



MAY, 2024

Building Program

WHITINSVILLE SOCIAL LIBRARY

NORTHBRIDGE'S PUBLIC LIBRARY

prepared by
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**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

**BUILDING PROGRAM
2024**

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The figure pictured in the heading “Dreams of Tomorrow” by Kay Worden, is affectionately known as “Betsy” after Betsy Fletcher, considered a founding mother of the Whitinsville Social Library. She sits on the library’s front walk.



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EXECUTIVE SUMMARY

When Arthur Fletcher Whitin and his brother Edward purchased the land on which the Whitinsville Social Library now sits they were completing the architectural development of downtown Northbridge, but more significantly they institutionalized the library, established in 1844, as a cornerstone of the town. The library remains an important contributor to the culture of Northbridge however, the revered building is showing its age thus limiting the ways in which library service, which has evolved since it was built can be provided to the community. Constructed to serve a population of eight to ten thousand, it needs to be updated and expanded to serve over sixteen thousand today, and over twenty thousand by 2054.

Forethought was evident in the planning of the building, which was designed to be efficiently staffed by just one person to carry out the library's mission to loan books. The inclusion of a Children's Room was creditable, as few libraries dedicated space to the youngest townsfolk. Mechanical services, that is electrical, plumbing, and heating systems, were installed, and likely were state-of-the-art. What, in addition to the doubling of the population, has changed since its construction? It was not planned to temper sound, as in the early twentieth century libraires were quiet. People spoke in whispers so as not to disturb others. It was not designed to allow access by people with mobility issues. The addition of an elevator and restrooms in 2000 addressed some, but not all, accessibility challenges. Parking was not a concern. It was not designed to enable efficient updates to mechanical systems, nor could it easily adapt to facilitate installation of electronic technology which was not imagined in 1913.

Beyond the physical attributes of the building, the services expected have changed substantially. Programming was not considered an essential library function in 1913, while now it is a core role. Homeschooling parents and work-from-home adults seeking a different place to study or work were not part of the milieu. Access to non-print materials and "things" was not considered.

What is the vision presented in this program to bring the library forward to meet the demands of the twenty-first century? Responses to the survey show that there is deep interest in preserving the unique, historic building, but recognize it needs to be updated to serve the town. A bright, well-lighted interior with "lots of windows" would be welcoming. The capacity to hold many programs for all is echoed in many responses. The plan proposes to increase the size from 14,500 gross square feet to some 25,000 gross square feet and over 18,700 net useable square feet. The additional space will include an Auditorium; a Children's Story Hour/Activity Room; an Innovation Lab/Makerspace; and small conference and study rooms. The Children's Room will be enlarged to include appropriate seating and collections for the youngest patrons from birth through middle school. A separate teen space will give high-schoolers a place to belong. There will be more space for books, comfortable seats, and community collaboration. All mechanical systems will be upgraded to provide efficient and cost-effective service. The staff will gain workspace appropriate to their needs. The building will be made fully accessible to all, and parking will be increased.



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INTRODUCTION

The second paragraph of the Introduction to the 2024-2028 Whitinsville Social Library Strategic Plan states:

As this Plan showcases, one of the biggest requests from our community is for more space. Surveys show people want space in the Library for programming and events, meetings, studying, or work. Staff also desire adequate private spaces for breaks, storage, and working.

It goes on to opine that the existing library will require expansion. That statement is borne out in this Building Program which recommends increasing the size of the library by some ten thousand five hundred gross square feet, from 14,500 to 25,000 to support the achievement of its vision and carrying out of its mission.

Vision Statement: Northbridge offers unique and diverse free and low-cost accessible cultural, recreational, and social activities, programs, and services that appeal to all ages.

Mission Statement: The Whitinsville Social Library serves the entire Northbridge community as a welcoming place that enlightens, informs, and entertains. We strive to connect people to a variety of library materials, resources and experiences that support lifelong learning and literacy.

Goal 1 The Library's National Registered historic facility is a welcoming place that meets the community's needs.

- 1.1 Create comfortable, quiet places for all ages to read, study, meet, and work.
- 1.2 Maintain safe, sustainable, and high-performing facility infrastructure and systems (HVAC et al.).
- 1.3 Optimize Library space configuration and utilization to accommodate the needs of young children, teens, and families.
- 1.4 Meet patron and staff technological needs (e.g., Wi-Fi strength, plugs/charging stations).

Goal 2 The library is an important information and services resource for Northbridge residents.

- 1.5 Maintain staff areas that support the organization's operations.
- 2.2 Increase awareness and use of the local history collection.
- 2.3 Improve local adults' digital, media, and computer literacy.

Goal 3 The library will be the go-to destination for families.

- 3.1 Ensure the staffing level is sufficient to meet the needs of local children and their families.
- 3.2 Offer programs that interest, educate, and entertain children and their caregivers.
- 3.3 Improve local early childhood education.

Goal 4 The library will meet the community's evolving needs and interests.

- 4.1 Offer collections, programs, and services that support the needs of community members with diverse backgrounds, abilities, and interests.
- 4.2 Offer hands-on STEAM education programs for all ages.
- 4.3 Increase teen and adult Library support (e.g., advocacy and volunteerism).



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4.4 Expand non-traditional physical and digital collections (e.g., Library of Things, online resources).

Given the historic and structural elements in the one-hundred-eleven-year-old building, not only is the small size a hindrance but the configuration is as well. The library was designed with the intent that most patrons would enter, search for and borrow books, and depart. ([“Library at Whitinsville, Mass. Mr. R. Clipston Sturgis, Architect,” The American Architect, v. CIII, No. 1941, March 5, 1913, p.135.](#) Accessed March 26, 2024) Tables were provided for those who pursued study of materials which could not be borrowed, but the thought of having comfortable seating for relaxing and reading was not at the forefront. Acoustics were not considered. The main public space, while divided visually by imposing hand-carved partitions, has no sound barriers. All conversations and presentations can be heard throughout the main service area. Programming was not considered as it was not seen as a library function at the time, thus there is no meeting space.

The Library Trustees have been aware of the need for a larger and better designed facility for many years and have planned accordingly. Over the last ten years they acquired three adjoining properties at the rear of the library. One will be demolished, the other two are single family homes that they rent out. Typically, library building programs are site-neutral, and whether the requirements of this building program can be met in the existing space, or there must be new construction on the alternate site, careful thought must be given to the inclusion of existing art work and the potential adaptive reuse of the unique California redwood architectural elements which cannot be replicated because use of redwood is cost-prohibitive.

When considering space requirements for a public library, it is helpful to examine two areas in addition to the existing structure: the collection and resources, and service available to patrons, both what is currently provided and what could potentially be provided or be provided better with an improved building. A review of those two components often brings into very clear focus the strengths and weaknesses of the physical plant. [Library Space: A Planning Guide for Librarians](#) published in 2021 by the Massachusetts Board of Library Commissioners highlights key considerations to be thought about during the planning process. An inclusive, functional, flexible facility; a viable location and site; and a building that provides spaces for diverse programming are iterated. Coupling those guidelines with the mission and vision of the Whitinsville Social Library and incorporating input from staff, patrons and citizens, this Building Program will present sufficient information to the Northbridge community to allow citizens to continue to carry out the library mission and fulfill its vision for at least the next three decades.



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THE TOWN OF NORTHBRIDGE

[Northbridge](#) is a suburban town of 18.6 square miles, located in the Blackstone River Valley, the birthplace of the Industrial Revolution in America. Composed of five villages, Linwood, Northbridge, Riverdale, Rockdale and Whitinsville, it played a major role in the Industrial Revolution due to its natural resources, the rivers on which many mills were constructed. Its economic viability was strengthened by its strategic location between Worcester, Massachusetts and Providence, Rhode Island. The Blackstone Canal and subsequently the Providence and Worcester Railroad, facilitated commerce by linking Worcester and the towns along the way to the ocean in Providence. The industrialists, primarily the Whitin family, who built the mills and factories were not only interested in industrial development but also in civic and cultural development. They wished to have an important central town location with monumental architecture to enhance life for their employees and to leave a legacy for the future. The Whitinsville Social Library, Northbridge's Town Library, figured prominently in the planning.

In 1983 the Whitinsville National Historic District, consisting of over 324 resources was established by the National Park Service. Beginning in 2010 a Local Historic District Study Commission was established to consider creating a subset of the district encompassing a small but significant footprint in the center of Northbridge. The [Whitinsville/Downtown Northbridge Local Historic District Preliminary Study Report](#), prepared by R. Christopher Noonan, Cultural Resource Specialist for The Whitinsville Local Historic District Study Committee July 2019, addresses the initiative. It offers details of the general development of the town architecture but focuses on *architecturally and historically significant commercial properties included in Whitinsville Downtown Crossroads Local Historic District [that] exemplify Whitinsville's developmental evolution from the 1700's to the international epoch of the Whitin family and its businesses in the early 20th century, to a community proud of its town's history, confident in its future and, with a positive vote, committed to their future.* (p.3/14) The Whitinsville Social Library is one of those buildings. See Appendix III. A by-law establishing the [Whitinsville Downtown Crossroads Historic District](#) was adopted by Town Meeting in 2019. See [Landscape Through Time](#) for further details.

Northbridge is a Green Community as designated by the Commonwealth of Massachusetts and therefore all construction will be required to observe best environmentally sustainable practices in design and construction. The [Green Communities Action Plan](#) was developed in 2010.

Governance

Northbridge is governed by Open Town Meeting. An elected five-member Board of Selectmen serves as the Chief Executive Office and the chief policy-making board. The chief administrative officer is the Town Manager who is directly responsible to the Board of Selectmen for the administration of all town affairs under the town charter. The Whitinsville Water District serves 14,000 Northbridge residents. A town sewer system serves a majority of the population. A full-time police department and a fire department that includes full-time and call firefighters and EMTs and a Highway Department protect the town and keep it running smoothly. The Council on Aging oversees Plummer Place, the town senior center.



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History

There is evidence of Native American presence for seasonal hunting and fishing, signs of Archaic and Woodland campsites and main and secondary north/south trails along the Blackstone, Mumford, and West Rivers. Its location in the fertile Blackstone River Valley saw its early colonial development as a farm community. Iron works were built in Whitinsville in 1929 and grist and saw mills in Riverdale by 1740. **Northbridge's Landscape through Time** [Reconnaissance Report \(June 2007\)](#), notes that a mill village began in Rockdale in 1814, spearheading not only industrial growth but “an important transportation hub: the junction of the Providence Road, the Central Turnpike and the Blackstone Canal (replaced by the Providence and Worcester Railroad in 1847).” It continues, “By far the greatest industrial growth took place at Mumford River Falls (now Whitinsville), ... An early cotton manufactory was built near the iron foundry in 1809, with workers’ housing and two more cotton mills built by 1830.” It is in that location that the Whitinsville Social Library was built.

Whitinsville, named for the Whitin family who manufactured both cotton textiles and the machinery to make it, became the center of the mill community before the Civil War. The Whitins built housing for their workers, much of which remains today, as well as large residences for themselves. The Renaissance Report continues:

Whitinsville and the Whitin family’s industrial operations continued to dominate Northbridge in the Late Industrial Period (1870-1915)... Northbridge was a thoroughly industrial town with parts of it densely populated, where 78% of the men were employed in the factories. Farm acreage had decreased by a third ...with a shift ... to dairying ... The construction of a streetcar line from Northbridge to Worcester in the 1890s gave residents access to the larger stores of the city, putting an end to Northbridge Center as a commercial focus, although Church Street in Whitinsville [where the library is located] began to develop as a local commercial district. The Whitin family’s factories continued to prosper until a depression hit the textile industry in 1923.

The cotton mills closed. The Whitin Machine Works continued to operate until the late 1940’s and were sold off during the 1950s. The legacy of the Whitin Family continues as evidenced by the public and private buildings they constructed. [The Blackstone Valley Heritage Corridor National Historical Park](#) website gives details on the industrial development and the importance of cotton to the town’s economy. The Northbridge Town [website](#) provides additional details.

Geography and Location

State routes 122 and 146, which continues into Rhode Island, run through the town, giving convenient access to Interstates 90, 395, and 495, offering good highway and rail access to the ports, airports, and intermodal facilities of Worcester, Providence, and Boston. Bounded by Upton, Hopedale, and Mendon on the east, Uxbridge on the south, Douglas and Sutton on the west, and Grafton on the north, Northbridge was originally part of Mendon, but, with Uxbridge, split in 1727. It became a separate town in 1775, and is one of twelve towns in the federally funded John H. Chaffee Blackstone Valley National Heritage Corridor.



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Schools

The [Northbridge Public Schools](#) serve students in grades Pre-kindergarten through twelve in three buildings. Northbridge Elementary school includes 960 students in Pre-K-5; Northbridge Middle School is home to 432 sixth, seventh and eighth graders; and Northbridge High School has 473 students in grades 9-12. 82% of students are white, 13% are Hispanic. The remainder are multi-race, African-American and Asian. The high school completion rate is 87%; 40% are deemed low income; and less than 3% are considered English Language Learners.

Of some 2,400 school-age children in 2022-23, seventy-one were home schooled, 177 attended out-of-district public schools, and 244 were at private and parochial schools. Northbridge is a member of the [Blackstone Valley Vocational Regional School District](#), formed in 1964 to provide a career education option for students in the towns of Bellingham, Blackstone, Douglas, Grafton, Hopedale, Mendon, Milford, Millbury, Millville, Northbridge, Sutton, Upton, and Uxbridge, Massachusetts. The school offers 18 vocational-technical programs and post-secondary programs. The 2022-23 Northbridge enrollment was approximately 140.

[Whitinsville Christian School](#), founded in 1928, enrolls some 650 students in grades K-12 from forty-four communities in Massachusetts, Rhode Island, Connecticut and several countries outside the United States. It is centrally located between Northbridge High School and Northbridge Middle School.

Recreation and Culture

According to the [Open Space and Recreation Plan 2022](#), Northbridge has several scenic resources and unique environments including Shining Rock and King Phillips Rock which provide vistas across the valley; six “Scenic Roadways;” and the Whitinsville Golf Club, a privately-owned nine-hole course, deemed one of the most significant landscapes in town and one of the best nine-hole courses in the United States. It is valued by the townspeople because it preserves the landscape. The Whitinsville Historic District, which includes the Whitinsville Social Library, is a gem on the National Register of Historic Places. See Appendix IV for the MACRIS description.

Many lands with conservation and recreational interest identified in the Open Space Plan are owned by the Commonwealth of Massachusetts. The Upton State Forest, which covers 750 acres in Northbridge and the adjacent E.K. Swift Wildlife Area are not highly developed but present potential for recreational areas. The [Blackstone River Heritage State Park](#), developed in the 1980s has 760 acres of well-maintained land. Vestiges of the [Blackstone Canal](#), an active connection between Worcester, Massachusetts and Providence, Rhode Island from 1828-1838 can be seen from a parkway. The town owns approximately 136 acres of conservation land and 55 acres of recreational land. [The Blackstone River Valley National Historic Park](#) also passes through Northbridge.



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DEMOGRAPHICS

Population

The following information was obtained from the United States Bureau of the Census, https://data.census.gov/profile/Northbridge_town,_Worcester_County,_Massachusetts?g=060XX00US2502746925#populations-and-people, The American Community Survey (ACS) <https://www.census.gov/programs-surveys/acs/>; the UMass Donahue Institute (UMDI), and from Northbridge documents.

The population of Northbridge was 16,335 according to the 2020 United States Decennial Census. It grew by 27% from 11,887 in 1970, per the 1970 U.S. Decennial census and 4% from 2010 to 2020. The UMDI population prediction estimate, issued in May, 2023, based on the 2020 US Census predicts a population of 20,676 in 2050. Approximately 17% of the population is over sixty-five currently and that age group is projected increase to 28% by 2050. The population of residents under nineteen years of age is projected to decrease from 23% to 17%, based on birthrate estimates. See the table below for a detailed breakdown.

Northbridge Population - Age	2020 Actual Per US Census	Percent of Total Population	2050 Projected UMDI	2050 Projected Percent of Total Population
Total per UMDI	16,337		20,676	
0-4	875	5%	869	4%
5-9	922	6%	902	4%
10-14	959	6%	950	5%
15-19	977	6%	816	4%
20-24	927	6%	718	3%
25-29	977	6%	873	4%
30-34	1,090	7%	1,103	5%
35-39	1,067	7%	1,303	6%
40-44	952	6%	1,234	6%
45-49	1,223	7%	1,369	7%
50-54	1,315	8%	1,638	8%
55-59	1,238	8%	1,614	8%
60-64	1,117	7%	1,530	7%
65-69	798	5%	1,151	6%
70-74	670	4%	1,079	5%
75-79	431	3%	1,056	5%
80-84	338	2%	1,021	5%
85+	461	3%	1,450	7%

The median age of Northbridge residents is 43.3 years compared to a state average of 40.6. 90.8% identified as white alone, not Hispanic, in the 2020 United States Decennial Census. 0.9% are Black,



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1.1% Asian, 8.4% Hispanic and 5.0 % mixed race. Of the 6,466 households, 51.3% consist of married couples and families.

Per the [2022 Residential Buildout Map](#), 294 units were under construction with an potential for several hundred additional units. The population estimate used for this building program is 20,676.

Education, Employment, Income

91.9 % of Northbridge adult residents have a high school education or greater, exceeding the Massachusetts percentage of 91.2%. 33.7% hold college or advanced degrees, slightly fewer 45.2% of the Massachusetts population.

73.1% of Northbridge residents over the age of 16 are in the civilian labor force. 14% work for state and local government; 30% in education and social services; and 19% in retail. The remainder are divided among natural resources, construction, finance, production and transportation. 81% of workers commute to their jobs by car, van, or truck, with the average commute time being 32 minutes. Less than one percent take public transportation. 15% of employees report that they work from home.

The estimated median household income is \$85,503., slightly higher than the state median of \$84,385. 6.7% of Northbridge citizens live below the poverty level compared to 13.1% of the statewide population.

Housing

There are 6,702 housing units in town, an increase of 6.6% since 2010. The September 2023 [Housing Production Plan](#) prepared by The Pioneer Valley Planning Council provides the following information:

Of those, 6,435 units are occupied; therefore, as defined by the U.S. Census, there are 6,435 households in Northbridge. Of the total households in Northbridge, approximately 54.4% are headed by married couples, and 7.6%: are cohabiting couple households. Just over a third (34.7%) of all households in Northbridge have children under the age of 18. Almost 29.6% of households in Northbridge have at least one person over the age of 65. (p.20)

3,590 are single-family units with an average value of \$422,524. 68.9% are owner occupied. The average single-family tax bill is \$5,476. The 2022 EQV is \$131,812.00, per capita.



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TOWN AND REGIONAL PLANNING

The 2017 [Economic Development Strategic Plan](#), created to guide improvements to the town, notes that the town has acted diligently to overcome the economic obstacles that resulted from the loss of manufacturing in the mid-twentieth century. In the early twenty-first century, they implemented streetscape, signage, and façade improvements in Rockdale and Whitinsville; adopted an Agri-Tourism Farm zoning provision in 2010; adopted a Historic Mill Adaptive Reuse Bylaw in 2012, which allowed mills in Linwood and Whitinsville to be repurposed in several ways; designated several sites as priority development areas; and made related supportive decisions that encouraged business growth.

Community Preservation Plan

Locally, Northbridge voters approved the Community Preservation Act, at the November 2017 General Election (Ballot Question); adopting a 1% surcharge on all real estate property tax bills with two exemptions: 1.) residential property owned and occupied by persons who qualify for low-income housing or low- or moderate-income seniors; and 2.) the first \$100,000 of taxable value of all residential real property. Proceeds from the Community Preservation Act, or CPA Funds as its commonly referred to, is collected and deposited into special municipal accounts identified for Community Housing; Historic Resources; Open Space & Recreation Use; Expenses, and Budget Reserves.

MBTA Zoning

Northbridge is considered and MBTA “Adjacent Community.” For Northbridge, the minimum land area required for compliance is 50 acres with a multifamily housing 39 capacity of 750 dwellings. Based on current zoning, and as determined by the Town’s Building Inspector/Zoning Enforcement Officer, Northbridge satisfies the MBTA Communities requirements within its Residential Five (R-5) Zoning District, where multifamily dwelling is allowed by-right at a density equal or greater than 15 units per acre.

Master Plan

Northbridge’s most recent Master Plan was prepared in 1994. A Comprehensive master plan update initiative is currently underway.



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LIBRARY PROFILE

The Whitinsville Social Library is the public library for the town of Northbridge, Massachusetts. So named because it is in the Whitinsville section of Northbridge, the word "social" indicates it was originally a subscription library. It is one of four in the United States that retain the word social in its name. The library has 5,581 registered borrowers of whom 4,601 reside in Northbridge. Built in 1913 it contains 14,500 gross square feet, not all of which is accessible. The basement under the main room is a fallout shelter.

Library service began in Northbridge when a Deposit Station was opened in a private home on Hill Street in Northbridge center, in 1923. It was moved to another private home in 1925 and remained open until the building was sold in 1946. From 1923 to 1990 the library had a branch in the village of Rockdale. Originally in a corner of Brown Brothers store, it quickly outgrew the space and moved to a room in the Paul Whitin Manufacturing Company. In 1925 it was relocated again to a large hall over the Brown Brothers store, until moving to a new building on School Street in 1947 where it remained until it was closed due to lack of funding.

The [Whitinsville/Downtown Northbridge Local Historic District Preliminary Study Report](#), (LHD) prepared by R. Christopher Noonan, Cultural Resource Specialist for The Whitinsville Local Historic District Study Committee July 2019, puts the library in the architectural context of the Town of Northbridge. The library is one of nineteen properties in the Memorial Square area, one of Northbridge's community gathering points for major civic and political events, to be included in The Whitinsville Local Historic District. The local historic district is a subset of the 1983 Whitinsville National Historic District. The LHD report states the Whitinsville Social Library, was the last of the contributing institutional buildings built near Memorial Square. Memorial Town Hall, the Village Congregational Church that adjoins the library property, and the Aldrich High School, adjoining the church property in the rear, were among the others. In the early 20th century, two of the Whitin brothers, Arthur Fletcher Whitin and Edward Whitin, bought the property for a future site of the Colonial Revival library. The brothers hired Boston Architect R. Clipston Sturgis to design the library. Upon its completion the Whitins sold the library to the town for one dollar. A graduate of Harvard University in 1881, Sturgis had a Boston based firm and at the time of the library commission. See appendix III for the full text of the LHD library worksheet.

History

A pamphlet, "The Whitinsville Social Library; the First Hundred Years 1844-1944" by Josephine C. Balmer, written in recognition of the centennial of the library's founding, details the origins and ongoing support fostered by prominent families in Northbridge, and the value it provided to the town.

The Whitinsville Social Library has its roots in a meeting held in December of 1844 to discuss a one-hundred-dollar legacy left by Miss Sarah Fletcher, "to take into consideration the establishment of a Social Library." The library was quickly established, a constitution was written, officers were elected, and by February, 1845 it was lending books from Chapel Hall in the American Legion building. The decision



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to move from being a social library to a Free Public Library was made in 1875 with the condition that the town would contribute annually to its support. Approval was granted at the Annual Town Meeting in 1876, coinciding with the library's move to larger quarters in the new Town Hall. The initial annual town contribution was three-hundred dollars.

In 1913, the present building on Church Street was constructed in the Georgian Revival style. Except for a small elevator addition in 2000 and the opening of the book stacks to the public, the building is essentially unchanged. Many of the original furnishings remain. At some time, a sewer line was installed under the parking lot.

An article describing the library published in *American Architect* magazine just prior to the opening of the building gives a valuable perspective to both the philosophy behind the design and structure itself. Several illustrations were included. It brings attention to elements which must be preserved and those which must be adapted to strengthen the service for the twenty-first century. It should be noted that the Mr. Sturgis, the architect was President of the American Institute of Architects when the article was published. (["Library at Whitinsville, Mass. Mr. R. Clipston Sturgis, Architect," The American Architect, v. CIII, No. 1941, March 5, 1913, p.135.](#) Accessed March 26, 2024)

This is a small library in a small town, to be taken care of most of the time by a single attendant. The reading rooms and delivery room have therefore been designed for inspection from a single point. By making the whole front of the building a single room it was possible to get a room which has the dignity of considerable size, and by the use of the open decorative screens the two ends of the room are given a sense of seclusion from the central delivery space, and yet are entirely open for inspection by the attendant at the delivery desk itself. There is no second floor except over the two small portions at the rear of the front room and to the right and left of the stack, in which the stories are low and there is a second story of study rooms. There is a second story level of stack in the basement, the upper level being that on the level of the first floor. The outside of the building is a local granite, the finish of the reading room is entirely of California redwood. The stack is cast iron, and the uprights of the stack are utilized as supports for the concrete slab which forms the roof.

During the 20th century, the library grew apace of the town. Income from a private trust fund established by the Whitin family substantially augments annual municipal funding to present day. Highlights include:

- 1990's - Joined [CWMARS](#), the Central/Western Massachusetts regional library consortium, as an affiliate library
- 2001- Automated the card catalog and circulation
- 2010 - Joined CWMARS as a full member and began sharing holdings within the regional online catalog. Today, CWMARS provides the library catalog, database access, downloadable ebooks, videos, and audiobooks, and provides for public Internet access.

Over the past several years the Trustees purchased three adjoining properties on Cottage Street, behind the library parking lot, adding approximately .56 acre to the library land.



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Governance and Funding

The library is a town department administered by the Whitinsville Social Library Corporation and funded by the corporation and the Town of Northbridge. The town owns library building, is responsible for ordinary maintenance and utilities, hires and pays employees, and covers two-thirds of the book budget. The library has been governed by the Whitinsville Social Library Corporation, whose members vote for the Board of Trustees. The Trustees set policy and oversee the endowment. Funds from the endowment pay for memberships and licenses to online resources such as Overdrive, Kanopy and Mango; one-third of the books; and office supplies. Capital items may be funded with state aid monies. Membership in the WSL Corporation is open to those who are interested in the welfare of the library. Applications for membership in the corporation are accepted by the President of the Corporation. The WSL Corporation accepts monetary gifts which are used to support the library.

Holdings and Circulation

The total materials holdings reported in the 2024 Massachusetts Annual Report Information Survey (ARIS) covering FY2023 numbered 267,496 including 52,752 print items, and 5,554 non-print tangible items. There were 111,055 circulation transactions. Materials circulation numbered 98,091 items of which 70,716 were print items, 7,168 were tangible non-print items, and 12,971 were loaned to other libraries. The remainder encompassed electronic resources. 10,685 items were borrowed from other libraries. Items circulate for two weeks. There are 5,581 registered borrowers of whom 4,601 are residents of Northbridge.

The charts below show a comparison holdings and circulation of books and tangible non-print items. Periodicals are not included because the collection is small and being phased out.

CIRCULATION	TOTAL MATERIAL CIRC 98,091 FY 2023		BOOK CIRC 69,827 FY 2023		NP CIRC 7,168 FY 2023		TOTAL TANGIBLE CIRC 76,996 FY 2023		FY 2022 MATERIAL CIRC 85,786
	ACTUAL	%	ACTUAL	%	ACTUAL	%	ACTUAL	%	
ADULT	53,499	55%	29,321	42%	5,524	77%	34,845	45%	47,657
YA	4,766	5%	3,699	5%	10	>1%	3,709	5%	4,869
CHILDREN	39,826	40%	36,807	53%	1,634	23%	38,441	50%	33,260

HOLDINGS	ALL 267,496		BOOKS 52,721		NON-PRINT 5,554		TANGIBLE 58,275		FY 2022 241,632
	ACTUAL	%	ACTUAL	%Books	ACTUAL	% NP	ACTUAL	%	
ADULT	202,748	76%	30,639	58%	4,636	83%	35,275	61%	183,764
YA	20,094	7.5%	3,243	6.5%	13	>1%	3,256	5.5%	16,482
CHILDREN	44,654	17%	18,839	36%	905	16%	19,744	34%	41,386
% of Total Collection									
TOTAL	267,496		52,721	20%	5,554	2%	58,275	22%	241,632

The total print collection size is within the median range described in [Library Space: a Planning Resource for Librarians](#), Massachusetts Libraries Board of Library Commissioners/Sasaki [2021] p. 120. For



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libraries serving populations of 16 -17,000. An increase in holdings from 58,000 items to 75,000 items is proposed based on the projected increase in population to more than 20,600 over thirty years. The adult collection will be reduced from 56% of holdings to 45%, and the children's collection, including 'twens, will be increased from 26% to 45% to more accurately reflect circulation patterns. The Teen collection will remain at 10%.

The Children's Room has occupied the same space since the library opened. It affords some shelving for children's material but over 1,600 children's books are shelved in the lower-level stacks with the adult collection because available shelving is not sufficient to hold the entire collection in the Children's Room. Physical non-print items such as compact discs and DVDs are used less each year as patrons increasingly stream services from home therefore that portion of the collection will likely dwindle to negligible over the medium and long term. The request of the Library of Things is growing. While the quantity of items included in the Library of Things will be smaller than the present quantity of CDs and DVDs, the sizes and space requirements are very different and will be planned for. Total circulation reflects the borrowing of non-tangible items is 78% of total borrowing.

Computers, WiFi and Technology

Patrons may connect to free public wifi by agreeing to the Internet Policy. Black and white printing and copying are provided for a fee. The library offers three windows desktops, one Early Literacy workstation preloaded with educational games for kids which is not connected to the Internet, and eight Chromebooks for in-library use. Headphones for use in the library are also available. Four Kindle e-readers preloaded with adult books and high school summer reading titles and T-Mobile hotspots may be checked out.

Hours

The library is open fifty-one hours per week, Monday through Thursday from 10AM to 8PM; Friday from 10AM to 5PM and Saturday from 10AM to 2PM.

Staff

Full-time library staff members are the Director and the Youth Services Librarian. Six staff members, three Senior Assistants and three Junior Assistants, work part-time. Eleven volunteers contributed two hundred sixty-six hours of unpaid time to assist with library services performing such tasks as covering and labeling books and shelving materials.

Programming

The library calendar lists regular weekly and monthly programs and special events. Weekly programs comprise preschool story/play times Mondays and Fridays; preschool Music and Movement on Wednesdays; and "The Historian Is In" on Wednesday afternoons, when a local historian provides assistance with local history and genealogy. The Library Director holds a monthly coffee hour; the Children's Librarian has a Homeschool Mixer and a monthly Graphic Novel Book Club for teens and tweens. There are five book clubs for adults led by various staff members, some in mornings and others evenings and an adult craft program. The Friends of the Library meets monthly.



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Special programs include gardening, cookie decorating, and teen/tween Crafternoons. Outreach to the senior center results in cooperative programming, notably a book club. Library staff participate in various activities sponsored by the town and the Blackstone Valley Chamber of Commerce.

The chart below shows the total number of live programs and attendees for FY22 and FY23.

	FY 22 (FY23 ARIS)		FY 23 (FY24 ARIS)	
	P	A	P	A
BIRTH-5	98	511	268	923
AGES 6-11	32	79	14	44
YA	18	32	26	83
ADULT	57	165	38	150
ALL AGES	20	245	18	196
TOTAL	225	1,032	364	1,396
ON SITE	210	786	346	1,399
OFF SITE	15	197	15	380

LIBRARY PLANNING

The Whitinsville Social Library Architectural Assessment Feasibility Study was carried out by Drummey Rosane Anderson (DRA) in the fall of 2023 and the winter of 2024 and encompassed interior, exterior and site evaluations. The Introduction states:

The specific scope of this study included the review and assessment of existing building and its site. The purpose of this study is to better understand the physical conditions of the library with an eye toward the possibility of future maintenance and potential expansion of the facility.

The study contains analysis, prioritization of needs, and suggestions for planning for future projects. See Appendix VII.

Mechanical, Electrical, Plumbing, and Fire Protection Existing Conditions for Whitinsville Social Library Griffith and Vary Consulting Engineers February 27, 2024, conducted as part of the conditions assessment provides additional detail for the Architectural Assessment Feasibility Study cited above.

The report details conditions, deficiencies, and code compliance and recommends actions. Overall, most systems were found to be operating well with few deficiencies and few items that were not code compliant, although the age of many elements was noted and replacement was recommended. Code non-compliance situations identified are: lack of a sprinkler system; lack of a proper thermostat on the water system; fire alarm system deficiencies; and lighting deficiencies both inside and outside the building. Not



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code-related but of concern were the cast-iron radiators throughout the building which get hot and can cause burns, and the lack of an emergency power generator. The full report is in Appendix VII.

The Whitinsville Social Library Strategic Plan for 2024-2028, approved by the Board of Trustees in September, 2022, identified the need for more space for collections and programming to enable the growth of service to the community. The top two priorities recognized in the survey conducted as part of the planning process were a comfortable area for reading and relaxing and an improved Children's Room. Suggestions for interior enhancements also encompassed improving furniture and fixtures by making seating options more comfortable and varied; adding meeting space; and creating a dedicated teen space.

The five-year **Capital Plan** for the Town lists the following for the Whitinsville Social Library:

- 2025 ADA Exterior Door (Have \$8,000) \$ 12,000.00
- 2025 Repair Walkway \$ 25,000.00
- 2026 Library Exterior Painting \$ 65,000.00
- 2027 Library Interior Painting \$ 65,000.00
- 2028 Library Parking Lot Reclamation/Paving \$ 55,000.00
- 2029 Library Exterior Fencing \$ 68,000.00

The Town of Northbridge Self-Evaluation and Transition Plan, dated June, 2022, identifies areas of noncompliance under the Federal Americans with Disabilities Act and includes a facilities assessment describing non-conforming building and site conditions with a description and applicable regulatory standards for compliance. The library is covered on pages 102-109. (See Appendix VI. for full text and photos). In spite of having an elevator to reach all levels the library is not fully accessible. On the exterior lack of sufficient accessible parking and walkways that are not compliant are recognized. Inside, operation and sizes of doors, door handles and thresholds, light switch heights, stack widths, public bathroom amenities, signage and stair railings, among other elements are highlighted.



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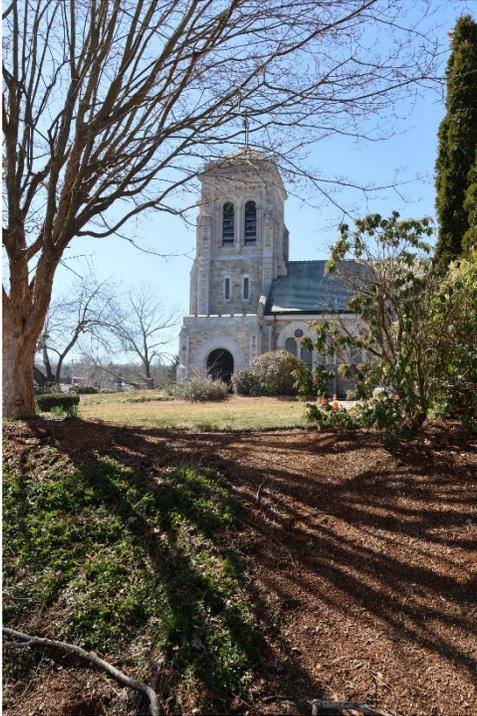
THE SITE



Centrally located on Church Street in the Whitinsville section of downtown Northbridge, the library holds a prominent place in the core of the Historic District at the juncture of Main Street, Hill Street, Church Street and Linwood Avenue, opposite Memorial Park which is the town common.



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To the west is the Village Congregational Church built with Whitin family funds in 1898 (National Register Application p.5), which shares its parking lot with the library by agreement.



Across the street from the library facing south is the town Memorial Park.



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To the right of the park the Cotton Mill Apartments, repurposed from the Whitinsville Cotton Mill built on Hill Street by Paul Whittin and Sons in 1845 is visible.



The view to the east in front of the library shows Church Street with the library driveway entrance. The white house visible behind the tree on the left is the Village Congregational Church Parsonage. On-street parking and businesses line the street.



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The long, narrow driveway is not easily visible from Church Street and is barely wide enough for a passenger car. It narrows with the jog of the building.



View from Church Street above left; view from rear of library toward Church Street above right.



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The elevator addition sits at the end of the driveway which opens onto the library parking lot. A sewer line runs under the parking lot.

The Library Trustees have purchased three adjoining properties to the rear, the ranch house and blue house (left below) and the white house (right below) to facilitate library expansion. The blue house and ranch are rented; the white house is scheduled for demolition.





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The driveway exits to the Village Congregational Church parking lot.



Exterior challenges to providing optimum library services include unevenly paved walkways as seen right in the path from the church parking to the library. Safety cones are placed to mark missing pavers.





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Both the granite stairs leading from Church Street to the entry sidewalk and those leading into the library need repair. The handrails are not ADA compliant, and patrons report that they get too hot to be used in the summer.



The main walkway and surround are also deteriorating.



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Exterior architectural details highlight thoughtful design and craftsmanship but also bring attention to the need for restoration of elements and finishes.



Trim needs repair and paint.
Lighting requires modernization.



Ivy encroaches on the back wall.



The book return bin is walk-up, not drive up.



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Concrete and wood elements show need for attention.





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THE PHYSICAL PLANT



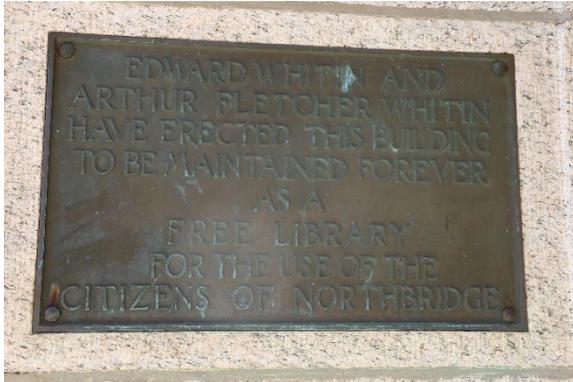
Characterized in the National Register of Historic Places Nomination form for the Downtown Northbridge Historical District (1984) as “Perhaps the single most elaborate civic building” in the district is the 1913 Whitinsville Social Library. Per the application:

It is a one-story [Milford] granite Neo-classical building located near Memorial Square. Hipped-roofed, with its broad side facing the street, it has slightly protruding pavilions at each end of the façade topped by cross-gables with returning eaves. Its central doorway is ensconced in a smaller projecting pavilion decorated with a pediment, vermiculated quoins, and a vermiculated Gibbsian surround around the door itself surmounted with a cartouche. Rising from the center of the roof is a circular belfry, with iconic columns interspersed between louvered round arches supporting an urn-encrusted entablature that is capped with a massive copper finial. (p.4)



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The bronze plaque to the left of the front door reminds all:



Edward Whitin and Arthur Fletcher Whitin have erected this building to be maintained forever as a free public library for the use of the citizens of Northbridge.



Posted on the right are the inspirational words,

On the diffusion of education among the people rest the preservation and perpetuation of our free institutions and above that, the notice that the library has a fallout shelter.



The “cartouche” mentioned is the library seal designed by the architect, [R. Clipston Sturgis](#). Based on the tradition of heraldry, it shows:

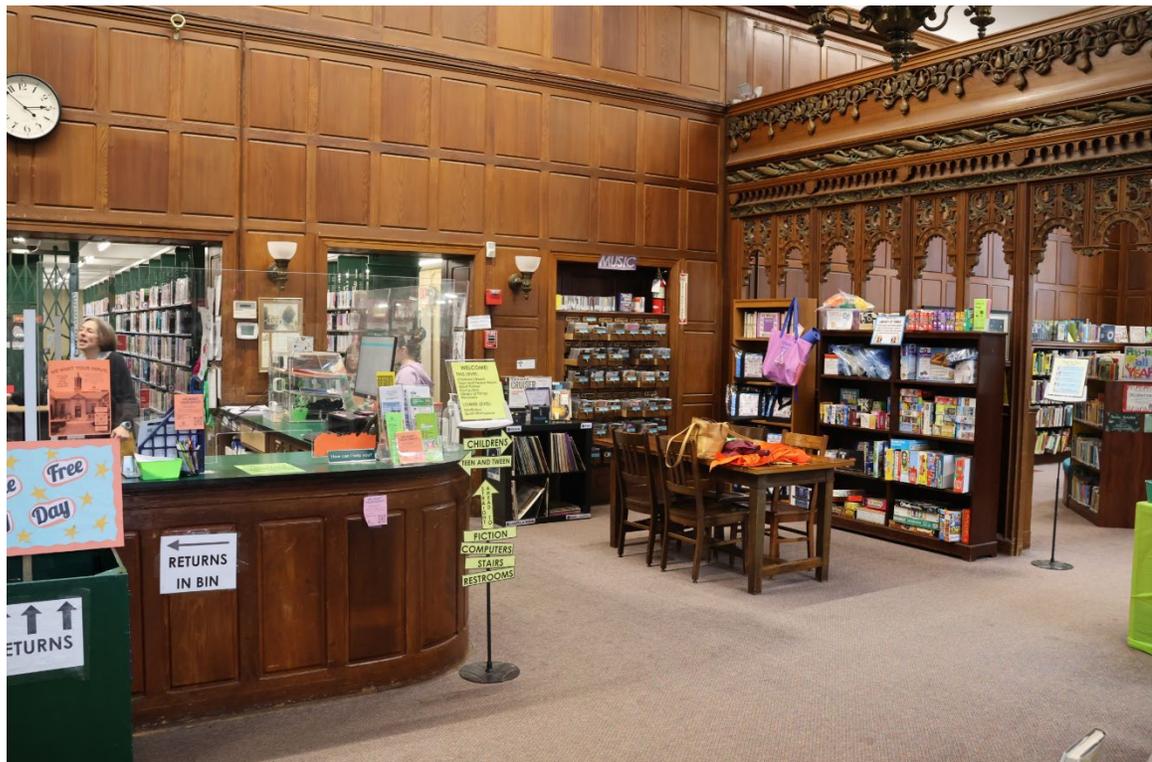
- A black rock on a field of blue and silver wavelike bands which represents the Blackstone River.
- An open book with gold leaves and edges on a plain blue field which represents the library and education.
- Two V's on the book pages to represent the library's books. Together they also form a W, to stand for the name Whitin.



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Patrons enter the symmetrically designed, wood paneled main service area anchored by the central circulation desk. The central area comprises one half of the space with Teen and Tween area occupying the west quarter and Children's collections occupying the east and quarter. The intricate hand-made carvings and wood paneling are crafted from California redwood.





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High ceilings and modern florescent lights help to offset the dark atmosphere created by the paneling.





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To the left of the front entry are self-service Holds, self-checkout, photocopier, and periodicals.

Opposite those beside the Circulation Desk are new adult materials. See details next page.

Intricate inspirational sayings and literary quotations line both sides of each divider panel.





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The west portion of the main floor is devoted to the Tween collection and to program presentation space using the pull-down projection screen. Furniture must be moved for every program and sound from all programs permeates the main service space and Children's Room.

The fireplace nook contains portions of the Tween collection. Public Forum and Focus group participants requested that the benches holding books be returned to their original use as cozy reading niches and that the fireplace be useable. The space is open to young adults only weekday afternoons.

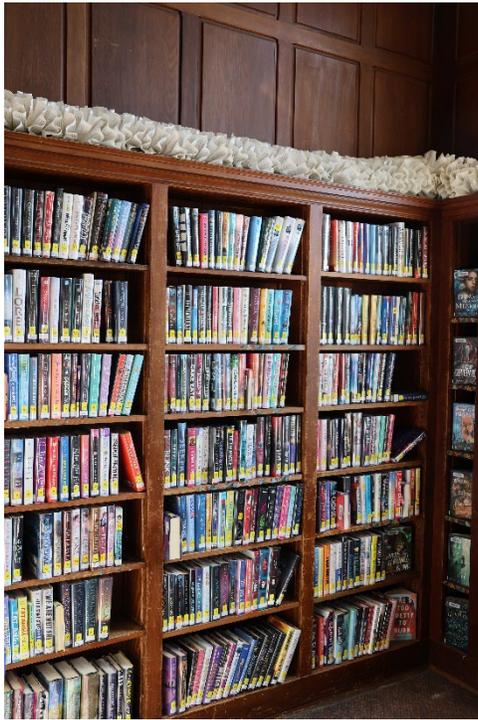




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The west window wall contains additional Tween shelving.



The alcove at the front of the room, replicating the fireplace nook, holds the Teen books.

The carved arches serve well to display books.





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To the right of the main entry is the Children's Librarian's desk. Note the lack of staff work area and privacy. Directly behind the desk is the Children's Room. Although the space is visually set off by panel, there is no sound barrier.

The following photos show the creative design elements used to adapt the massive space for small patrons





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including low shelving, colorful rugs, seats, and decorative art work. The space was designated the Children's Room when the library opened in 1913, nonetheless, children are overwhelmed its size and formal decor.



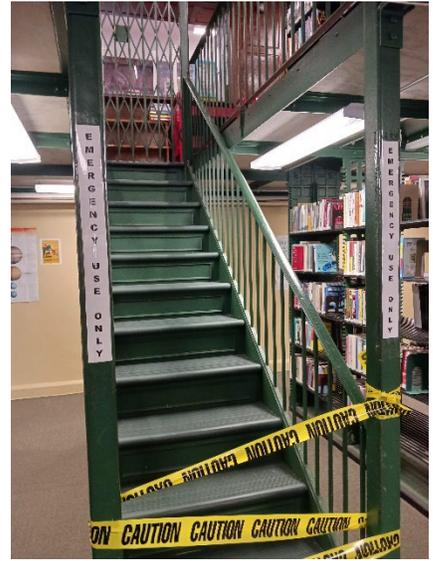
Directly outside the Children's Room, between the entry and the Circulation Desk, is the Library of Things, stored randomly as space permits.



It adjoins the music collection which demonstrates adaptive reuse of the card catalog. The door leads to the stacks.



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The original cast iron stacks occupy two levels in the building, connected by metal stairs which are blocked for safety. The structure supports the roof. Adult Fiction is shelved on the upper level and Non-fiction on the lower level.



Visible in the photo above is the opening to the Circulation Desk from the stacks.



When the library was constructed, the stacks were closed and all materials were retrieved by the staff. A pull-down divider (right) allows the desk to be closed off from the stacks.



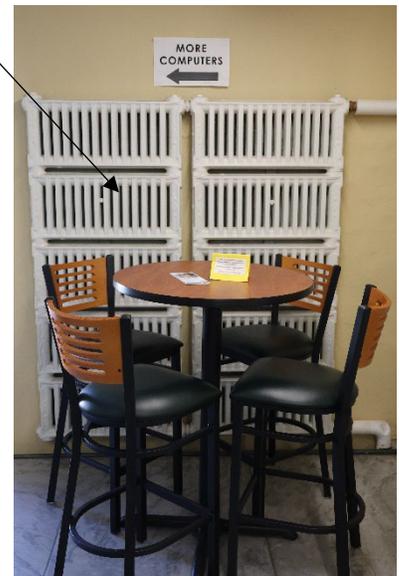
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The space outside the shelving has been creatively adapted on both floors to provide discrete areas for special collections, for study and for computers.

The puzzle table is located behind the blue book cart.



The bistro table and stools at the end of the aisle adjoin computer workstations that line the back (north) wall. Note the exposed radiators that present risk of inflicting burns when touched.





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The west wall on the main floor suffered water damage from a leak through the lights, which has been repaired. Visible to the right is the door to Technical Services and beyond it DVD shelving. Radiators line the wall.



Left photo, the west corridor facing north.
Right, Technical Services.



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A spiral staircase leads from Technical Services to space above the Young Adult Room, which now is storage. It is the only path to the space and is not accessible.



Technical Services storage on the left and spiral stair to storage rooms above on the right.



Views of the room at the top of the spiral stairs, used for storage. The books on the shelves labeled “Check Out” are duplicates as well as copies of former school summer reading books which remain in the catalog

but cannot be shelved in the main stacks due to lack of space.

The window at the top of the spiral stairs looks across to the door which opens onto the roof from the Archival Room but does not give roof access.



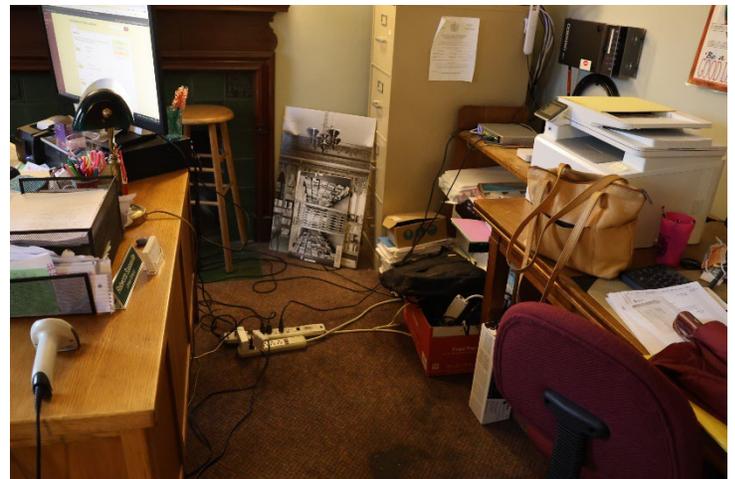


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There are three sets of stairs and an elevator which give access to the lower stacks. The cast iron stairs pictured on page 34 are closed. The back entry from the elevator addition is on the lower stack level and stairs lead to the main floor and the eastern portion of the top floor. A third set of interior stairs leads to all three floors from the corridor outside the stacks.

The photo above, also seen on page 35, shows the door to the corridor which connects the upper and lower levels of the library. Immediately opposite that door is the Library Director's Office. Between the opening and the office door are stairs up to the Archives and down to the lower level.



The Director's Office, above, houses the systems and telecommunications hardware; the security system monitor; the staff restroom, and the corporation treasurer's desk.



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New stairs

Restroom



The original wall opposite the elevator is used for Friends Book Sale. The windows open into the Library Director's Office.

The east side of the second floor houses the Archives, above the Director's Office. It is used for Trustees meetings. Attached is a storage closet for archival and historical materials.





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Shelving in the closet is limited and not climate controlled.



Outside the Archives is a door leading to the roof over the stacks. Note that the west side of the second floor, shown on page 37 does not have a door.



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Both the cupola and the roof housing elevator equipment may be reached from the door.



The drain below must be cleaned regularly to prevent flooding.



The area between the Archives and the elevator is restricted to staff use and for storage, including the Book Bike which is awaiting repairs. There is a restroom on this level in the addition.





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The ground floor, which is the only floor where every room connects in a rectangular pattern, presents a rabbit warren of useful and intriguing spaces. Traveling counterclockwise, the parking lot entry leads to the elevator and stairs.



Enter the stacks and look up to see the cast iron framework supporting the marble tile floor on the main level. Heat pipes and electrical conduits are open to the public view.



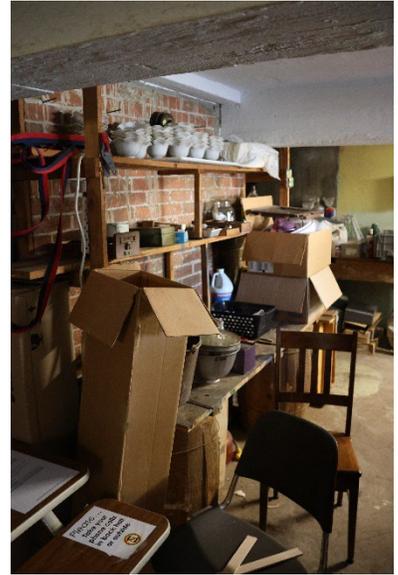
The arrow points to a door leading to storage space under Technical Services.



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Unused furniture, architectural elements, and a plethora of other items land here. The room leads to more storage in the fallout shelter which continues under the main service area.



Sturdy concrete walls keep materials dry.



The door left leads to the cellar.





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The stairs lead from the stacks to the cellar. The hallway where the cellar door is located leads to the east side of the basement and the “Staff Room,” under the Director’s Office.



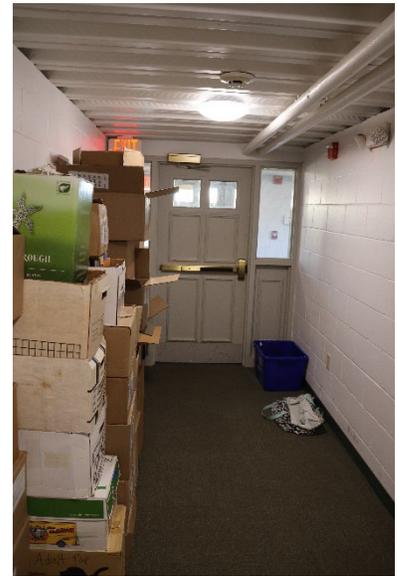


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Adjoining the Staff Room is a workroom/storage space.



Which leads to the transition between the original building and the addition, then to the spot where the journey began, the Parking Lot entry.





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NEEDS ASSESSMENT

The venerable Whitinsville Social Library (WSL) has served the town well for over a century, but can no longer fulfill the requirements necessary to provide twenty-first century library services. In order to do so the library must address concerns identified by staff and patrons reflected in the 2024-2028 Strategic Plan; in staff interviews, public forums and focus groups and the survey conducted in preparation for this building program; in the conditions assessment and ADA studies as well as in recognition of best library practices. While WSL is fortunate that it has an elevator and accessible restrooms, there remain significant problems with lack of accessibility in the building. Further, the conditions assessment has identified both critical structural elements and lack of code compliance requiring immediate attention. The most significant needs, however, relate to the dire lack of space: space for patrons, space for programs, space for staff and space for collections.

1) Patron Space:

- a) The need for quiet workspace.
There is no quiet workspace in the library. The main room has no sound barriers. Conversations in any location and noise from programs can be heard throughout the main area and in the stacks, interfering with the need for quiet to concentrate. The stacks are open between two floors and noise carries throughout.
- b) The need for tables and carrels distributed among all age-related spaces
 - i) All but one of the existing tables in the main area are in the Teen and Tween space, which is closed to adults between 2:15 and 4 PM during the school year.
 - ii) Tables located in the stacks on both floors are difficult to supervise and to allow staff to observe whether patrons need assistance.
- c) The need for comfortable seating for reading distributed among all areas.
Comfortable seating is limited to two lounge-style chairs in the Teen and Tween Room and two in the main Reading Room. Patrons have asked for inviting, cozy spaces to sit and read.
- d) The need for computer space.
Three public computers are located far from the Circulation Desk where no help is readily available. 5-8 more are needed for adults, and 2 each for children, tweens and teens.
- e) The need for study rooms.
There are no small (2-3) person spaces where individuals may work alone or collaborate/tutor/converse. All activity is conducted in open areas meaning participants have no privacy and all others are disturbed by the sound.
- f) The need for teen space.
Clearly defined, enclosed, yet easily superviseable space for a variety of pursuits and activities including computer workstations, comfortable seating, quiet study, and group work is necessary. The existing teen space holds a portion of the teen collection in a small niche, but graphic novels and most non-fiction is shelved with the adult collection. It is partially visually blocked by an ornate screen but does not have a sound barrier, therefore group work or general conversations can be heard by all. It is closed to all but teens and tweens each school day afternoon meaning adults cannot use either the comfortable chairs or the many tables in that space.



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- g) The need for tween space:
Twins, ages 9-13, by their own statements, do not fit comfortably in either the Children's Room or the teen area, and therefore request and require transitional space between the two. Their needs for materials overlap both, yet socially they fit in neither.
- h) The need for children's space.
Children need a larger, more appropriately sized, enclosed space separate from adult areas to provide:
 - i) Double the existing collection space
 - ii) Separately defined areas for toddlers, preschoolers and school-age children with appropriate seating
 - iii) Seating for parents to read to their children
 - iv) Seating for parents who must stay with their children 9 and under
 - v) An enclosed, dedicated Story-hour/Activities Room

2) Program Space

No dedicated program space exists. Prolific and consistent requests via in-person meetings, individual conversations, and both the Strategic Plan and Building Program surveys called for substantially increased programming for all ages. At this time, the Trustees Room which seats 10 at a conference table hosts small groups, but larger programs are held in the Teen and Tween Room, which seats up to 35. Tables must be moved and chairs carried in and out for every program. Noise from the program permeates the library. Similarly, children's programs are held in the equally open Children's Room. Holding simultaneous programs, for adults and children on opposite sides of the space, while it is sometimes done, creates untenable situations for both groups of presenters and participants, especially with sound. Both spaces are close to and within earshot of the circulation desk making it difficult for staff and patrons to hear each other there. Very large programs must be held offsite, requiring the need to transport materials, and in some cases to pay a usage fee. Identified are:

- a) The need for an auditorium seating 60
- b) The need for an Innovation Lab/Makerspace seating 20
- c) The need for a medium study/meeting /room seating 16
- d) The need for a small meeting room seating 8
- e) The need for outdoor program space

3) Staff Space

There are only three dedicated staff spaces, the Director's Office, the staff workroom, and the staff break room in the basement, all out of sight and out of earshot of the Circulation Desk meaning that if staff members need assistance will patron requests or services or if there is a security concern, help is not easily summoned. The workroom does not provide sufficient space for off-desk tasks. Further, due to the small staff, staff members must perform many tasks, which should be done behind the scenes, out at the circulation desk. This means staff must transport items to be worked on to the Circulation Desk while they provide coverage. There is insufficient space at the circulation desk for this work.



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The so-called staff break room in the basement is quite small, ill-equipped, and in woeful condition. See the photos on page 44 of the Building Program. The sink that is likely original to the building is worn away to the point that the ability to clean it thoroughly is questionable. Exposed pipes and electrical conduit crisscross the room. Shelving for foodstuffs and cleaning products is insufficient to prevent cross-contamination, as they are stored in the same niche.

Security is a concern for staff. The Circulation Desk is located on the main floor far from the lower-level parking lot entrance. While security cameras are in place and monitored at the desk, much can escape attention if staff members are assisting patrons.

Identified requirements for staff include:

- a) The need for an appropriately sized and outfitted Main Service Point/Circulation Desk
- b) The need to address security at the accessible entrance
- c) The need for an appropriately sized and outfitted public services workroom
- d) The need for a Youth Services Office
- e) The need for a Trustees Office
- f) The need for a Staff Room
- g) The need for an ADA-compliant staff only restroom

4) Collection Space

Portions of collections are shelved in various locations because there is insufficient contiguous shelving to keep materials in Dewey Decimal order by both age and genre. Portions of the collection, especially in the Children's Room, must be weeded more frequently that would be necessary if adequate shelving existed.

- a) The need to increase the children's collection space
Some materials are shelved in the Children's Room, but many are placed within the adult stacks.
- b) The need to increase the Teen collection space
Graphic novels and some non-fiction material are shelved in the adult stacks
- c) The need for dedicated Library of Things storage
All items are stored on open shelves that are not of appropriate size or shape to hold them or to secure them

5) ADA requirements

The Town ADA study identified gaps in compliance including widths of aisles and heights of service areas. Other spaces that currently do not meet requirements do not need to be remedied if no work is done to the building, however if a renovation/addition is undertaken they will need to be resolved. The conditions assessment noted needs as well. See Appendix VI for details.

6) Building issues.

Although the building has been maintained, several issues related to age are manifesting themselves. Some must be addressed forthwith, others within a short time, and others over several years. The Whitinsville Social Library Architectural Assessment Feasibility Study by Drummey Rosane



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Anderson (DRA) and its supplement, the Mechanical, Electrical, Plumbing, and Fire Protection Existing Conditions by Griffith and Vary (GV) Appendix VII give details.

a) DRA

i) Current critical:

- (1) Membrane roof over stacks – leaks are frequent and may interfere with electric service and damage materials
- (2) Stairway and railing systems – patrons have requested action

ii) Potentially critical

- (1) Slate roof
- (2) Roof flashing
- (3) Wood and stucco trim
- (4) Window systems
- (5) Second floor non-accessible

b) GV

i) Code compliance needs

- (1) Water services - The hot water system did not have a gauge on it so the delivered water temperature was unknown.
- (2) Fire protection - Per the State Building Code, the building is required to be fully sprinklered. The facility is not in compliance with the existing Building Code.
- (3) Fire alarm system – strobe lights required by code are missing from many areas
- (4) Lighting - out of compliance are light levels, fixtures, controls and emergency lighting elements.

ii) Non-code compliance significant needs

- (1) Space heating – replace 2 pumps; install a buffer cover over the cast iron radiators to prevent direct contact with the heating element.
- (2) Water piping – replace and insulate all piping
- (3) Electrical – increase service to support net zero initiative



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Area Designations



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AREA DESIGNATIONS INTRODUCTION

The worksheets in this section give specific details which will aid in designing a plan for the library. Some areas overlap, some areas are unique and specific. All observations and suggestions are based on generally accepted state and national library guidelines and standards as stated in Library Space: a Planning Resource for Librarians, Massachusetts Libraries Board of Library Commissioners/Sasaki [2021]. The area designations are presented as they relate to each other, forming major functional components including adult public service and collection space; children's and young adult space; staff space; meeting space and outside space. Because access to information and the way libraries provide that access is evolving rapidly given technologic developments, and because the building is expected to serve for at least thirty years, several areas within this section have been deliberately linked to create spaces that can be adapted conveniently. They are ***Flexible Collection and Comfortable Seating; Adult Study and Quiet Seating; and Youth Services***. Those areas, while separated by designations, should also be considered to be units of space that can be easily modified as the years and needs progress and evolve. It is unlikely that there will be print periodicals or DVDs thirty years hence, however, there may be other media that replace them, so what is required now to make disparate materials available will change.

In addition to the areas described in the following pages, the general concerns bulleted below must be heeded throughout the process.

- Universal Design: Principles of Universal Design, including but not limited to assistive technologies; adaptive technologies; and sensory considerations must be implemented. Incorporation of universal design principles, as well as accommodations for sensory amelioration, and hearing and vision conditions in addition to creating a barrier-free environment for those with mobility challenges fosters a library that recognizes and provides for diversity, equity and inclusion.
- ADA: All work must comply with local, state and federal ADA regulations.
- Automatic door openers must be installed for all doors. Motion-sensor doors are not advisable along frequently-traveled passageways.
- Visibility: Staff members must have clear lines of sight to all parts of the service area for which they are responsible. Staff work stations must be located in each department to allow unobstructed views throughout the department. If there is to be more than one floor open to the public stairs and elevator must be in view of staff at the Main Service Point, and/or children's room. If there is a basement with staff-only access, the elevator must be keyed to block use by general public.
- Seating: Seating configurations will change either by desires of new library staff, public demand or changes in usage patterns therefore all seating must be flexible.
- Signage: Signage must be carefully designed to facilitate *wayfinding*, that is to direct patrons in terms that are clear to them rather than in "library vocabulary." Staff must have primary input into design and development. Signs must be abundant and large enough to read easily. Using colors is highly recommended. Signs in more than one language may be required.
- Acoustics: Plans must allow for noise to be absorbed or diffused in order that necessary conversations not distract patrons who need silence. Carpeting, wall, ceiling surfaces and architectural elements must be chosen for their form and function in deadening noise.
- Lighting: Both general and task lighting must be provided. Task lighting must be appropriate and adequate in all areas. Lighting must be flexible to allow different uses of spaces over time. Lights should come on immediately when the switch is flipped, not on a delayed basis such as is the case with some energy saving fixtures. Alcoves must be properly illuminated. LED fixtures are highly recommended. Replacement parts must be easily acquired. Bulbs must be within convenient reach to



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be changed easily. Consider motion-activated lights in appropriate areas. See specific notations in Area Designations.

- Daylight: When incorporating natural light, it is important to consider that sunlight harms books, yet is beneficial to humans. Careful attention must be paid to the judicious placement of windows in areas frequented by people, not dedicated to books. Attention must also be paid to the orientation of the building. East or west-facing windows located improperly cause personal discomfort and interference with ability to read computer screens at certain times of the year as the sun rises and sets.
- Consider light-activated window shades.
- HVAC: All controls must be within the building, not in a remote location off site. Controls must be simple to operate. Pay careful attention to zones and ceiling heights to ensure even heating and cooling. Place thermostats in locations that record overall temperature accurately. All air handling units must operate silently. Consider separating ventilation from air conditioning and heating.
- Air Quality: Ensure that air handling systems meet the most up-to-date capabilities, including proper filtration and air exchange rates to ensure protection from airborne diseases such as Covid.
- Electricity: Appropriate and adequate electrical service must be provided. Specific locations for computers must include surge protectors. Receptacles must be located at appropriate heights and in convenient locations for designated uses. Although wireless technology may be in use, conduit of sufficient diameter to allow for hard wiring and cable of any sort must be included to ensure future technological advances will be executable.
- UPS: An uninterruptible power supply (UPS) for, at minimum, the main network file servers, must be included.
- Consider a full-building generator.
- Computers and networks: Appropriate head end equipment, conduit, wiring, and cabling must be provided for based on present and future requirements for resource-sharing network and LAN service and local cable access. A technology expert should be consulted to determine specifics.
- Building support: Books are heavy. According to engineering standards, live load must accommodate 150 pounds per square foot.
- Durability of Fabrics and Finishes: All fabrics and finishes must be able to stand up to use by patrons, and should be easy to clean and maintain. Consider carpet tiles for carpeted areas especially those have high traffic (corridors) and high maintenance (children's room) for easy and efficient maintenance.
- Fabrics must meet municipal and state fire codes.
- Storage: Storage needs for specific areas are included in each area description and a general storage area description covers long-term needs. Careful attention must be paid to ensuring that placement of storage is efficient, effective, and secure.
- Flexibility: Above all, plans for the library must be flexible. Modes of access to information are changing rapidly. Needs of patrons will vary as technology evolves. No irrevocable decisions should be made in the design process.
- Northbridge is a "Green Community" as defined by the Commonwealth of Massachusetts therefore plans must conform state regulations. Green design principles and practices must be integrated throughout the process by using energy efficient windows and mechanicals, optimum insulation, and materials including energy efficient lighting and low VOC fabrics. Strive for LEED gold or Platinum certification and a net-zero building.
- Security: The building must be safe and secure for patrons and staff. Consider a materials security system, CCTV as needed, motion sensors and alarmed doors with direct connection to police and fire departments as identified by staff in the design process.



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Area Designation: EXTERIOR BOOK RETRIEVAL **Area Required:** 100 sq. ft.

Functions Performed: Allow patrons to pick up or select materials without entering the building or when library is closed.

Occupancy: **Staff** 0 **Public** 1-4

User Seating: **Staff** 0 **Public** 0

Furnishings: Self-service book dispenser vending machine; 30 individual lockers, size TBD

Storage:

Shelving: 0

Material capacity: TBD

Equipment: Self-service book dispenser vending machine; secure lockers

Adjacent to: Main Entrance

Close Proximity to: Parking lot

Distant from:

Architectural features: Exterior book retrieval may be implemented for two reasons, and each may be treated differently. The installation of lockers will allow contactless retrieval of materials patrons have requested from the library. The installation of a book vending machine will allow patrons to select materials without entering the library, and is especially useful when the library is closed. Provision should be made for both options. Both options must be sheltered from the weather and both must be handicapped-accessible.

Lockers must:

- be of sufficient size to accommodate up to 10 titles of various dimensions
- have provision for keyless entry
- be conveniently located for staff to fill and maintain – consider pass-through system
- be designed to withstand outdoor weather conditions

The Book Vending Machine must:

- be located at a power supply
- have wireless access
- be protected from weather as detailed by the manufacturer. It cannot be exposed to rain and snow.



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Area Designation: VESTIBULE

Area required: 400 sq. ft.

Functions Performed: Allow patrons to enter and exit library and Auditorium;

Occupancy: **Staff** 0 **Public** 8-10; up to 100 for programs.

User seating: **Staff** 0 **Public** 0

Furnishings: Area to hang coats, small benches, small table/stand to allow patrons a place to set material as they doff coats, 2 community bulletin boards, 1 traditional cork board and 1 electronic for current announcements, lockable display case, umbrella stand, trash receptacle, recycle bin, stroller storage area; shelving for Friends Book Sale Books

Storage:

Shelving: 18-24 linear ft.

Material capacity: 240 volumes for Friends Book Sale

Equipment: Provision for material security system. System may be installed during construction or at a later date, but sufficient conduit, potential electric and electronic connections must be included during planning and construction.

Adjacent to: Auditorium

Close proximity to: Main Service Point

Distant from: Reading and quiet work areas

Architectural features: The entrance lobby should:

- provide clear direction/signage to direct patrons to library services and departments, for example, book return and check out;
- be open and inviting;
- be in clear view of staff at the Main Service Point;
- allow adequate space for transactions being conducted at the Main Service Point;
- be convenient to the parking lot;
- be designed to facilitate traffic flow to and from outside the library without clogging the doorway;
- provide shelving for the ongoing Friends of the Library Book Sale;
- give easy access to the Auditorium;
- allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations;
- allow access to the Auditorium when the library is closed;
- meet ADA requirements;
- provide automated doors, not motion-activated doors.



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design development phase based on staff input regarding current practices and technology modifications);

- incorporate a book drop accessible by staff from behind the desk, yet clearly identified and convenient for users in front;
- provide space for five book carts behind the desk and provide sufficient space to move the carts efficiently around each other without interfering with staff and other furnishings;
- provide space for patrons to place their belongings while charging books out at both the self-serve and standard areas;
- provide shelving for holds outside the Main Service Point that are very easily accessible to staff moving from behind the desk to assist patrons;
- provide for installation of temporary removable acrylic partitions.

Note: There is one Main Service Point in the existing library on the first floor at the main entrance. Given that the handicapped entrance and parking are located on the basement level at this time, it is possible that in the updated library there will be two service points on different floors, therefore the requirements for the workstation may be modified as the project progresses.



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Area Designation: SELF-CHECKOUT **Area required:** 90 net sq. ft.

Functions Performed: Book and material check out

Occupancy: Public: 2 self-checkout stations; 1 handicapped accessible **Staff:** 0
User seating: Public 1 seated; 1 standing

Furnishings: To accommodate self-checkout

Storage:

Shelving:

Material capacity:

Equipment: 2 self-checkout stations adjacent to circulation desk

Adjacent to: Circulation Desk; Public Services Workroom. Close proximity to: Entrance. **Distant from:** Quiet study.

Architectural features: Self-service checkout stations must be located adjacent to the Main Service Point but must not block passageways.

They must:

- be very easily accessible to staff moving from behind the desk to assist patrons;
- be clearly visible from the entrance;
- have clear and specific signage identifying checkout area;
- have clear sight lines from inside the Public Services Workroom to the checkout stations;
- provide space for patrons to place their belongings while charging books out;
- provide for installation of temporary removable acrylic partitions.

NOTE: Should there be two service points, self-service checkout stations must be provided at both Circulation Desks.



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Area Designation: AUTOMATED LIBRARY MATERIALS RETURN SYSTEM

Area required: 144 sq. ft.

Functions Performed: Book and material check in

Occupancy: Public 0 Staff: 1-2

Seating: Public 0 Staff 0

Furnishings: Material return and sorting system

Storage: bins for material returned

Shelving: TBD based on system selected

Material capacity: TBD

Equipment: Automated sorting system

Adjacent to: Main Service Point

Close proximity to: Entrance

Distant from: Quiet study.

Architectural features: Automated book return systems use RFID technology to allow returned materials to be processed and sorted whether the library is open or closed. Because return book drops are placed both outside and inside the library the book return room must be completely fireproof and must be separated from the main library by a fireproof door. Material placed in the drop slot is transferred to a conveyor and passed through a sorting system which checks the material in and sends the material to specific bins identified by library section. Material in the bins is transferred to carts for shelving. Space is required in a fireproof, lockable room to install the sorting system and bins, to provide storage for bins and carts, to provide shelving for holds as needed and to allow staff to walk around the space to retrieve materials. Specifications for the system will be developed when a vendor is selected.



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Area Designation: PUBLIC SERVICES WORKROOM **Area required:** 400 sq. ft.

Functions Performed: Provides enclosed desk and workspace adjacent to the Main Service Point for staff to perform circulation and technical services tasks and monitor the circulation desk.

Occupancy: Public 0 **Staff:** 4

Staff seating: Denotes number of workstations required for various tasks. Does not reflect actual staffing.

- 4 desks
- 1 workstation at counter height. 13 linear ft. of standing counter, 10 ft. for sorting material from ILL bins, 3 ft. for sink
- Space for 10-12 bins waiting to be emptied or filled and space for storing empty bins out of the way
- 4 extra chairs to be used as needed. (Folding or stack and store)

Furnishings: 4 office desks equipped with, at minimum, 1 lap drawer, 2 storage drawers and one file drawer, at least one to be lockable; 1 work table or counter at standing height; 4 ergonomic chairs and 1 adjustable ergonomic stool; desk lamps for each desk; stand(s) or space for shared printer/fax/scanner (business hub) with paper storage; 2 4-drawer vertical file cabinets; sink of sufficient size to allow hands and items to be washed.

Storage: Built-in open shelving and cabinets at counter for quick access to supplies. Walk-in, lockable storage closet with adjustable shelving to accommodate items identified by staff plus cases of printer paper and other supplies. Open space for 12-14 delivery bins.

Shelving: 75 linear feet

Material capacity: 600 volumes @ 8vol./linear ft.

Equipment: Telephone, lamps (if needed) and computer workstation at each staff workstation; networked all-in-one unit to print, scan, fax and photocopy; paper shredder;

Adjacent to: Communications closet, Main Service Point.

Close proximity to: Entrance; Technology Commons; Delivery doors; Elevator;

Distant from: Quiet areas

Architectural features: The Public Services Workroom must:

- be fully enclosed;
- flow without restrictions to allow book carts to be moved from station to station and to allow material to be moved easily from cart to work area and back;
- be glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Main Service Point, including self-checkout and library entrance;
- have blinds installed on all glazed areas to provide privacy when necessary;
- have sufficient electrical receptacles appropriately placed in locations and heights for specific tasks to prevent the need for individual plug-in power strips; Consider a continuous power strip above the work counter;
- have sufficient and appropriate general and task lighting;
- provide sufficient and appropriate storage for all tasks and needs as identified by staff;
- have a sink to allow staff to wash hands or equipment;
- provide for installation of temporary removable acrylic partitions;
- provide sufficient space for interlibrary loan van driver to deliver and pick up book bins;



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Area Designation: SYSTEMS ROOM/TELECOMMUNICATIONS SERVICES

Area required: 100 sq. ft.

Functions Performed: The systems room will house all required electronic equipment to operate wired and wireless networks, CWMARS server, cable access and Internet.

Occupancy: Staff as needed for maintenance **Public 0**

User seating: Staff 0 **Public 0**

Furnishings: As required

Shelving: To accommodate all equipment allowing convenient access to all hardware, cabling, etc. for ease of maintenance. Shelving must allow sufficient air circulation around all equipment to prevent overheating. Sufficient space must be provided for all types of equipment, and for distances between pieces of equipment that might interfere with each other

Material capacity: N/A

Equipment: File servers, switches, cabling, wireless access points, uninterruptible power supply, etc. as determined by computer consultant.

Adjacent to: Accessible from inside Public Services Workroom

Close proximity to: Utility connections;

Distant from: Mechanicals that could cause interference; Public areas.

Architectural features:

The Systems Room/Communications Closet must be secure from all public access, yet very convenient for staff for ordinary maintenance as well as for troubleshooting therefore:

- it must be in and only accessible from the Public Services Workroom;
- It must be sufficient to meet all the technology requirements today, and plan as well as possible for developments in the future;
- It must have state of the art technology to protect all hardware and software from technical interference and natural phenomena, e.g., power outages;
- It must have appropriate climate control.



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Area Designation: LIBRARY OF THINGS **Area required:** Materials 144 sq. ft.

Functions Performed: Displays, stores and provides access to a diverse collection of objects and artifacts in many, often irregular, sizes and shapes purchased by the library to be loaned to patrons.

Occupancy: **Public** 0 **Staff** 0

User seating: **Public** 0 **Staff** 0

Staff workspace: Staff must be able to move freely within the space to return and retrieve objects.

Furnishings: Multiple sizes and shapes of shelving, cubbies, drawers and cabinets built to hold items which will vary as the library makes purchases. Musical instruments, household tools and appliances, telescopes, and framed artwork are among many possibilities.

Storage: The room must be secure and designed for copious and flexible storage of large and small items of various weights and fragility, to be determined as the project progresses. Appropriate climate-controlled storage for some items, for example, musical instruments, must be considered.

Shelving: TBD

Material capacity: TBD

Equipment: none

Close proximity to: Main Service Point

Distant from:

Architectural features:

The room must:

- have a glass wall or display cabinets facing outward but accessible only from inside to display a selection of items available;
- have creative, flexible storage for items in the existing collection;
- anticipate future acquisitions;
- be located where items may easily be retrieved by staff;
- be lockable;
- have its own security system. Consider keypad to allow ease of staff access;
- have appropriate lighting and electrical service to allow items to be plugged in or recharged.

Available items are listed on individual cards allowing patrons to select objects and bring cards to the Main Service Point for retrieval. Consider installing a wall-mounted system to display cards.



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Area Designation: FLEXIBLE COLLECTION AND COMFORTABLE SEATING
NEW MATERIALS/PERIODICALS/ADULT NON-PRINT

Area required: 725 net sq. ft. (Seats 390 sq. ft., shelving 290 sq. ft., OPAC 45 sq. ft.)

Functions Performed: Display where library patrons can browse to select from new acquisitions, read current periodicals and select non-print items.

*There is a need at this time for display and seating for periodicals and shelving for non-print including DVDs, however over thirty years it is likely the need will diminish or disappear therefore it is suggested that a flexible universal space be created with a variety of moveable shelving and seating options that can be adapted to accommodate a variety of scenarios including the ability to provide for social distancing in the case of future public health concerns. See **Architectural features** below for considerations.*

Occupancy: Public 30 Staff 0

User seating: 6 lounge style seats in varying forms, all individual not sofas or loveseats, that can easily be moved and reconfigured around shelving for collections as they change. Consider window seats. 2 tables, each seating 2, that can be pushed together to accommodate 4; 2 carrels.

NOTE: *There are 6 Lounge seats called for in this section, 2 Lounge seats in fiction, 2 Lounge seats in Graphic Novels, and 2 in Biography for a total of 12 lounge seats. The 12 seats should be interchangeable among all the related spaces at the discretion of staff over time. It should be possible to move both seats and shelving to create new configurations as collections vary.*

Furnishings: OPAC terminal with sufficient space to allow patrons to place belongings while using OPAC; Display area to highlight new material; flexible shelving, bulletin board and/or small display case, 6 lounge seats, 2 tables and 4 chairs, and 2 carrels all with space for belongings, sufficient and appropriate lighting.

Storage:

Shelving: 290 sq. ft., none to exceed 60" in height. A variety of shelving, including capability of face-out shelving, and attractive small display area to accommodate paperbacks, hard cover books, periodicals, video and audio formats. Shelving units should be on wheels so that they can be rearranged easily.

Material capacity: 2,900 items in various formats.

Equipment: OPAC terminal; power supply, charging stations.

Adjacent to: Adult fiction

Close proximity to: Main entrance; Main Service Point, Casual Social Space, Business Hub

Distant from: Quiet seating area.

Architectural features: This area will provide a multifunctional space where patrons can peruse the library's latest acquisitions, current magazines and non-print material in a relaxed atmosphere that lends itself to browsing and slipping into a comfortable chair for longer reading.

- The area should draw the patrons to it by providing attractive display space for new arrivals.



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- Area should allow library patrons, including those in wheelchairs, to browse the collection freely, with enough space for at least 15 persons to examine shelves without bumping in to each other or impeding the flow of traffic elsewhere in the library.
- Shelves with storage capacity to provide for the current year's periodical issues plus one year of retained back issues will be required initially. Current access to many periodicals on line through the regional library systems precludes the need to retain most hard copies of issues for more than one year.
- Shelves that appropriately display DVDs and CDs must be provided initially. New non-print material shelving must be easily distinguishable from older holdings.
- Ambient lighting should be even, allowing for materials to be rearranged in the space without causing shadows across shelves.
- Particular attention must be paid to ensuring power cords can be plugged in without stretching across passageways.
- Signage must be clear and direct on shelving units and overhead or wall-mounted as needed. Signs on all shelves, both wall-mounted and free-standing, must be easily changed as necessary.
- Consider both slant/wall features on unit ends and attached brackets.
- Although the space needs to be near the entry, opening and closing of the entry door should not create uncomfortable conditions, e.g., cold drafts or blasts of hot outside air, for patrons.
- All seating and free-standing shelving should be in components that can be easily reconfigured to accommodate changing types of collections and to create barriers among patrons if public health issues require it.
- OPAC terminal size and configuration may vary. Tablets affixed to ends of shelves may replace keyboard and screen.



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Area Designation: FLEXIBLE COLLECTION AND COMFORTABLE SEATING
ADULT FICTION

Area required: 1,780 net sq. ft. (Seats 70 sq. ft., Materials 1,710 sq. ft.)

Functions Performed: Houses all adult fiction including large print.

Occupancy: Public 10 - 15 Staff 0

User seating: 2 Lounge Seats

Furnishings: 2 Lounge sets with accommodations for patron belongings; display stands

Shelving: Fiction: 1,710 sq. feet, no higher than 72"; assorted free-standing shelving and display racks no higher than 60".

Material capacity: 20,500 items

Equipment: Power supply, charging stations

Adjacent to: New Materials/Periodicals/Non-print; Graphic Novels

Close proximity to: Main Service Point; OPAC

Distant from: Quiet seating area

Architectural features:

Because fiction is read largely for recreation, the general area should be open and inviting, placed in a location that flows well from the New Materials/Periodicals/Non-Print to allow for shared seating. Because it also has high collection density it must be efficiently arranged to allow patrons to easily locate titles they are seeking. The arrangement must allow future subdivision by genre, e.g. general fiction, mysteries, science fiction, etc. as staff recognizes needs. Patrons should not have to pass through quiet areas to reach fiction.

Fiction stack area layout should:

- allow arrangement of fiction in a single section of the library, in continuous order;
- be convenient to the OPAC terminals, Main Service Point and reference desk to enable patrons to seek assistance;
- have aisles 36" - 42" wide that do not dead end to meet ADA requirements.
- Seating must be placed for convenient passage by patrons and give unobstructed access to all shelves.
- Careful attention must be paid to signage.
 - Each area must be clearly labeled.
 - Signage must be flexible. All labels must be easily changed or moved as the collection changes.
- Careful attention must be paid to lighting. Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles.
- Patron shadows should not obscure the light.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

**Area Designation: FLEXIBLE COLLECTION AND COMFORTABLE SEATING
ADULT GRAPHIC NOVELS**

Area required: 245 sq. ft. (Materials 175 sq. ft.; Seating 70 sq. ft.)

Functions Performed: Houses graphic novel collection.

Occupancy: **Public** 4-6 **Staff** 0

Seating: **Public** 2 **Staff** 0

Furnishings: Shelving for graphic novel collection

Storage:

Shelving: 175 sq. feet, no higher than 60"

Material capacity: 2,075 items

Equipment:

Adjacent to: Adult fiction;

Close proximity to: New Materials/Periodicals/Non-print.

Distant from:

Architectural features: Graphic novels should be shelved in a unique, clearly set off area yet identified with Fiction. Two comfortable seats to allow extended reading may overlap with Fiction seating or may create a separate "nook". Consider custom-designed and integrated seating/shelving to highlight the collection and invite investigation. Include display space for new acquisitions or theme highlights. Signage must be clear. Seating and shelving in the area must be flexible to allow for adaptations over thirty years.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: ADULT STUDY AND QUIET SEATING

ADULT NON – FICTION Area required: 300 sq. ft.

Functions Performed: Provide books containing factual information arranged according to the Dewey Decimal System.

Occupancy: **Public 10 Staff 0**

Seating: **Public 0 Staff 0**

Furnishings:

Shelving: 300 sq. feet, no higher than 72”

Material capacity: 3,000 volumes

Equipment:

Adjacent to: Biography; Adult quiet seating

Close proximity to: Technology Commons; quiet study rooms

Distant from: Library entrance, Children’s area

Architectural features:

- Non-Fiction shelving must have sufficient capacity to shelve the collection in continuous Dewey Decimal order.
- It must be arranged at heights comfortable for the average user to read spine labels and retrieve books.
- Aisles between stacks must meet ADA requirements for wheelchair access, 36” - 42” wide, and may not be dead ends.
- Library patrons should not have to pass through the quiet seating area to get to the books, but stacks should be placed in proximity to the quiet seating area.
- Convenient placement of a public access computer catalog will help both patrons and staff to search efficiently for holdings. Consider incorporating a PAC tablet into shelving at ends of stack rows.
- Careful attention must be paid to lighting. Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles.
- Patron shadows should not obscure the light.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

**Area Designation: ADULT STUDY AND QUIET SEATING
BIOGRAPHY**

Area required: Seats 70 sq. ft. Materials 210 sq. ft.
Total 280 sq. ft.

Functions Performed: Provide books containing factual information about lives of people.

Occupancy- Stack Area: **Public** 2-5 **Staff** 0

Seating: **Public** **Staff** 0

Furnishings: 2 lounge seats; Shelving; display space

Storage:

Shelving: 210 sq. feet, no higher than 72"

Book capacity: 2,075 volumes

Equipment: See Adult Non-Fiction

Close proximity to: Technology Commons; quiet study rooms

Adjacent to: Adult Non-Fiction; study tables

Close proximity to: Reference desk; Technology Commons; quiet study rooms

Distant from: Library entrance, Children's area

Architectural features: Biographies are an integral part of the non-fiction collection and must be treated as stated in that area's worksheet. As a distinct collection the area should be easily discernable from other non-fiction and have sufficient space to arrange all items in continuous Dewey Decimal order. 2 Lounge seats are included to create comfortable seating in the non-fiction area.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: ADULT STUDY AND QUIET SEATING
SMALL STUDY ROOMS **Area required:** 240 sq. ft

Functions Performed: Provide 4 small rooms for patrons who wish to read or study in solitude; provide space for literacy tutors or student collaboration.

Occupancy: **Staff** **Public** 2 per room

Seating: **Staff** 0 **Public** 8

Furnishings: 1 table and 2 chairs in each small room

Storage:

Shelving:

Material capacity:

Equipment: Power supply, device charging stations

Adjacent to:

Close proximity to: Technology Commons/Reference Desk, Non-Fiction.

Distant from: Children's Room, Entrance

Architectural features: The quiet study rooms should be:

- well lighted;
- have surfaces that absorb sound;
- be away from distracting activity;
- provide space for up to 3 to sit comfortably
- provide space for personal belongings;
- be glazed from floor to ceiling or above 42" from the floor to allow staff to monitor them;
- include electrical outlets and charging stations for personal electronic devices.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: REFERENCE DESK **Area required:** 200 sq. ft.

Functions Performed: The Reference Desk is designed to provide assistance to patrons in identifying and locating information resources and materials throughout the adult collection, on shelves and online, including fiction, non-fiction, media and periodicals. The reference staff must frequently step out from the desk to assist patrons in using the OPAC terminals, the computers, periodicals, and materials in the stacks.

Occupancy: **Public** 2-3 standing in front of desk **Staff** 1
Seating: **Public:** 1 wheelchair **Staff** 1

Furnishings: Clearly defined public desk area, chair, lamp; private consultation desk; shelving; storage drawers; file cabinet; printer stand

Storage: Shelves and drawers under desk/behind counter for office supplies and quick reference books.

Shelving: 65 sq. ft.

Material capacity: 300 volumes

Equipment: Computer and dedicated printer behind reference desk; telephone

Adjacent to: Technology Commons; Adult non-fiction

Close proximity to: Public Services Staff Workroom; Main Service Point

Distant from: Quiet seating area; Children's room

Architectural features: The location and layout of the Reference Desk within the library is critical. The Reference Desk must be placed in view of the Circulation Desk, yet each must be distinct from the other. It is an area in which staff must conduct brief conversations to assist patrons in finding information but the conversations should not affect patrons in quiet study seating areas. For more extensive reference interviews, and to protect patrons' privacy, a separate consulting space must be provided in close proximity where conversations cannot be overheard by public and computer search screen cannot be observed.

A low counter, not to exceed 10" deep or 8" above the desktop, is suggested to allow patrons to place belongings while they speak with the librarian. The counter should not appear to be a barrier between librarian and patron. The public service Reference Desk must provide more than seating for the staff person on duty. It must:

- serve as a clear focal point easily identified by patrons as the place that they can find assistance locating information;
- have clear, visible and eye-catching signage that draws the public eye. (Staff must be consulted when signage is being designed to determine appropriate terms to be used, for example "ask me" rather than "reference.")
- be welcoming for patrons;
- be functional for staff;
- provide clear sight lines to allow staff to see if patrons at computer terminals in the Technology Commons, and in the Non-fiction areas need assistance;
- include accessibility for patrons in wheelchairs;
- provide for quiet conversation between staff member and patron;
- provide for installation of temporary removable acrylic partitions.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: TECHNOLOGY COMMONS **Area required:** 400 sq. ft. computer workstations

Functions Performed: Provide space for public technology access including assistive technologies, e.g., talking book reading machines, screen readers, screen magnifiers, etc. and support for personal devices.

Occupancy: **Staff** 0 **Public** 8

User seating: 8 at Computer Workstations (2 to be handicapped-accessible; 4 for use with personal devices or assistive technologies).

Furnishings: 8 sitting–height workstations and chairs, with sufficient space for users' belongings. All connected to networked printer in location TBD by staff. Peripheral stands as needed, all in compliance with ADA code; storage for supplies and special equipment including assistive devices and laptop cart.

Storage: 1 cabinet for printer supplies;

Shelving:

Material capacity: 0

Equipment: 4 multimedia computers with keyboards, monitors, mice; Internet access; networked printer; 2 OPAC workstations with keyboards, monitors, mice; assistive devices as identified by staff **NOTE:** *During the planning process these equipment needs may change based on technology and available equipment, therefore, this list must be modified as needed.*

Adjacent to: Reference Desk; Adult Non-Fiction.

Close proximity to: Business Hub

Distant from: Quiet study, high traffic areas.

Architectural features:

Workstations must be:

- placed where they can be easily monitored by staff
- have good and appropriate lighting
- be out of the direct path of library users where users could be distracted or machines could be jostled
- have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way. A flat surface suitable for jotting brief notes, space to manipulate a mouse, and a place where copy to be typed can be placed conveniently and read easily are essential
- provision must be made for potential installation of temporary removable acrylic partitions between workstations
- Necessary power supply, network and telecommunications connections must be included without stretching power cords or cables across library floor.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: BUSINESS HUB **Area required:** 100 sq. ft. (10 linear ft. of counter space, 5' at standing height and 5' wheelchair-accessible)

Functions Performed: Provides photocopier/scanner all-in-one for use by patrons.

Occupancy: 1-3 patrons **Seating:** 0

Furnishings: 1 all-in-one unit TBD at appropriate time in construction process based on current needs and existing technology. Standing height and wheelchair height workstations with sufficient space to allow users to place belongings and to organize materials for scanning, copying and collating as needed. All connected to networked computer(s) in location(s) TBD by staff; storage for paper and office supplies; Network capability and peripheral stands as needed, all in compliance with ADA code.

Storage: Sufficient storage for several days' supply of photocopier paper must be provided convenient to the copier. Under-counter storage for at least 6 cases of paper (or for a 3–5-day supply, whichever is greater) is recommended. Access to the main paper supply should be convenient for staff to refill cabinets. Storage for 1 ink/toner refill should be provided in the Public Services Workroom for quick access. Additional ink/toner storage should be determined by staff as overall storage in facility is designed.

Shelving: 0

Material capacity: 0

Equipment: All-in-one business hub and assistive and adaptive technologies as determined by staff and available equipment at time of construction.

Close proximity to: Reference Desk, Technology Commons (See Technology Commons **Area Designation**); paper storage. Necessary power supply, network and telecommunications connections must be included without stretching power cords or cables across library floor.

Distant from: Quiet study, high traffic areas.

Architectural features:

- Equipment must be placed where it can be easily monitored by staff.
- Area must have good and appropriate lighting.
- Area should be in a separate alcove or bay, not a closed room, convenient to main library aisles, but not impinging on aisle or passersby.
- Alcove should be open to view on at least 2 sides above 42". It may have permanent acrylic panels installed or provision must be made for installation of temporary removable acrylic partitions.
- Each workstation must have sufficient space to allow for books, backpacks, etc. to be put out of the way.
- A flat surface large enough for organizing material to be scanned or copied must be provided.



**WHITINSVILLE SOCIAL LIBRARY
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Area Designation: ARCHIVES/HISTORIC COLLECTION **Area required:** 400 sq. ft. Materials, 180 sq. ft., Seats; 100 sq. ft. Staff Total 680 sq. ft.

Functions Performed: Houses and provides access to archival resources and historic collections in a variety of formats including rare, old or single copy monographs, objects and maps; historic documents; provides secure shelving and display; and seating for patrons using material. Provides processing workspace for staff.

Occupancy: **Public** 10 **Staff** 1

Seating: **Public** 6 **Staff** 1

Staff workspace: Desk with ample space for computer. Appropriate standing workstation to process material.

Furnishings: Staff office desk (lockable) with extended workspace; ergonomic chair; lamp, 3 tables with 2 chairs each; 1 counter height workstation with sufficient surface space for materials being processed, appropriate space for 1 document scanner; Microform Reader/Printer; flat files; 4-drawer vertical files; display cases TBD.

Storage: Lockable closet for office supplies; Appropriate, lockable, climate-controlled display cases and storage for materials; microform storage cabinet.

Shelving: TBD by specific collection. Must be accommodate archival boxes of various sizes including large, flat boxes; and books

Material capacity: 1,875 volumes; various other items

Equipment: 1 computer; printer; telephone; bulletin board and whiteboard for notices and small presentations; scanner; microform reader-printer;

Close proximity to:

Distant from: Children's room.

Architectural features:

The room must have:

- a staff workstation;
- appropriate storage for a variety of historic materials including flat and vertical files;
- shelving to hold archival boxes of various sizes;
- sufficient space for patrons to put materials, notebooks, and more than one book where they are working;
- a locking storage closet large enough to hold office and meeting supplies;
- electrical outlets and charging stations for personal electronic devices;
- ambient and task lighting appropriate to seating and shelving arrangements;
- display cases/systems TBD;
- its own security system. Consider keypad to allow ease of staff access.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: YOUTH SERVICES

The Youth Services Department provides services to all young persons from infants until they graduate from high school, a span of up to nineteen years. It is a considerable age span requiring many subdivisions in collections, furnishings, and programming. Many libraries, depending on size, have at least two staff members, a Children's Librarian and a Young Adult Librarian assigned to the department. Larger libraries have additional support staff. The Whitinsville Social Library has one professional staff member to serve all ages, and no dedicated support staff. This presents challenges for locating the various collection, seating, and programming spaces to allow for both supervision and assistance. The youngest patrons, babies through preschoolers, use the library early in the day, as do homeschoolers of all ages, with parents. School-age children, 'Tweens and Teens arrive later as schools are dismissed. The Youth Services Librarian must be able to keep an eye and an ear on many activities, while presenting programs, helping patrons to find information, and keeping up with her paperwork.

Those myriad considerations present a challenge in creating appropriate spaces and have been carefully considered when preparing the descriptions in the Youth Services section.

YOUTH SERVICES LIBRARIAN OFFICE

Area required: 125 sq. ft.

Functions Performed: Provides facility needed by Youth Services Librarian to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations without disturbing patrons.

Occupancy: Public 0 Staff: 1
Seating: Public 2 Staff 1

Furnishings: Office desk with extended work surface; 2-drawer lateral file cabinet, seating for librarian and two guests at desk.

Storage: A lockable closet to hold outerwear and personal items

Shelving: 12 linear feet
Material capacity: 96 volumes @ 8 vol/ft.

Equipment: Telephone; computer, printer.

Adjacent to: Children's Room,
Close proximity to: Teen Room, Story Hour Activities Room
Distant from: Quiet adult areas

Architectural features: The Youth Services Librarian's Office must:

- be centrally located within the Youth Services area to allow the librarian to observe all patron spaces.
- be glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Children's and Young Adults areas;
- have blinds that may be drawn for privacy;
- have a door that may be closed for private conversations with staff or patrons;
- have two guest chairs.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: **YOUTH SERVICES**

CHILDREN'S ROOM **Area required:** 3,935 net sq. ft.

Materials: Total 1,614 sq. ft.; (563 sq. ft. Picture Books; 23 sq. ft. Reference; 482 sq. ft. Non-fiction; 536 sq. ft. Fiction; 10 sq. ft. Parents, 625 sq. ft. Tween); seats 1150 sq. ft.; preschool play area 400 sq. ft.; computers 2600 sq. ft.; staff 65 sq. ft.

Functions Performed: Houses entire collection of children's (0 – 9 years) and Tween (10-13) materials including print, media and periodicals; provides seating for toddlers through age 13 in clearly defined and distinct areas. This area may also be used for small group programs for children, individual tutoring or homework help.

Occupancy: **Public 60** **Staff 1**

Patron seating:

- 4 seats at tables; 2 carrels; 4 lounge or alternative seats; and 2 quiet study seats for Tweens
- 6 seats at tables and 6 lounge or alternative seats for school-age students, age 6 – 9
- 4 seats at a low table and 4 lounge or alternative seats for children age 2-5
- Floor seating for 16; (Toddler/Preschool play area)
- 6 adult seats, 3 individual seats, 3 Chair-and-a-half style where adults can read to children.
- Cushioned window and nook seating
- 1 OPAC station
- 2 electronic device workstations for younger children. *Note: The number of electronic devices provided by the library will be determined later in the project however there is a need to provide workspace for them including laptops and for students who bring their own devices.*
- 2 workstations for Tweens
- 2 workstations for parents who bring their own devices

Staff workstation: The Youth Services Desk must provide more than seating for staff. It must serve as the focal point of the room, easily identified by patrons entering the library as the place they can find assistance locating information. It must be welcoming for patrons but also functional for staff. It must:

- provide clear sight lines to allow staff to see all sections of the room;
- provide private space not accessible to patrons for secure storage;
- allow staff to leave easily to assist children;
- have sufficient power supply without having to run power strips or extension cords across passageways;
- have provision for installation of temporary removable acrylic partitions

Furnishings: Shelving and/or book bins for picture books (536 sq. ft.), children's fiction and non – fiction; Display racks for paperbacks and media; storage for supplies, games, etc.; Tables and chairs at different heights to accommodate youngsters from toddlers through age 13; Lounge seating for recreational reading; floor cushions; Tables, chairs and book bins should be mobile so use of the room is flexible, based on changing needs of the children. Children's service desk for staff. All furniture should be sturdy to withstand wear and tear. Upholstered furniture must meet fire codes.

Storage: Slide-out drawers or bins for games and toys; bins for headphones; all easily accessed by children and parents. Storage for office-type supplies at Children's Service Desk; Secure storage for e-readers and tablets at service desk.



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Shelving: Heights of 42” for picture books and reference collection; 60” for children's fiction and non – fiction. Some shelving, particularly for children's fiction paperbacks may be accommodated on free standing book racks. 60” shelving could be perimeter, with 45” shelving in used to define center spaces.

Material capacity: 30,325 items divided;

Equipment: Public: 1 OPAC terminal; electronic devices with headphones for individual listening; 5 book carts; book bins for picture books; puppet theater, train table, playhouse, kitchen, cushioned window seating, cushioned nook seating

Staff: Computer workstation and networked printer at service desk;

Adjacent to: Youth Services Librarian’s Office, Children’s Story Hour/Activities Room

Close proximity to: Teen Room.

Distant from: Adult Services

Architectural features: The Children’s area should:

- be open with good sight lines from service desk and Youth Services Librarian’s Office for supervision;
- be divided into age-appropriate spaces with decor, but without permanent barriers.
- be relaxed and playful in nature;
- be colorful but not have a plethora of patterns or colors that cause sensory overstimulation;
- have surfaces designed for easy maintenance and clean up;
- have dedicated Children's/Family Restroom. (See Area Designation Restrooms for detail);
- have storage for strollers;
- have direct access to Children’s Story Hour/Activities Room;
- consideration should be given to providing window seats or “nook” seats built in, with storage underneath;
- consideration should be given to providing access to the outside, perhaps a patio or children’s garden accessible directly from the Children’s Room. While the concept is ideal and should be pursued, there are caveats to be considered. Access from the library to any garden space presents security risks for staff, patrons and materials. To allow free flow for patrons the garden must only be accessible through the main library. There must be no direct access to the garden from outside the library;
- OPAC should be located near the service desk so that staff assistance is readily available;

The following distinct areas must be provided:

Toddler play area for youngsters to age 2 could include such items as train tables, manipulative, costumes for dress-up and similar activities, shelving/bins for books and appropriate storage for all. It should be enclosed by a barrier/gate and should have comfortable seating for adults.

Pre-school area for ages 2-5 can include a puppet theater, educational toys, etc. and appropriate storage, as well as a large space with mobile tables and chairs seating 4, 4 lounge seats and book bins/shelving for picture books and a space where youngsters can sit on the floor and listen to a story.

School-age children (through age 9) require traditional shelving for fiction and non-fiction, tables and chairs seating 6 and lounge/comfortable seating for 6. Provision should be made for easy access to school supplies, including markers, paper, rulers, etc. Charging stations/power supply must be convenient to tables and seating where students may use their own electronic devices.



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Tween area (ages 9-12) Tweens do not fit comfortably with either Children's Room or Teen age groups in interests or needs. Their collection needs, however, do overlap with both, therefore the ideal space for them is a transitional, flexible space between the school-age children's area and the Teen Room, where they may progress from child-sized seats and collections as they progress from elementary school to high school. The area must be clearly distinct from the young children's space yet must flow seamlessly from it. The space must be flexible to accommodate changing needs and interests over time. No irreversible decisions regarding divisions of space or installation of furnishings, including shelving, should be made.

Electronic workstations

- 2 for use primarily by school-age children and 2 for Tweens must be placed where they can be easily monitored by staff. Workstations must have good and appropriate lighting, and should be set off from the main area, preferably in a "bay" not along an aisle or passage way. Each workstation must have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way. A flat surface suitable for jotting brief notes, space to manipulate a mouse, and a place where text can be placed conveniently and read easily are essential. A continuous counter at which chairs can be placed should be considered as an alternative to individual desks or tables.
- Parents who accompany their children to the library must also be accommodated.
 - 3 chairs should be provided for those with toddlers and preschoolers who select books with their children, and who might like a comfortable place to read to the child.
 - 3 comfortable, adult-sized lounge chairs should be placed where the adults who are with older, more independent readers can read their own materials while waiting.
 - 2 adult computer workstations located adjacent to the Children's Room for use by parents when supervising children.
- Features such as shelf heights, movable bookcases or bins, table sizes, and wall décor can delineate the zones. No permanent barriers should be constructed, in order to allow for flexible use of the space over time, including the toddler barrier, which should be easily uninstallable if necessary. The décor should relate to the library as a whole, yet hold its own identity.
- There should be ample wall space to display children's artwork, a static bulletin board for notices and an electronic bulletin board to display library information.
- Provision to plug in electronic equipment or computer projection equipment must be made in a manner that does not require electric cords to be stretched across any path where patrons need to walk. Audio equipment is required for some programs.
- Sound absorbing materials are required on floor, walls, and ceiling.
- Ample and convenient storage for supplies and equipment must be provided. See Area Designation Story Hour Activities Room for storage detail.



**WHITINSVILLE SOCIAL LIBRARY
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Area Designation: **YOUTH SERVICES**
 CHILDREN'S STORY HOUR/ACTIVITIES ROOM **Area required:** 835 sq. ft.

Functions Performed: The Story Hour Room/Activities Room provides space for children to listen to stories or presentations in one area and to participate in craft activities in a separate area. It may also be used for Teen and Tween Programming as needed after school. It must include staff workspace to allow youth staff to prepare for programs.

Occupancy: Staff 2 Public 32

Public seating:

- Craft area up to 32 children at tables
- Story-hour area up to 60 children seated in auditorium-style chairs or on the floor
- 20 adult-size folding chairs

Staff seating:

- 2 workstations at counter as needed. 8 linear ft. of standing counter, 5 ft. for processing or program preparation, 3 ft. for sink

Furnishings: 32 child-sized stackable, glide on carpet chairs with dollies; 60 floor cushions; 8 adjustable-height folding tables to seat 4 at each table; supply carts TBD by staff; clock; coat rack to accommodate heavy winter outerwear for all participants; stools for work counter.

Storage: All storage to be lockable

- Large walk-in storage room with wide doors to allow tables and chairs to be rolled in on wheeled carts or racks.
- Walk-in storage closet to hold large and varied program and other supplies as determined by staff with adjustable shelving, drawers, peg boards, hooks, etc. to accommodate craft and program supplies (examples include poster board, various sizes of paper, paint and brushes, yarn, thread, markers/crayons/pencil) and larger items including easels, display boards or grids, etc.
- Storage for paper cups, plate, napkins, etc. to be used for refreshments;
- Secure and sufficient storage for all electronic hardware and software;
- Child-safe, lockable cabinets under sink and counter
- A lockable closet to hold staff outerwear and personal items; sufficient and appropriate cabinetry and shelving for office supplies, and other items as determined by staff.

Shelving: 24 linear ft.

Material capacity: 190 items at 8/linear ft.

Equipment: Integrated audiovisual presentation system designed to meet optimum capabilities at the time of construction. Ability to broadcast live over community access television; (Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.) Telephone, lamp and computer workstation at desk; shared networked all-in-one, laminator, paper cutter, Cricut. Other items TBD.

Adjacent to: Children's Room

Close proximity to: Youth Services Office; Teen Room; stroller storage



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Distant from: Adult Services

Architectural features:

In The Story Hour/Activities Room children can sit in chairs, auditorium style, sit directly on the floor or on floor cushions for stories or other programs.

The Story Hour/Activities Room must:

- have good and appropriate sound system and acoustics;
- have wireless network capability;
- provide sufficient space for manipulating large display or program items between storage and program space;
- have seating for caregivers who wish to observe programs;
- have an area to hang coats.

The Story Hour Area must:

- have good sight lines for viewing a screen or a speaker for children seated in chairs or on the floor;
- have lighting that is dimmable and switches on and off immediately. Lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation;

The Activities space is designed for participatory activities that require tables, chairs and space to move around. It must:

- have counters and sinks at two heights, one for adults, one for children, both large enough to clean equipment and supplies;
- have adjustable-height tables to allow "Tween and Teen use;
- have easily cleanable floors, vinyl not carpet;
- have fabrics and finishes that stand up to use by children, and are easy to clean and maintain;
- have general lighting and task lighting as appropriate;
- have sufficient electrical receptacles appropriately placed in locations and heights for specific tasks to prevent the need for individual plug-in power strips.



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group, having little overlap with children's materials, but leading to works in the adult collection. High School students particularly need to be close to adult non-fiction collections and reference to complete their school assignments.

A clearly defined space, perhaps enclosed within glass walls or partitions, will allow both a unique area for teens and ease of supervision for staff. No blind spots should be created by collection or seating because one staff person must supervise Teen Room activities as well as all other Youth Services spaces. Careful attention must be paid to acoustics. Teens must be able to move through the spaces to socialize or relax without disturbing other library patrons. Seating should be varied in style but six seats at tables or pods should be placed in a quiet zone. Teens like to be invested in their space therefore it is suggested that as the project moves forward, they be involved in planning.

Above all the space must be flexible to accommodate changing needs and interests over time. No irreversible decisions regarding divisions of space or installation of furnishings, including shelving, should be made.



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Area Designation: DIRECTOR'S OFFICE

Area required: 175 sq. ft.

Functions Performed: Provides facility needed by Director to carry out administrative functions, including privacy for telephone conversations or library visitors, without disturbing patrons.

Occupancy: Public Up to 6

Staff: 1

Staff seating: 1

Visitor seating: 2 in guest chairs; 4 at table

Furnishings: Office desk, credenza, 5- drawer file cabinet, computer work station, seating for director; two guest chairs; 1 round 36" diameter table with 4 chairs.

Storage: A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

Shelving: 20 linear feet

Material capacity: 100 books @ 8 books/linear foot

Equipment: Telephone; computer, small all-in-one printer/fax/scanner.

Adjacent to:

Close proximity to: Main Service Point

Distant from:

Architectural features: The Director's Office must be set off enough from central activity to allow the Director to work without interruption, when necessary, but close enough to have a view into the library for quick access to public service areas. The Office should be professional, uncluttered, and devoted to the Director's use. It must:

- have an area for two visitors to be seated comfortably in front of the desk and 4 to be seated at a table for small meetings;
- have a small dedicated printer/all-in-one for confidential printing;
- be glazed from 42" above the floor;
- provide blinds for privacy;
- be fully equipped with power and technology for virtual meetings.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: ADMINISTRATION OFFICE **Area required:** 125 sq. ft.

Functions Performed: Provides supplementary office space. *(Note: A specific position does not exist however it anticipates the need for an additional office over the next 30 years. It may be used for additional meeting space until needed as office space.)*

Occupancy: **Public** 1 - 2 **Staff:** 1

Staff seating: 1 **Visitor seating:** 2

Furnishings: Office desk and chair with extended work surface; 2-4 drawer file cabinets, chairs for two guests; printer/copier unit (business hub)

Storage: A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

Shelving: 10 linear feet

Material capacity: 80 volumes @ 8 vol/ft.

Equipment: Telephone; computer and other items TBD

Adjacent to: Director's Office

Close proximity to:

Distant from:

Architectural features: The Support Staff Office must:

- be adjacent to and accessible from the Library Director's Office;
- have a door that may be closed for telephone conversations or meetings;
- have two guest chairs;
- be glazed above 42" from the floor;
- have blinds that may be drawn for privacy.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: CUSTODIAN'S WORK AREA

Area required: 100 sq. ft.

Functions Performed: Work and organizational space for custodian; Store supplies, equipment and materials necessary to maintain building; utilities including sink.

Occupancy:

Seating: Public 0 Staff 1

Furnishings: Desk and chair; secure cabinet for cleaning materials, mops, vacuum cleaner, etc.

Shelving: Utility shelving as determined by need

Material capacity: 0

Equipment: Slop sink, vacuum, buckets, etc.

Close proximity to: Mechanical room; boiler room; (elevator and elevator room if elevator is included in building); delivery door/dock; long term storage, large item storage, restrooms, meeting room, landscaping equipment storage. (See Area Designation Storage for detail)

Distant from:

Architectural features: The Custodian's work area should:

- provide an office desk with lockable drawers and a chair to allow for paperwork;
- provide a closet/utility area containing a slop sink; a utility sink and storage for mops, buckets, vacuums, etc.
- provide direct and easy access to all mechanical areas of the building;
- be near the elevator if one is included;
- be near a delivery door/dock; (ideally a double-wide delivery door would open the near the custodian's work room to allow for large deliveries of books, supplies, furnishings, etc.

If the building is more than one story in height a separate utility closet, including sinks and storage for frequently used supplies, for example, paper towels and toilet paper, must be provided on each floor.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: STAFF ROOM

Area required: 200 sq. ft.

Functions Performed: Provide space for staff to secure personal belongings and take breaks away from public view. Provide a restroom for staff accessible only through the staff room.

Occupancy: **Staff** 6 **Public** 0

Seating: **Staff** 6 **Public** 0

Furnishings: Table and 4 chairs; 2 comfortable chairs; end table; locking file or storage cabinet; sink, small refrigerator; cook top or small stove; microwave oven.

Storage: 12 Individual lockers for staff personal belongings; counter with storage drawer and cabinet; Hanging rack for coats

Shelving: Small bookshelf.

Material capacity: 40 books

Equipment: Refrigerator, stove, microwave, coffee maker, paper towel holder; hooks; other materials as enumerated by staff.

Close proximity to: Kitchen

Distant from:

Architectural features: Staff Room should include:

- a staff-only restroom;
- a refrigerator and microwave oven;
- a table with 4 chairs;
- two comfortable chairs with a small table between them;
- 12 lockers with built-in locks and keys, not external combination locks to hold handbags, laptops and other personal belongings.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: FRIENDS OF THE LIBRARY ROOM **Area required:** 100 sq. ft.

Functions Performed: Provide space for friends to store organization files, receive, sort and store books for book sale, meet to work on projects

Occupancy: **Staff** up to 6 **Public** 0

Seating: **Staff** 2 with additional folding chairs if needed **Public** 0

Furnishings: Folding table and 6 folding chairs; locking file or storage cabinet; coat rack

Storage: TBD sufficient to collect and store book donations for semi-annual book sales.

Shelving: Perimeter utility shelving to hold cartons full of books or to allow books to be sorted and stored in preparation for book sales.

Material capacity:

Equipment: TBD

Close proximity to:

Distant from:

Architectural features: Friends of the Library Room should include:

- a folding table that can easily be put up to sort books or complete other projects and taken down to facilitate moving book cartons to sale site;
- 6-8 folding chairs for informal meetings or work sessions
- secure storage for personal items while working in library;



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: MEDIUM STUDY/MEETING ROOM

Area required: 320 sq. ft

Functions Performed: Provide room for patrons group study/meeting;

Occupancy: **Staff** **Public 32**

Seating: **Staff 0** **Public 16-32**

Furnishings: 2 foldable tables, each seating 8; and 32 chairs, credenza or storage cabinet or storage closet

Storage: Credenza or storage cabinet for supplies; closet for chair and table storage

Shelving:

Material capacity:

Equipment: Remote access meeting capability including screens, telephone and speakers, presentation hardware and software e.g., large screen smart tv, whiteboard; appropriate sound system including loop for hearing impaired; power supply, device charging stations

Adjacent to: Trustees Room

Close proximity to: Technology Commons/Reference Desk, Non-Fiction.

Distant from: Children's Room, Entrance

Architectural features: The study/meeting room should be:

- well lighted;
- have surfaces that absorb sound;
- have a turnkey presentation system with wireless access, smart tv; television reception, cable access recording capability, speakerphone; loop for the hearing impaired (specifics TBD during design development with respect to technology available at that time);
- provide space for up to 16 to sit comfortably at tables and 32 in rows;
- provide space for personal belongings;
- be glazed from floor to ceiling or above 42" from the floor to allow staff to monitor it;
- include electrical outlets and charging stations for personal electronic devices;



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: TRUSTEES ROOM

Area required: 300 sq. ft.

Functions Performed: Provide meeting room for up to 12 at a conference table, 25 seated auditorium-style

Occupancy: 12

Seating: Staff 0 Public 12

Furnishings: 1 office desk; 1 conference table and 12 chairs; lockable file cabinets TBD for Treasurer's use; coat rack, credenza with draws and/or cabinets for meeting supplies and flat top for handouts, refreshments, etc.;

Storage: Coat closet or rack; Lockable cabinet for presentation supplies (could be in credenza).

Shelving: 30 linear feet

Material capacity:

Equipment: Desktop computer; remote access meeting capability including screens, telephone and speakers, presentation hardware and software e.g., large screen smart tv, whiteboard; appropriate sound system including loop for hearing impaired

Adjacent to: Medium Meeting Room

Close proximity to: Main Entrance; Auditorium

Distant from: Quiet areas

Architectural features: The Trustees Room should:

- be well and appropriately lighted;
- have surfaces that absorb sound;
- be away from distracting activity;
- provide space for 12 to sit comfortably at a table;
- have a turnkey presentation system with wireless access, smart tv; television reception, cable access recording capability, speakerphone; loop for the hearing impaired (specifics TBD during design development with respect to technology available at that time);
- provide space for personal belongings of meeting attendees;
- be glazed on wall facing corridor;
- have window blinds;



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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The Area must:

- be accessible from the Main or Auditorium entrance when the library is closed without providing entry to the library;
- be soundproof;
- have easily cleanable floors, vinyl not carpet;
- have finishes that are easy to clean and maintain;
- have general lighting and task lighting as appropriate;
- have good and appropriate sound system and acoustics including enhancement for the hearing impaired;
- have wireless network capability;
- provide sufficient space for manipulating large items between storage and program space;
- have an area to hang coats;
- have walls glazed from 42" to the ceiling to allow the staff clear sight lines into the room.
- have electrical receptacles at a variety of heights, including floor level, counter height, and in other locations to accommodate a variety of machinery;
- have a ceiling-mounted projector placed to allow easy viewing by all from any place in the room;
- have large lockable storage cabinets to protect supplies, software, etc.
- have "cubbies" or similar to allow users to leave belongings, and not have to clutter workspaces;
- have climate control designed to protect equipment;
- provide assistive technology including video enlargement, screen readers, and magnifiers;

Consider the need for 220v. power supply.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: LOCAL CABLE BROADCAST CONTROL ROOM

Area required: 80 sq. ft.

Functions Performed: Provides production and editing space for staff and patrons

Occupancy: Public 0

Staff: 1-3

Staff seating: 3

Patron seating:

Furnishings: 3 chairs, other items TBD.

Storage: Lockable supply cabinet/closet for electronic equipment.

Shelving:

Material capacity: 0

Equipment: Audio and video recording and editing suites to be selected during construction.

(Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)

Adjacent to: Creative Technology Lab, Auditorium

Close proximity to:

Distant from:

Architectural features: Control booth to allow live broadcast and/or recording of programs. The control room should serve the entire library and allow live broadcast on Northbridge Community Television, Inc. (NCTV). The NCTV staff should be actively involved in the development of the library cable facility. The studio must:

- have superior soundproofing. No sound should be heard outside the room.
- have a stable and high-speed internet connection to stream events;
- have appropriate and abundant power supply at various heights to support all equipment;
- have appropriate lighting;
- provide space for staff to sit comfortably;
- provide space for personal belongings;
- include charging stations for personal electronic devices;
- have independent climate-control to protect equipment.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: AUDITORIUM **Area required:** 1,300 Sq. ft. Storage 400 sq. ft.

Functions Performed: Provide facilities for a wide variety of programs and meetings sponsored by the library and the town for children and adults. This must be a flexible space that can be opened for group meetings or divided as needed for small meetings, children's programs and training and used for displays and exhibits. The auditorium must have technology and equipment to broadcast live over the town cable access station.

Occupancy: Up to 100 adults seated auditorium style **Staff** 0

User seating:

- up to 100 adults auditorium – style;
- up to 52 adults at tables;

Furnishings: 100 adult-sized stackable, glide on carpet chairs with dollies; 13 adult sized folding tables seating 4 that may be pushed together to accommodate larger groups; podium, including microphone; presentation capabilities all to be determined based on most current technology during construction, but which can include whiteboard, overhead projector networked to computer connected projection system; smartboard; projection screen; smart tv; clock; coat rack to accommodate heavy winter outerwear for all participants.

Shelving: 0

Storage: Secure and sufficient storage for all electronic hardware and software; storage for tables and chairs not in use; and storage for selected supplies and props needed for programs is required.

- A large walk-in storage room with wide doors will allow tables and chairs to be rolled in and on wheeled carts or racks. NOTE: Consider shared storage with auditorium, however connections between rooms must be lockable to prevent unauthorized access. Consider keypads.
- Audio-visual equipment on carts, the podium, easels for use in presentations, and other equipment as identified may also be stored within it.
- Appropriate secure storage must include space for cables and cords.
- Separate lockable cabinets for small program supplies, e.g., paper, markers, scissors, etc. should be provided in craft areas.
- Larger space for big items including poster board and flip chart paper must be included.
- A coat room or large coat racks that can be rolled in and out of the storage room when needed must be provided for.

Material capacity: 0

Equipment: 8 laptop computers on cart; built in audio system including microphones with wired and wireless capability, amplifiers, speakers, loop for hearing impaired; a turnkey presentation system including ability to broadcast live on local access television; Wall-mounted smart tv; and appropriate lighting. *(Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)*

Adjacent to: Kitchen, Innovation Lab, Cable Broadcast Control Room

Close proximity to: Library entrance; restrooms; staff room.

Distant from: Quiet seating area;



**WHITINSVILLE SOCIAL LIBRARY
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Architectural features:

The Auditorium must serve many functions therefore must be carefully designed to accommodate all requirements. General requirements are:

- All sections of the space must be accessible without going through the library when the library is closed.
- The overall room must be large enough to seat 100 adults auditorium style.
- It must be dividable into two separate sections, 40%/60% that can each be used simultaneously for different types of programs. Both must be as sound proof as possible and have independent access to the kitchen.
- Careful attention must be paid to providing state-of-the-art electronic systems to facilitate presentations. A qualified media design consultant must be included in the project at the planning stage to ensure that the facility will be adequate and appropriate to serve community needs.
- Sound system and acoustics must be carefully designed to optimize use as one large space and two smaller spaces. Sound from programs must not carry into the library.
- Both sections of the space must have capability to use presentation devices simultaneously.
- All surfaces must be easy to clean.
- There must be access to restrooms without entering the library, when the library is closed.
- Lighting that is both general for auditorium – style seating events and flexible for small group work is required. (Note: Lights should be dimmable but must turn on and off immediately when switch is engaged. Lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation. Requires high efficiency lighting.)
- Electrical service should include provision for electronic devices, presentation hardware, lighting and large capacity coffee makers, without running cords across the floor where they cause safety hazards;
- Permanent wall-mounted display systems for hanging art works, posters, etc. must be included;
- Kitchen (see **Area Designation** below) must be an integral part of the space;

Other requirements include:

- good sight lines for viewing a screen or a speaker at the podium for both adults seated in chairs and children seated on the floor;
- windows, all with easily accessible room-darkening shades that can be closed to prevent daylight interference with presentation equipment;
- wireless network capability;
- state-of-the art connection to local Cable Access to enable live broadcasts and have video recording capabilities for later broadcast (It must be done in conjunction with the town cable access provider.)



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: RESTROOMS/WELLNESS ROOM **Area required:** non-assignable space

Functions Performed: For use by staff and library patrons.

Occupancy:

Children's Room – 1 family restroom accessible from within Children's Room only, including universal changing station, and adult and child sink and toilet. Wellness Room or pod to be used by a nursing mother or a sensory-challenged individual for quiet space.

Adult Restrooms located for general patron use when library is open and by program attendees when library is closed, of size sufficient to accommodate 100 program attendees including gender-neutral accommodations. One family restroom available near auditorium when library is closed must include Universal changing table.

Staff – One gender-neutral bathroom inside staff room.

Furnishings and equipment: Fully accessible to the handicapped. Water closet, grab bars, sink, unbreakable mirrors, center drain, tile surfaces on floor and lower portion of walls, motion-sensor faucets, soap dispensers and blowers for drying hands; exhaust fan; lockable storage cabinets; waste receptacles; changing stations, at least one to be Universal size, motion sensor light that will turn on when someone enters and off when the room is empty to conserve energy.

Close proximity to: Adult – Entrance, Main Service Point. Must be accessible to Auditorium when Library is closed.

Children: Must only be accessible through Children's Room; must be in clear sight of Children's Services Desk.

Distant from: Quiet seating area; Reference.

Architectural features:

- Restrooms must be:
 - fully visible from nearby staff workstations;
 - accessible for elderly, handicapped, and parents with young children;
 - convenient to the Auditorium;
 - accessible to Auditorium when the library is closed;
 - lockable from inside, but should have key access from outside to rescue locked in children, or to keep restrooms locked for security purposes;
- No one should be able to enter restrooms from outside the building without being observed by staff.
- Patrons should not have to pass through quiet study areas to reach restrooms.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: GENERAL LIBRARY STORAGE **Area required:** Included in non-assigned space.

Functions Performed: Allow short and long-term storage for library supplies, holiday decorations, infrequently requested materials that are not historic, periodicals, etc. Storage has been included in individual area designations. Storage described here is for general library use.

Occupancy: **Staff** 0 **Public** 0

Seating: **Staff** 0 **Public** 0

Furnishings: Shelving, drawers, closets or cabinets as specified.

Shelving: as determined by need.

Material capacity: as identified

Equipment:

Adjacent to: Custodian's Work Area

Close proximity to: Areas to be served.

Distant from:

Architectural features:

- Bulk storage for continually used and replenished items, e.g., paper, restroom supplies near delivery door and, if building has an elevator, near the elevator to facilitate distribution.
- Provision must be made to keep cartons off the floor to prevent dampness.
- Secondary paper storage – One lockable closet should be provided on each floor to store paper for photocopiers, printers, etc. convenient to staff who need to replenish supplies.
- Semi-permanent storage for bulky items such as seasonal decorations – lockable storage room, 150 sq. ft. minimum with perimeter shelving and other storage as needed. It could be incorporated into janitor's space.

Note: One large storage room could meet both long-term and short-term bulk needs.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: OUTDOOR PROGRAM SPACE

Area required: TBD

Functions Performed: Provide outdoor facilities for a wide variety of seasonal programs sponsored by the library and the town for children and adults.

Occupancy: Public Up to 100 adults Staff 0

User seating:

- up to 100 adults
- flat open space for presenters or for children to sit on the ground

Furnishings: TBD

Shelving: 0

Storage: Secure and sufficient storage for chairs, tables, podium, etc. provided with direct access from outdoor area. Consider creating accessibility to storage for auditorium if furnishings are to be shared. Consider permanent storage shed or bins.

Material capacity: 0

Equipment: Permanent plug-and-play sound system; permanent lighting; other equipment, e.g. projectors, to be brought from library as needed

Adjacent to:

Close proximity to: Children's Room, restrooms, kitchen

Distant from: Quiet seating area.

Architectural features:

The Outdoor Program Space must serve many seasonal functions therefore must be carefully designed to accommodate many requirements. The space may be constructed as a pavilion with a permanent floor and roof covering, at minimum, a stage/presentation area but also providing shelter for seating. Alternatively, at minimum the infrastructure to accommodate installation of a fabric canopy in the summer should be provided, taking into consideration the location of shade trees.

Consider the inclusion of picnic tables or bistro tables and chairs, perhaps permanently installed.

All furnishings must be impervious to rain.

General requirements are:

- The space must be accessible when the library is closed.
- Restrooms and storage must be accessible without going through the library including when the library is closed.
- The space must be flexible to allow for a variety of programming including musical presentations; children's story hours; craft workshops; health and fitness programs, e.g., Yoga; etc.
- Electrical service must be provided.
- Pedestrian lighting must be provided to ensure safety getting to and from the library and parking.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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- Careful attention must be paid to providing state-of-the-art systems, notably sound and lighting, to facilitate presentations.
- Patrons should not have to cross driveway or parking lot to access program space.
- Automobile traffic in and out of the parking lot should not affect programs in progress.
- Security is paramount. Options include having only secure access to fenced-in space through the entry that leads to the Auditorium and restrooms; having the area fenced in with an exterior locked gate for entry and exit or to having all space open to the community at all times with access to restrooms only during programs.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

Area Designation: PARKING

Area required:

Functions Performed: Provides safe, convenient and adequate parking for staff and patrons.

Occupancy: Public 63 spaces. 1space/400 gross sq. ft, including handicapped spaces and van accessible spaces as required by code. 6-12 Electric vehicle charging stations. **Staff:** 6 spaces

Seating: NA

Furnishings: Signage as appropriate, lockable bicycle racks

Shelving: NA

Material capacity: NA

Equipment: Adequate lighting, including timed and motion sensitive lights; 10% to 20% Electric vehicle charging stations as required by Green Communities adherence to electric Stretch Code

Close proximity to: Main entrance, Book Drop.

Distant from:

Architectural features:

- Adequate parking for patron automobiles when the library is open and for programs held in the Auditorium.
- Alignment of parking lot must provide a passenger drop-off point and ensure that drop off does not interfere with direct access to parking.
- Consider a separate point for Patron “curbside” pick-up of material.
- Patron walkways from both street and parking lot must be provided to allow adequate space for patrons on foot to enter and leave comfortably without dodging automobiles.
- Bicycle racks must be placed out of the way of pedestrian traffic and driveway.
- Provision should be made for a drive-up book return.
- Short-term parking convenient to the Book Return/pickup lockers should be provided.
- Up to twelve (12) spaces allowing charging for electric vehicles must be provided per CMR 22.00 and 23.00 (Updated September 22, 2022).
- The parking must be integrated seamlessly with overall landscaping.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
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Area Designation: DELIVERY ENTRANCE **Area required:** 100 sq. ft.

Functions Performed: Provide a dedicated delivery entrance for ILL van driver; package or furniture delivery that does not interfere with patrons at the main service point or block access to driveway or drop-off area.

Occupancy: Staff 1 Public 0

Seating: Staff 0 Public 0

Furnishings: Counter for opening and sorting totes

Storage: Under counter for totes.

Shelving: TBD

Material capacity: TBD

Equipment: Doorbell; 2-wheel cart

Close proximity to: Driveway outside; Elevator if provided, inside

Distant from:

Architectural features:

Consider a delivery door that opens to a self-contained vestibule where the ILL van driver can drop off or pick up bins whether the library is open or closed using a separately keyed door from the outside. A second lockable door leading into the library allows staff to put totes out or bring them in. The delivery entrance must:

- have a doorbell that can be heard in Public Services Workroom, the Main Service Point and the Director's Office;
- have clear directional signage from the driveway into library property;
- not interfere with traffic flow to and from the main entrance/passenger drop-off zone;
- be separate from patron walkways (from both street and parking lot) to allow adequate space for patrons on foot to enter and leave comfortably without dodging delivery vehicles;
- meet ADA requirements;
- have access coordinated with main entrance; (see Area Designation Main Entrance)
- have a counter where books from the totes can be placed for sorting;
- be of sufficient size to allow delivery of large items, including furniture;



**WHITINSVILLE SOCIAL LIBRARY
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Area Designation: LANDSCAPING **Area required:**

Functions Performed: Develops appearance of the land around the library and parking lot.

Occupancy: Public **Staff:**

Seating: Consider benches, bistro tables and chairs

Furnishings: Signage as appropriate, benches, statues, garden items TBD

Shelving: NA

Material capacity: NA

Equipment: Adequate lighting, including timed and motion sensitive lights.

Close proximity to:

Distant from:

Architectural features: Landscaping must be site specific. It must be well designed to maximize the library aesthetics, fit appropriately into the setting and ensure the safety of patrons and staff. Paths to parking must be well lighted. Motion sensor lights should be considered. Live materials should be of appropriate height and scale to ensure that they cannot be used as hiding places for predators. Maintenance level should be low.

Landscaping must be seamlessly integrated with outdoor programming space, taking into account safety for patrons and staff when decisions are made about the program space design. Separately there may be some garden-type seating area for patrons independent of program space. Considerations for both outdoor program space and outdoor gardens and seating will be dependent on the size of the site available. Options include outdoor garden space accessible only through the library when it is open and garden space available outside the library at all times. While both concepts are interesting and should be pursued, there are caveats to be considered for each.

Regarding access from within the library, to allow free flow for patrons the garden must only be accessible through the main library. There must be no direct access to the garden from outside the library. An unsecured garden entrance allows patrons to walk out with materials that have not been charged out, but there is a greater security risk. An unsecured entrance that enables persons entry to the library without passing through the main entrance makes it difficult for staff to keep track of those who arrive or depart. The potential exists for an individual to wreak havoc or to harass patrons or staff therefore external spaces must be carefully planned for safety.

Having program space available when the library is closed requires additional thought. Consideration should be given to secure access through the entry that leads to the Auditorium and restrooms, with the Outdoor Program Space and garden area fenced in or to having all space open to the community at all times with access to restrooms only during programs. See Area Designation Outdoor Program Space.

Benches can be integrated along the walkway or outside the main entry for the convenience of patrons providing seating areas separate from the “garden area” or Outdoor Program Space.



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

BUILDING PROGRAM

2024

Appendix I Space Summary Chart

Innovation Lab*	800									0	20
Conference Room*	320									0	16
Trustees Room*	300									0	12
Quiet Study Room(s)*	240									0	8
Group Study Room(s)*										0	
Classroom										0	
Art Display/Gallery										0	
Cable Access Control Room	80									0	
Director's Office	175					1				0	
Administration Office	125					1				0	
Technical Services										0	
Delivery/Receiving	100									0	
Custodial Office/Workrm	100					1				0	
Server/Network Room	100									0	
Staff Break Room	200									0	
Friends/Book Sale	100									0	
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Workstations	Total Staff Computer Workstations	Total OPACs	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Net SF	18722	74950	0	0	16	13	4	48	84	132	204
30% Unassignable Area	6242										
Total Estimated Gross SF	24964										

***Seating guide**

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



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

BUILDING PROGRAM 2024

**Appendix II
Survey and Focus Group Results**



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY
BUILDING PROGRAM 2024**

PUBLIC FORUM AND FOCUS GROUP SUMMARY

Two public forums and three focus groups were conducted in March, 2024 using brainstorming prompts Strengths, Challenges, Opportunities, Starting from Scratch, and If Money Were No Object. Forums were attended by adults of varying age ranges. Focus groups were made up of senior citizens (held at the senior center), homeschool parents and children and Trustees.

The staff was considered the greatest **strength** by all participants. They were cited for helpfulness in locating and suggesting materials, friendliness and knowledge in many ways, and community outreach. The location and beauty of the building were cited by all. It is centrally located in the town and within walking distance of the public middle and high schools and the private high school. Other strong elements are the resources, both the print and electronic collections, computers for those who don't have access elsewhere, access to other libraries and their resources, book clubs and programming. Children's programming was especially noted. The archival and historical collections are very important as is the Museum Pass lending program. Some appreciate it as a quiet place to sit and read and others like the space it provides to those who work from home. It was also stated that it's free and you don't have to "join," you can walk in any time and use it.

The largest **challenge** is lack of space. Participants identified the need for space for programming for all ages in interests; comfortable seating for adults, teens and tweens and children as individual groups, but also for intergenerational space. Study space, especially quiet study rooms, small and large meeting rooms and designated, sound proof children's and young adult areas were repeatedly discussed. A Friend's of the Library room where book sale materials could be stored, and possibly sold, was also on the list. The lack of public computers, electrical power outlets and charging stations needs attention. Although the building has an elevator, other elements such as uneven floor transitions, narrow stack aisles and access from the parking lot continue to present barriers. Signage, especially outdoors, directing patrons to the elevator entrance would be helpful. The exterior trim is in need of paint and walkways need repair.

Opportunities which may be seized in rethinking the library include concrete items such as designated spaces identified above, better furnishings, more programming space, equipment upgrades, and more books. They also include intangibles, for example rethinking how the library fits in the community, identifying it as a "third space" or "center of the community." Getting the word out about what the library offers and the services it provides as the town's public library where everybody is welcome was also brought up.

If participants could **start from scratch** to design a brand new library, they would like to see a building on one floor; open space; and better access for seniors and moms with strollers. A computer lab, technically state-of-the-art infrastructure, an enclosed children's room, improved lighting and acoustics are necessary. Really good signage and an outdoor play area made the list as did the call for an environmentally up-to-date building; and a diverse collection in content and format. To summarize, the



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building would need to be “architecturally unique to fit the town,” and “a place where people want to spend time” in the same location.

If money were no object any and all work on the existing building and any addition would replicate the intricate redwood carvings. A big computer lab with many more computers and other electronic devices would be important. More books, more shelving, and more staff are high on the list. A large archival room is sought. There is also a call for a café, as can be found in Barnes & Noble and a large auditorium with a stage and appropriate production equipment that could host author visits. Cooperation with the Senior Center and more programs for seniors would be appreciated as would a drive-through book drop-off and pick-up; more and better parking, including valet parking. There was a request for live animals, too.



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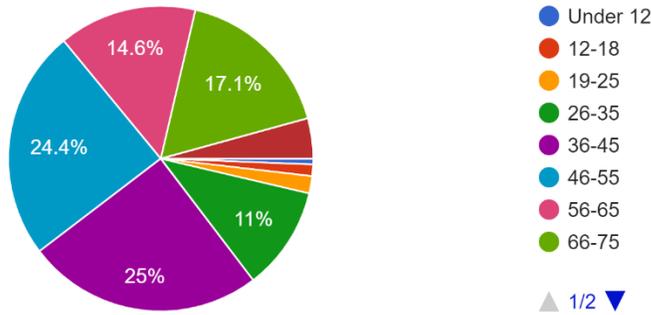
SURVEY SUMMARY

A survey, both print and online, conducted from March 1- May 7, 2024 garnered one hundred seventy-four responses. This report presents some replies as graphics and summarizes others as appropriate.

1-7. 94% of the respondents live in Northbridge, 59% own homes and 11% own businesses there. Northbridge has two zip codes. 35% of the respondents live in 01534; 65% in 01588. 43% of the 163 who responded have lived in Northbridge for more than twenty years; 18% for 11-20; 19% for 6-10; and 20% for less than five. Of the fourteen respondents who do not live in Northbridge, three live in Sutton and the remainder reside in eleven other towns. Half of the ten students who replied attend Whitinsville Christian School, one is home-schooled and the others attend various other schools. Seventy-three responses from parents indicate that 48% of their children attend Northbridge public schools, 14% attend Whitinsville Christian School, and 11% are homeschooled. The remainder attend a variety of other schools.

Please tell us about yourself. What is your age?

164 responses



8-11. 85%, or 147 individuals, have a Whitinsville Social Library Card; 30% have a card for another library and 30% have a BPL e-card. 63% have a computer or tablet at home and 63% indicate they have sufficient Internet service. 69 of 176 visit the WSL at least monthly; 40 are weekly attendees; and 20 drop in daily; and 12 rarely. On average, 14 visit other libraries regularly. Limited seating is the top reason deterring them from visiting, and hours open is second. Lack of meeting space and a limited collection are also major disincentives. 27% said lack of comfortable seating, both in lounge-type chairs and at tables, causes them to stay away; location of parking prevents some; and difficulty navigating the stacks affects others. Sensory issues including lighting and noise levels impact a few.

12. When asked the reason for library visits, browsing all collections, picking up museum passes, and recreational reading topped the list, followed by attending programs. Fifty-two comments regarding other reasons to visit WSL included socializing with others from town; picking up materials ordered online; finding a nice place to spend time with their kids; meeting and working with other homeschoolers;

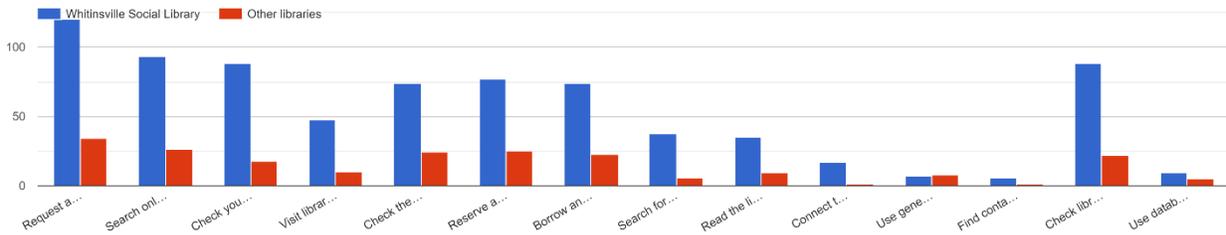


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borrowing “Things” like telescopes, and interacting with the staff. The comment, “We love the library. It is our favorite place,” reflects a thread running throughout. There were also repeated comments that they visit other libraries, especially for children’s services because WSL is too small, does not have space for resources such as recreational materials. One person summed it up thus: *We love going to libraries that have an expansive childrens (sic) area with activities for the kids (coloring books, toys, etc) (sic).*

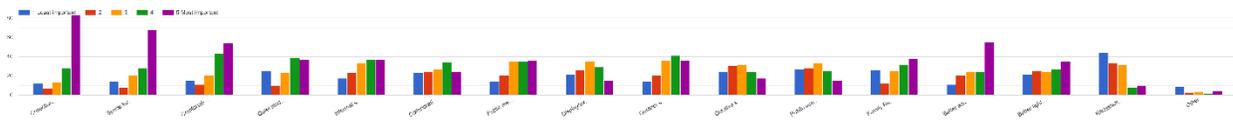
13-17. Questions regarding digital content revealed that in general patrons use the website, the online catalog, social media, and Libby/overdrive as needed, generally a few times a month. 46% use downloadable books and audio; 54% do not principally because they prefer hard copy books or they do not know how to access it, although 64% said they are likely to use it in the future. See the chart below for a summary of online services.

Please check all the ONLINE SERVICES you use via the library's access points.



18. In the section soliciting input about library needs going forward, the first question asked what spaces would be most important over the next thirty years. Although the words are difficult to read in the graphic below, it is easy to see that there were five highpoints: collection space, space for children, tweens and teens, better accessibility, comfortable seating, and a family restroom in the Children’s Room. Better lighting and acoustics, public meeting space, informal social space, quiet study space, and outdoor space are also valued. Collaborative community space, maker space and display space would be nice to have, but a kitchen is not rated high on the needs list. Comments emphasized again the need for dedicated, enclosed space for children, tweens and teens.

Please rate which SPACES will be important to you and your household over the next thirty years on a scale of 1 (least important) to 5 (most important).



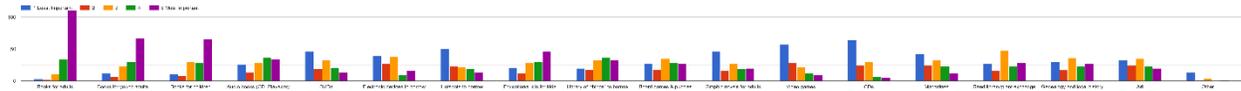
19. The service deemed most important was the ability to borrow from other libraries. Extended evening and weekend hours are also much desired. Increase cooperation with schools, more staff, support for personal devices, and assistance with electronic resources are cited. Outside pick-up of holds, home delivery and more and better parking would be helpful, but storage and internet accessibility are not important.

20. As is seen in the chart below, tangible collections – books for all - (purple) are desired; virtual collections and electronic devices (blue) are not. There is general interest in “things” including board games and seeds. Art and historic materials are recognized as needed.



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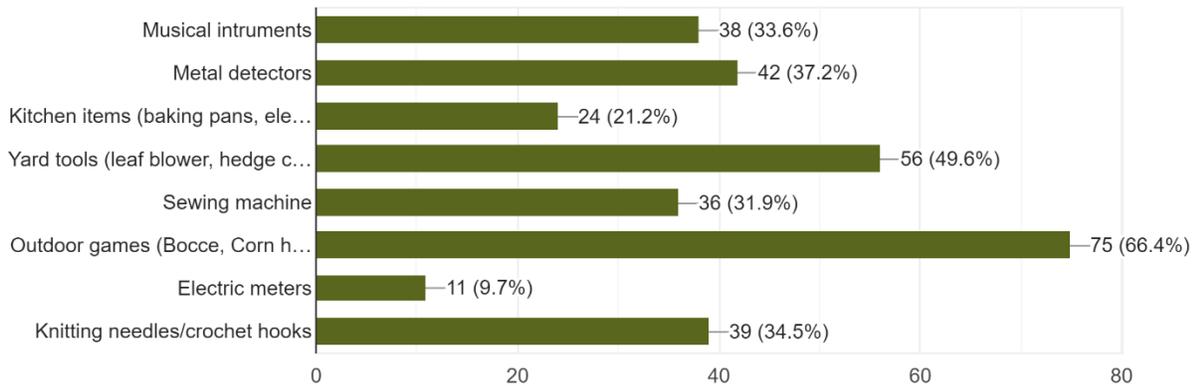
Please rate which CO-14C items will be important to you and your household over the next 30 years on a scale of 1 (least important) to 5 (most important).



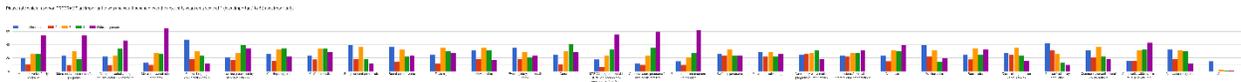
21. The question about important items to be included in a Library of Things generated the following as well as requests for power equipment, binoculars, bicycles and more.

What non-traditional items would you like to borrow from a Library of Things?

113 responses

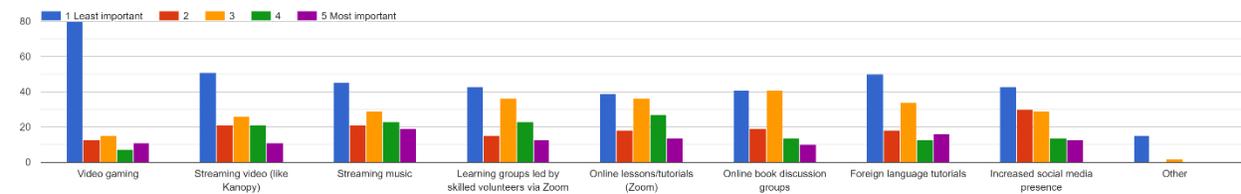


22. There was a great deal of interest in more and more varied programs. The chart below is difficult to read, but it is clear patrons would attend more programs if the library had space to present them.



23. In contrast, online/remote programming is not seen as interesting.

Please rate which remote/online PROGRAMS/ACTIVITIES/SERVICES are important to you and your household on a scale of 1 (least important) to 5 (most important).



24. A follow-up question specifically about discussion groups had forty-five responses from patrons who would attend book discussions in genres including science fiction/fantasy, classic literature, mystery/thriller, fiction and non-fiction. Other interests were writing, current affairs, and historical fiction. One commenter suggested parent and child book groups.

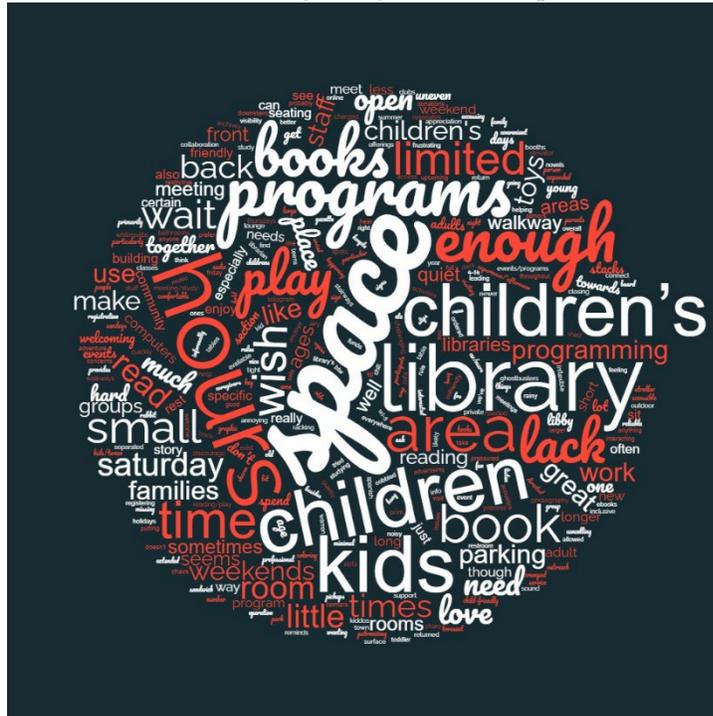


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25. 112 Responses to the question, “What do you think our library does very well?” generated high praise for staff and resources.



26. And ninety-seven expressed frustrations that there are not enough space hours, books or programs. The largest number of frustrations were regarding the lack of space and materials for children.





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27. When asked to rate service and atmosphere on a scale of 1-5, the library received high marks for being welcoming and safe, and having helpful, knowledgeable and friendly staff. It is considered comfortable, clean, well maintained, well organized, and quiet. The least positive rating it received is accessibility. Comments reflected compliments:

Love the historical nature of our library! I also bring out of town guests to our library to see the amazing woodwork and carvings and the same stack shelves that are in the Harvard Library! Wish the fireplace still worked (or they would install an electronic to make it look like it worked) to make that a cozy reading area again, as that was always my favorite place to curl up with a book as a teen/tween!

Frustrations:

There is much to love about the library, but the current configuration does not make it a comfortable space to come and hang out for a while.

And suggestions:

I love the library. I know it is old and outdated, but it has the quintessential, small town library feel that I love. I know it is time to expand and I'm very supportive of an expansion. I just hope some of the charm stays.

28. 71% of 133 respondents would like the library to be open more hours on Saturdays; 39% would like to see Sunday hours and an earlier opening daily than 10 AM. 30% would like it open later on Fridays and 9% would like it to be open later than 8 PM.

29. 103 persons answered the question, "Given the building and its history, what would you think if substantial changes to the interior and exterior would need to be made to the library so it could remain in its present location and provide improved services and collection?"

While there were a few specific suggestions about locating the exterior book return and repairing the sidewalks, numerous comments recognized the beauty of the library inside and out, and said the important architectural elements should remain. In general, most agreed with the person who said,

I would be disappointed if the exterior was significantly changed as I think it's a beautiful, old building. I do love the interior as well, but if it needs to change to be accessible to more people, I would support the changes.

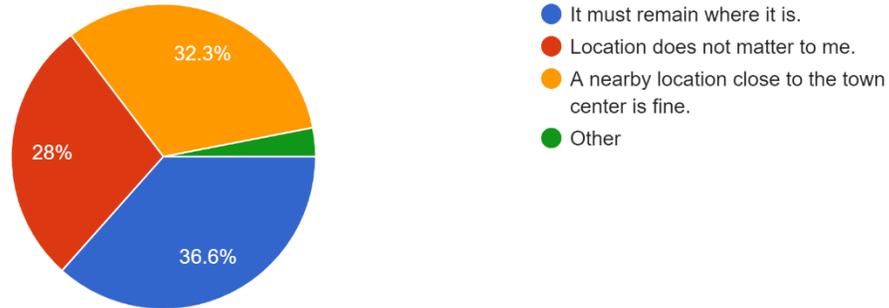


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30.

How important is the current library location? Could it be moved elsewhere in town and remain convenient for you?

164 responses



31. Seventy-three responded to the question, “Please share your thoughts on the potential reuse of this building in case the decision is made to relocate because we cannot provide adequate library service here.” Representative responses are below.

- A community center would be great.
- Keep it as the library or Book store and coffee shop.
- Work with National Park Service to preserve and maybe use as museum space/visitor's center/research center for Blackstone River Valley National Historic Park.
- Use as a center for Historical presentations. Location as a community space to reserve for special occasions
- Local Historical Society and community development, all historical documents could be housed in this building, then the historical society, historical commission, community preservation, Open Space, downtown crossing, historic district commission all could hold their meetings with access to documents they may need for their meetings.
- A nice, upscale restaurant would be nice. A small movie house might be fun.
- The building should be used for drama or theater and music lessons! Support the arts!!
- I believe in preserving our heritage and the building should be perhaps remodeled inside for use in cultural events— preferably free to the public.
- I would like you to reconsider moving the library. I would be extremely disappointed in not have this unique and characteristic building here in town. The only thought for reuse could be condos...
- Not sure but please don't let it sit empty and deteriorate.
- No idea. Gotta say, though, that our library is a magical castle ... so I guess I don't see our library space as particularly deficient, except for a community gathering space.
- Perhaps, ... adult education & lifelong learning center...like the The Worcester Institute for Senior Education (WISE) at Assumption University. It promotes and provides lifelong learning opportunities for older adults.



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- ... perhaps reutilize it as a space for creative endeavors of local artisans to practice their craft, exhibit, sell or provide a positive environment to feature our local artisans.
- Perhaps we could have two library locations? One for books (which the current one is ideal for) and one for activities, library of "things", social gatherings, technology, toddler play areas, etc. A "community center" if you will.

32. And what did we miss? There were twenty responses condensed below.

- I honestly love the library. I don't visit often but I enjoy it when I go. I like history and I like the old buildings in our town. The look of downtown is like no other.
- Great staff and services! You are doing an amazing job!
- Staff are friendly with children, but not very child-centered in my experiences. If there were staff dedicated to the child/young adult section, that would bring (bring) in more families and increase usage of the library overall. We would certainly come more often if we didn't feel like we were being too loud or a burden, which is how we often feel now.
- Upton and Grafton have both done recent library upgrades and there is lots of inspiration to be taken from both. ...
- Changing to meet modern use/needs while maintaining historic things is difficult, but I hope this can be done effectively and tactfully. Best wishes!!
- Please bring back Children's programs like find shark tooth and take apart computers day.
- IF IT MOVES IT SHOULD BE AT LEAST AS BIG AS THE **** FIRE STATION AND AS EXPENSIVE!
- Hope lots of conversations take place amongst other institutions and organizations in Whitinsville so that sharing of resources, space, information can take place and create collaboration rather than duplication.
- I'd appreciate a dedicated craft room and maybe a bit bigger book club room
- A larger open area for the children's section, including some coloring/quiet toys to use would be wonderful!



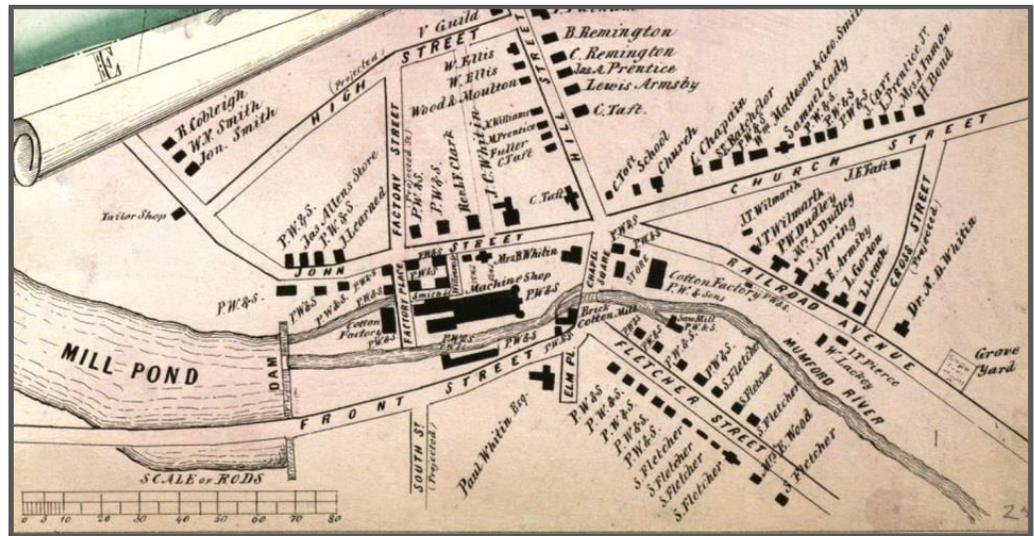
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Appendix III

**Whitinsville/Downtown Northbridge
Local Historic District
Preliminary Study Report**

Whitinsville – Downtown Crossroads Local Historic District Preliminary Study Report



Prepared by R. Christopher Noonan, Cultural Resource Specialist
for
The Whitinsville Local Historic District Study Committee

July 2019

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Appendices

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Appendix 2	Proposed, Whitinsville – Downtown Crossroads Local Historic District Map and Property Address Index
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Appendix 5	General Photographs of the Proposed Local Historic District
Appendix 6	Support Letters
Appendix 7	Certification of Application for Whitinsville Downtown Cross Roads Local Historic District, Sample

I. Executive Summary

(Reserved for modification and summary statement after MHC recommendations)

The National Historical Park designated Whitinsville, along with four other communities in the bi-state Blackstone Valley region, as exemplary examples of encouraging preserving, protecting and interpreting our country's industrial heritage. Since 2010, there have been several iterations of changing Local Historic District Study Committee (LHDSC) members, selection of historic resources to be part of the proposed local historic district and thus the proposed local historic district boundaries.

The planning project's intent was to studiously review the very large 1983 National Register District - Whitinsville Historic District (NBD-A) with over 324 resources. The proposed Whitinsville Local Historic District includes a proposed core group of historic buildings which would require a regulatory review process for any future changes to their exterior architectural features visible from a public way. These selected properties tell the story of Whitinsville's 250 years of economic, social and cultural development.

In May 2018, Northbridge engaged the professional services of the author to help guide the process and corral different initiatives, helping the LHDSC arrive at a consensus on which of the historic resources would be included within the proposed Local Historic District boundaries. An important factor in the selection was that all the historic properties selected by the Committee were clustered around Memorial Square and were not residentially zoned.

Let the story begin about how the architecturally and historically significant commercial properties included in *Whitinsville Downtown Crossroads Local Historic District* exemplify Whitinsville's developmental evolution from the 1700's to the international epoch of the Whiten family and its businesses in the early 20th century, to a community proud of its town's history, confident in its future and, with a positive vote, committed to their future.

FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Assessor's Number	USGS Quad	Area(s)	Form Number
15A- 135	Uxbridge	NBD-A: Whitinsville Historic District	NBD.11

NRDIS 04/09/1983



Image 1, South and West Elevation

Locus Map



Recorded by: R. Christopher Noonan, Cultural Resource Specialist

Organization: Whitinsville Local Historic District Study Committee

Date (month / year): April 2019

Town/City: Northbridge

Place: (*neighborhood or village*):
Whitinsville

Address: 17 Church

Historic Name: Whitinsville Social Library

Uses: Present: Library

Original: Library

Date of Construction: c. 1912-1913

Source: Worcester County Registry of Deeds

Style/Form: Colonial Revival

Architect/Builder: R. Clipson Sturgis, Architect

Exterior Material:

Foundation: Concrete

Wall/Trim: Ashlar Granite; Modillion blocks

Roof: Slate and copper flashing

Outbuildings/Secondary Structures:
No

Major Alterations (*with dates*):

Mid-1990's ADA accessible addition with elevator and fire stair core, northeast corner

Condition: Good

Moved: no yes **Date:**

Acres: .65 acre

Setting: Set on a slight bluff defined by a cut granite retaining wall on the north side of the historic downtown cross roads overlooking town common, mills and Mumford River. The south yard is a symmetrical formal grass lawn with a central concrete walkway. Shrubs/deciduous trees reinforce the landscape edging effect.

INVENTORY FORM B CONTINUATION SHEET

TOWN Northbridge ADDRESS: 17 Church

MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s)
NBD.A
Whitinsville Historic District

Form No
NBD.11

Recommended for listing in the National Register of Historic Places.
If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

ARCHITECTURAL DESCRIPTION:

Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

The one story, Colonial Revival building was design by architect R. Clipson Sturgis who designed Brookline's public library and Boston's original Federal Reserve Bank. The commercial building's original footprint is T-shaped with short, two-foot, projecting wall pavilions as part of the upper T and a small northwest 23 by 25 foot area where the T's rectangular top 88 by 30 foot and rectangular leg 38 by 54 foot join. In the northeast corner is a 23 by 26 foot mid-1990's addition for an elevator and new fire egress stairs and bathrooms, finished externally with rough split faced CMU's capped with a flat roof and HVAC equipment. (*Image 2*)

The building is set on a horizontal, board-formed, concrete foundation with a small recessed shelf carrying the stone veneer. The symmetrical main south elevation (*Image 1*) is two bays, three bays and two bays. The main, rusticated entry, pedimented pavilion is capped with a full pedimented gable roof and granite modillion blocks. The projecting pavilion, clad in smooth granite, has a series of granite quoin blocks defining the edges. The recessed door, with double six lite, raised lower panel, is topped with an eight lite transom and is trimmed with molded granite pilasters. The pilasters are broken with quoins, topped with three carved keystones and, the library-coat of arms centered in granite and containing a carved seal of corn and grapes, designed by Sturgis.

The original building has worked, Milford granite, random, ashlar walls. Walls are punctuated with deeply set, double hung, 12 over 12, 6 over 6 and 4 over 4 sash wood window systems and storm windows.

The building is capped with pitched, cross-gabled main roofs, intersected with south facing lower wall pedimented gable dormers, each with a centered oculus. There is also a centered pedimented south entryway. The roof system has a copper coping cap and flashing over the ridge area. Centered on the roof is a Colonial Revival wood venting cupola with a series of individual volute Ionic columns each capped with urn finials capped in a copper conical top. The base of the cupola's columns is a balustrade with turned newel post and rail. The cupola's square base has pilasters in the corner with horizontal match boards between. A granite clad multi-flu chimney pierces the ridge on the inboard, east side of the roof, while the west roof has a single flue piercing the ridge. The south eaves have a series of modillion blocks against the soffits and rakes and the eaves have inboard copper gutters and downspouts. The north eaves are just pedimented. The T-shaped leg has a flat roof with parapet copper flashing.

The library's interiors use redwood for ceiling and flooring finishes. There is white marble flooring in the stacks area. Library shelves used cast iron uprights to not only support book collections but the steel I-beam holding the concrete floors above. On the first floor are two carved redwood screens which partition off the adult sitting areas and the children's reading areas. The carved screens have pears, grapes, and corn carved, painted woodwork. Joseph Hetherington, an English immigrant, has been credited with the interior redwood carvings. There are also raised redwood wall panels, some natural and some stained dark. The west sitting area has a centrally located fireplace (*Image 3*). The second floor houses the Northbridge Historical Society's local history collection.

The Colonial Revival library was set back from Church Street to create a formal symmetrical landscape. There are two pieces of art set in a garden setting. One is a gift from the Northbridge Arts Council in 1988, by sculptor, Kay Worden (1925-2015) of Jamestown, RI, depicting a young girl wearing a sunhat, entitled (*Image 4*) Dreams of Tomorrow (nbd.937). The bronze statue was cast at the Paul King Foundry in Rhode Island, and is set on the symmetrical south lawn, west side. On the opposite east side, east of the symmetrical main walkway is a new (*Image 5*) Russel Bailey, (1918-2006) granite bench, a memorial to the local play-writer and poet.

HISTORICAL NARRATIVE

Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

The Whitinsville's Social library was organized in 1844. By 1874 it was public and free, courtesy of the Whitin family's underwriting. In the 19th century, today's library lot held a traditional 5 bay by 4 bay federal style home with ell. The lot originally ran from Church Street to Cottage Street and was owned by a Caleb Taft Chapin per the 1849 Cushing and Wallace map. Birth,

INVENTORY FORM B CONTINUATION SHEET

TOWN Northbridge ADDRESS: 17 Church

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s)

NBD.A
Whitinsville Historic District

Form No

NBD.11

marriage and death records find a Caleb Taft Chapin (b.2/6/1806 – d.9/27/1883) in Whitinsville village. He was the brother of Sarah Richardson Chapin Whitin (b.4/30/1800-d.4/16/1884) married to Paul Whitin, Jr. (2/5/1800-d.7/7/1884). By 1870 the future library parcel is owned by G. Leavitt. Gibbs (1837-1891), listed as a Church Street merchant, worked for P.W.Whitin company store, in the same map and by 1898 was owned by G. M. Gibbs. The library was the last of the contributing institutional building built near Memorial Square. By the early 20th century, two of the Whitin brothers, Arthur Fletcher and Edward Whitin, bought the property for \$1.00 for a future site of the Colonial Revival library. Edward (b.3/10/1838 -d. 1/25/1913) and Arthur Fletcher Whitin (b. 2/28/1846-d. 1/24/928) had Architect R. Clipston Sturgis design the library as a gift to the town. A graduate of Harvard University in 1881, Sturgis had a Boston based firm and at the time of the Library commission was the American Institute of Architects president.

The Whitin brothers endowed the library with \$20,000 for future literary purchases. Their uncle, James Fletcher Whitin, was Library Treasurer for many years. Both brothers, like many of the Whitin family and critical players in the Whitinsville Machine Works company, are buried at Pine Grove Cemetery on Linwood Avenue.

The 1913 Library was the last building constructed by Central Building Co. The other commercial buildings were the 1905 Whitinsville Saving Bank (NBD.9) at 1 Memorial Square and the high school (NBD.51) in 1906. The library was an another early 20th century expression of the Whitin family direct investments or trust investments tied tightly to the Whitinsville Machine Shop's company officials to improve the Memorial Square area following the City Beautiful urban design principles.

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The Whitin Spindle, Jan-Feb 1926; The Whitinsville Public Library, Published Whitin Machine Works

Walker, Lester *American Shelter*, Woodstock, New York: Overlook Press, 1981

Whiffen, Marcus, *American Architecture Since 1780: A Guide to Styles*. Cambridge, MA: MIT Press 1969

Worcester Registry of Deeds

Zimiles, Martha and Murray, *Early American Mills*. NY: Clarkson N. Potter, Inc. 1973

INVENTORY FORM B CONTINUATION SHEET

TOWN Northbridge ADDRESS: 17 Church

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s)

Form No

NBD.A
Whitinsville Historic District

NBD.11

MAPS

- 1849 Map Cushing & Wallace – Town of Northbridge including Whitinsville Village
- 1857 Map of Worcester County, Northbridge- Henry F. Walling, Boston: Baker & Co.
- 1870 Atlas of Worcester County, Massachusetts, Frederick W. Beers & Co, New York – Whitinsville Village (Color)
- 1879 Whitinsville Village, Birdseye, J. C. Woodbury, Worcester, MA
- 1880 Whitinsville Village, Birds-eye; E. H. Bigelow
- 1891 Whitinsville Village Birdseye, O. H. Bailey, Boston, MA
- 1898 New Topographical Atlas of the County of Worcester, Massachusetts. L.R. Richards & Co. Philadelphia -Village (Color)
- 1900-1910 Sanborn Insurance Maps -Village (Color)
- 1913, May 13 Whitinsville Cotton Mills Fire Insurance Plan (Color)
- 1917 Sanborn Insurance Map (Color)
- 1935 June 24, Whitinsville Spinning Ring Company Fire Insurance Plan (Color)
- 1944 May 10, Whitinsville Machine Works Fire Insurance Plan
- 2003 Aerial -Whitinsville Village area (Color)
- 2006 Northbridge Historical Commission Walking Tour of Whitinsville Village
- 2012 Whitinsville, Village Northbridge, MA Walking Tour, JHCBRV National Heritage Corridor



Image 2, West and North Elevations



Image 3, Interior West Sitting Room



Image 4, Dreams of Tomorrow Sculpture, 1988



Image 5, Russell Bailey, Poet, Memorial Bench 2006



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

**BUILDING PROGRAM
2024**

Appendix IV

**MACRIS
and
National Register of Historic Places**

Massachusetts Cultural Resource Information System

Scanned Record Cover Page

Inventory No:	NBD.A
Historic Name:	Whitinsville Historic District
Common Name:	
City/Town:	Northbridge
Village/Neighborhood:	Whitinsville;
Local No:	
Year Constructed:	
Use(s):	Workers Housing;
Significance:	Archaeology, Historic; Architecture; Community Planning; Economics; Engineering; Industry; Invention; Social History;
Designation(s):	Nat'l Register District (04/09/1983);
Building Materials:	
Demolished	No



The Massachusetts Historical Commission (MHC) has converted this paper record to digital format as part of ongoing projects to scan records of the Inventory of Historic Assets of the Commonwealth and National Register of Historic Places nominations for Massachusetts. Efforts are ongoing and not all inventory or National Register records related to this resource may be available in digital format at this time.

The MACRIS database and scanned files are highly dynamic; new information is added daily and both database records and related scanned files may be updated as new information is incorporated into MHC files. Users should note that there may be a considerable lag time between the receipt of new or updated records by MHC and the appearance of related information in MACRIS. Users should also note that not all source materials for the MACRIS database are made available as scanned images. Users may consult the records, files and maps available in MHC's public research area at its offices at the State Archives Building, 220 Morrissey Boulevard, Boston, open M-F, 9-5.

Users of this digital material acknowledge that they have read and understood the MACRIS Information and Disclaimer (<http://mhc-macris.net/macrisdisclaimer.htm>)

Data available via the MACRIS web interface, and associated scanned files are for information purposes only. THE ACT OF CHECKING THIS DATABASE AND ASSOCIATED SCANNED FILES DOES NOT SUBSTITUTE FOR COMPLIANCE WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. IF YOU ARE REPRESENTING A DEVELOPER AND/OR A PROPOSED PROJECT THAT WILL REQUIRE A PERMIT, LICENSE OR FUNDING FROM ANY STATE OR FEDERAL AGENCY YOU MUST SUBMIT A PROJECT NOTIFICATION FORM TO MHC FOR MHC'S REVIEW AND COMMENT. You can obtain a copy of a PNF through the MHC web site (www.sec.state.ma.us/mhc) under the subject heading "MHC Forms."

Commonwealth of Massachusetts
Massachusetts Historical Commission
220 Morrissey Boulevard, Boston, Massachusetts 02125
www.sec.state.ma.us/mhc

This file was accessed on: Monday, March 18, 2024 at 11:48 AM

FORM A - AREA SURVEY

4 NRDS
4/9/8

Form numbers in this area

Area no.

1-75,900-1

A

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston

2. Photo (3x3" or 3x5")
Staple to left side of form
Photo number _____

1. Town NORTH BRIDGE NBD.A

Name of area (if any) WHITINSVILLE

Historic District

3. General date or period _____

4. Is area uniform (explain):

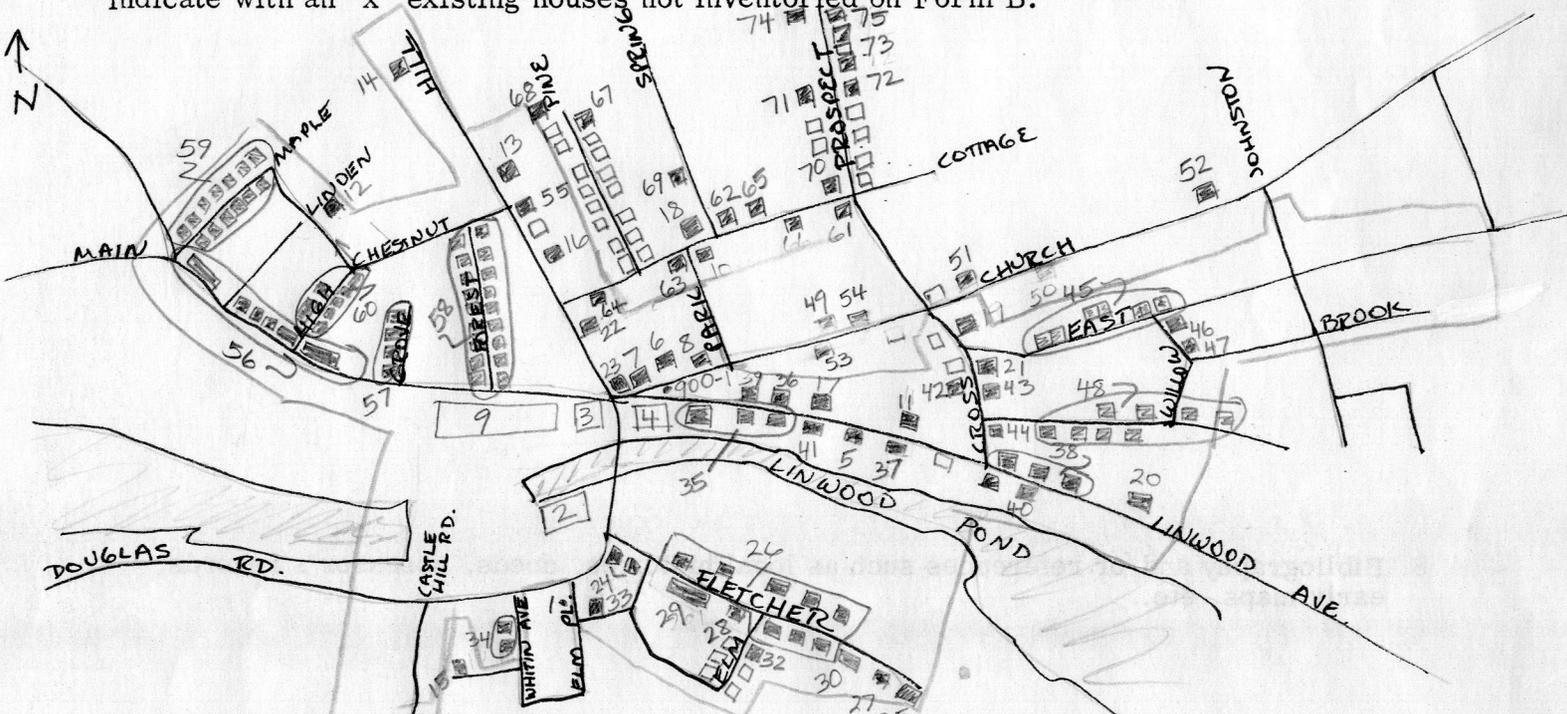
in style? _____

in condition? _____

in type of ownership? _____

in use? _____

5. Map. Use space below to draw a general map of the area involved. Indicate any historic properties for which individual reports are completed on Forms B thru F, using corresponding numbers. Show street names (including route numbers, if any) and indicate north. Indicate with an "x" existing houses not inventoried on Form B.



DO NOT WRITE IN THIS SPACE
USGS Quadrant _____
MHC Photo no. _____

6. Recorded by _____

Organization _____

Date _____

(over)

7. Historical data. Explain the historical/architectural importance of this area.

1. Town: NORTH BELLINGHAM

2. State (to left side of form):

3. General date or period:

4. Is area uniform (explain):

in style?

in condition?

in type of ownership?

in use?



8. Bibliography and/or references such as local histories, deeds, assessor's records, early maps, etc.

Recorded by:

Organization:

Date:

Introduction

The architectural skeleton of Whitinsville reflects the frame of a once thriving paternalistic industrial community which was based on the textile and textile machine industry.

The demographic orientation of the village is reminiscent of bygone days when small self sufficient industrial communities were commonplace. Much of the architecture and demography has been left undisturbed from the way it was left by the Whitin family.

The Whitin community centered itself around the Whitin Machine Works and the Whitinsville Cotton Mills. Both industries got their start in the little brick mill in 1826 when Paul Whitin Sr. and his sons initiated textiles in the mill. The old brick mill still stands today, well intact.

In 1831, Paul Whitin Sr., after whom Whitinsville is named, died leaving the business to his wife, Betsy, and sons. Paul Sr's original homestead, built in 1800, today stands on Linwood Avenue where it was moved from the site of the present town hall.

As the Whitin industry grew, new facilities had to be built. In 1845, sons of Charles P. had the granite Whitin Cotton mill built across the street for the sole purpose of textile production. In 1847, John C. Whitin built Shop number 1 of what is now the present Whitin Machine Works to hold his expanding textile machine business. Both shops remained under the name Paul Whitin and Sons. These two factories still stand intact today.

It was mainly these two factories that the whole town was based upon. To house the growing population, the whitins had built for the workers the many tenement houses which stand today as a reminder of the past when Whitin industries flourished. Most of the tenements were within walking distance of the mills as in most industrial communities. For upper echelon employees larger single dwelling homes were built and streets separated from the tenement homes. In yet another area, were the Whitin mansions for family members themselves. One can distinguish this in the survey.

The Whitin family took care of the entire needs of the community. The Castle Hill farm was purchased to supply the farm and dairy needs of the workers. Schools were built to educate the village children. Churches, of many denominations, were built to satisfy the religious needs of the community. Social and civic organizations were started and housed by the Whitins. Police and fire departments were financed by the Whitins for community protection. Recreational areas were established for community enjoyment.

Even though parts of the village were not tied in with the Whitin family, they also were in some way reached by the benefits from the Whitins.

As one brouses through this survey of the town's architectural history, one can gain an appreciation for what once was. The architectural skeleton remains even though the inner workings have all changed.

Kenneth Warchol

United States Department of the Interior
Heritage Conservation and Recreation Service

National Register of Historic Places
Inventory—Nomination Form

For HCRS use only --
received **MAR 10 1983**
date entered

See instructions in *How to Complete National Register Forms*
Type all entries—complete applicable sections

1. Name

historic Whitinsville Historic District

and/or common same

2. Location Church, East, Fletcher, Hill, Woodland, Lake,

and Water Sts., Castle Hill Rd., & Linwood Ave.

street & number Multiple

N/A not for publication

city, town Northbridge

N/A vicinity of

~~congressional district~~

state Massachusetts

code 025

county Worcester

code 027

3. Classification

Category	Ownership	Status	Present Use	
<input checked="" type="checkbox"/> district	<input type="checkbox"/> public	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agriculture	<input type="checkbox"/> museum
<input type="checkbox"/> building(s)	<input type="checkbox"/> private	<input type="checkbox"/> unoccupied	<input type="checkbox"/> commercial	<input checked="" type="checkbox"/> park
<input type="checkbox"/> structure	<input checked="" type="checkbox"/> both	<input type="checkbox"/> work in progress	<input checked="" type="checkbox"/> educational	<input checked="" type="checkbox"/> private residence
<input type="checkbox"/> site	Public Acquisition	Accessible	<input checked="" type="checkbox"/> entertainment	<input checked="" type="checkbox"/> religious
<input type="checkbox"/> object	<input type="checkbox"/> in process	<input type="checkbox"/> yes: restricted	<input checked="" type="checkbox"/> government	<input type="checkbox"/> scientific
	<input checked="" type="checkbox"/> being considered	<input checked="" type="checkbox"/> yes: unrestricted	<input checked="" type="checkbox"/> industrial	<input type="checkbox"/> transportation
		<input type="checkbox"/> no	<input type="checkbox"/> military	<input type="checkbox"/> other:

4. Owner of Property

name See attached list

street & number

city, town

N/A vicinity of

state

5. Location of Legal Description

courthouse, registry of deeds, etc. Worcester County Courthouse, Registry of Deeds

street & number 37 Harvard St.

city, town

Worcester

state Massachusetts

6. Representation in Existing Surveys

Inventory of the Historic Assets
title of the Commonwealth has this property been determined eligible? yes no

date 1981 federal state county local

depository for survey records Massachusetts Historical Commission

city, town Boston

state Massachusetts 02108

7. Description

Whitinsville Historic District, Northbridge

Condition		Check one	Check one
<input checked="" type="checkbox"/> excellent	<input type="checkbox"/> deteriorated	<input type="checkbox"/> unaltered	<input checked="" type="checkbox"/> original site
<input type="checkbox"/> good	<input type="checkbox"/> ruins	<input checked="" type="checkbox"/> altered	<input type="checkbox"/> moved date <u>N/A</u>
<input type="checkbox"/> fair	<input type="checkbox"/> unexposed		

Describe the present and original (if known) physical appearance

The Whitinsville Historic District lies on the Mumford River in the southern part of the Town of Northbridge. The District contains about 350 structures on approximately 250 acres of land. It is situated in a valley bounded on the North and South by steep hills and on the East and West by large mill ponds (Linwood Pond and Meadow Pond, respectively). Six main roads converging at this valley form the framework of this District. Within the Whitinsville District is a mixture of industrial, public, and residential buildings representative of a large 19th and early 20th century factory village.

334
count
from
Text

Industrial Buildings

Grouped in three complexes along the Mumford River, Whitinsville's factories reflect a century's development in industrial architecture, from the 1820s through the 1920s. The earliest, the "Brick Mill" (1826; Photo #1, Map #17) was built by Col. Paul Whitin and Sons as a cotton factory. It is a prototypical mill of the 1820s, with a clerestory monitor, undecorated end stair-tower, small rectangular windows, and an open, Federal-style belfry sitting on the middle of the roof ridge. In a nearly perfect state of preservation (with only its west facade marred by a 3-story brick addition of 1905), the "Brick Mill" is one of the most significant examples of its type and period of factory construction still standing in New England.

Across Hill St. from the "Brick Mill" stands the Whitinsville Cotton Mills complex (Photo #2, Map #49), built by P. Whitin & Sons in 1845, with a rear ell added in 1864. It is an outstanding example of 1840s mill construction, with its smooth-faced ashlar walls, clerestory monitor, and open Federal-style belfry sitting on a central, projecting stair-tower. In 1976, the mill experienced a generally sympathetic conversion to apartments (Cotton Mill Apartments), with the greatest changes occurring in fenestration (e.g., recessed dormers cut into the clerestory).

Dwarfing the others is the immense complex of the Whitin Machine Works (1847-1923; Map #251) which stretches along both sides of the Mumford River to the East of Memorial Square. Reflecting the congestion and density accompanying rapid economic growth, the Whitin Machine Works, at its peak, encompassed nearly 1 3/4 million square feet of floor-space, divided into some 40 separate units. Only fragments remain of its original structure, a handsome Gothic Revival factory erected in 1847. In particular, an octagonal corner tower, with crenelated battlements and drip molding over windows, forms a visible part of the complex's river wall.

The most architecturally significant portion of the Whitin Machine Works is its northern facade, running along Main St. From East to West, it consists of: the Main Office Building (1918), whose Neo-Federal details, wrought iron sconces, and copious ivy give it the appearance of a college dormitory; the 1864 Machine Shop (Photo #3), an outstanding Lombard Romanesque structure designed by Edward Lamb of Worcester, with brickwork enlivened by corbeling and blind arches, segmental-arched windows, and a

(Continued)

017 101-1018
EXP. 12/31/84

United States Department of the Interior
National Park Service

National Register of Historic Places
Inventory—Nomination Form

For NPS use only
received
date entered

Continuation sheet Whitinsville Historic District, Northbridge Item number 7 Page 2

projecting central stair-tower supporting an octagonal, round-arched belfry crowned by a conical cap; and the 1922 Machine Shop, designed by J.D. Leland of Boston, with spare Neo-Classical detailing on its East-facing front, including a ceremonial balcony and a large clock face.

Public Buildings

The Whitinsville Historic District contains a number of significant public buildings, most of them concentrated near the mills in the vicinity of Memorial Square (at the juncture of Main St., Hill St., Church St., and Linwood Ave.). Built in the half century following 1870, these structures were for the most part gifts to the community by the Whitins, Lasells, and associated mill-owners. Often designed by leading Boston and Worcester architects, these public buildings form an imposing monument to Victorian paternalism. They fall into three principal categories: civic buildings, schools, and churches.

Whitinsville's civic buildings from this period include a town hall, a bank/post office building, a Civil War memorial, a library, and a gymnasium. Oldest of all is the Town Hall (Photo #5, Map #48), built in 1872 by John C. and Charles P. Whitin on the site of the old family homestead, adjacent to the Whitin Machine Works. It is an imposing, 2-story brick building with chaste Italianate detailing. It has a pedimented gable end with oculus facing Memorial Square, a bracketed cornice, large round-arched windows in the upper (auditorium) floor, string courses, and one-story entrance porches on its north and west sides, with clustered, unfluted columns.

Diagonally across Memorial Square from the Town Hall is the Whitinsville Savings Bank/Post Office (Map #215), erected in 1905 by the town's leading mill-owners. An impressive Neo-Classical structure with its broad side facing the square, it stands two stories tall, is built of brick and cast stone, and has a hipped roof with wide overhanging eaves. Its most outstanding feature is its central, projecting portico, with a pediment decorated with anthemion, an entablature whose frieze bears the inscription "Whitinsville Savings Bank," and monumental, paired, unfluted Doric columns. Originally, the Post Office was located in a 1-story, balustraded pavilion on the building's east end.

The granite Civil War Monument (Map #74) was also built in 1905, in the Common in the center of Memorial Square. Neo-Classical in style, it has a high, star-shaped base, with intervening benches and anthemion decorations, which supports a tightly clustered trio of unfluted Ionic columns beneath an entablature surmounted by a bronze eagle on a ball. In 1922, a curved, polished-granite bench was placed behind this monument as a World War I memorial.

2 objects →
4 Bldgs

(Continued)



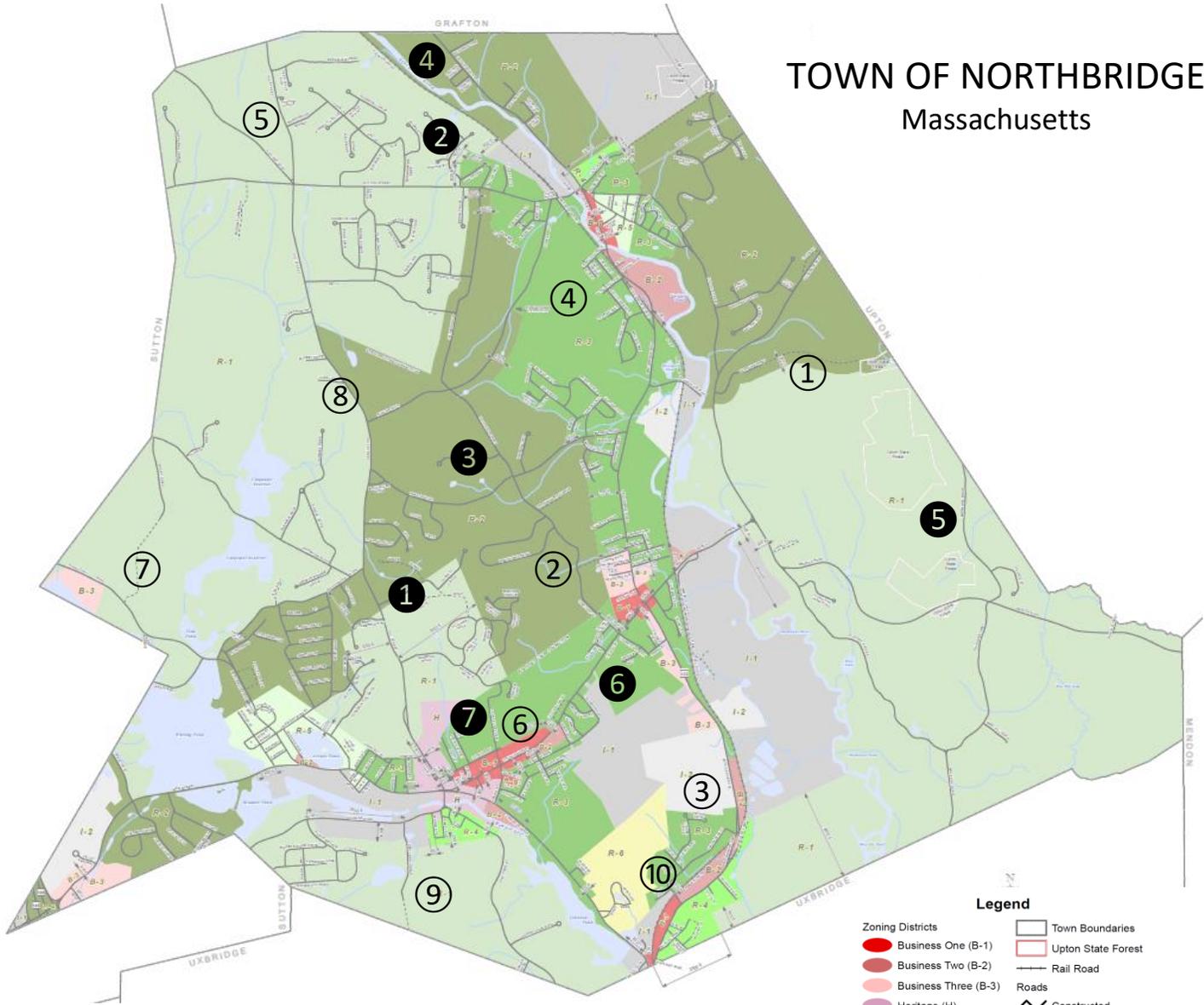
**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

BUILDING PROGRAM 2024

Appendix V

Residential Build-out Map

TOWN OF NORTHBRIDGE Massachusetts



RESIDENTIAL DEVELOPMENTS UNDER CONSTRUCTION

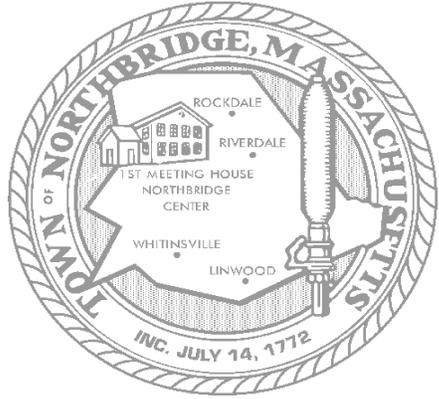
- ① Camelot (60-lots)
- ② Hemlock Estates (31-lots)
- ③ Leonardo Estates (18-lots)
- ④ Mike’s Way (18-duplex)
- ⑤ Moon Hill Estates (40-lots)
- ⑥ Stone Hill Senior Development (104-units)
- ⑦ Winston Woods (18-duplex)

PRELIMINARY/CONCEPTUAL BUILD-OUT YIELD

- ① Apple Ridge Estates (80-lots) **portion now Solar*
- ② Granite Hill Estates (124-units) ***land gifted to Town*
- ③ Linwood Estates (125-units)
- ④ Sunrise Estates (72-lots)
- ⑤ North/South Pasture (37-lots)
- ⑥ Prospect Place (13-lots)
- ⑦ West End Estates (47-lots)
- ⑧ Woodside @ Northbridge (67-lots)
- ⑨ Castle Hill Farm property (75-lots) ****CPA Fund Land Acquisition*
- ⑩ Union Place (8-lots)

Legend

■ Business One (B-1)	Town Boundaries
■ Business Two (B-2)	Upton State Forest
■ Business Three (B-3)	Rail Road
■ Heritage (H)	Roads
■ Industrial One (I-1)	Constructed
■ Industrial Two (I-2)	Not Constructed
■ Residential One (R-1)	Water Bodies
■ Residential Two (R-2)	Streams
■ Residential Three (R-3)	
■ Residential Four (R-4)	
■ Residential Five (R-5)	
■ Residential Six (R-6)	



Town of Northbridge -Residential Buildout (November 2022)

	Project Name (Date)	Street(s)/Location	Housing Type	# of Units	Status
1	Camelot (December 2010)	Rebecca Rd, Joseph Cr, Genivieve Dr & Grace St (Hill St & Hillcrest)	Single-Family	65	Under Construction
2	Hemlock Estates (June 2008)	Helmock St & Fir Hill Ln (Gendron /Sutton St)	Single-Family	31	Under Construction
3	Leonardo Est (May 2014)	Windstone Dr (Highland St)	Single-Family	18	Under Construction
4	Mike's Way (September 2020)	Mike's Way (Providence Rd/Grafton)	Duplex-units	18	Under Construction
5	Moon Hill Est (September 2019)	Valerie Run, Monica Way & Amy Terrace (Moon Hill Rd)	Single-Family	40	Under Construcion
6	Stone Hill Senior Dev (July 2019)	Stone Hill Dr, Rolling Ridge Dr, Secluded Ct, Viewpoint Way, & Crestwood Cr (Church St)	Townhouse/Condos	104	Under Construcion
7	Winston Woods (March 2022)	Spring St (extnension of)	Duplex-units	18	Approved
				294	

	Project Name (Date)	Street(s)/Location	Housing Type	# of Units	Status
1	*Apple Ridge Estates (2004)	Quaker Street/Puddon Street	Single-Family	80	Prelim -Expired
2	**Granite Hill Estates (2006)	Highland Street	Multi-Family	124	Withdrawn
3	Linwood Estates (2005)	Providence Road (Puccio property)	Single/Multi-Family	125	40B -Expired
4	Sunrise Estates (2016)	Fowler Road/Tessier Lane	Single-Family	72	Prelim -Expired
5	North/South Pasture (2005)	Hill Street/Pollard Road	Single-Family	37	Prelim -Expired
6	Prospect Place (2006)	Prospect Street/Church Street	Single-Family	13	Prelim -Expired
7	West End Estates (2006)	Rocky Road/Purgatory Road	Single-Family	47	Prelim -Expired
8	Woodside @ Northbridge (2006)	Hill St/Sunset/Fowler Road(Kroll Farm)	Single-Family	67	Expired
9	***Castle Hill Road (2021)	Castle Hill Road/Whitin Ave	Single-Family/(Senior)	75/(152)	Conceptual
10	Union Place	Union Street	Single-Family	8	Prelim -Expired
				648/(725)	

*Portion of property now occupied by Solar

**Land "gifted" to Town (2015) ±50-acres

***CPA Fund Land Acquisition (2022 FATM)



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

BUILDING PROGRAM

2024

Appendix VI

**ADA Self-Evaluation Transition Plan
Library Component**

WHITINSVILLE SOCIAL LIBRARY

Function and Description of Facility and Programs: The Whitinsville Social Library is the sole public library for the town of Northbridge, MA. It is administered by the Whitinsville Social Library Corporation and is funded by the Corporation and the town of Northbridge. "Social" in the Library name indicates it was originally a subscription library. Only four libraries in the United States still retain the word social in their name. In 1913, the present 2 story (2 level plus a finished basement) building on Church Street was constructed to serve as the library and sold to the town of Northbridge in 1917 on the condition that the town would maintain and properly care for it.

The Church Street building remains essentially unchanged except for a small addition for accessibility in the 1990s and the opening of the book stacks to the public. Original furnishings and five working fireplaces still remain today.

The Whitinsville Social Library hosts many events each month and throughout the year for children, teens, and adults. The Library's Historical Room on the second level is generally closed to the public and open only certain days of the month or by appointment.



Responsible Party: Board of Library Trustees

General Description or Obstacle Which Limits Mobility or Access:

Exterior General

There are two apparent designated accessible parking spaces (*Note: At the time of assessment snow was plowed into and piled in the apparent shared access aisle and in one designated space. In addition, signage was partially knocked over so the heights could not be determined. It is important that all accessible parking spaces and access aisles for a building be properly cleared and maintained at all times.*). The running slopes of the access aisle and spaces exceed the maximum allowed of 2.0%.

Town of Northbridge Accessibility Plan

The actively used First Floor entrance on Church Street has stairs with railings (one set of stairs at entrance and one set of stairs at sidewalk) which lack bottom extensions and have top extensions that are 4" too short. No directional signage to the accessible entrance is provided.

Library Interior (General)

Interior and exterior doors with closers have excessive operating forces and close too fast. A number of interior doors lack tactile designation signage with some doors also having non-compliant knob hardware. Tables and desks do not meet the minimum required 27" knee clearance requirement. The Level 1 drinking fountain is "high" only. Some doorways have thresholds that are unbeveled and exceed the maximum height allowed. Light switches exceed the maximum reach range under the 2010 ADA Standards.

Clear Widths

Stack clear widths on the First and Ground Levels are reduced to less than 36" due to the metal railings and stairs connecting the Ground and First Floor Levels. Some doorways have less than the required 32" clear width, however, as they are staff only areas and/or not on an accessible route of travel, no further action is required.

Stairs

The original stairs between levels and to the Historic Room have railings that are not fully continuous, not fully oval or round, lack extensions, and are too wide and too low.

Public Bathrooms

The Level 1 Bathroom has signage that is too high and also lacks the Universal Symbol of Accessibility. In addition, the soap dispenser and mirror are too high..

The Level 2 Bathroom has a sink shut-off that is not wrapped or insulated. In addition the soap dispenser and mirror are too high.

Staff Only Areas

The Level 1 Staff Work Room has a spiral staircase to a mezzanine storage area with open risers and railings that are too low, lack extensions, and provides only one railing. The Ground Level Staff Kitchen has a sink with exposed piping, a sink basin that is too deep, and faucets that require pinching and twisting of the wrist. As these areas are closed to the public and used solely by library staff, future modifications would only be required as a result of a reasonable accommodation request. *See Photos Below.*



Library Director's Bathroom. The Library Director's Bathroom is wholly non-compliant with inadequate clear width at the water closet and insufficient maneuverability. The sink is pedestal-style thereby lacking knee depth. In addition, the faucets require pinching and twisting of the wrist. The mirror and the soap dispenser are too high, the toilet paper dispenser is too close to the front of the water closet,

the lights are operated using a pull chain that is not within reach range and also require pinching and twisting of the wrist, and the water closet lacks grab bars. As this bathroom is used solely by and at the discretion of the Library Director, no other action is required for this bathroom at the present time, unless necessitated by a reasonable accommodation request. *See Photos Below.*



Light switches throughout vary in height with some at 51" – 52" a.f.f., which exceeds the maximum height under the 2010 ADA Standards of 48" by 3" to 4". As light switches are controlled solely by library staff, modifications would only be necessitated as a result of a reasonable accommodation request.

Whitinsville Social Library Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<p><u>Designated Accessible Parking</u> Due to snow deposited in the accessible parking spaces and access aisle, complete measurements were not possible. The following determinations were made based on limited measurements and visual assessment:</p> <p>The spaces and access aisles have running slopes that vary up to 4.3%, which exceeds the maximum allowed of 2.0%. The signage height could not be determined.</p> <p><i>See Photo Library 1.</i></p>	502 703.7.2	23	<p>Van accessible parking spaces s/b at a width of 11' with a 5' access aisle and a passenger vehicle space at a width of 8' with a 5' access aisle. The access aisle can be shared between the designated van space and the passenger vehicle space. Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the spaces.</p> <p>In the future, when the parking area is resurfaced, the slopes of the accessible parking spaces and access aisle should not exceed 2.0% in any direction.</p>	1	3	L	\$0
<p><u>Directional Signage</u> Outside directional signage at the front of the building directing patrons to the accessible entrance is not provided.</p>	216	41.1.3	Provide directional signage noting the accessible side/rear entrance.	1	2	I	\$100
<p><u>First Floor Entrance, Stairs, and Stair Railings</u> Both the front sidewalk and doorway stairs have railings that do not fully extend at the top of the stairs (only 8") and lack bottom extensions.</p> <p><i>See Photo Library 2.</i></p>	505.10	27.4.3	Stair railings need to be modified, as allowable and/or feasible, so the bottom railing extensions are the slope distance of one tread then 12" parallel to the ground and the top railing extensions are 12" parallel to the ground.	1	3	N	Up to \$2,000

<p>Door Operating Forces and Closing Speeds</p> <p>Exterior and interior doors with closers (including bathrooms) do not comply with the minimum closing speed requirement of 6 seconds or the maximum operating force of 15 lbs. for an exterior door and 5 lbs. for an interior door.</p>	<p>404.2.8 404.2.9</p>	<p>26.9 26.8</p>	<p>Adjust the door closers such that the closing speed is at least 6 seconds and the operating force does not exceed 15 lbs. for the main entrance door and 5 lbs. for the interior doors.</p>	<p>1, 2</p>	<p>2</p>	<p>I</p>	<p>\$0</p>
<p>Signage</p> <p>The following interior doors lack tactile designation signage:</p> <p><u>Level 2</u></p> <ul style="list-style-type: none"> • Historical Room • Door to newer staircase <p><u>Level 1</u></p> <ul style="list-style-type: none"> • Door to newer staircase • Janitor's closet • Library Director's office • Library Director's office bathroom • Library Director's office closet • Storage Room near staff room • Staff Room <p><u>Ground Level</u></p> <ul style="list-style-type: none"> • Pass-thru Staff Kitchen to storage • Staff Kitchen • Staff Storage • Door to stairs • Mechanical • Door to Stacks • Storage in stack area (2) <p><i>Note: The Level 1 bathroom signage lacks the Universal Symbol of Accessibility.</i></p> <p>See Photos Library 3 and 4.</p>	<p>703</p>	<p>41.1</p>	<p>Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).</p> <p>Provide signage for the accessible bathrooms that includes the Universal Symbol of Accessibility.</p>	<p>2, 3</p>	<p>2</p>	<p>I</p>	<p>Up to \$3,125+</p>
<p>Door Hardware</p> <p>The following interior doors have knob-style hardware:</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> • Janitor's closet • Library Director's office • Library Director's office bathroom • Library Director's office closet • Storage Room near staff room • Staff Room <p><u>Ground Level</u></p> <ul style="list-style-type: none"> • Staff Kitchen • Door to stairs • Mechanical • Storage in stack area (2) <p>See Photo Library 4.</p>	<p>404.2</p>	<p>26.11</p>	<p>Install lever-style or similar accessible compliant hardware on the interior doors. This is not required for the First Level lobby doors near the entrance if the doors are kept in a fixed position (See First Level Front Lobby Doors below).</p> <p><i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i></p>	<p>2</p>	<p>2</p>	<p>I</p>	<p>Up to \$1,650</p>

<p>Tables and Work Stations</p> <p>Tables/work stations at the following locations do not meet the minimum required knee clearance:</p> <ul style="list-style-type: none"> • Level 2 Historical Room meeting table (26" knee clearance) • Level 1 Adult (3 tables in 3 separate locations w/25" knee clearance) • Level 1 Teen/Tween Room (4 tables w/25½" knee clearance) • Level 1 Computer Tables (1 w/25¼" knee, 2 w/8" toe clearance and 23¾" clear width) • Ground Level (3 Tbles w/25" to 26" knee clearance) <p>See Photos Library 5 and 6.</p>	226 306.3	35	Raise (adjust if optional or "block") or modify one table/computer work station in each area to achieve the minimum required 27" of knee clearance and 9" toe clearance. If blocking is not feasible, a new compliant table or computer work station should be provided. In addition, there must be at least 30" of clear width and clear floor space.	2	2	I	\$50 to \$2,100
<p>Drinking Fountain</p> <p>The drinking fountain is non-compliant as it is a "high" only fountain.</p> <p>See Photo Library 7.</p>	211 306 602	36	<p>Option #1 – Discontinue use of the existing drinking fountain.</p> <p>Option #2 – Provide an additional "low" drinking fountain as follows:</p> <p>Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high minimum and within 3" of the front edge (36.3). The spout height s/b 36" max. a.f.f. The controls s/b operable w/one fist; no > 5 lbs force (309.4).</p>	4	3	N	Up to \$2,000
<p>Check-out Counter</p> <p>The check-out counter exceeds the maximum counter height of 36" by 1½". See Photo Library 8.</p>	904.4	7.2	Modify the counter so that a counter is provided that is 36" long by no more than 36" high a.f.f. with a minimum of 27" of knee clearance.	2	3	N	Up to \$300+
<p>Door Thresholds</p> <p>The threshold to the Level 1 Staff Room has a 1" threshold with no bevel or a bevel in excess of a 1:2 slope.</p> <p>See Photo Library 9.</p>	404.2	26.10	Modify the threshold so that the maximum 1:2 beveled change in level surface is no more than ½" as may be required as a reasonable accommodation request.	2	2	N	\$150+
<p>Reach Range</p> <p>Staff area light switches exceed the maximum reach range under the 2010 ADA Standards: 3" to 4".</p>	308.2 308.3	6.5 6.6	As necessitated through a reasonable accommodation request, lower the light switches to a height of no more than 48" a.f.f.	4	3	L	TBD
<p>Book Stack and Accessible Route Clear Widths</p> <p>First Level</p> <p>The clear width to the left and right of the interior closed metal staircase is</p>	403.5	12.2 20.3	Due to the excessive cost to modify the stacks and/or staircase and railings, seek a variance to retain the existing clear widths on the First and Ground Levels.	2	1	I	\$0

<p>reduced to 34", which does not meet the required 36" clear width.</p> <p><u>Ground Level</u> The clear width to the left and right of the interior closed metal staircase is reduced to 35", which does not meet the required 36" clear width.</p> <p>A desk at the end of the ESL stack reduces the clear width to 26", which is 10" too narrow.</p> <p>See Photos 10 and 11.</p>			Remove the desk on the Ground Level to achieve the required minimum 36" clear width.				
<p><u>Interior Stairs</u> The older/historic stairs to the First and Second Levels have railings that are too low (28" to 29" a.f.f.), too wide (3" to 3½"), not fully continuous, not round or oval in shape, and lack extensions.</p> <p>The interior metal stairs and railings from the Ground Level to Level 1 are currently closed and not in use. These stairs have risers that are 7¾", which are ¾" too high; lack top and bottom extensions; have railings that 2¼" wide, which exceeds that allowed by ¼"; have railings that are not round or oval in shape; and railings that are 30" a.f.f., which are 4" to 8" too low.</p> <p>See Photo Library 12.</p>	504 505	27	Seek a variance to retain the existing older/historic railings.	2	1	I	\$0
			Keep the stairs closed from use.	2	1	I	\$0
<p><u>Bathrooms</u> <u>Level 1 and Level 2</u></p> <p>The mirrors are 1¼" to 2¼" too high.</p> <p>The soap dispensers are 4" to 6" too high.</p> <p><u>Level 1 Only</u> The tactile designation signage is 6" too high and lacks the Universal Symbol of Accessibility.</p> <p><u>Level 2 Only</u> One of the sink shut-offs is not fully wrapped or insulated.</p> <p>See Photos Library 13 and 14.</p>	603.3 308.2 308.3 703.4 703.7.2 606.5	30.11 30.12 41.2 41.1.3 30.9.5	Lower the mirrors so that they are no more than 40" a.f.f. to the bottom of the reflecting surface.	3	2	I	\$0
			Lower the dispensers to a height of no more than 42" a.f.f.	3	2	I	\$0
			Lower the signage to a height of no more than 60" o.c. a.f.f. and include the Universal Symbol of Accessibility.	3	2	I	\$25
			Wrap or insulate the piping.	3	2	I	\$25

Total up to \$11,475+

Whitinsville Social Library Accessibility Assessment Photos



Photo Library 1



Photo Library 2



Photo Library 3



Photo Library 4



Photo Library 5



Photo Library 6



Photo Library 7



Photo Library 8



Photo Library 9



Photo Library 10



Photo Library 11



Photo Library 12



Photo Library 13



Photo Library 14



**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

BUILDING PROGRAM

2024

Appendix VII

**Whitinsville Social Library
Architectural Assessment
Feasibility Study**

WHITINSVILLE SOCIAL LIBRARY

Northbridge, Massachusetts

ARCHITECTURAL ASSESSMENT

Feasibility Study Services

February 2, 2024 DRAFT



100
YEARS

DRA



report index

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INTERIOR BUILDING ASSESSMENT Priority Rating Existing Building Plans Interior Assessment	Pages 16 - 21
SITE ASSESSMENT Overview Site Constraints Site Assessment Dimensional Test-Fit Analysis	Pages 22 - 42
CONCLUDING THOUGHTS	Page 44
APPENDICIES	Page 46
▪ Appendix A – MEP/FP Assessment Information	Pages 48 - 74
▪ Appendix B – Building and Site Photographs	Pages 76 - 88

acknowledgements

FRIENDS OF THE WHITINSVILLE SOCIAL LIBRARY EXECUTIVE BOARD

President: Katrina Ireland-Bilodeau
Co-President: Vacant
Treasure: Beth Rae
Secretary: Mary Anne Patella

ADMINISTRATION

Library Director: Rebecca Sasseville
Youth Services Librarian: Heather Wade

TOWN OF NORTHBRIDGE

Town Manager: Adam D. Gaudette

SPECIAL THANKS

We are grateful to the Town of Northbridge and the Whitinsville Social Library for your hospitality in allowing us access to the library and its site in support of this facility assessment effort.

DESIGN TEAM

Drummey Rosane Anderson (DRA) also thanks and acknowledges the contributions of its design team.

James Barrett, AIA, ALEP, LEED^{BD+C} | Principal-in-Charge
Ronald Paolillo, March, Associate AIA | Project Manager,
Kenneth Best, AIA, CSI | Library Specialist

We also recognize and acknowledge the contributions of our MEP/FP consultant, Griffith & Vary Engineers.

David A. Hipolito Jr.. PE | Principal





Check out the text in the panels above the windows.

The true silver of these acts is a reflection of truth.

Objects should to one of these four ends: conduce to wisdom, piety, delight, or use.

Wages is the man that findeth wisdom. Her ways are ways of pleasantness and all her paths are peace.

Wages is the man that findeth wisdom. Her ways are ways of pleasantness and all her paths are peace.



Whitinsville
Social Library
Est. 1844



introduction / purpose statement

PURPOSE STATEMENT

In October 2023, the Town of Northbridge engaged Drummey Rosane Anderson (DRA) to develop a facility assessment of the Whitinsville Social Library. The building constructed in 1913, is located at 17 Church Street, Northbridge, and is part of the Town's Whitinsville Historic District.

The specific scope of this study included the review and assessment of existing building and its site. The purpose of this study is to better understand the physical conditions of the library with an eye toward the possibility of future maintenance and potential expansion of the facility.

PROCESS

Our team visited the library site on two occasions in late 2023. Our mechanical, electrical, plumbing, and fire protection engineers visited the site during February of 2024 to observe the existing MEP/FP conditions. The assessment that follows resulted from a process organized into four overlapping study focus areas including this Executive Study, Exterior Architectural Building Assessment, Interior Architectural Building Assessment, and Site Conditions Assessment. The MEP/FP conditions assessment is made part of the report's appendices.

introduction

During the informational collecting phase, the design team established a baseline understanding of the existing Whitinsville Social Library. The team collected a photographic record of library, developed working plans for this study effort, and have reviewed available record of repair and maintenance of its facilities. These elements served as the basis of understanding for our work. DRA and its MEP/FP conducted several documentary site visits, analyzed existing conditions, and developed reports to memorialize this information.

exterior architectural building condition assessment

The study team developed photo documentation of exterior conditions and made visual observation of exterior wearing systems, building wall systems, stairs, railings, building fenestration (window and door systems), roofing (slate and membrane), chimneys, vents, flashing systems, foundation wall condition, cupola, gutter systems, rain leaders, fascia, soffit, and wood trim elements.

interior architectural building condition assessment

The study team developed floor plans of the existing library and made visual observation of interior finish systems including ceiling, wall, and flooring systems.

site conditions assessment

The study team developed site plan and photographic survey documentation of site conditions and utilized this information to develop test-fit studies of the site when considering the existing Church Street site and the three residential property sites along Cottage Street.

EXTERIOR

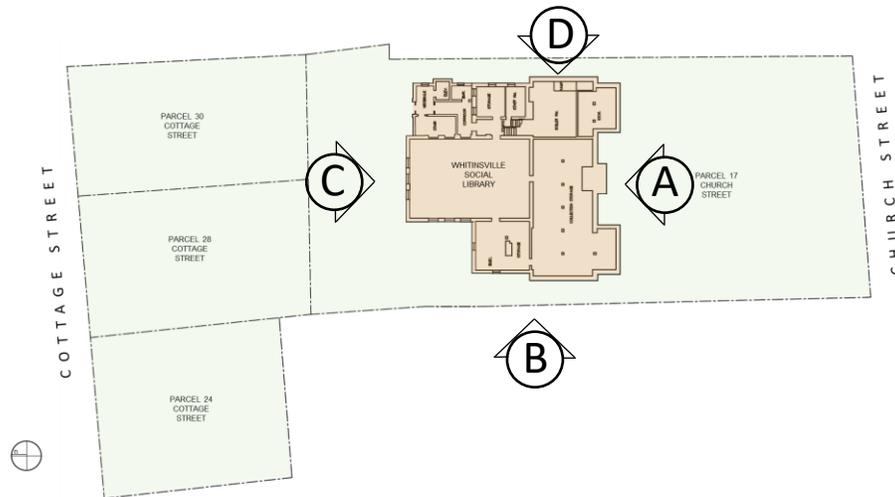


exterior assessment

OVERVIEW

The study team developed photo documentation of exterior conditions and made visual observation of exterior wearing systems, building wall systems, stairs, railings, building fenestration (window and door systems), roofing (slate and membrane), chimneys, vents, flashing systems, foundation wall condition, cupola, gutter systems, rain leaders, fascia, soffit, and wood trim elements.

SITE PLAN | WITH ELEVATION CALLS



BUILDING ELEVATIONS



(A) SOUTH ELEVATION



(B) WEST ELEVATION



(C) NORTH ELEVATION



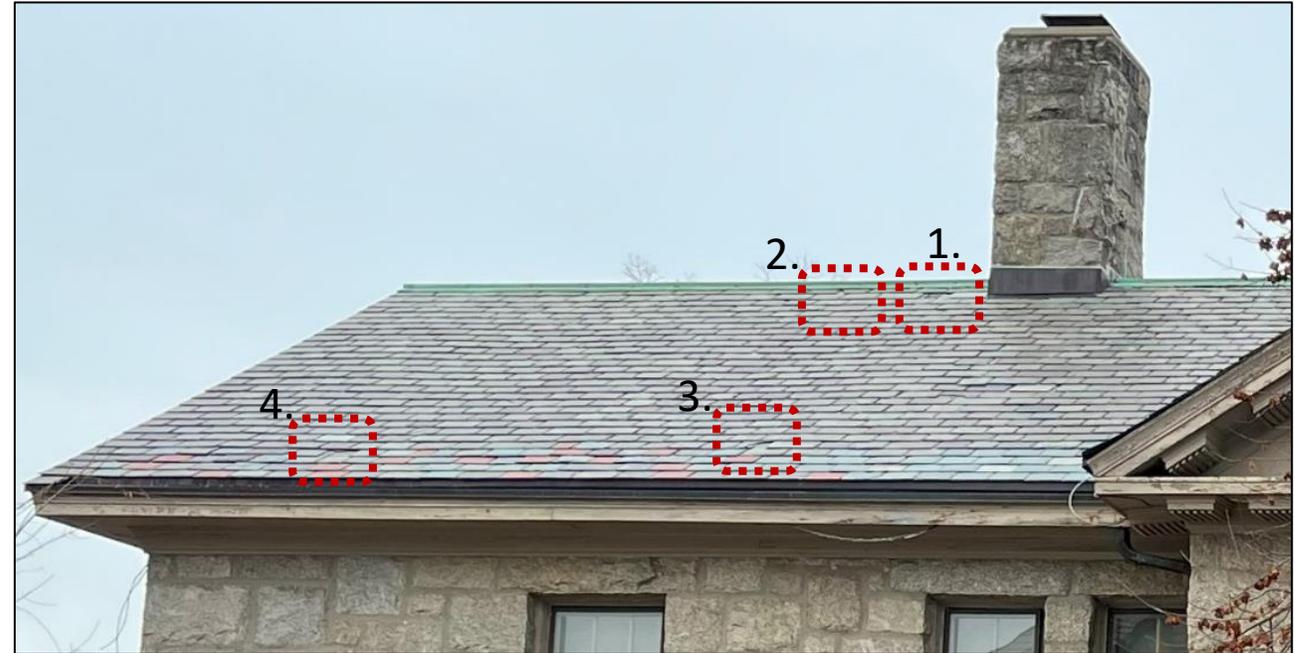
(D) EAST ELEVATION

exterior assessment

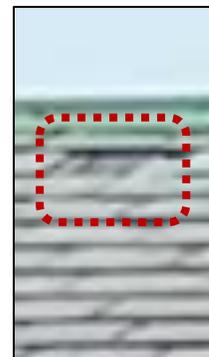
PRIORITY RATING SYSTEM

Condition of items and systems are listed within this report based on the following parameters:

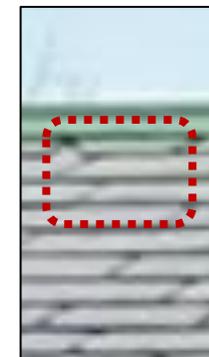
- 1 PRIORITY 1. Current Critical**
Condition requires immediate action (1 – 2 years) to:
 - Correct a cited safety hazard
 - Stop accelerated deterioration
 - Return a facility to operation
- 2 PRIORITY 2. Potentially Critical**
Condition if not corrected soon (2-5 years) may result in:
 - Intermittent operations
 - Rapid Deterioration
 - Potential Safety Hazards
- 3 PRIORITY 3. Necessary, Not Yet Critical**
Condition time horizon (5-10 years) :
 - Require appropriate action to preclude predictable deterioration
 - Require appropriate action to preclude facility downtime
 - Require appropriate action to preclude damage or higher costs
- 4 PRIORITY 4. Recommended**
Condition time horizon (10-15 years) :
 - Represent sensible improvement to existing condition
 - Not required for most basic function of the facility
 - Will improve overall usability or reduce long-term maintenance
- 5 PRIORITY 5. Comment Only / Grandfathered**
Condition time horizon (15-20 years) :
 - Conditions may be non-code compliant, but grandfathered
 - Not be required to meet compliance unless they present hazard
 - Substantial renovation may trigger compliance requirement



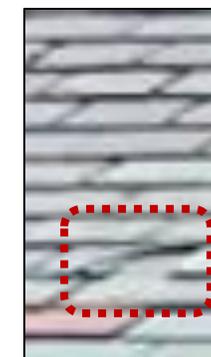
WEST SLATE ROOF



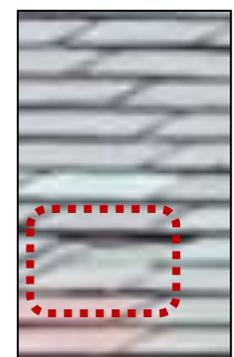
1. MISSING SLATE



2. CHIPPED SLATE



3. CRACKED SLATE



4. MISSING SLATE

ROOFING SYSTEMS

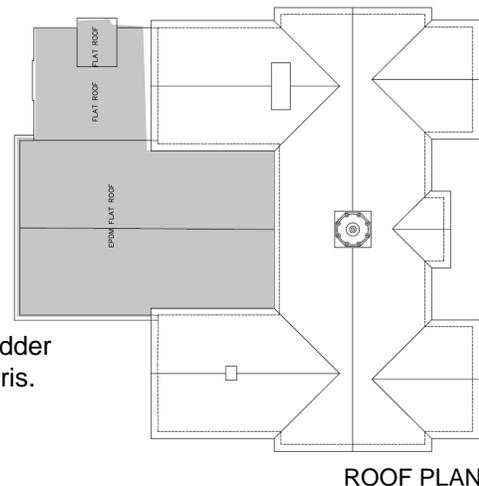
2 Slate Roof

The slate roofing system appears to be on fair to good condition upon visual observation. Some normal wear was observed including slate cracking, chipping, or partially missing slates. These were noted during our site visit. (See sample image to left). In conversation with staff, it was noted that some leaks have occurred and have been addressed. No active leakage in the slate system was reported at the time of this report.

Although the sample photo is representative of normal wear for a slate roof, it is the study team's recommendation that a slate roofing specialist / installer remove a few sections of slate to observe the nail or wire connectors and their condition. In this same visit, the slate specialist should be asked to comment on the sample defects observed.

1 Membrane Roof

The location of the membrane roof area is generally shown in the grey area of the roof plan diagram to the right. This membrane roofing system is located over the stack areas, elevator, and the northeast corner addition to the facility. In conversation with staff, it was noted that some leaks are active and need to be addressed. Rubber walkway pads appear to be missing leading from the access doorway to the vertical ladder access. Roof drains appear solid and clear of debris.



2 Roof Flashing

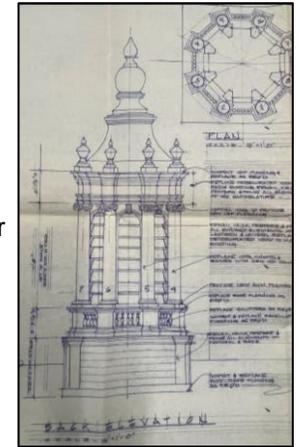
The roof flashings (copper and other materials appear to be in serviceable condition. These flashings occur at the roof ridge and eave, at the vertical intersection with masonry walls and chimney elements, valleys, as well as all roof penetrations. No evidence of separation, material tears, or disengagement were observed. It is the study team's recommendation that a slate roofing specialist / installer inspect the flashings and their condition and comment on their condition. Should new roofing work be undertaken, these flashing systems should be reinstalled as new material.

4 Chimney and Flue Cap

The chimney and roof cap appear in good condition. The pointing of the stonework appears solid and intact. There is no evidence of loose stonework in the exposed chimney element. The flue cap appears secure and serviceable.

4 Cupola

The cupola appears to be in good condition. Documentation of a 1987 cupola restoration effort was shared with the study team. Observation of copper work appears solid and in good condition. Similarly, wood trim, venting elements, and ornamentation appear solid, and to be in good condition. The painted elements are solid with no evidence of chipping, flaking, or peeling paint.



CUPOLA RESTORATION

4 Metal Fixed Ladders and Railings

The metal ladders and railings found at the flat roof area appear in good condition. There is no evidence of the paint coating systems breaking, failing, and no evidence of rusting or other deterioration. It is noted that rubber roof walkway pads associated with the landing area at the base of the vertical ladder and walk paths leading to it are partially missing.

4 Rain Leaders and Stormwater Conveyance

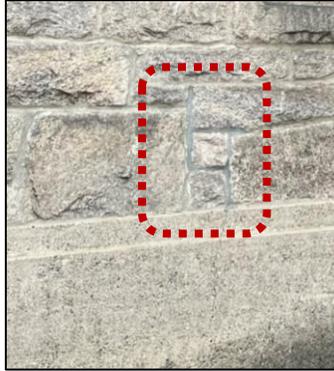
Rain leader systems appear in serviceable order. Some tie via boot connectors to underground stormwater systems, some shed directly to ground discharge, and others directly shedding to flat roof areas ultimately discharging to roof drains. Given that the conditions of underground systems cannot be evaluated, the study team recommends scoping of these systems to ensure adequate capacity and flow. For those systems spilling directly to grade controls such as splash blocks to minimize building splash should be considered. For those at roof surfaces, roofing system recommendations (possibly requiring additional rubber slip sheets at point of discharge) should be considered.



EXTERIOR WALL SYSTEMS

4 Granite Wall Construction

The stone wall construction of the 1913 library appears solid and in good condition. No evidence of spalling, cracking, or deterioration of the stonework was observed. Similarly, the stone wall joint-work condition was found to be in good condition. Stone window headers and sills were observed to be in good condition. A handful of past joint repairs were noted (see sample image to the right), and appear to be solid and in good serviceable condition.



JOINT REPAIR | WEST ELEVATION

4 Split-Faced CMU Construction

The split-faced CMU construction found in the north and east elevations of the library were observed as solid and in good condition. Some vine growth has established on the north elevation and should be removed from the façade to avoid potential damage to the CMU block. Some staining was noted at the precast windowsills of the north elevation, and in the recessed CMU-filled fenestration patterns of the east elevation. It is believed that this staining is cosmetic and has no detrimental contribution to the CMU skin. Should the library choose to remove this staining, it is possible with a masonry cleaner.

2 Wood and Stucco Trim

The wood facias, eaves, vents, and window surrounds (sample image shown to the right and adjoining page), are in poor to fair condition. The wood substrate must be inspected to confirm that it is solid, and not water damaged. Surface prep should include necessary wood repairs, patching and filling, scraping and preparation of remaining solid surfaces. Generally, painting is needed for these surfaces. The stucco areas of the gable ends of the sloped roof areas similarly are in poor to fair condition. This area must be inspected for soundness of material, or evidence of any water damage. Painting preparation and finish painting work is needed for these surfaces.



2 Windows Systems

Window systems found in the 1913 library construction are wood window systems overlayed with full opening storm sashes. The windows are old, but in good condition. Individual sashes should be tested for operability issues. The heads, sills, and jambs should be inspected for substrate condition, solidness, and evidence of any water damage. Repair, patching, and filling of the wood material should be undertaken prior to painting preparatory work. Scraping of loose and flaking paint is required. Perimeter sealant and painting is needed for these surfaces. Newer vintage windows are located in the north and east Elevations. These are thermally insulated double-hung units. Generally speaking, their condition is seen as good, and do not require the attention described above.



WINDOW UNITS w/ STORM SASH,

3 Door Systems

The main entry door, north elevation door, and east access door are wood, in fair to good condition and should be prepped and repainted with the windows.

BELOW | WOOD FACIA, EAVES, VENTS, AND SURROUNDS



PUBLIC ENTRANCE SYSTEMS / ACCESSIBILITY**1 Stairway and Railing Systems (Main Entrance)**

The existing granite stair located at the library's main entrance is observed to be in good condition with normal wear for a set of stairs of this vintage. Some sealant work at the interface of tread and riser should be considered. The Center-stair wrought iron rail is in good condition with Minimal evidence of rust evident. Repainting of this rail may be considered as part of an on-going maintenance plan. NOTE: A key concern regarding this entrance is its lack of compliance with Americans With Disabilities Act (ADA) Regulations, guidelines, and standards. Generally speaking, an accessible pathway from the public way and parking area are required. However, due to the historic nature of the main entry, we recommend seeking a variance to minimize the changes required. Typically, accessible pathways, ramps to gain access to the main entrance level are needed. An exterior arrival platform able to accommodate wheelchair access, and an entry door system with pull force level requirements meeting ADA standards. The stairway, if remaining, likewise must comport to riser and tread dimensional and configuration guidelines, and the handrails must be located and configured in accordance with these guidelines.



ENTRY | SOUTH ELEVATION

3 North Elevation Entrance

This entrance serves as the library's accessible entrance with available accessible parking identified in the adjacent Parking lot. The door system is relatively new and in good working order. Pull force level requirements should be Reviewed and confirmed to assure compliance with ADA Standards. Some wear is evident on the lower hinge-side of the door, and the base of the hinge-side sidelight unit. Some wear is evident on the lower latch-side door jamb. Patching, repair, and repainting is suggested.



ENTRY | NORTH ELEVATION



INTERIOR

interior assessment

PRIORITY RATING SYSTEM

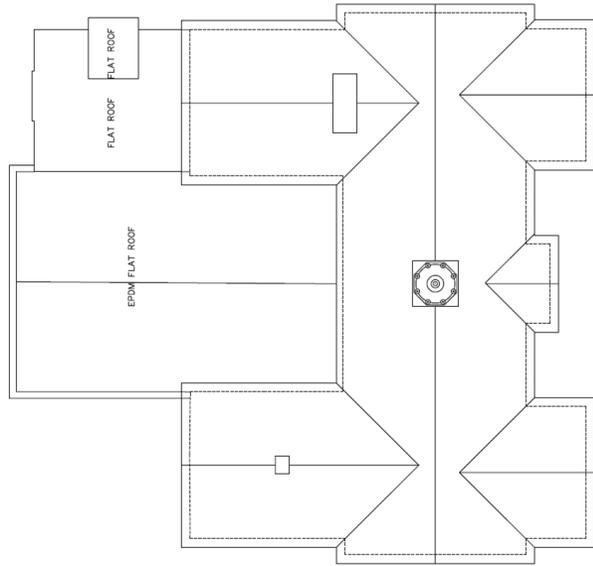
Condition of items and systems are listed within this report based on the following parameters:

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 - Return a facility to operation
- 2 PRIORITY 2. Potentially Critical**
Condition if not corrected soon (2-5 years) may result in:
 - Intermittent operations
 - Rapid Deterioration
 - Potential Safety Hazards
- 3 PRIORITY 3. Necessary, Not Yet Critical**
Condition time horizon (5-10 years) :
 - Require appropriate action to preclude predictable deterioration
 - Require appropriate action to preclude facility downtime
 - Require appropriate action to preclude damage or higher costs
- 4 PRIORITY 4. Recommended**
Condition time horizon (10-15 years) :
 - Represent sensible improvement to existing condition
 - Not required for most basic function of the facility
 - Will improve overall usability or reduce long-term maintenance
- 5 PRIORITY 5. Comment Only / Grandfathered**
Condition time horizon (15-20 years) :
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 - Not be required to meet compliance unless they present hazard
 - Substantial renovation may trigger compliance requirement

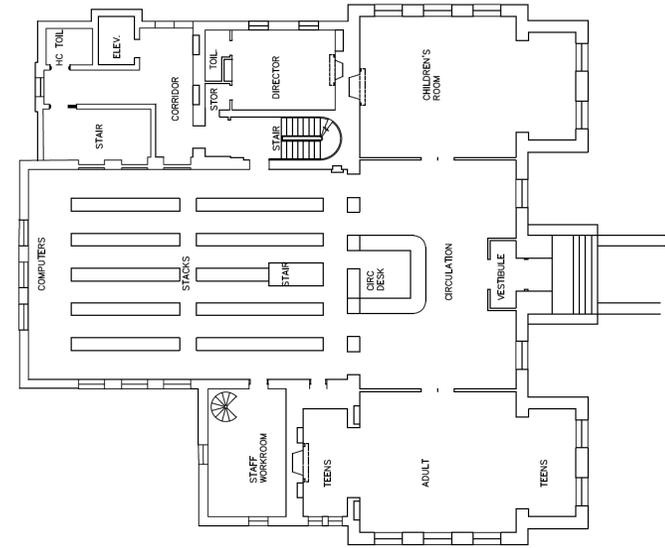




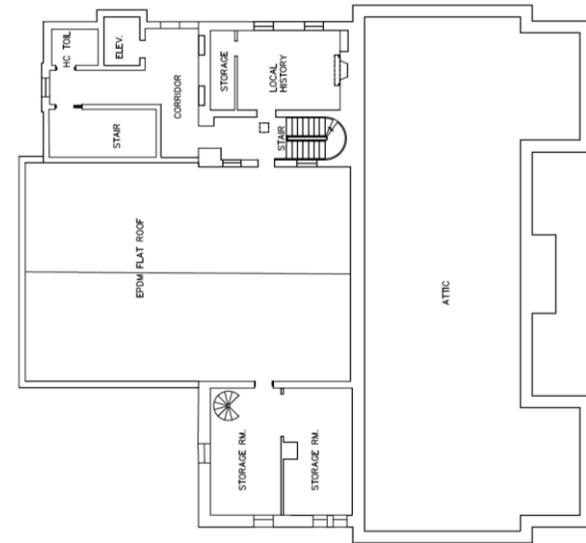
BASEMENT LEVEL



ROOF PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN

CHURCH STREET

INTERIOR FINISH SYSTEMS | AREA A

4 Ceiling System

Painted tray plaster ceilings are found throughout Area A and are in good condition.

4 Wall System

The walls within Area A are wood panel wall systems that are in good repair and condition.

3 Flooring System

The floor system found throughout Area A is wall-to-wall, commercial-grade loop pile carpeting. The carpet is in fair to good condition and may be considered for replacement.



AREA A | TYPICAL INTERIOR FINISHES

INTERIOR FINISH SYSTEMS | AREA B

4 Ceiling System

Acoustical tile lay-in ceilings are found throughout Area B and are in good condition. Lower-level ceilings include metal deck.

4 Wall System

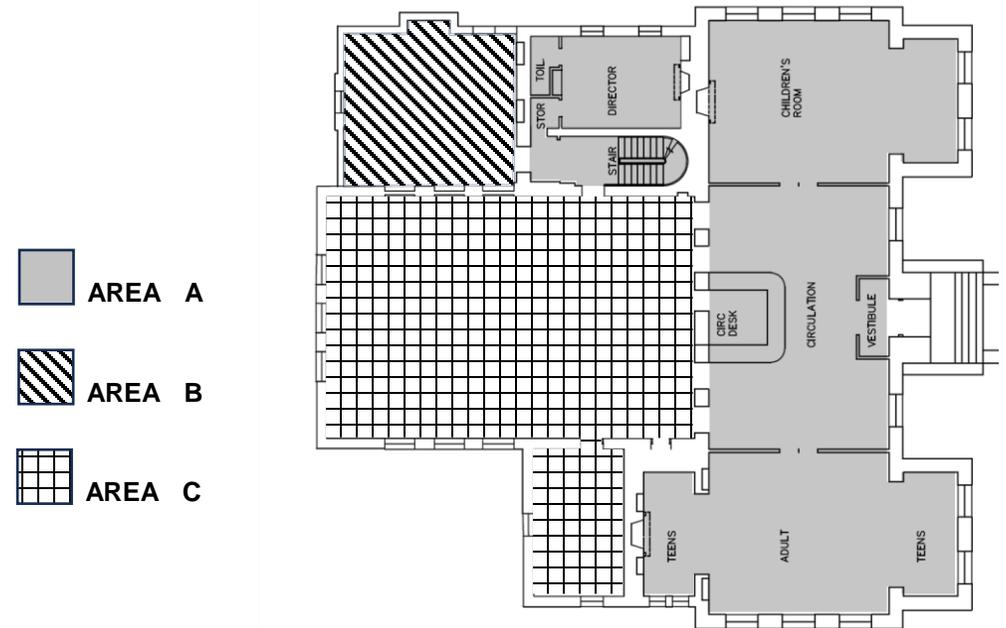
The wall systems within Area B are painted drywall and are in good condition.

3 Flooring System

The floor system is wall-to-wall, commercial grade loop pile carpeting. The carpet is in fair to good condition.



AREA B | TYPICAL INTERIOR FINISHES



AREA A | FIRST FLOOR PLAN

INTERIOR FINISH SYSTEMS | AREA C

4 Ceiling System

Concrete plank and painted metal ceilings are found throughout Area C and are in serviceable condition.

4 Wall System

The walls within Area C are painted metal book stack systems that are in good repair and condition.

4 Flooring System

The floor system found throughout Area C is concrete (lower level) and marble floor panels and metal book stack system (first-floor level) that are in good repair and condition.



AREA C | FINISHES

TOILET CORES**5 First Floor – HC Accessible**

An ADA compliant toilet core is located at the first-floor level of the library in the northeast corner of the facility. The toilet room has ceramic tile flooring, with a ceramic tile wainscot. The drywall walls above the wainscot are painted. The fixtures are accessible, and the sink area allows for wheelchair use. The room is sized adequately for wheelchair turning radius accommodation.



HC ACCESSIBLE TOILET ROOM

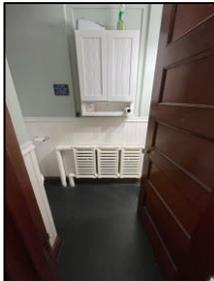
2 Second-Floor – Non-Accessible

A non-accessible toilet room is located in the director's office area. The toilet room has a textured wall-to-wall sheet goods flooring system. The wall surface has a painted wood wainscot for the lower half of the wall surface, and a painted plaster wall above the wainscot. The water closet is not accessible. Similarly, the sink is not accessible, and the faucet is not an accessible configuration. The mirror mounting height and configuration is not accessible. The door hardware to access the room does not have accessible hardware. The floor area of the toilet room does not allow for an accessible configuration.

NOTE: In any assessment of the overall facility a review of the toilet fixture count, and available assessable toilets within that count will have to be considered.



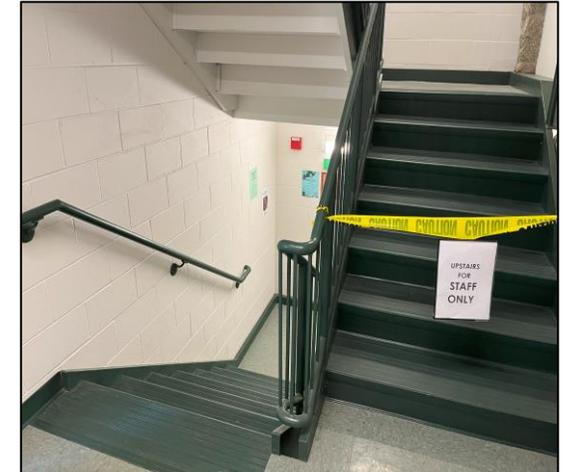
FIRST FLOOR TOILET ROOM



CIRCULAR STAIR

INTERIOR STAIRS**5 Stair at Northeast Corner**

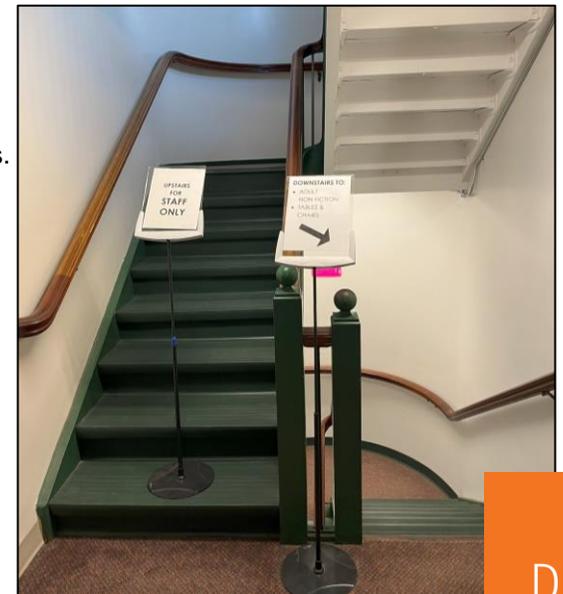
The stair is a metal pan stair with rubber stair treads and risers. The main landings and intermediate landings carry a VCT finish with rubber cove base. Handrails are painted metal with appropriate extensions at landings. The guardrail is painted metal with a vertical picket configuration. Walls are painted CMU and In good condition.



NORTHEAST STAIR

3 Stair in Area A

The stair is a metal pan stair with rubber stair treads and risers. The main landings and intermediate landings carry a carpet finish with rubber cove base. Handrails are wood and may require modification to attain appropriate extensions at landings. painted metal with a vertical picket configuration. Walls are painted plaster And appear in good condition.

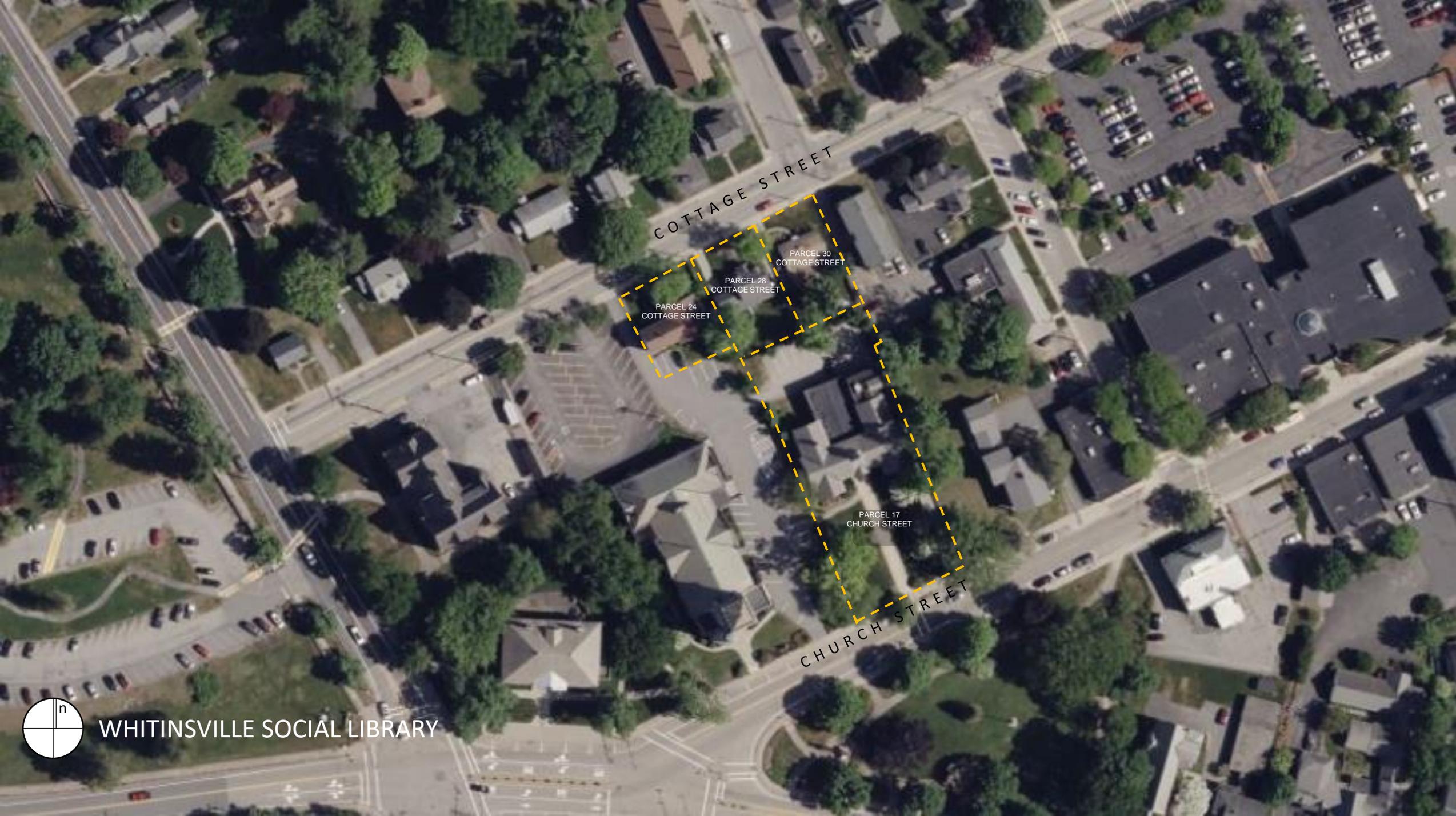


AREA A STAIR

5 Circular Stair

A circular stair exists in the first-floor staff workroom, and leads up to the second floor storage room. This stair is a non-compliant convenience stair and renders the second-level storage area inaccessible for use by the public. (Stair image to left, on opposite page).

SITE ASSESSMENT



COTTAGE STREET

PARCEL 30
COTTAGE STREET

PARCEL 28
COTTAGE STREET

PARCEL 24
COTTAGE STREET

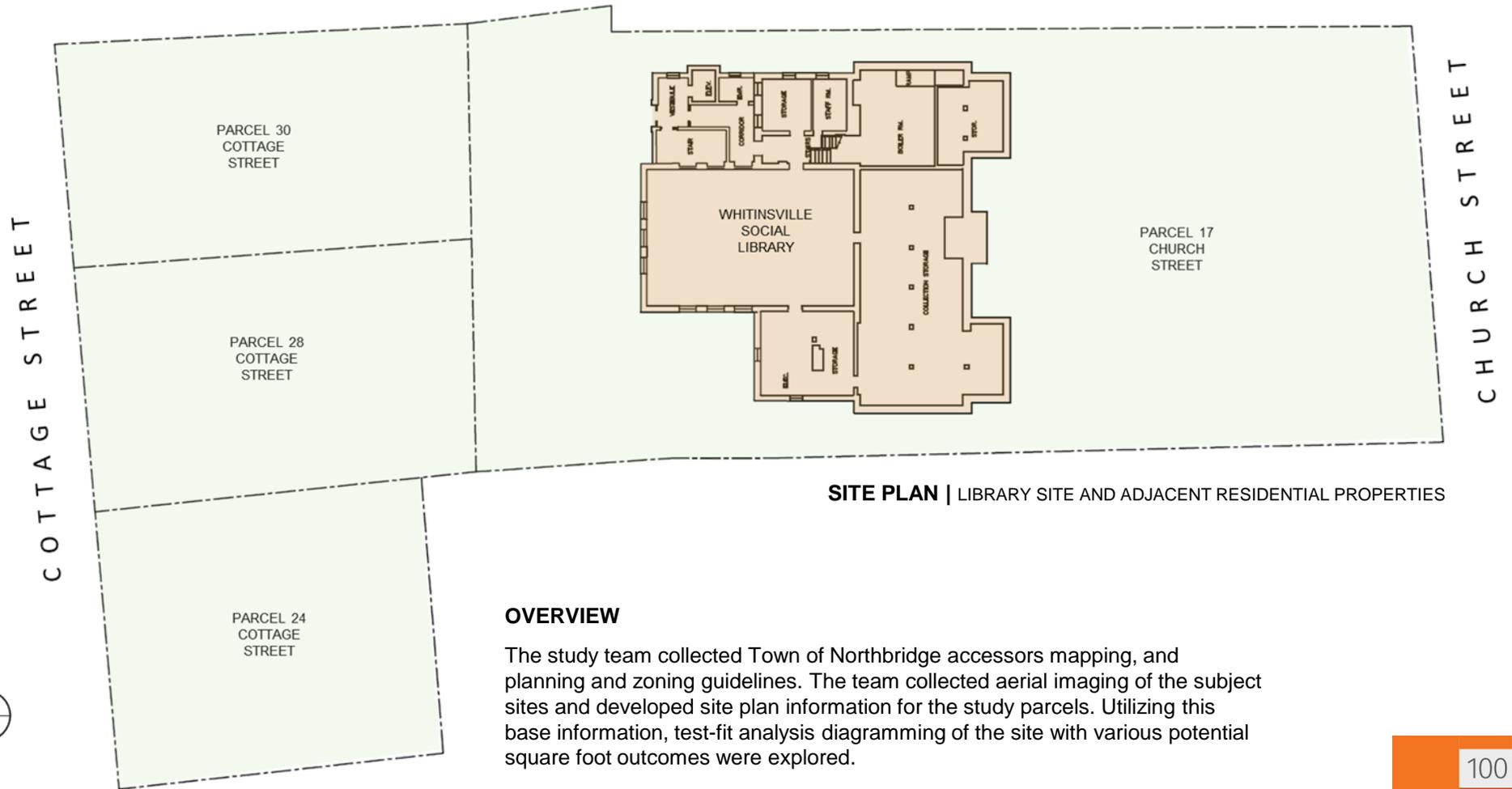
PARCEL 17
CHURCH STREET

CHURCH STREET



WHITINSVILLE SOCIAL LIBRARY

site assessment



SITE PLAN | LIBRARY SITE AND ADJACENT RESIDENTIAL PROPERTIES

OVERVIEW

The study team collected Town of Northbridge accessors mapping, and planning and zoning guidelines. The team collected aerial imaging of the subject sites and developed site plan information for the study parcels. Utilizing this base information, test-fit analysis diagramming of the site with various potential square foot outcomes were explored.

WHITINSVILLE HISTORIC DISTRICT

The District developed around the Whitin family's 1826 brick mill building. The historic 19th century mill village of Whitinsville was added to the National Register of Historic Places in 1983, and has been included as part of the Blackstone Valley National Historic Park.

NORTHBRIDGE TOWN ACCESSOR | SITE DESCRIPTIONS

The four subject parcels are located along Church and Cottage Streets. Available public record show the four parcels equal approximately 1.22 acres.



17 CHURCH STREET



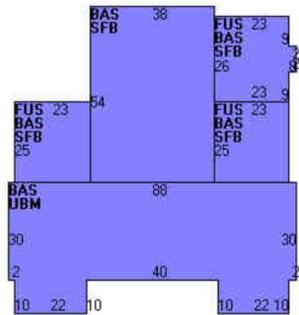
30 COTTAGE STREET



28 COTTAGE STREET

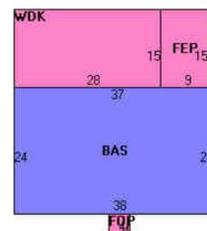


24 COTTAGE STREET



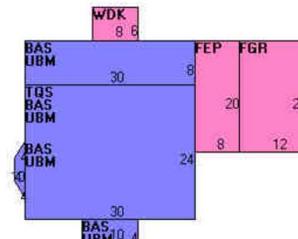
17

Building Size 15,556 sf
 Total Lot Size .65 Acres
 Year Built 1913
 Zoning District H | Heritage



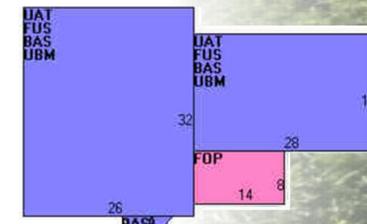
30

Building Size 1,483 sf
 Total Lot Size .15 Acres
 Year Built 1940
 Zoning District B-1 | Business



28

Building Size 3,196 sf
 Total Lot Size .16 Acres
 Year Built 1949
 Zoning District B-1 | Business



24

Building Size 5,468 sf
 Total Lot Size .26 Acres
 Year Built 1868
 Zoning District B-1 | Business



ENTRY | SOUTH ELEVATION

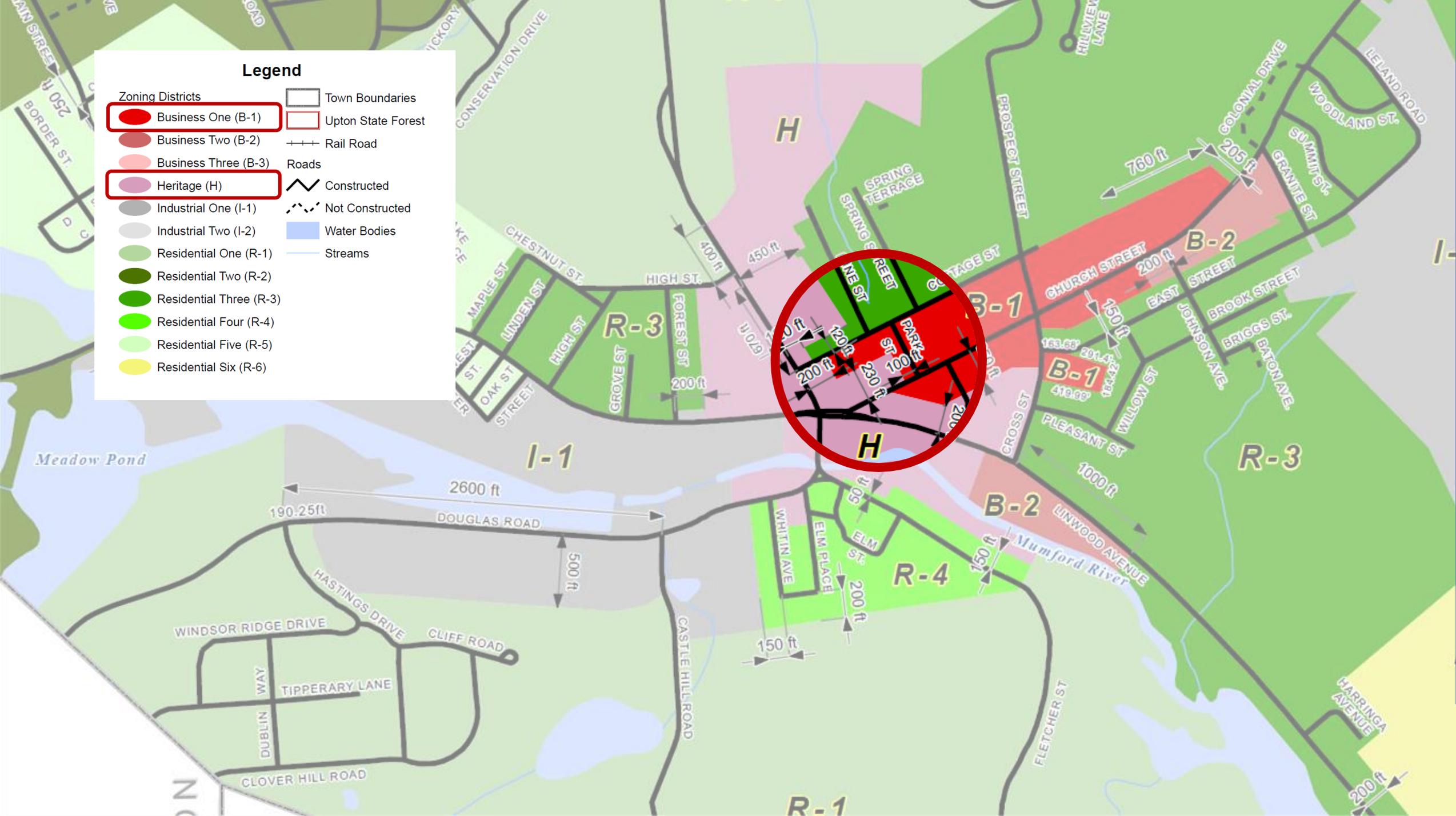
Legend

Zoning Districts

- Business One (B-1)
- Business Two (B-2)
- Business Three (B-3)
- Heritage (H)
- Industrial One (I-1)
- Industrial Two (I-2)
- Residential One (R-1)
- Residential Two (R-2)
- Residential Three (R-3)
- Residential Four (R-4)
- Residential Five (R-5)
- Residential Six (R-6)

Town Boundaries

- Upton State Forest
- Rail Road
- Roads
 - Constructed
 - Not Constructed
- Water Bodies
- Streams



NORTHBRIDGE | PLANNING + ZONING

Although not meant as an exhaustive review of the Northbridge planning and Zoning requirements. The study team explored some of the most basic lot restrictions in hopes of developing a better understanding of the constraints of the site.

The area of the four subject parcels are located on the page to the left. The sites are located in two zoning districts, with the existing library being located in District H, - Heritage, and the three Cottage Street parcels located in District B-1, - Business One.

LOT DIMENSIONAL CONSTRAINTS

The parcels in consideration are limited dimensionally dependent on the district. The table to the right, (Table 1) sets out setback requirements for the districts. The existing library lot, located on Church Street, is part of the Heritage District (H). This district has front and rear yard setbacks of 40ft. The side yard requirement for this zone is 10ft.

The three residential parcels located along Cottage Street, are part of Business One District (B-1). This district has no front, sideyard, or rear yard setbacks.

PARKING REQUIREMENTS BY USE TYPE

Although library usage is not specifically identified in the table shown to the right (Table 2), it is the study team's experience that the requirement of 3 vehicles per 100 sf is often a typical requirement for these applications.

Given the limited site acreage (1.22 acres), it is likely that meeting the off-street parking goals will be a significant design challenge as the project progresses.

NORTHBRIDGE CODE

District	Use	Area (square feet)	Width (feet)	Yards Front (feet)	Side (feet)	Rear (feet)
H	Any permitted structure or principal use [Added 5-13-80 ATM, Art. 39]	20,000	100	40	10	40
Minimum required where not serviced by public sewer system.						
R-1	Any permitted structure or principal use	40,000	200	40	25	50
R-2	Any permitted structure or principal use [Amended 11-10-1998 ATM, Art. 20]	40,000	150	40	15	40
R-3	One-family detached dwelling	20,000	100	40	10	30
	Two-family dwelling	30,000	125	40	10	30
R-4	One-family detached dwelling	5,000	60	15	8	20
	Two-family dwelling	10,000	80	15	10	20
	Multifamily dwelling	5,000, plus 2,500 per unit	100	10	10	15
R-5	One-family detached dwelling	5,000	60	15	8	20
	Two-family dwelling	5,000	60	15	10	20
	Multifamily dwelling	2,000, plus 2,000 per unit	50	10	10	15
R-6	Historic inn [Added 6-17-2003 ATM, Art. 20]	60,000, plus 2,500 per lodging unit	200	50	50	50
B-1	Hotel and motel	40,000, plus 1,000 per unit	100	20	20	20
B-1	Any other permitted structure or principal	1,000	20	None	None	None
B-2	Automotive sales, service or repair establishment	10,000	100	25	10	25
	Motion-picture or amusement and recreation establishment	20,000	125	25	12	25
	Any other permitted structure or principal	5,000	40	10	8	10
B-3	[Added 9-11-1990 STM, Art 2]	40,000	150	30	15	15
1-1	Any permitted structure or principal use					
1-2	Any permitted structure or principal use					

TABLE 1

§ 173-27 Off-street parking, loading and landscaping standards.

PARKING SPACE
An open space exclusive of maneuvering area and driveway for the parking of one motor vehicle.

C. Off-street and/or loading requirements. In any district, if any structure is constructed, enlarged and/or extended and any use of land established or any existing use changed after the effective date of this section, parking and loading spaces shall be provided in accordance with the following tables. An existing structure which is enlarged or an existing structure which is extended after the effective date of these regulations shall be required to provide parking and loading spaces, and landscaping in accordance with the following tables for the entire structure or use unless the increase in units or measurements amounts to less than 25% of the existing structure, whether such increase occurs at one time or in successive stages.

Table of Off-Street Parking Standards
[Amended 5-3-2016 ATM, Art. 29]

Use	Number of Parking Spaces
Residential	
Single-family, two-family and multifamily dwelling units	2 per dwelling unit
Community facilities	
Churches/religious establishments	1 per 300 square feet of nfs*
Places of public assembly	1 per 300 square feet of nfs
Schools	1 per 300 square feet of nfs
Commercial uses	
Professional/general office	1 per 250 square feet of nfs
General retail	1 per 225 square feet of nfs
Banks/financial institutions	1 per 225 square feet of nfs
Restaurants	1 per 100 square feet of nfs
Theaters	1 per 275 square feet of nfs
Home occupations	1 per 200 square feet of nfs
Bowling alley	2 per lane
Industrial and institutional	
Wholesale industrial	1 per 1,000 square feet of nfs
Manufacturing	1 per 750 square feet of nfs
Hospital	1 per 3 beds

TABLE 2



SITE CONDITIONS | PAVED DRIVEWAYS AND PARKING

Paved bituminous concrete driveways and parking areas found throughout the library site and are in fair to good condition.

3 Parking Areas

The on-site library parking area is located to the north of the property, and contains nine (9) striped parking spaces inclusive of two (2) that are designated as handicap parking spaces. This parking area and its connection to the adjacent church parking area to the west are shown in photographs 1 and 2 to the right, and are located on the facing page aerial photograph.

Note: Photograph 3 depicts parking spaces and handicap parking spaces that are located on the adjacent church Parking lot. Photograph 1 shows a driveway connection to this parking area that is not part of the library site.

3 Driveways

The driveway which connects Church Street to the north parking area along the eastern property line of the library site. This driveway is shown in photographs 4 and 5 to the right, and are located on the facing page aerial photograph.



PHOTO 1 | North Parking – View to West



PHOTO 2 | North Parking – View to North



PHOTO 3 | Church Parking – View to East



PHOTO 4 | East Drive



PHOTO 5 | East Drive View South





WALKWAYS | SITE WALLS

Generally speaking, the walkways, site walls, and other site features encountered by pedestrians within the library site are found to be in fair to good condition. .

3

Walkway – South Entrance Walk

The pedestrian walkway at the south main entrance is well kept and in good condition. This path is not accessible as it leads from Church Street as it is interrupted by sets of stairs at the street and again at the main entry without an accessible ramp system, or a compliant lift. Normal routine maintenance is evident and needed on an on-going basis.



TYPICAL REPAIR AT SIDEWALK



TYPICAL REPAIR AT SIDEWALK / STAIR

3 Walkway – Entrance Walk to Church Parking

The pedestrian walkway at the south walk leading to the church parking area is in fair-to-good condition. This path is not accessible as it leads from the parking area without a properly marked walk aisle, or attendant HC parking dedicated to the library entry. This walk is also not accessible due to its interruption by sets of stairs at the main entry without an accessible ramp system, or a compliant lift. Normal routine maintenance is evident and needed on an on-going basis. Due to the individual paver block pieces, more water infiltration is likely leading to increased frost heaving in this walkway.



SIDEWALK – FROST HEAVE CONDITION



SIDEWALK – VIEW TO CHURCH PARKING LOT



PHOTO 1 | North Parking – View to West

3 Church Street - Retaining Wall

The retaining wall found along the Church Street sidewalk is in generally good condition. Some evidence of grout degradation, and as a result water infiltration is evident. Regular maintenance including resetting of capstones and repointing is recommended.

Main Entrance – Granite Stairs

The granite stair at the main entry is in fair to good condition. Wear consistent with the age of the installation is evident. Requirements regarding HC accessibility are noted on page 14 of this document. Regular repointing of grout and caulking maintenance are suggested to maintain the condition of the existing stair.



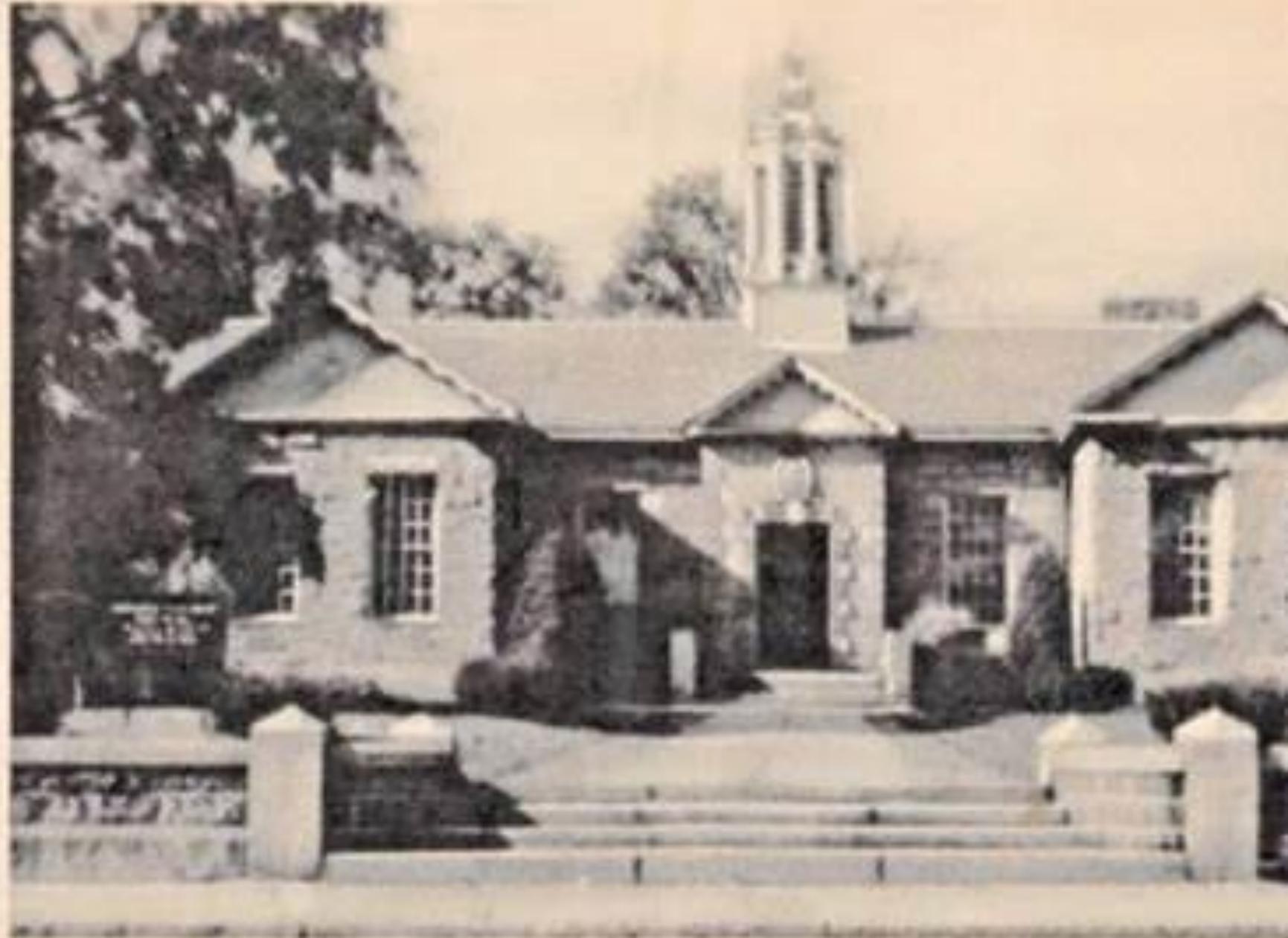
STAIR TREAD AT MAIN SNTRY

site assessment

TEST-FIT ANALYSIS

To further analyze and consider the potential of the library site, the following pages consider the existing library volume, and compare and contrast it to several volumetric studies of the site's capacity.

NOTE: This assessment is not intended to deliver a design for the building, but rather, the intention of this study is to use the following Test-Fit diagramming to assist the Owner in understanding the site's capacity. This is not meant to be a resolved architectural design.



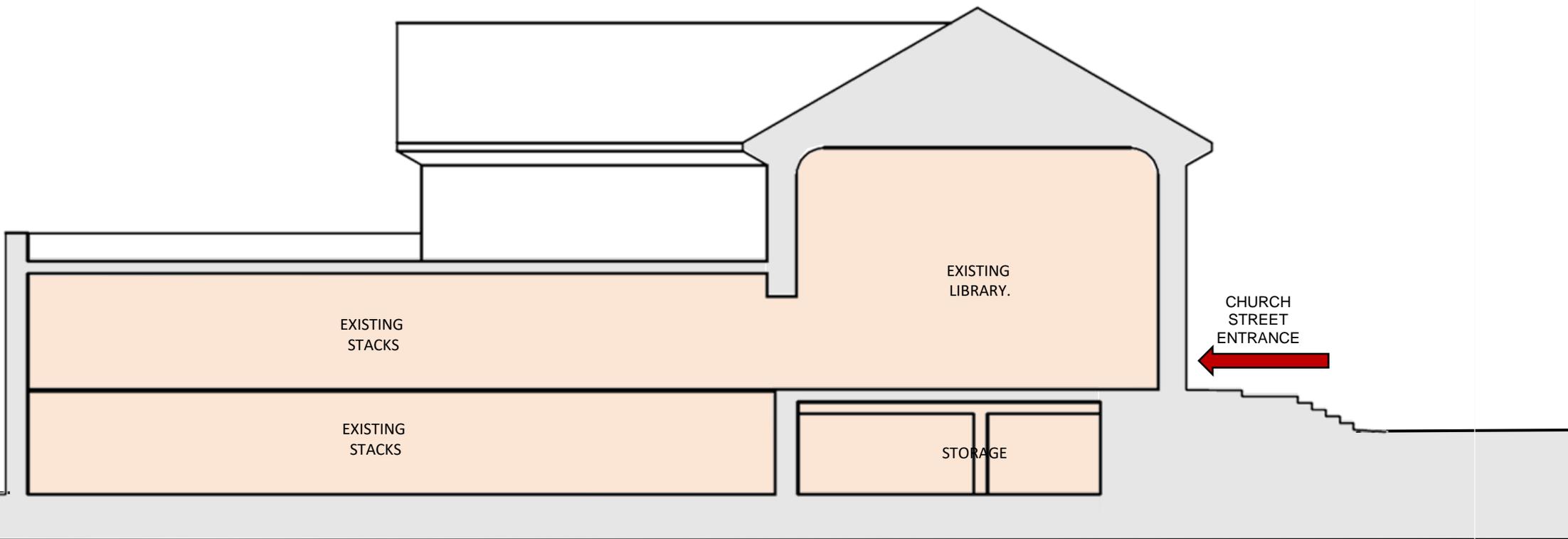
WHITINSVILLE SOCIAL LIBRARY, WHITINSVILLE, MASS.



SITE PLAN NORTH



SITE SECTION | EXISTING BUILDING



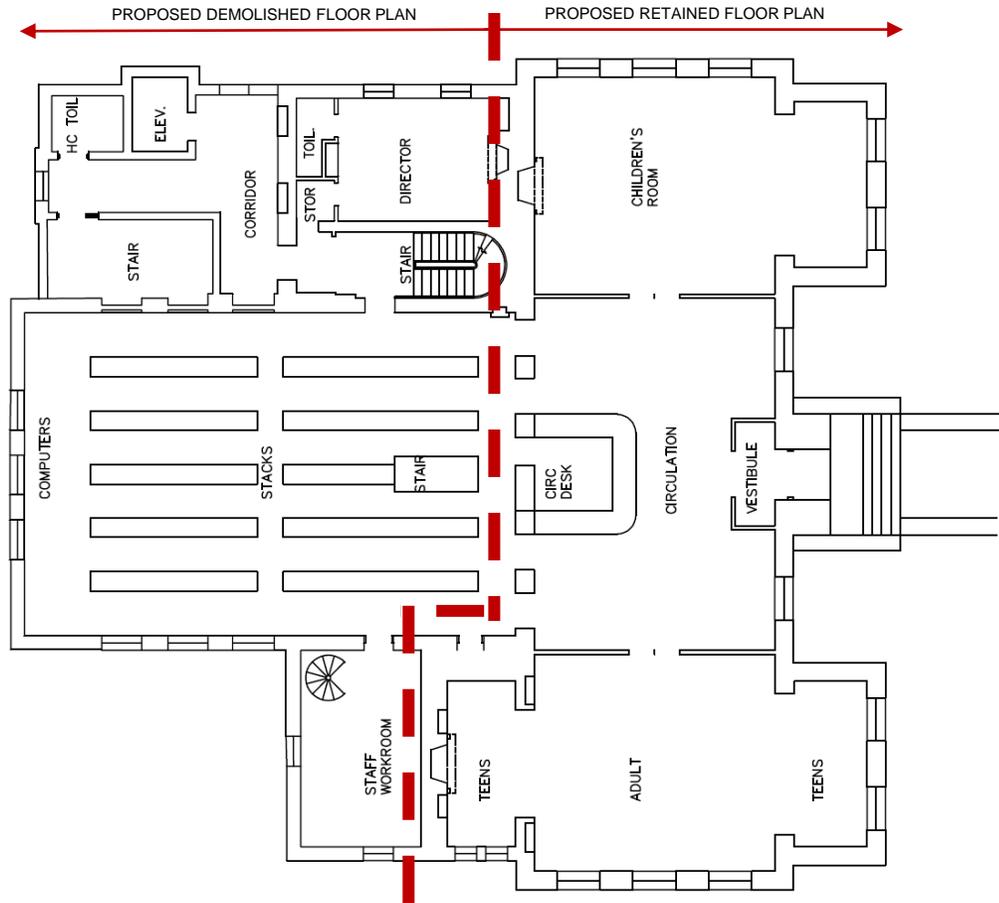
COTTAGE STREET

CHURCH STREET

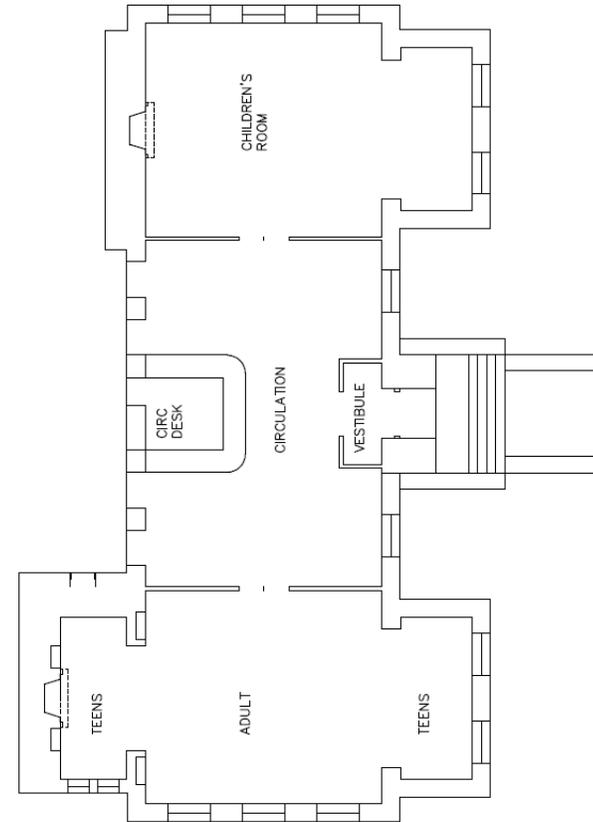
SITE SECTION NORTH



FLOOR PLAN | POTENTIAL EXTENT OF EXISTING BUILDING TO BE RETAINED



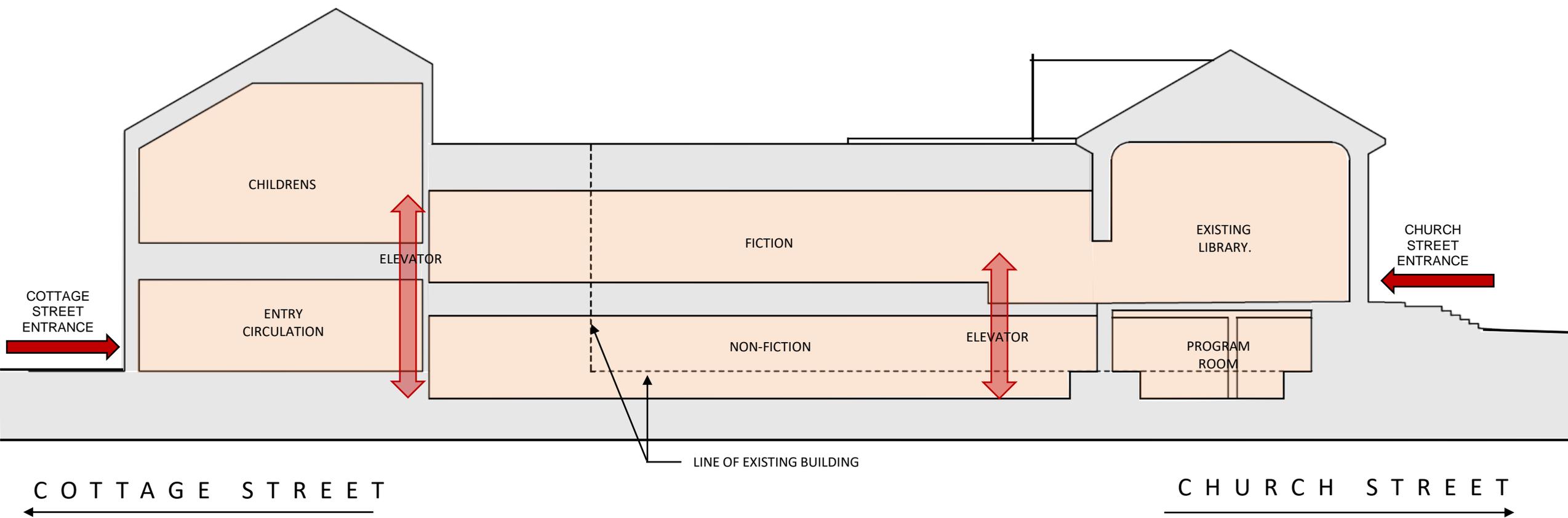
EXISTING FIRST FLOOR PLAN



PROPOSED RETAINED FLOOR PLAN

CHURCH STREET

SITE PLAN | POTENTIAL SITE SECTION – SITE STUDY (A)

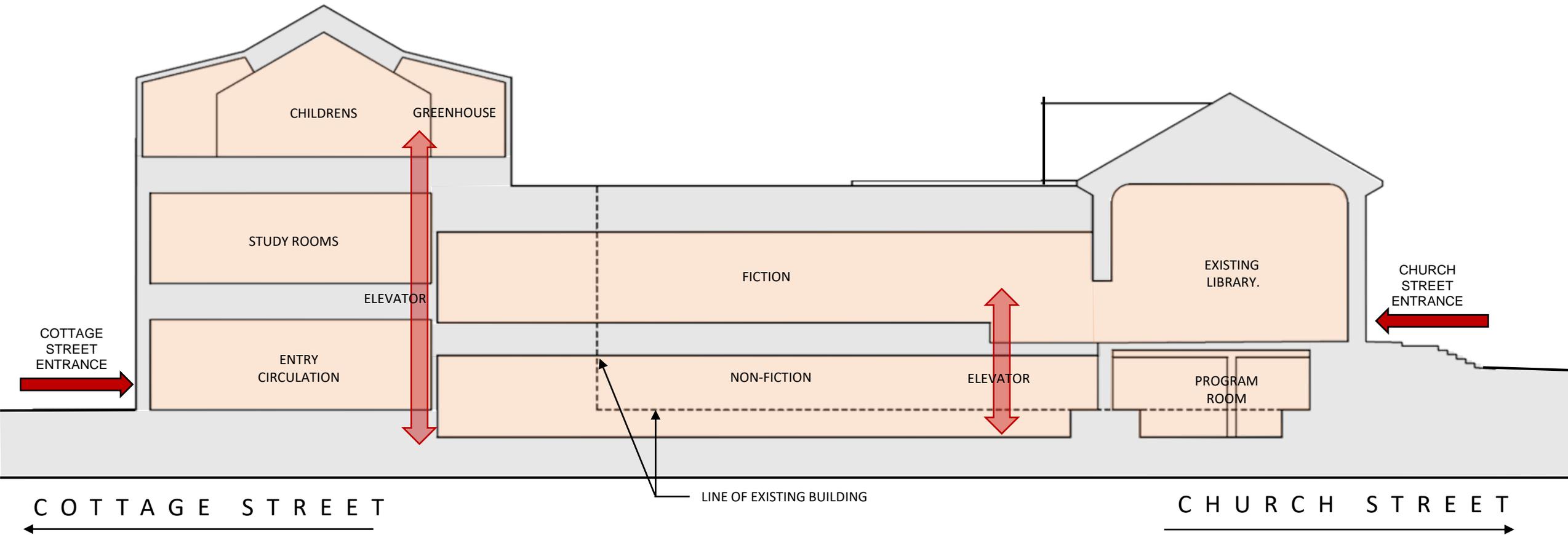


Site Study A : 23,400 GSF 17,550 NSF

SITE SECTION NORTH 



SITE PLAN | POTENTIAL SITE SECTION – SITE STUDY (B)

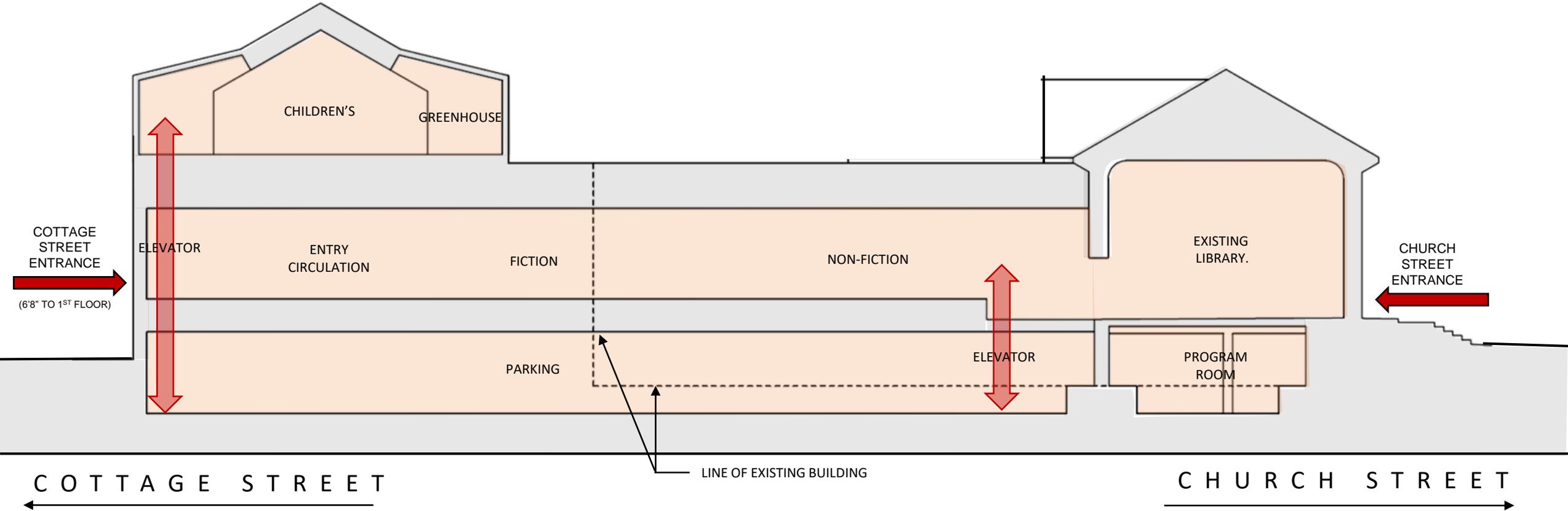


Site Study B: 26,605 GSF 19,950 NSF

SITE SECTION NORTH



SITE PLAN | POTENTIAL SITE SECTION – SITE STUDY (C)



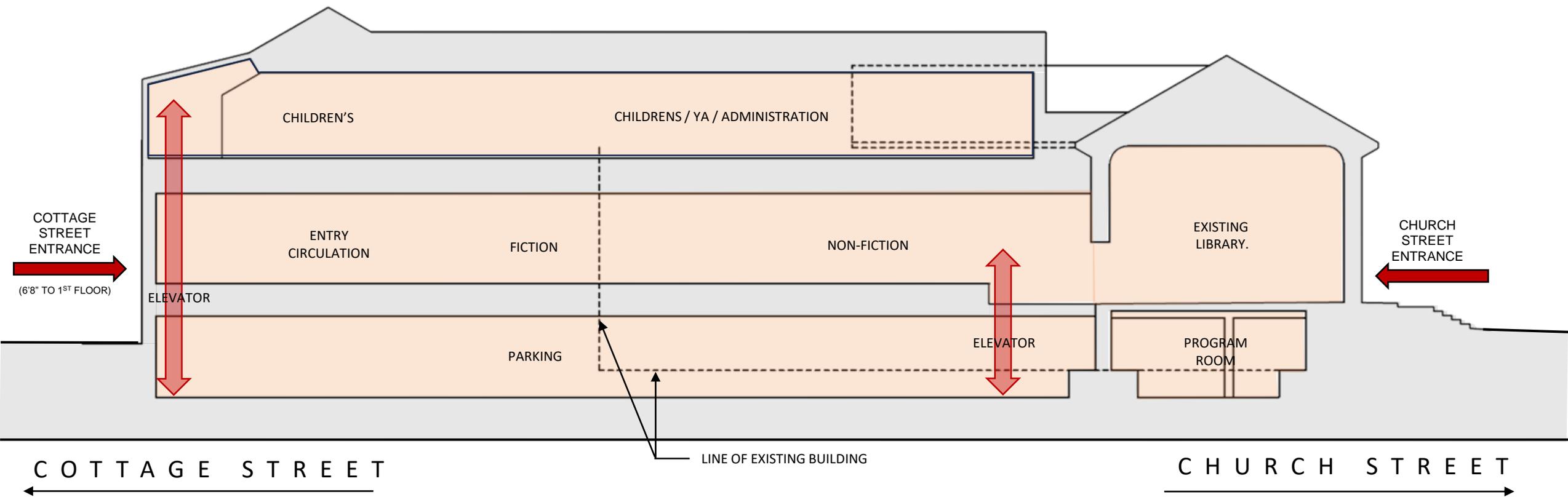
Site Study C: 22,094 GSF Plus 4,510 SF Parking. 16,570 NSF

SITE SECTION NORTH 



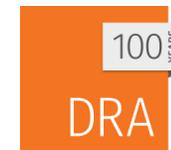
SITE PLAN | POTENTIAL SITE SECTION – SITE STUDY (D)

Whitinsville Social Library | Northbridge, MA 40.

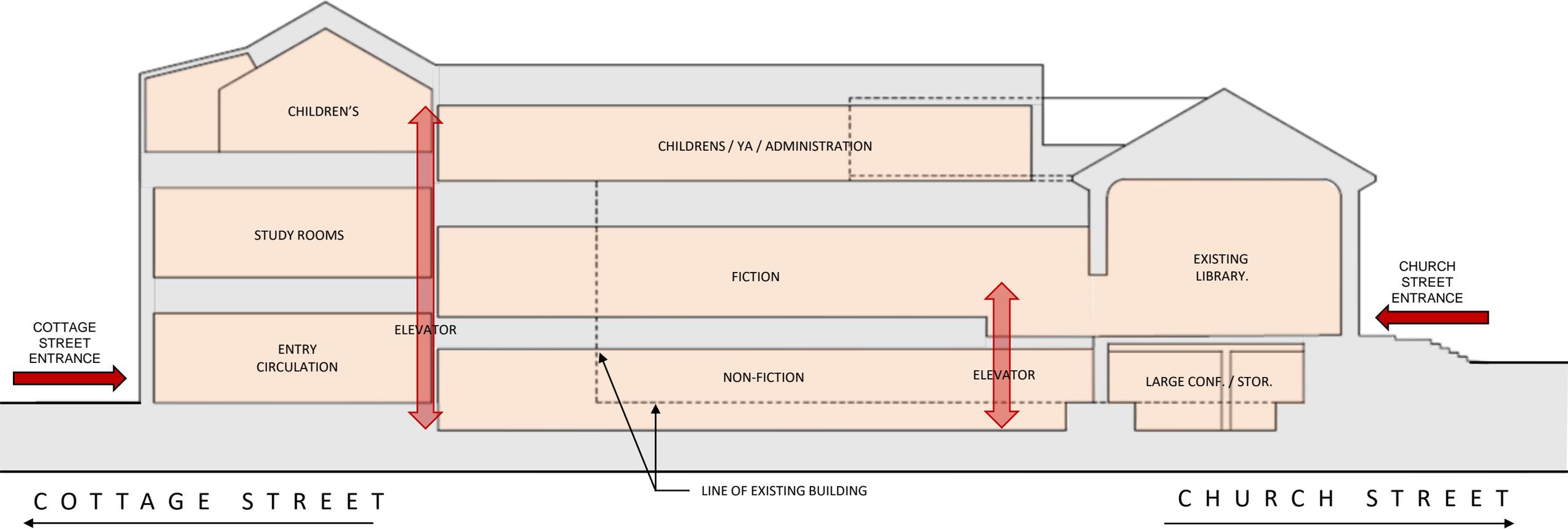


Site Study D: 26,395 GSF Plus 4,510 SF Parking. 19,790 NSF

SITE SECTION NORTH 



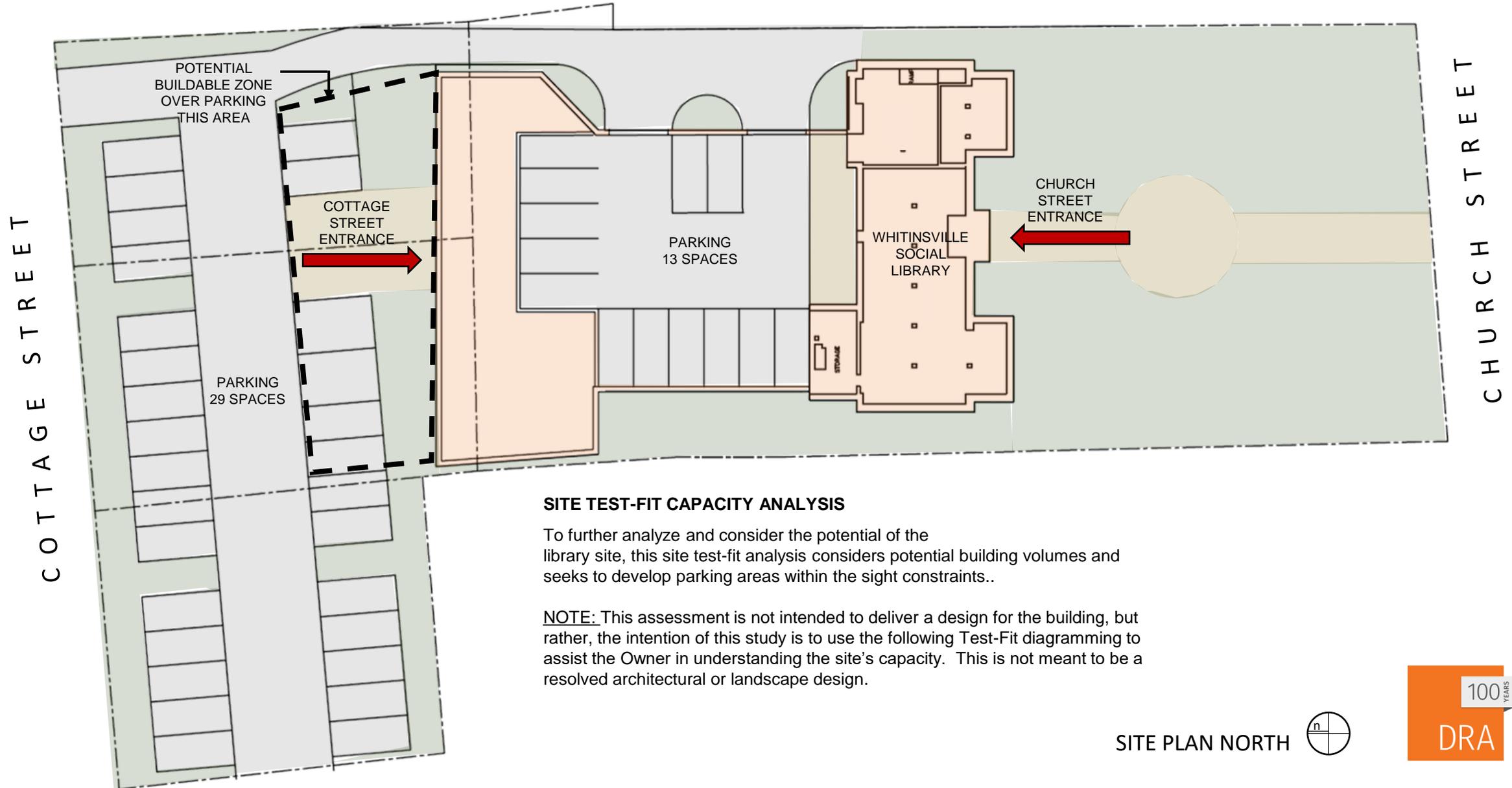
SITE PLAN | POTENTIAL SITE SECTION – SITE STUDY (E)



Site Study E: 30,907 GSF 23,180 NSF

SITE SECTION NORTH 





SITE TEST-FIT CAPACITY ANALYSIS

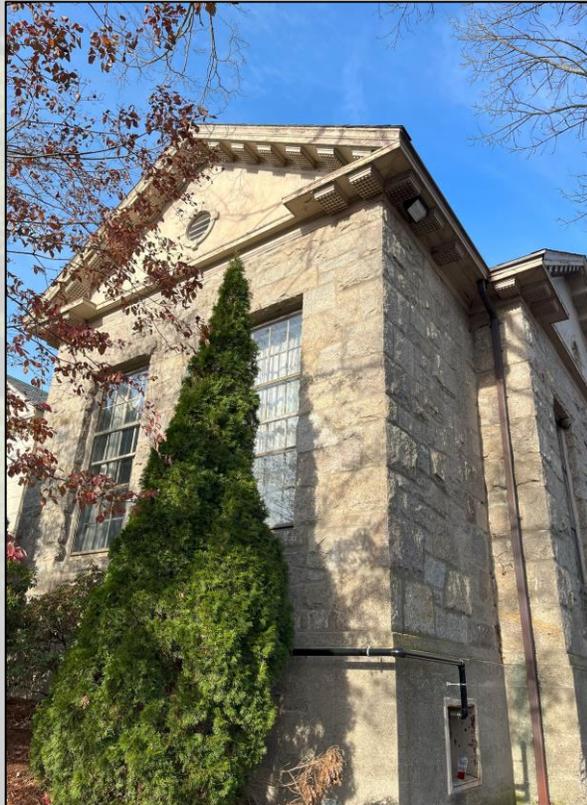
To further analyze and consider the potential of the library site, this site test-fit analysis considers potential building volumes and seeks to develop parking areas within the sight constraints..

NOTE: This assessment is not intended to deliver a design for the building, but rather, the intention of this study is to use the following Test-Fit diagramming to assist the Owner in understanding the site's capacity. This is not meant to be a resolved architectural or landscape design.





concluding thoughts



MANY THANKS

It has been our team's pleasure to come to know the Whitinsville Social Library through this facility assessment process, and the development of this report document. The library staff's hospitality, engagement, and interest in this collection and assessment process, and more importantly interest in the future of the Social Library's future has been palpable. Your community's love and support of this very special library is evident. Our team thanks you for your time and energy in helping make this document a comprehensive look at the existing conditions of the site and building facilities.

THE LIBRARY FACILITIES ASSESSMENT DOCUMENT

It is our team's hope that this document serves as a living document. A tool regularly used as the Whitinsville Social Library continues to grow and shape its understanding of the facility's conditions. We hope that you will use this document as a point of beginning for the ongoing evolution of the library. We encourage you to reach out to us with any questions that may arise as you continue this journey.

Sincerely,

DRUMMEY ROSANE ANDERSON, INC.

James Barrett, AIA, ALEP, LEED^{BD+C}
Principal-in-Charge

APPENDICES

APPENDIX - A | MEP/FP ASSESSMENT INFORMATION
APPENDIX - B | BUILDING AND SITE PHOTOGRAPHS

APPENDIX A

MEP/FP ASSESSMENT INFORMATION

APPENDIX B

BUILDING AND SITE PHOTOGRAPHS



1. SOUTH ELEVATION - DRIVEWAY



2. CHURCH STREET – EXTERIOR STAIR



3. SOUTH ELEVATION – ENTRY SIDEWALK



4. SITE SCULPTURE



5. MAIN ENTRY – EXTERIOR STAIR



6. NORTH ELEVATION – STUCCO GABLE



7. WINDOWS W/ STORM SASH



8. SOUTH / WEST ELEVATION



9. ENTRY DRIVE – NORTH ELEVATION



10. NORTH ELEVATION - WINDOW



11. WEST ELEVATION - WINDOW



12. NORTH PARKING – PAVEMENT CONDITION



13. EAST DRIVEWAY – VIEW TO CHURCH STREET



14. EAST ELEVATION – SERVICE ACCESS DOOR



15. VIEW TO CHURCH – SOUTH ELEVATION



16. EAST DRIVEWAY - VIEW TO CHURCH STREET



17. EAST DRIVEWAY – VIEW TO NORTH PARKING



18. NORTH PARKING – DESIGNATED HC PARKING



19. FLAT ROOF AREA



20. ROOF DRAIN – FLAT ROOF



21. FLAT ROOF - VIEW NORTH



22. FLAT ROOF – VIEW SOUTH



23 . SLATE ROOF – EAVE CONDITION



24. VIEW TO CUPOLA



25. FLAT ROOF COPING AND FLASHING



26. SLATE ROOF – COPPER VALLEY FLASHING



27. FLAT ROOF – ACCESS DOOR



28. LOWER LEVEL - STORAGE



29. LOWER LEVEL - STORAGE



30. LOWER LEVEL - STORAGE



31. LOWER LEVEL - STORAGE



32. LOWER LEVEL - STORAGE



33. LOWER LEVEL - STORAGE



34. LOWER LEVEL - STORAGE



35. LOWER LEVEL - STORAGE



36. LOWER LEVEL – ELEVATOR MACHINE ROOM



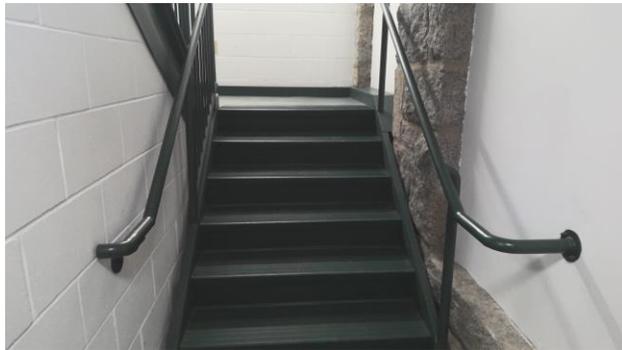
37. LOWER LEVEL - STACK



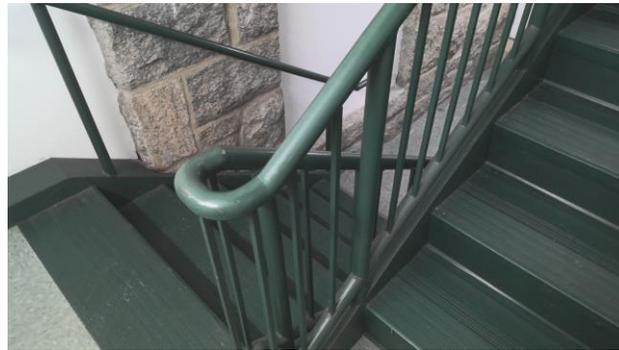
38. LOWER LEVEL – STACK / HVAC



39. LOWER LEVEL - ELEVATOR



40. LOWER LEVEL - STAIR



41. LOWER LEVEL –INTERMEDIATE STAIR LANDING



42. FIRST FLOOR – HC TOILET ROOM



43. FIRST LEVEL



44. FIRST LEVEL CORRIDOR



45. FIRST LEVEL – VIEW TO STAIR



46. FIRST LEVEL – DRINKING FOUNTAIN



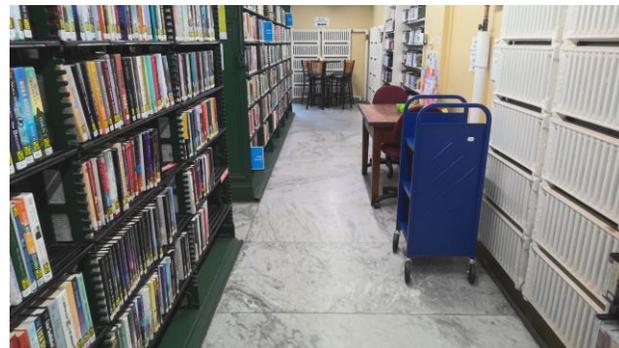
47. FIRST LEVEL – OFFICE AREA



48. FIRST LEVEL – OFFICE AREA



49. FIRST LEVEL – OFFICE AREA



50. FIRST LEVEL – STACK AREA



51. FIRST LEVEL – STACK AREA – MARBLE FLOOR



52. FIRST LEVEL – STACK AREA – SEATING AREA



53. FIRST LEVEL – STACK AREA



54. FIRST LEVEL – STACK AREA – WATER INFILTRATION



55. FIRST LEVEL – WATER INFILTRATION



56. FIRST LEVEL – WORK ROOM



57. FIRST LEVEL – CIRCULAR STAIR



58. STORAGE ROOM



59. STORAGE ROOM



60. STORAGE ROOM – WATER INFILTRATION



61. FIRST LEVEL – READING ROOM



62. FIRST LEVEL – TEEN / TWEEN ROOM



63. FIRST LEVEL – FIREPLACE



64. FIRST LEVEL – TYPICAL PANELING SYSTEM



65. FIRST LEVEL – READING ROOM



66. FIRST LEVEL – READING ROOM



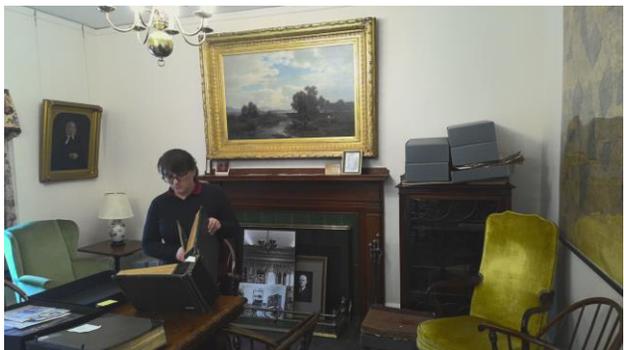
67. FIRST LEVEL – READING ROOM



68. FIRST LEVEL – CIRCULATION DESK



69. FIRST LEVEL – READING ROOM



70. FIRST LEVEL – READING ROOM



71. FIRST LEVEL – CHILDRENS ROOM



72. FIRST LEVEL – FIREPLACE





**WHITINSVILLE SOCIAL LIBRARY
NORTHBRIDGE'S PUBLIC LIBRARY**

BUILDING PROGRAM

2024

Appendix VIII

**Mechanical, Electrical, Plumbing, and Fire
Protection
Existing Conditions**

GRIFFITH & VARY, INC.



Mechanical, Electrical, Plumbing, and Fire Protection Existing Conditions for Whitinsville Social Library

Whitinsville Massachusetts

February 27, 2024



TABLE OF CONTENTS

HVAC..... 2
Plumbing..... 7
Fire Protection..... 12
Electrical..... 13

HVAC

1. Boiler Plant:

Building heat is provided by a single gas fired standard efficiency boiler. The boiler was manufactured by Burnham model V906A having an output capacity of 703 MBH. The boiler was installed in 2001 and was originally fitted with an oil-fired burner. The burner was recently replaced with a gas fired burner. There are two oil storage tanks that were left behind and no longer piped to anything.



Single Gas Fired Standard Efficiency Boiler

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- The boiler and burn appear to be in good working order.

Recommendations:

- The boiler and burner are in great shape and with proper maintenance will provide additional years of service. However, the boiler is standard efficiency and there have been advancements in boiler technology that will help save energy and reduce energy bills. Recommend developing a capital plan to upgrade boiler plant.
- Recommend removing oil tanks. Un used oil tanks should not remain in building they will no longer be properly maintaining or monitored for leaks.

2. Space heating:

The heating hot water is pumped through the building by in-line dedicated zone circulators. There are (4) four circulators serving (4) four zones. Insulated copper piping distributes heating hot water throughout the building to cast iron radiators, fin tube radiation, and convectors. The cast iron radiators are exposed to the public and can be very hot to the touch.



Fin Tube Radiation and Convector



Cast Iron Radiators

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- Pumps 1 and 2 appear to be near or beyond their serviceable life. Pumps 3 and 4 look to have been recently replaced.
- There are signs of wear and tear on some terminal heating devices. However, the terminal heating devices does appear to be in good working order.

Recommendations:

- Recommend replacing pump 1 and 2.
- Recommend installing some type of buffer cover over the cast iron radiators to prevent direct contact with the heating element.

3. *Space cooling:*

Space cooling is performed by a combination of ductless wall mounted units and a single roof mounted unit. The ductless wall mounted units share a single outdoor condenser mounted to the exterior wall. The wall units are located in the main office and a meeting room.



Wall Ductless Cooling Units



Outdoor Air-Cooled Condenser

There is a 7.5-ton roof mounted unit DX unit manufactured by York that serves the front of the library. The conditioned air is distributed via an insulated galvanized sheet metal ductwork system. The ductwork system terminates with ceiling mounted diffusers.

The building does not appear to be fully air conditioned as the ductwork system does not extend to the lower and upper book stacks or any of the side office spaces.



Roof Mounted DX Unit

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- The wall units appear to be in good working order.
- The RTU appears to be in good working order.

Recommendations:

- The RTU appears to be in good working order however is approximately 24 years old and near the end of its serviceable life. The RTU is also equipped with R-22 refrigerant which was phased out in the US in 2010. Recommend developing a capital project to replace unit.

4. *Ventilation:*

The building appears to be primarily ventilated by operable windows and doors. The 7.5-ton roof top unit does have an outside air intake. When the unit is activated (cooling season) mechanical ventilation would be mixed with return air and deliver to the front space of the library. During the heating season the roof top unit would be off and there would be no mechanical ventilation.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- NA

Recommendations:

- If a large capital project is planned ventilation would need to be reviewed as the codes have changed.

5. Controls

Local standalone programmable thermostat control.



Standalone Programmable Thermostat

Deficiencies as it relates to current Codes:

- Ventilation code change often and should be reviewed if a large renovation project was to take place.

Condition:

- Good working order

Recommendations:

- A capital project is recommended to upgrade standalone thermostats to a building wide automated temperature control system. An upgraded ATC system can provide improved temperature control, building scheduling and building

management helping to reduce energy consumption while providing feedback for trouble shooting.

Plumbing

6. *Water service:*

The 1-inch domestic water service enters the basement mechanical room and includes a 1-inch water meter, isolation valve, and pressure reducing valve. A backflow preventer has not been installed at this time.

HVAC make up water is protected by a backflow preventor. An indirect drain from the backflow preventor drains to floor. The floor appears to pitch to a nearby floor drain.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- The water service and associated water meter appear to be in fair condition.

Recommendations:

- It is recommended to add a backflow preventor to the water service to protect the towns water from possible contamination.



Domestic Water Service, Meter, and PRV

7. *Water heating:*

The domestic water heating is provided by a single 50-gallon electric water heater installed in 2018 and located in the basement mechanical room. The domestic hot water system is not recirculated. The hot water for the library is not supplied through a thermostatic mixing valve.

Deficiencies as it relates to current Codes:

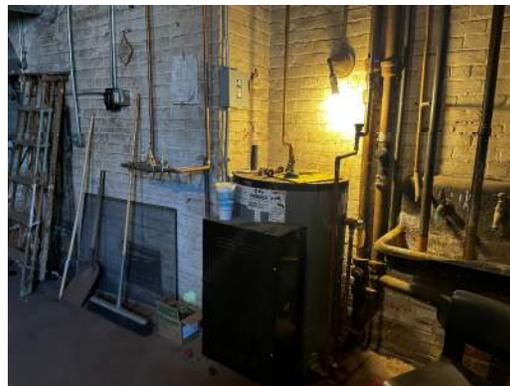
- The hot water system did not have a gauge on it so the delivered water temperature was unknown.

Condition:

- The water heater appears to be in good condition.

Recommendations:

- Add a gauge and in-line thermostatic mixing valve on the hot water supply piping to ensure water temperatures are within code requirements to prevent scalding.



Domestic Water Heater & BFP for Boiler Feed

8. *Water piping:*

The water piping is all copper piping joined by soldering techniques. None of the water piping exposed to view was insulated at this time.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- In general, the majority of the water piping is in poor condition.

Recommendations:

- The piping has exceeded its lifespan in all locations that have not been recently renovated or repaired, and is recommended to be replaced.
- All piping should be insulated to protect against condensation and reduce energy consumption.

9. *Sanitary system:*

The sanitary system collects waste from all fixtures throughout the building and distributes said waste to the town sewer system. It is unknown how many exit points are located in this building. The sanitary piping consists of cast iron piping.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- In general, the majority of the sanitary piping appears to be in fair condition.

Recommendations:

- In general, the majority of sanitary piping is outdated and has exceeded its life expectancy. It is recommended all sanitary piping to be replaced as renovations are completed.



Typical Sanitary Waste Piping

10. Storm system:

The storm drainage for the building is a combination of gutters and downspouts for pitched roofs, and roof drains for the flat roof area. Downspouts drain through boots at grade that connect to the underground storm water system. Roof drains connect to storm water piping within the building that also connect to the underground storm water system below grade.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- Exterior boots between downspout & underground piping appear to be in good condition.
- Roof drains on the flat roof also appear to be in good condition.

Recommendations:

- No recommendations.

11. Natural Gas system:

The gas meter is located at the front of the building. There is a single pressure regulator before the gas meter outside the building. The gas main enters the building in the basement level mechanical room and appears to only feed the gas fired boiler in the mechanical room.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- In general, the gas system appears to be in good condition. The exterior service itself is also in good condition.

Recommendations:

- No recommendations.



Gas Meter Assembly



Gas Piping to Boiler in Mechanical Room

12. Plumbing fixtures:

- Water closets: Floor mounted, tank type fixtures.
- Lavatories: Public restrooms were counter drop-in type with gooseneck faucet and blade handles for hot and cold water. Private restroom has a pedestal sink.
- Floor drain: In mechanical room only and appeared to be cast-iron, heavy-duty grate.
- Sink: In staff lounge only and was a stainless-steel lay-in type.
- Drinking fountain: Wall mounted, bi-level, stainless-steel unit.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- All water closets and lavatories appear to be in good condition.
- The sink and faucet in the staff lounge appear to be in fair condition.
- The floor drain in the mechanical room is old but still appears to be operational.
- Drinking fountain appeared to be in good condition.

Recommendations:

- No recommendations.



Typical Public Lavatory



Typical Public Water Closet



Private Lavatory



Drinking Fountain

Fire Protection

1. General Evaluation:

- The existing building is not protected by an automatic sprinkler system.

2. Code Compliance Acceptance:

- Per the State Building Code, the building is required to be fully sprinklered. The facility is not in compliance with the existing Building Code.

3. Recommendations:

- Install a complete automatic sprinkler system. The existing water supply must be evaluated to determine flow and pressure capacities for the proposed fire protection system.

4. *Applicable Codes and Regulations:*

- 780 CMR, Ninth Edition
 - Chapter 9, Fire Protection Systems, Table 903.2: Buildings of Use Group A-3 greater than 12,000 square feet shall be provided with a complete automatic sprinkler system designed in accordance with NFPA 13. This requirement negates alternatives or exceptions allowed under Section 901.2 where a partial system may be installed or alternative means of compliance may be considered.
 - Chapter 34, Existing Structures (International Existing Building Code 2009), Section 102.2.1.1: When existing buildings or portions thereof undergo additions or alterations, M.G.L. c. 148, § 26G may apply with respect to automatic sprinkler requirements. Requirements of this statute are enforced by the Fire Official.
 - M.G.L. c. 148 § 26G: Every building or structure, including any additions or major alterations thereto, which totals in the aggregate, more than 7,500 gross square feet in floor area shall be protected throughout with an adequate system of automatic sprinklers in accordance with the provisions of the State Building Code.
 - “Major Alterations” has been defined in an advisory memorandum issued by the State Automatic Sprinklers Appeals Board as where the scope of work affects 33 percent or more of the total gross square footage or the costs not including sprinkler installation are estimated to be 33 percent or more than the assessed value of the building.

Electrical

1. *Electric Service:*

The primary electric service originates from a riser conduit on electric utility company pole #3-62 from three pole mounted transformers. Secondary feed is routed from the transformers down the riser pole, via a 4-inch conduit, then underground and enters into the building and feeds a 400-amp 120/208-volt three phase service entrances

switchboard. The electric utility meter is located outside on the building wall in the rear of the building.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

- The electric service from visual observation appears to be in good condition.

Recommendations:

- If the goal is a Net Zero all-electric building, then the preliminary load calculations indicate that an increase in electrical service would be required as rated at 1000 amps (100% rated) at 120/208 volt, three phase, four wire.

New building electric service(s) should be provided via electric utility company pad mounted transformer(s) with primary electric service conduits in concrete duct bank(s) and secondary electric service cabling/conduits in concrete duct bank(s).



Transformers



Utility Meter

2. *Normal Power System:*

The Main Switchboard is rated at 400 amps, 120/208 volt, three phase four wire, with a 400-amp main circuit breaker. The service entrance switchboard has been upgraded to a Cutler Hammer Series C. The Switchboard feeds a combination off new and old panel in the building.

Deficiencies as it relates to current Codes:

- None observed.

Condition:

The original normal power system by visual observation appears to be in good condition, newer panelboards appear to be in good condition and older panels are past the life expectancy and are in poor condition.

Recommendations:

- If the goal is a Net Zero all-electric building, then the preliminary load calculations indicate that an increase in electrical service would be required as rated at 1000 amps (100% rated) switchboard at 120/208 volt, three phase, four wire.



Main Switchboard





Panelboards

3. *Emergency Power System:*

The building does not have an emergency generator.

Recommendations:

- A new diesel fuel generator with a sound attenuated, weatherproof enclosure is recommended.
- New panelboards and an automatic transfer switch in two hour rated Electric rooms dedicated to emergency loads as fed via two hour rated feeders should be provided.
- New panelboards and an automatic transfer switch dedicated to optional standby loads should be provided.
- New surge suppressors should be provided for emergency and optional standby panelboards.

4. *Fire Alarm:*

The fire alarm control is a combination of a conventional (FCI) and addressable (Star-Link) system. The Star-Link radio Communicator alerts the Fire Department when the fire alarm system is initiated. The fire alarm system consists of smoke detectors, heat detectors, duct smoke detectors, pull stations, strobes, and notification appliances.

Deficiencies as it relates to current Codes:

- Some of the notification appliances are lights and are not strobes as required by Code.
- Some Toilet rooms do not have strobes as required by Code.
- Strobe coverage is lacking in some areas.
- Fire alarm beacon missing at entrance.

Condition:

- The fire alarm system by visual observation appears to be in fair condition, however as described above does not meet current Codes.

Recommendations:

- A new fire alarm system including voice evacuation should be provided to meet current Codes.



Fire Alarm System



Smoke Detector

5. *Lighting:*

Interior –

- The interior lighting consists of a mix of retrofit LED and incandescent fixtures.
- Emergency Lighting is provided from exit signs with integral light heads.
- Lighting controls for the lighting system is provided from local on/off switch buttons.

Condition:

- The interior LED and incandescent lighting fixtures by visual observation appear to be in good condition. The switch push buttons are original to the building

Deficiencies as it relates to current Codes:

- Some areas in the building do not meet the current light level requirements.
- Fixtures do not meet the current energy code requirements.
- Lighting controls do not meet code requirements.
- Emergency lighting does not meet the required foot candle levels on egress paths required by code.

Recommendations:

- Fluorescent lighting fixtures should be replaced with LED lighting fixtures to meet IESNA Standards.
- The current building switching does not meet the International Energy Conservation Code as it is Auto-On. Manual-On is required in most areas, except in Corridors, Stairs, and Toilet rooms.
- Automatic daylight harvesting is required as per the International Energy Conservation Code.



Lighting



Lighting



Lighting



Emergency Lighting



Switching

6. Exterior Lighting

- The exterior lighting consists of one canopy light and one wall mounted fixture located in the rear of the building. From visual observation it would appear that the site is not sufficiently illuminated. As such, exterior lighting levels would not appear

to meet IESNA Standards. The light fixtures are controlled by a time clock located in the electric room.

Condition:

- The exterior LED lighting fixtures by visual observation appear to be in good condition.

Deficiencies as it relates to current Codes:

- There are not any exterior light fixtures for emergency egress path illumination required by code.

Recommendations:

- New LED site lighting should be provided to comply with IESNA Standards.



Exterior Lighting



Exterior Lighting Control

7. *Receptacles:*

Receptacles are ground type, with some GFCI type throughout the building. Receptacles have been added over the years through the use of EMT conduit with surface boxes, tele-power poles, plugmold, and wiremold.

Deficiencies as it relates to current Codes:

- Receptacles are not tamper resistant type as required by the National Electrical Code.

Condition:

- Receptacles by visual observation appear to be in fair condition, however as described above, do not meet current Codes.

Recommendations:

- New tamper resistant type receptacles should be provided throughout the building as required by the National Electrical Code.

8. *Lightning Protection:*

The building does not have a lightning protection system.

Recommendations:

- Although it not required by Code, a lightning protection system is recommended which would include air terminals on the roof with downlead conductors to ground and surge protection.

9. *Bi-directional Amplifier System:*

The building does not appear to have a bi-directional amplifier system.

Recommendations:

- A bi-directional amplifier system is probably required unless testing proves that Police and Fire Department radios have required signal levels as dictated by the International Building Code. A bi-directional amplifier system would include an amplifier and cabling above ceilings.

10.. *Wiring:*

Wiring is made up of MC cabling, FA MC cabling, EMT, Rigid, and PVC conduit.

11. *Mass Notification System:*

The building does not have a Mass Notification System.

Recommendations:

-
- Although it is not required by Code, a Mass Notification System is highly recommended. A Mass Notification System would consist of control panels, info alarm graphic annunciators and controllers, addressable speakers, and amber lens strobes.