

Sherborn Library Space Study

Building Assessment



The Sherborn Library

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May 2006 – June 2009

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Sherborn Library Space Study – Building Assessment

Table of Contents

1. Executive Summary	p. 4
2. Methodology	p. 6
3. Space Plan Fact Sheet	p. 7
4. Space Needs Projections	p. 9
5. Population Growth Analysis	p. 10
6. Effect of Population Growth on Expansion Planning	p. 14
7. Wisconsin Standards: Service Targets	p. 17
8. Wisconsin Standards – Service Population Estimates	p. 18
9. Needs Assessment: Reorganization of Interior Spaces	p. 19
a) Main Floor	p. 19
b) Mezzanine	p. 21
c) Theater & Basement	p. 22
d) Public Seating (Non-Group)	p. 23
10. Exhibits: Sherborn Library Floor Plan: Main Floor	p. 25
Mezzanine	p. 26
Basement	p. 27
11. Space Assessment Worksheets	
a) Building Exterior	p. 28
b) Circulation Desk	p. 29
c) New Books Display	p.33
d) Children's Area:	
Toddlers & Pre-School	p. 34
School-Aged & Preteen	p. 39
e) Periodical Display	p. 42
f) Reference Area	p. 44
g) Reader & Research Seating (non-group)	p. 46
h) Adult Stacks	p. 47
i) Media Collection	p. 51
j) Young Adult	p. 54
k) Conference Room & Quiet Study	p. 56
l) Auditorium & Theater	p. 58
m) Local History & Archives	p. 60
n) Computer Workstations	p. 61
o) Library Director's Office	p. 62
p) Technical Services Office	p. 64

Table of Contents – (Cont'd)

12. Infrastructure Needs Assessment _____	p. 65
Accessibility _____	p. 66
Building Site _____	p. 67
Roof & Skylights _____	p. 67
Windows & Doors _____	p. 67
Furnishings & Cabinetry _____	p. 68
Lighting & Electrical _____	p. 68
HVAC _____	p. 69
Restrooms _____	p. 70
Woodwork & Framing _____	p. 71
Parking & Maintenance, Stairwells _____	p. 71
Other Architectural Features _____	p. 72
13. Technology Infrastructure _____	p. 72
14. Chart – Circulation Projections 2030 _____	p. 74
15. Chart – Circulation Trends FY98-FY08 _____	p. 75
16. Chart – Collection Holdings Projections _____	p. 76
16. Chart – Minuteman Loans to Sherborn Residents & Sherborn Loans to Non-Residents _____	p. 77
17. Chart – Per Capita Operating Expenses & Comparable Towns _____	p. 78
18. Chart – Staffing Level & Comparable Towns _____	p. 80
19. Chart – Hours of Service & Comparable Towns _____	p. 81
20. All Mass. Small Libraries Comparable Chart _____	p. 82
21. Chronology of Building Program _____	p. 83
22. Town Wide Survey: Results & Form _____	p. 86

EXECUTIVE SUMMARY

The Sherborn Library has been a striking element of the character of the Town of Sherborn since it was dedicated in 1971. Given as a gift to the Town by Richard and Mary B. Saltonstall, it has provided information services and community continuity to many generations of residents. While functionally growing and changing with the Town, physically the Library has remained relatively untouched and unchanged from its initial conception and completion over 40 years ago.

Sherborn’s municipal buildings have been systematically upgraded over the past decade to represent the needs of a 21st century Sherborn. Concurrently, the Library has been researching and planning a renovation that was underwritten in 2007 by a state grant for small public library planning and design. Town Meeting accepted the \$40,000 state grant and the matching funds awarded for a feasibility study from the Richard Saltonstall Charitable Foundation, for a total project allowance of \$60,000. The Board of Library Trustees has worked to complete the prerequisites for expending the grant to hire an architect to address space use and facility upgrades that they have identified as necessary.

The guiding vision of the Sherborn Library as outlined by the Board of Trustees in addressing the current and future situation is:

“To provide a Library for Sherborn that continues to be an information, learning, and community hub complete with the tools and facility from today going forward into the future. The aim of any plan should include, wherever possible; efficient/green design, accessibility for all citizens of Sherborn, space utilization adaptive to fast moving changes in the information landscape while maintaining the timeless regional quality of the original design aesthetic.”

The comprehensive assessment set forth in this document intends to outline the plan needed to resolve several deficiencies identified with the facility, including these 3 main issues:

- **The Sherborn Library has outgrown its children’s space. It no longer serves as a comfortable gathering space for families and can no longer accommodate the children’s collection.** The community has raised the subject of improving the existing children’s space for at least 15 years. The space is not large enough and it does not meet the needs of children of all ages, including pre-school, pre-teen and adolescent services. In addition, the children’s area is integrated with the main floor of the Library, including the reference and adult reading areas, and the noise level creates a conflict between the various groups of Library users. This issue, of course, cannot be investigated without addressing the overall space utilization of the facility. This has not been done since it was built and would be part of the overall design plan.
- **The Library facility is not in compliance with the Americans with Disabilities Act, and other state building code requirements.** A professional study done in 1995 recommended the installation of an elevator to reach both the basement Theater and Mezzanine levels, and other recommendations. This issue has been brought before the Town before and has not been approved. The facility does not meet any of the compliance issues with regard to parking, restrooms, egress, etc. It is now beyond time to address the building and make it usable to all citizens of Sherborn. Building code deficiencies are due to changes in the building codes occurring since the Library was originally constructed, including important fire protection code requirements for a sprinkler system.
- **The Library heating, venting, and air conditioning system is nearly 40 years old and is not energy efficient.** The Library requires an evaluation of the existing mechanical system and upgrades to include green and new energy approaches.

Further, there are safety code upgrades that have been identified as necessary by inspectors.

In order to be prepared for the 'nuts and bolts' part of a project like this, The Board of Library Trustees appointed a subcommittee and they completed a comprehensive, 3 year study on the physical condition of the Library facility and made future projections on the utilization of space for a 20-year planning horizon. The Trustees used standardized measurement tools developed by the Massachusetts Board of Library Commissioners for estimating space requirements, and consulted with experts on the condition of the facility.

In addition, The Trustees and Friends of the Library also conducted a Town-wide survey that received an 18% response rate from Sherborn households to gain community insight on services, and examined historic patterns of Library use.

Besides the main three issues mentioned earlier, the following is a short list of highlights to be addressed that came out of the study. All of these, and the main issues above, are addressed in more detail later in other sections of this document. They include, but are not limited to:

- **The book stacks for both the child and adult collections are filled to capacity.** To remedy this, many books have been discarded over the past two decades, reducing the collection size from 60,000 volumes to 50,000. The building was designed for 35,000 volumes. The working documents that follow this summary include the detailed projections for the growth of the collection to the year 2030.
- **The Library does not have appropriate space for shelving and organizing non-print and multi-media collections.** Adequate space is required for the very popular audiovisual and DVD collections and equipment.
- **The Library's computer network and services is limited and requires expansion.** Only four public access workstations are available and none exist in the children's area. Migration from MassCat to Minuteman is planned for 2013.
- **The community values the Library's public meeting spaces in the Conference Room/Gallery and Theater.** Consideration should be given to the relationship of any new or reconfigured children's space to the Theater level.
- **Any plan to expand or reconfigure the existing place must take into account adequate staffing and supervision during all shifts of the Library's 54-hour week.** The Library currently operates with a central control desk for lending materials to patrons. Consideration must be given to the relationship of any new or reconfigured space to the Circulation Desk.
- **Any modification or expansion of the building must preserve its unique aesthetic properties,** especially its relationship to its natural setting and its proximity to the municipal campus.

All the study, plans, calculations and assessments done to reach the above conclusions can be found in the following documents. This document is created as a stepping off point in the modern history of the Sherborn Library. It is hoped that it will serve as a guide for the designers and planners in the first phase of the project so that they may have a vision of how the Library sees itself within the Town and how, in turn, the Library is seen and used by the Town of Sherborn.

Method Used in Compiling the Building Assessment Document

The Board of Library Trustees delegated to a subcommittee of Trustees the charge of gathering the information for a preliminary building assessment document in January 2003. This working document provides the Board with an understanding of the current status and uses of the Library's facility. The subcommittee also worked to envision and identify a reasonable scale of growth of the facility and its services 20 years into the future. Both the completion of this local study and the accompanying future visioning exercise strive to fulfill the Massachusetts Board of Library Commissioners' (MBLC) planning guidelines for building projects. The Library Trustees voted to accept this document in May 2006 and held a subsequent meeting with Anne Larsen of the MBLC.

It is the intention of the Board of Trustees to use this document in conjunction with an architect who will provide the Board with renovation or expansion alternatives. In 2007, the Town of Sherborn was awarded a \$40,000 Planning and Design award from the MBLC, with a matching local commitment of a \$20,000 grant from the Richard Saltonstall Charitable Foundation, to employ an architect who can help the Library meet the challenges described in the Executive Summary. The state grant and matching foundation grant were approved by Sherborn Annual Town Meeting 2007.

The planning subcommittee met regularly to tour the building, visit area libraries, discuss services, and took many notes for developing an internal study of the Library. We used the space evaluation form developed by the MBLC and the tools available from their website to rank our space and services using national standards. We researched several articles on the future of libraries. Trustee Ed Perry consulted official Town reports to develop the population growth forecast. The Trustees would like to thank Rafe Lowell and George Motley for their work on this project during their terms as Trustees.

The Friends of the Sherborn Library are enthusiastic about working to gain the community's support for improvements to the children's area, and held an "alumni" meeting of Friends' members spanning 25 years. The Library Director was given the opportunity to describe the initiation of the project. The community is not unfamiliar with the Library's plans: both the Town capital budget forecast and the Sherborn Master Plan include references to Library renovations. The Friends also worked with Trustees and staff to develop a Town-wide survey to garner the community's perspective, and 18% of Sherborn's 1,600 households responded. Trustee George Motley consolidated the results in a PowerPoint presentation which was shown to staff, volunteers, Friends, and the Board of Selectmen. The information was further covered by the media and appeared in summary in the local Dover Sherborn Press and The Boston Globe.

In 2008, the Trustees organized a citizens' committee to review the findings of its initial study. The committee is comprised of individuals whose interests represent accessibility issues, senior citizen services, child and youth services, energy efficiency and green architecture practices, and Town government.

The next step is to begin the municipal process to interview qualified architectural firms. We look ahead with much enthusiasm to broadening the involvement of the community and continuing to expand an already successful fund-raising campaign.

Respectfully submitted,
Stacey Brandon
Marie Owen
Ed Perry
Elizabeth Johnston, Library Director
Library Planning Subcommittee

Sherborn Library Space Plan

Summary Data Sheet

October 2010

Address: 4 Sanger Street, Sherborn, MA 01770
Phone: 508-653-0770
Website: <http://library.sherbornma.org>

Staff: Director: **Elizabeth Johnston**
Public Services Librarian: **Donna Bryant**
Children's Librarian: **Cheryl Stern Ouellette**
Technical Services Librarian: **Kathleen Rao**

Full-time staff equiv. (FY08): 4.28

Trustees: Steve Borgeson, Stacey Brandon (Chairman), Lisa Easley, Bruce Eckman, Thomas Faldetta, Marie Owen, Edward Perry, Holly Young, Dudley H. Willis

Open since: 1971

Gross floor space: 16,548 sq. ft. (existing library)
Main floor: 6,475 sq. ft.
Basement: 6,475 sq. ft.
Mezzanine: 3,598 sq. ft.

External Dimensions: 114 ft. x 62 ft. "

Town households: 1,445 (2005, MAPC projected)
Town population: 4,528 (12/31/2009)
4,689 (12/31/2030, MAPC projected)
Library service area pop: 4,683 (FY2010)
(registered borrowers)

Age Demographic:	<u>age</u>	<u>2005</u>	<u>2030</u>
	0-4	349	243
	5-19	1,187	937
	20-64	2,569	2,476
	65+	<u>523</u>	<u>1,031</u>
		4,628	4,687

Total Library Budget:	<u>FY2008</u>	<u>10 yr Growth</u>	<u>5 yr Growth</u>
	\$ 356,354	59.47%	21.28%

Books/AV Budget: FY2008
\$58,669 (16% of total library budget)

Collection Holdings, Vols.:	<u>FY2008</u>	<u>10 yr Growth</u>	<u>5 yr Growth</u>
Adult:	26,886	(10.42%)	(13.27%)
Juvenile/YA:	18,379	0.23%	(9.02%)
AV (adult):	4,419	432.41%	311.45%
AV (juvenile):	<u>1,790</u>	173.28%	4.80%
Total:	51,474		

Collection Holdings:	<u>FY2008</u>	<u>FY2030</u>
Per Capita:	51,474	52,200 (includes ebooks)

Circulation, Print:	<u>FY2008</u>	<u>10 yr Growth</u>	<u>5 yr Growth</u>
Adult/YA:	30,015	20.82%	12.85%
Juvenile:	<u>36,396</u>	29.41%	49.05%
Total:	66,411		

Circulation, Non-Print:	<u>FY2008</u>	<u>10 yr Growth</u>	<u>5 yr Growth</u>
Adult/YA:	13,983	573.88%	162.00%
Juvenile:	<u>9,064</u>	172.36%	66.86%
Total:	23,047		

Circulation, Interlibrary:	<u>FY2008</u>	<u>10 yr Growth</u>	<u>5 yr Growth</u>
Total Interlibrary:	559	(34.62%)	96.14%

Total Circulation:	<u>FY2008</u>	<u>10 yr Growth</u>	<u>5 yr Growth</u>
	90,017	51.99%	45.03%

Circulation Projections:		
FY2008 Total:	90,017	
FY2030 Total:	497,730	based upon 5 yr. growth experience,
FY2000-FY2004		
FY2030 Total:	235,781	based upon 10 yr. growth experience,
FY1998-FY2008		

Avg. Percentage of Collections in Circulation:

Juvenile Picture Books	30% of	3,256	=	977
Juvenile Fiction/Non-Fiction	20% of	13,313	=	2,663
Juvenile Media	25% of	1,202	=	300
Young Adult Fiction	12% of	1,336	=	160
Fiction & Mystery (stacks)	20% of	8,853	=	1,771
Non-Fiction (main floor stacks)	5% of	12,458	=	623
Non-Fiction Biographical (Mezzanine)	2% of	1,793	=	36
New Fiction & Non-Fiction	35% of	1,800/yr	=	630
Adult Media	30% of	2,219	=	666

Total = 7,826 in circ. at any given time

Percentage of Borrowing by Sherborn Residents, 2005: 95%

PROGRAM SUMMARY CHART											
SPACE NEEDS BY DEPARTMENT											
Estimated Space Needs											
May 2010											
AREA	Est. Net Square Feet	Staff Stations	Volumes	A/V Items	Periodicals	Public Computers	Group Seats for Tables & Programs	Tables for 4	Lounge Seating	Study Carrels	Reader Seats Grand Total
Vestibule	119										
Lobby & Displays	220										
Circulation Desk	150	2	200								
Photocopier	50										
New Books	150		200								
Adult Fiction & Large Print	688		8800								
Media	315			2000							
Adult Nonfiction	1883		7000								
Reference Area	1041	1	200			6	4	1			4
OPACS	270					4					
Adult Reading Area	338		0				8	2	12	4	20
Current Periodicals	213		100		50		4	1	2		6
Adult Total	5437	3	16500	2000	50	10	16	4	14	4	30
Young Adults Collections	250		2300	200	15				4	2	6
YA Group Study	635					2	8	2			8
YA Total	885	0	2300	200	15	2	8	2	4	2	14
Children's Room											
Staff & Common Area	150	1									
Children's Crafts & Storage	362						24	6			24
Toddlers Services/Stacks	904		5000	1000			8	2	4		12
Youth Services & Stacks	2856		14000	2000	10	4	8	2	4		12
Children's Quiet St./Tutoring	144						4	1		4	5
Children's Program Room	454						75				
Children's Total	4870	1	19000	3000	10	4	119	11	8	4	53
SUB TOTAL	11192	4	37800	5200	75	16	143	17	26	10	97
Auditorium*	1500						150	2			150
Auditorium kitchen	125										
Auditorium storage	150										
Local Hist/Archives	250		450				4	1	2		6
Confer. Rm./QuietStudy	462						24	6			24
Director's Office	298	1	100				8	2	2		10
Staff Workroom	150	2					4	1			4
Technical Services	298	1	50								
Network Delivery Area	100										
Systems Closet	50										
Staff Lunch Room	150						4	1	2		
General Storage/Booksale	500										
Janitor's facility	100										
GRAND TOTALS	15,325	8	38,400	5,200	75	14	187	26	32	10	133
TOTAL NET SQUARE FEET 15,325											
30% NET FACTOR 4,598											
35% NET FACTOR 5,364											
ESTIMATED GRAND TOTAL 15,325 TO 20,689 GROSS SQUARE FEET											
* Auditorium seating not included in MBLC seating calculation for patron seating											

Sherborn Library Expansion Planning

Sherborn Population Growth Forecast

April 20, 2009

Expansion planning for the Sherborn Library covers the time period out to the year 2030. This report evaluates Sherborn's historical growth patterns and provides a town growth projection for purposes of determining the Library facilities needed to satisfy demand in 2030.

Sources used in this analysis include:

- Town annual reports
- The Sherborn General Plan
- Metropolitan Area Planning Council, MAPC, historical and forecast data
- Mass. Executive Office of Environmental Affairs, EOE, buildout forecast
- US Census data

Annual Town Reports

Sherborn population from annual reports:

<u>Annual Report for year</u>	<u>Population</u>	<u>New Housing Permits</u>	<u>Demolitions</u>	<u>Occupancy Permits</u>	<u>New Septics</u>
1986	4509 on 1/1/1986	11	17	12	29
1987	4442 on 1/1/1987	5	20	18	24
1988	4369 on 1/1/1988	6	13	10	35
1989	4315 on 1/1/1989	6	3	6	26
1990	4286 on 1/1/1990	2	2	10	35
1991	4252 on 1/1/1991	5	5	8	32
1992	4263 on 1/1/1992	18	5	16	33
1993	4281 on 1/1/1993	17	1	26	19
1994	4317 on 1/1/1994	20	3	26	16
1995	4352 on 1/1/1995	8	1	18	25
1996	4380 on 1/1/1996	7	3	18	3
1997	4372 on 1/1/1997	7	4	8	7
1998	4417 on 1/1/1998	7	2	11	4
1999	4442 on 1/1/1999	28	2	14	9
2000	4472 on 1/1/2001	6	3	18	5
2001	4490 on 12/31/2001	6	2	9	6
2002	4545 on 12/31/2002	3	2	6	3
2003	4552 on 12/31/2003	8	5	8	7
2004	4552 on 12/31/2004	10	9	14	13
2005	4627 on 12/31/2005	6	3	8	7
2006	4545 on 12/31/2006	3	6	6	5
2007	4545 on 12/31/2007	4	6	5	8
2008	4547 on 12/31/2008	6	7	4	4

Notes:

- The bulge in 1992 - 1993 is due to the Cider Hill Lane development.
- The 28 permits in 1999 include 17 units due to the Leland Farms Affordable Housing project
- The 3 permits in 2002 includes one senior living complex of 24 units
- The 8 permits in 2003 include replacement of 4 existing houses.
- The 10 permits in 2004 include replacement of 4 existing houses
- Demolitions include all structures, not just houses

MAPC Data and Forecasts

MAPC forecast data for Sherborn was obtained from the MAPC website at: <http://www.mapc.org>. The forecast data is provided at:

"http://www.mapc.org/data_gis/data_center/2006_Projections/MAPCProjections013106.xls"

The methodology used by the MAPC is provided on their website at:

"http://www.mapc.org/data_gis/data_center/2006_Projections/2006ProjectionMethodologyFinal.doc"

Household Data and Forecast

The MAPC Community Historical and Forecast Household data for Sherborn is:

<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>	<u>2030</u>
873	1,202	1,349	1,423	1,626	1,745	1,847

The historical increase in household units from 1970 to 2000 is 550 units, an average of 18.3 per year; the MAPC projection of household units from 2000 to 2030 is an increase of 424, an average of 14.1 household units per year.

Population Data and Forecast

The MAPC historical and forecast population data by age group for Sherborn is:

<u>Age</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>	<u>2030</u>
0- 4	303	231	269	317	220	229	243
5- 9	421	358	285	391	241	220	233
10-14	471	479	284	408	401	371	390
15-19	296	462	289	278	331	319	314
20-24	106	195	245	80	113	99	86
25-29	127	111	176	65	119	134	119
30-34	196	346	199	135	159	197	200
35-39	565	731	318	345	156	136	150
40-44			444	417	280	197	222
45-49	400	633	384	418	539	433	408
50-54			324	416	550	538	465
55-59	121	160	259	260	390	449	364
60-64	107	115	179	196	357	463	462
65-69	123	118	131	162	205	302	368
70-74			77	112	131	226	293
75-79	73	110	59	102	89	122	184
80-84			42	48	59	60	105
85+			25	50	60	65	81
Total Pop.	3,309	4,049	3,989	4,200	4,402	4,562	4,689

The historical increase in total population from 1970 to 2000 is 891, an average of 29.7 per year; the MAPC projection of population from 2000 to 2030 is an increase of 489, an average of 16.3 per year.

The data for 1970 to 2000 is the same as the US Census data. The forecast data for 2000 to 2030 was published on January 31, 2006. In the census data for 1970 and 1980 the data in the 35-39 age group actually covers ages 35-44; the data for 45-49 covers ages 45-54; the data for 65-69 covers ages 65-74; and the data indicated for 75-79 covers 75+.

US Census Data

US Census household and population data for Sherborn for 1970, 1980, 1990, and 2000 is the same as in the MAPC tables above.

Buildout Analysis

Buildout analyses have been done by the Sherborn Planning Board, and by the MAPC for the Executive Office of Environmental Affairs, EOEA.

The Sherborn buildout analysis is reported in the Sherborn General Plan, October 3, 2001, and shows that the town has the potential for an additional 1,262 house lots that would result in an additional population of 3,786 residents. This would result in a total of 2,734 homes and 8,258 residents at buildout based upon the 1,472 housing units and 4,472 residents indicated in the 2000 town census.

The EOEA buildout analysis projects a total of 3,079 homes and 8,741 residents at buildout based upon the 1,451 housing units (including unoccupied units) and 4,200 residents indicated in the 2000 US Census.

Note that the town census and the MAPC/US census use different methodologies for determining population count. One principal difference is that the town census includes students who are away at school while the MAPC/US census counts them as residents of the place in which they live while going to school.

The Sherborn buildout analysis is based upon existing town zoning bylaws and environmental (wetlands) regulations. The State Chapter 40B affordable housing law permits a much greater density of housing than can be accommodated by the town bylaws. As of this date one Ch. 40B affordable housing project is proposed in Sherborn and is in the process of obtaining approval. This project would place 48 units of housing in a 36 acre parcel which would otherwise accommodate approximately six homes under current town bylaws and regulations.

Analysis and Conclusions

The growth rate of single family homes in Sherborn in the 1980 to 2000 period is slightly over 11 homes per year. This is due to a "background" growth of about 6.5 homes per year plus the extra-ordinary events of the Woodhaven elderly housing development (24 apartments), the Cider Hill Lane development (20 homes), and the Leland Farms affordable housing development (16 townhouse units). During this period of time an assisted care facility was proposed but later withdrawn.

The buildout analysis by Sherborn (1262 additional homes), and the EOEA (1628 additional homes) indicates that buildout will not be reached for 115 - 148 years at the current average building rate of 11 per year. At the MAPC forecast building rate of 14.1 housing units per year buildout will not be reached for 89 - 115 years. Consequently, the growth in the number of Sherborn homes in the 2005 - 2030 time period will not be affected by buildout limitations.

Currently, an elderly housing development of 24 units has been recently completed on Kendall Ave. of which 17 are unsold as of the end of 2005. An MGL Ch 40B affordable housing project for 48 town house units is in the planning/permitting stage. This 48-unit project has not been approved by the Sherborn Zoning Board of Appeals and has been appealed to the Mass Housing Appeals Committee by the developer. An earlier 32 unit proposal was approved by the ZBA with conditions which were not acceptable to the developer. Eventually a project in the range of 32-48 units is expected to be constructed. For purposes of this analysis a 48-unit project is assumed.

A background building rate of 6 homes per year is assumed out to and beyond the year 2030.

For planning purposes additional affordable housing projects totaling 40 units, and elderly housing projects totaling 60 units are assumed to be added to Sherborn's housing by the year 2030. The additional elderly and affordable housing projects are in accordance with the housing goals outlined in the Sherborn General Plan.

The resulting 88 Ch 40B units are assumed to be townhouses with occupancy of 3 persons per unit. The 77 elderly housing units (17 remaining unsold units plus the 60 additional units) are assumed to have occupancy of 2 persons per unit. The remaining 6 x 25 = 150 traditional single-family residences are assumed to have occupancy of 3 persons per home. This results in a population increase of 868 in the Sherborn population by the end of year 2030, bringing the total population of the community to 5495 at that time based on the town population of 4627 at the end of 2005. This represents an increase of 18.76% for the 25-year period or an annual growth rate of 0.69%.

By this analysis, the Sherborn Library should plan to provide for services to a town population in 2030 that is approximately 19% greater than that served at the end of 2005.

The actual MAPC age distribution for 2000 was applied to the town-based totals for 2005; and the projected MAPC age distribution for 2030 was applied to the town-based forecast population for 2030. These are summarized in the following table and represent the Sherborn forecast population for 2030 using the town methodology for counting residents.

<u>age</u>	<u>2000</u>	<u>2005</u>	<u>2030</u>
0-4	338	349	284
5-19	1,028	1,187	1,099
20-64	2,601	2,569	2,904
65+	505	523	1,208
	4,472	4,627	5,495

This table indicates that there will be a reduction in the number of pre-school (-18.6%) and school age populations (-7.4%), a 13% increase in the adult working population, and a 131% increase in the number of seniors, compared to the demographics in the year 2005.

The MAPC methodology for determining the population and household forecasts is described in file "2006ProjectionMethodologyFinal.doc" on the MAPC website. This methodology is an appropriate but general approach that is applied to each of the communities in the MAPC area. It does not, however, take into consideration the specific current and proposed building projects that affect population and household forecasts in the near future. It also does not take into consideration the community attitudes, such as expressed in the Sherborn General Plan, favoring the construction of elderly housing units during this period so that the Sherborn elderly populations can continue to live in the community after retirement. For these community-specific reasons the population forecast in this section is felt to be the appropriate model for the library space evaluation.

Bibliography and References

- Sherborn Annual Reports for 1986 - 2008
- Town of Sherborn General Plan, October 3, 2001
- Massachusetts EOE website, <http://commpres.env.state.ma.us/community/>
- Metropolitan Area Planning Council website, <http://www.mapc.org>
 - o MAPCProjections013106.xls
 - o 2006ProjectionMethodologyFinal.doc.

Statement on the Effect of the Population Growth Forecast on Expansion Planning

Sherborn will remain a small town in the foreseeable future. The Population Growth Forecast indicates that the Library should plan to accommodate a Town population in 2030 that is approximately 19% higher than the population it served in 2005. The Metropolitan Area Planning Council (MAPC) projections estimate a population of 4,689 in 2030, compared to the actual population of 4,528 in 2010. 2030 is the target year of the future for planning because the state requires a 20-year planning horizon for a project to become eligible for grants.

To refine the planning process, libraries are also advised to estimate their “service population” by factoring in an audience of patrons based on the actual number of registered card-holders who use the Library, rather than strictly adhering to census population data. The Massachusetts Board of Library Commissioners provides a calculation tool on their website developed by the state of Wisconsin to measure “library population.” Using this tool, we find the difference between the estimated MAPC municipal population in 2030 (4,528) and the service population (4,935) is negligible. For the purpose of this planning process, Library officials have therefore opted to use the MAPC population estimates as their gauge, since this is consistent with the Town’s other planning endeavors.

To gain perspective on what 20 years of change may bring to a community library, Sherborn Library planners have looked at historic growth patterns and stayed informed on relevant trends for acquiring information, communicating, and reading, especially those having to do with youth culture, the rising generation.

Looking backward on the planning horizon of 20 years, the Sherborn Library would have attained its first 20-year reach to estimated capacity in 1990, as this building first opened its doors in January 1971. The population in 1971 was 3,661. Twenty years later, in 1990, the population was 4,286, 17% higher. It was in 1990 that Library officials and community families began to discuss and document the idea of expanding the space for children’s services.

Massachusetts had unprecedented growth throughout those decades, as the population girth of Baby Boomers attained higher education in the Boston area and settled here, and built many houses in the suburbs, later expanding white collar job opportunities enough to employ the mass of us, including those jobs resulting from burgeoning information technology. The expansion of the suburbs to rural areas was made accessible by highway commuting, and several Sherborn histories refer to this period as the Town’s transformation to a Boston bedroom community.

Sherborn became a choice town for the intelligentsia of education, medicine, law, technology, finance, and entrepreneurialism. It rose near the top of the state’s most affluent towns. Many assert that the value of the high performing local and regional school systems attracted high achieving households. It follows that wherever you find excellent schools you find excellent libraries. Our youngest patrons ages 2 ½ - 5 who participate in lap-sit story times become avid readers and are consistently the highest ranking students.

In 1971, the modern Sherborn Library was a showcase library visited by many architects and area libraries. It was built ahead of its time with ample proportions for a 1970 town population of 3,309. Over the Sherborn Library’s 40 year history in this building, neighboring libraries have fulfilled building projects because of the effectiveness of the Massachusetts Library Construction Program, enabling the construction or renovation of hundreds of libraries across the state. Library patrons see the contrast of those buildings meeting current standards of space utilization and code while the Sherborn Library remains unaltered. The community recognizes the Library would benefit by adapting its space to a changed demographic complex and evolved program of service, and sent this message to Library officials through the Town-wide survey responses. A sampling of these responses include:

“The Library is an organic building. Its richness and weakness affect so many in Sherborn. It should reconfigure its space or expand if necessary to better serve the needs of all its patrons.”

“The Library is a beautiful, peaceful facility. Should be proactive of community needs.”

According to the MAPC and local planning projections, the population and demographic composition of Sherborn is not expected to change significantly, so that our 20-year future planning is not driven by growth in numbers or diversity. This project is largely retroactive to address the higher number of children and youth services’ expansion that occurred in the previous 20 years, as well as the infiltration of technology and media in our lives’ mainstream, the growth and diversity of the collection and patron usage of the Library, and infrastructure obsolescence in code, accessibility, and security.

Sherborn will see a rising number of baby-boomers reaching retirement age throughout the next two decades, as will the rest of the nation. If the existing number of middle aged adults remains in Sherborn upon retirement, the Town may experience a potential 61% increase in that age group. However, today’s senior set is struggling to remain residents of Sherborn, as the Town currently has the second highest residential tax bill in the Commonwealth with no emerging options to enhance or diversify the revenue stream. At Town Meeting 2009, voters again defeated a zoning proposal that would have raised the downtown commercial square footage allowance to 10,000 square feet from 5,000 square feet. It is unlikely that commercial properties will help support the tax base. In addition, Sherborn values its open space and conservation land so increased residential growth is not likely to broaden the tax base. It is unlikely that Sherborn will retain 61% of its future senior citizens.

Conclusions: the distribution of space and the evolution of services have impacted the Library over 40 years and the facility should be evaluated for the re-assignment of existing space and expansion to address:

- additional space requirements designated for children and youth to accommodate changes and growth of the Library’s collections for the young;
- the design and configuration of a separate children’s room to provide contemporary services expected by the community;
- the design or reconfiguration of distinct space for children and youth media collections resulting in a mutual gain for the adult population by making adult space conducive to quiet study and reading;
- streamlining the overall layout of the collection and improving access to technology, resource sharing, and historic books;
- the Library’s compliance with the American With Disabilities Act to ensure all segments of the population gain access to our collection, programs and services; the installation of an elevator would also provide ease of access to the multi-leveled facility for caregivers with very young children as well as the existing and arising senior citizen set;
- addressing the energy efficiency of the building and an upgrade of the safety and security systems in place;
- implementing green and sustainable building design and healthy building practices.

The population of Sherborn is currently 4,528 as of 12/31/09. The size of the Sherborn Library facility is 16,548 gross square feet. Approximately 12,735 square feet of this total area is used daily, with most of the foot traffic and activity occurring on the Main Floor, which is 6,475 square feet. The Main Floor consists of the most heavily used resources and services, including the children’s area, reference services, the circulation desk, all Library personnel and offices, new books on display, stacks for the children’s collection, adult fiction and non-fiction, media collections, periodicals, public access equipment and technology, study tables, and restrooms. All Library programs are held on the Main Floor in the open reading area because of the lack of handicapped access to the other levels of the Library building. All exhibits have been relocated to the Main Floor.

The basement level houses the Library Theater, children's story-time and crafts rooms, Friends of the Library book sale, and custodial/utility rooms. These are not public access areas, and are no longer used by the Library for programs because they are inaccessible to handicapped persons.

The Mezzanine, an area of 3,598 square feet, offers a spacious conference room with walls for displaying art. The conference room is no longer used for Library meetings or exhibits because of the lack of handicapped access. The Trustees meet at the Town Hall or Police Station, which have handicapped accessible meeting rooms. Art exhibits have been relocated to the Main Floor. The Young Adult area and stacks are on the Mezzanine, as are subject areas of non-fiction books, staff restroom and the staff/community group kitchen. It is fair to estimate that most of the Library functions in the 6,475 gross square feet of space on the Main Floor.

Nevertheless, the gross square footage of the Sherborn Library represents one of the largest public library facilities of similarly-sized or comparable towns in the area, and is the largest public library facility in its state-wide population group of 2,000 – 4,999. The following towns are typically used by Sherborn for self-studies and comparables.

The Library compared the square footage and layout of children's services for several new buildings in the area and found that 15% - 25% of the gross square footage was allocated to children compared to 10% in Sherborn. Half of the Sherborn Library's 1,800 square feet for children's services is located in the basement which does not have wheelchair access, and is no longer used for programming. Sherborn residents are aware of this deficiency and wrote in the Town-wide survey:

"I tour many libraries . . . where towns are small and budgets tight. Many of these are ahead of Sherborn in organizing space around age groups/users."

"The Library lacks a quiet place to study."

"There is a desperate need for a better children's area."

Service Targets for the Sherborn Library

The Massachusetts Board of Library Commissioners recommends that the Wisconsin Public Library Standards workbook serve as a planning tool for Massachusetts' library building programs. The following chart is derived from entering our current data and future projections on the automated spreadsheets for calculating a standard of service. This table is based on the size of the municipal population 4,627 people as of 12/31/05. The number of registered borrowers in the database as of 6/30/08 is 4,277. The community data for the population and future projections is the chosen gauge for this exercise. Using the current population and future projections is considered more valid by the Committee, rather than the number of registered borrowers, because the former is the published demographic data on which all local decisions are based.

Service standard for 4,627 (12/31/05) people:

	Basic Level	Moderate Level	Enhanced Level	Excellent Level	Sherborn FY08 Level *
Staff FTE	4.09	* 4.55	5.45	7.27	4.49
Volumes Held (Print)	29,088	35,906	42,269 *	53,631	45,265
Periodical Titles Received	95	117	* 153	195	147
Audio Recordings Held	1,136	1,500 *	2,363	2,772	1,845
Hours Open per Week	44	50	53 *	58	54
Materials Expenditure	\$28,315	\$39,178	\$44,359	* \$61,812	\$58,669
Collection Size (Total)	32,270	39,542	46,814 *	60,449	51,474

The Sherborn Library currently performs at a service standard level that falls between enhanced and excellent, with the exception of the staffing level which falls below the moderate range. In continuing to use the Wisconsin Standards workbook to gauge the Library's performance against a backdrop of a national standard of measure for library output, the Sherborn Library should target the attainment of the level of excellence. The demographic information that depicts the community of Sherborn and the surrounding, high-achieving, well-educated greater Boston metropolitan area proves there should be a standard met that is no less than excellent if our Library is to remain relevant to citizens.

**Wisconsin Standards – Service Population Estimates for the
Sherborn Library 2005 - 2030**

Sherborn		
Year	2005	2030
Population:	4,627 (actual)	4,689 (MAPC)
Circulation all borrowers FY05	82,900	
Per capita FY05:	17.92	
Total circulation estimated based on current p/c:		84,027
Based on 10-Year Compounded growth projection		
		235,781
Percentage of all borrowing by Sherborn residents	95%	
Projected local service Population (2030 pop. est./0.95)		4,935
Service standards:		
Collection Size @ Enhanced Level – volumes FY08	51,474	43,600
Volume holdings per capita	12.96	8.83
Space required at 10 vols. Per foot for collections		4,360 feet
Percentage of collections In circulation average:		
Juv. Picture Books	30%	of 3,256 = 977
Juv. Fic and NF	20%	of 13,313 = 2,663
Juv. Media	25%	of 1,202 = 300
Young Adult Fic.	12%	of 1,336 = 160
Fic. & Mystery	20%	of 8,853 = 1,771
Non Fic (main)	5%	of 12,458 = 623
Non Fic Bio (Mezz.)	2%	of 1,793 = 36
New Fic & NF	35%	of 1,800/yr = 630
Adult Media	30%	of 2,219 = 666
Total:	7,826 in circulation at any given time	
Est. stack holding capacity	35,774	

Needs Assessment: Reorganization of Interior Space

Overview:

Although the building is 40 years old, the Library strikes visitors as being remarkably contemporary in design. The Main Floor is essentially where 90% of the Library's daily activity occurs, including use of the collections. The open floor concept is conducive to our small-town staffing level. The circulation desk staff has a wide scope of vision to the public seating areas, children's and young adult areas, and the desks of professional staff to direct reference questions, ask for help, or transfer telephone calls. The Library Director's office is within earshot and a few steps of the circulation desk where an open door policy is encouraged. The Technical Services office/staff workroom is at the opposite end of the circulation desk, enabling interaction between staff, and access to equipment, telephone, and supplies. Stairwells to both the Mezzanine and Basement levels are positioned for supervision by the circulation desk, and remote doors and emergency exits are equipped with interior alarms. Bathroom corridors also flank the circulation desk. Sound carries widely in this building across the Main Floor.

Comments on the Town-wide survey illustrated that citizens find the Library very comfortable and beautiful. To quote a sampling of responses on the Town-wide survey, residents wrote:

"I love the Sherborn Library. Don't make changes to the lovely large space in the main downstairs. Nice to see a fire in the fireplace in winter and late fall"

"I have always appreciated the Library's small size . . . I would hate to lose the small close knit feel if the building expanded."

"We really do have a remarkably vibrant library for a small town."

In the following assessments of the use of space, schematic drawings for the existing space are referenced and append this section beginning on page 25.

1. **Main Floor – Floor Plan Diagram A**

The primary purpose in embarking on this study of the facility was to improve the relationship between services located on the Main Floor. The motivation directly stems from the location of the Children's Area, as it is currently integrated in the open space of the Main Floor. The Children's Area is also undersized in proportion to the services it provides and the expectations of children's services from the community. These are basic services provided by all of the small libraries in Eastern Massachusetts. The Town-wide survey of 2004 offers many observations made by parents as well as adults without children at home. A thorough examination of the children's area is included in this document beginning on page 34.

The Library ordered a professional study in 1995 to renovate the facility to meet ADA compliance. The installation of an elevator was the primary recommendation. The location of the elevator and renovations to meet building code in the existing footprint would have resulted in the loss of children's and reference space on the Main Floor. The complete study of the building and the future projections should accomplish a reconfiguration or expansion of space to best accommodate the elevator and utilities without forfeiting premium floor space.

The Main Floor of the Library is on ground level. The Main Floor is 56 x 114 feet, or 6,475 gross square feet measured on the original architectural blueprints. The functional space measurements of the Main Floor total 4,816 square feet. The space is laid out as one open floor plan surrounded by panoramic glass vistas that unify the landscape with the interior enjoyment of the building. The services that are integrated in the Main Floor without contained space are: (1) the children's area; (2) reference area; (3) new book displays; (4) children's stacks for the entire collection; (5) adult stacks for the entire fiction and 80% of the non-fiction collection; (6) adult reading area; (7) adult study tables; (8) media collection; (9) periodical collection; (10) bank of 4 workstations for common use by children and adults; and (11) circulation desk. The Technical Services staff and Library Director have separate offices on the Main Floor, flanking the Circulation Desk.

The Library has one entrance and egress which is generally supervised by the circulation desk staff and volunteers. The alcove opposite the entrance, which houses the media collection, has a sliding glass door leading to the courtyard, featuring park benches, children's bronze sculpture, and an early wildflower garden. The slider is screened, and is opened for fresh air or for picnic story-times. During all other times it is padlocked. It is visible to the circulation desk staff.

The circulation desk was remodeled to accommodate PCs and was expanded for storage and functionality in 1999. The circulation desk is positioned in the manner of a reception desk, in that all visitors must pass by it. The front doors and atrium are paneled in glass, so the circulation desk staff can see the public approach and depart just before they enter and for several steps after they exit the building. All circulation transactions are handled at this location. There is not a distinct children's circulation desk area, as the Children's Area is integrated in the open space.

The circulation desk staff has a wide visual range for supervising the Main Floor, but cannot see down the aisles of stacks, which run on the building's horizontal plane. The Reference Librarian's desk and workspace does not give her a sightline to the periphery of the Main Floor or entrance, but she can see the circulation desk and the bank of public access workstations. The question of security and supervision has been raised in tandem with a discussion of a separate egress for any children's room expansion or renovation. The feasibility of maintaining a staffing level to supervise a remote entrance and exit to the children's area, as well as accomplishing the containment of children's services to an area that may require a separate children's circulation desk will require careful planning. Any vision of expanded access to children's services on the southeast side of the building near the police station with a second entrance from the municipal parking lot, or any vision of renovating the basement area for dedicated children's services with a separate entrance, would entail studies of security and the requirements of a separate circulation desk with additional staff. It is desirable to maintain a common area for entrance, exit, and circulation desk activity, rather than dividing the Library.

The non-assignable utilitarian space is located in bands at each end of the building. The public restrooms, coat and storage closets, and two stairwells to the basement, mechanical room, and Mezzanine are segregated from the flow of public access to Library services, and do not interfere with the communal reading area.

Consideration of expanding the Children's Area on the southeast side of its existing location would perhaps introduce the need to upgrade the infrastructure to accommodate utility space. For example, it may pose a challenge to discreetly locate the mechanical rooms for elevator controls, additional bathrooms, and an HVAC upgrade related to an expansion of that section of the building. The introduction of new utilities rooms to power the Children's Area, if deemed necessary, may separate visually the Children's Area from the Main Floor, and sever the landscape vista on the southeast side that is part of the great appeal of this building's design.

Sound carries across the Main Floor, which is where the child and adult services come into conflict. The two staff offices have open ceiling areas for airflow and private conversation also carries. The staff kitchen is above the open ceiling in the Director's Office and staff or public conversation and kitchen sounds and smells intrude on the Director's Office.

The Main Floor is generally comfortable and temperate with one heating zone near the Reference Area, and two additional zones in each office. The Technical Services office is much colder in the winter than adjacent areas which may have to do with air circulation patterns, north-side location, or drafts, as the controls have been checked and are functional.

Service Needs, Recommendations, and General Requirements

- The Children's Area is disproportionate with the service the Library now provides and the perceived basic standard by the community for services to children. Designed space for media and computers and additional space for the book collection are required. Additional seating is needed. The school-aged child does not have dedicated space, as the high value of Library services to the youngest child has led to an expansion of service that now dominates the existing space. A rule of thumb may be that approximately 30% of the total assignable space should be allocated to children and young adults. The Library currently has about half that amount of space for children and young adults, including the basement story-time and craft areas, and has outgrown the available space.

- The Children's Area should be separated from the mainstream of service as the noise level and overcrowding interfere with the community's enjoyment of the building. Yet the Library wishes to preserve the intergenerational feel of the Library, and has identified as one of its values this opportunity of relating people of all ages to one another.
- Children's services from bricks to bytes now have their own age-appropriate fixtures, and our Library doesn't have enough area dedicated to children to implement these standards.
- There is a design challenge in separating space for children and locating its control and utility centers, referred to in the document as the non-assignable space, such as a separate egress, circulation control desk, elevator access to the basement level theater and story-time space, and restrooms. These should be accomplished without detracting from the natural vistas that are integral to the original architectural design.
- There is a design challenge in sustaining a building layout that can be managed by a small number of staff.
- The facility must be brought into compliance with the Americans with Disabilities Act.

2. The Mezzanine- Floor Plan Diagram B

The Mezzanine is an open balcony under skylights and features a Conference Room/Art Gallery, study carrels, young adult area, sections of the non-fiction collection, the Saltonstall-Pease Rare Book Collection, staff kitchen and restroom. The Mezzanine is 3,598 gross square feet, or 1,481 functional square feet. The Conference Room has two purposes in that it serves as a meeting room and an art gallery. It is an ample room, measuring 462 square feet, useful for quiet study by groups or individuals, for conferences of 25 people or presentations that accommodate up to 75 people. The Conference Room ceiling consists of skylights and it is highly desirable for conservation, comfort, and energy efficiency purposes to have the skylight shade pulleys repaired, or install solar powered or electrical switches to control the shades.

The Conference Room is no longer used for Library-related meetings or art displays because of the lack of handicapped access. The Trustees have been meeting in other Town buildings for the past several years. Art exhibits have been located to the Main Floor.

The Mezzanine is also home to the young adult area, which consists of a small collection of YA fiction and four armchairs groups around the fireplace. Youth magazines, reference sources, and teen issues collections are located on the Mezzanine. The young adult area is not accessible to the handicapped because of the lack of an elevator to the Mezzanine.

In general, the communal YA space can be greatly improved upon – the noise carries to the adult reading area below when students are working together or gathering socially, and as a result the space isn't effective for group study. The sections of non-fiction which were relegated to the Mezzanine are appropriate for YA homework – literature, sections of history, biographies, and languages.

There are 4 study carrels equipped with direct lighting, outlets for laptops or media players. The WIFI access reaches the Mezzanine and Conference Room for Internet searching. The second (rear building) staircase to the Main Floor is in close proximity to the YA area and the majority of the Main Floor non-fiction collection is at the foot of those stairs on the west side of the building.

Once it is brought into ADA Compliance, the Mezzanine might very well be designated as the quiet study space of the Library, as it is dominated by the Conference Room. Secondary to that is the regular staff utilization of the kitchen and private restroom.

It should be mentioned that the staff kitchen is also used by every community group that meets in the Conference Room or basement for serving refreshments. The basement is not outfitted with a sink or bathroom for meetings on that level below grade. The book lift is used to transport refreshments from the Mezzanine staff kitchen to the basement Theater.

Service Needs, Recommendations, and General Requirements

- The young adult area does not provide enough designated space for communal study space, age-appropriate resources, displays, or equipment. The area requires greater supervision than can be administered from the Main Floor.
- The Conference Room provides ample quiet study space, small group meetings, and an art gallery, and may benefit from a reconfiguration or repurposing of space.
- There are conservation and energy efficiency issues to be addressed with the skylights and high ceilings above the Mezzanine.
- The Pease Saltonstall Rare Book Collection has lead the way for the future display of local history resources that are currently in storage, but issues of security must first be addressed.
- The staff kitchen also serves activities in the basement Library Theater, and is an awkward distance to transport food, water, and cleaning supplies. The basement requires a sink at the minimum.
- There is no elevator with which to access the Mezzanine.

3. The Library Theater and Basement – Floor Plan Diagram C

The basement of the area is below ground and serves a number of purposes. The total basement area is 6,475 gross square feet, or 5,255 functional square feet. The basement area is generally considered non-public and groups are allowed downstairs only if they have reserved the space for their activity. However, the Friends book sale area of the basement is open all the hours the Library is open, and individuals do visit the basement independently to shop for used books or to drop off donations. Many libraries currently discourage public access to non-supervised spaces, or post camera surveillance in remote areas of the buildings.

In 1987, the Friends raised the funds for the finish work for the basement to serve as an auditorium which has video projection, a podium, and a stage. It accommodates 200 people for the Library's programs, Friends of the Library events, community and civic organization gatherings and events or meetings, and measures 1,591 square feet. Partition walls oriented to the southwest corner of the building provide an additional 816 square feet of designated space for children's story times and crafts.

Another dividing wall sets off storage space for back issues of periodicals, old books, and archives, measuring 853 square feet. Back issues are no longer called for and a great deal of the storage area should be emptied and reassigned to other purposes.

The Friends' book sale and custodial areas share the same space. As mentioned in the earlier maintenance section, clutter tends to pose a safety hazard around the steel double doors for emergencies leading to Sanger Street. These are not crash doors. The second emergency exit is through a steel door at the opposite end leading to the Main Floor, and at the top of those stairs there is an exit to the Town Hall parking lot.

The boiler room is enclosed by double steel doors. There is inadequate lighting in the boiler room. The Library must guard against maintenance leaving behind sweepings or debris that would require them to incur a disposal charge (metal or steel, batteries, filters, fluorescent tubes.)

One of the biggest drawbacks community groups discover in using the basement Theater for their programming is the lack of bathroom facilities and tap water.

Several people have posed what they view to be a simple solution to improving the Children's Area by suggesting we send it down to the basement. In its current condition, it would be a highly unsuitable space. The lack of natural light (no windows) and bathroom facilities is one matter, but more importantly climate controls would have to be addressed. The basement, because it is underground, is cold and clammy throughout the year. Water seeps under the Sanger Street door because the exterior drains are not maintained. Hard rain runs into the exterior stair receptacle like a well, and even when cleaned the drains cannot always keep up. It is also a custodial and utility room area which is an undesirable placement near children. Making the basement public would also require two staff assigned to the area at all times, which is not possibly at current staffing levels

Access to the basement from the secondary stairwell behind non-fiction and the Mezzanine YA area is roped off with a stanchion and velvet cord to discourage unsupervised access.

Service Needs, Recommendations, and General Requirements

- The basement is considered a non-public area, except for scheduled events. However, people visit the Friends' book sale independently. As this is a non-supervised area, safety and security issues should be taken into account with the future use and purposes of the basement.
- The heating ventilating and air conditioning systems are 40 years old and have been faced with costly repairs in recent years. It should be updated with a more energy efficient system and alternative energy component.
- If the basement is to be integrated in any expansion of functional public space, the design should permit plenty of natural light and climate controls, as well as a restroom, janitor's sink and a kitchenette to serve as a public meeting space.
- There is no elevator access to the basement.

4. **General Public Seating (Non-Group Seating)**

The Library currently offers a total of 66 desk and lounge chairs on the Main Level and Mezzanine. Of these, 35 armchairs are at tables or study carrels and 25 are upholstered lounge chairs including 5 in the young adult area and 4 for adults visiting the children's area. The children's area offers 4 toddler-sized chairs for group play around the table. This seating count does not include the number of chairs that are grouped around the Conference Room meeting table on the Mezzanine, or the chairs located in the auditorium, child's craft and story-time areas in the basement Theater.

The 40 year-old captain chairs that are grouped around the reading tables, and stationed at the workstations and study carrels are breaking, and many have already gone through several rounds of repairs or are beyond repair. It is likely the Library will need to replace all of these chairs within the next 2 years. It is desirable to get chairs that have armrests – this input is derived from patrons' commenting it is a feature they like about our existing chairs for comfort during long periods of study or reading the newspapers at the tables.

Adult Seating

Study tables: 15 armchairs
Workstation seating: 6 armchairs
Study carrels: 4 armchairs (also used by young adults)
Reader seating: 11 lounge chairs
Periodical seating: 4 lounge chairs

Young Adult Seating

Reader seating: 5 lounge chairs
Study carrels: 4 armchairs (also used by adults)

Children's Seating

Play tables: 4 toddler chairs
Reader seating: 1 child rocking chair; 1 adult rocking chair
4 upholstered adult chairs

The story-time and children's crafts sections are located in the basement Theater of the Library. These have not been included in the total count above because they have been categorized with the group space assessment of seating. However, knowing that many libraries following this process have their story-time and craft designated spaces incorporated in the children's area as a whole, we will repeat the figure for child seating in this section. There are 27 toddlers' chairs in the story-time area and 24 chairs arranged in the children's craft area at tables in the basement.

If the children's story-time and craft area seats are included, we have a total of 56 seats for children. If the adult seating in the children's area is included, there are 60 seats. But the children's area proper has only 5 seats for toddlers and 5 seats for adults for non-group seating.

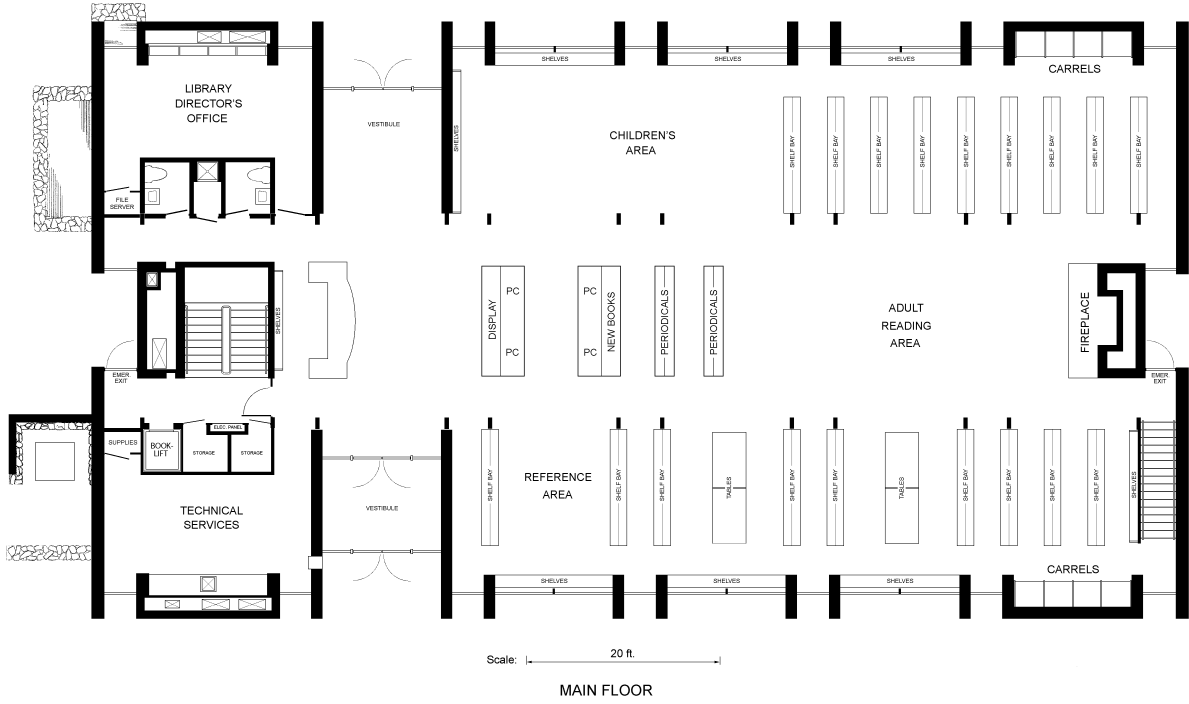
The Town-wide survey results brought in a pattern of responses to the Children's Area on the Main Level that there is not enough room for a few families to enjoy it simultaneously, and not enough seating:

"There are not enough chairs in the kids area for parents & kids, more reading space is needed, too crowded, no place to hang coats."

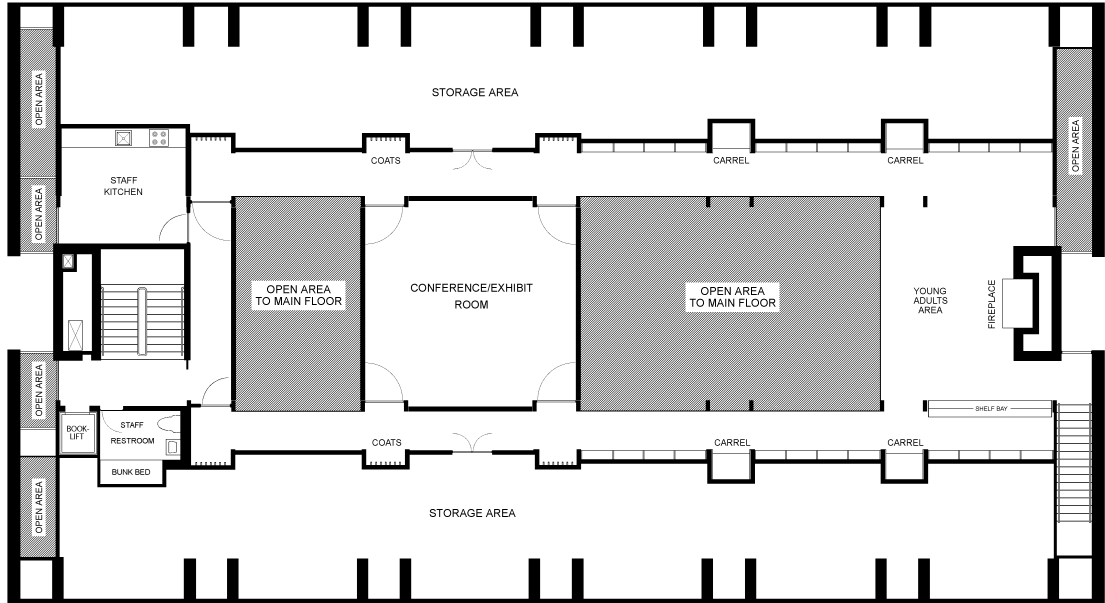
Service Needs, Recommendations, and General Requirements

- The Library meets the Wisconsin Standard of 10 seats for every 1,000 people for Sherborn's population of 4,528 (12/31/09).
- The Children's Area does not have enough seating or furnishings for its intended population.
- The captain chairs surrounding the study tables, carrels, and workstations have been repaired more than once or are beyond repair and need to be replaced.

SHERBORN PUBLIC LIBRARY



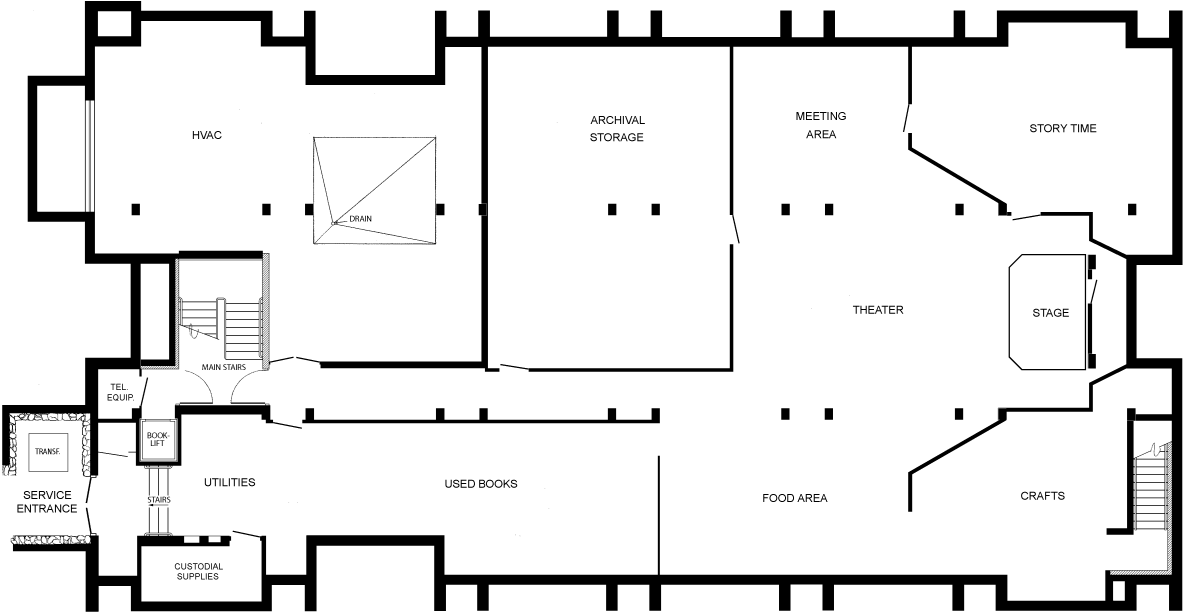
SHERBORN PUBLIC LIBRARY



Scale: $\overline{\hspace{2cm}}$ 20 ft.

MEZZANINE

SHERBORN PUBLIC LIBRARY



Scale: 20 ft.

BASEMENT LEVEL

LIBRARY SPACE ASSESSMENT WORKSHEETS

AREA DESIGNATION: **Building Exterior**

FUNCTIONS PERFORMED:
Facing the building south



The Library is situated at the front door of the Municipal Campus and is centered on the Town Green on Route 16. The building is set behind a majestic European Beech tree that was planted in 1876, a Town landmark and natural magnet of much public comment of admiration. The Library has many mature and unusual park-like landscape plantings, including a rare Roberts rhododendron, 40 year-old dogwoods, heaths and erica, Spanish bluebells, and a fragrant summer lilac tree. The landscape architecture was designed by Hallie Long of Dover. The Library was the starting place of Sherborn's Daffodil Trail, planted in honor of Richard and Mary B. Saltonstall, who donated the Library to the Town and contributed to Sherborn community life in many ways.

The Library is on the corner of Route 16 (Washington Street) and Sanger Street, which connects to Route 27 (South Main Street), and the street address and parking lots are located on Sanger St. The Library does not have a sign on Route 16 and the institution's identification is not obvious to passers-by. The building is not easily recognized because of the size and scale of the beech tree in front of the building. The Library has one public entrance at the front. The utility lines are buried.

Facing the building west

There is a small stone wall at the head of the walkway that is carved with the Library's name which is only visible to nearby pedestrians. There are bicycle racks next to the parking lot on the Library side of Sanger and by the front entry doors. Signage announcing Library hours and our operating hours status are posted in a window by the front door and not visible from the parking lot. The Library's mail is delivered to the curb in a mailbox on Sanger St. that is subject to plow damage. A sidewalk leading from Rt. 16 down Sanger approaches the Library's one public entrance by a bluestone pedestrian walk which must be carefully maintained in all seasons to ensure safety and level footing. There is a service and delivery entrance that is used for removing items from the basement, such as trash barrels to the curb or cartons of books to be recycled and donated. This is approached by a smaller paved bluestone path. The service entrance descends to the basement by masonry stairs. At the top of the stairs the oil delivery valve and ground grills for the HVAC intakes are located in a paved area. Next to this, the air conditioning water cooling tower is located behind natural stockade that is padlocked. This must be drained and refilled according to the season. The NSTAR utility box is located at the foot of the stairs.

There are 8' tall granite posts with 24" globes surrounding the Municipal Campus and parking lots. The Library's walk is lit by 3' tall granite posts with mercury lamps that have been modified over the years, and provide ambient lighting rather than pedestrians' optimal visibility. There are covered electrical outlets located in the building's cantilevered overhang and water spigots at the foundation, one of which has a drip irrigation hose and backflow preventer attached to provide water to the beech tree and roadway island plantings. In one of the recessed windows at the exterior, there is a safety lockbox of keys permitting entry by emergency personnel.

The front door consists of two sets of heavy plate glass double doors, one set that locks to secure the building and leads to the vestibule, and the other that provides a wind and temperature buffer between the vestibule and the lobby. Three of the four front doors have operable catches to hold them open for large deliveries or baby carriages. There is an interior book drop with a slot in the brick wall by the front door.

Visitors may park in one of two lots adjacent to the building on each side of Sanger. There are eight spaces on this side of Sanger, including one handicapped space.

Facing the building east

There is additional parking accessed from Rt. 16 in the municipal lot that links the Library, Town Hall and the Police Station, and all spots are open to any visitors to the Municipal Campus. Visitors must mount masonry stairs to the Library's entrance from the Town Hall lot. The masonry stairs have a railing and landscape lighting with energy efficient fluorescent tubes. The topography rises on rock outcropping facing east looking toward the Library from Town Hall. There is a monument set into the stone wall at the corner of the Library that

commemorates Sawin Academy and Dowse High School that was on this site from 1987 – 1962 and a descriptive historic plaque.

Facing the building south

The back of the Library is set high above Rt. 27 on a steep rock outcropping. The Library's septic system and leeching field are located in the lower field. Daffodils have been naturalized in the crevices of the rock. The back of the Library has a courtyard with wildflower plantings, two park benches and lawn furnishings, and a children's sculpture. Sliding glass doors leading from the interior alcove provide egress to the courtyard. This area is adjacent to the Police Station parking lot and is nearly level for walking from the back of the Library to the Town Hall and Police Station, while directly behind the Library the rock incline protects the Library from the street and provides safety to patrons from Rt. 27.

OCCUPANCY Public: all Library users, meeting participants, during the daylight, night and weekend shifts.

Staff: staff on various shifts, Library officials, delivery, maintenance, repair persons, and law enforcement and emergency personnel

Vehicles: staff owned, postal and courier, freight delivery, emergency, law enforcement, school bus drop-off

USER SEATING: Park benches and furnishings in the exterior courtyard. Granite bench by Town Hall stairs.

FURNISHINGS: Benches, book drop slot, bicycle racks, stone Library sign (unlit), Library hours posted, program signage, mail box, sculpture visible from children's area

EQUIPMENT: Electrical box below service entry stairs, pavement drains serving a French gutter system, emergency key box, air conditioning system water cooling tower enclosed in natural stockade, exterior slot for interior book drop, covered electrical outlets, recessed canister lighting under the eaves, water spigots and drip irrigation hose, oil valve, pump house for water well located opposite side of Town Hall.

CLOSE PROXIMITY TO: Sidewalks, Town Hall & Police Station, Community Center, elderly housing, two fire stations, walking distance to Sherborn Center and Pine Hill Elementary School, churches, Routes 16 and 27.

DISTANCE FROM: Dover Sherborn Regional High School and Middle School located in Dover

ARCHITECTURAL FEATURES: Very symmetrical, gracefully understated, architecturally significant building. Situated beautifully and constructed of timeless, natural materials. Set back on the Town Green and pedestrian-friendly Municipal Campus. Stone walls, stone outcroppings, mature trees and plantings, landmark tree.

AREA DESIGNATION: **Circulation Desk 150 Square feet**



FUNCTIONS PERFORMED:

- Reception desk/public greeting
- Check-out/in Library materials
- Re-shelving of materials
- Holding shelves for materials on reserve lists
- Telephone patrons on reserve lists
- Process courtesy notices to patrons with overdue materials
- Receive cash payments for overdue fines, used book sales, museum pass co-pays, and more
- Answer telephones and refer calls
- Provides basic information and catalog searches in person or via phone
- Assist with copy and fax machines
- Reserve meeting rooms & museum passes
- Monitor traffic to mezzanine and theater levels

Comments: The Circulation Desk is newly designed by an architect in 1999, the year the Library automated. The Library Director had direct access to the process and the architect and builder sought librarian input on the functional specifications. This furnishing is highly complementary to the workflow at the Circulation Desk. The PC monitor enclosures were designed to house conventional monitors and telephones to ensure privacy of the Library records and transactions at the Circulation Desk as well as contain the cables and inputs; they are not permanent and can be removed to suit future monitor technology. The Circulation Desk features a flip-up side table at a height that accommodates patrons in wheelchairs.

OCCUPANCY: Two to three individuals can comfortably work around each other at each end of the desk. Currently the only consistently scheduled paid staff who is assigned to the Circulation Desk works 16 hours per week (four afternoons per week). Each member of the paid staff rotates the 7-hour Saturday shifts. The Library supplements the Circulation Desk work week with 21 volunteer hours per week, each volunteer offering 2 – 3 hours per week of their time. We also have 3 high school student aides who work the desk 8 – 12 hours each per week. The Circulation Desk provides service to the public for 54 hours per week.

PUBLIC SERVICE DESK: The Circulation Desk serves as the main reception desk to the Library with specific referrals to the Public Services Librarian's and Child Librarian's desks.

USER SEATING: There are two upholstered stools for staff seating.

FURNISHINGS & EQUIPMENT: The Circulation Desk is a custom made, built-in Library furnishing. It features a durable, dark granite counter surface and stained oak veneers. The counter follows a subtle curve to maximize the surface space for borrowing transactions and providing a reasonable working distance between staff and the public. Entire families will group at the desk, each extending his or her pile of books to check out or in with related requests at both ends of the counter, so it is crucial to have this counter depth and expanse. The design incorporates a credenza for sorting or displaying internal paperwork and notices, with a great deal of under counter storage. The Desk was built to accommodate the existing spring mounted book bin that allows patrons to return books through a slot in the Desk. Throughout the day the staff wheels this out from under the desk and checks in the pile of returned books.

The Circulation PCs are currently connected to the Internet so any future transactions that are to be handled electronically should continue to be upgraded to meet emerging standards.

PHOTOCOPIER: (1) public photocopier 50 square feet
LOBBY & DISPLAYS: Exhibit case & stand for brochures, etc. 220 square feet

Waiting area for individuals and families should include handy area for flyers and brochures, exhibit and display space for occupying wait time and greet patrons with inspiration.

SHELVING: The credenza is flanked by shelving for temporary storage of books awaiting re-shelving, reserved books awaiting pick-up, permanent shelving for Library manuals and ready-reference materials. There is a unique design in the streamlined component of a built-in wheeling cart that provides both temporary shelving and mobility for transporting the books to the stacks. There are ten 29" vertical shelves behind the desk, not including those under the counter.

BOOK CAPACITY: Each 29" shelf holds about 20 books. Approximately 200 books may be temporarily stored behind the circulation desk.

CLOSE PROXIMITY TO: The Circulation Desk is positioned on the outer edge of what might be called the building utility band. It is the natural first-stop for patrons who walk in the door, and it is positioned to monitor traffic in the stairwells and restrooms behind it. Desk staff can see who is entering and exiting the building because of the glass doors. In addition, staff working the desk can survey the main floor. The open design to the Mezzanine also permits staff to view the perimeter by taking only a few steps forward. The Mezzanine Conference Room, however, is not visible. Circulation Desk staff have easy access and contact with both the Public Services and Children's Librarian. They have direct access to the Technical Services Offices to consult other staff, for emptying the after-hours book-drop, using/replenishing office supplies, and consulting files and indexes. They are 15 feet away from the Library Director's desk, and there are privacy issues that could be remedied, if anticipated, by closing the Librarian's Office door.

DISTANCE FROM: The Circulation Desk is in a good position to do all that is required in the way of interacting with the public, staff, and general supervisory control of the public traffic flow.

We have to take into consideration the role of the Children's Librarian and Public Services Librarian to the Circulation Desk, and their interactions with or substitutions for each other on various shifts, if we are to undergo any change. The age-group study of the children's area may look at the potential outcome of positioning the Children's Librarian so she can serve both the school-aged and the toddler groups. If we design new space for the pre-school and toddler groups, can we afford the space to dedicate the existing children's space, or a good portion of it, to the school-aged group? If so, can the Children's Librarian be based in the existing space, and have the ability to monitor the new children's room? But then we still have the problem of how a proposed new children's room would receive circulation services. A separate Circulation Desk requires staff to run it. If we remove the Children's Librarian to a new children's space, would her performance be consumed by keeping up with the second Circulation Desk?

AREA REQUIRED: 420 s.f. lobby area
150 s.f for desk and 12' x 4'6" granite counter surface

The existing space works well for the current configuration of the building, but we anticipate that any changes to the configuration of the floor plan or expansion of the building may impact the desk's central relationship to the Library and workflow.

One of the basic everyday concerns we have about alterations to the current floor plan or footprint of the Library has to do with its relationship to the Circulation Desk. As we are focusing on improvements to the Children's Area to aid in decreasing the noise level, as well as to expand their space and the stacks space in the Library, we need to pay attention to the flow of child and youth traffic from any new children's space or the existing Theater to the Circulation Desk. We must weigh the benefits and

feasibility of perhaps providing a separate Circulation Desk for any new children's area that aims to better serve and contain the children and their collections. Also, child and youth groups are heavy users of the Theater. Ideally, any new children's space would provide them with entrance and egress from the Theater to their own space. Otherwise, we would continue to detract from the benefits to be gained on the adult and research aspects of our services by this proposed renovation, as throngs of excited children, or a singular fretful child, would still have to present themselves (or with their embarrassed parent in tow) to the existing Circulation Desk, where sound widely carries. It would be useful to study the configurations of neighboring libraries which have provided separate circulation services for their children's rooms. Several have also provided a separate entrance and exit to the parking lots to the children's room. Obviously, these changes entail the study of staffing levels to monitor new egresses and manage independent circulation controls.

ARCHITECTURAL FEATURES: As described above, the Circulation Desk is a new, custom made design that provides maximum efficiency and attractive furnishing. The area is well lit by direct fluorescent lighting at an appropriate height above the counter surface. In addition, the desk enjoys a great deal of natural sunlight from the lobby's glass skylights. Although it is situated nearby the front doors, the vestibule provides a buffer to the lobby from drafts. The climate is evenly comfortable and well carpeted for spending longer shifts on your feet. The desk was designed at the appropriate height for using PCs and the cabinetry offers many drawers and cupboards as organizational aids. Alterations to the relationships of the space to the Circulation desk should examine the options for maintaining a centralized circulation desk while working to address the challenges posed by the children's area.

AREA DESIGNATION: **New Books Display, Main Level** **150 square feet : 200 vols.**

FUNCTIONS PERFORMED:

- Public browsing for new acquisitions of adult non-fiction and fiction
- Prominent display of new juvenile chapter books and young adult fiction
- Lateral shelves to display new oversized books
- The shelving is shared with the current periodical collection

Comments: The Librarians estimate that approximately 30% of their annual circulation in Sherborn is comprised of recurring loans from the selection of new books on display in this area. The Library acquires about 2,000 new items a year for its collection and at a given time up to 120 items are on display in the new books area. Every six months, titles are culled from the new books display, based on the date of their acquisition. They are then shelved in the stacks.

OCCUPANCY: About 4 individuals can occupy this area

PUBLIC SERVICE DESK: The new books display is centrally located for supervision by both the Public Services Librarian and the Children's Librarian. It is a few yards away from the Circulation Desk, which enables part-time staff and volunteers to shelve the new books to make them readily available, and still respond to activity at the Circulation Desk.

USER SEATING: The new book area would benefit from bench-style seating. The display provides standing room only. There are nearby lounge chairs that some may use while browsing the new books.

FURNISHINGS:

Shelving – Two 12' long by 3' 7" high double sided shelving units for storing and displaying new books. One side of the fiction display houses two of the four public access catalogs and internet workstations

BOOK CAPACITY: 120 books and 20 oversized volumes. Print acquisitions are not anticipated to increase as discussed in the collection and community growth estimates on page 86.

CLOSE PROXIMITY TO: Professional staff desks, the Circulation Desk, the Children's Area, the online public access catalogs, the Reference Collection, all the stacks, the Periodicals Area, and the adult reading and study areas. The new books display is located at the center of the main floor.

AREA REQUIRED: Shelving for 200 new books @ 150 square feet

ARCHITECTURAL FEATURES: The shelving located in the center of the Library on the Main Floor does not obstruct the view of the fireplace. In situ, the new book display area would benefit from less dense shelving distribution and benches for temporary seating between them, or a better location of 150 square feet.

AREA DESIGNATION: Children's Area – Toddler and Preschool Services

This section breaks out one of the several distinct levels of service for the various child age groups and reading abilities. In this section, we are focusing on the collection, space, and services for the pre-school child (infant to 5 years.) Please see the adjunct sections for the school-aged student and young adult assessments.

The Massachusetts Library Association publication Standards for Public Library Services to Children in Massachusetts (2007) states:

"Each Massachusetts public library will have a specific area which is equipped to provide developmentally appropriate children's services. This area is open the same hours as the rest of the library and is accessible to appropriate program space. All areas of the library are designed to ensure the children's ease of access and use. A well-planned and maintained children's area which is suitably staffed underscores the benefits of the children's library experience. Attending to the spatial needs of the children's department supports the librarian's goals to deliver a full and evolving complement of children's services." – p. 19

In short, that is precisely what this exercise strives to achieve for the Sherborn Library.

FUNCTIONS PERFORMED:

- Space for the infant, toddler and preschooler ages infant to 5 years;
- Central play area of books and constructive toys for the youngest children;
- Central seating area of child's furniture for visits and play;
- Communal space for parents, many of whom make their first connection to the Sherborn community in their use of the Children's Area;
- Displays of new books and themes to promote reading and Town connections;
- "Parent's shelf" of child-rearing materials;
- Workspace for the Children's Librarian;
- Practical family facilities that are fully accessible in child-safe surroundings;
- In FY2008, more than 50% of the Library's total circulation consisted of use of the children's collection (45,460 transactions).
- In FY2008, the total children's collection consisted of 18,853 items. This is 36% of the entire Library collection held in 985 square feet, less than 6% of the Library total square footage.



Comments: Over the 40 years of growth of the Library's collections and services, the following changes occurred in the children's area:

1. The children's area became more heavily focused on pre-school services, which is a national trend for well-educated communities and library standards for supporting early childhood education.
2. The initial design and layout of the children's area in some ways set its limitations. It was designed as a section of the open floor plan and is integrated with the adult spaces. The open floor plan that includes services to the youngest members of the family creates a noise level that interferes with the quiet use of the Library, which we have described in the evaluation of our other spaces. Respondents to the 2004 survey from both parents of young children and adult users of the Library expressed how this deficiency often interferes with their enjoyment of the Library.
3. The existing Library space for the school-aged child places constraints on the scope and level of service we have the potential to provide. The Library has opportunities to utilize and direct its

resources for the child in a more impressive manner, but the space does not lend itself to growth or innovation.

4. Modifications to the Library's or community's exhibits and furnishings must always take into consideration child-safety and the relationship to the children's area, because the preschoolers are in the direct path.
5. Despite the drawbacks described in 1 – 4 above, the proximity of the collections to each other for various ages of the family enables parents to browse their own collections while keeping an eye on the youngest child. This is one facet we would strive to preserve in any renovation of the floor plan or facility. In the Town-wide survey, the community expressed its appreciation of the intergenerational feel of the Library. The Library is the living room of the community.

There are examples of newly built public libraries, the services of which are outstanding, that have created a separate, unique space for the preschoolers and toddlers. Rather than creating the all-purpose children's room, the newest and best concepts in Library design seem to be attentive to the vast differences and great importance of age-specific children's services. The approach matches my own instincts as a Librarian in terms of recognizing the fact that school-aged children and their necessary homework centers and peer communal space don't mix with toddler and pre-school services. The original plan for our 1970 Sherborn Library building did call for a separate area for the school aged but the area was reassigned to additional bookshelves.

To entertain one vision of our future Library floor plan, we may very well create new space for the preschoolers and the large and growing number of picture books and media services for the earliest learners. It is such a vital age to serve, an opportunity for Librarians to work with parents and influence children directly to help instill an appreciation of reading.

The existing children's area may then be redesigned to serve the school-aged. A cluster of PCs with appropriate software can be arranged just for their age group, surrounded by their print reference resources as a homework center, and the stacks for their print fiction and non-fiction. New media may then be introduced and installed. In this arrangement, the Children's Librarian may continue to situate her desk in this area and serve the main floor as needed, since it is mostly the school-aged who need her mediation and guidance. If the passageway between a proposed new preschool area and redesigned children's area is walled in glass, the Children's Librarian might divide her time between both spaces, supervising and serving in the preschool area while school is in session, and repositioning herself to focus on school-aged services in the afternoons. The school-aged space assessment follows this section.

This design would preserve the proximity of family members to their respective collections and keep the age generations near to each other in their use of the Library, a value many respondents to our 2004 survey expressed.

We would also want to address access to the Theater where the story-times and children's groups meet several times a week. It is desirable to have a direct stairwell to the basement Theater from any new children's space or design. The general hubbub of groups of children filing to and from the Theater to their collections and across the Main Floor would detract from achieving a matter we hope to remedy by this project, but we are also concerned about the impracticality and security issues that would arise in creating a separate entrance and circulation desk to serve child services.

OCCUPANCY:	Toddlers:	4
	Caregivers:	4
	Librarian:	1
FUTURE OCCUPANCY:	Toddlers:	10 x 12 s.f = 120 s.f.
	Caregivers:	5 x 35 = 175 s.f.
	Librarian:	1 x 35 = 35 s.f.

There is limited standing room in the Children's Area because the floor space is broken up by the various furnishings for the collection. The occupancy figures above are for those seated. To view a day in the life of the children's area and its space constraints, visit the Library's website at Library.sherbornma.org and the video linked there of our children's space.



PUBLIC SERVICE DESK: There is one desk for the Children's Librarian. It is equipped with one PC and a printer for her exclusive use.

FURNISHINGS: Child-sized tables and chairs to accommodate the preschool set; also furnishings to make their parents comfortable. Age-appropriate storage for their media and toys.

2 child tables for 8 seats x 25 s.f	200
4 lounge chairs x 25	100
1 adult rocking chair x 30	30
1 display unit x 50	50
Total:	380

SHELVING:

All of the preschool picture book shelving should conform to Library standards. As described in the current status of the shelving for this space, a minimum of nine double-sided bookcases is needed. The picture books for preschoolers are now arranged on custom-built trolleys. The trolleys are deep to accommodate the wider dimensions of children's picture books. The trolleys are 2' 8" tall and the books are low to the floor. They reflect a modular furniture design, in that they are freestanding, mobile when unloaded of books, and double-sided. As the collection has outgrown these fixtures, the picture book shelving has been extended around the circumference of the play area on the lower shelves.



Approximately nine 3-foot shelving units are needed for the picture book collection, an area of 500 square feet.

BOOK CAPACITY: Of the 18,853 children's items the Library currently holds, 3,290 of them are picture books for the preschoolers. We acquire about 100 new picture books each year. The total circulation in FY08 of these 3,290 picture books was 10,894. As picture books generally don't date themselves, the annual rate of discarding is relatively low, and the decision is typically based on wear and tear, and lack of space. The layout of the juvenile picture book collection is as follows:

Trolleys: 12 units of 5'1" sections each holding 156 picture books at full capacity

Units A – D and H – M (alphabetical layout)	1,248 books
Units D – G and G – H	624 books
Total trolley capacity:	1,872 books

Circumference Shelving: Eleven 3' units holding 87 book each unit
Total Circumference Shelving: 957 books

<u>Total JP books <i>on shelf</i> Month of June 30, 2008</u>	<u>2,277</u>
JP Books circulated month of June 2008	704
Average monthly JP circulation FY08	908

In summary, we currently have the capacity to store 2,277 juvenile picture books. A visual survey demonstrates virtually no open shelving room in each of the units. We own 3,290 picture books and up to 908 of these may be on loan in a typical month. To factor in a shelving distribution and ability to

maneuver books for intershelving book returns, the above formula should be optimized to accommodate a minimum of 5" open in each unit. Using 3' shelving as the formula, the Library is currently over capacity and requires 9 three-foot conventional shelving units for juvenile picture books to distribute the existing collection and accommodate growth.

As we acquire about 100 new picture books per year and their shelf-life is greater than perhaps any other subject area or media type in our Library, it is feasible that by 2030 the Library may hold a total of 5,000 picture books. Publishing children's books has burgeoned over the past decade and Library circulation has increased, despite the mid-twentieth century projections that television was rendering reading obsolete, and in the last quarter of the 20th century that computers and the Internet would do the same. Sherborn families are library families and the tradition of books runs deep. In Sherborn, the high value placed upon education will continue to reign.

CLOSE PROXIMITY TO: Currently - Library lobby and circulation desk; school-aged chapter book stacks; PC workstation and Internet computer cluster; adult reading room and periodical display. Future – school-aged space; story-time space; circulation services; in general, the area required should be protected from the flow of pedestrian traffic, non-supervised egress and stairwells, and quiet study areas. Consider the relationship of the child's space to restroom facilities and meet the standard configuration for public restroom facilities for child-safety; plan for direct access to the Theater; the ability to fully utilize Library services without interfering with adult services; parking lot and elevator proximity; consider the relationship of the main circulation desk to any reconfiguration of space and whether or not the design warrants a separate children's circulation desk.

DISTANCE FROM: The children's section in general is an open section that is integrated with the Main Floor. The basement Theater includes a storytelling room and craft area where the story-times and lap-sit programs are presented by the Children's Librarian for pre-schoolers. This area is not generally open to the public; rather the groups of child participants are lead downstairs by the Children's Librarian for her scheduled programs. Ease of access to the story-time and auditorium areas should be considered for both the pre-school and child audiences, or new space for these services should be integrated with designated children's space. Create space distinctions between toddler and student services and work to consolidate children's services and the traffic flow away from adult services without isolating the family members from each other or losing the intergenerational benefits of using the Library.



TOTAL AREA REQUIRED – TODDLER SERVICES & STACKS: 900 square feet

In addition to creating an area for preschool services that addresses the problems of space for the collection and delineates service to this age group from the school-aged and adult sections, the area lacks facilities that parents have come to expect from a family-oriented public space. Consider the location of an elevator in any plan for new space that would integrate the children's and Theater levels if those services for children are to remain in the basement level.

- Circulation Desk – 150 square feet (optional)
If the toddler/pre-school area is on the Main Floor and one entrance/egress is maintained, then children's circulation services could be handled from the existing, central location. Noise and disruption from families waiting in line for check-out may, however, continue to be disruptive under this scenario. A re-design that creates a separate entrance/egress or lower/upper level relocation of children's space may require its own circulation desk, but this may create staffing and security setbacks.
- Picture Book Collection & Display – 550 square feet
To accommodate the 5,000 juvenile picture books estimated in our future capacity, 500 feet of additional shelving and 50 s.f. display space is required.

- Child Seating Capacity and Play Area – 125 square feet
Area for children to sit or play is estimated to accommodate 10 children.
- Parent/Caregiver Seating Capacity – 175 square feet
One adult rocking chair, four adult chairs.

Of the total children's area recommendation of 4,870 square feet, approximately 900 square feet of this area would be assigned space for toddler and preschool services, not including an area similarly sized to our existing story-time and crafts rooms (816 s.f.)

A total of 94 Library- and Friends-sponsored children's programs were held in FY10, drawing a total program attendance of 2,150. The annual attendance represents 50% of the total Sherborn population. The attendance low is about 10 and the high is 300 in the audience. The Story-Time Area is 454 square feet and fits approximately 50 small children by themselves or 25 comfortably with each accompanied by their adult caregiver. The children's arts and crafts area is 362 square feet and has several folding tables arranged around which a total of 40 or 50 children may be seated. Attendance at the Toddlers' Lap-Sit for ages 2 ½ to 3 ½ and Pre-School Story Time for ages 3 ½ to 5 ½, and any subsequent craft session, ranges from 10 – 25 children. Drop-in participation is encouraged.

ARCHITECTURAL FEATURES: The preschool area is situated in front of the large expanse of windows that provides a panoramic view of the Library courtyard and plenty of natural light. A generous donor commissioned a garden sculpture of "Toad and Frog" from the classic children's storybook that is a focal point from the window view. The children's area is adjacent to the sliders that lead to this courtyard, and during the summer the Children's Librarian holds her picnic story-times in the courtyard. The southwest side is a safe distance from the municipal parking lot and the area is buffered from streets and traffic by the Town Hall and Police Station. It is an asset for the children's area to have the integration with the outdoors. Because of the natural setting and the integration of the landscape with this building we should avoid creating an animated, "Disneyfied" children's space. Rather, the preschool area should convey a serene and traditional ambiance.

AREA DESIGNATION: Children's Area – School-Aged and Pre-Teen Readers

This section breaks out the services and collections for the school-aged and pre-teen Library patrons, up to Grade 6 in school. The Toddler and Preschool space assessment is treated above. The Young Adult space assessment follows the adult services worksheet.

FUNCTIONS PERFORMED and MANNER USED:

- The Children's Area houses the book and media collections for the school-aged population;
- The Children's Area for this age group consists of materials and displays that directly support the school curriculum as well as recreational reading;
- Hundreds of children in this age bracket participate in the Summer Reading Program;
- Many children in this age bracket rely on our multiple copies and displays of required reading material assigned over the summer by the schools;
- The Library offers a remarkable collection of reference materials for this age group and our non-fiction collection has been commended by parents;
- A bank of computers is necessary in communal space for this age group - there is currently no space available for workstations serving this age group;
- The school-aged Library user is often vying for time online using the Library's 4 workstations as these are most often dominated by adults;
- The Children's Librarian's desk is visible to the school aged population and is located near their stacks to assist them in locating information and reading material;
- The school-aged Library user never makes use of the seating arrangement in the Children's Area to read or study, as this area is exclusively occupied by and furnished for toddlers and parents;
- The school-aged Library user may share a table where the adults typically study or read the newspapers, and they are also found reading quietly near the hearth or at a study carrel;
- The communal space that was originally intended to serve the school-aged youngster was lost to the addition of stacks for the growing collection;
- When students wish to hold a group study with peers, they are permitted to use the Conference Room, if it is available.

Comments: The Library should offer the school-aged population a study area with workstations near their collections and reference materials. The expansion of space near their collections would also enable the Library to design a homework center and introduce PCs with age-appropriate resources, as well as instructional and recreational media for their population. Communal space to associate with their peers in this setting is also part of the well-being of this age group. This group also uses the Theater for scout meetings and to attend the Friends of the Library programs that are geared toward their interest level.

The Library has mounted "Pathfinders" on its website geared towards the students' recurring homework assignments. These directed and graduated bibliographies highlight resources that draw the students to the Library to use our resources. They also serve as an outreach mechanism, since the space does not offer a designated area that invites and attracts them. The school-aged child has been displaced from our children's area because it offers no appealing magnet or invitation to them. It consists of several rows of high book stacks and no seating area. Despite this, our collection is often remarked upon as being very strong.

One vision is to create a new space for the pre-school services, and then reconfigure the existing children's area for the school aged stacks and core services. The tall stacks that currently house the school-aged collection may then serve as an expansion of the adult fiction collection, or to help meet other space requirements in the renovation.

OCCUPANCY: Students: 0 (in the Children's Area)
 Parents: 0

FUTURE OCCUPANCY: 10

PUBLIC SERVICE DESK: There is one desk for the Children's Librarian. It is equipped with one PC and a printer for her use only. The existing Circulation Desk would serve this audience if the reconfiguration or expansion of space allowed their collection and services to extend into the current children's area (presuming the toddler and preschool section is relocated.) If any space scenario incorporates a design that groups both preschool and school-age collections and age groups into a new area, then a separate Circulation Desk may also need to be part of the plan.

FURNISHINGS: The existing study carrels are useful for the students' concentration on homework. The Main Floor seating area is adjacent to their collections and students may relax there with a book or magazine. They often make use of the tables by the adult non-fiction while writing papers or working in small groups. Use of the Internet in the workstation area is also of primary importance to the students. A study table from the adult area was shifted to the children's area to allow the Children's Librarian to make arrangements of book displays and homework helper resources.

2 tables for 4 x 25 s.f. =	250
4 workstations x 35 =	140
4 carrels (existing) x 35 =	140
8 desk chairs x 40 =	160
<u>4 lounge chairs x 35 =</u>	<u>140</u>

Total furnishings: 690 (not including existing carrels)

SHELVING: The Library currently assigns 560 s.f. of stacks to the juvenile print collection. The collection of fiction chapter books and the non-fiction Dewey ranges are shelved in the stacks which are aligned with the adult stacks. Like the adult stacks, the juvenile book collection stacks are 7' 6" high and 12' 1" long. We have not shelved books on the highest shelf at 7' for this age group, so the uppermost shelf is empty. The highest book is shelved in these stacks at 6' 8", still beyond the reach of the average sized juvenile. The juvenile fiction occupies 3 ½ sides of the double-sided stacks. The juvenile non-fiction consists of 6 sides (2 full bays plus one side of a juvenile fiction bay and one side of an adult fiction bay.)

Juvenile non-fiction & biographies:	7,315	729 s.f.
Juvenile fiction, paperbacks, & mysteries:	4,721	477
Easy-readers for beginning readers:	794	80
Reference collection:	151	14
<u>AV collection:</u>	<u>800</u>	<u>56</u>
TOTAL:	13,781	1,356 s.f.

BOOK CAPACITY: Of the 18,853 children's items the Library currently holds, 12,981 of them are in the print collection of the juvenile stacks occupying 560 square feet of stacks. The total circulation of the titles in the juvenile stacks for FY08 was 24,698. In a given month 2,058 juvenile books are in circulation.

Each 3-foot shelf holds about 36 books. Factoring in the rate of discarding books that become dated, we add approximately 90 new juvenile books annually to these stacks.

The collection requires 1,356 square feet of shelving, or an additional 796 square feet for print and non-print collection.

Circumference Shelving: The Reference Collection for this age group is located in cubbies that are extensions of the circumferential shelves holding the juvenile picture books along the windows. There are 151 reference volumes in this collection. The cubbies measure 14'10" and serve two purposes as a shelving surface for approximately 75 books on top of the cubbies along the 12' of the shelving.

CLOSE PROXIMITY TO: Currently stacks are in the pre-school area, followed by the adult fiction stacks. Align with circulation and supervision, media collections and adult reference access, OPACs, magazines, and program room. Provide study space.

DISTANCE FROM: Ensure some privacy and quiet from toddler services and parental chatting.

AREA REQUIRED: Create new stacks for this age group that are an appropriate height, standard 66" units having 5 shelves, and designate a space for their services.

The print collection for chapter books requires 1,300 s.f. for shelving, or an additional 740 square feet. The AV collection requires 56 square feet.

The furnishings require 690 square feet.

Total area required for school-aged stacks & furnishings: 2,856

ARCHITECTURAL FEATURES: The original blueprint of the floor and furnishings plan for the Library in 1970 shows a study table and shorter stacks for this group. The overall growth of the Library and high level of pre-school services have encroached upon the children's space, and we would like to retrieve what was lost to this important age group. Study carrels and a table for playing tape recordings were part of the original design to meet the recognized needs of this age group, and shows the architect did not overlook services for them. A relaxed space with an interesting collection and relevant equipment needs to be designed in our facility as this group's use of the Library has been on the rise.

AREA DESIGNATION: **Periodical Display, Main Level**

FUNCTIONS PERFORMED:

- Public browsing and reading area for periodical and newspaper subscriptions
- Storage for 6 months of back issues and the current week of newspapers

Comments: Approximately 100 periodical and newspapers subscriptions are alphabetically arranged to lend themselves to browsing, not including children's periodicals, which are shelved in the children's area. A few magazines of interest to young adults are shelved on the Mezzanine. The current issue of the periodical does not circulate but back issues can be borrowed for one week. The previous week's newspapers are brought to an area of slotted shelves in the basement, located in the booksale area. Back issues of magazines and weekly newspapers older than the past 6 months are brought to the closed periodical area in the basement. The periodicals subscription management is not automated. The magazine check-out process to patrons is recorded on slips of paper and manually counted for our statistical spreadsheet, rather than utilizing the automated circulation system. The Library uses a subscription agency to renew and monitor about 85% of our periodical titles. The decision for the duration of holdings to store in the basement is based on magazine content. The need to archive back issues of periodicals is now unnecessary and the Library plans to withdraw much of its holdings.

OCCUPANCY: Up to six individuals can occupy this area (see the User Seating section below for more detail). Foot traffic of patrons browsing along the periodical aisles and to look at the new books on display also cross paths with the seated readers.

PUBLIC SERVICE DESK: The periodical area is centrally located to be supervised by both the Public Services Librarian and the Children's Librarian.

USER SEATING: Four easy chairs are located in front of the periodical subscription shelving units. Two armchairs pull up to the Library table that displays the day's newspapers. Patrons are often seen reading the newspaper at one of the reading tables beside the non-fiction stacks.

FURNISHINGS:

Readers seating:	4
Desk seating:	2
Library table:	(1) 5'10' long x 4' wide

The lighting is provided by overhead fluorescent and natural sources through the skylights and glass walls.

SHELVING:

Double-sided shelving units: 2

BOOK CAPACITY: 100 periodical and newspaper subscriptions and 6 months of back issues

EQUIPMENT: 1 desktop video magnifier

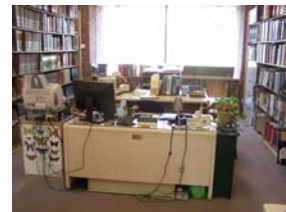
CLOSE PROXIMITY TO: The Periodical Area is in close proximity to the public access computers which feature online periodical indexes funded by the Commonwealth of Mass. Board of Library Commissioners. The Public Services Librarian and Children's Librarian mediate reference service by searching these indexes by subject online, and can often print out the full text of articles in subscriptions we don't take, or use the index to navigate our collection of print subscriptions. In addition, we can request the full text of a magazine article from another library by fax. Close proximity to the copy machine is also in place, which is important for magazine and newspaper use. The fact that

the periodicals are adjacent to the adult reading and study areas is ideal. It is not self-evident that we keep back issues in the basement. The Library staff and volunteers created an obituary index of the local paper that spans four decades which is searchable on the OPACs.

AREA REQUIRED: Periodicals have been ceasing publication with much more frequency. We regard the existing space as sufficient at 213 square feet. It is highly doubtful the Library will add paper subscriptions to its collection in the years ahead.

ARCHITECTURAL FEATURES: The flow from the computers to the adult periodical and newspaper display, to the comfortable "living room" reading area and study tables is a natural architectural transition. Sound does carry in the open floor plan across these areas from the children's room, circulation desk, and telephones. The lighting is good and the space enables the workflow to be juggled by a small staff. A massive wrought iron chandelier over the newspapers table is pleasing to the eye. The furniture is comfortable and in good shape.

AREA DESIGNATION: **Reference Area** 1,041 square feet : 200 vols.



FUNCTIONS PERFORMED:

The Reference Area contains:

- Bound encyclopedias, multi-volume sets of reference material, and individual reference books;
- Reference material for Sherborn Schools and school committees;
- Reference material for Sherborn public and private organizations;
- Town regulations, studies and bylaws.

Reference books are costly and under-utilized but a core collection is useful as some patrons prefer printed material and/or are not comfortable with internet access to the same material. Many standing orders and continuations have been cancelled by the Library, as new sources of reliable information emerge and a growing number of citizens have gained computer literacy.

OCCUPANCY: Up to eight patrons

PUBLIC SERVICE DESK: The reference area is a work area for the Public Services Librarian who provides reference service, and supervises the circulation desk and the public computer area. Full line-of-sight to the entire circulation desk and the public computers is required. The Public Services Librarian and Children's Librarian are mutually supporting and cover for each other as appropriate.

USER SEATING:

Study tables: 2 tables for seating 4 persons
Group seating: 8
Workstations: 6

FURNISHINGS:

Staff desk: 1 3'x5' staff desk with return and visitor's chair.
Atlas & map stand: 1 30" x 30" slant top atlas stand with lower shelving storage

SHELVING:

Double sided shelving: 2 double-sided shelves 20.5" wide by 14' long permits storage of volumes that are 8" or 9" wide

Existing bay 1a (side 'a' of bay1) consists of three shelf units each containing eight shelves, plus one short unit (about 42") with four shelves. Total shelf capacity of this bay is $3 \times 8 \times 3' + 4 \times 3' = 84$ feet of shelf capacity.

Bay 1b consists of three shelf units each containing seven shelves, plus one short unit with three shelves. Total shelf capacity of this bay is $3 \times 7 \times 3' + 3 \times 3' = 72$ feet of shelf capacity. Bay 1b utilization is 100%

Bay 2a consists of four shelf units each containing seven shelves providing a total shelf capacity of $4 \times 7 \times 3' = 84$ feet. Bay 2a utilization is about 90%.

Bay 2b consists of four shelf units each containing seven shelves providing a total shelf capacity of $4 \times 7 \times 3' = 84$ feet. Bay 2b utilization of 75%.

The top shelf of each side of each bay requires a step stool or ladder for access by many Library patrons. These constitute a falling or tripping hazard. The top shelves are currently in use but should

not be used for storage of self-service Library materials. Any materials stored on the top shelf should be secured against falling.

The two shelves under the exterior windows each contain four 3' sections for a total of 24' of shelf space. Each shelf is 14" deep. These shelves are used to store reference material directly related to the Town of Sherborn, including committee reports, school committee reports, town by-laws and regulations, statistical data, and historical data. These shelves are currently 90% utilized.

BOOK CAPACITY: The 324 feet of shelf space in bays 1a, 1b, 2a, and 2b will store 1440 two inch reference books if all shelves including the top shelf are fully utilized.

The 24 feet of shelves under the exterior windows provides a capacity of 40 three-inch 3-ring binders and 70 two-inch reference books assuming half of the shelf space is allocated to each purpose.

EQUIPMENT:

Workstations: 1 (staff only)
 6 (public access)

CLOSE PROXIMITY TO: Circulation desk, OPACS, periodicals, reference collection & adult stacks.

DISTANT FROM: Centrally located. The Technical Services Office is adjacent to the circulation desk and permits the Public Services Librarian private workspace and common storage space.

AREA REQUIRED: The Reference Area should have its own assigned research PCs and more surface area for the workstations and handling of large books. The current area is 496 square feet. To accommodate PCs for a reference and research area, the Library requires an addition 330 square feet for seating up to 4 persons at workstations with the PCs and equipment, for a total reference area of 1,091 square feet.

In FY10, the Library had an actual count of 4,315 reference questions, an average of 13 reference questions a day handled by either the Public Services Librarian or Children's Librarian. This is a respectable volume, which is 45% higher than the count from FY05.

ARCHITECTURAL FEATURES: The Reference Area is part of the open floor plan located in an open aisle between stacks. It receives a great deal of natural light as well as overhead lighting.

338 square feet

AREA DESIGNATION: READER AND RESEARCH SEATING – ADULT



FUNCTIONS PERFORMED and MANNER USED:

- Provide comfortable seating for reading and in-house use of the collection;
- Provide comfortable desk and table seating for private study, writing, research, and collective patron projects;
- Does not include computer workstation seating;
- Does not include staff or group seating.

Comments: The Wisconsin Standard has a recommended formula for the number of reader seating to meet the needs of the projected service area population of 10 seats per thousand people. For Sherborn's projected service population of 4,935 the standard would be about 50 seats in a combination of comfortable armchairs, desk and conference table chairs.

OCCUPANCY: Public up to 16

PUBLIC SERVICE DESK: N/A

FURNISHINGS: Reader seating – upholstered armchairs: 12 adult
Reading table/study chairs – 3 tables for 4, 12 chairs with armrests
Study carrels - 4

Comfortable readers' upholstered seating and side tables having ample overhead lighting as well as natural light, some to be arranged by existing fireplace, others by the windows to take advantage of the landscape. Warmly carpeted, keep chairs away from AC vents. All of the reading table captains' chairs have armrests which patrons have commented are more comfortable than sidechairs.

CLOSE PROXIMITY TO: Public Services Librarian for readers' advisory, periodical/newspaper areas, fiction & non-fiction stacks.

DISTANCE FROM: OPACs, circulation desk, because of noise and conflict of ambience

AREA REQUIRED: Using the Wisconsin Standard to gauge the recommended number of reader seats per service population for the adult and young adult areas, we have a total of 83 chairs, which exceeds the minimum level recommendation of 50 for our projected population of 4,935.

ARCHITECTURAL FEATURES: The area has warm muted colors and a great deal of natural light as well as ample overhead fluorescent lighting. There are lovely seasonal landscape views from the panoramic windows. The adult reading area has a fireplace, as does the young adult seating area on the Mezzanine level. The furnishings are solid, contemporary, and easy to maintain and refurbish. The reading area, though comfortable and intimate, is subject to sound that carries across the open floor plan and children's area.

AREA DESIGNATION: **Adult Stacks: 2,571 square feet : 15,800 vols.**
Fiction (*incl. Mysteries*) and Non-Fiction (*incl. oversized volumes*); large print



FUNCTIONS PERFORMED:

- Permanent storage for shelving the organized collection of circulating books acquired over 20 years to 6 month old imprints;
- Auxiliary shelving cubbies for oversized volumes;
- Public browsing for the selection of popular reading material, independent learning, and formal educational support;
- Public retrieval of specific titles or subjects identified in the online catalog;
- Staff and volunteer re-shelving of items returned on the current day.

Comments: On the nonfiction side of the stacks (Washington Street side): the endcap of each bay of shelving is labeled with the call number categories shelved, with a plain language notation of the generalized subject areas to aid in browsing. Adjacent to the non-fiction stacks along the windows are cubbies for the storage of oversized non-fiction. The Librarians assessed the Dewey ranges of the nonfiction stacks to identify the subject areas which are less frequently borrowed and relocated these to the Mezzanine. In so doing, we expanded the layout of and space for the more heavily used and therefore most frequently acquired subject areas of books, and accommodated the shortage of space in the adult fiction stacks. In the fiction stacks, each bay is labeled with the alphabetical range of authors' last names. The mystery genre replaced the last row of non-fiction, which was sent to the Mezzanine.

OCCUPANCY: About 3 individuals can comfortably occupy each aisle. The aisles need to be widened to a minimum of 36" to accommodate wheelchairs. The width of each aisle is not consistent because of centering several of the stacks on the vertical pillars.

PUBLIC SERVICE DESK: The stacks on the main floor are accessible to both the Public Services Librarian and the circulation staff for shelving and assisting patrons with retrieving books, while other service incidents may be cooperatively monitored.

USER SEATING: The adult fiction and non-fiction stacks are within close proximity to the adult reading area, which consists of 8 upholstered chairs with side tables. The adult stacks surround this area. Eight private study carrels are located on the outer aisle of the stacks, four desks on each side of the fiction and nonfiction sides of the building. The stacks provide some buffering of the study carrels from any distractions. The carrels are designed in the manner of cubicles and provide privacy and direct fluorescent lighting for quiet study. These desks do not feature outlets for plugging in laptops, but the carrels on the Mezzanine do have outlets. WIFI is also used by patrons in all seating types.

FURNISHINGS: Surrounding lounge and table chairs as described above in reader seating.

SHELVING: The stacks are 7' 6" high and 12' 1" long. In the Librarian's judgment, the stacks are perhaps one and a half feet too high for reaching safely over head, requiring the use of kick-stools for the removal and re-shelving of books by both the public and staff.

Measurement unit: 25 books per shelf to gauge capacity

- Adult Fiction: 4 ½ bays directly follow the juvenile non-fiction stacks. Each bay of the fiction stacks is double-sided and consists of 4 units of 8 shelves. The shelves in each unit are 3' wide. The formula used to estimate our current capacity is that each of the 3-foot shelves per unit contains about 25 monographs. Large print books are shelved down the last aisle. The last aisle of non-fiction (¾ bay) consists of the mystery novels.

Total: 132 linear feet of stacks for the fiction/large print collection on the Main Floor.

- Non-Fiction: 6 bays of NF directly follow the adult reference collection. The following collections have been moved to the Mezzanine: 000 – 151 Generalities through Religion; 400 – 499 Language, Grammar; 800 – 899 Literature, Poetry, Anthologies, Criticism; 974 – 999 Regional Histories of the U.S., South America, Collective Biographies and Genealogies. Also, the entire Biography Collection has always been located on the Mezzanine. Cubbies provide shelving for oversized non-fiction books which extend most of the length of the stacks beginning at the reference collection and ending near the aisle of the Dewey 700-range.

Each bay of the non-fiction stacks is double-sided and consists of 4 units of 7 shelves (note that fiction has 4 units of 8.) Greater space between the shelves was provided the non-fiction collection because of the variations in the size of non-fiction books, whereas novels do not typically exceed 24 cm. 9.5” in height. This is further illustrated by the layout of the Dewey ranges beginning at 700, the art and architecture collections. Here the books have the greater spacing of 4 units of 6 shelves. The shelves in each unit are 3’ wide. We have used the same formula of 25 books per shelf to gauge capacity.

Total: 180 linear feet of stacks for the non-fiction collection on the Main Floor, including the cubbies for oversized volumes (12’).

BOOK CAPACITY: We have a total of 7,974 NF books on the Main Floor and a shelving capacity of 8,100 books. In a daily sampling, 218 of these are in circulation, so 7,756 must be contained on the shelves in a typical day of books in, books out. These figures do not include a margin for growth or leeway for interfiling books: there is scarcely 1” at the end of each shelf for shelving books. It is obvious that the stacks are full. Our current capacity shows that each of the 3’-wide shelves per unit has about 25 books on the shelf, less than 1.5” allowed per book.

- Adult fiction: Using the formula of 25 books per shelf, each side of the shelving bay contains about 800 books, or 1,600 books per aisle. The adult fiction and large print book capacity currently have on shelf about 7,384 books, not including the adult mystery novels that have been moved to the non-fiction side. The adult mysteries consist of one row of 1,258 books and one row of 525 books (the 525 books accounts for ¾ of a bay’s side trailing non-fiction) for a total of 1,783 mystery novels.

Summary:	Total Adult Fiction/LP/Mysteries Holdings: <i>(Main Floor, as of 7/08)</i>	9,165
	Number of Adult Fiction/LP/Mystery Books in Circulation: <i>(Main Floor, 7/08 day sample)</i>	717
	Total Adult Fiction/LP/Myst. on shelf:	8,448

We have a total of 9,165 books in these sections and a shelving capacity of 8,500. In a daily sampling, 717 books from these stacks are in circulation, so 8,450 must be contained on the shelves. These figures do not include a margin for growth or leeway for interfiling books: there is scarcely 1” at the end of each shelf for shelving books.

- Non-Fiction: Each side of the shelving bay contains about 700 books, or 1,400 books per aisle from Dewey ranges 152 – 699. Beginning at 700 – 793.8 we have 600 books per side, or 1,200 book per aisle.

Summary:	Total Adult Non-Fiction Books Holdings: <i>(Main Floor only, 7/08 sample)</i>	7,974
	Number of Adult Non-Fiction Books in Circulation: <i>(Main Floor only, 7/08 day sample)</i>	218

Total NF books on shelf, Main Floor: 7,756

<u>Mezzanine South:</u>	
001 – 150.9	300
400 – 499	150
800 – 899	1,375

Total Mezzanine South: 1,825 books

<u>Mezzanine North:</u>	
Biographies – 929	2,275
974 range	450

Total Mezzanine North: 2,725 books

TOTAL ADULT NON-FICTION ON SHELVES 12,306

The rate of growth and circulation of the Mezzanine collections is not as great as the Main Level non-fiction collection. In a sampling of data gathered, the 513 new non-fiction books acquired throughout FY03 (July 1, 2002 to June 30, 2003), included a total of 207 items that were destined for the Mezzanine:

Biographies - 110	
400 range – 1	920 range - 6
800 range – 19	974 range - 17

The non-fiction shelves along the Mezzanine are built in and follow the vertical lines of the building, rather than the horizontal direction of the Main Level. Each unit has a wood valance which was probably provided as a sun diverter, as the Mezzanine has open skylights above the balconies as well as over the Conference Room. The valances also serve to shield the eye from the direct florescent lighting that is built into the top of each shelving unit. The shelves are flexible to allow for shifting. The Mezzanine nonfiction bookcases consist of 21 horizontal shelving units, each having 3' wide shelves, with 6 or 7 shelves per unit. They are 7' 3.5" tall.

Linear feet of shelves: There is 104 linear feet of shelving on the Mezzanine, 39 linear feet on the Mezzanine-south and 65 linear feet on the Mezzanine-north, including 13 linear feet of the young adult bookcases.

CLOSE PROXIMITY TO:

- Adult reading area, armchairs and reader tables;
- Study carrels adjacent to both adult fiction and nonfiction stacks;
- Periodical area;
- Online public access catalogs;
- Adult reference materials;
- Elevator & stairs to additional collections;
- Emergency exits;
- Librarians' desks.

In summary, the Main Floor is an open space that holds the entire children's collection, all of the adult fiction and 80% of the adult non-fiction collections, staff offices, reference and circulation desks, computers, copier, and public restrooms are located on the Main Floor. About 90% of all Library activity takes place in these 4,816 square feet of assigned space.

DISTANCE FROM: Children's services, meeting rooms. The basement Theater area and Mezzanine are not accessible by elevator from the Main Floor. Some consideration might be given to relocating fiction or non-fiction stacks to the basement if it were better integrated for public access and climate

controls, thereby freeing space to lower stack height, widen the aisles for wheelchair access, and to enlarge space for children or young adults.

AREA REQUIRED: Adult fiction and large-print collections require 688 s.f. for 8,800 volumes
Adult non-fiction collection requires 883 s.f. for 7,000 volumes

Total area required: 1,571 square feet

It would be an enhancement to services if the historic and rare books could be displayed in a special collections section that is in view of public browsing but protected from excessive handling and theft.

In theory, the future may bring major distribution changes to publishing. E-readers are popular and e-books are popular in libraries. Print editions that are most likely to find their audience in the e-book population are likely to be ceased. Someday book publishers may only print books on demand. N.B. The "Espresso" book downloader located in a Vermont bookstore (Boston Globe 6-29-09.) If and when that day comes, and to some extent it has arrived for many libraries, with the growing popularity of e-readers, e-books, audiobooks downloads, and music and movie licensing from the Cloud, our stacks will be partly replaced by the hub of a downloading center. Books have not and will not become obsolete, only the need to acquire print versions of some materials may shift, as it has done with the influence of the Internet, and a wider span of digital copy may be available via Google and its competitors.

ARCHITECTURAL FEATURES: Although the steel stacks themselves are basic library shelving, the stained wooden end-caps give them a more finished appearance. They were examined in 2002 and were approved for their stability, after the basement stacks toppled. When the carpet was installed in 1999, the Library movers added some strapping on the back of the stacks because they found them to be unstable. The adjustable shelves offer us the flexibility that is crucial for shifting the collection. The lighting output was improved in the late 1990s by retrofitting the fixtures with lenses that produce higher output, and in 2006 the Library received a grant from NSTAR to retrofit the fixtures with brighter, energy efficient fluorescent tubes and ballasts. Some fading of book spines is apparent in areas that are exposed to sunlight from the windows on the Washington Street side of the non-fiction stacks, especially affecting the oversized volumes that are shelved on top of the cubbies.

AREA DESIGNATION: **Media Collection** – storage and display of audiobooks, CDs, DVDs, Playaways, and equipment.



FUNCTIONS PERFORMED and MANNER USED:

- Address the adequate storage of non-print material by designing flexible space that can be adapted to emerging, ever-changing, shrinking formats and equipment;
- Currently, the Library offers spoken recordings on compact disc and portable device, music CDs, DVDs, and CD-ROM collections;
- Address public ease of access and display of the media collections;
- Offer storage, playing, and viewing equipment for in-house use of the media collections;
- Offer equipment for developing information sources relevant to the Library's information services and community interests;
- Storage to shelve and accommodate public access to non-print material, excluding non-print materials for the young child, which would be located in any proposed designated children's space;
- Space to accommodate equipment with which to view, download, or create non-print material;
- Limited, non-auditorium communal space where small groups may gather to access non-print material;
- Necessary infrastructure for future electronics to accommodate AV projection and data delivery.

Comments: There are trends afoot in both print and non-print media publishing that indicate the print resources and broadcast of information for both education and leisure will be delivered on demand, rather than supply-driven. The Library of today and certainly the one that will evolve by 2030 must be ready to participate in licensing programs that allow the downloading of media for a virtual borrowing period to individual patrons upon request, or to meet the Library's basic collection development practices. For portability and convenience, some media will be downloaded to permanent storage devices that the Library may shelve or store in its collection, and patrons will be able to draw from these or re-load on their personal storage devices. But more importantly, the Library of the future must evolve to enable patrons to create information, and assembling such space in the facility to encourage both the access to and development of digital information will become as much of a standard as allowing patrons to word-process or access email. The Sherborn Librarians today assist and train on Internet use, email, and website development: patrons have easily made the intellectual extension of traditional reference service to include computer training.

As of June 30, 2010, the Library's media collection consists of a total of 3,314 items, and 3,134 downloadable audio titles available through our website via NetLibrary. 1,346 of the hard copy and downloadable media are for children. Using the Wisconsin standard of measurement, our media collection is on the scale of moderately-sized. Approximately 25% of the total FY2010 circulation was in the use of the media collection.

Recent contributions from the Children's Endowment Fund and the Friends of the Library have given the DVD collection a tremendous boost in response to the community's input on the 2004 survey that neighboring libraries' collections were being tapped, or preferred over the Sherborn Library, because of their strong DVD collections. With the cancellation of many reference sources and reapportioning of earmarked funds for videocassettes to DVDs, the Library has been able to maintain its DVD collection with some operating funds.

Over time, the media collections have been subject to the withdrawing and discarding practices of the Library. DVDs and CDs do not hold up to a great deal of public handling and do not have a long shelf life in libraries. This is a common complaint by libraries.

OCCUPANCY: Any plan for a designated or live media space should allow for several patrons to view and access materials simultaneously. A live media space must be situated so that it does not interfere with quiet enjoyment of the Library. Current standards in Library design may indicate that the children's and adult audio services be located in separate areas due to the nature of some materials.

The media room is likely to attract small groups of patrons to either access or create non-print material. The following factors have been taken into account in estimating the number of persons who may be accommodated by the space at any given time:

- Use of the space may also be group-oriented than the traditional use of selecting from the collection;
- The expansion of skills to operate electronics and create digital information will level by 2030 to encompass most adult users in this region, so the proposed space would be shared by a larger segment of the population rather than specially designated space for peer groups;
- With the assertion that the delivery of digitized information will be very horizontal, and the work habits and concentration skills of the future generation are evolving to meet a multi-tasking environment, we think the equipment necessary to access and create information will be further streamlined: any one of the Library's workstations should be able to provide an interplay of resources;
- The viewing of visual media takes less time than reading books so the collections generally have a higher turnover rate and will be borrowed more frequently than the print collections on a per title basis.
- Downloading books in an improved format will be ubiquitous by 2030 and small libraries will have greater access than they do today from their vendors to provide unlimited copies for distribution.

We estimate that it is reasonable to plan to accommodate up to 5 people in the dedicated media space, though access to media should reach all users' portable devices throughout the building.

PUBLIC SERVICE DESK: Media is often located near the circulation desk within proximity to the front door, partially for supervisory purposes, and partially because of a prevailing mentality that the selection is a faster, more hurried transaction than book selection, and that media is unrelated to readers' needs. These views are outmoded and media formats are no longer considered precious or solely for the non-readers among us.

FURNISHINGS:

Spoken recordings: 2,000 books on CD and Playaways on conventional shelving: 150 s.f.

The Library has shifted its reference and non-fiction stacks repeatedly to accommodate shelving the audio collection conventionally in the stacks. The format lends itself to traditional Library shelving because the slipcases are large and titles can be clearly read from the spine, in the manner of book titles.

DVDs: 1,500 DVDs: 75 s.f.

These physical collections will be offset with movie download licensing. Furnishings were installed in the Lobby alcove beside the Circulation Desk for the DVD and music CD collections after the Friends Media Fund helped the Library build its core collection in the new century. These are now beyond capacity.

Music CDs: 350 CDs

This collection is also impacted by downloading rather than dependency on physical media.

MEDIA CAPACITY: The growth of any of the media collections is limited by the lack of space to conveniently and ergonomically accommodate them. The public's demand for a strong media collection greatly surpasses the Library's spatial capacities.

CLOSE PROXIMITY TO: Many libraries seem to form a pattern of keeping media within proximity of the circulation desk, presumably because we anticipate borrowers will quickly choose and borrow media items, then leave, rather than spend time researching and reading in the facility. But media collections are not the most welcoming and attractive sight for beautiful library vestibules. There is really no need to accommodate the idea of a quick-pick at the Library, and in fact media borrowers might discover new facets of the Library if their choice of collection were better integrated with other service areas. In Sherborn, readers and viewers do not seem to be exclusive of each other as our statistics show. But certainly the public access catalogs should be within range of the media collections.

DISTANCE FROM: Adult and child media are very different from each other and the use of such materials in-house has different outcomes relating to age appropriateness and activity levels. It may be desirable to make distinct spaces for adult and child media collections and equipment.

AREA REQUIRED: 315 s.f.

The Library, its collections, and services would be greatly improved and updated if designated space for all the media collections were to be consolidated on the child side and the adult. Patrons' usage patterns show they continue to prefer to have non-print media distinctly grouped rather than integrated in the stacks with the books. We currently have allocated a total of 182 s.f. for the child and adult DVD and music CD collections.

One future asset the Library might strive to offer in a media room is the ability for staff and patrons to record their own information using equipment and storage devices. Technology and media expansion may converge in this area. The Library foresees a growing interest in developing indexes and digitizing specialized local information. It is more desirable to streamline our unique sources by digitizing them and disseminating access via the Internet. The Library recruited several volunteers to work on such a project and created its own Sherborn obituary index spanning many decades that is now loaded on the online public access catalogs. Patrons should also be able to use the Library to create data and continue to build relevant virtual worlds.

In estimated future space needed, we also take into account the factors listed above that project a change in the distribution of media. The Library estimates it requires storage for approximately:

- 2,000 digitized items in 2030, about 35% larger than the current adult media collection, considering that local history and archives by that time will also have been converted to a digital resource;
- The size of this collection represents about 100 square feet of collection space;
- Assumed seating at a media bay for a small group of 3 participants represents about 75 square feet, as per the Wisconsin Standard of 25 square feet per seat;
- One workstation for downloading and viewing media – this workstation will multitask and queue to a variety of more portable listening/viewing devices that are designed for comfortable use of the collection and resources, as per the Wisconsin Standard, allow 50 square feet;
- Three comfortable "readers" chairs, each requiring 30 square feet, as per the Wisconsin Standard: 90 square feet.

Total estimated area required for a media space: 315 square feet

ARCHITECTURAL FEATURES:

Our design should steer clear of making supermarket aisles of the media collection and develop a solution that allows patrons to comfortably browse and sample our selections, and view them at the Library by downloading selections. Consideration should be given to sound-proofing a media room, in the event that the media is used in-house and made audible beyond earbuds. Ergonomics for easy access and comfort in the use of the media resources is as important as creating comfortable readers' seating.

AREA DESIGNATION: **Young Adult 885 square feet : 2,300 volumes**



FUNCTIONS PERFORMED:

- The area in front of the fireplace on the Mezzanine is designated for “Young Adults”. Shorter stacks (half the height of the stacks for the pre-schoolers) contain teen-age novels, paperbacks, teen issues section, and an arrangement of appropriate periodicals.
- Several non-fiction Dewey ranges have been shifted to the Mezzanine because of the usefulness for the intended audience of young adults (literature, literary criticism, and biographies) or as overflow from the lower level non-fiction stacks that are beyond capacity.
- Four additional study carrels are built into the Mezzanine stack area. These feature direct lighting and outlets for plugging in electronic equipment.
- The Library’s WIFI antenna is located on the Mezzanine and young adults or patrons using the Mezzanine space may use their personal laptops to go online.

Comments: The lack of vertical access to the Mezzanine prohibits handicapped use of the YA collection, Conference Room exhibits or meetings, and unmediated access to the Mezzanine stacks.

It is likely the Mezzanine does not have the weight-bearing capacity to add more stacks for the young adult collections.

The Young Adult Area has from time to time served as a congregational space for middle and high school students working on group projects. However, its location on the open balcony above the Adult Reading Area on the Main Level can cause conflicts between quiet use of the Library and the nature of students’ projects. The Librarians have been asked to intervene, or adults have themselves approached the young people to ask them to quiet down. For this reason the Young Adult Area has not always served the teenagers very well. They are encouraged to reserve the Conference Room if they are working on group projects.

Young adult circulation has been on the rise. In FY08, the circulation increased 15% and it had increased 20% in FY07. This is heavy usage of a collection of only 1,250 designated items.

OCCUPANCY: The Young Adult area seats about 4 or 5 teen-agers.

FUTURE OCCUPANCY: 10 teens

PUBLIC SERVICE DESK: None

USER SEATING: The study carrels on the Mezzanine seat four privately. The Young Adult area currently provides four upholstered lounge chairs by the fireplace. Seating and group seating should be increased to accommodate up to 10 young adults.

FURNISHINGS:

4 lounge chairs x 35 =	140 s.f.
2 laptops on 2 carrels x 70 =	140
2 study tables with 4 seats each =	305
1 display unit x 50 =	50
Total:	635

SHELVING:

Young Adult Fiction & Teen Issues Collection: currently 13 linear feet of shelving for 1,250 books

The YA collection consists of two, double-sided bookcases which are 3' 7" tall. There is a total of 24, 3' wide shelves for these. The YA bookcases are adjacent to the beginning of the biography collection, on the north side of the Mezzanine.

SHELVING REQUIRED: Given the growing popularity of teen novels, the Library should consider investing in multiple paperback copies so there are enough to go around while the books are at their height of popularity with their intended audience. We have been expanding the young adult stack space into the biography section as the collection and interest grows.

2,300 books/displays	220 s.f.
100 audio books	10
100 music CDs	5
15 periodicals/graphic novels	15
Total:	250 s.f

CLOSE PROXIMITY TO:

- The Young Adult area is surrounded by sections of non-fiction subjects that are relevant to their homework assignments;
- The Young Adult area is in close proximity to the Conference Room, which enables students to group around a conference table for communal space;
- The Young Adult area is near the back stairwell which enables youth to readily access the main level non-fiction stacks;
- The Young Adult area is also central to the cluster of study carrels on the Mezzanine for quiet study and use of laptops on WIFI;
- The Mezzanine does not have direct staff supervision but the open floor plan of the Library allows for some supervision from the main level;
- Convenient access to restrooms, OPACS, and additional media collections/equipment.

DISTANCE FROM:

- The designated Young Adult area is perched above the adult reading area on the balcony, and sound carries which causes disturbances;
- Access to unsupervised areas or non-public spaces such as the basement level should be guarded.

AREA REQUIRED: 885 square feet

Space for young adults should be remodeled to provide equipment that supports media technologies.

Adequate seating space and flexible storage for collections and displays are also necessary.

AREA DESIGNATION: **Conference Room and Quiet Study**
462 square feet



FUNCTIONS PERFORMED:

- The existing Conference Room is perhaps the largest designated area on the Mezzanine level at 462 square feet. It was designed for Library and community meetings serving up to 25 persons seated comfortably at tables and 75 people in an audience gathering.
- The Conference Room serves as an art gallery and has museum board on the walls for displaying monthly art exhibits arranged by the Friends of the Library.
- The Library no longer displays art in the Conference Room and has discontinued Library programs in the Conference Room because it is not accessible to handicapped persons.
- The area in front of the fireplace on the Mezzanine is designated for “Young Adults”. Students who need quiet study space and tutors may make use of the Conference Room.
- The Polly Bowditch Saltonstall Pease Rare Book Collection is housed in a locked book cabinet on one of the Mezzanine balconies located by the Conference Room.
- Four additional study carrels are built into the Mezzanine stack area for quiet study. These feature direct lighting and outlets for electronic equipment, and internet access is via WIFI.
- A 156 s.f. staff kitchen and 57 s.f. staff restroom are located by the Conference Room.
- Locked closets run along the eaves of the building for the length of the Mezzanine. The Friends of the Library and garden clubs store their supplies here. The Library stores equipment and some paper administrative archives here.

Comments: The Library Trustees no longer meet in the Conference Room because it is not handicapped accessible, and have relocated their meetings to the Police Station.

The lack of elevator to the Mezzanine prohibits use by handicapped persons, especially handicapped young adults whose collection is on that level. The lack of an elevator prohibits access to Conference Room exhibits or meetings, and requires mediated access to the Mezzanine stacks. The Library has discontinued the use of the Conference Room for programs and public meetings. The Library installs art exhibits on the Main Floor only.

OCCUPANCY: The Conference Room seats about 25-35 comfortably. Fire code permits 75.

PUBLIC SERVICE DESK: N/A

USER SEATING

Group study tables:	24 group seats
Private study desks:	4 desk chairs at the study carrels
Group seating:	50 stacking chairs

FURNISHINGS: 6 study tables each seating 4 persons, flexible arrangement

SHELVING: The Conference Room was not designed for stacks and may not be able to bear the weight.

CLOSE PROXIMITY TO:

- The Young Adult area for their group study and meetings;
- Kitchen facilities, water, and restrooms;
- WIFI signal & public access workstations;
- Stairwells and elevator for traffic flow of small group meetings.

DISTANCE FROM:

- Activity at circulation desk and children's area for quiet study.

AREA REQUIRED: 462 s.f. currently serves conference room - may be reconfigured

ARCHITECTURAL FEATURES: The Mezzanine receives a great deal of natural light from the skylights that run the entire length of the roof. The Conference Room was equipped originally with room darkening shades to cut the light. The shades help during the summer months when the sun constantly blazes. The original shades were meant to be electric with switches to control them along a track. However, oral history tells us, this feature never worked from the time of the original installation, although the control switches are still in place. Instead, cord shade pulls were installed. These no longer function smoothly after 40 years. It would be desirable to install solar powered shades. The Conference Room skylights permit a great deal of natural light both for the benefit of meetings and events as well as exhibits. We would not want to lose this feature, only its damaging aspects. We would like to modify the feature to maximize energy efficiency, as well as physical comfort and collection preservation, to cut down on the amounts of ultraviolet light.

The fact that the Mezzanine is surrounded by open balconies was a good design for a small town library having a modest staff complement to monitor the public traffic flow. The carpeting and second fireplace on the balcony add warmth and beauty traits to the Library's atmosphere. A strong sense of heritage is depicted by the rare book collection, the H.H. Kitson sculpture of Sir Richard Saltonstall, and the handsome book cabinet that stands in contrast to the modern design of the building. The Library also features an antique longcase grandfather clock on the Mezzanine. When the clock was restored by the Sherborn Historical Society and given to the new Library as a gift in 1971, it was estimated to be "at least 200 years old."

The fluorescent light fixtures mounted on the cathedral ceilings of the Mezzanine and canister lights over the stairs are not accessible to replace light bulbs unless staging is erected. The Library usually waits until several lamps are burned out, and that necessitates hiring a lighting firm to relamp the entire facility (perhaps once every 6 years.) The retrofitting of the fixtures in 2006 for long-life energy efficient tubes has certainly cut down on the need to replace lamps.

AREA DESIGNATION: **Library Theater/Auditorium** - Basement Level

1,775 square feet

Children's programs
Adult programs
Community Meeting Room (by reservation)
Friends' Book Sales

FUNCTIONS PERFORMED: This space once functioned in wide variety of ways, as space for adult cultural activities and children's craft and storytelling sponsored by the Library and as a space for community groups to meet (i.e., garden clubs, scout groups, book groups, etc.). However, the Library has discontinued all programming in the Theater because it is not handicapped accessible. Library programs are now held on the Main Floor while the Library is open. Some programs are held in the private Community Center across the street. The Friends and/or the staff tote the programs across the street to another location because it is handicapped accessible.

We now give careful consideration to the suitability of programs we organize based on the limitations of the space. When we hold programs on the Main Floor, normal use of the Library is interrupted to some degree, so we strive to sponsor programs for small groups that are not fully audible.

All weekly children's Lap-Sits, Mother Goose Times, and Story Times are held on the Main Floor of the Library and the children occupy an adult study table to work on arts and crafts.

The Library feels it is hazardous to the staff and the public to have to move programs and children to another building and strives to develop programs that work in our space. Moving programs to another building misses the point of why libraries sponsor programs in the first place: they are intended to draw people into the Library to assimilate our resources into their experience. Library programs are not merely a source of free entertainment.



In the future, the Library must design suitable space for programs and community group meetings. Many new libraries that we have visited integrate their children's program areas as a section of the children's room.

Because the Theater is not accessible to the handicapped, the Library is excluded from receiving Arts Lottery grants for its programs, a loss of approximately \$2,000 a year in programming. Any other community group that receives Arts Lottery funding is not permitted to hold their event in the Library.

In our existing basement, a large area of 525 s.f. is occupied by the Friends' ongoing book sale. The staff collects the money at the circulation desk, so shoppers have independent access to the non-public basement area when they drop in to buy used books. The "Book Cellar" is separated from the Theater area by portable partitions. The Friends do not make a great deal of money on the ongoing book sale for the effort it takes them to maintain it. They may have to rethink the way it is managed.

OCCUPANCY Public: 200
 Staff: no staff supervision except during programs

USER SEATING: The seating is flexible and consists of stacking chairs. There are about 150 stacking chairs.

FURNISHINGS: The area is furnished with oak tables, book cases for the Friends book sale and the closed stacks, and stacking chairs. The Theater is equipped with a video/sound system and podium. There is a sectional stage at the front that can be removed or rearranged. There is also an automatic screen that drops from the ceiling at the back of the stage area.

EQUIPMENT: ceiling-mounted LCD projector for movies and a sound system for public performances; PC output for PowerPoint presentations; laptop.

CLOSE PROXIMITY TO: The basement of the Library is in close proximity to the janitor closets and has two stairwells to the Main Floor, one of which leads to an emergency exit. There are two exit doors that lead directly outside from the basement, but masonry stairs bring the grade to the street.

DISTANT FROM: The basement of the Library is distant from bathrooms, kitchen, a water source, and staff supervision. The children's story-time and craft rooms on this level do not have access from the children's area on the main floor except by the main staircase to the Theater, and there is no elevator. There are not any workstations on this level for searching the collection, but the archives and stacks on this level in the closed storage area are not accessible to the public.

AREA REQUIRED: The basement and Theater area consist of a total of 5,255 square feet.

Group seating:	1,591 s.f. for the auditorium seating and stage
Children's crafts and small group seating:	816 s.f. story time and crafts
Archives/local history:	853 s.f.
Friends book sale:	525 s.f.
Mechanical room and janitor's closet:	1,470 s.f.

The basement is the same gross square footage as the Library's Main Floor, which is where most of the Library services take place as discussed in that chapter.

ARCHITECTURAL FEATURES: The basement of the Sherborn Library is functional in its appearance. It was recently repainted with bright, cheerful colors. It has a low, drop ceiling in the public areas and fluorescent lighting. There are no windows at all in the space as it is below grade. There is no task lighting and no natural light. The space is not soundproofed at all. All areas are open to another over the partition walls and sound travels easily to the Main Floor through the floor and vents.

The space lacks bathroom and sink facilities. There is plumbing but no tap was installed on this level. The janitor's closet on the Main Floor provides a wall tap for filling buckets for mopping. But the lack of kitchenette facilities creates problems when there is a public meeting as all participants must go upstairs and into the main library area to use the facilities. It is also inconvenient for clean-up for coffee, crafts, and other programs.

The Meeting Room/Theater area of the Sherborn Library functions as a vital part of community life. People feel comfortable utilizing the spaces, relaxed and independent, and enjoy connecting to others in the public space.

The Library Theater level is every bit a basement and improved climate controls and lighting are necessary for long-term comfort in using the space, and to avoid mold and mildew, as well as vigilance for avoiding pests, particularly as food is served on this level during programs. As mentioned in the infrastructure assessment, water can puddle under the exit doors which are below the grade of Sanger Street if the drains and stairwell are not kept clear of leaves and other debris.

AREA DESIGNATION: **Computer Workstations/OPACs**
270 square feet



FUNCTIONS PERFORMED: Public access to computers for searching the Library's collection. Public access for Internet searching and email contacts. Use of Library databases and staff assisted training. Printing of documents, both for free and fee. Multi media access for music, language learning, and video. Public access for word processing and access to office software.

Currently, the Library's standalone software developed and maintained by EOS International is on the web and hosted on their servers in CA where all upgrades and IT support is performed remotely. The Library offers 4 OPACs, only one of which we strive to dedicate to OPAC searching. The 4 workstations serve all users. There isn't enough space in the children's area for full sized workstations, though we added two Netbooks in 2009. Young adults and the school-aged make use of the WIFI on the Mezzanine in the Conference Room and study carrels using their own laptops.

Children and youth do not have easy access to our workstations as they are often dominated by adults. Also, the adult content and lack of age appropriate orientation of the workstations result in a virtual lack of access to technology and OPACs by children and youth.

The Library has a 5-year fixed price contract with EOS International for all maintenance, software and support. The contract ends in 2013. Throughout 2012 and 2013, the Library will be migrating to the Minuteman Library Network. The Library is currently a net lender on MassCat.

USERS: OPACS – 4 Minuteman OPACs
Workstations – 6 public workstations for reference, research, and software access with enhancements for the visually impaired.

PROXIMITY TO: Circulation Desk and Reference Librarian

DISTANCE FROM: Quiet reading area

ARCHITECTURAL FEATURES: Ergonomic design and grouped focus area to maximize staff assistance and supervision. The intensity of the atmosphere of work on PCs and printer sounds require this area's distance from the "living room" of the Library designed for relaxing and quiet reading.

AREA DESIGNATION: **Library Director's Office**

298 square feet

FUNCTIONS PERFORMED:

- Administrative workspace of the Library Director

Currently, also serves as:

- Location of the Library network file server, Internet proxy server, and system software
- Key lockbox holding all labeled keys to the facility and fire alarm reset key
- Cash is kept here for short time periods en route to deposits to the Town Treasurer's Office
- Location of the most heavily used local history and genealogy books (local history "ready reference" collection)
- File cabinets for the Library Trustees' archives and Friends of the Library files

Comments: The location of the Library Director's office was originally designed to permit direct supervision of staff at the circulation desk and participation in working the circulation desk as needed. The office is located next to the circulation desk where most clerical and volunteer staff work, and two telephones ring. The office is located directly under the staff kitchen and the open ceiling design allows all sound to carry, both in terms of overhearing the Director's conversations and the distraction of noise that carries from the Mezzanine kitchen and circulation desk to the Director's office. In addition, the public restrooms are on the other side of the Director's wall with no sound barrier. The utilities room is below the Director's office and the mechanical drone is present all day. Discussion of the pros and cons of the location of this office included: cons - lack of privacy and noise level both in terms of overhearing the Director at the circulation desk and staff kitchen, sound from the circulation desk, staff kitchen, public bathrooms and utility room carrying into the Director's office, and the interruption of staff foot traffic as they regularly enter the Director's office to retrieve materials from the local history ready-reference collection. The pros include – the Director maintains an open door policy to be readily available for patrons and staff; is able to tune into activity at the circulation desk and intervene and participate in the day-to-day activity of the Library. However, there is a staff workroom and other qualified staff who are within earshot and steps away from assisting at the desk.

OCCUPANCY: one

PUBLIC SERVICE DESK: N/A

USER SEATING: 2 lounge chairs for visitors
1 side chair for staff interviews
4 table seats for small meetings

FURNISHINGS: executive desk and credenza purchased 1999
task lighting
1 table for 4 persons for small meetings
4 file cabinets
1 PC and printer/scanner for the Director's use
1 storage and coat closet

SHELVING: 1 built in bookcase holding approximately 500 books

BOOK CAPACITY: 500 volumes

CLOSE PROXIMITY TO: Currently: Circulation Desk, Main Lobby, bathrooms, staff kitchen overhead, stairwells, entryway, stacks, public access workstations, in general, is within close proximity to the Library's center of action.

DISTANCE FROM: To some extent the Library Director's Office should be easily accessed and near the hub of action but some measures should be taken to improve the privacy and noise level.

AREA REQUIRED: The Director's office currently has ample space at 298 s.f.

ARCHITECTURAL FEATURES: The Director's Office is the mirror image of the Technical Services office. It has a large oak door identical to those found throughout the Library but it does not lock or stay closed without bracing it (a lock was never installed and the weight of the door on its pin causes it to swing open – perhaps it needs to be rehung or rebalanced). The Director's Office has 5 overhead fluorescent fixtures such as those found throughout the Library. The Director's office was recarpeted at the time of the 1999 refurbishment. Natural lighting is provided by vertical windows at each corner of the room including opening transoms. The view from the window while working at the credenza pleasantly overlooks a corner of the rear courtyard that is planted with daffodils and rhododendrons. The Library's Director's office has its own thermostat and is located over the basement utilities room.

AREA DESIGNATION: **Technical Services Office**

298 square feet

FUNCTIONS PERFORMED:

- Staff workspace for cataloging and preparing materials for circulation
- Shared, non-public staff office for quiet work and storage
- Location of Library supplies closet
- Location of the after-hours book drop for returning books through the outside slot
- Drop off spot for UPS, USPS, and interlibrary courier service.

Comments: Three staff currently have desks in the Technical Services Office, but it is the staff center for all employees. One part-time, professional Technical Services Librarian is responsible for the cataloging and processing of new acquisitions. She has an assistant who works with her for 12 hours per week, and spends 4 hours per week at the circulation desk. In addition, the Public Services Assistant has a small desk in Technical Services which she uses to sort the mail and check in the new periodicals, and spends about 4 hours per week doing so. The Technical Services Librarian supervises some volunteer staff who help with the clerical work of preparing Library acquisitions for circulation. The volunteers also use the staff desks and work around staff schedules. Three of the volunteers use the staff computers in this office. The Technical Services department has two PCs and networked printer for cataloging the new acquisitions online and updating the MassCat database with our holdings on the Web. The supplies and space in Technical Services is shared, with the exception of the two designated workstations assigned to Technical Services staff. All staff foot traffic is steady in the Technical Services Office with the normal interactions of cooperative work, but also to consult the bulletin boards, staff schedule and timesheet, check their hard copy mailboxes, distribute memos and paperwork to each other, and to store their personal belongings. In addition, the regional interlibrary loan courier stops by the Technical Services Office daily for pick-up and delivery.

OCCUPANCY: 3 part time staff (1.5 FTE)

Membership in Minuteman will result in staff changes for Technical Services, and a higher volume of daily delivery via the interlibrary loan courier that will change the use of this space.

PUBLIC SERVICE DESK: Proximity to the circulation desk

USER SEATING: 3 staff desk chairs

FURNISHINGS: 3 desks with workstations
1 printer table
1 counter with storage cabinetry
1 storage closet for supplies and coats

SHELVING: Space for temporary sorting of new acquisitions and interlibrary loan

BOOK CAPACITY: 400

CLOSE PROXIMITY TO: Circulation desk, stairwells, entryway, stacks, public access workstations, Director's office.

AREA REQUIRED: 300 s.f.

ARCHITECTURAL FEATURES: The Technical Services office is the mirror image of the Library Director's office. Good lighting is essential. There is a sink and running water in this office.

INFRASTRUCTURE NEEDS ASSESSMENT

Building History

The Sherborn Library was dedicated in January 1971 and is a 40 year old building with few changes to its original design and systems. Although the building is 40 years old, and served one and a half generations of Sherborn citizens, it has retained the quality of newness, and many newcomers are surprised to learn it was built 40 years ago. Indeed, the Sherborn Library continues to be a beloved destination, a source of tremendous pride for the citizens of Sherborn, and contains much of the Town's genius loci. As one patron put it on the Town-wide survey: *"The Library is the heart of our intellectual life and deserves our support."*

The architectural significance of the building was immediately recognized, and it was featured on the cover and the centerpiece story of the journal New England Architect in September 1972. The architects were James A.S. Walker and his associate, John Gerald Horne. To this day, architects from the greater Boston area continue to tour the Sherborn Library. Comments on the 2004 Town-wide survey illustrate that citizens find the Library very comfortable and beautiful. The Librarians feel it is a wholesome work environment, as the building is clean, bright, welcoming, and well-maintained.

New England Architect described the Sherborn Library building in these terms: "although it is a contemporary building, the vocabulary is based on a foundation of traditional New England materials which give it a timeless regional quality. The exterior walls and piers are bearing with skove kiln, wood fired New England water struck brick, laid up in a Flemish bond. Special care was taken to get a good selection of brick and mortar color. The framing is wood, southern yellow pine laminated beams, with concealed connections and hemlock decking. Since the structure is almost entirely exposed, a lot of care was taken in its detailing and erection to get a good looking connection with close tolerances. To the north of the Library, a village green has been created to tie the new facility visually to the earlier buildings and to generate a feeling of unity enhanced by the horizontality of the Library's design and its simplified geometry." Forty years later, time has put this vocabulary to the test and it still speaks eloquently to the Library's community of patrons.

The value Sherborn places on lifelong education shows up in the local chronology by 1850, when private subscription libraries circulated subject collections to members. The first public library was established in 1860 with a room in Town Hall. The Board of nine Library Trustees was comprised of a citizen from each of the local school districts. Sherborn was among the earliest towns to take advantage of the enabling legislation to allocate funds for public library services. In 1914, the Library's first building was constructed with a gift from William Bradford Homer Dowse. By 1960, the Dowse Memorial Library outgrew its building, and the Trustees hired library design consultants to study the feasibility of expansion. In 1971, when the Town's population was 3,661, the community was presented with the solution, in the gift of a new Library which Town Meeting voted to accept and maintain. Richard and Mary B. Saltonstall of Charlescote Farm, devoted citizens of the Town for more than 50 years, were inspired to give back to Sherborn in appreciation of the many happy years they spent socially and in service to Sherborn. They knew a new Library facility was needed and were well aware of the history of philanthropy associated with establishing libraries.

Today's Library Trustees recognize that an update to the 1971 facility is needed to align the building with the Library services and collections we now provide, and this recognition has been validated by the community. Library services have evolved with an emphasis on children's services, having children's rooms that are conducive to the enrichment of youth and greater resources produced for children which are arranged in an age-appropriate manner. This education-oriented community seeks and would regularly use high quality resources and services for children and youth, which many patrons consider standard to libraries. The fact that we offer such an inviting building encourages families to spend time together among other members of their community. This is especially relevant in small-town Sherborn where households are often isolated from each other and neighbors don't have communal meeting space.

Many respondents on the Town-wide survey expressed that the Sherborn Library has outgrown its children's space. It no longer serves as a comfortable gathering space for families and can no longer accommodate the growing children's collection. Some families expressed greater satisfaction with neighboring libraries because of their children's spaces:

"[area libraries visited] for their children's sections. Keypoints: separate children's area, more programs, computers with Internet access for children."

"My young children love the Library but feel awkward here due to the proximity of kids' area and those who need quieter space. Lack of proper kids' space keeps us from visiting."

The comprehensive planning set forth in this document intends to outline the steps to resolve these deficiencies. It is also prudent to take this opportunity to assess the overall condition of the Library and to include planning for repairs and upgrades to the existing infrastructure.

1. Accessibility and the American with Disabilities Act

In 1995, the Town voted a sum of money for the Library to evaluate bringing the facility into compliance with the ADA. The results of this professional study are on file with Town Hall and the Library. Locating an elevator in the existing building is a challenge and must be part of this greater assessment of the future facility.

The Library does not offer a handicapped restroom but has a planned warrant article for Town Meeting 2012 to renovate one of the two existing public restrooms for handicapped access. Also included in the 2012 Warrant Article is the installation of assisted front doors. There is no elevator from the Main Level to the Mezzanine or Library Theater (basement level) which is a barrier to patrons who anticipate that compliance has become the norm in public buildings throughout Massachusetts. The lack of an elevator also presents a problem to parents transporting small children in strollers and many senior citizens have found a hardship by the lack of an elevator in this building. In addition, there are ADA compliance issues with the aisle width, height of the stacks and the after-hours book drop.

Accessibility will also accommodate staff and volunteers, and the community groups who reserve the meeting rooms. The Library Trustees voted to hold their meetings in the accessible Police Station rather than in the Library Conference Room on the inaccessible Mezzanine. All Library programs now takes place off site in accessible buildings or on the Main Floor of the Library while the Library is open and providing conventional services.

The feasibility study performed by Loheed Design Partnership in 1995 for ADA compliance showed that the most efficient retrofit of the building to accommodate an elevator would be to replace an existing stairwell with an elevator shaft. However, state building code requires two stairwell egresses. The forfeit of one of the two existing stairwells for the placement of a vertical lift would require the construction of a new, second stairwell. This stairwell would need to serve all three levels of the Library. The only available space to build a new stairwell was beside the Children's Area, which infringed on that undersized area and created potential safety problems. The solution to one problem would exacerbate another in the existing footprint.

The Trustees evaluated the results of the ADA study and discussed the implementation for several fiscal years with the Town. Today, the Trustees have determined that it would be more effective to address construction and renovation for ADA compliance as part of a larger plan for the facility. To this end, the Trustees asked a member of the Town's newly appointed Disability Advisory Committee to serve on the Citizens' Review Committee for this building program.

2. Site of the Building

The Sherborn Library is located on our Municipal Campus, traditionally referred to as the Town Green. The location of the building is part of Sherborn's center of activity and within walking distance of Sherborn's commercial district, as well as being located on a school bus stop and at the intersection of two state highways, routes 16 and 27. There is no public transportation or senior citizens' van in Sherborn, but the Library is conveniently located for commuters and local shoppers. Woodhaven, Sherborn's elderly housing complex, is within walking distance. Sidewalks and crosswalks are available for pedestrians. The grounds of the Library are quite extraordinary, with a courtyard wildflower garden on the south side with seating to serve as an outdoor reading room, many mature well-pruned trees, daffodil plantings, and ornamental landscaping that includes rare or unusual shrubs and trees. The Library is situated on a great outcropping of ledge that may have some impact on any excavation required for expansion.

3. Roof and Skylights

The aluminum ridge skylight runs the entire length of the building between the two chimneys, and is glazed with heat-absorbent safety glass. The skylights have light-cutting shades but the pulleys and cords have worn out. It would be desirable in the short term to have these replaced or repaired. New developments include solar-powered shades. The ability to cut heat and light during the summer months from the skylights would not only be an energy efficient practice, but would prevent art and furnishings from fading.

In 1999, about two thirds of the roof tiles and sections of the original homosote insulation were replaced. Subsequent repairs to the roof because of erratic leaks indicate that the flashing at the skylights has failed, allowing the water to saturate the roof tile underlayment. The roof features Ludowici Celadon clay tiles which are very costly and expensive to install. After considering the cost of the materials and labor for repairing the roof, the Trustees held some debate over continuing to use the clay tiles or substitute architectural synthetic materials. The Library Trustees decided, with the consensus of the Town budget-makers, to stay with the clay materials not only because of the tile durability in the long run, but also because the use of the pigmented, scored tiles are inherent to the natural materials that highlight the design of the building. A supply of tiles was purchased for future repairs. Additional repairs to the roof and an improved snow guard over the front door were made in 2009.



The chimneys were also re-flashed because of leaks, and the southwest chimney was re-pointed at the time of the 1999 roof repair project. Rather than traditional gutters, the building's four corners have a drainage system and cobbled granite splash block around the building's circumference. The underside of the roof tiles have water channels that direct the water downward, and the drains are designed to carry water away from the foundation. The drains require regular purging if they are to effectively carry water away. Thawing and freezing creates an ice patch at the front door when snow melts from the roof. Also, there is a decades-old discussion about the best material to use on the bluestone walkway to thaw ice without creating bluestone erosion and shale.

4. Windows and Doors

The Library's walls are made of glass and brick, buttressed with pine posts. The windows are recessed to help cut down on direct light. Many of the glass panels are fogged as the seals have failed, and are in need of replacement. The hardware is oiled bronze and the entrance doors are of duranodic finished aluminum. This finish was replicated when we added a handrail outside to the masonry stairs that lead to the Town Hall parking lot. The entryway's set of doors leads to the foyer where brochures, signage and bulletin boards are displayed. A second set of doors leading to the atrium and Main Level helps prevent drafts and maintains the building temperature with so many people entering and exiting. Automation to assist with the doors will be funded at the 2012 Town Meeting.

5. Furnishings and Cabinetry

The Library purchased new desks for the Reference Librarian and Children's Librarian, and a desk and credenza for the Library Director in the 1990s. The Library also refinished the original wood-framed armchairs, reupholstered the furniture, installed new carpeting, and installed a new circulation desk in the late 1990s. The study tables are of fine quality and very strong. The Conference Room table is less substantial and furnishings should be replaced unless the room is repurposed in the renovation. Also, the captain chairs that surround the study tables need to be replaced, as many have broken and have required numerous repairs over the years. These chairs are also located at the public access workstations and are not the best fit. The book stack height should be reduced from the 7.5 foot reach to an ergonomic standard as well as address ADA compliance in aisle width. The Library has a custom bookcase for the Pease Saltonstall Rare Book Collection, and additional locking cabinetry should be provided to make visible and accessible for browsing the Library's local history collection, which is currently in closed stacks. The Friends of the Library made a gift of media cabinetry in 2005 to consolidate the location of the new DVD and music CD collection, which is now beyond capacity. The children's area lacks adequate furnishings for the number of families that visit, and requires all new furnishings. The children's area lacks space for workstations and study. The children's area does not have standard spacing for displays or new acquisitions.

6. Lighting and Electrical

The Library receives a great deal of natural light on the Main Floor and Mezzanine from the skylights and fenestration. In 2006, the Library received a grant through NSTAR that funded a project to retrofit the light fixtures and install new energy-efficient lamps.

One problem that the Library faces from time-to-time is the re-lamping of the ceiling fluorescent fixtures, located 30 feet above floor level. Several years ago a professional firm was employed and used a scissor lift. The price for such service has increased so dramatically that the Library sought other ways to deal with re-lamping the ceiling fixtures, and in 2005 the Fire Department volunteered to re-lamp the high fixtures in the building using their extension ladders. If feasible, it may be desirable to upgrade or replace these fixtures with a new system that has a pulley to lower the fixtures for re-lamping, or the Library will have to pay for a periodic re-lamping when the on-call fire department's graciousness can no longer be tapped for help. The energy efficient lamps that were retrofitted in 2006 have more longevity and that helps a great deal.

The Library's media collection is housed in an alcove, which is lit with recessed spot lights. The alcove was not meant for reading or browsing Library material and the lighting needs to be changed to accommodate this new function, or a new location for media should be identified.

Exterior lighting should be looked at especially the lack of lighting in the Sanger Street lot that is shared by the Library and Community Center, but is land actually owned by the Unitarian Church. Requests for lighting in this lot have been filed three times, once by the Library Director to the Town Administrator, once by a staff member to the Town Administrator, and once by a member of the Town Beautification Committee to the Board of Selectmen.

In addition, the lighting in the utilities room is inadequate as the existing incandescent lights are not well placed. The Library storage and archives room, located in the basement, has lighting that was second-hand and predates the building. These should be upgraded, especially if the Library wishes to make better use of this room for local history collections or media equipment.

The lights are powered daily by using the circuit breaker switches. The switches tend to wear out from the regular use. There has been some debate on whether this is a prudent way to control lighting. The organization of the panel is not intuitive. Switches used daily are interspersed with those clamped to remain in stationary positions.

As the leafy and forested Town is subject to power outages or spikes due to falling tree limbs, the Library would benefit from having a generator. This would prevent the telephone and computer

systems from loss of power during times of emergency, and protect the circuits from damaging surges. The WIFI system is dependent upon the LinkSys transmitter which requires a conventional outlet.

A recent inspection by the Town Building Inspector and Fire Department personnel and inspectors resulted in written recommendations to upgrade the emergency lighting throughout the building. The fire alarm panel, though functional, is obsolete and should be upgraded according to code and current standards, according to the recommendation.

7. Heating, Venting, Air Conditioning (HVAC) and Mechanical/Electrical/Plumbing Systems

The Library's heating, ventilation, and air conditioning systems are original to the building but have been well-maintained and upgraded over the recent decade. However, an increasing amount of money has gone into repairs, and to some extent the HVAC system is now obsolete. In general, the building is comfortable year-round and the mechanical system and clocks that control the temperature and night-setbacks are accurate and easy to operate. The HVAC system has been on an annual preventative maintenance contract since 1995. The Library developed a building maintenance manual which describes the systems and their cycle of operation, and the document has been filed with Town Hall and the Fire Department.

Sherborn became a Green Community in 2011. It would be highly desirable for the Library to consider alternative energy systems, such as solar power or photovoltaics, and green architecture principles in a future renovation. The high cost of energy has put the Library's budget at a disadvantage, delaying the growth and development of Library services to meet the demand of rising or fluctuating utilities costs. In 2011, the Library joined The Education Cooperative (TEC) with the regional schools and locked in its utilities cost for 3 years to stabilize the budget. Alternative energy systems at the Library would be an appropriate model for the rising generations, and would complement the natural, simple design of the existing building. The concept of the building, though contemporary in style, was to utilize natural materials that harmonized with the landscape setting and indeed, it is that concept that strikes people and makes them feel comfortable when they spend time in the building. The natural materials have contributed to the overall fine condition of the building after 40 years. Today's young adults have an even greater awareness of sustainability and new energy, and we should be building with their consciousness as our future managers.

- Heating System:

The Library converted to natural gas heat from an oil fired burner in 2011. The heating system has several circulator pumps for the 7 heating zones throughout the building. When these pumps burn out, they are easy and affordable to replace. The two 275 gallon oil tanks are located in the boiler room should be removed when the entire HVAC is replaced. These tanks were installed in the early 1990s when the original underground oil tank was removed.

- Ventilation:

The Library has a generous system of ductwork and the air handler operates continuously during normally occupied periods set on its adjustable timer. The filters are replaced biannually so that clean air circulates throughout the building. The Library has the option to bring fresh air through the ventilation system by opening a mechanical vent that is connected to the system and add air to the air heat exchange. In addition, we have a large glass, screened sliding door on the Main Level so that staff may enjoy fresh air during good weather and many of the windows have transoms. The staff and public restrooms, and staff kitchen are also ventilated. Air flow in the basement Theater is inferior to the conditions enjoyed on the Main Level and Mezzanine. There is one very large vent that is now enclosed in the archive room. The archive room is warmer than other basement Theater rooms, so perhaps the air flow was compromised when the basement was finished with partition walls. Vents along the ductwork in other areas of the basement are very small. Relocating the thermostat to the Theater-end of the basement from the upper corridor helped improve the temperature during the winter by registering more heat to the open area. During the summer, it is colder in the basement than other parts of the building when the air conditioner is running, but the upper levels receive a lot of sunlight.

- **Air Conditioning:**

The Library removed the water cooling tower from the boiler room and placed it outside in 1996, which is a more efficient location. A new tower was installed at the time. The old water cooling tower remains in the basement, and should be dismantled and removed. The water cooling tower is drained in the fall and refilled in the spring. The air conditioning system has had several cycles of significant overhauls over the past decade, including new pumps and motors.

- **Plumbing:**

Sherborn has no public water or public sewer infrastructure. Bottled water is provided for staff and public consumption, although the tap water is tested as frequently as the law requires. There is one pump located behind Town Hall that generates water to the Town Hall, Police Station, and Library. This pump has a filtration system on it to prevent well contamination.

With the construction of a new Police Station and renovated Town Hall in the past 10 years, there was a noticeable dropping off in the water pressure, especially during the summer months when water is being supplied to the respective cooling towers. The Community Maintenance and Development department reported to the Board of Selectmen and Library Trustees that, ever since the newly constructed Police Station began drawing from the same pump and well, it has become impossible to irrigate the grounds using the Library's outdoor spigots without interrupting the water supply at the Police Station. A drip hose from the Library's spigot was installed underground for some irrigation to the landscape and for a nearby planted street island maintained by the Garden Club. It should be determined if any significant renovation or expansion of the Library would entail engineering work for the pump and well. A larger motor or a booster was installed on the pump to fix the water pressure issues, and that seems to have eliminated the problem.

The septic system consists of a 1,000 gallon tank and leaching field located below the Library as is the leaching field. An engineer would have to determine if the existing system would accommodate an expanded or renovated Library.

8. Lavatories and Staff Rooms

The Library offers two public restrooms on the Main Floor and one staff bathroom on the Mezzanine. The public restrooms need to be modified or a restroom must be added to provide handicapped access, planned for 2012. Also, the public restrooms need to be "child-proofed" because of their regular use by children, and for parents' care of young children.

Modifying the restrooms for suitability for young children would include improving the locking system. Currently, the Library does not permit the public to lock the restroom doors, because of instances where the children do not have the strength to turn the heavy knob and find themselves locked in. Despite the removal of the default locking system, children still have difficulty turning the heavy doorknobs. The Library Trustees who toured new library buildings in the area were quickly apprised of restroom facilities restricted for child and family use only. This arrangement addresses age appropriateness and the safety of children in public buildings.

It is essential for the staff restroom on the second floor to remain private for staff working in the facility all day. Occasionally, the public restrooms have been left in an unsanitary state by day-long traffic of public users, bathroom spills and accidents, or clogged toilets, and the inadequate amount of daily custodial hours assigned to the Library to deal with these urgent conditions can create lengthy out-of-order conditions. The staff restroom should remain under lock and key for public use upon request because of the lack of supervision on the Mezzanine level.

The Library would benefit by a water source in the basement Theater, perhaps a key-access bathroom and kitchenette. It is likely that the staff kitchen cooktop and refrigerator, which are 40 years old, will be up for replacement soon.

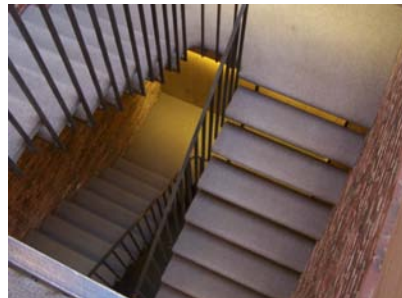
The Library has a small, 30 gallon hot water heater that serves the bathroom sinks and staff kitchen sink. The custodian has a supply room between the two public restrooms that is equipped with a faucet and deep basin for mops. This is also used by staff and the public to fill watering cans and coffee urns.

9. Woodwork and Framing

The exposed exterior wood framing is stained every 5 years or more. The last time this work was performed rot was discovered. The area was treated and restored. The interior exposed beams and plaster have not been stained or painted in more than 25 years, and will soon need refinishing.

10. Stairwells

The Library has two stairwells and the design is an open stair riser. Some concern has been expressed that the open stairs are not child-safe. Fortunately, the Library can close the doors leading to the stairwells to protect wandering toddlers.



11. Parking and Maintenance

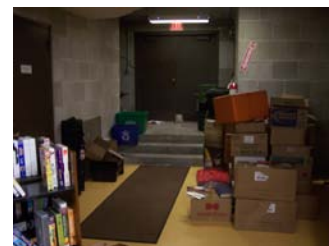
The Library is located on the Municipal Campus consisting of Town Hall, the Police Station, and the Community Center. The Library has 8 dedicated parking spaces including one designated handicapped spot and curb-cut. Another small lot across Sanger Street and in close proximity to the Library is often used by staff and patrons, but that land belongs to a church. The church provided a written agreement on the unlimited use of the Sanger St. lot by the Library.

The Town recently (2009) acquired a 2.17 acre parcel of land next to Town Hall and is actively studying the re-use of this land to include additional parking. A representative from the Board of Library Trustees serves on the Municipal Campus Extension Committee to participate in the plans for additional parking for employees and visitors to the Municipal Campus. The proximity of the new lot next to Town Hall facilitates the designation of additional parking designated for Library parking along the perimeter of the Library grounds. The entire Municipal Campus consists of 58 parking spaces.

The Library offers bicycle racks adjacent to the parking lot and beside the main entrance.

Delivery personnel have to negotiate stairs to the basement if they are picking up trash or removing discarded books for recycling or charitable donation. Delivery vehicles typically use the front door to the main level of the Library for delivery of bottled water, furnishings, equipment, and book shipments intended for use on the Main Floor or Mezzanine. However, removal of items from or delivery of items to the basement must negotiate the second set of exterior masonry steps on the northeast side of the building (Sanger Street) because of the lack of an interior elevator. The book lift is undersized for transporting certain items to the basement, although delivery of very large items is a rare occurrence.

The Library generates a great deal of paper trash and recyclable material for which there is no satisfactory discarding process. The custodian gathers all trash to the basement, and the Library pays for curbside pick up. When trash accumulates in the basement, hazardous conditions arise when the emergency doors and electrical panels are obstructed. New donations to the Friends' book sale, book sale discards, and broken equipment waiting for authorized disposal contribute to the obstruction of exit paths if they are not dealt with in a timely manner. The Town Hall and Police Station each have small dumpsters, but the custodian reports they are undersized for the inclusion of the Library's refuse. As a result, materials which are recyclable, hazardous for disposal, or which require transport to the transfer station accumulate in the basement for a significant length of time, even as long as one year. The disposal company which performs weekly curbside pick-up of the Library's trash reports they do not have the capacity in their truck to remove our recyclable goods, metals, or hazardous material such as fluorescent tubes, paint cans, and batteries. It is worth



investigating the situation of a dedicated dumpster for the Library's refuse or requesting an expansion of the capacity at Town Hall's dumpster.

12. Other Architectural Features:

The first floor is reinforced concrete slab that bears the weight of the book stacks. The existing carpets run under the stacks so that any future shifting of the shelving units will not leave uncarpeted patches. The exterior curbing is granite, as are the posts of the exterior light fixtures and the splash block below the eaves. The walkways and exterior steps are bluestone, which continues inside to the vestibule and lobby. The interior partitions are rough plaster and the doors, millwork, and other standing finish work are constructed of antique white oak.

The exterior stone walls are built of stone removed from the excavation site. The Library features two working fireplaces which are utilized on cold days to add atmosphere to the Library experience.

13. Technology & Data Transfer Infrastructure

- Computer Technology & Networking

The Library is one of the few public libraries in the state that is not part of a consortium. The Library was the last library in MetroWest to automate in 1999. We are one of the smallest towns in the area with the smallest budget for the Library and lean municipal revenues. Each year greater priority is given to the larger municipal departments for funds, though the Library budget has been stable. We were not the only public library at the time to automate using standalone software in order to buy into some level of automation to deal with our workflow, but certainly the few others that started small have by now graduated to consortia membership.

In addition to the prohibitive cost associated with network membership, there was also some resistance to change from the community when we proposed to automate, as the decision-makers at the time were of the generation that hadn't much exposure to technology. Although many Sherborn residents have earned their living through high tech, many didn't feel automation was necessary for the "traditional" small town library. There was also some fear of technology, as we were on the brink of the proliferation of the Internet. Indeed, it has been remarkable to watch those fears dissipate as use of technology has become more horizontal and all generations now have an appetite for technology. Today's Sherborn resident of all ages demands e-books, e-readers, and wants us to be part of Minuteman, now that they have a comfort level with the conveniences of technology.

At the time of our automation project, many authorities, including our library leaders, believed the Internet would revolutionize the way libraries connect to share resources. Open system software and Z39.50 protocol were touted and, in fact, our Library's purchase of standalone software was sanctioned and encouraged. But today, on a day-to-day basis, we are the only library remaining using different tools to connect and this is no longer understood or well-regarded by the library community.

Membership in the Minuteman Library Network is planned for late 2012 through 2013 as our 5-year fixed price contract with our software vendor winds down and we accommodate some overlap time for migration. We automated on a standalone system using software developed by EOS International of Carlsbad, CA, an award-winning company and one of the forerunners of PC-based library systems. The product that we use is unique to public libraries in Massachusetts. We have been EOS clients for 12 years.

The Sherborn Library is a net lender on MassCat and provides its resources to many institutions which have no other venue and have come to rely on us.

The Library offers WIFI to patrons and website remote access to its online catalog located at library.sherbornma.org with links to Minuteman, Boston Public Library, the MBLC, and MassCat. Our

website is written in JOOMLA! and mounted on Network Solutions hosting service. Our Internet access is broadband provided at no charge by Comcast. The Library staff maintains the website.

Public Computers: The topography of the public access workstations was carefully thought out. They are in proximity to the Reference Librarian's desk for supervision and to request training or assistance. The bank of 4 public access workstations can also be overseen by the Circulation Desk attendant. They are near the Children's Area to encourage children and their caregivers to research the collection or the Internet, as the Children's Area does not have its own workstations because of space limitations. The growing use of the 4 public workstations by adults has made it challenging for youth or children to be able to spend time on the Library's computers.

Staff Computers: The Library has 7 staff workstations. The Circulation Desk has 2 workstations, the Technical Services Office has 2, the Public Services Librarian has 1, the Children's Librarian has 1, and the Library Director has 1 workstation and a lap-top. These are certainly sufficient for our current level of staffing. The Technical Services staff is part-time and there is time available in that office every afternoon and all day on Fridays where the PCs are free. Public services professional staff has the option to work behind the scenes, in a private area by utilizing the Technical Services office. Also, we have those 2 PCs available to assign special projects to volunteers.

Databases: In recent years the Library has reduced funding for print reference sources and added several databases that are linked to our website. These are: Mango Languages; Ancestry and Heritage Quest for Genealogists; A-Z Maps; and NetLibrary audio downloads in addition to Infotrac and other state licensed databases. There has been growing interest beginning in 2010 for e-book downloads. The staff has instructed borrowers on how to set up an e-card for Overdrive e-books via the Boston Public Library. The Overdrive sales representatives are not interested in extending service to the small town Sherborn Library. The Library is exploring e-books service through 3M as an alternate.

Service Needs, Recommendations, and General Requirements

- Membership in Minuteman will better unify our collections and patrons with the resources of area libraries and improve our standing among our colleagues;
- The children's and youth areas are lacking age-appropriate technology resources because of the current space limitations and require expanded space for these services in the renovation;
- The Library should find a vendor who will extend us e-book content services in the interim of migrating from EOS to MLN;
- Technologies that are added should offer streamlined assistive technologies to our patrons;
- The use of Constant Contact has allowed the staff and Friends to send appealing announcements about programs and introduce residents to our website.

SHERBORN LIBRARY CIRCULATION PROJECTIONS TO 2030

Fiscal Year	Circulation:				(c) Interlibrary	Total Circ.
	(a) Print		(b) Non-Print:			
	Adult/YA	Juvenile	Adult/YA	Juvenile		
FY95	23,328	24,895	2,491	5,070	658	56,442
FY96	20,219	25,071	2,165	4,893	821	53,169
FY97	19,998	27,271	2,418	4,388	869	54,944
FY98	24,843	28,124	2,075	3,328	855	59,225
FY99	24,304	22,942	2,372	2,776	655	53,049
FY00	22,844	21,834	2,820	3,106	468	51,072
FY01	21,517	25,030	4,443	5,085	305	56,380
FY02	21,649	25,185	4,131	5,112	371	56,448
FY03	26,597	24,418	5,337	5,432	285	62,069
FY04	28,260	33,579	7,999	6,483	426	76,747
FY05	28,494	36,565	10,424	6,943	474	82,900
FY06	24,504	34,766	12,586	8,216	406	80,478
FY07	31,252	37,656	13,800	9,221	413	92,342
FY08	30,015	36,396	13,983	9,064	559	90,017
Growth 5 yr.	12.85%	49.05%	162.00%	66.86%	96.14%	45.03%
Growth 10 yr.	20.82%	29.41%	573.88%	172.36%	-34.62%	51.99%
Annual rate 5 yr.						7.72%
Annual rate 10 yr.						4.28%

	Projection based on 5yr. Rate	Projection based upon 10 yr. Rate
	90,017	90,017
FY08	96,965	93,866
FY09	104,449	97,879
FY10	112,511	102,063
FY11	121,195	106,427
FY12	130,549	110,977
FY13	140,626	115,722
FY14	151,480	120,670
FY15	163,171	125,829
FY16	175,766	131,209
FY17	189,332	136,818
FY18	203,945	142,668
FY19	219,687	148,767
FY20	236,643	155,128
FY21	254,908	161,760
FY22	274,583	168,676
FY23	295,777	175,888
FY24	318,606	183,408
FY25	343,197	191,249
FY26	369,687	199,426
FY27	398,221	207,952
FY28	428,957	216,843
FY29	462,066	226,114
FY30	497,730	235,781

SHERBORN LIBRARY CIRCULATION TRENDS FY 1998 - FY 2008													rev. 10/1/2008		
Fiscal Year	Circulation:					FTE *	Total Budget	Collection holdings A/J/AV					Collection Exp.	Building Exp.	Pop.
	(a) Print		(b) Non-Print:		(c) Interlibrary			Adult/YA	Juv.	AV a	AV j				
	Adult/YA	Juvenile	Adult/YA	Juvenile											
FY98	24,843	28,124	2,075	3,328	855	5.32	223,458	31,484	17,024	830	655	43,922	33,123	4,372	
FY99	24,304	22,942	2,372	2,776	655	5.32	226,602	32,228	17,426	882	751	45,647	32,922	4,417	
FY00	22,844	21,834	2,820	3,106	468	5.32	228,450	33,195	17,653	914	831	45,740	36,174	4,442	
FY01	21,517	25,030	4,443	5,085	305	5.22	258,275	32,699	18,175	684	1,167	51,588	37,626	4,472	
FY02	21,649	25,185	4,131	5,112	371	5.22	280,322	32,159	18,318	682	1,452	44,738	39,805	4,490	
FY03	26,597	24,418	5,337	5,432	285	5.22	293,825	32,518	18,755	1,074	1,708	47,296	40,164	4,545	
FY04	28,260	33,579	7,999	6,483	426	5.22	294,268	32,837	18,547	971	1,332	45,661	40,983	4,552	
FY05	28,494	36,565	10,424	6,943	474	5.22	307,005	31,658	19,747	1,578	997	47,967	42,170	4,627	
FY06	23,482	34,766	12,586	8,216	416	6.00	318,127	27,190	16,286	1,913	1,081	50,795	37,549	4,545	
FY07	31,252	37,656	13,800	9,221	413	4.48	344,965	28,158	16,756	3,141	1,587	55,078	44,066	4,545	
FY08	30,015	36,396	13,983	9,064	559	4.28	356,354	28,202	17,063	4,419	1,790	58,669	59,579		
% change 5 yr.	12.85%	49.05%	162.00%	66.86%	96.14%	-18.01%	21.28%	-13.27%	-9.02%	311.45%	4.80%	24.05%	48.34%		
% change 10 yr.	20.82%	29.41%	573.88%	172.36%	-34.62%	-19.55%	59.47%	-10.42%	0.23%	432.41%	173.28%	33.58%	79.87%		
Annual rate 5 yr.	2.45%	8.31%	21.24%	10.78%	14.42%	-3.89%	3.93%	-2.81%	-1.87%	32.70%	0.94%	4.40%	8.21%		
Annual rate 10 yr.	1.91%	2.61%	21.02%	10.54%	-4.16%	-2.15%	4.78%	-1.09%	0.02%	18.20%	10.58%	2.94%	6.05%		
High 10 yr.	31,252	37,656	13,983	9,221	655	6.00	356,354	33,195	19,747	4,419	1,790	58,669	59,579		
Low 10 yr.	21,517	21,834	2,372	2,776	285	4.28	226,602	27,190	16,286	682	751	44,738	32,922		

Notes:

- (1) These statistics are compiled annually and filed with the Massachusetts Board of Library Commissioners. The Sherborn Library's archive of submitted reports to the MBLC was used to generate this report. The format of the State Statistical Reports on circulation merge young adult use with adult. Young adult usage is only tracked in their use of the fiction collection, as the young adults are generally mature enough readers to utilize the general non-fiction, reference, and audio-visual collections. Only their fiction is written directly for their interest level, and represents an average annual circulation of 1,000 borrowing transactions per year.
 - (2) The 5-year averages more accurately reflect the full complement of the modern public library (automation, videos & DVDs, audios and music CDs, and the Internet were not present in the previous statistical counts.) Future projections would be more realistically met by using the short-term statistical activity. Surge in AV includes addition of audiobook downloads in 2007.
 - (3) Interlibrary loan plummet from FY99 onward reflects the expansion of the at-home (remote access) requests for ILL and courier delivery through the Minuteman Library Network. The across network loan transfers and home-users' access to accounts has really taken hold in our lifestyles, as per the comments from Sherborn residents in the town-wide survey. The FY04 surge in our ILL count may reflect the greater awareness of staff to reach out to help facilitate ILL services.
 - (4) Five-year declines in collection expenditures reflect the implementation of the MBLC leniency program to waive the original 20% commitment required of the total operating budget for library materials (books, periodicals, AV) to a level of 16% for our population group to be eligible for certification. Output measures that are superior to the standard requirements for our population group are factored in to our application for a waiver of the 20% formula. In our Library's case we surpass the basic requirements for the number of hours we are open to the public per week for populations fewer than 4,999.
 - (5) Problems with high staff turnover in the 1990s may have had some effect on circulation drops.
 - (6) Late 1990s transition to automation and retrospective conversion entailed the use for several years of two tandem systems (paper/electronic checkout/in) which may have had a minor effect on the usage statistics. In-house developed spreadsheets were used to track usage of items not yet entered in the automated system, but the process was less streamlined than it is today.
 - (7) The population figures are for the end of the calendar year associated with the indicated fiscal year, i.e. CY2006 instead of FY2006, and use the town methodology.
- * FTE = Full-Time Equivalent. All staff hours worked in a full year divided by a full-time position's work week (40 hours)

Prepared by E. Johnston 10/1/08

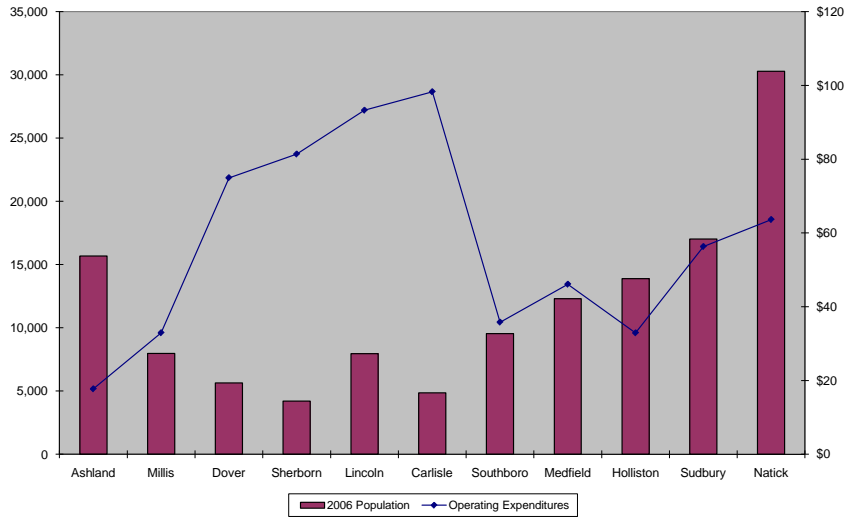
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MINUTEMAN LOANS TO SHERBORN PATRONS

Library	Loans to Sherborn Patrons		
Acton	16		
Arlington	1		
Ashland	151		
Bedford	-		
Belmont	-		
Brookline	629		
Cambridge	18		
Concord	26		
Dean	-		
Dedham	32		
Dover	2,867		
Fram Pub	4,187		
Fram State	-		
Franklin	1		
Holliston	1,380		
Lasell	5		
Lexington	4		
Lincoln	1		
MassBay	-		
Maynard	-		
Medfield	1,614		
Medford	-		
Medway	14		
Millis	232		
Mount Ida	-		
Natick	9,144		
Needham	57		
Newbury	17		
Newton	393		
Norwood	74		
Somerville	10		
Stow	-		
Sudbury	7		
Waltham	177		
Watertown	-		
Wayland	484		
Wellesley	3,386		
Weston	125		
Westwood	33		
Winchester	3		
Woburn	-		
Total	25,088		
Sherborn residents with Minuteman cards:		FY04	FY05
		1,101	1,117
Sherborn loans to non-residents:		3,229	4,825
Total non-residents registered in Sherborn:			as of 6/10 1,009

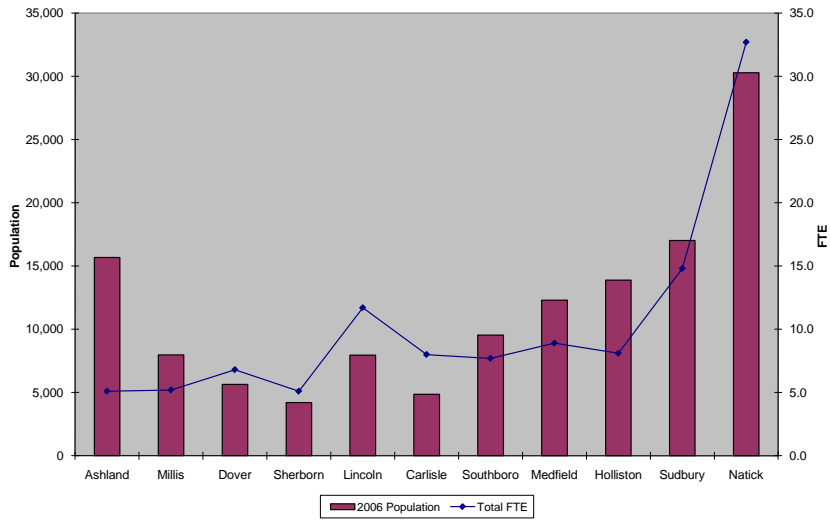
Per Capita OpEx



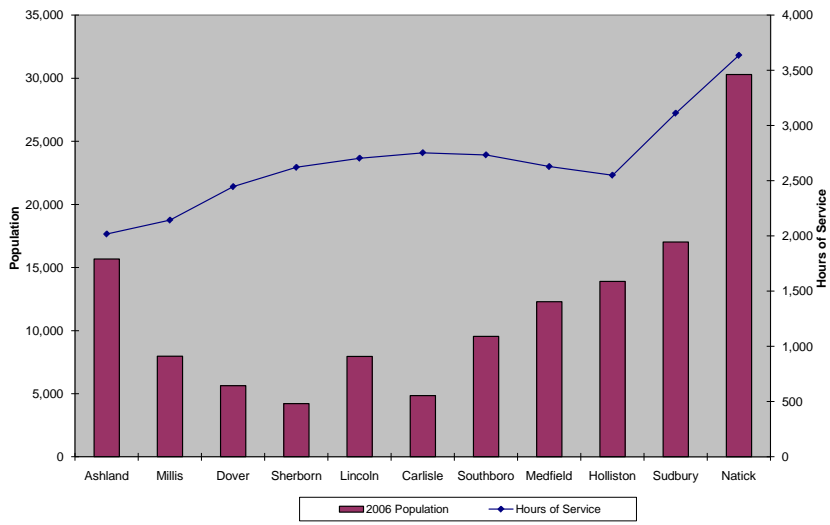
Per Capita												
	Ashland	Millis	Dover	Sherborn	Lincoln	Carlisle	Southboro	Medfield	Holliston	Sudbury	Natick	
2006 Population	15,678	7,972	5,641	4,212	7,948	4,852	9,551	12,297	13,896	17,027	30,292	
Operating Income	\$18	\$38	\$77	\$82	\$94	\$100	\$40	\$47	\$33	\$57	\$64	
Appropriated Mun. Income	\$16	\$34	\$69	\$81	\$93	\$96	\$39	\$45	\$30	\$53	\$57	
Operating Expenditures	\$18	\$33	\$75	\$81	\$93	\$98	\$36	\$46	\$33	\$56	\$64	
Salary Expenditures	\$13	\$22	\$49	\$55	\$67	\$66	\$25	\$29	\$20	\$35	\$46	
Lib. Mat'l's Expenditures	\$4	\$8	\$15	\$13	\$15	\$21	\$6	\$8	\$6	\$11	\$11	
Total FTE	3.3	6.5	12.1	12.1	14.7	16.5	8.1	7.2	5.8	8.7	10.8	
Total MLS FTE	1.5	2.3	6.5	9.8	8.1	6.3	1.2	2.1	3.1	3.4	3.8	
Hours of Service	38.8	41.2	47.1	50.4	52.0	53.0	52.6	50.6	49.1	59.9	69.9	
Direct Circulation	8.9	7.9	25.0	21.8	18.9	23.8	13.9	16.9	13.0	17.8	22.1	
Circulation Activity	9.6	9.3	28.4	21.8	22.0	27.2	14.8	18.6	14.2	19.6	17.1	
Holdings	3.4	6.2	11.7	11.8	10.0	12.6	6.7	6.6	5.0	6.3	5.7	
Reference	0.1	0.2	2.4	0.8	0.5	0.3	1.0	0.0	0.3	1.2	1.0	

Total												
	Ashland	Millis	Dover	Sherborn	Lincoln	Carlisle	Southboro	Medfield	Holliston	Sudbury	Natick	
2006 Population	15,678	7,972	5,641	4,212	7,948	4,852	9,551	12,297	13,896	17,027	30,292	
Operating Income	\$283,566	\$299,937	\$434,276	\$346,018	\$750,104	\$485,201	\$383,690	\$579,359	\$459,476	\$964,992	\$1,927,539	
Appropriated Mun. Income	\$248,459	\$269,781	\$386,779	\$340,481	\$737,158	\$468,070	\$370,000	\$549,552	\$417,241	\$904,692	\$1,714,221	
Operating Expenditures	\$277,997	\$262,485	\$422,833	\$342,828	\$741,309	\$476,839	\$342,136	\$566,849	\$457,371	\$958,910	\$1,927,539	
Salary Expenditures	\$197,162	\$174,195	\$274,733	\$230,310	\$529,503	\$318,982	\$236,750	\$354,061	\$282,680	\$589,755	\$1,385,612	
Lib. Mat'l's Expenditures	\$58,555	\$61,116	\$85,196	\$56,225	\$116,310	\$102,983	\$58,982	\$95,397	\$88,576	\$179,170	\$325,653	
Total FTE	5.1	5.2	6.8	5.1	11.7	8.0	7.7	8.9	8.1	14.8	32.7	
Total MLS FTE	2.3	1.8	3.7	4.1	6.5	3.1	1.1	2.6	4.3	5.7	11.4	
Hours of Service	2,018	2,144	2,447	2,622	2,705	2,754	2,735	2,629	2,551	3,113	3,637	
Direct Circulation	139,176	63,234	141,053	91,929	150,120	115,467	132,658	208,080	180,111	302,661	518,201	
Circulation Activity	149,982	73,926	160,199	91,982	174,764	132,068	141,148	228,954	197,829	333,735	581,665	
Holdings	53,601	49,208	65,905	49,642	93,633	60,892	63,892	81,355	69,956	107,735	171,493	
Reference	1,360	1,581	13,364	3,232	3,716	1,482	9,594	0	3,952	21,000	28,997	
OpEx per circulation activity	\$1.85	\$3.55	\$2.64	\$3.73	\$4.24	\$3.61	\$2.42	\$2.48	\$2.31	\$2.87	\$3.31	
FTE/10,000 circulation activities	0.34	0.70	0.42	0.55	0.67	0.61	0.55	0.39	0.41	0.44	0.56	

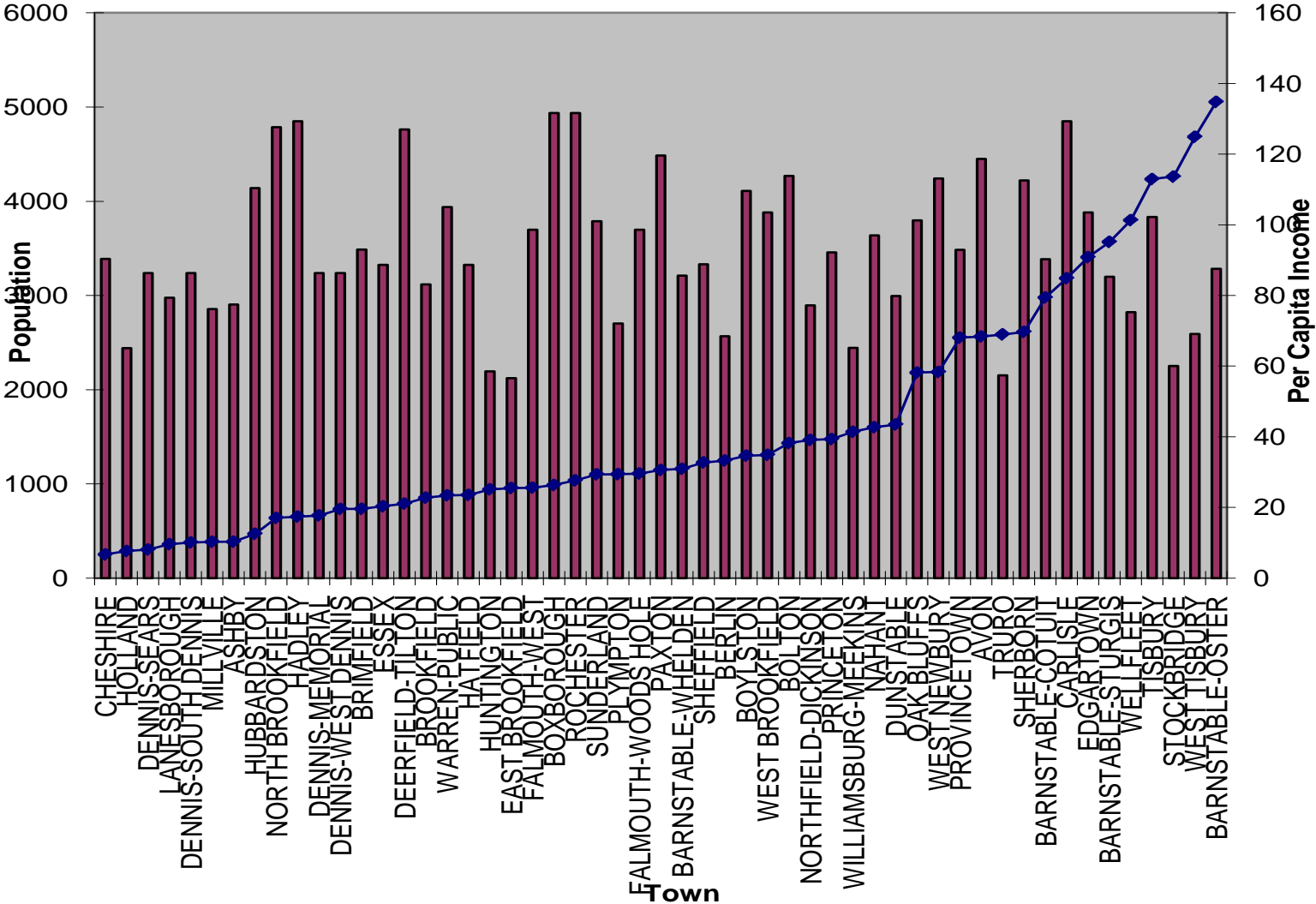
Total FTE



Hours of Service



MA Small Libraries



Chronology 2001 - 2010
Sherborn Library Facility Planning

- 2001 – Sherborn General Plan, Public Facilities & Services
“Library: legal requirements along with new technologies and new patterns of Library use may result in a need for building reconfiguration and modest expansion to the children’s room . . . Library does not meet the ADA.”
- 2002 – Facility Planning Grant – Richard Saltonstall Charitable Foundation
\$25,000 “in support of the evaluation and design feasibility study”
- 2003 – Building Study Committee appointed
The Trustees began to gather the data of the current status and future projections of the facility
- 2004 - Trustees/Friends of the Library Town-wide survey
“Respondents feel the physical space of our children’s area should be improved.”
- 2005 – Capital maintenance grant Richard Saltonstall Charitable Foundation \$52,500 *“The Foundation Trustees wish to provide for the maintenance of the Library in a manner and to a standard consistent with those of Mr. & Mrs. Saltonstall.”*
- 2005 – Trustees’ Presentation to the Advisory Committee on Building Study
FY07 projected date for presenting associated costs
- 2005 – Board of Selectmen & Trustees joint meeting, PowerPoint presentation
Survey findings and BOS approval to apply for state grant for space planning
- 2006 – Trustees’ Preliminary Building Assessment completed
Trustees voted to approve this working document May 16, 2006
- 2006 - Library Budget projections to the Advisory Committee
*Advisory now requests 3-year projections in the municipal budget document
Library reports renovations are likely that will increase some operating costs
Library estimates technology costs will rise to \$25,000 for Minuteman service*
- 2006 - Trustees’ Presentation to the Advisory Committee
FY07 projected date for announcing renovation costs postponed to apply for state grant
- 2006 - State grant application completed
Submitted with Chief Procurement Officer and Trustee Chairman signatures
- 2006 – Grant from the R.S. Foundation approved
\$500,000 over 5 years pursuant to the terms of the Saltonstall Operating Fund
- 2006 – Trustees’ presentation to the Advisory Committee announcing the R.S. grant
- 2007 - Library Budget projections to the Advisory Committee
*3-year projections in the municipal budget document
Library reports renovations are likely that will increase some operating costs
Library estimates technology costs will rise to \$25,000 for Minuteman service*
- 2007 – Town Meeting article to accept state grant, unanimous approval

- 2007 – State grant awarded - \$40,000 for Planning and Design and \$20,000 required local match. The R.S. Foundation provided the local match of funds. Board of Selectmen sign the certifications and assurances for accepting the grant.
- 2007 - Massachusetts Board of Library Commissioners address the Trustees
Anne Larsen, MBLC Building Consultant, explains the grant expenditure process
- 2007 – Senator Brown tours the Library on the news of the state grant award
- 2008 – Citizen's Review Committee formed and participates in developing the building document to 2009
- 2009 – Rosemary Waltos, MBLC Consultant for Small Libraries' Construction, tours the Library and meets with Library Director Elizabeth Johnston (2/3)
- 2009 - Trustees meet with the Disability Advisory Committee, a newly formed advocacy group, and present the plans past and present on bringing the facility into compliance with the Americans with Disabilities Act. (4/09)
- 2009 - Trustees meet with the Town Administrator to discuss municipal procurement for the planned spending of the Planning and Design grant (5/09)
- 2009 – "Books and Mortar" column appears in the Friends of the Library newsletter, *Among Friends*, and is mailed to every household to update the community on the building study status (6/09)
- 2009 – Building Program document completed and filed with the Massachusetts Board of Library Commissioners (8/09)
- 2009 – State Board of Library Commissioners approves the Library's Building Program document. The Library may now advance to the designer selection stage. (8/09)
- 2009 – Library Trustees meet with the Board of Selectmen to update them on the status of planning and a potential timeline and Scope of Work to BOS. (9/24)
- 2009 – Request for Services for a Certified Owners' Project Manager posted in the Mass. Central Registration, as per MGL, c149, S44A1/2. (9/30)
- 2009 – Library Trustees attend an Advisory Committee meeting to update them on status of planning and distributes a potential timeline and Scope of Work. (10/5)
- 2009 – Project Manager hired, Design Technique Inc., Newburyport, MA (12/09)
- 2010 – Trustees attend a Capital Budget Committee meeting to give an overview of the renovation timing (3/10)
- 2010 – Library Design Study Committee formed, by Citizens' Review Committee members who wish to move forward with the Library's progress, and other volunteers with relevant talents (3/10)
- 2010 – Architectural firm hired, Beacon Architectural Associates in conjunction with Adams & Smith, Boston, MA (4/10)
- 2010 – Town Meeting 2010 unanimously votes to authorize the Library Trustees to proceed with the design and grant applications for the Library's renovation (4/10)

- 2010 – Friends of the Sherborn Library establish a renovation endowment fund with the Trustees with a gift of \$75,000 (5/10)
- 2010 – Architects present preliminary design and space relationships to the Trustees & Library Design Study Committee (6/10)
- 2010 – Trustees present to the Selectmen to update them on the project status (7/10)
- 2010 – Library Design Study Committee votes to address design priorities with the Trustees (8/10)
- 2010 – Community Relations Committee established, comprised of citizens with a variety of talents and local experience to help educate the Town on Library renovation plans (9/10)
- 2010 – Library Design Study Committee & Trustees meet jointly to review design priorities (9/10)
- 2010 – Library Trustees vote to authorize the architects to develop Design Alternative A and review the cost order of magnitude (9/10)
- 2010 – Library Trustees vote the language and submission of the warrant article for Town meeting 2011 for approval of the preliminary design & budget (9/10)
- 2010 – Library Director submits to the Mass. Board of Library Commissioners the letter of intent to apply for state construction grant funding by January 2011 (10/10)
- 2010 – Library Trustees and architects present the designs publicly and discuss the estimated budget with the Board of Selectmen. Selectmen vote a warrant article for 2011 TM to approve designs (10/28/10)
- 2011 – Annual Town Meeting approves preliminary design and budget (4/11)