A Building Program for the Round Lake Area Public Library District

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I-A.   Introduction

This ***Building Program for the Round Lake Area Public Library District*** is intended to provide the architect selected by the district's Board of Trustees with specific information necessary for either remodeling and expanding the existing library building or designing and constructing a new library.

The ***Program*** was developed in the fall of 2012 in a series of meetings between the Board of Trustees and staff of the library and the building consultant.

The Round Lake Area Public Library serves a group of communities in Lake County, Illinois, including Round Lake, Round Lake Park, Round Lake Beach, Round Lake Heights, and Waynesville.

In 2010, the population of the library district was 40,400. The Chicago Metropolitan Planning Agency projects a 34 percent population increase for the five communities in the district by 2040, 20 to 25 years after the library is expanded or a new building is constructed. This indicates a 2040 population of about 54,000.

The Round Lake library currently occupies a 36,000-square-foot building originally constructed in 1988 and remodeled in 2000.

The library building has a number of strong features:

- Generally good repair
- A large number of computers for public use
- Pleasant outdoor spaces
- Central location in the district
- Location on a quiet side street near local parks
- A meeting room that can be used when the rest of the library is closed
- Pleasant natural light
- The strongest features of the library, however, are only partly related to the construction of the building. These include excellent public programs; a friendly, competent staff; and strong collections.

The building also has a substantial number of weaknesses:

- Relatively small size for the population served

- Inadequate space for readers
- Insufficient shelving, which forces the library to throw away books that are still of interest to the community
- Inadequate meeting facilities
- Bad acoustics
- Low ceilings in most areas, making good lighting difficult
- Inadequate staff workspaces
- A difficult site for further construction
- Overflow parking from an adjacent park
- Extremely limited storage space
- Inadequate wiring
- An awkwardly arranged staff lunch room
- HVAC problems

Construction options for the library include:

- **Expanding and remodeling the current building is difficult** because the library and parking lot occupy essentially all the buildable areas of the site. It is very unlikely that the library can bear the weight of additional floors, and if it could, there is no place for the required additional parking.

- **Constructing a new building is the most straightforward options, and it may be the least expensive.**

- **Some libraries have converted existing non-library buildings to libraries**, but the cost can be close to that of new construction, and there are usually major compromises in terms of floor arrangement, windows, etc.

- **Of all the options open to the Library Board, the construction of a new building appears to be the most likely.**

At this time, the date design and construction will begin has not been set. From advertising for architectural services through ribbon cutting, the project is unlikely to take less than 3½ years. Timetables are always uncertain because locating sites and funding can both take extra time.

The new or expanded library will provide space for 220,000 books and 50,000 audio and video recordings. It will have seating for up to 204 readers, and it will have 94 public computer workstations. The library will exceed the minimum standards in ***Serving Our Pubic 2.0: Standards for Illinois Public Libraries.***

I-B.   Spaces in the new or expanded library building

The library will contain the follow spaces:

Vestibule

- Providing separate access to the meeting rooms, restrooms, and main library spaces, allowing meetings to take place when the rest of the library is closed.
- Benches for users waiting to be picked up.
- Bulletin boards and a plasma panel for announcing library and community events

Lending Department

- The library's popular patron liaison desk, which provides a variety of assistance and direction and is staffed by bilingual employees
- Lending desk, with space for five staff members (the current library has space for four)
- Book and AV return slots
- Book sale shelving
- Vending equipment for snacks, coffee, and library supplies
- A social area with café style tables
- A drive-through book return
- An exterior book pickup unit for people who cannot stop by the library when it is open or who (like mothers with children in car seats) cannot easily come into the library

Adult Department

- Reference desk, staffed at all times
- Collections of materials to borrow, including books, CDs, DVDs, and magazines. The library's excellent collections in English and Spanish reflect the needs of the community.
- Seating at four-person tables, one-person tables, and armchairs.
- Thirty computer workstations plus a computer classroom with 16 computers behind a sliding glass wall, so the extra computers can be used when classes are not taking place.
- Eight four-person study rooms and three eight-person study rooms. Study rooms are used for tutoring, quiet study, test taking, student group projects, meetings of

> community committees, and parents using computers while accompanied by noisy children.
> - A quiet reading alcove with a reading table and armchairs.

Young Adult Department

- For users from about 14 through 25.
- Collections of books, magazine and video games for young adults.
- Eight computers for study and for multi-user games.
- Seating at diner booths and armchairs.
- Pinnable walls for easy redecoration as young adult fads change.

Youth Department

- For users from birth through about age 14
- Reference desk, where staff will assist users with finding materials, selecting things to read, and computer use.
- Brightly-lighted display cases at child height for children to exhibit their collections.
- Puppet theater and puppets.
- Eight computers for children and two email workstations for parents to use while waiting for their children.
- Services for younger children, including picture books, parenting and home-schooling books, CD/book sets, loveseats where parents and children can read together, tables for toddlers and school-age children, craft tables for drop-in crafts, play kitchen set, and a Lego DUPLO table.
- Services for older children, including books, magazines, DVDs, music CDs, video games, reading tables, beanbag chairs, study rooms, and a diner booth for tweens.
- Activity room with space for stories and crafts.
- Restrooms for boys and girls.
- Restrooms where parents can take children of the opposite sex.

Meeting rooms

- For library programs and for a wide range of community uses.
- Large meeting room with space for up to 400 people on chairs, 200 people at tables, 700 children on the floor; digital projector; and kitchenette.
- Small meeting room with space for up to 60 people on chairs, 30 people at tables, or 100 children on the floor; kitchenette.

Public restrooms

Staff workspaces

Storage

Total estimated space

Vestibule .... unassigned space
Lending Department... 4,325
Adult Department 19,325
Young Adult Department 2,075
Youth Department 17,325
Meeting rooms 7,500
Public restrooms.. unassigned space
Technical Services Department.......................... 1,775
Outreach Department.. 1,475
Administration 1,950
Information Technology Department............... 750
Staff lunch room.. 550
Staff restrooms.. unassigned space
Custodial spaces.. 950
Storage.. 2,000
Van garage 300
Net assignable space...60,300
Unassigned space (25 percent) 15,075
Total..**75,375 square feet**

"Net assignable space" is space required for all basic library functions.

"Unassignable space" is space for restrooms, hallways, furnace rooms, corridors, elevators, staircases, the thickness of walls, and other essential spaces that do not directly serve library functions.

II.   INTRODUCTION

II-A.   About this Program

This **Building Program for the Round Lake Area Public Library District** is intended to provide the architect selected by the district's Board of Trustees with specific information necessary for either remodeling and expanding the existing library building or designing and constructing a new building

The **Program** is also intended to be used as a yardstick to evaluate whether it is feasible to expand the existing building.

The **Program** was developed in the fall of 2012 in a series of meetings between the Board of Trustees and staff of the library and the building consultant.

Because the library does not plan to start construction for perhaps five years, the **Program** is accompanied by a separate document with suggestions for short-term changes to the existing building, emphasizing primarily rearrangement of furnishings and addition of relatively inexpensive new items rather than major new construction.

II-B.   About the Round Lake Area Public Library District

The Round Lake Area Public Library District serves a group of communities in Lake County in northeastern Illinois, a few miles south of the Wisconsin border. In addition to the village of Round Lake, the library serves the communities of Round Lake Park, Round Lake Beach, Round Lake Heights, and Waynesville. The towns are all far north suburbs of Chicago.

Nearby communities include Grayslake, Libertyville, Waukegan, Mundelein, and Gurnee on the east, McHenry and Crystal Lake on the west, Wauconda and Lake Zurich on the south, and Fox Lake, Lindenhurst, and Lake Villa on the north.

As the town names suggest, the Round Lake area is one of the few locations in Illinois with natural lakes.

Although the Round Lake area has a small-town feel, a Metra commuter station is located a few minutes' walk from the library, making it easy for residents to enjoy a less crowded life while still working in Chicago.

The library district is surrounded by other library districts, so growth by land annexation would require an adjacent area to separate from its current district and annex to the Round Lake district. This is not impossible. For example, a few years ago, that portion of the city of Romeoville that was not part of the Des Plaines Valley Public Library District (now the White Oak library district) separated from the Fountaindale district and joined the White Oak district.

The Round Lake library was originally founded as a volunteer library and became a tax-supported public library in 1972. After operating out of various storefronts, the library constructed its current building in 1988. Originally, all services were provided from the main floor of the building, but in 2000 the building was remodeled. Currently the Adult Department, Lending Department, public meeting room, and administrative offices are on the main level. The Youth Department, Technical Services, Information Technology, and mechanical rooms are on the lower level.

In 2010, the population of the Round Lake Area Public Library District was 40,400. Because of the economic downturn, long-term population projections are difficult. Currently, many houses in the district are for sale, but there is also undeveloped land. This *Program* projects a long-term population of 45,000 in 2040, but this number is subject to revision based on projections by Lake County and by local school districts.

One of the major characteristics of the Round Lake Area Public Library District is the importance of the Spanish language to the community. Nearly half the residents of the

library district speak Spanish. The library places strong emphasis on hiring staff who speak both Spanish and English, and it has a very strong collection of Spanish-language materials.

The Round Lake area also needs strong public libraries because local school libraries are very poorly supported, and students do most of their assignments at the public library.

# II-C.	Evaluation of the current library building

The Round Lake Area Public Library occupies a 36,000-square foot building originally constructed in 1988 and remodeled in 2000.

The loan for the 2000 remodeling will be paid off in 2015. The library does not intend to do any major new work until the loan is retired,

The library is located on a sloped site. Users enter on the upper level, where the Lending Department, Adult Department, Young Adult Department, library meeting room, and library administrative offices are located. The lower level contains Youth Services, Technical Services, and various staff functions.

# II-C-1.	Positive features

The library has many very strong features.

a.	**The building is in generally good repair**

The library has continued to spend the money necessary to maintain the building properly. For example, in 2012, the library completely replaced its disintegrating parking lot and replaced one of its air conditioning compressors.

b.	**The library has strong programs for children and adults**

Although the library does not have enough spaces for meetings and programs, it has still been able to offer many excellent events.

c.	**The library has a large number of public access computers**

Local citizens make extremely heavy use of library computers.

d.	**Pleasant outdoor spaces**

The library has attractive plantings and an unusually pleasant terrace at the basement level, outside the Youth Services department.

e.	**Central location**

The Round Lake Area Public Library District has a complex boundary, but the library is generally central to the district.

f.   Side street location

The street in front of the library is not a major through street. Traffic noises are not a serious problem, and a low speed limit helps keep children safe.

g.   Location next to local parks

The library is built on land donated by the park district, and it is conveniently adjacent to a major park. (Some users apparently assume that the library is a part of the park district.)

The area around the library is wooded and has a number of ravines. The landscape is attractive, but much of the undeveloped space appears to be unsuited for construction.

h.   Meeting room that can be used when the rest of the library is closed

i.   Pleasant natural light

The library has a large number of south-facing windows that provide attractive light.

j.   Responsive staff and strong collections

The library's good leadership, its friendly and competent staff, and its good collections are probably its greatest strengths, but they have little to do with the structure of the building.

II-C-2.   Negative features

a.   The building is relatively small for the number of residents of the district

The district has 40,400 residents. The very general range of library sizes tends to be between one and two square feet per capita, or anything from 40,400 to 80,800 square feet. This suggests that the library's 36,000-square-foot area is likely to be insufficient.

b.   Inadequate space for readers

The library does not have enough reader seating.

Adult Services seating is generally outmoded and uncomfortable. Many tables have aprons (side skirts) which makes them inaccessible to users with disabilities. Tables designed for access by users with disabilities are uncomfortably high. Soft seating is uncomfortable.

Young Adult seating consists of two small fixed oval tables with fixed seating. The tables are on a slightly raised platform, with the original steps replaced by a ramp. The spaces around the tables are extremely tight. The electrical outlets for computer users are hidden under the tables and impossible to reach without extraordinary contortions.

c.   Inadequate shelving

The library does not have space for necessary shelving.

In addition, some shelving (particularly in the Youth Department) is too high.

As a result of lack of shelving space, the library is forced to weed its collection aggressively. In the process, some books still of interest to the community have to be withdrawn from the collection.

d.   Inadequate meeting facilities

The building has a main floor meeting room and a children's level activity room. Both are very heavily used, and the library badly needs additional space.

The main floor meeting room has a movable divider with all the problems typical of that kind of equipment. When the room is divided into two spaces, sounds from one side are easily heard on the other side. In addition, the public door to the meeting room leads to only one side of the divided room, and people using the other

side must interrupt meetings in the first half of the room while they make their way to the second half.

Adult Services has three small separate rooms, one used for computers and two as study rooms. It badly needs more study rooms.

e.   Bad acoustics

Noises carry too well in the library, and users who want to read quietly can find no good place to do so.

For example, noises in the meeting room can be heard in adjacent areas of the building.

Noises carry far too well between the vestibule and Lending Department on the main level and the Youth Department on the lower level. This is due to an open staircase with architectural details that amplify and transmit noise.

f.   Inadequate staff workspace

All staff workspaces in the library are extremely overcrowded.

g.   Difficult site for construction

The wooded ravines that make the library's site attractive also make major expansion difficult or impossible.

h.   Problems due to location adjacent to park land

During major events in the park, participants use the library's parking lot for overflow parking, and there is sometimes not enough space for library users.

There is no parking on the street in front of the library, so when the library parking lot is full, users have few options.

i.   Extremely limited storage space

All areas of the library are desperately short of storage space.

The Adult Department, Young Adult Department, and Youth Department have virtually no storage space.

The library meeting room does not have closets for storing furniture that is not in use, and furniture is therefore stacked around the edges of the room during programs.

The boiler room also serves as a storeroom. It is so crowded that making one's way to essential mechanical, electrical and plumbing equipment is not always easy.

j. **Inadequate wiring**

The rapid growth of computer use and laptop use in libraries has made extensive provision of 110-volt service and Ethernet connections important. Unfortunately, the Round Lake building does not have enough of either one.

The building also needs a more reliable current supply.

k. **Awkwardly arranged staff lunch room**

The staff lunch room has a wonderful location, adjacent to a lower-level terrace, but it has two problems. First, it opens directly onto a public area of the building. And second, the staff restroom opens directly into the lunchroom, making it embarrassing for staff using the restroom and potentially unpleasant for staff having lunch.

Unfortunately, many libraries have been designed with staff restrooms opening off staff lunchrooms, probably to simplify plumbing, but the result is always bad.

l. **HVAC problems**

Technical Services, the Youth Department, and other departments report inadequate temperature control. People standing by the terrace door in the Youth Department are subjected to blasts of cold air from a ceiling register. By contrast, Technical Services can be much too warm.

Library staff also report that the HVAC system can pick up vehicle exhaust from outside the library and spread it through the building.

II-D. Participants in planning

The Board of Trustees and staff of the Round Lake Area Public Library District all participated in the creation of this **Building Program**.

Members of the Board of Trustees

Cathy Warner, President
Diane Klein, Vice-President
Anne Richmond, Treasurer
Patty Smart, Secretary
Charlie Foy
Mandy Hollingsworth
Ron Repa

Library staff members

Administration

Jim DiDonato, Director
Robbyn Allbee, Administrative Manager

Adult Services

Rich Erikson, Manager
Robert Krause
Candice Lutz
Israel Mateos
Marina Stevens
Nichole Watson

Youth Services

Deb Allen, Manager
Dawn Cummins
Sue Ernest
Ana Guillen
Christi Robin

Technical Services

Penny McMahon, Manager
Guadalupe Badillo
Sara Grimm
Barb Grzeskowiak
Mike Nickels-Wisdom
Gail Wirtz

Outreach Services

Elena Lara, Manager
Maria Kosteski

Information Technology

John Haliotis

Lending

Margarita Rodriquez, Manager
Alisha Boley
Jennifer Castrejon
Fatima Chacon
Cheryl Clark
Kate Gleixner
Robin Nokes
Beth Phillips
Cynthia Rauscher
Jian Rao
Ariela Segundo
Karen Sircher
Virgina Vehlow
Lydia Wells

Shevers

Liz Artlip
Alex Badillo
Edgar Fernandez
Natalie Gutierrez
Gwen Knight
Mirna Vera-Mendoza

Patron Liaisons

      Jessica Armenta
      Manuel Flores
      Jeff Jacobo

Consultants

    Fred Schlipf
    Diane Hillard

III. OPTIONS FOR EXPANSION, NEW CONSTRUCTION, OR CONVERTING ANOTHER BUILDING

III-A. Basic structural requirements of public libraries

This quick review is intended to provide supporting information for a discussion of construction options.

1. **Extremely strong floors.** Libraries require a minimum floor loading rating of 150 pounds per square foot for all areas of the building, and much more for compact shelving. Few non-industrial spaces are built to this standard. Most modern workroom and commercial spaces are designed to support less than 100 pounds per square foot. In addition, compact shelving requires specific limits on floor deflection.

2. **Ceilings high enough for reflected uplight (never less than 10 feet).** In many cases, higher ceilings—such as 11 or 12 foot ceilings—help prevent buildings from feeling oppressive. One problem with the Round Lake library building is most of the ceilings in the library are too low for reflected uplight. Unfortunately, increasing ceiling height in existing buildings is a very expensive undertaking, if it can be done at all.

   Ceilings of large meeting rooms need to be higher than other library ceilings, and meeting rooms cannot have columns to support upper floors. For these reasons most meeting rooms in two-story libraries consist of one-story structures.

3. **Three or so feet of open space above the ceiling grid to accommodate ductwork, conduit, piping, cable trays, etc.**

4. **Large open spaces, to prevent single functions from being divided between many small rooms.** Providing service in complex situations almost always increases operating costs.

5. **Single public entrances convenient to both pedestrians and drivers.**
Supervising two entrances requires the expenditure of limited library funds on extra staff.

6. **Entrances that lend themselves to the maintenance of collection security.**
Security is always a major issue in libraries, and every entrance requires staff oversight. If the entrance to the library is not on grade, the usual solution is to provide an entry foyer with an elevator and staircase that users can take to individual floors of the library. The best way to provide security in a library is to locate security gates and a service desk directly inside the main entrance. All users pass by the desk before entering the rest of the library. However, if a two-story library has merely an entrance foyer with access to stairs and an elevator, it will need security gates and a service desk at each floor when users leave the stairs or elevator. And a three-story library will require three service desks. Few libraries can afford this kind of staffing pattern.

7. **Networks of 110-volt supplies and data conduit in floor slabs.**

   Retrofitting data conduit to concrete floor slabs is a very expensive process. The alternative to proper data conduit and electrical supplies in floors is the use of power poles, which are ugly and inflexible.

   Many older buildings have "tombstone" electrical outlets in floors, and users and staff frequently trip over them. The proper way to install floor receptacles is in flush boxes set in concrete floors, but some current designers unfortunately still use raised boxes.

   Although modern wireless communications are suitable for use with patron computers, it can be very unwise to use wireless for access to secure staff equipment, and hard wired connections provide higher quality performance in computers for public use. Libraries still need data conduit.

8. **Restrooms and program rooms adjacent to front entry foyers.** In order for library programs to continue past normal closing hours, program rooms and restrooms must be accessible from the main entry foyer. This allows the door from the foyer to the library proper to be locked while programs continue. If the program room is used extensively for public meetings, this feature is even more important.

9. **Level entrances, to meet accessibility requirements.**

III-B.   Potential for expanding and remodeling the current building

1.   **The current library building is attractive and in good repair, but it is about half the size of the library described in this *Building Program*.**

2.   **If the library is doubled in size, the parking lot will need to be doubled as well.** Given the size of the large meeting room, it may need to more than double.

3.   **The library site is very limited.** Most of the buildable land is occupied by the library building and parking lot, plus setback from the street. Land surrounding the library is hillocky and probably not suited for practical development.

4.   **It is unlikely that the current building can be expanded upward, but a structural engineer could verify this.**

5.   **Adding two additional floors to the current library would not solve its problems.** To manage staffing costs, libraries need to be on as few floors as possible, and no department should be divided between two floors.

6.   **The minimum footprint of the library will established by the combined adult and young adult department, which has 21,250 net assignable square feet and over 23,000 gross square feet—substantially larger than the main floor of the current building. Since having a department split between two floors leads to unaffordable staffing costs, the building would have to occupy more land than it does now, even if it is possible to expand upwards.**

III-C. Potential for new construction

1. **Of all the options open to most Library Boards, new construction is the simplest.** It avoids coping with the dead hand of the past and permits the greatest flexibility of floor layout. Constructing new buildings is sometimes no more expensive than expanding and remodeling an existing library or other building, and the resulting buildings are frequently less expensive to operate than expanded buildings.

2. **Buildings constructed specifically to meet the needs of modern library service usually function far better as libraries than expanded library buildings or non-library structures converted to libraries.**

3. **A building of 75,000 gross square feet will require a minimum site of 300,000 square feet—about seven acres—and substantially more if a detention pond needs to be constructed for water runoff.**

III-D. Potential for remodeling an existing non-library structure

1. **A number of libraries have remodeled existing commercial structures.** Recent examples in Illinois include the Decatur Public Library, which occupies a former Sears store, and the Matson Public Library in Princeton, which is in a former grocery store.

2. **Remodeling is typically much more expensive than one might suspect—often about two-thirds or more the cost of new construction.** Mechanical systems (HVAC, electrical service, data service, plumbing, fire suppression, etc.) can represent 40 percent of the cost of a library, and these almost always need to be replaced if an existing building is taken over. In addition, many older buildings need new roofs.

3. **Few existing non-library buildings have floors strong enough to support the weight of library books unless these floors are unusually substantial concrete slabs.** This includes virtually all existing retail, school, and office space on more than one level. With the exception of buildings built on slabs, it seems unlikely that a structure could be located in Round Lake strong enough to serve as a library.

4. **If floors are not strong enough to carry the weight of book stacks, the usual solution is to have lower shelves and/or wider aisles.** The result is less efficient book storage and increased space needs.

5. **Few existing buildings (with the exception of large retail structures) have the open spaces necessary for conversion to libraries.** Both office buildings and school buildings, for example, are cut up into many small spaces, and the cost of opening up adequate spaces can be extremely high, if it is possible at all.

5. **While many retail buildings have ceilings high enough for library purposes, particularly on their first floors, very few office buildings do.** As a general rule, libraries require an absolute minimum of 10 feet between the floor and the bottom of the ceiling grid, which translates to at least 14 feet between levels.

6. **Few buildings available for conversion have as many windows as libraries need.** For reasons of both efficiency of energy usage and provision of pleasant places to read, purpose-built public libraries are constructed with windows on all sides. Few buildings available for conversion have enough windows, and retrofitting windows is very expensive. For this reason, many existing buildings converted to libraries are nearly windowless, which makes the decision to convert an even greater compromise with successful library functions.

The difficulty of adding exterior windows to existing buildings has often led to the use of skylights as a substitute. As indicated elsewhere in this **Program**, skylights have generally proved to be very unsatisfactory in libraries.

7. **Many older buildings are poorly insulated.** Solid masonry walls are common, and these have no value as insulators. With today's emphasis on efficient use of energy, attempting to convert uninsulated structures adds additional concerns.

8. **Many structures built before the late 1970s have asbestos, typically in the form of vinyl asbestos tile (VAT) or asbestos pipe lagging.** They may also have lead paint. Removing asbestos and lead can be extremely expensive.

9. **Many buildings constructed before the passage of the ADA (Americans with Disabilities Act) have entrances that are not at grade level and have unnecessary steps up and down within.** With the exception of important historic structures, trying to convert buildings of this kind is probably not worth the resulting complexity and expense of installing equipment to move users and books between levels.

10. **On the positive side, some existing buildings have unusually attractive architectural details, many of which cannot be afforded in modern construction.** In many communities, citizens often feel that libraries should radiate an aura of tradition, stability, permanence, and culture. Buildings in traditional styles often appeal to these feelings.

11. **Even when remodeling makes little or no practical sense, it can be popular with local communities.** People like to see existing building stock recycled.

12. **Unless an existing non-library building is modern, architecturally attractive, equipped with a grade-level main floor, in good repair, and inexpensive, the library will probably be money ahead if it simply starts over.**

13 **Conversion projects require substantially higher contingency funds than new projects,** since there is a far greater chance of discovering unexpected problems. Dealing with unexpected asbestos or buried fuel tanks can add greatly to the cost of remodeling.

14 **Architectural fees for remodeling can be significantly higher than for new construction.** Existing structures must be carefully analyzed. Instead of a single set of plans there are now three sets—one for the existing structure, a second for demolition, and a third for new construction.

15 **Given the very substantial cost of converting and expanding existing buildings, and the severe limits that existing non-library architecture can impose, any building contemplated for conversion to a library needs to be available at a very low cost.**

When public libraries purchase existing structures, it is usually reasonable to assume that the value of the property is the value of the empty property less the cost of removing the structure.

16   **For comparison, universities typically build three types of new buildings— laboratories, athletic facilities, and libraries—because these have the most specific structural needs.** The English department always gets the old chemistry building.

17   **The Board of Trustees of the Round Lake Area Public Library is not contemplating conversion of an existing non-library building, but the possibility is bound to be raised in a public meeting.**

III-E.   Conclusions

1.   **Of all options facing the Board of Trustees of the Round Lake Area Public Library, the construction of a new building appears to be the most likely one.**

2.   **Doubling the size of the current library will require more land than the library owns now, since the parking lot will need to double. Because the library and its parking lot now appear to occupy all of the level land, finding the necessary extra land may be difficult.**

3.   **It is possible that an existing building can be converted to a new library, but the many physical requirements of library design make a successful conversion very unlikely. The most successful projects of this type have involved empty big box stores that were in excellent condition and available at a very low price.**

IV.   POSSIBLE PROJECT TIMETABLE

Since the library board will not begin work on a new building for a minimum of two or three years, this timetable is designed only to indicate how long work of this type typically requires.

The timetable assumes that the library board advertises for architectural services in January and that project moves as quickly as possible. However, the location of a site and of construction funds can both delay construction considerably.

January, year one	Architectural work advertised
	Requests for qualifications (RFQs) mailed to architects
February, year one	Submissions received
	RFQs mailed to construction management (CM) firms [1]
	Construction management work advertised
March , year one	Interviews with architects
April, year one	Architect selected and contract signed
	Interviews with CM firms
May, year one	CM selected
August, year one	Site acquired [2]
December, year one	Schematic design completed
April, year two	Referendum for construction funds
July, year two	Design development completed
December, year two	Construction documents (bid documents) completed
January, year three	Bidding [2]
February, year three	Contractor(s) selected [3]
April, year three	Construction begins
	Ground breaking ceremony
April, year four	Construction completed
	Punch list
June, year four	Ribbon cutting ceremony

Notes:

1.   Many projects of this size use construction management firms. The library will want to hire a CM very early in the design process to take advantage of value engineering and other services.

2.   Acquiring a site requires the assistance of the library's architects and engineers. If the architects can figure out a way to expand the library and parking on the current site, the project will move more quickly.

Acquiring a new site can be a slow process because of the difficulty of finding a site that is affordable, sufficiently large, and in a suitable location.

3. If the library is constructed by a general contractor, there will be one bid for all of the construction. If a construction management firm constructs the library, the firm will hold a large number of separate bids for various components of the project. The project will be sufficiently large to make the use of a CM a reasonable option.

The major items that add time to library projects are locating a site and finding the necessary funds. Together, these can add years to a project.

V. PLANNING NUMBERS AND SPECIFICATIONS

The Round Lake Area Public Library District served a population of 40,400 in 2010.

Assuming that a new or expanded library is completed no later than 2020, the building should be sufficiently large to serve the district's population until at least 2040, 20 years after completion of the project. However, very few libraries can afford to expand every 20 years, and the new or expanded library may have to serve for a longer period of time.

After periods of rapid growth, the Round Lake library district's population has been relatively stable due to the housing crisis, and it is not expected to increase significantly in the coming few years. Houses are still standing vacant for lack of buyers.

However, it seems reasonable to assume that in nearly 30 years, the housing crisis will resolve itself and growth will continue, at least to the point where currently undeveloped land in the district is built up.

The Chicago Metropolitan Agency for Planning's 2040 population projections for the five communities served by the Round Lake Area Public Library District include population increases ranging from 27 percent (Round Lake Beach) to 53 percent (Hainesville). The projection for Round Lake itself is a 35 percent increase. The projection for the five communities in the district is an increase of 34 percent.

Assuming a population increase of 34 percent by 2040, the population served by the library district should increase from 40,400 to about 54,000.

Serving Our Public 2.0: Standards for Illinois Public Libraries contains a few standards that apply directly to spaces in library buildings. These include standards for book collections, user seating, and public parking. The figures below are for a service population of 54,000 people.

Table V-A
**Collections of the Round Lake Area Public Library District, compared with
collection sizes in *Serving our Public 2.0: Standards for Illinois Public Libraries*,
for a community of 54,000**

Type of material	Current	Minimum	Growing	Estab-lished	Ad-vanced	Goal
Books	139,037	137,000	218,000	245,000	366,500	220,000
Periodical Subscriptions	225		no standard			225
Audio recordings	15,252		no standard			23,000
Video recordings	16,972		no standard			30,000
Total recordings	31,089		no standard			50,000

Table III-B includes information on proposed maximum collection sizes broken down by types of material that require different shelving.

Table V-B
Collection size details

Type	Current	Long-term capacity
Adult reference	5,838	500
Adult fiction	31,480	53,500
Adult and YA non-fiction	40,247	66,000
Total adult books	**77,565**	**120,000**
Total YA <u>fiction</u> books	**7,142**	**12,000**
Children's board books	1,000	1,500
Children's picture books	18,561	29,500
J fiction	13,161	22,000
J non-fiction	21,608	34,000
Parent and teacher books	654	1,000
Total children's books	**54,984**	**88,000**
Total books	**139,037**	**220,000**
Adult magazines	158	158
Adult newspapers	8	8
YA magazines	16	16
Youth magazines	44	44
Total subscriptions	**225**	**225**
Adult music CDs	8,471	12,500
Youth music CDs	2,042	3,000
Adult recorded books	3,604	5,000
Youth recorded books	893	2,000
Youth book and CD sets	242	500
Total sound recordings	**15,252**	**23,000**
Adult DVDs	10,818	19,500
YA DVDs	1,000	1,500
Youth DVDs	5,134	9,000
Total video recordings	**16,972**	**30,000**

Serving Our Public 2.0 provides formulas for estimating **minimum** seating in public libraries.

For a community of between 50,000 and 74,999 people, *Serving Our Public 2.0* recommends a minimum of 167 seats plus 1.5 seats for every 1,000 population over 50,000. This seating excludes seating in meeting and program rooms and seating at computer workstations.

Applying this formula to the projected target population of 54,000 for the Round Lake Area Public Library District yields a minimum seating of 173.

The library will provide a total of 204 seats in a mixture of study table and leisure seating, as summarized in Table VIII-C.

Most libraries appear to have about 50 percent more seating than the minimum in *Serving Our Public 2.0*.

**Table V-C
Seating**

Area	Seating at tables	Soft seating	Total
Adult Department	86	20	**106**
YA Department	32	4	**36**
Youth Department	44	18 [1]	**62**
Total	**162**	**42**	**204**

Notes
1. Includes an estimated 4 children on the reading structure.

For public use, the library will provide space for six OPACs (catalog workstations) and 86 general computer workstations. These are summarized in Table VIII-D.

There is no Illinois state standard for public computer workstations.

Table V-D
Public Computer Workstations

The Round Lake Area Public Library District will provide a total of <u>94</u> public workstations, including 6 OPACs and 86 computer workstations.

	Catalog workstations	Computer workstations	Total
Adult	5	46	**51**
Young Adults	0	8	**8**
Youth	3	32	**35**
Total	**8**	**86**	**94**

Table V-E
Shelving

All shelving will be standard cantilever steel library shelving with welded frames.

Shelving will be factory painted in a light, neutral color such as cream or warm, pale gray. (High-quality shelving can last a century and is extremely difficult to repaint, so colors must be compatible with long-term changes in décor.)

End panels will be made of wood with slat wall inserts for the display of books.

Aisles will be a minimum of 42" wide

Cross aisles will be a minimum of 48" wide.

All shelving units will be 36" long. Most will be double-faced.

All 36" double-faced shelving units will be freestanding and installed on top of carpeting. The tops of single-faced units will be fastened to walls.

No aisle will be more than seven shelving units (21 feet) long without a cross aisle.

No aisles will have dead ends.

Backstops will be available from the selected manufacturer to prevent books from being pushed through shelves.

Shelving will be arranged to make it easy for users find where number ranges continue after breaks.

Although it is tempting to squeeze in extra shelving by installing ranges on walls, perpendicular to the majority of shelving, this causes major problems because users cannot figure what comes after what.

Shelving ranges will be parallel to each other and to the walls of the library. Diagonal shelving works poorly, and radiating shelving causes major problems.

Children's 48" high shelving will have canopies (closed tops) to allow displays on top. All other shelving will have open tops for better illumination and greater flexibility in use.

Heights for shelving include:

- 90" for adult fiction, adult non-fiction, adult paperbacks, adult magazine back issues, and young adult books

- 60" for adult reference, all current magazines, and children's J books
- 48" for any children's E materials kept on shelves

Depths for shelving include:

- 11" (nominal 12") for reference books and for J non-fiction books
- 9" (nominal 10") for all other books
- All base shelves will be 11" deep

Music CDs, children's board books, and children's picture books will be in flip bins rather than shelving units.

Table V-F
Security Systems

The library will have only one public entrance. A second entrance will be provided for deliveries and staff. All other exits will be for emergency use only and equipped with alarms and delayed egress hardware.

Night lights will be installed in all public rooms except the program room, where they will interfere with projected images

A fire detection system with smoke detectors will be installed and hard wired. The alarm will ring both inside and outside the library and be linked directly to the library's alarm service company. An annunciator panel will be located in the entry foyer.

To minimize the threat of accidental discharge, the library will have a pre-action sprinkler system.

All sprinkler heads will be concealed.

A proximity card system will be provided for heavily-used doors. Because such systems are hard to retrofit, suitable doors will be designated during the design process.

Intrusion alarms will be provided and linked to local emergency services.

Panic buttons will be installed at all service desks. Buttons will be designed to prevent accidental activation. An annunciator panel at the lending desk will show which buttons have been pressed.

The library will have a video surveillance system.

The library will have a Knox box.

Dark, secluded corners will be avoided.

The building will have CO detectors.

The building will be lit by exterior flood lights.

Public and staff parking will be lighted, and there will be lighted pathways from parking to the library entrances.

The restrooms will be designed to serve as tornado shelters. (Restrooms do not require windows, they are in an area of the library that will be accessible at all times people are in the

building, including times when people are attending programs and the main library areas are closed, and they are never used for storage.)

All upholstered furnishings will meet the CAL 133 flammability standard. (The use of polyurethane foam—which is extensively used in current household furniture—is strongly discouraged due to its extreme flammability and its release of cyanide gas when it burns.)

If windows can be opened, they will have key locks or removable handles to prevent their being operated by library users. This is necessary because users in many libraries have dropped books through unlocked windows to evade security at public entrances.

The library will have space for a book theft detection system. Space by the door from the main library room to the foyer will be sufficient to allow magnetic theft detection gates of the library's current 3-M "Tattletape" system to be installed there. Gates for magnetic systems need to be at least three feet from doors, and heavy steel beams cannot be installed over exit doors. (The other option is an RFID system, which is not affected by proximity to ferrous metals, but is more expensive to install.)

The library will not have terraces accessible from unlocked doors. Some architects use the term "secure terrace," but it's an oxymoron.

**Table V-G
Lighting**

Artificial light

All interior lighting will be provided by fluorescent pendant fixtures that direct at least 70 percent of light toward the ceiling. Although most architects prefer portions of lighting to be downlighting, 100 percent uplighting works very well. It does not lead to flat illumination, as often claimed, and it does not display the presence of dead bugs.

Illumination in all reading, shelving, and staff workspaces will be a minimum of 50 footcandles. (The new IESNA illumination levels for children's areas are not yet out, but they are based on children's vision and may be too dim for adults, including librarians and parents and grandparents who are also there.)

Fixtures will use T-8 tubes and electronic ballasts. Tubes selected will have a CRI (color rendering index) of **at least 86**. Color temperatures will be identical throughout the building, probably 3500K.

All ballasts will be sound rated A. Ballasts for external HID lighting will be placed where noise cannot be heard inside the library.

T-5 lamps and compact fluorescent lamps often have unacceptably low CRI levels, typically 82 or below, and will not be used.

To accommodate uplighting, all ceilings in the new building will be at least 10 feet high, including ceilings in staff workrooms. Any soffits—including in particular perimeter soffits—will be at least 10 feet above the floor. Crown moldings have decorative effects similar to perimeter soffits without causing illumination problems.

The number of lamp types will be kept to an absolute minimum. Ideally, all fixtures in the building will use 4-foot T-8 fluorescent lamps.

Fixtures will be selected to minimize problems with direct glare and with veiling reflections.

All light fixtures will be low enough to service from an eight-foot stepladder.

There will be absolutely no:

> Interior HID lighting
> Incandescent lighting, including in particular quartz halogen lighting
> Recessed downlights, which are widely used in architecture but cause unpleasant
>   glare, harsh shadows, and uneven illumination
> Use of fixtures requiring a very wide variety of lamps
> Troffers, except in storage areas

> Fixtures with parabolic lenses
> Soffits with recessed downlighting
> Architecturally mounted task lighting
> Fixtures with visible lamps
> Shiny horizontal surfaces
> Fixtures that display the presence of dead bugs

The current vogue for wide varieties of fixture types, all with harsh downlight lamps, will not be employed in the Round Lake public library.

Lighting will not be used to create "excitement" or "sparkle" in any area of the library.

Natural light

The library will be designed to provide users and staff with views of the outside world. Wherever possible, tables and chairs for users will be located by windows.

Although daylight is a very important component of library illumination, direct daylight can be a source of extremely unpleasant glare.

All windows that do not face directly north will have blinds or some other means of blocking direct light. (Many libraries have windows high above the floor—such as those in monitors or the non-rectangular tops of large windows—that have no means of blocking direct sunlight, and the result is always serious trouble.)

Designs that block only a portion of direct daylight—such as partial fritting or exterior structures that lead to alternating bars of directly light and shadow—will not be used.

If clearstory windows are used, they will all face north. Monitor structures with roof level windows that face in all directions will not be used.

Many libraries have had good luck using perforated vinyl blinds to block direct sunlight. Blinds of this type allow enough light for reading and a view of the outside world. White blinds are far more effective and attractive than black ones.

Skylights cause major problems in libraries, including serious glare by day, dark areas by night, bad acoustics, and leakage. They will not be used in the Round Lake library.

The building will be designed to take maximum advantage of north daylight for reading.

**Table V-H
Electrical Wiring**

All floor slabs in the library will have networks of 110-volt wiring and data conduit, with flush access boxes on about a 10 by 10 to 12 by 12 grid. Floor receptacles will have absolutely flush, fitted lids in the style of boxes used with Walker duct. The building will be designed for the easy addition of computers in any desired place.

The library will ***not be designed to rely on wireless transmission*** as a long-term substitute for hard-wired data transmission.

All reading tables and armchairs for adults and young adults will have 110-volt service. Tables will have 110-volt outlets and Ethernet jacks mounted on their tops, not concealed at one end.

Wall outlets for 110 and data in the staff workrooms will be above table top height, to allow easy access by staff.

All receptacles in all public areas of the library (including in particular areas for adults and library meeting rooms) will be tamper-resistant (child proof).

If local electrical supply conditions warrant, independently grounded receptacles (orange) will be provided in addition to standard receptacles in any areas where microcomputers or computer terminals are likely to be used at any future time. Quad boxes, equipped with one pair of standard receptacles and one pair of independently grounded receptacles) work very well for this purpose.

Receptacles with locking covers will be provided on the outside of the library every twenty to thirty feet. They will be on a separate circuit so they can be switched off at the main power panel when not in use.

Whole-building surge protectors will be investigated as an option to the many individual protectors that will otherwise be required.

Breakers in power panels will be switch rated.

Table V-I
Electronic Communications

The library's telephone system will incorporate basic modern features, including an intercom, hands-free speaker phones in all staff workrooms and offices, etc. Extra wireless phones will be available at reference desks, to allow staff members to continue speaking to users while searching the shelves for requested items.

A Library-wide PA system will be accessible through the telephones by code. Individual speakers will have volume controls. Office telephones will also have speakers accessible by code.

Telephone Jack Locations

Patron liaison desk	1 phone
Lending desk	5 phones
Lending workroom	8 phones
Office for Lending Department manager	1 phone
Adult Department reference desk	3 phones
Adult Department staff workroom	8 phones
Office for Adult Department manager	1 phone
Youth Department reference desk	3 phones
Youth Department activity room	1 phone
Youth Department staff workroom	6 phones
Office for Youth Department manager	1 phone
Meeting rooms	2 phones
Technical Services workroom	7 phones
Outreach Department workroom	5 phones
Office for manager of Outreach Department	1 phone
Library Director	1 phone
Assistant Director	1 phone
Administrative Manager	1 phone
Reserve administrative office	1 phone
Administrative conference rooms	2 phones
IT server room	2 phones
IT workroom	2 phone
Staff lunchroom	1 phone
Deliveries and staff entrance	1 phone
Custodial workroom	1 phone
Mechanical and panel rooms	1 phone each
Total	**67 phone jacks**

Table V-J
Acoustics

Although public libraries are intended to be busy, active places rather than mausoleums, excess noise will be avoided as much as possible.

The library building will be specifically designed to prevent the unwanted transmission of sound and to eliminate echoes and reverberation.

Equipment noise—such as sounds from HVAC equipment and restrooms—will not be heard in the rest of the building.

Sounds from the meeting rooms and the activity room will not disturb people in adjacent areas or readers in the rest of the library when the doors are closed.

Noise in the Youth Department will not carry easily to the Adult Department.

All fluorescent lighting fixtures will be equipped with electronic ballasts.

If metal halide fixtures are used for exterior lighting, ballast noise will be controlled and not perceptible inside the library.

Surfaces will absorb rather than reflect sound, and acoustic ceilings will be used in all public and staff work areas, including any sloped ceilings. Acoustic surfaces are particularly important on ceilings that are not flat, which otherwise tend to transmit sound in inappropriate ways.

Walls between public areas (reading rooms, study rooms, and meeting rooms) and between offices will continue past the ceiling grid to the bottom of the floor slab or roof above.

A small amount of "white noise" from the HVAC system, however, will help to mask other sounds and is desirable.

**Table V-K
Furnishings**

New furniture—particularly tables and chairs—will be purchased from an institutional supplier of attractive, heavy-duty furniture. Tables will be of wood, with high-pressure laminate surfaces on both sides of lumber core tops. Table legs will be anchored to tabletops with steel rods inside the legs welded to heavy-duty plates bolted to tabletops. Armchairs will be upholstered in fabric rather than plastic.

Seating that looks attractive in catalogs sometimes turns out to be very uncomfortable. The architect/interior designer will for this reason bring samples of all chairs for trial in the library. (Large armchairs are often too deep for most people.)

To prevent upholstery from quickly wearing out, most library armchairs have wooden arms.

Because of handicapped requirements, the Library will select tables—such as Parsons Design tables—with thin tops, without skirting, and without beams connecting the legs.

Because libraries frequently reposition furniture and shelving, colors that force items of furniture or equipment into particular groupings will not be selected. Any chair or table of the right size will be suitable for any location in the library.

All upholstered furniture will meet the CAL 133 flammability standard. Polyurethane foam will not be used.

Table V-L
Heating, ventilating, and air conditioning

The library's HVAC system will be capable of holding relative humidity in all areas of the library to no more than 50 percent. Humidity will not rise above that level during night setback periods.

Maintaining a minimum relative humidity of around 30 percent is also desirable, but it will probably be impossible unless the library constructs a new building.

The system will supply a maximum of fresh air. Air intakes will be carefully separated from motor vehicles, etc.

All separate rooms designed for human occupance will have separate thermostats and ducted air supplies and returns. Adjacent rooms will not share thermostats, and very large rooms may require more than one zone.

Air plenums will not be used.

In the library has slab-on-grade construction, air ducts will not be located beneath the slab.

The system will provide extensive dust filtration. High-quality filtration will drastically reduce the need for such dismal tasks as dusting books.

The HVAC contractor will provide commissioning services, including manuals for all equipment, staff training, and thorough testing of the completed system.

HVAC controls, including individual thermostats, will be electronic and remotely accessible.

HVAC systems are the most trouble-prone of all library MEP systems. As part of the punch list process, the library may wish to hire an independent specialist to verify that the entire HVAC system is installed and functioning properly.

**Table V-M
Long-term growth**

The library will be designed with potential long-term expansion in mind, even though expansion may come only after many years.

To enable eventual growth, bearing wall construction should not be used.

To simplify expansion, utilities will not be located in areas slated for expansion. Walls that will be removed during expansion will be located next to large, open areas (such as main reading rooms), to minimize the expensive relocation of offices.

If property adjacent to the library comes on the market at a reasonable price, the Library Board should acquire it.

**Table V-N
Flooring**

Flooring will be selected particularly with maintenance and comfort in mind.

Staff members sometimes stand for hours, and even semi-rigid flooring becomes extremely uncomfortable.

Modern carpet tile is usually preferable to broadloom carpet. Tile needs to be patterned to hide dirt. If tiles in an area are in a variety of slightly varying colors, it is more difficult to tell when a tile has been replaced.

Floor coverings where staff members stand a great deal of the time—such as at the lending desk—will be engineered for maximum comfort compatible with pushing book trucks.

Table V-O
Division into floors

A library of the size described in this ***Program*** will ideally be on two levels. The entry level will contain the entry vestibule, Lending Department, public meeting rooms, deliveries and staff entry, van garage, and either the Adult/Young Adult Department or Youth Department. The second level will contain either the Adult/Young Adult Department or Youth Department. Other library spaces—including the Technical Services Department, IT Department, Outreach Department, administrative offices, staff lunchroom, HVAC spaces, and general storage can be placed on whichever floor they fit.

The large meeting room—and probably the small meeting room as well—will not have library spaces above them, to allow higher ceilings and to avoid support columns in the middle of the rooms.

Due to problems with impedance in copper wire, the IT server room will be located centrally in the building, ***within less than 300 feet of all areas of the building***. A server closet will be located directly below or above the main server room.

Basement spaces in libraries are often unsatisfactory and are only slightly less expensive than spaces above ground.

Most buildings of this size require two elevators, one serving the public and the other the staff. At least one elevator will be large enough to hold a gurney.

Staircases will be designed to prevent unnecessary transmission of noise between the floors of the library.

Staircases will also be designed not to alarm people with acrophobia. Staircases will have closed risers and will not float through midair. Railings will be designed so they cannot be climbed like ladders. Staircases will reverse directions half way up. All steps will be simple rectangles.

Table V-P
Architectural features to be avoided

A number of popular features have proved to cause very serious problems in public libraries and will be avoided in the Round Lake Area Public Library building.
Among these are:

- **Non-acoustic ceilings**, particularly sloped ceilings
- **Skylights** (north-facing clearstory windows achieve much the same thing without the same problems with glare by day, darkness by night, noise, and leakage)
- **Non-rectangular interior spaces,** which are expensive to build, hard to light, and difficult to furnish effectively
- **Light fixtures that cannot be reached with standard stepladders**
- **Light fixtures that create direct glare and shadows, particularly recessed downlights** (so-called "can lights" are probably the single worst way to light a library and will not be used anywhere in the building)
- **Light fixtures that show the presence of dead bugs**
- **Light fixtures that require a wide variety of esoteric lamps**
- **Internal HID lighting,** such as metal halide
- **Quartz halogen lighting**
- **Excessive glass,** particularly glass facing any direction except north
- **Esoteric glass** that will be extremely expensive to replace, including fritted glass
- **Windows without blinds that face any direction except north,** including in particular high windows
- **Reliance on wireless data transmission,** although individual users may wish to use their laptops without connection to library Ethernet
- **Ornamental staircases** with long runs of steps, open or transparent risers, exposed undersides on which users can bump their foreheads, non-rectangular steps, etc.
- **Railings that can be climbed like ladders**
- **Unnecessarily large openings around staircases**
- **Balconies**
- **Fragile construction materials**, such as standard high-pressure laminates on service desks
- **EIFS** (external insulation finishing systems), which are associated with major structural problems
- **Movable meeting room dividers**
- **Atriums**
- **Courtyards**
- **Reading terraces that can be reached from inside the library**
- **Multiple public entrances,** including doors to external reading and program areas

- **Water features,** which are unsafe for children, lead to unwanted humidity, and are associated with Legionnaire's disease
- **Screen porches**
- **Soffits that match service desks below them**
- **Soffits less than ten feet above the floor.**
- **Soffits with recessed downlights, particularly perimeter soffits,** which are often used in situations where crown moldings would be preferable
- **Undersides of soffits that are not white**
- **Dark ceilings**
- **White grout in ceramic tile floors**
- **Colored hand grabs on doors,** because the colors come off

VI.   REQUIRED SPACES

VI-A.   Vestibule   unassigned space

Functions:

1.   **Providing access to the various public areas of the library.**

2.   **Protecting staff and users in the library from blasts of cold or hot air.**

Placement:

1.   **The foyer will provide separate access to the library meeting rooms, the main public restrooms, and the library proper,** enabling the meeting rooms to be used when the rest of the library is closed.

Features and equipment:

1.   **People counter.**

2.   **Glass walls facing outside and library proper**, to give staff at lending desk maximum oversight

3.   **Two large bulletin boards with locking glass covers.** One bulletin board will be used for community events and the other for library events. Acrylic pockets beneath the bulletin boards will hold standard tri-fold pamphlets.

4.   **Lighted walls and ceiling, to make library appear warm and welcoming from outside.**

5.   **Space for plaques listing participants in the construction project.**

6.   **Two benches for users waiting to be picked up.**

7.   **Recycling bins.**

8.   **Plasma panel providing library news.** Information on the panel will probably duplicate information on the panel by the lending desk, but it will be possible to program the panels separately. Both panels will be set up for television news feeds at times of emergencies.

9. **Anti-slip ceramic tile floor with very dark grout and walk-off mats.** Many libraries find that walk-off mats alone are not sufficient to soak up moisture and must be supplemented by leased carpet mats.

VI-B. Lending Department
4,325 square feet

VI-B-1. Areas of the Lending Department

Public areas of the Lending Department will be located in a single room or lobby directly inside the doors from the Vestibule to the library proper. These areas will include:

- A Patron Liaison Desk
- A Lending Desk
- Book sale books
- A coffee area

Staff areas of the Lending Department will include:

- Staff workroom
- Department manager office
- Drive-up book return
- Receiving and sorting area for donated books

VI-B-2.   Patron Liaison Desk   150 square feet

Functions:

a.   **The Patron Liaison Desk provides a variety of concierge functions**, including greeting users, providing orientation, and answering all sorts of questions about the library. All staff members at the Patron Liaison Desk are bilingual.

b.   **The staff member at the desk will also provide oversight** for the vestibule, the entrances to the meeting rooms and restrooms, etc.

c.   **This patron liaison service is provided with great success in the current library** and will be continued in the expanded or new library.

d.   **The Patron Liaison Desk will probably be staffed only at peak use times.** At other times, staff members at the Lending Desk will perform patron liaison functions. For this reason, direct line-of-sight supervision of the vestibule from the Lending Desk is important.

Placement:

a.   **Facing the doors from the vestibule to the library proper.**

Features and equipment:

a.   **Standing height desk** with laptop computer, telephone, storage space for brochures, etc.

        By using a laptop computer, library staff can easily put the computer and telephone away when the desk is not staffed. This will require a sufficiently large, locking drawer with ball-bearing double-extension hardware.

b.   **Space for users** to wait to talk with the staff member at the desk.

c.   **Wall-mounted activities display monitor**, providing a list of the day's scheduled events in the library. Under normal daily circumstances, the display will be fixed.

Estimate of required space:

        Desk.. 50
        Space for users 75
        Subtotal 125
        Circulation space... 25
        Total..**150 square feet**

VI-B-3. Lending Desk: staff areas 725 square feet

Functions:

a.   **The Lending Desk will be a single central desk** providing lending services for the entire library.

b.   **Staff at the Lending Desk will also oversee the vestibule and the doors to the meeting rooms and public restrooms.**

c.   **Lending Desk staff will greet all library users,** particularly on occasions when the Patron Liaison Desk is not staffed.

d.   **Lending Desk staff will provide a wide range of core library functions**, including:

        i.   **Greeting library users.**

        ii.   **Checking materials in and out.**

        iii.   **Answering the telephone.**

        iv.   **Providing held books and interlibrary loan books.**

        v.   **Collecting late fees** and other charges.

        vi.   **Making change** for vending machines.

        vii.   **Selling items** that are too large for the library vending machines.

        viii.   **Taking money for book sale books.**

Placement:

a.   **The Lending Desk will be positioned to give staff stationed there maximum oversight of the vestibule and of the lobby where the Lending Desk is located,** including book sale shelving, the coffee area, the vending machines, etc.

b.   **The Lending Department staff workroom will be directly behind the desk,** allowing staff to move back and forth quickly and efficiently.

Features and equipment:

a. **Five staff workstations**, three at standing height (about 40") and two at seated height (about 30").

b. **Seated height workstations will comply with all requirements of the ADA and the Illinois Accessibility Code.**

c. **Each workstation will provide space for the following:**

    i.   **Library staff member**, either seated or standing. Staff at standing-height workstations may wish to sit on high stools.

    ii. **Floor space for both a movable book bin and a shelving cart** (book truck), to allow a staff member to check books in from the bin to the cart.

    iii. **Desk top space** for a telephone, computer screen, mouse pad, receipt printer, and charge card swipe device, plus open counter space to allow the staff member to handle books being checked out.

    iv. **A desensitizing brick for the library's 3-M theft-detection system** will be located either on top of the counter or on a ledge slightly below the counter top. The desensitizing bricks are powerful magnets; 3-M can provide specifications for necessary clearances between the bricks and other equipment.

d. **The desk will be modular furniture**, with the five workstations capable of being relocated and rearranged.

e. **Desk tops will be made of a highly-durable synthetic material**, such as solid-core laminate or Corian. Standard high-pressure laminates are too flimsy for use on lending desks.

f. **The following items will be located on the staff side of the lending desk:**

    i.   **Shelving for interlibrary loan and held materials** on the equivalent of four single-faced 90" shelving units.

    ii. **Shelving for items for sale and for everyday supplies**, on the equivalent of two single-faced shelving units.

    iii. **Floor space for up to ten book return bins on casters and ten book trucks.**

    iv. **Cash register** on a stand or shelf convenient to all five workstations.

> **v.** **Wall-mounted plasma panel with library news,** capable of carrying television news at times of major crises. In most cases, this panel will duplicate the information on the panel in the vestibule, but they will be capable of displaying different information.
>
> **vi.** **Wall-mounted defibrillator.**
>
> **vii.** **System printer on a stand.**

Estimate of required space:

```
5 staff workstations @ 75 sf ...........................................375
6 single-faced shelving units @ 12 sf ............................. 72
10 book return bins @ 12 sf...........................................120
10 book trucks @ 8 sf..................................................... 80
Cash register ................................................................. 10
Defibrillator...................................................................  2
System printer ................................................................  5
Subtotal .........................................................................664
Circulation space............................................................ 61
```
Total..**725 square feet**

VI-B-4.   Lending Desk: public areas
1,450 square feet

Functions:

a.   **Space for library users being assisted at the Lending Desk.**

b.   **Space for the library's ongoing used book sale.**

c.   **Space for the library's food and beverage services.**

d.   **Circulation space for users passing by the Lending Desk** to enter the Adult, Young Adult, and Youth Departments.

Placement:

a.   **Directly in front of the Lending Desk.**

b.   **The elevator connecting the lending area to any public service departments will be reached after users pass the lending desk.**

c.   **The public areas of the Lending Department will be filled with the sounds of conversation, phones, vending machines, and computers.** For this reason:

     i.   **The Lending Department will be separated from the Adult, Young Adult and Youth Departments by glass walls and doors.** Doors will be compatible with heavy book truck and user traffic. Power-operated doors will probably be best, since it is very difficult to simultaneously hold a door open and push a book truck through.

     ii.   **Surfaces in the Lending Department will be designed to absorb sounds.**

Features and equipment:

a.   **Space for a consolidated queue for users borrowing materials.** The location of the queue will be indicated by posts and theater ropes.

b.   **Floor space for theft detection gates.** The library uses the 3-M detection system. To operate properly, gates need to be a least three feet from door hardware or other ferrous metals. The architect will consult with 3-M for full technical requirements.

c.   **Space for the library's used book sale**, including:

        i.   **The equivalent of ten single-faced shelving units**, <u>90" high</u>.

        ii.   **Space for users to stand** while browsing books on the shelving units.

        iii.   **Storage closet** for book sale books that will not fit on the shelving units.

d.   **Floor space and suitable wiring for one self-check workstation.** Although self-check workstations are found in a number of libraries, they are not always regarded as user-friendly, and the Round Lake library will continue its emphasis on public service.

       Self-check workstations need access to both 110-volt service and data conduit.

e.   **Vending machines** for beverages, snacks, and basic library supplies, including:

        i.   **Two beverage vending machines.**

        ii.   **One machine for snacks** and for coffee pods for the coffee brewer.

        iii.   **One machine for small library supplies**, such as pens, flash drives, CDs, etc.

        iv.   **Wall mounted display of items available for purchase at the Lending Desk.** Items that do not fit in the library supply vending machine will be sold at the Lending Desk.

f.   **Book and AV return slots** leading to bins in the lending staff workroom. Library users should pass by these slots before reaching the Lending Desk.

g.   **Social area** for people using the vending machines or just relaxing in the library.

        i.   **Twelve ice-cream-parlor style tables.** Round tables with two or three chairs each.

        ii.   **Coffee brewer** using pods sold in the vending machine. The brewer will be on a stand and plumbed, so that staff do not have to refill it during the day.

Estimate of required space:

Consolidated queue	125
Detection gates	65
10 shelving units for sale books @ 15 sf	150
Storage closet for sale books	50
Self-check workstation	75
4 vending machines @ 25 sf	100
12 ice-cream tables @ 60 sf	720
Coffee brewer	20
Subtotal	1,305
Circulation space	145
Total	**1,450 square feet**

VI-B-5.   Lending Department staff workroom
1,275 square feet

Functions:

a.   **The staff workroom will provide space for all Lending Department "back room" functions with the exception of the office for the department manager, the sorting area for gift books, and the receiving closet for the drive-through book return.**

b.   **The two main activities in the staff workroom are routine lending and interlibrary loan.** Both will share the same room, although the necessary equipment will be grouped as much as possible.

Placement:

a.   **Directly behind the Lending Desk.**

b.   **As close as possible to the library receiving area.** Of all library departments, lending probably receives the most substantial deliveries.

c.   **Windows with Venetian blinds** will give the staff in the workroom the option of overseeing the Lending Desk.

Features and equipment:

a.   **Lending**

   i.   **Four check-in workstations,** each with floor space for a return bin and a shelving cart. Staff will remove books from the bins, check them in, and place them in the carts. Each workstation will have a computer, bar code reader, and telephone.

   ii.   **Seated height work counter** with computer, bar code reader, and telephone.

   iii.   **Floor space for six book trucks for damaged items.** Lending staff will set aside damaged items on carts (two per department). Carts will first be transferred to departmental offices, where department managers will inspect the carts to determine which items will be repaired and which will be discarded. Carts will then be taken to Technical Services.

   iv.   **Floor space for six book trucks of items just checked in.**

       v.   **Workstation for resensitizing the theft-control tags in books.** After books have been checked in and resensitized, the carts are moved to the appropriate public service departments, where library users can look through the "recently returned" items before library staff reshelve them.

       vi.   **Storage for supplies** on the equivalent of three single-faced 90" shelving units.

       vii.   **Small safe** for deposit of cash at closing time.

       viii.   **Bulletin board.**

b.   **Interlibrary loan**

       i.   **Three desks,** each with computer, phone jack, a filing cabinet, floor space for two book carts. (Depending on the configuration of the area, one phone may be sufficient.)

       ii.   **Work table** for unpacking and wrapping interlibrary loan shipments.

       iii.   **Storage for packing materials** on the equivalent of three single-faced 90" shelving units.

       iv.   **Floor space for incoming interlibrary loan bins and book trucks.** Currently the bins are stored on a flatbed and moved to receiving in time for them to be picked up.

       v.   **Space for outgoing interlibrary loans,** consisting of two single-faced shelving units and floor space for five book trucks.

       vi.   **Bulletin board.**

       vii.   **Elbowroom to maneuver flatbeds through the staff workroom and to the receiving area.** The architect will verify that a sufficiently wide path is available.

c.   **Shared equipment:**

       i.   **Sink for hand washing.**

       ii.   **Coat rod** for 12 coats.

       iii.   **Forty lockers** large enough for backpacks, in 20 stacks of two each.

       iv.   **Work counter with system printer and postage meter.**

Estimate of required space:

Lending:

4 checkin workstations @ 85 sf	340
Work counter	50
Floor space for 12 book trucks @ 8 sf	96
Workstation for resensitizing books	75
3 shelving units for supplies @ 10 sf	30
Safe	5
Subtotal	556
Circulation space	44
Total	**600 square feet**

Interlibrary loan:

3 desks @ 75 sf	225
Work table	60
3 shelving units for storage @ 10 sf	30
Floor space for incoming interlibrary loan	50
Outgoing interlibrary loan	75
Subtotal	440
Circulation space	60
Total	**500 square feet**

Shared:

Sink	10
Coat rod	12
20 stacks of lockers @ 5 sf	100
Work counter with equipment	30
Subtotal	152
Circulation space	23
Total	**175 square feet**

Departmental total ....**1,275 square feet**

VI-B-6.　　Office for Lending Department manager
250 square feet

Functions:

a.　　**Office for department manager.**

b.　　**Place for private conversations and small meetings.**

Placement:

a.　　**Directly adjacent to the Lending Department staff workroom.**

Features and equipment:

a.　　**Desk** with computer L and phone.

b.　　**Two visitors' chairs.**

c.　　**Two filing cabinets.**

d.　　**Two single-faced 90" shelving units.**

e.　　**Conference table** with four chairs.

f.　　**Coat hook**

g.　　**Window** with Venetian blind to staff workroom

h.　　**Door** to staff workroom

i.　　**Bulletin board.**

Estimate of required space:

Desk	70
2 visitors' chairs @ 12 sf	24
2 filing cabinets @ 10 sf	20
2 shelving units @ 10 sf	20
Conference table with 4 chairs	100
Subtotal	234
Circulation space	16
Total	**250 square feet**

VI-B-7. Lending Department drive-up services
75 square feet

Functions:

a.   **Drive-up book return** leading directly to a receiving closet within the building.

b.   **Depending on circumstances, free-standing returns may also be used,** but they require frequent emptying on holidays.

Placement:

a.   **Where drivers can lean out the left windows of cars** to return books.

b.   **A great many drive-up book returns of this type are located inside curves or alcoves and do not allow drivers sufficient space to pull their cars up to the return slots.** The architect will make sure that access to the return slots actually works.

c.   **The closet will be located where the noise of books dropping into receiving bins cannot be heard in any public areas of the building.**

d.   **As close to the Lending Department workroom as possible.**

Features and equipment:

a.   **Two return slots,** one labeled "books" and the other labeled "other."

b.   **Fire resistant receiving closet** with sprinkler protection. (This is extremely important. Incendiaries in book returns have caused a number of library fires.)

c.   **Door that swings outward**, so that books that overflow the return bin cannot block the door.

d.   **Two receiving bins**, one for each return slot. (Some libraries replace bins with foam mattresses on holiday weekends, to allow the return of very large numbers of items without staff having to return to empty or swap bins.)

e.   **To prevent the constant thumping of returning books from driving people crazy, the return closet will be specifically designed to contain noise.** Walls will continue past the suspended ceiling to the bottom of the floor above. The air supply and returns will be ducted. Staggered stud walls can also be used.

VI-B-8.   Lending Department gift book receiving and sorting   250 square feet

Functions:

a.   **Place for quick sorting of gift books.**

b.   **Most of the used books donated to the library are routed to the ongoing book sale.**

Placement:

a.   **Adjacent to the library's receiving area.**

b.   **As close as possible to the book sale area.**

c.   **Convenient to the library dumpster.** (Unfortunately, many gift books turn out to be moldy or mildewed, and the volunteers sorting the books need to be able to dispose of them quickly.)

Features and equipment:

a.   **Floor space to pile boxes of newly-received books.**

b.   **Floor space to pile boxes of books that are ready to be transported to the book sale area.**

c.   **Floor space to pile boxes of books that don't sell** and are being passed on to another agency

d.   **Counter for sorting.**

Estimate of required space:

Floor space for cartons of received books	75
Floor space for cartons of sorted books	50
Floor space for cartons of rejected books	25
Sorting counter	75
Subtotal	225
Circulation space	25
Total	**250 square feet**

VI-B-9.   Lending Department storeroom
200 square feet

Functions:

a.   **Storage for miscellaneous** equipment, temporary gluts of book trucks, temporary gluts of book sale books, and all manner of inevitable stuff.

Placement:

a.   **Adjacent to the Lending Department staff workroom.**

Fixtures and equipment:

a.   **Primarily, open floor space.**

b.   **If shelving is required, storerooms are a great place to use obsolete steel shelving.**

Summary of Lending Department Spaces

Patron Liaison Desk 150
Lending desk: staff areas 725
Lending desk: public areas 1,450
Staff workroom 1,225
Manager's office 250
Drive-up services 75
Gift book receiving and sorting 250
Storeroom 200
Total ....**4,325 square feet**

VI-C.   Adult Department
19,325 square feet

VI-C-1.   Areas of the Adult Department

All areas of the Adult Department and Young Adult Department will be in a single room, with the exception of study rooms, staff workrooms, and storage.

Adult Department areas will include:

> Reference desk and reference collection
> Circulating collections
> User seating
> Public access computers
> Study rooms
> Quiet reading alcove
> Staff workroom
> Department manager's office
> Storage

VI-C-2. Adult Department reference desk and collection 375 square feet

Functions:

a. **Staff at the Adult Department reference desk will provide a wide variety of services**, including reader guidance (suggesting appropriate fiction), computer assistance, and traditional reference services.

b. **Staff will oversee both the Adult Department and the Young Adult Department.** The Young Adult Department will not have a reference desk.

Placement:

a. **The reference desk will face the entrance to the department.** Users entering the Adult Services department will immediately see library staff members who can help them.

b. **The reference desk will be placed where staff seated there have maximum oversight over the department**, including all seating and study rooms.

Features and Equipment:

a. **Reference desk with seating for up to three staff members.** Each workstation will have:

   i. **A computer with two flat screen monitors**, so that users can see what library staff members are consulting.

   ii. **Telephone.**

b. **Two single-faced shelving units for ready reference materials.** All shelving at the reference desk will be no more than 30 inches high to provide staff seated at the desk with a 360° view of the department. ("Ready reference shelving" is shelving for materials consulted on a very regular basis by departmental staff. Ready reference shelving is usually part of a rectangular enclosure that includes the reference desk.

c. **Shelving for up to 500 reference books** on the equivalent of three double-faced 60" shelving unit (assuming 26 books per shelf and four shelves vertically).

d. **Two seated-height OPACs** (Online Public Access Catalog computers) for catalog access.

Estimate of required space:

```
3 workstations @ 60 sf...................................................180
2 shelving units for ready reference @ 10 sf.................  20
Reference books: 3 units @ 23.5 sf................................  70
2 OPACs @ 30 sf..........................................................  60
Subtotal .........................................................................330
Circulation space............................................................ 45
```
Total..**375 square feet**

VI-C-3.   Adult Department circulating collections
11,625 square feet

Functions:

a.   **Storage for Adult Department circulating collections.**

Placement:

a.   **Shelving will be in parallel rows,** with no perpendicular rows.

b.   **Locations of materials will be obvious**, with no sudden jumps in sequences.

c.   **Shelving will be arranged so that staff at the reference desk will have maximum ability to look down rows.** (However, all shelving will be in parallel rows. Libraries have tried radiating rows of shelving, like the spokes of a wheel, to allow staff to look down all rows at the same time, and the results have been disastrous.)

Features and equipment:

a.   **Shelving for 66,000 volumes of adult and young adult non-fiction** books and DVDs on the equivalent of 212 double-face 90" units, assuming six shelves vertically and 26 volumes per shelf. Oversized books will be stored flat on bottom shelves. Non-fiction DVDs will be interfiled with non-fiction books.

b.   **Shelving for 53,500 volumes of fiction** on the equivalent of 147 double-faced 90" units, assuming seven shelves vertically and 26 volumes per shelf. Pocket sized paperbacks will be integrated with hardbound fiction.

c.   **Storage for 12,500 music CDs** in flip bins.

d.   **Storage for 20,000 fiction DVDs** on the equivalent of 24 double-faced 90" units (assuming 60 DVDs per shelf and seven shelves vertically).

e.   **Storage for 158 magazine subscriptions** in plastic holders on 9 double-faced 60" shelving units, assuming three subscriptions per shelf and three shelves vertically. Each holder will provide space for about one year of issues.

f.   **Storage for one year of back issues of each magazine title** in plastic pamphlet files on one double-faced 90" shelving unit.

f. **Storage for 8 newspaper subscriptions** on tilt shelves with plastic retainers on piano hinges to keep newspapers from falling off the shelves. Two weeks of issues of each newspaper will be piled beneath each tilt shelf. One 60" shelving unit, assuming two newspapers per shelf and three shelves vertically.

g. **Two new book display units**, one for fiction and one for non-fiction. One popular configuration is A frame displays. The main need is to spread out the books so that users looking at new materials have enough elbow room.

h. **Three small kiosks** for very short-term displays of titles of very current interest.

i. **Shelving for the "Hot Collection," materials available for use by Round Lake cardholders only,** on the equivalent of four single-faced 60" shelving units.

j. **Atlas case.**

k. **Two dictionary stands** for English and Spanish unabridged dictionaries that are too large to store on shelves.

l. **One vertical file** cabinet for local materials.

m. **Microfilm equipment, including one microfilm cabinet and one reader.** The library's microfilm collection is stable, so space for additional cabinets will not be needed. A standard Russ-Bassett microfilm cabinet will hold over 500 reels of 35mm film. Microfilm readers need to be in relatively dark areas.

n. **Locking glass front single-faced bookcase** for yearbooks, etc.

o. **Floor space for up to three carts with recently returned materials,** awaiting reshelving.

p. **Three OPACs** (online public access catalog workstations). Frequently, workstations of this type are located at the ends of shelving units.

q. **Five spinner racks for the Adult Department's paperback exchange.** By keeping them in the Adult Department rather than by the book sale books, the library has been able to help users keep straight which books are free and which must be paid for.

r. **Table for tax form racks,** about six feet long and 18 inches deep.

Estimate of required space:

Non-fiction: 212 units @ 23.5 sf.....................................	4,982
Fiction: 147 units @ 23.5 sf...	3,454
12,500 music CDs in flip bins..	625 (estimate) [1]
DVDs: 24 units @ 23.5 sf...	564
Magazines: 9 units @ 23.5 sf	212
Newspapers: 1 unit..	24
2 new book displays @ 100 sf...	200
3 display kiosks @ 35 sf	105
"Hot Collection": 4 units @ 12 sf	48
Atlas case	40
2 dictionary stands @ 15 sf...	30
Vertical file...	10
Microfilm reader	35
Microfilm storage cabinet...	15
Glass front bookcase	15
3 book trucks @ 10 sf..	30
3 OPACs @ 20 sf..	60
5 spinner racks @ 20 sf	100
Tax form racks...	30
Subtotal	10,579
Circulation space..	1,046
Total..	**11,625 square feet**

Notes:

1.   The amount of space required will depend greatly on the furniture selected.

VI-C-4. Adult Department user seating
1,950 square feet

Functions:

a. **Seating for library users.**

Placement:

a. **In scattered locations in the Adult Department.** A substantial amount of adult seating will be located next to windows.

Features and equipment:

a. **Six four-person tables,** each with 2 chairs on the long side. Electrical outlets and Ethernet jacks will be located in the centers of the tabletops (not hidden out of sight).

b. **Fifteen one-person tables.** Electrical outlets and Ethernet jacks will be located in the centers of the tabletops (not hidden out of sight).

c. **Sixteen armchairs.**

Estimate of required space:

6 reading tables @ 100 sf	600
15 single-user tables @ 35 sf	525
16 armchairs @ 40 sf	640
Subtotal	1,765
Circulation space	185
Total	**1,950 square feet**

VI-C-5.   Adult Department public access computers
1,950 square feet

Functions:

a.   **Computer workstations for public use.**

b.   **Space usable as a computer classroom.**

Placement:

a.   **Near the Adult Department reference desk** to facilitate staff assistance with computers.

Features and equipment:

a.   **Thirty computer workstations** on individual tables, hexagonal tables, or other furniture as selected by the library.

b.   **Reservation equipment.**

c.   **Shared printing equipment.**

d.   **Computer classroom** with space for up to 16 computer workstations, projector, screen, teacher station, storage closet. The computer classroom will have sliding glass walls and be set up so that the computers can be used by general users when classes are not taking place

Estimate of required space:

30 computers @ 35 sf	1,050
Reservation equipment	25
Shared printing equipment	30
5 OPACs @ 20 sf	100
Computer classroom	575
Subtotal	1,780
Circulation space	170
Total	**1,950 square feet**

VI-C-6.   Adult Department study rooms
1,800 square feet

Functions:

a.   **Small rooms set aside** for tutoring, test taking, quiet study, student group projects, meetings of small committees, parents using computers while accompanied by noisy children, etc.

b.   **Language lab** for users making use of library language teaching software.

Placement:

a.   **In a group separated by glass walls,** to facilitate staff supervision.

Features and equipment:

a.   **Study rooms will be terrariums.** They will have glass walls on three sides. Study rooms set up in rows will be separated by glass walls, allowing library staff to look through the entire group of study rooms from one end, like a shotgun house.

b.   **Study rooms will have extensive sound isolation.** Walls will continue past the suspended ceiling to the bottom of the floor or roof above. Rooms will have individually ducted air supply and return ducts.

c.   **Study rooms will have individual thermostats.** No rooms will share a thermostat.

d.   **No study rooms will have built-in furnishings.**

e.   **All study rooms will have convenient access to 110-volt service and Ethernet.**

f.   **Eight four-person study rooms**, each with a single four-person table.

g.   **Three eight-person study rooms,** each with two four-person tables.

h.   **Four-person language lab.**

Estimate of required space:

```
8 4-person study rooms @ 125 sf....................................1,000
3 8-person study rooms @ 250 sf...................................  750
4-person language lab .......................................................  150
Subtotal .........................................................................1,900
Circulation space.............................................................  200
Total..............................................................................2,100 square feet
```

VI-C-7.   Adult Department quiet reading alcove
350 square feet

Functions:

a.   **A quiet reading area apart from the noise of the department.**

Placement:

a.   **Apart from the mainstream of the department**, but not hidden away.

b.   **Beside exterior windows.**

Features and equipment:

a.   **Reading table** with four chairs.

b.   **Four armchairs.**

c.   **Fireplace** *if privately funded.*

Estimate of required space:

Reading table	100
4 armchairs @ 40 sf	160
Fireplace	40
Subtotal	300
Circulation space	50
Total	**350 square feet**

VI-C-8. Adult Department staff workroom
950 square feet

Functions:

a. **Workspace for Adult Department staff.**

b. **Workspace for Young Adult Department staff.**

Placement:

a. **Adjacent to the Adult Department.**

Features and equipment:

a. **Eight staff workstations**, each with a desk, computer, phone, filing cabinet, single – faced 90" shelving unit, and floor space for one book cart.

b. **Central worktable.**

c. **System printer.**

d. **Sink for hand washing.**

e. **Door and window with Venetian blind to the department.**

f. **Door and window to department manager's office.**

Estimate of required space:

8 workstations @ 100 sf 800
Work table 60
System printer 10
Sink 10
Subtotal 880
Circulation space 70
Total .... **950 square feet**

VI-C-9.   Adult Department manager's office
175 square feet

Functions:

a.   **Office for manager of the Adult Department.**

b.   **Place for private conversations.**

Placement:

a.   **Adjacent to the Adult Department staff workroom.** Entered through the workroom.

Features and equipment:

a.   **Desk** with computer L with phone, computer, printer

b.   **2 visitor's chairs**

c.   **Filing cabinet**

d.   **Shelving unit**

e.   **Door and window with Venetian blind to the staff workroom**

f.   **Separate work surface,** about 30" by 60."

g.   **Coat hook** on door

Estimate of required space:

```
Desk........................................................................  70
2 visitor's chairs @ 12 sf ................................  24
Filing cabinet........................................................  10
Shelving unit.........................................................  10
Work surface .....................................................  35
Subtotal ...........................................................149
Circulation space...............................................  26
Total..............................................................175 square feet
```

VI-C-10. Adult Department storage 400 square feet

Functions:

a.   **Storage** for program supplies and other materials.

Placement:

a.   **Ideally, accessible from the Adult Department staff workroom.**

Features and equipment:

a.   **Open floor space.**

b.   **Storage shelving.** As noted elsewhere in this ***Program***, store rooms are a good place for obsolete book shelving.

Summary of Adult Department spaces

Reference desk and collection	325
Circulating collections	11,625
User seating	1,750
Computers	1,950
Study rooms	1,800
Quiet reading alcove	350
Staff workroom	950
Department manager's office	175
Storage	400
Total	**19,325 square feet**

VI-D.   Young Adult Department
2,075 square feet

VI-D-1.   Areas of the Young Adult Department

The Young Adult Department serves users from about ages 13 through 25. Users are primarily of high school age, but because manga and graphic novels are shelved in this department, users can be up to almost any age.

The Young Adult Department is technically an area of the Adult Department. Although the Adult Department has staff members who specialize in young adult materials and services, all young adult and adult staff members share the same workroom, and the manager of the Adult Department is responsible for the Young Adult Department.

All areas of the Young Adult Department will be in the room that houses the Adult Department. The Young Adult Department will **not** be a separate room.

The Adult Department reference desk will serve both the Adult Department and the Young Adult Department. Because staff at the desk will supervise the Young Adult Department as well as the Adult Department, and sight lines from the desk to the young adult areas are important.

The Adult Department storeroom will provide storage space for Young Adult Department items.

Spaces in the Young Adult Department include:

- Young adult collections.

- Young adult computers

- Young adult user seating

VI-D-2.   Young Adult Department collections
925 square feet

Functions:

a.   **Storage and display of young adult books, magazines, DVDs, and video games.**

Placement:

a.   **Near young adult seating and computers.**

Features and equipment:

a.   **Shelving for 12,000 volumes of young adult fiction and graphic novels** on the equivalent of 31 double-faced 90" units (assuming 28 volumes per shelf and seven shelves vertically).

b.   **Shelving 16 young adult magazines** in plastic holders on the equivalent of one double-faced 60" shelving unit.

c.   **Shelving for 1,000 DVDs** on the equivalent of 2 double-faced 90" units (assuming 60 DVDs per shelf and seven shelves vertically).

d.   **Shelving for 300 video game boxes** on the equivalent of one double-faced 90" shelving unit. (Assuming 40 games per shelf and 6 shelves vertically. Actual video games will be stored at the Lending Desk and inserted in the empty boxes at the time of checkout.)

e.   **Book cart with recently returned items** awaiting reshelving.

f.   **Young adult non-fiction will be interfiled with adult non-fiction.**

Estimate of required space:

```
Fiction and graphic novels: 31 units @ 23.5 sf..............   728
Magazines: one unit...........................................................    24
DVD's: 2 units @ 23.5 sf................................................    47
Video games: one unit .....................................................    24
Book cart with recently returned items...........................    12
Subtotal..........................................................................   835
Circulation space............................................................    90
Total...............................................................................   925 square feet
```

VI-D-3.   Young Adult Department computers
375 square feet

Functions:

a.   **Public use computers for games and listening.**

b.   **Young adults who need computers for Internet access will use the computers in the Adult Department.**

Placement:

a.   **By young adult collections and seating.**

Features and equipment:

a.   **Six seated-height single-user game stations and listening posts.**

b.   **Two seated-height multi-player game stations for four players each.**

Estimate of required space:

> 6 single-user game stations @ 30 sf.................................180
> 2 multi-user game stations @ 80 sf.................................<u>160</u>
> Subtotal 340
> Circulation space..<u> 35</u>
> **Total**...**375 square feet**

VI-D-4.   Young Adult Department user seating
825 square feet

Functions:

a.   **Seating for young adults.**

b.   **Libraries with diner-booth style young adult seating often find it used by adults,** particularly because graphic novels are located nearby. The Round Lake library will need to develop policies about adult use of young adult seating.

Placement:

a.   **By the young adult collections and computers.**

Features and equipment:

a.   **Eight diner booths, each with space for up to six people.** Booths will be made of furniture rather than built in. One end of each booth can be against a wall. Booths will have easily-accessed 110-volt service and Ethernet jacks, above table top rather than hidden below, or on the wall at the end of the booth.

b.   **Four armchairs.**

c.   **Young adults who need access to study rooms will use the rooms in the Adult Department.**

Estimate of required space:

```
8 diner booths @ 75 sf....................................................600
4 armchairs @ 40 sf .......................................................160
Subtotal .........................................................................760
Circulation space............................................................. 65
Total..........................................................................825 square feet
```

VI-D-5.   Young Adult Department miscellaneous features

Features and equipment:

a.   **Pinnable walls for easy redecoration.**

b.   **It may be desirable to make even the name of the department part of frequent redecoration,** since teens are strongly affected by trends.

Summary of Young Adult Department spaces

Collections 925
Computers 325
Seating 825
Total ....**2,075 square feet**

VI-E.   Youth Department
17,325 square feet

The Youth Department will serve children from birth through about age 14, their parents and caregivers, teachers, and other people who need access to materials for children.

VI-E-1.   Areas of the Youth Department

The Youth Department will be acoustically separated from the Adult Department and the public areas of the Lending Department.

All public areas of the Youth Department will be in a single room, with the exception of the <u>Activity</u> Room.

Areas of the Youth Department include:

- Reference desk
- Features for all age groups
- Computers
- Services for younger children
- Services for older children
- Activity Room
- Boys' and Girls' restrooms
- Assisted use restroom
- Departmental staff workroom
- Office for department manager
- Storeroom

VI-E-2.   Youth Department reference desk
375 square feet

Functions:

a.   **Place for provision of staff services**, including greeting users as they arrive, assisting users with finding materials and with selection of materials, and assisting users with computer use.

Placement:

a.   **Facing the entrance to the department.**

b.   **Positioned to provide maximum staff oversight of the department.** Among other things, shelving will be oriented to make it easy for staff members to see down aisles. (However, all aisles will be parallel.)

c.   **Services for younger children will be on one side of the desk and services for older children on the other.**

Features and equipment:

a.   **Reference desk**

      i.   **Seated-height desk.**

      ii.   **Space for up to three staff members,** with two staff members facing the entrance to the department. A third seat on one side of the desk will be used for program registration and similar activities and may sometimes be used by volunteers.

      iii.   **Two computer workstations** with double (back-to-back) screens, so that users can see what librarians are viewing.

      iv.   **Three phones.**

      v.   **Two user seats.**

      vi.   **The desk will be made of modular furniture and designed for easy rearrangement and relocation. *It will not have a matching soffit or lights, particularly not recessed downlights.***

> **vii.** **Three single-faced shelving units will be located by the desk, helping form a rectangular desk shape.** Shelving units will not exceed 30" in height, in order to provide staff with a 360° view of the department.

b. **Areas for users:**

> **i.** **Queuing space** (space for users to stand while waiting to talk with librarians).
>
> **ii.** **Seated-height OPAC (Online Public Access Catalog workstation) on a separate table.**
>
> **iii.** **One double-faced 60" shelving unit for reference books.**

Estimate of required space:

```
3-person desk ...................................................................180
2 user seats @ 12 sf.........................................  24
3 shelving units @ 10 sf ...................................  30
Queuing space.................................................  50
OPAC..............................................................  25
Shelving unit for reference books ..................... 24
Subtotal ..........................................................333
Circulation space.............................................  42
Total.............................................................375 square feet
```

VI-E-3.   Youth Department features for all age groups   75 square feet

Functions:

a.   **Miscellaneous features.**

Placement:

a.   **Near the entrance to the department.**

Features and equipment:

a.   **Two jewel-box display cases.** These will be about 18 by 18 inches and 12 inches deep, with locking glass doors and bright lighting. Due to amazingly short lamp life, quartz halogen lamps will not be used to light the display cases. Cases will be set into the wall at child height.

b.   **Puppet theater and puppets** for children to play with. Puppets will be stored in a box or hung on a tree.

Estimate of required space:

2 display cases @ 10 sf	20
Puppet theater	50
Subtotal	70
Circulation space	5
Total	**75 square feet**

VI-E-4.   Youth Department computers
1,250 square feet

Functions:

a.   **Public access computers for children of all ages.**

b.   **Most computers will be multi-function.**

Placement:

a.   **In one group.**

b.   **Close enough to the reference desk for staff supervision and assistance.** The screens of Internet computers will face the reference desk.

Features and equipment:

a.   **Computers for use by children:**

    i.   **Eight game computers.**

    ii.   **Twenty Internet computers with filtered access.**

    iii.   **Two early literacy computers.**

    iv.   **Envisionware printing system.**

    v.   **PC reservation system.**

    vi.   **All computers for use by children will have padded bench seats** large enough for a parent and child to sit together.

b.   **Two standing height email computers** for parents.

c.   **Provisions for noise control.**

Estimate of required space:

30 seated height computers @ 35 sf 1,050
2 standing height computers @ 20 sf 40
Printing system 30
Reservation system 20
Subtotal 1,140
Circulation space 110
Total ....**1,250 square feet**

VI-E-5.　Services for younger children
6,375 square feet

Functions:

a.　**Services for children up through about age 7** and for their parents and caregivers.

Placement:

a.　**On the opposite side of the reference desk from service to older children.**

b.　**Collections and seating for younger children will all be grouped together.**

VI-E-5-a.   Circulating collections for younger children
5,150 square feet

Functions:

i.   **Storage for all collections of for younger children**

Placement:

i.   **Adjacent to other materials for younger children.**

Features and equipment:

i.   **New books and recordings display.**

ii.   **Storage for 29,500 E books** (picture books) in 148 flip bins (assuming 200 books per bin).

iii.   **Storage for 1,000 parenting and home schooling books** on the equivalent of three double-faced 90" shelving units (assuming 26 books per shelf and 7 shelves vertically).

iv.   **Storage for 500 CD/book sets** in hang bags on rods set into 6 48" high double-faced shelving units (assuming 20 sets per rod and two rods vertically).

v.   **Two carts for recently-returned materials** awaiting reshelving.

vi.   **Two OPACs.**

Estimate of required space:

```
New item display ...............................................    60
E books: 148 flip bins @ 30 sf........................4,440
Parenting books: 3 units @ 23.5 sf.................    70
CD book sets: 2 units @ 23.5 sf ....................    47
2 carts for recently returned materials @ 12 sf..............    24
2 OPACs @ 20 sf...............................................    40
Subtotal .......................................................4,681
Circulation space............................................. 469
Total..........................................................5,150 square feet
```

VI-E-5-b. Reader seating for younger children 800 square feet

Functions:

i. **Seating for children and their parents and caregivers.**

Placement:

i. **Adjacent to collections for younger children.**

Features and equipment:

i. **Five loveseats** where parents and children can sit together.

ii. **Imaginative seating unit.**

iii. **Two round primary sized tables** with four chairs each.

iv. **Toddler table** with four chairs.

v. **Existing slope-top table.**

vi. **Open floor space for toddlers.**

vii. **Window seats** if the design of the building permits.

Estimate of required space:

```
5 loveseats @ 60 sf............................................................300
Imaginative seating unit...................................................100 (estimate)
2 primary tables @ 60 sf..................................................120
Toddler table ....................................................................  40
Slope-top table .................................................................  75
Floor space for toddlers ..................................................  80
Window seats ...................................................................varies
Subtotal ............................................................................715
Circulation space..............................................................  85
Total................................................................................800 square feet
```

VI-E-5-c.   Miscellaneous features for younger children
525 square feet

Functions:

i.   **Miscellaneous features.**

Placement:

i.   **Adjacent to books and seating for younger children.**

Features and equipment:

i.   <u>**Three**</u> **craft tables for drop-in crafts.** Each table will have a 3 by 5 foot top and be child height, perhaps 24 inches. Craft supplies not needed for the daily craft will be in the staff workroom or departmental storeroom.

ii.   **One double-faced 48" shelving unit for games and toys for in-library use.** All shelves will be 11" (nominal 12") deep.

iii.   **Play kitchen set** with child size equipment.

iv.   **Display unit for stuffed animals.**

v.   **Lego DUPLO table.**

Estimate of required space:

```
3 craft tables @ 100 sf .......................................................300
Shelving unit for games and toys ....................................  24
Play kitchen set ..................................................................100
Stuffed animal display .......................................................  25
DUPLO table.......................................................................  40
Subtotal ...............................................................................489
Circulation space................................................................  36
Total.....................................................................525 square feet
```

Summary of spaces for younger children

Collections 5,150
Seating 800
Miscellaneous features 425
Total ....**6,375 square feet**

VI-E-6.   Services for older children

6,300 square feet

Functions:

a.   **"Older children" includes children from about 7 through 14 years of age.**

VI-E-6-a.   Circulating materials for older children
5,325 square feet

Functions:

i.   **Storage for a variety of materials for older children.**

Placement:

i.   **Adjacent to seating and miscellaneous features for older children.**

Features and equipment:

i.   **Two OPACs.**

ii.   **New book and AV display.**

iii.   **Storage for 22,000 J fiction books** on the equivalent of 79 double-faced 60"
shelving units (assuming 28 books per shelf and 5 shelves high).

iv.   **Storage for 34,000 J non-fiction books** on the equivalent of 85 double-faced 60"
shelving units (assuming 50 books per shelf and 4 shelves high).

v.   **Storage for 2,000 youth recorded books** on the equivalent of 11 double-faced 60"
shelving units (assuming 18 books per shelf and 5 shelves high).

vi.   **Storage for 44 magazine subscriptions** in plastic holders on four shelving units
(assuming three holders per shelf and two shelves vertically). This shelving will
contain magazines for children of all ages.

vii.   **Storage for one year of back issues for 44 magazine subscriptions** in pamphlet
files on the equivalent of one-half of one double-faced 60" shelving unit (assuming
4" of shelf space per title and 5 shelves vertically).

viii.   **Storage for 9,000 DVDs** in security cases, shelved like books on the equivalent of
18 double-faced 60" shelving units (assuming 50 DVDs per shelf and 5 shelves
vertically).

ix.   **Storage for 3,000 music CDs** in security cases in flip bins.

x.   **Storage for 100 empty video game boxes** in security cases in a flip bin. The actual
game discs will be stored at the Lending Desk.

Estimate of required space:

2 OPACs @ 20 sf	40
New book and AV display	60
J fiction: 79 units @ 23.5 sf	1,856
J non-fiction: 85 units @ 23.5 sf	1,998
J recorded books: 11 units @ 23.5 sf	258
Magazines: 2 units @ 23.5 sf	47
Magazine back issues: ½ unit @ 23.5 sf	12
DVDs: 18 units @ 23.5 sf	423
Music CDs: 3,000 in flip bins	150 (est.) [1]
Video games: 100 in a flip bin	10 (est.) [1]
Subtotal	4,854
Circulation space	471
Total	**5,325 square feet**

Notes:

1.   The space required for flip bins will depend on the specific furniture selected.

VI-E-6-b.   Seating for older children   975 square feet

Functions:

i.   **Soft seating and study space for older children.**

Placement:

i.   **Adjacent to collections and miscellaneous features for older children.**

Features and equipment:

i.   **Four adult-sized 4-person reading tables.**

ii.   **Four beanbag chairs.**

iii.   **Two-person game table** with chess-board top.

iv.   **One diner-style booth for tweens**. The booth will consist of a table with two padded bench seats with backs, not built-in equipment. One end of the table will be against a wall, with access to 110-volt service and an Ethernet jack above the tabletop.

v.   **Two study rooms with four-person tables.** Like the Adult Department study rooms, these rooms will have glass walls (not just windows) on three sides, a separate thermostat with ducted air supply and return, and walls that continue past the suspended ceiling to the bottom of the roof or floor above. The study rooms will have both 110-volt and Ethernet connections.

Estimate of required space:

```
4 reading tables @ 100 sf ................................................400
4 beanbag chairs @ 30 sf...............................................120
Game table .......................................................................  60
Diner booth......................................................................  60
2 study rooms @ 125 sf..................................................250
Subtotal ............................................................................890
Circulation space.............................................................  85
Total................................................................................975 square feet
```

Summary of spaces for older children

Collections 5,325
Seating 975
Total..**6,300 square feet**

VI-E-7.   Youth Department activity room
975 square feet

Functions:

a.   **Space for a variety of programs for children (and their parents)**

Placement:

a.   **Directly adjacent to the main Youth Department room** and accessible through the room.

Features and equipment:

a.   **Floor space to simultaneously seat:**

    i.   **Twenty children on the floor** on a large throw rug.

    ii.   **Twenty parents on chairs.** A dolly will be provided for the chairs.

    iii.   **Twenty children at craft tables.** Craft tables will have adjustable heights and fold up for storage.

b.   **Counter with locking cabinets above and below and with sinks at two heights.** The counter will be about 20 feet long. The counter top will be made of solid-core laminate or Corian. Sinks will have deep drains and goose-neck faucets. Each sink will have a paper towel dispenser. Drawers will have ball-bearing double-extension hardware.

c.   **Coat pegs for children's coats.**

d.   **Ceiling-mounted digital projector and sound system.**

e.   **Key-operated motor-driven projection screen.**

f.   **Illumination by reflected fluorescent uplighting from pendant mounted fixtures.** Care will be taken to be sure the projection beam from the digital projector is not interrupted by a light fixture.

    Illumination levels will be adjustable by dimmer switches compatible with electronic ballasts or by using three-tube fixtures with the center tube switched separately.

The lighting in the front third of the room will be controlled separately to allow the front of the room to be lighter or darker than the rest of the room.

There will be no soffits (particularly perimeter soffits) and no recessed downlights. (Recessed downlights may be required in the front center of the room to prevent pendant uplight fixtures from interrupting the projector beam.)

g. **The door to the rest of the Youth Department will have a side light** to allow people to see whether the Activity Room is in use. There will be no other windows from the room to the department.

h. **Wall phone with access code for use.**

i. **Pinnable walls.**

j. **White board** about 4 by 4 feet.

k. **Resilient, washable floor.**

l. **Furniture storage closet** to allow all furniture in the room to be stored away. The closet will have space for an additional 30 chairs, which will be provided to allow the room to be set up with parallel rows of chairs, theater style. The architect will verify that the closet is large enough to hold all the furniture selected. The closet will have locking double doors.

   With the tables and throw rug put away, the room should have space for about 50 chairs in rows.

m. **Storage closet for craft supplies.** The closet will be furnished with obsolete shelving from the current library. It will have locking double doors.

Estimate of required space:

20 children on the floor @ 6 sf	120
20 parents on chairs @ 12 sf	240
20 kids at craft tables @ 15 sf	300
Furniture storage closet	125
Counter with sinks and cabinets	100
Subtotal	885
Circulation space	90
Total	**975 square feet**

VI-E-8.   Boys' and girls' restrooms
unassigned space

Functions:

a.   **Separate boys' and girl's restrooms.**

Placement:

a.   **In a location where people entering the restrooms are visible to library staff at the reference desk,** but not where doors will stand open showing everyone the contents of the room. One way to achieve this may involve placing the doors behind a short wing wall.

Features and equipment:

a.   **Adult-sized toilets in stalls.** (If each room has only one toilet, the toilets will be in stalls.) Toilets will be wall-mounted flush valve toilets.

To prevent breakage, the coat hooks on the back of stall doors will not be made of cast zinc.

At least one stall in each restroom will have a fold-down infant seat with a belt to allow parents to place infants on the seats while the parents are using the toilets.

b.   **Wall mounted sinks strong enough for people to stand on.** Faucets will be operated by electric eye.

c.   **Ceramic tile floors and wainscot (or walls) with very dark grout.**

d.   **Floor drains.**

e.   **Both hand dryers and paper towel dispensers.**

f.   **Fixed (not fold-down) baby changing table**s in both restrooms.

g.   **If automatic lighting is required**, it will use occupancy sensors rather than motion detectors, and there will be a night light providing about 5 footcandles of illumination at all times.

h.   **Replaceable soap dispensers.** All soap dispensers corrode shut, often in a matter of just a few years. Replaceable dispensers are usually provided at no cost by

janitorial supply firms and can be mounted at the bottoms of the mirrors over the sinks.

i.   **Mirrors over sinks.**

j.   **Shelves besides sinks** for users' possessions.

k.   **The outer doors to the restrooms will not lock.**

l.   **Drinking fountains at two heights** will be located outside the restroom doors.

VI-E-9. Restroom with child-height fixtures
Unassigned space

Functions:

a.   **Single-user restroom for parents assisting young children.**

Placement:

a.   **Ideally close to the boys' and girls' restrooms**, to simply plumbing and to make locations clearer to library users.

Features and equipment:

a.   **Child-sized toilet.**

b.   **Child-height sink** with replaceable soap dispenser.

c.   **Changing table.**

d.   **Ceramic tile floor and wainscot** (or walls) with very dark grout.

e.   **Garment hooks on walls.** Hooks will not be made of cast zinc.

f.   **Shelf for possessions.**

g.   **Lighting requirements** as for boys' and girl's restrooms.

h.   **Locking door.** To maintain security and prevent unknown users from locking themselves into the rest room, it may be necessary to keep the key at the reference desk.

i.   **Both a hand dryer and a paper towel dispenser.**

VI-E-10.   Youth Department staff workroom
1,025 square feet

Functions:

a.   **Workspace for all Youth Department staff except the department manager.**

Placement:

a.   **Directly adjacent to the department.**

b.   **The Youth Department manager's office will be reached through the Youth Department staff workroom.**

Features and equipment:

a.   **Six staff workstations,** each consisting of a desk with a computer L, computer, and phone; one single-faced 90" shelving unit; one filing cabinet; and a bulletin board.

b.   **Work table for projects**, staff meetings, etc. The table will be large enough to seat six people comfortably.

c.   **Work counter** with laminator, die cutter and racks for dies, paper cutter, etc.

d.   **Sink.**

e.   **System printer.**

f   **10 single-faced shelving units** for program books and supplies.

g.   **Stacked washer and dryer** for washing puppets, etc.

i.   **Photocopier.**

j.   **Window with Venetian blind and door to main department space.**

k.   **Window and door to department manager's office.**

l.   **Door to Youth Department storeroom.**

Estimate of required space:

6 workstations @ 90 sf	540
Large worktable	150
Work counter	75
Sink	10
System printer	15
Photocopier	30
10 shelving units @ 10 sf	100
Stacked washer and dryer	25
Subtotal	945
Circulation space	80
Total	**1,025 square feet**

VI-E-11.   Office for Youth Department manager
150 square feet

Functions:

a.   **Office for department manager.**

b.   **Place for private conversations.**

Placement:

a.   **Entered through the Youth Department staff workroom or directly from the department.**

Features and equipment:

a.   **Desk** with computer L, computer, printer and phone.

b.   **Filing cabinet.**

c.   **Two single-faced 90" shelving units.**

d.   **Visitor's chair.**

e.   **Bulletin board.**

f.   **Coat hook.**

g.   **Accessed from youth staff workroom.**

h.   **Window with Venetian blind and door to staff workroom.**

i.   **Window with Venetian blind and door to department.**

Estimate of required space:

Desk..	70
Filing cabinet...	10
2 shelving units @ 10 sf	20
Visitor's chair	12
Subtotal	112
Circulation space...	38
Total..	**150 square feet**

VI-E-12.   Youth Department storeroom
800 square feet

Functions:

a.   **Storage for the vast variety of equipment and supplies that children's departments need.**

Placement:

a.   **Between the staff workroom and the Activity Room,** so it can be reached easily from either side.

Fixtures and equipment:

a.   **Map case** for posters and similar materials.

b.   **Open floor space.**

c.   **Shelving.** The most useful is 90" high with 11" (nominal 12") deep shelves. As noted elsewhere, storerooms are a good place to use obsolete shelving.

Summary of Youth Department spaces

Reference	375
Items for all ages	75
Computers	1,250
Younger children	6,375
Older children	6,300
Activity Room	975
Boys' and girls' restrooms	unassigned space
Restroom with child-height fixtures	unassigned space
Departmental staff workroom	1,025
Department manager's office	150
Storage	800
Total	**17,325 square feet**

VI-F. Public meeting rooms
7,500 square feet

VI-F-1. Large meeting room 6,400 square feet

Functions:

a. **Space for major library programs, large community events, etc.**

Placement:

a. **Accessible from the library vestibule,** to allow events to take place when the rest of the library is closed.

b. **Due to the large number of people who can occupy it, the large meeting room will need to be on the entry level of the library.**

c. **The large meeting room will not have other library spaces above it for two reasons.** First, a room the size of the large meeting room will need a ceiling substantially higher than most other ceilings in the library. And second, the large meeting room should not be interrupted by columns supporting other floors.

Features and equipment:

a. **Space for 400 people on chairs (about 800 children on the floor or 200 people seated at tables)**

b. **Stage:**

   i. **Stage** 18" high, 10 feet deep, and 20 feet wide.

   ii. **Ramp to stage,** 4 feet wide and 18 feet long.

c. **Projection equipment:**

   i. **Ceiling mounted digital projector**

   ii. **PA system**

   iii. **Key-operated motor-driven projection screen**

d. **Lighting**

    i. **Reflected fluorescent uplighting using pendant fixtures.** Fixtures will have no perforations or other ways of show the presence of dead insects.

    ii. **Control over illumination levels,** either through electronic dimmer switches or separate control of three-tube fixtures.

    iii. **No perimeter soffits.**

    iv. **No preset controls**, which require too much user training to operate.

    v. **No recessed downlights.**

e. **Acoustics**

    i. **Designed to limit transmission of sound between the meeting room and the rest of the library.** Among other things, the walls of the meeting room will extend past the suspended ceiling to the bottom of the floor or roof above.

    ii. **The back wall of the room will be as acoustically dead as possible to prevent sound from being reflected back toward the front of the room.**

f. **No movable room divider.**

g. **Pinnable walls. Non-pinnable areas will be easy to clean, such as vinyl wallpaper.**

h. **Wall phone with access code for use**

i. **Furnishings**

    i. **400 stack chairs** on dollies

    ii. **50 tables.** Tables will have castors and flip tops, enabling them to be set up without picking them up.

    iii. **Lectern with microphone.**

j. **Kitchenette** with sink, refrigerator, and locking storage cabinets. The sink will have a gooseneck faucet and be deep enough to fill coffee urns.

k. **Coat storage rods** for 400 coats

l. **Carpet tile flooring.**

m. **Storage closets**

i.   **Furniture storage closet** large enough for all seating and tables units (verify size with architect using actual furnishings selected)

ii.   **Locking closet for AV equipment storage.**

iii.   **Locking closet for children's program equipment and supplies.**

iv.   **No storage closets will be used to house mechanical equipment not required for those closets.**

Estimate of required space:

```
400 people on chairs @ 12 sf ..........................................4,800
Stage with space around ...................................................  250
Ramp (5 by 18 feet)...........................................................   90
Kitchenette  .......................................................................   75
Coat storage......................................................................  400
Furniture storage closet ...................................................  400
Av equipment storage closet............................................   50
Program equipment and supply closet............................  150
Subtotal ...........................................................................6,215
Circulation space..............................................................  185
Total................................................................................6,400 square feet
```

VI-F-2.   Small meeting room   1,100 square feet

Functions:

a.   **Room for small programs and presentations.**

b.   **Room for library board and staff meetings.**

Placement:

a.   **Accessible from the vestibule**, to allow use when the rest of the library is closed.

Features and equipment:

a.   **Space for 60 people on chairs** (about 120 children on the floor or 30 people seated at tables)

b.   **Presentation equipment**

    i.   **Ceiling mounted digital projector**

    ii.   **PA system**

    iii.   **Key-operated motor-driven projection screen**

c.   **Lighting**

    i.   **Reflected uplighting with no perimeter soffits—**

    ii.   **Switched to permit multiple levels of illumination,** with the front of the room either brighter or darker than the rest of the room if desired.

    ii.   **No pre-programmed light switches,** which require too much user instruction.

d.   **No movable room divider**

e.   **Acoustics**

    i.   **Walls designed to prevent sound from spreading to other areas of the library.**

    ii.   **Acoustically dead back wall to prevent reflected sound.**

e. **Kitchenette** alcove with sink, refrigerator, and locking storage cabinets. The sink will have a gooseneck faucet and be deep enough to fill coffee urns.

f. **Coat storage rods.**

g. **Flooring carpet tile.**

h. **Pinnable walls or washable vinyl wallpaper wall coverings.**

i. **Furnishings:**

    i. **60 stacking chairs on dollies.**

    ii. **8 tables on rollers,** with tops that flip up for storage.

j. **Storage closets**

    i. **Furniture storage closet** large enough to hold all furnishings. The architect will make sure that the furnishings listed will fit into the closets.

    ii. **Locking equipment closet.**

    iii. **Program supply closet.**

    iv. **No storage closets will be used to house mechanical equipment not related to those closets.**

Estimate of required space:

60 people on chairs @ 12 sf	720
Floor space for a speaker or performer	100
Kitchenette	40
Coat storage	60
Furniture storage closet	75
Equipment storage closet	50
Subtotal	1,045
Circulation space	55
Total	**1,100 square feet**

Summary of meeting room spaces

Large meeting room 6,400
Small meeting room ....<u>1,100</u>
Total...**7,500 square feet**

VI-G.   Public restrooms   unassigned space

Functions:

1.   **Public adult restrooms for the library.**

2.   **Facilities as required to meet applicable codes.**

Placement:

1.   **Accessible from the vestibule**, to allow use of library meeting rooms when the rest of the library is closed.

2.   **Outside the library security gates**, to prevent users from carrying library materials into restrooms without first checking them out.

3.   **Restroom doors will be visible from Lending Desk.**

Fixtures and equipment:

1.   **Wall-mounted flush-valve toilets.**

2.   **Wall mounted lavatories** strong enough to bear the weight of an adult

3.   **Electric eye operation of lavatories and hand driers.**

4.   **Changing tables in both restrooms.** Tables will not be in stalls.

5.   **Fold down infant seats** in handicapped stalls.

6.   **Anti-slip ceramic tile floors with very dark grout.**

7.   **Ceramic tile wainscot or full walls.**

8.   **Equipment that does not require finger tips or inside of palm to operate.**

9.   **Doors to restrooms visible from lending desk.**

10.   **Engineered to serve as tornado shelters.**

11.   **All stalls will be generously proportioned.** Non-handicapped stalls will be at least 42 inches wide, and door swings will clear toilets by at least 18 inches.

12.   **Stall doors will have at least two hooks on their backs.** Hooks will not be made of cast zinc.

13.   **Care will be taken to be sure that people using restrooms are not visible when the main doors are opened.**

14.   **To prevent undesired reflections, mirrors over washbasins will not be visible through open doors**

15.   **Automatic lights in public restrooms have led to problems in libraries.** If restrooms have lights operated by sensors, they will be occupancy sensors rather than motion sensors. Lights will turn on when the doors are opened, not when people enter the rooms. If the restrooms have automatic lights, they will have night lights on at all times, with a minimum illumination level of 5 footcandles.

16.   **Restrooms will be engineered to prevent restroom noises from being heard in adjacent rooms.** Among other things, restroom walls will continue past suspended ceilings to the bottom of the roof or floor above.

17.   **Soap dispensers usually corrode and fail in use, and for this reason the library will rely on the disposable dispensers provided by companies specializing in maintenance supplies.** The best place to mount dispensers is usually on mirrors over sinks, using double-stick tape.

18.   **Both hand dryers and paper towel dispensers.**

VI-H. Technical Services

1,775 square feet

Functions:

1. **The Technical Services department is responsible for ordering, receiving, processing, maintaining, and withdrawing all materials in the library's collections.**

Placement:

1. **Technical Services will be convenient to the receiving room.** The Lending Department and Technical Services receive the vast majority of incoming shipments to the library.

2. **Technical Services will be a single large room designed for maximum long-term flexibility.** No furniture will be built in except the sink.

Features and equipment:

1. **Extensive access to 110-volt service and data,** including:

    a. **A network of data conduit in the floor** with flush (Walker style) access boxes.

    b. **Dual conductor wire mold along the walls, above desk height.**

2. **Six cataloging workstations**, each with:

    a. **Desk** with computer L, printer, and phone.

    b. **Single-faced 90" shelving unit.**

    c. **Filing cabinet.**

    d. **Bulletin board.**

    e. **Floor space for two book carts.**

3. **Two counters for physical preparation and repair of materials.** One will have a number of flat shelves for pre-cut Mylar dust jacket covers.

    Counters will be standing height with high stools and knee cutouts.

Each counter will be 8 feet long and 30" deep.

4. **Counter with sink.**

5. **Twelve single-faced 90" shelving units.**

6. **Six supply racks**, each four feet wide and 18" deep.

7. **2 shared filing cabinets.**

8. **Floor space for 24 book trucks.**

9. **Floor space for boxed materials, next to the work table.**

10. **Work table** for unpacking shipments and for departmental staff meetings, about eight feet long and 3 feet deep.

11. **System color printer.**

12. **Departmental 4 by 6 foot bulletin board by entry door.**

13. **Six coat hooks.**

14. **Workspace for Technical Services manager,** including:

   a. **Desk with computer L.**

   b. **Shelving unit.**

   c. **Filing cabinet.**

   d. **Two visitors' chairs.**

   e. **Space for two book trucks.**

   f. **Partial partition** (about five feet high) separating the workspace from the rest of the department without severely limiting communications.

15. **Because catalogers tend to sit still when they work, motion-detector lights are unsuited for technical services departments and will not be used here.**

Estimate of required space:

6 workstations @ 125 sf	750
2 work counters @ 50 sf	100
Counter with sink	30
12 shelving units @ 10 sf	120
6 supply racks @ 15 sf	90
Floor space for boxed materials	100 (estimate)
Work table	150
24 book trucks @ 8 sf	192
System printer	10
Coat hooks	10
Manager's workspace	150
Subtotal	1,702
Circulation space	73
Total	**1,775 square feet**

VI-I.   Outreach Department
1,475 square feet

Functions:

1.   **The library's Outreach Department has a number of responsibilities**, including:

   a.   **Developing community programming partnerships.**

   b.   **Representing the library at community events**, including outdoor festivals, indoor expos, programming at the civic center, etc.

   c.   **Developing and producing graphic arts materials** for all library programs and public relations.

Placement:

1.   **Adjacent to the library's administrative offices.**

VI-I-1.　　Outreach Department staff workroom
1,000 square feet

Functions:

a.　　**Workspace** for Outreach staff members.

b.　　**Storage** for Outreach supplies

Placement:

a.　　**Adjacent to the Outreach manager's office and the Outreach storeroom.**

Features and equipment:

a.　　**Workstations:**

　　i.　　**Three standard workstations**, each with phone and computer, visitor chair, filing cabinet, and bulletin board.

　　ii.　　**Graphic arts workstation** with oversized monitor, phone, visitor chair, filing cabinet, and bulletin board.

　　iii.　　**Artist's drafting table.**

　　iv.　　**Four by eight foot work table,** standing height.

b.　　**Technical equipment:**

　　i.　　**System printer.**

　　ii.　　**11x17 color laser printer.**

　　iii.　　**Paper folder** for brochures, etc.

　　iv.　　**Plotter.**

　　v.　　**Exhaust hood.**

　　vi.　　**Sink.**

c.   **Storage:**

   i.   **Four single-faced shelving units for paper storage**, 90" high with 11" (nominal 12") deep shelves.

   ii.   **Five single-faced shelving units for miscellaneous materials**, 90" high with 11" (nominal 12") deep shelves.

   iii. **Map case.**

   iv.   **Five legal-size five-drawer filing cabinets.**

d.   **Miscellaneous items:**

   i.   **Bulletin board.**

   ii.   **Five coat hooks.**

e.   **Door and window** to Outreach manager's office.

f.   **Door and window with Venetian blind to service hall.**

g.   **Door to Outreach storeroom.**

Estimate of required space:

5 workstations @ 100 sf	500
Drafting table	30
4 x 8 work table	80
System printer	10
Color laser printer	20
Paper folder	35
Plotter	35
Exhaust hood	35
Sink	10
9 shelving units @ 10 sf	90
Map case	40
5 filing cabinets @ 10 sf	50
5 coat hooks @ 1 sf	5
Subtotal	940
Circulation space	60
Total	**1,000 square feet**

VI-I-2.   Office for manager of Outreach
175 square feet

Functions:

a.   **Office for Outreach manager.**

b.   **Place for private conversations.**

Placement:

a.   **Adjacent to the Outreach staff workroom.**

Features and equipment:

a.   **Desk** with phone, computer, and printer.

b.   **2 visitor chairs.**

c.   **Lateral file.**

d.   **One single-faced 90" shelving unit.**

e.   **Work table.**

f.   **Coat tree.**

g.   **Bulletin board.**

h.   **Doors** to the Outreach staff workroom and to the service hall.

i.   **Window with Venetian blind to the outreach staff workroom.**

Estimate of required space:

Desk	70
2 visitors' chairs @ 12 sf	24
Lateral file	10
Shelving unit	10
Work table	50
Coat tree	5
Subtotal	169
Circulation space	6
Total	**175 square feet**

VI-I-3.   Outreach storage   300 square feet

Functions:

a.   **Storage for a wide variety of items**, including displays, materials belonging to cooperating agencies, a tent for outdoor booths, etc.

Placement:

a.   **Adjacent to Outreach staff workroom.**

Features and equipment:

a.   **Initially, empty floor space.**

b.   **Storage shelving** may eventually be needed.

Summary of Outreach spaces

Staff workroom...1,000
Manager's office... 175
Storage.. 300
Total..**1,475 square feet**

VI-J. Administration 1,950 square feet

VI-J-1. Administrative spaces

Administrative spaces include:

- **Director's office**

- **Assistant Director's office**

- **Administrative Manager's office**

- **Office for future use**

- **Seating area for visitors waiting to meet with administrative staff**

- **Two conference rooms**

- **Record storage room**

- **Space for office supplies and shared equipment**

This *Program* assumes that a staff hallway will serve all administrative spaces plus the Outreach department.

VI-J-2.   Director's office   300 square feet

Functions:

a.   **Office for library director.**

b.   **Place for private conversations.**

Placement:

a.   **Adjacent to the other administrative offices and to the Outreach department.**

b.   **Next door to Administrative Manager's office.**

Features and equipment:

a.   **Desk** with phone, computer, and printer.

b.   **Credenza.**

c.   **Four-person conference table.**

d.   **Two units of single-faced 90" book shelving.**

e.   **Three filing cabinets.**

f.   **Work table** 30 by 96 inches.

g.   **Door and window with Venetian** blind to staff hallway.

Estimate of required space:

Desk	70
Credenza	10
4-person conference table	100
2 shelving units @ 10 sf	20
3 filing cabinets @ 10 sf	30
Work table	50
Subtotal	280
Circulation space	20
Total	**300 square feet**

VI-J-3.   Assistant Director's office

200 square feet

Functions:

a.   **Office and workspace for the Assistant Director.**

b.   **The position of Assistant Director does not exist at this time but could easily be established by the time the library is expanded or a new building is constructed.**

Placement:

a.   **In the administrative offices area.**

b.   **Next door to the Director's office.**

Features and equipment:

a.   **Desk** with phone, computer, and printer.

b.   **Credenza.**

c.   **Floor space for two visitors' chairs.**

d.   **Work table** 30" by 96."

e.   **Large bulletin board.**

f.   **Filing cabinet.**

g.   **Shelving unit.**

h.   **Door and window with Venetian blind** to staff hallway.

Estimate of required space:

Desk	70
Credenza	10
2 visitors' chairs @ 12 sf	24
Work table	50
Filing cabinet	10
Shelving unit	10
Subtotal	174
Circulation space	26
Total	**200 square feet**

VI-J-4. Administrative Manager's office
200 square feet

Functions:

a.   **Office and workspace for the Administrative Manager.**

Placement:

a.   **In the administrative offices area.**

b.   **Next door to the Director's office.**

Features and equipment:

a.   **Desk** with phone, computer, and printer.

b.   **Credenza.**

c.   **Floor space for two visitors' chairs.**

d.   **Work table** 30" by 96."

e.   **Large bulletin board.**

f.   **Filing cabinet.**

g.   **Shelving unit.**

h.   **Door and window with Venetian blind** to staff hallway.

Estimate of required space:

Desk	70
Credenza	10
2 visitors' chairs @ 12 sf	24
Work table	50
Filing cabinet	10
Shelving unit	10
Subtotal	174
Circulation space	26
Total	**200 square feet**

VI-J-5. Future administrative office

150 square feet

Functions:

a. **Space for another administrative staff member**, sure to be hired in the 20 or more years until the library is again expanded.

Placement:

a. **In the Administrative office area.**

Features and equipment:

a. **L-shaped desk** with phone, computer, and printer.

b. **Two visitors' chairs.**

c. **Filing cabinet.**

d. **Shelving unit.**

Estimate of required space:

Desk	70
2 visitors' chairs @ 12 sf	24
Filing cabinet	10
Shelving unit	10
Subtotal	114
Circulation space	36
Total	**150 square feet**

VI-J-6.   Two conference rooms   650 square feet

Functions:

a.   **Shared conference rooms** for all library departments.

b.   **Used for** library board committee meetings, staff meetings, meetings with vendors, job interviews, staff training, videoconferencing, etc.

Placement:

a.   **In the administrative office group.**

Features and equipment of each room:

a.   **Modular table with ten chairs.** The space required for conference tables varies widely with the tables selected, and the architect will verify that the tables selected fit comfortably into the conference rooms, with a space for people to walk easily between the walls and other people already seated at the tables.

     The use of modular conference tables is important. Single-section conference tables large enough to seat ten people are immense, expensive and remarkably unwieldy.

b.   **Ceiling-mounted digital projector and screen.**

c.   **White board.**

d.   **Small counter** suitable for coffee urn, etc., with locking cabinet doors below. If the two conference rooms are side by side, the alcoves for the counters may nest together. The back of the counter will have electrical outlets.

     Under-counter refrigerator.

e.   **Door and window** with Venetian blind to staff hallway.

f.   **Conference rooms will not have running water** but will have access to the sink in the administrative equipment area.

g.   **Reflected uplighting with adjustable brightness to meet changing needs.**
Light levels can be adjusted either by dimmer switches and electronic ballasts or by three-tube fixtures with one tube switched separately. Ideally, the end of the room with the projection screen will have lights than can be controlled separately. ***The conference rooms will have no soffits and no recessed downlights.***

h.   **Wall phone.**

i.   **Analog phone jack** if necessary for use with speaker phones.

j.   **Window with Venetian blind to hall outside.**

Estimate of required space for each room:

Conference table with 10 chairs @ 25 sf	250
Counter	25
Subtotal	275
Circulation space	50
Total	**325 sf for each room**
Total for two rooms	**650 square feet**

VI-J-7.   Waiting area for visitors   125 square feet

Functions:

a.   **Place where visitors can sit while waiting to see administrative staff, waiting for meetings to start, etc.**

Placement:

a.   **Adjacent to the group of administrative offices.**

Features and equipment:

a.   **Two armchairs.**

b.   **Large end table** separating the armchairs, with space for library brochures, etc.

Estimate of required space::

2 armchairs @ 40 sf	80
End table	20
Subtotal	100
Circulation space	25
Total	**125 square feet**

VI-J-8.   Storeroom for library records
100 square feet

Functions:

a.   **Secure storage for important library records**, including board records, financial records, personnel records, grant records, etc.

Placement:

a.   **In the administrative office group.**

Features and equipment:

a.   **Five single-faced shelving units** on one wall.

b.   **Ten legal-sized filing cabinets** on the facing wall.

c.   **Door at one end.**

d.   **Note that the square footage for this room presumes that it is laid out as described.** If another configuration is selected, the architect will verify that the required shelving and filing cabinets fit.

VI-J-9.   Library office supplies and shared administrative equipment   225 square feet

Functions:

a.   **Storage for office supplies** used by the entire library

b.   **Equipment used by the entire administrative staff.**

Placement:

a.   **In the administrative office group**, in an open area easily accessible to everyone.

Features and equipment:

a.   **The equivalent of <u>10 single-faced 90" shelving units</u>** with 11" (nominal 12") deep shelves for storage of office supplies of all kinds.

b.   **Work counter** with a sink and space for a large paper cutter, fax machine, coffee maker, etc.

c.   **Floor space** for a photocopier, shredder, etc.

d.   **Under-counter refrigerator.**

Estimate of required space:

10 shelving units @ 10 sf	100
Work counter	60
Floor space for equipment	50
Subtotal	210
Circulation space	15
Total	**225 square feet**

Summary of Administrative spaces

Director's office	300
Assistant Director's office	200
Administrative Manager's office	200
Reserve office	150
Conference rooms	650
Waiting area for visitors	125
Storeroom for library records	100
Office supplies and administrative equipment	225
Total	**1,950 square feet**

VI-K.   Information Technology
750 square feet

Functions:

a.   **Workroom for the library's IT staff.**

b.   **Space for storage of IT components.**

c.   **Server room for library IT equipment and for equipment used for other functions,** such as security, phones, etc.

Placement:

a.   **Accessible from a staff hallway**, not directly from a public area of the library.

b.   **IT server rooms MUST be within no more than 300 feet of all areas of the building.** This requires not only central placement not only at the time the building is constructed but also consideration of how expansion will eventually take place.

c.   **Because the building will almost certainly be two floors high, a server closet will be located directly above or below the main IT server room.**

VI-K-1.   Main server room   200 square feet

Functions:

a.   **Housing for servers for the library's online operations.**

b.   **Housing for servers provide by library contractors** for such functions as proximity cards, video surveillance, phone systems, etc.

Placement:

a.   **Adjacent to the IT staff workroom and accessible only through the workroom.**

Features and equipment:

a.   **Wire mesh divider** to prevent people servicing servers for proximity cards, phone system, security cameras, etc., from touching library servers.

b.   **People entering the server room will find themselves in the area for non-library equipment.** Access to the library server area of the room will require unlocking a door in the wire mesh divider.

c.   **Space for two server racks on each side of the divider.**

d.   **Small wall counters** for temporary placement of equipment.

e.   **Wall phones on both sides of divider.**

f.   **Provision for power supplies, cable trays, cable conduit, data wiring categories, etc.,** will be worked out between the library's IT staff and the architect's computer specialists.

VI-K-2.   IT staff work room   400 square feet

Functions:

a.   **Workspaces** for the library's IT staff.

b.   **Storage** for materials currently being worked on.

Location:

a.   **The IT staff workroom will be located on a staff hallway.**

b.   **Ideally, the IT staff workroom will be near the administrative offices.**

c.   **The IT server room will be accessed only through the staff workroom.**

Features and equipment:

a.   **Two desks** with computer Ls and phones.

b.   **Shared printer** on a stand.

c.   **Work counter** with electrical outlets and Ethernet jacks along wall at back. The counter will be 10 feet long to allow simultaneous setup of several computers.

d.   **Shelving unit**

e.   **Filing cabinet**

f.   **Rack for computer components** 2 feet deep, 8 feet long, and 6 feet high.

g.   **Floor space for deliveries**, allowing for up to 15 or 20 boxed computers to be delivered at one time.

Estimate of required space:

```
2 desks @ 70 sf...............................................................140
Printer on stand .............................................................  10
Work counter ..................................................................  50
Shelving unit...................................................................  10
Filing cabinet..................................................................  10
Rack for computer components.....................................  40
Floor space for deliveries ...............................................100
Subtotal ..........................................................................360
Circulation space.............................................................  40
Total...............................................................................400 square feet
```

VI-K-3.   IT server closet(s)   50 square feet

Functions and placement:

a.   **Server closet directly above or below the library's IT server room.** If the library
      has more than two floors, additional closets will be needed.

Features and equipment:

a.   **Necessary provisions for cable management** will be determined by the library's
      IT staff working with the architect's IT specialists.

VI-K-4.   IT storeroom   100 square feet

Functions:

a.   **IT operations are notorious for stacks of usable but currently unassigned
      equipment.**

b.   **The purpose of a storeroom is to avoid some of the otherwise inevitable
      clutter in IT workrooms.**

Summary of IT spaces

Server room 200
Staff workroom 400
Server closet 50
Storage 100
Total .... **750 square feet**

VI-L.　　Staff lunchroom　　625 square feet

Functions:

1.　　**Place for library staff to have lunch and to relax when off duty.**

2.　　**In most libraries, the great majority of staff members bring their lunches to work with them and have no place to eat except the staff lunchroom.**

Placement:

1.　　**Accessible from a staff hallway,** not directly from a public area of the library.

2.　　**The staff restroom(s) will be near the staff lunchrooms but accessible from a staff hallway,** *not directly from the lunchroom.*

Features and equipment:

1.　　**Kitchenette**, including:

　　a.　　**Counter with two-drain sink and space for a variety of equipment**, including three microwaves.

　　b.　　**Dishwasher installed under the counter.** The dishwasher will be set to scalding heat as a way of limiting share colds, etc.

　　c.　　**Stove,** if local codes do not require a commercial range hood.

　　d.　　**Two refrigerators with ice dispensers** (to prevent people from handling and then sharing ice).

　　e.　　**Exhaust fan.**

　　f.　　**Outlets served by at least three separate electrical circuits** will be located at the back of the counter.

2.　　**Seating,** including:

　　a.　　**Four 4-person round tables.**

　　b.　　**Two armchairs.**

　　c.　　**Computer workstation for use by staff** who want to check email but have no computers assigned to them.

3. **Wall-mounted telephone.**

4. **Buffet shelf for shared food.** The shelf will be ten feet long and 18" deep, with electrical outlets for food that must be kept warm.

5. **Bulletin board for social notices.** The main staff bulletin boards will be at the staff entrance, where staff members have a much better chance of seeing notices.

Estimate of required space:

```
Counter 15 feet long ......................................................100
Stove ...........................................................................  30
2 refrigerators @ 30 sf...............................................  60
4 tables @ 60 sf .........................................................240
2 armchairs @ 40 sf ...................................................  80
Computer workstation................................................  20
Buffet shelf ................................................................  50
Subtotal ......................................................................580
Circulation space........................................................  45
Total............................................................................625 square feet
```

VI-M.   Staff restroom(s)   unassigned space

Functions:

1.   **Restrooms that do not need to be shared with the general public.**

2.   **Separate restrooms are of very great importance to library staff members.**

Placement:

1.   **Near the staff lunchroom, but NOT DIRECTLY ACCESSIBLE FROM THE STAFF LUNCHROOM!**

2.   **Accessible from a staff hallway**, not from a public area of the library.

Features and equipment:

1.   **Following standards described for public restrooms.**

2.   **Given the size of the Round Lake library, two single-user rooms may be sufficient.**

VI-N.   Deliveries and staff entrance
Unassigned space

Functions:

1.   **Staff entrance to the library**

2.   **Delivery entrance.**

Placement:

1.   **At a back side of the library** where the presence of delivery doors, dumpster, etc., will not be overly apparent to general users.

VI-N-1.   Delivery door and receiving room
Unassigned space, but about 250 square feet

Functions:

a. **Delivery and staff entrance.** Deliveries will include delivery of interlibrary loan books, US mail, shipments for Technical Services, etc.

b. **Shipment area.** Outgoing interlibrary loan bins will be delivered on a small flatbed and stored in the receiving area until picked up.

c. **Provision of a secure area** where shipments can be dropped off without entering the rest of the library.

d. **Sheltering the rest of the library from cold winds.**

Placement:

a. **Directly accessible from outside the library.**

b. **If possible, close to both the Lending Department and Technical Services.**

c. **Leading to a staff hallway,** not to a public area of the library.

Features and equipment:

a. **Double doors** to both the outside and to the rest of the library for occasional large deliveries.

b. **Small windows both doors** so that staff can see who is outside before unlocking the door.

c. **Doorbell ringing in nearby workrooms and in the Lending Department** (for times when nearby offices are not staffed).

d. **Intercom** if the Lending Department workroom is not close to the door.

e. **Open floor space for shipments.**

f. **Separate staff door with proximity card reader.**

g. **Wall-mounted telephone with access code.**

h.   **Library dumpsters** will be located outside the delivery entrance.

i.   **The delivery entrance will be at grade level.** The library does not need an elevated loading dock.

VI-N-2.   Staff mailboxes, etc.   unassigned space

Functions:

a.   **Location for staff mailboxes, time clock (if not replaced by direct login at staff computers), staff in-out board, bulletin boards for legal notices, to staff, etc.**

Placement:

a.   **Directly inside the receiving room.**

b.   **In a staff area not open to library users.**

Features and equipment:

a.   **Eighty staff mail cubbies, in seven stacks of 12 each.** Each cubby will be 10 inches wide and 15 inches deep, inside measurement. Cubbies will be a minimum of 2 inches high inside. Adjustable cubbies are useful, since staff members receive widely varying quantities of mail and notices.

b.   **A sorting shelf beneath the cubbies** will make it easier for distribution of mail.

c.   **Three large bulletin boards**, each 3 by 5 feet, for required notices, staff photos, and staff social notices.

d.   **Staff in-out board**, with magnets indicating status of all staff.

e.   **Time clock**, if still used.

f.   **The actual required space for staff mailboxes will depend greatly on the architectural configuration of the area.**

VI-O.   Custodial spaces   950 square feet

VI-O-1.   Custodial workroom   450 square feet

Functions:

a.   **Office and workspace for the building's Facilities Manager and any assistants.**

Placement:

a.   **Ideally, near the delivery entrance.**

b.   **Accessible from a staff hallway,** not from a public area of the library.

Features and equipment:

a.   **Desk** with computer and phone for Facilities Manager.

b.   **Filing cabinet.**

c.   **Five single-faced 90" shelving units with 11" (nominal 12") deep shelves** for paint and other supplies.

d.   **Bulletin board.**

e.   **Workbench with locking tool board.**

f.   **Floor space for the assembly and repair of library equipment and furnishings.**

Estimate of required space:

Desk	60
Filing cabinet	10
5 shelving units @ 10 sf	50
Workbench	50
Floor space for assembly and repair work	250
Subtotal	420
Circulation space	30
Total	**450 square feet**

VI-O-2.   Mop closets   unassigned space
but at least 100 square feet per closet

Functions:

a.   **Codes require that mop closets be provided on all floors that have restrooms.**

Placement:

a.   **Ideally, accessible from staff hallways.**

Features and equipment:

a.   **Mop basins.**

b.   **Shelves** for cleaning supplies, restroom supplies, etc.

c.   **Floor space** for cleaning equipment, maintenance carts, etc.

IV-O-3.   Ladder storage   unassigned space

Functions:

a.   **All libraries need space for storing all required ladders**, but this is frequently omitted from designs.

b.   **If a lift is required to access any library light bulbs, storage space also needs to be provided for the lift.** (Unfortunately, many libraries have been built with light bulbs than cannot be accessed without moving shelving or erecting what amount to construction scaffolds.)

VI-O-4.   Custodial supply storage   300 square feet

Functions:

a.   **Storage of the vast range of supplies required for library maintenance**, including electrical lamps (light bulbs), attic stocks of carpet squares and acoustic ceiling tiles, etc.

b.   **This space could possibly be combined with the library's general storeroom** for long-term flexibility of space use.

Placement:

a.   **In a location convenient to maintenance staff**, preferably near the custodial workroom.

b.   **Accessible from a staff hallway.**

Features and equipment:

a.   **Primarily floor space** for boxes of fluorescent tubes and stacks of carpet squares and ceiling tiles.

b.   **The architect will review the number of items to be stored and confirm that the specified space is sufficiently large.** This space should be sufficiently large to hold ***all electrical lamps*** and ***all attic stocks***.

VI-O-5.   Storage for external maintenance supplies and equipment   200 square feet

Functions:

a.   **Storage** for gardening equipment and supplies.

b.   **Workspace** for staff and volunteers maintaining plantings.

Placement:

a.   **Near the library's delivery entrance.**

Features and equipment:

a.   **Potting bench.**

b.   **Floor space** for gardening tools, bags of fertilizer, fertilizer spreader, etc.

c.   **Tool board** for clippers, trowels, etc.

d.   **Floor drain.**

e.   **Exterior double doors or garage door.**

VI-O-6. Storage for gasoline-powered equipment
Unassigned space

Functions:

a. **Storage for equipment that is required to have direct access to the out of doors.**

Placement:

a. **At the back side of the library**, where the additional exit door will not be visible to most library users.

b. **Internally accessible from a library staff hall.**

Features and equipment:

a. **Space for a snow blower and lawnmower, and perhaps a hedge trimmer.**

b. **Legal fuel storage.**

c. **Garage-style door.**

Summary of custodial spaces

```
Custodial work room ......................................................450
Mop closets ...................................................................unassigned space
Ladder and lift storage......................................................unassigned space
Custodial supply storage....................................................300
Exterior maintenance supplies and equipment..............200
Gasoline-powered equipment...........................................unassigned space
Total..............................................................................950 square feet
                                                                plus unassigned space
```

VI-P. General library storeroom
2,000 square feet

Functions:

1. **Storage for the vast amount of materials and equipment that libraries possess.**

Placement:

1. **In almost any place it fits.**

2. **If at all possible, accessible from staff hallways.**

3. **If necessary, the storeroom can be divided into more than one section** to use up odds and ends of available space.

4. **Some libraries have created basement spaces for storage,** but the library will want to review whether the slightly lower cost of basement space adequately compensates for the long-term loss of natural light and the significant possibility of flooding.

Features and equipment:

1. **To begin with, open floor space.**

2. **Sealed concrete floors.**

3. **Simple fluorescent fixtures with wire cages** to protect the lamps from damage.

VI-Q.   Library vehicle storage
300 square feet

Functions:

1.   **Storage for library van** or similar vehicle.

Placement:

1.   **At the rear of the library**, where a garage door will be less obtrusive.

2.   **Accessible from a staff hallway.**

3.   **Close to the Outreach Department.**

Features and equipment:

1.   **Floor space for a van.**

2.   **Floor space to stack materials while the van is being loaded or unloaded.**

VI-R.   External features

Features and equipment:

1.   **Porte-cochère.**

2.   **Lighted flag pole.**

3.   **Single public entrance.**

4.   **Kid's garden area**

5.   **Courtyard.**

6.   **Patio.**

7.   **Picnic bench.**

8.   **Sheltered benches outside the library where people can wait for rides.**

9.   **Driveway for drive-up book return.**

10.   **Parking to meet local codes.** Typically, libraries supply at least three spaces for every 1,000 square feet of library space, but the very large meeting room planned may make more spaces necessary. If 400 people attend a large program, two people to a car, that's 200 cars for the program alone.

        Parking lot needs are also affected by the availability of nearby overflow parking, and by nearby facilities whose parking needs overflow onto the library lot. If the library is not close to other facilities, it may need extra to take care of high-demand situations.

        Local ordinances will also control detention of water runoff. From the early planning viewpoint, the important thing is to be sure the site chosen is sufficiently large. The best way to do this is to have the assistance of an architect when selecting a site.

V. TOTAL ESTIMATED SPACE

Vestibule .... unassigned space
Lending Department 4,325
Adult Department 19,325
Young Adult Department 2,075
Youth Department 17,325
Meeting rooms 7,500
Public restrooms .... unassigned space
Technical Services Department 1,775
Outreach Department 1,475
Administration 1,950
Information Technology Department   750
Staff lunch room   550
Staff restrooms .... unassigned space
Custodial spaces   950
Storage 2,000
Van garage   300
Net assignable space 60,300
Unassigned space (25 percent) 15,075
Total .... **75,375 square feet**

Net assignable space is space for all library functions.

Unassigned space is space for restrooms, hallways, furnace rooms, staircases, elevators, and all of the essential spaces that do not provide specific "library" functions.

Ideally, the building will be two stories. Some features must be on the main floor, including the vestibule, the Lending Department, the meeting rooms, the public restrooms, the delivery room, the van garage, and either the combined Adult and YA Department or the Youth Department. Because the large meeting room will have a high ceiling, there will be no floor above it, and the footprint of the library will be about 6,400 sf (the size of the large meeting room) plus half the remaining space (about 34,500 sf) or 40,500 sf, which is nearly an acre.

If both meeting rooms have no floors above them, the footprint of the library will be about 7,500 sf plus half the remaining space (about 34,000 sf) or about 41,500 sf.