

A Building Program for the DeKalb Public Library

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I. EXECUTIVE SUMMARY

I-A. About this *Program*

This Building Program for the DeKalb Public Library is intended to convert the service needs of the library to architectural space needs. The primary purpose of the Program is to guide the architect selected by the City of DeKalb in the development of a design for the construction of a new public library building.

The Building Program was developed and edited through extensive conversations with DeKalb City officials and with the library's Board of Trustees, staff, Friends of the Library, and library users.

I-B. The DeKalb Public Library

The DeKalb Public Library currently serves between 48,000 and 50,000 people. By 2035, when the new library building is 20 years old, the projected population for the community is perhaps 70,000 to 75,000. New library buildings are customarily planned to meet community needs for a minimum of 20 years after they are completed.

The DeKalb Public Library is a municipal library serving the City of DeKalb. The library was founded in 1893 and was located in a variety of spaces until the current library building was constructed in 1931. The striking Art Deco architecture of the library has made it a local landmark, and in 1985 it was added to the National Register of Historic Buildings.

Although the building has been remodeled and repaired over its nearly 80-year life, it has not been expanded since it was originally constructed.

The building has a number of strengths:

- Striking Art Deco architecture, including both the exterior and the public rooms on the main floor.
- Excellent location in the historic center of DeKalb.
- Continuing responsible maintenance.
- Updated restrooms.
- Updated lighting in 2004.
- Remediation of mold and asbestos in 2006.

The building also has a very large number of functional weaknesses:

- Major areas of the library are not accessible to users with disabilities, and all areas are accessible only with considerable effort. The library has no elevator, ramp entrances to the two main floors are at opposite ends of the building, and much of the book collection is inaccessible.
- All areas of the library are overcrowded. The 19,000-square-foot library that was built to serve fewer than 10,000 people is now serving nearly 50,000. Most modern libraries are planned with between one and two square feet per capita.
- The library has far too little space for collections, and much of the shelving is too shallow for proper book storage.
- Due to its complex interior design, the library has poor sightlines, making staff oversight difficult.
- The library has virtually no parking. A funeral-home lot across the street is available to library users, but only when no funerals are taking place.

- The library's HVAC system is ancient and in poor condition, and the building is frequently uncomfortable. Humidity control is poor. The building's uninsulated walls contribute to its problems.
- The building has insufficient electrical outlets, and many are not grounded.
- DeKalb has a high water table, and the basement of the library (which contains the children's department and staff offices) has flooded in the past.
- The building has no provision for deliveries. All of the many daily deliveries must come through either the formal front door or the children's entrance.
- The library has virtually no storage space. The top two decks of the stacks are served only by a dumb waiter operated manually.
- The library restrooms are difficult to supervise.
- The library has essentially no space for programs and meetings. Since frequent special events characterize modern public library service, the absence of space is a major handicap.
- Workspace for library staff is painfully limited.

The library has conducted a number of studies of its space problems:

- In 2002, library building consultant Anders Dahlgren estimated that a new library for DeKalb should be about 60,000 square feet.
- In 2005, the architectural firm of Frye, Gillan, Molinaro (FGM) explored the possibility of expanding the current library without purchasing additional land, and found no serious way to do so.
- In 2007, the architectural firm of Burnidge, Cassell Associates (BCA, now part of PSA-Dewberry/BCA) examined a group of small lots across two streets from the library and determined that these could not be effectively used.
- In 2008, BCA verified that a 60,000-square-foot library with necessary parking could be fitted on to a single city block in downtown DeKalb.
- In 2009, library building consultant Fred Schlipf prepared this *Building Program for the DeKalb Public Library*. The *Program* is based on the demonstration through earlier studies that the only option remaining to the City is the construction of a new library building.

I-C. The proposed new DeKalb Public Library building

After reviewing the community's long-term needs, the Board of Trustees concluded that a new building should be large enough to hold 275,000 books and 25,000 recordings when it is full. This permits nearly twice as many books as held in the current library, and more than twice as many recordings. Compared with the Illinois state standards for public libraries, these figures are at about the "growing" level for a town of 70,000 people. (The Illinois standards provide four levels of quality, "minimum," "growing," "established," and "advanced.") The library will provide seating for up to 332 and space for 87 public computer workstations. By keeping spaces flexible, the library will be able to reassign functions as the years pass to allow the library to adjust to changes in the functions and services of public libraries.

The new library will be designed to provide an attractive and welcoming space for DeKalb citizens. It will be a community destination. In the spirit of the existing library it will be designed to be a timeless community landmark.

The library will be designed for efficient operation and will be sufficiently flexible to adapt to changes in library services without serious remodeling. It will be a green building.

Unlike the current building, the new library will be fully accessible to users with disabilities.

Spaces in the new building will include:

Foyer

- All users will enter the building through a single entrance at grade level, with no necessary ramps or stairs.
- Doors from the foyer will lead to the library's program rooms and restrooms, allowing meetings to take place when the rest of the library is closed.
- A porte cochère will allow people to be dropped off and picked up while sheltered from weather.

Lending Department

- All materials will be borrowed from a single service desk immediately inside the Foyer.
- An information desk will provide space for a staff member to greet users and check coats.
- The department will include space for a self-service fax machine, equipment to allow those people who prefer self-service to check out their own books.

- Shelving for self-service held books and interlibrary loan books, as in the current library.
- Space for display cases, public photocopiers, a wheelchair and walker for public use, and an ongoing book sale.

Adult Department (“Reference and Readers’ Advisory Services”)

- Staff at a central reference desk will be available to assist users at all times.
- Online catalog workstations will be located throughout the department, for easy access.
- Shelving for up to 65,000 volumes of fiction, 97,500 non-fiction, 210 current magazines, 10 current newspapers, 7,500 video recordings, and 7,000 audio music recordings.
- A variety of seating for readers, including 4-person reading tables, 2-person tables, 1-person tables, and armchairs. Much of the seating will be by windows to allow a view of the world while people read.
- A quiet reading room for people who wish to read undisturbed by the busy coming and going of modern libraries.
- Four study rooms for tutoring, student group projects, meetings of community groups, individual study, use by parents who want to contain children’s noise, etc.
- Thirty multi-function computer workstations, plus loaner laptops. As with the current library, the new library will have a strong wireless signal for users who bring their own laptops.
- A career center to users looking for jobs and exploring new occupations.
- A social area with displays of new books, stand-up email workstation, a self-service coffee brewer, and comfortable seating.

Young Adult Department

- A department providing space and collections for the library’s many users in middle school and high school.
- In order to adapt to changing enthusiasms, the department will be designed for quick redecoration by staff and students.
- The department will provide space for 7,000 books and 5 magazine subscriptions.
- It will have extensive seating for young adults, including diner booths with computer screens, armchairs, and study tables.
- A small program space for a variety of teen events. (Larger programs will take place in the libraries program rooms.)
- Places to display teen art and list local events.

Children’s Department (“Youth Services”)

- Youth Services will serve children through 6th grade and their families. It will be a warm and friendly place.
- Staff at the departmental reference desk will be available at all times to assist children and their families.

- One area of the department will provide books and seating for young children and their families. It will include space for books, recordings, kits, and magazines. Seating in a variety of sizes will be available for children from the youngest toddlers through about first grade, and there will be comfortable seating for parents and children to share. Other features will include activity tables, a playhouse-sized “caboose,” and a puppet stage.
- A second area of the department will serve children from about second through sixth grades. In this area will be shelving for 66,500 books, 20 magazines, 2,000 recorded books, etc. Seating will include reading tables, a game table, armchairs, and beanbag chairs.
- Five thousand video and audio recordings for children of all ages.
- Twenty-five computers with seating large enough to allow parents and children to work together, plus two standup email computers for parents to use while their children are busy.
- Four study rooms for group projects, tutoring, quiet reading, and use by parents who want to use computers while their children play in the room.
- Coat pegs for children’s coats, and floor space for “parking” strollers.
- A story and craft room for about 24 children, with a floor unaffected by spilled glitter and glue. Parents who want to leave the area while their children are at story times can take restaurant-style alerting devices to let them know when programs are about to end (or when a specific child wishes to see a parent).
- A family restroom designed particularly for parents with young children of the opposite sex.

Local History and Genealogy Department

- This department may be located in the new library building, but it may also become one of a number of community features in the historic library building.
- The department will provide a safe place to store the library’s current and future collections of historic local materials.
- It will provide large worktables for users, plus microfilm readers, computers for access to genealogical databases, and places to display items selected from the department’s collections.

Program Rooms

- The library will provide three rooms for library programs and for use by community groups. All three will be accessible from the Foyer to allow them to be used while the rest of the library is closed.
- A large meeting room will seat 125 adults on chairs or up to 250 children on the floor. It will have a variety of modern projection and amplification equipment, a small portable stage, a small kitchenette, and tables and seating that are easy to set up.
- A smaller meeting room will seat 50 adults on chairs or 100 children on the floor. It will have all of the special features of the large room.

- A conference room will provide space for 12 at a table and for eight observers. Like the two meeting rooms, it will be designed for easy rearrangement to meet the needs of the groups that use it.

24/7 book pickup and return

- The library will have a drive up area for the pickup and return of library materials. It will be designed to serve not only the needs of people who cannot come to the library during regular library hours, but also the needs of people (such as mothers with children in car seats) who have books to pick up but cannot easily come into the building.

Necessary workspaces for library staff and storage space for library equipment and materials

The preliminary space estimate for the completed library is:

Foyer.....	unassigned space
Lending Department.....	4,200
Adult Department	28,775
Young Adult Department	2,775
Children’s Department	16,925
Local History and Genealogy	2,625
Program rooms	3,675
Restrooms.....	unassigned space
Technical Services	1,425
Outreach Services.....	500
Administration	2,350
Information technology.....	500
Maintenance	1,125
Staff rooms	925
Receiving and vehicle storage	1,450
Drive-up book return and pickup.....	250
Storage.....	<u>3,000</u>
Total assignable space.....	70,500 ¹
Unassignable space.....	<u>14,100</u> ²
Total net space	84,600 ³
Estimated gross space.....	89,000 square feet ⁴

Notes:

1. Assignable space is space devoted to specific library functions.
2. Unassignable space includes space for essential support functions such as foyers, hallways, staircases, elevators, restrooms, furnace rooms, panel rooms, etc
3. Total net space is the sum of assignable and unassignable space.
4. Gross space includes space for the thickness of walls.

II. INTRODUCTION

II-A. About this *Program*

This *Building Program for the DeKalb Public Library* is intended to convert the service needs of the library to architectural space needs. The primary purpose of the *Program* is to guide the architect selected by the City of DeKalb in the development of a design for a new library building for the city.

This *Building Program* was developed and edited through extensive conversations with DeKalb City officials and with the library's Board of Trustees, staff, Friends of the Library, and library users.

The *Program* lists all of the spaces required to meet the library's service goals. For each space, it contains:

1. A description of the general nature of the space.
2. Important adjacencies (the relationship of the space to other spaces in the library).
3. A list of the contents of the space required to meet the library's service needs.
4. The number of square feet necessary to hold the specified contents. Most square footages are rounded to 25 square feet.

II-B. Participants in *Program* development

Creation of this *Building Program for the DeKalb Public Library* involved the participation of a large number of people.

Board of Trustees of the DeKalb Public Library

Clarence Casella
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Wendell Johnson
Janis Kirts
Lara Luethchans
Clark Neher
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Barb Mowers
Martha and Tom O’Gorman
Sarah Ott
Cheryl Ross
Diane and John Shaffer
Judy and Larry Sill
Martha Snyder
Anis Stenger
Jeff Strack
Diane Voelker
Kay Von Mol
Jim and Sally Walker

III. THE DEKALB PUBLIC LIBRARY

III-A. The City of DeKalb

DeKalb is a city of about 50,000 people in north central Illinois, about 25 miles west of the Chicago metropolitan area. It is probably best known as the home of Northern Illinois University.

The nearest major community to DeKalb is Sycamore, which is the county seat of DeKalb County and located to the northeast of the City of DeKalb. The main road connecting the two communities has seen a great deal of commercial development in recent decades, and today the two communities come close to being one continuous development.

The population of the City of DeKalb in 2000 was 42,579. The 2009 population is believed to be between 48,000 and 50,000 people. Over the last 15 years, growth has been about 2 percent per year. If this rate continues, the population of DeKalb will be about 70,000 in 2030.

DeKalb is currently replacing a number of civic buildings, many of which are aging and too small to meet the needs of a continually growing community. For example, a new hospital was completed in 2008, and a new high school is under construction.

Most libraries that are contemplating new buildings plan for at least 20 years' population growth, but in practical terms it makes sense to look even farther into the future, since very few libraries are prepared to expand every 20 years.

In addition to growth due to population increases, library service populations can also increase when libraries start providing service to unincorporated areas outside municipal boundaries.

In Illinois, one common way for this to occur is for public libraries to convert to district libraries. The boundaries of the resulting district library taxing jurisdictions are not limited by municipal boundaries.

Although a large number of small town libraries in Illinois have converted to district libraries, most city public libraries have remained municipal libraries.

For a city library, an alternative way to provide library service to unannexed land is to encourage the creation of a library taxing jurisdiction that lies outside the city limits of the municipality. Such a library taxing jurisdiction may choose to offer no library services on its own but simply to contract with the neighboring municipality for library service to its residents. A number of examples of such districts exist in Illinois.

One of the advantages of a contracting district is that it does not feel threatened if the city expands into the district, detaching land from the district and adding it to the city. Because the district is not attempting to operate a physical library structure, the loss of income is of no consequence.

From the point of view of city government, a contracting district has the useful function of establishing a library property tax. If and when the time comes to expand the city limits, much of the property tax is already in place, and the negative reaction of taxpayers in the annexed land is far less.

Currently the areas directly to the northeast and east of DeKalb are served by the Sycamore Public Library and the Cortland Public Library, and there are no nearby villages without library service.

If DeKalb does not choose to serve any unannexed areas, the population of the City of DeKalb should remain the library's service population.

This ***Program*** is based on the presumption that the population to be served by the library will not exceed 70,000 people in the 20 years after the library is completed in 2012.

III-B. The DeKalb Public Library

The DeKalb Public Library is a municipal library serving the City of DeKalb.

The library was founded by municipal ordinance in 1893, as provided for by Illinois' 1872 statute regarding the creation of municipal libraries. The library was originally housed in a room in the City Hall, and in 1923 it was moved to the second floor of a local newspaper building. The current building was constructed in 1931.

The greatest architectural strength of the current DeKalb Public Library building is its striking Art Deco design. Because few libraries were built during the Great Depression, when Art Deco architecture was in its heyday, Art Deco libraries are clearly uncommon. The John Adams building of the US Library of Congress is another scarce example.

The current building was made possible by a bequest from Jacob Haish, and “Haish Memorial Library” is inscribed in the front of the building.

In 1985, the building was added to the National Register of Historic Buildings.

Although the building has been remodeled and repaired, it has not been expanded since it was constructed over 75 years ago.

III-C. Strengths of the building

III-C-1. Exterior

- a. **The library's Art Deco exterior is an unusual example of architecture of the period and a local landmark.**
- b. **The library's extensive plantings contribute significantly to the appearance of the building.**

III-C-2. Great hall

- a. **The large central hall on the main floor is impressive and the primary Art Deco interior space in the library.**

III-C-3. Location

- a. **The library is located in the historic center of DeKalb, an ideal place for a public library if problems with expansion space, parking, and security can be controlled.**

III-C-4. Condition

- a. **The Library Board has continued to devote funds to the maintenance and upkeep of the building.**
 - i. In 2006, for example, the library replaced a number of windows in the great hall and some other original areas of the building. The new windows have aluminum rather than steel frames and appear to match the building's original architecture well.

The old windows had been covered with a film in the 1960s. This yellowed and became almost opaque. The windows in the fiction room on the southeast side of the main floor were not replaced and still have this film.

- ii. In 2006, the library restored an historic mural by the fireplace in the library's great hall. At the same time, the library restrooms were upgraded, environmental problems (including mold) were remediated, and lighting was upgraded.
- b. **A number of problems with condition are listed under “weaknesses,” below.**

III-C-5. Physical stability

- a. **The DeKalb Public Library has solid masonry walls.**

An informal examination suggests they are stable, with no signs (for example) of the stair step cracks associated with uneven settling. [A physical evaluation of the library building, however, is beyond the scope of this *Program*.]

III-C-6. Updated restrooms

- a. **The library's restrooms were upgraded in 2003 and appear to be technically adequate if not photogenic.**

III-C-7. Remediation of environmentally unsafe building components

- a. **In 2006, the library removed both mold and asbestos from the building and had all of the library's HVAC ductwork cleaned.**

III-C-8. Updated lighting

- a. **The lighting in the great hall was updated in 2004.**

The lighting is reflected uplighting, which is by far the best way to light libraries

Unfortunately, due to the great height of the hall, the lights are a considerable distance from the ceiling. Because the new fixtures hang on chains, they frequently sway in the breezes from the HVAC system.

III-D. Weaknesses of the building

III-D-1. Lack of accessibility

- a. **Major portions of the DeKalb Public Library are inaccessible to users with physical disabilities**, and the library fails to comply with both the Americans with Disabilities Act and the Illinois Accessibility Code.
- b. **The library has a dumbwaiter but no elevator.**
- c. **While many book stack aisles meet the 36-inch minimum width required by both codes, they do so only marginally, and some places the aisles narrow down to as little as 24 inches.** (Both codes recommend minimum aisle width of 42 inches.)
- d. **Both the main floor and basement have accessible entrances, but these are separate entrances located at opposite ends of the building, and both involve ramps.** To travel from the Reference and Readers' Advisory Department to the Youth Services Department, a user in a wheelchair must leave by a door at the east end of the great hall on the main floor, take a ramp south to the sidewalk in front of the library, travel west the length of the library building to the corner of the block, travel north to the head of the ramp to a separate Youth Services entrance, and then take the ramp back east to reenter the library.
- e. **The majority of the Adult Department book collection is located in a four deck stack unit at the back of the great hall.** Because the stacks are served by a dumbwaiter but no elevator, only the first level is accessible, and even there only where aisle width is sufficient.

III-D-2. General overcrowding

- a. **Every area of the DeKalb Public Library building is overcrowded.**
- b. **Today, most new library buildings in towns in the Chicago metropolitan area are being built with between one and two square feet of space per capita, and some are even larger.** A town the size of DeKalb with about 50,000 people should by this measure be expected to have a library of somewhere between 50,000 and 100,000 square feet. By contrast, the current library is about 20,000 square feet—by any measure less than half the size it should be to meet the community's current needs, let alone long-term future needs.

III-D-3. Inadequate collection storage space

- a. **The library's collections are everywhere limited by existing shelving.**
- b. **The library's space for local history and genealogy materials is extremely limited,** with a few shelves and filing cabinets but no storage space. This has led to the theft of materials and makes it impossible for the library to seek donations of historic local materials.

III-D-3. Inadequate shelving

- a. **Much of the library's book shelving has shallow shelves only 7 inches deep.** Library book shelves need to be 9 inches deep for most books and 11 inches deep for reference books, art books, and many children's books. (Manufacturers of shelving designate 9 inch deep shelving as "nominal 10 inch" shelving.)

III-D-4. Security problems

- a. **In general, the library has poor sightlines.**
- b. **In large part, this is due to too many small, separate spaces.**
- c. **The staff report, for example, that computers that provide access to the Internet are hard to supervise.**
- d. **The complexity of the building has led to an excessive number of potential hiding places—not a good situation for any downtown library.**
- e. **Complex buildings offer libraries the choice of providing poor oversight and security or of spending valuable resources on security staff rather than on library services.**
- f. **Parking for staff after dark is not secure.**

III-D-5. Inadequate parking

- a. **The library has no parking space of its own.**
- b. **A very limited amount of time-limited parking is located on the streets south and west of the library.**
- c. **A lot across the street to the west of the library is usually available for library patron use,** but the lot belongs to a funeral home and is unavailable for library use on days when funerals are taking place.

III-D-6. Inadequate heating, ventilating and air conditioning

- a. **The library's HVAC system is inadequate.**
- b. **Staff members report that some areas of the building are comfortable, while others are simultaneously either too hot or too cold.**
- c. **The furnace is 40 years old and frequently malfunctions.** (The typical life of HVAC equipment is about 20 years, so the furnace is overdue for replacement.)
- d. **The library has pneumatic thermostats.** Although these continue to be manufactured and used, they can be high-maintenance devices, and most modern buildings have electronic thermostats.
- e. **The thermostats have surface-mounted pneumatic tubes, which are easily damaged.**
- f. **The walls of the library are solid masonry and uninsulated.**
- g. **During the summer, areas of the library are subject to cold drafts, and the building can be extremely humid. Some areas feel very clammy.**

III-D-7. Insufficient wiring

- a. **Like almost all buildings of its age, the library has too few electrical outlets.**
- b. **In addition, many of the outlets are not grounded.**

- c. **Library staff members report, however, that the building’s electrical service generally supplies enough power to meet the library’s needs.**

III-D-8. Flooding

- a. **Books are extraordinarily susceptible to water damage.** Although rare books can sometimes be freeze dried, this process is too expensive for most public library books and does not work with books with coated paper.
- b. **The way to preserve books from water damage is to shun building designs that make water damage likely.**
- c. **DeKalb has a high water table, and in the past the basement of the library has flooded.**
- d. **Floods in Iowa in 2008 and Louisville in 2009 have demonstrated the extreme inadvisability of locating libraries in basements.**

III-D-9. Inadequate provision for deliveries

- a. **Public libraries have a surprising number of daily deliveries and shipments.** With the growth of electronic patron-initiated interlibrary loan, Illinois public libraries the size of DeKalb’s can dispatch and receive hundreds of books daily. Books for delivery to residential facilities or homebound users by library outreach services must be loaded into vans. Heavy shipments of new books are received nearly daily from large book jobbers. US mail brings hundreds of new issues of magazines every month, in addition to regular business mail. And in addition, libraries receive the constant deliveries that other businesses do—equipment, furnishings, cleaning supplies, office supplies, etc.
- b. **Unfortunately, the DeKalb Public Library has no loading dock and no suitable receiving area.**
- c. **The lack of a receiving area means that donations of used books are piled unattractively in the foyer of the library’s formal main entrance.**

III-D-10. Inadequate storage

- a. Like many older library buildings, the DeKalb Public Library is extremely short of storage space.
- b. This has forced the library into such bad practices as using the boiler room for general storage.

III-D-11. Inadequate custodial spaces

- a. The head of maintenance describes the library's janitorial closets as "awful."

III-D-12. Inadequate public restrooms

- a. Although the library has upgraded its restrooms, they are in unfortunate locations.
- b. In particular, the entrances to the basement restrooms are in locations where they cannot be overseen by any library staff member.
- c. Because of this, the library has had to keep the restrooms locked at times. Regardless of the size of a restroom, having to issue a key effectively reduces it to a single-user restroom.
- d. Libraries cannot provide serious restroom security by controlling keys because anyone with a key can let other users into a restroom.

III-D-13. Inadequate program spaces

- a. The library does not have workable spaces for public programs.
- b. A small conference room is located in the basement near the Youth Services Department.
- c. For Youth Services programs, a wall of the conference room can be opened. This provides more space, but in the process, children attending programs block access to parts of the department's book collection, and the noise of the programs fills the department.

III-D-14. Inadequate staff workspaces

- a. **Workspaces for library staff members are extremely limited, which reduces the effectiveness and efficiency of library operations.**
- b. **The only private office in the building is the director's office, and it is overcrowded.** Department heads who need to conduct private conversations (such as staff evaluations) have no place to do so.
- c. **Staff workspaces are so limited that some staff members actually work on their laps.**

IV. PREVIOUS WORK ON DEKALB PUBLIC LIBRARY SPACE ISSUES

IV-A. Anders Dahlgren 2002

Library Space Needs: A description of optimum service goals and space needs and interim space use strategies for the DeKalb Public Library, a 2002 study by library building consultant Anders Dahlgren, concluded that the library should be about 60,000 square feet in size.

IV-B. Frye, Gillan, Molinaro 2005

In 2005, the Chicago architectural firm of FGM explored the possibility of expanding the current library building without acquiring additional land. The study demonstrated that relatively little expansion could take place without the acquisition and demolition of significant buildings adjacent to the library.

IV-C. Burnidge, Cassell Associates 2007

DeKalb Public Library: Expansion Studies

In 2007, BCA determined that a group of small lots available near the library could not be used effectively to expand the library. Since all of the lots are small corner lots across two streets from the library, and neither street could be closed, these additional spaces offered no way to develop the larger single building required for good library service.

(In late 2008, BCA merged with the architectural firm PSA-Dewberry.)

IV-D. Burnidge, Cassell Associates 2008

In 2008, BCA conducted a study to determine whether a building of 60,000 square feet could be constructed on a single city block of the general size found in downtown DeKalb. The study provided three possible scenarios, including an east-west building on the north half of the block and two possible north-south buildings, one on the east side of the block and one on the west.

According to this study, allowing for utilities and for required setbacks, the block could support a new 60,000-square-foot library building and about 115 parking spaces.

The success of this plan rests on City regulations that permit the existing percentages of site occupancy to be grandfathered in to future developments, and that no detention basins are needed if the percentage of site occupancy does not increase.

One challenge that frequently occurs in the development of existing downtown sites for library purposes is existing underground utilities, which sometimes run through the center of blocks. If, for example, a block has a north-south sewer line, it may need to be relocated, since the best library design involves orienting buildings east-west.

IV-E. Fred Schlipf 2009

In 2008, the Board of Trustees hired Fred Schlipf to prepare this *Building Program for the DeKalb Public Library*.

The *Program* was completed in 2009.

V. PLANNING DATA AND EQUIPMENT STANDARDS

V-A. Planning data

V-A-1. Collection sizes

The tables below apply Illinois state standards for public library collections to the current and future collections of the DeKalb Public Library. The current standards are *Serving Our Public 2.0*.

Two tables are presented below. The first table is based on a population of 50,000, which is slightly greater than DeKalb's 2007 population of 45,749. It is intended to provide a benchmark for the current collections of the DeKalb public library.

The second table provides recommended collection sizes for a long-term service population of 70,000 people, the estimated population of the community 20 years after the library is completed.

Although almost all studies presume building to meet a 20-year need, in most cases library buildings are in use far longer than 20 years before they are expanded or replaced. The current DeKalb Public Library building, for example, has never been expanded in its nearly 80-year history.

The first version of *Serving Our Public* included standards for periodical subscriptions. These clearly called for far too many periodicals in comparison with book collections, and they have been omitted from the *Serving Our Public 2.0*, the recently revised state standards. Because the periodical standards were so clearly unrealistic, they are not included in the tables below.

Standards for AV collections were published as a supplement to the first version of *Serving Our Public* but were not included in *Serving Our Public 2.0*. In general, these called for AV collections about 10 percent of the size of book collections at the “minimum” level, increasing to about 20 percent at the “advanced” level. The numbers yielded by this AV standard are included in the tables below as a matter of general interest.

Another approach to AV collection sizes is to peg them at about 10 to 12 percent of book collection sizes.

AV collections tend to be weeded more heavily than book collections and therefore do not grow as rapidly as they might. AV collections are heavily weeded for two reasons.

- First, AV materials frequently wear out through heavy use. This is particularly true of DVDs, which are very fragile when compared with VHS tapes.
- In addition, frequent format changes lead to the occasional mass withdrawal of AV items from library collections. A couple of decades ago, for example, public libraries removed most of their 33 rpm record collections, and today many public libraries are doing radical weeding of their VHS collections. Collections of recorded books on cassette tape are also being weeded in favor of books on CDs, due primarily to new cars being equipped with CD players rather than cassette players.

Serving Our Public designates four levels of quality for book collections—“minimum,” “growing,” “established,” and “advanced.” Very few public libraries in Illinois have collections at the “advanced” level, and for many libraries a reasonable range is probably between “minimum” and “established.”

The collection standards in *Serving Our Public* have no legal force in Illinois, but when libraries are applying for highly competitive grants of state construction funds, the failure to meet “minimum” standards may be a handicap.

Table V-A shows that DeKalb’s current book collection is about 5 percent larger than the “minimum” collection for a town of 50,000 people described in the Illinois state standards for public libraries. DeKalb’s AV collections are only about 60 percent of the “minimum” size in the previous standards. By another measure, DeKalb’s AV collections are about 6 percent as large as the library’s book collections, which is fairly low.

Table V-A
Collections of the DeKalb Public Library, compared with collection sizes in *Serving our Public: Standards for Illinois Public Libraries*, for a community of 50,000, and with the DeKalb Public Library’s long-term goals

Type of material	Current	Minimum	Growing	Estab- lished	Ad- vanced
Books	141,808	135,000	210,000	235,000	347,500
Periodical subscriptions	216				
Audio recordings	5,130	no separate standard			
Video recordings	4,141	no separate standard			
Total recordings	9,049	15,250	30,250	40,250	62,250

Table V-B shows the collection storage capacities the DeKalb Public Library Board of Trustees has selected for the new library building. As noted above, these assume that the population of DeKalb will not exceed 70,000 within 20 years after construction of a new library. The collection capacities selected mean that the new library will have enough space to house a book collection between the “growing” and “established” levels and a collection of recordings between the “minimum” and “growing” levels.

Table V-B
Collections of the DeKalb Public Library, compared with collection sizes in *Serving our Public: Standards for Illinois Public Libraries*, for a community of 70,000, and with the DeKalb Public Library’s long-term goals

Type of material	Current	Minimum	Growing	Estab- lished	Ad- vanced	Goal
Books	143,445	145,000	250,000	285,000	442,500	275,000
Periodical subscriptions	216					260
Audio recordings	5,130	no separate standard				13,000
Video recordings	4,141	no separate standard				12,000
Total recordings	9,049	16,250	37,250	51,250	86,250	25,000

Table V-C, below, divides the proposed collections as necessary to calculate required shelving space in each department of the library.

In practice, of course, space utilization in each department of a well-designed library should be relatively easy to reassign. Shelving originally devoted to one category of material is usually easy to use for housing material in other categories.

Table V-C
Collection Size Details

	Current	Future Capacity
Books		
Adult fiction	32,884	65,000
Adult non-fiction.....	50,341	97,500
Adult reference	4,681	5,000
Adult oversized	428	1,000
Parenting books	<u>161</u>	<u>500</u>
Total Adult books.....	88,495	169,000
Total Young Adult books	3,292	7,000
Board books	588	1,000
Children's E books.....	15,779	22,000
Children's beginning readers.....	??	8,000
Children's J fiction.....	10,737	21,000
Children's J non-fiction	23,683	45,500
Children's J reference.....	<u>447</u>	<u>500</u>
Total Children's books.....	51,234	98,000
Local History and Genealogy	434	1,000
Total books	143,445	275,000
 Periodicals		
Adult magazines.....	182	210
Adult newspapers	<u>7</u>	<u>10</u>
Total Adult periodicals	189	220
YA magazines.....	2	5
Children's E magazines.....	3	5
Children's J magazines	16	20
Parenting magazines.....	<u>6</u>	<u>10</u>
Total children's periodicals	25	35
Total periodical subscriptions	216	260

Audio recordings

Adult recorded books	1,199	3,000
Adult music CDs	<u>2,842</u>	<u>7,000</u>
Total adult audio recordings	4,041	10,000
Children’s recorded books	758	2,000
Children’s book/cassette sets	160	500
Children’s music CDs	<u>171</u>	<u>500</u>
Total children’s audio recordings	1,089	3,000
Total audio recordings	5,130	13,000

Video recordings

Adult DVDs	1,735	7,500
Adult videocassettes	<u>836</u>	<u>0</u>
Total adult video recordings	2,571	7,500
Children’s DVDs	1,018	4,500
Children’s videocassettes	<u>552</u>	<u>0</u>
Total children’s video recordings	1,570	4,500
Total video recordings	4,141	12,000

V-A-2. Seating standards and numbers

Minimum user seating standards in *Serving Our Public 2.0* include::

50,000 population	167 seats
60,000 population	182 seats
70,000 population	197 seats

Note that *Serving Our Public 2.0* specifies only minimum seating standards, rather than “minimum” through “advanced,” and that specified seating does not include computer workstations or seating in program rooms.

Many public new libraries appear to have about 50 percent more seating than the minimum listed in *Serving Our Public 2.0*.

**Table V-D
Seating**

The DeKalb Public Library will provide seating for 290 readers, at a mixture of multi-person tables, study rooms, and soft seating, as follows:

	Seats at Tables	Soft seating	TOTAL
Reference	9	0	9
General adult	76	30	106
Quiet reading room	8	8	16
Adult study rooms	20	0	20
Career center	2	0	2
Social and gathering	9	6	15
Young adult	28	12	40
Children’s reference	4	0	4
Younger children	26	16 ¹	42
Older children	34	4	38
Children’s study rooms	24	0	24
Historical collections	16	0	16
Total	256	76	332

Notes:

1. Seating consisting of eight miniature armchairs plus four love seats with seating for two each. Floor space for small children and reading structures are not counted as seating in this table.

V-A-3. Public workstations

For public use, the library will provide space for 18 OPACs (catalog workstations) and 64 general computer workstations. These are summarized in Table V-E.

There is no Illinois state standard for public library computer workstations.

Table V-E
Public Computer Workstations

The DeKalb Public Library will provide a total of 87 public computer workstations, including OPACs and computer workstations.

	Catalog workstations	Computer workstations	Total
Adult	10	34	44
Young Adult	1	3	4
Children's	7	27	34
Historical	2	3	5
Total	20	67	87

The library will provide locations for a minimum of 75 telephones.

Table V-F
Initial Telephone Locations

Lending desk	6 phones
Information desk	1 phone
Lending workroom.....	8 phones
Head of Lending.....	1 phone
Adult reference desk	3 phones
Adult Department workroom	8 phones
Head of Adult Department.....	1 phone
Young Adult Department reference desk.....	1 phone
Young Adult Department workroom	1 phone
Youth Services reference desk.....	4 phones
Story and craft room	1 phone
Youth Services staff workroom.....	6 phones
Head of Youth Services.....	1 phone
Assistant Head of Youth Services.....	1 phone
Local history and genealogy reference desk	1 phone
Local history and genealogy staff workroom	2 phones
Large meeting room.....	1 phone
Small meeting room	1 phone
Conference room.....	2 phones
Technical Services workroom.....	6 phones
Technical Services department head.....	1 phone
Outreach services	2 phones
Office manager	1 phone
Director.....	1 phone
Assistant Director.....	1 phone
Conference room.....	1 phone
Business office	1 phone
Payroll and scheduling	1 phone
Programming and public relations	2 phones
Friends and Foundation	1 phone
Information technology.....	2 phones
Maintenance	2 phones
Staff lunch room.....	1 phone
Receiving and van storage	2 phones
Total.....	75+ telephones

All telephones will be addressable for intercom purposes in two groups, office phones and office plus public phones. Access to the intercom will be from all phones in the building. All large public spaces will in addition include speakers linked to the intercom, so that announcements of closings, emergencies, lost children, etc., can be heard in acoustically isolated areas such as restrooms.

V-B. Equipment specifications

V-B-1 Shelving

The table below outlines basic shelving standards for the library.

**Table V-G
Shelving Standards**

All shelving in the library will be welded-frame steel cantilever shelving from a major manufacturer.

End panels and canopies

Wood end panels will be provided for all shelving units visible to library users. End panels will have built-in slat wall sections to facilitate display of books. Slat openings will have protective steel liners to prevent chipping of the edges of the openings.

Each end panels will have two holders to display information about the materials stored on that section of shelving. Holders will be designed for computer output for easy alteration. Holders will be at least 4 by 6 inches.

Canopies will be installed on 48" high units, but not on 60" or 84" units. Canopies will be made of wood to match the end panels.

Colors

Steel shelving will be painted a light, neutral shade, such as cream or pale gray. Among the major errors libraries have made in choice of shelving color include shelving in decorator colors (which quickly become dated), white shelving (which is impossible to keep clean), and dark shelving (which shows dust and absorbs too much light in areas that are already hard to light).

Arrangement

Aisles will be 48 inches wide, and cross aisles will be a minimum of 48 inches.

No row of shelving will exceed 21 feet (seven 3-foot units).

There will be no dead-end shelving aisles.

All rows of shelving in individual groups will be parallel to each other, with no radial shelving layouts.

Compact shelving

Compact (movable) shelving will not be used in any area of the library open to the public.

Heights of shelving units

84 inches – Adult circulating materials, Young Adult materials

60 inches – Adult reference books; Children’s J books; Adult, Young Adult, and J magazines

48 inches – Children’s E books, board books, and E magazines

Depths of shelves:

11 inches (nominal 12 inches) – Adult reference, oversized books, and art books; Children’s J non-fiction and E fiction; and all storage shelving in staff work areas

9 inches (nominal 10 inches) – All other materials

No shelving will be shallower than 9 inches.

Specialty shelving

Adult magazines will be on tilt shelves that lock in the open position.

Adult newspapers will be on tilt shelves that lock in the open position, with folding plastic lids to keep the newspapers from sagging on the shelves.

Materials stored in hang bags will be on rods between the ends of 11-inch-deep shelves

Shelves will have sliding wire book supports attached to the bottoms of the shelf above.

The shelving manufacturer will have available backstops to prevent books from being pushed through.

V-B-2 Furniture

Table V-H Furniture Specifications

Furniture rather than built-in work surfaces will be used wherever possible. (As much as possible, there will be no architectural solutions to furniture problems.)

To facilitate purchase of single items of matching furniture at a later time, all furniture will be fully manufactured in the US or Canada.

- **Reading tables**
 - **All tables will be without aprons** (side skirts)
 - **All wooden tables will have solid core tops** (butcher block style construction)
 - **All reading tables for use by adults and young adults will be 29” high with 27” clear** to comply with ADA requirements. The Youth Services Department will have enough tables of this dimension to meet ADA minimum requirements.
 - **All reading tables will have top-mounted 110-volt outlets.**
 - **All tables will have legs at corners of their tops for maximum leg clearance.**
 - **There will be no cross beams between legs on any of the four sides of any table** (except if necessary on index tables).
 - **Table tops will be made of high-quality high-pressure laminate**, with or without wooden edge nosing.
 - **Table top sizes may be reviewed.** The preliminary space estimates in this *Program* are based on 3 by 5 foot table tops.
- **Computer workstations**
 - **All workstations will have wire management troughs**
 - **Computer workstations will be freestanding tables rather than built-in counters**

- If tables are located along walls, users will sit with one shoulder to the open area behind rather than facing the walls.
 - **Soft seating**
 - Comfortable seating is essential to keep readers in the library.
 - All soft seating will meet the CAL 133 flammability standard.
 - Ideally, polyurethane foam will not be used due to its extreme flammability.
 - Seating will be high enough to allow older people to stand up.
 - Seating will not be so deep from front to back that people of average height are forced to sit on the front edge or with their legs sticking straight out.
 - Arms will be wood to avoid rapid wear.
 - Loveseats and sofas will be avoided in all public areas except the Youth Services Department.
 - Coverings will be stain and moisture resistant. They will be selected for extreme durability in abrasion tests.
-

V-B-3 Security

**Table V-I
Security**

- **Special attention will be paid to sight lines to enable a relatively small staff to supervise a large building.**
- **All small spaces open to the public (such as study rooms) will have glass walls (not just windows) to allow easy staff oversight.**
- **The library will have a small generator to power elevator in case of power failure. The generator will switch on automatically.**
- **Selected tubes in fluorescent fixtures will have battery backup to allow the tubes to operate in case of power failure.** (This approach will be used instead of separate battery-powered units with flood lamps.)
- **The architect will meet any required earthquake protective measures.**
- **The library will have a designated space for use as a tornado shelter.** Given the strength of library construction, a lower floor area away from windows may meet this need.)
- **The library will have an intrusion alarm system.**
- **The library will have a Knox box if these are used by local fire and police.**
- **A video surveillance system will be installed by a separate vendor selected by the library.**
- **Doors heavily used by library staff will have proximity card access.**
- **The library will continue to use the 3M Tattletape theft detection system.**
- **An annunciator will be installed in a location selected by DeKalb's emergency services.**
- **The library will have a pre-action sprinkler system. All sprinkler heads in all areas with finished ceilings, including in particular all public areas, will be concealed.**

- **All emergency exits will be alarmed with delayed-egress provision.**
 - **Glass doors will be used to combine sound control with security. Two places these are essential are the main entry to library and the entry to Youth Services Department.**
 - **All electrical outlets in all public areas of the library (not just Youth Services) will be child proof.** (In practice, child-proof outlets are extremely important in adult areas, since that is where small children are handed car keys to play with.)
 - **Smoke detectors (or smoke and heat detectors) will be used in all areas requiring detectors.**
 - **All public service desks will have panic buttons linked directly to DeKalb emergency services or to an emergency company.**
 - **As noted under shelving standards, no shelving aisle will have a dead end.**
-

VI. OPTIONS FOR EXPANSION, REMODELING EXISTING BUILDINGS, OR NEW CONSTRUCTION

VI-A. Basic structural requirements of public libraries

This quick review is intended to provide supporting information for a discussion of construction options.

All modern public libraries require:

1. **Extremely strong floors.** Libraries require a minimum of 150 pounds per square foot, and much more for compact shelving. Few non-industrial spaces are built to this standard. Most modern workroom and commercial spaces are designed to support less than 100 pounds per square foot. In addition, compact shelving requires specific limits on floor deflection.
2. **Ceilings high enough for reflected uplight (never less than 10 feet).** In many cases, higher ceilings—such as 11 or 12 foot ceilings—help prevent buildings from feeling oppressive.
3. **Three or so feet of open space above the ceiling grid to accommodate ductwork, conduit, piping, cable trays, etc.**
4. **Large open spaces, to prevent single functions from being divided between many small rooms.** Providing service in complex situations almost always increases operating costs because more staff members are required.
5. **Single public entrances convenient to both pedestrians and drivers.** Supervising two entrances requires the expenditure of limited library funds on extra staff.
6. **Entrances that lend themselves to the maintenance of collection security.** Security is always a major issue in libraries, and every entrance requires staff oversight.

7. Networks of 110-volt supplies and data conduit in floor slabs.

Retrofitting data conduit to concrete floor slabs is a very expensive process. The alternative to proper data conduit and electrical supplies in floors is the use of power poles, which are ugly and inflexible.

Many older buildings have “tombstone” electrical outlets in floors, and users and staff frequently trip over them. The proper way to install floor receptacles is in flush boxes set in concrete floors, but some current designers unfortunately still use raised boxes.

Due to the heavy use of laptops by library users, all reading tables in new libraries need electrical outlets mounted on their tops.

Although modern wireless communications are suitable for use with patron computers, it can be unwise to use wireless for access to secure staff equipment, and libraries still need data conduit.

- 8. Restrooms and program rooms adjacent to front entry foyers.** In order for library programs to continue past normal closing hours, program rooms and restrooms must be accessible from the main entry foyer. This allows the door from the foyer to the library proper to be locked while programs continue. If the program room is used extensively for public meetings, this feature is even more important.

- 9. Level entrances, to meet accessibility requirements.**

VI-B. Potential for expanding and remodeling the current building

- 1. The library building is particularly attractive, and the interior of the great hall is impressive. The library site is conveniently located. And the library building appears to be solidly constructed and in good repair.**
- 2. Unfortunately, as previous studies have shown, there is no land available for expansion.**

VI-C. Potential for remodeling an existing non-library structure

1. **When libraries require new buildings, one possibility is remodeling existing structures.** Many communities have abandoned buildings that at first glance appear to be suited for conversion to libraries.
2. **Unfortunately, very few empty buildings lend themselves to conversion to libraries.**
3. **Many empty buildings need all new mechanical systems, including HVAC, lighting, wiring and plumbing in order to serve as libraries.** Typically, mechanical systems are about 40 percent of the cost of constructing a new library, so the cost of replacing mechanical systems can be extremely high.
4. **Most existing buildings with more than one story are not strong enough to serve as libraries.**
5. **Most existing buildings are not configured as libraries.** Former office buildings have ceilings that are too low and upper floors that are seldom sufficiently strong. Former big box retail stores have huge footprints and no windows.
6. **Most empty commercial buildings are empty for good reason.** They are worn out, and the cost of remodeling them is greater than the cost of new construction.
7. **No existing structures in DeKalb appear to provide any promise for conversion to a library.**

VI-D. Potential for new construction

1. **Of all the options open to most Library Boards, new construction is the simplest.** It avoids the dead hand of the past and permits the greatest flexibility of floor layout. It is sometimes no more expensive than expanding and remodeling an existing library, and the resulting buildings are frequently less expensive to operate than expanded or converted buildings due to savings in energy and staffing.
2. **The only option in DeKalb appears to be the construction of a new library.**

VI-E. Conclusions

1. **Extensive studies have demonstrated conclusively that the only option available to DeKalb is the construction of a new library building.**
2. **The historic importance of the existing library building means that the Library Board will need to have plans for a new use for the historic building at the time that plans for a new building are presented to the community.**

This *Program* includes the possibility of locating the library's local history department in the historic building, but this department would require only a small area of that building.

VII. OPTIMAL PROJECT TIMETABLE

Assuming that there are no delays introduced by either land acquisition or locating funding, the best reasonable time for the project is about as follows:

Completion of *Building Program* – August or September 2009
Architect interviews – October 2009
Architect selected and contract signed – November 2009
Schematic design completed – April 2010 *
Design development completed – June 2010
Construction documents completed – December 2010
Bidding – January 2011
Construction begins – March or April 2011, depending on weather conditions
Construction completed – September 2012
Ribbon cutting – October 2012

* Schematic design work cannot begin until a site has been selected.

VIII. SUMMARY OF SPACE NEEDS

Foyer	unassigned space
Lending department.....	4,200
Lending desk: staff areas	600
Lending desk: Public areas	1,075
Book sale area	125
Information desk and coat storage	300
Lending workroom.....	1,950
Office for head of lending.....	150
Reference and Readers Advisory Services.....	28,775
Reference desk and collection	1,425
Circulating collections.....	18,425
Reader seating	3,575
Quiet reading room.....	650
Study rooms	625
Public computer workstations	1,400
Career center.....	225
Social or gathering area.....	925
Staff workroom.....	800
Office for department head.....	125
Storage.....	600
Young Adult Services	2,775
Service desk	75
Collections	650
Seating and computers.....	1,175
Program space.....	275
Special features.....	125
Staff workroom.....	225
Storage.....	250

Youth Services..... 16,925 square feet

Reference desk	500
Services for younger children	3,975
Services for older children.....	6,750
Recordings	775
Patron computers	1,025
Study rooms	600
Miscellaneous features	150
Story and craft room	650
Family restroom.....	unassigned space
Youth Services restrooms	unassigned space
Staff workroom.....	1,125
Office for department head	250
Office for assistant department head	125
Storage.....	1,000

Local History and Genealogy 2,625

Public service area	1,275
Collections and staff.....	1,350

Program rooms..... 3,675 square feet

Large meeting room.....	2,525
Small meeting room	725
Conference room.....	425

Public restrooms..... unassigned space

Technical Services 1,425 square feet

Workroom	1,275
Office for department head	150

Outreach services 500 square feet

Administrative spaces 2,350 square feet

Office manager and reception	400
Director.....	325
Assistant director.....	175
Conference room.....	300
Records storage.....	150
Business office	175
Payroll and scheduling.....	150
Programming and public relations.....	400
Friends and Foundation	150
Rest room	unassigned
Supply room.....	125

Information Technology..... 500 square feet

Workroom	350
Server room.....	150

Maintenance..... 1,125 square feet

Outdoor equipment	200
Interior maintenance equipment.....	100
Mop basins	unassigned
Ladder storage.....	unassigned
Disaster supplies	75
Office	125
Workroom.....	225
Storage.....	400

Staff rooms..... 925 square feet

Staff lunch room.....	725
Quiet room.....	75
Exercise room.....	125
Restrooms.....	unassigned space

Receiving and van storage..... 1,450 square feet

Receiving area	300
Storage and sorting for donated books.....	250
Van storage.....	900
Dumpster.....	exterior

Drive-up book return and pickup..... 250 square feet

General storage.....	3,000 square feet
Total net assignable space.....	70,500 square feet ¹
Estimated unassigned space (20 percent additional).....	14,100 square feet ²
Total net space	84,600 square feet ³
Estimated gross space (5 percent additional).....	89,000 square feet ⁴

If the Local History and Genealogy department remains in the historic library building:

Total net assignable space.....	67,875 square feet ¹
Estimated unassigned space (20 percent additional).....	13,575 square feet ²
Total net space	81,450 square feet ³
Estimated gross space (5 percent additional).....	85,500 square feet ⁴

Notes:

1. Assigned space is space devoted to specific library functions.
2. Unassigned space includes space for essential support functions such as foyers, hallways, staircases, elevators, restrooms, mop closets, furnace rooms, panel rooms, etc.
3. Total net space is the sum of all assigned and unassigned space.
4. Gross space includes space required for the thickness of walls.

IX. DESCRIPTION OF LIBRARY SPACES AND CONTENTS

IX-A. General description of the new library building

The new library will be designed to provide an attractive and welcoming place for DeKalb citizens. It will be open and airy, but with cozy areas, and with a small-city atmosphere. It will have lots of books and other materials, many pleasant places to sit, views of the outside world, places for people to meet informally, and a visible staff.

The library will be a community destination—a place to spend time rather than just a place to pick up items quickly and leave.

In the spirit of the existing library building, the new building will be a timeless community landmark.

The new library will provide adequate space for users, for the library's collection, and for the staff, as described in detail in this *Program*.

The library will have a single public entrance at grade level. Access from both the sidewalks and the parking lots will be through a single, easily accessible entrance.

The new library will be simple in concept, with open areas easy to supervise. The layout of the building will be intuitively obvious to users, with all services provided for specific groups clustered for maximum user convenience. Workrooms for departmental staff members will be close to the service desks they occupy.

The building will be designed to be operated by a minimum number of staff. Careful attention will be paid to sight lines. Workrooms, study rooms, and reading rooms will have fully or partially glazed walls to provide extra potential for oversight.

The building will be efficient in terms of energy usage, and it will use green materials and technology wherever they are practical. The Board of Trustees may elect to seek LEED certification.

The new library building will be designed to provide a great deal of low-glare, natural light. As much as possible, it will be oriented to take maximum advantage of north reading light. Natural light from the west, south and east will be controlled through blinds or curtains, not simply by choice of type of glass. If natural light is needed in the center of the building, north-facing clearstories will be used instead of skylights.

Artificial light will be provided by fluorescent uplighting in all areas of the building. There will be *no* recessed downlights, pendant globe lights, HID lighting, task lighting, or parabolic wedge lenses used for any purpose in any area inside the library. All fixtures will be easy to reach to enable changing lamps without special equipment. All fixtures will be designed not to show the presence of dead insects. Lighting will not be selected to enhance “sparkle.”

The building will be extensively wired for 110 volt service and be provided with extensive data conduit. Floor receptacles will be provided in all floor slabs. Such receptacles will be totally flush with the floors, to enable shelving and furniture to be placed over them. **“Punch through” floor boxes and other receptacles that protrude above the floor will not be accepted.**

Because all reading tables will need electrical outlets, and the arrangement of tables and shelves may vary over the years, a network of floor electrical outlets will be provided throughout the building.

The building will be designed to prevent unwanted transmission of sound. All ceilings will have acoustic surfaces, including the ceilings in the foyer and service desk areas. Sloped ceilings or ceiling sections will have acoustic surfaces. Walls of workrooms, the quiet reading room, group study rooms, and meeting rooms will continue past the suspended ceiling grid to the bottom of the roof or floor above. Flooring will absorb sound.

The building’s HVAC system will be designed to provide a maximum of fresh air, temperature control, and humidity control. Each occupied room will have separate zoning, and very large spaces will have multiple zones. Meeting rooms will have HVAC systems that respond rapidly to the extreme alterations in occupants that characterize spaces of this type. **The system installed will be capable of maintaining relative humidity between 30 and 50 percent at all times, including night setbacks.**

Some windows in the building will be designed to be opened by library staff (but not by library users).

All ceilings in public areas and staff work areas will be a minimum of ten feet high, to permit reflected uplighting.

Building materials will be selected for durability. Service desks will be covered with Corian or similar products. Floors in service areas will be rubber tile rather than vinyl tile. There will be no linoleum floors. Reading tables will have high-quality laminate tops. EIFS products will not be used anywhere on the exterior of the library. (EIFS stands for external insulation finishing

systems—basically plastic foam with a skim coat of stucco.) Exterior wood finishes will not require frequent renewal. Ceramic floor and wall tile will have very dark grout.

All new furnishings will be highly durable and of standard library design. Shelving will be standard steel cantilever style shelving with wooden end panels with slat wall inserts. Study tables will be made of wood with laminate tops and without aprons (side skirts). Wood furniture will be constructed in North America using native woods to allow easy duplication.

A number of popular design features in recent years have proven to be expensive or unworkable in libraries. Among other things, *there will be no:*

- Skylights.
- Indoor water features.
- Atriums.
- Courtyards.
- Staircases with transparent treads, open risers, non-rectangular steps, floating construction, railings that run diagonally to the steps, long runs of steps, railings that can be climbed, etc.
- Balconies or mezzanines.
- Downlighting, including can lights (recessed downlights), pedant globe lights, and soffits with recessed downlights.
- Soffits less than 10 feet above the floor.
- Soffits painted dark colors.
- Soffits used to specify the locations of service desks or other items of furniture.
- Light fixtures using expensive, non-standard lamps.
- Internal HID lighting.
- Non-rectangular internal spaces.
- Diagonal soffits or lighting fixtures.
- Windows without lighting control facing east, south or west.

IX-B. Foyer unassigned space

Placement:

1. **The Library will have only one public entrance.** It will be in as convenient a location as possible to parking lots, bike racks, and sidewalks.
2. **Doors from the foyer will lead directly to the public restrooms, the large meeting room, the small meeting room, the conference room, and the library proper.**
3. **The foyer will be designed to permit the large meeting rooms, conference room, and restrooms to be kept open while the rest of the library is closed.**
4. **The foyer will be functional and uncluttered,** providing sufficient space for library users to enter and leave the library building; and to enter the restrooms, meeting rooms, and library proper.
5. **Staff at the lending desk will have direct line of sight through the foyer and out the front door,** including the entrances to the large meeting room, small meeting room, conference room, and restrooms.

Features and equipment:

1. **Provision for foot wiping,** preferably an inset walk-off system with carpeted (not vinyl) bars, with floor space for an additional replaceable foot-wiping rug after the walk-off system.
2. **Drinking fountains at two heights** for comfortable use by adults, children, users in wheelchairs, etc.
3. **Space for donor plaques and plaques listing persons involved in the new construction project.**
4. **No pay phone.**
5. **A porte cochère,** to enable people (except for designated drivers) to keep dry when arriving at the library in the rain.
6. **One or more benches for use by people waiting to be picked up.**
7. **A “people counter”** to keep track of the number of people entering the library.

8. **Washable non-slip floor not requiring sealing and stripping.**
9. **Glass doors with sidelights from the outside to the foyer and from the foyer to the service desk,** to enable maximum staff oversight of people entering and leaving the library and entering and leaving the restrooms and meeting rooms.
10. **Glazed notice board just outside the entrance to the library,** for posting daily activities and other notices.
11. **Two bulletin boards** with locking glass doors, for displaying information on library events and community events. The boards will be at least four feet high and six feet long. Plastic pamphlet pockets will be installed beneath each board.
12. **Lateral automatic doors will be provided at the exterior and interior sides of the foyer.**
13. **Directory maps on a north wall.**

IX-C. Lending Department

4,200 square feet

IX-C-1. General description of the department

All users entering the library will pass through a generously-proportioned space with the lending desk, an information desk, display cases, a book sale area, etc. Supporting this space will be staff workrooms behind the lending desk and a coat storage area behind the information desk.

The public area of the Lending Department should be warm and welcoming rather than austere.

IX-C-2. Lending desk: staff areas 600 square feet

The service desk is the first staff service point users encounter when they enter the library. It must be architecturally welcoming. Users entering the library should be able to see library staff at the service desk immediately.

Primary functions:

- a. **Greeting users as they enter the library.**
- b. **Lending books and other materials for all public service departments.**
- c. **Receiving returned books and other materials** that are not returned to walk-up and drive-up book returns, or to indoor book return slots leading to the lending workroom, if these can be arranged.
- d. **Issuing library cards.**
- e. **Maintaining user registration files.**
- f. **Collecting money for fines, fees, book sale books, gift items, etc.**
- g. **Answering the telephone and transferring calls to other library departments.**
(This is assumed to be a particular function of the person at the information desk, but the lending desk staff will need to assist when calls come too quickly for the staff member at the Information desk to handle.)
- h. **Storing supplies in daily use.**
- i. **Storing materials held for patrons, including materials received on interlibrary loan.**
- j. **Storing lost and found items.**

Placement:

- a. **Facing the user spaces in front of the desk.**
- b. **Facing the foyer. Staff at the lending desk will be able to see all users entering the restrooms and meeting rooms.** All users passing entering or leaving the library proper will pass by the lending desk.

c. **Adjacent to the staff workroom.**

Features and equipment:

- a. **Space for up to six separate checkout workstations, each including:**
- i. **Computer workstation**, including supply caddy, keyboard, mouse pad, receipt printer, and hanger to support the computer box below the desk top. All workstations will have back-to-back vertical flat screen monitors set on the desk top.
 - ii. **Telephone.**
 - iii. **Space for a shelving cart and for a return bin to be placed beside the desk for unloading.** (The library expects to do all checkin work in a back room, but front desk checkout stations need to be large enough to do work there as well.)
 - v. **Panic button.**
 - vi. **Cash register.**
 - vii. **Push button to call for staff assistance from the lending workroom during times of suddenly unanticipated use.**
 - viii. **Floor space sufficient to allow staff to check in materials behind the desk rather than in the lending workroom.** This means an open area about seven or eight feet deep behind the desk.
- b. **Space for users to register for library cards.** Ideally, this will be a 30” high wing balancing the 30” high lending workstation.
- c. **The desk will be at two heights.** Services to most adults will be provided from four workstations on an area 40” high. Services to children and to users in wheelchairs will be provided from two workstation at an area 30” high. The 30” high area will comply with all relevant ADA requirements.
- d. **The desk will provide a space for storing patron registration files in a bank of 50 card-file drawers accessible from the staff side of the desk.** Because the library may eventually store these records electronically, the file drawers will be easily removable from the desk.
- e. **The desk will be designed to discourage library users from entering the staff area behind it.** At the same time, it must be possible for staff to leave the desk area quickly from either end of the desk.

- f. **Each access point to the desk from public areas will have a single swinging gate to discourage library users from entering the space behind the desk.** The gate will have a pressure latch to hold it open.
- g. **The desk will be positioned to allow proper supervision of security gates.** Staff must be within 20 feet of the gates, and a direct path from behind the desk to the gates will allow staff to reach the gates as quickly as possible.
- h. **A standing-height work counter (39 or 40 inches high) behind the desk will allow staff members to work while facing library users approaching the lending desk.** The counter will have a partition about 9 inches high on the side(s) facing library users, to hide staff work and maintain a clean look in the department. The work counter will have a phone, computer, and printer, and floor space for a book truck. It may also have a TDD and fax machine, if needed.
- i. **The working surface of the desk will be of a highly indestructible, resilient material,** such as solid-core high-pressure laminate or Corian. Among the materials that will not be used for the surface of the desk are standard high-pressure laminate, wood, or glass. In order to prevent eyestrain, the color of the surface of the desk will be of a medium value, neither very dark nor very light.
- j. **The desk will be designed to present a clean, trim appearance.**
- k. **To maintain essential flexibility, the desk will not have task lighting. *The location of the desk will not be defined by ceiling-mounted lights, including either a soffit with downlights or independent pendant lights.***
- l. **All storage drawers in the desk will have double-extension hardware and locks.**
- m. **At least some of the cupboards in the desk will have slide out trays on double-extension hardware,** much like those used in modern kitchens. All cupboard doors will have locks.
- n. **The top and internal arrangement of the desk will be designed by the library staff and consultant.**
- o. **The desk will not be curved.**
- p. **Book return slots leading to bins on castors under the desk. .**

The major internal book return slots will lead to the staff workroom. Supplementary slots in the desk will be carefully positioned to prevent people returning books from trying to occupy the same territory as people borrowing books. The slots in the desk will lead to receiving bins under the desk. Two slots will be provided, one for AV and one for books. Both slots will be of minimum size, to prevent anyone from reaching into a slot to remove an item. Slots will lead to chutes with slopes steep enough to prevent

returned items from hanging up in the chutes rather than dropping to the receiving bins. Slots will be in the 40” high portion of the desk

- q. **There will be a comfortable surface for the staff to stand on behind the desk.**
- r. **The equivalent of a double-faced 84” shelving unit for damaged materials, snags, and other items that must be set aside during the course of lending.**
- s. **Necessary electrical and communications outlets and conduits.** It must be possible to provide electrical, telephone, and data connections to the desk without the use of wire mold on the floor, even if the desk is relocated at a future time.
- t. **One or more push buttons will be provided to summon backup staff members from the lending workroom when the desk is unusually busy.** These will need to be easily accessible, unobtrusive, out of public reach, and impossible to confuse with the panic buttons.
- u. **Wall mounted defibrillating unit.**
- v. **Rough in plasma screen above the desk.**

Estimated space required:

1.	6 lending workstations @ 70 sf	420
2.	Work counter behind desk	80
3.	Registration files	30
4.	Shelving unit	<u>20</u>
	Subtotal.....	550
	Circulation space.....	<u>50</u>
	Total.....	600 square feet

IX-C-3. Lending desk: Public areas 1,075 square feet

In addition to the lending desk itself and the workspace behind it, space is needed in front of the desk for user access and a variety of pieces of equipment.

Primary functions:

- a. **Space for users to queue at the desk and to pass from the foyer to the rest of the library.**
- b. **Space for a variety of special equipment.**

Placement:

- a. **Roughly, in the area between the desk and the foyer.**

Features and equipment:

- a. **Space for users to pass from the foyer to other sections of the library.** It must be easy for library visitors to pass between the foyer and the library's public service areas without having to squeeze past people waiting to be served at the lending desk. Generally speaking, the front of the desk will need to be a minimum of 14 feet from the door to the foyer to provide this clearance and allow for security gates.
- b. **Queuing space in front of the desk.** Space must be provided for patrons to queue at the service desk in a single line without blocking traffic. There will be space for two sets of posts with short tapes to define the beginning of the line at lending.
- c. **Space for two theft detection gates.** Space adjacent to the doors to the foyer will be provided to house two 3-M "Tattletape" security gates. Because the 3-M system operates magnetically, gates must be at least three feet from door hardware, and massive steel beams may not be located anywhere near the gates. Gates require both electrical and data connections.
- d. **Space for a coin-operated machine for outgoing faxes.** A small table will be located beside the machine for users to place their materials.
- e. **Book return slots.** If the design of the building permits, slots leading to receiving bins in the staff workroom will be located adjacent to the service desk, either in a wall users pass by as they approach the desk or on a wall to one side of the desk. Slots will provide for preliminary sorting, probably one slot for books and the other for audio and video recordings.

- f. **Space for two self-check lending stations.** These will require data and 110-volt connections. The architect will obtain exact space needs from the manufacturer.
- g. **Space for a wheelchair and walker for patron use.**
- h. **Shelving for self-service holds and interlibrary loan items** on the equivalent of five single-faced 84” shelving units. Books and recordings on these shelves will be wrapped in paper to preserve borrower anonymity.
- i. **Display unit for gift items available for purchase at the lending desk.**
- j. **Two display cases.** Cases will be eight feet wide, and seven feet high, and 16” deep internally. Cases will have sliding glass doors in front with no fixed sections, plus fixed glass panels at the ends. The glass areas will reach from 3 to 7 feet above the floor; areas beneath the open areas will be accessible for storage. Shelves will be made of ¼” plate glass supported by adjustable brackets in tracks. Two sets of shelves will be provided in two different depths, about 7” and 14”. The inside backs of the cases will be covered with cream colored fabric in a coarse weave to conceal punctures. The tracks for the shelf brackets will be in a matching color and set beneath the surface of back to allow flat pieces to be pinned up bridging the tracks.
- k. **Two coin-operated photocopiers.**
- l. **In the same open area as the items listed here will be the used book sale unit and the information desk.**

Estimated space required:

1.	Queuing and passageway space	400
2.	2 display cases @ 50 sf.....	100
3.	2 theft detection gates @ 25 sf.....	50
4.	5 single-faced shelving units @ 15 sf.....	75
5.	2 coin-operated photocopiers @ 65 sf.....	130
6.	2 self-check stations @ 75 sf.....	150
7.	Coin-operated fax machine	40
8.	Floor space for wheelchair and walker	<u>30</u>
	Subtotal.....	975
	Circulation space.....	<u>100</u>
	Total.....	1,075 square feet

IX-C-4. Book sale area 125 square feet

Primary functions:

- a. Space for the library's ongoing used book sale.
- b. Space for storage of used books scheduled for sale in this area. (Used books will be received and sorted in a room by the library's receiving room. Books scheduled for sale in the library's large book sales will be stored in a closet off the large program room.)

Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

Placement:

- a. In the area between the lending desk and the foyer.

Features and equipment:

- a. Display area for used books on the equivalent of 3 single-faced shelving units.
- b. Storage closet for books needed for restocking the shelves.

Estimate of required space:

3 single-faced shelving units @ 15 sf	45
Storage closet	<u>60</u>
Subtotal	105
Circulation space.....	<u>20</u>
Total	125 square feet

IX-C-5. Information desk and coat room

300 square feet

Primary functions:

- a. **Desk for a staff member who will greet arriving users, provide directions, answer the telephone for the library, check coats, etc.**
- b. **Cloakroom.**

Placement:

- a. **Near the lending desk.**
- b. **Close to the door to the foyer.** The information desk is the first staffed point that users will encounter when they arrive at the library. The staff member seated at the information desk will have direct line of sight:
 - To the lending desk
 - Through the foyer to the library's main entrance, to be able to see everyone entering or leaving the library.
- c. **Directly in front of the entrance to the cloakroom.**

Features and equipment:

- a. **Desk with phone and computer.**
- b. **Racks for display of brochures** on the library and on the City of DeKalb.
- c. **Storage closet for coats and parcels.** The cloakroom will have bars with hangers for up to 100 coats, plus storage shelving for parcels. The cloakroom will have a locking door for times when the staff member at the information desk has to leave briefly.

Storerooms need to be for storage only. ***No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.***

Estimate of required space:

Information desk	60
Queuing space.....	80
Brochure racks	15
Cloakroom.....	<u>120</u>
Subtotal	275
Circulation space.....	<u>25</u>
Total	300 square feet

IX-C-6. Lending workroom 1,950 square feet

Primary functions:

- a. **Checkin** of returned library materials.
- b. **Interlibrary loan** processing.
- c. **Receipt and dispatch of System deliveries.**
- d. **Wrapping of books for self-service pickup** of held books and interlibrary loan books.
- e. **Supervision of book shelving operations.**
- f. **Coat and purse storage** for all lending employees except department head.

Placement:

- a. **Directly behind the lending desk**, with large windows with Venetian blinds facing the desk.
- b. **Convenient to the library's receiving area.**
- c. **Adjacent to the office for the head of lending.**

Features and equipment:

- a. **Six workstations**, each consisting of a small table with a computer, scanner, and phone, plus space for a receiving bin on casters and a shelving truck. The majority of returned materials will be checked in here. Incoming and outgoing interlibrary loan materials will be checked in and out here.
- b. **Floor space for up to 6 book return bins**, awaiting check in.
- c. **Shelving for items awaiting sorting to book trucks, consisting of the equivalent of 10 single-faced 84" units.**
- d. **Floor space for up to 15 book trucks** of items awaiting reshelving.
- e. **Work counter for sorting interlibrary loan items**, with space for phone and computer.

- f. **Floor space for System deliveries**, with room for up to 35 incoming tote bins and 35 outgoing tote bins. Because outgoing books are presorted into tote bins, each delivery route will need a separate stack of tote bins.
- g. **Worktable for wrapping interlibrary loan and held items for patrons**, including space for two book trucks, one for items to be wrapped and the other for items ready to be transferred to the public pickup shelves. Once wrapped, these are transferred to shelves by the lending desk. Items for self-service pickup need to be wrapped to protect patron privacy, since Illinois state law makes information on who borrows what materials confidential.
- h. **The equivalent of ten single-faced 84” shelving units for:**
 - i. Items where users need to be called before items can be placed on pickup shelves. (Two single-faced units)
 - ii. Supply storage. (Six single-faced units)
 - iii. Book club books. (One single-faced unit)
 - iv. Miscellaneous. (One single-faced unit)
- i. **Ten five-drawer legal-sized vertical file cabinets** for shelving department records
- j. **Workspace for the head of shelvers**, including:
 - i. Desk with phone and computer
 - ii. Two visitors’ chairs.
 - iii. Two filing cabinets.
 - iv. One single-faced shelving unit.
 - v. Bulletin board.
- k. **System printer.**
- l. **Photocopier.**
- m. **Small floor-mounted safe** for deposit of receipts at closing time.
- n. **Two large bulletin boards.**
- o. **Eighty half-height lockers** with padlock hasps, in 40 stacks of two.

- p. **Coat bar for up to 40 coats, with tile beneath for wet boots.**
- q. **Small kitchenette unit with sink, under counter refrigerator, and countertop large enough for microwave and coffee maker.** The unit will have at least two electrical circuits and an exhaust fan.
- r. **Door and window to office of head of lending.**
- s. **Door and windows with Venetian blinds to area behind lending desk.**
- t. **Buzzer for use when staff members at the lending desk need assistance.**

Estimate of required space:

6 check-in workstations @ 100 sf.....	600
Space for 6 book return bins @ 10 sf.....	100
Sorting shelves: 10 units @ 12.....	120
Space for 15 book trucks @ 6 sf.....	90
Interlibrary loan work counter.....	80
Floor space for 70 totes in stacks of 2 @ 4 sf per stack.....	140
Worktable for wrapping held and ILL items.....	80
10 single-faced shelving units @ 10 sf.....	100
10 vertical file cabinets @ 10 sf.....	100
Workspace for head of shelvers.....	135
System printer.....	10
Photocopier.....	20
Safe.....	5
40 stacks of lockers @ 5 sf.....	200
Coat bar for 40 coats @ 1.5 sf.....	60
Kitchenette unit.....	<u>30</u>
Subtotal.....	1,870
Circulation space.....	<u>80</u>
Total.....	1,950 square feet

IX-C-7. Office for head of Lending 150 square feet

Primary functions:

- a. Workspace for heading of lending.
- b. Place for private conversations, including occasional use by head of shelving.

Placement:

- a. Next to the lending workroom.
- b. Entered through workroom and not directly from public areas of library.

Features and equipment:

- a. Desk with phone, computer, and printer.
- b. Two visitors' chairs.
- c. Two five-drawer, legal-sized vertical file cabinets.
- d. Two 84" single-faced shelving units.

Estimate of required space:

Desk	60
2 visitors' chairs @ 15 sf	30
2 filing cabinets @ 10 sf	20
2 shelving units @ 10 sf	<u>20</u>
Subtotal	130
Circulation space	<u>20</u>
Total	150 square feet

Summary of Lending Department spaces

Lending desk: staff areas	600
Lending desk: public areas	1,075
Book sale display and storage	125
Information desk and coat room	300
Lending workroom.....	1,950
Office for head of lending.....	<u>150</u>
Total.....	4,200 square feet

IX-D. Reference and Readers Advisory
Services 28,775 square feet

IX-D-1. General description of the department

Except as otherwise noted, Reference and Readers Advisory Services will occupy a single open area, with no partitions or vision blocks not specifically called for in this *Program*.

Effective staff oversight of the entire Reference and Readers Advisory Services area from the single reference desk is extremely important. In particular, staff members need to be able to oversee all Internet workstations, the study rooms, and the quiet reading room.

Because the Young Adult department reference desk will not be staffed at all times, staff at the Reference and Readers Advisory Services reference desk will need to be able to oversee the Young Adult area as well.

IX-D-2. Reference desk and collection

1,425 square feet

Primary functions:

- a. **Staff at the reference desk will provide a wide range of services to users of the library, including:**
 - i. Answering factual questions using the resources owned by the library and other information sources as appropriate.
 - ii. Providing reader guidance service, assisting users with the selection of appropriate reading materials.
 - iii. Assisting users with the library's computers and online databases.
 - iv. Helping users locate materials in the library's collections.
- b. **Overseeing the Reference and Readers' Advisory area of the library.**

Placement:

- a. **Near the entrance to the department.**
- b. **In a position permitting maximum staff oversight of the department.**

Features and equipment:

- a. **Modular desk** with seating for up to three library staff members.
 - i. Rectangular desk, open in the center, with small swinging leaf gates to separate the staff areas from the public areas. Each gate will consist of a single leaf (not two leaves) with bidirectional hinges and have a hold open catch.
 - ii. The desk will be at seated height—about 29 inches.
 - iii. Each workstation will be equipped with a computer, telephone, and panic button.
 - iv. Each workstation will have back-to-back flat screen monitors, to allow library staff to show users information they have located.

- v. A system printer will serve all of the staff workstations at the desk.
 - vi. Shelving for ready reference material inside the desk enclosure, including at least four 36” long shelves, 11” deep, with 12” vertical clearance. The shelving will be 29” high to match the height of the rest of the desk and permit the staff 360° vision.
 - vii. The desk will consist of modular furniture designed for easy rearrangement.
- b. Chairs for users who are talking with librarians.**
 - c. Shelving for 5,000 reference books** on the equivalent of 28 double-faced 60” shelving units (assuming 22 books per shelf and four shelves vertically).
 - d. Dictionary stand.**
 - e. Atlas case.**
 - f. Vertical file cabinet** for maps and brochures.
 - g. Coin-operated copier with a small table for books and papers being copied.**
 - h. Index table with six chairs, with shelf space for phone books, an encyclopedia, Value Line, Consumer Reports, etc.** Unlike study tables, this table will not have an electrical outlet.
 - i. Four OPACs** (online public access catalog workstations), at least two at accessible heights.

Estimate of required space

Desk with space for three staff members	225
3 visitors’ chairs @ 15 sf	45
28 shelving units @ 25 sf	700
Dictionary stand.....	15
Atlas case	30
Vertical file.....	15
Copier	65
Index table	150
4 OPACs @ 20 sf.....	<u>80</u>
Subtotal	1,325
Circulation space.....	<u>100</u>
Total	1,425 square feet

IX-D-3. Circulating collections 18,425 square feet

Primary functions:

- a. **Storage for the library's collections of circulating materials for adults.**

Placement:

- a. **In the reference and reader guidance department.**
- b. **Grouped by type of material, as described below.**

Features and equipment:

- a. **Fiction books.** Shelving for 65,000 volumes on the equivalent of 178 double-faced 84" units with seven 9" deep shelves vertically (assuming 26 volumes per shelf).
- b. **Non-fiction books.** Shelving for 97,500 volumes on the equivalent of 375 double-faced 84" units with six 9" deep shelves vertically (assuming 26 volumes per shelf).
- c. **Oversized books.** Shelving for an unknown number of volumes on the equivalent of one double-faced 84" unit with 11" deep shelves.
- d. **Books on CD.** Shelving for 3,000 volumes on the equivalent of 14 double-faced 84" units with seven shelves vertically (assuming 15 volumes per shelf).
- e. **Current magazines.** Tilt shelves to display the current issues of 210 magazines, (with flat shelves beneath to store recent back issues) on the equivalent of 9 60" double-faced units (assuming 24 subscriptions per unit). Flat shelves will be 11" deep.
- f. **Current newspapers.** Shelving for 10 newspapers on tilt shelves with plastic retainers to keep current issues newspapers from falling, on the equivalent of one double-faced 60" unit. Flat shelves beneath the tilt shelves will hold recent back issues.
- g. **Back issues of newspapers.** Storage for back issues of 10 newspapers stacked flat on one double-faced 84" unit with 11" deep shelves and 9 shelves vertically.
- h. **DVDs.** Storage for 7,500 DVDs in security boxes in flip bins. The exact space required will depend on the types of bins selected.
- i. **Music CDs.** Storage for 7,000 music CDs in security boxes in flip bins. The exact space required will depend on the types of bins selected.

- j. **Three mini-kiosks for frequently changing displays of small numbers of books.**
- k. **Six OPACs in scattered locations** for easy access by library users who are not near the reference desk. One good location for OPACs is attached to stack end panels.

Estimate of required space

Fiction: 178 units @ 25 sf.....	4,450
Non-fiction: 375 units @ 25 sf.....	9,375
Oversized books: 1 unit.....	25
Books on CD: 14 units @ 25 sf.....	350
Current magazines: 9 units @ 25 sf.....	225
Current newspapers: 1 unit.....	25
Newspaper back issues: 1 unit.....	25
DVDs: preliminary estimate for 7,500 DVDs.....	1,071
Music CDs: preliminary estimate for 7,000 CDs.....	1,000
3 mini-kiosks @ 30 sf.....	90
6 OPACs @ 20 sf.....	<u>120</u>
Subtotal.....	16,756
Circulation space.....	<u>1,669</u>
Total	18,425 square feet

IX-D-4. Reader seating **3,575 square feet**

Primary functions:

- a. **Seating for readers at a variety of study tables and soft seating.**

Placement:

- a. **Scattered throughout the reference and readers' advisory department, both in groups and in semi-isolated locations.**

Features and equipment:

- a. **Twelve 4-person reading tables** without aprons and with central electrical outlets.
- b. **Eight 2-person tables** without aprons and with central electrical outlets.
- c. **Twelve single-person tables** with electrical outlets.
- d. **Thirty armchairs in pairs**, with each pair separated by a small end table. Sixteen of the armchairs will have foot stools.

Estimate of required space

12 4-person tables @ 100 sf	1,200
8 2-person tables @ 60 sf.....	480
12 1-person tables @ 30 sf.....	360
30 armchairs @ 40 sf	<u>1,200</u>
Subtotal	3,240
Circulation space.....	<u>335</u>
Total	3,575 square feet

IX-D-5. Quiet reading room 650 square feet

Primary functions:

- a. A place for readers who wish to read apart from the hustle and noises of heavily-used modern public libraries.
- b. To maintain quiet, no parts of the collection will be stored in this room, and computer use will be discouraged.
- c. Possibly, a space named for a donor.

Placement:

- a. **Near the shelving for current periodicals and newspapers.** To keep the noise associated with browsing out of the room, periodicals and newspapers will NOT be stored in the reading room.

Features and equipment:

- a. **Two 4-person reading tables.** Unlike other reading tables in the department, these will not have built-in electrical outlets.
- b. **Eight armchairs,** each chair (or each pair of chairs) with a small end table.
- c. **Thermostat and ducted air return.**
- d. **Divider walls between the quiet reading room and the rest of the department will extend past the suspended ceiling to the bottom of the floor above.**
- e. **Fireplace** (if a donor can be found). The fireplace will have a gas log with a key switch and an insulated glass front to protect library users from burns and to keep users from tossing flammable materials into the fireplace.

Estimate of required space:

2 4-person tables @ 100 sf.....	200
8 armchairs @ 40 sf	320
Fireplace.....	<u>50</u>
Subtotal	570
Circulation space.....	<u>80</u>
Total	650 square feet

IX-D-6. Study rooms 625 square feet

The department will have four study rooms, three to seat four people each, and one to seat eight people.

Primary functions:

- a. **Separate rooms for individual study, study groups, meetings of small groups, student group projects, tutoring, use by parents who want to contain children's noise, etc.**

Placement:

- a. **Where users can be observed from the reference desk. All study rooms will have glass walls facing the reference desk.**

Features and equipment:

- a. **Study rooms will have glass walls (not windows) on three sides**, to permit easy oversight by library staff. Rooms will resemble terrariums and provide no visual privacy for their users. The glass walls will include the partitions between individual rooms, allowing staff to see through an entire row of rooms like a shotgun house. Glass areas will extend from about one foot to seven feet above the floor.
- b. **Each four-person room will have one 3x5-foot reading table and four chairs.**
- c. **The eight-person room will have two 3x5-foot tables placed end-to-end**, to permit easy rearrangement.
- d. **All seating and work surfaces will be movable furniture rather than built in**, to allow maximum flexibility of room use.
- e. **Equipment in each room** will include a white board, pin strips, electrical outlets, and WiFi.
- f. **To control sound transmission**, the walls of study rooms will continue past the ceiling to the bottom of the floor above.
- g. **Each study room will have a thermostat and a ducted air supply and return.**
- h. **Study rooms will have reflected fluorescent uplighting.**

i. **Doors will not have locks.**

Estimate of required space

3 4-person rooms @ 125 sf	375
8-person room	<u>250</u>
Total.....	625 square feet

IX-D-7. Public computers 1,400 square feet

Primary functions:

- a. **Public computers for access to the library catalog, online databases leased by the library, the Internet, and office suite applications.**

Placement:

- a. **Computers providing Internet access will be located in one area** where all screens are visible to library staff members at the reference desk.
- b. **OPACs (online public access catalog workstations) will be in scattered locations.** (See the reference desk and collections sections, above.)

Features and equipment:

- a. **Thirty multi-function computer workstations, providing access to all library databases and to the Internet.**
- b. **Print management system.**
- c. **Reservation management system.**
- d. **Computer service desk** for use by student aide during peak users times.
- e. **Locked cabinet** for headsets, etc.
- f. **Scanner** on a small table.
- g. **Small counter with standard production equipment, including 3-hole punch, stapler, etc.**
- h. **A charging rack with ten laptops** will be located in the reference workroom. These will be available for use when all hard-wired computers are busy and for teaching computer classes in the library's conference room.

Estimate of required space

30 computers @ 35 sf.....	1,050
Print management system	60
Reservation management system	40
Small service desk.....	60
Storage cabinet.....	25
Scanner.....	10
Counter with production equipment.....	<u>20</u>
Subtotal	1,265
Circulation space.....	<u>135</u>
Total	1,400 square feet

IX-D-8. Career Center 225 square feet

Primary functions:

- a. **Space for library users looking for jobs and exploring new occupations and careers.**

Placement:

- a. **Near the reference desk and collection.**

Features and equipment:

- a. **3 double faced 84” shelving units**
- b. **2 computers with office suite software and Internet access limited to relevant sites.**
- c. **One 2-person table with an electrical outlet**

Estimate of required space:

3 shelving units @ 25 sf	75
2 computers @ 35 sf.....	70
2-person table.....	<u>60</u>
Subtotal	205
Circulation space.....	<u>20</u>
Total.....	225 square feet

IX-D-9. Social or gathering area 925 square feet

Primary functions:

- a. **A place for informal conversation, browsing among new library materials, etc.**
- b. **Self-service coffee vending.**

Placement:

- a. **Near the entrance to the department.**

Features and equipment:

- a. **Hotel lobby feeling**
- b. **Space for displays of pamphlets and bibliographies**, including seasonal tax form display. Display racks will be furniture rather than built in.
- c. **Three A-frames for display of new books and AV.**
- d. **Two stand-up email workstations** with 15-minute time limits and no printer.
- e. **Three café tables**, each with 3 chairs.
- f. **Six arm chairs**, with individual or shared end tables.
- g. **Book club book shelving** on the equivalent of one double-faced 60” unit.
- h. **Self-service coffee brewer.**
- i. **Space for potted plants and for users to stand around socializing.**
- j. **Acoustic isolation without the use of permanent partitions.**

Estimate of required space:

Pamphlet racks.....	25
3 A-frames @ 100 sf.....	300
2 stand-up email workstations @ 20 sf.....	40
3 café tables @ 50 sf.....	150
6 armchairs @ 40 sf.....	240
Book club books: 1 shelving unit.....	25
Self-service coffee brewer.....	<u>40</u>
Subtotal.....	820
Circulation space.....	<u>105</u>
Total.....	925 square feet

IX-D-10. Staff workroom 800 square feet

Primary functions:

- a. **Workspace for departmental staff members.**
- b. **Storage space for coats and purses and for heavily-used equipment.**

Placement:

- a. **Directly adjacent to the department.**
- b. **Ideally, near the reference desk.**

Features and equipment:

- a. **Eight staff workstations**, each with desk, computer, phone, file drawers, and book shelving. One possible arrangement is two groups of four L-shaped workstations.
- b. **Ten laptops on a charging rack.**
- c. **Two system printers** (color and black/white)
- d. **Sturdy work table**, large enough for eight people to sit around it during staff meetings.
- e. **One 84” single-faced shelving unit** for professional books and journals.
- f. **Two large bulletin boards**, at least 3 by 5 feet.
- g. **Counter with sink, under-counter refrigerator, microwave, and coffee maker.**
- h. **Six half-height lockers with padlock hasps in three stacks of two**
- i. **Coat closet with space for up to 6 coats.**
- j. **Doors** to public area and to department head’s office.
- k. **Windows** to public area and to department head’s office. (There will be a Venetian blind on the window to the public area.)
- l. **Wall mounted electrical and data outlets will be at about 36” above the floor**, to make it unnecessary to crawl under furniture to plug things in.

- m. **Additional electrical supplies and data connections will be located in the floor slab** for use by workstations located in the center of the room.

Estimate of required space

8 workstations @ 70 sf.....	560
Laptop charging rack	10
2 system printers @ 10 sf.....	20
Work table	60
Shelving unit.....	10
Counter with sink, etc.....	35
3 stacks of lockers @ 5 sf.....	15
Coat closet	<u>15</u>
Subtotal	725
Circulation space.....	<u>75</u>
Total.....	800 square feet

IX-D-11. Office for department head 125 square feet

Primary functions:

- a. Workspace for department head.
- b. Space for confidential conversations.

Placement:

- a. **Adjacent to the staff workroom.** The office will be accessible only through the staff workroom.

Features and equipment:

- a. **Desk** with computer, printer, phone, and locking drawers.
- b. **Overhead bins or credenza**, depending on style of furnishings selected.
- c. **Visitor's chair.**
- d. **Filing cabinet.**
- e. **Two single-faced 84" shelving units.**
- f. **Bulletin board.**
- g. **Coat hook on door.**
- h. **Window and door to staff workroom** (access only through staff workroom)

Estimate of required space:

Desk.....	60
Credenza	15
Filing cabinet.....	10
Visitor's chair	15
2 shelving units @ 10 sf	<u>10</u>
Subtotal.....	110
Circulation space.....	<u>15</u>
Total.....	125 square feet

IX-D-12. Departmental storage 600 square feet

Primary functions:

- a. Storage of miscellaneous departmental materials.

Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

Placement:

- a. Adjacent to the department.

Features and equipment:

- a. The equivalent of 10 double-faced 84” shelving units.
- b. Floor space for items that can’t be placed on the shelves.

Estimate of required space

<u>20</u> shelving units @ 20 sf	<u>400</u>
Floor space	<u>200</u>
Total	<u>600</u> square feet

Summary of Reference and Readers Advisory Services spaces

Reference desk and collection	1,425
Circulating collections.....	18,425
Reader seating	3,575
Quiet reading room.....	650
Study rooms	625
Public computer workstations	1,400
Career center	225
Social or gathering area.....	925
Staff workroom.....	800
Office for department head	125
Storage.....	<u>600</u>
Total.....	28,775 square feet

IX-E. Young Adult Services

2,775 square feet

IX-E-1. General description of the department

- a. **Young Adult Services will serve young people in junior high and high school.**
- b. **Young Adult Services will be adjacent to Reference and Readers' Advisory Services rather than to Youth Services.** Although it qualifies as a “department,” it will be part of the large space that houses Reference and Readers' Advisory Services to facilitate oversight, particularly when the Young Adult reference desk is not staffed. Young Adult Services will be an area, not a room.
- c. **Young Adult Services will be designed for easy redecoration,** to enable it to remain trendy in a situation where trendy changes hourly. The library plans to have a teen advisory group to make continuous alterations with new posters, placards, and other easily changed items. The posted name of the department will be easy to alter. The department should be an “exciting place to visit.”
- d. **The Young Adult Services space will be designed to muffle rather than transmit noise.** Noisy users in the Young Adult department will not disturb adult readers in the Reference and Readers Advisory department.
- e. **Because of the cliquy nature of groups of young adults, the Young Adult area will be laid out to allow separate access to seating and collections.** Users will not have to walk through either collections or seating to reach the other area.

IX-E-2. Service desk

75 square feet

Primary functions:

- a. Space for staff serving young adult users.

Placement:

- a. Near the entrance to the department.

Features and equipment:

- a. **Modular desk** with seating for one staff member. Equipment will include a computer and phone, both of which will need to be locked away when the desk is not staffed.

IX-E-3. Young adult collections 650 square feet

Primary functions:

- a. Housing for books and magazines of particular interest to young adults.
- b. The Young Adult Services collection will not include any audio or video recordings.

Placement:

- a. As the configuration of the department makes possible.

Features and equipment:

- a. Shelving for 7,000 books on the equivalent of 18 double-faced 84” shelving units with seven shelves vertically (assuming 28 books per shelf). Paperback and hardbound books will be interfiled.
- b. A frame new book display unit.
- c. Shelving for 5 magazine subscriptions on tilt shelves on the equivalent of one half of one double-faced 60” unit.
- d. Bulletin board for posting reviews.
- e. OPAC.

Estimate of required space

Books: 18 units @ 25 sf.....	450
New book display.....	100
Magazines: 1/2 of one unit @ 25 sf.....	12
OPAC	<u>20</u>
Subtotal.....	582
Circulation space.....	<u>68</u>
Total	650 square feet

IX-E-4. Seating and computers 1,175 square feet

Primary functions:

- a. **Informal seating for young adults.** The furniture selected will lend itself to easy rearrangement.

Placement:

- a. **In the Young Adult department.**

Features and equipment:

- a. **Twelve armchairs**
- b. **Three 4-person diner booths.**

Each booth will have a computer workstation at the back. Booths will be oriented to allow oversight of the computer screens from the reference desk.

- c. **Four 4-person study tables.**

Estimate of required space:

12 armchairs @ 40 sf.....	480
3 diner booths @ 60 sf.....	180
4 study tables @ 100 sf.....	400
Subtotal.....	1,060
Circulation space.....	<u>115</u>
Total.....	1,175 square feet

IX-E-5. Program space 275 square feet

Primary functions:

- a. Space for parties, mystery nights, and other teen events.

Placement:

- a. A separate room adjacent to the Young Adult area.

Features and equipment:

- a. Kitchenette with counter, sink, refrigerator, and locking cabinets.
- b. Vinyl floor.
- c. Flexible lighting, varying from mood lighting to bright.
- d. Furniture storage closet.
- e. Equipment to include stacking chairs on dollies and tables with tilting tops. The storage closet will be large enough to hold all of the room's furniture.

Estimate of required space:

Floor space	225
Storage space	<u>50</u>
Total.....	275 square feet

IX-E-6. Special features 125 square feet

Primary functions:

- a. The Young Adult Department will include a number of features to make the department appealing to young adults and sufficiently flexible so that décor does not go out of date.

Placement:

- a. As appropriate.

Features and equipment:

- a. Teen art display area, including picture rails and track lighting.
- b. Message board (4 by 6 foot dry erase board on wall)
- c. Wall calendar listing departmental activities
- d. Pinnable walls throughout the Young Adult area, for quick and easy redecoration.

Estimate of required space

Art display (standing space)	40
Message board (standing space)	40
Bulletin boards (standing space).....	<u>40</u>
Subtotal	120
Circulation space.....	<u>5</u>
Total.....	125 square feet

IX-E-7. Staff workroom **225 square feet**

Primary functions:

- a. **Workspace for departmental staff.**

Placement:

- a. **Near the service desk.**

Features and equipment:

- a. **Two desks with phone and computer.**
- b. **One 84” single-faced shelving unit.**
- c. **Five-drawer, legal-sized filing cabinet.**
- d. **System printer** suitable for production work, including color.
- e. **Unit with counter, sink, small refrigerator, coffee maker, microwave, and at least three electrical circuits.**
- f. **Glass door without any blinds.**
- g. **Space for laptop charging rack.**
- h. **Stack of two lockers with padlock hasps.**
- i. **Coat closet.**

Estimate of required space:

2 desks @ 60 sf.....	120
Shelving unit.....	10
Filing cabinet.....	10
System printer	15
Kitchenette unit.....	25
Space for laptop charging rack	10
Stack of lockers.....	5
Coat closet.....	<u>10</u>
Subtotal.....	205
Circulation space.....	<u>20</u>
Total.....	225 square feet

IX-E-8. Departmental storage 250 square feet

Primary functions:

- a. Storage space for Young Adult program supplies and other materials.

Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

Placement:

- a. Adjacent to the Young Adult area.

Features and equipment:

- a. Ten double-faced 84” shelving units.
- b. Open floor space for materials not suited to storage on shelves, including furniture when areas of the department area rearranged for group activities.

Estimate of required space:

5 shelving units @ 20 sf	100
Open floor space	<u>150</u>
Total.....	250 square feet

Summary of Young Adult Services spaces

Service desk	75
Collections	650
Seating	1,175
Program space.....	275
Special features.....	125
Staff workroom.....	225
Departmental storage.....	<u>250</u>
Total.....	2,775 square feet

IX-F. Youth Services 16,925 square feet

IX-F-1. General description of the department

- a. **For security and noise containment, Youth Services will be separated from rest of the library by a glass wall with glass doors.** It will not be a passageway to any other public area of the library.
- b. **The doors to the department will be laterally sliding automatic doors.** In case the library ever decides to have different hours for children and adults, the doors will be designed to lock.
- c. **Except where separate spaces are noted, the department will be a single open room,** preferably somewhat square.
- d. **The department will be designed to control noise.** All ceilings will be acoustic. All partitions between occupied rooms will continue past the suspended ceiling to the bottom of the floor above.
- e. **The department will be designed to permit easy rearrangement and redecoration.** Many of the wall surfaces will be pinnable. Furnishings, including the service desk, will be modular and movable.
- f. **Seating and collections for younger children will be grouped in one area and seating and collections for older children in another.** Ideally, older children will be on one side of the service desk and younger children on the other, but this may not be possible.
- g. **The department will serve children from pre-K through 6th grades, their families, and people who need the materials stored in the department.**
- h. **The feeling in the department will be warm and friendly and relaxed.**

IX-F-2. Reference desk 500 square feet

Primary functions:

- a. **Staff at the reference desk will provide a wide range of services to users of the library, including:**
 - i. Reference services
 - ii. Reader guidance
 - iii. Registration for programs and special events
 - iv. Assistance and oversight of departmental computers.
- b. **The service desk will not be designed for lending services.**

Placement:

- a. **Near the entrance to the department.**
- b. **Facing the entrance to the department.**
- c. **Providing staff seated at the desk with the best possible oversight of the department.**

Features and equipment:

- a. **Modular desk** with seating for up to four library staff members. Each work position will have a telephone, computer, and panic button. Computers will have back-to-back flat screens to allow users to see information found by library staff.
 - i. Seats for users (one for each staff member location).
 - ii. System printer on desk top.
 - iii. Four 36" shelves for ready reference materials, binders, etc. The shelving units will be no higher than 30" in order to avoid blocking the view of staff members seated at the desk.
- b. **Reference collection** of 500 books on 3 double-faced 60" shelving units with 4 shelves vertically (assuming 25 books per shelf).

- c. **Coin-operated photocopier**, with a small table beside it for materials library users are copying.

Estimate of required space

Desk space for four staff members @ 60 sf	240
4 user chairs @ 15 sf.....	60
3 reference shelving units @ 25 sf.....	75
Photocopier.....	<u>65</u>
Subtotal	440
Circulation space.....	<u>60</u>
Total	500 square feet

IX-F-3. Services for younger children

3,975 square feet

Seating and collections for children through first grade will be located on one side of the reference desk, opposite the area with seating and collections for children from second through sixth grades.

Younger children will be able to reach this area without passing through the area for older children.

IX-F-3-a. Collections for younger children 2,625 square feet

Primary functions:

- a. Shelving for library materials for children from pre-K through about first grade.

Placement:

- a. Grouped with seating for younger children.

Features and equipment:

- a. Two OPACs.
- b. **E fiction and non-fiction.** Shelving for 22,000 books on the equivalent of 62 double-faced 48” units with three shelves vertically (assuming 60 books per shelf).
- c. **Beginning readers.** Shelving for 8,000 books on the equivalent of 12 double-faced 48” units with four shelves vertically (assuming 80 books per shelf).
- d. **Board books.** Storage for 1,000 board books in 25 plastic tubs (assuming 40 books per tub).
- e. **Book/cassette and book/CD sets.** Storage for 500 sets in hang bags in the equivalent of 5½ double-faced 48” units, with shelves replaced by two horizontal bars on each side of each unit (assuming 25 sets per rod).
- f. **Kits in hang bags.** Storage for 100 small kits in hang backs on the equivalent of 1½ double-faced 48” units, with shelves replaced by two horizontal bars on each side of each unit (assuming 20 kits per rod).

- g. Kits in tote bags.** Storage for 50 large kits in tote bags on the equivalent of 6½ double-faced 48” shelving units with two shelves vertically (assuming 2 kits per shelf).
- h. Magazines.** Space for 5 magazines on fixed slope shelves with a flat shelf beneath for back issues, on ½ of one 48” shelving unit with two shelves vertically (assuming 3 magazines per shelf).
- i. All shelving with slat wall end panels and matching canopy tops.**
- j. New book display unit.**

Estimate of required space:

2 OPACs @ 20 sf.....	40
E books: 62 units @ 25 sf.....	1,550
Beginning readers: 12 units @ 25 sf.....	300
Board books: 25 tubs @ 3 sf.....	75
Book/recording sets: 5½ units @ 25 sf.....	138
Small in hang bags: 1½ units @ 25 sf.....	37
Kits in tote bags: 6½ units @ 25 sf.....	163
Magazines: ½ unit @ 25 sf.....	12
New book display.....	<u>75</u>
Subtotal.....	2,390
Circulation space.....	<u>235</u>
Total.....	2,625 square feet

IX-F-3-b. Seating for younger children and their parents
1,025 square feet

Primary functions:

- a. Seating for younger children and for their parents and caregivers.
- b. Because children will range in ages from less than one to about six, seating for children needs to be available in a variety of sizes.

Placement:

- a. Grouped with collections for younger children.

Features and equipment:

- a. **Play space on the floor for very young users.** This area may be defined by an ornamental rug.
- b. **Two round reading tables for toddlers,** with four chairs each.
- c. **Four primary-sized round reading tables,** with four chairs each.
- d. **Eight miniature armchairs.**
- e. **Some type of fun seating,** to be selected. There are many opportunities for iconic and memorable features in this type of seating.
- f. **Four adult sized loveseats** for parents and children to read together.
- g. **Window seats** if the design of the building permits.
- h. **Game table with an inlaid checker board top.**

Estimate of required space

Play space on floor	100
2 small reading tables @ 40 sf	80
4 primary tables @ 60 sf	240
8 miniature armchairs @ 12	96
Fun seating	150
4 loveseats @ 60 sf	240
Game table	<u>30</u>
Subtotal	936
Circulation space	<u>89</u>
Total	1,025 square feet

IX-F-3-c. Special features for younger children 325 square feet

Primary functions:

- a. Miscellaneous play and reading features.

Placement:

- a. Grouped with collections for younger children.

Features and equipment:

- a. Three activity tables, probably including a Brio train table and a magnet table.
- b. A playhouse size caboose.
- c. Small puppet stage for use by children, with bins for puppets.

Estimate of required space

3 activity tables @ 35 sf.....	105
Caboose playhouse.....	120
Puppet stage and puppet bins.....	<u>75</u>
Subtotal.....	300
Circulation space.....	<u>25</u>
Total	325 square feet

Note that all of these figures are extremely rough estimates because the sizes of equipment selected can vary greatly.

Summary of spaces for younger children

Collections.....	2,625
Seating.....	1,025
Special features.....	<u>325</u>
Total.....	3,975 square feet

IX-F-4. Services for older children 6,750 square feet

This section of the Youth Services department will provide seating and collections for children from about second through sixth grades. The area will be located on the opposite side of the reference desk from the area for services to younger children.

Older children should be able to reach this area without passing through the area for younger children.

IX-F-4-a Collections for older children 5,675 square feet

Primary functions:

- i. **Books and other materials for older children.**

Placement:

- i. **Next to seating for older children.**

Features and equipment:

- i. **5 OPACs.**
- ii. **J fiction:** Shelving for 21,000 books on the equivalent of 60 double-faced 60” units with five shelves vertically (assuming 35 books per shelf).
- iii. **J non-fiction:** Shelving for 45,500 books on the equivalent of 126 double-faced 60” units with four shelves vertically (assuming 45 books per shelf).
- iv. **Magazines:** Shelving for the current year of 20 magazines, with the current issues on sloped (non-tilting) shelves and back issues on a flat shelf beneath each sloped shelf, on the equivalent of one 60” double-faced unit (assuming 4 shelves vertically and 3 titles per shelf).
- v. **Recorded books:** Shelving for 2,000 recorded books on the equivalent of 11 double-faced 60” shelving units with five shelves vertically (assuming 18 books per shelf).
- vi. **Games:** Storage for games for in-library use on the equivalent of one-half of one double-faced 60” shelving unit.

vii. New book display unit.

Estimate of required space

5 OPACs @ 20 sf.....	100
J fiction: 60 units @ 25 sf.....	1,500
J non-fiction: 126 units @ 25 sf.....	3,150
Current magazines: 1 unit.....	25
Recorded books: 12 units @ 25 sf.....	300
Games: ½ of 1 unit.....	12
New book display.....	<u>75</u>
Subtotal.....	5,162
Circulation space.....	<u>513</u>
Total.....	5,675 square feet

IX-F-4-b Seating for older children 1,075 square feet

Primary functions:

- a. Seating for older children.

Placement:

- a. With collections for older children.

Features and equipment:

- a. Eight reading tables with seats for four persons each and with top mounted electrical outlets.
- b. Game table for 2 with inlaid chess board top.
- c. Two armchairs.
- d. Two beanbag chairs.

8 tables @ 100 sf	800
Game table	40
2 armchairs @ 40 sf	80
2 beanbag chairs @ 25 sf.....	50
Subtotal.....	970
Circulation space.....	<u>105</u>
Total.....	1,075 square feet

Summary of spaces for older children:

Collections	5,675
Seating.....	<u>1,075</u>
Total.....	6,750 square feet

IX-F-5. Recordings 775 square feet

Primary functions:

- a. **Storage for DVDs and CDs, which will be used by children of all ages.**

Placement:

- a. **Ideally, between the areas for younger and older children.**

Features and equipment:

- a. **DVDs:** Storage for 4,500 DVDs in security cases in flip bins.
- b. **Music CDs:** Storage for 500 CDs in security cases in flip bins.

Estimate of required space

Flip bins for 4,500 DVDs	643
Flip bins for 500 CDs	<u>71</u>
Subtotal	714
Circulation space.....	<u>61</u>
Total	775 square feet

Actual square footage requirements will depend on bins selected.

IX-F-6. Computers 1,025 square feet

Primary functions:

- a. Computers for use by children of all ages.

Placement:

- a. Close to the service desk for staff assistance and oversight.
- b. The screens of the ten Internet computers will face the staff at the service desk.

Features and equipment:

- a. Ten Internet computers.
- b. Ten multi-function computers (all functions except Internet access).
- c. Five game computers, for use with educational games supplied by the library.
- d. Two standup email computers, for parents to use while waiting for their children.
- e. Reservation management system.
- f. Print management system.
- g. Each computer will have a small bench seat large enough for a parent and child to sit together.

Estimate of required space

10 Internet computers @ 35 sf	350
10 multi-function computers @ 35 sf.....	350
5 game computers @ 25 sf.....	125
2 standup email computers @ 20 sf	40
Reservation management equipment.....	25
Print management equipment.....	<u>35</u>
Subtotal	925
Circulation space.....	<u>100</u>
Total	1,025 square feet

IX-F-7. Study rooms 600 square feet

Primary functions:

- a. **Small rooms for group projects, tutoring, quiet reading, etc.**
- b. **Study rooms will be capable of being arranged as family computer rooms, spaces where parents who need to do computer work but are accompanied by small children can isolate themselves and their children to avoid disturbing other library users.**

Placement:

- a. **Closer to the area for older children.**
- b. **The glass walls of the study rooms must face the service desk.**

Features and equipment:

- a. **Four rooms with glass walls (not small glass windows) on three sides, for easy supervision by library staff at the service desk.**

If the rooms are side by side, they will have shared glass walls, enabling staff to see through all rooms from one end.

- b. **Each room will have a table for six.**
- c. **Rooms set up as family computer rooms will have a smaller computer table plus a portable (not built in) shelving unit to hold books and games to entertain children while their parents are doing computer work.**

Estimate of required space

4 rooms @ 150 sf..... **600 square feet**

IX-F-8. Miscellaneous features 150 square feet

Primary functions:

- a. **Features for general use in Youth Services.**

Placement:

- a. **As appropriate.** The stroller parking area and coat pegs will be close to each other and near the entrance to the department.

Features and equipment:

- a. **Four brightly lighted “jewel case display cases** set into walls at child height. Cases will be about 18” square and 12” deep inside measurement.
- b. **Pinnable walls.**
- c. **Stroller parking area.**
- d. **Coat pegs** at staggered heights with a shelf above. Ideally these will be next to stroller parking and to the entrance to the department.

Estimate of required space

4 display cases @ 10 sf	40
Stroller parking.....	60
Coat pegs	<u>25</u>
Subtotal	125
Circulation space.....	<u>25</u>
Total	150 square feet

IX-F-9. Story and craft room 650 square feet

Primary functions:

- a. A room designed for highly flexible use for stories, crafts, and other small children's programs.
- b. The room will normally be set up with space for 24 children seated on the floor plus adjacent space for six tables with four chairs each. With the tables put away, the room should have space for 36 children in rows of chairs.

Placement:

- a. Directly adjacent to the large open area of the Youth Services departemtn.

Features and equipment:

- a. **Washable, low-maintenance floor.** (Children will sit on carpet squares during stories.)
- b. **High windows,** so parents can observe children during programs without being overly distracting to the children attending programs.
- c. **Lightweight curtain to separate story and craft areas,** so children can listen to stories without being distracted by the crafts set up beside them.
- d. **Wall telephone with access code.**
- e. **Counter with sinks at two levels,** with locking storage cabinets above and below.
- f. **Furnishings including 36 stack chairs on dollies and 6 folding tables of adjustable height.**
- g. **Storage closet for program and craft supplies and for furniture.** The closet will be large enough to hold all of the chairs and tables.

Storerooms need to be for storage only. ***No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.***

- h. **Restaurant style wireless reservation buzzer system** to notify parents when children are ready to be picked up or when a specific child needs a parent

Estimate of required space:

Story space: 24 kids @ 5 sf	120
Craft space: 24 kids @ 15 sf	360
Counter with sink	30
Storage closet	<u>75</u>
Subtotal	585
Circulation space.....	<u>65</u>
Total.....	650 square feet

IX-F-10. Family restroom unassigned space

Primary functions:

- a. **Single-user restroom designed in particular for situations where a person of one sex is assisting someone of the opposite sex.**
- b. **May also be usable by nursing mothers, if it can be made sufficiently welcoming.**

Placement:

- a. **In a location where an open door will not display a toilet to the rest of the department.**

Features and equipment:

- a. **Accessible restroom with standard features described under “restrooms.”**
- b. **This restroom will be kept locked when not in use.**

IX-F-11. Youth Services restrooms unassigned space

Primary functions:

- a. Restrooms for use by children and their parents.

Placement:

- a. Inside the department.

Features and equipment:

- a. Number of fixtures as called for by the Illinois Plumbing Code.
- b. If the restrooms are for one user each, they will have stalls, and the outer doors will no lock.
- c. If the restrooms are for multi-child use, the configuration will be essentially that of adult restrooms.
- d. Both restrooms will have baby-changing tables.
- e. Restrooms will have ceramic tile floors with dark (not pastel) grout, wall-mounted fixtures, electric-eye operated lavatories, flush-valve toilets, and storage shelves.
- f. If restrooms have lights operated by motion sensors, they will have dim nightlights preventing the rooms from being totally dark when unoccupied.

IX-F-12. Staff workroom **1,125 square feet**

Primary functions:

- a. **Workspace for Youth Services staff.**

Placement:

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

Features and equipment:

- a. **6 work stations** (each with computer, filing cabinet, shelving unit, and phone)
- b. **Standing height work counter** with space for an Ellison machine, rack for storing dies for Ellison machine, rolls of color paper on spindles, a paper cutter, etc. Storage cabinets will be located under the counter.
- c. **Large worktable**, consisting of two standard 3 by 5 foot reading tables set end-to-end.
- d. **Coat bar** for up to 12 coats
- e. **Twenty-four half height lockers** in 12 stacks of 2 each
- f. **Buzzer** to indicate help needed at service desk
- g. **Stacked washer and dryer** for puppets, aprons, etc.
- h. **Map case** for posters and artwork
- i. **Counter** with sink and space for microwave and coffee maker, with under-counter refrigerator.
- j. **System printer.**
- k. **Two storage cabinets.**
- l. **Two large bulletin boards**
- m. **Eight single-faced 84” shelving units with 11” deep shelves.**
- n. **Storage unit for oversized books used in storytelling.**

- o. Counter with laminator, fax, and scanner.
- p. Photocopier.

Estimate of required space

6 workstations @ 100 sf.....	600
Work counter	60
Large work table	80
Coat bar.....	10
12 stacks of lockers @ 5 sf.....	60
Stacked washer and dryer	25
Map case	40
Counter with sink	35
System printer	5
2 storage cabinets @ 25 sf.....	50
8 single-faced shelving units @ 10 sf	80
Storage unit for oversized books.....	10
Counter with laminator, fax, and scanner.....	30
Photocopier	<u>20</u>
Subtotal	1,105
Circulation space.....	<u>20</u>
Total.....	1,125 square feet

IX-F-13. Office for department head 250 square feet

Primary functions:

- a. Workspace for department head.
- b. Space for private conversations.

Placement:

- a. Near staff workroom.

Features and equipment:

- a. Desk with computer and phone and printer
- b. Credenza.
- c. Glass windows with Venetian blinds to department and to staff workroom.
- d. Door to department.
- e. Four single-faced 84” shelving units, two with doors to hide piles of working papers.
- f. Three filing cabinets.
- g. Conference table with 4 chairs.
- h. Coat hook on door.
- i. Buzzer to signal that staff at the reference desk need help.

Estimate of required space:

Desk.....	60
Credenza	10
4 shelving units @ 10 sf	40
3 filing cabinets @ 10 sf.....	30
Conference table for 4.....	<u>100</u>
Subtotal	240
Circulation space.....	<u>10</u>
Total.....	250 square feet

IX-F-14. Office for assistant department head
125 square feet

Primary functions:

- a. Workspace for assistant department head.
- b. Space for private conversations.

Placement:

- a. Near the staff workroom.

Features and equipment:

- a. Desk with computer, printer, and phone
- b. 2 visitors' chairs
- c. Filing cabinet
- d. Two 84" single-faced shelving units
- e. Coat hook on door
- f. Window with Venetian blind to department.
- g. Door to department.
- h. Buzzer to signal that staff at the reference desk need help.

Estimate of required space

Desk.....	60
2 visitors' chairs @ 15 sf	30
Filing cabinet.....	10
2 shelving units @ 10 sf	<u>20</u>
Subtotal	120
Circulation space.....	<u>5</u>
Total.....	125 square feet

IX-F-15. Storage 1,000 square feet

Primary functions:

- a. Room for storing the endless items that children’s departments accumulate.

Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

Placement:

- a. Near the staff workroom.

Features and equipment:

- a. **Shelving units.** (Storage areas are good places to use obsolete shelving units.)
- b. **Open floor space.**

Summary of Youth Services spaces

Reference desk.....	500
Services for younger children	3,975
Services for older children.....	6,750
Recordings.....	775
Computers	1,025
Study rooms	600
Miscellaneous features	150
Story and craft room	650
Family restroom.....	unassigned space
Youth Services restrooms	unassigned space
Staff workroom.....	1,125
Office for department head.....	250
Office for assistant department head	125
Storage.....	<u>1,000</u>
Total.....	16,925 square feet

IX-G. Local History and Genealogy Department 2,625 square feet

IX-G-1. General description of the department

- a. **The collections of the Local History and Genealogy Department will center specifically on the City of DeKalb.**
- b. **The Local History and Genealogy Department will be a separate group of rooms** rather than a corner of Reference and Readers' Advisory Services, as it is in the current library.
- c. **The Local History and Genealogy Department will be adjacent to the Reference and Readers Advisory Department.** It will be separated from the larger department by a partially glazed wall and locking glass double doors.

The locking doors will allow the department to maintain shorter service hours than the rest of the library.

Ideally, the entrance to the Local History and Genealogy Department will be easily visible from the reference desk in the Reference and Readers Advisory Department

- d. **Coin-operated lockers** for users' brief cases, purses, etc., will be located directly outside the entrance to the department.
- e. **The department will consist of two rooms, a public work room and a room providing staff workspace and collection storage.**
- f. **Depending on how the historic library building is used after the new library building is constructed, the Local History and Genealogy Department may be located in the historic building rather than in the new library building.**

In this latter case, the Local History and Genealogy Department will be a completely separate area of the historic building, capable of being maintained as a secure area and with an air handling system that does not permit relative humidity to exceed 50 percent at any time.

- g. **All collections of the department will be non-circulating.**

IX-G-2. Public service area 1,275 square feet

Primary functions:

- a. Space for departmental staff.
- b. Space for OPACs, computers for users, microfilm/fiche readers, photocopiers, etc.
- c. Space for readers.
- d. Space to exhibit important components of the department's collections.

Placement:

- a. At the entrance to the department.

Features and equipment:

- a. **Reference desk for one staff member** with computer, phone, and printer. A chair for a user speaking with the reference librarian will be located by the reference desk.
- b. **Two OPACs.** At least one will be at seated height with a chair.
- c. **Four 4-person study tables.** Tables will have large tops (about 4 by 6 feet) to allow users to spread out their work.
- d. **Photocopier with a small table beside it** for users to place materials they are copying.
- e. **3 computer workstations for access to Heritage Quest, Ancestry.Com, etc.**
- f. **2 microfilm reader/scanners.** Note that microfilm equipment needs to be located in subdued light, with screens facing dark walls rather than windows.
- g. **Printer for computers and scanners.**
- h. **Two flat display cases of the type used in rare book rooms.** Each case will resemble a reading table with a glass box about one foot deep on top. Box lids will open on piano hinges along one side of the boxes.
- i. **Wall space set up for displaying framed pictures, prints, maps, etc.**

Estimate of required space:

Reference desk with visitor's chair.....	100
2 OPACs @ 25 sf.....	50
4 tables @ 125 sf.....	500
Photocopier.....	65
3 computer workstations @ 35 sf.....	105
2 reader/scanners @ 35 sf.....	70
Printer.....	15
2 exhibit cases @ 125 sf.....	<u>250</u>
Subtotal.....	1,155
Circulation space.....	<u>120</u>
Total.....	1,275 square feet

**IX-G-3. Local History and Genealogy collections and
staff work area 1,350 square feet**

Primary functions:

- a. **Storage for local history and genealogy collections.**
- b. **Workspace for departmental staff.**

Placement:

- a. **Collections and staff workspace will be provided in a single room adjacent to the public area of the department.**
- b. **Ideally, the entrance to the room will be directly behind the departmental reference desk.**
- c. **Separated from public area of department by a partially-glass wall.**

Features and equipment:

- a. **Ten locking, fireproof vertical filing cabinets**, legal size, five drawers high.
- b. **Five microfilm cabinets** (equivalent of 9-drawer Russ Bassett cabinets, which hold 550 35mm reels each).
- c. **Map case for 3 by 4 foot maps.**
- d. **Compact shelving units for storage of up to 3,000 books** on the equivalent of 9 double-faced units (assuming 24 books per shelf and 7 shelves vertically)

Compact shelving will consist of mechanical assist units with hand cranks.
- e. **Compact shelving for storage of up to 2,000 boxes of archival material** on the equivalent of 40 double-faced units (assuming 5 boxes per shelf and 5 shelves vertically).
- e. **Storage for plat books** on the equivalent of one double-faced 84” unit. Plat books will be stacked flat on shelves that continue on both sides of the unit.
- f. **Two workstations for departmental staff**, including desk, computer, phone, filing cabinet, and shelving unit.

- g. **Copier with work table.**
- h. **Scanner.**
- i. **System printer.**
- j. **Work table for sorting donations, etc.**
- k. **Typewriter on stand.**
- l. **Open space for storage of shipments and donations.**

Estimate of required space:

10 filing cabinets @ 15 sf.....	150
5 microfilm cabinets @ 12 sf.....	60
Map case	50
49 compact shelving units @ 10 sf.....	490
Plat book storage	25
2 staff workstations @ 100 sf.....	200
Copier with work table	50
Scanner	25
System printer	15
Work table	60
Typewriter on stand	20
Floor space for receipt of donations	<u>75</u>
Subtotal	1,220
Circulation space.....	<u>130</u>
Total.....	1,350 square feet

Summary of local history and genealogy spaces

Public areas.....	1,275
Staff areas.....	<u>1,350</u>
Total.....	2,625 square feet

IX-H. Program rooms 3,675 square feet

The library will have three meeting rooms, a large meeting room seating about 125 adults (or 250 children on the floor), a small meeting room seating 50 adults (or 100 children on the floor), and a conference room.

All three meeting rooms will be accessible from the library foyer to enable them to be used when the rest of the library is closed.

IX-H-1. Large meeting room 2,525 square feet

Primary functions:

- a. Location for library programs and public meetings.

Placement:

- a. Adjacent to the foyer, to allow use when the rest of the library is closed.

Features and equipment:

- a. Space for seating 125 adults on chairs, 250 children on the floor, or some combination, such as 50 adults on chairs and 150 children on the floor.
- b. Space for performer.
- c. Kitchenette with locking cabinets, sink deep enough to fill a coffee urn, and apartment sized refrigerator. The kitchenette will not have equipment for heating food.
- d. Coat storage alcoves with bars and hangers for up to 150 coats.
- e. Storage closets, including:
 - i. Book sale storage closet
 - ii. Furniture storage closet (including space for stage sections)
 - iii. Youth Services Department program storage closet. Ideally, this closet will also be accessible from the Youth Services story and craft room or from the small meeting room.
 - iv. AV storage closet with space for rack for electronic equipment
 - v. Storage closet (about 75 sf) for election equipment

Storage closets need to be for storage only. ***No storage closet should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.***

- f. Ceiling mounted digital projector on drop.

- g. Power operated screen with key switch.**
- h. Sound system for projection and voice amplification**
- i. Wall phone with access code for use**
- j. Flexible lighting, including:**
 - i. Reflected uplighting with three tubes, the center tube switched separately, for a choice of 20, 40 or 60 footcandles of illumination.
 - ii. Lighting will be switched by area, to allow the front of the room to be either lighter or darker than the rest of the room.
 - iii. Suspended light fixtures will not interfere with the projection path of the ceiling-mounted digital projector.
- k. Conduit to permit addition of state-of-the-art equipment**
- l. Floor space for piano with a locking cover (the library will try to find a gift piano)**
- m. Portable stage sections (8 by 12 feet).**
- n. Double door entry without center post**
- o. Furnishings to consist of:**
 - i. 125 stacking chairs
 - ii. 24 30” by 72” flip-top tables on casters

Estimate of required space:

125 adults @ 12 sf.....	1,500
Space for performer	125
Kitchenette	50
Coat storage alcoves (125 coats @ 1 sf).....	125
Book sale storage closet.....	150
Furniture and stage sections storage closet	200
Youth Services program storage closet	150
AV storage closet.....	30
Election supplies storage closet.....	75
Space for piano	<u>100</u>
Subtotal.....	2,505
Circulation space.....	<u>20</u>
Total.....	2,525 square feet

IX-H-2. Small meeting room 725 square feet

Primary functions:

- a. **Site for library programs and public meetings** that do not require a room as large as the large meeting room.

Placement:

- a. **Adjacent to the foyer, to allow meetings to take place when the rest of the library is closed.**

Features and equipment:

- a. **Seating 50 adults on chairs or 100 children on the floor.**
- b. **List of furnishings:**
 - i. 30 stacking chairs
 - ii. 6 flip-top tables (30" x 72" tops) on casters
- c. **Kitchenette**, consisting of an alcove with a counter top and sink and small refrigerator. The sink will be deep enough to allow coffee urns to be filled.
- d. **Closet space, including:**
 - i. **Furniture storage closet**
 - ii. **Storage closet for AV equipment, server rack, and laptop charging rack**
 - iii. **Access to Youth Services program closet**

Storage closets need to be for storage only. ***No storage closet should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.***

- e. **Ceiling mounted digital projector on a drop.**
- f. **Power operated screen with key switch**

- g. Flexible lighting, as described for the large meeting room.**
- h. Wall phone with access code**
- i. Conduit to permit addition of state-of-the-art equipment**

Estimate of required space:

50 adults @ 12 sf.....	600
Kitchenette	30
Furniture storage closet.....	60
AV storage closet.....	<u>30</u>
Subtotal	720
Circulation space.....	<u>5</u>
Total.....	725 square feet

IX-H-3. Conference room 425 square feet

Primary functions:

- a. Space for meetings of small groups.
- b. Space for meetings of the library board.

Placement:

- a. Accessible from the foyer, to allow meetings to take place when the rest of the library is closed.

Features and equipment:

- a. **Furnishings:**
 - i. Modular conference table to seat 12.
 - ii. Eight additional side chairs for observers.
 - iii. Twenty additional side chairs, to allow the room to be set up with rows of chairs, auditorium style.
- b. **Service area** consisting of small counter with sink, under-counter refrigerator, plus locking storage cabinets.
- c. **Digital projector** supplied or roughed in
- d. **Phone** with access code
- e. **Furniture storage closet large enough to hold either chairs or table.**

Storage closets need to be for storage only. *No storage closet should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

- f. **Conduit to permit addition of state-of-the-art equipment**

Estimate of required space:

Conference table for 12 @ 25 sf.....	300
8 side chairs @ 12 sf.....	96
Service area.....	20
Furniture storage closet.....	<u>40</u>
Subtotal.....	406
Circulation space.....	<u>19</u>
Total.....	425 square feet

Summary of program room spaces

Large meeting room.....	2,525
Small meeting room.....	725
Conference room.....	<u>425</u>
Total.....	3,675 square feet

IX-I. Public restrooms unassigned space

Primary functions:

- a. Restrooms for general public use.

Placement:

- a. Accessible from the foyer, to allow after-hours use of library meeting rooms.

Features and equipment:

- a. Quantities of fixtures to meet requirements of Illinois Plumbing Code.
- b. If possible, additional toilets in the women's restroom.
- c. Individual wall-mounted sinks rather than sinks on a long counter. Faucets with electric-eye operation.
- d. Disposable soap dispensers mounted on mirrors.
- e. Shelves for users' possessions.
- f. Baby changing tables in both restrooms.
- g. Fold-down infant seats in handicapped stalls.
- h. Non-handicapped stalls generously proportioned (minimum width 36" – door swing to clear front of toilet by at least 18")
- i. Zigzag (airport style) doorless entry.
- j. Wall mounted, flush valve toilets.
- k. High-speed hand dryers.
- l. Ceramic tile floors with dark grout.
- m. Security cameras recording people leaving restrooms.

IX-J. Technical Services 1,425 square feet

IX-J-1. General description of the department

Primary functions:

- a. Receipt, processing, cataloging, repair, and discard of library materials.
- b. Receipt of all incoming materials, including parcel services, US mail, etc.
- c. Most of the cataloging work in technical services in the current library is copy cataloging, but the staff will do original cataloging when proper space is available in the new library.
- d. Used books donated to the library will be sorted in a special room by receiving. Only items to be considered for addition to the collection will be brought to Technical Services.

Placement:

- a. Near the receiving entrance to the library, either on the same floor or accessible by convenient elevator.
- b. Because new acquisitions do not have library ownership markings when they arrive, security in technical services departments is important. ***It is essential that the technical services department not serve as a hallway between two sections of the library.***
- c. Ideally, Technical Services will be close to Administration.

IX-J-2. Technical Services staff workroom

1,275 square feet

Primary functions:

- a. Most technical services work will take place in a single, large workroom.

Placement:

- a. The workroom is the primary constituent of Technical Services.

Features and equipment:

- a. **Work counter** for processing new items, including flat shelves for precut Mylar dust jacket covers, bracket at end for rolls of Mylar, and telephone.
- b. **Counter with sink** for cleanup and for disk polisher
- c. **Second, standing height counter with sink** for repair of damaged materials. Storage cabinets will be located above and below the counter. A counter-top or wall-mounted telephone will be provided.
- d. **Stand for 34-inch paper cutter.**
- e. **Typewriter** on stand.
- f. **Photocopier** with small table for materials being copied.
- g. **Four cataloging workstations**, each an L-shaped work table with computer, label printer, and phone, plus space for book trucks.
- h. **Sturdy worktable** for unpacking shipments, with adjacent space for carts.
- i. **Seated height work counter** for processing AV items, including phone.
- j. **Desk with filing cabinet for ordering and receiving clerk, including computer and phone.**
- k. **Floor space for deliveries.**
- l. **Floor space for up to 12 book carts**

- m. Shelving:** The equivalent of five double-faced 84” units, including:
 - i. One double-faced unit for new books awaiting processing.
 - ii. One double-faced 84” unit for items awaiting repair.
 - iii. One double-faced 84” unit for supplies.
 - iv. Two double-faced 84” units for items withdrawn and awaiting deletion from catalog records
- n. Locking storage closet for new AV items.**
- o. Two large bulletin boards.**
- p. Coat storage alcove** with coat bar and ceramic tile below for boots. Space for up to ten coats.
- q. Ten half-height storage lockers with padlock hasps, in five stacks of two.**
- r. Window and door to department head’s office.**
- s. Dual-conductor wire mold (110 plus data) above desk top for easy access.**
- t. Floor outlets with 110 plus data** on a 10 by 10 foot grid.
- u. Shelf with microwave and coffee maker, with refrigerator underneath.**

Estimate of required space:

Work counter for processing	60
2 counters with sinks @ 40 sf.....	80
Paper cutter	10
Typewriter.....	10
Photocopier.....	30
4 cataloging workstations @ 125 sf.....	500
Worktable	60
AV work counter.....	40
Desk with file for ordering and receiving	60
Floor space for deliveries	75 (est.)
Floor space for 12 book carts @ 6 sf.....	72
5 double-faced shelving units @ 22 sf	110
Storage closet	60
Coat storage alcove	10
5 stacks of lockers @ 5 sf.....	25
Shelf with microwave and coffee maker	<u>30</u>
Subtotal.....	1,232
Circulation space.....	<u>43</u>
Total.....	1,275 square feet

IX-J-3. Office for department head 150 square feet

Primary functions:

- a. Workspace for department head.
- b. Space for private conversations.

Placement:

- a. Reached through the department.

Features and equipment:

- a. Desk with computer, printer, and phone
- b. Visitor's chair
- c. Open floor space for book carts
- d. Two single-faced 84" shelving units.
- e. One five-drawer legal-sized filing cabinet.
- f. Coat hook on door to staff workroom.
- g. Window with Venetian blind to staff workroom
- h. Bulletin board.
- i. Counter with small sink, small refrigerator, microwave, and coffee pot.

Estimate of required space:

Desk.....	60
Visitors' chair	15
Space for book carts.....	25
2 shelving units @ 10 sf	20
Filing cabinet.....	10
Counter	<u>15</u>
Subtotal	145
Circulation space.....	<u>5</u>
Total.....	150 square feet

Summary of Technical Services Spaces

Workroom	1,275
Office for department head	<u>150</u>
Total.....	1,425 square feet

IX-K. Outreach Services 550 square feet

Primary functions:

- a. Outreach Services is responsible for service to homebound, adult day care, senior centers, retirement centers, deposit stations, jails, homeless shelters, etc.
- b. In the future, outreach to children in the community may be considered.
- c. Deliveries will be made using a van stored in the library garage.
- d. The library does not plan to expand Outreach Services to include a bookmobile.

Placement:

- a. Near receiving and the library garage.
- b. Close to the Lending Department.
- c. If possible, also near Reference and Readers' Advisory Services for easy access to materials for adults.

Features and equipment:

- a. Desk for department head, including computer and phone,
- b. Desk for an assistant, including computer and phone.
- c. Two checkout stations with computers and bar code readers.
- d. The equivalent of six double-faced 84" shelving units.
- e. Wall units with 45 bins for sorting deliveries to retirement centers and other destinations. Items are loaded into bags for delivery to retirement centers. (Assuming the use of 60" single-faced shelving units, with 4 shelves vertically and 2 bins per shelf, this will require 6 single-faced units.)
- f. Floor space for incoming bags from retirement centers.
- g. Large bulletin board.
- h. Five-drawer, legal-sized filing cabinets.

- i. **Four half-height lockers** with padlock hasps in two stacks.
- j. **Three coat hooks.** Because of traffic in and out of the room, coat hooks will not be on a door.
- k. **Counter** with small sink, microwave, coffee pot, and under-counter refrigerator.
- l. **Floor space for six book carts.**
- m. **Due to constant cart traffic in and out of the room, a generous provision of circulation space.**

Estimate of required space:

Desk for department head	60
Desk for assistant	60
2 checkout stations @ 40 sf.....	80
6 shelving units @ 20 sf	120
6 single-faced shelving units for sorting @ 10 sf.....	60
Floor space for 30 bags @ 1 sf.....	30
Filing cabinet.....	10
2 stacks of lockers @ 5 sf.....	10
Counter with sink, etc.....	25
Floor space for 6 book carts @ 6 sf	<u>36</u>
Subtotal.....	491
Circulation space.....	<u>84</u>
Total.....	550 square feet

IX-L. Administrative spaces

2,350 square feet

The library's administrative workspaces will include:

- A library office manager's room and reception area
- Library director's office
- Assistant director's office
- Conference room
- Records storage room
- Business office
- Payroll, scheduling, and personnel office
- Public relations workroom
- Friends or Foundation office
- Restroom
- Library supply room

IX-L-1. Library office manager’s room and reception area 400 square feet

Primary functions:

- a. **Workplace for office manager**, who will have a variety of responsibilities, including purchasing, maintenance of library files, board records and mailings, secretarial services to the director and assistant director, greeting visitors to the administrative offices, etc.

Placement:

- a. **At the entrance to the administrative office group.**
- b. **Although this space is called a “room,” it is likely to have a hallway extension** to provide access to all of the separate administrative rooms.

Features and equipment:

- a. **Desk with computer L**, equipped with phone, computer, and printer
- b. **Four fireproof legal-sized vertical filing cabinets.**
- c. **Two single-faced 84” shelving units**
- d. **Counter with business machines shared by the administrative offices**, including paper cutter, postage meter, photocopier, heavy-duty computer printer, heavy-duty paper shredder, fax, coffee urn, refrigerator, sink, etc.
- e. **Reception area:** Place for people to sit while waiting to see Director or Assistant Director
 - i. Two armchairs
 - ii. End table with space for library brochures
 - iii. Wall space for art

Estimate of required space:

Desk.....	60
4 filing cabinets @ 10 sf.....	40
2 shelving units @ 10 sf.....	20
Counter for business machines	75
Reception area	<u>100</u>
Subtotal.....	295
Circulation space (including access to many offices)	<u>105</u>
Total.....	400 square feet

IX-L-2. Director’s office 325 square feet

Primary functions:

- a. Office for the library director.

Placement:

- a. Adjacent to the office manager’s workroom.

Features and equipment:

- a. Desk with phone, computer, and printer.
- b. Credenza with drawers and cabinet doors.
- c. Conference table for six.
- d. Four filing cabinets.
- e. Two 84” single-faced shelving units, one with doors to conceal stacks of working papers.
- f. Coat closet.
- g. Bulletin board.
- h. White board.
- i. Large window with Venetian blind to Office Manager’s room.

Estimate of required space

Desk.....	70
Credenza	10
6-person conference table	150
4 filing cabinets @ 10 sf.....	40
2 shelving units @ 10 sf	20
Coat closet	<u>10</u>
Subtotal	300
Circulation space.....	<u>25</u>
Total.....	325 square feet

IX-L-3. Assistant director's office 175 square feet

Primary functions:

- a. Office for assistant director.

Placement:

- a. Adjacent to office manager's workroom.
- b. Next door to director's office.

Features and equipment:

- a. Desk with phone, computer, and printer
- b. Two visitors' chairs
- c. Three filing cabinets
- d. Three single-faced shelving units
- e. Bulletin board
- f. Window with Venetian blind to office manager's room
- g. Door to office manager's room
- h. Coat hook on back of door

Estimate of required space

Desk.....	60
2 visitors' chairs @ 15 sf	30
3 filing cabinets @ 10 sf.....	30
3 shelving units @ 10 sf	<u>30</u>
Subtotal	150
Circulation space.....	<u>25</u>
Total.....	175 square feet

IX-L-4. Conference room 300 square feet

Primary functions:

- a. Room for staff meetings, board committee meetings, meetings between administrators and sales reps, interviews of job candidates, etc.
- b. Unlike the library's other meeting rooms, this room is intended for internal use by board and staff only.

Placement:

- a. Adjacent to the office manager's workroom.

Features and equipment:

- a. Modular table with seating for ten.
- b. Service counter with sink, undercounter refrigerator, microwave.
- c. Digital projector and screen.
- d. Telephone.

Estimate of required space:

Table for 10 @ 25 sf.....	250
Service counter.....	<u>30</u>
Subtotal.....	280
Circulation space.....	<u>20</u>
Total.....	300 square feet

IX-L-5. Records storage 150 square feet

Primary functions:

- a. Storage of the library's financial records, personnel records, etc.

Placement:

- a. Adjacent to the office manager's workroom.

Features and equipment:

- a. The file room will be configured as a hallway about 7 or 8 feet wide and 20 feet long.
- b. Twelve fireproof filing cabinets will be located in a single row along one wall.
- c. Six single-faced 84" shelving units for boxed records will be located in a single row along the wall facing the filing cabinets.
- d. Due to the space required to fit shelving and cabinets in this manner, *the proportions of this room are not flexible.*
- e. As with all storage spaces in the library, this storage closet needs to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

IX-L-6. Business office 175 square feet

Primary functions:

- a. Space for library bookkeeper and current financial files.**

Placement:

- a. Adjacent to the office manager's workroom.**

Features and equipment:

- a. Desk with computer L (with phone, computer, and printer)**
- b. Work counter for spreading out papers. The counter will be about six feet long and 30" deep.**
- c. Two visitors' chairs.**
- d. Three filing cabinets.**
- e. Two single-faced 84" shelving units.**
- f. Bulletin board.**
- g. White board.**
- h. Window with Venetian blind to office manager's room.**
- i. Door to office manager's room.**
- j. Coat hook on back of door.**

Estimate of required space:

Desk.....	60
Work counter	30
2 visitors' chairs @ 15 sf	30
3 filing cabinets @ 10 sf.....	30
2 shelving units @ 10 sf	<u>20</u>
Subtotal.....	170
Circulation space.....	<u>5</u>
Total.....	175 square feet

IX-L-7. Payroll and scheduling office 150 square feet

Primary functions:

- a. Space for library staff member responsible for payroll, scheduling, personnel, volunteers, etc.

Placement:

- a. Adjacent to the office manager's workroom.

Features and equipment:

- a. Desk with computer L (with phone, computer, and printer).
- b. Two visitors' chairs.
- c. Two fireproof filing cabinets.
- d. One single-faced 84" shelving unit.
- e. Bulletin board.
- f. White board.
- g. Window with Venetian blind to office manager's room.
- h. Door to office manager's room.
- i. Coat hook on back of door.

Estimate of required space

Desk.....	60
2 visitors' chairs @ 15 sf	30
2 filing cabinets @ 10 sf.....	20
1 shelving unit.....	<u>10</u>
Subtotal	120
Circulation space.....	<u>30</u>
Total.....	150 square feet

IX-L-8. Programming and public relations workroom 450 square feet

Primary functions:

- a. Workspace for staff members associated with library publications, graphic arts, library foundation, etc.

Placement:

- a. Adjacent to the office manager's workroom.

Features and equipment:

- a. Two large computer workstations with room for large CRTs, each with phone.
- b. Counter with sink.
- c. Worktable for projects, collating, etc.
- d. Large color laser printer.
- e. Two five-drawer, legal-sized filing cabinets.
- f. Four 84" single-faced shelving units with 11" deep shelves for paper storage.
- g. Map case for storing artwork and posters.
- h. Large laminator.
- i. Plotter.
- j. Exhaust fan.
- k. Floor space to project images onto large poster board.
- l. Pinnable surface for projecting images.
- m. Overhead projector on cart.
- n. Folder for brochures.

- o. **Paper cutter** for stacks of paper.

Estimate of required space:

2 large workstations @ 60 sf.....	120
Counter with sink	30
Worktable	60
Color laser printer.....	15
2 filing cabinets @ 10 sf.....	20
4 shelving units @ 10 sf.....	40
Map case	40
Laminator	35 (est.)
Plotter.....	25 (est.)
Overhead projector	10
Folder	25 (est.)
Paper cutter	<u>25 (est.)</u>
Subtotal	445
Circulation space.....	<u>5</u>
Total.....	450 square feet

Because of the variety of specialized equipment available, some of the square footages listed are educated guesses.

IX-L-9. Friends and Foundation office

150 square feet

Primary functions:

- a. Space for Library Foundation manager or for a Friends volunteer manager.

Placement:

- a. Adjacent to the office manager's workroom.

Features and equipment:

- a. Desk with computer L (with phone, computer, and printer).
- b. Two visitors' chairs.
- c. Two five-drawer, legal-sized filing cabinets.
- d. One single-faced 84" shelving unit.
- e. Bulletin board.
- f. Window with Venetian blind to office manager's room.
- g. Door to office manager's room.
- h. Coat hook on back of door.

Estimate of required space

Desk.....	60
2 visitors' chairs @ 15 sf	30
2 filing cabinets @ 10 sf.....	20
1 shelving unit.....	<u>10</u>
Subtotal	120
Circulation space.....	<u>30</u>
Total.....	150 square feet

IX-L-10. Restroom

unassigned space

Primary functions:

- a. Unisex restroom for use by administrative staff.

Placement:

- a. Adjacent to the office manager's workroom.
- b. Behind a baffle wall, so that the toilet is not visible to passers by when the door is open.

Features and equipment:

- a. Single-person restroom to meet general library standards.
- b. Accessible.

IX-L-11. Library supply room 125 square feet

Primary functions:

- a. Storage for library office supplies.

Placement:

- a. Adjacent to the office manager's workroom.

Features and equipment:

- a. **Locking room**, in case security ever becomes an issue.
- b. **Floor space** for four stacks of copier paper boxes.
- c. **The equivalent of eight single-faced 84" shelving units** for office supplies, ranging from rubber bands to pens to souvenir gadgets to printer cartridges.
- d. **Special-purpose supplies will be stored in graphic arts, technical services, or the Youth Services staff workroom, as appropriate.**

Estimate of required space

Floor space for copier paper.....	25
8 shelving units @ 10 sf	<u>80</u>
Subtotal	105
Circulation space.....	<u>20</u>
Total.....	125 square feet

Summary of administrative spaces

Office manager and reception	400
Director.....	325
Assistant director.....	175
Conference room.....	300
Records storage.....	150
Business office	175
Payroll and scheduling.....	150
Public relations.....	400
Friends and Foundation	150
Rest room	unassigned
Supply room.....	<u>125</u>
Total.....	2,350 square feet

IX-M. Information technology

500 square feet

IX-M-1. General description of the department

- a. **A strong wireless signal will be maintained throughout the building.**
- b. **Cabling will be category 6e or better.**
- c. **All cabling will be plenum rated.**
- d. **Cabling will be neatly installed** in troughs, on J hooks, or by a similar method.
- e. **The server room will be sufficiently central to eliminate any possibility of any section of the building ever being more than a 300-foot cable run from the server room.**
- f. **Electrical closets will be located directly above and/or below the server room for easy installation of wiring.**

IX-M-2. Office and workroom 350 square feet

Primary functions:

- a. **Work space for library staff members responsible for the installation and maintenance of computers within the library building.**

Placement:

- a. **In a suitably central place, as noted above.**
- b. **Ideally, close to the administrative offices.**

Features and equipment:

- a. **Ten-foot work counter with 110 and data outlets at the back.**
- b. **One single-faced 84” single-faced shelving unit** for printed material.
- c. **One five-drawer legal-sized filing cabinet.**
- d. **Wall phone.**
- e. **Steel storage shelves** for computer components. Shelving will be six feet high, two feet deep, and 15 feet long.
- f. **Desk** with laptop docking station.
- g. **Rubber tile floor.**
- h. **Floor space** for stacking cartons of newly-delivered equipment.
- i. **Proximity card access.**

Estimate of required space:

Work counter	60
Shelving unit.....	10
Filing cabinet.....	10
Steel storage shelves	90
Desk.....	60
Floor space for deliveries	<u>100</u>
Subtotal	330
Circulation space.....	<u>20</u>
Total.....	350 square feet

IX-M-3. Server room 150 square feet

Primary functions:

- a. Secure space for library servers.

Placement:

- a. Adjacent to the IT workroom.

Features and equipment:

- a. **The server room will be large enough for two freestanding racks.** One rack for library servers and one for phone, security, etc. servers.
- b. **The room will be divided by a steel mesh partition** to allow a single thermostat but keep non-library people away from library server rack. The entrance to the room will lead to the area with the server rack for phone, security, etc. A locked gate in the mesh partition will lead to the area with the library server.
- c. **Small work counter**
- d. **Rubber tile floor**
- e. **Wall phone**
- f. **Communications closets directly above or below server room**
- g. **Thermostat** for separate temperature control.
- h. **Proximity card access** to the server room.

Estimate of required space

2 server racks @ 40 sf.....	80
Space for divider.....	15
Work counter.....	<u>30</u>
Subtotal.....	125
Circulation space.....	<u>25</u>
Total.....	150 square feet

Summary of information technology spaces

Office and workroom	350
Server room.....	<u>150</u>
Total.....	500 square feet

IX-N. Maintenance 1,125 square feet

IX-N-1 General description of the department

Among the important spaces required for building maintenance are:

- Storage space for gasoline-powered equipment that meets all applicable codes
- Storage space for gardening equipment and supplies
- Storage space for salt and similar outdoor supplies
- Storage space for interior maintenance equipment
- Mop basins as required by building codes
- Storage for ladders and for any lifts required to change light bulbs
- Storage for disaster supplies
- Custodial office
- Custodial workroom
- Custodial storage

IX-N-2. Storage for gasoline-powered equipment,
outdoor maintenance supplies, and gardening
equipment 200 square feet

Primary functions:

- a. Gasoline-powered equipment must be stored in spaces that provide direct access to the exterior of the building.
- b. Although the library will almost certainly arrange to have its parking lot plowed by the city or by a private contractor, it will need space for a lawnmower, small snow blower, air broom, etc.
- c. Storage for salt and other outdoor chemicals.
- d. Storage for gardening equipment and supplies.

Placement:

- a. Near the receiving entry, with access both to the interior of the library and directly out of doors.

Features and equipment:

- a. Floor space for storage of equipment and gasoline.
- b. Shelves for garden supplies.
- c. Floor space for salt storage and gardening tools.
- d. Any special equipment required by codes.

IX-N-3. Storage for interior maintenance equipment estimated 100 square feet

Primary functions:

- a. Storage for custodial equipment and supplies.

Placement:

- a. Ideally, accessible from staff areas rather than public areas.

Features and equipment:

- a. Floor space for storing machinery, including vacuum cleaners, floor buffer, and other machinery depending on surface finishes selected.
- b. Shelving for storing for cleaning supplies and restroom supplies.
- c. Shelving for storing for light bulbs and other replaceable items.
- d. Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

IX-N-4. Mop basins unassigned space

Mop basins are required by building codes. They may be included in custodial storage rooms or may be in separate closets.

The library wants floor level basins rather than high mop sinks.

Rooms for mop basins also provide a space for shelving for storing supplies such as toweling, toilet paper, etc.

IX-N-5. Storage for ladders unassigned space

As part of this plan, the architect will provide very specific information on how lamps (light bulbs) will be maintained, including the specific equipment required, where it will be stored, and how it will be used without relocating shelving.

In particular, any lamps that cannot be reached with an 8-foot stepladder will have very specific replacement plans. If lifts will be required, they must be included in the library's bid specifications, and the space to store the lifts will be specifically provided. Designers will make sure that furniture placement allows use of lifts without moving shelving or service desks.

Light fixtures located over stairways will have very specific information for lamp replacement, with proper equipment provided.

IX-N-6. Storage for disaster plan supplies 75 square feet

The library will maintain disaster supplies in bins on each floor.

To avoid having supplies pushed to the rear of storage closets, where they cannot be located quickly, bins will be in individual closets.

This *Program* assumes that the library will be located on two floors, and that each closet will be about 6 by 6 feet.

Actual space required will be verified in consultation with library staff.

IX-N-7. Custodial office 125 square feet

Primary functions:

- a. Space for the custodian to do paperwork and file records and manuals.

Placement:

- a. Adjacent to other custodial functions.
- b. Accessible from staff areas rather than public areas.

Features and equipment:

- a. Desk with computer, printer, and phone.
- b. Visitor's chair.
- c. Filing cabinet.
- d. Two 84" single-faced shelving unit, including space for rolled drawings.
- e. Coat hook on door.

Estimate of required space

Desk.....	60
Visitor's chair	15
Filing cabinet.....	10
2 shelving units @ 10 sf	<u>20</u>
Subtotal.....	105
Circulation space.....	<u>20</u>
Total.....	125 square feet

IX-N-8. Custodial workroom 225 square feet

Primary functions:

- a. **Workspace for the library custodian to make minor repairs to library equipment and to store tools necessary for library maintenance.**

Placement:

- a. **Near the custodial office.**

Features and equipment:

- a. **Workbench.**
- b. **Locking tool board.**
- c. **Open floor space** for furniture being repaired.
- d. **Wall phone.**
- e. **Storage shelving** for tools, parts, paint, etc., on the equivalent of 4 single-faced 84” shelving units with 11” deep shelves.

Estimate of required space:

Workbench.....	50
Tool board.....	10
Open floor space for repair work	100
Steel storage shelving (4 units @ 10 sf).....	<u>40</u>
Subtotal.....	200
Circulation space.....	<u>25</u>
Total.....	225 square feet

IX-N-9. Custodial storage 400 square feet

Storage space for unassembled furniture, equipment, etc.

Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.*

Summary of custodial spaces

Gasoline-powered equipment and gardening equipment.....	200
Interior maintenance equipment.....	100
Mop basins	unassigned space
Ladder storage.....	unassigned space
Disaster supplies	75
Office	125
Workroom	225
Storage.....	<u>400</u>
Total.....	1,125 square feet

IX-O. Staff rooms 925 square feet

IX-O-1. Staff lunch room 725 square feet

Primary functions:

- a. A place for library staff to eat lunch and to socialize during breaks.**

Placement:

- a. Near the staff entrance and the loading and receiving area.**

Features and equipment:

- a. Kitchenette with multiple electrical circuits**
 - i. Sink with spigot high enough to fill coffee urns**
 - ii. Refrigerator with ice dispenser**
 - iii. No dishwasher** (library will provide disposable plates and flatware)
 - iv. No stovetop or oven**
 - v. Counter top with space for portable microwave and other equipment**
 - vi. Cabinets under and above counter** (cabinets above counter will be at least 14” deep)
 - vii. Cabinet drawers with full-extension hardware**
 - viii. Separate electrical circuit for each countertop receptacle**
 - ix. Strong exhaust fan** to prevent odors of staff cooking (for example, popcorn) from reaching the rest of the library
- b. Buffet shelf.** A shelf about 10 feet long and 20” deep, with electrical outlets at the back on at least two circuits.

- c. **Six rectangular 4-person tables** that can be used separately or pushed together
- d. **Wall phone**
- e. **100 staff mail cubbies**, each 12” wide, 4” high, and 14” deep.
- f. **Bulletin boards** for legal and social notices
- g. **Water cooler.**
- h. **Space for three vending machines** (pop, snacks, ice cream)
- i. **E-mail workstation.**
- j. **Wall-mounted telephone**

Estimate of required space:

Kitchenette	75
Buffet shelf	30
6 tables @ 80 sf	480
Mail cubbies	25
3 vending machines @ 25 sf.....	75
Email workstation	<u>20</u>
Subtotal	705
Circulation space.....	<u>20</u>
Total.....	725 square feet

IX-O-2. Quiet room

75 square feet

Primary functions:

- a. Room for use by staff members who wish to nurse, rest briefly, etc., or who are not feeling well.

Placement:

- a. Adjacent to the staff lunch room.

Features and equipment:

- a. Couch.

Estimate of required space:

Couch	60
Small table by head of couch	<u>5</u>
Subtotal	65
Circulation space.....	<u>10</u>
Total.....	75 square feet

IX-O-3. Exercise room **125 square feet**

Primary functions:

- a. Space for staff members who wish to exercise at the library.**
- b. Space for small shower.** (LEED points are awarded to libraries with showers, since this allows staff members to bicycle to work.)

Placement:

- a. Near the staff lunch room.**

Features and equipment:

- a. Tread mill.**
- b. Exercise bike.**
- c. Small shower room.**

Estimate of required space

Equipment.....	65
Shower.....	<u>40</u>
Subtotal.....	105
Circulation space.....	<u>20</u>
Total.....	125 square feet

These square footages are only a rough estimate and will need to be verified by the architect on the basis of equipment selected.

IX-O-4. Staff restrooms unassigned space

Primary functions:

- a. Two single-person accessible restrooms on each floor for use by library staff.

Placement:

- a. Near the staff lunch room.
- b. Staff restrooms will open onto a hallway. Under ***NO CIRCUMSTANCES*** will they open directly into the staff lunch room.

Features and equipment:

- a. Technical details similar to those for the public restrooms.

Summary of staff room spaces

Staff lunch room.....	725
Quiet room.....	75
Exercise room.....	125
Restrooms.....	<u>unassigned space</u>
Total.....	925 square feet

IX-P. Receiving and van storage 1,450 square feet

IX-P-1. General description of the department

Libraries have substantial traffic.

All deliveries to the DeKalb Public Library will come to Receiving. From there:

1. **US mail, UPS, and other carrier services shipments** will go to the Technical Services workroom.
2. **System deliveries** will go to the Lending workroom. System deliveries consist primarily of incoming and outgoing interlibrary loan materials, but also of materials checked out at local libraries but returned to other libraries in the System.
3. **Office supplies** will go to the Office Manager's workroom in Administration.
4. **Custodial supplies and equipment** will go to Maintenance.
5. **Gifts of used books** will go to the gift book sorting room.
6. **Library outreach services** will use the receiving facilities for loading and unloading vans.
7. **Staff members will enter and leave the library** through a staff entrance adjacent to the loading dock.

IX-P-2. Receiving area 300 square feet

Primary functions:

- a. **Receiving and dispatching a variety of library materials and supplies.**

Placement:

- a. **Receiving will be at a back side of the library for aesthetic reasons.**
- b. **Receiving will include both a level entrance for staff and small vehicles and a loading dock for vans and small trucks.**
- c. **The library dumpster will be adjacent to the loading dock, but shielded from view.**
- d. **Receiving will be convenient to Technical Services, Lending, Outreach, and the gift book sorting area.**

Features and equipment:

- a. **Loading dock at truck height, with double doors leading to Receiving.**
- b. **Second level entrance, with double doors for loading.**
- c. **Single door for staff entrance.**
- d. **Time clock.**
- e. **Doorbell buttons at both loading doors, ringing in the lending workroom.**
- f. **Prox card operation of loading doors.**
- g. **PA system to allow library staff at in the Lending workroom to speak with someone ringing the doorbell.**
- h. **Peep holes in both loading doors.**
- i. **At least 250 square feet of completely open floor space for deliveries.**
- j. **Wall phone with access code.**

IX-P-3. Storage and sorting area for donated books 250 square feet

Primary functions:

- a. **Receipt and storage of donated books.** Boxes of donated books will be placed in this room as soon as they are received.
- b. **Rapid discard of books that are moldy or mildewed.** Occasionally, donors are unaware that books are badly mildewed or moldy, and volunteers need to discard them quickly once the boxes have been opened.
- c. **Gift books are sorted in this room**
 - i. Possible additions to the library's collections are routed to Technical Services
 - ii. Books in particularly attractive physical condition are routed to the book sale area by Lending.
 - iii. The rest of the gift books are sorted by topic and boxed for book sales. They are stored in the book sale closet off the large meeting room.

Placement:

- a. **Near the Receiving area.**

Features and equipment:

- a. **Tables for open boxes** for various subjects and destinations. The equivalent of four 8-foot folding tables, 30" deep.
- b. **Floor space for piling boxes of new donations** until they can be unpacked and sorted.
- c. **Floor space for piling boxes of sorted books** until they can be taken to Technical Services, the book sale shelves at Lending, or the closet in the large meeting room.
- d. **Storerooms need to be for storage only. *No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.***

Estimate of required space:

Four 8-foot tables @ 40 sf.....	160
Floor space for new donations.....	75
Floor space for boxes of sorted books	<u>75</u>
Subtotal	235
Circulation space.....	<u>15</u>
Total.....	250 square feet

IX-P-4. Van storage **900 square feet**

Primary functions:

- a. Heated garage space for three library vans.**
 - i. Van used for Outreach Services
 - ii. Van used for a variety of library functions, including travel to conferences and meetings.
 - iii. Van or small bookmobile used for library appearances at a wide variety of community events, including farmers' markets, etc.

Placement:

- a. Near Receiving and Outreach.**

Features and equipment:

- a. Power assist entry door.**
- b. Wall phone with access code.**
- c. Other features to be determined.**

Estimate of required space

3 vans @ 300 sf900 square feet

This space estimate is subject to correction by the library's architects.

IX-P-5. Library dumpster **exterior space**

Close to receiving entry.

Summary of receiving spaces

Receiving area	300
Storage and sorting for donated books	250
Van storage.....	900
Dumpster.....	<u>exterior</u>
Total.....	1,450 square feet

IX-Q. Drive up book return and pickup 250 square feet

Primary functions:

- a. A place where drivers can quickly return library books and other materials without having to come into the library.
- b. A place where drivers can pick up items requested in advance without having to enter the library.
- c. Both facilities will be usable 24 hours a day.

Placement:

- a. **Where a convenient 3-minute parking space can be located.** The space needs to be within a few feet of the pickup and return facilities so that (for example) a mother with children in car seats can safely use the facilities without having to unbuckle her children.
- b. **Convenient to the Lending workroom, if possible, but this is far less important than convenience to user parking.**

Features and equipment:

- a. **The return slots will lead directly to a room designed to contain a fire.** It will have rated walls and doors and a sprinkler head. (Incendiaries in book returns are a source of arson fires in libraries.)
 - i. There will be at least two slots, one for books and one for other materials.
 - ii. Slots will lead to receiving bins with depressible bottoms.
 - iii. On holiday weekends, the bins can be replaced with foam mattresses.
- b. **The book pickup unit will be one manufactured by a firm that sells units to libraries.** It will have a number of doors and a keypad in which users can enter their phone numbers, causing the correct door(s) to open. When the doors are closed, the memory of the user's phone number will be erased. Pickup units are serviced from the back side, where individual bins can be filled and appropriate phone numbers programmed into the small computers that operate the units.

- i. Because pickup units tend to leak air, it will be serviced from a separate closet.
 - ii. Because the doors on pickup units tend to freeze shut when subjected to Illinois' typical freezing rain, the pickup doors will be sheltered behind a glass wall, open to the air at both ends.
- c. **Space in the rooms supporting the pickup and return systems will include floor space** for empty bins being swapped for full bins and floor space for book trucks carrying books to be placed in the pickup units.

Estimate of required space:

Return slots and receiving bins.....	100
Pickup unit.....	50
Floor space for carts and extra bins.....	<u>100</u>
Total.....	250 square feet

IX-R. General library storage

3,000 square feet

All libraries need extensive general storage space, in addition to space provided for individual departments.

Library storerooms are a great place to recycle obsolete steel shelving.

Storerooms need to be for storage only. ***No storeroom should do double duty as a place for electrical panels, mechanical systems, or other equipment, the presence of which can severely limit the usefulness of storage space.***

IX-S. Exterior features

- a. **Freeze-proof hose bibs at least every 50 feet.** Exterior faucets will have removable handles to limit vandalism. All exterior faucets will be controlled by a single valve in a location convenient to the library custodian.
- b. **Exterior electrical outlets at least every 50 feet.** All exterior outlets will be on separate circuits from interior outlets, to make it possible to switch off power to electrical outlets when they are not in use. (If a breaker is used for this purpose, it must be a switch-rated breaker.)
- c. **Sprinkler system for grass and flower beds.**
- d. **Exterior wall lighting**
- e. **Sufficient off-street parking to meet local codes.**
- f. **Staff parking convenient to the staff entrance.**
- g. **Parking lot lighting for both public and staff lots.** (Ideally, lighting will include short standards with reflected uplighting.)
- h. **Lighted flag pole**
- i. **Port cochère**
- j. **Lighted exterior signs**
- k. **Outside reading spaces.** For security purposes, these will be accessible from outside the library only, not through a special exit door from inside the library.
- l. **Water detention as required by codes.**
- m. **Bike racks near the public entrance to the library.** (f the bike racks are hidden or too far from the entrance, children will simply dump their bikes by the door.)

X. SCHEMATIC DRAWING

XI. GENERAL REQUIREMENTS

This section of the *Program* consists of discussions of the general structural needs of the DeKalb Public Library.

Some of the requirements are based on the author's observations of the structural problems most commonly encountered in public library buildings, and the combined knowledge of other library building consultants.

Among the most important of these requirements for DeKalb Public Library building are:

- **Sufficient electrical wiring and receptacles.** Access to 110-volt electrical service will be provided within six feet or less of all locations in public service areas, program rooms, and staff workrooms and workrooms. All floor boxes will be prewired metal boxes completely flush with the floor when not in use. (see "Electrical Wiring")
- **Sufficient communications conduit and access points.** Access to data conduit will be provided within six feet or less of all locations in public service areas, program rooms, and staff workrooms and workrooms. All floor boxes will be metal boxes completely flush with the floor when not in use. Data wire will be pulled only as needed. Although public access to the Internet may be wireless, staff online access to library records needs to be secure and hardwired. (See "Electronic Communications.")
- **Provision for later expansion.** Ideally, there will be space directly adjacent to the library and eventually available for purchase by the library to provide at least 50 percent expansion, and space for 100 percent expansion is strongly preferred. As part of the design process, the architects will indicate exactly where the building can be expanded, how predictable library functions can fit new areas, and how they have made provision for easy removal of walls and avoidance of expensive utility relocation in those areas. (See "Expansion.")
- **Maximum flexibility of design.** No item of flooring, furniture, or lighting will limit the ability of the staff to relocate shelving, furniture, or service desks. Architectural solutions will not be sought for furniture problems. (See "Flexibility.")
- **Full access for the disabled, including compliance with all ADA and State of Illinois requirements.** (See "Handicapped Access.")

- **High-quality, bright, low-glare, even, shadowless lighting, designed to illuminate the entire space within the library, including walls and ceilings.** Unless otherwise specified in the *Program*, all lighting in public service areas, program rooms, and staff workrooms and workrooms will be indirect fluorescent light, reflected off white ceilings. In particular:
 - **There will be no direct down lights**, including in particular can lights, pendant lights, and fluorescent lights with parabolic wedge lenses, anywhere in the building, except as called for in this *Program*.
 - **There will be no task lighting.**
 - **There will be no HID lighting inside the building.** If HID lighting is used outside, ballast hum will not be detectable in any public area or staff work area inside the building.
 - **If lights with motion sensors are used, rooms so equipped will have night lights that remain on at all times.** Motion sensors will have minimum of 5 year guarantees for replacement parts and labor.

(See “Glare Control” and “Lighting.”)

- **Acoustic ceilings will be used in all public areas and staff workspaces.** These are particularly important in rooms with cathedral ceilings, barrel vault ceilings, domes, etc. (See “Acoustics.”)
- **All floors will be designed to carry a minimum of 150 pounds of live load per square foot and to accept completely unequal loading in adjacent areas.**
- **If modular construction is employed, all columns will be spaced on multiples of the spacing of the book stacks.**
- **Materials will be selected for long-term life.** In particular...
 - **EIFS (external insulation finishing systems) will not be used for any purpose whatsoever.**
 - **Walls in public areas will be stain-resistant and capable of repeated scrubbing without damage.**
 - **Resilient flooring will be of rubber or other material that requires no surface maintenance outside of mopping.** There will be no linoleum.

- **There will be no water features, such as fountains or pools, either inside or outside the building.**
- **There will be no atriums.**
- **Security control will include:**
 - **Direct, line-of-sight supervision from the service desk of the entrance to the building.**
 - **Stack aisles oriented to permit as much line-of-sight supervision from the service desks as is reasonably possible, but not through the use of diagonal or radial aisles.**

XI-A. Acoustics

Although public libraries are intended to be busy, active places rather than mausoleums, excess noise will be avoided as much as possible.

Equipment noise—such as sounds from HVAC equipment and restrooms—will not be heard in the rest of the building.

Sounds from the program rooms will not disturb people in adjacent program rooms or readers in the rest of the library when the doors are closed.

Noise in Youth Services and Young Adult Services will not carry easily to Reference and Readers Advisory Services.

All fluorescent lighting fixtures will be equipped with electronic ballasts.

If metal halide fixtures are used for exterior lighting, ballast noise will be controlled and not perceptible inside the library.

Surfaces will absorb rather than reflect sound, and acoustic ceilings will be used in all public and staff work areas. Acoustic surfaces are particularly important on ceilings that are not flat, which otherwise tend to transmit sound in inappropriate ways.

Walls between public areas and between workrooms will continue past the ceiling grid to the bottom of the floor slab or roof above.

A small amount of “white noise” from the HVAC system, however, will help to mask other sounds and may therefore be desirable.

XI-B. Ceilings

All ceilings in public areas of the library and in staff workrooms will be a minimum of ten feet in height to permit the use of reflected uplight for illumination.

Ceilings will be kept simple. There will be no complex structures and unusual soffits to interrupt the delivery of soft, even light of uniform brightness.

All ceilings will have acoustical surfaces.

All ceilings, including soffits, will be white.

XI-C. Construction materials

Although new or expanded library buildings are typically planned to serve at least twenty years before expansion, in practice library buildings often serve a century or more.

Because of their long-term use, libraries must be built of permanent materials. In particular:

- EIFS will not be used on any exterior area of the library for any purpose whatsoever.
- Drywall will be the most heavy-duty available.
- At this time, the library does not plan to use carpet anywhere in the building. If carpet is used, however, it will be the most durable high-density loop carpet available. Cut pile carpet is too delicate for library use.
- Despite issues of VOCs, internal wall paint needs to be the best oil-based paint if fingerprints are to be washed off.

XI-D. Dysfunctional design concepts

A number of dysfunctional design concepts appear constantly in libraries.

Notes about bad design ideas are scattered throughout this *Program*, but they are gathered here for quick reference, including brief notes on why the designs cause trouble.

All of these concepts will be excluded from the library.

XI-D-1. Skylights

The library will have absolutely no skylights.

- a. **Because of their hard surfaces, skylights reflect noise.** Areas under skylights are frequently unpleasantly noisy. This is particularly true because skylights are usually curved or peaked—shapes that increase problems with sound reflection.
- b. **In addition to reflecting noise, skylights transmit noise.** If a long skylight has a reference desk under one end and reading tables under the other, everything said at one location will be heard too easily at the other.
- c. **Areas under skylights are too bright by day.** The level of glare can be reduced by using translucent materials like Cal Wall, but the areas are still vastly brighter than artificially lighted areas nearby.
- d. **Because of the brightness, books and other materials under skylights tend to fade badly, and users tend to seek other places to read.**
- e. **Skylights cause problems with reflected glare (veiling reflectance).** Because skylights are vastly brighter than the ceilings around them, distracting images of skylights are reflected in shiny surfaces.
- f. **Just as areas under skylights are too bright by day, they are too dark by night.** If the library has a large skylight, some kind of lighting system needs to be suspended beneath it.
- g. **Some lighting systems have been designed to automatically compensate for the changing light levels under skylights, but they don't work well.**

- h. Blocking unwanted light from skylights is difficult**, since most curtains and blinds are engineered for vertical windows. Libraries are full of examples where staff members have tried to block excessive light from skylights by suspending horizontal panels of cloth or other awkward devices.
- i. Eventually, almost all skylights leak.**

Because of the problems outlined above, most library areas under skylights receive little use. They end up as concourses or serve other non-assigned functions. Unfortunately, few libraries can afford to create large areas of essentially unusable space.

XI-D-2. Atriums

The library will have no atriums or other unnecessary openings between floors.

An atrium is a high-ceilinged space connecting two or more floors.

Some atriums are massive, while others can be mere holes in the floor, sometimes with matching tiny skylights above.

Atriums can create suitably grand spaces. They can also help with orientation. Patrons standing in the atrium may better understand where things are located in the library.

However, atriums also cause many problems.

- a. Atriums take a lot of space.** Although a hole in a floor is cheaper space than the solid floor that could replace it, it's by no means free.
- b. Atriums are inherently noisy.** Unless the walls of upper floors are glazed (glassed in) sounds carry amazingly well between floors.
- c. When skylights are installed over atriums, which some designers like, the result is even more racket.**
- d. If they are not glassed in, upper stories overlooking atriums terrify people with acrophobia, particularly if they have narrow walkways.**
- e. Atriums tempt library users to experiment with gravity.** Whether it's something innocuous and creative like paper airplanes, heavy objects like books (which can conveniently be found in many libraries), or distasteful substances, open atriums encourage trouble.

- f. **Atriums often get in the way.** If an atrium is in the middle of the building, it usually interferes directly with traffic flow. Users may arrive at an upper floor by elevator and stairs, only to find that to reach a service desk they have to circumnavigate an atrium.

XI-D-3. Dangerous designer staircases

For years, architects have made design statements with staircases. While some are interesting to look at, many cause serious problems in daily life.

Designer staircases provide special problems because all staircases are prone to problems under the best of circumstances. People trip and fall on staircases with grim regularity, even when they're designed with prime concern for safety.

Here are some examples of stairway design features that will not be included in the library building:

- a. **Floating staircases.** These were popular in the 1970s. Instead of being solidly filled in below with useful features like storage closets, floating staircases were engineered to hang in midair with no visible means of support except at their tops and bottoms. Often they represented tours de force of structural engineering. The main problem with a floating staircase is making use of the open space beneath it. If the space beneath the staircase is left wide open, it offers people of every possible height someplace where they can crease their foreheads on the lower edge of the staircase. And there's nothing you can do with the space beneath, once the bottom of the staircase gets to less than about six feet from the floor. (In one Illinois public library, the balusters on the floating staircase hang down about an inch below the lower edge of the stair. A staff member received a serious and permanent injury when he bumped his forehead into the bottom of a baluster.)

Owners of buildings with floating staircases have usually had to install curbs to keep people out from under the staircases (and not bumping their heads).

Anything stored under a floating staircase looks messy.

- b. **Oddly-shaped steps.** Old Carnegie libraries often had basement stairs with pie-shaped steps at the corners, and even experienced staff members took tumbles now and then. People have known for at least a century that safe steps are rectangular, and that all steps in a staircase should be the same size. But odd steps keep turning up in new buildings.

A good example of oddly-shaped steps is provided by curved staircases, where the treads are shallower on the inside of the curve than on the outside. Walking up and down on opposite sides of the staircase can provide very different experiences. Curved staircases can be truly elegant to look at, but people want to get a firm grip on the handrail before starting down.

- c. **Handrails installed at a diagonal to the run of the steps.** If the handrail does not run perpendicularly to the steps, people using the staircase have to walk crabwise if they want to hold on to the handrail.
- d. **Staircases with railings that can be climbed like ladders.** Many of these are now banned by codes, but any railing that offers a toehold of any kind invites toddlers to climb up and fall over. (And they have.)
- e. **Staircases with open or transparent risers.** Many people experience massive discomfort or even panic when they can see through staircases. Open risers have been limited in size by building codes to prevent small children from falling through, but even narrow openings upset many people. Closed but transparent risers cause similar problems.
- f. **Semi-transparent treads.** Many industrial staircases have open metal grid steps, and some people find these almost impossible to climb. Treads need to be completely opaque.
- g. **Staircases where the ends of the steps curve upward into the walls.**
- h. **Overly long staircases.** Long runs of steps are dramatic, but more than about 15 steps in a single run is vertiginous. Install a landing and double back, to prevent people starting downstairs from feeling in true peril.

XI-D-4. Courtyards

The library will have no courtyards.

Many libraries have been built with charming courtyards. Some are at one end of the structure, while others are buried in the center of the building.

Courtyards can introduce daylight to otherwise dark interiors. They can also provide a glimpse of nature, not to mention sites for fountains or artwork.

In general, however, courtyards tend to cause trouble with circulation (moving from place to place in the building) and with effective room design. Here are a few standard problems caused by courtyards:

- a. **Courtyards in the middle of libraries usually interfere with navigation.** When you want to go from point A to point B, you frequently have to circumnavigate the courtyard.

- b. **Courtyards in the center of buildings can lead to beads-on-a-string room layouts.** Because the building narrows beside the courtyard, the designer may provide traffic flow that leads through one room to another. For example, in one Illinois public library with a courtyard, the library conference room can be reached only by cutting through the main meeting room or through a large closet off the secure local history collection.
- c. **Although courtyards look like great places for people to read out-of-doors, they appear not to function well for security reasons.** Virtually all libraries with courtyards that the author has visited keep the courtyards locked.
- d. **Courtyards have to be maintained.**

XI-D-5. Indoor water features

The library will have no indoor fountains, reflecting pools, or other water features.

A “water feature” is any architectural ornament that employs water. Water features include fountains, reflecting pools, water walls, and similar ideas.

Even though water features can be handsome and exciting and refreshing and musical, by and large, librarians find them a pain.

- a. **Water and library materials are a bad combination.** Nothing we have or do in libraries benefits from water splashing around. Our collections are sensitive to humidity and can be ruined by leakage or spills. If something important in a library is stored one floor beneath a fountain, staff members never sleep well.
- b. **People fall into water features.** One major US public library had a reflecting pool in an entry corridor, and people kept taking headers into it. Many libraries with fountains have to constantly watch small children.
- c. **People throw things into water features.** A fountain inside a library is a magnet for coins. Unless the drain is carefully maintained, sooner or later it will plug up, and water will flow over the edges.

In addition to throwing their own possessions into fountains, users may drop in books. Whether they do so accidentally or experimentally, few items libraries own benefit from being dropped into water.

- d. **Running water has a powerful psychological impact.** One Illinois public library has an attractive fountain near the service desk. Unfortunately, the sound of running water has strong effect on the staff, and the library has to keep the fountain turned off to prevent the staff from constantly running to the restroom.

XI-D-6. Non-rectangular interior spaces

All internal spaces in the library will be rectangular, unless the site chosen leaves no option but the creation of non-parallel walls.

To create architectural interest, designers frequently create oddly-shaped rooms. Some are triangular or trapezoidal. Some even have oddly-shaped alcoves or other irrelevant projections.

Unfortunately, everything in libraries is rectangular. Oddly-shaped spaces are at best inefficient and awkward in use and a waste of scarce construction funds.

XI-D-7. Downlighting

All lighting fixtures in public areas and staff workspaces will reflect light off the ceiling.

In particular, there will be absolutely no recessed downlights or pendant lights not specifically called for in this *Program*.

Recessed downlights (commonly called “can lights”) are cylindrical openings in the ceiling with lights pointing straight down.

Recessed downlights direct almost all of their light straight down. The result is overly brightly lighted horizontal surfaces and badly lighted vertical surfaces, such as book spines.

The light from recessed downlights is spotty, and this becomes increasingly apparent near ceilings. Downlights along walls, for example, provide odd patterns of bright and dark.

Looking up into downlights can be a particularly unpleasant experience. Since people in libraries frequently look up, they are often blinded by any downlights, which are highly concentrated.

Although small perforations (never slots) can be used to let a small percentage of the light pass directly through the fixture, these are unnecessary and often add to glare.

In order to make uplighting possible, all ceilings, including the undersides of soffits, will be white.

XI-D-8. Multiple public entrances

The library will have only one public entrance.

Libraries are frequently tempted to create multiple entrances, particularly if access by pedestrians and drivers is on opposite sides of the building.

Unfortunately, all entrances need to be watched, and multiple entrances inevitably lead to wasted staff time.

If access to the library from two directions is essential, both entrances will lead to a single foyer, with a single door from the foyer to the library proper.

XI-D-9. Architectural solutions to furniture problems

The designer will not replace furniture with built-in architectural features.

XI-D-10 Excessive use of soffits

Soffits will not interfere with good illumination and acoustics. They will not dictate the location of furniture (including service desks) or circulation paths within library rooms.

Although soffits can do a great deal aesthetically to break up excessive expanses of ceiling, they can also cause functional problems.

Soffits painted in dark colors lead to lighting problems because uplight cannot be reflected off the ceiling. All soffits need to be painted in very light colors.

Soffits with hard surfaces, such as gypsum board, reflect noise. This is not a problem with small soffits, but it can cause problems with large areas of dropped ceiling.

Perimeter soffits are attractive, but the wall spaces beneath them are typically too dark. Recessed downlights in such soffits provide irregular light and cause unwanted glare.

Soffits are frequently placed directly above service desks. Unfortunately, this means that desks can never be relocated because they will no longer line up with the soffits. This in turn handicaps the essential flexibility of space use in libraries.

Similarly, soffits have been used to define pathways through library spaces, with the same elimination of long-term flexibility in space use.

Recent years have seen a vogue for diagonal soffits, which are usually disorienting.

To keep large spaces interesting, some designers have introduced dysfunctional mazes of complex soffits.

Soffits are often accompanied by recessed downlights, one of the worst possible ways to provide light in libraries. To avoid this, all soffits will terminate at least 10 feet above the floor and will be narrow enough to be included in the library's general system of reflected uplight.

XI-D-11. Inflexibility

All spaces in the library will be planned with long-term flexibility of use in mind.

Among the features that will be avoided are:

- a. **Task lighting that is not built into furniture.**
- b. **Sections of floor that cannot carry the weight of library books.**
- c. **Public areas or staff offices without full access to 110-volt and data service.** A library with a poured floor slab needs electrical outlets and data access at frequent intervals in the slab for long-term flexibility of use. Outlet covers must always be totally even with the slab, so that outlets do not limit placement of shelving and furniture.
- d. **Soffits that dictate the location of service desks or circulation pathways within the library.**

XI-E. Electrical wiring

Grounded duplex receptacles will be provided about every six feet along all new walls of all public service areas, staff workrooms and workrooms, and program rooms. Receptacles will be provided behind any perimeter shelving that is installed.

All receptacles in all public areas of the library will be child proof. Although it seems intuitive that child-proof receptacles would be most important in areas that serve children, in practice it is in adult areas that children are handed car keys to play with while parents are using the library.

If local electrical supply conditions warrant, independently grounded receptacles (orange) will be provided in addition to standard receptacles in any areas where microcomputers or computer

terminals are likely to be used at any future time. Quad boxes equipped with one pair of standard receptacles and one pair of independently grounded receptacles work very well for this purpose.

Supplementary outlets with **absolutely flush, fitted lids** in the style of boxes used with Walker duct (never raised boxes) will be provided in all new floors, so that no public or staff work area is more than six feet from a receptacle. Metal (not plastic) floor boxes are now available with flip lids providing access to both 110 volt service and data conduit in the same box, and these will be installed in all floors in such a manner that furniture or shelving may rest on the boxes.

Receptacles with locking covers will be provided on the outside of the library. They will be on a separate circuit so they can be switched off at the main power panel when not in use.

One of the bitter lessons librarians have learned over the years is that buildings almost never have enough receptacles and data conduit. The time to install these is when the building is under construction. The cost of adding half a dozen receptacles or data conduit connections at a later time can be amazingly high.

All breakers in the main power panel for individual circuits will be switch rated.

Whole-building surge protectors will be investigated as an option to the many individual protectors that will otherwise be required.

XI-F. Electronic communications

It is hard to predict the future of electronic communications in libraries over the next twenty years, but they are sure to play an increasing role. In the past, most libraries were built with very inadequate conduit for data transmission lines, and as a result they are festooned with telephone and computer wiring today.

The library's telephone system will incorporate basic modern features, including an intercom, hands-free speaker phones in all staff workrooms, etc. Wireless phones will be available at the two reference desks, to allow staff members to continue speaking to users while searching the shelves for requested items.

The library will be equipped initially with 3 voice lines, in addition to lines needed for fax machines and for other data transmission. All calls will ring at the service desk and be transferred to other departments or workrooms as needed.

The library will have only one listed number.

A library-wide PA system will be accessible through the telephones by code. Speakers will be located in all public rooms, including restrooms.

Each telephone location must be capable of being set up to require an access code for its use for outgoing calls.

The telephone system will be expandable to provide at least 6 voice lines and 50 phones. Phones in the library's program rooms will all require access codes for placing outgoing calls.

Communications conduit must be provided throughout the library, including all public service departments, program rooms, and staff workrooms. No place in these rooms will be more than six feet from an access point to communications conduit. See the note on combination floor boxes under "electric wiring."

Although the library may find that wireless communications work well, at this time wireless technology is not sufficiently secure for staff access to protected databases, and data conduit will therefore be supplied as specified.

The telephone system selected will be compatible with eventual conversion to four-digit area codes.

All data lines will have surge protection to prevent damage to expensive electronic equipment by lightning, etc.

XI-G. Entrances and exits

The library will have only one public entrance. All other doors will be for staff or emergency use only.

All doors designed as emergency exits will be equipped with panic hardware and alarms, with a fifteen second delay if the fire alarm system has not been activated.

The public entrance will have a sheltered area outside the building, including a bench, where people waiting for the library to open or waiting to be picked up can keep out of the rain.

XI-H. Expansion

The building described in this document is large enough to meet the current needs of DeKalb Public Library, as well as its expected needs for the next twenty years.

Sooner or later, however, all libraries run out of space. They need to house more books, provide seating for more readers, or provide services not anticipated at the time the building was constructed.

For this reason, the library will ideally be configured to allow increasing the size of the building by at least 50 percent at some time in the future.

The plans for the building will indicate where expansion can take place, and the architects will select wall systems in those areas that can be opened without major structural alteration to the library.

The most important element in planning for long-term expansion is the acquisition of adjacent property whenever it comes on the market. Property purchased at a fair market price can be sold at a later time if it proves unnecessary, but it can be difficult or impossible to acquire essential adjacent property at the last minute without the use of eminent domain. Taking property against the will of the owner, even when it is essential to library expansion, can lead to extremely bad publicity and considerable delay.

Some libraries fail to purchase adjacent property because they don't want to be forced into the property management business. Unfortunately, this is the unfortunate necessity that accompanies preparing for long-term expansion. A good solution may be to purchase the property and hire a leasing firm to manage it on behalf of the library.

XI-I. Flexibility

The space needs of libraries can change over the years in ways that no one can predict. Pressures due to simple growth occur constantly, but changes can also occur in the types of materials circulated, the types of services offered, and basic methods of library operation. Library staff members sometimes discover that the space utilization planned when the building was designed does not work in practice. Most libraries start rearranging furniture and shelving almost as soon as they open.

For these reasons the interior layout of the Library building will be as flexible as possible. Specifically:

1. **Permanent partitions will not be created where the *Program* does not require them.**
2. **Structural spaces will not be created to serve special purposes or to house specific pieces of furniture.**
3. **Shelving will be standard steel bracket (cantilever) shelving installed on top of floor coverings.** Perimeter shelving will need to be anchored to walls, but double-faced shelving will be free standing.
4. **No items of furniture, including the service desks, will be integral with the building.** The service desks will be modular, free standing, and installed on top of floor coverings.
5. **No item of decor, design, or lighting will make it impossible to reposition the service desks or any other key pieces of furniture.** Task lighting will not be used in any part of the building; instead, lighting will everywhere be sufficient for tasks.
6. **Access to electrical service and data conduit will be located in every area of the public service departments and staff workrooms.**

XI-J. Floor coverings

Options for library floor coverings in public and staff work areas include:

1. **Rubber tile**
 - a. Rubber tile is more expensive than vinyl tile but does not have to be sealed, stripped, or buffed.
2. **Vinyl composition tile (VCT)**
3. **Cork**
4. **Broadloom carpet**
 - a. High-density, nylon, woven-loop carpet glued directly to the floor. Carpets must be anti-static and stain resistant. Padding will not be used. A very limited range of carpet colors will be used. Cut pile carpet and custom colors will be avoided.

- b. Carpet color will be selected to show as little dirt as possible, and to resist coffee and other beverage stains.
 - c. Because carpets tend to wear out more quickly at service desks, a few yards extra will be ordered and stored for replacement purposes. It is axiomatic that matching carpet is never available later.
5. **Carpet squares**
- a. Modern carpet squares have proved to work well in libraries.
 - b. To conceal seams and occasional replacement of squares, carpet squares need to be patterned and be installed in a variety of slightly varying shades.
5. **Ceramic tile**
- a. Restrooms will have floors of glazed ceramic tile with anti-slip grit and very dark grout. ***The use of dark grout is extremely important, because light colored grout is impossible to keep clean.***
6. **Foot wiping**
- a. The foyer will have floor surfaces designed for foot wiping. These will be removable for cleaning but will not creep in use. Special walk-off mats inset in drip pans are used in many buildings, but they are not sufficient on wet days and need to be supplemented with carpet mats.

XI-K. Floor loading

Library standards for libraries without compact shelving (moveable, high-density stacks) call for a minimum live floor loading rating of 150 to 175 pounds per square foot. Some libraries have been built with lower floor loadings in reading rooms, and this has almost always proved to be a dreadful error, for furniture and shelving cannot be rearranged to serve changing needs.

Compact shelving and double-deck microfilm cabinets require higher floor loading ratings, and the architect will review with the Library Committee and staff the likelihood of equipment of this kind being used in the future.

XI-L. Furniture

New furniture—particularly tables and chairs—will be purchased from an institutional supplier of attractive, heavy-duty furniture.

Tables will be of wood, with high-pressure laminate surfaces on both sides of their tops, to prevent warping. Table legs will be anchored to tabletops with heavy-duty plates bolted to both the legs and the tabletops.

Easy chairs will have wooden arms and be upholstered in fabric rather than plastic.

Seating that looks attractive in catalogs sometimes turns out to be very uncomfortable. The architect/interior designer will for this reason bring samples of chairs for trial in the library.

Shelving will be of cantilever design, fabricated of heavy gauge steel, and manufactured by a company that specializes in library shelving.

Perimeter shelving perpendicular to freestanding book stacks can cause considerable confusion, since users have trouble figuring out where to go when they reach the end of the freestanding units.

Because of handicapped requirements, the Library will select tables—such as Parsons Design tables—with thin tops, without skirting, and without beams connecting the legs.

Because libraries frequently reposition furniture and shelving, colors that force items of furniture or equipment into particular groupings will not be selected. Any chair or table of the right size will be suitable for any location in the library.

XI-M. Glare Control

One of the major problems in successful library design is the control of glare, both direct glare from too bright or overly-concentrated light sources, and indirect glare (veiling reflectance) from shiny surfaces. Excessive glare can seriously handicap the ability of a library to function, and some sources of glare are difficult or impossible to eliminate after the building is constructed.

Methods of controlling glare are mentioned in other places in the *Program*, but are assembled here for ease of reference.

1. **There will be no direct sources of light in any area in which reading, computer use, staff work, or book storage might conceivably take place, either when the building is first built or when it is remodeled in the future.** “Direct” light includes so-called “recessed indirect” fixtures.
2. **All lighting will be 100 percent uplighting, reflected off white acoustic tile.** Tile that reflects about 90 percent of the light striking it is now available.
3. **In order to make indirect lighting possible, all ceiling heights from the floor to suspended ceiling will be absolutely no less than 10 feet, and preferably 11 or 12.**
4. **Lighting will be designed to light ceilings as evenly as possible (ideally with no streaks of light and dark) and provide full brightness at perimeters.**
5. **There will be no extremely dark surfaces in the building.** In particular, there will be no dark ceilings, walls, tabletops, work surfaces, shelving, or stack end panels. The dark wooden surfaces associated with traditional elegant conference rooms inevitably lead to serious lighting and glare problems.
6. **There will be no skylights.** If daylight needs to be brought to central areas of the library, it will be by means of clearstory windows facing north.
7. **All windows except those facing north will be equipped with blinds, unless the windows are so positioned that direct sunlight can never fall on any interior surface.** This includes small ornamental windows above standard rectangular windows, which are often forgotten when light control is planned.
8. **The building will be designed to take maximum advantage of north light and to avoid west light as much as possible.**
9. **Flat screens will be used on all computer workstations.**
10. **Computer displays will use dark lettering on light backgrounds.**
11. **There will be no shiny surfaces in work areas, including glass tops on tables or service counters.**
12. **Track lighting will be used only where it is essential for exhibit areas, and after careful review with the entire planning team.**
13. **There will be no point sources of light, including PAR lamps, quartz halogen lamps, etc.**
14. **Recessed downlights will not be used for any purpose whatsoever inside any part of the library building, except as specifically called for in this *Program*.** In

particular, soffits with recessed downlights will not be installed over any service desk or on the perimeter of any room.

15. **Lighting and lighting effects will not be used to create “excitement” in any part of the library building.**

XI-N. Green Construction

The library will be designed to be energy efficient, bearing in mind the needs for patron and staff comfort and security, humidity control, and adequate lighting.

The library will be designed with the use of renewable resources in mind.

Whether or not the Board of Trustees decides to seek LEED certification for the new building, the building will be designed with attention to the LEED rating system for new construction.

XI-O. HVAC

Libraries need to be comfortable if they are to be successful. A building that is chilly or drafty in the winter, humid and hot in the summer, or stuffy and close at any time of year, will drive users away.

The heating, ventilating and air conditioning (HVAC) system will be able to maintain a comfortable temperature and relative humidity twelve months a year at a reasonable price.

Air movement and exchange will be sufficient to eliminate any feeling of closeness or stuffiness. The system will provide for controlled air replacement, and for sufficient mixing of recycled and fresh air.

It will be possible to maintain interior temperatures at least 30 degrees below outside temperatures and 95 degrees above outside temperatures without excessive strain on equipment.

An interior humidity of about 45 to 50 percent is ideal for libraries. High humidity can lead to warped paper or, in extreme cases, mildew or mold on library materials. Very low humidity is uncomfortable to borrowers and damages microfilm, and wide swings in relative humidity can damage library materials. The HVAC system will be designed to maintain relative humidity between 30 and 50 percent at all times, summer or winter.

Some libraries have problems with patrons feeling chilled near windows, and the HVAC system will be designed to prevent this.

In order to provide greater efficiency, a thermostat setback with a time clock will be provided to shut the air conditioning on and off in the summer and to drop the temperature to a night time level in the winter. The use of a time clock will make it unnecessary for staff members to make extra trips to the library to turn on heating or air conditioning in advance of opening times. (However, the night setback will not allow relative humidity to fall below 30 or above 50 percent.)

Temperature control will include individual zoning in all public areas, staff workrooms, and staff workrooms. Large rooms that include both east and west window exposures will have dual thermostats.

The HVAC system will provide extensive dust filtration. High-quality filtration will drastically reduce the need for such dismal tasks as dusting books.

On the presumption that energy costs are unlikely to decline, insulation will be extensive.

Air ducts will not subject staff and users to hot or cold blasts.

Return air will be by means of air ducts rather than plenums.

The HVAC contractor will be required as part of his contract to provide a manual for each piece of equipment, as well as for the entire HVAC system, written in non-technical terms for use by someone not trained as a custodian.

If two-phase construction is selected, the HVAC warranties will commence at the completion of the second phase, not at the completion of the first phase.

XI-P. Handicapped access

Effective provision for persons with disabilities is a high priority. All requirements which apply—including those of the Americans with Disabilities Act (ADA)—must be met in full.

Among the most important points for libraries are:

- 1. All book stacks must have aisles at least 36 inches wide, and preferably 42 inches.** (Although ADA requires that aisles be a minimum of 36 inches wide, it recommends that they be 42 inches. From the point of view of practical library service, 42-inch aisles are vastly preferable, and 48-inch aisles are even more user and staff friendly.)

2. **Because the legally minimum 36-inch aisles are narrow and difficult to light, all aisles, as well as other clearances in public areas of the DeKalb Public Library, will be established at a minimum of 48 inches.**
3. **Restrooms must be fully accessible to the disabled.**
4. **All doors to public areas must meet width requirements for disabled access, and must be adequately easy for disabled persons to open.**
5. **Disabled parking will be provided in the location closest to the public entrance.** Laws and regulations specify the proper ratio and types of parking spaces for disabled users. If the library relies on street parking, handicapped spaces and curb cutouts will be provided in accordance with codes.
6. **There will be no unessential steps anywhere in the Library.**
7. **The drinking fountain must be accessible.**
8. **The ADA requires that at least one section of each service desk must be no more than 36 inches high. However, because that is a very uncomfortable height, the low section of each desk will be 30 inches high.**
9. **Shelving for current magazines must be no more than 54 inches or less than 14 inches high.**
10. **At least one reading table in each department will be designed to meet criteria for disabled access.** In practical terms, this requires a table with a thin top, without skirts or supporting rails.
11. **At least one catalog terminal (OPAC) and one computer workstation in each group of OPACs or workstations must be located on a table of proper height for access by disabled users.**
12. **Elevators will be generously proportioned,** to allow at least two people in large wheelchairs to travel at the same time, or to allow the use of a gurney.

DISCLAIMER: The items listed here are intended to be examples only and are not represented as authoritative. The Library will in its contract with the architect require that he or she meet all applicable regulations concerning access for disabled users.

XI-Q. Lighting

Effective lighting is critical to the success of all library buildings, and it is one area with which library boards and staffs are most frequently dissatisfied at the completion of projects. More libraries suffer from bad lighting than almost any other problem, and this is true of new libraries as well as older buildings.

The DeKalb Public Library will be equipped with an indirect fluorescent lighting system designed to provide all surfaces—including table tops, vertical shelves, floors, walls, and ceilings—with even, bright, and glare-free light. To permit flexibility in use, the lighting will be as identical as possible throughout the entire library.

Lighting will be provided by three-tube uplight fixtures, with the two outer tubes switched separately from the center tube, and the spacing of fixtures calculated to offer a choice of 25, 50, or 75 footcandles of illumination at table top level. Alternatively, if this seems too expensive or unnecessary, fixtures without choices in switching will be spaced to yield 60 footcandles.

Spacing between the last rows of fixtures and the wall will be half the spacing between rows of fixtures, to avoid dark perimeters in rooms.

All fluorescent lighting fixtures will have electronic ballasts and will be equipped with 4-foot T-8 lamps with a CRI of at least 85 and a color temperature of 3500° Kelvin. If specialty fluorescent lamps—such as biax lamps—are used for any purpose, they will also have a CRI of at least 85. (Many biax lamps have CRIs of about 82 and fail to match the color of standard 4-foot T-8s.)

Lights will be zoned in fairly square areas served by parallel rows of fixtures rather than by long runs of single fixtures.

Every reasonable effort will be made to limit the number of lamp types.

Among the types of lighting that will NOT be employed inside the library are:

1. **Task lighting.**
2. **HID lighting of any kind.**
3. **Recessed downlighting of any type, including so-called “recessed indirect” or “direct/indirect” lighting.**
4. **Direct incandescent, including halogen.**
5. **Pendant fixtures with brightly-illuminated globes.**

6. **Fluorescent fixtures with parabolic wedge diffusers, or any other form of fluorescent lighting designed to direct all light downwards.**
7. **Uplighting fixtures with perforations or slots to provide partial downlighting.**
8. **Motion-sensor lights in spaces that have no other illumination.**

The absolute minimum ceiling height for the library will be ten feet, and eleven or twelve feet will be provided if at all possible.

Lighting fixtures will be positioned to allow maximum repositioning of furniture, bookshelves, and service desks within the Library. The maintenance of essential flexibility is among the major reasons for avoiding task lighting.

Night lights will remain on at all times in all public areas, corridors, and staircases, and other areas as required by code. However, program room night lights will be switched, to permit total darkness during video presentations.

Lights with motion sensors have not had great success in libraries. Areas with motion-sensor lights tend to be pitch dark when lights are not on, and motion sensors tend to go bad. If motion-sensor lights are used, there will always be night lights to provide minimum illumination when motion-sensor lights switch off while people are still in rooms, and to eliminate people having to step into dark rooms to activate the sensors. Motion sensors will come with a minimum five-year parts-and-labor warranty.

Emergency lighting will be provided by using a battery-powered inverter to activate the night lights, eliminating the need for the many dozens of high-maintenance night lights that characterize many modern libraries.

Exterior lighting of walkways, the entryway, and any off-street parking areas will be provided. Flood lighting of walls will be seriously considered, both for appearance and security. If the exterior lights are switched off and on by an electric eye, it will save the staff the constant frustration of remembering to turn them on as twilight approaches. Exterior light fixtures will be vandal resistant.

XI-R. Signs and graphics

Signs will be planned and coordinated with the building project.

Interior signs will be clear, but not excessive in number. Because the Library will alter space usage as the years go by, signage will be flexible. If matching signs are necessary at a later time, they will be available at a reasonable cost.

Signs will use standard fonts with high contrast between lettering and background. A number of libraries have used—for example—dark gray lettering on a medium gray background, making it extremely difficult to read signs.

Lettering will be large enough to be read at a reasonable distance.

All signs will meet ADA requirements.

XI-S. Windows and doors

The provision of pleasant user space by generously-sized windows is important to the Library Committee and staff.

Many readers prefer to read by natural light, and to sit next to windows where they can see out. For this reason, as well as the general internal feel of the library, the inclusion of adequate and well-selected windows is very important.

Because of the unpleasant nature of western sunshine in Illinois, all area of western windows where sun can shine on readers or staff must be equipped with adjustable light-control devices.

Light control will also be provided on ALL eastern and southern windows, including any high windows set in the roof or above other windows.

Since all ventilation systems eventually fail in use, it will be possible to unlock and open enough windows to provide cross ventilation in the case of emergencies. It will not be possible, however, for users to open windows. Windows that can be opened will be provided with screens.

The library will not have skylights. If sky lighting is needed, the library will have clearstory windows with light control.

During the design development phase of the project, the architect will bring a variety of samples of door hardware for hands-on inspection by the Library Committee and staff, including a variety of handles and both mortise and cylinder locks.

All door and cupboard door handles will have totally smooth backs, so that people opening the doors will not feel any sharp edges or rough spots when they pull doors open. Cupboard door handles will project far enough from the fronts of the doors to permit people to slip their fingers easily behind them.

The ends of door lever handles will return to the fronts of doors to prevent users from catching their clothes on handles.

Heavily-used doors will have ball-bearing hinges.