Dedham Public Library

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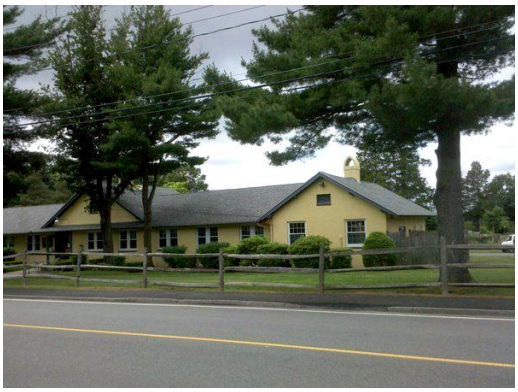
Planning for the Future
Strategic Plan for FY13 to FY17



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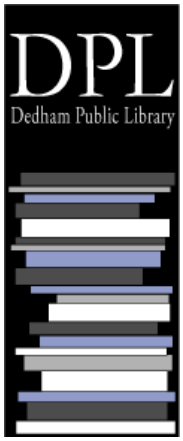


Executive Summary

The Strategic Planning Process is part of the Dedham Public Library's commitment of service to the community. Our focus is to identify community needs for library services, to evaluate present services and facilities in relation to these needs, and to enumerate improvements that will fulfill those community needs. We have undertaken to produce a working document of well-defined goals, objectives, and action items that will guide the library through the next five years.

This Strategic Plan is the first comprehensive plan produced by the Dedham Public Library. It becomes a workbook for building upon and enhancing the library to realize the library's full potential value to the community. The library will serve as the place for citizens to meet, share ideas, become informed and entertained. It will be the heart of the community. With the completion of this report, the library is qualified to apply for grant funding under the federal Library Service and Technology Act (LSTA). Great opportunities are now available for the library to provide new services, to adapt and change, and to meet the informational needs of the citizens of Dedham. Critical to our success, though, will be additional staffing.

The Plan identifies four strategic goals: Resources and Services, Staffing, Operations, and Facilities. The objectives for Resources and Services include offering a variety of resources for every user; improving the website to retrieve information and to link the library to the community; providing access to electronic devices and expanding our electronic resource collections; enhancing our programming for all ages; and partnering with the schools to encourage reading.

The Staffing goal is vital to improving library services in Dedham. The library has suffered greatly from cutbacks in staffing levels and this has severely impacted the quality of services available. For this Strategic Plan to be successful, staffing levels must be incrementally increased over the next five years. In addition, rigorous staff training must be undertaken for basic computer proficiency, customer service skills, and professional development to strengthen knowledge of current library practices, trends, and technologies.

For the Facilities goal, a study was conducted to identify accessibility, organizational and structural limitations, and the need for updated interior furnishings. Objectives will be further refined throughout the current fiscal year and in cooperation with the Town Facilities Director.

The Operations objectives examine the library's procedures and practices with the intent to clarify all functions to improve the daily activities of the library.

In addition, an Addendum is appended with the following: a separate Technology Plan outlining the library's commitment for enhanced technology to advance library services; a summary of the architect's building study, and lastly, a summary of the results of the Community Survey Questionnaire. Approximately 570 citizens responded and a complete analysis of that data will be conducted in FY13.

Each year following the submission of this initial Strategic Plan, the library staff will review and update the progress on the plan and will develop new action items to further advance the library.

Methodology

The term planning signifies a blueprint or forecast for future activities. In order to plan ahead, one must carefully review the past, identify the realities of the present, and then thoughtfully chart a rational course onward.

In February of 2012, the Dedham Public Library hired a new library director. She inherited a library fraught with obstacles: inadequate level of staffing, ambiguous organizational structure, lack of procedures, policies, guidelines, and lack of goals. Her primary objective was to unite the staff as a cohesive working unit and, with citizen input, to collectively prepare a strategic plan for future operations.

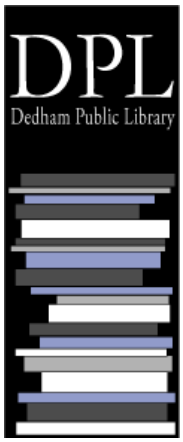
Dedham Public Library planning is based upon the premise that the library's infrastructure consists of four pillars: Resources and Services, Staffing, Operations, and Facilities, and that Technology is a subset of all of those pillars. All elements of library service fit into one of those pillars. Strategic Planning began in February with the first of the, now weekly, staff meetings. Staff members were asked to identify Perceptions and Projections, an exercise that had them articulate what they think of the library and its services and also what they feel citizens think of the town's library. Then, they were asked to envision what they would like to see the library do or become. This became the starting point for goal setting. The next activity was a SWOT analysis of the strengths, weaknesses, opportunities, and threats facing the public library.

Concomitantly, staffs members were divided into work group teams, asked to examine library literature, to research current trends, and to take field trips to nearby libraries to observe other operations. This helped them to formulate objectives to enhance our library. The next stage in the strategic planning process was to review and rewrite the library's mission statement; the new mission along with the newly developed vision and values statements were approved at the July 2012 Trustees Meeting. The four pillars became the goals, and staff collectively in their groups developed objectives and action items. At this time, the library administration hired consulting architects to examine the two libraries for code and accessibility issues and for interior redesign suggestions. Their recommendations are included in summary form in the Strategic Plan and will be used for capital improvement planning and for fund raising projects for the Friends of the Library and for DLIT (Dedham Library Innovation Team), a citizen's support group.

By April 2012, the staff began the first draft of a user survey and formed a Citizens and Library Planning Committee. This planning group consists of representatives from the staff, library trustees, public school library department, members of the Friends and DLIT groups, and at-large citizen representatives. The members of this group met in person and electronically to develop a survey to ask citizens about the library, its services, resources, programs, and funding preferences. The survey was distributed during the month of August 2012 and distributed electronically via the Parks and Recreation Services community listing, the Town's master email list, on Facebook, on the Library's Website, and other avenues; in addition, print surveys were made available at the libraries, the Council on Aging, senior assisted care housing, and other facilities in Town. The survey closed on August 31 with

approximately 570 responses collected. A full analysis of the survey data is an FY13 objective of the Strategic Plan.

The Dedham Public Library's Strategic Plan for FY13 to FY17 represents the library's first effort to produce such a complete document. The final report represents the contribution of the entire staff, the support of the Trustees, and the assistance of the citizens of Dedham. The library views this Plan as a working document that will guide us as we improve the quality of library services for the citizens of Dedham.



We acknowledge and thank all who made this Strategic Plan possible:

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And, the Citizens of Dedham

Dedham Public Library Profile

The origin of libraries in Dedham dates to 1794 with the establishment of the Social Library of the First Parish Church.

The constitution and the by-laws for governing the library were adopted on September 8, 1794, when the first meeting of the proprietors was held. The town minister kept the books in his house and issued them for circulation to the parishioners only on Mondays. The library grew from 87 books in 1809 to 230 volumes in 1838. In 1856, the books were placed in the vestry of the First Parish Church and were circulated on Sundays by Librarian Jonathan D. Cobb. By 1860, this church-held collection had grown to 500 volumes and library services were extended to all residents of the town.

Public library service had its origin on November 24, 1854 when Dedham residents formed the Dedham Library Association with Dr. Samuel Adams as its first librarian. The newly founded library opened its doors on February 1, 1855 and functioned for two years in the building occupied by Dr. Samuel Adams at 630 High Street. In 1872, the Dedham Library Association transferred its holdings to the newly organized Dedham Public Library and endowed it with 2,977 carefully selected volumes. These books formed the nucleus of the present Dedham Public Library which, was chartered by an act of the Legislature on March 24, 1871 and accepted by the town a month later on April 27, 1871.

The Dedham Public Library opened to the public on February 4, 1872 in a rented room over Thomas J. Baker's store at the corner of Court and Norfolk Streets. Frances M. Mann, long connected with the Library Association, was elected librarian. The reading room was a great success from the start, and, while it was frequented by all Dedham residents, its most numerous patrons were the boys and girls of the town.

Although alterations and improvements had been made to the library over the years, the need of a library building was early apparent to the Trustees and to the public as well.

The bequest of Hannah Shuttleworth made possible in 1886 the erection of a library building. A committee was appointed in March, 1886 to secure a suitable site. The present library lot at the corner of Church and Norfolk Streets was purchased at a cost of $2,000 out of the $10,000 bequest. Plans for a library building by Boston well-known architects Van Brunt and Howe were accepted by the association on September 22, 1886. The new library opened its doors on November 8, 1888. The exterior of the building is constructed of Dedham pink granite with red sandstone trim. The style is Romanesque of Southern France, treated in a rural fashion, and the interior follows the same style.

In 1916, the Trustees of the Public Library established a special room for the use of children. The Children's Room was opened May 1, 1918 with Edith H. Smith as the children's librarian.

No additions or renovations occurred until 1952 when the new Children's wing was built and the Adult Department was renovated to accommodate the 58,192 volume library. At that time, a new main entrance was constructed on Church Street using the stones of the Dedham Train Station, demolished a year earlier. A special feature of the new wing was an auditorium on the lower floor. In the late 20th century, this auditorium was converted to a reading room for history and travel books in order to provide more shelving for the growing book collection.

The Endicott Branch Library

The Endicott Branch Library resides on the grounds of the Endicott Estate, the stately 19th century mansion of Henry Bradford Endicott, founder of the Endicott-Johnson Shoe Corporation. The Estate remained in the Endicott family until 1967 after the death of Henry's adopted daughter Katherine, who willed it to the town of Dedham for "educational, civic, social, and recreational purposes."

Throughout much of the mid-20th century, small branch libraries were established in various locations in Oakdale and East Dedham. As library usage increased, the need for a larger library was evident and an unused building on the Estate grounds was considered.

When automobiles replaced horses, the Estate's original Carriage House became a garage housing not only the fleet of automobiles, but the chauffeur as well. The picture windows at the back of the building were the original bays for each car. In 1969 the town acquired the Carriage House for the new Endicott Branch Library. Since then, the Branch Library has undergone some changes, but has remained a vital part of the cultural, social, and recreational life of Dedham as per Katherine Endicott's bequest.[1]

In 1994 Dedham Public Library joined the Minuteman Library Network which exponentially expanded the holdings of the town's libraries. Through this network, the Dedham Public Library borrows or lends materials throughout the country and beyond. The Minuteman Library Network (MLN) is a consortium of 42 libraries with 61 locations and a Central Site staff that work collectively to provide excellent service to its library users. The members include 35 public and 7 academic libraries in the Metrowest region of Massachusetts.

Assessment of Need:

The Dedham Public Library serves the community with its Main Library in Dedham Square and its Endicott Branch Library on the grounds of the Endicott Estate in the Oakdale area of the town. The libraries are open a total of 86 hours per week. The Library's Mission is to fulfill the community's need for personal enrichment, the power of information, and the joy of reading. Our role is to share resources, inspire ideas, and enrich lives.

[1] Information obtained from Library Website, miscellaneous undocumented papers, and the Dedham Historical Society.

The Dedham Public Library's collection consists of the following:

- 112,497 books - 29,848 are housed at the Endicott Branch Library
- 158 print periodical subscriptions
- 3544 audio CDs
- 5693 DVDs
- 8143 e-books
- 3650 downloadable audio items
- 23 independently purchased database licenses.

Of the town's population, 45% of the residents have library cards. The following chart illustrates the demographics of library card holders:

Dedham Library Card-Holder Demographics

Town population	24,729		
Card holders	11,115	=	45% of town population
Active since 1/1/11	6,012	=	54% of total card-holders and 24% of total Dedham population

Age of Card Holders

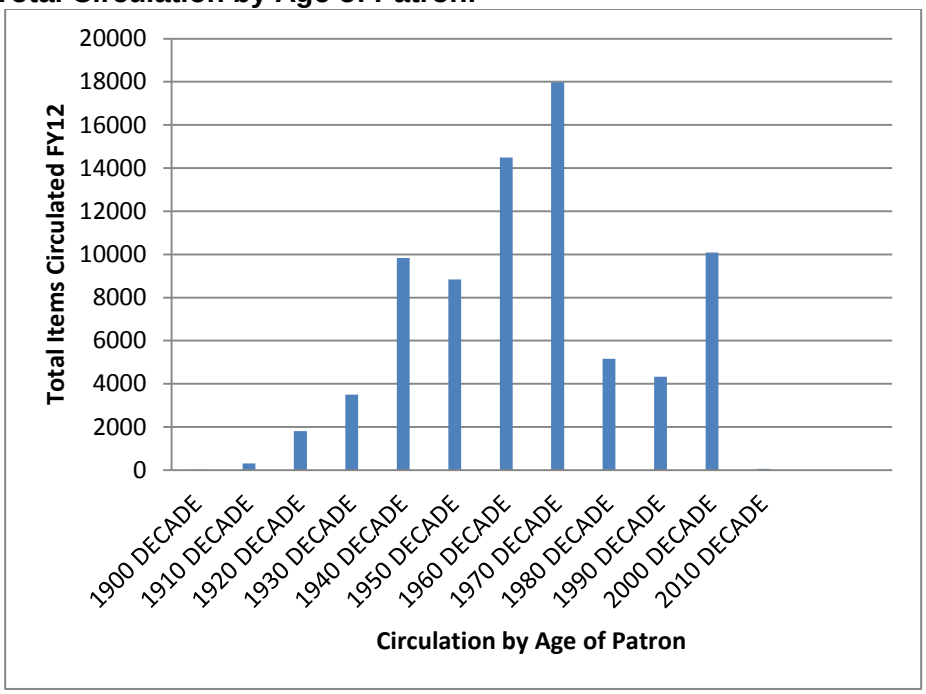
Decade of Birth	Age Range	Number of Card Holders	% of Total Card Holders
1910	93-	11	0.09%
1920	83-92	81	0.72%
1930	73-82	194	1.74%
1940	63-72	414	3.72%
1950	53-62	589	5.35%
1960	43-52	830	7.46%
1970	**33-42**	**845**	**7.60%**
1980	23-32	683	6.14%
1990	**13-22**	**1442**	**12.97%**
2000	**2--12**	**1016**	**9.14%**
2010	**2**	**4**	**0.03%**

Of those residents over age 25, the highest percentage of library card holders (7.60%) were born in the 1970s; young adults and teenagers represent 12.97% of library card holders, and children age 12 and younger represent 9.17%.

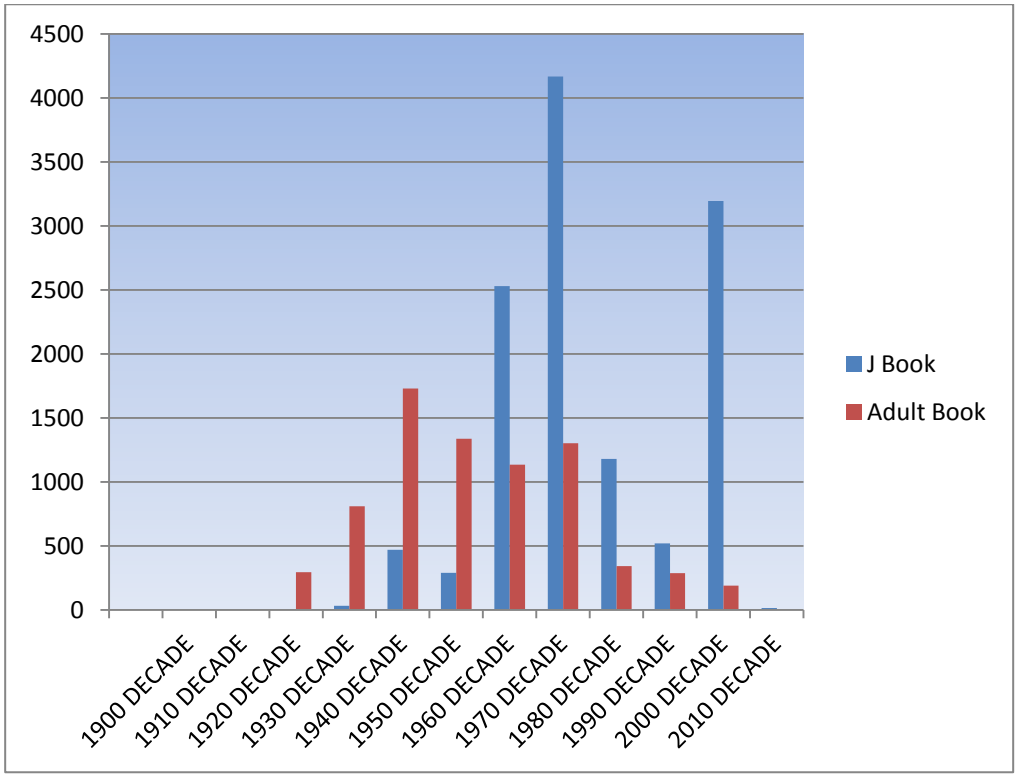
A snapshot of the user profile indicates the following: The highest numbers of items borrowed in FY12 were by patrons born in the 1970 decade (Graph 1) and that age group circulated the highest number of juvenile books (Graph 2). The majority of adult books circulated to patrons

born in the 1940 decade (Graph 2). This information helps us to identify who our current users are and what they borrow.

Total Circulation by Age of Patron:



Graph 1



Graph 2

Circulation of Adult and Juvenile Books by Age Group

Total circulation of library materials for FY12 was the following:

Material Type	Adult	Young Adult	Children	Totals
Books	45,431	4,477	41,956	91,864
Print periodicals	3,060	6	66	3,132
Audio CDs	8,565	226	799	9,590
DVDs	22,795	584	8,780	32,159
E-Books	1,449	Included in total	Included in total	1,449
Downloadable Audio	538			538
Misc.	1,403	4	56	1,463
Totals	**83,241**	**5,297**	**51,657**	**140,195**

Interlibrary loan activity in FY12 shows that Dedham provides more materials to other libraries than it requests:

ILL Transaction	Total
Interlibrary loans **Received** from other libraries	26,373
Interlibrary loans **Provided** to other libraries	44,762

Library programming in FY12 was following:

Programming	Number of Programs	Attendance
Children's Programs	286	2,235
Adult Programs	25	978

Library staffing has decreased precipitously over the years from the maximum staffing level of 18 FTE employees plus Pages to the current FY13 staffing level of 15.1 total FTE.

COMMUNITY PROFILE

Understanding the library service needs for the people of Dedham requires an analysis of the historical, social, and economic foundations of the town.

"A Capsule History of Dedham," published by the Dedham Historical Society and the Dedham Historical Commission chronicles the town's origins. In 1635, the General Court established Dedham as a buffer town to protect coastal communities from inland attacks. At that time, it encompassed nearly 200 square miles of agricultural and wilderness land. By 1639, selectmen were elected to carry out the administration of town affairs. Industry made an early appearance in Dedham with the construction of Mother Brook, a canal dug in 1637 from the Charles River to the Neponset River. It served as a source of water power for the town's corn mill, and in subsequent generations it provided power to roll copper coins, to make paper, to support a brush and a wire factory, and to run a water-powered broad loom. [2]

In 1793, Dedham was selected as a seat for the new County of Norfolk, bringing in lawyers, politicians, and people affiliated with county affairs. Turnpikes and stage coach lines were soon built connecting Dedham with Boston, Providence, and Hartford. Furthermore, the 1830s,'40s, and '50s saw the construction of railroads, making Dedham a transportation center allowing for the burst of industrial development. By the mid-nineteenth century, manufacturing employed more than six hundred and fifty people in Dedham in woolen mills, cotton mills, sawmills, and factories, including the renowned Dedham Pottery. But, by the First World War, economic conditions had changed; local industries succumbed as did the town's traditional association with agriculture. Today, though, Dedham is a thriving, modern town with an expansive new retail shopping and entertainment complex in its midst offering both employment and economic development opportunities.

Dedham experienced much of its population growth in the years following World War II. With the expansion of highways, Dedham became a logical choice for families wishing to move away from the confines of Boston and to seek the benefits of suburban lifestyles. Between 1950 and 1960, Dedham's population increased 29 percent, peaking in 1970 with 26,928 inhabitants. Since that time, Dedham's population declined 15 percent to 23,464 persons in 2000. Yet, by 2010 Dedham's population had increased approximately 5.3 percent to its present-day 24,729 residents.[3]

Dedham's 24,729 citizens reside in 10.6 square miles bordering Boston's West Roxbury and Hyde Park neighborhoods, and the towns of Needham, Westwood, and Norwood. Dedham is a community of neighborhoods: Oakdale, Riverdale, Greenlodge, The Manor, East Dedham, and Upper Dedham. Its population resides in 9,431 households; families occupy some 6500 of those households and senior citizens over age 65 inhabit approximately 1200 households. The average size family is 3 people. The age grouping of the population is the following[4]:

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[2] *A Capsule History of Dedham," Dedham Historical Society and the Dedham Historical Commission, 1975*

[3] Information obtained from Dedham Master Plan 2009 and US Census 2010

[4] US Census 2010 Demographic Profile Data

Age	Population Count	% of Dedham population
Under 5 years of age	1325	5.4%
5 to 9 years	1373	5.6%
10 to 14 years	1476	6%
15 to 19 years	1396	5.6%
20 t0 29 years	2601	10.5%
30 to 39 years	2984	12.1%
40 to 49 years	**3918**	**15.9%**
50 to 59 years	3683	14.9%
60 to 69 years	2452	10%
70 to 79 years	1732	7%
80 and older	1769	7.1%

The largest numbers of citizens are in their 40s; the median age of the Dedham population is 43 years of age. Senior citizens over age 65 represent 18.4% of the population, or 4549 residents.[5]

According to the 2010 Census data, 2285 children attend elementary school (grades 1 to 8), *i.e.*, 9.2% of the population; 1189 (4.8%) are in high school, and 1550 (6.2%) attend college. Dedham is an educated community. Of the population of adults over age 25, 92.5% are high school graduates, 17.8% hold bachelor's degrees, 11.9% have graduate or professional credentials, and 0.6% have doctorates. Furthermore, its citizens are economically stable. The median per capita income in 2009 was $39,613. and the median family income for the same time period was $88,743.[6] Nevertheless, the 2011 unemployment rate was 6.7%.[7]

[5] *Ibid*.
[6] http://www.city-data.com/income/income-Dedham-Massachusetts.html#ixzz23ptfZMnQ
[7] Massachusetts Department of Revenue, Division of Local Services, At a Glance Report for Dedham

MISSION

The Dedham Public Library provides services to fulfill the community's need for personal enrichment, the power of information, and the joy of reading. Our role is to share resources, inspire ideas, and enrich lives.

VISION

The Dedham Public Library seeks to be a safe, accessible, and inviting place conducive to learning, research, and enjoyment. We honor the past, embrace the future, and aspire to be the vibrant, integral heart of the community.

We Value:

- Free and Equal Access for All
- Quality Service
- Intellectual Freedom
- Life-Long Learning

GOALS

1. **Goal #1 - Resources and Services**

   To provide outstanding resources and services with state of the art technology to anticipate and fulfill the needs of our community by sharing materials, inspiring ideas, and enriching lives

2. **Goal #2 - Staffing**

   To recruit and develop qualified library staff who maintain a friendly, team-oriented environment while meeting the needs of the user population

3. **Goal # 3 – Facility**

   To provide a well-maintained, welcoming facility with a safe environment that encourages learning and research, and supports the on-going needs of users, collections, staff, and services

4. **Goal # 4 – Operations**

   To maintain and sustain the daily operations of the library in a professional, cost-effective manner with advanced equipment, technology, and systems

Goal #1 **Resources and Services**	**To provide outstanding resources and services with state of the art technology to anticipate and fulfill the needs of our community by sharing materials, inspiring ideas, and enriching lives**
Objective FY13	**Action Plan FY13**
1. By the end of FY2013, the DPL will promote, maintain and improve the library's website for patrons to retrieve library information and resources, as well as relevant links for school, town, and community.	1.1 By the end of January, 2013, we will evaluate several web designers. 1.2 By the end of January, 2013, we will hire a web designer to overhaul DPL's website. 1.3 By the end of spring, 2013, the Dedham Public Library's current website will be evaluated and designed by a web designer, specifically focusing on functionality and ease of use, and including community links and information. 1.4 By the end of FY2013, we will have met again with the web designer to discuss any issues with the website. 1.5 By the end FY 2013, we will promote the Library website through news releases, school newsletters, and online sources like Facebook. 1.6 By the end of FY2013, schools and town websites will be encouraged to include the Library's website link on their websites.
2. By the end of FY2013, a plan will be outlined for the preservation of historical documents, books and sources of information.	2.1 By the end of FY2013, staff will examine and inventory the historical documents and investigate digitizing options. 2.2 By the end of summer, 2013, staff will outline a proposal to seek grant funding to digitize the library's historical documents.
3. The DPL will provide a variety of resources for every library user.	3.1 In the Fall of FY13, staff will fully examine the Community Survey of Summer 2012 and identify the types of resources and collection enhancements requested by the public. 3.2 Collection development will be based upon Core Collection and Standard Catalog recommendations, professional journal reviews, and user suggestions. 3.3 In the summer of 2013, a user survey will be conducted to identify the community interests and collection needs. 3.4 In FY13, review book budget and establish a formula-based acquisition system.
4. The DPL will provide updated reference services.	4.1 By the end of FY2013, we will examine reference services at other libraries to establish benchmarks for Dedham.

5. Provide patron access to Ebooks, Kindles, Nooks, and IPads.	5.1 By the end of FY13, staff will attend training classes via MLN and other continuing education opportunities. Approximately two staff members will be sent for training, and they will, in turn, train the rest of the staff. 5.2 By January, 2013, we will have Overdrive training documents printed and available for patrons. 5.3 By the end of FY13, the trained staff will conduct scheduled one hour training classes for patrons. 5.4 By the end of FY2013, usage policy for Ebooks, Kindles, Nooks, IPads, and other personal electronic devices will be developed. 5.5 By the end of FY2013, provide Ebooks, Kindles and Nooks, and other devices for patron usage.
6. Update Museum Pass Program	6.1 By the end of Winter FY2013, benchmark other Libraries to see what passes are offered to patrons. 6.2 By the end of Winter FY2013, share results of benchmarking with the Director and Friends. 6.3 By the end of Spring FY2013, determine whether we need additional sponsors based on the number of extra Museum Passes suggested to expand our offerings. 6.4 By the end of FY2013, update DPL website, bookmarks, and Facebook to reflect the additional museum passes available. 6.5 By the end of FY2013, send notices to media outlets announcing updated museum pass program.
7. Provide state-of- the-art databases to patrons.	7.1 By the end of FY2013, research the types of databases available at other public library and make recommendations for expanding the holdings at DPL. 7.2 By the end of FY2013, analyze DPL's current databases to determine which are used most often.
8. Provide expanded programming opportunities for the Dedham community.	8.1 By the end of FY2013, research programming offered at other public libraries and outline recommendations for DPL programming. 8.2 By the end of FY2013, analyze current programs offered at the DPL. 8.3 By Spring 2013, survey patrons to determine programming preferences. 8.4 By the end of FY2013, contact speakers/presenters/performers, *et al.,* and schedule programs for FY14.

9. Partner with Dedham Schools to encourage reading	9.1 By Spring of FY2013, meet with school librarians to discuss potential reading programs at the library. 9.2 By Spring of FY2013, collect information from school librarians regarding books being read at each grade level. 9.3 By the end of FY2013, create a schedule of school visits to the Library and/or Library staff visits to the schools for fall, 2013.

Goal #1 **Resources and Services**	**FY2013-2014**
Objective FY14	**Action Plan FY14**
1. By the end of FY2014, the DPL will promote, maintain and improve the library's website for patrons to retrieve library information and resources, as well as relevant links for school, town, and community.	1.1 By the end of FY2014, we will be using social networking tools and other software to keep up-to-date and to provide timely information on the website. 1.2 During FY2014, we will budget and fund website upgrading software, such as Dreamweaver, to keep website current. 1.3 In FY14, selected staff will be trained to use Dreamweaver or similar software packages.
2. During FY2014 and FY2015, a plan will be created for the preservation of historical documents, books and sources of information.	2.1 By the end of FY2014, historical materials will be assessed and re-evaluated based on current and past recommendations. 2.2 By December, 2014, we will file a Letter of Intent with MA Board of Library Commissioners applying for a grant for digitizing of historical documents project. 2.3 By the end of FY2014, grants and other funding sources for this type of project will be researched and submitted for approval.
3. The DPL will provide a variety of resources for every library user.	3.1 By the end of FY2014, the library will maintain and augment the collection of print and non-print materials based on patron's needs and interests as indicated by the Library's survey to the community. 3.2 In FY14, book budget will be reviewed and a formula-based acquisition system examined. 3.3 By the end of FY2014, a materials budget will be evaluated and established to ensure meeting State Aid requirements. 3.4 By the end of FY2014, an English Language Learner collection will be developed based on community needs.

	Resources & Services FY14
4. The DPL will provide updated reference services.	4.1 By the end of FY2014, we will increase awareness and media promotions of reference services available in the library and through remote access. 4.2 By the end of FY2014, we will publicize and promote MassAnswers, a 24/7 reference center, or similar services.
5. Provide patron access to Ebooks, Kindles, Nooks, IPads, and other new electronic devices.	5.1 By the end of FY2014, we will survey users regarding accessibility, training and preferences for electronic devices to be provided by the DPL. 5.2 By the end of FY2014, examine training opportunities for new technology for staff and for users.
6. Update Museum Pass Program	6.1 Continue to advertise on Library Website, Bookmarks, and Fliers and with the media that we have added museum passes available for the public to borrow.
7. Provide state of the-art databases to patrons	7.1 By the end of January FY2014, evaluate current database holdings and usage; make recommendations for acquisition of additional subject-specific or general interest databases. 7.2 By the end of FY2014, purchase new recommended databases and train staff. 7.3 By the end of FY2014, advertise new databases on Website, Bookmarks and Fliers, and with the local media.
8. Provide expanded programming	8.1 By the end of FY2014, increase attendance at programs by targeted, continuous, and enhanced advertising. 8.2 By the end of FY2014, provide at least one program per month for adults or Young Adults, and multiple programs per month for children in addition to regular age-specific story programs.
9. Partner with Dedham Schools to encourage reading	9.1 By May 2014, contact schools to ensure their participation in the Encourage Reading program. 9.2 By the end of FY2014, advertise Encourage Reading programs and begin reading programs in September 2014. 9.4 By the end of FY2014, schedule times for reading at the Library and/or school for FY2015.

Goal #1 Resources and Services	**FY2014-2015**
Objective FY15	**Action Plan FY15**
1. By the end of FY2015, the DPL will promote, maintain and improve the library's website for patrons to retrieve library information and resources, as well as relevant links for school, town, and community.	1.1 By the end of FY2015, re-evaluate the library website and make needed changes.
2. By the end of FY2015, a plan will be created on the preservation of historical documents, books and sources of information.	2.1 By the end of FY2015, explore digitization and preservation methods with Northeast Document Conservation Center (NDCC), the Dedham Historical Society and other libraries who have digitized historical collections. 2.2 In 2015, per the grant application schedule, submit an application for a preservation grant to the MA Board of Library Commissioners. 2.3 In October or November of 2016, the MA Board of Library Commissioners will announce recipients for grant awards.
3. The DPL will provide a variety of resources for every library user.	3.1 By the end of December 2015, collection and weeding procedures will be revised to reflect current recommendations by ALA (American Library Association) and MLS (Massachusetts Library System). 3.2 By the end of FY2015, a patron request form will be created to use in-library, as well as online. 3.3 By the end of FY2015, a user survey will be conducted to determine community interests and needs.
4. The DPL will provide updated reference services.	4.1 By the end of FY2015, we will create fact sheets related to frequently asked questions, and certain topics of interests for library patrons. 4.2 By the end of FY2015, reference strategies will be created for staff members to assist in answering reference questions.
5. Provide patron access to Ebooks, Kindles, Nooks, IPads, and other new electronic devices	5.1 By the end of FY2015, staff will continue to be updated on new or upgraded technology by reading professional literature, attending professional meetings, and visiting other libraries.

	5.2 By the end of FY2015, train staff on new or upgraded technology. 5.3 By the end of FY2015, provide technology training classes for patrons to use personal electronic devices. 5.4 By the end of FY2015, reassess procedures for patron usage of electronic devices.
6. Update Museum Pass Program	6.1 By the end of FY2015, continue to examine available passes for upgrading; update Website, bookmarks and fliers, and notify local media sources.
7. Provide state of-the-art databases to patrons	7.1 By the end of FY2015, research database collections at other libraries. 7.2 Make recommendations for acquisition of additional databases. 7.3 By the end of FY2015, provide training on new databases to patrons.
8. Provide expanded programming	8.1 By the end of FY2015, increase attendance at programs by targeted, continuous, and enhanced advertising. 8.2 By the end of FY2015, examine attendance to determine if changes to programs need to be made.
9. Partner with Dedham Schools to encourage reading	9.1 By the end of FY2015, continue school reading programs in partnership with Dedham schools. 9.2 By the end of FY2015, research supplementary ways to encourage reading. 9.3 By the end of FY2015, research reading therapy options for the library.

Goal #1 Resources and Services	**FY2015-2016**
Objective FY16	**Action Plan FY16**
1. By the end of FY2014, the DPL will promote, maintain and improve the library's website for patrons to retrieve library information and resources, as well as relevant links for school, town,	1.1 By the end of FY2016, evaluate our website and make needed changes or updates.

and community. **Resources & Services FY16**	
2. By the end of FY2015, a plan will be created on the preservation of historical documents, books and sources of information.	2.1 Continue the project of digitizing the historical documents collection at the Dedham Public Library.
3. The DPL will provide a variety of resources for every library user.	3.1 By the end of FY2016, review book budget and establish formula-based acquisition system.
4. The DPL will provide updated reference services.	4.1 Examine reference services at other libraries to establish benchmarks for DPL.
5. Provide patron access to Ebooks, Kindles and Nooks	5.1 By the end of FY2016, continue to be updated on new or upgraded technology. 5.2 By the end of FY2016, train staff on new or upgraded technology. 5.3 By the end of FY2016, provide classes to patrons. 5.4 By the end of FY2016, revisit policy for patron usage.
6. Update Museum Pass Program	6.1 By the end of FY2016, Continue to look at available passes for upgrading. If upgraded - update website, bookmarks, and fliers.
7. Provide state of the art databases to patrons	7.1 By the end of FY2016, on-going research to ensure we are current with databases.
8. Provide expanded programming	8.1 By the end of FY2016, conduct a survey to determine what the patrons want in programming.
9. Partner with Dedham Schools to encourage reading	9.1 By the end of FY2016, continue reading programs. 9.2 By the end of FY2016, update reading materials. 9.3 By January FY2016, investigate and implement reading therapy program at the library.

Goal #1 Resources and Services	**FY2016-2017**
Objective FY17	**Action Plan FY17**
1. By the end of FY2017, the DPL will promote, maintain and improve the library's website for patrons to retrieve library information and resources, as well as relevant links for school, town, etc.	1.1 By the end of FY2017, the Library webpage will be upgraded to include updated software.
2. By the end of FY2017, a plan will be created for the preservation of historical documents, books and sources of information.	2.1 By the end of FY2017, complete the digitization and preservation of historical documents project.
3. By the end of FY2017, the DPL will provide a variety of resources for every library user.	3.1 By the end of FY2017, a user survey will be conducted to ensure community needs are being met.
4. By the end of FY2015, the DPL will provide updated reference services.	4.1 By the end of FY2017, the library will reevaluate the reference collection and update material as needed.
5. Provide patron access to Ebooks, Kindles and Nooks	5.1 By the end of FY2017, continue to upgrade technology. 5.2 By the end of FY2017, train staff on new or upgraded technology. 5.3 By the end of FY2017, provide technology training classes for patrons. 5.4 By the end of FY2017, evaluate procedures for patron usage of technological tools.
6. Update Museum Pass Program	6.1 By the end of FY2017, examine the available passes for upgrading. If upgraded - update website, bookmarks and fliers and notify local media outlets.
7. Provide state of the art databases to patron	7.1 In FY17, continue evaluating new databases by subject categories for inclusion with the Dedham Public Library's online resources.

	Resources & Services FY17
8. Enhance and expand programming	8.1 By the end of FY2017, brainstorm ways to increase attendance. 8.2 By the end of FY2017, analyze programs offered to ensure quality, variety, and diversity.
9. Partner with Dedham Schools to encourage reading	9.1 By the end of FY2017, evaluate program for updating, expanding, enhancing.

Goal #2 Staffing	**To recruit and develop qualified library staff who maintain a friendly, team-oriented environment while meeting the needs of the user population**
Objective FY13	**Action Plan FY13**
1. By the end of FY13, develop a plan to increase staffing levels.	1.1 Beginning in FY13, analyze staffing levels and determine needs for Library. 1.2 Begin process to review current job descriptions on a bi-yearly basis. 1.3 Promote the Dedham Public Library to gain support for new positions by opening the lines of communication with various civic groups, organizations, community members, and elected officials. 1.4 Review and revise job descriptions keeping them current with changes in positions and advances in librarianship.
2. By the end of FY13, the Dedham Public Library will involve staff in annual planning for future initiatives and in evaluation of current provisions of service.	2.1 Beginning in FY13, conduct regular staff meetings to assess patron evaluations. 2.2 Beginning in FY13, work with Trustees and Friends of the Dedham Public Library to improve and promote programming. 2.3 Encourage staff development and continuing education by participation in professional workshops and training sessions. 2.4 Develop plans and rationale to increase staffing level by one full-time Branch Librarian, one full-time Library Assistant, and one full-time Young Adult Services Librarian. 2.5 Work with Trustees to gain Town support for increased staffing levels.

Goal #2 Staffing	**FY2013-2014**
Objective FY14	**Action Plan FY14**
1. Training and Staff Development	1.1 By the end of FY14, the DPL will conduct staff training for circulation, system upgrades, and PC applications for all staff as needed. 1.2 By the end of FY14, conduct two in-house staff development days for customer service training and for technology training to ensure all staff members have the most current information and procedures. 1.3 By the end of FY14, ensure staff members are up-to-date on technological procedures, have a working knowledge of library collections, and are proficient in ready reference services. 1.4 By the end of FY14, develop a structured plan for training staff at all levels in customer service and in determining resources needed to conduct the training program.

Goal #2 Staffing	**FY2014-2015**
Objective FY15	**Action Plan FY15**
1. Complete Staff Training Manual	1.1 In FY15, review outline of all procedures in all departments for the staff manual. 1.2 Write staff training manual. 1.3 In FY15, conduct in-house workshops for training and updating of operational procedures.
2. Involve all Pages and Volunteers in DPL Family	2.1 By FY15, prepare and distribute a handbook to all Volunteers and Pages describing their specific tasks and duties.
3. Evaluate staff	3.1 Conduct yearly evaluations of staff and implement customer surveys for feedback on library service.

Goal #2 Staffing	**FY2015-2016**
Objective FY16	**Action Plan FY16**
1. By FY16, refine hiring process to fill vacancies in library positions	1.1 By the end of FY16, recruit widely for well-qualified candidates for all vacancies. 1.2 By the end of FY16, employ additional full-time staff. 1.3 By the end of FY16, provide part-time library assistants and part-time librarians for weekend and evening coverage to expand library hours and days of operations to fully meet the informational and library service needs of the community.
2. Evaluate staffing levels and service to patrons	2.1 By the end of FY16, conduct further customer surveys and staff evaluations to continue to improve and enhance library services for the community.

Goal #2 Staffing	**FY2016-2017**
Objective FY17	**Action Plan FY17**
1. Continue the Staffing Objectives and Action items of previous years	1.1 Review the Objectives and Action Items of previous years and update as needed.

Goal #3 Facilities	**To provide a well-maintained, welcoming facility with a safe environment that encourages learning and research and supports the on-going needs of users, collections, staff, and services**
Objectives FY13	**Actions FY13**
1. The Dedham Public Library will have Architects assess both the Main and the	1.1 Summer of 2012, consulting architects and interior designers will evaluate the Dedham Public Library buildings and make recommendations for accessibility and interior design

Endicott Branch	improvements. 1.2 September 2012, provide Town Facilities Director with architect's report on accessibility and interior needs.
2. Plan for funding building enhancements, accessibility, and interior redesign projects.	2.1 Work with Trustees to identify fundraising projects for interior improvements based on architects' report. 2.2 Fundraising initiatives will be conducted by Trustees, Friends, and DLiT members. 2.3 The library will request Capital funding through the Town of Dedham (beginning Spring FY 14) for projects identified in architects report.
3. The Dedham Public Library will create a more welcoming environment for Patrons	3.1 Evaluate, redesign or replace, as necessary, existing library signage. 3.2 Provide mapping displays in selected areas in the buildings to help patrons find what they need. 3.3 Improve amenities such as public restrooms and reading/browsing/study areas to enhance patron comfort. 3.4 Investigate feasibility of designating a food/drink, internet café reading area at Main.

Goal #3 Facilities	**FY14 (2013-2014)**
Objectives FY14	**Actions FY14**
1. Improve space utilization within the facility to better serve our Patrons and enhance working conditions for the staff	1.1 Evaluate the current organization of materials in the buildings and investigate better arrangements. 1.2 Provide better and more plentiful public seating and tables with funding from the Friends and the Dedham Library innovation Team through book or bake sales, cookbooks, and special events. 1.3 The library will provide facilities that are inviting, safe, and well maintained and available during hours of greatest convenience to the community. 1.4 Install automatic or timed security locks on both buildings. 1.5 Provide improved meeting spaces for the public to encourage information sharing and collaboration.

2. Update procedures for meeting room use	2.1 Consider needs of the community and adapt procedures for clear understanding on use of space. 2.2 Develop schedule for coverage of library buildings during events that need custodial service. Outside groups will contract with Library custodians. If Custodians are not available, group must contact Town Facilities Department for custodial services.

Goal #3 Facilities	**FY15 (2014-2015)**
Objectives FY15	**Actions FY15**
1. Develop Maintenance schedule for both Main and Endicott Branch	1.1 Create a five year building maintenance plan in conjunction with the Town. 1.2 Purchase supplies in advance on a 6 months purchase plan. 1.3 Partner with the schools for students volunteer throughout the year to assist custodians with maintaining buildings and grounds. 1.4 Partner with the Endicott Greenhouse to add to exterior beauty with flowers and shrubs.
2. Handicap Access for Main Library	2.1 Work with Town officials, library trustees and ADA to make Main library handicap accessible by investigating installation of elevator or chairlift. 2.2 Acquire specialized equipment for the hearing impaired and the blind.

Goal #3 Facilities	**FY16 (2015-2016)**
Objectives FY16	**Actions FY16**
1. Evaluate physical space to determine locations for new uses.	1.1 Consider out-door library space to develop open space programs where nature is part of the library experience. 1.2 Use both Endicott and Main library for movie nights. 1.3 Add outdoor story times as weather permits. 1.4 Host a cookout at end of Summer 1.5 Increase Friends activities space. The Friends sponsor library programs, plan and direct book sales, and provide funds to enhance the library's programs.

	1.6 Repair and repaint lower stacks
2. Establish space for quiet study	2.1 Evaluate and implement designated quiet study areas. 2.2 Create spaces where the patrons have easy access to study areas that are comfortable with proper lighting and heat/cool and with minimal interruptions. 2.3 Remove paneling in history room, redo wall surfaces, and add small tables and chairs with lamps for comfort.

Goal #3 Facilities	**FY17 (2016-2017)**
Objectives FY17	**Actions FY17**
1. Create a YA Room	1.1 Consider all options for space at one of the two Dedham libraries to provide a YA Area for YA collection, study, gaming, and book groups. 1.2 Partner with the schools to set aside time/space for YA groups to begin the college application process.
2. Create space for staff	2.1 Purchase lockers/locked areas for staff. 2.2 Remodel staff rooms for both comfort and convenience. 2.3 Utilize staff room for in-house workshops.

Goal #4 Operations	**To maintain and sustain the daily operations of the library in a professional, cost-effective manner with advanced equipment, technology, and systems**
Objectives FY13	**Actions FY13**
1. The DPL will work to establish a professional and efficient relationship with the Town IT department.	1.1 A staff member will be assigned as contact person to coordinate IT requests and to follow-up on repair/upgrade issues. 1.2 A Library representative will have regularly scheduled meetings with the Town IT Department to coordinate technology matters and to communicate library technology needs and problems to the Town.
2. The DPL staff will develop and implement a library procedures handbook.	2.1 By FY2013, the DPL will identify procedures to be included in the handbook. (For example: Circulation, Collection development, abuse of internet use, Opening and closing buildings, etc.) We will meet once a month to discuss.
3. The DPL management will emphasize staff morale, applaud staff achievement, and encourage staff professional development.	3.1 By FY2013, Staff meetings will be held regularly to highlight and identify progress and to praise achievements.
4. The annual budget request will reflect an efficiently-run organization's needs and will ensure sufficient funds to operate the facility, support qualified staff and meet patron expectations.	4.1 By FY2013, the DPL will create a formula based budget for acquisitions of library materials and services.
5. The DPL will consider location of individual collections.	5.1 In FY2013, we will consult professional architects and interior designers on the layout of the building and address the recommendations.
6. The DPL will solicit public input via surveys	6.1 By FY2013, identify our customers and their wants and needs through analysis of current survey.
7. The Dedham Public Library will prepare a disaster plan	7.1 By FY2013, DPL will consult with town officials, such as fire and police departments, in a series of bi-monthly meetings to discuss disaster planning and

	preparations.
8. The DPL will market itself to the community through outreach programs.	8.1 In FY2013, a suggestion box will be placed at both libraries. 8.2 By the end of FY2013, we will contact MLN's central site to format receipt labels to direct people to our annual survey.

Goal #4 Operations	**FY14 (2013-2014)**
Objectives FY14	**Actions FY14**
1. The DPL will examine current operating hours at both locations to determine if they best meet the needs of the community.	1.1 By the end of FY2014 if new staffing positions have been added, the DPL will examine operating hours and propose a new schedule to meet the needs of the community.
2. The DPL will partner with the Town IT department to improve the functions of staff computers and library systems.	2.1 By FY2014, the DPL will work with the IT department monthly to arrange an ongoing schedule of system upgrades
3. The DPL staff will develop and implement a library procedures handbook.	3.1 By FY2014, the DPL will have a rough draft of the handbook and continue our meetings as necessary.
4. The DPL will create a fully operating volunteer system for high school students	4.1 By FY2014, the DPL will contact the High School Guidance Department, High School Adjustment Counselor, School Superintendent's Office, and the Youth Commission to share resources and to develop a volunteer program.
5. The DPL management will emphasize staff morale, applaud staff achievement, and encourage staff professional development.	5.1 By FY2014, staff will attend professional development meetings and workshops hosted by MLA, MLS and ALA, and other continuing education or professional associations.
6. The annual budget request will reflect an efficiently-run organization's needs and will ensure sufficient funds to operate the facility, support qualified staff and meet patron expectations.	6.1 By FY2014, library management in conjunction with the Trustees and Town officials will work to create a budget that addresses current trends and needs, especially highlighting technology needs.
7. The DPL will consider location of individual collections.	7.1 By FY2014, reference and children librarians will examine current location of fiction, non-fiction and audio visual materials to determine if location is optimal for patron

	accessibility. Analyze underutilized space for possible expansion.
8. The DPL will seek public input via the use of surveys and other means.	8.1 By FY2014, we will use the data from current survey to determine the immediate needs of the community and discuss implementation at monthly staff meetings.
9. The Dedham Public Library will prepare a disaster plan	9.1 By FY2014, collect information on disaster planning by visiting neighboring libraries throughout the year
10. The DPL will market itself to the community through outreach programs.	10.1 By FY2014, the DPL will strive to expand advertising with local media and online publications via meetings with representatives of these organizations, such as The Dedham Times, Dedham Transcript, Patch.com, etc. 10.2 By FY2014, library staff will make public appearances at civic events such as student government days, town meeting and various town groups, Civic Pride, Dedham Square Circle, DLIT, etc. 10.3 By FY2014, the DPL will establish relationships with the schools through after-school story times and young adult book discussions to meet the needs of the students.
11. Collections will be examined and weeded.	11.1 During FY14, all collections at the Main and Endicott libraries will be evaluated, weeded, and updated using specific professional guidelines, including by not limited to *Public Library Core Collection, Fiction* and *Non-Fiction Core Collection, Best Books for High School Grades 9 to 12,* and *Best Books for Middle School Grades 6 to 9.*

Goal #4 Operations	**FY15 (2014-2015)**
Objectives FY15	**1. Actions FY15**
1. The DPL will examine current operating hours at both locations to determine if they best meet the needs of the community.	1.1 By FY2015, evaluate schedules to see if they meet the needs of the community and make changes when appropriate.
2. The DPL will partner with the Dedham Town IT department to improve the functions of staff computers and library systems.	2.1 Ongoing activity from previous year.

Operations FY15	
3. The DPL staff and library trustees will develop and implement a library procedures handbook.	3.1 Ongoing activity from previous year.
4. The DPL will create a fully operating volunteer system for high school students.	4.1 By FY2015, the circulation supervisor and the reference librarian will prepare a volunteer handbook.
5. The DPL management will emphasize staff morale, applaud staff achievement, and encourage staff professional development.	5.1 By FY2015, one staff meeting per year will include a guest speaker or trainer focusing on an area of staff development.
6. The annual budget request will reflect an efficiently-run organization's needs and will ensure sufficient funds to operate the facility, support qualified staff and meet patron expectations.	6.1 Ongoing activity from previous year.
7. The DPL will consider location of individual collections.	7.1 Ongoing activity from previous year. 7.2 By FY2015, we will prepare underutilized space for shelving.
8. The DPL will solicit public input via surveys and other means	8.1 Surveys will be conducted annually to identify community needs.
9. The DPL will market itself to the community through outreach programs.	9.1 By FY2015, the library will explore charitable and civic resources and organizations to promote the library. 9.2 By FY2015, the library will identify local celebrities in community to help promote library programs.
10. Collections will be examined, weeded, and updated.	10.1 During FY15, the collection evaluation process begun in FY14 will continue. All collections at the Main and Endicott libraries will be evaluated, weeded, and updated using specific professional guidelines, including by not limited to *Public Library Core Collection, Fiction* and *Non-Fiction Core Collection, Best Books for High School Grades 9 to*

	12, and *Best Books for Middle School Grades 6 to 9.*

Goal #4 Operations	**FY16 (2015-2016)**
Objectives FY16	**Actions FY16**
1. The DPL staff will develop and implement a library procedures handbook.	1.1 By FY2016, the handbook will be completed.
2. The DPL will create a fully operating volunteer system for high school students.	2.1 Ongoing activity from previous year.
3. The DPL management will emphasize staff morale, applaud staff achievement, and encourage staff professional development.	3.1 By FY2016, an annual staff day will be instituted for recreation and appreciation.
4. The annual budget request will reflect an efficiently-run organization's needs and will ensure sufficient funds to operate the facility, support qualified staff and meet patron expectations.	4.1 Ongoing activity from previous year.
5. The DPL will consider location of individual collections.	5.1 By FY2016, we will have shifted individual collections to new areas identified in study of library space.
6. The DPL will seek public input via use of surveys and other means	6.1 Ongoing activity from previous year.
7. The Dedham Public Library will prepare a disaster plan	7.1 Ongoing activity from previous year.

8. The DPL will market itself to the community through outreach programs.	8.1 Ongoing activity from previous year.

Goal #4 Operations	**FY17 (2016-2017)**
Objectives FY17	**Actions FY17**
1. The DPL will examine current operating hours at both locations to determine if they best meet the needs of the community.	1.1 Ongoing activity from previous year.
2. The DPL will partner with the Dedham Town IT department to improve the functions of staff computers and library systems.	2.1 Ongoing activity from previous year.
3. The DPL staff and library trustees will develop and implement a library procedures handbook.	3.1 Ongoing activity from previous year.
4. The DPL will create a fully operating volunteer system for high school students.	4.1 Ongoing activity from previous year.
5. The DPL management will emphasize staff morale, applaud staff achievement, and encourage staff professional development.	5.1 Ongoing activity from previous year.
6. The annual budget request will reflect an efficiently-run organization's needs and	6.1 Ongoing activity from previous year.

will ensure sufficient funds to operate the facility, support qualified staff and meet patron expectations.	
7. The DPL will consider location of individual collections.	7.1 Ongoing activity from previous year.
8. The DPL will seek input via the use of surveys and other means	8.1 Ongoing activity from previous year.
9. The Dedham Public Library will prepare a disaster plan	9.1 By FY2017, a disaster plan will be written
10. The DPL will market itself to the community through outreach programs.	10.1 Ongoing activity from previous year.

ADDENDUM

A. Technology Plan

I. Goal 1: By the end of FY15, Dedham Public Library will be an information hub for the community, utilizing current technologies and high speed Internet access to improve library services for the community including links to schools, Town agencies, businesses and organizations.

- Objective 1.1. By the end of FY13, we will expand and enhance public access through technology.
    - Action 1. By the end of FY13, an annual replacement schedule will be created for the upgrade of public and staff computers and printers.
    - Action 2. By the end of FY14, we will increase access to subscription online databases, providing access within the library, as well as from home.
    - Action 3. By the end of FY14, a complete and comprehensive technology equipment inventory will be done.
- Objective 1.2. By the end of FY13, we will provide staff with hardware, software and training required to provide excellent service.
    - Action 1. By the end of FY13, we will utilize trainings provided by MLS, MLN, and MBLC, state and regional library associations and other continuing educational opportunities to help keep staff up-to-date on new and updated technological advances.
    - Action 2. By the end of FY14, all new staff hires must be computer literate.
    - Action 3. By the end of FY15, staff will be encouraged to attend at least one computer workshop per year.

II. Goal 2: By the end of FY15, the Dedham Public Library will improve and maintain network services, including wireless and telecommunication services.

- Objective 2.1 By the end of FY14, we will provide the fastest Internet connection as delivery of information formats requires.
    - Action 1. By the end of FY14, we will work with MLN on upgrades for the integrated library automated system.
    - Action 2. By the end of FY15, annual assessments will be conducted of telecommunications, hardware and software needed for providing optimal service.
    - Action 3. By the end of FY15, a budget will be developed for purchase and maintenance of hardware, UPS equipment (uninterrupted power supply), upgrades to software programs, and telecommunications cabling and equipment.

- *<u>Objective 2.2.</u> By the end of FY17, the wireless network will be maintained on an annual basis throughout the library.*

    - Action 1. By the end of FY17, all wireless access points will be maintained.
    - Action 2. By the end of FY15, printing options from laptops and other mobile devices for patrons and staff will be investigated.

- *<u>Objective 2.3</u> By the end of FY17, we will provide high speed telecommunications connections that will allow the library to provide excellent service for staff and patrons.*

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    - Action 1. By the end of FY14, upgrades for new phone equipment and new phone lines will be budgeted and added as necessary.
    - Action 2. By the end of FY14, cost feasibility to use fax machine for patron use will be investigated.

III. Goal 3: By the end of FY13, the Dedham Public Library will promote, maintain and improve the library's website for patrons to retrieve library information, as well as relevant links for school, town, etc.

- *<u>Objective 3.1</u> By the end of FY14, we will expand usefulness, functionality and access to current information.*

    - Action 1. By the end of FY14, we will evaluate the current website design and its functionality and ease of use by patrons.
    - Action 2. By the end of FY14, we will promote the Library website through such means as news releases, school newsletters, and online sources like Facebook.
    - Action 3. By the end of FY14, staff will be trained on web software.
    - Action 4. By the end of FY14, we will be using social networking tools and other software to keep up-to-date and timely information on the website.
    - Action 5. By the end of FY15, we will fund and upgrade website software, such as Dreamweaver to keep website current.

- *<u>Objective 3.2</u> By the end of FY15, we will provide information and links related to schools, town, e-government, etc. through the Library's website.*

    - Action 1. By the end of FY13, schools and town websites will be encouraged to include the Library's website link to their websites.
    - Action 2. By the end of FY13, we will investigate school and town links to put on library website.
    - Action 3. By the end of FY14, we will research e-government sites for relevant links and information.
    - Action 4. By the end of FY15, functionality of website using relevant links will be evaluated.

ADDENDUM:

B. Architectural Building and Furnishings Study

Full Document on file at the Library and with the Director of Facilities for Dedham

Code, Accessibility and Life Safety Analysis and Furniture and Signage Analysis for the Existing Facilities of the Dedham Public Library

Prepared for: The Town of Dedham Public Libraries, August 15, 2012
Prepared by: LIEBSTUDIOS: architecture 6 Milk Street Salem, MA 01970 978.745.9541 info@liebstudios.com Architect's Project No: 2012.07.0100

EXECUTIVE SUMMARY – DEDHAM PUBLIC LIBRARY and ENDICOTT BRANCH LIBRARY

The architects reviewed and surveyed the existing Dedham Public Library – Main Library and Endicott Branch facilities for compliance with 780 CMR the Massachusetts State Building Code, 8th Edition (International Building Code 2009 w/ amendments), the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Accessibility Guidelines (ADAAG) effective March 2012, and the 521 CMRArchitectural Access Board guidelines for the Commonwealth to evaluate what building components shall be included in the proposed substantial repairs and alterations program requested by the Client.

The architects surveyed each room in the facility for accessibility compliance and performed a detailed analysis of the building egress and life safety components under 780 CMR and identified key recommendations for alterations as part of the overall repair and alteration program for the facility. In addition, the furnishings and signage in each facility were examined and evaluated.

The full report with recommendations is available at the Library and with the Town Facilities Director. A summary of some of the major findings include the following, for specific details see full report:

- **Main Library:**

1. Accessible entrance ramp's existing surface conditions are not in compliance
2. First level toilet room needs to be retrofitted for compliance
3. Controls for life safety components (fire alarm pull boxes, door push bars, lever handles) need to be relocated for code compliance

4. Drinking fountains need to be changed
5. Signage and wayfinding aides need to be redesigned for entire facility
6. Parking lot striping needs to be repainted to ensure visibility and contrast
7. Door hardware knobs not compliant
8. Thresholds at entrances to the stacks are not in compliance
9. Existing Grand Stair that connects all building levels has deficiencies in riser heights, dimensional uniformity and does not have required guards
10. Handrails at existing Church Street entrance do not comply with code
11. Building is not sprinkled; need to install approved automatic fire suppression system
12. Double doors should be replaced with single doors, proper panic hardware, and the ability to maintain smoke tight zones throughout the building
13. HVAC equipment located in public areas is unenclosed and in code violation
14. HVAC system is residential grade equipment and not suitable for commercial applications. Units need to be enclosed with proper access doors or relocated and ducted
15. Five categories of seating are recommended for replacement; they are staff, task, children's, lounge, and stacking

- **Endicott Branch Library:**

1. Replace and regrade paved route from parking area into building to ensure full compliance, accessibility, usability, and safety
2. Re-stripe and repair parking surface
3. Remove all obstructions in corridors, reading rooms, and stacks to ensure egress paths are clear
4. Reposition stacks to allow required access aisle widths
5. Replace all existing exit signs and add directional arrows
6. Replace both egress doors and frames with new doors for size compliance and regrade exterior egress routes
7. Replace door hardware for compliance
8. Install approved automatic fire suppression system
9. Install portable fire extinguishers
10. For energy efficiency, remove existing fibrous acoustical material installed between trusses. Install at the underside of roof only, a closed-cell, spray-in foam insulation system, then install gypsum wallboard with acoustical plaster finish
11. Alter existing toilet rooms for compliance
12. Reinstall drinking fountain at required height
13. Retrofit entire facility with accessible room, directional, and wayfinding signage
14. Five categories of seating are recommended for replacement; they are staff, task, children's, lounge, and stacking

ADDENDUM

B. Community Survey Questionnaire Results

Dedham Library

SurveyMonkey

1. Gender

		Response Percent	Response Count
Female		**75.0%**	**425**
Male		25.0%	142
		answered question	**567**
		skipped question	**3**

2. Age group

		Response Percent	Response Count
Under 12		0.7%	4
13-18		1.1%	6
19-29		4.4%	25
30-39		21.2%	120
40-49		**24.2%**	**137**
50-59		19.4%	110
60-69		16.6%	94
70+		12.4%	70
		answered question	**566**
		skipped question	**4**

3. For Dedham residents: in what neighborhood do you reside?

	Response Percent	Response Count
Precinct 1/Upper Dedham	13.9%	76
Riverdale	12.3%	67
East Dedham	13.0%	71
Oakdale	**20.9%**	**114**
Greenlodge	17.2%	94
Manor	4.4%	24
Capen	2.4%	13
Endicott	15.9%	87
	answered question	**546**
	skipped question	**24**

4. If not a Dedham resident: in what city or town do you live?

	Response Count
	21
answered question	**21**
skipped question	**549**

5. Do you have a library card?

	Response Percent	Response Count
Yes	94.3%	525
No	5.7%	32
answered question		557
skipped question		13

6. How often do you use the Dedham Public Library (either the Main Library or the Endicott Branch Library)?

	Response Percent	Response Count
More than once a week	15.6%	87
Weekly	30.0%	167
Once or twice a month	33.4%	186
A few times a year	15.8%	88
Never	5.2%	29
answered question		557
skipped question		13

7. During the past year, why have you visited the library? Check all that apply.

	Response Percent	Response Count
Browsed/checked out adult materials	**77.7%**	**412**
Browsed/checked out children's materials	48.9%	259
Browsed/check out young adult materials	25.5%	135
Borrowed museum passes	44.7%	237
Read magazines or newspapers	31.3%	166
Used the public computers for recreation	12.6%	67
Used public computers to do research	13.2%	70
Used public computers for printing	9.6%	51
Used Wi-Fi	12.6%	67
Used the library's online databases	18.3%	97
Did homework/studied/tutored	10.6%	56
Did research on topics of personal interest	15.8%	84
Researched local history (Dedham Collection)	4.0%	21
Relaxed during my lunch break	3.6%	19
Enjoyed a quiet place to read	22.8%	121
Attended adult program	15.1%	80
Attended Children's activities	23.0%	122
Attended Book Group meeting	8.7%	46
Borrowed School Summer Reading Books	14.3%	76

Socialize with friends		12.5%	66
Used the photocopier		13.6%	72
Browsed or bought items from the Book Sale Collection		34.3%	182
Other (please specify)		11.3%	60
		answered question	**530**
		skipped question	**40**

8. What limits your use of the Dedham libraries? Check all that apply.

	Response Percent	Response Count
Dedham Libraries do not have what I want or need	10.1%	46
Hours are inconvenient	**44.1%**	**201**
Lack of parking	28.1%	128
Too few public computers/limited computer applications	7.7%	35
Unpleasant previous experience	5.0%	23
Too crowded/too noisy/no quiet place to study	5.9%	27
Not interested in using libraries	1.3%	6
I buy all the books, DVDs, magazines, etc. I need	4.6%	21
I use The Internet at home	36.0%	164
I use The Internet for all my information needs	9.0%	41
I use the Dedham school libraries	4.2%	19
I use other public or academic libraries	8.1%	37
Other reasons or comments	27.6%	126
	answered question	**456**
	skipped question	**114**

9. What other public libraries, academic libraries or special libraries do you use?

	Response Count
	249
answered question	249
skipped question	321

10. How often do you find what you are looking for at the library?

		Response Percent	Response Count
Always		20.8%	109
Frequently		**59.7%**	**313**
Sometimes		17.9%	94
Never		1.5%	8
		answered question	524
		skipped question	46

11. How would you rate the service from the staff at the Main Library?

	Excellent	Good	Fair	Poor	Response Count
Helpfulness	**66.6% (329)**	25.1% (124)	7.7% (38)	0.6% (3)	494
Knowledge	**61.2% (293)**	30.7% (147)	7.3% (35)	0.8% (4)	479
Courtesy	**64.3% (313)**	24.8% (121)	8.6% (42)	2.3% (11)	487
				Comments	100
				answered question	497
				skipped question	73

12. How would you rate the service from the staff at the Endicott Branch Library?

	Excellent	Good	Fair	Poor	Response Count
Helpfulness	**76.5% (349)**	18.6% (85)	4.2% (19)	0.7% (3)	456
Knowledge	**68.9% (310)**	27.1% (122)	3.3% (15)	0.7% (3)	450
Courtesy	**74.6% (335)**	18.7% (84)	4.9% (22)	1.8% (8)	449
				Comments	120
				answered question	**457**
				skipped question	**113**

13. How would you rate our library facilities? (space, layout, furnishing, safety,etc)

	Excellent	Good	Fair	Poor	Response Count
Dedham Main Library	23.4% (114)	**48.5% (236)**	21.6% (105)	6.6% (32)	487
Endicott Branch Library	27.4% (126)	**43.3% (199)**	23.7% (109)	5.7% (26)	460
				Comments	73
				answered question	**516**
				skipped question	**54**

14. What types of programs or activities would you like the library to offer?

	Response Count
	197
answered question	**197**
skipped question	**373**

15. What materials, resources, or technology would you like the library to provide?

	Response Count
	156
answered question	156
skipped question	414

16. If you use the library computers, how often must you wait for an available computer station?

		Response Percent	Response Count
Always		3.7%	14
Sometimes		26.2%	98
Never		14.2%	53
Not apply		55.9%	209
	answered question		374
	skipped question		196

17. What would you like to see changed or improved at the library?

	Response Count
	213
answered question	213
skipped question	357

18. How can our staff best serve you?

	Response Count
	123
answered question	**123**
skipped question	**447**

19. How do you find out about events at the Dedham Public Library? Check all that apply.

		Response Percent	Response Count
Dedham Public Library Website		41.8%	196
Word of mouth or from friends		48.8%	229
Local newspapers		**55.2%**	**259**
Online news sources (e.g. Dedham Patch, Wicked Local)		29.0%	136
Facebook		12.6%	59
Flyers or posters		35.6%	167
		Other (please specify)	59
		answered question	**469**
		skipped question	**101**

20. How would you rate our collections?

	Excellent	Good	Fair	Poor	Don't Know	Response Count
Adult Fiction	19.1% (86)	**50.9% (229)**	14.4% (65)	0.7% (3)	14.9% (67)	450
Adult Non Fiction	14.5% (63)	**46.5% (202)**	16.8% (73)	1.2% (5)	21.0% (91)	434
Adult Audio Books	4.5% (18)	19.8% (79)	19.5% (78)	5.3% (21)	**50.9% (203)**	399
Adult Reference Books	7.6% (30)	26.6% (105)	10.7% (42)	2.3% (9)	**52.8% (208)**	394
Adult DVDs or VHS	10.9% (44)	**32.8% (133)**	23.0% (93)	1.7% (7)	31.6% (128)	405
Adult Music CDs	5.3% (21)	21.2% (84)	15.4% (61)	4.3% (17)	**53.8% (213)**	396
Children's Fiction	17.9% (73)	**41.2% (168)**	10.8% (44)	0.0% (0)	30.1% (123)	408
Children's Non Fiction	14.1% (57)	32.5% (131)	13.9% (56)	1.2% (5)	**38.2% (154)**	403
Children's Audio Books	3.9% (15)	15.1% (58)	12.3% (47)	5.0% (19)	**63.7% (244)**	383
Children's DVDs, VHS, Music CDs	6.2% (24)	20.8% (81)	20.6% (80)	7.2% (28)	**45.2% (176)**	389
Young Adult Fiction	9.0% (35)	24.9% (97)	11.3% (44)	2.3% (9)	**52.6% (205)**	390
Young Adult Non Fiction	6.2% (24)	21.8% (84)	9.6% (37)	2.6% (10)	**59.8% (231)**	386
Young Adult DVDs, VHS,CDs	2.9% (11)	15.2% (57)	8.6% (32)	5.3% (20)	**67.9% (254)**	374
					answered question	**467**
					skipped question	**103**

21. Overall my library visits are a positive experience

		Response Percent	Response Count
Strongly agree		**53.3%**	**267**
Agree		37.7%	189
Neither agree not disagree		4.6%	23
Disagree		1.8%	9
Strongly disagree		0.4%	2
No opinion		2.2%	11
		Comments	29

answered question	**501**
skipped question	**69**

22. Where would you like the library to focus its financial resources? Rate all of the following:

	Most important	Important	Least important	Response Count
Books, magazines, newspapers	**59.4% (234)**	32.2% (127)	8.4% (33)	394
DVDs, CDs, Audio Books	25.5% (94)	**61.4% (226)**	13.0% (48)	368
Online research databases	21.8% (72)	**57.7% (191)**	20.5% (68)	331
Building upgrades	27.0% (99)	**48.1% (176)**	24.9% (91)	366
New furniture	21.4% (75)	27.9% (98)	**50.7% (178)**	351
A new library	24.3% (86)	16.4% (58)	**59.3% (210)**	354
More technology	29.5% (98)	**50.3% (167)**	20.2% (67)	332
Adult programming	28.2% (101)	**49.4% (177)**	22.3% (80)	358
Children's Services	**53.7% (204)**	38.7% (147)	7.6% (29)	380
Develop Teen Services	**44.7% (159)**	39.9% (142)	15.4% (55)	356
More staff	28.9% (98)	**40.1% (136)**	31.0% (105)	339
Increased hours	**60.3% (248)**	25.1% (103)	14.6% (60)	411
Increased days of service	**53.7% (213)**	26.7% (106)	19.6% (78)	397
			Other (please specify)	63

answered question	**490**
skipped question	**80**

23. Additional comments and suggestions:

	Response Count
	102
answered question	102
skipped question	468

Facilities Study
Main Library and Endicott Branch Library

August 15, 2012

CODE, ACCESSIBILITY AND LIFE SAFETY ANALYSIS FOR:

EXISTING FACILITIES OF THE DEDHAM PUBLIC LIBRARIES

Main Branch Library

43 CHURCH STREET
DEDHAM, MA

Prepared for:
The Town of Dedham
Public Libraries

Prepared by:
LIEBSTUDIOS: architecture
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Architect's Project No: 2012.04.0100

C O N T E N T S

	Section Number
Introduction / General Qualifiers	-
Project / Project Description / Project Location	-
Building Code Assessment and Analysis (as based on 780 CMR, 8th Edition)	-
Accessibility Assessment and Analysis (as based on ADAAG and AAB 521 CMR)	-
Executive Summary	-
Accessibility / Code Survey Photographs (survey by room)	A

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The Code and Life Safety Analysis for the existing facilities at the Dedham Public Library Main Branch Library, Dedham, represents the observations and interpretations of applicable Federal, State, and local building and life safety codes for the existing facility as based on the Commonwealth of Massachusetts' proposed plans for maintenance improvements at the facility.

As part of our analysis scope we have performed a Code and Life Safety Analysis for the existing facility including egress calculations, required fire separations, evaluation of egress components in addition to an extensive accessibility review of the facility under the Americans with Disabilities Act and Architectural Access Board 521 CMR requirements.

GENERAL QUALIFIERS

I. This CODE ANALYSIS was prepared for the exclusive use of the Town of Dedham Public Libraries (referred hereafter as Client). No other party is entitled to rely on the conclusions, observations, specifications, or data contained herein without the express written consent of LIEBSTUDIOS: architecture (referred hereafter as Consultant).

II. This report was prepared pursuant to an agreement between the Client and Architect. All uses of this report are subject to, and deemed acceptance of, the interpretations contained therein.

III. Purpose of Report

The Architect understands that this report is to be used in connection with the Master Plan Study and proposed phased improvements of the Dedham Public Library branch facilities, Dedham, MA.

This stated purpose has been a significant factor in determining the scope and level of services provided for in the agreement. Should the purpose for which the report is to be used or the proposed use of the site / building change, this report is no longer valid, and use of this report by Client or others without the Architect's review and written authorization shall be at the Client's sole risk. Should the Architect be required to review the report after its date of submission, Architect shall be entitled to additional compensation at then existing rates or such other terms as agreed between Architect and the Client.

IV. Scope of Services

The observations and interpretations described herein are based solely on the scope of services provided pursuant to the agreement. Architect has not performed any additional observations, investigations, studies, or testing not specifically stated herein. Architect shall not be liable for the existence of any condition, the discovery of which required the performance of services not authorized under this agreement.

V. Time

The passage of time may result in significant changes in building codes, accessibility codes and guidelines, building technology, economic conditions, or site variations which would render the report inaccurate. Accordingly, neither the client, nor any other party, shall rely on the information or conclusions contained in this report after (6) months from the date of submission without the express written consent of the Architect. Reliance on the report after such period of time shall be at the user's sole risk. Should the Architect be required to review the report after (6) months from the date of submission, Architect shall be entitled to additional compensation at then existing rates or such other terms as may be agreed upon between Architect and the Client.

VI. Conclusions

The conclusions stated in this report are based upon:

1. On-site observations of the existing facility, as well as, cursory review of existing schematic drawings of the facility;

2. The Architect's interpretation of the Federal, State and local jurisdiction building and accessibility codes applicable to said project.

3. All information contained herein is observation and interpretation and should be reviewed with the local governing Code and state MAAB having jurisdiction before its implementation into any project documents.

VII. Architect has endeavored to perform its services based upon architectural practices accepted at the time they were performed. Architect makes no other representations, express or implied, regarding information, data, analysis, calculations, and conclusions contained herein.

PROJECT

Overview

The historic Main Branch was designed by Boston architects Van Brunt and Howe in the Romanesque/Southern France style with the distinctive Dedham pink granite and red sandstone trim. The historic building has undergone several expansions over the last 150 years including an addition in 1916 for the children's rooms and an entire children's wing in 1952 to meet the changing needs of the community and Library. The existing historic structure is not sprinklered.

Areas of Concern

Primary issues at the Main Branch include universal access to the collection; environmental controls; appropriate furnishings; and way-finding for users.

Universal Access

In 1996, an accessible ramp was installed at the tower (rear) entrance of the Library. The ramp as constructed does not appear to fully comply with accessibility guidelines and standards in place at the time of design and construction and the simulated masonry that was used is decaying from the use of de-icing agents and normal weather conditions for the region.

There are 7 major and 3 minor floor level changes within the structure – though it should be noted that the primary program areas open to the public are accessed on the first level and basement levels with the varied levels including storage, books for sale, and access to public toilet rooms. Some doors have knob hardware, railings at stairs may require improvement, and some of the thresholds are too high. Not all floor levels have accessible toilets.

Environmental Controls

The building's heating and cooling system and controls appear to be a min. of 10-12 years old and provide uneven control and operation. Abandoned heating systems remain in place, cooling systems include both window AC units and newer air handling systems mounted in the attic. HVAC contractors for the Libraries have reported the existing systems cannot be improved further. A review by a HVAC Engineer familiar with historic structures should be considered – but has not been requested as part of this study.

The Client proposes to undertake an alterations and repairs program at the existing facility that may include:

- ~ HVAC upgrades and replacement;
- ~ Security upgrades and improvements;
- ~ Accessibility upgrades and improvements as applicable including new accessible toilet rooms; accessible furniture and a new elevator or vertical lift between first and lower basement levels (140.5" floor to floor);
- ~ Code and Life Safety Upgrades and improvements as applicable for egress and fire alarm elements;

Project Location:
The existing library facility is located in downtown Dedham, MA at 43 Church Street.

Existing Occupancy:
The existing facility was designed and occupied around 1900 as a library facility. Since that time, the use of the facility has remained consistent with modifications to the existing building and limited re-configuration of interior spaces.

Applicable Codes for all planned repairs and alterations:

780 CMR	The Massachusetts State Building Code, 8th Edition (2009 IBC w/ MA Amendments)
NFPA 101 – 1994	Life Safety Code (consultation only)
NFPA 10-1994	Portable Fire Extinguishers
527 CMR	The Massachusetts State Fire Prevention Code
524 CMR	The Massachusetts State Elevator Code
248 CMR	The Massachusetts Plumbing and Gas Code
MGL c148,	Section 26G Nonresidential buildings or additions; automatic suppressant or sprinkler systems

Applicable Accessibility Codes + Standards:
521 CMR Architectural Access Board Guidelines for Massachusetts
ADA (Americans with Disabilities Act, as amended 2010, effective 3/2012)
ADAAG (Americans with Disabilities Act Accessibility Guidelines, as amended 2010, effective 3/2012)
ICC/ANSI A117.1 2003 (for audio and visual alarms only)

Use and Occupancy Classification:
Use Group 'A-3' – Assembly. 780 CMR 303.1 Use Group A-3 structures: This use group includes libraries and similar assembly uses not classified elsewhere in the Code. Staff offices and stack areas are accessory to the primary occupancy classification.

Type of Construction Classification:
Type IIIB – Unprotected (780 CMR 602.3 Type III – buildings with non-combustible masonry exterior walls and construction of remaining structural elements and interiors walls may be of any materials approved by the Code.

Upon visual examination, the existing Main Library is constructed of exterior masonry walls with assumed wood framing at interior with plaster and wood or metal lathe. Interior partitions are assumed non-fire treated nominal wood lumber with either lathe and plaster or gypsum wall board and plaster (no assumption is made that existing materials are of approved fire resistant materials or assemblies that would meet UL rating standards). The existing wood truss system is wood. The existing ceiling system as observed does not support a 1-hour fire resistant separation at the ceiling as the finished ceiling material observed as an acoustical tile system does not comprise an entire rated ceiling/attic system (based on visual examination of the roof attic space of exposed wood trusses with no rated sheathing sub-floor.

Height and Area Limitations Criteria:

Height Limitations A-3 Assembly / Type IIIB Construction:

2 story 55'	tabular height limitation (780 CMR Table 503)
0 story 0'	Allowable increase for Sprinkler system (780 CMR 504.2)
2 story 55'	Allowable height limitation

The tabular height allowed by the Code without any increase for an automatic sprinkler system (building is NOT sprinklered) does not support the existing height of 2 stories plus below grade occupied basement – the building has an existing non-conforming number of stores under the Code. Note, the height above grade could not be verified during this study but upon visual examination appears to be less than 55' above average finished grade.

Occupancy Area Limitations A-3 Assembly / Type IIIB Construction:

9,500 SF	tabular area limitation (780 CMR Table 503)
0 SF	(increase for 1 -2 story buildings equipped with an Automatic Sprinkler System per 780 CMR 504.2 – building is not sprinklered no increase available)
1,710 SF	18% 780 CMR 506.2 Frontage Increase (I= 222 / 422 – 0.25 x 20/30)
11,210 SF	Allowable area by Code

Area allowed by Code TOTAL **= 11,210 SF < 12,147 SF** existing (does not meet minimum area requirements under the Code)

Fire Separation Requirements:
Stand-alone existing building and structure (A-3 Assembly Occupancy)
Type III B – Unprotected (780 CMR 602.3 Type III)

Exterior Wall Fire Resistance Ratings per 780 CMR table 602

-	Use Group A	0 to 5 FT Fire separation Distance	**1** Hour
		Greater than 5 to 10 FT	**1** Hour
		Greater than 10 to 30	**1** Hour

Fire Resistance Ratings of Structural Elements (780 CMR table 602)

- Fire Walls and Party Walls **2** Hour
- Fire Enclosure of exits **1** Hour
- Shafts and Elevator Hoistways (less than 4 stories) **1** Hour
- Exit access corridors **1** Hour
- Smoke Barriers **1** Hour
- Storage Rooms over 100 SF **1** Hour
- Corridors
  (per 780 CMR Table 1018.1) **1** Hour

- Nonloadbearing Partitions 0 Hour
- Interior Loadbearing partitions, columns, girders, Etc. 0 Hour
- Structural members supporting wall 0 Hour
- Floor construction including beams 0 Hour
- Roof construction 15' or less in height to lowest member 0 Hour

Occupant Load Calculations:
Existing facility gross area:
14,079 GSF (based on interpretation of Assessor's Information for the structure)

Existing Second Floor Level				
A-3 Occupancy		SF / SF per Occ	=	# Occupants
Office		700 SF / 100 SF per occ	=	7 Occupants
		TOTAL Level 2	=	7 Occupants

Existing First Floor Level		**6,962 SF**		
A-3 Occupancy		SF / SF per Occ	=	# Occupants
Stacks		1,008 SF / 100 SF per occ	=	10 Occupants
Reading Rooms		5,504 SF / 50 SF per occ	=	110 Occupants
Office Areas		450 SF / 100 SF per occ	=	4.5 Occupants
		TOTAL Level 1 ***(includes 7 occupants from second floor)***	=	131.5 Occupants

Existing Basement Floor Level		**6,417 SF**		
A-3 Occupancy		SF / SF per Occ	=	# Occupants
Stacks		1,008 SF / 100 SF per occ	=	10 Occupants
Reading Rooms		5,409 SF / 50 SF per occ	=	108 Occupants
		TOTAL Level B	=	118 Occupants

Minimum Travel Distance / Minimum # of exits / Dead-end corridors:

Minimum Travel Distance:
(780 CMR Table 1016.1 Exit Access Travel Distance)

Use group A-3 — 200 FT w/out sprinkler system

Minimum # of Exits:
(780 CMR Table 1021.1 Min. Number of Exits for Occupant Load)

Use Group A-3 — 2 exits per story with 1-500 Occupants per story

Second Level Occupant Load = 7 Occupants
- ~ 500 > = 2 Exits Rqd. / 2 Exits Provided (existing fire escape and non-conforming stair).

First Level Occupant Load = 131.5 persons
(Combined floors 2, 1)
- ~ 500 > = 2 Exits Rqd. / 3 Exits Provided

Basement Level Occupant Load = 118 persons
- ~ 500 > = 2 Exits Rqd. / 2 Provided.

Exit Passageway Width: 780 CMR 1023.2 Width – requires a corridor width of 44" minimum where serving an occupant load of greater than 50 persons.

Dead End Corridors: 780 CMR 1018.4 Dead Ends
The length of a dead-end passageway or corridor shall not be more than 20 feet.

Egress Components and Calculations:
per 780 CMR 1005 Minimum Required Egress Width (non- sprinklered)

Existing Second Floor Level (7 Occupants)

Stairs				
7 occupants	x	(0.3) "/occupant	=	2.1 inches min required < 48 inches min. required by Code
Doors				
7 occupants	x	(0.2) "/occupant	=	1.4 inches min required < 36 inches min. required by Code
Corridors				
7 occupants	x	(0.2) "/occupant	=	1.4 inches min required < 44 inches min. required by Code
		TOTAL Level 2	=	7 Occupants

Existing First Floor Level (131.5 Occupants)

Stairs				
131.5 occupants	x	(0.3) "/occupant	=	39.45 inches min required ÷ 2 exits min = 19.72 inches < 48 inches min. required by Code
Doors				
131.5 occupants	x	(0.2) "/occupant	=	26.3 inches min required < 36 inches min. required by Code
Corridors				
131.5 occupants	x	(0.2) "/occupant	=	26.3 inches min required < 44 inches min. required by Code
		TOTAL Level 1	=	131.5 Occupants

*****_First Floor egress calculations take into account the combined load of both upper and lower levels egress discharge as persons would egress from the second level down to egress at level 1._

Existing Basement Floor Level (118 Occupants)

Stairs				
118 occupants	x	(0.3) "/occupant	=	35.4 inches min required ÷ 2 exits min = 17.7 inches < 48 inches min. required by Code
Doors				
118 occupants	x	(0.2) "/occupant	=	23.6 inches min required < 36 inches min. required by Code
Corridors				
118 occupants	x	(0.2) "/occupant	=	23.6 inches min required < 44 inches min. required by Code
		TOTAL Level 1	=	118 Occupants

Grand Stair, Handrails / Guards:

The existing "Grand Stair" (monumental stair) at the entrance lobby was found to be deficient in several key life-safety categories.

The handrails comply with the intent of 780 CMR 1012.1 Handrails, as the existing handrails are continuous, and documented at a height of 37" AFF within the 34"-38" AFF range though do not provide required handrail extensions per current Code. The existing handrails do not project into the stair width. However, the stair being considered a monumental or open stair with a vertical drop off requires guardrails at a height of 42" AFF in accordance with 780 CMR 1013 Guards.

The Grand Stair treads and risers as installed also present a Code concern. The existing treads were measured at 11" depth that meets 780 CMR 1009.4.2 Riser heights and tread depth. However, there is no dimensional uniformity with the existing riser heights as each stair run has a combination of riser heights, with the highest being over 7" maximum. The lack of dimensional uniformity can contribute to user tripping and falling hazards. The "gray" on "gray" stone materials and inconsistent lighting levels may also contribute to user hazards.

Stacks Stairs, Handrails / Guards:

The existing "stacks" handrails and guards do not comply with the intent of 780 CMR 1012.0 Handrails or 780 CMR 1013.0 Guards, as the existing handrails are not continuous, are not provided at a height between 34" and 36" and are interrupted. The existing handrails do not project into the stair width. The low handrail heights and absence of guards where the stair has a drop-off presents a hazardous condition for users.

Areas of Refuge / Areas of Rescue Assistance:
All exits are required to be accessible and shall exit at grade onto accessible routes which lead away from the building, or shall lead to areas of refuge / areas of rescue assistance which meets the criteria of 780 CMR 1007.0 Accessible Means of Egress, 780 CMR 1007.6 Areas of refuge, and the criteria set forth in the AAB (Architectural Access Board Guidelines for the Commonwealth of MA, as amended), and the ADAAG (Americans with Disabilities Act Accessibility Guidelines as Amended 2012). Areas of Refuge / Areas of Rescue assistance spaces at egress doors shall be provided based on the total occupant load of the building divided by the total numbers of means of egress doors. Each Area of Rescue Assistance (if required) shall contain a minimum of (2) wheelchair spaces, Typical (1 space per 200 occupants).

The existing facility – all levels, do not provide Areas of Rescue Assistance / Areas of Refuge and are not eligible for the exemption under 780 CMR 1007.3 Stairways, exception 1 as the facility is not equipped throughout with an automatic sprinkler system.

780 CMR 1007.1 exception 1. States that *"Accessible means of egress are not required in alterations for buildings."* Further, 521 CMR 20.12 Areas of Rescue Assistance exception a. states that *"existing buildings undergoing alterations, remodeling, or reconstruction"* are not required to provide Areas of Rescue Assistance.

Fire Extinguishers:
Shall be provided in accordance with NFPA 10 Portable Fire Extinguishers and installed throughout the facility at a travel distance between devices not to exceed 75 FT. Upon observation of the existing facility, fire extinguishers are visible at all levels and in the stacks. The heights, location and positioning should be evaluated and modified as many are located with controls higher than 48" AFF max. or are located in locations that are obstructed. Consideration should also be given to the size of the FE tanks and the subsequent weight as the devices provided are quite large and unmanageable for the average user.

780 CMR MASSACHUSETTS STATE BUILDING CODE, 8TH EDITION
CHAPTER 34 Repair, Alteration, Addition, and Change of Use of Existing Buildings

Chapter 34 of 780 CMR prescribes and defines all applicable Code requirements for existing structures undertaking ordinary repairs, maintenance, and major alteration or expansion programs. Ordinary repairs, for example, repointing masonry, roof repairs, etc. may not trigger any applicable requirements under 780 CMR 3400. This section of the Code allows certain building components and systems that may not comply with the current Code (780 CMR, 8th Edition) allowing Code compliance in many cases to be limited to altered spaces, systems and components of a facility or structure.

780 CMR 3404 Alterations includes the following relevant sections for proposed modifications to the existing Dedham Public Library – Main Branch:

- 780 CMR 3404.3 - 3404.5 would apply to the modification of structural components of the building.

- 780 CMR 3404.6 Means of egress capacity factors allows the existing building facility to maintain existing means of egress components in the widths under the Code that the facility was designed. The exception to this section is if the building official deems there is *"a distinct hazard to life."*

780 CMR 3406 Fire Escapes includes the following relevant sections for proposed modifications to the existing Dedham Public Library – Main Branch:

- 780 CMR 3406.1.2 Existing fire escapes, states that, *"Existing fire escapes shall be continued to be accepted as a component in the means of egress in existing buildings only."*

780 CMR 3409 Historic Buildings includes the following relevant sections for proposed modifications to the existing Dedham Public Library – Main Branch:

- 780 CMR 3409.1 Historic Buildings states that the provisions of the Code, *"relating to the construction, repair, alteration, addition, restoration ….shall not be mandatory for historic buildings."* The exception to this section is if the building official deems there is *"a distinct life safety hazard."*

780 CMR 3411 Accessibility for Existing Buildings includes the following relevant sections for proposed modifications to the existing Dedham Public Library – Main Branch:

- 780 CMR 3411.3 Extent of application. States that, *"An alteration of an existing element, space or area of a building or facility shall not impose a requirement for greater accessibility than that which would be required for new construction. Alterations shall not reduce or have the effect of reducing accessibility of a building, portion of a building or facility."*

- 780 CMR 3411.6 Alterations. States that, "*A building, facility or element that is altered shall comply with the applicable provisions in Chapter 11 of this code and ICC A117.1, unless technically infeasible. Where compliance with this section is technically infeasible, the alteration shall provide access to the maximum extent technically feasible.*

Exceptions:

1. The altered element or space is not required to be on an accessible route, unless required by Section 3411.7.
2. Accessible means of egress required by Chapter 10 are not required to be provided in existing buildings and facilities."

~ 780 CMR 3411.7 Alterations. States that, "Alterations affecting an area containing a primary function. Where an *alteration* affects the accessibility to, or contains an area of *primary function*, the route to the *primary function* area shall be *accessible*. The *accessible* route to the *primary function* area shall include toilet facilities or drinking fountains serving the area of *primary function*."

"Exceptions:

1. The costs of providing the accessible route are not required to exceed 20 percent of the costs of the alterations affecting the area of primary function.
2. This provision does not apply to alterations limited solely to windows, hardware, operating controls, electrical outlets and signs.
3. This provision does not apply to alterations limited solely to mechanical systems, electrical systems, installation or alteration of fire protection systems and abatement of hazardous materials.
4. This provision does not apply to alterations undertaken for the primary purpose of increasing the accessibility of an existing building, facility or element."

~ 780 CMR 3411.8.1 Entrances. States that *"Accessible entrances shall be provided in accordance with Section 1105.*

Exception: Where an alteration includes alterations to an entrance, and the building or facility has an accessible entrance, the altered entrance is not required to be accessible, unless required by Section 3411.7. Signs complying with Section 1110 shall be provided."

~ 3411.8.11 Toilet rooms states that, *"Where it is technically infeasible to alter existing toilet and bathing facilities to be accessible, an accessible family or assisted-use toilet or bathing facility constructed in accordance with Section 1109.2.1 is permitted. The family or assisted-use facility shall be located on the same floor and in the same area as the existing facilities."*

~ 780 CMR 3411.9 Historic buildings states that, *"These provisions shall apply to buildings and facilities designated as historic structures that undergo alterations or a change of occupancy, unless technically infeasible. Where compliance with the requirements for accessible routes, entrances or toilet facilities would threaten or destroy the historic significance of the building or facility, as determined by the applicable governing authority, the alternative requirements of Sections 3411.9.1 through 3411.9.4 for that element shall be permitted."*

780 CMR 3402 Definitions, defines an existing structure as one that has been erected prior to the date of the appropriate code or that has been issued a legal building permit.

The existing facility, on each level, provides the required number of Means of Egress (per 780 CMR Table 1021.1 as based on calculated occupant loads). However, many of the existing egress component doors do not meet the minimum egress width per Code (36" / 32" clear).

The "exit stair/lobby" through the Grand Stair / Monumental Stair lobby is allowed under the Code 780 CMR 1027 Exit Discharge but requires the lobby be used as a stair to be either protected throughout by an automatic sprinkler system or the openings openings shall be protected per 780 CMR Chapter 10 and Chapter 7. The Code does allow an exception from the automatic sprinkler if the lobby is separated by the appropriate fire separation assemblies identified in 780 CMR Table 715.4 Fire Door and Fire Shutter Protection ratings and having a fire resistance rating of not less than that required for exits enclosures.

In essence, the existing means of egress component of the "grand stair" does not provide the minimum fire resistance rating between floor levels as the existing doors were observed to not be labeled (meaning that fire resistance rating cannot be confirmed). The doors leading into the stair / lobby are often held open, doors are not properly labeled, and required egress clear widths not achieved.

While means of egress exit signs and lights are provided at the existing facility, the existing components require enhancement, repair and or replacement to provide consistent means of egress path identification. Also, directional egress signage is required at the "Grand Stair" to identify it as a component of the facilities Means of Egress. Path of egress lighting was observed on the Basement and First levels, but appeared insufficient to adequately illuminate the egress path of travel.

780 CMR 3412.9 Evaluation of building safety requires that each facility perform an evaluation of safety components including: sprinkler system, means of egress, smoke control, dead-end values, elevator control values, emergency lighting values, standpipe system. When taken as a whole the facility or building earns a safety score that is then charted on Table 3412.8 Mandatory Safety Scores. The facility received a score of less than zero, given that the facility is not sprinklered and fire resistant separations, and egress component widths are not in compliance with current Code.

MGL Section 26G states that, *"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. No such sprinkler system shall be required unless sufficient water and water pressure exists. For purposes of this section, the gross square footage of a building or structure shall include the sum total of the combined floor areas for all floor levels, basements, sub-basements and additions, in the aggregate, measured from the outside walls, irrespective of the existence of interior fire resistive walls, floors and ceilings.*

Automatic suppressant or sprinkler systems shall not be required in rooms or areas of a telephone central office equipment building when such rooms or areas are protected with an automatic fire alarm system.

The head of the fire department shall enforce the provisions of this section."

At the discretion of the Fire Inspector / Building Official, they may require a new sprinkler system for the existing facility under the interpretation that any renovation could be interpreted as a substantial alteration, and if they deem there is a threat to life-safety.

780 CMR MASSACHUSETTS STATE BUILDING CODE, 8TH EDITION
CHAPTER 13 Energy Efficiency
The facility envelope if modified shall comply with the necessary regulations and criteria of 780 CMR Chapter 13 Energy Efficiency. If the intent is to maintain the existing facility and building envelope then 780 CMR 3401. Building Materials allows for the maintenance of same unless the building official determines there to be a threat or hazard to life, health or safety.

Chapter 34 defines ordinary repairs and maintenance as being excepted from the requirements of energy code compliance. As the proposed modifications to the facility are intended to be interior renovation or maintenance these provisions would not be triggered.

Plumbing Criteria (fixture counts Current Code against existing provided):

Per 248 CMR The Massachusetts Plumbing and Gas Code, toilet facilities for the Library Facility shall include:

Table 1: **Minimum Facilities For Building Occupancy.** (exceprted from 248 CMR)

Building Clarification	Use Group	Toilets		Urinals Males	Lavatories Each Sex	Drinking Fountain	Bath/Shower	Other Fixtures	Pertinent Regulations 248 CMR 10.10(19)
		Females	Males						
Hall, Museums, Libraries Etc.	A-3	1 per 50	1 per 100	50%	1 per 200				(b), (i)1., (m), (n), (p)

*Note: floor drains required all toilet rooms; staff toilets and public toilets are allowed as joint use under Assembly Occupancies.

Total Occupant Load for Facility = 256.5 Occupants (assume ½ M, ½ W)

128 Occupants Men
Required: 2 Toilets = 2 provided lower basement level = OK
1 Urinal < 2 provided lower basement level = OK
1 Lavatory = 1 provided lower basement level = OK

128 Women: 3 Toilets = 3 provided upper basement level = OK
1 lavatory < 2 provided upper basement level = OK

Accessible Toilet required:
(1) accessible toilet room is required under the A-3 requirements = (1) provided.

Accessible Drinking Fountain:
(1) accessible drinking fountain is required under the A-3 requirements = (1) provided.

ACCESSIBILITY (American with Disabilities Act):

In 1990, President George Herbert Walker Bush signed into Law the Americans with Disabilities Act civil rights legislation. This groundbreaking legislation, built upon the activism of the WWII and the subsequent genesis of the Disability Rights Movement changed the way property owners, Consultants, contractors, employers, and state and local governments address the removal of physical and program barriers in buildings and facilities.

Under Title II of the ADA, State and local governments and their agencies are prohibited from discriminating against or excluding persons from programs, services, or activities based on such persons having a disability.

State and local governments, under the ADA Title II have the responsibility to remove barriers in five areas:

- ~ General nondiscrimination
- ~ Equally effective communication – through auxiliary aids and services.
- ~ Program accessibility – through modification of policies and procedures.
- ~ Employment
- ~ Reasonable accommodations / reasonable modifications – to policies and procedures, and through architectural modifications to facilities (non-structural).

The intent of Title II is to provide all citizens the ability to participate in the programs and services provided, for example, public parks and recreation; paying your tax bill; participating in the courts system as a juror, witness, attorney, plaintiff or defendant, or as a public observant; attend and participate in public boards' hearings.

ADA Title II – Subpart D Program Accessibility.

Section 35.150(b)(2) Safe harbor
The "program accessibility" requirement in regulations implementing title II of the Americans with Disabilities Act requires that each service, program, or activity, *when viewed in its entirety,* be readily accessible to and usable by individuals with disabilities. 28 CFR 35.150(a). Because title II evaluates a public entity's programs, services, and activities in their entirety, public entities have flexibility in addressing accessibility issues. Program access does not necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities, and public entities are not required to make structural changes to existing facilities where other methods are effective in achieving program access. Public entities do, however, have program access

considerations that are independent of, but may coexist with, requirements imposed by new construction or alteration requirements in those same facilities.

Program accessibility under the ADA, allows State and local governments to evaluate existing programs and access to them for persons with disabilities and where necessary, provide equivalent programs, or move existing programs to facilities or locations where they can be accessed.

For example, if one court facility does not provide accessibility for persons serving on a jury, the State or local government can modify their policies to move a trial to an accessible courthouse so long as there is no undue burden placed on the person with a disability, or modify the existing courthouse physically so long as there is no undue burden to make structural modifications to achieve accessibility. Program accessibility does not require that all courtroom facilities provide program and physical accessibility so long as a policy is in place to provide accessibility to the same programs and services at another facility (without the traveling distance to the other facility deemed an undue burden). The requirement for program accessibility “applies to all existing facilities of a public entity.” However, the requirement does not necessarily extend to making each and every facility accessible.

ADA Title II – Separate benefit / integrated seating. A key component of Title II is the requirement that programs and services, and physical facilities provide for integrated seating at programs. This requirement requires State and Local governments to remove program barriers by providing seating that is integrated into the “mainstream” of programs and segregated to one part of an auditorium, courtroom, hearing room, Etc.

ADA Title II - Reasonable modifications. A public entity MUST reasonably modify its policies, practices, and procedures for presenting and scheduling programs to avoid discrimination on the basis of disability. If the public entity can demonstrate that modifications would fundamentally alter the services, programs, activities, or their ability to provide them, they are not required to make the modification.

ADA Title II - New Construction and Alterations. This section of Title II allows for the choice of a design standard that will be used as the physical guidelines: UFAS (Uniform Federal Accessibility Standards) or ADAAG (Americans with Disabilities Act Accessibility Guidelines). All new construction shall comply with the requirements of the ADA and ADAAG 2012. For alterations in existing facilities, the application of the standards are not required where it would be deemed “technically infeasible” for example, structural modifications to existing facilities or portions of facilities to achieve accessibility.

For the existing Dedham Public Library facility, program accessibility is the determining factor in defining what areas of the physical facility are required to provide accessibility under ADA Title II

ACCESSIBILITY (521 CMR Architectural Access Board guidelines):

Information provided by the Client indicates that the Replacement Cost for the Public Library – Main Branch, as defined under 521 CMR 5.70, is equal to: $3,368,952.00

Information provided by the Client indicates that there are no planned modifications to the existing facility as this analysis will assist in defining the libraries master planning scope of work.

Applicability:
All new construction and the construction of building additions, shall comply with the complete criteria of the 521 CMR Architectural Access Board Guidelines for the Commonwealth of MA (AAB).

Determination for AAB and ADA Compliance:
Determination of the applicability of the scoping requirements of the 521 CMR Architectural Access Board guidelines is determined through analysis of the value of the building (or valued replacement cost for State facilities) and the estimated project budget as a percentage of the Replacement Cost value.

The current Replacement Cost for the Dedham Public Library facilities and the percentage of work being performed are as follows:

REPLACEMENT COST OF EXISTING FACILITY BLDG		PERCENTAGE IN THE GUIDELINES WHERE MAX. ACCESSIBILITY IS TRIGGERED	30% OF REPLACEMENT COST	PROPOSED WORK BEING PERFORMED (%)
$3,368,952.00	**X**	**30%**	**=$1,010,658.60**	**TBD**

If the future work proposed is LESS THAN 30% of the Replacement Cost of the existing facility, the proposed alterations and repairs do not trigger the State requirement for the “entire building” to comply with 521 CMR.

If the work proposed will exceed $100,000.00 or more, but less than 30% of the Replacement Cost the Town shall comply with the provisions of 521 CMR 3.3.1(b) that requires an accessible public entrance; accessible toilet room, telephone, drinking fountain (if provided) to comply with 521 CMR. General maintenance exceeding $500,000.00 in value will trigger these same requirements.

However, the following alteration and repair work may be performed alone or in combination without triggering the requirements of 521 CMR 3.3.1:

- ~ Curb cuts
- ~ Alteration work which is limited solely to electrical, mechanical, or plumbing systems; abatement of hazardous materials; retrofit to automatic sprinklers. This work must NOT involve the alteration of any elements or spaces required to be accessible 521 CMR.
- ~ Alteration of electrical outlets and controls are required however to comply with 521 CMR.
- ~ Roof repair or replacement, window repairs and replacement, re-pointing and masonry repair work.
- ~ Septic system repairs, site utilities and landscaping.

Specific components that shall be accessible and observation of existing conditions are:

1. Main Accessible Entrance Ramp – the existing ramp contains handrails provided during a retrofit installation that comply with the intent of 780 CMR, 521 CMR, and ADAAG. Automatic door openers are present and operable. The existing ramp surface conditions vary and in many areas exceed 8.3% slope max.

2. Main Entrance – the existing Main entrance doors have a door opening force that exceeds 15lb opening force as allowed under the Code.

3. Toilet Rooms – The accessible toilet room located on the first level ONLY provides accessible components, though existing issues are present and require correction. The lower and upper level basement toilet rooms are not accessible.

4. Drinking Fountains – While a compliant drinking fountain is provided on the first level, the location and non-compliant height present a Code hazard as a protruding object.

5. Telephones – public telephones are not provided on-site.

--- END OF ANALYSIS ---

EXECUTIVE SUMMARY – DEDHAM PUBLIC LIBRARY – MAIN BRANCH

We have reviewed and surveyed the existing Dedham Public Library – Main Branch facility for compliance with 780 CMR The Massachusetts State Building Code, 8th Edition (International Building Code 2009 w/ amendments), the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Accessibility Guidelines (ADAAG) effective March 2012, and the 521 CMR Architectural Access Board guidelines for the Commonwealth to evaluate what building components shall be included in the proposed substantial repairs and alterations program requested by the Client.

We have surveyed each room in the facility for accessibility compliance (refer to Accessibility and Code Survey Photographs and Notes Appendix A), and performed a detailed analysis of the building egress and life safety components under 780 CMR and have identified key recommendations for alterations as part of the overall repair and alteration program for the facility, as follows:

ALTERATIONS AND MAINTENANCE SCOPE RECOMMENDATIONS:

BUILDING CODE AND LIFE SAFETY

1. Means of Egress – In general the components for egress required by Code for the Dedham Public Library facility are present. However, as historic facilities sequence through often small renovations over a series of many years and under the requirements of differing code and accessibility requirements egress components present are often not in compliance with recent or current Codes.

    a. Stairs / Handrails
        i. Egress Stairs (monumental stair) / Egress through Lobby. The existing facility provides and maintains (2) required egress components per level in accordance with 780 CMR Chapter 10 and Chapter 34 requirements based on calculated occupant loads. As is common in public buildings and facilities, Grand Stairs or monumental stairs are allowed under the Code and can be utilized as part of the overall egress for the facility. Concurrently however, the Public Lobbies that are by definition used as an egress stair enclosure, shall be separated from adjacent corridors and spaces, or the “stair” and all connecting spaces must be fire rated in accordance with 780 CMR 1020.3. The existing facility does not provide the minimum fire resistance rating for the “stair” nor is an automatic fire suppression system (automatic sprinkler) present.

Recommendation:
As providing a rated enclosure for the “stair/lobby” may require the extensive modification to existing walls that separate key spaces (eg. Reading rooms, offices, toilets, etc.), we recommend providing an automatic fire suppression system (automatic sprinkler) in accordance with 780 CMR 903 and 780 CMR 3400 MGL c148,26G. Further, all doors that enter into the “stair” enclosure should be replaced with compliant labeled doors and new hardware as required. Replacement of these doors should also include the changing out of doors and frames that do not provide adequate clear width as noted prior.

ii. The existing (Grand Stair) that connects all building levels has deficiencies in riser height dimensional uniformity and does not have required guards per 780 CMR 1013.0 Guards.

Recommendation:
Provide guards at the Grand Stair/Monumental Stair in accordance with 780 CMR 1013.0 Guards, retrofitting the existing stair. We also recommend for the integrity of the existing architecture, that the guards be solid framed to match existing and of same bronze material.

Add visual contrast and non-slip tape at tread edges to improve visual acuity of users given the existing non-conformance and lack of dimensional uniformity.

iii. Egress Stair Door Hardware. Doors were observed present and with outdated egress hardware.

Recommendation:
Replace all existing door hardware, for example, closers, smoke seals, emergency egress devices and alarms (where necessary) at egress stairs with new hardware, and smoke seals in compliance with code. Replace existing doors as required to ensure compliance with 780 CMR 10.

iv. Exterior Entrance Stair and egress stairs from lower levels – The existing exterior stone entrance provides (2) handrails that do not comply fully with 780 CMR 10.

Recommendation:
We recommend undertaking a comprehensive upgrade to all existing handrail systems and replacing with new compliant handrails, posts, and guards as required. Where visual incorporation may be necessary to maintain historical significance specialty iron work should be incorporated at the Main Entrance on Church Street.

b. Exterior Ramps
   i. The existing accessible ramp at the rear building entrance was a recent addition to the library structure and contains all the components required under 521 CMR. However, surface conditions in several areas have slopes that exceed 8.3% and cracked surface conditions on the approach accessible route. There also appears to be some settling of the structural foundation resulting in several sections having large spaces that have filled with dirt and vegetation.

   Recommendation:
   Repair the portions of the existing ramp as required and ensure slopes of 8.3% max. and cross slopes of 2% max.

c. Corridors / Accessible Routes
   i. Overflow files, furniture, and other obstructions are evident throughout the library in reading rooms and the stacks. These obstructions often reduce the required egress width and present potentially hazardous conditions for emergency egress and access through the facility.

   Recommendation:
   Remove all obstructions in corridors, reading rooms, and stacks to ensure that egress paths are kept clear and free of obstructions.

ii. The egress corridors at the first level to accessible entrance appear to be less than 44” in width, has stored items.

Recommendation:
Modifications to widen the egress width of these corridors would require structural modifications. Existing corridors are to remain but misc. stored items shall be removed.

iii. Corridor doors. As the facility is not sprinklered throughout, 780 CMR requires that corridor walls and doors maintain a 1HR fire-resistance rating. To achieve this rating corridor doors are required to be “20-Min” doors with spring hinges or closers to ensure the doors are closed and the corridor wall rating is maintained. We observed most corridor doors to offices, public reading rooms, egress routes, held open. The doors were measured and found in most instances to be less than the required clear width for egress components.

Recommendation:
Change the facility operating policies to require that corridor doors remain closed, and / or provide closer or spring hinge hardware to all doors.

Based on egress calculations for the facility, it would be feasible to replace all double doors to reading rooms with single doors with fixed leaf. This would allow new code compliant width doors, proper panic hardware and the ability to maintain smoke tight zones throughout the building.

2. Exit Signs and Egress Lighting

i. Exit signs. Exit signs are visible in several areas of the facility but not present in several others as noted in appendix A. We were unable to confirm if the devices are tied to emergency backup inverters.

Recommendation:
As directional egress signage is critical to emergency egress from the building by persons unfamiliar with the facility, we recommend replacing all existing exits signs, adding additional exit signs with directional arrows at changes in corridor direction. Signage should be located at appropriate heights and unobstructed by banners and miscellaneous signs.

ii. Egress lighting. Upon observation the emergency lighting fixtures that are provided on all levels appear to be new and battery powered. However, upon observation there seemed to be areas that were not covered by battery powered emergency lights.

Recommendation:
We recommend inventorying and testing existing emergency egress lighting to ensure that illumination levels and emergency capabilities are in accordance with 780 CMR and replaced or repaired if required. Additional emergency fixtures should be installed in areas requiring such, and all new installations should comply with 780 CMR.

3. Fire Protection Systems

i. Automatic Fire Suppressions System (automatic sprinkler). it is our opinion that the Evaluation of Safety under 780 CMR Chapter 3412.9 and MGL c148, 26G require the installation of an approved automatic fire suppression system (automatic sprinkler) in accordance with the requirements of 780 CMR 9.0.

Recommendation:
We recommend the installation of an approved automatic fire suppression system (automatic sprinkler) in accordance with 780 CMR 3400 and 780 CMR 900. It is our opinion that the long-term benefits of installing the system greatly outweigh any short term cost investment in the system, for example, fire protecting the Public Lobbies that are used as principal emergency egress components in the facility, providing fire protection in areas exceeding 100 SF that are used for storage of files and resources, and providing for the exemption of the areas of refuge requirement for accessible egress.

ii. Audio/visual alarms. Audible and Visual alarms were observed in public spaces and toilet rooms.

Recommendation:
Devices should be evaluated by the Client's fire alarm service provider to ensure devices are mounted at correct heights, are in working order and meet the requirements of 521 CMR and ADAAG as installed.

iii. Manual Fire Alarm Boxes and Pull Controls. Manual fire alarm boxes and pull controls are provided throughout the existing facility. Many controls are mounted above 48" AFF.

Recommendation:
Manual fire alarm devices should be evaluated by the Client's fire alarm service provider to ensure devices are mounted at correct heights, are in working order and meet the requirements of 521 CMR and ADAAG as installed.

iv. Portable Fire Extinguishers. Portable fire extinguishers were observed in the common corridors in the existing facility. Several fire extinguishers (as noted in appendix A) are mounted outside the allowable reach ranges per 521 CMR and ADAAG and may also be located in locations where access is obstructed.

Recommendation:
Verify that fire extinguishers are located in accordance with NFPA 10. Relocate devices to accessible locations as required on accessible routes.

v. Smoke detectors, CO detectors, heat detectors. Smoke detectors were observed in public spaces and offices. CO detectors were not present. Heat detectors were not present.

Recommendation:
Verify with Client's fire alarm service provider that all smoke detectors are hardwired to the alarm system, system notifies E911 upon alarm. Also, request that CO detectors that meet Code be installed to support existing systems.

4. Energy Code

i. The existing facility shall comply with 780 CMR Chapter 13 Energy Efficiency.

Recommendation:
We recommend evaluating the final program of proposed alteration and repair scope items to determine the applicability of the 780 CMR Chapter 13 and Chapter 34 requirements.

5. HVAC equipment located in public areas, not enclosed
    i. HVAC equipment is located in the Reading Room and Stacks areas. The units present appear to be piped cooling units / refrigeration units.

       Recommendation:
       The presence of the HVAC equipment in unenclosed public use spaces presents a significant hazard and Code violation. The units are also residential grade equipment and typically unsuitable or not able to be used in commercial applications due to code restrictions.

       The units will need to be enclosed with proper access doors or relocated and ducted.

ACCESSIBILITY:

ADA / ADAAG, Title II State and Local Governments
(Americans with Disabilities Act and ADA Accessibility Guidelines 2012)

In our recommendations in this section we have taken the approach that program accessibility within the facility will be required to meet the minimum requirements of ADA Title II.

1. Main Accessible Entrance Ramp
    i. Existing surface conditions are not in compliance with ADAAG 405 Ramps.

       Recommendation:
       Replace and retrofit the existing ramped surfaces and accessible route to remove broken or cracked surface materials and ensure newly installed materials provide slopes in accordance with ADAAG 405 Ramps.

2. Toilet Rooms
    i. Accessible toilet rooms on the first level. We observed accessible features in this toilet room but also observed several barriers that require removal. We have identified the specific non-compliance issues in the Accessibility and Code Survey Photographs, Appendix A.

       Recommendation:
       We recommend retrofitting the existing toilet rooms as required under 521 CMR 30 Public Toilet Rooms based on

our compliance survey findings as possible without structural modifications.

We would also recommend adding a third, vertical grab now required by the ADAAG 2012.

3. Controls
    i. As identified throughout our Accessibility Survey, various controls throughout the facility exceed the required reach ranges as required under ADAAG.

    Recommendation:
    Controls for life safety components, for example, manual fire alarm pull boxes, door push bars and lever handles should be relocated to comply with ADAAG 702 Fire Alarm Systems. Controls for common staff area thermostat controls, if operated by staff, should be lowered to 48" AFF comply with ADAAG Chapter 3 Building Blocks. Individual thermostat controls in offices should be lowered as an accommodation if requested by the staff member, and if the controls are operated by staff.

4. Drinking Fountains
    i. The existing drinking fountain fixtures and mounting heights comply with ADAAG 602 Drinking Fountains. However, the placement of the high-low fountain conflicts with the doors from the Children's Reading Room and has a leading edge greater than 27" AFF creating a protruding object.

    Recommendation:
    We recommend changing out the drinking fountain with the "high" fountain closer to the Children's Reading Room door. We would also recommend retrofitting the doors to have a single fixed leaf and a wider operable leaf.

5. Signage
    i. The existing library facility does not provide accessible signage to public rooms, offices open to the public, staff offices and rooms, or at egress stairs and components.

    Recommendation:
    Signage and wayfinding are integral design elements to educate staff and public users on how best to utilize and navigate the spaces of a building or facility. Signage, while an important wayfinding component to persons with

disabilities, is a necessary medium for all building users. We recommend retrofitting the entire facility with accessible room and directional signage that incorporates room names, room numbers, occupant names, and corresponding Braille in accordance with ADAAG 703 Signs. Providing the facility with proper signage will significantly improve usability for all at a modest cost investment.

ACCESSIBILITY:

521 CMR Architectural Access Board guidelines for the Commonwealth of Massachusetts

Based on our review of the proposed repairs and alterations budget and the percentage of work to be undertaken as a percentage of the replacement value of the library as provided by the Client, we have concluded that the requirements under 521 CMR 3.3.2 may not be triggered unless a significant appropriation and investment of fund in the building is undertaken.

However, we do believe that any moderate proposed repairs and alterations program will exceed an estimated $100,000.00 and as such triggers the requirements of 521 CMR 3.3.1(b).

The requirements of 521 CMR are included in the program accessibility requirements identified in the Accessibility: ADA / ADAAG section of the Executive Summary. In the event that the Client determines that program accessibility will be provided at another facility than the Main Branch Library, the requirements for 521CMR must still be implemented in accordance with Code.

We have identified those building components required to comply with 521 CMR as follows:

1. Main Accessible Entrance Ramp
   i. Existing surface conditions are not in compliance with 521 CMR 24.00 Ramps.

      Recommendation:
      Replace and retrofit the existing ramped surfaces and accessible route to remove broken or cracked surface materials and ensure newly installed materials provide slopes in accordance with 521 CMR 24.00.

ii. Door Clearances at interior

Recommendation:
Existing doors and frames cannot be modified in this location without significant structural modification of the facility. We recommend maintain existing feature unless deemed unsafe by the building official.

2. Main Entrance

i. There is no directional signage directing users to the accessible entrance at the rear of the library.

Recommendation:
Install new directional signage and wayfinding as required to direct users to the accessible entrance.

3. Accessible Parking

i. Accessible parking is provided in the correct number. Placement is adjacent to the accessible route that leads to the rear accessible entrance. Existing signage and surface striping are not complete.

Recommendation:
Re-paint all parking lot striping to ensure visibility and contrast. Install “van accessible” signage on the left parking space signage. Consider replacing the parking lot signage in entirety and replacing with new posts and signs that read “accessible parking” and bear the International Symbol of Accessibility.

4. Toilet Rooms

i. Accessible toilet rooms on the first level. We observed accessible features in this toilet room but also observed several barriers that require removal. We have identified the specific non-compliance issues in the Accessibility and Code Survey Photographs, Appendix A.

Recommendation:
We recommend retrofitting the existing toilet rooms as required under 521 CMR 30 Public Toilet Rooms based on our compliance survey findings as possible without structural modifications.

We would also recommend adding a third, vertical grab now required by the ADAAG 2012.

5. Public Drinking Fountains

i. The existing drinking fountain fixtures and mounting heights comply with 521 CMR 36 Drinking Fountains. However, the placement of the high-low fountain conflicts with the doors from the Children's Reading Room and has a leading edge greater than 27" AFF creating a protruding object.

Recommendation:
We recommend changing out the drinking fountain with the "high" fountain closer to the Children's Reading Room door. We would also recommend retrofitting the doors to have a single fixed leaf and a wider operable leaf.

6. Accessible signage

i. Accessible signage that complies with 521 CMR 41.00

Recommendation:
Accessible signage that complies with 521 CMR 41.00 shall be installed throughout the facility.

7. Door Hardware / Thresholds

i. Existing door hardware knobs does not comply with 521 CMR 26.00. Existing thresholds at the entrances to the stacks do not comply with 521 CMR 20.00.

Recommendation:
All existing door hardware shall be replaced with new hardware that complies with 521CMR 26.00. The existing thresholds at the entrances to the stacks will need to be removed and replaced with thresholds that comply with 521 CMR 20.00.

The recommendations outlined in the Executive Summary reflect our opinions and interpretations of the Codes and regulations available at the time the building survey was conducted. We are available to respond to any questions or comments you may have concerning the evaluations and conclusions reached, and recommendations presented herein.

Yours Sincerely,
LIEBSTUDIOS: architecture

David Michael Lieb, AIA, RID, NCARB
Principal and Founder

DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 1 (right), 2 (bottom right), 3 (bottom left)
Location: Main entrance
Description: inaccessible main entrance on accessible route
Issue (s): Fire alarm device not accessible due to bike rack; door opening force; no signage directing users to accessible entrance; surface conditions – cracks.

PHOTO No. 4 (right)
Location: Accessible Ramp Entrance Adjacent Parking
Description: Accessible entrance at top of ramp accessed from two accessible parking spaces, equipped with automatic door controls.
Issue (s): Surface conditions – cracking present; concrete surfaces of ramp have irregular "humps" leading to areas where slopes exceed 8.3% max.

PHOTO No. 5 (left)
Location: Accessible Ramp Entrance Adjacent Parking
Description: Accessible ramp, clear width of 50-50.5"; continuous handrails at 18" and 35" AFG.
Issue (s): Surface conditions – cracking present; concrete surfaces of ramp have irregular "humps" leading to areas where slopes exceed 8.3% max.

PHOTO No. 6 (right)
Location: Accessible Parking
Description: Accessible parking spaces(2); 16 total spaces in parking lot
Issue (s): Surface conditions – cracking present; parking lot striping and access aisle is faded – inadequate contrast; NO "van" accessible signage provided at left parking space.

PHOTO No. 7 (left)
Location: Accessible Ramp Entrance Adjacent Parking
Description: Accessible ramp, clear width of 50-50.5"; continuous handrails at 18" and 35" AFG.
Issue (s): Surface conditions – cracking present; concrete surfaces of ramp have irregular "humps" leading to areas where slopes exceed 8.3% max.

PHOTO No. 8 (right)
Location: Accessible Entrance at Ramp - interior
Description: Accessible entrance at ramp - interior
Issue (s): Surface conditions – cracking present; parking lot striping and access aisle is faded – inadequate contrast; NO "van" accessible signage provided at left parking space.

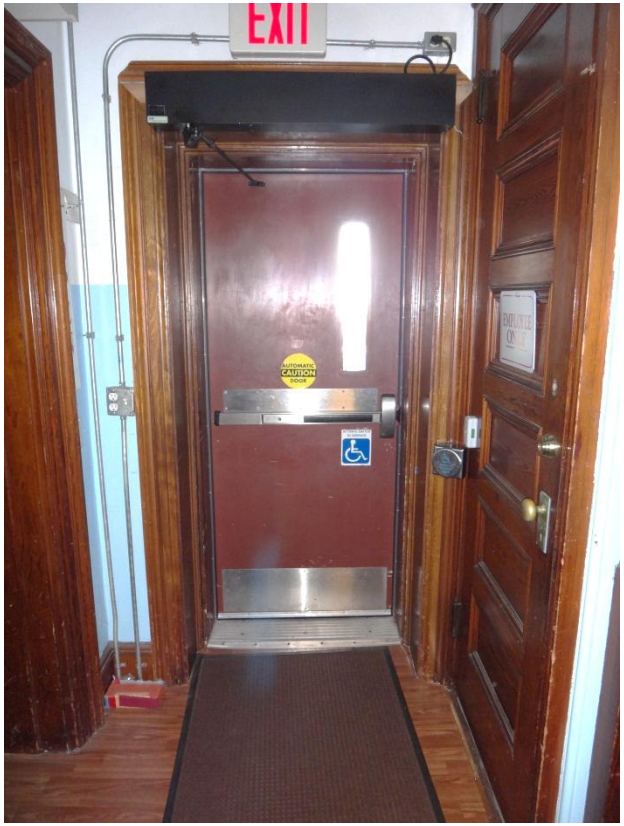


PHOTO No. 9 (left)
Location: Egress from reading room
Description: Fire escape egress from reading room
Issue (s): No handrails both sides, no handrail extensions, no guardrail at landing, concrete bumper obstruction at base.

DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 10 (right)
Location: Egress from basement Children's Room
Description: egress from Children's room to exterior parking area
Issue (s): No Code compliant handrails present, surface conditions.

PHOTO No. 11 (left)
Location: Egress from Mid-level at basement
Description: Egress from mid-level stair landing through "books for sale" room / access to facilities office
Issue (s): No handrails both sides, no handrail extensions, no guardrail at landing, visually screened – potential hazard.

PHOTO No. 12 (right)
Location: Egress fire escape stair from second floor offices at exterior pathways
Description: egress from second floor
Issue (s):

Exterior fire escape stair terminates at a landing with no steps or ladder connecting to pathways at grade.

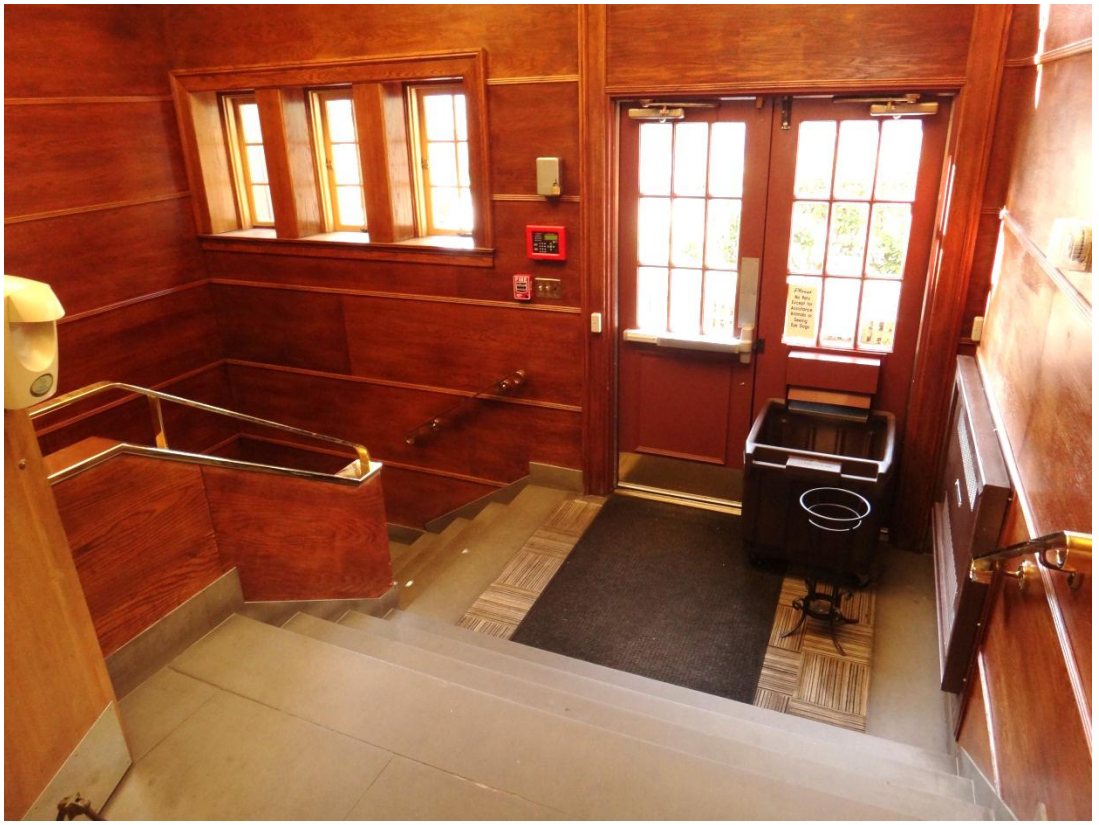
PHOTO No. 13 (right)
Location: Main entrance lobby / stair – not accessible
Description: Main entrance lobby and connecting stair to basement Children's Room
Issue (s): Book drop obstructs egress through second door (narrows egress path); stairwell is not rated; doors are kept open; hand sanitizer dispenser mounted to door; treads and risers are not uniform:

Top string risers – 7.5" top; 7", 7", 6" bottom

Middle string risers to basement - 7.5" top; 7", 7", 6" bottom

3rd string riser to upper basement level – 7.5", 7.7" remaining
Handrails at 37" AFF > 36" AFF max.

Fire alarm pull too close to top tread at landing – hazardous. Alarm control panel is mounted at 61" AFF and not on an accessible route.



DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 14 (top / bottom)
Location: Main entrance lobby / stair – not accessible
Description: Main entrance lobby and connecting stair to basement Children's Room
Issue (s): Book drop obstructs egress through second door (narrows egress path); stairwell is not rated; doors are kept open; hand sanitizer dispenser mounted to door; treads and risers are not uniform:

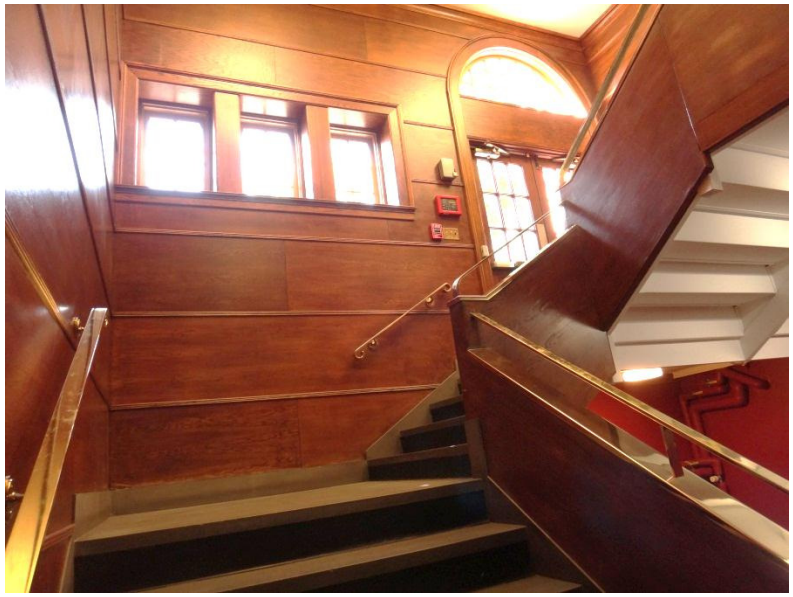
Top string risers – 7.5" top; 7", 7", 6" bottom

Middle string risers to basement - 7.5" top; 7", 7", 6" bottom

3rd string riser to upper basement level – 7.5", 7.7" remaining
Handrails at 37" AFF > 36" AFF max.

Fire alarm pull too close to top tread at landing – hazardous. Alarm control panel is mounted at 61" AFF and not on an accessible route.

Low lighting levels and "gray" treads create tripping hazard combined with non-uniformity of risers.



DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 15 (top / bottom)
Location: Interior Lobby – first floor
Description: Interior lobby at library reception / information desk
Issue (s):

Doors from stair lobby are kept open – no fire separation.

Doors into staff area at 30" clear < 32" clear min. required.

Lowered section of counter = OK

Higher sections of counter at 37" AFF have a leading edge greater than 27" AFF (36" AFF) creating a protruding object for Code and Accessibility.

Inadequate door clearances into office areas (less than 32" clear min).

Computer stations have counter heights greater than 34" AFF. Built in cabinets would need to be re-designed to provided an accessible workstation for employees.

PHOTO No. 16 (right/ left)
Location: Interior Lobby – first floor
Description: Interior lobby at entrances to Reading and Children's Room (first floor)
Issue (s):

Children's Room –
(2) 32" wide doors present only providing 30" clear width < 32" min clear width required. Doors were observed held open and are not labeled.

Door opening force was measured at 5lbs (left door) and 8lbs (right door) of opening force > 5lbs max. required.

Reading Room–
(2) 32" wide doors present only providing 30" clear width < 32" min clear width required. Doors were observed held open and are not labeled.

Door opening force was measured at 7lbs of opening force > 5lbs max. required.

PHOTO No. 17 (right)
Location: Interior Lobby – first floor – drinking fountain
Description: Drinking fountain for public use at first floor lobby. Fire extinguisher.

Issue (s):

Drinking fountain–
Leading edge of "high" fountain at 32" AFF > 27" max. AFF – protruding object present.

High spout at 38.5" AFF =OK
Low spout at 32.5" AFF=OK

Water shoots over bowl onto floor.

Drinking fountain conflicts with doors opening from Children's Room.

Fire extinguisher–
Fire extinguisher is located behind door that conflicts with egress; does not provide adequate clearance per ADA and 521 CMR.

PHOTO No. 18 (right)
Location: Interior Lobby – first floor – drinking fountain
Description: Drinking fountain for public use at first floor lobby. Fire extinguisher.

Issue (s):

Drinking fountain–
Leading edge of "high" fountain at 32" AFF > 27" max. AFF – protruding object present.

High spout at 38.5" AFF =OK
Low spout at 32.5" AFF=OK

Water shoots over bowl onto floor.

Drinking fountain conflicts with doors opening from Children's Room.

Fire extinguisher–
Fire extinguisher is located behind door that conflicts with egress; does not provide adequate clearance per ADA and 521 CMR.

FE is mounted at 32" AFF to controls = OK.

PHOTO No. 19 (right)
Location: Interior Lobby – first floor – entrance to staff office, accessible toilet room, staff back office
Description: cased opening entrance (door has been removed (hinges not removed) to staff areas and accessible toilet room

Issue (s):

Signage –
No accessible room signage present or directional accessible signage present to indicate location of accessible toilet room from lobby.

Protruding objects created from "high" drinking fountain (leading edge greater than 27" AFF) and reception counter (leading edge greater than 27" AFF) – baskets and bins are used to raise attention at counter cantilevered counter.

Cased opening is less than 32" clear – door has been removed but hinges remain with pins that could pose a hazard.

PHOTO No. 20 (right)
Location: Staff offices– first floor

Description: staff offices located at end of short corridor adjacent to accessible toilet and reception staff area

Issue (s):

Signage –
No accessible room signage present

Door clearance at 31.5” < 32” clear required.

Door hardware – knobs present, levers required.

Desks = OK

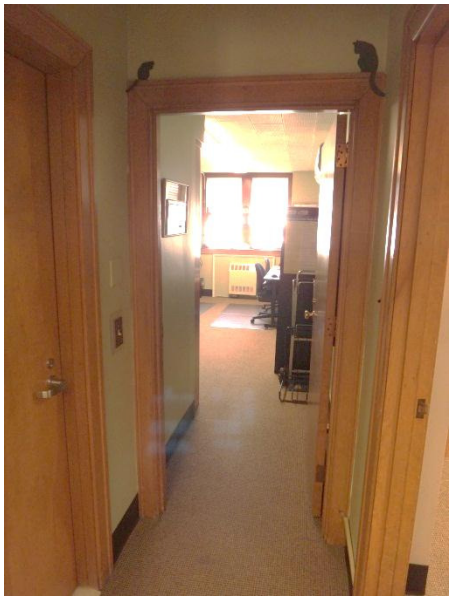


PHOTO No. 21 (right)
Location: Staff offices– first floor

Description: staff offices located at end of short corridor adjacent to accessible toilet and reception staff area

Issue (s):

Signage –
No accessible room signage present

Door clearance at 31.5” < 32” clear required.

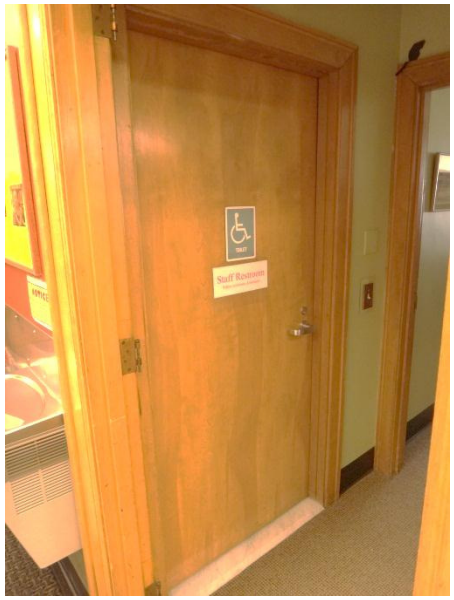
Door hardware – knobs present, levers required.

Desks = OK

Water cooler – control heights 19”-30” = OK. Inadequate clearance to approach fixture due to stored carts. 30” clear front approach required for fixture, 48” clear side approach.

DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 22 (top), 23 (bottom)
Location: Accessible Toilet Room first floor
Description: Accessible toilet room first floor adjacent to the Lobby. The toilet room is marked for staff use only, but serves as the only designated accessible toilet room in the facility.



Issue (s):

Signage – The signage provided is mounted on the door and not at the latch side as required.

Hardware – level handle door hardware is provided = OK.

Door – door provides 32” clear opening but does not have a door closer. The door closer is required as there is inadequate maneuvering space inside to enter, turn and close the door manually.

Clearances - door and maneuvering clearances are impacted by furniture present in the toilet room. The furniture needs to be removed to provide adequate clearance.

Grab bars – installed at 36.5” AFF > 36” max. required.

Toilet control – not located at approach side of toilet.

Alarms – audible / visual alarm present.

DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 24 (top), 25 (bottom)
Location: Accessible Toilet Room first floor
Description: Accessible toilet room first floor adjacent to the Lobby. The toilet room is marked for staff use only, but serves as the only designated accessible toilet room in the facility.

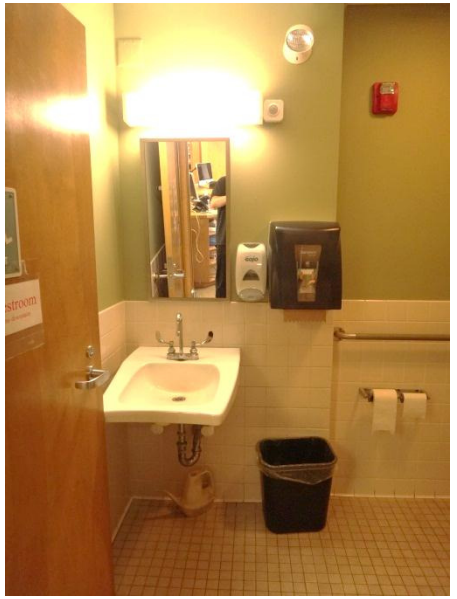
Issue (s):

Clearances - door and maneuvering clearances are impacted by furniture present in the toilet room. The furniture needs to be removed to provide adequate clearance.

Sanitary napkin disposal is mounted higher than 48” AFF to top control. This accessory will need to be lowered.

Mirror – mounted at 43” AFF > 40” max. per ADAAG and 521 CMR.

Sink – pipes do not have protective pipe wraps as required. Elongated sink and installed location do not allow required 30”x48” front approach clearance to the ficture.



DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 26 (top), 27 (bottom)
Location: Children's Reading Room - first floor
Description: Children's Reading at first floor with stack areas, computer stations and seating areas.

Issue (s):

No exit sign from Children's Room to Lobby egress (second means of egress).

Sitting tables – inadequate knee clearance < 27" min. required.

Maneuvering clearances – while 36" wide accessible routes are provided throughout this room, there are inadequate spaces for turning around and overall maneuvering is challenging.

The express check out desk does not have adequate front or side clearances, is at a table with knee clearance less than 27" min. required and is adjacent to the double doors that access back to the lobby and function as a primary egress.

DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 28 (right)
Location: Children's Reading Room - first floor
Description: Children's Reading at first floor with stack areas, computer stations and seating areas.

Issue (s):

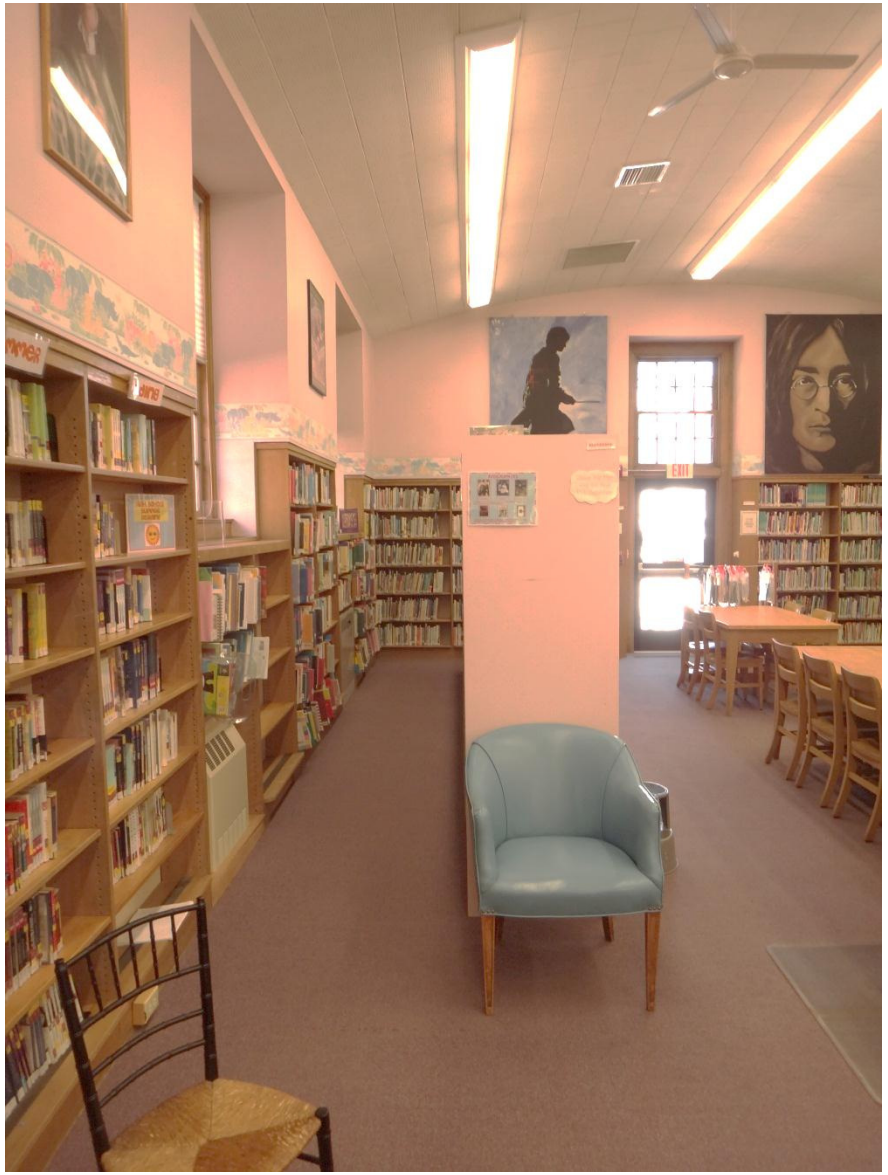
No exit sign from Children's Room to Lobby egress (second means of egress).

Sitting tables – inadequate knee clearance < 27" min. required.

Maneuvering clearances – while 36" wide accessible routes are provided throughout this room, there are inadequate spaces for turning around and overall maneuvering is challenging.

The express check out desk does not have adequate front or side clearances, is at a table with knee clearance less than 27" min. required and is adjacent to the double doors that access back to the lobby and function as a primary egress.

Secondary egress – provided to the exterior. Exit sign, fire alarm pull, and audible / visual alarms present. NOT accessible.



DEDHAM PUBLIC LIBRARY MAIN BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 29 (top), 30 (bottom)
Location: Reading Room, first floor
Description: Main reading for the library on the first floor level. The accessible entrance via ramp enters into the Reading Room

Issue (s):

No exit sign from Reading Room to Lobby egress (third means of egress).

Computer station knee clearance at furniture at or above 27" AFF min. Table heights at or below 34" AFF max. = OK

Reference desk – would not be accessible for staff with disabilities – ADA Title I accommodation would be required.

Access to stacks – *refer to detailed information in this survey.*

DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 4 (top),

Location: Curb cut
Description: existing curb cut access from parking lot area and accessible parking space
Issue (s):
The existing van accessible parking space has required signage and stall size. The striping in the lot is faded and difficult to see visually. To access the existing curb cut a visitor must travel into the driveway lane presenting a serious hazard. Space exists to modify existing curbing and sidewalk to provide an accessible route directly from the parking space access aisle.

Surface conditions are cracked and hazardous.

Curb ramp has a slope of 9.3% with flared side of 14% > 8.3% and 10% flared side max. per ADAAG and 521 CMR.

Parking spaces in lot = 19 total spaces striped, (1) van accessible.

DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 5 (top), 6 (bottom)
Location: emergency egress from reading rooms
Description: non-code compliant egress “steps” from interior library reading rooms
Issue (s):
Emergency egress from the two interior reading rooms empties out of the building to lowered grade. There is no signage at the interior warning of a drop. A level landing that transitions to grade is required. The riser height exceeds 7” AFG.

DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 7 (right), 8 (left)
Location: Main entrance
Description: Accessible route to main entrance
Issue (s):
Accessible route from parking area has grades within the 0% - 5% allowable range with allowable cross-slopes as measured with a smart-level. However, the aged asphalt surface is experiencing significant cracking and presenting hazardous conditions to users.

Slope at main entrance was measured 5-6% > 5% max. with no 60”x60” level grade at approach and automatic door controls. Clear width = OK. Interior door height is only 76” to underside of closer < 80” min. required.

Fire department station – not on an accessible route and mounted higher than 48” to controls.

DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 9 (right),
Location: Main entrance
Description: Interior door at main entrance
Issue (s):

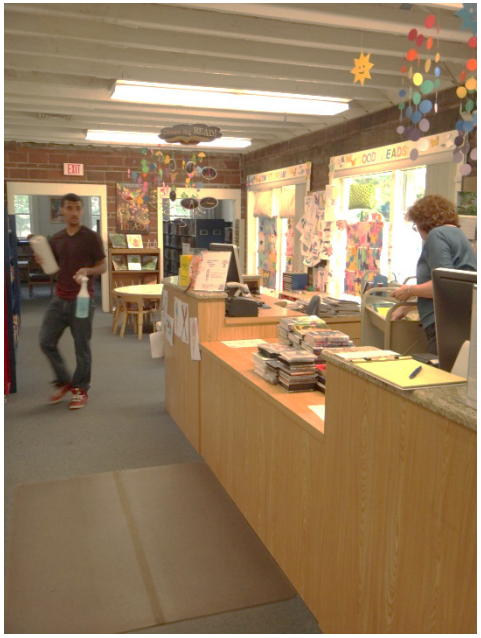
Interior door height is only 76” to underside of closer
< 80” min. required.

Automatic door controls present and functioning.

DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 10 (right), 11 (bottom)
Location: Circulation / Information Desk
Description: main circulation desk at interior.
Issue (s):

Existing circulation desk transaction counters are at 30" AFF with width greater than 36" = OK. Configuration allows for side approach of wheelchair user.

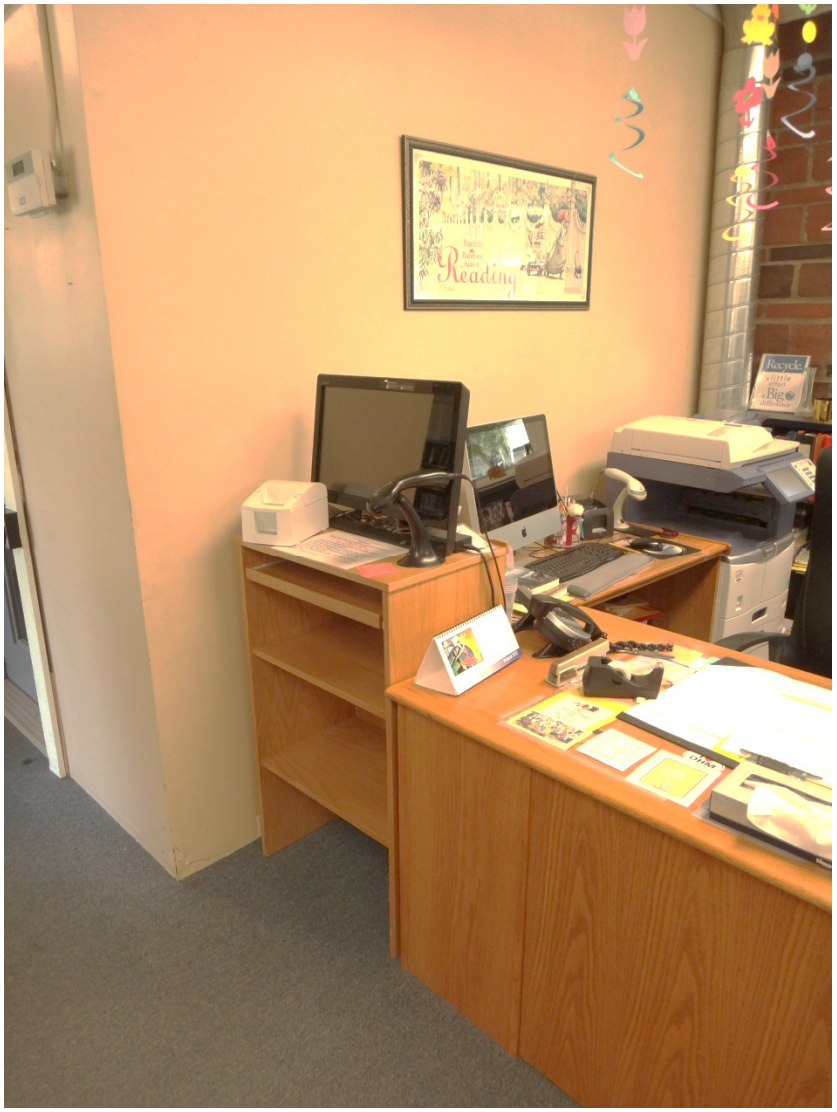


DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 12 (right), 13 (bottom)
Location: Circulation / Information Desk and Self-checkout desk
Description: Staff entry into circulation desk (photo 13) and self-checkout counter area.
Issue (s):

(photo 13) There is a floor mounted electrical conduit, exposed that could provide a tripping hazard to library staff.

(photo 12) the self-checkout station has a counter at 39" AFF > 34" AFF max.; does not allow 30" front approach or 48" side approach do to location.



DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 14 (right), 15 (bottom)
Location: Children's Reading Room
Description: Children's Reading room stack area
Issue (s):

Stack aisles – aisle widths are at 36"+ = OK

End Aisle was measured at 35 ½" < 36" min. required.

Existing furniture – 25" AFF knee clearance < 27" AFF min. required.

DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

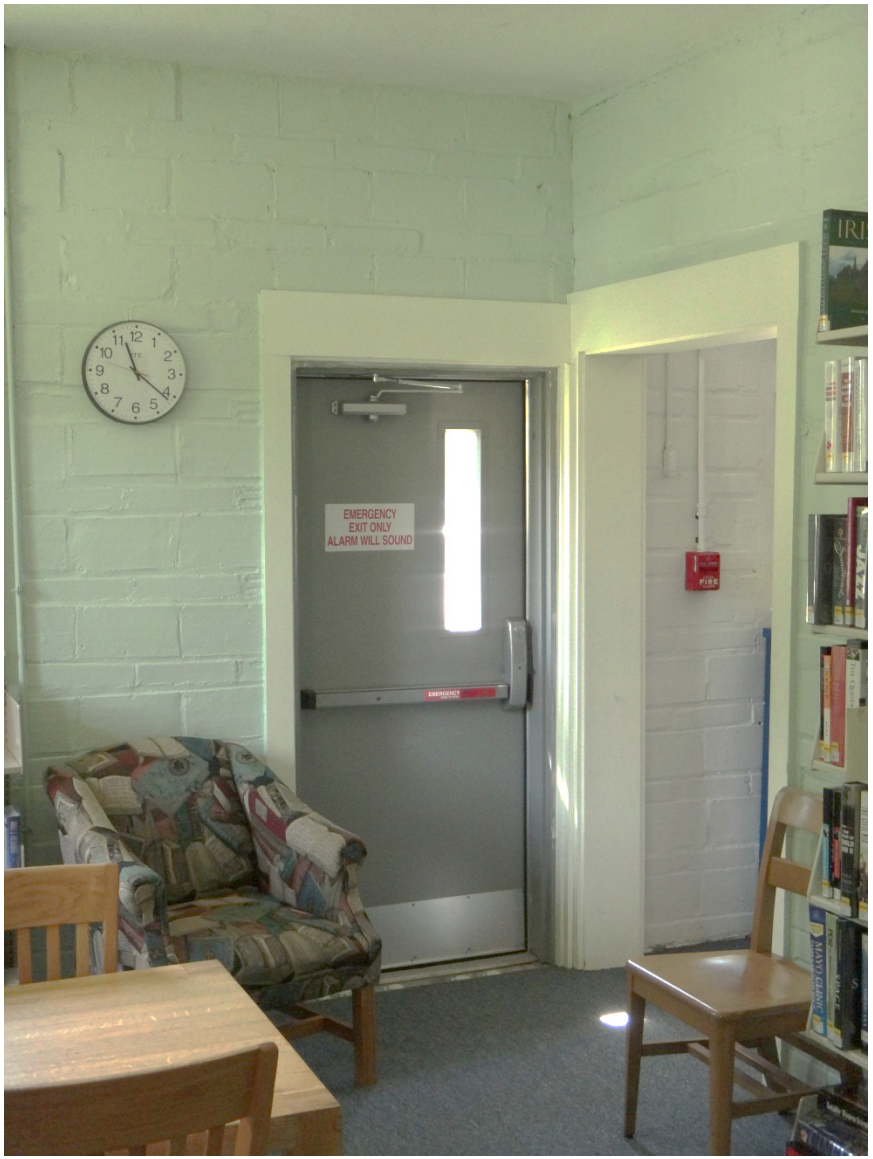
PHOTO No. 16 (right), 17 (left)
Location: Children's Reading Room
Description: Children's Reading room stack area
Issue (s):

Exit signs – no exit signs are present indicating the direction to the second means of egress.

Fire Alarm pull – mounted at 52" AFF to control > 48" AFF max. required.

Door width – measured at 31" clear < 32" clear required; egress exits down a high step onto a grassed surface; not accessible.

Existing furniture – 25" AFF knee clearance < 27" AFF min. required.



DEDHAM PUBLIC LIBRARY ENDICOTT BRANCH – ACCESS / CODE SURVEY PHOTOS + NOTES

PHOTO No. 18 (top), 19 (bottom)
Location: Stack area adjacent Children's Reading Room
Description: central stack area adjacent to the circulation desks and adjacent to the Children's Reading Room area.
Issue (s):
Stacks widths were measured at 35 ½" clear < 36" clear required.

PHOTO No. 20 (right), 21 (bottom)
Location: Computer and stack area - central
Description: central stack area adjacent to the circulation desks and adjacent to the Children's Reading Room area.
Issue (s):

Stacks widths = OK

Computer Desks – 25" AFF knee clearance < 27" AFF min. required.

#	QTY	ITEM DESCRIPTION	LOCATION	LENGTH	WIDTH	OVERALL HEIGHT	SEAT HEIGHT	ACTION NOTES	CONDITION
32	4	Chair, lounge, arm, w/ textile seat & back in a brown geometric pattern, nylon, mfg. label: Sam Moore, Bedford, IA, some staining of cover, wear	DVD Rm	32	30	17 1/2	35	The cost of reupholstering with code compliant textiles may warrant consideration for complete replacement	R
33	1	Table, coffee, dark stain, possibly maple,cabriole legs w/ chipped edges, mfg. label: Kincaid, China	Reading Rm	50	28 1/2	18		Refinish and reuse	G
34	5	"Computer Cubicles", oak veneer w/ oak edge band, faux stone plastic laminate work surface, roll-out keyboard tray[1 tray is missing], none are adjustable in height, no work area for reference material, no task lighting	Reading Rm	34	27	45		Replace with a new systems cluster with intergal task lighting, reference surface, two with electric powered height adjustment, increase number of stations to 6	X
35	5	Chairs, side, at cubicles above, all require minor repair [tightening of frames] and refinishing, not task chairs suited for computer work	Reading Rm	17 3/4	17		18	Refinish and reuse at work tables, replace w/ new task seating designed for use at computer work stations	R N
36	1	Stand, atlas, mahogany [rough finish condition], 6 shelves	Reading Rm	29	27	39 1/2		Combine space and equipment requirements with new Reference Libraian Station	N
37	1	"Printer Station",partial right return oak desk, BBF w/ pencil drawer, computer sits on carpet floor, printer above pedestal, MAC over kneehole area, not height adjustable	Reading Rm	60 1/2	29 3/4	30		Combine equipment requirements with new Computer Cubicles organized within the same cluster	N
38	1	"Reference Librarian Station", Desk, left return, same mfg. as #38	Reading Rm	55	29	30		Combine space and equipment requirements with new Computer Cubicles organized within the same cluster	N
39	1	Reference Librarian Station, legal size 2drawer pedestal, same mfg. as #38	Reading Rm	24 1/2	20 1/2			New file/storage space to match new workstations above	N
40	1	"Self Check Out" table, plastic laminate top w / painted steel legs, small for function	Reading Rm	30	18	30		Combine space and equipment requirements with new Reference Libraian Station	N
41	4	Chair, arm, Open arm, mahogany, textile seat & back	DVD Rm	23	24	38	19 1/2	Refinish and reuse at small work table [#8]	R
42	5	Chair, side, mfg by Gunlocke, maple w/ opague finish, in need cleaning	DVD Rm	16	17		18	Refinish and reuse	R
43	2	Chair, side, oak w/ flat spindle back	DVD Rm	18	17		18	Refinish and reuse	R
44	12	Chair, Side, oak, Mfg by Remington Rand, worn finish	Young Adult Rm	18	17		18	Refinish and reuse	R
45	18	Chairs, side, ash or maple w/red leather back rest, all require repair & refinishing	Young Adult Rm	16	17	33 1/2	18	Refinish and reuse	R
46	2	Table, oak, plastic laminate top [added to original top]	Young Adult Rm	91	37	31		Refinish and reuse	R
47	2	Table, oak, plastic laminate top [added to original top]	Young Adult Rm	83	34	31		Refinish and reuse	R
48	1	Desk, double pedestal	Young Adult Rm	69	34	31 1/2		Oak,B/2F/P/B/2F,non-accessible [kneehole]	X
49	1	Desk, double pedestal	Young Adult Rm	58	32	31		Mfg label: Macey Folder, NYC, Oak,3B/P/3B/2F,non-accessible [kneehole]	X
50	1	Desk, double pedestal	Young Adult Rm	52	25	29 1/2		Oak, missing one drawer, non-accesible kneehole	X
51	1	Work station, left return, plastic laminate, possibly mfg. by Teknion, w/ MAC station	Young Adult Rm	72	47 1/2			Replace with a new systems station with intergal task lighting, reference surface, clean & reuse existing station w/ existing systems station in the "Catalging/Repair Room"	N G
52	1	Table, oak, plastic laminate top [added to original top]	Young Adult Rm	61	37	31		Refinish and reuse	G
53	1	Table, plastic laminate, walnut w/ pencil drawer, used as storage	Young Adult Rm	48	30	30		Retire from public use	X
54	1	Bookcase, beech or birch w/ 3 adj shelves	Young Adult Rm	37 3/8	16	42		Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
55	4	Stacks, steel, adj ht shelves, double sided	Young Adult Rm	36	24	42		Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
56	20	Stacks, steel, adj ht shelves	Young Adult Rm	36	24 1/2	90		Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
57	10	Stacks, steel, adj ht shelves, one sided	Young Adult Rm	36	13 1/2	90		Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
58	6	Stacks, steel, adj ht shelves, one sided	Young Adult Rm	36	13 1/2	66		Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
59	1	Table, Mahogany veneer w/ pedestal leg support	Reading Alcove	50	20	29		Refinish and reuse w/ other matching tables	R
60	4	Chair, arm, "Captain's" style seating, stenciled, "Our Liberty & Remberance", very worn condition	Reading Alcove	20	26	17		Retire from public use, rpleace with new standard for louge seating & small occasional tables	X N

FURNITURE SURVEY ITEMS #32 > 60

DEDHAM PUBLIC LIBRARY / MAIN BRANCH

FIGURE # 2

#	QTY	DESCRIPTION	LOCATION	LENGTH	WIDTH	OVERALL HEIGHT	SEAT HEIGHT	ACTION NOTES	CONDITION
61	1	Office desk , wood, non ADA compliant	Cataloging Office	60	30	30		Retire from public use, install new work staion standard	X N
62	1	Built-in work counter along exterior windowed wall, may require some refinishing	Cataloging Office	100	28			Refinish and reuse	R
63	1	Chair, desk, castors, with arms, black wool fabric	Cataloging Office					Replace with new standard of desk seating for staff	N
64	2	Chair, stool, castors, black wool fabric	Cataloging Office					Replace with new standard of stool seating for staff	N
65	1	Office desk, oak, double pedestal, non ADA compliant	Circulation Desk	60	30	30		Retire from public use, install new work staion standard, consider full length of rear window wall	X N
66	1	Built-in oak storage & desk height counter, oak	Circulation Desk	60	24	30		Users report that it is little used and would prefer to remove for space savings, some millwork repair will be required to complete removal	X
67	1	Work station, storage over, same system as in Children's Room	Technical Services	72	26	30		Clean & reuse	G
68	1	Table, plastic laminate top	Technical Services	72	30	30		Clean & reuse	G
69	1	Table, wood	Technical Services	34	20			Clean & reuse	G
70	2	Chair, desk, castors, with arms, black wool fabric	Technical Services					Replace with new standard of desk seating for staff	N
71	1	File, lateral, 5 high	Technical Services	36	18			Clean & reuse	G
72	1	Stand, typing, casters	Technical Services	30	24			Clean & reuse	G
		ENDICOTT BRANCH							
73	6	Table, Parsons, oak	East & West	48	30	28 1/4		Clean & reuse	G
74	2	Chair, arm, maple frame, green	East Reading Rm	24	22	31	17	Refinish & reuse	R
75	12	Chair, side, oak frame, purple	throughout	20 1/2	18 1/2	30	17	Refinish & reuse	R
76	2	Chair, lounge, oak frame,biege	East Reading Rm	29	31	29	15	Refinish & reuse	R
77	2	Chair, arm, pink vinyl w/ nail	East Reading Rm	27	26	33	17	Clean & reuse in Staff Work Room	G
78	2	Shelving, steel, biege painted, adj	East Reading Rm	13 1/2	37	90		Clean & reuse	G
79	3	Shelving, periodical, biege	East Reading Rm	13 1/2	37	78		Clean & reuse	G
80	2	Chair, wing, gold velvet textile,	East Reading Rm	34	32	43	18	Remove from use	X
81	1	Chair, wing, pink nylon textile, no	East Stack area	34	27	38	18	Remove from use	X
82	1	Table, oak frame, replaced top, plastic laminate	East Stack area	91	37	30 1/2		Clean & reuse	G
83	52	Stacks, books, general collection,	East Stack area	37	24 1/2	90		Clean & reuse, stacks would benefit from some repainting to	G
84	7	Stacks, DVD collection, steel w/adj ht shelves, painted a lighter blue, end panels	Adjacent to Entry Area	36	11 1/2	66		Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
85	2	Tables w/ gallery rail at rear, oak w/ HPLAM top	Public Computers	72	30	26 1/2		Clean & reuse	G
86	2	DVD Bin, oak veneer w/ 2 roll out shelves	Adjacent to Entry Area	40 1/2	420	36		Clean & reuse	G
87	1	Bookcase, pine, no apparent finish, appears "home made"	Adjacent to Entry Area	48	6 1/2	78		Remove from use	X
88	37	Stacks, steel w/adj ht shelves, painted blue end panels, single	West stack area and adjacent	37	13			Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
89	16	Stacks, steel w/adj ht shelves, painted blue end panels, some	West stack area and adjacent	37	24 1/2			Clean & reuse, stacks would benefit from some repainting to match all finish colors	G
90	2	Chair, lounge, grey textile, no compliance label	Children's Activity area	37	27	28	15	Remove from use	X
91	8	Chair, side, child's height, maple with ptd finish, 2 tone finish, mfg	Children's Activity area	14 dia			14	Clean & reuse	G
92	1	Table, round, child's height, steel base w/ blk ptd finish, white plastic laminate top w/ wood edge band	Children's Activity area	59 dia			24	Clean & reuse	G
93	1	Storage bin, toys, maple plywood w/ 6 cubbies w/ plastic bins	Children's Activity area	40 1/2	18	24		Clean & reuse, relocate to "Story Pit Rm", add additional units, w/ continious top	G N
94	1	Circulation Desk, custom fabrication, oak veneer ply wd, granite riser, 2 person station, ADA compliant	Circulation Desk	16LF	6'2"	42/ 30		Clean & reuse	G
95	2	Chair, stool height, black textile fabric	Circulation Desk					Replace with new standard of desk seating for staff	N
96	1	Reserved books, custom fabrication w/ 2 sections of typ steel stack shelving inside	Adjacent to Circulation Desk	73	25	33		Clean & reuse, consider replacing with standard library equipment in the future	G
97	1	Reference Librarian Station, a jumble of 5 components to create	Reference Librarian Station	75	80	30		Remove existing furniture from use & replace with a new systems cluster with intergal task lighting, reference	X N
98	1	Chair, desk w/ armst, black textile fabric	Reference Librarian Station					Replace with new standard of desk seating for staff	N

FURNITURE SURVEY ITEMS # 73 > 98

DEDHAM PUBLIC LIBRARY / MAIN & ENDICOTT BRANCI

FIGURE # 3

#	QTY	DESCRIPTION	LOCATION	NOTES	ACTION
1	1	"Dedham Public Library", metal wall sign	Building Entry	Would benefit by nightime illumination	G
2	2	Hours of operation & "no food or drinks" sign, paper signs in simple plastic holders mounted on the glass	Building Entry	Remove signs from doors & install new exterior wall mounted signage w/ illumination	N
3	1	"Book Return" inset into door trim	Building Entry	OK, new location for book drop-off is required [eggress issue]	G
4	1	" Building Directory", Paper sign, narrative list of public rooms with directional arrows, replace with building plans with public rooms labeled	Arrival Hall	Replace with new signage of building plans with public rooms labeled, exits, etc	R
5	1	"Children's Room", Paper sign, mounted above the pair of entry doors into the space	Arrival Hall	Replace with new sign, to match/coordinate with new signage standards	R
6	TYP	Range card signage on headers of perimeter bookcases, some original signage appear to be original signs	Children's Room	Replace with new signs, to match/coordinate with new signage standards	R
7	0	Two staff work stations with no signage	Children's Room	No existing signage, new required, cable mounted from ceiling	N
8	1	"Notices", Paper sign ,mounted above the bulletin board	Arrival Hall	Replace with new sign, to match/coordinate with new signage standards	R
9	2	"Staff Restroom" & H/C Toilet signs, sinage is on the door vs the adjacent wall at the latch side of the door, relocate signs	Circulation Desk Hall	Relocate existing	G
10	0	No signage for Circulation Desk	Circulation Desk	Replace with new sign, to match/coordinate with new signage standards	N
11	O	No signage for entry to Reading Room	Arrival Hall	Sign should match type for Children's Room and be mounted at similar height on the plaster wall face	N
12	1	"Reference /?", chain hung, plastic signboard	Reading Room	New required, cable mounted from ceiling, to match #8 type, to read:"Reference Librarian"	R
13	1	"Self Check out" & instructions, paper signs in simple plastic holders or mounted on the work top	Reading Room	Replace with new sign, to match/coordinate with new signage standards. 1 wall mounted, 1 w/ mount to table top	R
14	1	"Friends of the Library Book Sale", Paper sign, tape mounted to the top shelf of a 42"H bookcase	Reading Room	If this is a permanent resale display install new signage to match the standards	R
15	0	No "Public Access Computers" sign	Reading Room	New required, cable mounted from ceiling, to match #8 type	N
16	2	Existing signage on doors to original stacks, self made and original metal letters at head of doors	Reading Room	Original metal lettering to remain, add wall mounted signage adjacent to entry doors	N
17	1	"Stack Directory", Paper sign, same type as building directory #2, mounted on the door	Reading Room	Install two new directories [could be floor plans of the triple stack] on adjacent walls at entry area	R
18	3	3 self made instructional signs at the Public Printer	Reading Room	new wall mounted signage and table top signage	N
19	TYP	3 Types of range cards, two purchased types, one self made	Digital Collections	New range cards on endpanels to match signage standards	N

SIGNAGE SURVEY ITEMS # 1 > 19

DEDHAM PUBLIC LIBRARY / MAIN BRANCH / FLOOR PLAN

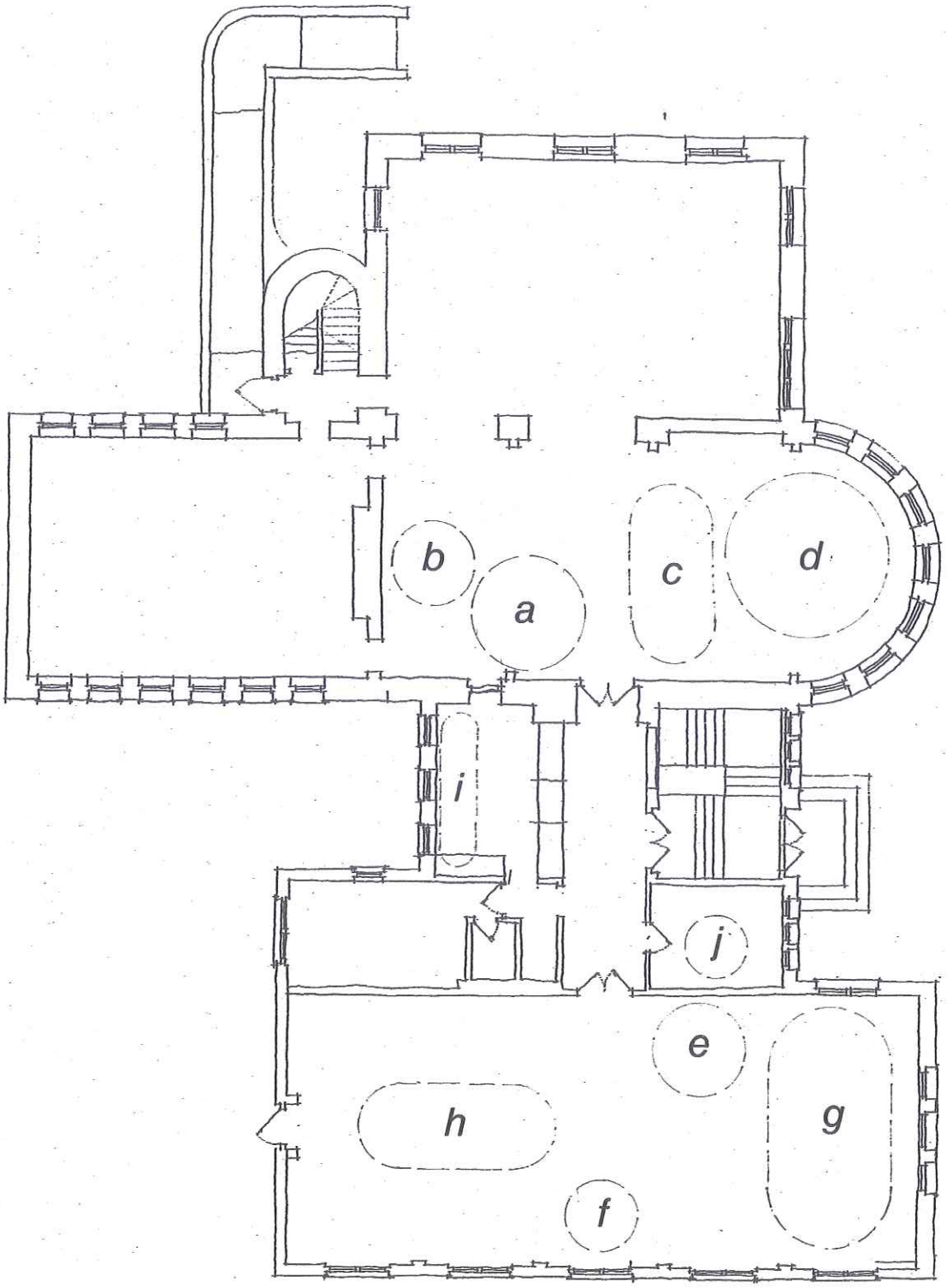
FIGURE #4

#	QTY	DESCRIPTION	LOCATION	NOTES	ACTION
20	1	Exterior, painted wood, wall mounted Building Identification Sign	Building Entry	Would benefit by nightime illumination	G
21	3	Several signs mounted with temporary adhesive, includes event posters, adhesive decal "Caution" for automatic door	Building Entry	"Caution Automatic Door" is only sign that should be posted on the automatic door. Temporary event posters could be mounted in the Vestibule or Library interior	X
22	1	"BOOK RETURN" inset into left door framing	Building Entry	A new location for book drop-off is required [this is an eggress issue] perhaps @ parking area [drive-up/drop-off]	G
23	2	1 event poster & hours of operation set into suction cup display frame on the door glass	Exterior Entry	Install new exterior building signage for hours of operation, remove event poster	N
24	7	Similar number of temporary signs affixed to the glass lites in the pair of the inner doors	Vestibule	Remove signage and use Vestibule walls for temporary signage, temporay event signage should be limited to 10% of the interior walls of the Vestibule	X
25	1	"Book Returns Only" w/ directional arrow, paper sign, taped to the circulation desk	Circ Desk	Replace with new sign, to match/coordinate with new signage standards, location TBD	N
26	TYP	Range cards, paper signs, adhesive fastened to end panels, empty card holders [3.5 x6], pair each end panel	YA Stacks	Replace with new signs, to match/coordinate with new signage standards	N
27	TYP	Typical temporary 8.5"x11"sign in plexiglas holder, set on book shelves	Story Pit	Replace with new signs, to match/coordinate with new signage standards, stand-up sign attchment to bookshelf required	N
28	1	"Story Pit", decorative painted sign on the cased door opening trim	Story Pit	Replace with new signs, to match/coordinate with new signage standards, suggest revising room name as well as signage, room no longer has a "pit"	N
29	1	"Self check out" station, paper sign, taped to work surface	Reference Librarian	Replace with new sign, to match/coordinate with new signage standards. 1 wall mounted, 1 w/ mount to table top	N
30	0	No "Reference Librarian Station" sign	Reference Librarian	No existing signage, new required, cable mounted from ceiling, to match sign standards	N
31	0	No "Circulation Desk" sign	Circulation Desk	No existing signage, new required, cable mounted from ceiling, to match sign standards	N
32	1	"Library Staff Only", paper sign, taped to glass panel on door	Staff Room	Replace with new signs, to match/coordinate with new signage standards	N
33	2	"Public Printer" & "instructions", paper signs, taped to work surface and to wall	Public Computers	Replace with new signs, to match/coordinate with new signage standards	N
34	1	"Large Print" Paper sign,in plexiglas tabletop holder	Stacks	Replace with new signs, to match/coordinate with new signage standards	N
35	2	Toilet Rooms have adhesive fastened plastic signs mounted on the doors	Toilets	Existing signage requires relocation to strike side of door opening, replace with new signs, to match/coordinate with new signage standards	N
36	2	"Dedham Info on the Go", Paper sign, pinned to panel on display rack, consider upgrading if this is a permanent display	East Reading Room	Replace with new signs, to match/coordinate with new signage standards	N
37	1	"Mystery Books", paper sign, adhesive fastened to end panels	Adult Stacks	Replace with new signs, to match/coordinate with new signage standards	N

SIGNAGE SURVEY ITEMS # 20 > 37

DEDHAM PUBLIC LIBRARY / ENDICOTT BRANCH

FIGURE #5

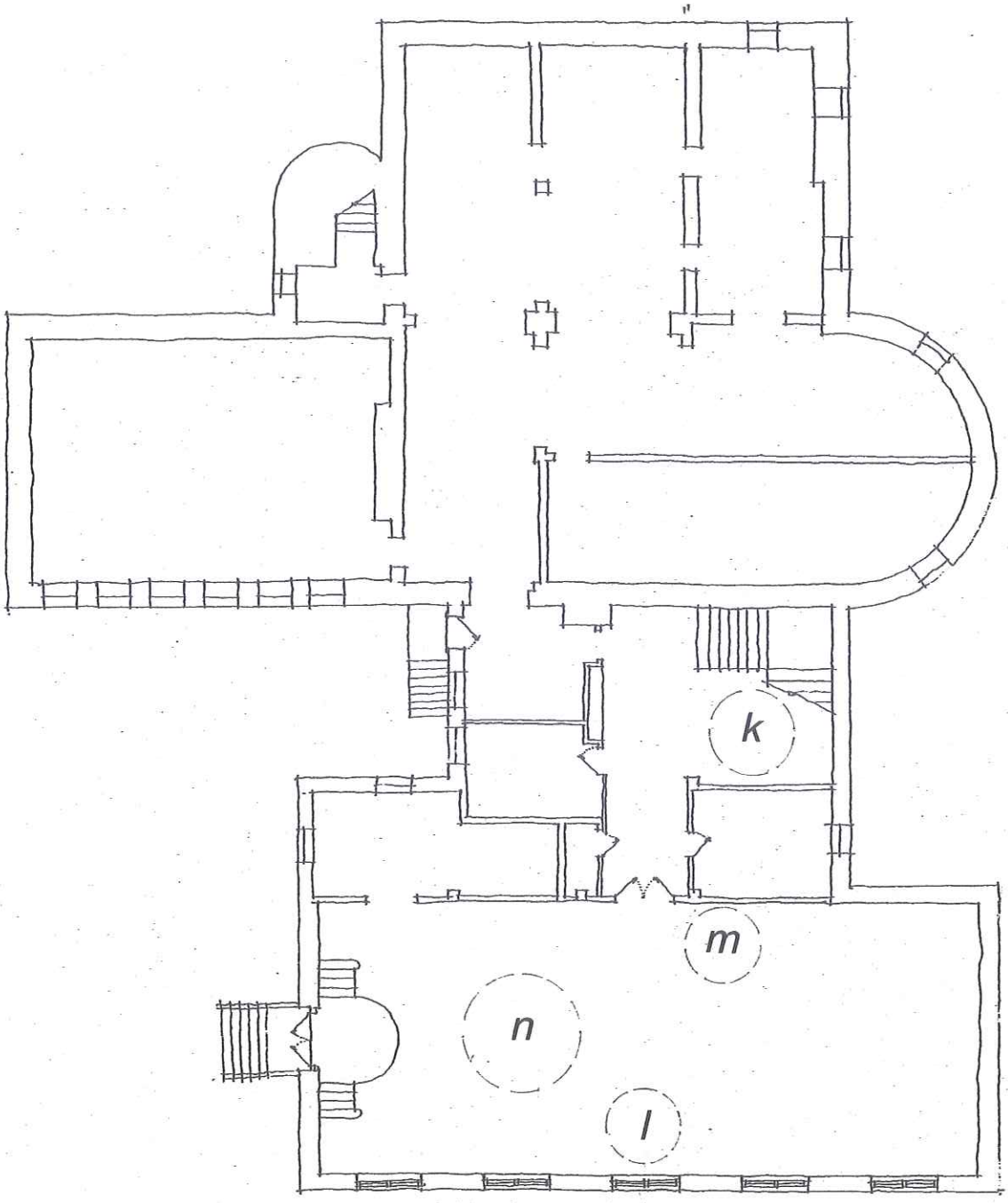


a Reference Librarian / Public Printer / Self Check-out Station / Atlas
b New books / will call books
c Public Computer cluster
d Periodical Reading Area
e New 2 person work station
f Seating area @ fireplace
g Children's Activity Area
h Large Group Activity Area
i New linear workstation at Circulation Desk
j New systems based desk

PROPOSED NEW SPACE ORGANIZATION

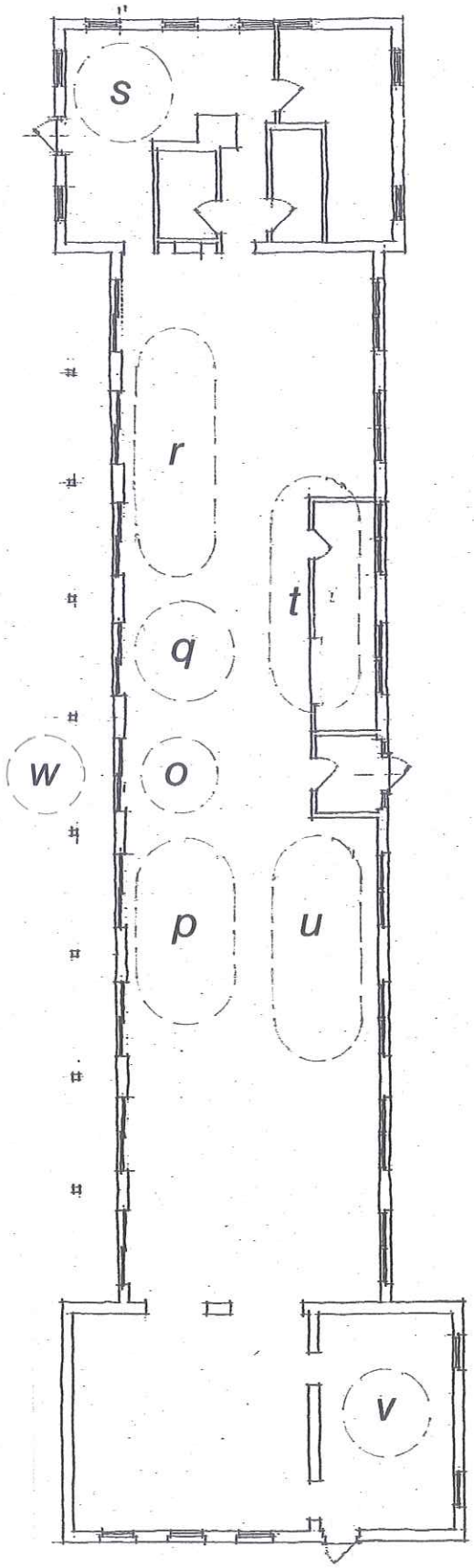
DEDHAM PUBLIC LIBRARY / MAIN BRANCH / FIRST FLOOR PLAN

FIGURE # 6



k Quiet reading niche
l Young Adult reading area
m Young Adult public computer cluster
n History Room stackable seating & folding tables

PROPOSED NEW SPACE ORGANIZATION
DEDHAM PUBLIC LIBRARY / MAIN BRANCH / LOWER FLOOR PLAN
FIGURE # 7

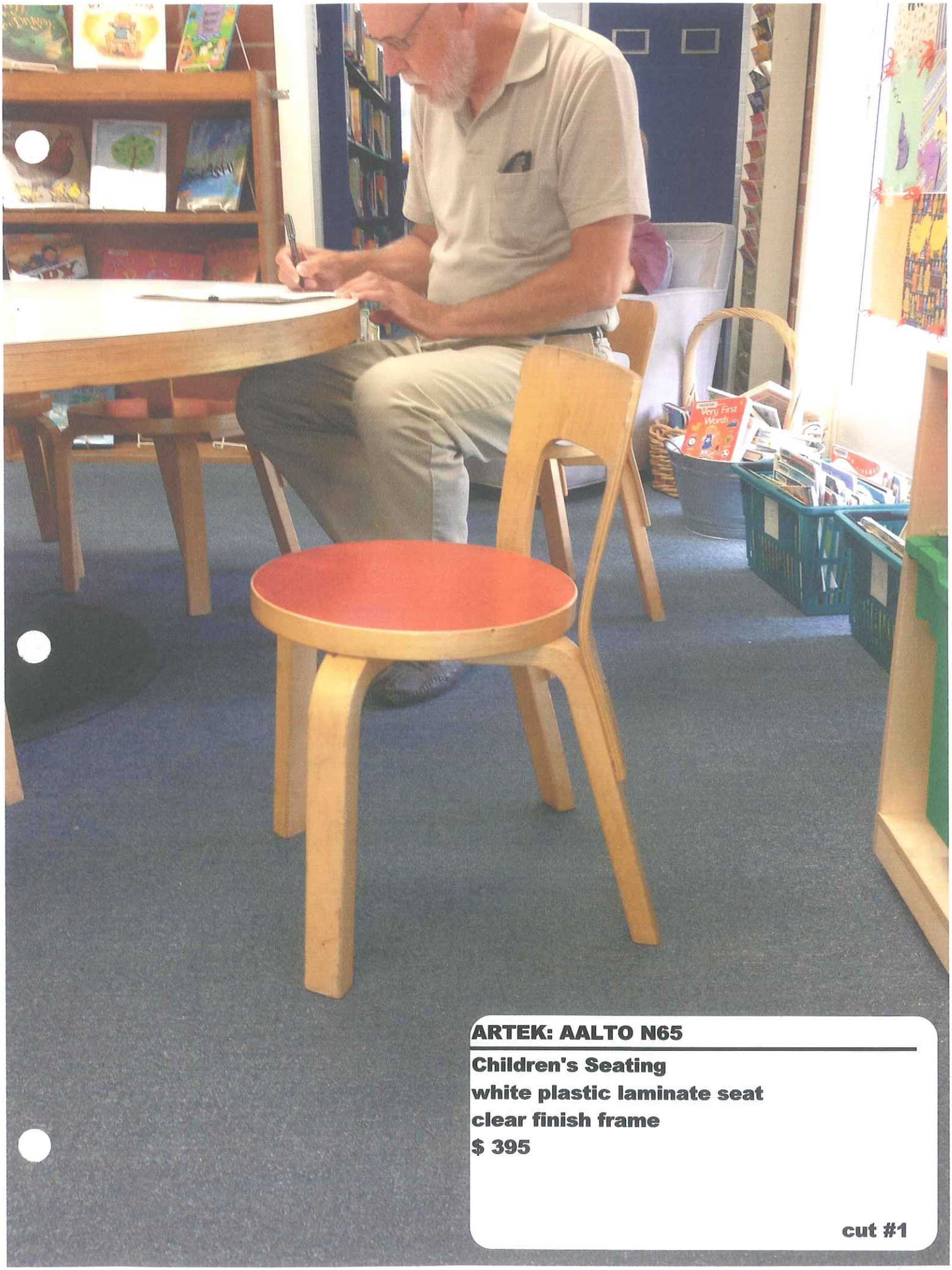


o Small scaled lounge seating reading area
p Existing Circulation Station
q New Reference Librarian Station, public printer,
r Reading area, work tables, new books collection,
s Staff work room
t Public computer carrels
u Expanded Young Adult collection and work tables
v New Children's large activity Area tables
w Exterior flowering planting area

PROPOSED NEW SPACE ORGANIZATION

DEDHAM PUBLIC LIBRARY / ENDICOTT BRANCH / FLOOR PLAN

FIGURE # 8



ARTEK: AALTO N65

Children's Seating
white plastic laminate seat
clear finish frame
$ 395

cut #1

KI: INTELLECT WAVE

Children's Seating
x small $94
small $95
medium $96

http://www.ki.com/products/imagedetail.aspx?imid=6219

cut #2

By Category

- Movable Wall
- Desking, Tables & Accessories
  - Contract Tables
  - Powered Tables
  - Occasional Tables
  - Folding Tables
  - Desking
  - Accessories
- Casegoods
- Educational Furniture
- Files & Storage
- Healthcare Seating
- Seating
- Lobby & Lounge
- Site Furnishings
- Systems
- Quick Ship Program

By Name

Product Search

NEW PRODUCTS

- KI Design Collection
- Itoki
- Torsion Air
- Enlite Table Collection
- Lyra Lounge Collection
- Sela Lounge Collection

DURALITE® LIGHT
DURALITE® LIGHT

View Larger >

Overview Construction

DuraLite folding tables withstand the toughest demands of daily use. The unique honeycomb core, aluminum framework, superior materials, and innovative design result in a lightweight table that is strong and durable.

Request a Quote
Order Samples & Brochures

Top Color

Frame Color

Download Price List
Download CAD Symbols

Product Information

- DuraLite Table Brochure PDF
- Environmental Data Sheet - Duralight PDF
- Care & Maintenance - DuraLite Table PDF
- Quick Ship Brochure PDF

Walnut finish is only available on rectangular Duralite tables.

GREENGUARD Indoor Air Quality Certified

KI: DURALITE FOLDING TABLE

white top, painted metal legs
30" x 60"
$ 406

cut # 3

Stack Seating

Completely versatile and universally comfortable. That's stack seating by KI – the world's largest manufacturer of stack chairs.

Stack seating is high style and high function, featuring ergonomically conceived design for maximum comfort. With styles ranging from transitional to contemporary, these chairs suit your specific needs and complement your unique interior décor. And because it's KI, incredible durability is without question. All of this adds up to unbeatable performance at an equally incredible range of prices.

Use as guest or side chairs. As conference or waiting room chairs. As food service or meeting room chairs. Take them anywhere you need extra seating. No matter how you use them, they're sure to make a lasting impression.

Maestro® Seating

- Polypropylene seat and back with powdercoat frame offer superior durability.
- Waterfall seat front provides unrestricted circulation and comfort.
- A handle integrated in the sculpted seat back allows for easy movement and stacking.

GSA Contract Holder

Matrix® Seating

- Back is high and seat contoured for greater comfort.
- End of the back's wire rod support is radiused to prevent "stress whitening," caused when plastic meets a sharp edge.
- Front seat strap is wide and thick with a rib to increase structural integrity.

GSA Contract Holder

Perry® Seating

- Distinct back curvature provides exceptional lumbar support and flexes for greater comfort.
- Two die-formed, 7-gauge straps are welded to the frame beneath the seat for incredible structural support.
- Waterfall seat front provides

KI: MAESTRO STACKING CHAIR

polypropylene shell, powder coat frame
waterfall seat front, integrated handle
basic $ 137
with seat cushion $ 203
dolly [for stacking] $ 400

TO ORDER CALL 8

cut #4

SHIPS IN 10 WORKING DAYS OR LESS

Torsion Air™ Task Chairs

General Information

Armless Task Chair (TAPDNA)

Task Armchair (TAPDWA)

Armless Task Stool (TASPNA)

Task Stool with Arms (TASPWA)

	Armless Task Chair (TAPDNA)	Task Armchair (TAPDWA)	Armless Task Stool (TASPNA)	Task Stool with Arms (TASPWA)
Features				
Back Flex	•	•	•	•
Pneumatic seat height adjustment	•	•	•	•
General Dimensions				
Seat width	17"	17"	17"	17"
Seat depth	18-1/2"	18-1/2"	18-1/2"	18-1/2"
Seat height	18" - 23"	18" - 23"	21" - 28-1/2"	21" - 28-1/2"
Back width	17"	17"	17"	17"
Back height	16"	16"	16"	16"
Overall Dimensions				
Depth	26-1/2"	26-1/2"	26-1/2"	26-1/2"
Height	33-1/2" x 38-1/2"	33-1/2" x 38-1/2"	36-1/2" x 44"	36-1/2" x 44"
Width	26-1/2"	26-1/2"	27-1/2"	27-1/2"
Top of arm to floor		25" - 30"		28" - 35-1/2"

SPECIFICATIONS

Seat and Backrest

Seat is a two-piece construction with a molded polypropylene liner with a molded compound curved polypropylene shroud with a textured finish. Seat is always upholsted. Foam (1-1/2") is applied to the molded polypropylene liner. Fabric is then upholstered over the foam. Backrest frame is molded glass-reinforced nylon. Mesh fabric is 100% polyester. Seat and backrest are field-replaceable.

Back/Arm Supports

Two welded steel backrest supports attach the backrest to the torsion mechanism. If so equipped, optional armrest structure is integral to the backrest support. Arm caps are polypropylene and are field-replaceable.

Torsion Mechanism

The back flex is achieved by the torsion mechanism. It consists of two flat torsion springs captured at both ends by steel bushings that are welded to the backrest supports. The torsion mechanism creates gradually increasing resistance over the full 12° of back flex.

Pedestal Base

24" injection-molded glass-reinforced nylon 5-blade base.

Pedestal Casters

Double wheels of high-impact thermoplastic. High-impact plastic frame matches chair color.

INFORMATION

C.O.M Testing and Production Requirements

Not all materials are suitable for upholstering this product. A 3/4 yd. x 54" sample must be submitted and approved prior to acceptance of an order. If the fabric is directional in pattern or weave, the direction must be indicated on the submitted sample, and additional yardage may be requested.

Test samples must be sent to:

KI
Attn: C.O.M. Specialist
1441 Ontario Street
Green Bay, WI 54311

Fabric Disclaimer

Fabric will be applied as swatched by the fabric manufacturer. Fabric that is required to be
need
ing t
The
the S

KI: TORSION AIR TASK SEATING

ARMLESS TASK CHAIR $ 592

DESK CHAIR, ARMS $618

STOOL, HIGH $678

cut #5

Pomfret™ Seating

- Sloping arms, arching back and tapered hardwood legs combine beauty with comfort.
- Unique character is enhanced with your choice of wood finishes, upholstery fabrics and leather.
- Sleek curves create a natural sense of style and inspire an array of design possibilities.

GSA Contract Holder

Additional Available Fabrics

Fabrics available on Guest Seating, Executive Chairs, Benches and Lounge Seating only.

Grade I

Classic Impression Black
Classic Impression Blueberry
Classic Impression Claret
Classic Impression Dune
Classic Impression Oak
Classic Impression Storm

Grade L1

Celina Leather Black
Celina Leather Burgundy
Celina Leather Parchment
Celina Leather Pewter
Celina Leather Tan

Grade J

On the Path Coal
On the Path Earth
On the Path Fire
On the Path Mineral
On the Path Sky

Hancock™ Benches

- Versatile, functional and comfortable, while sturdy enough to address specific needs.
- Strong, classic design lines complement nearly any environment.
- Available in

Benches

Bring life to any hallway, lobby or waiting room with a unique seating alternative from KI. These benches are sturdy, comfortable and versatile, functioning beautifully in hospitals, schools or corporate settings.

KI: POMFRET LOUNGE SEATING

grade one, contract
wood legs
$ 1588

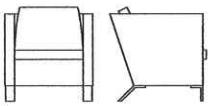
TO ORDER CALL

cut #6

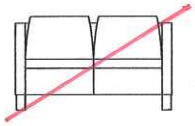
Create a distinctive environment.

Classic lounge furniture with a contemporary edge.
Grand Salon lounge seating offers a variety of design combinations that blend modern ideals with the need for functionality.

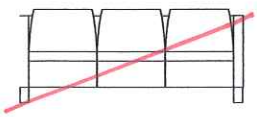
Specifications



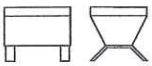
6223 Lounge Chair - Upholstered Arms (shown)
6223WA Lounge Chair - Wood Arms
W 29 D 32 H 32.5
Seat: W 22 D 20 H 18.75
Arm Height: 29.75
COM Ydg: 5.5
Weight: 85 lbs.



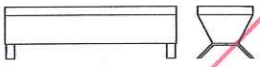
6233 Loveseat - Upholstered Arms (shown)
6233WA Loveseat - Wood Arms
W 51 D 32 H 32.5
Seat: W 44 D 20 H 19.75
Arm Height: 29.75
COM Ydg: 7.5
Weight: 120 lbs.



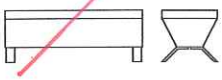
6243 Sofa - Upholstered Arms (shown)
6243WA Sofa - Wood Arms
W 73 D 32 H 32.5
Seat: W 66 D 20 H 19.75
Arm Height: 29.75
COM Ydg: 10
Weight: 140 lbs.



6220 Ottoman
W 22 D 18.5 H 18
COM Ydg: 1.5
Weight: 35 lbs.



6260 Bench
W 60 D 18.75 H 18.75
COM Ydg: 3.5
Weight: 50 lbs.



6248 Bench
W 48 D 18.75 H 18.75
COM Ydg: 3
Weight: 40 lbs.

Grand Salon® Lounge Seating

With a fashionably minimalist appearance and intricate detailing, Grand Salon lounge seating evokes the historic character of the bygone era. The solid, proprietary cast aluminum feet create crisp, clean lines that further enhance the aesthetic and modern appeal.

Whether in solid or contrasting upholstery, fabric or leather, Grand Salon lounge seating exhibits a contemporary flair. Choose from wood or upholstered arms in the lounge chair, loveseat and sofa. Accent your space with ottomans and benches. Grand Salon lounge seating, a smart choice for any lobby or lounge setting.

GSA Contract Holder

Designed by David Alan Pesso.

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KI: GRAND SALON LOUNGE SEATING

grade one fabric, contract
metal legs
$ 1706

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KI: PROSPER SYSTEM

Typical new staff work stations
x small $94
small $95
medium $96

http://www.ki.com/products/imagedetail.aspx?imid=4862

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Computer based Building Directory

Typical at public entries

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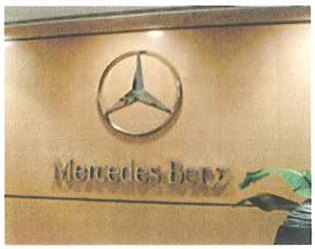
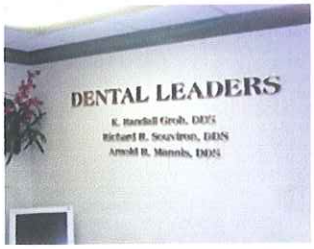
GALLERY corporate





Room Sign

for major spaces, wall mounted individual letters

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Room Sign

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interior signage, A.D.A. & wayfinding syste

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