

Building Committee Library Visits 10/20/12

Area	Features to Consider	General Impression
Entrance	<i>Clearly defined entrance; Easy Access; Close to Parking;</i>	
Lobby	<i>Type of door; Flooring; community and library bulletin board/display space; access to community room and bathrooms; storage for broom/shovel</i>	Tile (co-efficient on tile). Commercially available tiles – no special orders. Large vestibule (heat saving) Dark grout Wheelchair accessibility
Restrooms	Location; Flooring; Lighting; Number of Stalls; Diaper changing table; Hand dryers; Soap; Fixtures; consider noise level of fixtures	Restrooms intuitively placed near entry Good signage Well-designed layout Minimum of 3 stalls/bathroom Low-decibel blower/dryer Automatic flush – battery-free – gravitational Diaper changer – both bathrooms – located in best spot High capacity toilet paper dispensers Cleanable ceiling tile – vinyl coated Waste basket close to door – or push to leave (don't have to touch) Consistent finish to hardware compliments color in building (brushed nickel maybe, pewter, burnished bronze – copper)
Circulation Desk	Location to Entrance; Height of desk; Multipurpose—Adult and Children's; Work Spaces; Shelving (and Height); Colors; lock drawer for money; visibility to rest of library; technology, electrical, phone outlets; Other Functions	Toe kick/faceplate Roberts countertop Carpet up the wall Window sill plate equal to other countertop materials
Adult Shelving	Material made of wood or metal; Panels at end of shelves—same as shelves, wood, laminate; Color; Height; depth of shelving for varying materials	Wood ends (without panels?) Charcoal metal shelving Back stop on shelves (at least) closed or open between shelves Moveable shelving with wheels Signage/vinyl lettering

Adult Area	Types of Tables— Round, square or rectangle; Table Chairs—Wood, plastic, cushion seat, cushion seat and back; Lounge Chairs— fabric or vinyl; style Colors;	Wood, comfy Style of furniture consistent with end panel Reading cubbies RF (??) individual wooden study carrels
Computers-- adult area	Seating; Table/carrel; Number; Comfort level; Space to work; visibility from circ desk	Adjustable height card catalog Study carrels with lower sides Computer with computer lab for overflow Minimum cables visible/wire management Need wifi access in all parts of building No need for separate computer room
Children's Shelving	Material made of wood or metal; Panels at end of shelves—same as shelves, wood, laminate; Color; Height;	Low shelving Different shelving to distinguish kids' shelves Display areas specific for kids (Legos – as in R.F. in “cubes”) Cubby areas/tree house/”deer stand” chair Theater area Painted tables (chess, checkers) at height for kids that can accommodate adults
Children's Area	Types of Tables— Round, square or rectangle; Table Chairs—Wood, plastic, cushion seat, cushion seat and back; Lounge Chairs— fabric or vinyl; style Colors; Activity Spaces; Computers and other technology; accessible toy storage; location of creative activity space on walls, tables, floor; adult-sized seating	Not cushioned except adult Not hard vinyl for kids Away from circ desk and adult area Separate story time room – dual use, multi-use Storage Plexi-glass wall for quiet and separation of space Rounded edges Refer to Julie
Teen Shelving	Material made of wood or metal; Panels at end of shelves—same as shelves, wood, laminate; Color; Height;	Ask teen opinion Same sort of shelving except possibly color Limit color choices as to what to pick from

Teen Area	Types of Tables— Round, square or rectangle; Table Chairs—Wood, plastic, cushion seat, cushion seat and back; Lounge Chairs— fabric or vinyl; style Colors; Computers and other technology; note any unique environment features	Teens decide what parameters and limited budget and color choices
Study Rooms	Does the library have individual study rooms; Lighting; Features— technology, seating; electrical; Number of rooms	St. Croix Falls study rooms with glass Soundproofed as much as possible Seating for 4 + table 3 small and 1 larger to accommodate 8 Outlets at 48”, wifi available Low voltage wire chase at 48”
Storytime Space	Location--Separate Room, near children’s area, other; Flooring; Colors; storage; multi-use space?; easily moved furniture; coat hooks; sink, counter space; enclosed with door or open space; Other features	Julie Dedicated storytime space Childrens’ bath (??)
Meeting Room	Size; Seating; Lighting; storage Technology available; Kitchen; Dividing the Space; Location; flexibility Ability to use after library hours; bathroom accessibility; multi-use; adaptability as a computer lab; space to hang coats; area for art display; Other features	50 – 100 people depending on future seating 25 – 35 classroom seating Wheelchair – walker available Storage space for meeting room “staff” Kitchenette behind folding doors Dimmable lighting White board Flat screen TV for projection and wiring to accommodate Microphone system DVD capability <u>No divider</u> <u>No mechanical tables</u>

Computer Lab	Room or area for training; Features of the room; computer lab as part of meeting room?	Use meeting room
Special Spaces	Fireplace; Coffee Bar; history room; Friends book sale room/space	Coffee <u>area</u> – not bar – Keurig Brew your own Coffee nook Covered containers
Reading Lounge/Quiet Space	Quiet Space—open or enclosed; Seating; Shelving; multiple semi-quiet reading/lounge areas	Magazines area
Staff Spaces	Director’s Office—location and size; Windows; Sightlines; working window that opens to outside; Furnishings of note	Small round table – seats 4 Larger room – 8’ larger to accommodate table
	Workroom—location to circulation desk; director’s office; windows; sightlines; size; storage; electrical, technology, phone outlets	Fits needs of staff Don’t skimp on <u>workspace</u> Drop box in building – fireproofed, insulated
	Courier/Delivery area; bins—location, access by courier; work space; size; storage	Separate key for courier driver Close to book drop for convenience
	Break room features; kitchenette; working window that opens to outside; staff restroom; lockers; cupboard; counter space	Important the break room is separate – dishwasher? Stove?
Book Return	Location—interior or exterior drop; Near staff spaces? Drive up?	
Signs	Clearly define spaces; Material used for signs—paper, wood, plastic	Goes with the theme of the building. Same design feel as the rest of building as other materials

General Layout	Easy to find things	
General Impression	Inviting; cold; Open; privacy; fit the community; Lighting; Windows; staff presence in the space; Colors	Cautious on upward lighting Energy-efficient lighting (readily available) (standard, off-the-shelf) Accent color – natural, cozy Ceiling heights as designation of areas
Parking/Sidewalk	Sufficient space; lighting	Hardscape at entrance (a little more than a sidewalk) Down-focused lighting Nice lighting
Hallways	Sufficient lighting	Minimum of 4' hallway
Landscaping	Easily maintained; attractive or not	Window at end of hallway or lighted painting Automatic timer; possible hardscape? Not all blacktop – designate area by different materials
Art/Display Space	Availability; combined use with other space; type; location	Permanent wall hanging capability (wire)
Special Features		Lighting – engineered skylight (St. Croix Falls example) Interior and exterior lighting compatible with building design Donor wall compatible with feel of building theme Rubber

Flooring—Carpet, tile, vinyl - **rubber**

Colors—Earth tones, bold, cool, warm, traditional, contemporary

Lighting—Decorative, functional, brightness

Library Visits

- It is recommended that the board, staff and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a larger facility.
 - Focus should be paid to the general arrangement, entrances, work areas, seating, children's area, young adult areas, layout of shelving, reading lounge areas, computer space and other special areas.
 - It is important to take notes and pictures of those features.
 - The essential design elements and arrangement should be incorporated into a building program statement.
 - Ask questions about what they were glad they did and what they wish that they had done differently?