9. CHILDREN AND PRETEENS   26,877 SF

Subcomponents:
   a. Children's Entrance
   b. Children's Orientation Room
   c. Children's Services Desk
   d. Children's Nonfiction, Fiction Collections
   e. Children's Reference
   f. Children's Periodicals
   g. Fairytale Collection Display Shelving Units
   h. Paperbacks
   i. Toys, puppets, AV, Non-Book
   j. Parenting Collection and Seating
   k. Picture Books
   l. Magazine Reference and Audio Visual
   m. Terminals and Equipment
   n. Program Room – 1
   o. Program Room – 1
   p. Children's Offices and Workroom
   q. Youth Services Offices and Workroom
   r. Youth Services Conference Room
   s. Youth Services Programming Work Room
   t. Youth Services Programming Supplies Storage

ACTIVITIES:

This area defines the entrance to the Children's library entrance and should have a distinct identity. Other libraries have tried features that include a rainbow entrance, etched glass with figure of children, standing painted cut out of children, or local themed entrances, i.e. grapevines the entrance needs some form of demarcation or "pinch point" to show indicate the entrance to the children's room but to discourage easy exits by children or random wandering by adults.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Children's Entrance   AREA NET ASF: 115

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Entrance Space			75	
Display Area			25	For artwork
Contingency			0	
Subtotal			100	
Total			**115**	With 1.15 Gross Area

COMPONENT: Children and Preteens
SUBCOMPONENT: Children's Orientation Room   AREA NET ASF: 147

ACTIVITIES:

This area provides an introduction to the Children's room and serves as an educational center for introducing the library. It should have storage lockers and hooks for groups of children who come for library tours. One pf the program rooms should be located near the entry for general convenience and also to accommodate groups of children who are being introduced to the library.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
None			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench: 6	Other:

Notes:

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
	Video Kiosk with DVD/VCR		

Notes:

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Video Kiosk	1		10	TV, VCR, and DVD – lock; TV located at a height appropriate for children (library to determine if TV AND Projector/Screen is necessary
Projector			N/A	Ceiling Mounted hooked to TV, VCR, and DVD with a connection at kiosk for a laptop
Screen			40	Wall Mounted 6' wide
Bench	1	36	36	28" x 72"
Child Size Bench	1	36	36	Height and materials appropriate for children
Contingency			0	
Subtotal			122	
Total			**147**	With 1.20 Gross Factor

ACTIVITIES:

The children's service desk should be located in the room to command a view of the entrance to this area and to provide visual control of the children's area. The desk height should be such so the staff and children area at eye level.

This area also includes remote networked printers supporting the public access PCs in the Children's and Parenting Area.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Ready Reference	50	50	6

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS: 2	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
2 Remote Printers		2 Computers	2 Cordless/handsfree phones
		2 Slaved Monitors	1 Battery Charging Station
		2 Local Printer	

Notes:

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Service Desk	1		200	32" high modular desk with 2 stations, 2 posture chairs, include accessible station for patrons in wheelchairs. Include shelving for reference
Shelving			4	Per Shelving Worksheet
Multi-Purpose PCs	2		Inc.	Space Included in Service Desk
Printers	4	13	52	2' of 30" deep counters with supply cabinets above
Slaved Monitors	2	13	26	2' of 30" deep counters with supply cabinets above – Add to Service Desk
Battery Charging Station	1		19.5	3' of 30" deep counters with supply cabinets above
Wireless/handsfree Phones	2		Inc.	Space Included in Service Desk
Contingency			0	

Subtotal	302	
Total	**363**	With 1.20 Gross Factor

ACTIVITIES:

This area accommodates the collections and will also include specialty furnishings such as a dictionary stand and atlas stand.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Fiction and Non Fiction	21,071	63,213	6,321
Posters			

PUBLIC ACCOMODATION

Single Table:	Group Table: 16	Group Meeting:	Group Technology:
Carrel:	Lounge: 8	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

		AREA DATA FORM NUMBER: 9.D.2

COMPONENT: Children and Preteens

SUBCOMPONENT: Children's Non-Fiction, Fiction Collections

AREA NET ASF: 6,413

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT: (Conducive to children)

Space	units	sf/unit	nsf	Comments
Shelving			4,425	Per Shelving Worksheet
Reader Table	4	100	400	3'-6"x6'-0" 4-person tables with 4 chairs
Lounge Chair	8		284	2'-9"x2'-9" padded chairs
Display/Exhibit Case	2	50	100	
Lateral File Cabinet	4	15	60	
Book Truck	10	5	50	
Dictionary Stand	1		25	Freestanding with a sloped top
Contingency			0	
Subtotal			5,344	
Total			**6,413**	With 1.20 Gross Factor

	AREA DATA FORM NUMBER: 9.E.1
COMPONENT: Children and Preteens	
SUBCOMPONENT: Children's Reference	AREA NET ASF: 267

ACTIVITIES:

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Reference	2,214	3,321	332

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information Technology	Other Equipment

STAFF TECHNOLOGY

Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Children's Reference   AREA NET ASF: 267

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Shelving			232	Per Shelving Worksheet
Contingency			0	
Subtotal			232	
Total			**267**	With 1.15 Gross Factor

ACTIVITIES:

This area should have informal seating and be developed as a subspace for relaxed reading. Periodicals are located on hinged, sloped shelving. They are displayed in a 'newsstand' fashion. The shelves can be raised to house recent back issues on flat, fixed shelves beneath them (about 6-12 issues of an average magazine) The height of this shelving is friendly to children..

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Periodicals	26 (titles up to 12 issues)	40 (titles up to 12 issues)	40

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:

Notes:

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Children's Periodicals   AREA NET ASF: 61

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Display Shelving			53	Per Shelving Worksheet – **NOTE periodical shelving should be of a type that will not pinch children's fingers (Fixed Periodical Units)**
Contingency			0	
Subtotal			53	
Total			**61**	With 1.15 Gross Factor

COMPONENT: Children and Preteens	
SUBCOMPONENT: Fairytale Collection Display Shelving Units	AREA NET ASF: 91

ACTIVITIES:

This area is not necessarily a separate area of Children's and Youth Services, however it has been separated to identify specific furnishings or art that should be located in or around this section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Folk/Fairy Tales	300	900	90

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Fairytale Collection Display Shelving Units

AREA NET ASF: 91

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Display Shelving			79	Per Shelving Worksheet
Contingency			0	
Subtotal			79	
Total			**91**	With 1.15 Gross Factor

COMPONENT: Children and Preteens
SUBCOMPONENT: Paperbacks   AREA NET ASF: 2,081

ACTIVITIES:

This area is not necessarily a separate section of Children's and Youth Services, however it has been separated to identify specific furnishings or other items that should be located in or around this section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Paperbacks	1,419	4,257	284

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Paperbacks   AREA NET ASF: 2,081

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Spinner Rack			1,809	Per Shelving Worksheet
Contingency			0	
Subtotal			1,809	
Total			**2,081**	With 1.15 Gross Factor

ACTIVITIES:

This area accommodates non-circulating programming resources for children's room staff.

This area is not necessarily a separate section of Children's and Youth Services, however it has been separated to identify specific furnishings or other items that should be located in or around this section.

These items should be located in a separate storage room that is only accessed by the staff. Proximity to the children's service desk is required.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Misc.	100	250	83

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

		AREA DATA FORM NUMBER: 9.I.2
COMPONENT: Children and Preteens		
SUBCOMPONENT: Toys, Puppets, AV, Non-book		AREA NET ASF: 611

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Shelving			531	Per Shelving Worksheet
Contingency			0	
Subtotal			531	
Total			**611**	With 1.15 Gross Factor

COMPONENT: Children and Preteens
SUBCOMPONENT: Parenting Collection and Seating   AREA NET ASF: 670

ACTIVITIES:

This area is not necessarily a separate section of Children's and Youth Services; however it has been separated to identify specific furnishings or other items that should be located in or around this section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Parenting Volumes	208	832	104

PUBLIC ACCOMODATION

Single Table:	Group Table: 8	Group Meeting:	Group Technology:
Carrel:	Lounge: 4	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS: 2	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
1 OPAC Terminal			
1 Computer			
1 OPAC Printer			

Notes:

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Shelving			73	Per Shelving Worksheet
Reader Table	2	100	200	3'-6"x6'-0" 4-person table with 4 chairs
Lounge Chair	4		142	2'-9"x2'-9" padded chairs
Display Case	1		50	
Multi-Purpose PC Stations (Electronic Carrels)	1		60	3'-0"x4'-0" 34" height, 1 chair each, wired for equipment use (NO PRINTER)
OPAC Terminal	1		19.5	3' of 30" deep counters with supply cabinets above
OPAC Printer	1		13	2' of 30" deep counters with supply cabinets above
Contingency			0	
Subtotal			558	
Total			**670**	With 1.20 Gross Factor

COMPONENT: Children and Preteens
SUBCOMPONENT: Picture Books

AREA NET ASF: 2,962

ACTIVITIES:

This area is not necessarily a separate section of Children's and Youth Services, however it has been separated to identify specific furnishings or other items that should be located in or around this section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Easy Readers and Picture Books	6,748	20,244	1,350

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens				
SUBCOMPONENT: Picture Books		AREA NET ASF: 2,962		

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Shelving			1,575	Per Shelving Worksheet
Buffer	1		1,000	Between age groups
Contingency			0	
Subtotal			2,575	
Total			**2,962**	With 1.15 Gross Factor

ACTIVITIES:

This area is not necessarily a separate section of Children's and Youth Services, however it has been separated to identify specific furnishings or other items that should be located in or around this section.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Compact Discs	233	1,165	24
Audio Cassettes	1,715	8,575	134
Videos (VHS & DVD)	851	4,255	266
Languages	349	1,745	87
Other	1,461	2,922	146

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Magazines Reference and Audio Visual

AREA NET ASF: 987

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Shelving			858	Per Shelving Worksheet
Contingency			0	
Subtotal			858	
Total			**987**	With 1.15 Gross Factor

	AREA DATA FORM NUMBER: 9.M.1
COMPONENT: Children and Preteens	
SUBCOMPONENT: Terminals and Equipment	AREA NET ASF: 2,507

ACTIVITIES:

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity

PUBLIC ACCOMODATION

Single Table:	Group Table: 4 (listening)	Group Meeting:	Group Technology:
Carrel: 20	Lounge:	Bench:	Other:

Notes:

PUBLIC WORKSTATIONS: 28	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
2 Assistive Technology PC	2 Cassette/CD listening stations	1 Data Projector	
10 Multi-Purpose PCs	4 headphones (2 per station above)		
12 OPAC Terminals			
12 OPAC Printers			

Notes:

COMPONENT: Children and Preteens	
SUBCOMPONENT: Terminals and Equipment	AREA NET ASF: 2,507

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT: **(Conducive to children)**

Space	units	sf/unit	nsf	Comments
Carrel	20	43.75	875	3'-0"x4'-0" 1-person carrels in groups of 4, 1 chair each
Electronic Classroom Table (listening station)	2	52	104	30"x72"x34"h 2-person desk, 2 posture chairs each, wired for laptop use, each with a cd/cassette play and 2 headphones.
Multi-Purpose PC Stations (Electronic Carrels)	10	60	600	3'-0"x4'-0", 1 chair each, wired for equipment use (NO PRINTERS)
Accessible Carrel	2	60	120	3'-0"x4'-0" 1-person carrels in groups of 2, wired for auto lift mechanism, top of desk adjustable from 30"-45"
OPAC Terminals	12	19.5	234	3' of 30" deep counters with supply cabinets above
OPAC Printers	12	13	156	2' of 30" deep counters with supply cabinets above
Data Projector			N/A	

Contingency	0	
Subtotal	2,089	
Total	**2,507**	With 1.20 Gross Factor

COMPONENT: Children and Preteens
SUBCOMPONENT: Program Room - 1   AREA NET ASF: 1,986

ACTIVITIES:

Flat-floor space for a variety of planned children's programs. Programming might include story times, puppet shows, dramatic and arts and crafts activities. Accommodate the portable puppet stage.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
none			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 50	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
			TV
			VCR/DVD
			Electronic AV Cart

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Program Room – 1   AREA NET ASF: 1,986

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Folding Table	10	100	1,000	25" high folding table with 1 dolly per 5 tables
Stacking Chair	50	8	400	Children's height chair with 1 dolly per 10 chairs
Puppet Stage	1		100	Existing, portable for use in either of the program rooms
Mobile Cabinet	1		10	For TV monitor and VCR/DVD, locking
Mobile AV Stand	1		10	For film and other AV presentations, with two shelves and locking cabinet
Counter Space	1		65	10 lf of counter space with sink and overhead lockable cabinet space
Wall Mounted Screen	1		40	6' wall mounted
Marker Board	1		30	8' wall mounted white board
Contingency			0	

Subtotal	1,655	
Total	**1,986**	With 1.20 Gross Factor

ACTIVITIES:

Flat-floor space for a variety of planned children's programs. Programming might include story times, puppet shows, dramatic and arts and crafts activities. Accommodate the portable puppet stage

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting: 50	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
			TV
			VCR/DVD
			Electronic AV Cart

Notes:

		AREA DATA FORM NUMBER: 9.O.2
COMPONENT: Children and Preteens		
SUBCOMPONENT: Program Room – 2		AREA NET ASF: 1,986

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Folding Table	10	100	1,000	25" high folding table with 1 dolly per 5 tables
Stacking Chair	50	8	400	Children's height chair with 1 dolly per 10 chairs
Puppet Stage	1		100	Existing, portable for use in either of the program rooms
Mobile Cabinet	1		10	For TV monitor and VCR, locking
Mobile AV Stand	1		10	For film and other AV presentations, with two shelves and locking cabinet
Counter Space	1		65	10 lf of counter space with sink and overhead lockable cabinet space
Wall Mounted Screen	1		40	6' wall mounted
Marker Board	1		30	8' wall mounted white board
Contingency			0	
Subtotal			1,655	

Total		1,986	With 1.20 Gross Factor

COMPONENT: Children and Preteens

SUBCOMPONENT: Children's Offices & Workroom   AREA NET ASF: 1,871

ACTIVITIES:

Workroom area for children's services staff with a private office for the children's services manager, workstations for staff and a worktable for staff and volunteers.

Provide visibility between workroom and children's desk.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Sorting	100	100	13

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS: 12

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
		10 Computers	Wall Clock
		10 Printers	Laminator
		Large Format Printer	1 Battery Charging Station
		1 Laptop	1 Portable RFID Scanner
		1 Portable Palmtop PC	1 Wireless Phone

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Children's Offices & Workroom   AREA NET ASF: 1,871

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager	1	1	1
Assistant Manager			
Librarian	2	3	3
Library Assistant	3	5	5
Library Aide	0.5	2	2
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Type 1 Workstation	1		130	10'-0"x12'-0" Private Office with 1 posture chair and 2 guest chairs, 2-66" high shelves for 300 vol., file cabinet, overhead storage
Type 2 Workstation	3	90	270	8'-6"x9'-6" Cubicle with 1 posture chair and 1 guest chair, 1-42" high shelf for 75 vol., overhead storage
Type 3 Workstation	5	64	320	8'-0"x8'-0" Cubicle with 1 posture chair and overhead storage
Worktable	2	180	360	3'-0"x7'-0" worktable with 2 posture chairs
Workstation	2	40	80	6 lf of counter space with 1 posture chair and overhead storage
Kitchenette	1		40	4 lf of counter space with sink and small refrigerator
Map Case	2		50	3'-0"x4'-0" 5 drawer stacked map case
Desktop Publishing Workstation	1		100	10 lf of counter space for computer, printer, large format printer, and space for die cuts and a laminator
Multi-Purpose Computers	10		Inc.	Space Included in Workstations
Printers	10	13	130	2' of 30" deep counters with supply cabinets above

Large Format Printer			Inc.	Space Included in Desktop Publishing Workstation
Pager Charging Center	1		19.5	3' of 30" deep counters with supply cabinets above
Cordless Phone	1		Inc.	Space Included in Base Charging Station
Portable Laptop PC	1		Inc.	Space Included in Base Charging Station
Portable Palmtop PC	1		Inc.	Space Included in Base Charging Station
Shelving (sorting)			9	Per Shelving Worksheet
Book Trucks	5	5	25	
Portable RFID Scanner	1		Inc.	Space Included in Base Charging Station
Closet	1		25	With shelving

Contingency		0	
Subtotal		1,559	
Total		**1,871**	With 1.20 Gross Factor

COMPONENT: Children and Preteens
SUBCOMPONENT: Youth Services Offices & Workroom   AREA NET ASF: 2,342

ACTIVITIES:

This area accommodates offices and work space for headquarters staff who have responsibility for planning county and system wide activities for young adults and children.

Collection development activities for Youth Services are located elsewhere in Support Services.

It is an Active, frequently noisy area, so sound proofing and special adjacencies are an important consideration. Workspace includes storage for materials including crafts, publications, puppets and puppet supplies.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Professional Collection	500	750	94

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS: 12

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
		12 Computers	12 Telephones
		12 Printers	1 Fax Machine
		1 Laptop	1 Portable RFID Scanner
		1 Portable Palmtop PC	1 Wireless Phone

Notes:

COMPONENT: Children and Preteens
SUBCOMPONENT: Youth Services Offices & Workroom   AREA NET ASF: 2,342

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager	1	1	1
Assistant Manager			
YA Coordinator	1	1	1
Librarian	7	9	9
Library Assistant	3	4	4
Library Aide			
Specialist	1 (School Technician)	1 (School Technician)	1 (School Technician)
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	Nsf	Comments
Type 1 Workstation	2	130	260	10'-0"x12'-0" Private Office with 1 posture chair and 2 guest chairs, 2-66" high shelves for 300 vol., file cabinet, overhead storage
Type 2 Workstation	10	90	900	8'-6"x9'-6" Cubicle with 1 posture chair and 1 guest chair, 1-42" high shelf for 75 vol., overhead storage
Type 3 Workstation	4	64	256	8'-0"x8'-0" Cubicle with 1 posture chair and overhead storage
Multi-Purpose PCs	16		Inc.	Space Included in Workstations
Local Printers	16	13	208	2' of 30" deep counters with supply cabinets above
Laptop	1		Inc.	Space Included in Workstations
Portable Palmtop PC	1		Inc.	Space Included in Workstations
Telephone	12		Inc.	Space Included in Workstations
Wireless Phone	1		Inc.	Space Included in Workstations

Fax Machine	1	19.5	3' of 30" deep counters with supply cabinets above
Worktable	1	252	4'-0"x10'-0" Worktable in open space with 6 posture chairs.
Shelving		55	Per Shelving Worksheet
Contingency		0	
Subtotal		1,951	
Total		**2,342**	With 1.20 Gross Factor

COMPONENT: Children and Preteens

SUBCOMPONENT: Youth Service Conference Room   AREA NET ASF: 506

ACTIVITIES:

This area accommodates the conference Room with seating for 12 with ability for projected presentations, VHS & DVD shows, with 1 workstation at a podium.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
		1 Workstation	1 Telephone
		1 Data Projector	1 Speaker-Phone
			1 VHS Player
			1 DVD Player

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Youth Service Conference Room   AREA NET ASF: 506

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Conference Table	1		350	With Seating for 12 wired for power and internet connections
Podium	1		35	Includes workstation and connection for laptop to power, sound, network, and display. Consider light control from podium; base stores video equipment if necessary (library to specify equipment)
White Board	1		20	8' of wall mounted erasable white board.
Screen	1		16	6' wide Retractable ceiling hung screen for projector.
Projector	1		N/A	Ceiling Mounted, connection for podium workstation and laptop
Telephone	1		Inc.	Wall Mounted
Speaker-phone	1		Inc.	Space included in Conference Table.

Contingency	0	
Subtotal	421	
Total	**506**	With 1.20 Gross Factor

COMPONENT: Children and Preteens	
SUBCOMPONENT: Youth Services Programming Room	AREA NET ASF: 456

ACTIVITIES:

This area accommodates headquarters staff who have responsibility for planning county and system wide activities for youth and teens.

Active, frequently noisy area, include adequate sound proofing. Programming room should be adjacent to storage room for sorting programming supplies

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment
			2 Telephones

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Youth Services Programming Room   AREA NET ASF: 456

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
White Board	2	20	40	8' of wall mounted erasable white board.
Tack board	2	20	40	8' of wall mounted Tack board board.
Telephones	2		Inc.	Wall Mounted
4 Person Worktable	3	100	300	3'-6" x 6'-0" 4 person table with 4 chairs each. Wired for computer use.
Contingency			0	
Subtotal			380	
Total			**456**	With 1.20 Gross Factor

COMPONENT: Children and Preteens

SUBCOMPONENT: Youth Services Programming Supplies Storage

AREA NET ASF: 455

ACTIVITIES:

This area provide storage for program room tables and chairs
Provide hang-up rack for puppets

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:

Notes:

PUBLIC WORKSTATIONS:	SERVICE POINTS:	STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY		STAFF TECHNOLOGY	
Information Technology	Other Equipment	Information Technology	Other Equipment

Notes:

COMPONENT: Children and Preteens

SUBCOMPONENT: Youth Services Programming Supplies Storage

AREA NET ASF: 455

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Work Counter	1		65	10 lf of 30" deep counter space including sink and overhead storage cabinet.
Storage Allowance	1		300	Space for table and chair dollies and puppet stage
Rack	1		30	For puppets
Contingency			0	
Subtotal			395	
Total			**455**	With 1.15 Gross Factor