

LESTER PUBLIC LIBRARY

OF ROME

PROGRAM STATEMENT

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LESTER PUBLIC LIBRARY OF ROME

Introduction

This document presents the current and future needs of the Lester Public Library of Rome (hereinafter also Rome Library or library). This description includes the functional areas needed for the library, a guide to the special needs of the library and its community, and background information on the library and the Town of Rome.

The purpose of this building statement is to give an architect an understanding of the library's needs so that these can be used to determine design, space needs, functional relationships, and cost estimates.

Background

Since approximately 1980, a small “library” was housed in the Rome Town Hall. It was staffed by volunteers and books were all donated. No public funds were expended to finance its operations. Spurred by a need to have something more permanent and useful, a group of citizens approached Charles and JoAnn Lester who graciously agreed to donate monies to build a 2,500 square foot building which would be the permanent site for a new library. The LeRoy Sigler family donated the land. Many businesses and individuals donated supplies and labor so that the library could be built on its present site. The library opened to the public on December 27, 2001. The library was originally staffed by a part-time librarian, but a year after opening the position was converted to full-time based on the growing usage by patrons. Several volunteers assisted with daily operations and customer service on a weekly basis from 2002 – 2008.

The Library Board oversees the operations and expenditures of the library. The Board is composed of five volunteers from the community, a representative from the Rome Town Board and a representative from the Nekoosa School District. The current budget of \$134,524 is used to support the library’s operations. If the library did not exist in Rome, this money would still be assessed to the Town of Rome and paid to the county library in Adams.

There were 671 books in the collection when the library opened and in 2002 the circulation was 8,217. There were 18,472 items in the collection and circulation was 26,378 at year end 2014.

Originally, libraries were built to store books. Technology has had a major impact on all libraries. At the Rome Library, there were five public and staff computers in 2001; now there are fourteen. Patron demands for wireless and wired internet access, the scope and amount of broadband required for electronic learning, and the demand for audio books and DVD’s all reflect the important changes in expectations that the Rome Library must meet.

The present building measures 2,500 square feet and is one big room. Due to severely limited space, the Rome Library is unable to provide many programs on-site. On-site programs cause a noise level that can be very high and disturbing. In addition, on-site programs must be limited to very few participants and held before or after normal business hours. Storage and staff work space are inadequate. Finally, the library has little room to keep pace with the technology infrastructure and other services patrons expect.

In 2001, the library became a member of the South Central Library System. This system includes 67 libraries comprised of Dane, Adams, Wood, Columbia, Portage, Sauk and Green counties in the central part of the state. As a result, more services and information became available to all who used the library. Books and other materials can be borrowed utilizing library staff from any of these libraries and made available for library patrons. In addition, library staff and customers have access to a number of data bases and other services made available through this membership.

Increases in Rome's population and library cardholders, library visits, circulation, Wisconsin Department of Public Instruction Quantitative Standards, computer usage, and collection size indicate the need for a larger library facility. In addition, the lack of meeting and programming space severely limits the library's ability to meet the needs of its customers. Types of use for a program room would include but not be limited to summer reading program, craft demonstrations, author presentations, small & large group meetings, or classroom for adults and youth. Also, when this space is not used for organized events, the room would remain open for anyone to sit at a table in small groups for studying or working on their laptops.

A survey of all Rome residents was conducted in the fall of 2007 to identify and prioritize customer needs. The survey showed that customers want the library to provide more programming for all ages, have meeting space, provide more books, DVD's and CD's, and increase computer access.

Library's Mission

The Mission of the Lester Public Library of Rome is to provide quality, high interest materials and services which fulfill educational, informational and recreational needs of the community and surrounding areas.

The general goals of the Lester Public Library of Rome are:

1. To acquire and make available to all residents of the above areas such books, periodicals and most frequently requested materials.
2. To place special emphasis on materials and services for children and adults that encourages a lifelong interest in reading and learning.
3. To integrate new technology with traditional library resources.
4. To strive to consistently discover new methods and improvements for better service for the library's customers.
5. To develop a long-range plan to meet the growing needs of the Rome library and the Rome community.
6. To review annually the goals of the Lester Public Library of Rome and revise them according to need.

Service Area

The Lester Public Library of Rome's primary service area is considered to be the Town of Rome and the surrounding area. The library is now a LINKcat member. The library's collection is now shared with 66 other libraries in the system via a shared on-line catalog. Rome library users can access the collections of these 66 partner libraries and place holds from any

computer with internet access. This access has resulted in a daily increase in the number of items coming in and leaving the library. These resources from other libraries are delivered three days a week by the South Central Library System. Increased space is need for the storage of multiple red baskets (22"x12 ½" x 13 ½") arriving in delivery plus a processing space is needed for a least two adult stations.

Staff

The library is currently staffed by a total full-time equivalent of 2.55 employees; one full-time director, and three part-time assistants.

Library Collections

The library currently provides a variety of collections for people of all ages, in addition to the collections of materials summarized below.

Books, Adult Nonfiction	2,209
Books, Adult Fiction	3,133
Books, Large Print	790
Books, Juvenile Fiction	3,474
Books, Juvenile Nonfiction	1,140
Books, Young Adult	779
Books, Professional Collection	42
Reference	45
Magazines & Newspapers (issues held)	390
Audio, Adult	906
Audio, Juvenile	39
Visual, Adult	1,810
Visual, Juvenile	256
Games, Juvenile	5
Learning Kits, Juvenile	40
Miscellaneous (baskets, OLL, noncirc items)	277
Total	15,296

With the increasing demand for information available through electronic means, the library board and staff are considering the impact of these needs for the future and the way the library provides information. A recent nation wide survey found that 18% of US households do not have internet access. Presently, the library has seven computers available to the public. Six provide internet access and one is an on-line catalog. The library staff has four computers (all staff computers have internet access and is used to maintain customer records and to record circulation transactions). Two teaching laptops, two E-books, 2 tablets and 24/7 Wireless Internet are utilized to support customer needs.

In addition to printed material, the library offers DVD's, audio books on CD, music CD's, digital MP3 audio, and multimedia kits. Access to 152,544 digital audio, E-books and video formats are available remotely. These varied formats require different types of furniture for storage, space and display.

Program and Services

In addition to the above collections, the library provides a number of services and programs:

- Outreach for preschoolers
- Summer reading program for school-age children
- Homebound delivery
- Reference and information service
- Computers for word processing, internet access & the electronic catalog
- Wireless internet
- Teen programs
- Copy and Fax machine
- Adult book discussion groups
- Interlibrary loan
- Computer instruction
- Family programs
- Community education
- Cultural programs
- LINKcat System (online shared catalog providing access to over 3 million items from any computer with internet access).
- Movies, and Gaming (Wii, board, etc.)

Future Service

After remodeling, it is anticipated that the following could be offered:

- Increase Broadband Internet Connection
- Expanded summer hours
- Meeting space open to the community before and after hours
- Expanded variety of community programs for adults
- Space for book clubs to meet at library
- Educational classes held at library
- Quiet rooms for studying and tutoring
- Special weekly programming nights: Senior night, Teen night, Pre-school night, etc.
- Traveling exhibits
- Self-service copying
- Self-checkout of library materials

Demographics

At the present time, the population of Rome is 2,750. It is projected in the year 2040 the population will be 3,285. The area around the Town is also showing growth and it is conservatively estimated that it too will grow by 17% in that period. Loaning library materials to residents of Rome and nonresidents demonstrates who uses this library. In 2014, 88% (23,133) of total loans (26,378) were from Rome residents while 12% (3,245) were from nonresidents. During the months of April through October, the population increases dramatically due to seasonal residents returning and the influx of summer vacationing families.

Approximately 56.5% of Rome's population in 2010 consisted of persons age 55 and over. In 2010, 30 % of Rome's population consisted of persons age 20 – 54. Students ages 19 and under make up 14 % of Rome's population in 2010. These three groups are very important users of the library and meeting their needs pose many challenges that cannot be adequately met in the current facility.

Many of the residents of Rome migrated from other, mostly large urban areas where they were used to receiving a wide range of services from their local library. This migration also results in a melting pot of cultures and life experiences that have diverse needs and interests.

A library offering a full range of services is also an attractive incentive to businesses and individuals deciding to relocate to Rome. In 2014, Rome welcomed the development of a nationally recognized trap shooting venue that meets the standards required for Olympic competition. Looking to the future, a new destination golf course in the Sand Valley complex will open the summer of 2017.

Energy Considerations

An expanded, more useful Lester Public Library of Rome will attract more local users and eliminate the need to travel to other libraries. The libraries in Wisconsin Rapids or Nekoosa are about 15 and 17 miles away, respectively. The library in Adams is about 14 miles away. By using the Lester Library in Rome, or taking advantage of the many new automated services that are offered, literally thousands of gallons of gas will be saved each year, resulting in cost savings for our residents and a reduction in energy consumption. In addition, the expanded library will model energy efficiency therefore; estimates of energy savings projected into the future should be calculated.

GUIDELINES FOR THE ARCHITECT

General Building Considerations

A new facility should offer an interior design that is as flexible as possible to allow for some future changes that may not be foreseen at this time. Space needs estimates that a facility of approximate 5,000 square feet, including the current 2,500 square feet, will be required to meet the library's service needs. It is imperative that a new facility be large enough to allow for future growth and not just meet present needs.

The Lester Public Library of Rome is a main focal point of the community. It is more than a building to store materials. The atmosphere should be inviting; a place people enjoy visiting. The challenge is to design a building that will meet present and future needs; be attractive, but serviceable; and be a unique place that will promote the educational, recreational and informational needs of the Town of Rome. It should be a leader in energy conservation.

The Lester Public Library of Rome's mission and goals (see page 4) should influence the design. The library is required under Section 504 of the Rehabilitation Act of 1973 to provide accessibility to all people, including those with permanent/temporary disabilities. This, too, must be considered when planning the library design. Changing technology and growth require an interior design that is as flexible as possible to accommodate future changes in activities and collections.

It is estimated that a building of 5,000 square feet, including present space, will address many of the community's needs. It is imperative to re-use and incorporate present space and furnishings, including making suggestions for maximizing the use of the current space at the least cost, which may differ from the requirements listed below.

The building should be designed as an open plan. Furniture and shelving, rather than walls would be used to convey areas. Use of signs, color, furnishings, lighting (including natural and fixtures) should be used to distinguish service elements.

Multiple variations of building design should be considered with an understanding of the added operating expenses that may be incurred over the years that the building is in use. Floor loading requirements throughout the building would be 150 pounds live load per square foot. A structural module that allows for book stacks and aisles that meet ADA requirements for wheelchairs is desirable for efficient integration of book stacks. Location of ducts, plumbing and, especially, wiring should be designed to permit logical expansion of the building or rearrangement of services in the building.

Both function and appearance must be taken into consideration when making decisions. The desired outcome is for a facility that functions well, is aesthetically pleasing and stays within budget constraints. On-going maintenance costs, as well as construction costs, need to be considered in choosing materials. Interior finishes and materials should be selected to create an environment that is aesthetically pleasing while keeping in mind on-going maintenance requirements. Local availability of fixtures and hardware for repair and replacement needs should be taken into consideration when these choices are made. Lighting, wiring and stack

placement will have the greatest impact on the function and cost of the building and need to be planned for carefully with an eye to the future.

Consultation with the South Central Library System staff throughout the design process will be necessary to ensure their requirements are adequately met.

Effective and efficient use of and the creative application of the principles outlined in this program are essential. In addition, the Library is located in a scenic, recreational community. Enhancing the aesthetics of the surrounding is always a paramount concern.

SPECIFIC BUILDING CONSIDERATIONS

Exterior and Grounds

The public's first impression of the library will be its exterior. It should be distinctive but not pretentious. The main entrance should be easy to identify. People should be able to instantly identify it as a library, and it should be inviting and welcoming.

1. The name of the library should be prominently displayed using current signage. An LED display can be added depending on cost.
2. A paved parking lot will be planned for the future, but will not be part of this project.
3. An existing bicycle rack will be provided near the public entrance and be well lighted.
4. An after-hours walk-up book/materials return will be provided. Existing book return should be reused but may be relocated.
5. The exterior would be enhanced by low-maintenance landscaping. Reuse as much of the existing plantings as possible with as much volunteer help as needed. Space for rain gardens and natural gardens is desirable.
6. Exterior lighting should be provided to allow safe access to the building from the parking areas in the evening for both the public and staff, and to discourage vandalism.
7. Materials and finishes used on the exterior should be as maintenance-free as possible. The exterior should blend in with the wooded environment surrounding the library.
8. Exterior weatherproof outlets for water and electricity must be provided.
9. There should be a parking/loading area with easy and unobstructed access to a non-public library entrance for deliveries. This loading area should accommodate vehicles up to 11 ft. in height paying attention to overhead obstacles. Requirements for SCLS delivery access will be provided.

Interior Requirements

Entrance

The lobby should have access to the Community Room, restrooms, the actual Library and a janitor's closet. The entrance to the library from the lobby should have a sliding gate and should require a different key than the entrance to the lobby so the lobby area may be used when the library is not open.

Inside and near the Entrance (in Lobby):

1. Built-in glass display or case for community use approximately 10'L x 8'H x 2'W with lighting and shelving and glass doors that will be locked, or digital screen.
2. Minimal bench seating along the wall
3. Space to provide for the future building of a donor wall

Circulation Area

Locate so that it is visible from the main entrance as well as most of the library, but not in the middle of the library.

Counter should include a 30" high desk combined with a 36" high counter for circulation. It should be able to accommodate two computer stations and a telephone. Behind the counter there should be space for storage of some office supplies, some file drawers, the existing book drop and enough area to allow two checkout stations. Utilizing existing circulation desk components will be necessary. Allow space for future free-standing self-checkout station.

The desk also provides work area and storage space for such items as library cards, calendar, cash drawer, book bags, and office supplies. Space should be provided for several movable book carts. Enlarge space for delivery of multiple red basket use and storage.

Shelving is needed for reserved materials that are kept near the Circulation desk.

The counter will have a book/AV drop box. Outside book return should have convenient access to the circulation desk.

Re-use or reconfigure current circulation desk.

Public Service Area

Self-service copy machine should be located near the circulation desk. Provide a dedicated electrical outlet and a counter with locked storage below for paper, toner and office supplies.

New materials and special featured displays should be housed on freestanding or wall shelves. The new fiction section should include shelving that allows face out display of new books.

Two computer stations for OPAC (Online Public Access Catalog).

Periodicals (integrated into the Quiet Reading Area)

Reuse shelving with 12"x 36"x 66" with classic tilt and store periodical shelving. This will be located in the quiet reading area. There should be two tables that seat 2 people nearby with access to electrical outlets for laptop users.

Audio Visual

The library presently has collections of 2,066 DVDs 1,202 Books on CD, and 716 audio books. Music CDs will be stored on spinner racks. DVD's will be stored on revolving spinner racks. Adding a two-sided Gondola style shelving units 48"x8"x36" on wheels would be used for display and storage of audio books.

Shelving should be no more than 48" high and as many units as are needed to expand for future needs.

Adult Fiction and Non-Fiction

The adult collection is divided into five categories and stored on 72" high double sided shelving with 9"x 36" shelves with end cap shelving (reuse what we have) for paperbacks and popular titles. The new fiction section should include shelving that allows the book to be displayed with the front of the book showing. Other areas include the following:

- General Fiction – 3,133 titles (hardcover and paperback); 10" deep shelves
- Adult Nonfiction – 2,209 titles; 12" deep shelves
- Large Print – 790 titles; 10" deep shelves

The large print book collection continues to grow. Many of the senior citizens use this collection; some seating for limited mobility close to this collection would accommodate their needs. If possible, this area should be located closest to the entrance for ease of access.

Tables for two people could be located on the outside perimeters of the adult fiction area. Also individual chairs with tablet arms should be placed intermittently around the perimeter of the area. Good lighting between the aisles is essential.

Children's Area

Locate away from quiet areas. Ability to enter the Community/Program room from this area without having to go back out to the lobby is desirable.

Shelving for the children's chapter books, easy readers books, board books and picture books will be double sided island shelving of approximately 48" tall so that books will be within easy reach of a child and books may be displayed on top of these units. The shelves should be 12" x 36". Divided shelves would be desirable.

Shelving for juvenile fiction and non-fiction should be 66" high with adjustable 9" shelving for fiction and 12" deep for shelves for non-fiction.

Floor space for a puppet tree should be provided. Windows could be located above this shelving for day lighting.

Special provisions for AV material will be needed in the children's area. There are collections of 256 DVD's and 27 audiobooks; book kits are stored on hanging racks in bags. Shelving should be no more than 48" high and as many units needed to expand for future needs.

Other considerations are.

1. Comfortable reading area for parents and children – Large chairs that will seat one adult and a child together would be ideal.
2. Three computer stations for games and learning modules. One on-line catalog to be included in this area. Place tiled flooring in the Community room near the presentation area of the Community room for children's craft area for easy clean up.
3. Noise barriers are important in this area.
4. Space for one bulletin board 8 'x 12' board would be best for displays of multiple children's events. A cork or fabric display wall along one wall would be a suitable alternative – providing additional acoustical treatment.
5. If the story time room design lends itself to a wall where benches would be placed along a wall, then under the bench storage for props and odd sized items would be desired.
6. Mobile Book bins, 36" x 20", could be utilized to house children's picture books. Revolving racks are used to hold books and CD sets.
7. Display/storage shelving for boxed learning kits in plastics bins varying in sizes with the largest being 15"x17". Currently there are 29 bins. The sizes would range up to 18" x 24" sized bins.

Young Adult Area (may be located/housed in existing library)

This area should be inviting to teenagers. It should be located close to the A.V. collection which is popular with teens. A variety of seating options could be included: a booth for 4 people, 1 or 2 round tables 30"-34" diameter. Chairs with tablet arms can be used here. Electrical outlets should be wall mounted and available near some of the seating for laptop use.

A collection of 779 books would be in this area with room to expand. All books would be stored on 10"x8"x36" double-sided 72" high shelving.

A-frame, Gondola display shelving or other type of display shelves will be used in this area. Maybe slat wall on ends of shelves, on wall or column would be an option.

Computer Area

Public use computer area should be located in a quiet area but within viewing distance of the Circ desk. Currently we have five internet workstations and one electronic catalog station. Two internet stations would be used as 20-minute email stations. Tables, stands and chairs will be re-used in this situation. One additional table/stand alone station would be provided. ADA guidelines should be observed with all seating or standing arrangements.

Leisure Reading Area (move periodicals to this area)

This should be a comfortable well-lit area with the ability to display newspapers and current and back-issues of magazines (See Periodical section for details). Currently, the library has about 29 magazine subscriptions and 3 newspaper subscriptions. This "quiet" area should be located far from Circulation and Children's area to reduce noise level. It could be enhanced with a fireplace, windows, or wall space to display. Arm chairs and end tables would be used in this area. This area could be adjacent to a browse/new book collection. Maximum use of window seats should be utilized by placement on an exterior wall.

Community /Program Room

- This room will be used for community meetings and activities as well as library programs. This should be a room that is accessible even when the library is closed and would have an entrance off the lobby and restrooms. A kitchen area would increase the room's usefulness. The space would need some cabinet storage, microwave, full-size refrigerator and a sink. It would need counter-high outlets for coffee pots, crock pots, etc. and also serve as kitchen for staff use. Tile flooring should be used in the kitchen area. Locked storage closet for AV equipment and room for chairs and tables, (both on dollies)

The Community room should be designed to accommodate at least 50 people. The finished room could include the following:

- Room darkening blinds on windows
- Narrow tables that can be placed in rows to seat the maximum number of people

- Soundproofing
- Dry Erase Board (MemErase) or pull-down screen, two cork bulletin boards should be placed on opposite walls.
- Podium wired for sound or wireless sound system
- Floor outlets with internet/power as well as on all four walls. Tables with power connections from floor outlets.
- Flexible lighting - banks of lights and dimmers
- A wall mounted coat rack
- Wall space for an Interactive White Board (i.e. SmartBoard or Mimio Board) with electrical outlet and possibly network cable to a computer
- Hanging projector from ceiling with electrical and data connections.

Study Room

One study room large enough for a table or counter to seat four or six people is desired. The door should have a window so that it can be supervised. This room should be well ventilated, appropriate electrical & USB ports for charging electronic devices.

Staff Area

This should be adjacent to the circulation desk and will be one large open area to accommodate three individual work stations (children's librarian, cataloger and librarian) with windows which allow monitoring of public areas. An enclosed Director's office will utilize existing furniture and be large enough to accommodate a table with two chairs (larger than 10' X 12'). The staff area should include:

- An additional workspace, or two, for volunteers or pages, can be used if permanent staff is added in the future. Upper & lower cabinets with some drawers. Counter space for additional work surface
- Storage of small and large supplies (from paper clips to cartons of paper)
- Work island with drawers for storage underneath. These drawers should have a narrow height 2-3" to store large posters, paper, etc. or be several open shelves spaced closely together. Some regular drawers for tape, labels, etc. must also be included. One end should have a seated height work surface for future computer workstation.
- Shared entrance with Community Conference Room kitchen
- One 3' diameter round table for staff meetings
- Wall Cubbies for staff space
- Windows between staff area and public area
- Separate entrance for delivery and parking
- Lighting controls for majority of the building in staff area (NOT for the public unless in a locked cabinet)
- Storage for library supplies, new books, delivery baskets, & five book trucks
- Wiring for 2 computer work stations, a phone line, LINKcat terminal, and copier/fax/scanner

Nonassignable Space

Entrance

The entrance to the library should be well-lit and ADA accessible with power-assist doors. There should be two sets of doors to create a hot/cold weather barrier. Consideration may be given to reusing existing entry doors with added power assistance. A Walk-off or Ped-I-Mat could be installed between the two sets of doors if feasible. Space for a bulletin board or information racks should be provided between the two sets of doors on an interior wall.

Janitorial Access

Currently there is one laundry sink that is used for dumping gray water from a bucket that an outsourced janitorial service uses. If there were a space to add a floor sink it could be located in the same mechanical room or another space near a new restroom.

Telecommunications Room (currently housed between mechanical room 6'10" X 10' 8" 73 sq. ft. & storage room 84 sq. ft.)

A special climate controlled telecommunications room housing all the telecommunications and electrical equipment should be located near staff work areas. The room should provide sufficient space for technicians to work and allow for change of use in the event technology changes. This area would house telecommunications and data equipment including routers, servers, hubs, data connections and telephone system panels. All conduits for computer equipment should terminate in this location. Multiple outlets should be provided on all walls in this room and all outlets should be on separate breakers from other outlets in the building.

Restrooms

Restrooms will be located off the lobby. ADA standards need to be met. Other considerations are:

- Waste and towel dispensers
- Hanging child changing tables in both adult restrooms (reuse existing table)
- Wall mounted sinks with counter under mirror to set belongings on and (tankless water heater above sink or piped from kitchen with tankless water heater)
- Toilets hung from wall with waterless flushing for urinals
- Durable, easy to clean flooring (Tile on water walls)
- Motion-activated lighting
- Sinks with sensor faucets (optional)

Mechanical Room (currently < 74 sq. ft.)

Shared with HVAC, Plumbing and/or Janitor's closet.

Storage

This area will be used to store boxes, supplies, seasonal display items, posters, and other miscellaneous items. Utility shelving 18" to 24" deep on some of the walls. May reuse current shelving in storage room.

TOTAL SQUARE FEET, REMODEL PLUS ADDITION ARE 5,000 SQ. FT.

Other Concerns

Security

The library will be protected by a fire alarm system with smoke detectors. The existing fire alarm and staff “panic” button systems must be extended to the new additions. Exit doors out of line of sight should be alarmed if feasible.

Telephone Service

The library will have a telephone/voice mail system which will include capability for the use of fax machines and other connections. Phone service should be provided in the director’s office, staff workroom, circulation desk, and community room. The number and location of all telephone outlets must be reviewed by library staff to determine adequacy based on the layout of the facility. Current internet is provided by South Central Library System Network 10 mbps and phone service provided by Solarus/Wood County Telephone Company will be maintained.

Heating, Ventilation, Air Conditioning

Air conditioning throughout the building is a basic requirement along with a high quality filtration system for dust-free air.

1. Humidity control should be between 35% and 45% throughout the building year round, ideally humidifier attached to air handler.
2. Good ventilation is required - some windows could open & have screens if feasible.
3. All systems must have low-level operational noise.
4. Temperature controls must be carefully located. Those in public areas must be tamper-proof.
5. Energy efficiency must be considered when selecting systems.
6. Consideration should be given to placing mechanicals on a mezzanine or on the roof to increase available space within the Library while at the same time keeping the view from the outside as pleasing as possible. If on a mezzanine level, sound insulation must be addressed.
7. Preserve the existing radiant floor heating and air conditioning systems and extend the same system throughout the new areas. Adding onto the current radiant floor heating system with a boiler upgrade should be considered.

Plumbing

Public restrooms should be located so they are accessible after hours near the Community/Program Room.

A double sink would be located in the kitchenette area that serves both the staff work area and community/program room.

A floor sink would be located in the janitor's area.

Electric drinking fountains should be provided close to public restrooms.

Fountains should be of two heights: one for children and wheelchair users and one for adults - ideally in the lobby.

Electrical Systems & Lighting

Outlets should be provided on the walls and building columns, 18" above the floor as required by code. Floor outlets should also be provided in work areas and public meeting rooms as needed by design requirements. They should be flush-floor mounted and capped. Outlets should be provided near leisure seating and table areas where customers may wish to plug in notebook computers or other items requiring electricity. A building-wide surge protection system is in place and should be utilized if feasible.

1. Equipment, such as copy machines will be located during final electrical drawings in consultation with staff.
2. The lighting plan must be reviewed by staff before final approval is made and the following should be taken into consideration:
 - Exterior lighting must be such that entrance and walkways are well-lit at night.
 - Interior lighting must be appropriate to the specific area and should be accomplished by using as much indirect/direct ceiling lighting as possible. Both ambient and task lighting should be considered. Use of day lighting is also desired.
 - Community program room lighting should be flexible - dimmer switch and separate banks of lights.
 - Controls for most of library should be in staff area or in a locked location. A control for main lights should be near staff work area or in a locked area.
 - All lights should be easy to maintain and easily reached to change burned-out bulbs. Bulbs should be easy to change/access, inexpensive and easy to purchase energy efficient ECO lighting.
 - Consideration should be given to eliminating glare on computers, the collection, meeting spaces and other areas affected by bright sun light.

- Battery back-up emergency lighting should be installed in all areas in case of a power failure.

Carpeting

Carpet should be stain resistant, anti-static, durable and easy to clean and is conducive to radiant floor heat. Mats should be used in heavy use areas. Seams should not be in high traffic areas. Carpet and tile should be part of the construction contract and be installed prior to the shelving.

Fireplace (Optional or potential future addition should be planned to include gas & electrical stubs)

A natural gas fireplace should be included in the design. The location should be where adults can congregate in a quiet reading area.

Sound Quality

Areas for quiet activities such as studying, reading and using computers will be separate from noisier areas. Acoustical provisions must be made for different areas. Materials designed to refract and /or absorb noise will be used in “high noise” areas.

Signage

Interior signage for major collections may be hung from the ceiling and be visible from the entrance of the library. These signs will use high contrast letters to background and be large enough to be easily read from a distance. All signage will be easily changeable.

Meeting rooms, study rooms, offices, staff areas and restrooms will have signage with Braille which meets ADA requirements. All signage will be coordinated.

Summary

The demand for increased services and programming from the library is ongoing. The original library built fourteen years ago is not able to meet these needs. There is a critical lack of staff, meeting and, programming spaces. New technological advances require more elaborate and expanded seating space and electrical wiring. Priorities should be given to adding a Program/Community Room with separate entrance, an enlarged children’s space, and a functional staff work area, a study room for 4-6 persons and flexible space for quiet reading and space for visitors with laptops. A remodeled, expanded library can serve as the focal point of the Town of Rome and meet the educational, recreational and social needs of the community well into the future.