

A Building Program
for the
Round Lake Area
Public Library
District

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I. EXECUTIVE SUMMARY

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 designing and constructing a new library building for the district.

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 Hainesville.

In 2020, the population of the library district was about 40,000.

The Round Lake library currently occupies a 29,000-square-foot building originally constructed in 1988 and remodeled in 2000. A general rule of thumb for long-term library building sizes is up to two square feet per capita. The library's current site is far too small to house the size of building the library needs.

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:

- Small size for the population served.
- Inadequate space for readers.
- Insufficient shelving, which forces the library to regularly remove materials that are still of interest to the community from the collection to make space for new or replacement items.
- Inadequate meeting facilities.

- Bad acoustics.
- Low ceilings in most areas, making good lighting difficult.
- Inadequate staff workspaces.
- A site too small for the needed larger building.
- 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, or replacing the current library with a new building on the same site.** This is essentially impossible because the current library and its parking lot occupy the entire site. Expanding the building by adding another floor is structurally impossible, and even if the building could support another floor, the result would be an inadequate parking lot. Similarly, the site is too small for a new public library building and an adequate parking lot.
- **Converting an existing structure to a new public library.** This can be done on rare occasions, but in most cases no building sufficiently large is available, and very few buildings are strong enough to serve as libraries.
- **Constructing a new library building on a new site.** Given the limited site, the only option available to meet the long-term space needs of the library is construction of a new building on a larger site.

I-B. Spaces in the new library building

The library will contain the following 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.
- Counter for curbside pickup.
- 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 four staff members
- Book and AV return slots
- Book sale shelving
- Vending equipment for snacks, coffee, and library supplies
- A social area with café style tables
- The library's heavily-used passport service
- 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, audio books, CDs, DVDs, newspapers, magazines. The library's excellent collections in English and Spanish reflect the needs of the community.
- Items for the new Library of Things collection.
- Seating at four-person tables, two-person tables, one-person tables, armchairs, and a couch.
- Eighteen computer workstations for library users.
- Six four-person study rooms, two eight-person study rooms, two media studio rooms, and a maker space. 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. Media studio rooms and maker spaces offer a variety of high-demand equipment.

- A quiet reading alcove with a reading table and armchairs.
- Space for passive programming, such as jigsaw puzzles.

Young Adult Department

- For users from about 13 through 18.
- Collections of books. Magazines, DVDs, CDs and video games for young adults are interfiled with adult collections.
- Computers for study and for multi-user games.
- Seating at reading tables 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.
- Twenty computers and computer workspaces for 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, a play kitchen set, and a Lego DUPLO table.
- Services for older children, including books, magazines, DVDs, music CDs, video games, reading tables, beanbag chairs, four study rooms, a couch, and a diner booth for tweens.
- Interactive displays, including a Lite Brite wall, a Lego wall, sensory boards, manipulative displays, artist light table, and so on.
- Activity room with space for stories and crafts.
- Restrooms for boys, girls, and families.
- 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 200 people on chairs, 100 people at tables, or 400 children on the floor; plus a small stage platform, a digital projector; and a kitchenette.
- Small meeting room with space for up to 50 people on chairs, 25 people at tables, or 100 children on the floor, plus a kitchenette.

Corridor spaces.

Public restrooms

Staff workspaces

Storage spaces

Necessary mechanical spaces

Total estimated space

Vestibule	unassigned space
Lending Department.....	3,825
Adult Department	16,925
Young Adult Department	1,925
Youth Department.....	12,000
Meeting rooms	3,925
Public restrooms	unassigned space
Technical Services Department.....	1,800
Community Engagement Department.....	1,225
Administration	1,875
Information Technology Department.....	700
Staff lunch room.....	675
Lactation room	75
Staff restrooms.....	unassigned space
Deliveries and staff entrances	unassigned space
Custodial spaces.....	1,000
Storage.....	1,500
Vehicle storage.....	<u>300</u>
Net assignable space.....	47,750
Unassigned space (25 percent)	<u>11,950</u>
Total.....	59,700 square feet

“Net assignable space” is space required for all basic library functions.

“Unassignable space” is additional space for restrooms, hallways, HVAC spaces, corridors, elevators, staircases, custodial spaces, the thickness of walls, and other essential spaces that do not directly serve library functions but are necessary for the functioning of the library building.

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 designing and constructing a new building

The *Program* is also designed to be used as a yardstick for evaluating the feasibility of expanding the existing building, as opposed to constructing a new building.

The *Program* was first 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. It was revised in the fall of 2022 and spring and summer of 2023.

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, Young Adult Department, Lending Department, public meeting room, and administrative workrooms are on the main level. The Youth Department, Technical Services, Information Technology, and mechanical rooms are on the lower level.

In 2020, the population of the Round Lake Area Public Library District was about 40,000. Long-term population projections are difficult, but there is undeveloped land in the district. In addition, all library construction projects involve compromises, with ideal space balanced with affordable space. For this reason, the long-term expandability of the library building is of great importance.

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 a strong public library because school libraries are closed during evenings, weekends, and school vacation times, when students work on assignments or come to the library for non-assigned reading.

II-C. Evaluation of the current library building

The Round Lake Area Public Library occupies a 29,000-square foot building originally constructed in 1988 and remodeled in 2000.

The loan for the 2000 remodeling was paid off in 2014.

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 workrooms 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. In 2018 it replaced its entire roof, in 2020 it installed a panic button alarm system throughout the entire building, and in 2021 it replaced its fire alarm system.

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 and the library's wireless service.

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 40,000 residents. In general, ideal public library sizes are up to two square feet per capita, or anything up to 80,000 square feet. This fact alone indicates that the library's 29,000-square-foot area is insufficient.

b. Inadequate space for readers

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 as new items are added.

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 badly needs more study rooms, and Youth Services has no study rooms at all.

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 essentially impossible.

h. Parking problems

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. 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.

k. HVAC problems

The library's heating, ventilating and air conditioning system is nearly worn out, and necessary repair parts are no longer available.

The estimate for replacing the system is about \$600,000.

III. OPTIONS FOR EXPANSION, NEW CONSTRUCTION, OR CONVERTING AN EXISTING 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.

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. **Structures that lend themselves to the maintenance of user, staff, and collection security.**

Maintaining user and staff security is extremely important. Buildings must be easy to supervise, with excellent sightlines and no hidden corners. Staircase design needs to pay more attention to safety than appearance, with no railings that can be climbed like ladders, steps that are of uniform dimensions, no open risers, and straight stairs of standard width. All public areas should meet ADA and Illinois accessibility regulations. New buildings should require absolutely no ramps.

Collection 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.

Libraries need extensive networks of electrical conduit buried in their floor slabs, to provide access to electric power wherever it is needed.

It's extremely important that this conduit is part of new construction. 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.

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 main entry foyers. 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 particularly important.

9. Level entrances, to meet accessibility requirements.

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

1. **The library's current 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, the parking lot may need to be even larger.
3. **The library's site is extremely limited.** The current library building and parking lot, including setbacks, occupy the entire level area of the lot, and there is no adjacent land the library can acquire.
4. **It is unlikely that the library's physical structure is strong enough to support a third floor, but if the library could be expanded upward there would be no space for the necessary additional parking.**
5. **Adding more than one additional floor to the library would result in extensive extra staffing costs due to the staffing costs resulting from dividing a library department between two floors**
6. **The space required for the combined adult and young adult departments, which are managed as a whole, would be substantially larger than any floor in the current building.**
7. **A new building will require space for long-term expansion, and it may require space for a water detention basin.** Since the site is too small for the building and parking described in this program, and it cannot be expanded, the additional needs noted here could not be met.

III-C. Potential for converting an existing non-library structure

1. **A number of libraries have been constructed by remodeling 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 located in a former grocery store.
2. **Remodeling is typically far more expensive than one might suspect, often about two-thirds or more the cost of new construction.** Mechanical systems (HVAC, electrical service, lighting, data service, plumbing, fire suppression, and so

- on) 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. And roofs often need to be replaced.
3. **With the exception of ground floors on concrete slabs, few existing buildings except factories and warehouses have floors strong enough to support the weight of books.** A one-story building large enough for the library would be extremely large.
 4. **If floors are not strong enough for books, the usual solution is to have lower shelves and/or wider aisles, resulting in even greater 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 the spaces can be high, even if it's possible at all.
 6. **With the exception of large retail spaces, few existing buildings have ceilings high enough for library purposes.**
 7. **Conversion projects require substantially higher contingency funds than new projects do, since there are far greater chances of discovering unexpected problems.** Dealing with unexpected asbestos or buried fuel tanks can greatly increase the costs of conversions.
 8. **Architectural fees for conversions can be substantially higher than for new construction.** Existing structures must be carefully analyzed. Instead of a single set of plans there need to be three sets—one for the existing structure, a second for demolition, and a third for new construction.
 9. **For comparison, universities typically build three types of new buildings—laboratories, athletic facilities, and libraries.** The English department always gets the old chemistry building.
 10. **When libraries acquire existing buildings for conversion to library buildings, the correct price is free.** And that's often far too expensive.
 11. **The usual motivation for conversion of older buildings to libraries is historical preservation, but the buildings often don't have spaces that suit modern library needs.**
 12. **The Board of Trustees of the Round Lake 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-D. Potential for new construction

1. **Of all the options open to almost all libraries, new construction is the simplest.** It avoids coping with the past and permits the greatest flexibility in floor layout. Constructing new buildings is sometimes no more expensive than remodeling existing libraries or converting existing buildings to libraries, and new buildings are almost always less expensive to operate.
2. **New buildings constructed to meet the needs of libraries usually function far better than remodeled or converted buildings.**

III-E. Conclusions

1. **Of all the options open to the Board of Trustees of the Round Lake Public Library, the construction of a new building is the most workable and practical.**
2. **Doubling the size of the current library and parking lot would require far more land than the library now owns.** Since the flat area around the library cannot be expanded, finding the additional space will be difficult.
3. **It is possible that an existing building could be converted to a new library, but the many physical requirements of library design make a successful conversion extremely unlikely.** The most successful projects of this type have involved empty big box stores that were in excellent condition and available at very low prices.

IV. PLANNING SPECIFICATIONS

The Round Lake Area Public Library District served a population of about 40,400 in 2020.

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.

Table IV-A 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 IV-B
Security

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 may 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.)

A major safety concern in libraries is inflammable padding in upholstered furnishings. Polyurethane foam—which is extensively used in current household furniture—is extremely flammable and releases cyanide gas when it burns. Because of this, furniture with large amounts of padding will be avoided.

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 an RFID book theft detection system.

The library will not have exterior terraces accessible from unlocked doors inside the building. Some designers use the term “secure terrace,” but it’s an oxymoron.

Table IV-C Lighting

Artificial light

All interior lighting will be provided by LED pendant fixtures that direct at least 80 percent of light toward the ceiling, with 100 percent preferred.

Illumination in all reading, shelving, and staff workspaces will be a minimum of 60 footcandles.

All lighting will have a CRI (color rendering index) of **at least 86**. Color temperatures will be identical throughout the building, probably 3500K.

To accommodate uplighting, all ceilings in the new building will be at least 10 feet high, including ceilings in staff workrooms. Soffits are strongly discouraged because they result in spotty lighting with glare problems. Any soffits—including in particular perimeter soffits—will have undersides at least 10 feet above the floor. Crown moldings are more attractive than perimeter soffits and do not cause illumination problems.

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:

- HID or incandescent 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, hallways, and other service 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

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 can admit direct sunlight at any time of day or year will have blinds or some other means of blocking direct sunlight. (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 IV-D
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 foot 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. All user seating will include charging stations.

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-E
Electronic Communications

The library’s telephone system will incorporate basic modern features, including an intercom, hands-free speaker phones in all staff workrooms and so on. 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. Workroom telephones will also have speakers accessible by code. It is anticipated that the main uses of the PA system will be closing announcements, storm announcements, and lost child announcements.

Table V-F
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, activity room, media labs, and maker space 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.

Surfaces will absorb rather than reflect sound, and acoustic ceilings will be used in all public and staff work areas, including any sloped or curved ceilings. Floors in all areas that are not high traffic will be carpet tile. 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 workrooms 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 IV-G
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.

All seating, including both side chairs and armchairs, will be washable, with no fabric-covered surfaces and no foam padding. Existing upholstered chairs will be eliminated, or the upholstery will be replaced by washable surfaces.

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.)

Because of disability requirements, the Library will select tables—such as Parsons Design tables—with thin tops, without skirting, and without beams connecting the legs. Leg clearances on all tables for adults and young adults will be 27 inches on all four sides, and table tops will be 29 inches high.

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.

Due to its extreme flammability, polyurethane foam will not be used in furniture.

Table IV-H
Heating, ventilating, and air conditioning

The library's HVAC system will be capable of holding maximum 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.

The system will supply a maximum of fresh air.

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

Underfloor 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 will hire an independent specialist to verify that the entire HVAC system is installed and functioning properly.

Table IV-I
Long-term growth

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

To enable eventual growth, bearing wall construction will 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 workrooms.

The site of the new building will be large enough to house a structure at least twice as large as the new building, including parking, paving, landscaping, water detention, and so on.

Table IV-J
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 IV-K
Division into floors

A library of the size described in this *Program* should be on two or three levels, with the placement of functions on levels to be determined by the planning team working together.

The main floor of the library must contain the lending department and any services (such as program rooms) that will ever be used after regular library hours.

The large meeting room—and probably the small meeting room as well—may possibly not have library spaces above them. This allows higher ceilings and avoids 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.

The library will not have any basement spaces. Basements in libraries are often unsatisfactory because they tend to flood and have no natural light. And they 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 IV-L
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 or curved 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.**
- **Non-LED lighting.**
- **Light fixtures with servers and LEDs that cannot be changed separately.**
- **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, and so on.
- **Painted handrails.** All railings will be of brushed stainless steel.
- **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 maintenance problems.
- **Inexpensive 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, which must lead to library vestibules.
 - **Water features**, which are unsafe for children, lead to unwanted humidity, and are associated with Legionnaire's disease.
 - **Screen porches.**
 - **Virtually all soffits, including:**
 - **Soffits that match service desks below them.**
 - **Soffits with undersides less than ten feet above the floor.**
 - **Perimeter soffits**, which are often used in situations where crown moldings would be much preferable.
 - **Soffits with recessed downlights, particularly perimeter soffits.**
 - **Soffits with undersides that are not white.**
 - **Dark ceilings.**
 - **White grout in ceramic tile floors.**
 - **Colored hand grabs on doors**, because the colors come off. All door grabs will be made of brushed stainless steel.
-

V. REQUIRED SPACES

V-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.

V-B. Lending Department

3,825 square feet

V-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:

- Patron liaison desk
- Lending desk
- Passport desk
- Book sale books
- A coffee area

Staff areas of the Lending Department will include:

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

V-B-2. Patron Liaison Desk 125 square feet

Functions:

- a. **The Patron Liaison Desk will provide 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 may 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	<u>75</u>
Total.....	<u>125</u> square feet

V-B-3. **Lending Desk: staff areas (behind the desk)**
525 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-a variety of charges.**
 - vi. **Processing passport applications and photo services.**
 - vii. **Notarizing documents.**
 - viii. **Registering residents to vote.**
 - ix. **Maintaining curbside pickup services.**
 - x. **Making change** for vending machines.
 - xi. **Selling items** that are too large for the library vending machines.
 - xii. **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. **Four staff workstations, two 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.
- 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 four 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:

4 staff workstations @ 75 sf.....	300
6 single-faced shelving units @ 12 sf.....	72
2 book return bins @ 12 sf.....	<u>24</u>
6 book trucks @ 8 sf.....	48
Cash register.....	10
Defibrillator.....	2
System printer.....	<u>5</u>
Subtotal.....	461
Circulation space.....	<u>64</u>
Total.....	525 square feet

V-B-4. Lending Desk: public areas
1,050 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’s planned conversion from magnetic gates to RFID gates should save space.
- c. **Space for the library’s used book sale, including:**
 - i. **The equivalent of three single-faced shelving units, 90” high.**

- ii. **Space for users to stand** while browsing books on the shelving units.
- d. **Floor space and suitable wiring for two self-check workstations.** 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 staff 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. **Eight 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	<u>25</u>
3 shelving units for sale books @ 15 sf.....	45
2 self-check workstations @ 75 sf	150
4 vending machines @ 25 sf.....	100
8 ice-cream tables @ 60 sf	480
Coffee brewer.....	<u>20</u>
Subtotal	945
Circulation space.....	<u>105</u>
Total.....	1,050 square feet

V-B-5. Lending Department Passport Services
675 square feet

Functions:

- a. **Space for the Library’s heavily used passport services department.**

Placement:

- a. **Adjacent to the Lending Desk.**

Features and equipment:

- a. **Two service desks, each with two staff workstations.**
- b. **Three user seats for each of the two desks.**
- c. **Three single-faced shelving units.**
- d. **Three filing cabinets.**
- e. **Cash register.**
- f. **System printer.**
- g. **Photo area, including space for camera, chair, background screen, and printer.**

Estimate of required space:

2 service desks @ 150 sf.....	300
6 user seats @ 12 sf.....	72
3 shelving units @ 12 sf.....	36
3 filing cabinets @ 10 sf.....	30
Cash register.....	10
System printer.....	5
Photo area.....	<u>160</u>
Subtotal.....	613
Circulation space.....	<u>62</u>
Total.....	675 square feet

V-B-6. Lending Department staff workroom
825 square feet

Functions:

- a. **The staff workroom will provide space for all Lending Department “back room” functions with the exception of the workroom 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. **Two 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 four book trucks for damaged items.** Lending staff will set aside damaged items on carts (two per department). Carts will first be transferred to departmental workrooms, 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 four book trucks of items just checked in.**

- v. **Storage for supplies** on the equivalent of three single-faced 90” shelving units.
 - vi. **Small safe** for deposit of cash at closing time.
 - vii. **Bulletin board.**
 - viii. **Two single-faced shelving units for books to be repaired.**
- b. **Interlibrary loan**
- i. **Two 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. **Space for incoming and outgoing interlibrary loans**, consisting of two single-faced shelving units and floor space for five book trucks.
 - v. **Bulletin board.**
 - vi. **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. **Coat rod** for 12 coats.
 - ii. **Twenty lockers** large enough for backpacks, in 10 stacks of two each.
 - iii. **Work counter with system printer and postage meter.**

Estimate of required space:

Lending:

2 checkin workstations @ 100 sf	200
Work counter	50
Floor space for 8 book trucks @ 8 sf	64
3 shelving units for supplies @ 10 sf.....	30
2 shelving units for books to be repaired @ 12 sf.....	24
Safe	<u>5</u>
Subtotal	373
Circulation space.....	<u>27</u>
Total.....	400 square feet

Interlibrary loan:

2 desks @ 75 sf.....	150
Work table	60
3 shelving units @ 10 sf.....	30
Floor space for interlibrary loans	<u>75</u>
Subtotal	315
Circulation space.....	<u>10</u>
Total.....	325 square feet

Shared:

Coat rod.....	12
10 stacks of lockers @ 5 sf.....	50
Work counter with equipment	<u>30</u>
Subtotal	92
Circulation space.....	<u>8</u>
Total.....	100 square feet

Departmental total **825 square feet**

V-B-8. 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.

V-B-9. Lending Department gift book receiving
and sorting 200 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.

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	50
Floor space for cartons of sorted books	25
Floor space for cartons of rejected books	25
Sorting counter	<u>75</u>
Subtotal	175
Circulation space.....	<u>25</u>
Total.....	200 square feet

V-B-10. Lending Department storeroom
150 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.....	125
Lending desk: staff areas	525
Lending desk: public areas	1,050
Passport services.....	675
Staff workroom.....	825
Manager's workroom	200
Drive-up services.....	75
Gift book receiving and sorting	200
Storeroom.....	<u>150</u>
Total.....	3,825 square feet

V-C. Adult Department

16,950 square feet

V-C-1. Areas of the Adult Department

All areas of the Adult Department and Young Adult Department will be in a single large room, with the exception of study rooms, media studios, maker space, staff workrooms, and storage, all of which will be closely attached.

It is extremely important that the Young Adult Department be attached to the Adult Department and not the Youth Department.

Adult Department areas will include:

- Reference desk and reference collection
- Circulating collections
- User seating
- Public access computers
- Study rooms
- Media studios
- Maker space
- Quiet reading alcove
- Staff workroom
- Department manager's workroom
- Storage

- e. **Two seated-height OPACs** (Online Public Access Catalog computers) for catalog access.
- f. **Coin-operated public access copier with small worktable.**
- g. **Book scan station.**
- h. **Work counter.**
- i. **Storage for X-Lab supplies and patron pickups.**
- j. **Display tower.**
- k. **Patron work counter.**

Estimate of required space:

2 workstations @ 60 sf.....	120
Printer.....	10
1 shelving unit for ready reference.....	10
Library of Things, etc. 4 units @ 23.5 sf.....	94
2 OPACs @ 30 sf.....	60
Copier.....	65
Book scan station	65
Work counter	30
X lab supplies and patron pickups.....	20
Display tower	35
Patron work counter	<u>65</u>
Subtotal.....	574
Circulation space.....	<u>26</u>
Total.....	600 square feet

- 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. Four 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 three single-faced 60” shelving units.
- j. Two dictionary stands** for English and Spanish unabridged dictionaries that are too large to store on shelves.
- k. 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.
- l. Floor space for up to eight carts with recently returned materials**, awaiting reshelving.
- m. One spinner rack 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.
- n. Shelving for Spanish-language books on the equivalent of 44 double-faced 90” units.**
- o. Shelving for video games** on the equivalent of 4 double-faced 60” units.
- p. Shelving for the Library of Things** on the equivalent of 5 double-faced 60” units.
- q. Audio books on the equivalent of 18 double-faced units.**
- r. Shelving for the paperback exchange** on the equivalent of one double-faced 80” unit.
- r. Storage for the seed library.**

Estimate of required space:

Non-fiction: 63 units @ 23.5 sf.....	1,480
Fiction: 117 units @ 23.5 sf.....	2,750
Music CDs: 6 units @ 23.5 sf.....	141
Fiction DVDs: 14 units @ 23.5 sf.....	329
Magazines: 5 units @ 23.5 sf.....	118
Newspapers: 1 unit.....	24
New books: 6 units @ 23.5.....	141
4 display kiosks @ 35 sf.....	140
“Hot Collection”: 3 single-faced units @ 12 sf.....	36
2 dictionary stands @ 15 sf.....	30
Microfilm reader.....	35
Microfilm storage cabinet.....	15
8 book trucks @ 10 sf.....	80
Spanish language books: 44 units @ 23.5 sf.....	1,034
Video games: 4 units @ 23.5 sf.....	94
Library of Things: 5 units @ 23.5 sf.....	118
Audio books: 18 units @ 23.5 sf.....	423
Paperback exchange.....	24
Seed library.....	<u>65</u>
Subtotal.....	7,077
Circulation space.....	<u>723</u>
Total.....	7,800 square feet

V-C-6. **Adult Department study rooms**
2,850 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.

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. **Six four-person study rooms**, each with a single four-person table.
- g. **Two eight-person study rooms**, each with two four-person tables. The rooms will be designed so that the tables can be placed together end-to-end.
- h. **Two media studio rooms.**
- i. **Maker space.**

Estimate of required space:

6 4-person study rooms @ 125 sf.....	750
2 8-person study rooms @ 250 sf.....	500
2 media studio rooms @ 125 sf	250
Maker space.....	<u>1,100</u>
Subtotal	2,600
Circulation space.....	<u>250</u>
Total.....	2,850 square feet

V-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.** The fireplace will have a gas log and a locking control system.

Estimate of required space:

Reading table.....	100
4 armchairs @ 40 sf	160
Fireplace.....	<u>40</u>
Subtotal.....	300
Circulation space.....	<u>50</u>
Total.....	350 square feet

V-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. **Four filing cabinets.**
- f. **Three single-faced shelving units.**
- g **Door and window with Venetian blind to the department.**
- h. **Door and window to department manager’s workroom.**

Estimate of required space:

8 workstations @ 100 sf.....	800
Work table	60
System printer	10
Sink	10
4 filing cabinets @ 10 sf.....	40
3 single-faced shelving units @ 10 sf	<u>30</u>
Total.....	950 square feet

V-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	600
Circulating collections.....	7,800
User seating	2,375
Computers	1,450
Study rooms	2,850
Quiet reading alcove	350
Staff workroom.....	950
Department manager's workroom.....	175
Storage.....	400
Total.....	16,950 square feet

V-D. Young Adult Department

1,925 square feet

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

The Young Adult Department serves users from about ages 13 through 18. Users are primarily of high school age, but because manga and graphic novels are shelved in this department, users can be of 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 Young Adult Department will under no circumstances be adjacent to the Youth Department rather than the Adult Department.

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, 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 will include:

- Young adult collections.
- Young adult computers.
- Young adult user seating.

V-D-2. Young Adult Department collections
825 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 young adult fiction and graphic novels on the equivalent of 30 double-faced 90” units (assuming 28 volumes per shelf and seven shelves vertically).
- b. Display unit for new young adult fiction.
- c. Young adult non-fiction will be interfiled with adult non-fiction.

Estimate of required space:

Fiction and graphic novels: 30 units @ 23.5 sf.....	705
Display unit	<u>35</u>
Subtotal	740
Circulation space.....	<u>85</u>
Total.....	825 square feet

V-D-3. Young Adult Department computers
275 square feet

Functions:

- a. Public use computers for games.
- 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. Three 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:

3 single-user game stations @ 30 sf.....	90
2 multi-user game stations @ 80 sf.....	<u>160</u>
Subtotal	250
Circulation space.....	<u>25</u>
Total.....	275 square feet

V-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. Four 4-person reading tables.
- b. Two armchairs.
- c. Laptop computer bar for 8 users.
- d. Young adults who need access to study rooms will use the rooms in the Adult Department.

Estimate of required space:

4 4-person tables @ 100 sf.....	400
2 armchairs @ 40 sf	80
Laptop bar for 8 users @ 33 sf	<u>264</u>
Subtotal	744
Circulation space.....	<u>81</u>
Total.....	825 square feet

V-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	825
Computers	275
Seating	<u>825</u>
Total.....	1,925 square feet

V-E. Youth Department

12,000 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.

V-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 Activity 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
- Workroom for department manager
- Storeroom

The Youth Department will not be a passageway to any areas of the library designated for adult services.

V-E-2. Youth Department reference desk
300 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. **One user seat.**
 - 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. **Printer.**

Estimate of required space:

3-person desk	180
1 user seat	12
3 shelving units @ 10 sf	30
Queuing space.....	45
OPAC.....	20
Printer.....	<u>10</u>
Subtotal	297
Circulation space.....	<u>3</u>
Total.....	300 square feet

V-E-3. Youth Department features for all age groups 875 square feet

Functions:

- a. Miscellaneous features.

Placement:

- a. Near the entrance to the department.

Features and equipment:

- a. Two display cases at child height.
- b. Photocopier with side table for books and copies.
- c. Three activity tables, including one light table, one Lego Duplo table, and one Brio train table.
- d. Lite Brite wall or another interactive feature.
- e. Four 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:

2 display cases @ 35 sf	70
Photocopier	65
3 activity tables @ 40 sf.....	120
Lite Brite wall.....	40
4 study rooms @ 125 sf.....	500
Subtotal.....	795
Circulation space.....	80
Total.....	875 square feet

V-E-4. Youth Department computers
750 square feet

Functions:

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

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. Ten seated height computers.
 - ii. Two standing height computers.
 - iii. Printing system.
 - iv. Laptop bar for 8.
 - v. All computers for use by children will have bench seats large enough for a parent and child to sit together.
- b. Provisions for noise control.

Estimate of required space:

10 seated height computers @ 35 sf.....	350
2 standing height computers @ 20 sf.....	40
Printing system.....	30
Laptop bar for 8 @ 33 sf.....	<u>264</u>
Subtotal.....	684
Circulation space.....	<u>66</u>
Total.....	750 square feet

V-E-5-a. **Circulating collections for younger children**
1,175 square feet

Functions:

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

Placement:

- i. **Adjacent to other items for younger children.**

Features and equipment:

- i. **New books and recordings display.**
- ii. **Storage for E books (picture books) and early readers** on 30 double-faced shelving units 48” high with 3 shelves vertically.
- iii. **Storage for parenting and home schooling books** on the equivalent of 4 double-faced 90” shelving units with 7 shelves vertically).
- iv. **Storage for CD book sets** in hang bags on rods set into ~~2~~ 3 48” high double-single faced shelving units (assuming 20 sets per rod and two rods vertically).
- v. **One cart for recently-returned materials** awaiting reshelving.
- vi. **One OPAC.**
- vii. **Four carts for board books.**

Estimate of required space:

New item display	60
E books: 30 double-faced units @ 23.5 sf.....	705
Parenting books: 4 units @ 23.5 sf.....	94
CD book sets: 3 single-face units @ 12 sf.....	36
Cart for recently returned materials	12
OPAC.....	20
Board books: 4 carts @ 35 sf.....	<u>140</u>
Subtotal	1,065
Circulation space.....	<u>110</u>
Total.....	1,175 square feet

V-E-5-b. Reader seating for younger children 925 square feet

Functions:

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

Placement:

- i. Adjacent to collections for younger children.

Features and equipment:

- i. Four loveseats where parents and children can sit together.
- ii. Imaginative seating unit.
- iii. Four round primary sized tables with four chairs each.
- iv. Two toddler tables with four chairs each.
- vi. Open floor space for toddlers.
- vii. One armchair where parents and children can sit together.
- viii. Rocking chair.
- ix. Window seats if the design of the building permits. Window seats will not have internal storage space.

Estimate of required space:

4 loveseats @ 60 sf.....	240
Imaginative seating unit.....	100
4 primary tables @ 60 sf.....	240
2 toddler tables @ 40 sf.....	80
Floor space for toddlers	80
Armchair.....	40
Rocking chair	50
Window seats	<u>varies</u>
Subtotal.....	830
Circulation space.....	<u>95</u>
Total.....	925 square feet

V-E-5-c. Miscellaneous features for younger children
350 square feet

Functions:

- i. **Miscellaneous features.**

Placement:

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

Features and equipment:

- i. **Craft table for drop-in crafts.** The 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. **Two AWE computers.**

Estimate of required space:

Craft table	100
Shelving unit for games and toys	24
Play kitchen set	100
Stuffed animal display	25
2 AWE computers @ 35 sf.....	<u>70</u>
Subtotal	319
Circulation space.....	<u>31</u>
Total.....	350 square feet

Summary of spaces for younger children

Collections	1,175
Seating	925
Miscellaneous features	<u>350</u>
Total.....	2,450 square feet

V-E-6. Services for older children
4,550 square feet

“Older children” includes children from about 7 through 14 years of age.

V-E-6-a. Circulating materials for older children
3,525 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. OPAC.
- ii. New book and AV display.
- iii. Storage for J fiction books on the equivalent of 40 double-faced 60” shelving units (assuming 28 books per shelf and 5 shelves high).
- iv. Storage for J non-fiction books on the equivalent of 35 double-faced 60” shelving units (assuming 50 books per shelf and 4 shelves high).
- v. Storage for youth recorded books on the equivalent of 3 double-faced 60” shelving units (assuming 18 books per shelf and 5 shelves high).
- vi. Storage for magazine subscriptions in plastic holders on one half of one shelving unit (assuming three holders per shelf and two shelves vertically). This shelving will contain magazines for children of all ages.
- viii. Storage for DVDs and Blu-Rays in security cases, shelved like books on the equivalent of 15 double-faced 60” shelving units (assuming 50 DVDs per shelf and 5 shelves vertically).
- ix. Storage for music CDs in security cases on the equivalent of 1 2 double-faced 60” units.
- x. Storage for video games on the equivalent of 5 double-faced 60” shelving units.

- xi. **Storage for Spanish language books** on the equivalent of 25 double-faced 60” shelving units.

- xii. **Storage for the Library of Things** on the equivalent of 8 double-faced 60” shelving units.

Estimate of required space:

OPAC.....	20
New book and AV display	60
J fiction: 40 units @ 23.5 sf.....	940
J non-fiction: 35 units @ 23.5 sf.....	822
J recorded books: 3 units @ 23.5 sf.....	70
Magazines: ½ of one unit.....	<u>12</u>
DVDs: 15 units @ 23.5 sf.....	352
Music CDs: 1 unit @ 23.5 sf.....	24
Video games: 5 units @ 23.5 sf.....	118
Spanish language books: 25 units @ 23.5 sf.....	588
Library of Things: 8 units @ 23.5 sf.....	<u>188</u>
Subtotal.....	3,194
Circulation space.....	<u>331</u>
Total.....	3,525 square feet

V-E-6-b. Seating for older children 1,025 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. Six adult-sized 4-person reading tables.
- ii. Six beanbag chairs.
- iii. Two-person game table with chess-board top.
- iv. Couch.

Estimate of required space:

6 reading tables @ 100 sf	600
6 beanbag chairs @ 30 sf.....	180
Game table	60
Couch	<u>80</u>
Subtotal.....	920
Circulation space.....	<u>105</u>
Total.....	1,025 square feet

Summary of spaces for older children

Collections	3,525
Seating.....	<u>1,025</u>
Total.....	4,550 square feet

V-E-7. Youth Department activity room
900 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 or a distinctive rug inset in the carpeted floor.
 - ii. **Twenty parents on stacking 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 LED 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.

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 upright 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	50
Counter with sinks and cabinets.....	<u>100</u>
Subtotal.....	810
Circulation space.....	<u>90</u>
Total.....	900 square feet

V-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 tables** 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.
- m. **Changing tables in both rooms.** If there are stalls in the rooms, the changing tables will not be located in the stalls.

V-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 simplify 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.**

V-E-10. Youth Department staff workroom
1,200 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 workroom will be reached through the Youth Department staff workroom.

Features and equipment:

- a. ~~Nine~~ Eight 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. Nine single-faced shelving units for program books and supplies.
- f. Stacked washer and dryer for washing puppets, etc.
- g. Photocopier.
- h. Die cutter and space for storing cutters.
- i. Floor space for ~~five~~ four book trucks.
- j. Window with Venetian blind and door to main department space.
- k. Window and door to department manager's workroom.
- l. Door to Youth Department storeroom.

Estimate of required space:

8 workstations @ 90 sf.....	720
Large worktable	150
Work counter	75
Sink	10
Photocopier.....	30
9 shelving units @ 10 sf.....	90
Stacked washer and dryer	25
Die cutter.....	50
4 book carts @ 8 sf.....	<u>32</u>
Subtotal.....	1,182
Circulation space.....	<u>18</u>
Total.....	1,200 square feet

V-E-11. **Workroom for Youth Department manager**
175 square feet

Functions:

- a. **Workroom 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. **Two filing cabinets.**
- c. **Two single-faced 90” shelving units.**
- d. **Visitor’s chair.**
- e. **Work table with chairs.**
- f. **Bulletin board.**
- g. **Coat hook.**
- h. **Accessed from youth staff workroom.**
- i. **Window with Venetian blind and door to staff workroom.**
- j. **Window with Venetian blind and door to department.**

Estimate of required space:

Desk.....	70
2 filing cabinets	20
2 shelving units @ 10 sf	20
1 visitor's chair	12
Work table	<u>50</u>
Subtotal.....	172
Circulation space.....	<u>3</u>
Total.....	175 square feet

V-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 desk.....	300
Items for all ages.....	875
Computers.....	750
Younger children.....	2,450
Older children.....	4,550
Activity Room.....	900
Boys' and girls' restrooms.....	unassigned space
Restroom with child-height fixtures.....	unassigned space
Departmental staff workroom.....	1,200
Department manager's workroom.....	175
Storage.....	<u>800</u>
Total.....	12,000 square feet

- ii. **PA system.**
- iii. **Key-operated motor-driven projection screen.**
- d. **Lighting**
 - i. **Reflected LED uplighting using pendant fixtures.** Fixtures will have no perforations or other ways of showing the presence of dead insects.
 - ii. **Control over illumination levels.**
 - iii. **No soffits**, including perimeter soffits or soffits over the stage.
 - 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. **200 stack chairs** on dollies.
 - ii. **25 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 counter, sink, refrigerator, and locking storage cabinets and drawers. The sink will have a gooseneck faucet and be deep enough to fill coffee urns. All cabinet drawers will have ball bearing double-extension hardware.

- k. **Coat storage hooks at a mixture of child and adult heights.** Hooks will not be made of cast zinc.
- 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:

200 people on chairs @ 10 sf	2,000
Stage with space around	250
Ramp (5 by 18 feet)	90
Kitchenette	75
Coat storage hooks	25
Furniture storage closet	150
AV equipment storage closet	50
Program equipment and supply closet	<u>100</u>
Subtotal	2,740
Circulation space	<u>285</u>
Total	3,025 square feet

V-F-2. **Small meeting room** **900 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 50 people on chairs** (about 100 children on the floor or 25 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 counter, 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 or hooks**, at heights suitable for both children and adults. Hooks will not be made of cast zinc.
- g. **Carpet tile flooring.**
- h. **Pinnable walls or washable vinyl wallpaper wall coverings.**
- i. **Furnishings:**
 - i. **60 stacking chairs on dollies.** With the speaker space in use, the room should hold 50 chairs, but without speaker space it should hold 60.
 - 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:

50 people on chairs @ 10 sf	500
Floor space for a speaker or performer	100
Kitchenette	40
Coat storage.....	60
Furniture storage closet.....	75
Equipment storage closet.....	<u>50</u>
Subtotal.....	825
Circulation space.....	<u>75</u>
Total.....	900 square feet

Summary of meeting room spaces

Large meeting room.....	3,025
Small meeting room	<u>900</u>
Total.....	3,925 square feet

V-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.**

V-H. **Technical Services**
1,800 square feet

V-H-1. **Technical Services staff workroom**
1,550 square feet

Functions:

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

Placement:

- a. **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.
- b. **Technical Services will consist of two rooms.** The staff workroom will consist of a large room for all staff except the department head. The workroom will be designed for maximum long-term flexibility. No furniture will be built in except the sink.

Features and equipment:

- a. **Extensive access to 110-volt service and data, including:**
 - i. **A network of data conduit in the floor** with flush (Walker style) access boxes.
 - ii. **Dual conductor wire mold along the walls, above desk height.**
- b. **Seven cataloging workstations, each with:**
 - i. **Desk** with computer L, printer, and phone.
 - ii. **Single-faced 90" shelving unit.**
 - iii. **Filing cabinet.**
 - iv. **Bulletin board.**

- v. **Floor space for two book carts.**

- c. **Counter for physical preparation and repair of materials.** The counter will have a number of flat shelves for pre-cut Mylar dust jacket covers and cases for items in the Library of Things and sensory kits.

The counters will be at standing height with a high stool and knee cutout.

The counter will be 8 feet long and 30” deep.

- d. **Counter with sink.**

- e. **Eight single-faced 90” shelving units.**

- f. **Five supply racks**, each four feet wide and 18” deep.

- g. **Floor space for 12 book trucks.**

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

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

- j. **System color printer.**

- k. **Departmental 4 by 6 foot bulletin board by entry door.**

- l. **Six coat hooks.**

- m. **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:

7 workstations @ 125 sf.....	875
Work counter.....	50
Counter with sink.....	30
8 shelving units @ 10 sf.....	80
5 supply racks @ 15 sf.....	75
Floor space for boxed materials	100
Work table.....	150
12 book trucks @ 8 sf.....	96
System printer.....	10
Coat hooks.....	<u>10</u>
Subtotal.....	1,476
Circulation space.....	<u>74</u>
Total.....	1,550 square feet

V-H-2. Technical Services Department manager
250 square feet

Functions:

- a. Workroom for the Technical Services department manager.
- b. Space for private conversations and small staff meetings.

Placement:

- a. Directly adjacent to the Technical Services staff workroom..

Features and equipment:

- a. Desk with computer L and phone.
- b. Two filing cabinets.
- c. Two single-faced 90” shelving units.
- d. Worktable with six chairs.
- e. Coat hook.
- f. Window with Venetian blind to staff workroom.
- g. Door to staff workroom.
- h. Bulletin board.

Estimate of required space:

Desk.....	70
2 filing cabinets @ 10 sf.....	20
2 shelving units @ 10 sf.....	20
Worktable with 6 chairs.....	<u>120</u>
Subtotal.....	230
Circulation space.....	<u>20</u>
Total.....	250 square feet

Summary of Technical Services spaces:

Staff workroom.....	1,550
Department manager's workroom.....	<u>250</u>
Total.....	1,800 square feet

V-I. Community Engagement Department 1,225 square feet

Functions:

1. The library's Community Engagement (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 workrooms.

- iv. **Four legal-size five-drawer filing cabinets.**
- d. **Miscellaneous items:**
 - i. **Bulletin board.**
 - ii. **Five coat hooks.**
- e. **Door and window to Community Engagement manager’s workroom.**
- f. **Door and window with Venetian blind to service hall.**
- g. **Door to Community Engagement storeroom.**

Estimate of required space:

2 workstations @ 100 sf.....	200
Drafting table	30
4 x 8 work table	80
Copier/printer.....	10
Laminator	20
Poster printer	50
Sink	10
7 shelving units @ 10 sf.....	70
Map case	40
4 filing cabinets @ 10 sf.....	50
5 coat hooks @ 1 sf.....	<u>5</u>
Subtotal.....	565
Circulation space.....	<u>10</u>
Total.....	575 square feet

V-I-2. **Workroom for Community Engagement
partnership coordinator 200 square feet**

Functions:

- a. **Workroom for the Community Engagement partnership coordinator.**
- b. **Place for private conversations.**

Placement:

- a. **Adjacent to the Community Engagement_staff workroom.**

Features and equipment:

- a. **Desk with phone, computer L, and printer.**
- b. **4 visitor chairs.**
- 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
4 visitors’ chairs @ 12 sf	48
Shelving unit.....	10
Work table	50
Coat tree.....	<u>5</u>
Subtotal.....	183
Circulation space.....	<u>17</u>
Total.....	200 square feet

V-I-4. Community Engagement storage
200 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 Community Engagement staff workroom.**

Features and equipment:

- a. **Initially, empty floor space.**
- b. **Storage shelving** may eventually be needed.

Summary of Community Engagement spaces

Staff workroom.....	575
Partnership coordinator's workroom	200
Manager's workroom	250
Storage.....	<u>200</u>
Total.....	1,225 square feet

V-J. Administration 1,875 square feet

V-J-1. Administrative spaces

Administrative spaces include:

- Director's workroom
- Assistant Director's workroom
- Administrative Manager's workroom
- Administrative Assistant's workroom
- Conference room
- Record storage room
- Space for office supplies and shared equipment

This **Program** assumes that a staff hallway will serve all administrative spaces plus the Community Engagement department.

V-J-2. Director’s workroom 375 square feet

Functions:

- a. Workroom for library director.
- b. Place for private conversations.

Placement:

- a. Adjacent to the other administrative workrooms and to the Community Engagement department.
- b. Next door to Administrative Manager’s workroom and the Assistant Director’s workroom.

Features and equipment:

- a. Desk with phone, computer L, and printer.
- b. Credenza.
- c. Six-person conference table.
- d. Two units of single-faced 90” book shelving.
- e. Four 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	20
6-person conference table	150
2 shelving units @ 10 sf	20
4 filing cabinets @ 10 sf.....	40
Work table	<u>50</u>
Subtotal.....	350
Circulation space.....	<u>25</u>
Total.....	375 square feet

V-J-3. Assistant Director’s workroom
325 square feet

Functions:

- a. **Workroom and workspace for the Assistant Director.**

Placement:

- a. **In the administrative workrooms area.**
- b. **Next door to the Director’s workroom.**

Features and equipment:

- a. **Desk with phone, computer L, and printer.**
- b. **Four person conference table.**
- c. **Two visitors’ chairs.**
- d. **Work table 30” by 96.”**
- e. **Large bulletin board.**
- f. **Filing cabinet.**
- g. **Three single-faced shelving units.**
- h. **Door and window with Venetian blind to staff hallway.**

Estimate of required space:

Desk.....	70
4-person conference table	100
2 visitors’ chairs @ 12 sf	24
Work table	75
Filing cabinet.....	10
3 shelving units @ 10 sf	<u>30</u>
Subtotal.....	309
Circulation space.....	<u>16</u>
Total.....	325 square feet

V-J-4. Administrative Manager’s workroom
300 square feet

Functions:

- a. **Workroom and workspace for the Administrative Manager.**

Placement:

- a. **In the administrative workrooms area.**
- b. **Next door to the Director’s workroom.**

Features and equipment:

- a. **Desk with phone, computer, and printer.**
- b. **Credenza.**
- c. **Four-person conference table.**
- d. **Work table 30” by 96.”**
- e. **Large bulletin board.**
- f. **Three filing cabinets.**
- g. **Three single-faced shelving units.**
- h. **Door and window with Venetian blind to staff hallway.**

Estimate of required space:

Desk with computer L.....	70
Credenza	10
4-person conference table	100
Work table	50
3 filing cabinets @ 10 sf.....	30
3 shelving units @ 10 sf.....	<u>30</u>
Subtotal	290
Circulation space.....	<u>10</u>
Total.....	300 square feet

V-J-5. Administrative Assistant’s workroom
175 square feet

Functions:

- a. **Workroom** for Administrative Assistant.

Placement:

- a. **In the Administrative workrooms area.**

Features and equipment:

- a. **Desk** with phone, computer L, and printer.
- b. **One visitor’s chair.**
- c. **Work table.**
- d. **Two filing cabinets.**
- e. **Two single-faced shelving units.**

Estimate of required space:

Desk.....	70
Visitor’s chair	12
Work table	50
2 filing cabinets @ 10 sf.....	20
2 shelving units @ 10 sf	<u>20</u>
Subtotal	172
Circulation space.....	<u>3</u>
Total.....	175 square feet

V-J-6. Conference room 325 square feet

Functions:

- a. **Shared staff conference room** for use by all library departments.
- b. **Used for** library board committee meetings, board meetings, staff meetings, staff training, meetings with vendors, job interviews, staff training, videoconferencing, etc.
- c. **Available to library users if proper separation of staff and public areas can be arranged.**

Placement:

- a. **In the administrative workrooms group.**

Features and equipment of each room:

- a. **Modular conference 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 room, with a space for people to walk easily between the walls and other people already seated at the tables.

The use of a modular conference table is extremely 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. The back of the counter will have electrical outlets.

Under-counter refrigerator.

- e. **Door and window** with Venetian blind to staff hallway.
- f. **The conference room 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.** The end of the room with the projection screen will have lights than can be controlled separately. ***The conference room will have no soffits and no recessed downlights.***

- h. Wall phone.**
- i. Window with Venetian blind to hall outside.**

Estimate of required space:

Conference table with 10 chairs @ 25 sf	250
Counter	<u>25</u>
Subtotal	275
Circulation space.....	<u>50</u>
Total.....	325 square feet

V-J-7. Storeroom for library records
175 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 workrooms group.**

Features and equipment:

- a. **Five single-faced shelving units** on one wall. All shelves will be nominal 12” deep.
- b. **Ten legal-sized filing cabinets** on the facing wall.
- c. **Door at one end.**
- d. **Since available spaces can vary, the architect will provide a measured drawing showing how the listed furniture will fit into the room.**

Estimate of required space:

5 shelving units @ 10 sf	50
10 filing cabinets @ 10 sf	<u>100</u>
Subtotal	150
Circulation space	<u>25</u>
Total	175 square feet

V-J-8. Library office supplies and shared administrative equipment 200 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 workrooms group, in an open area easily accessible to everyone.

Features and equipment:

- a. The equivalent of 8 single-faced 90” shelving units 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.

Estimate of required space:

8 shelving units @ 10 sf	80
Work counter	60
Floor space for equipment	<u>50</u>
Subtotal	190
Circulation space	<u>10</u>
Total.....	200 square feet

Summary of Administrative spaces

Director's workroom	375
Assistant Director's workroom	325
Administrative Manager's workroom.....	300
Administrative Assistant's workroom	175
Conference room.....	325
Storeroom for library records	175
Office supplies and administrative equipment.....	<u>200</u>
Total.....	1,875 square feet

V-K. Information Technology

700 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.**

V-K-1. Main server room 150 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.

V-K-2. IT staff workroom 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 workrooms.**
- 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. **Two single-faced shelving units.**
- e. **Two filing cabinets.**
- 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
2 shelving units @ 10 sf	20
2 filings cabinets @ 10 sf.....	20
Rack for computer components.....	40
Floor space for deliveries	<u>100</u>
Subtotal	380
Circulation space.....	<u>20</u>
Total.....	400 square feet

V-K-3. IT server closet(s) 50 square feet each

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.

V-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.....	150
Staff workroom.....	400
Server closet	50
Storage.....	<u>100</u>
Total.....	700 square feet

V-L. Staff lunchroom 675 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 to disinfect contents.
 - 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. **In addition to circuits for the dishwasher and refrigerators, 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 boards 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
Couch	80
Computer workstation	20
Buffet shelf	<u>50</u>
Subtotal	660
Circulation space	<u>15</u>
Total	675 square feet

V-M. Lactation room 75 square feet

Functions:

1. **Space for nursing mothers.**

Placement:

1. **Near the staff lunchroom and staff restrooms.**

Features and equipment:

1. **Comfortable armchair** with small table beside it.
2. **Small refrigerator for storing milk.**
3. **Small sink.**
4. **Pleasant environment, ideally with a window.** The lactation room should feel welcoming and not like a closet.
5. **Door latch with exterior indicator,** so that nursing mothers are not disturbed by people rattling the door hardware.

V-N. 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.

V-O. 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.

V-O-1. Delivery door and receiving room Unassigned space, but about 200 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 workrooms 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.

V-O-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.**

V-P. Custodial spaces 1,000 square feet
Plus unassigned space

V-P-1. Custodial workroom 500 square feet

Functions:

- a. **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 L 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.**
- g. **Mop sink.**
- h. **Small parts cabinet.**

Estimate of required space:

Desk with computer L.....	70
Filing cabinet.....	10
5 shelving units @ 10 sf.....	50
Workbench.....	50
Floor space for assembly and repair work.....	250
Mop sink.....	20
Parts cabinet.....	<u>30</u>
Subtotal.....	480
Circulation space.....	<u>20</u>
Total.....	500 square feet

V-P-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.

V-P-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 fixtures, storage space also needs to be provided for the lift. (Unfortunately, some libraries have been built with light fixtures that cannot be accessed without moving shelving or erecting what amount to construction scaffolds.)
- c. This Program strongly recommends that all library light fixtures be reachable by stepladder.

V-P-4. Custodial supply storage 300 square feet

Functions:

- a. **Storage of the vast range of supplies required for library maintenance,** including electrical lamps, 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. **Space** for supplies of stacks of carpet squares and ceiling tiles, both of which cannot usually be matched.
- b. **The architect will review the number of items to be stored and confirm that the specified space is sufficiently large.**

V-P-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	500
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.....	1,000 square feet plus unassigned space

V-Q. General library storeroom 1,500 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 light fixtures with wire cages** to protect the lamps from damage.

V-R. 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.

V-S. 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 200 people attend a large program, two people to a car, that's 100 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 has no street parking and is not close to other facilities, it may need extra space 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.

VI. TOTAL ESTIMATED SPACE

Vestibule	unassigned space
Lending Department.....	3,825
Adult Department	16,925
Young Adult Department	1,925
Youth Department.....	12,000
Meeting rooms	3,925
Public restrooms	unassigned space
Technical Services Department.....	1,800
Community Engagement Department.....	1,225
Administration	1,875
Information Technology Department.....	700
Staff lunch room.....	675
Lactation room	75
Staff restrooms.....	unassigned space
Deliveries and staff entrances.....	unassigned space
Custodial spaces.....	1,000
Storage.....	1,500
Vehicle garage	<u>300</u>
Net assignable space.....	47,750
Unassigned space (25 percent)	<u>11,950</u>
Total.....	59,700 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 vehicle garage, and either the combined Adult and YA Department or the Youth Department.