Orange Public Library/ Wheeler Memorial Library Building Program

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WHEELER MEMORIAL LIBRARY

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Introduction

In the fall 2015 the town of Orange hired me to revise and update the public library's 2008 Library Building Program draft prepared by Sondra Vandermark of Vandermark Consulting. My charge was to substantially complete the revision before Library Director Walt Owens's January 15, 2016 retirement date.

Orange is a small town of 7,839 with two public library facilities. The main library is the 6,324 square foot Wheeler Memorial located on East Main Street in the center of town. The 1,273 square foot Moore-Leland is five miles away from Wheeler and serves north Orange. Moore-Leland was a 1951 gift to the town and is largely self-supporting through dedicated trust funds. The Vandermark Building Program dealt only with the Wheeler Memorial and that remains our focus is this revision.

After thoroughly familiarizing myself with the Vandermark draft, I read all of the other histories, studies and planning documents related to the siting and improvement of physical plant. To better understand the library's recent history I have gone over the Library Trustees annual reports for the last fifteen years and Trustees minutes from 2008 and 2009 when the financial crisis threatened the library's existence. My two day visit to Orange and in depth interviews with all part and full-time staff, the Chair of the Library Trustees, Robin Shtulman, and the former Director, Janice Lanou provided valuable additional insights and perspective. Ms. Lanou , who served as Director for 24 years and volunteers as archivist, deserves a special thank you for uncovering some hard to find architectural drawings and Library Building Committee minutes.

There are are a number of key points to keep in mind before looking at the new Building Program.

1. The first Wheeler Memorial Library Building Program was completed in April, 2000 and served as the basis for the library's construction grant application to the Massachusetts Board of Library Commissioners. J.S. Roberts, Architects provided the schematic drawings including the suggested layout of spaces.
2. The MBLC liked the grant application but had serious concerns about the architects' layout and plans. The Library Building Committee hired a new architectural firm, Design Partnership, to make major changes in line with the recommendations of the MBLC reviewers.
3. The revised plan was approved by the MBLC and a provisional grant awarded in 2003. Town meeting failed - by 17 votes – to approve the matching funding.
4. In 2007 the library received a $40,000 planning grant from the MBLC. Hiring Vandermark Consulting was the first step in that process. Vandermark's lengthy draft report was never formally accepted or acted on because of the financial crisis.
5. Updating the Vandermark draft is still only the first step in the process. To apply for grant funding you need a) completed Building Program, b) schematic drawings, c) site plan, and d) a project budget and proposed funding schedule. There are other requirements but those are the important ones.

The Vandermark draft is over 100 pages and made up of three main sections: *I: Orange and the Town Library*; *II: The Library Today*; *III: The Future Library*. Five appendices were proposed, but only one, the *Summary of Space Allocations,* was completed.

I have updated, condensed and largely rewritten sections one and two, keeping what is essential. From *Section I* that includes a brief history of the town; key demographic data with projected changes through

year 2035; the history of the library; and library planning efforts since 1988. From *Section II* that includes a detailed analysis of the Wheeler building strengths and weaknesses; and an explanation of the five steps that go into a library building program. Vandermark 's in depth summary of demographic data taken from the census (housing, transportation, business and economic life, etc.) and explanation of the types of library services responses both belong, more appropriately, as part of the library's own Long Range Planning document. The same can be said for Vandermark's excellent comparative analysis of how Orange measures up to benchmark libraries in its 5000 to 9,999 population group.

Vandermark's *Section III: the Future Library* is the heart of the Building Program. It is the longest section (54 pages) and includes detailed descriptions of all of the areas in the library – with square foot estimates – that Orange must have to meet its current and 20-year space requirements. All of the spaces recommended in Vandermark's draft have been kept as has much of her language. Some furnishings and equipment have been changed or eliminated (no media listening stations) in some areas and a separate office is now recommended for the Head of Adult Services, but the number of substantive square foot changes is small.

The Vandermark draft calls for 12,501 net assignable square feet, very close to the 12,636 square feet recommended here. Vandermark projects a Wheeler collection size 54,909 (49,209 print; 5,700 non-print). Our total is 54,750 (47,000 print and 7,750 non-print). The reason for the change is the large increase since 2008 in Wheeler's non-print collection. We expect Wheeler's current 8,386 non-print holdings will in fact decrease over 20 years as streaming and downloadable access to non-print media grows in popularity.

General patron seating drops from Vandermark's draft 87 to a more realistic 73, and computer seats from 20 to 16. Staff expects that as the popularity of tablets and other wireless devices grows there will not be a much need for designated library computer seats.

Two areas where more seating is needed are in the public Meeting Room, and in the small group meeting space. The Vandermark draft called for Meeting Room seating for 75 and a Group Study Room for 6. Orange now sees the need for at least 100 Meeting Room seats with the room dividable so that two 50 capacity events may be held at overlapping times. Vandermark's 6 seat Study Room has been replaced with a Conference Room with seating for 10. That room will be available for group study and instruction when not in use for meetings.

The Vandermark draft calls for staff offices and work areas of 1,154 square feet, substantially less than the 1,980 recommended here. We have added four spaces not in Vandermark: a separate Children's/Youth Services workroom (170 SF), a separate office for the Head of Adult Services (150 SF); a Friends Room (150 SF for book sale sorting and storage) and a Systems Room (100 SF) for computer and telecommunications equipment. In addition, 235 square feet is included here for custodial services. Vandermark's Custodian/Maintenance Room was not counted as part of assignable space.

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Adult Audiovisual

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

OCCUPANCY: 2 to 6

SEATING: None required

FURNITURE AND EQUIPMENT:
1 bulletin board; 1 free standing multimedia displayer for newer items; 2 book carts

CASEWORK: None required

TECHNOLOGY: Wireless access only; nearby OPACs can also be used to check the on-line catalog

COLLECTION SIZES: 5,000 items (3,000 DVDs; 1,500 audio-books; 500 music compact discs

SHELVING: The library expects its nearly 6,000 size adult collection to actually shrink over the next twenty years because of the growing popularity of streaming and of downloadable products available through CW/MARS and the MBLC, often at little or no cost to the local library. DVDs and audio-books should be shelved on 66 inch high double sided and single sided wall mounted metal shelving. 42 inch stack aisles would make browsing easier. The shelving should allow for slanted shelving and zigzag display inserts where desired.

LIGHTING, ACOUSTICS AND FINISHES: Good even overhead lighting strong enough to make the smaller print on some audiovisual items easy to read even on the lower shelves.

NEAR TO: Main Service Desk; Main Entrance; New Books

DISTANT FROM: Reference; Quiet Study; Local History and Genealogy

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

AREA REQUIRED: 498 SF

WHEELER MEMORIAL PUBLIC LIBRARY

DESIGNATED AREA: Adult Services Service Desk

FUNCTIONS PERFORMED: The central control point of the library, it is often the first and last area of public-staff contact. For efficiency and best use of the library's small staff this should be the only circulation desk in the library. All materials should be checked out and returned here. Other activities include sorting of materials for re-shelving, registration of new borrowers, provision of directional information, making and receiving phone calls, reserve book pick-up, program sign-up, and related tasks. There is a need for a clearly identified area for materials being returned. Staff will answer some patron reference and Interlibrary Loan queries from this desk. This may be the C/W MARS delivery point and also serves as an impromptu social gathering spot.

OCCUPANCY: Patrons: 3 to 7   Staff: 2 to 3

SEATING: 2 staff

CASEWORK: Collaboratively designed (staff and architect) Circulation/Information/Reference desk that has one section that is ADA compliant and child height. Desk should be able to comfortably hold two computers and peripherals. There should be a built in materials return slot with a depressible collection box on casters. Other desirable features include:

- Durable, scratch resistant surface like Corian, quartz or granite

- Sufficient storage for forms, money and supplies so that the desk can be kept neat and clutter free. Money drawers should be lockable.

FURNITURE AND EQUIPMENT:
> 2 ergonomic adjustable chairs with backs; 1 patron chair; 3 book trucks; 1 phone
> Wastebaskets and recycling bins as needed; 1 clock; 1 public photocopier with sorting table

TECHNOLOGY:
> 2 computers; 2 laser scanners; 2 receipt printers
> 1 OPAC stand-up computer on table for patron and staff use should be nearby

COLLECTION SIZE AND SHELVING: 50 reserve items, 35 ready reference books and 50 to 125 items on book carts awaiting shelving. 45 linear feet of shelving behind the desk should be provided for holds, interlibrary loans, ready reference books, problem items, flyers, Friends' materials, etc.

NEAR TO: Main Entrance; Information/Reference; Adult Services Workroom,

DISTANT FROM: Quiet study areas; Local History

WHEELER MEMORIAL PUBLIC LIBRARY

DESIGNATED AREA: Adult Services Service Desk

ARCHITECTURAL FEATURES: The architect should provide a standard security system with a panic button tied into the police station available for emergencies. There should be conduit for phones, computer cabling, and electrical wiring. It is very important to have visual control of as much of the library as possible since staffing in other parts of the library may be limited. At a minimum there should be control of the entrance and lobby, public restrooms, young adult/teen area, and the community meeting room entrance

Staff will provide some traditional reference service from this service desk. The reference portion should be clearly marked as "information," and designed to permit confidential patron and staff conversation. This portion of the desk should have easy access and a clear line of sight to the Information/Reference area.

Noise control is important, because staff and patron interactions are common. Sound baffling around the photocopier is critical. The photocopier should be in a small alcove to provide privacy. The architect should be aware that special venting is required to help protect air quality and to eliminate heat build-up from photocopier use. The flooring is very important in this area. Staff will spend considerable time on their feet. The floors must be designed to prevent unnecessary fatigue.

NOTE: Given service trends it is possible that Library Administration will desire a smaller service desk with self-checkout stations nearby. The architect should be aware of this possibility and confirm the needs of the library staff and its patrons before designing this area. In either case, design of the area should be flexible to meet evolving service needs.

AREA REQUIRED: 250 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Adult Services Department Head

FUNCTIONS PERFORMED: Schedules and overseas circulation staff. Is responsible for and does most of the cataloging and classification and data entry of adult materials; provides reference and reader's advisory services to the public. Helps publicize adult programs; selects young adult books and assists with collection development.

OCCUPANCY: 1-3

SEATING: 1 staff and 2 visitors

FURNITURE AND EQUIPMENT:

>   1 L-shaped desk with an ergonomically comfortable chair with casters
>   2 guest lounge chairs; 1 wastebasket; 1 bulletin board
>   1 coat closet; 1 file cabinet (4-drawer); 1 telephone

CASEWORK:
>   None required although some built-in shelving with storage above would be nice.

TECHNOLOGY:
>   1 computer; 1 laser reader; 1 printer (could be networked to the printer in the workroom)

COLLECTION SIZES AND SHELVING:
>   The Department Head will need 24 linear feet of 10" deep shelving for up to 150 items including books, reports, catalogs, manuals and other materials.

LIGHTING, ACOUSTICS AND FINISHES:
>   Non glare even overhead lighting is required. There is no need for task lighting. Some natural light (at least one window) is highly desirable.

NEAR TO: Adult Services Workroom; Service Desk

DISTANT FROM: Quieter public areas

ARCHITECTURAL FEATURES: There are only three separate staff offices called for in this building program: one for the Director, one for the Head of Youth Services and one for the Head of Adult Services. This office will provide the Department Head with needed privacy when conferring with staff and the general public. The Adult Services Head serves as Reference Librarian and, if the service desk is busy, may choose to move the reference interview to this office. The office should be enclosed with a lockable door, but there should be some glass so the Department Head can monitor activities in the adjacent workroom and, if possible, at the service desk.

AREA REQUIRED: 150 SF

WHEELER MEMORIAL PUBLIC LIBRARY

DESIGNATED AREA: Adult Services Workroom

FUNCTIONS PERFORMED: This is the centralized behind the scenes work area for all adult and administrative support operations. Circulation support includes patron registration, handling and processing network transfers and paging lists, sorting of materials for re-shelving, book mending, weeding, making phone calls for reserves, and working on special projects. Reference support includes selecting and ordering adult materials; classifying, cataloging, and final processing (including data entry into C/W MARS) of most adult materials. Administrative support includes shipping and receiving, ordering supplies, helping prepare bills for payment, and making computer and small equipment repairs.

OCCUPANCY: Staff and Volunteers: 2 to 4

SEATING: 2 counter seats; 2 computer workstation seats; 2 table seats

CASEWORK: 12 linear ft. of counter top with sink (depth and height to be determined with input from library staff) that can be used as a work area with cabinets above for supplies.

FURNITURE AND EQUIPMENT:
> 1 staff desk and chair for cataloging and reference; 1 staff desk and chair for circulation
> 1 large worktable with 2 chairs for receiving, shipping, processing and repairs
> 2 stools for the counter; 1 phone; 3 book carts; 1 bulletin board; 1 clock
> 1 coat closet; 1 supply cabinet; 2 filing cabinets (4-drawer)
> Wastebaskets and recycling bins as needed

TECHNOLOGY:
> 2 computer workstations with C/W MARS staff connections; 1 networked printer
> 1 laser scanner; 1 staff photocopier/scanner/fax

COLLECTION SIZES AND SHELVING: 250 print and non-print items for presort; 200 print and non-print items for processing and/or repair. Some items will move through the system primarily on book carts, others will be kept on up to 70 feet of 10 inch deep linear shelving. Some shelving will be used for staff for manuals, reports and staff instructional materials.

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

STORAGE: There should be enough room near or under the large work table to temporarily store up to five boxes of deliveries. There should also be an area for holding up to ten network transfer/interlibrary loan bins that does not interfere with room operations.

NEAR TO: Service Desk; Delivery Entrance; Book Return; Adult Services Head's Office

WHEELER MEMORIAL PUBLIC LIBRARY

DESIGNATED AREA: Adult Services Workroom

DISTANT FROM: Quieter public areas

ARCHITECTURAL FEATURES: This room is an intense hubbub of different support functions. Careful planning and design of the room and the layout of the furniture and equipment is extremely important.

Staff should have input into the design process from beginning to end. Since job duties and functions may change over time it is vital that the furnishing layout be flexible and able to be rearranged at minimal cost and effort.

The staff is small and share many duties and when in this room they may often be called to assist at the service desk. This room should be enclosed but with a glass partition so staff will know when help is needed. On occasion there may be desire for more privacy. Retractable blinds or shades are recommended.

Counter space should be considered with cabinet space for supplies directly above the counter work area. Storage for supplies is essential. Provide specialized space for items such as book jacket rolls, flat covers, tape dispensers, and other items identified by library staff.

Easy access for outside deliveries, including but not limited to library supplies and new library materials is required. Easy access to an elevator (if required by design) is essential for internal circulation of processed materials. Delivery of materials between libraries facilitated by C/W MARS has significantly increased since library users are able to make patron placed holds. A special place for the delivery bins must be provided. Orange library staff should get dimensions and other recommendations from the C/W MARS staff for the most efficient layout.

AREA REQUIRED: 300 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Conference Room

FUNCTIONS PERFORMED: Regularly meeting room for the six-member Board of Library Trustees. This room will also be available for use for small group meetings by library staff, town officials and community organizations. When not in use for meetings this will be available to the students, tutors and the general public for group instruction and study.

OCCUPANCY: 10

FURNITURE AND EQUIPMENT:
2 tables that can be pushed together to provide comfortable seating for ten; 10 chairs
1 whiteboard; 1 easel; 1 clock; 1 wastebasket

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

TECHNOLOGY:
1 large flat screen monitor; 1 wireless HDMI presentation system

COLLECTION SIZES AND SHELVING: Non required

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

NEAR TO: Library Director's Office

DISTANT FROM: Service Desk

ARCHITECTURAL FEATURES:
Since this room may be used for small group study as well as meetings care should be taken in selecting the two tables and ten chairs. They should be sturdy but light enough to be rearranged easily. Consider enclosing the kitchenette with folding doors that can be secured. There is no need for a wired phone line but a strong wireless signal is essential for this space. Be sure to consult with a technical specialist, not just the architect, before selecting the equipment for presentations and training.

AREA REQUIRED: 250 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Entrance and Lobby

FUNCTIONS PERFORMED: This area provides access to the library and to the community meeting room. The entrance lobby should be inviting with access to a community bulletin board and should be visible from the service desk. The public should be able to quickly orient themselves upon entering the entrance lobby as to where various sections of the library are. Patron orientation should be assisted with signs and graphics. The entrance lobby should provide for separate entry to the community meeting room. Staff will plan displays and post notices. Patrons will wait here for rides.

OCCUPANCY: PATRONS: 2 to 7   **STAFF:** None

SEATING: 4   Benches for 2: 2

FURNITURE AND EQUIPMENT:
> 2 wooden benches each with comfortable seating for two adults; 1 patron counter
> 2 bulletin boards (1 for general public, 1 for organizations); 1 brochure display kiosk
> 2 wall display cases with cork backing for easy display of materials
> 1 public handicapped accessible water fountain

CASEWORK: None required.

TECHNOLOGY:
> 1 flat video screen to publicize library programs and other activities
> Security system keypad for the building should be located here

LIGHTING, ACOUSTICS AND FINISHES:
> This area should be well lit, warm and inviting. The library has not decided whether it wants the whole area carpeted or whether it would prefer a more durable, easy to clean and maintain surface like tile, especially for the more heavily trafficked areas. A combination is a possibility as long as the noise can be kept down.

NEAR TO: Parking; Rest Rooms; Meeting Room; Service Desk

DISTANT FROM: Reference; Quiet Study

ARCHITECTURAL FEATURES: The architect should be aware that the MBLC recommends that from here it should be easy to locate "the main desk, main staircase, elevator, path to the Children's Room, rest rooms and Meeting Room entrance." "The vestibule should be designed with two sets of doors with an airlock." The doors should have ADA compliant automatic door opening devices. Ideally there should be only one main entrance and exit for security reasons.

The architect must make it clear that this is the main entrance to the building. The entrance should be visible to people passing by. A sign outside the facility will identify the building by name. The exterior

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Entrance and Lobby

walkway should be well lighted. Library administration will decide whether to have remote, i.e. outside drop boxes, rather than lockable book and audiovisual material return slots for patron access when the library is closed. If there are remote drop boxes there should be no raised thresholds between remote

drop boxes and the check-in section of the service desk so book trucks can easily be rolled to the service desk. This will be beneficial to anyone in a wheelchair or pushing a stroller as well.

An overhang for patrons waiting in inclement weather for rides should be provided. There should be a bicycle rack near the entrance. The entrance should have double-width glass doors to allow for easier passage of patrons entering and leaving the library at the same time. The glass doors open up the area and provide natural light. Special matting located between the two sets of doors to remove dirt and water from shoes and boots will help keep the library interior clean. There should be space for a water fountain and a dedication plaque. Electrical outlets should be available. Light colored wall coverings should be considered for the area to show off exhibits. Consider adding picture rails to walls that will be used for rotating art exhibits.

The area will be noisy with the activity of patrons entering and leaving the building. Those who come as part of a group to participate in a library program can cause traffic problems within the library. Careful planning to avoid routing everyone through reading or stack areas, and to avoid congestion, noise, and confusion in accessing the community meeting room is required. Noise control is essential.

Major service areas and collections should be visible from the entrance. Upon entering the library, the patron should see a friendly and approachable staff, attractive displays of books, audiovisual materials, and periodicals. Signs should make it clear to patrons where each section of the library is located. The patron's first impression upon entering the library is an important one.

AREA REQUIRED: 125 SF (plus some non-assignable space)

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Adult Fiction and Large Print

FUNCTIONS PERFORMED: This open stack area contains the adult fiction and large print books. Stacks should be arranged in an orderly way with excellent signs for assisting patrons and staff in locating the materials they are looking for. Book carts are used by staff for re-shelving. Newer fiction is located in the New Books area.

OCCUPANCY: 5 to 10

SEATING: 5 lounge seats

FURNITURE AND EQUIPMENT:
> 5 lounge chairs; 2 side tables; 1 book cart for patrons to place unwanted books
> 1 high computer stand or table for 1 stand-up OPAC and printer; 3 step stools
> Wastebaskets and recycling bins as required

CASEWORK: None required

TECHNOLOGY:
> 1 stand-up OPAC and printer with access limited to the CW/MARS catalog

COLLECTION SIZES AND SHELVING:
> 11,000 Fiction; 1,500 Large Print

Maximum 84 inches high (72 inches is better), 9 inch deep adjustable shelving is needed. Preference is not to use the top and bottom shelves except for display. Some shelving should be slanted and tilt able for easy display and - on the lower shelves – for ease reading spine labels. Paperbacks will be interfiled with the hard cover books. Shelving should accommodate shallow backstops where needed to keep the smaller books and paperbacks from sliding to the rear. Slat wall or another type of display shelving on the end panels should be added if more face out display space is needed.

LIGHTING, ACOUSTICS AND FINISHES: Even, non-glare overhead lighting is needed; carpeting throughout; lots of natural light and windows to create an inviting and relaxing ambience. Stack lighting should run perpendicular to stack aisles.

NEAR TO: Adult Service Desk; New Books; Audio-visual

DISTANT FROM: Children's; Quiet Study

ARCHITECTURAL FEATURES: The adult fiction book stacks should be visible from the service desk. The stack area should be designed to make it easy for patrons to locate materials for themselves. Good signs are essential. No more than five ranges should be connected. The stacks should be organized so that the fiction collection flows in a single alphabet. 36 inch stack aisle widths are acceptable to meet ADA requirements but 42 inch widths are better.

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Adult Fiction and Large Print

ARCHITECTURAL FEATURES:

Orange's senior population (ages 65 and older) is projected to grow 78.5% by 2035 and its Large Print collection is expected to keep pace, more than doubling to 1,500 books from todays too small 688. Large Print should have its own special section or quiet alcove with some comfortable seating, excellent lighting and easy to read signage. Ample electrical outlets should be available near the tables and lounge seats to make it easy for patrons to power and charge their laptops and other electronic devices.

AREA REQUIRED: 1,292 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Local History and Genealogy

FUNCTIONS PERFORMED: Library patrons and staff consult Orange local history, maps, genealogy materials, using the Wheeler Memorial Library's collection of local history and genealogy materials. Library archives will be kept in this area. The local newspaper, the Athol Daily News is available on microfilm.

OCCUPANCY:

      Patrons: 1 to 5   **Staff:** 0 to 1

SEATING: 1 shared staff and public computer seat; 5 public seats (4 table, 1 microfilm)
- Table Seating for 2: <u>2</u>
- Machine Seating for 1: <u>2</u>

FURNITURE AND EQUIPMENT:

      2 small tables; 4 table chairs; 1 workstation desk; 1 desk chair; 1 microfilm reader chair

      1 microfilm storage cabinet; 2 lateral file cabinets (4-drawer)

      2 lockable display cabinets to house maps and other historical artifacts

      1 step stool; wastebaskets and recycling bins as required

CASEWORK: None required

TECHNOLOGY:

      1 computer workstation; 1 networked printer; 1 microfilm reader/printer

COLLECTION SIZES AND SHELVING: 1,250 volumes; 100 roles of microfilm

      The microfilm is kept in the special storage cabinet; the books on up to 90 inch high and 10 to 12 inch deep shelving. The cabinets should have appropriate oversized drawers for maps and other items that need to be stored on a flat surface.

LIGHTING, ACOUSTICS AND FINISHES:

      This area should be carpeted and have good even overhead lighting. Some natural light would be nice but is not essential.

NEAR TO: Reference; Library Director's Office

DISTANT FROM: Children's; Meeting Room

ARCHITECTURAL FEATURES: This room should provide security for the collections, have glass panels in the door and walls and abut or be very near the reference area. Shelving must be compatible with preservation concerns. Provide wall space for exhibits of Orange maps, photographs, and other memorabilia. Separate HVAC controls are required.

AREA REQUIRED: 460 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Meeting Room

FUNCTIONS PERFORMED: For library and community meetings and programs, including larger programs sponsored by the Children's Department that are too big for the Story Hour and Crafts Room. The room divider wall will allow for two 50 capacity programs to take place at overlapping times. Types of programs include concerts, workshops, lectures, book discussions, large group computer training, art shows, concerts and meetings. This room should be available to community groups when the library is closed.

OCCUPANCY: 100

SEATING: 100 public seats

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

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

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

LIGHTING: Soft, adjustable, overhead lighting for the audience and spotlight capabilities for the presenter and/or performers. Consider integrating the lighting in this room to the newer digital energy efficient monitoring systems that include such features as automatic shut off when not in use of the HVAC, media systems and lighting.

Preference is for windows with ample natural light for daytime programs. Windows should have room darkening shades when needed to block outside light.

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Meeting Room

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

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

NEAR TO: Parking; Main Entrance; Public Restrooms, and, if possible, the children's area so children do not need to parade through the library to use the space for programs.

DISTANT FROM: Quiet public areas

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

- Proper ventilation and all code required fire extinguishing and other safety equipment for the kitchenette

- Separately controlled heating and air condition zone for the room

- Ceiling high enough to accommodate ceiling attached screens and projectors

- Picture rails to hang rotating exhibits by local artists

- One built-in coat closet either in the room or in the foyer

- One secure storage closet for furniture and equipment

- State of the art multi-media system that accommodates the projection of DVD, overhead and computer images

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

AREA REQUIRED: 1,300 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: New Books

FUNCTIONS PERFORMED: Attractive browsing and display area for all new adult fiction and most new adult non-fiction purchased within the last 6 to 12 months.

OCCUPANCY: 2 to 8

SEATING: 2   Lounge Seating: 2

FURNITURE AND EQUIPMENT:
>   2 lounge chairs; 2 side tables; 1 free standing book displayer
>   1 bulletin board; wastebaskets and recycling bins as required

CASEWORK: None required

TECHNOLOGY: Wireless access only; no library computers

COLLECTION SIZES AND SHELVING: 500 new books
>   Most of the new books should be on 66 inch high 9 inch deep shelving, some of which should be face out display. Zig zag inserts can be an alternative or supplement to the face out display shelves. A smaller rotating display of select new books will be on the freestanding, commercial, book store type displayer attractively positioned to draw patrons into the new book area. The goal should be to have at least 50% of the new books on display or zig zag shelving.

LIGHTING, ACOUSTICS AND FINISHES:
>   This area should be carpeted and have ample natural light as well as even overhead lighting. Consider adding lamps to the side tables to create a homier ambience.

NEAR TO: Main Entrance; Service Desk; Adult Fiction

DISTANT FROM: Reference; Local History; Quiet Study

ARCHITECTURAL FEATURES: New books are now kept next to the heavily used audio-visual collection on a small double-sided bookcase in the main passageway to the adult service desk. What is needed is a separate space away from the bustle where patrons can examine the new books at their leisure and sit if they decide to rest or to read awhile. Furnishings should include a bulletin board or other means to display bestseller lists, posters, and other promotional displays and passive reader's advisory material.

AREA REQUIRED: 180 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Non-fiction

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

OCCUPANCY: 5 to 10

SEATING: 8
- Table Seating: Seating for 2: 2
- Lounge Seating: 2   Carrel Seating: 2

FURNITURE AND EQUIPMENT:
2 small tables; 4 table chairs; 2 lounge chairs; 2 carrels; 2 carrel chairs
1 high computer stand or table for 1 stand-up OPAC and printer; 3 step stools
Wastebaskets and recycling bins as required

TECHNOLOGY:
1 stand-up OPAC and printer with access limited to the CW/MARS catalog

COLLECTION SIZES AND SHELVING: 13,500 books
84 inch high, 10 inch deep double sided shelving is required for most of the collection. Staff has not decided where to place oversized books which may require deeper 12 inch deep shelves.

LIGHTING, ACOUSTICS AND FINISHES: Lighting in this area is very important; book titles and other information should be clearly visible. The top and bottom shelves will not be used to provide easy access to materials. Carpeting throughout; stack lighting should run perpendicular to the aisles.

NEAR TO: Adult Service Desk; Reference   **DISTANT FROM:** Children's

ARCHITECTURAL FEATURES: The adult nonfiction book stacks should be visible from the service desk. The OPAC station should have a printer attached for patrons who want to print out book location information. A variety of seating, including lounge seating, table seating, and carrel seating should be available for patrons who want to look at books while in the stacks. Aisles must be a minimum of 36 inches to meet ADA requirements and turning radii standards (42 inches is better if space allows). The stack area should be easy for patrons to locate materials for themselves. Good signs are essential. No more than five to six ranges (18 feet maximum) should be connected. The stacks should be organized so that the Dewey classification numbers flow in sequence. Provision for signs at the ends of each range of stacks should be included to make it easy for patrons and staff to locate desired materials. Slat wall end panels for promoting the collection and providing passive reader's advisory material are desired.

AREA REQUIRED: 1,640 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Periodicals and Newspapers

FUNCTIONS PERFORMED: Attractive and convenient area for holding and displaying the library's collection of new magazines and newspapers including recent back issues for up to one year.

OCCUPANCY: 2 to 8

SEATING: 8
- Table Seating: Seating for 4: <u>1</u>
- Lounge Seating: 4

FURNITURE AND EQUIPMENT:
> 1 square table; 4 table chairs; 4 lounge chairs; 2 foot stools; 1 coffee table

CASEWORK: None required

TECHNOLOGY: Wireless access only; no library computers

COLLECTION SIZES AND SHELVING: 125 New Magazines and Newspapers
> New magazines and newspapers should be on 60 inch high face out, titltable display shelving with top hinged acrylic sheets to keep the items on display from slipping. Recent back issues are kept on the flat shelves behind the current issues on display.

LIGHTING, ACOUSTICS AND FINISHES:
> Even, non-glare overhead lighting is desired. No task lighting is required but there should be lots of natural light from several windows. Carpeting is a must and other noise reducing materials should be considered to keep this a peaceful oasis away from the noise and bustle at the Main Service Desk.

NEAR TO: Reference

DISTANT FROM: Main Service Desk; Main Entrance

ARCHITECTURAL FEATURES: Severe space constraints and the availability of very large shared on-line magazine and newspaper databases has allowed the library to largely eliminate its once substantial stack periodical holdings. Historically significant back issues are kept as part of the Local History and Genealogy collection.

AREA REQUIRED: 365 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Reference and Information

FUNCTIONS PERFORMED: This area is designated for serious study and research, independent computer use, and instruction in the use of reference materials, computers, on-line databases and the Internet. Staff help is available from the Service Desk. There is no staff reference desk in this area but adult services staff regularly move through here answering reference questions, helping with computer and Internet problems and training patrons in the use of e-readers and other electronic devices so they can access the library's vast collection of downloadable e-books and audio books.

OCCUPANCY: 5 to 10

SEATING: 16 public seats (10 undesignated; 6 computer)

FURNITURE AND EQUIPMENT:
> 2 square tables; 8 table chairs; 2 carrels; 2 carrel chairs
> 1 square table; 4 table chairs for 4 public Internet computers
> 1 smaller table; 2 table chairs for 2 public Internet computers
> 1 dictionary stand; 1 map/atlas stand; 1 vertical file cabinet (4-drawer)

CASEWORK: None required

TECHNOLOGY:
> 6 public computers with full access to the Internet, CW/MARS and on-line databases
> 1 shared wireless public print station

COLLECTION SIZES AND SHELVING: 500 books
> The library reference collection has shrunk considerably over the last decade as more and more information is available through free and subscription on-line resources and databases. The collection is expected to grow little in the next 20 years and should be housed on 42 inch high bookcases. The top of the shelving will provide space for heavier materials to be more easily examined.

LIGHTING, ACOUSTICS AND FINISHES:
> Need is for a comfortable, relaxing, quiet but not silent environment where busy Internet use can take place alongside serious research and study with minimal distraction. Good non-glare overhead lighting is needed as well as some natural light. Because public library reference/computer areas are often very busy and noisier than some users like good quality carpeting and other sound muffling materials should be used throughout.

NEAR TO: Adult Non-fiction; Local History and Genealogy

DISTANT FROM: Main Entrance; Children's; Meeting Room

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Reference and Information

ARCHITECTURAL FEATURES: There should be excellent visual sight lines from the Main Service Desk to the public computers, other electronic equipment, and study carrels. Conduit and electric access for changing technology should be planned. Wireless technologies are required. Lighting should be good for viewing print materials in the reference stacks but control glare on the computer screens.

Patrons need privacy when they are looking for certain types of information. Electrically wired (wet) carrels located against a wall should be available for patron use, and for quiet study. The Reference and Information area should include study tables and chairs for patron use. Tables (like the carrels) should be wired to provide access to the library's electronic resources for patron use of laptops.

The Wheeler Memorial Library currently has 4 public access computers in 4 carrels in the reference area. Careful consideration should be given to staff input on how they want the public computers with Internet access and online databases organized in the expanded or new library facility. A semi-private area might be useful for instruction.

AREA REQUIRED: 827 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Study Room

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

OCCUPANCY: 1 to 4

SEATING: Table Seating for 4: <u>1</u>

FURNITURE AND EQUIPMENT:
   1 table for 4; 4 chairs; 1 wall mounted white board

TECHNOLOGY:
   Patrons will provide their own laptops, tablets and other electronic devices.

COLLECTION SIZES AND SHELVING: None needed

LIGHTING, ACOUSTICS AND FINISHES:
   Adjustable, even, non-glare overhead lighting; one window or some natural light; carpeting on the floor; good ventilation and sound proofing

NEAR TO: Reference and Information

DISTANT FROM: Children's; Young Adults'; Meeting Room

ARCHITECTURAL FEATURES: Small, quiet study spaces are in increasing demand in public libraries, and the architect should make this room an integral part of the building design, not an easy way to use leftover space. Avoid tucking the room in an out of the way spot that will be hard to monitor. This room should have good strong wireless Internet access.

For security and to minimize feelings of claustrophobia glass panels should be on the door to the room. The door should be lockable since heavy demand may require scheduling patron use. Better a gentle knock than someone barging in announcing "your time is up."

Note: The new Library Director may prefer two smaller 2 person study rooms instead of one larger room. The architect should keep this option in mind when preparing the layout. The estimated total square footage should remain about the same.

AREA REQUIRED: 100 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Children's Room

FUNCTIONS PERFORMED: Staff assists children from ages 0-12, their parents or caregivers, teachers, and other adults. The children's area should accommodate books, periodicals, DVDs, CDs, toys, and puppets. There should be comfortable seating for both adults and children of various ages. Parents browse with and read to their children. OPACs should be available. Children need access to educational computer games, word processing software, and the Internet.

OCCUPANCY: 10 to 25 (many more when conducting school tours and having programs)

SEATING: 27 (23 for children; 4 for adults; none for staff/volunteers)

FURNITURE AND EQUIPMENT:
   1 round table (24" high) for young children; 4 child sized chairs
   1 square table (27" high) for older children; 4 juvenile chairs
   1 game table (27" high) for older children; 4 juvenile chairs
   5 desks for word processing and Internet computers; 5 desk chairs
   1 high computer stand or table for 1 stand-up OPAC
   2 lounge chairs for adults; 2 lounge chairs for older children
   2 carrels for private study; 2 juvenile chairs;
   2 small couches or loveseats for an adult and child to read together
   2 bulletin boards; 1 dictionary stand; 1 globe on stand; 5 book trucks; 1 clock
   1 wall or freestanding display case for children's art and/or collections
   1 puppet stage with storage for puppets; 1 paperback displayer
   1 storage container for the toys and games; wastebaskets and recycling bins as needed

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

TECHNOLOGY:
   1 stand-up OPAC and printer with access limited to the CW/MARS catalog
   5 public computers with access to the Internet, CW/MARS and on-line databases
   1 shared wireless public print station

COLLECTION SIZES AND SHELVING: 16,815 print; 2,500 non-print
The shelving for the 3,500 picture books should be 12 inches deep and 43 inches high including an attractive top. The 500 paperbacks will mostly be kept in the freestanding paperback displayer. The other shelving should not be higher than 66 inches (67 inches with a top) and not less than 8 inches deep. Shelving should be modular and allow for mixing of DVDs, CDs and audiobooks. There should be some display type shelving for new materials and for the small magazine collection of 15 titles.

LIGHTING, ACOUSTICS AND FINISHES: Lots on natural light and excellent even overhead lighting are required. Children's Rooms can be noisy and sometimes messy so long wearing, stain resistant carpeting and other sound absorbing materials should be used wherever possible. All finishes should sturdy and easy to clean and maintain.

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Children's Room

NEAR TO: Entrance; Meeting Room

DISTANT FROM: Reference; Local History and Genealogy; Quiet Study

ARCHITECTURAL FEATURES: At over 2,000 square feet, Children's is one of the largest rooms in the building, but it is still horribly overcrowded and totally inadequate to meet today's needs let alone those projected over the next 20 years. What is needed is a much larger room carefully arranged into three distinct spaces. One: a preschool and parenting area with picture books, toys, open space for play and some seating for adults. Two: a browsing and reading section for older children near the fiction and paperback and audiovisual collections with some lounge seating. Three: a study and information section near the non-fiction and reference collections with carrel, table and computer seating.

The Children's area should be attractive to children with comfortable, sturdy, and multi-functional furniture. All areas should be supervised from the service desk. The area should include a) quiet study area, b) book stacks, c) leisure reading area. The children's area should provide open, conversational group space as well as cozy individual quiet reading space. There should be separation of preschool children from older children.

In the current library there are a number of play activities for young children. The staff would like there to be some 'play' structure in the expanded Wheeler Memorial Library or new library facility. The design of the children's area should balance a large number of windows with the ability to have bulletin boards and wall space for children's art, posters, and displays at child height. Slat wall end panels are needed in this area for book and other displays.

The room should be laid out to easily handle strollers and baby carriages (a separate carriage "garage" has been incorporated in some newer library Children's Rooms). The library provides story time and craft programs for children, and other special activities. These events take place in the children's program area or in the community meeting room. Care should be taken to limit the need for children to parade through the library on their way to the children's program area or the community meeting room. Careful planning and consultation with Children's staff is essential for an attractive and workable design.

Other necessary features include:
- Secure children's bathroom with a collapsible changing table
- Separate thermostat to control room temperature
- Children's height water fountain
- Sufficient coat hooks with some storage below for at least 15 children

AREA REQUIRED: 2,558 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Children's Story Hour and Crafts

FUNCTIONS PERFORMED: Dedicated space where children's staff conducts story times and other reading enrichment activities for young children. This room also serves as space for hands on arts and crafts activities for children and their families. It could also serve as a homework room and small meeting room when not in use for programs. Large programs and events for children will be held in the separate Meeting Room.

OCCUPANCY: Public: 24   Staff/Volunteers: 1

SEATING: 24 patron seats; 1 staff seat
   • Table Seating: Seating for 4: 6

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

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

TECHNOLOGY:
   1 ceiling mounted video projection system; 1 retractable projection screen

COLLECTION SIZES AND SHELVING: None needed.

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

NEAR TO: Children's Room; Children's Rest Room

ARCHITECTURAL FEATURES: This should be a separate room with lots of glass so parents and caregivers can observe from the outside. The counter and sink are for easy cleanup after arts and crafts. There should be a nearby area set aside to park strollers and carriages. Childproof electrical sockets are essential.

AREA REQUIRED: 375 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Children's Service Desk

FUNCTIONS PERFORMED: Check-in and check-outs are mostly handled at the main service desk. Staff in this room serves children from infants through age 12, their parents, caregivers, teachers and other adults. This desk is primarily for reference and homework help; parent and children's reader advisory; and computer software and hardware instruction and troubleshooting. Staff at the desk also do patron registrations; handle overdues, fines, and lost item payments; manage story hour and other children's program signups; book the meeting room; and help process children's network transfers.

OCCUPANCY: 2-4 Patrons   1-2 Staff

SEATING: Staff seating for 1 behind the desk; 1 patron seat to the side

FURNITURE AND EQUIPMENT:
> 1 children's height service desk; 1 adjustable ergonomic chair for staff; 1 patron chair
> 2 book carts; 1 telephone; 1 clock; 1 wastebasket; 1 recycling bin

CASEWORK: None required, but staff should work closely with the architect to select a desk that meets their needs from a reputable and experienced library furniture supplier.

TECHNOLOGY:
> 1 computer workstation; 1 laser reader; 1 receipt printer

COLLECTION SIZES AND SHELVING: 75 to 150 items waiting shelving; assorted materials for staff like problem items, sign-up sheets, flyers and handouts. Book trucks behind the desk should be used in place of fixed shelving to speed re-shelving of returns. 18 linear feet of shelving should be available for ready reference books, school project reserves, other patron pick-ups and open storage.

LIGHTING, ACOUSTICS AND FINISHES:
> Non glare even overhead lighting is required.

NEAR TO: Children's Room Entrance; Children's Workroom; Youth Services Librarian's Office

DISTANT FROM: Quieter adult areas

AREA REQUIRED: 125 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Children's Workroom

FUNCTIONS PERFORMED: Duties performed here include planning, materials selection, making recommended materials lists for children and parents, plus program, story hour, display and arts and crafts preparation. Staff may assist with processing new and mending and weeding older materials. Room may also be used to store seasonal books and occasionally used items like musical instruments.

OCCUPANCY: 1 to 2 staff and volunteers

SEATING: Desk seating for 1: <u>1</u>   Table seating for 2: <u>1</u>

FURNITURE AND EQUIPMENT:
>   1 staff desk, 1 desk chair; 1 telephone; 1 filing cabinet (4-drawer)
>   1 work table; 2 table chairs; 1 storage cabinet; 1 supply closet
>   1 bulletin board; 1 clock; 2 book trucks; 1 wastebasket; 1 recycling bin

CASEWORK: None required although built in cabinets might be more attractive and efficient than free standing storage and supply closets.

TECHNOLOGY:
>   1 computer workstation; 1 laser reader; 1 networked printer

COLLECTION SIZES AND SHELVING:
>   Minimum of 21 linear feet of 10" to 12" deep shelving for 175 seasonal and other items plus 12 linear feet of 10" deep shelving for books, manuals, reports, catalogs and forms.

LIGHTING, ACOUSTICS AND FINISHES:
>   Desire is for some natural light with even, energy efficient, non-glare overhead lighting. Room should be carpeted. All surfaces should be easy to clean and maintain.

NEAR TO: Youth Services Librarian's Office; Children's Service Desk

ARCHITECTURAL FEATURES:
>   Since the small staff may frequently be moving between the workroom and the service desk it is essential that there be good sight lines between the two. Preference is for the workroom to be enclosed with a lockable door and at least some glass.

AREA REQUIRED: 170 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Youth Services Department Head's Office

FUNCTIONS PERFORMED: Responsible for overseeing library services to children and young adults from preschool through high school. Duties include interviewing, helping select and hire and schedule staff, work study students and volunteers; planning story hour, craft and other programs; conducting tours and orientation for visiting school groups; and community outreach, grant writing and implementation. The Department Head is also responsible for selecting and ordering most children's and young adult materials.

OCCUPANCY: 1 to 2

SEATING: 1 desk seat for Department Head; 1 visitor seat

FURNITURE AND EQUIPMENT:
    1 L-shaped desk with an ergonomically comfortable chair with casters
    1 lounge chairs; 1 wastebasket; 1 bulletin board
    1 coat closet; 1 file cabinet (4-drawer); 1 telephone

CASEWORK: None required.

TECHNOLOGY:
    1 computer workstation; 1 shared printer (networked to the one in the Children's Workroom)

COLLECTION SIZES AND SHELVING:
    18 linear feet of 10" deep shelving for up to 100 items including books, reports, catalogs, manuals and other materials

LIGHTING, ACOUSTICS AND FINISHES:
    Desire is for noise dampening carpeting, plus some natural light and adjustable, even, non-glare overhead lighting.

NEAR TO: Children's Workroom; Children's Service Desk

ARCHITECTURAL FEATURES: The Department Head wants a separate office that is readily accessible to staff and public but that can provide privacy when needed. The office must have good visual access to the adjacent Workroom. A glass paneled door is preferred. The door must be lockable. If possible the office should be positioned so that the Department Head can see into the Children's Room either through a window in the office opening into Children's or through a clear opening in the Workroom. The glass "windows" should have shades or drapes that can be closed when more privacy is needed.

AREA REQUIRED: 125 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Young Adults

FUNCTIONS PERFORMED: Provide a browsing area for fiction, paperbacks, periodicals, and non-print selected for young adults primarily in grades 6 through 10. Equipment and materials should be available to support homework needs. There should be display racks for booklists and other handouts. There should also be an area for changing displays of books of current interest.

OCCUPANCY:

Young Patrons: 6 to 12   Staff/Volunteers: 0 to 1

SEATING: 12
- Table Seating for 4: <u>1</u>   Computer Desk Seating for 1: <u>4</u>
- Lounge Seating: 4

FURNITURE AND EQUIPMENT:

1 square table; 4 table chairs; 4 computer workstation desks; 4 desk chairs

4 lounge chairs; 1 high computer stand or table for 1 stand-up OPAC

1 display table; 1 bulletin board; 1 clock

CASEWORK: None required at present but since design will involve input from teens and youth services staff they may want to enliven the space with some unique features. A special storage space for backpacks and coats and an attractive wall display case are two possibilities for casework.

TECHNOLOGY:

1 stand-up OPAC and printer with access limited to the CW/MARS catalog

4 computers with word processing and full Internet access; 1 networked printer

COLLECTION SIZES AND SHELVING: 1,310 print; 250 non-print

The 1,300 books and paperbacks will be interfiled on 66 inch high 8 inch deep shelving. Most of the collection will be fiction with some high interest non-fiction. The bulk of non-fiction for teens will be kept in the non-fiction adult stacks. The metal shelving should be modular and allow for a section where 10 teen magazines and back issues can be displayed and stored. The shelving should also be able to appropriately hold and display the small circulating non-print collection of 100 audiobooks, 50 DVDs, 50 music compact discs, and 50 video games. The end panels on at least some of the shelving should have slat walls for face out display.

LIGHTING, ACOUSTICS AND FINISHES:

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

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Young Adults

NEAR TO: Main Service Desk

DISTANT FROM: Children's; Quiet Study

ARCHITECTURAL FEATURES: Young adults should participate in the design of this space. The area should be relaxed, inviting and informal. It should have a teen identity with special colors and furniture to make the area distinctive. It should be easily supervised from the Main Service Desk but still give young adults the feeling of privacy.

Access to music is important for this group. The trend is for downloadable music to I-pods and other devices. The library should have policies that allow the use of this format when teens are in the library.

AREA REQUIRED: 586 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Library Director's Office

FUNCTIONS PERFORMED: The Director is responsible for conducting and managing the administrative business of the library (finances, planning, personnel, programming, and public relations). The Director overseas the ordering of all library materials, including supplies, and manages the computer services provided through the C/W MARS Network, including selecting replacing and repairing PCs and OPACs, training staff and the public, and troubleshooting network and computer problems.

OCCUPANCY: 1 to 5

SEATING: 1 staff desk seat and 4 visitor table seats

FURNITURE AND EQUIPMENT:
>   1 L-shaped desk with chair; 4 lateral files (2-drawer); 1 telephone; 1 shredder
>   1 small conference table with 4 chairs; 1 coat closet; 1 clock; 1 wastebasket

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

TECHNOLOGY:
>   1 computer workstation; 1 printer

COLLECTION SIZES AND SHELVING:
>   The Director will need 36 linear feet of 10" deep shelving for up to 125 items including books, reports, catalogs, manuals and other materials.

LIGHTING, ACOUSTICS AND FINISHES:
>   Non glare even overhead lighting is required. There is no need for task lighting. Some natural light is essential.

NEAR TO: Main Service Desk; Adult Services Workroom

DISTANT FROM: Children's

ARCHITECTURAL FEATURES: The office of the Library Director should be readily accessible for staff and the public. The space should afford a good degree of privacy without isolating the Director from the activities of the library. The Library Director's office should have a private lockable door that is soundproof for private conversations. The area should be well lighted and comfortable. Windows are a priority for this space. Storage for file folders, binders, and limited supplies should be available on shelving and/or in lateral files. A closet for coat and other storage is desired.

AREA REQUIRED: 200 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Custodial Maintenance Room

FUNCTIONS PERFORMED: One part-time contract service employee is responsible for the general cleaning and simple maintenance of the library building. The custodian cleans the floors and bathrooms, helps sets up meeting spaces, empties book return boxes, collects and empties trash and recycling materials, handles deliveries, and watches out for leaks and other building problems.

OCCUPANCY: 0 to 1

SEATING: Desk Seating for 1: 1

FURNITURE AND EQUIPMENT:
      1 desk with chair for the custodian; 1 phone (should be portable, digital wireless)
      1 work bench; 1 slop sink; 1 janitor's cart; 1 bulletin board; 1 waste basket
      1 locker; 1 dolly; 1 lockable wall case for keys; 1 vacuum; 1 mop and bucket
      2 step ladders (one large, one small); 1 extension ladder (at least 14 feet)

TECHNOLOGY: None

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

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

NEAR TO: Entrance and Lobby; Meeting Room; Delivery; Public Rest Rooms

DISTANT FROM: Quiet public areas

ARCHITECTURAL FEATURES: This space should require little maintenance. Doors should be extra wide for ease in moving equipment. The custodial area should house all items needed to clean, maintain and repair the physical plant, including tools and landscaping equipment. If this is a multi-story building, consideration should be given to a janitor's closet on each floor with cleaning supplies, dry goods storage and a sink. This custodial room should be close to the delivery area and the elevator (if required by design). Ideally, the custodial room should be locked at all times and tactile warnings and signage should be placed on the door. There should be a separate, enclosed fireproof area for storage of the lawn mower and any other equipment requiring gasoline. One good option for storing gasoline and gasoline powered equipment is a secure, freestanding outside shed.

AREA REQUIRED: 235 SF (plus non-assignable space for gasoline and landscaping storage)

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Friends' Book Sale Room

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

OCCUPANCY: 1 to 3 volunteers

SEATING: 2 Table Seats

FURNITURE AND EQUIPMENT:
> 1 large sorting table; 2 chairs; 1 coat rack; 2 book carts
> 1 trash barrel; 1 recycling bin; 1 bulletin board

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

TECHNOLOGY:
> A wireless laptop or tablet should be available for the volunteers if they need to check the value of certain donated items.

COLLECTION SIZES AND SHELVING:
> 1,000 items for storage, after sorting into categories, on 72 inch high, 8 inch deep shelves

LIGHTING, ACOUSTICS AND FINISHES:
> Good, even overhead lighting plus some natural light. This should be a quiet work area so the floor can be either carpeted or vinyl. Vinyl should be easier for the custodian to keep clean.

NEAR TO: Custodian's Workroom; Delivery

DISTANT FROM: Public areas

ARCHITECTURAL FEATURES: There is currently no good place in the library to collect and sort donations. Because the library is so crowded the only space for the ongoing book sale is in one book case located in the breezeway of the main entrance to the library. The Friends would like to have an attractive, visible, and easy to find space in the new library where they can display up to 200 items for sale. To avoid staffing the sale area, a secure payment box could be attached to the shelving. Payment would be on the honor system.

AREA REQUIRED: 150 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Staff Room

FUNCTIONS PERFORMED: Provide a pleasant relaxing area where staff members take short breaks, store food and eat a snack or small meal with minimal preparation.

OCCUPANCY: 1 to 7 staff and volunteers

SEATING: 7 staff/volunteer seats
Table Seating for 4: <u>1</u>   Lounge Seating: <u>3</u> (one chair, one sofa for 2)

FURNITURE AND EQUIPMENT:
1 square table; 4 table chairs; 1 lounge chair; 1 clock; 1 telephone
1 sofa (could be convertible to a sofa bed to provide suddenly ill staff with a place to lie down)
1 end table; 1 coffee table; 1 freestanding 3-way lamp; 1 wastebasket
1 refrigerator with freezer; 1 microwave; 1 stove top; 1 sink; 1 coffee maker
6 keyless entry staff lockers; 1 coat rack

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

TECHNOLOGY: Only wireless internet access is required.

COLLECTION SIZES AND SHELVING: None required. Staff may want a small wall magazine rack or free standing bookcase for recreational reading materials.

LIGHTING, ACOUSTICS AND FINISHES: Some natural light (at least one window), overhead lighting plus task lighting for reading in the lounge and sofa seats. The overhead lighting should be motion activated. Room should be enclosed with at least one door to help keep odors and noise from other parts of the building. The floor covering around the sink and counter should be vinyl; the rest of the room stain resistant carpet tile.

NEAR TO: Staff Rest Room; Staff Parking and Entrance

DISTANT FROM: Quiet public service areas

ARCHITECTURAL FEATURES: At present staff and the public must share the only rest room in the library. A separate staff rest room near the staff room is essential. The door to the staff rest room should open into a hallway, not into the staff room itself. Staff should have lockers and, if there is space, a small coat closet or coat rack. Staff wants this room to be out of public sight from both inside and outside the building.

AREA REQUIRED: 275 SF

WHEELER MEMORIAL LIBRARY

DESIGNATED AREA: Systems Room

FUNCTIONS PERFORMED: Dedicated space that will contain networking equipment for CW/Mars (including hub, switch and router), a wireless telephone, one server, and one UPS backup.

OCCUPANCY: 0-1 (One staff or repair persons will need to enter the room from time to time to diagnose problems, access the server, etc.)

FURNITURE AND EQUIPMENT:
> 1 table; 1 chair; 1 wireless phone; 1 lamp with flexible arm for close up work
> 1 rack for networking equipment; 1 CW/Mars hub; 1 CW/Mars switch; 1 CW/Mars router
> 1 server; 1 UPS backup; 1 shelf for one small external hard drive

TECHNOLOGY:
> 1 staff computer for work on the server

COLLECTION SIZES AND SHELVING:
> The rack for the networking equipment should be 72"H x 27" W x 30" D

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

NEAR TO: Staff person with the most responsibility for monitoring and maintaining the system.

DISTANT FROM: Public areas

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

AREA REQUIRED: 100 SF

WHEELER MEMORIAL LIBRARY

Summary of Minimum Square Foot Requirements

Adult Spaces

Audiovisual

5,000 items @ 10 -18v / SF	428 SF	
1 Media Displayer	50 SF	
2 Book Carts @ 10 SF	20 SF	
Total Audio-Visual Area		**498 SF**

Adult Services (Circulation and Reference)

Service Desk Area	250 SF	
Department Head's Office	150 SF	
Workroom		
2 Staff Workstations @ 65 SF	130 SF	
3 Book carts @ 10 SF	30 SF	
1 Large Table for 2 @ 50 SF	50 SF	
1 Standup Counter (12') with sink	60 SF	
1 Coat Closet	15 SF	
1 Supply Closet	<u>15 SF</u>	
Total Workroom	(300 SF)	
Total Circulation Area		**700 SF**

Conference Room

10 Seats @ 20 SF	200 SF	
Kitchenette and Closet	50 SF	
Total Conference Room Area		**250 SF**

Entrance and Lobby

2 Wooden Benches @ 30 SF	60 SF	
Display Space	65 SF	
Total Entrance and Lobby Area		**125 SF**

Fiction and Large Print

11,000 Books @ 12v / SF	917 SF	
1,500 Large Print @ 10v / SF	150 SF	
5 Lounge Seats @ 35 SF	175 SF	
1 Standup PC @ 20 SF	20 SF	
2 Side Tables @ 5 SF	10 SF	
1 Book Cart; Other Items	20 SF	
Total Fiction and Large Print Area		**1,292 SF**

WHEELER MEMORIAL LIBRARY

Summary of Minimum Square Foot Requirements

Adult Spaces

Local History and Genealogy

1,250 volumes @ 10v / SF	125 SF	
4 Table Seats @ 30 SF	120 SF	
1 Computer Seat @ 35 SF	35 SF	
1 Microfilm Reader Seat @ 35 SF	35 SF	
2 Display Cabinets @ 50 SF	100 SF	
1 Microfilm Storage Cabinet	25 SF	
2 File Cabinets @ 10 SF	20 SF	
Total Local History and Genealogy Area		**460 SF**

Meeting Room

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

New Books

500 books @ 10v / SF	50 SF	
2 Lounge Seats @ 35 SF	70 SF	
2 Side Tables @ 5 SF	10 SF	
1 Displayer	50 SF	
Total New Books		**180 SF**

Non-fiction

13,500 Books @ 10v /SF	1,350 SF	
2 Carrel Seats @ 35 SF	70 SF	
2 Lounge Seats @35 SF	70 SF	
4 Table Seats @ 30 SF	120 SF	
2 Side Tables @ 5 SF	10 SF	
1 Stand-up OPAC @ 20 SF	20 SF	
Total Non-Fiction Area		**1,640 SF**

Periodicals and Newspapers

125 display periodicals @ 1 / SF	125 SF	
4 Lounge Chairs @ 35 SF	140 SF	
1 Couch @ 70 SF	70 SF	
2 Ottomans @ 10 SF	20 SF	
2 Side Tables @ 5 SF	10 SF	
Total Periodicals and Newspapers Area		**365 SF**

WHEELER MEMORIAL LIBRARY

Summary of Minimum Square Foot Requirements

Adult Spaces

Reference and Information

500 Reference Books @ 7v / SF	72 SF	
8 Table Seats @ 30 SF	360 SF	
6 Computer Seats @ 35 SF	210 SF	
2 Carrels @ 35 SF	70 SF	
1 Print Station @ 35 SF	35 SF	
Other items	80 SF	
Total Reference Area		**827 SF**

Study Room

4 Study Seats @ 25 SF	100 SF	
Total Study Rooms Area		**100 SF**

TOTAL ADULT SPACES   *(7,737 SF)*

WHEELER MEMORIAL LIBRARY

Summary of Minimum Square Foot Requirements

Youth Services Spaces

Children's

16,815 print items @ 1-16v / SF	1,324 SF	
2,500 non-print items @ 1-18v / SF	304 SF	
12 Children's Table Seats @ 25 SF	300 SF	
2 Children's Lounge Seats @ 25 SF	50 SF	
2 Parent Lounge Seats @ 35 SF	70 SF	
2 Parent/Child Love Seats @ 40 SF	80 SF	
5 Children's Computer Seats @ 30 SF	150 SF	
1 Standup OPAC @ 20 SF	20 SF	
1 Puppet Stage @ 50 SF	50 SF	
1 Display Case @ 50 SF	50 SF	
1 Paperback Displayer	35 SF	
Other items	125 SF	*(2,558)*
Story Hour/Crafts (25 seats)	375 SF	
Service Desk	125 SF	
Department Head's Office	125 SF	
Workroom		
200 items @ 10v / SF	20 SF	
1 Staff Workstation @ 50 SF	50 SF	
1 Work Table @ 40 SF	40 SF	
2 Book trucks @ 10 SF	20 SF	
2 Storage Cabinets / Closets @ 20 SF	<u>40 SF</u>	
	(170 SF)	

Total Children's Services Area   **3,353 SF**

Young Adults

1,310 print items @ 1-12v / SF	118 SF	
250 non-print items @ 10-18v / SF	23 SF	
4 Lounge Seats @ 35 SF	140 SF	
4 Table Seats @ 30 SF	120 SF	
4 Computer Seats @ 35 SF	140 SF	
1 Stand-up OPAC @ 20 SF	20 SF	
1 Display Table @ 25 SF	25 SF	

Total Young Adults Area   **586 SF**

TOTAL CHILDREN"S and YOUNG ADULTS SPACES   *(3,939 SF)*

WHEELER MEMORIAL LIBRARY

Summary of Minimum Square Foot Requirements

Administration and Support Spaces

Administration
Director's Office	200 SF	
Systems Room	100 SF	
Total Administration Area		**300 SF**

Custodial Maintenance Room
Custodians Desk Area	50 SF	
1 Workbench @ 40 SF	40 SF	
2 Large Storage Cabinets @ 25 SF	50 SF	
1 Storage Closet @ 25 SF	25 SF	
4 Trash Barrels and Bins @ 5 SF	20 SF	
1 Slop Sink; other items	50 SF	
Total Custodial Area		**235 SF**

Friends' Book Sale Room
1,000 items @ 15v / SF	67 SF	
2 Chairs at 1 Sorting Tables	50 SF	
2 Book Carts; other items	33 SF	
Total Friends Book Sale Area		**150 SF**

Staff Room
4 Table Seats @ 25 SF	100 SF	
1 Lounge Seat @ 35 SF	35 SF	
1 Small Couch @ 45 SF	45 SF	
1 Refrigerator (full-size)	20 SF	
6 Lockers @ 4 SF	24 SF	
Other items	51 SF	
Total Staff Room Area		**275 SF**
TOTAL ADMINISTRATION AND SUPPORT SPACES		*(960 SF)*

TOTAL SQUARE FEET NEEDED

NET (SUBTOTAL)	**12,636 SF**
AUXILIARY SPACE (30% of Net)	**3,791 SF**
TOTAL GROSS SQUARE FEET NEEDED	**16,427 SF**

WHEELER MEMORIAL LIBRARY

Key to Square Foot Estimates

PUBLIC SEATS and STATIONS	Net Square Footage
Adult Bench and Table	30
Adult Carrel and Lounge	35
Adult and YA Machine (Computer, Microform)	35
Children's Child/Parent Loveseat	40
Children's Computer	30
Children's Lounge and Table	25
Children's Story Hour and Crafts	15
Computer Queuing and Printing Stations	35
Conference Room Seat	20
Meeting Room Seat	13
Standup Computer	20

STAFF SEATS and STATIONS	
Service Desk Terminal with Laser and Receipt Printer	50
Director, Department Head Workstations	65
Staff Room Seating	25-45
Workroom Workstations	50-65

WHEELER MEMORIAL LIBRARY

Key to Square Foot Estimates Continued

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

DESIGN GUIDELINES

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

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

Acoustics

Busy libraries are noisy places. In addition to the bustle of people circulating through the building, there are phones ringing, photocopiers copying and computer printers printing. Building materials that help keep noise down should be chosen. Most public and staff areas should be carpeted. Drapes should be considered in some areas.

Soundproofing should be considered for certain separate high noise spaces like the young adults' room, and the public rest rooms. The MBLC's Construction Program web site provides a link to a must see YouTube TED Talk by Julian Treasure entitled "Why Architects Need to Use Their Ears": http://guides.mblc.state.ma.us/construction/building-program/acoustics.

Green Libraries

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

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

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

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

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

Handicapped Accessibility

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

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

Lighting

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

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

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

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

All non-machine tables should be able to accommodate at least two task lamps. There should be sufficient electrical outlets for the lamps. All carrels should be provided with a switchable energy efficient light. Lighting switches should be located near public service desks to make it easy for the staff to open and close the building. Dimmers should be considered for switches controlling areas where there is a desire to vary the illumination.

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

Maintenance

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

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

Rest Rooms

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

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

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

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

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

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

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

Security

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

- Clear sight lines from the service desks on each floor to allow for easy supervision. Surveillance cameras are an important option for out of the way areas.

- Glass panels or partitions in enclosed rooms set aside for quiet study or for a special age group (e.g. young adults). All separate rooms should be lockable from the outside.

- The architect and a lock company representative should meet with the library administration and a manager from the town building department (if appropriate) to select a master key plan for the entire building. Drop in cylinders are preferable since they allow for simple, inexpensive changes in lock access without costly rekeying.

- A silent, motion detector alarm system should be installed to protect against theft and vandalism when the library is closed.

- All fire exits and unsupervised exterior doors (not main entrances) should be equipped with an alarm loud enough to be heard easily by staff.

- Consider installing a panic alarm at the main service desk on each floor.

- Modern fire codes are very strict and very specific in their requirements. Meet with the local Fire Chief and have the Chief explain what must be done regarding fire alarms, exit signs, smoke detectors, etc. All new and remodeled buildings should be equipped with a modern sprinkler system. All fire doors should close automatically in the event the alarm system is triggered.

Signage

It can be terribly disappointing to visit a handsome new library six months after it has opened to see the rooms littered with handmade signs and posters trying to explain to patrons how to navigate the building. Librarians may be surprised to learn that many architects are not strong advocates of signage and do not include signage design services as part of their basic contract. Some architects like to think they have

designed the new library in such a seamless, logical fashion that finding one's way around will be self-evident to most users after the first visit. Do not believe them.

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

One helpful free publication funded through an LSCA grant is the San Jose Public Library's *Signage Design Guidelines* (c. 2009) which lists seven design principles. The link to the pdf is:
www.olis.ri.gov/services/ce/presentation/SJW-SignageDesignGuidelines.pdf

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

Wiring and Wire Management

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

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

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

- **Library telephone lines**

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

- **Networked CW/MARS PC cabling**

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

- **Local and wide area network cabling**

  Libraries continue to use stand-alone Local Area Networks (LANs) primarily in Children's Departments where they run popular multimedia educational software. Many municipalities have

set up wide area networks connecting all departments to a central town or city system. Thus a typical library may be operating on three systems: one local, one town wide and one library network wide, each with its own software, hardware and cabling requirements.

- **Intercom-public address system**
  The library may want to consider an intercom system in the new building.

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

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

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

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

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

The Town Of Orange

Orange is located in north central Massachusetts and is bordered by Warwick on the northwest, Royalston on the northeast, Athol on the east, New Salem on the south, and Wendell and Erving on the west. Orange is 19 miles east of Greenfield; 46 miles north of Springfield; 75 miles northwest of Boston; 28 miles from Brattleboro, Vermont; and 180 miles from New York City. Orange has a total area of 36 square miles with the land making up 35.38 square miles, and 0.62 square miles of water, including Millers River.

Orange is an industrial and population center on the eastern boundary of Franklin County. The town was established in 1810, but settlers had been using the water power of the Millers River for manufacturing since the damming of the river in 1790. The community was named for William, Prince of Orange and has a town meeting style government with an Administrative Assistant and elected Board of Selectmen.

Orange was the site of the first automobile factory in the United States. The Orange Historical Society maintains a 1904 Grout auto as an example of the kinds of cars built in Orange as well as a large pewter collection and antique musical instruments. Industrial products from Orange today include heavy machinery, precision tools, plastics and wood products. The Rodney Hunt Company, producing water control equipment, is one of the largest employers in Franklin County[1]. The Orange Airport Industrial Park provides a site for industrial expansion, while open lands offering camping and maple sugaring to visitors provide some rural character. In April, the annual River Rat Race brings hundreds of canoes and thousands of visitors to see winners cross the finish line in Orange.

For most of its early history Orange was a small farming community, but by the 1840s the economy began to broaden with the start of some important manufacturing companies like Rodney Hunt. By 1880 the population reached 3,169 and the town grew proud of its expanding furniture, hat, turbine and cloth makers. By the 1890s Orange was home to a site of the first automobile manufacturing site in the United States and of the thriving New Home Sewing Machine Company. Population reached 5,520 in 1900.

Since 1914, when the Wheeler Memorial Library was built, the population of 5,300 has grown slowly, with intermittent ebbs and flows, to the 2010 official census total of 7,839. Today manufacturing remains an important part of the town, but Orange remains largely rural with almost 80% of its 35.38 square miles farm or forest land.

The town has been struggling economically. In the 2008 *Town of Orange AIA/SDAT Proposal*, Town Administrator Rick Kwiatkowski forthrightly notes the challenges:

> The downtown area of Orange has suffered from a loss of manufacturing jobs and a deterioration of infrastructure. Empty storefronts and mill buildings are deterrents to visitors and new businesses and an obstacle to local pride. Seven of the nine towns within the North Quabbin Region are among the 50 poorest towns in the state. Both Orange and neighboring Athol, with many of the unemployed machinists and other highly skilled workers, have unemployment rates well above the national average (http://www.aia.org/aiaucmp/groups/aia/documents/pdf/aiab079182.pdf, p. 5)

The 2010 US Census provides more detailed comparative data. Several characteristics stand out (sources: *2010 US Census; US Census Bureau and American Fact Finder, 2009-2013*).

- Orange's population has slightly more family households (64.1%) than Franklin County (60.1%) and Massachusetts (63%), but Orange has fewer children under 18 living in family households, at 26.8%, than either the county (42.8%) or the state (28.3%).

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[1] In January, 2016 the new owners of Rodney Hunt made the devastating decision to close all operations.

- Orange's population is both older and younger than county and state averages. Orange's median age of 40.2 years is almost 10% younger than Franklin County's 44.6 but slightly higher than the state median of 39.2 years. The number of people over 65 is 14.6%, more than the state's 13.8% but less than Franklin County's 16.1%. However, Orange does have more youth under age 19 at 25.5% than either the state (24.8%) or the county (21.6%).

- Orange is much less affluent than the state or its county neighbors. Orange's per capita income of $21,203 is almost $8,000 less than Franklin's $29,259 and more than 40% below the Massachusetts' average of $35,763. A larger percentage of Orange residents live below the poverty line (12.7%) than in either Franklin County (12.1%) or the state (11.4%).

- Orange's population is much less diversified that most cities and towns in Massachusetts. Fully 96.6% are characterized as white alone compared to 92.1% for Franklin County and 82.6% for Massachusetts. 2% of Orange residents are Hispanic (Franklin 3.3%; Massachusetts 10.8%), 1.6% Asian (Franklin 1.5%; Massachusetts 6.3%) and .7% Black or African American (Franklin .7%; Massachusetts 8.3%).

- Education levels are well below state and county averages. Only 14.3% of residents 25 years and older have a bachelor's degree or higher compared to 34% for Franklin County and 39.4% for the state. The percentage of Orange high school graduates is a strong 87.9% but still below Franklin County's (92.1%) and the state's (89.4%) numbers.

- Orange's population is expected to grow a modest 10.4% between 2015 and 2035 to 8,750. These 20-year projections are based on a thorough November, 2013 study, *Long Range Projections for Massachusetts Regions and Municipalities,* done by three expert researchers under the auspices of the UMass Donahue Institute. The 2015 estimate of 7,924 is less than 100 more than the official 2010 US Census total of 7,839. The 10.4% increase through 2035 comes out to an annual increase of little more than half of one percent or about 41 per year.

The Donahue projections are extremely detailed and break down the official 2010 census data into 18 separate age categories from 0-4 to 85+. Then they project those numbers out in 5-year increments to 2035. The only increase is in the 65 and up age group with the under 19 and middle aged 40 to 64 group holding their own.

	2015	**2025**	**2035**	**Total % Change**
Ages 0 to 19	1,754	1,668	1,711	-2.5%
Ages 20 to 39	1,835	1,812	1,581	-13.8%
Ages 40 to 64	2,866	2,741	2,836	-1.05%
Ages 65 to 85+	1,469	2,170	2,622	78.5%

Since public libraries are most heavily used by preschoolers, students and their families and by seniors, these numbers should be kept in mind during the planning process.

Wheeler Memorial Library History

The first history of the library was written in 1933 in a booklet entitled "History of the Orange Public Library: Covering the Period from 1847 to 1933". The library's earliest beginnings are shrouded in mystery, but there is some evidence that a public library was opened somewhere in town as early as 1847. There are records showing that 3,000 books, housed in the town hall, were made available free to residents in 1868. The library, which grew its collection to 9,277 books and its opening to six days per week, remained there until 1912.

According to the booklet, "For the next two years (1912-1914) the library was housed in temporary quarters until the Wheeler Memorial Library was constructed and furnished with funds ($50,000) donated to the town by Mrs. G. Tabor Thompson, in memory of her late husband John W. Wheeler. The architect was H.M. Francis & Sons of Fitchburg, Mass.; the builders were Wiley & Sons, also of Fitchburg. Carving was done by T.J. MacAuliffe of Boston and the decorating carried out by Strauss Brothers, also of Boston. An Orange man, Thomas Quinn, did the painting."

The building is a simple, 6,324 square foot Carnegie style building on two floors. The Children's Room, the Meeting Room, and the mechanical and custodial spaces are in the basement. All other library services are on the main floor. There is an unfinished, unpleasant attic space that is used for long term storage. A small mezzanine above the Director's Office can only be accessed through the attic. Four bookcases hold less in demand historical materials.

In 1951 the 1,270 square foot Moore-Leland Branch opened. The branch is situated in the village of North Orange, five miles from the downtown center. This small handicapped-accessible facility provides a community center for Orange's most rural area and accessibility for those unable to enter the non-ADA-compliant main library. The Branch was a gift to the town and dedicated trust funds cover the cost everything except for staffing. It is open less than 12 hours per week and holds fewer than 6,000 items.

Much has changed in library services over the last one hundred years, but the size of the Wheeler library building has remained the same. Over the decades the Trustees and staff have done their best to keep the building clean, updated and in good repair. Lighting and telecommunications have been upgraded; the roof regularly repaired and the boiler replaced; painting, patching and carpet replacement done when necessary.

All that work could not hide the fact that a building constructed at the beginning of World War I, without a major renovation or increase in size, has remained desperately inadequate to meet the needs of modern library users. In 1988 the Trustees began what has been a too long process in trying to find a solution.

Library Planning Efforts Since 1988

The Trustees hired the building consultants Fish, Fish and Katz of Springfield, Massachusetts to conduct a space needs study in anticipation of applying for a construction grant in 1989 through the new Massachusetts Public Library Construction Grant Program. The consultants followed the guidelines and

standards provided by the state library agency, the Massachusetts Board of Library Commissioners (MBLC), and documented the need for 4,063 more square feet.

Things stayed quiet until 1998 when Library Director Janice Lanou and the chair of the Orange Building Committee joined together to update the study. Much had been learned in the ten years since the MBLC began administering the library construction grants. Updated standards, improved grant requirements, and the expert help from the MBLC all contributed to a much more detailed and carefully written planning document.

The Wheeler Memorial Library's *Building Program* was completed in April, 2000 and called for a building of 15,535 square feet or more than double the size of the 1914 library. The plan was favorably received by the town, and J. Stewart Roberts, Architects was hired to provide a schematic design as part of the library's 2001 grant application to the MBLC.

The MBLC commended the library on the grant application, but the reviewers had some serious questions about the design which called for a major renovation and expansion of the existing building. Keeping the Children's Room in the leaky, musty below grade basement was a particular concern.

The Trustees and Building Committee took the reviewers comments seriously. They hired a new architectural firm, Design Partnership of Cambridge, Inc., to come up with a new set of drawings to be submitted with the grant. The most significant change was to raise the basement to grade level, but many spaces were relocated or adjusted in accordance with the thoughtful recommendations of the grant reviewers.

The MBLC liked the new design and approved the grant. All that was needed to go forward was a successful vote from Town Meeting to provide the matching funds for the grant. The override failed to pass by seventeen votes.

The defeat was a crushing blow. Janice Lanou retired in 2003 after more than 24 years as Director. Her successor Anne Williamson left in 2005 and was replaced by the current Director Walt Owens. Mr. Owens dealt with a number of challenges, not the least of which was overseeing the $100,000 replacement of the dying, asbestos laden boiler system.

In 2007 the Trustees and Director were ready once again to confront the library's space problem. Their application for a $40,000 MLBC Planning Grant was successful, and in 2008 Sunny Vandermark of Vandermark Associates was hired to review and update the 2000 building program. Her lengthy, extremely detailed 100 plus page report was never formally accepted because of the financial crisis that hit in September, 2008.

For the next few years the library focused on survival. Orange is not a wealthy community but, thanks to the hard work of the library and its supporters, Town meeting passed an override in 2010 to permit the library to remain open in FY2011. With better economic times, and with money from the Library Trustee controlled Trust Funds to supplement town funds, Orange has continued to meet all MBLC state aid requirements.

A New Library Building Plan

Library Director Walt Owens has accomplished much in his ten year career in Orange. Before his planned retirement in early 2016, he wanted to have in place for his successor a completed and approved Building Plan. He requested that the MBLC review the Vandermark draft. The MBLC found much to admire in the report but recommended the plan be updated and condensed to a more appropriate length for a town the size of Orange. I was hired as a consultant in the fall of 2015 to undertake the task.

The initial steps were to collect and read all of the relevant documents on the history of the library and the library building and the plans for its expansion. Next I spent two days in Orange touring the library, meeting and interviewing staff, including the Chair of the Library Trustees, and gathering more documents. In the evening I met with the six-member Board of Library Trustees at the small, handicapped accessible North Branch. The next day I met with the rest of the staff and former Director Janice Lanou who provided additional insight into recent library history and persistent building deficiencies (she volunteers as library archivist).

My tour and interviews revealed that the building's few positives and many negatives have remained. Working day in and day out in such an overcrowded, dated facility must grow more frustrating every year that nothing is done. And yet I found the staff friendly and welcoming to patrons, committed to and enthusiastic about their jobs, and full of suggestions and ideas about how to make things better.

Building Strengths

- **Attractive Historic Building with Lovely Light, Woodwork, and Glass.**
  The high ceilings and plentiful windows on the main floor make the library feel larger and more open than it is. The wood capital carvings and the lead paneled glass that partially encloses the Reading Room, and the Computer and Teen Room are much admired.

- **Good Location in the Center of Town with Parking.**
  The town of Orange occupies a sizable 36 acres. The library is part of the small central business district and within walking distance of two elementary schools. The library has 27 free library parking spaces. That is not enough for large programs but more than they had before purchasing two adjacent lots to provide room for the planned addition.

Building Weaknesses

- **Handicapped Inaccessible and not in compliance with ADA Guidelines.**
  There are 15 steps plus stoops from the sidewalk on East Main Street to the double front doors of the main entrance. From the Grove Street side entrance there are 10 steps upstairs to the adult department and 7 steps down to the hallway between the Children's Department and the Meeting Room. Not all physical limitations are visible. A patron in a wheelchair or on crutches or using a walker will find it very difficult, if not impossible, to enter the building and move around once inside. Library staff offered anecdotal evidence that many elderly patrons simply stop coming to the library because of heart and respiratory problems that limit their stair-climbing ability.

East Main Street Library Entrance

7 Steps Down to Basement

The handicapped problems don't stop here. The width of aisles in the stack area (30.5.) prohibits wheelchair access. The adult circulation desk is all one height which is too high for a user of a wheelchair. No workstations or tables are available for wheelchair users.

The one tiny bathroom, located off the Local History/Special Collections Room and one floor away from the Children's Room is available for both public and staff. With barely enough room for one person, it is difficult for a parent and child to use the space. Often one or more people must wait in line.
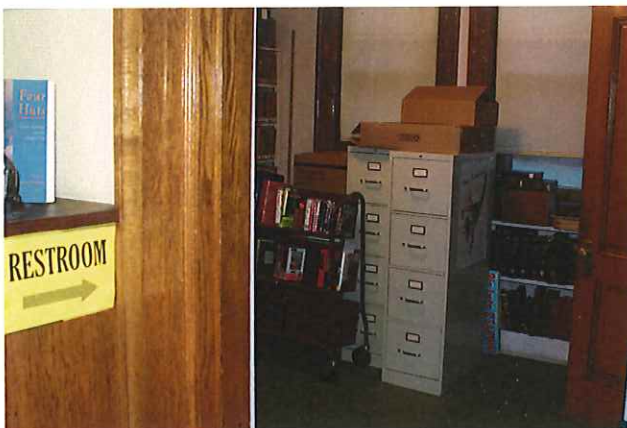
Way to Rest Room through Special Collections

No Wheelchair Access

- **Extreme Overcrowding in Most Public Areas.** Public libraries must carry a variety of types of materials and equipment unimaginable 50 let alone 100 years ago. In the last 20 years, the rapid rise in patron demand for non-print media and computers with Internet access has forced libraries to carve out space in buildings never designed to hold them. All shelving is at capacity and, except for the Reading Room, there is no area in the Wheeler that doesn't feel cramped. Three areas are particularly bad.

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1. **Children's Room.** Children's is below grade in the basement, but there are windows on three sides of the room that compensate a little for the low ceiling, the support poles, the pipes running along the ceiling perimeter, and the wooden stairs leading to the emergency exit window. There is no separate staff work area so everything must be done at the service desk or at the adjacent staff desks. The Youth Services Librarian tried moving her "office" to a landscaped section of the Meeting Room, but it has reverted to storage.

Children's Circulation and Service Area


Youth Services Librarian's "Office"

There are 14 seats for children (12 at tables, 2 bench) plus 4 computer seats and one adult seat (a rocking chair). Because the seating is tight and the shelving jammed moving around the moon is a challenge even during less busy times.

There is barely room for Teddy in the Picture Book Area

Notice the Picture Book Basket on the Floor, other books on Top of the Bookcase
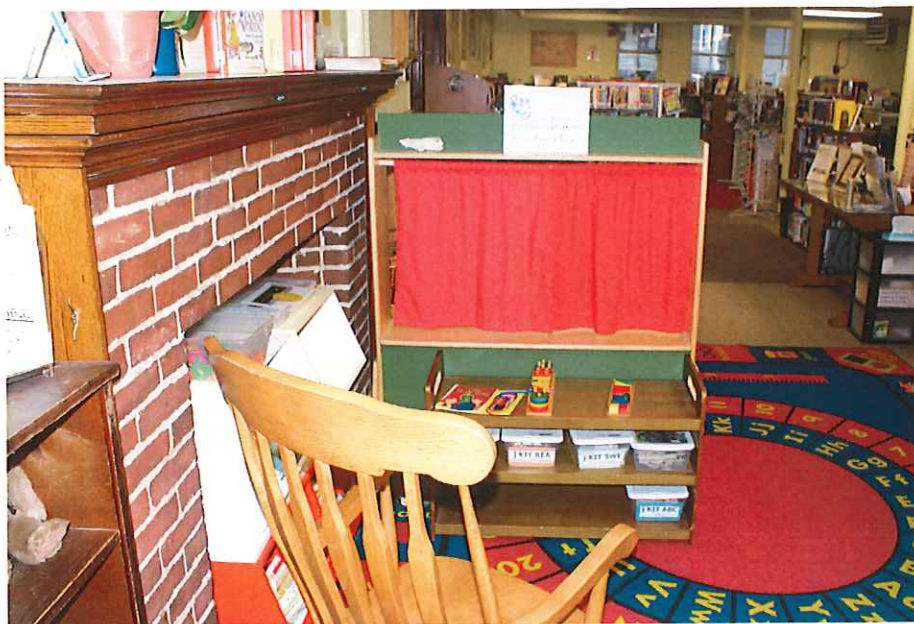
Sole adult seat is next to the puppet stage. Fireplace opening is used for storage.

Other problems in the Children's Room include:
- o Musty smell and inadequate ventilation; occasional water infiltration
- o Non-adjustable wooden shelving making it hard to accommodate larger books

- No available wall or floor space for displays
- Not enough room to meet demand for more computers.

2. **Adult Stacks.** The library's original stack area has remained as originally designed. Bookshelves are filled to capacity. Many books over 10 inches high are shelved on their spines, making it difficult to locate a desired book. Narrow aisles and the height of the shelves (as high at 6' 4") inhibits browsing and retrieval of books and makes it difficult to retrieve books comfortably and safely. Books are forced to be withdrawn to make room for newer ones, not necessarily because the older books have outlived their usefulness.
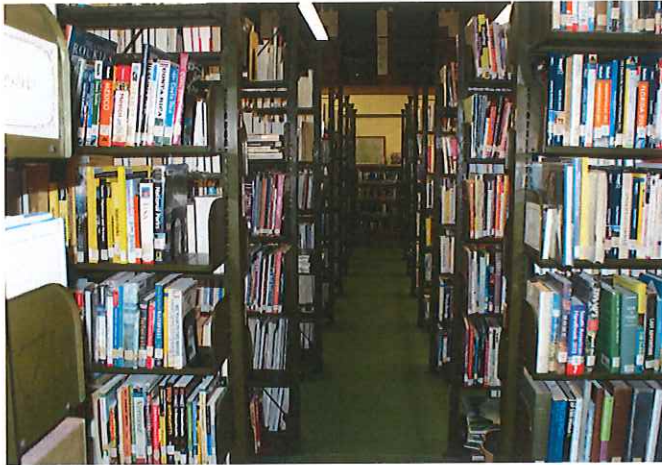
Narrow Aisles, Top and Bottom Shelves Full

Heating Units Make Things Worse

3. **Main Floor Entrance Way Area.** There is no room for the Friends ongoing book sale so a book case is planked in the breezeway leading into the library. Just inside the library to the right is the library's only display case. Behind that, blocking a storage closet is the one microfilm reader. On the left side of the entrance in back of two random book displayers is the collection point for network transfers.

Ongoing Book Sale
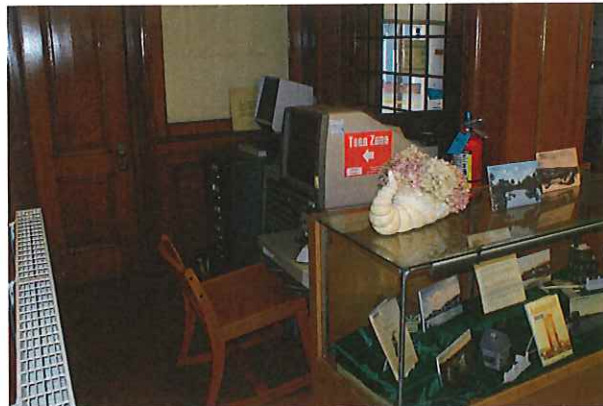
No Room Means Squeezing Things into Too Tight Spaces

- **Grossly Inadequate Space for Staff.** The only private staff space in the building is the small Library Director's Office. The Youth Services Librarian tried moving to a section of the Meeting Room, but it didn't work out. There is no break or lunch room. Staff sometimes must eat at a

service desk which invites comments from patrons who aren't allowed to eat or drink in the building.

No area demonstrates the problem better than the work room behind the adult services desk. What in most libraries would be a circulation work room quadruples as the administrative office, the systems room (the server and C/W Mars connections are on a rack here), and the bibliographic services work room. It also serves as place for staff to take a break (there is a mini fridge) if that is even possible amid the crowding. This is also where staff mailboxes are located. That staff is able to accomplish so much in such a jam packed 128 square foot space is testament to their convivial nature, patience and proud sense of teamwork.

Shared Circulation Staff Workstation

Bibliographic Work Area and Desk to Left

- **Other Building Deficiencies:**
  - Local history and special collections is poorly and insecurely located between the Director's Office and the Staff/Public Rest Room. Some parts of the collection are housed far away in the mezzanine above this area. The mezzanine has to be accessed through the attic to a half height opening that drops down to the mezzanine floor. Patron use is forbidden.
  - There are no small group study or conference rooms. The large oak table with seating for eight in the Reading Room is sometimes used, but offers no privacy and can disturb others who are browsing or reading quietly in the four lounge chairs.
  - The adult services desk is small and cluttered with insufficient storage space and no handicapped height section.
  - The Meeting Room is too small, not handicapped accessible, musty, poorly ventilated, and partially filled with receivables and the overflow of furniture and materials from Children's. There is no separate entrance to the Meeting Room. It cannot be used when the library is not open.
  - The custodian lacks a separate work space and must make do with working out of the large, noisy, damp and musty boiler room. The old boiler takes up a significant part of the room. It is has not yet been taken out because of cost.
  - Young Adults and Reference must share the room opposite the Reading Room. There are four computers for the public in carrels which helps with privacy but makes supervision difficult. The carrels block the attractive fireplace and give the space a cramped, dark

feel. There are six seats for teens but no room for quiet study. Even normal conversation among teens can be annoying to those using the computers.

- o Lack of a receiving area means that cartons of books, equipment, and furniture are left in public areas until space can be created to contain the new arrivals. Lack of storage space causes the staff to buy limited quantities of supplies at any one time. The staff must purchase items over and over throughout the year instead of buying in bulk and saving time and money.

- o The building is not properly air conditioned. Except for the air conditioned Office of the Library Director, the air conditioners in two windows in the Children's Room provide the only cool air in the summer. High temperatures and humidity are not good for the collections and equipment and affect the staff's ability to work efficiently.

The New Updated Building Plan

My interviews and review of all the relevant statistical data and written documentation show overwhelmingly that the Wheeler Memorial Library is much too small to meet today's needs. And worse, it fails to comply with some of the most basic longstanding building code requirements like access to the handicapped. I have worked with the Library Director, staff and Trustees to envision and carefully describe the type and size of library spaces to meet the needs of the citizens of Orange for the next twenty years.

To develop a comprehensive building plan that meets the MBLC grant requirements requires five steps:

1. **A clear understanding of the mission, goals and objectives of Wheeler Memorial Library**

2. **Analysis and projection of 20 year collection requirements.**

3. **Analysis and projection of 20 year patron seating requirements.**

4. **Analysis and projection of 20 year staff seating and workspace requirements.**

5. **Analysis and projection of 20 year space requirements area by area.**

1. Mission, Goals and Objectives

The library last went through a comprehensive planning process in 2004. The Planning Committee consisted of key library staff, a Library Trustee, important community leaders like the Superintendent of Schools, parents, a Friends of the Library representative, and a student library volunteer. The Committee followed many of the steps in two standard planning guides, *The Small Library Planning Process*, and the *New Planning for Results*. The Committee also relied on what the library learned from its LSTA Customer Service Grant and the findings from the *Town of Orange Community Development Plan, June 2004*.

The result was the *Library Development Plan for Orange Public Libraries 2005-1010 planning cycle comprising the facilities of the Wheeler Memorial Library and the Moore-Leland Branch North Orange*. The financial crisis of 2008 and its aftermath forced the library into survival mode and the long range

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plan has yet to be updated. However, the Library Trustees, Director and staff are confident that the mission statement will remain part of the updated plan and that most of the goals are still relevant.

The library mission statement reads as follows:

"The Orange public library, consisting of the Wheeler Memorial Library and Moore-Leland branch, is a center of community life, offering opportunities for people of all ages to come together for learning and pleasure. The Orange public library is a dependable source of reliable information, and of materials in many formats that enhance lifelong learning and formal programs of education, and expand knowledge of current topics. Our library encourages the love of reading and learning offering the assistance people need to find, evaluate, and use informational resources. Our library exists to help people lead more successful, satisfying and rewarding lives."

The six services goals are to:

1. [Remedy] the physical inadequacies the Wheeler Memorial Library ..... in order to better serve the residents of Orange.
2. [Provide] residents of the town of Orange [with] ... the information, resources and assistance needed to achieve success in their schooling and independent learning.
3. [Develop in] children of the town of Orange ... a lifelong love of books and a desire to learn that will help them live productive, thoughtful and satisfying lives.
4. [Develop in] Orange residents of all ages the information seeking and evaluation skills that are critical to success in an increasingly technological word and [to] gain the assistance they need to succeed as workers, students, and members of the community.
5. [Provide access to] the residents of the town of Orange ... to current and popular materials and programs that stimulate their thinking, satisfy their interests, expand their knowledge, and make their leisure time more productive and enjoyable.
6. [Create] ... a welcoming place at the Orange Public Library where a community of all ages comes together to learn, to grow, to share interests, and to enjoy the company of others.

The Long Range Plan notes that the most important goal "given the nature and magnitude of the inadequacies in the Wheeler Memorial Library's physical facility" is number 1, since "these inadequacies affect all services responses at all levels."

The objectives and activities are too numerous to mention and have been updated with annual Action Plans through June, 2011. Better financial support, literacy outreach, and the promotion of lifelong learning through LSTA funded programs like "Mother Goose on the Loose" have been successfully championed, while the primary challenge has remained to complete an updated building plan and design to "determine the best solution to the library space needs." One promising development has been the establishment of the Orange Library Building Fund held and managed through the Community Foundation of Western Massachusetts. As of March, 2015 funds raised totaled $64,893.

To better understand how badly the Wheeler Memorial building falls short of what is needed we must analyze the library's four 20-year needs.

2. Analysis and Projection of 20 Year Collection Requirements

Orange's 2010 census population is 7,839. For comparison with the standards, we will use that number rather than the 2015 UMass/Donahue estimate of 7,924 because the population adjustment is so small. The *Regulations for the Massachusetts Public Library Construction Program (605 CMR 6.00) Library Improvement Program Public Library Construction* requires use of the *Wisconsin Public Library Standards, Fifth Edition, 2010* for formulas to determine possible collection sizes for communities having a population between 5,000-9,999. Each of the four designated collection sizes is based on the number of volumes held per capita: basic (7 volumes per capita), moderate (7.5 volumes per capita), enhanced (8.4 volumes per capita), or excellent (10.3 volumes per capita). Traditionally, Massachusetts public libraries have maintained moderate to enhanced sized collections. More recently, with higher construction costs, today's emphasis on up-to-date collections maintained through careful purchase and weeding and with the many materials available online, the trend is for public library print and non-print collections to be smaller.

As of 2015 the library has approximately 52,092 print and non-print holdings (including 5,992 in North Branch) which equal 6.65 per capita, slightly below the 7 per capita minimum of 54,873. However, once you include the library's nearly 40,000 downloadable items the library's per capita holdings jump to 11.74 well above the 10.3 "excellent" level.

The library meets all the MBLC/Wisconsin minimums for its non-print collections even without adding in the 7,902 in downloadable audio and 1,167 in downloadable video, but it does fall short in print volumes. The MBCL/Wisconsin minimum is 6 per capita or 47,034. The Orange total is 5.46 per capita or 42,819 (37,702 Wheeler; 5117 Moore-Leland Branch) without counting the 30,858 in e-books.

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

The Orange library's physical holdings have shown little change in the last three years, dropping slightly from 53,098 to 52,092. This is not surprising since the shelving in both buildings is filled to overflowing. Going forward staff estimate the Moore-Leland collection will remain stable at 6,000. The 1,270 square foot building was a given to the town in 1951 and all expenses except staffing are paid for through a private endowment. It is beloved by the North Orange community, is very economical to operate (open 3 days per week for 11.5 hours) and is expected to remain open far into the future.

Projecting collection growth at the Wheeler is more complicated. Between 2008 and 2012 the library went through severe financial turmoil and its budget for books and other materials was under extreme pressure. Substantial contributions from library trust funds were needed to meet state minimum standards to qualify for state aid. Since then the library's operating budget has gone from $230,401 to $323,000 and the materials budget from $10,223 to $83,270. The Director reports that the library's FY2017 budget prospects appear stable.

The UMass Donahue institute projects that by 2035 Orange's population will grow slightly from 7.839 to 8,750. The biggest change will in the senior population. Those aged 65 and up will jump 78.4%; children

under age 14 and teens aged 15 to 19 will drop slightly. The biggest projected drop is 13.8% in the 20 to 39 age group. Since children and seniors are two of the heaviest users of library services those numbers play an important part in estimating collection needs going forward.

After considerable discussion with the Library Director and staff there is consensus that it is reasonable to assume that with a stable materials budget the collection at the Wheeler will grow 19% over 20 years, or a little less than 1% annually. The Wheeler will need room for 54,750 items in 2035 (47,000 print; 7,750 non-print). The 54,750 at Wheeler plus the 6,000 items at Moore-Leland will give Orange collection physical holdings of 6.94 per capita just under the MBLC/Wisconsin basic level of 7 for its 5,000 to 9,999 population group.

All the collection growth will be in print with the biggest increases in large print (118%), new books (100%), adult fiction (27.8%) and adult non-fiction (28.6%). The children's print collection will grow slightly less (15.1%). Categories up the most are easy readers (67%), fiction (12.1%) and picture books (11.2%). Non-print is expected to actually go down 7.5% over 20 years, from 8,386 to 7,750 items, because of the availability and popularity of the library's free downloadable collections.

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

WHEELER MEMORIAL PUBLIC LIBRARY

Space Needs for Materials

Print

AREA	Current Holdings 2015	Projected Holdings 2035	Formula	Projected SF Needed 2035
Adult Books				
Fiction	8,601	11,000	12v / SF	917
New Books	250	500	10v / SF	50
Large Print	688	1,500	10v / SF	150
Local History	1,065	1,250	10v / SF	125
Non-fiction	10,500	13,500	10v / SF	1,350
Paperbacks	With Fiction	With Fiction	10v / SF	
Reference	450	500	7v/ SF	72
SUBTOTAL	(21,554)	(28,750)		(2,664)
Young Adult				
Books	1,261	1,300	12v / SF	108
Magazines	22	10	1v / SF	10
SUBTOTAL	(1,283)	(1,310)		(118)
Children's				
Picture Books	3,148	3,500	16v / SF	219
Easy Readers	300	500	14v / SF	36
Fiction	5,352	6,000	12v / SF	500
Non-fiction	5,448	6,000	12v / SF	500
Paperbacks	With Fiction	500	15v / SF	34
Parent/Teacher	With Nonfict	200	10v / SF	20
Reference	45	100	10v / SF	10
Magazines	319	15	1v / SF	15
SUBTOTAL	(14,612)	(16,815)		(1,324)
Periodicals				
Display (titles)	98	125	1v / SF	125
Stack	155	None	1 yr. / SF	0
SUBTOTAL	(253)	(125)	(120)	(125)
PRINT SUBTOTAL	37,702	47,000		4,231 SF

WHEELER MEMORIAL PUBLIC LIBRARY

Space Needs for Materials
Non-Print

AREA	Current Holdings 2015	Projected Holdings 2035	Formula	Projected SF Needed 2035
Adult				
Audio-books	2,431	1,500	10v / SF	150
Compact Discs	With Audio	500	18v / SF	28
DVDs	3,494	3,000	12v / SF	250
SUBTOTAL	(5,951)	(5,000)		(428)
Young Adult				
Audio-books	108	100	10v / SF	10
Compact Discs	With Audio	50	18v / SF	3
DVDs		50	12v / SF	5
Video Games		50	12v / SF	5
SUBTOTAL	(108)	(250)	NA	(23)
Children's				
Audio-books	839	650	10v / SF	65
Compact Discs	With Audio	250	18v / SF	14
DVDs	1,433	1,500	12v / SF	125
Toys/Games	55	100	1v / SF	100
SUBTOTAL	(2,327)	(2,500)	(2,150)	(304)
NON-PRINT SUBTOTAL	8,386	7,750		755
PRINT & NON-PRINT TOTAL	45,990*	54,750		4,986 SF

*Does not include the 5,992 holdings at North Branch

3. Analysis and Projection of 20 Year Patron Seating Requirements

Today Wheeler has 43 individual seats available to the public. 33 are what Anders Dahlgren defines as general reader seating. Nine are designated for computer use and one for microfilm. 18 of the general seats are on the main floor (12 for adults; 6 for young adults) and 15 in the basement Children's Room.

The general seating is far from satisfactory. 8 of the 12 adult seats are at one large table in the Reading Room, and it is rare when more than two or three feel comfortable sharing the space. The 6 seats for Young Adults (2 lounge; 4 at a small round table) are crowded into one half of the room opposite the Reading Room. While teens enjoy hanging out there, there is no place to study quietly or work on a project without a good chance of interruption. The other half of the room holds the small reference collection and four public computers in a connected group of carrels. The carrels provide patrons with privacy but make staff supervision more difficult.

The oak table is a little small for teen group study; the old lounge chairs have seen better days
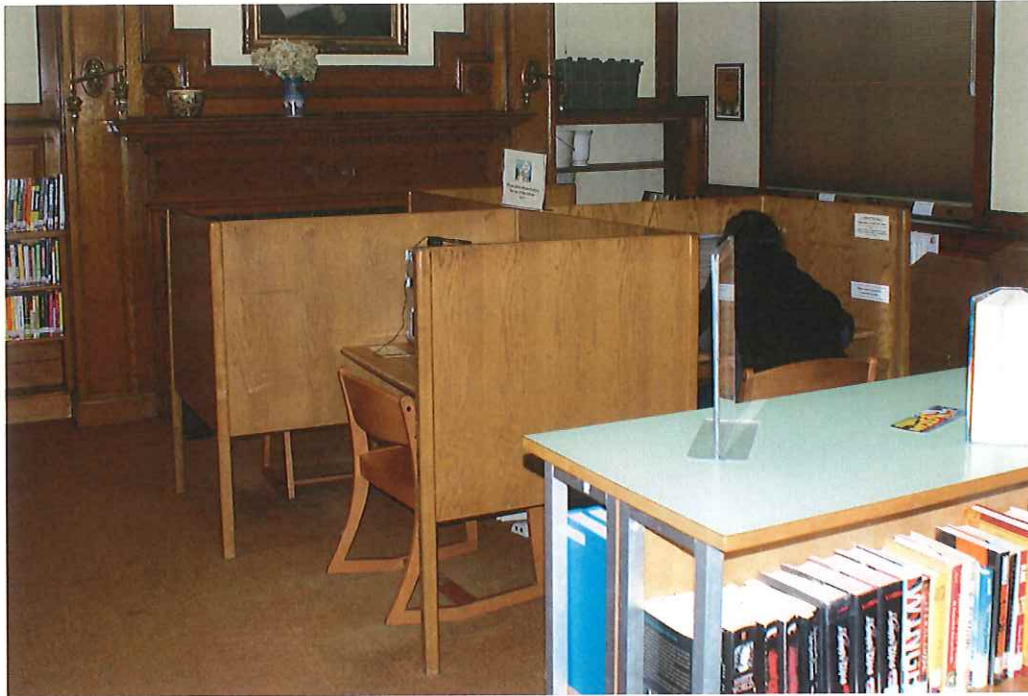
Carrels provide privacy but are harder to supervise and they block the beautiful fireplace

Seating in the Children's Room has similar problems and is much more crowded and uncomfortable. The only general seating for older children is at two round oak tables in one corner of the room. The four public computers are stuck in mismatched tables in the center of the room around the service desk area. The only seating for preschoolers is at a small bench and at two tiny two seat tables; the only seating for adults is at one lonely rocking chair next to the puppet stage.

Tables block access to the book shelves and do double duty as displayers

No privacy or elbow room here   A little more privacy but still crowded

Anders Dahlgren has a formula for the amount of general seating a library should have. For populations in the 5,000 to 9,999 group he recommends a minimum of 10 per thousand; for populations in the 10,000 to 24,000 group the minimum is 7 per thousand. Since Orange's population today is 7,839 and will increase modestly to 8,750 in 20 years we can be comfortable with a range of 7 to 10 per thousand. That means that as of today Orange should have a minimum of between 55 to 78 general patron seats and by 2035 between 61 and 88. Orange library's 2015 total is 47 general seats (35 at Wheeler; 12 at Moore-Leland) 18 fewer (28%) than Dahlgren's lowest suggested number.

To meet Wheeler's 20-year seating needs we are calling for 73 general seats and 16 public computer seats. We are keeping the one microfilm seat.   The 2035 Orange seating total will be 85 (73 Wheeler; 12 Moore-Leland) or 9.71 per capita close to the suggested top of our range. All seating estimates for 2035 were arrived at after extensive input and review from the Library Director and staff.

The biggest changes are in lounge seating which goes from 6 to 21 (13 in adult areas; 8 in children's and young adult). Table seating for adults goes from 8 to 24. 8 are at 2 four seat tables and 8 at 4 two seat tables. The big Reading Room table will be retired or moved to a more appropriate group meeting area.

Young adults will now have four public computers in their own room and the reference area computers will be expanded from four to six. Juvenile computers will only increase from four to five but since young adults will now have their own room that should be sufficient.

Group Seating

Meeting Room and other types of large group seating are not counted as general patron seating. While Wheeler has a 50 seat general purpose meeting room it is not handicapped accessible. It also serves as a storage room, collection spot for deliveries, and break and staff lunch room. In addition, it is the only private space in the building for small group meetings. Trustees and others needing handicapped accessible small group meeting space must travel five miles to the Moore-Leland Branch.

The need is for a separate new larger multipurpose Meeting Room and a separate smaller Conference and Trustees Room for 10. The one small two person group study room in this plan is counted as part of General Seating.

WHEELER MEMORIAL PUBLIC LIBRARY

2015 Public Seating

ADULT	Carrel Seats	Bench Seats	Lounge Seats	Table Seats	# of Tables	Other Types	Computer Seats*
Audio-Visual			1				
Circulation/Lobby						1**	1
Fiction							
New Books							
Non-Fiction							
Reading Room			3	8	1		
Reference							4
SUBTOTAL	**0**		**4**	**8**	**1**	**1**	**5**
YOUTH SERVICES							
Preschool		2		4	2		
Juvenile				8	2		4
Young Adult			2	4	1		
Adult						1***	
SUBTOTAL		**2**	**2**	**16**	**5**	**1**	**4**
TOTALS		*2*	*6*	*24*	*6*	*2*	*9*

GRAND TOTAL: 43 Seats (33 General, 9 Computer, 1 Microfilm)

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

Stand-up Computers: 3   **Microfilm Reader   *** Rocking Chair

WHEELER MEMORIAL PUBLIC LIBRARY

2035 Public Seating

ADULT	Carrel Seats	Bench Seats	Lounge Seats	Table Seats	# of Tables	Other Types	Computer Seats*
Audio-Visual							
Entrance/Lobby		4					
Fiction/Large Print			5				
Local History				4	2	1**	1
New Books			2				
Non-Fiction	2		2	4	2		
Periodicals/News			4	4	1		
Quiet Study				4	1		
Reference	2			8	2		6
SUBTOTAL	**2**	**4**	**13**	**24**	**8**	**1**	**7**
YOUTH SERVICES							
Preschool				4	1	4***	
Juvenile	2		2	8	2		5
Young Adult			4	4	1		4
Adult			2				
SUBTOTAL	**2**		**8**	**16**	**4**	**4**	**9**
TOTALS	*4*	*4*	*21*	*40*	*12*	*5*	*16*

GRAND TOTAL: 90 Seats (73 General, 16 Computer, 1 Microfilm)

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

Stand-up Computers: 4   **Microfilm Reader   *** 2 Love Seats for 2

4. Analysis and Projection of 20 Year Staff Seating Requirements

Orange has 2 full and 5 part-time staff that translates to 5.4 FTE (full-time equivalency) based on the library's 35 hour full-time work week. The library also has one part-time custodian who is a contract employee through a private company. Since his workspace is in the library he needs to be included in our space planning.

Orange's current non-custodian staffing level is disappointing. The MBLC/ Wisconsin standards call for a staffing FTE from 7 to 11 for Orange's population. When you consider that the library staff has to cover two buildings open a total of 5 days and 46.5 hours per week, the low staffing number looks even worse. Finding ways to schedule around staff vacations, vacancies and illnesses is a constant challenge.

Wheeler's space for staff is grossly inadequate. In fact, some of the conditions staff are asked to operate under would be amusing if not so sad. I know of no other public library in Massachusetts where staff and public share a building's sole rest room. That those queuing to access the rest room must wait and pass through the Local History/Special Collections area situated between the Director's Office and the Adult Services work area only adds to the indignity.

The only separate office is the Director's. There is no receiving area, no custodian's room, and no adequate space for storage or book sale donations. There is no separate reference desk so all circulation and information functions take place at the small adult services desk. There is one computer for all activities, not enough desk space for two staff, and no guarantee of privacy. The small adult services work room behind the desk must accommodate all adult circulation, interlibrary loan, reference and cataloging functions. It also holds the library's networked computer server and is used as a staff break room (there is a mini fridge).

The Children's service desk area is much more crowded and chaotic because all the all children's circulation, ordering, cataloging and processing must be done there. That the staff is able to keep track of returns, holds, and books and other items waiting for processing is a tribute to their skill, patience and unflappability.

Not enough space for displays or recent returns. Staff must also manage the use of the copy machine

Squeezing cataloging and circulation functions into one public space isn't easy

After consultation with the Library Director, we estimate that over the next 20 years the library will need to add a minimum of three more part-time staff and increase the FTE from 5.4 to 7.5. That staffing level will place Orange just below the 7.9 FTE minimum recommended by Dahlgren.

Larger new and newly renovated libraries almost always experience big increases in use. We expect the Head of Adult Services to add a few hours (currently 27 per week) and to join the Director, and the Head of Youth Services as one of the library's three full-time staff. The library also will need more part time hours and staff at the Main Service Desk and in the Adult Services Workroom. Youth Services will need more part-time help to handle the expected increasing demand for story hour and children's programs and to provide much needed workroom support with everything from ordering and processing children's materials to planning for story hours and preparing for arts and craft activities.

WHEELER MEMORIAL PUBLIC LIBRARY

Staff and Volunteer Space Needs

DEPARTMENT / AREA	2015 STAFFING AND FTE	2035 STAFFING AND FTE	2035 SQUARE FOOTAGE NEED
ADMINISTRATION	**1/1 FTE**	**1/1 FTE**	**300**
Director	1/1 FTE	1/1 FTE	200
Systems Room	0	0-1	100
ADULT SERVICES	**4/2.66 FTE**	**5/3.5 FTE**	**850**
Service Desk	1-2	2-3	300
Dept. Head	1/.71 FTE	1/1 FTE	150
Workroom	1-2	2-3	400
CUSTODIAL*	1 /.5 FTE	1/.75 FTE	235
FRIENDS ROOM	**NA**	1-3 volunteers	**150**
STAFF LOUNGE	Shared Space	7 Capacity	**425**
YOUTH SERVICES	**2/1.74 FTE**	**4/3 FTE**	**445**
Dept. Head	1/1 FTE	1/1 FTE	150
Service Desk	1-2	1-2	125
Workroom	1-2	1-2	170
TOTAL*	**7/5.4 FTE**	**10/7.5 FTE**	**2,405**
TOTAL COMPUTER WORKSTATIONS	**7**	**10**	

*Custodian position is contractual and not counted as part of the FTE total.

5. Analysis and Projection of 20 Year Space Requirements

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

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

The area descriptions that follow are the result of a collaborative effort. I first met with the Director, Trustees and staff to explain the process and to ask them to describe what their ideal space or department would contain. I asked them to familiarize themselves with the Vandermark drafts for their areas of responsibility and to let me know what needed to be added, changed or eliminated. From those meetings came my first drafts of the area descriptions. Questions, suggestions and changes were e-mailed back and forth until everyone was satisfied with the final drafts. The results are supported by all the participants.

20 Year Needs and Options

The Wheeler Memorial Library was built over 100 years ago and has never expanded from its original 6,324 square feet. Planning efforts since 1988 have repeatedly called for the library to be made handicapped accessible and significantly enlarged. This new Building Plan incorporates many of the findings in the previous plans and echoes their laments. The Wheeler is much too small to meet the needs of today's users let alone the needs of the larger 2035 population of 8,750.

To satisfy Orange's library space needs for the next twenty years requires a minimum of 12,636 square feet of net assignable space. The minimum gross square footage is 16,427, 30% more than the net. Net assignable space excludes such things as entranceways, corridors, mechanical spaces, stairways and elevators but of course they must be part of any building design. A common way to measure the efficiency of a building is to determine the ratio of assignable to non-assignable space. The MBLC will not fund any project with a non-assignable ratio 35% or higher. The estimates of unassignable space can vary but the 30% figure used in this report is one favored by the MBLC.

While the 16,427 square feet called for requires more than a doubling the library's current size, Orange's new main library would be comparable in size to many of the newer libraries in its 5,000 to 9,999 population group. The chart below is arranged by population and lists the date of the latest new building or addition, the gross square footage, the number of public seats (not meeting room) and seating capacity of the largest meeting room. The numbers are taken from the MBLC's FY14 report on Main Library Facilities.[2]

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[2] Orange reported a seating capacity on 34 in its FY14 report, not counting its 9 public computer seats. I have added those 9 seats to Orange's 2015 total in the chart below to reflect what ARIS wants included. It may be that other libraries have under counted their public seats because of the vagueness of the ARIS instructions.

Town	Population	Year Built	Gross SF	Public Seats	Meeting Room
Lenox	5,025	2004	20,000	92	100
Barre	5,395	2007	12,900	37	100
Mattapoisett	6,045	2008	15,000	108	75
Merrimac	6,338	2004	16,000	125	125
Gt. Barrington	7,104	2007	14,184	72	75
Westminster	7,277	2009	16,000	100	60
Orange 2015	*7,839*	*1914*	*6,324*	*43*	*50*
Millis	7,891	2013	17,800	83	140
Rutland	7,973	2000	16,625	75	90
Georgetown	8,183	2007	16,960	90	80
Williamstown	8,424	1997	17,304	134	70
Orange 2035	*8,750*		*16,427*	*90*	*100*
Middleton	8,989	2008	18,200	159	120
Blackstone	9,026	2004	17,321	130	100
	Larger	**Towns**	**Near**	**Orange**	
Athol	11,584	2013	20,000	242	115
Charlton	12,981	2007	27,000	152	220
North Adams	13,708	2009	27,270	138	66

What follows are what this consultant sees as the two options for meeting the Orange's 20 year space needs with a list of the advantages and disadvantages of each

Option 1: Renovate and Expand the Existing Library

In 2003 the MBLC approved the library grant application for an 11,950 net, 15,535 gross square foot renovation and addition of the Wheeler. The grant review committee liked the grant application but had serious concerns about the original design plans. New architects were hired and they came up with a redesign and layout that worked much better. One major improvement was to eliminate steps and reduce non-assignable space by constructing a two-level addition on grade. The new design incorporated most of the reviewers' recommendations and made for a more efficient layout with much better adjacencies.

Since the 2003 design was approved by the MBLC, one tempting option might be to simply update the 2003 design. The 16,427 gross square footage called for in this Building Plan is only slightly larger and the proposed wrap around addition to the rear and side might be able to be adjusted to meet the extra space required.

Advantages
- Good central location near downtown and close to several public schools

- Library owns the site and purchased two adjacent properties prior to applying for the 2003 grant. That land provided room for the wrap around addition and for parking.

- The Wheeler is a beloved part of Orange's history. It should be easier to generate political and financial support for a renovation and expansion than to build a new library here or on another site.

- No need to find an alternative use for the Wheeler if the decision is made to build on a different site.

Disadvantages

- Corner site is constricted and limits the design options of the renovation and addition

- Would be impossible to meet the parking requirements recommended by the MBLC. The formula is one space for each 400 square feet of building. A 16,427 square foot building needs 41 spaces. The most the 2003 plan could squeeze in was 20.

- Might be difficult to meet the net assignable ratio of at least 65% while meeting all the latest code requirements. Renovating and expanding old multi story buildings can be challenging as the back and forth in 2003 between the MBLC reviewers and the architects attests. It may be impossible to meet the full space needs for every area in this Building Program.

- Would be necessary to relocate library operations during construction. The branch may be too small and far away to serve as a temporary location. Renting space nearby, if available, could be expensive.

Option 2: Construct a New Library on a New Site

Vandermark Consulting recognized the drawbacks of trying to expand the Wheeler on its existing site. The report identified several alternatives worth considering. The library could acquire a piece of land to build a brand new library or acquire and renovate an existing building for library use. Since 2008 some of those possibilities have disappeared (the vacant land across from the post office), others have been deemed too expensive and impractical (converting the nearby Wheeler Mansion), but the need to look seriously look at alternative sites should be done. The recent closing of the large Rodney Hunt site less than half a mile away on Mill Street may be a new location worth investigating.

Advantages

- Immediately meets the 20 year space and parking needs. Avoids the many compromises that will likely be required in option one.

- Would have the option of building an efficient, one story building that would be easier and safer to staff, operate and manage.

- No need to move to a temporary location during construction.

- New building should be less costly to build and maintain. The architect will have much greater design flexibility to create an efficient building. The more compact footprint should make it simpler to meet the staff's adjacency preferences.

- Much more environmentally friendly; should be easier to qualify for LEED certification from the U.S. Green Building Council.

- Should be easier to qualify for a substantial MBLC Public Library Construction Grant.

Disadvantages

- May be community and political opposition to moving from one of Orange's oldest historic public buildings. Finding an appropriate reuse for the building could prove difficult.

- There could be competition in trying to acquire attractive available land. Uncertainty, delays and increased costs might hamper the project.

While it is beyond the scope of this report to fully evaluate which option is best, I would start by exploring option two to identify viable sites. Option one should be considered if finding a suitable new location proves impossible.

The next step should be to review this report's findings with the Library Trustees and then meet with appropriate town officials to discuss the best ways to move forward. Once agreement is reached, the library should contract with a qualified architect to use this building program to develop a schematic design for a modern, new 16,427 square foot facility.