

Reuben Hoar Library

Littleton, MA

2015



Library
Building Program

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Introduction:

Ask our patrons and they will tell you that the Reuben Hoar Library has remained a vital part of the community since the first book was checked out. For over a century we have remained a staple in a community that is constantly changing. A major service center within the Town of Littleton, the Reuben Hoar Library provides reference and reader's advisory services, books, newspapers, online resources, meeting spaces and programs for all ages. One of the greatest challenges to providing the best and most appropriate services is that of anticipating changes in the needs of the community and the range of services that the library can provide.

The future Reuben Hoar Library envisioned in this Building Program will be a center of community services that reflects the diverse needs of all ages and interests. We believe that this plan speaks to the needs of Littleton by combining community input with the experience of its staff, trustees and town leaders. The library will build upon past achievements, current strengths, and future aspirations to develop a library capable of meeting the next century of public library service.

The information needs and resources of the Littleton community have changed drastically since the library's founding; further details and justifications are found in the full building program. The goal of this plan is to provide Littleton with a public library that brings together different ages, backgrounds, and points of view in a vibrant, comfortable, and welcoming environment. At the same time the Town and Trustees want a library of outstanding architectural design.

Town of Littleton Description and History:

The Town of Littleton is a small community with a rich history as a rural town with an agricultural base. As Littleton grows, residents want to maintain the quality of the town services and facilities, and in some instances to expand them.

Littleton was first settled in 1686 and incorporated as a Massachusetts town in 1714. From 1640 to 1741 the Littleton Common at the intersection of Great Road (Route 119) and King Street (Route 110) was the singular center of town. Great road was the transportation route into Boston and all the commercial activity as well as spiritual home of the Unitarian Church were centered there.

In 1741 the Unitarian Church building was relocated from Littleton Common to Foster Street with a higher elevation and prospect. This began the generation of a second town center in Littleton. Construction of the Town Hall in 1887 and the Reuben Hoar Library in 1895 established this location as the civic, cultural and spiritual center of Littleton while the Littleton Common continued to thrive as the commercial center of town.

The 1845 introduction of the Fitchburg Railroad to Littleton created a third center, The Depot, devoted to this new form of transportation and the commercial activity and industry it generated sustained well into the 20th Century. Meanwhile, Littleton Common continued to thrive as a transportation route for horses and later automobiles and trucks connecting Littleton to Boston. This area continues as an ever evolving commercial center.

Library History:

In the earliest days the Littleton Public Library was housed for periods in various residences around town. During that period, Reuben Houghton was a prominent Littleton resident, successful businessman and friend of another Littleton resident, successful businessman and library advocate, Reuben Hoar (1794-1875).

Mr. Houghton's business fell on hard times and his friend Mr. Hoar came to his financial rescue. In later years at the dinner table, young William Houghton heard his father express appreciation for what Reuben Hoar had done for his family and hope he could someday repay him.

William Houghton would become a successful shoe merchant in Boston and fulfill his father's wish by financing construction of the library wing as well as a 25,000 volume book collection in honor of Reuben Hoar as part of the 1887 new Town Hall. This began the unique arrangement of the Library and Town Office sharing a space in a building which continues today.

The Reuben Hoar Library would soon outgrow the space in the 1887 Town Hall. The children of William Houghton, Elizabeth and Clement Houghton, then financed construction of a new free standing Reuben Hoar Library building on Foster Street that was dedicated in December 1895.

A fire in 1943 destroyed the iconic Town Hall. A new structure built on the site was home to the town offices as well as the police and fire departments.

In 1989 the Reuben Hoar Library relocated up King Street to the Shattuck Street School Building; followed a few years later by the Town Hall offices. From a town planning perspective, Littleton may be characterized as being multi-centered. When the Library relocated to the Shattuck Street School in 1989, the former library was renamed the Houghton Memorial Building and now houses the Littleton Historical Society.

Littleton Master Plan

The following are excerpts from the 2002 Littleton Master Plan:

Littleton has traditionally been a small town located on a major crossroads. In Colonial times the Great Road passed through town on the way to Boston. Now each day thousands of commuters and travelers hurry along Routes 495, 2, 119, and 110. This easy access to regional employment and markets makes Littleton a convenient place to live and an attractive place to locate a business. Townspeople think of Littleton as a rural community of starter homes where families can build a good life. In recent years, however, the town has experienced escalating housing prices, so that the profile of the local population is shifting toward higher income homes. A person driving around Littleton still sees open fields, woods, and other scenes that give the impression of a rural setting, but in fact the remaining undeveloped lands in town are contained in a relatively small number of large parcels. Market response to demand for homes in this attractive community is placing increased pressure on remaining undeveloped lands. As easily developed lands become scarcer, there are increasing proposals to site new structures on “marginal” lands that have physical constraints such aswetlands.

Land Use

Littleton is no longer a rural town with an agricultural base. We enjoy a “small town feel” thanks to roadside views of open fields, low-density residential development, historic buildings in the center of town, and affordability of homes. We want to continue Littleton’s New England settlement pattern of clustered civic and business centers interspersed with fields, woods, and low-density homes.

Natural Resources

Littleton became a New England town because of our natural resource base of soils, water, vegetation, and wildlife. Our clean water, clean air, beauty and peaceful surroundings all result from natural resource systems that surround us. We intend to continue to enjoy these amenities by maintaining a balance between development and natural resource base.

Open Space and Recreation

Townspeople endorse the concept of retaining open space. The question we need to examine closely is the best combination of ways to accomplish this. We also need to understand and agree on the full range of benefits that the community might gain through retaining open space. Many of Littleton's most visible and highly valued open spaces are farm fields, orchards, and other aspects of local agriculture. Other open spaces are places for outdoor recreation. Townspeople feel strongly that there is need for greater public access to Littleton's open space and recreation amenities, for example through gaining legal access, a trail system, and appropriately placed public parking areas. Littleton has recently completed an Open Space and Recreation Plan, which will serve as both a resource document and an implementation tool for this component of Littleton's Master Plan.

Littleton and Regional Population Statistics:

2010 U.S. Census Population for Littleton: 8,924

2034 Projected Population for Littleton: 9,026 (1.1% increase) (estimates from UMass Donahue Institute)

2010 Composition of Littleton Population

48% Male

53% Female

28.5% Children and Teens

59.5% Adults

11.7% Seniors

97.4% White

2.1% Asian

0.5% Other

39.8% Households w/individuals under 18

21.7% Households w/individuals 65 and over

Reuben Hoar Library Service Population

2010 Population	8,924
Total Circulation	161,910
Circulation to Non-Residents	32,136
Percentage of Circulation to Non-Residents	19.8%
Current Service Population	10,691 $(8,924 \times .198) + (8,924)$
2034 Service Population	10,813 $(9,026 \times .198) + (9,026)$

Library Physical Description:

In 1989 the Reuben Hoar Library relocated to the Shattuck Street School in search of more space.

Reuben Hoar Library is located on the crescent shaped Shattuck Street, a one-way side street off of main roadway of King Street which intersects with South Great Road one half mile northeast of the Library to form Littleton Common as a commercial center. The library is bounded on the north by the Town Offices and then private residences, on the east by Shattuck Street, on the south by a driveway and small parking lot and then by private residence, as well on the west by a small lawn, a large parking lot, a baseball field and then a zone of woodland with Beaver Brook. The building is setback, but visible, from King Street as the site offers a quiet setting for the library.

The site has good vehicular access from King Street via Shattuck Street. There are two parking areas to accommodate library needs. A south side lot contains 11 parking spaces for patrons and 2 accessible parking spaces within 200' of the entrance. A west side parking lot contains 95 spaces for Town Hall and Library patrons and staff as well as 4 accessible parking spaces for a total of 112 parking spaces on the site. There are also 15 curbside spaces along Shattuck Street for a total of 127 spaces available to the library and Town Offices.

Two main entrances allow access to the 15,000 square-foot building. The main entrance faces Shattuck Street and a small parking lot and curbside parking which is shared with the Town Hall. A rear entrance, which has only recently become accessible, can be reached from the rear parking area. Doorbells for after-hours entry have been installed at the main entrance for daily deliveries. There is one elevator which is shared with the Town Hall next door, due to security concerns; patrons must obtain an elevator key from the main service desk to gain access to the first and third floors of the library. The library has six rest rooms: two patron restrooms and one staff restroom located on the ground floor, two restrooms on the second level and one restroom on the third level.

Building Structure:

The Shattuck Street School Building consists of four connected structures originally constructed for educational use in three phases in 1922, 1938 and 1952. It was then repurposed and renovated in 1989 for use as Littleton Town Offices and Reuben Hoar Library housed in the 1952 Southern Wing. The three story structure consists of cast in place reinforced concrete foundation walls, piers, beams, joists and slab based on evidence shown in original drawings as well as observed at the building. As the live loads of a library are more demanding than classroom occupancy for which the structure was designed, renovation and expansion options for Reuben Hoar Library should include evaluation by a structural engineer to clarify capacity of the existing structure as a basis for design with current building codes.

A 2013 Physical Needs Assessment Report for the Town Hall and Library Building by EMG Corporation of Hunt Valley, MD noted the following regarding structure observations:

Foundations: Observations/Comments:

- *The foundations and footings could not be directly observed during the site visit.*
- *There is no evidence of movement that would indicate excessive settlement.*
- *The below grade walls are in good condition.*
- *There is no evidence of movement or water infiltration.*

Superstructure Observations/Comments:

- *The superstructure is concealed; there are a few isolated areas that the structure is exposed.*
- *Walls and floors appear to be plumb, level, and stable.*
- *There are no significant signs of deflection or movement.*

1922 Shattuck Street School Superstructure (33 Shattuck Street):

- *This portion of the building has brick masonry exterior and interior bearing walls, which support the upper floors and roof diaphragms. The upper floors are constructed with wood joists and are sheathed with wood planks. The roofs are sheathed with wood planks over wood rafters and wood joists.*

1938 Shattuck Street School Addition Superstructure (37 Shattuck Street):

- *This portion of the building has structural steel columns, which support the upper floors and roof diaphragms. The upper floors have concrete-topped metal decks and are supported by steel beams and open-web steel joists. The roofs are constructed of metal decks which are supported by steel beams and open web steel joists.*

Building Envelope: Design

Exterior design of the 1922 and 1938 portions of the Shattuck Street School Building (SSSB) consist of traditional, symmetrical design of the three blocks comprising this civic building of red brick and white double hung windows. The 1952 addition is based on an asymmetrical massing, responding to functional requirements. The exterior design continued the red brick and used modern factory-like windows which contrasted with the earlier design phases. The 1989 renovation replaced these original windows with insulated white aluminum double hung windows to harmonize with the character of the earlier phases. The large original window openings were partially infilled with EIFS panels.

Building Envelope: Exterior Walls

The exterior walls of the 1922 and 1938 portions of SSSB are finished with brick masonry and painted wood siding and wood trim. The soffits are concealed and are finished with stucco. The exterior walls the 1952 portion of SSSB consists of brick veneer on concrete masonry units and are uninsulated.

Portions of the exterior walls at the Library at the in-filled windows are accented with an exterior insulation and finish system (EIFS). The 2013 Physical Needs Assessment Report for the Town Hall and Library Building noted the exterior finishes are in fair condition and identified selective projects for repair and replacement.

Building Envelope: Roofing

The primary roofs on the 1922, 1938 and 1952 portions of the SSSB are flat roofs. The 2013 Physical Needs Assessment Report for the Town Hall and Library Building noted the roofs are finished with single ply membranes. EPDM is throughout except over the town offices and a portion of the library which are TPO. The roofs are insulated with rigid insulation boards. The roof membrane terminates along a sheet metal gravel stop. The roofs have sheet metal flashing elements. Storm water is drained from the roofs by internal drains. The portion of Library roof over the stair was replaced in 2014 and additional portions of the Library roof are schedule for replacement in 2015 as part of the Town of Littleton Capital Improvements Program.

Building Envelope: Windows and Doors

The windows are aluminum-framed, double-glazed double-hung units and have exterior screens. Some windows on the west side have storm windows. The Library Main Entrance has aluminum automatically operated sliding doors with full vision panels. The Library Vestibule is a hollow metal framed window wall. Service doors to the library are painted hollow metal. The Couper Room Lobby has an aluminum storefront entrance. Librarians report the windows are heavy and difficult to operate.

Renovation and Expansion Options for Reuben Hoar Library may want to consider full replacement of the exterior enclosure for energy conservation purposes as well as the design opportunity to create stronger and meaningful connections between the interior and exterior experiences and spaces.

Administration and Personnel:

The Library Board of Trustees is the governing body of the Littleton Public Library. Responsibility for library management, collection development, and provision of library services to the public is delegated by the Board to the Library Director.

The Trustees meet once a month, usually the first Thursday of every month, unless additional meetings are needed. All meetings are posted and held under the Open Meeting Law.

In addition to a Library Director, there is one Assistant Director, Children's Librarian, YA/Reference Librarian, Circulation Librarian and a Technical Services Librarian. There are two Senior Technicians, four Library Technicians, two Library Assistants and one Office Coordinator; FTE is 8.15. The Director's position requires a Master's Degree in Library Science.

Analysis of Current Collection & Services:

Wisconsin Public Library (WPL) has clarified Library Planning metrics which are a useful reference tool. By 2034, the population of Littleton is expected to be 9,026 according to the Donahue Institute at the University of Massachusetts.

For a community of that size, WPL identifies a range of possible print (book) collection sizes a community might offer with a corresponding quality rating such as:

- Basic: 9,026 people x 6.0 volumes per person = 54,156 volumes
- Moderate: 9,026 people x 6.6 volumes per person = 59,572 volumes
- Enhanced: 9,026 people x 7.2 volumes per person = 64,987 volumes
- Excellent: 9,026 people x 9.3 volumes per person = 83,942 volumes

The Reuben Hoar Library has 78,601 print volumes which rates somewhere between Enhanced and Excellent on the WPL scale. A large collection has allowed us to meet the goal we set forth in our strategic plan to provide our patrons with a collection that introduces skills, inspires ideas and life-long learning. Even as we migrate to eBooks; print circulation continues to remain high for a library and Town of our size. The problem we now face is meeting our goal to provide our patrons with the collection they want while having enough space to hold a significant collection.

Holdings: As of 2014

Material Type	Adult	Young Adult	Children's	Totals
Books	42,033	3,711	29,310	78,601
Print Periodicals	888	16	19	923
Audio (CDs)	3,713	130	809	4,652
Video (DVDs)	3,388	0	1,904	5,292
E-Books	3,999			3,999
Downloadable Audio	2,849			2,849
Downloadable Video	0			0
Materials in electronic formats	196	75	316	587
Microforms	1	0	0	1
Miscellaneous	43	0	32	75
Totals:	57,110	3,932	32,390	96,979

Database Subscriptions: FY 14

Print Serial Subscriptions	194
Electronic Serial Subscriptions	31
Other Subscriptions	20
Total:	243

Circulation FY14:

Material Type	Adult	Young Adult	Children's	Totals
Books	37,696	6,419	52,226	96,341
Print Periodicals	3,536	35	441	4,012
Audio (CDs)	10,996	757	2,774	14,527
Video (DVDs)	20,653	72	9,242	29,967
E-Books	1,796			1,796
Downloadable Audio	856			856
Downloadable Video	128			128
Materials in electronic formats	470	347	502	1,319
Microforms	0	0	0	0
Miscellaneous	5,602	7	108	5,717
Totals:	81,733	7,637	65,293	154,663

Services at Main Library FY 14

Total Hours Library was open	2,220
Total Number of Weeks Open	52
Total Number of Saturdays Open	52
Total Hours Open on Saturday	312
Total Hours Open after 5pm	624
Total Door Count	59,006
Reference Transactions	4,216
Children's Programs	152
Children's Program Attendance	3,526
Total YA Programs	21
Total YA Program Attendance	202
Total Adult Programs	159
Total Adult Program Attendance	2,314
Total Number of Volunteers	43
Total Hours by Volunteers	1,005
Number of Registered Borrowers	7,731
Registered Borrowers that are Littleton Residents	6,445

Role of the Library:

The Reuben Hoar Library is the community hub for the Town of Littleton. We are open six days a week for 45 hours. On average, 900 individuals come in to the Library each week. Littleton residents visit the library for our extensive collection of fiction and non-fiction titles, we have a very popular DVD section and the children's collection is as educational as it is diverse. Reference services continue to change as new databases and technologies emerge. To keep up with changing trends, staff often attends training to navigate the constantly changing needs of our patrons.

We offer our patrons an ever expanding list of over twenty online subscription databases, which provide access to valuable and reliable information. A streaming movie and music service called Hoopla recently became available to our patrons. It offers thousands of new movie, music and audiobook titles. Overdrive, Biblioboard, Axis 360, and Freading all offer access to thousands of eBook titles, available for free with a patron's library card. TumbleBooks is an online collection of animated; talking picture books which teach young children the joys of reading in a format they'll love. Testing & Education Reference Center is a start-to-finish resource with all the information and support materials needed to make informed, confident decisions to shape the rest of your life; with over 300 practice tests and courses. There are many more databases available to our patrons for free that offer free online learning, genealogy searches and much more.

An important service in both our Adult and Children's Departments is advising patrons. Children and their parents come to the Library for help with school assignments, to attend story hours and other programs, for book recommendations, to use computers, and to borrow materials.

The Children's Department offers weekly Toddler Times and story hours, monthly LEGO programs, summer reading programs, and entertainment for children and their families. Programs are often well attended, but limited space has prevented the Children's Department from offering as many programs as they might like.

The Teen Department offers a monthly gaming league. Due to lack of space and staff availability, the Teen Department would like to offer more programs. We believe a new Teen space in the design will pique Teen interest in the library and increase attendance.

Adult programming includes a monthly movie night, Yarnovers, Mystery Book Discussion groups and Genealogy Club. Over the past few years the Library has hosted a Littleton Reads event. The program, which is touted as a One Community, One Read Event, encourages patrons to read the same novel. Programming based on the themes of the novel is then created, with sponsorships from the Library Trustees and Friends of the Library. The Library has also sponsored a Bread Bake-Off where patrons are invited to compete in a bread baking competition. The Friends of the Reuben Hoar Library often host events at the library, including a Book Sale in May and October. We also make a Book-a-Librarian program available to our patrons. This service enables

patrons reserve time with a staff member for help with computer other technology related assistance.

Technology, another important Library service, is another resource our patrons seek out. They have immediate access to 16 computers and three printers. Patrons have free access to all printing services and a scanner. For a small fee, patrons can also make photocopies. Fax services and 2 on staff notaries are another service we offer; along with 24/7 internet access for visitors with Wi-Fi capable devices.

The Library website, located at www.littletonlibrary.org, provides patrons access to a variety of services when the library isn't open. Twenty databases provide free access to thousands of movies, songs and eBooks, online classes, languages and research information. The Library Catalog is also available from the library website. From here, patrons can request library materials from over 30 libraries in the Merrimack Valley Library Consortium. We are committed to encouraging our community to read in whatever format that is most accessible to them.

The Reuben Hoar Library serves people from the Town of Littleton, and our position off of several major roadways, including 2 and 495 provides easy access to our materials for commuters from neighboring towns. Our services are offered all year-round.

RHL Strategic Plan:

Our Mission:

The mission of the Reuben Hoar Library is to provide a supportive, professional and friendly environment for reading, research and lifelong learning through:

- Community – Connecting our community with each other and the world.
- Read – To inspire Littleton to read, view, and listen.
- Learn – To promote lifelong learning from birth through adulthood.
- Meet – To create thriving spaces where the community connects, accesses library resources, and shares stories.
- Discover – To provide library collections that introduce ideas, build skills, support lifelong learning, and spark creativity.

Vision:

Reuben Hoar Library – The place you want to be!

The Reuben Hoar Library will become our community's favorite place from which to borrow books, films and music. We will strive to provide patrons of all ages with enhanced opportunities for reading, viewing, and listening by broadening our community partnerships. We will establish the library as the leading community center for early learning through educational play spaces, programs and materials.

We will establish the library as the leading community center for early learning through educational play spaces, programs and materials. We will improve public access to our library by increasing open hours, improving our virtual presence for those who access library resources online and replacing/renovating/expanding our aging library. We will provide more library materials for the public, including materials in new and emerging formats and by providing easier access to digital collections.

Values:

Reuben Hoar Library values...

Relationships:

- With the public, by providing friendly, professional staff, and personalized customer service at all times to all members of the community.
- With the Library Board of Trustees, Friends of the Library, and other volunteers who dedicate their time, energy, and experience to help improve library services and connect us with the community.
- With co-workers, by respecting each other's contributions and working together to foster efficiency, innovation, and creativity.
- With the Town of Littleton, Merrimack Valley Library Consortium, other educational institutions, and community organizations, to collaborate and achieve common goals.

Responsiveness:

- To the changing needs of Reuben Hoar Library patrons, as we develop services and programs to maintain relevance and a sense of place in the community.
- To new materials and changing formats and technologies as they emerge.
- To the changing and challenging world around us and how this shapes delivery of library services.

Sustainability and Respectable Stewardship:

- Through thoughtful and efficient use of resources and public funds with the mandate to provide free library service to the community.

Intellectual Freedom and Privacy:

- The rights of every individual to both seek and receive information from all points of view without restriction, the right to confidential use of the library, and the right to privacy.

Community:

- Connecting our community with each other and the world.
- To create thriving spaces where the community connects, accesses library resources, and share stories.

Planning Efforts:

In 2011, the Reuben Hoar Library Trustees undertook the study of a possible renovation/expansion of the existing facility or the construction of a new library, ensuring that either option will meet the needs of Littleton for the next twenty years. As part of the information gathering process, the Trustees hired Consultant Sondra Vandermark in 2013 to facilitate two study groups. The focus group process was to obtain initial information from Littleton residents regarding interest in a Library expansion project.

Patrons from a wide spectrum of backgrounds were invited; including students, parents, grandparents, youth, educators, school librarians, community members both long-term and newer, seniors, business people, professionals, community organizers, and town staff represented the community.

In early 2014 a Planning and Design grant was awarded with \$20,000 in funds appropriated by the Town. With these funds a community needs assessment and feasibility study was conducted by a second Library Consultant, Martin Dermady of Dermady Architects in March 2015. Mr. Dermady performed an additional five smaller focus groups with members of the Littleton Community, Library Staff, Friends of the Reuben Hoar Library and Town Hall. He also met with the Town Facilities Manager and Town Administrator.

Also in March 2015, a Library Planning Committee was formed composed of members the community, including parents and professionals, members of the Library Trustees and Staff, members of the Town's PMBC, Littleton residents that work in libraries and other members of the Littleton community.

The Committee visited twenty recently renovated libraries both independently and in groups. During these visits they met with library directors and staff to ask questions. They learned about the design process, what questions to ask potential OPMs and Architects, what services worked in their new libraries, what didn't work, services and facilities they would change and much more. Committee members also took pictures which they uploaded in a shared Dropbox folder.

Committee members also gathered information on the history of the Town of Littleton, explored future trends in libraries; researched potential OPMs and Architects. They met with members of the community to learn what they would like to see in a future Reuben Hoar Library and shared this information at our nearly weekly meetings.

Through consultation with the Town of Littleton community, patrons told our library consultants and committee members that the Reuben Hoar Library requires a library that will meet the changing needs of the Town. Below are some of the ways they hope a new library will achieve this goal:

- Patrons want to enter a library that feels inviting and fits the character of the town; to that end it should be well lit, easily accessible, have a feeling of "home" and enough shelving for a diverse and informational collection.
- We aim to build a library that uses green design solutions.
- All patrons, including those with disabilities and parents with baby carriages especially, should have easy access to every floor of the building with an elevator solely for the library not shared with Town Hall.
- We plan to evolve to the changing technology demands of our community through increased network connections and wireless router access, along with any hardware or software needs as mentioned in the Library's Strategic Plan.
- The building should be universally accessible so people of all physical abilities will have full and equal access to services and programs.

- Historical materials should be kept in a dedicated room with climate controls that meet archival standards and allow for future growth and collaboration in documenting and preserving local history.
- Children and parents wanted a room that is inviting with plenty of light and color; children's materials will be in shelving of appropriate height and there will be plenty of space for children's programming (including but not limited to story time, arts and crafts), and workspace for children's room staff.
- Young Adults should have a space of their own; it should be spacious enough for teens and pre-teens to meet and socialize and play games, with adequate tables and comfortable chairs to study and do homework.
- Local organizations and groups require space to hold meetings; in a comfortable room equipped with a kitchenette, multimedia and teleconferencing capabilities and accessibility after-hours.
- Patrons will park in a conveniently located, safe, paved and landscaped lot.
- The Friends of the Reuben Hoar Library should have a designated area for their used book sales and to display other promotional materials.
- Patrons will have access to private study rooms to work in groups, perform research, and engage in personal business and study.
- Staff should have adequate space for technical services to work comfortably with plenty of space to move and handle materials for processing; all work should be performed away from patron areas.
- There should be adequate storage space to store seasonal materials, programming chairs/tables, and other materials as needed.

Overall, patrons will have sufficient space to pursue their activities, whether it is studying, using computers, browsing the shelves, reading in a comfortable chair, catching up with friends, or attending a program.

The current facility does not allow for the necessary growth of services and materials required to meet community needs. The following are elaborations on specific themes and topics which emerged from the outreach process and should be integrated within a new, renovated or expanded Reuben Hoar Library.

- The building and grounds are not adequately handicap accessible. We want to be responsive to the needs of our community, without restriction to access, as stated in our Strategic Plan.
- We have limited space to keep up with patron demand for a growing children's collection, program spaces, children's librarian office area, and a space for activities/play.
- All adult services and materials exist in one large area, creating a cramped space for patron computers and lack of a quiet space for recreational readers and those performing research.
- Lack of shelf space has required many books, movies, and other materials to be discarded in order to make room for new acquisitions; we set forth in our strategic plan to be thoughtful in our consideration of resources and public funds. The constant need to weed materials hampers that goal.
- The ground floor of the library and third floor (Children's Room) are accessed from the second floor from an elevator shared with the Town Offices; limiting the autonomy of disabled users.
- The Young Adult (YA) area shares a restricted section of the second floor just off the main circulation desk and patron computers; giving our YA population no sense of a space that is truly their own in the library.
- With limited public meeting spaces in Town, the library's Couper Room continues to be a hub for town groups, clubs and is a community gathering space. A renovated library should provide a larger space to accommodate library programming needs as well as community groups to host events.
- Current group study rooms and conference space is limited, with a growing need for meeting space, additional group study rooms and conference space is needed.

The institution of a public library in Littleton has been the creation of citizen advocates beginning in the early days when the venue was in private homes, to intermediate times when quality venues in public buildings of ever increasing size were sought, to the present when a consortium of Library Trustees, Friends of the Library and devoted Patrons seek to reimagine the Reuben Hoar Library to meet the present and future needs of 21st Century Littleton.

In recent years the Reuben Hoar Library Board of Trustees has reached out to the Littleton Community by conducting Focus Group Workshops and an Internet Survey to understand the present needs and aspirations for a 21st Century Library. The Trustees have also conducted internal discussion and reflection with Staff, Trustees, and Friends of the Library and devoted Patrons through SOAR analysis.

The qualities defining the place and culture of Littleton focus on a friendly small town atmosphere set within a scenic landscape of open fields, woodlands and ponds. Reuben Hoar Library is the cultural nexus of Littleton led by a Library Staff regarded by the community as excellent, friendly, helpful, knowledgeable and wonderful for their devoted service.

The present location of Reuben Hoar Library is well regarded for proximity to the schools, town-related offices, and organizations. The Focus Group discussions and Survey responses advocate for RHL to engage with the community of Littleton by hosting events and programs which strengthen the community as a whole. Some of this can be achieved with continual evolution of creative library programming as well as building relationships with community organizations and institutions such as the Littleton Public Schools.

The existing Library facility has physical and spatial constraints limiting realization of partnerships and programming that would connect the community to each other and the world. A renewed RHL facility could create a comfortable and welcoming environment with sufficient space for the areas comprising the library as well as logical connections to foster awareness and collaboration. Trustees and staff, as stated in our Strategic Plan, aim to be responsive to the changing needs of our community by creating a space that meets the changing requirements of the community.

The collective aspiration is to make the Library a Hub for Town Groups, Clubs and Community Gathering Place as the 21st Century Library Building evolves into a Town Community Center. To do so requires state-of-the-art core library spaces for collections, reading, children and teens as well as specialized areas for large and medium sized meetings/performances, art display, historical research and Friends of Library fundraising for valued library programs. The current facility, as it stands now, hampers our goal to be a library that provides a thriving space where the community can connect, access resources and share stories.

The existing Library lacks meeting space of sufficient capacity, quality and amenities to truly fulfill the emerging mission of serving as Town Community Center. A renewed RHL facility could provide a range of spaces designed for gathering including a Meeting

Room for 150, Conference Room(s), Group Study Rooms, and Story Room for Children and Maker Space for Teens. This would fulfill the objective of creating thriving spaces where the community connects, accesses library resources, and shares stories.

The outcome of these experiences has been captured in a Long Range Plan which is a blue print of ideas synthesizing the mission and vision for this new library.

Limitations to Service:

As the only public library for the Town of Littleton, we strive to provide the highest level of service to our patrons. These services, however, are limited by the physical space of the current facility.

The ground floor houses the non-fiction collection, 12 study carrels, a small meeting room, the Couper Meeting room, storage rooms and a staff break room. There is a small service desk which is a recent addition to this floor.

The second level houses the entire adult fiction collection, periodicals, media, YA collection, a small reference collection, Houghton Historical Room/Archival collection. There is a small meeting room, used book sale area, art gallery, space for 11 patron computers, a self-checkout station, fax machine access, one copy machine, a small coffee cart. There is also a Library Director's office and staff work areas and the main circulation desk with space for 3 staff computers.

The third level houses the entire children's collection, one staff desk, a small kitchenette/craft room and four computer workstations.

The majority of the library's fiction, YA and media collections are on shelves that are approaching capacity. Most have already reached capacity. Patron demand for the newest titles requires that we continually add new items to the packed shelves. The collection is regularly weeded to keep up with the continuing need for more space. Bookshelves housing general fiction are too high and positioned too close together to be ADA –compliant. There are only twelve comfortable chairs available for patrons to sit and read and six tables with four chairs each, and two study carrels for patrons to sit and study. The main floor of the library is in desperate need of expansion for shelf space, seating capacity, and ease of traffic flow.

Our non-fiction collection, located on the ground floor, contains a diverse collection which our community has come to rely on for their research and recreational needs. Shelving on this floor is also too high and close together to be accessible to our senior and disabled population.

Entrance and Lobby:

For lack of a better alternative, the vestibule as you enter the main entrance of the library serves as a display area for Friends of the Library books that are a fundraising enterprise to support library programming and book purchases. Patrons entering the library often run into patrons browsing used books for sale, creating a crowded and uninviting entry to the library. This space is too small to serve the dual purpose, while patrons would like easy access to a Friends book sale area, its location at the entry to the library is impractical.

The main lobby of the library also serves as an art gallery, an important space which helps to display the artistic talents of the community while providing an intriguing aesthetic to the library. This area also displays a community bulletin board which provides important information about local town activities to the community. Again, this high traffic area creates a crowded and uninviting space.

The only wheel-chair access to the library is located in this area. It is somewhat hidden from view and undersize for convenient accommodation of strollers, long wheelchairs and walkers used by seniors. Patrons require an improved solution to provide easier access to the library for disabled patrons, seniors and parents with baby carriages.

Circulation Desk and Self Service Check Out Station:

The Circulation Desk on the second level is immediately visible as you enter the main entrance of the library. It is located at the center of activities such as the lobby, stairways to levels 1 and 3, reading areas and public computer access. Directly behind the service desk are staff workrooms and the Library Director's office. A self-checkout station has been placed alongside the main circulation desk.

The circulation desk has two checkout stations and area to return materials. A desk serving multiple purposes-reference desks, circulation supervisor's/ILL workspace and young adult librarian's desk – with a computer for catalog/internet access adjoins the circulation desk. The openness of the library amplifies the sound created in this space. Normal library related conversations between patrons and staff disrupt patrons working at the computer workstations to the right of the circulation desk, patrons browsing shelves to the right and left of the circulation desk and anyone looking for a quiet area at any of the study tables, comfy chairs or study tables all within twenty feet of the main circulation desk.

Media Library:

The media library is located near the main circulation desk on the second level. It provides convenient access for this popular library collection offering access to CDs, audiobooks, and DVDs. These comprise popular elements of the RHL collection and there is demand to expand and diversify the collection as expressed in focus group discussions and survey comments. Increasing demand for this popular collection has produced an area which requires constant upkeep and weeding to keep up with the growing demand. Adjacent to the media library is a chair-lift which provides the only access to the main floor exit for disabled patrons, seniors and patrons with strollers. Shelving in this area is too close to provide convenient access to the chair lift for the above mentioned groups. The chair lift is also used for morning deliveries, the narrow space makes navigating this space extremely difficult.

Teen Library:

The Teen Library is located to the far right of the second level circulation desk and the only patron bathrooms on the second level. Essentially a repurposed open space of the second level, instead of its own contained space; this openness and location creates an uninviting space for young adult patrons. Focus group discussions and survey responses were interested in developing programming to include book groups, classes on topics to support learning and social media skills, gaming, maker space activities as well as social opportunities to foster community. The current space offers a collection and seating area but no space to accomplish these programmatic aspirations. Teens would enjoy an area that is properly sized and designed to be inviting. They would prefer an enclosed space where they would be free to engage in social activities, a place for them to study or do homework and where staff could provide activities which engage them intellectually and socially.

Houghton Historical Room:

Littleton residents aim to protect their long and rich history. The Houghton Historical Room, located to the far right of the library's second level as you enter the building, is host to archival material such as genealogy and Town records. There is no archival climate control system which would prevent deterioration of irreplaceable documents and artifacts; helping to increase their longevity as an important resource for the community.

Children's Library:

As you enter the Children's Library from the stairway there is a staff service desk to your right where two staff members share space to check out materials to patrons, plan future children's room activities, store materials and perform other library related work. To the left as you enter the Children's library is a small activity table and self-checkout station. Moving forward past the service desk is the original story-time reading area which has been repurposed for four patron computer stations and one catalog computer. This area also houses an overcrowded children's reference collection and small display table. Demand for this area of the library produces a feeling of being overcrowded for parents and small children attempting to share the space.

The cramped feeling continues with overcrowded shelves. The low height library shelves are filled to capacity and the children's room staff must store another layer of books on top of these shelves to accommodate the collection. This creates a cluttered and crowded look in the library and prevents using the top of low bookshelves for display of books which children might discover while browsing. Excess weight is also a concern for the third floor children's room, as the building was not designed originally to be a library and the excess of weight of shelving, books and patrons was not a consideration in the original design of the building. Creating safety concerns and severely limits a growing children's collection that meets the educational and programming/recreational needs of the parents and children that use our library.

The children's room location on the third floor of the library requires that parents with carriages use an elevator shared with the Town Hall. Security concerns, however, require that patrons obtain an elevator key from the second floor main circulation desk to continue to the third floor. Exiting from the elevator to the children's library creates an issue, especially for parents with strollers, as there are bookshelves as you exit the elevator. This close proximity creates a narrow space for parents to enter and exit the library's only elevator to the lower floors. The presence of lounge seating is minimal due to spatial constraints, limiting how patrons are able to enjoy the space. A small kitchenette and activities table is the only programming space in the library, located just off the elevator at the far side of the children's library.

The location of the children's library on the third floor has the advantage of safety, a feature which parents and staff hope would be present in a new library. A disadvantage of this location is its connectivity to the Couper Meeting Room, located on the ground floor, where larger children related events might occur.

Quiet Reading Areas/Meeting Rooms:

Demand for quiet reading areas is high. The open floor plan of the library creates little space for quiet study areas for patrons to study, perform research, meet in small groups or engage in personal business such as conference calls. Patrons will often wander the library seeking out a quiet space to perform these activities. One small meeting room is located on the second level with room for up to four patrons to meet or study. This room can be reserved in advance, and is often in high demand. A second slightly larger meeting room is located on the ground level just off of the elevator. This room can accommodate up to ten patrons, however due to lack of storage space, this room also doubles as a storage location for our summer reading collection and excess furniture, creating a cramped space for patrons to meet. This room is often reserved as well. While the room can fit small groups, and often does, we have also found that the room is often booked by one person. Demand for the space illustrates a need for meeting spaces in the library. However, if the library had several smaller meeting rooms, it could accommodate more patrons with an improved use of space.

Focus group discussions and survey responses advocate for transforming the Reuben Hoar Library into a hub for town groups, clubs and a community gathering place as the Twenty-First Century library building evolves into a Town Community Center. This requires spaces for collaboration, meetings, performances, display and reception. The existing meeting room, conference room and study rooms are inadequate for this purpose according to patron responses.

The Couper Meeting Room on the ground level has a separate secure entrance from the library, access to single fixture female and male bathrooms, a kitchenette, storage and maximum capacity of 49 owing to the single exit door. The Couper Meeting Room is a repurposed classroom space from the original building and features a free standing column which limits utilization of the space. The 8' ceiling height is too low. The room is used for the majority of the library's large scale programs, but the limited capacity for the space limits how much can be done in this space. Community groups and clubs also utilize this space for meetings and events. Access to the room is available after library hours, and is often used during this time. A new Reuben Hoar Library should provide a larger space for additional seating to accommodate library programming needs as well as community groups to host events. The space would benefit from a state of the art projection and sound system, great acoustics for the monthly movie nights which patrons enjoy. Additional storage for stackable chairs and associated equipment and book sale donations, a commercial kitchen and design capturing essential qualities of the town as Littleton's Living Room.

Staff and Delivery Areas:

The Assistant Director's desk, Technical Services Librarian's desk, the technical services work area, the office coordinator's desk and the Library Director's office are all located to the rear of the main circulation desk on the second level. This creates a very close, narrow space to perform a lot of the services that help the library to run. Technical services are especially cramped, as it is the location where all library materials are processed for circulation. This is also a space to order new materials and monitor the Circulation Desk for busy periods.

Deliveries of new materials and drop-offs of used materials by patrons are also stored in this small space temporarily; adding to the already limited space. This space also serves as a second staff "break area", as staff often keeps personal items and snacks in this area for easy access.

The Office Coordinator's desk is just off the Library Director's office, just across from staff mail boxes. The Library Director's office is accessible from the staff area or through a second entrance just off the Teen Library.

A staff break room is located on the ground floor just off the Couper Room. The space, a former bomb shelter from when the building was a school, has no windows, and it has limited space for staff to store personal items such as coats. There is one small table with four chairs to have a meal and a refrigerator and two old microwaves. There is a kitchenette with a sink and some cabinet space that is shared with the Couper Meeting room through a small connecting hallway. Through the staff room is a small room which houses routers and other technical equipment. Through that room is another hallway with access to a larger storage room where old newspapers and other materials are stored, back issues of periodicals and summer reading supplies. Two smaller storage closets, used to store back issues of periodicals and books storage for Friends of the library book sales are also located off this hallway which ends in a door to the rest of the ground floor and the non-fiction collection.

Moving technical services to a ground floor location would remove this very busy and involved service from being clearly visible to patrons. A location on the ground floor could also provide easier access for deliveries.

Increased storage space would also be beneficial as the library continues to grow. We are already outgrowing the storage space we have now.

Safety and Security/ Building Systems:

The Reuben Hoar Library does not have a security staff, system of security, system of security cameras or electronic theft protection system. While this approach creates a feeling of “home” for our patrons, it has had its downside. There has been occasional theft, primarily from the DVD collection. Stolen materials are usually returned, normally after involvement from guardians or the local police.

A single external access point from the Town Hall side is tied to a fire alarm system. The stair joining levels 2 and 3 has a cordoned off section towards level 1 which is visible and awkward. An alarm button on level 3 is tied directly to the police department for the safety of anyone working alone on that floor.

The Library and Town Hall share a heating, ventilation and air conditioning system with elements located in a common mechanical room in the Town Hall portion of the building as well as rooftop units distributed among the roofs of the structures. The mechanical systems serving the library portion of the building are understood to be near the end of useful life and will require replacement.

There is currently no sprinkler system in the library. A new sprinkler system should be included in the design.

Design Considerations:

We expect the building program will continue to be modified as the planning process progresses from the schematic design phase the final product when we apply for the construction grant. Review of the detailed area descriptions at the end of this document is essential to understanding the building design requirements.

The Town of Littleton is in the process of adopting a Stretch Energy Code to qualify for certification and funding opportunities for the State’s Green Communities Program. To take advantage of these opportunities, a future Reuben Hoar Library should be designed with green building solutions in mind.

One option is to reuse the current building, using recycled or salvaged materials when possible, finding the most efficient ventilation and HVAC system, and other green solutions.

A new library building for Littleton should provide:

- Architectural integration of the Littleton historic “feel” in regard to the Town and the Library that emphasizes a feeling of “home” and maintains the Town’s character.
- Designing a facility with “green” solutions in mind.
- Full access to all services and areas of the Library in compliance with ADA guidelines.
- 150lbs per square foot live load as the weight bearing capacity in all areas of the Library to ensure space flexibility for the life of the building.
- A well-lit, welcoming environment that emphasizes a feeling of comfort and an attractive atmosphere that encourages use but allows for staff to monitor and supervise when necessary.
- Noise control through acoustical engineering.
- Natural light without too much gain or loss of heat including fading due to ultraviolet rays.
- Lighting which is cost effective and easy to maintain.
- Future growth capabilities for functional areas, such as Children’s, library materials and technology.
- General-use program room that can be overseen by staff yet available for use during closed time.
- Quiet area separate from noisy, high traffic areas.
- Inviting reference areas that encourage patrons to approach staff for assistance and an alternative area for private consultation.
- Collection growth by planning for unfilled top and bottom shelves and 75% shelf capacity on opening day.
- Plenty of storage space providing adequate space to store programming materials such as chairs and tables, used books for the Friends book sale, excess library furniture, other materials as needed.
- Energy efficient heating, ventilating, air conditioning and electrical systems that are expandable to accommodate increased occupancy in the future.
- Operable windows for between-season ventilation.
- Gallery for Town-owned art collection and exhibit area for local artists and artisans.

Elevator Access:

The Library currently shares an elevator with the Town Hall. Due to security concerns, access to the library side requires a key which patrons must obtain from the main circulation desk. Should the Town decide to renovate/expand our current location, plans should include a separate elevator for the Library that provides unrestricted access to all levels of the library, should the Library maintain its 3 Level floor-plan.

Internal Change:

Libraries are constantly evolving with the changing times. As new technologies are developed and new services/databases are created; the way we think about how we utilize space must change as well. Our media collection is good example of that; twenty years from now audiobooks and DVDs may give way to streaming services. We are already seeing the beginning of this change today. Any shelving solutions should keep the changing nature of library collections in its design. Moveable book cases are one possible solution.

An increase in mobile devices, laptops and tablets by patrons has led to an increase need in comfortable seating areas with charging stations. These areas can provide patrons with easy access to our free Wi-Fi while providing a quiet space to do work or socialize with other members of the community.

Up to four small study rooms/spaces with enough area for up to four patrons to work together in a single space should be included in any new design. These spaces should be far enough from the general high traffic areas of the library, but easily monitored by library staff.

Public Access Computers & Wi-Fi:

Public access computer workstations are inadequate, and there is a severe lack of accessible electrical outlets throughout the building. The majority of our computer workstations are located at a round desk cut around two large columns to the right of the main circulation desk as you enter the building. Access to the latest technologies is an important part of our Strategic Plan. Patrons, especially seniors and the disadvantaged are using libraries for free computer/internet access to search for jobs, research or just to communicate with their friends. .

This awkward location and spacing limits how staff /patrons navigate to the only bathrooms in the building, the elevators and the Teen Room. New designs should locate public computer workstations in their own computer lab space; that can be easily monitored by library staff. Consideration should also be given to computer workstations that can be easily moved to other locations of the building as the need arises.

Wi-Fi access should be strong and reach all parts of the building. Nothing in the design should prevent universal access to Wi-Fi in the building.

Wiring and Power:

A new design should include power distribution and low voltage transmission such as telephone and data communication lines. Ease of access and maintenance should be taken in consideration. There should be enough access to outlets throughout the building. The ground floor of the library especially has limited access to outlets. Patrons often bring laptops and other mobile devices to the library and there should be plenty of access to outlets to power these devices in the design.

Special power and communication centers:

High-use areas such as the circulation desks and staff work areas should be given special design attention in the planning process to assure sufficient power both overall and per circuit, dedicated circuits, telecommunication data lines, telephone transmission options, filtered, uniform and stable power delivery and climate control.

These identified areas will include:

- Circulation desk
- Reference desk
- Public computer stations
- Mobile device stations
- Computers systems room
- Makerspaces
- Staff work areas
- Meeting and study rooms

Security:

Panic buttons, mirrors, good sight lines.

Functional Relationships

In designing the new Library building, careful attention must be given to the locations of certain functional areas in relationship to the building itself and in relationship to each other. Many of these proximities are mentioned in the Area Descriptions in this document.

In general, adjacencies, as set forth in the diagram on the next page should be considered in any design created (renovation/expansion or new construction).

Adjacencies Diagram:



Area by Area Descriptions:

Designation: Entrance and Lobby

Area Required: 500 nsf

Functions Performed: serves as the primary entry way for patrons, area to post public notices but shouldn't create too much clutter. Book drop and wheelchair lift located in this area.

Occupancy: Public: Varies Staff:

Furnishings: Bench, display case, small table for brochures or displays, bulletin boards for fliers.

Equipment: Large bulletin board with locking glass for announcements/fliers, doorbell for after-hours deliveries.

User Seating: Bench with 3 seats

Close Proximity to: Main Circulation desk, general collection, public restrooms, Friends book sale area, meeting room, elevator.

Distant From: Quiet Study Areas, Children and YA areas, Reference.

Architectural Features: it should be welcoming with weather/stain resistant flooring, there should be signage to identify library hours/library name.

Special Requirements: Should be easily visible from main Circulation Desk.

Lighting: There should be plenty of natural light visible during the day and bright overhead lighting at night and outside main entrance at night for easy visibility.

Designation: Adult Fiction Stacks and New Books Collection

Area Required: 2300 nsf

Functions Performed: patrons browse new fiction and non-fiction titles, fiction, mystery, romance and science fiction titles are also available to browse.

Occupancy: Public: 20 Staff: 0

Furnishings: comfortable seating for up to 8 people for patrons to sit while they browse the collection, moveable and adjustable book racks, shelving should not be too high and they should be positioned wide enough apart for those with disabilities to fit through comfortably.

Equipment: 1 OPAC computer to look up titles, authors, call-numbers

User Seating: 8 club style chairs, 1 OPAC computer

Close Proximity to: Entrance, but should not impede the flow of traffic, visible from main circulation desk, restrooms, elevator.

Distant From: Quiet Study Areas, Children and YA areas, Reference, local history room.

Book Capacity: 25,000 volumes

Architectural Features: attractive book display areas for new materials, comfortable seating for patrons to review a book before checking it out, wide aisles, configuration that can easily be changed (possibly modular), stain resistant carpeted flooring.

Special Requirements: Should be easily visible from main Circulation Desk.

Lighting: bright overhead lighting

Designation: Reading Room / Periodicals

Area Required: 1,300 nsf

Functions Performed: patrons read newspapers and magazines, have space to work on their laptops or enjoy coffee.

Occupancy: Public: 20 Staff: 0

Furnishings: appropriate shelving with new periodicals and newspapers on display and lift-up shelving to store older periodicals before being archived. 8 comfortable club chairs near electrical outlets for patrons with mobile devices, 2 tables with seating for 4 to work on projects, space for a mobile coffee cart with coffee machine/cups.

Equipment: None

User Seating: Tables seat 8, lounge seats 8

Close Proximity to: Adult Fiction and New Book browsing area, restrooms

Distant From: Quiet Study Areas, Children and YA areas, Reference, local history room, Meeting Room

Book Capacity: 150 periodicals and 20 newspapers

Architectural Features: warm, “living room feeling” with plenty of natural light during the day, plenty of electrical outlets.

Special Requirements: Should be a quiet space for patrons away from high traffic areas.

Lighting: task lighting with easily changeable light bulbs.

Designation: Media/Non-Print/Audio-Visual

Area Required: 800 nsf

Functions Performed: patrons browse CDs, DVDs, books on CD, music collections and games. Area must be flexible enough to accommodate new formats.

Occupancy: Public: 10 Staff: 0

Furnishings: moveable/adjustable shelving (possibly mobile) with display units

Shelving: Efficient way to display and store audio and 2500 music CDs, enough shelving for 4,700 DVDs and 1,000 Books-on-CD.

Close Proximity to: Entrance, but should not impede the flow of traffic, visible from main circulation desk, restrooms, elevator.

Distant From: Quiet Study Areas, Children and YA areas, Reference, local history room.

Book Capacity: 8200 items

Architectural Features: attractive display areas for new materials, wide aisles, configuration that can easily be changed (possibly modular), stain resistant carpeted flooring.

Special Requirements: Should be easily visible from main Circulation Desk.

Lighting: bright overhead lighting

Designation: Main Circulation Desk

Area Required: 450 nsf

Functions Performed: all library materials are returned and checked out from this location, patrons come here to ask questions, for help with ILL requests, patron holds are kept in this location, museum passes and room requests are also handled from this location.

Occupancy: Public: 5 Staff: 2

Furnishings: a circulation desk large enough for 3 staff members to work comfortably at, each with their own workstation. Should be equipped with a panic button tied to local police. There should be a lower level counter to be ADA compliant and space for a book return that does not interfere with patron/staff interactions, possibly at the far end of the desk. There should filing cabinets or multiple drawers with plenty of storage space. No one should have their back to anyone (staff or patrons) in this configuration. Adjustable shelving for patron holds should be easily accessible for staff.

Equipment: 2 computer workstations for staff, 2 self-checkout stations, space for a fax machine for patron access, 2 telephones,

User Seating: 2 computer workstations for staff (1 high 1 low)

2 staff chairs (1 high 1 low)

Close Proximity to: Entrance, Friends book sale area, restrooms, elevator, adult fiction browsing area and Periodicals.

Distant From: Quiet Study Areas, Children and YA areas, Reference, local history room.

Book Capacity: adjustable shelving for up to 150 books, DVDs or audiobooks

Architectural Features: should be a well-lit, welcoming space for patrons to interact with staff. Should be located someplace that will create an easy flow of foot-traffic around the space but close enough to high traffic areas.

Special Requirements: should provide clear lines of sight to entrance, but not close enough that staff feel cold so close to an exterior door during the winter. High traffic areas of the library should also be clearly visible from this location for staff.

Lighting: bright overhead lighting.

Designation: Director's Office

Area Required: 200 nsf

Functions Performed: Director meets with staff, trustees and the public. Performs most management tasks from this location.

Occupancy: Public: 4 Staff: 1

Furnishings: prefer an L-Shaped desk with space for a computer, printer, phone. 1 rolling chair, 1 lateral filing cabinet, 3-shelf bookcase and space for a meeting table with 4 chairs.

Equipment: computer with monitor, phone and printer.

User Seating: 1 rolling chair and 4 padded chairs

Close Proximity to: Circulation Desk (but not directly behind circulation desk)

Book Capacity: 100 books (professional collection)

Architectural Features: should provide enough privacy for meetings with staff and the public (both sight and sound), there can be windows with a line of sight to the interior of the library, but they should not be too large and be easily blocked with shades.

Lighting: task lighting.

Designation: Assistant Director's Office

Area Required: 150 nsf

Functions Performed: area for Assistant Director to order new materials, meet with staff/patrons, important that it should be near the Technical Services Area.

Occupancy: Public: 2 Staff: 1

Furnishings: desk with computer workstation, shelving for books

Close Proximity to: Technical Services, Circulation Desk

Equipment: computer with monitor, phone and printer.

User Seating: 1 rolling chair

Architectural Features: should provide enough privacy for meetings with staff and the public (both sight and sound)

Lighting: task lighting.

Designation: Technical Services

Area Required: 600 nsf

Functions Performed: materials deliveries are received here for processing (covered, labeled, added to collection electronically). Technical services supplies are stored here for easy access.

Occupancy: Public: 0 Staff: 6

Furnishings: 2 large work tables or counters to cover books (standing and sitting units), 3 staff desks with computer workstations, 5 rolling chairs, storage cabinets for supplies, shelving for incoming and outgoing items, filing cabinets.

Close Proximity to: Assistant Director's Office, exterior exits (deliveries to this area should be away from the sight of the general public)

Equipment: 3 computer workstations, a networked printer, cataloging supplies/equipment, book repair supplies, DVD cleaning equipment, 2 phones

User Seating: 5 rolling chairs

Architectural Features: space for ingoing and outgoing books, plenty of electrical outlets, spacious areas with wide aisles for ease of movement.

Lighting: task lighting.

Designation: Staff Work Area/Office Coordinators Desk

Area Required: 360 nsf

Functions Performed: area for office coordinator to handle invoices, staff payroll, computer workstation for staff to check in holds away from view of the public, countertop space and staff mailboxes.

Occupancy: Public: 0 Staff: 4

Furnishings: office coordinator's desk with computer workstation, one staff desk with computer workstation with space to check in morning bins, 2 lateral filing cabinets and space for storage of office supplies. Space for a wall-mounted safe.

Close Proximity to: Circulation Desk, Director's Office

Equipment: 2 computers with monitors, 1 networked printer, 2 phones, 1 mounted safe for daily cash intake.

User Seating: 2 rolling chairs

Architectural Features: should be located close enough to the Circulation desk so as to allow easy movement by staff between the two areas, but private enough not to be seen by the public. Acoustically should provide privacy for staff from the public as private staff information may be discussed here with office coordinator. Should also be close enough to Director's office to provide ease of access to this location for the Director, but far enough away (or acoustically sound-proofed) to allow Director to have private conversations with patrons or staff in his office.

Lighting: task lighting.

Designation: Children Services Department

Area Required: 2100 nsf

Functions Performed: space for parents and children to browse children's collection of books, DVDs, audiobooks and other materials. Area for children's programming including story-time, space for arts and crafts projects, space for parents to meet and socialize, children use online computers to do homework and research.

Occupancy: Public: 60 Staff: 3

Furnishings: circulation desk for at least 2 staff members to work comfortably (should be low enough to work with children) equipped with a panic button tied to local police station, 2 rolling chairs at desk and 2 computer workstations. 4 large tables low enough for children to work at to do crafts, puzzles and other activities. Adult and child sized comfortable seating. Magazine display and storage for back issues. Child-friendly display cases or kiosks for fliers and displays. Low shelving (possibly modular and adjustable) for easy reconfiguration of the space. 6 public computer workstations, 1 networked printer for public use, 1 self-checkout station.

Equipment: 2 staff computer workstations, 1 OPAC computer, 6 public computer workstations, 1 networked printer for public use, 1 self-checkout station, 2 phones (staff), video viewing area (possibly mounted flat-screen TV with equipment), 1 emergency button.

User Seating: 40 child sized chairs, 2 rolling chairs (staff), 6 club style chairs for parents, 1 bench with seating for 3.

Close Proximity to: Should be its own contained space, elevator, restrooms, Meeting/Programming room.

Distant From: Quiet Study Areas, YA areas, Reference, local history room.

Book Capacity: 19,000 volumes

Architectural Features: should be well lit with natural light during the day, there should be lots of color that appeals to kids (but not too loud), aisles should be wide and easily accessible with low shelving (no book cases should be more than 4 shelves high). There should be plenty of open spaces for children to play or infants to crawl, space for story-times/programming. . There should be a kitchenette area with plenty of cabinet and storage space with a sink. This area should also have bathrooms large enough to accommodate families with baby changing stations. This area should be close enough to elevators for convenient access and possibly an area to store baby carriages.

Special Requirements: Should be designed a space for socializing, acoustically should not be heard from other areas of the library. Should have plenty of storage room for office, programming and seasonal supplies.

Lighting: There should be plenty of natural light during the day and bright overhead lighting at night.

Storage: There should be plenty of storage for seasonal (Summer Reading) and general programming supplies.

Acoustics: As this is the Children's area, children should be free to make noise, but it should be acoustically sound-proofed so as to not disturb the rest of the library. It should be in its own contained space.

Flooring: Carpeting should be stain resistant and durable, easy to clean.

Designation: Children's Librarian's Office

Area Required: 125 nsf

Functions Performed: area for Children's Librarian to order new materials, meet with staff/patrons, important that it should be near the Children's Circ Desk.

Occupancy: Public: 2 Staff: 1

Furnishings: desk with computer workstation, shelving for books

Close Proximity to: Children's Circulation Desk

Equipment: computer with monitor, phone.

User Seating: 1 rolling chair

Architectural Features: should provide enough privacy for meetings with staff and the public (both sight and sound)

Lighting: task lighting.

Designation: Conference Room

Area Required: 300 nsf

Functions Performed: space for groups to hold meeting for conferences, large study groups, interviews.

Occupancy: Public: 6 Staff: 0

Furnishings: 2-3 small tables which can be connected to create one large table if necessary

Equipment: strong access to Wi-Fi.

User Seating: 6 padded chairs

Close Proximity to: restrooms, Reference

Architectural Features: should be soundproof to provide privacy for those meeting in the space.

Acoustics: Should be self-contained so that users can socialize but not disturb other parts of the library.

Lighting: Task lighting

Designation: Young Adult Room

Area Required: 1350 nsf

Functions Performed: area for teens to study, browse YA books, DVDs and audiobooks, a small staff service desk should be nearby for YA Librarian to work at but not necessarily man all the time, there should be plenty of table space for teens to work at and engage in gaming activities, they should have access to 4 computer workstations and 1 networked printer to do homework or research.

Occupancy: Public: 20 Staff: 2

Furnishings: small desk for one staff member with a computer workstation (not always manned), 3 large tables with 4 chairs each for teens to do homework, socialize or for gaming club. 5 large comfortable chairs or seating to lounge. 4 public computer workstations. Adjustable shelving units for books, DVDs and audiobooks (possibly mobile).

Equipment: 1 staff computer with access to a networked printer, 4 public access computers, mounted flat-screen TV with video game console, 1 OPAC computer.

User Seating: 12 padded chairs, 1 rolling chair for staff and 5 large comfortable chairs

Close Proximity to: restrooms

Distant From: Quiet Study Areas, Reference, local history room.

Book Capacity: 3600 volumes

Architectural Features: should be welcoming with plenty of space for programming and for teens to “hang out” in their own space. Should be easily monitored by staff.

Acoustics: Should be self-contained so that Teens can socialize but not disturb other parts of the library.

Lighting: Bright overhead lighting

Designation: Reference Collection

Area Required: 350 nsf

Functions Performed: Patrons consult reference books and other materials (maps, vertical files). Patrons study and work independently. Quiet reading area.

Occupancy: Public: 20 Staff: 0

Furnishings: 2 tables with 4 chairs each, shelving area with wide aisles

Equipment: microfiche machine, magnifier

User Seating: Table chairs: 8, 2 comfortable club style chairs, 1 public access computer for research

Close Proximity to: local history room

Distant From: high traffic areas, YA and Children's rooms

Book Capacity: 400 volumes

Architectural Features: quiet space for patrons to read or do research

Acoustics: Quiet area where not too much outside noise from the rest of the library gets in.

Lighting: soft lighting with lamps, natural light during the day

Designation: Local History Room (Houghton Room)

Area Required: 425 nsf

Functions Performed: Collection of local history and genealogical materials are shelved and stored here. Researchers and staff consult books, look at maps, read and print microfilm. Materials are valuable and should be protected with a climate control system.

Occupancy: Public: 6 Staff: 1 (when assisting a patron)

Furnishings: 1 large table with 6 chairs, microfilm storage cabinet, map case, locking case for display of artifacts, shelving for large books to lay flat, 2 large vertical filing cabinets

Equipment: microfiche machine, magnifier, climate control system

User Seating: Table chairs: 6, and 2 comfortable club style chairs

Close Proximity to: Reference Collection

Distant From: high traffic areas, YA and Children's rooms

Book Capacity: 400 volumes

Architectural Features: quiet space for patrons to read or do research, should be a separate enclosed room that can be locked with temperature and humidity controls, windows should have light filtering glass.

Acoustics: Quiet area where not too much outside noise from the rest of the library gets in.

Lighting: soft lighting with lamps

Designation: Quiet Study Rooms (4)

Area Required: 550 nsf

Functions Performed: area for patrons to engage in quiet study, reading, do research, meet in small groups.

Occupancy: Public: 16

Furnishings: 4 rooms each with 1 table and 4 padded chairs

Equipment: microfiche machine, magnifier

User Seating: 16 padded chairs

Close Proximity to: local history room, Main Circulation desk

Distant From: high traffic areas, YA and Children's rooms

Architectural Features: rooms have doors with glass panels, multiple electrical outlets, network connections, soundproof.

Acoustics: Quiet area where not too much outside noise from the rest of the library gets in.

Lighting: soft lighting with lamps, natural light during the day

Designation: Computer Lab

Area Required: 600 nsf

Functions Performed: Area for patrons to use public access computers to browse online, do research or use word processing software. Access to 2 networked printers.

Occupancy: Public: 10 Staff: 0

Furnishings: 10 public access computer stations and 2 printer stands

Equipment: 10 computers with online access, 2 printers

User Seating: 10 rolling chairs

Close Proximity to: Circulation desk, restroom, entrance

Distant From: YA and Children's rooms

Architectural Features: network connections and power supplies close to all workstations

Lighting: bright overhead lighting

Designation: Friends Book Sale Room

Area Required: 200 nsf

Functions Performed: area for used books to be sold on an on-going basis. Patrons will browse used books to be purchased. Should have space to store recently donated books or weeded items.

Occupancy: Public: 8 Staff: 0

Furnishings: adjustable shelving with space to display books or DVDs, bulletin board for fliers and other advertising.

Close Proximity to: Circulation Desk, Main entrance

Distant From: high traffic areas, YA and Children's rooms

Book Capacity: 200 volumes

Architectural Features: Can be its own enclosed space that can be locked when needed or an open space, but it should have a large storage closet to store donated or weeded items before being put on shelves to be sold.

Lighting: bright overhead lighting

Designation: Non-Fiction Stacks

Area Required: 2300 nsf

Functions Performed: patrons browse non-fiction titles

Occupancy: Public: 20 Staff: 0

Furnishings: comfortable seating for up to 6 people to sit while they browse the collection, moveable and adjustable book racks, shelving should not be too high and they should be positioned wide enough apart for those with disabilities to fit through comfortably, 2 tables each with seating for 4.

Equipment: 1 OPAC computer to look up titles, authors, call-numbers

User Seating: 6 club style chairs, 1 OPAC computer

Close Proximity to: restrooms, elevator.

Distant From: Children and YA areas.

Book Capacity: 25,000 volumes

Architectural Features: attractive book display areas comfortable seating for patrons to review a book before checking it out, wide aisles, configuration that can easily be changed (possibly modular), stain resistant carpeted flooring, 2 large tables for patrons to study quietly.

Lighting: bright overhead lighting – green solutions (possibly on a timer).

Designation: Staff Break Room

Area Required: 300 nsf

Functions Performed: staff members take short breaks, store food and eat a snack or small meal, relax and read.

Occupancy: Public: 0 Staff: 4

Furnishings: Table with 4 chairs, comfortable seating for relaxing, cupboards for dish and food storage, countertop for preparing food, small kitchenette with sink, refrigerator and microwave/toaster oven, coat rack

Close Proximity to: Staff restroom, staff entrance

Equipment: refrigerator, microwave, toaster oven, phone

User Seating: 4 padded chairs, 2 club style chairs

Architectural Features: should have storage for dishes, food and cleaning supplies, and staff personal items. Should have a window with natural light. Out of sight from the public and with a door that locks. Good ventilation (food odors), floors should be easy to clean, should have a phone for easy communication with rest of the library and access to Wi-Fi.

Lighting: bright overhead lighting.

Designation: Kitchen Facilities

Area Required: 50 nsf

Functions Performed: kitchenette for programs, within or adjacent to Meeting/Program Room (Couper Room)

Occupancy: Public: 0 Staff: 2

Furnishings: locking cabinets for storage of dishes, cups, silverware for up to 100 people

Close Proximity to: Meeting/Program Room (Couper Room), Staff Break Room, restrooms

Equipment: refrigerator, sink, microwave.

User Seating: 2 rolling chairs

Architectural Features: all equipment should be energy-star compliant, multiple electrical outlets, resilient surfaces.

Lighting: task lighting.

Designation: Meeting / Program Room (Couper Room)

Area Required: 2000 nsf

Functions Performed: programs for all ages are held by library staff and community groups such as meetings, lectures, large children/teen/adult programming, movie nights, art displays and concerts. Ability to divide the room for smaller groups.

Occupancy: Public: 125 Staff: 1

Furnishings: 130 chairs (folding or stacking), 20 tables that are easy to fold and move, podium, room darkening shades (automatic), projector screen.

Close Proximity to: public restroom, kitchen facilities, elevator

Equipment: chair storage, coat rack, overhead mounted projector (LCD), podium, electric projector screen, sound system, smart board, teleconferencing equipment, kitchen facilities (described separately), phone, strong Wi-Fi access, audio-video equipment to show movies (DVD and Blu-Ray).

User Seating: 130

Architectural Features: should be accessible for after-hours use without entrance to the rest of the library. Should have closets to store equipment , tables and chairs. A projection screen that drops from the ceiling, wiring for computer and internet access, phone, lighting should be controllable with dimming features, excellent acoustics and as soundproof as possible so that programs do not disturb other areas.

Lighting: controllable with dimming features.

Flooring: carpet made with durable-stain resistant materials.

Designation: Art Gallery

Area Required: unassignable

Functions Performed: provides a space for local artists to display their art for extended stretches of time.

Occupancy: Public: 20 Staff: 0

Furnishings: 1 bench that seats 3 for patrons to sit and observe art pieces, art rail long enough to hang at least twenty small to medium sized pieces of art.

Close Proximity to: public restroom, main entrance

Equipment: hanging art rail to be mounted to the wall

User Seating: bench that seats 3

Architectural Features: area should be visible to the public and well lit.

Lighting: bright overhead lighting

Flooring: carpet made with durable-stain resistant materials.

Designation: Data Center/Server Room

Area Required: 50 nsf

Functions Performed: point of presence for internet access, storage of server, central network routing point, computer equipment and software storage.

Occupancy: Public: 0 Staff: 1

Furnishings: storage space for equipment, shelving for storage

Close Proximity to: Technical Services

Distant From: Plumbing, any source of water

Equipment: telephone lines in one place, server routers, power outlets @ work level, internet cable point of entrance, storage for server, all network connections tied in.

User Seating: 2 rolling chairs

Architectural Features: no windows and climate controlled

Designation: Parking

Area Required: Non-assignable

Functions Performed: Patrons and Staff Park in separate areas. Provide access for deliveries.

Occupancy: Public: 200 Staff: 16

Equipment: bicycle rack, benches near door

Close Proximity to: Main entrance door, elevator, Meeting/Programming Room

Architectural Features: Space is shared with Town Hall and Council on Aging next door, adequate lighting for safety, attractive landscaping, and clearly defined parking spaces with clear lines of sight. Good signage.

Designation: Public Restrooms

Area Required: Non-assignable

Functions Performed: Must have at least one Staff only restroom (adjacent to Staff Break Room), public restrooms (including family restrooms if possible with child sized fixtures and baby changing stations).

Furnishings: mirrors, benches, shelves for storage

Close Proximity to: Meeting/Programming Room, Entrance, Circulation Desk, Adult-Fiction and Non-Fiction stacks

Distant From: Data/Server Room, Local History Room

Equipment: energy efficient fixtures, faucets, automatic towel dispensers, toilet paper holders, soap dispensers, high-efficiency toilets and urinals, changing tables.

Architectural Features: care should be given to what collections are located beneath restrooms when deciding where to place them. All restrooms should be ADA compliant, single rooms (prefer no stalls).

Lighting: lights that turn off automatically and fans for ventilation

Designation: Storage Room – Archived Materials

Area Required: 500 nsf

Functions Performed: space to store archived materials like old newspapers and other documents or materials. This area is not accessible the public.

Occupancy: Public: 0 Staff: 2 (volunteers)

Furnishings: 6 tall adjustable shelves to store materials and archived newspapers, a large table to work at.

Distant From: high-traffic/public areas

User Seating: 2 padded chairs

Architectural Features: large room to store and shelve newspapers. Area for one or two staff or volunteers to work on projects, must have lockable doors.

Lighting: bright overhead lighting.

Designation: Storage Room – Adult Materials

Area Required: 100 nsf

Functions Performed: space to store equipment, boxes, weeded or donated books to be put in book sale later, store furniture and other materials.

Occupancy: Public: 0 Staff: 1

Distant From: high-traffic/public areas

Architectural Features: Large storage room with lockable doors.

Lighting: task lighting.

Designation: Storage Room – Children’s Materials

Area Required: 250 nsf

Functions Performed: space to store equipment, boxes, seasonal materials such as summer reading supplies.

Occupancy: Public: 0 Staff: 1

Distant From: high-traffic/public areas

Architectural Features: Large storage room with lockable doors.

Lighting: task lighting.

Designation: Storage Room – Staff Materials

Area Required: 150 nsf

Functions Performed: space to store equipment, boxes, supplies.

Occupancy: Public: 0 Staff: 1

Distant From: high-traffic/public areas

Architectural Features: Large storage room with lockable doors.

Lighting: task lighting.

Appendix A: Summary of Facility Space Requirements

Index of Library Functional Areas						
			Computers			
Area Designation	Public User Seats	Staff	Public	OPAC	Items	Area Required
Adult Fiction Stacks & New Books	8	0	0	1	25,000	2,300
Non-Fiction Stacks/Browsing	6	0	0	1	25,000 vols	2,300
Circulation/Information Desk	0	2	0	0	150	450
Media/Non-Print/Audiovisual	0	0	0	0	2500 CDs, 4700 DVDs, 1000 BksCD	800
Computer Lab	10	0	10	0	0	600
Reference Area	10	0	1	0	400	350
Reading Room / Periodicals	16	0	0	1	150 periodicals, 20 newspapers	1,300
Children's Room	49	2	6	1	19,000 vols	2,100
Children Librarian's Office	0	1	0	0	0	125
Young Adult Room	17	1	4	1	3600 items	1,350
Local History Room	8	0	0	0	400	425

Index of Library Functional Areas (Con't)						
Area Designation	Public User Seats	Staff	Computers		Items	Area Required
			Public	OPAC		
Conference Room	6	0	0	0	0	300
Technical Services Room	0	3	0	0	150 items	600
Staff Work Room / Office Coordinator's Office	0	2	0	0	0	300
Director's Office	0	1	0	0	100 items	200
Assistant Director's Office	0	1	0	0	0	150
Quiet Study Rooms (4)	16	0	0	0	0	550
Friends Book Sale Room	0	0	0	0	200 items	200
Staff Break Room	0	0	0	0	0	300
Meeting/Programming Room	130	0	0	0	0	2,000
Data/Server Room	0	0	0	0	0	50
Storage (Archives)	0	0	0	0	1,000 items	500
Storage (Adult Materials)	0	0	0	0		100
Storage (Children's)	0	0	0	0		250
Storage (Staff)	0	0	0	0		150
Kitchen Facilities	0	0	0	0	0	50
Art Gallery	3	0	0	0	0	Non-Assignable
Custodial	0	0	0	0	0	Non-Assignable
Public / Staff Restrooms	0	0	0	0	0	Non-Assignable
Parking	0	0	0	0	0	Non-Assignable
Total:	279	13	21	5	83,370	17,800

Area Description Summary	Area Required (Net Square Feet)
Total for Assigned Areas	17,800
Total for Non-Assigned Areas (x25%)	4,450
Grand Total:	22,250

Appendix B: Reuben Hoar Library Existing Conditions Photos



Exterior Photos

Front Entrance



Front

(Wide Shot/ with
Town Hall to the
right of library)



South Facing Side



Rear of Building

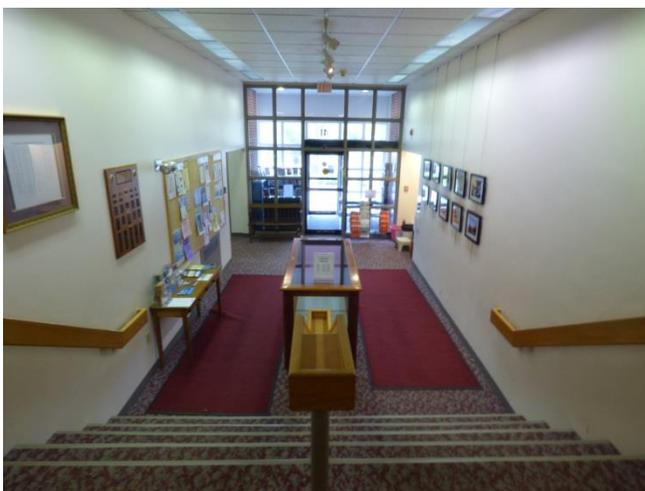


Interior Photos

Front Entrance Vestibule:
Friends On-Going Book Sale



To the right of the Main Entrance, Access to
Outside Book Drop (hidden, right),
Community Information Rack, and
Handicapped Lift



Main Entrance Lobby. Gallery Wall (Right)
Display Case, Library Info (Left) and Stairs



Main Circulation Desk with two workstations, Technical Services located behind glass windows.



Self-Checkout Station, Fax Machine and one staff workstation to the right (hidden).



DVD area and Main Floor access for handicapped lift.



Computer Workstations and Music CD collection in center.



Reference Collection (left)

Books on CD Collection (Right)

Small Reading Area/Study
Carrels (Center)



Elevator (connects with Town
Hall on other side)

Local History Room door (right)

Supply Closet (Left)

Restrooms to far left (hidden)



Young Adult Area with two study tables and two YA computer workstations.





Houghton Historical Room

Local history and genealogy collection with 1 large study table





Technical Services

Office Coordinator's Desk





Periodicals

Reading Room

New Books Collection

Large Print Collection





Adult Fiction Collection



Study Room to the far left in the back (hidden)

Stairs to Ground Floor Level and Non-Fiction Collection, Couper Meeting Room, Small Meeting Room, Staff Break Room and Storage



Children's Room Information Desk



Children's Magazines and Self-Checkout (rear right)



Public Use Computers
Reference Collection (Left)



Children's Room Collection



Program room and
Kitchenette





Children's Room

Elevator (Access Key required)



Children's Room book display



Ground Floor Information Desk (Left)

Stairs to Main Level

Exit to rear parking lot, bathrooms
and Couper Meeting Room (Right)



Adult Non-Fiction Collection



Ground Floor Study Carrels



Ground Floor Emergency Exit and Elevator (Access Key Required)

Small Meeting Room to the left
(hidden)



Small Meeting Room



Ground Floor Exit, Double doors to Couper Meeting Room left and restrooms to the right (hidden)



Couper Meeting Room



Small kitchenette off of Meeting Room, door to Staff Break Room



Staff Break Room

Staff Bathroom to the left
(hidden)



Data Server Room



Archive Storage Room





Parking Lots to the Side and Rear of Building



Appendix C: Current Library Capacities / Seating

Seating - Adult	38
Seating - Children	31
Seating - Young Adult	14
Fixed Computer Stations - Adult	9
Fixed Computer Stations - Children	4
Fixed Computer Stations - Young Adult	2
Parking Spaces - Staff	95 parking spaces + 4 handicapped shared between library and Town Offices
Parking Spaces - Library Patrons	11
Parking Spaces - Handicapped	2
Meeting Room Seats (Main)	49
Other Conference/Quiet Study Seats	24
Storytime/Program Room Seats	10

Appendix D

Pictures that Illustrate our Vision for the Future:



Bolton Public Library Children's Room:

Committee members liked the brightness of the room, low bookshelves, furniture, tall ceilings and the general open feeling of the space.



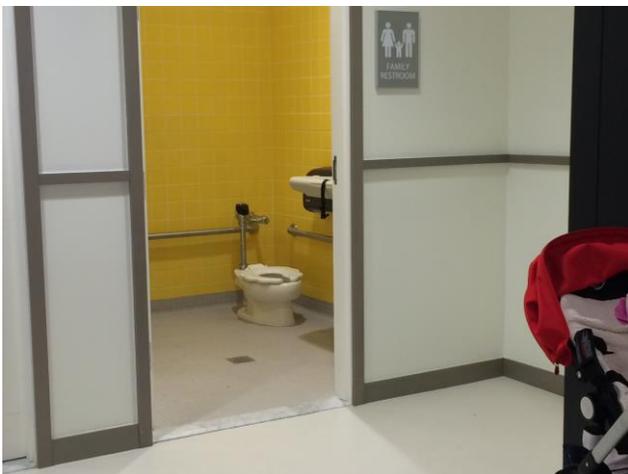
Boston Public Library YA Room:

We liked that it felt like a space for teens with plenty of comfortable furniture for teens to hang out and socialize.



Boston Public Library Children's Room:

Bright colorful room with plenty of space for children to play (or crawl) and lots of educational items on the walls/beautiful murals to catch a child's interests and imagination. Small fixtures in children's bathrooms.





**Athol Public Library
Kitchen/Large Meeting Room:**

While we don't necessarily require a large commercial kitchen, we would like a kitchen space that has plenty of space to work and that is part of a larger meeting space.



Large Meeting Room with plenty of space for tables and chairs, dropdown project screen, overhead LCD projector, lots of light and room divider.



Falmouth Public Library Stacks and Sitting Room:

Adjustable shelving with room to display new item with wide aisles. Bright overhead lighting.

Plenty of natural light with comfortable club chairs to sit and read a book.



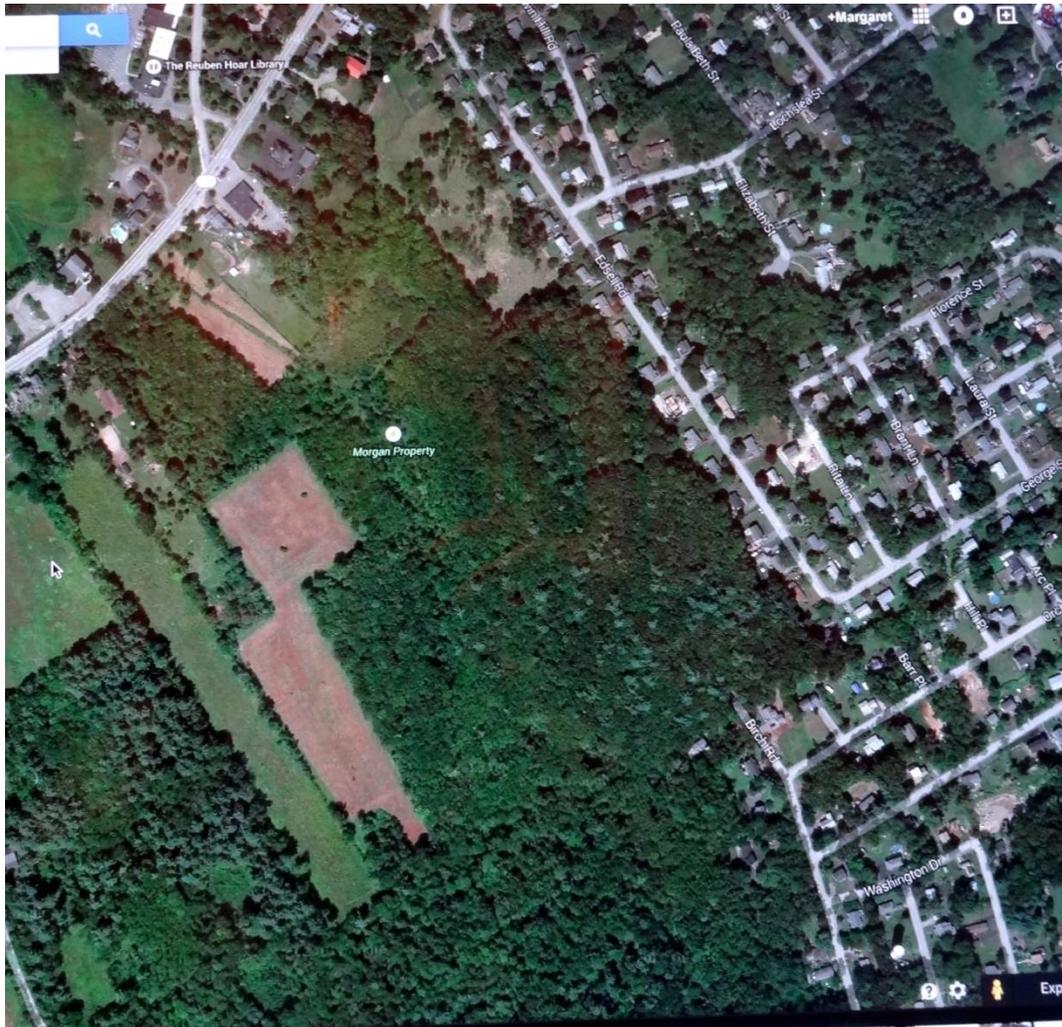


Leominster Public Library Main Circulation Desk/Children's Desk:

Large open desk with plenty of workstations and space, aesthetically pleasing shelving to for patron holds.



Appendix E: Possible Location for New Construction (Photos)



“Morgan Property” – Littleton, MA

Town owned land being considered as a possible building site for a new Reuben Hoar Library.

(Photos below)



Acknowledgements

Special thanks to our patrons for taking part in all focus groups and surveys!

Thank you to Keith Bergman (Town Administrator) and Bill Cole (Facilities Manager) for your time and input.

We would also like to thank the directors and staff of every library we visited for answering our questions and for allowing us to take pictures.

Board of Library Trustees

Mark Rambacher –Chair

Laura Beltrami – Vice-Chair

Peter Church

Lynn Protaswoicki

David Sill

Tryphena Reidy (Term Ended 2015)

Demetra Taylor (Term Began 2015)

Staff of the Reuben Hoar Public Library

Samuel Alvarez – Library Director

Helen Graham – Assistant Director

Andrea Curran – Circulation Librarian

Betty Smith – Technical Services Librarian

Diann Haduch – Children’s Librarian

Linda Schreiber – YA & Reference Librarian

Jeanne Sill – Senior Technician

Jenna Cantino – Senior Technician

Margaret Geanisis – Library Tech

Julie Bernardi – Library Tech

James Taber – Library Tech

Cheryl Hardy-Faraci – Library Tech

Julie Fredericksen – Library Assistant

Susan Palmer – Office Coordinator

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Sondra Vandermark – Library Building Consultant (Focus Groups/Surveys)

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