

# **The Brookfield Library**

## **Space Needs Study and Building Program**

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## **Section 1**

### **Executive Summary**

The Brookfield Library opened in 1975 as a 9,600 square foot facility built to house 35,000 items. As of 6/30/14, the collection totaled 64,626 items. The building has not been renovated, modernized, or expanded in 40 years, although both the population and library use have increased significantly in that time. Services provided by The Brookfield Library are used by the community both on-site and online.

The town has grown from 9,688 in 1970 to 15,664 in 2000 to 16,860 in 2010. The University of Connecticut State Data Center projects a population of 16,740 in 2025. As of June 30, 2014, a total of 11,264 (66.8%) of town residents held library cards. Library visits totaled 98,988. In 2014, there were 124,934 hits on the library's web site.

In 2002, the Library Board contracted with Library Development Solutions of Princeton, New Jersey to assess the library's space needs, recommend improvements to address community needs, and develop a building program to meet community needs for the next 25 years. The report recommended an expansion of the current building that would add 18,000 square feet, bringing it to 27,600 square feet. Since that date, the Committee for a New Library has determined that the current site is not adequate for the library's space needs. The Board of Selectmen of the Town of Brookfield has agreed to the use of a parcel of land on the municipal complex for a new library, estimated to be at least 27,000 square feet.

The Committee for a New Library, in conjunction with the library director, created a brief survey to determine what the residents of Brookfield would like to see in a new library. Survey results are integrated with those of the focus groups conducted in 2002, and all results are incorporated in the design of the proposed building.

In June 2009, the Committee for a New Library selected the firm of Tuthill and Wells Architects to design a new library. After approval by the Town Attorney, the First Selectman signed a contract with the firm for the design phase of the project. The Town submitted a Construction Grant request for \$1,000,000 to the Connecticut State Library on September 1, 2009. The grant was awarded in November, but the Town has been unable to move forward with the project, and is submitting an amended grant application in February 2015.

## Section 2 Brookfield Today

### Brookfield Community Characteristics

#### Population

- The 2000 US Census of Population placed the population of Brookfield at 15,664, an 11% increase from the 1990 Census. In 2014, the population was estimated to be 16,860. The Connecticut State Data Center of the University of Connecticut predicted an increase of 26.04% in Brookfield's population by 2030. In 2009, projected numbers for the town's growth showed 17,044 in 2010, 17,756 in 2015, 18,425 in 2020, 19,066 in 2025, and 19,645 in 2030, but those numbers have now been revised downward. The State Data Center now predicts a population of 16,740 in 2025. According to the CERC profile, growth is now projected to be slower than estimated.
- Brookfield is predominately a Caucasian community (91.2%) with Asians constituting the next largest population group at 2.5%, followed by Hispanic, Black, and "other."
- Females slightly outnumber males in Brookfield with 51.4% of the population female and 48.6% male.
- Children between the ages of 0-19 years of age constitute 28.9% of the town's population. Adults between the ages of 35-54 constitute the largest age cohort in town at 36.1%. Older adults aged 60+ constitute 4.5% of the population. The median age for Brookfield residents in 2012 was 43, compared to the state average median age of 40.
- There are 5,833 households in Brookfield, according to the CERC Town Profile. The census indicates that 78.4% of this number is family households, with 39% of that number indicating they have children under the age of 18 years of age. The average household size is 2.8 persons; the average family size is 3.1.
- The number of young adults (20-34 year olds) is expected to decline until 2000 and then grow slowly until 2020.
- The number of residents over 55 will continue to increase, with one-third of Brookfield's population expected to be over 55 years of age by 2020.

#### Housing

- Brookfield has 6,781 housing units with most of Brookfield's population living in owner occupied housing (96.4%).

- In 1990, Brookfield had more households with three or more people than the statewide average.
- 32.8% of Brookfield’s population lives in a two-person owner-occupied housing unit, 20.6% live in 4-person households, 19.4% live in three-person households, 14.9% in single person households, and 12.4% live in households with 5 or more people.

**Education**

- 43.7% of Brookfield’s population over 25 years of age has a bachelors or advanced degree as compared to the state average of 31.4%.
- More than 90% of the town’s student population attends the public schools.
- Close to 91.9% of those graduating from high school go on to pursue post-secondary education, compared to a statewide number of 83.4%.

**Economics**

- Brookfield has two regional roles, one as a residential suburb for Danbury, Westchester County, and New York City, and the other as a sub-regional center offering business and employment.
- Seventy eight percent (78%) of Brookfield residents commute elsewhere for employment.
- The Connecticut Economic Resource Center, Inc. (CERC) shows the following **median** household income figures in their 2009 Town Profile:
 

Brookfield	\$111,096
Fairfield County	\$ 82,614
State	\$ 69,519
- Brookfield has the highest ratio of jobs to workers in the area.
- Only one in three workers employed in Brookfield lives in Brookfield.

**School Enrollments**

- Approximately 90% of Brookfield’s children attend public school. Given the current economy it is expected that this number will remain stable or grow slightly in the next few years.
- School enrollment for the Brookfield public schools is expected to decrease slightly in the next 5 years, from a total enrollment of 2,894 in 2009-2010 to

2,669 in 2013-2014. The staff of the Town School Office was unable to provide data beyond 2014.

### **Section 3 Library Profile**

#### **The Library Today**

Today the Brookfield Library provides a wide array of services that are actively used by the community both on site and through the library's website. 11,624 people (68.9% of the community) had library cards in 2014.

#### **Library Hours**

The library is open 54 hours a week. Unlike many other libraries that are open to 9 p.m., the Brookfield Library closes at 8 p.m. on two evenings, at 6 p.m. on two evenings, and at 5 p.m. on two evenings. Sunday hours were added in September 2009. The library is closed on Sundays during the summer months.

#### **Circulation**

The rate of circulation increase in the last five years has been fluctuating for a number of reasons. The library was built to hold 35,000 items; today its collection is almost 63,000 items. Materials are housed on shelves that are too high, shelves are packed from end to end, and books are even shelved on windowsills, making it difficult to browse the collection and display it effectively. Children's books are on shelves as tall as 84". From the focus group sessions, we learned that many people are choosing to use neighboring libraries because of the space constraints and parking difficulties at the Brookfield Library.

**Table 1  
Circulation Statistics 1997-2014**

	Print circulation	Digital circulation
1997	159,765	
1998	146,885	
1999	126,450	
2000	122,536	
2001	126,150	
2002	131,836	
2003	147,026	
2004	151,741	
2005	159,720	
2006	156,112	
2007	146,882	
2008	149,602	
2009	150,484	
2010	155,943v	
2011	151,369	

2012	156,058	
2013	145,808	6112
2014	136,689	11,735
2015 to 1/31/15	81923	5,081

### **Library Visits**

Library visits have remained steady over the last five years. A library visit may include checking out an item, but it also includes all of those people who come to the library to attend a program, ask a question, read a magazine in the library, or use the library's computers. Patron visits in FY2014 totalled 98,988.

### **Book Stock**

At the end of 2008, the Library collection totaled 62,950 items including books, audiobooks on CD, tape, and PlayAway, magazines, newspapers, music CDs, and video and DVDs. By the end of 2014, we had eliminated PlayAways, audiobooks on tape, and all of our VHS videotapes, in order to make room for more audiobooks on CD and DVDs. The library has approximately 90 magazine subscriptions and 10 newspaper subscriptions. The collection has grown minimally in the last 5 years, significantly less than most library collections, which average a growth rate of 5% annually.

The inability to add more items to the library collection is directly related to the inability to house significant increases in material. Library shelves are packed from end to end and books are housed on the highest shelves, making it difficult to reach many titles. There is absolutely no space for collection growth. The library staff weeds much more heavily than they would prefer to allow space for new material.

To determine more accurately a target collection size for Brookfield, the consultants looked at several variables:

- The impact of electronic publishing on the entire collection and more specifically on the reference collection
- The ideal collection size for a community of 17,000 based on a comparison with other libraries considered "best in class".
- A target collection size that encourages continuous weeding and a constantly refreshed and changing collection.

Using these variables, the consultants determined an optimum collection size for Brookfield of 91,000 items by 2020. The Space Planning Guide Worksheet completed in 2015 shows a smaller collection of about 80,000, reflecting the growth of the digital collection.

### **Current Staffing Levels**

The library currently has 16 staff members, or 9.02 full time equivalents (based on a 35-hour work week). The following chart provides details about each of these positions.

**Table 2**

<b>Full-time Positions</b>	<b># of Positions</b>
Director (full time)	1
Assistant Director/Adult Services Librarian (FT)	1
Technology/Teen Services Librarian (FT)	1
Community & Children’s Services Librarian (FT)	1
Circulation Supervisor (FT)	1
<b>Part-time positions:</b>	
Technical Services Assistant (15 hours)	1
Administrative Assistant (15 hours)	
Children’s/Teen Programming Assistant (27 hours)	1
Reference Librarian (25 hours)	1
Circulation Assistants (27, 27, 10 hours)	3
Homebound Services Clerk (2 hours)	1
Shelvers (18 hours total)	3
<b>Total Staff</b>	<b>16</b>

## **Section 4**

### **The Community and Staff Speak**

Public and staff input into the decision to expand and the design of the new library were an essential component of this building program. There were a number of opportunities for the community and staff to offer specific recommendations regarding the library expansion. In 2008 and 2009, the Committee for a New Library created a brief survey that was distributed at community presentations about the new library, and was made available in the library. In 2014, the Town’s Economic Development Commission created a website (EnvisionBrookfield.com) with surveys about various services in town; one of their surveys asks about a new library.

#### **Conversations with the Board of Trustees**

Members of the Library Board met with the building consultant in 2002 to share their ideas about the specific improvements needed in an expanded library. Board members spoke about the need to increase space for library collections so they can be displayed more attractively. They also spoke of improved amenities including a café, comfortable chairs and a relaxed living room-like environment, and more varied lighting. Providing a variety of meeting rooms to accommodate community use was also considered important, including a large room for program meetings and smaller rooms to accommodate small group meetings

and group study. While the original consultant's report focused on an addition, these same needs apply to a new building.

### **Conversations with Staff**

Library Development Solutions consultants interviewed Brookfield Library staff members to understand more about the deficiencies in the existing building and to get them to think about the ideal space they need to support the library's service program. Staff noted a number of concerns with the current library, including lack of space to accommodate collections, lack of seating space, inappropriate space to accommodate technology, and the lack of defined areas for adults, teens and children. In 2009, staff repeatedly noted the lack of storage and working space. Nothing has changed since that date.

### **Community Focus Groups**

To gather data for the building program, a series of focus group sessions were held with members of the community in May 2002. Participants were asked questions to determine their preferences for service and facility improvements. It was clear from the focus group discussions that they want their library to provide more services that will require additional space to support the scope and level of service desired. Among the most significant findings from the focus groups were:

- Newer residents have high expectations for service. Brookfield has experienced significant population growth in families with school age children and in its senior population. These are both groups that use the library heavily and would use it even more if there were more space.
- Brookfield residents care about their community and want to create a Brookfield identity that focuses on the needs of their community. The library is seen as being an important part of the community's identity.
- Brookfield residents have various choices on where to spend their free and leisure time. Residents commented that they use other area libraries for information or materials. The Danbury Public Library, C.H. Booth Library in Newtown, Bethel Public Library and others were frequently mentioned as desirable public libraries to visit. Patrons who visit the new Monroe and Southbury libraries have asked why Brookfield hasn't updated our library. But these libraries cannot provide the sense of community, belonging and social identity that the Brookfield Library can provide. Since the time of the original report, The Brookfield Library has substantially increased the number and variety of programs offered to the public, making the lack of meeting space even more severe, but also drawing more (and new) people to the library.

- More of everything – hours, computers, access, parking, popular and current materials, and programming – are needed to keep the Brookfield Library current with the needs and expectations of Brookfield residents. Residents view the library primarily as a place where they would like to browse for new literature, movies, or information, and as an after-school destination for students to research and work on homework. There is a large demand for multiple copies of best sellers and current DVDs. Residents appreciate the children’s programs and comment that the library is a perfect place for adult programs as well. They view the library as both physically the center of the town and potentially as the social center of the town.

## **Section 5**

### **Library Vision, Mission, and Strategic Directions**

During the 2002 long range planning process for The Brookfield Library, the Board, Planning Committee and staff spent a great deal of time thinking about their vision and dream for the library. Their vision describes a library that is at the heart of the community, and one that is considered a destination for cultural, educational and recreational programs. Although the accomplishment of this vision may be long term and ongoing, it has some immediate impact of the library facility. Creating a community living room implies that the library will provide comfortable seating and a pleasant environment that entices people to spend more time in the library.

Immediate space considerations include the need for a larger meeting room to support community programming and meetings, more seating for adults, teens and children, space for smaller community organization meetings, and small group meeting rooms where children, teens and adults can gather to work on group projects, meet with a tutor, or visit with a client. The library’s atmosphere needs to become less institutional and more welcoming to people of all ages.

There is a real shortage of meeting rooms in Brookfield. The largest room at Town Hall only seats 125, and the high school auditorium holds at least 600. There is no meeting space open to the public that offers any middle ground. Local nonprofits and businesses are often forced to hold meetings out of town for lack of meeting space. A large Community Room and smaller meeting rooms will meet these needs, as will moving the library’s children’s programs out of the Community Room and into story hour and craft rooms.

#### **Our Vision**

**The Brookfield Library staff, Board of Trustees, Friends of the Library and the community envision a future where all individuals consider the library as the center of Brookfield, the community’s living room, and a destination for cultural, educational and recreational programs.**

The library's mission (its statement of purpose) also includes a number of concepts that have implications for library space.

### **Our Mission**

**The Brookfield Library, a center of community life, provides resources, programs, facilities, and staff to educate, entertain, enrich, and inform the entire community.**

### **Strategic Directions**

The long range plan identifies a number of strategic directions that will guide the development of library programs and services over the next few years. Each of these requires major changes in the library's physical space.

#### **The Destination Library**

Provide a variety of programs to attract people to the library for many different reasons – to enjoy a concert or lecture, meet an author, engage in discourse and debate around an issue of importance to the community. Make the library an “urban space” in the midst of suburbia, Brookfield's “Main Street.” Provide easy access to popular books, videos, audiobooks, DVDs, programs, and events that attract people to the library as a destination for fun and entertainment. Library space needs to be welcoming, comfortable and capable of accommodating a variety of simultaneous uses.

#### **Connect to the World**

With the information proliferation online, The Brookfield Library can provide technology and staff who can help the community become more information literate. By using a variety of traditional and emerging information formats, the library can become a source of information and ideas. Providing tried-and-true and emerging technologies will empower Brookfield library customers to obtain the information they need, whether they are in the library or using The Brookfield Library online. To accommodate this technology emphasis, the library needs to provide more space to accommodate public workstations and offer training space to assist with technology instruction and exploration. While the library provides wireless Internet access, there is very little space for those using their own laptop computers.

#### **Lifelong Learners**

The library can provide resources, technology, programs and staff to assist children and adults in meeting their educational goals. Individuals involved in classroom study or informal, self directed learning will find what they need at The Brookfield Library. The library will need to have ample space to

accommodate a growing collection of materials as well as conference rooms and homework areas that can facilitate the learning process. With the increase in distance learning, the library can serve as a technology center for those without high-speed access at home.

### **Service Excellence**

A new library will be able to adapt services to improve effectiveness with the resources available to the library, remove barriers to accessibility, and increase customer satisfaction with the library and all it has to offer. Meeting customer demands and expectations will require a flexible building and trained staff. Space implications for this strategic direction include the need to provide space to display and merchandise library materials, lower shelving that encourages browsing, public service desks that are accessible and approachable, as well as seating areas that encourage group conversation, table seating that supports study, and a café that offers light refreshments.

## Section 6

### Library Space Today

This section of the report analyzes the library's existing space, details current building deficiencies, and recommends the kind of space needed for the Brookfield Library.

#### The Current Library

The Brookfield Library opened in 1975. It is a two-story facility with a total of 9,600 square feet. The lower level houses a Community Room (capacity 150) and a small adjoining kitchen, plus a staff lounge. The upper level is one open space with no noise barriers that houses the entire collection, the public access computers, and staff offices. There are 38 parking spaces (including 3 designated handicapped spaces) immediately adjacent to the library. Table 3 shows the assignment of space in the existing library and provides details about current seating capacity.

**Table 3**  
**Brookfield Library Current Space Allocation**

<u>Functional Area</u>	<u>Present Area sq.ft</u>	<u>Present Material Capacity</u>	<u>Present Seats</u>
Entry	135	0	0
Book Return	0	0	0
Café/Bookstore/Gift Shop	0	0	0
Circulation Office	0	0	0
Circulation Desk	225	300	3
<b>subtotal:</b>	<b>360</b>	<b>300</b>	<b>3</b>
Adult			
Browsing	30	400	0
Adult Media	300	3,000	0
Reference Desk	70	0	2
Reference/Electronic Resources	900	1,500	14
Computer Training Center	0	0	0
Non-Fiction/Fiction Book Stacks	3,000	24,000	8
Reading and Magazines	300	100	4
Large Print	0	0	0
Quiet Study	0	0	0
Reference Office	0	0	0
<b>Adult Totals:</b>	<b>4,600</b>	<b>29,000</b>	<b>28</b>
<b>Teen Area</b>	<b>0</b>	<b>0</b>	<b>6</b>
Children's Services			
Service Desk	0	0	0
Reference, Study & Magazines	150	1,500	2
Parenting	0	150	0

Picture Books and Easy Readers	400	3,000	10
Non-fiction/Fiction Book Stacks	800	13,000	0
Children's Media	0	0	0
Storytime	0	0	0
Arts & Crafts	0	0	0
Children's Office	0	0	1
<b>Children's Totals:</b>	<b>1,350</b>	<b>17,650</b>	<b>14</b>
Community Program/Meeting Room	1,500	0	150
Technical Services	320	175	3
Network Center/Technology Support	80	0	1
Director's Office/Conference Room	160	50	3
Administrative Services	80	25	1
Book Sale/Volunteers Office	0	0	0
Staff Lounge	120	0	4
Receiving/Custodial/Storage	300	0	0
subtotal:	2,560	250	9
Total Library	8,510	46,750	60
Non-Assignable Area	700	0	0
<b>Grand Totals:</b>	<b>9,000</b>	<b>46,750</b>	<b>210</b>

During the long range planning process in 2002, it was apparent that much of what The Brookfield Library Planning Committee recommended for library service improvements would be contingent on the ability to provide additional and more functional and flexible library space. Using space-planning guidelines developed by the Connecticut State Library, the amount of space recommended for a community the size of Brookfield was calculated as part of the plan. This calculation resulted in a recommendation for a library of 27,000 square feet, roughly three times the library's current size. The new building should emphasize additional space for children, teens, community events, and more shelf space to increase the ability to browse the collection.

### **Current Building Assessment**

The Brookfield Library is small library facility built in the mid-1970s to meet the community's needs for library service; it replaced a 1500 square foot building. At the time the library was built, its size was more than adequate to support library services. Since that time, population growth in Brookfield, the widespread use of technology, and the community's changing expectations about the use of libraries have resulted in a library facility that is inadequate for a community the size of Brookfield.

The building consultants spent time talking to staff, observing customer use of the library and walking around the library to detail current building deficiencies. Photos illustrating current space constraints are included in Appendix 3.

### **Entry and Browsing Area**

Customers enter the library through a small entryway that serves as a barrier between the outside and library interior. The entry also provides access to the lower level of the library. Automatic doors for handicapped/stroller access were added in about 2012. Both inner and outer doors open together, cold air in winter and hot air in summer cause the interior temperature to fluctuate.

Upon entering the library, patrons encounter a small browsing area which accommodates the most recent acquisitions. This area is far too small to accommodate the newest library materials, with capacity for only 400 items. There is no space to display materials face-out.

### **Circulation Desk**

The large circulation desk is the first area seen by people entering the library. The circulation desk is close to the Reference desk, which becomes almost invisible because of the size of the circulation desk and the natural tendency to consider this the main service point in the library.

Library customers check out and return materials at this service desk. The circulation area also lacks space to adequately deal with the number of items returned to the library. Returned items are sorted directly onto book trucks behind the circulation desk, creating a cluttered feeling and requiring staff to maintain a large number of trucks behind the desk until material can be reshelfed (the library has a total of 18 hours/week of shelvers). Storage shelves for reserves are too small to accommodate the ever-increasing number of items being held. Incoming and outgoing Ccar material is also housed behind the desk.

A 36" x 60" maple display table sits immediately in front of the circulation desk. It is used for thematic displays, but it limits traffic flow near the desk. DVD display racks are also adjacent to the circulation desk, further crowding the area.

### **Reference/Adult Services**

The library's Reference/Adult Services area houses the magazine and newspaper collection, reference collection, adult computer workstations, audiobooks, and the adult fiction and non-fiction collections. Service is provided from a single service desk as patrons enter the area, which is close to the circulation desk.

### **Reference Collection**

The reference collection is housed on 84" shelving, making it impossible for patrons to consult a book without removing it from the shelf and taking it to another location. Because so many reference books are oversized and/or heavy, removing books from higher shelves can be dangerous. Children's and adult reference were combined a few years ago, and the collection has been steadily downsized with the addition of electronic resources. Some of the former

reference space was used for additional shelving for audiobooks on CD and for The Great Courses (multi-DVD/book combinations in notebooks).

Children's reference material was interfiled with adult reference in 2008 because of the lack of space in the children's area. As a result, very few children use the reference collection. Plans for the new library call for once again creating separate adult and children's reference collections.

### **Technology**

The library's Internet-accessible computer workstations are divided into two groups of six. Accommodating computers resulted in the loss of both seating and collection space. There are currently 12 Internet-accessible workstations in this area, far less than what is needed in a community of this size for access to online databases, productivity software, and Internet access. There is one online public access catalog (OPAC) in this area. Because computers were added where space and wiring permitted, they are not in the best locations in terms of traffic flow. The block of six PCs behind the reference desk make the center isle inaccessible to anyone in a wheel chair or using a walker. In 2014, we installed LibData, time management software that allows the staff to control the amount of time a patron can spend using a computer.

### **Seating**

The adult services area has three types of seating – table seating, workstation seating and “comfortable seating” in the magazine area. Even taken as a whole, there is a severe shortage of seating offered to Brookfield Library users. Between the blocks of computer workstations and the very small Teen area, the only table seating available is two 36” x 60” rectangular tables, each with four chairs. The computer workstation seating is single use seating. Some computer workstations have been adapted from study carrels. There are no study carrels at all. As a result, the workstations lack space for a library user to write and place materials comfortably at the workstation.

The comfortable seating in the magazine area is dated and in short supply, with only four marginally comfortable chairs. Several chairs were removed to make room for an expanded audiobook and music CD collection. Two very small tables were added in the magazine area for laptop users, with electrical outlets and a connection to the LAN. If both laptop tables are in use, only two chair remain for other readers.

### **Shelving/ Collection Display**

Because of space limitations, the bulk of The Brookfield Library's collection is housed on 84” high shelving in the adult services area. The collection is at capacity with most shelves filled from end to end. Top and lower shelves are used, making it difficult for anyone with limited mobility to reach these

materials. The shelving end panels lack display space. Shelving for media collections – CDs, audiobooks, and DVDs – is also extremely limited.

### **Youth Services**

This area is subdivided into two spaces – space for the preschoolers and early readers, and space for school aged children. While this separation seems logical, it doesn't really work because the space is so limited that it is impossible to keep the groups separated. The entire youth services space is bland and lacks appeal to children. There is limited seating in this area for children and very limited space where a child and adult could share a book together.

The area intended for older children consists of book stacks and table seating. There is space for only two computers. Books stacks are filled to capacity, shelving is much too high, and there is far too little seating to be an inviting after-school center of activity.

Overall, the children's space lacks the warmth and inviting atmosphere that would attract children and their parents to spend time in this area and make more use of the materials.

The library lacks a dedicated story/crafts room; instead, staff use the 150 seat lower level meeting room for story hour activities, making the Community Room unavailable to the community during the day. There is little storage for craft supplies and other materials that are frequently used with young readers.

### **Teen Area**

The library has a tiny area that is designated as the Teen area. It consists of two low rocker chairs, a magazine spinner, and a small section of low shelving for teen movies and music CDs, as well as new fiction. A lighted wall sign announces "Teens" with colored lights, but the area itself is hidden at the end of the library. One bank of shelving holds Teen fiction and nonfiction.

### **Community Meeting Space**

The library has one meeting room on the lower level that can accommodate up to 150 people. This space is inadequate to accommodate the level of programming and activities desired by the community and staff. The space is used four mornings/week and several afternoons throughout the year for storytimes and crafts programs for children. There is no handicapped access between the upper and lower levels of the library. The restrooms near the Community Room are not handicapped-accessible, although there is a possibility that one of them will be modified in 2015. There are no alternatives available for a group that might need a smaller space for a meeting. The room has both wireless and wired Internet access, and a ceiling-mounted data/A-V projector

system was installed in 2014. Chairs and folding tables are stacked at the end of the room.

### **Staff Work Areas**

The Brookfield Library's staff work areas are deficient in a number of ways. Staff can't see the public service areas from their work spaces, making it difficult to see if help is needed when the library is busy. Staff are working in cramped quarters with little or no storage space for their personal and work-related materials. Public service staff have no personal space other than their public desks. Although staff workspace shouldn't have a higher priority than public service areas, staff deserves space that is adequate and efficiently designed to support their work functions. Having to constantly juggle staff functions in cramped quarters creates an inefficient operation.

## **Section 8**

### **Future Space Needs**

#### **Building Concept and Design**

There are a number of "formulas" that one could apply to identify a maximum sized library for Brookfield. The Connecticut State Library's space planning guidelines evaluate current and projected use, and apply a formula to determine the amount of square feet needed for collection, and seating, and help to determine an overall size of the library.

To determine the recommended size for the Brookfield Library, the consultants (in 2002) and the Committee for a New Library must take into account some of the changes and demands for library services that have been articulated not only in Brookfield, but also in other comparable communities planning new libraries.

#### **Features Of The 21<sup>st</sup> Century Library**

The 21<sup>st</sup> century library should be the community's "living room." It's one of the few community spaces where people from all ethnic, racial and economic backgrounds can gather together in a neutral, comfortable, safe, and welcoming environment to enjoy the written word, find information, socialize, become technologically proficient and celebrate what it means to be part of a community.

The early 21<sup>st</sup> century library in many suburban communities is a community hub – a magnet for community life and culture. This is a particularly important role in communities that lack a well-defined town center, such as Brookfield. The library plays an important role in providing the "social capital" needed to maintain a healthy and vibrant community.

What does this mean in terms of space? In addition to its traditional role in housing print and media collections, libraries now have to assume other equally important functions, including:

- Space to support community meetings, programs and events
- Space to support learning opportunities – tutoring, in-person seminars, private study, and distance learning
- Space to support varied types of seating and study
- Quiet space for group study
- Space to accommodate new technology for the person who relies on the library's computers for high-speed access to the Internet
- Space that invites people to spend time in the library
- Space for the youngest child and his/her parent to explore all the library has to offer
- Space for older children to study and obtain homework assistance
- Space where teens can gather, unwind, and work (individually or collaboratively) without intruding on another person's ability to use the library
- Space to accommodate today's lifestyles – coffee and light refreshments, drive-up access, and quiet conversation areas
- Space that incorporates outdoor space into the interior design - -through courtyards and gardens that create the feeling of larger space
- Space that permits effective merchandising of library materials and features – low displays and lighting
- Space that provides zones for different activities
- Space that is flexible in design and can be easily updated
- All of these spaces (or as many as possible) should be designed with flexibility in mind so spaces, collections, and furniture can be adapted to meet changing needs and services.

From our conversations with the community, from surveys in 2009, and current informal surveys, we learned that there are a number of features that are important to library users:

- Comfortable upholstered seating in living room groupings to encourage conversation or quiet reading or working.
- Low bookshelves that encourage casual browsing and eliminate the claustrophobic feeling of seeing books stacked end-on-end on 84" shelves.
- Plentiful, multifunctional meeting space with rooms for large community functions such as performances, meetings, seminars and events, as well as space for smaller meetings and group study.
- Less of an institutional feel and a commitment to creating public buildings that are comfortable and welcoming. Space that is beautiful and inviting.
- A touch of whimsy in design so that the space is not only comfortable but entertaining, inspiring and exciting.
- Convenient features including an intuitive floor plan that makes it easy to find one's way around the space, a café so one can take a break without leaving the library, excellent signage, and self-service checkout and returns
- Varied lighting – both ambient overhead light and task lighting in specific work areas
- Approachable service desks that are welcoming, instead of desks that serve as barriers between the librarians and customer
- Extensive use of natural light
- High tech and high touch features – lots of current and state of the art technology along with staff who are readily available to provide assistance

### **General Building Recommendations**

In 2002, the consultants recommended that The Brookfield Library construct an 18,000 square foot addition and renovate the current library to provide 20,200 square feet of library space. With the addition of non-assignable space, the total Brookfield Library building would be 27,000 square feet. This would allow the collection to expand to 91,000 items and allow for seating to accommodate more than 200 people. Plans developed in 2009 called for a slightly larger new building on the municipal campus. **The Space Planning Guide completed in 2015 calls for 34,776 square feet.**

In 2008, the Committee for a New Library decided that the current location is not suitable for an expanded library and the necessary parking. Various factors contributed to this decision:

- There is extensive ledge on the property
- The current building could not carry a second floor
- The property, even with the addition of an adjoining parcel purchased by the library in 2001, is not large enough for an expanded building plus parking. That property was sold in 2014.
- The Historic District Commission, in a preliminary consultation, was not in favor of such a large building and parking lot in the Historic District
- The sightlines from both driveways are a danger to those entering and leaving

Table 4 details the specific functional areas, current capacity, and proposed capacity for the expanded library.

**Table 4**  
**Space Recommendations for the Brookfield Library**

Functional Area	Present Area sq.ft	Present Material Capacity	Present Seats	Future Area sq.ft.	Future Material Capacity	Future Seats
Entry	135	0	0	585	0	5
Book Return (outside free-standing)	0	0	0	0	0	0
Coffee Bar	0	0	0	250	0	5
Circulation Office	0	0	0	560	500	3
Circulation Desk	225	300	3	775	500	3
<b>subtotal:</b>	<b>360</b>	<b>300</b>	<b>3</b>	<b>2170</b>	<b>1,000</b>	<b>16</b>
<b>Adult</b>						
Browsing/New Books	30	400	0	600	1,300	8
Adult Media	300	3,000	0	720	6,000	3
Reference Desk	70	0	2	375	150	4
Reference Collection				1,250	1,000	
Public Access Computers	900	1,500	13	1,430	0	30
Non-Fiction/Fiction Book Stacks	3,000	24,000	8	3,350	35,000	0
Reading and Magazines	300	100	6	750	600	20
Large Print	0	0	0	600	2,500	4
Quiet Study	0	0	0	750	0	16
Reference & Adult Services Offices	0	0	0	560	100	5
<b>Adult Totals:</b>	<b>4,600</b>	<b>29,000</b>	<b>29</b>	<b>10,385</b>	<b>46,650</b>	<b>99</b>
<b>Teen Area</b>	<b>200</b>	<b>500</b>	<b>6</b>	<b>1,360</b>	<b>6,650</b>	<b>24</b>
<b>Children's Services</b>						
Service Desk	0	0	0	420	0	2
Reference, Study & Magazines	150	1,500	2	700	750	4
Parenting	0	0	0	800	250	4
Picture Books and Easy Readers	400	3,000	14	1,600	9,500	30
Non-fiction/Fiction Book Stacks	800	13,000	0	3,000	22,250	8
Children's Media	0	0	0	380	2,250	0
Storytime	0	0	0	1,140	0	75
Arts & Crafts	0	0	0	1,100	0	50
Children's Office	0	0	0	820	100	2
<b>Children's Totals:</b>	<b>1,350</b>	<b>17,500</b>	<b>16</b>	<b>9,960</b>	<b>35,100</b>	<b>175</b>
Community Room	1,500	0	150	3,200	0	200
Community Room Kitchen				120	0	0
Meeting Rooms (4)	0	0	0	3,020	0	82
Board Room	0	0	0	600	0	20
Technical Services	320	175	3	830	400	4
Communications Room	80	0	1	100	0	1
Director's Office	160	50	5	280	100	7
Administrative Assistant	80	25	2	160	200	3
Book Sale Office (not included in materials count)	0	0	0	140	10,000	2
Book Sale Storage	100	0	0	1,150	0	2

Staff Lounge	120	0	4	400	0	12
Receiving/Custodial/Storage	300	0	0	500	0	0
Restrooms				700	0	0
<b>subtotal:</b>	<b>2,560</b>	<b>250</b>	<b>15</b>	<b>11,200</b>	<b>700</b>	<b>313</b>
<b>Total Library</b>	<b>9,070</b>	<b>46,750</b>	<b>60</b>	<b>35,075</b>	<b>90,100</b>	<b>216</b>
Non-Assignable Area	600	0	0	7000	0	0
<b>Grand Totals:</b>	<b>9,670</b>	<b>46,750</b>	<b>60</b>	<b>42,075</b>	<b>91,000</b>	<b>216</b>

## Exterior Requirements

### Architectural Character

Because the new library will be part of the municipal complex, the architectural character must blend in with the brick Town Hall, Senior Center, and Police Station already on the property, yet have a distinct personality of its own.

### Exterior Signage

The library should be easily identified by those approaching the library. There should be at least two signs identifying the library – one at the entrance to the parking lot and the other at the entrance to the building. If allowed, exterior signage should be lighted during the evening hours so the library can be readily identified.

### Landscaping and Site Features

Care should be taken in landscaping the library's exteriors. Stones and rocks are attractive landscaping effects but can be used to vandalize the building. Large trees that block sight lines between the street, parking lot and library entrance should also be avoided. The parking lot needs lighting that is sufficient to guide people from the parking area to the library during the evening hours, but is not bothersome to neighboring properties. If the parking lot is adjacent to any residential properties, consideration needs to be given to fencing the area between the library parking lot and residential properties to reduce noise and create barriers to direct sight lines.

### Parking

Parking is critical to a suburban library where most people drive to the library, and there is limited public transportation. There must be adequate parking on site convenient to the library entrance. People using the library parking lot should not have to climb steps or travel a great distance to reach the front entrance. Provision should be made for short term parking for those who may be dropping a passenger off or picking a passenger up from the library. Driveways to and from the parking lot need to accommodate both vehicular and pedestrian traffic. The parking lot also needs to accommodate a drive-up book return. Specific features for the parking lot should include:

- Separate driveway entrance and exit
- Short term parking if it can be enforced
- Handicapped-accessible parking spaces closest to the building
- Parking lot lights raised and protected for vandalism
- Staff parking that is farther away from the building

The parking and driveway design should conform to Connecticut and BOCA building codes. To determine the recommended number of parking spots for the Brookfield Library, the consultants considered a number of guidelines:

- 1 parking space for every two reader seats
- 1 parking space for every 200 sf of gross building space
- 1 parking space for every meeting room seat
- The number and types of programming offered by the library
- Other adjacent parking options

In 2002, the consultants recommended that if possible, the Brookfield Library plan for 150 spaces for public use and 15 spaces for staff use only. Since the library will be immediately adjacent to the Town Hall and its parking lot, fewer spaces may be needed.

## **Entrances**

### **Public Entrance**

Because of the grade of the property, the building will be two floors. A clearly marked entrance, easily accessible from the closest parking lot, will be necessary at each level. The entrance should be inviting and welcoming to users of all ages. The entrance offers library customers their first glimpse of the library and should entice them to venture further into the building to explore what the library has to offer. The entry vestibule should be both functional and aesthetically pleasing in its design.

The functional role of the entrance is to serve as a barrier between the library's interior and the outside weather. The entrance should have two sets of doors – interior and exterior – to provide a higher degree of energy efficiency. The entrance doors should be easy to operate through the use of power assists or automatic doors that are motion sensitive. The doors must be handicapped accessible to comply with ADA requirements. The public entrances should include flooring that assists in the removal of dirt, mud and snow from the shoes of those entering the building and include a trash receptacle so customers can dispose of their trash before entering the library.

### **Staff Entrance**

The staff entrance should be clearly marked “staff only.” Depending on the library design, this entrance may also be used for deliveries and loading and

receiving. A doorbell or buzzer should be located near the entrance so the staff will be alerted for deliveries. A keyless lock, with a keypad or card reader system, should be used to allow staff to enter and exit the building. The library's security system panel should be located adjacent to this entrance so it can be armed and disarmed by staff entering and leaving the building.

Both the staff and public entrances should have an overhang to protect people from inclement weather.

## **Interior Recommendations**

### **General Considerations**

Because libraries continuously change to meet community needs, it is important that the floor plan provide as much flexibility as possible to allow for easy adaptation in the future. If possible, there should be few interior load bearing walls in the library's design.

To accommodate planned uses for the library, the consultants recommended the development of "zoned areas" within the library's open floor plan that clearly delineate each functional area. The use of furniture, shelving, and other noise absorbing materials can help define areas that are conducive to quiet study, conversation, technology and media use, staff/customer consultations, and meetings.

Library services that are in high demand, such as new books, audiovisual materials, and a café, should be placed near the entrance to the building. Those that are less heavily used can be placed farther away from the entrance.

The reference office should be near the reference desk, the children's staff offices near the children's public service desk, etc. Staff functions that are not directly related to public service can be located in more remote areas.

Clear sight lines for both library customers and staff should be established in the planning process. The library floor plan should offer customers the ability to have a fairly clear line of sight so they can easily locate the area they wish to find. Staff needs to have clear sightlines so they can monitor the library space.

### **Acoustics**

Noise control, particularly in an open floor plan, is essential in creating library space that can accommodate a variety of functions simultaneously. The architect and interior designer should use furnishings, books stacks, acoustic ceiling tiles, acoustic wall treatments, and carpeting to control noise within the library space. Noisy library functions should be located away from quieter library functions. All public areas should be carpeted with the exception of the lobby, entryways, children's crafts room, and café area.

### **Floor Covering**

Carpeting is easy to maintain and efficient as a noise barrier. Carpet should be chosen for durability, colorfastness, antistatic properties, texture, ease of cleaning, allergenic qualities and acoustical performance. Carpet tiles or broadloom can be used throughout the building. If carpet tiles are used, they need to be tested in high traffic areas to ensure that they do not pull apart and the edges don't unravel. Carpet seams should be avoided in high traffic areas. Carpet should be installed under the book stacks to allow future reconfiguration of shelving. Padding should be increased in areas where the staff will be standing for long periods of time, especially behind the circulation desk. Contrasting carpet borders or patterns can be used to delineate different areas or services in the library.

The entrance should make use of an easy-to-clean natural material such as stone or ceramic tile. The entryway should include a wipe-off mat to remove debris from shoes and eliminate the possibility of slipping on the stone floor.

### **Floor Load**

The *minimum* floor load throughout the building should be 150 pounds per square foot. If compact shelving is used, the loads should accommodate 250 pounds per square foot.

### **Furniture**

Several kinds of furniture should be used in the library space. Rectangular or circular tables with four seats per table, and task chairs can provide seating to support more formal study. All tables should be wired to accommodate data ports and electrical outlets and include a wire management system. Comfortable upholstered seating should be provided for casual reading. Private study carrels and collaborative workstations provide another seating alternative. Ottomans or benches placed throughout the stacks, or at the ends of stacks, will encourage people to browse. All upholstered seating should have durable stain-resistant fabric and should be easy to clean.

### **Lighting**

There are different lighting requirements throughout the library depending on the functional area. The architect should make use of a combination of direct, indirect and incandescent lighting. Task lighting at the study tables provides additional lighting and creates a warm and inviting atmosphere. Overhead fluorescent lighting provides more ambient lighting to provide even lighting throughout the building. Special display lighting can be used throughout the space to highlight specific collections and areas of the library. Natural lighting should be used throughout the space but the glass needs high energy-efficiency rating. Direct sunlight on reader seats and library materials should be avoided.

Even stack lighting is difficult to achieve. Lighting fixtures hung parallel with the stacks and in the stack aisles limits the potential to rearrange the stacks at a later date. In 2002, the consultants recommended the use of ceiling-hung fluorescent fixtures that provide lighting that floods the ceiling and bounces back down in an even distribution to the stack aisles. Installing these fixtures in a perpendicular arrangement allows more flexibility if the stacks need to be moved at a later date. Another alternative is to secure light fixtures directly to the top of each shelving section.

### **Shelving**

Steel shelving should be used to house the majority of the collection, with custom wooden end panels or wooden shelving reserved for special rooms and the browsing collection. Shelves should be adjustable and the lower shelves should slope upwards to make it easier for the customer to read the titles.

### **Technology**

Technology is a continuously evolving area that may have several life cycles before the building is constructed. The consultants recommended that the library engage a technology consultant during the design and development stage of the project to work with the architect to ensure that the library has the most up-to-date wiring to allow for high-speed data transmission and to accommodate the library network. Unless a decision is made by the library and its technology consultant to use only a wireless network, the highest level of cabling available should be installed to support the library's computer network. Telephone cables must be planned and integrated into the floor plan, as well as a generous number of electrical outlets to accommodate current and projected equipment and reconfiguration needs.

### **Signage**

Interior signs and graphics should be used to help customers orient themselves in the library and to guide them through the space. The signage and message plan should be planned early in the design process in conjunction with the architect and a graphic designer. The signage system should fit with the overall design of the library and should be easily adaptable should changes be needed in the future. Signs should be written in customer-friendly language rather than library jargon ("Borrow and Return" rather than "Circulation Desk").

### **HVAC**

The library should install the best, most energy-efficient, and operator-friendly HVAC system it can find (and afford) to ensure even temperature throughout the building. The system should allow for zoned heating and cooling to accommodate a variety of functions and storage conditions. Thermostats should be located out of direct sunlight and out of the public service areas. Operable windows should be included in the building design to allow fresh air into the building.

### **Building Security**

A building security system should be installed to protect library resources from fire and intrusion. The alarm system should be tied directly to the police station. The consultants did not recommend the use of motion detectors because they are too sensitive and cause too many false alarms.

Since lower level meeting rooms will be used when the library is closed, the security system must take this into account.

### **Materials Security**

The library staff and Board must decide, early in the design process, if a theft-prevention security system is necessary. If so, the system should be installed with detection screens placed near the public building exit. The architect will need to take the security gates into consideration when designing the exit space so traffic can be channeled through the gates. Library planners should carefully evaluate the current options for library materials security which include the capacity to support self checkout, automate the return function, locate holds, maintain shelf order and assist with inventory. RFID technology exists to automate the sorting of returned items, but that technology is expensive.

Recent innovations with library security systems make an investment in this hardware and software worth consideration. RFID tags attached to each item allow library staff to use this technology for a number of functions other than security including automatic check-in, inventory control, and shelf reading. Space to accommodate hardware for the library security, if used, should be included near the entrances and exits.

## **Specific Recommendations**

### **Interior Entrance**

When a customer enters the library, he or she should be able to easily locate at first glance all of the library's public service areas. Attractive directional signs, including a library directory, should be immediately visible upon entering the library. Many libraries are using their interior lobby areas as multifunctional space to help people make the transition from the parking lot to the library. A café, Friends' bookstore, library gift shop, and community bulletin board (both paper and electronic), and a media wall are some of the features that could be included in this space. This allows opportunities for customers to connect with others and engage in conversation before getting into the heart of the library space. A person entering the library should see a way-finding directory that will get them around the library, and should also find a listing of programs currently in progress as well as upcoming events.

### **Check Out and Returns**

This is a functional area of the library that is in the midst of a transition. Technology now allows customers to check out their own books, a technology The Brookfield Library plans to utilize in the new library. Self-service checkout units should be easily accessible and designed to hold both a barcode scanner and a receipt printer, or whatever the technology requires at the time. The materials return function also needs to be considered in this area's design. Multiple return slots that deliver materials directly into sorting bins is one option for simplifying the process for the staff. Another more technologically sophisticated approach, RFID tags, relies on intelligent computer chips placed in each book to automatically check in the item and sort it into an appropriate bin. This technology uses a single return slot with conveyer belt to accept items for return. RFID technology may be too costly for the library to implement now, but its future use should be considered in planning the desk.

The checkout desk should be attractive and welcoming. The desk should be designed with varying countertop heights to accommodate adults, children, and those with disabilities. Care should be taken to design for wire management while maintaining ease of repair access for computers and monitors. Flat screen monitors substantially reduce the amount of space needed to accommodate screens. The circulation desk should be a shell with modular units to accommodate specific desk functions. Shelving behind the circulation desk should accommodate items on hold for customers and should be within easy reach of the staff. Cushioned flooring should be provided in this area to reduce fatigue for staff who are standing for long periods.

## **Meeting Rooms**

Providing space to accommodate library programs and community meetings is an increasingly important part of the library's community function. Ideally, the library should have a variety of meeting spaces available to accommodate customer needs. In Brookfield, where the library considers itself a hub for community activity, the community meeting room should be designed to incorporate audiovisual equipment and computer technology that can be used for presentations. Wireless Internet access throughout the library should also be available in the meeting room. Additional meeting space to accommodate community groups of 10–25 and group study rooms to accommodate students and business people should also be incorporated into the library's design.

The large meeting room should be capable of accommodating performances with a portable or fixed stage, as well as providing space for large program-based meetings. Ceilings, walls and flooring should assist with the room's acoustical control. Overhead lighting should be used for general lighting and be controlled by dimmer switches so lighting can be adjusted easily to accommodate programs. The meeting room space should include an "intelligent" podium that can be used by the speaker to control all of the AV equipment. Assistive devices to enhance hearing should be included as well. At a minimum, this room should

be equipped with a data projector, DVD player, receiver and amplification system, and large pull-down screen. Changes in technology will determine what hardware should be available.

The meeting room should be located so it can be used when the library itself is closed. An entrance/exit near the room is required, as are public restrooms. A barrier will allow the staff to prevent access to the library after hours.

The meeting room should include counter space and a separate but adjacent full-service kitchen for refreshments and catering for events. A large storage room should be included in this space for storing stackable chairs, folding tables, equipment and props.

### **Public Restrooms**

All restrooms in the library must meet ADA requirements for handicapped accessibility. Restrooms with multiple stalls must be located near the meeting room. There should be a separate unisex restroom located in the children's area with child-sized fixtures, as well as at least one men's room and one women's restroom in the adult services area and one restroom in the staff work area. All rest rooms should include a pull-down changing table. Other features to consider in the restroom design include sufficient number of toilets (especially for women), self flushing toilets and urinals, double toilet paper dispensers, electric hand dryers located close to the sink, hooks on the doors of the stalls, fold down shelves in the stalls for parcels, soap dispensers that spill into the sinks, floor drains and sloped floor, easy to clean surfaces, and ceramic tiles on the floor and walls.

### **Adult Services**

The area of the library intended for adults will accommodate a variety of functions and activities.

### **Browsing Area**

The browsing area should be close to the entrance and include the capacity to accommodate the newest releases (books and media) on low shelves that are attractively lit. Using the best of retail design, customers should be able to comfortably browse the shelves and display tables in this area and find seating if they want to peruse the items before they borrow a book. Face-out shelving with slat wall end panels for display is desirable. This area should be readily accessible to the entrance so the person who wants to browse for the new books can do so quickly, without needing to go through the rest of the library. The browsing area should also incorporate the most recent DVD and audio book titles (or whatever format is currently popular).

### **Media Area**

DVDs and audiobooks represent a significant portion of the library's circulation. A media area that incorporates all media formats should be included in the new library. This area should utilize media display shelving that makes it easy for customers to locate material. The feature and non-fiction movie collection should be fully integrated in this area. Additional features for the media area might include the capability to preview a film or listen to an audio book. While the use of downloadable media is increasingly offered by libraries, it's impossible to predict what, if any, physical formats will be in use twenty years out.

### **Service Desks**

Service desks in the adult area of the library should encourage people to approach the staff for assistance. The service desk designs should incorporate varying counter heights. The service desk also needs to incorporate a design that allows for more in-depth conversations with customers who may need one-on-one instruction or assistance in finding information. Depending on the layout of the space, service kiosks could also be considered at varying locations in the adult services area to ensure that customers are never far away from staff assistance.

### **Reference**

Reference services are another area of the library that is in transition. Many reference titles are no longer published in paper and are available only in digital formats. While this transition is far from complete, over the next 10 years much of a library's reference materials will be available only in digital formats. Although the need for reference shelving will be diminished, the need for additional computer workstations to accommodate information searches will replace some of the square footage formerly devoted to the collection. The print reference collection may be diminished, but will probably never be completely eliminated. The reference collection should be housed on 42" high shelving units with countertops that can be used to consult heavy materials.

The reference area should also include both library-supplied desktop computers and tables that are wired to allow a patrons with a laptop to plug into the network, although most patrons with laptops will have wi-fi capability. All tables and carrels should have electrical outlets. All wiring should be routed through the table legs into floor plugs. Each table should accommodate at least four data ports. Task lighting that can be controlled by the customer at each table creates a pleasant work atmosphere.

Desktop computers should be housed in workstations that are wide enough to allow customers to work with a keyboard and to consult materials that they may be using in their work. Because people sometimes work at computers collaboratively, at least some workstations should accommodate two user chairs.

The reference area also needs to include some special shelving to accommodate atlases and dictionaries.

### **Technology Center**

Libraries are becoming more adept at helping their customers learn how to become expert web searchers, how to use the latest technology, and how to locate specialized information online. Many libraries are integrating this information literacy function into their service program and are incorporating a technology center into their design. The technology center can serve two purposes – it can be used for formal instruction (no more than 12 people at once) and can be used to provide additional computer workstations when it is not in use. The technology center can also provide customers with access to specific hardware and software applications to which they might not otherwise have access. The technology center can support high-resolution scanners, digital cameras and video recorders, a smart board for instruction and communication, and videoconferencing capability.

Preliminary plans call for using the Board Room as a technology center. The room will have whiteboard and projection capabilities, and multiple laptops will allow the room to be used in a variety of ways. The room should incorporate storage for these laptops as well as a charging station.

### **Magazine and Newspaper Area**

This area provides a wonderful opportunity for the library to create an inviting area where customers can read magazines and newspapers in a relaxed and comfortable environment. Shelving in the magazine area should include the current issue in a face-out display and provide space for the last twelve months of each magazine. Daily and back issues of newspapers should also be accommodated in this area. With many magazines now available in full text databases, most libraries are eliminating their back files for all but local publications. Any back files of magazines and newspapers should be housed on open shelves adjacent to the magazine area so customers can locate the desired issues by themselves.

### **Adult stacks**

Most of the adult fiction and nonfiction collection will be housed in this area, which should be adjacent to the reference area. Shelves should be no higher than 84 inches. End panels should allow for display of featured titles. Consider sloped shelves for the bottom three shelves that will permit spines to be viewed more easily.

### **Microforms**

Another area of evolving technology is the microfilm and fiche collection. Much of what is now in microfilm/fiche format is available in digital formats. As of 2009, The Brookfield Library's only remaining title on microfilm is the local

newspaper. There is still a need for a reader/printer for those who bring their own fiche or film (usually genealogy) to the library.

### **Teen Space**

Teens are the one age group that most libraries have difficulty accommodating. That is certainly the case in Brookfield, where preteens and teens (ages 11-16) are an under-served part of the community population. Teens might be more inclined to use the library if there is space specifically designed to accommodate their needs and interests. While many teens might be more likely to use the adult area of the library when they are engaged in serious study and research, there is an opportunity for the library to create a comfortable atmosphere for teens to lounge and relax.

The Library's Teen services area will:

- Support teen's academic and leisure reading, listening and viewing
- Encourage information literacy among teens
- Encourage use of the Library's teen collections, programs and services
- Include a maker space
- Foster a lifelong love of learning and culture among its users
- Establish for its patrons a continuing relationship with the library

If possible, this teen area should be physically, acoustically and psychologically separate from both the adult and children's areas sections. It should be in two sections: one for academic work that includes Internet-accessible computers and a homework help center, and the second to include less formal seating and a browsing/ listening/ viewing area for recreational use and gathering. Strong consideration should be given to incorporating a teen services librarian's office adjacent to the area for access and oversight. The design of the teen area should be informed by input from the teens themselves. The physical aspect of the area should be attractive to the group it serves, while insuring functionality and lasting appeal.

### **Children's Space**

The Brookfield Library's children's space should be a focal point for library services. The space needs to be designed so it is attractive and appealing to the youngest children but not appear too babyish for older children.

#### **Toddlers, Preschoolers, and Early Readers**

This space should accommodate the library's growing collection of picture books, board books, and early readers in shelving that makes it easy to retrieve materials. A combination of bins for featured collections and low shelving that makes it easy to locate specific titles is recommended. The shelving should be no higher than 42" in this area. Furnishings should be scaled to the youngest children and should include not only table and chair seating but comfortable chairs and stools, play tables, and two-person seats that can be used when a

child and parent want to read together. This space should include ample wall space to display children's artwork and mount special displays.

### **Storytime and Crafts Rooms**

A dividable story and crafts room can be adjacent to the preschool area, or can be on a different level in a two-story building. The storytime space should include cushioned flooring that is comfortable for floor seating, and a washable floor in the crafts area. The atmosphere should be conducive to listening. Stackable tables and chairs can be used for craft activities. It should also include cabinetry for storage and sinks (child-height and adult height) for quick cleanup.

### **Study Center**

Older children will be more likely to come to the library if they find space that accommodates their needs. This area needs to provide comfortable seating and lighting that accommodates formal study, as well as more comfortable seating for children who may be involved in casual reading. An expanded number of computer workstations should provide children ample opportunities to search the library's databases or obtain resource online. This area should also include group study rooms that can be used for team projects and tutoring. Shelving in this area should be a combination of 42" and 66" shelving units with slatwall ends and 10 inch deep shelving.

The children's space should also include a place to store backpacks and coats, and room to accommodate stroller parking.

### **Service Desk**

The children's area service desk should be centrally located so that service can be provided to both areas of the children's area. The service desk should be at a height that is appropriate for children.

### **Staff Space**

Staff offices should provide space that enables each staff member to have an efficient and productive work environment. A workstation should be provided for each full time staff member, as well as shared workstations provided for part-time staff. A private office for the director should be located in an administrative suite, which also includes space for an administrative assistant. The director's office should include a conference table that can be used for small meetings.

Staff workspaces should be clustered around the public service desks in the adult, lending and children's area to create a service core that provides both public service and private workspace. By locating staff offices adjacent to the public service desks, staff members can easily observe transactions at the service desks and be called upon to assist at the busiest times.

### **Technical Services**

The technical services area should be located adjacent to the shipping and receiving area. The tech services space should include a counter or a large table that can be used to easily unload cartons and other deliveries. This area needs ample storage for book processing materials and supplies storage as well as shelving for staging and processing materials. Like the other staff work spaces, it should make use of an office system environment that allows for a more collaborative work environment.

### **Staff Lounge**

This area will permit staff to have a quiet area to relax and eat meals, to hold an informal meeting, and to store their personal belongings. The space should include an area for staff lockers. Kitchen facilities should be sufficient to permit staff to prepare a simple meal and should include a refrigerator, stove, dishwasher and microwave. The space should have a combination of table and comfortable seating. The staff lounge should also include a unisex restroom.

Appendix 1 provides specific details for each of the functional areas planned in the expanded library.

## **ATTACHMENTS**

### **Appendix 1**

### **Functional Area Sheets**

## Appendix 2 Space Planning Guidelines

In order to accurately determine the overall space needs Brookfield Library the consultants considered specific criteria or guidelines for determining the area needed for the various components or functions of the library. This section of the report identifies some of the guidelines for space planning considered by the consultants and provides recommendations for the amount of space that should be provided in order for the building to be functional and efficient. Included in this section are general guidelines for shelving, furniture, equipment, books and other library materials. Thanks to Building Consultants Jim Hecht and Jayne Beline for permission to use this material.

### Definitions of Space Planning Terms Used in This Report

Common terminology used to define space that is needed for the various components or functions of the library are described below.

**Net Square Feet (NSF).** This term is used to measure or define the actual space or floor area assigned to a given function, service or utility. For example, an empty office that is 10' x 10' occupies 100 net square feet. The space within that area is potentially usable space. On the other hand, a 48" diameter table with 4 chairs also requires 100 net square feet since space for chair movement as well as circulation around the table and chairs is necessary. Net square feet or net usable square feet of a functional area does not include corridors and other shared space needed for movement, partitions, chases, mechanical or electrical spaces, columns and other non-assignable spaces.

**Net Assignable Square Feet (NASF).** Net assignable square feet is the measure of a function, service or utility as well as the space needed for movement, interior corridors and partitions, and other space that is shared by adjoining functions or building components. Net assignable square feet does not include lobbies, restrooms, stairs, elevators and other structural elements of a building.

Generally, consultants determine the NASF by adding an average efficiency factor of 10% to the net square footage of all components. The actual efficiency factor of each building component varies and is determined by the size of the spaces within a given area as well as the configuration of the various functions in an area. However, by using an average factor of 10%, sufficient space will be allowed for when the entire library is designed.

Functions that require a larger overall area usually are more efficient and require less NASF. Functions that are made up of many smaller units require more NASF. For example, a large technical services area that includes 3 small offices for supervisors will require more NASF than an open modular space. Another example would be two reader tables each 3' x 4' will require more space than

one long reader table that is 3' x 8'. This is because the area between the two smaller tables and space for circulation around them must be considered in space calculations.

**Gross Square Feet (GSF).** The gross square feet of the building is the total area, including all net usable and net assignable spaces as well as corridors and hallways, restrooms, stairs, elevators and all electrical and mechanical spaces. Buildings of more than one story are generally less efficient and require more gross square feet than a building on one level. The reason for this is that more unassignable space such as corridors, stairs and elevators is needed in a multi-level building. The difference between net assignable and gross square feet is generally between 10% and 35%.

### **Shelving Guidelines**

A typical public library is comprised of about 40-50% shelving for its books and other library materials. For planning purposes, the consultants considered two sets of guidelines for storing and displaying library materials – those contained in the Connecticut State Library's Construction Guidelines and those detailed below.

Included below are the approximate average numbers of books of various types that can be housed in 1 square foot of space or shelved in 1 linear foot of space. By giving both, the consultants will be able to specify the proper amount of shelving needed regardless of the height of the shelving units leaving less chance for error in the final floor plan design of the architect.

**Shelving Requirements**

<i>item type</i>	<i>items/sq. ft.</i>	<i>books/ln.ft.</i>
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**Adult Materials**

Circulating	15 books	8 books
Reference	10 books	6 books
Paperbacks	20 books	15 books
New Displayed Materials	5 books	6 books

**Children's Materials**

Circulating	20 books	10-15 books
Picture Books	30 books	15-20 books
Reference	10 books	10-12 books
New Displayed Materials	5 books	5 books

**Periodicals**

Current Issues (displayed)	1 issue	1 issue
Backfiles (bound)	10 volumes	7 volumes

<b>Government Documents</b>	30 items	22 items
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**Audio-Visual Materials**

Audiocassettes	30 tapes	20 tapes
Videocassettes	20 tapes	7 tapes
Compact Discs	30 discs	15 discs

**Microforms**

Microfilm	11 rolls	n/a
Microfiche	200 sheets	n/a

**Connecticut State Library Guidelines:****Books:**

Total projected collection divided by 10 = the total square footage required

**Non-Print:**

Total projected collection divided by 10 = the total square footage required

**Periodicals:**

Current Issues:

Number of titles displayed divided by 1.5

Back Issues:

Number of titles multiplied by .5 multiplied by the number of years to be retained

**Library Furnishings**

Included below are the space requirements for library furnishings. These space allocations conform with the requirements of the Americans with Disabilities Act and are based on accepted guidelines for the comfortable arrangement of various types of furnishings. These space requirements are stated in net square feet.

<i>item</i>	<i>net square feet</i>
Atlas stand with aisle and user	35
Audiovisual cabinet with drawer extended and user	20
Audiovisual display units:	
Videocassettes (240 - approx. capacity)	40
Compact Discs (440 - approx. capacity)	40
Bulletin Board	9
Dictionary stand with aisle and user	35
Display cases (free standing)	50
Display cases (wall mounted)	30
Electronic Workstation	75
Filing cabinet (vertical or lateral)	18
Map files	40
Microfilm cabinet	15
Photocopy machine	45
Public Access Catalogs	30
Public fax machine	32

### **Library Seating**

All libraries should include a wide variety of seating for library users. Detailed below are the space requirements for the most widely used public library seating.

<i>type of seating</i>	<i>net square feet each person</i>
<b>Public Areas</b>	
Auditorium/multi-purpose room seating with stage:	
Theater style (fixed seats)	15
Stack chairs	12
Stack chairs at table	20
Bench seats	5
Carrel	35
Computer work station	35
Floor seating (children)	10
Index table (4' x 9')	20
Lounge	35-45
Microfilm reader/printer	48
Public access catalog terminal-stand alone unit	24
Reading/conference table	25

### **Library Work Spaces**

Another important space planning component is workspace for the staff. In order to be productive in his/her job, adequate space and comfort must be allocated for staff to perform in an efficient manner. A list of recommended staff workspaces and the approximate number of net square feet needed for the various staff functions is described below:

<i>work space</i>	<i>net square feet</i>
Staff Areas/Work Stations:	
(6' x 6)	36
(6' x 8')	48
(8' x 8')	64
(8' x 10') etc.	80
Work Stations or Offices:	
Secretary/receptionist	125-175
Librarian	96-120
Department Head	120-180
Offices:	
Director, Small Library	150-200
Director, Large Library	225-250
System Director	300-400
Assistant System Director	200-300
Work Tables:	
3'X 5' with 2 posture chairs	75
3'X 7' with 4 posture chairs	100

### Appendix 3 Photographs of Existing Building



The two computers in the children's area – crowded between the Read-Alongs and the New Fiction, with no room for materials being worked on.



The severely crowded adult computer area.



Overcrowded shelves. Even the windowsills are used for books.



The tiny teen area includes one rack for magazines, one spinner for graphic novels, a small bookcase for new material, and one bank of shelving for Teen fiction and nonfiction.



Shelves in the children's area are much too high for all but the oldest and tallest children.



Shelves in the adult area are also much too high – and too crowded.