Norwalk Public Library
Building Plan
for the
Belden Avenue Library

May 2019

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Library Development Solutions
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Executive Summary

In 2018, the Norwalk Public Library launched a strategic planning process to guide its thinking about the delivery of service and programs. This effort dovetailed with other City efforts focused on redevelopment and investment planning for the Wall Street/Belden Avenue area. The Library’s strategic planning effort invited community participation through an online survey and focus groups. This effort resulted in many recommendations including suggestions for modernizing library space.

During the planning process library and community leaders met with Connecticut Public Television to discuss the potential of co-locating CPTV studios at the library. With everyone in agreement about the positive synergy between the library and CPTV, in early 2019 plans for renovating and expanding the library and building a studio for CPTV were shared with the community.

Community response was positive. Talks will continue over the next few months to work out project details. The City of Norwalk has allocated capital funds to support the first phase of the project. This building plan describes the features that need to be included in the architectural plans for a transformed library.

This building plan describes plans for a transformed main library of approximately 60,000 square feet designed to accommodate existing and new uses of the library. The plan provides information that will help library planners and project architects design a renovated, expanded and restored library that will meet the needs for this and future generations.

Transforming the Norwalk Public Library’s Main Library

Planning for library renovations always starts with a vision for the future and a values-driven mission that focuses on community needs. As part of their recent strategic planning project, Norwalk Public Library planners adopted this vision and mission to guide their thinking about a transformed library.

Our Vision for the Library

Norwalk will become the most resident-engaged city in Connecticut, with a reimagined library at its core. A reimagined library that nurtures community engagement and the dynamic exchange of ideas, inspires creativity and learning, and enables all Norwalk residents to succeed.

Our Mission

The Norwalk Public Library changes lives everyday by providing free access to information, expertise and knowledge, and friendly, accessible, dynamic facilities.
A Transformed Library for Everyone

The Norwalk Public Library has served the community since the late 19\textsuperscript{th} Century with the founding of the South Norwalk Library in 1878 and the Norwalk Library in 1879.

These two libraries were chartered to serve different city taxing districts and remained independent until 1970 when the City created a city-wide system. Norwalk has the distinction of having two Carnegie-funded library buildings, with the Belden Avenue Library opening first in 1903 followed by South Norwalk Library in 1913. These two buildings remain functional to this day enhanced with two additions. The Belden Avenue library was last expanded in 1982, when a portion of the Carnegie Library was demolished to accommodate a sizable addition that established the Belden Avenue location as the City’s Main Library.\footnote{1 It should be noted that two other independent public libraries remain in Norwalk – the Rowayton Library, which services the 6th taxing district and the East Norwalk Public Library which serves 3rd taxing district.}

In the last 37 years, library services have changed dramatically, and library use has increased significantly. Although there have been enhancements to the Belden Avenue Library to keep up with these changes, the library has reached the end of its useful life. The existing space no longer meets community’s needs for learning, reading, viewing, community engagement, literacy, and technology, 2018 usage statistics provide a snapshot about community use of the library:

- 38,118 people (42\% of the community) have library cards
- The total number of print and digital items borrowed from the library was 442,541 plus 40,982 digital books. If residents had purchased these items individually, they would have spent more than $4.6 million.
- Norwalk residents visited the main library 540,000 times, approximately 6 visits per capita or 1,500 visitors every day.
- 41,115 people attended one of 3,200 library programs.
- 57,149 people used library computers and WiFi was used 172,606 times.

That was Then, This is Now

When the expanded Belden Avenue library opened in 1982 people came to check out books; library visits were primarily transactional – borrow a book and come back a few weeks later to return it and borrow others. People came to the library to study, use reference materials, complete research, and consult with librarians.

Consider this – in 1982 personal computers had not been invented. Smart phones, iPods, tablets, laptops, digital content and cloud streaming were the stuff of science fiction. These technologies,
which we now take for granted, have changed the way people live and work and changed the way they use libraries.

In 1982 libraries were primarily about acquiring and warehousing books. In 2019 libraries are about people, learning, interaction, work, exploration, and connectivity. A significant shift that fundamentally changes the type of facilities needed to provide library services.

New technology has brought the library into the 21st Century but it has also taken the place of prized reading areas. Reading areas designed to be open and inspiring spaces now host computers and densely packed book stacks to accommodate a collection that has grown significantly in the last 35 years. Space in which to meet and study are extremely limited. Outdated electrical, heating, cooling, and data infrastructure no longer meets current demand and will be even more inadequate in the next 5 years.

Now, 37 years since the last improvements were made to the Belden Avenue library, we are planning for Norwalk’s future.

A transformed main library will create a facility capable of providing 21st century library service. The new library will be accessible and inspiring, technologically advanced, and environmentally sustainable. A partnership with Connecticut Public Television will include a broadcast studio, offices for reporters and producers, and a digital classroom space to host Norwalk High School students, adult learners, and veterans.

Changing Communities, Changing Libraries

Public libraries across the US are reinventing themselves. Creating space to accommodate study, conversation, work, community engagement, lifelong learning, language and literacy development, and technology education for workforce development is critical to the future of Norwalk. This new space will change the service interaction between customers and staff from transactional to collaborative, with a greater emphasis on providing services such as these:

- Hands-on assistance with digital devices
- Technology education to teach customers how to use the latest hardware and software, coding, and the creation of digital content
- Information discovery from digital resources
- Reader’s advisory service tailored to individual patron needs
- Curated collections of popular, in-demand items
- Space to support those who work remotely, job seekers, entrepreneurs, collaborative learners, and students and those seeking comfortable space outside their homes
- Comfortable seating that encourages conversation and invites people to spend time in the library
- Engaging programs on a variety of topics that educate, inform, and entertain participants
- Opportunities for community engagement through facilitated discussions
- Leadership and volunteer training for pre-teens and teens
• A comprehensive program of services for children that supports early literacy and life-long reading

These trends are changing the way people seek and find information and use libraries.

1. Smartphones, tablets, and mobile computing that enable working anytime, anywhere. The iPhone and iPad introduced in 2007 and 2010 respectively changed the way people find information. People of all ages and incomes increasingly rely on mobile devices as their primary telecommunication provider and computer. **The expectation for instant access to information is part of daily life.**

2. The ever-increasing availability of free information on the Internet, making it the first-place people consult when they have a question make the **reference and information function in libraries obsolete.** People use the Internet to find information, directions, advice, content and more. The days of investing in expensive print reference resources that required extensive shelf space and a skilled librarian to answer patron questions are over. Reference resources have been replaced with subscription-based digital content available to librarians and their patrons anywhere, anytime. Information that was previously available only in print form is now free on the Internet.

3. The rapid expansion of digital content shapes the way people read and find up-to-date information. **Amazon’s Kindle, Apple’s iPad, and smartphones, along with affordable digital content, has transformed the reading experience.** It’s too soon to predict what the balance will be in reading printed vs. digital content, but it certainly has an impact on publishing and library collection development. Libraries have reduced non-fiction purchases in specific subject areas (medicine, technology, etc.) since information is often outdated by the time it is published. Public libraries are weeding collections with the focus on creating smaller, more current collections that respond to community needs and interests. The impact of this is more space that can be allocated to other uses.

4. The 2008 Great Recession, resulted in significant job losses, career changes, and a reset in the economy. Many people who lost their jobs in 2008, never went back to an office and reinvented themselves as freelancers, consultants, telecommuters, or entrepreneurs. Recent graduates are more likely to work in a “gig economy” that for an organization. **Libraries are an important part of this untethered work culture, providing space and resources to support work, technology, and community.**

5. People increasingly “live on the Web” where their news feeds are continuous, they interact with apps, and connect with others 24/7 via their smartphones, tablets, PCs, and laptops. It’s where we get our news, stay in touch with family and friends, build online communities, and document our lives; it is also an anonymous way of communicating that sacrifices face-to-face interaction. **Libraries offer an environment where people can connect AND disconnect.** People can come to libraries to attend a program, to be part of a conversation about an important topic, watch world cup soccer or election results, learn something at a program, or have a cup of coffee with a friend. These are space-intensive uses that require more seating and square footage.
Guiding Principles for the Transformation Plan

The following assumptions about the future informed the recommendations in this building program.

1. Norwalk’s population will grow modestly. 89,591 by 2025 according to CT State Data Center

2. The transformed library will attract greater interest and encourage more people to obtain library cards. We’ve estimated that 70% of the community will have library cards by 2025

3. The transformed library space will also attract more customers. We expect a 30% increase in the number of daily visits to the main library.

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>Projected 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>89,005</td>
<td>89,501</td>
</tr>
<tr>
<td>Cardholders</td>
<td>38,118</td>
<td>62,303</td>
</tr>
<tr>
<td>Annual Main Library Visits</td>
<td>540,000</td>
<td>702,000</td>
</tr>
</tbody>
</table>

4. The 1982 addition will remain in place and be totally renovated if it is determined to be structurally sound and conducive to tie-ins to proposed new additions to the building. Recently approved capital funds to support the Transformation Project will include an assessment of building conditions by a structural engineer. That assessment will determine the best structural and most cost-effective options for improving the library to meet community needs, which may include:
   - demolition of the 1982 addition and a replacement addition
   - retention and restoration of the original Carnegie Library
   - a new addition to accommodate an auditorium and CPTV

6. The renovated library will include three floors.

7. The transformed library will have a curated collection of 104,500 - 110,000 titles that reflect the community’s interests.

8. The original Carnegie Library will be restored and preserved.

The Transformed Belden Avenue Library: A Destination for All

The renovated and expanded Belden Avenue Library will be a not to be missed destination for all Norwalk residents. An overall feeling of transparency should guide the design so that people on the outside are curious enough to want to venture inside to explore and those inside the building still feel connected to the outside world. We hope the library will be a hub of activity for the community, a place to see and be seen, to explore and to engage with others.
We want to:

- Create a library that is a destination, a community anchor, and the intellectual heart of the town
- Design a building that is intentionally inclusive, interactive and innovative
- Design interiors with flexible space to accommodate future change and growth
- Create a sustainable building to serve as an example of green architecture for the community
- Ensure easy, barrier free accessibility to all
- Create a resilient building that supports the community in times of crisis

**Exterior Features**

The building should:

- Be architecturally significant and scaled to its surroundings
- Make use of glass curtainwall to bring natural light to the interiors and to enable those passing by to see activity inside the library
- Incorporate outdoor seating, reading and program areas that extend the library beyond its building envelope
- Make use of other exterior space to create terrace or stair seating
- Provide ample parking for 125 cars and 4 handicapped accessible parking spaces close to the entrance
- Provide bicycle racks and covered stroller parking
- Provide a curbside drive-up book return with access from the driver’s side of the car
- Include prominent signage to ensure that the library is easily identifiable.
- Provide exterior lighting to improve visibility and security
- Use landscaping material to enhance the building and engage people in its surroundings
- Provide barrier-free pedestrian walkways surrounding the building and connections to other downtown pathways
- Incorporate public art, e.g. sculpture, tile work, and other art work created with durable materials

**Interior Spaces**

General guidelines for the interior space design include:

- Use of natural light and streetscape views to create attractive interior spaces
- Maximum flexibility and easy adaptability to accommodate current and future uses
- Power everywhere – integrated in furniture, the floor, and walls to accommodate personal technology
- High-speed Internet access and WiFi throughout the building
- An intuitive, zoned floor plan that enables patrons to find their way with a minimum of directional signs
- LED and other energy efficient lighting
- Carpet tiles for easy upkeep and replacement
- Stone floor surfaces for high-traffic areas
Building Plan for the Belden Avenue Library  
June 2019

Seating
- Ample seating (350+) for readers and learners of all ages—including table seating, private study pods, comfortable lounge chairs, loveseats, benches.
- Reading areas with comfortable chairs and tables that take advantage of street views
- Ample personal space at shared tables to accommodate a laptop, books and papers

Collection Space and Display
- Shelving to accommodate a collection of 110,000 items (see Attachment 1 for breakdown by collection type)
- Low shelving heights (do not exceed 72–84 inches in adult and teen areas and 42”- 48” shelving for children’s fiction and nonfiction) to improve sightlines, the ability to browse, and ease of use
- Shelving with integrated lighting along the walls to preserve floor space for public use
- Sloped bottom shelves for easy viewing
- Mobile shelving units that can be easily rearranged
- Display panels at the end of book stacks
- Magazine display units like those found in newsstands or book stores
- Media display units that provide for face-out display of DVDs, audiobooks
- Display tables or face-out shelving for merchandising high-demand titles or featured collections

Signage
- Highly visible, effective and easy to change wayfinding throughout the building
- Standardization for donor or honorary recognition plaques

Service Zones
The transformed library will consist of the following areas/zones:

1. Street Zone
2. Welcome and Service Zone
3. Adult Zone
4. Children’s Zone
5. Teen Zone
6. Community Zone
7. CPTV Zone
8. Support Zone

1. Street Zone
The Street Zone should serve as transition space from outside to inside. We want that first moment of excitement and engagement to be felt upon entry. Visitors should feel welcomed, inspired and filled with promise about what they are about to experience in the library. Because the library will have both a front (street) and back (parking lot) entrance this area can serve as the library’s Main Street, an area that creates entrances that are equally important and help orient the customer as they enter the building.

Features:
- Entrances that are inviting, transparent and welcoming
- An airlock, double doors or some other way to deal with climate control
- Walk-off mats and easy to maintain flooring to accommodate a variety of weather conditions
1. Distribution Area

- A distribution area for print information about library and community events and digital displays that highlight things going on in the library
- A café and café seating
- Space that serves as a gathering place for the auditorium and entrance can be used for small events or overflow seating
- Adjacency to the CPTV Studios
- A drop-down gate that enables the Street Zone and auditorium to be used after the library closes
- Book/AV return slots that enable patrons to self-sort their returns directly into a sorting area for re-shelving
- A donor recognition wall or other installation to acknowledge private and public contributions to the library
- A connection to the library’s outdoor program space and seating

2. Welcome and Service Zone

This is a noisy, busy area that supports the library’s transactional business and provides a transition to interior library space.

Features:
- Offer a single, unified service desk that accommodates checkout and information “ask us” services. The checkout portion of the desk should have two staff workstations, and shelving behind it to accommodate material. The “ask us” portion of the desk should be at a lower level with space for one staff member and a workstation or laptop.
- Designate an area for “self-service” hold pick-ups adjacent to the checkout desk.
- Create a sorting room and staging area for returns and items to be shelved adjacent to the checkout desk.
- Provide 3 self-check kiosks near the checkout area, integrate a small shelf with each kiosk cabinet so customers can stage their materials for checkout.
- Include integrated art display system throughout the space
- Plan for integrated digital signage with professionally designed, attractive graphic displays
- Provide a Friends of the Library ongoing used book sale area for 500 -1000 items adjacent to the checkout desk so customers can easily pay for their purchases.
- Create staff workroom for the checkout/returns staff with separate office for the department head and workstations for four (4) full time staff and 2 shared workstations for part-time staff.

3. Adult Zone

The Adult Zone is the primary service area for people 18 years and older. It should accommodate a variety of uses:

Include:
- New books and media
- Adult fiction and non-fiction collection
- Media collection
- Opportunities for conversation, quiet reading, collaboration and co-working
- A “newsroom” for the magazine and newspaper collection
- Information Commons
- Group study
- Technology access and training
- Norwalk History Center
- Studio One Maker Space
- Discovery Center
- Staff Space

**New Books and Media Browsing Zone**
The New Book Browsing zone is the area of the library which has the most in-demand titles. It should have a retail feel to it and encourage people to explore the collection.

Collection Size: 2,500 new books; 150 new media titles

- Provide low retail style shelving with display lighting to accommodate new books and media
- Create space for display areas/tables to merchandise high-demand titles or genres
- Provide soft seating (chairs, ottomans, benches) interspersed in this area so customers can spend time exploring the collection

**Adult Collection**
The adult fiction and non-fiction collection will be housed in the Adult Zone. i

**NOTE: From a design perspective, it might be interesting to consider “punching a hole” between the first floor and lower level to create a better connection between the fiction and not-fiction collection. Another alternative is to expand the first-floor space with a small “bump out” on the back of the building to accommodate the both collections on a single floor.**

Adult Collection size: 46,800 items. The collection size per category is estimated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>New materials</td>
<td>2,550</td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>12,500</td>
</tr>
<tr>
<td>Adult Non-Fiction</td>
<td>9,500</td>
</tr>
<tr>
<td>Book Discussion Collection</td>
<td>1,700</td>
</tr>
<tr>
<td>World Languages</td>
<td>2,500</td>
</tr>
<tr>
<td>Large print</td>
<td>1,500</td>
</tr>
<tr>
<td>Mysteries</td>
<td>3,000</td>
</tr>
<tr>
<td>Sci-Fi/Fantasy</td>
<td>1,200</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>200</td>
</tr>
<tr>
<td>Reference (print)</td>
<td>150</td>
</tr>
<tr>
<td>Literacy, ESL</td>
<td>500</td>
</tr>
<tr>
<td>DVDs</td>
<td>10,000</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46,800</strong></td>
</tr>
</tbody>
</table>
Seating and Work Areas
People are using libraries in differently today. For that reason, it is essential to have a variety of seating and work space options in the Adult Zone. For some people the library is a place for a chance interaction with a friend or neighbor, for others a quiet place to work outside of the home and for others a space to meet with others to work on a project. Seating needs to be abundant and offer options that support the customer’s needs.

Features:
- Provide a variety of individual soft seating, table seating, individual seating space, group study space, furniture that encourages conversation
- Provide power at or near each seat location
- Provide enough room at table seats for the customer to “carve” out his or her own private work space without impinging on others. Avoid elbow to elbow seating.
- Include low privacy screens at computer tables
- Provide tables or other furniture to support collaborative work

Quiet Study Room
In a back to the future moment, a growing trend is for customers to seek quiet space in the library. A cellphone free, talk free zone that provides a comfortable work space for those who need an area to support concentration. The Adult Zone should include a glass-enclosed quiet room with a variety of seating options to support quiet study.

Fireplace Reading Area
People love to sit in front of a fireplace on a cold winter day and spend time reading. Many libraries have incorporated gas fireplaces surrounded by comfortable chairs to attract readers. Note: This is an optional feature and may be included in the final plans as an “add alternate.”

Group Study Rooms
The transformation plan should incorporate group and single use study/meeting rooms in the adult, teen and children’s areas. These are ideal spaces to support small groups that may be collaborating on a school project, an entrepreneur who needs to meet with a client, or a small group meeting. Each glass enclosed room should include table seating for 4-6 with task chairs, a large screen display that supports PC or Mac collaboration, a whiteboard, and other appropriate technology.

Conference Room(s)
The design should support at least one conference room that can accommodate 16 people. This space can be used for smaller meetings, book discussion groups, and Board meetings. The conference room should include a modular conference table, task chairs, storage cabinets, and a counter for handouts and refreshments. These rooms should also include integrated AV including a drop-down screen, data projector, smart board and teleconferencing capability.

Newsroom
This area will accommodate the library’s 75 magazine subscriptions and 20 newspaper subscriptions along with storage for 12 months of back issues for magazines and 3 months for newspapers. This area is intended to be self-service. It should be inviting and encourage people to spend some time reading. In addition, include tethered tablets that can be used to access the library’s digital
magazines and newspapers. This enables multiple uses at one time. Depending on how this space is designed it may be possible to transform this room into a small program room that accommodates 40 people. The space should be outfitted with an AV system, screen, storage space for meeting chairs.

**Media Zone**
This area will support the library’s adult DVD and audiobook collection. This should be planned as transitional space since these formats are close to “end of life” as a result of widely available and increasingly affordable streaming options.

DVD Collection Size: 10,000  
Audiobook Collection Size: 1,500

Include:
- Mobile shelving and displays designed to accommodate media
- Easy to browse

**Technology Center**
The Technology Center offers a teaching space for computer, software and application training. The space should accommodate 12-14 students and an instructor.

Include:
- 14 iMacs and one instructor iMac
- An instructor podium, smart screen, data projector, and other state of the art teaching tools
- Mobile tables and chairs that can easily be reconfigured
- Hi-top café tables and stools for laptop users
- Hi-end software and productivity tools
- Locked storage for devices
- An office for the Technology Librarian

**Norwalk History Center**
Because of the historical nature of this collection, it would be desirable to find a home for it in the original Carnegie library where it currently resides. This collection of 3,000 items about Norwalk history should allow for limited growth. The collection is intended to expose people to the City’s unique history and development, pique curiosity to explore more on their own, and support the school curriculum’s local history project. The collection should be protected but accessible. As more of the collection becomes available in digital format it will require additional computers. Valuable or rare materials should be housed in a climate-controlled area.

Include:
- Locking glass display cases for special collections or objects
- Integrated hanging system for art
- Provide for archival storage
- file cabinets and a map case
- Include table and chairs for research area
Copy Center
The copy center should be centrally located adjacent to the teen and adult zones. It provides equipment for replication and printing.

Include:
- Copier
- Scanner
- Printer
- Fax Machine
- Shredder
- Print release station
- Payment station

Staff Space
Ideally, the Adult Services staff offices should be located adjacent to the public service area. This enables the team to provide additional assistance during busy times of the day.

Include:
- A separate office for the department manager
- A large, shared office space that can accommodate 6 staff members including workstations and task chairs, a file pedestal at each workstation, and locking personal storage above each desktop, shelving, a storage closet and a small conference table for impromptu department meetings

4. Children’s Zone
The Children’s Zone should provide a busy and dynamic space for children ranging from infant to 5th grade. This area should be further subdivided to include separate spaces for toddlers, preschoolers and elementary school children. The entire area must be appeal to a wide range of ages and not feel too child-like. Glass walls or soundproof material should separate this area from the other library spaces.

Children’s Zone Collection Size:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New fiction and non-fiction</td>
<td>2,000</td>
</tr>
<tr>
<td>Fiction</td>
<td>11,500</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>13,000</td>
</tr>
<tr>
<td>Easy readers</td>
<td>2,500</td>
</tr>
<tr>
<td>Picture books</td>
<td>13,000</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>1,300</td>
</tr>
<tr>
<td>Summer Reading</td>
<td>2,500</td>
</tr>
<tr>
<td>Media: DVDs</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>47,800</strong></td>
</tr>
</tbody>
</table>

Include:
- Stroller parking
- An approachable, low service desk with seats for two staff members and mobile kiosks/tablets to deploy during busy times such as summer reading and special events
- One or two self-check kiosks
- A seating area where preschool children and their parents can explore books together in a loveseat or oversized chair
- Child sized seating with a variety of options – little tables and chairs, intermediate sized tables and chairs, picture book tables, small moveable benches or bean bags
- Furniture that is mobile or has the capacity to be easily moved.
- Two separate computer clusters: one for preschool kids; the other for older kids. Both areas with computer tables that provide data and power for secured tablets or PCs
- Quiet space for children who need less stimulation
- Low book shelves, display areas, and slat wall or interactive play features on stack ends, walls and within the space
- A hanging system and gallery space and display units for children's artwork and exhibits
- Bulletin board and display areas
- A story room for 50 children and a separate craft/tinker space room for 25 children
- Storage space for craft materials, giveaways, summer reading incentives
- Space to store a laptop cart
- Low shelving, maximum 48”, for the children's fiction and non-fiction collection
- Display shelving for new materials
- Picture book shelving that allows for face out browsing, 24” height

Staff Space

Include:

- A separate office for the department manager
- A large, shared office space that can accommodate 4 staff members including workstations and task chairs, a file pedestal at each workstation, and locking personal storage above each desktop, shelving, a storage closet and a small conference table for impromptu department meetings
- A countertop work area, small sink, and small conference table for impromptu department meetings

5. Teen Zone

The teen area (Teen Zone) should be vibrant, sophisticated space that can accommodate 40–50 students ranging from 6th grade through high school. Glass walls or soundproof material are needed to separate this area from other areas of the library yet allow for visual supervision. Depending on the space available the “teen zone“ may be subdivided to provide separate areas for “tweens“ (children in grades 6-8) and “teens“ in grades 9-12. Often the interests of these two age groups is different and predominant use by one group may inhibit use by the other. If possible, the Teen Zone should be adjacent to the Children's Zone but separate space.

Teen Zone Collection:

<p>| New fiction + non-fiction | 500 |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction</td>
<td>4,000</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>2,500</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>400</td>
</tr>
<tr>
<td>Summer reading</td>
<td>2,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9,900</strong></td>
</tr>
</tbody>
</table>

Include:
- A service kiosk for the teen librarian
- An office for the teen librarian
- A combination of seating (mobile tables and chairs, soft seating, sofas, ottomans, and other options attractive to teens) to accommodate 40–50 people
- An adjacent soundproof area for group study and group meetings
- Mobile shelving to accommodate future changes
- Proximity to the children’s room or maker’s space and technology center or CPTV space
- A public computer area with 8 fixed computers to support collaboration and gaming
- A portable laptop cart to accommodate 20 devices for check out and for use in the library

6. Community Zone

Community meeting space is in short supply in Norwalk and library patrons are always seeking space for large and small gatherings. In libraries across the U.S. meeting space is an important part of library service. The renovated and expanded library should include the following meeting spaces.

Auditorium Performance Space
A raked, fixed seat auditorium with capacity for 300 including exterior access to the “streetzone” for use after library hours

Include:
- Raised stage that enable performers to be seen from all parts of the room
- Storage room for equipment associated with this space
- Full audiovisual system including microphones, amplification equipment for the hearing impaired, a presentation screen, data projector, and podium with the capacity to accommodate laptops
- An adjacent kitchen with range, refrigeration, sink, cabinets, counter space and storage

Community Room
Program space that can be subdivided for large and small library programs

Include:
- Seating for 175 people
- Stacking chairs and storage
- Speaker's podium
- Full AV system, including microphones, amplification equipment for the hearing impaired, a presentation screen, data projector, and podium with the capacity to accommodate laptops
Classrooms/Conference Rooms
Two classrooms with seating for 25-30 people that are easily accessible to the adult, teen CPTV zones. This space can be used for formal class instruction, literacy and English as a second language training.

Include:
- Mobile tables and task chairs for 30 people
- Full AV capability
- Instructor’s smart podium
- White board/smart board

This space is intended to support hands-on learning. It will be open to teens and adults. According to makerspaces.com, a makerspace is a collaborative work space for making, learning, exploring and sharing that uses high tech to no tech tools. These spaces have a variety of maker equipment including 3D printers, laser cutters, soldering irons and even sewing machines. The maker mindset creates something out of nothing and enable people to explore their own interests. These spaces are also helping to prepare those who need the critical 21st century skills in the fields of science, technology, engineering and math (STEM). They provide hands on learning, help with critical thinking skills and even boost self-confidence. Some of the skills that are learned in a makerspace pertain to electronics, 3D printing, 3D modeling, coding, robotics and even woodworking. Makerspaces are also fostering entrepreneurship and are being utilized as incubators and accelerators for business startups.

Include:
- Counters and storage cabinetry to 3D printers, color printer, STEAM projects and other equipment
- Moveable tables and chairs that can be easily rearranged depending on the project
- Mobile carts to accommodate supplies
- Space to display items that are manufactured

7. Connecticut Public Television Zone
This area should provide space for Connecticut Public Television and the hand-on learning area for the library which includes technology education, a makers’ space, digital media lab.

Allocate approximately 6,000sf for broadcasting Studio and associated space
8. Support Zone

The support zone provides back of house support for a variety of library functions including collection management, administration, facilities management, and technology support.

**Collection Management and Technical Services**
The collection management and technical services team support the acquisition, cataloging and management of the collection including discarding material no longer needed in the collection.

This space should include:
- A delivery entrance and loading dock adjacent to this area
- Shelving for staging materials
- A counter or tables for packing and unpacking boxes
- Storage area for supplies
- Storage and space for 6 book carts
- A separate office for the department manager
- A large, shared office space that can accommodate 5 staff members including workstations and task chairs, a file pedestal at each workstation, and locking personal storage above each desktop, shelving, a storage closet and a small conference table for impromptu department meetings
- A countertop work area and small sink

**Facilities Management**

This area should be the central control spot for building systems and provide a small office for the facilities manager.

Include:
- Desk and workstation for 3 staff
- Separate office for the facilities manager with a dedicated computer for building system information
- Security and alarm system control center
- HVAC and other building system controls
- Storage for building equipment – snow plow, lawn mowers, etc.

**Staff Lounge**

This area is intended as shared staff space for breaks and meals as well as a place to relax when not working with customers.

Include:
- Kitchenette (microwave, toaster oven, full-size refrigerator, range, coffee maker)
- Table seating for 20
- Comfortable seating for 10
- Cubbies or lockers for those staff who lack locked storage at their workstation
**Administrative Suite**
The administrative suite will house the director, assistant director, administrative assistant, and marketing and graphics coordinator.

Include:
- Director and assistant director’s office should include an executive workstation and small conference table for meetings, bookcases and locked storage.
- Administrative assistant should have a receptionist desk, locked storage for supplies.
- This area should include a small conference room that can be used for private meetings with staff, board members and others.
- This suite should include a coat rack and seating for guests.
- Marketing and graphics coordinator workstation or office should include adequate area for layout and supplies.

**Technology**
Technology is integral to the delivery of library service but how and where access to technology is provided is changing rapidly. The technology portion of the Building Program should be the last thing to be developed but can be used to provide targets for now.

Include:
- **IT/Server Room**
The IT/Server Room should accommodate the library’s physical servers, cabling, security and other business enterprise systems. This space should also include a workbench or staging space for the repair and deployment of PCs and other electronic devices. Storage should be provided for power cords and other computer and IT peripheral devices.

Other items to be considered for the technology plan include:
- The type of cabling to be used for data support (CAT 6 or higher, fiber optic?)
- Raised flooring or core drilling for cabling and access?
- The number of fixed PCs to be provided for public and staff use, 3 laptop carts (one each for teens, children and adults) to support mobile computing, and tablets for information access in the adult, teen, and children’s zones.
- The number of dedicated catalogs and location
- # of computer reservation stations
- Security system for materials (yes or no) and type Radio Frequency Identification (RFID) technology or other
- Robust wireless accessibility in every part of the building
- Integrated circuits and electrical outlets in all furniture, floors, walls

**Non-assignable space**
Every building has “non-assignable space” that supports things like restrooms, emergency stairways, elevators, storage, corridors and circulation patterns, etc. The percentage of non-assignable space as a ratio to other space depends on the building design. Most likely the non-assignable space will add another 25-30% to the overall square footage but this is dependent on the building design and whether or not existing space will be renovated or built new.
Attachment One
Space Allocation Summary
Assumptions:
1. Approximately 60,000 square feet of space on three levels
2. Target collection size of 100,000 items
3. Existing library to be totally renovated
4. Two entrances – Belden Avenue and parking lot
5. New space added to support programs, large meetings and after-hours usage
6. Building designed for maximum flexibility
7. Windows added for more natural light
8. CPTV to occupy first floor space for production studios

<table>
<thead>
<tr>
<th>Functional area</th>
<th>sf</th>
<th>Mat’ls</th>
<th>Seats</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exterior entrances</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belden Ave</td>
<td>300</td>
<td></td>
<td></td>
<td>Provide a reimagined main entrance to the library that is more transparent and welcoming. Include ramping to accommodate people with disabilities and strollers, etc. Provide bicycle racks. Landscaped exterior with hardscape and planting that extends the library outside during warmer weather, includes chairs, tables, benches, umbrellas. This “piazza” type of space can be named “library plaza” or named after a well-known local person. Include digital screen and area for print giveaways. This area can be used for library programs.</td>
</tr>
<tr>
<td>Parking Lot</td>
<td>300</td>
<td></td>
<td></td>
<td>Provide a newly designed entrance convenient to parking. This is likely to become a heavily used entrance. Include digital screen and area for print giveaways.</td>
</tr>
<tr>
<td>Interior Lobby</td>
<td>300</td>
<td>8</td>
<td></td>
<td>Provide bench seating.</td>
</tr>
<tr>
<td>Café</td>
<td>500</td>
<td>25</td>
<td></td>
<td>Provide café tables and chairs, counter height seating, kitchen/counter area</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>1,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Welcome, Checkout and Return Service Point</strong></td>
<td>300</td>
<td>100</td>
<td>3</td>
<td>Bibliotheca self-service kiosks for checkouts, low counter for stacking books and media</td>
</tr>
<tr>
<td>Self-service kiosks</td>
<td>100</td>
<td></td>
<td></td>
<td>Self-service, free standing compact kiosks for checkout; low counter for staging books and media</td>
</tr>
<tr>
<td>Self-service holds</td>
<td>100</td>
<td>250</td>
<td></td>
<td>Shelving for patron pickup of items requested for holds</td>
</tr>
<tr>
<td>Checkout and returns</td>
<td>300</td>
<td>100</td>
<td>3</td>
<td>Manual checkout, return, library card registrations, and directional assistance</td>
</tr>
<tr>
<td>Workroom for material handling and staff</td>
<td>900</td>
<td>500</td>
<td>6</td>
<td>Efficiently designed workroom to seat staff. The managing librarian should have a separate office. Workstations around the perimeter of the office rather than desks to maximize space. Consider materials handling system. Shelving to accommodate 500 returned items and book carts.</td>
</tr>
<tr>
<td>Print, scan, copy</td>
<td>200</td>
<td></td>
<td></td>
<td>Separate alcove space for copy-scanner-printers-pay stations</td>
</tr>
<tr>
<td>Subtotal</td>
<td>1,900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adult Zone</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New books</td>
<td>600</td>
<td>3000</td>
<td>16</td>
<td>Browsing area for new books, include face out shelving and display tables, soft seating for readers, retail-type lighting to highlight displays</td>
</tr>
<tr>
<td>New adult media</td>
<td>50</td>
<td>300</td>
<td></td>
<td>DVDs, include space for display</td>
</tr>
<tr>
<td>Fiction</td>
<td>1,400</td>
<td>12,500</td>
<td></td>
<td>Note: DVDs are a rapidly declining format. Depending on construction date determine whether to include or not</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>1,200</td>
<td>9,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVDs</td>
<td>1,000</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audiobooks</td>
<td>200</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large print</td>
<td>150</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World Language</td>
<td>400</td>
<td>2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mysteries</td>
<td>300</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sci Fi/Fantasy</td>
<td>120</td>
<td>1,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Novels</td>
<td>40</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>25</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literacy/ESL Collection</td>
<td>50</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsroom</td>
<td>900</td>
<td>75</td>
<td>20</td>
<td>Magazines (digital and hard copy, current only) newspapers, digital screens for news, soft seating for readers, tethered iPads for digital magazines, presentation screen and storage for chair. This room can also be converted to a small program room for 40 people</td>
</tr>
<tr>
<td>Fireplace reading</td>
<td>250</td>
<td>10</td>
<td>10</td>
<td>Remote controlled, gas fireplace; soft seating for 10 people</td>
</tr>
<tr>
<td>Quiet study</td>
<td>900</td>
<td>25</td>
<td>25</td>
<td>Glass walled room with table and task chair seating for 25 people; may also include collection</td>
</tr>
<tr>
<td>Individual reader seats</td>
<td>2500</td>
<td>100</td>
<td>Variety of seating throughout the adult services area</td>
<td></td>
</tr>
<tr>
<td>Information Commons</td>
<td>2500</td>
<td>75</td>
<td>Public access computers fixed and laptops for personal computing, information access, and access to library databases. Small reference collection. Service point for staff. Should include a table where staff can provide hands on instruction on how to use devices, highlight the database or app of the day.</td>
<td></td>
</tr>
<tr>
<td>Tech Center</td>
<td>700</td>
<td>14</td>
<td></td>
<td>Instructional space and productivity software. Instructor podium, projection, table and café type table seating</td>
</tr>
<tr>
<td>Collab Rooms</td>
<td>1,200</td>
<td>40</td>
<td>10</td>
<td>10 soundproof, small glass-walled rooms to seat 2-6 ppl; smart screens</td>
</tr>
<tr>
<td>Norwalk History</td>
<td>2,000</td>
<td>3000</td>
<td>12</td>
<td>Intended for Carnegie Building; incorporate closed stacks and work area</td>
</tr>
<tr>
<td>Conference room</td>
<td>400</td>
<td>16</td>
<td></td>
<td>Conference room for meetings/book discussions</td>
</tr>
<tr>
<td>Used book store</td>
<td>225</td>
<td>1000</td>
<td>4</td>
<td>Separate area for Friends used book sale, display shelving and lighting</td>
</tr>
<tr>
<td>Studio One</td>
<td>600</td>
<td>12</td>
<td></td>
<td>Space for hands-on learning; include shelving and locking storage for supplies and equipment</td>
</tr>
<tr>
<td>Staff space</td>
<td>900</td>
<td>6</td>
<td></td>
<td>Offices for department manager and staff</td>
</tr>
<tr>
<td>Customer service desk</td>
<td>300</td>
<td>50</td>
<td>2</td>
<td>Customer service point</td>
</tr>
<tr>
<td>Tech Discovery/Help</td>
<td>400</td>
<td>10</td>
<td></td>
<td>Counter height tables and seating for individual assistance with devices and apps</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>18,310</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Room Type</td>
<td>Square Feet</td>
<td>Number</td>
<td>Description</td>
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<tr>
<td>---------------------------------</td>
<td>-------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Children’s Zone</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer service desk</td>
<td>300</td>
<td>50</td>
<td>Small approachable service point for two staff members</td>
<td></td>
</tr>
<tr>
<td>Stroller parking/backpack storage</td>
<td>100</td>
<td></td>
<td>Area near entrance for strollers and backpack storage</td>
<td></td>
</tr>
<tr>
<td>Kids Gallery</td>
<td>150</td>
<td></td>
<td>Gallery space for exhibition of child-produced art work</td>
<td></td>
</tr>
<tr>
<td>New Book browsing area</td>
<td>300</td>
<td>2,000</td>
<td>Browsing area for new children’s books, include face out shelving and display tables, soft seating for readers, retail-type lighting to highlight displays</td>
<td></td>
</tr>
<tr>
<td>Toddler and early readers</td>
<td>3000</td>
<td>15,500</td>
<td>Low shelving with face-out display for little readers; could be sorted by genre, e.g. fairy tales, animal stories, things that move. This area should be designed to encourage exploration and play. Include soft seating/loveseats where parents and children can enjoy a book together; manipulative toys, etc.</td>
<td></td>
</tr>
<tr>
<td>Parent Corner</td>
<td>200</td>
<td>750</td>
<td>An area dedicated to books on parenting. Provide seating so parents can interact with each other</td>
<td></td>
</tr>
<tr>
<td>Story room</td>
<td>500</td>
<td>50</td>
<td>Dedicated room for story hours</td>
<td></td>
</tr>
<tr>
<td>Reading Terrace</td>
<td>400</td>
<td>50</td>
<td>Outdoor reaching terrace if on second floor, café tables and umbrellas: OPTIONAL NOT IN TOTAL SF</td>
<td></td>
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<tr>
<td>Nursing Mom Room</td>
<td>100</td>
<td>2</td>
<td>Private space for nursing moms</td>
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<tr>
<td>After school study and hangout space</td>
<td>1500</td>
<td>40</td>
<td>Area designed to attract elementary aged students after school. Provide space for students to work collaboratively and to work privately with tutors.</td>
<td></td>
</tr>
<tr>
<td>Craft and maker space</td>
<td>1,250</td>
<td>50</td>
<td>Dedicated space for crafts and making</td>
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<tr>
<td>Study rooms</td>
<td>400</td>
<td>16</td>
<td>4 Quiet study rooms for group projects</td>
<td></td>
</tr>
<tr>
<td>Fiction and non-fiction stacks</td>
<td>2,830</td>
<td>26,500</td>
<td>Low shelving, no more than 48” in height</td>
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<tr>
<td>Children’s media</td>
<td>250</td>
<td>2,000</td>
<td>DVDs, kits, etc.</td>
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</tr>
<tr>
<td>Tech Zone</td>
<td>700</td>
<td>20</td>
<td>PCs, tablets, laptops</td>
<td></td>
</tr>
<tr>
<td>Staff space</td>
<td>900</td>
<td>6</td>
<td>Office for dept. manager and 5 staff members</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>13,150</strong></td>
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<tr>
<td><strong>Teen Zone</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hangout space</td>
<td>900</td>
<td>20</td>
<td>Moveable tables and seating</td>
<td></td>
</tr>
<tr>
<td>Tech Zone</td>
<td>600</td>
<td>15</td>
<td>PCs, laptops, tablets, digital media production</td>
<td></td>
</tr>
<tr>
<td>Service kiosk</td>
<td>100</td>
<td>30</td>
<td>Low approachable desk</td>
<td></td>
</tr>
<tr>
<td>Study rooms</td>
<td>400</td>
<td>16</td>
<td>4 Quiet study rooms for group projects</td>
<td></td>
</tr>
<tr>
<td>New books</td>
<td>75</td>
<td>400</td>
<td>Low display units</td>
<td></td>
</tr>
<tr>
<td>Teen fiction</td>
<td>150</td>
<td>1000</td>
<td>Wall shelving</td>
<td></td>
</tr>
<tr>
<td>School reading titles</td>
<td>25</td>
<td>250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic novels</td>
<td>50</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff space</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>2,450</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community Zone</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance space</td>
<td>3000</td>
<td>300</td>
<td>Raked auditorium with seating for 300 people</td>
<td></td>
</tr>
<tr>
<td>Community room</td>
<td>1750</td>
<td>175</td>
<td>Program space with seating for up to 175 – space that can be subdivided</td>
<td></td>
</tr>
</tbody>
</table>
### Building Plan for the Belden Avenue Library

**June 2019**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Required Space</th>
<th>Estimated Space</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Classrooms</strong></td>
<td>250</td>
<td>50</td>
<td>2 classrooms for 25-30 people each and instructor podium</td>
</tr>
<tr>
<td>Adult literacy</td>
<td>200</td>
<td>1000</td>
<td>12</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>5,200</strong></td>
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</tr>
<tr>
<td><strong>Support Zone</strong></td>
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<td></td>
</tr>
<tr>
<td>IT/Server Room</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloging, processing, etc</td>
<td>600</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Staff room and lockers</td>
<td>600</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Admin offices</td>
<td>950</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>2,500</strong></td>
<td>14</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total Library</strong></td>
<td><strong>44,910</strong></td>
<td></td>
<td>Note: this is an estimate of the amt. of space needed and is dependent on collection size, staffing, building layout, etc.</td>
</tr>
<tr>
<td>CPTV</td>
<td>6,000</td>
<td></td>
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</tr>
<tr>
<td><strong>Total CPTV and Library</strong></td>
<td><strong>50,910</strong></td>
<td></td>
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<tr>
<td>Non-assignable space</td>
<td>10,000</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Building</strong></td>
<td><strong>60,910</strong></td>
<td></td>
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</tr>
</tbody>
</table>
1. Transformation Project Overview
The Transformation project will reimagine the Norwalk Public Library’s existing space and create additional space to support current and projected library use. Norwalk’s last significant investment in the Main Library was more than 35 years ago when a new addition opened in 1982. In the years since the space was originally designed library use has changed dramatically. Services, technology and programs that the community now takes for granted were not even imagined when the renovated Main Library reopened in 1982. The current library no longer meets the needs of the community.

2. Functional Areas
The Transformed Library will include the following zones and functional areas. These are described in more detail in the Functional Area Specifications section of this document.

The Street Zone includes:
- Belden Avenue and parking lot entrances
- Access to the new auditorium and lobby during and after business hours
- Access to the CPTV studio and media center
- Community and library information distribution center
- The Café including and bistro seating

The Welcome and Service Zone includes:
- Access to the library
- A service point for checkouts/returns and information
- Self-service hold pickup
- Self-checkout kiosks
- Materials handling and staff offices

The Adult Zone includes:
- Ask Us service point
- Collection neighborhoods (fiction and non-fiction)
- Abundant displays for new books and media
- Tech Discovery Center for technology support, teaching demos about library resources and apps, consultation with library staff, and highlighting digital content
- Print, scan, copy center
- Comfortable seating areas
- Technology Center
- Quiet Reading Room
- Fireplace reading area. Note TBD. Gas fired fireplace. Could be included as an Add Alternate on Plan
- Newsroom
- Norwalk History Center Note: planned for the renovated Carnegie Library
- Collaboration Rooms
The Children’s Zone includes:
- Ask Us service point
- Collection neighborhoods
- Abundant displays for new books and media
- Collaboration rooms to support group study, homework help and tutoring
- Abundant displays for new books and media
- Technology hubs for pre-school and school-aged children
- Story room and activity center
- Fish tank or other iconic feature that makes the children’s zone special
- Designated area for toddlers and preschoolers
- Designated area for school-aged children
- Gallery space to showcase children’s art work
- Youth Services staff offices

The Teen Zone includes:
- Ask Us service point
- Collection neighborhoods
- Abundant displays for new books and media
- Technology hub
- Furniture that can be easily reconfigured
- Soft seating

The Community Zone includes:
- Auditorium Space
- Community Room
- Conference/Classroom
- Adult Literacy

The Support Zone includes:
- Staff offices
- Administrative Offices
- Staff lounge
- Staff lockers
- Shipping and receiving
- Storage

3. Target Collection Size
The size of the collection requires a significant allocation of space to support easy discovery and increase use. In the past libraries packed their collection in dense stack areas typically on 72” – 96” high, unattractive metal shelving with 36” aisles. In the last 10 years, we’ve learned a great about how best to get our collections off the shelves and into the hands of our readers. We’re moving from providing space for ever expanding collections to providing current, curated collections that respond to the reading interests of our community. Increasingly we are offering those curated collections in both print
and digital formats. And, instead of building dense stack cores we are using the walls of the library to house collections with attractive shelving and lighting so space can be reallocated to people.

For example:

1. People who use public libraries tend to look for current and popular material
2. Densely packed shelving with books arranged end on end tends to discourage browsing and the serendipity of finding that book you never expected to read
3. Libraries that have reduced the size of their collections typically report significant increases in the number of items borrowed
4. Many libraries are experimenting with a hybrid location system that incorporates the Dewey Decimal Classification into a series of neighborhoods

The Norwalk Public Library Main Library staff have considered the current collection size and identified a collection size target that will service the community. Table 1 provides detail about the proposed collection distribution.

Table 1
Norwalk Public Library Main Library Collection Targets

<table>
<thead>
<tr>
<th>Adult Zone</th>
<th>Size</th>
<th>Type of Shelving</th>
<th>SF Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>New fiction and non-fiction</td>
<td>2,550</td>
<td>Low, display tables</td>
<td>255</td>
</tr>
<tr>
<td>Fiction</td>
<td>12,500</td>
<td>Free standing and wall shelving</td>
<td>1,250</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>9,500</td>
<td>Free standing and wall shelving</td>
<td>950</td>
</tr>
<tr>
<td>Book Group Collection</td>
<td>1,700</td>
<td>Low, display tables</td>
<td>170</td>
</tr>
<tr>
<td>World Language</td>
<td>2,500</td>
<td>Free standing and wall</td>
<td>250</td>
</tr>
<tr>
<td>Large-print</td>
<td>1,500</td>
<td>Low, easy to read</td>
<td>150</td>
</tr>
<tr>
<td>Mystery</td>
<td>3,000</td>
<td>Wall shelving</td>
<td>300</td>
</tr>
<tr>
<td>Science Fiction/Fantasy</td>
<td>1,200</td>
<td>Wall shelving</td>
<td>120</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>200</td>
<td>Wall shelving</td>
<td>20</td>
</tr>
<tr>
<td>Reference</td>
<td>150</td>
<td>Low, free standing and wall shelving</td>
<td>15</td>
</tr>
<tr>
<td>Literacy/ESL</td>
<td>500</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>DVDs</td>
<td>10,000</td>
<td>Media shelving</td>
<td>1,000</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>1,500</td>
<td>Media shelving</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Adult</strong></td>
<td><strong>46,800</strong></td>
<td></td>
<td><strong>4,680</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Newsroom</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Magazines</td>
<td>75</td>
<td>Display shelving</td>
<td>75</td>
</tr>
<tr>
<td>Newspapers</td>
<td>20</td>
<td>Racks</td>
<td>20</td>
</tr>
<tr>
<td>Title Storage for 12 months</td>
<td>75</td>
<td>Under display shelving</td>
<td>70</td>
</tr>
<tr>
<td><strong>Total Newsroom</strong></td>
<td><strong>170</strong></td>
<td></td>
<td><strong>170</strong></td>
</tr>
</tbody>
</table>

| Children's Zone             |       |                          |             |
### Building Plan for the Belden Avenue Library

#### June 2019

**Library Development Solutions | www.librarydevelopment.com**

<table>
<thead>
<tr>
<th>Volume Type</th>
<th>Recommended Depth (inches)</th>
<th>Volumes per Linear Foot of Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>New fiction and non-fiction</td>
<td>2,000</td>
<td>Wall shelving, 60”; display tables 200</td>
</tr>
<tr>
<td>Fiction</td>
<td>11,500</td>
<td>Wall shelving, 60”                1150</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>13,000</td>
<td>Wall shelving, 60”                1300</td>
</tr>
<tr>
<td>Picture books</td>
<td>13,000</td>
<td>Low shelving, 42” or bins         1300</td>
</tr>
<tr>
<td>Easy Readers</td>
<td>2,500</td>
<td>Low shelving, 42”                 250</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>1,400</td>
<td>Wall shelving, 60”                140</td>
</tr>
<tr>
<td>Media: DVDs</td>
<td>2,000</td>
<td>Shelving with handing units       200</td>
</tr>
<tr>
<td>Summer reading</td>
<td>2,500</td>
<td>Mobile shelving                   250</td>
</tr>
<tr>
<td><strong>Total Children</strong></td>
<td><strong>47,800</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4,780</td>
</tr>
</tbody>
</table>

**Teen Zone**

<table>
<thead>
<tr>
<th>Volume Type</th>
<th>Recommended Depth (inches)</th>
<th>Volumes per Linear Foot of Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>New fiction and non-fiction</td>
<td>500</td>
<td>Low shelving, display tables     50</td>
</tr>
<tr>
<td>Fiction</td>
<td>4,000</td>
<td>Wall shelving, 72”               400</td>
</tr>
<tr>
<td>Non-fiction</td>
<td>400</td>
<td>Wall or stacks, 72”              40</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>2,500</td>
<td>Wall or stacks, 72”              250</td>
</tr>
<tr>
<td>DVDS</td>
<td>2,000</td>
<td>Media shelving                   200</td>
</tr>
<tr>
<td>Summer reading</td>
<td>2,500</td>
<td>Mobile shelving                   250</td>
</tr>
<tr>
<td><strong>Total Teens</strong></td>
<td><strong>9,900</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>990</td>
</tr>
</tbody>
</table>

**Norwalk History Room**

<table>
<thead>
<tr>
<th>Volume Type</th>
<th>Recommended Depth (inches)</th>
<th>Volumes per Linear Foot of Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,000</td>
<td>Wall shelving, 72” with special shelving for oversize materials, locked shelving for rare or valuable items</td>
<td>300</td>
</tr>
</tbody>
</table>

**Estimated Total SF Required for Collection**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>10,920-12,000</th>
</tr>
</thead>
</table>

There are several formulas for determining the space required for collections:

**Shelf Capacity and Shelf Depth Excerpted from:**  [https://libraryarchitecture.wikispaces.com/Shelving](https://libraryarchitecture.wikispaces.com/Shelving)

Shelf Capacity is the number of volumes capable of being shelved on a linear foot of shelf. Standard book stacks are 90" high by 36" wide and have 7 shelves. Therefore, a typical shelf has 3 linear feet of storage. The number of volumes that can be stored per shelf varies depending on the material. For example, references books take up more space than fiction books.

Shelf depths range between as little as 6 inches for some AV materials to 16 inches for flat newspaper storage or oversize books. Standard shelf base depths are 8 inches (rarely used today), 10 inches (most common) and 12 inches (for Reference, Easy picture books & flat periodical storage) (Bryan, 2007) (Siems & Demmers, n.d.). Average volume size and recommended shelf depth for various media types have been calculated to aid libraries in their calculations:

<table>
<thead>
<tr>
<th>Volume Type</th>
<th>Recommended Depth (inches)</th>
<th>Volumes per Linear Foot of Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encyclopedias</td>
<td>12</td>
<td>6</td>
</tr>
</tbody>
</table>
Using the average units per linear foot of shelf for fiction (8), the equation for the capacity of a single facing shelf is:

\[8 \text{(volumes per linear foot)} \times 3 \text{(linear feet)} \times 7 \text{(shelves)} = 168 \text{ volumes of fiction}\]

Other collection browsing considerations to be factored into the amount of space required for the collection:

- High tables or seating near the art collection or other oversize books to allow for easy browsing
- Display shelving among the regular shelving to allow for face out, featured book displays
- Space for browsing can without impediments, e.g. keep seating a distance from wall shelving
- Bookstore-like signage to help customers locate material.
- The Anythink Library, Thornton, Co. has developed useful guidelines for thinking about display and merchandising of library collections.

The Connecticut State Library's Space Planning Guidelines calculate collection space using these guidelines:

- The number of volumes divided by 10 = square feet required for collection
- The number of non-print titles /10 = square feet required for the collection
- Current periodicals require 1sf per title

5. General Guidelines for Designing the Norwalk Public Library’s New Space
The renovated and expanded Norwalk Public Library should become a not-to-be-missed destination for all Norwalk residents. The project goals are to:

- Create a library that is a destination, community anchor, and intellectual heart of the town
- Design a building that is inclusive, interactive and innovative
- Create interior space that is flexible and easily adaptable to accommodate future change and growth
- Provide barrier free access to all
Incorporate energy efficient systems and green technology to reduce the building's carbon footprint.

To accomplish these goals the architects should incorporate the following into their design for the building:

a) Power outlets everywhere. Today's libraries need to provide abundant power for customers.
b) Plan a flexible interior floor plan with furniture that can be easily moved and reconfigured.
c) Integrate wire management into tables and seats.
d) Provide large screens for public PCs.
e) Provide adjustable lighting throughout the space (all lights on, all lights off, dimmable lighting, spotlights, etc.)
f) Take advantage of natural light and views but provide solar shades or other glass management solutions to reduce light glare.
g) Use carpet (tiles) to help control sound.
h) Use tile or other durable flooring material in high traffic areas.
i) Provide the ability to control temperature in the building and remotely (24/7) using HVAC software. Offer the ability to control individual room temperature (several degrees up or down) within a room.
j) Offer a gallery hanging system throughout the space.

6. Proposed Building Size
Table 2 provides a target for the proposed building size based on the functional areas identified in the Building Program and specifications for each space.

<table>
<thead>
<tr>
<th>Street Zone</th>
<th>1,400sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Service Zone</td>
<td>1,900sf</td>
</tr>
<tr>
<td>Adult Zone</td>
<td>18,310sf</td>
</tr>
<tr>
<td>Children’s Zone</td>
<td>13,150sf</td>
</tr>
<tr>
<td>Teen Zone</td>
<td>2,450sf</td>
</tr>
<tr>
<td>Community Zone</td>
<td>5,200sf</td>
</tr>
<tr>
<td>CPTV</td>
<td>6,000sf</td>
</tr>
<tr>
<td>Support Zone</td>
<td>2,500sf</td>
</tr>
<tr>
<td>Total Library + CPTV</td>
<td>50,910sf</td>
</tr>
</tbody>
</table>
7. Space Specifications
These specifications are provided as guidelines to assist the architect and building planners as they design the proposed library space.

Area 1: Street Zone (1,400sf)

Function: This is the primary entrance to the library for customers of all ages. The area serves as a transition space from the outside to inside. The space should inspire excitement and engagement the moment one steps through the door. Visitors should feel welcomed and inspired about what they are about to experience in the library. The entrance needs to include access for those who may have physical disabilities or need special assistance.

This space should provide access to the planned auditorium, the CPTV studios and media center and café. Large screen displays should orient people to events taking place in the library and provide a distribution center for community information.

This entire space should be accessible after hours for events.

Users: People of all ages

Proximity: Should be near the parking area and Belden Avenue pedestrian walkways. Restrooms should be easily accessible from this area.

Details of Furniture/Space Requirements:
1.1 Welcoming, open space for access to the library
1.2 Airlock to modulate temperature control at both entrances
1.3 Walk off mats
1.4 Tile or natural stone floor for easy maintenance
1.5 Entrance into the library from this space should be as open as possible and accessible for wheelchairs, walkers, and strollers. Consider stroller parking lot adjacent to this area if not in the children's area.
1.6 Waste, recycling bins and umbrella cover distribution for inclement weather.
1.7 Space permitting, include materials return slots that drop items directly into a sorting area.
1.8 Include donor wall, dedication plaque, book return.
1.9 Café area to encourage people to spend more time in the library it is important to provide a food amenity. This can be done in collaboration with a local vendor who may supply coffee, tea, soft drinks and other light snacks. If the library decides not to offer food this area can still be reserved for casual seating and conversation. Provide a service and transaction counter, refrigerated case, prep and staging area for coffee and tea service, refrigeration, sink, microwave and other reheating equipment, storage, etc. Include café tables and seating and if possible, a high counter and stools.
Area 2: Welcome and Service Zone (1,900sf)

Function: The Welcome and Service Zone provides several functions: a welcome desk with staff who can help orient people to the library space, the checkout and registration desk for library transactions, and a quick information desk for those who have more in-depth questions or require research assistance. The “ask us” “check-out” desk should be welcoming, small in scale and easily approachable. This is one of the most important areas of the library as it provides the public with its first (and in some cases, only) contact with the staff.

Users: People of all ages

Summary of Needs

- Provide an area for customers to check out and/or return library materials.
- Provide two (2) staff workstations at the desk for fee collection, registrations, renewals, and answering the telephone.
- Provide space for three self-checkout kiosks.
- Provide shelving for direct pick-up by patrons of reserve books and non-print media.
- Provide storage for supplies and various forms used for library business.

Details of Furniture/Space Requirements:

2.1 Work space for 4 staff, separate office for department managers, and shared work space for part-time staff.

2.2 Modular, custom-designed combination desk/counter wired for 2 staff checkout work stations. Provide space on the desk for recessed receipt printers. Include a cash register and credit card processing equipment. The desk should be friendly to both adults and children and comply with the Americans with Disabilities Act. Consider a design that will allow standard desk elements to be purchased and installed within a custom design.

2.3 3 self-checkout kiosks located close to check out desk for staff to easily provide assistance

2.4 Shelving for self-service holds pickup by customer (in public area) and for staff use behind counter.

2.5 Space for book trucks.

2.6 Special acoustical treatment appropriate for a high-traffic area

2.7 Cabling for 2 checkout workstations

2.8 Millwork to accommodate 3 self-checkout kiosks with bar code scanners and receipt printers

2.9 Built in panic alarm incorporated into the desk

2.10 Abundant electrical outlets

2.11 Public queuing area should allow for one line of users that will feed any open checkout station

2.12 Storage for desk supplies

2.13 Provide a window between Checkout Desk area and Lending Services workroom so staff can easily determine when more assistance is needed.

2.14 Provide comfortable flooring for the staff since it may be necessary to stand for several hours.

2.15 Depending on desk height provide swivel stools where the staff may perch during times when it is not busy

2.15 Avoid high heat-producing lighting and glare that may affect staff at the desk.
2.16 Private office for Lending Service department head  
2.17 Lending services department workroom for check-in of returned items and staging for shelving  
2.18 Checkout Desk with workstations for 2 staff  
2.19 Three self-checkout kiosks  
2.20 Shelving for self-service holds  
2.21 Space to accommodate book trucks  
2.22 Varied desk height to accommodate children and adults  
2.23 Book store for used book sale

Proximity: Adjacent to Street Zone to enable view of entrance/exit doors.

Occupancy: Up to 16 public users and 1-2 staff at checkout desk

Area 3: Adult Zone (18,310 sf) Note: Includes Norwalk History Center

Function: This is the primary service zone for library staff who assist adult customers with a variety of library functions including reader’s advisory, information and research, hands on assistance with technology devices and digital downloads. This area should encourage interaction between the staff and customer via a “hip-to-hip” consultative service model.

Summary of Needs:
3.1 Customer Service Desk  
3.2 Collections  
3.3 Public Computers/Information Commons  
3.4 Table and lounge seating  
3.5 Quiet study  
3.6 Collaboration rooms/group study  
3.7 Tech Center  
3.8 Newsroom  
3.9 Conference room  
3.10 Norwalk History Center  
3.12 Staff Work Areas  
3.11 Print, scan, copy  
3.12 Staff Work Areas

3.1 Customer Service Desk

Function: This service point is the where customers come to receive assistance with reader’s advisory, information and research, interlibrary loan, tech devices, digital downloads, computer assistance and more. The desk should be small, approachable and minimal in its design. The Ask Us desk should be located close to the adult collections and technology cluster.

Furniture/Space Requirements
3.1a Service desk with one workstation (fixed PC or laptop 50sf)
3.1b Low shelving/storage unit that integrates with desk for frequently consulted items, laptop loans, and other needed items
3.1c Consider the addition of a genius bar desk, modeled after those used at the Apple store, for group demonstrations of library products, e.g. how to discover your family history on ancestry.com, instruction about the app of the day, digital download sessions

3.2 Collections

Function: This space accommodates the library’s adult collection in all formats. The collection should be arranged so it can be easily browsed by customers. To the extent possible, the collection should be accommodated around the perimeter of the space so that space for seating can occupy the center of the library.

Furniture/Space Requirements:
3.2a The Adult collection is expected to total 46,800 or approximately 4,700 square feet. These items should be displayed in an easy to browse arrangement of neighborhoods that make it easy for customers to find the subject areas they are most interested in.
3.2b Shelving should be fully adjustable and accommodate a variety of shelving inserts that enable face out display. Use integrated lighting that showcases books. Note: MJ Shelving makes a beautiful shelving product for libraries that includes integrated lighting: http://www.mjshelving.com/common/index.php?com=MJ&div=AA&nav=AA&page=A91
3.2c Custom or off the shelf or customer display shelving should be used for new collection displays and media collections
3.2d The new materials area should include a variety of attractive shelving for showcasing various types of material. Use a combination of spine-out and face-out displays. Linear footage requirement will be based on the mix of print and media displayed. This area should be located close to the entrance.
3.2e Comfortable seating for patrons who are browsing the new items.
3.2f OPAC for online catalog searching.
3.2g Lounge or bench seating interspersed in this new book area.

3.3 Information Commons/Public Computing

Function: Public access computers provide high speed access to the Internet and enable customers to check their email, use library supplied digital content, work collaboratively, and conduct research.

Furniture/Space Requirements:
3.3a 40 single use public Internet computer stations with enough elbow room for people to spread out
3.3b 2 collaborative computer stations; 2-4 seats at each station
3.3c Provide some level of noise control for the collaborative computer workstations.
Proximity: Locate near the Customer Service desk, Technology and Print Centers

3.4 Table and Lounge Seating

Function: The re-imagined adult services area provides a variety of seating options for 100-150 adults with power everywhere so those with devices can easily find a place to plug in.

Summary of Needs:
- Seating that encourages conversation and collaboration
- Soft seating scattered throughout the space particularly in spots that take advantage of outdoor views
- A re-imagined study carrel, a modern-day study work cube for working alone
- Technology cluster

Furniture/Space Requirements:
3.4a Tables with a variety of seating capacities, with emphasis on long work tables.
3.4b Soft seats for laptop use in a comfortable setting (Reno Furniture, which is certified SCS Indoor Advantage™ Gold and level® 2 that can contribute to LEED® points, is a good example as is Lowenstein.)
3.4c If possible, create a cluster of “work cubes/pods” (a more contemporary version of a study carrel) in an area that can be designated for quiet study.
3.4d Comfortable reading areas

Proximity: Lending Services, Print, Scan, Print Center

Occupancy: 100-150 reader seats.

3.5 Quiet Study Room

Function: The Quiet Study Room provides a “quiet only” work space for those seeking contemplative work space. This room should include large tables where people can spread out with their laptops and papers and soft seating that provides a more relaxed work space.

Summary of Needs:
- A quiet, cell phone free reading area with tables with ample room to spread out, outlets for laptops, task chairs and soft seating for those who want to work more casually.
- Transparent walls to allow for easy supervision.

Furniture/Space Requirements:
3.5a Tables with a variety of seating capacities, with emphasis on long work tables.
3.5b Power and network connections at each reader seat
3.5c Task chairs
3.5d Soft seats for laptop use in a comfortable setting

Proximity: Customer Service Desk
**Occupyancy**: 40 people

### 3.6 Collaboration Rooms/Group Study Rooms

**Function**: These small glass-walled rooms are designed to support small group meetings that need a quiet space for discussion and collaboration. Rooms can be of varying size to accommodate 2-6 people.

**Furniture/Space Requirements**:
- 3.6a Ten (10) sound proof, glass enclosed collaboration rooms seating 2-6 teens or adults
- 3.6b Large screen monitor and software that enables PC/Mac collaboration
- 3.6c Whiteboards
- 3.6d Tables and seating appropriate for the capacity for each room

**Proximity**: Locate adjacent to the adult and teen zones and staff so that the usage can be observed by the Adult Services staff.

**Occupancy**: Maximum of 2, 4 or 6 in each collaboration room.

### 3.7 Technology Center

**Function**: This space is designed for technology instruction to promote digital literacy for all ages.

**Furniture/Space Requirements**:
- 3.7a Tables and seating to accommodate 14 students
- 3.7b Instructor smart podium that enables control of student PCs
- 3.7c Smart screen and AV projection

**Proximity**: Adjacent to the Information Commons so that when not in use for formal instruction this space provides access to additional public use computers.

### 3.8 Newsroom

**Function**: Print and digital magazine browsing and reading area with comfortable seating; quiet space; depending on space allocated can double as smaller program space for up to 40 people

**Users**: Customers looking for quiet space to browse and read newspapers and magazines

**Proximity**: Adult Zone

**Furniture/Space Requirements**:
3.8a Shelving for 75 current print magazines and 20 daily newspapers
3.8b Storage for 12 months of magazines
3.8c Comfortable seating and occasional tables
3.8d Tables with secured iPads for access to Zinio or other digital magazine product(s)
3.8e If used for small program space: AV set up, data projector and screen, room to store chairs. Glass doors to close the space off from the rest of the adult zone to contain noise.

3.9 Conference Room

Function: This room provides an area for small meetings for the library board, staff, and community groups.

Furniture/Space Requirements:
3.9a Conference room with large conference table and task seating for 16.
3.9b Built-in service cabinets and counter for handouts, refreshments, etc.
3.9c Integrated AV including a screen, data projector, smart board, conference call capacity

Proximity: The Conference Room should be easily accessible for staff and public use. If possible, it should be located in a centrally located area.

Occupancy: Maximum 16 seated.

3.10 Norwalk History Center

Function: This space is designed to celebrate Norwalk’s history, house and display historical materials in various formats and research and use one-of-a-kind historical documents and newspapers.

Furniture/Space Requirements:
3.10a Locate in the newly restored Carnegie Library
3.10b Variety of shelving and storage for several different formats, including books, maps, photographs, and postcards. Integrate compact shelving if needed.
3.10c Table seating for 10-12
3.10d Space for 4 computer workstations
3.10e Microfilm reader/printer and cabinets
3.10f Adjacent workroom for handling and processing of historical materials
3.10g Customer service desk
3.10h Gallery hanging system for framed art
3.10i Locked display cases for valuable items
3.10j Soft seating for people who want to use this space for reading

Proximity: Adjacent to Adult Zone area.

Occupancy: 14 people

3.11 Print, Scan, Copy
**Function:** This area provides equipment needed for public printing, scanning, and copying, etc.

**Furniture/Space Requirements:**
3.11a 1- photocopier/printer  
3.11b Computer for print release station  
3.11c Counter workspace for sorting, stapling, assembling, etc.  
3.11d 1- freestanding change machine/credit card processor  
3.11e Designed as an alcove so that users and print equipment do not block aisles.  
3.11f 1-Scanning station  
3.11g Space for other equipment including a shredder, fax machine, typewriter, large format printer

**Proximity:** Locate near the Customer Service Desk.

3.12 **Adult Services Work Areas**

**Function:** Work space for the Adult Services staff and department head.

**Furniture/Space Requirements:**
3.12a Private office for department head to include desk with chair, return for computer workstation and printer, one lateral file, two sections single faced shelving, two visitor chairs, coat rack or closet  
3.12b 6 workstations for adult services staff and shared space for part-time staff with integrated shelving and an overhead storage unit, space for a small footprint book cart to be placed adjacent to the individual work space and personal file cabinet  
3.12c Large table in the center of the room for group meetings or collaborative project work

**Proximity:** Adjacent to the Adult Services area.

**Area 4:** **Children’s Services (13,150sf)**

**Function:** Primary space to service children from infancy to grade 6. This space should be designed to attract children and their parents to spend time in this area.

**Furniture/Space Requirements:**
- Provide designated areas to serve infants and toddlers, children in grades K-6, parents and caregivers  
- Create space that is irresistible to kids and appeals to their sophisticated taste  
- Provide a room to accommodate nursing mothers  
- Accommodate the collection on low shelving and include mobile shelving units to allow for flexibility  
- Acoustical separation from the rest of the library with glass and sliding doors to prevent children from wandering unless the space is on its own floor  
- Include a fish tank or other focal point to make the room special

**Summary of Needs:**
4a. Customer Service Desk

**Function:** Primary point of service for children and parents/caregivers

**Furniture/Space Requirements:**

4a.1 Low service desk with two staff workstations that is easily approachable for children of all ages
4a.2 Queuing space for 2 customers
4a.3 Space for 2 small book carts
4a.4 Shelving or display area behind or adjacent to desk

**Proximity:** Service point should be visible to someone first entering the Children's area and close to staff work area.

4b. Collections

**Function:** This space accommodates the library's children's collection. The collection should be arranged so it can be easily browsed by children of all ages. To the extent possible, the collection should be accommodated around the perimeter of the space so that space for seating and activities can occupy the center of the library. Picture books for the youngest readers should be sorted on low shelving units by genre, e.g. fairy tales, things that move, ABC and counting books, etc. Shelving units for older children should not exceed 60" height.

**Summary of Needs:**
- Space to accommodate 47,800 items

**Furniture/Space Requirements:**

4b.1 The Children's collection is expected to total 47,800 items. These items should be displayed in an easy to browse arrangement of neighborhoods that make it easy for customers to find the subject areas they are most interested in.
4b.2 Variety of 42” and 60” fully adjustable shelving that can accommodate a variety of shelving inserts that enable face out display. Use integrated lighting that showcases books. Note: MJ Shelving makes a beautiful shelving product for libraries: http://www.mjshelving.com/common/index.php?com=MJ&div=AA&nav=AA&page=A91
4b.3 Custom or off the shelf or customer display shelving should be used for new collection displays and media collections
4b.4 Use mobile shelving units that can be easily reconfigured
4c. Seating

Function: Children’s area seating is designed to accommodate a variety of ages and uses. One area of the space should integrate the picture book collection and seating for toddlers and preschoolers. This should include seating where a parent can share a book with a child, child-friendly table seating and chairs for coloring, exploring books and other age appropriate activities. Another area of the children’s zone should provide seating for elementary school aged children including table seats and chairs and soft seating.

Furniture/Space Requirements:
4c.1 75 seats at tables for elementary aged children. Tables and chairs should be a mixture of heights to accommodate children of various age groups - toddlers to 6th graders.
4c.2 Soft seating and benches.
4c.3 Comfortable loveseats for long-term reading. Each loveseat should accommodate 2 people.
4c.4 Child-size lounge chairs. Comfortable, overstuffed chairs that can accommodate an adult and a child.
4c.5 Individual study carrels
4c.6 Space for parents and caregivers to park strollers.
4c.7 Bean bag or other portable seating that can easily rearranged

Occupancy:
Seats for 75 children, 30 adults

4d. Children’s Tech Zone

Function: Technology for children should be clustered in two areas– the preschool area and elementary school area. For preschoolers who are just beginning their digital learning experience provide a cluster of tethered iPads that can be used for the kid’s app of the day. In addition, this area can also accommodate PC’s that have adapted keyboards and software for this age group.

For older children provide a technology cluster with PCs and Macs that can be used for Internet searching, access to digital content and gaming.

Furniture/Space Requirements:
4d.1 20 public access internet PCs for elementary school children on long tables with wire management
4d.2 5 pods for iPads, located away from the stacks and close to service desk or pre-school area.
4d.3 1 Print release station for printing/copying.
4d 4. Cart for laptop loans

4e. Story Room

Function: This space will be used for story hours and other reading events.

Furniture/Space Requirements:
4.e. Bean bag or other soft seating options for children's story hours
4.e. Area for presenter props such as a felt board, puppet theater, etc.
4.e. A/V equipment and storage cabinet.
4.e. Consider Big Cozy Books or other decorative items to make the space attractive to children.

**Proximity:** Adjacent to children's collection and seating areas.

**Occupancy:** 50 floor seats.

**4.f. Program Room**

**Function:** Room to support arts and crafts, coding, maker activities, and other program activities for children.

**Furniture/Space Requirements:**
4.f.1 Stacking tables and chairs with seating for 50
4.f.2 Sink and counter space for craft programs and cleanup.
4.f.3 Cabinets for storing craft supplies, summer reading materials, seasonal displays, etc. or a large storage closet that serves the same function.
4.f.4 Other items to support the maker program and other functions.

**4.g. Children's Staff Work Areas**

**Function/Activities:** Private work space for Department Head and 4 Children's Department staff plus shared workspace for part time staff and volunteers.

**Furniture/Space Requirements:**
4.g.1 Private office for Department Head includes workstations with chair, lateral file, shelving, 2-side chairs and a coat rack.
4.g.2 Shared office space for ## to include workstations with overhead storage, file pedestals, and chairs

**Proximity:** Adjacent to the Service Desk.

**Occupancy:** Department Head and 4 staff members.

**4.h Collaboration Rooms**

**Function:** These small glass-walled rooms are designed to support small group meetings for children who need a quiet space for a school project, tutoring session, discussion or collaboration. Rooms can be of varying size to accommodate 2-6 people.

**Furniture/Space Requirements:**
4.h.1 Four (4) sound proof, glass enclosed collaboration rooms seating 2-6 children
4.h.2 Large screen monitor and software that enables PC/Mac collaboration
4h.3  Whiteboards
4h.4  Tables and seating appropriate for the capacity for each room

Area 5:  Teen Zone (2,450 sf)

Function/Activities:  A dedicated Teen Area to serve ages 12-18. This space should include a small collection of 10,000 print and AV materials, technology, and flexible seating. This is intended as “hang out” and “social” space where pre-teens and teens can gather after school and on weekends.

Furniture/Space Requirements:
5.1  A small service desk with a set up for either a fixed PC or tethered laptop.
5.2  Lounge or modular type seating for 50 people.
5.3  Seats and tables for 50 that are mobile, durable, flexible, and easily moved.
5.4  42” shelving with flat tops for display.
5.5  72” perimeter shelving – 7 shelves per unit
5.6  Display units for new material, paperbacks, and graphic novels.
5.7  Counter top with 6 iMacs and laptop cart equipped with 20 MacBooks that can be charged and ready for loan and use in the Teen Space.
5.8  Workspace for teen librarian and support staff

Proximity:  Adjacent to children’s area.

Occupancy:  Maximum 50 seated; more for special events and floor seating as an option for many more teens to use, if needed.

Area 6:  Community Zone (5,250sf)

The Community Zone consists of the following areas:

6a  Auditorium/Performance Space  6d  Classroom/Conference Rooms
6b  Community Room(s)  6e  Literacy/New English Learners
6c  Studio One

6a.  Auditorium

Function:  The auditorium provides 300 fixed and raked seats to support performances, lectures, movie screenings, author talks, and community events. A small kitchen with range, refrigeration, sink, cabinets, counter space and storage services the auditorium. The space should be located close to the library’s entrance, so it is accessible before and after business hours. The seating configuration should include a central aisle for easy access to seating.

Furniture/Space Requirements:
6a.1 AV to support public performances: fixed projection screen, intelligent lectern, data projector, remote control for lighting, sound, window shades, and all room equipment
6a.2 Upholstered theater-style seating
6a.3 A full stage that can be used for performances
6a.4 Provide a landline jack, fiber-optic cabling, and cable TV drop in each room.
6a.5 Provide a motorized, in-ceiling lift for a computer/video projector directed at the stage.
6a.6 Provide abundant electrical outlets.
6a.7 Include an induction loop for assistive hearing
6a.8 Provide space for a baby grand piano

6b. Community Room

Function: This large/dividable meeting room provides flexible, seating for approximately 175 people or for two smaller groups in two separate rooms. A small, portable raised stage makes it easy for the audience to see the presenter. A smart podium with integrated AV accommodates both PCs and MacBooks.

This space also includes storage for chairs, tables and other associated equipment that supports this space when it is not in use,

Furniture:
6b.1 Multi-purpose meeting space that seats 175 people theater-style and is easily re-configurable for classroom seating, events, and other uses. The room should include the following:
  200 Stacking chairs on dollies
  25 Stacking tables
  1 Portable Raised Stage
  A storage closets large enough to store chairs and tables
6b.2 AV to support public performances: drop down screen, intelligent lectern, data projector, remote control for lighting, sound, window shades
6b.3 Room can be divided with 1–2 movable partitions that will create 2–3 rooms of various capacities.
6b.4 Provide a landline jack, fiber-optic cabling, and cable TV drop in each room.
6b.5 Provide a motorized, in-ceiling lift for a computer/video projector directed at the stage.
6b.6 Provide abundant electrical outlets.
6b.7 Include an induction loop for assistive hearing
6b.8 Provide gallery hanging system for artwork and provide lighting for art displays.
6b.9 Use easily maintained wall surfaces of a neutral color.

Proximity: This assumes renovation of the existing meeting space on the 1982 addition second floor. Locate close to restrooms and reception area and gallery.

6c. Studio One

Function: This space for teens and adults is intended to support hands-on learning including making, coding, and exploring that makes use of high-tech and no-tech tools.
**Furniture/Space Requirements:**
6c.1 Counters and storage cabinetry to 3D printers, color printer, sewing machines, STEAM projects and other equipment
6c.2 Moveable tables and chairs that can be easily rearranged depending on the project
6c.3 Mobile carts to accommodate supplies
6c.4 Space to display items that are manufactured
6c.5 Data projector, screen and instructors' podium
6c.6 Display space for manufactured items
6c.7 Space to accommodate a mobile maker's cart

**6d. Classroom Space**
**Function:** Two classrooms/conference rooms that can be used for a variety of purposes including ESL and literacy training, job seeker workshops, citizenship classes, etc.

**Furniture Requirements:**
6d.1 Classroom style tables and chairs on castors to accommodate 20 people
6d.2 Data projector, screen and instructors' podium

**6e. Literacy/New English Learners (500 sf)**
**Function:** This 500sf space supports language learning and literacy training for adults, children and teens. It has a small classroom space as well as office space for the staff assigned to this function. It also houses a small collection of instructional materials.

**Furniture Requirements:**
6e.1 Small table with seating for up to 8 people. Table and chairs on castors.
6e.2 Data projector, screen and computer hookup.
6e.3 Desk and chair for staff.
6e.4 Reception seating for students
6e.5 Shelving for instructional material and small collection of books

**Area 7: CPTV (6,000sf +/-)**

Note: 6,000 sf is allocated for this space that will include a broadcast studio, digital media studio and other functions to be described by CPTV.

**Area 8: Support Zone**

**8a. IT Server Room**
**Function:** The IT Room should accommodate the library's physical servers, cabling, security, and other business enterprise systems. This space should also include a workbench or
staging area for the repair and deployment of PCs and other technology devices. Storage cabinets should be provided for power cords, peripheral devices, and computer supplies.

**Furniture/Space Requirements:**
8a.1 Counter space with enough depth to accommodate a 5 PC’s and 1 printer.
8a.2 Server rack (TBD)
8a.3 Further specs to be determined by IT/AV consultant

8b. **Collection Management and Technical Services Staff**

**Function:** The Collection Management and Technical Services Team support the acquisition, cataloging and management of the library’s physical and digital collections.

**Furniture/Space Requirements:**
8b.1 Delivery entrance, shipping and receiving
8b.2 Shelving for staging materials to be processed
8b.3 Counter or large table for packing and unpacking boxes
8b.4 Private office for department head plus workstations for 5 staff.

8c. **Administrative Suite**

**Function:** This suite will include offices for the director, assistant director, administrative assistant, and marketing and communications coordinator.

**Furniture/Space Requirements:**
8c.1 Director’s office and assistant director’s office with executive workstation, small conference table for meetings, built on bookcases and storage, coat rack, locked storage.
8c.2 Administrative assistant should have reception desk, locked storage, space for safe, storage for supplies, lateral files, and coat rack or closet.
8c.3 Program and publicity coordinator office with one workstation, lateral file, single faced book shelves, table for layout, flat files

8d. **Facilities Management**

**Function:** The facilities management office includes workstations for facilities staff and controls for all building systems.

**Furniture/Space Requirements:**
8d.1 Three (3) workstations, PC, lateral file, key storage, single faced shelving.

8e. **Staff Lounge**

**Function:** Shared staff space for breaks and meals as well as a place to relax when not working directly with customers.
Furniture/Space Requirements:

8e.1  Kitchenette (microwave, toaster oven, full size refrigerator, cooktop, coffee maker)
8e.2  Table seating for 20
8e.3  Comfortable seating for 10
8e.4  Cubbies or lockers for those staff who lack locked storage at their workstations