Stoughton Public Library

STOUGHTON, MASSACHUSETTS

BUILDING PROGRAM

October 2006

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STOUGHTON PUBLIC LIBRARY

The Stoughton Public Library Board of Trustees approve the Building Program

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Building Program
Stoughton Public Library

Executive Summary

Stoughton is a medium sized suburban community with great ethnic and religious diversity. Stoughton is located twenty miles south of Boston and is primarily a residential community with a range of both large and small businesses.

The population of Stoughton in 2000 was 27,149. According to the "Demography and PK-12 Enrollment Projections, February 2006" by the New England School Development Council, "Between 2000 and 2020, Stoughton's 0 to 19 age group is projected to decline by 531 persons (-157 by 2010), whereas the age 55+ group is expected to increase by 2,835 residents (+1,101 by 2010)" MAPC now projects the population of Stoughton to be 29,893 in 2030. For the purposes of this Study, it is the consensus of the Library Board of Trustees that the population figure of 30,000 for the year 2030 will be used.

The current library opened its doors in 1969 with 22,000 square feet on two floors. The first level has 14,000 sq. ft., including a Children's Area of 1,808 sq. ft., The Adult Reading Area has 1,020 sq. ft. and the Reference/Study Area has 1,774 sq. ft. The Young Adult Area has 1,182 sq. ft. There is a lockable area containing Local History, Genealogy and back issues – 579 sq. ft. The second level, 1,808 sq. ft., includes a Meeting Room, Trustees Conference Room, Director's and Secretary's Offices, the Staff Room and Work Room. The primary problems are that there is lack of adequate parking, not enough meeting room space, not enough computers, lack of space for quiet study, lack of space to expand the non-print or the print collection. Children's services are in cramped spaces. The Literacy Program does not have a separate space. There is no space for tutors and students. There is not enough desk space or office space. There is not enough storage space. The elevator is too small.

There are twenty "Special Concerns".

1. The Multilevel Addition and Renovation will optimally use the existing site, as well as the newly purchased site of 15,294 sq. ft. Continuing the existing multilevel library into the addition is preferred. The renovation should return the building to a fresh, airy, uncluttered look. Any maintenance issues should be addressed. Barriers to ADA compliance should be removed.
2. Historical Room, seating 12, will have humidity control to preserve the local history and genealogy collections.
3. Conference Room, seating 30, will accommodate community groups, as well as library programs and meetings.
4. Meeting Room/Exhibit Space/Kitchen, seating 150, needs to be renovated and updated. The art collection should be removed and stored flat per *Northeast Document Conservation Center Preservation Study*.
5. Quiet Room, seating 4, will be available for small group meetings or individuals seeking quiet space.

6. Tutoring Rooms (3) seating 2 each, will be located in the Multicultural Learning Center.
7. Multicultural Learning Center is a centralized space designated for materials in foreign languages, the 3 tutoring room and the office for the Literacy Coordinator.
8. Information Technology Center is a centralized space designated for computers, printers and any other equipment or items having to do with Information Technology. A computer classroom will be included.
9. Exhibit Space must be provided in the new facility. The Dorothy M. Woodward Gallery provides space for fine art currently and should be continued.
10. Technical Services Room is an open work area. Plenty of storage should be provided. Careful planning for the multiple tasks taking place in this room is a must.
11. Circulation Work Room is the major work space in the Library. Desks for the Head of Circulation, Reference/Adult Services and the Young Adult Librarian are located here.
12. Children's Room should reflect the current and anticipated future usage and holdings statistics. It should be light and airy, homey and inviting, with enough room for different functions and ages, yet not fragmented.
13. Story Hour/Craft Room, seating 30 is primarily for library children's programs, but could be used for other meetings or programs.
14. Young Adult Room provides space for the young adults' information needs, as well as their need to socialize.
15. Café Area, seating 8, is an attractive, cozy area, contributing to the "experience" of coming to the Library. There is space for two tables for two each and one table for four. A Friends' area for the ongoing book sale could be located here.
16. Outdoor Commons/Garden Area will provide space for events, programs or a place to sit – rain or shine. This should be a flexible, attractive area for book sales, summer events or outdoor story hours.
17. Efficient Use of Staff should be shown in the design. Clear unobstructed views to multiple areas should be the rule.
18. Efficient Use of Space includes adaptable spaces. Any area should be able to accommodate overflow from other areas with little line of demarcation.
19. Storage should be plentiful; in particular, Custodial Area, Children's Room, Circulation Room, Technical Services Room, Meeting Rooms, Staff Room, and Kitchen.
20. Site of the Library is located on a sloping site of 38,800 sq. ft. The two lots on the east side of the Library have been purchased to provide room for the addition and parking.

General Characteristics of the facility should include the following. The Stoughton Public Library is an integral part of the Stoughton Community. The Library must be a diverse, broad-based institution able to serve all the residents of Stoughton and the larger community. The library must continue to be a beautifully functional building.

High priority must be given to the warm, welcoming ambience of the existing building. It should be easily supervisable and easily maintained. It should be environmentally safe and energy efficient. There should be plentiful storage areas and the building should be able to accommodate whatever the electronic needs of the future will be. The facility should be fully accessible to the disabled, meeting or exceeding ADA Standards. The acoustics, lighting, HVAC, fire protection and security should be highly effective systems.

The building will include four rooms available for meetings or programs. The existing Meeting Room seats 150, the Conference Room seating 30, the Historical Room seating 12 and the Children's Story Hour/Craft Room seating 25. An Audiovisual Area is close to the Young Adult Area. There is a Photocopier Area.

The New Books/ Periodical Browsing Area , the Large Print/Paperback Area and the Reference/Study Area will provide adequate seating for browsing and study.

The Multicultural Learning Center and the Information Technology Center gathers together similar functions for ease of use.

Storage areas are located throughout the building: custodial area, circulation and technical services rooms, offices, meeting rooms, story hour/craft room, closed storage and in kitchen and galley areas.

Office/work space includes the Director's Office, Assistant Director's Office, Secretary's Office, four desks and two work stations in the Circulation Work Room, three desks and two work stations in the Technical Services Room, the Children's Librarian's Office, the Literacy Office and the Outreach Office. Provisions have been made for 57 machine work stations. The collection capacities are as follows: Children's Room 37,300, Adult Bookstacks 51,497, Reference 2,000, Historical Room 2,000, Periodicals 340, Young Adult 10,000, Large Print/Paperbacks 6,800, Information/Technology Center 300, Multicultural Language Center 5,100 and Adult Non-print 8,200 for a total of 123,537. Seating for the public totals 199, seats from four meeting rooms total 217. The building has 39,382 square feet.

The building must be highly efficient, utilizing flexible spaces, so that it will meet the informational, educational and cultural needs of the citizens of Stoughton well into the twenty-first century.

October 2006

Marjorie L. Judd
Library Consultant

Building Program
Stoughton Public Library

I. Introduction

The objective of this document is to present detailed architectural building requirements for the proposed expansion of the Stoughton Public Library.
The Program also details the problems to be solved by an architectural design.

The programming process has included consultations and meetings with the following groups and individuals: the Director, Trustees, Staff, Town Officials and the Public. (See Appendix A.)

Data from the Staff and the Director have been incorporated into the Program. (See Appendix A.)

The result is a statement of space requirements, relationships between areas and concepts of overall uses of the Stoughton Public Library.

II. The Town of Stoughton, Massachusetts

Description and History

The Town of Stoughton is a medium sized suburban community with great ethnic and religious diversity. Stoughton is located twenty miles south of Boston and is primarily a residential community with a range of both large and small businesses.

Transportation to Boston (22 miles away) is convenient by both commuter rail and major highways, Routes 24, 27, 139 and I93, and I95 make other job locations convenient. Stoughton is bordered by Sharon on the west, Canton on the north, Randolph on the northeast, Avon on the east and Brockton and Easton on the south. It has 16.27 square miles and is located in Norfolk County

.

First settled in the early 1600s by European settlers as part of the Dorchester Land Grant, the land was part of the Ponkapoag Plantation, which had originally been set aside for that tribe. The rich history of Stoughton includes being called the "Birthplace of American Liberty" because on August 16, 1774, at the Doty Tavern, the first formal meeting, or County Congress, was held to write the principles of American Independence. "This document was carried on horseback by Paul Revere...and electrified a discordant Congress at Philadelphia with the boldest statement ever made on the continent." (*Beyond the Blew-Hills* by John E. Flynn, Stoughton Historical Society, 1976, p. 6.)

"Until early in the 19th century, Stoughton was primarily a self-sufficient farming community. In 1821, Isaac Beals commenced the manufacture of boots....Until the Civil War, Stoughton was the center of that industry....In 1872 a corporation known as the Stoughton Boot and Shoe Company was formed which created a resurgence of the shoe industry here. By 1883 there were 15 boot and shoe firms in the town." (*This is Stoughton: a Citizen's Guide to Our Town,* League of Women Voters of Stoughton, 1982, p. 8.)

Manufacturing continues in Stoughton, as well as wholesale and retail businesses. This has attracted immigration, especially from Portugal . In 1974 the "Stoughton Chronicle" inaugurated a weekly section in Portuguese. Stoughton is also the home of immigrants from Brazil, "as well as at least 17 different countries according to public school student census. The Mass. Dept. of Education has also identified Stoughton as a town that has a higher rate of adults without a high school diploma than the state average." (*Stoughton Public Library Long Range Plan 2007 – 2010*, Summary.)

The Stoughton community has an active core of volunteers in the schools, the library, town government and churches, and in sporting and cultural activities as well. Residents take pride in the history and character of the Town.

Population

The population remained stable from 1980 to 1990. The 1990 census showed the population to be 26,777. At the time of the 2000 federal census, Stoughton's population

was 27,149. The decade from 1990 to 2000 showed only a 1.3% increase. "MAPC Community Population Forecasts" predicts that the population in Stoughton will be slightly reduced by 2025 to 23,703. This figure has been deemed too conservative due to the fact that Stoughton has now been permitted to receive water from the Massachusetts Water Resource Authority. In the past, there was a cap on new building starts due to the lack of sufficient water. Since 2003, Stoughton has been permitted to draw water from MWRA. Therefore, these predicted population figures are not accurate. The following Study has updated these projections.

According to the "Demography and PK-12 Enrollment Projections, February, 2006" by the New England School Development Council, "Between 2000 and 2020, Stoughton's 0 – 19 age group is projected to decline by 531 persons (-157 by 2010), whereas the age 55+ group is expected to increase by 2,835 residents (+1,101 by 2010)…factors which may impact the public library." This Study quotes the Metropolitan Area Planning Council (MAPC) population projections in Table 1a on p. 21 as follows: MAPC now projects the population of Stoughton to be 29,893 in 2030.

For the purposes of this Study, it is the consensus of the Library Board of Trustees that the population figure of 30,000 for the year 2030 will be used.

Governance
Town government is operated by a representative Town Meeting with a Board of Selectmen and a Town Manager.

Demographics (Statistics from 2000 Federal Census.)
Population: 27,149
Males 48%, Females 52%

Age
Median age 39.2 years

Under 5 years	1,522	5.6%
10 – 14 years	1715	6.3%
15 – 19 years	1574	5.8%
18 years and over	21,067	77.6%
62 years and over	4,797	17.7%
65 years and over	4,103	15.1%

Racial Groups

White	88.5%
Black	5.7%
American Indian	0.1%
Asian	2.1%
Other	1.3%
Two or more	2.3

Foreign born 13.7% (8.6% Europe, 2.4% Latin America, 1.6% Asia)

People per square mile 1,670.71 (65th in Massachusetts)
Total households 10,264
Median household income (2000) $57,838
Median house value (2000) $174,200

Education
High School or higher 86.3%
College or higher 28.4%
Graduate School 9.4%

2003 – 2006 School Population (School Department) Total 4025

High School	1252
O'Donnell Middle School	960
Gibbons Elementary	428
Dawe Elementary	409
West Elementary	299
Hansen Elementary	296
South elementary	289
Jones Elementary	92

Plans of High School Graduates (Mass. Dept. of Education, Directory Profiles)

4-year Private College	35.5%
4-year Public College	28.7%
2 – year Private College	0.0
2-year Public College	18.3%
Other education	1.8%
Work	9.7%
Military	2.5%
Other	0.5%
Unknown	3.2%

Unemployment rate (2004) 5.4%
EQV per capita (2004) $111,040.935 (Mass. Rank 189)
Assessed valuation of taxable property (FY06) $3,354,772,199
Town Budget FY06 $59,202,087

The median house value is above the State average.
The unemployment rate is above the State average (5.1%).
The foreign born population is significantly higher than the State average.

III. Stoughton Public Library

History and Description

"The Stoughton Public Library began as the Stoughton Second Precinct Library in 1768.... The members bought books and on stated days they met and drew lots for the order of preference in withdrawing books.... In 1873, Town Meeting voted to establish a town library supported by the annual Dog Tax.... A room was hired in Morton Square.... Wales French was appointed the first Librarian.... In 1904 the first Stoughton Public Library Building opened thanks to the support of local donor Lucius Clapp.... The building is currently the home and museum of the Stoughton Historical Society." (*Stoughton Public Library Long Range Plan 2007 – 2010*, Library Description.)

In 1969, the current Stoughton Public Library at 84 Park St. opened its doors with 22,000 square feet on two floors, "with a capacity for 96,000 books". (From the pamphlet, *Dedicated to the Citizens of Stoughton – June 1969, Your New Stoughton Public Library.*) The Library was designed by Richmond and Goldberg, Architects. The building is built into the sloping property to reduce energy costs. All windows are double paned storm windows and do not open. The roof was replaced with rubber in 1989. "The red brick building contains public services on the first floor with a wide open concept of division only by stacks, not by rooms." (*Stoughton Public Library Long-Range Plan 1994,* Library Description, p. 4.) "The collections are stored on the main level, accessed from the west side of the building through a front atrium on Park street. High ceilings and low shelving units give the space a sense of openness." (*Northeast Document Conservation Center Preservation Study*, Executive Summary, 2000.) The first level has 14,000 sq. ft., including a Children's Area of 1,808 sq. ft., serving children through the sixth grade. The Adult Reading Area has 1,020 sq. ft. and the Reference/Study Area has 1,774 sq. ft. The Young Adult Area has 1,182 sq. ft. There is a lockable area called the "Cage" containing Local History, Genealogy and back issues of periodicals and newspapers. – 579 sq. ft. The second level, 8,000 sq. ft., includes a meeting room - the Wales French Room, seating 150, a Trustees Conference Room, 336 sq. ft., seating 10, the Director's and Secretary's offices, the Staff Room and the Work Room. The Work Room, 815 sq. ft., has desks for five staff members.

There is a small elevator, not ADA compliant, and a garage housing the Library's Outreach Van. The building is handicapped accessible. There are 147 public reader seats and 14 machine seats totaling 161 seats for the public. This total includes 12 public access computers.

There are only 23 parking spaces in the parking lot, including 2 handicapped spaces. There is additional parking available on Route 27, but the street is very busy and poses a danger for children, elderly or handicapped patrons. Parking is not allowed on Walnut St.

The Library is a member of the South Eastern Massachusetts Library System (SEMLS) and a member of SAILS Automated Network.

This study will indicate many shortcomings, but the library building has served the Town well for over 37 years. However, changes and growth in library service, as well as population growth (about 35%) have resulted in design and space problems.

Service Statistics

When the present library building was opened in 1969, the Library circulated 127,213 items. In FY2006, the circulation was 153,418, a 21% increase. The Library had a staff of 10 in 1969. In FY2006, there are 26 staff members, a 160% increase. (616 hrs./wk.= 17.6 FTE)

Library Employees: There are 10 full-time and 16 part-time employees.

Position	**Number of Staff**
Director	1
Assistant Director	1
Reference Librarian	1
Children's Librarians	1
Young Adult Librarian	1
Literacy Program Coordinator	1
Library Assistants	4
Library Technicians	8
Pages	4
Administrative Assistant	2
Custodians	2
Total	**26**

The following tables are compiled from the Annual Report Information Surveys data (ARIS) submitted annually by the Stoughton Public Library to the Massachusetts Board of Library commissioners:

	Municipal Appropriation	**FTE**	**Registered Borrowers**	**Circulation**	**Holdings**	**Internet Use**
FY01	813,815	17.57	15,074	178,281	99,898	-
FY02	815,113	16.8	16,398	201,425	103,900	-
FY03	824,787	16.34	18,055	174,060	103,418	1,741
FY04	800,043	16.62	12,212	171,955	101,440	2,100
FY05	833,915	17.6	11,927	153,418	99,989	2,282

The FY06 Budget is $872,264, which is 1.5% of the Town Budget. Expenditure per capita is $32.12. The Library sustained a 3% cut in FY04, due to the financial difficulties of the Town. However, the budget has increased 9% over the last three years, showing continuing Town support for the public library. In FY03 – 05, waivers were sought and received from the Massachusetts Board of Library Commissioners due to non-compliance with the State's Minimum Standards.

From FY03 to FY05, circulation has decreased 11.8%. Holdings decreased by 3.3% and the number of registered borrowers decreased by 33.9%. Holdings have been reduced by

1.4% due to lack of space and decreases in the book budget. Vigorous weeding was necessary in order to accommodate acquisitions, and more room had to be allocated for the 7.3% increase in the non-print collections. The tension between print and non-print items shows here.

Use of the Library for computers and the Internet, however, has increased by 31% in just 3 years, demonstrating that people will use the Library if needed services are available.

"Registered borrowers is down because surrounding towns have started to require patrons to register in their home town (Easton and Brockton). Hours open and attendance are down due to carpet replacement project; library also had no outreach van this past year due to budget cuts." (*FY2005 State Aid to Public Libraries Annual Report Information Survey, p. 6.*)

In FY04, on-site loans to non-residents was 29,880. In FY05, loans totaled 18,903, a 36.7% decrease. This illustrates that the decrease in circulation is certainly due to the home town registration requirement.

FY 05 circulation consists of 38.9% children, and 61% young adult and adult. The children's collection is 27% of the whole. There is no more room to add holdings to reflect the high usage of the children's collection.

	Holdings	**Volumes**	**Periodicals**	**Non-print**
FY01	99,898	90,035	224	8,611
FY02	103,900	93,342	210	9,290
FY03	103,418	92,731	218	9,429
FY04	101,440	90,113	206	10,070
FY05	99,989	88,625	191	10,121

Non-print holdings have increased 7.3%, while print holdings have been reduced by 4.4%. As time goes on, more space will be needed to accommodate non-print holdings. That space will be taken from print or seating areas.

In FY03, the Library had 12 computer work stations for the public, and in FY05, there are still 12. The demand for this service has increased by 39%, but, due to lack of space, there are no more computer work stations.

	Number of Children's Programs	**Attendance at Children's Programs**	**Number of Adult/YA Programs**	**Attendance at Adult/YA Programs**	**Attendance in Library**
FY01	123	3802	68	1,099	147,630
FY02	140	4067	59	848	157,388
FY03	133	4550	98	652	164,826
FY04	142	5146	61	837	148,250
FY05	134	4067	78	1,781	138,127

Attendance in the Library is down 16% due to factors listed above, including hours closed due to rug replacement.

Attendance at Adult/YA Programs is up significantly due to a full-time Young Adult Librarian, while the Children's Program attendance is static.

11,927 people or 41.6%, of the population of Stoughton holds library cards. There are 3.6 items per capita and 5.6 circulations per capita. The Turnover Rate is 1.53. (Circulation divided by Holdings.)

These measurements are about average for Stoughton's population group. In the annual Rankings Report published by the Board of Library Commissioners, Stoughton has consistently been in the middle of the group. In order to improve services, more space is needed.

Literacy Volunteers of America – Stoughton

The following narrative is from the *Literacy Volunteers – Stoughton Mission Statement*. It includes the LVA – Stoughton Statistics for the Adult Literacy Program.

"Literacy Volunteers of America-Stoughton believes that the ability to read and write and speak English is critical to personal freedom and the maintenance of a democratic society. The mission of LVA-Stoughton, therefore, is to promote increased literacy for Stoughton-area adult learners through the effective use of volunteers, the provision of support services for volunteers and learners, and collaboration with individuals, groups or organizations desiring to foster increased literacy.

This program, initiated in 1998 with the full support of the Board of Selectmen, has flourished into a well-recognized, fully accredited program, which trains volunteer tutors along the guidelines established by Literacy Volunteers of America, an affiliate of ProLiteracy America. Trained adult tutors are assigned to local adult students in need of improvement with their reading, writing and English as a second language skills. Tutors are committed to donating 2 hours per week to their adult student for a minimum of one year, using the Library as the meeting place, resource center, and training site.

At any one time we have between 40-70 working Tutor/Student pairs, and continue to maintain a long list of students waiting for a tutor. We support a pilot program run through the Sharon Public Library, and hope to continue to train tutors from the surrounding community, in order to reduce the number of students on our waiting list."

LVA-Stoughton Statistics for the Adult Literacy Program at the Stoughton Public Library

Year	# Students Served	# Tutors Trained	# Programs Offered	# Rooms Used	# Instructional Hours
FY02	66	21	11	11	-
FY03	67	21	14	14	2763
FY04	66	22	16	16	2822
FY05	83	32	29	29	2903
FY06	92	35	18	18	4600

Municipal Budget and Department of Education (DOE) Grant

Year	Municipal Budget	DOE Grant
FY02	19,938	8,035
FY03	19,540	8,035
FY04	20,322	8,642
FY05	20,500	12,654
FY06	21,320	14,533

Governance

The Library is governed by six members of a Board of Trustees elected for staggered 3-year terms. The Director is recommended by the Board and is hired by the Town Manager. The Director is responsible for the day-to-day operation of the Library.

Service Priorities

(See Appendix B, *Stoughton Public Library Long Range Plan 2007-2010.*)

The Library will focus its attention for the next four years on these four priorities:

1. Basic Literacy
2. Library as Commons
3. Information Literacy
4. Lifelong Learning

The Goals, Objectives and Activities in the Long Range Plan respond to these Service Priorities. See Building Program, Needs Assessment, p. 10.)

IV. Needs Assessment

Condition of the Present Building

Meetings held with the Director, Staff, Trustees, Long Range Planning Committee and members of the public made clear the following points:

1. **There is no space for:**
   - Off street parking
   - Any additional programs
   - Additional computers for public use
   - Quiet study
   - Community meetings
   - Library meetings
   - Exhibits or displays
   - Expansion of the non-print collection
   - Expansion of the print collection
   - Arts and crafts
   - Toddlers
   - Children's program storage
   - Literacy students/teachers
   - Tutored students/teachers
   - Young Adult social space
   - Private space
   - Multicultural resources
   - Desk space for Staff
   - Break space for Staff

Lack of space creates problems:

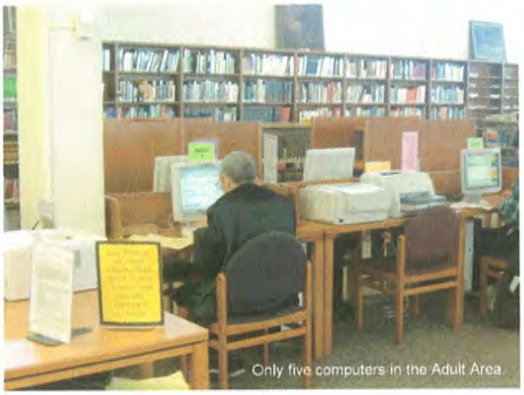
- *Lack of adequate parking keeps people away*. "Parking is a nightmare!" "It is the number one complaint of the patrons. They sometimes drive by if they don't see a space and don't come in." "The winter is horrendous. We lose 4 spaces to snow. When the lot was reconfigured we lost 5 to 6 spaces." (Meeting with Staff 3/17/05. Appendix A) "There is limited parking. Parking across the street is dangerous. It is a safety issue." (Meeting with Community Leaders 4/7/05. Appendix A.) "The literacy program brings in older tutors who can't find parking." (Meeting with Staff 3/22/05. Appendix A.)

Crowded parking lot in the winter.

- *Library and community programs and meetings vie for space in the one meeting room.* "There is a six-week wait for the Community Room." (Meeting with Community Leaders 4/7/05.Appendix A.) There can be more than one program going on leading to noise and confusion. "The Wales French Room is overbooked. The room was used by 582 groups last year – that means 2 or 3 times every day the library is open." Library Director. "There is no room for story time upstairs, due to heavy booking of the room, so story hour was forced to the Children's Room creating noise in the main part of the library." (Meeting with the Board of Trustees, 4/15/05. Appendix A.) "There are not enough meeting places, especially medium sized meeting rooms. There are none available in Town. Other agencies use this one, such as the Scouts and Youth Commission. (Meeting with Staff 3/22/05. Appendix A.)

Very little room for story hours in the Children's Room.

- *Even though computer use has increased by 39% over three years, there are still only 12 computers for public use.* "There are not enough computers and no place to put them." (Meeting with Staff 3/17/05. Appendix A.) There is not enough space for computers – and not enough computers for the public." (Meeting with Trustees 4/15/05. Appendix A.)


Only five computers in the Adult Area.

- *Lack of space for quiet study, due to the open nature of the Library, creates excessive noise.* "It is too noisy at times." From 6 to 8 p.m., it is noisy." "Computers can't be used during story hour. The noise travels a lot." (Meeting with Board of Trustees 4/15/05. Appendix A.)

- *Study tables are used for exhibits and displays, thereby taking away study seating.* "There is no way to market collections." (Meeting with Staff 3/22/05. Appendix A.)

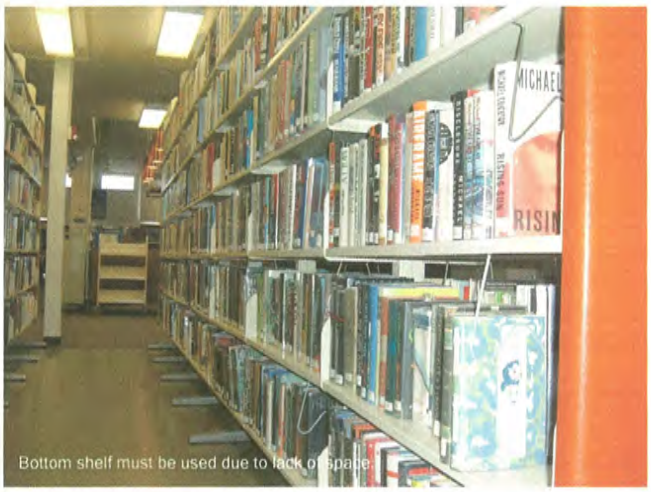
Displays on tables takes away seating. There is no space for displays.

- *There is a lack of space to expand the non-print collection, so choice is limited.* "There is no separate section for the children's A/V." "There is no A/V area." (Meeting with Staff 3/17/05. Appendix A.)

No more room for CDs.

- *There is no space to expand the print collection, so books are too compact on the shelves..* "Large print is really squished!" "The books are too big for the shelves" (in the children's room). "The children's section is tough. The books are too tight." "The stacks are too tall. The books could fall on your head." (Meeting with Staff 3/17/05. Appendix A.) "The stacks are like a tunnel. They are not inviting for browsing. Books are shelved on the bottom." (Meeting with Community Leaders 4/7/05. Appendix A.)

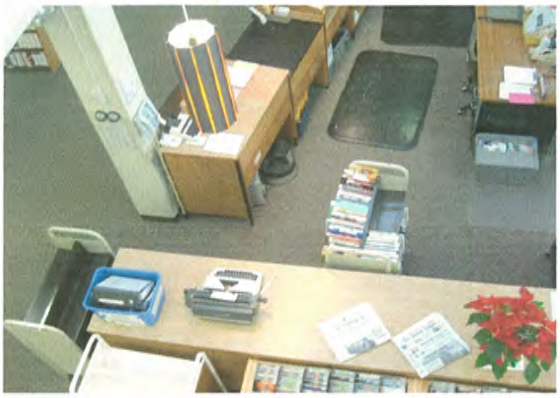
The top of the shelf must be used due to lack of space



Bottom shelf must be used due to lack of space.

- *Children's services are in cramped spaces inhibiting use by toddlers, parents.* Study tables are near the main circulation desk and not too far from the toddler area, making it difficult for older students to study. "There is no separate children's room so very noisy when programs are going on." "The children's area shelving is too low and crowded. It seems unfriendly. There are not enough tables. The room is cramped. There is no place for carriages and strollers. The children's area is just too small." (Meeting with Staff 3/22/05. Appendix A.) The circulation desk is too high for small children to reach.

There is not enough room for puzzle storage.



- *The Literacy Program does not have a separate space for students and teachers, adding to the noise in the Library.* It is also not very welcoming for the students. "There is no place for literacy programs. It is now in back of the workroom." (Meeting with Staff 3/17/05. Appendix A.)

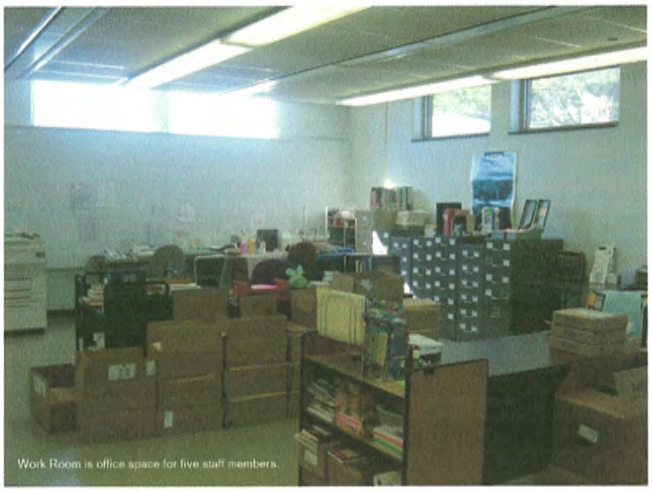
- *Tutoring goes on in the main study area of the Library creating more noise.* "There is no place for tutors." "There are not enough tables for tutoring, especially on Saturdays." (Meeting with Trustees, 4/15/05. Appendix A.) "The literacy students and tutors need a private space." (Meeting with Staff 3/22/05. Appendix A.)

- *Young Adults disturb library patrons in the evening by using the library for a social center.* "The Young Adult Area needs an enclosed space – it is too open."

- *There are no private spaces for tutoring, discussion groups, social discourse, or studying*. "The lack of private spaces creates an unnecessary tension between the library functions and LVA (Literacy Volunteers of America) functions. The immigrant population is growing so that should be honored by creating a special space for it. The literacy students and tutors need a private space." (Meeting with Staff,3/22/05. Appendix A.) "There are no study rooms." (Meeting with Staff, 3/17/05. Appendix A.)

- *There is no office for the Assistant Director*. "Sometimes she has to use the back of the stacks to have a private conversation with a member of the staff." (Meeting with Staff 3/17/05. Appendix A.)

- *There is not enough desk space – office space*. There are 10 full-time employees who need desk space. There are 5 desks in the Work Room.

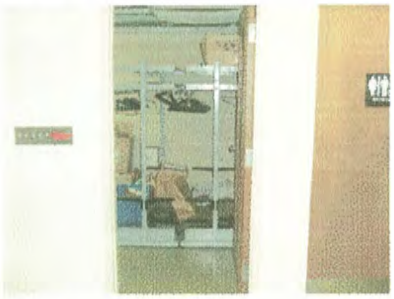


Work Room is office space for five staff members.

Outreach Librarian's "Office" in Work Room.

- *The Break Room is too small.* There are only 11seats in the Break Room for the Staff. The room functions as a pass-through from the public space to the Work Room.

- *There is not enough storage space leading to items being stored all over the Library.* "The craft kits are in the office and on shelves in the work room. There is not enough storage anywhere." (Meeting with Staff 3/17/05. Appendix A.)



2. **Handicapped accessibility needs to be improved and enhanced.**
   - *The elevator is too small.* There is no room for a stretcher, if there were an emergency. "The elevator needs to be ADA compliant. There is a whole community of people that the library is not serving." "The steps, stairway, ramp – the whole layout is not accessible enough. Water gathers at the end of the ramp and is treacherous!" (Meeting with Staff 3/22/05. Appendix A.)

3. **There is no climate control for valuable books and periodicals.**

- *Local History and Genealogy* items are kept on the Main Level in the "Cage". Security is good, but these items need to be kept in a climate controlled environment.

4. **Lighting is not adequate for reading and studying.**

- "The lighting is energy efficient, but you can't see. We need better lighting." "The lighting is bad." "The lighting is too dark." (Meeting with Staff 3/17/05. Appendix A.)

Studies and Surveys

The following call attention to problems and needs of the Library:

Long Range Plan for the Stoughton Public Library, February 2004. (Appendix B)
This plan lists many problems with the facility, but the three main issues are the following:

- "*Parking*. The lack of parking continues to be one of our biggest problems, and has only worsened over time. For a town this size, our Library should have a minimum of 50 parking spaces according the Mass. Board of Library Commissioners. We currently have 23 (including 2 handicap spaces). Additional parking is available on Route 27, but this can be dangerous for children, elderly or handicapped patrons, since this street is very busy.
- *Elevator*. Replace current 34 yr. old freight elevator with an ADA accessible elevator. Study performed by Gale Associates in 2001 estimated the cost to be about $300,000. Alternative would be to add a new ADA compliant elevator onto any future building expansion project.
- *Library Expansion*. To expand the current building either vertically or horizontally, if funding and/or property becomes available in the future."

Northeast Document Conservation Center Preservation Study, July 2000.
The Study "evaluated the building and environment as they relate to the preservation needs of the collections; examined current policies, storage and handling procedures; and assessed the general condition of the collections."

The following recommendations relate to this needs assessment.

- The F. Mortimer Lamb pastels should be removed from the walls in the Wales French Meeting Room. They should be stored flat in boxes on wide shelving…"
- …Locate the book drop outside and away from the building. Alternatively the library should purchase and properly install a fireproof book drop.
- The newspapers and other oversize material should be stored on wide or "through" shelving.
- It is highly recommended that a study be performed to determine the cost and feasibility of installing a sprinkler system.

Patron Surveys 2002, 2003, 2004, 2006
Patron Surveys were distributed at the Library during 2002, 2004, 2004, 2006. The number of returns ranged from 30 in 2002 to 3 in 2004. In 2006, there were 15 returns. This is a low number of returns, so the results are interesting, but not conclusive. However, the following are the results of the 2006 Survey.

There were 15 surveys returned in 2006.
All were residents of Stoughton. 60% were between the ages of 19 – 59, 26% from 5 – 12 yrs. old.
46% were there for pleasure and 30% for information.
53% were there for children's material, 46% for Young Adult material, 40% for videos, 26% for newspapers or magazines. Other reasons were to use equipment, the Internet and to do research.
13 out of 15 found what they wanted.
100% said there was no wait for service and 14 out of 15 said the staff was courteous.
46% said they had at some time used the Internet at the Library, 26% a computer, 20% a PAC and one had used the on-line magazine index.
74% said the hours were not convenient.
40% said that parking was not convenient.
33% said they knew someone who could benefit from a literacy program.

Comments: Be open "half a day in summer on Saturday." "Buy a fax machine…" "Building is small and old. Lighting is poor." "It will be helpful to have free tax preparation service…" Have a "gated-off children's play area." "Could use a mini-class on computer to access ordering or reserving books."
"You need some better hours in summer." "Friday – later closing." "Occasional Sundays or Saturdays in the summer 9-12."
Parking available? "Usually – but of course you need more." "No – I always park on the street which is very busy. The lot usually has no spots." "Not always."
Improve service? "Need more – not really better but more." "Staff is always polite,

helpful and patient." "Need newer movies." "Staff is A+, always helpful, courteous and knowledgeable."

The results of the Surveys for 2002, 2003, 2004 may be found in Appendix D.

Chart Showing Space Needed for Present Collections Using Accepted Formulas. Formulas are averaged from "A Library Building Program Workbook" by Patience Kenney Jackson, June 1999.

Area	Present Holdings	Present Space	Standard Formulas	Present Need
Adult Stacks	40,075 vol.	3,097 sq. ft.	9.75 vol./sq. ft.	4,110 sq. ft.
Children's Room, Fiction and Non-fiction Stacks	18,006 vol.	822 sq. ft.	12 vol./sq. ft.	1,500 sq. ft.
Total	58,081 vol.	3,919 sq. ft.		5,610 sq. ft.

Stoughton needs 43% more shelving for its *present* holdings. There is no room for additional holdings. This collection has been crowded into an area much too small for the present collection. The children's collection, in particular, is squeezed into an area 82% too small.

Library Goals that Cannot be Met in Existing Facility
Stoughton Public Library Long Range Plan 2007 – 2010 (Appendix B) is the result of meetings and focus groups with members of the community, library staff and Board of Trustees. (See Appendix A.) Four Service Priorities were identified. Four Goals respond to those Priorities. The Plan recommends objectives and activities that will benefit the community. Among these improvements are some that the staff cannot meet without a new facility.

A. **Provide additional meeting room space for literacy programs.** (Goal 1, Objective 1, Activity 4.)

Spatial Constraints:

- Adult programming is significantly restricted since meeting space is limited to the heavily booked Wales French Room and a similarly booked Trustees Conference Room.

New Facility:

- Literacy programs can be provided in an additional meeting room, seating 30 persons, with state-of-the-art A/V equipment.
- Community and Library programs can be more easily booked.

B. Provide 2-3 story hours per week for children with parents. (Goal 1, Objective 1, Activity 5.)

Spatial Constraints:

- Children's story hours must be held in the small Children's Room on the main floor due to heavy use of the Wales French Room. Noise from the story hour disturbs those needing to have a quiet library to study or read.
- The small space allocated to the story hour limits the number of children and parents participating.

New Facility:

- Story hours may be held in the new Children's Story Hour/Crafts Room, seating 25. Parents and children have plenty of room to participate.
- Noise from the story hour does not disturb anyone else in the Library, since the session is held in a closed room.

C. Provide at least 3 volunteer tutor training classes annually. (Goal 1, Objective 1, Activity 1.)

Spatial Constraints:

- Finding a room to hold training classes is a problem since both existing meeting rooms are heavily used.

New Facility:

- Training classes may be held in either one of the 3 tutoring rooms for a on-on-one session, or in the Quiet Room, seating 4, or in the Multipurpose Conference Room, seating 30.

D. All Stoughton residents will have access to meeting rooms and common space in the Library to meet and converse with each other, enjoy programs for all ages and pursue personal and educational growth. (Goal 2.)

Spatial Constraints:

- The Library's meeting rooms are difficult to schedule in a timely way for any meetings and programs. Increasing demand over the years has made the Wales French Room steadily more inaccessible.
- The common space on the main level of the Library is not a place for conversation and social interaction. Sound travels easily and disturbs those who are studying.
- The number of library programs for each age group is restricted by the availability of meeting room space.
- There are only 23 parking spaces including handicapped spaces and spaces for staff parking. There are not enough spaces for program attendees and regular patrons of the library at the same time.

New Facility:

- **Adequate parking will be provided by developing adjacent parking lot.** (All four Goals include this "Activity".)
- There will be enough parking spaces to accommodate patrons attending a program and those using the library for its other services.
- A new Multipurpose Conference Room, seating 30, Local History Room, seating 12, Children's Story Hour/Crafts Room, seating 25, as well as the Wales French Room, seating 150, will be available for meetings and programs.
- Social interaction, "meeting and conversing", may be done in the new Café Area or the Outdoor Commons/Garden Area.

E. Increase number of instructional programs offered to patrons. (Goal 3, Objective 2)

Spatial Constraints:

- Lack of adequate parking constrains the number of instructional programs offered to patrons.
- Lack of meeting room availability limits the number of programs offered to patrons.

New Facility:

- A new computer classroom in the "Information Technology Area" will be available for instructional programs.
- A new parking area will provide enough parking spaces to accommodate those attending instructional programs.

V. Special Concerns

An expanded Stoughton Public Library must be adaptable and flexible in floor plan so that it will meet, not only today's identified needs, but also those not yet known. It must also be designed to foster the most effective use of staff to accomplish the goals for improved service.

Multilevel Addition and Renovation

Two lots on the east side of the Library totaling 15,294 sq. ft. have been purchased to accommodate the addition and more parking spaces. Given the site configuration, continuing the existing multilevel library into the addition is preferred.

The design would use the existing 22,000 sq. ft. two-story building (14,000 sq. ft. on the first level, 8,000 sq. ft. on the second level) plus an additional 16,746 sq. ft. of addition. The total footprint may be about 20,000 sq. ft.

1. The existing site of 38,800 sq. ft. will be optimally used, as will the newly purchased site of 15,294 sq. ft. Approximately 61% of the possible total 54,094 sq. ft. will be used for parking. About 37% of the site will be used for building. The rest of the grounds may be lawns, gardens and access walks. If a two-floor parking garage is built, then the footprint of the garage would be approximately 16,984 sq. ft., or 31% of the site , leaving more green space.
2. Handicapped accessibility will be addressed by an elevator large enough for a gurney and book trucks. Emergency systems and assistive technology will be installed.
3. A multilevel building which lives up to the design of the original will be a challenge to the architect The interior design will make full use of each level. A two-story addition of about 8,373 sq. ft. of space on each level could be tied into the main and upper floors of the existing building. The main level should remain the flexible, adaptable space it is now. The parking area should take about 33,000 sq ft. – at one space per 400 sq. ft. of building, 350 sq ft./parking space. Or, if a 2-level parking garage is used, 16,984 sq. ft. on each level. The area should be nestled close to the building for ease of entry and conservation of space. Handicapped spaces should be provided per ADA.
4. The renovation should return the building to a fresh, airy, uncluttered look. Any maintenance issues should be addressed. Barriers to ADA compliance should be removed.

Historical Room, Seating 12

This room will be open to small groups and will have multi-uses as a conference room. The Board of Trustees and other library groups may meet here. Humidity control will preserve the valuable local history and genealogy collection and space will be available for future acquisitions of pertinent local history and genealogy.

There will also be space to hold a map case, two lateral files, two vertical files, copier/printer, microfilm reader/printer and computer work station. (See p. 59 for details.)

Conference Room, Seating 30

Stoughton has the following other meeting rooms:

- Police Station meeting room, seating 30
- Town Hall, 4 rooms may be used when Town Hall is open, Mon.-Thurs.
- Town Hall Staff Lounge, seats 15
- Town Hall , two rooms seats 30
- Town Hall, one room seats 100
- Senior Center, seats 80, closes at 4:30, fee for custodian
- Senior Center, seats 15, closes at 4:30, fee for custodian
- Schools, rooms may be used during the week for a fee.
- Schools, auditorium, seats 900

All of the above are very heavily used, so more meeting space is needed. While these sites are available for meetings, they often require fees for use and have limitations on availability. The Stoughton Public Library, as an intellectual commons, should provide meeting rooms to accommodate, not only its own programs, but community groups as well.

The Conference Room, seating up to 30 people, would have wiring, cabling, data outlets, recessed screen to accommodate video conferencing, storage for equipment and furniture, wall space for exhibits, and a galley for light refreshments. See p. 62 for details.

Meeting Room/Exhibit Space/Kitchen, seating 150

The Wales French Room has been the site for library and community meetings for many years. It is so popular that there is a waiting period for reservations. It is also the exhibit area for the Library's valuable permanent collection of fine art. The room needs to be renovated and updated, so that it may be used for many more years.

The art collection, "the F. Mortimer Lamb pastels, should be removed from the walls....They should be stored flat in boxes on wide shelving, or wrapped and stored upright with heavy board spacers between the frames to prevent rubbing....Exhibition times and light levels need to be carefully controlled and monitored before the library displays them again." (*Northeast Document Conservation Center Preservation Study*, July 28, 2000, Executive Summary.) If this recommendation is carried out when the room is renovated, then the exhibit space may be used for temporary art exhibits.

The kitchen, coat room, bathrooms and storage room should be retained and renovated as necessary. Updated wiring, cabling, and recessed screen should be done. See p. 60 for details.

Quiet Room, seating 4
A quiet room will be available for small group meetings, or for individuals seeking quiet space. The room will be equipped with a white board, data connections, electrical outlets, and lockable doors with windows. (See p. 78 for details.)

Tutoring Rooms (3), seating 2 each
The two tutoring rooms, located in the Multicultural Learning Center, will be equipped with a white board, data connections, electrical outlets, and lockable doors with windows. There will be cupboards and shelves for storage of books and supplies. (See p. 75 for details.)

Multicultural Learning Center
This area is a centralized space designated for materials in foreign languages including books, magazines, videos, DVDs, or any other information. It also includes the three tutoring rooms and the office for the Literacy Coordinator. The Office is a separate room, ensuring privacy. (See p.73 for details.)

Information Technology Center
This area is a centralized space designated for computers, printers, scanners, copiers, a fax machine or any other equipment or items having to do with Information Technology. Space will be set aside for a computer classroom, so that part of the area will be designed with noise control in mind. A glassed-area is suggested. (See p.70 for details.)

Exhibit Space
The Stoughton Public Library has a tradition of providing space for fine art. The Dorothy M. Woodward Gallery is currently located on the second level. This tradition, and the Gallery, must be continued when designing the new facility. Space for art should be provided throughout the Library, as well as the space in the Wales French Room. Picture rails, track lighting should be installed in appropriate places to display local art and photographs.

The large painting, known as "Nothguots", must be accommodated, as well as the large aerial photograph located near the front entrance.

Technical Services Room
Currently, the Technical Services Room serves as a Circulation Workroom as well; and it serves as open offices for the Assistant Director, the Reference Librarian and the Young Adult Librarian. Library Assistants and other members of the circulation staff share work space, when they are on the second level, on which this room is located.

In this Program, the Assistant Director has her own office. It is also proposed that there be a separate Circulation Work Room, located near the Circulation Desk. The Reference Librarian and the Young Adult Librarian would have desks in the Circulation Work Room, located on the public services floor. There would also be work space for circulation staff.

The new, or renovated, Technical Services Room would be an open work area and should be as flexible as possible. Plenty of storage should be provided. The work area for a Technology Specialist should be large enough for computer diagnostics. Careful planning for the multiple tasks taking place in this room is a must. (See p.54 for details.)

Circulation Work Room

This room is the major staff work space in the Library. It should be located near the Circulation Desk, and the Assistant Director's Office. Desks for the Head of Circulation, Reference/Adult Services and the Young Adult Librarian are located here. Plenty of storage, electrical outlets and data connections should be located here. The Circulation Desk activity should be visible from here with easy access to it. (See p. 52 for details.)

Children's Room

The location and size of the Children's Room should reflect the current and anticipated future usage and holdings statistics. Currently

- The children's circulation is 38.9% of the total circulation.
- The children's collection is 27% of the whole collection.
- There have been 134 children's programs with a total attendance of 4,067 in FY05

The design should be light and airy, homey and inviting, with enough room for defined areas for different functions and ages, yet not fragmented.

- The space should be safe for children of all ages.
- The space should be separated enough from adult areas so that the sound of children speaking naturally will not carry into these areas.
- The space should have "cozy" areas, a story hour/crafts room and child-size bathroom nearby.
- Comfortable and appropriate seating should be provided.
- There should be no area where children cannot be viewed by staff.
- There should be a service desk; the Main Desk will handle circulation. See p. 81 for details.

Story Hour/Craft Room, seating 30

Located next to the Children's Room, this room, seating 30, is primarily for children's programs such as Preschool Story Hours or craft programs, but could be used for other meetings or programs. Youth groups, parent organizations, day care providers or other small groups could meet here. (See p. 87 for details.)

Young Adult Room

Young adults should find a welcoming environment in their own space in the Library. Their information needs are provided for as well as their need to socialize. Space for computers/laptops for games, word processing, or Internet access will be provided.

The area could be an enclosed space (a room). A "room" could be enclosed with half glass walls, with an inviting entrance, so that the users of the room could be supervised, but not heard.

Fiction, mostly paperbacks and magazines, space for audio technology with playback capabilities are be in this space. Board games could be offered. Durable furniture should be selected. Sound dampening material should be used. The room should be easily maintained and supervised. (See p. 64 for details.)

Café Area, Seating 8

This attractive, cozy area, located near the Entrance and Circulation Desk, should be one which encourages socializing as part of the library as a "Commons". The area should contribute to the "experience" of coming to the Library. Space for a counter for coffee urns with a small sink and small refrigerator could be created. There would be space for two tables for 2 each and one table for 4. This area should be easily maintained and supervised. A Friends' area for the ongoing book sale could be located in or near this area. (See p. 92 for details.)

Outdoor Commons/Garden Area

This space (not a courtyard) should provide for events, programs or simply an area for library users to sit – rain or shine. Either an awning or a partially roofed area would make these functions possible. This should be a flexible, attractive area for book sales, summer events or outdoor story hours.

Efficient Use of Staff

The design should afford an efficient use of staff. Clear unobstructed views to multiple areas should be the rule.

Efficient Use of Space

Adaptable spaces, particularly in the main areas of the library should be high priority. Any area should be able to accommodate overflow from other areas with little line of demarcation.

Storage

There should be plentiful storage areas throughout the building; in particular Custodial Area, Children's Room, Circulation Room, Technical Services Room, Meeting Rooms, Staff Room, Kitchen. (See p. 39 for details.)

Site

The existing library is located on a sloping site of 38,800 sq. ft. on the corner of Park St. and Walnut St. The design of the building makes use of "passive energy", that is, part of the building is built into the sloping property to reduce energy costs.

The two lots on the east side of the Library have been purchased to provide room for the addition and parking. There are currently two houses located on the two lots. One will be

moved by Habitat for Humanity and the other will be demolished. The two lots are 15,294 sq. ft. See p. 27 and 34 for details.)

VI. General Characteristics of the New Facility

The Building Must Serve All Residents

This library is the only institution in Stoughton which will have the mission to serve *all* its citizens. A barrier-free building, programs and services which can be used by every level of society, by every age and by the broadest spectrum of abilities must be created. Ease of use from exterior traffic patterns and parking design to interior traffic flow and logical arrangement of spaces and collections will serve most users well.

Widely differing points of view presented by the collections should serve as broad a segment of the Community as possible. The Library should provide programs and services for children, from toddlers through high school, which can include story hours, author appearances, arts and crafts, computers , the latest teen paperbacks, music CDs, DVDs and any other appropriate format currently used.

This Library should provide convenient hours for students of all ages to access information outside of their more formal educational institutions. The Library should provide services for seniors including large print books, daytime programs, and a completely accessible building.

The Stoughton Public Library must be a diverse, broad-based institution able to serve *all* the residents of Stoughton and the larger community.

The Building Must Reflect the Public Service Commitment

The Stoughton Public Library is committed to serving the public in its present building and will continue to do so in the renovation and addition. " Since citizens come to the library to satisfy a wide variety of individual intellectual, cultural and emotional needs, the design should be flexible enough so that users feel that they control their library experiences; users can make the library do what they want, not the other way around." (Nolan Lushington and James Kusak, *The Design and Evaluation of Public Library Buildings*, 1991.)

The design should be able to respond to changing services, be cost effective without sacrificing aesthetics and provide for future expansion.

VII. Exterior Considerations

The Stoughton Public Library is an integral part of the Stoughton Community. The existing building is a "beautifully functional building with an open concept for flexibility and growth…and a pleasant and inviting atmosphere." (*Stoughton Public Library, 100 Years, 1874 – 1974*, p. 21.)

The library must continue to be a "beautifully functional building" and the architect should enhance it by designing any proposed addition in a way that does not overwhelm, but be in keeping with the existing building and the surrounding architecture.

The Site: The Library's site is in a choice location – right on Route 27. Most users arrive by automobile, although walkers or bicyclists also use the Library. There must be easy accessibility for all users.

Landscaping/Outdoor Commons and Garden: Green spaces should be enhanced as much as possible: i.e., landscaping should include sitting areas with benches. There should be space for public art, gardens and paths. If possible, an Outdoor Commons/Garden Area should be created for library and community events.

Bicycle Racks: Secured bicycle racks, near the entrance, should have room for twenty bicycles.

Indoor Book Drops (2): The two indoor book drops should be located on outside walls near the entrances. One should be located near the parking lot and one near the other entrance. The book drop container should be large enough for four days collection. There should be separate A/V drops. The areas should be protected from precipitation; be moisture proof and sheltered. (See p. 48 for more details.)

Traffic Patterns should be considered. A large volume of traffic of all types should be anticipated. The building and site should be planned to include pedestrian and vehicular approaches, entrances, exits and drop-offs; service and emergency vehicle use; vans and school bus usage as well as long and short-term parking.

The Parking Lot should contain handicapped parking according to ADA requirements. There should be at least six parking spaces reserved for staff. (There should be one parking space for every 400 sq. ft. of building per Mass. Library Improvement Program Regulations.) The lot should be as aesthetically pleasing as possible. The entrance to the Library should be near the parking spaces, for both handicapped and able-bodied patrons. The parking lot should be well-lighted. The area should be nestled close to the building for ease of entry and conservation of space. There should be sufficient parking for maximum anticipated use of the Meeting Rooms and the Library simultaneously. The parking lot should be paved.

The Walk
The Walk to the Parking Lot should be attractive with decorative and efficient lighting. There should be low, ambient light. The walkways should be suitable for wheelchairs and strollers.

The Signage
Signage indicating directions for driving in and out and walking to the building entrance should be employed.

The Lighting
The Lighting should be bright and decorative with consideration given to abutters. Decorative lighting on the building should highlight architectural details at night. Lighting should not disturb neighbors. Low level light should be used.

The Delivery Entrance
A large parking area should be located near the delivery entrance. The delivery entrance should open into the Technical Services area, if possible. There should be a bell, with a distinct ring, outside this entrance. The security system panel may be located at this entrance.

The Exterior Materials
Exterior Materials for the building should be durable and any addition should be compatible with the architecture of the existing building. The architect should look into various natural materials compatible with a New England climate.

The Electrical and Telecommunication Utilities
The Electrical and Telecommunication Utilities should put incoming service lines underground. Water and power outlets on the exterior of the building should be tamper-proof and located near doors and on all sides of the building.

The Roof
The Roof of any proposed addition should have enough slope to insure adequate runoff of snow and rain. There should be a drainage system around the building to direct water away from the building, walks and parking area. All entrances should have a protective roof to provide shelter.

The Security Systems
The Security Systems should be planned to make sure staff and the public are adequately protected:

- Landscaping should keep security in mind, i.e. no high bushes close to entrances.
- Vandal-proof lighting which promotes security should be in all areas. Automatic timers should be used.
- Avoid exterior elements which may block sight of entrances and windows.
- Work areas should be designed so that staff can see approaches to the Library.

- Rocks/stones should not be used in landscaping (to prevent use as missiles).
- The interior of the Library should be able to be seen at night.
- Emergency buzzers should be installed.
- Fire alarms should be up to code.
- Security cameras should be strategically placed. Monitors should be at the Circulation Desk and in the Custodian's Office.

The Public Entrance

The Public Entrance of any proposed addition should be well lighted, secure, ADA compliant, and reflect the role of the Library as a community/social center. The entrance should be designed so that citizens will feel welcome yet the importance of this institution will be apparent to them. There should be an overhang to protect people from the weather.

The Storage Facility

Exterior maintenance may require a new storage facility for lawn equipment such as a lawn mower, snow blower, gasoline, shovels, rakes, fertilizer, etc.

Future Expansion

Provisions for future expansion should be provided at the beginning of the design process.

VIII. Interior Considerations

Ambience

The interior space should be welcoming with a sense of orientation and organization. There should be a light and airy feel to the building. The simplicity and flexibility in the existing Library contributes to that feeling and should be repeated in the addition.

Multilevel with Flexible Space

Flexible space is necessary for present and future space management. The Library should be ready to face changing functions and priorities by maintaining as much flexibility as possible. With a multilevel addition and renovation, opportunity exists to create semi-private areas for quiet reading and study as well as larger open areas. Cozy spaces may be created through arrangements of seating, shelving or display panels. All space should be utilized to the fullest possible extent. There should be adaptable spaces so that areas can accommodate overflow from other areas with little line of demarcation. The public should be encouraged to serve themselves through effective signage.

Supervision

Visual supervision of all reading and study areas by Library Staff at the Circulation Desk is a necessity. A clear view of multiple areas should be the goal. "Nooks" should seem private, but be easily seen by staff. Shelving should be arranged so that the aisles are easily supervised by staff. Separate rooms should have windows or glass panels to facilitate supervision.

Easily Maintained

The Stoughton Public Library should be designed with easy maintenance in mind. Materials should be durable and of good quality. Wall coverings in high traffic areas should be made of washable material. Waxed finishes, brass and other materials needing polishing should be avoided. Material should be conducive to quiet and comfort in addition to being environmentally safe. A central vacuum system should be installed.

Energy Efficient

- Energy conservation and efficiency should take high priority in the choice of systems.
- Investigation should be done to look into a system to capture and recirculate heat generated by lighting fixtures and people in the building.
- Periodic energy audits should be undertaken to monitor conditions of HVAC and suggest ways to improve efficiency.
- Windows should be operable, if possible, and of energy efficient glass in all parts of the building.
- UV rays should be screened out for protection of materials.
- Double doors, creating a vestibule, for the public entry should be constructed.

Environmentally Safe

The new facility should be designed to be as environmentally safe for both staff and patrons as possible. If the cost of a particular aspect of the design becomes prohibitive because it is environmentally friendly, the design problem should be reexamined to strike a balance between environmental friendliness and cost effectiveness.

Indoor air pollution should be eliminated or kept to an absolute minimum (below currently accepted standards or those which can be anticipated to be implemented in the future.) Measures to achieve these current standards should include but not be limited to the following:

- Natural, non-toxic, non-allergenic materials should be used throughout.
- No products using formaldehyde should be used.
- No fiberglass should be used in the HVAC system, especially not in ductwork.
- No fiberglass should be used in ceiling panels or anywhere else where humans may come in contact with it or where it may become airborne.
- No asbestos or asbestos-containing products should be used.
- Adhesives must be non-toxic. A low-emitting floor covering adhesive should be used.
- Floor coverings should be biodegradable and have low TVOC emissions.
- As few plastics as possible should be used to minimize emissions.
- Natural fibers should be used whenever possible.
- No sodium or mercury vapor lights should be used inside or out. No halogen lights should be used.
- A/C system and refrigerators should use lowest environmental risk refrigerants available.
- All wiring and equipment should be shielded to prevent radiation-related problems.
- HVAC system should be as noiseless as possible. There should be no aural indication that equipment is "running".
- All sound (inside and out) should be controlled as much as possible.
- Water pipes (incoming and outgoing) should be of copper, not plastic, and no lead solder should be used.
- Exterior windows should open where feasible.
- There should be increased ventilation where photocopiers and other equipment are used.
- Radon testing should be done and if found, should be mitigated.
- All tests should meet Board of Health requirements.
- No pesticides, fungicides, herbicides, or non-organic fertilizers should be used.
- Ventilation (fresh air exchange rates) should meet or exceed currently accepted standards in order to ensure the health and safety of the public and staff - and to avoid "sick building" syndrome.
- Fumes and airborne particles emanating from construction materials or equipment shall be cleared from the building before occupancy.
- Fire extinguishers should use only environmentally friendly materials.
- The possibilities of minimizing the effects of storm, earthquake and disaster damage should be explored.

Live Load Considerations

The floor should have a live load capacity of 150 lb./sq.ft., and of 300 lb./sq. ft. in Closed Storage. If compact storage is contemplated for the future a live load of 300 lbs. is required.

Storage Areas

There should be plentiful storage areas throughout the building; in particular, Custodial Area, Children's Room, Circulation Room, Technical Services Room, Meeting Rooms, Staff Room, Kitchen.

The program will specify particular areas in Section X, but in general storage space for the following should be kept in mind:

- Custodial maintenance supplies
- Office supplies
- Book processing supplies
- Craft and program supplies (especially in Children's Room)
- Boxes for return of equipment in need of repair
- Sale books (storage and sorting area)
- Meeting room chairs, tables
- Catalogs, manuals, instructions
- Departmental files
- Administrative files
- Furniture, shelving, equipment and fixtures not in current use, and computer parts
- Dead storage for additional items

Electronically Functional

The library building is not only an intellectual commons, but a site for people to access electronic information. Therefore, the Stoughton Public Library building should be able to accommodate whatever the electronic needs of the future will be.

The following should be considered:

- Entire building should be wired to provide maximum flexibility in access to power. A structured wiring system in which the cabling will rarely need to be changed is preferred.
- There should be as few connections as possible between the wall plate and patch panel.
- Cellular decking/trench cable system in areas needing highest flexibility should be considered.
- Access floor system (computer floor) should be considered in computer areas.
- Conditioned power lines for computers, telephones and other sensitive equipment.
- Capacity for data and voice telephone lines, cable television lines, internal data cabling.
- Hollow spaces should be left in walls to accommodate future wiring.

- All desks, all furniture in work areas for the public and staff should have the capacity to be wired to accommodate power for telephone and other cabling.
- Terminal locations should have dual outlets: fourplex grounded and one data cable.
- Electrical plan should fit furniture placement and facilitate any future furniture placement.
- One is never more than 2 ½ feet away from power.
- Provide expandable space in public areas, near power, to later provide electronic information tools.
- All public work stations should be large enough to accommodate a computer and a printer; or there should be space for LAN equipment including a printer.
- Circulation and public service desks should be provided with power for computers and power for additional uses.
- Main door should be electronic for both entering and exiting the building, but operated manually from both sides of the door.

There should be electrical power and data cabling available for patrons' laptops in study and lounge areas. The program for specific areas will note equipment needed. Wiring for that equipment should be done during construction. There should also be provision for wireless technology.

Device Connectivity

Given the rapid pace of change in telecommunications and networking technology, the design team should propose suitable options for connecting computer and video devices that are available at the time of construction. The options will likely include high-speed data cable and a variety of wireless technologies. The intent is to allow maximum flexibility for using library-owned and patron devices, such as computers, throughout the library.

Telephone/Intercom System

There should be a telephone system with internal intercom and at least eight incoming lines (six voice, one fax, and one data) with the capacity to expand in the future. Locations for telephones and modems will be shown in the program for assignable areas. Wiring should be done during construction. Accommodations for cordless phones for staff could be made, if budget permits.

Media

Secure space is required for the necessary storage of equipment such as overhead equipment, slide projector, public address system , screens, audio players, monitors, VCRs, cameras, digital projection equipment and assistive technology devices for the handicapped.

Public space with power sources is necessary for display and for public playback equipment. Browsers for audio cassettes, CDs, videos, DVDs and software also require floor space in both children and adult areas.

ADA Compliant

All aspects of the facility should be fully accessible to the disabled, meeting or exceeding ADA Standards. Barrier-free design benefits all users by improving the overall safety and usability of the building.

The main entrance should be accessible with nearby handicapped parking available.

All aisles, service counters, carpeting, floor levels, stairs, handrails, signs, doors, security gates, fixed seating, rest rooms, water fountains, controls and operating mechanisms, safety alarms, public telephone, parking, etc. must comply with the ADA requirements.

The following are available for reference:

- *The Americans with Disabilities Act (ADA), Titles 3 and 4*, U.S. Department of Justice, 1992.
- Foos, Donald D. and Pack, Nancy C., *How Libraries Must Comply with the Americans with Disabilities Act (ADA)*, The Oryx Press, 1992.

Acoustics

Noise is a special concern in a public library building. Measures should be taken to eliminate or greatly minimize noise traveling from one open area to another. Carpeting, ceiling tile, design of building, furniture arrangement and other solutions should all be used to reduce noise. The Quiet Areas, Historical Room and the Meeting Rooms will require special attention. (See individual areas for more detail.)

Lighting Requirements

- Natural light should be utilized whenever possible, but care should be taken in placement of computer screens. Daylight is desirable where people will sit. These areas should be sunny and pleasant.
- No sodium or mercury vapor lights should be used inside or out.
- Good quality fluorescent lights with UV sleeves and electronic ballasts should be used.
- Lighting may be attached to shelves in display areas.
- Lighting in all areas of the building, including book stacks and storage areas, should exceed accepted standards and should approximate the qualities of natural light as closely as possible.
- There should be generous exterior lighting on pathways, driveways, in all areas of the parking lot and around the building.
- A secure location should be chosen for the central lighting switch box convenient to staff at the Main Circulation Desk.
- It should be possible to turn off the lights in the building from one point near the entrance. There should also be an option to turn lights on and off selectively in different parts of the building.

- There should be close coordination between lighting and function:
  - Large-type book areas require intense light, either natural, artificial or both.
  - A/V and computer areas require low, non-glaring lighting.
  - Stacks - high intensity, fixed lighting. (Specialist required.)
  - Seating areas - task lighting, attention paid to ambience and color.
  - Maintenance - functional, high intensity lighting.
  - Avoid mixed colors in any one type of lighting.
  - Lighting should be easily accessible to maintenance for changing lights and repairs.

Planners should compare the reflected ceiling plan with the furnishings layout to determine how effectively various user and work stations are lit. (Anders Dahlgren, *Planning the Small Public Library Building*. American Library Association, 1985.)

HVAC

The HVAC system should be driven by the design and should provide climate control for the benefit of books, electronic systems and people. Each requires different temperatures and humidity. A compromise condition should be decided upon and then changed infrequently. Fluctuating temperatures are damaging to paper. A stable temperature provided by an HVAC system will preserve the Library's books and periodicals.

- Designers should follow standards in the *American Society of Heating, Refrigerating and A/C Engineers (ASHRAE)* handbook for comfort. The ASHRAE new comfort zone is recommended for libraries.
- HVAC should be sized properly for the new facility.
- Zoned heating and cooling should be designed.
- The Historical Room will require humidity control as well as climate control.
- Ease of use should mark the operation of controls. Public thermostats should be able to be locked. Separate control of heating and A/C in the meeting room should be possible.
- HVAC should be on programmable 24-hour 365-day timers.
- No fiberglass should be used in HVAC system, especially not in ductwork.
- HVAC system should be as noiseless as possible; there should be no aural indication that equipment is "running".
- Refrigerants should have the least environmental risk.
- Instruments readable from inside to measure outside temperature and humidity should be available.
- All filters should be located for easy cleaning and replacement.

Security System

Security of all staff and patrons should have high priority in design:

- Layout of shelving should take into consideration lines of sight from staff work stations.
- Service desks should provide lines of sight throughout the building.

- All areas should be supervisable.
- Landscaping should keep staff security in mind, i.e., no high bushes close to entrances.
- Lighting which promotes security should be in all areas.
- Panic buttons should be installed on all public service desks.
- Alarms for emergencies such as heat failure, flooding, etc. should be installed.
- All outlets should be child-proof.
- Security cameras should be strategically placed. Monitors should be at the Circulation Desk and in the Custodian's Office.

Provision for a book security system should be made.

Door contacts and motion detectors together are effective for intrusion alarm. The alarm should be wired directly to the police station. Proposed configurations should be approved by that department.

Fire Protection

The fire alarm system should be wired directly to the fire station with approval obtained. Smoke detectors should be throughout the building. Consultation with the Fire Department for recommended systems, including sprinklers, should be undertaken.

The sprinkler system should be designed carefully over book stacks and computer work stations so that water is directed to correct areas.

Fire doors should be held open by devices that automatically close in the event of fire.
Fire extinguishers should be provided in all areas.

Floor Treatments

Sound control and easy maintenance along with environmental considerations all have high priority.

Natural, non-toxic, non-allergenic materials should be used throughout the building.

Carpeting must be first grade commercial carpet and have anti-static protection.

Carpet tiles could be considered for their flexibility, i.e., for replacement of worn areas or wiring changes. However, they are more expensive. The installer is important whether carpet tiles or carpeting is selected. The specs should require that the installer has done the same size job and the carpet has been in place four or five years.

Durable and easy to clean materials - not carpeting - should be used in toilets, work areas, kitchen, custodial areas, closed storage, entry area and craft area of the Children's Room.

Signage

- All signs should comply with ADA requirements.
- Signage style should coordinate with interior decor.
- Lettering, color and style should be of one type.
- Hours and services should be on a weather-tight, changeable outside sign.
- The signs at the ends of stacks should be able to be changed easily.
- Permanent signs should be attractive and easily discernible to everyone.
- Prepare a directory which reflects the final library interior plan.
- A lighted, vandal-proof sign, visible from all major approaches, should be erected to identify the library.
- If the flag pole is retained, a lighted pole should be considered.

Expansion Plans

Provisions for future expansion should be made at the beginning of the design process. The building design should permit easy expansion – even beyond the long-term planning horizon of 2030.

IX. Units of Measure Used in the Following Assignable Areas

The formulas are from "A Library Building Program Workbook" by Patience Kenney Jackson, June 1999. These formulas have been used by Massachusetts Libraries and are accepted by the Massachusetts Board of Library Commissioners. These formulas take into consideration library ADA requirements.

Public User Space

30 sq. ft./seat at tables
35 sq. ft./seat at carrels
45 sq. ft./seat at computer stations
35 sq. ft./seat - lounge seating
25 sq. ft./seat plus 20% - conference room
30 sq. ft./seat - historical room
25 sq. ft./seat - children's seating
35 sq. ft./seat - parent seats
10 sq. ft./seat plus 30% - meeting room
20 sq. ft./seat plus 20% - children's program room

Staff Work Space

100 sq. ft./work station - technical services
65 sq. ft./work station - circulation work room
5 linear ft./computer – service desk

Collections

Books

7 vols./sq. ft.	Reference
10 vols./sq. ft.	Local history/genealogy
10 vols./sq. ft.	Nonfiction, new books, juvenile reference, parenting
12 vols./sq. ft.	Fiction, juvenile fiction and non-fiction, young adult books
14 vols./sq. ft.	Easy readers
16 vols./sq. ft.	Paperbacks
20 vols./sq. ft.	Picture books

Periodicals

1/sq. ft.	Current, displayed face out

Media

10/sq. ft.	Video tapes/audio tapes
30/sq. ft.	CDs

Stacks

3' unit shelf length

Public Stacks

76" high

5' from centerline to centerline (aisles 3' wide)

Children's Stacks

60" high

42" high

5' centerline

Closed Stacks

4' from centerline (aisles 2' wide)

Parking (Massachusetts Board of Library Commissioners Parking Standards)

350 sq. ft. per space

1 space per 400 sq. ft. of building space

Handicapped Parking

8' wide

van accessible - access aisle of 8'

1 space per 25 spaces, 2 spaces for 26-50

Seating

5/1,000 population

X. Assignable Areas

Entrance and Lobby **250 sq. ft. or as required by design**

Exterior:
The entry should be well lighted, secure and clearly discernible. It should project a warm, welcoming, non-intimidating ambience. ADA requirements should be met.

Bright, aesthetically pleasing lighting should lead to entrance from walkway and parking lot. Unsightly fire devices around doorway should be avoided. There should be an overhang above doorway to prevent snowfall from roof and to protect from the elements. An overhang to protect patrons from the weather while waiting for rides should be designed into the exterior, but not so that the entrance is blocked by people. There should be a vestibule to help with interior temperature control. There should be a bell with a distinct ring.

Equipment:

Bicycle Rack
Library sign in a prominent place.
Tamper-proof electrical outlets at entrance and at all sides of building.
Tamper-proof water spigots at entrance and at all sides of building.

Interior:
Functions:

Gives first impressions.
Provides access to Meeting Room, public restrooms and library proper.
Areas for public notices, rotating displays, public telephone should be provided.
A waiting area should be visible from Circulation Desk.
Area for ongoing book sale may be provided.

Users: public: up to five.

Furniture and Equipment:

Automatic doors activated manually on both sides, ADA compliant
Grating and galvanized pan within recess in floor.
Flooring should have long-term durability.
Water fountain, two levels per ADA regulations
Community bulletin board with shelving for free pamphlets.
Directory
Electrical outlets in floor, walls.
Public telephones with TDD device operable by coin or credit/debit card with writing surface may be provided.
Bench
Locking display case.
Information kiosk with shelf and holder, wiring and cabling for computer and VCR/DVD to provide information electronically. Space for shelving brochures should be provided as well.

Fire alarm readout panel.
Video security camera
Provisions for coats, umbrellas, etc.
Walls should be easy to maintain.
Attractive trash receptacle.
People Counter may be provided.
Donor plaques

Close to:

Circulation Desk
Public Restrooms
Meeting Room
New Books/Periodicals

Distant from:

Quiet Areas

Environment:

The entrance should welcome the public into an aesthetically pleasing space. It should encourage quietness yet give the impression of an intellectually vital place.

Existing Entrances
Front Vestibule, 290 sq. ft. and Rear Foyer, 274 sq. ft.

The existing entrances may be retained, or not, according to the final design. If either one of the entrances is retained, and renovated, a clean, clutter-free environment should be the goal. Refinishing and refurbishing all surfaces is part of the renovation.

Indoor Book Drops (2)

Should be moisture proof, vandal proof and fire proof.
Depressible book truck able to contain 4 days of returns.
Separate slot emptying into a specially padded area for return of fragile materials, i.e., videos, DVDs, etc.
Large enough for a book truck to transfer materials.

Exhibit Area for Materials **120 sq. ft.**

Functions:

Display and marketing of new materials including videos, audiobooks, CDs/DVDs and other non-print media. Books, both hardcover and paperbacks, will be displayed here.

Users: public: up to 10

Furniture and Equipment:

Display shelving for 50 videos and/or audiobooks.
Display shelving for 50 CDs/DVDs
Display shelving for 300 books.
Locking display case

Close to:

Entrance
Circulation Desk

Distant from:

Quiet Areas

Environment:

Attractive central area conducive to browsing. Shelving should allow some face-out display. A video security camera should be installed.

Circulation Service Desk **370 sq. ft.**

Functions both for children and adults:

- Check out
- Returns
- Library cards issued
- Telephone switching
- Telephone ready reference
- Directional and ready reference service
- Holds taken
- Holds shelved
- Collection of fines
- Book sorting
- Reserve Collections
- Museum Passes
- Sale of Items
- ILL Requests Taken
- Assist with Computers
- Assist with Copier
- Self check out

Users: Staff 2 -4 Public 1-6
Staff Seats 4

Furniture and Equipment:

- 4 computers
- 4 laser scanners
- 1 TDD
- 1 printer, unless networked to another area
- 2 telephones and outlets
- 4 panic buttons
- 4 adjustable chairs
- 4 book trucks
- 1 return slot with depressible book truck
- 2 wastebaskets
- 1 wall clock
- drawers and shelving under desk. 1 cash drawer, lockable
- Shelving: 50 linear ft. for holds
- electric outlets:
  - 4 fourplex grounded outlets, two data
  - 2 additional outlets
- light panel
- video security camera

Close to:

- Entrance
- Copy Area
- Rest Rooms
- Public Catalog (OPACs)
- Circulation Work Room

Distant from:

- Quiet study areas

Environment:
This area should be well lighted, bright, visible, protected from drafts. The Circulation Desk is placed near the entrance to provide control over traffic entering and exiting the building. This is a high traffic area so should have extra acoustical control. An opportunity is given for welcoming the public. Location should give a clear view of the entire floor. The staff area should allow for passage of only staff and book trucks. The desk, however, should not appear to be a barrier to children or adults.

This desk will serve both children and adults. Therefore, one of the work stations should be on a counter area 36" above the floor to serve children.

There should be an area 36" in length and 36" above the floor and wheelchair accessible according to ADA Standards.

There should be added cushioning on the floor behind the Desk. Consider a different carpet pattern in the high traffic public area.

Lighting should not generate heat in this small work area. Provide adequate supply and return air to avoid heat build-up.

The Circulation Desk area may change as functions change. Space for possible self service check-out should be provided. Material security procedures may change counter spaces.

A flexible modular design will allow for unforeseen changes.
A custom design may be considered which would be part of a general construction contract.

Circulation Work Room/Reference Office/Young Adult Librarian's Office/ Technology Specialist's Office **764 sq. ft.**

Functions:

Report Writing	Interlibrary loan processing
Acquisitions	Counter for Library Assistants
Telephoning	Open Office for Young Adult Librarian
Sorting	Open Office for Circulation Librarian
Storage of Supplies	Open Office for Reference Librarian
	Open Office for Technology Specialist

Users: Staff: 5 Public: 0
Staff Seats: 5

Furniture and Equipment:

4 desks with ergonomically correct chairs with arms
counter with 2 work stations, adjustable stools with retractable arms
4 file cabinets
1 safe, concealed from public view (to supplement safe kept elsewhere)
built-in supply cabinets
sink, cabinets over and under sink
jacks for 4 telephones, cabling for 5 computers at desks and counter
copier
printer
fax machine
6 book trucks
buzzer to delivery entrance
6 wastebaskets
recycling bin
1 wall clock
bulletin board, message center, staff mail boxes
Shelving: 4,046 vols. (279 sq. ft.)
walk-in storage closet

Close to:

Photocopier
Circulation Desk
Director's Office

Distant from:

Quiet Areas

Environment:

This is the behind-the-scenes work area of the Library. The area should remain adaptable throughout the life of the Library. Electric power, wiring and cabling should be easily available anywhere in the room. Supply cabinets should be built-in. Data and electrical wiring should be supplied at every work station. Future needs may call for more electronic capabilities. Sprinkler

heads should not be pointed directly at computers. Visibility and supervision of as much of the Library as possible should be attained, possibly through a glass half-wall overlooking the Circulation Desk. The Circulation Desk should be easily staffed from here.

Technical Services Room **888 sq. ft.**

Functions:

Telephoning
Processing of Materials
Cataloging
Mending
Storage of Supplies
Open Office for Head of Technical Services

Users:	Staff:	5	Public: 0
	Staff Seats:	5	

Furniture and Equipment:

3 desks with ergonomically correct chairs with arms
counter with 2 work stations, adjustable stool with retractable arms
3 vertical file cabinets
1 lateral file
built-in supply cabinets
sink, cabinets over and under sink
jacks for 3 telephones, cabling for 3 computers at desks
copier
printer
6 vertical files for shelf list
4 book trucks
buzzer to delivery entrance
4 wastebaskets
recycling bin
1 wall clock
Shelving: 6,069 vols. (418.5 sq. ft.)
walk-in storage closet

Close to:

Circulation Desk
Assistant Director's Office

Distant from:

Quiet Areas

Environment:

This is the behind-the-scenes work area of the Library. The area should remain adaptable throughout the life of the Library. Electric power, wiring and cabling should be easily available anywhere in the room. Supply cabinets should be built-in. Data and electrical wiring should be supplied at every work station. Future needs may call for more electronic capabilities. Sprinkler heads should not be pointed directly at computers.

Assistant Director's Office **144 sq. ft.**

Functions:

Administrative, budgeting, interviewing, reviewing, writing etc.

Users: Staff: 1 Public: 2

Staff Seats: 1

Furniture and Equipment:

desk with space for computer work station with printer
1 desk chair, adjustable and ergonomically correct with retractable arms
1 side chair
1 telephone
1 computer with printer
bulletin board
1 wastebasket
Shelving: 24 linear feet
1 lockable 4-drawer, lateral file cabinet
coat rack

Close to:

Technical Services Room
Public Areas

Distant from:

Meeting Room
Children's Room

Environment:

A prominent location is not necessary, but a central location is. Privacy and quiet should be possible. Window for supervisory purposes could be considered. Blinds or curtains for privacy should then be installed.

Director's Office **335 sq. ft.**

Functions:

Administrative, budgeting, interviewing, reviewing, writing etc.

Users: Staff: 1 Public: 6

Staff Seats: 1

Furniture and Equipment:

desk with file drawer and return for computer work station with printer
1 desk chair, adjustable and ergonomically correct with retractable arms
2 side chairs
1 telephone
1 computer with printer
1 wastebasket
shelving (built-in): 48 linear feet
2 vertical files
1 lockable 4-drawer, lateral file cabinet
coat/storage closet
1 credenza
small table, 4 chairs for conferences

Close to:

Circulation Desk

Distant from:

Meeting Room
Children's Room

Environment:

A prominent location is not necessary, but a central location is. Privacy and quiet should be possible.

A window for supervisory purposes should be considered. Blinds or curtains for privacy should then be installed.

Secretary's Office **165 sq. ft.**

Functions:
Administrative, word processing, writing, etc.

Users: Staff: 1 Public: 0
Staff Seats: 1

Furniture and Equipment:
desk with space for computer work station with printer
1 desk chair, adjustable and ergonomically correct with retractable arms
1 side chair
1 copier
1 telephone
1 computer with printer
1 wastebasket
Shelving: 24 linear feet
2 vertical file cabinets
coat rack

Close to:
Director's Office

Distant from:
Meeting Room
Children's Room

Environment:
A prominent location is not necessary, but a central location is. Privacy and quiet should be possible. Window for supervisory purposes could be considered. Blinds or curtains for privacy should then be installed.

Photocopier **45 sq. ft.**

Functions:
Public use for photocopying.

Users: Staff: as needed Public: 1-3

Furniture and Equipment:
1 copy machine with money changer, credit card capabilities, automatic document feed, collator etc.
wastebasket
recycling bin

Close to:
Entrance
Circulation Desk

Distant from:
Quiet Areas

Environment:
Adequate overhead lighting, non-glare, no windows needed. Adequate ventilation should maintain air quality while machine is in use.

Historical Room **600 sq. ft.**

Functions:

Research and quiet study
Storage and display of genealogical and local history materials
Library meetings

Users: Board of Trustees
Friends

Public: up to 13
Seats: 12
Machine work station: 1

Furniture and Equipment:

conference table
12 chairs, 10 stackable chairs for overflow
1 table display case
1 map case
3 vertical files
1 lateral file
1 file cabinet for Board of Trustees
1 computer with ergonomically correct seat. Could be used as OPAC.
screen, recessed, motorized
1 telephone jack
1 wall clock
Shelving: 200 linear feet for 2,000 books, metal shelving, in lockable grilled cabinets.
wiring and cabling for future electronic needs, electrical outlets on each wall

Close to:

Quiet Areas

Distant from:

Children's Room

Environment:

This is a temperature and humidity controlled area for the preservation of fragile materials. This room will serve as a small conference room, local history room and a space for the Board of Trustees to meet.

Security should be maintained through locked cabinets, lockable door, building security system with motion detectors. Video security cameras should be installed.

Any outside windows should have U/V screening. Incandescent lighting, task lighting, is the least damaging to fragile materials. Dimmable antique style lighting may be considered.

Meeting Room/Kitchen **2,000 sq. ft.**
Wales French Room

The 2,000 sq. ft. includes the Meeting Room, 1,650 sq. ft., storage closet for chairs and tables, 50 sq. ft., coat room, 100 sq. ft., storage closet for A/V equipment, 100 sq. ft., and kitchen, 100 sq. ft. (2 handicapped accessible toilets)

Functions:

Meeting space for:

- library programs and events
- community programs
- exhibits
- book sales
- large children's programs

Users: Staff: 0-1 Public: 150
Seats: 150

Furniture and Equipment:

- 9 folding tables seating 8 each, 1 smaller table
- 150 stackable chairs
- wall clock
- lectern wired for sound and remote access to projection equipment, screen, room light
- large screen, recessed, motorized
- wall mounted white board
- projection equipment for film, video, overhead - with remote control
- built-in LCD projector
- 1 easel
- public address system for use with wired or wireless microphones
- closet or alcove for coats/boots for full capacity meeting room
- lockable storage closets for chairs, tables; also A/V equipment such as overhead projector, slide projector, VCR, monitor. Counter space should also be provided for other equipment.
- provision should be made on walls for paintings, including track lighting and picture rails.
- capacity to darken room during daylight hours.
- provide dimmer controls for the track of adjustable lighting.
- wire and cable for power, telephone, cable television, video conferencing and internal data cabling.
- floor outlets in strategic areas for projection equipment.
- heat, ventilation, air conditioning should be controlled from inside the room.
- keep existing stage, if possible, or use a retractable stage
- install video security camera

Close to:

Entrance
Toilet

Distant from:

Quiet Areas
Reference
Browsing

Environment:

The meeting room should be flexible enough for use as a meeting room, exhibit area or for use for book sales. It should not have a "spartan" look, but through lighting and color be warm and inviting.

Acoustics should carry music as well as voice, but sound proofing should ensure quiet in the rest of the Library.

Meeting rooms receive heavy use. Provide easily maintained wall and floor surfaces. Provide a chair rail on all walls. This space should be able to be isolated from the rest of the building, but with access to toilets, drinking fountain, telephone and main exit when the Library is closed.

There should be a folding partition to divide the room in half when desired.

The meeting room should be keyed separately and should be accessible when the Library is closed.

Kitchen **100 Sq. Ft.**

Full kitchen (ADA compliant) should contain:
Large sink, deep, with tall enough faucet to fill large pot
Microwave oven
Stove top
Full-sized refrigerator with freezer
Lockable storage cabinets
Counters on either side of sink and next to stove; drawers, cabinets underneath
Large trash basket
Paper towel dispenser, soap dispenser

Conference Room/Galley **590 sq. ft.**

The 590 sq. ft. includes the Conference Room, 390 sq. ft., galley, 100 sq. ft. storage closet for chairs and tables, 50 sq. ft., and storage closet for A/V equipment, 50 sq. ft.

Functions:

Meeting space for:

- library programs
- community programs
- town/board meetings
- exhibits
- multicultural activities and programs
- video conferencing
- computer training

Users: Staff: 0-1 Public:30
Seats: 30

Furniture and Equipment:

- 3 folding tables seating 8 each, 1 smaller table
- 30 stackable chairs
- wall clock
- lectern wired for sound and remote access to projection equipment, screen, room light
- large screen, recessed, motorized
- wall mounted white board
- projection equipment for film, video, overhead - with remote control
- 1 easel
- public address system for use with wired or wireless microphones
- alcove for coats/boots for full capacity conference room
- lockable storage closets for chairs, tables; also A/V equipment such as overhead projector, slide projector, VCR, monitor. Counter space should also be provided for other equipment.
- provision should be made on walls for paintings, including track lighting and picture rails.
- capacity to darken room during daylight hours.
- provide dimmer controls for the track of adjustable lighting.
- wire and cable for power, telephone, cable television and internal data cabling. Floor outlets in strategic areas for projection equipment.
- heat, ventilation, air conditioning should be controlled from inside the room.

Close to:

Entrance
Toilets
Circulation Desk

Distant from:

Quiet Areas
Reference
Browsing

Environment:

The conference room should be flexible enough for use as a meeting space, exhibit area or for use for fundraising activities. It should not have a "spartan" look, but through lighting and color be warm and inviting.

Acoustics should carry music as well as voice, but sound proofing should ensure quiet in the rest of the Library.

This room will receive heavy use. Provide easily maintained wall and floor surfaces. Provide a chair rail on all walls. This space should be able to be isolated from the rest of the building, but with access to toilets, drinking fountain, telephone and main exit when the Library is closed.

The meeting room should be keyed separately and should be accessible when the Library is closed. A video security camera should be installed.

Galley (ADA Compliant) 100 sq. ft.

Lockable storage cabinets
Large sink, deep, with tall enough faucet to fill large pot
Counters on either side of sink
Refrigerator, half size with freezer
Microwave oven
Electrical outlets
Large trash basket

Young Adult Room **1,879 sq. ft.**

Functions:

Young Adult gathering area
Casual reading
Studying
Shelving for YA fiction, nonfiction, paperbacks, magazines, CDs,
Listening area
Playing board games
Accessing the Internet

Users: Staff: 1 Public: up to 32
Seats: 32
Machine Work Station: 4

Furniture and Equipment:

8 lounge chairs, 4 end tables
6 study tables, 24 seats
Shelving: 7,000 YA hardcover fiction and nonfiction
3,000 paperbacks, stand-alone shelving
30 periodical titles, 30 linear feet
(sloped shelving with storage for 1 year back issues)
15 board games, 30 linear feet
1 OPAC - standing,
1 listening station (media carrel)
2 computer work stations
data cabling (4)

Close to:

Audiovisual Area
Circulation Desk

Distant from:

Quiet Areas
Reference

Environment:

This room could be divided into two distinct areas: study area with study tables and casual gathering area with lounge seating.

The two areas should be positioned so that sound will be dampened as much as possible. *The casual gathering area should be glassed in* so that sound would be dampened further. Materials should be used to dampen sound as well. Supervision from the Circulation Desk should be easy. Video security camera should be installed.

In order to make this place for Young Adults as attractive to them as possible and to make it as quiet as possible, arches or creative dividers should be used to attain this result.

This room should be located away from the quiet areas of the library. Furniture should be easily maintained and as durable as possible. Wiring and data cabling for future needs should be done. Outlets should be at least 2.5 feet apart.

Audiovisual Area **700 sq. ft.**

Functions:

Browsing - as in a retail setting
Viewing, listening
Housing for CDs/DVDs, videos, audiobooks on tape/CD, software

Users: Staff: 0 Public: 10
Machine Work Stations: 4

Furniture and Equipment:

2 media carrels with ergonomically adjustable chairs
- 1 CD/ DVD player with earphones
- 1 VCR and 1 tape player with earphones

2 computer work stations and ergonomically adjustable chairs
storage and/or display units for:
- 1,000 video tapes
- 3,000 audiobooks on tape or CD
- 2,000 compact discs
- 2,000 DVDs
- 200 software

Close to:

Circulation Desk
Entrance
Young Adult Room/Area
New Books/Periodicals

Distant from:

Quiet Areas (Reference/Browsing Areas)

Environment:

This area should be attractive, conducive to browsing, not lounging. Electrical outlets should be every 2.5 feet including floor outlets. There should be clear lines of sight from the Circulation Desk. Video security camera should be installed.

New Books, Periodical Browsing Area **1,645 sq. ft.**
Or, the Francis M. Daly Reading Area

Functions:

Newspapers
Periodicals
New Books
Browsing, relaxed reading

Users: Staff: 0 Public: up to 40
Seats: 36

Furniture and Equipment:

sloped shelving for 250 periodicals, with storage for 1 yr. of back issues
sloped shelving for 15 current newspapers with storage for back issues
shelving for 1,000 new books
16 lounge seats
8 end tables with task lighting
2 coffee tables
5 round study tables, 20 chairs
clock
wastebasket

Close to:

Reference, Study Areas
Audiovisual
Large Print

Distant from:

Young Adult Room
Children's Room

Environment:

This is a quiet area with an informal comfortable setting; subdued general lighting but with good reading lights. Electrical outlets should be available near each seat as well as on every wall. Data cabling should be available also. There should be windows for lots of natural light. Video camera should be installed.

This is a self-service area, but can be supervised from the Circulation Desk.

Large Print /Paperback Area **1,821 sq. ft.**

Functions:
Browsing
Reading

Users: Staff: 0 Public: up to 40
Seats: 36

Furniture and Equipment:
Shelving: for 5,000 large print books
for 1,500 paperbacks
for 300 books, Stoughton Women's Club Collection
16 lounge seats
8 end tables with task lighting
5 round study tables, 20 chairs

Close to:
New Books/Periodicals Area
Audiovisual

Distant from:
Young Adult Area
Children's Room

Environment:
Electrical outlets should be available near each seat as well as on every wall. Data cabling should be available also. Area should be near windows for natural light. This should be a distinctive area using plants, carpeting to distinguish it from other areas. It is a casual reading area, so should have very comfortable chairs. There could be free-standing displays for paperbacks. Video security camera should be installed.

OPAC Area **270 sq. ft.**

Functions:

consultation of library catalog
searching of databases

Users: Staff: as needed Public: up to 6
Machine Work Stations: 6

Furniture and Equipment

6 OPACS, 4 standing, 1 seated, 1 handicapped accessible including large size terminal.

Close to:

Circulation Desk

Distant from:

Meeting Room
Children's Room

Environment:

Lighting should be positioned so as not to reflect off computer screens. And computer screens should be positioned to eliminate glare. Electrical outlets should be every 2.5 feet including floor outlets. Wiring and cabling should reflect the utmost flexibility. A video security camera should be installed.

Information Technology Center **705 sq. ft.**
Includes Computer Training Room (342 sq. ft.)

Functions:
computer literacy training
self-directed learning, word processing etc.
copying, scanning, faxing
digitizing

Users: Staff: up to 1 Public: 14
Staff Seats: 1 Machine Work Seats: 12

Furniture and Equipment:
1 copier, scanner, fax machine, possibly coin operated
4 computer work stations with ergonomically correct seats
1 ADA compliant work station
1 work station for Kurzweil or other reading device for sight impaired with ergonomically correct seat. Storage for other magnifying equipment.
Shelving for Information Technology books and manuals:
10" shelving for 300 books

Computer Training Room **342 sq. ft.**
Furniture and Equipment:
6 machine work stations with 6 ergonomically correct seats
1 mobile media cart
1 digital projector
1 computer for trainer
1 screen or white wall for projections
wastebasket
recycling bin
video security camera
This room may be glassed in so that noise will be reduced. It is an integral part of the Information Technology Center, but set apart for classroom style teaching.

Close to:
Circulation Area
Technology Specialist's Office
Distant from:
YA Room
Children's Room
Environment:
Lighting should be positioned so as not to reflect off computer screens. Electrical outlets should be every 2.5 feet, including floor outlets. Wiring and cabling should reflect utmost versatility.
There should be clear lines of sight from the Circulation Desk.

Reference/Study Area **2,375 sq. ft.**

Functions:

Information/Reference Service
Self-directed research
Quiet study
On-line searching

Users:	Staff: 1	Public:	60
	Staff Seats: 1	Seats:	44
		Machine Work Stations:	15

Furniture and Equipment:

Shelving: reference books, 10" shelving for 2,000, 285 sq. ft. (151 volumes should be in a lockable case.)
There should be surfaces adjacent to shelves for resting books while consulting.
10 study tables with 40 seats
13 computer work stations with 13 ergonomically correct seats:
- 4 computer work stations in cluster with printer and ergonomically adjustable seats.
- 8 computer work stations with 4 ergonomically correct seats, configured for privacy.
- 1 work station, ADA compliant, with ergonomically correct seat.
- data cabling

4 lighted electrified carrels, 4 seats
4-drawer vertical file
dictionary stand
atlas stand
2 OPACs, standing, with appropriate wiring and cabling
2 wastebaskets
recycling bin

Close to:

Stacks
New Books/Periodicals Area
Information Technology Center

Distant from:

Children's Room
Meeting Room
YA Room

Environment:

The Reference/Study Area should be in a key location to allow for supervision and servicing of reference, browsing, and open stack areas. All table tops should be scratch resistant and refinishable; all furniture should be easily maintained. Lighting should be designed to prevent glare on terminal screens.

All areas should be clearly marked.

Consideration should be given to noise reduction. Smaller areas should be created within the whole to provide a feeling of privacy. Island shelving, carrels and other furnishings and equipment should be creatively used to achieve this goal. Video security camera should be installed.

Multicultural Learning Center **880 Sq. Ft.**

Functions:

Accessing foreign language resources
Accessing English as a Second Language resources
Accessing Portuguese collection
Quiet study
Viewing, listening, word processing
Administration in office of Literacy Coordinator (Square footage not included here. See p. ??)
Tutoring in 3 tutoring rooms (Square footage not included here. See p. ??)

Users:	Staff: 1	Public: 15
	Staff Seats: 1	Seats: 8
		Machine Work Stations: 5

Furniture and Equipment:
1 OPAC
2 media carrels with
- 1 VCR/DVD player
- 1 CD/tape player
- earphones

2 computer work stations
2 soft chairs
1 end table with task lighting
1 round table with 4 chairs
Shelving for:

Portuguese Collection	2,500 books
Adult Literacy	1,500 books
Audiobooks (CD/tape)	500
CDs/DVDs	300
Videos	300
Periodicals	15

Bulletin board

Close to:
Tutoring Rooms
Literacy Coordinator's Office
Information Technology Center
Audiovisual Area

Distant from:
Quiet Areas
Children's Room

Environment:
This area is a centralized space designated for materials in foreign languages including books, magazines, videos, DVDs, or any other information. It also includes three tutoring rooms and the office of the Literacy Coordinator.

The space should be a welcoming and comfortable area conducive to social interaction as well as learning.

Electrical outlets should be available every 2.5 ft. Wiring and cabling should reflect utmost flexibility. Install video security camera.

Tutoring Rooms (3) **180 sq. ft.**
(60 sq. ft. in each)

Functions:

Uninterrupted study, computer use, tutoring.

Users: Staff: 0 Public: 6 (3 rooms, seating 2 each)
Seats: 6

Furniture and Equipment:

3 tables, 6 chairs
wall and floor outlets, drops for data cabling, 3 fourplex grounded outlets
telephone jacks
3 white boards, wall mounted
wastebasket

Close to:

Multicultural Learning Center

Distant from:

Children's Room
Young Adult Room

Environment:

These rooms should be soundproof, with lockable doors from the outside if not being used. Glass should make this room supervisable.

Design the space so staff can easily visually observe the occupants of the room..
Install video security cameras.

Literacy Coordinator's Office **180 sq. ft.**

Functions:

Administrative duties, program planning, conferences, storage of supplies.

Users:	Staff: 1	Public: 2
	Seats: 1	Seats: 2

Furniture and Equipment:

Counter with 2 computers, printer
ergonomically correct seats with arms
side chair
telephone
4-drawer file cabinet
storage closet
1 wastebasket

Close to:

Tutoring Rooms
Multicultural Learning Center
Information Technology Center
Audiovisual Area

Distant from:

Children's Room
Young Adult Area

Environment:

This should be a glassed-in office within the Multicultural Learning Center. Blinds or curtains should give the option of privacy.

Outreach Coordinator's Office **100 sq. ft.**

Functions:

Administrative duties, program planning, storage of supplies.

Users:	Staff: 1	Public: 1
	Seats: 1	Seats: 1

Furniture and Equipment:

desk, with computer, printer
ergonomically correct seat with arms
side chair
telephone
4-drawer file cabinet
storage closet
1 wastebasket

Close to:

Delivery Entrance
Garage where the Outreach Van is kept
Technical Services Room

Distant from:

Public areas

Environment:

This should be a glassed-in office near the outreach van as well as the technical services room.

Quiet Room **120 sq. ft.**

Functions:
Uninterrupted research, study, personal computer use, tutoring

Users: Staff: 0 Public: 4
Seats: 4

Furniture and Equipment:
1 table, 4 chairs
wall and floor outlets, drop for data cabling, 1 fourplex grounded outlet
telephone jack
1 white board, wall mounted
wastebasket

Close to:
Reference Area/Study Area

Distant from:
Children's Room
Young Adult Room

Environment:
This room should be soundproof, with lockable door from the outside if not being used. Glass should make this room supervisable.

Design the space so staff can easily visually observe the occupants of the room.
Install video security camera.

Public Bookstacks **4,799 sq. ft.**

Functions:

Shelving and selection of books
Brief consulting of books

Users: Staff: as needed Public: varies

Parameters of measurement:
30,000 estimated population projection
4.1 volumes per capita (includes total collection, 123,537 books)
According to the "Wisconsin Public Library Standards", 4.1 vol./cap. is an "enhanced" level of effort.
volumes - adult collection

30,500 nonfiction - 3,050 sq. ft., 20,997 fiction -1,749 sq. ft.

Total collection in stacks, including folios and holiday books is 51,497 vols.

See "Units of Measure" p. ?? for vols./sq. ft.
Aisles ADA compliant

Equipment:

metal ranges with 5' centers, braced from the top. Ranges should have one pull-out shelf per aisle for book consultation. 10- inch shelving should be used for folios (4,500 volumes).
6 book trucks
8 kick stools
1 small stepladder
1 wastebasket
end panels with display capabilities
2 OPACs located in the stacks with appropriate wiring and cabling

Close to:

OPACs (public catalog)
Reference/ Study Area

Distant from:

Children's Room
Meeting Room

Environment:
Most of the adult collection is housed here. To aid in self-service, the layout should be done so that the Dewey System can be easily followed.

30' bays should be used to minimize columns. Electric outlets for future use should be throughout the area. **There should be clear lines of sight down the aisles from the Circulation Desk**. There should be limited natural light or U/V screened windows. A stable temperature is needed.

Lighting should be parallel to aisles and fill top to bottom shelves for utmost readability. Sign holders on end panels should permit flexibility. Wall areas should have chair rails to protect walls and to provide for future wiring. Video security camera should be installed.

Children's Room **4,762 sq. ft.**
(Includes Service Desk 150 sq. ft.)

Functions:

Reading, browsing, studying
Displays
Toddlers playing
Materials for children to grade 6, parents, educators
Storytelling
School Visits
Toys and puzzles

Users: Staff: 1 -3 Public: up to 50
Staff Seats: 0 Seats: 35
Machine Seats: 10

Shelving:

Book Shelving: metal 60" high stacks, braced from the top. 42" high preschool collection stacks, 3' center aisles, 48" turnaround at ends of aisles.

Reference	500	50 sq. ft.
Picture Books	7,000	350 sq. ft.
Easy Readers	3,000	215 sq. ft.
Fiction (includ. Pbks)	7,500	625 sq. ft.
Nonfiction	16,000	1,333 sq. ft.
Parenting	500	50 sq.ft.
Totals	**34,500 vols.**	**2,623 sq. ft.**

Other Shelving:

New books and non-print display shelving for 300 volumes: **30** sq. ft.
1 bin for new picture books: **35** sq. ft., 1 bin for new board books: **35** sq. ft. These bins could be back to back with a cork board for signage.
Permanent Holiday Display Materials Shelving for **500** Items: **50** sq. ft.
Permanent Portuguese Language Collection Shelving for **500** items: **50** sq. ft.
Periodicals: sloped shelving for storage for one year: **30** titles: **30** sq. ft.
Toys and Puzzles: 30 linear feet.
Total other shelving: 1,030 vols.: 230 sq. ft.

A/V Shelving:

Videos	300	30 sq. ft.
CDs/DVDs	1,000	34 sq. ft.
Media bags	200	20 sq. ft
Audiobooks	200	20 sq. ft..
Software	100	13 sq. ft.
Totals	**1,800**	**117 sq. ft.**

Total holdings: 37,330 **Total Sq. Ft.: 2,970**

Furniture and Equipment list for both the preschool, school-age and common areas:

1 copy machine - *common area*
1 display case - *common area*
6 book trucks
1 wall clock - analog
3 wastebaskets
24 coat pegs within entrance to room (12 adult height, 12 child height)
2 OPACs with appropriate electrical outlets – *common area*
2 tables - adult height with 8 chairs - school age
2 tables - child height with 8 chairs - school age
2 tables - child height with 8 chairs - preschool
1 carrel- electrified, study light, with1chair - school age
1 media workstation, CD/tape player/headphones - school age
3 lounge chairs, adult height - school age
4 lounge chairs, child height - 2 in each
1 2-seater couch - preschool
1 display shelving for 200 items - preschool
1 display shelving for 200 items - school age
1 rocking chair - preschool
8 machine work stations for public access with printers unless networked, 1 handicapped accessible - 4 in each
1 globe and stand - school age
floor furniture - preschool
1 small enclosed area to read in - preschool
display bulletin board: wall size, large, nailable, tackable surface with color coordinated cloth. – *common area*
Total equipment and furniture: 1,642 sq. ft.

Close to:

Meeting Room and Entrance
Children's Librarian's Office
Story Hour/Crafts Room

Distant from:

Quiet Adult Areas
Reference

Children's Room Environment:
The Children's Room serves all children through the sixth grade. Definition of areas is important since the range of ages is so wide. This could be done with display cases, shelving etc. Audiovisual Area, OPACs, copier, display areas and service desk should be in a central area. The public should not have to walk through the preschool area to get to the school-age area and visa versa. Area for the youngest should not be too "babyish"; area for slightly older children should be young, but not "too young". All areas should be free of hazard.

The room should have a warm, friendly, comfortable and uncluttered environment which children perceive as a "fun" place to be. Classical, warm colors should be used. The A/V area should be near supervision and away from glaring light. Cozy places should be available, but always supervisable. The room should be brightly lighted. Outside light should be brought in by large windows. A door could lead to a garden/program area. Durable floor seating away from traffic patterns should be provided.

Lighting should be parallel to the stacks. Electrical outlets, wiring and cabling for present and future needs should be done. Power should be available every 2 ½ feet. Techniques to dampen sound and/or extra soundproofing should be considered.

<u>Area for Preschool up to Grade Two</u>
Functions:

Toddlers playing
Caregivers interacting and waiting for children
Storytelling on a one-to-one basis
Materials for preschool, first and second grade children
Toys and Puzzles
Puppetry

Users: Staff: as needed

Public: up to 25
Seats: (13 total) 3 parent seats, floor furniture
8 study seats
2 toddler lounge seats
Machine seats: 4

Furniture and Equipment:

Display shelving for 200 items
Picture books on low shelves, 7,000 volumes
Easy readers, 3,000 volumes, parenting books, 500 volumes
Bins for new picture books and board books.
Toys and Puzzles
Floor furniture
2 tables, child size, 8 seats
2- seater couch, adult size

Bulletin board
Rocking chair
4 computer work stations, toddler height
1 small built-in house or whimsical area for reading
2 lounge chairs, child height

Area for School-age Children (grades 3 - 6)
Functions:
Reading, browsing, studying
Displays
Material for grades 3 - 6
School visits

Users:	Staff: as needed Staff Seats: 0	Public: up to 25 Seats: 22 Machine seats: 4

Furniture and Equipment:
Fiction, nonfiction, reference for grades 3 - 6
2 tables - adult height, 8 chairs
2 tables - child height, 8 chairs
1 carrel - 1 chair
1 media carrel- 1 chair
3 lounge chairs - adult height
2 lounge chairs - child height
4 computer work stations
1 globe and stand
Display shelving for 200 items

Children's Service/Circulation Desk **150 sq. ft.**
(Included in Children's Room)

Functions:
Circulation:
Children's Reference and Reader's Advisory Service
Information center for library programs
Back-up check-out/circulation desk
Returns
Telephone Reference
Book sorting

Users:	Staff: 1 - 2 Staff Seats: 2	Public: 2 or more

Furniture and Equipment:

2 computer work stations with 2 ergonomically correct seats
1 telephone and outlet
2 panic buttons
4 book trucks
return slot with depressable book truck
1 wastebasket
2 laser scanners
drawers and cabinets under desk
Children's Room Information Center: display of library-specific material.
electric outlets
    2 fourplex grounded outlets
    2 additional outlets
Shelving: 18 linear feet behind desk, storage cupboards for supplies behind desk, counter behind desk for work space.

Close to:

Children's Room Entrance
Children's Librarian's Office
Children's Toilet
Children's Program Room

Distant from: Quiet Areas

Children's Service/Circulation Desk Environment:
The desk should be 32" high with ADA compliant section for wheel chairs. Supervision of entire floor should be possible. Plenty of storage under and behind desk is desirable.

Children's Librarian's Office **100 sq. ft.**

Functions:

Professional duties - material selection, program planning, conferences, storage of supplies.

Users:	Staff: 1	Public: 1
	Seats: 1	Seats: 1

Furniture and Equipment:

Desk with computer and printer, unless networked
ergonomically correct seat with arms
side chair
telephone
4-drawer file cabinet
large walk-in storage closet with wide shelving
1 wastebasket

Close to:

Children's Service Desk
Children's Room
Story Hour/Crafts Room

Distant from:

Adult Areas

Environment:

This should be a glassed-in area facing the Children's Room. Blinds or curtains should give the option of privacy.

Story Hour/Crafts Room **600 sq. ft.**

Functions:

Story hours
Special children's programs
Crafts
Programs and meetings by day care providers, educators, parent groups

Users: Staff: 1-3 Public: up to 25
Seats: 25

Furniture and Equipment:

bulletin board - wall mounted
white board - wall mounted
sink with counter space
supply cabinets above and below sink
3 folding tables
25 stackable chairs
½ carpet, ½ cushioned vinyl tile

Close to:

Children's Room
Children's Librarian's Office
Children's Service Desk
Toilet
Meeting Room

Distant from:

Adult Areas
Quiet Children's Areas

Environment:

This room should be partitioned from the Children's Room by a glass panel for parents' viewing and for supervision. (This glass panel could be one-way viewing to avoid disturbing the children.)

Easy maintenance of all surfaces and furniture is a priority.

Electrical wiring and data cabling for the present and future should be done. Power should be available every 2 ½ ft.

Closed Storage **530 sq. ft.**

Functions:

Shelving accessible to staff only
General storage
Storage for back issues of periodicals and newspapers

Users: Staff: as needed Public: 0

Furniture and Equipment:

metal shelving braced from the fop
floor should bear 300 lbs./sq. ft. for future compact shelving
2,000 vols. at 20 vols./sq.ft.
200 periodical back issues, 3 years (400 sq. ft.)
20 newspaper back issues, 3 months (30 sq. ft.)
counter space for book sorting
wastebasket
1 book truck

Close to:

Technical Services
Delivery Entrance

Distant from:

Public Access

Environment:

This area is closed to the public. Future compact shelving will almost double the storage space. This area should be large enough for general storage.

Friends Storage **100 sq. ft.**

Functions:

Shelving accessible to staff only
General storage
Storage and sorting area for book sale items

Users: Staff: as needed Public: 0

Furniture and Equipment:

metal shelving braced from the fop
floor should bear 300 lbs./sq. ft. for future compact shelving
1,000 vols. At 20 vols./sq.ft.
counter space for book sorting
wastebasket
1 book truck

Close to:

Technical Services
Delivery Entrance

Distant from:

Public Access

Environment:

This area is closed to the public. Future compact shelving will almost double the storage space. This area should be large enough for storage of equipment, furniture, equipment boxes, shelving not in current use.

Telecommunications Closet **50 sq. ft.**

Functions:

Storage for server, CD tower, hub, router, telecommunications equipment necessary to maintain operations of the LAN and automated network.

Users: Staff: 1 Public: 0
Seats: 1

Furniture and Equipment:

1 machine work station with ergonomically correct chair
1 counter area

Close to:

Circulation Work Room

Distant from:

Public Areas

Environment:

Should be in a secure area away from the public space. Lockable door a must. Temperature and humidity should be compatible with computer equipment. Sprinkler heads should be pointed away from computer equipment. Water pipes should be placed away from computers.

Staff Room/Kitchen **575 sq. ft.**

Functions:
Rest, breaks
Light refreshments, meals by staff
Staff toilet

Users: Staff: up to 5 Public: 0
Seats: 5

Furniture and Equipment:
2 36" round table
8 chairs
1 folding chair
4 soft chairs
1 couch
sink
stove top
microwave oven
small refrigerator with freezer
kitchen cabinets
counter: drawers, cabinets underneath
first aid supplies
wastebasket
clock
lockers, lockable, or closet
telephone

Close to:
Work Room
Circulation Desk
Staff Toilets

Distant from:
Quiet areas of the library

Environment:
The staff lounge should have a warm, cheerful, comfortable environment. There should be provision for coats, boots, umbrellas, personal belongings - an alcove or lockers.

Café Area **240 sq. ft.**

Functions:

Gathering place for patrons
Eating and drinking

Users: Staff: 0 Public: up to 10
Seats: 8

Furniture and Equipment:

2 small round tables with 4 seats (2 each)
1 larger round table with 4 seats
1 large trash receptacle
1 paper towel dispenser
counter, for coffee/tea urns with one cabinet above.
ADA accessible section of counter

Close to:

Meeting Room
Circulation Desk
Janitor's Closet

Distant from:

Quiet areas of the library

Environment:

The Café Area is a place where patrons may bring their own food or drink, sit, and eat it. It should be an informal, easily maintained area with a possibility of supervision from the Circulation Desk. (Glass walls could be used.)

XI. Unassignable Space

This includes stairways, corridors, custodial space, toilets, and other areas not applied directly to library service.

Children's Room Toilet **(unassignable space))**

Functions:
Bathroom facilities for Children's Room users.

Users: 1 – 2

Equipment:
Child-size sink, toilet, changing counter, towel and soap dispensers, mirror, coat hooks, shelf, trash receptacle.

Close to:
Children's Room
Children's Service Desk

Distant from:
Adult Areas

Environment:
This room should be lockable or set to operate on a buzzer system. A juvenile motif should be used. There should be a comfortable chair for a nursing mother. ADA requirements should be met.

Staff Toilet/Shower **(unassignable space)**

Functions:

Bathroom facilities for Library Staff.

Users: 1 – 3

Equipment:

Three toilets, sink, liquid soap dispenser, towel dispenser, mirror, shelf, coat hooks, trash receptacle.
One toilet and stall is ADA compliant

Shower:

Dressing area and shower for the convenience of custodial and other staff.
Hook, shelf, chair will be provided in the dressing area.

Close to:

Staff Room
Elevator
Stairs

Distant from:

Public areas

Public Toilets **(unassignable space)**

Main Floor
Two toilets with 2 stalls each
One for men and one for women.

Close to:
Entrance
Circulation Desk

Upper Level
Two toilets with 2 stalls each
One for men and one for women.

Close to:
Entrance

Meeting Room
Two toilets with 2 stalls each
One for men and one for women. Both must have changing tables.

Close to:
Meeting Room

ADA requirements must be met.

Public toilets must be in supervisable areas.
Doors should be either lockable and keyed separately, or set to operate on a buzzer system.
Each toilet should have a shelf, hooks, paper towel dispenser or hand drier, sink, mirror, soap dispenser, toilet, waste receptacle.

Custodial Area **(unassignable space)**

Functions:

HVAC equipment
Maintenance equipment
Shipping, receiving
Storage
Sorting for recycling
Trash staging area
Office for maintenance staff, alcove for HVAC computer
Alcove for HVAC Computer – small desk

Users: Staff: 1 - 2 Public: 0

Equipment:

HVAC
trash barrels
work bench with tool storage
ladders (extension ladders, step ladder, etc.)
rakes, shovels
vacuum cleaner
table, chair
fire proof secure storage for cleaning chemicals
60 sq. ft. of deep shelving for paper goods, towels, toilet paper, etc.
janitor's sink, large enough to fit a mop, low enough to empty a bucket of water
2 recycling bins
heavy duty hand truck
peg board
desk for maintenance staff, computer in alcove

Close to:

Delivery entrance
Outdoor trash storage area
Elevator
Stairs

Distant from:

Public Areas

Environment:

Brightly lighted, high ceiling, lockable door. Large enough for storage of large items not in current use. There should be a janitor's closet on each floor containing janitor's sink, space for mop, broom, vacuum cleaner and a cabinet for supplies.

Delivery Entrance **(unassignable space)**

Functions:

Delivery
Custodial duties, moving of trash, etc.
Staff entrance
Security System Panel
Doorbell with a distinct ring
Counter for shipping/receiving

Users: Staff Delivery Personnel

Close to:

Custodial space
Circulation Work Room
Staff parking
Delivery parking
Outreach Office
Dumpster

Distant from:

Public Areas

Environment:

The Delivery Entrance's prime function is to facilitate book and equipment delivery into appropriate work space. It also facilitates custodial duties. It may also function as the staff entrance. A small window in the door for identification purposes could be considered.

Garage/Storage **(unassignable space)**

The garage houses the Outreach Van. The current garage is 336 sq. ft.
Storage is currently 184 sq. ft.

Functions:
Housing for Outreach Van
Shipping area used for loading the Van
Storage for outside maintenance equipment

Users:
Staff: 1 – 3
Public: 0

Close to:
Delivery Entrance
Technical Services
Elevator

Distant from:
Public Areas

Environment:
Brightly lighted, high ceiling, excellent ventilation. Large enough for easy facilitation of loading of books on the Van.

XII. Chart Showing Area Relationships

Area Close To:	Entrance	Circ. Desk	Circ. Work Rm.	Tech. Serv. Work Room	Director's' Office	Photocopier	Historical Room	Meeting Room	Young Adult Rm.	Audiovisual Area	New Books/Period.	Large Print/Paperback	OPAC Area	Reference/Study Area	Quiet Room	Public Bookstacks	Children's Room	Children's Librarian's Office	Storyhour/Crafts	Telecommunications Closet	Closed Storage	Staff Room	Toilets	Custodial Area	Information Tech.	Conference Rm.	Tutoring Rooms	Multicultural Learn. Ctr.	Delivery Entrance
Entrance			X					X			X												X						
Circulation Desk			X			X							X										X						
Circulation Work Room	X	X			X	X							X										X						
Tech Serv. Work Room		X			X																								
Assistant Director's Office				X																									
Director' s Office		X																											
Secretary's Office					X																								
Photocopier	X	X																											
Historical Room																							X						
Meeting Room	X																						X						
Conference Room	X																						X						
Young Adult Room		X								X																			
Audiovisual Area	X	X							X		X																		
New Books/Periodicals Area	X									X		X																	
Reference/Study Area											X					X									X				
Large Print/Paperback Area										X	X																		
OPAC Area		X																											
Information Tech. Center														X															
Multicultural Learning Ctr.										X															X				
Tutoring Rooms																												X	
Literacy Office																											X	X	
Outreach Office				X																									X
Quiet Room														X															
Public Bookstacks													X	X															
Children's Room	X							X										X	X										
Children's Librarian's Office																	X		X										
Storyhour/Crafts Room																	X	X					X						
Closed Storage				X																									X
Café		X						X																					
Friends' Storage				X																									X
Staff Room		X	X	X																									
Telecommunications Closet			X					X																					
Custodial Area																													X

XIII. Summary of Space Requirements

Area	Public Seats	Public Reader Seats	Public Mach. Seats	Staff Seats	Holdings	Holdings	Square Feet	Square Feet
	Current	Future	Future	Future	Current	Future	Current	Future
Entrance	-	-	-	-	-	-	-	250
Rear Foyer	-	-	-	-	-	-	274	--
Front Vestib.	-	-	-	-	-	-	290	290
Exhibit Area	-	-	-	-	-	-	195	120
Circ. Desk	-	-	-	4	-	-	437	370
Circ. Work Room	-	-	-	6	-	-	-	764
Tech. Srvs. Room	-	-	-	5	-	-	1635	888
Asst. Dir. Office	-	-	-	1	-	-	-	144
Dir. Office	-	-	-	1	-	-	260	335
Secretary's Office	-	-	-	1	-	-	160	165
Copier Area	-	-	-	-	-	-	40	45
Historical Room,	-	(12)*	1	-	1395 5168 micr*	2,000	579	600
Mtg. Rm.	(150)*	(150)*	-	-	-	-	1572	2,000
Conference Room	(10)*	(30)*	-	-	-	-	336	590
Young Adult	28	32	4	-	8851	10,030	1182	1,879
Audio-visual	-		4	-	4540	8,200	360	700
New Books/ Periodicals	55	36	-	-	391	265	1020	1,645
Large Print/Pbk.	-	36	-	-	4274	6,800	459	1,821
OPACs	4*	-	6	-	-	-	180	270
Inform. Tech. Center	-		12	1	-	300	-	705
Refer./Study	41	44	15	1	3842	2,000	1774	2,375
Multicultural Lrng. Ctr.	-	6	5	-	2796	5,115	-	880
Tutoring Rooms (3)	-	6	-	-	-	-	-	180
Literacy Office	-	-	-	2	-	-	105	180
Outrch.. Office	-	-	-	1	-	-	50	100
Quiet Room	-	4	-	-	-	-	-	120
Public Bookstks.	-	-	-	-	41,251	51,497	3097	4,799
Child. Rm.	29	35	10	2	27,104	37,330	1808	4,762
Ch. Lib. Office	-		-	1	-	-	110	100
Stry. Hr./ Crafts Room	-	(25)*	-	-	-	-	-	600
Closed Storage	-	-	-	-	-	2,000*	184	530
Friends' Storage	-	-	-	-	-	1,000*	-	100
Telecom. Closet	-	-	-	-	-	-	-	50
Staff Rm.	-	-	-	-	-	-	245	575
Café Area	-	-	-	-	-	-		240
Totals	-	-	-	-	-	-	**16,352**	**29,172**
Unassign. Space	-	-	-	-	-	-	35% 5724	35% 10,210
Grand Totals	**153**	**199**	**57**	**26**	**94,444**	**123,537**	**22,075**	**39,382**

*Not counted in total.
Numbers in parentheses are meeting room seats. Total: 217

Distribution of Materials

	Books	CDs/DVDs	Videos	Books on CD	Software	Periodicals
Historical Room	2,000					
Young Adult	10,000					30
Audiovisual		4,000	1,000	3,000	200	
New Books/Periodicals	1,000*					265
Large Print/Pbks.	6,800					
Reference/study	2,000					
Multicultural Learning Center	4,000	300	300	500		15
Public Bookstks.	51,497					
Children's Room	35,500	1,000	300	400	100	30
Information Technology Ctr.	300					
Totals	**112,097**	**5,300**	**1,600**	**3,900**	**300**	**340**
Grand Total	**123,537**					

*New books, not counted.

Distribution of OPACs

Historical Room	1
Young Adult	1
OPAC Area	6
Reference/Study	2
Bookstacks	2
Children's Room	2
Multicultural Learning Center	1
Total	**15**

XIV. Appendices

A. Meetings with Director, Staff, Board of Trustees, Public
B. Long Range Plan 2007 – 2010, Service Priorities, Goals and Objectives
C. Floor Plan of Existing Building
D. Patron Survey. Results 2002, 2003, 2004, 2006

Appendix A

Stoughton Public Library
Stoughton, MA

Marjorie L. Judd
Library Consultant

Meeting with Staff on March 17, 2005 at 5:00 p.m.
Attending: Kristin Bettle, Library Clerk, Lindsey Medeiros, Library Clerk, Joanne L. Jarvis, Library Page, Peggy Sewcyk, Storyteller, George Buleao ???, Library Custodian.

What is wrong with the Library?
There is not enough parking. It is hard with children to park on the street. It is dangerous.
Computers can't be used during story hour. The noise travels a lot.
There are not many private areas. There needs to be quiet areas for tutoring. There should be a listening booth.
It is like being in a basement. There is no outside light, so very dreary. Better lighting is needed.
The front door doesn't get as much use as it could because of its location.
Videos and CDs have been stolen. There is no space behind the desk to store them.
There are only two people at the Desk so can't watch anything.
The sides of the staircase are open. Dangerous.
There is no changing table in the men's room.
Large print is really squished!
The children's room is a mess! There are puzzles all over the place. Everything is willy nilly. The books are too big for the shelves. (We need big book racks.)
The children's section is tough. The books are too tight.
There needs to be better signage.
The stacks are too tall. The books could fall on your head.

What is right with the Library?
The staff is very good and hardworking.
They go out of their way for people and everyone helps.
The leadership is good.
Maintenance is possible.
The HVAC is ok.
There is good storage.

What would your dream library be like?
The children's library should be more defined. There should be a raised platform to tell stories. There should be toys on display and available.
There should be books for parents on literacy on a separate shelf.
There should be excellent outdoor lighting. There should be task lighting.
There should be magnifying lamps.
There should be a listening booth.
There should be outdoor benches in an outdoor courtyard.
There should be a better tracking system for videos and CDs. Maybe they should be behind the desk.
The Friends of the Library should be renewed.

There should be Plexiglas along the staircase.
There should be a changing table in the Men's Room.
There should be shorter shelving.
There should be more public computers accessing the Internet. There should be a separate area for them.
There should be a media room with a person in charge. The videos etc. could be in there. It should be glassed in and soundproof.
There should be pets to loan.
There should be an aquarium.
The floor should be easy to clean in the craft room. This should be glassed in with tables and storage.
There should be comfortable chairs and a fireplace.
There should be art and plants in the library.
The Large Print should be next to the Children's Room with rocking chairs available to read to children. It would be the intergenerational area.
There should be a place to borrow reading glasses.
Have enough computers to be able to sign up for more than one half hour.
There are 4 Internet computers now. (People waste tons of paper.)
There should be a café. There could be cooking demos and cookbook sales.
There should be poetry slams, adult art classes, film festivals for adults, hot topics, local authors.

The Consultant conducted a SWOT exercise on the services of the library. The results can be used in the creation of the Long Range Plan.

Strengths
The outreach Van goes to Seniors, shut-ins every other week.
There is a theme per month such as banned books, travel, book club, etc.
Storytime, crafts, the young adult chess club, literacy program, art exhibits, travelogues, book discussions.
There are good volunteers.
It is the best library!

Weaknesses
People want to learn about computers and we don't have any time to teach them.
We need someone to hold classes. We should get a trainer to help them.
There is a vulnerability to theft, especially of the non-print.
There should be better use of volunteers to shelf read. They should do like the Pages and keep track.
People don't know the Dewey System.

Opportunities
There are new industries moving into Stoughton such as IKEA.
We need to apply for new grants. Stoughton is eclectic so would qualify.
There are naming opportunities in the library.
People could bequest money.

There could be a coffee store next to our courtyard.
Take advantage of local authors. They could come to read their work.

Threats
Budget cuts: we are looked at as a duplication of the school libraries.
Staffing cuts.

Stoughton Public Library
Stoughton, MA

Marjorie L. Judd
Library Consultant

Meeting with Staff on March 22, 2005 at 11:30 p.m.
Attending: Karen Race, Asst. Director LVA, Lori Garcia, Library Asst., Elsa Moriarty, Library Clerk, Wayne Madan, Maintenance, Paula White Graschler, Literacy, Susan Hargreaves, Outreach Services Coordinator, Karen Duff, Young Adult Librarian.

What is wrong with the Library?
The parking lot is too dark and it is potentially dangerous!
The parking lot lost over 6 spaces when ADA access project was implemented.
Having to park on the road is dangerous and intimidating, especially if one is in a wheelchair and parked out front. The main road parking is not considered to be official parking. Parking spaces are marked off across the street. Getting across the street is hazardous. There is no parking on Walnut St. Capon St. is the nearest cross street to park.
The literacy program brings in older tutors who can't find parking.
People may pass by in the evening because there is no parking.
There are only 2 handicapped spaces in the back.

The Library is too hot, too cold and too dry. The fans are too high so they are dirty and they throw dirt down below.
There is no fresh air since the windows don't open.
The lighting is too dark.

The elevator needs to be ADA compliant. There is a whole community of disabled people that the library is not serving.
The steps, stairway, ramp – the whole layout is not accessible enough. Water gathers at the end of the ramp and is treacherous!

There are not enough meeting places, especially medium sized meeting rooms.
There are none available in Town. Other agencies use this one, such as the Scouts and Youth Commission.
There are no "smart" rooms (LCD connections, etc.)
There is not enough storage.
There are no quiet rooms.
There are not enough computers.
There is not enough desk space – office space.
There is not enough space at the main desk.

There is no real central reference place. Reference sometimes has to look for a computer if they are all being used for circulation. (Maybe reference needs a mobile laptop.)

There is no separate children's room so very noisy when programs are going on.

The children's area shelving is too low and crowded (cramped shelving). It seems unfriendly. There are not enough tables. The room is cramped. There is no place for carriages and strollers. The children's area is just too small.

The Staff Room is too small and noisy.

The Young Adult Area needs an enclosed space – it is too open.
The Christmas Collection is hidden in back, so the collections need to be remapped as to their order and placement.
When the book budget comes back, then more space will be needed. There should be whole areas for best sellers, etc. There is no way to market collections. Magazines can't be found easily.
The literacy students and tutors need a private space.
There are no private spaces.
The lack of private spaces creates an unnecessary tension between the library functions and LVA functions. The immigrant population is growing so that should be honored by creating a special space for it.

What is right with the Library?
Art exhibits, staff, availability of the meeting room, literacy program, outreach van.
The front line staff is very friendly, knowledgeable and works well together.
The staffing levels are good. There is good training of new staff.
The library is unbelievably clean. It is beautiful to walk into. It is aesthetically pleasing.
There is "Wayne's Garden". (Need a budget for the garden.)
Having Pat as the Director.
Internet access.

What would your dream library be like?
There should be a computer room with staff.
There should be automated time management of printing.
There should be a "real window over desks.

There should be an outreach office with a telephone.
There should be a bigger garage for the van.
There should be an LVA wing.
Behind the Main Desk, there should be a drawer for DVDs, videos – for security purposes.
There should be a separate children's room and young adult room.

The Literacy Program and the Youth Commission collaborate to provide social services for families in Stoughton. Therefore the Youth Commission and LVA should share office space. (Maybe Youth Commission could provide babysitting services for LVA.) There should be private tutoring rooms, but with windows in the doors. The literacy program space should be non-threatening, homey, safe with good lighting. We should create a home away from home. Some are coming from unsafe environments.

The Assistant Director should have her own office. There is no privacy now.
The Custodian should have his own office.

There should be a large elevator.
The parking lot should have better lighting with an adequate number of spaces.

The rest rooms should all have changing tables and have better ventilation.
There should be a children's bathroom.

There should be a better phone system.

There should be more computers, more PACS. There should be a dedicated computer at the Desk. Now there are three works stations.
Add a circulation desk to the Children's Room.

There should be a larger holds shelf behind the Desk, and a filing cabinet. Redo the whole Desk.

The concrete floor is too hard. It needs a cushion.

When the book budget comes back, then more space will be needed. There should be whole areas for best sellers, etc.
There is no way to market the collection now and magazines can't be found easily, so there should be an enclosed quiet space for this collection.

How do you keep open space yet have space that is quiet?

If Young Adults, children and the literacy program had their own areas, the main space would be open.

The YA space would be the place for a Café with wireless equipment.
We are competing with book stores, so need to let people eat and drink. It is more friendly. What are people doing at home? Eating and drinking around books etc. The Café should be state of the art.
There should be a Friends Room/Gift Shop.

College students use this library, so Sunday afternoon hours are needed.

The Consultant conducted a SWOT exercise concerning the ***services*** *of the Library. This can be used as a guide in the formulation of the Long Range Plan.*

Strengths
Literacy program
Outreach program
Reference services
Young Adult and Children's Services

Programming for Adults
The Portuguese Collection
The Music Collection on CDs
The Stoughton Collection
Bringing companion agencies together.
Staffing level is excellent.
There is a knowledgeable front line.
There are over 20 different languages in the LVA.
There are good teachers in-house for the front line.
The staff is very supportive of each other.
The classes at OCLN are free.
The Director is out there working. She initiated the building project and LVA.

Weaknesses
There is not enough understanding of the Stoughton Collection at the Desk. It is very confusing. Need better training on that.
There is not enough reaching out to the whole community. We should bring in more families and youth.
How do we enhance our web presence?
We need more instruction for the patrons on computer literacy.
There is no exterior garden with a chess table. We can't sit outside with our lunches.
There is no café.
There needs to be more money for LVA.
There should be more native speakers to translate.
There is only one staff member who speaks Portuguese.
Support staff can't go as often as needed or desired to the free OCLN classes.
Staff development is needed.

Opportunities
There should be someone on staff looking for grants. There have been two written in the last few months. We need to have a collaborative. The first grant was for $5,000 - MetLife,-Read Together – for next year. It was written with LVA to work with the immigrant population.

Emerging technologies and trends should spur a new building that can adjust to new technologies. Flexible space – no static. There should be sliding doors to divide a large room into 4 spaces.

If the political situation clears up, there should be better communication with Town Deparments.

Threats
The book budget is down.
People are upset over the budget cuts of the last two years. Books are our business so it hurts circulation.

The problem is partly the budget and partly what we decide to do differently. For instance, not getting multiple copies as before in fiction. The money is not there to buy as much as before. There needs to be more non-print. There is not enough staff time to administer and look for grants.
The van was lost for two years due to a lack of political will. It could happen again. Maybe LVA won't get funded.
The political situation is a "mess'. There are leadership issues. The other department heads and politicians are not library users and they are making decisions affecting the Library.
Libraries are always on the chopping block.

Stoughton Public Library
Stoughton, MA

Marjorie L. Judd
Library Consultant

Meeting with Community Leaders on April 7, 2005.
Attending: Cynthia Walsh, Town Meeting Representative, Joyce Hussein, Trustee/Town Meeting Reresentative, Barbara Canavan, Trustee, Helen Hansen Trustee, Jamie Leah J. Naidey???, TMR3,
John Stagrove, Plannign Board, Claire McCarthy, School Dep't., Dick ???, Selectman, Laura Rosen, Town Meeting Representative, Denise Lochiatto, Secretary, Mark Stankievice???, Town Manager, Manuel Pacheco Jr., Town Meeting Representative Christine Renz-Jones??? Youth Commission, Paul Dawson, Town Clerk/Assistant Town Manager, David Tonis, Building Committee

What is wrong with the Library?
There is an inadequate elevator. It needs to be closer to the entrance. Closing the metal door is difficult. People must ask for help.

There is limited parking. Parking across the street is dangerous. It is a safety issue. Parking at Jones School at night is a problem because there are no street lights.

There are not enough meeting rooms. We need one seating 40 to 50 seats. There could be more than one night program. There is a six week wait for the community room. The Police Stations has one that seats 30. Town Hall has four rooms that can be used when Town Hall is open Monday through Thursday. There is a Staff Lounge seating 15, another meeting room seats 100, and there are two seating 30. The Senior Center seats 80 and ones seats 15. However, it closes at 4:30 and the custodian has to be paid. The schools have a large meeting room seating 900 and other rooms can be used during the week. A custodian has to be paid.

The stacks are like a tunnel. They are not inviting for browsing. The aisles seem narrow. Books are shelved on the bottom.

What is right about the Library?
There are good books. There are lots of programs for everyone.
The Library is in a good location. It is within walking distance of the High School, the Middle School, two elementary schools and large elderly housing.
The Library is aesthetically good.
There are good arts and crafts programs.
The staff is efficient.
The building is energy efficient. The back of the building is insulated in the ledge.
The Library is the most used public building in Town. (Survey done 30 years ago.)
The hours are excellent.

The Consultant facilitated a discussion concerning services in order to guide the formulation of the Long Range Plan.

The population has been stable for over a decade and is now actually in decline. By 2020, the Senior population will comprise 29% of the population. The cost of housing is on the rise.

The Library needs to do more outreach. The van does 20 hours every other week now. There are not enough options provided by the Library for the elderly.

The young adults are noisy when they hang out at the library from 3 to 7 pm. But young adults in general are "marvelous and talented". The Library should get young adults involved.

The lack of money is an issue. The Town thinks of the safety related departments first. The Library must get more support. The Library has a limited footprint to work with. parking is an issue, but accessing services and materials at home may alleviate the parking issue.

The average family income is $40,000.
The Town is welcoming to immigrants, so is very diverse.
New businesses are coming to Stoughton so there will be new tax dollars.
But, departments will be pitted against each other for a share.
The political atmosphere has to change. Everyone has to get on the same page.
(Brockton now has a community development plan. They all worked together and now real estate has increased in value, but there is still affordable housing. They also looked for grants constantly. They used vision.)
The long term problem is the there are more mandates and no funds.
The MBLC has money for library construction, but there are no grants for just an elevator and a roof.
The Town does support maintenance of the building.

The Library should look for possibilities for bequests or getting money from philanthropic programs.
The Library should enlarge the Friends. They could plan events and raise money.
The park across the street or the theater downtown could be used for events.

What would your dream library be like?
The Library should have more multicultural resources. Because of the increasing immigrant population there will be an expanding need.
There should be rooms for tutoring (one to one).

Right now the Library is not quiet sometimes due to the tutoring.
There should be a better reference center. The books should be up-to-date.
There should be more computers and web access should be expanded.
There should be more outlets on the exterior walls.
There should be a computer room with glass walls.
On a winter day, more seating is needed. Students come here and there is no place to wait for computers.
There is a need for more copy machines.
There should be space for intergenerational programs, and for programs such as author programs, children's illustrators, etc.
There should be a food court.
There should be a place for videoconferencing.

Stoughton Public Library
Stoughton, MA

Marjorie L. Judd
Library Consultant

Community Forum held on April 13, 2005.
Attending: Cynthia Walsh, Municipal Ops. Chair, Martih (?)Bauzman, Edith Shugrue, Galis Inna, Galis Rema, David Jardin, Fire Chief, Miriam Johnson, David Sicane??, Selectman, Barbara Canavan, Library Trustee, Helen Hansen, Library Trustee, Donna Lucerto, Director SPH and VNA, Allan Daniels, Library Trustee, Frances Lim, Barbara Moskovik, Raymond Sousa, Karen Race, Asst. Director Literacy Program, Pat Basler, Library Director.

Marjorie Judd began by explaining that the focus of the forum is to work toward articulating what the needs of the community are so that the Library Board of Trustees can respond to those needs in a Long Range Plan and in a Building Program.

1. *The forum was asked to describe Stoughton now. The following are the responses.*
   It is diversified and a center for immigrants.
   It is urban and a growing community.
   Stoughton is a center for education.
   It is a blue collar community.
   Stoughton is a regional geographic center for business, transportation, highways.
   It is a commuter town.
   The town tries to address the needs of the population.
   "The daytime population is 50,000 – here to shop and work - and the residential population is 28,000." Fire Chief
   It has the same community development as Brockton.
   It has great senior services.
   It has lots of sports for children.
   It is a service oriented community. Citizens get a big bang for their tax dollars.
   It is proactive.
   It has an excellent library.
   The Youth Commission, Fire, Police are all excellent.
   It has good schools.
   It is the center of adult literacy programs.
   It has good conservation land.
   It has wonderful public health.
   The Scout program is good.
   In the future it is only going to get bigger. There are nine potential housing developments. The schools will be adding 1,900 and the population will be up 3,500 in the next 3 – 5 years. There is or will be an "over 55" housing development. When they move in, their vacated houses will be sold to people without children. So that will affect taxes and services. (Fire Chief)
   The commercial development in North Stoughton affects services.

The RR has direct service to Boston and the potential is there to go to Fall River.
It is a caring community.
Stoughton was the first community to have a "No tolerance for hate" program.
There are many churches and synagogues.

2. *What are Stoughton's values?*
It has strong moral values.
There are a dozen churches, and twenty congregations – some in street fronts.
There is a willingness to volunteer. People are looking for opportunities. They come to Town Meeting. There should be a database to match up work with volunteers.
There is a homeless shelter.
There are active service organizations such as Lions, Rotary, Knights of Pythias, Chamber of Commerce (They pay for field trips to the zoo.). All collaborate.
Town Departments collaborate.
People tend to stay. Generations of families live here.
Stoughton has stores so you can buy almost anything.
The town wants people to age in place so the neighbors, police, RUOK program, reverse 911 system are all there to enhance citizen's safety.

3. *What does the future hold for Stoughton?*
With all the growth and with taxes rising, eventually fixed incomes will be hurting. Seniors will be taxed out of their homes. It is happening nationwide.
The strain can be taken off by commercial growth.
There was a perpetual water ban, but now supplemental water from MWRA has alleviated that problem. Now there is no cap on housing.
Stoughton will be 30% Seniors within 10 years.
Now Seniors comprise 22% of the population.
There is less than one child per household.
Class size is down over the last 30 years.
In the schools, less than 10% are minorities.
In the town less than 6% are minorities.
One third are Portuguese Americans.
Housing is expensive.

4. *How would you characterize the Library?*
It has diverse services to serve the needs of the community.
It offers language programs, which have 20 different languages represented. There is also basic literacy offered. There are 200 people on the waiting list for these programs.
There is a Preschool Story Hour offered and other programs for children such as a summer reading program, vacation and after school programs.
There are Young Adult Programs including a chess club, tutoring, Internet for children and young adults.

Adult programs include book clubs, travel and music programs.
The library advertises well and reaches out to the community.
There is a community calendar that is distributed through the library.
Materials include video, CDs, recorded books, Braille books.
The Van does outreach.
There are free museum passes and art exhibits.
The meeting room is offered to community organizations such as the Youth Commission, Women's' Club, etc.
The staff is wonderful and pleasant. They do more than expected.
High School kids hang out at the library at night and disturb other people with their noise.

5. *What would you like to see in your dream library?*
A nice art gallery.
A Young Adult Room.
Separate Study Rooms.
Cloak Room.
Media Room.
Children's Program Room and a Preschool arts and crafts room.
Adult Program Room.
Separate section for small conversations such as for tutoring. Tutors shouldn't be in the open library.
Acoustics should be taken into account
There should be a café like the book stores have.
There should be an amphitheater for storytelling.
There should be an outdoor place with chairs and picnic tables.
There should be more computers and a computer room.
There should be a HUGE parking lot.
There should be a handicapped elevator.
There should be plenty of room for books, but retain the open stacks.
There should be better air quality.
There should be more staff.
There is a need for a longer borrowing time for books.

Stoughton Public Library
Stoughton, MA

Marjorie L. Judd
Library Consultant

Meeting with Staff on March 17, 2005 at 2:00 p.m.
Attending: Barbara Blaicis, Library Clerk, Mary Rothwell, Librarian Assistant, Teresa Romeiro, Librarian Assistant, Michael Cardoza, Library Clerk, Gerry Kastner, Secretary, Anita l. Lehto, Reference/Adult Services Librarian, Barbara Pally, Children's Librarian, Diane Browne, Assistant Director, Ann O'Grady, Library Assistant.

What is wrong with the Library?
Lack of space.
Lack of ventilation.
Lack of space in the parking lot.
The location of the elevator is poor and it is not handicapped accessible.
There is no controlled environment for the safety of the Historical Collection.
The map drawer needs to be with the Historical Collection/Reference.
There is no space for microfilm cabinets to be together.
There is no room for children's programming.
There is sharp metal underneath the stairs. It is dangerous. Kids could get hurt.

There is no A/V area now.
Wayne's Garage is not big enough.
There is no place to do outdoor programs.
There is no place for literacy programs. It is now in back of the workroom.
There is no place for tutors.
There are not enough computers and no place to put them.
There are no study room.
The sun shines in your eyes at the computer when on the Circ. Desk. We need better lighting.
There is not enough room for the children's collection.
There is no separate section for the children's A/V.

There is not enough storage. The craft kits are in the office and on shelves in the work room.
There is not enough storage anywhere.
There are not enough stalls in the bathroom downstairs.
There is no privacy in the Staff Room – the rest room is right there.
There is no picnic area.
The meeting room is ugly.
The windows are too high up. They don't open.
"I feel like I'm working in a tunnel."

There is no office for the Assistant Director. Sometimes she has to use the back of the stacks to have a private conversation with a member of the staff.
There is no phone for the Children's Librarian.

There is no relaxing environment for the young adults.

Parking is a nightmare!
The winter is horrendous. We lose 4 spaces to snow.
When the lot was reconfigured we lost 5 to 6 spaces.
Programming attracts cars.
You can't park on Walnut St.
It's tight at the entrance.
It's the number one complaint of the patrons. They sometimes drive by if they don't see a space and don't come in.
It is either too hot or too cold. It sometimes feels as if we are smothering.
The lighting is bad.

What is right with the Library?
The location.
You can see all the areas when you come in.
There is no isolation.
The open concept is efficient.
All the areas can be used all the time and staffing is in the center for all the areas.
The staff can see if anyone needs help.
The work room is pretty good. There is lots of space to work.

What would your dream library be like?
There should be moveable stacks.
There should be a program room for children.
There should be more offices.
There should be shelving to store newspapers flat.
There should be a climate controlled space.
There should be outdoor programming and space for staff usage.
The wiring/cabling should be upgraded.
There should be a separate room for Internet access and staffing available for technology/computer classes.
There should be a HUGE parking area and garage.
There should be a ramp for the handicapped.
There should be a bigger break room. There is not enough room now.
There should be a bigger garage for a snow blower etc. The custodial equipment is in the work room now.
There should be a sign out front saying what is going on now.
The front should be landscaped well.
There should be a shower.
There should be a changing station in both men's and women's bathrooms. There should be a place for nursing mothers.
The lighting is energy efficient but you can't see. We need better lighting.
The acoustics are poor. You can hear all over the building.
There should be a listening area/media area.
There should be padding under the rugs. They are too hard.

There should be a computer stool at the Desk.
There should be an office for the Assistant Director and a phone for the Children's Librarian. There should be a new telephone system.
There should be a more relaxed atmosphere for young adults.
The media should be close to the Circulation Desk for security purposes.
Continue the open floor concept, but have study rooms.
The teens should be tucked away.
There should be a separate computer room/study room.
The book drop should face the parking lot.
There should be a Reference Office near the Reference Area.

The Consultant conducted a SWOT exercise concerning the services of the library to use as a guide for the Long Range Plan.

Strengths
We relate to the public. Relationships form.
Patrons say, "We like Stoughton Public Library." "You have the best CD collection around." People from other towns come here.
The outreach services are excellent.
"Stoughton Reads Together."
Strong adult and children's programming.
The service is prompt, competent and is done with a depth of knowledge.
The Conference Room may be used at the Director's discretion only. The Literacy Volunteers of America and the Trustees use the room.
There is a Meeting Room used by the following groups and for the following functions:
Tests to students
Tutoring
Library programs
Town meetings
Condo Associations
Art
Overeaters
Literacy programs
Democrats/Republicans
Representatives
Stoughton Women's Club
Little Theater
Youth Commission
Historical Society
Union Negotiations
Scouts
DAR
SIRSI
Regional Meetings
Stoughton Adult Basic Education

Other meeting rooms in town are:
Town Hall – official meetings only.
Police Dept. seats 25 and may charge a fee??
Immaculate Conception Church charges $500 and you have to book way ahead.
COA?

Weaknesses
There are not enough visually impaired adaptive devices.
We need more adaptive technologies.
There are no Young Adult programs now. They don't come.
There is a weak relationship with the schools. (No fault of the librarians.)
Only the second grade visits the library. They can't afford the bus for other grades.
Publicity needs revamping.
There is no consistency on the website. It is not updated.
The signage is not out front.
We can't always do personal PR.
There are six tutors using six tables. It would be quieter if they had their own area.

Opportunities
The Town bought the two houses next door.
State grant is available.
Fundraising can be done.
Have an open house to show people what it takes to run a library.

Threats
There is a crisis in town politics. There are deep financial problems. People might be negative and cautious so won't spend.
Departments, then, are pitted against each other.
There are personal agendas and political alliances.
The townspeople have a lack of knowledge about the library.
Most town leaders don't come here. They don't know what it takes to run the library.

Stoughton Public Library
Stoughton, MA

Marjorie L. Judd
Library Consultant

Meeting with the Stoughton Public Library Board of Trustees on April 15, 2005 at the Library. Members present: Helen Hansen, Sheila Osborne, Joyce Husseini, Allan Daniels, Barbara Canavan, Pat Basler.

Marjorie Judd explained the Long Range Plan Process and what had been accomplished thus far. The Focus Groups with the Staff and the Public Forum, as well as this meeting will guide the Director and Staff in the formulation of the Goals, Objectives and Activities for the next five years.

The Community Forum identified the following Community Needs:
To support education and, in particular, children's education.
To relieve the isolation of citizens and, in particular, of the elderly.
To help to increase employment opportunities.
To create more opportunities for adults.
To increase participation in community life.
To encourage volunteerism.
To help enable people to age in place.
To encourage exposure to the worlds of music and art.

After discussion of all thirteen possible Service Responses, the Stoughton Public Library Board of Trustees selected four ways in which the Library can respond to the "Community Needs".

Library Responses:

1. Basic Literacy: A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

2. Commons: A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

3. Information Literacy: A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

4. Lifelong Learning: A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

The Board of Trustees next addressed the needs of the facility. The Consultant asked three questions: What is wrong with the building? What is right with the building? What would your dream library be like?

What is wrong with the building?
No parking!
The elevator is not the right size nor is it in the right place.
There is inadequate lighting. The stacks don't line up with the lighting.
There is wasted vertical space. The tables aren't used effectively etc.
There are problems with the infrastructure, such as: it is either too hot or too cold, the wiring has to follow the columns, the heating vents are problematical.
The infrastructure seems inflexible.
A patron has to move around to find the best lighting.
The aisles are too narrow between the stacks. The stacks are too high. With the lower ceilings there is a tunnel effect.
There are not enough tables for tutoring, especially on Saturdays.
It is too noisy at times.
If students need to study they have to go to Stonehill College. From 6 to 8 pm it is noisy.
There is no room for story time upstairs, due to heavy booking of the room, so story hour was forced to the Children's Room creating noise in the main part of the library.
The Wales French Room is "overbooked". The room was used by 582 groups last year - that means 2 or 3 times every day the library is open.
There is not enough space.
There is not enough space for books in the Children's Area.
There is not enough space for computers – and not enough computers for the public.

What is right with the Library?
Management!
The selection of books.
People feel welcome here.
There is a good staff. They are helpful and go out of their way to help.
The building has a 60s feel. It is <u>not</u> the 1800s!
The art gallery is good.
Summer Programs are excellent.
There is a variety of programs.
The literacy program is excellent.
There is good maintenance of the building.

What would your dream library be like?
Correct all the wrong things mentioned above.
An ADA compliant elevator is needed.
Enough parking!

A Café would encourage use of the library.
There should be a closed off children's craft/story hour room with a sink. In one corner there should be an amphitheater. It should have a puppet stage.
The children's program room should seat 25. It should have ½ tile and ½ carpet.
There should be a soundproof music room.
There should be a multipurpose room for young adults.
The building could extend over a parking lot for covered parking.
There should be a courtyard – a protected outdoor area for programs.
There should be more and better windows. Now, there is an absence of light.
There should be a glassed in area for adult reading with tables, chairs, lounge chairs with magazines and financial materials.
There should be a suite for the Literacy Program: 3 two-person tutoring rooms, and a small office.
There should be a more accessible conference room seating 20.
There should be a meeting room seating 75 with carpeting, and ability to use technology such as digital projection built in. There should not be a stage.
There should be an exhibit area to market new books etc.
There may be a computer lab that is glassed in.
There should be a new roof and an updated HVAC.
A wireless network as well as wired and cabled should be provided.
The Young Adults should have and Area within view of the Desk. It should have "chess tables".
There should be flexible seating - chairs able to be moved easily.
There should be cushioned benches all around the library.
There should be adult seating in the children's area.
There should be chairs at the end of stacks.
All materials should be on the first floor.
The bathrooms should be ADA compliant. The staff bathroom should NOT be off the staff room and NOT unisex. (There are 2 unisex in the meeting room now and 2 on the main floor. There is one in the work room.)
There should be a drive-through book drop attached to the building as well as a book drop for walk-up use. There could be one on each side of the building.
There should be offices for:

Director, Secretary, Assistant Director, Children's Librarian – near Children's Room, Reference, Young Adult, Adult Literacy and Custodian. They should all be glassed in.
There should be a circulation workroom as well as Tech. Services.
There should be one new circulation desk with room for self checkout.
There should be plenty of storage for office supplies, custodial supplies, children's supplies, computer parts, etc.

Appendix B

15

Stoughton Public Library

Long Range Plan 2007-2010

Stoughton, Massachusetts

Acknowledgements

This plan was produced using the American Library Association (ALA) *New Planning for Results: A Streamlined Approach*, by Sandra Nelson for the Public Library Association.

The plan was developed by the Library Director, Board of Trustees, Long Range Planning Committee and Staff, with the assistance from the Southeastern Massachusetts Library System (SEMLS). Marjorie Judd served as our consultant and facilitated several focus groups and a community forum to provide town-wide input and support for the plan.

Planning Coordinator	Patricia Basler, Library Director
Planning Committee	Barbara Canavan, Trustee, Secretary Allan Daniels, Trustee Helen Hansen, Vice Chair, Trustee, Retired Principal, Historical Society Joyce Husseini, Trustee Harvey Levensohn, Chair, Trustee Sheila Osborne, Trustee, Elementary School Teacher Paula Greschler, Adult Literacy Coordinator Diane Browne, Assistant Library Director Barbara Pally, Children's Librarian Cynthia Walsh, Retired Elementary SchoolTeacher, Historical Society Richard Levine, Selectman Antonio Sousa, Selectman Reverend Dr. Henry James, United Methodist Church Terry Schneider, Pres., Stoughton Chamber of Commerce
Board of Trustees	Harvey Levensohn, Chair Helen Hansen, Vice-Chair Barbara Canavan, Secretary Allan Daniels Joyce Husseini Sheila Osborne
Library Staff	Diane Browne, Assistant Director Barbara Pally, Children's Librarian Anita Lehto, Reference/Adult Services Librarian Karen Duff, Young Adult/Automated Services Librarian Ann O'Grady, Library Assitant Mary Rothwell, Library Assistant Lori Garcia, Library Assistant Teresa Romeiro, Library Assistant

Gerry Kastner, Secretary
Wayne Madan, Maintenance/Craftsman
Leonel Bulcao, Custodian
Susan Hargreaves, Outreach Coordinator
Margaret Sewcyk, Pre-School Coordinator
Paula Greschler, Adult Literacy Coordinator
Karen Race, Adult Literacy Assistant
Kristen Eardley, Library Clerk
Barbara Blaizis, Library Clerk
Kristen Bettle, Library Clerk
Michael Cardoza, Library Clerk
Meagan McLaughlin
Pages
Volunteers

Summary

The Long Range Plan followed the guidelines laid out in the ALA *The New Planning for Results: A Streamlined Approach*. The Planning Committee consisted of representatives from the Library Staff, Board of Trustees, Friends of the Stoughton Public Library, Adult Literacy Program, Town Officials, Clergy, Public Schools, Historical Society and Local Business.

The Town of Stoughton is located 22 miles south of Boston, with a population of 27,149. Stoughton is located near 3 major highways (Rts. 24, 27 and 139), offers easy access to Boston by way of commuter train, and provides excellent services to its residents in terms of education, recreation, an active Council on Aging, Youth Commission, Visiting Nurses Association, and Public Library.

Stoughton is also the home to many Portuguese-speaking immigrants from the Azores, Cape Verde, Portugal and most recently Brazil, as well as at least 17 different countries according to public school student census. The Mass. Dept. of Education has also identified Stoughton as a town that has a higher rate of adults without a high school diploma than the state average.

The Library, built in 1969, consists of 22,000 sq. ft. on two floors and is handicapped accessible. The Library is a member of the Old Colony Library Network (OCLN), a 27 member network which includes both public and academic libraries. We are also a member of Southeastern Massachusetts Library System (SEMLS), a group of public, academic, school, prison and special libraries in the region of southeastern Mass. The Library is open 64 hours per week, 6 days per week, offers an on-line catalog designed by SIRSI, computer access to the public, and many educational and entertaining programs for all ages throughout the year.

Library staff consists of 10 full-time and 15 part-time employees, including 5 professional librarians and one full and one part-time custodian. We meet all the minimum standards required by the Massachusetts Board of Library Commissioners and provide Basic Library Service according to the American Library Associations Standards.

The Goals, Objectives and Activities for FY07-10 are the result of meetings of the Long Range Planning Committee, the Library Board of Trustees, Library Staff, several Focus Groups and one Community Forum. Library Consultant Marjorie Judd facilitated all Focus Groups and the Community Forum.

The Library will focus its energies for the next four years on the Service Priorities listed below:

1. Basic Literacy
2. Library as Commons
3. Information Literacy
4. Lifelong Learning

Introduction

The Stoughton Public Library has undertaken a planning process in order to identify the community and library needs, determine library service priorities, and develop goals, objectives and activities to respond to these needs.

The plan was developed by the Director, Planning Committee, Trustees, Staff and with the guidance and assistance of consultant, Marjorie Judd and support of the SEMLS staff.

These 4 goals contain several common themes, which will be made obvious when reading the Objectives and Activities listed to achieve these Goals. Briefly, the Stoughton Public Library is over 35 years old, has an "open space" design using steel and concrete, and was built to last. Our most pressing needs however, include a fully handicapped accessible elevator, increased parking, more meeting space for public and adult literacy use, and improved children's services.

The Town has provided support to reach these goals by way of purchasing two adjacent properties that will eventually be developed into additional parking space and an addition that will offer entrance from the new parking area and a fully ADA compliant elevator, additional common space and meeting rooms.

Community Description (MISER DATA???)

Stoughton, Norfolk County, Massachusetts, Incorporated in 1726

Area	16 square miles
Population	27,149
Number of Dwellings	6493 Single family 1483 Condominums 312 Two family 54 Three family 77 Apartment Bldgs. 103 Mixed use/multiple units on one lot 3 Boarding Houses 1 Homeless Shelter
Manufactures	Arkless, Philips Screw ??
Principal Industries	furniture ??
Clubs	13
Churches/Synagogues	12
Nursing Homes	3
Schools	High School, O'Donnell Middle School, Dawe Elementary, Gibbons Elementary, Hansen Elementary, Jones Elementary, South Elementary, West Elementary School
Environmental Group?	Capen Reynolds Farm
Government	Representative Town Meeting, Selectmen, Town Manager
Museums	Stoughton Historical Society
Library	Stoughton Public Library
Local Cable Access	Comcast
Newspapers	Stoughton Journal Stoughton Chronicle

Annual Events

Memorial Day Parade
Fourth of July Childrens Progarm
Fourth of July Parade & Fireworks
Harvest Fest
Veterans Day Parade
Holiday Parade

Age of Residents (MISER??)
0-14 years
15-19 years
20-64 years
65-84 years
85+ years

SRPEDD Population Projections
2010
2015
2020

Racial Groups (MISER??)
- White
- Black
- Hispanic
- Portuguese
- Asian

Class of 1999 followup (Jane Sheehan SHS)

2005-2006 School Population (School Department)

High School	1252
O'Donnell Middle School	960
Gibbons Elementary	428
Dawe Elementary	409
West Elementary	299
Hansen Elementary	296
South Elementary	289
Jones Elementary	92

Per Capita Income
Median Family Income
Persons in Poverty

Labor Force
- Managers and Professionals
- Technicians and Sales
- Service Occupations
- Farming & Forestry
- Operators, Laborers
- Self-employed

Assessed Valuation of Taxable Property (Assessors Office)
FY06 $3,354,772,199

Town Budget Expenditure (Town Auditor's Office)
FY06 $59,202,087

Library Budget
FY06 $872,264
1.5% of Town Budget
Expenditure per capita $32.12

(All figures obtained from the 2000 census unless otherwise indicated)

Library Description

History (Stoughton Public Library 100 Years, 1874-1974) Historical Society booklet

The Stoughton Public Library began as the Stoughton Second Precinct Library in 1768 when 57 citizens signed the "Corporating Covenant" paying 6 shillings "as the conditions of admittance, stating none be allowed the Privileges of the Library till conditions be fulfilled." The members bought books, each charged equally; on stated days they met and drew lots for the order of preference in withdrawing books.

But despite the Revolution, the Covenant Library flourished in Stoughton, doggedly counting its books and establishing rules for its members...In 1789 the first inventory of the library collection occurred, and ..."fines of 4 pence were suggested for every 6 weeks a book was not returned."

In 1851 Massachusetts passed a law permitting towns to tax inhabitants for the support of free libraries. The 1873 Town meeting voted to establish a town library supported by the annual Dog Tax. With the sum of $535.83, a committee purchased $490.68 worth of books and hired a room in a building in Morton Square. At Town Meeting the following year the first Board of Trustees were appointed and on March 12, 1874 they held their first meeting in the Library Room in Morton's Building. Wales French was appointed Librarian, with an annual salary of $40.00 for the first year, with Library hours to be from 7-9 pm on Tuesday and Saturday.

On June 17, 1904 the first Stoughton Public Library Building opened thanks to the support of local donor Lucius Clapp, with the requirement that a room be dedicated to the Stoughton Historical Society. This building is located at 6 Park Street in Stoughton Center and is currently the home and museum of the Stoughton Historical Society.

Then in 1969, the current Stoughton Public Library at 84 Park St., on the corner of Park and Walnut opened its doors, offering 22,000 square feet on 2 floors, and shelving for over 100,000 books. The cost for the new Library was $625,960, funded by the Town, state grants and donations.

In 2005 the Library collection held over 101,400 items to borrow including books, magazines, videos, DVD's and compact discs.

The following Service Responses to the above Service Priorities are taken form the ALA *The New Planning for Results: A Streamlined Approach*.

1. **Basic Literacy**: A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

2. **Library as Commons**: A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

3. **Information Literacy:** A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

4. **Lifelong Learning**: A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Goals and Objectives:

BASIC LITERACY

Goal 1. All Stoughton residents will have access to literacy services and materials to meet the needs of daily living and personal learning and growth.

Objective 1: The number of adults waiting for adult literacy services will decrease by 5% each year.

Activity 1. Provide at least 3 volunteer tutor training classes annually
Activity 2. Provide adequate advertising to recruit increased tutors
Activity 3. Support training for literacy services in surrounding communities
Activity 4. Provide additional meeting room space for literacy programs
Activity 5. Provide 2-3 story hours per week for children with parents

Objective 2: The number of adults receiving adult literacy services who achieve personal goals such as improved employment, continued education, US citizenship will increase by 5% each year.

Activity 1: Document student goal setting and accomplishments
Activity 2:
Activity 3:

LIBRARY AS COMMONS

Goal 2. All Stoughton residents will have access to meeting rooms and common

space in the Library to meet and converse with each other, enjoy programs for all ages and pursue personal and educational growth.

Objective 1: Increase the number people and groups using the meeting rooms.

Activity 1: Provide adequate parking by developing adjacent parking lot.
Activity 2: Plan for building addition that includes increased meeting space.
Activity 3: Advertise meeting space availability and current program use.
Activity 4: Develop programming in open spaces, i.e. Chess Club in YA area

Objective 2: Increase the number of programs offered for Parents and Children to enjoy together.

Activity 1: Provide adequate parking by developing adjacent parking lot.
Activity 2: Plan for building addition that includes Childrens Craft/Activity Room
Activity 3:

INFORMATION LITERACY

Goal 3. All Library staff and patrons will have access to training and instruction in skills related to locating, evaluating and utilizing information resources in various formats.

Objective 1: Increase staff attendance to continuing education programs related to information literacy.

Activity 1: Survey instructional needs of staff and patrons.
Activity 2: Provide adequate staffing to permit employees to take classes
Activity 3: Plan for addition to library to include computer classroom

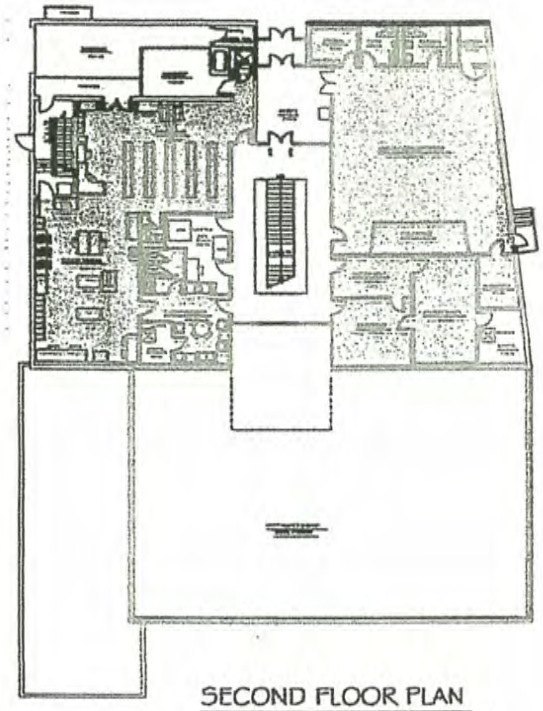
Objective 2: Increase number of instructional programs offered to patrons

Activity 1: Hire information specialist to offer periodic training courses
Activity 2: Provide additional parking at adjacent parking lot.

LIFE LONG LEARNING

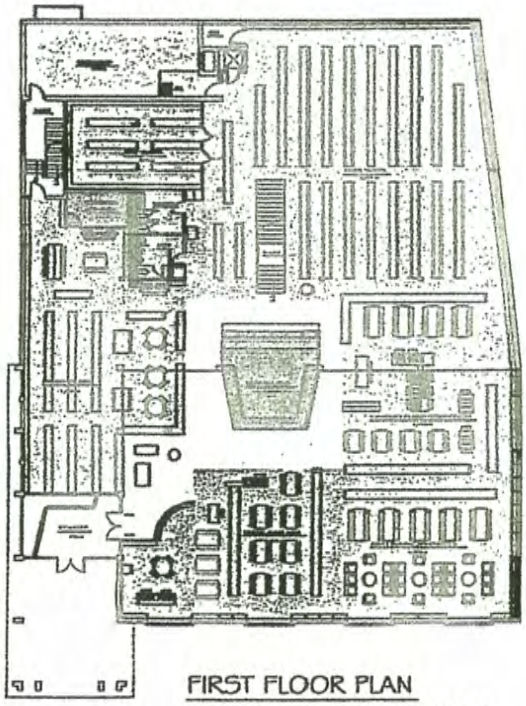
Goal 4.

EXISTING PLANS



SECOND FLOOR PLAN

TOTAL GROSS AREA: 8,010 sf

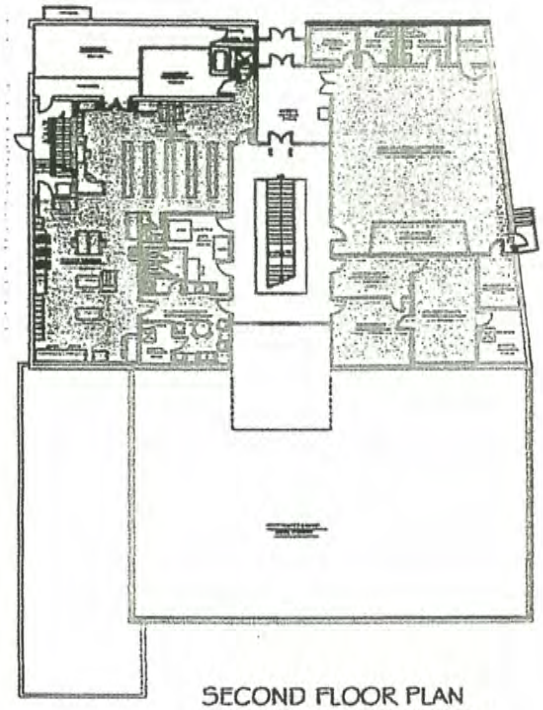


FIRST FLOOR PLAN

TOTAL GROSS AREA: 14,155 sf

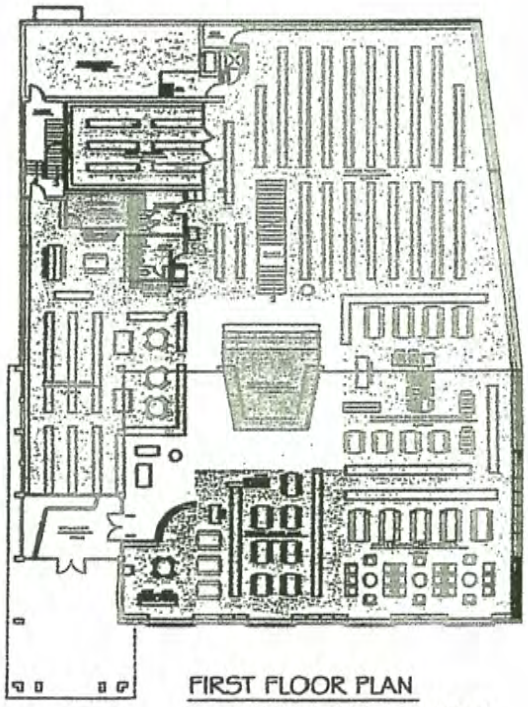
Appendix C

EXISTING PLANS



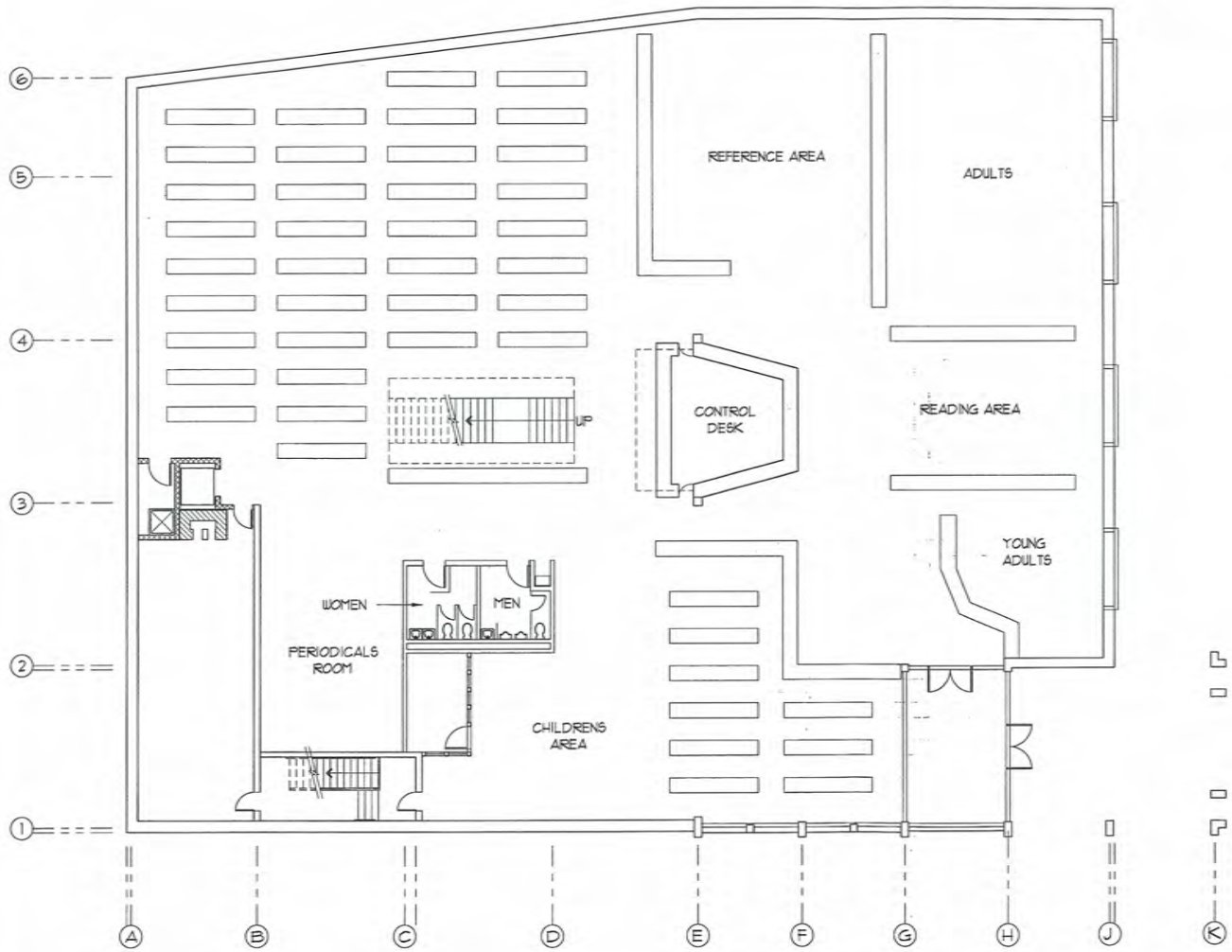
SECOND FLOOR PLAN

TOTAL GROSS AREA: 8,010 sf



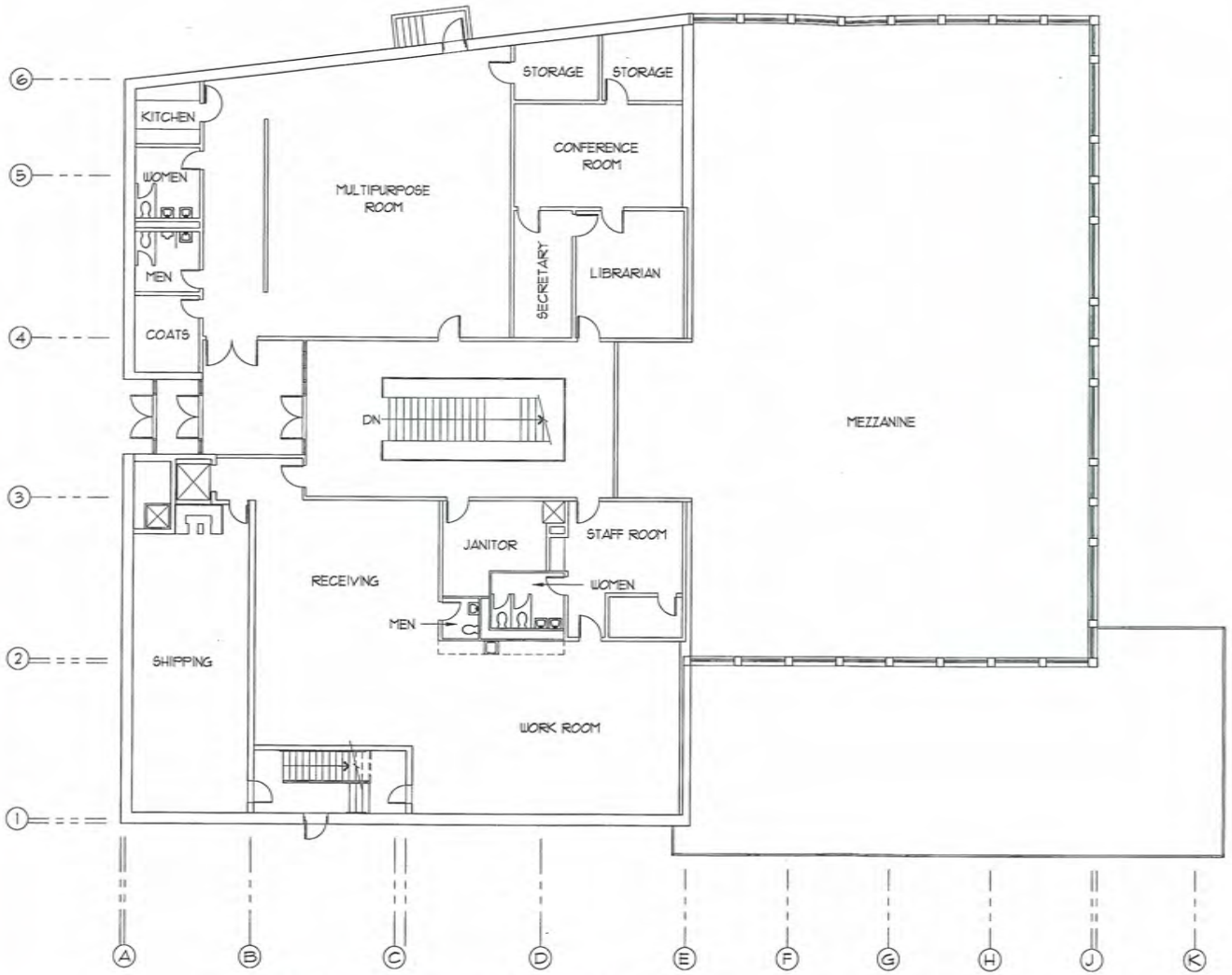
FIRST FLOOR PLAN

TOTAL GROSS AREA: 14,155 sf



FIRST FLOOR PLAN

STOUGHTON PUBLIC LIBRARY, STOUGHTON, MA



SECOND FLOOR PLAN

STOUGHTON PUBLIC LIBRARY, STOUGHTON, MA

Appendix D

2002

PATRON SURVEYS

Library Hours – 28+ replies

- Open Saturdays all year long
- Stay open later on Fridays
- Open Sundays

Library Parking/Parking Lot – 30+ replies

- Parking spaces not always available
- Buy adjacent property for more parking spaces
- Restrict meetings to available parking
- Patrons using SPL for 1 hr. plus programs should park at Jones School
- Have SPL staff park elsewhere

Elevator – 4+ replies

- Need new elevator
- Hard to manage if patron is handicapped and is using cane, carrying books, etc.

Building – 4+ replies

- New library w/o stairs
- Doors hard to use if handicapped
- A/C too cold
- Have book depository on parking lot side of building
- Have book depository open all day

Materials – 10+ replies

- More, videos (specific videos), audio books, DVD's, etc.
- Multi-cultural book labeling - do not label just for minorities
- Children's offerings and space limited
- All holiday books should be displayed
- Longer lending periods
- 7- day loan period on New Books from other libraries is unfair
- Make sure videos are rewound
- Send out e-mail notification for "hold" books

Computers – 3+ replies

- More computers
- Use of computers when library card is lost

Staff – 5+ replies

Staff at front desk be quieter
Sometimes rude
Be courteous
Less snootiness
Reduce part-timers to save money

Misc. – 7+ replies

Check e-mail from patrons (patron never rec'd reply to their e-mail)
Sign to remind patrons to bring library card
Allow grandparents to sign up children for library card
Amnesty Day
Snack Machines

2003

PATRON SURVEYS

Library Hours – 3 replies
- Open Saturdays in summer
- Open Sundays
- 7 replies – hours are convenient

Library Parking/Parking Lot – 10+ replies
- Parking spaces not always available

Elevator – 1 reply
- Update elevator for wheelchairs and strollers

Materials – 2 replies
- More modern CD's
- Keep daily newspapers out for 1 week

Staff – 13+ replies
- 1 – not courteous
- 12 – very courteous
- 1 – very nice

Misc. – 1 reply
- CD's for summer reading program prizes for YA's

2004

PATRON SURVEYS

Library Parking/Parking Lot – 2 replies
Parking spaces not always available
1 reply – parking is easy

Staff – 3 replies
All very courteous

2006

PATRON SURVEYS

Library Hours – 10 replies
- Open Saturday – ½ Day
- Stay open later on Fridays
- Occasional Sunday Hours

Library Parking/Parking Lot – 13 replies
- Parking spaces not always available
- Need more spaces

Building – 2 replies
- Building too small
- Lighting poor
- Need gated off children's area

Materials – 14 replies
- More DVD's, New Books, New Movies
- Need current information on Women's Aids – SPL material outdated
- Popular books take too long coming from other libraries

Staff – 13 replies
- Always courteous
- Always helpful
- Staff is A+

1 reply
- Not courteous

Literacy – 1 reply
- Need better coordinator

Misc. – 14 replies
- Offer free tax preparation service like Brockton Library
- Need public fax machine