

SUTTON FREE PUBLIC LIBRARY
BUILDING PROGRAM
October, 2015



**4 Uxbridge Street
Sutton, Massachusetts 01590**

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EXECUTIVE SUMMARY

The vision for the Sutton Free Public Library as articulated by the Library Director, Trustees, members of the Building Needs Committee and community members is that library patrons will receive the services they need in a facility with sufficient space and parking to accommodate patrons, staff and community members. Given the current population of 9,500 and the projected 2035 population of some 10,360, and recognizing the library cannot be further enlarged or improved in its present location without displacing other town departments, it is anticipated that a new building will be needed to fulfill that vision.

The need for a larger, appropriately designed facility has been stated in many documents since 1989. A Building Program written in 2004 noted that by 2004 the population projected in 1989 for 2009 had already been exceeded yet neither the collection nor seats had increased. Common and recurring requests for more than twenty-five years have been:

- a visible library easily identified as such
- a central location
- increased parking
- more programming space
- increased collection space (more books, please!)

To respond to those requests this Building Program presents a plan to expand from the current 3,100 gross square feet to 17,000 gross square feet. The proposed facility will be able to accommodate fifty-seven thousand items and one hundred thirteen patron seats in addition to a one hundred seat meeting room, a youth activity room to be shared by children and young adults, quiet study rooms, and a social space where snacks may be enjoyed. Staff space and storage will grow to support the larger collection and services. The many and varied programs presently offered can be increased and held at home in the library, not at other venues.

Of equal importance to the value citizens place on the collection and programs is the library's value as the town's *de facto* social hub. Each visit finds at least one group of friends who have met by chance or design and spend much time, often forty-five minutes to an hour or more, socializing, chatting and catching up. Patrons do not just run in to select or return materials, but spend significant time perusing the collection, consulting with staff, or sitting with friends and family. The 2015 Fall Newsletter reported that:

530 children, teens, and adults signed up for Summer Reading and logged over 330 days worth of reading in 8 weeks!

We had over 50 programs that were attended by over 750 people!

Over 11,000 items were checked out of the Sutton Library from mid-June to mid-August!

If you stacked all those items up they would be taller than the Washington Monument!

A building that encourages and fosters the sense of community will be an important town asset.

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INTRODUCTION

The Sutton Free Public Library Mission Statement quoted in the 2004 Sutton Public Library Building Program states in part:

The Sutton Free Public Library is a small library in a rural community; all citizens of the Town of Sutton shall be given free and unlimited access to said library and the resources and support services of the Central Massachusetts Regional Library System, the Massachusetts Board of Library Commissioners, the Massachusetts Library Information Network and C/W MARS.

... service and accommodation to library users is first priority...

The library will endeavor to serve all eligible users according to the principles of the American Library Association Freedom to Read Statement, the Library Bill of Rights, and the Massachusetts Standards for Library Service.

This Building Program will present sufficient information to the Sutton community to allow citizens to continue to carry out the Library mission for at least the next two decades.

Goal 5 of the Sutton Free Public Library Long Range Plan FY12-FY16 is to *Develop a committee of interested patrons to work towards a new library building.* Many of the objectives, including the formation of a committee of interested residents to work on the project have been met. This Building Program will be a key element in meeting Objective 3: *... educate town residents about the current restraints the current building puts on the delivery of services.*

When considering space requirements for a public library, it is helpful to examine two areas in addition to the existing structure. The first is the collection and resources; the second is service available to patrons, both what is currently provided and what could potentially be provided or be provided better with an improved building. A review of those two components often brings into very clear focus the strengths and weaknesses of the physical plant. The Wisconsin Department of Public Instruction library building standard document, a respected standard, states in Chapter 6:

The library should provide a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of all members of the community.

It goes on in Chapter 7 to define services thus:

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference, information services and programming. These services should be provided to all age groups: children, young adults and adults. (Complete standards available online: http://pld.dpi.wi.gov/pld_standard)

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THE TOWN OF SUTTON



A quintessential New England Town, Sutton consists of five villages: Sutton Center, Manchaug, Wilkinsonville, West Sutton, and South Sutton. Sutton Center boasts a grassy common surrounded by the Municipal Complex which houses the library, town administrative offices, police and fire stations; the Congregational Church and a variety of historic homes and buildings including several farms. The Town of Sutton presents itself well on its robust website, www.suttonma.org. The [Community Profile](#) page describes the town as a rural community located in central Massachusetts (Worcester County) along Route 146 in an area known as the Blackstone Valley, minutes from the Mass Pike (Route I 90), fifteen minutes from the Rhode Island border, eight miles south of Worcester, thirty miles north of Providence and forty-six miles southwest of Boston. Sutton is governed by a five-person Board of Selectmen and an Open Town Meeting. Under a revised Home Rule Charter, day to day operations are carried out by a Town Administrator.

Town [history](#) excerpted from Images of Sutton by Chris Sinicola (Arcadia, c.2003) tells of a town *“eight miles square” that offered Sutton’s first English settlers fertile soil, powerful waterways, and plentiful timber.* It had its beginnings when a Nipmuc Indian visited England and deeded thousands of acres in Massachusetts to one Edward Pratt. Pratt came to America and sold interests in the property to other Englishmen. Their claims and those of the Nipmuc Indians residing in the area were sorted out by various means between 1681 and 1704 by the General Court of the Massachusetts Bay Colony when Pratt and his associates were granted land that included the meets and bounds of modern Sutton. The land was first surveyed in 1715, and

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thirty families settled there. The first town meeting was held in 1718, and the Congregational meetinghouse was built forthwith. Sutton sent sixty-five minutemen to answer the first alarms of the American Revolutionary War, followed by two hundred fifteen soldiers. Rufus Putnam, born in Sutton in 1738, was a key participant in the war in and in much of the history and industrial development of the young nation.

The fertile and productive farms prospered. In the early nineteenth century, with the advent of the Industrial Revolution sparked by Samuel Slater's mill in nearby Pawtucket Rhode Island, Sutton businessmen and those from other locations began harnessing the waters of the Blackstone and Mumford Rivers to create mills of their own. With the mills came more settlers and more industry to supplement the agricultural and industrial strength. The town retains farms and farmland, and the original mill buildings have been repurposed for use today. Descendants of many of the original families continue to reside in the town.

Manufacturing and retail trade are the leading industries and Sutton is host to such nationally and regionally known firms as Atlas Box, Carquest, Polyvinyl and Vaillancourt Folk Art. Sutton's present industrial and commercial base is primarily located along the state Route 146 corridor, the main northwest to southeast route linking Worcester, Massachusetts and Providence, Rhode Island, and along Route 122A which follows the path of the Blackstone River through the village of Wilkinsonville. A multi-year six million dollar road improvement project at the intersection of Route 146 and Boston Road is nearing completion and two grocery store/retail projects are under construction near that intersection. These will be the first supermarkets in town.

Under the [Businesses](#) tab on the town website, it is noted that Sutton is a bedroom community for Worcester, Providence and Boston and is located in proximity to dozens of colleges and universities. It goes on to say, "Our citizens take great pride in a sense of history and the small town ambiance of the different villages of Sutton. Therefore, we work very hard to maintain a balance between residential and business interests." To facilitate business development as part of the Blackstone Valley Economic Target Area (ETA) Sutton has established several Economic Opportunity Areas (EOA).

In 2012 Sutton completed a [Master Plan](#) to guide the town for the next twenty years. It looks at land use, housing, economic development, community services and facilities, transportation and circulation, natural and cultural resources and open space and recreation. The Land Use chart on page 19 of the plan (available at the library in hard copy) indicates that approximately two thirds of town land is residential, with about thirty-five percent of that devoted to single family residence, eight and one-half percent is agricultural, just under ten percent is commercial and industrial, and the remainder, slightly less than twenty percent, is open space and municipal. Major goals are to maintain the rural and historic character of the various neighborhoods; support development/expansion of the village centers, optimize potential of the Town's economic areas, improve municipal facilities, including police, fire and library, protect and maintain existing natural and cultural resources and open space. The latter is important to the library project as one potential site for a library building is the "Shaw Farm", a large open parcel owned by the town. (For further discussion, see Potential Locations on page 24 of this document.)

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The library is addressed on page 55 of the Master Plan, in Section 5.0 Community Services and Facilities.

The Library needs additional space as it is so small that there are issues meeting State standards for purchase of new materials because there is limited space to store new materials.

And setting

Goal CSF-3: Improve municipal facilities for Police Department, Department of Public Works, and the Library to accommodate needed space and upgrades for provision of essential community services.

The related strategy, CSF-3.1: Pursue Massachusetts 2013 Library Design Grant has been accomplished. The grant was awarded in July 2014.

Also from the town website:

The Town of Sutton offers a wide array of recreational opportunities in a rural setting. Sutton is home to Purgatory Chasm State Park, Lake Singletary and Lake Manchaug as well as a town owned recreational area and beach known as Marion's Camp. In addition, Sutton is home to two renowned golf courses, Pleasant Valley Country Club and Blackstone National Golf course.

Sutton is the home to an outstanding Level Two pre-k through grade 12 educational system with the following mission:

The Sutton Public School District is committed to continuous improvement in all aspects of teaching and learning. Our mission is to educate students in a safe, supportive, and challenging environment to realize their maximum individual potential. In partnership with parents and the community, we will foster in students the behavior and skills essential to lead productive, fulfilling, and successful lives in a democratic society.

A new middle/high school was opened in 2014. Additional details are available on page 19 of this document and at the school district website www.suttonschools.net.

The Town of Sutton is a member of the Blackstone Valley Educational Collaborative and sends approximately 90 students to Blackstone Valley Regional Vocational School each year. The Collaborative [website](http://www.valleytech.k12.ma.us/domain/21) (<http://www.valleytech.k12.ma.us/domain/21>) states:

The Blackstone Valley Vocational Regional School District was formed in 1964 to provide an exciting and rewarding career education option for students in the towns of Bellingham, Blackstone, Douglas, Grafton, Hopedale, Mendon, Milford, Millbury, Millville, Northbridge, Sutton, Upton, and Uxbridge, Massachusetts. The system offers 18 vocational technical programs and a challenging academic curriculum, as well as a post-secondary program.

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DEMOGRAPHICS

The Sutton Public Library provides timely and popular resources to a town of some 9,500 residents per the 2015 Town census. The 2010 U.S. Census registered a population of 8,875. Projections by the Central Massachusetts Regional Planning Council (CMRPC) anticipate that by 2035, the population will be approximately 10,360. The median household income in 2011 inflation adjusted dollars according to the 2010 U.S. census is \$109,130. It is anticipated that the population of Sutton will age over the next 20 years, as is dramatically demonstrated in the following chart. Note the marked decrease in younger citizens in the 2035 projections (red bar) and the significantly higher increase in those over 65. The last bar indicates those 85 and older, though the label is not attached to it.

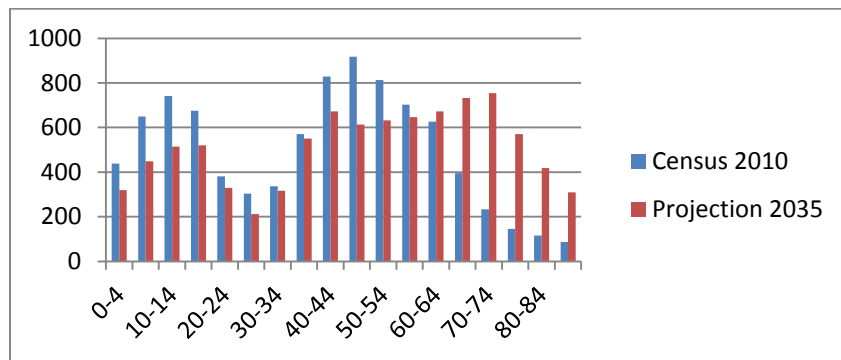


Figure 1 Population age projection comparison Sutton Massachusetts

A [community snapshot of Sutton](#) as of 2012 was prepared by the Central Massachusetts Regional Planning Council (CMRPC) <http://www.cmrpc.org/>, and is included in the appendix of this document. The 8-page snapshot gives details about the current population, economy, land use, housing, public safety, education, transportation and traffic safety in graphic formats and provides several maps detailing traffic patterns and walking trails. Some information looks back to the 1990 census and other data shows housing and building permitting patterns between 2000 and 2010.

In 2014 CMRPC issued a detailed [regional planning report](http://www.cmrpc.org/sites/default/files/Documents/Trans/Chapter%20II%20Regional%20Characteristics.pdf) (<http://www.cmrpc.org/sites/default/files/Documents/Trans/Chapter%20II%20Regional%20Characteristics.pdf>) for the Central Massachusetts Region, also referred to as the Central Massachusetts Regional Planning District (CMRPD). The CMRPD is made up of the City of Worcester and the thirty-nine surrounding towns of south-central Worcester County and is one of thirteen planning regions in the state. Sutton is part of the southeast subregion consisting of Blackstone, Douglas, Grafton, Hopedale, Mendon, Millbury, Millville, Northbridge, Sutton, Upton, and Uxbridge. The study notes that because the southeast subregion has the easiest access to several of New England's largest cities of all subregions, population is growing faster by number and percent, a trend that is expected to continue.

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THE SUTTON FREE PUBLIC LIBRARY

The Sutton Free Public Library is governed by a three-member Board of Trustees, each elected for a three-year term. The Library is administered by a Director who holds a Master's Degree in Library Science (MLS). The planning and design process is being conducted under the auspices of a Library Building Needs Committee.

The FY2016 (2015 data) Annual Report Information Survey (ARIS) conducted by the Massachusetts Board of Library Commissioners (MBLC) stated that there were three thousand eight hundred registered borrowers, all of whom are Sutton residents. The library is a C/W MARS mini-net member and its cataloging and circulation systems are fully automated using the *Evergreen* system. Current holdings are seventy-three thousand eight hundred items, with approximately thirty-four thousand tangible items and the remainder in downloadable electronic formats. About two thirds of the collection is devoted to adult and young adult material, and one third to children's resources. Its collection of non-fiction slightly exceeds fiction holdings. The library circulated over sixty-three thousand items in FY2015 in all formats. It circulated more books to children and more videos to adults. Overall circulation to children and young adults exceeded circulation to adults. The library received over seven thousand items via interlibrary loan and lent some ten thousand four hundred items to other libraries.

The library is housed on the basement level of the Sutton Municipal Complex in the Sutton Center. The Complex includes the Town Hall, Police, Fire and Emergency Services Departments. The Library space, measuring 3,100 gross square feet and 2,000 net square feet, is in use for library activities Monday through Saturday. Access to the Emergency Services office space from the ambulance and fire garage is directly through the library and is used whether the library is open or closed.

The Sutton Free Public Library had its beginning in 1874 when the Sutton Farmers Club created a fund to purchase reading books to be shared over the winter. At the Annual Town Meeting on March 20, 1876, the town accepted the library from the original owners, who had contributed one dollar each to establish it. In 1882 four additional branches, one in each village, were added.

The last of those branches closed in 2005, leaving only the Center Library. The Center Library moved to Town Hall in 1957, where it remained until it was relocated to the nearby General Rufus Putnam Building. In 1982 it moved into the basement of the newly constructed Town Municipal Center because the Putnam Building could no longer support the weight of books. The basement space the library now occupies was renovated in 1993 by Larkin and Tenney Architects to enlarge it. The space, detailed in the plan on the following page, has remained unchanged since 1993.

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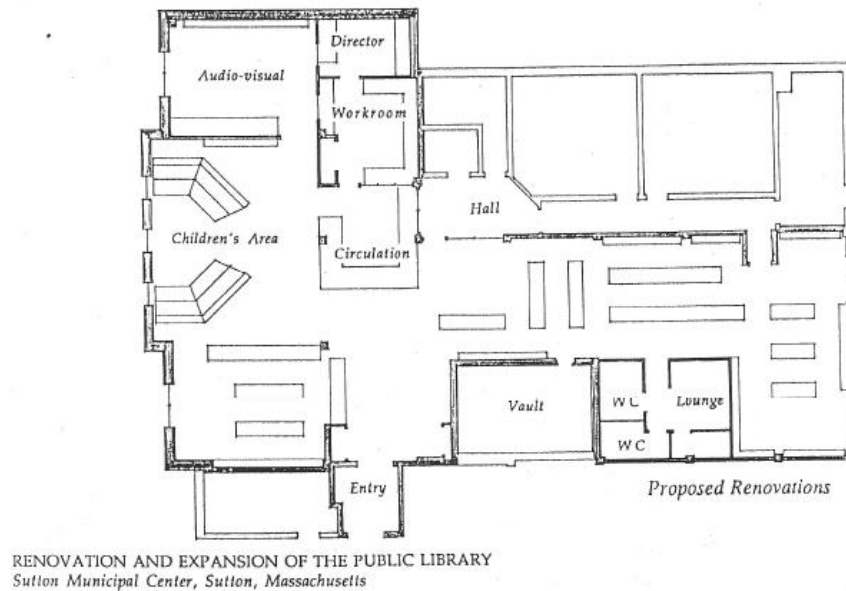


Figure 2 1993 Town Hall Basement Renovation Plan

The library is nominally handicapped accessible, having a ground-level entrance and an elevator connecting to the upper floors occupied by Town offices. One entrance to the Town Vault is in the library. Five parking spaces, including one designated handicapped, are immediately outside the library main entrance, but the library shares the parking lot with the Fire Department garage and the General Rufus Putnam Building, which now serves as the Sutton Historical Society Museum and office space. Frequently, library parking spaces are usurped by visitors to other departments. When the Fire Department holds training sessions and moves its vehicles into the parking lot both library parking and library access may be blocked.

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THE PHYSICAL PLANT



The entrance to the Sutton Public Library is via the green door to the left of the garage doors, indicated by the arrow above. It is located at the four corners of Sutton Center at a busy intersection.



Left: View from the Library entrance to the intersection

Below: Diagonal view of the Municipal Complex from the opposite corner of the intersection.



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A small vestibule containing a wall-hung bulletin board leads directly into the library proper, where new books are located to the right and non-print material to the left.

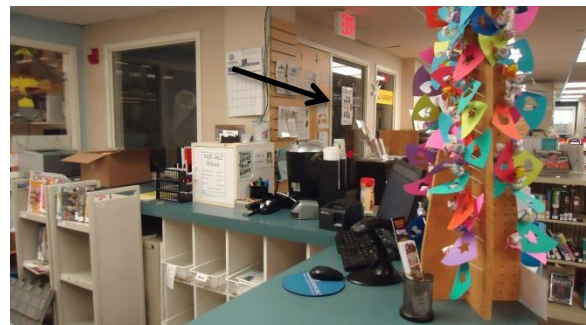


The entry often serves as an activity hub as well as access to the library.

Directly opposite the entry door is the circulation desk and behind it Technical Services Office and the Director's Office.

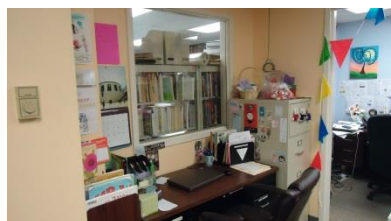


A door to the right and slightly behind the Circulation Desk leads to the elevator and stair access to Town Hall floors above (black arrow). Note also the “Treat Tree” and the back of the coffee service space sharing the counter top.



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Technical Services is a cramped and crowded workspace with little storage. 225 square feet are shared by up to five staff members, including



the Youth Services Librarian



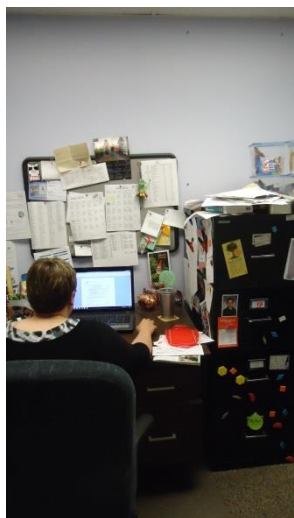
the cataloger



and the processing staff.

Note the open book cartons on the floor and the myriad of supplies on open shelves and countertops.

The Director's Office door, visible in the left and center photos above leads to 115 square feet of desk and storage space, pictured below. The window to the Director's left looks into the program/computer/local history room and that room's occupants look back, leaving the Director little privacy.



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The “staff room” is miniscule, measuring less than 65 square feet total, and is the point of entry for both public and staff restrooms.

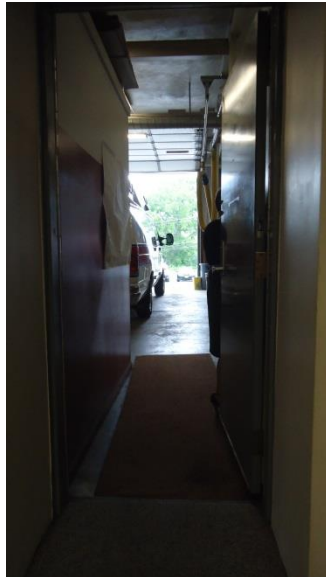


The adult collection is located to the right of the circulation desk. Four club chairs placed near the periodicals and one additional chair tucked into the back corner with biographies provide the only comfortable adult seating. The only adult work space is at two desks, each with one chair, behind all the stacks. Teens use the table and chair for quiet study space as well. The door to the vault containing library and town records is adjacent to the club chairs. The public restroom, accessible from the staff room is next to the vault door.



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Non-fiction stacks create an aisle between the entrance from the ambulance bay and the door to the Emergency Services office.



Far left photo shows closed door. In the middle photo the door is open.



Young Adults occupy the area to the left of the main entry, with two lounge seats and a four-person high top table. Use, especially after school, frequently exceeds the number of available chairs.

Judicious use of a slat wall display system keeps new materials within easy reach of the teens and 'tweens.



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The Children's Area, which is separated from the Young Adults by book stacks, has two sections. School-age youngsters have two large tables and chairs at which they can work between shelving for the older students (above left) and that for the younger patrons.



The youngest users enjoy a colorful rug, low picture book shelves, a train table and a variety of toys and games.



Parents and caregivers socialize as the kids enjoy the library.



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The program/computer/erstwhile adult work space/historic collection/reference space is tucked behind the Children's Area along a corridor containing the children's non-print materials. The open door visible in the picture to the right provides access to the circulation desk and Technical Services.



View from Program Room to library



Reference Collection in Program Room



Historic Collection in Program Room



Computers and Presentation Area

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Storage is limited, varied, insufficient and inefficient. In addition to any visible storage in the many included photographs, there is a large closet at the back of the library stacks and space in the mechanical room. Mechanical Room pictures below speak for themselves.



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STAFF

The staff of the Sutton Free Public Library consists of a full-time library Director and a full-time Youth Services Librarian, both of whom have master's degrees in library science. Para professionals include a Technical Services staff member responsible for cataloging and inter-library loans and three library technicians who handle processing of new materials, circulation, and shelving. Two part-time pages, both students, round out the personnel roster for a total of four and six-tenths full-time equivalent (FTE) positions. Immediate needs are for a full time head of circulation and a half-time children's assistant to provide service during evening hours. Currently there is no custodian. The Town provides limited custodial service, but the Library Director vacuums.

PROGRAMS

Programs provided are many and varied, in spite of the lack of inside presentation space and the need to hold many programs off site. Many summer events are held on the Town Common across from the library, weather and type of program permitting. Others are held at the Sutton Senior Center, several miles away in the village of Manchaug. Still others may be held in meeting rooms in Town Hall. Programs are very well attended, but at times potential participants must be turned away because the space is too small to accommodate them.

To get a sense of the significant participation in programs by Sutton residents, read the following article written by Betsy Rajotte, Library Director, in the Fall Newsletter, describing the Summer Reading Program.

*We've had a fantastic summer here at the library; here are some statistics to show what happened: **530** children, teens, and adults signed up for Summer Reading and logged over **330** days' worth of reading in **8** weeks!
We had over **50** programs that were attended by over **750** people!
Over **11,000** items were checked out of the Sutton Library from mid-June to mid-August!
If you stacked all those items up they would be taller than the Washington Monument!
There were **85** raffle prizes and **150** weekly prizes given away with a total value of over **\$2500!**
I'd like to thank all of our wonderful patrons and generous sponsors for making Summer Reading such a huge success! I'd also like to praise our marvelous staff for all the hard work they spend putting the program together and making sure it runs smoothly. Thank you to our supportive Board of Trustees and town government for helping us soar.*

Summer, 2015 and Fall 2015 newsletters are included in the Appendix. They may also be read online on the library website.

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The fall programming schedule is no less ambitious, listing between one and three programs for children, young adults and/or adults virtually each day the library is open. Some programs are held weekly. For children there is Lego Club, drop in story times for babies, toddlers and preschoolers; for teens Geek Club (a book discussion group), Teen Advisory Council and movie nights; for adults, book discussion, knitting group, writing group and Monday Morning Movies. Recurring Board Game nights appeal to young adults and adults. Standalone programs include movies and seasonal-themed story times and music for children; college admission information and application assistance, movies and craft activities for teens and young adults; and a Hay Ride at a local farm for everyone. Full calendars of Summer 2015 and Fall 2015 activities may be reviewed by reading the summer and fall newsletters in the appendix. All fall activities are listed on the library [website](http://www.eventkeeper.com/code/events.cfm?curOrg=SUTTON), <http://www.eventkeeper.com/code/events.cfm?curOrg=SUTTON> .

In addition to being the place in Sutton for town programs, the library appears to be the Town's social hub. Each visit finds at least one group of friends who have met by chance or design there and spend much time, often forty-five minutes to an hour or more, socializing, chatting and catching up. Patrons do not just run in to select or return materials, but spend significant time perusing the collection, consulting with staff, or sitting with friends and family. Small local committees including Girl Scout leaders and soccer parents use the meeting space for formal meetings.

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THE PLANNING PROCESS

To identify needs important to the townspeople an online survey was conducted; five focus groups, one for trustees and planning and design committee members, one for Friends of the Library, two for all citizens and one for staff were held using the SOAR (Strengths, Opportunities, Aspirations and Results) method; the separate Young Adult focus group discussed “The Best” of the library now and “Wishes” for the future. Meetings were conducted with the Town Administrator, Town Planner and Sutton Middle/High School Librarian Media Teacher, who is also a public library trustee. Staff members were asked to respond to a written survey detailing specific needs required to complete their tasks. Clearly and consistently identified needs from all participants and respondents in all formats are for:

- a visible library easily identified as such
- a central location
- increased parking
- more programming space
- more collection space (more books, please!)

Respondents believe that a larger library will enable the staff to create a broader, deeper and more diverse collection of materials and to increase the number and types of programs, thus drawing even more citizens to use the library. A stand-alone library will not be lost among the town departments and will invite more attention, drawing community members to it. A building located within walking distance of the schools would be ideal, but given the size and geography of the town, it is to be expected that most citizens will have to drive to the building, wherever it is sited. Summaries by response format are below.

Town Administrator and Town Planning Director

Mr. James Smith, Town Administrator and Ms. Jennifer Hager, Planning Director provided valuable information for the Building Program. Sutton is a Massachusetts *Green Community* and Ms. Hager noted that recent passage of an energy-efficiency bylaw makes some town projects eligible for specific grants and also requires adherence to specific portions of the Massachusetts Building Code. These requirements may include the library project. A significant portion of the discussion regarded the potential location of a new library building. A property called the “Shaw Farm” had been identified by Library Planning and Design Committee members and Library Trustees as a site under consideration. A study of the property has been undertaken (for detail see the Potential Locations section of this building program, page 24). Mr. Smith stated that the library had not been included in the study, but a highway department facility, ball fields and walking trails had. He discussed the significant issues that need to be resolved before the property can be used for any purpose. Primary among those are determining whether sufficient access can be created without impinging upon a vernal pool and other natural elements.

Ms. Hager suggested a property on Uxbridge Road, just a few hundred feet from the existing library might be considered.

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Both Mr. Smith and Ms. Hager recognize the value of the library to the community, and the prospective advantages a new facility might provide to the residents. Computers, research and historic materials, and quiet places to work topped Ms. Hager's list. Mr. Smith spoke of the need for a "community area," that is both formal and informal gathering spaces for townspeople. Both were quick to state, however, that other Town departments, including police and highway departments are conducting feasibility studies to modernize and increase sizes of their facilities.

Sutton Public Schools

The Sutton Public Schools, educating over 1,500 students, are housed in three buildings on a common campus one half mile from the public library. Students in grades Kindergarten, one and two attend the Simonian Center for Early Learning; those in grades three, four and five attend Sutton Elementary School. All students in grades six through twelve, numbering some eight hundred, are housed at Sutton Middle/High School. Academic areas, including classrooms, are substantially separate for middle and high school students however they share the cafeteria and the school library. The Middle/High School library is staffed by a full time licensed school library media specialist and a paraprofessional assistant. Two part-time assistants staff the elementary school.

The Middle/High School library collection numbers 32,357 items. It seats fifty-six at tables and sixteen at lounge chairs. Four desktop computers provide access to the library catalog and online databases. Two computer workstations are dedicated principally to use for Virtual High School (VHS) access. Fifty high school students and twenty-five middle school students participate in VHS courses and many require online access at school. Two twenty-four seat computer labs, one each for the middle school and high school share the library space.

Sutton Free Public Library staff members offer formal after school programs as part of the Parent-Teacher Organization's enrichment program during fall and spring sessions each year. Public Library staff provided weekly storytime outreach to the schools summer care program.

Online/Paper Survey

The online/paper survey was conducted between March and July, 2015 and consisted of two content questions and three demographic questions. Online access was posted on the library's homepage and paper copies were distributed at various town sites including the library, Senior Center and Center Store. Two hundred twenty three people, two hundred fourteen of them Sutton citizens, responded. Of the respondents who answered the three demographic questions one hundred sixty-four were female and fifty-nine male. Twenty-six percent of the respondents were seventeen or under; twenty-five percent aged forty – forty-nine; seventeen percent thirty – thirty-nine; fourteen percent fifty – fifty-nine and eleven percent sixty or older.

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Figure 3 shows the percent of all responses to question 1. As is illustrated, the five top needs are:

1. Close and ample parking/easy drop off (64%)
2. Dedicated children's area (62%)
3. Meeting room(s) for community groups outside of library hours (Garden Club, Cub Scouts, sports, etc. (59%)
4. Café area (58%)
5. More room for technology (computers, scanners) (57%)

Dedicated teen space, tutoring/small group work area, and gallery/display space were rated in the top ten.

The accompanying "comments" section indicated great need for space for all functions, more books, a movie room, a central location, wifi and a coffee area.

Question 2 received 74 responses.

Is there anything else you would like to tell us about your hopes and dreams for a new library?

Answers call for a library with more space for books, staff, and programs in a central location. The building should be accessible, have natural light, quiet study areas for children and adults, wifi, macs, workshops and other resources for the community. Additional responses are included in the Appendix.

Focus Groups

Every focus group put the need for space for all library services, including books and materials, programs, staff, patrons as most pressing. The five adult groups added Parking (with a capital "PARKING") at the top of most lists.

Strengths identified included an excellent staff that works well together as a team and provides personalized service; available resources not only within the library or quickly received via interlibrary loan but also via statewide electronic databases; a variety of programs for all ages, but especially for children ("There's always something going on here" was a telling and frequent comment); outreach to different segments of the community; strong teen participation and a good relationship with the town departments. The central location near enough to the schools for students to walk and the collaboration with the schools were also cited as positive elements. Overall the belief expressed was that although the current library does not occupy a huge space, the resourceful staff makes the best of it.

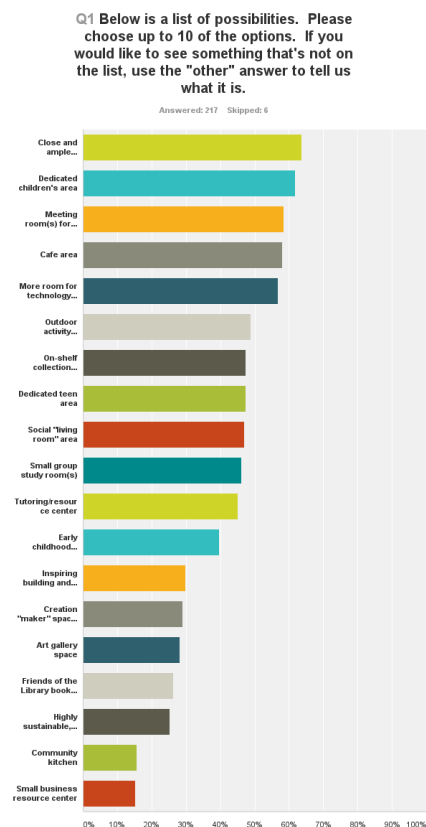


Figure 3 Summary of Survey Q1 Responses

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Among **Opportunities** is the chance to have more appropriate and diverse Space, again with a capital “S”, for all library functions. Participants would like to see the following:

- more space for technology
- "cubby" spaces to allow patrons to be separate and focused
- meeting places that draw people who don't come (new faces)
- separate areas for children, ‘tweens and teens and adults
- place for adults to read quietly when programs going on
- community gathering space
- cafe
- more seating, both comfortable and work space
- storage
- more restroom facilities
- more staff work area appropriately located and designed to meet task-related needs
- bigger room for functions and meetings
- PARKING

Because the library now shares space in the basement of the Town Hall, participants recognized that moving out of Town Hall into a separate building would create a customized building to meet library needs and:

- give the library its own distinctive presence in town
- limit access to building when library closed (currently the Emergency Responders must pass through the library when it is closed to move between the ambulance bay and their office)
- provide space for a community meeting room that can be used when the library is closed without going through the library
- improve physical access by having an even sidewalk and sufficient spaces for walkers, wheelchairs and strollers
- alleviate Town Hall crowding

Aspirations included the hope that an improved facility would stimulate more involvement from community as a community center and “be a beautiful space that will invite new people.” That is, it will attract the bulk of the population, the "middle" group, not only parents/kids and seniors. Providing “plenty of room for everything” could provide “something for all the people” of Sutton. An open, welcoming space would encourage people to spend more time in the library and draw in more groups to support library in a “building [that] will be there for a long time – for the future.” Participants also aspire to having a “green” building that fits the community architecturally, feels like it has always been there, and provides operational and maintenance efficiencies.

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The **Result** sought by focus group members is a user- friendly community gathering space that will provide ample parking and twenty-first century library services, including a large and appropriate collection of books; cutting edge technology; diverse and appropriate seating for discrete tasks and activities for patrons and staff; display space; and social space. As one person summarized, it needs to be a “place to learn from books, each other and programs.”

A final question posed to the focus groups was, **if money were no object** what would you like to see in a library. This question is asked because many participants do not express all the ideas they have, thinking any given town could not afford some items. It is interesting to note that many of the responses included features regularly incorporated into library buildings. Some of those listed were small conference rooms, flexible space, community meeting rooms, more computers, artwork and “cool places to read.”

The most common response not always included in library projects was a request for outdoor space – a children’s playground, Adirondack chairs for adults, and perhaps a fountain or garden area. Other ideas expressed were to increase staff, include a café/coffee shop, a fireplace and an even more diversified collection, including baking pans, musical instruments, Braille materials, and foreign language books. One person mentioned creating the potential to generate rental income.

Young Adults cited some of “The Best” as close to schools;, being near the center of town where they could get snacks at the Center Store; having a diverse collection of materials specifically for them in an area separate from both adults’ and children’s space; wonderful staff; many and varied programs; and comfortable (but limited) seating. Overall they characterized the library as a welcoming and safe community center.

Their “Wishes” for the future were for a larger ‘tween/teen section “independent from other library areas” because they recognize that sometimes they are a little noisy and interfere with both children and adults. They would like more numerous and more varied seating options; a larger collection of books (fiction and non-fiction), movies and audio books; dedicated teen computers and access to the outdoors. They recognized the need for better wifi, lighting and air conditioning, and expressed the wish to be out of the basement, to have windows and to have colorful, “aesthetically pleasing” decor. Their ideal teen activity room would have a small stage, better program space they could use quasi-independently, “creative” or makerspace, audio and video production facilities and display space for posters, notices and art work. They are willing to share that space with younger children.

They noted the lack of space for “big” events, saying that they couldn’t decorate the Common or Town Hall for various programs. They wish for a place to eat and recognized the need to have surfaces that could be cleaned easily. They also asked for smaller group space, small study rooms, and suggested that in those rooms there might be white boards to facilitate collaboration of study groups. Overall the teens supplied many very specific, comprehensive, insightful and practical suggestions and requests that are reflected in appropriate Area Designations.

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Staff Surveys

In addition to participating in a focus group staff members responded to a paper and pencil survey seeking to learn what specifically each needs to perform his or her job most effectively. The survey is included in the Appendix. They were universal in their responses to the questions. The library is a great place to work because of their co-workers (“friendly and positive team dynamics”) and the services offered but to help them to do their jobs better they need more space. Office space, technical service space, program areas, collection space, patron seating, storage and parking would all help staff members to provide better service to Sutton residents.

Cited in all six surveys:

- More space for materials processing
- More space behind the circulation desk
- Privacy for staff as they perform necessary tasks
- More space for patrons to sit and read
- Space for quiet study areas
- Separate computer space that does not need to be vacated when programs are held
- Appropriate sized program/meeting rooms, including facilities that accommodate programs for the youngest children through seniors
- Distinct spaces for children and young adults
- Storage, storage, storage to meet specific needs
- PARKING

They spoke particularly of frustrations with scheduling program space. In the summer the Common can be used, but finding a rain location is a “struggle.” Each time a program is held for children, furniture and parts of the collection have to be moved. Adult participants in events held in the Program/Computer Room are limited because the room is very small. There is virtually no access to computers during programs. Holding craft events is a challenge as access to storage for supplies is very limited and access to water to be used in some projects and for clean-up is limited.

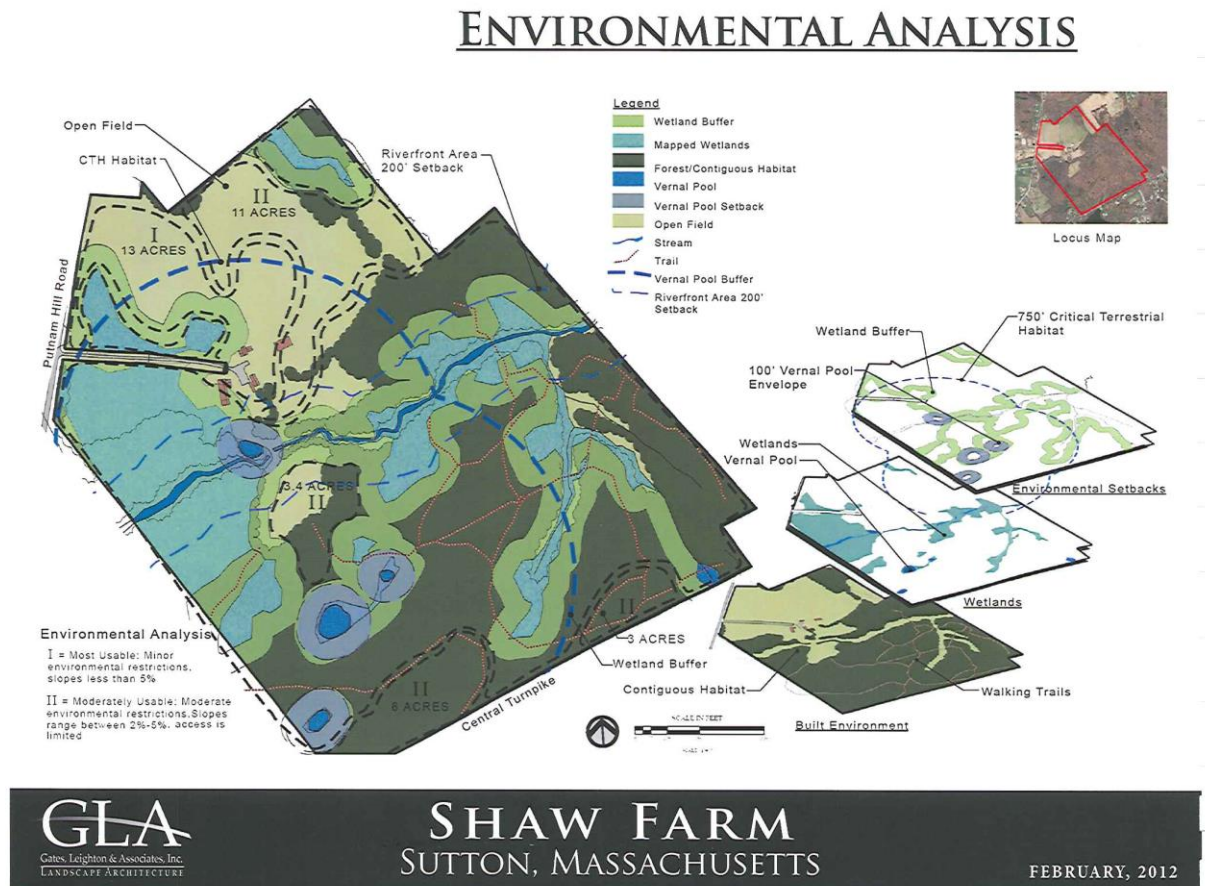
The staff members expressed unlimited enthusiasm for developing and presenting more programs, and cited the increasing interest among community members of all ages for more library-sponsored events.

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POTENTIAL LOCATIONS

The library cannot be enlarged or improved in its present location unless other town departments are relocated. It is generally accepted that a new building will need to be constructed. The primary location identified by the Library Trustees and the Planning and Design Committee is a property called the Shaw Farm consisting of one hundred thirty acres located less than a mile and a half from the existing library. Information about [Shaw Farm](http://www.suttonma.org/Pages/SuttonMA_Admin/shaw) is presented on the town website http://www.suttonma.org/Pages/SuttonMA_Admin/shaw. A link there to the February 2012 [Shaw Farm Report](http://www.suttonma.org/Pages/SuttonMA_Admin/shaw) by Gates, Leighton and Associates, Landscape Architects, provides potential use details, cost estimates for certain proposed projects, a timeframe and maps of both potential site use existing environmental conditions. Figure 4 details the environmental analysis. (<file:///E:/linksys%20disc%20copy/Library%20Planning%20and%20Building%20Programs/Sutton/Background%20docs/shawmaster.pdf>)

Figure 4 Environmental Analysis from Shaw Farm Report, 2012



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The library was not included in the list of projects proposed for the property, but a new Department of Public Works facility was, in addition to a sidewalk connection to the schools; multi-use trails; track facility and soccer field with bleachers; main parking area with drop-off and bus pull off and an expandable parking lot on reinforced turf; and a little league field. A feasibility study for Highway and Police facilities is about to be released and will provide substantial additional information.

The town administrator stated that other issues affecting the possibility of siting the library at the Shaw Farm site include wetlands concerns. The town is currently attempting to ascertain whether the existing driveway can be enlarged and reinforced to create an acceptable access road for any services. That is, can a road be created two lanes wide allowing vehicles to enter and exit without impinging upon the vernal pool and wetlands areas? (For detail see Figure 4 previous page). Further, there is no available public water or sewer, hence a well and septic system would be required triggering additional complications relating to the existing town water supply. In order to have Town sewer and water the existing supply line would need to be extended one to one and one half miles from where it currently terminates. There has been discussion of doing so in the town, but there are no imminent plans. The Shaw Farm area is somewhat isolated, and the question of security for the library and its staff, often working after dark, must also be addressed.

The Planning Director suggested the library Planning and Design Committee members consider a five-acre parcel owned by the Town on Uxbridge Road, just a few hundred feet away from the existing Municipal Center and Library. Other sites have been considered in the past, including St. Anne's church, an old VFW building in Manchaug, and the Beehive, however participants in the discussions believed none of them would work. The Planning and Design Committee, the Library Trustees and other town officials will continue to work with the architect who will be hired to complete the schematic design to identify a site.

No matter what location is chosen, it is important that the building itself fit the overall architectural style of the Town. Planning Director Hager commented that if Shaw Farm is the chosen location, "Shaw Farm is in the heart of a residential area and is historically a farm so any structure on this property should look residential and or farm like – no big concrete glass modern structures – something with barn features or front porch elements and sloped roofs." Her statement certainly holds whether the library is located at Shaw Farm or anywhere else in the Town.

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NEEDS ASSESSMENT

The vision for the facility, as articulated by the Library Director, Trustees, members of the Planning and Design Committee and other members of the community who responded to the library survey and participated in public focus groups, is one in which patrons from Sutton and surrounding communities receive the services they need in a facility with sufficient space and parking to accommodate patrons, staff and community members.

What stands in the way of providing optimum library service? The library is too small and is hidden in the Municipal Complex. Based on the Massachusetts Board of Library Commissioners building planning guidelines, in a town with Sutton's current population of 9,500 the tangible collection of materials, print and non-print, should be almost double what it now, there should be three to eight times more computers, more than twice as many seats for patrons, and two and one half times more staff space. As the population increases to a projected 10,360 in 2035, the library space will need to expand from its current 3,100 gross square feet to 17,000 gross square feet to include a collection of at minimum, fifty thousand items and up to one hundred seats exclusive of program seating. The chart below, based on the Wisconsin standards for libraries, shows where Sutton stands today (yellow highlights) compared to standards for a town of its 2015 population.

Service Targets for Sutton based on 2015 <i>Municipal</i> Population 9,500					
	Basic Level	Moderate Level	Enhanced Level	Excellent Level	ACTUAL 2015 Level
Staff FTE	8.55	9.50	11.40	13.30	4.6
Volumes Held Print	57,000	62,700	68,400	88,350	26,918
Periodical Titles Received	141	157	198	244	40
Audio Recordings Held	3,040	4,275	4,845	7,030	1,719
Video Recordings Held	3,990	4,845	6,555	10,260	3,988
Public Use Internet Computers	10	16	21	26	3
Hours Open per Week	57	59	61	64	49
Materials Expenditures	\$60,705	\$80,845	\$97,090	\$121,980	\$37,000
Collection Size (Print and audio-visual)	66,500	71,250	79,800	97,850	32,118
Patron Seats	57				30
Parking	8				5

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The chart below shows target projection comparisons for 2035. The yellow column repeats the 2015 actual. Charts documenting the calculations summarized are included in the Appendix.

Service Targets for Sutton based on <i>Municipal</i> Population 10,360 (Projected 2035)						
	Basic Level	Moderate Level	Enhanced Level	Excellent Level	2035 Level Projected	2015 Level
Staff FTE	7.25	8.29	9.32	11.40		4.6
Volumes Held Print	49,728	55,944	61,124	73,556	46,500	26,918
Periodical Titles Received	104	117	142	172	104	40
Audio Recordings Held	2,901	3,833	4,588	6,216	6,845	1,719
Video Recordings Held	3,004	3,937	5,387	6,630	5,705	3,988
Public Use Internet Computers	9	11	14	19	23	3
Hours Open per Week	58	60	63	66		49
Materials Expenditures	\$55,944	\$67,444	\$82,258	\$105,776		\$37,000
Collection Size (Print and audio-visual)	56,980	66,304	69,412	84,952	57,000	32,118
Seats	67	74		112	112	30
Parking	45 – 50 spaces Town of Sutton requires 1 space/300 sq. ft.					5

The need for a larger, appropriately designed facility has been articulated in many documents since 1989. In a Building Program written in 2004 the then-library director noted that by 2004 the population projected in 1989 for 2009 had already been exceeded yet the collection and seating were inadequate. In addition to the above cited library standards based on population, the 2004 building program, the 2014 Planning and Design Grant application, the 2015 survey and all focus groups identified the following needs:

1. The need to have a clearly identified and totally accessible library building that is a distinct presence in town
2. The need for more shelving space for books and audio-visual items to provide patrons with:
 - a. information on current topics and titles in a sufficient number and timely manner
 - b. informative, satisfying recreational experiences
 - c. formal learning support
3. The need to have a dedicated meeting space for library programs
 - a. current programs, e.g. story hour, block access to shelves for those who are not participating

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- b. current program space lacks appropriate amenities required for many presentations, including easy to clean finishes, sinks and storage
 - c. programs or meetings held in the current meeting room block access to the public computer work stations
 - d. furniture must be moved, or removed for programs with more than 12 participants
 - e. larger programs must be held off site, upstairs in town meeting rooms, across the street on the town common or five miles away in the senior center
 - f. holding programs off site requires staff to transport materials and supplies
 - g. scheduling of programs can be more flexible if it does not interfere with daily library operations
- 4. The need for private staff space, including a Director's Office, Children's Services Office, Technical Services workroom, secure staff storage and break room
 - 5. The need for more computer workstations for staff and patrons
 - 6. The need for quiet study space
 - 7. The need for a Young Adult area
 - 8. The need for comfortable seating for parents and children
 - 9. The need for parking
 - 10. The need for sufficient and appropriate shelf space for new materials, both print and non-print
 - 11. The need for sufficient and appropriate display space
 - 12. The need for sufficient and appropriate storage

The need for a distinctive library building is evident in the following photograph.



The entrance to the Sutton Public Library is via the green door to the left of the garage doors, indicated by the arrow above. It is not visible from the street. Access to the parking lot from three of the four corners pictured on the next page is tricky and challenging.

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The need for space can be summarized in five categories.

First, *there is no more space available for materials.* The current collection numbers thirty-four thousand items. Based on MBLC recommendations, in 2035, the collection capacity should be at least fifty-seven thousand items, an increase of almost fifty percent over the present holdings. The existing stacks cannot house the collection. All shelves are filled to capacity, and some are overflowing. One title must be eliminated when a new title is purchased which means the depth of the collection cannot be improved upon. The local history collection is shelved in the meeting room space, limiting access to it when meetings are in progress.



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Second, *there is little comfortable space for patrons.* Currently there are seven seats for adults, six for young adults and seventeen for children, for a total of thirty. By 2035, sixty-seven seats, not including computer seats and program area seats, must be provided for library patrons. There are twelve seats at tables or twenty auditorium-style for programs but programs are held in the room where public computers are located, precluding computer use during program time. Story hour space should accommodate twenty; large group meeting space needs to seat one hundred auditorium style or forty at tables. The Young Adult area, while separate and charming, has neither enough seats (eighteen are needed; seven exist) nor any computers. Four computers plus table space for personal devices are required.



Third, *the space for public services is awkward and tight.* There are only three public access computers. The few remaining reference books are in the computer/meeting/local history room.



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The only adult work space is either at one of the meeting tables or at two desks tucked into nooks far from staff and relevant collections. While the aisles are nominally ADA compliant, patrons with wheelchairs, walkers and strollers find them challenging to navigate. Patron conversations with staff are held in public areas, and staff assisting patrons with online searches must use one of the three public access computers. Books are displayed on tops of shelving or on slat-wall installations, but there is no room for art or artifacts to be highlighted. In order to hold programs and public meetings, tables, chairs, and sometimes shelving must be temporarily relocated. A staff member must be present for all functions, as there is no separate access to meeting space.

Fourth, *staff does not have adequate work space.* Access to the Library director's office is through the circulation desk and technical processing workroom. A window in the director's office looks into the meeting room. Two staff people must work behind the circulation desk simultaneously and Technical Services staff members must negotiate for work and storage space. There is neither a separate Children's service point nor a dedicated delivery entrance. All deliveries are through the main patron's entrance.



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Fifth, the five assigned library parking spaces (see ovals) are insufficient for patrons, and are often taken over by others visiting Town Hall or the fire department. On-street parking is used by library patrons and visitors to other town offices.



See the *Area Designation* section for more detail.

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INTRODUCTION

The worksheets in this section give specific details which will aid in designing a plan for the Library. Some areas overlap, as will become clear when they are read. Some areas are unique and specific. All observations and suggestions are based on generally accepted state and national library guidelines and standards.

The area designations are presented as they relate to each other, forming major functional components including adult public service and collection space; children's and young adult space; staff space; meeting space and outside space.

In addition to the areas described in the following pages, and the summaries of needs on the charts in the appendix, the general concerns noted below must be heeded throughout the process.

- **Visibility:** Staff members must have clear lines of sight to all parts of the service area for which they are responsible. That means staff work stations must be carefully located in each department to allow unobstructed views throughout the space. If there is to be more than one floor open to the public stairs and elevator must be in view of staff at circulation desk, reference desk, and/or children's room. If there is a basement with only staff access, elevator must be keyed to block use by general public.
- **Signage:** Signage must be carefully designed to direct patrons in terms that are clear to them rather than in "library vocabulary." Staff must have primary input into design and development. Signs must be abundant and large enough to read easily.
- **Acoustics:** Plans must allow for noise to be absorbed or diffused in order that necessary conversations not distract patrons who need silence. Carpeting, wall and ceiling surfaces and architectural elements must be carefully considered for their form and function in deadening noise.
- **Lighting:** Both general and task lighting must be provided. Lighting must be appropriate and adequate in all areas for the tasks being performed in each area. Lighting must be flexible to allow different uses of spaces over time. Lights should come on immediately when the switch is flipped, not on a delayed basis such as is the case with some energy saving fixtures. Alcoves must be properly illuminated. Specific notations are made in some of the Area Designations. Consider motion-activated lights in appropriate areas.
- **Daylight:** When incorporating natural light, it is important to consider that sunlight harms books, yet is beneficial to humans. Careful attention must be paid to the judicious placement of windows in areas frequented by people, not dedicated to books. Attention must also be paid to the orientation of the building. East or west-facing windows located improperly, for example, cause personal discomfort and interference with ability to read computer screens at certain times of the year as the sun rises and sets.

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- HVAC: All controls must be within the building, not in a remote location off site. Controls must be simple to operate. Pay careful attention to zones and ceiling heights to ensure even heating and cooling. Place thermostats in locations that record overall temperature accurately. All air handling units must operate silently.
- Windows must open.
- ADA: All work must comply with local, state and federal ADA regulations.
- Electricity: Appropriate and adequate electrical service must be provided. Specific locations for computers must include surge protectors. Receptacles must be located at appropriate heights and in convenient locations for designated uses. Although wireless technology is in use, conduit of sufficient diameter to allow for future wiring and cable of any sort should be included to ensure future technological advances will be executable.
- UPS: An uninterruptible power supply (UPS) for, at minimum, the main network file servers, must be included.
- Computers and networks: Appropriate head end equipment, conduit, wiring and cabling, must be provided for based on present and future requirements for Resource-sharing network and LAN service. A technology expert should be consulted to determine specifics.
- Building support: Books are heavy. According to engineering standards, live load must accommodate 150 pounds per square foot.
- Durability of Fabrics and Finishes: All fabrics and finishes should be able to stand up to use by patrons, and should be easy to clean and maintain. Consider carpet tiles for carpeted areas for easy and efficient maintenance.
- Storage: Storage needs for specific areas are included in each area description and a general storage area description covers long-term needs. Careful attention must be paid to ensuring that amount of storage is sufficient and placement of storage is efficient, effective, and secure.
- Landscaping: Landscaping must be site specific. It must be well designed to maximize the library aesthetics, fit appropriately into the setting and ensure the safety of patrons and staff. Paths to parking must be well lighted. Motion sensor lights should be considered. Live materials should be of appropriate height and scale to ensure that they cannot be used as hiding places for predators. Maintenance level should be low.
- Flexibility: Above all, plans for the Library must be flexible. Modes of access to information are changing rapidly. Needs of patrons may vary as technology evolves. No irrevocable decisions should be made in the design process.
- LEEDS: The design should strive for gold LEEDS certification by using energy efficient windows and mechanicals, optimum insulation, and materials including energy efficient lighting and low VOC fabrics.
- Sutton is a *Green Community* as defined by the Massachusetts Department of Energy Resources (DOER). The designation includes requirements that must be fulfilled per M.G.L.c. 25A §10, available on the DOER website,
<http://www.mass.gov/eea/docs/doer/green-communities/grant-program/gc-program-guidance-fall-2015.pdf>

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Area Designation: MAIN ENTRANCE - OUTDOOR DROPOFF

Functions Performed: Provide a covered outdoor area sheltered from the weather where vehicles drop off/pick up patrons entering and exiting the library and Meeting/Multipurpose Room.

Area required: as required by Code.

Occupancy: **Public** 2 – 5 automobiles in queue **Staff** 0

Furnishings: Outside drive –up book drop

Storage: Convenient, unobtrusive container for salt/sand

Shelving: 0

Material capacity: 0

Equipment:

Close proximity to: Parking lot; Vestibule; Casual Social Space/Café; Meeting room entrance;

Distant from: Reading and quite work areas

Architectural features:

The drop off zone must:

- be clearly evident from the driveway into library property;
- be designed to facilitate traffic flow to and from outside the library without clogging the driveway or blocking access to parking;
- be large enough to accommodate the Council on Aging Van;
- be wheelchair accessible;
- be convenient to the parking lot;
- provide clear direction/signage from driveway entrance to drop off zone;
- be separate from patron walkways (from both street and parking lot) to allow adequate space for patrons on foot to enter and leave comfortably without dodging automobiles;
- meet ADA requirements.
- allow adequate space for a return book drop outside the main traffic flow. The book drop could be a drive up or walk up receptacle depending upon the relative locations of the parking lot, driveway and main entry;
- have access coordinated with delivery entrance. (see Area Designation Delivery Entrance)

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Area Designation: VESTIBULE Area required: Entry/egress as required by applicable building codes.

Functions Performed: Allow patrons to enter and exit library and Meeting/Multipurpose Room, drop off donations for various drives including food drive, book sale; browse Friends Book Sale materials

Occupancy: **Public** 2 – 5, Up to 100 for programs **Staff** 0

Furnishings: Coat rack, small table/stand to allow patrons a place to set material as they doff coats, 2 bulletin boards, 1 corkboard for community postings, 1 electronic, locking, wall-hung display case, magazine and pamphlet racks, umbrella stand, trash receptacle, recycle bin, stroller storage, shelving for Friends Book Sale; space for donation deposits.

Storage:

Shelving: 65 linear ft. (500 v; 8 v/linear ft.) (42 sq. ft.)

Book capacity: 500

Equipment: Provision must be made for a book security system to be installed in the future.

Close proximity to: Circulation desk, Meeting Room, Restrooms, Casual Social Space/Cafe

Distant from: Reading and quiet work areas

Architectural features:

The entrance lobby should:

- be designed to facilitate traffic flow to and from outside the library without clogging the doorway;
- provide clear direction/signage to patrons to library services and departments, for example book return and check out;
- be open and inviting;
- be in clear view of staff at the circulation desk to allow staff to monitor it easily. It should not allow unsupervised access to any library space.
- provide shelving for the ongoing Friends of the Library Book Sale
- allow comfortable traffic flow into the Casual Social Space/Café
- give direct access to the meeting room;
- allow entrance to the Meeting/Multipurpose Room without entering the library and provide adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations;
- allow access to the Meeting Room when the library is closed;

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- meet ADA requirements.
- allow adequate space for a return book drop outside the main traffic flow;
- include an airlock foyer to assist in energy conservation, and an overhang outside for additional protection from the weather. Opening and closing the door into the main library should not create drafts.
- be convenient to the parking lot;
- have flooring that is easy to clean and mud and salt resistant.

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Area Designation: MAIN SERVICE POINT - CIRCULATION DESK

Area required: 195 sq. ft. behind desk; 15 linear ft. of counter space for checkout;
60 sq. ft. for self-checkout in convenient proximity to Circulation Desk

Functions Performed: Allow material check in and check out; facilitate reference assistance;
Serve as general library information center.

Occupancy: **Public** 1 – 4 at circulation desk; 2 at self-checkout **Staff** 3

Seating: **Public** 0 **Staff** 1 adjustable height seat and 2 standard height seats behind desk

Furnishings: Circulation desk with 15 linear feet of counter space; 3 computer workstations; 3 carts
for books awaiting shelving

Storage: Shelves and drawers under desk/behind counter for office supplies as required by staff.

Shelving: For holds 40 linear ft. behind circulation desk easily accessible by staff.

Material Capacity: 300 items

Equipment: Telephone; 3 computer workstations and networked printer; slip printer; cash register,
network cable and CWMARS equipment.
2 self-checkout stations adjacent to circulation desk or space allowance and technical provision for same
to be installed in the future

Close proximity to: Entrance; Children's room, YA, New Materials, Public Technology/Business
Center, Casual Social area/Cafe

Adjacent to: Staff Workroom. (See Area Designation: Staff Workroom)

Distant from Reading and quiet work areas

Architectural features: The main service point should evoke an inviting and welcoming feeling to all
patrons. It must:

- provide 3 public access stations (check in & out, reference, information, etc.), 1 seated to provide
handicapped access for patrons, and 2 standing;
- serve as a clear focal point easily identified by patrons entering the library as the place
they can find assistance locating information;
- have clear sight lines to the entrance;
- have clear, visible and eye-catching signage identifying service points that draws the public eye
(checkout, return, information, reference). Staff must be consulted when signage is being

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designed to determine appropriate terms to be used, for example “ask me” rather than “reference.”

- have clear sight lines across as much of the library as possible;
- have clear sight lines from inside the Technical Services Workroom to the patron assistance stations, both staffed and self-service;
- clearly divide secure staff work space from patron space.
- incorporate a book drop accessible by staff from behind the desk, yet clearly identified and convenient for users in front;
- provide space for three book carts behind the desk and provide sufficient space to move the carts efficiently around each other without interfering with staff and other furnishings.
- allow space for a printer networked to workstations identified by staff that does not interfere with the circulation process.
- provide for 2 self-service check-out stations outside the circulation desk that are very easily accessible to staff moving from behind the desk to assist patrons either when the library opens or in the future;
- provide space for patrons to place their belongings while charging books out at both the self-serve and standard areas;
- give staff quick and efficient access to the OPAC terminals, the online computers and the traditional reference books, including the dictionary and atlas stands.
- allow librarians to conduct conversations, sometimes confidential, to assist patrons in finding information without disturbing patrons working at tables or reading;
- provide easy access to OPAC terminals and public access computers;
- provide electrical power and device charging rack;
- have appropriate flooring to ensure both the comfort of the staff when standing to provide service and to allow for chairs with wheels to roll unimpeded.

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Area Designation: NEW MATERIALS

Area required: Materials: 45 sq. ft.; OPAC terminal 30 sq. ft.; Seats 210 sq. ft. Total 330 net sq. ft.

Functions Performed: Display area for books, and non-print material purchased by the library where library patrons can browse to select from new acquisitions and sit comfortable to read.

Occupancy: Public 8-10 **Staff** 0

Seating: **Public** 6 lounge seats **Staff** 0

Furnishings: 1 OPAC terminal with sufficient space to allow patrons to place belongings while using OPAC; Display area to highlight new material; flexible shelving, bulletin board and/or small display case, 6 lounge chairs with “end tables”, lamps preferably floor-standing to maximize space on table tops.

Storage:

Shelving: 30 sq. ft. print; 15 sq. ft. media none to exceed 72" in height. A variety of shelving including capability for face-out shelving, an attractive small display area to accommodate hard cover books, video and audio formats must be provided. Shelving units must be flexible, either on wheels or easily moveable, to allow for easy rearrangement of materials as needed.

Material capacity: 300 books; up to 150 non-print items, including DVD, CD, and Blu-ray formats.

Equipment: OPAC terminal; 2 charging/power supply stations

Close proximity to: Main entrance; Main Service Point, Casual Social Space/Cafe, Public Technology/Business Center, Adult fiction

Distant from: Reading and quiet work areas

Architectural features: This area will provide a multifunctional space where patrons can peruse the library's latest book and media acquisitions in a relaxed atmosphere that lends itself to browsing and slipping into a comfortable chair for longer reading. Signage must be clear and direct on shelving units and overhead or wall mounted as needed. Signs on all shelves, both wall mounted and free-standing, must be easily changed as necessary. Consider display features on unit ends.

Area should allow library patrons, including those in wheelchairs, to browse the collection freely, with enough space for at least 8 persons to examine shelves without bumping in to each other or impeding the

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flow of traffic elsewhere in the library. It should draw the patrons to it by providing some attractive display space for new arrivals. 6 lounge seats, individual chairs, not love seats or sofas, with a small table and lamp for each two chairs, should be included to allow for more in-depth examination of materials. All furnishings should be flexible, that is easily moveable to enable appropriate types of displays. Ambient lighting should be even, allowing for materials to be rearranged in the space without causing shadows across shelves. Particular attention must be paid to ensuring lamps can be plugged in without stretching cords across passageways.

Although the space needs to be near the entry, opening and closing of the door should not create uncomfortable conditions, e.g. cold drafts or blasts of hot outside air, for patrons.

See Area Designation SEATING for additional comments.

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Area Designation: **ADULT FICTION/LARGE PRINT FICTION**

Area required: Materials *Regular print* 850 sq. ft. *Large Print* 150 sq. ft.; Seats 140 sq. ft. Total 1,140 net sq. ft.

Functions Performed: Houses general adult fiction in hard copy, large print and paperback

Occupancy: **Public** 8-10 **Staff** 0

Seating: **Public** 4 **Staff** 0

Furnishings: 4 Lounge chairs, 2 end tables; free-standing shelving display for portions of the collection as determined by library staff.

Storage:

Shelving: Fiction: 850 sq. feet, no higher than 84"; Large Print 150 sq. ft.

Material capacity: 10,000 hard bound volumes; 1,200 Large Print volumes

Equipment: OPAC tablets as specified during Design/Development and Construction

Close proximity to: New materials; periodicals; non-print

Distant from: Reading and quiet work areas

Architectural features:

The overall adult shelving layout, including fiction and non-fiction, should be as flexible and non-specific as possible to ensure that in the future as sizes of portions of collections vary, they can be easily rearranged. Include slat-wall or equivalent end panels for display and inclusion of tablet OPACs.

Because fiction is read largely for recreation, the general area should be open and inviting, placed in a location that flows well from the new materials. Because it also has high collection density it must be efficiently arranged to allow patrons to easily locate titles they are seeking. Provision may be made to allow specific featured selections to have shelving distinct from the regular fiction by using free-standing or quasi-free standing shelving to form an alcove or bay which may include comfortable chairs. Paperbacks are integrated with the hard bound volumes and do not require special shelving. Shelving/display/racks may be used to highlight specific genres. Patrons should not have to pass through quiet areas to reach fiction.

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Fiction stack area layout should:

- allow arrangement of fiction in a single section of the library, in continuous Dewey Decimal order;
- be convenient to the OPAC terminals and Main Service Point/Circulation Desk to enable patrons to seek assistance; consider OPAC tablets on the ends of Fiction stacks.
- have aisles 36" - 42" wide that do not dead end, to meet ADA requirements.
- consider minimum 48" aisles at walls to allow for addition of wall shelving in the future.
- consider free-standing shelving units, double-faced, no higher than 72" with lounge seating interspersed.
- Seating must be placed for convenient passage by patrons and give unobstructed access to all shelves.

Careful attention must be paid to signage.

- Each area must be clearly labeled.
- Signage must be flexible. All labels must be easily changed or moved as the collection changes.

Careful attention must be paid to lighting.

- Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles.
- Patron shadows should not obscure the light.

See Area Designation **SEATING** for additional comments.

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Area Designation: ADULT NON – FICTION/LARGE PRINT NON-FICTION

Area required: Materials *Regular Print* 600 sq. ft., *Large Print* 40 sq. ft. Total 640 sq. ft.

Functions Performed: Provide for books containing factual information.

Occupancy: **Public** 10-15 **Staff** 0

Seating: **Public** 0 **Staff** 0

Furnishings:

Storage:

Shelving: 640 sq. feet, no higher than 84”

Material capacity: 10,000 volumes

Equipment: OPAC tablets; Charging/power supplies

Close proximity to: Main Service Point; Public Technology/Business Center; Reference and Reading Area (seating at tables); quiet study rooms

Distant from: Library entrance, Children’s area

Architectural features:

The overall adult shelving layout, including fiction and non-fiction, should be as flexible and non-specific as possible to ensure that in the future as sizes of portions of collections vary, they can be easily rearranged. Include display end panels for display and inclusion of tablet OPACs.

- Non-fiction shelving must have sufficient capacity to shelve the collection in continuous Dewey Decimal order.
- It must be arranged at heights comfortable for the average user to read spine labels and retrieve books.
- Aisles between stacks must meet ADA requirements for wheelchair access, 36” - 42” wide, and may not be dead ends.
- Library patrons should not have to pass through the Reference and Reading Area to get to the books, but stacks should be placed in proximity to the Reference and Reading Area.
- Convenient placement of a public access computer catalog will help both patrons and staff to search efficiently for holdings. Consider incorporating OPAC tablets into shelving at ends of stack rows.

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Careful attention must be paid to signage.

- Each area must be clearly labeled.
- Signage must be flexible. All labels must be easily changed or moved as the collection changes.

Careful attention must be paid to lighting.

- Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles.
- Patron shadows should not obscure the light.

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Area Designation: BIOGRAPHY

Area required: Books 115 sq. ft.

Functions Performed: Provide books containing factual information about lives of people.

Occupancy- Stack Area: **Public** 2-3 **Staff** 0

Seating: **Public** 0 **Staff** 0

Furnishings: Shelving; display space

Storage:

Shelving: 115 sq. feet, no higher than 84”

Book capacity: 1,125 volumes

Equipment: See Adult non-fiction

Close proximity to: Main Service Point; Public Technology/Business Center; Reference and Reading Area (seating at tables); quiet study rooms

Adjacent to: Adult non-fiction

Distant from: Library entrance, Children’s area

Architectural features: Biographies are an integral part of the non-fiction collection and must be treated as stated in that area’s worksheet. As a distinct collection the area should be easily discernable from other non-fiction and have sufficient space to arrange all items in continuous Dewey Decimal order.

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Area Designation: PERIODICALS Current / Display

Area required: 200 sq. ft. Newspaper Rack 25 sq. ft. Seating 210 sq. ft. Total 410 sq. ft.

Functions Performed: Provide space for display of magazines and newspapers, with comfortable seating for reading.

Occupancy: **Public** 6-8 **Staff** as needed for reference.

Seating: **Public** 6 **Staff** 0

Furnishings: Appropriate shelving/display system for current magazines with sufficient storage to hold back issues for 1 year. Newspaper rack, 6 comfortable chairs with small tables among them.

Storage: For back issues as described

Shelving: 100 sq. feet for current year; 100 sq. ft. for back files.

Book capacity: 100 magazines, 4 newspapers.

Equipment: Power supply, charging stations

Close proximity to: Children's Room; Fiction. Public Technology/Business Center;

Distant from:

Architectural features: A periodical area with comfortable seating might share space near the fiction collection, which lends itself to relaxed reading. Because many parents accompany their children to the library, placing the periodical area in proximity to the children's area would allow parents to see and supervise their children while perusing magazines or fiction materials.

Shelves with storage capacity are required to provide for the current year's issues plus one year of retained back issues. Current access to many periodicals on line through the regional library systems precludes the need to retain most hard copies of issues for more than one year. Current hard copy subscriptions are limited by space. Increasing space for periodicals will allow staff to increase the number of titles received. Holdings are largely of the popular reading, rather than scholarly variety, meaning that comfortable seating is essential for patrons to sit and browse.

See Area Designation SEATING for additional comments.

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Area Designation: ADULT NON – PRINT MATERIALS

Area required: 375 sq. ft. (DVD 225 sq. ft. Audio books 110 sq. ft. CD 40 sq. ft.) 375 sq. ft.

Functions Performed: Houses non-print materials owned by library for public use.

Occupancy: **Public** 3 -4 **Staff** 0

Seating: **Public** 0 **Staff** 0

Furnishings: Shelving for 4,500 DVDs; 1,100 audio books; 1,100 music and spoken work CDs

Storage:

Shelving: 375 sq. feet, no higher than 72”

Material capacity: 6,700 items

Equipment:

Close proximity to: Entrance, Main Service Point

Distant from: Reading and quiet work areas

Architectural features: The Library has a large and varied collection of CDs and DVDs that are loaned to patrons. Sizes and formats differ therefore careful attention must be paid to ensure that shelving/display is appropriate to the size and content of the items. A variety of shelving/storage options, all providing flexible shelving that may be adapted to different formats must be considered. Because all items often have plastic covers which reflect light, attention must be paid to providing appropriate lighting

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Area Designation: **REFERENCE AND READING AREA**

Area required: 20 Seats 600 sq. ft.; 8 Computer Workstations 360 sq. ft.; 9 sq. ft. reference collection Total 729 sq. ft.

Functions Performed: Provides open space for quiet reading and study at tables and computer workstations; provides a small general reference collection of non-circulating print and non-print material to be consulted quickly.

Occupancy: **Public 28** **Staff 0**

Seating: **Public 20** at tables; 8 at computer workstations **Staff 0**

Furnishings: 5 tables and 20 chairs; 8 computer workstations with chairs

Storage:

Shelving: For Reference collection: 36 linear feet 42” high with flat top to be used for work space; Consider 1 double-faced, free standing unit 6 feet wide x 3 feet deep to be placed outside circulation desk

Material capacity: 200 volumes

Equipment: Support for personal electronic devices, including laptops, tablets, cell phones, etc. including charging stations and power supply.

Close proximity to: Adult non-fiction; Main Service Point; Periodicals/Newspapers

Distant from: Children’s Room, Meeting Room, Casual Social Area/Cafe

Architectural features: The Reference and Reading Area provides work space at tables for patrons with their own electronic devices and those who wish to read and take notes from print materials as well as access to computer workstations. Each computer workstation must have ample space to seat the user and allow for books, backpacks, etc. to be put out of the way. Both table seating and computer workstations must have a flat surface suitable for using a personal electronic device, jotting brief notes, and manipulating a mouse and a place where copy to be typed can be placed conveniently and read easily.

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It must be designed to:

- be convenient for the staff at the Main Service Point/Circulation Desk to work with patrons
- have carefully designed acoustics to ameliorate noise from elsewhere in the library. Attention must be paid to floor, wall, ceiling and furnishing surfaces and to air handling units, fans, or lighting fixtures to ensure noise-dampening.
- have easy access to Adult Non-Fiction;
- provide ample table space for patrons to read and take notes from books or electronic devices;
- provide convenient charging/power supply stations on or near tables;
- careful attention must be paid to lighting the space and the tables appropriately for its use, yet placement of lighting should not be so rigid as to disallow future rearrangement of the space. Neither lighting nor power supply for charging stations should be powered by cords stretched across the floor.

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Area Designation: QUIET STUDY ROOMS

Functions Performed: Provide 3 small rooms for patrons who wish to read or study away from the activity of the stacks and circulation area.

Area required: 75 sq. ft. / study room. 3 study rooms. Total 225 sq. ft.

Occupancy: **Public** 2-4/room **Staff** 0

Seating: **Public** 3-4 seats at table/room **Staff** 0

Furnishings: 1 table and 3-4 chairs in each room; wall-mounted white board or wall painted with white board paint

Shelving:

Material Capacity:

Equipment: Charging stations, power supply

Close proximity to: Reference and Reading, Non-fiction.

Distant from: Children's Room, Entrance

Architectural features: The quiet study rooms should:

- be well lighted
- have interior surfaces that absorb sound
- be glazed above 42" for observation by staff
- be away from distracting activity
- provide space for a small group (2-4 persons) to sit comfortably

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Area Designation: **ADULT SEATING** **Area required:** Seats 600 net sq. ft. at tables; 560 sq. ft. Lounge seats; 360 sq. ft. Computer Workstations

Functions Performed: Provide comfortable seating for adults based on activities in which they are engaged.

Occupancy: **Public:** 36 individual adult seats and 8 Public Computer work stations plus additional adult seating in specialized rooms (Local History, Quiet Study).
Staff 0

Patron Seating: Overall requirements call for 8 public computer work stations and 20 table seats in the Reading and Reference Area; 6 lounge seats in the New Materials Area; 6 lounge seats in the periodicals area and 4 additional lounge seats in Adult Fiction.

Furnishings: Tables and chairs for various functions, including comfortable “lounge” seating.

Close proximity to/ Distant from: See individual worksheets and Architectural Features

Architectural features: Because a variety of activities takes place in a public library, a variety of seating options must be provided. Areas designated as quiet spaces should be separate from areas where there is frequent traffic and conversation, e.g. near the entrance, circulation desk, reference and computers. Space for comfortable seating should be provided in various places throughout the library. Provisions should be made for short term use, e.g. consulting reference material, browsing the new book or video collections, and for long term use, e.g. study or reading.

Within the area descriptions numbers and types of seats are specified (Adult Fiction 4 lounge chairs, New Materials 6 lounge chairs, Periodicals 6 lounge chairs, Reading/Reference Area 20 table seats), however in thinking about the actual layout, because some of the areas may be in close proximity to each other (New Materials, Periodicals, Fiction) consideration must be given to massing the collections and arranging seating that is convenient to several collections. The same areas or portions of them mysteries and science fiction within the fiction collection, and biographies within non-fiction for example, may lend themselves to the creation of alcoves/bays/nooks. Consideration might be given to adding seating, perhaps window seats, within the nooks to account for the non-specific lounge seating.

Overall the library will have a small staff that must be able to have good sightlines across as much area as possible. All final seating decisions will be guided by analysis of ease of monitoring by staff.

Tables accommodating four to six are advisable. Chairs for tables should be sturdy wooden pieces with straight backs, able to stand up to many years of wear and tear. Comfortable seating could include individual chairs with upholstered seats and backs. Sofas should be avoided. End tables should be

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provided with comfortable seating, but coffee tables should be avoided because they tend to be used as footstools. All furniture should be easy to maintain, composed of high quality materials and of sturdy construction.

Acoustics must be assessed as well. Careful attention must be paid to floor, wall, ceiling and furnishing surfaces, and to air handling units, fans, furnaces or lighting fixtures which might cause excessive noise. The Children's area should be substantially separate.

Careful attention must be paid to lighting each space appropriately for its use, yet placement of lighting should not be so rigid as to disallow future rearrangement of the space.

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Area Designation: PUBLIC TECHNOLOGY / BUSINESS CENTER

Area required: 100 sq. ft. (20 linear ft. counter space, 15' at standing height and 5' wheelchair-accessible)

Functions Performed: Provide space for photocopier/scanner/printer for use by patrons.

Occupancy: Public 0 Staff 4
Seating: Public 0 Staff 0

Furnishings: 1 photocopier and 1 scanner, or all-in-one unit TBD at appropriate time in construction process based on current needs and existing technology; scanner stand if required; 3 stand-up workstations at counter and 1 wheelchair-accessible counter with sufficient space to allow users to place belongings and to organize materials for scanning, copying and collating as needed. All connected to networked computer(s) in location(s) TBD by staff; storage for paper and office supplies; Network cables or wireless capability and peripheral stands as needed, all in compliance with ADA code.

Storage: Sufficient storage for several days' supply of photocopier paper must be provided convenient to the copier. Under-counter storage for at least 6 cases of paper (or for a 3-5 day supply, whichever is greater) is recommended. Access to the main paper supply should be convenient for staff to refill cabinets. Secure storage for 1 ink/toner refill should be provided for quick access. Additional ink/toner storage should be determined by staff as overall storage in facility is designed.

Shelving: 0

Material capacity: 0

Equipment: Internet access; networked photocopier/printer/scanner or all-in-one business hub as determined by staff and available equipment at time of construction; convenient power supplies and charging stations for personal devices.

Close proximity to: Main Service Point, Adult non-fiction; Periodicals

Distant from: Quiet study, high traffic areas.

Architectural features:

- Equipment must be placed where it can be easily monitored by staff.
- Area must have good and appropriate lighting.
- Area should be in a separate alcove or bay, not a closed room, convenient to main library aisles, but not impinging on aisle or passersby.
- Alcove must be open to view on at least 2 sides above 42"
- Two flat surfaces, one at standing height and one wheelchair accessible large enough for organizing material to be scanned or copied must be provided.
- Area must provide flexibility to accommodate change in technology needs and equipment over time. Sufficient provision for future power needs, charging stations and wireless access are required.

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Area Designation: **CHILDREN'S ROOM** **Area required:** Materials 1,710 sq. ft.; children seats 740 sq. ft.; parent seats 70 sq. ft. computers 200 sq. ft.; staff 130 sq. ft. Total 2,350 net sq. ft.

Functions Performed: Houses entire collection of children's (0 – 11 years) materials including print, media and periodicals; provides seating for toddlers through grade 6 in clearly defined areas. This area may also be used for small group programs for children, individual tutoring or homework help.

Occupancy: **Public** 20-30 **Staff** 2

Patron seating:

- 16 seats at tables for school-age students, age 6 – 11
- 12 seats on floor for stories or play (Pre-school Play Area)
- 6 Lounge seating
- 2 adult seats, one could be a rocking chair
- 4 computer workstations
- 1 OPAC

Staff workstation: The Children's Service Desk must provide seated workstations for two staff members with 10 linear feet of counter space. It must serve as a focal point easily identified by patrons entering the space as the place they can find assistance locating information. It must be welcoming for patrons but also functional for staff. It must:

- provide clear sight lines to allow staff to see all sections of the room;
- provide private space not accessible to patrons for secure storage;
- allow staff to move in and out easily to assist children;
- have sufficient power supply without having to run power strips or extension cords across passageways.

Note: The staff workstation will be a service desk, not a circulation desk however provision must be made to install a self-checkout station in the future.

Furnishings: Shelving and/or book bins for picture books, children's fiction and non – fiction; Display racks for paperbacks and media; storage for supplies, games, etc.; tables and chairs at different heights to accommodate youngsters from toddlers through 6th grade; lounge seating for recreational reading; Tables, chairs and book bins should be mobile so use of the room is flexible, based on changing needs of the children. Children's service desk will be designed to staff specifications but at minimum it must provide two workstations and public service space. All furniture should be sturdy to withstand wear and tear.

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Storage: Slide-out drawers or bins for games and toys; bins for headphones; secure storage for electronic devices, all easily accessed by children and parents. Storage for office-type supplies at Children's Service Desk; Secure storage for e-readers and tablets at service desk.

Shelving: Heights of 42" for picture books and reference collection; 60" for children's fiction and non – fiction. Some shelving, particularly for children's fiction paperbacks can be accommodated on free standing book racks. 60" shelving could be perimeter, with 45" shelving used to define center space for floor seating. Periodical shelving for 15 subscriptions with sufficient adjacent storage for 24 back issues of each title.

Material capacity: 19,950 volumes; **Media capacity:** 4,560 items **Periodical capacity:** 15 display; 15 sq. ft. for back issues

Equipment: Public: 5 public access computers; 2 book carts; book bins for picture books; puppet theater; train table; charging stations; additional items as specified by staff.

Staff: Computer workstation and networked printer at service desk;

Close proximity to: Main Service Point; Restrooms;

Adjacent to: Youth Services Office, Youth Services Activity Room; Periodicals

Distant from: Reading and quiet work areas

Architectural features: The Children's area should:

- be open with good sight lines from service desk and Youth Services Office for supervision;
- be relaxed and playful in nature;
- have surfaces designed for easy maintenance and clean up.
- have one dedicated Family Restroom within the Children's Room. (See Area Designation Restrooms for detail).
- have storage for strollers
- features such as shelf heights, movable book cases or bins, table sizes, carpet patterns and wall décor can delineate the zones. No permanent barriers should be constructed, in order to allow for flexible use of the space over time. If a toddler barrier is included, it should be easily uninstall able if necessary. The décor should relate to the library as a whole, yet hold its own identity. There should be ample wall space to display children's artwork and a bulletin board for displaying local children's events.
- provision to plug in listening stations and DVD players or computer projection equipment must be made in a manner that does not require electric cords to be stretched across any path where patrons need to walk.
- Sound absorbing materials are required on floor and ceiling.

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- Ample and convenient storage for supplies and equipment must be provided in Youth Services Office or Youth Services Activity Room.
- direct access to Youth Services Activity Room is required
- consideration should be given to providing access to the outside, perhaps a patio or children's garden accessible directly from the Children's Room. While the concept is ideal and should be pursued, there are caveats to be considered. Access from the library to any garden space presents security risks for staff, patrons and materials. To allow free flow for patrons the garden must only be accessible through the main library. There must be no direct access to the garden from outside the library.

The following distinct areas must be provided:

Story time/play area could include train tables, manipulatives (Legos, blocks), a puppet theater, educational toys, etc. and appropriate storage, as well as a large open space where youngsters can sit and listen to a story.

School-age children (through grade 6) require traditional shelving for fiction and non-fiction, tables and chairs and lounge/comfortable seating. Provision should be made for easy access to school supplies, including markers, paper, rulers, etc. Charging stations/power supply must be convenient to tables and seating where students may use their own electronic devices.

Online computer workstations for use primarily by school age children to access reference materials as necessary, but also for computer games, etc. must be placed where they can be easily monitored by staff. Workstations must have good and appropriate lighting, and should be set off from the main area, preferably in a "bay" not along an aisle or passage way. Each workstation must have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way. A flat surface suitable for jotting brief notes, space to manipulate a mouse, and a place where text can be placed conveniently and read easily are essential.

Accommodation for parents who accompany their children to the library can include

- A rocking chair for those with toddlers and preschoolers who select books with their children, and who might like a comfortable place to read to the child.
- A comfortable, adult-sized lounge chair placed where an adult accompanying older more independent readers can read their own materials while waiting.

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Area Designation: **YOUTH SERVICES ACTIVITIES ROOM**

Area required: 480 sq. ft.

Functions Performed: Provides space for children, ‘tweens and teens to participate in a variety of library programs and creative activities. It will be used early in the day for pre-school programs and later for school aged students. Teens and adults may use it in the evening for hands-on activities, makerspace and technology.

Occupancy: **Public** 50

Staff 0

Seating: **Public** 20 children or young adults at tables; 45 - 50 auditorium-style on the floor or in chairs
 Staff 0

Furnishings: 20 child-sized stackable, glide on carpet chairs with dollies; 4 child sized folding tables; 20 adjustable stackable, glide on carpet chairs, 4 adjustable-height folding tables; *Note: Total of 8 tables or 4 easily-adjustable tables and 40 chairs in two sizes.* (all tables and chairs may be shared with Program Room); 60 floor cushions; supply carts TBD by staff; clock; coat rack to accommodate heavy winter outerwear for all participants.

Storage: All storage to be lockable

- Large walk-in storage room with wide doors to allow tables and chairs to be rolled in on wheeled carts or racks.
- Walk-in storage closet with adjustable shelving, drawers, peg boards, hooks, etc. to accommodate craft and program supplies (examples include poster board, various sizes of paper, paint and brushes, yarn, thread, markers/crayons/pencil) and larger items including easels, display boards or grids, etc.
- Storage for paper cups, plate, napkins, etc. to be used for refreshments;
- Secure and sufficient storage for all electronic hardware and software;
- Child-safe, lockable cabinets under sink and counter

Shelving: 0

Book capacity: 0

Equipment: Audio recorders and players; Video recorder/player; DVD burner/player all connected to CPU and projection system; white wall, smartboard or pull-down screen; large flat screen video monitor; cable television drop for both broadcast and reception; appropriate sound system. (Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.) Sufficient power supply and device chargers; 3-D printer and other Makerspace equipment TBD.

Close proximity to: Youth Services Office

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Adjacent to: Children's Room, Young Adult Area

Distant from: Reading and quiet work areas

Architectural features: The Youth Services and Activities Room must:

- designed to provide space where attendees may sit on the floor or in chairs auditorium- style for programs and for participatory activities that require tables, chairs and space to move around be
- be directly accessible via both the Children's Room and the Young Adult area
- have walls glazed above 42" to allow staff to monitor activity;
- have blinds for all glazed areas to allow for light control during programs;
- have a counter with two heights, one for adults and one for children, each equipped with a sink
- have good sight lines for viewing a screen or a speaker for those seated in chairs or on the floor.
- have lighting that is dimmable and switches on and off immediately. Lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation
- have easily cleanable floors, vinyl not carpet;
- have fabrics and finishes that stand up to use by children and are easy to clean and maintain.
- have general lighting and task lighting as appropriate;
- have good and appropriate sound system and acoustics;
- have wireless network capability;
- provide sufficient space for manipulating large display or program items between storage and program space;
- have an area to hang coats.

Consider including a "stage" or removable platform for plays and other programs.

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Area Designation: **YOUNG ADULT** **Area required:** Materials 600 sq. ft. Seats 600 sq. ft.
Computers 180 sq. ft. Total 1,380 sq. ft.

Functions Performed: Houses young adult collection for research and recreational reading; provides comfortable work and social space for middle school students and high school students.

Occupancy: **Public** 25 **Staff** 0

Seating: **Public** 12 at tables; 10 lounge seats **Staff** 0

Furnishings: Shelving stack space for up to 6,850 books and media items; Shelving for 15 magazines; 3 tables with 4 chairs each that can be pushed together for large groups; 10 varied seating options – easy chairs, stools, possibly differently designed chairs or window seats. Bulletin/display board

Storage: Cubbies for backpacks and books; shelves, cabinet or closet for games.

Shelving: 500 sq. feet for books; (include some display shelving, or free-standing units for paperbacks or distinct collections); 100 sq. feet of shelving for assorted media; 30 linear feet of shelving for current and back issues periodicals.

Material capacity: 5,700 volumes, hard cover and paperback; 15 magazines.

Equipment: Television screen and/or smartboard (wall mounted); power supply and charging stations for electronic devices; headphones. *(Note: The preceding items are suggested based on current technology and use. Overall equipment TBD during design development)*

Close proximity to: Main Service Point, Youth Services Office

Adjacent to: Youth Services Activities Room

Distant from: Reading and quiet work areas

Architectural features: Young adults, students in grades 7 through 12, need a clearly defined space distinct from both children's and adult's areas which gives them the illusion of privacy, yet is easily monitored by staff to provide assistance when needed and to observe behavior. Collections of young adult materials are unique to their age group, having little overlap with children's materials, but leading to works in the adult collection. High School students need to be close to adult collections to complete their school assignments. Adjacency to the Youth Services Activity Room will allow 'tweens and teens the opportunity to engage in projects, creative media activities or makerspace tasks.

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The Young Adult Room must:

- be a separate space either totally enclosed or defined by partitions to distinguish it from the main library;
- walls must be glazed above 42" to allow staff to monitor activity;
- be in direct line of site of staff at Main Service Point Desk;
- have carefully planned acoustics to keep noise in;
- be flexible to accommodate changing needs and interests over time. No irreversible decisions regarding installation of furnishings, including shelving, should be made;
- be in a location that allows tweens and teens access without passing through adult areas.

Teens like to be invested in their space therefore it is suggested that as the project progresses they be involved in planning.

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Area Designation: LOCAL HISTORY - GENEALOGY ROOM

Area required: Materials 100 sq. ft.; Storage/display cabinets 100 sq. ft.; Seating 250 sq. ft. Total 450 sq. ft.

Functions Performed: Provides secure shelving and display for local history collection and quiet study/small group meeting space for patrons and staff.

Occupancy: **Public** 10 **Staff** 0

Seating: **Public** 10 **Staff** 0

Furnishings: Table and 10 chairs, secure book storage cases and drawers, flat files, vertical files

Storage: As required for collection

Shelving: 100 sq. ft. (84 linear ft.)

Material capacity: 1000 volumes

Equipment:

Close proximity to: Main Service Point

Distant from:

Architectural features:

- be glazed on the wall facing the library
- have blinds for privacy
- be well lighted
- provide space for 10 to sit comfortably at a conference-style table
- provide space for personal belongings;
- include electrical outlets and charging stations for personal electronic devices
- provide appropriate storage for a variety of historic materials including flat and vertical files;
- provide small display cases TBD

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Area Designation: MEETING ROOM

Area required: 1,300 Sq. ft.

Functions Performed: Provide facilities for a wide variety of programs and meetings sponsored by the library and the town for children and adults. Provide facility for light refreshments; Provide art display space.

Occupancy: Public 100 Staff 0

Seating: Patrons 100 adults seated auditorium style; 42 seated at tables Staff 0

Furnishings: 100 adult-sized stackable, glide on carpet chairs with dollies; 7 adult sized folding tables seating 6; podium, including microphone; built in audio system including microphones with wired and wireless capability, amplifiers, speakers; whiteboard, overhead projector networked to computer connected projection system; smartboard; drop-down projection screen; wall-mounted large flat screen video monitor with two free standing display panels; clock; coat rack to accommodate heavy winter outerwear for all participants.

Shelving: 0

Storage: Secure and sufficient storage for all electronic hardware and software; storage for tables and chairs not in use; and storage for selected supplies and props needed for programs and refreshments is required. All to be lockable.

- large walk-in storage room with wide doors to allow tables and chairs to be rolled in on wheeled carts or racks.
- Audio-visual equipment on carts, the podium, easels for use in presentations, and other equipment as identified may also be stored within it.
- Appropriate secure storage must include space for cables and cords.
- A coat room or large coat racks that can be rolled in and out of the storage room when needed must be provided for.

Material capacity: 0

Equipment: Audio recorders and players; Video recorder/player; DVD burner/player all connected to CPU and projection system; white wall, smartboard or pull-down screen; cable television and telecommunications drops; appropriate sound system; high efficiency lighting. (Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all

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electronic and electrical provisions, plus structural considerations, must be included in construction.) All connections must be hidden.

Close proximity to: Library entrance; restroom, staff room.

Adjacent to: Kitchen

Distant from: Reading and quiet work areas

Architectural features:

The Meeting Room must serve many functions therefore must be carefully designed to accommodate all requirements including presentations auditorium-style and participatory activities that require tables, chairs and space to move around. General requirements are:

- Kitchen must be an integral part of the space but must be closed off from main meeting area;
- All sections of the space must be accessible without going through the library when the library is closed.
- The overall room must be large enough to seat 100 adults auditorium style.
- Careful attention must be paid to providing state-of-the-art electronic systems to facilitate presentations. A qualified media design consultant should be included in the project at the planning stage to ensure that the facility will be adequate and appropriate to serve community needs.
- Sound system and acoustics must be carefully designed to optimize use. Sound from programs must not carry into the library.
- All surfaces must be durable and easy to clean.
- There must be access to restrooms without entering the library, when the library is closed.
- Lighting that is both general for auditorium – style seating events and flexible for small group work is required. (Note: Lights should be dimmable but must turn on and off immediately when switch is engaged. Lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation. Requires high efficiency lighting.)
- Electrical service should include provision for electronic devices, presentation hardware, lighting and large capacity coffee makers, without running cords across the floor where they cause safety hazards.
- Picture hanging/display system rail required on at least 3 sides.

Other requirements include:

- good sight lines for viewing a screen or a speaker at the podium for both adults seated in chairs and children seated on the floor. If windows are included in the design, they must all have easily accessible room-darkening shades that can be closed to prevent daylight interference with projection equipment;

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- wireless network capability;
- state-of-the art connection to Cable Access to enable live broadcasts and have video recording capabilities for later broadcast (There could be a dedicated, lockable closet to accomplish this. It must be done in conjunction with the town cable access provider.)
- sufficient space for manipulating large display or program items between storage and program space;
- sufficient power supply at appropriate heights around the room for to plug in computers when needed for workshops or training
- an area to hang coats

Consider including a small “stage” or removable platform for presentations.

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Area Designation: KITCHEN

Functions Performed: Provide space for use by staff, other groups, Meeting Room to provide light refreshments.

Area required: 120 sq. ft.

Occupancy: Public 0

Staff as needed

Seating: 0

Storage: All to be lockable.

- Pantry with dry storage for foodstuffs
- Storage for dishes, pots and pans, utensils, coffee makers, etc. TBD
- Storage for paper goods, etc. used for programs
- Child-safe cabinets under sink and counter.

Furnishings: TBD

Shelving: As required for equipment.

Material capacity:

Equipment: Refrigerator, stove, microwave, coffee makers, and other items required to equip kitchen to serve light refreshments or to support catered events

Adjacent to: Meeting Room

Distant from:

Architectural features: Meeting Room (see **Area Designation**) must be an integral part of the space;

- Requires counters, and sink to be used for food service in meeting areas.
- Requires a partition or pass-through with a roll-up or drop-down service window that can be opened to meeting room for food service but closed so it is not visible when programs are being conducted.
- Requires good and sufficient electrical outlets at counter height with sufficient service to power three or more appliances such as 100-cup coffee pots simultaneously.
- Requires general lighting, under-cabinet and task lighting operating independently from Meeting Room lighting.
- Sounds from kitchenette must not interfere with programs.

It is advisable to consult the Board of Health to ensure compliance with regulations.

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Area Designation: CASUAL SOCIAL SPACE/CAFÉ

Functions Performed: Provide space for patrons to enjoy a beverage or light snack in a social area.

Area required: 200 sq. ft.

Occupancy: **Public** 15 **Staff** 0

Seating: 15

Furnishings: 6 stools at counter; 3 small Bistro-type tables with 3 chairs each; coat rack; sink with small storage cabinet under; vending machines; counter.

Storage: Lockable cabinet sufficient for a one-week supply of cups, napkins, coffee and tea; lockable under-sink storage for cleaning supplies.

Shelving: None

Material capacity: None

Equipment: Commercial capacity coffee maker, vending machines

Close proximity to: Entry, Meeting Room; Main Service Point; New Materials

Adjacent to:

Distant from: Reading and quiet work areas

Architectural features: The Café is not intended to be a full-service restaurant facility, but a space where patrons may obtain coffee/tea, and cold drinks and snacks (candy, crackers) from a vending machine or consume their own beverages or snacks. Six stools at a counter or tall free-standing table and nine seats at bistro-type tables will allow social interaction and space for comfortable reading. An additional small counter space for sink and service items (napkins, cream & sugar, etc.), is required.

- The area must be within line-of-sight of the Main Service Point;
- All surfaces must be durable and easy to clean.
- Hard surface flooring, not carpet, is recommended.
- A small sink for hand washing and simple cleanup is required.
- Vendors refilling machines must not need to pass through quiet seating or children's areas.
- Storage must be lockable for security and have child-safety locks to be used any time the cabinets are unlocked.

It is advisable to consult the Board of Health to ensure compliance with regulations.

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Area Designation: RESTROOMS

Area required: Non-assignable space

Functions Performed: For use by staff and library patrons.

Occupancy:

Children's Room – 1 family restroom accessible from within Children's Room only, including changing station and private seating for a nursing mother.

Adult Restrooms - 1 Men's Room, 1 Women's Room of size sufficient to accommodate program attendees of up to 100. 1 family restroom.

Staff – One unisex bathroom outside staff lounge area.

Furnishings and equipment: Fully accessible to the handicapped. Water closet, grab bars, sink, unbreakable mirrors, center drain, tile surfaces on floor and lower portion of walls, paper towel dispenser or blower; exhaust fan; lockable storage cabinets; waste receptacles; baby changing stations, motion sensor light that will turn on when someone enters and off when the room is empty to conserve energy.

Close proximity to: **Adult** – Entrance, Meeting room; Must be accessible to Meeting Room when Library is closed.

Children: Must only be accessible through Children's Room; must be in clear sight of Children's Services Desk.

Distant from: Reading and quiet work areas

Architectural features:

- Restrooms must be:
 - fully visible from main service point;
 - accessible for elderly, handicapped, and parents with young children;
 - convenient to the Meeting Room;
 - accessible to Meeting Room when the library is closed;
 - lockable from inside, but should have key access from outside to rescue locked in children, or to keep restrooms locked for security purposes.
- No one should be able to enter restrooms from outside the building without being observed by staff.
- Patrons should not have to pass through quiet study areas to reach restrooms.

The need for inclusion of one handicapped – accessible unisex restroom or two gender-specific restrooms, both handicapped – accessible, must be considered based on the state and town building code requirements. One designated for each sex must have a baby changing station.

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Area Designation: DIRECTOR'S OFFICE **Area required:** 225 sq. ft.

Functions Performed: Provides facility needed by Director to carry out administrative functions, including privacy for telephone conversations or library visitors, without disturbing patrons.

Occupancy:	Public 1 - 4	Staff 1
Seating:	Patron 6	Staff 1

Furnishings: Office desk, file cabinets, computer work station, storage cabinet, seating for director and two guests, plus small meeting table & 4 chairs

Storage: A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

Shelving: 12 linear feet

Book Capacity: 100

Equipment: Telephone; computer, dedicated printer.

Close proximity to: Technical services; Entrance.

Adjacent to: Main Service Point/Circulation Desk

Distant from: As little as possible.

Architectural features: The Director's Office should be in a central location to enable staff and patrons convenient access to it, and to allow the Director to be close to the public, yet be set off enough from central activity to allow the Director to work without interruption when necessary.

The Director's Office:

- should open directly behind the Main Service Point/Circulation Desk, adjacent to the Technical Services Workroom,
- have glazed walls from 42" separating it from the Main Service Point and the Technical Services
- have easy viewing and access from Main Service Point and Technical Services
- allow the Director to both observe most of the library and be seen by the patrons to ensuring that the Director can monitor activity and come out to the floor when needed
- have blinds on all glazed areas to provide privacy when needed.
- have an area for two visitors to be seated comfortably in front of the desk and 4 to be seated at a table for small meetings.

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Area Designation: YOUTH SERVICES OFFICE

Area required: 170 sq. ft.

Functions Performed: Provides facility needed by Children's Librarian and potential future Young Adult Librarian to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons.

Occupancy: Public 1 - 2 Staff 2

Seating: Public 4 Staff 2

Furnishings: 2 Office desks with extended work surfaces; 2 desk chairs; 2 -2-drawer lateral file cabinets; seating for 2 two guests at each office desk.

Shelving: 12 linear feet

Book Capacity: 96 volumes @ 8 vol/ft.

Equipment: Telephone; computer, printer.

Storage: A lockable closet for staff divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

Close proximity to Children's Service Desk, Young Adult Area, Youth Services Activities Area

Distant from:

Architectural features: The Youth Services Office must:

- have direct access to both the Children's Room and the Young Adult Area
- have a door that may be closed for private conversations with staff or patrons;
- have four guest chairs for staff or visitors;
- be glazed above 42" on all walls common with the Children's Room and Young Adult Area
- have blinds for the windows

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Area Designation: TECHNICAL SERVICES WORKROOM

Functions Performed: Provide workspace for staff to receive and process new materials and repair older holdings. Provide secure storage for valuable items.

Area required: 465 sq. ft.

Occupancy: **Public 0** **Staff 5**

Seating: **Public 0** **Staff 5**

Furnishings: Desks and computer workstations for 5 staff members to work simultaneously; file cabinets, storage cabinets for supplies including book covers, repair materials, computer supplies, etc., as well as some lockable space for valuable items; counter height work space; sink; open wall shelving; space to open cartons, and move book carts.

Storage: Sufficient storage for supplies, including book covers, computer supplies, archival materials, paper in a combination of cabinets and open shelves. Space for book carts, laptop cart and bins for interlibrary loan materials

Shelving: 100 linear feet

Material Capacity: 500 items

Equipment: Telephone; 5 computer workstations; networked printer; network cable and wireless capability; fax machine or all-in-one business hub.

Close proximity to: Director's Office; Main Service Point/Circulation Desk; Doors where books are delivered; Elevator (if building has more than one level);

Adjacent to: Systems Room/Telecommunications services

Distant from:

Architectural features: Staff members must be able to work on tasks in the workroom while monitoring the Circulation Desk and responding to patron requests. The staff should be able to both observe most of the library and be seen by the patrons. The Technical Services Workroom should be located directly behind the Circulation Desk. It should provide a wide opening to allow staff easy access but must be lockable to protect records and materials. Consider a sliding glass wall that can be open during the day and closed at night. Other walls should be glazed from 42" to the ceiling to provide lines of sight throughout the library. Technical services must be adjacent to the Director's Office and the wall between them must be glazed above 42". If space permits consider a door giving direct access between

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the two rooms. Blinds should be provided on all glazed areas to provide privacy when needed. Space and layout should allow staff to have individual desks and work space, with sufficient space to work on processing materials.

The Systems Room/Communications Closet should open directly from Technical Services to limit access.

Additional requirements are:

- A sink with hot and cold water
- A flat workspace on a countertop or freestanding island of at least 9 square feet placed at comfortable height and configuration for standing or for sitting on a high stool.
- Electrical outlets, with sufficient electric service, placed above counter tops at intervals to accommodate equipment required in processing.
- Computer drops and wireless capability.
- Appropriate task lighting provisions.
- Sufficient and appropriate shelving for materials in process and for reference guides, technical service manuals, etc.

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Area Designation: SYSTEMS ROOM/TELECOMMUNICATIONS SERVICES

Functions Performed: The systems room will house all required electronic equipment to operate wired and wireless networks, CWMARS server, cable access and Internet.

Area required: 100 sq. ft.

Occupancy:	Staff as needed for maintenance	Public 0
User seating:	Staff 0	Public 0

Furnishings: As required

Shelving: To accommodate all equipment allowing convenient access to all hardware, cabling, etc. for ease of maintenance. Shelving must allow sufficient air circulation around all equipment to prevent overheating. Sufficient space must be provided for all types of equipment, and for distances between pieces of equipment that might interfere with each other

Material capacity: N/A

Equipment: File servers, switches, cabling, wireless access points, uninterruptible power supply, etc. as determined by computer consultant.

Close proximity to: Utility connections; Accessible from Technical Services Office

Distant from: Mechanicals that could cause interference; Public areas.

Architectural features:

- The Systems Room/Telecommunications Closet must be secure from all public access, yet very convenient for staff for ordinary maintenance as well as for troubleshooting.
- It must be sufficient to meet all the technology requirements today, and plan as well as possible for developments in the future.
- It must have state of the art technology to protect all hardware and software from technical interference and natural phenomena, e.g. power outages, and appropriate climate control and fire suppression systems.

It is recommended that the room be accessible only through the Technical Services Workroom.

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Area Designation: CUSTODIAN'S WORK AREA

Area required: 65 sq. ft.

Functions Performed: Work and organizational space for custodian; Store supplies, equipment and materials necessary to maintain building; utilities including sink.

Occupancy: **Public** 0 **Staff** 1

Seating: **Public** 0 **Staff** 1

Furnishings: Desk and chair; secure cabinet for cleaning materials, mops, vacuum cleaner, etc.

Shelving: Utility shelving as determined by need

Material capacity: 0

Equipment: Slop sink, vacuum, buckets, etc.

Close proximity to: Mechanical room; boiler room; (elevator and elevator room if elevator is included in building); delivery door/dock; long term storage, large item storage, restrooms, meeting room, landscaping equipment storage. (See Area Designation Storage for detail)

Distant from:

Architectural features: The Custodian's work area should provide:

- an office desk with lockable drawers and a chair to allow for paperwork
- a closet/utility area containing a slop sink; a utility sink and storage for mops, buckets, vacuums, etc.
- direct and easy access to all mechanical areas of the building;
- be near the elevator if one is included;
- be near a delivery door/dock; (ideally a double-wide delivery door would open the near the custodian's work room to allow for large deliveries of books, supplies, furnishings, etc.)
- Fireproof cabinet for paint, solvent storage per building code

If the building is more than one story in height a separate utility closet, including slop sink and storage for frequently used supplies, for example paper towels and toilet paper, must be provided on each floor.

Storage must be provided for lawn mower and snow blower per building code.

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Area Designation: GENERAL LIBRARY STORAGE

Functions Performed: Allow short and long-term storage for library supplies, holiday decorations, infrequently requested materials that are not historic, periodicals, etc. Storage has been included in individual area designations. Storage described here is for general library use.

Area required: Included in non-assigned space.

Occupancy: **Public** 0 **Staff** 0

Seating: **Public** 0 **Staff** 0

Furnishings: Shelving, drawers, closets or cabinets as specified.

Shelving: as determined by need.

Material capacity: as identified

Equipment:

Close proximity to: Areas to be served. Long term storage and bulk supply storage should be near Custodian's Work Area

Distant from:

Architectural features:

- Bulk storage for continually used and replenished items, e.g. paper, restroom supplies near delivery door and, if building has an elevator, near the elevator to facilitate distribution.
- Provision must be made to keep cartons off the floor to prevent dampness.
- Secondary paper storage – One lockable closet should be provided on each floor if building is more than one level to store paper for photocopiers, printers, etc. convenient to staff who need to replenish supplies.
- Semi-permanent storage for bulky items such as seasonal decorations – lockable storage room, 150 sq. ft. minimum with perimeter shelving and other storage as needed. It could be incorporated into janitor's space in the basement.

Note: One large storage room could meet both long-term and short-term bulk needs.

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Area Designation: FRIENDS OF THE LIBRARY STORAGE CLOSET

Functions Performed: Provide space for friends to store organization files, receive, sort and store books for book sale, meet to work on projects

Area required: 65 sq. ft.

Occupancy: **Public** 0 **Staff** 1-2

Seating: **Public** 0 **Staff** 1-2

Furnishings: Small folding table and 2 folding chairs; locking file or storage cabinet; coat rack

Storage: TBD sufficient to collect and sort book donations for ongoing book sale.

Shelving: Perimeter utility shelving could hold cartons full of books.

Material Capacity:

Equipment: TBD

Close proximity to: Delivery door, entrance

Distant from: Reading and quiet work areas

Architectural features: Friends of the Library Room should include:

- a folding table that can easily be put up to sort books or complete other projects and taken down to facilitate moving book cartons to sale site.
- 2 folding chairs for informal meetings or work sessions
- secure storage for personal items while working in library
- provision for keeping cartons off the floor if storage room is in basement

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Area Designation: STAFF ROOM

Functions Performed: Provide space for staff to secure personal belongings and take breaks away from public view.

Area required: 130 sq. ft.

Occupancy: **Public** 0 **Staff** 6

Seating: **Public** 0 **Staff** 6

Furnishings: Table and 4 chairs; 2 comfortable chairs; end table; locking file or storage cabinet; sink, small refrigerator; cook top or small stove; microwave oven.

Storage: 8 individual lockers for staff personal belongings including coats; storage drawers and cabinets for kitchen supplies;

Shelving: Periodical rack for professional journals, small bookshelf.

Material capacity: 10 – 15 periodicals; 20 books

Equipment: Coffee maker, paper towel holder; hooks; other materials as enumerated by staff.

Close proximity to: Main Service Point, Technical Services

Distant from:

Architectural features: Staff Room should include:

- a staff-only unisex restroom (See Restroom Area Designation) *outside* staff room
- a refrigerator and microwave oven
- a table with 4 chairs
- two comfortable chairs with a small table between them
- lockers with built-in locks and keys, not external combination locks to hold handbags, laptops and other personal belongings

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Area Designation: PARKING

Area required:

Functions Performed: Provides safe, convenient and adequate parking for staff and patrons.

Occupancy: **Public** 50, 5 to be handicapped spaces, 1 of those van-accessible. Include electric charging stations at some spaces. **Staff** 10

Seating: NA

Furnishings: Signage as appropriate, lockable bicycle racks

Shelving: NA

Material capacity: NA

Equipment: Adequate lighting, including timed and motion sensitive lights.

Close proximity to: Main entrance.

Distant from:

Architectural features: Adequate parking for patron automobiles and for programs held in the Meeting Room. There are now 5 spaces designated for the library only. Alignment of parking lot must be coordinated with drop-off point to ensure that drop off does not interfere with direct access to parking.

Patron walkways from both street and parking lot must be provided to allow adequate space for patrons on foot to enter and leave comfortably without dodging automobiles.

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Area Designation: DELIVERY ENTRANCE

Functions Performed: Provide a dedicated delivery entrance for ILL van driver; package or furniture delivery that does not interfere with patrons at the main service point or block access to driveway or drop-off area

Area required: as required by Code.

Occupancy:	Staff 1	Public 0
Seating:	Staff 0	Public 0

Furnishings: Counter for opening and sorting totes

Storage: Under counter for totes.

Shelving: 0

Material capacity: 0

Equipment: Doorbell; 2-wheel cart

Close proximity to: Driveway outside; Main Service Point/Staff Workroom inside

Distant from: Main Entrance

Architectural features:

Consider a delivery door that opens to a self-contained vestibule where the ILL van driver can drop off or pick up bins whether the library is open or closed using a separately keyed door from the outside and a second lockable door leading into the library enabling staff to put totes out or bring them in.

The delivery entrance:

- must have a doorbell that can be heard in technical services, the circulation desk and the Director's Office
- must have clear directional signage from the driveway into library property;
- must not interfere with traffic flow to and from the main entrance/drop-off zone;
- must be separate from patron walkways (from both street and parking lot) to allow adequate space for patrons on foot to enter and leave comfortably without dodging delivery vehicles;
- must meet ADA requirements.
- must have access coordinated with main entrance. (see Area Designation Main Entrance)
- should have a counter where books from the totes can be placed for sorting
- must be of sufficient size to allow delivery of large items, including furniture.

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Area Designation: LANDSCAPING **Area required:**

Functions Performed: Develops appearance of the land around the library and parking lot.

Occupancy: Public varies **Staff** N/A

Seating: Consider benches, bistro tables and chairs

Furnishings: Signage as appropriate, benches, statues, garden items TBD

Shelving: NA

Material capacity: NA

Equipment: Adequate lighting, including timed and motion sensitive lights.

Close proximity to:

Distant from:

Architectural features: Landscaping must be site specific. It must be well designed to maximize the library aesthetics, fit appropriately into the setting and ensure the safety of patrons and staff. Paths to parking must be well lighted. Motion sensor lights should be considered. Live materials should be of appropriate height and scale to ensure that they cannot be used as hiding places for predators. Maintenance level should be low.

Integrated indoor-outdoor space for reading, strolling and relaxing would be ideal however there are caveats to be considered. Access from the library to any garden space presents security risks for staff, patrons and materials. Either the garden must be accessible only through the main entry (although there could be a direct emergency exit to the garden staff could use for programs) or the garden could be fenced or walled allowing access only from the library, not the street. An unsecured garden entrance allows patrons to walk out with materials that have not been charged out, but there is a greater security risk. An unsecured entrance that enables persons entry to the library without passing through the main entrance makes it difficult for staff to keep track of those who arrive or depart. The potential exists for an individual to wreak havoc at worst, and to harass patrons or staff at best therefore external spaces must be carefully planned for safety.

Benches can be integrated along the walkway or outside the main entry for the convenience of patrons, but those seating areas must be separate from the “garden area”.

At this time, because the site has not been identified, there are no specifications for size, configuration or seating of a garden space.

Sutton BOOKS Projected Space Needs

		PROJECTED CAPACITY	FORMULA		PROJECTED SQUARE FEET	PROJECTED SQUARE FEET
ADULT	Reference	50	7	vols/ft. ²	7	18
	Non - Fiction	6,000	10	vols/ft. ²	600	600
	Large Print - Non-Fiction	300	8	vols/ft. ²	38	40
	Biography, if separate	1,125	10	vols/ft. ²	113	115
	Fiction	10,000	12	vols/ft. ²	833	850
	Mysteries and Sci-fi, if separate		7	vols/ft. ²	0	
	Large Print - Fiction	1,200	8	vols/ft. ²	150	150
	Graphic Novels		12	vols/ft. ²	0	
	Local History, old and rare books	1,000	10	vols/ft. ²	100	100
	New non-fiction display	150	10	vols/ft. ²	15	15
	New fiction display	125	10	vols/ft. ²	13	15
	Total Adult Volumes	19,950			1868	1903
	YA Fiction	4,000	12	vols/ft. ²	333	335
	YA non-fiction	1,050	10	vols/ft. ²	105	105
	YA Graphic	600	12	vols/ft. ²	50	50
	New display	50	10	vols/ft. ²	5	10
YA	Young Adult Volumes	5,700	12	vols/ft. ²	493	500
CHILDREN	Juv reference		10	vols/ft. ²	0	
	Picture Books	5,525	20	vols/ft. ²	276	275
	Board Books	575	12	vols/ft. ²	48	40
	Easy Readers	1,425	16	vols/ft. ²	89	90
	Juv. Non-fiction	6,600	14	vols/ft. ²	471	475
	Juv. Fiction	5,525	12	vols/ft. ²	460	460
	Parenting/Teachers Collection	200	10	vols/ft. ²	20	20
	New display	100	10	vols/ft. ²	10	10
	Total Childrens' Volumes	19,950		vols/ft. ²	1375	1370
Books Grand Total		45,600		vols/ft. ²	3736	3773
All Materials GRAND TOTAL		57,000				

Sutton MEDIA AND OTHER FORMATS Projected Space Needs

		PROJECTED CAPACITY	FORMULA		PROJECTED SQUARE FEET	PROJECTED SQUARE FEET
ADULT	DVD movies	4,500	20	items/ft. ²	225	225
	Audio books (CD)	1,100	10	items/ft. ²	110	110
	Audio Music, spoken word	1,100	30	items/ft. ²	37	40
	New Materials	150	15	items/ft. ²	10	15
	Total Adult Media	6,850			382	390
YA	DVD	260	20	items/ft. ²	13	15
	Audio books	400	10	items/ft. ²	40	40
	Video Games	315	10	items/ft. ²	32	35
	Music CDs	175	30	items/ft. ²	6	10
	Young Adult Media	1,150			90	100
CHILDREN	Juv DVD movies	1,710	20	items/ft. ²	86	85
	Juv. Audio books	1,140	15	items/ft. ²	76	75
	Juv. Kits	570	10	items/ft. ²	57	60
	Juv. Audio tape, cd - music, spoken word	570	30	items/ft. ²	19	20
	Juv. Toys, games, etc.	570	8	items/ft. ²	71	70
	Total Childrens' Media	4,560			309	310
Media Grand Total		12,560			781	800
All Materials GRAND TOTAL		57,000				

Sutton PATRON SEATING Projected Space Needs

		PROJECTED SEATS	FORMULA		PROJECTED SQUARE FEET	
ADULT	Tables	16	30	sq. ft./seat	480	
	Carrels (seats among stacks)	0	35	sq. ft./seat	-	
	Lounge seats	16	35	sq. ft./seat	560	
	TOTAL SEATS/Sq. Ft.	32			1,040	
	OPAC	4	45	sq. ft./seat	180	
	Self-Checkout stations	2	30	sq. ft./seat	60	
	Computer workstations	8	45	sq. ft./seat	360	
	Total Computer	14			600	
	Grant Total Adult Sq. Ft./Seats	50			1,640	
YOUNG ADULT	Tables	12	25	sq. ft./seat	300	
	Lounge seats	10	30	sq. ft./seat	300	
	Total YA Seats	22			600	
	Total YA Computer Seats	4	45	sq. ft./seat	180	
	Grand Total YA Sq. Ft./Seats	22			780	
CHILDREN	Preschool/play area	12	10	sq. ft./seat	120	
	Tables	16	25	sq. ft./seat	400	
	Lounge Seats	6	25	sq. ft./seat	150	
	Reading Nooks		25	sq. ft./seat	-	
	Parents	2	35	sq. ft./seat	70	
	Total Childrens' Seats	36			740	
	Computer Workstations	4	40	sq. ft./seat	160	
	PAC	1	40	sq. ft./seat	40	
	Total Childrens' Computer Seats	5		sq. ft./seat	200	
	Grand Total Children's Seats	41			940	
Seats Grand Total		113			3,360	
Other Facilities	Meeting Room	100	10	sq. ft. + 30%	1,300	
	Youth Services Activity Room	20	20	sq. ft. + 20%	480	
	Study Rooms	9	25	sq. ft./seat	225	
	Café/Casual Social Space	8	25	sq. ft./seat	200	
	Local History Room	10	25	sq. ft./seat	250	
	Multipurpose/Confe rence Room		25	sq. ft./seat + 20%		
	Public Technology/ Business Area	4	25	sq. ft./seat	100	
Grand Total Patrons		264	Seats		5,915	Sq. Ft.

**SUTTON PUBLIC LIBRARY
SPACE NEEDS FOR STAFF**

AREA	NUMBER OF STAFF WORKSTATIONS	FORMULA	PROJECTED SQUARE FEET
Circulation Desk	3	5 linear ft./counter/terminal	190 sq. ft. + 15 linear ft.
Circulation Workroom/Technical Services	3 tech services; 1 circ, 1 Assistant Director	Allow 100 ft./ station ++	465 sq. ft.
Systems Room/Communications Closet		Allow 100 – 150 sq. ft.	100 sq. ft.
Children's Service Desk	2	5 linear ft./counter/terminal	130 sq. ft. + 10 linear ft.
Director's Office	1	125 – 225 sq. ft.	225 sq. ft.
Youth Services Office	2	As applicable 65 – 125 sq. ft.	170 sq. ft.
Other Staff Offices/workstations		As applicable 65 – 125 sq. ft.	
		As applicable 65 – 125 sq. ft.	
Volunteers/FOL	2	As applicable	65 sq. ft.
Staff Lunch Room	4	25 sq. ft./potential occupant + 30%	130 sq. ft.
Janitor's Work Area	1	As needed	65 sq. ft.
TOTAL STAFF WORK SPACE	20		1,415 Net square feet

SUTTON FREE PUBLIC LIBRARY Space Needs Summary

		Items	Estimated net square feet
ADULT	Books	19,950	1,800
	Media	6,850	390
	Periodicals	100	200
	Seats	36	1,180
	Public Computers	14	600
	SUBTOTAL ADULT		4,170
YA	Books	5,700	500
	Media	1,150	100
	Periodicals	15	30
	Seats	22	600
	Public Computers	4	180
	SUBTOTAL YA		1,410
CHILDREN	Books	19,950	1,370
	Media	4,560	310
	Periodicals	15	30
	Seats	36	740
	Public Computers	5	200
	Youth Services Activity Room	20	480
	SUBTOTAL CHILDRENS		3,130
Subtotal Library			8,710
OTHER FACILITIES	Meeting Room	100	1,300
	Casual Social Space/Café	8	200
	Kitchen	2	120
	Local History & display	10	450
	Small study rooms	9	225
	Public Technology-Business Area		100
	SUBTOTAL OTHER		2,395
STAFF		16	1,415
Total Estimated Net Square Feet			12,520
35% Auxiliary space			16,902
TOTAL ESTIMATED GROSS SQUARE FEET			Say 17,000

DLS At A Glance Report for Sutton

Socioeconomic	
County	WORCESTER
School Structure	K-12
Form of Government	OPEN TOWN MEETING
2013 Population	9,133
2014 Labor Force	4,994
2014 Unemployment Rate	5.60
2012 DOR Income Per Capita	43,917
2009 Housing Units per Sq Mile	91.11
2011 Road Miles	110.19
EQV Per Capita (2012 EQV/2012 Population)	142,122
Number of Registered Vehicles (2012)	10,378
2012 Number of Registered Voters	6,833

Bond Ratings	
Moody's Bond Ratings as of December 2014*	Aa3
Standard and Poor's Bond Ratings as of December 2014*	AA

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2015 Estimated Cherry Sheet Aid	
Education Aid	5,550,812
General Government	899,434
Total Receipts	6,450,246
Total Assessments	164,046
Net State Aid	6,286,200

Fiscal Year 2015 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	1,062,914,259	17,729,410	16.68
Open Space	0	0	0
Commercial	57,680,531	962,111	16.68
Industrial	42,116,200	702,498	16.68
Personal Property	44,247,220	738,044	16.68
Total	1,206,958,210	20,132,063	

Fiscal Year 2015 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	20,132,063	66.03
State Aid	6,450,246	21.16
Local Receipts	2,865,886	9.40
Other Available	1,040,927	3.41
Total	30,489,122	

Fiscal Year 2015 Proposition 2 1/2 Levy Capacity	
New Growth	273,173
Override	
Debt Exclusion	3,433,082
Levy Limit	20,138,771
Excess Capacity	6,708
Ceiling	30,173,955
Override Capacity	14,032,891

Other Available Funds		
2016 Free Cash	FY2014 Stabilization Fund	FY2015 Overlay Reserve
1,282,674	2,070,961	163,713

Fiscal Year 2015 Average Single Family Tax Bill**	
Number of Single Family Parcels	2,874
Assessed Value of Single Family	313,688
Average Single Family Tax Bill	5,232
State Average Family Tax Bill	
Fiscal Year 2012	4,711
Fiscal Year 2013	4,846
Fiscal Year 2014	5,020

Sutton issues tax bills on a Quarterly basis

**For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY14, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Somerville, Somerset, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2014 Schedule A - Actual Revenues and Expenditures						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	28,236,209	2,847,496	5,577,621	1,011,710	9,047	37,682,083
Expenditures	28,064,126	2,964,784	6,239,447	793,356	0	38,061,713
Police	1,717,718	0	0	0	0	1,717,718
Fire	441,263	0	0	0	0	441,263
Education	14,848,743	2,290,884	6,239,447	0	0	23,379,074
Public Works	951,210	143,201	0	681,597	0	1,776,008
Debt Service	4,276,549					4,276,549
Health Ins	2,088,843				0	2,088,843
Pension	808,709				0	808,709
All Other	2,931,091	530,699	0	111,759	0	3,573,549

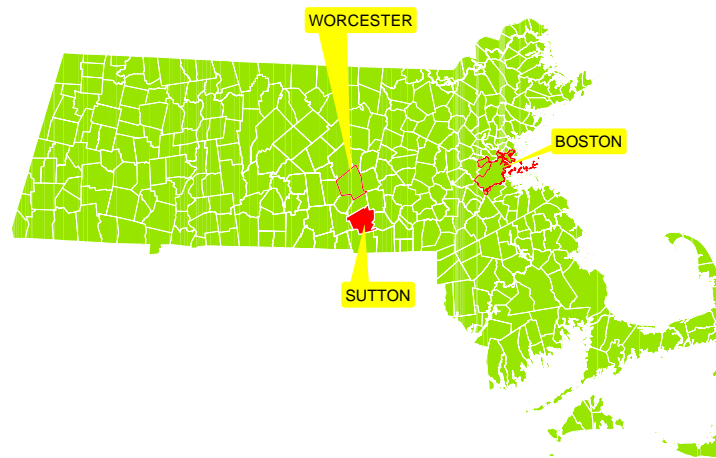
Total Revenues and Expenditures per Capita						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	3,091.7	311.8	610.7	110.8	1.0	4,125.9
Expenditures	3,072.8	324.6	683.2	86.9	0.0	4,167.5

This data only represents the revenues and expenditures occurring in these funds and does not reflect and transfers to or from other funds. Therefore, this data should not be used to calculate an ending fund balance.

If you have questions regarding the data contained in this report, please contact the Municipal Databank/Local Aid Section at (617) 626-2384 or databank@dor.state.ma.us

[Click here to see if the Division of Local Services' Technical Assistance Section has conducted a financial management review or other analysis for Sutton](#)

TOWN OF SUTTON, MASSACHUSETTS



Location:

It is in South central Massachusetts, bordered by Douglas and Uxbridge on the south, Oxford on the west, Millbury on the north, Grafton on the northeast, Northbridge on the east. Sutton is about 12 miles south of Worcester and 45 miles southwest of Boston.

- Total Area: 33.93 sq. miles
- Land Area: 32.38 sq. miles
- Population: 8,963
- Density: 264 per sq. mile

This snapshot contains details about the following items:

- Population
- Economy
- Land use
- Housing
- Public Safety
- Education
- Transportation
- Traffic Safety

Data Sources:

The Massachusetts Department of Transportation / Geographic Information Systems / Education / State Police / Division of Unemployment Assistance / Housing and Community Development, The US Census Bureau, Massachusetts Association of Realtors, Massachusetts Institute for Social and Economic Research (MISER), The Warren Group and massbenchmarks.org.

Community Snapshot

Sutton

This snapshot contains data on:

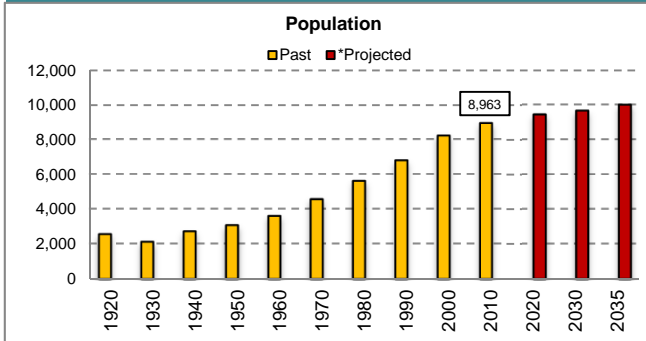
Population-Economy-Housing-Education-Transportation-Public Safety

Central Massachusetts Regional Planning Commission



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POPULATION



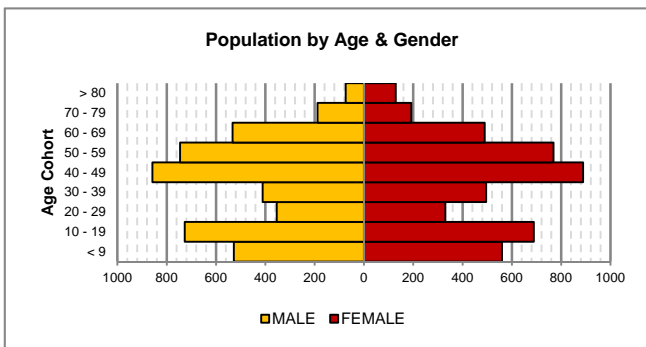
Source: US Census

*CMRPC Projections approved March 2011

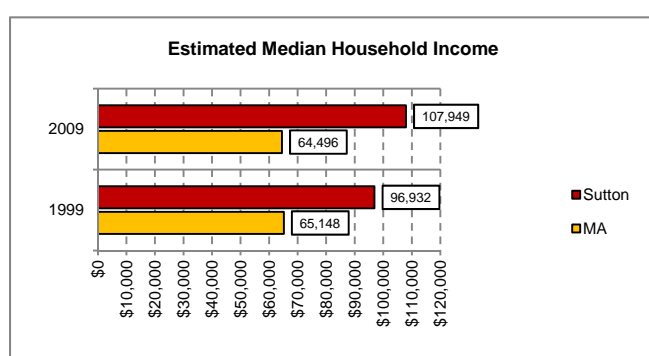
ECONOMY



Source: MA Division of Unemp. Assist.

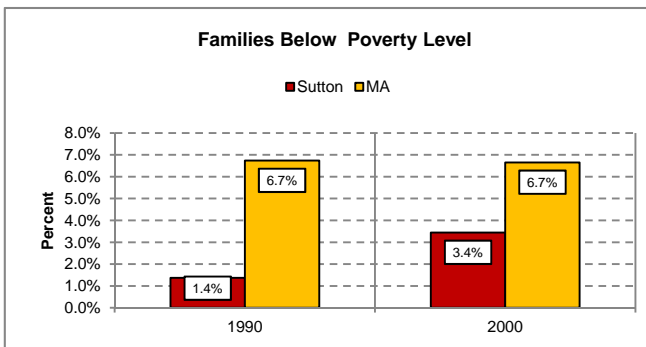


Source: US Census 2010

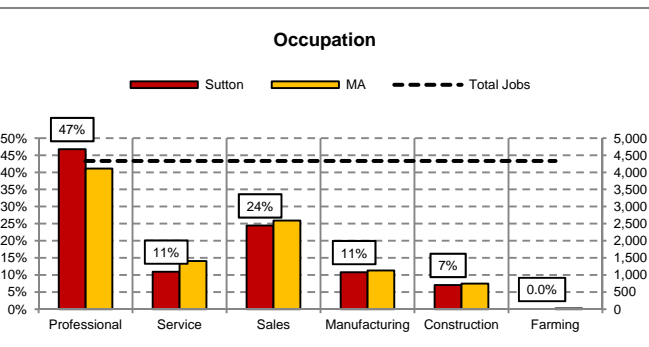


Source: American Community Survey

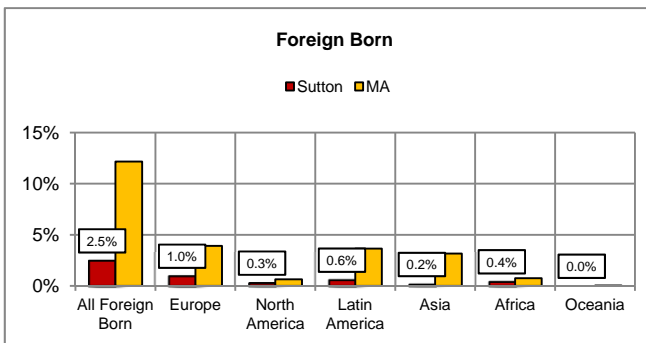
2009 inflation-adjusted dollars



Source: massbenchmarks.org

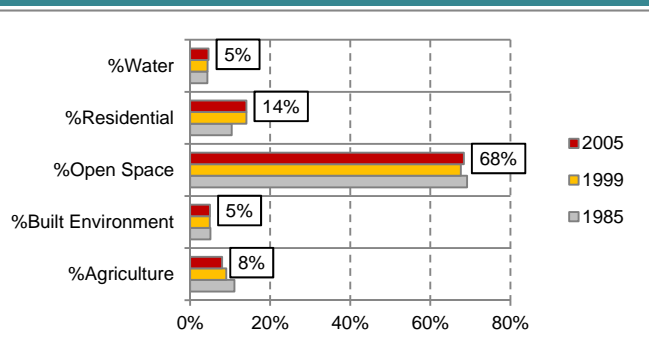


Source: US Census



Source: US Census

LANDUSE



Source: MassGIS

Find Excel version of these tables at: <http://www.cmrpc.org/Stats-Demographics>

Community Snapshot

Sutton

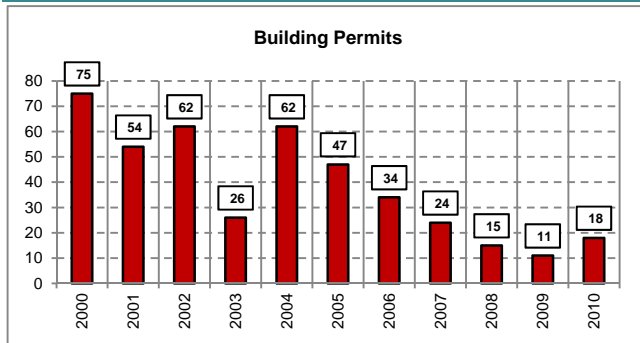
This snapshot contains data on:

Population-Economy-Housing-Education-Transportation-Public Safety
Central Massachusetts Regional Planning Commission



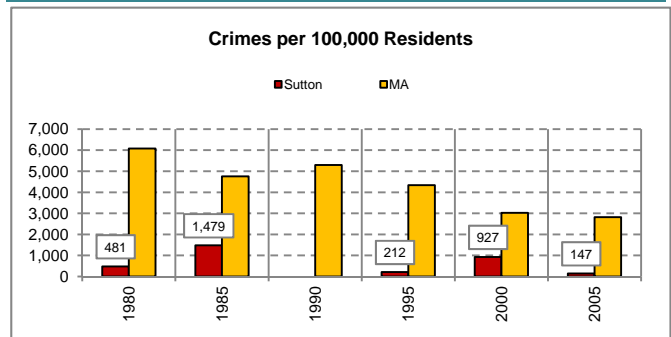
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HOUSING

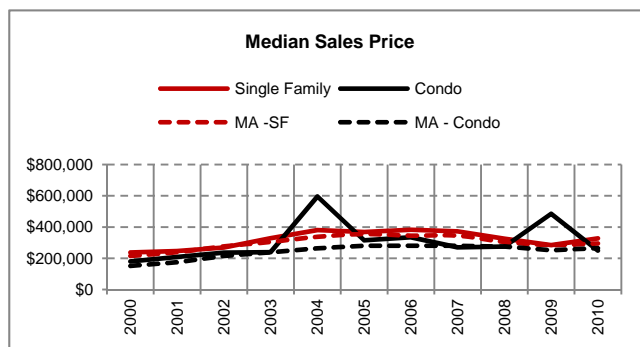


Source: CMRPC / MISER / US Census

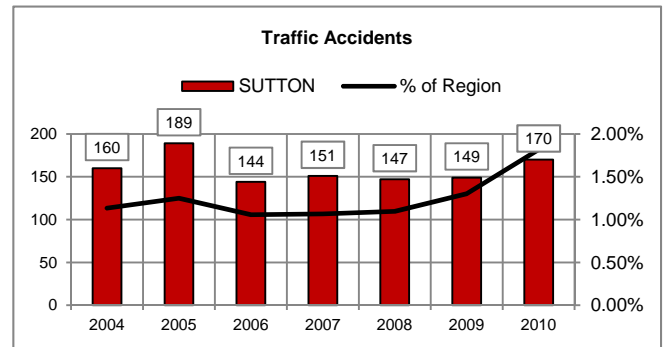
PUBLIC SAFETY



Source: MA State Police



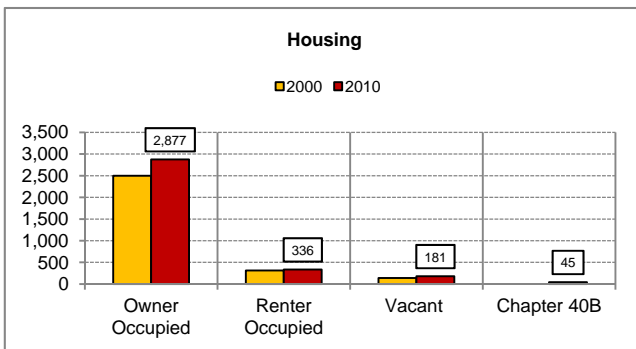
Source: The Warren Group/Mass. Assoc. of Realtors



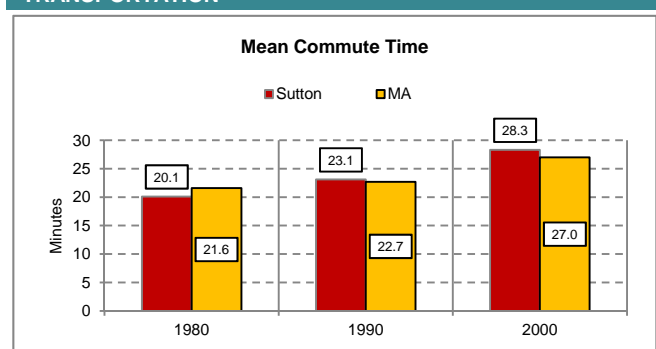
Source: Mass DOT Highway

State & Local Police Jurisdiction

TRANSPORTATION

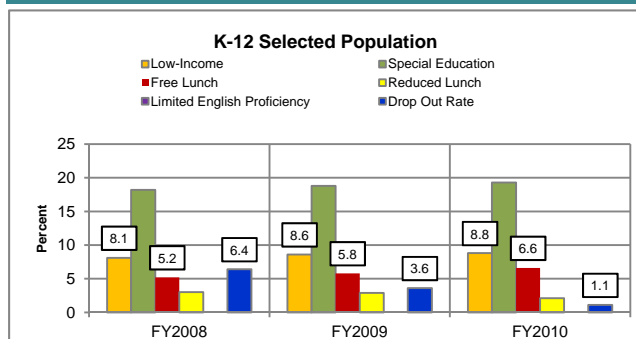


Source: US Census

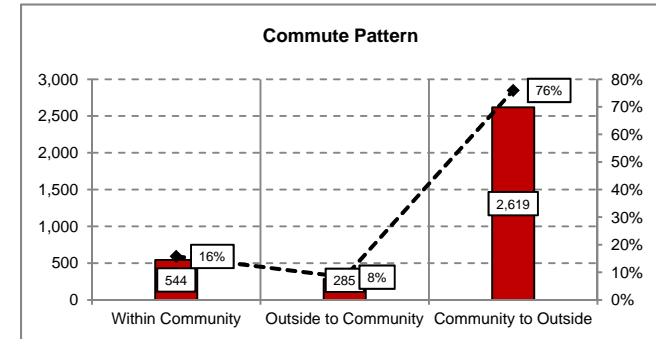


Source: US Census

PUBLIC SCHOOLS



Source: MA Dept of Education



Source: US Census 2000

Find Excel version of these tables at: <http://www.cmrpc.org/Stats-Demographics>

Community Snapshot

Sutton

This snapshot contains data on:

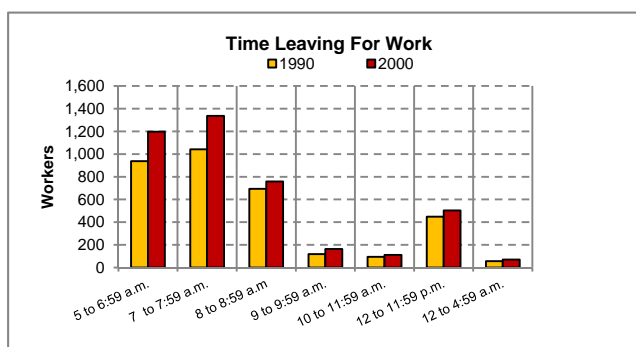
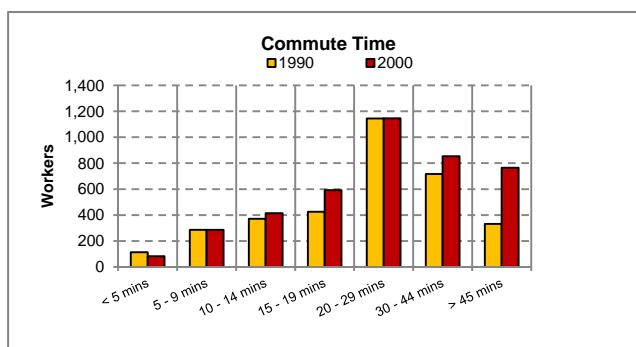
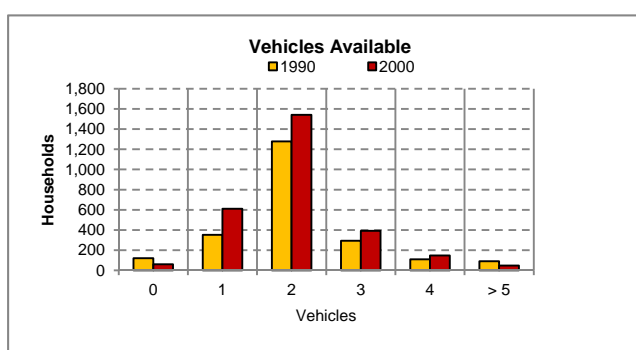
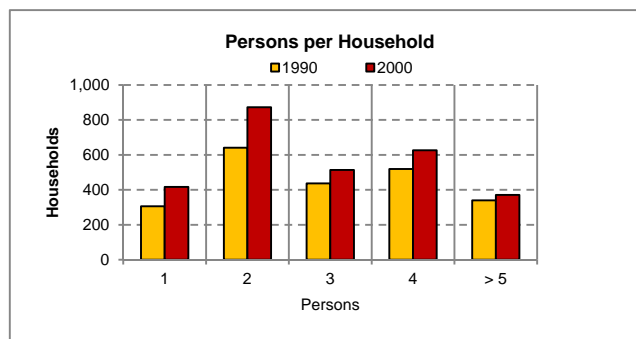
Population-Economy-Housing-Education-Transportation-Public Safety

Central Massachusetts Regional Planning Commission



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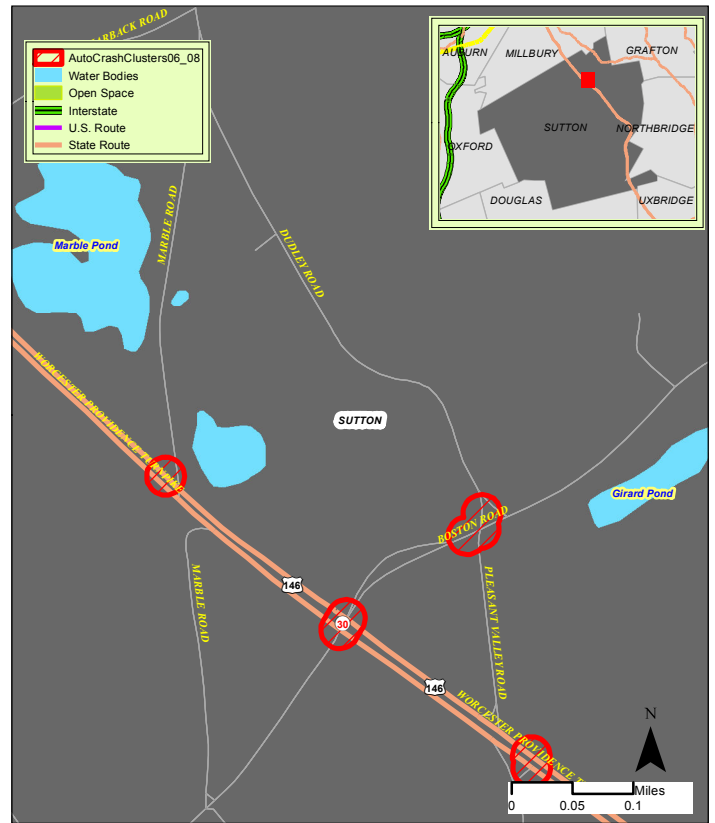

POPULATION			
	1990	2000	% Change
Total Population	6,824	8,250	20.9%
In households	6,824	8,244	20.8%
In group quarters	0	6	NA
PERSONS PER HOUSEHOLD			
Total Households	2,243	2,800	24.8%
1	306	417	36.3%
2	641	872	36.0%
3	437	514	17.6%
4	519	626	20.6%
> 5	340	371	9.1%
Mean persons / household	3	3	-3.3%
VEHICLES AVAILABLE			
Total Households	2,243	2,800	24.8%
0	120	61	-49.2%
1	352	611	73.6%
2	1,278	1,541	20.6%
3	293	391	33.4%
4	110	148	34.5%
> 5	90	48	-46.7%
Mean vehicles / household	2	2	-3.3%
WORKERS BY GENDER			
Workers 16 years and over	3,496	4,290	22.7%
Male	1,909	2,295	20.2%
Female	1,587	1,995	25.7%
COMMUTE MODE			
Workers 16 years and over	3,496	4,291	22.7%
Drive Alone	3,040	3,753	23.5%
Carpool	268	290	8.2%
Transit / Taxi	0	20	NA
Bike / Ped	68	62	-8.8%
Motorbike	13	16	23.1%
Work at home	107	150	40.2%
COMMUTE TIME			
Workers not working at home	3,389	4,141	22.2%
< 5 mins	113	83	-26.5%
5 - 9 mins	286	286	0.0%
10 - 14 mins	371	415	11.9%
15 - 19 mins	425	592	39.3%
20 - 29 mins	1,145	1,146	0.1%
30 - 44 mins	717	854	19.1%
> 45 mins	332	765	130.4%
Mean travel time to work (mins)	23	28	22.5%
TIME LEAVING FOR WORK			
Workers not working at home	3,389	4,141	22.2%
5 to 6:59 a.m.	937	1,197	27.7%
7 to 7:59 a.m.	1,042	1,337	28.3%
8 to 8:59 a.m.	694	759	9.4%
9 to 9:59 a.m.	118	164	39.0%
10 to 11:59 a.m.	94	111	18.1%
12 to 11:59 p.m.	448	503	12.3%
12 to 4:59 a.m.	56	70	25.0%



Source: Census Transportation Planning Package (CTPP 2000)

Find Excel version of these tables at: <http://www.cmrpc.org/Stats-Demographics>

This snapshot contains data on:
Population-Economy-Housing-Education-Public Safety -Transportation
Central Massachusetts Regional Planning Commission



NB : Color Coded # is Regional Rank

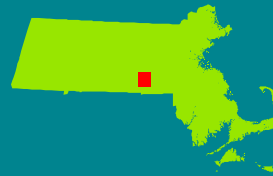
Source : Mass DOT Highway

Community Snapshot

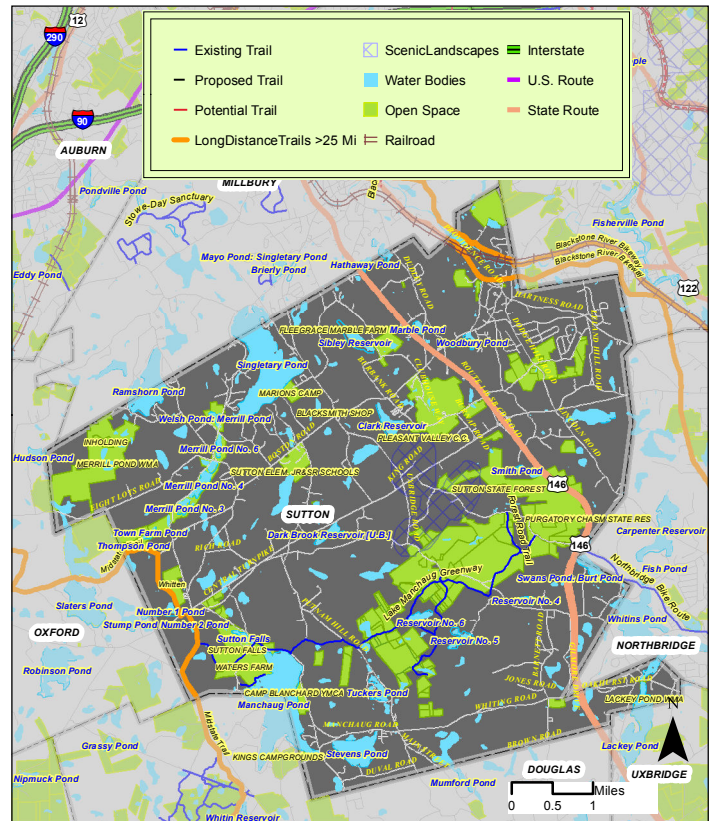
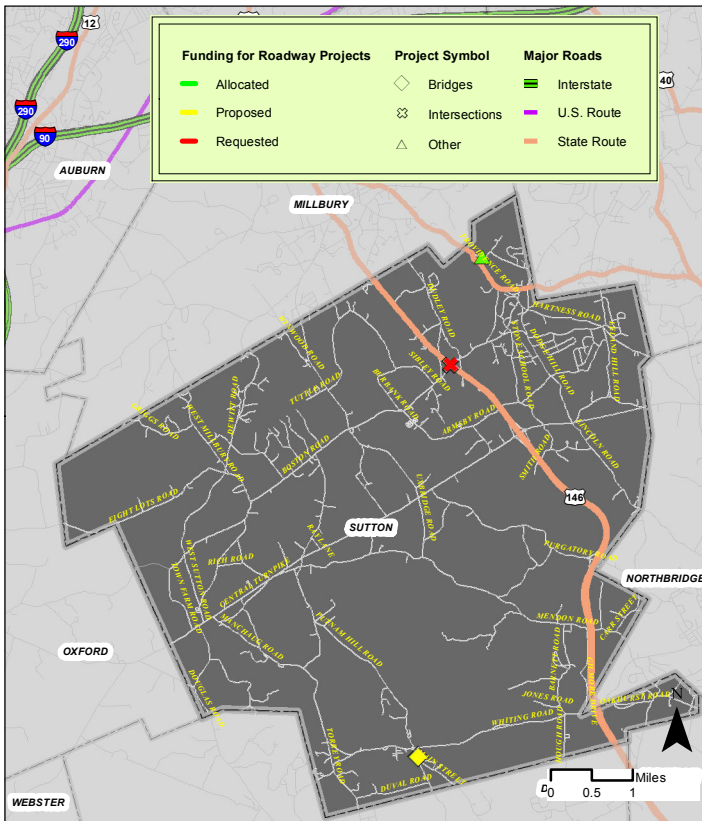
Information depicted on these maps is for planning purposes.
Data obtained from MassDOT, MassGIS, CMRPC
Produced by the GIS Center :
Central Massachusetts Regional Planning Commission.
2 Washington Sq, Union Station, 2nd Floor, Worcester,
MA 01604-4016

This snapshot contains data on:
Population-Economy-Housing-Education-Public Safety -Transportation
Central Massachusetts Regional Planning Commission

SUTTON



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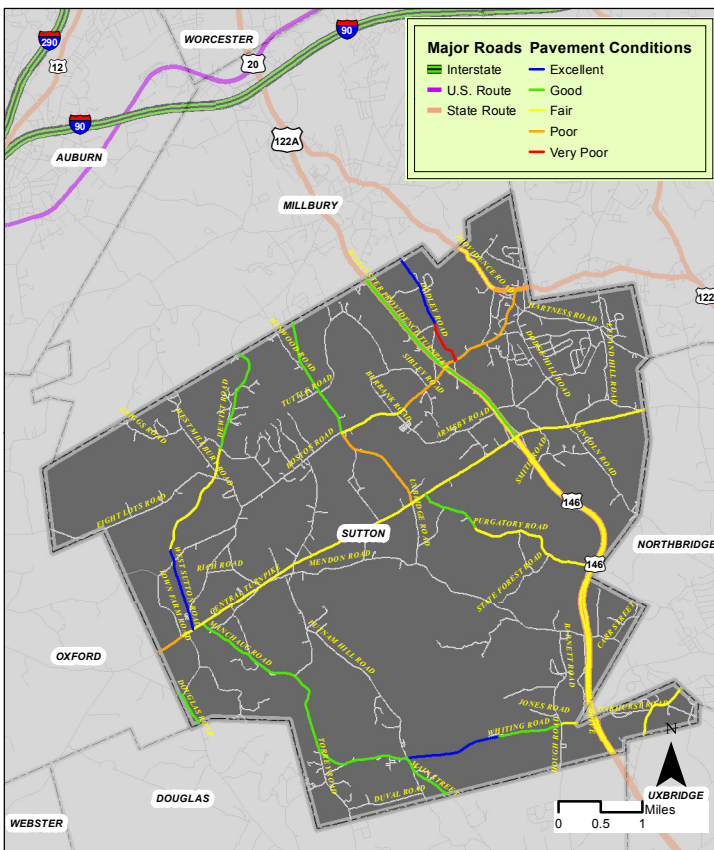
Roadway Improvement Projects -TIP*

Source: CMRPC

*TIP-Transportation Improvement Program

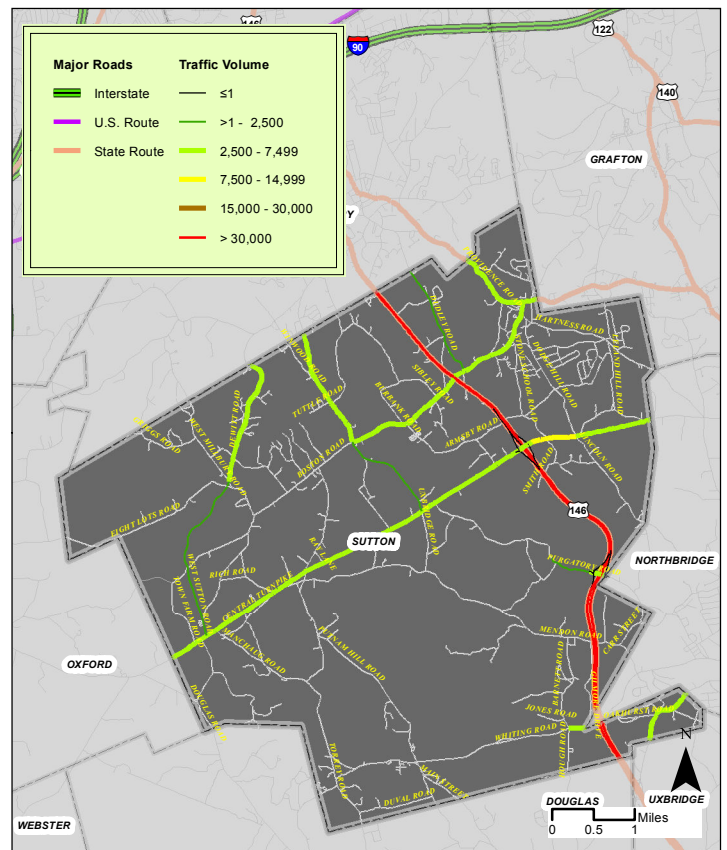
Trails

Source: CMRPC



Pavement Condition

Source: CMRPC



Traffic Volume

Source: CMRPC



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

FY2016

STATE AID TO PUBLIC LIBRARIES

ANNUAL REPORT INFORMATION SURVEY (ARIS) of 2015 Data

This form must be completed, printed, signed, and postmarked by August 21, 2015

to the MBLC for a public library to be considered eligible for

FY 2016 State Aid to Public Libraries [M.G.L. c. 78, s. 19A; 605 CMR 4.01 (7)]

Municipality:	
Library:	
Street Address:	
Mailing Address:	
Telephone:	Director Ext:
Fax:	
Network:	
Name of person completing survey:	
Email address of person completing survey:	
Director/Acting Director name:	
Director/Acting Director email:	
Director/Acting Director signature:	Date:
Trustee Chair name:	
Trustee Chair signature:	Date:

**Please return this printed form completed, signed & postmarked
no later than August 21, 2015**

Attn: Uechi Ng

Massachusetts Board of Library Commissioners
98 N. Washington St., Suite 401, Boston, MA 02114
P: 800-952-7403 (in-state only)
P: 617-725-1860
F: 617-725-0140

mass.gov/libraries
(consumer portal)

mass.gov/mblc
(agency site)

Salaries - Staffing as of 7/1/2015

Positions	Hourly Range		Number Of Positions	Total Hours Per Week	Number Of Vacancies
	Minimum	Maximum			
Library director					
Assistant director					
Senior librarians					
Branch librarians					
Staff librarians- adult ref. services					
Staff librarians- children's					
Staff librarians- circulation services					
Staff librarians- technical services					
Staff librarians- YA services					
Staff Librarians other:					
Library associates/ Senior library technicians					
Library technicians					
Pages					
Administrative assistant					
Clerical staff					
Other					
Custodian					
Totals					

Staff Hours (+/- 35 Hrs/Wk) & Directors Annual Salary As Of 07/01/2015

Number of staff working 35 hours or more per week	
Number of staff working fewer than 35 hours per week	
The actual annual salary for the Library Director	

Unions

Did the staff in your library belong to a union or unions?	
Are the managers members of a union?	
Which union represents Management?	
Are the Librarians members of a union?	
Which union represents Librarians?	
Are Support Staff (i.e. Associates, Technicians, Clerks) members of a union?	
Which union represents Support Staff (i.e. Associates, Technicians, Clerks)?	
Are Custodians members of a union?	
Which union represents Custodians?	

Volunteer Staff

Is the Director a Volunteer?		
Positions	Stipend	Total Hours Per Week
Director		
Assistant Director		
Senior librarians		
Branch librarians		
Staff librarians- adult ref. services		
Staff librarians- children's		
Staff librarians- circulation services		
Staff librarians- technical services		
Staff librarians- YA services		
Other Librarian Staff		
Library associates/ Senior library techs		
Library Technicians		
Pages		
Administrative assistant		
Clerical		
Other: _____		
Custodian		
TOTAL Number of Volunteer Staff		

2013 Population Estimate

Number of Staff in Each Education Level - As Of 7/1/2015

Positions	Highest Education Level Attained							
	MLS/ DLS	Other Graduate Degree	Bachelor's Library Science	Bachelor's Other	2 or more years of college	Fewer than 2 years of college	High school diploma	H. School Students/ Other
Library director								
Assistant director								
Senior librarians								
Branch librarians								
Staff librarians- adult ref. services								
Staff librarians- children's								
Staff librarians- circulation services								
Staff librarians- technical services								
Staff librarians- YA services								
Other Librarian Staff								
Library associates/ Senior library techs								
Library Technicians								
Pages								
Administrative assistant								
Clerical staff								
Other: (excluding Custodian)								
Totals								
Total hours worked per avg. week by librarians (including director) with an MLS								

Holdings – As Of 6/30/2015

Material Type	Adult	Young Adult	Children's	Totals
Books				
Print periodicals, newspapers and other print serials				
Audio (compact discs, cassettes, etc)				
Video (VHS/Discs/DVD's, etc.)				
E-books				
Downloadable audio (audiobooks, music, etc.)				
Downloadable video				
Materials in electronic format (including CD-ROMs)				
Materials in microforms (fiche, rolls, etc.)				
Miscellaneous (e.g. e-book readers, laptops, kits, framed art prints, puppets, films, etc.)				
Totals				

Subscriptions – As Of 6/30/2015

Print Serial Subscriptions	
Electronic Serial Subscriptions	
Electronic Collections	
Other subscriptions	
Total	

Databases - As Of 6/30/2015

Number of independently purchased database licenses (not via network, MBLC, or MLS)	
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FY2015 Circulation Information (7/1/2014 - 6/30/2015)

Material	Adult	Young Adult	Children's	Totals
Books				
Print periodicals, newspapers and other print serials				
Audio (compact discs, cassettes, etc)				
Video (VHS/Discs/DVD's, etc.)				
E-books				
Downloadable audio (audiobooks, music, etc.)				
Downloadable video				
Materials in electronic format				
Materials in microform				
Miscellaneous (e.g. e-book readers, kits, framed art prints, puppets, films, etc.)				
Totals				

Interlibrary Loans

ILL Type	Returnables	Non-Returnables	Totals
Interlibrary loans RECEIVED FROM other libraries			
Interlibrary loans PROVIDED TO other libraries			

Interlibrary Loans Reported as Patron Circulation in the Circulation Information Section Above(If Applicable)

	Adult	Children's	Totals
ILL's also reported as patron circulation in the Circulation Information section above (if applicable)			

FY 2015 Nonresident Circulation Transactions (7/1/2014 - 6/30/2015)

Number of items circulated at library to residents of other MA municipalities certified for State Aid to Public Libraries	
Number of items circulated at library to residents of other MA municipalities not certified for State Aid to Public Libraries	
Number of items circulated at library to residents of other states	
Total	

Services At Main Library & All Outlets – During FY 2015

Total hours the main library was open	
Total number of weeks the main library was open	
Total hours the branches were open	
Total hours the bookmobile was open	
Total number of Saturdays the library system was open	
Total hours the library system was open on Saturdays	
Total number of Sundays the library system was open	
Total hours the library system was open on Sundays	
Total hours the library system was open after 5 p.m.	
Total attendance in library system	
Total number of reference transactions in library system	
Total number of children's programs held in library system	
Total attendance at children's programs in library system	
Total number of YA programs held in library system	
Total attendance at YA programs in library system	
Total number of adult Programs held in library system	
Total attendance at Adult programs in library system	
Total number of non-subsidized volunteers	
Total number of hours by non-subsidized volunteers	

Borrowers, Branches, & Bookmobiles - As Of 6/30/2015

Number of registered borrowers	
Number of registered borrowers that were residents of your municipality	
Has the file of registered borrowers been purged since 6/30/2012?	
Number of branch libraries	
Number of library's bookmobiles in service	

Service Conditions During FY2015

Service conditions that caused figures reported on this form to vary substantially from last year.

Online Services

How many wireless sessions does the library provide annually?	
Is the library's web presence optimized for mobile devices?	

Internet & Electronic Services - As Of 6/30/2015

Number of public use Internet computers available in the library (including children's area) and its branches and bookmobiles	
Was wireless Internet access available for public use within the main library?	
Did the library hold formal training sessions in the use of the internet for library users?	
Number of users of public Internet computers in the library during a typical week	
Did the library have an acceptable use policy for Internet access?	
Did the library use technological measures (e.g., filtering software) to block access to certain web content?	

Friends, Trustees, Foundations, & Governance - As Of 6/30/2015

Does the library have a Friends of the Library group?													
If yes, how many members are in the Friends group?													
Name of the Friends Group													
Name of Friends Group president													
Email address of Friends Group president													
Name of contact for Friends Group (if different from president)													
Email address of Friends Group contact (if different from president)													
The number of public library trustees on the board in each of the following categories is:	<table> <tr> <td>Appointed:</td> <td></td> </tr> <tr> <td>Elected:</td> <td></td> </tr> <tr> <td>Self-Perpetuating:</td> <td></td> </tr> <tr> <td>Ex-Officio:</td> <td></td> </tr> <tr> <td>Other:</td> <td></td> </tr> <tr> <td>Total:</td> <td></td> </tr> </table>	Appointed:		Elected:		Self-Perpetuating:		Ex-Officio:		Other:		Total:	
Appointed:													
Elected:													
Self-Perpetuating:													
Ex-Officio:													
Other:													
Total:													
If the trustees are named to the board in other ways, describe how:													
Does the library have a foundation?													
The public library currently is a: _____ library													
Does the town/city or association/corporation own the current library building?													
Who is responsible for the process of hiring the library director													
Does the library director have a contract?													
Who is responsible for signing the contract?													

Avg. Hours Per Week of Services To Children (11 And Under) During FY2015

Average hours all staff provided library services to children 11 and under each week.	
Average hours all librarians holding an MLS degree provided library services to children 11 and under each week	

Children's Services and Facilities

Number of public use computers with Internet access in the children's room or area	
Did the library have a homework center?	

Main Library Facility - As Of 6/30/2015

Please make any necessary corrections to the following data	
There are	gross square feet
The current building was built in	
The library was most recently renovated in	
The library has	dedicated parking spaces
The seating capacity of the library (excluding meeting rooms) is	
There are	meeting rooms
The seating capacity of the largest meeting room is	
The total number of individual or group study rooms is	
Number of times meeting rooms were used for all purposes (excluding staff meetings).	

Additional Information**Usage of Electronic Collections – 7/01/2014-6/30/2015**

Usage of local electronic collections (excludes e-books, downloadable audio and video counted above in Circulation.)	
Usage of network electronic collections (excludes e-books, downloadable audio and video counted above in Circulation.)	
Usage of state-wide electronic collections (excludes e-books, downloadable audio and video counted above in Circulation.)	
Total	

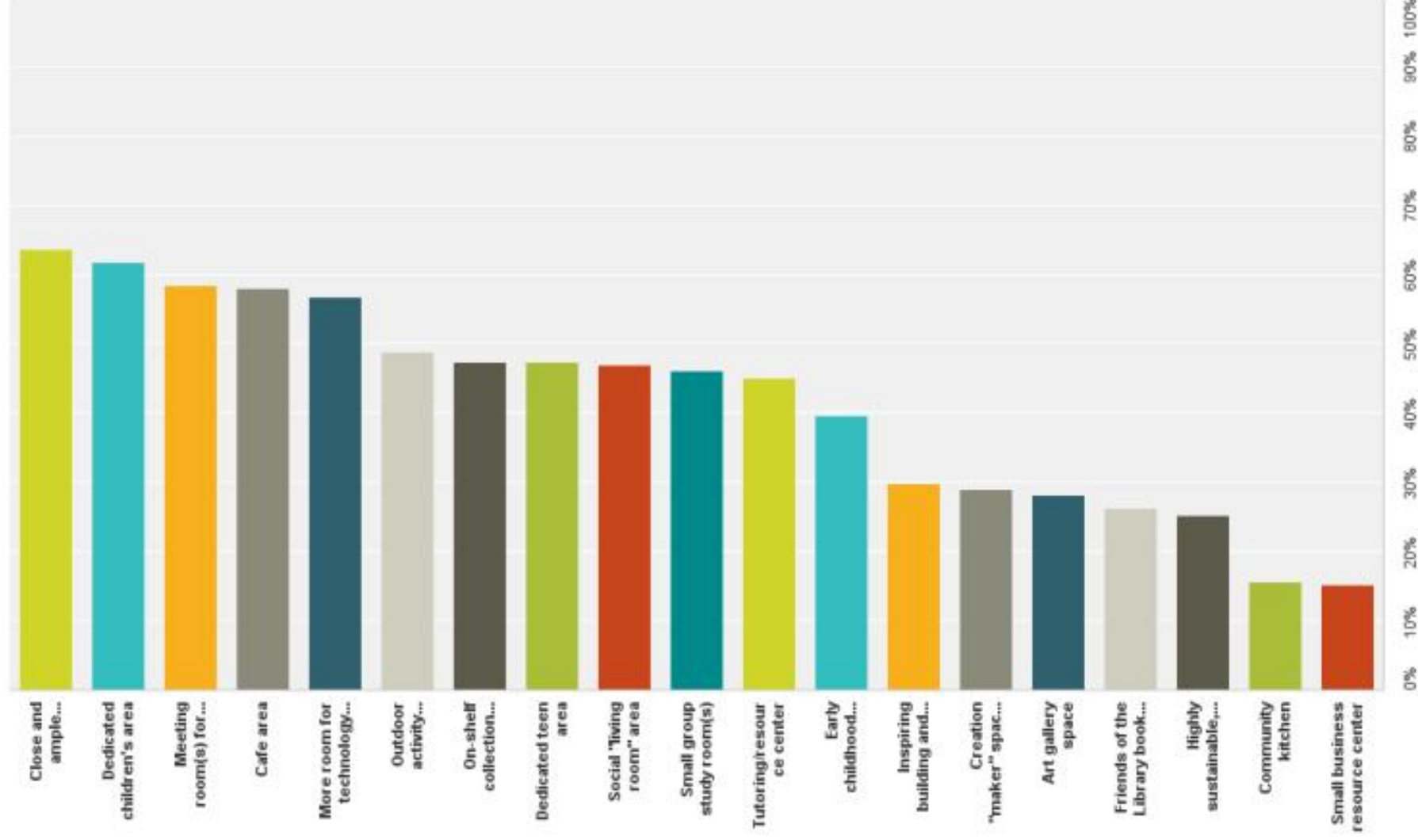
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no later than August 21, 2015

Attn: Uechi Ng

Q1 Below is a list of possibilities. Please choose up to 10 of the options. If you would like to see something that's not on the list, use the "other" answer to tell us what it is.

Answered: 217 Skipped: 6



Sutton Public Library New Facility User Survey

Answer Choices	Responses	
Close and ample parking/easy drop off	63.59%	138
Dedicated children's area	61.75%	134
Meeting room(s) for community groups outside of library hours (Garden club, Scouts, Sports, etc.)	58.53%	127
Cafe area	58.06%	126
More room for technology (computers, scanners)	56.68%	123
Outdoor activity area/plaza for outdoor events	48.85%	106
On-shelf collection (books, CDs, DVDs, etc.)	47.47%	103
Dedicated teen area	47.47%	103
Social "living room" area	47.00%	102
Small group study room(s)	46.08%	100
Tutoring/resource center	45.16%	98
Early childhood learning center "discover zone"	39.63%	86
Inspiring building and interior	29.95%	65
Creation "maker" space (3-d printers)	29.03%	63
Art gallery space	28.11%	61
Friends of the Library book sale area	26.27%	57
Highly sustainable, green project	25.35%	55
Community kitchen	15.67%	34
Small business resource center	15.21%	33
Total Respondents: 217		

#	Other (please specify)	Date
1	muffins/crackers	7/20/2015 4:52 PM
2	An audiobook center	7/20/2015 4:47 PM
3	Something that may attract highway traveling tourists (local crafts and coffee bar maybe?).	7/8/2015 5:21 PM
4	free Wifi and ample USB plugs	6/8/2015 1:53 PM
5	Police Station & Highway Department	6/8/2015 11:31 AM
6	OPEN SPACE! (ed. note: I think this means that they don't want us to build, not that they want a library with a lot of open space)	6/8/2015 11:30 AM
7	Dedicated separate building	6/8/2015 11:29 AM
8	police station	6/8/2015 11:28 AM
9	Game area	5/26/2015 2:32 PM
10	Playgrounds	5/26/2015 2:25 PM
11	ping pong table	4/29/2015 4:40 PM
12	ping pong	4/29/2015 4:39 PM
13	ping pong table	4/29/2015 4:37 PM
14	ping pong table	4/29/2015 4:30 PM

Sutton Public Library New Facility User Survey

15	ping pong table	4/29/2015 4:30 PM
16	Well, the cafe should have doughnuts, hot chocolate, milkshakes, muffins, coffee, etc.	4/29/2015 3:49 PM
17	playground (outside) and/or play space (inside)	4/29/2015 3:40 PM
18	more books!!! more city/town history books	4/29/2015 3:31 PM
19	more video games, game center	4/29/2015 3:30 PM
20	sports commune	4/29/2015 3:27 PM
21	Television center (learning of course)	4/29/2015 3:25 PM
22	wifi	4/29/2015 3:20 PM
23	TVs, Movie room, MACs, Food	4/29/2015 3:15 PM
24	TVs, Movie room, Food	4/29/2015 3:12 PM
25	more work hours	4/29/2015 2:59 PM
26	comfy chairs	4/29/2015 2:41 PM
27	NOT NEEDED	4/16/2015 9:51 AM
28	That can coexist in an early period style- keeping with the towns architecture	4/14/2015 10:17 AM
29	quiet study space	3/28/2015 1:21 PM
30	self checkout	3/26/2015 7:39 PM
31	elevator if needed	3/19/2015 4:42 PM
32	handicap and family bathroom facilities	3/17/2015 2:19 PM
33	SMART BOARDS and state of the art technology	3/17/2015 12:47 PM
34	More books!	3/17/2015 12:23 PM

Sutton Public Library New Facility User Survey

Q2 Is there anything else you'd like to tell us about your hopes and dreams for a new library?

Answered: 74 Skipped: 149

#	Responses	Date
1	MORE BOOKS	7/22/2015 6:26 PM
2	I wish it could be near the original spot because me and my friends bike there in the summer	7/20/2015 5:04 PM
3	I would like to see more areas to do homework and study	7/20/2015 4:56 PM
4	It should have air conditioner and give out new cards	7/20/2015 4:52 PM
5	For my mom to be happy when getting library books	7/20/2015 4:47 PM
6	Keep up the wonderful programming! I love the addition of the seed lending library. Perhaps you can start lending out camping gear for families that want to try their hands at camping, starting with just some simple camp kitchen items, such as nesting pots and pans, camp coffee pot, etc.	7/13/2015 1:59 PM
7	I think that the Millbury Public Library serves as a wonderful model, as its primary function is that of a library (i.e., it is quiet, has a children's section, a student section and the second floor is for individuals to work, study or read), while offering a great deal to the entire community (children, students, adults and community organizations/groups) with the use of its space and through its programs. I also think that the Sutton Public Library does a terrific job with it's programs and with the use of the current space. The staff are also very helpful, knowledgeable and friendly! Thank you for the great work you do!	7/9/2015 11:21 AM
8	I want it to feel safe and clean and positive, and I want my children to grow up knowing that they have a safe, clean, and positive place they can go when they are not at home or outside. I would love it to be a place when all people of the community can collaborate (native/non-native, coal/renewable, state/local) to improve the area. Lastly, because technology will only increase, technology needs to be a major portion of the library.	7/8/2015 5:21 PM
9	Plenty of room for up to date materials and comfy chairs	7/3/2015 3:20 PM
10	more workshops	6/26/2015 10:20 AM
11	More space!	6/21/2015 4:20 PM
12	Meeting place to have Scouts at. Would be nice if it had a Kitchen facility.	6/9/2015 2:19 PM
13	Hookers/Booze	6/8/2015 3:01 PM
14	Name it after former librarian Irma B. Whitney.	6/8/2015 2:59 PM
15	We are excited!!!	6/8/2015 2:54 PM
16	I would like a quiet and comfortable place to study. As a college student it would be very helpful to have a place like that near where I live.	6/8/2015 2:50 PM
17	Downloadable books to Iphone	6/8/2015 2:45 PM
18	That we retain the outstanding staff.	6/8/2015 1:50 PM
19	Not Necessary	6/8/2015 11:31 AM
20	Not Needed	6/8/2015 11:30 AM
21	Sutton needs government buildings before new library talk	6/8/2015 11:28 AM
22	Definitely add a lot of activities for kids in order to keep them interested in reading	6/2/2015 7:15 PM
23	More YA events (bigger Yule Ball-Fandom based events)	6/1/2015 3:11 PM
24	Good wireless internet access in lots of private as well as group spaces.	6/1/2015 3:06 PM
25	-lots of natural light -window seats	6/1/2015 3:03 PM
26	More YA Events	6/1/2015 3:03 PM
27	I hope kids will be more educated!	5/26/2015 2:32 PM

Sutton Public Library New Facility User Survey

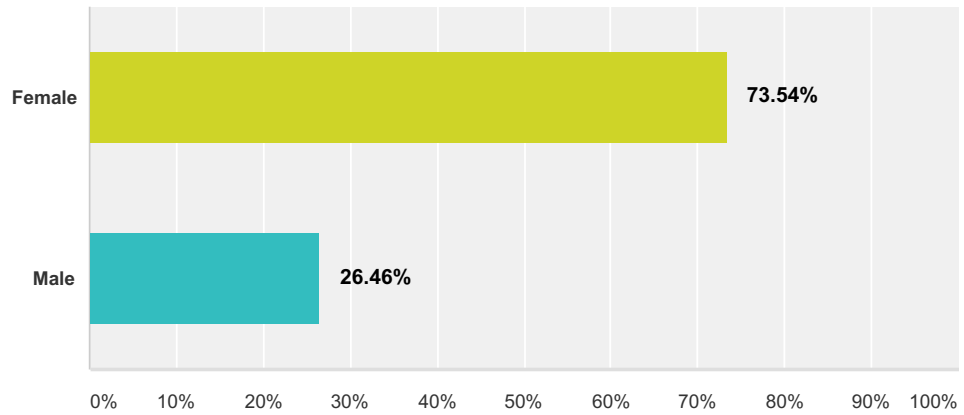
28	More Space	5/26/2015 2:30 PM
29	Would be wonderful, but this community wants the world and wants it for free!	5/26/2015 2:25 PM
30	just books.... That's my dream <3	5/26/2015 2:22 PM
31	no	4/29/2015 4:40 PM
32	no	4/29/2015 4:39 PM
33	movie room (show room), ipads, more than one bathroom	4/29/2015 4:32 PM
34	I want a place for all ages. As a teen, younger kid, and adult, we should have something for us to enjoy!	4/29/2015 3:57 PM
35	babysitting center/ daycare, paying jobs for 13-15.	4/29/2015 3:49 PM
36	Big with good wifi	4/29/2015 3:47 PM
37	Big! Wifi (Fast)	4/29/2015 3:45 PM
38	library and sports commune	4/29/2015 3:30 PM
39	Library and sports commune	4/29/2015 3:27 PM
40	very colorful	4/29/2015 3:26 PM
41	you could have desks for school work	4/29/2015 3:25 PM
42	nope	4/29/2015 3:21 PM
43	Be able to eat in it	4/29/2015 3:18 PM
44	MACs, Ipads, more than 1 bathroom, Food	4/29/2015 3:15 PM
45	A lot of bathrooms	4/29/2015 3:12 PM
46	MACS, movie room	4/29/2015 3:11 PM
47	I would like it if the library had more work hours.	4/29/2015 2:59 PM
48	Time when 14+ year olds can come in and read stories to the children.	4/29/2015 2:52 PM
49	I want to be happy with the new library.	4/29/2015 2:45 PM
50	I want the new library to make me want to read.	4/29/2015 2:36 PM
51	I hope it would stay near the center of town.	4/29/2015 2:25 PM
52	Go Green. Renewable Energy	4/16/2015 9:52 AM
53	Basic. Do not overbuild	4/14/2015 10:14 AM
54	more books!	4/10/2015 3:44 PM
55	Tutoring center for all ages	4/9/2015 9:28 AM
56	Must be privately funded. No public funding of any kind. No special funds, rainy day or otherwise.	4/5/2015 3:01 PM
57	Continue to have great programs for the kids! Thanks for all that you do!	3/26/2015 9:52 PM
58	More room and more books. Comfortable atmosphere!	3/25/2015 10:02 PM
59	Continuing all the fun classes you offer the children	3/20/2015 7:42 PM
60	Plenty of parking space near the library. Continued friendly and helpful staff. East access to computers for senior citizens and help with using them. COFFEE allowed especially at computers. Quiet. I use this library now because I am not given an hour time limit as in other libraries, and it is quiet unless there are children's or teen programs taking place. Finally, a spot that is easy to find and easy to get to. I appreciate the kind and considerate staff.	3/19/2015 4:42 PM
61	More books	3/19/2015 1:47 PM
62	I think you guys do an amazing job with the resources that you have---anything that can be done to improve and upgrade the space will make our town library a community hub.	3/18/2015 7:45 PM
63	Peaceful, natural light, lush plants - an escape	3/18/2015 12:46 AM
64	I hope they bring the same feeling of welcome and community to their new space.	3/17/2015 9:00 PM
65	Kid friendly, area for alternative programs like music and movement activities	3/17/2015 8:09 PM

Sutton Public Library New Facility User Survey

66	If possible maybe some free workshops. Like painting, sewing, knitting etc	3/17/2015 7:50 PM
67	Wifi- not sure if you already have.	3/17/2015 7:29 PM
68	We need a whole lot more space!	3/17/2015 5:12 PM
69	Lots and lots of windows with a view. Teacher resources.	3/17/2015 3:25 PM
70	Reasonable evening/weekend hours	3/17/2015 2:16 PM
71	I would like a resource that has smart boards, state of the art teaching tools. A theater room for movies and birthday parties or other parties to rent.....\$\$\$\$\$ 20 people max... I WOULD LIKE TO SERVE ON THIS COMMITTEE.. bobcorbin879@gmail.com	3/17/2015 12:47 PM
72	More audio books	3/17/2015 12:23 PM
73	I think you (the staff) all do a wonderful job with you resources and am sure you will make excellent decisions.	3/17/2015 11:35 AM
74	Adult classes/workshops	3/17/2015 11:05 AM

Q3 Are you male or female?

Answered: 223 Skipped: 0

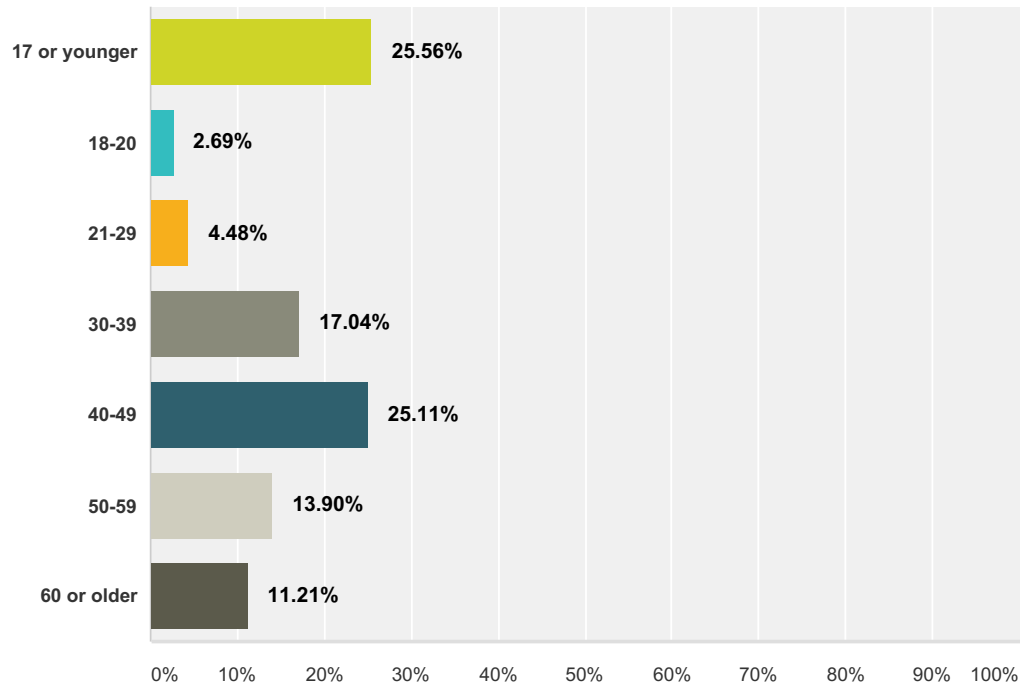


Answer Choices	Responses
Female (1)	73.54% 164
Male (2)	26.46% 59
Total	223

Basic Statistics				
Minimum	Maximum	Median	Mean	Standard Deviation
0.00	1.00	0.00	0.26	0.44

Q4 What is your age?

Answered: 223 Skipped: 0



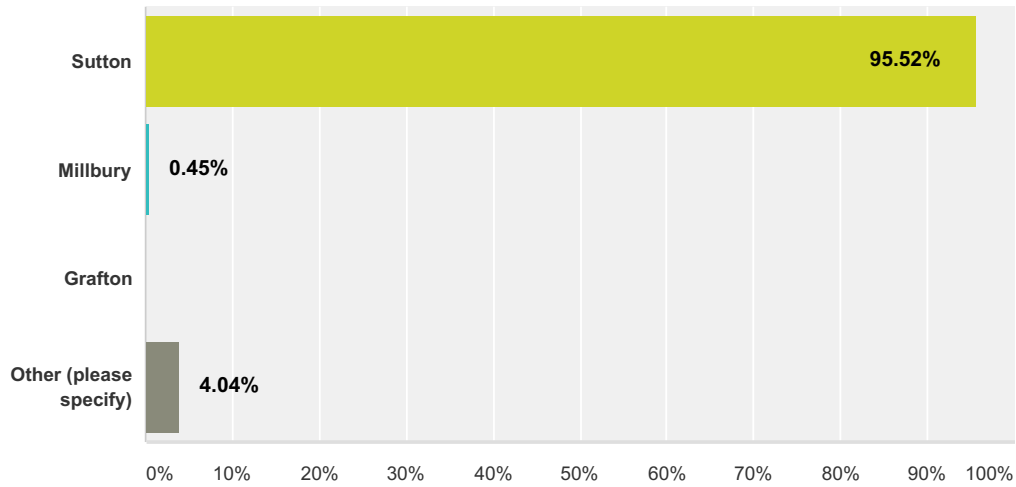
Answer Choices	Responses
17 or younger (1)	25.56% 57
18-20 (2)	2.69% 6
21-29 (3)	4.48% 10
30-39 (4)	17.04% 38
40-49 (5)	25.11% 56
50-59 (6)	13.90% 31
60 or older (7)	11.21% 25
Total	223

Basic Statistics				
Minimum 0.00	Maximum 6.00	Median 4.00	Mean 3.00	Standard Deviation 2.07

Sutton Public Library New Facility User Survey

Q5 Where do you live?

Answered: 223 Skipped: 0



Answer Choices	Responses	
Sutton (1)	95.52%	213
Millbury (2)	0.45%	1
Grafton (3)	0.00%	0
Other (please specify) (4)	4.04%	9
Total		223

Basic Statistics				
Minimum 1.00	Maximum 4.00	Median 1.00	Mean 1.13	Standard Deviation 0.59

#	Other (please specify)	Date
1	Franklin	6/8/2015 3:01 PM
2	worcester	4/29/2015 4:37 PM
3	Douglas	4/29/2015 3:40 PM
4	manchaug	4/29/2015 3:32 PM
5	unknown	4/16/2015 12:21 PM
6	Alhambra, california	3/26/2015 7:39 PM
7	Whitinsville	3/19/2015 4:42 PM
8	Worcester, but grew up in manchaug	3/17/2015 2:19 PM
9	former Sutton resident now living in Millbury, Marthas Vineyard and Garden City S.C.	3/17/2015 2:04 PM