

BIGELOW FREE PUBLIC LIBRARY

LIBRARY BUILDING PROGRAM

HISTORY OF COMMUNITY

Clinton is a town in transition. With a land area of only 5.7 square miles, it is one of the smallest towns in Central Massachusetts. With one of the largest increases in population from 2010 to 2020, a 13.39% jump, it outpaced growth in Worcester County and the Commonwealth as well as similar sized towns in Central Massachusetts, bringing the population to 15,428 for a density of 2,387 residents per square mile. The town's ethnic heritages include Irish, Scottish, German, Québécois, Acadian, Swedish, Italian, Dominican, Puerto Rican, Mexican, Greek, Polish, and most recently, Brazilian and Hispanic.

The early growth of the town of Clinton was due to the success of the Bigelow brother's invention of the carpet loom. In the 1840s, the Bigelow Company began operating the Lancaster Mills for the manufacture of carpets. The need for workers brought in an influx of Irish immigrants, followed by many from Germany, to work in the mills. Although Clinton remains a town with many descendants of the original settlers, the population today is 21.2% Hispanic with a healthy mix of other cultures. It's easy to see the transition walking down the thriving Main Street which offers a variety of ethnic foods.

Until recently, the buildings where world-famous carpeting was produced, housed the manufacture of plastics for the healthcare industry under the name NYPRO. Today, the Jabil Healthcare facility, with 95,000 square feet of cleanroom manufacturing and expansive office space, continues to be in use.

Clinton has successfully reused its characteristic brick industrial buildings. The Lofts of Lancaster Mills won an historic preservation award for creating 202 apartments with contemporary features. According to a Worcester Business Journal article "people moving into the apartments are a smorgasbord of tenant profiles: Young people from the area looking for an apartment, people from outside the area looking for a less expensive alternative to Boston, MetroWest or Worcester, and people downsizing from a house to an apartment as they get older." Another old building, Clinton Wire Cloth Co., is now a 39 one-bedroom apartment complex. And, recently completed Jack's Mill offers 150 more in the Bigelow Carpet factory building and 20,000 sq. ft. of retail space. Most of the new apartments are within easy walking distance of the current library.

According to Philip Duffy, director of economic development for the Town: "We're focused on improving the quality of life for our residents..." With affordable housing and jobs, Clinton has a stable and growing economy. (39% of Clinton's residents are employed in manufacturing and UMass Memorial Health Alliance's Clinton Hospital is another major employer). Another plus for Clinton is the proposed Massachusetts Central Rail project which will run through the town and is "expected to bring thousands of new visitors and create long-term economic benefit..." according to Jodi Breidel, Assistant Secretary of Community Programs for the Executive Office of Elder Affairs.

MBLC Library Building Program Workbook - Form

The 2012 Town of Clinton Master Plan set as its goal “to create a healthy, strong and cohesive community by encouraging public participation in the civic life of the town, valuing land and water resources, and providing social, cultural, educational and recreational services that benefit people of all ages.”

Clinton’s geographic center is referred to its *Commercial and Civic Core* where many of the Town’s recent improvements have occurred. Construction was completed on the Downtown Improvement Project which provided streetscape renovations of new sidewalks, road paving and decorative street lights to enhance the business district. The project helped revitalize the downtown area and was well received by the public. A Downtown Beautification Committee developed a plan for flower displays, banners and holiday lighting that made a spectacular impact which brought people from all around to experience the decorations and to patronize local businesses.

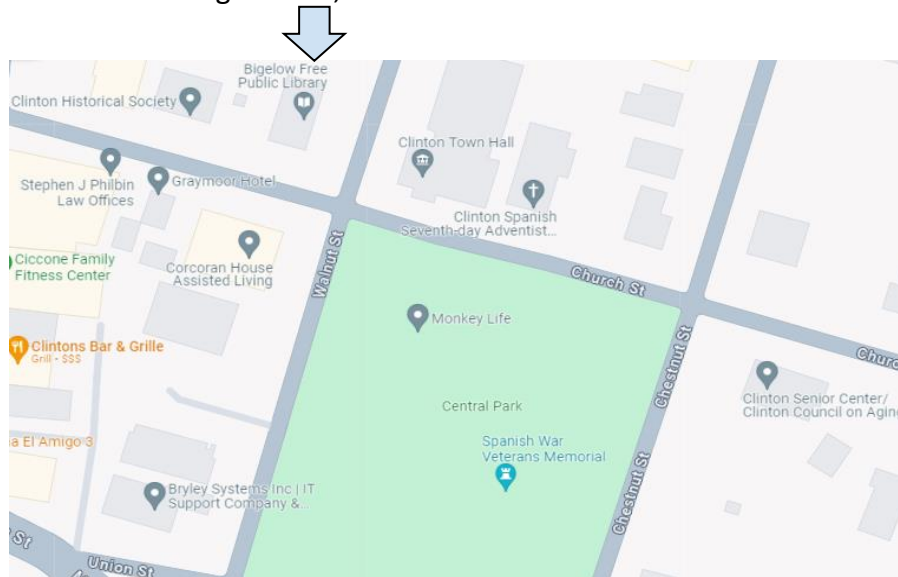


HISTORY OF LIBRARY

It is no surprise that Clinton's Library bears the name of the most influential family of the nineteenth century. In 1846, the titans of industry in Clinton created the Bigelow Mechanics Institute to offer a reading room and a place for public lectures. This private corporation offered membership to citizens of Clintonville, an industrial area of South Lancaster which became the Town of Clinton in 1850. The Institute closed in 1852, due to a decreased interest. The Institute's 667 books were donated to the newly created Bigelow Library Association, a stockholder company and more inclusive to the populace. A suitable site was purchased on Union St. and an edifice built to support the new Association. In 1873, all assets of the Association, including 4,408 books, were donated by stockholder vote to the new municipal Bigelow Free Public Library and the Association disbanded. Part of the provision for accepting the donation was the town's commitment to provide a suitable site for the collection and promise to spend at least \$500 per year on new books for the public library.

Ample space was furnished in the Town Hall, until the library collection had outgrown the rooms and the town was fortunate to receive a grant from Andrew Carnegie to build a library. The grant may have been influenced by the high number of immigrants in the community because one of Carnegie's goals was for immigrants like himself to "acquire cultural knowledge of America, which the library allowed immigrants to do." With Clinton's foreign-born population of over 13%, providing library services to immigrants remains one of the library's missions.

In 1901 the Town accepted and agreed to provide a suitable location and to guarantee a budget. The town's physician, Dr. Morse, donated the site upon which the library currently sits: 54 Walnut St. at the northeast edge of Central Park (See Bigelow Free Library 1909) is just one block west of High Street, the main business center of the town of Clinton.



The site where the Library has served residents for over 120 years sits diagonally across from Central Park, where many town events are held. Central Park is bordered by the cultural, political and religious institutions of the Clinton including Town Hall, the Icon Museum and Study Center, the Council on Aging Center, which resembles a Parisian chateau, the Corcoran House (assisted living) and four churches.

The library building was dedicated and opened in 1903. It was built using the Guastavino method for vaulted ceilings (See Guastavino ceiling at BFPL). These ceilings can be found in many famous turn-of-the-nineteenth-century buildings including Boston Public Library. Not only are these ceilings fireproof, but they also eliminated the need for steel and, instead, substituted genuine masonry. As beneficial as this method was to early twentieth century construction, in today's world, it is a detriment to transmission of Wi-Fi.

The upper staircase and lower staircases are constructed using the same method. Another interesting feature are the reproductions of the Elgin marbles, imitating the friezes on the west front of the Parthenon. (See Elgin marbles)

Like many Carnegie libraries built between 1890-1920. The purpose was not only to provide an interesting aesthetic, but to provide more light in the library stacks (See glass floors). Today, the original 3-storied glass-floored stacks occupy a significant amount of inaccessible space due to safety and accessibility issues. Some glass flooring is cracked. This closed stack area behind the main circulation desk is not accessible to the public, but, if renovated, would provide much needed space.

Until recently, these stacks had 32,000 items from the original collections of the Institute, the Association, and the public library. After years, several consultations, research, and dedication, the staff culled the collection, saving those essential to local research and found other avenues for the rest. This has left many empty shelves and 20% of the building still not accessible to the public. Some space has been commandeered by staff to store holiday items, the Library of Things, and craft supplies. Renovation is needed because the aisles are narrow and the shelving inflexible. This area, if redesigned, could bring in natural light from the large windows and considerable space.

Since its dedication in 1903 there have been few building modifications but in the last ten years services have increased:

- 1972 The roof was modified to stop leaking
- 1991 Small addition was completed
 - ADA compliance to accommodate an elevator, stairs and vestibule, although this is not up to today's standards. The elevator is due for a refurbishment.
 - A fire escape was added at the same time.
- In 2013 The change in directorship took the library into the new era, embracing twenty-first century technology and philosophy.

Here is what a neighboring librarian shared about the impact of a new director:

"I was director of the Boylston P.L. from 10/1999 to 3/2011. In that period, my curiosity about the Clinton P.L. was aroused because we never heard from them, a neighbor and in a much bigger town. We were not sending/receiving any ILL requests from Clinton because they were not, apparently, a member of C/W MARS. So I visited, incognito, a few times. There were few or no patrons in a dark environment. Some artwork from the turn of the 20th century was on the walls. No contemporary displays were seen. Two elderly staff were settled at the circ desk, surrounded by piles of books needing work. They barely looked up. The phone never rang. (I later learned that the collection was not weeded for decades.)

[As an architectural historian] I do investigate the history of places in our area. I have noted how little has been written about the library in local publications, reports and histories. Probably in the 1980-90s, new construction was added in the rear for accessibility and perhaps for restrooms.

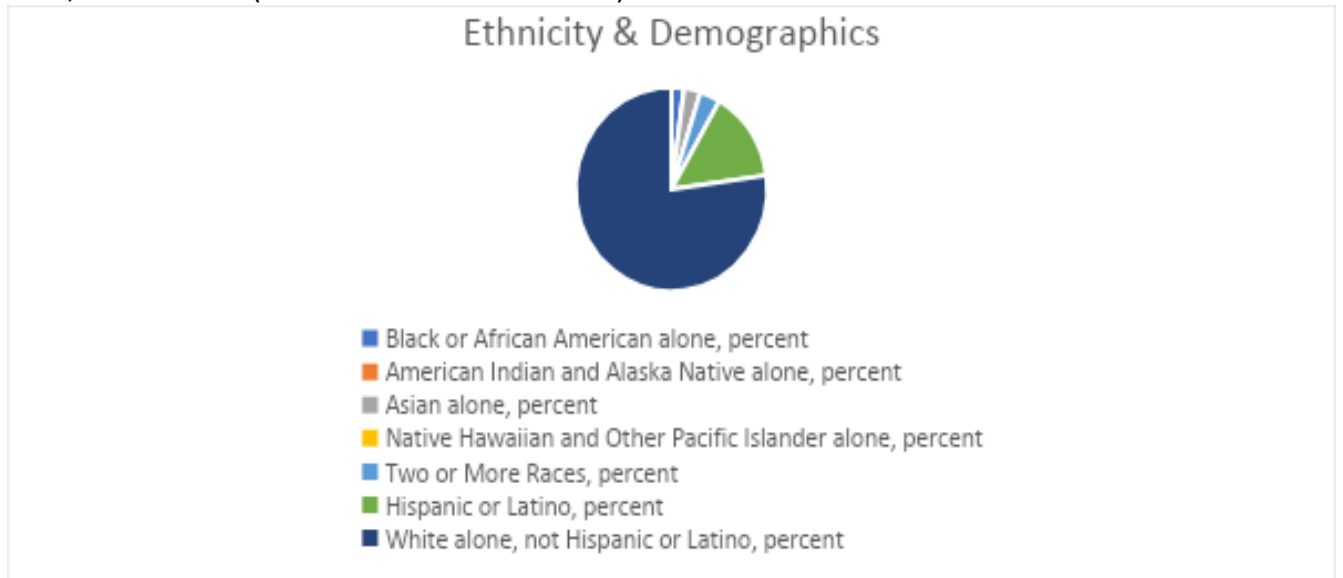
"Marie has revolutionized an undervalued facility." Nick Langhart

- 2015 The Bigelow Free Public Library joins C/W MARS as a full member
- 2015 The roof was replaced
- 2016 Computers updated
- 2021 Wi-Fi Printing implemented
- 2021 A feasibility study was completed by LLB Architects which proposed the renovation of the current space and concluded that adding to the current 12,755 sf was possible on the current site. This would increase to 20,000 sf would add 64% and include the features envisioned in the Library's Strategic Plan.
- 2022 An interior renovation of the Community Room was completed adding lounge chairs, carpeting, tables chosen for flexibility, and chairs. New paint, carpeting and a storage closet were also added. Major work was done to address the water seepage in one of the Community Room walls, but water continues to seep through the brick and stucco.
- **2023 At the June Annual Town meeting, ARTICLE 28 was passed.** To see if the Town will vote to raise and appropriate or take from available funds the sum of \$150,000.00, or any other sum, said sum to be expended by the Bigelow Library Board of Trustees for planning and design to apply for a grant from the Massachusetts Public Library Construction Program, or act in any manner relating thereto.
- 2023-24 The Town considers two alternate sites for the library
 - New Library
 - Reuse of Existing Building
- 2024 The Bigelow Library completes the application for the MPLCP

2023 "A beautiful old building in need of repair," said one focus group participant. Despite the many needs, the Bigelow Free Public Library, remains true to its mission, to provide opportunities to explore, learn, create, and connect, and to be an inclusive, accessible learning space for the community.

CURRENT AND PROJECTED COMMUNITY DEMOGRAPHICS

Census Bureau Community Demographics Charts for age, racial/ethnic composition, education level, and income: (From the Census 2020 data)



Median household income (in 2021 dollars), 2017-2021	\$84,938
Per capita income in past 12 months (in 2021 dollars), 2017-2021	\$40,857
Persons in poverty, percent	5%

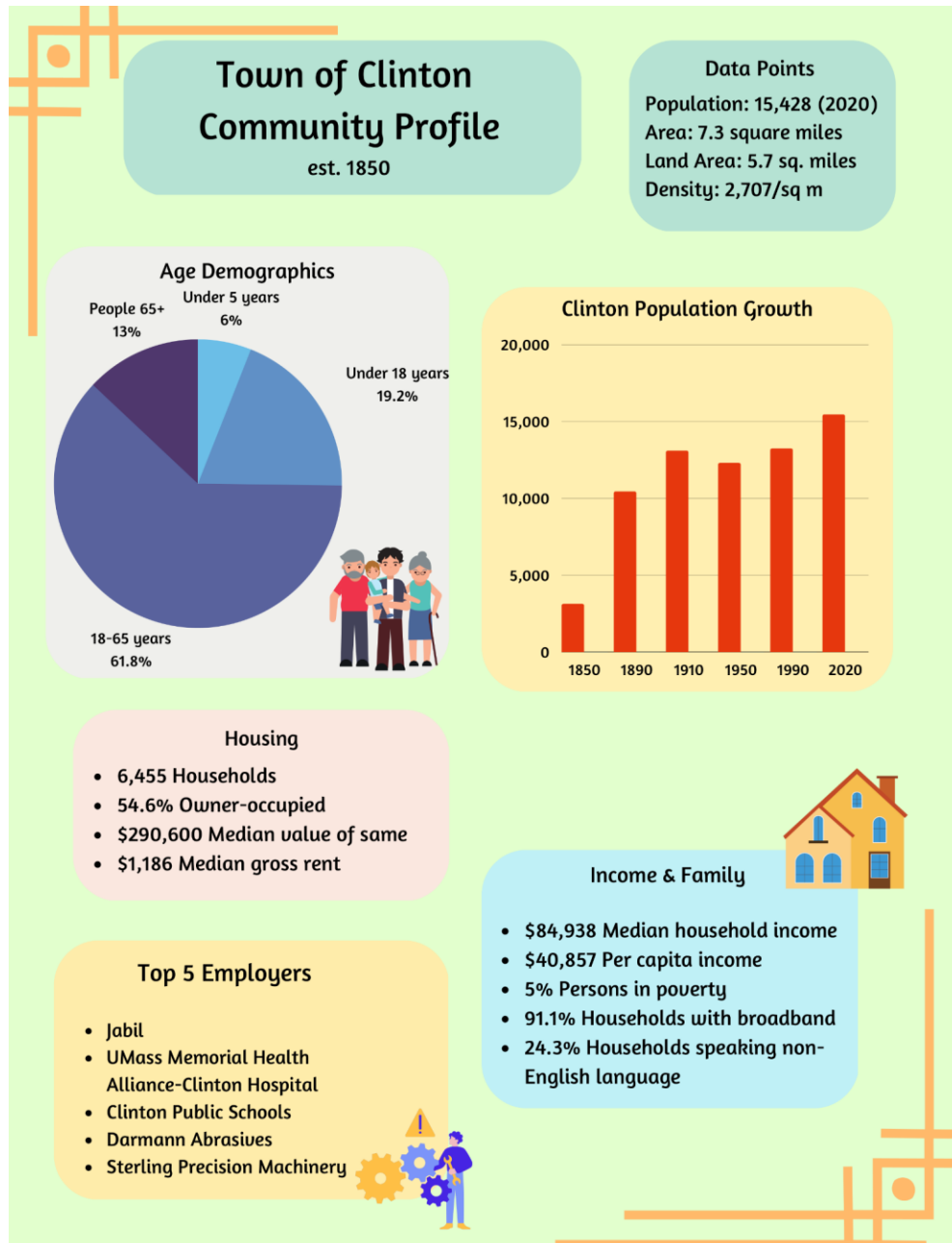
Housing units, July 1, 2022, (V2022)

Owner-occupied housing unit rate, 2017-2021	54.60%
Median value of owner-occupied housing units, 2017-2021	\$290,600
Median selected monthly owner costs -with a mortgage, 2017-2021	\$1,904
Median selected monthly owner costs -without a mortgage, 2017-2021	\$703
Median gross rent, 2017-2021	\$1,186

Households, 2017-2021

Persons per household, 2017-2021	6,455
Living in same house 1 year ago, percent of persons age 1 year+, 2017-2021	2.35
Language other than English spoken at home, percent of persons age 5 years+, 2017-2021	85.90%
Households with a computer, percent, 2017-2021	24.30%
Households with a broadband Internet subscription, percent, 2017-2021	94.30%
High school graduate or higher, percent of persons age 25 years+, 2017-2021	91.10%
Bachelor's degree or higher, percent of persons age 25 years+, 2017-2021	92.70%
With a disability, under age 65 years, percent, 2017-2021	39.00%
Persons without health insurance, under age 65 years, percent	9.80%
In civilian labor force, total, percent of population age 16 years+, 2017-2021	3.90%
In civilian labor force, female, percent of population age 16 years+, 2017-2021	72.20%
	68.50%

Projected population for 2054 (or as close to 2054 as available) 2050 13,471
The prediction is that the population will decrease by 2000 residents by the year 2050.
(https://donahue.umass.edu/documents/UMDI_V2022_Long-Term_Population_Projections_MCD%2C_County%2C_RPA_Totals_2010-2050.xlsx)

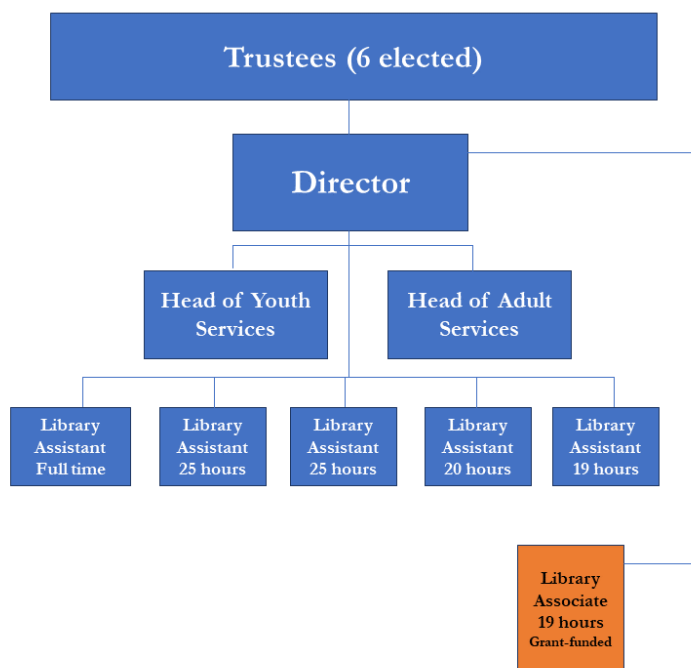


LIBRARY'S STRUCTURE AND CURRENT OFFERINGS

Please use charts where appropriate.

Library's Governance Structure (e.g., municipal department with nine elected trustees serving three-year terms): Municipal department with six elected trustees

Library's Staffing: one Director, one Head of Youth Services, one Head of Adult Services, 1.5 FTE Library Assistants in the Youth Department, 1.5 FTE in the Adult Department. Plus the library has a grant-funded part time library outreach book bike associate.



Community Vision Statements

The Bigelow Library's thirteen-person Strategic Planning Advisory Committee brainstormed a series of vision statements reflecting the ideal Clinton and prioritized the vision statements to identify those the Bigelow Library can best support and positively impact.

Vision Statement

To be an inclusive, accessible, connected community space for Clinton.

Mission Statement

Provide opportunities to explore, learn, create, and connect across the community

Library's Values:

- Welcoming, accessible and inclusive of everyone
- Acceptance of different viewpoints
- Respect for people, ideas, and property

Current Library Services:

- books for all ages
- videos
- audiobooks
- video games
- constantly expanding collection of eBooks, e-audiobooks
- streaming services for video, audio, television, documentaries, music, e-comics, and video games
- online learning opportunities with Great Courses and Universal Class subscriptions
- wi-fi hotspots to borrow
- free wi-fi
- discount passes on local attractions and Boston museums
- an ever-growing Library of Unexpected Items, like beach chairs, beach umbrella, boogie boards, telescope, microscope, air fryer, bread machine, metal detector, ghost meter, electricity meter, shop vac, snowshoes, roasting pan, Tarot cards kit, birdwatching kit, and Roomba® plus a ukulele and banjo
- free printing, copying, scanning, and faxing
- eight computers for public use in the adult area, two Chromebooks for teens, and two AWE stations for younger children. The latter are not connected to the internet
- Community room usage
 - display exhibits from the National Library of Medicine/National Institute of Health (NLM/NIH), the Commonwealth Museum, and local artists
 - library programs
 - meetings for community organizations or educational presentations
 - public use for studying, tutoring, reading
- public study space in the Community Room, reading room, teen, and youth areas
- public restrooms
- electronic books and electronic audiobooks
- federal and state tax forms
- computer assistance
- reference services
- microfilm reader for the public; microfilm research when requested
- mobile book bike for outreach to community, distributing free books for all ages
- visits to the Clinton Housing Authority

Library's Program Types:

Adult	music, craft, art, history, performance, movies, health, cooking, travel, books & authors, many zoom-based programs in collaboration with other libraries, but we host mostly in-person events
Young Adult	anime, craft, D&D, drama, gaming, books
Juvenile	music, magicians, craft, DIY, story times, summer reading, performances, LEGO® club, embroidery club, tutoring, animals
Family/All ages	game nights, music, reading challenges, drama, homeschooling activities
All demographics	passive, Grab 'n Go

Library's Holdings by Collection Area:

Age	Adult	Teen	Juvenile	Totals
Books	8,486	1,384	22,409	32,279
Audio	117	53	357	527
Video	1,907	1	1,087	2,995
Periodical	32	1		33
E-books	129,556	10,192	16,571	156,319
E-audio	65,102	6,646	8,339	80,087
Electronic	74			74
Microfilm	328			328
Miscellaneous	109		62	171
Totals	205,711	18,277	48,825	272,813

MBLC Library Building Program Workbook - Form

	A	B	C	D	E	F	G	H	I
1	Shelving Capacity Worksheet								
		#of shelves @3 feet	Total Shelving feet	Average # of items per linear foot	Avg # of items per shelf	MAX Capacity per collection	80% Full	2/3 full	
2	Collection/Section								
3									
4	Youth Fiction	48	144	10	30	1440	1152	950	
5	Youth Nonfiction	54	162	11	33	1782	1426	1176	
6	Picture books	37	111	19	57	2109	1687	1392	
7	Easy Readers	2	6	23	69	138	110	91	
8	Adult Fiction	71	213	11	33	2343	1874	1546	
9	Adult Nonfiction	84	252	11	33	2772	2218	1830	
10	Teen Fiction	63	189	11	33	2079	1663	1372	
11	DVD	22	66	17	51	1122	898	741	
12									
13									
14									
15	<i>Math Summary:</i>								
16	<i>Total shelving feet = # of shelves * length in feet</i>								
17	<i>Max Capacity= # shelves * items per shelf</i>								
18	<i>or</i>								
19	<i>Max Capacity= total shelving feet * Avg #items per linear foot</i>								
20									
21	Totals of all sections will be for the entire library collection								
22									

USING THE CHART ABOVE FOR CALCULATING ITEMS PER LINEAR FOOT AND ITEMS PER SHELF, THE TOTAL # OF SHELVES CURRENTLY IN USE and THE PROPOSED SHELVING NEED IS ESTIMATED. However, Adult Fiction/Non-Fiction changed to 9 per linear foot, 27 per 3 ft. shelf by recommendation of MBLC consultant

LIBRARY STATISTICS

Please use the statistics reported on the MBLC FY2023 ARIS Report. Use N/A were applicable.

Population served by library

15,381

Is this a branch or multiple independent library?

☐ Yes

☒ No

Estimated population served by this location

15381

Attendance

28492

Number of registered borrowers—(Residents with C/W MARS cards is over 5000, but the number reported is the number of people with a Clinton card).

4338

Total circulation activity

51664

Total number of hours main library was open

2265

Total number of hours all branches were open, if applicable

NA

Main library gross square footage (GSF)

11506

Year main library was built

1902

Year of most recent renovation

1991

Number of dedicated library parking spaces

MBLC Library Building Program Workbook - Form

6

Main library seating capacity

77

Largest meeting room seating capacity

43

Number of individual or group study rooms

0

Number of times all meeting rooms were used

130



LIBRARY STATISTICS AND COMMUNITY ANALYSIS

Please use bullet points where applicable.

Circulation and relationship to community composition and holdings:

Total: 49,069 circulation.

The upward trend continues at the Bigelow Free Public Library!

There is a NEED to bring people back to their home library which was on a downward spiral until new leadership began ten years ago.

- Past practices by well-meaning staff delayed the progress of the Bigelow library into the early twenty-first century. Technology at the Bigelow Library was not a priority. This had a negative effect on the Library's Circulation.
- Clinton was a relatively late bloomer in the online catalog trend, joining as a new full member of CWMARS in 2015.
- The delay in joining an automated system, found many Clinton residents obtaining cards from other libraries as far back as the 1990s. Many Clinton residents remain loyal to those other libraries resulting in lower circulation than other libraries of similar size
- Although the library's electronic usage increases annually as people embrace e-books and e-audios, circulation through the Boston Public Library and other networks are not reflected in Bigelow's statistics when placed with non-local library cards.
- Each year (with the exception of the COVID blip and recovery), the trend of library usage has been increasing, particularly when people can access services without going to the library itself. Patron's use of electronic services continues to increase
- Program attendance obviously varies with the number of programs offered.

	FY15	FY19 Pre-Pandemic Statistics	FY20	FY23
People Traffic	30,044	44,839	42,118	28,492
Patron count	3,100	3,746	4,023	4,338
Circulation	30,328	42,954	39,914	45,060
Interlibrary Loan	1,940	4,411	2,938	3,777
E content	2,053	7,348	9,510	13,474
Program Attendance	1,403	3,177	3,219	3,380

- People are discovering and rediscovering the library as it adds new offerings. However, Focus Groups reflect that as more people use the library, it becomes apparent that the library has some shortcomings compared to other area libraries.
- Many surrounding towns (Bolton, Lancaster, Northborough, Sterling, West Boylston) have had complete or partial renovations as early as the 1990s. These updated or renovated facilities are able to better serve the public in the ways that residents of Clinton would like to see in their town. Here are the top responses from focus groups:
 - a modern ambiance
 - private study rooms
 - adequate lighting
 - climate control
 - family restroom
 - teen space
 - universal accessibility
- For many residents, especially those who work outside the community, the Bolton or Lancaster libraries are geographically closer. The Bigelow Library needs to draw this population back to their town library with services and amenities they need
- The Bigelow Library's generous large print collection fills the need to accommodate those patrons with vision difficulties. Corcoran House, an assisted living facility just across the street from the library and the Senior Center, a block away make this an important collection, but limited ADA accessibility limits its use.
- Patrons are getting excited about the *collection of unexpected items*, but these bulkier items need storage and display space

Programming and program attendance and relationship to community composition:

Total: 3,380

Passive programming: 1,545

- Competing events in Clinton from the various organizations with no town coordination sometimes limits attendance. Residents have many choices of both free and paid programming. Better coordination with the Senior Center and the Early Childhood Resource Center (for the very young) plus all school-age sports and activities would help.
- The Summer Concert Series provides musical events in the park so few library events are planned during Tuesday evenings from June-August.
- However, there are power users who plan their activities around the Bigelow and other towns' library events.
- People have been loving the Grab n' Go crafts, which the library didn't offer prior to COVID, but the crafts don't encourage lingering, just grabbing, but it fills a need for DIY craft projects. This demonstrates the need for in-house craft events
- The Library programming space is limited. Although circulation has returned to pre-pandemic levels, programming has not. Simply put, the library needs more programming spaces and private spaces for readers.

- Patrons are using library services in different ways than pre-COVID. People want quiet places to study

Technology usage and relationship to community composition:

- According to the library's recent (2022) strategic plan, most people get their news about the library from Facebook. (More data is needed)
- Free fax service is still a need in the Clinton community with many repeat requests for MassHealth, fuel assistance paperwork, timesheets, and occasionally for legal issues.
- Other free services offered by the library fill a need in the community
 - Printing
 - Copying
 - Computer assistance
 - Wi-Fi: 2,506 library users (estimated annual)
 - Website: 4,418 (estimated annual)
 - Computer usage: 4,316 (estimated annual)

Attendance and relationship to community composition: Estimated Total 28,492

- This estimated total was based on five random weeks when staff counted incoming patrons
- Some library supporters and library users are strictly online, heavy users of Libby (Overdrive) and other streaming services
- Changing people's behavior is a long process. For people on the borders of town, the Lancaster or Bolton libraries are closer, bigger, and more up-to-date
- In focus groups, the feedback has been on the lack of private study rooms. Since the rise in people working remotely, they have tried to come to the library, but found coffeeshops instead. Clinton has several.

Online usage and relationship to community composition: Total: 15,218

- Usage of the library's online services, particularly Libby, increases every year. Adding eBooks and audiobooks has allowed the Library to increase availability of resources despite a lack of space to increase the physical collection.
- Especially popular are the yearbooks online, last year we had more than 8,000 views. The Library works to insure the Clinton population is served.
- COVID restrictions gave Libby/Overdrive a boost in usership; people weren't coming into the library, and many of them started using Libby in addition to physical books. The physical audiobook collection has seen a rapid decrease in usage, whereas the online usage grows exponentially, possibly outpacing the eBook usage in the next few years.

Any special circumstances, collections, services, issues, or needs related to the library and the community (e.g., archives, ESL language program, in a shared building with another department, etc.):

- A recent acquisition of an Outreach Book Bike serves children and adults in the park, on playgrounds and other locations around town offering free books. A grant-funded seasonal employee is hired to provide this service.
- A local history section and local authors' section serves a very historic community. The abutting Historical Society Holder Memorial Building is only open to the public on

Saturday mornings. The library has worked with the Historical Society in the past to feature some of their offerings.

- The Clinton Adult Learning Center serves Clinton residents and the surrounding towns for free ESL classes, citizenship classes, and GED/Hi SET classes. The Library staff works with the instructors of the classes to give tours and set up library cards for their students, then sends many of them back to their town libraries
- The staff also works with the elementary school for class field trips to the Bigelow Library for an introduction to the library
- The staff brings books and story hours to the Clinton Early Childhood Resource Center including the park-based storytelling and other joint projects

EXISTING LIBRARY FACILITY

Gross Square Footage: 12,755 sq. ft.

Net Square Footage: 10,194 sq. ft

Location (including proximity to schools, government center, economic center, open space, etc.) and potential for growth on existing lot:

The current Library is one of the key buildings surrounding Clinton's preserved open space, the beautiful four-acre Central Park, which is bordered by the Town Hall, four churches, the Senior Center, the Police Station, the Historical Society, an assisted living facility, Corcoran House, and the Icon Museum and Study Center, the only such institution in the United States. The well-maintained Park is frequently the site of concerts and events for the Town. The park saw two major enhancements in 2000 with the installation of a replica of the "Foster Fountain," an 1890 structure that had been destroyed in the hurricane of 1938. and the installation of a bronze statue of children frolicking. The park is also the site of two war monuments and a sundial.

There is a synergy between this cultural area of the town and the business center, High Street, the shopping and eating mecca of Clinton, just one block from the Library. There is limited transportation to this area. Most residents depend on an automobile.

Restoration of old mill buildings has increased the multi-generational population within walking distance of the library.

Students from all three schools, elementary, middle and high school are within walking distance of the Library, with the High School being the farthest, a half hour walk.

The Clinton Adult Learning Center is also nearby and the students make frequent visits for tours of the library. Senior Citizens have access to the WRTA van for trips to the downtown area.

Impediments to library operations or services:

Site Issues

- The half acre site limits the size of any addition

- The [building feasibility and assessment study](#) conducted in 2021 would allow for expansion
 - Proposed Renovation & Addition
 - Total Area: +/- 20,012 GSF
 - Area of Demolition: +/- (-695 GSF)
 - New Addition Area: 8,756 GSF
 - Existing Building Area: 11,256 GSF
 - Renovated Accessible Stack Wing: 2,418 GSF
 - Staff Only Stack: 0 GSF (not accessible)
 - Staff Only 2nd Level Director's Room: 0 GSF (n. a.)
 - Area Excluding Non-Accessible Stack Wing: +/- 20,012 GSF
- Town requirements for setback and parking would require exemption (p. 12, LLB report)
- Small site limits any potential outside library space
- A large tree blocks the view of the library from the Town Square ([See View from Central Park](#))
- The large tree blocks natural light into the building.
- A large Clinton Historical Society blocks natural light on the north side of the building.
- The Library is dwarfed by two large buildings (Town Hall and the Historical Society)
- The Library abuts a residential area with street parking, thus limiting the availability of parking for the library.
- The Library is across the street from Town Hall, thus limiting street parking during business hours.
- An iron fence surrounding the building is not welcoming and further limits outdoor space. ([See Library fence](#))
- The Clinton Town Hall, the Clinton Historical Society, the Spanish Church all face the main road, Church Street or the Town Square, while the main entrance to the Bigelow Free Public Library faces a side street, Walnut Street. ([See view from Central Park](#))

Building issues:

- heavy, intimidating front doors
- only restrooms are on the lowest level, two floor down from the Youth Service area
- front entrance has worn concrete steps
- limited onsite parking, although there is plenty of lot parking (a block away) and street parking on Walnut and Church Streets
- narrow aisles between shelves
- permanent shelving on the walls
- thick walls that impede the flow of wi-fi signals
- limited electrical capacity, causing circuits to overload; especially crucial in the public computer area. Also, the lack of outlets on the main floor makes it difficult for patrons to plug in their devices. All Town buildings have recently had a technology assessment and internet service in the near future should be improved at the library
- non-insulated windows

Health, safety, and/or security issues posed by site and/or building:

- No HVAC system or air filtering system. The library relies on window air conditioners plus three mini-splits in the summer
- Adult service area abuts the original glass-floored stacks area, filled with aging wooden shelving and poor ventilation is detrimental to anyone with any sort of allergy sensitivity.
- The boiler has one zone and the youth area never gets warm enough, so they have mini-splits to supplement
- Stair risers are not regulation size, with the middle part worn down
- Most windows do not have working locks and the building can easily be entered via the rear window, which is left open for the air conditioning unit
- There is no sprinkler system
- Bricks falling off the facade of the elevator addition
- An air quality review from the state six years ago found no issues
- Security cameras were recently installed, but they do not cover the Community room or the elevator area

Accessibility issues posed by site and/or building:

- Two entrances, but the one that is ADA accessible (per outdated 1990 standards) is in the back, with the accessible parking spot across the lot, rather than next to the door
- Third entrance/exit has been designated emergency exit only, but requires the ascension of three stairs to reach the exit
- Front door is only accessible via steps and a brick walkway
- Limited onsite ADA parking
- Front door is very heavy and if patrons use the ADA button, the door opens onto a short stoop and could knock someone over who wasn't paying attention
- None of the emergency exits are ADA accessible
- Main circulation desk is too high to be universally accessible; acts as a barrier between staff and patrons
- Narrow aisles between stacks, tables, furniture in most places
- Lighting is not great in some areas
- Only one light switch for each room, not necessarily near the exit door
- Potential space on second floor only accessible via three large steps
- Glassed-floor stacks are inaccessible

Impediments to staff workflow and productivity due to site and/or building:

- There are no staff workrooms, so all processing is done in public, taking up valuable table space in the Youth area, also unwelcoming to patrons
- In the Adult area, staff work at their desks and get up to attend to the circulation desk as required. It's unprofessional and distracting
- Feels like two different libraries, not designed for cooperation between upstairs and downstairs services areas, due to the two floors, heavy walls, and closed doors
- Poor sightlines, due to thick and opaque walls, particularly in the lower level (no staff at all) and the teen area (which resides in a hallway outside of the children's area)
- No staff break room – staff eat at their desks, also unprofessional and could be messy

Impediments to serving all members of the community due to site and/or building:

- Limited parking on site, although there is a lot of street parking
- Only one community room for people who want to meet quietly or privately. No private meeting or study rooms
- Wi-fi is somewhat unreliable, although we are working on improving that
- No family restroom near the youth area. Some families don't come to this library because of the distance to reach a restroom

Other issues regarding site and/or building:

- Fond memories. People who came here as children and now bring their own children see the same children's librarian, go to the same shelves for the same books and the nostalgia is really strong not to change anything. When we do any survey about the building, there are always people who say that it is "perfect" the way it is and "please don't change it"
- There are no restrooms on the first or second floors, no family restroom in the youth area
- No room to expand collection and aggressive weeding is the only way to control the limited space issue
- No staff room – staff eat at their desks, in the public community room, outside, or in the staff kitchen at Town Hall. There is no place to have a quiet conversation except the director's office
- No staff workroom
- No activity room with industrial sink for cleaning up after craft projects. Families have to bring little children two floors down to the public restroom with sink
- Difficult to improve technology/electric because of the solid 1902 structure

Overall Building Condition (Exterior and Interior):

- The building is 120 years old
- The main bones are sound, the boiler was updated to natural gas in 2015
- The existing un-reinforced multi-wythe masonry walls are not anticipated to meet current structural requirements. (Multi-wythe walls are made up of three or more masonry units that work together as one unit.)
- The large windows let in lots of light and mostly have storm windows, but there are no UV filters. They make it difficult to keep out the winter breezes and the summer sun heats up certain areas like a greenhouse
- The exterior brick work is actually in good shape, except for the 1991 elevator addition. The bricks are falling off the walls of the addition
- The windows need replacing—the sashes are on ropes or chains and they don't open or close easily
- The electrical box is a bit of a Frankenstein, with expansion boxes and not enough amperage

- The Guastavino tile vaults, a rare and fantastic feature of a small library. They have stood up to the ravages of time and responded well to cleaning fifteen years ago, but are again in need of professional cleaning. According to Foster Lyons Building Science: These ceilings are “unaffected by moisture, unaffected by nasty chemicals in the air, vapor barrier on the proper side (glazed tile on the hot, wet interior), insulation on the proper side (outside the structure), you don’t have to monkey around with galvanized steel, there are no concealed spaces, air leaks are easier to control, thermal bridging is easier to control”
- The original circulation desk is an outdated behemoth that was impressive looking when it was installed, and functional in the days of closed stacks, but now it prevents staff from getting to patrons quickly.
- The original frieze copied from the Parthenon decorates the Circulation Desk area of the main floor and remains a beautiful architectural feature but is hidden behind the Circulation Desk.
- The building is divided into smaller rooms on different levels with thick internal walls that impede staff collaboration, sightlines and Wi-Fi.
- Original woodwork is well-preserved in many places, never having been painted over, but has lost its luster.
- Many of the bookshelves lining the walls are original, stationary and overcrowded.
- Due to lack of shelving, the 800s and 900s are in the basement lining the walls of the Community Room.

Important information about any renovations/additions/upgrades/improvements:

- The 1991 addition of an elevator and ADA-accessible restrooms are not up to 2024 standards.
- The elevator and shaft are neither heated nor cooled and occasionally the elevator stops working because of extreme temperatures.
- The problem with water seepage in the Community Room has been addressed at least three times in the past fifteen years, but water continues to seep through the lower-level west wall. This will require excavation. It is assumed that the seepage is from the 1991 addition and fire escape, but no one who worked here then is still here to verify that it was not seeping before that project.
- The Community Room, renovated in 2022 with a grant from a local foundation and state aid funds provides additional, but limited, function or study space.
- In 1972, the skylights were removed and the Tudor roofline was replaced to address the leaking roof.
- The roof was replaced again in 2015 and the vents were replaced and sealed.
- The ADA doors’ motors have been replaced in past year.

Planning Efforts to Date for Building Project (e.g., feasibility study, condition assessment, community engagement, etc.):

- Link to the [building feasibility and assessment study](#) conducted in 2021.
- The last two strategic plans' community surveys all referenced the need for an updated and/or renovated library. <https://bigelowlibrary.org/about/staff-and-trustees/trustees-reports/strategic-planning/2018-strategic-plan/> and <https://bigelowlibrary.org/about/staff-and-trustees/trustees-reports/strategic-planning/2024-strategic-plan/>
- The state of the library building was mentioned in the 2011 town's Master Plan. <https://www.clintonma.gov/documentcenter/view/971>
- A Preservation Assessment by the NEDCC was completed in 2022, which emphasized the need for some major climate control for preservation of historic documents and books <https://bigelowlibrary.org/about/staff-and-trustees/trustees-reports/nedcc-preservation-assessment-report-2022/>

All reports above support the need for and include recommendation for a major renovation or new construction

Unrelated Climate Report (Reason to keep Library on higher ground)

<https://www.mass.gov/doc/clinton-report/download>



NEEDS ASSESSMENT AND COMMUNITY ENGAGEMENT

LIBRARY'S INTERNAL ASSESSMENT

Perform at least one of these exercises with staff and trustees. Check each exercise conducted to inform the General Needs Assessment:

- ☒ Staff and Trustee Individual Interviews
- ☒ Staff Focus Group
- ☐ Trustee Focus Groups
- ☐ Staff and Trustee Surveys

COMMUNITY ENGAGEMENT

Planning for a new facility has been an ongoing effort at the Bigelow Library for nearly ten years. The most recent five-year Strategic Plan (2024-2028) included several Focus Groups resulting in data needed to document the needs of the library of the future. The Director has been collaborating with a consultant on a weekly basis to complete the grant application. Building-specific Focus Groups were held during the grant preparation period to compile residents' vision for improved library space. In addition, the Director has contacted local groups: the PTA, the Senior Center, the Clinton Learning Center, etc. to get more input. At the annual town festival, the Director and Friends of the Library put up a wish tree for the library. During the Summer and Fall, a Dot Board was posted to get input on the "Top 3 Ways to Improve the Library."

In December a 150th anniversary party of the library was held inviting state and local officials. The library received citations from the Governor, the State House of Representatives and the State Senate. Director Marie Letarte described it as the start of a new direction for the Bigelow Free Public Library and described the MBLC's Massachusetts Public Library Construction Project to attendees. See publicity: [Bigelow Celebrating 150 Years as Clinton's Library](#) and [Clinton's Bigelow Free Public Library caps 150th celebration with cake](#)

Perform at least two of these exercises with the community. Check each exercise conducted to inform the General Needs Assessment:

- ☒ Survey
- ☒ Focus group(s) - Staff 10/6/23; Strategic Plan Focus Groups 2022; Community Focus Groups 1/13 and 1/24
- ☐ User experience exercises (see Appendix A for descriptions)
 - ☐ Cognitive Mapping/Tour from a patron perspective
 - ☐ Service Safari
 - ☐ Library Love or Breakup Letters (written to an experience, service, or tool)
- ☒ Observation
 - ☐ Feedback Board with sticky notes
- ☐ Visioning exercises (see Appendix A for descriptions)
 - ☒ Wish Tree
 - ☒ Dot Boards
 - ☐ Prototype exercises

X Feedback after visiting newer libraries



GENERAL NEEDS ASSESSMENT

Using information gathered from staff, trustees, the community, and library statistics, complete the following:

Combined Focus Group Responses from the following sessions

2022 for Strategic Plan...

Areas (services and spaces) in which the Library excels:

- Customer Service
- Friendliness
- Helpfulness
- Child-friendliness
- Knowledge

10/6/23 Staff focus group responses 10/06/23

Areas (services) in which the library excels:

- Children
- Adults

Dot boards, wish tree, and 2022 identified the following priorities:

- | | |
|--|-----------------------|
| ● Teen room—currently in a hallway | ● Parking |
| ● Seating/more comfortable | ● Lighting/Brightness |
| ● Quiet study/meeting rooms—currently none | ● Acoustics |
| | ● Technology |

The answers from the online survey are somewhat different from the responses from the dot boards. On the survey, parking issues were number one, by a large margin, compared to other building needs. However, it could be that the people who answered the survey online don't come into the building because of the perceived parking issues and those who answered in person were already in the library, observing other shortfalls.

Focus Groups...The following responses incorporate the feedback from Focus Groups held on October 6, 2023 (Staff), January 13th & 24th, 2024 (Residents and Town Officials)

April 2024 – Tours of the Library

May 2024 – Community Information Night

WHO IS THE LIBRARY SERVING WELL, ADEQUATELY, AND NOT WELL/NOT AT ALL?

Serving Well	Adequately	Not well
Readers: Bigelow Library serves readers well. If we don't have an item, we can get it from another library. We have the bestsellers that people want. We use Overdrive Advantage to purchase electronic titles for which there is a wait list. Through our CWMARS membership plus Commonwealth Catalog, and patron-driven acquisitions, we are able to fulfill 99.99% of our patron's needs.	Non-English speakers: we have had some success with assisting English language learners, but we have a tough time reaching them, unless they come with their class. We offer few Spanish or Portuguese titles because they do not circulate, and outreach has not yet reached that population. However, there are plenty of non-native English speakers who come in with a support person to translate or to rely on Google translate. We can accommodate most office service requests. We have part time staff that speaks Spanish, but we could certainly do better.	Teens: the teen area is set up in a hallway outside the children's area, so they do not really have their own dedicated space. We offer two popular programs for teens, Dungeons & Dragons and G.A.M.E.S. These programs have regular enthusiastic attendees. Circulation of young adult materials is low, but we offer Clinton Public School students access to all of our digital catalog, available through their school libraries. They need their own space.
Seniors/Large Print readers – We have a robust Large Print collection. We also offer book delivery through the Meals on Wheels program.	Children – there are an abundance of children's books and two AWE machines for children to use, plus a train table and endless Legos. The library offers lots of children's programs, but we don't have a programming space, we don't have staff workspace and all the processing is done in public space that should be used by patrons	People who need a quiet space to study, do remote work, interview, etc. – everyone is welcome to use our Community Room (and they do), but sometimes people want to meet with clients privately or take a conference call and that is currently not available in our library. Groups like a local condominium association and Chamber of Commerce have also utilized the space for meetings

Low income: we don't charge overdue fees, we don't charge fees for new cards, printing, faxing, scanning, or copying, but we offer those services. Everything is free		
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Other Focus Groups added these comments

Serving Well	Adequately	Not well
• Bikemobile • Children because of the Staff not Room • Displaced Folks, they have a place to go • Library of Things • Music Lovers (good Musical Programs) • Publicity is Good - Announcements -Newsletter -Outside Sign • Tech Promotion • Users of CWMARS • Users of Libby • Users of Hard Copy Books obtained through CWMARS • Users of new Books • Users who are experienced • Users of the Hold System • Walkers (those who walk to the library)	• Books are adequate, but not enough • Front Door is adequate, but should be painted and repaired • Computers, Printers are adequate, but need more	• ADA users • Anyone not on social medial • Bathrooms are not easy to get to • Books are taking too much space that could be used for other purposes • Cell Phone Space to reduce noise • Chairs (only one comfortable chair) • Children's programming is limited. • Childrens space is not only too small but dangerous. • Diverse Populations are underserved. • Front Door Appeal ("like walking into a jail") • Gathering Space

		● Internet users because the Internet is Slow ● Meeting Space for Community Groups ● Meeting Space for Small Groups ● Noise level ● Parking is too limited. ● Reading Room chair blocks others from use ● Reading Room is depressing ("If I didn't have a purpose to walk in, I'd never go there!") ● Reading Room is too loud. ● Seniors not served. ● Students (HS is too far away) ● Students not served. ● Teen Gathering Space ● Teenagers ● Users that are inexperienced are underserved. ● Waiting Area not available
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PRETEND THE LIBRARY HAS BEEN DEMOLISHED BY A TORNADO...

What spaces are necessary and/or desired?

Adult Area -

- Comfortable Furniture
- Excellent Lighting
- Quiet Study Areas
- Study Rooms
- Tables/Desks for people to bring their own computers
- Computer Area with computers maintained by the library
- Computer Area for those who want to bring their own device.

Children's Area

- Children's Librarian Office
- Caregiver Space
- Family Restroom
- Located on the 1st Floor
- Noisy Space Area
- Reading Circle
- Staff Workspace
- Storage with Cabinets and Drawers
- Tween Area
- Young Child Area

Friends of the Library Space

- Book Sale Area
- Storage Area

Staff Break Room

- Place to eat

Staff Workroom

- Staff Work Area that is comfortable
- Staff Workroom near Quiet Areas
- Standing Desks
- Storage area (Large)

Teen Area - (separated from the Children's Area)

- Teen Technology
- Teen Furniture

Blank/unassigned spaces

- Exhibits
- Displays
- Gathering space

Add

- Private study/meeting rooms
- Larger program room
- Restrooms on each floor
- Storage
- Envelope of building sealed against future leaks

WHAT ADJACENCIES ARE NECESSARY AND/OR DESIRED?

https://docs.google.com/spreadsheets/d/e/2PACX-1vScbuZuReOR_Gh5kzZdyAt2CDb356F2MB7_S13aTWCXigBGnkp6QqktE_zZIVKHo2S2N8wQnzCSbPwj/pubhtml

AREA	Close To:	Close To:	Close To:	Close To:	Close To:	Close To:		Far From:
Adult Media	Quiet Study	Collaboration Room	Comfortable seating near books and serials					
Art Display Area	Cafe/Kitchen with sink	Community Room			Bathroom			
Children's Room	Children's Circulation	Children's Staff Workroom	(Children's Librarian should have a private office)	Family (Children's) Restroom	Children's Computers	Children's area near tween area		Teen Area
Circulation Area	Staff workroom near public information desk(s)							
Community Room	Cafe/Kitchen with sink		Teens	Bathroom				
Computer Area	Monitored computer area near teen and adult areas		Copier/Printer/Faxing					

MBLC Library Building Program Workbook - Form

Entryway	Art Display	History Display	Community Room	Bathroom	Parking	Elevator	Water filling station / bubbler near door	
Gaming Computers	Staff Work Room with Windows	Delivery Area	Adults	Teen Area				
Innovative Technology	Adult Computer Hardware	Makerspace	Teen Area	Computers	Collaboration Area (private room)			
Kitchen Area	Private lounge area for staff	Community Room						
Main Desk	Books & Other Media	New Books	Circulation	Teen Area	CWMARS Computer	Library of Things		
Quiet Study	Staff Breakroom		Copier/Printing/Faxing	Bathroom				Teens
Reading Room/ Newspapers	Adult Computers	Circulation Desk Staff Area for Cataloging						Teens
Staff Breakroom	Kitchen Area	Quiet Areas		Bathroom				
Staff Workroom	Near Public Information Desk							
Story Pit with seating	Cafe/Kitchen with sink	Bathroom	Adults					
Teen Room	Sightlines to Staff Work Room			Bathroom				Children's Area

WHAT SPACES DO STAFF NEED TO PERFORM THEIR ROLES SUCCESSFULLY AND OPTIMALLY?

- Bathroom
- Children's Librarian Office
- Clean-up sink(s)
- Computer Space with updated computers
- Computers
- Counters that are adjustable
- Counters with Different Levels (ADA compliant)
- Delivery Space
- Desk Space
- Dishwasher for cleaning toys, Legos, post-programming

- Glass wall to separate spaces
- Holds Storage
- Indoor storage for Outreach Book Bike & its supplies during the winter months
- Internet (High Speed)
- Kitchen Space
- Meeting Space (Private space for staff meetings & conferencing)
- Personal Things Storage
- Phone System
- Programming room for children's activities, easy to clean (see sink and dishwasher, below) with flexible seating (for crafts or story time) of different sizes
- Programming Space
- Programming/meeting room for adult programs and meetings—with sink and storage
- Self-Checkout
- Separate Space -away from public view
- Space for items to be cataloged
- Staff break room (to keep staff eating out of the public areas)
- Staff workroom (to keep processing out of the public areas)
- Storage – for supplies, technology, games, etc
- Work Space

ARE THERE ANY FEATURES THAT WOULD CREATE A BETTER USER EXPERIENCE?

- ADA Accessibility for all people
- Accessible Hours for working people (2) including late evening and weekends
- Artwork
- Artwork from the Schools
- Artwork from the Community
- Better Computer Area
- Better Outreach
- Better Outreach to elderly population & ESL population (Diverse Population)
- Better Wifi
- Bike Rack in a more visible location
- Books weeded that are non-essential
- Bookstore feel and arrangement in Adult New Book Area
- Ceiling (High)
- Children's Bathroom
- Coffee Shop/Cafe Chairs
- Color
- Colorful Rooms
- Comfort
- Computers (Updated)
- Copier/Scanner/Fax (capability throughout the building)
- Curation
- Curb Appeal (Inviting Landscaping in the front)

- Designated Areas for Different Types of Things
- Digital Display Screens for Upcoming Events
- Displays: Multicultural Collaboration (Heritage, Churches, etc.)
- Docent
- Elevator
- Flexible Mobile Furniture to enable more space for exhibits, programs, etc.
- Gathering Space
- Green (environmentally smart) as possible
- Historical Item Display
- Larger Community Room (Current Room is limited to 35 occupancy)
- Lighting (10)
- Lions in the front of the building
- Maximize space!
- More PR Communication and Coordination with other Town Events and Services
- Murals on Walls
- Natural Light (10)
- No Stairs at the Entrance (2)
- Organized flow
- Parking on the entrance side of the building
- Place to read the newspaper comfortably!
- Plaques instead of busts
- Programming Room
- Railings near steps for safety
- Ramp
- Signage
- Space
- Steps that are gentler (less steep) for easier climbing
- Tables with lamps in a private and quiet area
- Teen Room
- Thoughtful Layout

HOW SHOULD TECHNOLOGY/EQUIPMENT BE INTEGRATED INTO EACH SPACE?

- 3-D Printers in Makerspace Area
- 8 Adult Computers are adequate but could be spaced better with privacy screens and shared printer.
- Access to eBooks offsite
- Accessibility for all including neurodiverse.
- Better Furniture
- Can Opener
- Charging Stations in Computer Room
- Charging Stations in Private Study Room
- Charging Stations throughout the building
- Charging stations, either integrated with furniture or flexible.
- Circulation Computers that can be turned to share screen with patrons.
- Circulation Computers with 360-degree Monitors
- Coffee Pot
- Computers in Group Spaces (Small Meeting Room, Collaboration Room, Community Room
- CWMARS Catalog (Separate from public computers)
- CWMARS Catalog offsite
- Dividers to offer privacy.
- Electrical Outlets
- Electric Teapot
- Flat Screen TV in Community Room
- Gaming Computers for Teens
- Good acoustics
- Green Screens
- Headphones
- Headphones in Computer Room
- High Speed Secure Internet in Computer Room
- Improved Wifi
- iPads in Computer Room
- Large Projection Screen (pulldown or remote motorized)
- Large Screen Televisions
- Live screens/tablets with upcoming events, latest titles, easy to search the catalog.
- Microfilm/fiche reader
- Microwave
- New Keyboards & Printer and better computers at circulation desk
- PA system for emergencies
- Parent/Caregiver Dedicated Space within the Children's Room
- Power outlets
- Printer/Scanning capability in more than one area
- Printing request from offsite
- Projector

- Projector in Community Room
- Refrigerator
- Rolling Carts to transport equipment
- Screen In Community Room
- Smart board/screens with places to hook up laptops in meeting rooms
- Sound - Audio Access (microphones, speakers, etc.)
- Sound System in Community Room
- Soundproof Room
- Staff who knows how to use all of the devices in Computer Room
- Standalone Catalog for Patrons
- Stove/oven
- Tablets in Computer Room
- Technology flexibility
- Technology ports (charging stations) in some furniture
- Technology to fit small hands in the Children's Room (ball mice)
- Teen Chromebook could be eliminated for better computer experience.
- Telephones
- Tools of all kinds
- Wifi friendly all over the library and outside the building

WHICH PUBLIC LIBRARY TRENDS ARE IMPORTANT TO INCORPORATE?

- Adjustable, Mobile, Ergonomic Shelving and Furniture
- After Hour Lockboxes
- Flexibility with Service Points
- Latest Technology
- Library as Emergency Shelter (Generator)
- LED Lighting with Occupancy Sensors
- Private, Quiet, Study/Meeting Spaces
- Sustainable Materials
- Teen Spaces

WHICH SERVICES SHOULD BE RETAINED AND ADDED?

Retained	Added	Improved/expanded
● Free faxing, printing, copying, scanning ● Anonymous computer usage	● Notary Services ● Study computers in youth areas. ● Printing for youth	● Wi-Fi stability & reach ● Flexibility ● Delivery ● Outreach

• Good customer service		• Technology Training • Universal design/accessibility
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WHAT TYPES OF PROGRAMMING SHOULD BE RETAINED AND ADDED?

Retained	Added/expanded
• Music • Crafts/Art • History/Performance • Self-Guided/Passive • Anime/D&D	• More formal technology training • Weekly drop-in story time year round • Weekly meet-up programs (knitting, creative writing, Legos, book club) • Outside programming • Outreach programming • Gaming

WHAT PARTNERSHIP OPPORTUNITIES EXIST FOR SERVICES AND PROGRAMMING?

- Early Childhood Resource Center
- Clinton Public Schools
- Parks & Recreation
- Adult Learning Center
- Senior Center/Council on Aging
- WHEAT/United Way
- Clinton Historical Society
- Local businesses
- Local artists and musicians
- Chamber of Commerce
- Other libraries
- UMass Memorial-Health Alliance-Clinton Hospital
- NNLM

DO YOU HAVE A CURRENT COLLECTION MANAGEMENT POLICY? WHICH COLLECTION AREAS SHOULD BE RETAINED OR RECONSIDERED, AND WHICH REQUIRE MORE SPACE OR LESS SPACE?

Yes, the [Bigelow Free Public Library has a Collection Management Policy](#)

- Adult area requires more space for display, books in general, and reading
- Adult Spanish collection needs an actual space and room to grow
- Local history/local authors should have its own space – possibly a local history room with the display case and the microfilm reader with a table
- Teen area needs more teen-friendly space and more comprehensive space for graphic novels & comics. Also more spaces to lounge with excellent sight lines
- Tween/middle grade area should be more distinct from other areas with appropriate non-fiction as well as fiction
- Audiobooks could probably be reconsidered or reduced
- New book area could have more reading spaces, more flexible/mobile shelving
- Picture book area should be less crowded, better organized with appropriate shelving, somewhat bigger with more places to display books
- Large print area may need less shelving or more reading spaces; could be reconsidered

WHICH TYPES OF SPACES SHOULD BE ADDED OR ELIMINATED?

Add	Eliminate
Bulletin Boards (Electronic & Traditional)	Built-in shelving with no expansion space
Front door replaced or painted and repaired	Leaks
Local History Space*	Shelving that causes splinters
Magazines & Newspapers	Structural Issues
Make valuable stack area useable	Staircases that do not function well
Online aggregate of events with good search capabilities for the town to promote and prevent events at the same time	
Parks & Rec & Trustees working together	
Programming Space**	
Storage	
Study Space***	
Teen Space****	
Tween Space*****	

*Local history/local authors. A good place to keep the microfilm reader and microfilm rolls of the local paper, town reports, yearbooks, all local titles with a research table. Should have a dedicated space

**More programming space in general with easy access from all age ranges

****Teens need their own space; it is currently in a foyer outside of the children's area where there are no sightlines. Books are crowded on the limited shelving. Teens need more lounging opportunities, program space, comfortable, teen-friendly seating

*****Additional Tween areas should be more defined, as space allows in the Children's Room

WHICH SPECIAL CIRCUMSTANCES SHOULD BE RETAINED OR RECONSIDERED?

- Place to store the Outreach Book Bike during inclement weather—possibly in the lobby, in the blank space left for exhibits—or an attached weatherproof area
- Alternative sites for either construction of a new library or renovation of an existing building should be kept within the Commercial Civic Area of the Town. The synergy between commerce, culture, and education has been the goal of those who originally planned the Town and for those who continue to make efforts toward a walkable, thriving center.

NEW LIBRARY: GENERAL REQUIREMENTS

Please refer to the “Key Considerations” portion of *Library Space: A Planning Resource for Librarians*, and briefly describe the library’s and/or municipality’s requirements for the following categories. Use bullet points where appropriate.

Sustainability:

- Clinton is a Green Community
- Clinton has an active Conservation Commission
- The library would like to be as sustainable and resilient as possible. The library is actively pursuing the Sustainable Libraries Initiative certification
- The library is a safe haven for very cold and very hot weather; it should have a generator to support those services
- Clinton would prefer to use sustainable materials in construction that will last under consistent usage, but offer flexibility and ease of cleaning

Accessibility:

- Clinton follows the accessibility standards required by the Commonwealth
- Bigelow Library will be as accessible as possible using universal design concepts
- Offer assistive listening devices and capability

Flexibility:

- Shelving and furniture will be as mobile as possible
- Circulation centers will be mobile/flexible
- Programming spaces will be multi-functional and flexible
- Currently, members of the public use the one community room for meetings and making that a more flexible space for community use, including businesses, will be welcome

Security:

- Staff-only spaces will be secured and safe for staff
- Doors and windows will actually lock
- Restrooms will be individual usage with locks
- Security cameras
- Emergency PA system—to announce closing, missing child, or other emergencies
- Panic buttons for staff areas

Acoustics:

- The Community Room will hold concerts and meetings and will have the best acoustics.
- Quiet areas will be quiet
- Programming areas will have some sound muffling
- Youth areas will be insulated from quiet areas

Data and Telecommunications:

- Building will be wired for everything available, including charging stations, wifi, multiple outlets for presentation technology
- Relays added to provide reliable reception in all areas

Lighting and Electrical:

- LED lighting throughout
- Emergency lighting
- Electrical will be upgraded to code
- Electrical outlets will be installed throughout the building with flexible outlets
- Occupancy lighting

Furniture, Fixtures, and Equipment:

- Furniture
 - Compatible with architectural features of the building
 - Comfortable in reading area
 - Practical for the function that is needed
- Shelving
 - Mobile as much as possible
 - Flexible
- Desks
 - Mobile for maximum flexibility as space needs change
 - Ergonomic
 - Standing/sitting options

Maintenance:

- Daily cleaning of the floors, rest rooms, trash
- Monthly cleaning of the cobwebs
- Landscaping and snow removal as necessary

Ergonomics:

- Stand-up desks for patrons and the public and staff
- Chairs designed to reduce long periods of sitting for staff

Biophilia (integration of nature):

- View of natural setting from windows
- Natural light
- Plants

Healthy, Clean Air:

- A natural ventilation system to provide a constant supply of fresh air, promoting thermal comfort for library users and staff and preventing the space from feeling stuffy.

Signage:

- Similar throughout the building
- ADA Accessible

- Colorful
- Multilingual

Known Issues (if renovating and expanding):

- Difficulty in updating anything technologically, electrically because of the nature of the concrete walls. All wiring must be done outside the walls and drilled through the floor/ceiling
- Water seepage in the rear of the building
- Expanding the square footage of the current building is limiting because the building sits on a relatively steep incline between the front and the side. In addition, the site is limited by its boundaries: streets on two sides and privately owned abutters on the other two sides.

Future Growth:

- Clinton had a 13% increase in population between the 2010 & 2020 census.
- Local municipal officials expect that to continue for a few years.
- Donovan Institute predictions are expecting a population decline back to 2010 within the 30 year window.
- As long as Clinton remains relatively affordable, people will continue to move here from the Metrowest area.
- There is a limit to anticipated growth because Clinton has limited land area, unless multi-family homes are built or the remaining factories are converted to residential instead of commercial.
- Some former manufacturing sites are still being converted to residential

Conflicting Projects:

- The school department is currently applying for a grant to replace and expand the middle school, based on anticipated and actual population changes.

Dreams/Visions/Hopes/Insights:

The 2024-2028 Strategic Plan Vision Statement

The Bigelow Library will be a community resource for Clinton residents. Bigelow Library will be a formal & informal gathering site for all ages to collaborate, meet, study, learn, play, and read. The Bigelow Library will support the information needs of the Clinton schools, municipality, and other organizations. Bigelow Library will be a welcoming and safe place for all people.

- The goal of the Bigelow Library is to be an inclusive, welcoming place that people can meet, play, study, dream and be themselves.
- With a growing and evolving population, the Library is a neutral place where everyone can feel comfortable, not limited to language, age, income, skills, or membership.
- The Library is a place where no one is expected to spend money—computer usage is free and anonymous.

WHEN FOCUS GROUP PARTICIPANTS WERE ASKED HOW THEY ENVISIONED THE IMPROVED BIGELOW

FREE LIBRARY, THEY OFFERED THESE RESPONSES:

3-D Printing Capabilities
 A Place to Try Different Technology
 Accessible for those with sensory issues
 ADA Accessibility throughout the Building
 ADA Bathrooms
 All Media Types
 Bathrooms on every floor
 Books, more of them, better arranged, and easily accessible
 Booths and Carrels to give privacy to those studying or reading
 Clean spaces
 Close to Downtown
 Collaboration Space
 Colorful paint
 Comfortable Chairs and lots of them
 Computer Lighting that doesn't cause glare
 Cooking capabilities for demos (2)
 Cooktop
 Couch
 Craft Room for Adults
 Craft Room for Children
 Eliminate Dangerous area when exiting back of the library area of building, especially at night
 Different Cultures Represented
 Different Lighting in different Areas for readability, comfort, ambiance, and computer screen reading.
 Eliminate dark areas in back of library
 Flexible Space (Mobile Furniture, so book stacks can be moved to accommodate bigger programs)
 Genealogy Resources

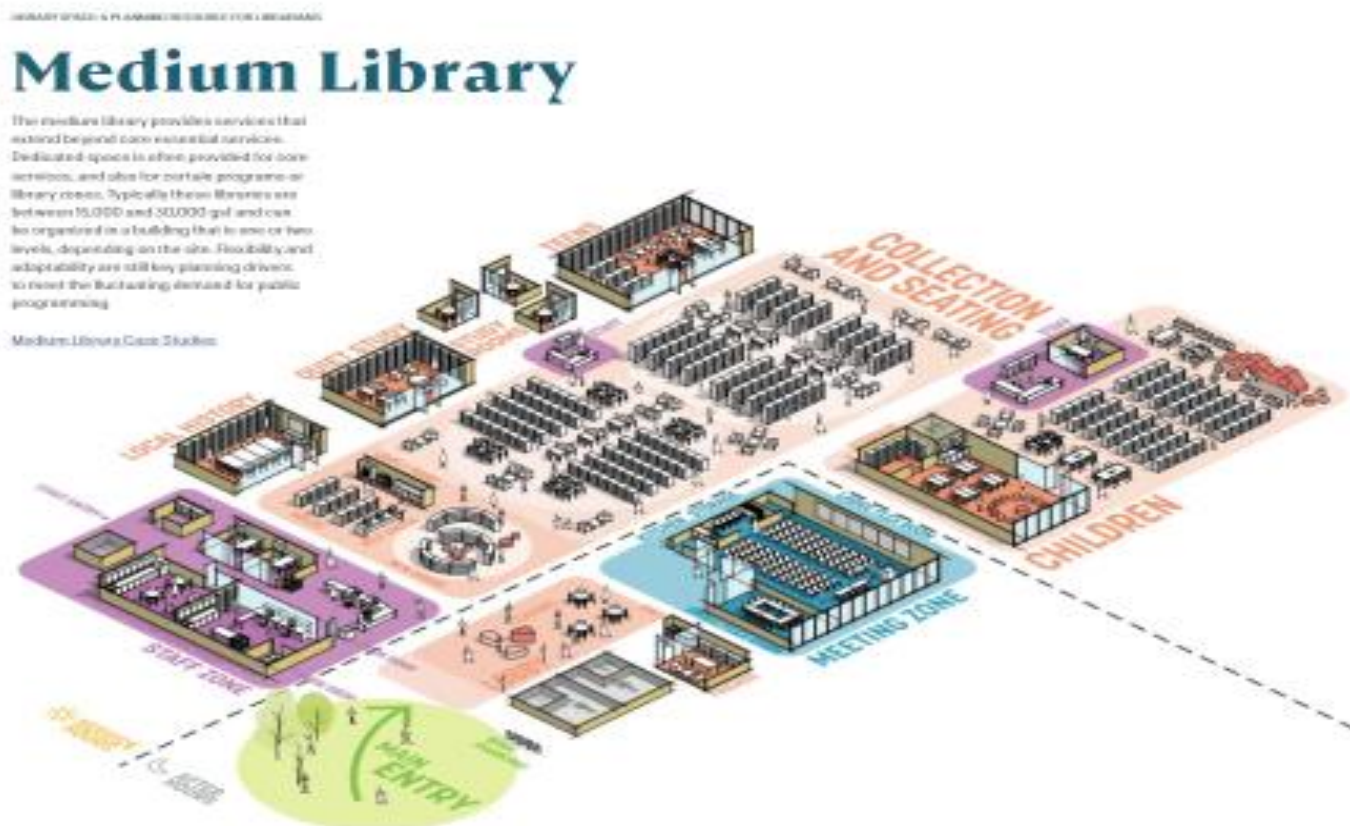
Good Organization
 Good Parking
 Great Wifi
 Inviting space
 Keep Current Distances to Schools -
 30 minute walk to Middle School
 -35 minute walk to High School
 -10 minute walk to Elementary
 Large Community Room
 Makerspace
 Open Space
 Outdoor space (3)
 Parking (better, closer, more of it)
 Place for Staff: Breakroom with small kitchen, chairs, windows, table
 Place to Play together
 Preserve the Historic Building (4)
 Private Space
 Private space for staff to work when not serving public
 Public Computers
 Quality Furniture
 Quiet spaces (3)
 Robust Children's Area (3) where Kids can play, meet, run and find materials
 Sink (3)
 Small Meeting Room for informal meetings that can be reserved
 Space...More of it
 STEM (4)
 Study Carrels
 Technology and Technology Opportunities (3)
 Upstairs green lamps for studying
 Warm and Inviting
 Welcoming, Warm Space
 Well lit rooms
 Windows / Natural Light (3)
 Woodwork Shop

Other Requirements:

- Respecting sentimental attachment: This seems obvious, but there are definitely sentimental attachments to the building, despite its limitations.
 - Flexibility. The library needs to be what is needed when it's needed. Some patrons need the library as a Redbox for books; other patrons need the library to access email; some need the library to continue to support local newspapers so that they have a place to read them.
 - Flexibility: mobile shelving and seating. Library services are always changing.
 - Excellent sightlines. Current configurations leave too many spaces unmonitored, including the teen space and community room—which encourages use, but also leads to damage or theft.
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NEW LIBRARY: AREA DESCRIPTIONS AND ADJACENCIES

Please refer to *Library Space: A Planning Resource for Librarians* by Sasaki and the MBLC and *Building Blocks for Planning Functional Library Space, 3rd Edition* by ALA.



The following area descriptions are prepared to describe new or renovated space for the Bigelow Free Public Library for a facility of up to 20,000 sf

Area Designation	Entrance and Lobby	
Functions performed	To provide a welcoming entryway; a breezeway between the outside door and library door to conserve heat and to offer an area away from the Circulation Desk for a gathering space. Library users, especially teens after school, need a place to wait for rides or gather for conversation.	

Area Designation	Entrance and Lobby	
	To provide information about the Library and its activities with a bulletin board as you enter the building. The exterior entrance should provide book and media return slots and a secure system for after hour pick-up that is accessible from the Circulation Area.	
Occupancy	4	
Number of Staff	0	
Public Service Desk	0	
User Seating	2	
Furnishings	• Book return bin, accessible from outside and inside in a fireproof enclosure. 20 sf X 2 = 40 sf (p. 31) • Bench for waiting 23 sf (p.83)	
Shelving	0	
Book Capacity	In book drop; 300 books/videos	
Close Proximity to	Front/Circ Desk, Elevator, Stairs, Multi-purpose Room, Water Fountain, Friends Sale Area, Restroom	
Equipment	• Automatic door (ADA) • People counter • Signage • Signage with Braille • RFID (p. 53) • Flat screen TV? • Shelf Checkout	

Area Designation	Entrance and Lobby	
	● Digital Bulletin Board or traditional Bulletin Board ● Wifi accessibility ● Mats for winter weather or Recessed floor mats ● Book Truck for Friends Sales ● Rubbish/Recycling Bins	
Distant from	Quiet areas	
Area Required	120 sf (p 39)+20 sf (book drop) X 2= 280 sf	

Area Designation	1 Public Restroom (See also Family Restroom and others)
Functions Performed	Convenient location for those who are using the library, accessible from all floors by elevator and stairs.
Occupancy	1
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	Sink Toilet Mirror
Shelving	0
Book Capacity	0
Equipment	Rubbish bin
Close Proximity To	Front Entrance
Distant From	Teen Area; Children's Area
Area Required	59 sf (p. 105)
Architectural Details	● Restrooms in same location on each floor near stairway and elevator ● Tiled floors and walls for easy cleaning ● Modern faucets that shut off automatically ● Soap dispensers that are easy to fill ● Low water toilet ● Unbreakable mirrors ● Accessible water shut-off valves ● Signage

Area Designation	Circulation Desk/Reference Desk
Functions Performed	Main area to greet library users; check-out/check-in items, answer questions, printing, faxing, reference, answer telephone, processing ILLs, self-check-out?
Occupancy	2
Number of Staff	2
Public Service Desk	Yes.
User Seating	4 staff to sit/stand
Furnishings	● 2 adjustable height Chairs or Stools for desk ● Mobile/flexible Circulation Desk—with height adjustment ○ standing height counter 42" (range 39" - 42") ○ seating height counter 32" (range 30" - 34") ● Book drop on wheels under counter ● Small shelving/Office Supply Drawers (should ideally be part of the desk) ● Book trucks (4 different colors - Children, Adult, Teens, Misc.) 4 X 4.5 = 18 sf (p.128) ● Two office chairs on wheels for staff to sort carts and arrange hold shelves ● Hold shelving for patron pickup on patron side of desk
Shelving	● Shelving for holds (50 items) - Single faced 10" base = 15.5 sf ● Shelving as part of the desk and/or mobile ● Hold shelving for patron pick-up =15.5 sf
Book Capacity	Books 50/AV 20 Shelving: 50
Equipment	● Two Computers/monitors that swivel and tilt ● Two Handheld Scanners ● One Telephone ● RFID pad ● One Receipt Printer ● Printer/Scanner/Fax ● Panic Button ● Self-Service Checkout ● Security Camera
Close Proximity To	Front Lobby, Stairs, Elevator, Rest Room, Water Fountain, Adult New Book, Adult Media. Delivery Room.
Distant From	Quiet areas: Study room, Cozy chairs
Area Required	418 sf (p. 111) + Book Trucks 18 sf (p. 128) + Hold Shelves 15.5 X 2=31 sf (p.60) + Queuing area 210 sf (p. 52) TOTAL = 677 sf

Area Designation	Photocopier, Scanner, Printer, etc./Business Center
Functions Performed	Provide a self-service copy/printer area, enough for wheelchair accessibility for patrons to copy any documents, but provides a secure safe place for patrons to produce copies of legal documents, applications, etc. that will not be seen by staff or others.
Occupancy	2
Number of Staff	0
Public Service Desk	0
User Seating	2
Furnishings	● Table (wheelchair height) ● Chair
Shelving	Cabinet for paper and supplies (hole puncher, stapler, etc.)
Book Capacity	n/a
Equipment	● Copier/printer/scanner (80) ● Computer ● Photocopier, Scanner, Printer ● Donation Box ● Recycling bin ● Trash can
Close Proximity To	Main Circulation Desk; Near staff for help if needed
Distant From	Quiet areas
Area Required	64 sf (p. 96)

Area Designation	Adult Browsing and New Book/Collections
Functions Performed	A relatively quiet area which allows for the browsing with comfortable chairs for reading both new Fiction and Non-Fiction in arranged in “bookstore style,” which entices readers by displaying covers vs. spines.
Occupancy	12
Number of Staff	0
Public Service Desk	0
User Seating	8
Furnishings	● Flexible, mobile shelving for display and shelving 30 sf ● 8 comfortable chairs seating area 2 center tables (Lounge Chair Grouping 121 sf X 2 = 242 sf (p.84) with power adapters (USB ports and plugs)
Shelving	Mobile shelving with slatwall end panels display for books (100 X 3) = 300 sf
Book Capacity	300 for new books
Equipment	● Charging Station ? 30 sf (p. 54) ● OPAC 24 sf (p.88) ● Magnifying Equipment to read with (8) ● End-of-range Display (system for signage and displaying “best book” lists, upcoming Book Discussions, etc.)
Close Proximity To	Main Circulation Desk, New Media, Adult Area, Comfy Seats, Study Tables. Main lobby, adult reading room (could actually be in the reading room), circulation area, computer area
Distant From	Children’s Room
Area Required	242 +49 + 300 + 30 + 24 = 645 sf
Architectural Details	● Versatile lighting that can be directed toward displays ● Natural light ● Resilient Flooring (Carpeting) ● Signage ● Electrical outlets in floor

Area Designation	Adult Browsing and New Book/Collections

Area Designation	Non-Print Materials/DVDs/Audiobooks/Collection of Unexpected things
Functions Performed	Display of non-print, i.e. DVDs (2000+), Audios (200+), Things (100+) Patrons will need an OPAC nearby to find titles and ask about collections of unexpected things that may not be in public view or need special instruction (hot spots, etc.)
Occupancy	4 browsing
Number of Staff	0
Public Service Desk	1 Small public service desk 81 sf (p.41) May not be manned at all times, but can serve assist patrons in finding Non-print materials as well as the nearby Public Computing Area
User Seating	2
Furnishings	● Bar-height table top + 2 chairs 66 sf (p. 91) ● Wheel-chair height table for examining “unexpected things” before checking them out + 2 chairs 66 sf (p.91)
Shelving	● Flexible Shelving designed especially for display of AV and non-print items: Audio & DVD display shelving 3 units of 10 shelves each (capacity 30 X 84 =2520) 3 X 33sf (p. 57)= 99 sf ● Deep Shelves for Unexpected Things 12” 70 sf (p. 35) ● Locked storage closet to keep large or seasonal unexpected things and seasonal decorations and seasonal items (mats, shovels, fans, etc. 150 sf (p.125)
Book Capacity	n/a
Equipment	OPAC Cheater glasses for farsighted people trying to read the date of DVDs Containers or shelf dividers for “unexpected things” with small pieces or unstable packaging
Close Proximity To	New Book Area; Public Computing
Distant From	Children’s Room, Teen Room, Quiet Areas
Area Required	316sf

Architectural Details	Bright Light Resilient Flooring (Carpeting) Storage Closet with shelving and lock Signage
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Area Designation	Periodical Display
Functions Performed	Small collection of current magazines beautifully displayed. Back issue underneath current issue for compact storage.
Occupancy	4
Number of Staff	0
Public Service Desk	0
User Seating	4
Furnishings	4 comfortable chairs seating area 1 center table(Lounge Chair Grouping 121 sf = 121 sf (p.84) with power adapters (USB ports and plugs)

Shelving	Spinner to display latest issue with storage behind for back issues 49 sf (p. 72)X2=98 sf
Book Capacity	n/a
Equipment	
Close Proximity To	Adult Browsing Area
Distant From	Children's Room
Area Required	49 sf
Architectural Details	● Bright Lighting ● Resilient Flooring (Carpeting) ● Windows

Area Designation	Reference Room N/A
Functions Performed	Reference Room is incorporated into the Adult Non-Fiction Area

Area Designation	Staff Workroom/Technical Services
Functions Performed	Area for staff that do cataloging, new media processing, program planning and public relations work, including all social media. Shelving for incoming books that are not yet processed, shelves on book trucks for new materials to be processed, storage shelves for materials processing (labels, cases, book covers, stamps, etc.) and storage shelves or cabinets for office supplies (paperclips, pens, paper, etc.)
Occupancy	9
Number of Staff	9 Allows us to accommodate most staff
Public Service Desk	N/A
User Seating	3-8
Furnishings	● 4 Workstations 64 sf X 4= 256 sf (p.109) included in Staff Office ● 8 Chairs ● 2 Work Table(s) 120 sf X 2 =240 sf (p. 91) included in Staff Office See Large Staff Office - Large 200 sf X 2 = 400 sf. (p. 117) ● Cabinet for Printer/Scanner/Fax 45 sf ● Book Shelving/Office Supply Storage Cabinet <u>55 sf</u> 500 sf
Shelving	12 linear ft. (4 shelf bookcase)
Book Capacity	60
Equipment	● 4 Computers ● Printer/Scanner/Fax with cabinets underneath 45 sf (p. 96) ● Telephone(s) on workstations ● Recycle/Trash Bins ● File Cabinets and Storage Units on wheels ● Book Truck
Close Proximity To	Front Lobby, Main Circ Desk, Rest Rooms. Service desk(s) Need to be able to get to the service desk(s), if needed Sight lines to the teen room from a staffed desk; Delivery/Receiving,

Distant From	Mechanical Room. Meeting Rooms, Community Room, Children's Room
Area Required	800 sf
Architectural Details	● Windows/glass walls to facilitate sightlines to the service desks ● Resilient Flooring (Carpeting) ● Closet ● Built-in cabinets

Area Designation	Adult Seating
Functions Performed	An area for relaxation, quiet, studying, reading, resting
Occupancy	6-12
Number of Staff	0
Public Service Desk	0
User Seating	12
Furnishings	● Lounge Chair Grouping with small personal tables 121 sf X 2 = 242 ● Booth Seating 48 sf X 2 = 96 sf
Shelving	0
Book Capacity	0
Equipment	0
Close Proximity To	Study Area, Teen Room, Rest Rooms, Comfy Chairs Adult Fiction/Non-Fiction, Local History Room. Water Fountain and Rest Room, entrance to Outdoor Space
Distant From	Children's Room
Area Required	338 sf
Architectural Details	● Windows that bring in Natural Light (south facing) with a view ● Electrical Outlets to provide for Charging Stations built into furniture ● Plant Area near windows ● Resilient Flooring (Carpeting)

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Area Designation	Adult Non-Fiction Collection
Functions Performed	Quiet Area, research using non-fiction materials
Occupancy	10
Number of Staff	0
Public Service Desk	0
User Seating	16
Furnishings	2 Large Tables for research 8' 2" X 140 sf = 280 sf (p. 93)
Shelving	Mobile shelving for 50% growth or 10,500 = 78 double-faced 5-shelf units = 661 sf (Currently approximately 7000) Mobile shelving for "unexpected things" 252 = 4 double-faced 3-shelf units = 29 sf
Book Capacity and Library of things	10500 Book Collection (growth estimate) 252 "unexpected thing" (growth estimate)
Equipment	OPAC 24 sf (p. 88) Cases for "Unexpected Things"

Close Proximity To	Adult Fiction Area, Study Room, Adult Seating Area, Teen Room
Distant From	Children's Room
Area Required	661sf + 29sf+ 280 sf = 970 sf
Architectural Details	Occupancy Sensor LED Lighting High Ceilings Resilient Flooring (Vinyl)

Area Designation	Adult Fiction Collection
Functions Performed	Browsing fiction
Occupancy	12
Number of Staff	0
Public Service Desk	0
User Seating	12
Furnishings	12 Lounge Chairs 121 X 3=366sf (p.84)

Shelving	Mobile Shelving for 50% growth or 12750 = 94 5-shelf units = 803 sf (Currently approximately 8500)
Book Capacity	12750
Equipment	
Close Proximity To	Circulation Desk, Adult Seating, Adult Non-Fiction
Distant From	Children's Area
Area Required	862 sf
Architectural Details	Occupancy Sensor LED Lighting High Ceilings Resilient Flooring (Vinyl)

Area Designation	Local History Room
Functions Performed	Due to the Clinton Historical Society being next door to the current Library, the BFPL has a relatively small collection of local history for browsing, microfilm research and historical displays
Occupancy	4
Number of Staff	1
Public Service Desk	1
User Seating	4
Furnishings	● 6 ft table with 4 chairs for research 120 sf (p. 92) ● Workstation 42 sf (p.97)
Shelving	● Cabinets for Artifacts/Archives ● 4 Double-Sided Mobile Mobile Shelving Units with 4 shelves. (48" Aisle/Base Shelf 18") 21.5 x4=86 sf for books and to accommodate Archival Boxes 2 X 21.5 = 43 sf (p.70) ● Microfilm Cabinet 10.5 sf (p.76) ● File Cabinet 7.5 sf (p.74) ● Map Case 24 sf (p. 75)
Book Capacity	500 (est. 15 per shelf)
Equipment	● Laptop computer ● Microfilm Reader & Printer ● Climate Control Equipment ● Copier/Printer/Scanner ● Water Detector
Close Proximity To	Staff Workroom (Not on adjacency chart)
Distant From	Children's Area; Teen Area; Circulation Area
Area Required	120 + 42 + 86 + 43 + 10.5 + 7.5 + 24 sf =333sf (About the same size as Director's Office, 300 sf Director's Office, see p. 116)
Architectural Details	● Fine Woodwork

	● Lighting Dimmer ● Climate Controls ● Built-in Glass Cases to display Artifacts in Room ● Built-in Locked Cabinets for Artifacts (to store materials in dark environment when not on display) ● Built-in Locked Display Cases on outside of Room
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Area Designation	Computers for Public Internet Use
Functions Performed	An area with high speed internet capability for any use including but not limited to job searches, research, homework, license renewal, tax preparation, applications of any sort, music, entertainment, etc.
Occupancy	12
Number of Staff	0
Public Service Desk	0
User Seating	12
Furnishings	12 Computer Workstations 1 OPAC station
Shelving	0
Book Capacity	0
Equipment	12 pairs of High Quality Headphones 12 Computers Cell Phone Booth
Close Proximity To	Staff Workroom, Adult Non-Fiction, Teen Area
Distant From	Circulation Desk, Front/Lobby, Community Room
Area Required	780
Architectural Details	No natural light but surrounded by open space with Murals or colorful walls and good ventilation, since people tend to stay in this area for a long time. Cell Phone Booth that is Soundproof for those who are using the library for business or others who need to answer a phone call while working at a computer or while in the non-fiction area doing research.

Area Designation	Teen / Young Adult Area
Functions Performed	Teen hang out, gaming, books, computer/device usage
Occupancy	20
Number of Staff	0-1
Public Service Desk	1
User Seating	20
Furnishings	● 4 Lounge Chairs 121 sf (p. 84) with power ● 4 Gaming Chairs 121 sf (p. 84) ● 4 Computer Desks X 24 sf = 96 sf (p,88) ● 4 Seat Adult Table on wheels & 4 Chairs = 120 sf (p.92) ● 4 Window Seats with laptop desk & power 120 sf (p. 84) ● Locked Storage Cabinet on wheels 5 sf ● Cubbies for Backpacks 70 sf ● Vending Machine 19 sf (p.133)
Shelving	● 12 Double-sided Mobile Bookcases X 16 sf =192 sq. ft.
Book Capacity	2768
Equipment	4 Gaming Computers (for Computer Desks) Gaming Peripherals (Accessories) Television (Flat Screen on wall) Security Cameras (on wall) Coat Hooks (on wall) Recycle and Rubbish Bin 20 sf Book Truck 4.5 sf
Close Proximity To	Staff Workroom
Distant From	Children's Room, Quiet Study Rooms,
Area Required	TOTAL = 870 sf
Architectural Details	Windows Built in Window Seats? Lighting for Gaming Area dimmable not too close to windows Acoustical Panels to control sound

	Resilient Flooring (vinyl) Wall Murals Water Fountain for filling water bottles Wall Space for Television, Coat Hooks, Cubbies Many Electrical Outlets
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Area Designation	Children's Room (Overall)
Functions Performed	Serving population 0-12 and their caregivers; room for readers advisory, age-appropriate research, check out, new cards, browsing, playing, exploring, chatting. See descriptions of the areas that make up the Children's Room: Pre-School, School-Aged, Tweens, Children's Service Desk, Children's Librarian's Office, Family Rest Room
Occupancy	40
Number of Staff	2
Public Service Desk	Yes
User Seating	40
Furnishings	● comfortable chairs of all sizes and types ○ child-sized ○ rocker(s) ○ adult-sized ○ comfortable ○ multi-person (i.e. loveseat) ○ fun shapes ○ workstation with baby box ○ Story hour/program space for 30 360 sf (p.102) ● easy to clean ● bright, fun colors/patterns ● some child-height tables ● play areas, like kitchen, boat, train table, sensory table, magnet boards
Shelving	See individual sections for shelving requirements, but all shelving should be: ● flexible/mobile ● not too high ● easy to clean and allow for outward-facing titles display
Book Capacity	.
Equipment	Computers

	AWE Computers AWE Learning's workstations are plug-and-play. They are ready for use right out of the box, and do not require an internet connection. All of the content, over 4,000 learning activities, comes preloaded on the workstations. Printer/Scanner/Fax Telephone
Close Proximity To	Family restrooms
Distant From	Teen area
Area Required	Area is counted in the individual sections of the Children's Room This is a summary: ● Service Desk ● Toddler ● Pre-School ● School Aged ● Tweens ● Children's Librarian's Office ● Program Room ● Storage ● Family Rest Room
Architectural Details	● windows ● lighting ● colorful walls ● program room separate, but easily seen from desk ● closets ● storage ● window seats with storage

Area Designation	Family Restroom
Functions Performed	Designed for Children/Caregivers with Children. See also Community Room Restroom (Public Restrooms 2) for after hour access; Staff Workroom Restroom
Occupancy	1-2
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	● Toilet ● Sink ● Mirror ● Trash Container(S) ● Changing Table
Shelving	0
Book Capacity	0
Equipment	● Hand Dryer ● Changing station in Children's restroom ● Grab bars near toilet
Close Proximity To	Community Room
Distant From	Quiet unstaffed areas
Area Required	59 sf (p. 105)
Architectural Details	● Tiled walls ● Tiled floor ● Tiled or vinyl flooring ● Baby Changer  ● Adult & Child Toilet

Area Designation	Children's/Teen/Craft Program Room/Story Hour Room
Functions Performed	Primarily a multi-age/multi-purpose room that can be used for craft activities for all ages.. May also serve as an after-school gaming center for teens. Story hours if the group exceeds 15 participants.
Occupancy	30 chairs
Number of Staff	1
Public Service Desk	N/A
User Seating	15 child-size nesting chairs, 15 adult-size nesting chairs
Other Furnishings	20 storytime cushions
Shelving	N/A
Book Capacity	N/A
Equipment	1 wall-mounted, swivel LCD TV with cable and internet hook-up; 25 laptops; 1 3-D printer; 1 Cri-cut machine; 1 button maker
Close Proximity To	Children's Room. Children's service desk should be able to supervise this room Children's Service Desk at the Center of the Room
Distant From	Entrance to Library, Reference, Quiet Study Rooms, and Adult Seating
Area Required	360 sf (p. 102)
Architectural Details	• this is a locked room facing Avenue A, completely glass • extra sound proofing in walls and ceilings • adjustable LED lighting • adjustable shades on windows • 2 sinks – 1 child height; 1 adult height • cabinet storage at sink area for craft supplies • 2 closets- 1 for chairs, tables, and programming and laptop carts; 1 for vacuum cleaner, supplies, and miscellaneous program materials • coat hooks around the perimeter for coats • resilient flooring • durable finishes

Area Designation	Children's Room -Baby/ Toddler Area
Functions Performed	An area well defined for toddlers with appropriate toys and board books. Comfortable seating for parents and children. An area where a baby can play and the caregiver can spend time on a laptop or reading while the little one is enclosed. A small area with some privacy for breastfeeding preferably near sink or bathroom.
Occupancy	10
Number of Staff	
Public Service Desk	0
User Seating	10
Furnishings	1 four-seat table - child-sized with four chairs 49 sf Parent/Child reading chair or couch 30 sf (p. 86) Rocking Chair 12 sf Family Workstation 24 sf https://www.demco.com/tmc-family-workstation https://breastfeedingcommunities.org/our-communities/chapel-hill-carrboro-north-carolina/breastfeeding-family-friendly-public-libraries/
Shelving	Child height shelving along
Book Capacity	100 (Board Books + Toys)
Equipment	Mobile shelving. 2 or 3 shelves high. 1 double faced unit or unique shelving designed for board books & toys 100 sf (p. 36)
Close Proximity To	Children's Pre-School Area
Distant From	Teens; Open doors; Elevators
Area Required	215 sf
Architectural Details	Windows Shades Resilient flooring (carpeted)

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Area Designation	Children's Room Preschool Area includes all picture books
Functions Performed	Showcase of picture books. A colorful place to read, play, create, for children 3-6.
Occupancy	14
Number of Staff	0
Public Service Desk	Services by Children's Service Desk
User Seating	0
Furnishings	● 2 Child-size Tables & 4 Chairs 49 sf = 49 ● Adult-size Tables & 6 Chairs (Comfortable) 2 X 121 sf = 242 sf (p. 84)
Shelving	43 Double Faced (3 shelf Book Bins Picture Book Bins 342 sf (p.104) or could be 4 shelf curved shelving
Book Capacity	7312 (100% increase over current 3656)
Equipment	Computer in Workstation One or more of the following: Kitchen, Boat, Train Table, Lego Table, Sensory Table, or Magnetic Boards
Close Proximity To	Toddler Area
Distant From	Adult Areas, Teen Areas
Area Required	633 sf
Architectural Details	Bright Fun Colors/Patterns/ Clinton is ½ Water, possible theme for children's room. Or a magic flying Bigelow carpet? Resilient Flooring Large Windows Window Shades to control natural light Resilient Flooring Signage

Area Designation	Children's Room (School-age Children)
Functions Performed	This area includes the majority of the Children's Collection and provides space for both homework, computer work.
Occupancy	10
Number of Staff	2 Shared Children's Staff
Public Service Desk	Shared Children's Service Desk
User Seating	10
Furnishings	2 Workstation 2 X 24 sf= 48 (p.88) 2 Study Carrels 2 X 22 sf=44 (p.81) 6 Seat Table and Chairs 140 sf (p.93) Total = 232 sf
Shelving	Shelving for Juv Fiction 63 (4 shelf double-faced units) 500 Shelving for Juv Non-Fiction 94 (4 shelf double-faced units) 751 Shelving for Juv Paperbacks 3 units 21 Total = 1272 sf
Book Capacity	Chapter Books 15538 (100% increase) & J Non-Fiction 12394
Equipment	2 Computers Headphones & other computer peripherals Board Games Cubbies for Backpacks
Close Proximity To	Librarians Office; Tween Area
Distant From	Toddler and Preschool Area; Adults;
Area Required	1504
Architectural Details	Colorful muted colors Study Room that can be used for tutoring/family visitation

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Area Designation	Tween Area is part of the Children's Room (See Children's Room)
Functions Performed	Provides a special space for children 9 to 12 with computer access for homework and entertainment.
Occupancy	6
Number of Staff	Served by the Children's Staff
Public Service Desk	0
User Seating	6
Furnishings	2 Workstations 24 sf (p. 88) 1 Table for Board Games with 4 chairs 120 sf (p. 91)
Shelving	Media is part of the Children's Collection or the Teen Collection
Book Capacity	0
Equipment	2 Computers
Close Proximity To	Part of the Children's Room
Distant From	Quiet Areas
Area Required	144 sf
Architectural Details	Colorful Paint Murals of Clinton's industrial significance

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Area Designation	Children's Librarian's Office/Storage/Study Room
Functions Performed	Children's Librarian's office and supplies storage (see also staff workroom)
Occupancy	1
Number of Staff	1
Public Service Desk	0
User Seating	0
Furnishings	• 2 Desk • 2 Chair • Attached Storage Room with Cabinets
Shelving	Shelving for story hour materials (puppets, storyboards, books for story hour within storage room Shelving in Librarian's office for professional and programming books
Book Capacity	50
Equipment	Computer Telephone
Close Proximity To	Children's Room
Distant From	Adult Areas; Circulation Desk
Area Required	Children's Librarian Office 100 sf (p. 119)/ Storage 120 sf (p. 124) /Study Room 100 sf = 320sf

Architectural Details	● Bright colors ● Wall space for posters, etc. ● Door with window to Children's Room ● Closed door to storage area ● Closed door to study room ● Pocket doors between Children's Librarians Office, storage room and study room.
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Area Designation	Children's Storage
Functions Performed	Books and Props for Story Hours; Seasonal Decorations; Summer Reading Decorations, Prizes, etc. Children's Games and related items
Occupancy	1
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	0
Shelving	Children's Storage Area 150 sf (p. 125) = 250 sf
Book Capacity	100

Equipment	0
Close Proximity To	Children's Librarian's Office
Distant From	Adult Area
Area Required	250
Architectural Details	Door

Area Designation	Story Hour/Crafts Room
Functions Performed	This is a separate programming room
Occupancy	20-30
Number of Staff	0
Public Service Desk	0

User Seating	10 adult chairs, 20 small chairs/cushions
Furnishings	low chairs/tables/easels/cabinets/drawers/
Shelving	minimal
Book Capacity	minimal
Equipment	cleanup sink(s) Storage
Close Proximity To	Part of Children's Area; Restroom
Distant From	Teen Room, Adult Areas
Area Required	360 sf (p.130)
Architectural Details	built-in closets cabinets, cleanup sink, small dishwasher, storage, drawers

Area Designation	Children's DVDs
Functions Performed	A collection of DVDs especially for children. The collection is expected to grow for the near future, but eventually may become obsolete due to streaming
Occupancy	5
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	0
Shelving	16 double faced 4-shelf units = 128 sf
Book Capacity	2174 (100% increase in collection)
Equipment	None
Close Proximity To	Children's Fiction and Non-Fiction Collection
Distant From	Adult Areas
Area Required	128 ft
Architectural Details	

Area Designation	Children's Audiobooks on CD
Functions Performed	A diminishing collection due to the absence of CD players in cars, the availability of audiobooks via Libby and other services
Occupancy	5
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	0
Shelving	1 double-faced 4 shelf unit =
Book Capacity	357
Equipment	0
Close Proximity To	Children's DVDs, Children's Fiction and Nonfiction Collections
Distant From	Adult Areas
Area Required	16 sf
Architectural Details	

Area Designation	Maker Space/Innovation Center
Functions Performed	A place for adults and teens and children to play, experiment, learn to make things, and share fun activities with others, including Science, Technology, Engineering, the Arts and Mathematics (STEAM) includes flexible yet sturdy tables and seating, unrestricted-access tools such as printers, sinks, whiteboards, storage for students' personal belongings, and safe digital fab tools such as 3D printers and vinyl cutters. Recommended size is about 25 ft ² per person, or a space 600 for 24 people of any age.
Occupancy	24
Number of Staff	1
Public Service Desk	0
User Seating	24 adjustable height seating
Furnishings	Mobile Tables with under counter shelves for storage Adjustable height stools or benches
Shelving	Storage Shelving
Book Capacity	0
Equipment	Cabinets on wheels Supply cabinets Sink with counter space Television for projecting "how to" videos Charlie Cart (mobile kitchen)
Close Proximity To	Kitchen, Teen Room, Community Room, Community Room Chair Storage Closet
Distant From	Quiet areas
Area Required	600 sq. ft.
Architectural Details	Industrial Easy to clean floors Storage closet

	Wide door(s) that can be locked Windows to separate are from surrounding areas Sink
--	---

Area Designation	Quiet Study Room
Functions Performed	Places to study quietly or meet
Occupancy	2
Number of Staff	0
Public Service Desk	0
User Seating	2
Furnishings	Table with 2 chairs 66 sf (p. 910)
Shelving	0
Book Capacity	0
Equipment	Wifi Electrical outlets Charging stations (built into table?) Flat Screen Television

Close Proximity To	Adult Quiet Area See also children's area study room near Children's Librarian's Office
Distant From	Noisy Areas
Area Required	10X13 = 130 sf
Architectural Details	Large Windows/transparent walls Sound Absorbing tiles Lockable from the outside Keypad on outside (keycard access)

Area Designation	Group Study Room(s)
Functions Performed	Private lockable reservable rooms for group study, collaboration, meetings.
Occupancy	4-6
Number of Staff	0
Public Service Desk	0
User Seating	4 in one room; 6 in second room
Furnishings	Room One: 4 seat table = 120 sf

	Room Two: 6 seat table = 140 sf
Shelving	0
Book Capacity	0
Equipment	Wifi Electrical outlets Charging stations (built into table?) Flat Screen Television
Close Proximity To	One near Teen Area; One near Adult Area
Distant From	Noisy Areas
Area Required	$((10' \times 15' = 150 \text{ sf}) + (12' \times 14' = 168)) = 318 \text{ sf}$
Architectural Details	Large Windows/transparent walls Sound Absorbing tiles Lockable from the outside Keypad on outside (keycard access)

Area Designation	Multipurpose Room (Meeting Rm, Conference Rm, Community Rm)
Functions Performed	Flexibility in usage, for programming and presentations including but not limited to meetings, performances, lectures, games, parties, yoga, exercise, dance, for all ages
Occupancy	60
Number of Staff	0
Public Service Desk	0
User Seating	60
Furnishings	60 chairs all on wheels to be configured as needed 3 folding tables on wheels that can be put together
Shelving	Possibly shelf in closet for equipment
Book Capacity	0
Equipment	AV setup: TV/screen, projector (or TV), flexibility to connect to gaming equipment Projection Screen or Blank Wall with special paint Ceiling Mounted Projector DVD player or cable hook-up and streaming capability Audio Assistance Equipment Microphone and other sound equipment Podium Stacking
Close Proximity To	After Hour Exit; Kitchen; bathroom
Distant From	Children's Room, Circulation Area, Quiet Study Areas
Area Required	30' X 40' = 1200 sf (p. 45 modified to accommodate 60 chairs) 200 sf (storage closet to house 60 chairs & equipment*) Total 1400 sf *chairs stacked 5 high: 12 X 10 sf (p. 85) = 120 sf + 80 sf (equipment)
Architectural Details	Large Doors for entertainers equipment Resilient Flooring (carpeting)

	LED adjustable ceiling lights for artwork to be displayed on walls Art Display System Exterior Door for use after hours. Built in cabinetry, storage, closets, counter behind the closet doors; able to store chairs & tables when necessary. Room Divider to create 2 rooms from one Sound muffling from outside the room
--	---

Area Designation	Public Restrooms 2
Functions Performed	2 Located near Community Room for after hour access; See also Children's Restroom, Staff Restroom (4-5 total)
Occupancy	1-2
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	Toilet Sink Mirror
Shelving	0
Book Capacity	0
Equipment	Hand Dryer (Dyson) Changing station in Children's restroom Grab bars near toilets
Close Proximity To	Community Room
Distant From	Quiet unstaffed areas
Area Required	59 sf X 2 =118 sf (p.105)
Architectural Details	Tiled walls Tiled or vinyl flooring

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Area Designation	Public Restrooms- 4
Functions Performed	2 located near Community Room for after hour access; Children's Room, Staff workroom
Occupancy	1-2
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	Toilet Sink Mirror
Shelving	0
Book Capacity	0
Equipment	Hand Dryer Changing station in Children's restroom Grab bars near toilet
Close Proximity To	Community Room, Children's Room, Staff Workroom
Distant From	Quiet unstaffed areas

Area Required	59 sf X 4 =236 sf (p.105)
Architectural Details	

Area Designation	Server Room/Tech Closet
Functions Performed	Provide reliable strong internet throughout the building and in outdoor areas including the parking lot. Houses the library's critical IT equipment.
Occupancy	0
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	0
Shelving	5 to 6 metal shelves to hold servers, etc.
Book Capacity	0

Equipment	A rack of switches and routers with connecting cables that are connected to sockets installed in the wall throughout the library. Computer
Close Proximity To	Circulation Area; Staff Workroom
Distant From	Public areas; windows and other potential sources of interference.
Area Required	90 sf (180 sf, p. 110 seems too much)
Architectural Details	Locked Door Secure, climate-controlled space; reliably cool Tech is extremely sensitive to moisture of any kind. Room within interior walls far from any sinks/plumbing

Area Designation	Conference Room
Functions Performed	(See meeting room/study rooms)

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Area Designation	Art Display or Gallery – See Meeting Room
Functions Performed	Part of the meeting space, hallway or the entryway will function as an art display and gallery space.

Area Designation	Director's Office
Functions Performed	Private consultations, administration of the library, phone calls, etc.
Occupancy	1-4
Number of Staff	1
Public Service Desk	0
User Seating	6
Furnishings	Functional desk, couch/chairs meeting table with chairs
Shelving	minimal, deep enough for binders, some industry literature
Book Capacity	100
Equipment	computer, printer, phone, separate heat/ac controls
Close Proximity To	water fountain; staff workspace; circulation desks
Distant From	meeting room, staff room, circulation
Area Required	300 sf (p.116)
Architectural Details	large windows to the outside/windows to the interior of the library window seats plant area

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Area Designation	Mail/Delivery Room
Functions Performed	An area that can be accessed by delivery persons via key or keypad but normally is locked to the public.
Occupancy	2
Number of Staff	0
Public Service Desk	0
User Seating	1
Furnishings	1 Chair Counter with durable surface for sorting bins
Shelving	Temporary holding shelves for items being delivered including media of all types and other library purchases.
Book Capacity	300 that are temporarily stored in Optima bins, coming in/going out
Equipment	Trash bin Recycling bin 2 Book Trucks 4.5 sf X 2=9 sf (p. 128) Flat Truck 12 sf (p. 129)
Close Proximity To	Circulation Area
Distant From	Public Areas
Area Required	60 sf
Architectural Details	Locked Door with direct access by keypad to parking for deliveries from Optima, USPS, UPS, etc. Locked Door with keypad access to Staff Workroom, which leads to Circulation. Durable wide counters that can accommodate delivery crates and boxes during sorting and distribution process.

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Area Designation	Staff Break Room and Staff Rest Room	
Functions Performed	A place to hang up coats and lock valuables, store and eat lunch in a small basic kitchen, allow for a safe and secure space for relaxation during a break, near the restroom that allows for some privacy. Private area with door for breastfeeding; decompression area; power nap.	
Occupancy	8-10	
Number of Staff	8	
Public Service Desk	0	
User Seating	8-10	
Furnishings	Table with 4 chairs 2 Lounge chairs and a sofa for power nap (p.108) Cabinets to store paper goods Drawers for Utensils, silverware, plastic wrap, foil Sink Undersink cabinet for detergent, cleaning supplies Lockers for purses, personal items Closet for staff coats Computer/charging desk for charging phones, checking email, etc.	
Shelving	0	
Book Capacity	0	
Equipment	Adequate room for each staff member Ambiance (Plants, etc.)	Can opener Electric Teapot Microwave Paper Towel Dispenser Under the counter refrigerator Utensils
Close Proximity To	Staff Workroom; Restroom	
Distant From	Circulation desk	
Area Required	180 sf (p.108) 59 sf for bathroom = 239 sf	
Architectural Details	Good Humidity Control/Individual Control Good Ventilation/Air Circulation/Air Filter Vinyl Flooring Breastfeeding area	

	Window to let in Daylight *If kitchen is shared with the Multi-purpose Room, pocket doors could be installed to separate the kitchen area from the lounge area.
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Area Designation	Staff Rest Room
Functions Performed	To allow the staff some privacy when off duty during a break
Occupancy	1
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	Sink Toilet Mirror
Shelving	0
Book Capacity	0
Equipment	Rubbish bin
Close Proximity To	Staff Break Room; Staff Workroom
Distant From	Teen Area; Children's Area
Area Required	59 sf (p. 105)
Architectural Details	windows, resilient flooring

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Area Designation	Friends of the Library Book Sale Area & Storage
Functions Performed	Used Book and other sale items, summer reading donations, etc. Could be used as a point of sale.
Occupancy	4
Number of Staff	0
Public Service Desk	0
User Seating	2 chairs on wheels for easy sorting of book sale books
Furnishings	0
Shelving	At least 200 linear ft of shelving
Book Capacity	2000
Equipment	0
Close Proximity To	Friends Sale Desk or other point-of-sale; Circulation Desk
Distant From	Most other areas of the Library
Area Required	150 sf (p. 125)
Architectural Details	Sturdy moveable shelving

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Area Designation	Other Library Storage–Book Bike	
Functions Performed	Storage of Book Bike in the winter and for outdoor equipment: shovels, brooms, Deicing buckets, large trash barrel(s)	
Occupancy	0	
Number of Staff	0	
Public Service Desk	0	
User Seating	0	
Furnishings	0	
Shelving	3 shelf rust resistant unit	
Book Capacity	50-60	
Equipment	Book bike charging stand electrical	broom (s) Large trash barrel(s) De-icing buckets

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	shovel(s)	
Close Proximity To	Exterior Building; Near Delivery Area	
Distant From		
Area Required	100 sf	
Architectural Details	Garage Door to the outside is wide enough to accommodate the book bike and door to the interior of the library for loading books.	

Area Designation	Janitor's Facilities
Functions Performed	Stores cleaning supplies and cleaning tools including mops, mop cart, vacuum cleaner, etc.
Occupancy	1
Number of Staff	1
Public Service Desk	0
User Seating	1
Furnishings	0
Shelving	Shelving for supplies File cabinet for building manuals
Book Capacity	10 (Building manuals)
Equipment	Mop sink Mop Cart Outlets, light
Close Proximity To	Areas that get messy: entryways, community room, kitchen, children's room
Distant From	Circulation Desk; Quiet Areas
Area Required	70 sf https://www.architekwiki.com/wiki/the-ideal-janitors-closet
Architectural Details	Large Door 40" opening for Mop cart Sink

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Area Designation	Parking
Functions Performed	Easy access to the library
Occupancy	
Number of Staff	0
Special Requirements	
Close Proximity To	Library entrance
Distant From	
Area Required	
Architectural Details	There is no designated parking for library patrons aside from one handicapped parking spot. If the renovated library is expanded to over 15,000 sf, the expectation would be to have ample parking spaces adjacent to the building. The MBLC recommends one space for every 400 sq. ft. of building area, which would require 37 parking spaces and would be hard to meet. Clinton has a unique situation around the central park area offering more than 54 parking spaces including a public parking lot within easy walking distance in addition to on street parking. The current building could not accommodate any parking on the front or two sides of the building because of the limited acreage.

	If the alternative site is chosen, parking would be less of an issue, but it would also discourage some potential for walkers.
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Area Designation	Kitchen
Functions Performed	A full kitchen to allow for refreshments and meals for those using the meeting room, for staff breaks and for cooking demonstrations.
Occupancy	5
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	Counter space and bar seats for up to 6 people Cabinets for to store paper goods Drawers for Utensils, silverware, plastic wrap, foil Undersink cabinet for detergent, cleaning supplies
Shelving	Cabinets to store
Book Capacity	0
Equipment	Can opener Electric Teapot Microwave Paper Towel Dispenser Refrigerator Utensils
Close Proximity To	Staff breakroom; Meeting Room(s)
Distant From	Teen area
Area Required	200 sf
Architectural Details	Sink Electrical outlets for refrigerator and microwave Door with window

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Area Designation	
Functions Performed	
Occupancy	
Number of Staff	
Public Service Desk	
User Seating	
Furnishings	
Shelving	
Book Capacity	
Equipment	

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Close Proximity To	
Distant From	
Area Required	
Architectural Details	

NEW LIBRARY: ESTIMATED SPACE SUMMARY CHART

Please download, complete, and upload the Estimated Space Summary Chart.

Estimated Space Summary Chart					Library Name: Bigelow Free Public Library					
Area Name	Estimated Size (sq ft)	Volumes	A/V Materials	Periodicals	Public Computer Workstations	Staff Computer Workstations	OPACs	Lounge Seats	Table/Carr. Seats	Total Reader Seats
Entrance/Lobby	280	300	0	0	0	0	0	2	0	2
Circulation Desk	677	50	20	0	0	2	1	0	0	0
Circulation Workroom See Staff Workroom										
Automated Sort Self-Check(s) See Circulation Area										
Photocopier(s)/Business Center	64	0	0	0	1	0	0	0	1	1
Browsing/New	645	300			0	0	1	8	0	8
A/V Materials	316		2520	0	0	0	0	0	2	2
Current Periodicals	49	0	0	25	0	0	0	4	1	5
Internet Computers	780	0	0	0	12	0	0	0	0	0
Reference										0
Reference Office										0
Adult Seating*	338	0	0	0	0	0	0	12	0	12
Adult Nonfiction & Things	970	10500	0	0	0	0	1	2	8	10
Adult Fiction	862	12750	0	0	0	0	0	12	0	12
Local History	333	500	50	0	0	1	0	0	4	4
Teen	870	2400	0	3	4	1	0	12	4	16
Tweens	144	0	0	0	2	0	0	0	4	4
Children's Room										0
Service Desk	81	0	0	0	0	1	1	0	0	0
Toddler Area	215	100	0	0	0	0	0	8	2	10
Preschool Area	633	7312	0	0	1	0	0	6	4	10
School-Age Area	1504	27932	0	0	2	0	0	2	6	8
Children's DVDs	128	2174	0	0	0	0	0	0	0	0
Children's Audiobooks	16	357	0	0	0	0	0	0	0	0
Story Hr/Programming	360	0	0	0	0	0	0	0	0	0

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Storage	250	100	0	0	0	0	0	0	0	0
Office/Study/Storage	320	50	0	0	0	1	0	0	2	0
Café See Kitchen/Cafe Area										0
Meeting Room(s)*										0
Meeting Room Kitchen/Cafe	200	0	0	0	0	0	0	0	0	0
Meeting Room Storage										0
Makerspace Room	600	0	0	0	0	0	0	0	0	0
Multipurpose Room*	1400	0	0	0	0	0	0	0	0	0
Conference Room*										0
Board Room*										0
Quiet Study Room*	130	0	0	0	0	0	0	0	2	0
Group Study Room(s)*	318	0	0	0	0	0	0	0	10	0
Classroom										
Art Display/Gallery See Entryway & Community Room										
Periodical Backfile										
Director's Office	300	100	0	0	0	1	0	0	0	0
Administration Office										
Staff Workroom/Technical Services	800	60	0	0	0	4	0	0	0	0
Delivery/Receiving	60	300	0	0	0	0	0	0	0	0
Custodial Office/Workrm	70	0	0	0	0	0	0	0	0	0
Server/Network Room	90	0	0	0	0	0	0	0	0	0
Staff Break Room	239	0	0	0	0	0	0	0	0	0
Friends/Book Sale	150	0	0	0	0	0	0	0	0	0
Book Bike Storage	100	50	0	0	0	0	0	0	0	0
Restrooms X 5	295	0	0	0	0	0	0	0	0	0
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Workstations	Total Staff Computer Workstations	Total OPACs	Total Lounge Seats	Total Table/Carr el Seats	Total Reader Seats*
Total Net SF	14587	64985	2590	28	22	11	4	68	50	104
30% Unassignable Area	4862									*75 recommended

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Total Estimated Gross SF	19449									5 seats per 1000
										5 X 15 = 75
*Seating guide										
Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs									
Table Seats:	Includes all upright chairs and stools normally used at a table or counter									
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms that are normally reserved									
	Does not include "quiet study" rooms or areas that have open access									
Notes about seating:	For rooms with moveable or stacking chairs, count the number of seats available in the typical everyday setup									
	Please count each chair only once									
	Do not count computer chairs as seats unless one workstation has more than one chair. If so, count only the extra seat(s) as table seats									

PHOTOGRAPHS WITH DESCRIPTIVE CAPTIONS

Please insert photographs of existing facility and potential new sites/locations.

[A Google Slide Presentation can be viewed here](#)

BIGELOW FREE PUBLIC LIBRARY

Library service for over 150 years!
The Bigelow Library began in 1873
The Carnegie Library was built in 1903

"A beautiful old building in need of repair!"
Clinton resident



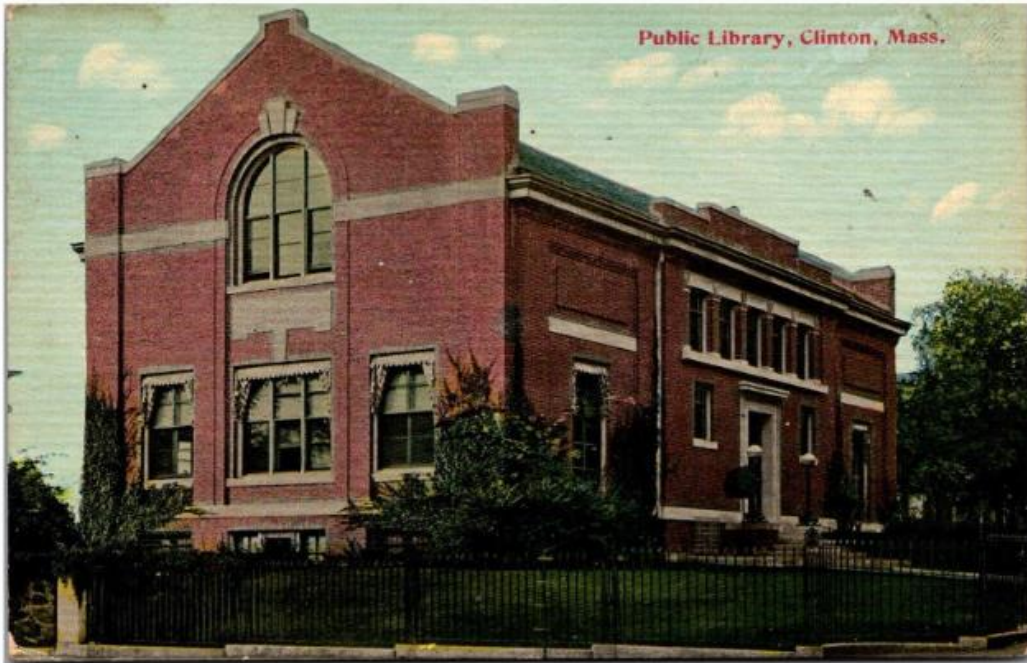
The Bigelow Library and other suggested sites are near Central Park, schools, downtown area, & public buildings



What patrons see on entering: at the front door: imposing and heavy, prison-like or unique.



The Main Entrance: a dark, crowded entryway



Although the Bigelow Free Public Library has not changed significantly since it was built with a grant from Andrew Carnegie in 1903, the roofline was replaced in the 1950s.





The Library Reading Room's Classic Interior in 1903

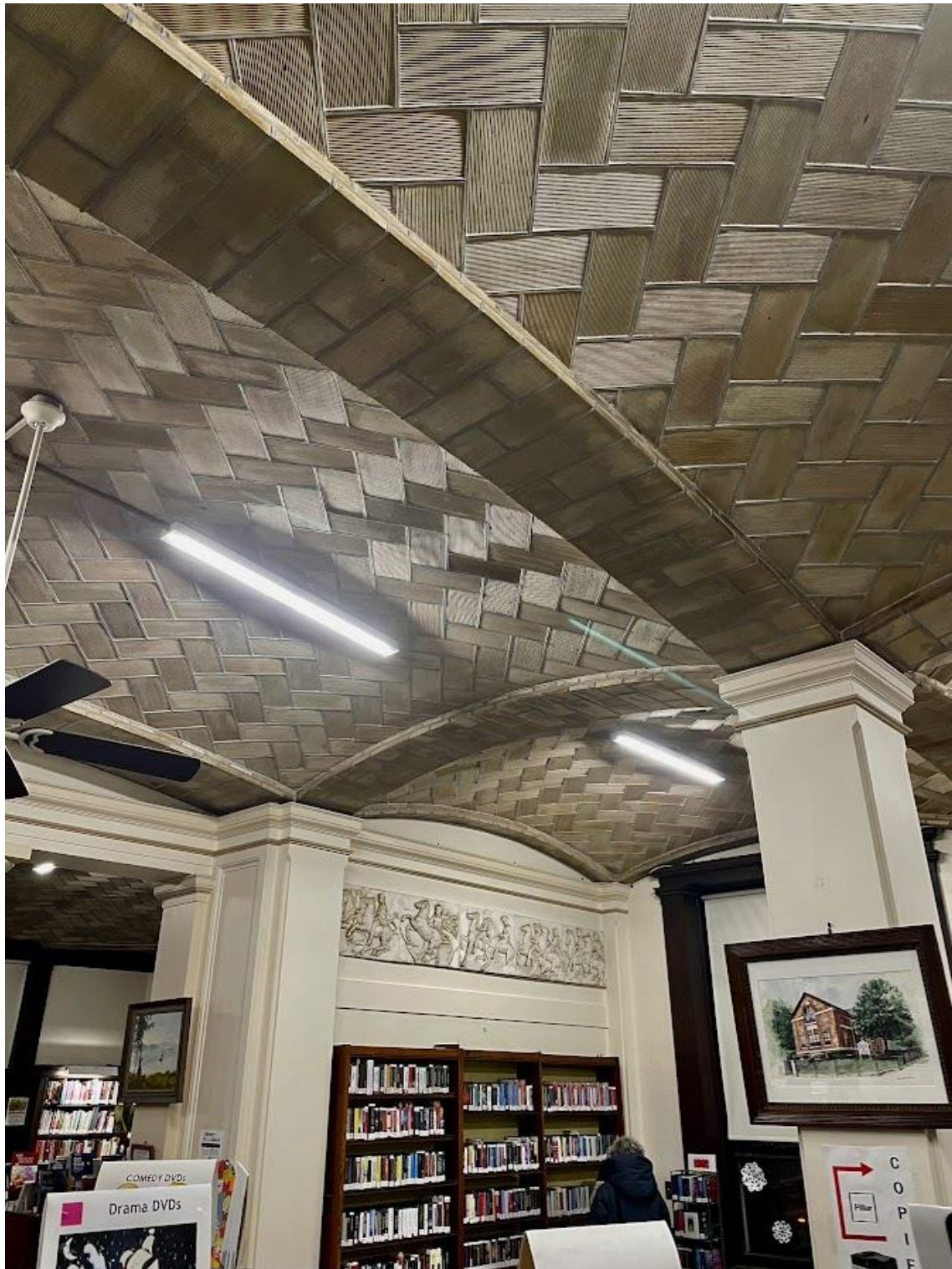


The Circulation Desk of 1903 remains the focal point of service



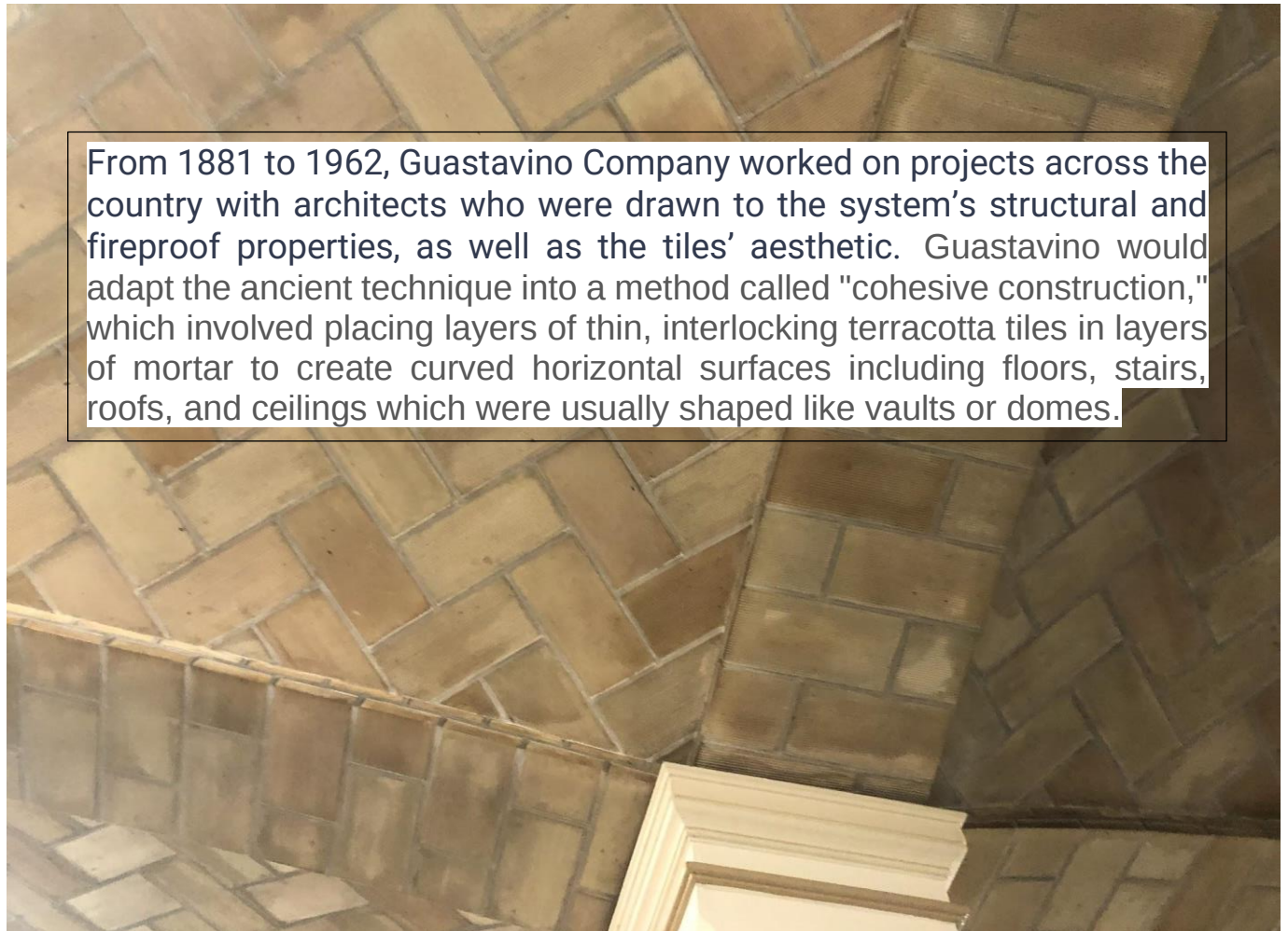
TODAY





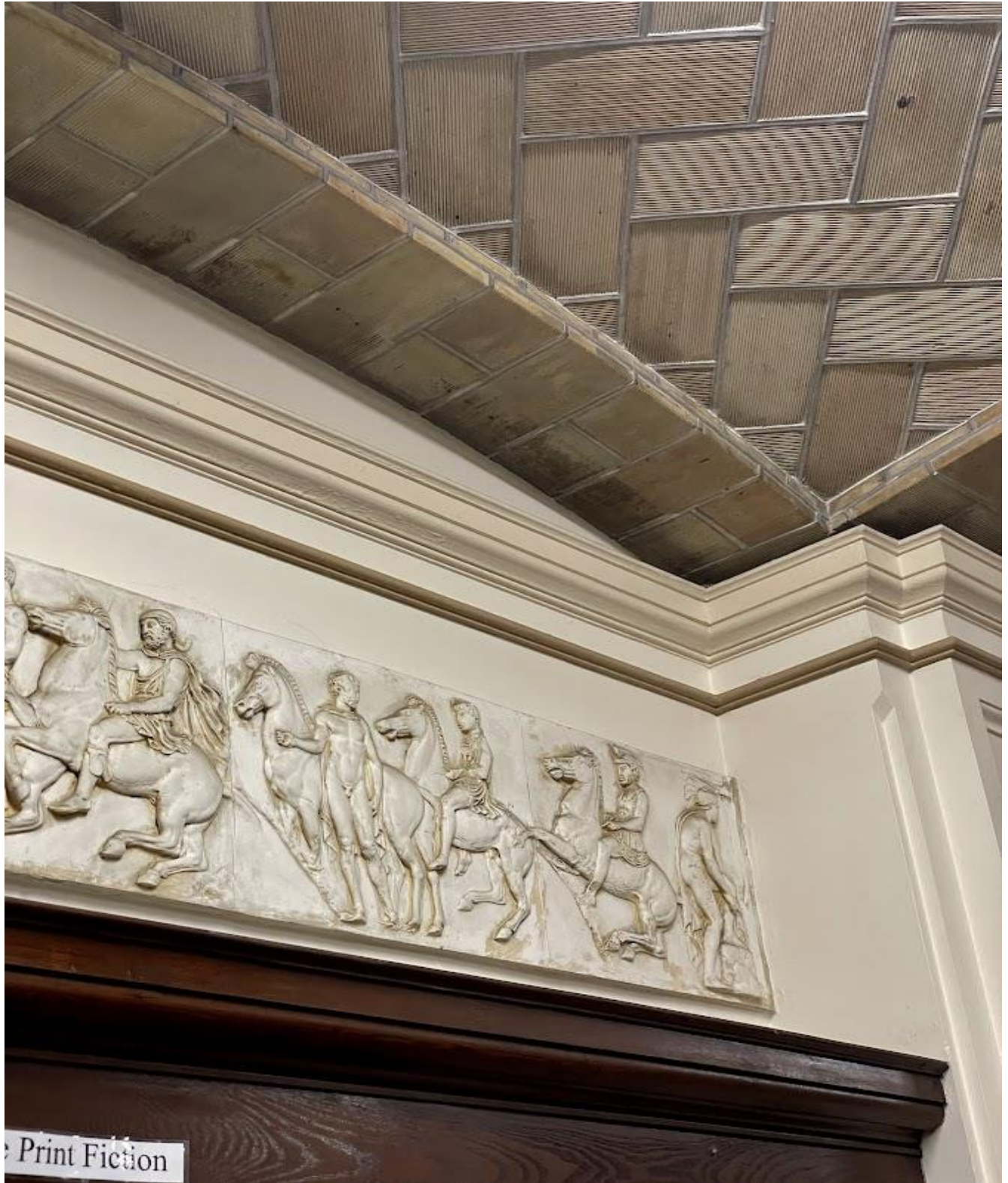
The BFPL is one of the few Massachusetts Libraries built using the Guastavino method.

Guastavino vaulted ceilings can be found in many famous buildings including the Boston Public Library, where since 2022 the Guastavino Room has been available for wedding receptions, as well as conferences and meetings.



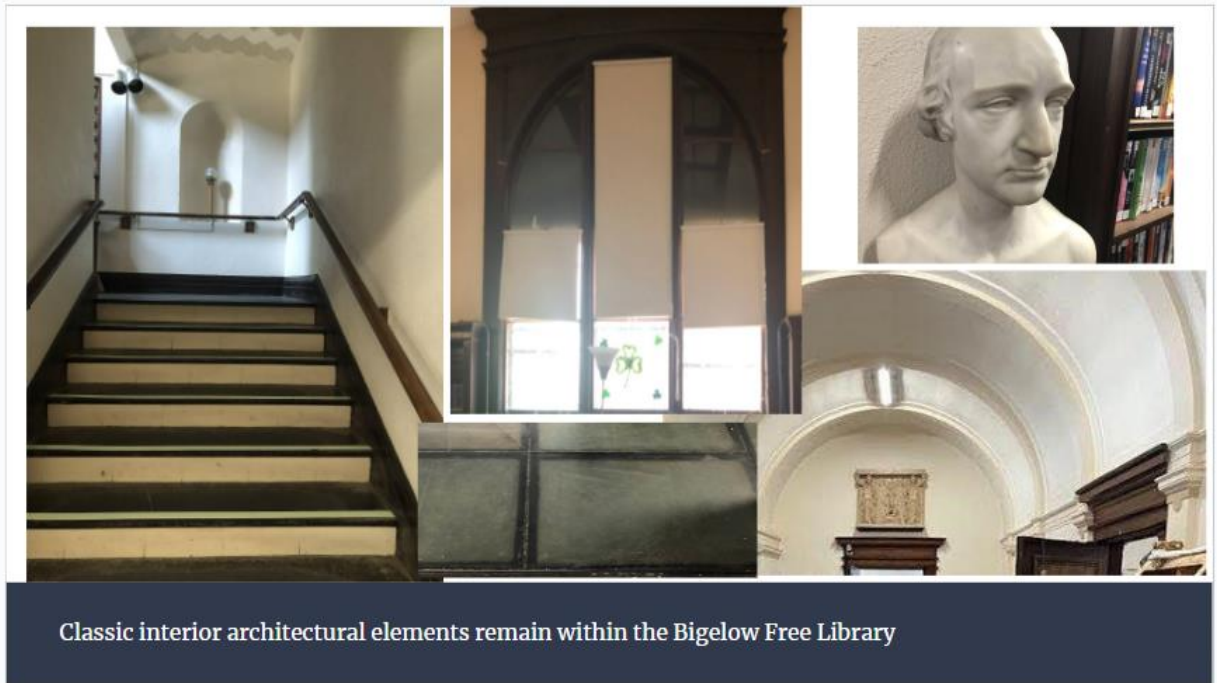
From 1881 to 1962, Guastavino Company worked on projects across the country with architects who were drawn to the system's structural and fireproof properties, as well as the tiles' aesthetic. Guastavino would adapt the ancient technique into a method called "cohesive construction," which involved placing layers of thin, interlocking terracotta tiles in layers of mortar to create curved horizontal surfaces including floors, stairs, roofs, and ceilings which were usually shaped like vaults or domes.

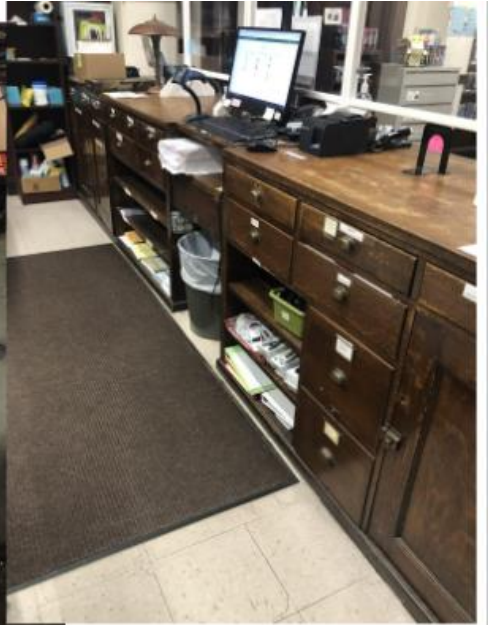
The vaulted ceilings, original interior wood trim, and clay ceiling tiles were a gift from Henry F. Bigelow. The ceilings are fireproof.



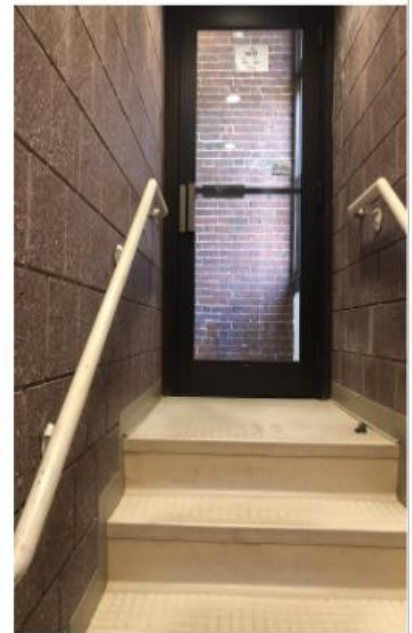
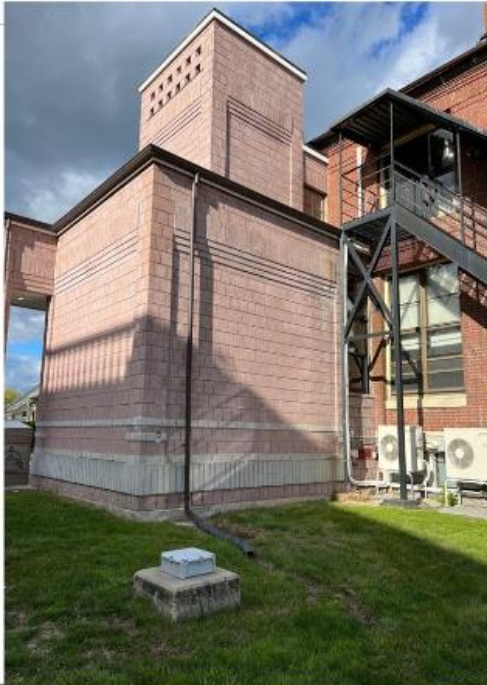
Elgin Marble

The frieze, a reproduction of the west front of the Parthenon





Glass floors, stationary shelving, fine woodwork, and cabinetry are characteristics of the BFPL, minimally altered from the original design.



An elevator and fire escape were added in the 1990s to conform to ADA standards of the day.



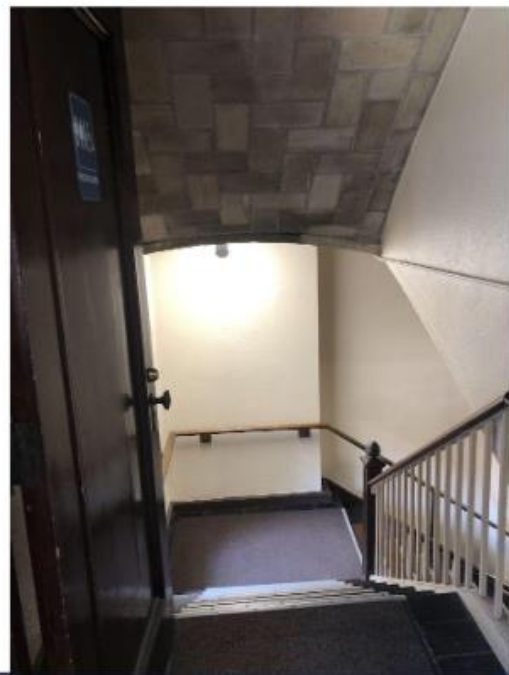
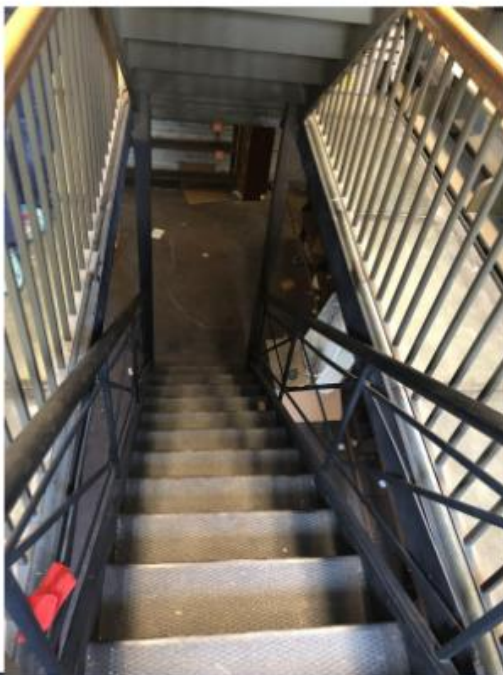
The brick on the addition is crumbling and the fire escape outdated.



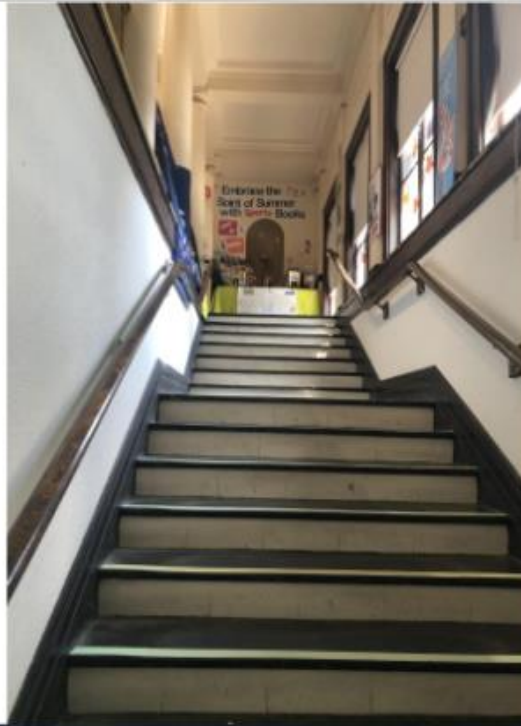
Exterior access points can be difficult to navigate



Stairways are not up to current code; too steep



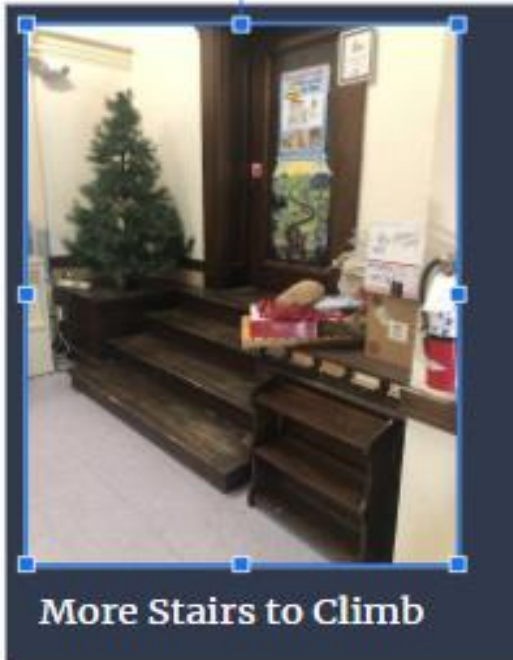
Going down can be challenging for those not sure-footed.



Imagine a toddler climbing to the Children's Room



Still Climbing!





The Children's Collection is jam-packed; Activity Space is limited.

The children's computers, play area, picture books, and display area with a rocking chair and three children's seats but no adult seating and no bathroom on this floor!



Youth Librarians' Workspace, Office, and Storage



Teen space is the space is the aisle between the teen collection



A close-up view of the Teen space

No sightlines to Librarian's desk



Adult space is also lacking: ADA compliance & poor lighting

No room for
growth for a
growing &
diverse
population





Stationary shelving limits possibilities



No true ADA access to stairway to the Community Room



Community Room Capacity - 35!



BFPL Brings People Together



← The 900s are shelved in the Community Room. When there is a program, access to the collection is difficult!



Circulation, Cataloging, Staff Workroom, Reference, and Information



The thick plaster walls make electrical wiring difficult and internet/phone signals weak



Glass Floors make 20% of the Library's net square footage off-limits for public use.



Lighting is ancient, misplaced and inefficient





Precious natural light & few places to sit comfortably



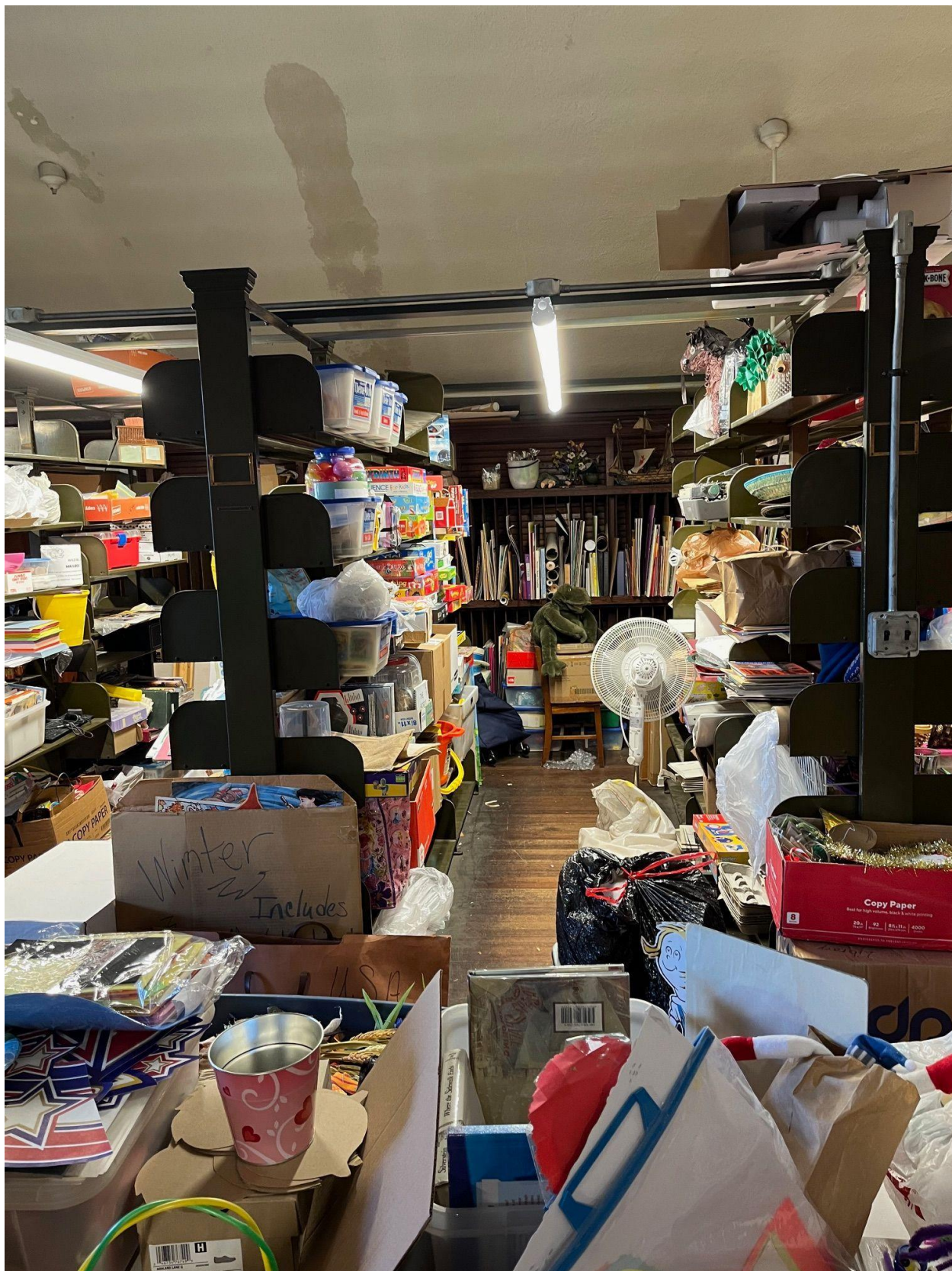
Three different window sashes in the building, ancient and inefficient



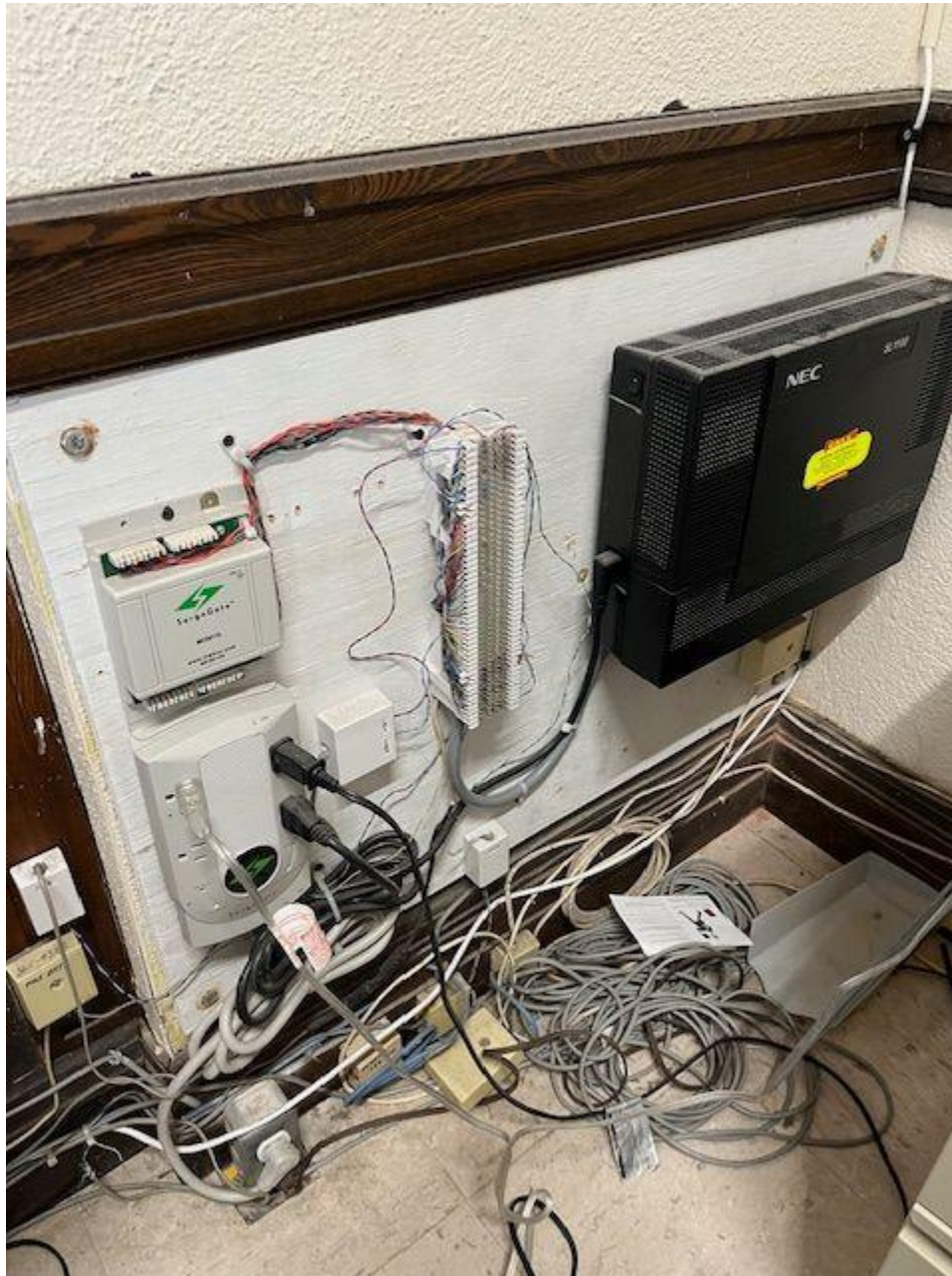
The Building has weathered 121 years and now serves a town of 15,428



Storage room



Storage room



Phone cabling (old and new) in the director's office



One example of the cabling situation throughout the library



Original wood trim and wood doors with a corner of the Guastavino tiles in front entryway

Elevator addition (1990s)

Elevator addition from the parking lot with bricks falling off the facade



Teen area, located in a corridor/hallway at the top of the stairs leading to the children's area. No sight lines to Librarian's desk and no sound proofing.



Full hallway, with middle grade paperback and free books in the foreground and teen area after the door/orange chair.



Kids room looking from the east end of the building, looking west. Library staff with first graders. Lego table in the foreground.



Overlooking the youth staff desk from the southeast corner of the middle grade/non-fiction room



Professor Bugman presenting in the middle grade/non-fiction room



Dedicate marble and radiator cover in the front entryway with fire alarm system



Book sale in the Community Room



Author festival in the Community Room.



Comic drawing class with middle grade students in the Community Room



150th Anniversary party in the community room. The Community Room is quite diverse in its usage because there is really no other space. It's approximately 40 feet long and twenty feet wide at its widest point.



Family program in the Community Room



Side door on Church St, usually an emergency exit only, leading from the Community Room. During the Friends of the Library Book Sale, it is a non-ADA-compatible entrance. Brick walkway was reset in 2016. (It wasn't just repointed, they replaced all the bricks)



Bulletin board information nook, cramped and difficult to reach

