

A Building Program for the
Rochester
Public Library
District
Rochester, Illinois

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I. EXECUTIVE SUMMARY

I-A. Introduction

This *Building Program for the Rochester Public Library* is intended to guide the architect selected by the library's Board of Trustees in expanding and remodeling the current library building.

The Rochester Public Library District serves the population of Rochester, Illinois, and the surrounding areas. Rochester is located in Sangamon County, a few miles southeast of Springfield. The population of the district was 7,993 in 2010, and the board projects that district population will not exceed 10,000 people by 2040, 20 years after the completion of remodeling and expansion.

The library occupies the west wing of a building occupied jointly with the village offices. Shared spaces include a large community meeting room. The community room is about 1,700 square feet, and the library portion of the building (excluding the community room) about 7,000 square feet.

I-B. Strengths and weaknesses of the current building

The library building has a number of strengths and weaknesses. They are listed here in no particular order.

Strengths

- The building has an attractive exterior.
- The building appears to be in generally good repair.
- All windows have adjustable venetian blinds, eliminating any problem with glare from direct sunlight.
- The library ceilings are all ten feet high, which is high enough for the reflected uplight that provides the best library illumination.
- Half of the library has new carpet tile floors, while the carpet in the rest of the library appears to be in good condition.
- The library has good acoustics (although sounds from groups can carry too well).
- In general, the library has good sight lines. Staff at the main service desk can see people entering and leaving the library, and staff workrooms have windows that provide extra oversight of the library.

Weaknesses

- The restrooms may not be large enough to meet the requirements of the Illinois Plumbing Code.
- Many areas of the library are overcrowded.
- The library lacks quiet places to read.
- There is no convenient seating for parents who bring their young children to the library.
- The library does not have sufficient storage space. Essential equipment is piled in staff workrooms.

- The library has only one program room, which it shares with the village.
- Lighting is occasionally uneven.
- No sidewalk connects the library with the village. Most users arrive by car.
- The Community Room is too small for many library programs, and it has a number of functional limitations.
- The Community Room kitchenette is too small and lacks sufficient electrical circuits. There are no locks on cupboards doors or drawers. The stove is broken and a potential source of problems.
- The exterior of the building is partially covered with EIFS (external insulating finishing system) which can be a fragile material.
- Although the building is at least 16,000 square feet, it has no sprinkler system and may therefore not meet the requirements of the Illinois Fire Code.
- The library has far too few electrical outlets and no outlets at all on its slab floors.
- The floor under the south windows in the vestibule needs repairs.

I-C. Planning numbers and specifications

The expanded library will be large enough to hold a total collection of 40,000 books (including recorded books), 5000 video recordings, 1,000 sound recordings, and 200 video games.

I-D. Spaces in the expanded building

Spaces in the expanded library will include:

1. Vestibule

- Space for users to enter the building, with existing connections to the library, the village offices, the Community Room, and existing restrooms.

2. Main Service Desk

- Service desk for two staff members, with separate work counter enabling staff to conduct off-desk work while simultaneously supervising the library.
- Book return.
- Public photocopier and fax.
- Lending workroom

3. Adult Services

- Shelving for collections, including 6,000 non-fiction books, 8,500 fiction books, and 2,000 recorded books, plus DVDs, CDs, and videogames, with catalog workstations and display units for new books and recordings.
- Seating at four-person reading tables, two-person reading tables, and armchairs.
- Four study rooms for quiet study, small group meetings, tutoring, student project groups, test taking, noisy computer use, etc. Study rooms will have glass walls and be designed to prevent unwanted sound transmission. Each study room will seat up to four people.
- Six computer workstations and a shared printer.
- A makerspace room with a work counter space, 3D printers, sewing machine, computer, storage for craft supplies, etc. The room will be designed to control sound transmission.

4. Young Adult Services

Space for students in middle school and high school, including;

- Shelving for 2,500 books.
- Seating at two diner-style booths, two four-person reading tables, and three armchairs with swiveling work surfaces.
- A video game corner.

5. Children's Services

- A service desk that can be staffed at times children are in the library, with shelving for children's DVDs.
- Four computer workstations, each with enough space for a child and parent to work together.
- Services for younger children, including
 - Book shelving. Children's picture books will be in flip bins to enable children to easily see the covers of the books.
 - Seating at loveseats, where children and parents can sit together, primary size tables, floor space for toddlers, window seats for children and parents, and space for strollers.
 - Play spaces for younger children, including a puppet theater and puppets, a playhouse, a reading structure, a Lego Duplo table, a bead table, and a craft table.
- Services for older children, including
 - Shelving for fiction and non-fiction books.
 - Seating at reading tables and a diner-style booth.
- A craft and story room, with space for 50 children.
- A family restroom.

6. Community room

- Program space for 150 people on chairs, 75 people seated at tables, or 300 children on the floor.
- Usable when the library and village offices are closed.

7. Public restrooms

- Designed to serve as tornado shelters.

8. Necessary space for staff workrooms and storage

I-E. Estimate of required space

Vestibule	unassigned space
Service desk	575
Adult Services.....	3,850
Young Adult Services	1,025
Children’s Services.....	4,375
Meeting room.....	2,575
Public restrooms	unassignable space
Staff workroom.....	450
Director’s workroom	300
Bookkeeper’s workroom	175
Staff restroom	unassignable space
General storage	500
Custodial spaces.....	unassignable space
Total assignable space.....	13,825
Unassignable space.....	<u>3,450</u>
Total gross space	17,275 square feet

“Assignable space” is space needed to provide library functions—space for collections, users, and staff.

“Unassignable space” is space for essential functions that are not library functions—restrooms, hallways, furnace rooms, vestibules, custodial spaces, etc.

“Net space” is the sum of assignable and unassignable space.

“Gross space” is net space plus the thickness of walls.

II. INTRODUCTION

II-A. Purpose of this program

This *Building Program for the Rochester Public Library District* is intended to guide the architect selected by the Board of Trustees of the district in expanding and remodeling the current library building.

The program enumerates all of the spaces to be included in the expanded building, including their sizes, contents, physical characteristics, and adjacencies.

It also includes basic information on effective library design, including lighting, shelving, and other topics.

II-B. About the community of Rochester

The Rochester Public Library District serves the population of Rochester, Illinois, and surrounding areas.

Rochester is a community of 3,689 located on Illinois Route 29 in Sangamon County, about ten miles southeast of Springfield.

The population of the library district in 2010 was 7,993 people. The library's Board of Trustees has reviewed the status of the community and has projected a total service population of no more than 10,000 people by 2040, 20 years after the completion of the remodeling and expansion project.

Rochester is a residential suburb of the city of Springfield. It has relatively little commerce.

One of the major attractions of the community is its school district—Rochester CUSD #3A—which provides service through five buildings, including pre-K through 1, 2 through 3, intermediate, junior high school, and high school.

II-C. About the Rochester Public Library Building

The Rochester Public Library District shares a building with the Village of Rochester. The building is located on Illinois Route 29 on the east side of town. Because the building is on the north side of the road, with the entrance facing south, the sun shines on the entry in the winter, reducing any problems with ice buildup.

The library is located in the west wing of the building and the village (including village offices and the police department) occupies the east wing. Shared spaces between the two wings include an entry foyer, two very small public restrooms, a large meeting room with a kitchenette (the Rochester Community Room), and spaces for HVAC and electric equipment. The Community Room is about 1,700 square feet. The main area of the library (excluding the Community Room) is about 6,032 square feet.

The building was constructed in 1995 and appears to be in generally good repair.

The Rochester Community Room is used by the village and library for a wide range of purposes, including official meetings of both groups, plus library and village programs. The room is also rented out for private purposes. The Community Room is fairly large—about 1,700 square feet—but it is still not large enough for major library programs.

The Rochester Public Library was founded as a library district in 1985. It is located in Sangamon and Christian Counties. In its early years, the library occupied space in a commercial building, and in 1995 it relocated to the new community building. Currently the library occupies the west wing of the building and the village occupies the east wing. The restrooms and foyer and community room are shared by the village and the library, which share maintenance costs.

The total building is about 16,500 gross square feet. The library wing is about 6,000 square feet, not including the shared Community Room, restrooms, and foyer.

The combined building is a one-story structure that appears to be slab-on-grade construction. The library section has a ten-foot ceiling, which is the minimum height needed for good library lighting.

II-D. List of planning participants

A number of people participated in the development of this building program.

Board of Trustees:

Matt Fuller, President
Diane Kerr-Herrmann, Vice President
Bonnie Boyce, Secretary
Dave Hicks, Treasurer
Elaine Honomichl-Lewis
Fred Roese

Library staff

Janet McAllister, Director
Lorachelle Purdy, Circulation Manager
Bryanna Zimmerman, Youth Services Director
Keshia Dotson, Adult Services and Outreach Coordinator

Students in LIS 548 (Library Buildings) at the University of Illinois

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Erik Rebain
Kelsey Riggs *
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Joella Travis

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Library building consultant and professor for library science 548 class

Fred Schlipf

II-E. Optimal timetable

If the Board of Trustees plans to begin design work in the fall of 2017, an optimal timetable might be:

September 2017	Advertise for architectural services
November 2017	Interview and select an architect
December 2017	Contract for architectural services
March 2018	Complete schematic design and cost estimate
July 2018	Complete bid documents
August 2018	Advertise for bids
September 2018	Receive bids
October 2018	Award construction contract
April 2019	Begin construction
April 2020	Complete construction
May 2020	Ribbon cutting

This timetable makes some major assumptions:

The timetable does not provide time for the library to raise funds if it does not have the necessary funds on hand. Of the most common approaches—private fundraising and referendums—both can require a substantial amount of additional time.

Depending on Illinois State funding, construction grants may continue to be available from the Illinois State Library. In recent years, these have been limited to \$125,000 or 50 percent of construction costs, whichever is less. Applications have usually been due in late fall and awarded in early spring. Libraries applying for grants must have the balance of necessary funds on hand at the time they submit grant proposals.

The timetable assumes a one-phase building project, where the library moves into a temporary space during construction. However, if a suitable vacant space cannot be found for temporary operations, it may have to stay in the current building while construction takes place. This will increase construction costs and extend construction time.

The timetable assumes that construction will begin in the spring of 2019, with the building enclosed by fall in order to allow interior work to continue over the winter. In the case of a very mild winter, construction might begin in the late fall of 2018.

The timetable indicates that the design and construction of buildings is not a quick process. Including programming, most projects require at least three years.

III. STRENGTHS AND WEAKNESSES OF THE CURRENT LIBRARY BUILDING

The strengths and weaknesses listed in this section are in random order rather than in order of importance.

III-A. Strengths

The Rochester Public Library is located in an attractive and well-maintained building with a number of substantial strengths.

III-A-1. The building has an attractive exterior

The gables and the many bay windows facing south are particularly attractive features.

III-A-2. The building appears to be in generally good repair.

Note however the problems with the EIFS exterior details discussed below in III-B-12.

III-A-3. All windows in the library have adjustable blinds

Many libraries have oddly placed windows without blinds, forcing users to move continually to escape blinding direct sunlight. The Rochester Public Library has no problems of this kind.

III-A-4. The library has a uniform 10-foot ceiling height

Effective library lighting requires a minimum ceiling height of 10 feet.

III-A-5. The library has attractive floor surfaces

In the main library room, the front half of the carpet is newly-installed carpet squares. The remaining carpet appears to be in very good condition.

The vinyl tile in the public restrooms shared by the village and the library is not in good condition. Public restrooms do a lot better with ceramic tile.

III-A-6. Good acoustics

Although the library needs quiet spaces for users, in general sounds do not carry badly in the library.

III-A-7. Good quality windows

Workers report that the library is equipped with high-quality windows. Most of them are casement windows, which tend to be more durable and better sealed than double-hung windows.

III-A-8. Good staff oversight

The main lending desk is well positioned to supervise people entering and leaving the library.

Staff workrooms have extensive windows to allow staff to keep an eye on the library while doing their work.

III-B. Weaknesses

Despite its many good features, the library has a number of weaknesses that need to be corrected when it is expanded and remodeled.

III-B-1. Limited space

Most areas of the library are overcrowded. A number of these are discussed below.

III-B-2. Limited site

The shared city and library parking lot between the front of the building and route 29 will probably need to be enlarged, but there appears to be no more space. Additional parking may need to be located behind the building. Ideally, this will be only staff parking. If this is public parking, there may be requests for a north door to the library, but second entrances introduce a variety of security problems.

III-B-3. Small restrooms

Two small public restrooms are located by the front entrance and are shared by all users of the building. The architect selected for the project will need to determine whether these are large enough to meet the requirements of both the Illinois Plumbing Code and the Illinois Accessibility Code when the building is expanded. (They may be undersized already.)

III-B-4. No quiet places to read

The library is basically one large open room. Users who want to read quietly have limited options.

III-B-5. No space for mothers who bring their young children to the library

Mothers who want to accompany their younger children to the library have very limited places to sit.

III-B-6. Insufficient storage space

The library is very short of storage space. There are a couple of tiny closets attached to staff workrooms. They are seriously insufficient. Even though the staff struggle to discard things, necessary items end up piled in staff workrooms.

III-B-7. Only one program room

If the large Community Room is in use, there is no other space in the library to hold programs.

III-B-8. Occasionally spotty lighting

The library and meeting room spaces are lit by troffer fixtures in the suspended ceiling.

The library has occasional dark places where lighting is insufficient. These can most easily be fixed by adding additional troffer fixtures.

In general, better library lighting is provided by pendant fixtures that bounce most of their light off the ceiling. The ten-foot ceiling in the library is barely high enough for this approach to lighting, but it could be done. An 11 or 12-foot ceiling in the new addition would make reflected uplighting easier.

III-B-9. No sidewalk access

The absence of sidewalks along Route 29 makes pedestrian access to the library difficult. Essentially all users must arrive by car.

III-B-10. Community room too small for many library programs

The Community Room is an attractive and heavily used space, but it is too small for some library programs.

- **The current meeting room has a posted capacity of 150.** Since library program registration tops out at about 500, some programs with large attendances have to be held outdoors. The library reports that by moving chairs and tables out of the room, it can probably fit 225 children sitting on the floor while leaving space for program presenters.
- **The furniture storage closet is very small.** Ideally, it should be easy to place all of the room's furnishings in the closet without having to pull items in and out to squeeze everything.
- **The room needs a pull down screen and digital projector.**
- **Lighting in spaces used for programming needs to be switched separately in the front of the room,** allowing program presenters to be illuminated more brightly or allowing the ceiling above the projection screen to be darker.
- **The Community Room has far too few electrical outlets.** There are not enough on the walls and virtually none on the floors.

- **The Community Room does not have coat hooks or rods.** It has a movable coat storage rack that is moved into the foyer for programs.

III-B-11. Inadequate Community Room kitchenette

The community room kitchenette is an important part of the room, but it has a number of problems.

- The space is small and therefore hard to use.
- The kitchenette does not have enough dedicated electrical circuits. This is a very common problem in meeting room kitchenettes, one that frequently encourages running extension cord to other areas of the building—a bad practice from the point of view of safety.
- There are no locks on cupboard doors or drawers, leaving no safe place for village and library hospitality equipment.
- The kitchenette has no dishwasher.
- The kitchenette has a stove. Because the room is used by local groups and citizens, in addition to village and library staff members, this represents a potentially dangerous situation. Many public libraries avoid stoves, and some building codes require commercial range hoods over all library stoves, at a cost of \$15,000 or more.

Libraries also tend to avoid stoves for use by other than staff members because users tend to leave serious messes behind.

The stove in the kitchenette is currently broken. This might be a very good time to eliminate it.

III-B-12. Exterior EIFS

The library is partially sheathed in EIFS, which is showing some signs of deterioration. EIFS (External Insulating Finishing System) is basically a skim coat of mortar over plastic foam. It lends itself to attractive shapes but is fragile, and it is also sometimes badly damaged by water intrusion.

EIFS is used on the main entry, on the gables facing route 29, and on an ornamental horizontal band between the face brick exterior of the building and the eaves.

III-B-13. No sprinkler system

Codes require sprinkler systems in public buildings larger than 12,000 square feet. Including the village space, library space, and Community Room, the current

building is about 17,000 square feet and appears to be completely out of compliance with codes.

The fact that the village fire department is fairly near the building may appear to reduce problems, but it is a volunteer department and cannot respond in a couple of minutes the way professional departments can.

Sprinkler systems are amazingly effective when it comes to preventing loss of life. Adding a sprinkler system will thereby greatly reduce the cost of insurance.

III-B-14. Insufficient electrical outlets

The library has far too few electrical outlets. Library floors need electrical outlets everywhere, but the Rochester Public Library has only wall outlets.

Retrofitting electrical outlets to existing slab floors can be extremely expensive, but at the very least any new floors will need a 10x10 or 12x12 grid of flush electrical outlets.

III-B-15. Vestibule floor

The vinyl tile by the south windows in the vestibule floor is cracking and shifting.

IV. PLANNING NUMBERS AND SPECIFICATIONS

IV-A. Collections

Serving Our Public: Standards for Illinois Public Libraries includes recommended collection sizes based on population served.

Because the break point for population served is at 10,000 people, the figures below are for provided for 9,999 people and 10,000 people.

For a population of 9,999

Minimum	12,500
Growing	25,000
Established	40,000
Advanced	75,000

For a population of 10,000

Minimum	6,000
Growing	20,000
Established	27,500
Advanced	60,000

Table IV-A
Current and capacity collection sizes

Collections	Current	Capacity
Adult fiction	6,140	8,500
Adult mass-mkt paperback	1,056	1,500
Adult non-fiction	4,334	6,000
Adult large print	2,301	3,000
Adult recorded books	<u>1,322</u>	<u>2,000</u>
Total Adult books	15,153	21,000
Young Adult books	1,825	2,500
Picture books	3,893	5,500
Board books	327	500
ER books	1,022	1,500
J fiction	3,235	4,500
J non-fiction	<u>3,534</u>	<u>4,500</u>
Total Children's books	12,011	16,500
Total books	28,989	40,000
Adult DVDs	2,621	3,750
Children's DVDs	<u>877</u>	<u>1,250</u>
Total video recordings	3,498	5,000
Adult music CDs	661	900
Children's music CDs	<u>40</u>	<u>100</u>
Total music CDs	701	1,000
Total video games	100	200

IV-B. Furnishing details

Table IV-B-1 Seating

All reading tables will be constructed without aprons and without beams connecting their legs. This will allow adult-height tables to be used by people with disabilities and allow groups of people to sit on all four sides of a table.

Tabletops will not be made of chipboard, which is often too flimsy to stand up to library use.

All tables will have electrical outlets in their centers (not hidden at the end of the table).

Tabletops will be neither white nor very dark. Very dark finishes cause eye strain because readers' eyes constantly flick from white paper to dark backgrounds. White finishes reflect too much light and create unpleasant glare.

Table tops can be finished with high-pressure laminate, which is durable enough for reading tables but not strong enough for service desk tops.

Side chairs for tables will have castors on at least two legs. If side chairs have arms, they will be low enough to allow chairs to be pushed under tables.

Soft seating (arm chairs) is available in a wide variety of styles. Seating with wooden arms will wear far better than seating with upholstered arms. Soft seating needs to be high enough to allow older users to stand up easily.

Before purchasing any seating that does not match current seating, the library will need to try out proposed new seating for comfort. Some elegant and expensive seating turns out to be extraordinarily uncomfortable. Custom-designed seating would probably be a bad idea.

All soft seating needs to comply with CAL 133 flammability standards. Ideally, no soft seating will be made with polyurethane foam, which is extraordinarily flammable and emits toxic fumes when it burns, but it is used almost universally by furniture companies.

Table IV-B-2
Computer workstations

The computer workstations in the current library are cramped, with insufficient tabletop space.

Some libraries try to place workstations where the screens can be seen by library staff. If the library has to be rearranged during expansion, it may want to try this.

While some libraries have workstations on counter tops attached to walls, other libraries place workstations at 90 degrees to the wall, so that users sit with one shoulder to the wall rather than with their backs to all passers-by. This appears to be a more comfortable arrangement from a psychological point of view.

Placing workstations near service desks is common because users frequently need assistance.

As with reading tables, workstations need to be accessible to users with disabilities and provide enough space for computers, books, and note taking.

Workstations with provisions for wire management help prevent tangles of loose wire.

**Table IV-B-3
Shelving**

Shelving will be cantilever style steel shelving.

Shelving will be installed with 42” aisles. If building support columns are needed in the expanded library, column spacing will be a multiple of the center to center spacing of shelving units, to eliminate the possibility of support columns ending up in the middle of shelving aisles.

To eliminate the possibility of anyone being trapped in a stack aisle, no stack aisles will have dead ends.

Shelving will have slat wall end panels with acrylic holders for display of individual books.

Standard shelving specifications include:

Heights

Adult books, YA books, DVDs	84 inches
J books, recorded books, videogames	60 inches
Picture books	48 inches

Depths

Non-fiction and picture books	11 inches (nominal 12 inches)
All other materials	9 inches (nominal 10 inches)

CDs and children’s picture books will be stored in flip bins.

Flip bins for CDs will be in drawers attached to frames for cantilever style book shelving.

IV-C. Construction details

Table IV-C-1 Artificial Lighting

General approach to lighting

The library will be lit with pendant uplight fluorescent fixtures. Fixtures of this type will be used in all public areas and staff work areas.

Fixtures will be butted end to end, to insure even distribution of light. As much as possible, the rows of fixtures will be perpendicular to book aisles.

All lighting will have a minimum CRI (color rendering index) of 86. This is easily achieved with high-quality T8 lamps and with properly selected LED lighting.

All lamps will have the same color temperature. The library will select a temperature between 3000K and 3500K. (Unmatched lamps are particularly visible with uplighting, where the different colors are visible on the ceiling.)

All occupied areas of the building will have a minimum illumination level of 60 footcandles at table top and 18 footcandles on the vertical spines of books on the bottom shelves of book stacks. Books held vertically for reading will be illuminated to no less than 50 footcandles.

With the exception of meeting room lighting and other lighting users are allowed to control by themselves, all light switches will be in parts of the building limited to library staff, such as areas behind the main service desk, in workrooms, etc.

There will be no concentrated downlight (such as that provided by recessed downlights or fixtures with parabolic lenses).

There will be no architecturally mounted task lighting.

There will be **absolutely no** soffits with recessed downlights.

Motion detectors

At this time, codes encourage the use of motion detectors for lighting. Libraries find these at best an extreme nuisance and at worst a genuinely major problem. They will be used in the Rochester Public Library only when there is absolutely no other legal choice. In particular, they will not be used in large open areas in Adult, Young

Adult, and Children’s Services. Dual function detectors using both motion and infrared may work a great deal better.

Where codes accept no alternatives whatsoever, and motion detectors must be used, motion detectors will be positioned so that the motion of entry doors activates the detectors. Users will UNDER NO CIRCUMSTANCES be forced to grope their way into dark rooms to activate motion detectors. This has been a particular problem in library restrooms.

Motion detectors in restrooms will detect motion in all stalls.

Unacceptable lighting concepts

There will be absolutely no:

- Interior metal halide lighting.
 - Recessed down lights (can lights), including in particular soffits with recessed down lights.
 - Lighting with a CRI of less than 85.
 - Lighting with a color temperature different from that in the primary uplight fixtures.
 - Incandescent lighting, including quartz halogen lighting.
 - Highly direct lighting.
 - Lighting intended to create “sparkle.”
 - Troffers in areas intended for public and staff use.
 - Compact fluorescent lamps.
 - LED fixtures that provide direct light. All LED fixtures will be indirect.
 - Cold cathode fluorescent lighting.
 - Light fixtures that cannot be reached from a ten-foot stepladder.
 - Motion-detector lighting in reading rooms.
 - Curved fluorescent tubes.
-

**Table IV-C-2
Natural Lighting**

All windows that face any direction except north and are not sheltered from direct sun by plantings or adjacent buildings will have movable white perforated vinyl blinds or Venetian blinds.

There will be absolutely no skylights.

There will be absolutely no high windows that face any direction except north, including monitor structures, clearstories, and windows set into sloping ceilings. Far too many libraries have had to add dark gray film to high windows, making people wonder why the library spent money on these windows in the first place.

**Table IV-C-3
Electrical supplies**

Because of the proliferation of computers, laptops, tablets, and similar equipment, libraries need electrical outlets everywhere. Very few libraries have enough outlets.

In the expanded library, all reader seating will have electrical outlets.

The tops of all study tables will have outlets mounted in the center of the tables.

These can be simple outlets or lamps with outlets in their bases. If used, table lamps will be bolted to table tops.

Walls will have electrical outlets every six feet.

All new floors will have completely flush electrical outlets on a ten by ten foot grid.

All electrical outlets in public areas of the library will be tamper resistant (child proof). This is particularly important in adult areas of the library, where parents may hand children things like car keys to play with and then not keep an eye on their children, who end up experimenting by poking keys into electrical outlets.

**Table IV-C-4
Floors**

All floors in the building will be engineered to hold a minimum of 150 pounds live load per square foot. This includes floors not initially intended to support books. With slab-on-grade construction, this level of strength is very easy to achieve.

Floor coverings will be a mixture of ceramic tile and carpet squares.

Ceramic tile will have an anti-slip surface and extremely dark grout.

**Table IV-C-5
Security**

The Rochester Public Library has few security problems. This is due not only to the carefully thought out design of the building but also to the social nature of the town of Rochester. Because towns can change over the years, however, the expanded library will be compatible with the addition of security systems not currently planned.

In many cases, library security can be enhanced through construction details, although mechanical systems are usually essential as well.

The expanded library will continue the current library's intelligent use of interior glass to make it easier for the staff to supervise the building. All staff workstations will have views of public areas of the library. Workrooms will be positioned to enable windows facing as many public areas as possible. Staff at the lending desk will be able to see the public entrance to the library. Ideally, staff at desks will also be able to see people entering restrooms and the meeting room, although this is probably impossible given the current configuration of the building.

To improve the ability of the staff to greet arriving users and to oversee the building, the work counter behind the service desk will face the entrance to the library. Work counters are essential because public use is irregular, and library staff members need a place they can work on projects while waiting for the next users.

The library will have only one public entrance.

There will be no places where people can be trapped. Staff service counters will all have two exits, so that a staff member cannot be trapped behind a counter. Similarly, no shelving aisles will have dead ends.

The library may be equipped with a video surveillance system with high resolution images and retention of recorded information for a minimum of three weeks. The locations of cameras would be determined by the library and the security company providing the video system. Typical locations will include entryways and exits, hallways outside restrooms, children's services areas, bike racks, and service desks. Service desk cameras will be placed to record the faces of library customers.

The library will have an intrusion alarm security system.

The library will have a proximity card system for doors that are heavily used by staff. The system will be capable of specifying times and individual doors for all cardholders.

Before design work is completed, the library will need to make a decision on whether to install a sprinkler system.

Even without expansion, the building is large enough to require a sprinkler system. One will need to be installed during expansion work. (Balancing the cost to some extent is that sprinkler systems reduce insurance rates.)

If the municipality uses Knox boxes, the entrance from the main foyer to the library will have a Knox box.

The library will not have a book theft detection system, but the architect will provide space for future gates, along with necessary electrical supplies and data conduit. Magnetic gates must be about three feet away from door frames, so gates will protrude about six feet past entry doors.

**Table IV-C-6
HVAC**

The library's HVAC system does not have to be complex, but it is essential that relative humidity be controlled at all times. A maximum of 50 percent relative humidity is a good target. Night setbacks must not lead to higher humidity levels.

The library currently may not have enough zones. This will need to be reviewed during the building planning process.

It's important that meeting rooms be separately zoned because they tend to be either empty or packed with people. Meeting room HVAC systems will have carbon dioxide detectors.

All ductwork must be above the ceilings. A few libraries have ducts installed under concrete floor slabs. Almost inevitably, these fill with water. This is a mess, but it also raises the possibility of Legionnaire's disease.

**Table IV-C-7
Acoustics**

Spaces in the library will be designed to be acoustically quiet. Ceilings will all have acoustic tile. Except where durability is an issue, all floors will be carpeted. Partitions between rooms where sound transfer might be a problem will continue past the suspended ceiling to the bottom of the roof.

**Table IV-C-8
Flexibility**

Regardless of the care taken in planning, it's impossible to predict specific space usage in libraries for decades to come.

For that reason, spaces and furniture in the Rochester Public Library will be as flexible as possible.

Electrical outlets will be provided everywhere.

Lighting will be multi-purpose, compatible with user seating, shelving, computers and staff service desks without rearrangement.

Service desks will be modular and installed on top of carpet or tile flooring.

Soffits will never be used to indicate the placement of service desks.

Table IV-C-9
Telephones

The library will have a telephone and intercom system designed to support telephone sets in the following locations, as listed in this *Program*:

Main service desk.....	2 phones
Service desk work counter	1 phone
Children’s service desk.....	1 phone
Craft and Story room	1 phone
Meeting room.....	1 phone
Staff workroom.....	4 phones
Director’s workroom	1 phone
Bookkeeper’s workroom	1 phone
Staff lunchroom.....	1 phone
Server room.....	<u>1 phone</u>
Total.....	14 phones

Many phone systems will support direct dial outside access to all telephone sets but limit the number of incoming lines to those required to keep callers from getting busy signals.

The intercom will include a PA system with speakers in all occupied rooms of the library, including restrooms. The PA system will be used for closing announcements and for emergency announcements, typically lost children or approaching storms.

Table IV-C-10
Dysfunctional designs

A number of popular architectural design concepts have proved to cause major problems in library buildings. **None of these are essential to good architectural design, and none will be employed in the Rochester Public Library.**

- Skylights
- Windows set into roofs facing any direction except north (these are a common source of serious glare problems)
- Windows facing any direction except north without some kind of adjustable shading
- Esoteric window glass (for example, glass with custom etched patterns)
- Recessed downlights (can lights)
- Metal halide, cold cathode, or quartz halogen lighting (some very large interior spaces require metal halide lighting, but the Rochester Public Library will have no such spaces)
- Structurally mounted task lighting
- Ornamental soffits, particularly perimeter soffits and matching soffits over service desks (crown molding can be used in lieu of perimeter soffits)
- Dark ceilings
- Screen porches
- Interior water features
- Ceramic tile with white or light-colored grout
- Non-rectangular interior spaces
- Door handles or railings in any color except chrome
- Curved walls
- Curved service desks
- Movable dividers in meeting rooms

The following cause serious problems in libraries, but should not be relevant to the Rochester Public Library because it will not have a second floor.

- Atriums
 - Balconies
 - Mezzanines
 - Staircases with open or transparent treads
 - Floating staircases where users can bump their heads on the undersides of the stairs
 - Railings with horizontal balusters that can be climbed like ladders
-

V. LIBRARY SPACES

As much as possible, the Service Desk, Adult Services, Young Adult Services, and Children's Services will occupy a single space to facilitate public wayfinding, staff supervision, and long-term flexibility of space use.

V-A. Vestibule unassignable space

This section includes general information on library vestibules. Assuming that the existing shared vestibule will not be significantly altered, any new items that the library desires will have to be squeezed into the vestibule or added to the library portion of the building.

Functions:

1. **Public entry to the library.**
2. **The library will have a single public entrance.**

Placement:

1. **The vestibule will be between the public outside entry door and the rest of the library.**
2. **Users passing through the vestibule and entering the library will find themselves facing the service desk.**
3. **A very common arrangement for new libraries is to have the meeting room and restrooms accessible from the vestibule,** so that the meeting room can be used when the rest of the library is closed. This is the current arrangement of the shared library and village building, and any changes made to the library should not alter this pattern.

Features and equipment:

1. **Two large bulletin boards,** one for library events and one for community events.
2. **Acrylic racks** for pamphlets.
3. **Bench** for people waiting to be picked up.
4. **Plaques with information on the building project and on donors to the project.**

5. **“Emeritus” plaques** listing board and staff members who have served at least 20 years.
6. **People counter.** Devices of this type require electric power. (Libraries need people counters in order to comply with State of Illinois reporting requirements.)
7. **Extremely water-resistant floor,** such as anti-slip ceramic tile with very dark grout.
8. **Exterior shelter** to allow people to stand outside the building without being soaked by rain.

V-B. Main Service Desk 575 square feet

The library will have two service points, including a Main Service Desk and a separate Children's Service Desk. The main desk is described here, and the children's desk in Section V-E-1.

Functions:

1. **Greeting library users** as they arrive at the library.
2. **Issuing library cards.**
3. **Checking books and other materials out and in.**
4. **Providing information services.**
5. **Assisting users with computers.**
6. **Providing reader guidance** (suggesting reading materials).
7. **Registering users for library events.**
8. **Supervising the public areas of the library.**
9. **Handling incoming and outgoing interlibrary loans.**
10. **Answering the telephone** and transferring calls as needed.
11. **Doing backroom work** at times when no users are requesting assistance.
12. **Collecting late fees** and conducting other financial transactions.

Placement:

1. **Facing the entrance to the library.**

Features and equipment:

1. **Service Desk.**
 - a. **Service Desk with two workstations**, one at seated height (about 30 inches) and one at standing height (about 40 inches). Computer boxes will be underneath the counter top.

- b. **Each workstation will have desktop space** for a computer keyboard and screen, plus a telephone and open space for handling books.
- c. **Each workstation will have floor space for a book truck.** Between the pair of workstations there will be floor space for a book return bin, so that staff can check books in by removing them from the bin, checking them in, and placing them on a book truck.
- d. **Both seated and standing height workstations will have kneeholes for staff.**
- d. **Seated height workstations will meet all applicable ADA and Illinois Accessibility Code requirements.**
- e. **Book return slot** in a 40-inch-high section of the desk, leading to a receiving bin on casters. Users waiting to check out books will not block access to the slot. (Returns in desk sections less than 40 inches high cause major problems.)
- f. **Drawers and cupboard doors** as determined by the staff (and possibly consultant) working with a cabinet maker. All drawers will have ball-bearing double-extension hardware.
- g. **For long-term flexibility, the desk will be constructed in separate modules,** allowing sections to be rearranged, removed, or added as needed.

The desk top will be made of a highly friction-resistant synthetic material, either solid-core laminate or Corian. (Standard high-pressure laminates are too fragile to be used for service desk tops, and the printed patterns quickly wear off.)

The desk top will be a medium hue, neither white (which causes unpleasant glare) nor black (which causes eyestrain).

Materials that are cold to the touch (such as stone or concrete) will NOT be used for the desk top, since they freeze the hands of employees working there.

- i. **The desk will not be curved.**
 - k. **New book and AV display on four single-faced 84” shelving units.**
2. **Work counter behind the service desk.**
- a. **A free-standing, seated-height counter** about eight feet long and 30 inches deep, with a barricade about eight inches high on the side facing library users, to hide as many working papers as possible.

- d. **Door leading to staff side of service desk.**
- e. **Windows with Venetian blinds** facing adjacent public areas of the library.
- f. **Coat hooks for lending services staff.**
- g. **Half height hallway lockers** where staff without individual workstations can store backpacks or purses.

Estimate of required space:

Desk with 2 workstations @ 60 sf.....	120
Work counter	60
Copy machine with small worktable.....	65
One shelving unit	25
Floor space in front of desk for users	50
Lending workroom	<u>200</u>
Subtotal	520
Circulation space.....	<u>55</u>
Total	575 square feet

V-C. Adult Services 3,850 square feet

Adult Services will include collections, user seating, study rooms, computers, a quiet reading room, makerspace, and provisions for displaying artwork.

Adult Services will be one contiguous area. With the exception of study rooms and the quiet reading room, it will be essentially a single, large room.

V-C-1. Adult collections 1,700 square feet

Functions:

- a. **Storage for all of the department's collections.**

Placement:

- a. **Adjacent to other areas of Adult Services.**
- b. **Some user seating will be interspersed with book shelving**, particularly to take advantage of available daylight, which is great for reading but tends to fade books.

Features and equipment:

- a. **Shelving for 6,000 non-fiction books** on the equivalent of 21 double-faced 84" units (assuming 24 books per shelf and six shelves vertically).
- b. **Shelving for 8,500 fiction books** on the equivalent of 24 double-faced 84" units (assuming 26 books per shelf and seven shelves vertically).
- c. **Shelving for 1,500 mass market paperbacks** on the equivalent of 3 double-faced 84" units (assuming 32 books per shelf and nine shelves vertically).
- d. **Shelving for recent issues of four newspapers** stacked flat on one-half of one 60" shelving unit. (The current issue of each newspaper will be on a table top in the department.) These will fit somewhere, but space has not been allocated.
- f. **Shelving for 3,750 DVDs** on the equivalent of eight double-faced 60" shelving units (assuming 50 DVDs per shelf and five shelves vertically).
- g. **Shelving for 900 music CDs** on the equivalent of 2 double-faced 60" shelving units (assuming five flip bins vertically and 15 CDs per bin with five bins horizontally).

- h. **Shelving for 200 videogames** on the equivalent of one double-faced 60” shelving unit.
- i. **Shelving for 2,000 recorded books** on the equivalent of 11 double-faced 60” shelving units (assuming 18 books per shelf and 5 shelves vertically).
- l. **Book truck displaying recently returned materials.**
- m. **Two OPACs** (Online Public Access Catalog workstations) at the ends of stack units. At least one OPAC will need to be accessible to users with disabilities.
- n. **Three A-frame display units for new books and AV.** Each unit will be double-faced and four feet long.
- o. **Aisles in shelving areas will be 42 inches wide.**

Estimate of required space:

Non-fiction books: 21 units @ 23.5 sf.....	352
Fiction books: 24 units @ 23.5 sf.....	400
Mass-market paperbacks: 3 units @ 23.5 sf.....	47
DVDs: 8 units @ 23.5 sf.....	141
CDs: 2 units @ 23.5 sf.....	47
Videogames: 1 unit.....	24
Recorded books: 11 units @ 23.5 sf.....	258
Truck for recently returned items	10
Book truck for newly returned materials	15
2 OPACs @ 10 sf.....	20
3 A frames for new material @ 75 sf	<u>225</u>
Subtotal	1,539
Circulation space.....	<u>161</u>
Total	1,700 square feet

V-C-2. Adult user seating 1,050 square feet

Placement:

- a. **Tables can be scattered throughout the department.** Many libraries place reading tables by windows, since users like sunlight and books do not.
- b. **The eight armchairs will be in an area sufficiently separate for a discussion group to use the armchairs.**
- c. **Access to electrical power is essential for reading tables and highly desirable for armchairs, and this may affect their location.**

Features and equipment:

- a. **Seating at four 4-person reading tables.** Tables will have tops a minimum of 3 by 5 feet. They will have no aprons. Each table will have an electrical outlet in the center of the table top for use with laptops and other equipment.
- b. **Seating at four two-person tables.** Tables will have tops a minimum of 3 by 3 feet. They will have no aprons. Each table will have an electrical outlet in the center of the table top for use with laptops and other equipment.
- c. **Eight armchairs.**

Estimate of required space:

4 4-person reading tables @ 100 sf.....	400
4 2-person reading tables @ 60 sf.....	240
8 armchairs @ 40 sf	<u>320</u>
Subtotal	960
Circulation space.....	<u>90</u>
Total	1,050 square feet

V-C-3. Adult study rooms 500 square feet

The expanded library will include four study rooms.

Functions:

- a. Study rooms will be designed to prevent the transmission of noise while remaining easy for library staff to supervise.
- b. Uses will include quiet study, tutoring, small group meetings, student project groups, test taking, noisy computer use, etc.

Placement:

- a. Where people in the rooms can be seen by library staff.
- b. Study rooms can be laid out like beads on a chain, separated by glass walls.

Features and equipment:

- a. Each room will be large enough for a 4-person table.
- b. Rooms will have floor-to-ceiling glass walls on three sides. In order to meet codes, glass walls will need horizontal mullions.
- c. Rooms will have electrical outlets for computer use. Ideally, one end of the table in each room will be against a wall without windows. Electrical outlets will be above table top height, so that users do not have to crawl under tables to plug in their computers. Electrical outlets will be quad boxes to permit more than two computers to be plugged in.
- d. Each room will have a thermostat.
- e. To control noise between rooms, air supplies and returns will be separately ducted, and walls between rooms will continue past the ceilings to the bottom of the roof.

Estimate of required space:

4 study rooms at 125 sf..... 500 square feet

V-C-4. Adult computer workstations

225 square feet

Functions:

- a. **Hard wired computer workstations**
- b. **If demand exceeds planned space, additional laptops and tablets will be available for in-library use at the service desk.**

Placement:

- a. **Where the computers can be seen from the main lending desk**, for oversight and staff assistance.

Features and equipment:

- a. **Six computer workstations.** Computers will be located on individual rectangular tables about 4 feet by 32 inches. Ideally, the tables will be placed so that users do not have to sit with their backs to the room.
- b. **Shared printer.**

Estimate of required space:

6 workstations @ 30 sf.....	180
Printer	<u>15</u>
Subtotal	195
Circulation space.....	<u>30</u>
Total	225 square feet

V-C-5. Makerspace and adult crafts 375 square feet

Functions:

- a. A space for library users to work on projects and crafts.

Placement:

- a. **A glass-walled room designed to control noise but allow easy staff supervision.** To control noise, the walls of the room will continue past the suspended ceiling to the bottom of the roof above. The room will have a separate thermostat and separately ducted air supplies and return.
- a. **Close enough to the lending desk to allow staff supervision and assistance.**

Features and equipment:

- a. **Space for up to six people to use the area comfortably.**
- b. **Three 3D printers.**
- c. **Computer.**
- d. **Green screen.** Basically, the equivalent of a popup movable projection screen about four feet wide.
- e. **Sewing machine** on a separate six foot long table.
- f. **Craft counter space about 20 feet long and 32” deep,** ideally set up in an L-shaped arrangement on two walls of the room. The computer and the 3-D printers will be on the counter. Equipped with five swivel chairs on casters.
- g. **Shelving for craft books** on the equivalent of two double-faced 84” units.
- h. **Shelving for craft supplies** on the equivalent of two double-faced 84” units with all shelves 11” (nominal 12”) deep.
- i. **Storage closet.** To prevent the closet from being narrow and deep, it will have double doors facing the room.

Estimate of required space:

Work counter 20 by 6 feet	120
Green screen	30
Sewing machine	30
4 shelving units @ 23.5 sf	94
Storage closet	<u>75</u>
Subtotal	349
Circulation space.....	<u>26</u>
Total	375 square feet

Summary of Adult Services spaces:

Collections	1,700
User seating	1,050
Study rooms	500
Computers	225
Makerspace and adult crafts	<u>375</u>
Total	3,850 square feet

V-D. Young Adult Services 1,025 square feet

Young Adult Services will include collections and seating and activities for students in middle school and high school.

Young Adult Services will be adjacent to Adult Services rather than to Children’s Services.

V-D-1. Young Adult collections 175 square feet

Placement:

- a. Next to young adult seating.

Features and equipment:

- a. **Shelving for 2,500 young adult books** on the equivalent of seven double-faced 84” shelving units (assuming 28 books per shelf and seven shelves vertically). Hardbound and paperbound books will be interfiled.

Estimate of required space:

Books: 7 units @ 23.5 sf.....	164
Circulation space.....	<u>11</u>
Total	175 square feet

V-D-2. Young Adult seating 475 square feet

Placement:

- a. Next to young adult books.

Features and equipment:

- a. **Two diner-style booths**, each with space for four young adults. The booths will be made of separate components—a central table and two padded benches with backs—so that they can easily be moved or rearranged.
- b. **Two four-person reading tables on casters with side chairs on casters to make it easy for users to rearrange the furniture.** The tables will not have aprons or bars connecting the legs. Tops will not be made of chipboard.

Providing essential electrical power to movable tables will require review with the architect's electrical engineers.

- c. **Three armchairs with movable working surfaces.** A wide variety of equipment is available with swiveling working surfaces.

Estimate of required space:

2 booths @ 60 sf	120
2 4-person tables @ 100 sf.....	200
3 armchairs @ 35 sf	<u>105</u>
Subtotal	425
Circulation space.....	<u>50</u>
Total	475 square feet

V-D-3. Young Adult video game corner

375 square feet

Functions:

- a. Space for departmental users to interact and play video games preloaded onto devices.

Placement:

- a. Next to young adult books and seating.
- b. Designed to limit noise transmission but provide clear sight lines for staff supervision.

Features and equipment:

- a. Video game console with controllers.
- b. Television set.
- c. Two armchairs.
- d. Two movable benches for two (or three squeezed in).
- e. Floor space to allow extra seating to be moved in from the YA seating area.
- f. Method of controlling noise, possibly with a glass wall. Walls will be glass from about 1 foot to 7 feet above the floor. (This will require a horizontal muntin, which will not be problem for the library. Partitions will continue above the suspended ceiling to the underside of the roof.)

Estimate of required space:

Video game console	40
Television set.....	20
2 armchairs @ 35 sf	70
2 benches @ 50 sf	100
Extra floor space	<u>100</u>
Subtotal	330
Circulation space.....	<u>45</u>
Total	375 square feet

Summary of young adult spaces

Collections	175
Seating	475
Video game corner	<u>375</u>
Total	1,025 square feet

V-E. Children's Services 4,375 square feet

Children's Services will all be located in a single, contiguous area of the library.

For security purposes, Children's Services will not be a passageway to other areas of the library.

Collections and seating for younger children will be grouped together, as will collections and seating for older children.

A staff member seated at the Children's Services desk should be able to supervise the entire department.

Except for situations where partitions are necessary, all of the contents of the department should be able to be rearranged.

V-E-1. Children’s Service Desk 150 square feet

Functions:

- a. **Provision of reader guidance and other help to children and their parents and caregivers.**
- b. **Supervision of the Children’s Services area.**
- c. **The Children’s Service Desk will be staffed at peak times, but not at all times the library is open, so the Children’s Services area must also be visible from the main Service Desk and from library staff workspaces.**
- d. **Because the Children’s Service Desk will not be staffed at all times, the computer and telephone used by the librarian may need to be able to be locked away.**
- e. **Collections for children of all ages will be stored by the service desk.**

Placement:

- a. **In a position allowing staff at the desk to see as much as possible of the Children’s Services area.**
- b. **If possible, the desk will be located between services for younger children and services for older children.**

Features and equipment:

- a. **L-shaped seated height desk at a height convenient for children.**
- b. **One chair for the librarian staffing the desk.**
- c. **One chair in front of the desk for library users.**
- d. **Desktop space for a computer.** The library will consider using a computer with two screens, one facing the librarian and one the user, so that the user can see what the librarian is finding without having to look over the librarian’s shoulder. Since the desk will not be staffed at all times, the library will have to decide in advance what to do with the computer when the desk is not staffed. The best solution may be to rely on passwords for use of the staff computer.
- e. **A telephone.** Like the computer, this will need to be put away when the desk is not staffed. The easy way may be to unplug the phone and lock it inside a desk drawer.

- g. The desk will be modular and easily movable.**
- h. Shelving for 1,250 children’s DVDs** on the equivalent of three double faced 60” shelving units (assuming 50 DVDs per shelf and five shelves vertically).

Estimate of required space:

Desk with chair for librarian.....	60
Chair for library users	12
3 shelving units @ 23.5 sf	<u>70</u>
Subtotal.....	142
Circulation space.....	<u>8</u>
Total	150 square feet

V-E-2. Computer workstations 150 square feet

Functions:

- a. Workstations for library users.

Placement:

- a. Near the service desk.

Features and equipment:

- a. Four workstations, either at separate tables or at shared spaces.
- b. Each workstation will have a padded bench where two children or a parent and a child can sit together.
- c. Initial equipment will include one personal computer, one Kindle Tablet, and two iPad Tablets.

Estimate of required space:

4 workstations @ 35 sf.....	140
Circulation space.....	<u>10</u>
Total	150 square feet

V-E-3. Services for younger children

1,500 square feet

Services for younger children will provide seating and materials for children through about second grade, plus their parents and caregivers.

V-E-3-a. Collections for younger children

575 square feet

Placement:

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

Features and equipment:

- i. **Storage for 5,500 hardbound picture books** (E books) stored in flip bins. Bins vary. This program assumes 10 books per square foot, but this will need to be verified by the interior designer.
- ii. **Storage for 500 board books in ten plastic tubs** (assuming 50 books per tub).
- iii. **Storage for 1,500 ER (early reader) books** on the equivalent of five 48” high shelving units (assuming 40 books per shelf and 4 shelves vertically).
- iv. **Toys on one double-sided 48” unit.**

Estimate of required space:

Picture books: 5,500 books @ 10/sf.....	350
Board books: 10 tubs @ 5 sf.....	50
ER books: five units @ 23.5 sf.....	<u>118</u>
Subtotal.....	518
Circulation space.....	<u>57</u>
Total	575 square feet

V-E-3-b. Seating for younger children 425 square feet

Functions:

- i. Seating for children through about grade two, plus their parents and caregivers.
- ii. Floor space for very small children.

Placement:

- i. Adjacent to collections for younger children.

Features and equipment:

- i. **Two loveseats** for parents and children to sit together. The loveseats will be compact, with wooden arms.
- ii. **Four primary sized tables** with four chairs each.
- iii. **Floor space for toddlers.**
- iv. **Window seats for parents and children**, if the design of the building permits.
- v. **Stroller parking** for up to three strollers.

Estimate of required space:

2 loveseats @ 60 sf.....	120
2 primary tables @ 60 sf.....	120
Floor space for toddlers	100
Window seats	to be determined
Stroller parking.....	<u>45</u>
Subtotal	385
Circulation space.....	<u>40</u>
Total	425 square feet

V-E-3-c. Play space for younger children 500 square feet

Functions:

- i. Play equipment for children through about grade two.

Placement:

- i. Adjacent to collections and seating for younger children.

Features and equipment:

- i. Puppet theater and stand with hand puppets.
- ii. Playhouse. A small plastic structure designed for home use.
- iii. Reading structure. A creative structure providing places to read and to climb. A wide variety of structures like this are available from companies like Gressco.
- iv. Lego Duplo table.
- v. Bead table.
- vi. Craft table.

Estimate of required space:

Puppet theater and puppet stand	100
Playhouse	125
Reading structure.....	100
Lego Duplo table.....	50
Bead table	25
Craft table	<u>50</u>
Subtotal	450
Circulation space.....	<u>50</u>
Total	500 square feet

Summary of spaces for younger children:

Collections	575
Seating	425
Play space.....	<u>500</u>
Total	1,500 square feet

V-E-4. Services for older children 875 square feet

V-E-4-a. Collections for older children 475 square feet

Placement:

- i. Near seating for older children.

Features and equipment:

- i. Shelving for 3,235 J fiction books on the equivalent of nine double-faced 60” shelving units, assuming 35 books per shelf and 5 shelves vertically.
- ii. Shelving for 3,534 J non-fiction books on the equivalent of nine double-faced 60” shelving units, assuming 50 books per shelf and 4 shelves vertically.

Estimate of required space:

J fiction: 9 units @ 23.5 sf.....	212
J non-fiction: 9 units @ 23.5 sf	<u>212</u>
Subtotal	424
Circulation space.....	<u>51</u>
Total	475 square feet

V-E-4-b. Seating for older children 400 square feet

Placement:

- i. Next to collections for older children.

Features and equipment:

- i. **Three four-person adult-sized tables**, with electrical outlets in the center of their tops. The table tops will be a minimum of 3 by 5 feet. The tables will not have aprons.
- ii. **One diner style booth**. The table and bench seats will not be attached, in order to allow rearrangement as needed.

Estimate of required space:

3-person tables @ 100 sf.....	300
Diner booth.....	<u>60</u>
Subtotal.....	360
Circulation space.....	<u>40</u>
Total	400 square feet

Summary of spaces for older children

Collections	475
Seating	<u>400</u>
Total	875 square feet

V-E-5. Craft and Story room 1,300 square feet

Functions:

- a. Room for library programs for children.
- b. The room will be designed so it can also be used by outside groups if the library decides to do so.

Placement:

- a. Adjacent to the Children's Services area.
- b. Ideally, in a location that will not lead adults using the Craft and Story room to walk all the way through the Children's Services area.

Features and equipment:

- a. Floor space sufficient for 50 children seated at tables plus 50 children seated on the floor. (Many children's programs consist of both stories and crafts, and children need to be able to move from one area to the other without relocating furniture.)
- b. Seating for 50 children at 8 flip-top tables of 6 or 7 children each.
- c. Floor space for 50 children seated on two large rugs.
- d. Floor space for a story teller.
- e. Counter 15 feet long with:
 - i. Two sinks, one set low for use by very small children.
 - ii. Locking cupboards, cabinets, and drawers above and below the counter. (All cabinets and drawers must have locks. Drawers will have ball-bearing double-extension hardware.)
 - iii. Electrical outlets every two feet along the counter top, on at least four separate 20-amp circuits.
- d. Apartment sized refrigerator.

- e. **Windows to the area of Children’s Services outside the craft and story room,** so parents can see what their children are doing.
- f. **Projection equipment, including:**
 - i. **Ceiling mounted digital projector.**
 - ii. **Motor-driven projection screen with key switch.**
 - iii. **Speaker system** for the projector.
 - iv. **Any projection equipment not mounted on the ceiling will be on a cart that can be stored in the Craft and Story room storage closet.**
- g. **Wall phone with access code.**
- h. **Washable floor.**
- i. **Coat hooks.** Non-breakable with broad ends.
- j. **Locking storage closet, with space for**
 - i. **Eight craft tables.**
 - ii. **Fifty stack chairs** to go with the craft tables.
 - iii. **Two rolled up story hour rugs,** each about 10 by 15 feet.
 - iv. **AV cart**
 - v. **The equivalent of 10 single-faced, 7 foot-high, 12” deep shelving units** for storage of craft and program supplies.

Estimate of required space:

50 children at tables @ 12 sf.....	600
50 children seated on the floor @ 6 sf.....	300
Space for a story teller.....	100
Counter space.....	90
Refrigerator.....	20
Storage closet	<u>150</u>
Subtotal	1,260
Circulation space.....	<u>40</u>
Total	1,300 square feet

V-E-5. Family restroom unassigned space

Functions:

- a. **Single user restroom designed for parents assisting children.** Rooms like this are particularly useful when parents are assisting children of the opposite sex
- b. **If the library wishes, the room may also be used by older couples assisting each other.**

Placement:

- a. **Near the craft and story room, where emergency situations are apt to occur.**

Features and equipment:

- a. **Adult height toilet and sink.**
- b. **Changing table with diaper pail.**
- c. **Ceramic tile floor and walls.**
- d. **Small shelf for miscellaneous objects.**
- e. **Two coat hooks on the back of the door.** Hooks will not be made of cast zinc.
- f. **Fold-down infant seat on the wall.**

V-E-6. Children's Services storage 200 square feet

Functions:

- a. Storage for the endless quantities of art supplies, posters, puppets, stuffed animals, seasonal books, craft supplies, and other materials that children's departments always accumulate.

Placement:

- a. Adjacent to the department.

Features and equipment:

- a. Storerooms of this type need both shelving and open floor space.
- b. Storerooms are a great place to use obsolete shelving.

V-E-7. Children's Services workroom

200 square feet

Functions:

- a. **Workroom for Children's Services staff.**
- b. **Storage for books and supplies.**

Placement:

- a. **Adjacent to the department.**

Features and equipment:

- a. **Doors to the Children's Services area and to the Children's Services storeroom.**
- b. **One or more windows with Venetian blinds facing the Children's Services area.**
- c. **L-shaped desk with space for a computer, printer, and telephone.** The computer may be equipped with two flat-screen monitors, back to back, to allow the staff member at the desk to show visitors material on the staff monitor.
- d. **Two visitors' chairs.**
- e. **Wall mounted work counter, about 10 feet long by 30 inches deep.** The counter will face the desk, so that the staff member can swivel back and forth between the desk and work counter.
- f. **Three single-faced 84" wall-mounted steel shelving units.**
- g. **Two legal-sized four-drawer lateral filing cabinets**

Estimate of required space:

Desk with chair	60
2 visitors' chair @ 15 sf	30
Work counter	30
3 shelving units @ 10 sf	30
2 filing cabinets @ 10 sf	<u>20</u>
Subtotal	170
Circulation space	<u>30</u>
Total	200 square feet

Summary of Children's Services Spaces

Service desk	150
Computer workstations	150
Services for younger children	1,500
Services for older children	875
Craft and Story room	1,300
Family restroom	unassigned space
Storage	200
Staff workroom	<u>200</u>
Total	4,375 square feet

V-F. Meeting room 2,575 square feet

The meeting room described here is one that will meet the library's specific needs. Although the current meeting room is unlikely to be altered in size, it may be possible to add features that are not currently present.

Functions:

1. **The meeting room will provide space for 150 adults on stacking chairs, 75 adults seated at tables, or 300 children seated on the floor.**
2. **In addition to floor space, the meeting room will provide projection equipment, kitchenette facilities, storage, etc.**

Placement:

1. **The meeting room will be accessible from the main entry vestibule,** enabling it to be used after hours when the door between the vestibule and the main library room is locked.

Features and equipment:

1. **Open floor space sufficient for 150 people seated on chairs, 75 people seated at tables, or 300 children seated on the floor.**
2. **Projection equipment** consisting of:
 - a. **Ceiling mounted digital projector.**
 - b. **Power driven screen** with key switch.
 - c. **Speaker system.**
 - d. **Lectern with separable microphone,** connected to the speaker system.
3. **Kitchenette** consisting of:
 - a. **The kitchenette will be an alcove work area separated from the meeting room by a counter accessible from both sides,** with two openings in the counter where people can pass the meeting room into the kitchenette. (The purpose of having more than one opening in all library

counters is to avoid situations where someone can be trapped behind a counter.)

- b. Apartment-sized refrigerator on its own circuit.**
 - c. Counter with deep sink** and goose neck faucet, providing enough clearance for coffee urns to be filled.
 - d. Locking cabinets and drawers.** Drawers will have ball-bearing double-extension hardware. Locks will enable the cabinets and drawers to be used to store the library's hospitality supplies.
 - e. Ten feet of open counter space** with outlets every 18 inches supplied by a *minimum of four separate 20-amp electrical circuits.*
- 5. Furnishings:**
 - a. 150 stack chairs**
 - b. Ten 4-person tables.** Tables will be on locking casters with tops that flip vertically for storage.
 - c. Lectern.**
 - d. AV cart.**
- 7. Ceiling.**
 - a. Minimum ceiling height 10 feet,** to provide space for lighting and to enable people to see projected images over the heads of people sitting in front of them.
 - b. Acoustic ceiling**
 - c. The ceiling will NOT have perimeter soffits.** If a more finished look is needed, the room will have crown moldings.
- 8. Lighting**
 - a. Lighting by means of pendant uplights** as used in the rest of the library building. (Care will be taken to be sure that no fixtures interfere with the projection beam from the ceiling-mounted projector.)
 - b. Fixtures will have three tubes each,** with the center tubes switched separately, to permit one, two, or three tubes to be illuminated.
 - c. The fixtures at the front of the room will be switched separately,** to allow the front of the room to be lighter or darker than the rest of the room.

- d. **There will be no recessed downlights, except perhaps where the pendant fixtures would interfere with the projector beam.**
 - e. **Lights will be switched with standard switches.** There will be no preset scenarios or scenes.
9. **Electrical power**
- a. **Outlets will be located every six to eight feet on all perimeter walls**
 - b. **Floor outlets on a grid of 10 by 10 feet or less.**
10. **Storage closets**
- a. **Furniture.** The architect will verify that the selected furniture (including tables, chairs, and lectern) will fit in the estimated space.
 - b. **All storage closets will have double doors** to make it easier to move things in and out.
 - c. **All closets will have locking doors.**
 - d. **No closets will be used to house irrelevant mechanical or electrical equipment.**
11. **One hundred fifty coat pegs, at staggered heights.**
12. ***The Meeting Room will NOT have a movable room divider wall.***

Estimate of required space:

Floor space for seating (150 @ 12 sf)	1,800
Space for program presenters.....	100
Kitchenette	90
Furniture closet.....	150
Program closet	125
150 coat pegs @ 0.5 sf.....	<u>75</u>
Subtotal	2,340
Circulation space.....	<u>235</u>
Total	2,575 square feet

V-G. Public restrooms unassignable space

Functions:

- a. Restrooms for library users.
- b. Restrooms will be sufficient to meet the requirements of the Illinois Plumbing Code.
- c. Ideally, with the exception of the staff restroom, two restrooms will meet the needs of the entire building. However, the placement of the current two small restrooms shared by the village and library may make this impossible.

Placement:

- a. Ideally, in a location where the restrooms will be accessible from the meeting room when the rest of the library is closed.
- b. If the building's existing restrooms are not sufficient to meet the requirements of the Illinois Plumbing Code, additional restrooms may include a staff restroom and a family restroom close to Children's Services.
- b. If at all possible, restroom doors will be visible to library staff at the main Service Desk.
- c. Restrooms designed for two or more users will be laid out so that no fixtures or mirrors are visible when the doors are open.

Fixtures and equipment:

- a. Ceramic tile floors with dark grout.
- b. Floor drains.
- c. A minimum of two sinks and two toilet stalls in the women's restroom, and two sinks, a toilet stall, and a urinal in the men's restroom.
- d. Toilets will be wall mounted and have flush valves.
- e. Sinks will be strong enough to bear the weight of a large adult.
- f. Sinks and towel dispensers will be operated by electric eyes. If toilets are operated by electric eyes, they will have additional push button controls.

- g.** Illinois codes require occupancy sensors to operate restroom lights. *Lights will be operated by the motion of the restroom doors and NOT require users to grope their way into dark restrooms in order to turn on the lights. Occupancy sensors will detect the presence of people in all of the toilet stalls.*
- h.** If paper towel dispensers have built in waste containers, these tend to fill up extremely rapidly, and the restrooms will therefore have floor space for additional waste baskets.
- i.** Both men's and women's restrooms will have baby changing tables, with space for diaper pails beneath.
- j.** The handicapped stalls in both restrooms will have fold-down infant seats.
- k.** Ideally, doors will swing outwards, so that users who have just washed their hands do not have to grab dirty door handles. If this is not possible, there will be floor space for waste baskets by the doors.
- l.** Restrooms will be engineered to be tornado resistant. Because of this, there will be no ornamental frosted exterior windows in the restrooms.
- m.** Restroom fixtures will not need to be used as mop basins. The custodial facilities elsewhere in the building will include a mop sink.

V-H. Main staff workroom 450 square feet

Functions:

- a. **Workroom space for library staff.**
- b. **Workroom space for the Friends of the Library.**
- c. **Storage for supplies, in-process items, records of orders, and other items needed by the staff.**

Placement:

- a. **Ideally, staff in the main workroom will be able to oversee adjacent public areas of the library.**

Features and equipment:

- a. **Cataloging workstation**
 - i. **L-shaped work counter with swivel chair.**
 - ii. **One five-drawer legal-size filing cabinet.**
 - iii. **Floor space for two book carts.**
 - iv. **Eight single-faced 84” shelving units, as follows.**
 - 1 Books to be withdrawn**
 - 1 Books to be repaired**
 - 2 Supplies**
 - 1 New books**
 - 3 Gift books**
- b. **Adult program coordinator workstation**
 - i. **L-shaped work counter with swivel chair.**
 - ii. **One five-drawer legal-size filing cabinet.**
 - iii. **Two single-faced 84” shelving units.**
- c. **Extra staff workstation.** Every library adds additional staff sooner or later, but many library make no provision for places for these people to work.

Estimate of required space:

Cataloging workstation	120
Adult Program coordination workstation.....	100
Counter for book preparation and repair	75
Computer printer/copier	15
Washer and dryer.....	30
Work table	60
Mail cubbies.....	10
2 stacks of lockers @ 5 sf.....	10
Coat hooks: 6 coats @ 0.5 sf.....	<u>3</u>
Subtotal.....	423
Circulation space.....	<u>27</u>
Total	450 square feet

V-I. Director's workroom 300 square feet

Functions:

- a. **Workspace for the library director.**
- b. **Space for small meetings** with staff and board members.
- c. **Storage** for important library records.

Placement:

- a. **In a visible location.**
- b. **Near the bookkeeper's workroom.**
- c. **The director's workroom will not be a passageway to any other room.**
- d. **Windows in the workroom will provide excellent sight lines to the public areas of the library.**

Features and equipment:

- a. **L-shaped desk** with telephone, computer, printer, and chair.
- b. **Credenza** with legal-sized file drawers.
- c. **Two visitors' chairs.**
- d. **Small conference table** with four chairs.
- e. **Two 5-drawer legal-sized locking vertical file cabinets.**
- f. **Three single-faced 84" shelving units.**
- g. **Windows to the rest of the library,** with Venetian blinds.
- h. **Door to main area of library.**
- i. **Coat hook on back of door.**

Estimate of required space:

Desk	70
Credenza	30
2 visitors' chairs @ 12 sf	24
Conference table.....	100
2 filing cabinets @ 10 sf.....	20
3 shelving units @ 10 sf	<u>30</u>
Subtotal.....	274
Circulation space.....	<u>26</u>
Total	300 square feet

V-J. Bookkeeper's workroom

175 square feet

Functions:

- a. **Workspace for the library bookkeeper.**
- b. **Storage** for important library records.

Placement:

- a. **Near the director's workroom.**

Features and equipment:

- a. **The bookkeeper's workroom will not be a passageway to any other part of the library.**
- b. **L shaped desk with chair.** The desk will provide space for a computer, printer and phone.
- c. **One visitor's chair.**
- d. **Wall-mounted work counter,** 30 inches deep and 10 feet long. The counter will be positioned so the bookkeeper can swivel from the desk to the counter.
- e. **Three legal-sized 5-drawer filing cabinets.**
- f. **Fireproof filing cabinet.**

Estimate of required space:

Desk with chair.....	70
Work counter.....	30
Visitor's chair.....	12
3 filing cabinets @ 10 sf.....	30
Fireproof filing cabinet.....	<u>12</u>
Subtotal.....	154
Circulation space.....	<u>21</u>
Total	175 square feet

V-K. Staff restroom unassignable space

Functions:

1. Restroom for use exclusively by library staff.

Placement:

1. Accessible from a staff hallway, not from a public area of the library. And not accessible from an area where food is served.

Features and equipment:

1. Wall-mounted flush-valve toilet.
2. Sink and mirror.
3. Small hutch on one wall.
4. Ceramic tile floor with very dark grout.
5. If the restroom has motion-detector lighting, the lighting will be activated by the motion of the door opening and not require users to grope their way into a dark room.
6. ADA accessible.

V-L. Library storeroom 500 square feet

Functions:

1. Storage of library miscellany of all sorts.
2. Storage of Friends of the Library book sale books.

Placement:

1. Close to the main staff workroom.

Features and equipment:

1. **The records storage closet requires a specific configuration to hold the files and shelving listed.** A room of 500 square feet of any random shape is not sufficient. The interior designer will make sure that the specified shelving will fit.
2. **Storage rooms are a great place to use obsolete shelving.**

V-M. Custodial spaces unassignable space

Custodial spaces are in the shared portion of the building.

Custodial supplies used specifically by the library will be kept in the library storeroom.

V-N. Exterior details

Among other standard exterior details, the library will include

1. **Electrical outlets** every fifty feet on exterior walls. Outlets will be on a dedicated circuit, not tied into other circuits inside the building.
2. **Exterior water faucets** every 50 to 75 feet along exterior walls. It will be possible to turn off all exterior faucets by a valve inside the library.

VI. TOTAL ESTIMATED SPACE

Vestibule	unassignable space
Service desk	575
Adult Services.....	3,850
Collection	1,700
Seating.....	1,050
Study rooms.....	500
Computer workstations.....	225
Makerspace and crafts	375
Young Adult Services	1,025
Collection	175
Seating.....	475
Video game corner.....	375
Children’s Services.....	4,375
Service desk.....	150
Computer workstations.....	150
Younger children	1,500
Older children	875
Craft and story room.....	1,300
Family restroom	unassignable space
Storage	200
Staff workroom	200
Meeting room.....	2,575
Public restrooms	unassignable space
Main staff workroom	450
Director’s workroom	300
Bookkeeper’s workroom	175
Staff restroom	unassignable space
Library storeroom.....	500

Custodial spaces.....	unassignable space
Total assignable space.....	13,825
Unassignable space (figured at 25% of assignable space).....	3,450
Gross space	17,275 square feet

Notes:

“Assignable space” is space used for library functions, including book storage, user seating, computer workstations, staff workspaces, etc.

“Unassignable space” is space use for essential functions that do not serve library purposes, including vestibules, furnace rooms, restrooms, hallways, staircases, the thickness of walls, etc.

“Gross space” is the sum of assignable and unassignable space. It can be determined for an existing building by measuring the outside of the building.

VII. POSSIBLE ADDITIONS

The following space was deleted after Board review of the building program, in order to make room for two additional Adult Services study rooms.

Adult Services quiet reading room 275 square feet

Functions:

- a. Comfortable space for users to read undisturbed.
- b. To provide genuinely quiet space, the room will not have electrical outlets for computers. **HOWEVER**, outlets for possible future use will be present and covered with blank cover plates.

Placement:

- a. Close enough to the lending desk to allow staff supervision and assistance.
- b. Separated from the rest of the library by a glass partition.

Features and equipment:

- a. Four armchairs.
- b. Two footstools.
- c. **Gas log fireplace.** The fireplace will have a glass front. The gas log will be controlled by a key switch.
- d. **Separate thermostat, with separately ducted air supply and return.**
- e. **To insure quiet, the walls of the room will continue past the suspended ceiling to the underside of the roof above.**

Estimate of required space:

4 armchairs @ 40 sf	160
2 footstools @ 20 sf.....	40
Fireplace.....	<u>50</u>
Subtotal	250
Circulation space.....	<u>50</u>
Total	300 square feet