with inadequate couplings, the inadequate Internet capabilities and electrical service to the building, and plumbing on one floor only. The building has been maintained but needs internal systems that support current and future demands.

The 2011 Strategic Plan community forum called out the following problems with the building. Sadly, although there has been a steady effort to address these concerns, most of them were still present in the 2015 community forum.

- The Building (additions, layout need help)
- Ongoing building challenges (boiler replacements, etc.)
- Land-locked location
- Lack of ADA Compliance
- Nonfiction area needing redesign
- More comfortable seating
- Lack of display space
- Parking
- Bathrooms
- Overall maintenance



- Want a larger building with larger community space and separate children's program room

The long range plan for FY 13-17 sums it up nicely: "Providing collections and programming have been traditional aspects of public library service. These two aspects of service also circle back to the building issues concerning space needs. If we collect it, where do we put it? More classes, workshops, and author visits will need a larger space as well."

# Future Library

## Major Design Concepts: includes green designations

It is expected that the building program will continue to be modified as the planning process progresses from conceptual design to schematic design to design development and finally to grant documents. Review of the detailed area descriptions at the end of this document is integral to understanding the building design requirements.

Sharon retains a very traditional New England village housing stock. The new design should reflect this style which predominates in the housing stock and churches around the library. In recognition of the small staff, visual supervision of the building will be a major design consideration. The main entrance should be clearly identifiable from the street and the parking lot. Any landscaping should not interfere with clear and well-lit access to the building from both the parking lot and the sidewalk.

The Building Committee is committed to apply for Leadership in Energy and Environmental Design (LEED) certification, which will reduce energy costs by making the library energy efficient.. The library will be air conditioned in the summer for the comfort of library users and appropriate to the preservation of materials. The design should include energy-efficient heating, ventilating, air conditioning, and electrical systems that are expandable to accommodate increased occupancy in the future. Systems should be designed with an eye towards ease of use and future maintenance and repairs that can be easily managed without excessive expense for the town.

The library should be welcoming and comfortable for visitors and staff of all ages and physical abilities. The layout of the library should be logical and easy to navigate for new users. Signage should clearly identify spaces and collections. There should be both active and quiet zones throughout the building. To accommodate meetings outside library hours, the meeting room, kitchen facilities, and restrooms should be located so people have access to those services without having access to the rest of the library.

There should be sufficient data ports and electrical outlets for all staff equipment and hardwired desktop machines for the public; the design should support easy relocation and the addition of new data ports and equipment. The library will need to provide wireless access points and sufficient access to electricity for the public's use of personal computing devices and access to the library catalog. Library equipment should include telephones, electronic devices, security system, cable and networking equipment, a public address system, AV and camera equipment.. The electrical plan should not limit the placement of furniture.

## **General Interior Considerations**

There should be visual control of the general entrance, the restroom entrances and the children's area by staff. Service desks are staffed by a minimum of two staff members.

The design should include acoustical engineering, including flooring surfaces, ceiling treatments and interior walls and partitions, to ensure sound will not unnecessarily carry through the building or bounce. The layout should zone for both quiet and interactive areas, which are acoustically discreet.

General shelving of adult books will be 7 shelves high and 3-5 shelves high for children's collections. Display of materials should be incorporated into the shelving areas. Some shelving should be on casters so the shelving can be easily relocated, then locked in place. For adults, seating should be adjacent to shelving so browsers can sit and examine materials. Collection growth should be considered by planning for unfilled top and bottom shelves and 75% shelf capacity on opening day. Shelving should be laid out in such a way as to provide clear sightlines from staff desks/offices.

The design should integrate technology for programming and presentations both live and broadcast. Special attention should be given to the support of equipment used in the staff work areas and for easy relocation of equipment in these areas. A laptop storage and charging station should also be available in the reference work area. Additionally, wherever possible, tables in public areas should be wired and seating areas should have electrical outlets nearby.

Staff computers shall be networked to staff copiers and patron computers shall print to the patron copier.

Materials used in the library's interior shall be made for heavy wear and easily cleaned. Fixtures and bulbs should be energy efficient, easy to obtain and economically replaced. Natural light should be encouraged throughout the building without too much gain or loss of heat or fading due to ultraviolet rays as appropriate for LEED certification

All floors shall be designed at 150 lbs per square foot live-load weight bearing capacity to ensure future flexibility for location of books stacks. Private areas should be part of the floorplan for tutoring, small meetings and discussion groups - through stack layout and some small meeting rooms.

There must be adequate general storage areas, for the, meeting room, custodial services, staff work areas, and adult and youth services spaces.

There must be a separate space with adequate storage for programming and book sale use.

## **Exterior Design Considerations**

The building should be easily identified from the street as the public library. The exterior should be appropriate to the neighboring buildings' style and present a welcoming appearance.

Should the current building be part of the design of the new library, there are some building issues that must be addressed.

- The main entry doors have recently been rebuilt with Community Preservation funding. Though they are beautiful, they are heavy and the hardware confines passage by one person at a time.
- Most of the brick wall around the exterior of the building is sound but requires repointing in some localized areas.
- A library designated parking lot should be available, designed to one parking space for every 400 square feet of the building. Parking that doesn't require crossing a street would be preferable.

## **Site Considerations**

The current Sharon Public Library is on a small irregular rectangle of land with little to no expansion room. The only possibility for increasing the present size of the current site would be to add additional floors and to rearrange the interior. There is roughly about 10 feet of land behind the 97' length side of the library. There is roughly 10 to 12 feet to the front sidewalk beyond the 46' length side. Land to the south side of the library angles toward Main Street. There is about 10' toward the rear and 20' toward the front. An aerial diagram in Attachment A shows two properties adjacent to the library property. They are 15 North Main Street and 11 High Street. Both lots are presently occupied by other businesses, but should an opportunity arise, this would be an ideal solution for retaining use of the Carnegie building with an expansive addition. Exploration of other small municipal properties should also be considered.

Two other former school sites have been considered for relocation of the library in the past but both were eliminated because of the weight bearing requirements of a future library. The town is proud of the extensive preservation lands surrounding Sharon which limits potential sites for a new library.

## **Functional Relationships**

In designing the new Library building, careful attention must be given to the locations of certain functional areas in relationship to the building itself and in relationship to each other. Many of these proximities are mentioned in the Area Descriptions in this document.

On the building's MAIN LEVEL:

- Lobby with restrooms
- Circulation Desk
- Circulation and Technical Services offices and workspace  
[near Circulation Desk and convenient to delivery]
- New Book Collection
- Non Print Collection
- Adult Book Collection
- Periodicals and newspapers
- Reference Services
- Public Access Computers

May be located on ANY LEVEL:

- Children's Service Department
- Young Adult Area
- Meeting Room
- Staff Room
- Local History Room
- Quiet Reading Areas
- Study Rooms [2 near adult, 1 near YA]
- Administrative Suite (Director's office and Administrative Assistant's office)
- Custodian's workroom with small closet on each level for supplies and cleaning equipment
- Area to accept donated and weeded material

# Area Descriptions

## Main Entry / Vestibule and Lobby

Projected Square Footage:  
**300 sq. ft.**

FUNCTIONS PERFORMED: The main entry point for library users and double sets of doors for an airlock.

OCCUPANCY: PUBLIC: 2  
STAFF: 0

FURNISHINGS: An embedded mat or other walk off surface at least 10 ft. wide to catch dirt and debris. A side bench for those waiting to be picked up.

USER SEATING: 2

EQUIPMENT: Space to install security gates inside inner door. Fire alarm panel and security panel. Two Public Access Catalog computers

NEAR/FAR: Near parking lot.

SIGHTLINES: To circulation desk, restrooms, copier, orientation to major departments like children's services, meeting room, and reference services.

ARCHITECTURAL FEATURES: ADA requires a minimum clearance of 10' between doors. The flooring should stand up to very heavy use in all kinds of weather. Flooring should help patrons "clean off" shoes upon entering and protect the interior floors. Mats must be recessed, removable, and heavy duty to withstand dirt, ice or salt. Good acoustical soundproofing is required. Good signage is important here. Doors should be automatic and/or easily opened by disabled, elderly, people with strollers, etc. Surfaces should be easily cleaned and maintained.

All entrances to the building, including staff door, should have some roof or portico arrangement to protect individuals going in and out from the weather. Avoid situations where snow buildup can cause avalanches at library entrance/exit doors. There should be space for a future security system.

## **Book Drop Room**

Projected Square Footage:

**20 sq. ft.**

**FUNCTIONS PERFORMED:** Enables borrowers to return library materials when the library is closed. Materials drop through an external slot into a depressible rolling truck.

**FURNISHINGS:** Depressible rolling truck to receive materials sent through slot in wall.

**EQUIPMENT:**

**NEAR/FAR:** Near main entrance and circulation desk.

**SIGHTLINES:** Exterior slot visible from drive into library and main entrance.

**ARCHITECTURAL FEATURES:** Attention must be paid to prevention of vandalism. Exterior slot and book drop room must be vandal-proof, fireproof, and waterproof. Exterior slot area should be well lit.

## **Adult Fiction / NonFiction**

Projected Square Footage:

**3,231 sq. ft.**

(36" aisle, 12" base, five of seven shelves in use double-faced)

**FUNCTIONS PERFORMED:** The adult fiction and non-fiction volumes are stored here for self-service access by library users. Users may browse, read and research materials in this area.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 0

**FURNISHINGS:** Double-sided steel shelving, six or seven shelves high, to hold 65,000 volumes; two book trucks; shelf for one Public Access Catalog computer.

**MATERIALS:** 65,000 standard volumes of fiction and non-fiction adult reading materials.

**EQUIPMENT:** One Standing Public Access Computer.

**NEAR/FAR:** Near comfortable seating and reference collection.

**SIGHTLINES:** Within sight of the library's public service desk.

**ARCHITECTURAL FEATURES:** Clear and easily changeable signage marking all stacks. Clear sight lines from reference desk through the stacks for security purposes. Consistent layout for easy location of material. Provision for collection growth by planning for unfilled top and bottom shelves. Lighting should be sufficient to read the index labels on the bottom shelves and perpendicular to the book stacks to allow more flexible stack arrangement in the future. Electrical outlets should be distributed around the perimeter of the room and one should be located in the floor at the end of one book stack for PAC.



## **Adult Media Collections**

Projected Square Footage:

**423 sq. ft.**

**FUNCTIONS PERFORMED:** This area will display and store the non-print collections of the library. Users will browse DVD movies, Books on CD, and any other new media.

**OCCUPANCY:** PUBLIC: 2  
STAFF: 0

**FURNISHINGS:** Appropriate media display and general media shelving. Two lounge chair.

**MATERIALS:** 7,500 DVDs  
8,000 audio books and CDs

**EQUIPMENT:**

**NEAR/FAR:** Near circulation desk and preferably new books. / Far from quiet zone.

**SIGHTLINES:** Should have direct supervision from the circulation services desk.

**ARCHITECTURAL FEATURES:** This area should invite users to browse and explore the collections with a high level of lighting and as much display shelving as possible. Natural light and sound mediation would enhance the comfort level of browsers. This will be a high traffic area so flooring should be resilient and sound deadening. Carpet tiles should be considered to allow for easy replacement.

## **New Adult Materials Display**

Projected Square Footage:

**250 sq. ft.**

**FUNCTIONS PERFORMED:** The purpose of the New Books area is to make library users aware of new titles in the library. This area includes storage and display of new fiction, non-fiction, DVDs, and audiobooks.

**OCCUPANCY:** PUBLIC: 2  
STAFF: 0

**FURNISHINGS:** Appropriate shelving to both display and store materials purchased by the library in the last six months. Display unit for topical displays. 250 linear feet of welded metal shelving.

**USER SEATING:** Two lounge chairs for browsers.

**MATERIALS:** 2,000 items with shelf space for 25% of the collection to be face-out displayed.

**EQUIPMENT:**

**NEAR/FAR:** Near main lobby of library, public catalog and circulation desk. / Far from quiet reading seating.

**SIGHTLINES:** From public services desk.

**ARCHITECTURAL FEATURES:** This may well be the most heavily used place in the library and creates the image of the library for many users. A higher level of lighting is desired to attract attention to this area. Materials here should be spotlighted with enough space for cover display. Room for changing displays in addition to the 25% of materials on display at any time. Provide for some collection growth and for unfilled bottom shelves and 75% shelf capacity on opening day of the new library.

## **Adult Public Access Computers**

Projected Square Footage:

**258 sq. ft.**

**FUNCTIONS PERFORMED:** Public can use computers and print from both library computers and their personal computing device, as well as scan and photocopy materials. May occasionally be used for instruction of new automated library services.

**OCCUPANCY:** PUBLIC: 12  
STAFF: 0

**FURNISHINGS:** Flexible table space for 12 computer users which can be re-arranged for instructional purposes; one stand for the photocopier/scanner/printer. Narrow side table near printer.

**MATERIALS:** Scanner manual.

**EQUIPMENT:** Eight computers; stapler; photocopier/scanner/printer.

**NEAR/FAR:** Near Reference collection and in sight of entrance. / Far from quiet seating areas.

**SIGHTLINES:** Within sight of Reference Services Desk.

**ARCHITECTURAL FEATURES:** Because computer users frequently need staff assistance, this should be located near the reference service desk. Furnishings and wiring should be as flexible as possible to allow for emerging new technologies. Eight computer stations should be in a block to facilitate instruction sessions by staff in new service technologies. Four should be separate and a short distance away from the block so they can be used by individuals during instruction sessions.

## Children's/Toddler Family Area

Projected Square Footage:

**1,145 sq. ft.**

(Board book bins 80 sq. ft./2 level bin, craft area w/ 2 toddler tables w/ 4 chairs 98 sq. ft. and , 105 sq. ft. computer for two; activity/story hour area 360 sq. ft., 2 loveseats 60 sq. ft., picture book collection on three shelf,42"aisle,12"base for books 314sq. ft.,2 toy bins 24 sq. ft., play table 64 sq. ft., puppet theater 64 sq. ft.)

**FUNCTIONS PERFORMED:** This is an area for families to introduce toddlers to library services. Children will browse board books and play with puzzles and other toys. Families sit together to look at books and toys. Caretakers will sit and talk with children and watch them play.

**OCCUPANCY:** PUBLIC: 15  
STAFF:

**FURNISHINGS:** Appropriate low display bins with shelves below for toddlers' board and low shelving for picture books and easily accessed storage for children's toys ranging from rolling cars and trucks through stuffed toys and puppets.

**USER SEATING:** Two two-person loveseats and rocking chair for caretakers to sit with children. Two low child-sized table with 8 coordinating height toddler chairs and low table and two chairs for toddler computer station.

**MATERIALS:** Board books 2,000; Picture books 10,000.

**EQUIPMENT:** Puppet theater, play table, two toddler computer stations.

**NEAR/FAR:** Near easy readers, children's activity area and family restroom. / Far from library entrance or entry to children's services.

**SIGHTLINES:** From children's services public service desk.

ARCHITECTURAL FEATURES: This should be a containable area to help parents keep little ones corralled. Space can be separated by bookcases but not walled off. Bright colors. Carpeted floors. All materials should be made for heavy wear and easily cleaned, easily maintained and easily replaced. Sound mediation and control should be a particular concern. Bulletin board or tackable walls. Low bookcases for picture books. Appropriate, non-tumbling housing for board books and bins for toys.

## Family Restroom

Projected Square Footage:

**59 sq. ft.**

(unassignable space)

FUNCTIONS PERFORMED: The family restroom will serve caretakers and children.

OCCUPANCY: PUBLIC: 2  
STAFF: 0

FURNISHINGS: A low toilet and sink so it can be used by children but high enough for their caretakers. A fold-down changing table. A covered sanitary disposal container. A mirror. Adjacent water fountains near all restrooms.

MATERIALS:

EQUIPMENT:

NEAR/FAR: Adjacent to the children's program area.

SIGHTLINES: The door to the family restroom should be visible from the children's services public service desk.

ARCHITECTURAL FEATURES: Easily cleaned, durable materials should be used. The door should lock but not low enough to be easily locked by children in the room but should be accessible to the handicapped.

## Children's Elementary School Area

Projected Square Footage:

**1,752 sq. ft.**

(42" aisle, 10" base collection four shelves double-faced 128 beg readers, same shelving fic and nf 656 sq. ft., desk 200 sq. ft. , 2 youth tables for four 98 sq. ft. , computer table with four stations 100 sq. ft, media 540 sq. ft., self-checkout 30 sq. ft.)

**FUNCTIONS PERFORMED:** Library services for children through and including grade six. All types of materials, including book collections, DVDs, music, and toys. Activity areas to serve children and caregivers for reading, studying, playing, storytelling programs, and other informal gatherings.

**OCCUPANCY:** PUBLIC: 16  
STAFF: 2

**FURNISHINGS:** Bulletin board for displays, storage for supplies and seasonal materials, and book trucks. Two youth tables and four seats at round computer station. Four low rocker chairs.

**PUBLIC SERVICE DESK:** One public service desk appropriately sized for children (32" height). Plan room for book trucks and two staff chairs, and a self-checkout station.

**USER SEATING:** Two 4-ft round tables with appropriate study chairs in youth heights for elementary-aged children. Four seats at round computer station.  
Four low seats (like rocker chairs) for casual reading.

**MATERIALS:** Beginning readers 5,000, j fiction 10,000, j non-fic 8,000; DVD 3000; audio 1,800.

**EQUIPMENT:** Four student computers on a round table with dividers to create separate stations. A telephone for the service desk. Networked printer at circulation desk.

**NEAR/FAR:** Near older children's materials. / Far from quiet reading areas.

**SIGHTLINES:** Service desk should have good sight lines around the entire children's areas.

## **Children's Services Office/Workroom**

Projected Square Footage:

**150 sq. ft.**

**FUNCTIONS PERFORMED:** This provides an area away from the public for the Children's services staff to prepare books for circulation, order books, plan children's programming, and perform other tasks that require focus.

**OCCUPANCY:** PUBLIC: 1  
STAFF: 2

**FURNISHINGS:** One department supervisor's work area and a second work desk for other children's room staff. Eighteen linear feet bookshelves for professional literature. Two lateral file cabinets.

**USER SEATING:** NA

**MATERIALS:** Shelving for books that are being set aside for display, story hour, or require special processing.

**EQUIPMENT:** Two telephones and two networked computers on the Children's Librarians' desks.

**NEAR/FAR:** Near Children's service areas and story time area. / Far from adult areas.

**SIGHTLINES:** There should be sightlines from the office desk to the children's public services desk and the entrance to the room.

**ARCHITECTURAL FEATURES:** Children's services requires a lot of storage. There should be storage and shelving in the workroom and an additional closet for the storage of craft supplies, off-season books and display materials and other program needs. The room should have a light and spacious feel with as much natural light as possible.



## **Children's Services Storage Closet**

Projected Square Footage:

**150 sq. ft.**

FUNCTIONS PERFORMED: Children's services requires storage for display materials, craft supplies, seasonal and holiday books, and other items used in their program.

OCCUPANCY: PUBLIC:  
STAFF:

FURNISHINGS: Shelving of various heights for storage of items used by Children's Services.

USER SEATING: NA

MATERIALS:

EQUIPMENT:

NEAR/FAR: Near Children's service office and story time area. / Far from adult areas.

SIGHTLINES:

ARCHITECTURAL FEATURES: Children's services requires a lot of storage. In addition to storage and shelving in the workroom this will serve as an additional closet for the storage of craft supplies, off-season books and display materials and other program needs. The storage area should be well lit and have a lockable door.

## **Circulation Desk (includes self check out and reserves)**

Projected Square Footage:

**538 sq. ft.**

(circulation desk 418, supervisor station 120)

**FUNCTIONS PERFORMED:** The circulation desk is the activity center of the library where borrowers are greeted, books are checked out, reserved, renewed, and returned. Borrowers pick up reserved materials here, including museum passes, and pay fines on overdue materials. For many users this is the first point of contact so many questions are answered here. There should be room for a self-check-out unit on the desk or very near the desk.

**OCCUPANCY:** PUBLIC: room in front of the desk for a line of five people  
STAFF: 4

**FURNISHINGS:** A bi-level desk for serving both standing (42") and seated (32-34") for wheel-chair seated borrowers; slot in counter facing entry and housing for a materials return bin; one high and one low chair easily moved out of the way for standing service at desk; reserve book shelving 150 linear feet; storage drawers and open cabinets below desk for circulation information and supplies, drawer deep enough to hold museum pass materials; locking drawer for cash received, two waste bins and two paper recycle bins, clock. A separate desk for the circulation supervisor with her own phone, computer, recycle and waste bin, making three. Key cabinet. Six book trucks.

**MATERIALS:** Room for policy books, museum passes and reserve materials outlined above.

**EQUIPMENT:** Four computers connected to the circulation network with bar code scanners, printer and receipt printers; one self-checkout machine; stapler, scissors, and other ready office supplies. Telephones at each work station. Cash register – can be on adjacent desk.

**NEAR/FAR:** Within sight of the main entrance. / Far from quiet reading areas.

**SIGHTLINES:** Sightlines to door, restrooms, and as much of the library as possible.

ARCHITECTURAL FEATURES: Welcoming, accessible, clearly signed in common language, natural or full spectrum lighting, highly functional for staff and patrons, visible upon entering the building. This area is the “welcome” by which the library is judged. It should indicate the library’s standard of service and the community’s pride in its library. A section of the desk should allow for a 26” high area with knee space for wheel access and to permit a staff member to sit and talk quietly with patrons. There should be two means of egress from behind the desk to allow staff to exit to right or left.

Surface material should be durable and attractive. The desk area should accommodate delivery bins and two book trucks for sorting and shelving returned materials in arrangements that make them easily shelved by staff/volunteers. Resilient, gym type flooring that accommodates heavy book trucks and is cushioned for staff standing at the desk for long periods. There must be multiple electrical outlets both on the desk surface, the floor near the desk and the wall behind the desk and near the supervisor’s desk.

## **Interlibrary Loan/Circulation Workroom**

Projected Square Footage:

**368 sq. ft.**

**FUNCTIONS PERFORMED:** Each staff member on duty should have a desk for focused work and to make phone calls away from the public desk. This will be a hub of activity to receive and sort interlibrary loans, prepare circulation reports, and other behind-the-scenes tasks that keep public services running.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 2

**FURNISHINGS:** Two desks with side tables for computers or other equipment. Two ergonomic chairs to go with the desks. Each desk should have some adjacent shelving. A standing-height work counter with shelves of differing heights under the counter and cupboards or shelves above. A clock. Three waste receptacles, three recycle bins. Two book trucks.

**MATERIALS:** Room for two book trucks and surface space to sort books received through interlibrary loan.

**EQUIPMENT:** Two computers, connected to the circulation network, a calculator, a copy/printer/scanner machine, a disc cleaner, one telephone, staplers, fax machine, paper cutter, three-hole punch, CD/DVD repair machine.

**NEAR/FAR:** Near the public services desk, telecommunications equipment and preferably the new book display. Near an exterior door for service deliveries and the staff restroom. / Far from quiet reading areas.

**SIGHTLINES:** To the public service desk, sometimes windows to this room expand staff surveillance of the building.

ARCHITECTURAL FEATURES: This is a high traffic area and requires flooring that will accommodate heavy book trucks and heavy wear from the outside deliveries but still be comfortable to walk on for many hours a day. Gymnasium flooring has been successful in other libraries. The lighting should be sufficient for detailed work at the desks and counter. Sound engineering should prevent sound from the workroom from leaking into the public areas of the library. There should be enough open space to accommodate up to four book trucks and as many as eight bins of interlibrary loan materials.

Near an exterior door for deliveries. This door should be designed with nearby parking and a ramp entry for rolling carts and bulky parcels.

## Small Meeting Rooms / Study Rooms

Projected Square Footage:

2 @152 sq. ft. each room, 2 @80 sq. ft. = **460 sq. ft.**

FUNCTIONS PERFORMED: Quiet study rooms each provide a place for one to six people to work in a quiet five-foot shelf section of metal shelving for ESL or other tutoring materials.

EQUIPMENT: Whiteboard, and one Smart board. Clocks for each room.

NEAR/FAR: Near Adult Services. / Far from large meeting room. Space to conduct a small meeting or discussion or provide tutoring in a sound-proof area. Each table should be wired for computer use and one room might include a Smart board.

OCCUPANCY: PUBLIC: 16  
STAFF:

FURNISHINGS: A table for four-to-six, six appropriately sized chairs. The table should have electricity for laptop users. A wastebasket and clock. One room should have a wall-mounted white board and another a wall-mounted smart board.

USER SEATING: Two rooms with six seats; two with two seats.

MATERIALS: 0

SIGHTLINES: Windows into rooms for casual supervision of activities in the room. Door should be half glass.

ARCHITECTURAL FEATURES: Windows or glass walls into rooms from inside building for monitoring and security. Soundproofing and acoustic damping. Electrical receptacles at 32 inches. Quiet colors. Outlets for laptops and similar items on tabletops. Near adult services.

## **Copier/Scanner/Fax Area**

Projected Square Footage:

**72 sq. ft.**

**FUNCTIONS PERFORMED:** A self-service area for library users to copy, fax and scan materials.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 0

**FURNISHINGS:** Beside the copier there should be a narrow table and a recycle bin and waste basket

**USER SEATING:** 0

**MATERIALS:** 0

**EQUIPMENT:** A wireless all-in-one copier/scanner/fax machine, stapler.

**NEAR/FAR:** The copier should be within sight of the reference desk and the entrance and near the reference collection. / Far from the quiet reading area.

**SIGHTLINES:** Library users should be able to find the copier upon entering the building. The public services staff should have clear sightlines to the copier to determine if users need assistance.

**ARCHITECTURAL FEATURES:** These machines and their users can be noisier than the typical library environment so the area should be acoustically separated from any quiet reading, study, or browsing area.

## **Custodian's Office**

Projected Square Footage:

**180 sq. ft.**

**FUNCTIONS PERFORMED:** A standing workbench with a vice installed to make repairs. Storage of cleaning supplies and equipment. Workspace for custodian to organize and store supplies. Storage of assorted tools. Provide safe place for chemicals used in cleaning. An adjacent low sink for rinsing mops and disposing of liquids.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 1

**FURNISHINGS:** 6' x 2' Work Bench with vice, small desk and chair, metal shelving of various heights for storage of cleaning materials, paper supplies, light bulbs, and small tools. Wall mounted clamps for mops and brooms. A large, low work sink and water access at low level for rinsing mops. Space for storing outdoor maintenance equipment (shovels, rakes, blowers, etc.). Coat hooks and key hooks.

**USER SEATING:** 0

**MATERIALS:** 0

**EQUIPMENT:** Vacuum cleaner (one large and one hand-held for quick clean-ups), rug shampoo machine, broom, buckets and mops for cleaning. A stepladder to replace light bulbs. Outdoor maintenance equipment.

**NEAR/FAR:** Near restrooms, and an outdoor entrance.

**SIGHTLINES:** NA

**ARCHITECTURAL FEATURES:** Lockable door to prevent poisoning and theft. Wide doors for ease of access to equipment. Tall ladders go to general storage. Well lit and durable and easily cleaned materials.

Note: there should be custodian's closets on each floor of the library for storing cleaning equipment and low sinks for mops.



## Director's Office

Projected Square Footage:

**300 sq. ft.**

FUNCTIONS PERFORMED: Administrative, managerial tasks, small group and individual meetings with staff and public. Location of important files and records, including personnel files.

OCCUPANCY: PUBLIC: 3  
STAFF: 1

FURNISHINGS: Desk with lockable file drawers, a work counter, and an ergonomic computer station with dedicated printer/scanner. Task chair. Round conference table seating for small meetings with appropriate chairs. Two four drawer vertical filing cabinets. Clock, waste basket and paper recycle bin, coatrack or closet to hang visitors' coats, two door, 3 shelf lockable cabinet for supplies, three 8-ft shelves for professional literature.

USER SEATING: Four table chairs.

MATERIALS: Three 8-ft shelves for professional literature and reports.

EQUIPMENT: Computer and printer, recycle bin, clock, phone.

NEAR/FAR: Near Administrative Assistant's desk and staff workroom.

SIGHTLINES: The Director's office should be visible from the public services desk.

ARCHITECTURAL FEATURES: Power and data outlets throughout the office. Natural light supported by appropriate task lighting, ability to have private conversations, and carpeted flooring.

## **Mail Room and Staff Copy Area**

Projected Square Footage:

72 sq. ft. FUNCTIONS PERFORMED: A room between the Director's office and Administrative Assistant's office to serve as the library's mail room for Trustee, Friends and Staff, and staff copier with recycle bin. Cabinets for paper, correspondence and other supplies. @72 sq. ft.

OCCUPANCY: PUBLIC: 0  
STAFF: 0

FURNISHINGS: Counter tops and lockable cabinet for paper goods, envelopes, supplies, etc. Slots for Trustee, Friends and staff mail. This room will also serve as the staff copier room with appropriate storage for copy paper and ink supplies.

USER SEATING: None

MATERIALS: Lockable Cabinetry

EQUIPMENT: Computer plus MUNIS laptop with dedicated Recycle bins, pencil sharpener, postage meter, Fax machine

NEAR/FAR: Between Director's office and Administrative Assistant's office.

SIGHTLINES:

ARCHITECTURAL FEATURES: Power, telephone and data outlets throughout the space. Carpeted floor. Good lighting

## **Administrative Assistant's Office**

Projected Square Footage: **150 sq. ft.**

FUNCTIONS PERFORMED: Administrative tasks, purchasing, filing, processing bills and preparing reports.

OCCUPANCY: PUBLIC: 0  
STAFF: 1

FURNISHINGS: L-shaped desk with work area. Desk with lockable file drawers, and an ergonomic computer station with dedicated printer/scanner attached to the town dedicated MUNIS Laptop. A second desktop computer to be used for all other library business. Three 8-ft. shelves for financial records and binders.

USER SEATING: One desk chair, one visitor chair

MATERIALS: Three 8-ft. shelves.

EQUIPMENT: One desk top and one laptop attached to dedicated printer/scanner, clock, phone, recycle bin.

NEAR/FAR: On other side of Mail Room/staff copy room.

SIGHTLINES: Mail Room/staff copy room.

ARCHITECTURAL FEATURES: Power, telephone and data outlets. Carpeted floor. Natural light supported by appropriate task lighting, ability to have private conversations, carpeted floor.

## **Book sale and Storage Room**

Projected Square Footage:

**400 sq. ft.**

**FUNCTIONS PERFORMED:** An area for volunteers and staff to receive, review, and sort material that has been weeded from the collection or donated.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 2

**FURNISHINGS:** One large work table to sort materials. A desk and chair with computer and telephone. Book shelves to store materials waiting for review. Waste and recycle bins.

**USER SEATING:** Four table chairs.

**MATERIALS:** This will house materials that are part of the library's collection.

**EQUIPMENT:** Clock, printer, recycle bins

**NEAR/FAR:** Sorting should be near exterior door.

**ARCHITECTURAL FEATURES:** Good lighting and ventilation. Select a location that discourages dampness and mold.

## Local History / Conference Room

Projected Square Footage:

**554 sq. ft.**

Conference room/workspace: 450 sq. ft.

Materials storage climate-controlled space: 104 sq. ft. (72 sq. ft. 5 shelf doubleface, 12" base, 36" aisle doubleface and 32 sq. ft. four shelf single face for larger artifacts) Behind lockable glass doors.

**FUNCTIONS PERFORMED:** This will double as a conference room and local history area. It will include a climate controlled area to house historical materials in various formats and a place to hold meetings, read, and study one-of-a-kind materials.

**OCCUPANCY:** PUBLIC: 14  
STAFF: 1

**FURNISHINGS:** One table and chairs, desk with computer, cabinet for storage, and a credenza in a climate controlled zone for occupancy. Flanked by a large walk-in climate controlled closet with 135 linear feet of standard metal shelves and six feet of larger shelves. Four lateral file drawers, a map case and a file cabinet for microfilm. Flat screen panel or white board on wall. Data, telephone and network connections. Display shelving that is securable and able to be seen by passersby.

**USER SEATING:** Table seating for 15.

**MATERIALS:** 135 linear feet of artifacts, maps, books, photos, and media, 6 linear feet of oversized materials. Map case with six drawers, six-drawer file cabinet.

**EQUIPMENT:** Microfilm reader, computer and printer/scanner, clock.

**NEAR/FAR:** Near adult reference. / Away from children's and YA services.

**SIGHTLINES:** From the reference desk to the table to review materials.

ARCHITECTURAL FEATURES: The New England Document Conservation Center recommends Local History collections be housed in conditions of temperature, light and humidity control. The model of a conference room with lockable, climate controlled area on the side shelving accommodates both the comfort needs of people working with the materials and the optimal climate for the preservation of materials. The room with the table can double as an extra conference room when needed. The reading room should have natural light from an un-openable window if possible, carpeting, and good ventilation. The storage closet should be locked, light, heat and humidity controlled, non-carpeted resilient flooring and metal shelves of various heights.

## **Public Restrooms**

Projected Square Footage:

**(Unassignable space)**

**FUNCTIONS PERFORMED:** Two restrooms near the meeting room so they can be opened with the meeting room when the collections are not staffed for service. Two or more stalls per room near the meeting room recommended.  
There should be a dedicated staff restroom.

**OCCUPANCY:** PUBLIC: 2 or more  
STAFF: 1

**FURNISHINGS:** Sink, toilet, hand dryer, mirror, small table for belongings. Fold-down changing table in men's and women's restrooms.

**NEAR/FAR:** Near public restrooms, entrance, and meeting room.

**ARCHITECTURAL FEATURES:** Restrooms must be accessible to all users according to current codes. Each floor should have facilities for men and women. There should be at least one water fountain available in the building, preferably near the program room. Restrooms should be designed for easy maintenance with resilient flooring and some sound mediation in the walls to contain water noises. Drinking fountains adjacent to all restrooms.

## Computer Server Room / Equipment Repair Room

Projected Square Footage:

**150 sq. ft.**

**FUNCTIONS PERFORMED:** Houses network servers for both circulation network and wireless network for public and staff computers. Work includes computer repairs, receipt of equipment deliveries. Used for equipment storage, parts, and supplies. This will also handle the telephone system racks and connections for the library and the security network system equipment.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 1

**FURNISHINGS:** Work desk, computer server and task chair, one set of shelving for manuals, equipment truck, repair table and wastebasket. Server racks, monitor, wire management, and shelving for spare parts for computers. Computer networks should run off of fiber cable.

**EQUIPMENT:** Server Racks, modems and routers for internal and area networks, clock, telephone, uninterrupted power source backup power unit.

**NEAR/FAR:** Sometimes this is combined with the technical services area. / Far from potential water damage.

**ARCHITECTURAL FEATURES:** Well-lighted, individual heating and cooling thermostat zone, sometimes servers require air conditioning to maintain a constant temperature. Plenty of elbow room, adequate for present and future equipment and equipment awaiting repair. No carpeting, resilient flooring. Wide doors for moving equipment in and out easily.



## Large Print Books

Projected Square Footage:

**643 sq. ft.**

(48" aisle, 10" base 613 collection, lounge chair 30)

FUNCTIONS PERFORMED: Storage and browsing for collection of Fiction and Non-Fiction titles in large print for those who have trouble reading regular print.

OCCUPANCY: PUBLIC: 1  
STAFF: 0

FURNISHINGS: Welded metal shelving. One lounge chair for browsers.

USER SEATING: One lounge chair.

MATERIALS: 5,000 large print volumes.

EQUIPMENT:

NEAR/FAR: In sight of entrance and near circulation. / Far from children's services.

SIGHTLINES: Within sight of the circulation desk.

ARCHITECTURAL FEATURES: This collection must be easily accessible to patrons with physical difficulties. Aisles and turning spaces must accommodate wheelchair access (4 ft turning radius recommended). Lighting in the area should be sufficient to read index labels on lowest materials shelf. Materials should not be shelved on the lowest or highest shelves. End caps should have slat wall for display or end shelving for display.

## Meeting Room

Projected Square Footage:

**1,300 sq. ft.**

**FUNCTIONS PERFORMED:** Library and community programming from lectures to public forums on community issues. AV equipped to handle television broadcasts of major events, movies, power point productions, etc. Should be equipped to broadcast library programs. Any library or community activity that requires a large open area. This space should also be equipped for art and photography exhibits.

**OCCUPANCY:** PUBLIC: 100  
STAFF: 0

**FURNISHINGS:** Low pile easily cleaned carpeting (consider carpet squares for easy replacement of heavy traffic areas), a hanging system for artwork on the walls, open coat closet area, small kitchen facilities (refrigerator, sink, , dishwasher, microwave and counter space with cabinets for storage of dishes and utensils, stacking chairs and trolleys, ten light folding tables, clock, two waste receptacles, recycling bin, many electrical outlets and one mounted in the floor. This room should have a folding wall to separate into two smaller rooms (60/30) each with a central floor electrical outlet and AV connections. An AV room should be installed in this area for AV and hearing loop equipment as well as AV storage needs.

**USER SEATING:** Auditorium style seating for 100.

**EQUIPMENT:** Ceiling-mounted projection and screen, wireless microphone capability, built-in sound system, lockable equipment cart, Smartboard, Wireless access is necessary.

**NEAR/FAR:** Near public restrooms, ramped door to outside, wide enough for equipment. / Far from quiet reading areas.

**SIGHTLINES:** Entrance should be in sight of main lobby.

**ARCHITECTURAL FEATURES:** The Meeting Room will be a heavily used multi-purpose space accommodating up to 100 seated people. The room will have a separate outdoor entrance to accommodate two means of egress when the staffed library is closed, while still maintaining security for the library and allowing access to public restrooms and small kitchen. HVAC and security controls for the Meeting Room shall be independent of other library spaces. The Meeting Room must have room darkening capabilities for screening audio/video presentations. Internet access and wireless microphones will be available for presenters. Capability will be available to integrate users' computers or other equipment into the amplification and projection equipment. Lighting controls and design will allow for flexible lighting schemes that are adaptable for meetings, workshops, art displays classroom-like sessions, speakers, entertainment programs, AV presentations and other uses. Consideration should be given to potential library programming, including musical performances and long distance learning classes, and will be equipped with appropriate audio equipment. An ADA complaint hearing loop should be installed. Sufficient lockable storage for 100 chairs, ten tables AV room must be built into the design. Coat closets will have capacity for 75 items. The Meeting Room should be acoustically isolated from the library's public spaces so groups coming and going and noise inside the room will not disturb library users. Kitchen facilities must be easily cleaned and maintained and will be suitable for the preparation of refreshments. The picture hanging system should be flexible for varying sizes in exhibits.

## Newspaper, Periodicals and Reading Area

Projected Square Footage:

**198 sq. ft.**

(121' 4 lounge chairs, 5 high periodical display with storage behind 6 units 77sq ft)

**FUNCTIONS PERFORMED:** This area holds the periodical collection of 100 journal subscriptions and 12 newspapers. Users locate desired magazines and newspapers on display shelving. Users may wish to read the latest issues, which do not circulate, at a table and in chairs in this area. The shelving should accommodate at least the current year of a journal and 30 days or more of newspapers on accessible, functional shelving.

**OCCUPANCY:** PUBLIC: 8  
STAFF: 0

**FURNISHINGS:** Four comfortable lounge chairs with two small side tables, and one four-person table with electricity and with four appropriate chairs. Wall mounted metal magazine shelving . Appropriate slant shelving for display of current newspapers and storage for one month of each subscription.

**USER SEATING:** Four lounge chairs and four table chairs.

**MATERIALS:** 100 journals, with some back issues stored and twelve newspapers with storage for one month's work of each.

**NEAR/FAR:** Near adult book collection. / Far from entrance, public services desk, meeting room and children's services.

**ARCHITECTURAL FEATURES:** This is often a quiet area of the library where users can spend time reading and increasingly, using their laptop computers. Natural light should be incorporated into this area if possible. Attention should be given to creating a quiet zone for the users of this room.

## General Storage

Projected Square Footage:

**unassignable space**

FUNCTIONS PERFORMED: A non-public area for storage of back periodicals, duplicate copies of local author books, seasonal decorations, and other library materials that rotate in and out of public use. It should be large enough to store 8 large tables on casters, and several 8 ft. folding tables and appropriate chairs.

OCCUPANCY: PUBLIC: 0  
STAFF: 2

FURNISHINGS: Metal shelving around perimeter of room, trash bin small table for sorting items.

USER SEATING: 0

MATERIALS: Counted elsewhere.

EQUIPMENT:

NEAR/FAR: Near the community room and custodial workroom

ARCHITECTURAL FEATURES: Easily cleaned and maintained resilient flooring, a high level of lighting and a variety of heights of metal shelving. Some shelving for books and magazines and some for larger bulkier materials. Appropriate for tall ladders.

## Quiet Reading Area

Projected Square Footage:

**121 sq. ft.**

FUNCTIONS PERFORMED: Much of the library will be highly interactive but this will be the quiet spot many still seek to read and do focused work at the library.

OCCUPANCY: PUBLIC: 8  
STAFF: 0

FURNISHINGS: Four lounge chairs, half of which should have a flat surface and electricity near-by for laptop computer users. Two small tables for two users each equipped with tabletop electrical outlets.

USER SEATING: 8

MATERIALS: Only little-used collections like over-sized books and foreign language materials.

EQUIPMENT: Depending on general lighting, perhaps a couple of floor lamps for task lighting.

NEAR/FAR: Could be near large print collection or periodical reading room. / Far from main entrance, public services desks, children's services, and the meeting room.

SIGHTLINES: Staff should be able to maintain general supervision of the area but it does not require sight lines.

ARCHITECTURAL FEATURES: This is a quiet area of the library where users can spend some time reading and, increasingly, using their laptop computers. Natural light should be incorporated into this area if possible. Attention should be given to creating a quiet zone for the users of this room.

## Reference Services Area

Projected Square Footage:

**831 sq. ft.**

(36 inch aisle, base 15, three high shelving collection 102 sq. ft., atlas stand 37.5 sq.ft., bookcase 15 sq.ft., four tables 480 sq. ft., service desk 196 sq.ft.)

**FUNCTIONS PERFORMED:** Users locate reference information in this area, which houses the reference book collection, consumer information, local research materials, tax forms (seasonal), and computer workstations for Internet, database and catalog searching. Staff assists with research questions in-house, by email and telephone. Staff provides reader's advisory services.

**OCCUPANCY:** PUBLIC: 17  
STAFF: 2

**FURNISHINGS:** One atlas stand. Four tables that seat four people each, a service desk that seats two people side-by side for one-on-one instruction and readers advisory interviews. Two trash baskets. Recycle bin. Shelving behind the reference desk for binders, information sheets and ready reference materials. Shelving for the Reference Collection.

**USER SEATING:** Four tables seating four at each, four table chairs, two task chairs at service desk with shallow and deep, locking drawers.

**MATERIALS:** 1,000 volume reference collection.

**EQUIPMENT:** Two high-speed internet computers and one networked printer, telephone, clock.

**NEAR/FAR:** Near the adult book collection and public access computers. / Far from quiet reading area and meeting room.

**SIGHTLINES:** From public services desk and near the Reference Collection

**ARCHITECTURAL FEATURES:** Noise should be acoustically dampened assuring privacy of user conversations. Easy to locate. The Reference Librarians should be sited at an accessible public service desk. The desk should be standard height (2.5 feet) for total accessibility. Electrical outlets should be easily reached from all seating.

## Reference Services Office

Projected Square Footage:  
**150 sq. ft.**

FUNCTIONS PERFORMED: Provides a private area for confidential reference interviews, program planning, and review of books for purchase and enhancing the collection.

OCCUPANCY: PUBLIC: 2  
STAFF: 2

FURNISHINGS: L-shaped work desk with shelf and desk chair and visitor chair. One trash basket. Recycle bin. Coat Rack and shelving for office materials, binders and storage. File cabinet.

USER SEATING: One visitor's chair.

MATERIALS: Reference and professional development materials.

EQUIPMENT: Two high-speed internet computers and networked printer, telephones, clock.

NEAR/FAR: Near the adult reference services desk and public access computers. / Far from quiet reading area and meeting room.

SIGHTLINES: From reference desk.

ARCHITECTURAL FEATURES: Noise should be acoustically dampened assuring privacy of user conversations. Ample electrical outlets should be easily reached from desks.



## **Staff Break Room**

Projected Square Footage:

**200 sq. ft.**

FUNCTIONS PERFORMED: Staff personnel eat meals/snacks, take breaks, relax, hang coats, store personal items.

OCCUPANCY: PUBLIC: 0  
STAFF: 8

FURNISHINGS: One rectangular table for six with appropriate chairs, one lounge chairs with a small table. . Built in kitchenette with at least 5 ft. of counters and storage cabinets, waste and recycling baskets, bulletin board and coat closet. Microwave, coffee pot and water cooler.

USER SEATING: A mix of four dining chairs, two lounge chairs and sofa.

MATERIALS: 0

EQUIPMENT: Microwave oven, refrigerator, sink, coffee pot, water cooler (hot and cold connections), , clock, telephone.

NEAR/FAR: Near staff restroom. / Far from main entrance, circulation desk, and high traffic areas of the library.

SIGHTLINES: The staff break room should not be visible from public service areas.

ARCHITECTURAL FEATURES: Natural lighting, floor lamps for task lighting, easily cleaned and maintained and acoustically separate for the rest of the library. Efficiency kitchen with adequate storage for plates and serving dishes. Counters and sink should meet ADA clearance guidelines. Well ventilated.

## **Staff Restroom**

Projected Square Footage:

**(unassignable space)**

FUNCTIONS PERFORMED: Staff uses this restroom and washes hands here.

OCCUPANCY: PUBLIC: 0  
STAFF: 1

FURNISHINGS: Toilet, sink, mirror, hand dryer, storage for personal products, toilet paper holder.

EQUIPMENT: Hand dryer.

NEAR/FAR: Near Public Services desk and staff workroom.

SIGHTLINES: From staff workroom.

ARCHITECTURAL FEATURES: Staff restroom must be accessible to all users according to current codes.

Restroom should be designed for easy maintenance with resilient flooring and some sound mediation in the walls to contain water noises. Well ventilated.

## Technical Services

Projected Square Footage:  
**250sq. ft.**

**FUNCTIONS PERFORMED:** An area for the ordering and processing of newly received materials for cataloging into the collection and preparing them for public use and for sorting and removal of materials from the collection. Also used for book repairs.

**OCCUPANCY:** PUBLIC: 0  
STAFF: 2

**FURNISHINGS:** Two U-shaped work desks each with network connected computer, task chair, two file cabinets, a counter and 75 linear feet of shelf space for materials waiting to be processed, shelves for book, audio and video supplies and other processing materials, clock, waste and recycling baskets. There should be a standing-height 6-foot x 3-foot counter with storage underneath that is accessible from both sides of the counter for book repair and other supplies.

**MATERIALS:**

**EQUIPMENT:** Networked computers, printer, laminator, large three-hole punch, archival and regular tape dispensers, Space for three book trucks.

**NEAR/FAR:** Near delivery access. / Acoustically separated from heavy use and interactive areas.

**SIGHTLINES:** None necessary.

**ARCHITECTURAL FEATURES:** Task lighting with no glare on computer screen, computers for staff use only. Easily cleaned and resilient flooring to allow for easy movement of fully loaded books. Storage areas with shelving are needed for materials used in the tasks described above.

## Teen Area

Projected Square Footage:

**1,047 sq. ft.**

(staff desk 100, 3 tables for four 120 café table 81, media 66, wall display periodicals 10 sq. ft., computer table 48 sq. ft., collection 311sq. ft. 5 high, base 10" 36" aisle)

**FUNCTIONS PERFORMED:** For young adults (approximate ages 12-17) to do homework, study, read for pleasure, use laptops and computers to obtain information, gather to talk, listen to music, browse, and relax.

**OCCUPANCY:** PUBLIC: 18  
STAFF: 1

**FURNISHINGS:** One staff desk with lockable drawers and task chair, three four person tables, one café table for two, comfortable low seating, 6-ft. long table with 6 laptop computers and appropriate stools, plus one dedicated computer station for a media production studio, bulletin board, and periodical shelving and display (can be wall mounted). There should also be a standing height table, with appropriate stools to serve as a maker space for STEM (Science, technology, engineering and math) programming. Shelving for the Teen collection, study and college career guides, teen reference.

**USER SEATING:** 12 table chairs, two café table chairs, two floor seating chairs, , seven computer stations.

**MATERIALS:** 10,000 books, 450 media, 6 periodicals.

**EQUIPMENT:** Seven computers with network and internet connectivity, gaming station, clock. Telephone and staff computer connections.

**NEAR/FAR:** Near adult collection and in sight of reference desk. / Far from quiet reading and periodicals areas.

**SIGHTLINES:** All seating should be visible from the public service desk.

**ARCHITECTURAL FEATURES:** The room should be inviting to teenagers. It should have extra sound dampening in walls, flooring, and ceiling and sound containment. There should be a mixture of adjustable ceiling lighting and task lighting at tables. Durable materials, attractive and sturdy, should be used in the wall, floor, window treatments and all furniture.

Comfortable, attractive, informal, as well as sturdy and durable, are key features. Provide for collection growth due to increased use, but the Young Adult collection should be consistently weeded to keep materials fresh and current. Shelving should include flexible display for YA fiction, nonfiction, graphic novels, and paperback books, videos, DVDs, and magazines. This area needs flexible space to allow for media downloading and production in the future.

# Charts

## Functional Areas Chart

<i>Service Area</i>	<i>Sq Ft</i>	<i>Collection Materials</i>	<i>Public Computers</i>	<i>Public Seating</i>	<i>Non-Assignable?</i>
1. Entrance/Lobby	300	0	2	2	no
2. Bookdrop Room	20	0	0	0	no
3. Adult Fic /Non-Fic Collection	3,231	65,000	1		no
4. Adult Media	423	15,500	0	2	no
5. New Adult Materials	250	2,000	0	2	no
6. Adult Pub Access Computers	258	0	12	0	no
6. Children's Toddler/play	1,145	12,000	2	15	no
7. Family Restroom	59	0	0	0	yes
8. Children's Room/Elem	1,752	27,800	4	16	no
9. Children's Services					
Office/Workroom	150	50	0	0	no
10. Children's Storage Closet	150	0	0	0	yes
11. Circulation Desk	538	0	0	0	no
12. ILL/Circulation Workroom	368	0	0	0	No
12b. Small Meeting	460	0	0	0	no
Rooms/Study Rooms					
13. Custodian's Office	180	0	0	0	yes
14. Director's Office	300	0	0	0	no
15. Administrative Asst. Office	150	0	0	0	no
15b. Mail Room/Staff Copy Area	72	0	0	0	no
	400	0	0	0	
16. Donated Mat. Sorting Rm					no
17. Local History/Conference	554	5,000	0	14	no
18. Restrooms		0	0	0	yes
19. Server Room/comp repair	150	0	0	0	yes
20. Large Print Books	643	5,000	0	1	no
21. Meeting Room	1,300	0	0	100	no
22. Periodicals/Newspapers	198	100	0	8	no
23. General Storage		0	0	0	yes
24. Quiet Reading Area	121	0	0	8	no
25. Reference	831	1,000	0	17	no
26. Reference Office	150	200	0	0	no
27. Staff Break Room	200	0	0	0	no
28. Staff Restroom		0	0	0	yes
29. Technical Services	250	0	0	0	yes
30. Teen Area	1,047	10,456	2	18	no
26. Utility Room		0	0	0	yes
15,650					

30% Unassigned Space	4,695				
Total	20,345	144,500	23	202	

## Collection Projection Chart

<i>Area</i>	<i>Current Holdings</i>	<i>Future Holdings</i>
<b>Adult Print</b>		
Adult Fiction	19,389	40,000
Adult Nonfiction	20,811	25,000
Large Print	1,815	5,000
Reference	813	1,000
Local History		5,000
Adult Print Total	42,828	76,000
Young Adult	2,100	10,000
<b>Children's Print</b>		
Fiction	6,079	10,000
Nonfiction	7,548	8,000
Picture	4,241	10,000
Board Book	316	2,000
Beginning Readers	1,714	5,000
Children's Print Total	19,898	35,000
Print Total	64,826	121,000
<b>DVD / Video</b>		
Adult	4,311	7,500
Children's	1,125	3,000
DVD/Video Total	5,436	11,500
<b>Audio</b>		
Adult	5,109	8,000
Children's	947	1,800
Audio Total	6,056	9,800
Collection Total	76,318	144,500
<b>Periodicals</b>		
Adult (100 titles to 50)	1,852	1,000
Teen (5 titles to 10 titles)	59	200
Children's (20 titles to 12 titles)	615	500
Periodical Total	2,526	1,700



## Wisconsin Standards Comparison Chart

	<i>Basic</i>	<i>Moderate</i>	<i>Enhanced</i>	<i>Excellent</i>	<i>Current</i>	<i>Program</i>
Print Volumes	93,043	104,673	114,365	137,626	109,754	121,000
Periodical Received	190	214.7	260	315.4	125	72
Audio Recordings	5,428	7,172	8,529	11,630	12,112	9,800
Video Recordings	5,621	7,366	10,080	12,406	5,436	11,500
Collection Size	106,612	124,057	129,873	158,949	127,427	144,500
Public Use Computers	15	19.76	24.7	34.77	10	23

## Attachment A: Aerial View of Library





Map/Lot/Unit: 101/ 106/ / /  
 Location: 11 NORTH MAIN ST  
 Owner Name: SHARON PUBLIC LIBRARY  
 Account Number: 1131

#### Parcel Value

Item	Assessed Value
Improvements	803,000
Land	196,300
<b>Total:</b>	<b>999,300</b>

#### Owner of Record

SHARON PUBLIC LIBRARY  
 11 NORTH MAIN ST  
 SHARON, MA 02067

#### Ownership History

Owner Name	Book/Page	Sale Date	Sale Price
SHARON PUBLIC LIBRARY	1367/ 407	3/28/1917	0

#### Land Use

Land Use Code	Land Use Description
9340	IMPROVED EDUCATION

#### Land Line Valuation

Size	Assessed Value
0.32 AC	196,300

#### Construction Detail

Building # 1		
STYLE Library	MODEL Commercial	Stories: 1
Occupancy 1	Exterior Wall 1 Brick/Masonry	Roof Structure Flat
Roof Cover Tar & Gravel	Interior Wall 1 Plastered	Interior Wall 2 Drywall
Interior Floor 1 Carpet	Interior Floor 2 Tile A V R	Heating Fuel Gas
Heating Type Forced Air-Duc	AC Type Central	Bldg Use MUNICIPAL MDL-94
Heat/AC HEAT/AC PKGS	Frame Type MASONRY	Baths/Plumbing AVERAGE
Ceiling/Wall CEIL & WALLS	Rooms/Prtns AVERAGE	Wall Height 12

#### Building Valuation

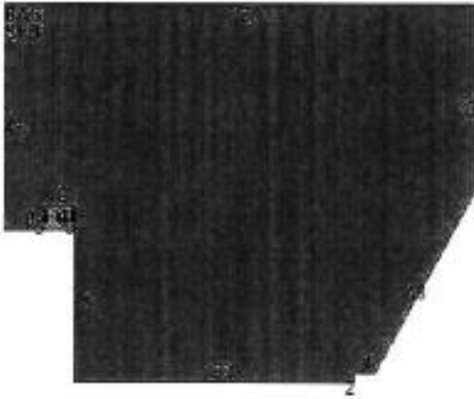
Living Area: 11,491 square feet	Year Built: 1920	Building Value: 761,000
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**Extra Features**

Code	Description	Units
ELVT	ELEVATOR	1 UNITS

**Outbuildings**

Code	Description	Units
No Outbuildings		

**Building Sketch****Subarea Summary**

Code	Description	Gross Area	Living Area
BAS	First Floor	6566	6566
FOP	Porch, Open, Finished	30	0
SFB	Base, Semi-Finished	6566	4925

## **Attachment B: Report of Public Forum March 26, 2015**

### **Sharon Public Library**

#### **Community Survey comment sheets**

(Collected during community focus group and musical world café event)

**March 26, 2015**

##### Focus Group Comments: positive

- Great location in town
- Natural light from glass ceiling in reading room
- Outside tables and chairs
- Front reading room and browsing area
- Community room
- Great Staff, helpful
- Beautiful building

##### Focus Group Comments: improvements needed

1. Place to get coffee and read
2. New Library: more space, more tables, more materials, bigger facility, more parking – without
  - a. raising taxes
3. Computers with more space for reference materials
4. Storage for Friends books
5. Outdoor space; brighter interior
6. Dedicated teen space
7. Modern projector in community room
8. More meeting rooms

##### Adult Services Area: positive

- Like new method of signing onto computers
- Loved that the local author books were added to library kindles for patrons to check out
- Love ILL
- We love our library, thanks to all of you
- I love checking out the new books
- I love the change with the Young Adult books being moved to the Quiet Study area
- Love the new floor plan

##### Adult Services Area: improvements needed

1. Quiet study rooms
2. Graphic web page instructions
3. Wants poetry slams

4. Wants an evening of poetry, music and readings from fine or local literature

Circulation Services: positive

- Children's area and puppets
- Nice Reading Space
- Spirit of discovery
- Wants quiet area
- Clearly designate children's area

Circulation Services: improvements needed

1. A place to put donated books from residents
2. Self Check out station
3. More Reading areas
4. More books

Community Room: positive

- Great Lectures
- Available to everyone
- Perfect size

Community Room: Needs improvement

1. A bigger room with more seating
2. Needs painted murals by children
3. Needs a piano
4. Needs more color
5. Needs a kitchen and bathrooms
6. Better projector and technology
7. Needs a microphone
8. Smaller tables
9. Shelving
10. Should add plants

Youth Services-**Children's Area**: positive

- Love how supportive the librarians are for book recommendations
- Likes the current room

Youth Services-**Children's Area**: Needs improvement

1. Make space more homey
2. Walls are bland, murals inspired by children's books, hang up children's art work
3. More crafts
4. More crayons, and coloring materials

## 5. Craft Area

Youth Services-**Teen Area**: positive

- Like the YA collection moved to the Quiet Study area
- Like the natural light

Youth Services-**Teen Area**: Needs improvement

1. Too small

## **Attachment C: Two staff surveys used in preparation of Building Program**

### **Space Needs Assessment Survey**

1. Which areas/services/collections in your current library are the most successful?
2. Which of your collections gets the most use/has the highest turnover rate?
3. Which of your collections get the least use/have the lowest turnover rate?
4. What collections would you like to add/expand? Eliminate?
5. What services would you like to add/expand? Phase out?
6. What would you like to change about your facility? (TOP 5)
  - 
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## Staff Adjacencies Questionnaire

Please take a few moments to answer the questions below. They will be useful in preparing the building program. If you do more than one traditional "job" in the library please break out your answers by "job". i.e. circulation clerk and book processor.

Who do you interact with most during your workday?

What equipment do you need access to throughout the day? What equipment do you use most often, and how often per hour?

What library services so you think should be visible from your work station?

What services would it benefit you to have your workstation near?

Are there any services that your work station should specifically not be located near?

Are there any other issues you'd like to see addressed in the building program?