

J. V. FLETCHER LIBRARY
BUILDING PROGRAM,
2015



WESTFORD, MASSACHUSETTS

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

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EXECUTIVE SUMMARY

The Town of Westford can proudly point to a library heritage extending back to 1797, and can equally point to strong library support through both the nineteenth and twentieth centuries. From the building of the 1895 J. V. Fletcher Library facility, through renovations and expansions (some grant-funded) in 1963, 1969 and 1988, and the Beautification Project launched in 2007, the community has demonstrated on-going understanding of the value and benefits of sustaining a state of the art public library to serve the community. This Library Building Program focuses on the need to provide an adequate public library to the community of Westford for the twenty-first century.

Twenty-seven years out from the most recent expansion, both contemporary library service ideals and the community of Westford have grown beyond the design of the 1988 Library. Collections and formats, services, programs to all ages and outreach to the community are constrained by the limitations and inadequate space of the current building and are being curtailed to fit within the current facility footprint. Numerous new collections, services and programs cannot plausibly be launched within the current limited space. The 1988 building — compliant with the safety and building codes of its design period — ages further away from contemporary safety and accessibility codes.

It is important to note that the impetus to enhance and enlarge library space is driven by the reality that the current facility is not upholding the Library Mission to adequately serve the residents of Westford at this time. While this is especially true of juvenile and teen patrons (whose borrowing accounts for 60% of total circulation), spaces for all ages and uses are currently inadequate. Having seen circulation increases of 5-plus per cent each of the past three years, and attracting 840 users per day, library usage continues unabated, and will continue to respond to new library service trends. With library use trending towards Common areas, collaborative areas, and community gathering spaces, the future Westford public will be able to use a 21st century building in ways not now possible. An enlarged Library might offer the following benefits to the community of Westford:

- 📖 A Children's Area more than doubled in size – with a dedicated preschool and play area, study space and computer stations for young users
- 📖 A larger Children's Programming and Craft Room
- 📖 A Family bathroom in the Children's Area – allowing a caregiver, stroller, toddlers/multiples etc. sufficient space
- 📖 Increased comfortable seating for study, reading and WiFi use – some located within stack areas
- 📖 More computers – but especially stations designed for teens, tweens and children
- 📖 Additional Silent Study Space
- 📖 Group and Collaborative Study Space
- 📖 Tripled separate space for Tweens/Teens
- 📖 Climate-controlled Local History Research area
- 📖 A large Meeting Room equipped with kitchen access and storage, which can be divided into smaller meeting spaces
- 📖 A Conference Room/Maker Space
- 📖 A small café allowing seating, reading and browsing

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- 📖 Expanded parking and convenient drive-through book drops
- 📖 Improved technology throughout the facility
- 📖 Preservation and restoration of the original 1895 J. V. Fletcher Library [see the original skylight and woodwork]
- 📖 Full handicapped accessibility
- 📖 A fire suppression system
- 📖 Efficient electrical, HVAC and utility systems, and greener systems
- 📖 An external courtyard for outdoor gathering or relaxing

The population of Westford and the collections and services it needs have grown beyond the design confines of the 1988 addition/renovation. Contemporary and future patrons — 33% of whom will continue to be youngsters under the age of 19 for the twenty-year span of any future design — deserve a responsive, energizing Youth Services area that works for families, an imaginative and collaborative Young Adult area, tutorial rooms for study, research and interaction, a Conference area/lab/maker space, relaxing and inviting seating areas and a preservation-caliber Local History space. Ideally, a future design would offer ample flexibility for the Library to adapt spaces and uses over the next two decades to provide the full array of changing and customer-responsive public library services.

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PLANNING PARTICIPANTS & ACKNOWLEDGEMENTS

J. V. Fletcher Library Board of Library Trustees:

- 📖 Susan Flint, Chair
- 📖 Elizabeth Diercks, Secretary
- 📖 Robert Price, Treasurer
- 📖 Kathleen Canavan
- 📖 Marianne Fleckner
- 📖 Hajo Koester

Library Facility Needs Committee:

- 📖 Kathleen Canavan, Chair, Library Trustee
- 📖 Susan Flint, Library Trustee
- 📖 Robert Price, Library Trustee
- 📖 Tom Ellis, Permanent Town Building Committee
- 📖 Doug Fannon, Permanent Town Building Committee
- 📖 Gary Lavelle, Permanent Town Building Committee
- 📖 Jeanne Kuespert Roberts, Permanent Town Building Committee
- 📖 Ellen Rainville, Library Director

The Permanent Town Building Committee

Jodi Ross, Town Manager

John Mangiaratti, Asst. Town Manager

The Staff of the J. V. Fletcher Library

WITH SPECIAL THANKS TO:

Rosemary Waltos, Building Consultant, Massachusetts Board of Library Commissioners

Lauren Stara, Building Consultant, Massachusetts Board of Library Commissioners

AND THE MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS

J. V. FLETCHER LIBRARY'S VISION, MISSION, VALUES AND SERVICE ROLES

J. V. FLETCHER LIBRARY VISION STATEMENT:

The J. V. Fletcher Library is a global gateway dedicated to serving the Town of Westford and committed to celebrating the community's heritage, diversity and multiculturalism.

Library patrons of all ages and socio-economic circumstances experience the Fletcher Library as a responsive, innovative resource meeting their unique needs and offering a personal library experience.

Lives are enriched and enhanced through the lifelong exposure to, and exploration of, life-changing ideas, creativity, information and evolving technologies.

In a world of rushed and removed relationships, the library offers both a virtual village and a space of sanctuary and community.

Approved by the Board of Library Trustees, June 4, 2012.

J. V. FLETCHER LIBRARY MISSION STATEMENT:

The J. V. Fletcher Library serves as a progressive responsive community resource, dedicated to the informational, cultural, educational and technological needs of its patrons. The Library supports its users in their lifelong pursuit of learning, personal growth and self-fulfillment. It encourages the young in their exploration of, and celebration of, the world. The Library is a resource for exploring and using new technologies, collections and media. The Library provides a gathering place for community members — in all their diversity — to meet in social engagement, to share discourse, to ponder divergent ideas and to engage in civic connection. The Library strives to be both reflective of and responsive to the community. It also seeks to be in the forefront of professional library service — attracting and leading the community into the future in a warm and welcoming public setting.

Approved by the Board of Library Trustees, July 9, 2012.

J. V. FLETCHER LIBRARY VALUES:

Family-oriented
Customer Service-oriented
Collection-rich
Pro-active

Fun
Welcoming
Resource-rich
Community Gathering
Place
Educational

Friendly
State-of-the-Art
Responsive
Open
Aspiring

GOALS/SERVICE ROLES:

- GOAL I:** Library patrons speedily access a global array of titles, formats, and information sources, meeting and reflecting their needs, interests, careers and diverse demographics.
- GOAL II:** Library patrons enjoy a modern, expansive facility, designed and furnished to afford: collection growth; study, activity and meeting space; leisure reading; technological access; and communal areas for the purpose of programming, governance and public discourse.
- GOAL III:** The J. V. Fletcher Library is funded at a level that reflects the demographics, expectations, educational level and service needs of the community of Westford.
- GOAL IV:** Library patrons of all ages and socio-economic circumstances have access to collections, meaningful activities, programs and events which foster personal growth, self-development and exposure to ideas, art, cultures and current issues during service hours which reflect their needs.
- GOAL V:** Library patrons enjoy access to an array of services, programs and collections facilitated by trained, customer-oriented and sufficient staffing.
- GOAL VI:** Library patrons enjoy offerings, services, programs and collections that meet their interests, needs, demographics, schedules and abilities in a customer-oriented setting.
- GOAL VII:** Library patrons enjoy increased awareness of, and access to, Library programs, services and outreach because of an expanded marketing program.
- GOAL VIII:** Library patrons access data, information, resources and collections cataloged via the latest technological tools, via the latest technology and via new technological formats in a global and uninterrupted environ.

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HISTORY OF THE J. V. FLETCHER LIBRARY AND THE COMMUNITY OF WESTFORD

WESTFORD (originally “West Chelmsford” prior to its 1729 incorporation), boasts a long commitment to education and a continuous library tradition dating back to 1797. In the fervor of a new young nation, Westford male citizens first founded *Westford Academy* in 1792 – one of the oldest co-educational secondary schools in the country — followed shortly thereafter by the 1797 *Subscription Library*. A small farming community throughout the eighteenth and nineteenth centuries, Westford is studded with the granite and waterways which supported until recently a thriving granite industry and textile mill industry in distinct villages, with multiple apple orchards thriving on non-arable bedrock. Education and learning remained critical to the citizenry throughout the nineteenth century, with the *Subscription Library* donated to the Town in 1859, the *Agricultural Library* donated in 1873, and native son Jonathan Varnum Fletcher donating the yellow Greek Revival library which was built on Westford common in 1895. In 1862 *Westford Academy* graduated the first female student to attend MIT — Ellen Swallow Richards (who subsequently also became the female professor at MIT). The Academy (now the public school), open space, location and quality of life continued population expansion into Westford, as it grew in the twentieth-century from a mix of farmland and villages suburban bedroom and commuting community at the triangulation of the newly-finished Route 495, Route 3 and Route 2.



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The population surge and housing boom from 1960 through the 1980’s brought successive expansions of public library space as well. J. V. Fletcher’s great grand-daughter funded a basement Children’s Room in 1963, which was followed shortly thereafter by a 1969 L.S.C.A.-funded expansion/renovation. By the mid-1980’s, plans and advocacy were in place for another expansion/renovation, with the proposed *Massachusetts Public Library Construction Grant* initiative on the horizon. This expansion/renovation was completed in 1988 — dedicated in 1989 — and opened to a Westford suburban community no longer defined by the local granite industry, distinct villages and farmland. Westford was in the first group of municipalities to be awarded funds under the new *Massachusetts Public Library Construction Grant* program, and received an award of \$200,000 in 1993.

Twenty-seven years out from the most recent expansion, the federal census reveals Westford to be attracting young, highly-educated, more affluent new residents with increasing diversity as the Asian demographic rises. Data from the most recent Strategic Planning Process reflect:

- As of 2010 with a population total of 21,951 (according to the U.S. Census 2010 records) — 14,999 residents were older than the age of 19, and 6,952 residents were younger than 19.
- Between 2000 and 2010, Westford’s population increased 5.8% (from 20,754 to 21,951 persons). In the census, by 2030, Westford’s total population was projected to increase to 24,029.
- The 2010 federal census reflects 12.6% of the Town as ethnic Asian.

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- Between 2000 and 2009, the Town experienced a 56.5% increase in households earning an annual income of \$150,000.
- As of 2009, the Town's median household income was \$119,051.
- Westford's largest age group in the 2010 Census was residents aged 40-59 years, comprising 37.9% of Westford's population; the second largest age group was 10-19 year olds with 3,900 people, or 17.8% and the 0-9 age group represents the third largest cohort at 3,052 children (13.9%).
- 15.3% of Town residents are 60 years of age or older. This age cohort is projected to increase to 22% of the town population by 2020.

Despite the projected aging of the Westford community, the J. V. Fletcher Library is surging with the young users who constitute one-third of the town's population. A recent *Mother Goose Time* was record-setting with 198 attendees, while the staff has expanded Story Times to include Wiggle Words, Pajama Times, Book Bunch, Book Words, Baby Lap Times and multiple grade-school age Book Clubs, plus drop-in, holiday, vacation and Summer Reading Program extravaganzas. In FY15, over 13,500 youngsters, teens and tweens attended 286 programs, and borrowed books at double the rate of adults. Over 2,000 youngsters, teens and adults registered for the three 2015 Summer Reading Programs. It is service to these young and teen users – as well as to the growing retirement age group—that is most negatively impacted by the space limitations of the current facility.

WESTFORD schools ranked 8th in the Commonwealth in Boston Magazine's "*The Best Schools in Boston 2013*," and the nine new school facilities are complemented by the Roudenbush Community Center, the Parish Center for the Arts, multiple child-care facilities and abundant open and recreational space which will continue to draw young families to Westford. The 2009 *Westford Comprehensive Master Plan* projects that Westford holds 3,500 lots which are potentially developable for residential units, while the UMass Donahue Institute (UMDI) projects the 2034 population for Westford at approximately 25,130. Westford has again begun to build rental units, and is building affordable housing with the objective of meeting its affordable housing quota compliance. Westford's original suburban housing developments — which seemed so spacious in the 1960's — will continue to turn over to new young families seeking to buy into Westford. Westford's stock of smaller village housing will continue to be magnets for young families purchasing first homes as well. Retirees will grow as a demographic in Westford, but may move into "over-55" developments to ease home maintenance or relocate should the municipal tax burden grow. Locally given the moniker of a "small W" town, new residents will continue to flock to Westford to provide a premier education to their youngsters and to receive high-quality public services, at acceptable-impact tax rates. Through 2034, one-third of the Town remains under age 19.

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COMMUNITY ANALYSIS AND 20-YEAR PROJECTION

The Westford library's current service population is estimated at the 2010 federal census level multiplied by 1.08% to reflect the eight per cent of circulation attributable to non-residents: $21,951 \times 1.08\% = 23,707$. This computation is extended for the service population of 2034: the Northern Middlesex Council on Governments (NMCOG) estimates a 2035 Westford population of approximately 26,240 [see the explanation for choosing this estimate below], and an enlarged library would likely attract a higher percentage of non-resident use (factored as 15% in the following projection), especially as the libraries in adjacent towns are aging from their most recent expansions. $26,240 \times 1.15 = 30,176$ as the projected 2034 service population for the J. V. Fletcher Library.

A major challenge in drafting this Library Building Program and forecasting needs for the Town of Westford and the J. V. Fletcher Library, has been determining the most accurate 2034 Westford population figure from an array of sources. The *2009 Westford Master Plan* projected a 2030 population of 31,340 based upon data from the Executive Office of Transportation; in writing the *Library Strategic Plan for 2014-2018*, we projected a 2030 population of 25,270; the Northern Middlesex Council on Governments forecasts a 2035 Westford population of 26,240, and; a quadratic curve projection of the newly released UMass Donahue Institute population estimates forecast Westford in the year 2034 at closer to 25,130 residents.

For another community, it would be reasonable to accept the most current population projection, however, with Westford's 31.33 square miles of space, and 3,500 developable lots, the low number provided by the Donahue Institute was met with concern from municipal staff, NMCOG staff and the Westford Permanent Town Building Committee. In FY2010 -- during the height of the Great Recession — Westford saw 85 new housing starts. In FY13, Westford had 123 new residential construction permits (and this does not include apartments which are classified as "commercial"). Additionally, Westford is open to new 40B construction, at present meeting only 7% of its 10% Affordable Housing target.

While the Westford community is enthusiastic about purchasing open space, the community has a high number of buildable lots still available, and can expect additional 40B developments. Therefore, the NMCOG population projection for 2035 is being utilized in this Library Building Program — estimating that 70 new residential construction permits would be sought annually over 20 years, multiplied by the average Westford household size of 2.93. This would result in a 2034 population of 26,346 — much closer to the NMCOG projection of 26,240. Therefore, this mid-range population projection is being used in this application.

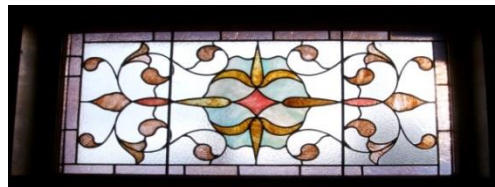
[See University of Massachusetts Donahue Institute Population Projections below].

University of Massachusetts Donahue Institute Population Projections: (N. B. *for the purposes of planning the NMCOG population total has been used; see above*)

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Age	Census 2010	Projection 2015	Projection 2030
0-19	6952	6209	7511
20-29	1287	1641	1459
30-54	8792	7894	6541
55-69	3539	4518	5231
70-79	971	1207	2326
80-85+	410	473	961

24,029

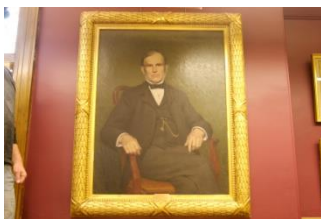


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FACILITY HISTORY AND PLANNING EFFORTS

The J. V. Fletcher Library is sited off the eastern point of Westford's triangular Town Common, directly across from the Fire and Police Stations and the 1871 Town House. The First Parish Church United, and the former Congregational Church — now the Parish Center for the Arts (PCA) - are situated on the other two points of the Common. Immediately adjacent to the PCA is the Westford Museum — a renovation of the relocated 1792 Westford Academy building. A few lots down from the Town House, the second Westford Academy and former Roudenbush School is now the Roudenbush Community Center. Hence, the Library is historically grounded with other important municipal services and non-profits surrounding the Common, and preserving Town services within the historic center has been an expressed priority of residents. The dates below summarize the expansions of both collections and space within Westford's library tradition, dating back to the 1797 Subscription Library:

- 1797** – Westford male citizens create the Subscription Library, supported by individual "subscriptions" or shares
- 1859** – the Subscription Library is gifted to the Town of Westford
- 1871** – the Library is located in a "commodious room" in the new Town Hall
- 1873** – the Agricultural Library is gifted to the Town of Westford
- 1895** – Jonathan Varnum Fletcher gifts \$14,000 for the new library, matched by \$5,000 from the Town
- 1963** – the great granddaughter of J. V. Fletcher, Marian F. Winnek funds a basement Children's Room renovation
- 1969** – a renovation/new Children's Room is funded with a federal Library Services and Construction Act (L.S.C.A.) grant
- 1979** – the original M.O.S.T. Bookmobile is funded with federal Library Services and Technology Act (L.S.T.A.) grant funds
- 1987** – the J. V. Fletcher Library is expanded and renovated in part with Massachusetts Public Library Construction Grant funds (\$200,000 in the first grant round ever), with the local bond paid off in 2001



The most recent 1987 addition/renovation (bringing the Library to 22,456 sq. ft.) retained the historic Main Street entrance on the Town Common, while adding two wings, an elevator, staff offices, an additional Meeting Room and increased parking. The eastern Children's wing was negatively impacted by the need for an on-site septic system — the placement of this shortened the eastern wing by almost 25 feet. This resulted in a Youth Services area which measures 27' x 59'. While this wing ends in a Story Hour Room and a tiny bathroom, it is impossible to bring a toddler, stroller and infant into the restroom space. Shelving of Children's fiction and non-fiction is on 82.5"-high shelves. Space allows only two computers, eight study seats (two at times serving as staff or volunteer workspace) and three upholstered seats for adults. Ultimately, Children's space was deemed inadequate for the concentrated young population by as early as 2001. It was this year that the Board of Library Trustees engaged Gienapp Associates to conduct a Space Use and Re-Allocation Study to determine if services could be relocated within the current footprint to better serve the Westford public (specifically relocating the Children's department). After analyzing the three space alternatives costed out by Gienapp Associates, Library management staff and the Board of Library Trustees concluded that the estimated cost of over \$1,000,000 and the loss of service programs

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were too high a price to juggle interior spaces. This was a major conclusive indicator that the existing facility was simply too small for the current and future Westford demographic. [More recently, the Library lobbied heavily for all Town facilities to be tied into the new municipal facility sewage treatment plant. This was accomplished with the Library tying in in 2006, and has erased the site restriction which limited the length of the 1987 eastern Children's wing.]

It should be noted here that — in response to patron comments from the 2005 Community Survey conducted as part of the J. V. Fletcher Library's Long Range Planning process — the Library embarked upon a multi-year Beautification Project in 2006, underwritten by a mix of Friends' fund raising, Capital and Trustee Funds, Gifts and State Aid funds. Comments indicated that the Westford public was finding the facility worn and drab, as well as lacking in space and parking. Systematically, all public spaces were re-painted and re-carpeted, and in some cases, re-lit with new fixtures. Furnishings were replaced, re-upholstered, re-finished and re-arranged to maximize space. The Friends fund-raised for the Youth Services area, Young Adults, Fine Arts and the Mary Atwood Hall, continuing to purchase new stack ends and carpet as recently as this past summer. More workaday fixtures such as bathroom sinks and vanities were replaced, as well as lighting from the 1969 addition. During the Beautification Project (spanning 2006 through 2010), the library installed over one-half mile of additional shelving to house and contain collections. Still, during FY2011 – as the Merrimack Valley Library Consortium prepared for a May 2011 migration to the EVERGREEN open source software — professional staff steadily culled the Adult Non-Fiction collection to avoid migrating older titles and to free space for newer purchases. In 2012, a similar weeding and shifting of Adult Fiction took place, with the Reference Division shedding yet an additional year of periodical back-issues to provide more space for Adult Fiction and Biography collections. Despite these efforts, this past summer the following steps were taken as various collections "maxed out" within the spaces afforded them:



- Young Adult non-fiction was moved from the YA aisle and interfiled with Adult non-fiction
- Young Adult biographies were interfiled with Adult biographies
- Non-fiction DVD's were interfiled with Adult print non-fiction
- The use of locking cases for DVD's was discontinued in order to gain shelving space

While virtual databases, downloadable formats, eCollections and the miniaturization of formats have been a boon in the library's space and shelving battle, the J. V. Fletcher Library is reaching a point of zero collection increase — or a "one in, one out" collection development status. This has been the case in the cramped Youth Services area for several years, despite juvenile media collections spreading into a former adult Browsing space. Only a greater purging of the print reference collection remains to provide some needed shelf relief — although if these titles are re-catalogued to non-fiction there will be no resulting space benefit. As a result, almost every collection has hit its space limit and — with Friends' fund raising — the Library eagerly experiments with and adopts new virtual formats having zero shelving impact.

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The Young Adult collection is especially constrained by the current facility. Little more than a wide aisle in the lower Fine Arts area, this space offers four seats, with no study area, computers, creative space or collaborative space. With one-third of the town under the age of 19, it is especially frustrating that the spaces devoted to youngsters and teens/tweens are so inadequate. As a library serving a family-oriented community — it is our family spaces that are most lacking.

Tutorial space and conference/collaborative space are needed as well. The Library has a single tutoring room, with the two Meeting Rooms netting between 1,800 — 2,000 reservations annually. One of the two meeting rooms — the Mary Atwood Hall — simultaneously houses the Historical and Local History collection, thus making this collection unavailable whenever the space is in use as a meeting room. This space lacks climate control and adequate security as well.

While off the public's radar, staff workspaces have become inadequate as well – two 64 sq. ft. offices each house two professional staff, while multiple staff and volunteers are sharing the slightly larger Reference office space. Post-Beautification, even staff spaces and storage areas were re-carpeted and re-organized, so all available space has been analyzed, retrofitted and realized.

The Community of Westford has grown beyond the design of the 1988 Library, and the building – compliant with the safety and building codes of its design period — grows further away from contemporary code. As such, the elevator does not fit a gurney, the facility has no sprinkler system, the multiple stairwells would not meet the current code, ADA compliance could be improved, all systems are aging toward replacement or are being replaced. Steps have been taken to improve energy efficiency with each upgrade of ballasts, boilers, heat pumps, the chiller and lighting, but these efforts are piecemeal at best.

The Library lot is fortunate to be abutted by 2.52 acres of Town-owned property to the rear of the current parking lot. A DRAFT Northern Middlesex Council of Governments (NMCOG) study of Westford Center Parking issues has demonstrated that it would be possible to offer another 65 parking spaces on this acreage, which is currently under the Board of Selectmen's jurisdiction. As parking is at a premium for all institutions and municipal departments ringing the Common, it is hoped that this supplementary parking area will receive support.

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It should be noted that the J. V. Fletcher Library's inadequacies are not the result of insufficient support, imagination, service vision or professional commitment. The Town has supported numerous system upgrades and cosmetic improvements to the facility; Community Preservation Act funding has restored stained glass windows, the original façade frieze work and original windows. Our robust collections are the direct result of town usage and support; our Friends group totals over 800 members. Nonetheless, the population of Westford and the collections it needs have grown beyond the design confines of the 1988 addition/renovation. Contemporary and future patrons — 33% of whom will continue to be youngsters under the age of 19 for the twenty-year span of the future design — deserve a responsive, energizing Youth Services area that works for families, an imaginative and collaborative Young Adult area, tutorial rooms for study, research and interaction, a Conference area/lab/maker space, relaxing and inviting seating areas and a preservation-caliber Local History space. Ideally, a future design would offer ample flexibility for the Library to adapt spaces and uses over the next two decades to provide the full array of changing and customer-responsive public library services.

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DESCRIPTION OF THE EXISTING BUILDING

Library service in Westford dates back to 1797, when the Westford Social Library was created to provide books via \$2.00 subscriptions to readers. In 1854, the Social Library was gifted to the Town, with the first Annual Report published in 1859. In 1871, the Library collection filled a “commodious room” in the new Town Hall, with the result that the Agricultural Library was gifted to the Town in 1873 (both original collections remain). In 1895, upon the Town securing a lot on the triangular Town Common, native son Jonathan Varnum Fletcher donated \$14,000 to erect a public library, an amount which the Town matched with an additional \$5,000. Designed by H. M. Francis of Fitchburg, the J. V. Fletcher Library was built in a Classical Revival style by William C. Edwards of Westford, Contractor. The original Souvenir Dedication booklet describes the original building in detail, and the original 1895 blueprints still exist.

As library needs and services have increased, a number of physical improvements have been made to the original 1895 structure. A basement renovation provided a new Children’s Area in 1963, subsidized by J. V. Fletcher’s great-granddaughter Marian Winnek. In 1969, an L.S.C.A.-funded renovation/addition expanded the library to include a new Children’s wing built onto the rear of the library and increased shelving in the stack room via a mezzanine level (which was projected in the original building plans). In 1979, to address the lack of A.D.A. compliance, the Library received an L.S.T.A.-funded Bookmobile to provide service around Westford’s 31+ square miles. In 1986—88, the 9,500 square foot Library was enlarged to 22,500 square feet with the addition of two wings, renovation of the original Victorian core, an elevator and expanded parking. The Library received a reimbursement award for this renovation addition in the first distribution of the Massachusetts Public Library Construction Grant funding. In 2001, the Library Trustees awarded a Space Re-Allocation Study to Gienapp Associates to study the possibility of relocating the Children’s Area to allot more space to young users. In this same year, the construction bond was paid off as well. In 2006, the Library was tied into the municipal sewage treatment plant – thus allowing for more use of the current lot, which had previously supported both a septic system and a future overflow area. From 2007 through 2011, the Library underwent a Friends-, Capital- and Trustee-funded Library Beautification Project. This multi-year improvement project provided new paint and carpet, refinished, re-upholstered and replaced furniture, and included rearrangement of spaces to maximize the again-full square footage. During this time, the Library added over one-half mile of new shelving, and replaced almost all of the 1988 addition’s furnishings.

The J. V. Fletcher Library is located on Main Street on Westford’s Town Common adjacent to the Town’s original colonial church, residential areas, and the Town House offices. A parking lot is located to the rear and is accessible from Main Street. The Main Street and parking lot entrances lead over 795 people per day into the approximately 22,500 square-foot building, circulating 1,200 items per day for 314 service days per year.

The ground floor houses the public Meeting Room, Sorting Room, public restrooms, Technical Services and Staff Break Room, Maintenance, Electrical, Elevator and IT area, the Fine Arts (media) Area, some stacks of Adult Non-Fiction, and the Young Adult collections. The Large Print and Foreign

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language collections are on this floor at the end of the non-fiction ranges. In order to maximize shelving space, Young Adult non-fiction and biographies have been interfiled with adult collections, and the locking cases formerly used for videos have been discontinued.

The main floor houses both adult and children collections and includes the Main Circulation Desk, two original Victorian Browsing Rooms (children's media has overflowed into one of these), Adult New Books and Periodicals, one-third of Adult Non-Fiction, Adult Reference, and Adult Fiction in the original Stack Room. The East Wing is all Children's collections, the Story Hour Room, and the under-sized inadequate non-ADA-compliant bathroom. A Family bathroom is sorely needed; the 64 square foot Youth Services Office houses three staff.

The mezzanine level houses Adult Fiction, biography, back issues of serials, quiet study and the Silent Study Room – plus administrative files on the public mezzanine space, with the Assistant Director's office at one end. On the east side is the mezzanine-level Boiler Room with three gas-fired boilers.

The third floor houses the Director's and Office Manager's offices, a tiny kitchenette, the original Mary Atwood Hall (serving as both Meeting Room and housing Local History collections), and stairwell access to attic storage and HVAC space. Additional administrative filing cabinets are in this stairwell.

For a Needs Assessment dated 2013, the MBLC Building Questionnaire and the results of the Town-wide Facility Assessment conducted by DRA in 2014, refer to Appendices A, B and C at the end of this narrative.

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ANALYSIS OF CURRENT COLLECTIONS AND SERVICES

Below is a broad-brush retrospective and projection of holdings of print, audio, video and serial collections projected through 2034; a more detailed spreadsheet appears in Section III:

COLLECTION	6/30/2010	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2034
BOOKS	108,509	99,254	99,393	95,428	99,017	92,700
AUDIO	8,649	8,328	8,149	8,447	8,621	6,000
VIDEO	7,869	7,647	8,165	8,787	9,814	6,000
PERIODICALS						300
TOTALS:	125,027	115,229	115,707	112,662	117,452	105,000

The above matrix categorically demonstrates how the J. V. Fletcher Library is struggling to maintain (actually, *reduce and contain*) physical collections to work within the existing Library footprint. Fortunately, over the 27-year life span of this building, libraries have seen a trend towards the miniaturization of formats (e.g. from LP's to Playaways) and the digitization, downloading and streaming of formats (e.g. from videotapes to streaming films). Currently, fully one quarter of the J. V. Fletcher Library's collection budget is spent on downloadable, digitized, virtual and streaming formats which require no physical space. However, during the Library Beautification Project leading up to 2010, the Library added over one-half mile of additional shelving primarily to house books. Nevertheless, the above matrix reflects the pre-EVERGREEN migration culling of non-fiction titles in 2011, and a similar effort to contain Adult Fiction in 2012. For some time now, the Library has been unable to keep as many book titles as it would desire, or as many copies of titles as it would desire; the Town is depending on other libraries with greater collection capacity to house these titles, which can be ordered and then borrowed by Westford patrons. Especially, the Juvenile and Young Adult collections have been artificially held to the spaces available to them, despite inter-filing Young Adult non-fiction titles and children's media taking over a formerly-Adult browsing room space. Westford's book shelving is tall, dense, compactly placed and dominates all other building uses. While projections for collection formats in 2034 are imprecise at best, this Library Administration foresees the on-going need for lower, reachable, display-type shelving for physical book collections — especially for younger users and browsing adults and forecasts that — at a circulation rate of 15% of a given collection at the "BASIC" level for Wilson Library Standards — shelving will be needed for a book collection of approximately 105,000.

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BENEFITS TO USERS OF AN ENHANCED J. V. FLETCHER LIBRARY:

Collection growth and development is not the only service negatively impacted by the Library's current limited footprint. An enlarged Library might offer:

- 📖 A Children's Area more than doubled in size – with a dedicated preschool and play area, study space and computer stations for young users
- 📖 A larger Children's Programming and Craft Room
- 📖 A Family bathroom in the Children's Area – allowing a caregiver, stroller, toddlers/multiples etc. sufficient space
- 📖 Increased comfortable seating for study, reading and WiFi use – some located within stack areas
- 📖 More computers – but especially stations designed for teens, tweens and children
- 📖 Additional Silent Study Space
- 📖 Group and Collaborative Study Space
- 📖 Tripled separate space for Tweens/Teens
- 📖 Climate-controlled Local History Research area
- 📖 A large Meeting Room equipped with kitchen access and storage, which can be divided into smaller meeting spaces
- 📖 A Conference Room/Maker Space
- 📖 A small café allowing seating, reading and browsing
- 📖 Expanded parking and convenient drive-through book drops
- 📖 Improved technology throughout the facility
- 📖 Preservation and restoration of the original 1895 J. V. Fletcher Library [see the original skylight and woodwork]
- 📖 Full handicapped accessibility
- 📖 A fire suppression system
- 📖 Efficient electrical, HVAC and utility systems, and greener systems
- 📖 An external courtyard for outdoor gathering or relaxing

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

TRENDS, STATISTICS, STAFFING AND PUBLIC USE

While Westford will see an aging population through 2034, for the duration the infant through teen population continues to represent a significant percentage of overall Library users (slightly over 31%). It is this population that currently is responsible for the continued annual increase in Library circulation and statistics (juvenile print borrowing increased by 9% in FY14 and 2% in FY13), while adult readers began a slow migration and embrace of our new downloadable services. Overall circulation of all types increased over 5% in FY14, with a current projected 5+% increase in FY15. This increase compares to many sister libraries experiencing static or reduced circulation.

An entirely new library demographic is now identified in professional literature – the Emerging New Adult (college age through the late twenties); this is a usership that may be found in Westford in increased numbers, and deserves future programming and support. It is expected that seniors will continue to require support with technology, vision and adaptive aids, and a dedicated Homebound Librarian; this service is clientele-based and will expand and contract as need dictates. Current research indicates that 80% of seniors would prefer to stay in their current home.

In addition to the bulleted services listed in the previous section, the Library will need the space flexibility to embrace new technologies, formats and service trends which might develop during the twenty-year design life of an enlarged building. It is projected that the staffing full-time-equivalency (FTE) of 21.14 will increase slightly — predominantly because of mandated hours due to State Aid regulatory language (when Westford's population reaches 25,000 the Westford library will be required to offer 59 hours of service per week). This service week increase would entail opening Friday mornings, opening at 9:00 AM (versus the current 10:00 AM) and potentially a longer Sunday season (the current season is January through April only). An increased service week might necessitate added Maintenance staffing/funding as well. It is critical to underscore that this increase in hours will occur whether an enlarged library is created or not. For several years, the Library Administration and Trustees have been engaged in Succession Planning, and with each retirement and staff change, it will be necessary to analyze staffing needs and trends, and potentially revisit the re-organization choices which were made during the 2008 recession.

It is important to note that the impetus to enhance and enlarge library space is not driven solely by population projections, but by the reality that the current facility is not adequately serving the residents of Westford now. While this is especially true of juvenile and teen patrons, spaces for all ages and uses are currently inadequate. With library use trending towards Common areas, collaborative areas, and community gathering spaces, the future Westford public will be able to use a 21st century building in ways not now possible.

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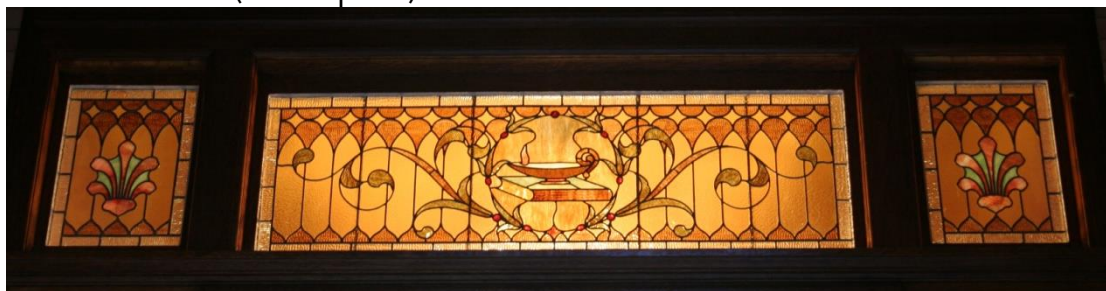
SPECIAL CIRCUMSTANCES

Among the special circumstances surrounding the J. V. Fletcher Library planning is the matter of Code compliance – the facility meets the code and safety requirements of its design date of the mid-1980's. Additionally, the building boasts multiple staircases which would not now meet safety requirements. The Library facility is lacking a fire suppression system, and is challenged by the elevator situated in the core of building connecting four levels on two sides. It is known that \$250,000 in building expenditures triggers full Americans with Disability Act (ADA) compliance, so even a modest renovation would involve full-blown fire, stairwell and elevator replacement. A low percentage of asbestos was identified in roof "slate" shingles, and the mezzanine floor does not meet, or tie into, the walls in the original stack room (a fire hazard as a result of the "chimney effect"). On the western wing, the 1987 slab was poured so as to support a potential mezzanine floor above the non-fiction stack end of that wing on the Main level.

The Library is listed in the National Register of Historic Places, and is in a Historic District within Westford. In recurring Master Plans, the Town of Westford has expressed its appreciation for the Common and its respect for historic preservation; the Town has been an exemplary custodian of the original building and the Town Common, and continued sensitivity to the original Victorian structure – and in cases restoration of lost features – is required: the public would like a working gas fireplace (HVAC venting was put through the west chimney in the 1987 addition), restoration of the Mary Atwood Hall skylight would be ideal, and two original fireplaces were lost in 1969 addition. Additionally, the design could restore lost period-style lighting. However, the Town is NOT desirous of period energy efficiency – Westford is working on its "green" status, and seeking sustainable, modern fixtures and utilities.

SITE AND EXTERIOR CONSIDERATIONS

A future design should include an emergency generator, the continuation of the current French Drains under each wing, storm water control to meet current bylaw and code, a Hydra-proofed elevator pit (as is now in place), and traffic analysis and investigation of the rear lot for parking. The Municipal Sewage Treatment plant at Abbot School purportedly has ample capacity for a library increase, however the overflow septic area in the west rear parking lot will need filling. The fake slate roof composition will most likely necessitate removal. Site analysis will be required for the water and granite combination which IS Westford Center. In the most recent addition, the Library received a Board of Appeals waiver for a Main Street setback, and the current three-story height just meets code. Care must be exercised for the Black Champion Oak on the western side of the Library, and the continued use of the driveway on the eastern lot line. The Library deed requires evergreen screening on the lot line for the eastern abutter (now in place).



J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

SECTION 2 – I. AREA DESCRIPTIONS, COLLECTIONS & PROJECTIONS

J. V. FLETCHER LIBRARY AREA DESCRIPTIONS WORK FORMS

[COMPLIMENTS OF THE CONNECTICUT STATE LIBRARY 6/6/2012]

Library Area Work Form

Library Area: **ADMIN Administrative Assistant's Office and Reception**

(Circulation/Fiction/Children's/etc.)

Size (square feet) 175

Date 2/19/15

Activities: All departmental business functions; phone calls; word processing; discussions; coordinating; organizing; volunteer oversight; addressing staffing issues; financial and operational functions; planning and preparation; Board support and outreach.

Occupancy: (at one time) Public 1 Staff 2
Daily Uses: All departmental business functions.

Architectural Features/Ambience/Lighting/Acoustics:
Office layout and décor; neat, organized and efficient. Sunlit and able to hold private conversations, outside of public view. Desk AND Computer workstation. Seating for public waiting for access to Director. Natural light from windows.

Technology/Telecommunications and Equipment:
Computer, Phone, Fax, Printer/Copier/Scanner, calculator, Dymo labeler, electric 3-hole punch, electric typewriter, LAN connection & VOIP

Storage:
Overhead cabinet, credenza, bookshelves, 12 drawers of accessible files. Wall space.

Furnishings/Finishes and Casework:
Desk AND Computer workstation. Comfortable guest chairs. Overhead cabinet, credenza, bookshelves, 12 drawers of accessible files.

Total Seats: Table ____ Carrel ____ Lounge 2 Staff 1
(How many chairs and what type?) Two guest chairs. Staff task chair with ergonomic flexibility and lumbar support. Seating for public or personnel awaiting access to Director.

Proximity: (What should this area be near?)
Assistant Director's Office; Director's Office; File and Administrative Equipment Room; Administrative Restroom; Administrative closet and storage area.

Distance: (What should it not be near?)

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Entry; Children's; Meeting Room; Circulation Desk; more remote management space away from daily workstations.

Books: (How many books will be here at any given time?) 10 ring binders; file boxes

Non-Book Materials: (How many non-print materials will be here at any given time?)
See Administrative Closet and Storage Area.

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Library Area Work Form

Library Area: ADMIN Administrative Closet and Storage Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 12

Date: 9/8/14

Activities: Storage of coats, boots, and some supplies.

Occupancy: (at one time) Public _____ Staff 0
Daily Uses: Storage of coats, boots, and some supplies.

Architectural Features/Ambience/Lighting/Acoustics:
Functional. Needs clothing bar and storage shelves above. Boot tray on floor.

Storage Needs: Outerwear, boots, administrative supplies.

Technology/Telecommunications and Equipment: None

Furnishings/Finishes and Casework: Needs clothing bar and storage shelves above.

Total Seats: None
(How many chairs and what type?)

Storage: Overhead shelves; boot rack or tray. Umbrella stand.

Proximity: (What should this area be near?)
Director's Office; Assistant Director's Office; Administrative Assistant's Office; File and Administrative Equipment Room; Administrative Restroom.

Distance: (What should it not be near?)
Entry; Children's; Meeting Room; Circulation Desk; more remote management space away from daily workstations.

Books: (How many books will be here at any given time?)
0

Non-Book Materials: (How many non-print materials will be here at any given time?)
Boxed supplies.

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Library Area Work Form

Library Area: ADMIN Administrative Restroom (Circulation/Fiction/Children's/etc.)

Size (square feet) 75

Date 9/8/14

Activities: Restroom functions; handicapped accessible.

Occupancy: (at one time) Public _____ Staff 1
Daily Uses: Restroom functions.

Architectural Features/Ambience/Lighting/Acoustics:
Tiled, handicapped accessible, floor drain, window, exhaust fan, locking door; light switch on sensor.

Technology/Telecommunications and Equipment: Hand drier; deodorizer.

Furnishings/Finishes and Casework:
Porcelain fixtures, wall-hung hand dryer and mirror. Some storage. Single toilet and sink. Hand rails.

Total Seats: Table _____ Carrel _____ Lounge _____ Staff _____
(How many chairs and what type?)

Storage:
Storage Needs: Basic paper goods and cleaning supplies.

Proximity: (What should this area be near?)
Director's Office; Assistant Director's Office; Administrative Assistant's Office; File and Administrative Equipment Room; Administrative closet and storage area.

Distance: (What should it not be near?) Public areas.

Books: (How many books will be here at any given time?) 0

Non-Book Materials: (How many non-print materials will be here at any given time?)
Paper and cleaning supplies only.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: ADMIN Assistant Director's Office (Circulation/Fiction/Children's/etc.)

Size (square feet) 175

Date: 9/8/14

Activities: Management level responsibilities; administration; collection and program development, staff development, publicity and marketing; phone calls; meetings with staff and patrons; and direct support to the Director and Boards in whatever capacity is required.

Occupancy: (at one time) Public 2 Staff 3

Daily Uses: Meeting with staff and/or patrons; fulfilling designated responsibilities using word processing, financial software or on the web with computer; printing/copying; phone calls.

Architectural Features/Ambience/Lighting/Acoustics:

Office Layout and décor: neat, organized and set-up to create a feeling that invites and feels safe and private. A separate desk and computer workstation and enough space for comfortable chairs to interact with staff and patrons. Natural light (from at least one window) soothing colors and art extend the feeling that this space is both inviting and professional.

Storage Needs: Bookshelves, filing cabinets, desk drawers, and wall space.

Technology/Telecommunications and Equipment:

Telephone, color Printer/Fax/Scanner/Copier, Calculator, electric 3-hole punch, Personal Computer, shredder, LAN connection & VOIP

Furnishings/Finishes and Casework:

Desk with ergonomic set-up, computer workstation, bookshelves, wall space, 3 comfortable chairs.

Total Seats: Table 2 Carrel _____ Lounge _____ Staff 1

(How many chairs and what type?)

2 Comfortable: one for staff & guests; one for Assistant Director which needs to have ergonomic flexibility and lumbar support.

Storage: 4 drawers of accessible files.

Proximity: (What should this area be near?) Director's office, Administrative Assistant's office, File and Admin Equip Room; Admin Restroom, access to an elevator/exit.

Distance: (What should it not be near?) Circulation (Main Desk), Tech Services, Children's.

Administration needs a more remote management space that separates it from the daily functions of serving the public.

Books: (How many books will be here at any given time?)

35 books, Professional Magazines, Professional Resources and notebooks.

Non-Book Materials: (How many non-print materials will be here at any given time?)

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Library Area Work Form

Library Area: ADMIN File and Administrative Equipment Room (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 2/25/15

Activities: Storage of critical financial, personnel and administrative files in four drawer lateral files, as well as past and current building plans in flat OV files. Storage of critical files in fire-proof filing cabinets. Counter space for administrative equipment: postage meter, fax machine, photocopier (floor space), fire-proof safe, wall-hung key storage and countertop work space for staff. 8-10 wire baskets for routing documents and items to other areas/personnel in the library. Ability to store 3-ring binders of archived Board and Committee work on top of files. Location of Administrative Safe. Location of oversized building plans file cabinet.

Occupancy: (at one time) Public Staff 2

Daily Uses: Storage and retrieval of files; posting of mail, photocopying and scanning; faxing; routing of documents; collating of copies. Storing of documents for Trustee Board and Friends' and Foundation's Board. Location of fire-proof Administrative Safe.

Architectural Features/Ambience/Lighting/Acoustics:

This is a practical storage and workspace which requires good task lighting, but no particular ambience beyond a palette compatible with the Administrative offices, and good workflow. Files will be lateral, locking and at least 12 drawers fire-proof. A portion of the room will be lower lateral files or countertop for: collating, 8-10 directional IN-OUT baskets, equipment placement.

Technology/Telecommunications and Equipment:

Fax, Scanner, Copier, Postal Meter, Electric 3-hole punch, over-sized stapler, Postal Scale, Dymo Labeler, shredder. Telephone. Wall-hung key box. Outlets for business machines. LAN connection & VOIP. Fireproof safe, sized 22 in. x 22 in.

Furnishings/Finishes and Casework:

Counter space with cabinets underneath for storage and lateral filing cabinets across the room.

Total Seats: Table 0 Carrel 0 Lounge 0 Staff 0
(How many chairs and what type?)

Storage:

Storage Needs: 28 drawers of lateral files, some locking and fireproof. Needs one-two six-drawer OV drawers for building plan files. Under countertop will be storage for photocopier paper, toner and filing and office supplies.

Proximity: (What should this area be near?) Director's Office; Administrative Assistant's Office; Asst. Director's Office; Administrative restroom.

Distance: (What should it not be near?) Circulation and public areas.

Books: (How many books will be here at any given time?) two dozen ring-binders archiving

Non-Book Materials: (How many non-print materials will be here at any given time?) 28- 36

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minutes and board records; bank-boxed archives for future removal to Town vault

drawers of files. Store oversized cabinet for Building Plans in File and Administrative Equipment Room.

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Library Area Work Form

Library Area: ADMIN Library Director's Office (Circulation/Fiction/Children's/etc.)

Size (square feet) 225

Date: 11/13/14

Activities:

Management of Department; interviews and discussions; phone calls; word processing; small meetings; planning; coordinating; organizing; staffing; financial planning and preparation; Board support and development; outreach.

Occupancy: (at one time) Public 2 Staff 1

Daily Uses: Management of Department; interviews and discussions; phone calls; word processing; small meetings.

Architectural Features/Ambience/Lighting/Acoustics:

Office layout and décor; neat, organized and efficient. Sunlit and able to hold private conversations, outside of public view (i.e. glazed door will need shade or blind). Round or square small table with guest chairs. Desk AND Computer workstation.

Technology/Telecommunications and Equipment:

Phone, Fax, Scanner, copier, Calculator, Dymo labeler, electric 3-hole punch, Dictaphone, Public Computer, printer, LAN connection & VOIP

Furnishings/Finishes and Casework:

Desk AND Computer workstation. Comfortable small table or guest chairs. Overhead cabinets, credenza, bookshelves, 12 drawers of accessible files.

Total Seats: Table 2 Carrel _____ Lounge _____ Staff 2

(How many chairs and what type?) Two task chairs and two guest chairs at small table. See Tuoy Fly chair (small). Staff task chair with ergonomic flexibility and lumbar support.

Storage: Overhead cabinets, credenza, wall bookshelves, 8 drawers of accessible files. Wall space.

Proximity: (What should this area be near?)

Assistant Director's Office; Administrative Assistant's Office; File and Administrative Equipment Room; Administrative Restroom; Administrative closet and storage area. Photocopier location.

Distance: (What should it not be near?)

Entry; Children's; Meeting Room; Circulation Desk; more remote management space away from daily workstations.

Books: (How many books will be here at any given time?)

50 Books, Notebooks, Magazine Files of reports

Non-Book Materials: (How many non-print materials will be here at any given time?)

Create oversized space for Building Plans in File and Administrative Equipment Room.

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Library Area Work Form

Library Area: ADULT Cafe (Circulation/Fiction/Children's/etc.)

Size (square feet) 550

Date 10/16/14

Activities: Relaxing, eating and drinking beverages, browsing new titles. Waiting for programs or meeting room uses to end or begin. Location of vend machines.

Occupancy: (at one time) Public 12 Staff _____ Volunteers _____ Purveyor 1
Daily Uses: Displaying, selling and providing snack foods and beverages. Relaxing, eating and drinking beverages, browsing new titles. Waiting for programs or meeting room uses to end or begin.

Architectural Features/Ambience/Lighting/Acoustics:
Intimate, tiled remote area next to small kitchenette and front lobby. Gate or low wall divides area from rest of library. Self-help counter with upper and lower cabinets on one short wall. Display case for snacks for sale. Electrical outlets for snack and beverage dispensers.

Technology/Telecommunications and Equipment: Microwave, countertop oven, electrical outlets for vend machines, small refrigerator, camouflaged trash and recycling, water source.

Furnishings/Finishes and Casework: In keeping with kitchenettes in the rest of the library; in keeping with Story Hour tiles/flooring.

Total Seats: Table 12 Carrel _____ Lounge _____ Staff _____
(How many chairs and what type?) Four round or square tables; light, moveable, stackable chairs

Storage: Cabinet storage for paper goods and service and snack supplies.

Proximity: (What should this area be near?) Front lobby; meeting room or YA area.

Distance: (What should it not be near?) Reference or Local History Area.

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

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Library Area Work Form

Library Area: ADULT Adult Fiction Stacks

Size (square feet) 1,200

Date: 3/2/15

Activities:

Browsing; ability to access titles for a "quick grab and leave"; catalog searches on online catalog-dedicated PC's; reading/lounging to peruse selections; re-shelving and weeding.

Occupancy: (at one time) Public 15 Staff 1-2 Volunteer 1-2

Daily Uses: Browsing, catalog searches, reading and relaxing.

Architectural Features/Ambience/Lighting/Acoustics:

The Fiction Area should offer: lazy browsing; the ability for patrons and staff to come and leave quickly if they know exactly what titles they seek; places to briefly sit to peruse which items they want to check out, plus a lounge area for relaxing and reading.

The fiction collection will be housed in one location and on one floor. Fiction will be broken down into genre: General Fiction; Large Print, Paperbacks, Mysteries and Thrillers and Science Fiction, Foreign Language Fiction. Patrons need to feel that they can either stay and relax in this Department or efficiently retrieve items and leave. Natural lighting from windows and skylights (if possible) will augment lighting (provided by sconces and efficient stack lighting.) Stacks will be set parallel to one another, but there will be a central aisle for displays and a sightline to the reading area. A reading area should be set up beside a wall of windows with extremely comfortable chairs that circle a low central wooden table. This area should be set in the quietest part of the Fiction Department. The book displays that will live in the center aisle will be genre-oriented, with three or four round tiers and are free-standing (bottom tier of display are actually cabinets for book storage.) Signage is key to efficient retrieval of titles. Each stack-end will sport removable sign holders and several will have built in bookshelves. Further, trompe l'oeil signs will seemingly hang above the stacks but in fact will be attached to the top, center seam (that is made when stacks are placed back to back.) These signs will inform patrons which genre is held on the shelves below. Signage should be plentiful but not visually intrusive. A couple of narrow, stack-wide chairs will be set at certain stack-ends to allow a patron to briefly sit down to look through their findings to decide which books they want to check out or peruse.

Technology/Telecommunications and Equipment:

2 Small, stack end-mounted OPAC catalogs at intermittent stack ends to search titles.

Furnishings/Finishes and Casework:

Shelving for different size genres (hardcover, trade size, mass market.) Kik stools, display kiosks, comfortable chairs, a table in the seating area, chairs the width of stack-ends. Shelving are built into some of the walls that are next to the stack-ends (that don't face other departments or the center aisles.) Lights in the form of wall sconces and those that hang from the ceiling. Detachable signs for every stack-end.

One Kik stool per aisle

Total Seats: Table 1 Carrel 0 Lounge 1 Staff 0

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(How many chairs and what type?)

Four large, comfy chairs and two stack-end width-sized smaller upholstered chairs.

Storage: Book carts filled books to be shelved, and empty carts will be stored in a recessed niche designed just for the carts and storage bin(s.)

Proximity: (What should this area be near) Fiction area that is designated as the "lounge" should be contiguous to quieter departments, like Non-Fiction, or Periodicals, or Media Dept. Another side could be next to Reference Desk for Readers Advisory, and title queries.

Distance: (What should it not be near?) Children's Dept., YA Dept.

Books: (How many books will be here at any given time?)

13,050

Non-Book Materials: (How many non-print materials will be here at any given time?)

none

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: ADULT Adult Media Collections

Size (square feet) 650

Date 2/27/15

Activities: Browsing all adult media formats, downloading eMaterials, smart device tutorials and previewing CD's and Audiobooks. Storage of at least two book carts.

Occupancy: (at one time) Public 15 Staff 2 Volunteers _____

Daily Uses: Housing of all adult Media; browsing and downloading eMaterials from patron and Library owned devices; smart device tutorials; searching the online-catalog dedicated PC or apps; previewing audiobooks or music CD's.

Architectural Features/Ambience/Lighting/Acoustics: The Media Collections Room is a distinct area. Staff have a sight line down the media collections (for security reasons.) It is a space with a VITAL feeling to it. Media collections are stored facing out. Stackends inform which media live on its shelves and contain display holders for informational brochures. Natural light is desired but not necessary. Décor, appointments, furnishings and ambience should appeal to both adults and Young Adults and be artistic, edgy and flexible.

Technology/Telecommunications and Equipment: Library owned Smart devices, laptops and media; 2 OPAC PC's. Materials in the collection include: DVD's, CD's, Audiobooks, Playaways, and wireless access to streaming videos and music. The collections face out and not stored in locking protective cases.

Furnishings/Finishes and Casework: Décor, appointments, furnishings and ambience should appeal to both adults and Young Adults and be artistic, edgy and flexible. Potentially a large, round viewing and listening station with wireless ports; chairs; front-facing shelving for all the various shapes and sizes of the media formats and a free standing online catalog dedicated computer.

Total Seats: Table 4 Carrel _____ Lounge _____ Staff _____
(How many chairs and what type?) 4 task chairs for the workstation.

Storage: Locked Storage and Re-charging cabinets against the walls for: smart devices; laptops; batteries, headphones; and spare cases. There is a two-cart wide niche for carts containing media that needs to be re-shelved.

Proximity: (What should this area be near?) Ideally it would be next to the Young Adult Department.

Distance: (What should it not be near?) Reference and Quiet Study

Books: (How many books will be here at any given time?)

Non-Book Materials: (How many non-print materials will be here at any given time?)
9,250

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Library Area Work Form

Library Area: ADULT New Collections/Large Print Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 1,000

Date 11/6/14

Activities: Browsing, Reading, Readers Advisory

Occupancy: (at one time) Public 15 Staff 2 Volunteers

Daily Uses: Patrons browse displays and shelves containing the Library's newest acquisitions and large print titles.

Architectural Features/Ambience/Lighting/Acoustics:

Located in and integrated into the front entrance Lobby Area, beyond the Main Service Desk.
Welcoming display and shelving units.

Technology/Telecommunications and Equipment:

WiFi

Support of latest new media or formats

Furnishings/Finishes and Casework:

Multiple free standing, tiered displays units

This area feels as spacious as possible, while inviting casual browsing

Total Seats: Table 1 Carrel Lounge Staff

(How many chairs and what type?) 6

A small Guest chair. Lounge chairs for older or challenged patrons.

Storage: none

Proximity: (What should this area be near?)

The New Collections Area is located in the front entrance Lobby area.

Distance: (What should it not be near?) NA

Books: (How many books will be here at any given time?)
3,750

Non-Book Materials: (How many non-print materials will be here at any given time?)
750

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: ADULT Non-fiction Collections(Circulation/Fiction/Children's/etc.)

Size (square feet) 2,500

Date 3/2/2015

Activities: Browsing; catalog searches on online catalog-dedicated PC's; reading/lounging to peruse selections; re-shelving and weeding.

Occupancy: (at one time) Public 10-15 Staff 1-2 Volunteers 1-2

Daily Uses: Browsing, shelving, culling, shifting, researching topics and titles.

Architectural Features/Ambience/Lighting/Acoustics:

Ideally, the non-fiction collection will be housed in one location and on one floor from 000-999. If necessary, Biography or some smaller collections can be located elsewhere. Stacks should be well-lit, orderly ranges, with spacious aisles, display-stackends, and NOT eight feet high.

Technology/Telecommunications and Equipment:

2 Small, stackend-mounted OPAC catalogs at intermittent stack ends to search titles.
WiFi access

Furnishings/Finishes and Casework:

Good overhead lighting

Warm stackends with out-facing display

Good signage

Wide aisles (enough for a patron, a booktruck, a kikstool) with easy to negotiate ranges

One Kikstool per aisle

Total Seats: Table ____ Carrel ____ Lounge 4 Staff ____

(How many chairs and what type?) Four stack-end width-sized smaller upholstered chairs for browsers.

Storage: Book carts filled books to be shelved, and empty carts will be stored in a recessed niche designed just for the carts and storage bin(s.)

Proximity: (What should this area be near?) Reference or alternate workstation; YA Area; periodicals.

Distance: (What should it not be near?) Youth Services, Circulation.

Books: (How many books will be here at any given time?)
31,000

Non-Book Materials: (How many non-print materials will be here at any given time?)

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: CIRC Circulation Public Service Desk (Circulation/Fiction/Children's/etc.)

Size (square feet) 500 sq ft.

Date 3/2/15

Activities: A unified Circulation Workstation will meet the customer service needs of our patrons and assure a timely dissemination and flow of materials which includes Fine Arts passes and hold items.

Occupancy: (at one time)

Public _____ Staff 4 Volunteers 1

Daily Uses: Staff fulfill patron's customer service needs including checking out and checking in items, disseminating holds and placing hold requests, fulfilling book club requests, providing directional reference and readers advisory, fulfilling meeting room and museum pass requests and attending to the changing needs of our patrons; searching for materials; assisting with patron records.

Architectural Features/Ambience/Lighting/Acoustics:

The Circulation Workstation should be a visibly marked, handicapped compliant semicircular or long u-shaped desk, with ample counter space, warm colors and wide openings on both sides for entry and exit. The Service desk will need to be various heights for various aged users. The top counter space should be well conceived without "dead" space. This space ideally would be unencumbered by needless furnishings for both patrons and staff. Display shelves or areas may be built in. Overhead lighting would be adequate for task lighting, but subtle and not glaring.

Technology/Telecommunications and Equipment:

3 phones, one with a dedicated line for the department. Each should have lengthier cords or WiFi headsets.

1 dedicated handicapped staff terminal with cut out access

3 terminals for transactions

3 dedicated receipt printers and barcode scanners are needed for each terminal which can handle the latest technology including portable electronic devices like the smart phone app

2 dedicated self-check-out station for patron use, located in close proximity on counters near the desk

1 dedicated terminal that does not have a receipt printer or barcode scanner

A networked printer which would double as a photocopier

LAN connections & VOIP

Furnishings and Equipment: Behind the Circulation desk:

Ample shelving for hold items – at least fifty running feet of shelving is recommended. Circulation Workstation to be custom designed according to specifications of front-line staff. Materials needing to be disseminated to their department are wheeled into the Circulation Workroom. Cork and cushioned level flooring (see basketball flooring currently in use).

Total Seats: Table _____ Carrel _____ Lounge _____ Staff 4

(How many chairs and what type?)

4 high back wheeled, ergonomic task staff chairs.

Storage behind the Circulation desk:

Shelves, drawers, bins and collection boxes, mailboxes, file drawers, supply drawers etc. to be spec'ed by front-line staff.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Ample drawer space with easily adjusted, compartmentalized dividers is required for the myriad number of forms we keep on hand

A built-in foot rest or shelf at each station could address issues surrounding ergonomic posture.

Storage, whether through cabinets or ample drawer space, would be needed for recently acquired materials awaiting selector's review, display collection items (display holders, bookends, cubes), files, binders and documents.

Ample shelving, which does not share multipurpose and allows for growth

Proximity: (What should this area be near?) Main entrance, the Youth Services department and near elevator access and public restrooms. New Collections and display areas.

Distance: (What should it not be near?) The Main Circulation desk should not be near Administrative offices,

Books: (How many books will be here at any given time?)

Ample space for 6-10 six-shelf book trucks
Ample shelving for HOLDS (50-80 feet)

Non-Book Materials: (How many non-print materials will be here at any given time?)

[See book trucks]

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: CIRC Circulation Workroom (Circulation/Fiction/Children's/etc.)

Size (square feet) 300 sq feet

Date 2/19/15

Activities: Material checkin, mending of materials, storage of circulation supplies, storage of empty and some filled book trucks. Circulation staff work on projects in this space and can see and supplement staff at the Circulation Desk.

Occupancy: (at one time) Public _____ Staff 2-3 Volunteers 1-2

Daily Uses: Checking in items, sorting checked in items, mending returned items, holding damaged or incomplete returns. Staffed area, where staff is back-up to Circulation Desk; storage of empty book carts and book carts with items awaiting shelving.

Architectural Features/Ambience/Lighting/Acoustics: Well lit, glassed door, durable linoleum flooring, or continuation of cork floor behind Circulation Desk, closed door so that patrons don't hear all the audible signals when checking items in (not all signals can be disabled).

Technology/Telecommunications and Equipment:

Computers (2)

Printers (2)

2 Sets of barcode scanners, receipt printers

Label maker to replace worn item barcodes

Phone (1)

AV Disk buffer

LAN connection & VOIP

Furnishings/Finishes and Casework:

2 versatile computer work stations with open configuration to allow staff to place carts adjacent to desks.

Work table for mending material, cleaning returns.

Total Seats: Table 1 Carrel _____ Lounge _____ Staff 2

(How many chairs and what type?)

3 rolling task armless chairs for desks (so that one could swivel in a 360 degree circle if necessary)

Storage: Cabinets for supplies. Built in shelves for storage for problem materials (items needing mending, etc...)

Booktrucks when not in use would be in this area

Proximity: (What should this area be near?)

Behind or adjacent to the Circulation desk; Circulation Homebound areas, Circulation Office, Entrance, Elevator.

Distance: (What should it not be near?)

This will be a high traffic area with multiple carts and staff navigating it. Ideally this area should be distant from Administration and the Information Service areas.

Books: (How many books will be here at any given time?)

Non-Book Materials: (How many non-print materials will be here at any given time?)

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Each empty book truck takes up about 4.5 square feet and can contain 6 shelves. Access and turning radius need to be included in the equation and the number of items returned by department. Currently our average check in is approximately 1,100 items per day. Compound this figure knowing that full book trucks will sit until pages can shelve (an additional 1,000 items per day).

AV or media materials requiring mending or incomplete returns.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: CIRC Head of Circulation Office (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 9/18/14

Activities: The Circulation office would be used by the Head of Circulation to conduct private patron transactions that require discretion and to perform management and administrative tasks.

Occupancy: (at one time) Public 0 Staff 1-3 Volunteers 0

Daily Uses: Computer tasks including data entry and statistical analysis, museum and meeting room entries, communication with staff/ Town boards/MVLC/other Libraries, larger projects, staff interaction and annual reviews.

Architectural Features/Ambience/Lighting/Acoustics: A separate office, enclosed with a glass door with windows and shades. Office is lit with natural lighting and supplemented with recessed ceiling lights, which can be manually adjusted.

Technology/Telecommunications and Equipment:
Computer; printer; phone; photocopier/fax; WiFi, LAN connection & VOIP

Furnishings/Finishes and Casework:

Desk with attached filing drawers; 1 work table; 2 chairs; Bulletin board with flash key and traditional key holders; book shelf

Table 1 Carrel _____ Lounge _____ Staff: 2

(Total Seats): How many chairs and what type?) Two high back swivel chair with wheels, but without arms.

Storage: Two drawers in filing cabinet

Proximity: (What should this area be near?) The Circulation office should be behind the Circulation Work Area which is off the Circulation desk.

Distance: (What should it not be near?) The Circulation office should not serve a dual purpose of work room, processing area, etc.... It would be behind this work area.

Books: (How many books will be here at any given time?)

A small collection of professional resources (manuals) and literature will be kept in this area

Non-Book Materials: (How many non-print materials will be here at any given time?)

A small collection of electronic resources, flash keys, drives, etc... will be kept in the Circulation office.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: CIRC Homebound (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 9/18/14

Activities: Coordinates homebound services through the purchase of large print books and provides outreach and visitation to at-home patrons.

Occupancy: (at one time) Public _____ Staff 1 Volunteers 1

Daily Uses: Check in and out Large Print and other materials and media to Homebound patrons. Store collection of Homebound titles. Hold reserves for Homebound outreach.

Architectural Features/Ambience/Lighting/Acoustics:

Computer workstation space with shelving either well lit by windows or lighting.

Technology/Telecommunications and Equipment:

Computer

Phone

Printer

WiFi

Receipt printer

LAN connection & VOIP

Furnishings/Finishes and Casework:

Computer workstation with filing drawers below

Book shelves (at least 18 shelves)* (N.B. Homebound collection may be shelved with Fiction)

Portable and foldable book truck

Total Seats: Table _____ Carrel _____ Lounge _____ Staff 1

(How many chairs and what type?)

Swivel task chair with arms

Storage: Two File drawers

Proximity: (What should this area be near?) Within Circulation Workroom; near the Circulation desk and public or delivery entrance

Distance: (What should it not be near?) Youth Services

Books: (How many books will be here at any given time?)

750-1,000

Non-Book Materials: (How many non-print materials will be here at any given time?)

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Collection/Stacks (Circulation/Fiction/Children's/etc.) Date 3/2/15

Activities: Shelving space for Reference materials accessory furnishings; Westford Knight Collection; Consumer Collection; College Collection

Occupancy: (at one time) Public 1 Staff 1 Volunteers _____
Daily Uses: Storage of print Reference materials.

Architectural Features/Ambience/Lighting/Acoustics:
Good lighting for reading spine labels.

Technology/Telecommunications and Equipment:
WiFi

Furnishings/Finishes and Casework:
18 ranges, 6 shelves per range
Map Case
Atlas Case
Dictionary Case

Total Seats: Table _____ Carrel _____ Lounge _____ Staff _____
(How many chairs and what type?)

Storage:
18 ranges, 6 shelves per range – 12" deep shelving
Cabinet(s) with oversized drawers for maps

Proximity: (What should this area be near?) Reference Desk

Distance: (What should it not be near?) Children's/Youth Services/ Loud public areas

Books: (How many books will be here at any given time?)
approximately 525 Ref
approximately 475 Local History

Non-Book Materials: (How many non-print materials will be here at any given time?)

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Group Study Rooms (Circulation/Fiction/Children's/etc.)

Size (square feet) 200 each

Date 2/19/15

Activities: Rooms with closed doors for small groups to study or collaborate.

Occupancy: (at one time) Public 12-16 Staff Volunteers
Daily Uses: 2 small rooms for study, research, or collaboration

Architectural Features/Ambience/Lighting/Acoustics: Sound proof walls, good lighting

Technology/Telecommunications and Equipment: Wifi, port and electrical outlets in each study room

Furnishings/Finishes and Casework: Sound proof walls, glass windows and doors. One table with six to eight chairs in each room.

Total Seats: Table 16 Carrel Lounge Staff
(How many chairs and what type?) 4 tables and 16 straight back study chairs

Storage:

Proximity: (What should this area be near?) Reference area

Distance: (What should it not be near?) Youth Services/Fine Arts/loud public areas

Books: (How many books will be here at any given time?)
NA

Non-Book Materials: (How many non-print materials will be here at any given time?)
NA

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO ILL Receiving Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 250

Date 10/1/2014

Activities: Packing up outgoing ILL/Network transfer items, stacking outgoing crates for pick up, printing out daily pull list, checking in and putting into transit items on pull list, checking in items received in delivery, sorting items received in delivery on carts to be taken to the Main Desk. Duplicating barcodes for the front of items and creating labels for returning OCLC interlibrary loans via the U.S. mail.

Occupancy: (at one time) Public N/A Staff 1-2 Volunteers
Daily Uses: Same as above.

Architectural Features/Ambience/Lighting/Acoustics: Should be away from designated quiet areas, moving of bins and unpacking, and possibly making outgoing hold calls could create noise. Away from public view so that packing, checking in, etc. can be completed without interruption of workflow.

Technology/Telecommunications and Equipment:

Computer
Receipt Printer
Printer
Barcode-Duplicator
Dymo Labeller
Telephone
LAN connection & VOIP

Furnishings/Finishes and Casework:

Practical workstation and receiving and storage area
One worktable for unpacking and sorting
Ample space for book trucks
Total Seats: Table 1 Carrel Lounge Staff 1
(How many chairs and what type?) 1 Ergonomic task chair

Storage: Multiple towers of bins (4-5 high) will be received, unpacked, repacked and stored in this area. Multiple (3-4) book trucks will be stored and utilized.

Proximity: (What should this area be near?) ILL Workstation, Delivery Entrance, Circulation Desk

Distance: (What should it not be near?) Public, quiet areas

Books: (How many books will be here at any given time?)
Hundreds of books and media will be unpacked/sorted and packed/transported daily

Non-Book Materials: (How many non-print materials will be here at any given time?)

9-15 bins, 3-4 book trucks

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: **INFO Local History/Genealogical Vault and Research Room**
(Circulation/Fiction/Children's/etc.)

Size (square feet) 750

Date 2/27/15

Activities: Storage, cataloging, preservation and research of materials pertaining to Westford history, Commonwealth history and local history. Researching genealogy/Westford history questions.

Occupancy: (at one time) Public 8 Staff 1 Volunteers 1

Daily Uses: Cataloging, storage, preservation, research. Archiving.

Architectural Features/Ambience/Lighting/Acoustics:

Bright task lighting, but no lighting reaching archived materials.

Secure, climate-controlled, staff-only materials vault off of public research area.

Soundproofing for quiet research.

Technology/Telecommunications and Equipment:

Telephone, Wifi, Photocopier, scanner, microfilm machine, 6+ computer ports.

4 public computer stations with Internet and Library catalog.

1 computer workstation for staff attached to staff desk area

LAN connection & VOIP Phone

Furnishings/Finishes and Casework:

Desk/workstation and computer for the Librarian on duty.

Secure, climate-controlled, staff-only materials vault off of public work area.

Microfiche/film Storage Cases

Microfiche/film/scanner machine on table

Total Seats: Table 8 Carrel Lounge Staff 1

(How many chairs and what type?)

1 long table [potentially re-use existing Victorian study table]

8 study chairs

1 ergonomic task chair

1 staff workstation

Storage: Climate controlled storage vault area, with filing cabinets, deep book shelves, map and OV cases. Entire area locked and secure with no natural light.

Proximity: (What should this area be near?) Reference Area

Distance: (What should it not be near?) Children's/Fine Arts/ Loud Public Areas

Books: (How many books will be here at any given time?)
2,200

Non-Book Materials: (How many non-print materials will be here at any given time?)
Maps, documents, lateral files of vertical files, Archive boxes

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Periodicals Area and Backfile storage (Circulation/Fiction/Children's/etc.)

Size (square feet) 500

Date 10/1/14

Activities: Shelve and display current and past issues of adult periodicals and newspapers. Adult periodicals need to be accessible for browsing, reading in-house, and checking out. Reading, browsing, using laptops, studying, congregating.

Occupancy: (at one time) Public 10-15 Staff 2 Volunteers 1

Daily Uses: Room for 10-15 people to browse simultaneously. A comfortable, inviting area for people to sit and chat, read the paper/books, sit with a laptop or tablet, study.

Architectural Features/Ambience/Lighting/Acoustics:

Inviting seating area, lots of light (natural and suspended from the seating), flip top shelving to accommodate all past and current issues in one location. Somewhat quiet for reading purposes, relaxed area. Individual tables that can be used for laptops-preferably with a built in power connection for laptops. Recessed lighting, as well as some individual table lamps for specific reading needs. Good signage displaying individual periodical titles and breadth of coverage. Plenty of shelf space to add on future titles and room to spread out and display titles to their maximum advantage. Magazine covers can be extremely eye catching.

Technology/Telecommunications and Equipment: It would be nice to have a couple of tablets secured to an area to display this option and showcase the e-titles available for download.

Electrical outlets spread throughout the seating area for up to ten people to plug in laptops/smart devices.

Furnishings/Finishes and Casework:

Natural wood shelving, inviting comfortable lounge chairs and sofas, coffee and end tables.

Total Seats: Table 2 coffee tables, 4 side tables Carrel _____ Lounge room for 8 people to comfortably sit and read or work on their computers Staff _____

(How many chairs and what type?) Eight comfortable lounge chairs and 4 small portable computer tables that patrons can move around or take to their comfortable seat if they want a work space to use their laptop.

Storage: Flip top storage underneath should be able to accommodate up to a year of monthly magazines, 12 months for weekly magazines, and 3 months for newspapers. Re-use current newspaper display shelving and our current hanging file newspaper storage for older copies. Re-locate this to be on the same floor as our current periodicals and newspapers.

Proximity: (What should this area be near?) Reference and the adult fiction area

Distance: (What should it not be near?) Youth Services, Main doors

Books: (How many books will be here at any given time?)

Over 350 periodical titles.

Non-Book Materials: (How many non-print materials will be here at any given time?)

Library Area Work Form

Library Area: **INFO Photocopier/Scanner/Printer/Fax Machine Alcove**
(Circulation/Fiction/Children's/etc.)

Size (square feet) 70

Date 2/19/15

Activities:

Alcove space to contain printer/copier that will serve for centralized printing from public computers and public copier. Will also house a stand-alone scanner station with printer which allows scanning to usb and scanning to print. Public Fax machine will be here.

Occupancy: (at one time) Public 8 Staff 1 Volunteers

Daily Uses: Patrons will print from the public computers, make copies, scan documents, and have access to a public fax machine.

Architectural Features/Ambience/Lighting/Acoustics:

Partitioned with glass to help contain noise but still visible to Reference Librarians to assist patrons in need.

Community Bulletin Board – wall hung. Slatwall with community brochures and fliers.

Technology/Telecommunications and Equipment:

At least three ports for copier/printer/scanner/fax machine

Electrical outlets

WiFi

LAN connection & VOIP Phone

Landline phone outlet for Fax machine

Furnishings/Finishes and Casework:

1 Counter for resting and collating/stapling documents and items, with lockable cabinets underneath for paper and cartridge storage.

Total Seats: Table Carrel Lounge Staff

(How many chairs and what type?)

Storage: Cabinet storage area under counter for storing paper and print cartridges.

Proximity: (What should this area be near?) Information Services

Distance: (What should it not be near?) Youth Services

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Public Computers and Catalogs (Circulation/Fiction/Children's/etc.)

Size (square feet) 360

Date 3/2/15

Activities: Public access to public catalog, word processing, and internet. Students/Patrons working on research, checking e-mail, watching videos on YouTube, writing papers, using the catalog, using Social Media etc.

Occupancy: (at one time) Public 12 Staff 1-2 Volunteers _____
Daily Uses: Computers for patrons/students to check e-mail, conduct research, surf the web, write papers, etc.

Architectural Features/Ambience/Lighting/Acoustics:
Good Lighting, suspended from ceiling, make sure no glare on the computer screens. Low to medium noise, enough room between each computer carrel for privacy.

Technology/Telecommunications and Equipment: 12 drops for the computers (possibly 15-18 in case we decide to add more at a later date), 12 computer carrels, 12 chairs
Public catalogs to be mounted throughout collections (4)

Furnishings/Finishes and Casework:
Wooden carrels with low privacy dividers, facilitating privacy but allowing staff monitoring.

Total Seats: Table _____ Carrel 12 Lounge _____ Staff _____
(How many chairs and what type?) 12 task chairs for the computers

Storage: Maybe some built in cabinets by the carrels for headphones, extra mouse pads, etc.

Proximity: (What should this area be near?) The Reference Desk, adult browsing area.

Distance: (What should it not be near?) Children's, Main Desk

Books: (How many books will be here at any given time?)
N/A

Non-Book Materials: (How many non-print materials will be here at any given time?)
N/A

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Services Office/work area (Circulation/Fiction/Children's/etc.)

Size (square feet) 300

Date 11/6/14

Activities: Area for Reference staff to work when not on desk. Should be patron accessible yet also have privacy options (blinds, door, etc.) for meetings, office calls, etc.

Occupancy: (at one time) Public _____ Staff 2 Volunteers 1

Daily Uses: Area for professional staff to do off-desk work at their computer terminals; processing area for out of consortium ILLs and book groups.

Architectural Features/Ambience/Lighting/Acoustics:

Side facing the Reference Desk should have glass windows (with blinds), allowing for office staff to see out to the Reference Desk/Area.

Technology/Telecommunications and Equipment:

2 computers

Telephone

Color/printer/fax machine station for office use

wifi access

at least 4 electrical outlets

LAN Connection, VOIP

May contain laptop, iPad, or Smart Device charging and storage unit

Furnishings/Finishes and Casework:

2 computer desks, 2 task chairs, 1 large filing cabinet, storage closet,

Table for volunteer to complete tasks or for staff to conduct a one-on-one meeting.

Total Seats: Table 1 Carrel _____ Lounge _____ Staff 2

(How many chairs and what type?) 1 guest chairs

Storage: storage for office and computer supplies, one 4-drawer filing cabinet, built in bookcase, shelving adjacent to each desk

Proximity: (What should this area be near?)

Right behind the Reference Desk or second floor Public Service Desk

Distance: (What should it not be near?) Youth Services

Books: (How many books will be here at any given time?)

Professional Journals

Non-Book Materials: (How many non-print materials will be here at any given time?)

Storage/charging station of loanable iPads or smart devices may be docked here

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Services Service Desk (Circulation/Fiction/Children's/etc.)

Size (square feet) 225

Date 3/2/15

Activities:

Work area for Reference staff to respond to patron questions regarding the collection, general reference questions, assist and demonstrate new technologies. Work station for librarian to work on documents, research, respond to e-mails, etc.

Occupancy: (at one time) Public Staff 1-2 Volunteers

Daily Uses: Same as activities

Architectural Features/Ambience/Lighting/Acoustics:

Long Desk with work area for Librarian as well as space for patron to sit across from Librarian, Good lighting, minimal sound

Technology/Telecommunications and Equipment:

1 computer, 1 computer drops, wifi
PC, printer/scanner/fax, and phone, LAN connection & VOIP Phone

Furnishings/Finishes and Casework:

Custom-built right-angle desk allowing both desk-height and computer-height tasks; ample drawer and built-in cabinet storage. Incorporated computer and printer station. Access to Ready Reference collection on shelving by desk.

Total Seats: Table 1 Carrel Lounge Staff 1
(How many chairs and what type?) Guest chair for patron asking question and ergonomic task chair for Librarian on duty and back-up staff.

Storage: One bookcase with six shelves for the ready reference collection which should be behind or adjacent to the Reference Workstation.

One bookshelf with six shelves and glass/locking doors for current town reports.

One large, 3 drawer filing cabinet for selected older town reports.

Two bookcases with 6 shelves and glass/locking doors for frequently used genealogical research materials.

Proximity: (What should this area be near?)

Reference print collection, public computers

Distance: (What should it not be near?)

Children's, Main Desk, Loud public areas

Books: (How many books will be here at any given time?) 75 Ready Reference titles will be shelved behind the workstation

Non-Book Materials: (How many non-print materials will be here at any given time?)

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Silent Study Room (Circulation/Fiction/Children's/etc.)

Size (square feet) 480

Date 3/2/15

Activities: Room for quiet study, research, test-taking, quiet reading.

Occupancy: (at one time) Public 16 Staff Volunteers

Daily Uses: Room for quiet study, research, test-taking, quiet reading.

Architectural Features/Ambience/Lighting/Acoustics:

Good lighting is important; acoustical noise control.

Technology/Telecommunications and Equipment:

WiFi

Numerous Electrical outlets

Outletted furnishings

Charging stations or outlets

Furnishings/Finishes and Casework:

Total Seats: Table 16 Carrel Lounge Staff

(How many chairs and what type?)

4 small tables or carrels, 16 study chairs

Storage: None

Proximity: (What should this area be near?) Reference area

Distance: (What should it not be near?) Children's/Fine Arts/ loud public areas

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: INFO Study and Tutorial Rooms (Circulation/Fiction/Children's/etc.)

Size (square feet) 480-520

Date 9/18/14

Activities: Rooms with closed doors for small groups or individuals to study or meet. A place for tutors to tutor students in a sound proof environment.

Occupancy: (at one time) Public 12-16 Staff Volunteers

Daily Uses: 6-8 small rooms for individual study, research, or tutoring.

Architectural Features/Ambience/Lighting/Acoustics: Sound proof walls, good task lighting

Technology/Telecommunications and Equipment: Wifi, port and electrical outlets in each study room

Furnishings/Finishes and Casework: Sound proof walls, glass windows and doors. Countertop or table with two to three chairs in each room against wall with bright task lighting.

Total Seats: Table 16 Carrel _____ Lounge _____ Staff _____

(How many chairs and what type?) 16 straight back study chairs

Storage: None

Proximity: (What should this area be near?) Reference area

Distance: (What should it not be near?) Youth Services/Fine Arts/loud public areas

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Library Area Work Form

Library Area: MAINT Friends' Workroom (Circulation/Fiction/Children's/etc.)

Size (square feet) 500

Date 2/19/15

Activities: Receipt of donated books, sorting, storing and recycling of donated items; functions as Friends Storage and Archive space additionally

Occupancy: (at one time) Public _____ Staff _____ Volunteers 4-5

Daily Uses: Receipt of donated books, sorting, storing and recycling of donated items

Architectural Features/Ambience/Lighting/Acoustics:

Good lighting, open floor space, shelves along wall or in stacks

Plenty of room to stack and store full or empty boxes

This space should be convertible to storage or Gift Shop in future

Technology/Telecommunications and Equipment:

Telephone

WiFi

LAN connection & VOIP

Furnishings/Finishes and Casework:

At least one large sorting table with drawer storage underneath

Several rolling stools to reach upper shelves

Large recycling bin

Trash can

Closet-style cabinet

Filing cabinet

Total Seats: Table 3 Carrel _____ Lounge _____ Staff _____

(How many chairs and what type?)

1 ergonomic task chair, rolling kik stools, milk crates and containers

Storage:

File Cabinet Storage

Tall Cabinet storage

Double-sided book cart

At least 6 file boxes

Proximity: (What should this area be near?) Meeting Room, Meeting Room Kitchen, After-hours exit, Public Entrance, Outdoor Shed storage and dumpsters at hand

Distance: (What should it not be near?) Quiet Study, Archives

Books: (How many books will be here at any given time?)
5,000

Non-Book Materials: (How many non-print materials will be here at any given time?)
Donated puzzles, kits, media, etc.

Library Area Work Form

Library Area: MTG Community Meeting Room (Circulation/Fiction/Children's/etc.)

Size (square feet) 1,500

Date: 3/2/15

Activities: The Community Meeting Room will be the site of meetings for not for profit and non-profit organizations and library performers and programs that require meeting room space. This room should be partitioned to allow multiple uses at once. It should be sited for after-hours use and security, temperature control and be situated near public restrooms and a bubbler.

Occupancy: (at one time) Public 125 Staff 3

Daily Uses:

Community meetings and events

Library sponsored events and public programming

Private Library events – Recognition brunches, MVLC meetings

Architectural Features/Ambience/Lighting/Acoustics:

Large, open, room with at least one set of double doors

Room dividers fold against the walls and can be unfolded to create several meeting spaces

Multiple windows and multiple (2) entry doors per room.

Multiple layers of lighting which can be turned off and on depending on lighting needs

Window would not only have blinds but room-darkening shades

Sound proofing allows multiple meetings at one time

This room, the meeting room kitchen, the public restrooms and bubbler can be locked off from the rest of the library for after- hours meeting room use and access and egress.

Technology/Telecommunications and Equipment:

A retractable large projection screen at both ends of the room (for when partitioned)

Ceiling-suspended computerized projection at both ends of the room (for when partitioned)

A public address system

Wifi Access Point

LAN connection & VOIP

NOT armed with the rest of the building security system.

Furnishings/Finishes and Casework:

Counters at each end of the room for serving refreshments/coffee

125 light weight chairs and 35 durable rectangular, foldable tables on wheels that can be moved according to patron wishes.

Multiple computer ports and WiFi access

Built in LCD projector and screens, sound systems, microphones, etc....

Total Seats: Table 35 rectangular, wheeled, folding Carrel _____ Lounge _____

Staff _____

(How many chairs and what type?) 125 stacking chairs which can easily be stacked, cleaned and moved

Storage: Built next the room should be a storage area to hold extra tables and chairs, YS setup materials, etc.... Sound system and projection storage area.

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Proximity: (What should this area be near?) Meeting Room Kitchen with refrigerator, sink, cabinet storage, multiple outlets, Public restrooms (unisex family bathrooms which are ADA compliant) Located on the ground floor, contiguous to central parking. This meeting room should be near the Main entrance or should have a separate after-hours exit and have the ability to be partitioned from the remainder of the Library, so as to allow public use of the building after hours.

Distance: (What should it not be near?) The Meeting rooms should not be near any public service department that serves a quieter audience.

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

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Library Area Work Form

Library Area: MTG Community Meeting Room Kitchen (Circulation/Fiction/Children's/etc.)

Size (square feet) 80

Date 3/2/2015

Activities: Refreshment preparation, cooking, storage and refrigeration for Meeting and Conference Room use.

Occupancy: (at one time) Public 2 Staff 1 Volunteers

Daily Uses: Refrigerating, heating, preparing, storing food and food preparation containers, paper goods and linens. Space for trash and recycling.

Architectural Features/Ambience/Lighting/Acoustics:

Functional upper and lower cabinets with countertops, sink, microwave, dishwasher, and refrigerator.

Technology/Telecommunications and Equipment:

WiFi

LAN connection & VOIP

Furnishings/Finishes and Casework:

Consistent cabinetry throughout building. Durable washable countertop surfaces. Hot/cold water filtered unit built into sink.

Total Seats: Table Carrel Lounge Staff

(How many chairs and what type?) Stepstool or short ladder

Storage:

Storage for paper goods, linens, cookware, food storage containers and tableware. Upper and lower cabinets and drawers. Tall cabinet for trays or cutting boards. Durable countertops. Storage for cleaning supplies.

Proximity: (What should this area be near?)

Meeting Room, Conference Room, Public Restrooms, After hours Exit

Distance: (What should it not be near?)

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

Kitchenware

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Library Area Work Form

Library Area: MTG Community Meeting Room Storage (Circulation/Fiction/Children's/etc.)

Size (square feet) 120

Date 3/2/15

Activities: Functional storage of tables, chairs on dollies, sound equipment, programming equipment, lectern, coat rack

Occupancy: (at one time) Public _____ Staff 2 Volunteers _____

Daily Uses: Storage of Meeting Room tables, chairs and equipment when not in use

Architectural Features/Ambience/Lighting/Acoustics:
Purely functional, internal light switch

Technology/Telecommunications and Equipment: Storage of sound equipment, presentation equipment, podium

Furnishings/Finishes and Casework:
NA

Total Seats: Table _____ Carrel _____ Lounge _____ Staff _____
(How many chairs and what type?)

Storage: Storage of sound equipment, presentation equipment, podium

Proximity: (What should this area be near?) Meeting Room, Meeting Room Kitchen, After-hours entry

Distance: (What should it not be near?) Reference and Silent Study, Administration

Books: (How many books will be here at any given time?)
NA

Non-Book Materials: (How many non-print materials will be here at any given time?)
NA

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Library Area Work Form

Library Area: MTG Conference/Board Room (Circulation/Fiction/Children's/etc.)

Size (square feet) 540

Date 3/2/15

Activities: Separate Conference Room allowing 12-18 attendees. N.B. This area might double as an instruction or group study area.

Occupancy: (at one time) Public 16 Staff 2 Volunteers _____

Daily Uses: Conference space which can be reserved by Boards, Committees and public.

Architectural Features/Ambience/Lighting/Acoustics:

Warm wood and traditional with historical features. Good lighting for conference table. Credenza at end of room. Whiteboard or Easel board at one end of room behind wood cabinet doors.

Technology/Telecommunications and Equipment:

Telephone port

WiFi

LAN connection & VOIP

Furnishings/Finishes and Casework:

Long wooden Conference table with 18 matching chairs. Credenza at one end of room. Whiteboard or Easel board at one end of room behind wooden cabinet doors.

Total Seats: Table 1 Carrel _____ Lounge _____ Staff 18

(How many chairs and what type?)

Comfortable, padded executive-style leather-type chairs.

Storage:

Credenza storage for coffee supplies, water carafe and paper goods, presentation materials (markers, erasers, etc.)

Proximity: (What should this area be near?)

Administration or Meeting Room Kitchen, Public Restrooms

Distance: (What should it not be near?) Children's

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

Presentation items only

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Library Area Work Form

Library Area: STAFF Break Room (Circulation/Fiction/Children's/etc.)

Size (square feet) 550

Date: 2/19/15

Activities:

Eating Meals, Taking Breaks, Socializing, Storage of Staff Belongings

Occupancy: (at one time) Public _____ Staff 8-10 Volunteers 2

Daily Uses:

Cooking and Refrigeration, Storage of Cookware and tableware, Eating Meals, Taking Breaks, Socializing, Storage of Staff Belongings, Staff Bulletin Board.

Architectural Features/Ambience/Lighting/Acoustics:

Bright Lights with sensor switches

Windows with shades

This could be the location of Staff Lockers [See Below]

Technology/Telecommunications and Equipment:

Telephone

Wifi Access

LAN connection & VOIP Phone

Keurig coffee maker; Fridge, microwave, filtered cold/hot water tap on sink.

Furnishings/Finishes and Casework:

Full-size sofa for illness; Tables (2) chairs (8); Coffee table; Cabinets for cookware and paper goods; Durable and washable countertops; Individual cubbyholes; Storage for staff use; Square tables to allow combined seating for 8.

Total Seats: Tables 2 Carrel _____ Lounge 1 Staff 8

(How many chairs and what type?) Stackable, washable

One sofa (for illness or reclining); one lounge chair

Storage: Room for recycling containers, large trash receptacle, papergoods supply and kitchenware storage

Proximity: (What should this area be near?) Staff restroom; Staff Locker Room; Staff Entrance.

Distance: (What should it not be near?) Public Desk area

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

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Library Area Work Form

Library Area: STAFF Entrance/Locker/Mailbox Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 90

Date 2/19/15

Activities: Located in corridor of staff entrance. Staff storage of boots, coats, umbrellas, purses, belongings in lockable lockers. Countertop mailbox area for 40+ staff and volunteers.

Occupancy: (at one time) Public _____ Staff 35 Volunteers 6

Daily Uses: Staff entry into building. Staff mailbox area at countertop height. Staff storage of boots, coats, umbrellas, belongings, purses in individual lockers.

Architectural Features/Ambience/Lighting/Acoustics:

Durable, tall, locking metal lockers compatible with building color ways and palette. Countertop area with storage underneath with mailbox area for 40+ staff and volunteers.

Technology/Telecommunications and Equipment:

Alarm panel for staff entry into building.

Furnishings/Finishes and Casework:

Durable, tall, locking metal lockers. Mailbox unit at eye level for 40+ staff and volunteers.

Total Seats: Table _____ Carrel _____ Lounge _____ Staff _____
(How many chairs and what type?)

Storage:

Durable, tall, locking metal lockers; undercounter storage.

Proximity: (What should this area be near?)

Staff restroom; Staff Break Room.

Distance: (What should it not be near?) Public areas.

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

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Library Area Work Form

Library Area: STAFF Restroom (Circulation/Fiction/Children's/etc.)

Size (square feet) 60

Date 9/18/2014

Activities: Restroom functions.

Occupancy: (at one time) Public ____ Staff 1

Daily Uses: Restroom functions.

Architectural Features/Ambience/Lighting/Acoustics:

Tiled, handicapped accessible, floor drain, window, exhaust fan, locking door; light switch on sensor control.

Technology/Telecommunications and Equipment:

Electric Hand drier; wall-mounted deodorizer.

Furnishings/Finishes and Casework:

Porcelain fixtures, wall-hung hand dryer and mirror. Some storage. At least one toilet and sink. Hand rails.

Total Seats: Table ____ Carrel ____ Lounge ____ Staff ____

(How many chairs and what type?)

Storage:

Basic paper goods and cleaning supplies.

Proximity: (What should this area be near?)

Staff Lockers; Staff Break Room; Staff Entrance.

Distance: (What should it not be near?) Public spaces.

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

None

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Library Area Work Form

Library Area SYST Lab/Makerspace (Circulation/Fiction/Children's/etc.)

Size (square feet) 500

Date 3/2/15

Activities:

Fab Lab or Makerspace; Workshops and Training; Creative multi-media production. Area can be converted from instructional space to makerspace.

Occupancy: (at one time) Public 12 Staff 2

Daily Uses: General-purpose laboratory for library patrons. Equipment, software and instructional help to meet the technology needs of the library patrons. Also functions as fab lab or makerspace for the creation and production of multi-media and other items.

Architectural Features/Ambience/Lighting/Acoustics:

Natural light from windows; Dimmer lights; Motorized screens; White Board; Carpet; Sound proofing
Moveable seating and tables
Good acoustics for learning support easy verbal communication, which requires low noise levels and very little reverberation.
Acoustical materials meet applicable fire resistance requirements.
Stainless steel-topped tables.
The door should be lockable and secure.

Technology/Telecommunications and Equipment:

Wifi (high-speed communications)
Wall-Mountable Wireless Access Point
Charging Stations
12 Laptops/Ipads/Tablets
Wireless OPACS
Computers/Laptops equipped with DVD player/burners
Ergonomic Table/chairs on wheels
Presentation equipment: Instructors station monitor, LCD projector, big Screen, AV equipment (ceiling mounted)
Networked color laser Printers
High resolution Scanners
VOIP & LAN Connections
If a 3D printer is in place, good exhaust

Adaptive Technologies:

Furnishings/Finishes and Casework:

Total Seats: Table 12 Carrel _____ Lounge _____ Staff 2
(How many chairs and what type?) 12 public plus 2 Ergonomic, task chairs on wheels

Storage Needs: Locked storage and charging for laptops/ipads/tablets

Proximity: (What should this area be near?) Young Adult Area, Reference Area

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Distance: (What should it not be near?) Children's room

Books: (How many books will be here at any given time?)

Non-Book Materials: (How many non-print materials will be here at any given time?)
Makerspace and Fab Lab items such as 3-D printers, etc.

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Library Area Work Form

Library Area: SYST Systems Office (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 2/19/15

Activities: Systems Manager's administrative office, equipment repair, software installation and diagnostic space.

Occupancy: (at one time) Public Staff 1 Volunteers

Daily Uses: Oversight of Systems, loading of Software, computer diagnostics and set-up, Open Source and hardware; supervision of personnel. Research and administration.

Architectural Features/Ambience/Lighting/Acoustics: Countertop for diagnostics and loading software; Natural light from window with motorized shades
AC and good ventilation
The door should be lockable and secure.

Technology/Telecommunications and Equipment:

Wall-Mountable Wireless Access Point

Computer, laptop & docking station, color printer/scanner/phone/fax, ample storage for computer supplies,

1 or 2 Battery Backup (UPS)

VOIP & LAN connection

Furnishings/Finishes and Casework:

Desk with attached filing drawers, 1 work table, 2 chairs, Bulletin board, Book shelf.

Total Seats: Table Carrel Lounge Staff 2

(How many chairs and what type?)

1 Task Chair, 1 Guest Chair

Storage: Shelving, cabinet

Proximity: (What should this area be near?) Centralized Technology Data Storage

Distance: (What should it not be near?) The systems office should not be located at a public desk but instead be slightly removed.

Books: (How many books will be here at any given time?)

A small collection of professional resources (manuals) and literature will be kept in this area

Non-Book Materials: (How many non-print materials will be here at any given time?)

A small collection of electronic resources, flash keys, drives, etc... will be kept in the Systems office.

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Library Area Work Form

Library Area: SYST Server/Network Room

Size (square feet) 120 sq. ft.

Date 10/9/2014

Activities: Library Network server, Telecommunications and cabling; access to Internet provider; storage of computer supplies and hardware, accessories, etc.

Occupancy: (at one time) Public Staff 1-2

Daily Uses: Technological support of Library Open Source, automated and Internet functions

Architectural Features/Ambience/Lighting/Acoustics:

The floor surface should be durable.

The door should be lockable and secure.

Future-proofing to include expansion capabilities

Technology/Telecommunications and Equipment:

Environmental control: A/C...climate control and humidity

Wide enough area to access all wiring; access to all servers

Phone /cell phone

VOIP & LAN connection

Routers

Battery Backup (UPS)

Emergency Backup Power generator

Automation programs to perform unattended operations.

Equipment - Servers mounted 19 in rack cabinets, placed in single rows forming corridors (so-called aisles) between them. This allows people access to the front and rear of each cabinet.

Fire protection: Systems and Smoke Detectors

Passive fire protection elements include the installation of Fire Walls around the data center, so a fire can be restricted to a portion of the facility for a limited time in the event of the failure of the active fire protection systems. Fire wall penetrations into the server room, such as cable penetrations, coolant line penetrations and air ducts, must be provided with fire rated penetration assemblies, such as Fire Stopping

Physical security - access to the site is usually restricted to selected personnel.

Furnishings/Finishes and Casework:

Functional only

Total Seats: Table Carrel Lounge Staff

(How many chairs and what type?)

Storage: additional extra cables etc., spare parts

Proximity: (What should this area be near?) Systems office, Telecommunications access point

Distance: (What should it not be near?) Public desk area...avoid damp, dark location

Books: None

Non-Book Materials: None

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Library Area Work Form

Library Area: TS Acquisitions Office/Cubicle (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 2/19/15

Activities: Acquisitions, ordering and invoice inputting

Occupancy: (at one time) Public _____ Staff 1 Volunteers _____

Daily Uses: Order and account acquisitions, ordering and invoice inputting

Architectural Features/Ambience/Lighting/Acoustics:

Natural light from window with motorized shades; small glassed-in office – quiet so staff can concentrate on tasks such as posting invoices, reconciliations, orders and cancellations

Technology/Telecommunications and Equipment:

1 computer with color printer on the desk and a telephone/fax

1 Battery Backup (UPS)

Desk Lamp

Telephone/network outlets

Duplex Electrical Receptacles

VOIP & LAN connection

Furnishings/Finishes and Casework:

Two tiered desk with lockable drawers

Lateral filing cabinet

Countertop work-space

Total Seats: Table _____ Carrel _____ Lounge _____ Staff 1

(How many chairs and what type?)

1 ergonomic task chair and foot stool

Storage Needs: Shelves attached to the wall, to free up desk to be a workspace

Proximity: (What should this area be near?) Technical Services area

Distance: (What should it not be near?) Public desk area

Books: (How many books will be here at any given time?)

Binders and Files only

Non-Book Materials: (How many non-print materials will be here at any given time?)

Binders and Files only

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Library Area Work Form

Library Area: TS Cataloging Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 600

Date 2/19/15

Activities: Daily Cataloging of Library Materials and Media

Occupancy: (at one time) Public ____ Staff 4 Volunteers _____

Daily Uses: Daily Cataloging of Library Materials and Media; workspace for Technical Services personnel

Architectural Features/Ambience/Lighting/Acoustics:

Service/Delivery Entrance

Bright task lighting

Windows with shades

Lockable, secure Staff Only Area.

Durable floor that will hold up to full bookcarts being wheeled on them.

Technology/Telecommunications and Equipment:

3 computers, mouse, keyboard

1 Network printer/fax

1 Telephone

Telephone outlets and high speed network connections

Dymo label printers

Receipt printers

3 Battery Backup (UPS)

Library Software

Duplex Electric Receptacles

VOIP & LAN connection

Furnishings/Finishes and Casework:

Separate workspaces (4) to accommodate computer and writing space

Filing cabinet or a set of file drawers for each desk

All drawers should be lockable.

Lamps with magnifier glass

Total Seats: Table ____ Carrel ____ Lounge ____ Staff 4

(How many chairs and what type?)

4 ergonomic task chairs and foot stools

Storage: Space for 4-6 book trucks

Proximity: (What should this area be near?) Unpacking/delivery area, Acquisitions area, Processing area, TS supervisors office, Stock Room. Close to the elevator.

Distance: (What should it not be near?) Public area

Books: (How many books will be here at any given time?)

6 book trucksful

Non-Book Materials: (How many non-print materials will be here at any given time?)

6 book trucksful

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Library Area Work Form

Library Area: TS Delivery and Unpacking Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 9/18/14

Activities: Unpack books & media; match packing lists and order lists against shipments

Occupancy: (at one time) Public Staff 1-2 Volunteers

Daily Uses: Unpack books & media; match packing lists and order lists against shipments

Architectural Features/Ambience/Lighting/Acoustics:

Service/Delivery Entrance

Windows with shades, natural and task lighting

Adjacent to delivery door

Ground level

Good Ventilation and Air quality

Technology/Telecommunications and Equipment:

1 Computer/Desk (mouse, keyboard)

Receipt Printer

Network Printer/fax

1 Battery Backup (UPS)

Telephone and cable outlets

VOIP & LAN connection

Furnishings/Finishes and Casework:

Big metal table with storage area for unpacking and processing

Two tiered desk

Workable swivel posture chair and foot stool

All drawers should be lockable

Total Seats: Table Carrel Lounge Staff 1

(How many chairs and what type?)

Workable swivel posture chair and foot stool

Storage: Unpacking supplies, boxes and carts

Proximity: (What should this area be near?) Easy access to the Delivery Area (with a door bell), Acquisitions area, Processing area, TS supervisors office, Stock Room

Distance: (What should it not be near?) Circulation or public area

Books: (How many books will be here at any given time?)

10-30 incoming boxes of books at any given time

Non-Book Materials: (How many non-print materials will be here at any given time?)

Empty boxes for recycling, outgoing parcels or returns and pick-ups

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Library Area Work Form

Library Area: TS Processing Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 300

Date 9/18/2014

Activities: Processing/Covering of New books, processing of new Media etc.

Occupancy: (at one time) Public Staff 1-2 Volunteers 1-2

Daily Uses: Processing/Covering of New books, Media etc.

Architectural Features/Ambience/Lighting/Acoustics:

Natural Lighting

Windows with shades

Work surfaces with supplies ready to hand

Technology/Telecommunications and Equipment:

VOIP & LAN connection

Furnishings/Finishes and Casework:

Table for Processing, Covering, Affixing Spine Labels, preparing Containers

Table for Mending & Repairing Materials

Total Seats: Table 2 Carrel Lounge Staff

(How many chairs and what type?)

2 ergonomic task chairs and foot stools

Storage: for book carts, covers, labels, containers and mending supplies

Proximity: (What should this area be near?)

Unpacking/delivery area, Acquisitions area, Processing area, TS supervisors office, Elevator.

Distance: (What should it not be near?) Public Area

Books: (How many books will be here at any given time?)

2-6 book trucks of new materials (book and media) or project materials

Non-Book Materials: (How many non-print materials will be here at any given time?)

(See to left)

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Library Area Work Form

Library Area: TS Head of Technical Services Office (Circulation/Fiction/Children's/etc.)

Size (square feet) 150 sq. ft.

Date 9/18/14

Activities: Technical Services Supervisor Office.

Occupancy: (at one time) Public _____ Staff 1 Volunteers _____

Daily Uses: Administrative oversight of departmental TS functions.

Architectural Features/Ambience/Lighting/Acoustics:

Natural light and task lighting

Glassed in area with door which is lockable and secure.

Technology/Telecommunications and Equipment:

Desktop computer

Telephone

Network Color Printer/Phone /Fax

1 Battery Backup (UPS)

VOIP & LAN connection

Furnishings/Finishes and Casework:

Desk AND Computer workstation

Filing cabinet or a set of lockable drawers to the desk.

Shelves attached to the wall

Total Seats: Table _____ Carrel _____ Lounge _____ Staff 2

(How many chairs and what type?)

2 swivel posture chairs and foot stool

Storage: 4 drawers of accessible files.

Proximity: (What should this area be near?)

Acquisition area, unpacking/processing area, TS Cataloging area, elevator and Delivery Area.

Distance: (What should it not be near?) Public area

Books: (How many books will be here at any given time?) A small collection of professional resources (manuals) and literature will be kept in this area

Non-Book Materials: (How many non-print materials will be here at any given time?) A small collection of electronic resources, flash keys, drives, etc... will be kept in the TS office.

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Library Area Work Form

Library Area: TS Supply Stock Room (Circulation/Fiction/Children's/etc.)

Size (square feet) 70

Date 2/19/15

Activities: Storage of processing and office supply materials (tapes, dvd cases, etc)

Occupancy: (at one time) Public _____ Staff 1 Volunteers _____

Daily Uses: Storage

Architectural Features/Ambience/Lighting/Acoustics:

Functional storage. Locking door.

Technology/Telecommunications and Equipment:

None.

Furnishings/Finishes and Casework:

Open accessible shelving, cabinets for paper, media cases & all cataloging and office supplies.

Total Seats: Table _____ Carrel _____ Lounge _____ Staff _____

(How many chairs and what type?) None

Storage: Free standing metal shelving, some cabinets for paper and media cases

Proximity: (What should this area be near?) Acquisitions, TS Cataloging, TS processing, Delivery Area

Distance: (What should it not be near?) Public area

Books: (How many books will be here at any given time?)

None

Non-Book Materials: (How many non-print materials will be here at any given time?)

Supplies Only

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Library Area Work Form

Library Area: YA Young Adult Collections/Public Area (Circulation/Fiction/Children's/etc.)

Size (square feet) 800

Date 3/2/15

Activities: Browsing, Reading, Studying, Socializing, Tutoring, Teen & Tween Advisory Board Meetings.

Occupancy: (at one time) Public 15-20 Staff 1 Volunteers 2

Daily Uses: Browsing, Lounging, Reading, Studying, Socializing, Tutoring, Teen & Tween Advisory Board Meetings.

Architectural Features/Ambience/Lighting/Acoustics:

This area is closed off from surrounding spaces with a full glass wall view into the space.

Little or No Fluorescent lighting

Lots of natural bright lighting utilizing big picture windows or skylights.

Edgy youthful ambience

Flexibility and movability of all furnishings [see YA Public Space]

Face-out display at the ends of book stacks and within book stacks

Lower shelf height

Banquets with table between; circular "Hive" for group study

Large Flat-screen TV or projector for viewing movies

Sound proofing

One Kikstool per aisle

Storage Needs:

Locking low-level storage compartments for program supplies and display supplies

Technology/Telecommunications and Equipment:

1 Computer Terminal and Printer for YA Service Desk

6 Computer Terminals for Teens & Tweens

Centralized Printer

Ports for laptop plug-in

Flat screen TV for lounge

LCD Player for Meeting Room Use

VOIP & LAN connection

Furnishings/Finishes and Casework:

Booth Seating (2 sets of booths with seats)

Service Desk for the YA Librarian with Desk, Computer, and Seat

Windows for Seasonal Window Painting

Wall Magnetic Poetry Board and Poetry Tiles (See Photo)

6 Bar-stool type Chairs for Computer Terminals (see image of Hudson Library); zig-zag table

Total Seats: Booth 8 Carrel 6 Lounge _____ Meeting Room 6 Staff 1

(How many chairs and what type?)

1 ergonomic task chair for YA Service Desk

6 chairs for portable HIVE or Meeting area

6 chairs for computer terminals

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2 booth banquettes with 4 seats each

Storage: Desk & Shelving at Young Adult Service Desk for Ready Reference.

Proximity: (What should this area be near?) Media Collections, Reference

Distance: (What should it not be near?) Children's Department

Books: (How many books will be here at any given time?)
7,100

Non-Book Materials: (How many non-print materials will be here at any given time?)
300

Possible other ideas for Teen Room seating



Creative Library Concepts; Agati

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Library Area Work Form

Library Area: YA Office (Circulation/Fiction/Children's/etc.)

Size (square feet) 150

Date 2/19/15

Activities: General Administrative Work, Reading, Program Preparation, Collection Development, etc.

Occupancy: (at one time) Public 0 Staff 1 Volunteers _____

Daily Uses: General Administrative Work, Reading, Program Preparation, Collection Development, etc.

Architectural Features/Ambience/Lighting/Acoustics:

Very open with lots of natural light. Windows.

Storage Needs:

Cubby Shelving for projects and reference resources (see photos below)

Technology/Telecommunications and Equipment:

Computer & printer with scanner

Telephone, VOIP & LAN connection

Furnishings/Finishes and Casework:

Desk as well as computer task station

Total Seats: Table _____ Carrel _____ Lounge _____ Staff 1

(How many chairs and what type?)

One comfortable office type chair with back support, One guest chair

Storage: Cubby Shelving for projects and reference resources (see photos below)

Proximity: (What should this area be near?) In the Young Adult Department; Media collections

Distance: (What should it not be near?) Children's Department

Books: (How many books will be here at any given time?) Binders and professional resources

Non-Book Materials: (How many non-print materials will be here at any given time?)

Professional journals



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Library Area Work Form

Library Area: YS (Youth Services) Collection Stacks

Size (square feet) 1,500

Date 2/27/15

Activities: Browsing, Pages shelving, Shifting

Occupancy: (at one time) Public 15-20 Staff Pages 2 Volunteers 2
Daily Uses: Browsing

Architectural Features/Ambience/Lighting/Acoustics:

End cap display or decorative end caps

BRIGHT lighting

Lower shelf height

Book displays on shelf tops

Bottom shelves used for display

Storage Needs:

Technology/Telecommunications and Equipment:

2 Small, stackend-mounted OPAC catalogs at intermittent stack ends to search titles.

Furnishings/Finishes and Casework:

Decorative end caps, outfacing display on shelf ends

One Kikstool per aisle

Total Seats: Table Carrel Lounge Staff

(How many chairs and what type?)

Storage:

Proximity: (What should this area be near?) Within YS room

Distance: (What should it not be near?) YA, Reference, Circulation

Books: (How many books will be here at any given time?)

40,600

Non-Book Materials: (How many non-print materials will be here at any given time?)

2,000

Library Area Work Form

Library Area YS Elementary study area

Size (square feet) 900

Date 3/2/15

Activities: Quiet study area for elementary age kids

Occupancy: (at one time) Public 12-16 Staff 2 Volunteers _____

Daily Uses: Quiet study; Homework

Architectural Features/Ambience/Lighting/Acoustics:

This section should be offset from children's picture books/play area so that older kids have a "quieter" place to sit and do homework or just read. There needs to be plenty of room to spread out homework and school supplies.

Tables that seat 4

Bright Lighting

Comfortable reading chairs

Homework stations with office supplies

Small reference and browsing collection

Shelving for small reference collection

Storage Needs:

Technology/Telecommunications and Equipment:

Wifi access

2 dedicated computer workstations and printer preloaded with MS Office

iPads

2 Small, stackend-mounted OPAC catalogs at intermittent stack ends to search titles.

Furnishings/Finishes and Casework:

Total Seats: Table 4 Carrel _____ Lounge _____ Staff _____

(How many chairs and what type?)

4 tables

4 chairs at each table

2 comfortable chairs for reading

Bean bags

Storage: Shelving for a small reference collection

Proximity: (What should this area be near?) YS desk

Distance: (What should it not be near?) Picture book preschool play area

Books: (How many books will be here at any given time?) 200

Non-Book Materials: (How many non-print materials will be here at any given time?)

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Library Area Work Form

Library Area: YS (Youth Services) Family Restroom

Size (square feet) 225

Date 11/12/2014

Activities: Restroom functions -- toilet and hand washing facilities for youngsters and caregivers.

Occupancy: (at one time) Public 5 Staff _____ Volunteers _____

Daily Uses: Restroom functions: Adults, Toddlers and stroller. Handicapped toilet.

Architectural Features/Ambience/Lighting/Acoustics:

Can't be locked inside

Floor drain

Motion detector light

Exhaust Fan

Window if possible

Handicapped rails

Chair or bench for nursing mother and infant

Storage Needs: closet/cabinet for first aid supplies, TP, etc

Technology/Telecommunications and Equipment: Hand Drier

Furnishings/Finishes and Casework:

Tiled

Bulletin Board

Diaper Changer

Diaper genie

Step stool

Total Seats: Table _____ Carrel _____ Lounge _____ Staff _____

(How many chairs and what type?)

Storage:

Cabinet for bathroom and First aid supplies

Proximity: (What should this area be near?) Story Time Room, Located in Youth Services, Children's Activity Room

Distance: (What should it not be near?) YS Office

Books: (How many books will be here at any given time?) NA

Non-Book Materials: (How many non-print materials will be here at any given time?) NA

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Library Area Work Form

Library Area: YS Head of YS Office

Size (square feet) 150

Date 3/2/2015

Activities: Off desk administrative work area for YS Division Head

Occupancy: (at one time) Public Staff 1 Volunteers
Daily Uses: Administrative area for management activities

Architectural Features/Ambience/Lighting/Acoustics: DH office behind YS work area below; outside window for natural light

Storage Needs: File drawers in desk, shelving and book case

Technology/Telecommunications and Equipment:
Telephone
1 Computer
Networked color printer/scanner for fliers & Copy machine
VOIP & LAN connection



Furnishings/Finishes and Casework:
Bulletin board, dedicated computer, printer/scanner/copier, desk and guest chair

Total Seats: Table Carrel Lounge Staff 2
(How many chairs and what type?)
One ergonomic office chair, one guest chair

Storage: Filing cabinet for division head

Proximity: (What should this area be near?) YS public desk

Distance: (What should it not be near?) Reference, YA; Stairs

Books: (How many books will be here at any given time?)
Professional journals
Catalogs

Non-Book Materials: (How many non-print materials will be here at any given time?)

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Library Area Work Form

Library Area: YS Workroom

Size (square feet) 300

Date 3/2/15

Activities: Off desk work area for YS staff; program prep work area for YS staff

Occupancy: (at one time) Public ____ Staff 2 Volunteers 1

Daily Uses: Program preparation and off desk activities

Architectural Features/Ambience/Lighting/Acoustics: YS work area with large wide open work area for program preparation; 2 dedicated computer terminals

Storage Needs:

Technology/Telecommunications and Equipment:

Telephone

2 Computers at staff workstations

Networked color printer/scanner for fliers & Copy machine

Large laminator, Projector

VOIP & LAN connection

Ellison Die cut, large laminator, large paper cutter, paper for program brochures, etc. copy machine

Furnishings/Finishes and Casework:

Bulletin board, large work area, dedicated computers, printer/scanner/copier, desk and guest chair, floor space for small visitors to play in DH office, file cabinet, shelving and book cases, large white board wall calendar

Total Seats: Table 1 Carrel ____ Lounge ____ Staff 2

(How many chairs and what type?)

1 table for volunteer

2 ergonomic task chairs in larger area

Storage: Filing cabinets with 8 drawers; Shelving running 12 ft.; Coat closet

Proximity: (What should this area be near?) YS public desk, Head of YS Office

Distance: (What should it not be near?) Reference, YA; Stairs

Books: (How many books will be here at any given time?)

Professional journals

Catalogs

Non-Book Materials: (How many non-print materials will be here at any given time?)

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Library Area Work Form

Library Area: YS Pre-School & Early Reader Area

Size (square feet) 900

Date 3/2/15

Activities: Active pre-school and toddler play and discover area: play (Lego, train table, coloring, puzzles), socializing, early reader exploration

Occupancy: (at one time) Public 25-30 Staff 2 Volunteers 2

Daily Uses: Playing, visiting, socializing, nursing infants, discovering early reading

Architectural Features/Ambience/Lighting/Acoustics:

Entrance to Children's should have WOW factor and a centerpiece like the play house in Falmouth or the ship in Weston

Bright fun rug, comfortable seating for parents, no primary colors, all low shelving for the picture book collection, bright fun lighting like Lunenburg or Mashpee, rocker for infants, space for strollers

Need Ideally Program and Craft Room door would open directly into this area

Storage Needs: puzzles, puppets, Legos, crayons, paper.

Technology/Telecommunications and Equipment:

Wifi, VOIP, 2 colorful computers with fun keyboards on low tables

Furnishings/Finishes and Casework:

Comfortable chairs and loveseats, toy storage, window seat area, 2 round-edged tables with chairs, bean bags, Rocker

Several large bulletin boards for colorful displays

Total Seats: Table 4 Carrel 0 Lounge 11 Staff

(How many chairs and what type?) 4 Bean bags, 4 Comfortable adult seating, 2 Loveseats for families, 1 Rocker for infants and caregiver, Round tables w/4 chairs

Storage: Puzzle racks, LEGO parts, puppetry containment, train parts, stuffed animals containment

Proximity: (What should this area be near?) Program & Craft Room, Elementary Study Area

Distance: (What should it not be near?) YA, Reference, Administration

Books: (How many books will be here at any given time?)

New Books display, ABC, 123 Books, Board Books, Book Bins by Author and Theme
13,500

Non-Book Materials: (How many non-print materials will be here at any given time?)

30 Kits

Library Area Work Form

Library Area: YS Program and Craft room with Kitchen Alcove

Size (square feet) 780

Date 3/2/15

Activities: Story times, craft sessions, book clubs

Occupancy: (at one time) Public 50 Staff 2 Volunteers _____
Daily Uses: *Mother Goose story time would not take place in this room, Story times, Book clubs, Drop in crafts. Clean up after programs, washing, disinfecting items. Storage.

Architectural Features/Ambience/Lighting/Acoustics:

This room needs to serve several purposes and the view into the room should be completely wide open so that program participants are not distracted by people peering into the room to watch the activities from outside.

Natural light, a portable elevated stage area, kitchen alcove with sink, closed door storage, tile floor at craft area/ carpeted at story hour area

Storage Needs: all craft supplies (craft paper especially), horizontal storage for program posters, book club items, story time themes and equipment, Mother Goose materials, story time dedicated book collection, vertical storage for the oversized books. Gerbil bedding, food, cleaning supplies, paper goods, kitchen wares.

Technology/Telecommunications and Equipment:

Projector
1 Portable Computer workstation for staff programming use
Tablets
Flat screen television mounted on wall
Telephone
WiFi
VOIP & LAN connection
Bottle-filling water bubbler

Furnishings/Finishes and Casework:

Tables with rounded corners like Mashpee
Tables that fold, on wheels and can be easily moved, stacking lightweight chairs
Closed door storage for craft supplies, program equipment, toys, story hour themes, book clubs
Chalkboard wall
Total Seats: Table _____ Carrel _____ Lounge _____ Staff 1
(How many chairs and what type?)
Stackable chairs and folding tables to accommodate up to 40 program participants; one ergonomic task chair for use with computer

Storage: Closed door and lockable storage to house bins, programming supplies, and arts and crafts materials; Cabinet storage for programming supplies and books; deep bin storage

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Proximity: (What should this area be near?) located within the YS room but with closed door access within the room

Distance: (What should it not be near?) Reference, YA

Books: (How many books will be here at any given time?)

Program book club supplies
For story time use only collection
Oversized book collection

Non-Book Materials: (How many non-print materials will be here at any given time?)

Supplies and devices

Library Area Work Form

Library Area YS Program Storage (Circulation/Fiction/Children's/etc.)

Size (square feet) 180

Date 2/25/2015

Storage Needs:

Ellison die cut and dies

Horizontal storage for program posters, Mother Goose themes, and large bulletin board items

Cabinet depth appropriate for 9x12 and 12x18 construction paper, poster board

Costume storage on hangers (2 garment bagsful)

3,000 Reams of paper in shallow shelves with color viewable

Puppets

Mother Goose puppet bins

Mother Goose instruments

LEGO cart and bins

Separate areas for each of YS staff to store ongoing projects and program preparation items (book clubs especially)

Area for storing items for volunteer tasks

SRP paper goods, prizes, craft supplies

Mother Goose sound system

Seasonal bins for display case contents

Story time only book collection

Vertical storage for the oversized books

Multiple stacking bins (50) on openwork chrome shelving for past and future program supplies

Some Gerbil supply and craft replenishment storage

Acrylic and wooden display easels, hangers and brochure holders

Proximity: (What should this area be near?) YS office, YS Program and Craft Room

Distance: (What should it not be near?) YS play area

Books: (How many books will be here at any given time?)

NA

Non-Book Materials: (How many non-print materials will be here at any given time?)

NA

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Library Area Work Form

Library Area: YS Youth Services Workstation (Circulation/Fiction/Children's/etc.)

Size (square feet) 225

Date 3/2/15

Activities:

Greeting the public, answering reference questions, signing patrons up for programs, interacting with small children and their caregivers, reader's advisory, answering the telephone, demonstrating summer reading prizes. Researching, assisting with study, research and catalog searches. Planning programming and events.

Occupancy: (at one time) Public 0 Staff 2 Volunteers 0

Daily Uses: See above.

Architectural Features/Ambience/Lighting/Acoustics:

Fun lighting on the front of the desk or around the edges of the desk

Display area on the front of the desk for children's art work

Two desk heights (one to allow small children to see us over the desk) - open space to greet small children

In-desk drawer storage for office supplies, hanging file drawers.

No under-desk storage (no printer, no shelves)

Technology/Telecommunications and Equipment:

2 Computers, Receipt Printer, Color laser printer/scanner/copier, Pencil sharpener, Telephone, VOIP & LAN

Furnishings/Finishes and Casework:

Two task chairs at two workstations

A large credenza right behind the desk for storage, with a laminated top, may include bookshelves on the other side

Pull out workstation (like a cutting board) for projects to be worked on while on desk

Right angle desk 8' x 8' (like current only 1' longer on each end) or large curved desk against wall or backing up to YS Workroom.

Total Seats: Table ____ Carrel ____ Lounge ____ Staff 2

(How many chairs and what type?) 2 Ergonomic Task chairs

Storage:

Hanging files, Laser paper, Office supplies, First aid, Flashlight, Designated storage area for each staff member

Proximity: (What should this area be near?)

The Pre-school or Elementary Study Area should be adjacent

The YS workroom and office should be behind the service desk

A large file cabinet to hold story time themes, vendor files, and catalogs

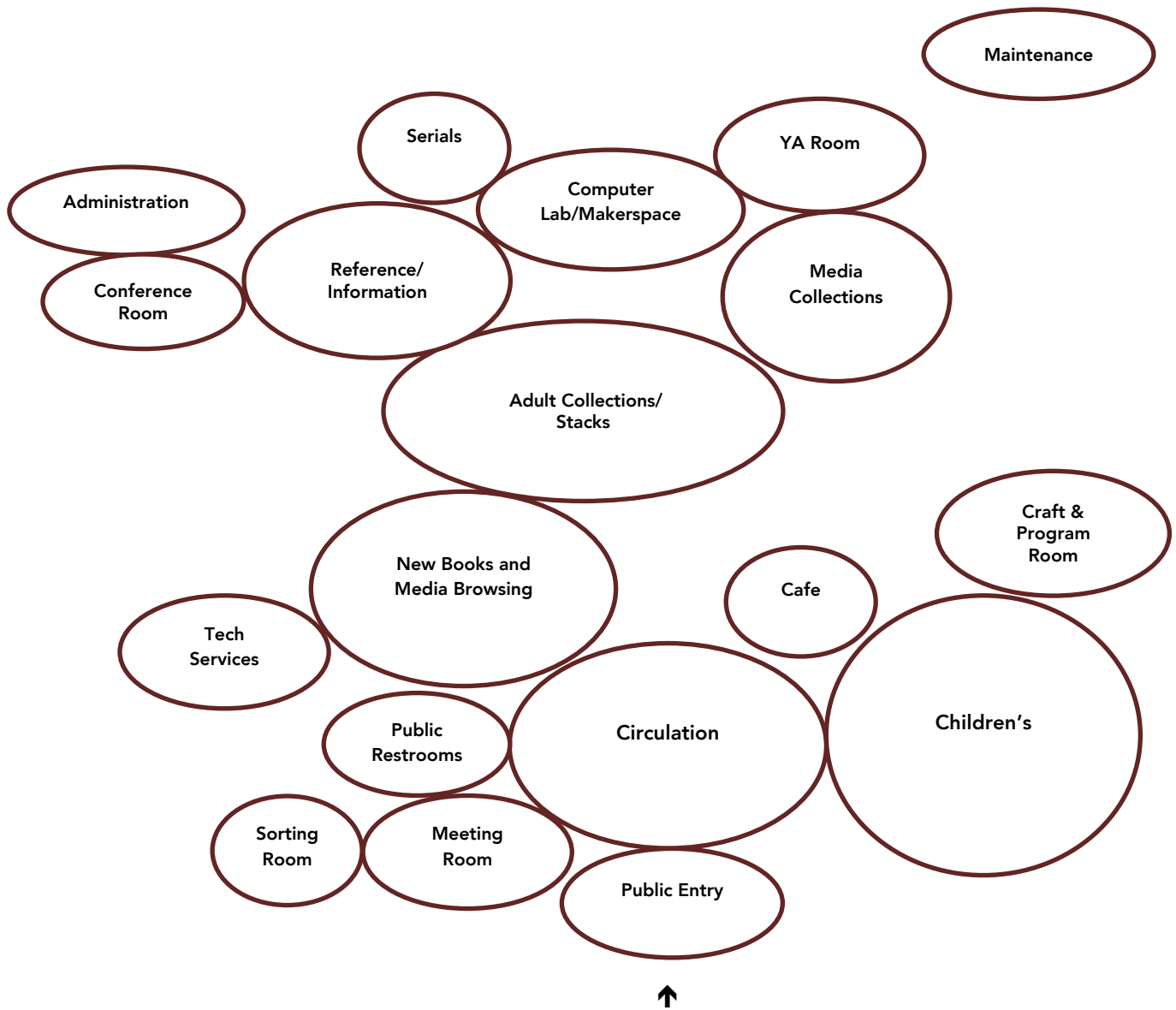
Color laser printer and paper supply for the printer

Distance: (What should it not be near?) YA, Administration

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Books: (How many books will be here at any given time?) Binders and Professional Materials	Non-Book Materials: (How many non-print materials will be here at any given time?) NA
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J. V. FLETCHER LIBRARY ADJACENCIES



J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

SECTION 2 – III. J. V. FLETCHER LIBRARY COLLECTION PROJECTIONS AND SQUARE FOOTAGE SPREADSHEET

Summary of Estimated Space Needs with seating by type*														Library Name: J. V. Fletcher Library	
See Library Building Program Area Descriptions			Collection			Computers			Public Reader Seats			Staff/Vol Seats			
Area Name	Current Space (sq ft)	Proposed Future Size (sq ft)	Volumes	Media Materials	Periodicals	Public Computer Workstations	OPACs	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program Seats	Task	Guest		
ADMIN Admin Asst./Reception	150	175										1	1		
ADMIN Admin Closet/Storage	0	12													
ADMIN Asst Director's Office	80	175										1	2		
ADMIN File/Equipment Room	0	150													
ADMIN Library Director's Office	160	225										2	2		
ADMIN Sub-Total:	390	737	0	0	0	0	0	0	0	0	0	4	5		
ADULT Café	0	550													
ADULT Fiction Stacks	1,245	1,200	13,050				2	6		12					
ADULT Media Collections	870	650		6,950			2		4						
ADULT New/LP Collections/Seating	240	1,000	3,750	750				5	1						
ADULT Nonfiction Stacks	2,040	2,500	31,000				2	4		6					
ADULT Sub-Total:	4,395	5,900	47,800	7,700	0	0	6	15	17	38	0	0	0		
CIRC Circulation Service Desk	420	500										4			
CIRC Circulation Workroom/Storage	0	300										2	1		
CIRC Head of Circulation Office	37.5	150										1	1		
CIRC Homebound	0	150	1,000									1			
CIRC Sub-Total:	457.5	1,100	1,000	0	0	0	0	0	0	0	0	8	2		
INFO Collections/Study	2310	1,000	1,000							0					
INFO Group Study	400	400							16	16					
INFO ILL Receiving Area		250								0		1			
INFO Local History Vault/Research	535	750	2,200			4			8	12		1			
INFO Periodicals & Backfile Storage	1,095	500			275			8	4	12					
INFO Photocopier/Machine Alcove		70								0					
INFO Public Computers & Catalog		360				12	4			16					
INFO Services Office	120	300								0		2	1		
INFO Services Service Desk		225								0		1	1		
INFO Silent Study Room(s)*	75	480							16	16					
INFO Study & Tutorial Rooms		480							16	16		1	1		
INFO Sub-Total:	4,135	4,815	3,200	0	275	16	4	8	60	88	0	6	3		
MAINT Friends Workroom		500										1			
MAINT Sub-Total:	0	500										1	0		
MTG Community Meeting Room	1,050	1,500									125				
MTG Community Mtg Rm Kitchen		80													
MTG Community Mtg Room Storage		120													
MTG Conference/Board Room*	535	540									18				
MTG Sub-Total:	1,585	2,240	0	0	0	0	0	0	0	0	143	0	0		
STAFF Break Room & Kitchen	335	550											8		
STAFF Locker Area		90													
STAFF Restroom		60													
STAFF Sub-Total:	335	700	0	0	0	0	0	0	0	0	0	0	8		
SYST Lab/Makerspace	0	500							16	16					
SYST Office	37.5	150								0		1	1		
SYST Server/Network Room		120								0					
SYST Sub-Total:	37.5	770	0	0	0	0	0	0	16	16	0	1	1		
TS Acquisitions Office	1,060	150										1			
TS Cataloging Area		600										4			
TS Delivery/Unpacking Area		150										1			
TS Processing Area		300										2			
TS Head of Technical Services Office		150										1	1		
TS Supply Stock Room		70													
TS Sub-Total:	1,060	1,420	0	0	0	0	0	0	0	0	0	9	1		
YA Collections/Public Area	275	800	7,100	300		6			14	14		1			
YA Office	0	150								0		1	1		
YA Sub-Total:	275	950	7,100	300	0	6	0	0	14	14	0	2	1		
Youth Services Collection Stacks	1,160	1,500	35,425	2,000			2			22					
YS Elementary Study Area		900	200			2	2	2	16	22					
YS Family Restroom		225								0					
YS Head of YS Office	75	150								0		1	1		
YS Preschool & Early Reader Area	610	900				2		11	4	17					
YS Program & Craft Room & Kitch.	350	780								0	40	1			
YS Program Storage		180								0					
YS Workroom		300										2	1		
YS Youth Services Service Desk	25	225								0		2	1		
YS Sub-Total:	2,220	5,160	35,625	2,000	0	4	4	13	20	41	40	6	3		
			Total Vols	Total A/V	Total Periodicals	Total Public Computer Workstations	Total OPACs	Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats	Total Staff Seats			
Total Net SF	14,890	23,912	94,725	10,000	275	26	14	36	127	197	183	36	24		
30% Future Unassignable Area	7,845	7,174			105,000										
Total Estimated Gross SF	22,460	31,086													
*Seating guide															
Lounge Seats: Includes all soft seats, including sofas, loveseats, and easy chairs															
Table Seats: Includes all upright chairs and stools normally used at a table or counter															
Program Seats: Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms that are normally reserved; Does not include "quiet study" rooms or areas that have open access															
Notes about seating: For rooms with moveable or stacking chairs, count the number of seats available in the typical everyday setup															
Do not count computer chairs as seats unless one workstation has more than one chair. If so, count only the extra seat(s) as table seats															
Please count each chair only once															

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SECTION 2 – IV. J. V. FLETCHER LIBRARY SHELVING PROJECTIONS

AREA	COLLECTION/GENRE	FY14 Holdings	FY14 Subtotals	2034 Projection
Adult	Fiction	15,490		13,050
Adult	New Books			3,750
Adult	Large Print	1,116		
Adult	Homebound Collection	261		1,000
Adult	Paperback	760		
Adult Fiction Subtotal:			17,627	17,800
Adult	000's	978		1,500
Adult	100's	1,075		1,500
Adult	200's	853		1,000
Adult	300's	5,125		4,500
Adult	400's	358		400
Adult	500's	1,568		2,000
Adult	600's	6,517		5,500
Adult	700's	3,526		4,200
Adult	800's	2,019		1,000
Adult	900's	5,690		4,500
Adult	Biography	3,725		4,000
Adult	Foreign Language	232		500
Adult	OV	234		200
Adult	Link to Literacy	200		200
Adult Non-Fiction Subtotal:			31,434	31,000
Ref	Collection	3,968		1,000
Ref	Local History, Open	458		
Ref	Hist. Collection, MAH	1,725		2,200
Ref	Periodicals	4,016		275
Ref	Newspapers	20		20
Reference Subtotal:			10,167	3,495
YS	Fiction	9,685		8,500
YS	Reference	66		50
YS	Non-Fiction	11,775		11,500
YS	Periodicals	364		50
YS	Foreign Language	39		50
YS	Graphic	1,225		1,775
YS	Biography	1,501		1,500
YS	Scouts	150		150
YS	Easy Readers	2,049		3,000
YS	Easy (Picture Books)	10,316		9,000
YS	Kits Games Other	27		50
YS Subtotal:			37,197	35,625
YS MED	Audiobook CD's Fiction	499		250
YS MED	Audiobook CD's NF	15		0
YS MED	Audiobook CD/Sets	182		0
YS MED	Audiobook Cassette Sets	80		0
YS MED	j DVD's (Family & Child)	2,553		1,000
YS MED	PLAYAWAY VIEW	27		50
YS MED	Playaways	266		700
YS Media Subtotal:			3,622	2,000
YA	YA Fiction/Paperback	2,209		3,500
YA	YA Non-Fiction	791		1,500
YA	YA Biography	369		500
YA	YA Series & SRL			500
YA	YA Graphic Novels	559		1,000
YA	YA Reference	33		0
YA	YA Periodicals	96		100
YA Subtotal:			4,057	7,100
YA Med	YA Playaway	55		100
YA Med	YA Books on CD	288		200
YA Media Subtotal:			343	300
MEDIA	DVD's	7,175		4,700
MEDIA	CD's	4,926		1,000
MEDIA	Audiobooks on CD	1,810		1,000
MEDIA	Playaways	430		1,000
Adult Media Subtotal:			14,341	7,700
		119,474	118,788	105,020
				0.850

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

Projected Holdings and Shelving Needs Estimate

	Collection	Projected Holdings	Minus 11.4% in circulation	Volumes/linear foot	# of shelves	Volumes on single faced shelving unit at 75% capacity	Volumes on double faced shelving unit at 75% capacity	Number of Stack needed, at 75% capacity	Square Footage per stack	Square Feet Required, 75% capacity
ADULT: Print	AD Fiction	13,050	11,615	8	7	126	252	46.1	15.5	714
	AD New Books	3,750	3,338	10	5	112.5	225	14.8	15.5	230
	AD Large Print & Homebound	1,000	890	8	4	72	144	6.2	15.5	96
	AD Paperback	0	0	16	5	180	360	0.0	15.5	0
	AD Non-Fiction	26,100	23,229	8	7	126	252	92.2	15.5	1,429
	AD Biography	4,000	3,560	8	7	126	252	14.1	15.5	219
	INFO Reference	1,000	1000	6	5	68	135	7.4	15.5	115
	AD Foreign/OVL/ink to Literacy	900	801	8	5	90	180	4.5	15.5	69
	INFO Local History, Open		0	8	5	90	180	0.0	15.5	0
	INFO Hist.Coll., MAH	2,200	2,200	8	5	90	180	12.2	15.5	189
	INFO Periodicals	275	275	1	4	9	9	30.6	16	474
INFO Newspapers	20	20						15.5		
		52,295	46,927							3,061
ADULT: Media	AD DVDs	4,700	4,183	14	5	157.5	315	13.3	15.5	206
	AD Audiobooks on CD	1,000	890	10	5	112.5	225	4.0	15.5	61
	AD Playaways	1,000	890	10	5	112.5	225	4.0	15.5	61
	AD Music CD's (Adult)	1,000	890	19	5	213.8	428	2.1	15.5	32
		7,700	6,853							361
YOUTH SERVICES: Print	YS Reference	50	50	6	3	40.5	81	0.6	15.5	10
	YS Non-Fiction (incl. Holiday)	11,500	10,235	10	4	90.0	180	56.9	15.5	881
	YS Biography	1,500	1,335	10	4	90.0	180	7.4	15.5	115
	YS Fiction	8,500	7,565	10	4	90.0	180	42.0	15.5	651
	YS Foreign Language	50	45	10	4	90.0	180	0.2	15.5	4
	YS Easy (Picture Books)	9,000	8,010	20	3	135.0	270	29.7	15.5	460
	YS Easy Readers	3,000	2,670	18	3	121.5	243	11.0	15.5	170
	YS Graphic Novels	1,775	1580	12	4	108.0	216	7.3	15.5	113
	YS Scouts	150	134	16	4	144.0	288	0.5	15.5	7
	YS Periodicals	50	45	1	3	6.8	7	6.6	13	86
		35,575	31,667							2,498
YOUTH SERVICES: Media	YS DVDs (Family & Child)	1,000	890	14	4	126.0	252	3.5	15.5	55
	YS Audiobook CD's Fiction	250	223	10	4	90.0	180	1.2	15.5	19
	YS Audiobook CD's NF	0	0	10	4	90.0	180	0.0	15.5	0
	YS Audiobook CD/sets	0	0	10	4	90.0	180	0.0	15.5	0
	YS Audiobook Cassette Sets	0	0	10	4	90.0	180	0.0	15.5	0
	YS Kits/Games/Other	50	45	10	3	67.5	135	0.3	15.5	5
	YS Playaway Views	50	45	10	3	67.5	135	0.3	15.5	5
	YS Playaways	700	623	10	3	67.5	135	4.6	15.5	72
		2,050	1,825							156
YA: Print	YA Fiction	3,500	3,115	8	5	90.0	180	17.3	15.5	268
	YA Paperback	0	0	16	5	180.0	360	0.0	15.5	0
	YA Non-Fiction	1,500	1335	8	5	90.0	180	7.4	15.5	115
	YA Biography	500	445	8	5	90.0	180	2.5	15.5	38
	YA Graphic Novels	1,000	890	12	3	81.0	162	5.5	15.5	85
	YA Series & SRL	500	445	12	3	81.0	162	2.7	15.5	43
	YA Reference	0	0	6	3	40.5	81	0.0	15.5	0
	YA Periodicals (current Year)	100	89	1	3	6.8	14	6.6	13	86
		7,100	6,319							635
YA: Media	YA Books on CD	200	178	10	5	112.5	225	0.8	15.5	12
	YA Playaways	100	89	10	5	112.5	225	0.4	15.5	6
		300	267							18
		105,020	100,711						Total Sq. Ftg.	6,728

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

SECTION 3: APPENDICES

(Appendix A)

J. V. FLETCHER LIBRARY NEEDS ASSESSMENT – 2013

CONTEXT

Since 2000, the J. V. Fletcher Library has been predicting and preparing for its twenty-year anniversary in the 1988 addition/renovation. The Board of Library Trustees has annually requested capital feasibility and planning funding to begin the process of preparing the library for the next Public Library Construction Grant round to be conducted by the Massachusetts Board of Library Commissioners (MBLC), the state agency charged with oversight and improvement of public library services. The Westford Library was in the original grant round for Public Library Construction funding in 1989, and in April 2007 (twenty years after our most recent ground-breaking) the J. V. Fletcher Library became again eligible to apply for a state grant award. As a successful grant application for this competitive state-wide grant round would necessitate a history of town appropriations indicating support for the future library project, the J. V. Fletcher Library is engaging in an INTERNAL FACILITY NEEDS ASSESSMENT as well as the pursuit of feasibility funding to poise the Town for inclusion in the next competitive grant application and funding cycle. Currently the J. V. Fletcher Library is working with the Permanent Town Building Committee on a competitive Planning and Design Grant due January 16, 2014 to the MBLC. It is in anticipation of a future Public Library Construction grant round (potentially in FY2016 or FY2017) that the Town of Westford seeks funding for feasibility and planning activities.

CURRENT FACILITY DEFICIENCIES

The Library has exceeded the twenty-year-design anniversary by five years, and service needs exceed the space envisioned and built in the most recent 1987-88 addition/renovation. As community planning survey responses have reflected since the mid-nineties, the Fletcher Library's under-sized Children's Room is a major deficiency. This space was always constrained by site considerations (the original site required a septic system). The Children's Room holds only eight study chairs, and provides no computers for juvenile research or game use (only two public catalogs). A child needing to conduct a computer search, or a parent with toddlers or an infant, is forced to use the adult Reference Department – where only 11 terminals are available for ½ hour stretches. According to current library standards, we should provide one computer for each twenty patrons in our daily gate of 800 – i. e. 43 computers in the current building. We should offer 5 study chairs per thousand population – or 105. The library currently offers 59 study seats. During the four-year Library Improvement Project in which we refreshed, refurbished, re-organized and re-furnished the library, we added or reclaimed one-half mile of new shelving – but this expansion of collections has constricted seating and study areas. In the juvenile area, in Biographies and in Reference, collections are shelved too high for safety or easy access. Juvenile collections have spilled over into one of the Browsing Parlors and forced other high-interest

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collections (such as Large Print) out. Collections additionally are being downsized to fit into available space (paperbacks). The library offers a single tutorial room, and no group study spaces. While the 4-Phase Library Improvement Project has addressed some space efficiencies as well as the cosmetics of new paint, carpet and furnishings, the

library could currently use half again its footprint to offer services to the current Westford public – a high-usage town with demographics associated with heavy library use. As a comparison, the Falmouth Public Library recently renovated and re-opened with 38,000 sq. feet of space (versus the Fletcher Library’s 22,460); in 2008 the J. V. Fletcher Library holdings exceeded those of Falmouth by approximately 1,000 items.

FACILITY NEEDS BY SERVICE AREA AND DIVISION

YOUTH SERVICES AREA:

Facilities for Youth Services

Per the Standards for Public Library Services to Children in Massachusetts public libraries should have a specific area which is equipped to provide developmentally appropriate children’s services. This area is open the same hours as the rest of the library and is accessible to appropriate program space. All areas of the library are designed to ensure children’s ease of access and use. A well-planned and maintained children’s area which is suitably staffed underscores the benefits of the children’s library experience. Attending to the spatial needs of the children department supports the librarian’s goals to deliver a full and evolving complement of children’s services. The appearance of the children’s area shall be inviting and stimulate the use of a variety of resources. The children’s area shall be an integral part of the whole library located in such a way that children have easy access to other library services and in compliance with guidelines set forth by the Americans with Disabilities Act.

Current Facility Limitations	Needed Facility/Service Improvements
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Computers For Patrons

- | | |
|---|--|
| <ul style="list-style-type: none"> • Children are limited to two stand-up, narrow computer stations that only access the online catalog • Children must currently leave the Youth Services area and enter an Adult area to search the Internet • Parents with youngsters or infants must leave the Children’s Area to do computer work | <ul style="list-style-type: none"> • Need at least eight computer stations for online research, educational software, gaming, etc. • Need appropriately sized and configured computer stations, preferably in two sizes -- for children and pre-schoolers • Need at least eight computer stations with adequate table space for online research, educational software, gaming, etc. |
|---|--|

Current Facility Limitations	Needed Facility/Service Improvements
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Computers For Staff

- One computer at Youth Services (YS) service desk for patron assistance plus one wireless laptop
- One computer in YS office for five staff persons
- Need two desktop computers for patron assistance and the space to house them
- Need additional computers and larger staff workspace, with an un-shared office for the Division Head

Program Space

- One story time room that has only one entrance/exit; can seat comfortably 15 adults with perhaps 20 children on the floor. The room is shared as a meeting space for small groups and must serve as a storage room for prizes during summer reading program.
- One large meeting room that is shared with the public for 2x week Mother Goose and special family programs seating up to 75
- Monthly Pajama Story times are outgrowing the Story Hour Room; Camp Read-A-Lot (summer PJ time) is held in Mary Atwood Hall due to size of group
- Need a space that can hold up to 25 adults, at least four tables for crafts, as well as 25 children seated on the floor. A larger Story Hour Room that is not filled with SRP prizes, etc. would allow us to run Camp Read-A-Lot in that room. As Pajama Story time grows, we will also need a larger space
- Need one large meeting room for library use only, to be shared by YS, YA & Adult services but not the public
- Need a space that can hold up to 25 adults, at least four tables for crafts, as well as 25 children seated on the floor. A larger Story Hour Room that is not filled with SRP prizes, etc. would allow us to run Camp Read-A-Lot in that room. As Pajama Story time grows, we will also need a larger space

Collections

- Collections have spilled out into the browsing foyer beyond the YS dept.
- Much of the juvenile collection is on shelves up to 6 feet high
- Need four times the current floor space to house collections and patrons at the CURRENT level
- Need to meet Juvenile shelving standard heights of 36" to 42" high

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> ● In spite of constant weeding, shelving in all areas often fills the complete length of the shelf from end to end 	<ul style="list-style-type: none"> ● Need additional shelving (current shelving results in "one-in, one-out" collection development); also, overflow carts block passage in the back of the room near the story hour room and bathroom

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- Wherever there is lower shelving, the tops have been filled with bins to hold more of the collection
- Shelving units for media and picture books are not well suited to the format or the audience
- The location of some collections is based more on where they fit rather than where they are most logical to meet patrons needs; lack of collection cohesion and continuity
- Need more shelves and shelving units
- Need space for appropriate shelving units, rather than stacks mandated by current space constraints
- Need more space for appropriate groupings of collections in, or on, the most appropriate shelving units. Beginning Readers should be near the picture books and have a small table with chairs, plus some comfortable reading chairs nearby

Seating

- In the picture book area we have two stuffed chairs, one loveseat and one medium-sized table with 6 toddler chairs
- In the non-fiction/fiction area we have two study tables with 1 adult sized chair and three child sized chairs
- No space for strollers, coats, boots
- Need comfortable chairs to hold a child and an adult as well as small comfortable chairs for children, or a rocker for parents w/infants
- Need at least four tables with chairs, of different sizes to accommodate study and research for children. There should be some comfortable chairs in more than one size for individual or parent/child reading.
- Need space for strollers, coats, boots

Work Space

- YS Service desk is not designed for computers, is not ergonomic, drawers stick and do not provide best function, frequently need room for two staff to assist patrons and more room to work.
- The 80 sq. ft. YS office space is shared by three people
- Need ergonomic, functional desk designed for two computers, two staff, patron & staff interactions, with ADA-compliant and child-sized work height
- Need office off Children's Room meeting standard (standard is 150 sq. ft. per staff person); with the Division Head not sharing an office

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> ● Due to crowded conditions in YS office, shelves are too high and over a wide desk, making access difficult 	<ul style="list-style-type: none"> ● Need bigger office with more storage space (standard is 150 sq. ft. per staff person)

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- When three or more staff are scheduled at the same time one often does not have a place to work if story times are in session or a meeting is scheduled in that room since the YS service desk will not accommodate two people.
- Need larger work area for staff, preferably separate from the YS office, designed to fit the space, to meet work and storage needs

Storage

- Office supplies (printer ink, paper, binders, etc.) need to be stored in YS office or in horizontal files in the public area, or in the Story Time closet which is not designed for this purpose
 - Summer reading program prizes, reading logs and flyers are stored in the Story Hour room from late April through August, thus precluding use of the Story Time room for programs
 - Due to crowded conditions in YS office and behind YS service desk storage of materials in plain sight makes the spaces look messier than if all items could be behind doors in cupboards or closets
 - Story Hour room closet is too small and has inconvenient sized cupboards that do not take standard sized storage containers.
 - Under the stair storage closet downstairs that holds materials for crafts, costumes, seasonal decorations is too small, crowded, and difficult to access
 - Storage closet stacked precariously high, and dangerous
- Need larger storage area, to accommodate office supply space and storage needs, apart from programming needs
 - Need larger storage area, designed to fit the space and storage needs
 - Need larger storage area , designed to fit the space and storage needs
 - Need larger storage area, designed to fit the space and storage needs
 - Need larger storage area, designed to fit the space and storage needs

Current Facility Limitations	Needed Facility/Service Improvements
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J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

- New storage closets downstairs provide convenient access to load materials into Meeting Room for Mother Goose Time but make it less convenient to access materials for preparation.
- Ideally, all program rooms and storage would be on the same floor and accessible to the Youth Services department for ease of access for planning and patron attendance.

Other - Safety & Comfort

- The bathroom in the Children's Room is not large enough for a changing table, not handicapped accessible, and too small for a parent, toddler and stroller
- The Story Hour room only has one entrance/exit
- The Children's Room is near the top of the stairs and cannot be closed off by doors
- The Children's Room has only one handicapped accessible entrance/exit and both exits are on the same wall
- Need Family Restroom with changing table, accessibility and space for a parent, sibling and stroller
- Need larger Story Hour room with two entrance/exits, perhaps one directly from the outside.
- Need egress doors to limit and control small children's freely exiting area
- Need Children's Room with two entrance/exits, perhaps one directly from the outside.

YOUNG ADULT AREA:

Facilities for Young Adults

Per the Standards for Public Library Services to Young Adults in Massachusetts provided by the Massachusetts Library Association, every public library must have a clearly defined, separate area designated for young adults. This young adult area should be accessible to all adolescents, easily visible, functional and flexible in design. An environment that is comfortable and arranged to accommodate noise and movement will make young adults feel welcome. The design and graphics should make it evident that the area is for teens. Young adult involvement is essential in establishing an effective, dynamic young adult area.

Space for Young Adults

The young adult space should be established in a location that is easily supervised without making young adults feel intimidated. Because young adults need access to reference materials and assistance, proximity to reference services is important; close access to media collections is important for this age group as well. The space should not be adjacent to the children's service area. If the young adult area is unable to house programs and activities, teens should have equal access to other program facilities within the library. The space itself should be in compliance with the [Americans with Disabilities Act](#). Per standards this area requires the following:

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Current Facility Limitations	Needed Facility/Service Improvements (per MLA Standards)
<ul style="list-style-type: none"> • The Young Adult Department offers only four chairs for leisure reading and socializing. • There are no tables to allow for individual or group study other than the café tables. Young Adults currently can use the Café tables in the FA Department. • There is no physical space for a public service area or workspace for the young adult librarian. • There is an extreme lack of shelf space for our ever-growing Young Adult Fiction & Non-fiction collection. The Young Adult Department Librarian(s) must continually weed (or discard) materials from shelves throughout the year so overflow does not occur. YA non-fiction and Biographies are now inter-filed with Adult Non-Fiction. • The YA Department needs adequate shelving to highlight new materials for the YA Collection, shelving units to display booklists and other feature items, and two bulletin boards and an easel featuring YA posters. • There is no computer access in the Young Adult Department. YA patrons must access computers at one of two terminals in the Fine Arts Department (located under the stairs adjacent to the YA Department) or one of seven terminals in the Information Department (located on the main floor of the Library). The Library now has WIFI, thus allowing those with a laptop and WIFI card Internet access. Laptops are loaned from the Information Department. • Stack space for the Young Adult collection is well beyond working capacity and materials are shelved more densely than is recommended by 	<ul style="list-style-type: none"> • Need space for leisure reading, study, socializing, and electronic networking. • Need individual and group study spaces, potentially a homework center. • Need a public service area and workspace for the young adult librarian. • Need sufficient shelving for a diverse collection • Need display space beyond current slatwall; exhibits cannot be mounted for lack of space. • Need computer access proportionate to teen population • Need additional expanded shelving for materials in various formats (see matrix of shelving added in 2007)

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generally accepted MLA standards.
More shelving is required to handle the influx of new titles and formats.

- The Young Adult Department offers only four comfortable, colorful, and durable chairs and one very small coffee table. There currently are no tables to provide workspace, study space or group study areas for the YA patrons.
- The Young Adult Department has color-coordinated directional and informational signs demarcating the various formats within its collection.
- The Young Adult Department is in close proximity to the very busy Fine Arts Service Desk and staff-use phone. This service desk is not designated as a Young Adult desk.
- There is no listening and viewing equipment within the Young Adult Department. Ear-phones can be obtained at the Information Department.
- There are no computer terminals in the Young Adult Department. YA patrons must use one of two terminals in the Fine Arts Department (located under the stairs adjacent to the YA Department) or one of seven terminals in the Information Division (located on the main floor of the Library).
- There is no programming space in the Young Adult Department. The Young Adult Librarians hold all Young Adult Programs in the Library's Meeting Room and the Young Adult Advisory Board (YAAB) meetings in the Story Hour Room in the Children's Department.
- Need comfortable and durable seating and tables for group and single study
- Need distinct teen room or YA area (directional and informational signs are adequate but contiguity to Fine Arts creates congestion and poor way finding)
- Need staffed public service desk for this age group located near a Young Adult Librarian's office space
- Need Listening and viewing equipment.
- Need designated computers and peripherals
- Need a YA Programming Space – which might double as computer training or conference space

REFERENCE AND INFORMATION SERVICES AREAS (SERIALS, INTER-LIBRARY LOAN [ILL], LOCAL HISTORY):

Current Facility Limitations	Needed Facility/Service Improvements
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Reference Area

- We only offer 11 Internet computers to the public. Patrons must wait for a computer or cut their time short, after being asked to allow a waiting user the machine.
- Print Reference materials are currently shelved at 7 ft. height. This collection is slated for weeding by at least ¼ to make more space for Adult Non-Fiction titles which are housed in the same range.
- We only have room for six study tables in the Reference and Mezzanine Areas, with a single carrel and a computer bar. These tables are almost always occupied. Patrons must move to other levels to study or work when they may prefer to be within close proximity to the Reference collection and Reference Librarian.
- Limited Silent Study area (only eight seats)
- no individual study rooms
- no group student rooms are available to users
- Need room for 35-40 computers/ laptops/iPads the public could utilize for personal use and the staff could utilize for public and staff computer training.
- Need added shelving (see matrix of shelving added in 2007).
- Need to meet the study seat standard of 4.5 – 5 seats per 1,000 population; Westford should be offering 95 – 100 study seats currently. Throughout the entire building, Westford has 81 study seats.
- Need added silent study options
- Need individual study/tutorial rooms
- Need group study rooms

Serials

- We are at maximum capacity for the number of paper serials that we can subscribe to due to limited shelf space (shelving was designed for three titles per bay, has at times housed four titles per bay – we have weeded back to three titles per bay).
- We are at maximum capacity for the number of newspaper titles due to the space limitations of our newspaper shelving.
- Need additional shelving
- Need additional shelving

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|---|--|
| <ul style="list-style-type: none"> The serials archives area on the second floor is inadequate; in order to make room for the growing adult fiction collection, we had to reduce our archive holdings from 5 years per title to 2 years. | <ul style="list-style-type: none"> Need compact shelving back-issue retention shelving, were this collection on a lower level |
|---|--|

Current Facility Limitations	Needed Facility/Service Improvements
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Inter-Library Loan & Network Transfers

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|--|---|
| <ul style="list-style-type: none"> Interlibrary loan sorting, packing and routing take place in the Technical Services space and encroach upon book processing, mending and acquisitions. | <ul style="list-style-type: none"> Need a distinct ILL processing, routing and sorting area with a delivery dock and conveyor belt, which could double as collection sorting space and deliveries receiving space. |
|--|---|

Archives And Local History Area

- | | |
|--|--|
| <ul style="list-style-type: none"> The Local History/Genealogy Librarian's work space is the Mary Atwood Hall which houses our special and historical collections and archives. This room is also used as a public meeting room so staff cannot access the collection or computer when the space is in use by the public. Shelving is not archival-quality nor preservation quality Area is not climate-controlled to protect holdings Microform holdings and equipment are two floors away No computer, study or research space is available to scholars No scanning or digitizing space is available | <ul style="list-style-type: none"> Need a ground-level, climate-controlled, designated Local History and Special Collections space accessible to students, scholars, writers and researchers. Need compact shelving and preservation-quality storage units Need climate controlled space with water sensors and security Need space for microforms and reader/printer Need staff monitoring space and public research space with public computers Need space to scan/digitize collections for remote electronic access |
|--|--|

Current Facility Limitations	Needed Facility/Service Improvements
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Information Services Office

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|--|---|
| <ul style="list-style-type: none"> 3 full time employees share two desks and two computers in 115 sq. | <ul style="list-style-type: none"> Need additional workspace and storage space dedicated to inter-library loan |
|--|---|

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ft. office

activities and local history collection activities (standard is 150 sq. ft. per staff person); Division Head needs an unshared office

Current Facility Limitations	Needed Facility/Service Improvements
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Information Services Public Desk

- | | |
|--|---|
| <ul style="list-style-type: none"> • Service desk is not designed for computers, is not ergonomic, drawers stick and provide poor functionality, frequently need room for two staff to assist patrons and more room to work | <ul style="list-style-type: none"> • New desk designed for computers, devices, two staff, ergonomic, patron & staff friendly, designed to fit the space and work space needs |
|--|---|

TECHNOLOGY AND SYSTEMS NEEDS:

Current Facility Limitations	Needed Facility/Service Improvements
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- | | |
|--|---|
| <ul style="list-style-type: none"> • No designated computer training space or computer systems/telecom closet • Computer work carrels are inadequate • No Wireless Printing • No public color copier • Insufficient adaptive technologies | <ul style="list-style-type: none"> • Need more room for 36-45 computers/laptops/ipads the public could utilize for personal use and the staff could utilize for public and staff computer training. (See High School library with 50 terminals). • Need more spacious carrels for study, working papers, research materials and note taking • Need wireless printing capabilities • Need public color copier (revenues) • Need the following Adaptive Technologies: <ul style="list-style-type: none"> • Scanner R Compact 2 • Zoomtext • Human Ware: Braille Note Apex BT Notetaker • Microsoft Accessibility Accessories • Accessibility Wizard • Narrator • On-Screen Keyboard • ReadPlease! Text-to-speech software • Access to Dvorak Keyboard • Large Vision Print Keyboard • Assistive Listening Devices (FM system) for the hard of hearing for use at library events. • Sign Language Learning Workstation |
|--|---|

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- | | |
|---|---|
| <ul style="list-style-type: none"> • No public address system • No facility electronic security (video) system
 • No Meeting Room permanent AV equipment • Two full time staff share 66 sq. ft. office one floor away from the Circulation Desk area | <ul style="list-style-type: none"> Computer • Need PA system in emergencies • Need video surveillance and security cameras
 • Need state-of-the-art sound, address and presentation equipment in one public meeting space • Need System staff workspace and equipment repair and diagnostic space (standard is 150 sq. ft. per staff person); Division Heads need unshared office |
|---|---|

CIRCULATION, FINE ARTS AREAS:

Current Facility Limitations	Needed Facility/Service Improvements
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Circulation Division... Collections

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|---|--|
| <ul style="list-style-type: none"> • Circulation Desk is not child-friendly, ergonomically-designed or ADA compliant • Hold shelves are not user friendly. Shelves are too long, too high and staff line of sight is obstructed by lighting. • Staff dependent check out
 • No circulation office or work area behind circulation desks • Two full time staff share 66 sq. ft. office one floor away from circulation area • Empty book trucks obstruct patron access • Popular, high-profile collections have been moved from browsing foyers for lack of space (large print, audio, paperbacks) • Current shelving capacity is exceeded in almost all collections causing use of overflow book carts | <ul style="list-style-type: none"> • Combined, ADA compliant, ergonomically friendly service desk which address a variety of users and staff • Ergonomically friendly hold shelves with backings, built in book ends, which are not too tall and have appropriate lighting
 • Self-check, capable of scanning mobile devices
 • Need a circulation work area and/or collection holding area • Need a Circulation office situated near the public desk (standard is 150 sq. ft. per staff person) • Need holding space or work space to remove book trucks from public aisles • Need to design ample space to showcase the newest, most popular collections on display-type units
 • Need additional shelving for all print and non-print collections (see matrix of shelving added in 2007) |
|---|--|

Fine Arts

- | | |
|---|--|
| <ul style="list-style-type: none"> • Current shelving capacity is exceeded | <ul style="list-style-type: none"> • Need additional shelving for all print and |
|---|--|

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

- | | |
|--|---|
| <p>in almost all collections causing use of overflow book carts and lack of shelving space, accelerated weeding</p> <ul style="list-style-type: none"> • Inadequate storage for media supplies, cases, and seasonal collections • Inadequate computer access | <p>non-print collections (see matrix of shelving added in 2007)</p> <ul style="list-style-type: none"> • Custom-designed, additional storage needs |
| <ul style="list-style-type: none"> • No listening or viewing opportunities for the audio and video collections | <ul style="list-style-type: none"> • Need added computers for internet access, and public catalog searching • Need listening and viewing stations adjacent to media collections |

Current Facility Limitations	Needed Facility/Service Improvements
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Meeting Rooms

- | | |
|---|--|
| <ul style="list-style-type: none"> • Not all meetings can be accommodated – requests are turned away • Parking is insufficient for meeting room use, daily patron gate and programming attendance • No conference room | <ul style="list-style-type: none"> • Need additional public meeting spaces (one large, two conference and/or training, one craft and story time) • Need enlarged parking lot with additional handicapped spaces that could serve other buildings on the Common • Need Conference area (doubling as YA study area or computer training area) |
|---|--|

Current Facility Limitations	Needed Facility/Service Improvements
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Technical Services (Receiving, Acquisitions, Cataloging And Data Entry, Materials Processing And Homebound

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|--|--|
| <ul style="list-style-type: none"> • The T.S. area is an open design concept, with no privacy. The Acquisitions Librarian is constantly interrupted by the FA staff to answer questions. • Windows don't open • No elevator close by to take carts up after books have been processed; one has to go to | <ul style="list-style-type: none"> • Need a separate Acquisitions office apart from this shared work space that is quiet so one can concentrate on certain tasks such as posting invoices, making calls to vendors etc. • Need windows that open for good ventilation • Need an elevator close to Technical Services to deploy carts of new materials |
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the public hallway to get to the elevator

- Staff Entrance is through the Technical Services Division; this disrupts staff workflow and productivity
- Need separate Staff Entrance that does not impact work area

MATERIALS COLLECTIONS:

Shelving Added – Phases I - III:

Despite the following chart of shelving added or reclaimed during Phases I through III of the Library Improvement Initiative, additional linear footage of shelving is needed for almost all collections. Almost all Fiction and Non-Fiction shelving is at total capacity, while shelving at half-full capacity is the professional standard. The Fiction collection is being shifted and thinned annually; biographies have been compressed by being shelved higher. (In some aisles, removing a biography from a top shelf will knock a lighting fixture or a smoke/heat detector). Large Print – a collection which should be (and once was) shelved in the Browsing Parlor has been relegated to the end of Non-Fiction, for space reasons. This is the result of Children's collections overflowing into a Browsing Parlor formerly used for new adult collections. Paperbacks have been culled by 33% in order to fit on the new shelving purchased for this collection – another instance of limited space trumping collection size and need. The following collections all exceed the shelving and footprint space allocated to them in the 1987-88 addition/renovation: Fiction; Non-Fiction; Young Adult; Large Print; Videos; Children's Periodicals; Adult Periodicals; Reference. While the move to smaller media has been a boon given the library's space constraints (CD's taking less space than LP's, DVD's requiring less space than VHS, databases being purchased instead of Reference Books), lack of space has forced the library to shelve Children's, Reference and Non-Fiction collections higher than is recommended or safe, and has forced the library to thin titles that might have been retained for a longer period. (Back-issues of periodicals used to be retained for five years, now are for only two years).

Young adult non-fiction and biography titles are now inter-filed with Adult titles, non-fiction DVD's are interfiled with print non-fiction and locking cases have been removed from the DVD collection to create more space. Adult Fiction and Non-fiction collections cannot be housed in the same area (i.e. are not just separated by one floor but two, and/or they live on opposite sides of a floor with a stairwell in between). There is no room in the stacks for any activity except browsing -- there is no space for: patrons to sit down and look over their selections or to relax and read; patrons to conduct searches on catalog dedicated PC's; materials to be faced out, or displayed on a cube or kiosk. In every collection and division patrons have to circumnavigate book carts (with materials that need to be re-shelved) that block aisles and pathways to aisles.

See Matrix Below:

ADDED SHELVES:

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Collection	No. of Shelves	Width (Inches)	Total
Videos	16	36	576
Videos	48	36	1,728
Non-Fiction	7	30	210
Non-Fiction	168	36	6,048
Ref.	4	24	96
Ref.	18	36	648
Fiction	21	36	756
Biography	24	36	864
Paperback	24	36	864
Historical Coll. (relocated)	30	36	1,080
Hold Shelf	1	112	112
Literacy	7	36	252
Children's Fiction	69	36	2,484
Children's Non-Fiction	6	24	144
Story Hour Room	6	30	180
TOTAL in inches			16,042
TOTAL in ft.			2,674

TECHNICAL SERVICES (RECEIVING, ACQUISITIONS, CATALOGING AND DATA ENTRY, and MATERIALS PROCESSING and REPAIRING):

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> The Technical Services area designated for covering, mending, etc. has been slowly taken over by the ILL Dept. (red bins, carts, deliveries etc.) due to increasing inter-library loan activity. The department is running out of cart 	<ul style="list-style-type: none"> Need a distinct space for Inter-library loans and network transfers which might also double as sorting and storage space Need expanded deliveries and receiving

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space for new material deliveries.

space to meet the current and growing rate of orders and acquisitions

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| <ul style="list-style-type: none"> • The laminating machine is housed on the covering table, leaving less room for book covering, especially when two people are using the table at the same time. • The designated table for book mending now houses the disc cleaner and Panasonic VHS player, leaving little space for book mending. • Overflow of processing materials has to be placed on the top of storage cabinets. • The area is shared by two divisions – Technical Services and Information Services. The Head of Systems also uses space to house overflow equipment, ex: computer monitor. • At any given time, there may be as many as 10 staff/volunteers in the two rooms. The noise level can be quite elevated, interfering with efficient workflow. • The TS area is an open design concept, with no privacy. The Head of the Division has to search out a quiet area in the building for private interaction with staff members. • The receiver’s work area is undersized. Many times she has to reposition boxes placed on the work table awaiting pick-up to allow room for unpacking materials and matching packing slips. • Non-Technical Services staff frequently use these shared computers to complete their work • Recycling and deliveries are stored in this area. | <ul style="list-style-type: none"> • Duplication and flier production area should be adequate to house the laminating machine, the folding machine and the paper jogger and not impact new materials processing • Need expanded mending space to address the multiplicity of formats requiring mending, re-surfacing, etc. • Need expanded storage to house an increasing number of bulky processing supplies • Need distinct spaces for inter-library loan bin sorting, receipt, packing and routing activity • Multiple uses and functions of the space exceed the footprint (work station standard is 150 sq. ft. per staff person) • Need a separate Division Head office apart from this shared work space (as with all shared divisional offices, privacy currently is not afforded Division Heads within their work settings) • Need expanded deliveries and receiving space to meet the growing rate of orders and acquisitions, returns, and packaging recycling • Need additional work spaces and non-shared computers • Need additional maintenance storage and functional space |
|--|--|

ADMINISTRATION:

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> • Administration affords no waiting 	<ul style="list-style-type: none"> • Need a waiting area or small conference

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room or space for hosting a small meeting

- Photocopying – even confidential items – occurs in a public space
- Administrative files (although tasteful!) occur in public spaces throughout the building on three floors
- No restroom facilities on third floor next to Administration and Meeting Space
- The Director’s and Assistant Director’s Offices are on different floors

table within the Administrative area

- Need a mailing, faxing, copier, collating alcove or area within the administrative area
- Need additional accessible file storage, management and retrieval space
- Restrooms are needed on all levels that offer meeting spaces
- Need all Administrative offices to be contiguous, and to share storage,

MAINTENANCE, STORAGE, NON-SERVICE SPACES:

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> • All storage areas, stock room and maintenance spaces are at capacity • Maintenance area storage is in utility spaces and boiler spaces • Certain deliveries require loading dock • Telecommunications are housed in the damp, cellar-like Maintenance area • Custodial closet is located on ground level only • Outdoor sheds are at capacity • No generator 	<ul style="list-style-type: none"> • Need separate Meeting Room storage closet for chairs, AV equipment, storage • Need designated maintenance storage areas apart from utility spaces • Plan for future delivery dock with conveyor belt, which could double as ILL and supplies receiving space • Need distinct systems area • Need custodial closets with water hook-ups on all levels • Need increased outdoor storage space for gasoline, glycol, mower and snowblower • Plan for a generator in case of power loss

SAFETY, SECURITY, CODE COMPLIANCE AND BUILDING ENVELOPE:

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> • Inadequate restrooms space • No sprinkler or fire suppression system • 1988 Elevator does not fit gurney 	<ul style="list-style-type: none"> • Upgrade and expand restrooms to code • Install sprinkler system • Enlarge elevator capacity to code

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| <ul style="list-style-type: none"> • 1988 addition stairs and railings are no longer code-compliant • Address safety and traffic issues in parking lot • 1969 flat roof has history of leaks • No energy baffle at Main rear entry; insufficient heat recovery in lower hallway • Original 1896 library had skylight in the Mary Atwood Ceiling | <ul style="list-style-type: none"> • Address all code issues in 1895, 1963, 1969 and 1988 additions • Enlarge parking lot and address traffic flow and driveway safety; one way driveway traffic? • Design new roofing tie-ins; discontinue flat roof areas • Design future rear North entry for New England climate and address heat recovery • Restore 1896 skylight if feasible and consistent with room function |
|--|---|

IDEAL OFFERINGS:

Current Facility Limitations	Needed Facility/Service Improvements
<ul style="list-style-type: none"> • Self-serve café is reclaimed space; space for meeting, socializing and eating has been requested in each of last two Visioning Surveys (since 2000) • Investigate possibility of on-going Book Sale • Limited access because of open hours 	<ul style="list-style-type: none"> • Plan and design dedicated Café and kitchen support area in future library • Plan and design dedicated on-going Book Sale space to be run by Friends • Plan drive-through window, and plan 24-7 lobby with lockboxes for holds pick-up

Library Building Questionnaire

This questionnaire should be completed by library staff who use the building regularly.

General

Facts and Figures

- Building location: J. V. Fletcher Library, 50 Main St. Westford Common
- Is this a:
 - New building
 - Previously renovated library
 - Addition/renovation
 - Conversion from another building type

- Original building date and dates of any major renovations and/or additions: 1895, 1963, 1969, 1988
- Gross building area: 22,456
- Number of floors: 3.5
- Service population: 23,707
 - Service population is a term used in the Wisconsin Public Library Standards (http://pld.dpi.wi.gov/pld_standard) to indicate the number of people served by the library, including those within its municipal boundaries and an estimate of nonresidents. See the Wisconsin standards document or http://guides.mblc.state.ma.us/building_program_servicepopulation for several methods of calculation.
- Staff FTE: 20.25
- Print/AV collection size: 113,835
- Seats: 259

Number of seats in all areas:						
32	13	1	34	11	135	33
Staff workstations	Fixed public computer stations	Study carrels	Table seating	Group/quiet study	Meeting/program seats	Lounge seats

Location

- Is the library conveniently located for library users? The location is central within the geography of the town, and located on the Town Common. Users must access the library primarily by car. Although contiguous to the Town Center and municipal functions (Museum, Parish Center for the Arts, Police Department, central Fire Station, Town Hall and the Community Center) the J. V. Fletcher Library is a destination library. In a Town with 32 square miles, patrons may reside in outlying areas where another community's library is actually closer or more convenient as they

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conduct their daily business. This library is chosen as a destination because of superior customer service.

- Did the shape of the site influence the building organization in a positive or negative way? The 1988 renovation/addition was substantially shorter on one wing because the Library was dependent upon a septic system; the Library is now tied into a municipal sewage treatment plant. The site in the Center has issues with granite and wet areas. These are in the 2.52 acres behind the library owned by the Board of Selectmen.
- Is the building well oriented in terms of natural light, noise and climate? The Main Street entrance faces south, while the heavily used parking lot entrance faces north; this results in a cold, windy and icy access to a facility without bi-valve doors at the rear entry. There is substantial natural light from windows, and all noise is traffic noise from Main Street. Additionally we have Emergency vehicle noise from the Police and Fire stations.
- Are there any site problems (drainage, contamination, erosion, traffic, etc.) The site is primarily granite ledge or schist and has wet areas, and a significant elevation change from front to back. The 1988 addition included French drains under each new wing. Site drainage continues to be an issue with several catch basins tied in together, draining near the rear of the lot. Parking and the driveway access are inadequate, unsafe and prone to traffic jams.
- Is the landscaping appropriate and well maintained? The foundation plantings are appropriate and well-maintained. By deed, the library must provide screening evergreens along the lot line between 50 Main and 52 Main. This results in an obstructed view when pulling out of the library driveway. The area directly behind parking (owned by the Town, but not the Library) is overgrown and rough, and potentially wet.
- Notes about the location:
 - On the west side of the lot is a Champion Black Oak; children's programs are held under the oak at times
 - Located at an extremely busy and congested point of the triangular Town Common
 - The Library has a Memorandum of Agreement with the Church next door sharing excess parking space when either facility is not open

Convenience & Visibility

- Is the library convenient to public transportation? No, NA
- Is the library accessible for pedestrians? Yes
- Are there enough parking spaces? No
- Are there enough secure bicycle racks? Yes
- Is there a public address system? If so, how effective is it? No
- Is there an effective signage/wayfinding system? Yes, but the building layout is challenging (a basic "H" design) and disorienting, e.g. to get to the ground floor restroom from the Fine Arts area you must go through an elevator
- Is the signage multilingual? No; does have Braille on door signs
- Notes about convenience & visibility: Although the name of the library is etched over the front entrance, a lawn sign is needed. The Common is extremely visible, and passed by a huge proportion of Westford's commuting residents.

Accessibility

- Are there enough accessible parking spaces? No

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- Are there physical barriers for users and/or staff entering the library? The rear entry sidewalks are rough and uneven; surfaces ice up and pool with water. There is no ramp or handicapped accessibility from the Main Street entrance.
- Are there physical barriers for users and/or staff within the library? Yes, aisle widths and access to certain areas barely meet ADA; doors are heavy.
- Are there parts of the building that are inaccessible to the disabled? If so, what areas and where are they? All offices and staff areas are too small. Youth Services is extremely tight. The YS toilet is not accessible. Public toilet doors are too heavy, and numerous oak doors throughout the building are heavy.
- Has the building been designed to enable the autonomy of disabled users? There is some braille signage, and a handicapped access point. There is elevator access to all levels, and a ramp to the Meeting Room. More handicapped parking is needed.
- Does the furniture impede or reduce the mobility of users? The tightness of several areas (especially Youth Services and the YA area) impedes mobility and usage; all collection aisles meet past code, but are now too narrow.
- Notes about accessibility:
 - Despite enhancements to facility lighting, lighting could be improved throughout the building.
 - See exterior walkways and surfaces
 - Elevator is too old to be sized for a gurney
 - Inadequate shelving and floor space means that collections are broken up (on several floors)
 - Three Emergency Exits have steps or elevation changes

Sustainability

- Does the shape and orientation of the building support energy efficiency? The north entry is especially windy and cold, with no bi-valve.
- What renewable energy methods, such as geothermal, solar or wind power, are employed? None.
- Are there passive energy saving devices such as light regulators, occupation sensors, computer cutoff systems, etc..? Occupation sensor in the Staff Break Room; computerized thermostats and boilers. Three external lights on sun sensors. Blow-in insulation in the attic. Lights and ballasts have been changed at least twice to afford more efficiency and cost-savings.
- Are there passive water saving devices such as automatic toilets and self-closing taps? Sink taps are on automatic turn-off, but with flu scares the timed flow is longer.
- Is the use of natural light and ventilation optimized? While we have natural light, patrons continue to ask for more external views and more natural lighting.
- Are there any other sustainable features? None.
- Notes about sustainability:
 - Some options may be limited because of historic district.
 - Lighting has been changed throughout the building (new ballasts, bulbs and fixtures) to be more energy-efficient
 - 3 new boilers are extremely efficient
 - Town has steadily replaced old heat pumps with newer more efficient models since 2005

Safety & Security

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Does the building have safety or vandalism problems? Many areas need to remain locked for safety; improvements have been made to the lower hallway restrooms. Little to no vandalism (very rare graffiti). External parking lot lighting is insufficient (light poles keep being struck and cost almost \$2,000 to replace).

- Does the library employ security staff? No.
- Is there a system of security cameras in place? No; fake cameras are currently in place. Real cameras are being sought as a security measure.
- Does the library have an electronic or RFID theft detection system? No.
- Does the building have a security alarm? Yes.
- Are there external areas such as a Reading Garden or outdoor play space that are considered part of the library? Are users able to enter them without going through a security access point? Yes, there are picnic tables in the rear yard.
- Are emergency exits clearly visible and clutter-free? Emergency exits in the YS and the FA/AV areas are too tight – in the Mary Atwood Hall as well. Several exits do not open onto a level grade. Visibility is obstructed.
- Does the building have a sprinkler system? No.
- Does the library have a fire/emergency alarm system? Yes.
- Are the fire extinguishers up to code and inspected regularly? Yes.
- Is there a generator? No.
- Notes about safety & security:
 - Parking re-design and additional lighting is needed. Parking spaces can be isolated. This has been the number one capital priority for the past two years.
 - The elevator meets the code of 1986, and is not large enough for a gurney.
 - Stairwells meet older code as well, and are too long – without landings and turns that would interrupt falls and promote safety.
 - The mezzanine floor in Fiction does not meet the walls (fire hazard).

Flexibility

- Are spaces flexible enough to allow for change? Vistas between spaces are good, but the total footprint is too small. Reorganization of our space was studied in 2001.
- What services does the building prevent or limit? Youth Services support, teen/tween area, study and tutorial areas, Family restroom, growth of Foreign and Large Print collections, multi-purpose and/or Conference Room, computer training, makerspaces or collaborative study, shipping and receiving, adequate meeting room space, individual office and staff spaces.
- Is it possible to expand or add on to the building at a future date? The Planning and Design grant process will determine this.
- Is it possible to lock off a portion of the building for use outside of library hours (multipurpose room, classrooms, washrooms, etc.)? Yes.
- Notes about flexibility: We've rearranged and reordered as much as possible to maximize the space we have. At this point we are artificially holding down collections in order to stay within the footprint we have. (During the Library Beautification Project from 2007-2011, we add over one-half miles of additional shelving).

Building Materials

- Are the building materials appropriate for the New England climate? Brick and granite – yes. CPA funding paid for repair to the original Italianate plaster on the façade, as well as the stained glass panels on the Main Street façade and the front door entryway.

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- Are the materials designed to stand up to heavy public use? Interior walls are painted plaster with sand finish which is rough and painful to the touch.
- Exterior Walls
 - Is the exterior material appropriate for the surroundings? Yes.
 - Are there any cracks or leaks in the walls? Basically no. There are ceiling plaster cracks in the original Browsing Room.
 - Does the exterior need painting? Window frames only from the original Victorian building; this has also received support from CPA funding.
- Roof
 - Are there any leaks or other roof problems? Three roofs: fake slate, neoprene and flat asphalt – the flat roof has had leakage issues, the two other roofs will need replacement in 3-7 years. Remediation will be needed for the slate, which was just recently found to contain some asbestos.
 - Are there any leaky skylights? Yes, two skylights – one (1895) repaired, one needing replacement in the short term from the 1987 addition.
- Doors & Windows
 - Do the doors or windows leak? Significant air flow through doors; opened scores of time daily.
 - Are the windows double- or triple-pane glass? Only in the 1969 and 1988 additions; over one dozen original windows from 1895 remain. Some do have storm windows.
 - Does the library have enough natural light? No.
 - Is the collection being damaged by sunlight? South-facing collections, fabrics and the façade are impacted by sunlight.
 - Is there too much glare on computer screens? At the south-facing windows, and in certain offices.
 - Are there sun-excluding materials such as overhangs, blinds, louvers, or curtains? Are the windows tinted or is special glass used on the west and south sides? We have a mix of blinds, mini-blinds and deeply-recessed windows. UV-protective film is needed on most of the south-facing windows to protect textiles and furnishings.
 - Do windows and doors allow heat in summer and cold in winter to penetrate? Yes.
 - Are the windows operable? Do they have screens? Can they be locked? Multiple (but not all) windows are operable and lockable and have screens. This is true in all areas except Technical Services and the Meeting Room
- Flooring
 - What kind of flooring is used at the entrance? Can it handle tracked-in dirt, water and snow? Quarry tile and mosaic tile, both covered with dirt mats.
 - Are the ramps and stairs floored in a non-slip surface? No. Stairs are quarry tile, wood tread and carpeted.
 - What flooring is used in the main public areas? Is it durable and easy to clean and maintain? Carpet with dirt mats. It must be cleaned daily.
 - If carpet is installed, what is its age and condition? All newer than 2007 – thanks to Friends fund-raising and capital improvements.
 - Are there access hatches in the floor? Are they easy to use? If an access hatch is located in a public area, is it covered and/or locked? None.
- Walls
 - What is the finish of the interior walls? Plaster with sand paint, or smooth plaster (in the 1895 original area).

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- Are there any apparent cracks or leaks? Yes, original Victorian plaster cracking, especially in ceiling.
- Ceilings
 - Is the ceiling suspended or fixed? Suspended ceilings in the Fiction Area and the Meeting Room need replacement, as well as in the Fine Arts area. The original 1895 rooms have a fixed plaster ceiling.
 - What is the condition of the ceiling? Ceiling tiles are poor, especially over Fiction Ceiling needed in Staff Break Room. Cracks in the Victorian plaster ceiling.
 - Is any water damage apparent? In the Mezzanine and Fine Arts area from ice and heat pump leakage. Also from adding cabling over the years.
- Notes about building materials:
 - While we are thankful for the original granite and continued brick additions, the mix of roofing materials, roof lines and windows have needed constant upkeep

Structure

- Does the floor sag in spots? Are there soft spots? We have uneven levels throughout
- Does the floor shake or bounce when walked on? In the Mary Atwood Hall on the third level (a supporting wall was taken out in 1969).
- Is the foundation damaged in any way (cracks, crumbling)? No.
- Is there a crawlspace or basement? If so, is there any flooding or leaking? No.
- Is there a musty or moldy smell anywhere in the building? If the Meeting Room HVAC is not on, this area can smell musty. There is a musty smell where the AC pipe enters the Fine Arts wall from the outdoor chiller.
- Are there other unpleasant smells? We have atomizers/misters installed in bathrooms and the YS area. Exhaust fans in the bathrooms are inadequate, as these are three floors from the outtake area, so none of these are efficient. Elevator exhaust fan pulls in outside smells.
- Have insects or other pests been found in the roof, walls or basement? Yes, the granite and loose rock foundation allow in mice; we have also had bats, squirrels, chipmunks, snakes and assorted insects on a sporadic basis. Mice are a fall ritual.
- Notes about structural elements:
 - We are fortunate that the structure has been kept up as well as it has.

HVAC

- What system of heating, ventilating and air conditioning is installed? Is there one integrated system or several different systems? Three gas-fired new boilers and 13 heat pumps. Air conditioning is integrated with the heat pumps. Three wall-mounted entry heaters insufficient to keep up with outside cold air when public enters and exits. At times we supplement with fans and quartz heaters. Outside chiller noise is considerable. Runtel radiators in YS can get extremely hot to the touch.
- How old is the HVAC system? New boilers were installed in 2001 and nine heat pumps have been steadily replaced since 2005. A new chiller was installed in 2000.
- Do users and/or staff frequently complain about the temperature? Overhead fans are in the Reference and the TS areas; higher floors (mezzanine) can be hot in the summer and cold in the winter. Ambient temperature is inconsistent throughout the library; both heating and cooling can be inadequate.

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- Does the HVAC system produce obtrusive noise? Is it economical and energy efficient? Some vents are noisy. Chiller is noisy.
- Is the HVAC system easy to maintain? What is its maintenance record? Quarterly filter replacements and semi-annual cleaning. Chemical treatment for the chiller. Need to change from ethylene glycol in the future for the circulating perimeter heat.
- Are the filters, ducts and/or pipes easily accessible? The attic installations are very difficult to access; multiple ceiling access units.
- Is the mechanical room well maintained and free of clutter? It is absolutely too small for the mechanical supplies, cleaning supplies and the telecommunications equipment. At this point, it cannot be maintained in a clutter-free way. We need double the floor space. Meeting room furnishings are stored here when we need to empty the room for programs and book sales.
- Notes about the HVAC system(s):
 - We have steadily replaced, repaired and upgraded these systems. The AC controls are the next expensive expenditure.

Electrical & Data

- Is the electrical wiring adequate for regular library operations? Is the wiring tidy and safe? Adequate but not tidy, no. Telecommunications stack needs to be relocated.
- Are there enough outlets to satisfy demand by users and staff, and are they located appropriately? Are cords stretched across walkways on a regular basis? Outlets have had to be added; some cords (at FA Desk) are under floor molding. More outlets are needed by the public. Outlets are needed by staff in more safe and logistical locations.
- Does the multipurpose room have an adequate A/V system, including audio and projection? No.
- Where are servers and other network equipment located? Is it in a separate climate-controlled space? Is the room adequately sized for equipment & required workspace? Inadequate space and no climate control – damp, moldy, inconvenient and ill-lit cellar area.
- Does the library have enough room to accommodate the growing data demands of staff and users? No.
- Does the library provide wireless internet? If so, are there enough hubs to cover all areas? Repeaters had to be increased and strengthened. Wifi strength is spotty and needs to be re-booted often.
- Is there a public address system throughout the library? No.
- Is the building wired to accommodate an emergency generator? Is there a permanent generator installed? No.
- Notes about the electrical system:
 - Of all the sub-contracts, this was one of the most disappointing in terms of results
- Notes about the data delivery system:
 - When the library opened “new” in 1988 – it had 4 dumb computers at public service stations, and inadequate wire chases. This infrastructure is completely ill-suited to current needs.
 - Subsequent data wiring was performed by local technical school students.

Lighting

- Is the artificial lighting level sufficient? No, especially in the stacks.
- Is there a good mix of general (high up) and task (at table or counter surface) lighting? Little task or surface lighting. Collection and safety lighting is most critical.

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- Are there independent lighting controls for each area? Can they all be turned on and off from a central point? Central point for most lights; individual offices have wall switches.
- Are motion sensors installed in areas that aren't in constant use? Staff break room only.
- Notes about lighting:
 - Lighting has been added over desks and in the Mary Atwood Room.
 - New ballasts and bulbs have been sought for energy efficiency.
 - Metal halide lights were replaced with fluorescent.

Acoustics

- Do users or staff complain about noise from outside the building? No, although sound leakage is greater in the rooms with original 1895 windows.
- Do users or staff complain about noise generated within the library? Yes – some of this is family noise. Staff are forced to work in too close proximity. Noise drifts up and down in certain areas because of open design.
- Do users or staff complain about noise from adjacent rooms? Yes.
- Are the functions within the building organized to create high-activity, moderate and quiet zones? No, because of the open layout young users move throughout the library, so true quiet is extremely rare. We are a noisy library with only one small Silent Study space.
- Are there enough quiet rooms or areas to satisfy demand? Are they quiet enough? No.
- Are any acoustic wall panels or other sound-absorbing materials installed? No.
- Are any white noise generators or sound-masking devices in use? No.
- Notes about acoustics:
 - All surfaces and finishes are very "live" and noise moves throughout the building with child users.

Shelving

- Is the current shelving adequate to accommodate the collection with room to grow? No; we added over .5 miles of shelving during Beautification which has already been filled.
- Does library staff spend a lot of time weeding and shifting collections? Yes.
- Is there a good mix of shelving types for all material types? Yes, but all too high.
- Is there enough display or face-out shelving? No – not enough space to utilize these.
- Is the shelving arranged in a logical pattern? Can patrons find items easily? No – any 30-36" wall area now has shelving on it.
- Are end-panel signs easy to update? No.
- Do the shelving aisles conform to ADA standards? Just – when stepstools or book trucks are in use, the aisles are too narrow.
- Do patrons complain about items shelved too low or too high for them to reach comfortably? Yes, this is particularly true in the Youth Services area.
- Is compact shelving in use? If so, how is it used? No.
- Notes about shelving:
 - Much of the collection is shelved dangerously high, and many are placed in non-logical order and on different floors, as we have tried to continue to maximize limited space.

Furniture & Artwork

- Is there enough furniture (seating, tables, carrels) to satisfy demand? No.
- Is the furniture durable, attractive and comfortable? Yes – almost all was replaced between 2007 and 2009.

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- Is the furniture sized appropriately to the area in which it's located? Not always.
 - Does the children's library have several sizes of furniture to accommodate all ages? No
 - Does the furniture fit the scale of the room? Are there tiny clusters of chairs in a huge room, or a massive board table in a cramped room? Everything is small (except the tall shelving) because of insufficient space.
- Are there enough dedicated display units or cases to accommodate local collections? No, plus we could use an art gallery.
- Are they secure & located in high-traffic areas? Yes.
- Is the furniture easily cleaned and maintained? Are pieces replaceable if damaged? No, despite Krypton treatment. We have replaced and pulled old furnishings.
- Is the furniture and its arrangement welcoming and attractive? Yes – in areas; in some places too cramped. Seats are not all equally comfortable, since some was chosen for the small footprint.
- Is there a variety of seating types? Yes.
- Can users rearrange the furniture to suit their needs? Not easily.
- Does the library have permanent or temporary displays of artwork? Permanent: historic samplers, quilted textiles, copper wall fountain, plus some historic pieces.
- Is there a hanging system installed? If so, is it secure? Gallery rods on picture molding in Browsing and Mary Atwood - no.
- Notes about furniture: YA furnishings, while fun, are completely insufficient and inadequate; Fine Arts study tables are insufficient with no lounge furniture. Children's is extremely cramped with not enough seating variation, or study and computer tables.

- Notes about artwork:
 - We receive requests for a gallery space but currently have no safe wall space to offer.

Services Entrance

- Is the entrance to the library visible and identifiable from both the exterior and the interior? Are there direct sightlines to a staff service point? The front entry is identifiable, the re-constructed rear entry less so. No. Staff is visible only from the Main Street front entry.
- Is there more than one public entrance to the building? Are all entrances clearly visible from a regularly-staffed service point? No. The rear entry is an unstaffed space.
- Are the doors easy to open for all users? No.
- Is there a double door (vestibule) at the main entry? Front public entry and staff entry only; rear parking lot entry does not have a bi-valve door.
- Are doors equipped with automatic openers? Rear public entry only.
- Is the size of the lobby or foyer adequate? No. There is insufficient distance at both entrances for a user to orient themselves.
- Is the organization of the building apparent and understandable from the front entry? No.
- Is the library well-organized and easily navigable? Organized but not easily navigable.
- Is movement throughout all library spaces possible with only one security access point at the entrance? No. There are no security points – in part due to a double-sided elevator on multiple levels and 3.5 levels.
- Are stairs and elevators clearly visible from the entrance? No.
- Is there an accessible and well-located book drop? Two drops – front is visible, rear drive through will work better with parking lot re-design.

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- Are self-check and return machines available? No, because of space.
- Is there space for a community bulletin board, flyers and brochures? Yes, but inadequate. Need a library-only bulletin board.
- Notes on the entrance:
 - The lack of staff monitoring of the rear entrance, as well as the absent environmental features (double doors, contained heating) are especially problematic.

Service points

- How many service points (staff stations in the public area) are in the library, and where are they located? Four: YS Desk, Main Desk, Ref Desk, FA Desk. First three on the "Main" level and Fine Arts Desk on the Ground level.
- How many self-service stations (self-check, self-copy, etc.) are in the library, and where are they located? 0
- Is the main circulation desk sized appropriately for demand? No
- Is there a reference desk separate from the circulation desk? If so, where is it located? Yes, west wing
- Is there an information desk or kiosk separate from the circulation desk? If so, where is it located? No kiosk.
- Is a regularly-staffed service point located within sight of each entrance? Within sight of the restrooms? No, neither.
- Is a separate service point located in the children's library? Yes – we never want circulation in YS.
- Does each service point have adequate communication with other staff areas (telephone, pager, doorbell system, IM, etc...)? Telephone, Email, LAN connection, only. Sometimes walkie-talkies.
- Notes on service points:
 - Ideally, in a future library we would have a single circulation desk, instead of the two we have now.

Children's Library

- Is the children's library conveniently and easily accessed within the library? Is it adjacent to a program or multipurpose room? No, only to a small Story Hour Room.
- Is there adequate separation between the children's room or area and the main library? No.
- Is it isolated from other public areas, i.e. on its own floor? No.
- Is a family restroom located in or near the children's library? Is it large enough, and with a changing table? Is it visible from a regularly-staffed service point? No.
- Is there enough room for stroller parking? No.
- Is there furniture, decorations and collections sized & suitable for all ages? For example, are chairs of several sizes available? Are there colors and designs on the ceiling for infants? Are themes and colors reflected in furniture, finishes and equipment? We've done our best with limited space; VERY little seating, so not enough types or sizes.
- Is shelving too high for the corresponding age group? WAY too high
- Is there furniture for parents and caregivers? No
- Does the children's library have specific places for different activities and noise levels? No
- Is a variety of seating and work space available? Does the area allow for group work, single study, sitting on the floor, and quiet reading/study? No
- Is a self-check machine, of an appropriate height, located in the children's library? No

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- Is there a separate storytime room? Is it too large or too small for demand? Is it located in a "pit" or sunken floor area? Yes – too small. Is next to small bathroom and storage area with sink.
- Are there reading "nooks" that are hidden from view of staff? No
- Is there a separate craft/activity room? No. Are the walls, floors & furniture easily cleaned? No
- Do storytimes and crafts/activities take place in the same area? Is it too large or too small? Are the surfaces easy to clean? Too small, no real craft space
- Does noise from the children's library leak out into other public or staff areas? Yes
- Is there enough space for displays & artwork? No
- Does the children's library have its own place for community announcements and brochures? Yes
- Notes on the children's library:
 - No computers for doing homework
 - High book shelves make books out of reach of many children
 - Need lower stacks for visibility
 - Need better stack lighting
 - Need more study space
 - Bathroom in YS has no space for a changing table or stroller
 - Not enough shelf space
 - Only room for one staff person to work in public space; at times need three
 - Not enough play space for pre-schoolers
 - Not enough seating

Young Adults/Teens

- Is the size adequate for the local YA/Teen population? No
- Is it a separate room from the main library? No
- Is there a distance between the YA/Teen area and the children's library? Yes
- Do the furniture and finishes appeal to teens? Yes, the little we have
- Can the shelving and displays accommodate a wide variety of formats and media? No
- Does the space provide a positive and safe environment for studying, socializing, gaming and other activities? No
- Is a variety of seating and work space available? Does the area allow for group work, single study, sitting on the floor, and quiet reading/study? None of these
- Is there enough space for group programs? No
- Is the look and feel distinctly different from the rest of the library? No
- Does the space include interactive elements and technology? No
- Is the design flexible and adaptable? No
- Are the finishes and materials highly durable and resistant to graffiti? No
- Does noise from the YA/Teen area leak out into other public or staff areas? Yes
- Notes on the YA/Teen area:
 - Need actual teen/tween room with collaborative/meeting space
 - No computers for doing homework
 - No desk or space for staff person to work in/monitor YA

Specialized Areas

- Quiet Rooms
 - Are there enough group study rooms for the demand? No – one seats 4.

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- Is there a "quiet" or "silent" room with a variety of seating options? No – two tables with 7 chairs.
- Meeting Rooms
 - Does the library have a meeting or conference room? How many people does it accommodate? Yes 100 – parking inadequate
 - Are there restrooms and a kitchenette adjacent to the meeting room? Yes
 - Can the meeting room and restrooms be locked off for after-hours use? Yes
- Local History
 - Does the Local History collection have a separate room? No; it is a joint meeting room.
 - Is there an archive? Is it climate-controlled? No
 - Is the room or area equipped with study tables and space for equipment? Original library study tables from 1895 are in the room
 - Are there enough display cases and secure shelving for the collection? No
 - Is there a separate service point in this area? No
- Can the area be adequately supervised? No; it is locked when not in use.
- Notes on these or other specialized areas:
 - The Mary Atwood Hall on the third floor is not truly handicapped accessible

Restrooms

- Are there enough public toilets? No
- Are the restrooms well-located for convenience and visibility? No, not for monitoring.
- Are they ADA-accessible? Two restrooms have handicapped-accessible stalls, but the exterior restroom door is extremely heavy
- Is vandalism a problem? No
- Is all the equipment (soap dispensers, hand blowers, paper towel dispensers, toilet paper holders, etc.) well maintained? Yes; we use hand blowers and receive requests for towels.
- Are the fixtures, pipes and drains in good order? Replaced since 2005 -
- Are the fixtures and porcelain stained or chipped? Replaced since 2005 -
- Is there an unpleasant odor? Atomizers are in each stall but the exhaust is inadequate, since the fan is pulling up 3 stories.
- What finish materials were used? Are they easily cleaned and maintained? Tile and laminate
- Are there floor drains? No
- Is a water fountain located adjacent to the restrooms? Yes, one chilled bubbler
- Notes on restrooms:
 - All need a family-sized stall, handicapped accessibility and changing tables
 - Need one on every floor [three floors]

Staff & Delivery Areas

- Are back-of-house areas properly located to maximize efficiency? Only for certain functions
- Are staff areas flexible and large enough to accommodate the current staffing load as well as future projections? No, all space is now in use.
- Is a staff lounge with separate restroom, kitchen and seating provided? Is this room used as staff or volunteer workspace at times? Yes but too small; sometimes used for library meetings.
- Are workstations ergonomic and functional? No
- Do staff areas provide natural lighting? No
- Is there a separate staff or delivery entrance that provides easy, level access? Yes

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- How are deliveries handled? Is there adequate space for bins and boxes and room to process them? Access is level and the delivery distance is short, but there is not enough space. This function does have its own workstation.
- Is designated staff parking provided? Is it adequate & located near the staff entrance? Yes, designated, but inadequate. Staff are instructed to park at the rear of the lot to leave closer spots for patrons, hence it is not safely convenient to staff entry; not marked "staff", nor protected as such
- Notes on staff areas:
 - Almost all staff offices are shared spaces and too small
 - More storage is needed – items are stored and filed in public areas
 - Third floor offices are floors away from a restroom
 - Current staffing level has outgrown the Technical Services and Processing spaces and the Stagg Lounge space
- Notes on delivery areas:
 - We are fortunate to have a grade level access to Technical Services/ILL
 - At times we need a delivery that does not impact the Public Entrance (both staff and public entrance diverge off the same rear sidewalk)
 - It would be nice if more storage were closer to the delivery entrance

Maintenance

- Is the building clean and well-maintained? Yes
- Is the plumbing adequate and positioned well? No because of age; sinks, faucets and vanity tops have been replaced since 2007.
- Is a janitor's closet located in or near the restroom? One floor only
- Is a janitor's closet located on each floor of the building? No
- Notes on maintenance:
 - Storage and workspace a major issues
 - Telecommunications is housed in the cellar-like maintenance area
 - Utility areas are congested and pressed into storage space
 - Multiple uses have made the area difficult to organize and maintain
 - Separate storage is needed for Meeting Room overflow

Conclusion

- What does your library do particularly well? How does your building contribute to your success?
 - Inadequate space but extremely creative and responsive staff; we refurbished from 2005-2012 to improve spaces. We offer a multiplicity of services.
- What collections, services and staff functions does your facility prohibit you from providing?
 - Computer training
 - YS programs and collections
 - Teen tween and YA collections and programs
 - Historic archive/research
 - Unshared offices and desks and workspaces
 - Makerspace
 - Conference Room
 - Adequate Storage
 - Adequate Parking

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- Adequate Bathrooms on each level
 - Multi-purpose Room
 - Small, private study spaces/rooms
 - Adequate number of public PC Stations
 - YS PC's for Educational Play, etc.
 - Teen and Tween dedicated PC's
-
- What building-related changes would make your library better? More space allowing logical and systematic collection storage; more vistas; especially more space for youngsters and teens.
 - Additional notes not covered elsewhere:
 - Since the 2007-2012 Library Beautification Project, we are a poster library for refreshing and refurbishing the 25-year-old plus facility, however, we can no longer creatively or cosmetically compensate for the actual lack of square footage to house collections, functions, services, staff and public.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

(Appendix C)

DRA 2014 Facility Condition Assessment, Town of Westford: J. V. Fletcher Library Excerpt

J. V. FLETCHER LIBRARY

50 Main Street

Year Constructed: 1895
Year of Renovation/Addition: 1963, 1969, 1988
Building Type: A-3
Construction Type: III B
Fire sprinklers: No
Gross Floor Area: 22,456 SF
Floors: Ground, First and Second plus attic.
Assessor Lot # 059 0018 0000



GENERAL:

LIFE SAFETY:

3 Mezzanine railing do not meet the requirements for guardrails or stair handrails. The plexiglas panels added are not adequate to withstand horizontal loads required. Railing need to be replaced to meet code requirements and MAAB.



HEALTH:

3 Mice invade the basement through the foundation wall each fall. A professional should be employed to remove the mice and close up access points into the building.

HAZARDOUS MATERIALS:

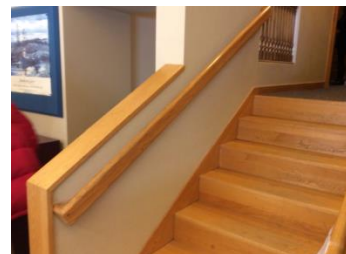
3 Imitation slate roof system is in need of repairs and is noted as containing asbestos. (FY 2017 Capital request)

ADA COMPLIANCE:

3 Doors have knobsets and need to be replaced with hardware.



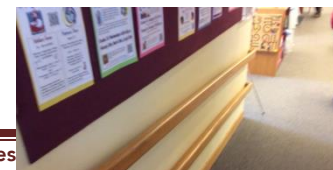
3 Handrails on stairs and ramps are not ADA compliant (one short stair has no railing) and need replaced with round handrails with extensions at top and



lever

to be

bottom. In the case of the historic stairs a variance should be obtained MAAB to allow continued use without changes.



from

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

3 Sinks are not ADA accessible. Replace cabinet and sink to achieve compliance.

3 Service desks need to be made accessible for staff and users. (FY 2016 Capital request)



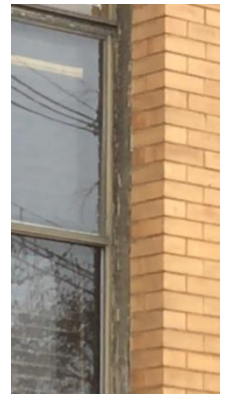
3 Elevator Controls need to be made ADA compliant. (FY 2015 Capital request)

SITE:

3 Parking lot needs to be re-designed and include more handicapped accessible parking. (FY 2015 Capital request)

EXTERIORS:

2 Historic wood windows are deteriorating and need putty replacement. Exterior surface is badly peeling and needs to be re-painted.



3 Single ply roof system needs to be replaced. (FY 2016 Capital request)

3 There is a leaking skylight in the 1987 addition that requires replacement.

3 Joints between granite treads of original entrance steps need to be re-pointed with mortar not sealant.



4 Rain leaders, in general, have been damaged where they enter the ground. Connector needs to be hammered out so as to not restrict the water flow.

4 It appears that mulch may be covering weep holes around the front of the building. Move mulch away from building to allow cavity wall to drain.



3 Bituminous walks adjacent to building are cracked and need crack filler added.



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INTERIORS:

- 3 The floor of the third floor vibrates in one location. We were unable to observe the third floor framing at the time of the visit. Further investigation is required to understand and mitigate the unusual vibration due to footfall noted in the third floor. (Apparently, a supporting wall was removed in 1969)
- 3 Ductwork penetrations through the walls of the attic are not reinforced. Steel lintels need to be added at the unreinforced penetrations in the attic masonry walls.
- 3 Interiors of historic window sash are deteriorating from condensation and need to be scraped and re-finished.
- 3 Acoustical tile ceilings are sagging, stained and patched. It is unknown whether or not they are supported on a grid system. Ceilings need to be replaced with 2x2 non-sag acoustical ceiling panels in a grid suspension system.
- 3 Exit doors from youth services and audio visual collection areas are too tight and need to be adjusted for ease of operation.
- 3 There is some cracking of the plaster walls and ceilings. Cracks should be cut out, support of plaster verified and where necessary re-attached, and crack repaired.



ENERGY & WATER CONSERVATION:

- 3 North Entrance does not have a vestibule allowing cold air deep into the building. A vestibule should be added.
- 3 Original build's windows are single glazed but only some have storm panels. Storm panels were missing and should be replaced



MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION: (see individual reports for detailed description).

- 2 The library building does not have a fire sprinkler system which should be added. A wet system should be installed for the floor areas, but where there is a potential for freezing a dry system should be installed. A new separate water service will need to be provided for the sprinkler system.
- 2 No Backflow preventer for domestic water in the Mezzanine mechanical room. Replace unit and mount in accessible location.
- 3 Floor drain in Mezzanine mechanical room in poor condition. Provide new floor drain, to properly drain floor and provide adequate drainage for all equipment drains.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

4

In Children's area toilet room, floor mounted toilet does not meet code. Provide new toilet room, and make MAAB compliant to provide facilities for both sexes.

4

Electric water heater in basement is beyond its useful life and no tempering valve. Replace with new gas fired high efficiency water heater, and install proper tempering equipment.

2

Water service located in basement has no backflow preventer. Install building isolation backflow preventer.

3

Water service shut off valve not in accessible location. Install main water shut-off valve in accessible location.

2

Cooling Tower has no backflow preventer Provide backflow preventer, and do not use wall hydrant as this device will not protect against a cross-connection.

3

The fluid cooler in an enclosed tower at the back of the building is noisy due to lack of vibration isolation. Add vibration isolation.

4

The outdoor condenser water piping is corroding and should be cleaned and painted. All valves should be replaced at that time. Piping is supported off unit and building exit point needs to be supported off exterior slab.

3

Hot water piping needs a chemical treatment regimen.

4

The ATC needs to be integrated with the unitary controls of the water cooled heat pump units (13) duct mounted throughout the building.

4

Four heat pumps are in need of replacement. Two require new controls (FY 2015/16 Capital request)

2

There is exposed Romex cable at the main entrance. Replace with cable in conduit.

2

Receptacles and switches are beyond their useful life and need to be replaced.

4

External parking lot lighting is insufficient. Additional LED fixtures should be added to improve visibility.

J. V. FLETCHER LIBRARY BUILDING PROGRAM, 2015

SECTION 4: PHOTOGRAPHIC RECORD



Adult 600's Stacks



Young Adult Area is a Single Aisle



Children's Stacks are High & Congested

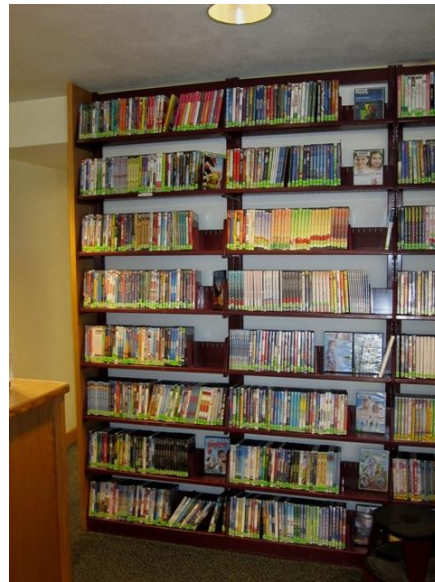


YA Collections Next to Emergency Exit

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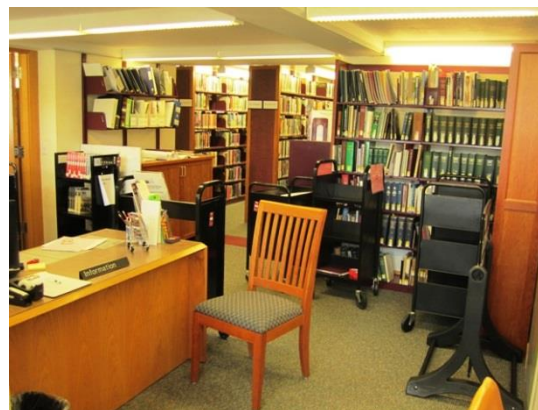
IT in Maintenance Area



Media Shelved Floor to Ceiling



Shelving Seven Feet Tall



Shelving on Every Wall



Crowded and Congested Children's Room

SECTION II - 3: COLLECTION PROJECTIONS SQUARE FOOTAGE SPREADSHEET

Summary of Estimated Space Needs with seating by type*			Library Name: J. V. Fletcher Library															
See Library Building Program Area Descriptions			12/16/2015	Collection:2016			Collection:2023			CONCEPT: Collection			Computers:2016		Computers:2023		CONCEPT: Computers	
Area Name	Current Space (sq ft) 2016	Proposed Future Size (sq ft)	Preferred Concept Area (sq. ft)	Volumes	Media Materials	Periodicals	Volumes	Media Materials	Periodicals	Volumes	Media Materials	Periodicals	Public Computer Workstations	OPACs	Public Computer Workstations	OPACs	Public Computer Workstations	OPACs
ADMIN Admin Asst./Reception(Business Office)	150	175	174															
ADMIN Admin Closet/Storage	0	12	100															
ADMIN Asst Director's Office	80	175	177															
ADMIN File/Equipment Room	0	150	156															
ADMIN Library Director's Office	160	225	285															
ADMIN Sub-Total:	390	737	892	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADULT Café	0	550	300															
ADULT Fiction Stacks	1,245	1,200	1,682	13,050			20,000			13,440				2				2
ADULT Media Collections	870	650	786		6,950			1,500			11,664			2				2
ADULT New/LP Collections/Seating	240	1,000	1,200		3,750	750		1,505			4,020	900						
ADULT Nonfiction Stacks	2,040	2,500	2,420		31,000			19,000			31,710			2				2
ADULT Sub-Total:	4,395	5,900	6,388	47,800	7,700	0	40,505	1,500	0	49,170	12,564	0	0	6	0	0	0	6
CIRC Circulation Service Desk	420	500	351															
CIRC Circulation Workroom/Storage	0	300	152															
CIRC Head of Circulation Office	37.5	150	133															
CIRC Homebound	0	150	111		1,000					650								
CIRC Sub-Total:	457.5	1,100	747	1,000	0	0	650	0	0	1,260	0	0	0	0	0	0	0	0
INFO Collections/Study/Reference	2310	1,000	1,200	1,000						950								
INFO Group Study/Makerspace			328															
INFO Group Study			107															
INFO Group Study			400															
INFO ILL Receiving Area			250															
INFO Local History Vault/Research	535	750	644		2,200			2,765						4				2
INFO Periodicals & Backfile Storage	1,095	500	786						275			250			585			
INFO Photocopier/Machine Alcove		70																
INFO Public Computers & Catalog Area		360	461										12	4		6	12	4
INFO Services Office	120	300	91															
INFO Ref & Readers' Advisory Service Desk			225															
INFO Silent Study Room(s)*	75	480	559															
INFO Reference Lounge Area			480															
INFO Mary Atwood Room	1058	1058	1058															
INFO Sub-Total:	5,193	5,873	6,504	3,200	0	275	3,715	0	250	3,612	0	585	16	4	0	6	14	4
MAINT Flex/Storage		500	319															
MAINT Sub-Total:	0	500	319												0	0		
MTG Community Meeting Room	1,050	1,500	1,512															
MTG Community Mtg Rm Kitchen			85															
MTG Community Mtg Room Storage		120	133															
MTG Conference Room	535	540	246															
MTG Trustees Room			314															
MTG Sub-Total:	1,585	2,240	2,290	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STAFF Break Room & Kitchen	335	550	400															
STAFF Locker Area		90	81															
STAFF Restroom		60	56															
STAFF Sub-Total:	335	700	537	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SYST Office	37.5	150	126															
SYST Server/Network Room		120	208															
SYST Sub-Total:	37.5	270	334	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TS Acquisitions Office	1,060	150	148															
TS Cataloging Area		600	850															
TS Delivery/Unpacking Area		150	248															
TS Processing Area		300	400															
TS Head of Technical Services Office		150	0															
TS Supply Stock Room		70	78															
TS Sub-Total:	1,060	1,420	1,724	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YA Collections/Public Area	275	800	785		7,100	300		10,750	100	30			6			3		6
YA Office	0	150	125															
YA Sub-Total:	275	950	910		7,100	300	0	10,750	100	30			6	0	0	3		6
Youth Services Collection Stacks	1,160	1,500	1,000		35,425	2,000		20,800	800	200			23,997	1,152		2	2	2
YS Elementary Study Area		900	1,179			200			50				2	2	2	2	2	2
YS Family Restroom		225	131															
YS Head of YS Office		75	135															
YS Preschool & Early Reader Area		610	1,411		13,500					13,200							2	
YS Program & Craft Room & Kitck.		350	873										2					
YS Program Storage			180															
YS Workroom			300															
YS Youth Services Service Desk		25	154															
YS Sub-Total:	2,220	5,160	5,079		49,125	2,000	0	34,050	800	200			4	4	4	4	4	4
				Total Vols	Total A/V	Total Periodicals	Total Vols	Total A/V	Total Periodicals	Total Vols	Total A/V	Total Periodicals	Total Public Computer Workstations	Total OPACs	Total Public Computer Workstations	Total OPACs	Total Public Computer Workstations	Total OPACs
Total Net SF	15,948	24,470	25,724	108,225	10,000	275	89,670	2,400	480	95,127	14,052	585	26	14	4	13	24	14
30% Future Unassignable Area	7,845	7,341	7,327			118,500			92,550			109,764						
Mechanical/el data																		
Toilets/Janitor closet																		
Total Estimated Gross SF	22,460	31,811	35,159															

SECTION II - 3: COLLECTION PROJECTIONS SQUARE FOOTAGE SPREADSHEET

Public Reader Seats: 2016				Seats: 2023				CONCEPT: Public Reader Seats				Staff/Vol Seats		Staff/Vol Seats/ Computers: 2023			CONCEPT: Seats		
Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program Seats	Lounge Seats	Table Seating for 2	Individual Study	Program Seats	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program Seats	Task	Guest	Task Chairs	Guest Chairs	Staff PC's	Task	Guest	
														1	1	1	1	1	2
														1	2	1	2	1	3
														2	2	2	2	1	4
0	0	0	0	0	0	0	0	0	0	0	0	4	5	4	5	3	4	9	
	12	12			12			2		9									
6	4	8		6	6			5		8									
									2										
5	1	6		5				4	1	6									
4		6		7	6			5		12									
15	17	38	0	18	24	0	0	16	3	43	0	0	0	0	0	0	0	0	
														4	2			4	
														2	1			1	
														1	1	1		1	
														1	1	1		1	
														1	1	1		1	
0	0	0	0	0	0	0	0	0	0	0	0	8	2	6	1	0	7	2	
	2	8			12				2	12									
	1	4			4				1	4									
	1	4			4				1	4									
	0																		
	1	12							1	8				1				1	
8	4	12		6	8			9	1	9								1	
		0			6														
		16																	
		0																	
		0												2	1	1	1	1	
	4	16				16			4	16				1	1	2	1	2	
	8	16		14	30				6	16									
						24	35												
8	21	88	0	20	64	40	0	9	15	69	0	6	3	5	2	4	5	3	
														1	1	1	2		
														1	0	1	2	0	
			125				125				130								
			8				16				20								
						8													
0	0	0	133	0	0	0	141	0	0	0	150	0	0	0	0	0	0	0	
																		8	
0	0	0	0	0	0	0	0	0	0	0	0	0	8	2	8	0	0	8	
														1	1	1	1	1	
0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	
														1	1	1	1	1	
														4	2	2	4		
														1	1	1	1		
														2	2	1	2		
														1	1	1	1		
0	0	0	0	0	0	0	0	0	0	0	0	9	1	6	1	5	8	0	
	14	14		6		4		2	14	14				1	1	1	1	1	
														1	1	1	1	1	
0	14	14	0	6	0	4	0	2	14	16	0	2	1	2	1	1	2	1	
		2																	
	4	16		2	16			4	4	16									
		0																	
		0																	
11	4	17		11	8			11	5	24		1	1	1	1	1	1	1	
		0	40				26				40	1				0	1		
		0																	
		0												2	1		2	1	
														2	1	3	2		
13	8	35	40	13	24	0	26	15	9	40	40	6	3	4	1	4	6	2	
Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats	Total Lounge Seats	Total Table Seating for 2	Total Individual Study	Total Program Seats	Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats	Total Staff Seats		Task	Guest	Staff PC's	Total Staff Seats		
36	60	175	173	57	112	44	167	42	41	168	190	36	24	30	20	18	33	26	