

Building Program

2004



Milton Public Library est. 1870

Approved by the Board of Library Trustees
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Executive Summary

The Future Milton Public Library

The public library envisioned in this program is a place for all ages and all interests in the community. Young and old, parent or senior or teen, gardener, do-it-yourselfer, educator or student, scout troop or book club; will find great value in this library. It will be a true community cultural center with a diversity of collections and a variety of activities.

- Readers will have a generous collection of interesting and insightful books. Classics of our culture and history will be preserved, and the best of current and new publications will be available.
- Beginning readers will have a much larger selection of picture books and chapter books.
- Music, video and spoken recordings will have a much better representation. We will greatly improve our selection of high demand video and audio formats.
- Community groups will be able to hold meetings in a safe, staffed building that is convenient and open to the public.
- Children and parents will come and hear stories in a dedicated space, without being distracted by other people using the library.
- Researchers will benefit from a solid collection, a well-trained staff and access to vital online databases and the vast resources of the Internet either at library workstations or with their own wireless equipped laptops. They will be able to use quiet study rooms or individual study carrels.
- Students will have a place to do homework with access to the best reference help, to word-processing and research computers.
- Drivers will be able to park safely and conveniently in a fully paved library parking lot.
- The disabled will be able to get a book from any aisle, and visit any part of the library.

Limitations to Overcome

The existing building poses many obstacles to providing the service that the people of Milton should expect from their library. Some of the more egregious problems are:

- Lack of accessibility in terms of safe parking, clear paths of travel, inability of the disabled to get to all public parts of the library.
- Building systems that do not heat effectively and cannot maintain cool temperatures and proper humidity control.
- Insufficient space for people and the activities they want to pursue, whether it is studying, using computers, browsing the shelves, reading in a comfortable chair, listening to stories or meeting to hear a presentation.

Objectives of the Program

A Building Program document is not a design, but a set of ingredients that should go into the design of a new building. It is a list of features and objectives that are important to be included in a new library for the community of Milton. The program becomes the instructions to the architect: this is where we need to go, show us a plan that gets us as close as possible to these objectives. The library program also becomes a resource for explaining the project to the community and to agencies that may be able to supply grant funding.

The concrete objectives of this project are as follows:

- Renovation and preservation of the core of the classic 1902 building.
- An addition that brings the total of old and new space to 36,300 square feet.
- Room for 135,000 books, up from the present 100,000.
- Key collection areas will double in size: Picture Books; Careers; Local History; Videorecordings; Periodicals; and Music Recordings. The Children's collection will increase by 47% and the Adult print collection by 17%.
- Researchers will find quiet study rooms or individual study carrels.
- Teens will have their own defined space for reading and study.
- The disabled will have access to every public space and staff work area in the building. Elevator service will reach every level.
- Parking will be safe, off-street and fully paved.
- A multi-purpose room will seat 75. A conference room will accommodate 15. A story-hour / crafts room will hold 20-30 kids.

Community Background

History

Milton was settled in 1640 and incorporated in 1662. Milton grew from an industrialized center along the Neponset Valley River to an upscale residential suburb of Boston. The Town has an old New England quality that is derived from its early settlement and its desire to preserve its history. Milton's history is tangible because historical structures and landmarks are visible and easily accessible. The preservation of this history is essential to support the New England character of the Town.

Throughout the 1700's Milton had considerable growth directly related to the mills along the Neponset River. A grist mill was constructed by Israel Stoughton in 1634 along with the first bridge to cross the Neponset River. This bridge opened up the south to settlers and is directly responsible for the large settling done in early Milton. Later a powder mill and a fulling mill were constructed along the Neponset. Commerce introduced itself into Milton Village where industry had already existed, while a steady spreading out of new farms initiated expansion into the south.

During the 1800's Milton became a wealthy suburb of Boston. Many residents of Boston were establishing summer homes in Town, which in the course of years became their winter homes as well. A considerable amount of land was taken from Milton by the Commonwealth of Massachusetts and incorporated into the Blue Hills Reservations in 1893. The majority of this land consisted of rolling hills, which served as a park to many of the residents of Milton at that time.

The establishment of streetcar lines fueled a rapid expansion of residential development and between 1870 and 1915. Milton grew into essentially the community it is now, a wealthy streetcar suburb retaining a good many 19th century country houses, estates, and early 19th century workers' housing. The population continued to expand and the demand for homes increased while industrial activity diminished.

Regional and Commercial Context

Milton is situated in the Greater Boston Area. While the Town of Milton abuts two major cities, the town itself is decidedly suburban in character. To the north is Boston while to the east lies Quincy. Because of the unique nature of the Town, Milton falls within two subregions of the Metropolitan Area Planning Council (MAPC). Milton is a member of the Inner Core Committee (ICC) because of its geographic proximity to Boston (and Quincy). Also, because of the town's distinct character difference, it is a member of the Three Rivers Interlocal Council (TRIC). To the south and west, Milton borders the Towns of Canton and Randolph.

This dichotomy, a close proximity to but distinct in character from Boston, has been the defining element in the development of the town for over a century. The town first took advantage of its zoning powers in 1922, zoning the entire town single-family residential. Two extremely small commercial areas were carved out at that time, representing less than

3% of the town's land mass. In recent years the Town has begun revitalization initiatives and other economic development strategies to address the heavy tax burden this past policy has placed on current residents.

Within the corporate limits of the Town there are significant natural resources benefitting not only the Town but the region as well. The Department of Conservation and Recreation (DCR, formerly the Metropolitan District Commission) controls over 2,000 acres (approximately 25% of the town) through its ownership of the Neponset River and Blue Hills Reservations. These Reservations provide both active and passive recreation for all visitors. Houghton's Pond, located in the Blue Hills Reservation, is an important source of freshwater swimming for the greater Boston area. The Blue Hills Reservation is also an attraction for hikers, mountain bikers, horse riders and even downhill skiers. Many individuals come to use the canoe portal near Paul's Bridge located in the Neponset River Reservation.

Milton is an upper-income bedroom community with many significant natural and historic sites. A build-out analysis conducted in 2000 under the auspices of Executive Order 418 placed the town beyond the 90 percent mark; however, a desirable location assures continued pressure on remaining land. These forces need to be carefully balanced between the needs of open space, housing and economic development.

Patterns and Trends

As previously mentioned the Town of Milton's transformation from a pre-industrial rural farming community into a suburban bedroom community began in the late 19th century and continued throughout the 20th. Since the advent of zoning in 1922, with few exceptions, development has been single-family detached homes. A trend that began in the latter stages of the 20th century saw the Town create a number of multi-unit age restricted senior developments. The Town also adopted a Planned Unit Development bylaw to allow for mixed use developments in the Milton Village Business District.

According to the latest Build-Out Analysis, conducted by MAPC in 2000, the Town has about 800 homes yet to be built. Under current zoning, this leaves the Town over 90% "built-out." Since then approximately 36 buildable lots have been created, over 30 of them using the Approval Not Required subdivision (Form A) process. While this trend will continue the build-out analysis indicates that there are number of large parcels between 10 and 20 acres where the Town can expect these 800 units to be.

Although some see the large amount of State-owned parkland (approximately 25% of the Town's land area) as a mixed blessing, it has given the population of Milton incredible access to open space and recreation facilities. The challenge is to assure residents that the quality (and quantity to a lesser extent) of Town-owned open space remains at an appropriate level. A particular challenge will be meeting the needs generated by active recreation, like youth sports fields, tot-lots and pocket parks.

Significant aspects of community data

Tables 1 and 2 give a detailed overview of statistics relating to the Town of Milton. A 2000 census population of 26,062 is expected to slowly increase to 27,149 over the next twenty years, according to the Metropolitan Area Planning Council.

Education

Milton is a very well-educated community. Over half (52%) of residents have a bachelors degree or higher, vs. a 33% statewide average. 22% have graduate or professional degrees, 7 percentage points above the state average. Two percent of Milton residents older than 25 do not have a high school education, compared to six percent at the state level.

Income & Poverty

Milton has stronger income figures than the typical Massachusetts community. Income levels are 50% above the state average, while poverty levels under 3% are a third of the state average.

Household

Milton has a higher percentage of family households (75%) than is typical in the state (66%). The community has a significantly higher percentage of owner occupied housing units (84% versus a state average of 62%).

Race

While Milton's percentage of white families is very close to the state average, the 10% of the population represented by black families is nearly double the state average. Other races comprise a much smaller total in Milton than in the rest of the state.

Library Background

Basic Information

The Milton Public Library is governed by a board of nine elected Trustees. They oversee three properties; The Main Library on Canton Avenue, The East Milton Branch Library, and the Kidder Building, a former branch library that now houses the Milton Community Schools day and after school care programs.

Library History

Although there had been library societies in Milton since the late 1700's, the first public library was created when the 1870 Town Meeting voted "That the Town appropriate the sum of \$3000 for a Public Library, to be paid to the Trustees when a like amount has been raised by subscription or donation..." The library was opened in February of 1871 after space had been rented at \$150 per year in the Edmund J. Baker Building on Wharf Street.

In 1882 the library moved to the Associates Building which still stands on Adams Street. In 1883 a reading room was established in East Milton above Babcock's Store. 1890 was the first year in which a card catalog was implemented. The first professional librarian, Miss Gertrude E. Forrest, was hired in 1900.

In 1902 twenty-six citizens of the town collectively purchased the parcel of land at the corner of Canton Avenue and Reedsdale Road and gave it to the town for construction of a new library. The 1902 Town Meeting voted \$50,000 for construction, and the cornerstone was laid that year. The building opened on June 11, 1904. The total cost was \$75,034.22, including a \$21,000 gift from Nathaniel T. Kidder, and a further \$4000 town appropriation for furnishings.

Branches were built on Blue Hills Parkway in 1929 and East Milton in 1931. They filled the role of several earlier branches in East Milton and other parts of town. The East Milton Branch is still in operation. The Kidder Branch serving northwest Milton operated until the 1990s.

In 1958 a 4000 square foot addition was erected at the rear of the stack wing, bringing the total library size to 26,000 square feet. The addition was designed to accommodate three levels, but only two were built, with the expectation that the third would be added shortly.

Other improvements to the main library occurred since this major addition. In 1988 an elevator was added to the rear of the addition, and a handicapped access ramp was installed at the main library and both branches.. The main building roof was replaced with an elasometric roof membrane system. It may be at that time that skylights over the stack area and an upstairs office were eliminated. In 1996 air conditioning was added to the Children's area and parts of the adult area, and in 1998 the Children's room was refurbished, with new lighting, stacks, carpet, circulation desk and office areas.

A major attempt to build a new library was defeated in 1995. A plan to build a new library facility on a site behind the town hall was defeated by a wide margin due to competing capital needs for schools and a dump closing, a lack of fundraising activity, and uncertainty about the fate of the 1904 building and the branch libraries.

Significant aspects of library data

Usage and output measures

Circulation

Table 4 illustrates the comparative circulation (or borrowing) of Milton library materials versus those of the 50 towns in the state closest in population to Milton. If you had to choose only one indicator of how good a library is, you would choose circulation per capita, the average amount of books borrowed by a member of the community. The table 4 is sorted by this value, giving you a quick guide to which libraries in the sample of fifty would be good ones to model. Milton's rating of 8.1 is barely above the median. This is very surprising for a community with high education and income levels and therefore expected high demand. This is an initial indicator that there may be problems with the supply of library services. None of the other rankings on this table show Milton as very high. Print, audio and video circulation totals are all at the median.

Services

Table 5 shows figures on library services. Annual hours open and evening hours at the main library are among the strongest in the set. By contrast, number of Saturdays open are near the bottom due to our lack of summer Saturdays, although the annual hours open on Saturday are not quite as bad (while still being below average). The Sunday figures were for the last year before budget cuts eliminated Sunday openings. At that point we were slightly above the median.

Milton holds much fewer programs than most libraries, and many of the adult programs we claim are actually held off-site at places like the Council on Aging. Juvenile programs are barely half the median rate, and less than half in terms of attendance. This is an area that must be addressed. Milton Public Library's service strength lies in annual evening hours and in branch services.

Holdings and resource measures

Collection Holdings

Milton is below the median in many collection categories. Subscriptions are below and Audio/Visual materials are significantly below median. This is a critical shortcoming in such a high demand area. While the overall print number approaches the levels of the best libraries, the print collection is actually shelved to overcapacity.

Staffing

Milton is right at the median in terms of full-time equivalent positions, but well below the top ten libraries in that measure (by 8) and has half the staff with Library Science degrees that the top ten libraries have. A particular problem is in Children's services, with only a part-time MLS position.

Financial Resources

Total operating expenditures per capita were \$32.72 in fiscal year 2003. This is just at the median, but is nearly half that of the expenditure level of the ten model libraries. The critical measure of dollars per capita spent on collection materials is \$4.83, a number that is below the median, and well below the top ten model libraries rate of \$8.69.

The Main Library Building

The Central Library of 10,000 original square feet was built in 1904. It was built on a classic plan with a reading room to the left of a central entry, and a children's room to the right. This main part of the building occupied three levels, with a gallery and offices above, and staff and mechanical areas below. In the rear was a stack wing of four levels. A skylight allowed natural light to filter down through two levels of glass floors, and spaces between the stacks allowed heat to filter up. These stacks may have been originally closed to the public, but the advent of the 1958 addition behind them required that they be opened. However, the addition left many issues of the older building unresolved. The stack wing formed the connection between the two major sections of the building, forming a narrow bottleneck that unnecessarily divides the building into small disjointed spaces.

The Central Library building consists of 26,390 gross square feet (measured from the outside of the walls and including stairways, etc.), according to a 1995 Milton Engineering Department study: 14,823 interior square feet of floor space, including 3,357 square feet of utility and mechanical space, corridors, vestibules, etc. About 2000 sf of this interior space is taken up with the glass floor stacks (from the Library Building Reuse Study, 1995).

The lower floor (sub-grade in the front of the building and above ground in the rear section of the building) was built to accommodate a staff lounge, storage, utilities, and included two large, undeveloped spaces under the front patios. The main floor consisted largely of two 28-foot ceiling reading rooms in the front, circulation desk and offices, and two, glass-floor stack levels in the back. The third or top floor consisted of a large, open gallery, and three small rooms, one for the Historical Society records, another for rare books and the Trustees meetings, and a third for stored periodicals. The gallery area floor was not constructed to take the weight of stacks, and thus has served as a limited access (not handicapped accessible) gallery/meeting room or quiet study area.

In 1958, a two level, 4000 square feet addition was built on the back of the building to house a children's room, young adult area, staff workroom and additional stacks. At that time, plans for the addition included a third floor, which would have communicated with the top floor of the stack wing, but this portion of the addition was never built due to the limited funding available. Access to the glass-floor stacks remained limited to one narrow spiral staircase.

In 1987, the Town appropriated funds to make the Central Library accessible to the disabled and to correct some of the heating and ventilation problems. An elevator was added to the rear of the building, connecting the lower level and Children's Room with the main floor. Public bathrooms were remodeled on the lower level. Work on the heating and ventilation systems was limited by the constraints of the original building structure; no air conditioning was added at that time. Access to the glass-floor stacks and third floor was not affected or improved by these changes.

During the 1990s, the Library converted to an online catalog system, enabling patrons to access the combined collection of the Old Colony Library Network; introduced computer work stations in the reference room; added a video collection, and books-on-tape.

Since 1996 a number of small improvements were financed and implemented by the Trustees and the Friends of the Library through a fundraising campaign. These included renovation of the Children's Room and creation of a small meeting room on the lower level, a new air-lock vestibule and doors at the main entrance, and air conditioning of part of the

main floor of the Library.

Building Project & Program Development

This present document has evolved through several stages, as has the building project itself. It will be useful to review the chronology of this development.

- Recent efforts to obtain a new library started when the 1993 Town Meeting approved the appointment of a Town Building Study Committee funded by \$10,000 in funds from the Trustees.
- That committee produced “A Needs Assessment and Building Program” in September 1994. Town Meeting votes \$30,000 in November to “employ the services of an architect to prepare working drawings and specifications.”
- In 1995 the architectural firm of Feingold Alexander was awarded a contract for a feasibility study for Library facilities. After a thorough review, they recommended new construction on a new site, instead of renovations and expansion on the existing, land-constrained site on Canton Avenue. Architectural plans for a new central Library facility were developed by Feingold Alexander. These plans received approval in 1995 of a \$3 million dollar State grant towards the \$9 million dollar project for a new central Library building behind the present Town Hall. The plans won Town Meeting approval, but a Proposition 2 ½ Debt Exclusion Override failed at the ballot box by a two to one margin.
- The 1998 Town Meeting authorized a new Library Space Needs Committee and a budget of \$8,000 to assess the Library space needs and the condition of the present physical facilities housing the Milton Public Library system. That committee engaged the firm of Gale Associates to study the physical conditions of the Central Library and the two branches.
- Gale Associates report, entitled "Capital Asset Management Plan" (April 1999) detailed approximately \$2 million of significant capital repairs needed at the central and branch libraries to address maintenance and safety concerns. Overall the building components were found to be in sound, but deteriorating, condition and the parking totally inadequate. Many safety issues were cited, as well as heating and ventilation deficiencies.
- The 1999 Town Meeting authorized \$28,000 to the Library Space Needs Committee to determine future Library space requirements.
- Library Trustees expanded the possibilities of the current site by agreeing with neighbors on an innovative land swap.. The Town Meeting of May 2000 approved a land swap to enable the Trustees to negotiate the move of the adjacent private home to a comparative sized lot owned by the Town of Milton on Canton Avenue. This proposal would enable future parking and envisioned space for the present Central Library on the expanded site. The Friends and Trustees of the Library raised over \$300,000 through private donations towards the expenses associated with the moving of the house. By the spring of 2003 the land swap was completed and the house moved to its new location.
- In 2001 the Annual Town Meeting voted \$185,000 to finalize a building program and develop schematic drawings for the renovation and expansion of the library. In 2001 the Library Space Needs Committee made minor revisions to the 1994 Building program and adopted it as the current program in September. The architectural firm of Schwarz/Silver & Associates was then engaged and issued a “Preliminary Design Report” in 2002.

- In March 2003 the Trustees hired a new library director, and the Library Space Needs Committee (LSNC) hired Jay Lucker as a consultant. Both agreed that the existing building program was inadequate and developed a new program in June 2003, that was approved by the Library Trustees at their August meeting.
- Schwarz/Silver Associates began developing a schematic design to meet this program and issued their final schematic in April 2004. Town Meeting approved this as the basis of grant applications in May 2004.
- In October 2004 the Massachusetts Board of Library Commissioners provisionally accepted the Building Program, but asked for revisions. These revisions are incorporated into this document. The revisions do not involve any of the building specifications. The same overall size objectives and specific area descriptions are used as in the 2003 document used by the architect to develop his schematic.

A Vision of Library Service

Mission Statement

The mission of the Milton Public Library is to promote the love of reading, to make accessible the diversity of human culture and learning, to be a resource for the community's research and information needs and to do all of this in a way that returns value for the community's investment.

The Milton Public Library enriches the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth and enjoyment.

Overview

The library of the future that we envision here is at its core a community cultural center. It is focused on people. It details how people will interact with each other, with the collections, and with the worldwide information networks that continue to grow. This vision focuses not just on the library mission, but on how that mission is made real to the community. The vision not only tries to accommodate current needs, but to anticipate needs arising over at least the next twenty years, a time frame required by the Massachusetts Board of Library Commissioners grant process (605 CMR 6.05(1)(g)). However, our goal is also to create a building of durability and flexibility to remain useful far into the future.

The traditional role and mission of the public library remains for the most part constant as we move into the future. However, the means by which the mission is accomplished will see vast changes, and how well it is accomplished will see vast improvement in the vision of this library program.

Essential roles of the library remain strong or become even more important:

- ▶ Borrowing and researching collections of books and other materials
- ▶ Information and research services
- ▶ Children's gateway to reading
- ▶ Education and continuing education support
- ▶ Community cultural center

The following explores how these roles will be accomplished in the vision of a new library.

Library Collections

Reading books continues to be the core element of public library service. Throughout the development of the internet age, the quantity of book publishing has increased. The book remains the dominant technology for distribution of long narrative text, despite the maturity of electronic display and retrieval technologies. This dominance will not change, although electronic formats will find use in specialized applications.

Collections must grow and evolve as the community changes and grows. Currently

Milton holds 100,304 items in the Central library, or 3.8 per capita. In this program we set a target collection size of 5 items per capita, based on a twenty year population estimate. This equates to a collection of 135,000 volumes in the Central library. As the following comparative tables show, this brings Milton from a well below average situation to one slightly above average. This size collection should serve Milton well into the future.

The collection will be housed in a manner that encourages much greater access and use. Key components of the collection, new books and topical displays, will be immediately visible upon entering the building. The stacks will be open, well-lit, and have seating interspersed where it will be convenient for people to examine materials.

Non-print formats will continue to grow in importance. It is an area where we have historically lagged well below the median for libraries near to our size. We seek a collection of over 18,000 non-print items, up from 6,389 at present. This will cover many media: recorded books, recorded music, motion pictures and computer programs and files. These formats will continue to evolve, from tape to disc and beyond. Our collection will keep pace with this evolution.

There is considerable discussion lately about the decline of recorded music sales due to direct Internet distribution. Libraries have to be aware of developments here, but we cannot conclude that the importance of collection and preservation of recordings will diminish.

Circulation. This Library Building Program envisions that borrowing of the collection, or circulation, will increase dramatically. Currently the typical Milton resident borrows eight books per year. Our goal is to increase this to between twelve and fifteen items per year. In real terms this would increase our 2002 circulation of 207,000 to between 325,000 and 407,000 items per year. This is realistic and achievable given the experience of other new building projects and of libraries which now have the physical facilities and collections that we plan to create. The stimuli for this increase will not only be the new building with increased accessibility and capacity, but a commitment to the development of a high-interest, high-use collection.

Achieving this goal of excellence while maintaining a moderate staffing level can only be done with careful design that maximizes staff efficiency while incorporating advanced technologies. Examples of these are:

Convenient returns. Borrowing books is a two-step process; taking and returning. Convenient returns will encourage borrowing. Book returns would be open 24 hours, and patrons would be able to hop out of their cars and easily pop books into the return. Ideally, this would be under cover to protect patrons from the elements. Staff should not have to go outside to fetch these books, or there will be strong pressure to close the drop during library operating hours.

Express Checkout. Self-check systems are the key to achieving quick and efficient checkout. Careful design has allowed the Ironwood branch in Richmond, B.C. to achieve 85% self-check rates. (Ironwood serves a population similar in size to Milton). Others only achieve rates of 15%, when machines are added as an afterthought or only used at peak times.

Borrower Services. Efforts of circulation staff should be shifted from the routine scanning of books to more value added services. Their important tasks are to sign up and orient new borrowers, deal with overdue situations, expedite reserves, obtain books from other libraries and systems and otherwise help patrons borrow materials. Patrons traditionally want to talk about books at a circulation desk, so borrower services staff should be trained in the elements of readers advisory work.

Borrower Services staff need to be good with people, well-versed in technology, and be experts on the arrangement of the collection. However, it is a personnel area that we wish to keep to as small a size as possible. Ideally, one circulation point, supported by express checkouts, would serve the entire library. This suggests that the most active areas of the collection be on the same level as the circulation desk. These would be sections like Children's, AV, New Books, and popular fiction sections like Mystery.

Research and Information Services

The library's information and reference role has been expanding throughout the online and internet ages. The traditional in-person responsive service desk helps people:

1. Find out what is useful in the collection;
2. Find out how and when to use internet and online resources;
3. Find out about what other libraries or agencies may have.

Reference service to off-site patrons will grow in importance. Questions will be answered via telephone, fax, e-mail and using the new electronic reference software. The design needs to include reference office space to make this feasible.

The in-person and remote patron services will be supplemented by more pro-active reference, which will require substantial off-desk time. Planning, contacting local agencies, developing research guides and community agency files, selecting books, training on new technologies and other such activities must be encouraged. Appointments with patrons who have more complex research needs will become common.

Technology is having its greatest impact in the area of information service. The makeup of the reference collection will shift towards specialized reference works of lasting value. Computer workstations accessing online databases are the best source for directories and periodical articles. The best online resources will continue to be subscription sources purchased by the library community. The free internet will continue to grow, and the reference librarian will inform patrons on how to get the best out of it.

Children's Service

Fostering our children's love of reading is one of the most wonderful roles of the Public Library. Providing space for an attractive and intriguing collection of books and media is the starting point for great children's service. Space for story hour programs is just as essential. A story-hour and crafts space that the children's librarian can call his or her own, set up at convenient times and that is welcoming and comfortable for kids is essential. The bustle of story hour should not be a distraction to any of the library collection areas, and the public sections of the library should not intrude on the story hour space.

A public desk is important for the children's librarians to be accessible to parents and children. It does not have to accommodate checkout functions if the main borrower's services desk is convenient to patrons. The children's staff must have an office and also access to voluminous storage that is theirs alone.

Young Adult Service

Teens use the library for an array of reasons. They do homework, research projects, and assigned reading as students. They study for standardized tests and investigate college and career options. They explore the world through literature and the Internet. They get together with friends and classmates to work on projects.

The space set aside for young adults will be heavily used by middle-schoolers, and will continue to be relevant as teens progress through high school. Strong readers from the upper elementary grades will also select titles in the young adult section. The space needs to be self-contained to allow for some level of teen discussion without affecting other patrons, but very visible to staff. The solutions that Waltham and Wellesley instituted are ideal. Waltham created a glassed off end of the reference room, where teens have access to the reference librarians and can be monitored by them. Wellesley designed a similar space that contains books, study space and computers.

The Young Adult space should obviously be designed for teens, contain materials selected for them specifically, and incorporate group study as well as relaxation space.

Community Meeting Place

The Public Library is the natural cultural center of a community. Space dedicated for this purpose is essential for a variety of activities:

- ▶ Story hours and special programs for children and parents.
- ▶ Meetings of local community organizations.
- ▶ Presentation of literary, cultural or informational programs to all ages.
- ▶ Meetings of the Trustees, Friends and other library groups.
- ▶ Friends of the Library book sales.
- ▶ A small "community café" or snack room where the rules of quiet would be more relaxed and people could gather for conversation and light snacks. It could be equipped with wireless internet connections for people to bring their own laptops. Food in the library could be restricted to this area (as in Brookline) and there would be vending machines or a small serving counter for a contract vendor.

Community meeting space is essential to realizing the full potential of a vibrant Public Library. A library building that is open, well staffed and busy is an ideal site for community organizations to hold meetings and events. Small groups or boards will be comfortably accommodated in a small conference room. Larger groups can hold events, host speakers, and have meetings in a multi-purpose room geared for seventy five people. A dedicated story-hour space will facilitate a regular schedule of children's programming.. A library with a conference room, a mid-sized meeting room and a story hour room may well attract over 500 meetings per year.

Limitations of the Existing Building

Overview

The current Canton Avenue site has served the town as public library since its opening in 1904. It is central and well recognizable to the public. The 1904 building has classic elements and styling that make the library an architectural treasure of the town.

However, the limitations of the building for current library service have been well documented in several reports. JCA Architects prepared an "Existing Conditions Survey" in February 1996. In June 1999, Gale Associates, Inc. produced a detailed "Capital Asset Management Plan". Both of these reviews illustrate serious shortcomings in the facility. This section will not attempt to duplicate that work, but to highlight some of the most serious impacts of these limitations.

Service Limitations

Collection Space

While our vision of a new library calls for 135,000 books, the current reality shows 100,000 densely packed into an area that should house far fewer. The symptoms of this overcrowding are:

- Most of the non-fiction aisles in the 1958 addition are less than the 36" minimum, ADA requirement, making wheelchair access difficult or impossible.
- The rest of the non-fiction stacks are completely inaccessible to the disabled. They are in the top two floors of the former closed stack, glass floored addition. The only access is via a narrow winding stair.
- The reference collection has filled nearly every flat surface in the reference room, and expanded into the reading room.
- The reading room has been invaded by book stacks, crowding out seating space.
- Magazines cannot be stored in proper face out displays, and a backfile of only two years can be kept for our 200 subscriptions. Ideally we should have 300 subscriptions for five years at least.
- The current children's Picture Book collection of 4000 titles is more typical of that serving a town half Milton's size.
- Shelving in large stretches of the collection is filled beyond the working limit of 30", making browsing and re-shelving difficult.
- The Audio and Video collections are much smaller than those of comparative libraries. Video shelves are now packed to the ends, and books on tape are housed on built-in cabinets designed for LP records, wasting a great deal of space.

Substantial expansion is called for in the amount of area dedicated to the collection in general, and to specific collections in particular, such as the Children's and media collections.

Seating and Study Space

Visitors to the Milton Public Library find it difficult to get comfortable seating in quiet areas convenient to the collections they are working with. The most serious limitations include:

- There are no individual study carrels in the entire library;
- There are only 7 lounge seats in all, and they are uncomfortable and ill-positioned at stack ends or intruding into pathways;
- Nearly half of the table seats are at unwieldy and cramped 8-person tables;
- Quiet study seating in the third-floor gallery is not handicapped accessible. That is the only quiet study place in the library, but it is also essentially a corridor: staff must intrude on this space whenever accessing the data communications room, Trustees room or historical room. This public area has no staff monitoring presence on that floor. The area is also improperly climate controlled, and patrons will not use it in the heat of summer or in colder winter conditions.
- There is no seating in any of the fiction or non-fiction stack areas.
- Seating is crammed in without regard to accessibility guidelines. Enforcing the requirements for width of passage would further reduce the available seating.
- Our current count of 67 seats is half of what a town of Milton's size should have according to national standards.

Library seating is often fully utilized at after-school and evening study times. During these times many patrons are forced to "browse and go", when they would prefer to make more use of the library. The current count of 67 user seats should be increased to 140 in a way that increases user comfort, maintains accessibility, and gives users more personal space.

Program and Meeting Space

The total inadequacy of meeting space in the Milton Library draws the sharpest contrast with the community centered libraries all around us. There is not one space solely dedicated to meeting or conference purposes. A basement conference room carved out of a former stack area doubles as the Friends book sale assembly area. It also serves as the only corridor connecting the lower levels of the building. This room can hold 25 people in folding chairs or 15 around folding tables. The Trustees have been forced to abandon their conference room on the third floor because this level is not accessible to the disabled. In any case, it was not big enough for a board of nine with staff and public attendees included. At times they would use the third-floor gallery room, displacing anyone who needed to do quiet study.

At other times programs are held by moving the readers and new book browsers out of the reading room, or taking over the children's room and displacing students doing homework or browsing that collection. This forces the library to carefully limit the attendance at programs and limit the frequency of programs run by the library or the Friends. Other community groups have very little chance to schedule meeting space at the library.

Facility Limitations

Heating, Ventilation and Air Conditioning

Patrons avoid the building in the summer due to excessive heat buildup and poor air circulation. In the winter they complain of cold spots or overheated spots.

The aging building is heated with two oil-fired steam boilers. The oil tank is underground. The Gale report concluded that "The basic heating system is very inefficient and in fair to poor condition." (Gale, p. 44). There is also no central ventilation system, and major parts of the lower floor of the building are prone to mildew and other moisture related problems. This "...is a health concern and damaging to the collection." (Gale p.45)

The air conditioning is completely inadequate. There is a mix of central air and window units, but even so, large sections of the building are not air conditioned. The Young Adult room and the non-fiction stacks are prime examples. An air handler was added to the older building but it has no ventilation component. The JCS report cited "While apparently well-maintained, the antiquated heating and ventilation systems are not capable of providing the volume of fresh air and temperature control required to ensure contemporary standards of comfort to occupants in all parts of the building." (JCS, 3.3.1)

Good heating and air conditioning systems will be more cost-effective and will greatly increase patron satisfaction and use of the library.

Accessibility

Accessibility standards are set at the Federal level by the Americans with Disabilities Act, and in Massachusetts by the Architectural Access Board. The local building inspector is the authority on MAAB compliance.

Milton Public Library falls short of accessibility requirements on a wide array of counts:

- Handicapped parking spaces are too few, and do not have the required 60" access aisle.
- The access ramp does not comply with standards. At 50 feet, it is too long without a rest stop. It is not straight. The railing is higher than the 30 to 40 inch maximum height.
- The elevator is too small. It needs to be at least 51 by 68 inches, not the current 37 by 66. The elevator also does not serve the upper levels of the building.
- Book aisles in many locations do not meet the ADA requirements. They cannot "dead end", must be 36 inches wide, and have 48 inch turnarounds. The areas failing to meet these conditions are all of the non-fiction stacks in both the glass floor areas and the second level of the addition; the adult fiction areas, and the stacks in the reading room.
- Overall congestion of travel paths is also a problem. Lack of space to place book trucks congests the main corridor. Much of the seating obstructs paths of travel. Additional book cases added to the Reference Room obstruct access to several ranges of shelves.

Parking

Visitors to the Milton Library suffer from insufficient and substandard parking. The bulk of the spaces are in an unmarked gravel lot opened in 2004 on land that became available after the land swap and house move project. If everyone parks intelligently there are as many

as 40 spaces available here. In the rear of the library there is paved parking for eight, with two of these delineated as handicapped spaces. As of this writing, we have not experienced a winter with the gravel lot, but believe it will discourage access from the elderly and families with young children. Street parking became more difficult in 2004 with a resurfacing and curbing project on Reedsdale Road to one side, and the posting of no parking signs in front of the Library on Canton Avenue.

While door counts improved dramatically after the gravel lot was opened, parking is still an obstacle to access to the library. There are not enough spaces to support high activity levels, and the gravel surface deters a significant percentage of patrons. Paving is not an option as any building plan approved will likely cover significant sections of the current lot.

Massachusetts regulations for building grant applications stipulate one parking space for every 400 square feet of building space. (or an alternate plan approved by the appropriate local board). (605 CMR 6.08 (5)(e)) Under this formula the current building of 26,390 square feet should have 66 parking spaces, not including those designated for handicapped parking. In fact, there is currently a maximum of 48 spaces, and only if people park in good order.

Confusing and Dangerous Layout

Overall design of the building now poses some severe security problems. The library floorplan is broken up into many small rooms and sections. It is very difficult for users to find what they are looking for. The main floor is organized around a narrow, long corridor. It is not at all obvious where to find major sections of the library.

The glass-floor stack addition is of particular concern. It comprises two levels that were originally intended to be closed stacks, i.e. materials were to be retrieved by staff and not directly accessed by patrons. There were many such stacks installed in libraries in the first half of last century. Milton was one of the first built, and is one of the few that remain. The glass flooring becomes brittle with age and becomes a hazard. The Plympton wing of the Norwood library had this type of shelving. It was newer than Milton's, but was closed to the public in the mid 1970s and was eliminated with renovation in the 2000. The wrought iron support structure, which spans all three levels, is completely exposed and can melt at rather low temperatures. Air spaces between floors were an economical way to let heat rise, but now violate fire codes because they let smoke and flame spread quickly.

Access to these upper stacks is by one narrow, winding stair. It makes half the non-fiction collection unreachable to the disabled. The stairs themselves are only 29" wide, meaning only one person can pass at a time. The stack area is completely invisible to staff at their normal operating posts. The result is that patrons feel very insecure in this area.

The Pre-schooler's area is very poorly situated. It is important that toddlers not be able to wander off without observation by parents and staff. Our pre-school area however, is in a dangerous corner that is right next to an exterior entrance and the elevator, and also close to a stairway going up and a corridor leading to the service areas of the building.

The Children's Room in general poses a security risk and at times a drain on staff resources. There are many times when demand for services alone does not require two people to staff the children's room. However, the current building configuration requires that we do

place two staff-members in this area. The Children's Room is completely isolated from other staffed areas of the library and has its own entrance. Lone staff here feel exposed and at risk. Troublemakers can easily enter this area of the building without the knowledge of staff in other parts of the building.

Design Considerations

Navigation & Transparency

Clear sight lines and transparent spaces will greatly increase the usability and safety of the building. Open sight lines will help orient users to where they want to go. Strategies such as the use of lower shelving and glass partitions can eliminate hidden or blind areas of the library. This will aide staff in securing the building and monitoring activities, and will also give patrons a higher sense of personal security.

Future Costs

The design must do as much as possible to minimize future costs of library operations and maintenance of the building.

- Staff operating costs. This should be evaluated in terms of the minimum number of staff to safely open the building, and the efficiency of staff in their daily operations. Strong consideration must be given to one circulation point as the optimal solution to minimizing staffing costs.
- Energy operating costs. Energy efficiency and zoning for heat and lighting are important.
- Ease of everyday maintenance and care.
- Minimize frequency of repair. Major repair issues in the renovated building must be addressed in the project. The town will not want to repair roofs or masonry only five or ten years after a major project. Quality materials must also be used to extend the life of wear surfaces.

Green Building Opportunities

The Green Building movement seeks to minimize a building's negative environmental impacts both during construction and operation. Green Building strategies may cover land use, energy efficiency, construction materials & techniques, building design, and occupant health. Building "green" makes sense in both economic and ecological terms.

The library renovation and expansion project has already begun following green principles in regard to siting and re-use. There is a commitment to using the present site and building upon the original 1902 building. The movement of the Smith house makes use of the expanded site feasible, and also in itself is a green re-use of an existing structure.

Some of the other green principles that we are particularly interested in pursuing are:

- Energy: maximize energy efficiency and explore the use of renewable energy sources.
- Materials: Use high-durability materials with "low embodied energy." Recycled or salvaged materials are a bonus, and low toxicity or volatile emissions a plus.
- Longevity: adaptable designs built of durable materials.
- Water saving: Although libraries are not heavy water users, attention must be paid to lavatories and landscaping.
- Interior Health: Beyond materials with low out gassing lie concerns such as natural light;

moisture control to minimize mold and mildew; strong ventilation, preferably with heat recovery systems; radiant heat sources as opposed to moving heated air about; employee governable climate zones with good zoning for thermostat control, operable windows and task lighting.

- Design integration of outdoor spaces: the historic building was largely inward looking. The renovated and expanded building should be outward looking to incorporate the historic vistas and the local natural assets of the location. Exterior spaces should be designed to be enjoyed visually and physically at different times of the year.

Light

Light is a critical element in library design. Natural light is important in creating a comfortable atmosphere and a connection to the outside. However, the damaging effects of UV light on books and the stultifying effects of massive south-facing windows (as in our current YA room) must be considered.

Artificial lighting must be carefully designed with an ultimate floorplan in hand. It is essential to know which areas are seating areas, and which are stack areas and which way they will be oriented.

Study carrels should all have individual lighting elements.

Adaptability

We need to realize that over the life of the building many needs will change. Spaces must be flexible to meet these emerging needs. Application of certain building strategies can increase flexibility, such as use of columns instead of load-bearing walls and good separation of the services from the skin of a building. The latter would make it easier to re-run wiring, or take advantage of new heating technologies, etc.

Circulation and other desks will house a varying array of equipment. They must be designed to accommodate wiring and frequent changes.

Historic Preservation & harmonious expansion

The classic 1902 building must be renovated in a way that preserves its historic character. Expansions should celebrate and harmonize with original building elements.

Building HVAC Systems

HVAC: The entire building must be air-conditioned. Ventilation must be sufficient to eliminate mold and mildew.

Technology

Technology is integral to the delivery of library service. Integrated library management systems, online databases, internet access and personal productivity tools are all essential to both library staff operations and to public services. The area descriptions which follow indicate many spots where specific technology needs to be deployed. In addition to this, there must be an overall strategy for technological adaptability. The building must be equipped to provide both power and data access in areas designated for general study and throughout all staff areas.

Wireless technology is going to be an important component of our service mix in the foreseeable future. Patrons with wireless cards should be able to access the data network from areas like the community café, or other general study areas. Meeting rooms with wireless access can be flexible spaces for setting up computer training workshops. However, it must be realized that the current popularity of wireless may not be permanent. There are serious security issues involved, and there is no guarantee that future wire or fiber based technologies won't offer some spectacular advantages.

To assure this flexibility we need to incorporate the following design features:

- Wiring must be run without undue obstruction from electrical panels and data centers to all areas of the building, while maintaining fire breaks and not violating plenum airspaces. How this is achieved must be specifically addressed in the design.
- Areas where study tables or individual carrels are to be deployed, or may be deployed, are to have accessible power and data access through either floor or wall mounts.
- All meeting rooms are to be wired for data access and cable TV access. They all will have wireless node access as well.
- Staff areas will be sufficiently powered and wired for data access so that furniture is not "tied" to only limited parts of offices.
- Public service desks will be flexibly designed so that ongoing changes in equipment can be accommodated.

Security

Two types of security must be incorporated: protecting the building and occupants from unwanted intrusion or emergencies, and protecting the collection from theft.

Material or theft security is greatly improved when careful consideration is given to siting of the security gates at entrances. They should be within view of circulation control points and close enough for staff to call a person back to the desk.

Fire detection and suppression systems will be installed according to code. Currently there are no fire suppression systems, and this is a serious security shortcoming.

Building security will have a perimeter window and door system to detect improper opening. There will also be internal motion detectors. Shutoffs to this system shall be at all main entries and at any custodial entry point. Building security during operation of the building will be enhanced with video monitoring of critical areas such as entrances remote from staff supervision, art gallery and artifact display areas. There will be specific monitoring spots, and ideally camera input can display to PC monitors at any staff terminal.

Accessibility

The Disabled: All non-mechanical areas of the building are to conform to the standards of the Americans with Disabilities Act and the Massachusetts Architectural Access Board.

Entrances should facilitate the coming and going of families with young children, seniors and physically challenged patrons. Automatic devices should be considered. The difficult New England weather must be a prime consideration. Air lock vestibules are essential. The covered gallery approach to our current children's room entrance works very well. The current front entrance exposes patrons too much while they try to manipulate the door.

Custodial access should be through a special service entrance so that trash barrels, etc. are not carted through main library areas.

Statistical & Comparative Analysis

Comparison with other libraries of a similar size and mission is an important element in setting our goals for this building project. The large scale charts included below were derived from figures reported to the Massachusetts Board of Library Commissioners for 2002. These compare fifty Massachusetts towns closest in population to Milton.

Table 1: Population Growth Projections

Milton Population Estimates Metropolitan Area Planning Council								
Age Groups	Year							Delta 2000-2025
	1990	2000	2005	2010	2015	2020	2025	
0-4	1,745	1,640	1,373	1,158	1,182	1,387	1,578	-3.8%
5-9	1,670	1,832	1,965	1,646	1,389	1,417	1,417	-22.7%
10-14	1,487	2,064	2,065	2,218	1,858	1,568	1,569	-24.0%
15-19	1,718	1,959	2,216	2,224	2,390	2,002	2,003	2.2%
20-24	1,910	1,301	1,862	2,114	2,122	2,280	2,282	75.4%
25-29	1,610	1,037	1,055	1,518	1,724	1,731	1,731	66.9%
30-34	1,840	1,496	1,168	1,195	1,720	1,954	1,955	30.7%
35-39	2,224	1,981	1,681	1,322	1,353	1,947	1,949	-1.6%
40-44	1,931	2,231	2,212	1,890	1,487	1,522	1,524	-31.7%
45-49	1,413	2,295	2,196	2,224	1,903	1,497	1,501	-34.6%
50-54	1,160	1,860	2,231	2,181	2,212	1,893	1,898	2.0%
55-59	1,205	1,222	1,577	2,008	1,966	1,994	2,004	64.0%
60-64	1,319	910	983	1,957	1,990	1,703	1,716	88.6%
65-69	1,268	960	642	804	1,605	1,632	1,645	71.4%
70-74	1,083	987	685	530	665	1,329	1,340	35.8%
75-79	969	901	367	413	322	404	410	-54.5%
80-84	683	698	335	221	251	196	198	-71.6%
85Plus	490	688	516	513	447	424	430	-37.5%
Total	25,725	26,062	25,129	26,137	26,586	26,879	27,149	4.2%

The twenty-year working population target that we will base our planning on is 27,149.

Table 2: Demographic Characteristics

SELECTED PROFILE OF GENERAL DEMOGRAPHIC CHARACTERISTICS: 2000				
Characteristic	Massachusetts		Milton	
	Number	Percent	Number	Percent
Occupied Housing Units (Total):	2,443,580	100.00%	8,982	100.00%
Owner occupied	1,508,052	61.71%	7,554	84.10%
Renter occupied	935,528	38.29%	1,428	15.90%
Race & Hispanic Origin				
Total Population:	6,349,097	100.00%	26,062	100.00%
Population of one race:	6,203,092	97.70%	25,640	98.38%
White alone	5,367,286	84.54%	22,252	85.38%
Black or African American alone	343,454	5.41%	2,666	10.23%
American Indian and Alaska Native alone	15,015	0.24%	17	0.07%
Asian alone	238,124	3.75%	531	2.04%
Native Hawaiian and Other Pacific Islander alone	2,489	0.04%	10	0.04%
Some other race alone	236,724	3.73%	164	0.63%
Population of two or more races:	146,005	2.30%	422	1.62%
Hispanic or Latino	428,729	6.75%	450	1.73%
INCOME & POVERTY				
Median household income in 1999	\$50,502.0 0	100	\$78,985.0 0	156
Median family income in 1999	\$61,664.0 0	100	\$94,359.0 0	153
Per capita income in 1999	\$25,952.0 0	100	\$37,138.0 0	143
Persons below poverty level:	573,421	9.03%	697	2.67%
HOUSEHOLD TYPE				
Total households	2,443,580	100.00%	8,982	100.00%
Family households	1,576,696	64.52%	6,757	75.23%
Male householder	1,087,929	44.52%	4,694	52.26%
Female householder	488,767	20.00%	2,063	22.97%
Nonfamily households	866,884	35.48%	2,225	24.77%
Male householder	377,201	15.44%	757	8.43%
Living alone	277,619	11.36%	569	6.33%
Female householder	489,683	20.04%	1,468	16.34%
Living alone	406,726	16.64%	1,336	14.87%

**SELECTED PROFILE OF GENERAL DEMOGRAPHIC
CHARACTERISTICS: 2000**

Characteristic	Massachusetts		Milton	
	Number	Percent	Number	Percent
HOUSEHOLD SIZE				
Total households	2,443,580	100.00%	8,982	100.00%
1-person household	684,345	28.01%	1,905	21.21%
2-person household	774,129	31.68%	2,598	28.92%
3-person household	400,166	16.38%	1,676	18.66%
4-person household	353,184	14.45%	1,662	18.50%
5-person household	154,831	6.34%	785	8.74%
6-person household	50,905	2.08%	231	2.57%
7-or-more-person household	26,020	1.06%	125	1.39%
Average household size	2.51	(X)	2.79	(X)
Average family size	3.11	(X)	3.27	(X)
FAMILY TYPE AND PRESENCE OF OWN CHILDREN				
Families	1,576,696	100.00%	6,757	100.00%
With related children under 18 years	795,265	50.44%	3,510	51.95%
With own children under 18 years	748,865	47.50%	3,364	49.79%
Under 6 years only	182,115	11.55%	738	10.92%
Under 6 and 6 to 17 years	141,344	8.96%	584	8.64%
6 to 17 years only	425,406	26.98%	2,042	30.22%
Married-couple families	1,197,917	100.00%	5,396	100.00%
With related children under 18 years	569,020	47.50%	2,903	53.80%
With own children under 18 years	548,360	45.78%	2,844	52.71%
Under 6 years only	141,002	11.77%	679	12.58%
Under 6 and 6 to 17 years	110,103	9.19%	541	10.03%
6 to 17 years only	297,255	24.81%	1,624	30.10%
Female householder, no husband present	289,944	100.00%	1,072	100.00%
With related children under 18 years	183,563	63.31%	510	47.57%
With own children under 18 years	163,550	56.41%	443	41.32%
Under 6 years only	30,936	10.67%	47	4.38%
Under 6 and 6 to 17 years	26,839	9.26%	36	3.36%
6 to 17 years only	105,775	36.48%	360	33.58%
EDUCATIONAL ATTAINMENT				

**SELECTED PROFILE OF GENERAL DEMOGRAPHIC
CHARACTERISTICS: 2000**

Characteristic	Massachusetts		Milton	
	Number	Percent	Number	Percent
Population 25 years and over	4,273,275	100.00%	17,092	100.00%
Less than 9th grade	247,556	5.79%	313	1.83%
9th to 12th grade, no diploma	403,537	9.44%	617	3.61%
High school graduate (includes equivalency)	1,165,489	27.27%	3,445	20.16%
Some college, no degree	730,135	17.09%	2,594	15.18%
Associate degree	308,263	7.21%	1,203	7.04%
Bachelor's degree	834,554	19.53%	5,163	30.21%
Graduate or professional degree	583,741	13.66%	3,757	21.98%
Percent high school graduate or higher	3,622,182	84.76%	16,162	94.56%
Percent bachelor's degree or higher	1,418,295	33.19%	8,920	52.19%
Data Sets:				
Census 2000 Summary File 1 (SF 1) 100-Percent Data	NOTE: For information on confidentiality protection, nonsampling error, and definitions, see http://factfinder.census.gov/home/en/datanotes/expsf1u.htm .			
Census 2000 Summary File 3 (SF 3) - Sample Data	NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, and definitions see http://factfinder.census.gov/home/en/datanotes/expsf3.htm .			

Highlighting indicates where Milton varies significantly from the Massachusetts average.

Table 3: Comparative Library Holdings

Collection Holdings

Comparing 50 Massachusetts Libraries closest in population to Milton

Count as of July 1, 2003

Town	Population	Subscriptions	Print Volumes	Non-print Volumes	Non-print per cap.	Total Volumes	Volumes per capita
Agawam	28391	302	111,560	25,951	0.91	137,511	4.84
Andover	31818	464	222,827	69,255	2.18	292,082	9.18
Belmont	24045	442	160,980	13,249	0.55	174,229	7.25
Bourne	19372	170	51,480	4,147	0.21	55,627	2.87
Braintree	33917	237	94,789	23,385	0.69	118,174	3.48
Bridgewater	25620	163	113,287	26,282	1.03	139,569	5.45
Burlington	22923	198	77,737	12,950	0.56	90,687	3.96
Canton	21341	153	95,237	26,262	1.23	121,499	5.69
Danvers	25446	238	126,978	7,700	0.30	134,678	5.29
Dartmouth	30767	208	107,718	5,740	0.19	113,458	3.69
Dedham	23378	327	100,845	7,744	0.33	108,589	4.64
Dracut	28828	124	72,445	9,939	0.34	82,384	2.86
Easton	22698	170	77,895	3,109	0.14	81,004	3.57
Franklin	29958	236	77,145	9,484	0.32	86,629	2.89
Gardner	20991	186	95,710	4,515	0.22	100,225	4.77
Gloucester	30664	206	119,026	11,849	0.39	130,875	4.27
Hingham	20221	338	145,088	19,939	0.99	165,027	8.16
Lexington	30663	325	198,188	23,461	0.77	221,649	7.23
Ludlow	21678	116	49,993	3,732	0.17	53,725	2.48
Mansfield	22827	229	77,540	7,454	0.33	84,994	3.72
Marblehead	20482	295	106,310	12,194	0.60	118,504	5.79
Marshfield	24815	223	60,613	8,665	0.35	69,278	2.79
Melrose	26963	160	106,435	6,092	0.23	112,527	4.17
Middleborough	20722	199	81,993	7,574	0.37	89,567	4.32
Milford	27309	187	100,480	8,897	0.33	109,377	4.01
Milton	26010	213	116,654	7,497	0.29	124,151	4.77
Needham	29197	387	130,469	16,108	0.55	146,577	5.02
North Andover	27837	205	94,343	7,826	0.28	102,169	3.67
North Attleborough	27826	127	44,184	3,896	0.14	48,080	1.73
Norton	18567	121	52,471	3,089	0.17	55,560	2.99
Norwood	28844	222	85,705	8,325	0.29	94,030	3.26

Collection Holdings

Comparing 50 Massachusetts Libraries closest in population to Milton

Count as of July 1, 2003

Town	Population	Subscriptions	Print Volumes	Non-print Volumes	Non-print per cap.	Total Volumes	Volumes per capita
Randolph	31044	128	61,425	6,898	0.22	68,323	2.2
Reading	23680	572	107,485	12,602	0.53	120,087	5.07
Sandwich	20792	383	51,402	5,389	0.26	56,791	2.73
Saugus	26415	151	73,949	6,170	0.23	80,119	3.03
Shrewsbury	32751	222	132,005	163,363	4.99	295,368	9.02
Somerset	18654	224	54,402	19,249	1.03	73,651	3.95
Stoneham	22165	236	80,053	7,105	0.32	87,158	3.93
Stoughton	27227	218	93,989	9,429	0.35	103,418	3.8
Tewksbury	29355	226	67,278	13,355	0.45	80,633	2.75
Wakefield	24817	230	110,019	11,369	0.46	121,388	4.89
Walpole	23199	139	116,415	6,977	0.30	123,392	5.32
Wareham	20935	165	87,266	5,973	0.29	93,239	4.45
Watertown	32857	373	131,795	18,943	0.58	150,738	4.59
Wellesley	26671	519	228,754	30,251	1.13	259,005	9.71
West Springfield	27984	187	119,587	8,958	0.32	128,545	4.59
Westford	21249	381	99,931	45,326	2.13	145,257	6.84
Wilmington	21629	167	90,167	8,509	0.39	98,676	4.56
Winchester	21093	243	105,449	20,197	0.96	125,646	5.96
Yarmouth	25236	256	85,000	7,759	0.31	92,759	3.68

Milton	26010	213	116,654	7,497	0.29	124,151	4.77
Median		222	95,474	8,928	0.35	108,983	4.30
75th Percentile		285	115,633	18,234	0.59	130,293	5.24
90th Percentile		383	133,313	26,264	1.04	165,947	7.23
Milton Rank		28	12	35	37	16	18

Table 4: Comparative Library Circulation

Circulation Comparison

50 Massachusetts Towns closest in population, FY 2003

Library	Pop.	Circulations Per Capita	Print	Audio	Video	Total
Winchester	21093	22.6	307287	41967	120762	477681
Hingham	20221	21.1	314964	58624	93587	427104
Belmont	24045	20.2	322219	38465	116513	485202
Andover	31818	16.0	358647	67584	111819	509508
Needham	29197	15.7	300193	38578	116238	457004
Westford	21249	15.0	231085	33993	51496	318034
Reading	23680	14.3	240461	23216	73707	339551
Lexington	30663	12.7	289141	39273	54373	389200
Wellesley	26671	12.1	225120	32692	63906	323997
Burlington	22923	11.8	175947	20848	68198	271453
Watertown	32857	11.5	217048	38799	114568	378518
Wakefield	24817	11.5	222111	16136	39026	285731
Marshfield	24815	11.4	194033	23133	63719	283229
Agawam	28391	11.3	178476	32006	95852	320990
Marblehead	20482	11.1	173366	25744	25006	227481
Sandwich	20792	9.8	140432	13226	54026	203891
Melrose	26963	9.7	202071	13788	41178	260266
Wilmington	21629	9.3	138572	13882	47624	200725
Mansfield	22827	9.2	170871	13477	20880	209423
Shrewsbury	32751	9.1	197912	27148	66483	297744
Norwood	28844	9.0	179435	25163	51840	259550
Wareham	20935	8.7	135565	12058	16614	182911
Danvers	25446	8.1	143489	21774	38814	205613
Milton	26010	8.1	158063	14414	36798	209477
Bridgewater	25620	7.9	156397	12591	29945	202410
West Springfield	27984	7.9	149235	18106	55423	220851
Franklin	29958	7.8	146385	24778	60461	234751
Yarmouth	25236	7.8	148684	13207	50643	197438
North Andover	27837	7.8	164305	15611	34822	216641
Walpole	23199	7.7	153249	11829	36281	178062
Dartmouth	30767	7.6	187100	12216	34995	234685
Canton	21341	7.6	123936	9420	26193	162311
Braintree	33917	7.4	178198	23850	44643	250406
Randolph	31044	7.1	164509	15402	61699	219554
Middleborough	20722	6.9	105180	10350	34478	143404
Milford	27309	6.7	144092	10951	27878	183803
Tewksbury	29355	6.7	155391	11083	29771	196726
Stoughton	27227	6.4	130638	13784	29077	173902
Gloucester	30664	6.3	143184	15483	34073	194435
Norton	18567	6.1	91733	5773	12776	113085

Circulation Comparison

50 Massachusetts Towns closest in population, FY 2003

Library	Pop.	Circulations Per Capita	Print	Audio	Video	Total
Bourne	19372	6.0	92079	7158	22507	115583
Gardner	20991	5.9	98093	6000	21766	123116
Somerset	18654	5.7	90049	6358	10146	106796
Dracut	28828	5.7	121394	13763	27424	163593
Dedham	23378	5.3	82878	6482	33863	123577
Saugus	26415	5.0	93889	6353	30272	132404
Stoneham	22165	4.9	99235	8015	8516	109109
Ludlow	21678	4.9	73089	6207	27607	105365
Easton	22698	4.2	92224	3900	7548	94849
North Attleborough	27826	3.9	93212	5184	19816	109886

Milton	26,010	8.1	158,063	14,414	36,798	209,477
Median		7.9	155,894	14,148	37,806	209,450
75th Percentile		11.4	196,942	25,067	61,390	285,106
90th Percentile		15.0	290,246	38,600	97,449	392,990
Milton Rank / 50		24	24	25	26	25

Table 5: Comparative Library Services

50 Massachusetts Towns closest in population, FY 2003.

Town	Main Evening	Registered Residents	Percent Registered	Meeting Room	Juv. Program	Juv. Program	Adult Program	Adult Program
	Hours			Bookings	Bookings	Attendance	Bookings	Attendance
Agawam	826	20,016	70.5%	385	241	6184	19	624
Andover	795	34,199	107.5%	503	196	5356	172	9638
Belmont	792	15,366	63.9%	689	238	6685	68	1031
Bourne	503	6,065	31.3%	734	201	2800	18	516
Braintree	740	20,311	59.9%	572	126	4475	42	1467
Bridgewater	588	15,544	60.7%	825	306	13027	35	731
Burlington	618	24,165	105.4%	1144	267	8129	35	326
Canton	764	13,849	64.9%	0	84	1458	8	102
Danvers	796	20,507	80.6%	148	101	2514	8	335
Dartmouth	438	16,816	54.7%	175	144	3482	14	1104
Dedham	372	9,212	39.4%	150	123	1967	16	110
Dracut	697	17,403	60.4%	0	269	7580	79	367
Easton	546	14,781	65.1%	0	137	1950	118	169
Franklin	670	14,761	49.3%	384	268	4933	11	469
Gardner	312	15,147	72.2%	260	162	2452	4	86
Gloucester	582	16,242	53.0%	754	232	4328	93	2410
Hingham	672	15,308	75.7%	224	139	4647	52	1075
Lexington	784	18,386	60.0%	0	360	12897	0	0
Ludlow	312	2,152	9.9%	1042	369	9986	90	1514
Mansfield	537	16,870	73.9%	270	275	6037	10	157
Marblehead	622	20,003	97.7%	151	83	2662	55	731
Marshfield	396	19,332	77.9%	770	213	6655	58	3762
Melrose	788	23,689	87.9%	318	220	0	47	0
Middleborough	591	14,697	70.9%	433	211	6813	50	649
Milford	832	23,039	84.4%	679	209	5835	173	4524
Milton	800	14,979	57.6%	132	108	2051	37	1114
Needham	800	17,485	59.9%	365	113	2795	75	536
North Andover	788	26,181	94.1%	617	170	3356	81	1026
N. Attleborough	624	9,994	35.9%	351	189	3100	31	320
Norton	418	11,398	61.4%	1374	422	11683	31	992
Norwood	848	13,850	48.0%	2263	196	4419	40	597
Randolph	516	16,406	52.8%	119	90	2360	7	382
Reading	604	20,826	87.9%	518	320	14771	106	2030
Sandwich	525	12,296	59.1%	705	283	11705	361	7890
Saugus	658	16,401	62.1%	542	156	6922	129	4117
Shrewsbury	780	25,942	79.2%	578	182	2188	41	663
Somerset	585	11,256	60.3%	598	177	4153	42	2114
Stoneham	752	17,383	78.4%	512	300	13938	19	236
Stoughton	761	15,950	58.6%	507	133	4550	98	652
Tewksbury	832	24,862	84.7%	480	253	4877	20	250
Wakefield	828	18,895	76.1%	644	342	9052	121	1514
Walpole	784	17,310	74.6%	200	350	7000	10	700

Town	Main Evening	Registered Residents	Percent Registered	Meeting Room	Juv. Program	Juv. Program	Adult Program	Adult Program
	Hours			Bookings	Bookings	Attendance	Bookings	Attendance
Wareham	456	16,260	77.7%	545	220	7475	16	85
Watertown	777	15,835	48.2%	510	462	11245	84	985
Wellesley	607	14,705	55.1%	40	85	1811	31	838
West Springfield	796	19,352	69.2%	0	299	7659	23	805
Westford	835	25,981	122.3%	1442	153	8335	25	419
Wilmington	764	17,067	78.9%	293	255	6614	58	613
Winchester	781	13,849	65.7%	164	681	10566	183	1930
Yarmouth	382	10,903	43.2%	491	410	5147	40	1531
Milton	800	14,979	57.6%	132	108	2,051	37	1,114
Median	685	16,404	65.0%	486	212	5,252	41	682
75th Percentile	788	19,840	78.3%	637	281	7,639	81	1,379
90th Percentile	826	24,235	88.6%	847	361	11,685	122	2,545
Milton Rank	7	35	38	43	45	45	28	14

A more comprehensive look at service figures is available in the Milton Public Library's Long Range Plan, dated October 18, 2004.

Table 6: Comparative Library Staffing

Staffing Comparison

50 Massachusetts Towns closest in population, FY 2003

Town	staff with MLS	MLS hours / week	Staff hours / week	Child. Staff hours / week	non-cust. Hours / week	full-time equiv (NC/35)	full time	part time
Agawam	4	140	175	35	657.5	18.8	15	5
Andover	16	455	512.5	60.5	1278.3	36.5	12	48
Belmont	16	397	432	35	869	26.3	15	35
Bourne	3	112.5	155	0	253.8	7.8	4	9
Braintree	4	140	210	35	660	21.1	16	11
Bridgewater	9	234.9	262.9	25	476	15.2	9	17
Burlington	7	225	260	0	607	17.3	7	22
Canton	7	210	210	35	473	15.8	12	7
Danvers	6	227.5	539	37.5	719	20.5	11	20
Dartmouth	4	145	215	35	610	19.7	14	6
Dedham	9	266.5	266.5	37.5	679.5	21.6	15	15
Dracut	2	70	245	35	385	11.3	8	11
Easton	5	160	160	35	474	13.5	8	11
Franklin	2	70	235	35	417.5	11.9	7	7
Gardner	3	90	127.5	37.5	401.5	12.5	9	8
Gloucester	6	167.5	305	65	653.5	18.7	10	18
Hingham	7	245	315	70	752	24.2	13	32
Lexington	19	435	524	47	1135	32.4	25	15
Ludlow	2	80	80	40	254	7.3	6	2
Mansfield	3	108	108	0	355.5	10.2	5	11
Marblehead	4	160	240	40	625	19.1	12	12
Marshfield	8	164	200	34	529.5	15.1	4	21
Melrose	5	147	219	36	537	17.2	14	15
Middleborough	3	76.3	185.2	36.3	402.5	12.2	8	6
Milford	4	140	343	63	627	19.9	16	10
Milton	7	236.5	294	25	584.5	16.7	11	13
Needham	15	258.3	337	56	752.2	24.1	14	33
North Andover	4	124.5	242.5	0	423.5	13.2	5	13
North Attleborough	6	200	240	40	425	12.7	8	10
Norton	3	120	222	40	314	9.5	5	11
Norwood	11	304	339	20	736	23.3	16	26

Staffing Comparison

50 Massachusetts Towns closest in population, FY 2003

Town	staff with MLS	MLS hours / week	Staff hours / week	Child. Staff hours / week	non-cust. Hours / week	full-time equiv (NC/35)	full time	part time
Randolph	2	70	105	0	327	10.5	7	7
Reading	12	369	388	57.5	660	18.9	7	26
Sandwich	5	135	212	25	456	13.7	9	9
Saugus	6	193	257	0	475	13.6	8	16
Shrewsbury	6	191.8	346.1	41.8	739.9	22.3	16	11
Somerset	5	105	105	35	362	11.5	9	9
Stoneham	7	167	171.5	35	451.5	13.5	8	21
Stoughton	5	175	188	38	511	16.3	11	14
Tewksbury	5	190	190	37.5	632.5	19.7	17	1
Wakefield	11	292	385	57.5	695	21.8	14	20
Walpole	4	140	174	67	457	13.1	4	14
Wareham	4	115	265	55.5	432	13.5	9	7
Watertown	21	522	531.1	92.2	1217.4	37.6	25	33
Wellesley	16	470	492	87	1297.5	40.3	23	31
West Springfield	6	207.5	265	37.5	523.5	15	9	8
Westford	9	337.5	399.5	0	752	22.9	13	19
Wilmington	5	150	255	35	595	17	10	18
Winchester	13	360	360	50	740	22.9	11	29
Yarmouth	5	142.5	227.5	37.5	539.5	15.8	5	17

Milton	7.00	237	294	25	585	16.7	11	13
Median	5.50	167	243.8	37	562	16.9	10	14
75th Percentile	8.75	243	338.5	46	691	21.5	14	20
90th Percentile	15.10	372	438.0	63	764	24.4	16	31
Milton Rank	15	14	17	40	25	26	21	26

Recommendations

Summary of Library Space Needs Recommendations

The Director of the Library and the Library Space Needs Committee recommend that the future renovation and expansion include the detailed functional areas defined below, along with important adjacencies specified and building principles outlined in this document. These updated recommendations are in compliance with accepted state and national library standards and have been tailored to meet the projected collection and circulation goals for the Milton Public Library of 2025. The details of this proposed building plan have been reviewed in every detail and vetted by Jay Lucker, an experienced Library Building specialist and Consultant to the Committee.

A summary of the proposed Library Building Program is provided in Table 8. Detailed Area Descriptions follow.

As Table 8 indicates, a projected total of 24, 213 square feet of functional (called "assignable") space is recommended in the renovated and expanded library. To this total of assignable area must be added areas for elevators, stairs, lobby, aisles, restrooms, mechanical rooms and the shell of the building. These additional "non-assignable" areas are spaces common to any building and are not directly used for serving the mission outlined in this program. The percentage of assignable space to total space is called the "building efficiency" factor. The Massachusetts Board of Library Commissioners recommends a minimum building efficiency factor of 65% for public libraries seeking state grants. For the current library building project, we are estimating an efficiency factor of 66%, taking into consideration the experience of other older libraries that have undergone addition/renovation projects.

Based on the proposed Library Program of 24, 213 square feet of assignable space, we estimate a total building size of about 36,300 square feet. This is our general goal; however we understand that as the architects begin to fit our recommendations into a building blueprint that this figure may need to be adjusted up or down to accommodate our needs, the dictates of historical conservation, the site topography, or other factors.

Table 7: Collection Size Goals

Section	Format	Area	2003	Goal	Change	
Adult	Print	Biography	6,289	6,300	11	0.2%
Adult	Print	Career	78	250	172	220.5%
Adult	Print	Fiction	9,560	10,000	440	4.6%
Adult	Print	Large Print	1,589	2,000	411	25.9%
Adult	Print	Large Print NF	255	300	45	17.6%
Adult	Print	Local History	1,400	3,000	1,600	114.3%
Adult	Print	Milton Room	737	1,500	763	103.5%
Adult	Print	Mystery	2,879	3,500	621	21.6%
Adult	Print	New Books	1,160	1,500	340	29.3%
Adult	Print	New Non-Fiction	1,273	1,500	227	17.8%
Adult	Print	Non-Fiction	36,255	38,500	2,245	6.2%
Adult	Print	Oversize	117	500	383	327.4%
Adult	Print	Paperbacks	1,433	3,000	1,567	109.4%
Adult	Print	Periodical	179	300	121	67.6%
Adult	Print	Periodical Backfile	358	1,800	1,442	402.8%
Adult	Print	Reference	3,270	3,500	230	7.0%
Adult	Print	Sci Fi	655	1,000	345	52.7%
Adult	Print	Sci Fi PB	656	1,000	344	52.4%
Adult	Media	Books on Tape	1,508	2,500	992	65.8%
Adult	Media	Compact Discs	1,321	5,000	3,679	278.5%
Adult	Media	DVD	306	5,000	4,694	1534.0%
Adult	Media	Software	90	500	410	455.6%
Adult	Media	Videos	2,314	3,000	686	29.6%

Section	Format	Area	2003	Goal	Change	
Juv.	Print	Juv. Biography	1,405	1,750	345	24.6%
Juv.	Print	Juv. Fiction	3,621	4,000	379	10.5%
Juv.	Print	Juv. Foreign Lang.	1,149	1,500	351	30.5%
Juv.	Print	Juv. NF	7,432	8,500	1,068	14.4%
Juv.	Print	Juv. Paper	1,845	3,250	1,405	76.2%
Juv.	Print	Juv. Periodicals	13	30	17	130.8%
Juv.	Print	Juv. Per. Backfile		150	150	
Juv.	Print	Juv. Reference	377	500	123	32.6%
Juv.	Print	New Juv.		600	600	
Juv.	Print	Parent collection	645	750	105	16.3%
Juv.	Media	Juv. CAS/BKs	301	750	449	149.2%
Juv.	Media	Juv. CDs & Cas.		500	500	
Juv.	Media	Juv. Video	549	1,000	451	82.1%
Juv.- P	Print	Easy NF		1,000	1,000	
Juv.- P	Print	Easy Readers	1,043	2,000	957	91.8%
Juv.- P	Print	Picture Books	4,030	8,000	3,970	98.5%
YA	Print	YA New	601	600	-1	-0.2%
YA	Print	YA PB	2,222	3,000	778	35.0%
YA	Print	YA Periodical	13	20	7	53.8%
YA	Print	YA Reference	151	150	-1	-0.7%
YA	Print	Young Adult HC	1,225	1,500	275	22.4%
		Totals:	100,304	135,000	34,696	34.6%
Adult	Print		68,143	79,450	11,307	16.6%
Adult	Media		5,539	16,000	10,461	188.9%
Juvenile	Print		21,560	32,030	10,470	48.6%
Juvenile	Media		850	2,250	1,400	164.7%
YA	Print		4,212	5,270	1,058	25.1%

Table 8: Summary of Library Functional Areas

Area Designation	User Seats	Computers	Volumes	Area Required
Adult				
Adult Fiction Stacks	10	1	20500	1730
Adult Non-Fiction Stacks	16	2	45850	3360
Art Gallery & Exhibit Space				100
Borrower Services Desk				500
Catalog Access Stations		6		240
Computer Research Stations		10		500
Express Checkout				100
Information Café	10			590
Local History	6	1	4500	912
Media			16000	870
New Book Browsing		1	3000	525
Periodical Backfile	4		1800	550
Periodical Room	14		250	750
Photocopier Areas				200
Quiet Study	8	2		360
Reading Room	8			300
Reference	16		3500	1450
Reference Desk				200
Young Adult	12	2	5270	800
Total for Adult (19 areas)	104	25	100670	14037
Children's				
Children's Librarian's Office				180
Children's Services Desk				150
Elementary Area	26	6	23330	2233
Pre-School Area	14	1	11000	1153
Story Hour Room				1010
Total for Children's (5 areas)	40	7	34330	4726

Table 8: Summary of Library Functional Areas

Area Designation	User Seats	Computers	Volumes	Area Required
Meeting				
Conference Room				250
Multi-purpose Meeting Room				1400
Total for Meeting (2 areas)				1650
Staff				
Administrative Assistant				250
Art Storage				200
Assistant Director's Office				150
Book Return Room				100
Circulation Office				150
Data Center				150
Delivery / Branch Room				200
Director's Office				200
Friends Book Sale				450
Inter-Library Loan				100
Periodical Check-in				100
Reference Office				400
Staff Room				500
Technical Services Workroom				850
Total for Staff (14 areas)				3800
Grand Total:	144	32	135000	24213

24,213 square feet comprises the program, or functional areas of the library. It represents what is needed to do the business of the library. When an architect furnishes the design for the building, areas for mechanical rooms, stairs, lobby, aisles, restrooms etc. will be added. These will be roughly 1/3 of the total space, giving an estimated total size of 36,300 square feet.

Area Descriptions

The following pages comprise detailed descriptions of specific areas of the library. These areas do not necessarily denote specific rooms, but do indicate significant spaces that may exist within larger rooms.

It is up to the selected architects to turn these instructions for specific spaces into a building that works as a whole. Adjacency goals are listed with each space, but this document is not a building design, it is a recipe for such a design.

Space Standards

<i>Item</i>	<i>Square Feet</i>
Conference room	20 per person
Meeting room	15 per person
Staff office	120-150
Staff workstation	80-100
Computer workstation	40
Stand-up workstation	20
Table for four	120
Lounge seat	35
Study Carrel	40
Children's table for four	60
Vertical file	10
Lateral file	15
Storage/supply cabinet	20
Photocopier, fax, printer	50
Microform reader/printer	35
<i>Stacks, single faced:</i>	
10" deep, 36" aisle	9
12" deep, 36" aisle	10
10" deep, 48" aisle	11

Collection Size and Space

Collection	Volumes	LF ea.	LF	"	Shelves	Levels	SFS	Aisle	Square'
Adult Fiction Stacks									
Fiction	10000	9	1111	30	444	6	74		666
Large Print	2000	10	200	30	80	5	16		144
Mystery	3500	13	269	30	108	6	18		162
Paperbacks	3000	12	250	30	100	7	14		126
Sci Fi	1000	10	100	30	40	6	6.5		58
Sci Fi PB	1000	12	83	30	33	7	5		45
Adult Fiction Stacks (6 collections)									
	20500		2013		805		134		1201
Adult Non-Fiction Stacks									
Biography	6300	8	788	30	315	6	52.5		472
Career	250	10	25	30	10	6	1.5		14
Large Print NF	300	10	30	30	12	6	2		18
Non-Fiction	30800	11	2800	30	1120	6	187		1678
Non-Fiction 700s	7700	11	700	30	280	5	56		504
Oversize	500	8	62	30	25	4	6		54
Adult Non-Fiction Stacks (6 collections)									
	45850		4405		1762		305		2740
Elementary Area									
Juv. Biography	1750	20	88	30	35	5	7		63
Juv. CAS/BKs	750	15	50	30	20	5	4		36
Juv. CDs & Cas.	500	18	28	30	11	5	2		18
Juv. Fiction	4000	14	286	30	114	5	23		207
Juv. Foreign Lang.	1500	20	75	30	30	5	6		54
Juv. NF	4000	20	200	30	80	5	16		144
Juv. NF - Low Shelves	4500	20	225	30	90	3	30		270
Juv. Paper	3300	25	132	30	53	5	10.5		94
Juv. Per. Backfile	150	4	38	30	15	5	3		27
Juv. Periodicals	30	1	30	36	10	4	2.5		22
Juv. Reference	500	10	50	30	20	4	5		45
Juv. Video	1000	9	111	30	44	5	9		81
New Juv.	600	14	43	30	17	5	3.5		32
Parent collection	750	11	68	30	27	5	5.5		50
Elementary Area (14 collections)									
	23330		1424		566		127		1143

Collection Size and Space

Collection	Volumes	LF ea.	LF	"	Shelves	Levels	SFS	Aisle	Square'
Local History									
Local History	3000	6	500	30	200	6	33		297
Milton Room	1500	6	250	30	100	5	20		180
Local History (2 collections)									
	4500		750		300		53		477
Media									
Books on Tape	2500	8	312	30	125	6	21	48	231
Compact Discs	5000	28	179	30	72	8	9	48	99
DVD	5000	18	278	30	111	7	16	48	176
Software	500	10	50	30	20	4	5	48	55
Videos	3000	9	333	30	133	7	19	48	209
Media (5 collections)									
	16000		1152		461		70		770
New Book Browsing									
New Fiction	1250	9	139	28	60	4	15	48	165
New Fiction - Zig Zag	250	6	42	36	14	4	3.5	48	38
New Non-Fiction	1500	11	136	28	58	4	14.5	48	160
New Book Browsing (3 collections)									
	3000		317		132		33		363
Periodical Backfile									
Periodical Backfile	1800	3	600	32	225	5	45		405
Periodical Backfile (1 collection)									
	1800		600		225		45		405
Periodical Room									
Periodical	250	1	250	36	83	4	21	48	231
Periodical Room (1 collection)									
	250		250		83		21		231
Pre-School Area									
Easy NF	1000	25	40	30	16	4	4	48	44
Easy Readers	2000	25	80	30	32	4	8	48	88
Picture Books	8000	28	286	28	123	3	41	48	451
Pre-School Area (3 collections)									
	11000		406		171		53		583

Collection Size and Space

Collection	Volumes	LF ea.	LF	"	Shelves	Levels	SFS	Aisle	Square'
Reference									
Reference	1750	8	219	30	88	3	29	48	319
Reference (Low shelves)	1750	8	219	30	88	5	17.5	48	192
Reference (2 collections)	3500		438		176		46.5		511
Young Adult									
YA New	600	14	43	30	17	5	3.5		32
YA PB	3000	18	167	30	67	5	13.5		122
YA Periodical	20	1	20	36	7	4	2		18
YA Reference	150	10	15	30	6	5	1		9
Young Adult HC	1500	14	107	30	43	6	7		63
Young Adult (5 collections)	5270		352		140		27		244
Grand Total	135000		12107		4821		914		8668

Key:

LF ea.: the number of volumes that fit on one linear foot of shelf.

LF: Total linear feet of shelving needed, on full shelves.

" : Inches used on a typical 36" shelf.

Shelves: Number of shelves needed to house the collection.

Levels: How many shelves are used in stacks in this collection area.

SFS: Single Faced Stacks. They may be along walls or back-to-back in the middle of rooms.

Aisle: Width noted if wider than the 36" minimum

Square': How much space this collection will take up in square feet.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Adult Fiction Stacks

Area Required

1730

Vision

Who

Browsers, shelve

Functions

Leisurely reading, reshelving

User Seating

The fiction area should have mostly lounge seating, some benches and at least one table for 4.

Table Seats

4

Carrel Seats

0

Lounge Seats

6

Computer Workstations

1

Staff Seats

Equipment

At least one catalog workstations convenient to fiction

Furnishings

Shelving

90" stacks, 8-10" deep shelves, 36" aisles.

Volumes: 20,500

Single Faced Stacks: 133.5

Siting

Close to

Distant from

Architectural Features

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Adult Non-Fiction Stacks

Area Required

3360

Vision

The patron takes a dozen kitchen design books to a nearby table to see which are the most likely to be of help to his project. Nearby, his spouse is settled in an easy chair looking through a book on forest gardening.

Who

Functions

Leisurely reading, study, working with non-fiction books.

User Seating

A mix of table, carrel and lounge seating interspersed throughout the non-fiction stack areas.

Table Seats

8

Carrel Seats

4

Lounge Seats

4

Computer Workstations

2

Staff Seats

Equipment

At least two catalog workstations convenient to Non-fiction

Furnishings

Shelving

90" stacks, 10" deep shelving. 6 levels of shelves for most of collection, 5 for 25% of collection. 36" aisles

Volumes: 45,850

Single Faced Stacks: 304.5

Siting

Can be on an upper floor, or other more remote area of the building. Effort should still be made to reduce limited visibility areas, especially if they have seating.

Close to

Distant from

Architectural Features

Lighting is designed to illuminate spines on all shelves. Layout makes it easy to follow classification sequence from one section to another. Window views and good lighting in all seating areas.

Area Descriptions

Type of space
 Role: Program
 Adult

Designation **Art Gallery & Exhibit Space** Area Required **100**

Vision The visitor finds artwork displayed throughout the library, but also comes upon a quiet section where there is a more concerted exhibit, along with some of the treasured artifacts of the library.

Who

Functions Displaying pictorial art, displaying artifacts such as Hutchinson desk.

User Seating 1 or 2 benches.

Table Seats **Carrel Seats** **Lounge Seats**
Computer Workstations **Staff Seats**

Equipment Secure picture hanging systems. Security monitoring systems.

Furnishings

Shelving

Volumes: **Single Faced Stacks:**

Siting

Close to

Distant from

Architectural Features

Lighting designed for gallery display.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Borrower Services Desk

Area Required

500

Vision

The heart of the library. The prime place where patrons interact with the staff.

Who

Functions

Checkin of inside returns; Sign up for library cards; Settle accounts; Checkout to those who do not use Express-Check; Pick-up reserve and Inter-Library Loan books; Get information on where things are in the library.

User Seating

Staff seating: 2 stools, 1 standard chair. All easily moved out of the way (some staff prefer to stand while working at the counter)

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

3 workstations with barcode scanner & receipt printers. 2 telephones. Cash register. Recycle bin and trash bin at return and checkout station. Bin for books going back to other libraries near return station.

Furnishings

Circ desk with 2-3 return slots. AV; book and possibly juvenile. Low desk area with children's/wheelchair registration & checkout area.

Shelving

Reserve book shelving for 300 items. Book trucks to hold 500 returns waiting to be shelved. 3 "active" trucks immediately behind checkin station, 6 empty/full trucks where patrons can browse recent returns.

Volumes:

Single Faced Stacks:

Siting

If serving as Children's checkout, must be on the path from Children's room to exit.

Close to

Circulation workroom; Main Lobby; Express checkout; New books;; PAC stations. Vision to reference desk.

Distant from

Quiet study; reference room; meeting rooms;

Architectural Features

A visual magnet. 3 functional areas: Return; Pickup/checkout; Card signup. Patrons in line for checkout must not block return slots. Return carts must be behind return part of desk. Reserve shelves by checkout part. Flooring behind desk should be fatigue relief material, without impeding movement of book trucks. There should be easy staff exiting from either end of the desk.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Catalog Access Stations

Area Required

240

Vision

The public can always find a convenient spot to look things up in the catalog.

Who

Functions

Catalog searching

User Seating

Table Seats
Carrel Seats
Lounge Seats
Computer Workstations
Staff Seats

Equipment

PC workstations with just monitor and keyboard

Furnishings

Most units will be stand-up. Possibly integrated with shelving end-panels.

Shelving

Volumes:

Single Faced Stacks:

Siting

A large group in a central spot visible from the reference or circulation desks. Others individually scattered with prime areas of the collection: Non-fiction, fiction, AV, New books. These are counted in the descriptions to those areas.

Close to

Distant from

Architectural Features

At least one station shall be wheelchair accessible

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Computer Research Stations

Area Required

500

Vision

A unified area for computer access to the internet, online databases and other research tools.

Who

Functions

Internet and online research, accessing e-mail, word processing

User Seating

Task chairs on wheels

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

10

Staff Seats

Equipment

PC workstations, one document scanner station, Centralized fast printer on each floor.

Furnishings

Long counters with a flexible partitioning system so that workstation width can be adjusted depending on evolving equipment configurations. (As applied in Science, Industry and Business Library of NYPL) Wire management is a key component of this system.

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Reference Desk

Distant from

Architectural Features

Option 1: Classroom model. As in Brookline PL. Rows of PC's facing a direction that has a permanent screen. Instructor PC at front that can project screen. Glassed off room can double as a classroom.

Option 2: Traditional on floor arrangement.

In either case, glare on screens must be accounted for.

Area Descriptions

Type of space
 Role: Program
 Adult

Designation **Express Checkout** Area Required **100**

Vision After finishing in the new book section, the patron comes up to the express checkout. She sees that there is a family signing up for cards at the borrower services desk. She runs her card under the scanner, scans her five books, collects the due-date slip and goes on her way.

Who

Functions Borrowers who do not need special services, or have no alerts on their record, check out their books without waiting for staff who may be busy registering borrowers, etc. At least two stations.

User Seating

Table Seats Carrel Seats Lounge Seats
 Computer Workstations Staff Seats

Equipment Single-function PC, scanner,

Furnishings A generous counter to place books on next to scanner with room on both sides for book stacks. Enclosed unit hides most of PC but monitor and scanner. Good access panel and ventilation.

Shelving

Volumes: Single Faced Stacks:

Siting

Close to Circulation desk; Exit
Distant from PAC stations, to avoid confusion.

Architectural Features

Position is critical in encouraging people to use self-checkout. The station must be on the path of travel between the browsing collections and the exit. It must be easier to reach than the circulation desk. It should be reached before the circ. desk. Some stations should be standup, some for wheelchair access.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Information Café

Area Required

590

Vision

After several hours of studying, Bess goes over to the Information Café to get some food from the vending machines. She looks over the notices and events posted over one wall and then reads a handout on local evening courses while she eats. Next to her a fellow drinks coffee while checking his e-mail. Another person comes in with a laptop and sets up, tapping into the library's wireless node to search for magazine articles while having a soda.

Who

Day-long studiers, mothers waiting for story hour to let out, teens, staff on break and others looking for a more informal atmosphere where they can have a bite.

Functions

Eating and drinking. Reading notices and community events. Light conversation.

User Seating

Café tables for 2 or 3. Counter seating.

Table Seats

10

Carrel Seats

0

Lounge Seats

0

Computer Workstations

Staff Seats

Equipment

Vending machines for cold beverages, snacks, sandwiches and hot drinks. Copious trash receptacle. Recycling bin. PC workstation. Wireless access point.

Furnishings

Large bulletin board for community events, public notices.

Shelving

The "handout center" for financial aid forms, informational pamphlets, etc.

Volumes:

Single Faced Stacks:

Siting

Use will increase greatly with visibility. Ideally visible as people enter or exit library

Close to

Entrance

Distant from

Reference room

Architectural Features

Good natural light. Windows to library interior and exterior. Architectural magic award to anyone who can allow the room to operate when library is open, but be accessible to meeting rooms when library is closed.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Local History

Area Required

912

Vision

The strong relationship between the library and the Milton Historical Society is fostered in a space that exposes the public to Milton history and the historical treasures owned by the library and the Society.

Who

Public admitted by library staff to work with historical collection.

Functions

Reading of non-circulating local history collection. Collection to be restricted to in room use. Archival storage of rare books and town records.

User Seating

Table Seats

4

Carrel Seats

1

Lounge Seats

1

Computer Workstations

1

Staff Seats

2

Equipment

Safe or lockup for historical artifacts. Computer workstation

Furnishings

Work table, study table, at least one lounge chair.

Shelving

The historical collection may grow slowly, but discards almost never occur. Adequate space must be provided for this growth. Shelves must not contribute to deterioration of books, so wood shelving is suspect. There must be a variety of shelving types, for bound periodicals, boxes of pamphlets, etc. A close view of the current room is required.

Volumes: 4,500

Single Faced Stacks: 53

Siting

Functions could be divided into two rooms: A historical society workroom/office and rare book and artifact storage room, plus another public collections access, historical exhibit and study room. This latter could possibly be combined with a reading room.

Close to

Reference room

Distant from

Entrance, children's room

Architectural Features

Strong climate control. Strong UV light protection and sun control. Display cases for public viewing.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Media

Area Required

870

Vision

Who

Functions

Browsing and storage of sound recordings, videorecordings, and software. Formats will include books on tape and CD, music CDs, DVDs, videocassette tapes, CD-ROMs

User Seating

No long-term seating. Just one or two benches for people to sit and look through what they have picked out.

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Listening to CDs can be accomplished at any PC workstation using a pair of headphones.

Furnishings

One or two benches

Shelving

"Paperback"/media slotted angled shelving for DVDs and videocassettes, possibly also for music CDs. Standard 8" shelving for books on tape/CD. Music CDs may be better shelved in pull out "flip style" display drawers.

Volumes: 16,000

Single Faced Stacks: 70

Siting

Close to

Circulation

Distant from

Entrance

Architectural Features

Wide aisles to accommodate what should be a busy browsing section.

Area Descriptions

Type of space
Role: Program
Adult

Designation **New Book Browsing** Area Required **525**

Vision One of the first things to attract the eye upon entering the library is a lively display of new books and other materials. Many are displayed face-out.

Who The great majority of patrons who enter the library.

Functions People browsing, sitting and quickly reviewing a book to see if it is of interest. Display of new fiction, non-fiction and certain non-secured media.

User Seating Two benches to accommodate 4. 2 lounge seats if there are no lounge areas reasonably close.

Table Seats
 Carrel Seats
 Lounge Seats
Computer Workstations
Staff Seats

Equipment At least one catalog workstation, a stand-up unit on a shelf end panel.

Furnishings Benches

Shelving 66" high max and min.. Bottom shelves have periodical type display shelving to hold face-outs. Shelves with wider, kick-out bases aid browsing. 50% of shelving area is zig-zag or full face out shelving. No more than 28" of any shelf is traditional spine out, so that the ends will all have face outs.

Volumes: 3,000 **Single Faced Stacks:** 33

Siting Very obvious from the main entrance, but outside the flow of traffic.

Close to Main entrance, Circulation desk, Lounge seating

Distant from Quiet study

Architectural Features

Generous space to allow browsing. 48" wide aisles. Very good lighting

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Periodical Backfile

Area Required

550

Vision

Who

Staff & public who have identified specific issues needed using indexes in the reference department.

Functions

Periodical issue retrieval and storage

User Seating

Table Seats

4

Carrel Seats

0

Lounge Seats

0

Computer Workstations

Staff Seats

Equipment

Furnishings

Table and study carrels

Shelving

90" stacks, five levels of use. 12" deep shelves. 5 years of backfile for 300 periodical titles will be stored.

Volumes: 1,800

Single Faced Stacks: 45

Siting

Close to

Distant from

Architectural Features

These will be the ugliest shelves in the building, due to the nature of magazine box shelving. The area is best in publicly accessible stacks in a non-prominent area. Space constraints could force it into a non-public room.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Periodical Room

Area Required

750

Vision

A comfortable and elegant room with 250 current issues in face-out display, plenty of cushy seating in quiet corners and tables to spread newspapers out on.

Who

Functions

Browsing periodicals, reading newspapers.

User Seating

Table Seats

8

Carrel Seats

0

Lounge Seats

6

Computer Workstations

Staff Seats

Equipment

Furnishings

Easy chairs with side tables. A bench that could double as a "coffee table"

Shelving

Tilt shelving where current issue faces out, current year back issues underneath. 4 levels. 48" aisles to promote browsing.

Volumes: 250

Single Faced Stacks: 21

Siting

Possibly one of our grand fireplace rooms

Close to

Distant from Entrances, circulation, children's.

Architectural Features

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Photocopier Areas

Area Required

200

Vision

Who

Public making photocopies of personal items or of reference materials and periodicals.

Functions

Public photocopying and document preparation.

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Photocopier, coin box/bill changer, fire detection & suppression, fire extinguisher

Furnishings

Table or counter space for patrons to assemble papers. Trash and recycling receptacles, lockable paper supply cabinet.

Shelving

Volumes:

Single Faced Stacks:

Siting

One must be on main floor, preferably visible from entrance. If Reference is not convenient to this area, a second 100 sq. foot station must be added for Reference.

Close to

Circulation, reference and current periodicals.

Distant from

Quiet study

Architectural Features

This area must be visible to circulation or reference staff since it will need to be supervised. Area needs to be sound baffled because of noise of operation. Put in alcove or enclose with glass.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Quiet Study

Area Required

360

Vision

Quiet cubicles or rooms to allow folks to escape the normal hubbub of the library.

Who

Researchers, students, writers, businesspeople.

Functions

Study and research

User Seating

1 Quiet study/group study room with table for four. Others are quiet study cubicles, two with computer workstations.

Table Seats

4

Carrel Seats

4

Lounge Seats

0

Computer Workstations

2

Staff Seats

Equipment

All spaces can connect to wireless node. Some are equipped with PCs for Word Processing.

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Distant from

Architectural Features

All have closable doors, lots of glass for security. Generous work surfaces. Chairs that are comfortable for several hours of use. Some with natural light, preferably northern or eastern.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Reading Room

Area Required

300

Vision

A quiet, well appointed room where people can relax and review library materials.

Who

Functions

Reading, comfortable seating

User Seating

Table Seats

0

Carrel Seats

0

Lounge Seats

8

Computer Workstations

Staff Seats

Equipment

Fireplace

Furnishings

Easy chairs, side tables,

Shelving

Volumes:

Single Faced Stacks:

Siting

One of the library's two original great rooms?

Close to

Distant from Entrance, circulation, busy areas.

Architectural Features

Well thought out lighting that achieves good reading levels while promoting a cozy atmosphere.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Reference

Area Required

1450

Vision

Patrons can study at comfortable carrels and tables in close proximity to the reference collection they are using.

Who

Students, researchers.

Functions

Use of reference works, including microforms. Librarian assistance to patrons. Quiet study. Homework.

User Seating

A mix of "Bates Hall" style long tables, with tables for 4 and carrels.

Table Seats

16

Carrel Seats

0

Lounge Seats

0

Computer Workstations

Staff Seats

Equipment

2 microform reader printers. 1 Optelec book magnifier station. At least 6 online database / PAC stations. 2 microfilm reel storage cabinets. Vertical file cabinets - 50' of letter width drawer space. (Now using 42')

Furnishings

Study tables for four. Possibly refinish and reuse long 8 person table.

Shelving

12" shelves, 48" aisles. Mid-room shelves would be a max of 42" and have counter-tops for display. Wall or alcove areas could have up to 90" shelving.

Volumes: 3,500

Single Faced Stacks: 46.5

Siting

As a patron approaches they will first encounter the reference desk with the YA room and computer workstations not too far away. Then the progression from this active area will be through the reference room towards the quietest study areas.

Close to

Ref Desk & Office, Young Adult room, Copier, PAC area

Distant from

Meeting rooms, pre-school area, entrances

Architectural Features

Sound absorbing acoustics to promote quiet. Well provisioned with power and data connections so that any study table can be put to use as a workstation site.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Reference Desk

Area Required

200

Vision

A visitor to the library can easily spot the place to go for information. He or she is assisted by a reference librarian with ready access to both online information and a handy shelf of oft-used reference books.

Who

One or two professional librarians. Patrons asking questions and discussing information needs with reference librarians. Occasionally a queue.

Functions

Reference interviews in person and by phone. Giving directions to different parts of the library. Provision of quick information. Walking a patron to a resource.

User Seating

Stool so that librarian is on a more even level with standing patron, and can get up easier. Visitor chair.

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

PC with barcode reader, printer, phone and portable phone.

Furnishings

A two-sided space with a counter height setup on one side and desk height at another with a visitor chair. Desk should have lots of file room. Ready reference shelves close at hand.

Shelving

Deep 12" shelving to accommodate notebooks and reference books. Shelves are not high enough to block visibility.

Volumes:

Single Faced Stacks:

Siting

Visible to patrons and visually controls reference area. Separated enough from patron seating so that questions are not readily overheard.

Close to

Reference collection, Young Adult, PACs, copier.

Distant from

Information café

Architectural Features

The desk top should have two tiers. The work surface should be protected for some extent of the desk so that papers and journals in use can be somewhat concealed, and so that there is some filing room for critical forms. The patron tier should have 10 to 12 inches on it to place books etc. being given to patrons or the librarian. A portion of the desk that is slanted towards the patron will be useful for holding informational items. Task Lighting. Quick egress from behind desk to reference room.

Area Descriptions

Type of space

Program

Role:

Adult

Designation

Young Adult

Area Required

800

Vision

Teens have an area that is obviously theirs, with books selected for them and an atmosphere that gives some latitude for their natural gregariousness

Who

Teens in small groups or individually. 7th & 8th graders will be a prime group. Younger kids also frequently access YA books.

Functions

YA collection display, comfortable seating, small group study & homework completion.

User Seating

Table Seats	<input type="text" value="8"/>	Carrel Seats	<input type="text" value="2"/>	Lounge Seats	<input type="text" value="2"/>
Computer Workstations	<input type="text" value="2"/>	Staff Seats	<input type="text"/>		

Equipment

2 computer workstations

Furnishings

A mix of lounge seating, group study tables and individual carrels or counters. Durable finishes on tables and seating.

Shelving

A high percentage of paperbacks. YA hardcovers, YA magazines.

Volumes: 5,270 **Single Faced Stacks:** 27

Siting

The area must have good visibility from reference or circulation. Ideally the reference desk will have direct oversight on this area.

Close to

Reference room

Distant from

Children's room, Quiet study

Architectural Features

Sound containment is important to allow typical "teen levels" of conversation to occur without disturbing other library users. Windows allowing a direct view out.

Area Descriptions

Type of space

Program

Role:

Children's

Designation

Children's Librarian's Office

Area Required

180

Vision

Who

Children's Librarian

Functions

Book selection, program preparation, PR material creation, storage

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

PC Workstation, barcode scanner, document scanner, color printer, phone

Furnishings

Desk, work counter, cabinet storage, 6 file drawers

Shelving

At least a dozen shelves

Volumes:

Single Faced Stacks:

Siting

Behind children's desk area is optimal

Close to

Children's Services desk

Distant from

Architectural Features

View over children's area and desk.

Area Descriptions

Type of space

Program

Role:

Children's

Designation

Children's Services Desk

Area Required

150

Vision

Who

Functions

Readers advisory, supervision, possibly circulation

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

2 PC workstations with barcode scanners, printer, phone

Furnishings

task chairs

Shelving

A dozen shelves

Volumes:

Single Faced Stacks:

Siting

Close to

Entry to children's area

Distant from

Architectural Features

Service counter at kid height. Some part of counter at stand-up height so that staff can stand and still operate a computer.

Area Descriptions

Type of space

Program

Role:

Children's

Designation

Elementary Area

Area Required

2233

Vision

Who

Chapter book readers and young students.

Functions

Homework, browsing, leisure reading.

User Seating

4 tables for four.

Table Seats

16

Carrel Seats

4

Lounge Seats

6

Computer Workstations

6

Staff Seats

Equipment

6 Computer workstations

Furnishings

Study tables, carrels

Shelving

48" high (3x14" high shelves plus base & top), 12" deep, counter tops for display. If shelves are along walls, can be 60"

Volumes: 23,330

Single Faced Stacks: 127

Siting

Close to

Children's services desk, possibly reference dept.

Distant from

Architectural Features

Good natural light,

Area Descriptions

Type of space

Program

Role:

Children's

Designation

Pre-School Area

Area Required

1153

Vision

Beginning readers and their parents have a quiet nook where there are shelves with lots of exciting books.

Who

Parents, toddlers and emerging readers.

Functions

Finding books, sitting on the floor in front of the Richard Scarry section, sitting on the couch while mom reads. Books standing on counter-tops and at ends of every shelf., Small play area for toddlers to play in while parents select books.

User Seating

Reading couches, lounge chairs good for parent plus toddler.

Table Seats

6

Carrel Seats

0

Lounge Seats

8

Computer Workstations

1

Staff Seats

Equipment

Some toys, a play-house/activity structure. Workstation for educational games.

Furnishings

Toddler table, round. Furniture in general should be accident proof.

Shelving

Max 48" high, with display counters. Shelves 12" deep, slotted because bookends don't work with picture books.

Volumes: 11,000

Single Faced Stacks: 53

Siting

A cozy protected corner. Visible from children's services desk, where access is easily controlled. NOT near stairs, elevators nor especially exits.

Close to

Children's desk

Distant from

Entries, elevator, stairs, quiet study areas.

Architectural Features

Good visibility from children's services desk. Exhibit space for displaying kids art and crafts. Extensive bulletin board wall (painted homesote board?)

Area Descriptions

Type of space

Program

Role:

Children's

Designation

Story Hour Room

Area Required

1010

Vision

Who

Infants, toddlers and elementary students. Up to 30 kids on the carpet listening to stories. 2 staff. Parent onlookers.

Functions

Story telling, short films, craft activities.

User Seating

12 parent chairs. 20 stackable kids chairs. Mats for kids?

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Projection screen, projector on cart. Die cut machine

Furnishings

Low, adjustable height craft tables. Storyteller's chair. Parent chairs

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Children's room, Information café?

Distant from

Active library areas.

Architectural Features

Well padded carpet in the story telling area. Tile floor in the craft area. Sink for cleanup. EXTENSIVE storage space for craft supplies, storytelling materials. Posterboard tray storage. A very child-safe room in terms of outlets and heat sources. Good counter space for librarian.

Area Descriptions

Type of space

Program

Role:

Meeting

Designation

Conference Room

Area Required

250

Vision

This room will be permanently set up for small group meetings around a conference table.

Who

Trustees, Friends of the Library, other town boards and many community groups.

Functions

Board and committee meetings.

User Seating

Accommodate 15 people, at least 12 at the conference table.

Table Seats

0

Carrel Seats

0

Lounge Seats

0

Computer Workstations

0

Staff Seats

0

Equipment

Electronic whiteboard. LCD projection from center of table.

Furnishings

Conference table for 12.

Shelving

Lockable shelving or cabinets for trustees meeting materials.

Volumes:

Single Faced Stacks:

Siting

Accessible from the meeting room entrance when the library is closed.

Close to

Meeting room entrance

Distant from

Architectural Features

Good visibility into room with extensive glass in walls to corridor.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Administrative Assistant

Area Required

250

Vision

Who

Functions

Paying bills, working on payrolls, maintaining personnel and bill files. Staff copying and faxing.

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Telephone, PC workstation, laser printer, fax, sorting copier, paper shredder.

Furnishings

Expansive desk, sorting area for document assembly and bill work. Storage cabinet for office supplies.

Shelving

Shelf space for notebooks and computer manuals.

Volumes:

Single Faced Stacks:

Siting

On the way to the Director's office.

Close to

Director

Distant from

Architectural Features

Secure storage of confidential files.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Art Storage

Area Required

200

Vision

Art works and artifacts are given an dedicated space where they can be preserved in excellent , climate controlled condition between exhibits.

Who

Staff

Functions

Secure art storage.

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Art storage boards. Possibly safe for Historical Society artifacts.

Furnishings

Work table.

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Gallery, Historical room

Distant from

Entrance, children's

Architectural Features

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Assistant Director's Office

Area Required

150

Vision

Who

Functions

Employee evaluations and conferences, book selection,

User Seating

2 visitor chairs

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Telephone, PC, printer

Furnishings

Desk with generous counter space

Shelving

10 lin. Feet

Volumes:

Single Faced Stacks:

Siting

Close to

Reference office

Distant from

Architectural Features

Operable windows. View to reference area

Area Descriptions

Type of space
 Role: Program
 Staff

Designation **Book Return Room** Area Required **100**

Vision The Library Assistant opens the return room after lunch, thankful she does not have to face the bitter wind she can feel swirling in through the slots. She pulls out the full children's bin and slides in an empty cart. She lets the fire door shut behind her as she wheels the cart off to children's check-in.

Who Circulation and children's staff.

Functions Retrieving books from a fire-safe room, instead of going outside.

User Seating

Table Seats Carrel Seats Lounge Seats
 Computer Workstations Staff Seats

Equipment 3 Slots: for AV, Children's books and Adult books, with room for active bins and one spare each. Bins fit under slots and have wheels for moving to checkin areas. Slot height is critical. It must be handicapped and child accessible.

Furnishings

Shelving

Volumes: Single Faced Stacks:

Siting By two-minute parking spots. Near a staff office such as tech services or a circulation workroom.

Close to

Distant from

Architectural Features

Walls must have at least two hour fire-proof rating.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Circulation Office

Area Required

150

Vision

Who

Functions

Non-public workspace for head of circ. Place for notice printing, placing holds, counting revenue.

User Seating

Desk for head of circulation. One additional workspace

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

One PC. Telephone. Paper shredder. Notice printer. Coin sorter.

Furnishings

Bulletin board and 30 slot mail sorter for staff communication.

Shelving

Space to hold items going to mending, discard.

Volumes:

Single Faced Stacks:

Siting

Can share space with Periodicals check-in; Inter-library loan

Close to

Circulation desk

Distant from

Architectural Features

Small sink. Windows to observe activity at circ. desk. Space to hold up to 6 full bins waiting for pickup.(16"x22"x12"h). Coat closet.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Data Center

Area Required

150

Vision

Who

Staff, sometimes repairmen

Functions

Cable and phone demarcation. Network control center. Equipment storage

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Telephone, Telephone system control board, with line termination, telephone control box, voice-mail system, UPS. Data racks with termination for T1 line, Digital Cable, Town I-net. Routers, switches or hubs. Network server

Furnishings

Data racks - 2. Utility shelving for up to 4 spare computers and printers. Lockable cabinet storage for computer parts, patch cables, cards, etc. Desk with storage for files on each workstation

Shelving

10 shelves(30 linear feet) to store computer manuals and the documentation boxes set up for each PC workstation.

Volumes:

Single Faced Stacks:

Siting

In a spot that facilitates wiring to all parts of building.

Close to

Distant from

Roof hatch, entries, windows.

Architectural Features

This room will not be permanently staffed, but provision must be made for working with the data center and the server(s). Excellent humidity control.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Delivery / Branch Room

Area Required

200

Vision

A space for moving books back and forth between branches and other affiliates.

Who

Functions

Assembling books for shipping. Receiving daily ILL deliveries, and other deliveries.

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Technical Services, elevator

Distant from

Architectural Features

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Director's Office

Area Required

200

Vision

Who

Director, 1-3 staff or visitors

Functions

Small conferences with staffmembers or trustees, job interviews, compiling documents on the computer.

User Seating

Director at desk and PC, conference table for 4.

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

PC workstation, keyboard tray, printer, telephone

Furnishings

Desk with extensive space to lay out documents. Round conference table for 4. File cabinets with 4-8 drawers.

Shelving

Shelf space for library science books, notebooks, file boxes. 10" deep

Volumes:

Single Faced Stacks:

Siting

Close to

Administrative assistant

Distant from

Architectural Features

Corner office, operable windows. Ideally overlooking a public service area such as reference.

Area Descriptions

Type of space
 Role: Program
 Staff

Designation **Friends Book Sale** Area Required **450**

Vision Frequent book sales give people an opportunity to re-use books no longer wanted by others or by the library. It is an important bolster to a green building strategy.

Who Library staff and Friends members, periodic admissions to general public.

Functions Gift book sorting. Library discard sorting. Periodic sale and browsing of books.

User Seating

Table Seats Carrel Seats Lounge Seats
 Computer Workstations Staff Seats

Equipment

Furnishings Display and work tables as well as shelving.

Shelving Somewhat spread out shelving because the times when the public will be browsing these books will be rather intensely crowded.

Volumes: **Single Faced Stacks:**

Siting Ideally sales would be conducted within the space to reduce setup time. For large sales it will be convenient to expand to a nearby multi-purpose meeting room.

Close to Meeting room

Distant from

Architectural Features

Sale counter with drawer space for Friends supplies and files. Can be an interior room, but needs good lighting.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Inter-Library Loan

Area Required

100

Vision

Who

Functions

Using a workstation to place requests on OCLN and other systems, processing ILLs received.

User Seating

1 desk

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

PC, telephone, fax, printer

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Can share space with Circulation office, Periodicals check-in

Close to

Circulation desk

Distant from

Architectural Features

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Periodical Check-in

Area Required

100

Vision

Who

Functions

Receiving and sorting mail. Checking in periodicals on-line. Placing claims

User Seating

1 desk

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

PC with barcode scanner, printer & fax.

Furnishings

File cabinets - 4 drawers.

Shelving

Volumes:

Single Faced Stacks:

Siting

Can share space with Circulation office; ILL office Referene office or technical services workroom.

Close to

Circulation or Technical Services

Distant from

Architectural Features

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Reference Office

Area Required

400

Vision

The reference librarian takes some uninterrupted time to select books, compile research guides, add to the community agency file, practice on new technical developments, etc. A patron engages a reference librarian by phone, fax, e-mail or electronic reference service to either get a quick answer or a plan for researching a topic.

Who

Reference staff, Young adults librarian, with possibly an in-depth reference interview with a patron.

Functions

Each Librarian has own personal workspace and computer.

User Seating

This office could be of a variety of sizes depending on how many staff functions are accommodated.

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Personal desk & files, PC, phone, visitor's chair

Furnishings

Shelving

One wall stack plus two shelves per personal workspace.

Volumes:

Single Faced Stacks:

Siting

Office is near reference area, with a limited view of the reference desk (i.e. no wall of windows)

Close to

Distant from

Architectural Features

Personal work spaces demarcated by cubicles. Natural light. Operable windows. Independent thermostat control.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Staff Room

Area Required

500

Vision

A small refuge to relax, prepare and eat a meal.

Who

Library staff, especially those working long days and evening shifts

Functions

Preparing and eating meals, taking breaks. This kitchen could serve as the cooking center for those rare meetings where hot food is served.

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Telephone, Microwave, toaster oven, coffee maker, refrigerator, cooktop and conventional oven, dishwasher, water cooler. 25 staff lockers, coat rack.

Furnishings

2 easy chairs, sofa, table for 6.

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Other staff areas.

Distant from

Public view

Architectural Features

Operable windows, privacy from public areas. It's own temperature control zone.

Area Descriptions

Type of space

Program

Role:

Staff

Designation

Technical Services Workroom

Area Required

850

Vision

A book is ordered online, it arrives, is unboxed and recorded on the computer. It is placed on a cart and sent to the cataloger for classification. The truck then goes to the physical processing area where the books are stamped and covered. The truck then goes to the data-entry desk, and finally carries the books out to circulation. This truck based process eliminates repeated shelving and speeds throughput.

Who

Cataloger, data-entry and processing staff, volunteers

Functions

Acquisitions processes from ordering to receiving. Cataloging and data-entry at workstations. Book preparation at processing counters. Book repair and mending.

User Seating

Cataloger's desk/office; 3 data-entry stations; volunteers desk. 2 work counter stools

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

4 PC workstations. 8 book trucks. VCR and audio tape player for mending inspection and cataloging work.

Furnishings

Processing island, 8' by 4' with room for stools and storage, and electric power. File cabinets with 8 drawers. Desk for volunteers.

Shelving

Room for 500 "snags" and 100 cataloging manuals. Most in process items will be on trucks.

Volumes:

Single Faced Stacks:

Siting

Close to

Delivery area

Distant from

Architectural Features

Extensive receiving counter. Large supply closet with 16" deep shelving. Standard sized sink. Mending counter with book presses. Cataloger's office distinct from rest of workroom. Operable windows

Area Descriptions

Type of space Non-assignable
 Role: Misc.

Designation **Main Entrance** Area Required

Vision Approaching the building, it is very obvious where to go in. The entrance is welcoming and spacious. Upon entering, it is obvious how the library is laid out, where to get help, and where the newest books are.

Who Patrons entering, patron's waiting for rides or for friends to exit.

Functions

User Seating One 6ft long bench

Table Seats **Carrel Seats** **Lounge Seats**
Computer Workstations **Staff Seats**

Equipment Ideally automatic doors to aide patrons with many books or baby carriages. Doors with good amounts of glass so that people won't surprise each other. People counter. Building security alarm shutoff. Material security gate.

Furnishings Notice board for library events. Vertical display cases. Trash container. Bin for book donations.

Shelving

Volumes: **Single Faced Stacks:**

Siting

Close to Parking, Circulation desk, new books, elevator.

Distant from Pre-schooler areas of the library.

Architectural Features

Approach to doors should be covered, as in current children's room entrance. Air-lock space for climate control. Durable flooring. Cocoa mat or similar to remove dirt and wet from feet.

Area Descriptions

Type of space Non-assignable
 Role: Misc.

Designation

Meeting Room Entrance

Area Required

Vision

People leaving a long meeting after the library is closed can exit without straying into the now-secured library.

Who

Functions

User Seating

One 6ft bench.

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Could also be the main entrance.

Close to

Meeting rooms

Distant from

Pre-schooler areas of the library.

Architectural Features

Area Descriptions

Type of space Non-assignable
Role: Misc.

Designation

Public Rest Rooms

Area Required

Vision

Who

Functions

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

Handicapped accessible toilets and sinks throughout. Automatic activation of faucets. Paper towel dispensers. Baby changing stations in all restrooms serving meeting or children's areas.

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Story Hour room, Meeting rooms, children's area, public areas

Distant from

Architectural Features

Floor drains. Tile floors and walls up to at least 6'. Restroom capacity to be specified by building code, but there must be some convenient to meeting rooms and accessible when library is closed, some very convenient to children's room that has child accessible fixtures, and some readily accessible to main service areas and easy to give directions to.

Area Descriptions

Type of space Non-assignable
Role: Misc.

Designation

Staff Restrooms

Area Required

0

Vision

Who

Library Staff

Functions

User Seating

Table Seats

0

Carrel Seats

0

Lounge Seats

0

Computer Workstations

0

Staff Seats

0

Equipment

Paper towel dispensers. Ladies room to have at least two stalls.

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Close to

Staff room

Distant from

Public areas

Architectural Features

Floor drains. Tile walls at least to 6'

Area Descriptions

Type of space Non-assignable
Role: Staff

Designation

Custodian's Room

Area Required

Vision

Who

Functions

Repairs, storage of cleaning supplies and paper goods Handle trash and recycling.

User Seating

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

A dozen recycle bins, six large trash cans. (Less if we get a dumpster). Slop sink. Vacuum cleaner. Wet/dry vacuum. Rug cleaner. Push lawn mower. Snow blower. Shovels and yard tools. Tool cabinet.

Furnishings

Work bench

Shelving

Utility shelving for paper goods and custodial supplies. Enough for bulk purchasing.

Volumes:

Single Faced Stacks:

Siting

Close to

Mechanical rooms

Distant from

Main entry

Architectural Features

Separate egress for trash removal.

Area Descriptions

Type of space: Exterior
 Role: Circulation

Designation

Book Returns - Auto drop off

Area Required

Vision

Over-scheduled again. Luckily returning books is easy now, drive up to the two-minute space, get out without even getting rained on, and pop the items into either the adult, children's or AV slot.

Who

Functions

Space for one or two cars to pull up right next to book returns. Ideally, book returns are open 24 hours so that patrons on a tight schedule, often parents with infants, can conveniently get books back.

User Seating

None

Table Seats

Carrel Seats

Lounge Seats

Computer Workstations

Staff Seats

Equipment

If not into building, then high quality metal returns with at least two carts each for wheeling back to checkin stations.

Furnishings

Shelving

Volumes:

Single Faced Stacks:

Siting

Just off main driveway.

Close to

Book return room

Distant from

Architectural Features

Under cover, ideally into the building or very convenient to an entrance.

Area Descriptions

Type of space: Exterior
 Role: Misc.

Designation: **Building Exterior** Area Required: **0**

Vision Users are drawn to logical entry points in a dignified building whose addition complements the classic 1902 structure.

Who

Functions Signals the purpose of the building by appropriate signage. Access is facilitated by safe entrance and exit drives, sufficient parking including handicapped and short-term parking areas leading to obvious, weather-protected entries.

User Seating

Table Seats: 0 Carrel Seats: 0 Lounge Seats: 0
 Computer Workstations: 0 Staff Seats: 0

Equipment Parking lot and security lighting on timers. Security and fire alarms audible on the exterior. Screened HVAC equipment. Bell at service entrance. Shielded exterior electrical outlets near entrances and on all sides of building. Hose hookups on each side of the building. Security and fire alarms audible on the exterior. A secure storage shed for gas operated equipment such as mowers and snowblowers.

Furnishings Large signs designating the library which face Canton Ave, and also Reedsdale. Benches near entrances. Bike rack. Changeable hours signboard that is visible at a distance.

Shelving

Volumes: Single Faced Stacks:

Siting

- Close to
- Distant from

Architectural Features

An obvious, single path to regular parking, short-term parking and book drop-off. No-step level entry to the library, or at minimum an ADA / MAAB compliant ramp to the main entrance.
 A custodial and/or service entrance so that deliveries and especially trash and equipment do not have to be taken through the main public entrance.

Area Descriptions

Type of space Exterior
 Role: Misc.

Designation **Parking Areas** Area Required **0**

Vision People can almost always find a parking space at the library that is safe and off the main street and convenient to the building.

Who Public: 60-78
 Staff: 12
 Disabled: per ADA and MAAB requirements

Functions Long-term parking for staff - 8 hours, patrons typically 2 hours. Mid-term parking for 30 minutes. Short-term parking for 3 minutes - at outside book returns or 10 minutes if no all-day outside returns are provided.

User Seating

Table Seats Carrel Seats Lounge Seats
 Computer Workstations Staff Seats

Equipment Bike rack

Furnishings

Shelving

Volumes: **Single Faced Stacks:**

Siting

Close to

Distant from

Architectural Features

Safe walkways to the main entrance. Separation of entry to lot from exit.
 90 spaces plus handicapped unless an alternate parking plan is approved. Under the building parking should be strongly considered.
 Space for trash and recycling pickup. Delivery drop-off area.