

WAYLAND PUBLIC LIBRARY

BUILDING PROGRAM



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December, 2014

WAYLAND PUBLIC LIBRARY

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The Town of Wayland

Wayland is a charming, historic, small town of 12,994 situated eighteen miles west of Boston in Middlesex County. Its origins trace back to 1638 when it was established as the first settlement of the Sudbury plantation. In 1780 it split from Sudbury to become East Sudbury. Fifty-five years later, in 1835, the town renamed itself after one of its frequent visitors, the Reverend Frances Wayland, President of Brown University.

Wayland remained a thinly populated rural farming community for much of its history. In the 1930 census, Wayland counted fewer than 3,000 people. It wasn't until the 1950s and 1960s that the town began to grow rapidly and take on the characteristics it has today. The establishment of new businesses along the newly modernized and expanded Route 128 fueled tremendous residential growth in nearby communities. Wayland's population more than tripled from 1950 (4,407) to 1970 (13,461).

Since 1970 Wayland's population has remained virtually unchanged. The town has stayed committed to maintaining its small town, semi-rural character by focusing its efforts on conservation, historic preservation, limited business development, and education. Today Wayland is one of the most highly regarded, sought after, family friendly communities in the Metrowest area with a median home value of \$675,300, up 12.1% over the past year (source: *Zillow Home Value Index*).

Demographically, several characteristics stand out: (sources: *2010 US Census; US Census Bureau and American Fact Finder, 2008-2012*):

- Wayland's population has more family households (76.5%) than Middlesex County (63.1%) and Massachusetts (63%). Wayland also has many more children under 18 living in family households, at 50.5%, than either the county (29%) or the state (28.3%).
- Wayland's population is both older and younger than county and state averages. The median age is 46, some 7.5 years more than in Middlesex (38.5 years) and 6.9 years more than in Massachusetts (39.1 years). And the number of people over age 65 is 16.45%, above the 13.8% for Middlesex and the 14.8% for the state. Wayland has a higher percentage of youth under 19 at 28.8% than either Middlesex (24%) or the state (20.8%).
- Wayland's population is much wealthier than those in many Massachusetts communities. The median household income of \$124,702 is 53% higher than the average for Middlesex County and 87% higher than the \$66,658 average for the state. Per capita income of \$71,863 is also significantly more: 70% above Middlesex County and more than double (103%) the state average of \$35,485. The 2.7% percent of Wayland's population falling below the poverty line is almost three times less than in Middlesex County as a whole (7.9%) and over four times below the state average (11%).

- Wayland’s population is much less racially and ethnically diverse than most cities and towns in Massachusetts. 98% are categorized as white alone in the 2010 census (Middlesex 81.7%; Massachusetts 83.2%); 2.4% as Hispanic (7.3% Middlesex ; 10.5% Massachusetts); 0.8% black or African America (Middlesex 5.4%; 8.1% Massachusetts). Wayland’s most numerous minority group is Asian at 9.9%, slightly below Middlesex County’s 10.5%, but well above the state average of 6%.
- Educational levels are also far above county and state norms. 70.7% of people over age 25 in Wayland have a bachelor’s degree or higher (Middlesex 50.2%; Massachusetts, 35.8%). 98% have a high school diploma or higher (Middlesex 91.9%; Massachusetts (84.7%).
- Wayland’s population is expected to grow only 2.9% between 2010 and 2030. These projections are based on a thorough November, 2013 study, *Long Range Projections for Massachusetts Regions and Municipalities*, done by three expert researchers under the auspices of the UMass Donahue Institute. The 2.9% estimate for Wayland adds 380 people to the 12,994 people counted in the 2010 census, fewer than 20 people per year. What’s interesting is that Wayland’s population is expected to drop 1.8% between 2010 and 2020 and then climb 4.8% between 2020 and 2030.

The Donahue projections are extremely detailed and break down the official 2010 census data into 18 separate age categories from 0-4 to 85+. Then they project those numbers out in 5-year increments to 2030. The biggest increases are in three age groups:

	<u>2010</u>	<u>2020</u>	<u>2030</u>	<u>Total % Change</u>
Ages 0 to 14	2,790	2,665	3,496	25.3%
Ages 65 to 74	1,098	1,576	1,647	50.0%
Ages 75 to 85+	919	938	1,194	29.9%

Since public libraries are most heavily used by children and their families and by seniors, these numbers are important to our planning process.

Wayland’s Service Population

Also important is the Massachusetts library grant requirement that Wayland estimate what the needs of its *service population* will be twenty years from its grant application. According to the Massachusetts Board of Library Commissioner’s instructions, the service population is determined by adding the percentage of non-resident circulation per year to the census resident total. Wayland has an excellent materials budget and staff and is highly used by non-residents. The library receives a grant reimbursement annually for those services. In a new larger library, non-

resident use can be expected to grow. The MBLC believes it is necessary to estimate the impact that extra use will have on space needs and staffing. For FY13 Wayland circulated 252,174 items and 38,604 or 15.3% went to non-residents. By adding 15.3% to Wayland's 12,994 census number we arrive at an estimated service population of 14,982

To determine the future service population numbers, we will increase the Donahue estimates by adding 15.3% to each of the five year projections through 2030. Since there are no official estimates for 2035, to be conservative, we will simply take the modest estimated 2.3% growth between 2025 and 2030 and apply that to the 2030 estimate as follows:

	<u>2025</u>	<u>2030</u>	<u>Change</u>	<u>2035</u>	<u>Change</u>
Estimated Service Population	15,066	15,420	2.35%	15,782	2.35%

Wayland Public Library History

The library largely owes its establishment as the first tax-supported public library in Massachusetts to the same man who gave the town its name: Francis Wayland. In 1847, the good Reverend proffered a challenge gift of \$500. If townspeople matched the amount, the money would be used to found a public library. At the 1848 Town Meeting, the match was more than met. By 1850 the library was circulating books out of a room set aside in the new Town Hall under the welcoming eye of a paid librarian.

The library remained part of the Town Halls (a second was built in 1879) until 1900 when the town's first separate free standing library was completed and dedicated. Built on land and funds donated by Wayland resident Warren G. Roby, it remains Wayland's oldest building in continuous use.

Samuel W. Mead of neighboring Weston was the architect. The sturdy, 8,000 square foot, red brick building was designed in the Italian Romanesque style with a beautiful rotunda, strong use of columns, a red tiled roof, and striking interior three panel friezes over the windows in the rotunda.

For over 80 years, Mr. Mead's building served the town well without a major addition. That didn't mean there weren't changes. As the town's population rapidly grew more usable space was needed and, in 1966, the library was renovated and reconfigured with a new entrance, a refinished basement and expanded room for staff offices and for children. To provide better access to the handicapped, an elevator was installed in 1978.

By 1980, the town's population had grown to more than 12,000, and it became increasingly clear that the library was too small to properly serve the community. The 1985 Town Meeting voted funds to expand and renovate the library. The

Architectural firm of A. Anthony Tappe of Boston was chosen, and they came up with a design to attach a modest, complementary one story wing to the north of the original building.

Construction began in 1986, and in less than two years the estimated 6,000 square foot addition was completed. The main floor addition provided much more shelving space for collections and more seating space for studying and relaxed reading. The basement addition provided a much larger new Children's Room with a small storytelling amphitheater. It also added a larger basement meeting and exhibition room and more staff office space.

The town embraced the renovated and expanded library and use soared. In the 1990s, improved library automation, the rise of the Internet, and the explosive demand for non-print materials put tremendous pressure on the library. It is understandable that the building's designers in the 80s did not foresee how much more space would be needed for public Internet computers, free Wi-Fi, and audio book and video collections. Another surprise was the need for much more staff space for processing and for sending and receiving the massive increase in interlibrary loans (including a big acceleration in the number of items sent to Wayland residents taking up more and more space on the hold shelves). The huge jump in the number of programs the library offers and the rising demand for student tutoring, ESL instruction, and job search help only added to the space crunch.

Library History and Planning Since 2001

Major library expansions are supposed to last twenty years, but by 2001 the Library Trustees and staff could see that the library once again had a number of space and building problems that promised to worsen over time. In response, the Trustees formed a Library Planning Committee made up of Trustees, staff and townspeople to assess the town's future vision of the library.

In April 2002, the Final Report of the Planning Committee was finished and made public. The Planning Committee's process was thorough, open and inclusive. The Committee used community surveys, five focus groups and good publicity to keep the public informed. Although few of those surveyed saw the need for a larger facility, almost everyone wanted more: in collections, seating, computers, and storage and also in youth, meeting, and quiet study spaces. Town Meeting was impressed. \$40,000 was voted to plan a new renovation and expansion.

A Feasibility Study Committee formed in 2003. The first step was for Director Louise Brown to produce a written library building program with detailed area-by-area descriptions that estimated the amount of square footage needed for each space. Her report was accepted. It called for 34,354 gross square feet of which 25,830 square feet were net assignable (i.e. gross minus mechanical and service areas and passageways). Ms. Brown's report has served as the basis for the three follow-up consultant studies between 2005 and 2013.

Lerner | Ladds + Bartels Feasibility Study (2005)

The Study Committee asked LL&B to explore the possibilities of accommodating the library's building program by expanding the library on the existing site. The Committee also asked LL&B to look at buying adjacent property since the existing site was limited because of the wetlands and the freight shed in the parking lot. LL&B came up with four options all of which included purchasing at least part of an adjacent property. The property acquisition added costs and complexity to the plans but were less important to the sinking of support than the limitations on the type of addition acceptable to the Committee.

The Committee requested that the "expansion 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." That was only possible by sharply reducing the efficiency of the building. Even after reducing Ms. Brown's 25,830 assignable square feet to 24,785, the size of the expanded building ballooned to 41,917 gross square feet with over 40% (17,132 SF) unassignable.

Joint Senior Center/Library Feasibility Studies (2010-12)

The first study was done by GMI Architects with assistance from Tappe Associates, the architectural firm that designed the library's 1988 addition. Although the study was done for the Council on Aging, the Library Trustees cooperated and were willing to consider options for a joint facility in a new location.

GMI's Scheme 2 looked at meeting the library's and Council on Aging's space requirements in a Town Center site. Despite their best efforts "the design team ... found that in order to accommodate necessary parking and building program/square footage, the building would have to be a three story stacked building – with either the library or the COA on upper floors." Neither agency welcomed the idea of losing ground floor primacy, and in response, GMI suggested slight modifications to the then current plans for the Municipal site.

In 2012, Kang Associates produced drawings with square foot measurements showing how a two story combined facility on a Town Center site might look. Kang assigned some library only and senior only spaces to each of two floors, but disadvantages remained. The library was not happy with the 28% reduction in library only net assignable space to 18,605 square feet. Others were unhappy with the location on a constricted site near wetlands and with the too small shared parking plan.

Comprehensive Building Program Audit for the Town of Wayland (2013)

The Town Finance Committee commissioned this report, but it is uncertain if it has been accepted. Drummey Rosane Anderson, Inc., Architects of Waltham, Massachusetts, prepared the report with the assistance of professional engineering

and cost estimating firms. The consultants were asked to assess the condition of three town buildings: Town Hall, the Library, and Fire Station #2. However, the 198 page report is much more than a simple audit. It also looks carefully at the option of constructing a new combined Library and Council on Aging facility on the existing Town Center site.

What is new is the suggested movement of school department offices, now in Town Hall, to the existing library. The new Library/Council on Aging Building (*Option #1*) would again be two stories, but with 590 square feet more library only space than the Kang Plan.

DRA looked at other options for the library including staying put (*Option #2*), a new stand-alone two-story library (*Option #3*) and moving the library to the vacated existing Town Hall (*Option #4*). All of these options present formidable logistical, administrative, financial and political challenges for the parties involved. That helps explain why no actions have been taken thus far.

The report findings are still valuable to the library. DRA carefully measured the gross and net square footage of the library, correcting too low figures in the Brown Building Plan (12,800 SF) and the too high numbers from LL&B (16,150 SF). DRA measured total gross square footage at 14,025 of which 10,048 square feet (71.6%) are assignable.

DRA also provides an excellent listing of building deficiencies prioritized from #1 (Critical) to #4 (Recommended) with recommendations for corrections, cost estimates and a five year implementation schedule.

Wayland Public Library Today

Over the past ten years, the library has been frustrated in its attempts to expand, but that has not hindered the staff and Trustees from providing excellent service to the community. Proud of being one of the founding members of the now 43 member Minuteman Library Network, the library has kept pace with technological changes, experimented and remained innovative, and invested in the upkeep and appearance of the historic building. Consider:

Technology and Automation

- The library maintains its own website and wireless network and regularly instructs patrons in the use of e-Readers to access the library's e-book collection and in the use of the on-line catalog and databases.
- Wayland has installed a popular self-check machine to speed borrowing times at the crowded circulation desk.

- Staff has successfully experimented with adding in-library, wireless enabled, circulating iPads and Chromebooks when there was no more room for fixed public Internet computers.
- The library continues to add to its large total of independently purchased databases (available to Wayland card holders only) on such high demand subject areas as genealogical research (*Heritage Quest Online*) and investing (*Morningstar*, *Value Line*). *Freegal Music*, the streaming music database – with three free MP3 downloads per cardholder a week – is one of the latest additions.

Innovation and Outreach

- The library has purchased a 3-D printer and staff is learning its use. Programs for the public have started, such as artist Eric Carlsen's *3D Design Using Blender*.
- For FY14 the library has received a \$15,000 federal grant to expand services to young people. The "Serving Tweens and Tweens" program is being overseen by Youth Services' Head Pam McCuen with the valuable input the library's own Teen Advisory Board.
- The library recently experimented with creating some reader interest subject collections in the non-fiction stacks in the addition. This "book store" approach shelves books together in each of four high interest categories: biography, health, home and garden, and travel. This helps move books that are often overlooked because they are in the mezzanine or scattered, because of Dewey classifying idiosyncrasies, to an easily identified, easy to browse location. The enthusiastic public response and increasing circulation make this approach worth continuing when the shortage of space is not a driving factor.

Building Upkeep and Improvements

- In 2007, the town installed a new slate roof to the original building and a new PVC membrane roof to the addition. The roofing project revealed that the supports in the attic were inadequate and needed steel reinforcements. Subsequently, drain pan leaks from the air conditioning also had to be fixed and the library ceilings replastered and repaired.
- The most serious crisis the library faced was in 2010 when a major flood forced the library to close for 4 ½ months for major repairs. While the high water table and adjacent wetlands makes flooding during heavy rains a continuing danger, the town has purchased two pumps and a generator to help manage the problem. The town also received a \$150,000 grant from FEMA for a more permanent solution.
- The Rotunda is the library's showpiece. In 2012, the Library Trustees voted to use privately raised endowment funds to restore the Rotunda to its former beauty. Historically appropriate colors replaced the bland white throughout, bringing the

walls and ceiling alive and revealing the beautiful details on the Corinthian capitals and the friezes. New carpeting, new lighting and new period appropriate furniture were added and the room was transformed into a classic reading room where new books and magazines are on attractive display.

- The Wayland Garden Club wanted the outside spaces to complement the improvements taking place to the building. It has improved and continues to maintain the appearance of the lovely main entry garden.

A New Library Building Plan

Louise Brown's 2003 Building Plan has served as the basis for all of the studies and architectural drawings presented as options to solving the library's ongoing space problems. With no near term solutions in sight, the Library Trustees and Library Director realized that Ms. Brown's 20 year space needs plan was growing too old to meet the Massachusetts Board of Library Commissioners' building grant requirements. After a competitive selection process, I was hired in the spring, 2014 to write a new one.

The first steps were to study the Library's current Long Range Strategic Plan (FY2013-2018) and all of the other relevant documentation on the history of the library and the library building. Next was a meeting with the Library Trustees and Director, an extensive tour of facility and the first of several all-day meetings with department staff. A simple Building Satisfaction Survey was prepared for staff to help me gain a better understanding of what those most familiar with the building liked and disliked, and if they thought the library should remain at its current location.

It comes as no surprise that the problems identified in the 2002 Final Report of the Planning Committee, in Ms. Brown's Building Program, and in all of the subsequent studies and community surveys remain. Despite those challenges I was impressed to see how cheerfully the library staff is functioning under difficult conditions, and how much they appreciate the library building's strengths. Their frank comments and written observations largely coincide with my own.

Strengths

- **Handsome Building with Beautiful Rotunda and Much Natural Light.** The high ceilings, bay windows at both ends, and the good sight lines all help to make the main floor feel less crowded than it in fact is. The refurbished Rotunda is splendid and the decision to restore it to a quiet reading and browsing room (instead of the place for videos and other AV) has been rightly cheered. Staff also likes the South orientation and nice views from the bay windows, the old fashioned character, small town feel and period charm of the brick exterior and its ivy covered walls.
- **Good Location in the Center of Town.** The library is located on Concord Road (Route 126) near an intersection to Route 20 and close to Wayland Center.

Except when the library is running a popular program, parking is adequate (58 spaces), but there are not a lot of homes within easy walking distance so users must drive or be driven to the library. The library lot is often full at busy times. Because the roads here are so heavily trafficked, it can be difficult to take a left turn out of the one entrance and exit especially during afternoon rush hour.

- **Open Layout and Separation of Adult and Children’s Spaces.** The open floor plan and good signage on the main floor makes it easy for patrons to quickly orient themselves and easy for staff to monitor activities. This is a very easy library to navigate and – if needed - to quickly locate a helpful librarian. Staffing is often tight, and Circulation and Reference staff appreciates how easy it is to see each other’s service desks. Staff work well together and feel part of the same team regardless of department. A friendly wave or word is all that is needed to summon an extra hand.

The good sight lines help explain why the library has felt no need for a security system to protect library materials or for a video surveillance system for increased safety. Parts of the mezzanine are out of sight but have not been a problem since the area is mostly open stacks and not seating. The Children’s Room and Meeting Rooms are in the basement and that helps keep the noise level on the main floor down. Most patrons enter the library from the parking lot. That entrance is constricted and requires patrons to climb a few stairs up to the main floor or down to the basement level, but it does have the advantage of limiting pass through traffic. It is also convenient, if not always desirable, that the Meeting Room is next to Children’s. Because Children’s lacks a proper story hour and program space, it is able to make regular use of the Meeting Room when not occupied by others.

Weaknesses

- **Severe Shortage of Study Room, Tutoring, Conference Room, and Meeting Room Space.** Staff listed this higher than any other of the building’s deficiencies including the serious, ongoing flooding problems. The Library only has one undersized, unventilated meeting room (capacity 60) located in the flood prone basement. There is no separate Conference Room, no Study Rooms, no group work spaces, and no private space for tutors to work with students. Staff reports that demand for these types of larger meeting spaces and private small group spaces keeps increasing, a growing trend for public libraries of all sizes throughout the United States.
- **Basement Level Prone to Flooding.** The 2010 flood was traumatic for staff and the public, forcing the library to close for four months. Water penetrated the foundation walls, overwhelmed the drainage system and poured into the basement offices, the Children’s Room, the Meeting Room, and the elevator shaft. The Town has taken some remedial action buying pumps and a generator but serious problems remain. The library is located on a site with a high water table that is next to wetlands. Children’s is particularly vulnerable. During storms

water runs down from the rocky hill on the northeastern side of the building into the Children's emergency exit stairwell. The well drain helps but needs to be monitored to make sure leaves and other debris don't clog the drain. If a storm occurs when the library is closed, staff often volunteers to go to the library to make sure water isn't pooling in the stairwell.

You can see the challenge the staff faces in the pictures below.



Children's Stairwell



Rocky slope to the Stairwell

Water infiltration is not the only problem. The high water table contributes to the musty smell that is particularly noticeable in the Children's Room. The Children's Librarian's Office is used as non-essential storage space because the air is so unhealthy. Dehumidifiers help some but many books and other moisture absorbent materials deteriorate over time.

- **Inadequately Handicapped Accessible.** In 1978 the library installed an elevator inside the parking lot entrance with access to the library's three levels. What was acceptable then doesn't meet code today. The entrance door is heavy and difficult to open. During my visits I held the door several times for seniors and for adults with young children. The entrance is unpleasantly crowded with three book return bins, and there is no push button opener. As you enter, the elevator is to the right of a small stairwell landing. A handicapped individual would have a difficult time maneuvering even a small wheel chair in such a tight space. The latest ADA code does not permit elevators within a stair enclosure.

One reason the elevator was installed is because the Main Entrance on Concord Street is not handicapped accessible. That is still the case. The walkway to the front door steps is too steep, the step risers of unequal heights, and there is no railing.

There are other handicapped accessibility issues that are fully detailed in the 2013 Building Audit, ranging from non ADA compliant signage to inadequate handrails and toilet grab bars. Some of the more important are absence of a low counter section in the large main circulation desk, columns in the aisles of the stacks and stack shelving on the main level that is a too high 90 inches.

- **Overcrowding in Most Public Spaces.** Population growth, the rise of the Internet and the spiraling demand for new media has forced the library to squeeze more and more services into a 1987 building never designed to accommodate them. There is

no part of the library that couldn't use more room, but these three generated the most comments and complaints.

- 1. Public Computers.** There are six fixed public PCs, one stand-up queuing station and three stand-up public catalog computers. These were nowhere enough to meet the need so the library has purchased several iPads and Chromebook laptops for use in house on the library's wireless network. Because there isn't enough room the PCs are all crowded into one too small shared space with no privacy and barely enough room to open a little note book. Headphones are available but are no substitute for a quieter, less jumbled environment.



The queuing station has to be placed on a crowded reference shelf.



- 2. Children's.** Because of its low book cases and the new, improved stack configuration implemented on the recommendation of consultant Tom Gilcrest, Children's may appear less crowded than is in fact the case. The book collection of 22,528 is at capacity. One book must be stored or deaccessioned for every new one purchased. Seating in the 2,000 square foot room has been sacrificed to make room for collections.

There are no seats for adults and only nine seats for children. Eight are at two small tables, one in what was once the well of the built in tiered story hour area, and the other between the busy Children's Circulation Desk and the Youth Services Librarian's carved out "office" in a corner by the stairwell exit.



The old Story Hour area is now used for seating, book bins and play

Youth Services Librarian Pam McCuen has stopped using this story hour area because it doesn't work. Not only is it too small, it also encourages children to jump, fool around and risk falls and injuries. She has had to move story hours to the adjoining general purpose meeting room which is not always available. An additional concern is the heavy fire safety door leading from Children's to the the Raytheon Room which must be held open carefully lest it snap shut on unsuspecting little hands and feet.

The Children's Room also suffers from the ever present risk of water infiltration, inadequate ventilation, and inconsistent heating and cooling which makes the room too hot in summer and too cold in winter. The overhead lighting is

acceptable in the evening, but the only natural light comes from the small windows on the sloped eastern side making for a gloomy atmosphere on cloudy days.

- 3. Adult Stack Areas.** The bulk of the library's adult fiction and non-fiction books are housed in the stacks in the 1987 addition and the stacks in the mezzanine of the original library. As in Children's, space for the collections is at capacity. At last count there were nearly 37,000 books in the two circulating collections split almost equally (17,417 fiction; 19,577 non-fiction). Both collections were larger but have undergone extensive weeding to make room for the reduced height of the experimental reader's interest subject collections and for the new Teen Area, the result of a Tween Program Grant from the MBLC.

While the attempts to innovate are admirable these changes do not result in less crowding as can be seen in these photos.



Teen collection quickly filling to capacity



8 shelves, 90" high are not enough



Lower height shelves, still at capacity



Compact Disc and other AV Shelves are also Jammed

Seating is better than in Children's but far from adequate. Most stack seating is at five tables for four in the addition. The tables are too small and close together for more than two to work at the table at one time. The tables are crowded at one end by the heavily browsed compact disc displays and at the other end by the five lounge seats in the apse. On either side are the stacks with book carts often in the way. No small study rooms means tutors frequently have to work with students at these tables which limits privacy and can disturb others nearby.



If patrons need room to work these quickly become tables for one

- **Grossly Inadequate Staff Office and Workroom Space.** Wayland is modestly staffed for a community of its size, but the conditions they have to endure might try the patience of Job. Only one staff office/workroom (Circulation) is on the main floor. The rest are in the musty, leak prone basement. The deficiencies are many.
 - Reference Head (and AV buyer) has no office.
 - Circulation Head's Office is the staging area for network transfers.
 - Circulation Head's Office is a pass through to staff mailboxes and a bathroom.
 - Bibliographic Services shares space with the Computer Specialist and his large "Nursery", receiving, and volunteers working on various projects. The Assistant Director's tiny "peek-a-boo" office is in one corner.
 - The Director's Office is used as storage for Friends' book sale donations. The books are sorted in the corridor.

- Youth Services Head’s “Office” is a in a small, partitioned alcove taken from the Children’s Room.
- The Staff Room is small and poorly ventilated.
- The Custodian has no office and must make do with a narrow, windowless tunnel like space where he has three lockers and some cleaning supplies.
- Because there is no onsite storage, rooms like boiler, machine, electrical, and pump are used. The worst is the Boiler Room which is filled with two carpet cleaners, shovels, lighting, carpet tiles, a snow blower and much else.
- The only offsite storage is the Freight House in the upper parking lot. This is not owned by the library and is a shared space. It is only used for long time storage because it is difficult to move items up the hilly terrain, onto the makeshift railing less steps, and into the House.



Circulation Head's Office



Bibliographic Head's Shared Office



Director's Office



Book Sale Sorting

The Building Plan

Once consensus was reached on the current state of the building, the written documentation and statistical data were again reviewed. I then set to work with Director Ann Knight and her staff to envision and carefully describe the size and type of library spaces required to meet the needs of Wayland's citizens for the next twenty years.

To develop a useful building plan involves five steps.

The Building Plan

- 1. A clear understanding of the mission, goals and objectives of the Wayland Public Library.**
- 2. Analysis and projection of 20 year collection requirements.**
- 3. Analysis and projection of 20 year patron seating requirements.**
- 4. Analysis and projection of 20 year staff seating and workspace requirements.**
- 5. Analysis and projection of 20 year space requirements area by area.**

1. Mission, Goals and Objectives

In February, 2012, the library began work with consultant Sondra Vandermark to produce a comprehensive Long Range Strategic Plan. The open process was exemplary. It included participation of a 14 member Community Committee, a 6 member Staff/Trustee Task Force, and the 6 member Board of Trustees. The Community Committee engaged in a SWOT exercise and then brainstormed to come up with a potential vision for Wayland and a set of draft goals.

Library staff undertook their own SWOT analysis and then worked with the Community Committee's draft goals to develop appropriate objectives and activities to meet each one. At the same time, the Library posted a 20 question online survey "to help us plan" that resulted in 467 individuals responding.

All of this material was incorporated into a written draft, *Wayland Free Public Library Long Range/Strategic Plan FY2013-FY2018*. That plan that was reviewed revised and finally approved by the Library Board of Trustees on September 19, 2012.

The library mission is:

“to be a free and accessible marketplace of ideas, information, and culture that fosters learning, community and information literacy. The Library provides open and guided access to a wide variety of media and programs to inform, inspire, and empower all its patrons in their pursuit of lifelong learning, personal enrichment, and cultural understanding. In so doing, the Library seeks to promote the free exchange of ideas necessary to the effective conduct of democracy in a changing world.”

The five service goals are to:

1. Collect materials and offer programs that satisfy the reading, lifelong learning, literacy, leisure, and entertainment needs of its users.
2. Provide children from infancy through age 13 with an array of materials in a variety of formats and a variety of programs that encourage a love of reading and intellectual curiosity.
3. [Provide] young adult/teen residents ... [with] access to a YA/teen space, a collection of current and popular materials in a variety of formats, and a variety of programs that enhance leisure time, stimulate thought, and expand knowledge.
4. [Have] the Library ... be perceived as a neighborhood center – the Town’s Living Room – that is attractive, safe, comfortable and welcoming place for Wayland residents to meet, work, and interact with others.
5. [Have] the Library ... be perceived as *the* place to go for things related to information and/or technology sharing -- with the resources, technology, marketing, and trained staff to fulfill this perception. Wayland residents will think of the Library when they want to use new technologies.

The objectives and activities are too numerous to list, but they all call for doing more. The library needs more books and other materials, especially access to more digital content; more programs for adults; more story times and other programs for children; a larger, separate YA/Teen space with more materials and programs for teens; more adequate space for both adult and youth programs; more space for socializing and relaxing at an in house Café; more space for community art displays; and more space for tutoring, for computers and for technology training.

Wayland’s long range plan is commendable and ambitious but meeting all - or even most - of those needs appears impossible in the present building. To determine how far the building falls short we must begin by analyzing the 20-year needs.

2. Analysis and Projection of 20 Year Collection Requirements

The library has an excellent materials budget of \$169,354 (\$11.30 per capita) which has allowed it to maintain a very good, heavily used collection in spite of the building's limitations. As of October 2014, the Wayland Public Library's physical holdings of materials are 84,951. That includes 65,395 print items and 19,556 non-print. If you include downloadable materials, print jumps 18,615 to 84,010 and non-print 6,087 to 25,643. Including downloadable increases Wayland's total holdings 29% to 109,653.

These figures are important in helping analyze the size of the collection today against established standards used by the Massachusetts Board of Library Commissioners (MBLC). Every year the MBLC gathers statistics from all the public libraries in Massachusetts and requires that certain minimum standards be met in order for a library to receive state aid, but beyond that it does not have its own qualitative standards. Instead it points to the *Wisconsin Public Library Standards, 5th edition, 2010*, as a guide to use in planning for space needs over the next twenty years.

One of the advantages of the Wisconsin standards is their intelligent flexibility. They have four levels of measurement ranging from "basic" to "excellent". Because the standards are population and per capita based they work nicely with the MBLC's preference for using a town's "service population" and not just its raw census number. Wayland's 2014 service population is 14,982¹.

Wayland's physical collection of 85,009 is 5.67 per capita just meeting the Wisconsin basic minimum of 5.5. Wayland falls below the minimum 4.8 per capita for print at only 4.37, but catches up in non-print with audio at .63 and video at .67 per capita, exceeding the highest Wisconsin standards (.60 for audio, .64 for video).

Projecting growth patterns in library collections over a 20 year period is more challenging than ever. In the past planners relied on a rule of thumb, based on the experiences in hundreds of public libraries, that collections tend to double every 20 years. That translated into an average growth rate of 3% to 4% per year, quicker in growing communities with better book budgets, and slower in communities with stable populations and smaller book budgets.

The UMass Donahue institute projects that by 2035 Wayland's service population will be relatively unchanged at 15,782. However, the breakdown shows the biggest increases in the two age groups that are the library's heaviest users, children and seniors. Children ages 0 to 14 will increase 25.3%, seniors ages 65 to 74, 50% and seniors 75 to 85+, 29.9%. Given Wayland's changing demographics, highly educated population, generous materials budget, and impressive circulation of almost 20 per capita, the Library Director and the staff estimate that the collection will need space to grow 1.5% to 2.5% per year or approximately 50% in total.

¹ The number is calculated by adding the latest year's non-resident circulation percentage to the census number. For Wayland the percentage is 15.3%: 12,994 plus 15.3% equals 14,982.

The detailed collection analysis that follows estimates that the library will need capacity for 123,255 items: 98,455 print (63,225 adult; 35,230 children's and young adult) and 24,800 non-print (21,000 adult; 3,800 children's and young adult).

The 2034 collection of 123,255 will more than meet all of the Wisconsin minimum or "basic" standards. Print volumes will rise to the "enhanced" level at 6.24 per capita. The total collection also rises to "enhanced" at 7.8 per capita, not far from the highest 8.2 "excellent" level.

Staff expects the biggest percentage growth in the adult print collection in Large Print (new category), New Books (100%), and Non-fiction (53%). Children's and Young Adult print will see the biggest increases in Paperbacks and Graphic Novels (new categories), Easy Readers (87%), and Fiction (54%). Little growth is expected in non-circulating Reference and periodicals.

After years of explosive growth, the non-print collection is expected to increase at slightly more than half the rate of print (26.8% total over 20 years). The biggest increases will be in YA Video Games (newer category), Children's Compact Discs (103%), Children's DVDs (61%), and Adult Audio-books (28%).

The library's downloadable collection is one of the largest per capita in the state. One reason it is so big is because the library doesn't have the room to provide all the physical copies of materials its patrons want. When in a larger building, the library intends to continue to supplement its collections with a wide range of downloadable materials. It does not expect they will supplant print. Predicting what will happen with streaming and downloadable in non-print is trickier, but at this time staff believes that patrons will want to browse, hold and borrow the physical items much longer than many futurists are predicting.

WAYLAND PUBLIC LIBRARY

Space Needs for Materials

Print

AREA	Current Holdings 2014	Projected Holdings 2034	Formula	Projected SF Needed 2034
Adult Books				
Fiction	17,417	22,500	12v / SF	1,875
Chinese Lang.	464	1,000	10v / SF	100
New Books	1,000	2,000	10v / SF	200
Large Print	With Fiction	1,500	10v / SF	150
Local History	With Reference	500	10v / SF	50
Non-fiction	19,577	30,000	10v / SF	3,000
Paperbacks	With Fiction	1,000	15v / SF	67
Reference	1,628	3,000	7-10v / SF	457
	(40,086)	(61,500)		(5,899)
Young Adult				
Books	2,914	4,500	12v / SF	375
Graphic Novels	With Books	500	15v / SF	33
Magazines	2	10	1v / SF	10
	(2,916)	(5010)		(418)
Children's				
Picture Books	5,717	8,000	16v / SF	500
Easy Readers	1,070	2,000	14v / SF	143
Fiction	5,207	8,000	12v / SF	667
Non-fiction	8,652	10,000	12v / SF	833
Paperbacks	NA	2,000	15v / SF	133
Reference	229	200	10v / SF	20
Magazines	22	20	1v / SF	20
SUBTOTAL	(20,897)	(30,220)		(2,316)
Periodicals				
Display (titles)	206	225	1 / SF	225
Stack	1,290 issues	1,500 issues	1 yr / SF	100
PERIODICALS SUBTOTAL	(1,496)	(1,725)		(325)
PRINT SUBTOTAL	65,395*	98,455		8,958 SF

*Does not include 18,615 downloadable E-books.

WAYLAND PUBLIC LIBRARY

Space Needs for Materials

Non-Print

AREA	Current Holdings 2014	Projected Holdings 2034	Formula	Projected SF Needed 2034
Adult				
Audio-books	3,893	5,000	10v / SF	500
Compact Discs	4,261	5,000	18v / SF	278
DVDs	9,145	11,000	12v / SF	917
	(17,299)	(21,000)		(1,695)
Young Adult				
Audio-books	72	200	10v / SF	20
Compact Discs	NA	With Adult	18v / SF	
DVDs	NA	200	12v / SF	17
Video Games	8	150	12v / SF	13
	(80)	(550)		(50)
Children's				
Audio-books	1,120	1,500	10v / SF	150
Compact Discs	123	250	18v / SF	14
DVDs	934	1,500	12v / SF	125
Video Games	With Young Adult		12v / SF	
	(2,177)	(3,250)		(289)
NON-PRINT SUBTOTAL	19,556	24,800		2,034 SF
PRINT & NON-PRINT TOTAL	84,951**	123,255		10,992 SF

** Does not include 6,087 downloadable audio recordings

3. Analysis and Projection of 20 Year Patron Seating Requirements

Today the Wayland Public Library has seating for 76 adults, young adults and children. This translates to 5 per thousand and is below the 6.5 per thousand minimum recommended in the Wisconsin standards².

Wayland's public seating situation is even less satisfactory than it appears from the raw numbers because much of the furniture is old and mismatched.



Two Public PCs in Reference



Tables & Chairs in Mezzanine

The largest number of adult seats are at five tables in the 1988 addition. The tables are undersized for the chairs and a striking example of seating that is not “behaviorally usable”. Behaviorally usable seating is a concept developed by nationally recognized architect and library building consultant Aaron Cohen. He defines it as a seat “one ... can ... comfortably use when reading light material, concentrating and studying, or performing in-depth work.”

Numerous studies have shown that Americans feel uncomfortable without a certain amount of unoccupied space around them. Table seating is a particular problem because, unless the table is sufficiently large (8 feet), it is unusual for it to be used by more than two people at one time.

You can see the result in the picture below. In the table to the front a student has spread out his work, discouraging anyone else from infringing on his space. On the four tables heading to the rear, there is one person at the first three and two at the fourth.

Staff report that these tables are used daily by professionals who are telecommuting, by independent business owners, by job seekers, by tutors who have no other space to meet with students, and by others frustrated that there are no quiet study rooms anywhere in the building. People usually try to keep their voices down, but multiple conversations in such a compact area can't help but be a distraction for those engaged in serious work.

² Anders Dahlgren's *Public Library Space Needs: a Planning Outline*, Wisconsin Department of Public Instruction, c2009.



The 20 chairs at these 5 tables provide behaviorally usable seating for no more than 10

The seating situation in Children's is much worse. There are only two very small tables with seating for four, one in the former story hour space, the second on the other side of the room between the circulation desk and the Youth Services' Librarian's makeshift "office". The only other seating is one bean bag chair and two seats for searching the on-line catalog. Youth Services has created some seating for young adults upstairs in a section of the 1988 addition, but the two tables, two rocking chair and one computer seats are crowded into a too small space and are nowhere near enough to meet teen needs. One bright spot is the attractive lounge seating for twelve in the refurbished rotunda.

In 20 years it is estimated that Wayland's service population will slightly increase to 15,782. To meet that increased need, the building program is calling for 162 seats. While this is higher than the 103 seat minimum given in the standards, the Director and staff strongly believe this much seating is necessary to serve their heavy library using community. They point to the 2013 Pew Research Center study which surveyed users on multi-functional spaces in libraries. The majority (61%) want completely separate spaces for "children's services, computer labs, reading spaces and meeting rooms." The follow up focus groups emphasized the need for separate "teen hangout spaces" and "quiet study spaces".

Those finding are consistent with the community and staff survey results that were incorporated into the library's current Long Range Strategic Plan and called for "good coffee" (in a café type space), "private study rooms" , a "separate young adult /teen

area” and more group and community meeting spaces for more library and community programming.

While the Wisconsin seating standards can be helpful, it should be kept in mind that they have not been updated in a many years. In addition, the author Anders Dahlgren, cautions that the recommendations “only establish a base or starting point for further discussion. Depending on the library’s mission and service emphasis, it may be appropriate to adjust the recommendation up or down.”

All seating estimates for 2034 were arrived at after extensive input and review from the library administration and staff. The biggest increases are in Youth Services. Children’s more than triples from 11 to 36 seats with Preschool seats going from zero to 9 and Juvenile Computer Seats from 2 to 10. Young Adult increases from 5 to 17 with the biggest jump in two new types of seating: 4 bench, and 4 booth.

Adult seating goes from 60 to 109. Most of the increase is for 20 new study room seats and 10 new seats in the Café. The only other big changes are for carrel seats which increase from 4 to 12, and computer seats from 7 to 20.

Group Seating

Meeting Room and other types of group seating are not counted as general patron seating. One grey area is the Computer Training Room, but those 9 seats are counted with patron seating because the computers will be available for use by the public when training isn’t scheduled.

Currently, the 60 seat Raytheon Room is the library’s only public meeting room. It is very heavily used for library programs, children’s story hours and for community meetings and events. It also serves as the space for the monthly Library Trustees meetings.

The need is for a separate new Conference and Trustees Room for 20 and a larger multipurpose Meeting Room with capacity for 100.

WAYLAND PUBLIC LIBRARY

2014 General Patron Seating

ADULT	Carrel Seats	Desk Seats	Lounge Seats	Table Seats	# of Tables	Other Types	Computer Seats*
Audio-Visual	4						1
Circulation/Lobby							
Fiction			5	20	5		
New Materials / Rotunda			12		4		
Non-Fiction		4		3	3	1**	
Reference				4	1		6
SUBTOTAL	4	4	17	27	13	1	7
YOUTH SERVICES							
Preschool							
Juvenile				8	2	1***	2
Young Adult				2	1	2****	1
Adult							
SUBTOTAL	0	0	0	10	3	3	3
TOTALS	4	4	17	37	16	4	10

GRAND TOTAL: 76 Patron Seats

*Does not include the number of stand-up public catalog computers and queuing stations.

Stand-up Computers: 3

Stand-up Queuing Stations: 1

**Microform reader/printer

***Bean bag chair

****Low rocking chairs

WAYLAND PUBLIC LIBRARY

2034 General Patron Seating

ADULT	Bench Seats	Carrel Seats	Lounge Seats	Table Seats	# of Tables	Other Types	Computer Seats*
Audio-Visual							1
Cafe				10	4		
Computer Training							9
Entrance/Lobby	2						
Fiction			4	6	3		
New Books			8				
Non-Fiction		6		8	5		1
Periodicals			6				
Reference		6		12	7	1**	9
Study Rooms				20	7		
SUBTOTAL	2	12	18	56	26	1	20
YOUTH SERVICES							
Preschool			1	8	2		
Juvenile			3	8	2	2***	10
Young Adult	4		3		4	4****	6
Adult			4				
SUBTOTAL	4	0	11	16	8	6	16
NEW TOTALS	6	12	29	72	34	7	36

GRAND TOTAL: 162 Patron Seats

*Does not include the number of stand-up computers and queuing stations.

Stand-up Computers: 7

Stand-up Queuing Stations: 2

**Microform reader/printer

***Bean bag chair

****Booth seats

4. Analysis and Projection of 20 Year Staff Seating and Workspace Requirements

The Wayland Public Library has 18 full and part-time staff that translates to 13.7 FTE (full-time equivalency) based on the library's 35 hour full-time work week. The library also has one full-time custodian who operates under the Town Facility Manager's budget. Since his workspace is in the library he needs to be included in our space planning.

Wayland's current non-custodian staffing levels are reasonably good. The Wisconsin standards call for a staffing FTE between 10.5 and 16.5 for Wayland's population. At 13.7 FTE Wayland's staffing qualifies as "enhanced".

To meet the 20-year needs of Wayland's slightly larger service population in a much larger building will require some modest staffing increases and a substantial increase in space for staff and volunteers.

Wayland's staffing levels may be acceptable, but its work space is poor. According to the 2013, DRA Building Audit the library has 10,048 SF of assignable space. Only 1,504 SF is staff work space. There is no separate work space for the Reference staff or the Custodian. There is no separate volunteer workspace. The Friends Book Sale volunteers have to collect and sort books in a hallway and store them wherever they can, most in the Director's closet.

Children's has a 150 SF work area behind its Circulation Desk, but there is no room for the Youth Services Department Head who has had to create a divider paneled nook for herself in one corner of the Children's Room. The Circulation Department Head has a 154 SF office, but it has largely been given over to Network Transfer operations. Her office rest room is also for the staff. Another part of the office holds the staff mailboxes. It is a very busy place.

Bibliographic Services has the largest staff space, but the 463 SF must be shared with the Computer Specialist and his "Computer Nursery", the Assistant Director, the outside staff using the large format and 3D printers, and volunteers using the shared computer. It is a testament to the staff's good nature and can do cooperative spirit that so much gets accomplished under such difficult conditions.

After extensive analysis and discussion with the Library Director and staff, we estimate that the library will need to add up to 5 more part-time staff (3.3 FTE) over the next twenty years. That will bring the library to a total of 17 FTE or 1.08 per capita, just under the 1.1 per capita that the Wisconsin standards rate as "excellent".

The biggest need is in Youth Services which will need to create a half-time Young Adults' Librarian position to help manage the new room. Children's badly needs extra part-time help to free up the full-time staff to do more programming, planning, grant writing, and outreach to the schools.

Reference should have a full-time head and possibly some additional part-time help to keep up with the selection, care and maintenance of the large audio-visual collection which will remain their department's responsibility.

The seating and work space plan calls for more than doubling the existing building's 1,504 SF to 3,950 SF. In addition the plan calls for a new 300 SF Friends Book Sale Room and a larger staff lounge of 425 SF (the current staff room is 242 SF).

The new grand total comes to 4,675 SF, more than double the 1,746 SF of staff space in the current building. The change may seem quite large, but that is because the library starts from such a depressed, completely inadequate level.

The biggest increase is in Administration which rises to 1,150 SF. One reason is the reassignment of the Computer Specialist from Reference and the counting of the new Systems Room, a space that was not counted separately by DRA (it is part of their unassigned space). The other reason is the creation of a much needed Administration Workroom, a neutral space available to all staff and volunteers who need to work on mailings, database management, publicity, and other projects.

The other big increases are in Reference, which goes from almost nothing (e.g. 100 SF Reference Desk area) to 415 SF, and Youth Services, which goes from 250 SF to 625 SF. Providing a first ever office and workroom for the Reference Head and staff and a proper office for the Youth Services Department Head account for most of the new square footage.

WAYLAND PUBLIC LIBRARY

Staff and Volunteer Space Needs

DEPARTMENT / AREA	2014 STAFFING AND FTE	2014 SQUARE FOOTAGE	2034 STAFFING AND FTE	2034 SQUARE FOOTAGE
ADMINISTRATION	3/3 FTE	314	5/4 FTE	1,150
Director	1/1 FTE	217	1/1 FTE	225
Asst. Director.	1/1 FTE	In Bibliog.	1/1FTE	175
Admin. Asst.	1/1FTE	97	1/1 FTE	150
Admin. Workroom	NA	NA	0-2	250
Comp. Specialist	With Reference	In Bibliog.	1/1 FTE	200
Systems Room	0	Unassigned	0-1	150
BIBLIOGRAPHIC	2/1.1 FTE	463	3/2 FTE	600
Dept. Head	1/1 FTE	In Workrm.	1/1 FTE	In Workroom
Workroom	2-3	463	2-3	600
CIRCULATION	6/4 FTE	377	6/4 FTE	875
Service Desk	1-2	223	2-3	325
Dept. Head	1/1 FTE	154	1/1 FTE	150
Workroom	2-3	NA	2-3	400
CUSTODIAL*	1 /1 FTE	Unassigned	1/1 FTE	285
FRIENDS ROOM	NA	NA	2-3 volunteers	300
REFERENCE	2/1.9 FTE	100	2/2 FTE	415
Service Desk	1	100	1-2	200
Dept. Head	1/.77 FTE	NA	1/1 FTE	In Workroom
Comp. Specialist	1/.71 FTE	In Bibliog.	With Admin.	NA
Workroom	NA	NA	1-2	215
STAFF LOUNGE	7-8 Capacity	242	11 Capacity	425
YOUTH SERVICES	5/3.7 FTE	250	7/5 FTE	625
Dept. Head	1/1 FTE	NA	1/1 FTE	150
Service Desk	1-2	100	1-2	200
Workroom	1-2	150	2-3	275
Young Adult	0	NA	1/.5 FTE	In Ref. Wkrm
TOTAL	18/13.7 FTE	1,746 SF	23/17 FTE	4,675 SF
TOTAL STAFF WORKSTATIONS	16		27	

*Custodian position is in the Town Facilities Manager's budget but his "office" is in the library.

5. Analysis and Projection of 20 Year Space Requirements

The heart of any building program is the area by area analysis that describes in detail, as accurately as possible, what the library needs in each space to accommodate staff, collections and the public. The analysis translates those needs into square footages based in large part on formulas provided by the Massachusetts Board of Library Commissioners

Determining what should be the future size and makeup of each space requires that library staff works with the consultant to imagine what is really needed. Staff should not be limited by what “the town can afford” or what staff “knows” are the redesign and expansion limitations of the existing building or site.

The area descriptions that follow are the result of a lengthy collaborative effort. I first met with the Director and Trustees and then with Department Heads and staff to explain the process and to ask them to describe what their ideal space or department would contain. Staff was asked to complete an on-line Building Satisfaction Survey. All sixteen full and part-time staff responded in less than a week, many adding thoughtful additional comments and suggestions.

Library staff was also encouraged to visit other public libraries that had completed construction projects and to consult the “Public Library Construction” section on the MBLC’s excellent website to stimulate their thinking about what was possible. Wayland’s group visit to the Westwood Public Library was especially valuable

After tallying the survey responses, the first of several full day meetings was scheduled with administrators, department heads and staff responsible for envisioning their spaces in the future library. From those meetings came the first drafts of the area descriptions. Questions, suggestions and changes were e-mailed back and forth until everyone was satisfied with the final drafts. The results are supported by all the participants.

20 Year Needs and Options

The Wayland Public Library measures 14,025 gross square feet. It has three levels: a basement (6,338 SF), first floor (6,227 SF), and mezzanine (1,460 SF). The original 8,000 square foot brick building constructed in 1900 has had only one major addition. In 1988 a two level, 6,000 square foot wing was added and the older section renovated. Given the difficulties of integrating the new wing into a historic building on a problematic site, it is encouraging to discover that approximately 10,299 square feet is net usable or assignable even if the quality of some of those spaces is far from ideal.

Establishing assignable square footage ratios is one common calculation in determining the efficiency and cost effectiveness of a building design. Excluded from the gross are entranceways, corridors, mechanical spaces, stairways and elevators. Wayland has a net to gross ratio of 73.4%. In truth the real net to gross is probably higher as staff has made use of corridors, mechanical closets and dead end spaces for custodial and other

storage wherever possible. They have also rearranged furniture and regularly experimented with new ways of organizing seating and collections to make the library as enticing and customer friendly as possible. Although the Library Director and staff continue to be open to making changes, they have known for some time that there is little they can do to provide what all agree is desperately needed: more space.

The library is much too small to meet the needs of today's users let alone the 20-year projected service population of 15,782. To satisfy Wayland's library space needs for the next twenty years requires a minimum of 24,099 square feet of net assignable space, 13,800 square feet more than it has today. The minimum gross square footage is 31,329, 30% more than the net. The estimates of unassignable space can vary, but the 30% figure is one favored by the MBLC.

While the 31,329 square feet called for requires more than a doubling the library's current size, Wayland's new library would be comparable in size to many of the newer libraries in its 10,000 to 14,999 population group. The chart below is arranged by population and lists the date of the latest new building or addition, the gross square footage, the number of general public seats (not meeting room) and seating capacity of the largest meeting room. The numbers are taken from the MBLC's FY13 report on Main Library Facilities.

Town	Population	Year Built	Gross SF	Public Seats	Meeting Room
Weston	11,261	1995	30,200	230	100
Palmer	12,140	2005	30,000	80	100
Hamilton/Wenham	12,639	2001	29,000	102	150
Medway	12,752	1998	20,000	99	100
Charlton	12,981	2007	27,000	152	220
Wayland	12,994	1988	14,025	69	60
Bedford	13,320	1999	34,168	157	70
North Adams	13,708	2009	27,270	138	66
Mashpee	14,006	2010	22,000	133	200
Northborough	14,155	2009	26,000	181	100
Westwood	14,618	2013	37,000	163	75
	Larger	Towns	Near	Wayland	
Concord	17,668	2005	48,100	147	40
Sudbury	18,103	1998	31,400	140	100
Acton	21,924	1998	32,109	134	70
Natick	31,356	1997	66,000	324	140

The library's need for more space has been obvious for a long time. What is less certain is how to find it. The library first started to serious look at expanding in 2001 and there have been three in depth consultant studies between 2005 and 2013 looking for answers. No actions have resulted.

What is clear from the previous studies is that the library has limited choices. It can remain at its current location and renovate and expand the existing building or it can look to build a brand new library on a new site. As shown in both the GMI and DRA studies, the option of the library moving to a new or repurposed building and sharing space with another department is simply not workable.

What follows are what your consultant sees as the two options for meeting the libraries 20 year space needs with a list of the advantages and disadvantages of each.

Option 1: Renovate and Expand the Existing Library

Lerner Lads + Bartels 2005 feasibility study exhaustively studied this option. They presented four options and provided detailed drawings and calculations for three. They reduced Louise Brown's original Building Program from 34,354 gross square feet to 29,659 before doing their calculations, but they still found it impossible to meet the town zoning and environmental requirements without purchasing at least some part of an adjacent property. Since our new Building Program calls for a slightly larger gross square footage than LL+B's, the same problems found in 2005 should apply today.

Site Issues

The library sits on an 83,884 square foot lot that is itself 6.2% wetlands. The lot is in the Aquifer Protection District which sets limits on what can be built, and it abuts a wetland which will have strict Department of Environmental Protection and Wayland Conservation Commission development restrictions. Finding enough space to meet Wayland's zoning requirements for parking would be difficult. The only solution LL+B saw for the parking issue was to acquire all or part of the adjoining property.

Under this option the library decides to meet the site challenges head on and find a way to renovate and expand the library to the required 31,329 square feet.

Advantages

- Library remains in the beloved historic building. Should be easier to generate political and community support
- No need to find an alternate use for the building

Disadvantages

- To meet the building program and all zoning requirements the library would need to purchase all of adjacent property. The house on the lot would have to sold or relocated. The cost could be considerable.

- Adding a large, aesthetically pleasing addition to the existing building (LL+B option #4) would balloon the gross square footage to almost 42,000 and the unassigned space to more than 65% of the net. This creates a badly spread out, hard to staff and supervise building. Such an inefficient design would not be acceptable to the MBLC and would prevent the library from receiving a construction grant.
- Adding a taller more compact addition to the existing building would increase the efficiency but likely run into zoning restrictions and aesthetic objections. Because the library is in a Residential District vertical expansion will be limited without a waiver. What's more, the upper parking lot, which is owned by the town and used by the library, is in the Historic District. The Wayland Historical Society's Grout Heard House Museum is nearby. The Historic Commission and Historical Society would expect any addition to meet the established standards that the design "preserve and protect the distinctive characteristics of the building ... [and be] compatible with the existing [Historic District] architecture."
- Expanding on the existing site may not be possible because of water issues. Even if the Conservation Commission and Department of Environmental Protection signed off on a construction plan, the library would need to satisfy the MBLC to qualify for a construction grant. To receive a grant a library must agree to 37 assurances. Number 21 requires "*an assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.*"
- Construction would be disruptive. Library operations would likely have to be relocated during construction. Finding and moving to a suitable temporary home could be difficult and expensive.

Option 2: Construct a New Library on a New Site

This option recognizes that the library's sloping, irregular, constricted, and flood prone site is unsuitable for expansion. It supports the findings of earlier studies that moving to a new or renovated building and sharing space with another department like the Council on Aging is not practical for either department. It also accepts the library staff's overwhelming preference to move rather than expand on site.

The final question in the Library Staff Building Survey stated that "previous building studies have raised questions about expanding on the current site." It then asked, "in your opinion, should the library remain at the present location or look to move? Why?"

10 of the 15 responses were strongly in favor of moving. Only one wanted to stay. The other four wanted to stay only "if possible" or if the problems could be fixed. Most said the library needed to move because of the danger of flooding and lack of space. Others

commented on the difficulty of exiting the library during busy commuter times, and of the “horrendous parking situation”, most acute when major library programs are held. Previous studies looked at the possibility of the library relocating to the Town Center. With that location off the table, the library will need to find a new town owned site large enough for a 31,316 square foot building and enough parking to meet Wayland’s zoning requirements for 117 spaces³

One possibility is the Department of Public Works property off of Route 27. It is part of a large town owned parcel that includes the Wayland Middle School. The DPW is scheduled to move to a new facility on River Road by spring, 2015. The land is flat, there are no water issues, and there is a large Wayland population nearby, with easy access off a main road.

Advantages

- Immediately meets the 20 year space and parking needs. Avoids the many compromises that will likely be required in option one.
- No need to find a temporary location during construction.
- New building should be less costly to build and maintain. Architect will have much greater design flexibility to create an efficient building. The more compact footprint should make it simpler to meet the staff’s adjacency preferences.
- Much more environmentally friendly; should be easier to qualify for LEED certification from the U.S. Green Building Council.
- If move to the DPW parcel, safe and easy access to and from a main road.
- If move to town owned land, there is no need to purchase adjacent property.
- Will be much easier to qualify for a large MBLC Public Library Construction Grant.

Disadvantages

- May be community and political opposition to moving from a beloved historic building.
- May be difficult to identify a suitable reuse for the historic building

³ Zoning Section 198-506.1.2 requires one space for every 200 square feet on the building ground floor and one space for every 400 square feet of the other floors. Assuming a two story building with equal sized floors of 15,652 square feet translates to 117 spaces, 78 for the ground floor, and 39 for the upper floor.

- There may be competition from other town departments for use of the DPW parcel and for the open town land nearby. May require some skillful negotiating to avoid pitting one constituency against another.

While it is beyond the scope of this report to fully evaluate which option is best, the reasons to focus on option two are compelling. Option one should only be considered if finding a suitable new site proves impossible.

The next step should be to review this report's findings with the Library Trustees and then meet with appropriate town officials to discuss the best ways to move forward. Once agreement is reached, the library should contract with a qualified architect to use this building program to develop a schematic design for a modern, new 31,329 square foot facility.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Audio-visual

Function: Provides a full range of audio-visual materials including DVDs, audio-books and music compact discs, but not video games which will only be in the Young Adults' area. Collection will be primarily for adult patrons but overlap occurs with family DVD's and audio-books so some items will be appropriate for children and young adults. Children's and Young Adults' will each have their own age appropriate collections.

Occupancy: **Patrons:** 4-8 **Staff/Volunteers:** 0-1

User Seating: 1 Table Seating for 1: 1

Furniture and Equipment:

8 compact disc displays; 2 book carts
1 high computer stand for OPAC; 1 lower computer table for OPAC; 1 chair

Casework: None required

Technology: 2 public PCs (one stand-up) with access limited to the catalog

Collection Sizes: 21,000 items (5,000 audio-books; 5,000 music CDs; 11,000 DVDs)

Shelving: DVDs and audio-books should be shelved on 66 inch high double sided and single sided wall mounted metal shelving. 42 inch stack aisles would make browsing easier. The shelving system should allow for slanted shelving and zigzag display inserts where desired. The library very much likes the six custom wooden cabinets with pull out drawers it now uses for its music compact disc collection. Two more of similar size and design (capacity approximately 640 per unit) should be sufficient to handle the estimated growth of the collection.

Lighting, Acoustics and Finishes:

Good, even overhead lighting and heavy duty carpeting are needed.

Near to: Circulation; Reference Desk

Distant from: Quieter public areas

Notes for the Architect: The continuing growth in streaming and downloadable AV makes forecasting the physical growth in these formats difficult. It makes sense for as much shelving as possible to be modular and readily movable. That will make the expected steady expansion and rearrangement of the AV collection less burdensome and expensive.

Net Square Feet: 1,770

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Cafe

Function: Welcoming social space where patrons can gather to enjoy a cup of coffee, a snack or small meal away from busier public spaces.

Occupancy:

Patrons: 5-10

Staff/Volunteers: 0

User Seating: 10 Patron Seats

- Table Seating: Seating for 2: 2 Seating for 3: 2

Furniture and Equipment:

4 small round tables; 10 chairs

1 snack vending machine; 1 hot and cold drink vending machine

1 wastebasket; 1 clock; some attractive wall art or displays

Casework: 1 small built-in hospitality kitchen with sink, counter and microwave with lockable storage above and below

Technology: Good, strong wireless Internet access

Lighting, Acoustics and Finishes:

Soft, relaxing overhead lighting is needed plus some natural light; electrical outlets should be on all walls. Café could be noisy when busy so sound absorbing materials like window draperies, wall panels, and cast porous ceiling tiles should be considered. Provide durable, easily cleanable vinyl flooring and extremely sturdy, vandalism resistant chairs and tables

Near to: Circulation

Distant from: Quieter public areas

Notes for the Architect: Self-service and staffed cafe type spaces are increasingly common in public libraries. The public has embraced them, but for the unstaffed café good supervisory sight lines from one of the library service desks is a must. Wayland isn't sure whether it would like the café in a room that can be locked off or in a comfortable alcove away from the bustle of the lobby.

Net Square Feet: 350 SF

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Circulation Desk

Function: Main check in and check out location for most adult and young adult materials including audio visual. Handles patron registrations, fines and lost item payments, overdue notices and bills, interlibrary loans, network paging lists and museum passes; answers and directs incoming phone calls and general patron inquiries. Pick up area for reserves which are held on designated open shelves nearby.

Occupancy:

Patrons: 5-10

Staff: 2-3

User Seating: Desk Seating: 3 at Circulation Desk

Casework: One L-shaped collaboratively designed (architect and circulation staff) built-in circulation desk capable of holding three computers and peripherals. The desk should have a materials return slot with an easily movable collection box on casters underneath. Other desired features of the Circulation Desk include:

- Durable, scratch resistant surface like Corian, quartz or granite
- Openings under the counter should permit staff chairs to fit comfortably and to allow staff to sit close to the desk.
- Low counter section to accommodate the handicapped
- Sufficient storage for forms, money and supplies so that the desk can be kept neat and clutter free. Money drawers should be lockable.

Furniture and Equipment:

3 adjustable swivel chairs for staff; 6 book carts; 2 telephones
Wastebaskets and recycling bins as needed

Technology:

3 computers; 3 laser barcode scanners; 3 receipt printers
2 self-checkout machines

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Circulation Desk

Collection Sizes and Shelving: 300-400 Reserves; 500-600 items awaiting shelving; assorted materials for staff like problem items, museum pass files, and flyers and handouts. Book trucks strategically designated and positioned behind the circulation desk should be used in place of fixed shelving to speed re-shelving of returns. 36 linear feet of shelving above the book carts should be available for book club books, other patron pick-ups and open storage.

Lighting, Acoustics and Finishes:

Desk should be a warm, welcoming focal point of the library with ample natural light. Preference is for soft, even overhead lighting but some task lighting may be considered if it contributes to the desired ambience.

Heavy duty, sound deadening carpeting is preferred around and behind the desk. Consideration should be given to feet friendly, forgiving flooring to ease physical strain on staff who often must stand for extended periods. Flooring should permit the carts on wheels to move easily. Commercial cork flooring, Marmoleum, carpet tiles and other options to standard wall-to-wall carpet are worth a look.

Near to: Main Entrance; Reserve Pick-up Shelves; New Materials Browsing

Distant from: Quieter Areas; Children's; Meeting Room

Notes for the Architect:

Circulation is one of the busiest, most demanding departments in the library. At present there is no real Circulation Workroom so most functions must be carried out in the open at the two crowded staff desks behind the circulation counter. The Circulation Head's Office is filled with network transfer bins because there is no other space for sorting and storage. The need is for a separate staff workroom and a new, thoughtfully designed desk that will comfortably accommodate three circulation computers each with a barcode scanners and a receipt printer.

Net Square Feet: 325

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Circulation Department Head's Office

Function: Scheduling, supervising, meeting with and interviewing current and prospective staff and volunteers. The Head also meets with patrons to resolve problems and complaints; selects fiction and chooses and orders extra copies of popular titles and "speed reads"; selects audio-books and large print; weeds and maintains various collections.

Occupancy: 1-3

User Seating: 1 staff and 2 visitors

- Desk Seating: Seating for 1: 1 Lounge Chairs: 2

Furniture and Equipment:

- 1 L-shaped desk with an ergonomically comfortable chair with casters
- 2 guest lounge chairs; 1 wastebasket; 1 bulletin board
- 1 coat closet; 1 file cabinet (5-drawer); 1 telephone

Casework:

None required although some built-in shelving and cupboards would be nice.

Technology:

1 computer; 1 barcode laser scanner; 1 printer

Collection Sizes and Shelving: 24 LF of 10" deep shelving for up to 150 items including books, reports, catalogs, manuals and other materials.

Lighting, Acoustics and Finishes:

A window for some natural light; non-glare adjustable overhead lighting

Near to: Circulation Workroom; Circulation Desk

Notes for the Architect: Department Head would like a separate office for privacy when needed but with good visual access to the adjacent Workroom. A glass paneled door is an attractive option.

Net Square Feet: 150

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Circulation Workroom

Function: Circulation support operations include patron registration, handling and processing network transfers and paging lists, book mending, making phone calls for reserves, preparing program flyers, running a non-fiction book group and working on special projects. The full-time Assistant manages the periodical collection, ordering and monitoring subscriptions through communication with the serials wholesaler. Periodicals are processed here but in a larger facility processing may move to Bibliographic.

Occupancy:

Staff and Volunteers: 3-5

User Seating: Desk Seating for 1: 3. Table Seating for 2: 1

Furniture and Equipment:

- 3 staff desks, 3 desk chairs; 2 phones
- 1 large table for sorting network deliveries; 2 chairs
- 1 table for barcode duplicator; 3 book carts
- 1 coat closet; 1 supply cabinet; 1 bulletin board; 1 clock;

Technology:

- 3 computers; 3 laser barcode scanners; 3 receipt printers
- 1 photocopier/scanner/fax; 1 barcode duplicator

Collection Sizes and Shelving: Up to 250 network transfer items come in and 400 go out daily during the week. Over 200 magazine subscriptions are processed through here. Staff needs 54 LF of 10" deep shelving near their desks for magazines waiting for processing, reports, catalogs, manuals, etc. Most network transfer items will be in delivery bins and on book trucks.

Lighting, Acoustics and Finishes:

Staff would like some natural light with windows that open. They want energy efficient non-glare overhead lighting for the room. Heavy duty carpeting for the floor is preferred. No preference on the other finishes as long as they are easy to clean.

Near to: Circulation Desk; Circulation Department Head's Office; Main Entrance; Book Return Room

Distant from: Quieter areas

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Circulation Workroom

Storage: There should be enough room near the large sorting table to store up to twenty of the stackable network transfer bins.

When the library is closed returns are now collected in three bins by the parking lot entrance. During long weekends and other high circulation periods the bins can overflow. The staff would like to eliminate the stand alone bins and replace them with a separate built-in fireproof room with return slots to the outside of the building. The room capacity should be large enough to handle returns during the times of highest volume.

Notes for the Architect: Staff would like an enclosed room behind the circulation desk with some ability to monitor the busyness of the desk. They do not want to use security cameras on patrons, but they would like some privacy and want to shield the public from the clutter of office activities. One option would be for a glass section or sections in the wall behind the circulation desk. Retractable blinds or shades could be used to add additional privacy when needed.

Net Square Feet: 400

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Computer Training Room

Function: Technology training room where instruction is given on the use of e-Readers and other personal computer devices; on how to use the Internet and the most popular social networking sites; and on common software applications like Microsoft Office. The room may also be used to train staff and volunteers on the latest MLN software upgrades and in the efficient use of Wayland's and MLN's proprietary subscription databases.

Occupancy: 7-10

Patrons: 6-9

Staff/Volunteers: 1

User Seating:

- Table Seating: Seating for 3: 3

Furniture and Equipment:

1 stand-up movable computer podium for instructor with storage below
3 movable computer desks; 9 chairs on casters; 1 white board

Technology:

10 computers with shared printers operating off one dedicated server
1 multi-media projector; 1 retractable electric projection screen

Lighting, Acoustics and Finishes: The room should have adjustable, recessed overhead lighting, windows with room darkening shades, antistatic carpeting and be as sound proof as possible.

Near to: Reference

Distant from: Quiet Study Rooms

Notes for the Architect: Plan is for three three-person computer tables that can be arranged in a variety of configurations depending on the number and type of students participating and the training being offered. Smartdesks.com has a helpful web site illustrating many different furniture options and layouts. Their Horizon line has some stylish one to three person tables that are worth a look. The room should be lockable. However, when not in use for training, staff should have the option of making the computers available for public use.

Net Square Feet: 325

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Name: Entrance and Lobby

Function: This is the main entrance to the library. The entry and lobby is where patrons first orient themselves and, as the MBLC recommends, from here it should be easy to locate “the main desk, main staircase, elevator, path to the Children’s Room, rest rooms and Meeting Room entrance.” “The vestibule should be designed with two sets of doors with an airlock.” The doors should have ADA compliant automatic door opening devices.

Occupancy: Patrons: 5-10 **Staff/Volunteers:** None
Seating: 4 Benches for 2: 2

Furniture and Equipment: 2 cushioned benches

Casework:

The lobby should have picture rails for rotating art displays.

Technology:

1 flat video screen to publicize library programs and other activities

Lighting, Acoustics and Finishes: There should be lots of natural light and even overhead light to make the space warm and inviting. Consider picture or track lighting to highlight the art on display. The library would like most of the lobby carpeted but would like the option of a harder, more durable surface like tile or vinyl for heavily trafficked places as long as acoustic modifications can be made to keep the noise down.

Near to: Circulation; Elevator; Rest Rooms; Meeting Room

Distant from: Children’s; Periodicals

Notes for the Architect: Entrance should be easy to locate from the street and parking lot and be architecturally distinctive. It should be apparent to the casual passerby that this is the main entrance to the library. Exterior lighting should be carefully planned to create an aesthetically appealing and safe ambience after dark. No security system for library materials is needed. A small community information room or alcove should be set aside in this area if the design allows. That room should have a large bulletin board and sufficient display racks and flat surfaces to meet community needs. The lobby should not become a cluttered dumping spot for free publications and promotional handouts. If the lobby doesn’t work, then another location within the building should be found.

Net Square Feet: 150

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Adult Fiction

Function: Open stacks where all of the library's older adult fiction is displayed and housed including genre fiction, large print and paperbacks. Newer fiction is located in the New Books area.

Occupancy:

Patrons: 10-15

Staff/Volunteers: None

User Seating: 10

- Table Seating: Seating for 2: 3 Lounge Seating: 4

Furniture and Equipment:

3 round tables; 6 table chairs; 1 high computer stand for stand-up OPAC
4 lounge chairs; 3 side tables; 2 paperback displayers

Casework: None required

Technology:

1 public PC (stand-up) with access limited to the catalog

Collection Sizes and Shelving:

22,500 Fiction; 1,500 Large Print; 1,000 Paperbacks

Maximum 84 inches high (72 inches is better), 8 inch deep adjustable shelving is needed. Preference is not to use the top and bottom shelves except for display. Some shelving should be slanted and tilt able for easy display and - on the lower shelves – for ease reading spine labels. Most paperbacks will be on two freestanding displayers. Shelving should accommodate shallow backstops where needed to keep the smaller books from sliding to the rear. Slat wall or another type of display shelving on the end panels should be added if more face out display space is needed. Consider using mobile shelving for at least some of the free standing shelving to provide flexibility in rearranging the space as needs change over time.

Lighting, Acoustics and Finishes:

Even, non-glare overhead lighting is needed; carpeting throughout; lots of natural light and windows to create an inviting and relaxing ambience with attractive views of the outside grounds. Stack lighting should run perpendicular to stack aisles. Consider adding lamps to at least some of the tables to create a warmer more homelike feel.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Adult Fiction

Near to: New Materials

Distant from: Children's

Notes for the Architect: The Adult Fiction area is a place for browsing, reading and quiet reflection. Shelving should allow for the logical and attractive separation of the collection into distinct, easily identifiable genres such as mysteries, science fiction, and fantasy. 36 inch stack aisle widths are acceptable to meet ADA requirements but 42 inch widths are preferred.

As Wayland's senior population grows, the Large Print collection is expected to keep pace, more than doubling to 1,500 books from today's too small 700. Large Print should have its own special section or quiet alcove with some comfortable seating, excellent lighting and easy to read signage. Ample electrical outlets should be available near the tables and lounge seats to make it easy for patrons to power and charge their laptops and other electronic devices.

Net Square Feet: 2,447

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Name: Meeting Room (Multipurpose) with Adjoining Kitchenette

Function For library and community meetings and programs, including larger programs sponsored by the Children's department that are too big for the Story Hour and Crafts Room. Room divider wall will allow for two 50 capacity programs to take place at overlapping times. Room walls and foyer provide exhibit space for local artists.

Occupancy: 100

User Seating: 100 public seats

Furniture:

- 100 stackable, cushioned wooden chairs
- 8 portable folding tables (6 foot size)
- Sufficient number of carrying carts to store and move chairs and tables
- 1 secure built in storage closet for furniture and equipment
- 1 piano; 1 podium; 1 built in coat closet with storage above
- Picture rails for displays of art work with track lighting above

Technology and Equipment:

- 1 ceiling mounted multi-media projection system;
- 1 ceiling mounted automatic retractable projection screen
- 2 portable media projectors on carts (for use when room is divided)
- 2 portable projection screens
- Surround-sound system including speakers, amplifiers, sound mixing and recording equipment
- Assistive listening system; Wireless microphones
- 1 automatic retractable room dividing wall

Telecommunications: There should sufficient electrical, data, phone and cable outlets to meet present and future needs. There should be a local cable drop for live broadcast of community programs and meetings. The room should have a good, strong wireless Internet feed capable of supporting a large number of wireless devices.

Lighting: Soft, adjustable, overhead lighting for the audience and spotlight capabilities for the presenter and/or performers. Consider integrating the lighting in this room to the newer digital energy efficient monitoring systems that include such features as automatic shut off of the HVAC, media systems and lighting when not in use. Preference is for windows with ample natural light for daytime programs. Windows should have room darkening shades when needed to block outside light.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Name: Meeting Room (Multipurpose) with Adjoining Kitchenette

Acoustics: Room should be designed to allow for all audience members to hear lectures, performances and media shows clearly and without distortion. When two programs are going on at the same time the room divider should be able to stop or at least sharply reduce the sounds coming from the other side of the divider. Room ceiling and walls should be heavily insulated to keep program noise from leaking into other areas in the library. The adjoining kitchenette should be similarly insulated.

Finishes: Need is for durable, stain resistant, easily cleanable, low pile carpet that holds ups well under the regular movement of chairs and tables.

Near to: Parking lot entrance; Public rest rooms

Distant from: Quieter public areas like Reference

Notes for the Architect: There should be a small public use kitchenette off the meeting room. The kitchenette should be equipped with a standard size sink, refrigerator, microwave, dishwasher, coffee maker and trash and recycling bins. There should be one preparation area or island and above and under counter storage cabinets with under cabinet lighting. The kitchenette should be able to be locked off from the meeting room. The Meeting Room should be designed so that it and the nearby public rest rooms can be closed off from the rest of the library, permitting use past regular library hours. Other important features include:

- Proper ventilation and all code required fire extinguishing and other safety equipment for the kitchenette
- Separately controlled heating and air condition zone for the room
- Ceiling high enough to accommodate ceiling attached screens and projectors
- Picture rails to hang rotating exhibits by local artists
- One built-in coat closet either in the room or preferably in the foyer
- One secure storage closet for furniture and equipment
- State of the art multi-media system that accommodates the projection of DVD, overhead and computer images

Pay close attention to the lighting and acoustics, a weakness in some architectural firm's plans. Consider employing outside professional media installers, lighting experts and acoustical engineers to work with the architects on the design of this room. Be sure to test the lighting and acoustics before final acceptance.

Net Square Feet: 1,300 SF

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: New Books

Function: Attractive browsing and display area for all new adult fiction and most new adult non-fiction purchased within the last 9 months.

Occupancy:

Patrons: 5-10

Staff/Volunteers: None

User Seating: 8

Lounge Seating: 8

Furniture and Equipment:

8 lounge chairs; 4 side tables with built-in lamps; 2 ottomans
2 freestanding book displayers

Casework: None required

Technology: None required

Collection Sizes and Shelving: 2,000 new books

Most of the new books should be on 66 inch high wall and free standing shelving, some of which should be face out display. Zig zag inserts can be an alternative or supplement to the face out display shelves. Smaller rotating displays of select new books will be on two freestanding, commercial, book store type displayers attractively positioned to draw patrons into the new book area. Consider using mobile shelving for at least some of the free standing shelving to provide flexibility in rearranging the space as needs change over time.

Lighting, Acoustics and Finishes:

This space should be reasonably quiet but is expected to be busier and louder than the Periodicals and Newspapers area. The space should be carpeted. There should be ample natural light, task lighting from the table lamps and overhead lighting.

Near to: Circulation

Distant from: Children's

Notes for the Architect: New books and magazines are now kept in the library's restored rotunda. Special furniture and a large circular area rug add to the beauty of that space. If the library moves to a new building, care should be taken to design a space that will allow for their appropriate reuse, if not here, then elsewhere in the new building.

Net Square Feet: 570

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Adult Non-fiction

Function: Open stack area where the library shelves most of its circulating non-fiction. Collection is primarily for adults but is also used by some children and young adults for student assignments and by parents, tutors and library staff assisting with homework.

Occupancy:

Patrons: 10-15

Staff/Volunteers: None

User Seating: 15

- Table Seating: Seating for 1: 1 Seating for 2: 4
- Carrel Seating: 6

Furniture and Equipment:

4 round tables; 8 table chairs

1 high computer stand for OPAC; 1 lower computer table for OPAC; 1 chair

6 carrels; 6 carrel chairs

Casework: None required

Technology:

2 public PCs (one stand-up) with access limited to the catalog

Collection Sizes and Shelving: 31,000 books (including 1,000 Chinese language)

Shelving should be no more than 84 inches high (72 inches is better), 10 inches to 12 inches deep. Most non-fiction books fit comfortably on 10 inch deep shelves. Many art and photography books require deeper shelving. Shelving should also accommodate shallow backstops where needed to keep smaller books from sliding to the rear. The non-fiction should be interfiled as one except for the small collections of circulating reference type materials like the books on computers, careers and resume writing, consumer help, health and travel.

Preference is for some room for face out display shelving and for shelving that is easily adjusted to accommodate different sized books. Slat wall or another type of display shelving on the end panels should be added if more face out display space is needed.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Adult Non-fiction

Lighting, Acoustics and Finishes: Depending on the design, the carrels may need their own built in task lighting. There should be numerous windows with much natural light and attractive views. Even, non-glare overhead lighting should illuminate the space. Special care should be given to the artificial overhead lighting, making sure that lower stack rows are evenly lit and not cast in shadow. Stack lighting should run perpendicular to stack aisles. Good quality, sound attenuating carpeting should be used throughout.

Near to: Reference

Distant from: Children's

Notes for the Architect: Non-fiction should be a tranquil, noise limited area conducive to serious study, writing and research. All non-fiction should be on the same floor and not split between a mezzanine and main floor the way it is in the existing library. Logical layout of the non-fiction stacks is very important. Avoid stack runs longer than 21 feet (18 feet is better). 36 inch stack aisle widths are acceptable to meet ADA requirements but 42 inch widths are preferred..

A mixture of carrel and table seating should be distributed throughout the stack area to break up the regimentation and to make the stack area more comfortable and inviting to patrons and staff. Consider placing at least some of the carrels along the exterior walls. Ample electrical outlets should be available as part of or near the tables and carrels to make it easy for patrons to power and charge their laptops and other electronic devices.

Net Square Feet: 3,605

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Periodicals and Newspapers

Function: Attractive display area for all new magazines and newspapers with separate shelving for older issues going back 12 months

Occupancy:

Patrons: 4-8

Staff/Volunteers: None

User Seating: 6

Lounge Seating: 6

Furniture and Equipment:

4 lounge chairs; 2 side tables with built-in lamps

1 couch; 2 ottomans

Casework: None required

Technology: None required

Collection Sizes and Shelving:

225 new magazines and newspapers; 1,500 back issues

New magazines and newspapers should be on 60 inch high face out display shelves with top hinged acrylic sheets to keep the items on display from slipping. There is no need for tilt up shelving because the back issues will be kept neatly on nearby stack shelving. That shelving will be open and should be 42 inches high. It should be located along a wall with some natural light above if possible.

Lighting, Acoustics and Finishes:

The desire is to create a quiet, relaxing, homey atmosphere with task lighting from the table lamps supplemented with overhead lighting if needed in the evening and on dark days. Some natural light is essential. Windows opening to an attractive outside landscape would be ideal. Carpeting and other noise dampening materials should be used to make this a tranquil resting spot away from the bustling action in other parts of the library.

Near to: New Books

Distant from: Circulation

Notes for the Architect: Wayland's on-line access to a huge collection of shared magazine and newspaper databases has allowed it to eliminate its run of older volumes in what was once a large periodical stack area.

Net Square Feet: 565

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Photocopier Room

Function: Semi-private, partially enclosed space where patrons can photocopy, scan, fax, and gather and collate materials.

Occupancy: 1-3

Patrons: 1-2

Staff/Volunteers: 0-1

User Seating: None

Furniture and Equipment:

- 1 commercial color and black and white photocopy machine
- 1 3D copy machine on 1 table; 1 large document scanner on 1 table
- 1 commercial fax machine (freestanding)
- 1 lockable storage cabinet with a flat surface where materials can be sorted
- 1 stapler; 1 three-hole punch

Lighting, Acoustics and Finishes: No natural light is needed, only even overhead lighting with no shadows. The floor should be carpeted and other appropriate sound muffling materials used to keep as much noise as possible within the room.

Near to: Reference

Distant from: Children's

Notes for the Architect: Public photocopiers aren't as heavily used as in the past, but there is still a need for one self-service location in the library where local patrons and out-of-town visitors can make copies, scan documents and send faxes. The 3D machine and large scanner are now used with the assistance of staff but that may change in the future. The storage cabinet is to store reams of paper and copier toner.

There is no need for a door to this room, but it should be enclosed on two or three sides for some privacy and to help keep the noise down.

Net Square Feet: 200

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Reference Room (including Local History)

Function: The library's information center where professional staff assists the public in finding materials and information and manages the public Internet. Staff also regularly instructs patrons in the use of Kindles and other e-readers and in the use of the library's many public computers and on-line databases.

Occupancy:

Patrons: 20-25

Staff: 1-2

User Seating: 2 staff seats at Reference Desk; 28 public seats

- Staff Desk Seating: Seating for 2: 1
- Table Seating: Seating for 1: 1 Seating for 4: 5
- Carrel Seating: 6 Microfilm Seating: 1

Furniture and Equipment:

- 1 table with 1 chair for 1 Reference OPAC
- 2 high computer stands for 2 standup Reference OPACS
- 2 tables, 8 chairs for 8 public internet PCs; 1 lateral file (4-drawer)
- 3 round tables, 12 chairs; 6 study carrels
- 1 atlas case; 1 large map case; 2 phones
- 1 microfilm and fiche reader/printer; 2 steel microfilm cabinets (12-drawer)

Casework: Need is for a compact, strategically located, attention getting built-in information service desk for two. There should be at least two 2-drawer files as well as some shelving for ready reference and other high demand items. There also must be secure storage for 15 laptop computers or tablets that circulate to the public from here for use in the library.

Technology:

- 2 staff computers, 2 staff laser barcode readers; 1 shared printer for staff
- 8 public Internet PCs; 1 queuing station
- 1 stand-up public PC with full access except no e-mail, shopping or social use
- 2 public PCs (1 stand-up, 1 seated) with access limited to the catalog and electronic databases
- 2 shared public print stations, one with wireless capabilities
- 15 laptop computers or tablets

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Reference Room (including Local History)

Collections and Shelving:

3,500 books (2,000 Reference; 500 Local History; 1,000 Circulating)

The Reference Collection has shrunk by more than half in the last ten years because of the rise of free Internet resources and subscription on-line databases. Reference now has 1,635 items and expects that to grow to no more than 2,000 in the next twenty years. Reference is planning to incorporate the small (250 items) Local History Collection, now located in a locked area on the Mezzanine

The new Reference Room also plans to house a several special circulating collections including Chinese language and ESL, plus reference related circulating non-fiction subjects like career and resume, computers, and consumer.

Shelving for the circulation collection can be around the perimeter and should be 10 inches deep and no higher than 84 inches. Shelving in the open part of the room can be used for much of the Reference Collection. Shelves should be 12 inches deep but no more than 42 inches high to permit clear sight lines and control from the Reference Desk and to give patrons and staff a convenient surface to use when consulting heavy reference materials.

Lighting, Acoustics and Finishes: Staff would like a comfortable, relaxing, quiet but not silent environment where busy Internet use can take place alongside serious research and study with minimal distraction. Good non-glare overhead lighting is needed as well as some natural light. Because public library reference departments are a hubbub of activity and tend to be noisier than some users like, good quality carpeting and other sound muffling materials should be used throughout.

Near to: Reference Workroom; Study Rooms; **Distant from:** Children's

Notes for the Architect: At present the small Reference Desk is close to Circulation and patrons often assume the more prominent Circulation Desk is the place to go for Reference help. The Architect should work with the Assistant Director and Reference Staff to design a distinctive desk that will draw patrons' attention. Clear, clever, cooperatively created signage is a must. To make monitoring room activities easier it is important that there be excellent sight lines (no blind spots) from the Reference Desk.

Net Square Feet: 1,857

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Study Rooms (7: 4 for 2 users; 3 for 4 users)

Function: Separate, comfortable enclosed quiet area for individual and small group study, tutoring, writing and research. Students and adults will be able work and talk without being disturbed or disturbing others.

Occupancy: 8 to 20

Patrons: 1-2 in small rooms; 1-4 in larger rooms

User Seating: Table Seating: Seating for 2: 4 Seating for 4: 3

Furniture and Equipment:

4 small tables for 2; 8 chairs

3 larger tables for 4; 12 chairs

4 wall mounted white boards, 1 for each of the larger rooms

Technology: Patrons will bring their own computers and devices or borrow one of the Chrome books or iPads available at the Reference Desk.

Collection Sizes and Shelving:

None needed

Lighting, Acoustics and Finishes:

Adjustable, even, non-glare overhead lighting; one window or some natural light in most of the rooms; carpeting on the floor; good ventilation and sound proofing

Near to: Reference; Fiction; Non-fiction

Distant from: Noisy, high traffic areas

Notes for the Architect: Small, quiet study spaces are in increasing demand in public libraries, and the architect should make these rooms an integral part of the building design, not an easy way to use leftover spaces. At least three of these rooms should be near Reference; two of the larger rooms can be in the Fiction or Non-fiction areas if those locations make good design sense. Avoid tucking the rooms in out of the way spots that will be hard to monitor. Doors should be lockable and have glass panels to aid supervision. These rooms should all have good strong wireless Internet access.

Net Square Feet: 500 (50 SF x 4 for the small; 100 SF x 3 for the larger)

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Children's Room

Function: Provides a full range of services for children from birth through grade 8, including recreational reading, quiet study, computer and Internet use, browsing and play. This department also serves as an educational and recreational resource for parents, teachers, daycare providers, homeschoolers and others working with children.

Occupancy:

Patrons: 35-40 children and adults **Staff/Volunteers:** 1-2

User Seating: 36 (32 for children; 4 for adults; none for staff/volunteers)

- Table Seating: Seating for 1: 2 Seating for 4: 6 Lounge Seating: 4
- Other Seating: Beanbag: 2 Small Couch: 2

Furniture and Equipment:

- 1 round table (24" high) for young children; 4 child sized chairs
- 1 square table (24" high) for young children; 4 child sized chairs
- 2 square tables (27" high) for older children; 8 juvenile chairs
- 1 table (27" high) for 4 public Internet PCs; 4 juvenile chairs
- 1 iPad table (27" high) for older children; 4 juvenile chairs
- 1 table (27" high) for PC with games and educational software; 1 chair
- 1 table (27" high) for 1 catalog only PC; 1 chair
- 1 high computer stand for 1 standup catalog only PC
- 2 lounge chairs for adults; 2 lounge chairs for older children
- 2 small couches or loveseats for an adult and child to read together
- 2 bean bag chairs; 1 puppet stage with storage for puppets
- 2 low display tables for picture books
- 1 wall or freestanding display case for children's art and/or collections
- 3 paperback displays; 5 book carts; 2 bulletin boards; 1 clock

Casework: The display case for children's art may need to be built in to a wall.

Technology:

- 4 public PCs with full Internet access; 1 shared printer
- 2 public PCs with access limited to the catalog
- 1 public PC with games and educational software and no Internet access
- 4 iPads able to be securely mounted on the iPad table

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Children's Room

Collection Sizes and Shelving: 30,220 print; 3,250 non-print

The shelving for the 8,000 picture books should be 12 inches deep and 43 inches high including an attractive top. The 2,000 paperbacks will mostly be kept in three freestanding paperback displayers. The other shelving should not be higher than 66 inches (67 inches with a top) and not less than 8 inches deep. Shelving should be modular and allow for mixing of DVDs, CDs and audiobooks although a separate display case for music CDs may be needed. There should be some display type shelving for new materials and for the small magazine collection of 20 titles.

Lighting, Acoustics and Finishes: Children's would like lots of natural with windows on at least two sides on the room (it is only on one now). They also want good, even overhead light with no shadowy corners and dark spots. Children's Rooms can be noisy so care should be taken to use sound reducing materials where appropriate. Carpeting is a must for the entire room. The Children's Librarian favors carpet tile because they can be more easily lifted up and replaced when badly soiled or damaged.

Near to: Children's Story Hour and Crafts Room; Children's Rest Room

Distant from: Reference

Notes for the Architect: At over 2,000 square feet Children's (including the Circulation Desk work area) is one of the largest spaces in the current building, but it is still woefully undersized with shelving at capacity and only 11 seats for the public. What is required is a much larger room with an open floor plan and attractive separate areas for different age groups and collections. There should be a picture book and easy reader area with room to spread out and play, a juvenile area, and an audio-visual area. The room should be laid out to easily handle strollers and baby carriages (a separate carriage "garage" has been incorporated in some newer library Children's Rooms). Age appropriate seating should be distributed throughout the room. Shelving should be arranged to help create the cozy spaces children enjoy, including comfy nooks that foster pleasure reading opportunities. Careful planning and consultation with Children's staff is essential for an attractive and workable design.

Other necessary features include:

- Secure children's bathroom with a collapsible changing table
- Separate thermostat to control room temperature
- Children's height water fountain
- Sufficient coat hooks with some storage below for at least 15 children
- Easy access to an outside play area, patio or reading garden

Net Square Feet: 3,749

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Children's Story Hour and Crafts Room

Function: Where the Children's Department's regular story times for varying ages (infant, toddler, pre-school, elementary) and other smaller children's programs take place. Doubles as a space where children participate in arts and crafts activities. Room could also serve as homework room and small meeting room when not in use for programs. Large programs and events for children will be held in the separate Meeting Room.

Occupancy: Public: 30 Staff/Volunteers: 1

User Seating: 30 patron seats; 1 staff seat

- Table Seating: Seating for 4: 6

Furniture and Equipment:

- 1 adult storyteller chair; 6 square children's size tables for 4, 26 inches high
- 24 stackable chairs, 14 inches high
- 1 large lockable storage closet to store furniture
- 1 smaller lockable closet for craft materials
- 1 dolly for stackable chairs; 1 dolly for tables
- 30 small mats for children to sit on
- 1 large bulletin board on one wall to display children's art work

Casework:

- 1 built-in counter with sink, 30" deep x 12' long, with storage above and below

Technology:

- 1 ceiling mounted video projection system; 1 retractable projection screen

Collection Sizes and Shelving: None needed

Lighting, Acoustics and Finishes:

Good, adjustable, overhead lighting with windows for some natural light is required. Room should have some sound proofing but not so much as to prevent parents and other care givers standing outside from hearing the program. Floor should be vinyl.

Near to: Children's Room

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Children's Story Hour and Crafts Room

Notes for the Architect:

Capacity of this room should be 31 for story hours and up to 24 for arts and crafts. This should be a separate room with lots of glass so parents and caregivers can observe from the outside.

The counter and sink are for easy cleanup after arts and crafts.

There should be a nearby area set aside to park strollers and carriages.

Easy access to a child safe outdoor patio area for storytelling and other activities would be a most welcome additional feature.

Net Square Feet: 558

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Children's Circulation Desk

Function: Check in and check out location for most children's materials including audio visual. This is where patron registrations, program signups, fines and lost item payments, overdue notices and bills are handled. Network transfers are routed in here and calls to patrons for pickup made when necessary. Reader's advisory and reference service are also provided at the desk.

Occupancy:

Patrons: 5-10

Staff: 1-2

User Seating: Desk Seating: 2 at Circulation Desk

Casework: Collaboratively selected, gently curved L-shaped desk capable of holding two computers and peripherals. The desk should be low, have a materials return slot with an easily movable collection box on casters underneath. Children's would like a more forgiving surface than granite and prefers something like Corian or a durable laminate.

Furniture and Equipment:

2 adjustable swivel chairs for staff; 4 book carts; 2 telephones
Wastebaskets and recycling bins as needed

Technology:

2 computers; 2 laser barcode scanners; 2 receipt printers
1 self-checkout machine

Collection Sizes and Shelving: 200-300 items waiting shelving; assorted materials for staff like problem items, sign-up sheets, flyers and handouts. Book trucks behind the desk should be used in place of fixed shelving to speed re-shelving of returns. 27 linear feet of shelving should be available for ready reference books, school project reserves, other patron pick-ups and open storage.

Lighting, Acoustics and Finishes:

Even, no-glare overhead lighting; heavy duty, stain resistant carpeting

Near to: Children's Room Entrance; Children's Workroom

Distant from: Adult Reference

Net Square Feet: 200

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Children's Workroom

Function: Quiet, behind the scenes work area for the Children's staff. Duties performed here include planning, materials selection, making recommended materials lists for children and parents, plus program, story hour, display and arts and crafts preparation. Staff may assist with processing new and mending and weeding older materials. Room also provides storage for seasonal books and for some toys and craft supplies.

Occupancy:

Staff/Volunteers: 1-2

User Seating: Desk Seating for 1: 2 Table Seating for 2: 1

Furniture and Equipment:

- 2 staff desks, 2 desk chairs; 2 phones; 1 filing cabinet (4-drawer)
- 1 work table for book repair, display prep and other projects; 2 table chairs
- 1 storage cabinet; 1 supply closet
- 1 coat rack; 1 bulletin board; 1 clock
- 3 book trucks; 1 recycling bin; wastebaskets as needed

Technology:

2 computers; 2 laser barcode readers; 1 shared printer/scanner/fax

Collection Sizes and Shelving: Minimum of 27 linear feet of 10" to 12" deep shelving for 250 seasonal items plus 18 linear feet of 10" deep shelving near the desks for books, manuals, reports, catalogs and forms.

Lighting, Acoustics and Finishes: Staff would like some natural light with windows that open. They want energy efficient non-glare adjustable overhead lighting for the room. Heavy duty carpeting for the floor is preferred. No preference of the other finishes as long as they are easy to clean.

Near to: Children's Circulation Desk; Bibliographic Services

Notes for the Architect: The room should be partially glassed-in to provide good sight lines so that staff can monitor the Children's Circulation Desk from the Workroom.

Net Square Feet: 275

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Youth Services Head's Office

Function: Scheduling, supervising, meeting with and interviewing current and prospective staff and volunteers; meeting with patrons to resolve problems and complaints; grant writing and implementation; outreach and visits to the schools; story hour and program planning. The Youth Services Head also selects all children's and young adult materials and manages the collections.

Occupancy: 1-3

User Seating: 1 staff and 2 visitors

- Desk Seating: Seating for 1: 1 Lounge Seating: 2

Furniture and Equipment:

- 1 L-shaped desk with an ergonomically comfortable chair with casters
- 2 lounge chairs; 1 wastebasket; 1 bulletin board
- 1 coat closet; 1 file cabinet (5-drawer); 1 telephone

Casework:

None required although some built-in shelving and cupboards would be nice.

Technology:

1 computer; 1 barcode laser scanner; 1 printer

Collection Sizes and Shelving: 24 linear feet of 10" deep shelving for up to 150 items including books, reports, catalogs, manuals and other materials.

Lighting, Acoustics and Finishes:

A window for some natural light; non-glare adjustable overhead lighting

Near to: Children's Workroom; Children's Room

Notes for the Architect: Department Head would like a separate office for privacy when needed but with good visual access to the adjacent Workroom. A glass paneled door is preferred. The office should be positioned so that the Department Head can see into the Children's Room either through a window in the office opening into Children's or through a visual opening in the Workroom. The glass "windows" should have shades or drapes that can be closed when privacy is needed.

Net Square Feet: 150 SF

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Young Adults' Room

Function: Inviting, visually appealing separate room where young adults, middle school through high school age, can gather to study, do homework, socialize, play games, use the Internet, or just chat and hang out.

Occupancy:

Patrons: 15-20

Staff/Volunteers: 0-1

User Seating: 18

- Table Seating: Seating for 1: 2 Seating for 4: 1
- Lounge Seating: 4 Bench Seating for 4: 1 Booth Seating for 2: 2

Furniture and Equipment:

- 1 table, 4 chairs for 4 public Internet PCs
- 2 tables each with 1 chair for 2 large screen Mac computers
- 4 lounge chairs; 1 booth table, 2 booth seats (2 persons each)
- 4 high swivel chairs for the built in bench
- 2 paperback displayers; 1 book display table

Casework: The Youth Services Librarian would like a built in bench on one side of an exterior wall with windows and an attractive built-in display case on another wall. The booth may also need to be custom designed with the seats built in.

Technology:

- 4 public PCs with full Internet access;
- 1 wall mounted iPad with OPAC access only
- 2 large screen Mac computers for gaming

Collection Sizes: 5,020 print; 550 non-print

Shelving: Most of the 4,500 books and 500 graphic novels will be kept on 66 inch high, 8 inch deep metal shelving. Some of the graphic novels will be showcased on a separate freestanding bookcase to call attention to new purchases as well as continuing high demand manga and anime series. The metal shelving should be modular and allow for a section where up to 10 teen magazines and back issues can be displayed and stored. The shelving should also be able to appropriately hold the small circulating non-print collection of 200 audiobooks, 200 DVDs, and 150 video games. The end panels on at least some of the shelving should have slat walls for face out display.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Young Adults' Room

Storage: A coat closet isn't needed, but it would be nice if some storage space could be found for backpacks and coats.

Lighting, Acoustics and Finishes: Abundant natural light plus good even overhead lighting should suffice. No task lighting is needed. The room should be carpeted throughout. Young adults should be able to talk and socialize without worrying about being shushed so it is important that the room be made as sound proof as possible. No special finishes are required but care should be taken to make sure that everything in the room is made of high quality, damage resistant materials that can withstand the heavy use and occasional misuse from active teens.

Near to: Reference or Circulation Desk

Distant from: Periodicals; Study Rooms

Notes for the Architect: The library recently created a small YA space in what was an adult stack area. The 3,000 item, 4 seat nook is a big improvement on its former home in the Children's Room, but nowhere near large or private enough to fully engage today's teens. What is needed is a much larger separate room with good sight lines allowing for discrete monitoring from a service desk without teens feeling that staff is intruding on their privacy. The room should have sufficient glass on the interior walls to permit monitoring from a distance, but the room should be kept away from busy traffic flow so that teens don't feel they are on display.

The room should be fun, colorful and easy to rearrange with plenty of wall space for craft and collection displays, art work and posters. The library would like to involve teens in the design and furnishing of this room as it did for its successful Tweens and Teens grant.

Net Square Feet: 1,063

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Library Director's Office

Function: Provides a private workspace for the library's chief administrator. The office will be used for job interviews and to meet with individual staff, trustees, vendors, community leaders and library users.

Occupancy: 1-5

User Seating: 1 staff and 4 visitors

- Desk Seating: Seating for 1: 1 Table Seating for 4: 1

Furniture and Equipment:

- 1 L-shaped desk with chair; 4 lateral files (2-drawer); 1 telephone
- 1 small conference table with 4 chairs; 1 coat closet; 1 bulletin board

Casework: The 2-drawer lateral files should be underneath 30 inch high, 24 inch deep custom built counter running along one wall near the Director's desk. Book shelving can be built in above the counter if the counter is located on a wall area without windows above.

Technology:

- 1 computer; 1 printer/scanner

Collection Sizes and Shelving: Plan for 175 to 225 items on 48 linear feet of 10 inch deep shelving. Items include books, manuals, reports and catalogs.

Lighting, Acoustics and Finishes: Plentiful natural light; non-glare adjustable overhead lighting; carpeting on the floor; no special finishes.

Near to: Assistant Director's Office; Administrative Assistant's Office

Distant from: Busy public areas

Notes for the Architect: This should be an inviting, attractive room where visitors can meet with the Director for private discussion without worry of being overheard. The office should be secure and all doors lockable.

Net Square Feet: 225

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Assistant Library Director's Office

Function: Work space for the administrator who assists the Director in overseeing the delivery of direct services to the public as well as interviewing, hiring and supervising staff. The Assistant Director also has special responsibilities to help plan and manage computer operations.

Occupancy: 1-4

User Seating: 1 staff and 3 visitors

- Desk Seating: Seating for 1: 1 Table Seating for 3: 1

Furniture and Equipment:

- 1 L-shaped desk with chair; 2 lateral files (2-drawer); 1 telephone
- 1 round table with 3 chairs; 1 coat closet; 1 bulletin board

Casework: The 2-drawer lateral files should be underneath 30 inch high, 24 inch deep custom built counter running along one wall near the Assistant Director's desk. Book shelving can be built in above the counter if the counter is on a wall area without windows above.

Technology:

- 1 computer with access to a networked printer

Collection Sizes and Shelving: Plan for 125-175 items on 36 linear feet (12 three foot shelves) of 10 inch deep shelving. Items include books, manuals, reports and catalogs.

Lighting, Acoustics and Finishes: A window for some natural light; non-glare adjustable overhead lighting; carpeting on the floor; no special finishes.

Near to: Director's Office; Administrative Assistant's Office

Distant from: Busy public areas

Notes for the Architect: This should be an inviting attractive room where staff and visitors can meet for private discussion. There should be sufficient open wall space for some decorative art.

Net Square Feet: 175

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Administrative Assistant's Office

Function: Assistant is responsible for preparing library payroll, keeping attendance records, and preparing and paying all bills through the town's on-line Munis Software System. Assistant tracks and turns in monies collected to the town weekly; prepares spending reports for the Library Trustees; schedules Raytheon Room bookings; orders and receives office supplies; and helps supervise Custodians. Assistant also works in Circulation and assists with other duties as needed.

Occupancy: 1-3

User Seating: 1 staff and 2 visitors

- Desk Seating: Seating for 1: 1 Lounge Seating: 2

Furniture and Equipment:

- 1 L-shaped desk with chair; 4 lateral files (2-drawer); 1 telephone
- 2 lounge chairs; 1 coat closet; 1 large magnetic white board
- 1 safe with combination lock

Casework: The 2-drawer lateral files should be underneath 30 inch high, 24 inch deep custom built counter running along one wall near the Assistant's desk. Book shelving can be built in above the counter if the counter is located on a wall without windows. The safe should be secured to the floor or into the wall.

Technology:

- 1 computer; 1 printer/scanner

Collection Sizes and Shelving: Plan for 100-125 items on 30 linear feet (10 three foot shelves) of 10 inch deep shelving. Items include books, manuals, reports and catalogs.

Lighting, Acoustics and Finishes: A window for some natural light; non-glare adjustable overhead lighting; carpeting on the floor; no special finishes.

Near to: Director's Office; Administration Workroom

Distant from: Busy, high traffic areas

Net Square Feet: 150

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Administration Workroom

Function: Shared space for use by library support staff and volunteers under the supervision of the Library Director and Assistant Director. Functions include producing flyers and other promotional materials, preparing correspondence, newsletters and mailings, maintaining shared databases (i.e. special mailing lists, vendors) and storing some heavily used supplies like envelopes, mailers and pencils and pens.

Occupancy:

Staff/Volunteers: 1-2

User Seating: Counter Seating for 2: 1

Furniture and Equipment:

- 2 chairs; 2 under counter filing cabinets (2-drawer)
- 1 work table to sort and collate materials
- 1 storage cabinet for supplies; 1 paper shredder
- 1 bulletin board; 1 clock; 1 phone; 1 pencil sharpener
- 1 large, heavy duty office photocopier; 1 stapler

Casework: Administrators want a built-in counter that will comfortably accommodate two separate computer work areas and a shared printer. They would like room for at least two 2-drawer filing cabinets under the counter. This would be a good location for built-in wall mailboxes for the staff.

Technology:

2 computers; 1 laser barcode reader; 1 shared printer/scanner/fax

Collection Sizes and Shelving: 72 linear feet of 10" deep shelving above or near the counter for books, manuals, reports, catalogs and forms.

Lighting, Acoustics and Finishes: Need is for some natural light with windows that open and energy efficient non-glare adjustable overhead lighting. The floor should be carpeted. There should be a lockable door for security and to help keep the work noise from disturbing others outside.

Near to: Administration Offices

Distant from: Busy public areas

Net Square Feet: 250

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Bibliographic Services' Workroom and Office

Function: Bibliographic Services orders all adult books including those for the Chinese collection. Receives, unpacks and processes all adult materials except for music compact discs which are processed by the Reference Librarian. Checks for accuracy of cataloged and classified items and catalogs and classifies items the vendors can't. Children's staff selects orders and processes all children's and young adult materials. Bibliographic Services is responsible for inputting and maintaining the library's holdings records in the MLN database.

Occupancy: 2-3 staff; 1-2 volunteers

User Seating: Desk Seating for 1: 3

Furniture and Equipment:

- 1 L-shaped desk with chair for Department Head
- 2 shared desks with chairs: 1 for staff, 1 for volunteers
- 1 receiving table (8') for deliveries with storage under; 1 chair;
- 1 processing table (8'-10') with storage under; 2 chairs
- 1 large supply cabinet; 1 photocopier/scanner/fax
- 2 phones; 2 file cabinets (4-drawer); 6 book carts; 1 bulletin board
- Wastebaskets and recycling bins sufficient to handle daily trash

Casework:

- 1 built-in standup counter (8') with sink

Technology:

- 3 computers; 3 laser barcode scanners; 3 printers

Collection Sizes and Shelving: 500 items. 125 LF of 10" deep shelving with up to 50 LF designated for materials waiting for processing or deaccessioning and the remainder for use by the Department Head for reports, manuals, bibliographic guides, etc.

Lighting Acoustics and Finishes: Some natural light plus bright, non-glare overhead lighting to make detail work less tiring. Durable, stain proof carpeting is required. The pile should be tight so not to impede the regular movement of the delivery and book carts.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Bibliographic Services' Workroom and Office

Near to: Delivery Entrance; Custodians' Workroom

Distant from: Public areas

Storage: Bibliographic is the collection point for deliveries including all library materials and most supplies. Up to 85 boxes arrive during the busiest weeks. A separate staging area needs to be set aside for boxes that can't be opened and processed within one or two days and for empty boxes waiting to be broken down..

Notes for the Architect: At present this department is run by the Bibliographic Services' Librarian who spends 1/3 of her full-time 35 hour per week schedule working Reference. Some bibliographic work that should occur in this department is dispersed because the room must also accommodate the Computer Specialist and his "Computer Nursery"; another large corner for a shared volunteer and staff computer workstation and other equipment; and a much too small office for the Assistant Director. This Building Program moves most of those other non-bibliographic functions to their own separate rooms.

The need is for a larger room just for bibliographic with a strategically designed section for the Department Head to make supervision of operations as efficient as possible. The Department Head enjoys the company of others and does not want her own separate office. However she does need some privacy for phone conversations and meetings with staff. Cubicle partitions are an option if the room activities prove to be noisier and more distracting than anticipated.

Net Square Feet: 600

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Book Return Room

Function: Secure space inside the building with two built-in, through wall, return slots to the outside where patrons can return books and other library materials.

Occupancy: 1-2 Staff

Furniture and Equipment:

2 cushioned return bins on casters with spring adjustable bottom shelves

Casework:

1 small, wall mounted storage shelf for rubber gloves and paper towels

1 paper towel rack

Lighting, Acoustics and Finishes:

Bright, even overhead lighting and a fireproof rubber or vinyl floor are needed

Near to: Main Entrance

Notes for the Architect: This room should be sprinkled and fireproof. The door to this room should be fire rated and have an automatic closer. One return slot will be for books, the other for media. Those slots should be lockable and also large enough to easily accept children's picture books and other larger sized items. The return slots and slide chutes should have no sharp corners and be sturdy enough to last for years under very heavy use. The gloves and towel rack are for staff when needed to clean damp and/or soiled returns.

If the site allows, the library would also like to have a drive through book return either in the building (perhaps a small room off the Circulation Workroom) or in a freestanding outdoor bin.

Net Square Feet: 80 SF

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Computer Specialist's Workroom and Office

Function: Separate office and work area for the Computer Specialist. This is where new computers are set up and tested and older computers and other technology equipment are examined for repairs, upgrades and reusable parts.

Occupancy: 1 to 3

User Seating: 3 staff and visitor seats

- Table Seating: Seating for 1 2 Desk Seating: Seating for 1 1

Furniture and Equipment:

- 1 L-shaped desk with chair for Computer Specialist; 1 guest chair
- 1 large work table to unpack computers, test and make repairs
- 1 small storage cabinet for toner and smaller parts like computer mice
- 2 table chairs; 1 wastebasket; 1 recycling bin
- 1 coat closet; 1 file cabinet (4-drawer); 1 telephone

Casework:

- 1 straight or L-shaped counter at least 16 feet long for 4-6 computers in process

Technology:

- 1 computer workstation with printer/scanner
- Up to 10 computers and monitors waiting for processing

Shelving: 96 linear feet of shelving that is 18 inches deep. Librarian needs rugged, open wire shelving that is about 60"H x 36"W x 18"D in order to hold and support computers, monitors, printers and other equipment. Shelving should also be able to hold up to 100 volumes of books, catalogs and documentation manuals

Lighting, Acoustics and Finishes: Some natural light plus bright, non-glare overhead lighting to make detail work less tiring. Durable carpeting is preferred. The pile should be tight so not to impede the regular movement of the equipment carts.

Near to: Systems Room; Delivery

Distant from: Public areas

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Computer Specialist's Workroom and Office

Notes for the Architect: At present the Computer Specialist is in the workroom shared with Bibliographic Services and others. The need is for a larger, open room exclusively for computer services with one part designed as office space for the Computer Specialist. Since this is a one person department there is no need for an enclosed separate office or for cubicle partitions.

This area should be able to store up to 10 boxed computers and monitors. At present the library buys PCs in groups of 5 or 10. It can take several months to make these PCs fully secure and operational. The plan is to move the computers from the storage racks to the counters and then process them through for use in staff offices and in the public computer areas. The doors must have locks and the room able to be tightly secured.

The library is going to have to continue coordinating its technology with the town which is moving to the thin client system. Telecommunication changes are also anticipated. That means that some functions currently the responsibility of library staff will move to the town, but the library will continue to need its own computer staff and workroom for all its Minuteman equipment, including the dozens of public and staff PCs that operate through MLN's software vendor, Innovative Interfaces.

The Architect should work closely with the Computer Specialist on both this room and the System Room to adjust to changes that may occur after this report's completion.

Net Square Feet: 200

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Systems Room

Function: Dedicated space that will contain networking equipment for MLN (including hubs, switches and router), a wireless telephone, one server, and two UPS backups.

Occupancy: 0-2 (One to two staff and or repair persons will need to enter the room from time to time to diagnose problems, access the server, etc.)

User Seating: 2 staff seats

- Table Seating: Seating for 2 1

Furniture and Equipment:

1 table; 2 chairs; 1 wireless phone; 1 lamp with flexible arm for close up work
2 racks for networking equipment (1 rack for the server the other for the MLN router, hub, and switches and the library's UPS backups)
3 MLN hubs, 6 MLN switches, 1 MLN router, 1 server,
2 UPS backups (1 for MLN; 1 for the library server)
1 shelf for small external hard drive

Technology: 1 staff computer with monitor for work on server

Collection Sizes and Shelving:

Two racks for the networking equipment should be at least 72"H x 27" W x 30" D

Lighting, Acoustics and Finishes:

There should be overhead lighting plus one task light, flexible and bright enough to spotlight very small print. A vinyl floor is required (no carpeting).

Near to: Computer Specialist's Workroom

Distant from: Busy public areas

Notes for the Architect: This is a locked, secure, windowless utilitarian space that should be properly air conditioned, ventilated and humidity controlled to keep the equipment running smoothly and to allow for the Computer Specialist and outside service technicians to maintain, troubleshoot and repair the system in comfort.

Net Square Feet: 150

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Conference Room

Function: Monthly meeting room for the six-member Library Board of Trustees. This also serves as a general purpose public conference room for use by library staff, town officials, and local business and community groups.

Occupancy: 20

Furniture and Equipment:

1 rectangular conference table with comfortable seating for 10
10 conference table chairs; 10 visitor chairs

Casework:

1 built-in kitchenette with sink, microwave and small refrigerator under and storage cabinets above; 1 built-in coat closet

Technology:

1 large flat screen monitor; 1 wireless HDMI presentation system
1 media streaming box for projecting images from iPads and other devices

Lighting, Acoustics and Finishes: Soft, adjustable, diffused overhead lighting to create a warm, comfortable feel to the room. There should be windows with room darkening shades. The room should be carpeted and sound absorbing materials used where most appropriate to keep noise contained within the room. No special finishes are required but all surfaces should be sturdy, scratch resistant and easy to clean and maintain.

Near to: Administration offices

Distant from: Children's Room

Notes for the Architect: The visitor chairs should be arranged around the perimeter of the room. Strong, secure wireless access is essential. Since this room may be used past the library's regular closing time, the rest of the library should be able to be locked off while allowing the room users convenient exit to the parking lot.

Net Square Feet: 550

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Custodians' Workroom and Office

Function: Work and storage space for the full-time custodian and substitutes who are part of the separate Town Facility Manager's budget. Custodians are responsible for opening the building, cleaning the floors and bathrooms, setting up meeting spaces, emptying book return boxes, collecting and emptying trash and recycling materials, handling large deliveries, and monitoring building mechanical systems.

User Seating: Desk Seating: Seating for 1: 1

Furniture and Equipment:

- 1 desk with chair for the custodians; 1 phone
- 1 bulletin board; 1 clock; 2 wastebaskets; 1 slop sink
- 1 workbench with a pegboard on the wall behind for tools and other items
- 2 lockers; 1 dolly; 1 lockable wall case for keys
- 2 step ladders (1 large, 1 small); 2 extension ladders (14 feet and larger)

Technology:

- 1 computer with access to a networked printer

Storage and Shelving:

- 1 lockable cabinet for storage of paint and chemical materials
- 1 lockable cabinet for cleaning equipment and smaller tool storage
- 2 open, wall mounted shelving units for paper products, light bulbs, etc.
- 1 closet to store vacuums, floor polishers, other equipment
- 3 large trash containers; 3 large recycling containers

Lighting, Acoustics and Finishes: The floor should be sturdy, industrial spill and slip resistant type (rubber, vinyl, or special concrete). A floor drain is required. Even overhead lighting and some natural light is highly desirable.

Near to: Loading Dock; Meeting Room

Distant from: Children's Room

Notes for the Architect: There must be a separate loading dock for deliveries. Storage of the snow blower, leaf blower and other gas powered equipment should be in a small outside storage shed. Most of the essential custodian supplies and equipment should be in the workroom, but there should also be one small (at least 60 square feet) lockable custodian's closet with a mop sink and shelving for high use supplies for each floor.

Net Square Feet: 285

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Friends' Book Sale Room

Function: Behind the scenes collection, sorting and storage area for donations of books and other items for the Friends' annual and ongoing book sales.

Occupancy: 2-4 volunteers

User Seating: Table Seating for 2: 2

Furniture and Equipment:

2 large sorting tables; 4 chairs; 1 coat rack; 2 book carts
1 trash barrel; 1 recycling bin; 1 bulletin board

Casework: Friends want at least one built-in donation slot where items can be deposited when the Room is unoccupied. The collection box under the slot should be on casters with a spring adjustable shelf to limit damage to the items dropped in and to make emptying the box easier for the volunteers.

Technology: 1 computer with networked printer to help value and price items

Collection Sizes and Shelving: 2,500 items for storage, after sorting into categories, on 72 inch high, 8 inch deep shelves.

Lighting, Acoustics and Finishes: Good, even overhead lighting plus some natural light. This should be a quiet work area so the floor can be either carpeted or vinyl. Vinyl might be easier for the custodian to keep clean.

Near to: Custodians' Workroom; Delivery

Distant from: Public areas

Notes for the Architect: At present the library has no proper space to receive or store donations. Gifts are collected and sorted in the hallway leading to staff offices and boxed wherever they can "borrow" space, often in the Director's Office. The ongoing book sale is from a book cart in the lobby leading to Children's and the Raytheon Room. The Friends aren't sure where the ongoing sale should be in the new building but like the idea of a small alcove with shelving for at least 300 items. Another possibility is shelving space in the Café. To avoid staffing the sale area, a secure payment box could be attached to the shelving. Payment would be on the honor system.

Net Square Feet: 300 SF

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Staff Room

Function: Non-public area for staff and volunteers to gather for breaks, to socialize, to eat meals and to store and prepare food.

Occupancy: 6 to 11 staff and volunteers

User Seating: 11 staff/volunteer seats

- Table Seating: Seating for 2: 3
- Lounge Seating: 5

Furniture and Equipment:

3 round tables; 6 chairs; 1 coat rack; 1 clock; 1 phone
3 lounge chairs; 2 end tables; 1 couch; 1 coffee table
2 table lamps; 1 freestanding three-way lamp; 1 bulletin board
1 full size refrigerator with freezer; 1 microwave
1 toaster oven; 1 coffee maker plumbed into water system
1 small under counter dishwasher; 8 keyless entry staff lockers

Casework: Counter large enough to comfortably accommodate a standard sized sink and sufficient space for simple meal preparation. There should be built-in cabinets for storage above and below the counter top with space for a small built-in dishwasher. Countertop should be a sturdy, stain proof laminate.

Technology: Wireless Internet access only, no hard wired devices except for one telephone

Collection Sizes and Shelving: None required; may want to add a wall rack for magazines and a small free standing book case

Lighting, Acoustics and Finishes:

Overhead lighting plus some task lighting for reading in lounge seats. The overhead lighting should be motion detection activated. Desire is for more natural light than is in the present staff room which has one small window. Room should be enclosed with at least one door. Normal group conversation and noise from the kitchen appliances should be mitigated so as not to disturb others in nearby areas. The floor covering around the sink and counter should be vinyl; the rest of the room stain resistant carpet tile.

WAYLAND PUBLIC LIBRARY

Area Analysis

Area Designation: Staff Room

Near to: Staff Entrance; Parking Lot; Staff Rest Room

Distant from: Public spaces

Notes for the Architect: Staff should work with the architect in helping to design and decorate this space. Staff would like to be sure that this room is not visible to the public when a door is open. They also want the heating and cooling in the room to be on a separate thermostat something that is impossible – and a source of regular complaint – in the existing room. To better use the space the freestanding water cooler now in the room should be replaced with a built-in water filtration and purification system to mitigate the iron and chlorine levels in the town water system.

Net Square Feet: 425

WAYLAND PUBLIC LIBRARY

Summary of Minimum Square Foot Requirements

Adult Spaces

Audio-visual

21,000 items @ 10 -18v / SF	1,695 SF	
1 Standup Computer @ 20 SF	20 SF	
1 Computer Seat @ 35 SF	35 SF	
2 Book Carts @ 10 SF	20 SF	
Total Audio-Visual Area		1,770 SF

Café

10 Café Table Seats @ 25 SF	250 SF	
2 Vending Machines @ 25 SF	50 SF	
Self-serve Counter & Storage	50 SF	
Total Café Area		350 SF

Circulation

Service Desk Area	325 SF	
Department Head's Office	150 SF	
Workroom		
3 Staff Workstations @ 65 SF	195 SF	
3 Book carts @ 10 SF	30 SF	
6 Delivery Bin Stacks @ 10 SF	60 SF	
1 Large Table for 2 @ 50 SF	50 SF	
1 Small Table	25 SF	
Other Items	<u>15 SF</u>	
Total Workroom	(375 SF)	
Total Circulation Area		850 SF

Computer Training Room

1 Instructor's Podium	20 SF	
9 Computer Seats @ 35 SF	315 SF	
Total Computer Training Area		335 SF

Entrance and Lobby

2 Wooden Benches @ 30 SF	60 SF	
Display Space	90 SF	
Total Entrance and Lobby Area		150 SF

WAYLAND PUBLIC LIBRARY

Summary of Minimum Square Foot Requirements

Adult Spaces

Fiction, Large Print and Paperbacks

22,500 Books @ 12v / SF	1,875 SF
1,500 Large Print @ 10v / SF	150 SF
1,000 Paperbacks @ 15v / SF	67 SF
4 Lounge Seats @ 35 SF	140 SF
6 Table Seats @ 30 SF	180 SF
1 Standup PC @ 20 SF	20 SF
3 Side Tables @ 5 SF	15 SF

Total Fiction, Large Print and Paperbacks Area **2,447 SF**

Meeting Room

100 Seats @ 13 SF	1,300 SF
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Total Meeting Room Area **1,300 SF**

New Books

2,000 books @ 10v / SF	200 SF
8 Lounge Seats @ 35 SF	280 SF
4 End Tables @ 5 SF	20 SF
2 Ottomans @ 10 SF	20 SF
2 Display Tables @ 25 SF	50 SF

Total New Books **570 SF**

Non-fiction

30,000 Books @ 10v / SF	3,000 SF
1,000 Chinese Books @ 10v / SF	100 SF
6 Carrel Seats @ 35 SF	210 SF
8 Table Seats @ 30 SF	240 SF
1 Computer Seat @ 35 SF	35 SF
1 Stand-up OPAC @ 20 SF	20 SF

Total Non-Fiction Area **3,605 SF**

WAYLAND PUBLIC LIBRARY

Summary of Minimum Square Foot Requirements

Adult Spaces

Periodicals and Newspapers

225 display periodicals @ 1 / SF	225 SF	
1,500 back issues @ 1 yr. / SF	100 SF	
4 Lounge Chairs @ 35 SF	140 SF	
1 Couch @ 70 SF	70 SF	
2 Ottomans @ 10 SF	20 SF	
2 Side Tables @ 5 SF	10 SF	
Total Periodicals and Newspapers Area		565 SF

Photocopier

1 Photocopier & 1 3D Copier @ 50 SF	100 SF	
1 Large Scanner on Table @ 50 SF	50 SF	
1 Commercial Fax Machine @ 25 SF	25 SF	
1 Storage Cabinet @ 25 SF	25 SF	200 SF

Reference and Local History

2,500 Reference Books @ 7v / SF	357 SF	
1,000 Circulating Books @ 10v / SF	100 SF	
12 Table Seats @ 30 SF	360 SF	
9 Computer Seats @ 35 SF	315 SF	
6 Carrel @ 35 SF	210 SF	
1 Microfilm Seat @ 35 SF	35 SF	
2 PC Queuing Stations @ 35 SF	70 SF	
2 Print Stations @ 35 SF	70 SF	
Other items	140 SF	
Reference Service Desk	200 SF	
Reference Workroom and Office	215 SF	
Total Reference Area		2,072 SF

Study Rooms (Minimum of 7)

20 Study Seats @ 25 SF	500 SF	
Total Study Rooms Area		500 SF

TOTAL ADULT SPACES (14,714 SF)

WAYLAND PUBLIC LIBRARY

Summary of Minimum Square Foot Requirements

Children's and Young Adult Spaces

Children's

30,220 print items @ 1-16v / SF	2,316 SF	
3,250 non-print items @ 10-18v / SF	289 SF	
16 Children's Table Seats @ 25 SF	400 SF	
2 Children's Lounge Seats @ 25 SF	50 SF	
2 Parent Lounge Seats @ 35 SF	70 SF	
2 Parent/Child Love Seats @ 50 SF	100 SF	
2 Beanbag Seats @ 15 SF	30 SF	
10 Children's Computer Seats @ 30 SF	300 SF	
1 Standup PC @ 20 SF	20 SF	
1 Puppet Stage @ 50 SF	50 SF	
1 Display Case @ 50 SF	50 SF	
2 Display Tables @ 25 SF	50 SF	
Other items	24 SF	(3,749)
Story Hour/Crafts (31 seats)	558 SF	
Circulation Desk	200 SF	
Department Head's Office	150 SF	
Workroom		
400 items @ 10-12v / SF	35 SF	
2 Staff Workstations @ 50 SF	100 SF	
1 Work Table @ 40 SF	50 SF	
6 Book trucks @ 10 SF	60 SF	
2 Storage Cabinets / Closets @ 20 SF	40 SF	
	(275 SF)	
Total Children's Services Area		4,932 SF

Young Adults

5,020 print items @ 1-15v / SF	418 SF	
550 non-print items @ 10-12v / SF	50 SF	
4 Lounge Seats @ 35 SF	140 SF	
2 Booth Seats for 2 @ 50 SF	100 SF	
4 Bench Seats @ 30 SF	120 SF	
6 Computer Seats @ 35 SF	210 SF	
1 Display Table @ 25 SF	25 SF	
Total Young Adults Area		1,063 SF

TOTAL CHILDREN'S and YOUNG ADULT SPACES (5,995 SF)

WAYLAND PUBLIC LIBRARY

Summary of Minimum Square Foot Requirements

Administration and Support Spaces

Administration

Director's Office	225 SF
Assistant Director's Office	175 SF
Administrative Assistant's Office	150 SF
Administration Workroom	
2 Staff Workstations @ 65 SF	130 SF
1 Small Work Table @ 25 SF	25 SF
1 Storage Cabinet @ 15 SF	15 SF
1 Commercial Staff Photocopier @ 50 SF	50 SF
2 File Cabinets @ 10 SF; other items	<u>30 SF</u>
	(250 SF)

Total Administration Area

800 SF

Bibliographic Services

Department Head's Workstation	100 SF
Workroom	
500 items on shelves @ 10v / SF	50 SF
2 Staff Workstations @ 65 SF	130 SF
1 Receiving Table @ 40 SF	40 SF
1 8'-10' Processing Table @ 50 SF	50 SF
1 Supply Cabinet @ 25 SF	25 SF
1 Standup Counter (8') with sink	40 SF
1 Staff Photocopier/Scanner/Fax @ 50 SF	50 SF
6 book carts @ 10 SF	60 SF
Storage Area for Deliveries	55 SF

Total Technical Services Area

600 SF

Book Return Room

80 SF

Computer Services

1 Computer Specialist Workstation @ 65 SF	65 SF
1 Large Work Table @ 50 SF	50 SF
Storage on Shelves; other items	85 SF
	(200 SF)
Systems Room	150 SF

Total Computer Services Area

350 SF

WAYLAND PUBLIC LIBRARY

Summary of Minimum Square Foot Requirements

Administration and Support Spaces

Custodians Workroom and Office

Custodians Desk Area	50 SF	
1 Workbench @ 40 SF	40 SF	
2 Large Storage Cabinets @ 25 SF	50 SF	
1 Storage Closet @ 25 SF	25 SF	
6 Trash Barrels and Bins @ 5 SF	30 SF	
1 Slop Sink	15 SF	
2 Wall Shelving Units; other items	75 SF	
Total Custodial Area		285 SF

Friends Book Sale Room

2,500 items @ 15v / SF	167 SF	
4 Chairs at 2 Sorting Tables @ 50 SF	100 SF	
2 Book Carts; other items	33 SF	
Total Friends Book Sale Area		300 SF

Staff Room

6 Table Seats @ 25 SF	150 SF	
3 Lounge Seats @ 35 SF	105 SF	
1 Small Couch @ 45 SF	45 SF	
1 Refrigerator (full-size)	20 SF	
8 Lockers @ 4 SF	32 SF	
Other items	73 SF	
Total Staff Room Area		425 SF

Trustees/Conference Room

20 Seats @ 25 to 30 SF	550 SF	
Total Trustees/Conference Area		550 SF

TOTAL ADMINISTRATION AND SUPPORT SPACES (3,390 SF)

TOTAL SQUARE FEET NEEDED

NET (SUBTOTAL)	24,099 SF
AUXILIARY SPACE (30% of Net)	7,230 SF
TOTAL GROSS SQUARE FEET NEEDED	31,329 SF

WAYLAND PUBLIC LIBRARY

Key to Square Foot Estimates

<i>PUBLIC SEATS and STATIONS</i>	<i>Net Square Footage</i>
Adult and YA Bench and Table	30
Adult Carrel and Lounge	35
Adult Couch	70
Adult and YA Machine (Computer, Microform)	35
Booth and Loveseat for Two	50
Café, Study Room, and Visitor	25
Children's Beanbag	15
Children's Computer	30
Children's Lounge and Table	25
Children's Story Hour and Crafts	18
Computer Queuing and Printing Stations	35
Meeting Room Seat	13
Self-Checkout Station	50
Standup Computer	20
<i>STAFF SEATS and STATIONS</i>	
Circulation Desk Terminal with Laser and Receipt Printer	50
Director, Asst. Director, Department Head Workstations	65
Reference Service Desk Workstation	65
Staff Room Seating	25-45
Technical Services Workstation	100

WAYLAND PUBLIC LIBRARY

Key to Square Foot Estimates Continued

<i>EQUIPMENT and FURNITURE</i>	<i>Net Square Footage</i>
Atlas Stand; Map Case	35
Book Cart	10
Coat Closet	10-20
Coffee Table; Ottoman	10
Delivery Bin	10
Display Cabinet/Case	50
Display Table	25
End/Side Table	5
Fax Machine (Commercial)	25
File and Lateral File Cabinets	10
Printer/Scanner/Fax (Small)	10
Photocopier/Scanner/Fax (Large); 3D Printer	50
Puppet Stage	50
Refrigerator	20
Staff Locker	4
Storage/Supply Cabinet or Closet	15-25
Vending Machine	25
Work Bench	40
Work Table (Small)	25
Work Table (Large)	40-50

DESIGN GUIDELINES

This is not an attempt to restate basic architectural design principles that should be familiar to any good architect. Nor is it an attempt to restate building, fire and other Massachusetts code requirements. Those requirements are strict and quite explicit on the standards that must be met by the architect and general contractor. A knowledgeable Building Department and Clerk of the Works will help make certain that the codes are adhered to fully.

Rather these guidelines are intended to alert library management to issues they should pay close attention to when working with an architect. Libraries are complex buildings and are among the most difficult to design well. If library management is not prepared to explain clearly what it wants, it will get what the architect thinks is needed.

Acoustics

Busy libraries are noisy places. In addition to the bustle of people circulating through the building, there are phones ringing, photocopiers copying and computer printers printing. Building materials that help keep noise down should be chosen. Most public and staff areas should be carpeted. Drapes should be considered in some areas. Soundproofing should be considered for certain separate high noise spaces like the young adults' room, and the public rest rooms. The MBLC's Construction Program web site provides a link to a must see YouTube TED Talk by Julian Treasure entitled "Why Architects Need to Use Their Ears":

<http://guides.mblc.state.ma.us/construction/building-program/acoustics>.

Green Libraries

In this new age of climate change, diminishing natural resources and heightened environmental consciousness, no building project should proceed without considering the best ways to construct a sustainable, energy efficient, "green library". Many librarians have been leaders in support of environmentally friendly design, and there are several excellent publications and web sites to help those looking for guidance.

One of the best web sites is the Whole Building Design Guide (WBDG) made available by the National Institute of Building Sciences. The section on sustainable design, <http://www.wbdg.org/design/sustainable.php>, provides a wealth of information on best practices plus links to relevant codes, laws, and standards and a large list of additional links to other resources.

The other essential web site is the *U.S. Green Building Council* (www.usgbc.org), a 501c3 non-profit, "dedicated to expanding green building practices and education, and its LEED (Leadership in Energy and Environmental Design) Green Building Rating System."

LEED produces a large and growing number of publications. A good place to begin is the *LEED Reference Guide for Building Design and Construction* (LEED Version, v. 4, 2013).

Remember that the MBLC is a strong supporter of energy efficient and environmentally friendly design. As encouragement the agency promises that “projects that attain the U.S. Green Building Council's LEED (Leadership in Energy and Environmental Design) certification will receive 2% to 3.5% in additional state funds administered by the MBLC.”

Handicapped Accessibility

The library should be completely handicapped accessible and in strict compliance with the latest state and federal ADA requirements. Particular attention should be given to the layout of the rest rooms, the height of drinking fountains, stack aisle widths, thresholds, and the appropriate ratio of sitting to standing public PCs. Automatic door openers should be considered for larger, difficult to open doors even if the doors meet ADA code without them.

The local Office of Handicapped Affairs should be kept informed of the library's building plans and consulted when design questions arise.

Lighting

Designing a lighting system that satisfies both librarians and architects can be difficult. Librarians tend to want brighter lighting than architects and architectural firm consultants think is needed. And while it is true that harsh lighting can destroy a room's ambience, stack lighting that fails to properly illumine the bottom two shelves is not acceptable no matter how “comfortable” the room feels.

One way to avoid conflict and disappointment is for the librarian and architect to discuss lighting concerns ahead of time and come to a joint understanding of what is expected. The entire library should have energy efficient, easily maintained, glare free lighting that is appropriate to the tasks being performed.

For the stacks, the lighting should be fixed in the ceiling and run perpendicular to the stacks. Illumination should be uniform over all shelves. Visit a Barnes and Noble Bookstore for an example of one way to do stack lighting right.

For public reading areas, where furnishings may be rearranged from time to time, ceiling lighting fixtures should be spaced to allow for uniform illumination under a variety of furnishing arrangements.

All non-machine tables should be able to accommodate at least two task lamps. There should be sufficient electrical outlets for the lamps. All carrels should be provided with

a switchable energy efficient light. Lighting switches should be located near public service desks to make it easy for the staff to open and close the building. Dimmers should be considered for switches controlling areas where there is a desire to vary the illumination.

An emergency lighting system should be part of the lighting plan. When and how it functions should be explained fully to custodians and other staff.

Maintenance

The building should be designed for efficient maintenance. There should be a janitor's closet on each floor where supplies and cleaning equipment can be stored.

The new HVAC systems are sophisticated and can be complicated to run and maintain properly. Custodial staff unused to the new systems will need to be trained, a standard requirement in good construction bid specifications. The winning bidder should be responsible for the cost of the training.

Rest Rooms

Rest rooms should be lockable and be visible from public service desks where the rest room keys may be kept.

It is desirable to have at least one rest room on each floor. There should be a separate rest room for children in the children's room. A collapsible changing table is a thoughtful convenience.

There should be separate rest rooms for staff. Consideration should be given to designating rest room function by floor if space is tight (e.g. Men's Room on ground floor; Ladies' Room on main floor; Staff Rest Room on second floor).

Electric hand dryers are a cost efficient alternative to paper towels and can help reduce the paper mess and make the rest rooms easier to clean.

Consider a sanitary waste disposal service for the Ladies' Room. One local company to check out is Workplace Essentials. Their web site is www.weservice.biz.

Faucets should have automatic shutoffs, and there should be a floor drain.

A sturdy metal coat hanger should be installed on the inside door.

Security

The breakdown of community and the growth of crime, homelessness, drug abuse and other social ills require that today's libraries be designed for safe use by everyone from preschoolers to senior citizens. Recommended requirements include:

- Clear sight lines from the service desks on each floor to allow for easy supervision. Surveillance cameras are an important option for out of the way areas.
- Glass panels or partitions in enclosed rooms set aside for quiet study or for a special age group (e.g. young adults). All separate rooms should be lockable from the outside.
- The architect and a lock company representative should meet with the library administration and a manager from the town building department (if appropriate) to select a master key plan for the entire building. Drop in cylinders are preferable since they allow for simple, inexpensive changes in lock access without costly rekeying.
- A silent, motion detector alarm system should be installed to protect against theft and vandalism when the library is closed.
- All fire exits and unsupervised exterior doors (not main entrances) should be equipped with an alarm loud enough to be heard easily by staff.
- Consider installing a panic alarm at the main service desk on each floor.
- Modern fire codes are very strict and very specific in their requirements. Meet with the local Fire Chief and have the Chief explain what must be done regarding fire alarms, exit signs, smoke detectors, etc. All new and remodeled buildings should be equipped with a modern sprinkler system. All fire doors should close automatically in the event the alarm system is triggered.

Signage

It can be terribly disappointing to visit a handsome new library six months after it has opened to see the rooms littered with handmade signs and posters trying to explain to patrons how to navigate the building. Librarians may be surprised to learn that many architects are not strong advocates of signage and do not include signage design services as part of their basic contract. Some architects like to think they have designed the new library in such a seamless, logical fashion that finding one's way around will be self evident to most users after the first visit. Do not believe them.

Designing an effective, aesthetically pleasing sign system is hard work and requires hours of planning. *Do not* wait until after the building is finished to think about the sign system. *Do* familiarize yourself early with the concept of *wayfinding*, the architectural term that refers to the way people orient themselves and find their way around a building.

One helpful free publication funded through an LSCA grant is the San Jose Public Library's *Signage Design Guidelines* (c. 2009) which lists seven design principles. The link to the pdf is:

www.olis.ri.gov/services/ce/presentation/SJW-SignageDesignGuidelines.pdf

Sign systems should be:

1. Modular, allowing staff to easily change messages that will vary over time.
2. Made of attractive, lightweight materials (plastic can work well) which compliment the decor yet are easily noticed and read.
3. Able to provide a wide variety of signs from free standing outdoor to hanging check in / check out, all of which are aesthetically compatible and logically consistent.
4. In compliance with the latest ADA requirements.

Wiring and Wire Management

Modern libraries are ever more dependent on telecommunications and computers. Library automation systems have replaced dumb terminals with PCs on high speed networks to provide the staff and public with access to the Internet and a growing variety of on-line databases. More and more libraries are adding their own servers to network access to shared staff functions (like color printing) and files and to better manage security, troubleshooting and routine software upgrades.

Computers are essential to library staff operations and most staff members now have their own workstation to be used in office management and record keeping.

The increasing use of computers means that the modern library must be designed to accommodate greatly increasing electrical and wiring needs. The library wants super broadband cabling for its computers throughout the building, and it should be run through raceways that lead to one central telecommunication area. The raceways should be able to handle:

- **Library telephone lines**

The layout should be coordinated with the phone vendor, the architect and the contractor. Insist on the most efficient up-to-date system the library and town can afford. Include a wireless and direct Internet connection for the meeting room. Make sure that the system easily accommodates portable phones. Do not forget to include library fax machine requirements in the plan.

- **Networked Minuteman PC cabling**

The library belongs to the cooperative Minuteman Library Network. All PC cables run to a central switch and then over a high speed line to the shared central site computer. Make sure that the space to house the telecommunication equipment is properly ventilated and large enough to handle future growth.

- **Local and wide area network cabling**

Libraries continue to use stand alone Local Area Networks (LANs) primarily in Children's Departments where they run popular multimedia educational software. Many municipalities have set up wide area networks connecting all departments to a central town or city system. Thus a typical library may be operating on three systems: one local, one town wide and one library network wide, each with its own software, hardware and cabling requirements.

- **Intercom-public address system**

The library wants to update and expand its intercom system in the new building.

Even with a well designed raceway system, the profusion of wires running from floors and walls will be considerable as will the wires running on top and under tables linking workstation components together.

Neat, efficient wire management is a must. Before deciding on furnishings for computer workstations, consult the catalog of a firm that specializes in wire management like Doug Mockett & Company (www.mockett.com; 1-800-523-1269).

Insist on a well-documented wiring diagram from the architect and make certain there are sufficient electrical outlets, adequately distributed, to accommodate rearrangement of room furnishings as library space needs change.

The architect should specify a surge suppression system that will protect all of the library's electronic equipment.

- **Wireless**

Wireless technology has come a long way and provides an attractive option for libraries to avoid excessive cabling. It is worth considering as an alternative for some public PCs connected to Minuteman. At Wayland and most other public libraries, it is already standard for users who bring their own portable devices to the library. Make sure the wireless signal is strong enough to provide speedy access to the Internet from all public areas in the building.