

TUFTS MAIN LIBRARY MASTER PLAN

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Executive Summary

This document is a Master Facility Plan for The Tufts Main Library in Weymouth, Massachusetts. It contains a needs assessment and a building program to facilitate the development of plans for 1) the renovation of/new addition to the existing building, or 2) the construction of a new home for the Main Library.

A larger Main Library facility would be an important asset to this Town, a Town whose cultural values are rooted in the virtues of our founding fathers. Weymouth, founded in 1622, and, indeed, our entire nation, is now part of part of an educated society, one that values knowledge, and life-long learning.

The Commonwealth of Massachusetts has long recognized that libraries play an important role vis-à-vis access to information, and recorded knowledge. Using a competitive grant system, the Board of Library Commissioners has been providing some portion of the construction funds that libraries need to upgrade their facilities in order to house improved or expanded services and programs. The result: many libraries within the Commonwealth are “more than just libraries.” Several of them even function as cultural community centers for their municipalities. A few feature historical museums within their confines, just as Tufts Main Library does. Some of the same libraries contain galleries to display local art, and large, properly outfitted multipurpose rooms sufficient to present concerts, lectures, dance recitals, and plays produced by community theatre groups. Coffee/gifts shops are also in evidence.

At the very least, nearly all upgraded or new facilities have sufficient space to attractively display their popular and important library resources. Improved libraries have sufficient numbers of comfortable seats for patrons, including lounge chairs, and chairs in which to browse, study, use computers, and perform research. They also maintain up-to-date technological infrastructures that enable easy access to any number of electronic databases, and have interior layouts that help to streamline staff operations.

Weymouth is in need of a library facility that will function as a destination for children, adults and senior citizens from all walks-of-life. A good-looking, well-designed library building promises to draw people to use its library’s resources and services, and attend its programs. Yes, Weymouth needs a library that is “more than just a library.”

Thus, the building program section in this document includes:

1. More square footage – from the existing 33,966 gross square feet (GSF) to an expanded 52,282 GSF.
2. More client/user spaces in terms of lounge, individual and table seating, and meeting and group study areas – from the present 165 study seats and 96 meeting room/group study seats to 216 study seats and 369 meeting room/group study seats. The program also features a Coffee/Gift Shop in the Meeting Room Complex.

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3. More collection and display space for print and multimedia – from 8,422 linear feet to 15,995 linear feet.
4. More staff support space, especially as it directly relates to client services.
5. Efficient spatial organization to enable more effective staff functions.

Also, the building program assumes that the library's network will be substantially upgraded, and enable streamlining to take place by running a host of integrated communications and library technologies including conventional "plug-in" and wireless communications. In the future, patrons will be able to choose between using the facilities' computers, or their own laptops or palmtops on- or off-site.

There are two options for obtaining a 52,282 GSF Tufts Main Library building: 1) renovate and expand the existing structure; 2) construct a new building on another site. The following is an outline of square footage requirements, pros and cons of each option, and very preliminary cost estimates.

Option 1: Renovate and Expand the Existing Building.

The existing building contains:	33,966 GSF
To provide sufficient space, a new addition would require:	<u>18,316</u>
This would bring the total to:	52,282 GSF

A very preliminary cost estimates is as follows:

<u>Renovation/New Addition (Including Furnishings)</u>		
New addition of 18,316 GSF x \$205/sq.ft. ¹	=	\$3,754,780
Renovation of 33,966 GSF x \$105/sq.ft.	=	3,566,430
Site work and parking	=	<u>1,250,000</u>
Preliminary estimate	=	\$8,571,210

Option 2: Construct a New Building on Another Size

Here, one constructs a new "state-of-the-art" library of 52,282 GSF.

<u>New Building on Another Site (Including Furnishings)</u>		
New building 52,282 GSF x \$205/sq.ft.	=	\$10,717,810
Cost of the land, site work and parking		To be determined

¹ Construction cost is estimated at \$175/sq.ft. Furnishings are estimated at \$30/sq.ft.

**SECTION I:
INTRODUCTION**

BACKGROUND

America's public libraries have been changing faster than most people can imagine. The traditional paradigm of a cozy facility situated in a quiet neighborhood is no longer emulated. Today, successful city and suburban libraries tend to be multi-dimensional cultural enterprises that offer a mix of traditional print services, non-traditional electronic services, and a host of programs and other attributes. (Indeed, Tufts Main Library building also houses an historical museum.)

Once, nearly everyone could walk to the library. Now, in light of increasingly mobile American lifestyles, a large percentage of people drive. This is true for the existing Tufts Main Library on Broad Street, and tends to be true for the branches as well. Only people in the immediate neighborhoods and from the local business centers walk to the facilities. The Main Library, for example, is located in the Weymouth Landing area of the Town of Weymouth, and is considered relatively far away from several areas in the Town, especially, areas with dense multifamily housing.

The Main Library is a two-level, rather simple 33,966 GSF building that takes advantage of its location on a hillside abutting a park. It has a first floor entry to the street, and a ground level entry to the park. Each floor contains 16,983 GSF.

When the building opened in 1965, the choice of the site appeared logical. The park was especially designed for children, and a school is across the street. Furthermore, the location is not far from a local business center.

As for the park, among its amenities are a ball field and tennis courts. A small children's playground is within easy distance to the Library's ground level entry. Thus, connection to the park vis-à-vis the building's original design appears clear: once inside the ground level entry, Children's Services is to the right, and the 50-seat meeting room is to the left. To get to services relating to either young adults or adults, patrons must climb the staircase that is located straight ahead.

The ground level also contains the building's storage area (originally designed to be seating and collection expansion space), the aforementioned Weymouth Museum (maintained by the Weymouth Historical Society,) and a small partitioned space for meetings or programs.

The street entry or main entrance is upstairs on the opposite side of the building. It leads directly to a large open space that contains the Circulation Desk, Reference, the Adult Circulating Collection, and small room that can be used for meetings. The Technical Services/Circulation Workroom, and Administrative offices are situated in a partitioned space behind the Circulation Desk. The Desk is strategically located so that its staff has a good view of anyone entering from the street, or using the staircase.

At the Main Library, parking is a major problem. Since the park has no parking of its own, parents use the small library lot, often taking up all the vacant spaces. After school and on weekends, cars may clog the parking lot and delivery entrance driveway while their occupants wait to pick children up after sports events.

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Other problems concern handicapped access, technological infrastructure, library materials displays, and general signs of wear. Although each floor is compliant vis-à-vis Americans with Disabilities Act (ADA) guidelines, getting from floor to floor is not. The elevator is too small. It does not meet ADA requirements. Besides, on the lower floor, it empties out into a relatively inaccessible place in the storage area. Further complicating the matter is that part of the storage area has been converted into a local history museum. Disabled adults or parents pushing strollers who wish to browse the museum, and then use adult library resources or visa-versa find the situation quite complicated.

The technological infrastructure is poor. In 1965, the Internet was nearly non-existent, and so, no one thought to cable and wire the building for a local area network. In recent years, portions of the building have been wired. Online public access catalog terminals (OPACs) are in evidence, as are computers for staff, but there are very few general-purpose computers for adults and teens. After school, the few computers that do exist tend to be used by teens to do their homework, blocking use by anyone else.

The Library is also without an attractive materials display area. Instead, most materials are placed spine-out in rows of high bookstacks. Also important, the building is showing signs of wear: carpeting, seating and storage for periodicals needs renewing.

AN EXPANDED SERVICE VISION

This idea to renovate/place a new addition on the existing structure, or construct a new Main Library building, is occurring at a time when the thriving public libraries in this nation have been expanding their emphasis far beyond the circulation of books. Simultaneously, the number of available print materials on the market has exploded. Today, there are more books, periodicals, and similar types of materials than ever before. New titles seem to appear each and every day. At the same time, the use of the Internet has been increasing at geometric rates. Although online electronic databases were in existence long before the creation of the Internet, today they are becoming easier and easier to use, and this is fueling the accelerating velocity of information throughput.

At quality libraries, staff members do their best to serve the information needs of individuals, businesses and government by finding and sifting through this deluge. These facilities provide users with the most up-to-date print and electronic resources, including subscription services often too costly for individuals and small businesses to bear. Besides circulating physical materials, library information is also made available via phone, fax, and networked computers. In addition, many larger library facilities function as community meeting centers, children's discovery/homework centers, local genealogy centers, and visitor destinations (complete with coffee/gift shops)

In the course of this study, it was found that at the Main Library some of these services are already in place, but need to be developed to reach their full potential. There appear to be people in the Town that share this expanded vision of what constitutes a state-of-the-art public library; to make the Main Library more than it is today. Among these people are residents and Town administrators who attended a community

meeting during the data gathering process; the Library Board of Trustees; and the Library administration and staff.

As the planning for a larger Library building moves forward, consider the following:

Commitment to Change

As a service organization dedicated to improvement, there should be a commitment to continuing change anywhere and everywhere within the Main Library's sphere of activities. This is not an academic exercise. The building must be eminently flexible and friendly to both traditional and new technologies.

Furthermore, as the electronic revolution shows no signs of slowing down, the public and staff must be trained in an on-going manner to use new library technologies as these technologies come on stream.

Also, the collection, particularly the collection in the storage area, should be weeded starting now. To make the Library's physical resources more attractive to users, they must be properly displayed. This means square footage cannot be allocated to materials not used for many years.

Commitment to Meet Professional Library Standards

So far as possible, the Library's present operations must continue to be streamlined and upgrade as professional library standards require. These standards will have an important impact on the design of a renovated and larger, or new structure. During the planning process, it must be recognized that the operations housed in the building must not be expanded versions of the old.

Commitment to Best Business Practices

To operate the Main Library in the most up-to-date manner, it needs excellent statistical and evaluative systems to provide the basis for sound decision-making. A series of policies are required that outline future collection development, technology, staff training, etc. Several operational plans are required. For example, any technology plan must be multiyear, and enable change as technologies change. At minimum, a technology plan should address the following needs:

- The supply and upgrade on an on-going basis powerful server(s), computer workstations and peripherals as demanded by today's highly complex memory-hungry software.
- The provision and upgrade on an on-going basis a system of wired and wireless technologies that have the best band-width and data throughput required for public and non-public use.

Other verifiable measures of service outputs, of service relationships with constituents, and of benefits and effectiveness/efficiency must be put into place.

PARADIGM SHIFT FOR THE LIBRARY

To properly plan a larger library building for the Main Library, it must be recognized that the entire Tufts Library system is operating in a new environment, one being modified by electronic technologies, changing demographics (including an echo baby boom, and an aging original baby boom). It must move from “just books and some computers” to “books *and* computers;” from “plain vanilla” library service to multi-faceted services that really meet the needs of diverse constituencies; from access limited to library open hours to at least 24-hour virtual access to the collection; from a now substandard Main Library building to an attractive “family destination.” In short, for citizens to use the facilities, they want a library system that will provide services for their changing personal, family and business lifestyles as quality libraries do. Moreover, they want a Main Library that provides sufficient relevant fiction, non-fiction and reference materials; helps to improve the Town’s economy by offering “Business Center” books, materials, information and training; features lively spaces for teens as well as children, and, if possible, has links to the schools’ instructional databases.

An appreciation of this paradigm shift, and its imminent changes are key to the development of this document. Both the chart, and the narrative that begins below, discuss the shift that is the basis for the expected results of this planning initiative.

FROM	TO
Custodian Materials (Books and Periodicals)	Service Oriented Provider
One Medium	Multimedia
Clients Primarily Use On-Site Services	Clients Use On- and Off-Site Services
Materials are Provided “In Good Time”	Materials Provided “Just In Time”
National Reach	Global Reach

Custodian of Materials to Service Oriented Provider

Throughout most of the twentieth century, most public libraries focused on building their collections, and helping users when they could. In these first days of the twenty first century, libraries are no longer being evaluated only by the size of collections, but also by the range and quality of services and programs provided, and the availability of information at the moment of need. They are shifting from holding “just-in-case” collections to providing “just-in-time” services; that is from being a custodian of books to a customer-oriented service provider. Within the Tufts Library system, this must be one of the essential aspects of the Main Library.

One Medium to Multimedia

The world of learning and knowledge is no longer confined to textual information. It has been moving into multimedia. Knowledge is increasingly being captured in digitized data, images, sounds, moving pictures and combination of these. This is evident in the growing emphasis in public libraries on developing multimedia collections and online resources in addition to their traditional print collections. The Main Library already

contains a multimedia collection and offers online resources. Both of these services need to grow substantially.

Clients Primarily Use On-Site Services to Clients Use On- and Off-Site Services

With the advent of advanced computer and communications technologies, more and more libraries are expanding the number of databases that can be accessed, and the related number of site licenses. For the Main Library – indeed, the entire system -- this implies providing more online subscription services than are offered now, and enabling more access via the Internet off-site as well as direct access on-site. People also are expecting more services related to the Internet, fax, telephone, and other off-site services.

Materials are Provided “In Good Time” to Materials Provided “Just In Time”

At a public library, there are many different types of information: some can be delivered *just in case*, others must be delivered *just in time*. Information that is increasingly more valuable tends to be “time sensitive” or “perishable.” Time sensitive materials tend to be extremely important to business people. At the Main Library, this capability should be an essential part of any business service.

National Reach to Global Reach

The availability and accessibility of worldwide databases and library catalogs through communications and computer technologies have helped to create a global information marketplace and educational outreach from the nation to the world. Distance learning courses are often held at libraries. The Main Library should contain high-tech meeting rooms set up for distance learning, computer training and conferences that can link to information, televised programming, conferences, etc. world-wide.

SECTION II: NEEDS ASSESSMENT

MARKING A LARGER MAIN LIBRARY A UNIQUE DESTINATION

Among the Main Library's present patrons are Town residents of all ages who use it as their branch of choice to borrow materials and/or find answers to difficult or important questions; children and teenagers who use it to complete homework tasks; workforce/business people who use it to find specific information. Although residents might use the Library at any time, they tend to be the chief users during late afternoon, evening and weekend hours. This is particularly true of school children, including teenagers. Senior citizens and caregivers with small children often use the Main Library in the mornings or early afternoons. Staffing, collections, displays, department arrangements and programs to be featured at the Main Library should address these service patterns and groups. The requirements of the interior of a larger library building also need to be addressed.

Until the last decade or so, most library buildings were designed to be collection warehouses. Amassing and maintaining physical materials were considered the most important operations. Less important were other public services, although for public libraries, Reference and Children's Services were regarded as essential. Major aspects of a library's design were organized around storage functions.

For Tufts, it is essential to create a up-to-date Main Library, a facility to which people want to come. A well-done building promises to increase visitation in its own right. People are curious. Many citizens will tour a larger or new building at least once to see what it contains and how it works. If it is handsome inside and out, people will keep coming -- provided a variety of relevant services and programs draw them back. Here, the idea is to keep the regular patrons, and attract new users. Real opportunities include making use of it for special events; its spaces for one or two co-tenancies, i.e., coffee/gift shop and/or bookstore; its specialized staff in ways yet untapped; its ability to provide instruction and quality programs that create reasons to visit the facility.

As with many public libraries that renovate/provide a new addition or new building altogether, the layout should enable:

1. Establishing substantial display with face-out merchandised materials (including best sellers, videos, and CDs) to attract greater use from regular and new users.
2. Spreading out public access to the network throughout the building -- computers should be placed in an e-Commons where help is available, and, also, located in other public areas.
3. Encouraging patrons to bring in their own laptops and palmtops.
4. Replacing useful long runs of loose and bound periodicals with electronic media and/or online services.
5. Including specialized applications that reflects training, connections to, and partnerships with the school system and community college.

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6. Increasing advertising – for day-to-day services and programs, and for major special events.
7. Promoting collections, services and collections to keep regular patrons attending, and attract new users.
8. Expanding Young Adult and Children's Services, including regular, vital programs directed to their caregivers and parents.
9. Providing a lively Young Adult area that attracts teens.
10. Making the Main Library a key location for patrons to obtain certain business-development materials.
11. Making the place a destination with an exhibit area, coffee/gift shop, and copious meeting room complex
12. Making it a venue for special events that contains, in addition to the multi-purpose meeting room, an open space for receptions, and a kitchen.
13. Providing family literacy programs designed to attract regular audiences of users.
14. Providing more instruction in computing, specialized reference, and training assistance to both help individuals and promote the community's economic growth.

Virtual Services

Vital electronic needed improvements identified by ACA's investigators include the following:

1. Upgrading the public Library's basic electronic network so that there is up-to-date public and staff access to the electronic catalog, circulation system, databases and Internet. Through use of the network, one should be able to determine 1) if the system holds the book or material, 2) exactly where it is located and 3) if it is available. Patrons will also be given an option to place a request for materials that are not presently available, but will be returned by the due date. They can either pick up the materials, or for a fee, have it mailed to them.
2. The installation of a host of networked computers with a fully integrated library information system in the Library so that patrons and staff can have access to the network and the Internet, and a vast collection of reference resources. If feasible, this network should also contain be tied to the School District network and contain administrative and operational software to streamline library functions.
3. Addition of more electronic reference databases, ranging from encyclopedias to specialized databases. These databases should run the gamut of information for and about small children to those used by young adults, college students, adults and senior citizens.

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4. In Children's and Young Adult Services, computer software that is age-graded to help students become more successful in school. For the smallest children, the programs should be selected to help kids improve motor (manipulation of the mouse and keyboard), pre-reading readiness, reading and math skills.
5. More formal technology training for staff, emphasizing the core competencies necessary for a person to do his/her job. The training must provide a framework for standards for public service and expectations for staff and public. It should include all aspects of computer and network use, including 1) basic computer familiarity, 2) system catalog, abstract and full text access, 3) Internet navigation and reference skills, 4) electronic reference and children's programs and 5) application operation.
6. Organized training in computer and network use, including Internet training, for children, teenagers, and adults of every age.
7. Further development of a true Virtual Library built around access from homes, schools and offices to the Library's catalog and its electronic reference materials via the Library's World Wide Web home page. The home page should evolve as a hub, and provide extensive reference resources and full catalog access. It should also be accessible via the School District's home page, and considered a step toward the "wired city."
8. A positive public relations campaign to promote the newly available modern information technology. The arrival of the computerized environment is the most immediate and cogent method to provide greater information equity among customers.
9. Introduction of "smart cards" to enhance customer ability to use services of the library (copiers; ordering materials; obtaining account information; customer tracking; reliable data). Many leading public libraries are now adopting "smart cards" as an essential tool for developing a new kind of customer relationship with widely differing individual users.

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COLLECTION

At present, the collection is housed on 8,422 linear feet (running feet) of shelving. The present shelving configuration does not incorporate into the mix sufficient display shelving, or a reasonable amount of face-out display on standard stacks.

Projections that begin on the next page indicate that the collection will grow to 15,995 linear feet (l.ft.) in twenty years.

MAIN LIBRARY COLLECTION PROFILE			
<i>Adult Collection</i>	<i>Shelves</i>	<i>L. Ft. 2000</i>	<i>L. Ft. 2020</i>
Adult reference collection	190	570	850
Adult reference Weymouth Collection	47	141	150
Adult fiction	315	945	3,000
Adult non-fiction	683	2,049	2,500
Adult biography	140	420	600
Adult circulating Weymouth collection	25	75	75
Adult teachers collection	46	138	250
Adult art & music collection	78	234	500
Adult large print books	55	165	300
Adult compact discs	Storage for 440 CD's		1,000
Adult books on tape	22	66	1,000
Adult videos	24	72	1,000
Adult lower stack collection*	485	1,455	1,000
Adult new adult fiction	8	24	150
Adult new adult non-fiction	8	24	150
Atlas table			15
Business table	2	16	20
Index table	2	16	20
Reference desk	5	15	70
Periodicals	30	200	350
Newspapers	2		100
Total	2,135	6,425	13,100

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<i>Young Adult Collection</i>			
YA Fiction	67	201	300
YA Non-fiction	120	360	350
YA reference	54	162	100
YA video	5	15	25
YA CD	Storage for 90 CD's		
YA Books on Tape	2	6	25
Total	248	744	800

*This does not include shelving for back issues of periodicals in lower stacks.

MAIN LIBRARY COLLECTION PROFILE (Continued)			
<i>Juvenile Collection</i>	<i>Shelves</i>	<i>L. Ft. 2000</i>	<i>L. Ft. 2020</i>
Juvenile reference collection	20	60	200
Picture books	42	126	400
Juvenile fiction	98	294	600
Juvenile non-fiction	160	480	700
Parents' collection	9	27	50
Award books	6	18	0
Juvenile books on tape, kids and cd's	14	42	50
Juvenile videos	2	6	40
Board books			5
Periodicals	10	30	50
Total	351	1,053	2,095

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SEATING

In its public service areas, the Library currently contains 165 seats at which patrons can read, study or work. Children's Services' 2 sofas notwithstanding, most seats are in the form of rather plain, straight back chairs placed at tables, and computer stations. The building also contains a 50-seat public meeting room, 2 smaller meeting rooms or areas, one containing 28 seats and the other 6-12, and one Story Hour Room (also called the Butterfly Room) for about 12 children. It does not have any designated group study, quiet or training rooms. (Please note: because they are on stand-up stations, the library's OPACs are not counted.)

SEATING PROFILE: EXISTING (YEAR 2000) MAIN LIBRARY GENERAL SEATS							
Location	Lounge Chairs	4-Seater Tables	Chairs at 4-Seater Tables	Indiv. Table Seats	Computer Seats	Index Tables	Chairs at Index Tables
Art and Music Area	3						
Adult Reading Area	14	(3)	12				
Weymouth History Area		(3)	12	4			
Reference Area		(7)	28	4		(2)	8
Young Adult Area		(7)	28	5	3		
Children's Area	12 (2 sofas)	(8)	32				
Subtotal	29	(28)	112	13	3	(2)	8
Total	165						

SEATING PROFILE: EXISTING (YEAR 2000) MAIN LIBRARY GROUP SEATS			
Location	Name of the Room	#of Rooms	Number of Seats
Street Level	Small Meeting Room	1	6-12
Ground Level, Children's Area	Meeting Room	1	50
	"Canoe Room"	1	28
	"Butterfly Room" (or Story Hour Room)	1	12
Total Group Seating:			96-102

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SEATING PROFILE: YEAR 2020 MAIN LIBRARY GENERAL SEATS						
Department	Lounge Seats	# of 4-Person Tables	# of 4-Person Table Chairs	# of 1-Person Table Chairs	# of Computer Station Chairs	Remarks
Reference		(10)	40	16*	21	*Quiet Study Room
Periodicals	18*	(4)	16			*Includes 3 3-seater couches
Popular Library	8					
Adult Circulating Collection		(6*)	12		18	*Computers are located at 3 of these tables. The stations have been allocated to computer station chairs.
Genealogy		(4*)	14		5*	*1 is microform; 2 are on 4-seater tables
Children	10*	(5)	20		6	*2 are on a love seat
Young Adult	6	2		3	3	
Subtotal	42		102	19	53	
GRAND TOTAL	216					

SEATING PROFILE: YEAR 2020 GROUP SEATS			
Department	Area	# of Seats or Places to Sit	Remarks
Adult Circulating Collection	2 Rooms, 6 people each	12	
Children	Story Hour Room	75	Seating on floor (18 stacking chairs in room)
Meeting Room Complex	Multipurpose Room	200	Stacking chairs
Meeting Room Complex	4 Multimedia Rooms, 18 people each	72	
Meeting Room Complex	Coffee/Gift Shop	To be determined	
Total Group Seating	359 Seats or Places to Sit + Coffee/Gift Shop		

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SECTION III: PLANNING THE BUILDING

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PLANNING BACKGROUND

General Trends Within Weymouth

According to the Metropolitan Area Planning Council, and the Weymouth Master Plan, Weymouth contains 16.7 square miles. Its 2000 population is projected at 54,547. For the next ten years, this population will remain relatively constant, perhaps rising by only a small percentage, depending on such factors as commuter in-migration, availability and cost of housing stock, and employment opportunities. Household size will continue to decrease as it has since the 1980's. Total build-out of a population of about 60,000 is not expected for 25 to 30 years.

The Town has reputable schools, little crime; low housing prices relative to the closer-in and more developed suburbs of the Boston metropolitan area; good access, via highway, to some of Boston metropolitan's area; well-educated, experienced, and stable labor force. Although the population will continue to age (this is a nation trend), over the next few years school enrollment will increase (because of the echo baby boom). The number of children below the age of five appears to be diminishing, although Weymouth contains a larger concentration of households headed by individuals between the ages of 25 and 35 years old than either the balance of the South Shore region or the rest of Norfolk County. The data supports Weymouth as a starter home community for younger household heads. Thus the number of very small children may rise.

Projections indicate that the population will continue to reflect good levels of education, but pockets of high illiteracy and below average standardized school test scores will also be in evidence. The economic outlook for Weymouth is quite bright, although the opportunities for jobs and business development have not changed substantially in Town over the last thirty years, although banking and investment added 6,500 jobs in 1996-7. The majority of local jobs (about 70%) is in small businesses in the services and retail trades. Many residents are commuters within the County, to Boston, and the metropolitan ring surrounding that major city. Median household incomes have increased through the 1990's to \$63,482, lower than the Norfolk County's \$68,154 median, but still higher than the whole of Boston's metropolitan area.

Weymouth Job, Household & Household Size Forecasts (MAPC)			
	1990	2000	2010
Jobs	14,653	16,000	16,800
Households	20,829	21,715	22,516
Persons per Household	2.56	2.50	2.41

Jobs in the Weymouth Community (MA Dept. of Employment and Training)			
	1990	1995	1996
Total Jobs	14,653	15,464	15,731
Total Annual Payroll (\$Mil)	343	411	436
Average Annual Wage (\$)	23,422	26,571	27,739
Number of Establishments	1,212	1,231	1,238

Library Service Trends

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At the Main Library, the circulation of library materials will either remain static or increase over the next years, depending upon whether services, programs and the building remain as they are, or are upgraded. Two groups who tend to use the library in appreciable numbers are members of echo baby boom, now in school, and seniors who have sufficient leisure time. It must also be remembered that the leading edge of the original baby boom is beginning to near early retirement, and may begin to provide more users to the library once these people do retire.

As the use of multimedia across the country continues to increase, so will a similar increase occur at the Main Library. Another aspect to be considered is the impact of the Internet, and the desire for the technologically unlettered to have a place to go for help. At the same time, the need for programming space for sponsored and other events, will also likely expand. Weymouth lacks assessable space, and in almost every community in the United States, the request for more meeting space have been growing, sometimes exponentially.

The demand for more services in reference and children's services will also increase, and become more diverse as demographics and interests change. In Weymouth, there will continue to be households without access to computers or to the Internet. The "digital divide" will become more apparent than it is now owing to either economic means or attitudes regarding computers and information access. A percentage of patrons will resist using developing technologies, and will demand more personalized services. Other patrons will also demand more personalized service, but technology-based, such as more reader's advisory and electronic reference services.

OPTIONS VIS-À-VIS THE LIBRARY BUILDING

There are two options for constructing a larger, 52,282 GSF Tufts Main Library building: 1) renovate and expand the existing building; 2) construct a new building on another site. The following is an outline of square footage requirements, pros and cons of each option, and very preliminary cost estimates.

Option 1: Renovate and Expand the Existing Building.

The existing building contains:	33,966 GSF
To provide sufficient space, a new addition would require:	<u>18,316</u>
This would bring the total to:	52,282 GSF

Pros of Option 1

1. The capital cost promises to be less than constructing a new building on another site.
2. The library remains in the same neighborhood that it has been since 1965.
3. The site is adjacent to a park designed for children, and a school is across the street.

Cons of Option 1

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1. Of the gross square footage in the existing building, only about 20,000 GSF can be used as quality useable library space.
2. Column spacing limits the bookstack arrangement on first floor of the building.
3. Although the majority of the first floor has good natural light, only about 25% of the ground floor is in the same situation. The vast majority of the ground floor must be lit artificially. Furthermore, in the storage area, and historical museum space, duct work and piping create low ceilings.
4. An addition to the building would improve the first floor, but would severely impact the existing ground floor vis-à-vis natural light.
5. The existing heating, ventilating and air conditioning system (HVAC) will have to be upgraded or replaced, the entire building will have to be retrofitted for new technology, and additional elevators will be required for accessibility.
6. An expanded library needs a parking lot for about 130 cars, predicated upon using one parking space for every 400 GSF in the building. This would require moving the playground. Furthermore, some parkland may have to be used to properly size the new addition. Approvals would have to be sought for the use of the park's land.
7. The project would be expensive. A very preliminary cost estimates is as follows:

Renovation/New Addition (Including Furnishings)

New addition of 18,316 GSF x \$205/sq.ft. ²	=	\$3,754,780
Renovation of 33,966 GSF x \$105/sq.ft.	=	3,566,430
Site work and parking	=	<u>1,250,000</u>
Preliminary estimate	=	\$8,571,210

Option 2: Construct a New Building on Another Site

Here, one constructs a new "state-of-the-art" library of 52,282 GSF.

Pros of Option 1

1. It is simpler to construct an attractive new library building that would satisfy the program. (A renovation/new addition project might have unexpected and costly surprises.)
2. More than likely, sufficient parking can be provided on another site, and the benefit would be that it would not take away any parkland.

² Construction cost is estimated at \$175/sq.ft. Furnishings are estimated at \$30/sq.ft.

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3. The new site could be more central to the entire Town, and, thus, could function more properly as a destination for the entire population.

Cons of Option 2

1. This project would be even more expensive than Option 1. It would cost \$2 million more than a renovation/new addition to the existing building -- without considering the cost of land, parking and site work. A very preliminary cost estimates is as follows:

New Building on Another Site (Including Furnishings)

New building 52,282 GSF x \$205/sq.ft.	=	\$10,717,810
Cost of the land, site work and parking		To be determined

PLANNING PRINCIPLES

The following are planning principles for the Main Library building, whether it will be the result of a renovation/new addition or new construction

A Place for the People

The building will provide an open, hospitable and conducive environment for the people of Weymouth, MA.

A Bustling Place of Community

The Main Library's prime public interaction components will be the places that people will go in the new building to get library materials or gain information. This includes Service Desks, specific areas such as Reference Services, Adult Circulating Collection, Children's Services, and the Meeting Room Complex. The building will also house a Coffee/Gift Shop.

A Place to Reflect and Learn

Although the building's interior should be functional, it must be lively and welcoming. At the same time, the design should indicate that the Library is also a place to reflect, browse, read, and learn. The building should contain a Quiet Room so that those people reading, studying, or performing research can do so in peace. Throughout the building, however, most collection and seating areas should be "open" vis-a-vis design.

Open and Hospitable Place

The building should showcase the Main Library as an open hospitable place. There should be a transparency to the public service interiors for the onlooker. Wayfinding

should be obvious. Where feasible, natural light should also be used to contribute to an atmosphere of warmth and hospitality.

A Building to Discover

The building should pack pleasant surprises for the users. The layout may be somewhat inventive. The entry lobbies, Circulation Desk area, e-Commons, Children's Services, and Meeting Room Complex lobby should have striking decor. The rest of the building need not be as discovery oriented, but can benefit from areas that are interesting in ambiance and design.

The Library with a Touch of Nature

The building should allow people to look out to landscape and environment. This includes people sitting in patron seats or working in the staff areas. Windows that filter the natural daylight are necessary.

The Library with Human Scale

Even though the building will likely be more than one floor, it should contain open spaces for flexibility. Human scale should be conveyed throughout to avoid the users from being overwhelmed by large interiors.

A Civic Building

The upgraded/expanded or new library building will be an important civic building. Should it be a new building, it will probably be located on a site that is more central to the whole of Weymouth than the Main Library is now. Thus, its exterior should be distinctive, reflecting Town's historic heritage, and dynamic focus. As a civic institution, it should be instantly recognizable to passers-by. The building should demonstrate distinction and quality but avoid exuding opulence.

The building's exterior/interior design should be original, and not a copy of another library. The designer should take heed of Pericles' evocation to the Athenians: "We do not imitate, for we are a model to others." The designer should be challenged to create a unique solution responsive to the program, setting, and context of the project. Furthermore, the building should express a quality of permanence that will last for a generation or more. It must not look dated.

A Flexible and Functional Building

The building should be at once flexible and functional.

Flexibility

The building should be adaptable through systems' flexibility and modular design to allow for interchangeable use of spaces for collections, services and staff.

As some reorganization will be necessary during the life span of the building, changes should be able to be made gracefully and without damage to either the building's functional aspects or design. Flexibility to accommodate continual change needs to be "built into" the design from the outset. This may include expansion of the physical plant at some very future date.

The building should not only be able to accommodate the latest advances in building and library technologies, but also anticipate, and accommodate as feasible, the future evolution of these technologies.

Adaptability

The building should be adaptable and able to address major and minor changes in technology or use.

Cost Effectiveness

The building must be cost effective across the board, whether such effectiveness concerns the whole building or a small part of one of its systems. This concept must reach across architecture and engineering disciplines. The library's administration and the architects may use life cycle cost analysis in comparing costs to reach design decisions.

User Orientation

The building should be designed so that its traffic patterns are simple, comprehensible to visitors and convenient for everyday staff use.

Highly Visible Spaces

Highly visible spaces should house services and/or materials that a large number of people seek. Within the Library proper, the Popular Library and a major Service Desk (more than likely, the Circulation Desk) should be located in full view of entering patrons. Reference Services, the Adult Circulating Collection and Children's Services must be simple to locate. The design of the interior should provide major clues to where the elevator and stairs are placed. The idea is to help users understand the orientation of the interior by informing users about the organization of spaces. The building should unfold to the user in an easily understood hierarchy.

Wayfinding System

There should be an effective wayfinding system. The building should also be so intuitively laid out so that as few signs as possible will be required.

Internal Zoning

Areas that regularly have high patron traffic should be located nearer to the public entrance of their particular floor while other, more research-based elements should be located further away.

Visitor intensive zones and areas of brief but concentrated use should be easily accessible. There should be clear but flexible zones for books and other types of print, and for non-print materials.

Security may be an issue that must be addressed in the design. Any security equipment must be unobtrusive, but, at the same time, provide sufficient safety for the Library's occupants.

An Efficient Building with Integrated Systems

The library building should be an efficient structure with integrated, user-friendly, and intelligent building systems. It should be a "smart" building. Heating, ventilating, air conditioning, power and communications should be controlled by computer systems.

Borderless Library

The building should incorporate the latest technologies to transform the Library into a "borderless library" with state-of-the-art facilities and connectivity to information all over the world.

Integrated Infrastructure

The network and building systems should be tied to an optical fiber backbone. An enhanced wiring system should lead to end user stations wherever wireless is not used. The building stations should minimize energy use including the operations of power, heating, ventilation, air conditioning, vertical and horizontal conveyances, and other building services. Telephones, data and video systems should be integrated with this infrastructure. The building should also be designed for wireless computer and telephone technologies.

Optimization of Space

The design team should aim for a minimum net-to-gross ratio of at least 70%.

"Healthy" and Energy-Saving Building

The building should be energy saving in operations. It should also be a healthy building. Biologically neutral construction materials are suggested.

A Building for the Climate

The building should be designed for the climate of Weymouth, MA. Where feasible, windows should be operable.

Security

Staff Supervision

The building should be designed to provide staff with relatively clear lines of visibility in public areas. Wherever feasible, there should be a minimum of blind spots. A minimal number of staff should be able to manage the library during opening hours.

Closing the Building

The building must be simple to secure when closing at the end of the day.

Traffic Management

The building must be able to accommodate and manage large numbers of people in a quiet and comfortable way. One must not feel that the building has reached its maximum capacity.

Noise Management

While an open concept is a priority on the public service floors, and in the work areas for the staff, noise levels must be managed. Noise must not travel from floor to floor.

Durability

The structural system of the new building should last for at least fifty years. All other elements should be as per manufacturers' warranties and guarantees, and often are considered part of on-going maintenance.

Building Maintenance

Building service equipment should be organized to be accessible to maintenance repair or replacement without causing significant disturbance in the occupied space. Ease of operation should be considered in selecting mechanical and electrical equipment.

**PARTICULARS FOR COLLECTIONS, SERVICES, STAFF AND MEETING ROOM
COMPLEX**

Collection Shelving

A percentage of the general adult circulating collection could be housed in 90" high standard shelving, as it enables less square footage to be used than lower alternatives. Another percentage should be housed 66", 56" and 42" high shelving. Display shelving should be used for the Popular Library. Specialty items – e.g., end of panel display shelving, etc. – should be in evidence. (OPAC's terminals will be placed on specified end panels throughout the collections.)

Electronic software in the latest format will be distributed via the network throughout the building. Each multifunctional microcomputer will be programmed to accept or reject designated types of software, online databases, CD-ROMs/DVDs and access to the Internet.

Services

The services provided in all components of the building will complement each other so that the entire Main Library provides a comprehensive suite of services for users from all walks of life.

The building should be accessible by young adults, adults, senior citizens and persons with disabilities. In particular, the building must adhere to the Americans with Disabilities (ADA) Act.

Although staff will provide help and indepth services, the majority of services related to the collection and electronic access will continue to be self-help.

Staff

The building will contain staff offices and workrooms. Staff lunchroom will be located near staff toilets.

There will be no major increase in staff. Modest increases and redeployment will take place based on changes in services. They may be a need to add staff with specific skills. These increases are reflected in the number of furniture and service desk workstations.

Meeting Room Complex

The Meeting Room Complex will be a major attribute of the building. Besides containing a large Multipurpose Room, 4 smaller Multimedia Rooms, a Kitchen and Storage Room, it will also have Exhibit Space and a Coffee/Gift Shop. The Complex must be able to function after library hours, complete with an operating entrance and its own restrooms. At that time, access to the Main Library proper must be locked and secure.

SUMMARY OF KEY BUILDING ISSUES

Net to Gross Floor Ratio

The design team will be requested to target a net usable to gross floor area ratio of 70%. The space allocated for movement should be no less than 30% of the net floor area.

Shelving

The building program uses coefficients a) to determine the NASF required for the different types of shelving, and b) to determine their GSF using a 70% net-to-gross.

The following is a visual diagram that translates 1 linear foot to 1 square foot.

Coefficients Used to Translate from 1 Linear Foot to Net Assignable and Gross Square Feet		
Type of Shelving	NASF	GSF
66"-90" standard public shelving (5-6 shelves high)	0.7	1
90" public/non-public compact shelving (7 shelves high)	0.25	0.36
90" high staff shelving	0.5	0.71
56"h-42"h display, half-high, oversize and similar shelving	1	1.43

Floor Loading

Library floors bearing standard shelving of materials are designed for at least 150 pounds per square foot live load.³ In consideration of future flexibility, 10% of all library floors in the new building should be designed to handle 300 pounds per square foot live loads. Where feasible, during construction, the compact shelving rails should be integrated into the floor for present and future use. In the case of future use, the rails should be covered with applicable materials so that the space can house standard shelving, seating, etc.

³ Although compact shelving, rows of microform cabinets, etc. are not specified in the program, please note that they require 300 pounds per square foot live load.

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