

PROGRAM REVIEW



PROGRAM REVIEW

Prior to the start of this study, the Wayland Public Library had produced a library building program document. The first step in Lerner | Ladds + Bartels's library design process included a review and analysis of this library program document. The purpose of this analysis was to establish a joint understanding between the design team and the Library Director and staff of the intended goals for the expanded facility.

This process consisted of the following steps:

1. Review of existing program text and charts
2. Creation of sketch layouts for each individual program area
3. Review of sketch layouts with library staff
4. Creation of a revised program summary chart

Initial review of the existing program generated a series of questions and comments based on Lerner | Ladds + Bartels' experience with other libraries. These were reviewed with this library's Director, staff and Feasibility Study Committee. Nationally recognized library planning standards such as the "Public Library Space Needs: A Planning Outline", Wisconsin Department of Public Instruction, 1998 and Building Blocks for Library Space: Functional Guidelines, Chicago: American Library Association, 1995 were used as a basis for evaluation together with quantitative and graphic analysis of all program areas. The purpose of this review was to confirm the overall space requirements of the library projected for the next 20 years.

The sketch layouts of the various individual program elements were created as a graphic check of the program quantities. From these sketches, which show all the proposed furnishings (see section Program and Diagrams), both the design team and the library could see whether the departments had sufficient square footage to accommodate the proposed holdings of the library. The sketches also served as an initial opportunity to explore intradepartmental adjacencies and furniture arrangements. These sketches were reviewed with the library and the library's comments were integrated thereafter. The long structural spans incorporated into the addition's design will also provide the required spatial flexibility needed to allow for future changes of these program spaces.

ASSIGNED AREAS

From the information garnered via the program review and updated sketches comes the program summary chart (see sheet A.3) that the design team used in the development of the initial preliminary options. Although individual program areas changed, most were not significant. The change in total assigned areas from the original program to the Lerner | Ladds + Bartels diagrams was only 675 sf. However, during the design process, certain areas were increased based on the limitations of



the original historic building and restrictions associated with the site. The most significant increases were found in the Browsing Area, which added 643 sf because of its new location in the Round Room, Non-Print Materials added 794 sf, and the Meeting/Program Room grew by 648 sf (which was enlarged to accommodate an additional 26 seats). These increases were partially offset by decreases in various other areas.

UNASSIGNED AREAS

The following chart also shows a total for the assigned areas of the Library and also includes an allowance for the unassigned areas, including:

- Mechanical, electrical and machine equipment rooms
- Separate code-compliant egress stairs
- Supplemental stairs
- Toilet and janitorial facilities
- Building structure, exterior envelope and interior partitions
- Circulation space between program elements

The Library Program had allocated an additional 7,359 sf as unassigned space (33% of the assigned space) for a total gross building area of 29,659 sf. We do not believe that one can achieve that level of efficiency because of the following:

- The program is likely to be distributed across three or more levels and a lengthy distance across the site.
- There is no allocation of square footage for entrance vestibules and lobbies separate from “unassigned” spaces.
- There are inefficiencies associated with the constraints of an existing building, especially an historic building, with unique configurations and limitations.
- There are inefficiencies associated with the constraints of the existing site boundaries and wetland restrictions.

For these reasons we recommend that the anticipated unassigned space of the building be increased to 69% and would result in an increase in the unassigned space allocation from 7,359 sf to 17,132 sf.

Our program summary is included on the following chart (see sheet A.3), and shows an overall gross square footage recommendation of 41,917 sf.



Wayland Free Public Library

Program Analysis

December 13, 2004 revised 1/10/05

Area	Original Program SF	LLB Diagrams SF	Original vs. LLB Diagrams	LLB Design SF	Diagrams vs. Design	Original Historic Building
Building Lobby	-	-				
Art Display Case	50	0	-50	0		0
Café	300	400	100	285	-115	0
Circulation Desk	1,250	845	-405	959	114	223
Circulation Office Area	300	200	-100	212	12	160
Browsing Area	400	600	200	1,243	643	232
Adult Fiction Stacks - revised	2,340	2,340	0	2,327	-13	1580
Adult Non-Fiction Stacks -revised	3,130	3,130	0	2,509	-621	2782
Reference Services	2,000	2,585	585	2,298	-287	648
Reference Staff Office	250	260	10	233	-27	0
Periodicals	350	580	230	550	-30	232
Non-Print Materials	2,000	1,830	-170	2,624	794	362
Local History Room	350	350	0	682	332	73
Youth Services Area (includes Children's services, Child. Wrk Area, Child. Dept. Office, & Story and Craft)	5,000	4,125	-875	4,308	183	3007
Young Adult Room	550	1,070	520	1,124	54	0
Meeting/Program Room	1,200	1,460	260	2,108	648	0
Conference/Training Room	450	520	70	527	7	0
Quiet Study Rooms - 4	380	380	0	245	-135	0
Director's Office	225	225	0	260	35	217
Assistant Director's Office	150	150	0	173	23	0
Business Manager's Office	150	200	50	289	89	101
Technical Services	550	550	0	554	4	445
Computer Rm./ Network Center	300	300	0	362	62	0
Staff Kitchen/ Lunch Room	300	350	50	489	139	237
Custodian's Room	125	125	0	106	-19	0
Friends Book Sorting Room	200	400	200	318	-82	0
Total Assigned Space	22,300	22,975	675	24,785	1,810	10,299
Total Unassigned Space - 33% Original	7,359	7,582				
Total Unassigned Space - 69% Designed				17,132 *		
Total Unassigned Space - 57% Existing						5,854
Total Existing:				9,395		
Total Proposed:				32,522		
Building Total:	29,659	30,557		41,917	11,360	16,153

Underground Parking:				17,494	
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*Design Specific Unassigned Space (included in unassigned total above):					
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Spine to Children's:				1,448	
Spine to Meeting Room:				1,591	
Meeting Room Toilets:				221	
Meeting Room Circulation (stair and corridors)				503	
Total:				3,763	



Wayland Free Public Library

Unassigned Space Analysis

January 10, 2005

	Original Historic Bldg	Addition	
Unassignable Areas			Total:
exterior walls	1,998	1,945	3,943
interior walls	167	961	1,128
circulation	1,190	6,668	7,858
toilets/custodian closet	126	1,055	1,181
mechanical	0	423	423
electrical	151	0	151
stairs	571	1,150	1,721
storage	619	108	727
Total Unassigned:	4,822	12,310	17,132
Total Assigned:	5,029	19,756	24,785
Building Total:	9,395	32,522	41,917



PROGRAM AND DIAGRAMS



Appendix A

Wayland Free Public Library Building Program

January 22, 2004

VII. AREA-BY-AREA DESCRIPTIONS

AREA DESIGNATION: Art Display or Gallery

Functions Performed: Wall space and display cases for exhibiting prints, posters, collages, paintings, photographs, sculpture, collectibles and memorabilia.

Furnishings and Equipment: The wall space should be outfitted with suitable hanging devices, such as molding, a steel hanging system, or similar items. The room should be equipped with a kitchenette for use during art receptions. Storage closet nearby with shelves for art-hanging supplies. A few chairs and a bench should be available for limited seating.

Close proximity to: Near entrance to library or assigned separate entrance so gallery openings and receptions can be conducted when the main part of the library is closed. A meeting room, large foyer or wide corridor may also serve in the capacity of a display area.

Distant from: Youth Services Department

Area Required: Adequate to display 40 to 50 paintings or large photographs. Display case may need to occupy an area of 50 square feet. This document does not specify an area size for art exhibits (other than the display case) because flexibility may be needed in locating the "gallery."

Prints, photographs, paintings, and similar two-dimensional art works could be displayed on the walls of a large meeting room or foyer, so these areas could serve double purposes. Or the art works could be shown in a room dedicated to this purpose possibly with its own outside entrance to be used when there are art receptions and special events such as gallery talks. This would require additional square footage.

Wherever the art is displayed, there should be a small storage area or locking closet for hanging supplies and related items such as display cubes/pedestals for sculpture, easels, wall hanging chains, and matting cutters.

Architectural Features: It is important to have good lighting for works on display. Easy access for the public. Easy to use system for hanging and taking down framed art should be designed into the room.

AREA DESIGNATION: Assistant Director's Office

Functions Performed: Administrative, managerial tasks, small group and individual meetings. Planning programs.

Occupancy: Public: This is a private area.

Staff: Assistant Director. May have other staff, prospective employees, and others in the office at times.

User Seating: Seating for three total.

Furnishings and Equipment:

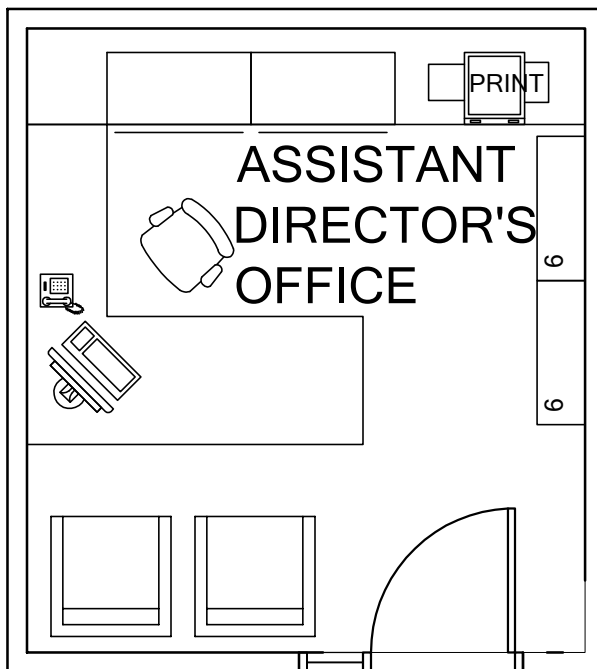
- 1 large 60" desk
- 1 ergonomic task chair
- 1 computer workstation
- 3 visitor chairs
- Telephone/fax
- One four-drawer file cabinet
- One wastebasket

Shelving: Shelving for professional materials--36 linear feet.

Close Proximity: Close to Director's office and other administrators.

Area Required: 150 square feet

Architectural Features: Soundproof, good lighting, natural light from windows, carpeted floor. Locking closet available for coats and storage of other items. Built-in shelving.



ACTUAL AREA: 150 SF (PROGRAM: 150 SF)

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PUBLIC LIBRARY**

ASST. DIR. OFFICE

Date

JUNE 23, 2004

Scale

1/4"=1'-0"

Drawing No.

SK-20

PAGE

AREA DESIGNATION: Book Stacks for Adult Fiction and Non-Fiction

Functions Performed: Locating informational and recreational reading, browsing, checking holdings on particular subjects, and research.

Occupancy: Public 25

Staff: 2 persons who may be searching or shelving

Furnishings and Equipment: Cantilevered style double-faced metal shelving with Attractive wood side panels.

Avoid 90" tall if possible; prefer 66" or 72" wherever possible or install 90" and do not plan to use very top and bottom shelves for easier access.

8,000 sq. feet of shelving to house 80,000 books.

8 study carrels with chairs @35 sq. ft.= 280 square ft.

2 electronic workstations for stand-up public access catalogs in or near stack areas.

6 60" tables with four seats each

electrical receptacles for PACs

two book trucks

Shelving: For 80,000 books. About 8,000 square feet.

This numbers allows for a 33.3% increase in space allocated for stacks.

About 15% of the increase will help comfortably accommodate the present holdings. The remainder will be available for growth of the collections.

Close Proximity To: Fiction near Circulation Desk: Non-fiction near Reference/Information Area, if possible.

Area Required: 8,000 sq. ft. for stacks

300 sq. ft. for study carrels

80 sq. ft. for two electronic workstations in stacks

600 sq. ft. for 3 study tables

20 sq. ft. for two book trucks in stack area

Total area: 9,000 sq. ft.

Architectural Features: Good sign system, which is easily changeable, marking all stacks.

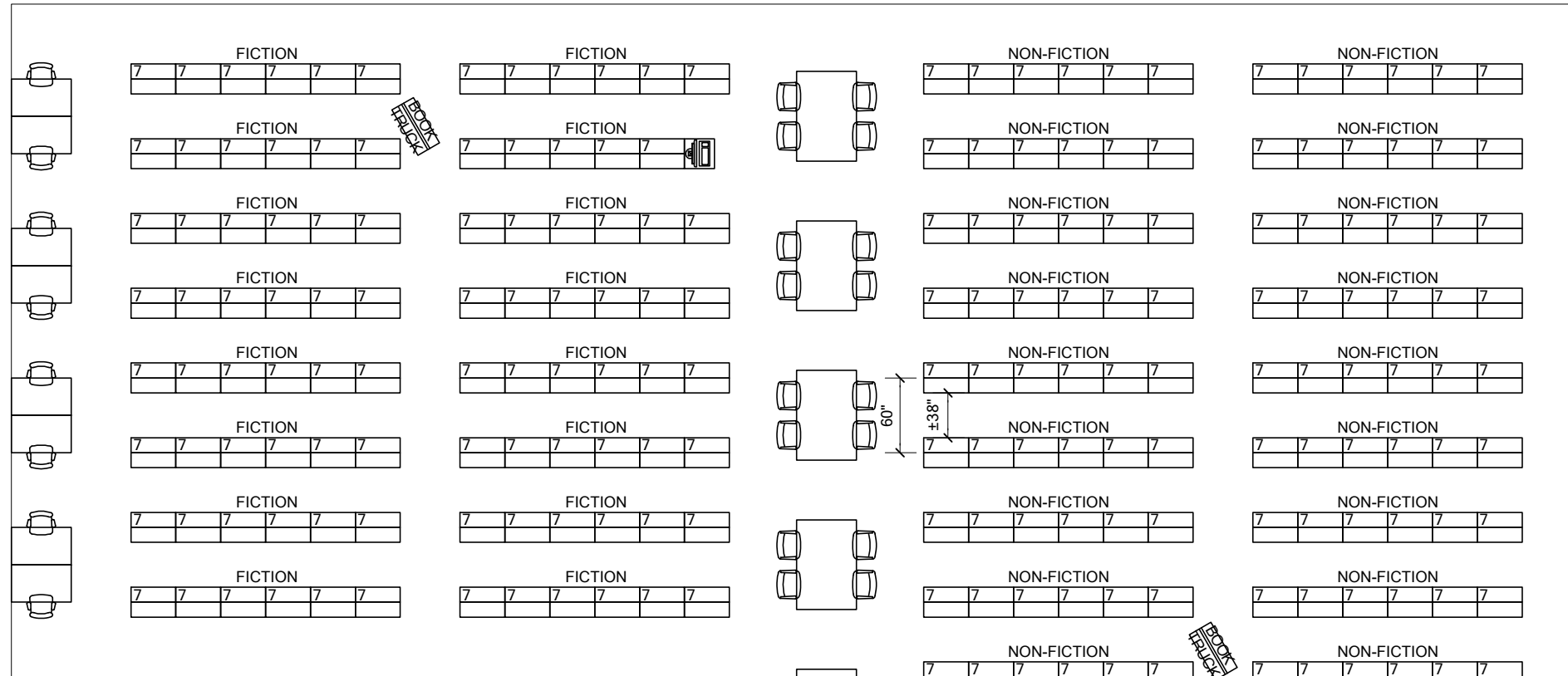
Carefully developed sequential layout for easy locating of materials

Easy to browse with books not too high nor too low on shelves.

Strong lighting

Plenty of width for the aisles that are between shelving units. 40"+ is ideal

Quiet area.



ACTUAL AREA: 5,865 SF WITH 38 INCH AISLES & 84" SHELVES (PROGRAM: 9,000 SF)

**NON-FICTION/
FICTION
STACK AREA**

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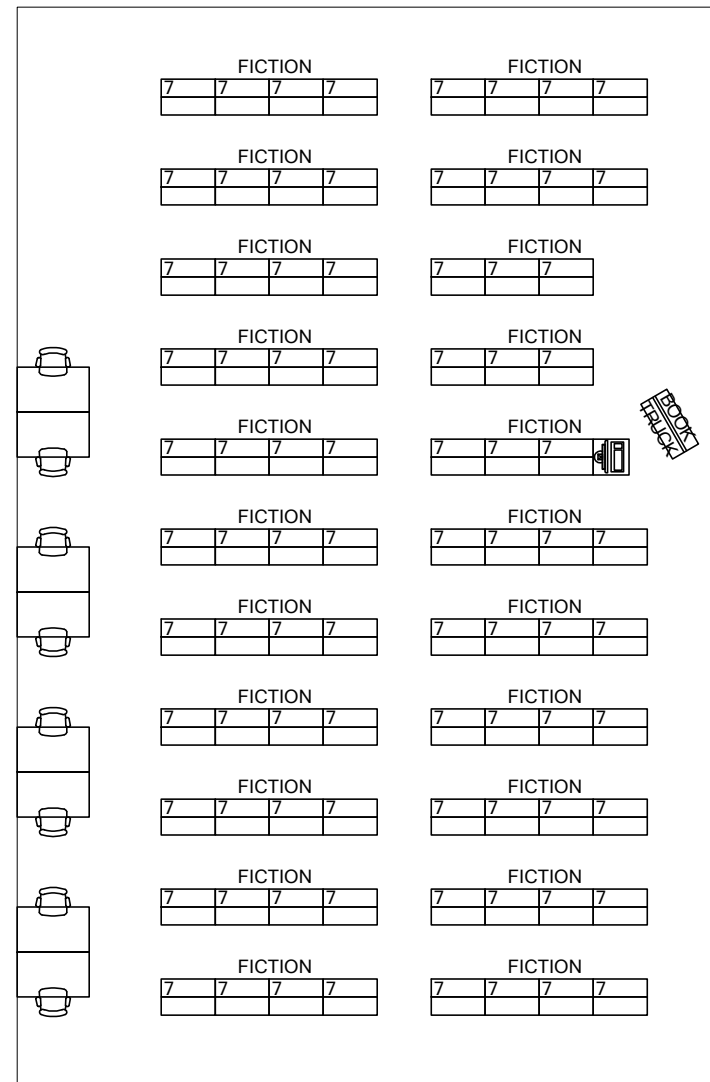
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BOOK STACKS

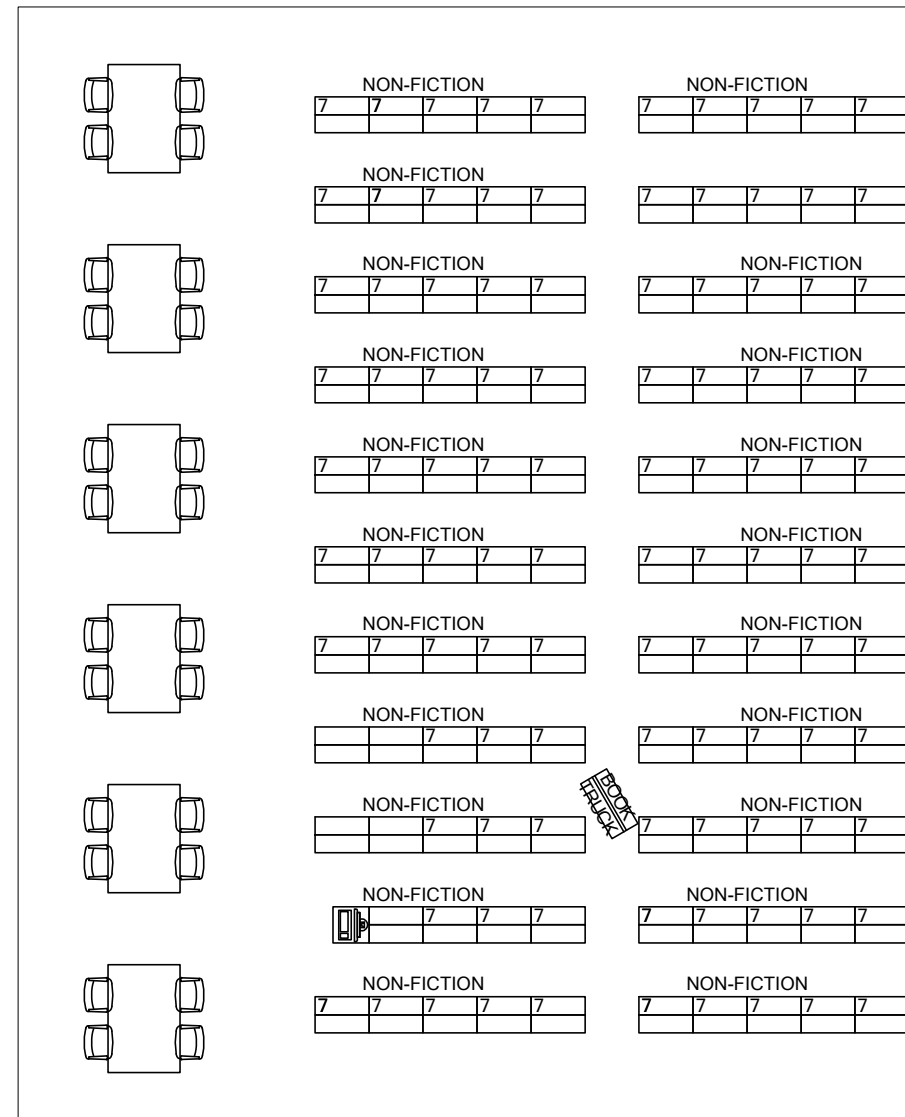
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ACTUAL AREA: 2,340 SF

**REVISED: FICTION (170
STACKS)STACK AREA
FOR 28,438 BOOKS**



ACTUAL AREA: 3,130 SF

**REVISED: NON-FICTION (218
STACKS)STACK AREA
FOR 36,563 BOOKS**

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BOOK STACKS

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AREA DESIGNATION: Browsing and New Materials Area

Functions performed: The browsing and new materials area is the key location for a majority of public library patrons. It is frequently the destination for most adult borrowers who want to see and borrow what is new in fiction, nonfiction, video, DVD, CD and audiotape categories. The area will house new materials for at least three months. The area will also house the Express Book Collection.

Occupancy: Public: Should accommodate about ten users at any given time.

User Seating: Several lounge chairs and other seating should be available for six individuals.

Furnishings: One table, 4 chairs, and four lounge chairs.

Shelving: Attractive shelving, which allows display of 25% of the titles with front covers showing. Uniform, versatile, clean lines. The amount of shelving required is approximately 520 linear ft.

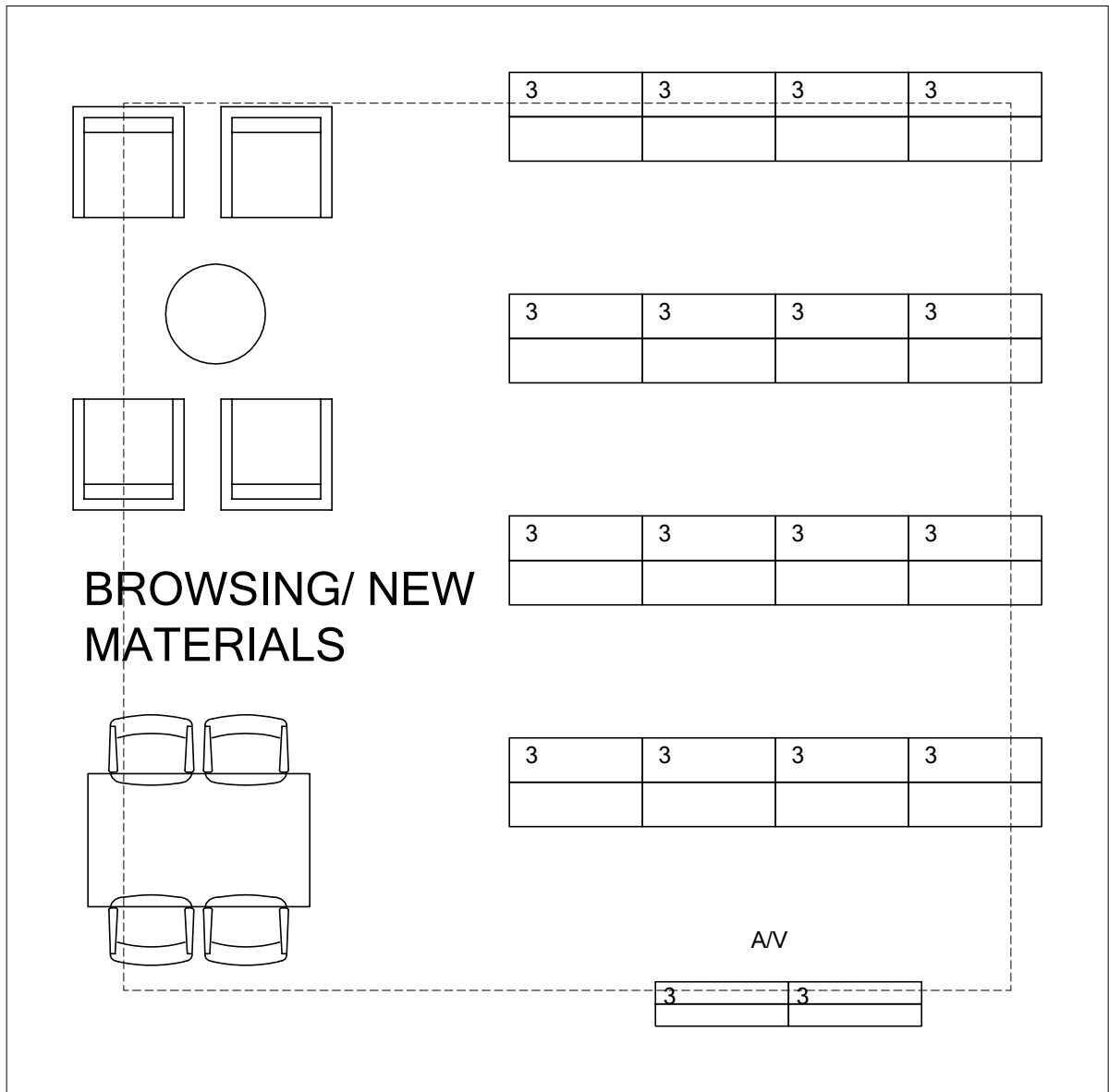
Materials Capacity: We need room for 2,500 titles (2200 books, 75 audiotapes, 75 CD's, 75 DVD's, 75 videos, with less crowding. Currently a large round room of 700 sq. ft. accommodates six to nine months of book titles, total collection of 5100 videos and DVD's, fiction paperbacks, art prints, two sofas and fireplaces-- under very crowded conditions. The plan is to have this area *just* for new materials. There will be a separate Non-print Materials Area for all but the newest CD's, audio books, DVD's and videos. For the display of 2,500 titles in various media, we will need 250 square feet.

Close Proximity to: Browsing and new book area should be near the Entrance and the Circulation Desk.

Distant from: No need to be near Meeting Room, Youth Services Department and other areas.

Area Required: Adequate to shelve 2,500 titles. The books will need 220 sq. ft; the audiotapes, CD's, videos and DVD's will need 30 square feet for a total of 250 sq. ft. Add seating and space for table and chairs, total area could be 400 sq. ft.

Architectural Features: This area has potential for being one of the most inviting, attractive areas of the library. Nicely furnished, adequate, but not glaring lighting. Natural light from windows is desirable. Materials here should be spotlighted with some shelving showing front covers. Good signs, which are changeable, are desirable.



ACTUAL AREA: 600 SF (PROGRAM: 400 SF)

AREA DESIGNATION: Business Administrator's Office

Functions Performed: Building management, financial and personnel administration activities. Keeps important records and files. Prepares invoices, and statistical materials and financial reports for trustee meetings.

Occupancy: Public: This is a private staff area. Visitors arrive to schedule events and exhibits.

Staff: Business administrator and one or two others on occasion. All new employees come here to obtain necessary forms, which are explained by the administrator.

User Seating: Two chairs

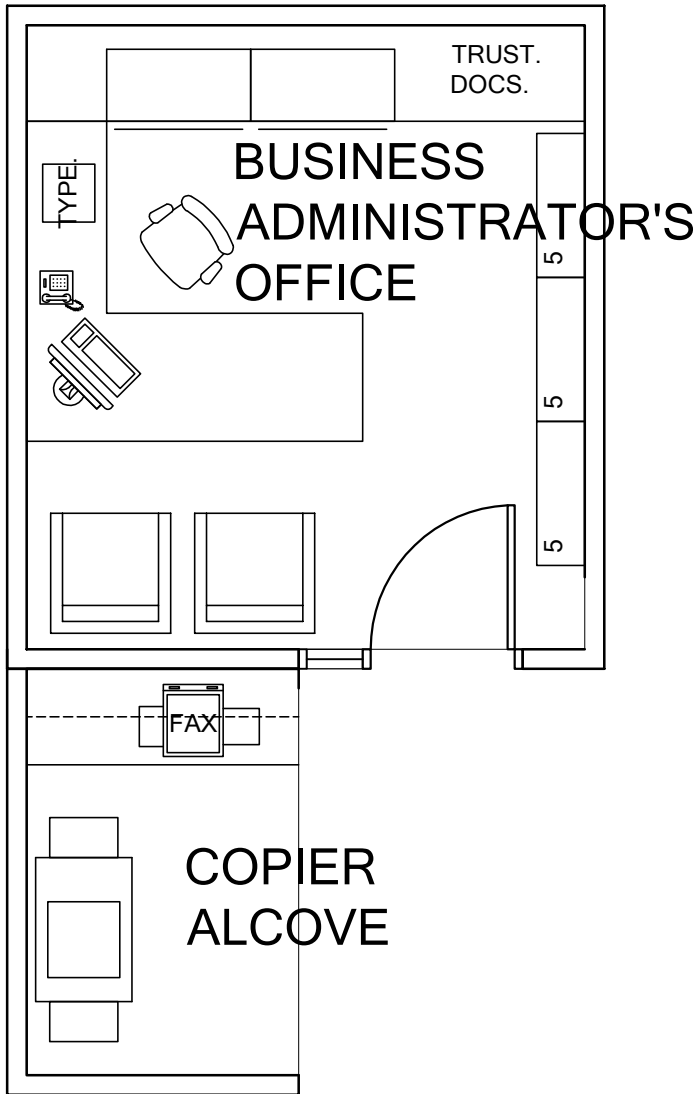
Furnishings and Equipment: One desk with computer workstation, ergonomic task chair, telephone, wastebasket.
Table for compiling trustee documents
Two four-drawer file cabinets
Typewriter and table to support it.
Shelving to serve as holding area for rental books.
Cabinet for Endowment Fund materials

Shelving: 45 linear feet of shelving (possibly built-in)

Proximity: Next to Director's office and near Assistant Director's office.

Area Required: Present office is 98 square feet. Need 150 square feet.

Architectural Features: Sound proof, natural light, and locking closet



ACTUAL AREA: 200 SF (PROGRAM: 150 SF)

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ADMIN. OFFICE

Date

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Drawing No.

SK-21

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AREA DESIGNATION: Circulation Department Office

Functions Performed: The Supervisor of Adult Circulation works out of this office. This employee oversees circulation activities, keeping statistics, filling reserve and interlibrary loan requests, discarding books, interviewing pages and volunteers, and meeting with patrons, as needed. Another staff member may also work out of this office assisting the Supervisor or overseeing interlibrary loan activities.

At present, staff mailboxes, bulletin board and time sheets are also located in this office, but they should be assigned to another area. Book mending is currently done in this office, but this should also be assigned to another area that has good ventilation, i.e., Technical Services. Deliveries of network and interlibrary loans, which now arrive and depart from this crowded office, should be located in their own shipping and sorting room.

Occupancy: Public: This is not a public area.

Staff: One staff member has a computer workstation here. A second staff member may also work here at a second computer workstation. Other staff members come in as necessary.

Furnishings: Two desks with ergonomic task chairs
Two additional chairs for interviews, visitors, etc.
Two computer workstations
Sorting tables and/or counter space for book deliveries, book trucks for reserves, loans, and discards

Shelving: Shelving is needed for books in various stages of processing-- for reserves, interlibrary loan, repair, withdrawal, etc. Shelves to hold refills of newsletters, pamphlets on MLN systems, etc. Shelving may be built in along walls.

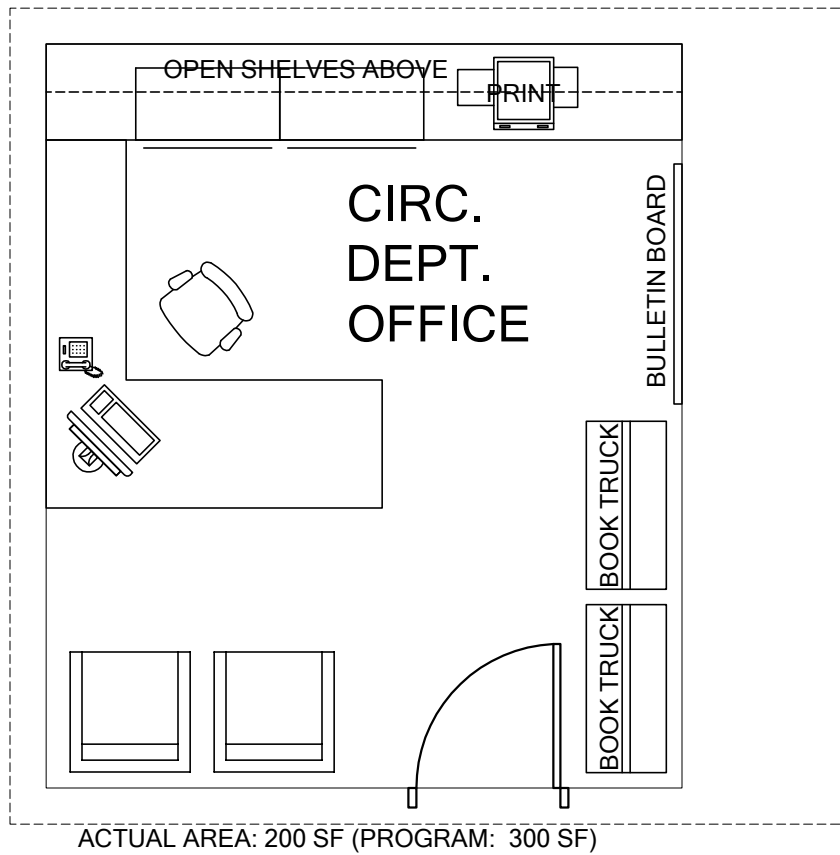
Equipment: File cabinet, desk/computer workstation, ergonomic task chair
Telephone, wastebaskets, fax, paper cutter, three-hole puncher, large stapler, other clerical supplies, and one locked cabinet

Close Proximity to: Public circulation desk and delivery entrance.

Distant from: Does not need to be near quiet study areas, meeting rooms, youth services department.

Area Required: Current office is 175 sq. ft. Raise to 300 sq. ft.

Architectural Features: Consider glass wall between public circulation desk area and Head of Circulation's office. Currently staff mailboxes are in this room. It would be wise to locate them in another area (Staff Room) to reduce constant traffic in and out of this office. Entry to this room should provide easy access for book trucks. Include locking closet and cabinet.



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CIRC. OFFICE

Date

JUNE 23, 2004

Scale

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Drawing No.

SK-3

PAGE

AREA DESIGNATION: Circulation Desk

Functions performed: The circulation desk is the activity center of the library where books are checked out, returned, renewed, and reserved. New borrowers register here. Users pay fines here, pick up holds and museum passes. Users may ask directions here, request a book or other library material.

Occupancy: Staff: Two staff members work at the main circulation desk workstations at all times. Additionally the Head of Circulation and Reference Librarian may work at the circulation desk to help at busy times.

Public Service Desk: The Circulation desk serves as a public service desk, usually being the staff area closest to the entrance. Its location, size, functionality, and attractiveness are extremely important to the operation of the library. The desk should be easily approachable and welcoming. It is important to have good lighting and signage.

User Seating: Two or three high chairs or stools are an aid to staff if they have been standing for long periods of time. Place for easy storage of stools when not in use.

Furnishings: The key piece of furniture is the circulation desk, which should be adequately sized to accommodate circulation functions at three workstations, and allow space on its surface for displays, handouts, and floral arrangements. A section of the desk should allow for a 26" high area with knee space for users who may be disabled and to permit a staff member to sit.

There should also be provisions for computer wiring and related equipment. The desk should accommodate at least six book trucks for shelving returned materials in arrangements that make them easily shelved by pages. Placement of stored book trucks (full or empty) should allow for easy traffic flow. Surface material should be durable and attractive, preferably a stone, marble, granite or corian counter top.

There should be three desks for circulation staff members behind the circulation desk or in an adjacent windowed room. At least two desks should have computer workstations. The area behind the circulation desk should have resilient flooring, which is comfortable for staff, who stand during their shifts.

We need special arrangements for receipt of returned materials. There should be a slot or other convenient vehicle for returning materials. Also, after returned, items must be separated by format, i.e., book, DVD, audiotape, videocassette, CD, Youth Services Department materials, route-ins and items already checked in on the computer. Most AV items must be inspected by staff to see if all parts have been returned before they are checked in. There should be an area (part of or near the circulation desk) for a self-checkout machine available to users.

Shelving: The circulation desk should have space to accommodate book trucks so that discharged materials may immediately be loaded onto them. However, there must be shelving for reserve books waiting to be picked up. There should be adequate shelving or a closet for storing necessary supplies. A few sections of the shelving should have doors; there should also be locking cabinets to maintain neatness.

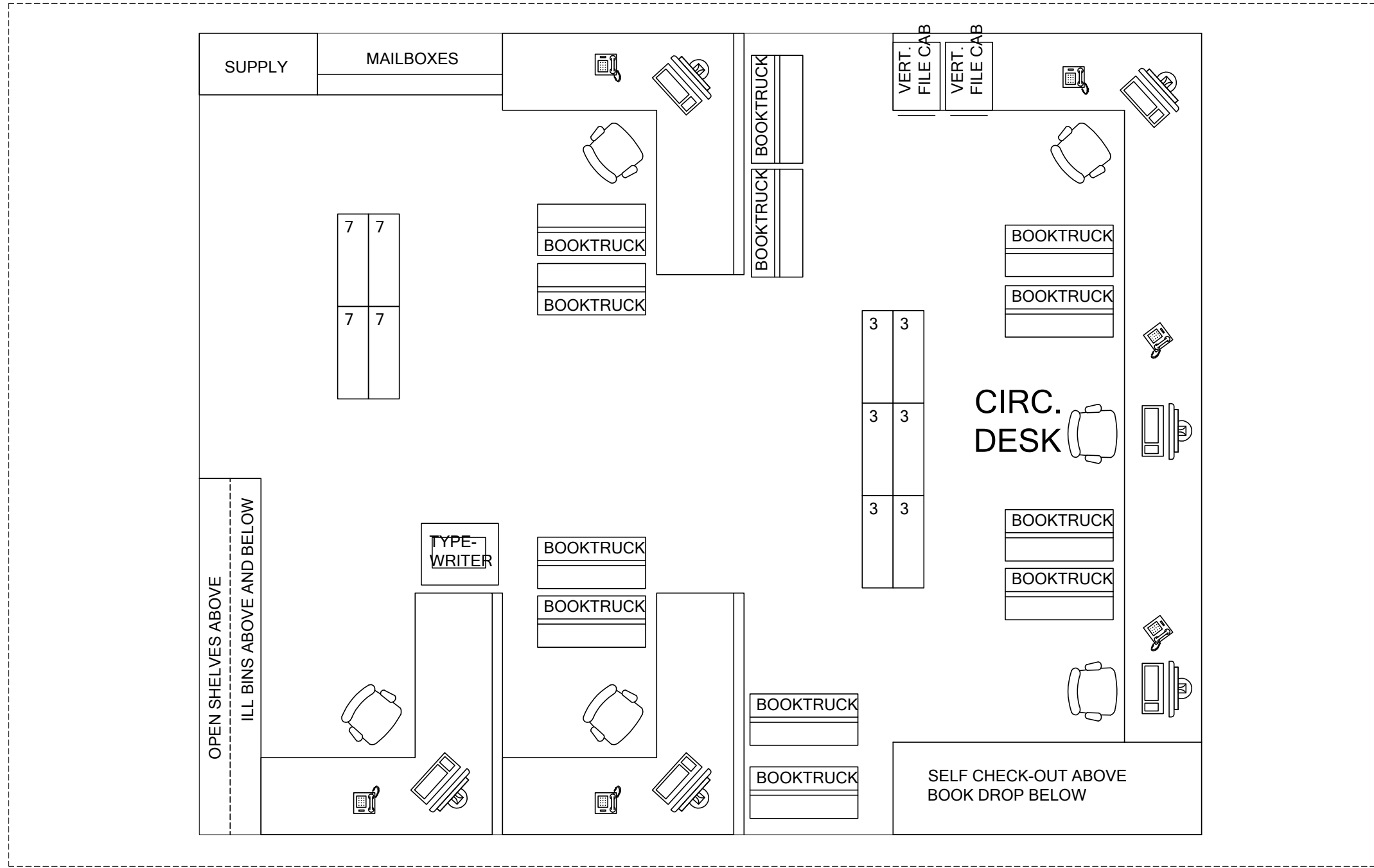
Book Capacity: Reserve book shelving should accommodate up to one hundred items awaiting pick-up.

Equipment: Accommodate three computer workstations and receipt printers on the desk.

Close Proximity To: The Circulation Desk should be adjacent, or easily accessible to the Circulation Supervisor's Office. Other circulation staff should have office areas near to the desk.

Area required: Current circulation desk area comprises about 1,000 square feet. It should be expanded to 1,250 square feet.

Architectural Features: Attractive, easily accessible, open, well lit, easy to locate upon entering the building. Handsome expanse of countertops. Good signs.



ACTUAL AREA: 845 SF (PROGRAM: 1,250 SF)

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CIRCULATION DESK

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AREA DESIGNATION: Computer Room/Network Center

Functions Performed: Serves as work area for staff computer specialist. Work includes computer repairs, receipt of equipment deliveries. Telecommunications center. Used for equipment storage, parts, and supplies.

Occupancy: Staff 1 to 2

Furnishings:

- Workbench with lockable drawers for tools, with dataports and electrical receptacles above work surface.
- Uninterruptible power supply (UPS) cabinet
- 2 ergonomic chairs
- 2 electronic workstations
- OR 1 desk and 1 workstation (for server)
- One equipment truck
- Bulletin board
- Wall clock
- Receiving area with a counter with two sections of single-spaced shelving above plus space for storing, loading and unloading equipment.

Shelving:

- Deep storage shelves and locking closet for equipment and supplies.
- Storage for “inactive” use items; and easy access storage for frequently used supplies.

Equipment:

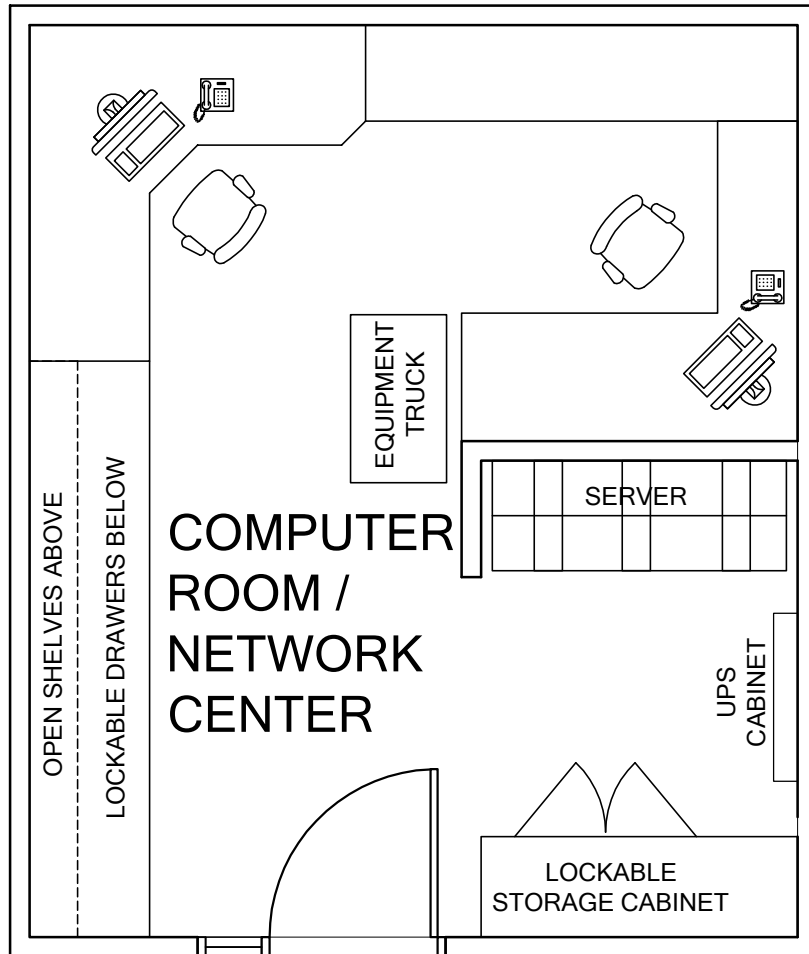
- Uninterruptible power supply
- Telephone line switch closet with work space for rewiring.
- Telephones, wastebaskets
- Dependable air-conditioning system in view of computer sensitivity to heat.
- Computers
- Server

Close Proximity To:

- Near service entrance and technical services area for deliveries and
- Distribution of equipment and wiring
- Could share larger space with Technical Services Area.

Area Required: Currently this work is done in the crowded Technical Services Area
300 square feet of space are required

Architectural Features: Well-lighted, individual heating and cooling thermostat zone
Spacious, plenty of elbow room, adequate for present and future equipment and
Equipment awaiting repair. Wide doors for moving equipment easily in and out.



ACTUAL AREA: 300 SF (PROGRAM: 300 SF)

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COMP. NETWORK

Date

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Scale

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Drawing No.

SK-23

PAGE

AREA DESCRIPTIONS: Conference/Training Room

Functions Performed: Trustee meetings, discussions, tutoring, small group study, quiet study, small meetings

Occupancy: Public: 20 people or
Staff: 20 staff

User Seating: Seating for 20

Furnishings & Equipment:

- Blackboard/bulletin board combination with lighting
- Flexible table arrangement
- 20 chairs with upholstered seats and backs
- four 4' x 6' folding tables with dollies for easy storage
- Small-wheeled cart for audio-visual equipment
- white walls for projection purposes
- overhead and digital projectors
- easels for flipchart use
- two movable, collapsible study carrels for ESOL or other students to use if small study rooms are occupied.

Close Proximity to:

Library Program/Meeting room. (share use of kitchenette)

Architectural Features: Room should be acoustically dampened.

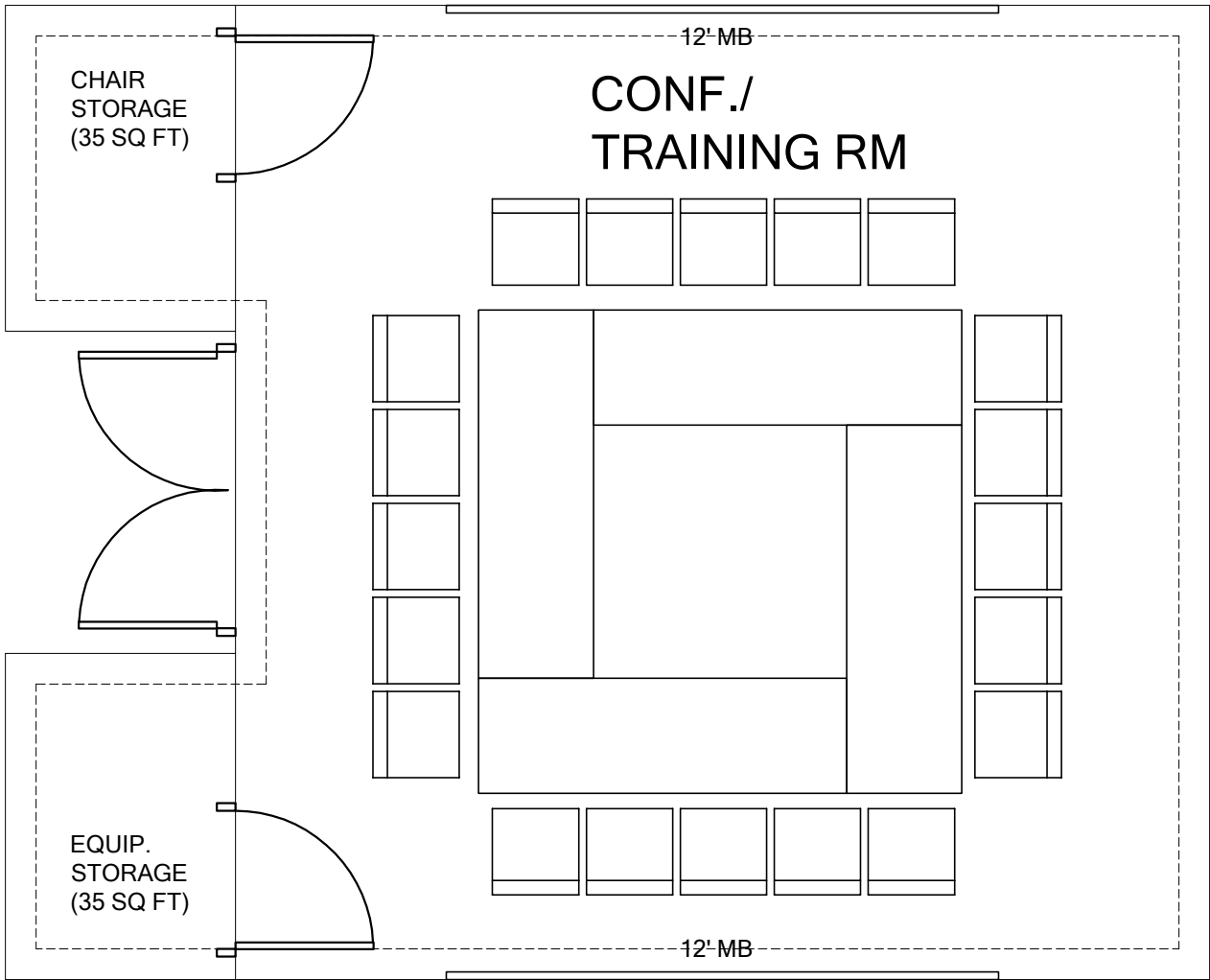
Should have lighting controlled by rheostat, 70 foot-candles at 30" high work surface.

Electrical receptacles at 32"

Conference room should have locking storage closet for stack chairs, projectors, other AV equipment, flipchart easels, and coats.

Priority: A conference room would be desirable, although the present meeting room is used for this purpose now. However, constantly changing setups is a difficult task as the custodian is only here from 7:00 a.m. until 2:00 p.m. The two quiet study rooms recommended in this document could be adjacent to each other, with a movable wall separating them. The two rooms could then be used for a conference room, thus eliminating the need for a special conference room.

Area Required: 450 sq. ft.



ACTUAL AREA: 520 SF INCLUDES 70 SQ FT STORAGE (PROGRAM: 450 SF)

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CONF./TRAINING

Date

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1/4"=1'-0"

Drawing No.

SK-17

PAGE

AREA DESIGNATION: Custodian's Room

Functions Performed: Storage of cleaning supplies and equipment. Planning for purchases and supply needs. Storage of assorted tools. Provide safe place for chemicals used in cleaning.

Occupancy: One custodian

User Seating: One seat

Furnishings and Equipment:

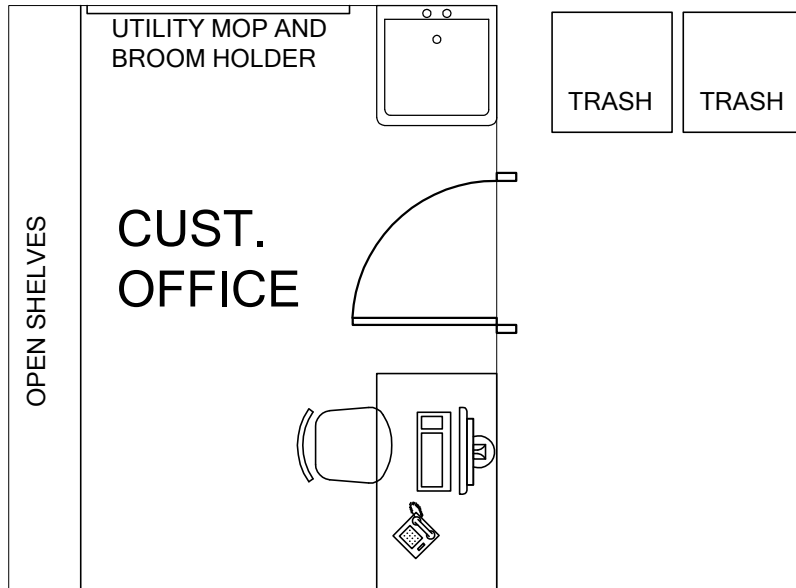
- Large commercial type sink
- Buckets and mops for cleaning
- Ladders of various sizes
- Vacuum cleaners
- Rug shampoo machine and carpet cleaning products
- Shelves for paper products
- Large trash bin on wheels
- Recycling bins stored here or nearby
- Chair and small 30"-36" desk
- Storage shelves for cleaning compounds, etc.
- Storage for replacement light bulbs.
- Storage for outdoor maintenance equipment, i.e., shovels, rakes.

Shelving: Shelving for storage of cleaning and related supplies.

Close Proximity: Should be near restrooms;
Near elevator and exit/delivery doors

Area Required: 125 square feet

Architectural Features: Well-lit, easy to keep clean and organized. Natural light from window if possible. Locking closet for clothing and to lock up certain cleaning compounds, paints and other items. Storage for recyclables here or nearby. Wide door to make it easy to move equipment in and out.



ACTUAL AREA: 125 SF (PROGRAM: 125 SF)
 ADDITIONAL BUILDING STORAGE REQUIRED

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CUST. ROOM

Date

JUNE 23, 2004

Scale

1/4"=1'-0"

Drawing No.

SK-25

PAGE

AREA DESIGNATION: Director's Office

Functions Performed: Administrative, managerial tasks, small group and individual meetings. Location of important files and records.

Occupancy: Public: This is a private area, but visitors come frequently.
Staff: Director and other staff (3-4) at times, trustees and other visitors.

User Seating: Seating for six total includes the director and staff members or trustees for a small meeting.

Furnishings & Equipment:

- 1 large desk –60” and ergonomic task chair
- Computer workstation with task chair
- 2 visitor chairs
- Conference table with 4 to 6 chairs
- Telephone/fax
- Shelving for 200 books
- One four-drawer file cabinet

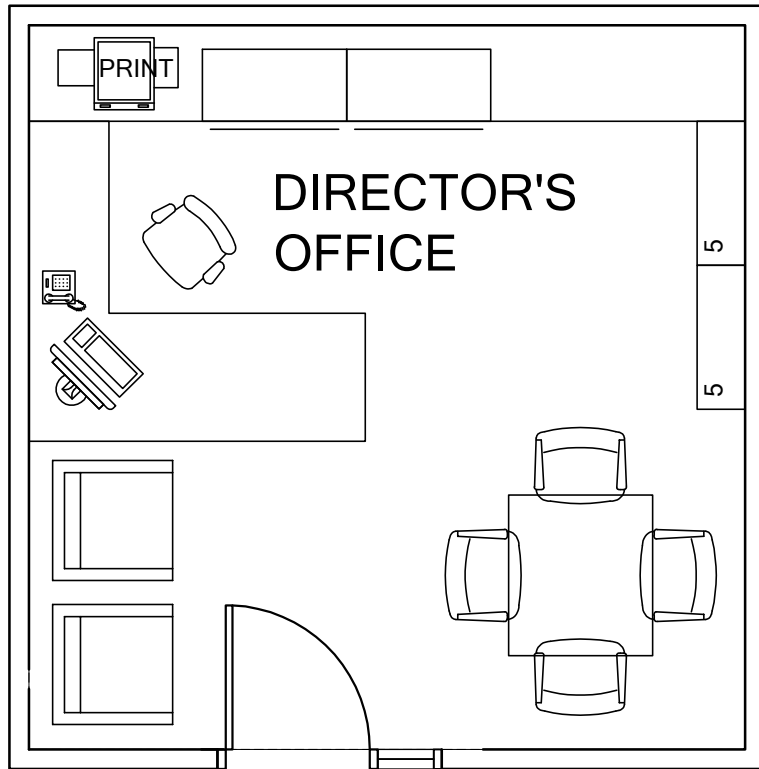
Shelving: Shelving needed for about 200 books, notebooks and various project materials.

Close Proximity: Close to Business Administrator's Office and office of the Assistant Director.

Area Required: Director's office is currently 185 square feet. Should be 225 square feet.

Architectural Features: Soundproof, good lighting, natural light from windows. Carpeted floor or natural hardwood with area rug. Locking closet available for hanging coats, storing and securing other items such as a laptop computer.

Note: If the small conference room is omitted from the final plan, seating for the director's office should be increased to eight chairs to accommodate some staff and trustee meetings.



ACTUAL AREA: 225 SF (PROGRAM: 225 SF)

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DIRECTOR'S OFFICE

Date

JUNE 23, 2004

Scale

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Drawing No.

SK-19

PAGE

AREA DESIGNATION: Entrance and Lobby

Functions performed: Key area, which sets the tone of this public building. Place where the public enters the building and decides where to proceed based on directional signage, which should be large and easily changed. Area for the elevator, permanent map of the building layout, bulletin board and display spaces. Also near to coat racks, water cooler, telephone, restrooms and snack bar. Provides additional entrance for public to library's meeting room.

Occupancy: Public moving in and out during all hours.

Public Service Desk: Should be immediately visible

Furnishings and Equipment: Water cooler. Telephone room or booth. Entrance designed to include people counter device. Bulletin boards, display cases. Attractive case to contain handouts (brochures, fliers, etc.) for distribution. Signage Floor mats to absorb outside dirt as customers enter the building. Large, permanent map of building layout. Bench for seating. Space for walker, folding wheelchair, and tote baskets. Coat rack or coat room.

Close proximity to: Main circulation desk, telephone, rest room, coat room, water cooler, photocopier. Meeting room may be entered through main lobby or outer lobby so that it is accessible when the library is closed.

Distant from: Quiet study areas. Snack bar food odors should not permeate reading rooms.

Area required: As required by design.

Architectural features: Should be attractive, inviting area. People entering stop to orient themselves, so there should be space for this orientation. The entrance should be free from visual obstructions for security and safety reasons. The entrance should be well lit with easy to maintain tile or similar type surface for flooring. Nearby snack bar may be a desirable amenity. The entrance area may contain bulletin boards with announcements, handout brochures, and calendar of local events. Good signage important here.

Exterior of entrance: Doors should be automatic, easily opened by disabled, elderly, people with strollers, etc. Flooring should help patrons "clean" off shoes upon entering. Consider inner entrance foyer or vestibule so cold air from outside does not directly come into the building when doors are opened. All entrances to the building, including staff door, should have some roof or portico arrangement to protect individuals going in and out from the weather. Avoid situations where snow buildup can cause avalanches at library entrance/exit doors.

AREA DESIGNATION: Café or Food Service Center

Function Performed: A place for library users to enjoy coffee, cold drinks, light snacks, sandwiches, fruit, cookies, etc. May also be a place for sale of Friends' gift items.

Occupancy: Public: 12
Staff: 1.5

Furnishings and Equipment: Three round or square tables with four chairs each
Kitchen with appliances such as sink, stove, refrigerator
and microwave oven
Cabinets with easy to clean counter tops for food preparation
Counter for placing orders

Shelving: Shelving or cabinets for storage of supplies—food items, paper goods, utensils
Shelving and display racks for books on sale and gift items.

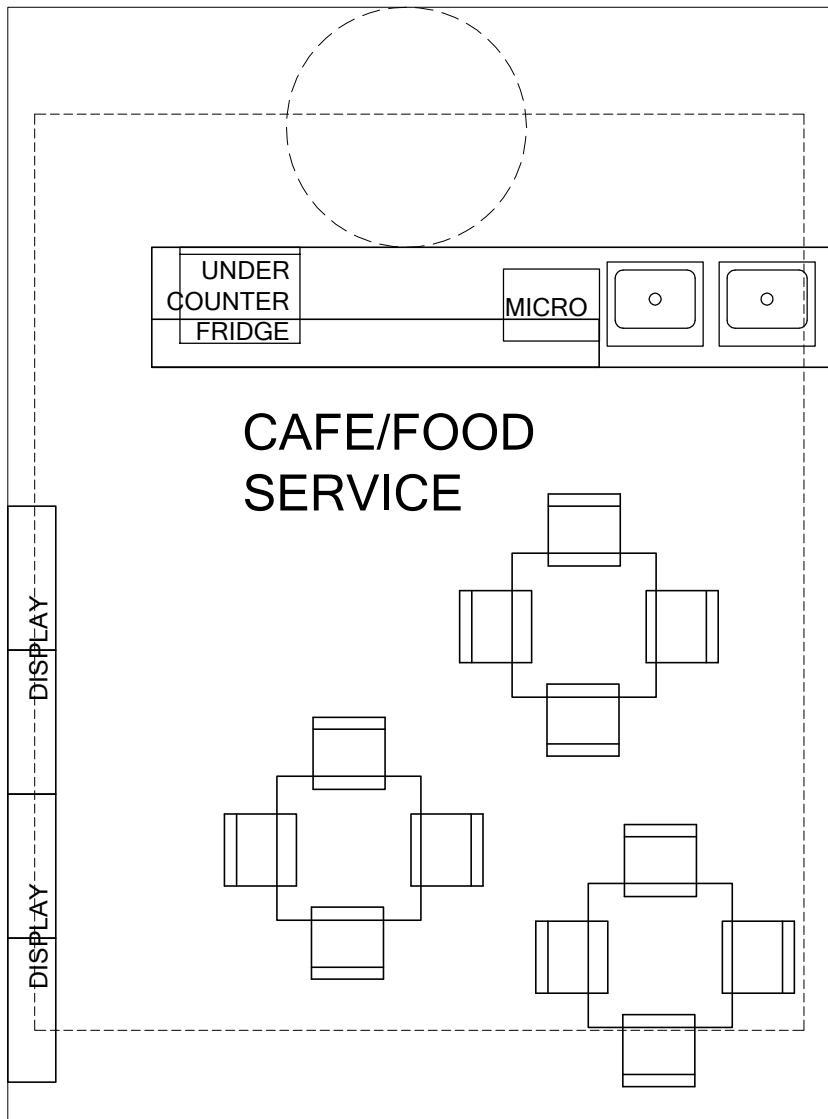
Close Proximity To: Near entrance foyer

Area required: 300 square feet – Less if just a coffee bar.

Architectural Features: This would be a new amenity for WPL. It could range from a simple coffee cart to several vending machines to the sit-down snack bar described here. It would be self-service, with paper goods and plastic utensils instead of china, glass, etc. The Friends would also have a place to display their popular book bags, library pins, etc. The area should set a welcoming tone, encourage conversation. Allows users to spend more time in the library since they can obtain food here.

Design considerations should include plumbing, water heating, food preservation, and storage, cleaning, maintenance, and garbage disposal. Flexibility in seating and staffing to allow for busier times. Easy to clean flooring surface (stone, tile, etc.).

NOTE: This need may be addressed by creating a small snack bar area for coffee, soft drinks and food vending machines, instead of the large area described here.



ACTUAL AREA: 400 SF (PROGRAM: 300 SF)

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CAFE

Date

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Drawing No.

SK-1

PAGE

AREA DESIGNATION: Friends of the Library Book Storage and Sorting Area

Functions Performed: An area for the Friends of the Wayland Public Library to review, sort and store books and other materials donated for their annual fall and spring book sales.

Occupancy: Two or three volunteers working at one time.

User Seating: Three chairs

Furnishings and equipment: Large work table for receiving and sorting cartons of books delivered to the library for the book sales. Shelving for organizing the materials to be sold and keeping them in good order. Shelving could be second-hand, used equipment, need not be new.

Close proximity to: Not too far from an exterior door for delivery of materials. Also not too far from the meeting/program room or wherever the sales are to take place.

Distant from: Except for above considerations, location is not a major issue.

Area required: Adequate space for large table, wall and free-standing shelving. Suggest a minimum area of 200 square feet.

Architectural Features: Good lighting and ventilation. Select location that discourages dampness and mold. Windows not a requirement.



ACTUAL AREA: 400 SF (PROGRAM: 200 SF)

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FRIENDS

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Drawing No.

SK-26

PAGE

AREA DESIGNATION: Local History Room

Functions Performed: Place to house historical materials in various formats. Also place to read and study one-of-a kind maps and other documents.

Occupancy: Public: Up to three individuals
Staff: None regularly stationed. Patrons using this area are usually accompanied by staff member.

User Seating: Study table to accommodate three persons and staff member.

Furnishings and Equipment: Map cases, file cabinets, shelving, table and 4 chairs
1 computer workstation

Shelving: Current shelving is 72 linear feet. We should plan for 108 linear feet.
Shelving should be in lockable bookcases for security reasons.
Glass doors to enable staff to locate materials easily may be considered.

Book Capacity: Current book capacity is 300 volumes, .4% of total collection.
Local history room should accommodate 500-1,000 volumes, requiring about 50 to 100 square feet. Fragility of many of the materials may require more special kinds of shelf space.

Close Proximity To: Local History Room should be easily accessible to the Reference Staff. Currently the local history collection is located on the balcony in a locked gated area.

Distant From: Does not need to be near the Youth Services Department, the Circulation Desk, Periodicals and Non-print materials.

Area Required: Present area for local history materials is sorely inadequate –68 square feet. There is no room for a desk, table or chairs.
As mentioned, it is now a locked, gated area on the balcony (large closet).

Suggested Area Requirements:

The current Local History area takes up 68 square feet.

To serve future needs:

1 map file = 35 sq. ft.

2 file cabinets @ 10 sq. ft. each = 20 square feet

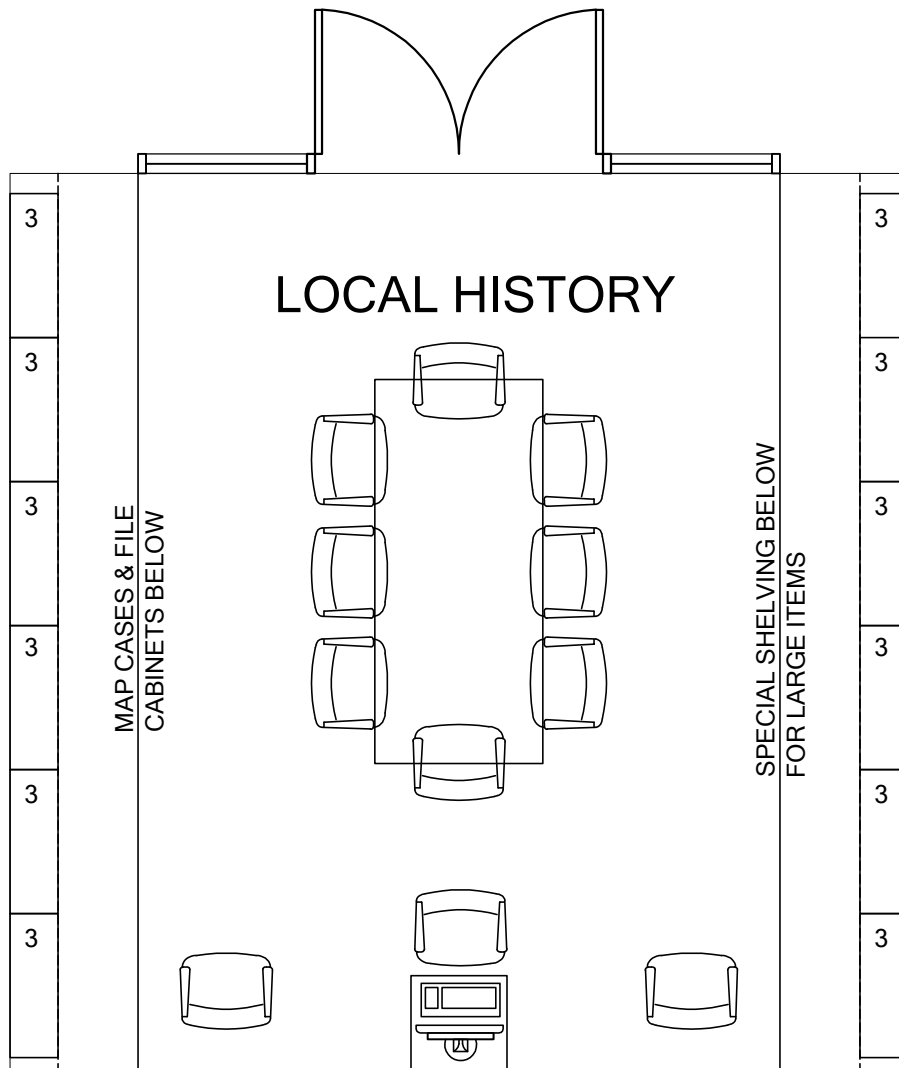
shelving for 500- 1,000 volumes = 50 to 100 sq. ft.

study table with four chairs (25 sq. ft. each) = 100 sq. ft.

one computer workstations (40 sq. ft.)

Recommend 300-350 square feet

Architectural Features: Designers should pay attention to atmospheric issues, i.e., heat, humidity control, ventilation and security concerns. There should be two locked bookcases. 7/21/03



ACTUAL AREA: 350 SF (PROGRAM: 350 SF)

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LOCAL HISTORY

Date

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Drawing No.

SK-10

PAGE

AREA DESIGNATION: Meeting/Program Room

Functions Performed: Serves as a meeting room for trustees, book group, poetry workshop, library committees and similar groups. Serves as program room for lectures, films, entertainers, literary and cultural programs. Wall space may serve as an art gallery for rotating exhibits. Place for book sales.

Occupancy: Public: Current room accommodates about 50 people. New meeting room should hold up to 100 people for literary, cultural, film, and other presentations.

Staff: Also may use for staff meetings of 20+ individuals.

User Seating: Currently holds about 50 seats, 60 if crowded together.
Accommodations for 100 people desirable

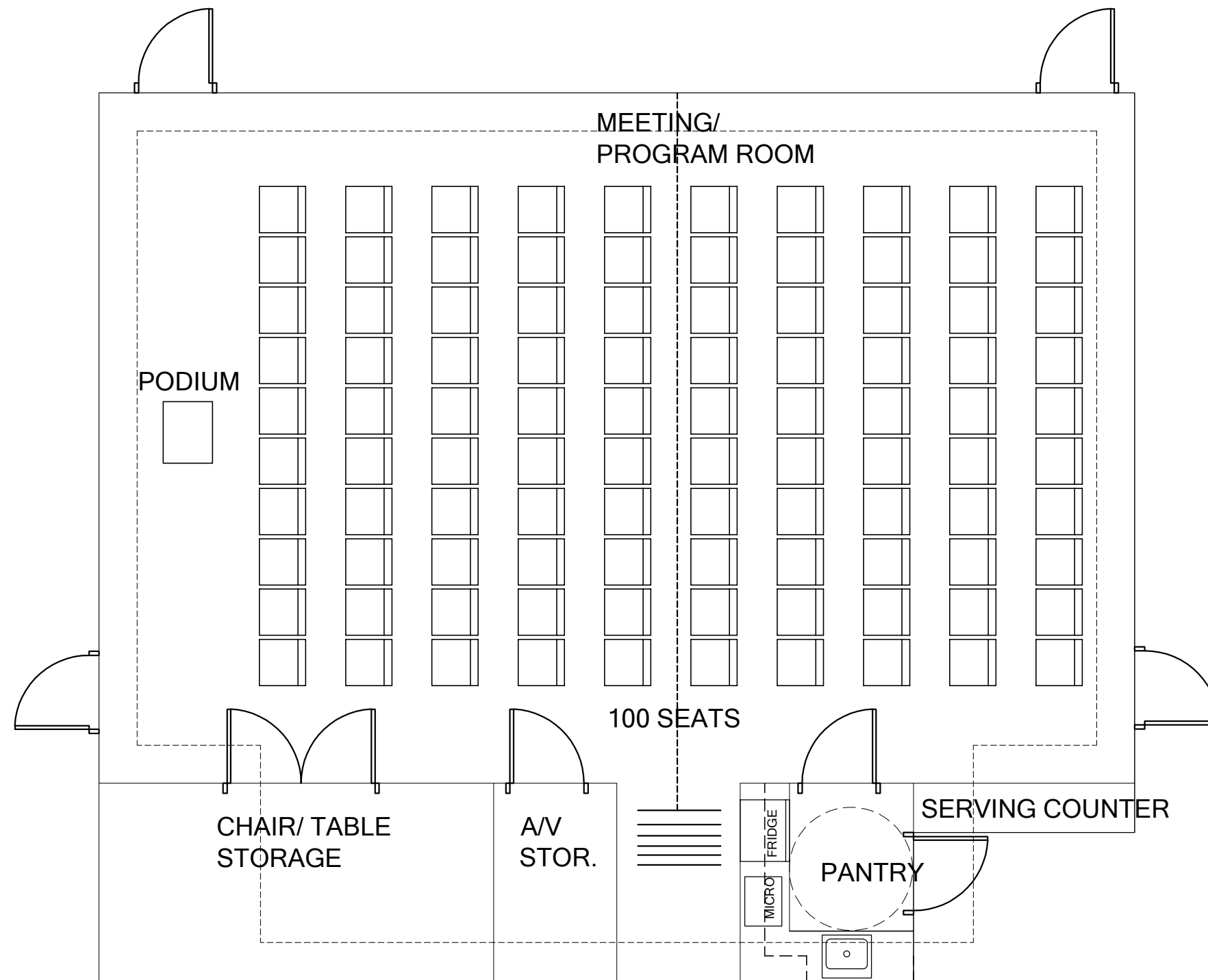
Furnishings: Podium, pull-down screen for images, 100 stack chairs are easily stored and moved about. 8 tables of 6 feet each that can be folded and stored. Partition capable of dividing the room by one-half. Lightproof drapes/shades on windows, necessary for darkening room during daytime use.

Equipment: Utility table on wheels to hold slide and digital projectors.
Easy to use sound system allowing control from front and back of room
Wiring so computers can be used in this room
Adequate electrical service: ex. Electrical capacity of four 20amp outlets for use of multiple appliance (i.e. coffee, tea) simultaneous use.
Floor outlets (childproofed electrical receptacles throughout the room)
Hidden electrical extension cords for safety when slides, etc. are shown.
Kitchenette either within or adjacent to room. Should have refrigerator, sink, electric burners, microwave oven, countertop over cabinets and cabinets above for storage.
Secure area (i.e., closet) to store equipment, tables and chairs
Require room adjustable environmental controls
Sound system for general audience and hearing-impaired installed in walls and ceiling.
Telephone; Cable access for video project

Close Proximity To: Meeting/program room should have direct access to entrance/exit and parking lot so that it can be used when the rest of the library building is closed to the public. Accessible restrooms and water cooler. Near elevator. Near coat rack.

Area Required: Current meeting room has 640 square feet.
New meeting room should be about 1,200 square feet. (One seat requires 10 sq. ft. + 20% of total suggested) Should include closet adequate for storing tables, chairs, and podium. Place for hanging coats, especially bulky winter outer clothing, and storing umbrellas.

Architectural Features: The meeting room should be easily accessible to the disabled. It should have a separate entrance. It should be accessible to a kitchenette and rest rooms. Windows would be desirable. Floor surface should be carpeted. Walls should have durable finish and accessories for hanging and lighting works of art. Light switches with permanent labeling should be both in front and rear of room.



ACTUAL AREA: 1460 SF INCLUDES STORAGE
 (PROGRAM: 1,200 SF)

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MEETING ROOM

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 SK-16
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AREA DESIGNATION: Newspaper and Periodical Display

Functions Performed: This area holds the periodical collection of 230 journal subscriptions and 16 newspapers (six dailies). Users locate desired magazines and newspapers on display shelving. Users may wish to read the latest issues, which do not circulate, at tables in this area. The shelving should accommodate at least the current year of a journal and 30 days or more of newspapers on accessible, functional shelving.

Occupancy: Public: About six to eight individuals may use this area simultaneously locating selected journals and newspapers.

Furnishings and User Seating: It would be desirable to have one or two reading tables with task lighting and chairs in the periodical/newspaper area. Comfortable seating.

Shelving: This area should have slanted display shelving with place to store at least the current year's journals. Shelving need not be 90" tall, but a more easily accessible height, perhaps 72" tall, or 60" tall for users' ease in reaching the shelves. Newspapers need appropriate type of shelving which will keep them neat and accessible.

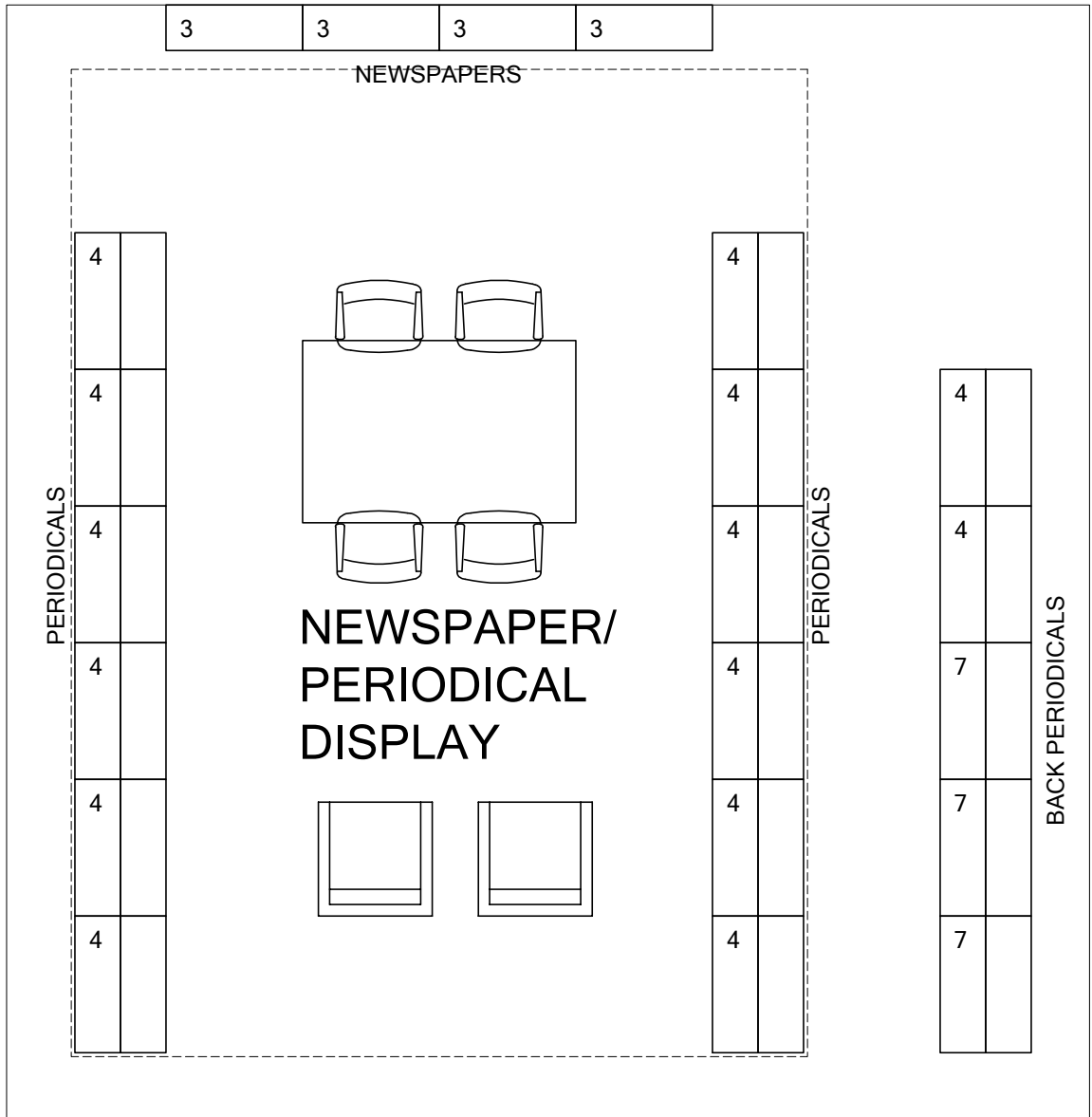
Capacity: The library currently subscribes to 230 journals. The new area should accommodate up to 280 journals. The library subscribes to sixteen different types of newspapers. Six are dailies, and must be readily accessible. Total newspapers may grow to twenty. Total journals and newspapers will be about 300.

Close proximity to: Tables and chairs for reading. Storage area for back issues and newspapers and periodicals on microfilm. Near to microform scanner/printer and Optilec Reader for vision impaired. Visible from the circulation and reference desks. Not far from entrance. Near to circulation desk for check-out purposes (back issue periodicals only).

Distant from: Does not need to be near Youth Services, meeting or quiet study rooms. Away from noisier areas.

Area required: Adequate space to shelve and display 300 periodicals and newspapers. At present the periodical area is limited to one 90" tall 15-foot wide steel display shelf taking up about 47.7 square feet. There is an adjacent table with two chairs (100 sq.ft.) The formula for periodicals suggests 185 sq. ft for 280 current journals. A current newspaper rack requires 25 sq. ft. For back issues of newspapers, add another 40 square feet. Total required space for current periodicals, current and back issues of newspapers and a reading table is 350 square feet. (Amount may need to be recalculated based on 60" high shelving.)

Architectural features: This is an important area of any public library, often located not far from the entrance. It should set a welcoming tone with easily accessible shelving, good lighting, attractive furnishings and comfortable seating for library users.



ACTUAL AREA: 580 SF (PROGRAM: 350 SF)

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PERIOD. DISPLAY

Date

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Scale

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Drawing No.

SK-8

PAGE

AREA DESIGNATION: Non-print Materials Area

Functions Performed: Non-print materials are proliferating rapidly in public libraries and need to be housed differently than print materials. The non-print materials area will hold popular movies, series and nonfiction videocassettes, DVD's and circulating art prints. This area will also house the library's collections of books-on-tape, books on CD, music and related entertainment in CD format. This area is where the public makes their selections for borrowing non-print materials. This area is for browsing and locating specific titles.

Occupancy: Public: The area should accommodate at least ten patrons simultaneously.

Staff: Use the area sporadically to add titles, reshelv and locate materials.
Make attractive displays here.

Public Services Desk: The rapid growth of the library's non-print collection may justify its having its own public services desk in the future. Provide space for this need.

User Seating: Seating for six individuals.

Furnishings: Two tables and eight chairs. Bins or special shelving to hold art prints. Attractive cabinets to hold CD collection, allowing for some front cover display.

Shelving: Videocassettes and DVD's in the Adult department now take up about 462 linear feet of shelving. Videos are shelved on unattractive black metal moveable racks. It would be desirable to have attractive racks, or some type of built-in shelving, which would allow for frontal display of 10% of the materials. There should be a bookshelf for the library's small collection of movie reference books to help users make selections.

Capacity: The adult videocassette and DVD collection is 6,200. Could grow to 10,000. Adult audiotape and books on CD collection may increase from 4,600 to 8,000. Bins for 50 framed art prints, which circulate.

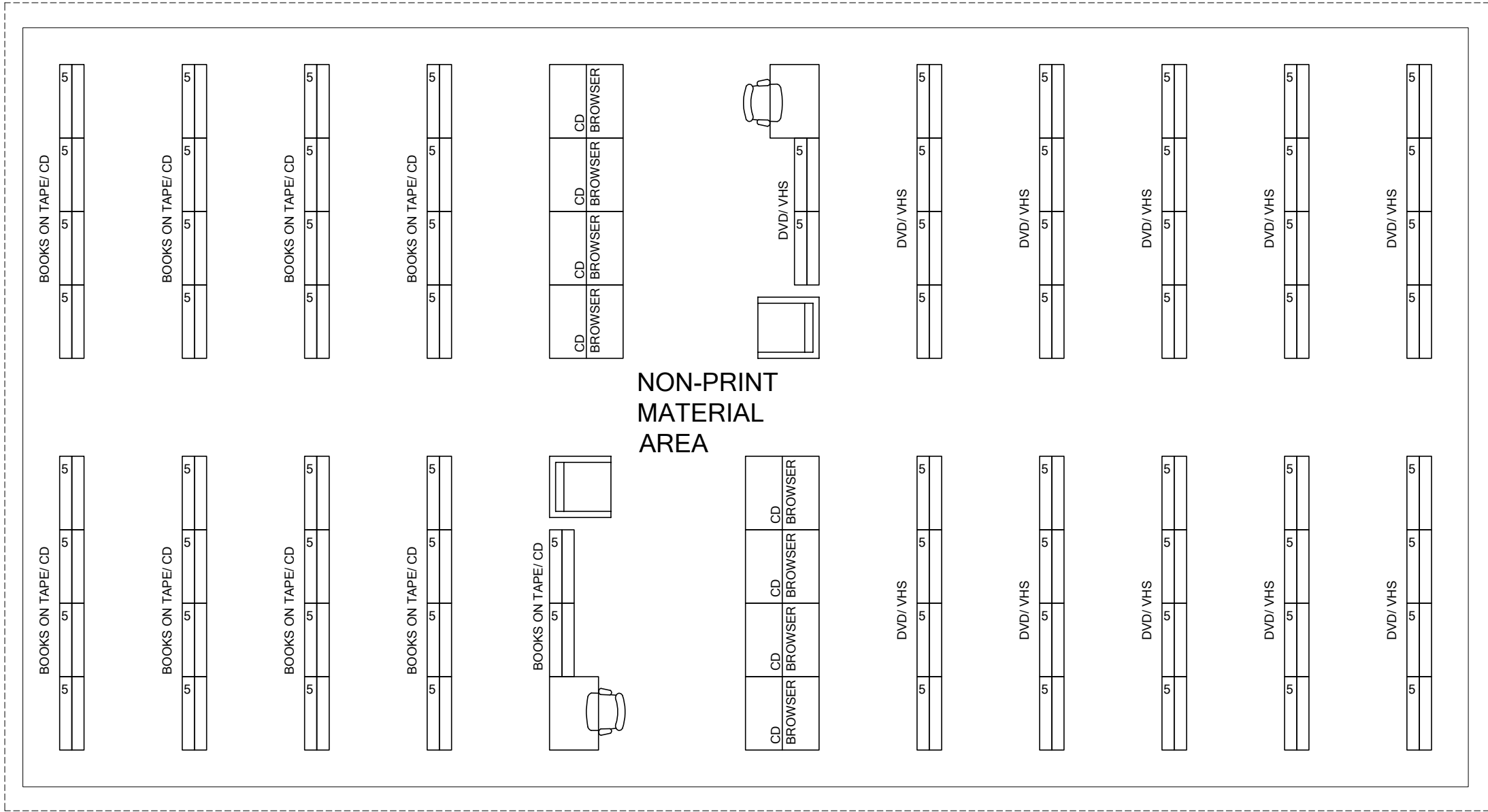
Equipment: New machines now in music and video stores which read the item's barcode and provide either scenes from the movie (DVD or videocassette) and/or the music from a CD in an area of the Non-print Room which may be partially enclosed so as not to disturb other customers.

Close Proximity To: Not far from Library Entrance and Lobby and Circulation Desk.

Materials: Plan to accommodate 18,000 non-print materials in a variety of formats.

Area Required: 18,000 non-print items will require an 1,800 square feet space. Add art print bins and space for seating for a total of 2,000 square feet.

Architectural Features: Plan for some brightly lit bookstore type display units. Area will be used intensely. Therefore, plan for wide aisles. Since this is a high growth area in libraries, build in some flexibility for future expansion and constantly changing technology affecting these media.



ACTUAL AREA: 1830 SF (PROGRAM: 2,000 SF)

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NON-PRINT

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SK-9
 PAGE
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AREA DESIGNATION: Quiet study rooms

Functions Performed: Four quiet study rooms each provide a place for one person or small groups of up to four to pursue research, work on a laptop, or conduct a small meeting or discussion group. ESOL tutors can also use rooms

Occupancy: Public: One to four persons.

Staff: Could also use for small meetings (union, book selection, etc.)

User Seating: Four chairs in each quiet study room.

Furnishings: One study table and four chairs with upholstered seats and backs in each room.

Equipment: Electrical wiring and connections for use of laptop computer

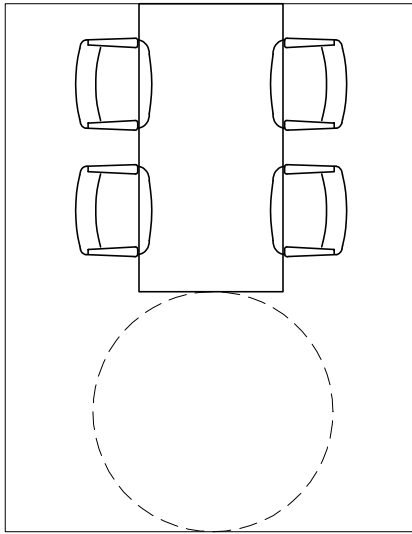
Close proximity to: Almost anywhere with few exceptions
Near program/meeting room.

Distant from: Children's Services Department, Circulation Desk,

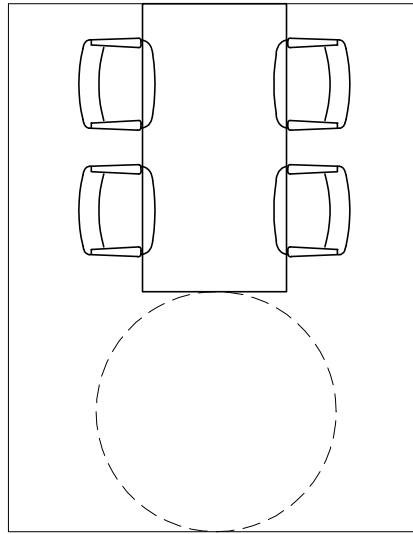
Area required: Four quiet study rooms each about 95 square feet (Total= 380 square feet)

Architectural Features: Windows into rooms from inside building for monitoring and security reasons. Soundproofing and acoustically dampened. Electrical receptacles at 32". Quiet colors. Outlets for laptops, or similar items. The four small quiet study rooms might have movable dividers so that the rooms could be opened up for a larger study area or small meeting/conference room. Flexibility is an important factor here.

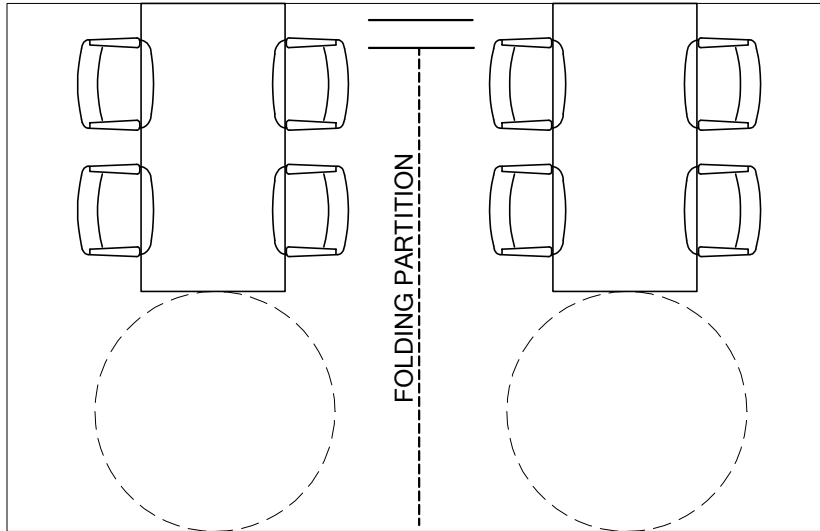
QUIET STUDY



ACTUAL AREA: 95 SF
(PROGRAM: 95 SF)



ACTUAL AREA: 95 SF
(PROGRAM: 95 SF)



ACTUAL AREA: 95 SF
(PROGRAM: 95 SF)

ACTUAL AREA: 95 SF
(PROGRAM: 95 SF)

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QUIET STUDY

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SK-18

PAGE

AREA DESIGNATION: Reference/Information Area

Functions Performed: The Library provides reference, information and directional help in this area. Staff answers research questions for people of all ages, in-house, by e-mail and telephone. Staff provides reader's advisory services. One reference librarian staffs the area, which houses the reference book collection, microfilm, tax forms (seasonal), consumer information materials, and computer workstations for Internet, database and catalog searching. Staff monitor and instruct in use of electronic resources. At least six of the public computers workstations should be in a partially-glassed room (visible from the reference desk) and the workstations should be arranged so that this area can double as a training area.

Occupancy: Public: The area should accommodate 5 to 20 individuals.

Staff: 1 reference librarian. Occasionally extra reference librarian in building.

Public Service Desk: The Reference Librarian should be sited at an accessible public service desk/counter. The desk may have two height levels so that those seeking quick information can approach the reference librarian at eye level and those needing more lengthy assistance may sit down for his/her reference interview. Lower level also required for disabled patron.

User Seating: There should be four study tables with 16 seats so that individuals using reference materials may have a comfortable chair/table at which to work. There should be three single seats at low-sided carrels with hooks for coats, handbags, etc.
Index table with six seats (for business reference and other indexes)
It is necessary to install electrical outlets under these tables, carrels, etc.

Furnishings: Tables, chairs and computer workstations should be sturdy, attractive, easy to keep clean. Two atlas stands, one dictionary stand.
Tables and carrels should have electrical wiring for use of laptops.

Shelving: Steel or wood shelving for collection.
Currently the Reference Section has 564 linear feet of shelving for approximately 3,948 volumes; that is about 7 volumes per linear foot of shelving. Assuming 25% growth in the reference book collection to 5,000 volumes, shelving should be minimally 715 linear feet. 1,000 linear feet of additional reference shelving would be desirable to avoid crowding and offer ample room for expansion. Prefer shelving in the 42" to 60" range of height but 72" and 84"-90" may be considered for more efficient use of space. Also many reference books are 5, not 7 to a linear foot.

Equipment: Microform scanner/printer should be located near or in the Reference Area.
Ten computer workstations for the public networked to printers
Photocopier handy for public use.
One computer workstation for staff at Reference Desk
Two book trucks, three file cabinets.
Files for microforms.
4" x 8" display bulletin board for public postings.
Mobile, portable and fixed wired telephone with data transmission lines.

Close Proximity To: Near a quiet room, if possible. It should be near newspapers, Journals and adult nonfiction. In line of sight with the Circulation Desk if possible. Staff and patron areas should be clearly delineated. No architectural barriers.

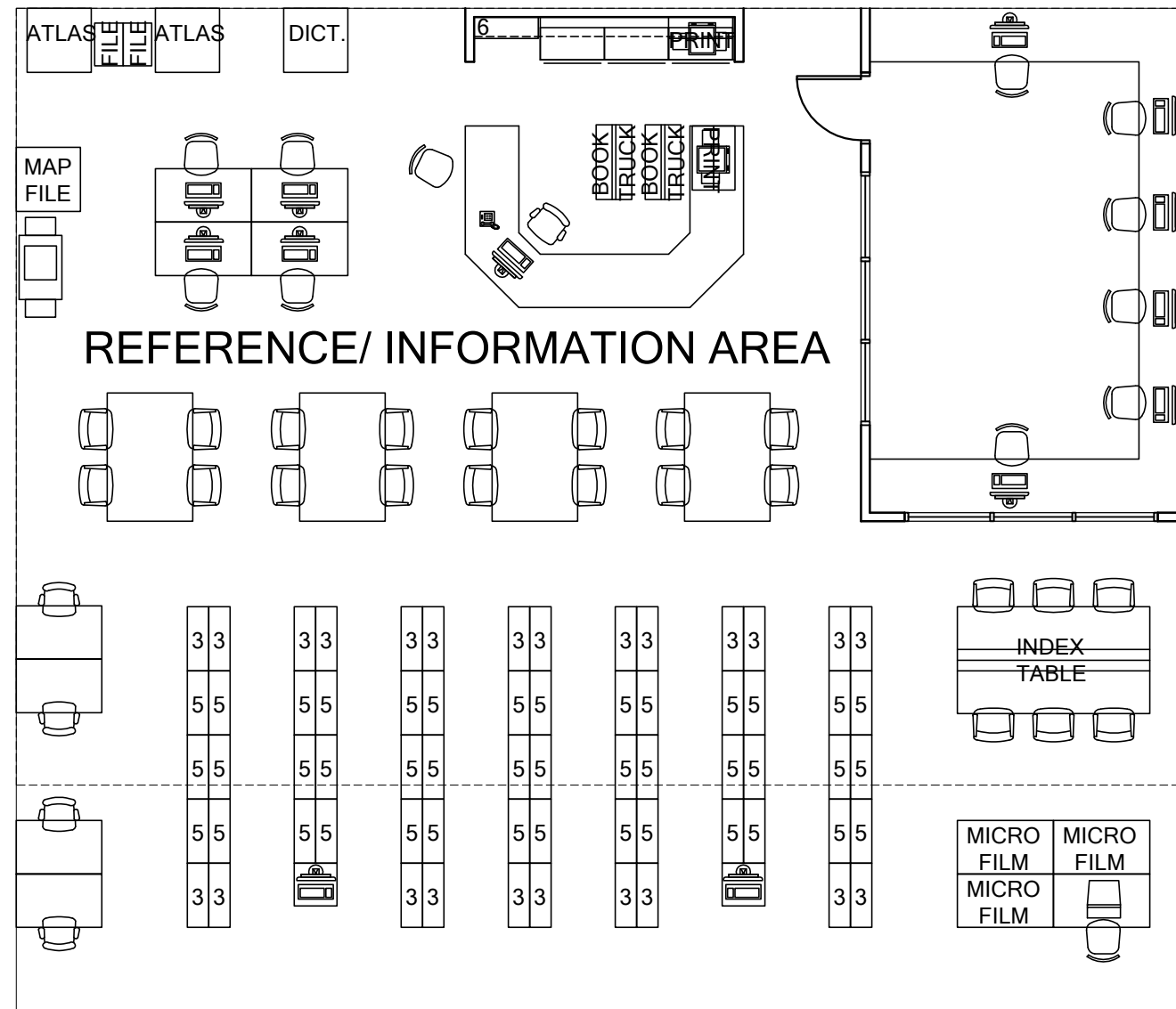
Area Required: Currently the Reference area is 585 sq. ft. It also expands into an adjacent area of 181 sq. ft. for a total of 766 sq. ft. 1,000 square feet dedicated to reference would be desirable plus space for the reference desk, computer workstations and user seating.

It is important to accommodate the following:

2 atlas and 1 dictionary stand @ 35 sq. ft each = 105 sq. ft.
Microfilm cabinets 3 @ 10 sq. ft each = 30 square feet
Photocopier = 50 square feet
Index table - six-place = 140 square feet
5000 books need 715 square feet
Four tables with task lighting, four chairs each = 400 square feet
Reference desk = 65 sq. feet per station (one station)
Three study carrels @ 35 sq. ft. each = 105 square feet
Ten public access computer workstations=400 square feet
Total = 2,000 sq. ft. (approx.)

Architectural Features:

Noise should be acoustically dampened because of user conversations, and operation of printers and computers. Inviting and attractive area. Easy to locate. A major activity center in the public library.



ACTUAL AREA: 2,585 SF (PROGRAM: 2,000 SF)

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REFERENCE AREA

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Drawing No.
SK-6
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AREA DESIGNATION: Reference Department Office

Functions Performed: Reference collection evaluation, book selection, reading reviews, planning, training, and other aspects of the reference component of public library service. May conduct some reference interviews here.

Occupancy:

Public: This is for the most part a private area. However, the reference librarian may choose to conduct a reference interview here when it involves a sensitive topic.

Staff: Head of Reference and other reference librarians (2-3)
Probably used by no more than two individuals at a time.

User Seating: Seating for three staff members and one extra chair.

Furnishings & Equipment:

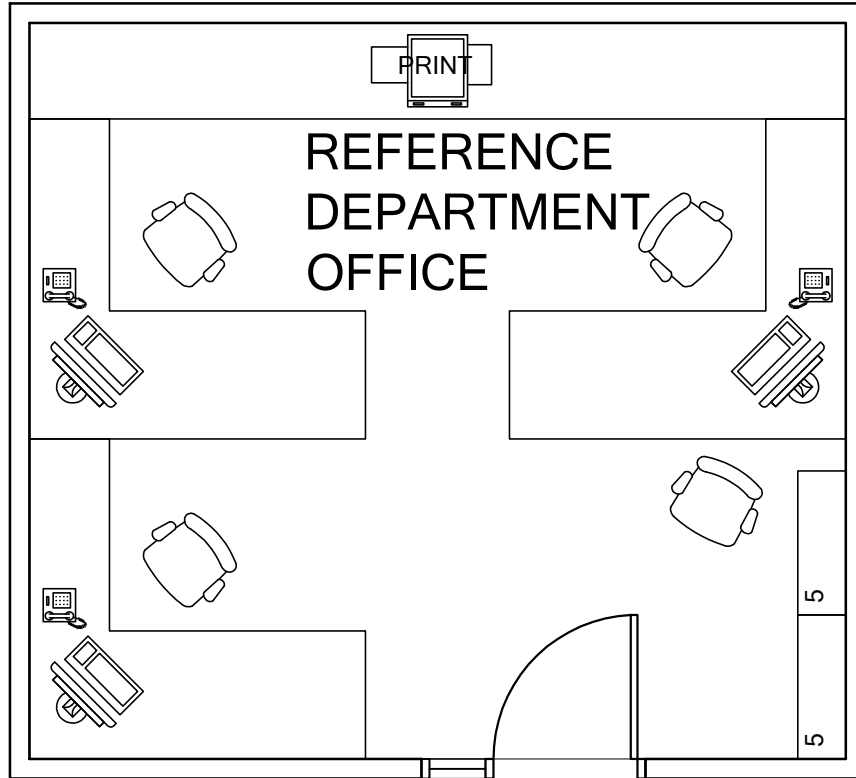
2 60" desks, with ergonomic task chairs
1 Computer workstation with task chair
Telephones, fax

Shelving: Shelving for 200 volumes--books, professional materials, selection journals, etc. Could be built-in or along walls of room.

Close Proximity: Close to Reference/Information Area

Area Required: Reference Librarian's office is currently 75 square feet.
For two staff members, 2 @ 125 sq. ft. = 250 square feet

Architectural Features: Soundproof, good lighting, natural light if possible from windows. Carpeted floor. Closet for locking valuables such as laptops.



ACTUAL AREA: 260 SF (PROGRAM: 250 SF)

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REFERENCE OFF.

Date

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Drawing No.

SK-7

PAGE

AREA DESIGNATION: Restrooms

Current Situation: The current situation is inadequate.

There is one small staff restroom on the main level off of the Circulation Office. There are no bathrooms on the balcony. On the basement level there is a public men's room with urinal and one private stall; a public ladies' room, which accommodates only one person. There is a staff bathroom in the present office area. In the work area of the Children's Room, there is a toilet for children to use (one). The scarcity of public bathrooms presents a problem, especially when programs are held in the Program/Meeting room.

Future Needs:

Adequate number of bathrooms to serve the staff and public. Fixture count for each restroom should be code compliant. A suggested configuration is:

1. One bathroom on the main level.
2. One bathroom designated for staff use.
3. One bathroom for Children's Services Department staff and children near the Children's Services Area. Include baby changing table and comfortable chair.
4. Restrooms with multiple stalls near the meeting room. The public restrooms should be accessible during regular hours and after the library closes, when the meeting room is being used.

Area Requirements:

As stated, architect should determine number and size of restrooms in compliance with current building codes. A possible configuration is:

Three single bathrooms = 150 square feet

Two public bathrooms = 250 square feet

Total is 400 square feet or 350 square feet because the Children's bathroom is included in the Children's Area requirements.

Considerations:

Restrooms should have low maintenance fixtures; wall and floor materials should be easy to clean. Fixtures should be standardized items, so that replacements can be found when parts fail. Restrooms must be accessible for the disabled.

AREA DESIGNATION: Special-Use Space

Functions performed: Special use space provides space for elements of an individual library's program of service or special types of furnishings that may or may not have been accounted for in earlier sections of this document.

Occupancy: This varies with the type of special-use.

Furnishings for special-use areas:

Atlas/dictionary stand	35 sq. ft.
Bulletin board	9 sq. ft.
Display case (see section on this topic)	50 sq. ft.
Handouts (free standing rack)	20 sq. ft.
Index table (six-place)	140 sq. ft.
Map file	35 sq. ft.
Microfilm cabinets	10 sq. ft. for one
Newspaper rack	35 sq. ft.
Photocopier	50 sq. ft.
Digital scanner/printer	40 sq. ft.
Vertical files (1)	10 sq. ft.

Furnishing items to be found in other areas:

In the Reference area, the following will be placed:

Atlas/dictionary stand	35 sq. ft.
Index table	140 sq. ft.
Two map files (in Reference and in Local History areas) 1 @ 35 sq. ft =	70 sq. ft
Two microfilm cabinets	20 sq. ft.
Digital scanner/printer	40 sq. ft.
4 Bulletin boards @ 9 ft.	36 sq. ft.
Newspaper rack	35 sq. ft.

AREA DESIGNATION: Staff Room

Functions Performed: Staff eats meals, snacks, take breaks, relax, hang coats, distribute staff mail.

Occupancy: Five individuals at one time

User Seating: Ten staff
1 couch
4 lounge chairs
6 straight chairs at table

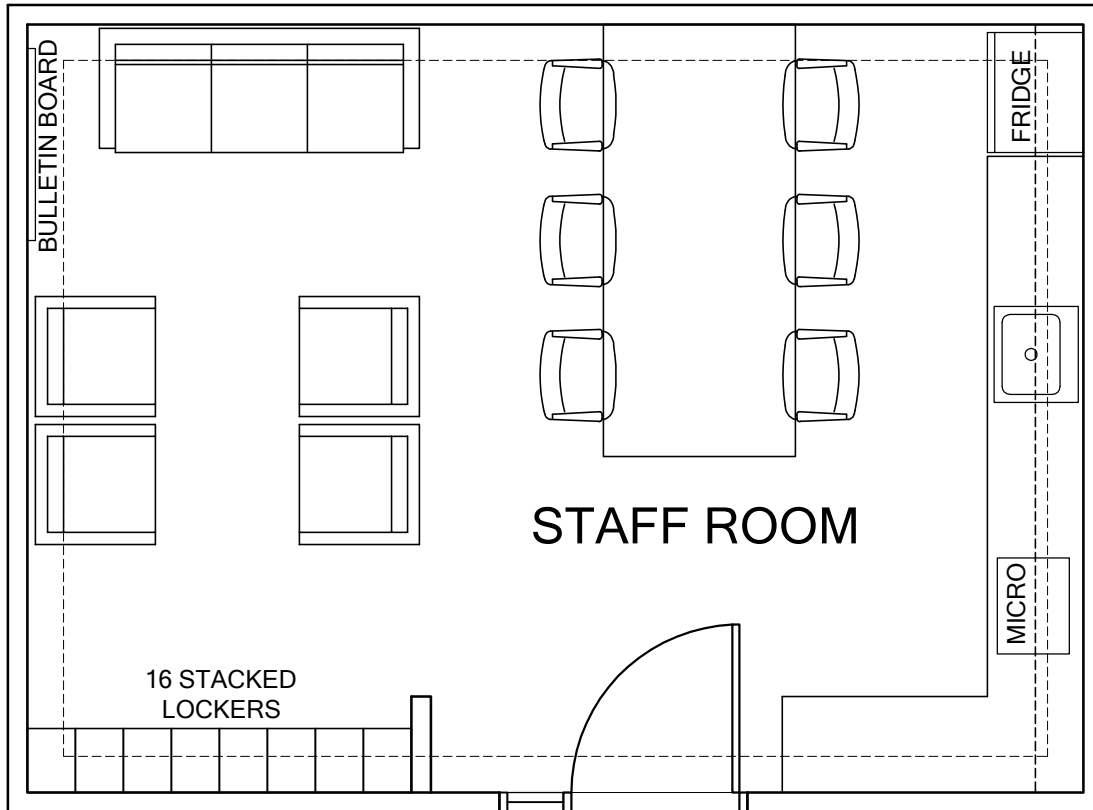
Furnishings: Comfortable lounge seating for four
Table with seating for six
Sofa or couch, place for cot
Lockers
Full-size refrigerator, microwave, stove with surface burners
Countertop with cabinets above and below; Stainless steel sink

Equipment: Telephone extension
Bulletin board for employee news, announcements, etc.
Coat rack for 10 coats
Shelves for reading materials
Mailboxes for 25 staff, Friends, ESOL program

Close Proximity To: Restrooms, Snack Bar

Area Required: 25 per seat + 50 =	300 sq. ft. or
Table and six chairs =	100 sq. ft.
4 lounge chairs =	100 sq. ft.
Sofa	56 sq. ft.
double lockers (15) approx..	44 sq. ft.
coat rack	
staff mailboxes	

Architectural Features:
Comfortable, relaxing room. Natural light. Good heat and cooling.
Easy to clean flooring, Efficient kitchen with adequate storage.
Incandescent task lighting with an area that can be darkened for resting or brightened for reading.



STAFF ROOM

ACTUAL AREA: 350 SF (PROGRAM: 300 SF)

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STAFF ROOM

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AREA DESIGNATION: Technical Services Area

Function Performed: Library materials are ordered, received and processed in this area.

Occupancy: 2-3 staff: Technical Services & Cataloging Librarian and Audio-visual Acquisitions and Processing person.
Clerk or page, who works as processing assistant
Frequently one volunteer assists here.

Furnishings: Two desks with drawer files, ergonomic chairs, computer workstations, Telephones, and wastebaskets. Acoustical dividers between desks.
Six book trucks
Counter of durable material for book covering and packaging materials.
Worktable for volunteer processors to sit at when processing materials.
Storage cabinets or shelves in a closet for supplies, book covers, stationery, pens, pencils, etc.
Closet or spaces for staff personal belongings.
Bulletin board
Receiving area with table or counter providing space for deliveries, packing and unpacking print and non-print materials
Stainless steel sink with hot and cold water.

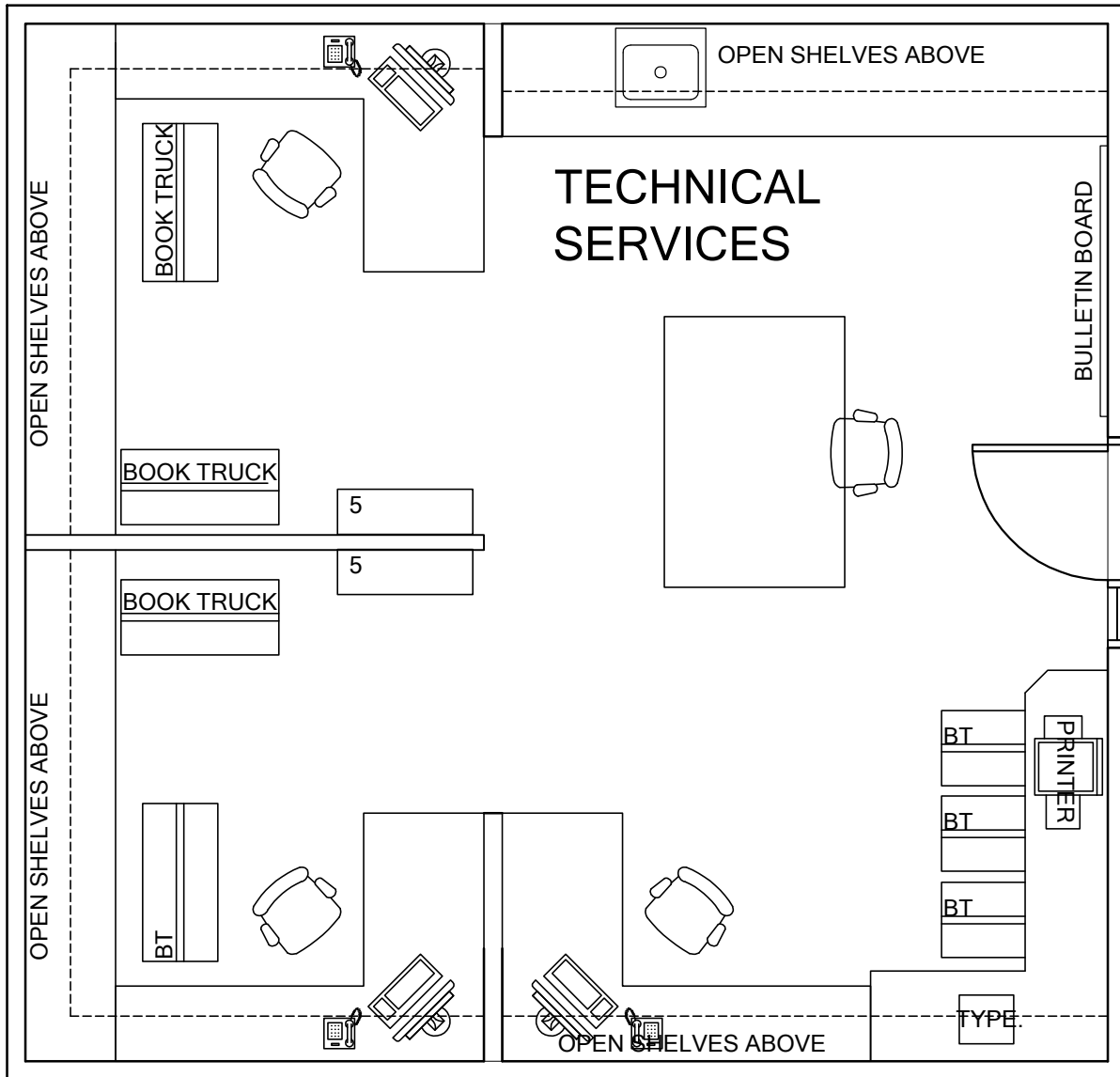
Shelving: Accommodate 100 books in process and 100 non-print items
Adequate shelf space for in process items could eliminate need for multiple book trucks. Shelves should be able to hold DVD, Video and CD and audiotape cases.

Equipment: Typewriter
Copier and shelving for copier paper
Bulletin board
Clock
Trash baskets for all trash, including recyclables

Close Proximity To: Near service entrance

Area required: The area is now about 400 square feet. Recommend 550 square feet

Architectural Features: Locate near delivery point for delivery and distribution of materials. Windows that open, well lighted, individual heating and cooling thermostat zone. Spacious, lots of elbowroom, adequate space to move book trucks and facilitate deliveries is essential. Storage an important feature. Good ventilation as book mending may be done here.



ACTUAL AREA: 550 SF (PROGRAM: 550 SF)

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TECH. SERVICES

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AREA DESIGNATION: Young Adult Room

Functions Performed: For young adults (approximate ages 12-17) to do homework, book reports, study, read for pleasure, use laptops and computers to obtain information of interest, gather to talk, listen to music, view videos, browse, and relax.

Occupancy: Public: 4 to 12 young adults **Staff:** 1 part time

Furnishings: All furnishings should be highly durable. Shelving should include flexible display types for YA fiction, nonfiction, and paperback books, videos, CD's and magazines.

Videos and CD's need secure shelving to resist theft.

Two library reading tables, seating for four each. Two study carrels.

Tackable wall surfaces for a bulletin board.

Tilt and store shelving for seven magazine.

Equipment: Outlets for plugging in laptops. Wireless hub.

Electrical and low voltage wiring in place for wide area network connections

Two mobile book trucks for materials.

Homework center (computer and bookcases) located here.

Tackable wall surfaces for posters and student art.

One standup CD listening station

Three public access computer workstations

Materials Capacity: Current young adult fiction includes 1,600 titles. Nonfiction is currently interfiled with the adult collection because of space limits. It should be moved to the Young Adult Room. There should be shelving for 3,600 titles. Seven magazine titles on tilt and store shelving. Display racks for 500 CD's, 200 videos and DVD's and 50 audiobooks

Seating: for twelve

Two tables with 8 chairs

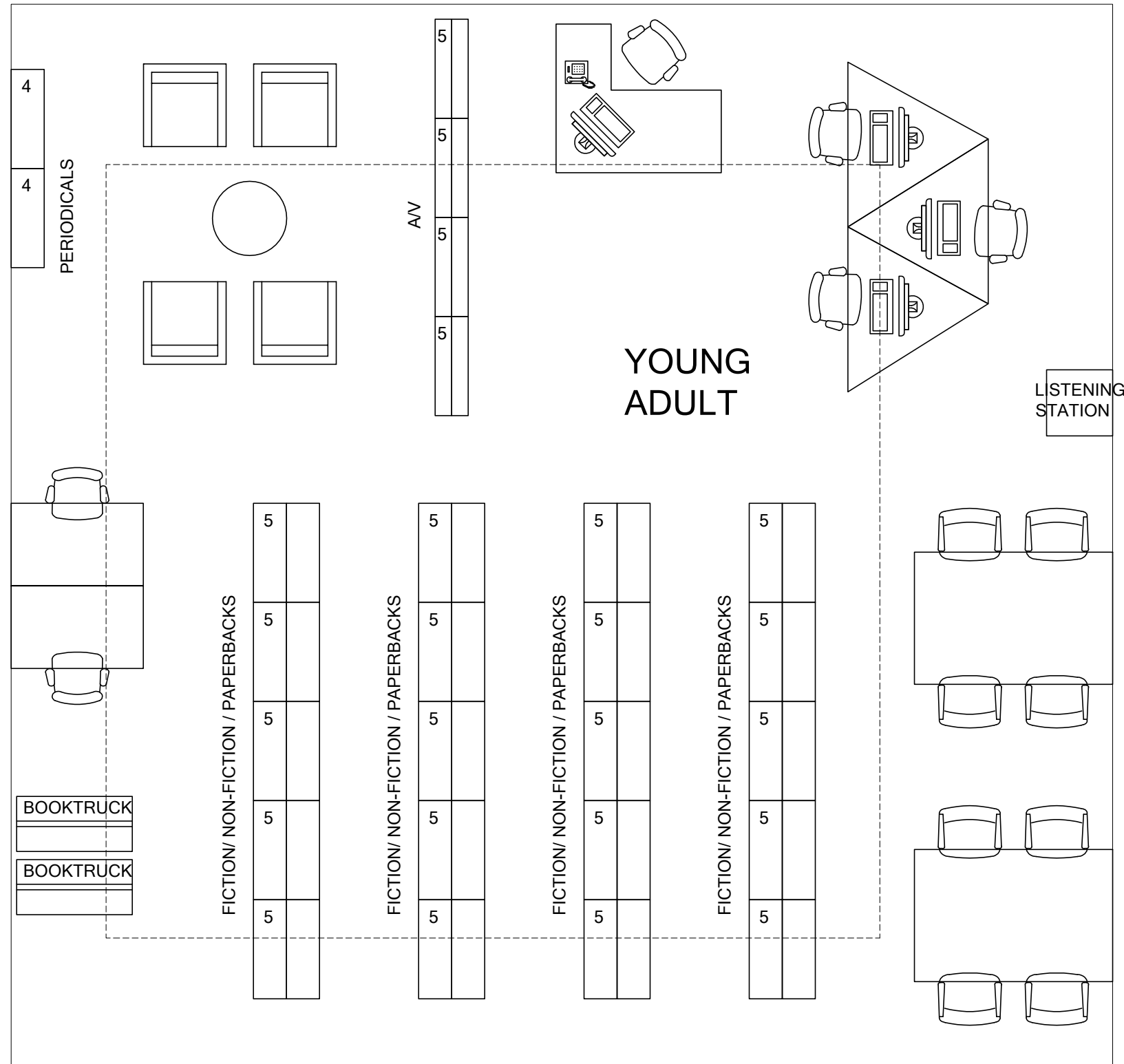
Comfortable seating area of 4 lounge chairs and/or 2 small sofa/loveseats

Close Proximity To: Visible from either adult circulation or reference desks. Staff at either of these desks should be able to see YA room and assist young people as needed. Accessible from entrance without going through children's or adult areas. Not too distant from snack area.

Area required: 550 square feet

Architectural Features: The room should be inviting to teenagers. It should have extra soundproofing in walls and ceiling. There should be a mixture of adjustable ceiling lighting on a rheostat and task lighting at tables and carrels. Durable materials, attractive and sturdy, should be used in the wall, floor, window treatments and all furniture.

Comfortable, attractive, informal are key concepts here.



ACTUAL AREA: 1070 SF (PROGRAM: 550 SF)

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YOUNG ADULT

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AREA DESIGNATION: Children's Services Department
(Work area, story/crafts area and offices presented on separate sheets)

Functions Performed: Houses children's book and media collections, provides circulation, reference and reader's advisory services, offers storytelling and other programs, provides computer workstations, study tables, play area with toys. Also provide special materials such as the professional collection, teacher resources, story time materials, and parenting collections. Staff offices, work areas, story and craft areas included in this department, will be described separately. The Young Adult Area is separate from the Children's Services Department.

Occupancy: Public: 25 children, 12 adults

Staff: Head Children's Services Librarian, Assistant Children's Services Librarian, two part-time library assistants/clerks and one page.

Head and Assist. Youth Services Librarians will have offices. Two library assistants at Circulation desk most times.

Public Service Desk: One desk for providing reader's advisory and reference assistance. and circulating materials, which includes check-in, check-out, reserving items, and registration. The desk will have two staff computer workstations to serve the public. If investigation proves it feasible to have one circulation desk for the entire building, this desk would be for reader's advisory, reference, homework assistance, and general assistance.

User Seating: 1 or more loveseats to accommodate adult and child

3 full-size study tables each seating 4 people.

2 youth size tables for young children, 8 seats

4 seats at one table designed with listening devices

4 seats at PAC computer workstations

4 staff seats at public service/circulation desk

4 comfortable juvenile lounge-type chairs 1 @ 25 sq. ft = 100 sq. ft.

Separate, but contiguous to the Children's Services Dept. are special areas for storytelling to accommodate 25 children and for crafts projects to accommodate 15 children. Avoid built-in permanent seating in the storytelling area to allow for flexibility.

Furnishings: 3 study/reading tables, adult size and chairs 1 @ 100 sq. ft. = 300 sq. ft.

Table that seats four individuals for books on tape listening with earphones & players 1 @ 25 sq. ft. = 100 sq. ft.

2 youth size tables and chairs 1 @ 100 sq. ft. = 200 sq. ft.

Service desk to accommodate all circulation functions

Desk counter should be 12-14 ft. long without sharp edges with one end of counter designed at child-size height =.

Registration area with 1 adult-size chair, 1 child-sized chair

Three computer workstations 1 @ 40 sq. ft. = 120 sq. ft.

Four book trucks @ 10 sq. ft. = 40 sq. ft.

Preschool play area with toys = 5 children at 25 sq. ft each = 125 sq.

One or more loveseats

Shelving: Shelving to accommodate collection, which will grow from 19,000 to 26,500 books and from 1,800, to 2,875 media. Shelving for periodicals. Shelving for specialty items, discovery and other kits. Books will need about 2600 sq. ft. for adequate shelving. 20 sq. ft. for periodicals; 400 square ft. for media. Special shelving for picture book collection, now 171 linear feet. Shelving for small collection of 250 old, some rare children's books. Shelving for teachers' resource collection (75 volumes). No such collection exists at present.

Book Capacity: Will grow from 19,000 to 26,500.. Periodicals will increase from 14 to 20 subscriptions

Equipment: Television and video equipment, one typewriter, seven computer workstations (three for staff, four for public) Lockable storage closets or areas needed for equipment. Audio tape players and headphones. Telephones. Wireless hubs available

Close Proximity To: Near public bathrooms, elevator for parents to use for strollers. Plan for one bathroom within the Children's Services Room with Baby changing table.

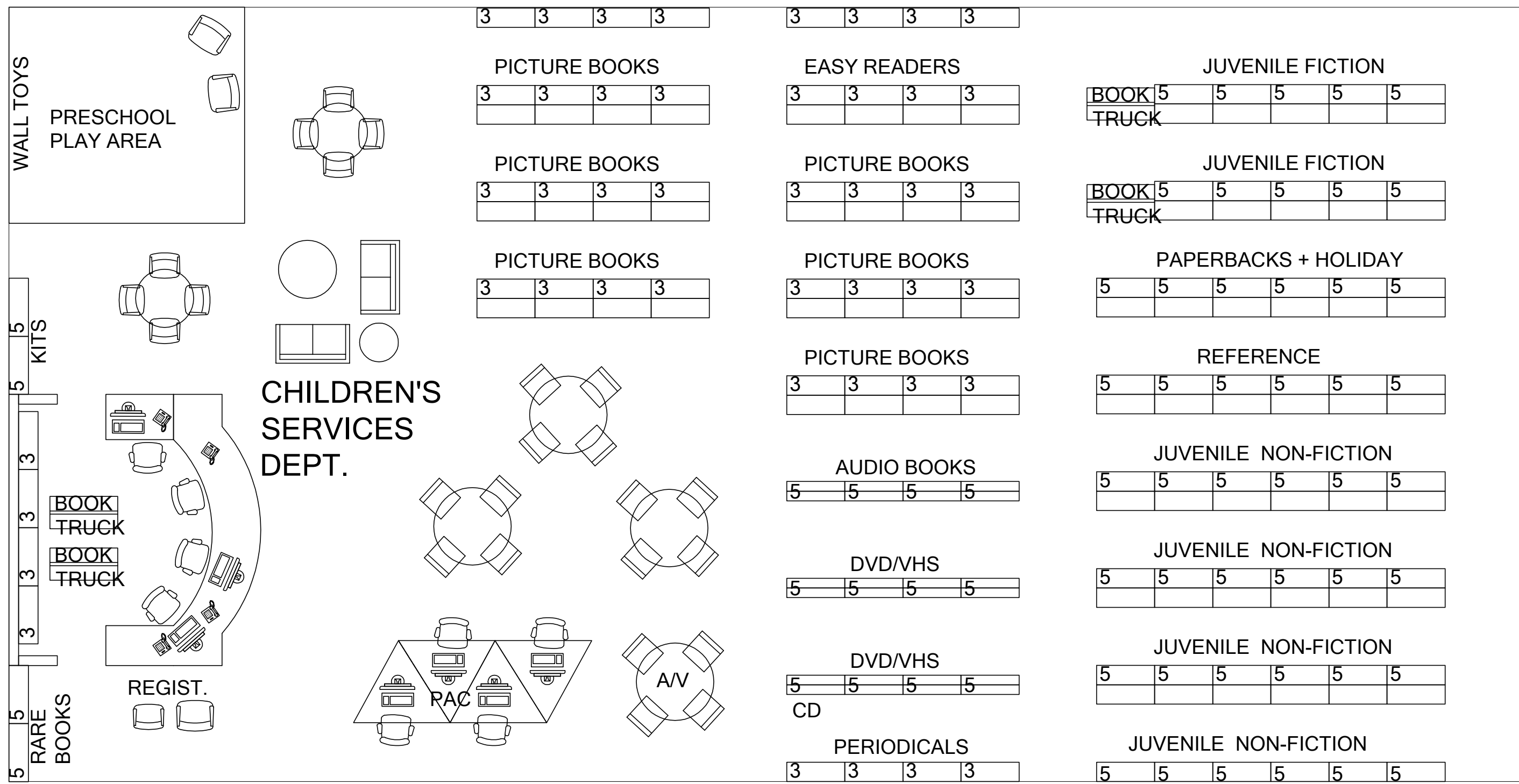
Distant From: Quiet study areas

Area required: Present size is 2,100 square feet. We would need about 5,000 square ft. or more than double the current size. The total of the above listed requirements for furnishings, equipment and shelving adds up close to 4,000+ square feet. Add the following:

Youth services work area, p. 47	200 Sq. ft.
Youth staff offices p. 48	250 Sq. ft.
Storytelling & crafts p. 49	500 Sq. ft.
One restroom p. 39	50 Sq. ft.

Total for all = 5,100 square feet; Round off to 5,000 square feet

Architectural Features: Children's Services Department should be bright, cheerful, spacious area. Windows with screens desirable. Carpeted floors. Area should be easy to monitor with few staff. Avoid 90" tall shelving; prefer medium height shelving for youth.



ACTUAL AREA: 3,125 SF (PROGRAM: 4,000 SF)

AREA DESIGNATION: Children's Services Department Work Area

Functions Performed: Orders received, books processed, storage of crafts materials, posters and other items.

Occupancy: Public - Not a public area
Staff - 1 to 2 staff members

Furnishings & Equipment: Cabinets, large countertop work area, sink, and drawers for supplies, outlets, book trucks, one computer, telephone, and one typewriter and typing table. 4-drawer file cabinet. Three book trucks. Space for at least one staff desk and work table.

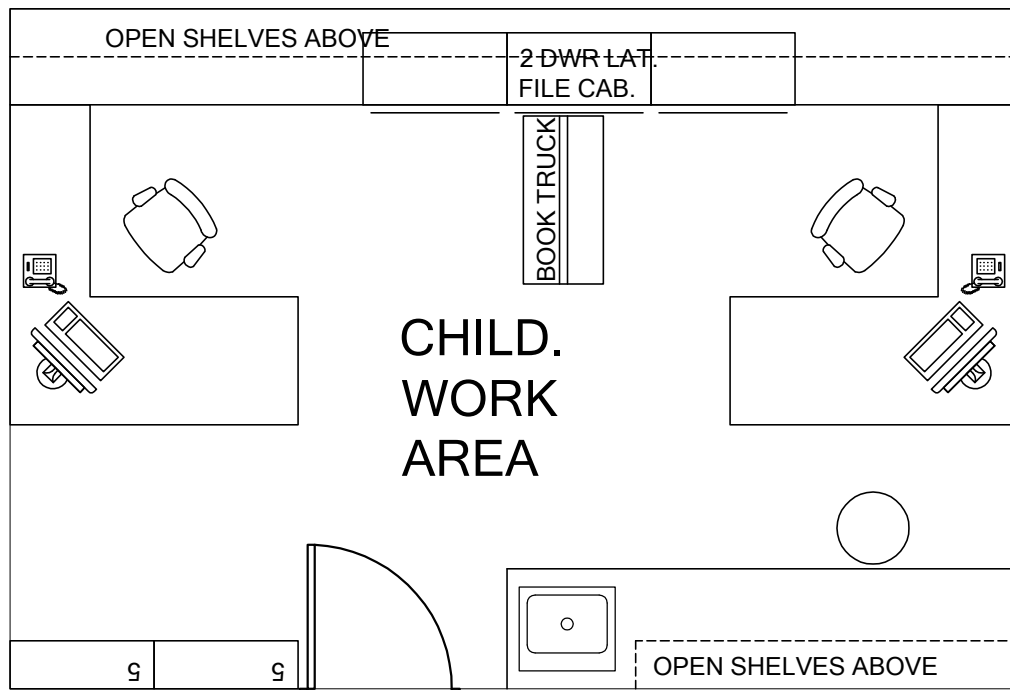
Approximate space breakdown: Computer workstation = 45 sq. ft.
Three book trucks = 30 sq. ft.
Typewriter on table = 20 sq. ft.
File cabinet = 10 sq. ft.
Countertop with sink and high chairs or stools = 95 sq. ft.

Shelving: Shelves for organizing newly received materials and those in the various stages of processing. Shelving could be built in above or to the side of the counters or both.

Close Proximity To: Children's Services Department, adjacent to or part of Children's Services staff office. Not directly open to the public areas.

Area Required: Current size 100 square feet (plus adjacent children's bathroom)
Need 200 square feet

Architectural Features: Flooring should be tile or washable material
Good lighting for close work. Some ceiling, some task lighting
Built-in shelving, cabinets, storage areas, some lockable.
Good ventilation (because of glues, pastes, etc. used in processing)
Hookups for Internet access; wiring and adequate electrical service
Visibility to youth services areas.



ACTUAL AREA: 300 SF (PROGRAM: 250 SF)

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CHILD WORK AREA

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AREA DESIGNATION: Children's Services Staff Offices

Functions Performed: Head of Children's Services and Assistant Head of Youth Services uses office to perform managerial functions, including planning programs, scheduling events, staff, writing grants, ordering materials. Conducts small meetings with youth services staff. Store files and professional collection. Could be one large or two average size offices.

Occupancy: Two senior staff members.
Room for 4 chairs for small staff meetings and/or teachers, parents, other visitors.

Furnishings: Two desks with computer workstations and task chairs, bookshelves,
Table with four chairs

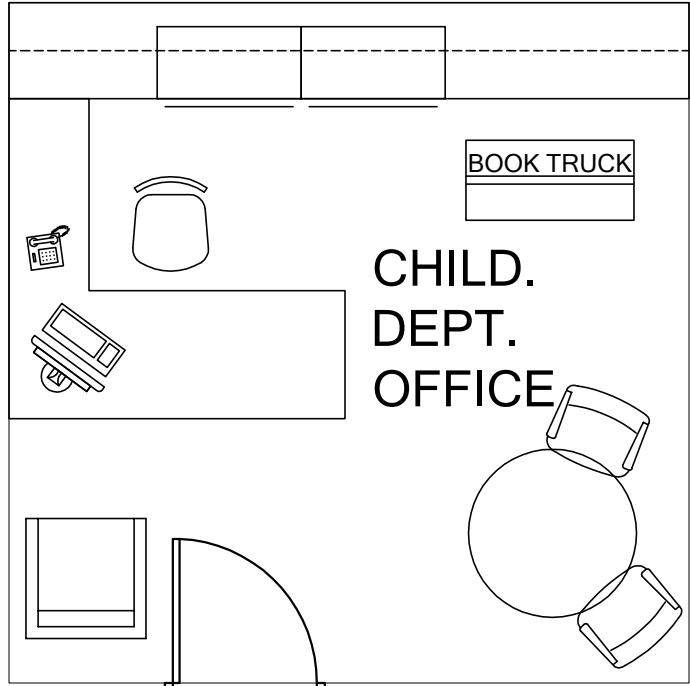
Shelving: Wall shelving to hold professional collection of about 200 books and other items. Shelving for story time collection of books, puppets, videos, and props, for use of staff only.

Equipment: File cabinets. Telephone, Book trucks

Close Proximity To: Youth Services Department (Children's Room)
and Youth Services work area.

Area required: Current office is 154 square feet; Should be 250 sq. ft. for two staff.

Architectural Features: Accessible and visible to and from the Children's Room. Offers comfortable environment for meetings with staff, parents, teachers and others. "A Place to Think."



ACTUAL AREA: 200 SF (PROGRAM: 200 SF)

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	CHILD. OFFICE	Scale 1/4"=1'-0"	PAGE

AREA DESIGNATION: Children's Services Story Telling and Craft Areas

Functions Performed: Toddler and pre-schooler story hours and after school programs for older children. View children's films and videos and participate in crafts and related activities.

Occupancy: 25 children; two staff
(10 parents with toddlers for their story hours)

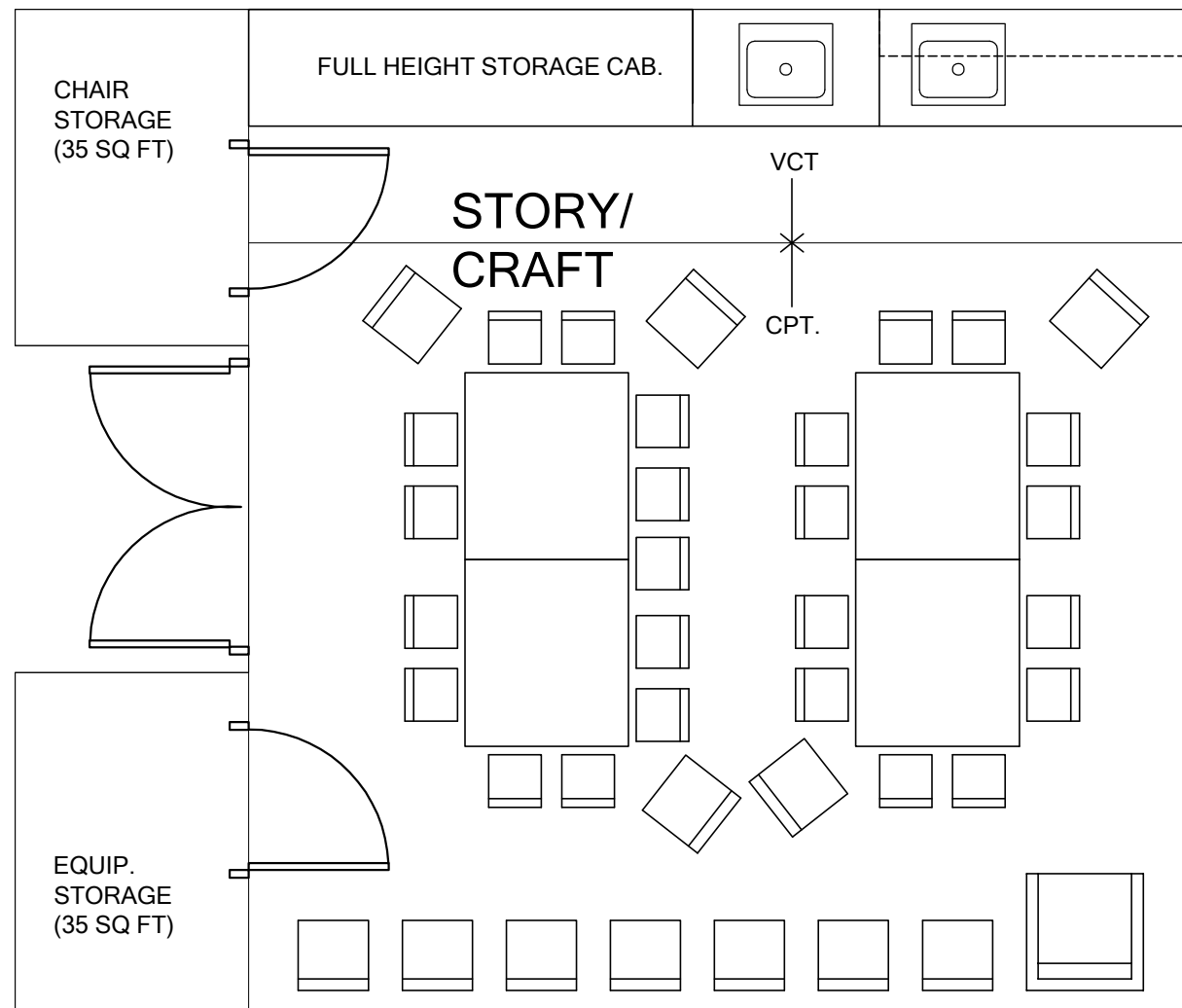
User Seating: Public: 25 children, 10 parents
Staff: 1 large chair for storyteller

Furnishings & Equipment: 4 folding and adjustable-height 4 or 6 ft. long modular tables (Not 8 ft. tables which are too heavy to move about)
25 stackable chairs for children;
12 stackable chairs for adults
6' long, 36" high, 30" deep counter with sinks and storage cabinets above and below
1 ceiling video projector and pull-down screen
6 child safe double electrical receptacles at 38" height distributed around the room
1 bulletin board

Close Proximity To: Children's Services Circulation Desk and Collections
Children's rest room.

Area Required: 500 square feet

Architectural Features: Warm, welcoming, safe environment for young children.
Appealing wall colors with tackable, washable surfaces.
Quality carpeting with ample padding, easily cleanable
Good lighting with low glare
Cable TV connection
Bathrooms close by or adjacent to area
Counter area with sink, which is accessible to children.
Lockable entrance/exit
Adequate number of exits and/or emergency exit
Room should be visible through glass, but sound proofed from other children's areas.
Quiet air-conditioning system; ideally own separate thermostats.
Closed and lockable storage area for a variety of crafts materials.



ACTUAL AREA: 500 SF INCLUDES 70 SF STORAGE (PROGRAM: 500 SF)

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STORY AND CRAFT

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IX. NET SQUARE FEET AND NON-ASSIGNABLE SPACE

The total building area required is divided into two categories: Net Square Feet (NSF) and Non-Assignable Space (NAS). All of the service functions (Circulation, Reference, Children's Services) and staff office and work areas are included in the NSF category.

Non-Assignable Space comprises the building's infrastructure, which includes hallways, corridors, bathrooms, storage space, closets, elevators, vestibules, HVAC, and janitorial and service closets. The NSF is broken out by area description, but the NAS is shown as one number. The NAS can change significantly depending on the final design of the building and can vary from 25% to 40% of the NSF in size. For the sake of this study, we have estimated the total NAS to be 30% of the NSF

X. Summary of Space Needs

Wayland Free Public Library

Area	Total Net Square Feet	Volumes	Patron Seats	Staff Work-Room Stations	Public Service Desk Stations
Building Lobby	Flexible		Bench		
Art Display Case	50		Bench		
Food Service/Café	300		12		
Circulation Desk	1250	500	2	3	3
Circulation Office Area	300	500	2	2	
Browsing Area	400	2500	8		
Adult Fiction Stacks	4000	35000	16		
Adult Non-Fiction Stacks	5000	45000	16		
Reference Services	2000	4000	35		1
Reference Staff Office	250		1	2	
Periodicals (subscriptions)	350	300	6		
Non-print materials	2000	15000	6		
Local History Room	350	1000	4	1	
Youth Services Area	5000	26500	28	4	2
Young Adult Rm. (may be near Ref.)	550	4500	12		
Meeting/Program Room	1200		100		
Conference/Training Room	450		20		
Quiet Study Rooms - 4	380		8		
Director's Office	225	50	8	1	
Assistant Director's Office	150	35	3	1	
Business Manager's Office	150	25	1	1	
Technical Services	550	200		2	
Computer Rm./Network Center	300	50		2	
Staff Kitchen/Lunch Room	300				
Custodian's Room	125				
Friends Book Sorting Room	200				
Column totals	25830	135160	288	19	6
Total assigned space	25830				
Total space (including 30% unassigned) *	34354				

*Unassigned space includes storage, utilities, restrooms, corridors, stairs, elevators, electric & data closets, etc.

SITE ANALYSIS



Phase 1 Site Analysis

Proposed Site:
1 & 5 Concord Road
Wayland, Massachusetts

Prepared for:
Wayland Public Library

February 2005

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Site Planning Civil Engineering Landscape Architecture
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Existing Conditions

Impervious Coverage: 30% Total Lot 34% Upland

Max. Impervious Coverage: 20% Total Lot 30% Upland

The existing library property cannot accommodate the proposed expansion and additional parking due to its present site constraints. These constraints include both physical and zoning limitations.

The major restriction on the site is the requirement of the Wayland Aquifer Protection By-Law that limits the amount of impervious areas (building, parking lots, etc.) to 20% of the total lot and 30% of the available upland (upland being lot area less any wetlands, ponds, or streams). The site currently exceeds these thresholds, and consequently it is not feasible to add more building or parking without seeking relief from this By-Law.

Under the By-Law, the site is located in a Residential District. The setback and height restrictions for Residential Districts limit the expansion of building vertically. Satisfying the building program requirements within the confines of the existing site is not viable due to local Zoning By-Laws.

Based on the existing site's limitations, the FSC requested that LLB investigate other options based on purchasing portions of the abutting property. Four options were presented to the Committee as outlined below.

- **Option 1** - Purchasing a sufficient portion of 11 Concord Road, the abutting property to the north, to allow for building expansion.
- **Option 2** – Purchasing the whole of the above mentioned property and maintaining a conforming lot that could be resold.
- **Option 3** – Purchasing the entire abutting property and maximizing the site potential including reuse of the existing house on the abutting lot.
- **Option 4** – Purchasing the entire abutting property, maximizing the site potential, but relocating the existing house on the abutting lot.

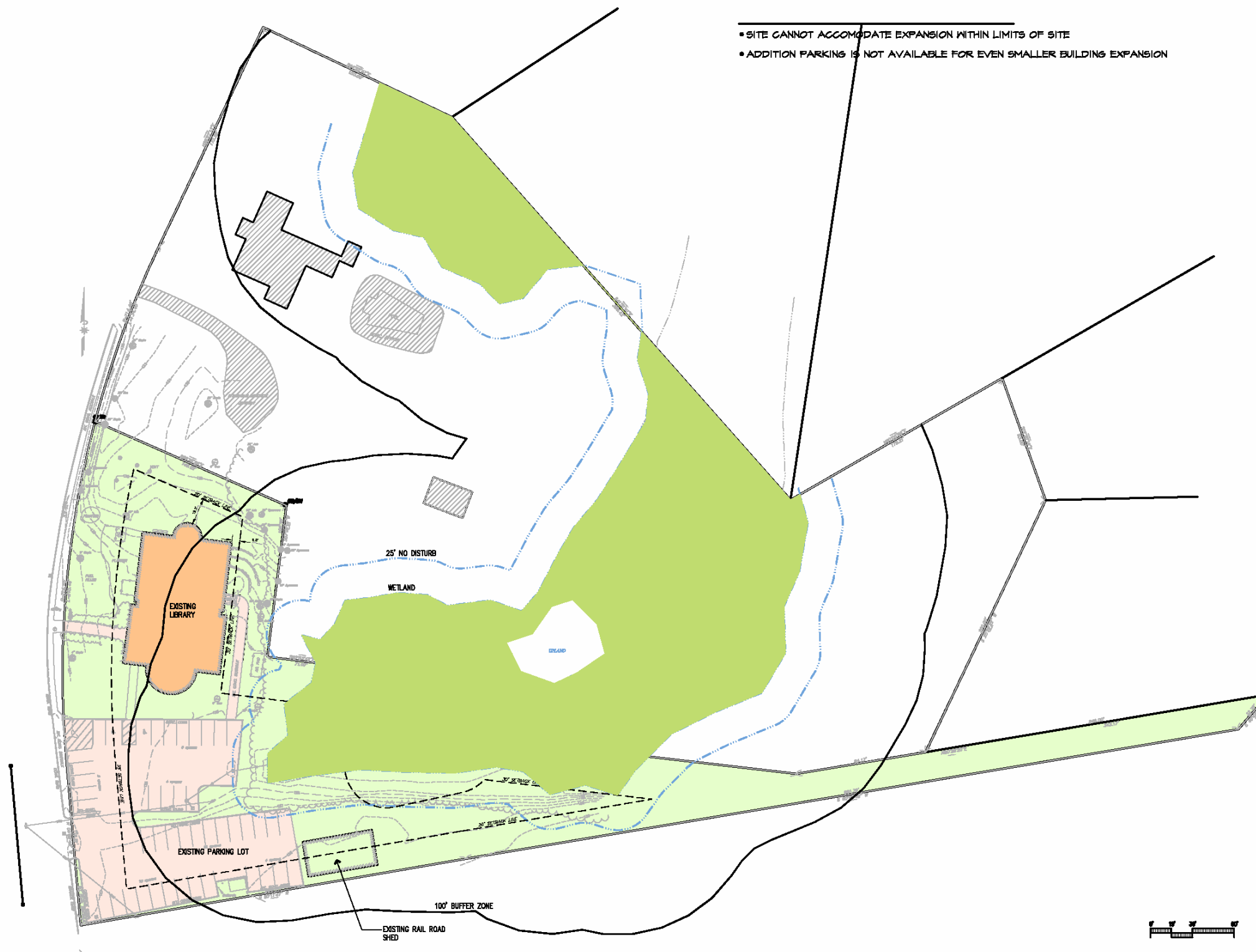
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LEGEND

- EXISTING BUILDING = 1080 SF
- EXISTING PAVEMENT = 18284 SF
- UPLAND = 18088 SF
- WETLAND
- UPLAND COVERAGE = 84%
- LOT COVERAGE = 30%

- SITE CANNOT ACCOMMODATE EXPANSION WITHIN LIMITS OF SITE
- ADDITION PARKING IS NOT AVAILABLE FOR EVEN SMALLER BUILDING EXPANSION



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**EXISTING
SITE PLAN**

SCALE AS SHOWN
 JOB: 24062.HD
 PERIOD: 02-24-2024
 DRAWN: CRH
 CHECKED: AMT
 DATE: 4-22-24

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Introduction

The Board of Library Trustees for the Wayland Public Library charged the Feasibility Study Committee (FSC) to investigate the possibility of expanding the existing library program on the current site. In January of 2004, the FSC solicited a Request for Proposals (RFP) from a number of Architects and Engineers to perform the feasibility and planning work. The FSC subsequently awarded the contract to Lerner Ladds and Bartels (LLB).

The Library currently consists of a 16,150 square foot building. It was built originally in 1900 with approximately 9,400 sf and was later expanded with an 6,750 sf addition in the 1980s. The building is located on an 84,000 square foot lot abutting primarily residential buildings and wetlands. The site is located in the Wayland Aquifer Protection District and southern portions are also located in the Historic District. Also, to the south of the property is an existing railroad freight house adjacent to the abandoned railroad.

The FSC identified certain program requirements for the building expansion and outlined them in the original RFP. This building program was designed to accommodate the projected needs for the Town's library services over the next 20 years. Based on those needs, the proposed building would have to be approximately 29,700 gross sf.

The FSC requested LLB to study the viability of accommodating this new building program on the Library's current site. Based on the direction of the FSC, LLB reviewed a number of options (including purchasing land from an adjacent abutter to the north).

This report outlines the advantages and disadvantages of several site options presented to the FSC during the initial phase of the design.

Option 1- Purchase Portion of Property at 11 Concord Road

Impervious Coverage: 17% Total Lot 23% Upland

Max. Impervious Coverage: 20% Total Lot 30% Upland

To allow for any expansion of the site it would be necessary to acquire more land to accommodate the impervious restriction under the Aquifer Protection Bylaw. The adjacent abutters at 11 Concord Road had indicated that they might be willing to sell portions or their entire lot to the Library.

If only a portion of the site were sold, the abutters have expressed a requirement that the impact to their property be minimized.

This design would accommodate the building program by adding a two-story 7,000 - 9,000 square footprint to the existing building. The remainder of the building program would be accommodated by reconfiguring the existing building.

This design must meet the abutters' requirements to keep parking away from their property and maintaining access to their existing garage.

By fulfilling the requirements of the abutters, the total amount of area available for the library expansion is reduced. This design reconfigures the existing parking lot to accommodate a landscape buffer between the parking lot and the street, and to replaces the parking spaces lost to the landscape buffer by removing of the railroad freight house.

Although this design meets the building program requirements, it does not provide for any additional parking spaces that may be required by the Zoning Board of Appeals. The acquisition of only a portion of the abutters' land also eliminates the Library's ability to expand in the future. This option, however meets the impervious coverage limitations of the Bylaw.

Pros:

- Design requires purchasing only a portion of the abutting property.

Cons:

- Design does not provide additional parking spaces required by local zoning and the Massachusetts Board of Library Commissioners for a building of this size.
- Does not allow for future expansion.
- Requires existing railroad freight house to be moved.

- Requires constructing a building that is not sensitive in scale to the surrounding historical residential district.
- Primary public program areas and proposed accessible entrance are the most remote from the parking.
- Vehicular access to the site is limited to the existing parking area to the south.

This option is unacceptable because it does not provide the necessary additional parking required by local and state authorities. It also does not allow for any future expansion, a requirement of the Massachusetts Board of Library Commissioners.

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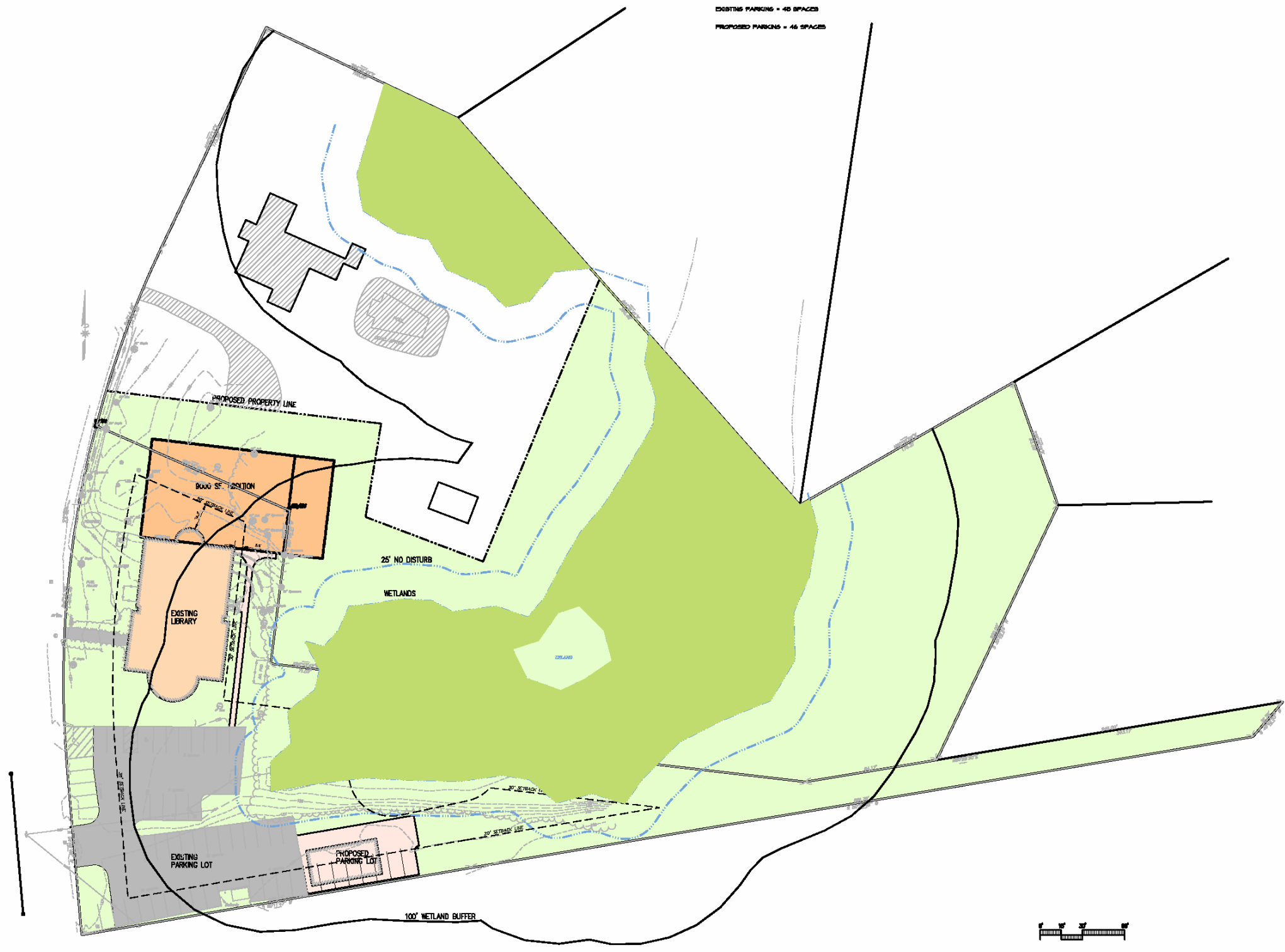
WAYLAND, MA

LEGEND

- EXISTING BUILDING = 1,280 SF
- EXISTING PAVEMENT = 18,844 SF
- PROP. BUILDING = 4,000 SF
- PROP. PAVEMENT = 4,188 SF
- UPLAND = 18,038 SF
- WETLAND
- UPLAND COVERAGE = 28%
- LOT COVERAGE = 17%
- EXISTING PARKING = 45 SPACES
- PROPOSED PARKING = 46 SPACES

PROS AND CONS

- PROS**
1. REQUIRES PURCHASING ONLY A PORTION OF THE KARFF PROPERTY.
 2. DESIGN MEETS DESIRES OF THE KARFFS TO MINIMIZE IMPACT ON THEIR PROPERTY.
- CONS**
1. DESIGN DOES NOT PROVIDE ADDITIONAL PARKING
 2. REMOTE ACCESS TO NEW ADDITION (ADA AND DISTANCE)
 3. DOES NOT ALLOW FOR FUTURE EXPANSION



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Wellesley, MA 02481
781.237.4111

**FEASIBILITY
STUDY
SITE PLAN
OPTION I**

SCALE AS SHOWN
JOB 2408310
PROJECT 2408310-01
DRAWN GCM
CHECKED AMT
DATE 4-20-04

*Option 2- Purchase Entire Property at 11 Concord Road
leaving a conforming resalable lot*

Impervious Coverage: 19% Total Lot 25% Upland

Max. Impervious Coverage: 20% Total Lot 30% Upland

This option requires purchasing the entire abutting property to the north. The purchase of the property would be contingent upon approval from the Town through a Town meeting.

The design leaves the abutting property with a conforming lot that could be sold to a third party to offset some of the purchase cost.

If the Library wishes to preserve the ability to expand further in the future, the Town would need to retain control of the abutting property. The Town could sell the remaining conforming lot while retaining the option of first refusal on future sale of that property. This option may not be transferable and the option to purchase the land may arise before the Library is ready for expansion.

The design adds a two-story 7,000 square foot footprint addition to the existing building. This smaller footprint should accommodate the most critical building program requirements; however, a reduction in some program areas would most likely be required.

The design provides the required additional parking by adding a second parking lot to the upper portion of the site. This upper lot would provide better access to the new addition. The existing lower parking would be reconfigured to make better use of the space while reducing excess impervious area.

This design would provide approximately 60 parking spaces (43 existing and 27 additional) that should be adequate to meet the needs for the program. The actual number of parking spaces required will be determined by the Zoning Board of Appeals and the Massachusetts Board of Library Commissions regulations.

As this option would require purchasing the entire abutting property, the abutters would be required to have their current septic system inspected to confirm its compliance with Title V. Although this has not been confirmed, based on research at the town, the septic system would most likely not pass the inspection. If the Town is willing to take the property with the failed system and make provisions for connecting the abutting property to the municipal system, the cost savings to the current owners for not having to install a new septic system might be factored into the purchase price.

Pros:

- Design may be able to meet library building program.
- Design provides some additional parking.
- Design provides better access to the addition.
- Costs recoverable from resale of conforming 11 Concord Road lot.
- Potential cost for replacing the failed septic system on the abutting property could be a negotiating point for the sale of the property.

Cons:

- Design requires purchasing the whole of the abutting property to the north and approval through a Town meeting.
- Design may require reduction in building program.
- Requires reconfiguration of the lower parking lot to maximize parking and minimize impervious area.
- Design is very close to impervious threshold and should additional parking be needed for zoning, a variance may be needed or possible underground parking (under the building).
- This option does not provide land for future expansion.
- This option requires Town to handle what could potentially be a complicated real estate transaction.
- Due to the necessity of fitting the addition on a small footprint, the resulting expansion might not be sensitive in size and scale to the surrounding historic district and would overwhelm the existing building in scale.

Although this option provides better access to the public areas of the library through the new vehicular entrance and parking to the north, the size of the addition is limited due to the increased impermeable paving area, potentially resulting in program reductions. Unfortunately, like Option 1, this design would not provide for any future expansion, a requirement of the Massachusetts Board of Library Commissioners.

**WAYLAND
LIBRARY**

WAYLAND, MA

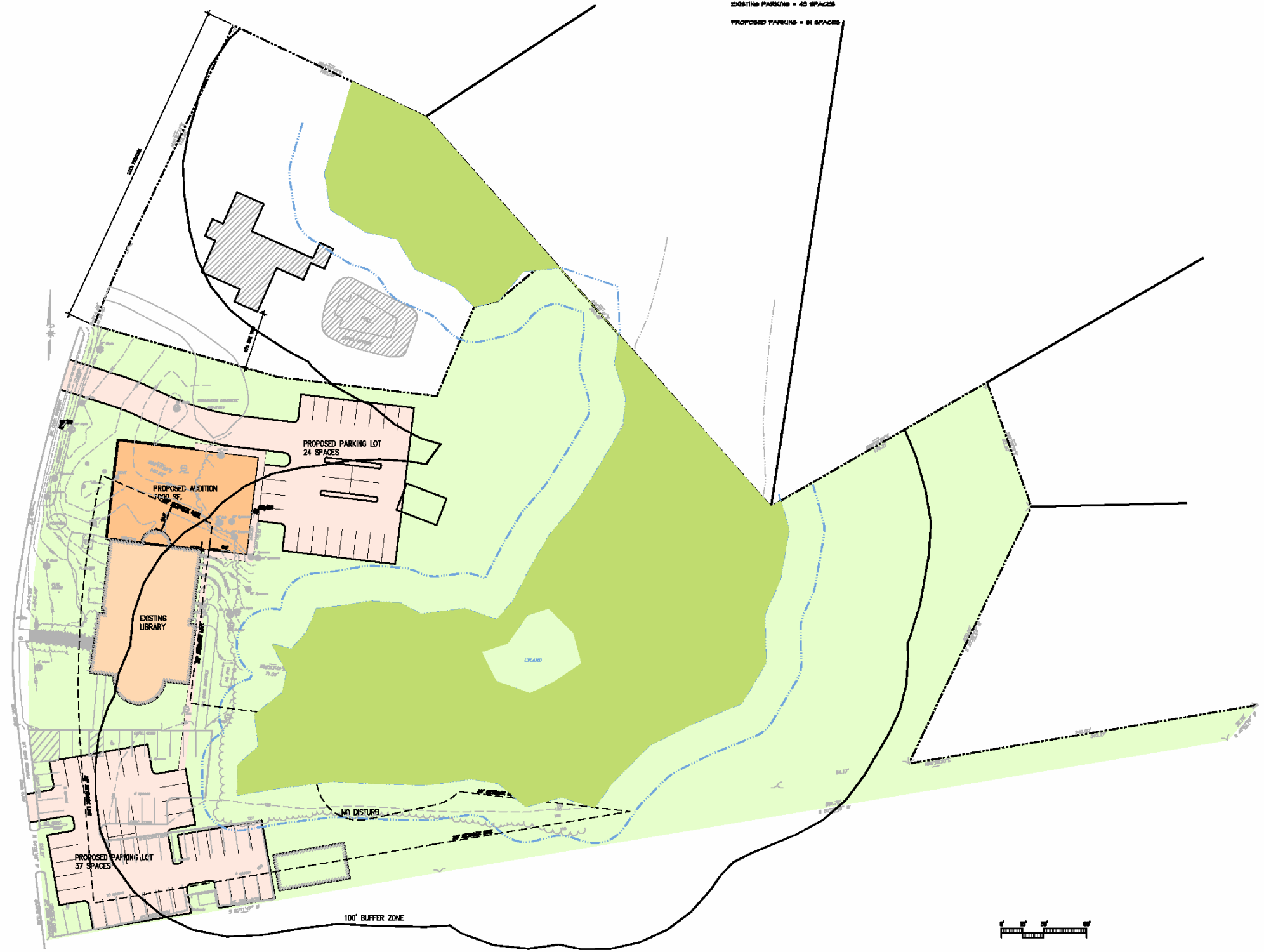
LEGEND



EXISTING BUILDING = 1,080 SF
 EXISTING PAVEMENT = 410 SF
 PROP. BUILDING = 1,000 SF
 PROP. PAVEMENT = 28,864 SF
 UPLAND = 171,246 SF
 WETLAND
 UPLAND COVERAGE = 25%
 LOT COVERAGE = 18%
 EXISTING PARKING = 48 SPACES
 PROPOSED PARKING = 61 SPACES

PROS AND CONS

- PROS**
1. DESIGN MEETS PROGRAM PARKING REQUIREMENTS.
 2. DESIGN PROVIDES BETTER ACCESS TO NEW ADDITION.
 3. COST RECOVERABLE FROM RESALE OF KARFF PROPERTY.
 4. POTENTIAL COST FOR REPLACING KARFF SEPTIC COULD BE NEGOTIATING POINT.
- CONS**
1. DESIGN REQUIRES PURCHASE OF ENTIRE KARFF LOT.
 2. DOES NOT ALLOW FOR FUTURE EXPANSION WITHOUT RETAINING CONTROL OF KARFF PROPERTY.
 3. REQUIRED RECONFIGURATION OF LOWER PARKING LOT.
 4. DESIGN IS VERY CLOSE TO MAXIMUM IMPERVIOUS THRESHOLD.



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**FEASIBILITY
STUDY
SITE PLAN
OPTION 2**

SCALE	AS SHOWN
JOB	240823.HD
FILE/ARCH-NAME/DATE	
DESIGN	CRH
CHECKED	AHT
DATE	4-20-04

Option 3 – Purchase entire 11 Concord Road property
reuse of existing house

Impervious Coverage: 15% Total Lot 20% Upland

Max. Impervious Coverage: 20% Total Lot 30% Upland

This option assumes the Town would purchase the whole of the abutting property and would find a creative re-use of the existing house either as part of the library expansion or by using it to accommodate another Town use (e.g., senior center, youth center, program space, etc.). The acquisition of the whole property will reduce the restrictions imposed by the Aquifer Protection By-Law.

This design would allow for the required building program as well as additional parking. Since there would be less significant restrictions on the site, the options available for the building and site are much greater. The site would also be able to accommodate future expansion.

As with Option Two, the purchase of the abutting property with a failed septic would require the existing building to be connected to the Municipal system unless the structure was incorporated into the building design.

Pros:

- Accommodates the entire building program.
- Provides required additional parking.
- Allows for future expansion as mandated by the MBLC.
- Preserves the façade of the historic house.
- Allows the house to become a potential asset to be integrated into the library design.
- Allows the Library expansion to be integrated into the surrounding residential area and historic district in a more sensitive manner by reducing the massing on Concord Road.
- Gives the Town ownership of additional valuable real estate in the town center.
- Promotes the concept of a Town Center.
- Provides a choice for the town to include the house in the Library expansion, save it for another use, or rent it out for income.
- May allow the design to include below-grade parking (under building) to minimize the negative aesthetic impact of increased parking requirements.

Cons:

- Design requires purchasing the whole of the abutting property.
- Moving the house on the lot may be advisable in order to integrate it effectively into the Library expansion.
- The option might require management of the house as a rental property until the Town needs it sometime in the future.
- Extensive work will be required to bring the house up to code.
- Providing another Town use for the house would also require additional parking for that function – using up more of the site’s impervious area.
- The single addition would be large and would overwhelm the existing building in scale.
- Allocating space for another future addition instead of using that area for parking would force any additional parking required by zoning to go below-grade under the building.

This option would meet the building program, access requirements, and parking. It also provides space for additional expansion. The largest con would be accommodating the existing house in one form or another whether integrated with the library or detached.

WAYLAND LIBRARY

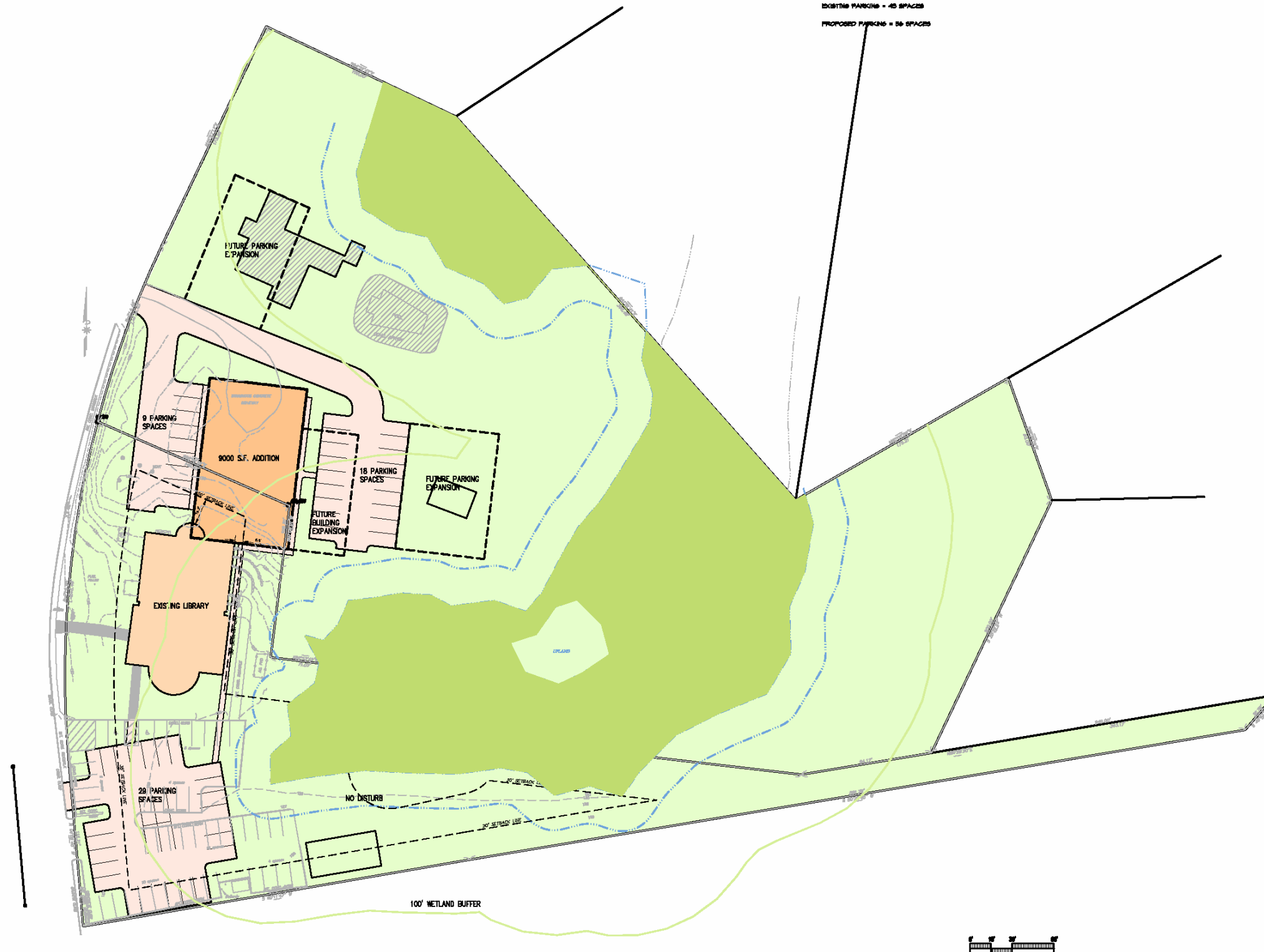
WAYLAND, MA

LEGEND

- EXISTING BUILDING = 7,260 SF
- EXISTING PAVEMENT = 644 SF
- PROP. BUILDING = 4,000 SF
- PROP. PAVEMENT = 28,200 SF
- WETLAND = 208,011 SF
- WETLAND COVERAGE = 20%
- LOT COVERAGE = 88%
- EXISTING PARKING = 45 SPACES
- PROPOSED PARKING = 56 SPACES

PROS AND CONS

- PROS**
1. DESIGN ACCOMMODATES BUILDING PROGRAM
 2. DESIGN PROVIDES ADDITIONAL PARKING
 3. DESIGN ALLOWS FOR FUTURE EXPANSION
- CONS**
1. DESIGN REQUIRES PURCHASING THE WHOLE KARPFF PROPERTY
 2. DESIGN REQUIRES DEMOLISHING THE KARPFF HOUSE
 3. KARPFF HOUSE DEMOLITION MEET WITH RESISTANCE FROM TOWN



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FEASIBILITY STUDY SITE PLAN OPTION 3

SCALE	AS SHOWN
JOB	24082000
DESIGNED-BY	CDM
CHECKED-BY	AMT
DATE	4-20-04

Option 4 – Purchase entire 11 Concord Road property relocation of existing house

Impervious Coverage: 22% Total Lot 30% Upland

Max. Impervious Coverage: 20% Total Lot 30% Upland

Similar to Option Three, this option assumes the Town would purchase the whole of the abutting property, sell the existing house to offset the purchase of the land but in this case have it relocated off site. Without the presence of the house on the site or any parking required for it, the acquisition of the whole property would further reduce the restrictions imposed by the Aquifer Protection By-Law.

With the relocation of the house there would even less significant restrictions on the site, and the options available for the building and site are much greater. The site would be able to accommodate future expansion.

Pros:

- Accommodates the entire building program.
- Provides required additional parking.
- The septic issue for the house goes away.
- Sale and relocation of the house offsets the purchase of the property.
- Allows the Library expansion to be integrated into the surrounding residential area and historic district in a more sensitive manner by spreading it out across the length of the site.
- Gives the Town ownership of additional valuable real estate in the town center.
- Promotes the concept of a Town Center.
- Unless additional parking is required by zoning this option would not need underground parking.

Cons:

- Design requires purchasing the whole of the abutting property.
- The selling of the house on the abutting property.
- This more sensitive expansion would be larger than other options suggested due to inefficiencies required by increasing its length across site, and it would push the allowable impervious to its maximum.

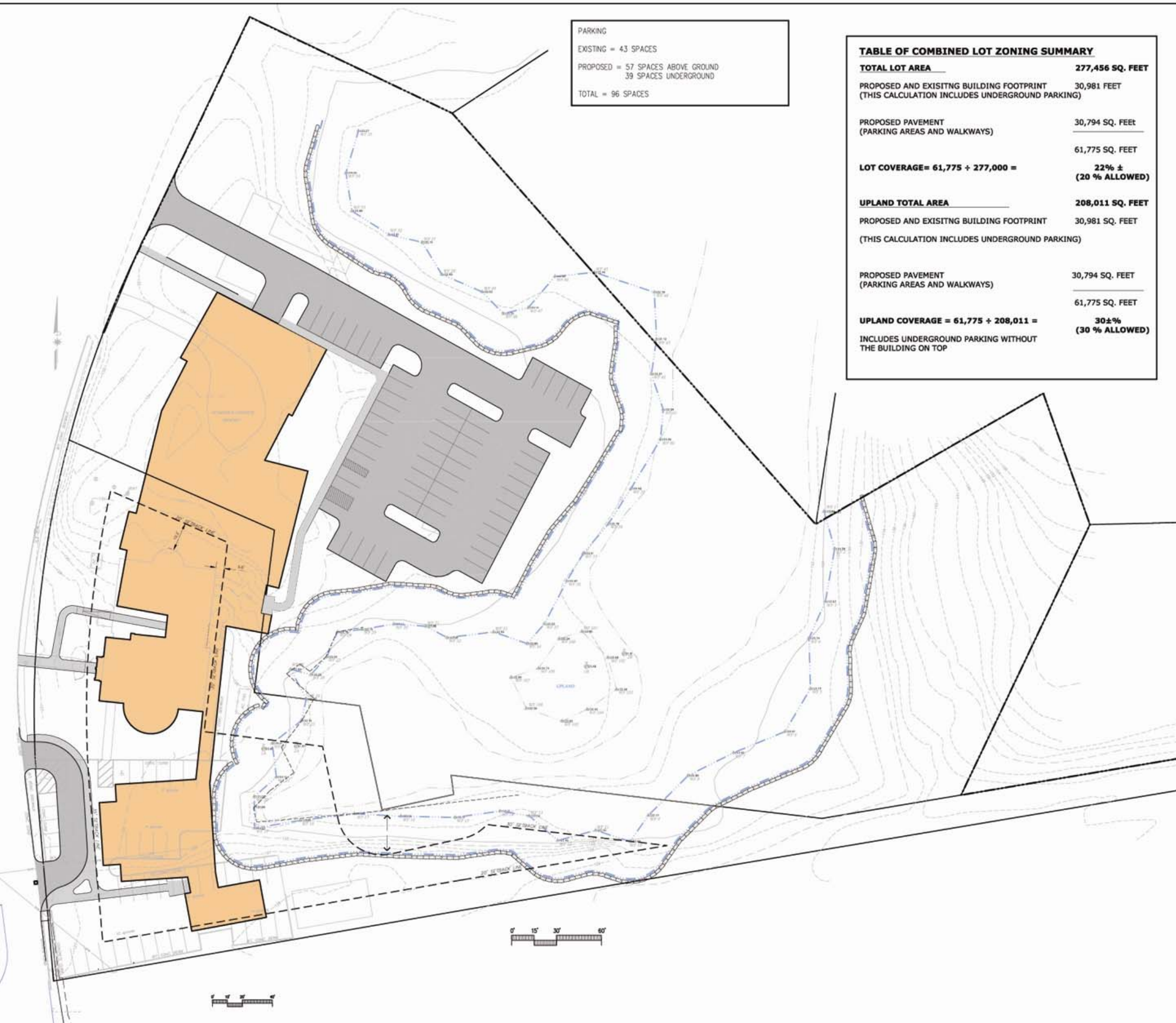
This option offers the best set of possibilities to meet the building program, access requirements, and parking. It also provides the most space for additional expansion.

**WAYLAND
LIBRARY**

**WAYLAND
MASSACHUSETTS**

PARKING
 EXISTING = 43 SPACES
 PROPOSED = 57 SPACES ABOVE GROUND
 39 SPACES UNDERGROUND
 TOTAL = 96 SPACES

TABLE OF COMBINED LOT ZONING SUMMARY	
TOTAL LOT AREA	277,456 SQ. FEET
PROPOSED AND EXISTING BUILDING FOOTPRINT (THIS CALCULATION INCLUDES UNDERGROUND PARKING)	30,981 FEET
PROPOSED PAVEMENT (PARKING AREAS AND WALKWAYS)	30,794 SQ. FEET
	61,775 SQ. FEET
LOT COVERAGE = 61,775 ÷ 277,000 =	22% ± (20 % ALLOWED)
UPLAND TOTAL AREA	208,011 SQ. FEET
PROPOSED AND EXISTING BUILDING FOOTPRINT (THIS CALCULATION INCLUDES UNDERGROUND PARKING)	30,981 SQ. FEET
PROPOSED PAVEMENT (PARKING AREAS AND WALKWAYS)	30,794 SQ. FEET
	61,775 SQ. FEET
UPLAND COVERAGE = 61,775 ÷ 208,011 =	30±% (30 % ALLOWED)
INCLUDES UNDERGROUND PARKING WITHOUT THE BUILDING ON TOP	



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**FEASIBILITY
SITE
PLAN
OPTION 4**

SCALE: 1" = 20'
 JOB: 24082 MO
 FILE: 24082-2.24.08
 DRAWN: CRH
 CHECKED: AMT
 DATE: 8.17.08