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**FACILITY NEEDS ASSESSMENT &  
PROPOSED LIBRARY SPACE PROGRAM**

for

**LONGWOOD PUBLIC LIBRARY**

**October 12, 2011**

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## EXECUTIVE SUMMARY

The vital contribution of public libraries to society and to the educational and economic development of our communities is recognized across the USA and beyond. Support for the Longwood Public Library, unique among educational and cultural centers in Suffolk County, is necessary for the library to be fully effective. The Longwood Public Library should have the right combination of staff, information resources and reliable equipment. It should have a well-planned building that is flexible and efficient to meet the diverse needs of the community.

Longwood Public Library's building represents a major investment by the local community. In order to promote a pragmatic and practical campaign to improve the library building, ACA was commissioned to research and prepare a facility program. This report is based on our collaboration with the library staff, the use of our program model(s), and participation in Sandpebble Builders' Community Charrette on June 10<sup>th</sup> and 11<sup>th</sup> 2011. The Charrette split the community into a series of groups and developed strategies that focused on sustainable growth. The result was an agreed recommendation for a renovation and expansion of the existing library.

The Longwood Public Library was established in 1957. In 1989, a thirty-one thousand square feet (31,000 sq. ft.) building was constructed by the architect Ken Gibbons. The moment the library opened its doors, service levels tripled, resulting in over 300,000 visitors per year. Indeed, over 6 million people have read a book, borrowed a DVD, taken a class or met a friend at the Longwood Public Library.

As of 2010, the population of Longwood is chartered to serve 66,435 (SCLS, 2010) including Coram, Middle Island, Ridge and East Yaphank communities. According to Suffolk County State of Libraries 2010, Longwood ranks 5<sup>th</sup> in overall population, 4<sup>th</sup> in collections holdings and the lowest in staffing for a library its size. It is worth noting that Longwood ranks 47<sup>th</sup> (out of 56 SCLS) for public financial support.

Our facility program focused on a flexible model for library space planning. We considered a flexible library design to save on capital costs. This deliberate approach was in response to the strong push from the community to ensure that the existing building (31,000 sq. ft.) was improved in a resourceful manner. For example, the library collection, in self-supporting book-stacks, cannot be modified without a major building investment. Over the last twenty years, the children's library has increased the amount of activities it performs; early learning programs, study, tutoring and cultural events with a limited space for growth. Indeed, cultural and educational programs for adults have been so successful that additional space is regularly requested.

In *American Libraries*, Joseph Janes<sup>1</sup> states that "the idea of the library has always been bigger than the building itself, which is necessary and a convenient place for storing things. It also makes a great meeting place, touchstone for the community, and symbol for values that we share and uphold." In our opinion, the Longwood Public Library was built to inspire the community into what is possible. In 2010, the library had over 40,000 card holders, circulated over 900,000 items and had over 50,000 program attendees. These numbers are astounding for any public library to use in a facility plan, not only to meet the need of the community today, but as evidence that the Longwood Public Library has a bright the future ahead.

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<sup>1</sup> Janes, Joseph, *In the Library*, American Libraries, Washington DC, 2008

## 10-Year Plan

The 10-year recommendations for Longwood Public Library include repurposing the library's existing spaces and building an addition to maximize quality space. It will propose to expand existing building to a total of 45,746 sq. ft.

The 10-year plan includes the following:

- The children's spaces will almost double in size. This will enable the library to provide more story time and craft programs, homework, internet research, educational computer games as well as provide children's classics and new books.
- The Young Adult services will increase by providing a separate area for reading, study and training.
- Adult Services will increase to provide more seating, group study and enhance computer services.
- The meeting rooms will be more than double in size to provide additional program space for large and small groups.

In the future, the use of electronic resources will allow the library collection to more than double in size. This plan will enable the library to account for print materials as well as volume equivalent – e-resources.

This project will enhance operations through a series of efficiencies. The library entrance and materials flow in and out of the building will be modernized to support high levels of circulation. Flexible seating will be installed for reading, collaboration and study during the day and programs in the early morning or at night.

## 25-Year Plan

By 2026, the library will need to reassess its services and space needs. It may require an additional expansion, which would increase the building size to approximately 60,000 square feet. The introduction of new services (e-resources, mobile computing, screen sharing, video conference and digital sharing) creates an opportunity to reassess space needs.

In 2026, the library should plan for an addition of 20,000 square feet. This will need to be reviewed by the Library Board and approved by the community.

## SECTION 1: OVERVIEW

### History of Demographic Change

The Longwood Public Library serves a group of small communities in Coram, Middle Island, Ridge and part of Yaphank and Shirley.

- Longwood Public Library was chartered to serve 38,310 people in 1980.
- This number grew to 50,931 in 1990, and by 2000 almost doubled to 57,739.
- In 2010, the community population reached 65,435.

Today, Coram, Middle Island, Ridge and Yaphank have a large number of single family homes. Coram and Middle Island have large populations in retirement communities and Ridge has plans for two more developments.

- The Longwood High School and Junior High School are within two miles of Longwood Public Library.
- Attendance at adult library programs doubled between 1996 and 2006, from 6,361 to 13,026.
- Children's program attendance grew from 21,013 in 1996 to 28,039 in 2006.
- There are elementary schools in Ridge, Yaphank, Coram and Middle Island whose students use the library because of its centralized location.

Mature adults use the library to pursue their hobbies, develop travel plans and do research. They take advantage of AARP driving courses, Medicare/Medicaid counseling, as well as free assistance at tax time and advice from a Senior Advocacy Advisor. The library is a place for them to "hang out" and connect with the community via the library's computers. The Longwood Public Library is a vital link to the outside community.

- In the last year at its previous location (Billy Blake), library visits were 209,664.
- In 1989, the first year the new building was open, usage jumped to 315,781.
- In 2007, it reached 400,000.
- Circulation has doubled from 371,144 in 1988 to 757,076 in 2006.

Over the last 20 years, the growth in population, collection size, and circulation, caused major changes in the usage of Longwood Public Library.

### Libraries are Changing...

Over the last forty years, libraries have experienced great change. In the 1990s, the card catalog was replaced by the electronic catalog and a large book collection was considered essential. The key to a good library building was the ability to store more and more books. Libraries built before the Internet age did not include space for computers, group collaboration or e-books. They were built to circulate Books, DVD's, CD's and Audiobooks. The growth in circulation was a result of a well-coordinated plan to extend library services by sharing materials throughout the community.

Over the last ten years, public libraries expanded their vision to provide innovative programming and events. The strategy was to extend value by sharing physical building space. For many, the library was no longer just a building; it was an “*experience*” and a destination.

## The Digital Divide

The “*digital divide*” refers to the perceived gap between those who have access to technology-based learning tools and those who do not. This is a concept that drives the need for user space in the library environment. According to Pew Research Center<sup>2</sup>, “one in four American adults live with a disability that interferes with activities of daily living. Fifty-four percent of adults living with a disability use the internet” i.e. more than half of people living with a disability use the internet.

The “*digital divide*” also remains a persistent challenge to people looking for work. Even though more and more people have access to the internet, there remain a significant number of people without adequate technical support or space to learn how to use it. In a society where business, governmental and social agencies are conducting their operations online, society’s need for adequate connectivity should be met. The library should offer a “library as place” with flexible spaces that draw members of the public to visit and cross the digital divide.

## Library as Place

“Library as Place” is a concept that was coined by the Council on Library and Information Resources in 2005<sup>3</sup>. It states that the library is an important place for collaboration, learning and educational activities. It also states that the library will not become extinct in a digital age. However, it indicates that the library cannot remain with the same layout and services.

From the public library planning perspective, the need to provide a “library as place” is core to a community’s success. An updated building design can provide opportunities for education, communication, productivity, events, presentations and discussions. The “library as place” can include an auditorium, collaborative and/or group study spaces. It can provide “touchdown” spaces for socializing and entertainment. It can provide educational opportunities to search for ideas and learn from experts.

- Since 2005, the Longwood Public Library programs have gone from 40,883 to 52,433 attendees.
- The number of adult programs has gone from 538 in 2005 to 880 in 2010.
- Juvenile programs went from 830 in 2005 to 1,279 programs in 2010.
- The increases in visits and programs are consistent with our public library research. They illustrate that the “library as place” should be a priority in any future plan.

The “library as place” consists of three major service and design components: core services, flexible elements and on-demand resources.

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<sup>2</sup> Pew Research. Americans living with disability and their technology profile, prepared by Susannah Fox, Pew Internet and American Life Project. June 21, 2011

<sup>3</sup> Bennett, Demas, Freeman, Library as Place: Rethinking Roles, Rethinking Space, Council on Library and Information Resources, 2005

**Core services** are elements which are essential to the library's mission such as collections, basic research services and staff.

- A core library collection is a key ingredient of the "library as place," providing space for browsing; current topics, fiction, non-fiction, and reference and research materials.

**Flexible building features** are elements of potential change. They can be moved or rearranged based upon strategic initiatives and changes in information technologies.

- To provide sufficient space for twenty year needs, the library needs to be a flexible environment.
- It needs to be easily reconfigured depending on the season and program of events. "Library as place" interior design examples include modular furnishings, low shelving and tables on wheels, etc.

The "library as place" is a concept that embraces a flexible, user-oriented strategy to deliver streaming media, databases and electronic delivery of documents. The library offers interfaces for connectivity within the community.

**On-demand resources** offer the greatest challenge. They are resources that are needed now but can be reallocated based upon priority needs.

- The library of the future will include on-demand services.
- Partnerships and connectivity with other libraries provide an opportunity to expand on-demand content.

The library should invest in electronic resources to expand the reach of electronic resources and information. Today, this represents about 20% of the library's materials budget.

## eBooks and eReaders

The eBook and eReader markets are in rapid and constant change. Even the experts are having trouble keeping up with the pace of change. According to Computer World Magazine<sup>4</sup>, Amazon.com's Kindle will reach 6.6 million devices in 2011. The dramatic growth follows an 80% jump from 2009 to 2010. Indeed, over 3.6 million e-readers were sold in 2009.

Amazon recently unveiled a service that allows e-book downloads in 11,000 US libraries in 2011. Service was developed to enable public libraries to distribute e-books to their Kindle patrons. The service will change the existing logic that e-books won't work in the library. Patrons walking into the library and downloading an e-book on demand now an everyday event.

Public libraries are much more limited now than what they will be in a couple of years. Currently, there are two major vendors that provide public libraries with content that are "licensed to loan" to patrons: Overdrive<sup>5</sup> and NetLibrary on EbscoHost. These vendors are moving fast to provide new e-book services. In addition, not-for-profit organizations such as the Internet Archives located in California, USA have begun a major effort to create digital content based on holdings of public libraries and making the material accessible to participating libraries. In short, the digital content landscape is evolving. In terms of available content, the Amazon/Overdrive Service will transform library patron's use of e-books. The result should provide library patrons with access to a wide variety of digital materials.

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<sup>4</sup> Hamblen, Mark, "Hot e-reader sales will continue into 2011, Gartner says," Computer World, December 8, 2010.

<sup>5</sup> Hardawar, Devindra, "Amazon Teams up with Overdrive for Kindle library lending," MediaBeat, April 20, 2011.

The Longwood Public Library already has e-book users. During a visit to the library, our consultant met a library patron who was downloading a library book to his eReader – a Barnes and Noble Nook. The library now circulates 15 nooks to its patrons.

## SECTION 2: PROGRAMMING SPACE NEEDS

The Longwood Public Library exists to provide all segments of the population within the geographic boundaries of Longwood Central School District with public library services. The library extends its services to all geographic areas and age levels giving due regard to the variety of individual interests represented in the community.

The general objectives and functions of a public library are:

1. To assemble, preserve, organize and administer collections of books and other printed materials, audio and visual materials, and electronic media representing the needs and interest of all segments of the population and possessing cultural, educational and informational value.
2. To provide opportunity and encouragement for people of all ages to educate themselves continuously.
3. To serve the community as a cultural center and primary source of reliable information.
4. To promote the public use of library materials by active stimulation and guidance.

### Needs Analysis Overview

During planning meetings, our team met internal stakeholders for the library:

- Reference
- Facilities
- Technical Services
- Children Services
- Circulation
- Administration

#### **Reference**

Members of the reference staff addressed the need for a flexible building and functional design. They see the need for computer research, collaboration and gaming. They recognized that the library does not have enough lounge chairs for reading or for laptop use. They shared their plans to expand literacy programs to reach more community members.

#### **Facilities**

Members of the facilities staff addressed the need for an auditorium. They pointed out that additional storage space was required to support new programming, craft and training events. They discussed the different program set ups, stacking chair systems, flexible furniture and the

limitations of the building. Also, the building was not designed to hold a large number of meetings or equipment.

### **Technical Services**

Technical services staff discussed on-going weeding projects, ordering and processing challenges, cleaning and repackaging efforts. Technical Services has a disc cleaning machine, TV DVD/VHS players and ten book trucks that are used to process materials.

- Fifteen percent of the materials come in preprocessed or shelf ready.
- The library provides additional services to make sure the item is ready for circulation.

### **Children**

You begin to appreciate the children's department at the Longwood Public Library when you think of all the library materials and activities it has to offer. The social and personal connections made when families visit the library are important to the public. From our perspective, the opportunity to support a child's education is one of the reasons for the library's existence. Space allotted to this endeavor is a requirement not an option.

In tough economic times, parents need more programs, more value in terms of educational support and more opportunities to share resources. In terms of value, the library is a low cost activity. This facility program offers opportunities to support the long term development of our children's education.

No other space in the community can deliver such a wide range of programs. The children's librarians are committed to offering more services. The children's library would benefit from additional space. The space will be used for parenting programs, early childhood interactive play, collections and more.

### **Existing Conditions**

The Longwood Public Library has been at its current location for 22 years. When the current facility was constructed the population did not have access to the internet or use a smartphone. Naturally, the library patron has changed over the last 22 years. Today, everything is connected to the internet via our laptops, iPads and smartphones.

Technology plays a vital role in virtually every aspect of library service. Information technology and new media create new demands on the library space. Indeed, the existing building was designed without provision for computer equipment for public use and staff use. Space in the library has been reallocated to provide for computers and to make available to the public materials in formats that did not exist 20 years ago.

The library shares a countywide, online, integrated library system (ILS) that fully integrates acquisitions, cataloging, inventory, circulation, the online public access catalog and periodical processing. Book orders are placed and tracked online. The materials are cataloged online and items are added to a central, countywide database of library holdings. The materials are checked in and out with the status of all items immediately reflected in the online public access

catalog. The network facilitates the direct sharing of materials among the libraries on the system and is responsible for the recent dramatic increases in interlibrary loan traffic.

- Four years ago patrons began placing holds from home.
- An average day brought 150 items.
- Now, more than 700 items are borrowed or used in the house each day.

The library staff continues to support the community in new and innovative ways. The staff helps people of all ages learn to navigate the Internet. The library provides access and training class for residents and others who do not have internet service or knowledge of computers. However, due to space constraints, there are a limited number of computer classes.

## User Programs and Services

In order to support the current range of programs including craft story times for toddlers and preschool-age children, multicultural “heritage” events, music and author visits, the Longwood Public Library needs to expand its meeting room. This would enable the library to increase its programs for younger children including sharing books, flannel board stories, poems and music, as well as increase access to computer technology classes.

- This facility program has the potential to both expand and change program space to support changing user needs.

The program room is a key priority for the library of the future. It is a flexible space that provides the most opportunities for use.

- The occupancy rate for the existing program room is very high.
- This is an indication of the success an updated and realigned program room can deliver to the community.

Updating Longwood Public Library’s meeting / program room with new technology will ensure that the library has the means to provide specialized learning opportunities. It will enable the library to increase support for information literacy (ex. learn how to use Google). It will allow the library to expand opportunities for outside community members to use the room(s) for clubs and activities.

Additional program space will allow the outside public to attend an event in a safe and constructive learning environment. Additional skills training opportunities will support local businesses and entrepreneurs.

## SECTION III: PROFILES

### Staffing

		Library Staff Profile				
Department	Position	Names	Full time	Part time	Pages	Total Persons
<b>Administration</b>						<b>7</b>
	Library Director	Suzanne Johnson	1			
	Assistant Director	Juliana Podd	1			
	Account Clerk Typist	Margaret Colarossi	1			
	Clerk	Raquel Kolasinski		1		
	Principal Account Clerk	Linda Guteris		1		
	Senior Account Clerk	Susan Wareham		1		
	Clerk	Joan Lent		1		
<b>Circulation</b>						<b>27</b>
	Department Head	Tracee Ugenti	1			
	Senior Library Clerk	open position	1			
	Clerks		6	19		
<b>Adult Services</b>						<b>32</b>
	Department Head Librarian III	Jennifer Bolleman	1			
	YA Librarian II	Jan Miller	1			
	Reference/Senior Librarian II	Kitty Grinnell	1			
	Librarians I		4			
	Librarians			7		
	Clerks			4		
	Pages				14	
<b>Children's Library</b>						<b>32</b>
	Department Head Librarian III	Kim Giery	1			
	Automated Info Librarian II	Carolyn Mora	1			
	Librarian II	Jill Cloonan	1			
	Outreach Librarian II	open position	1			
	Librarians I		3			
	Librarians			11		
	Clerks			3		
	Pages				11	
<b>Computer Services</b>						<b>3</b>
	Department Head	Mary Miller	1			
	Computer Technician	Mark Wexler		1		
	Clerk	Keri Andrews		1		
<b>Technical Services</b>						<b>17</b>
	Department Head Librarian III	Nicole Turzillo	1			
	MARC Records Librarian I	Roseann Mamma	1			
	Librarian			2		
	Senior Library Clerk	Joanne Strahan	1			
	Clerks		5	3		
	Pages				4	
<b>Custodian Services</b>						<b>6</b>
	Head Custodian	Vincent Rodgers	1			
	Custodians			5		
<b>Subtotal</b>			<b>35</b>	<b>60</b>	<b>29</b>	<b>124</b>
<b>Total Persons</b>			<b>124</b>			

## Type and Size of Collections

Material selection for the Longwood Public Library is based upon the anticipated use of the facility by a rapidly growing and diverse community..

The future collection will reflect the interests and needs of the community.

- Areas of emphasis include new fiction, e-books, playaways, DVDs, CDs, youth collections and other popular materials.
- The teen and adult collections will be showcased with appropriate signage.
- The children's collections feature low shelving to enhance access to library materials.

The proposed plan calls for 18,603 linear feet of collection.

The library's e-book collection / holdings will increase in the future. Access to e-resources or book volume equivalents should enable the library to increase its overall holdings. The total number of book equivalents the library provides should offset any reduction in shelving space over the next five to ten years.

Following is a chart profiling the proposed Longwood Public Library Collection for the next 10 years.

**LIBRARY PROGRAM  
LONGWOOD PUBLIC LIBRARY**

Department	Collection	Current			10 Year Plan
		Volumes	Shelves	Linear Ft	Linear Ft
<b>NEW BOOKS &amp; MEDIA</b>	New Books	5,039		624	288
	Paperbacks	1,691		141	54
	CDs	9,250		370	144
	Audiobooks (Tape, CD's, Playaway's)	1,602		1,028	864
	Videos (DVD's)	2,509		450	436
	<b>TOTAL</b>	<b>20,091</b>		<b>2,613</b>	<b>1,786</b>
<b>PERIODICALS</b>	Current Periodicals	272		68	68
	<b>TOTAL</b>				<b>68</b>
<b>ADULT</b>	Reference	8,949		895	180
	Special Collection Bayles	2,388		239	240
	Poetry Collection				86
	Nonfiction	74,424		7,442	7,000
	Fiction	38,428		3,843	3,600
	<b>TOTAL</b>	<b>124,189</b>		<b>12,419</b>	<b>11,106</b>
<b>YOUNG ADULT</b>	Reference	172		17	18
	Reading List	2,048		205	205
	Paperbacks	248		25	28
	Nonfiction	5,236		524	525
	Fiction	8,590		859	862
	<b>TOTAL</b>	<b>16,294</b>		<b>1,630</b>	<b>1,638</b>
<b>CHILDREN</b>	Reference	1,565	23	69	69
	Easy & Picture Books	27,917	256	768	768
	Periodicals	76	9	27	27
	Parenting Collection		45	135	135
	Audio Books	1,842	28	84	85
	Music CD's	1,688	12	36	40
	DVD's & VHS		108	324	340
	CD Roms	899	20	60	60
	Kits	209	25	75	75
	Nonfiction	45,495	547	1,641	1,641
	Fiction	17,582	243	729	729
	Study Center Collection				36
	<b>TOTAL</b>	<b>97,273</b>		<b>3,948</b>	<b>4,005</b>
<b>TOTALS</b>		<b>257,847</b>		<b>20,610</b>	<b>18,603</b>

## Type and Amount of Seating

Following is a chart profiles the existing seating in Longwood Public Library. Seating in the library needs to grow, specifically for groups, meetings and event programming.

<b>Library Existing Seating Profile</b>								
Department or Area	Reader Seats				Equipment Seats/Stations			Rooms, Group Seating
	Lounge Seats	Tbl. Seats	Benches	Carrels	OPAC Stand-up Stations	Computer Work-stations	Microform Seats	
<b>Adult Services</b>								
Kovarik Poetry Room								8
Bayles Local History								4
Adult Reading Room	9	32		6	7	19	2	
Computer Lab						16		
<b>Young Adult</b>								
Young Adult Area		8						
<b>Children's Library</b>								
Preschool		6						
Activity Area		15						
Children's Collection	4	16	4		4	20		
<b>Community Rooms</b>								
Community Rooms								165
Conference Room								12
<b>Subtotal</b>	<b>13</b>	<b>77</b>	<b>4</b>	<b>6</b>	<b>11</b>	<b>55</b>		<b>189</b>
<b>TOTAL SEATS</b>	<b>344</b>							

**LIBRARY PROGRAM  
LONGWOOD PUBLIC LIBRARY**

The next chart represents type and amount of seating for Longwood Public Library for the next 10 years. This program doubles the amount of public seating in the future library.

<b>Library Future Seating Profile</b>							
<b>Department or Area</b>	<b>Readers Seats</b>			<b>Equipment Seats/Stations</b>			<b>Rooms Seating</b>
	<b>Lounge Seats</b>	<b>4 Person Tbl. Seats</b>	<b>1-Person Table Seats</b>	<b>OPAC Stand-up Stations</b>	<b>Computer Work-stations</b>	<b>Micro-forms</b>	
<b>Adult Services</b>							
Information Commons				8	25		
Reference			4				
Periodicals	16						
Microforms						1	
Bayles Local History Room					1		4
General Seating	10	24	42				
Group Study/Tutorial Rooms							16
Kovarik Poetry/Conference Room							8
Computer Instruction Room							16
<b>Young Adult Services</b>							
Computer Area					8		
Seating	8	8					
<b>Children's Library</b>							
Computer Area					16		
Early Childhood Area	7	20					
Periodicals	8						
Story Hour Room							50
Craft Room							24
Children's Seating	10	16					
Study Center							14
<b>Meeting Room Complex</b>							
Meeting Room/Auditorium							200
Meeting Room							100
Conference Rooms (2)							24
<b>Subtotal</b>	<b>59</b>	<b>68</b>	<b>46</b>	<b>8</b>	<b>50</b>	<b>1</b>	<b>456</b>
<b>TOTAL SEATS</b>	<b>680</b>						

## Spatial Relationships

The following is a spatial relationship diagram of the library zones. The diagram will form the basis of the layout of library building. The final plan should reflect the principles established in this document, supporting the efficient and effective delivery of library services. The size of the blocks does not represent the actual size of the areas, but outlines their relationship.



## Description of Programmed Spaces

### **Lobby & Self Check in**

The Building Lobby should function as the public entry point into the facility. Exterior automated doors should be updated to enable free flow into the facility. Security gates should be located at the entrance.

RFID technology is used by some libraries to reduce manual processing and improve customer service. The Longwood Public Library is considering the use of new technology to improve circulation capacity. The outcome will improve customer service by speeding up the delivery of library items to the public.

An electronic kiosk with library information, display cases and a graphic map of the library should be located in the lobby area. This open area should contain changing displays and dynamic information via plasma screens.

### **Circulation Desk Area**

The Circulation Desk will support the following tasks:

- Holds
- Fines
- Library cards
- Patron registration
- Sorting shelves
- Check in
- Check out
- Sorting materials

The circulation desk will process fines, card renewal and patron registration. The desk size can be reduced to improve operations; a plan to improve workflow should be developed during planning.

### **Self-Check**

The self-check area should be located in the entrance/exit area and in close proximity of the circulation desk. Self-check can also be decentralized and located in adult services, family services or in heavy traffic areas.

### **New Books & Media**

The space for the new book and media collection should be located in an open public area that is within easy access of the entry to the lobby. The area should contain display shelving for new books and very popular circulating materials including video and audio media. This area should be outfitted with listening and viewing seats, as well as some lounge seats. It should be an attractive area with a view of the library entry and wide aisles to encourage browsing.

## **Adult Services**

Located within the library's open public area, the adult/reference service desk should be the hub of the library. This modular and attractive desk should be located within easy access and in view of the entry, with sightlines throughout the library. In close proximity, a self-service check-out module should be located.

In this area, the reference collection should be located in the open area with easy access to the adult services desk. Shelving should be placed five shelves high. This height complies with ADA guidelines and enables browsing. The space includes copiers, scanners, etc.

The adult services area should feature an information commons area. This is an open area near the adult services desk containing ten stand-up OPACs, and thirty networked multifunctional computers on equipment-dedicated stations that support both collaborative access (space for groups of 2 or 3) and private searches (space for one person). Here, patrons can access the Internet, online databases and a variety of other electronic resources. The idea is to promote group work with a family atmosphere.

The computers should be located on counter height and standard height tables so that patrons may either stand up or sit down when using them. One stand-up configuration can serve library patrons who need to access email and another can support access to electronic journals. Current periodical collections can be located in this open public area. This space should contain 5-shelf high magazine display shelving and lounge chairs. It should provide wireless internet capability. In addition, there should also be a microform area with 2 microform reader/printers and 5 microform cabinets to support genealogical and historical researchers.

The general fiction and non-fiction collections should be placed in open public areas to provide better access to content. Fiction should be located in close proximity to the browsing collection; non-fiction, in close proximity to reference. The seating should consist of large 4-seater tables, individual tables or carrels, and lounge chairs. The tables can be located within the stack areas, adjacent to windows where feasible.

The computer instruction room should be used for computer training and other similar classes. It should be able to support teleconferencing, distance learning, etc. The room should include one instructor's desk and seats for sixteen people – two at each table – in classroom style. Each table should be outfitted with two multifunctional microcomputers. The instructor's desk should be adjacent to a smart podium that is linked to an overhead projector.

This area should contain enclosed Quiet Reading room for sixteen people for quiet study and reading.

## **Young Adult**

The Young Adult area should be a separate area. It should include a Teen librarian service desk and an office for the YA librarian. This space should be designed for teen use so they can call the space their own. It should contain eight computers, eight lounge chairs and 2 4-seater tables with the requisite number of chairs. Collection contains materials of teen interest.

## **Children's Library**

The children's services desk should be located in full view of the entry to the children's library. It should be table height rather than counter height. This enables children to more readily access library staff. The computer area should contain clusters of networked multifunctional computers on intermediate tables. These computers will provide on-line access to the children's catalog, other databases and the Internet. They will also enable children to listen/view tapes, CDs and DVDs.

The preschool reading area should be designed for the youngest children. There should be shelving for picture books and easy readers. The library's seating should consist of juvenile height tables and chairs, and adult seating. The story hour room and craft room should be located in close proximity to the preschool reading and play area.

The story hour room should provide space for up to fifty children, sitting on the floor. Here, children can listen to stories and view puppet shows. Craft room should contain a counter with a sink and storage, stacking chairs and several folding tables. In the parenting area, parents and children should be encouraged to share books together. They can sit on the floor or on pillows and share a lounge chairs together. This collection should be designed for adults working with young children.

## **Meeting Room Complex**

The community meeting room public area should consist of a meeting room lobby, auditorium for 200 people with stage, meeting room for 80 people with optional table seating, galley kitchen and storage room. The Meeting room lobby should be accessible directly through a door that leads to the library and the library lobby. This would enable the entire community Meeting room complex to function after library hours. Besides acting as a lobby, the space can also act as a meeting/small reception area and exhibit area. Restrooms should be located in close proximity and should be available to the public whenever the community meeting rooms are open.

The 200-seat enclosed Meeting room/Auditorium is used for the many diverse programs that the library has to offer. For example, it can be used for community performance programs, professional and public meetings, conferences, staff events, etc. It has the capability for teleconferencing and distance learning. It can be divided in half by movable partitions for smaller programs and classes. The storage closet is used to store furniture and equipment. The kitchen is a galley kitchen enclosed with either folding doors or pull-down gates. It contains a counter, sink and refrigerator. The counter has cabinets above and below and T coil for hearing impaired.

The 80 seat meeting room should be a flexible environment with modular tables and chairs and acoustical privacy screens. It should include audio and video equipment that will enable the production of audio and video recordings. It should also provide an opportunity for local cultural programs and student projects.

## **Library Administration**

Library administration should contain the director's office, assistant director's office, secretary's office, business office, and file room. This area should include a Support/Storage/Mail Room that contains copier, supplies and mail. There should also be separate equipment storage room for computer services in another location.

### **Technical Services**

The Technical Services should include technical services head's office, acquisition workroom, It should contain a processing area which will be used to process library materials so that they may be put on library shelves, and mail area to receive and sort the mail. Technical services should have easy access to the delivery entrance in the building.

### **Custodial Operations**

Support functions should include custodial operations. It has head custodian's office and custodial staff area with lockers and showers. The supply storage should be located in the rear of the building near the delivery entrance. Cleaning closets should be located throughout the building.

### **Staff Area**

The staff area should consist of an enclosed room for staff members to eat lunch and take breaks. This room is not near or visible from the public areas. It is adjacent to staff restrooms, staff lockers and the staff entrance.

SUMMARY OF BUILDING SPACE REQUIREMENTS

**LIBRARY PROGRAM  
LONGWOOD PUBLIC LIBRARY**

<b>LONGWOOD PUBLIC LIBRARY</b>							
<b>BUILDING PROGRAM AREA SIZE SUMMARY</b>							
<b>Rm</b>	<b>Department Name</b>						
	<b>Area Name</b>	<b>L.F.of</b>	<b>Seating</b>	<b>Staff</b>	<b>NASF</b>	<b>Subtotal NASF</b>	<b>DGSF</b>
	<b>1. Entrance Area</b>					<b>1,092</b>	<b>1,365</b>
101	Building's Lobby/Vestibule				592		
102	Friends Bookstore				500		
	<b>2. Circulation</b>			<b>10</b>		<b>725</b>	<b>907</b>
201	Circulation Desk Area			7	380		
202	Self Check Stations				100		
203	Circulation Office & Sorting Area			3	245		
	<b>3. New Books &amp; Media</b>	<b>1,786</b>				<b>920</b>	<b>1,150</b>
301	New Books Collection	342			198		
302	A/V Collection	1,444			722		
	<b>4. Adult Services</b>	<b>11,174</b>	<b>167</b>	<b>12</b>		<b>12,523</b>	<b>15,654</b>
401	Adult/Reference Services Desk			3	300		
402	Information Commons (25+8 stand-up)		25	1	1,110		
403	Copier Alcove				210		
404	Reference Collection	180			233		
405	Reference Seating		4		120		
406	Periodicals Collection and Seating	68	16		500		
407	Microforms		1		80		
408	Bayles Local History Room	240	5		383		
409	Local History Librarian Office			1	96		
410	General Collection Shelving	10,600			5,300		
411	General Collection Seating		76		2,124		
412	Group Study/Tutorial Rooms (2)		16		400		
413	Kovarik Poetry/Conference Room	86	8		260		
414	Computer Instruction Room		16		510		
415	Department Head Office			1	105		
416	Adult Services Office			6	536		
417	Storage Room				256		
	<b>5. Young Adult Services</b>	<b>1,638</b>	<b>24</b>	<b>1</b>		<b>1,513</b>	<b>1,891</b>
501	Young Adult Service Desk	18		1	98		
502	Young Adult Computer Area		8		305		
503	Young Adult Collection Shelving	1,620			694		
504	Young Adult Seating		16		416		
	<b>6. Children's Library</b>	<b>4,005</b>	<b>165</b>	<b>10</b>		<b>7,798</b>	<b>9,747</b>
601	Children's Service Desk	69		3	309		
602	Children's Computer Area		16		590		
603	Early Childhood Area	903	27		1,875		
604	Periodicals Area	27	8		243		
605	Story Hour Room		50		500		
606	Craft Room		24		500		
607	Study Center	36	14		500		
608	Children's Collection	2,970			1,501		
609	Children's Seating		26		664		
610	Children's Staff Office			7	641		
611	Storage Room				475		

**LIBRARY PROGRAM  
LONGWOOD PUBLIC LIBRARY**

Rm	Department Name						
	Area Name	L.F.of	Seating	Staff	NASF	Subtotal NASF	DGSF
<b>7. Meeting Room Complex</b>			<b>324</b>			<b>4,855</b>	<b>6,069</b>
701	Meeting Room Lobby				700		
702	Meeting Room/Auditorium		200		2,400		
703	Meeting Room		100		800		
704	Conference Rooms (2)		24		600		
705	Meeting Room Kitchen				115		
706	Storage Room				240		
<b>8. Library Administration</b>				<b>8</b>		<b>1,347</b>	<b>1,684</b>
801	Library Director Office			1	190		
802	Assistant Director Office			1	175		
803	Administrative Secretary Area			1	122		
804	Accounting Office			2	133		
805	Support/Mail Room				107		
806	General Office Supply Storage				152		
807	Computer Services Office			3	300		
808	Server Room				168		
<b>9. Technical Services</b>				<b>13</b>		<b>994</b>	<b>1,243</b>
901	Technical Services Head Office			1	95		
902	Processing Work Area			12	745		
903	Sorting/Mail Area				154		
904	Storage Room				206		
<b>10. Custodial Operations</b>				<b>1</b>		<b>649</b>	<b>811</b>
1001	Head Custodian's Workstation			1	85		
1002	Custodial Supplies Storage				374		
1003	Custodial Services				40		
1004	Custodial Staff Area				150		
<b>11. Staff Area</b>						<b>593</b>	<b>741</b>
1101	Staff Lounge/Lunch Room				425		
1102	Staff Lockers				168		
<b>TOTALS</b>		<b>18,603</b>	<b>680</b>	<b>54</b>		<b>33,008</b>	<b>41,260</b>
<b>Building Components</b>							<b>4,486</b>
	Mechanicals, Toilets, Vertical				4,126		
	Garage (existing)				360		
<b>BGSF*</b>							<b>45,746</b>
*The net/gross ratio is considered to be 70%.							
<b>Terminology</b>							
<b>Net Assignable Square Feet (NASF)</b> - The space within the walls of the room or the usable floor area assigned to. The space includes case work, fixtures and door swings but does not include wall thickness							
<b>Departmental Gross Square Feet (DGSF)</b> - The space inside the centerline of the walls separating a department from adjoining areas; includes walls, corridors, closets, etc.							
<b>Building Gross Square Feet (BGSF)</b> - the total area of the facility including outside walls, mechanical spaces, verticals circulation, shafts, toilets and building circulation (generally about 10% of DGSF)							