

PRELIMINARY PROGRAMMING STUDY

July 14, 2022

The Ilsley 100 Project Team is charged with guiding the development of design options with a team of professionals that fulfill the vision statement for our library facilities, accomplishing the goals of as many of the Building Pillars (authored by the IPL Board of Trustees) as possible, and coordinating funding strategies and community engagement efforts to bring the project to fruition. The charge lays out several key action items, one of which is to re-assess current project needs and develop a square footage program to meet the library's operational needs. A small team consisting of Town Staff Project Team Liaison Judith Harris, Project Team member Barbara Doyle-Wilch, and Library Director Dana Hart worked together to develop this square foot program.

Their process included an assessment of current library spaces and uses and a projection of future anticipated spaces and community needs. Library staff were intimately involved in the process. The projections for future needs drew on the 2020 Middlebury Downtown Master Plan; community aspirations as identified in the library's Tell Me! Tours; and the Vision Statement and Pillars provided in the Project Team Charge.

The result is a Preliminary Program Study that calls for adding 5,926 gross square feet for a total proposed 24,256 total gross square feet. The additional proposed square feet will ensure safety and accessibility throughout the facilities; double the space for youth services; allow for additional public meeting rooms; and provide appropriate storage and staff space.

The Preliminary Program Study includes three key documents:

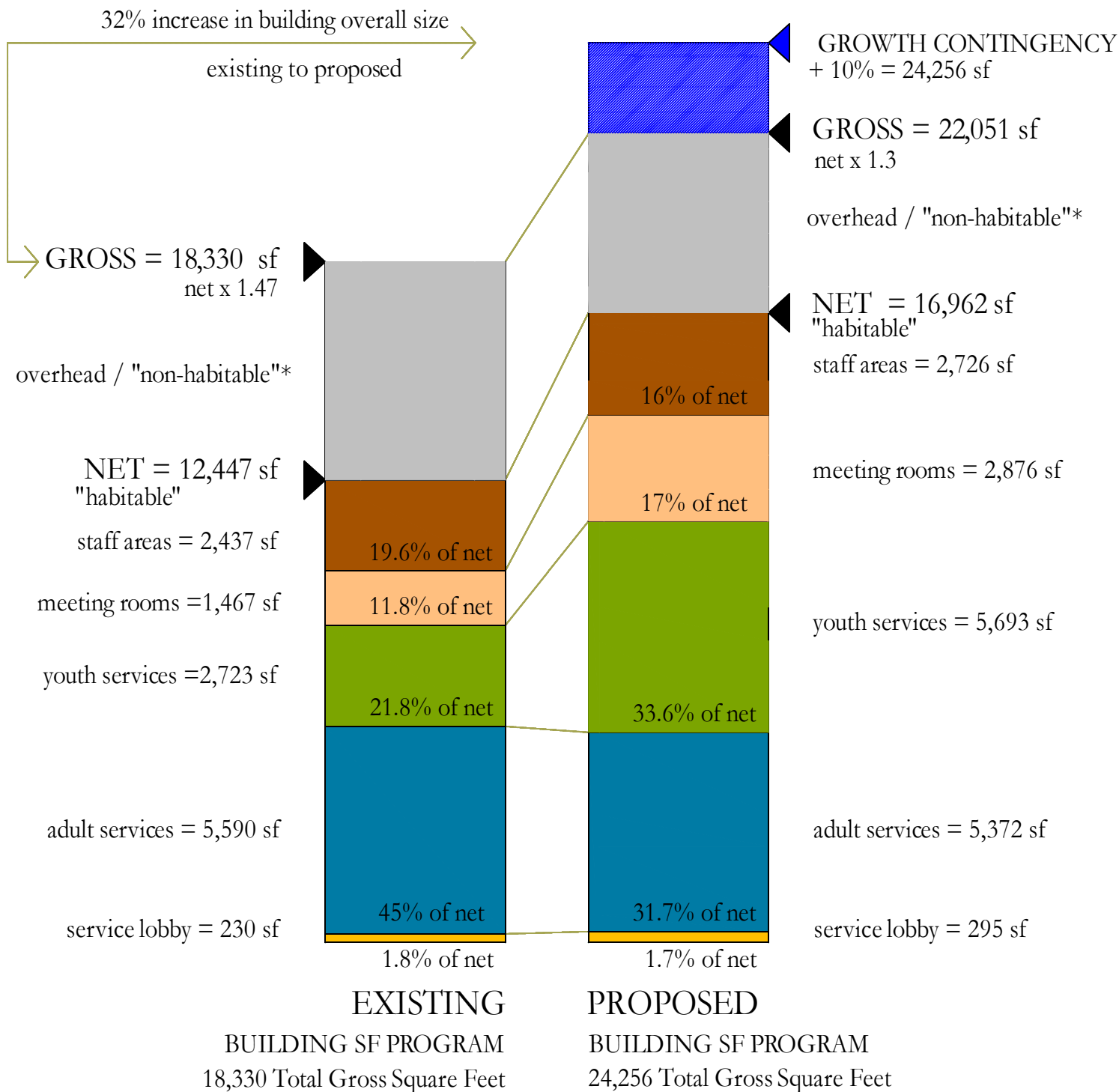
1. Programming Study Spreadsheet
2. Square Foot Program Graphic Representation
3. Program Area Descriptions

Our next steps are:

- to create an adjacencies diagram to graphically illustrate how the program components will ideally relate to one another in a professionally designed library facility, and will include key elements such as sight lines, proximity to toilet rooms and service areas, entry, elevators, and stairs – assuming a multi-story building.
- to bring a condensed version of this study to the Select Board as an update on our progress, and to solicit feedback
- to bring a condensed version of this study to the public similarly, as an update on our progress and to solicit feedback
- to proceed with the Site Evaluation Matrix

This Preliminary Programming Study is key to the Team being able to proceed in earnest with completion of the Site Evaluation Matrix, as Building Program constitutes 30% of the current scoring system for comparing various site possibilities. With this Preliminary Program in place, we are poised to take this next step.

SPACE #		ILSLEY PUBLIC LIBRARY	EXISTING					PROPOSED				COMMENTS / NEEDS
EXISTING	Use Group	SPACE NAME	1 Occupants	2 LF shelv'g	3 OH SF	4 NET SF	SPACE USE	5 Occupants	6 LF shelv'g	7 OH sf	8 NET SF	
Room No.	A	MAIN ENTRY / LOBBY					Proposed - LEVEL T. B. D.					door counter, bench, bbd, storage displays, storage, events calendar, water. Access: toilets, elev, stair?
100	A	Entry Vestibule / Air Lock			24					100		
x	A	Common Lobby								500		
105		IPL Service Lobby				230	IPL Service Lobby				230	
		Book drop?					Book / Package Drop				65	
B18	B	ADA Toilet Room								145		
B19	B	ADA Toilet Room								145		
x		Welcome Desk								150		
x		Stairs								100		
x		Elevator								50		
x		Social Services Liaison / Police								100		
x		Coats / personal items storage										
Subtotal NSF						230	Subtotal NSF			1290	295	NOTE: Overhead increases dramatically with Community Center Approach
C ADULT SERVICES							Proposed					
105 C	Cc	Public Service Desk	2			94	Public Service Desk	2	16		190	3 book trucks non-quiet, seated, comfortable larger round table for 6
105 A	Cb	Adult Gathering	5			120	Adult Gathering - table / chairs	6			150	
	Cc	new materials				290						coffee table for 6 club chairs
105 B	Cb	Adult Gathering	4			80	Adult Gathering - casual	6			250	
	Cc	new materials				340						ALL ADULT NEW MATERIALS
100 A	Cc	newspapers		284		17	New Materials Collection		273		420	
104 A	Cc	Current periodicals				94						counter, sink, uc refrig, coffee / tea
x		Hospitality Area scattered stand-up lap tops?				0	Hospitality Area				60	
104	Cg	Quiet Study	12			468						at 5 tables = reading room +4 arm chairs
101 D	Cg	Adult Quiet Nook	1			37						
201 A	Cg	Adult Quiet Nook	1			37						
201 B	Cg	Adult Quiet Study	4			200	Quiet Study Total	20 plus 4			750	
204	Cg	Vermont Room	8			450						
101 A	Cf	Adult Collection				950						ALL ADULT OLD MATERIALS
201	Cf	Adult Collection				1,432						
101 B	Cf	Adult Media		3009		320	Old Materials Collection		3172		2,692	
101 C	Cd	Public Computer Access	6 + 9 crls			500		4 + 4 crls			700	
103 C	Cd	Tech Equipment / Corridor			45	89						
207	Ce	Digital Media Lab				72					100	near MCTV
x		General Storage				0	General Storage				60	
Subtotal NSF						5590	Subtotal NSF				5372	
D YOUTH SERVICES							Proposed					
#NAME?	Da	Youth Services Desk	2			70		2			140	self-check included Tricia Katherine swing
B13	Fb	Youth Staff Workstations	2			171		3			225	
B14	Db	Birth - K Services Collection				370					694	low table and 4 chairs 5
x		passive programming	4					4			100	
x		stroller parking						5			40	parent and child (2 sets)
x		love-seats	1					2			64	
x		cubbies	9					15			60	backpacks, coats, boots. Near entrance
		Early Learning Area				230		14 + 10			325	
x	Dc	Activity Room				0		16			530	"heart" = wiggle room - open box cars, play kitchen, puppet theater rubber floor + area rug w/4 rnd tables x 4 + counter / cabinets W/D? 2 sinks L/H craft supplies, 16 Adult + 20 Child chairs, 20 cushions, materials
B12	Fi	Activity Room Storage			68					80	138	
x	Dd	Family Toilet Room				0						50
x	De	Lactation Room				0						
B11	Df	Elementary Services Collection				1108					1020	2-round tables w/ 4 each plus 2 reading nooks.
		Elementary gathering area						10			300	
x		Bath tub									80	50
		Cubbies for backpacks						8			50	
B11	Cd	Parents' Public Computer Access	2			52					90	2 parent child carrels 72"w x 46"d plus circulation
B10	Dg	Middle School Collection				516					412	
		Middle School Gathering						10			370	4-person table, 4 comfortable club chairs around coffee table, 2 nooks cubbies
x		Cubbies						8			50	
	Dh	Youth Public Access Computers				110		4			196	4 desk-top spaces w/ layout / gaming / lockable cart for storage cabinet for hygiene products
107	Di	High School Collection				96					254	
x		High School Hangout						12			370	4 @ table.booth - homework, 3 club chairs / coffee table, 2 nooks, film-viewing
x		Cubbies						12			75	
B16	Fi	Custodial / Supplies								XX		60
B20	Fi	General Storage			32		General Storage					
Subtotal NSF						2723	Subtotal NSF				5693	
E MEETING ROOMS							Proposed					
B05	Ea	Community Room	75			1090	Community Room	100			1500	target 10 times per year question about catering kitchen need
B02	Eai	Kitchen / Hospitality				92	Hospitality				100	
x	Eaii	Chair / furniture storage				0	Chair / furniture storage				150	soft seating e.g. book clubs
	Eaiii	AV storage				0	AV storage				60	
x	Eb	Conference Room				0	Conference Room	12			300	Brie (cataloger) - combine w/ workstations
x	Ec	Community Living Room				0	Community Living Room	10			416	
205	Ed	Study Room				106	Small Study Room	4			100	md table, 4 chrs, arm chair, sofa. Dbl sink, dw, refrig, micro
206	Ed	Study Room				74	Small Study Room	4			100	
208	Ed	Study Room				105	Medium Study Room	6			150	includes shower maybe w/ break
B03	Fi	General Storage					see above					
B04	Fi	General Storage										
Subtotal NSF						1467	Subtotal NSF				2876	
F STAFF AREAS												
106	Fa	Staff Workstations	4			132	Staff Workstations	6			816	3 staff plus volunteers, interns w. counter/ sink, island, book trucks, shelving, recycle combine w/ workstations
108	Fg	Server				43	Server / Alarm Systems				50	
108 A	Fc	Open Office				132	Open Office				150	add printer - mailboxes, records
108 B	Fd	Admin Assistant	1			45	Admin Assistant	1			90	
108 B		Staff Workstation				45	Staff Workstation	see above				160
109	Fe	Director Workspace	1			74	Director Office / Meeting	1				
112	Ff	Book Drop / Process				94	Book Drop / Process	see above				Brie (cataloger) - combine w/ workstations
113	Fa	Tech Services / Book Processing	1			143		see above				
x		Book Truck Parking				0	Book Truck Parking				50	md table, 4 chrs, arm chair, sofa. Dbl sink, dw, refrig, micro
210	Fj	Staff Break Room	4			143	Staff Break Room	6			250	
111	Fi	ADA Staff Toilet Room			44					72		includes shower maybe w/ break
x		Staff Lockers / coats				0	Staff Lockers / coats				60	
100 B	Fk	Friends Sale/Free/Staging Areas(3)				50	Friends Work Area				250	near meeting room and desk shelving adjacent work room
A04 D	Fk	FRIENDS - attic				314	Friends Display Area				50	
A05 C	Fk	FRIENDS - attic				105						
A05 B	Fk	FRIENDS				68						
A05	Fi	MCTV	1			452	MCTV staff	1.5			600	
A05 A	Fi	MCTV	0.5			178						
A05 A	Fi	MCTV - attic				314	MCTV storage				200	
A05 D	Fi	MCTV - attic				105						
Subtotal NSF						2437	Subtotal NSF				2726	
GRAND TOTALs			net sf			12,447	net sf			16,962		
ACTUAL EXISTING			GROSS SF			18,330	PROJECTED = NET x 1.3			22,051		
							add for growth 10%?			24,256		
TO BE DETERMINED			TOWN CENTER PARTNERS									



* overhead / "non-habitable"
e.g. stairs, corridors, elevators, walls, toilet rooms, storage

ILSLEY PUBLIC LIBRARY

Square Foot Program Graphic Representation

for 14 July 2022

PRELIMINARY

ILSLEY PUBLIC LIBRARY
Program Area Descriptions
 July 14, 2022 **PRELIMINARY**

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PROGRAM AREA DESCRIPTIONS

A. Main Entry / Lobby

A.a Entry Vestibule/Air Lock

FUNCTIONS PERFORMED: Community members, staff, and deliveries enter the building. Umbrellas are stored. Dirt and debris from shoes is caught in a walk-off surface.

FURNISHINGS: An embedded mat or walk off surface to catch dirt and debris. A bin for umbrellas.

EQUIPMENT: There should be a small, protected space on either side of the entryway for door counters.

NEAR/FAR: Near parking and/or Main Street.

STORAGE: Needs space for the library's advertising board, which is brought in overnight.

ARCHITECTURAL FEATURES: This entrance must be not just accessible, but welcoming, to all. Must be at grade. Minimum clearance of 10' between doors. Double sets of doors should provide an airlock for energy efficiency, provided it does not impede accessibility. Doors should be automatic and/or easily opened by disabled, elderly, people with strollers, etc. The flooring should stand up to very heavy use in all kinds of weather; materials must be heavy duty and able to withstand dirt, ice or salt. Flooring should help patrons "clean off" shoes upon entering and protect the interior floors. The entrance should have an exterior roof or portico to protect individuals going in and out from the weather. The roof and entrance should be designed to avoid situations where snow buildup can cause avalanches that fall where people enter the library. Good signage is crucial.

A.b Common Lobby

FUNCTIONS PERFORMED: Patrons can access the IPL Service Lobby, the Community Meeting Room, and the Conference Room. Patrons may wait on a bench for a ride if the weather is bad. Restrooms are accessible from this lobby. Patrons can view a bulletin board

about upcoming library programs. Provides after-hours access to Community Meeting Room, Conference Room, and Public Restrooms.

FURNISHINGS: An embedded mat or walk off surface to catch dirt and debris. A side bench for those waiting to be picked up. Directional signage to help visitors orient themselves. A bulletin board for community notices.

EQUIPMENT: A two-level water fountain. Should have space for security gates, should the library ever decide to install them.

NEAR/FAR: Near parking and/or Main Street.

SIGHTLINES: To Adult Public Service Desk, Public Restrooms, and elevator. Patrons should be able to orient themselves to all major areas (Community Meeting Room, IPL Service Lobby) from the Common Lobby.

STORAGE: Storage for shovel, salt and sand, traffic cones. Mop closet for restrooms.

ARCHITECTURAL FEATURES: The Common Lobby must be able to be closed off from the rest of the library after hours; this will allow patrons to access the Common Lobby after hours with a key, which will in turn allow them to access the Community Meeting Room, Conference Room, and Public Restrooms, after hours. The flooring should stand up to very heavy use in all kinds of weather; materials must be heavy duty and able to withstand dirt, ice or salt. Flooring should help patrons “clean off” shoes upon entering and protect the interior floors. Good signage is crucial.

A.c IPL Service Lobby

FUNCTIONS PERFORMED: Patrons pass through the Common Lobby into the IPL Service Lobby and are greeted by a librarian at the Adult Service Desk.

NEAR/FAR: Near Common Lobby and Adult Public Service Desk.

SIGHTLINES: To Adult Public Service Desk. Patrons should be able to orient themselves to all major areas (Youth Services, Quiet Study, Public Access Computers and Printing, etc.) from the IPL Service Lobby.

ARCHITECTURAL FEATURES: This area must be able to accommodate community members waiting in line to check out materials or receive help from a librarian at the Public Service Desk. Good signage is crucial. It should be inviting, light-filled, and generously proportioned.

B. Public Restrooms

FUNCTIONS PERFORMED: Two multi-stall single-gender restrooms. Ideally, the Public Restrooms will be accessible after library hours, through the Common Lobby. This is important, because patrons using the Community Meeting Room and Conference Room after hours will

need restrooms. If this cannot be achieved, two separate sets of public restrooms must be created (one for the library, and one for the Community Meeting Room/Conference Room).

FURNISHINGS: Wall-mounted, flush valve sinks. Wall mounted wash basins with electric eye activation faucets. Permanently mounted soap dispensers. Changing table. Waste bin. Hand driers and hand towel dispensers. Dispenser for feminine hygiene products. Sharps box.

NEAR/FAR: Near Entry Vestibule/Airlock, IPL Service Lobby, Community Meeting Room, and Conference Room. Near a mop closet.

SIGHTLINES: Entrances must be visible from the Adult Public Service Desk. However, care must be taken that mirrors are not visible when the restroom doors are open.

ARCHITECTURAL FEATURES: Restrooms must be accessible and welcoming to all users, according to current codes. Each restroom should have two stalls, and the main entry to the restroom should open outward. There should be separate facilities for men and women (as well as a Family Restroom, described later in this document). Restrooms should have a floor drain and at least some level of sound insulation. Exhaust fans should be placed far from the entry door, to pull odors away from the entry. Lights should be motion activated. Stall doors must have strong hooks and trash receptacles for feminine hygiene products. Floor should be ceramic tile with dark grout. All other surfaces should be graffiti resistant to the extent possible.

C. Adult Services

C.a Adult Public Service Desk (includes self-checkout and reserves)

FUNCTIONS PERFORMED: Library staff carry out a range of functions at this desk, including circulation, reference, readers advisory, computer assistance and tech help, concierge services, supervision of spaces, and entrance/exit control. In addition, staff 'on the desk' use the desk as a workstation. Patron's checkout and return materials, search the collection, and seek information and help from the librarians.

MATERIALS: 16 feet of linear shelving for holds, Inter Library Loans, books returned to the incorrect library.

FURNISHINGS: A desk large enough to accommodate two staff members; a self-checkout station; and a public access computer. The desk should have sections that are standing height as well as regular height. The desk needs to be made of very durable and easy to clean materials (acrylic polymers such as Corian would work well). The desktop needs enough space for phones, keyboards, and computer monitors. The desk should be sufficiently deep to house electronic equipment and a depressible book cart beneath it. The desk needs access to electrical power and data (the number of phones and computers required at this desk is likely to change over time). The desk needs grommets. At some place on the front of the desk, there needs to be a slot through which patrons can return books; this return slot must be positioned so that patrons returning materials do not feel they have to wait in line behind patrons checking out materials. A return counter would be helpful, so staff can spread out projects without

cluttering the public service desk. The desk should be equipped with a panic button. As with almost all library spaces, right angles are preferred over curves. Requires space for recycling and garbage bins.

USER SEATING: Two task chairs for staff. A side chair for patrons searching the collection on the public access computer.

EQUIPMENT: Two computers and monitors for staff. Cash register. Receipt printer. Regular printer. Paper shredder. Self check computer and monitor for the public. A public access computer and monitor for searching the collection.

NEAR/FAR: Near Public Access Computers and Printing. Near Book Drop Area. Near Staff Workroom

SIGHTLINES: Sightlines to Common Lobby, Restrooms, and Small Study Rooms are essential. Ideally, sightlines to all adult areas.

STORAGE: Cabinets to hold binders of library policies, booking calendars, keys, and other circ supplies. Cabinet for office supplies and small items that patrons borrow (reading glasses, etc). Space for the Sarah Partridge Library dolly. Room for three book trucks for shelving purposes and one book truck for the Friends of the Library. A lost and found bin. Space for a device charging cart for tablets and laptops. A lockable storage closet with shelving to hold expensive “library of things” equipment (telescope, projector, laptops, cooking equipment, etc).

ARCHITECTURAL FEATURES: The Adult Public Service Desk needs to be extremely functional and practical; service desks in many libraries are designed to be grand and stately, but that is not what we need. The Adult Public Service Desk should face patrons as they enter the library, so librarians are positioned to greet users (and keep an eye on the entrance/exit). Patrons should only be able to approach the desk from one direction, and it should be positioned in such a way that patrons will not be tempted to take shortcuts behind or through the staff section of the public service desk. The desk needs two ways out for staff safety. Modular desks that can be reconfigured might be the best way to ensure long-term flexibility. Sightlines are paramount; if there are columns in the adult services areas, they should not obstruct sightlines from the service desk. There needs to be space to park four book trucks, and plenty of space for staff to move around comfortably. In anticipation of changing technology needs, the desk should provide open space and outstanding wire management. Any drawers should have double-extension ball-bearing hardware.

C.b Adult Gathering Area (includes hospitality area)

FUNCTIONS PERFORMED: This is a space or series of spaces for all community members to gather, rest, chat, read the paper, have a cup of coffee, connect, and partake in crafts and activities. Many people will come to the library specifically to spend time in this area; many others will come to the library for other purposes and end up spending time in this area if they spot a friend, see an enticing puzzle, or can't wait to get home before reading the books they've checked out.

FURNISHINGS: A round table that can seat six for collaborative puzzles, crafts, and socializing. A round coffee table with six arm chairs for reading, drinking coffee, and chatting with community members. Near-by: A hospitality counter or alcove with a sink, hot water kettle, coffee machine, and under cabinet locking storage cabinets.

USER SEATING: Six arm chairs. Six side chairs.

EQUIPMENT: A water fountain.

NEAR/FAR: Near the IPL Service Lobby. Near New Adult Materials. Near Public Restrooms / Far from the Quiet Study Area.

SIGHTLINES: In view of the Adult Public Service Desk.

STORAGE: Lockable storage cabinets under the counter with the sink.

ARCHITECTURAL FEATURES: This space should be inviting and comfortable, and above all flexible to accommodate future furniture configurations (ample power and data ports, both in the walls and on the ground). This space should feel like a hearth, a warm gathering spot where people can rest and connect with each other. This is not a quiet area of the library.

C.c New Adult Materials

FUNCTIONS PERFORMED: Patrons browse new adult print materials, DVDs, audiobooks, and periodicals and newspapers. This is one of the highest trafficked spaces in the library. Library staff shelve and page items using a book truck.

MATERIALS: 2,000 books (185 linear feet of shelving); 750 DVDs and audiobooks (38 linear feet of shelving); and 6 newspaper and 15 magazine subscriptions (50 linear feet of shelving). 273 linear feet of shelving total.

FURNISHINGS: Book shelves should not be more than four levels high, with approx. 13 inches between levels (total shelf unit footprint is 54" high x 36" wide x 24" deep). Media shelves should not be more than five levels high, with approximately 10 inches between levels (total shelf unit footprint is 54" high x 36" wide x 24" deep).

NEAR/FAR: Near the public service desk. Near Adult Gathering Area. Near the Main Entry / Vestibule / Lobby.

SIGHTLINES: Within sight of the Adult Public Service Desk. If shelves are arranged in rows, the rows must be arranged in such a way that staff at the desk can look down the aisles (vertical to Adult Public Service Desk).

ARCHITECTURAL FEATURES: If there are aisles, they must be parallel, and there can be no dead-ends. Aisles must be accessible from both ends. The minimum width between aisles must be 42 inches, as recommended by ADA, but the new materials shelves would benefit from even

wider aisles, to facilitate browsing. There must be ample power outlets and data ports, both in the walls and on the ground (in twenty years, this space might be used for something completely different, and we don't want to have to retrofit power). Brighter lighting should be employed to attract attention to this area.

C.d Public Access Computers and Printing

FUNCTIONS PERFORMED: Community members can use computers and print from both library computers and their personal computing devices, as well as scan, fax, and photocopy materials. Some patrons require privacy when using computers; some require tech support from library staff. This space may occasionally be used for instruction. Patrons utilize the microfilm viewer.

FURNISHINGS: Four modular library study carrels with desktop computers. A large table with four desktop computers. A table for the microfilm reader and computer (should be able to seat two side by side, as the microfilm reader often requires instruction). A small table by the printer/copier.

USER SEATING: Ten side chairs at carrels, table, and microfilm counter.

EQUIPMENT: Eight public access computers and monitors. A printer/copier. A 3-D printer. A Cricut machine. A microfilm reader and dedicated computer/monitor. A charging station for small devices.

NEAR/FAR: Because computer users frequently need staff assistance, this should be located near the Adult Public Service Desk.

SIGHTLINES: In sight of the Adult Public Service Desk. The Public Access Computers and Printing area also needs to have good sightlines to the IPL Service Lobby and Adult Gathering Area, because library staff on the Public Service Desk often provide instruction on the computers, and need to keep their eye on the rest of the library at the same time.

STORAGE: Space to store four microfilm storage units (each unit measures 18" deep x 15" wide x 24" high). A shelf to store paper for the copier/printer.

ARCHITECTURAL FEATURES: Furnishings and wiring should be as flexible as possible to allow for emerging technologies and reconfiguration. Carrels should be oriented to allow maximum privacy for computer users.

C.e Digital Media Lab

FUNCTIONS PERFORMED: Up to two patrons at a time reserve this room to create new digital media; digitize analog audio, video, and photographic (print, negative, slide) sources; and conduct confidential telehealth, legal and other video conferences and virtual meetings.

FURNISHINGS: A desk or counter to support a computer and other recording equipment. Two side chairs.

USER SEATING: Two side chairs on casters.

EQUIPMENT: iMac workstation with full Adobe Creative Cloud suite, studio grade audio recording capability, and turntable, cassette player, VCR/DVD deck, extra monitor, and scanner.

NEAR/FAR: Near Public Access Computer and Printing.

ARCHITECTURAL FEATURES: This is the only public space in the library building that should be able to become private. Because some patrons will use this room for telehealth or legal matters, there should be some option for creating privacy (perhaps an interior curtain?) but for the majority of the time, staff should have sightlines into the room. Sound dampening is essential and as much of the room as possible should be covered in foam wedge soundproofing tiles. There should be ample power and data ports throughout the room.

C.f Adult Fiction / Non-Fiction / Reference / Media Stacks

FUNCTIONS PERFORMED: The adult fiction, non-fiction, reference, Vermont collection, and physical media materials (DVDs, audiobooks) are stored here for self-service access by library users. Library staff page requested materials and shelve returned materials.

MATERIALS: 3,173 linear feet of shelving. 20,000 books (2560 linear feet). 7,000 DVDs, audio books, and CDs (613 linear feet).

FURNISHINGS: Parallel rows of shelves with cross aisles for access. For books, shelves should not be more than five levels high, with approx. 13 inches between levels (total shelf unit footprint is 66" high x 36" wide x 24" deep). For media, shelves should not be more than six levels high with approx. 10 inches between levels (total shelf unit footprint is 66" high x 36" wide x 24" deep).

EQUIPMENT: Computer, to reference the catalog.

SIGHTLINES: End panels should face the Adult Public Service Desk, to provide maximum oversight of shelving areas.

STORAGE: Must be space for two book trucks.

ARCHITECTURAL FEATURES: Aisles must be parallel, and there can be no dead-ends. Rows must be arranged in such a way that staff at the desk can look down the aisles (vertical to Adult Public Service Desk). Aisles must be accessible from both ends. The minimum width between aisles must be 42 inches, as recommended by ADA. Adding an inch or two will mean the books don't encroach into the aisle space. There should be four foot wide cross aisles every four shelving units. There must be ample power outlets and data ports, both in the walls and on the

ground (in twenty years, this space might be used for something completely different, and we don't want to have to retrofit power). End panels need signs for shelving ranges.

C.g Quiet Study Area

FUNCTIONS PERFORMED: This will be a space for quiet reading and work. Some library patrons may use this space for pleasure reading, remote learning/studying, or remote work. Patrons will need desk space, relative separation from the busier parts of the library, and ample power sources.

FURNISHINGS: Five rectangular tables of 42" x 72", with two side chairs on each of the long sides and no chairs on the short sides (four people per table). Tables must have integrated power ports to manage all of the devices that will be used. Four arm chairs for comfortable reading.

USER SEATING: Twenty-four side chairs. Four arm chairs.

NEAR/FAR: Far from Adult and Youth Public Service Desks, Pre-K and Kindergarten Area, Middle School Area, and Community Meeting Room.

SIGHTLINES: Ideally this would be in view of the Adult Public Service Desk.

ARCHITECTURAL FEATURES: There should be ample power and data outlets in the floor and on the wall throughout this space (tables with power plug into the floor outlets). Lighting should accommodate comfortable reading.

D. Youth Services

D.a Youth Public Service Desk

FUNCTIONS PERFORMED: Library staff carry out a range of functions at this desk, including circulation, reference, readers advisory, computer assistance and tech help, and supervision of spaces. In addition, staff working 'on the desk' use the desk as a workstation, preparing craft bags, etc. Patrons checkout and return materials, search the collection, and seek information and help from the librarians.

MATERIALS: 12 feet of linear shelving for holds and Take-and-Make craft bags.

FURNISHINGS: A desk large enough to accommodate two staff members; a self-checkout station; and a public access computer. The desk should have sections that are standing height as well as regular height; it is very important that this desk feels approachable to children. The desk needs to be made of very durable and easy to clean materials (acrylic polymers such as Corian would work well). The desktop needs enough space for phones, keyboards, and computer monitors. The desk should be sufficiently deep to house electronic equipment and a depressible book cart beneath it. The desk needs access to electrical power and data (the number of phones and computers required at this desk is likely to change over time). The desk

needs grommets. At some place on the front of the desk, there needs to be a slot through which patrons can return books; this return slot must be positioned so that patrons returning materials do not feel they have to wait in line behind patrons checking out materials. A return counter would be helpful, so staff can spread out projects and work materials without cluttering the public service desk. The desk should be equipped with a panic button. As with almost all library spaces, right angles are preferred over curves. Space for recycling and garbage bins.

USER SEATING: Two task chairs.

EQUIPMENT: Two computers and monitors for staff. Receipt printer. Regular printer. Self-checkout computer and monitor for the public. A public access computer and monitor for searching the collection. Depressible book cart underneath the desk. A two-level drinking fountain.

NEAR/FAR: Near Technical Services and Book Processing Room (or near elevator for easy transport of book trucks). Near Youth Librarian Staff Workstations.

SIGHTLINES: Sightlines to IPL Service Lobby, Pre-K and Kindergarten Area, Middle School Area, Family Restroom, and Lactation Room.

STORAGE: A lockable storage closet with shelving to hold expensive “library of things” equipment (snowshoes, musical instruments, etc.). Space for two double sided book trucks and one single sided book truck. Lockable cabinet for ChromeBooks. Lockable drawer for gift cards, etc. Space for a device charging cart for tablets and laptops.

ARCHITECTURAL FEATURES: The Youth Public Service Desk needs to be extremely functional and practical; service desks in many libraries are designed to be grand and stately, but that is not what we need. We want something that feels welcoming and accessible to young children. The Youth Public Service Desk should face patrons as they enter the Pre-K and Kindergarten and Elementary School Areas, so librarians are positioned to greet users. Patrons should only be able to approach the desk from one direction, and it should be positioned in such a way that patrons will not be tempted to take shortcuts behind or through the staff section of the public service desk. The desk needs two ways out for staff safety. Modular desks that can be reconfigured might be the best way to ensure long-term flexibility. Sightlines are paramount; if there are columns in the youth services areas, they should not obstruct sightlines from the service desk. There needs to be space to park three book trucks, and plenty of space for staff to move around comfortably. In anticipation of changing technology needs, the desk should provide open space and outstanding wire management. Any drawers should have double-extension ball-bearing hardware.

D.b Pre-K and Kindergarten Services Area

FUNCTIONS PERFORMED: Library services for children ages zero to six and their caregivers. All types of materials, including book collections and toys. Families browse the collection; browsing for this age group requires many face-out titles, as children this age cannot yet read, and tend to choose books based on cover illustrations. An early learning area allows space for

children to play and engage with a variety of sensory exploration units, activity centers, etc. Children and caregivers work on crafts at a craft table and pick-up Take-and-Make bags. Parents work while keeping an eye on children. Caregivers and children snuggle and read books together. Supervised visits take place.

MATERIALS: 6,500 books. 266 linear feet of shelving. 97 linear feet are for the Easy Reader Collection (15% of these shelves should be face-out especially shelving); 148 linear feet need to be 100% face-out shelving (i.e. display bins for picture books).

FURNISHINGS: Shelving for books. Display shelving for new materials shelving. A low round four person table with chairs for passive programming (crafts) and take-and-make bags. Two parent/child carrels so caregivers may work and watch a baby/young toddler. Cubbies for backpacks, hooks for coats, and boot trays for winter boots (babies and toddlers don't manage to keep their shoes on for long). Two wide chairs or loveseats for a parent and child to sit and read together.

USER SEATING: Two arm chairs or loveseats where caregivers and children can read together, along with two side tables. Four child sized side chairs for the craft table. Two parent and child carrels (one with a desktop computer).

EQUIPMENT: One desktop computer and monitor. Charging station.

NEAR/FAR: Near the Youth Public Service Desk, Library Activity Room, Family Restroom, and Lactation Room. / Far from stairs (stairs are a magnet for crawling babies and toddlers) and Public Restrooms. Far from Quiet Study Area. Near a mop closet (accidents are a frequent occurrence for this age).

SIGHTLINES: Must be in view of the Youth Public Service Desk. If patrons cannot easily see the Pre-K and Kindergarten area from the main entrance, then how to get there must be abundantly clear.

ARCHITECTURAL FEATURES: Book shelves should not be more than three levels high with approx. 14 inches between shelves (total shelf unit footprint is 42" high x 36" wide x 24" deep). Bins for picture books should not be more than two levels high. There must be open space for play. This space must be large enough to accommodate items like box cars, play kitchens, activity centers, theaters, and wall space for sensory exploration units. There must be dedicated space for stroller parking (enough space to accommodate five strollers at a time). It should be easy to get to this space from the IPL Service Lobby; if it is on a different floor than the main entrance, then the elevator must be positioned to make it very easy to get to the Pre-K and Kindergarten space for caregivers juggling strollers, multiple children, and backpacks. This area requires a ceiling mount picture display rail to hang items from the ceiling.

D.c Library Activity Room

FUNCTIONS PERFORMED: Library staff conduct a variety of programs for youth, teens and adults in this space. Storytimes take place here, and youth programs in this area often involve

crafts, physical movement, and singing. Adult and teen programs that require clean-up/crafts also take place in this space. Used as maker-space for youth. Should be large enough to accommodate 16 people seated at tables.

FURNISHINGS: A counter with a sink for cleaning up after craft time, and a lower sink for children to wash hands after crafts. Lockable cabinets above and below the countertops, for storing craft supplies. Five child-sized stacking tables. Peg board.

USER SEATING: 16 stacking side-chairs for adults. 20 child-sized stacking side-chairs for craft time. 20 cushions for storytime.

EQUIPMENT: Telephone. Washer and dryer for youth toys and costumes.

NEAR/FAR: Near Kindergarten and Pre-K space. Near Family Restroom. / Far from Quiet Study Area.

SIGHTLINES: Entrance should be visible to patrons in the Kindergarten and Pre-Kindergarten Service Area, and to library staff at Youth Public Service Desk.

STORAGE: A furniture storage closet for folding tables, stacking chairs, easels, pillows, and large rolled up area rug. Lockable cabinets for Storytime manipulatives (puppets, stuffies, felt board sets, etc.) and maker space equipment. A storage closet for craft supplies and tools for maker-space type programs (both youth and adults require significant craft storage; this should be a large storage closet).

ARCHITECTURAL FEATURES: The space should be easy to clean, with rubber tile floors or a similar, easy to maintain surface. There should be windows, so that there are sightlines into the space, but the windows should be high enough that children seated on the floor cannot see out into the rest of the library (this causes distractions). Good acoustics are not crucial, but given the tile flooring, the ceiling should be covered in sound-absorbing materials. Power, telephone and data outlets throughout (programs could require sewing machines, cooking equipment, etc., which all requires power).

D.d Family Restroom

FUNCTIONS PERFORMED: Single-use restroom with locking door. This restroom accommodates users needing assistance by people of the opposite sex (parents and children, elderly users, etc.) as well as patrons uncomfortable using either the men's or women's restrooms.

FURNISHINGS: Wall-mounted, flush valve toilet; there should also be a low toilet for children. Wall mounted wash basin with electric eye activation faucets; there should also be a low sink for children. Permanently mounted soap dispensers. Waste bin. Hand dryer and hand towel dispenser. Mirror. Changing table. Handicap accessible railings. Sharps box.

USER SEATING: Infant seat (fold-down, wall-mounted seat with restraining straps to keep infants secure while caregivers use restroom).

NEAR/FAR: Near the Youth Public Service Desk. Near a mop closet.

SIGHTLINES: Within sight of the Youth Public Service Desk.

STORAGE: Lockable cabinet to store toilet paper and limited cleaning supplies.

ARCHITECTURAL FEATURES: The Family Restroom must be accessible to all users according to current codes. Must have a lockable door. Restroom should be designed for easy maintenance with some sound mediation in the walls to contain water noises. Should have a floor drain. Exhaust fan should be placed far from the entry door, to pull odors away from the entry. Floor should be ceramic tile with dark grout. All other surfaces should be graffiti resistant to the extent possible. Must have several strong hooks. *Note: If the adult and youth services areas are close to each other/equidistant to the Common Lobby, then the Family Restroom could be located near the other Public Restrooms, in the Common Lobby.*

D.e Lactation Room

FUNCTIONS PERFORMED: A single-use, private space where a nursing mother can nurse a child or use a breast pump.

FURNISHINGS: A seat large enough to accommodate an adult and a child seated together. A shelf within reach of the chair. Wall mounted wash basin with electric eye activation faucets. Permanently mounted soap dispensers. Waste bin. Hand dryer and hand towel dispenser.

USER SEATING: 1 arm chair or built-in bench.

EQUIPMENT: Needs electrical outlets.

NEAR/FAR: Near the Youth Public Service Desk. Near the Family Restroom, but cannot be a part of the Family Restroom (bathrooms are unacceptable as lactation rooms because they are not a sanitary location for preparing or handling food).

ARCHITECTURAL FEATURES: Must be accessible to all users according to current codes. Should be designed for easy maintenance. Good ventilation. Motion activated lights.

D.f Elementary School Services Area

FUNCTIONS PERFORMED: Elementary aged children browse and select books. They rest and read quietly. Children start to have more peer-to-peer gathering needs, and space to gather to connect, play games, and chat is important.

MATERIALS: 10,000 books and 2,000 DVDs and audio books. 775 linear feet of shelving. 40 linear feet of shelving is for new materials; 16 linear feet of shelving is for the Midd Reads

Collections (100% of this collection is front facing, requiring especially shelving); 719 linear feet of shelving is for old materials. 138 linear feet are for media and require especially shelving.

FURNISHINGS: Makeshift nooks for independent reading. Two four-person round tables. Shelves for the elementary school collections should not be more than four levels high, with approximately 13 inches between levels (total shelf unit footprint is 54" high x 36" wide x 32" deep). Media shelves should not be more than five levels high with approximately 10 inches between levels (total shelf unit footprint is 54" high x 36" wide x 24" deep). Bulletin board. Cubbies for storing backpacks. A cast-iron clawfoot bathtub.

USER SEATING: Eight side chairs. Two reading nooks.

NEAR/FAR: Near the Pre-K and Kindergarten Area and Youth Public Service Desk. / Far from Quiet Study Area.

SIGHTLINES: Staff at the Youth Public Services Desk must have sightlines throughout this space.

ARCHITECTURAL FEATURES: This space should be inviting and comfortable to Elementary School age children. Sound containment (dampening in walls, flooring, and ceiling) is critical. This area needs ample flexibility for future technology needs (ample power and data ports in the walls and floors).

D.g Middle School Services Area

FUNCTIONS PERFORMED: Middle School aged children browse and select books. They gather to connect and chat with each other. They use the computers for homework and to play games. They rest and read quietly.

MATERIALS: 2,000 books. 260 linear feet of shelving for materials. 24 linear feet of shelving are for new materials (40% of these shelves should be display shelves). 136 linear feet are for old materials (20% of these shelves should be display shelves).

FURNISHINGS: One four-person table for group work, homework, and games/puzzles. Four comfortable chairs, or a booth, for conversation. Two reading nooks/comfortable chairs. Cubbies for storing backpacks. Book shelves should not be more than four levels high, with approximately 13 inches between levels (total shelf unit footprint is 54" high x 36" wide x 24" deep). Bulletin board.

USER SEATING: Four side chairs, six arm chairs.

EQUIPMENT: A charging station for small electronics.

NEAR/FAR: Near the Elementary School Service Area and Youth Public Service Desk. / Far from Quiet Study Area.

SIGHTLINES: Staff at the Youth Public Services Desk must have sightlines throughout this space.

ARCHITECTURAL FEATURES: This space should be inviting and comfortable to Middle School age children. Sound containment (dampening in walls, flooring, and ceiling) is critical. This area needs ample flexibility for future technology needs (power and data ports on the floor and in the walls).

D.h Youth Public Access Computers

FUNCTIONS PERFORMED: Middle School and High School students do homework, engage in gaming, and edit media.

FURNISHINGS: A table with space for four computers and monitors. Four chairs.

USER SEATING: 4 side chairs.

EQUIPMENT: Four desktop computers and monitors.

NEAR/FAR: Should be placed between the Middle School Services Area and the High School Hangout Area.

SIGHTLINES: Staff at the Youth Public Services Desk must have sightlines throughout this space.

STORAGE: Lockable cabinet for gaming supplies.

ARCHITECTURAL FEATURES: These computers do not require privacy in the same way the adult computers do. Middle and High School students on these computers should be able to carry on a conversation with each other. This is not a quiet part of the library.

D.i High School Hangout Area

FUNCTIONS PERFORMED: The High School Hangout Area holds the teen materials collection. It provides a space where teens (approximately ages 13-17) can gather to socialize, do homework, read, use laptops and computers, browse, relax, and work collaboratively.

MATERIALS: 1,500 book and 100 DVDs and audiobooks. 166 linear feet of shelving. 20 linear feet is for new materials (40% of these shelves should be display shelves); 12 linear feet is for media and requires specialty shelving; 134 linear feet is for old materials (20% of these shelves should be display shelves).

FURNISHINGS: Shelves should not be more than five levels high, with approx. 13 inches between levels for books and 10 inches for media (total shelf unit footprint is 66" high x 36" wide x 24" deep). Media shelves should not be more than six levels high with approx. 10 inches between levels (total shelf unit footprint is 66" high x 36" wide x 24" deep). Periodical display (can be wall mounted). Two bulletin boards. Set of drawers where free hygiene materials are

stored/distributed. One four-person table for group work, homework, and games/puzzles. Three comfortable chairs for reading. Two comfortable chairs/nooks for individual reading. Cubbies for storing backpacks.

USER SEATING: Four side chairs, five arm chairs.

EQUIPMENT: A wall-mounted tv for screening films. A charging station for phones and small electronics.

NEAR/FAR: Far from quiet reading areas. Far from the children's area.

SIGHTLINES: All seating should be within sight of either the Adult or Youth Public Service Desk.

ARCHITECTURAL FEATURES: This space should be inviting and comfortable to teens. Sound containment (dampening in walls, flooring, and ceiling) is critical. This area needs ample flexibility for future technology needs (power and data ports in walls and floors).

E. Meeting Rooms

E.a Community Meeting Room

FUNCTIONS PERFORMED: This space is used for both library and community events, including lectures, film screenings, camps and activities, public forums, classes that require physical movement, and workshops/training (and any other library or community activity that requires a large open area). As a result, seating configurations alternate between lecture-style; conference room; classroom; and completely open. Also serves as a space for art and photography exhibits. In emergencies, this room is the library's designated shelter-in-place area. Monthly book sales take place here.

FURNISHINGS: Stacking chairs and folding tables. A lectern for presentations. A wall-mount hanging system for artwork. A kitchenette for preparing and serving coffee and other light refreshments, making popcorn for film screenings, etc. A clock. Two waste receptacles, recycling bin, and many electrical outlets (including mounted in the floor).

USER SEATING: Lecture-style seating for 100.

EQUIPMENT: AV equipped to view television broadcasts of major events, movies, power point productions, etc. Should be equipped to broadcast/livestream library programs. Ceiling-mounted projection and screen, wireless microphone capability, built-in sound system, lockable equipment cart. Multiple ethernet ports along the perimeter of the room. A phone. Wireless access is necessary. Hanging rail system for art. Refrigerator and microwave.

NEAR/FAR: Common Lobby.

SIGHTLINES: Entrance should be in sight of Common Lobby.

STORAGE: Furniture and AV Storage Closet

ARCHITECTURAL FEATURES: The Meeting Room will be a heavily used multipurpose space accommodating up to 100 people seated. Must be accessible after library hours. Ceiling height should be high enough to accommodate film screenings (minimum 12 feet). The room must have an emergency exit that leads directly out of the building, not back into the main library, and this egress must have space for electronic door counters. HVAC and security controls for the Meeting Room must be independent of other library spaces. Internet access and wireless microphones will be available for presenters. Lighting controls and design will allow for flexible lighting schemes that are adaptable for meetings, workshops, art displays, classroom-like sessions, speakers, entertainment programs, AV presentations and other uses. The Community Meeting Room must have room darkening capabilities for screening audio/video presentations. Good acoustics are essential. An ADA complaint hearing loop should be installed. Sufficient lockable storage is essential: there must be a storage closet for furniture; AV equipment. Kitchenette facilities must be easily cleaned and maintained and will be suitable for the preparation of refreshments. There should be power throughout the room to accommodate training sessions that might require many computers used simultaneously (including on the walls, every 5 feet, and on the ground, in a 10x10 grid). Low pile easily cleaned carpeting (consider carpet squares for easy replacement).

E.a.i Hospitality

FUNCTIONS PERFORMED: Library staff and patrons store and prepare light refreshments.

FURNISHINGS: A kitchenette for preparing and serving coffee and other light refreshments, making popcorn for film screenings, etc. (refrigerator, sink large enough to fill a coffee urn, microwave, and counter space with cabinets for storage of dishes and utensils).

EQUIPMENT: Sink, refrigerator, microwave, hot water kettle, coffee urn.

NEAR/FAR: Embedded in Community Meeting Room

STORAGE: Cabinet for storage of dishes and utensils.

ARCHITECTURAL FEATURES: Kitchenette facilities must be easily cleaned and maintained and will be suitable for the preparation of refreshments.

E.a.ii Chair/Furniture Storage

FUNCTIONS PERFORMED: Furniture is stored safely, allowing the Community Meeting Room to be fully utilized when furniture isn't needed.

NEAR/FAR: Embedded in Community Meeting Room

STORAGE: Must be able to fit 100 stacking chairs, ten folding tables, two large rolling coat racks, and a rolling whiteboard.

ARCHITECTURAL FEATURES: A wide, shallow storage closet for furniture and coat racks on casters.

E.a.iii AV Storage

FUNCTIONS PERFORMED: Audio visual and other technical equipment required to support programming and meetings are stored here.

NEAR/FAR: Embedded in Community Meeting Room

STORAGE: Must be able to fit a lectern, large screen tv on rolling dolly, camera on tripod, other cart.

ARCHITECTURAL FEATURES: This should be a lockable closet.

E.b Conference Room

FUNCTIONS PERFORMED: A room for local boards, community groups, professional colleagues, library staff, etc. to hold meetings, both in person and as a location for conducting hybrid/remote meetings. Should accommodate 12 people seated around a conference table. Must be accessible while the library is closed. The idea of this space is that small groups do not need to take up the Community Meeting Room, which is best utilized by larger groups. The space could be utilized for seminar style college classes from CCV or Middlebury College; the space could also be utilized by smaller groups if the Small Study Rooms are all booked.

FURNISHINGS: A conference table with power ports embedded in the table top. Chairs on casters. A whiteboard on the wall. A lockable cabinet.

USER SEATING: 12 side chairs on casters.

EQUIPMENT: A monitor mounted on the wall. An Owl to support hybrid programming. A dedicated laptop for the Owl.

NEAR/FAR: Near Public Restrooms. / Far from the Pre-K and Kindergarten Area and Middle School Area.

STORAGE: Lockable cabinet for electronic equipment. Countertop or small table for a pitcher of water and cups.

ARCHITECTURAL FEATURES: Similar to the Community Meeting Room, this space must be accessible while the rest of the library is closed, while still maintaining security for the library and allowing access to public restrooms. Needs its own thermostat. For security purposes, it should be easy to see into the room (glass wall or door).

E.c Community Living Room

FUNCTIONS PERFORMED: A room for library programs and community gatherings that would be best served by a comfortable and informal setting, for example book clubs or receptions, or longer meetings, like retreats, that benefit from comfortable seating and access to a fridge/coffee. Should accommodate 10 people seated.

FURNISHINGS: Loveseats and armchairs. Coffee tables and side tables. A counter with a sink. A coat closet. Shelving for a books.

USER SEATING: Two loveseats. Four arm chairs.

EQUIPMENT: A small refrigerator. A coffee maker and hot water kettle.

STORAGE: A coat closet. A cabinet for storing mugs, paper plates, etc.

ARCHITECTURAL FEATURES: This space should be warm and inviting. For security purposes, it should be easy to see into the room (glass wall or door). When not booked for a program or meeting, this space will be open to the public.

E.c 3 Small Study Rooms

FUNCTIONS PERFORMED: Study Rooms provide spaces for people to work independently or collaboratively. Two Study Rooms should accommodate up to four people seated at a table; one Study Room should accommodate up to six people seated at a table. These spaces are used for tutoring, remote work, remote meetings, study groups, etc. Computer work requires ample power. These spaces should be very easy to see into from all angles, preferably glass walls on three sides.

FURNISHINGS: A rectangular table with power ports on the table top. Chairs.

USER SEATING: 14 side chairs.

SIGHTLINES: Must be in view of the Adult Public Service Desk.

ARCHITECTURAL FEATURES: Oversight of study rooms is particularly important; the entire study room space must be in view of the public service desk. Doors must be lockable. Lights should be automatic (we do not want patrons to have the capacity to turn lights off).

F. Staff Work Areas

F.a Staff Workroom

FUNCTIONS PERFORMED: Six individual workstations where staff carry out the core functions of their jobs, including program planning, review of books for purchase, management of library systems, and administration of library services.

A shared space for book processing and program prep: New books are temporarily stored; cataloged; prepared for the collection (plastic cover, barcode, etc.); and sorted onto trucks. Old materials are deaccessioned. Books for Inter Library Loan are processed and packaged. Books are repaired. Program materials are prepped. Library volunteers, Friends, and work-study students do project work on the computer. Technical services supplies are stored here. Packages are received and unpacked.

MATERIALS: 120 linear feet of shelf space for materials waiting to be processed/waiting to be integrated into the collection.

FURNISHINGS: Six workstations, each consisting of a sit-to-stand desk and a work counter return with a networked computer, phone, and task chair. Each desk should have an under-desk lockable file cabinet, an overhead storage bin, and a steel coat hook with floor space to store winter boots. Each workstation must have sufficient floor space to store a book truck. All workstations need modesty panels.

Table for program preparation. Countertop for book processing and Inter Library Loan processing. Sink. Space for a large recycling and trash bin, as well as space to break down and store large cardboard boxes. Storage cabinets for technical services and circulation supplies. A large white board on one of the walls.

USER SEATING: Eight task chairs.

EQUIPMENT: Six computers and monitors, six phones. Two barcode scanners. Standard printer and a label printer. A laminator and a paper-cutter. Two book taping applicators. Scale and small mail printer for mailing Inter Library Loan. Paper rack.

SIGHTLINES: The workstations themselves should not be in sight of the public, although it is helpful to be near enough to the Public Service Desks to hear if things are getting busy/help is needed on the desk for any reason.

NEAR/FAR: Near Main Entry / Vestibule / Lobby (deliveries go here). Near the elevator.

STORAGE: Cabinet and drawer storage for technical services and circulation supplies (labels and label protectors, book covers, tape, book repair supplies, book ends, shelf displays and easels, packing supplies, bulk ordered library cards, due date receipt paper, due date slips, etc.) and the paper cutter and laminator when they are not in use. Space for outgoing mail bin and ILL bins. Space for eight book trucks and two dollies. Space for deaccessioned materials waiting to go to the transfer station (space for eight banker's boxes).

ARCHITECTURAL FEATURES: Power and data outlets throughout the workstations and shared area, including on walls at 36" height. Bright but low glare light. Natural sunlight from exterior windows. For the individual workstations: modular office system workstations might be a good solution for the staff workstations. Something with overhead storage bins, shelving, built-in lighting, and file drawers would supply everything we need, with the benefit of being very flexible and easy to rearrange. At a minimum each workstation needs modesty panels, and perhaps

higher, cubicle-style separation would be beneficial with the increase in Zoom meetings we are attending (sound containment is increasingly important, and library staff value quiet and privacy for focused work). Must be space for a trash and recycling bin. For the shared area: Floors and entrances must allow for easy movement of fully loaded books (no stairs!). Requires space to store eight book trucks (book truck dimensions are 45" x 31" x 17"). There should be a table for programming preparation, paper cutting, and other activities that require a large flat surface. There should be a standing height counter for book processing, at least eight feet long. The library does not require a staff-only entrance, but if there was going to be one, this room would be a good spot for it.

F.b. Youth Staff Workstations

FUNCTIONS PERFORMED: Three individual workstations where staff carry out the core functions of their jobs, including program planning, review of books for purchase, management of library systems, and administration of library services.

MATERIALS: 18 linear feet of shelving for Storytime books, etc.

FURNISHINGS, USER SEATING, EQUIPMENT, STORAGE, and ARCHITECTURAL FEATURES are the same as for the workstations in the Staff Workroom.

F.c Open Office

FUNCTIONS PERFORMED: Mail is sorted and put in staff mailboxes. Documents are scanned, copied, printed. Records are stored. Office supplies are stored.

FURNISHINGS: Office mailboxes. Four three-drawer wide filing cabinets. Cabinets for storing office supplies.

EQUIPMENT: Large printer/scanner.

F.d Administrative Assistant Workroom and Records Storage Space

FUNCTIONS PERFORMED: Administrative tasks, purchasing, filing, processing bills and preparing reports, collections maintenance work.

MATERIALS: 6 linear feet of shelving

FURNISHINGS: Sit-to-stand desk with computer, phone, and set of lockable file drawers beneath. Work counter. Lockable file drawers, and desk chair. Single-facing book shelves for financial records, binders, incoming periodicals and other materials. Two three-drawer wide filing cabinets.

USER SEATING: One task chair.

EQUIPMENT: Computer. Phone. Trash and recycle bin.

NEAR/FAR: Near Director's Workroom. Near Open Office. Near Staff Workroom.

STORAGE: Closet with racks for storing bulk office supplies (printer paper, cartridges, etc.) and easels and poster boards, etc. Library safe.

ARCHITECTURAL FEATURES: Power, telephone and data outlets. Natural light supported by overhead and task lighting. Need space to roll a book truck up to the desk.

F.d Director Workroom

FUNCTIONS PERFORMED: Administrative, managerial tasks, small group and individual meetings with staff and public, including confidential personnel meetings. Location of important files and records, including confidential personnel files.

MATERIALS: 9 linear feet of shelving for professional literature and reports.

FURNISHINGS: Sit-to-stand desk with computer, phone, and set of lockable file drawers beneath. Work counter. Round conference table seating for small meetings with appropriate chairs. One three drawer wide filing cabinet. Waste and recycling baskets. Single-face bookshelf for professional literature.

USER SEATING: Four side chairs. One task chair.

EQUIPMENT: Computer, printer, phone, lockable file draws.

NEAR/FAR: Near Administrative Assistant Workstation and Records Storage Space.

SIGHTLINES: Should not be in sight of the public, although should be close enough to the Adult Public Service Desk to hear if voices are raised.

STORAGE: Closet to hang visitors' coats.

ARCHITECTURAL FEATURES: Power and data outlets throughout the office, including on walls and in the floor. Bright but low glare light. Exterior window for natural light. Sound privacy is important for confidential meetings.

F.e Book Drop Room

FUNCTIONS PERFORMED: Library patrons may return library materials 24/hours per day. Materials drop through an external slot into a depressible rolling truck. Books are retrieved from the drop, loaded onto a cart, and moved to the Adult Public Service Desk to be checked in and shelved several times a day. Patrons should not be able to access (or even see) the drop area (patrons will mistakenly grab books directly from the drop, before they have been checked in).

FURNISHINGS: Depressible rolling truck to receive materials sent through slot in exterior wall. Two rolling book trucks.

NEAR/FAR: Near parking lot, Common Lobby, elevator, and Adult Public Service Desk.

SIGHTLINES: Exterior slot visible from parking lot and main entrance.

ARCHITECTURAL FEATURES: Exterior slot and book drop room must be vandal-proof, fireproof, and waterproof. Exterior slot area should be well lit. Book Drop Area should essentially be a fire-resistant receiving closet with fire suppression devices, alarms, etc. Door must swing outward.

F.f Server Room

FUNCTIONS PERFORMED: Houses network servers for both circulation network and wireless network for public and staff computers. Telephone system racks and connections for the library and the security network system equipment. Panel for alarm system. Used for equipment storage, parts, and supplies.

FURNISHINGS: Server racks, monitor, wire management, and shelving for spare parts for computers. Computer networks should run off of fiber cable.

EQUIPMENT: Server Racks, modems and routers for internal and area networks, clock, telephone, uninterrupted power source backup power unit. Alarm panel.

NEAR/FAR: Near Adult Public Service Desk.

ARCHITECTURAL FEATURES: Well-lighted, individual heating and cooling thermostat zone (sometimes servers require air conditioning to maintain a constant temperature). Plenty of elbow room.

F.g Technology Storage Room

FUNCTIONS PERFORMED: Used for equipment storage, parts, and supplies.

FURNISHINGS: Workbench for updating and repairing computers. Shelving for spare computer parts.

USER SEATING: 1 side chair.

EQUIPMENT: Spare computer parts and monitors, laptops, tablets, other library technology.

ARCHITECTURAL FEATURES: Workbench for updating and repairing computers. Plenty of elbow room.

F.h Staff Restroom

FUNCTIONS PERFORMED: One unisex bathroom for library staff.

FURNISHINGS: Wall-mounted, flush valve sink. Wall mounted wash basin with electric eye activation faucets. Permanently mounted soap dispensers. Waste bin. Hand dryer and hand towel dispenser. Mirror. Sharps box.

NEAR/FAR: Near Staff Workstations, Technical Services and Book Processing Workroom, Administrative Assistant Workstation, and Director's Workroom. Can be near the Staff Break Room, but the entry to the Staff Restroom cannot open into the Staff Break Room; separate entrances are a necessity. Near a mop closet.

SIGHTLINES: Should be out of the public's site (the public is always trying to access the staff restroom for some reason. Best if they don't even know where it is).

STORAGE: Cabinet for extra rolls of toilet paper, paper towels, cleaning products, etc.

ARCHITECTURAL FEATURES: Staff Restroom must be accessible to all users according to current codes. Restroom should be designed for easy maintenance with some sound mediation in the walls to contain water noises. Should have a floor drain. Exhaust fan should be placed far from the entry door, to pull odors away from the entry. Floor should be ceramic tile dark grout.

F.i Staff Break Room

FUNCTIONS PERFORMED: Staff personnel prepare and eat meals/snacks, take breaks, relax, hang coats, store personal items, wash library supplies.

FURNISHINGS: One circular table for four with appropriate chairs, one lounge chair and one couch. Plenty of counter space and storage cabinets. Waste, recycling, and compost buckets. A bulletin board.

USER SEATING: One arm chair. One couch. Four side chairs.

EQUIPMENT: Large sink, full sized fridge, dishwasher, microwave, toaster oven, coffee maker, electric kettle, and water fountain.

NEAR/FAR: Near Staff Restroom. / Far from high traffic areas of the library.

SIGHTLINES: The Staff Break Room should not be visible from public service areas.

STORAGE: Closet with industrial strength coat rack with plastic bins for winter boots underneath, four lockers for library staff that do not have dedicated desks. Cabinets for plates, utensils, serving platters, table clothes, etc.

ARCHITECTURAL FEATURES: Should be comfortable and welcoming for staff, with a mix of natural, overhead, and task lighting. Natural light from an exterior window. Should have good ventilation and an exhaust fan. Sink should be large enough to fill a coffee urn. Standard kitchen cabinets and drawers will work fine, so long as there is ample storage for plates/serving dishes, cutlery, coffee filters, and other food preparation needs. Library staff frequently work shifts

longer than eight hours, and union employees receive guaranteed breaks. An adequate breakroom is essential.

F.j Friends of the Library Room

FUNCTIONS PERFORMED: The Friends of the Library sort and store books leading up to the sale. The Friends store supplies and records. The Friends display a small number of books for sale to the public in-between larger book sales.

MATERIALS: 250 linear feet of steel cantilever shelving. Shelves must be 12" deep.

FURNISHINGS: Two standing-height rectangular tables for sorting books with storage cabinets underneath. A file cabinet for storing records. Single face steel cantilever shelving along the perimeter of the room.

USER SEATING: 1 side chair.

EQUIPMENT: Four book trucks.

NEAR/FAR: Near the Community Meeting Room. Near the Adult Public Service Desk (or near the elevator for easy transport of book trucks).

STORAGE: Cabinets and a file cabinet for storage of supplies and records. Small closet for signs and other storage.

ARCHITECTURAL FEATURES: Ideally, this space could be accessed both through the Community Meeting Room and through the library building, to allow for access while programs are happening and to facilitate setup during the book sale times. Three people should be able to work simultaneously in the space comfortably. There should be power outlets in the floor and a data connection should the Friends ever decide to have a computer or phone in their space. This is essentially a storage and staging area for books.

F.k Middlebury Community Television Studio (MCTV)

FUNCTIONS PERFORMED: Studio space for recording public access programs. Storage space for recording equipment. Office space for two MCTV staff members. Restroom space for staff, hosts and studio guests to prepare for television appearance (large mirror).

MATERIALS: 64 banker's boxes of archival footage on VHS and DVD.

FURNISHINGS: The typical studio setup is a host desk with chairs or couch to seat up to four people. The studio should also have lockers or closet so guests may store coats and bags. The studio needs space for master control, a large workstation with multiple computers and monitors with extensive wiring running to tripod mounted cameras in the studio. Additionally, a large desk/video editing station with networked computer and external monitor is available for producers working in the studio. The office area should have two work desks each with multiple

network connected computers, small server rack, file cabinet, and task chair. Combined cabinets and shelves in the office store media, records, and equipment needed on a daily basis. This is approx. 18' long by 4' high by 2' deep, mixed shelves, file cabinets, and drawers. A large server rack is nearby, with outside connection to Comcast reverse feed service (outbound to Comcast). A monitor on the wall and good wire management are essential in this space.

USER SEATING: Four side chairs. Two office chairs.

EQUIPMENT: MCTV equipment is purchased and maintained by MCTV, and includes numerous cameras, computers and peripheral equipment either in regular use or requiring storage.

NEAR/FAR: Near Digital Media Lab. / Far from Adult Gathering Area, Pre-K and Kindergarten Area, Middle School Area. Could be near Meeting Space to integrate filming/streaming of public events.

SIGHTLINES: MCTV is only open when a staff member is present, so sightlines to the entrance are not necessary. However, being able to see into the studio (through a glass wall or window) would be advantageous, so library patrons can see programs as they are being recorded.

STORAGE: A storage space for media archive (VHS, DVD), cameras, servers, battery chargers, lights, and other equipment.

ARCHITECTURAL FEATURES: Studio space should be open format, to allow for clean sightlines from cameras to hosts and guests, as well as visibility from master control/recording space. Ceiling should be 12' to accommodate overhead lighting grid at safe height. Acoustics in the studio space are crucial, and the space must be sound baffled. Both the studio, the office, and the storage space require significant power sources, including in the ground, on the walls, and in the ceiling. Doors must be lockable, as expensive equipment is stored here. A separate, staff only entrance would facilitate easy access for MCTV staff during non-library hours.

F.I Custodial and Dedicated Storage

FUNCTIONS PERFORMED: Workspace for custodian to organize and store supplies and equipment. Storage of assorted tools, extra steel shelving, backstock of lightbulbs, carpet squares, traffic cones, and paint. Provides a safe place for chemicals used in cleaning. A low sink for rinsing mops and disposing of liquids.

FURNISHINGS: 16-gauge steel framework for shelving around the perimeter of the room. This both provides a space to store steel shelves not currently needed in the collection, as well as provides shelving of various heights for storage of cleaning materials, paper supplies, light bulbs, and small tools. Wall mounted clamps for mops and brooms. A large, low work sink and water access at low level for rinsing mops. Space for storing outdoor maintenance equipment (shovels, rakes, blowers, etc.). Coat hooks and key hooks. A Trash bin.

EQUIPMENT: A tall ladder, a vacuum, mops and brooms. Basic tools and power tools.

NEAR/FAR: Near restrooms.

ARCHITECTURAL FEATURES: Lockable door to prevent poisoning and theft. Wide doors for ease of access to equipment. Tall ladders are stored here, so the ceiling must be sufficiently tall or the closet sufficiently deep.¹ Well lit and durable and easily cleaned materials. Note: In addition to one large Custodial and Dedicated Storage area, there should be smaller custodian's closets on each floor of the library for storing cleaning equipment and low sinks for mops.

G. Outdoor Amenities

FUNCTIONS PERFORMED: Patrons and staff safely store their bikes. Patrons who cannot visit the library during library hours, or who wish not to enter the library for any reason, pickup library materials in a secure locker. Patrons sit outside to read, eat lunch, and converse with each other. Storage for the library's snow blower. Outdoor space large enough to hold children's craft programs outside when it is nice out (about 25 people, ideally buffered from street noise).

MATERIALS: Space for a remoteLocker (an outdoor locker that allows patrons to pick up library materials outside of library hours).

FURNISHINGS: A mix of benches and chairs for outdoor reading and conversation. A picnic table.

EQUIPMENT: A snow blower. A public access water fountain.

STORAGE: Outdoor, walk-in storage for a snow blower, book bike and trailer, and garden supplies. Outdoor storage space for trash and recycling pickup. Space for large trash and recycling receptacle.

ARCHITECTURAL FEATURE: Some kind of overhead shading apparatus; if space allowed, a pavilion would be great. A pollinator friendly garden. Exterior power.

¹ The answer to the question "How tall is the ladder?" can only be ascertained after we know how high the highest lightbulb in the building will be.