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Yorba Linda Public Library

SPACE NEEDS ASSESSMENT and BUILDING PROGRAM

April 2011

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APPENDICES

I.   Executive Summary

The Yorba Linda Public Library commissioned this study to update and confirm the Library's space needs, develop a building program for a new library facility and identify the costs associated with design and construction of a new facility. The study responds to a major goal of the *Library Strategic Plan 2010–2014*, completed in 2009, to ensure that "visitors to the Library will enjoy a comfortable, functional, and inviting facility equipped with innovative technology". The *Yorba Linda Town Center Specific Plan,* completed in 2010, includes a recommendation that the Library move to a new location within the Town Center District. The *Specific Plan* recommendation underscored the need for updated planning information and, together with the direction provided by the *Strategic Plan*, triggered the present study.

In July 2010, consultant Kathryn Page, of Page + Moris library planners, was engaged to conduct the study. Ms. Page worked with Library staff to gather information with which to assess the community's current and future library space needs. Once the consultant's findings and recommendations were reviewed, refined and approved, Ms. Page developed a draft building program. Dawn Merkes, a cost estimating subconsultant with Group 4 Architecture, developed a project cost estimate based on the program, the *Specific Plan* and input from Yorba Linda planning staff.

The study confirmed earlier reports' findings that the current, heavily-used library facility at 18181 Imperial Highway has been outgrown by the community and lacks the infrastructure to support the community's service needs. The building's overall size, aging infrastructure and complex interior layout cannot support public demand for library services. Serving the City's 69,273 residents in a building with 28,350 square feet, the facility offers an average 0.41 square feet of building space per person served. Current library industry planning practice suggests 0.6 to 1.0 square feet as the recommended range for successful, functional library facilities that serve communities similar to Yorba Linda. The current Yorba Linda Library building offers the community 50% less space on a per-capita basis.

The space deficit is compounded by the building's awkward, multilevel interior layout, the result of three successive expansions over the past five decades. Operational functionality has been compromised and, as the building ages, it is increasingly unable to support service innovations or technology requirements.

To meet community library service needs, both current and into the future, the following facility-related service levels are recommended.

- Shelving to accommodate a physical collection of 184,000 books and AV media for all ages, or 3.0 volumes per capita with at total collection size of 210,000 including 12.5% in digital collections
- Seating capacity of 290, or 4.1 seats for every 1,000 people served
- Six enclosed group study rooms for students, tutoring and similar uses
- Increased public computer access, utilizing both desktop and laptop technology, to provide 104 workstations, or 1.5 computers for every 1,000 people served
- Enhanced public programming space, including a large meeting room, dividable into three separate spaces, with seating capacity for 300, adequate storage and current AV projection technology

- A Homework Center to facilitate the completion of school assignments by children.
- A Teen Zone to provide space specifically for teenagers.
- A children's storytelling space that seats 100 children
- Open, accessible, easy to navigate public spaces organized on two floors with noisy, active areas clustered on one level and quieter areas for sustained study and research on the other
- Increased incorporation of self service technologies for improved staff productivity
- Efficient interior layouts that enable operation of a larger facility with no significant staffing increases
- Functional, flexible staff and volunteer work spaces

To accommodate and support the service levels recommended, the Library will need a facility of approximately 50,820 square feet. Using the City build-out population of 70,000, a facility of this size will provide Yorba Linda residents with an average 0.73 square feet of building space for every person served.

The cost to design and construct a facility of this size, in January 2011 dollars, with associated parking and landscaping, is estimated at $20.5M to $21.6M. Total project costs will be in the range of $29M to $31.4M, including FF&E (furniture, fixtures and equipment), technology, a public art allowance, project soft costs (design fees, other fees and project contingencies).

II.   Project Goals and Methodology

In June 2010, the Yorba Linda Public Library initiated a planning project to reconfirm the Library's space needs and develop a program for a new facility or an expansion of the current facility that meets residents' current and future library service needs. The project continues the work begun with the completion of the Library's *Strategic Plan* in 2009, addressing one of the Plan's five goals, that "visitors to the Library will enjoy a comfortable, functional, and inviting facility equipped with innovative technology". Specifically, the Plan calls for an exploration of possibilities of "either a relocated Library building, a branch in the east-end or an expansion of the current library to address the Library's space challenges and lack of adequate parking".

The Library engaged the services of Kathryn Page, principal with the library planning firm Page + Moris, to conduct a space needs assessment update and prepare a building program and cost estimate for a facility that will meet community needs for at least the next several decades. This report presents the findings and recommendations of that process.

The consultant toured the Library in August 2010 and interviewed the Director, service managers and key staff about services and facility issues. During September – October, the consultant worked with Library staff to conduct focus groups with parents, teens, the Friends of the Library and the Library Commission to obtain each group's perspective on service priorities and space needs. In addition, a community survey on library services was conducted during the same time period, designed to elicit input from both Library users and non-users. Community demographics were updated and Library usage and collection data was analyzed.

The consultant reviewed current and emerging library service delivery trends with Library management to identify appropriate planning parameters, such as staffing level assumptions, use of self service strategies, combined and mobile service points and other planning considerations to incorporate into the building program. Once the service profile was reviewed and confirmed by Library management, the consultant developed a spaces template that quantified all building components that organized the proposed facility into spaces. Appropriate amounts of circulation space were applied to each space and an overall assumption for non-assignable spaces was added to cover mechanical space, corridors, elevators and stairwells, wall thicknesses and other required building elements.

Finally, the consultant prepared this report, which presents the space needs findings and recommendations and the building program for the new library facility. Space for a new public library is included in the *Yorba Linda Town Center Specific Plan*, drafted in 2010.The space needs recommendations and building program that follow provide square footage, building footprint and cost estimate data that will enable the City to plan for a new library within the context of the development of a revitalized Town Center.

III.   Space Needs Assessment

A.   Community Population and Demographics

The City of Yorba Linda currently has an estimated 69,273 residents.[1] While the population has grown rapidly since the 1960s, it is nearing build-out and is expected to remain stable with a projected population of 70,000 according to the City of Yorba Linda's current General Plan. Located in north Orange County, the city covers 18 square miles situated along the Santa Ana River and 91 Freeway. The cities of Anaheim and Placentia are its nearest neighbors, located to the south and west. State park land borders Yorba Linda to the north and east.

Families, children and youth predominate in the community. Families make up over three-quarters of residents – an estimated 77% of the population, according to the U.S. Census 2009 American Community Survey, and children under 18 years of age live in 37% of family households. Almost 29% of the population is under the age of 20 and students enrolled in preschool, kindergarten or grades 1 through 12 represent 22% of the population, with an additional 8% enrolled in college or postgraduate education. The Library serves students who attend 15 public schools, 6 major private schools and 20 preschools – a total of almost 17,000 students.

2008/09 Enrollment for Schools Served by Yorba Linda Public Library[2]

Public Schools	Enrollment	
Elementary Schools		
Bryant Ranch Elementary	752	
Fairmont Elementary	946	
Glenknoll Elementary	490	
Lakeview Elementary	563	
Linda Vista Elementary	385	
Mabel M. Paine Elementary	396	
Rose Drive Elementary	373	
Travis Ranch (K-8)	1,431	
Van Buren Elementary	708	6,044
Middle Schools		
Bernardo Yorba Linda (7-8)	852	
Yorba Linda Middle	867	1,719
High Schools		
El Dorado High	2,568	
Esperanza High	3,126	
Parkview (K-12)	228	
Yorba Linda High (9,10,11)	1,400	7,322
Sub-total		13,685
Private Schools		
(selected list)		
Friends Christian School (K-8)	475	
Heritage Oak (K-8)	905	
St. Francis of Assisi (K-8)	479	1,859
Total		16,944

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[1] State of California. Department of Finance estimated population, as of 1/1/2010.
[2] State of California. Department of Education; Yorba Linda High School enrollment is for current school year, the first full year of operation.

Yorba Linda residents have attained generally high education levels - 46% of the adult population holds an undergraduate or post graduate degree. At 95%, high school degrees are almost universal among the adult population, compared to 83% among adults living in Orange County overall. In 2009, 17% of Yorba Linda residents were foreign born. While some 23% of the population reports the ability to speak a language other than English, fewer than 5% describe themselves as speaking English "less than 'very well'".[3]

Management, professional and related work are the most prevalent occupations of employed residents, representing 60% of the work force. Sales and office workers make up another 22% and service workers comprise 11% of the employed population. Seventy-eight percent of those employed work in private industry, 15% are public sector or government workers and 6% are self-employed.[4]

Yorba Linda is a mobile community. Eighty-five percent of employed people drive to work in their own vehicle and an additional 9% carpool. Just 1% reported that they use public transportation and 5% that they work at home.[5]

The community is relatively affluent compared to the County population overall. In 2009, the median household income in Yorba Linda was $101,966, 40% more than the Orange County median of $71,978.[6] Single-family dwellings predominate, representing 89% of total housing units, compared to 63% for the County as a whole.

B.   Current Services Overview

The Yorba Linda Public Library has served the community for almost a century since its establishment in 1913. The Library has been at its present location at the intersection of the Imperial Highway and Olinda Street for 52 years, since the original building opened in 1959. Since that time, the building has been expanded and remodeled several times. The current facility offers 28,350 square feet of space on three levels. Three parking areas provide 83 parking spaces adjacent to the building. Street parking is also available along two sides of the site.

The Library maintains a high level of public service despite reductions in operating funds over the past two years. The facility is open 64 hours per week, Monday through Saturday, with evening hours four days per week. Since 2009/10, budget constraints have forced one-day-per-month closures for a total of 13 closed days over the course of the year. Public use of the facility continues to increase, however. Last year, the number of visitors increased over 2008/09 even with the Library closed the first Monday of each month - an average of 1,162 in-person visitors per day. In-person visits this year continues at the same level, with an average 1,161 visitors daily between July 2010 and February 2011.

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[3] U.S. Census Bureau. 2009 American Community Survey 1-Year Estimates.
[4] Op.cit.
[5] Op.cit.
[6] Op.cit.

In-Person Library Visits

Year	Annual Visitors
2005/06	276,185
2006/07	289,576
2007/08	296,098
2008/09	311,617
2009/10	335,798
2010/11 (July 2010-Feb 2011)	219,551

The current Library collection of books and audiovisual media offers some 160,600 physical items onsite. Staff manages the collection actively to ensure its currency, relevance and physical condition. A growing electronic collection is being developed, both books and music, accessible to cardholders via the Library website. Public use of the collection has increased 33% over the past decade.

Circulation of Books and AV Media

Year	Annual Circulation
1999/2000	615,785
2000/01	603,593
2001/02	599,185
2002/03	628,929
2003/04	651,391
2004/05	638,563
2005/06	650,902
2006/07	700,059
2007/08	731,264
2008/09	770,205
2009/10	815,300
2010/11 July 2010 – February 2011	559,319

Public demand for books is strong, especially for children's material, which is checked out over three times as much as adult materials. Audio and video materials are also in heavy and growing demand. The physical collection is currently 86% books and 14% AV media, although the Library is working to build the AV collections, increasing the variety of titles offered, adding more copies of popular items and adding new formats in response to demand. Last year, 22% of total circulation was AV material. As the AV collection continues to grow, it will represent an increasing percentage of the total. Unfortunately, space for physical expansion of all collections is extremely limited. Expansion of one part of the collection can be accomplished only if other parts of the collection or other library services are reduced.

Collection turnover rates, the average number of times each item in the collection is checked out during the year, indicate a responsive, well-managed collection and reflect the varying amounts of pressure placed on each collection component. Other factors also affect these rates, e.g., a larger reference collection in the Adult collection, constrained quarters in the teen area, heavy children's programming. The turnover rates are helpful as broad-brush indicators of the relative demand on each part of the Library's physical collection.

Collection Turnover Rates, 2009/10

Collection Component	Collection Turnover Rate
Adult Books	2.8
Young Adult Books	5.9
Children's Books	6.7
All Books	4.5
Adult AV Media	7.4
Young Adult AV Media	3.6
Children's AV Media	9.0
All AV Media	7.7
Total Books and AV Media	5.0
Adult Books and AV Media	3.6
YA Books and AV Media	5.7
Children's Books and AV Media	7.0

There are 138 reader and study seats in the Library, 100 seats in adult areas, 36 seats for children and families and 2 seats for teens. One enclosed group study room is available with seating for two people. Thirty-six public access computers are available, including 32 Internet computers (22 for adults and 10 for children) and four dedicated online catalog workstations (2 for adults and 2 for children).

Public Computer Use

Year	Number of Internet Logins
2005	52,737
2006	66,899
2007	68,901
2008	80,948
2009	84,636
2010	78,824

Public computer use peaked in 2009 then decreased somewhat last year. Staff reports growing use of the facility by laptop users. This phenomenon and the 13 budget-related closure days during 2010 are probable factors in this trend.

The Library's public programming is extremely popular and successful. In 2009/10, the Library held almost 700 programs and events, an average of more than two events each day the Library was open. Almost three-quarters of these programs targeted children and families. Over the course of the year, 42,000 people participated in one or more event.

Program Attendance

	Number of Programs	Attendance
Children's Events	499	35,134
Young Adult Events	111	4,772
Adult Events	86	2,177
Total	696	42,083

C.   Community Input Summary

1.   Community Survey

A community survey and focus groups were conducted in October 2010 to elicit current input from Yorba Linda residents on their library service needs and priorities. Printed survey forms were distributed at the Library during specified time periods during the month and an online version of the survey was made available on the Library website. There were 515 responses received, approximately two-thirds from in-person respondents (352) and one-third from online respondents (163).

Respondents were primarily adults – 12% between the ages of 20 and 34, 37% aged 35 to 54, 14% aged 55 to 64 and 13% over 65 years of age. Ten percent of respondents were 14 years or younger. Sixty-eight percent of respondents were Yorba Linda residents. The remaining 32% lived in Placentia (11%), Anaheim (7%), Brea (5%), Fullerton (3%) as well as ten other communities, each of which represented 1% or fewer of total respondents.

Yorba Linda residents were distributed well within the community – 42% lived west of the Imperial Highway, 32% lived between the Imperial Highway and Fairmont Blvd, 26% between Fairmont Blvd and Yorba Linda Ranch Road and 3% east of Yorba Ranch Road.

The overwhelming majority of respondents reported that their primary mode of transportation is driving their own car (91%) and another 6% said that a family member or friend drives them.

Library Usage Patterns

Among respondents, the Library is widely used as a source for information – one-half (49%) reported that they use the Library as a resource once a week, one-third (34%) use it once a month and another 9% several times a year. While the Library ranked fourth as a source of weekly information, following newspapers and magazines, the Internet and TV and radio, it ranked first among sources tapped monthly. Overall, only 1% of respondents noted that they use the Library rarely or never.

Sources of Information	Once/Week	Once/Month	Several Times	Rarely/Never
Public library	49%	34%	9%	1%
Book store, video store or music store	10%	26%	37%	17%
Buy/rent books, music or videos online	19%	18%	22%	28%
Newspapers or magazines	58%	15%	9%	7%
Internet	83%	3%	2%	2%
TV or radio	78%	5%	0%	3%

Over 90% of respondents reported that the library they use the most is the Yorba Linda Library. Given the fact that 32% of respondents reside outside Yorba Linda, this suggests that the Library draws visitors from the surrounding region and hints that Yorba Linda offers services that surpass those at libraries in neighboring communities.

Primary Library	Percentage of Respondents
Yorba Linda	91%
Placentia	5%
Canyon Hills Branch, Anaheim	4%
Brea Branch, Orange County Library	2%
East Anaheim Branch, Anaheim	1%
Other libraries (9)	2%

Reading is clearly the leading use that respondents reported – 89% check out books and 62% read books, magazines or newspapers. While 60% also check out DVDs or videos, and 50% check out audio books, the service population is clearly a community of readers.

The use profile of other services suggests a population that uses a broad variety of services. One-third or more respondents reported using three quarters of the services offered. This tends to confirm that the library offers a responsive service program that is well-used by the community. Less-used services, such as attendance at programs for adults or teens or at computer classes are in line with the relative infrequency of these events.

Services Used	Often or Occasionally
Check out books	89%
Read books, magazines or newspapers	62%
Check out movies (DVDs or videos)	60%
Use the Library's computers	53%
Check out audio books on tape or CD	50%
Use the library's reference service	50%
Visit the Book Corner (used bookstore)	46%
Socialize with friends	41%
Attend events for children at the library	39%
Work on school assignments or do research	39%
Check out music (on CD)	34%
Use my own laptop	34%
Request books from other libraries	33%
Attend events for adults at the library	26%
Use the library's wifi connection	25%
Work with others on a group project	23%
Check out games (Wii, Playstation)	18%
Attend events for teens at the library	14%
Attend computer classes	8%

Service Priorities and Satisfaction Level

Respondents were asked to indicate in their own words their top three service priorities. Responses were then aggregated by category, shown in the chart below. Categories were ranked by tallying the total number of responses for each category. Collections - both print and AV media - were clearly the top priority. Children's services and programs was the second highest category and computer access and online services was third. After these three categories, there was a sharp drop-off and diversity of responses

consistent with a large service population. Some duplication is noticeable in some categories due to unavoidable ambiguity in some responses. Nonetheless, a picture of service priorities begins to emerge.

	First Priority	Second Priority	Third Priority	Total	Overall Ranking
Books	200	81	40	321	1
Media	58	94	66	218	2
Children's Services/Programs	92	56	38	186	3
Computers/Online Services	25	45	34	104	4
Information	14	31	22	67	5
Collection	25	10	10	45	6
Online Catalog/Reserves	6	16	12	34	7
Facility	9	8	14	31	8
FOL Store	3	14	13	30	9
Staff	8	9	11	28	10
Magazines/Newspapers	3	9	13	25	11
Programs	1	11	11	23	12
Teen Services	7	7	6	20	13
Hours	2	1	5	8	14
Circulation Services	1	2	4	7	15
Parking	0	1	4	5	16
Location	0	1	2	3	17
Volunteering	0	1	2	3	17
Adult Services	1	1	0	2	18
Copier	0	1	0	1	19

Respondents were very positive about the Library's services, with 88% noting that the Library met their needs "very well" or "well". There were numerous follow-up comments, however, that suggested an awareness of the need for more space, including requests for "more room in every section", "better parking", "more computers in the adult department", "more books in the teen section" and similar comments.

Lack of parking was the single most often reason cited for not using the Library, followed by lack of time. Several other reasons were noted by fewer individuals, including the open hours not being convenient to their schedule, purchase of books online, inconvenience of the location.

Features or Services That Would Increase Use

The five most often noted features or services that respondents said would bring them to the Library more often were new books to check out, new movies to check out, a café or refreshments for sale, a quiet place to sit, read or study and programs or events for children, each of which were noted by 50% to 25% of all respondents.

	Number	Percentage
New books to check out	250	49%
New movies to check out	154	30%
Café / refreshments for sale	143	28%
Quiet place to sit, read or study	141	27%
Programs/events for children	117	23%
New audiobooks to check out	99	19%
Programs/events for adults	99	19%
Used books, videos, and music for sale	93	18%
New music to check out	91	18%
Space for children and families	85	17%
Free wireless access	84	16%
Place to meet/socialize with friends	81	16%
Computer classes	63	12%
Space for teens	61	12%
Digital media devices to check out (laptops,	56	11%
Homework help/tutoring	53	10%
Computers	48	9%
Volunteer opportunities	48	9%
Group study space	47	9%
Programs/events for teens	47	9%
New videogames to check out	37	7%
Literacy tutoring	22	4%
Video production studio	21	4%

See *Appendix A* for a complete summary of survey results.

2.   Community Focus Groups

Approximately 50 people participated in four focus groups conducted on October 12 and 13, 2010. The sessions were held to elicit information about the needs and priorities of teens, families and children as well as the specialized space needs of the Friends of the Library. Library staff organized the focus groups, inviting parents and teens who are active in Library programming to attend. Finally, the Library Commission was interviewed to gain a deeper understanding of commissioners' vision for the library. Input from each session is summarized below. See *Appendices B1 – B4* for meeting notes.

Parents

Eighteen parents, primarily moms, met with the consultant. Participants' children range in age from toddlers and newborns to high school. Some parents were long term library users who reported that they had "raised their kids" at the Library. Others were new parents who had become Library users only recently. The group was very appreciative of current services and staff, giving kudos to children's librarians who present programs and reach out into the community. They liked having a separate space for children and families as well as the location of the space, which "corrals" kids for safety. Parents love the audio and video collections so they can preview material before they share it with their children. Their suggestions for improvements focused on expanding the space – increased shelving and lower shelves, more "cozy" parent/child seating, more computers for homework support and educational games for young children, suitable space for tutoring. Several parents asked for improved space within and adjacent to the programming spaces – shade for families waiting to attend an event, more spacious parking, an area for parents to view a program from outside the room, stroller parking, larger elevators that can handle more than one stroller at a time, interior access between the meeting room and the children's space, a more welcoming lobby. Several parents were in favor of a café or service that provides refreshments and a place for families to have a snack. Overall, parents perceived that the building is too small - "Take our current library and multiply its size in all areas."

Teens

Sixteen Teen Advisory Board members and the teen librarian met with the consultant to discuss space needs for teen services. Participants do use the Library collections, like the Young Adult book collection and really appreciate events organized by the Teen Advisory Board. They would like to have comfortable space for studying and for small group collaboration. Many study at Borders book store or at Starbucks because the atmosphere is relaxed, talking is permitted and the furniture is comfortable. Food and drink availability would be a big plus, as well. Most teens have their own laptop and need plug-in capability while they study.

The group talked at length about the need for separate space for teens at the Library. The space should support both study and socializing. It needs comfortable seating, more shelving for the collection as well as computers that teens can use. Currently, the Library's computers are all in the adult area and teens need to compete with adults to use them, which is difficult. The space should avoid an institutional look or feel, with "nooks" rather than one box of space. The space should recognize the various age levels within the larger "teen" population and provide several areas so that each age

group can have its own space. The current lobby seating is popular among teens – the casual lounge arrangement would work well in a teen area.

Friends of the Library

Ten Friends volunteers met with the consultant to discuss the book store and book donation space needs as well as their perceptions of the Library's overall space needs.

Participants commented that the book store seems to have sufficient shelving but there is a need for more circulation space within the store as well as some casual seating, better visibility and improved physical access. They recommended that the store be located adjacent to the Library main public entrance. Storage space is inadequate for donations being held for a major book sale. These sales are held four times a year. Sale items are sorted and boxed over a three month period to await the next sale. One secure storage area with sufficient space to hold this boxed material is needed, preferably close to and on the same level as the large meeting room, where the sale is held. More appropriate volunteer work space is also needed for the crew that sorts and boxes donations and for book store staff. Books and media donations are priced and shelved in the book store every week.

Participants also discussed space issues they have experienced at the current library. These included the adult book collection's confusing shelving sequence and poor lighting, the need for more "user friendly" shelving with more display shelves, the circulation desk's narrow, confined area, the need for better access to the self checkout machine, the small (and possibly dangerous) parking areas, the need for more seating throughout the building, the need for a more open and comfortable space for computers and a space for computer training.

Library Commission

All five Commissioners joined the input session to share their ideas about the Library facility and its space needs. They commented first on the Library's role in the community, which they see as a "center of gravity", a unifying force that can offer common ground to residents no matter what their perspectives are on community issues. The group felt strongly that the Library needs to serve the community's children and teens - to provide services and spaces for study, for exploring literature, for reading with their families and on their own. Suggestions included more seating, comfortable reading spaces – "nooks and crannies", possibly a café – "truly the 'community living room'". They also recommended upgrading the interiors of the large meeting room, perhaps opening it to natural light, adding movable wall partitions, access to adjacent outdoor space and features that support performances. They felt also that the Library overall needs more natural light and visibility to the exterior. Collections need expansion space where appropriate. More technology infrastructure is also crucial, including power outlets for laptop users.

Commissioners recommended that close attention be paid to the space needs of staff, as well, to ensure that staff has adequate work spaces and that the facility can be operated efficiently. This includes consideration of more flexible staff work spaces, improved elevator access for both public and staff, book drops positioned for driver-side drop-off and automated materials handling for returns.

In sum, the Commissioners advocated that the new Library facility be a place that people <u>want</u> to visit, a place they <u>want</u> to be, with spaces that people can navigate intuitively, with lots of natural light and a connection between the inside and outside.

D.   Current Facility Service Issues

The current Library facility is well positioned in the community with good visibility from the street. While located toward the western edge of the city, the Library is readily accessible to residents close to the intersection of Yorba Linda Blvd and the Imperial Highway. The facility and grounds are attractive and well maintained. Survey respondents mentioned the rose garden adjacent to one of the entrances, the lobby casual seating, the children's area and the used book store as favorite destinations.

Library Exterior and Parking

The building's overall size, aging infrastructure and complex interior layout, however, cannot support public demand for library services. The building has been expanded and remodeled several times over the past five decades. While these efforts have increased overall building size, they have also compromised functionality and user friendliness. There are three public entrances, none of which clearly functions as the building's primary entrance. Incoming visitors enter through one of the two upper level entrances and converge at the circulation desk, which is located in a long, narrow space that is often congested. New visitors report difficulty orienting themselves to the building or navigating to the areas they wish to visit.

Circulation Desk Space and Self
Checkout Machine

Book Store

The Library has three levels. The lower level is occupied by the large meeting room and a used book store operated by the Friends of the Library. The middle level houses the circulation area, adult collections, seating and computers, teen space and staff work spaces. The children's collection, computers, seating and programming space and Library Administration occupy the upper level. Movement and transition between the levels is not uniformly convenient or intuitive. The building has one elevator which connects the middle and upper floors but does not open to the lower level for security reasons. Visitors with limited mobility, parents with strollers or others who cannot use stairs must exit the building and walk around its exterior to reach the lower level entrance. The elevator is over forty years old, is non-ADA compliant and has begun to malfunction. Public restroom capacity is limited and inadequate for the volume of daily visitors.

Successive renovations have also created awkward or unusable spaces within the building, interior ramps that take up space, and awkward adjacencies, all of which erode the amount of available, functional space. This erosion compounds the space deficit that impacts all aspects of library service within the building. More space is needed for shelving and displaying collections, seating, conference room space, Library events and programming, computers and staff work space. Staff constantly juggles space allocations and applies great ingenuity to ease one bottleneck or pinch point at the expense of another. A teen space was created in a former storeroom, seating has been removed to increase media shelving and a conference room now serves as the IT computer room. These efforts provide temporary, small scale relief but are labor intensive and not sustainable over time.

Children's services space, located on the upper level, does provide needed physical and acoustical separation from the rest of the library. Its location, however, also invites children to race through the building's quiet areas to reach their space. Often, kids run on the stairs and play on the elevator, which disturbs other visitors and ties up vertical transportation within the building.

Collections and Shelving

Shelving is at 100% capacity throughout the building. Collections that should be displayed comfortably for self service browsing are packed into high density shelving units. Some collections must be split into two areas, which can baffle the public and forces many users to ask for assistance. Space for display and browsing of the collection is limited. Top and bottom shelves are used throughout the collection, further hampering physical accessibility especially for older adults. Children's books are jammed onto shelving that is so jammed that it is difficult to pull items off the shelf.

Adult Book Collection

Media Collection

Lack of space requires the popular DVD collection to be stored at the circulation desk, requiring customers to ask staff to retrieve DVDs for them. This is extremely labor intensive and undercuts the effectiveness of the Library self checkout units.

Staff must constantly create clear space for new materials, which includes withdrawal of titles that are still useful. Older titles cannot be retained even though it is still in demand. Shelving backlogs frequently occur because there is simply no room to shelve returning material. Some collections that should be developed to meet community demand, such as children's, teen and tween titles, cannot grow due to lack of shelving capacity.

Shelving Backlog

Seating

Seating capacity is limited for all user categories. Many survey respondents noted that they visit the Library to check out books and media but no longer use the facility to read or study due to lack of available seating. The "quiet reading" area for adults is very popular, especially among laptop computer users, and often fully occupied. Demand is high for small group study and conference space, both for K-12 students and adults. Only one small study room is available, however. The casual seating area in the lobby is extremely popular and should be expanded. The small teen space has just two seats, so the Library regularly reserves the large meeting room for after-school teen seating. More parent/child seating is needed in the children's area as well as study table seating for elementary school age students.

Seating throughout the building should be increased to meet current and projected demand – for individual study, tutoring and small group collaboration as well as distributed, comfortable reading areas for adults, teens, parents and children. Designated space for teens - generally high school age youth – is extremely limited. Space for their slightly younger siblings in middle school, known as tweens, is nonexistent. Many youth in these age groups have stopped using the Library due to lack of space that they perceive as appropriate for them.

Technology

The Library serves as the community's primary free access point to the Internet. To meet this demand, the Library has installed as many public access computers as the building can accommodate. This equipment is in constant use and more workstations are needed. Increased seating for laptop computer users is also needed, ideally with power and data outlets at every seat, in the adult, teen and children's areas. The current building configuration forces placement of equipment in cramped spaces with limited visibility. Computers are needed in the teen space as well as more children's computers for students working on homework or educational games for young children. The building does not support a computer based training space.

Laptop Computer Plug-in

Teen Space in Former Closet

The building space constraints also hinder effective incorporation of new Library self service technologies. The self checkout machine installed in the circulation area cannot be used to full advantage due to lack of space nor is there space for automated check-in and returns sorting equipment which would significantly reduce staff costs in this area.

Adult Computers

Computer Equipment

Meeting Room and Programming Space

Library programming for children and families is a major ongoing service component. Although the meeting room on the lower level does accommodate large audiences, the meeting room space overall and the building as a whole cannot accommodate the scale of programming currently offered. The meeting room ceiling height is too low to allow audiences to appropriately view performers or projected images. The space cannot be temporarily divided for use by smaller groups or to allow more than one event to take place at the same time. The entrance, lobby and adjacent spaces are too small to accommodate families waiting to enter the room.

Meeting Room

Children's Theater

The children's theater within the children's services space on the upper level provides a second venue for children's programming. At approximately 660 square feet, this space cannot accommodate the audiences that are drawn to storytelling programs and school class visits. A larger space is needed.

Before programs, attendees line up outside the meeting room, forming queues that extend into the parking lot and around the building, causing traffic jams and creating potentially unsafe conditions. Space limits force staff to limit program attendance to children only, but neither the large meeting room nor the children's theater offer views

| Meeting Room Audience Queue |

| Parents During Storytime |

into the room to enable parents to keep an eye on their children. Stroller parking areas are needed adjacent to both the large meeting room and children's theater.

Parking and Traffic

Parking capacity around the building cannot accommodate current Library visitors. Library programming exacerbates the parking deficit. Family groups fill the parking areas before and after programs, causing congestion and traffic tie-ups on all sides of the building.

Operational Efficiency/Staff Work Spaces

Service desks, especially the circulation and reference desks, reflect traditional service models that the Library no longer embraces. Both desks take up large amounts of floor space and inhibit a mobile, interactive service model. The circulation desk area cannot accommodate self service technology.

Reference Desk

Book Donation Storage in Lobby

Staff work spaces throughout the building are cramped and inadequate, preventing staff from working effectively on tasks or projects that require concentrated effort or collaboration. Space for storage of supplies or programming materials is extremely limited. The technical services area lacks adequate space for systematic processing and temporary storage on in-process materials. Sorting and check-in operations are confined to one small room that cannot accommodate the volume of returning materials. This space also houses an ongoing local history digitization project due to lack of space elsewhere in the building. Library Administration space has been converted to building storage. The staff lounge also serves as storage space and ad hoc training space. Storage for book donations is limited and scattered, forcing the Friends of the Library to use portions of the lower level vestibule to temporarily store new donations as received and materials waiting to be recycled. The book store itself, which is a well-used, popular community resource, is packed.

E.   Space Needs Recommendations

The library that serves Yorba Linda needs to provide residents with the spaces and services that meet their needs in a comfortable facility that encourages use by the entire community. The current facility has been outgrown by the community and lacks the infrastructure to support the community's service needs. The original 1959 building was 6,000 square feet in size and served a population of 1,198. As the City population grew, building expansions in 1971 and 1992 added first 18,000 and then 4,000 square feet of space. Today, the 28,350 square foot facility serves 69,273 people, providing an average of 0.41 square feet of library space on a per capita basis. This is well below library industry current best planning practice for municipal facilities, which recommends 0.6 to 1.0 square foot of space per person served.

Year	Total Square Feet	Population	Sq Feet/Capita
1959	6,000	1,198	5.0
1971	24,000	11,000	2.2
1990	28,350	52,000	0.55
2010	28,350	69,273	0.41

A successful public library plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups remains a basic library function. As a corollary, library services to children introduce families to the joy of reading and establish a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content.

Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access for laptop computer users and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the Library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. Libraries now serve as the community's venue for solitary reading and study as well as a venue for collaboration and group interaction. Summer reading programs, teen volunteer opportunities, family literacy evenings are a few examples of the multitude of educational and social community events that draw large audiences. The Library facility can and should offer residents a safe, comfortable place to be. This can be a sanctuary for solitary reflection, a quiet work space for work on a school assignment or a social space for connecting with peers.

To perform these roles, the Library needs more physical space – for collections, people, technology, programming and functional operations. The recommendations that follow call out the specific space needs required to support each of the Library's services. The overall building size recommendation incorporates each of these needs and accounts for necessary building design and construction space requirements as well.

Collections and Shelving

Yorba Linda has a strong book and media collection that is well used by residents. Increased shelving capacity is needed to allow the collection to grow, retain valuable older titles and remain accessible. Display shelving is needed to support high visibility, face-out access for new and in-demand books and media. Circulation space and aisle widths in stack areas need to support stack-end spot marketing displays throughout the collection to highlight books from throughout the collection. Shelving capacity needs to allow shelves to be kept 20% to 25% clear so that shelving space for incoming materials is reliably available.

All collections need to be shelved in appropriate locations within the overall space, clearly identified and easily found. Collections targeted toward youth need to be clustered in a designated teen space for convenient access by the intended audience. Shelving heights need to be appropriate to their target audiences. For example, juvenile materials should be on shelving no higher than 66" for children ages 6 to 12 and 36" to 45" for preschool children.

To the extent possible, the top and bottom shelves in full height shelving units (usually 84" high) should be kept open. The bottom two shelves on most shelving units should be angled to allow browsers to easily view book spines.

AV media collections should be browsable, even in formats that require security cases, so that the public can easily browse these collections and check out audio and video items independently at the Library's self checkout machines.

The current collection offers Yorba Linda's 69,000 current residents a total of 160,612 physical items, an average of 2.32 items per person served. This service level is toward the low end of the recommended range for a community of Yorba Linda's size and demographic profile – 2.25 to 3.0 volumes per capita. This report recommends that the Library collection and shelving increase to provide an average 3.0 books and media items for every person served. Based on the city's 70,000 build-out population, a collection of 210,000 items is needed – an increase of 31% over the current collection.

The shelving capacity recommended will enable the Library to develop and maintain its collections in response to community need instead of in response to "what fits on the shelf". Currently, public interest in downloadable books and media is growing as more people begin to use personal reading devices such as the Kindle, iPad and similar devices and search for downloadable content. Use of the Library's virtual collection will grow as more individuals become familiar with this technology. This material is just as much a part of the collection as the physical books and media sitting on library shelves. For this reason, electronic titles are factored into the recommended collection size at an estimated 12.5% of the overall collection and the shelving capacity has been adjusted accordingly.

Appendix C. Collection Growth Plan provides a proposed overall allocation of the collection. *Appendix D. Collections and Shelving* summarizes planning assumptions used to calculate the collection space needs.

Seating

Space for people to use the Library building is as important as space in which to house and display the collections. The current facility accommodates approximately one-half the seating capacity needed to serve this community. Increased seating capacity is needed to serve all age groups, including more study tables, lounge chairs, parent/child seating, casual seating for teens, enclosed group study and tutoring spaces and table seats for laptop computer users. In addition, seating areas must be distributed and zoned to support varied activity and noise levels.

Teens especially need a designated area with furnishings and equipment that give them a sense of having their own space. The design of the space should send a message to teens that they are welcome at the library as well as create a physical and acoustical buffer between this gregarious age group and others. The slightly younger tween group also needs a distinctive space similarly outfitted. These areas and the children's area should be arranged as a series of contiguous spaces that encourage children and youth to move from one to the next as they mature.

The children's area should offer distinct seating areas for toddlers and their parents or caregivers, family groups with strollers and individual school age children who need to do homework or quietly read. Students need table seating and computers in a quiet area designed for homework and space is needed for tutoring pairs to work together.

Adults need both table seating and lounge chairs distributed in several areas for quiet reading and concentrated study as well as generous space for laptop computer users. All seats throughout the building should be adjacent to electrical power, with outlets mounted on tables or located safely out of circulation paths. Seats should be allocated to various collections and services – both in browsing and quiet study zones. A specially appointed space or alcove is recommended to showcase the local history collection with shelving and associated seating.

Enclosed small group study rooms are needed to accommodate students working together on school projects, business people, researchers, small book groups, community committees, tutoring pairs and other visitors who need to work together without disturbing others.

A major increase in seating capacity is recommended to allow the Library to offer appropriate work/study, collaboration and reading space for the community. The seating capacity of the current Yorba Linda Library provides 2.0 seats per 1,000 people served. Overall seating capacity needs to approximately double, to provide 4.0 seats per 1,000 residents, or 290 seats throughout the building. This includes all open access seating as well as seating in enclosed small group study rooms. This seating level will enable the Library to provide seating that reflects current best planning practice for libraries serving communities such as Yorba Linda. See *Appendix E* for specific seating allocation recommendations.

Computers and Technology

The current Library's 36 public access computers (including Internet workstations and online catalogs) are in constant use. More are needed to meet public demand and to

enable the Library to support online access at current best planning practice levels. Workstations need to be distributed in adult, teen/tween and children's spaces to provide all age groups with online access. In addition, a cluster of workstations should be located in a training area to support Library workshops on computer related topics. This space can also be used for other programs and events that incorporate technology. Online catalog workstations should be placed adjacent to the collection for convenient call number lookups.

A total of 104 public access computers is recommended. This will triple the technology service level from the current 0.5 computers to 1.5 computers for every 1,000 people served. The workstations should be a combination of desk top and laptop units for efficiency and flexibility. *Appendix F* calls out the specific public technology recommendations for the building.

Programming and Meeting Room space

The Library's meeting room and programming space needs to be enhanced to reflect the importance of this service and enable the Library to manage its remarkably successful programming schedule. While the current large meeting room, at 3,264 square feet, is adequately sized, the space should be dividable so that two or three events can take place at the same time or during overlapping time periods. Separate space within the children's area for smaller programs is also needed, requiring approximately 1,000 square feet. Both spaces need adequate storage and prep space, including an efficient serving kitchen adjacent to the large meeting room. Both spaces need to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting. The large meeting room should be located adjacent to the public entrance and lobby to support use beyond the Library's open service hours.

The entire facility should also be designed to support the potential for smaller meetings and social interactions. For example, the computer training space should also support teen programs and group study rooms should be oriented and laid out to support book discussion groups, volunteer committees and other small meetings.

Service Delivery/Operational Efficiency/Staff Work Space

The confined spaces and inadequate infrastructure of the current facility prevent efficient, cost effective operation. Additional space is needed, with appropriate electrical and data distribution, organized for flexibility and in accordance with modern public library design principles. With sufficient, well organized space, the Library can take advantage of several technologies and service delivery strategies that will improve service, save staff time and enable operation of a larger facility with minimal additional staff. These service strategies include self checkout technology, self service holds, automated sorting and returns, flexible, efficient staff work space and compact, consolidated service desks and roving staff.

Overall Building Size

To support community library service needs and accommodate the levels of service recommended, the library that serves Yorba Linda will need to provide approximately 50,820 square feet of space. A facility of this size, organized on two levels and well-

designed, will accommodate the service levels recommended and will serve the build-out community of 70,000 residents.

The overall square footage includes the spaces needed for the Library to function as well as sufficient unassigned building space to support non-library building elements such as restrooms, lobby areas, corridors, stairways, elevators, mechanical space, electrical closets and other required support spaces. Space needs calculations have assumed that the building overall is 70% efficient – i.e., that 70% of the overall building will be used for Library-assignable functions. This assumption is standard for planning library facilities over 30,000 square feet.

A 50,820 square foot facility will provide the Yorba Linda population with an average 0.73 square feet per capita and will accommodate the shelving, seating, technology, programming and other spaces recommended to meet current need. This size represents a planning target well within the norm of current best planning practice for single-facility libraries that serve an independent municipality.

Parking Needs

City of Yorba Linda parking ordinances require 3 spaces for every 1,000 square feet of building space, which translates into a parking capacity of 152 spaces for the new facility. A higher ratio of parking capacity to building space should be considered, however, to meet high projected use levels. The current parking capacity – 83 spaces – is frequently inadequate to meet current visitors' needs.

Service Level Recommendations

	2010	Current Best Planning Practice	2030
Population	69,273		70,000
Collection Size	160,612 items		210,000 items
(books + AV media)	2.32 volumes/capita	2.25 to 3.0+ volumes/capita	3.0 volumes/capita
			12.5% digital collections
Reader/Study Seating Capacity	138 seats		290 seats
	2.0 seats/1,000 people	3.0 to 5.0+ seats/1,000	4.1 seats/1,000 people
Group Study/Tutoring Space	2 seats	16 to 36 seats	26 seats
(included in total seating)	1 room	1 to 6 rooms	6 rooms
Public Computers	36 workstations		104 workstations
(Internet + OPAC stations)	0.52 computers/1,000 people	0.75 to 1.75+ comp/1,000	1.5 computers/1,000
			includes 30 laptops
			+ computer lab with 18 workstations
Programming/Meeting Room Space	3,264 SF	1,800 to 3,000 SF	primary room = 300 seats/3,600 SF
	272 seats @ 12 SF/seat	150 to 250 seats/facility	(dividable into 3 spaces)
Children's Programming	660 SF	500 to 1,000 SF	100 floor seats/1,000 SF

Space			
	66 seats @ 10 SF/floor seat	50 to 100 floor seats/facility	
Square Feet of Building Space	28,350 SF	42,000 to 70,000+	48,470 SF (Library)
	0.41 SF/capita	0.6 to 1.0+ SF/capita	0.69 SF/capita
			50,820 SF (with café/bookstore)
Used Bookstore Space			0.73 SF/capita
Store	912 SF		
Workspace/Storage	563 SF		
Total	1,475 SF	NA	1,546 SF
Café	NA	NA	452 SF
Parking Spaces	83 spaces	152 to 253 spaces	152 to 253 spaces
	2.9 spaces/1,000 SF bldg	3 to 5 spaces/1,000 SF bldg	3 to 5 spaces/1,000 SF bldg

Comparison to *2005 Library Needs Assessment*

In 2005, the Library commissioned a needs assessment to confirm space needs in light of a possible addition of 6,000 additional square feet to the existing building. That study identified the need for an additional 11,240 square feet of building space and recommended therefore against the proposed 6,000 square foot expansion.

Analysis of the 2005 study findings and recommendations indicates that many of the facility-related service and space issues remain unresolved. More shelving is still needed. The large meeting room needs to be enhanced in several ways. An appropriately-sized teen area and homework area are still needed, as is improved staff work space, storage space, improved elevators and larger book donation sorting and storage space. Some issues have been resolved, such as improved browsing of AV media collections. The recommended target collection size, in fact, has been surpassed (the 2005 study recommended expansion of the collection to 155,000 items; in 2010, the collection includes over 160,000 items).

One major change since 2005 has been the increased demand for seating, while actual seating capacity in the building has decreased from 156 to 138 seats, as seating space has been swapped out for additional shelving. Also, the need for additional public access computers is now significant.

The current report's recommendations for shelving, seating and public access computers transcend the earlier assessment and are aligned with current library industry planning practice. In addition, this report assumes a larger percentage of building space will be needed to accommodate non-assignable building functions – 30% compared to a 10% assumption in the 2005 study. The current study also calculates space needs independent of the existing building, which will make possible a more efficient building layout and design and, for planning purposes, provide a more reliable building size.

F.   Project Cost Model

The following project budget was developed for the proposed library building and parking program. The budget is based on a comprehensive cost model which includes building construction costs, site construction costs, development costs, furniture, equipment and technology costs and project contingencies. The identified for the project is approximately 2.9 acres located in District 3 – Civic/Cultural Arts and Public Facilities of the *Yorba Linda Town Center Specific Plan*, dated November 2010. The site area was developed using the programmed building footprint (30,600 square feet), adding a small area for entry plazas (2,000 square feet) and adding the calculated area for parking, associated landscaping and circulation (94,000 square feet). The parking area was calculated by adding the square feet required for the parking stalls, the associated vehicular and pedestrian circulation areas, and the required landscaping areas. The calculated site area was used to generate the cost model. A conceptual site diagram needs to be developed in a future phase of the project to allow further refinement of this area and related costs.

The budget has been developed on a cost-per-square-foot basis in January 2011 dollars. The cost model is based on a public library built using a traditional design-bid-build process, with a medium to high level of finishes and furnishings, and a sustainably designed and constructed building and site (LEED Silver level through the U.S. Green Building Council or equivalent). The cost range represents options within each of the components that will be further refined as decisions and choices are made.In addition to building and site costs, the budget includes anticipated costs for site development, parking, building technology, FF&E (furniture, fixtures and equipment) and a moving allowance. An additional 1% allowance of the construction budget has been included as an option for public art associated with the project. Soft costs include engineering and design fees, construction management fees, permit fees, materials testing, LEED commissioning, and a 5% project contingency.

Exclusions
The proposed budget does not include land costs, escalation, site demolition and preparation, rough grading, or any costs to expand the Library materials collection.

Budget Summary	Range	Total
Building	$17.0M - $17.9M	
Site Improvements	$ 1.6M - $ 1.7M	
Subtotal	$18.6M - $19.5M	
Contingency	$ 1.9M - $ 2.0M	
Total Building + Site		$20.5M - $21.6M
FF&E and Technology	$ 2.2M - $ 2.9M	
Contingency	$ 0.2M - $ 0.3M	
Total FF&E/Technology		$ 2.4M - $ 3.2M
Public Art Allowance	$ 0.2M	
Soft Costs, including 5% contingency	$ 5.9M - $ 6.4M	
Total Public Art/Soft Costs		$ 6.1M - $ 6.6M
Proposed Project Budget Range		$29.0M - $31.4M

IV.   Building Program

A.   General Design Considerations

1.   Exterior and Site Issues

a. Approach and public entrance to the building
The building exterior needs to be recognizable as a civic building and a library. The Library will be a major component of Yorba Linda Town Center. It must be visible from adjacent streets and from common areas within the Town Center development to draw potential visitors and to identify it as a community landmark.

The public entrance should be designed to prevent drafts and outside air from intruding into the occupied spaces of the building. Public entry doors should open automatically and walk-off mats installed in the lobby to facilitate dirt and debris removal from visitors' feet as they enter the building.

The main lobby should provide access to both the Library and the Community Room. One public entrance into the interior of the Library is needed, to provide a single point of control for security, although two entrances may be considered if such a layout can be accomplished without compromising security or wayfinding.

b. Staff entrance
The staff entrance needs to be adjacent to first floor staff work areas and directly accessible from designated delivery and service vehicle parking.

c. Exterior signage
An exterior sign with the Library name should be located prominently outside the building, integrated into the design, vandal resistant and clearly visible from the street by passersby both day and night.

d. Exterior water and power access
Provide weather- and tamper-proof water and electrical power outlets on major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the Library or the community. Provide recessed, locking hose bibs for the exterior of the building.

e. Landscaping and outdoor reading areas
Provide low-maintenance, drought-tolerant/resistant plantings for the exterior. Avoid massed plantings that block windows or sight lines or may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer is desirable.

Design the building to link interiors to the site and to adjacent landscaping through windows on both levels. An outdoor courtyard or plaza adjacent to the Library is highly desirable, to provide customers with casual indoor/outdoor space to read and relax in an attractive, peaceful setting. This space should be located outside the theft security point.

f. Lighting
Exterior lighting needs to comply with *Yorba Linda Town Center Specific Plan* standards and guidelines. In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be designed with vandal shields and controlled by photocells interfaced with the building's lighting control system if the City selects such a system.

g. Maintenance
Exterior building finishes must comply with *Yorba Linda Town Center Specific Plan* standards and guidelines, be durable, and not require frequent painting or staining. Vandal resistant finishes should be considered.

h. Materials return drops
The Library needs materials return slots at the exterior of the building for use by customers whether or not the building is open – one slot connected to automated materials handling equipment and another connected to a manual backup return system. The slots need to be highly visible, convenient to Library parking and on the pedestrian entry path into the building. A drive-through return slot attached directly to the building is also desirable if possible to design within the *Specific Plan* guidelines*.*

Return equipment needs to terminate in the Sorting and Returns space to enable Library staff to manage the return and sorting operation within the Library building. Sorting and Returns should be fire-rated, to prevent damage to the Library if volatile material is introduced into the building through the return drop.

An additional return opening within the building is also needed, for customer convenience, located in the Lobby or adjacent to the Circulation Desk. This return also needs to empty into Sorting and Returns.

i. Parking and vehicular access

- **Bicycle and stroller parking**
Provide bicycle parking for a minimum of twenty bicycles outside the public entrance. Ensure that the racks are visible from the lobby and are lockable.

- **Automobile and motorcycle parking**
Provide 152 parking spaces for Library visitors, 3 spaces for every 1,000 square feet of building space. Provide six to eight short-term parking spaces with convenient pedestrian access to the public entrance for the convenient drop-off of materials. There must be an adequate number of properly located and marked handicapped access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements.

- **Service vehicles**
Provide two parking spaces adjacent to the delivery entrance/loading area for delivery and service vehicles. Technical Services will frequently receive large, bulky deliveries. This activity must not impede the daily system deliveries made to the Library.

- **Parking traffic patterns**

Design parking with clear entrance and exit patterns to avoid vehicular traffic congestion. Ensure that the short-term parking is protected from general traffic flow so that individuals who use these spaces do not block the flow of traffic.

Passenger pick-up and drop-off

Provide a convenient, sheltered area close to the public entrance for pickup and drop off of Library visitors. This area needs to be separate from the main vehicular traffic lanes of the parking lot.

j. Roof

The roofing system should be designed to last a minimum of fifteen years, with a roof sloped to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures.

If building system equipment is mounted on the roof, access to the equipment must be designed to avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

k. Safety and security

Ensure that public access areas and walkways outside the building are designed in accordance with *Yorba Linda Town Center Specific Plan* standards and guidelines - well lighted, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps. Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to discourage skateboarding or roller-blading.

l. Trash receptacles and recycling

Locate a secure enclosure at the building exterior adjacent to, or easily accessible from, the staff entrance for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are both screened from view and easily accessible to front-loading garbage pickup vehicles.

Place a receptacle for cigarette disposal and a large trash receptacle near the public entrance, equipped with a locking cover to deter vandalism.

2.   Interior Issues

a. Acoustics

Appropriate noise levels and acoustical separation between the various parts of the library are essential. Use all available architectural and design techniques to achieve this goal so that adults, youth and children may use the facility simultaneously without disturbing each other.

- **Acoustics and building systems**

Consider the acoustical impact when specifying and locating building mechanical systems, lighting and plumbing fixtures. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

b. Art work and display

The Library needs to be able to display art by students and local artists in areas that are both accessible to the public and not vulnerable to vandalism, such as in the Lobby, Children's Services or the Community Room. Tackable wall space as well as stack end displays are preferable, especially in children's and teen areas.

c. Audiovisual systems

Each room used for programming, meetings or training should have the ability to provide computer screen image projection, slide projection, video monitor display via a mobile media cart with equipment, and cable TV reception. In addition, digital video projection from a ceiling mounted projector is required. Meeting rooms need to be equipped with window treatments that effectively black out the spaces for video viewing. Some rooms need SMART board technology, as well. The Community Room and Children's Theater require sound systems with public address and media playback capability.
– see above
The rooms that require these capabilities are:

- Community Room (in each subdivided space)
- Children's Theater / Class Visits / Crafts Area
- Computer Lab / Teen Programming Space
- Library Conference Room

d. Building finishes

Building finishes must comply with *Yorba Linda Town Center Specific Plan* standards and guidelines. Finishes must be durable and able to stand up to years of constant, heavy use. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require waxing, polishing or frequent repainting.   Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas.

e. Clocks

Locate wall-mounted clocks in each major public area and in staff work areas. A low maintenance, centrally controlled, electronic clock system is desirable.

f. Disabled Access and ADA compliance

The building must meet or exceed the guidelines set forth both in the Americans with Disabilities Act (ADA) and Title 24, State of California accessibility code. The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

g. Drinking fountains

Public drinking fountains need to be located on each floor with a child-height one on the first floor in the Children's area.

h. Electrical power, cabling and distribution

Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the Library's wiring and cabling needs, current and future. Locate distribution point(s) so that horizontal cable runs do not exceed a maximum of 300 feet.

Over time, the Library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. Library customers need to be able to plug in a laptop computer or similar device at any seat within the building**.** Consider raised flooring in selected areas and in the telecommunications closets to support flexibility for equipment and furniture placement.

Electrical closets must be sized to house electrical and cabling needs for all building systems, including security, power, coaxial cable, telecommunications, emergency wiring and any other systems.

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building cabling system and computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12 to 18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

There need to be two wireless networks in the building, one for public use and one for staff use. The building design needs to support wireless access throughout the facility. The building infrastructure, shelving and furniture should be specified with this technology in mind.

- **Wire management**

Employ concealed wire management strategies at each public technology workstation, staff workstation and at each service desk. Allow easy access to power and to library and external networks at or slightly above work surface height. Both Library-owned desktop computers and customer-owned laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit should be sized for Category 6 (100Mbps) universal twisted pair copper.

Provide electrical and data wiring and cabling in the Community Room, Children's Theater, the Computer Lab and Library Conference Room to support online interactive

demonstrations and instruction, projection equipment, distance learning capability, video projection, streaming video and sound reinforcement, including the use of assistive listening devices.

- **Data network**

The Library data network requirements are extensive and will require standardized jacks and cabling support system. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by staff, but not by the public. Network security and access control are critical. Network access for the Community Room must be isolated from the Library's internal data network.

The Computer/Telecom/Server Room requires accessible flooring. Power to this room should be filtered and on dedicated circuits. Equipment racks need 42" of working space both front and back. All racks need 20A circuits with an isolated ground. The room needs continuous air conditioning that ensures a range of 62 to 80 degrees, at 20% to 55% relative humidity.

Wiring flexibility throughout the building is critical to support the Library's extensive technology requirements.

- **Public telephones**

A public telephone may be needed, located at the exterior of the building. The design team needs to consult with Library staff during design to determine whether or not this equipment should be installed.

i. Energy conservation and sustainability

The design team needs to work with the City to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code. Use of motion sensitive lighting in selected areas is desirable, especially in closed offices, conference rooms and similar spaces.

The energy use strategies employed in the building design should not only minimize the building's dependence on energy but also strive to improve the sources of the energy that the building consumes.

- **Life cycle costs**

Building design strategies for the building's orientation, energy management system, HVAC system, windows, lighting and building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. Programmable thermostats should be included in the building's HVAC specification.

- **Solar design**

The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

j. Flexibility, modularity and expandability of design
The building interior layout should be open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate book stacks within the building as Library service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 lbs. per square foot throughout the public spaces. Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A square or rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving for Library collections.

k. Floor coverings
Floor coverings should be both attractive and durable. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tile, for low maintenance, with a life expectancy of a minimum of fifteen years is required for most public and staff spaces. Hard surface floor coverings, such as vinyl, tile or stone, as affordable, rather than carpet are needed in the following areas:

- Public Entrance/Lobbies on both floors
- Community Room (in area adjacent to the kitchen)
- Service Kitchen
- Restrooms – Public and Staff
- All Supply and Storage areas
- Custodial Services Storage
- Building Maintenance Workspace
- Delivery Entrance/Loading Dock
- Mail Room/Staff Entrance
- Telecom/Server Room
- Custodial Services Storage
- IT Office/Repair/Storage
- Café
- Friends of the Library Office/Book Store Workspace
- Children's Theater crafts area

l. Electronic workstations for the public
Many Library services are dependent on electronic resources which are evolving rapidly. Services and technologies considered cutting edge today are superseded constantly by newer, more powerful services and technologies. The Library must have an electrical and data cabling distribution infrastructure that supports electronic equipment of many types throughout the building spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. In addition, many of these units will have attached peripheral equipment, such as scanners or printers. Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types.

Most of the Library computer workstations are sit-down units with a computer workstation with a CPU, flat screen monitor and shared printers. Most units are programmed at 35 square feet to accommodate space for the unit itself and surrounding circulation space. The Library will also provide laptop computers for in-library use, checked out to customers at service desks.

Eighteen workstations will be located in the Computer Lab, an acoustically separate space that can be used for computer-based training and other computer-centered activities. At other times, the space will be open for individual use of the equipment.

All workstations must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation. The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks and a measure of privacy for the user.

m. Lighting
The quality of lighting within the Library is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or excessive contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality is retained. It is strongly recommended that the design team engage a lighting consultant with library design experience during the design phase to ensure that appropriate lighting strategies are incorporated into the building.

- **Lighting levels**

Lighting levels should meet recommendations based on the *2000 Illuminating Engineering Society Handbook.* These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

Reading Areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Book Stacks: Excellent lighting levels in stack areas is a high priority for the new Library. 6 foot-candles at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Service Desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Conference/Study Rooms: 30 – 40 foot-candles average, measured horizontally at desktop.

Staff Work Area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

Programming Spaces: 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

During design, a full-scale mockup of book stack lighting and other lighting strategies proposed by the designers should be built and demonstrated prior to design approval.

- **Lighting fixtures**

Lighting fixtures should effectively control glare, through shielded parabolic louvers in downlights, uplighting and other techniques. Indirect lighting throughout the building is preferred. Lighting in intensive computer use areas should meet the "preferred standards" for visual display terminal lighting in the ANSI/IESNA RP-1-1993 standard, "American National Standard Practice for Office Lighting", which covers situations in which people use computers for 4 of more hours per day.

- **Light sources**

Light sources should be fluorescent for general use. Long fluorescent lamps should be T5 lamps, in warm, medium or cool color, with a color-rendering index of 82. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Avoid incandescent lamps due to life-cycle costs.

Minimize the number of different lamp types used, to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in inaccessible locations or locations that require special scaffolding for access.

If task lighting is used in public areas, ensure that it is durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

- **Daylighting and fenestration**

Make use of daylighting design principles to reduce energy costs and to enhance building sustainability, but not at the expense of the preservation of library materials. Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light, however, should not be intrusive. Strategies such as clerestory windows or interior light wells will be preferable to skylights.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed east- and west-facing windows to minimize solar heat gain. Consider exterior shading devices to ward off direct solar rays and diffuse daylight.

- **Lighting controls**

All lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible, so all lights can be turned off at once at closing, or only selected lights are turned on. The system needs to be able to be manually overridden. Consider a master control station at or near the Circulation Desk. These light control switches and panels should be conveniently accessible to staff, but not the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. All of these light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable.

- **Sunlight and shadow study**

The design should incorporate the findings of a sunlight and shadow study that identifies the angles of sun and shadow of the site and the proposed building at specific times during the day at several key points throughout the year.

- **Emergency and exit lighting**

An emergency lighting system needs to be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of HID lights. Emergency and exit lighting must meet any applicable state or local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and customers to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

- **Lighting plan review**

During design development, the Library may require a lighting plan review once the furnishings and equipment layouts have been completed. This plan should show all ceiling and wall mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan, a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the library planning team.

n. Maintenance

Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes and mechanical systems as well as the furnishings and equipment.

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement.

- **Surplus materials stock**

The Library requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

- **Trash receptacles and recycling**

Color-coded trash and recycling containers will be located at strategic points in the public spaces and the staff work spaces throughout the building.

o. Mechanical and plumbing systems and building environmental controls

- **HVAC system and humidity and temperature criteria**

The building needs to be provided with a complete air conditioning, heating and ventilating system. Ventilation units need to be zoned according to use, room orientation, and hours of operation. It is critical that a uniform temperature can be consistently maintained throughout the building regardless of variations in ceiling height.

Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units, as needed.

Provide access for mechanical maintenance and repairs at the building exterior. Mechanical areas for HVAC units should be open and provide sufficient free area for proper airflow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Design Conditions:

Outside	Indoor
Summer (ASHRAE 0.1% design day)	75 degrees F +/-2 degrees F
Winter (ASHRAE 0.2% design day)	70 degrees F +/-2 degrees F
Relative Humidity	50% +/-10% RH

- **Indoor air quality and energy conservation issues**

Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment emitting significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building. Consider a variety of passive and active ventilation strategies in the design of spaces, including under-floor air or displacement ventilation, throughout the building's occupied space.

Building commissioning. A rigorous building commissioning process is recommended, to take place at the end of construction, to ensure that the building and its systems function as intended by design.

- **Operable windows**

It is desirable that the building includes operable windows in selected locations. The location and quantity of these windows should be discussed during the design phase of the project. Any such windows should be specified as locking. Windows should be operable by Library staff but not the public.

- **Maintenance issues**

Specify mechanical systems equipment for the building with replacement parts available from a local supplier. Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to building maintenance staff.

- **Plumbing and restrooms**

Restrooms must be easy for the public to find, designed for durability and able to resist vandalism. Single occupancy restrooms for the public should be avoided, with the exception of family restroom in Children's Services.

Energy efficient fixtures, such as sensor faucets, should be specified, and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be tile, with the walls covered to a height of five feet. Each restroom must have a sloping floor drain and hose bib. Entrances should be visible from staff service points. Vandal-resistant materials and finishes throughout each restroom are a prime consideration. Library maintenance staff should be able to adjust the water temperature at restroom sinks.

Restrooms must be separately vented and acoustically separated from adjacent spaces. The public restrooms need an adjacent custodial closet with a mop sink and floor drain.

- **Restroom fixtures**
  - Vandal-resistant fixtures and partitions are desirable for durability.
  - Each public restroom requires automated hand towel dispensers.
  - Waste receptacles must be recessed and/or wall-mounted, and fireproof.
  - Automated hand soap dispensers must be mounted directly over sinks to prevent soap leaks and avoid water drips on the floor.
  - These accessories should be wall- or counter-mounted, not imbedded within the sink itself.
  - A purse/parcel shelf should be located in each stall.
  - Sinks should be equipped with faucets that are activated by motion detectors and timed automatic water shut-off.
  - Low flush toilets for water conservation with timed automatic toilet flush capability.
  - Waterless urinals in the Men's bathrooms
  - Baby changing tables are needed in all public restrooms.
  - A minimum of one child sized toilet in the girls and boys restrooms in the children's department.
  - One child height sink in the girls and boys restrooms

p. Openness and sight lines

The building must be able to operate efficiently, with a minimum of staffed service points. Staff stationed at these points will also roam through the public spaces to assist customers. Visibility from these points, however, must give staff wide visibility into the spaces they oversee. Avoid public access spaces that are secluded or cut off from view by staff or from the main public space. Non-public areas must be secure, so that the public cannot enter these areas undetected.

q. Public address system

There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the Library as well as emergencies. The PA system must be able to be heard in every part of the building including rest rooms, storage rooms, custodial work spaces and staff offices and should be operable from each service desk.

r. Safety and security

The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at service desks or away from regular paths of travel. Service points must be oriented to allow staff at each to see other staff on that floor. Public service spaces in separate rooms, such as the Group Study Rooms, need large, unobstructed windows facing the public space to enable effective monitoring of activity within them. Access to these spaces may be controlled from a service desk.

- **Building safety**

Doors into staff spaces and controlled access public spaces must lock, using an automated card key access/proximity reader security system.

The building design must deter unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents must be protected to prevent illegal entry. A building intrusion security alarm is needed, with a control point at the staff entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must collaborate with Library staff to appropriately specify this system which may include the use of security cameras.

The security system must accommodate separate use of the Community Room, Friends of the Library areas and café during hours that the Library is closed.

- **Public and staff safety**

The Library needs to be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the building should be non-skid materials that are durable and attractive. The design of the Library furniture and casework should avoid sharp corners, especially in the children's area.

- **Library materials security system**

The building should be equipped to accommodate RFID technology, including a materials security system that allows staff to deactivate a security sensor in each item as

it is checked out, with preference given to Radio-Frequency ID systems. The deactivated material may then be carried through the security system gates by the customer. If the material carried has not been deactivated, an audible alarm will sound.

The security point should be located reasonably close to the Express Checkout stations and Circulation Desk. Layout of this system needs to be carefully coordinated with Library staff during design to ensure that desired security levels are achieved.

s. Service Desks
The Library will have two continuously staffed service points on the first floor, the Greeter Station/Circulation Desk and Children's Services Desk. In addition, a small service desk in the Teen Zone will be staffed during peak use periods. The Adult Services Desk will be the single service point on the second floor. Each desk must be visually prominent and welcoming. Staff will move back and forth between the desk and the public spaces constantly, helping customers as needed.

The space allocated for each desk position includes its furniture and equipment, space for the staff member to sit or stand and space for members of the public to sit or stand as they interact with the staff member. The desks and counters must have effective wire management to accommodate the most current library technology available.

Each desk should be oriented so that staff at the desk faces customers as they approach, with generous queuing space for the public. The Library will emphasize staff mobility, and are considering use of Vocera™ wireless communications devices or similar strategies to enable staff to move freely throughout the public spaces to assist the public.

The desks should be designed with counter height (approximately 34" high) or desk height (approximately 29" high) staff positions, depending on the activity at each desk. Each desk must have at least one position that accommodates people in wheelchairs, either staff or public. Staff should be able to enter/exit the service desk areas from at least two points.

Each desk should be equipped with:
- o Counter tops of a durable, vandal-resistant, easily cleaned material, such as stone, solid polymer surface (such as Corian™) or heavy-duty plastic laminate.
- o A "purse shelf" for customers to place belongings while they transact business
- o "Toe space" at the foot of the desk to accommodate comfortable standing room for customers while they face the desk.
- o Concealed wire management for all equipment placed on the desk counter or within the desk.
- o Shields for each computer terminal to conceal exposed wiring, with the ability to pivot the monitors so that staff can show a customer the screen.
- o Box and pencil drawers, pigeonholes, kneeholes and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- o Floor cushioning on the staff side of the desk.
- o Counter and shelf depth of approximately 24" to accommodate computer terminals, keyboards and printers with an allowance so staff can achieve an ergonomic position at each service point.

o Silent emergency help button to signal staff in work area that help is needed at the desk.

Large-scale signage located above each desk and visible from a distance is needed to identify each service point. In areas where queues form, wall-mounted monitors may be mounted to advertise upcoming Library events.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with Library staff during the design phase of the project.

t. Shelving
Shelving to house the collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. The paint must be applied with an epoxy powder finish. Colors should be standard and compatible with existing shelving.

Shelving uprights will be standard heights of 84" (maximum of 5 adjustable shelves and one base shelf), 72" and 66" (maximum of 4 adjustable shelves and one base shelf) or 45" (maximum of 2 adjustable shelves and one base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 10" and bases will be 12" deep. Variations from this depth are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

Shelving is programmed to hold the maximum number of shelves in the year 2030. On opening day, the top and bottom shelves of many sections may be not in use.

Main aisle widths in public spaces should be 54" to 60", with 42" aisle widths between standard stack ranges and 48" to 60" aisles for high-use collections such as the New Books Marketplace or the children's collection. In staff access spaces, 36" aisles will be sufficient. Changes in code requirements at any governmental level that may be enacted subsequent to this program and throughout midpoint of the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges with a maximum of six to eight sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collection. In general, wall-mounted shelving is desirable only if arranged parallel to freestanding shelves.

Distribute seating throughout shelving areas, whenever possible, to provide convenient seating for customers as they use the collection for research or browsing.

Consider the use of mobile shelving (45" and 66" high units), on lockable casters, in selected areas of adult, teen and children's collections, to increase flexibility for temporary repositioning of shelves for programming or other purposes.

Shelving will require canopy tops. Picture book shelving may have a sloping display shelf at the top of each section. All public area shelving will require stack end panels with label holders at each end, kick plates and top plates. Alternating slat wall and fabric-wrapped tackable surfaces are needed on stack ends throughout the collection to allow staff to display books, posters and other items. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving must be welded-frame and internally braced, with gussetted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends or hanging dividers must accommodate various sizes of materials. They must be able to slide easily when shelves are being rearranged and yet not bend or "give" under the weight of the books. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. The lowest two shelves of each section should be specified as tilt-up, to facilitate easy reading of book titles on the lowest shelf.

See each space's description as well as the chart in *Appendix D: Yorba Linda Public Library Collections and Shelving* for the exact amount and location of each type.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments and installation and the length of time price quotes remain valid.

u. Signage and wayfinding
The Library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. Major signs must be large enough to be read from the entrance to the Library public space. Signage must be integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility. Signage in the children's area must be in type fonts legible by young children (i.e. preschoolers cannot read script).

Signs must be easy to move and change as the Library's interior spaces shift over time. Where appropriate, signage should be specified so that Library staff can modify and reinstall signs to reflect changes in layout of the collections and services.

v. Staff workstations and offices

The Library Director and Managers will be assigned private offices as well as the Senior Circulation Clerk and the Graphic Artist. Other staff will be assigned to office systems module workstations or a work counter station, depending on their job responsibilities. Some workstations will be available for common use, housing equipment that more than one staff member uses.

The office system workstation modules will be approximately 7' x 7' or 6' x 6', with an L-shaped horizontal work surface and data, electrical and voice outlets at counter height. The office systems modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to be equipped with task lighting, box and pencil drawers, one mobile pedestal, an ergonomic task chair, with or without arms, tackable partition surfaces (acoustically cushioned), an overhead shelf, computer, keyboard, printer and telephone handset, as assigned. Some workstations have unique requirements to support specific job duties – these features are called out in the Space Descriptions section of the program.

w. Storage

Adequate and appropriate storage space is an important functional issue for the Library. Several types of storage space are required, including space for storage of building maintenance items, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming supplies and furniture. Specific information about these spaces is found in the Space Descriptions section.

x. Wall coverings

Durability and appropriateness to the space are prime concerns in the selection of wall coverings. Any painted surfaced should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Public Entrance/Lobby.

Tackable wall surfaces should be located throughout the public spaces for use in displays as well as tackable stack end displays, especially in the children's and teen spaces. The architect and interior designer need to consult with the staff during design to determine the exact locations of these surfaces.

B.   Spatial Adjacencies

The Library will be a major component of the Town Center development. The entrance needs to be adjacent to and visible from the Town Center pedestrian plaza and adjacent or proximate to public parking.

The Library is programmed as a two-story facility with active services and spaces grouped on the first floor and quieter areas on the second floor, as shown below.

First Floor Spaces
Community Room
Café
Friends of the Library Spaces
Circulation Desk and Self Checkout
Returns and Sorting
Children's Services
Teen / Tween Services

Second Floor Spaces
New Books / Media Marketplace
Adult Services and Collections
Library Administration
Technical Services and IT

The adjacency diagrams that follow and the spatial relationships called out in the Space Descriptions section identify the adjacency needs of specific spaces throughout the building.

YORBA LINDA PUBLIC LIBRARY
FIRST FLOOR ADJACENCIES

1.1 Public Entrance/ Lobby
1.2 Community Room (dividable)
1.3 Serving Kitchen
1.4 Comm Room Storage
1.5 Public Restrooms
1.6 Cafe
1.7 Book Corner (store)
1.8 FOL Office / Workspace

Public Elevator/s + Stairs

2.1 Express Checkout / Holds
2.2 Greeter / Circ Desk

3.1 Children's New Books
3.2 Children's Media
3.3 Children's Srvc Desk
3.4 Children's Computers
3.5 Children's Reference
3.6 Children's Circulating Books
3.7 Child Grp Study 1
3.8 Child Grp Study 2
3.9 Family Space
3.10 Picture Books + Readers
3.11 Children's Theater/ Class Visits/ Crafts
3.12 Programming Storage
3.13 Restrooms (3)
3.14 Homework Center

4.1 Teen Zone
4.2 Tween Zone
4.3 Teen Grp Study 1
4.4 Teen Grp Study 2
4.5 Computer Lab / Teen Programming
4.6 Children's/Teen Staff Workroom
4.7 Ch/Teen Mgr's Office

5.1 Sorting + Returns
5.2 Circ Staff Workroom
5.3 Sr Clerk Mgr's Office
5.4 Staff Restrms
5.5 Custodial Srvs Stg
5.6 Bldg Maint Wkspace
5.7 Mail Room / Staff
5.8 Delivery Entrance

Staff Elevator

Legend:
- Entrance/Community Room
- Children's Space
- Teen/Tween Space
- Circ Staff Work Space / FOL Space
- Children's/Teen Staff Space

Proximity Needed – – – – –
Adjacency Needed
Sight Line Needed ···········

YORBA LINDA PUBLIC LIBRARY
SECOND FLOOR ADJACENCIES

Lobby/Marketplace

- 6.1 Lobby
- 6.2 Public Restrooms
- Public Elevators / Stairs
- 6.3 New Books Marketplace
- 6.4 Media Marketplace

Adult Services Public Space

- 6.5 Adult Services Desk
- 6.6 Reference Collection
- 6.7 Public Computers
- 6.8 Adult Circulating Fiction Books
- 6.9 Large Print
- 6.10 Adult Circulating Nonfiction Books
- 6.11 International Languages
- 6.12 Local History
- 6.13 Quiet Reading Magazines + Newspapers
- 6.14 Group Study 1
- 6.15 Group Study 2

Adult Services Staff Workspace

- 6.16 Adult Srvs Mgr's Office
- 6.17 Adult Svcs Staff Workroom

Admin/Tech/IT/Staff Lounge

- 7.1 Lib Admin /Reception
- 7.2 Lib Dir Office
- 7.3 Staff Distrib Center
- 7.4 Library Supplies
- 7.5 Lib Conference Room
- 7.6 Tech Srvs Mgr's Office
- 7.7 Tech Srvs Workroom
- 7.8 Tech Stg / Supplies
- 7.9 IT Mgr's Office
- 7.10 IT Office / Repair
- 7.11 Computer// Telcom/ Server Rm
- 7.12 Graphic Artist
- 7.13 Staff Lounge
- 7.14 Staff Restrms
- Staff Elevator

Legend:
- Adjacency Needed
- Proximity Needed - - - - -
- Sight Line Needed ·········

C.   Summary of Spaces

	SPACE	SQ FEET		
1.1	Public Entrance/Lobby	134		
1.2	Community Room (dividable)	3,600		
1.3	Serving Kitchen	130		
1.4	Community Room Storage	655		
1.5	Public Restrooms - First Floor	IN GSF	4,519	
2.1	Express Checkout and Holds Pickup	252		
2.2	Greeter Station/Circulation Desk	185	437	
3.1	Children's New Books Marketplace	395		
3.2	Children's Media Marketplace	458		
3.3	Children's Services Desk	202		
3.4	Children's Computers	374		
3.5	Children's Reference Collection	274		
3.6	Children's Circulating Books	1,947		
3.7	Children's Group Study Room #1	100		
3.8	Children's Group Study Room #2	100		
3.9	Family Space	814		
3.10	Picture Books and Readers	1,906		
3.11	Children's Theater / Class Visits / Crafts Area	1,115		
3.12	Children's Programming Storage	390		
3.13	Children's and Family Restrooms (3)	IN GSF		
3.14	Homework Center	734	8,808	
4.1	Teen Zone	1,516		
4.2	Tween Zone	711		
4.3	Teen Group Study #1	100		
4.4	Teen Group Study #2	100		
4.5	Computer Lab/Teen Programming Space	755		
4.6	Children's/Teen Services Staff Workroom	771		
4.7	Children's/Teen Services Manager's Office	115	4,068	
5.1	Sorting and Returns	912		
5.2	Circulation Staff Workroom	327		
5.3	Senior Clerk Manager's Office	100		
5.4	Staff Restrooms - First Floor	IN GSF		
5.5	Custodial Services Storage	106		
5.6	Building Maintenance Workspace	158		
5.7	Mail Room/Staff Entrance	91		
5.8	Delivery Entrance/Loading Dock	NA	1,694	
First Floor Total			**19,526**	**58%**

	SPACE	SQ FEET		
6.1	Lobby - Second Floor	IN GSF		
6.2	Public Restrooms - Second Floor	IN GSF		
6.3	New Books Marketplace	709		
6.4	Media Marketplace	888		
6.5	Adult Services Desk	137		
6.6	Reference Collection	660		
6.7	Public Computers	608		
6.8	Adult Circulating Fiction Books	1,711		
6.9	Large Print Books	185		
6.10	Adult Circulating Nonfiction Books	3,742		
6.11	International Languages	152		
6.12	Local History Collection	584		
6.13	Quiet Reading / Magazine and Newspaper Browsing	1,622		
6.14	Group Study/Conference Room #1	100		
6.15	Group Study/Conference Room #2	150		
6.16	Adult Services Manager's Office	115		
6.17	Adult Services Staff Workroom	565	11,928	
7.1	Library Admin Asst's Office/ Reception Area	161		
7.2	Library Director's Office	193		
7.3	Staff Distribution Center	116		
7.4	Library Supplies and Storage	134		
7.5	Library Conference Room	252		
7.6	Technical Services Manager's Office	115		
7.7	Technical Services Work Space	488		
7.8	Technical Services Storage and Supplies	150		
7.9	IT Manager's Office	115		
7.10	IT Office/Repair/Storage	121		
7.11	Computer/Telecom/Server Room	146		
7.12	Graphic Artist	100		
7.13	Staff Lounge	384		
7.14	Staff Restrooms - Second Floor	IN GSF	2,475	
Second Floor Total			**14,403**	**42%**
	Net Assignable Square Feet:	**33,929**		
	Gross Square Feet @ 70% Net to Gross SF:	**48,470**		
	Auxiliary Spaces			
1.6	Café	452		
1.7	The Book Corner	880		
1.8	Friends of the Library Office/Book Store Workspace	666		
	Net Assignable Square Feet:	**1,998**		
	Gross Square Feet @ 85% Net to Gross SF:	**2,351**		
	Total	**50,820**		

D.   Space Descriptions

1.1   Public Entrance/Lobby   134 sq. ft.

The Library Entrance and Lobby needs to be the single point of control for public access and exiting, positioned in coordination with the materials theft system. The entrance should be well lighted and welcoming, with doors that open automatically.

The Lobby must be large enough to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the lobby space, with the Community Room entrance, Library entrance and Book Corner used book store entrance clearly visible from the entry doors. Programs and events will be held in the Community Room on a daily basis. These events will attract large audiences that need to be accommodated in the Lobby area. The Lobby, therefore, should be large enough to temporarily accommodate 150 to 200 people as they enter or leave the Community Room.

The public restrooms need to be independent of the building's other spaces and outside the materials theft security point at the Library entry, so that these areas can be used without compromising library security, independent of the Library's open hours.

Wall-mounted return slots for convenient, automated return of circulating materials, on a 24/7 basis, will be located on the exterior face of the building, adjacent or very near the public entrance. One slot will be connected to automated returns sorting equipment and a second slot will be connected to a manual, backup return system. All returns must drop directly into the Sorting and Returns space. An additional return slot is needed inside the Library, adjacent to the Greeter Station/Circulation Desk, also emptying directly into Sorting and Returns.

The lobby floor should be a hard surface and the distance between the door and the security point far enough that debris carried in on visitors' feet is knocked off as they walk through the lobby. Inset floor grates or floor mats should be considered for the entrance to facilitate dirt and mud removal as people enter the building.

One pair of RFID material theft security portals is needed at the point at which visitors exit the Library public space into the Lobby, with easy access for staff to meet and intercept customers who have set off the alarm. The theft security system should be compatible with radio frequency inventory control technology (RFID), without horizontal cross pieces or other components that encourage climbing or sitting.

Waste receptacles, wall-mounted glass-enclosed display cases, a community information display, an interactive building directory, poster display space, a book donation drop-off slot and enclosure, a donor recognition wall and a drinking fountain should be located in the lobby. The entrance needs a covered area to protect visitors from the elements as they enter and exit the building or should they decide to wait to enter the Community Room outside the building.

1.1   Public Entrance/Lobby, continued

Occupancy: 20 - 200

Adjacencies: 1.2   Community Room (dividable)
                           1.5   Public Restrooms – First Floor
                           1.6   Cafe
                           1.7   The Book Corner
                           5.1   Sorting and Returns
                           Public Elevator/s + Stairs

Proximity to: 2.2   Greeter Station/Circulation Desk

Sight line between: 3.3   Children's Services Desk

Acoustics: Conversations generated by incoming and outgoing visitors need to be buffered so that noise does not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 footcandles are required. Provide low-heat display lighting within display cabinets, if necessary.

Technology/Audiovisual/Power/Data: Material theft detection devices will be installed at the security point at the interior edge of the lobby. The distance required between the gates and any metallic object or electronic workstations must be confirmed with the vendor prior to installation. A minimum of eight feet clearance is recommended until vendor confirmation is obtained.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
display cases, glass-enclosed, wall-mounted, 4'w x 4'h x 1.5'd	2	cases	16	32
display case, freestanding, glass-top, 6' x 3.5'	1	case	36	36
theft security portals, RFID compatible	1	pair	24	24
floor mats	2	mats	0	0
display of Library handouts, mobile	1	unit	6	6
community information display unit, wall-mounted, with brochure & nsp racks, bulletin board & storage below, 8'L x 5'H x 1.5'D	1	unit	30	30
trash receptacle, large	1	receptacle	6	6
total				134

1.2   Community Room (dividable into 3 spaces)   3,600 sq. ft.

This space will be the Library's primary venue for programming events and needs to be designed to support a wide variety of activities. Some programs will attract large audiences; others will appeal to audiences of 50 to 150. The space, therefore, must be dividable into two or three spaces using movable wall partitions with acoustical properties. The wall partitions should be configured to split the space into three equal areas or one larger and two smaller areas. All three spaces need to be accessible directly from the Public Entrance/Lobby, each with separate lighting and AV projection controls. When the entire space is used, it needs to accommodate an audience of 300 adults seated in stacking chairs arranged in auditorium style facing one end of the room. Audiences of family groups and children will often sit on the floor and will often attract over 300 people.

This space needs wireless access and must be equipped with adjustable lighting levels, ceiling-mounted video projector, projection screen and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. To the extent possible, these features need to be available independently within each subdivided space.

The public entrance to the room should be located so that meeting participants may enter and leave the room through the lobby, outside security, while the Library is closed. The lobby walls outside the room may be used to display local artists' work. The room needs three movable podiums, chair rails around the perimeter, tackable wall surfaces, a wall-mounted art display system and corner guards at key locations throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An enclosed serving kitchen with a commercial grade sink, appliances and storage cabinets is required. Carpeted flooring is needed in all areas except the kitchen and the area adjacent to it. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required, accessible independent of the wall partition configuration.

Occupancy: 300

Seating: 300 stacking chairs

Adjacencies: 1.1   Public Entrance/Lobby
                1.3   Serving Kitchen
                1.4   Community Room Storage
                1.5   Public Restrooms – First Floor

Acoustics: This space will be used constantly for programs, lectures and similar public events. It needs to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that

1.2   Community Room (dividable into 3 spaces), continued

may introduce noise into the space for acoustical impact, including plumbing from restrooms.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting and spotlighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The Community Room needs adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment will include, but not be limited to, the following:

Digital video projectors, ceiling-mounted (3)
Video projection screens, ceiling-mounted, motorized (3)
Audio projection and amplification
Overhead transparency and Powerpoint™ presentation devices
Assistive listening devices and charging unit
Wiring and cabling to support wireless network, CATV production, interactive distance learning class reception, library online catalog demonstrations and interactive Internet demonstrations

Lighting and AV projection controls must independently serve each of the three subdivided spaces.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
stacking chairs	300	seats	12	3,600
tables, folding, lightweight, 24" x 60"	40	tables	0	0
podium, movable, on stage	1	podium	0	0
movable wall partitions	2	units	GSF	GSF
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
chair rails at perimeter of room	1	unit	0	0
total				3,600

1.3   Serving Kitchen   **130 sq ft.**

An enclosable serving kitchen is required adjacent to the Community Room. It will be used frequently to prepare refreshments or receive and temporarily store prepared food for programs and events. It will need work counters equipped with a commercial grade, triple sink (i.e., with three tubs), a full refrigerator, microwave oven, range with oven, work counter and lockable cabinets above and below.

A clear area for catering prep is required. Some cabinets may be allocated to the Friends of the Library for event supplies storage.

The kitchen needs direct accessibility from the lobby that serves each of the three Community Room spaces when subdivided into three rooms. A pass-through window and counter is needed to make the kitchen accessible from community room.

Adjacency: 1.2   Community Room (dividable)

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
work counter, 8' x 2.5', w triple sink, commercial grade, dishwasher, cabinets above and below	1	counter	50	50
refrigerator, full size	1	unit	12	12
microwave oven, on counter	1	oven	0	0
oven with range-top, under counter	1	oven	0	0
storage cabinet for supplies	1	cabinet	20	20
trash containers/recycling containers	2	containers	4	8
food prep workspace (for Friends of Library, caterers)	1	space	40	40
total				130

1.4   Community Room Storage   655 sq. ft.

This space will provide secure storage for stacking chairs on movable dollies, folding tables on mobile table trucks and audiovisual equipment controls associated with the Community Room. Programming supplies will also be stored in this area.

Resilient floor surfaces are required in this space. Double doors or an extra-wide door and immediate access to each subdivided space of the Community Room are also required.

Occupancy: N/A

Adjacency: 1.2   Community Room (dividable)

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 40" above floor. Consider motion-activated lighting controls in this space.

Technology/Audiovisual/Power/Data: Audio and video equipment controls for Community Room. Provide standard, wall-mounted power outlets for use by Library staff.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
dollies, stacking, for chairs	25	dollies	6	150
table trucks for folding tables (6 tables/truck)	10	dollies	12	120
table trucks for book sale tables (6 tables/truck)	5	dollies	12	60
AV equipment rack/closet	1	closet	25	25
secure space for storage of easels, equipment, other programming supplies	1	space	300	300
total				655

1.5   Public Restrooms – First Floor   IN GSF

Locate public restrooms for the first floor adjacent to the Public Entrance/Lobby and the Community Room. Each restroom needs to meet or exceed the number of restroom fixtures required by local code. Single-occupancy public restrooms must be avoided except for family restrooms located in Children's Services. Restrooms must be designed for durability and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. A large, freestanding waste receptacle is also required. Automatic soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install towel dispensers and a baby changing counter in both men's and women's restrooms. Parcel/purse shelves or baskets are needed in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building. Pay particular attention to prevention of plumbing noise spillage into the Community Room.

Occupancy: To meet code requirements

Adjacencies: 1.1   Public Entrance/Lobby
                        1.2   Community Room (dividable)

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations*: *Restrooms*.

1.6   Café   **452 sq. ft.**

Adjacent to the Lobby, space is needed for café seating, a coffee cart run by a concessionaire and refreshment vending machines to offer Library visitors a casual area to purchase and consume lights snacks, relax and socialize before or following their visit to the Library. The Library anticipates that family groups and teens will use this amenity frequently. The area should be integrated with the Book Corner and surge space associated with the Community Room.

The area should be visible, with the look of an attractive coffee house. A roll-down grill should be considered to enclose the area as needed. Volunteers from the Friends of the Library will operate the adjacent used book store.

Adjacencies: 1.1   Public Entrance/Lobby
                         1.7   The Book Corner

Acoustics: Noise generated in this area should be contained and not spill into the Community Room or into the Library proper.

Technology/Audiovisual/Power/Data: The coffee cart vendor will require power and plumbing connections that accommodate operation of the cart.

The café seating area needs wifi accessibility.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
mobile café cart, approx. 4' x 6' with 3 ft clearance on three sides	1	cart	84	84
café supplies storage - allowance	1	space	40	40
vending machines for soft drinks + snacks	2	machines	12	24
queuing space	4	people	6	24
computer counter for laptop users, 4-seat - 20" x 3'/seat	4	seats	20	80
café seating @ small, round 2-person tables	10	seats	20	200
total				452

1.7   The Book Corner   **880 sq. ft.**

The Book Corner used book store, operated by the Friends of the Library, is a community resource that provides the Library with an ongoing, supplementary revenue stream. Many residents shop at the store regularly and appreciate the access it provides to inexpensive books and media titles. The store needs retail visibility with direct adjacency to the main public entrance offers. Merchandising units with attractive, face-out book store shelving are needed with wide aisles for comfortable browsing. Special secure display units for collectible titles are also needed as well as bench seats and a prominent sales counter close to the entrance.

Adjacent work space for book store volunteers is needed to allow the Friends to accept, sort and prepare incoming new arrivals for the store as well as boxed storage for items held for periodic large-scale book sales held in the Community Room. The store, work space and Community Room need to be on the same building level and within close proximity.

Adjacencies: 1.1   Public Entrance/Lobby
                          1.6   Cafe
                          1.8   Friends of the Library Office/Book Store Workspace

Acoustics: This area will be a popular destination for Library visitors and shoppers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent downlighting, as needed, to highlight displays.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support equipment at the sales counter and convenience outlets for maintenance staff.

Technology in this area will include:

Cash register and computer and with flat screen monitor, keyboard, mouse and printer at sales counter.

1.7   The Book Corner, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78", wall-mounted + freestanding, for books on sale, with slatwall end panels for displays	56	sections	10	560
display unit for collectors' books, glass enclosed, wall-mounted or freestanding	1	unit	10	10
display cabinet, for Library apparel + souvenirs, glass-enclosed, wall-mounted or freestanding	1	cabinet	20	20
retail-type display gondolas for new + highlighted titles, mobile	3	display gondolas	30	90
paperback rack, freestanding or wall-mounted	6	racks	10	60
bench, 2-person, 2' x 4'	2	benches	20	40
sales counter, 2-position, with cash register	1	counter	75	75
storage closet for immediate supply/inventory needs	1	closet	25	25
total				880

1.8   Friends of the Library Office/Book Store Work Space   666 sq. ft.

This space will provide a receiving and sorting space for donations, managed by the Friends of the Library. The space should be treated as a work space, enclosed and secure. Donations will be received on an ongoing basis, delivered in boxes, bags and an assortment of other containers. A shielded alcove in the Lobby, next to the work space entrance, approximately 6' x 6', should be considered for temporary donation storage for donations dropped off when no volunteers are present.

The work space itself should be an open rectangle of space with work tables, adjacent shelving, desks with computer workstations, recycling and trash containers and clear floor space for efficient sorting of incoming material.

The work space needs clear, convenient access to short term parking since most donors will bring donations from their vehicles.

Occupancy: 4 - 12

Adjacencies: 1.7   Book Corner

Acoustics: Provide acoustical treatments appropriate to an office environment

Lighting: Provide lighting appropriate to an office environment

Technology/Audiovisual/Power/Data: Provide   standard,   wall-mounted communications and power outlets to support electrical power.

Technology equipment in this space will include the following:

Computer workstations and printer

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
work tables, 3' x 5', for book sorting, with task chairs	4	tables	30	120
shelving, 84", for daily sorting between store + booksale storage	12	sections	10	120
desks with computers for pricing, online sales + accounting	2	desk/wkstn	25	50
book truck parking	10	trucks	6	60
donations receiving space	1	space	80	80
recycling/trash containers, large	2	containers	6	12
sorting and booksale prep space	1	space	80	80
shelving, industrial, 20" deep, for box storage/booksale prep	12	sections	12	144
bulletin board, wall-mounted	1	board	0	0
white board, wall-mounted	1	board	0	0
total				666

2.1   Express Checkout and Holds Pickup   252 sq. ft.

Many customers will check out their materials themselves using the Library's express checkout machines, which will be integrated with the Library's RFID circulation and inventory control system. Space has been programmed for four units, although the Library anticipates having two units in operation on opening day.

The self checkout units will be connected to the Library RFID circulation/inventory control system. Each machine and cabinet needs ample ventilation space to avoid heat build-up. Two additional machines will be located in the Library, one each at the Children's Services and Adult Services Desks.

The machines should be visible from the entrance. Proximity to the Circulation Desk is important so that staff can easily assist customers as needed. Each machine needs some physical separation to give customers a sense of privacy as they transact their business. Each station needs a clear work surface on each side of the checkout device, approximately 1.5' wide x 2' deep on each side, to allow customers to place books, purses, and other belongings while they use the machine. Queuing space for the machines should provide space for up to ten people waiting in line.

Shelving for reserves waiting for pickup will be located adjacent to the express checkout units. Customers will check out AV media in security cases and then unlock the case and place it in a storage bin adjacent to the self checkout machine.

Proximity to: 2.2   Greeter Station/Circulation Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Technology/Audiovisual/Power/Data: Provide at each station standard communication and power outlets, conveniently mounted under the counter, to support the Library's self-checkout equipment, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter.

Technology equipment in this space will include the following:

Self-checkout machines (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer)
Receipt printers
Credit card payment equipment

2.1   Express Checkout and Holds Pickup, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
express self-checkout units (2 at opening; space for 2 future)	4	machines	35	140
media Kwikcase storage bins	4	bins	3	12
shelving 72", for reserves	4	sections	10	40
queuing space	10	people	6	60
total				252

2.2   Greeter Station/Circulation Desk   185 sq. ft.

Although the building must be organized to allow customers to find their way independent of staff, it is important that visitors can find Library staff as they enter the building, if needed. The Greeter Station/Circulation Desk therefore needs to be prominently located in relation to the Public Entrance and strategically placed to provide directions and initial guidance to customers as needed.

The Circulation Desk will be staffed at all times the Library is open, with four staff counter height positions. The greeter position should face incoming customers while the circulation positions should face the self checkout machines.

The greeter station should be compact, mobile and detached from the circulation desk so that it can be easily moved on or off the public floor. This station will have a staff-access workstation attached to its surface with concealed wire management channels within to allow convenient connection to the Library online system through a floor-mounted receptacle.

Each circulation staff position needs clear counter surface with six lateral feet, to accommodate both the equipment needed as well as ample open space for customer transactions. Equipment at each position will include an online workstation, compact printer, theft system desensitizers, telephone handset and slotted storage for manuals and brochures. One cash register is needed. Staff should be able to easily get out from behind the desk to help customers at the self checkout stations.

Staff at this desk will answer directional questions, help customers use the self checkout machines, assist with library card registration, accept payment of fines for lost and overdue materials, monitor the theft security portals, explain Library policies and procedures regarding circulation and service hours and provide other assistance. Materials return drop slots will be located outside the building entrance, emptying directly into Sorting and Returns. Check-in and processing of returned material will occur in that space, away from the Circulation Desk.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the desk as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service counter and the public spaces.

The staff positions must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined in the *General Design Considerations*: *Service Desks.* The Circulation Desk counter height needs to accommodate customers or staff in a wheelchair and to allow staff to assist customers who are filling out forms or handling lengthy transactions.

Occupancy: 2 - 4 staff; 2 – 10 public

Sight line between: 3.3   Children's Services Desk

Adjacency: 5.2   Circulation Staff Workroom

2.2   Greeter Station/Circulation Desk, continued

Proximity to: 1.1   Public Entrance Lobby
                           2.1   Express Checkout and Holds Pickup
                           5.1   Sorting and Returns

Acoustics: Activity here will be brisk and sometimes noisy. Staff and customers will carry on conversations here on a continuing basis. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Technology/Audiovisual/Power/Data: Provide standard communication and power outlets at each counter position, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. This area needs to support wireless access.

Technology equipment in this space will include, but not be limited to, the following:

Online computer workstations and printers at both desks
Barcode readers
Materials security equipment
Theft system desensitizers
Telephone handsets
Cash register

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
staff greeter station, mobile	1	station	6	6
circulation desk with staff positions, each with computer	3	positions	40	120
cash register, behind counter	1	machine	12	12
book trucks	3	trucks	6	18
media Kwikcase storage bins	2	bins	2	4
library card application counter	1	counter	25	25
material returns drop slot, attached to automated sorter	1	return slot	0	0
total				185

3.1   Children's New Books Marketplace   395 sq. ft.

This space needs to be located close to the entrance to the Library's space for children and families. It should attract children and their parents with a display of new and interesting books and magazines.

The shelving will be a mix of retail merchandising display units, display shelving for magazine display and regular shelving for popular children's paperbacks and graphic novels. Adjacent to the shelving, wall-mounted tackable display boards are needed to provide a highly visible space to exhibit children's art, crafts or similar high-interest displays on a rotating basis.

Occupancy: 10 - 25

Adjacency: 3.2   Children's Media Marketplace

Sight lines between: 1.1   Public Entrance/Lobby
                          3.3   Children's Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent downlighting, as needed, to highlight display.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 3' x 6' x 66", retail display for children's new books	1	units	70	70
shelving, 66", for children's paperbacks + graphic novels	29	sections	10.3	299
shelving, 66" display for children's magazines, with backfiles	1	section	10.3	10
display case, glass-enclosed, wall-mounted, 4'w x 4'h x 1.5'd	1	case	16	16
display boards, tackable, wall-mounted	2	boards	0	0
total				395

3.2   Children's Media Marketplace   **458 sq. ft.**

The media collections for children will be a popular destination point for families. DVDs, books and music on CD, "playaway" titles and other media collections for children will be housed here on 66" media browsing and display shelving on both browsing shelves and mid-height regular shelves.

This will be a high-use, busy space that will often be visited by family groups, with strollers and small children in tow. It will be important to provide wide aisles between the shelving. Adjacency to the Children's New Books Marketplace is important to enhance the browsing potential of this area.

A download and preview station will be located here for the use of families who wish to sample media selections before checking them out. Staff at the Children's Services Desk will issue headphones for their use.

Occupancy: 10 - 20

Adjacency: 3.1   Children's New Books Marketplace

Sight line between: 3.3   Children's Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 66" AV browsing for children's DVDs	18	sections	10.3	185
shelving, 66" AV browsing for children's music CDs	5	sections	10.3	52
shelving, 66" for children's audio books on CD	12	sections	10.3	124
shelving, 66" for children's playaways, 6" or 8" deep	4	sections	10.3	41
shelving, 66" for children's CD-ROMs	3	sections	10.3	31
download/preview workstation	1	workstation	25	25
total				458

3.3   Children's Services Desk   202 sq. ft.

This desk will provide a focal point for assistance to children and their families in the Children's Services area. It needs to be visually prominent and centrally located to give staff at the desk clear sight lines into as much as possible of the public space. Even though the staff will roam through the public space, the desk will provide a starting point for many interactions. It must be clearly visible to both adults and children as they enter the space and should be open at both ends so staff/volunteers can easily move in and out of the desk area. A flat screen monitor behind the desk to advertise upcoming programs is desirable.

Staff will check out laptop computers here for in-library use. A secure laptop computer storage/recharging unit, therefore, will be needed adjacent to the desk.

A basic collection of ready reference books will be shelved adjacent to the desk. The balance of the children's reference collection will be adjacent to the area on mid-height shelves. One self checkout machine will be adjacent to the desk, as well, to provide convenient checkout access for children and their families.

Occupancy: 1 - 3 staff; 1 – 6 public

Adjacencies: 3.4   Children's Computers
                          3.5   Children's Reference Collection

Sight lines between: 1.1   Public Entrance/Lobby
                          2.2   Greeter Station/Circulation Desk
                          3.1   Children's New Books
                          3.2   Children's Media Collection
                          3.7   Children's Group Study Room 1
                          3.8   Children's Group Study Room 2
                          3.10   Picture Books and Readers
                          3.11   Children's Theater/Class Visits/Crafts Area
                          3.13   Children's Restrooms (3)
                          3.14   Homework Center
                          4.1   Teen Zone
                          4.2   Tween Zone
                          4.3   Teen Group Study Room 1
                          4.4   Teen Group Study Room 2
                          4.5   Computer Lab/Teen Programming Space

Proximity to: 4.6   Children's/Teen Services Staff Workroom

Acoustics: Activity here will often be brisk and sometimes noisy. Staff and customers will carry on conversations and reference interviews throughout the day. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

3.3   Children's Services Desk, continued

Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light here.

Technology/Audiovisual/Power/Data: Provide standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff work station in the area. This space needs to support wireless access.

Technology equipment in this space will include, but not be limited to, the following:

Online computer workstations (3)
Self-checkout machines (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer)
Receipt printers at self checkout units
Laptop computers for check out (10)
Recharging unit for laptops

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
service desk, desk height, 3 staff positions, each with computer workstation	3	positions	40	120
shelving, 45" for ready reference books	1	section	10.3	10
express self-checkout machine	1	machine	35	35
laptop recharge/storage unit	1	storage unit	12	12
laptops for in-library use	10	laptops	0	0
display walls, tackable, for rotating exhibits throughout children's space	6	wall areas	0	0
Summer Reading Program desk, 2-person, mobile	1	desk	25	25
total				202

3.4   Children's Computers   374 sq. ft.

This space will offer ten sit-down computers and one print management station designated for children and their families. This equipment needs to be adjacent to the Children's Services Desk, positioned so that staff can identify visitors who need help. The equipment needs to be arranged to avoid screen glare. One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

Occupancy: 6 - 15

Adjacency: 3.3   Children's Services Desk

Acoustics: Machine noise from the computer workstations may spill into adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This area needs to provide wireless access for laptop computer users.

The technology equipment planned for this area includes:

Public access computer workstations (10), with flat screen monitor, keyboard, mouse and print management station

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sit down, with 1 low seat @ each	10	workstations	35	350
print management station/copier/debit card reader	1	unit	24	24
total				374

3.5   Children's Reference Collection   **274 sq. ft.**

Shelving in this area will contain reference books for children. Table seating in the area will be used by children using the reference materials, although this material may be used anywhere within the children's space. The collection needs to be adjacent to the Children's Services Desk. Some proximity to the children's nonfiction book collection is desirable, since students will often use both collections to complete school assignments.

Occupancy: 2 – 6

Seating: Three 2-place tables

Adjacency: 3.3   Children's Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 66" for reference books	12	sections	10.3	124
seating @ 2-place tables	6	seats	25	150
total				274

3.6   Children's Circulating Books   **1,947 sq. ft.**

Circulating fiction and nonfiction books for children will be shelved here, on 66" high shelving. The area will also include four-place tables and lounge seating. The collection will be used primarily by children for reading and study. The tables need to be slightly lower than adult height tables, 26" to 27" from the floor to the bottom of the table surface. The chairs need to be armless and slightly lower than adult height chairs, 16" to 17" from the floor to the top of the chair seat.

Many students will visit the Library after school and on the weekend. This area, as well as all children's spaces, needs generous aisle widths and paths of travel to accommodate the large numbers of family groups and children who will use the space, ranging from individual students with backpacks, musical instruments, strollers and other items. The collection needs to be in close proximity to the Children's Reference Collection.

Occupancy: 12 – 24

Seating: Four 4-place tables
                               Two lounge chairs/window seats

Adjacencies: 3.7   Children's Group Study Room 1
                               3.8   Children's Group Study Room 2
                               3.14   Homework Center

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

3.6   Children's Circulating Books, continued

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 4-place tables	16	seats	25	400
seating, lounge chairs/window seating	2	seats	30	60
computer workstations, standup @ stack ends	2	workstations	12	24
shelving, 66" for children's fiction/series	37	sections	10.3	381
shelving, 66" for children's nonfiction/biography/holiday/folklore	105	sections	10.3	1,082
total				1,947

3.7   Children's Group Study Room 1   **100 sq. ft.**

Students in all grade levels, from elementary to high school, are frequently assigned group study projects that require them to work as a team to complete. Space is needed to support this type of activity, in acoustically enclosed space. Six such rooms have been programmed for the Library including two in Children's Services.

Each room will be outfitted with a conference table and seating for four and a white board. Activity within this space needs to be monitored from the Children's Services Desk through a large glass window wall. The rooms should be adjacent to each other to facilitate staff oversight.

Tutoring pairs may also use these rooms as available.

Occupancy: 2 – 4

Seating: Four conference table seats

Adjacency: 3.8   Children's Group Study Room 2

Sight line between: 3.3   Children's Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	25	100
total				100

3.8   Children's Group Study Room 2   **100 sq. ft.**

Students in all grade levels, from elementary to high school, are frequently assigned group study projects that require them to work as a team to complete. Space is needed to support this type of activity, in acoustically enclosed space. Six such rooms have been programmed for the Library including two in Children's Services.

Each room will be outfitted with a conference table and seating for four and a white board.. Activity within this space needs to be monitored from the Children's Services Desk through a large glass window wall. The rooms should be adjacent to each other to facilitate staff oversight.

Tutoring pairs may also use these rooms as available.

Occupancy: 2 – 4

Seating: Four conference table seats

Adjacency: 3.7   Children's Group Study Room 1

Sight line between: 3.3   Children's Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	25	100
total				100

3.9   Family Space   **814 sq. ft.**

This space is intended to give parents and young children, including toddlers and preschool age children, a comfortable seating area, close to the picture book collection, in which they can find and enjoy books to read together. The space may also be used by parents waiting for children attending programs in the Children's theater. Table seating here should be adult height.

Six sit-down computers with educational games and a collection of puzzles and toys will be located here. One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

Acoustical shielding of this space is critical since parents and children will often read aloud and adult visitors may become engaged in conversations as they wait for their children. Other parents may choose to work on their laptops while they wait.

Wall-mounted display boards are needed here to mount exhibits of children's art, crafts or similar eye-catching displays.

Occupancy: 10 – 25

Seating: Four lounge chairs
                        Three adult height tables (for adults to use while toddlers play on floor)

Adjacencies: 3.10   Picture Books and Readers
                        3.11   Children's Theater/Class Visits/Crafts Area

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Technology in this area will include:

Public access computer and multimedia workstations (sit-down), with flat screen monitor, keyboard, mouse and printer
Large wall-mounted flat screen monitor to stream video from Children's Theater.

3.9   Family Space, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
lounge seating, parent/child	4	chairs	35	140
seating @ 4-place tables, round for toddlers	12	seats	22	264
computer workstations, sitdown, early literacy + educational games	6	wkstns	30	180
cabinets for puzzle and toy storage	2	cabinets	15	30
open floor space/floor seating	1	space	200	200
total				814

3.10   Picture Books and Readers   **1,906 sq. ft.**

This space will house picture book and children's reader collections for the Library's youngest readers, including newborns through kindergarteners, who will use this collection and space with their families. The space needs to be safe and secure, acoustically buffered and include an open area in which children and parents may sit on the floor. Activity here will ebb and flow. Before and after programs in the Children's Theater, many families will fill the space.

This area should complement the Family Space, the two spaces together forming Children's Services' primary space for young children and their families. Staff at the Children's Services Desk needs a clear line of sight into this space.

The tables and chairs here will be slightly lower than adult-size tables at 26" to 27" from the floor to the bottom of the table and chairs only 16" to 17" from the floor to the top of the chair seat.

This space requires a comfortable ambience in which families can enjoy finding and reading books together. Window seating or oversize armchairs are needed here so parents and children can create a comfortable space in which to curl up and read.

Occupancy: 10 – 40

Seating: Six lounge chairs
                           Three 4-place round tables

Adjacencies: 3.9   Family Space
                           3.11   Children's Theater/Class Visits/Crafts Area

Sight line between: 3.3   Children's Services Desk

Acoustics: Young children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff.

3.10   Picture Books and Readers, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 4-place tables, round	12	seats	22	264
seating, lounge chairs/window seating	6	seats	30	180
shelving, 45" for picture and board books	79	sections	10.3	814
shelving, 45" for readers	52	sections	10.3	536
computer workstation, standup @ stack end	1	workstation	12	12
open play space for children	1	space	100	100
total				1,906

3.11   Children's Theater/Class Visits/Crafts Area   1,115 sq. ft.

In this space, children will enjoy storytelling programs and similar events targeted toward families with young children. This space will also provide an area for school classes to gather during Library visits, while staff orients them to Library services. The area needs to accommodate 100 children, seated on a flat floor. Clear space is also required for the storyteller and a display table.

This area needs to be child-friendly, cozy and comfortable for children and their families, with sufficient space to park ten strollers just outside the theater entrance. The space should be enclosable with wide double doors that are lockable, but may be left open when programs are not taking place to give children and families additional space in which to read and use the Library. This space will also be used for video programming. Adjustable lighting and the ability to black out the space, therefore, is important.

One-half to two-thirds of the floor should be carpeted and the remainder a resilient surface such as marmoleum, to provide comfortable floor seating for storytelling and easily maintained flooring for crafts activities. Access is needed from the Theater to the adjacent storage area which will hold shelving for storytelling books, props and puppets.

A built in puppet theater is highly desirable with closing/locking doors between the storytime room and the storage area. (See photos below of puppet theater in library in Plano, Texas)

Occupancy: 100

Seating: 100 floor seats

Adjacencies: 3.9   Family Space
                         3.10   Picture Books and Readers
                         3.12   Children's Programming Storage
                         3.13   Children's Restrooms

Sight line between: 3.3   Children's Services Desk

Acoustics: This programming space will generate noise before, during and following programming events. The space should be designed to minimize noise spillage outside

3.11   Children's Theater/Class Visits/Crafts Area, continued

the children's area, without degrading the sound of the performance. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at 30" above floor surface, with dimmable lighting controls to support programming activity. Provide accent downlighting, operable by library staff, for use during programming.

Technology/Audiovisual/Power/Data: Provide   standard,   wall-mounted communications and power outlets or recessed, flush floor-mounted outlets, for use by staff in programming,

Technology in this area will include:

Audio projection and amplification system
Ceiling-mounted projector and automated screen

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
floor seating for children and parents, carpeted	100	floor seats	10	1,000
puppet stage/theatre, mobile	1	stage	25	25
stroller parking outside entrance	10	strollers	6	60
projection screen, ceiling-mounted	1	screen	0	0
kitchenette with sink, work counter, cabinets, 6' x 3', all at child height	1	kitchenette	30	30
total				1,115

3.12   Children's Programming Storage   **390 sq. ft.**

An enclosed, lockable storage room is needed, accessible to the Children's Theater, to house programming supplies and props, storytelling books, puppets, mobile media equipment and other items will be kept here.

If possible a built in puppet theater with closing/locking doors between the storytime room and the storage area is highly desirable. (See photos above of library in Plano, Texas)

Occupancy: N/A

Adjacency: 3.11   Children's Theater/Class Visits/Crafts Area

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face. Lights should be dimmable.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Technology in this space will include the following:

Mobile media cart with playback unit

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for boxes of supplies, puppets, programming props	20	sections	12	240
shelving, 84" for programming collection	2	sections	10	20
mobile AV cart	1	cart	12	12
clear space for temporary storage of exhibits, supplies, programming materials	1	space	100	100
dollies, stacking, for chairs	3	dollies	6	18
total				390

3.13   Children's (2) and Family Restrooms (1)   **IN GSF**

Multi-stall restrooms for boys and girls are needed in the Children's Services area as well as one single-occupancy family restroom. The family restrooms should be in proximity to the Children's Theater, for use by parents and their children. Restroom entrances need to be observable from the Children's Services Desk. Each restroom needs a baby-changing station and one sink and one toilet at toddler/preschool child height. Paper towel dispensers and light sensors must also be at child height. Parcel/purse shelves or baskets are needed in each stall.

Occupancy: To meet code requirements

Proximity to: 3.11   Children's Theater/Class Visits/Crafts Area

Sight line between: 3.3   Children's Services Desk

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations*: *Restrooms.*

3.14   Homework Center   **734 sq. ft.**

Many students in elementary grades through high school will use the Library to study. While students will be welcome to study throughout the Library, it will be important to create a designated study and group projects space for students. This space will be furnished for flexibility, with mobile study tables and computers, to support individual study, tutoring and learning-based activities. Since it is anticipated that students primarily in elementary and middle schools will use the space at different times of day, the Center should be located adjacent to both the children's circulating book collection and the tween zone.

The space should be an open access area rather than a separate, enclosed room.

Occupancy: 10 - 25

Seating: Twenty seats at 4-place study tables

Adjacencies: 3.6   Children's Circulating Books
                            4.1   Tween Zone

Sight line between: 3.3   Children's Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Create acoustical separation for this space either with glass partitions or physical separation from other areas.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This area needs to provide wireless access for laptop computer users.

The technology equipment planned for this area includes:

Public access computer workstations (6), with flat screen monitor, keyboard, mouse and print management station

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 4-place tables, mobile	20	seats	25	500
computer workstations, sit down, mobile	6	workstations	35	210
print management station/copier/debit card reader	1	unit	24	24
total				734

4.1   Teen Zone   **1,516 sq. ft.**

While teens have long been an important target audience for Library service in Yorba Linda, the new facility will for the first time provide an opportunity to offer this age group a designated place that meets teens' needs and service priorities. The Teen Zone and its companion, the Tween Zone, are designed to draw high school and middle school aged youth in and offer them "a room of their own" within the Library. The spaces will offer teen-centric seating, young adult books and media and computers in a space that is uniquely designed with them in mind. Interior finishes and furniture will signal that this is "their" space – a separate area in which they can browse and read, search the Internet, socialize and collaborate on either school-related or personal projects. Furniture in these rooms should be selected for durability, to enable it to withstand years of constant use.

The space needs acoustical separation. Staff at the Children's Services Desk will monitor the space and a compact, possibly mobile, service point will be located here for the Teen Services staff during peak times. Glass wall partitions may be considered to enclose the space while allowing visual supervision from outside the area.

There should be tackable wall space available to hang teen art, posters for upcoming events, etc. Shelving and furniture should be mobile to create as much flexible space in the Teen Zone as possible. Signage should also be sufficient and flexible throughout the room.

The adjacent Computer Lab will also be a magnet for teens and tweens. The space will serve both as a venue for computer-based learning activities and as a teen programming space.

Occupancy: 10 – 36

Seating: Six lounge chairs
                           Three 4-place round tables or "diner" booths
                           Eight casual seats

Adjacencies: 4.2   Tween Zone
                           4.3   Teen Group Study 1
                           4.4   Teen Group Study 2

Sight line between: 3.3   Children's Services Desk

Proximity to: 4.5   Computer Lab/Teen Programming Space

Acoustics: This area will draw numerous teens on a daily basis. Quiet conversations will be allowed, although the staff may encourage groups to move into one of the group study rooms. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer. Give special consideration to interior glazing to create an acoustically separate space for teens.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1

4.1   Teen Zone, continued

maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Technology in this space will include the following:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and print management station.
Staff access computer workstation at teen service desk

Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Ceiling mounted projection system and screen.

Two flat screen television monitors for streaming programs, advertisements, gaming options.

Listening stations for previewing of audio/downloadable materials (i.e. "listening domes" over soft seating

4.1   Teen Zone, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
Teen Zone				
service desk, 1-person, with computer workstation	1	desk	30	30
computer workstations, sitdown	4	wkstns	35	140
print management station/copier/debit card reader	1	unit	24	24
seating, lounge chairs	6	seats	30	180
seating @ 4-place round tables or booth seats	12	seats	25	300
casual seating (e.g., café tables, cockpit chairs)	8	seats	22	176
shelving, 72", for teen fiction/series	13	sections	10.3	134
shelving, 3' x 6' x 66", retail display, for teen new and popular books	2	DS units	70	140
shelving, 72", for teen paperbacks + graphic novels	14	sections	10.3	144
shelving, 72", for teen nonfiction	8	sections	10.3	82
shelving, 72", for careers/college prep books	1	section	10.3	10
shelving, 72", for test prep/ jobs books	1	section	10.3	10
shelving, 72" for teen audiobooks on CD	5	sections	10.3	52
shelving, 72" for teen playaways, 6" or 8" dp	1	sections	10.3	10
shelving, 72" for teen video + computer games	6	sections	10.3	62
shelving, 72" display for teen magazines	1	section	10.3	10
computer workstations, standup @ stack ends	1	wkstn	12	12
display walls, tackable, for art + posters	6	walls	0	0
total				1,516

4.2   Tween Zone   711 sq. ft.

The Library recognizes that service to teens must address the needs of both middle school and high school age youth. The two age groups (ages 11 to 14 and 15 to 18, respectively) typically tend not to mix, creating the need for a pair of distinct areas, one for teens and one for tweens. Experience has shown that as children mature and move out from the Library children's area, they will gravitate to spaces adjacent to Children's once they perceive them to be space designed for teens. Two contiguous "zones" located in proximity but outside the realm of Children's Services will attract many teens and tweens and serve them well.

There should be tackable wall space available to hang tween art, posters for upcoming events, etc. Shelving and furniture should be mobile to create as much flexible space in the Tween Zone as possible. Signage should also be sufficient and flexible throughout the room.

The Tween Zone should be closer to Children's and the Homework Center; the Teen Zone should be adjacent to the two group study rooms. Both spaces should be close to the Computer Lab/Teen Programming Space. This cluster of spaces will provide a constellation of services and space that will allow the Library to serve this age group more effectively than ever before.

Occupancy:	12 - 24

Seating:	Four lounge chairs
	One 4-place round table or "diner" booth
	Eight casual seats

Adjacencies:	3.14	Homework Center
	4.1	Teen Zone

Sight line between:	3.3	Children's Services Desk

Proximity to:	4.5	Computer Lab/Teen Programming Space

Acoustics: This area will draw numerous tweens on a daily basis. Quiet conversations will be allowed, although the staff may encourage groups to move into one of the group study rooms. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer. Give special consideration to interior glazing to create an acoustically separate space for tweens.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

4.2   Tween Zone, continued

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Technology in this space will include, but not be limited to, the following:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and print management station.

Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 3' x 6' x 66", retail display, for tween new and popular books	1	DS unit	70	70
shelving, 66" for tween fiction/series	10	section	10.3	103
shelving, 66" for tween paperbacks + graphic novels	6	section	10.3	62
shelving, 66" display for tween magazines	1	section	10.3	10
seating, lounge chairs	4	seats	30	120
seating @ 4-place round tables or booth seats	4	seats	25	100
casual seating (e.g., café tables, cockpit chairs)	8	seats	22	176
computer workstations, sitdown	2	wkstns	35	70
projection screen, ceiling-mounted	1	screen	0	0
video monitor, large screen, wall-mounted	1	monitor	0	0
total				711

4.3   Teen Group Study 1   100 sq. ft.

Students in all grade levels, from elementary to high school, are frequently assigned group study projects that require them to work as a team . Space is needed to support this type of activity, in acoustically enclosed space. Two such rooms have been programmed for teens and tweens as well as two for children.

This room will be outfitted with a conference table and seating for four and a white board. Activity within this space needs to be monitored from the Children's Services Desk or Teen Desk through a large glass window wall.

Occupancy: 2 – 4

Seating: Four conference tables seats

Adjacencies: 4.1   Teen Zone
                        4.4   Teen Group Study 2

Sight line between: 3.3   Children's Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	25	100
total				100

4.4   Teen Group Study 2   **100 sq. ft.**

Students in all grade levels, from elementary to high school, are frequently assigned group study projects that require them to work as a team. Space is needed to support this type of activity, in acoustically enclosed space. Two such rooms have been programmed for teens and tweens as well as two for children.

This room will be outfitted with a conference table and seating for four and a white board. Activity within this space needs to be monitored from the Children's Services Desk or Teen Desk through a large glass window wall.

Occupancy: 2 – 4

Seating: Four conference room seats

Adjacencies: 4.1   Teen Zone
                                    4.3   Teen Group Study 1

Sight line between: 3.3   Children's Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	25	100
total				100

4.5   Computer Lab/Teen Programming Space   755 sq. ft.

Eighteen public access computers will be located here to provide both a training room in which Library staff can offer hands-on computer-based training to the public as well as access to additional computers when training is not in session. The space needs to be glass-enclosed with good visibility from the Children's Services Desk. The computers will be located at mobile tables, arranged in a classroom layout but easily reconfigured for other activities. The space needs a print management station, supply closet and instructor's desk and computer. The room needs to be wired to allow the instructor to project a computer screen for online demonstrations of search techniques. Blackout shades are needed to darken the room for projection purposes.

Two workstations must be designated ADA workstations with adaptive furnishings and additional ADA focused technology.

At other times, the Library Teen Advisory Board will host activities for teens here – events such as video gaming, poetry slams, movie nights, book discussion groups. The space should be open and rectangular for maximum flexibility.

An adjacent storage closet will provide enclosed space to store programming equipment and furniture.

This space needs proximity and visibility from the Public Entrance to ensure that adults can find and reach the space without travelling through the Children's Area.

Occupancy: 18 - 50

Sight line between: 3.3   Children's Services Desk

Proximity to: 1.1   Public Entrance/Lobby
                             4.1   Teen Zone
                             4.2   Tween Zone

Acoustics: This space will be used for computer-based training and teen programming. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space.

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Technology/Audiovisual/Power/Data: The room must have adjustable lighting levels and ceiling-mounted video projection. The space needs to be wired and cabled to support cable TV reception, distance learning events, wireless communications, and

4.5   Computer Lab/Teen Programming Space, continued

interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications, SMART Board technology and power outlets, spaced to support the room's intended uses and occupancy levels. This area needs to provide wireless access for laptop computer users. Other possible equipment in this area includes 3-D modeling & animation devices, audio sound recording, video and image editing (microphones, mixers, headphones), and web development equipment.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sitdown, on mobile tables	18	wkstns	35	630
print management station/copier/debit card reader	1	unit	24	24
closet for training + programming supplies	1	closet	30	30
service desk, 1-person, with computer workstation	1	desk	35	35
video gaming equipment, mobile, w monitors	3	units	12	36
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
SMART white board, wall-mounted, interactive	1	board	0	0
total				755

4.6   Children's/Teen Services Staff Workroom   771 sq. ft.

This workroom will support the staff responsible for services to children, families and teens. The space should be open and laid out for flexibility over time. Each full-time and permanent part-time staff member will be assigned an office landscaping cubicle workstation, approximately 7' x 7' or 6' x 6' in size depending on the staff member's job duties. The workstations should be laid out to encourage staff efficiency and collaboration. Staff workstation specifications are described more fully in the *General Design Considerations* section.

The workroom needs to be located in proximity to the Children's Services Desk. Staff will rotate on and off the desk all hours that the Library is open, often working on tasks both on and off the desk. Quick access between the two spaces is essential.

The workroom also needs common work space at a mobile counter and work table for projects that require a clear work surface. Shelving and cabinets will be provided here for storage of supplies, in-process projects and incoming books and media.

Volunteers and additional part-time staff will also need to work in this space at the common workstations.

Occupancy: 4 - 10

Adjacency: 4.7   Children's/Teen Services Manger's Office

Proximity to: 3.3   Children's Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:

PC workstations at each desk, including CPU, monitor, keyboard, printer and mouse
Telephone handsets at each desk

4.6   Children's/Teen Services Staff Workroom, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
workstations, modular, 7' x 7' for full time staff	4	wkstns	61	245
shared workstations, modular, 6" x 6" for part time staff/volunteers	4	wkstns	45	180
shelving, 84", for supplies, puppets, etc.	8	sections	10	80
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
work counter, 6' x 3', cabinets above and below	1	counter	30	30
work table, 6' x 3', with flat file storage below	1	table	30	30
flat file, 10-drawer, for crafts supplies/posters	1	file	0	0
trash container	1	container	6	6
storage space	1	space	200	200
total				771

4.7   Children's/Teen Services Manager's Office   115 sq. ft.

The Manager's office will be an enclosed, private office, located in proximity to the Children's/Teen Staff Workroom and easily accessible from the public space. The office should be furnished with a desk and return (either a standard desk with a conference bulb or modular office landscaping), ergonomic task chair, one lateral file, two guest chairs and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Proximity to: 4.6   Children's/Teen Services Staff Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 to 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide task lighting at the desk work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should provide wireless access.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer + task chair	1	desk	50	50
chair, guest	2	chairs	20	40
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				115

5.1   Sorting and Returns   912 sq. ft.

Library staff will process returning books and media in this dedicated space, specially designed to accommodate automated material handling equipment integrated with the Library online circulation and inventory control system. Return drops at the exterior of the building will convey returning materials to this room. The automated system will check in each item and place it in a bin for staff to sort on to book carts. Staff will then take loaded book carts to the appropriate collection areas for re-shelving.

Three return slots will deliver items to this room, two that connect to the automated conveyor system and one that connects to a manual backup return unit. Additional empty bins will be on hand in the room, to be moved into position as bins fill.

Although the area needs to be separate from the public space for acoustical and security purposes, the public may enjoy an observation point via a camera with a monitor that views the flow of materials into the space. Some libraries include this feature either in the Lobby or at the drop-off point. Adjacency to the Circulation Desk is not required. The returns area should be designed to prevent the noise of materials dropped through the slots from intruding into either public or staff spaces.

The sorting area needs to accommodate up to 16 book carts. Two staff workstations will be located here, with online system workstations, desensitizers and other small equipment required for the check-in process. The two check-in workstations should be simple 3' x 2' work tables with an adjustable height surface since several staff will share the workstations each day. Staff will continually move full carts in and out of the space. There must be sufficient clear space to maneuver these trucks as well as to park them. The space must be equipped with corner and wall guards for protection from the constant impact of trucks and bins. There should be no door between this space and adjoining spaces to make book truck movement easy.

The delivery entrance should be close to this space, with an extra-wide door to accommodate bulky shipments. Openings into the Library from this space must also be wide enough to accommodate large items. Delivery drivers will need direct access to this space, therefore, from the parking area.

Occupancy: 2 – 4 staff

Adjacencies: 1.1   Public Entrance/Lobby
                   5.2   Circulation Staff Workroom

Proximity to: 2.2   Greeter Station/Circulation Desk
                   5.7   Mail Room/Staff Entrance
                   5.8   Delivery Entrance/Loading Dock
                   Staff Elevator

5.1   Sorting and Returns, continued

Acoustics: Interior finishes should be cushioned and smooth to facilitate quiet operations and materials movement. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on work surface, measured horizontally at desktop. Avoid glare on computer screens.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power and communications outlets at the sorting counter, 6" to 9" above the work surface.

Technology in this space will include the following:

PC workstations at check-in, including CPU, monitor, keyboard, printer and mouse
Telephone
Automated sorter and check-in equipment, integrated with Library RFID inventory control system

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
material returns drop + bin, exterior, attached to automated sorter	1	return unit	10	10
material returns drop + bin, interior, attached to automated sorter (close to circ desk)	1	return unit	10	10
material returns drop + bin, exterior, for manual returns	1	return unit	10	10
staff workstations for returns + check-ins, 6' x 6'	2	workstations	36	72
book truck parking	16	trucks	8	128
shelving, 84" for sorting, damaged items and temporary storage	11	sections	10	110
automated sorter + check-in equipment	1	unit	500	500
spare return carts for exterior materials return drops	2	carts	12	24
extra return bins for automated sorter	12	bins	4	48
total				912

5.2   Circulation Staff Workroom   327 sq. ft.

This space will provide off-desk work space for Circulation staff at times when they are not assigned to the customer service desk. This will be an active space, with constant movement of staff and book trucks through the area. Attention to traffic patterns as well as acoustics and lighting, will be crucial to the success of this space.

The space should be open and laid out for flexibility over time. Each full-time and permanent part-time staff member will be assigned an office landscaping cubicle workstation, approximately 7' x 7' or 6' x 6' in size depending on the staff member's job duties. The workstations should be laid out to encourage staff efficiency and collaboration. Staff workstation specifications are described more fully in the *General Design Considerations* section.

The workroom needs to be located in proximity to the Greeter Station/Circulation Desk. Staff will rotate on and off the desk all hours that the Library is open, often working on tasks both on and off the desk. Quick access between the two spaces is essential.

The workroom also needs common work space at media cleaning stations and a work counter for projects that require a clear work surface. Shelving and cabinets will be provided here for storage of supplies and in-process projects.

The staff work space should be shielded from view at the Greeter Station/Circulation Desk.

Occupancy: 2 - 8 staff

Adjacencies: 2.2   Greeter Station/Circulation Desk
                                5.1   Sorting and Returns
                                5.3   Senior Clerk Manager's Office

Proximity to:
                                5.8   Delivery Entrance/Loading Dock
                                        Staff Elevator

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:

PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse
Media cleaning stations

5.2   Circulation Staff Workroom, continued

Telephone handsets at each staff desk

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
work counter, 6' x 2', cabinets above and below	1	counter	30	30
trash container	1	container	6	6
workstations, modular, 7' x 7', for full-time staff	1	workstations	61	61
shared workstations, modular, 6' x 6', for part time staff	3	workstations	45	135
media cleaning station, RTI machine	2	workstations	25	50
shelving, 84", for circulation problems and snags	1	sections	10	10
supply closet for circulation supplies storage	1	closet	35	35
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
total				327

5.3   Senior Clerk Manager's Office   100 sq. ft.

The Manager's office will be an enclosed, private office, located adjacent to the Circulation Staff Workroom and easily accessible from the public space. The office should be furnished with a desk and return (either a standard desk with a conference bulb or modular office landscaping), ergonomic task chair, one lateral file, two guest chairs, floor safe and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 2

Adjacency: 5.2   Circulation Staff Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 to 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide task lighting at the desk work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should provide wireless access.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer + task chair	1	desk	50	50
chair, guest	1	chair	20	20
shelving, 84", wall-mounted	1	section	10	10
safe, floor	1	safe	5	5
lateral file, 3-drawer unit	1	cabinet	15	15
total				100

5.4   Staff Restrooms – First Floor   IN GSF

Staff restrooms are needed, close to the Circulation Staff Workroom and the Children's/Teen Staff Workroom, if the design permits. The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install towel dispensers, a parcel/purse shelf and coat hanger in each restroom.

Occupancy: To meet code requirements

Proximity to: 4.6   Children's/Teen Service Staff Workroom (if design allows)
                       5.2   Circulation Staff Workroom

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also the *General Design Considerations: Restrooms*

5.5   Custodial Services Storage   106 sq. ft.

This space will provide storage of custodial supplies, and needs to accommodate a minimum inventory to support custodial staff for two to four weeks of maintenance. There needs to be a separate, lockable space within the room for secure storage of chemicals or potentially hazardous materials.

The public restrooms on each floor also require a custodial closet with a mop sink, either elevated or at floor level.

This space needs to be conveniently located from the Delivery Entrance.

Acoustics: N/A

Lighting: Provide 30 – 40 foot-candles average, measured at 30" above floor surface.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for supplies storage	3	sections	12	36
supply cabinet, 2-door, for secure supplies storage	1	cabinet	20	20
clear space for boxed, bulk storage	1	space	25	25
mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
total				106

5.6   Building Maintenance Workspace   158 sq. ft.

A work space for on-site building maintenance tasks is needed, equipped with shelving for building maintenance supplies storage and clear space for temporary storage of furniture and equipment.

Acoustics: N/A

Lighting: Provide 30 - 40 foot-candles average, measured at 30" above floor surface.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Consult with Library and/or City maintenance staff during design to confirm equipment that will be used this space and tasks that will be performed and specify power requirements accordingly.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for building supplies storage	4	sections	12	48
shelving, rack, for light ballasts + other bulky items	4	sections	15	60
clear space for furniture storage	1	space	50	50
total				158

5.7   Mail Room/Staff Entrance   91 sq. ft.

This space will be the receiving area for mail, courier service, Library vendor and common carrier shipments. The entrance must be directly accessible from the exterior and adjacent to vehicular/delivery parking. Deliveries for all departments will be received here, broken down as needed and sorted for departmental pickup. Each department will be notified they have packages for pick up.

The Library receives shipments from book jobbers and vendors of all sorts on a daily basis, via commercial services such as U.S. mail, FedEx, UPS and other delivery carriers. A delivery sorting counter, 6' long x 30" deep, is needed, as well as a wall mounted mail sorting unit. The space needs an extra wide door and an overhang at the entrance to protect the area during rainy weather. The area needs to be close to Sorting and Returns so staff can hear the doorbell or be found by the driver to sign for packages.

Adjacency: 5.8   Delivery Entrance/Loading Dock

Proximity to: 5.1   Sorting and Returns
                        Staff Elevator

Acoustics: N/A

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Effective, safe lighting between the staff parking area and staff entrance is crucial.

Technology/Audiovisual/Power/Data:

Telephone

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
mail + delivery sorting counter, 6' x 30"	1	counter	24	24
clear floor space for receiving + unpacking shipments	1	space	25	25
trash container, large	1	container	6	6
lockers, stacked 4 high	6	stacks	4	24
coat closet, 4' x 3'	1	closet	12	12
total				91

5.8   Delivery Entrance/Loading Area   NA

The loading area needs to be on grade with the first floor of the building, however, to facilitate deliveries. A raised loading dock is not required. An overhang is needed at the entrance to protect deliveries during inclement weather.

The delivery entrance will be locked with a doorbell and two-way intercom connected to either (or both) the Sorting area and/or Circulation workroom.

The delivery entrance door needs to be extra wide, to accommodate bulky shipments, large pieces of furniture and similar items that are delivered to the facility. Openings into the Library from this space must also be wide enough to accommodate large items. The adjacent staff elevator must be sized and specified to function as a freight elevator to accommodate heavy loads of furniture and equipment as well as staff and book carts.

Close proximity is needed between this area and Sorting and Returns to facilitate movement of materials in and out of the building.

Adjacencies: 5.1   Sorting and Returns
                      5.7   Mail Room/Staff Entrance

Acoustics: N/A

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Effective, safe lighting between the staff parking area and staff entrance is crucial.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
parking for delivery vehicles	3	spaces	NA	
awning/overhang above entrance	1.0	awning	NA	
total				NA

6.1   Lobby – Second Floor   IN GSF

Visitors will reach the Library's second floor by means of stairs from the first floor or an elevator, both of which need to be clearly visible and adjacent to the first floor lobby.

Convenient, accessible movement between floors is a serious service issue in the existing facility. The new building organization and wayfinding must enable visitors to easily and comfortably travel between floors. The stairs, public elevator and lobbies on both floors must be sized to accommodate anticipated building occupancy. Both lobbies must be large enough for visitors to orient themselves and find the services or areas they need. Public restrooms that serve the second floor will be adjacent to the lobby.

These areas need to be visible from the Lobby: New Books, Media, Adult Services Desk, Public Computers and Library Administration Reception.

Occupancy: 6 - 12

Adjacencies: 6.2   Public Restrooms – Second Level
                          Public Elevator

Sight lines between: 6.3   New Books Marketplace
                          6.4   Media Marketplace
                          6.5   Adult Services Desk
                          6.7   Public Computers
                          7.1   Library Admin Asst's Office/Reception Area

Proximity to: 6.9   Large Print Books

Acoustics: Conversations generated by incoming and outgoing visitors need to be buffered so that noise does not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Lighting: Accent downlighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15 to 20 footcandles are needed.

Technology/Audiovisual/Power/Data: N/A

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
circulation space	1	space	NA	IN GSF

6.2   Public Restrooms – Second Floor   IN GSF

Locate public restrooms for the second floor adjacent to the Lobby. Each restroom needs to meet or exceed the number of restroom fixtures required by local code. Avoid single-occupancy public restrooms.

Restrooms must be designed for durability and resistance to vandalism. Fixtures should be wall-mounted or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. A large, freestanding waste receptacle is also required. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install towel dispensers and a baby changing counter in both men's and women's restrooms. Parcel/purse shelves or baskets are needed in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building. Pay particular attention to prevention of plumbing noise spillage into the library programming room area.

Occupancy: To meet code requirements

Adjacency: 6.1   Lobby – Second Floor

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also *General Design Considerations*: *Restrooms.*

6.3   New Books Marketplace   **709 sq. ft.**

This high-profile space will draw many customers who will stop by to browse the shelves. The space needs high visibility from the second floor lobby and generous aisle space. New circulating books and high interest materials from the adult collection will be displayed here, on 60" to 66" high retail merchandising display units, with many titles displayed face-out. The shelving needs to be organized for maximum browsability with wide aisles and scattered displays, similar to the layout and ambiance of a well-appointed book store. Mobile display shelving in this area is highly desirable to allow staff to reconfigure the space as needed for special events and flexibility.

The Library's AV media collections will be located directly adjacent. Visitors will often come to the Library solely to visit these areas of the Library, browse and check out a title that catches their attention. The spaces should be considered complementary and have the ambience of a merchandising space. The Adult Services Desk should be visible from the area, in case customers need to ask staff for assistance.

Large print books are also a popular browsing collection, visited by many individuals who browse new books. Proximity between these areas will be convenient for many browsers.

Occupancy: 10 - 24

Adjacency: 6.4   Media Marketplace

Sight line between: 6.1   Lobby – Second Floor
                          6.5   Adult Services Desk

Proximity to: 6.9   Large Print Books

Acoustics: This area will be a popular, often bustling destination for Library visitors. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent downlighting, as needed, to highlight display.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Technology in this area will include:

Public access computer and multimedia workstation (stand-up) with flat screen monitor, keyboard, mouse and compact printer

6.3   New Books Marketplace, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, retail display, 3' x 6' x 66", mobile, for new and popular books, slatwall display @ either end	6	units, 4 sections each	70	420
shelving, 66", mobile, for paperbacks + graphic novels, slatwall display @ either end	22	sections	10.3	227
computer workstation, stand-up @ stack end	1	wkstn	12	12
display tables for featured items, 3' x 3', freestanding	2	tables	25	50
total				709

6.4   Media Marketplace   888 sq. ft.

This will be one of the busiest areas of the library – browsing collections of DVDs, audio books and music on CD and other AV media collections will be displayed here, shelved on both merchandising and standard, mid-height shelves. Media for children will be found on the first floor.

AV media should be adjacent to new books, the two areas providing a "marketplace" for comfortable browsing, within sight of the Adult Services Desk. The shelving for this material will also accommodate new media formats that the Library will add in the future, in response to public demand. This area should be located away from quiet reading areas. Mobile display shelving in this area is highly desirable to allow staff to reconfigure the space as needed for special events and flexibility.
Space is needed here for a download/preview station to enable visitors to sample media selections before checkout. Staff at the Adult Services Desk will issue headphones for their use.

Occupancy: 10 - 30

Adjacency: 6.3   New Books Marketplace

Sight line between: 6.1   Lobby – Second Floor
                            6.5   Adult Services Desk

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and family groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

The download station should be located at the edge of the area, within sight of the Adult Services Desk but out of browsers' circulation path. Customers will check out lightweight earphones at the Desk for use with this equipment.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Technology in this space will include the following:

One download/preview station

6.4   Media Marketplace, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, retail display, 3' x 6', mobile, for new/popular DVDs	2	4-section unit	70	140
shelving, 72" AV browsing for balance of DVDs	26	sections	10.3	268
shelving, 72", some mobile, AV browsing for music CDs	11	sections	10.3	113
shelving, 72" for playaways, some mobile, 6" or 8" deep	2	sections	10.3	31
shelving, 72", some mobile, for audiobooks on CD	29	sections	10.3	299
computer workstations, stand-up @ stack end	1	wkstn	12	12
download/preview workstation	1	wkstn	25	25
total				888

6.5   Adult Services Desk   **137 sq. ft.**

This two-person desk will be the single public service point on the second floor. It will be staffed all hours the Library is open and needs to be clearly visible to customers as they enter from the lobby. The counter will be desk-height, ADA accessible from both sides. It needs to be positioned strategically to allow customers of all ages to easily find and approach the desk and to give staff at the desk as much visual control of the public space as possible. Staff will be mobile, walking through the public spaces as often as they are at the desk. The Library plans to test hands-free technologies, such as Vocera mobile telephones, to allow staff to communicate with each other and the public as they move through the public space. The library needs to be designed to accommodate this wireless technology throughout the building.

Staff will check out laptop computers here for in-library use. A lockable laptop computer storage/recharging unit, therefore, will be needed adjacent to the desk.

The features and configuration of the desk need to comply with the specifications described in this report's *General Design Considerations: Circulation Desks,* to ensure that the drawers, files and other needed components are included. The desk needs a computer, telephone and printer.

Reference collection shelving needs to be adjacent. Visibility is required from the desk to the Group Study Rooms and New Books/Media Marketplace.

Occupancy: 1 - 2 staff; 1 - 6 public

Adjacency: 6.7   Reference Collection

Sight lines between: 6.1   Lobby - Second Floor
                            6.3   New Books Market place
                            6.4   Media Marketplace
                            6.14   Group Study/Conference Room 1
                            6.15   Group Study Conference Room 2

Proximity to: 6.8   Adult Circulating Fiction Books
                            6.10   Adult Circulating Nonfiction Books
                            6.17   Adult Services Staff Workroom

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

6.5   Adult Services Desk, continued

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff work station in the area. This area needs to provide wireless access for laptop computer users.

Technology equipment in this space will include the following:

Online computer workstations at desk
Networked printer
Telephone handsets
Express checkout machine
Laptop computers for check out (20)
Recharging unit for laptops

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
service desk, 2 staff positions, with computer workstations	2	positions	40	80
shelving, 66" for ready reference books	1	section	10	10
express self-checkout machine	1	machine	35	35
laptop recharge/storage unit	1	storage unit	12	12
laptops for in-library use	20	laptops	0	0
total				137

6.6   Reference Collection   **660 sq. ft.**

This space contains the adult reference book collection, shelved on 84" high shelving. The shelving needs to be adjacent to the Adult Services Desk so that staff can easily help customers with their research. Four-place tables and laptop seating will be located here for the convenience of customers using the reference collection.

Occupancy: 6 – 18

Seating: Two 4-place tables
                Six seats at laptop counter

Adjacencies: 6.5   Adult Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Two sit-down computers and one microfilm/fiche reader/printer are planned for this space.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 4-place tables, rectangular	8	seats	25	200
computer counter for laptop users, 6-seat - 20" x 3'/seat	6	seats	20	120
shelving, 84" for reference books	26	sections	10.3	268
shelving, atlas case, for folios and atlases	1	case	36	36
map case	1	case	36	36
total				660

6.7   Public Computers   608 sq. ft.

This area will contain sixteen public access sit-down computer workstations. The units are grouped together for visibility by the public and placed adjacent to the Adult Services Desk to allow staff to quickly help customers as needed. A print management station also needs to be accommodated within the space.

The specifications for each workstation are defined in this report's *General Design Considerations: Electronic Work Stations for the Public*. Special attention should be paid to flexible, secure, discreet wire management that is easily accessible to IT staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

Additional computers for adults will be available for in the Computer Lab as well as laptop computers for in-Library use that may be borrowed at the Adult Services Desk.

Occupancy: 8 - 16

Adjacency: 6.5   Adult Services Desk

Sight line between: 6.1   Lobby – Second Floor

Acoustics: Machine noise from the computer workstations in this space may spill into adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This area needs to provide wireless access for laptop computer users.

The technology equipment planned for this area includes:

Public access computer workstations (sit-down), with flat screen monitor, keyboard, mouse and print management station.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sit down, in groups of 8	16	workstations	35	560
print management station/copier/debit card reader	2	units	24	48
total				608

6.8   Adult Circulating Fiction Books   **1,711 sq. ft.**

Fiction, mysteries and science fiction books for adults will be shelved in this area on 84" high shelving. Titles will be displayed face-out on slat-wall stack ends to highlight the collection and maximize the space's display and merchandising potential.

Lounge seats and two-place tables will be distributed through the book stacks to allow customers to sit as they browse.

The fiction collection, and other shelving for the adult collection, must be laid out logically in a self explanatory, rectilinear sequence to maximize customer self-service.

Occupancy: 10 - 20

Seating: Six lounge chairs
                    Four 2-place tables

Adjacencies: 6.9   Large Print Books
                        6.10   Adult Circulating Nonfiction Books
                        6.11   International Languages
                        6.12   Local History Collection

Proximity to: 6.5   Adult Services Desk

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. This area needs to provide wireless access for laptop computer users.

6.8   Adult Circulating Fiction Books, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, standup @ stack ends	2	workstations	12	24
seating, lounge chairs	6	seats	35	210
tables, occasional @ lounge chairs	3	tables	0	0
seating @ 2-place tables	8	seats	25	200
shelving, 84" for fiction, with slatwall end panels for display	68	sections	10.3	700
shelving, 84" for mysteries, science fiction, westerns, with slatwall end panels for display	56	sections	10.3	577
total				1,711

6.9   Large Print Books **185 sq. ft.**

The large print book collection is popular among older adults and is expected to continue to be heavily used in the new building. The large print collection needs to be located adjacent to the new books browsing area, with appropriate signage, to make this collection easy to find and convenient to use. Slatwall display surfaces will also be located on stack ends.

This area should be located close to spaces with seating to provide browsers with places to sit as they select books.

Occupancy: 2 - 6

Adjacency: 6.8   Adult Circulating Fiction Books

Proximity to: 6.1   Lobby – Second Floor
                         6.3   New Books Marketplace

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for large print books	18	sections	10.3	185
total				185

6.10   Adult Circulating Nonfiction Books   **3,742 sq. ft.**

The nonfiction book collection will be shelved on 84" high shelves, with a maximum six shelves per section. Slat-wall stack ends will be used to maximize the space's display and merchandising potential. The nonfiction collection, and other shelving for the adult collection, must be laid out logically in a self explanatory, rectilinear sequence to maximize customer self-service.

This area will also offer seating at lounge chairs and at two-place tables, wired to allow customers to plug in their laptop computers and similar electronic devices. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Occupancy: 18 – 60

Seating: Five 4-place tables
                     Ten 2-place tables
                     Twelve laptop counter seats
                     Four lounge chairs

Adjacencies: 6.8   Adult Circulating Fiction Books
                     6.11   International Languages
                     6.12   Local History Collection

Proximity to: 6.5   Adult Services Desk

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Two stand-up computers are planned for this space.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

6.10   Adult Circulating Nonfiction Books, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, standup @ stack ends	2	wkstns	12	24
seating @ 4-place tables	20	seats	25	500
seating @ 2-place tables	20	seats	25	500
computer counter for laptop users, 6-seat - 20" x 3'/seat	12	seats	20	240
seating @ lounge chairs	4	seats	35	140
tables, occasional @ lounge chairs	4	tables	0	0
shelving, 84" for adult nonfiction + biographies, with slatwall end panels for display	224	sections	10.3	2,307
shelving, 84", for test prep + job/resume writing books	3	sections	10.3	31
total				3,742

6.11   International Languages   **152 sq. ft.**

Books in languages other than English will be located here, adjacent to nonfiction books. The collection needs to be visible and conveniently located to facilitate easy access for visitors who read and speak in languages other than English.

Lounge seats will be located here. Each seat will need laptop computer plug-in access and the space needs to provide wireless access.

Occupancy: 4 – 8

Seating: Two lounge chairs

Adjacency: 6.10   Adult Circulating Nonfiction Books

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. If task lighting is used at reader tables or on occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 84", for international languages books	8	sections	10.3	82
seating, lounge chairs	2	seats	35	70
total				152

6.12   Local History Collection   584 sq. ft.

The Library's local history collection will be shelved here, in an open access area that provides additional quiet seating and display opportunities to showcase the history of Yorba Linda. The collection should be treated as complementary to the adult nonfiction collection and located adjacent to that area.

The area needs to have a visual identity and yet remain open and part of the overall adult services space. Its furniture and finishes may be of a somewhat higher quality than the overall quality of furnishings.

Occupancy: 2 - 8

Seating: Two lounge chairs
                      Two 2-place tables

Adjacency: 6.10   Adult Circulating Nonfiction Books

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. If task lighting is used at reader tables or on occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This area needs to provide wireless access for laptop computer users. Provide recording and playback equipment to record oral histories in a locked overhead cabinet.

6.12   Local History Collection, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 84" for local history books	16	sections	10.3	165
seating @ 2-place tables	4	seats	25	100
seating, lounge chairs	2	seats	35	70
microform reader/printer	1	reader/printer	35	35
microfilm cabinets	4	cabinets	18	72
lateral files, 3 drawer, for historic photos, with recording + playback equipment in secure cabinet above	2	cabinets	15	30
display cases, freestanding, with 3 map case drawers below	2	cases	40	80
display case, wall-mounted	2	cases	16	32
total				584

6.13   Quiet Reading/Magazine/Newspaper Browsing   1,622 sq. ft.

This area will be a preferred spot for individuals, especially adults, seeking a quiet, comfortable space to read. The area should offer a comfortable "living room" ambience. Seating will include 2-place tables, 1-place tables and lounge chairs. Particular attention needs to be paid to this space's acoustics, lighting and general atmosphere. It should be set off from the major paths of travel through the building. Adjacency to windows that overlook the exterior site landscaping is highly desirable. The design should consider incorporating a gas-log fireplace and maximize views to exterior landscaping to enhance the quiet atmosphere.

Magazines and newspapers for adults will be displayed on 84" high shelves. Current issues of magazines will be placed on slanted display shelving and back files will be placed underneath the display issues. Current and back issues of newspapers will be housed on shelves with Plexiglas hanging display inserts.

Occupancy: 24 - 50

Seating: Twenty-four lounge chairs
                     Six 2-place tables
                     Fourteen 1-place tables

Adjacencies: None; this space should be well removed from major paths of
                     traffic or active areas.

Acoustics: The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat (although the Library may consider restrictions on equipment use in this area).

6.13 Quiet Reading/Magazine/Newspaper Browsing, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating, lounge chairs	24	seats	35	840
tables, occasional @ lounge chairs	8	tables	0	0
seating @ 2-place tables	12	seats	25	300
seating @ 1-place study tables or counter with dividers	14	seats	25	350
shelving, 84", slanted, for magazine, with backfiles below	8	sections	10.3	82
shelving, 84" for newspaper current issues + backfiles	1	sections	10.3	10
fireplace, gas-log	1	fireplace	40	40
total				1,622

6.14   Group Study/Conference Room 1   **100 sq. ft.**

The Library needs glass-enclosed, acoustically separate spaces in which small groups can collaborate on projects that require them to talk with each other. Two group study rooms will be provided on the second floor, primarily intended for use by adults. Each room needs to be wired and cabled to allow laptop computer use, as needed, and a white board.

Each room needs to be acoustically enclosed, with floor-to-ceiling glass wall partitions for maximum visibility into each space. The acoustical properties of the wall partitions must be effective to prevent noise spillage between the rooms or into the main public area. The rooms need to be grouped together for effective oversight.

Occupancy: 2 - 4

Seating: Four conference table seats

Adjacency: 6.15   Group Study/Conference Room 2

Sight line between: 6.5   Adult Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 4-place conference table	4	seats	25	100
total				100

6.15   Group Study/Conference Room 2   **150 sq. ft.**

The Library needs glass-enclosed, acoustically separate spaces in which small groups can collaborate on projects that require them to talk with each other. Two group study rooms will be provided on the second floor, primarily intended for use by adults. Each room needs to be wired and cabled to allow laptop computer use, as needed, and a white board.

Each room needs to be acoustically enclosed, with floor-to-ceiling glass wall partitions for maximum visibility into each space. The acoustical properties of the wall partitions must be effective to prevent noise spillage between the rooms or into the main public area. The rooms need to be grouped together for effective oversight.

Occupancy: 2 - 4

Seating: Four conference table seats

Adjacency: 6.14   Group Study/Conference Room 1

Sight line between: 6.5   Adult Services Desk

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Lighting: Provide each room with 30 – 40 foot-candles average, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. This area needs to provide wireless access for laptop computer users.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
table, conference	1	table	0	0
seating @ 6-place conference table	6	seats	25	150
total				150

6.16   Adult Services Manager's Office   115 sq. ft.

The Manager's office will be an enclosed, private office, located adjacent to the Adult Services Staff Workroom and easily accessible from the public space. The office should be furnished with a desk and return (either a standard desk with a conference bulb or modular office landscaping), ergonomic task chair, one lateral file, two guest chairs and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Adjacency: 6.17   Adult Services Staff Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 to 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide task lighting at the desk work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should provide wireless access.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer + task chair	1	desk	50	50
chair, guest	2	chairs	20	40
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				115

6.17   Adult Services Staff Workroom   565 sq. ft.

This workroom will support the staff responsible for services to adults. The space should be open and laid out for flexibility over time. Each full-time and permanent part-time staff member will be assigned an office landscaping cubicle workstation, approximately 7' x 7' or 6' x 6' in size depending on the staff member's job duties. The workstations should be laid out to encourage staff efficiency and collaboration. Staff workstation specifications are described more fully in the *General Design Considerations* section.

Staff will rotate on and off the desk all hours that the Library is open, often working on tasks both on and off the desk. Proximity to the desk is desirable but not essential.

The workroom also needs a multimedia workstation for local history digitization projects, common work space at a counter for projects that require a clear work surface. Shelving and cabinets will be provided here for storage of supplies, in-process projects and incoming books and media.

Volunteers and additional part-time staff will also need to work in this space at the common workstations.

Occupancy: 2 – 8   staff and volunteers

Adjacency: 6.16   Adult Services Manager's Office

Proximity to: 6.5   Adult Services Desk

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include, but not be limited to, the following:

PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse

Telephone handsets at each desk

6.17   Adult Services Staff Workroom, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
workstations, modular, 7' x 7' , for full-time staff	3	wkstns	61	184
shared workstations, modular, 6' x 6', for part-time staff	3	wkstns	45	135
workstation, modular, 8' x 9' , for digitization projects	1	wkstn	90	90
shelving, 84"	2	sections	10	20
supply closet, for programming supplies	1	closet	100	100
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
work counter, 6' x 3', cabinets above and below	1	counter	30	30
trash container	1	container	6	6
total				565

7.1   Library Admin Asst's Office/Reception Area   161 sq. ft.

This will be the public entry point to the Library Administrative area, both a work space for the administrative assistant and a reception point for the public, Library Commissioners, City officials and others visiting the Director or attending meetings in the Conference Room. The space must function both as a work space and a quasi-public area.

The Administrative Assistant needs a desk, either a freestanding office desk or a modular office workstation. The desk will have a computer and printer. Library records will be maintained in secure lateral files here. A pair of lounge chairs will be located in the space for visitors. Close proximity to Library Supplies and Storage and to the Staff Distribution Center is required.

Occupancy: 1 – 3

Adjacencies: 7.2   Library Director's Office
                            7.3   Staff Distribution Center

Sight line between: 6.1   Lobby - Second Floor

Proximity to: 7.4   Library Supplies and Storage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 to 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide task lighting at the desk work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should provide wireless access.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer and task chair	1	desk	50	50
chair, guest	1	chair	25	25
lateral files, 4-drawer units	2	cabinets	15	30
arm chairs	2	chairs	25	50
occasional table	1	table	0	0
brochure rack, freestanding	1	rack	6	6
total				161

7.2   Library Director's Office   193 sq. ft.

This space will be the Library Director's workspace. It needs to be located adjacent to Administration Reception Area and the Conference Room. The Director will frequently use the office for meetings - personnel evaluations, discussions with staff regarding policy and procedure, meetings with City staff, Commission members, Library advocates and many others. The office needs to function well as a personal work space, as well, and provide an acoustically enclosed space for confidential discussions.

The Director will also use the Conference Room for larger meetings. This space should be considered both an extension of the Director's Office and a space that Library staff may use for meetings.

The office needs a desk with a return, computer, printer and telephone, an ergonomic task chair, a credenza behind the desk, a lateral file, a conference table and four guest chairs and two sections of full height, wall-mounted shelving.

Occupancy: 1 – 5

Adjacencies: 7.1   Library Admin Asst's Office/Reception Area
                              7.5   Library Conference Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 to 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide task lighting at the desk work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should provide wireless access.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer and task chair	1	desk	50	50
credenza	1	credenza	20	20
conference table, 4-place, round	1	table	0	0
chairs, guest, @ conference table	4	chairs	22	88
shelving, 84", wall-mounted	2	sections	10	20
lateral file, 3-drawer unit	1	cabinet	15	15
total				193

7.3   Staff Distribution Center   **116 sq. ft.**

This area will be a central communication point for Library staff, with departmental and individual mail slots, a time sheet reporting station, business machines for staff use and supplies. The space will be overseen by the Administrative Assistant and open to all staff.

Occupancy: 2 - 6

Proximity To: 7.1   Library Admin Asst's Office/Reception Area
                           7.7   Technical Services Workroom
                           7.12   Graphic Artist

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 40 to 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide task lighting at the desk work surface.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should provide wireless access.

Technology equipment in this space will include the following:

Photocopy machine
Telephone
Fax machine

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
copy machine	1	machine	36	36
work counter, 8' x 3', cabinets above and below	1	counter	40	40
staff mail slots, wall-mounted	1	unit	12	12
staff timesheet station	1	station	12	12
trash container	1	container	6	6
fax machine on counter	1	fax	0	0
bulletin board, wall-mounted, 6' x 4'	1	board	0	0
whiteboard, wall-mounted, 2' x 3'	1	board	0	0
shelving, 84", for supplies	1	sections	10	10
total				116

7.4 Library Supplies and Storage **134 sq. ft.**

This storage room, close to the Administrative Reception Area, will be the primary storage space for Library office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies and other items needed to maintain Library operations. The supplies will be stored on 84" shelving, in a supply cabinet or stacked in boxes on the floor.

Occupancy: 0 - 2

Proximity to: 7.1 Library Admin Asst's Office/Reception Area
7.12 Graphic Artist

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 84", for office + paper supplies, Library forms + publications	4	sections	10	40
shelving, industrial, 80", for bulk supply storage	2	sections	10	20
clear floor space for boxed storage	1	space	30	30
hand truck parking	1	truck	4	4
lateral files, 4-drawer units	1	cabinets	15	15
work table with paper cutter, laminator, etc.	1	table	25	25
total				134

7.5   Library Conference Room   **252 sq. ft.**

This space will be used by Library staff for meetings, planning sessions and other occasions when a group of staff need to discuss matters relating to their work. The Director will also hold meetings in this space, including Library Commission meetings.

The space needs two doors, one from the Director's Office and one from elsewhere so that the room is accessible directly from the administration reception area.

Occupancy: 0 – 12 people

Adjacency: 7.2   Library Director's Office

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Technology: Standard electrical outlets and SMART white board technology for staff use. This space needs to provide wireless access for Library staff with laptop computers.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
conference table	1	table	0	0
seating @ conference table	12	seats	20	240
white board, wall-mounted	1	board	0	0
credenza	1	credenza	12	12
total				252

7.6   Technical Services Manager's Office   115 sq. ft.

The Manager's office will be an enclosed, private office, located adjacent to the Technical Services Work Space. The office should be furnished with a desk and return (either a standard desk with a conference bulb or modular office landscaping), ergonomic task chair, one lateral file, two guest chairs and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Adjacency: 7.7   Technical Services Workroom

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer + task chair	1	desk	50	50
chair, guest	2	chairs	20	40
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				115

7.7   Technical Services Work Space   488 sq. ft.

This is a secure work space for the Technical Services staff. Most books and AV media added to the Library collection will flow through this space as it is cataloged and processed. Materials to be mended or withdrawn from the collection will also pass through this space. Each full-time staff workstation is 7' x 7', modular office landscaping.

The mending/processing workstations should be open, clear work surfaces, rather than office landscaping, with immediate access to mending and processing supplies. All Technical Services staff will share a centrally accessible shelving area that houses in-process materials. Other common-use spaces will include shelving for discards, book truck parking and trash and recycling containers.

Staff in this work group will spend most of their time on duty in this area. The space needs to be comfortable and located in close proximity to staff amenities such as the Staff Restrooms.

Occupancy: 6 - 8

Adjacency: 7.6   Technical Services Manager's Office
                     7.8   Technical Services Storage and Supplies

Proximity: 7.14   Staff Restrooms

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:
Photocopy machine
Networked printer on work counter
Paper shredder

7.7   Technical Services Work Space, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
workstations, modular, 7' x 7', for ful -time staff	3	wkstns	61	184
workstation, modular, 6' x 6', for full-time staff	1	wkstn	45	45
mending/processing workstations, 6' x 2.5', for processing pages	2	wkstn	38	76
storage rack for mending/processing supplies	2	cabinets	12	24
shelving, 84" for in-process materials	4	sections	10	40
shelving, 84" for discarded and withdrawn materials	1	section	10	10
book truck parking	7	trucks	6	42
paper cutter, on worktable	1	paper cutter	20	20
trash/recycling containers, large, for weeded + recycled materials	2	containers	6	12
lateral file, 4-drawer unit, for order files	1	cabinet	15	15
clear floor space for receiving + unpacking shipments	1	space	20	20
total				488

7.8   Technical Services Storage and Supplies   150 sq. ft.

This space will provide secure storage for materials being added to the collection, office and processing supplies used by Technical Services. Many items will take up significant space and will be needed to be ordered in bulk quantities.

Occupancy: 0 - 2

Adjacency: 7.7   Technical Services Workroom

Acoustics: N/A

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 84" for supplies	4	sections	10	40
shelving, industrial, 80", for boxed supplies	4	sections	10	40
shelving, 84" for in-process materials, secure	4	sections	10	40
clear floor space for temporary storage	1	space	30	30
total				150

7.9   IT Manager's Office   **115 sq. ft.**

The Manager's office will be an enclosed, private office, located adjacent to the IT Office. The office should be furnished with a desk and return (either a standard desk with a conference bulb or modular office landscaping), ergonomic task chair, one lateral file, two guest chairs and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Adjacency: 7.10   IT Office/Repair/Storage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk, computer workstation, printer + task chair	1	desk	50	50
chair, guest	2	chairs	20	40
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				115

7.10   IT Office/Repair/Storage   **121 sq. ft.**

The Information Technology staff manages the Library's online system, computer hardware and software and technology infrastructure. Staff will install software, repair equipment and maintain IT systems here. An electronic work bench is needed and as well as shelving for equipment, software and IT supplies.

Occupancy: 1 – 2

Adjacency: 7.9   IT Manager's Office
                                7.11   Computer/Telecom/Server Room

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and several power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
work bench, 5' x 30", for equipment repairs	1	bench	25	25
shelving, industrial, 80" for equipment storage	4	sections	10	40
shelving, 84", for IT supplies, tech manuals, software, etc.	4	sections	10	40
clear space for boxed or large item storage	1	space	16	16
total				121

7.11   Computer/Telecom/Server Room   **146 sq. ft.**

This space will provide a secure area for the Library telecommunications and server equipment, centrally located within the building for efficiency.

Adjacency: 7.10   IT Office/Repair/Storage

Sight line between: Staff Elevator

Acoustics: Acoustically isolate the equipment and systems located in this space from nearby spaces.

Lighting: Provide 50 foot-candles average. Ensure that light levels are even throughout the space. Use light fixtures that minimize energy usage and avoid heat build-up.

Technology/Audiovisual/Power/Data:
Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space. This area needs to provide wireless access for laptop computer use.

Technology is this space will include the following:

One computer workstation
Telephone system and patch panels
Telephone system automated attendant
Fire alarm control panel
Public address system control panel and amplifier
CATV/satellite distribution system equipment
Computer network equipment file servers
Uniform/uninterruptible power supply
Fire extinguisher for electrical fires
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
equipment racks	2	racks	40	80
printer on stand	1	printer	16	16
shelving, 84" for IT storage	2	sections	10	20
telecom equipment and patch panels, wall-mounted	1		30	30
total				146

7.12   Graphic Artist   100 sq. ft.

The Library graphic artist needs a dedicated work space in which to prepare flyers, posters and publications of all sorts that support Library services. Paper and other supplies for graphic work will be housed in the adjacent to the Staff Distribution Center.

Access to natural light will be important in this space.

Occupancy: 1 - 2

Proximity: 7.3   Staff Distribution Center
                        7.4   Library Supplies

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This area needs to provide wireless access for laptop computer use.

Technology equipment in this space will include the following:

PC workstation, including CPU, monitor, keyboard, printer and mouse
Telephone handset

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
workstation, modular, 6' x 6'	1	workstation	45	45
chair, guest	1	chair	20	20
shelving, 84"	2	sections	10	20
lateral file, 4-drawer unit	1	cabinet	15	15
total				100

7.13 Staff Lounge   **384 sq. ft.**

This area is for Library staff use for meal breaks and other rest periods. The space needs both individual and table seating. It needs a quiet ambience with sufficient space for several individuals to enjoy the space without disturbing each other.

The space should be near the Staff Restrooms and close to the staff elevator. Staff needs to be able to get to this room without entering the public space of the Library.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library.

Occupancy: 4 - 12

Adjacency: 7.3   Staff Restrooms

Proximity: Staff Elevator

Acoustics: Ensure that noise and conversation in this space does not intrude into the building's public spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Lighting: Provide 50 foot-candles average. Ensure that light levels are even throughout the space. Use light fixtures that minimize energy usage and avoid heat build-up.

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surface, at convenient locations throughout the space. This area should support wireless access.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 4-place tables	8	seats	22	176
lounge seats	4	seats	25	100
work counter, 8' x 24", w double sink, commercial grade, cabinets above and below	1	counter	40	40
refrigerator, full size	1	unit	12	12
microwave oven, on counter	1	oven	0	0
toaster oven, on counter	1	oven	0	0
trash containers/recycling containers	1	container	4	4
bulletin board, wall-mounted	1	board	0	0
vending machine, full-size	1	machine	16	16
lockers, stacked 4 high	6	stacks	4	24
coat closet, 4' x 3'	1	closet	12	12
total				384

7.14   Staff Restrooms – Second Floor   IN GSF

Two staff restrooms are needed to serve staff assigned to work on the second floor.

The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install towel dispensers, a parcel/purse shelf and coat hanger.

Occupancy: To meet code requirements

Adjacency: 7.13   Staff Lounge

Proximity: 7.7   Technical Services Workroom

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

See also the *General Design Considerations: Restrooms*

Appendix A
Yorba Linda Public Library
Space Needs Survey

The Library conducted a community survey in October 2010 as part of a process to update the assessment of library space needs. Printed survey forms were distributed at the Library during specified time periods during the month. An online version of the survey was also made available on the Library website. There were 515 responses received, approximately two-thirds from in-person respondents and one-third from online respondents.

- 352 responses were received from people while they visited the Library
- 163 responses were received online

Percentages given in the summary that follows are based on the total of survey responses (515) rather than the total of responses to individual questions.

1. How often do you get information from the following sources?

SOURCES OF INFORMATION	Once/Week	Once/Month	Several Times/Year	Rarely/Never
Public library	49%	34%	9%	1%
Book store, video store or music store	10%	26%	37%	17%
Buy/rent books, music or videos online	19%	18%	22%	28%
Newspapers or magazines	58%	15%	9%	7%
Internet	83%	3%	2%	2%
TV or radio	78%	5%	0%	3%

Other Information Sources	# Responses
ask friends knowledgeable in field	2
audiobooks	1
cell phone	2
City quarterly	1
computer	1
iPod/Droid	3
iTunes	1
magazines	3
Mail	1
Read books daily	1
Twitter	2
Used bookstore	1
word of mouth	1

2. If you are a Library user, which library do you use the most?

Primary Library	# Responses	Percentage
Yorba Linda	467	91%
Placentia	27	5%
Canyon Hills (Anaheim PL)	22	4%
Brea (Orange Co PL)	10	2%
East Anaheim (Anaheim PL)	6	1%

Other Primary Libraries		
Anaheim	1	
Chino Hills	1	
Villa Park (Orange Co PL)	1	
Diamond Bar (Los Angeles CO PL)	1	
Fullerton	4	
HBPL	2	
Valle Vista (Hemet)	1	
Orange PL	1	
Tustin	1	

3. How often do you use the following library services?

SERVICES USED	Often	Occasionally	Rarely
Check out books	75%	14%	3%
Check out movies (DVDs or videos)	27%	33%	29%
Check out audio books on tape or CD	25%	25%	38%
Check out games (Wii, Playstation)	8%	10%	66%
Check out music (on CD)	11%	23%	51%
Request books from other libraries	9%	24%	53%
Attend events for children at the library	20%	19%	47%
Attend events for teens at the library	5%	9%	71%
Attend events for adults at the library	6%	20%	59%
Use the Library's computers	24%	29%	34%
Use my own laptop	24%	10%	51%
Use the library's wifi connection	11%	14%	60%
Work on school assignments or do research	15%	24%	45%
Use the library's reference service	17%	33%	34%
Read books, magazines or newspapers	42%	20%	24%
Socialize with friends	23%	18%	44%
Work with others on a group project	7%	16%	62%
Attend computer classes	2%	6%	75%
Visit the Book Corner (used bookstore)	17%	29%	39%

4. What are the three library services that are most important to you?

	First Priority	Second Priority	Third Priority	Total	Overall Ranking
Books	200	81	40	321	1
Media	58	94	66	218	2
Children's Services/Programs	92	56	38	186	3
Computers/Online Services	25	45	34	104	4
Information	14	31	22	67	5
Collection	25	10	10	45	6
Online Catalog/Reserves	6	16	12	34	7
Facility	9	8	14	31	8
FOL Store	3	14	13	30	9
Staff	8	9	11	28	10
Magazines/Newspapers	3	9	13	25	11
Programs	1	11	11	23	12
Teen Services	7	7	6	20	13
Hours	2	1	5	8	14
Circulation Services	1	2	4	7	15
Parking	0	1	4	5	16
Location	0	1	2	3	17
Volunteering	0	1	2	3	17
Adult Services	1	1	0	2	18
Copier	0	1	0	1	19

5. How well does the library meet your needs?

DEGREE OF SATISFACTION	# OF RESPONDENTS	% OF RESPONDENTS
Very well	351	68%
Well	101	20%
OK	23	4%
Not very well	1	0%
Not at all	0	0%

6. If there was anything you would change about the Yorba Linda Library, what would it be?

SUGGESTED CHANGES
A larger room for group projects
Add more room to every section. Add more computers in the adult department. Also, stay open later on Fridays and open up on Sundays.
Add window seating in children's area
better hours
better parking, more computers with MS Office
better website
Cost of DVD and overdues
Courtesy/quiet among patrons
do not like new online access to find books

eReaders and eBooks
excellent library -- staff are very helpful
fees for video rentals are a minus
Have more books in the teen section
Have more space and books
I don't use the library like I used to but I have always loved your books on tape for children and adults.
I have not been notified for books I have reserved at least 2-3 times. This is very irritating.
I prefer this library over Brea's since it offers more programming for kids.
Kudos to staff
Librarians are knowledgeable, helpful, and friendly. Excellent.
love my library!
Love that there are DVDs and videos at no extra charge.
More books
more books by Christian academics -- on theology, Christian living, sociological research, etc.)
More computers
More open hours
More parking
More parking space
More parking spaces
More parking. Changing tables for babies.
More Young Adult Christian books
move space for library materials
Need more computers
Need more space/more than 4 people in elevator. Adult section is too dark.
Needs more books
Needs to have better seating -- cozy spaces, more inviting
No late fees
often I can't find books I'm looking for (too small of a collection)
Open later on Friday and don't close on 1st Monday. The shape of the check out area is too narrow.
open on Sundays
Open on Sundays
Parking
Parking
Please update computer service so we can print from our computers to here to share with individuals we do research with.
Quickly done with. No hassle.
Reference librarians are excellent -- knowledgeable and pleasant
Should be able to reserve books online for free. Need better selection of music.
There are not many places to sit and read
Vending machines
Very good service, people are always ready to help.
We have been turned away from events because of capacity
would like more musicals on CD
Would like more selection -- esp. modern authors and music

7. If you use the library rarely or not at all, what keeps you from using the library more often?

REASON	# RESPONDENTS	% RESPONDENTS
Library doesn't have what I need	14	3%
Location is inconvenient	11	2%
Open hours are not convenient	16	3%
I buy my books and media	15	3%
I don't have time	44	9%
Outstanding library fines	5	1%
Parking is difficult	59	11%

OTHER REASONS GIVEN FOR NOT USING THE LIBRARY
CAN BE DIFFICULT...KIDS PROGRAMS
Don't have additional need
Don't take the time
I have a hard time keeping my kids quiet in the adult section.
I have no problem with the library!!!
I love the library!
I miss Sunday hours
I'm lazy
internet meets most needs
just retired will be using it more
Lighting
long lines and only one self check
My books are not due back for three weeks so no need to be there more often.
N/A
Not enough parking during events
parents don't have time
rental fees
Still, we are here >1x/week during heavy use times
too quiet

8. What features or services might bring you to the library more often?

FEATURES OR SERVICES THAT WOULD BRING PEOPLE TO THE LIBRARY MORE OFTEN	# RESPONDENTS	% RESPONDENTS
New books to check out	250	49%
New movies to check out	154	30%
Café / refreshments for sale	143	28%
Quiet place to sit, read or study	141	27%
Programs/events for children	117	23%
New audiobooks to check out	99	19%
Programs/events for adults	99	19%
Used books, videos, and music for sale	93	18%
New music to check out	91	18%
Space for children and families	85	17%
Free wireless access	84	16%
Place to meet/socialize with friends	81	16%

Computer classes	63	12%
Space for teens	61	12%
Digital media devices to check out (laptops, ereaders)	56	11%
Homework help/tutoring	53	10%
Computers	48	9%
Volunteer opportunities	48	9%
Group study space	47	9%
Programs/events for teens	47	9%
New videogames to check out	37	7%
Literacy tutoring	22	4%
Video production studio	21	4%

OTHER FEATURES OR SERVICES THAT WOULD BRING RESPONDENTS TO THE LIBRARY MORE OFTEN
Computer classes for seniors beginning and beyond.
Great for my grandchildren
Holding a preschool playtime during the week in the downstairs meeting room for moms & their kids. Could purchase coffee & check out books for parents & kids. Perhaps even some for purchase. Can charge a small $2-3 playtime fee. Perhaps moms clubs can volunteer to keep it running. Great during rainy months. Yorba Linda does not have children's museums or toddler playing spaces, yet many affluent families that would benefit & have to drive 20-30 minutes away. Would be great to have a Yorba Linda Library Moms Club.
I only use it when looking for specific information for my children's school projects or my own specific projects.
instructional classes
Laptop outlets by newspaper sitting area. Need more lights in quiet study area.
later hours on Fridays
LIghting is the most important issue at this time
List of new books!!!!!! Catalog system needs to be revamped.
manga books
Many of the books/games/CDs you used to have, which we enjoy, are no longer available here
More books on CD by Wilbur Smith (old and new) !
more free time - family very busy
More Manga. Super Smash Brothers. Weekends.
more parking please!
More tables with outlets for laptops
more time
other forms of school tutoring (i.e. math?)
Posh area like Starbucks or Borders
programs/kits/book collections or something to help teachers
reading contests for adults
time out room for kids (so they can scream)
used books and videos
WOW! Cafe and video production would be unbelievable!

9. What is your home ZIP code?

ZIPCODE	LOCATION	# Respondents	% Respondents
92886	Yorba Linda	236	46%
92887	Yorba Linda	64	12%
92870	Placentia	47	9%
92807	Anaheim	23	4%
92821	Brea	19	4%
92808	Anaheim	9	2%
92835	Fullerton	9	2%
92831	Fullerton	6	1%
90631	La Habra	4	1%
92823	Brea	4	1%
92806	Anaheim	3	1%
92867	Orange	3	1%
92782	Tustin	2	0.4%
89502	Reno, Nevada	1	0.2%
90621	Buena Park	1	0.2%
90886	unknown	1	0.2%
91709	Chino Hills	1	0.2%
92647	Huntington Beach	1	0.2%
92809	Anaheim	1	0.2%
92830	unknown	1	0.2%
92833	Fullerton	1	0.2%
92865	Orange	1	0.2%
92882	Corona	1	0.2%

10. If you live in the 92886 zip code, which area below best describes where you live?

Residence of Respondent	# Respondents	% Respondents
West of the Imperial Hwy and Yorba Linda Blvd intersection	99	42%
Between the Imperial Hwy and Fairmont Blvd	75	32%
Between Fairmont Blvd and Yorba Ranch Road	62	26%
East of Yorba Ranch Road	8	3%

11. What is your age category?

AGE	# RESPONDENTS	% RESPONDENTS
14 years or younger	19	4%
15-19 years	33	6%
20-34 years	61	12%
35-54 years	191	37%
55-64 years	72	14%
65+ years	68	13%

12. What is your primary mode of transportation?

TRANSPORT MODE	# RESPONDENTS	% RESPONDENTS
Personal car or motorcycle	409	79%
Get a car ride with family member or friend	26	5%
Walk	11	2%
Personal wheels (bicycle, skateboard, etc.)	2	0.4%
Public transit	1	0.2%

13. Do you have any other comments about the Yorba Linda Library?

See separate sheet

ADA ISSUES/ STAFF	The current library is a nightmare with its multiple levels. I had a broken foot recently and what a pain. Someone I know had little triplets and was denied use of the elevator to take them to chidren's library.
AUDIO BOOKS	I am very pleased that the new audio books have been moved from the low bookcase into a display area where I can read the titles without having to sit on the floor.
BEHAVIOR	Don't allow people to lay on couch and seat space!
BOOK AVAILABILITY	Very much needs to be revamped. When a new book comes into the library it usually takes more than a week to become available to pick up. Very frustrating. Don't like the "new" website.
CHILDREN'S COMPUTERS/ JOBS PROGRAMS	Thank you for having computers in the children's area. Since there are so many people looking for/changing jobs, maybe there could be a class a couple times a year to help/teach with resumes.
CHILDREN'S SERVICES	Children's department is awesome just need more room. Pajama rama is the best!
CHILDREN'S SERVICES	Enjoy and appreciate the children's programs/services
CHILDREN'S SERVICES	It seems to have a better children's book selection than Brea or Placentia libraries do. Lots of new book, too.
CHILDREN'S SERVICES	Love how the second floor is just for kids.
CHILDREN'S SERVICES	love the children's services
CHILDREN'S SERVICES	We live closer to the Brea library but come here for your fantastic kids programs.
CHILDREN'S SERVICES	We love the children's events! Please add a changing table to the bathroom in the kids' section upstairs
CHILDREN'S SERVICES	We primarily use the children's library and everyone there is GREAT. Very energetic and seem to love what they do. Yorba Linda is a model library
CHILDREN'S SERVICES	Would love to see more space/programs for children, families + programs where children with special needs could attend and be welcomed
CHILDREN'S SERVICES/ STAFF	My kids absolutely love the programs that are offered, such as Bookbug Club and Preschool Storytime. We no longer buy books (unless at the Book Corner) because the kids can always find something new to read at the library. The staff is excellent and the services offered have been invaluable to our family.
COLLECTION	The library desn't always have all books in a series, which is frustrating. Would like to see more adult events/talks
COMPUTER CLASSES FOR CHILDREN	Would like to have free kids' computer classes
CONGESTION	I love the library but tend to avoid the special events because they are so crowded.
CONGESTION	I really enjoy taking my children to the library I wish it was a little larger to accommodate everyone that comes for storytime.
EAST BRANCH/ OVERDUES	Would like a second branch in East Y.L. Ability to return book basket after hours. Not such a steep fine for videos and longer check out times -- current fines/due dates make it not worth checking them out.
EBOOKS	Can you add eBooks for electronic readers?

FEE FOR SERVICE	Charge more for services
GRAPHICS/ PROGRAMS	Thank you for handouts, graphics, and creative programs
HOURS	Find a way to not have closed days...I would use the library 7 days a week. I know students would appreciate Sunday service, too.
HOURS	I like the YL hours of operation. Unlike the hours for Brea Library which are not consistent from day to day and not open daily.
HOURS	I'm proud of our library, it's clean, available and seems to have a good staff. I am glad we haven't cut too many hours of operation - and I'm always impressed with the friends of the YL Lib. and the $ they raise for the library. The YLPL has the chance to be a real center for the students of the town as well as the adults. Any encouragement the children have to continue reading is to be supported by staff and taxpayers (of which I am one), Some of the other local libraries are greatly cutting back on the hours of service, when do they expect the students, especially, to use the facility? Thank you.
HOURS	Just keep it open!
HOURS	Library could be open on Sunday and on limited hours
HOURS	Put more money into it and keep it open!
INTERIORS	I love the library except it needs new décor.
INTERIORS	Update interior, out of date, posh and lavish interior. Make it a cool place to go, appeals to older crowd.
INTERIORS	We like how calm and clean this library is.
INTERIORS	Would like to see new and improved decorating and furniture
INTERIORS/ LIGHTING	Very pleasant environment. It would be much better if there are better lighting and more individual reading sofa available.
KUDOS	Always great service and friendly faces
KUDOS	As my girls get older, I would love for them to have a safe, fun place for them to go outside of home. The Yorba Linda library is one of our favorite spots! Thank you!
KUDOS	AWESOME
KUDOS	awesome library! Just more separation for teen programs or wider age range for some children's programs
KUDOS	Best library I've ever been in and makes me wish I could turn back the clock and visit once more
KUDOS	Everyone at the library is very friendly and helpful. My grandchildren enjoy going very much.
KUDOS	Excellent -- don't need to close this library
KUDOS	Excellent.
KUDOS	Getting a library card was the first thing I did upon moving to YL and I have used it continuously and often for 16 years.
KUDOS	Good library for the size of the city.
KUDOS	Great help and upkeep of the library and materials.
KUDOS	Great library - great community support.
KUDOS	Great place for my kids' school project (for research)
KUDOS	I enjoy it very much
KUDOS	I like it even if there is room for improvement
KUDOS	I love it!! Thanks for everything!!
KUDOS	I love it.
KUDOS	I love the library. My high school years were wonderful thanks to YLPL.

KUDOS	I love the library; have raised 6 educated children with help from the library; use it often.
KUDOS	I love Yorba Linda Library
KUDOS	I think you are doing a great job! Ever since the economy went down, I've been reserving my new books that are published and am enjoying reading them now and saving money. I also love taking my kids to check out books.
KUDOS	I'm glad my city has such a wonderful library!
KUDOS	In my opinion, it is the best library around. The children services and materials are amazing!
KUDOS	It's a great library!
KUDOS	My family loves the library! Getting a library card was a rite of passage for the kids when they got old enough.
KUDOS	So far I am happy with this library
KUDOS	(87 additional comments such as "I love the library!" "Great library" "Thank you for your services" "Saves me money")
KUDOS / DVDS / BOOK CORNER	I love our library! We visit every other week or so and my kids (and I) check out loads of books. We love reading!! The movies and wii games are a bonus. We also like the Friends of the Library bookstore with its large selection and excellent prices.
LIB WEBSITE	Love the website and search/hold options.
LIB WEBSITE	Website is a bit difficult to use
LIGHTING	it is small but it meets my needs, do need new books, and better lighting!!!!!
LOCAL HISTORY	I think a Yorba Linda Heritage Room (or even outdoor space) would be good.
LOCATION/ STAFF/ CHILDREN'S PROGRAMS	Library is very conveniently located. Love that there are so many programs for kids. Librarians are professional and nice
MEDIA	DVDs at no cost (like the county library) would be nice
MEDIA	Love your selection of audio materials. Staff is always pleasant. Enjoyed your adult reading program
MEDIA	More current books from tape to CD.
NOISE LIGHTING	Great facility overalll. Too noisy for laptop users at the front. The back is too dark and uncomfortable.
NUMBER OF LEVELS	I hope you will be able to build a new library on one level sometime soon.
OVERDUE FEES/ STAFF/ PROGRAMMING	late fees for videos are HIGH!!!☐ I love the new email feature reminding me that items are due.☐ children's librarians are so nice☐ info desk librarians are very helpful☐ I enjoyed the adult reading progam last summer- so fun and the sponsors were so generous (I ate lots of chick fil a)☐ love the fountain and the rose garden
OVERDUES	The $1 per day overdue fee for DVDs is too high.
PARKING	Days that you have sessions, it is getting extremely difficult to find parking
PARKING	I believe the Library is a clean & friendly place with excellent children's programs. All recommendations except extra parking are just icing on the cake.
PARKING	SOME OF THOSE KIDS PROGRAMS MOVE TO COMMUNITY CENTER....PARKING PROBLEMS
PROGRAMS	I enjoy the activities.
PROGRAMS	The adult summer reading progream was a real draw. Chef Renee puts on a great program.

RESERVES	I always use up my reserve card. Perhaps you could provide a "reserve" debit card which could be purchased for convenience. This would also make a nice gift.
RESERVES	Love being able to request books
RESERVES	Love being able to reserve books online
SAT PREP TESTS	Yorba Linda Library is the best. I like the free SAT prep tests..
SEATING/ SPACE	I like the cozy feeling and the many different rooms with tables, which is better than one big open space.
SELF SERVICE	Suggestion: self-serve return service, including basket
SPACE	Love it but make it bigger so it can accomidate more books, children's programs, etc.
SPACE	Make library bigger!
SPACE	Programs and services are great -- need more space.
SPACE/ ADA ISSUES/ PARKING	Would like a bigger library with more space, a better elevator more adequate parking.
SPACE/ MEDIA	More space, new DVD section similar to the new book selection
SPACE/ PARKING	Needs more space and better parking
SPACE/ PARKING	Need to expand, including parking room!
STAFF	I appreciate the library staff's help in locating books.
STAFF	I get wonderful service here. All are helpful and knowledgable.
STAFF	I like the library and the staff is polite and helpful.
STAFF	I love the fountain. Staff is very courteous and helpful.
STAFF	I think the librarians do a wonderful job
STAFF	It's a great community service, I love the friendly, helpful staff!
STAFF	Just remind all check-out employees to smile, say hello, and acknowledge patrons
STAFF	Keep up the good work - especially front line staff, always look forward to their pleasent efficiency!
STAFF	The librarians are very friendly.
STAFF	The staff is very friendly and helpful. They do absolutely OUTSTANDING work!
STAFF	The staff is very informative, helpful and professional.
STAFF	The Staff is wonderful. Very friendly and helpful.
STAFF/ BEHAVIOR	Love this place. People are friendly and helpful. If NO SMOKING signs could be placed and clearly seen this would prevent this harmful smoke affecting the people visiting the library.
STAFF/ BOOK CORNER	The staff is friendly and very helpful. They do a great job with all the programs they offer. The used book store is terrific, and the staff there is always nice and humorous, too.
STAFF/ COLLECTION/ PARKING	You have a great and very helpful staff. I love to read..but really get frustated when the library doesn't have all books by an author. Especially when it's a series...I know the problem is $$$$$$$..but it really is aggravating. I love your library and staff and will continue to visit...Here's to more parking,more books, and more space! Thanks for being there!
STAFF/ SPACE	I very much like the friendly children's staff, it is like a "community" environment. The library needs more space. Some topics need expanding on instead of getting several books on the same exact topics.
TEEN SERVICES	Happy Halloween and look forward to teen events.
TEEN SERVICES	I LOVE TAB!!! (Teen Advisory Board) They need more space so that more teens would be willing to come and attend any events that they have in the future.
TEEN SERVICES	very proud of our library, but as a HS teacher and a mother, I would really like to see the teen area expanded

TEEN SERVICES	YA section needs to be larger -- my daughter's books always seem to be in the back.

PAGE+MORIS

Appendix B1

Yorba Linda Public Library
Needs Assessment Update and Building Program
Focus Group: Friends of the Library
10/13/10

Ten members of the Friends of the Library, most of whom are book store volunteers, met with Kathy Page and Melinda Steep to discuss the new library and its space needs. Kathy facilitated and Melinda recorded the session.

After introductions and a summary of the project, Kathy asked the group about 1) the Friends' book store space needs and 2) their ideas about improving the Library's physical spaces.

<u>1. Tell me about the Friends book sale operations. How does the book store operate? Other sales activities? Donations handling?</u>

We operate an ongoing bookstore, also conduct 4 major book sales per year. We accumulate materials continually.
Currently, have low storage because just had a sale in September.
Would like just one place to put materials instead of multiple storage areas. As books accumulate before a sale, we fill designated areas in the hallway, two storage closets and an area beside the Community Room lobby is full.
We don't have offsite storage (some members store some things at home!).
Need more display tables for sales.
Need a bigger workroom with a couple of workstations and computers, including space to sell books online. Used to sell things online, but lost the volunteers willing to do this. (this idea was brought up by KP and not universally supported – the Friends need the right person to handle this demanding position).
Need another carousel for paperbacks in the store.

<u>Q: Please describe the store and how it operates? Are changes needed to improve how it functions?</u>

We have adequate shelf space, but could use more circulation space – i.e. better handicap access. Need more space for mobility. (Note: the public entrance to the store has several steps down into the store. People with disabilities need to enter the library from another floor, then ask for elevator access to the lower level, then must be given access to the Community Room to enter the store)
We need better elevator access – currently, have to use a key to bring the elevator to the lower level due to security.
More space behind the sales desk would be helpful – is too congested.
Seating for customers would be helpful – there is no space for customers to sit while they browse.
Better access to the restroom.

Store is a little tucked away – not good retail visibility. The ideal would be to locate the store off the Library lobby.

Coordinating store hours with Library open hours and programs in the Community Room would be helpful, too.

Need more display space that allows customers to browse material on display (current display case has a glass enclosure, which is good for securing valuable items but not good for browsing). Better displays would bring in more people – would like units that allow face-out display.

Café access would be nice.

The store needs better lighting.

<u>Q: How are donations handled? How should this activity work?</u>

Customers should be able to get donations into the store easily – they come in bags, boxes, car loads. It requires a lot of physical effort now to bring things in.

People also leave donations outside the building when we are closed and books are damaged by the weather. Maybe create a covered donation delivery area.

The donation drop-off zone should be at grade and near the store, with a place to deliver donations both inside and outside the store.

We need a receiving entrance that's away from the lobby. This material can be unsightly, even bug-infested and shouldn't be visible to all Library visitors.

We need more space to sort the donations – space should include shelves to sort items we will keep, adequate work table to sort, large trash bins on wheels for items we throw away.

There's a second sort for items we keep – need to double the current space for this.

Some items need special pricing and must be set aside – could use special shelving for this.

Need access to cupboards, a counter and sink – this is often messy work.

The work areas should be flexible for volunteers who like to stand or sit while they work.

Donations are increasing - !

KP toured the store and sorting areas after the meeting.

<u>2. What Library services do you use? What changes would you make to the current library?</u>

Over half of the group uses the Library.

Confusing shelving in adult non-fiction – not sequential.

Need more staff workspace

Circulation desk area is too narrow, constricted.

Need better access to self-checkout machine.

Parking is dangerous for pedestrians, awkward with the two lots, not enough parking spaces.

Parking has accessibility issues, is congested during programs and Farmer's Market.

Need more comfortable seating throughout building.

A more functional area for computers is needed – machines are placed in several odd spaces.

Need a computer lab for classes

Adult Fiction has really bad lighting.

Be careful about allowing the architect to design high ceiling spaces – is a waste of space.

Provide more meeting spaces/rooms.

Have "user friendly" shelving, retail display shelves – raised up from the floor and face-out.

3. What do you like about the current library?

The staff!
The library is the main draw for this area.
Parking is available from multiple streets
The water fountain.
Rose garden
Window seats and display cases in the lobby.
The Community Room is a nice size and separate from rest of library.
The statue outside the building
The facility has a welcoming atmosphere, is light and welcoming.
The study areas
The storytelling room (which could be expanded).
Children and adults have separate sections.
An excellent popular collection (but I often can't get older titles because the library has to weed frequently).

Appendix B2

Yorba Linda Public Library
Needs Assessment Update and Building Program
Focus Group: Library Commission
10/12/10

Five Commissioners met with Kathy Page and Melinda Steep to discuss the new library and its space needs. Kathy facilitated and Melinda recorded the session. After introductions and a summary of the project, Kathy asked the following questions.

<u>1. What roles should the Library play in the life of the community? What could and should the Library offer the residents of Yorba Linda? What are the most important issues facing this community now? Over the next five to ten years?</u>

The Town Center redevelopment project - the Library can help draw people to it, use the draw of 1000 people per day. New library building could help draw businesses to the downtown area. Many community leaders have not been aware of the Library's popularity (25,000 people come to the Library per month!).

Yorba Linda has a very contentious political environment, but many love the library. There's contention because some people think the library expansion in the early 1990s is adequate while others love the idea of a new Library.

The Library can be a unifying factor amid the contention. Future thinking staff has kept us valuable. People are surprised that they can use the Library to borrow useful things they do not have themselves, like Playaways, Wii games, and so forth - and they don't have to buy them.

The community has become more polarized in the last 10 years. The Library can be a positive force in the community and be a service that everyone can support.

<u>Q: Is there a "center of gravity" for the community, a place where people come together?</u>

For many, sports activities and leagues offer this, and the Library represents this for some people. Otherwise, no, there isn't a center of gravity. People don't shop on Main Street. Neighbors don't connect. Library is as close to a center of gravity as YL has – we need a library space that honors that role and provides adequate space for people to get together. There are a lot of stay-at-home residents – moms, people with businesses in their homes. The Library could provide a unifying element to community – "library as place" is important. Every community wants a place they can come.

2. What are the needs of children growing up in Yorba Linda? How can and should the Library serve them?

Collections to help kids succeed in school.
A place where they can meet and have contact with other kids.
Places for them to sit and work – study rooms.
A safe place with cutting edge reading and technology.
Space in which to exercise their intellect – somewhere they can converse and have intelligent conversation.
Teens want a place to go, too. The Library can be a hangout for kids of all ages.

3.   What do you like about the Library, especially the building? What are the most successful aspects of the Library?

The fireplace reading area.
Friends of the Library bookstore is successful.
Children's area is upstairs, which provides an acoustical separation, a noise barrier.
The rose garden and water fountain are lovely.
Community Room space is great, but more can be done with it to give it a better atmosphere.

4.   Is there anything about the Library you would change? What does not work so well?

The Library needs more comfortable reading space – a place to go on a rainy day.
A café would be great.
Flexible spaces are important.
Would like some window seats and would like to have more nooks and cozy areas than we do now.
There should be more art in the Library to welcome people - some permanent art and other space for exhibits. This is another way the Library can bring the community together.
Find a way to incorporate playing movies and music.
More seats
A facility that is more welcoming and comfortable – truly the "community living room".
The Community Room should have more atmosphere (e.g., natural light and open to the outside) and a catering kitchen to better serve the community.
Community Room could even be bigger – give it more flexibility through movable partitions.
The Library needs more windows, light and visibility to the outside.
Also there is a need for better interior lighting.
Nice cozy spaces as well as open spaces.
In the technology area, more power outlets, items for now and in the future.
More space for collections is needed to allow the Library to cover all subjects better.
Improve the amount of staff work area and storage.
Need more parking.
Need two elevators, one bigger elevator for the public and one for staff.
Book drops that have driver side access and drop onto a conveyer belt (have seen automated returns equipment at other libraries).
Create a place that people want to be.
Provide space that people can navigate intuitively, that doesn't need lots of signs and directions. Eliminate congested areas, such as the bottleneck at the Circulation Desk.

Provide a copy station on both floors.
Create appropriate space for the Yorba Linda history collection.

5.   Are there features or aspects of other libraries (or other types of facilities) that you have visited that would improve the Yorba Linda Library?

Lots of natural light – a connection between the outside and inside.
Study carrels along windows with electrical outlets for laptops.
Should have 4 to 6 reasonably sized study rooms.
Multiple meeting rooms.
A separate space for teens.
The new Alhambra Public Library has many good features.
Maintain a strong collection – increase space to put materials.
Spread out laterally (not such a vertical building).
Physical media collections are very important (i.e., DVDs, audiobooks).
There should be a flow to the floor plan – it must be functional and intuitive space that visitors can guide themselves through).
The Library should be designed to be attractive both inside and outside (i.e. don't blow all the $ on the exterior).
Consider a clock tower as a community focal point, similar to local high school (Fullerton?)
Consider a generous veranda where people can sit comfortably, as well as a café.
The Community Room should have a real stage and other features to support performances.

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Appendix B3

Yorba Linda Public Library
Needs Assessment Update and Building Program
Focus Group: Parents
10/13/10

A group of approximately 18 parents (17 mothers and 1 father) met with Kathy Page and Melinda Steep to discuss space needs for children and families in the Library. The ages of the children represented in the group were evenly spread, including toddlers, preschoolers and elementary school-age children through high school-age youth. All parents present reported that they and their children are active Library users.

Kathy facilitated and Melinda recorded the session. After introductions and an explanation of the project, Kathy asked the following questions.

<u>1. Do you use other libraries besides the Yorba Linda Library? If so, which one/s? What draws you to those libraries?</u>

East Anaheim
Orange County PL
Placentia

<u>2. What features or services do you like at the Yorba Linda Library?</u>

The staff – excellent!
That children have their own space in the library
Small, child-sized furniture for kids
Having one exit from the children's space is safe and easy to monitor.
Restrooms for kids in their own area.
The storytime theater – it's neat that it's a separate room – "it's their classroom"
Teen Tuesdays – my child has been involved for a long time. It's great.
Lots of wonderful programs – Summer Reading Program, Battle of the Books.
The Community Room allows many activities.
The staff creates a real sense of community – the library reaches out into the community
The display cases in the lobby are always interesting.
Like the bookstore, though it needs to be bigger. "I like to purchase books at a discounted rate for my children."
Like the collection.
Like the Tumblebooks database (would like to see ebooks in the Library).
I use audio and video materials in the Library.
Like the educational DVDs.
It's good to have access to so many AV titles so we can use the library to try new things.
Several commented on the need for better quality control – have found scratches and other problems with DVDs and CDs.

Appreciates that the book award winners and new books are shelved separately and easy to browse.

3   Ideally, how could the Library best serve your children? How would you like to see the Library address your children's needs in these areas? What would you change about the current building? Is there anything about the building that doesn't work that well?

An improved teen area, with separate space for tweens.
A bigger storytime theater
"Take our current library and multiple its size in all areas".
Space for students to study – spaces for teens, tweens and elementary students (does not work for them to study together in one space).
Group study rooms for all ages - need areas where students can have discussions without bothering anyone.
Computer stations for teens, with printers. Even though many kids have computers at home, they still need computers here at the library where they are working.
Outlets for laptops and places in the children's area where parents can plug in laptops during story hour, when they are waiting for their kids.
More space in the children's area for strollers
A bigger/better elevator – the wait to get on can be long!
The storytime theater needs "breakdownable space".
Specific computers for little kids - separate computers for younger kids and older kids.
More copies of popular or school assignment books.
More playaways
More copies of titles on school reading list.
Loosen the shelving – it is difficult to pull books off the shelf because the shelves are so jammed.
Provide shade for families waiting in line to get into programs. (Or provide enough lobby space so we can wait inside the building!)
The awkward functionality of building – I have to walk all the way around the building to bring my kids to the Community Room in their stroller or to get to the restroom.
Or how about a bigger lobby area with restrooms next to the Community Room?
The library is too small for the size of the community.
It would be good to have space for face-out shelving and collection spaces that are more browsable.
A more welcoming, larger lobby – the current lobby is not open enough.
More seating in the children's section including "cozy-up" seats for parents and children to read together.
Table seats for studying.
Different zones for talking and for quiet.

Q: What about a café? Great idea - a "must-have"!

Put in a closed circuit camera so parents can see what's happening in programs – we huddle in the Community Room kitchen to watch and then start talking and get in trouble (with the librarians)!

The adult area is difficult to use – for example, I cannot find the magazine display.
Include "smart board" technology in the meeting rooms and in small group study spaces, similar to what the schools are offering.

Need to be able to find things easier in the adult services area – i.e. can't find magazine section.

Modernize the entire building – more technology.

Showcase different types of literature to children – poetry, biography, local author visits for children and teens, intro to other cultures.

Offer more cultural programming – a celebration of all art forms, including music.

Provide space for tutors and students – an area designated as a talking place for this activity.

Improve and increase parking - it is horrible.

Update copy machines and print stations to accept credit cards.

The library is heart of the community.

The community deserves a bigger library.

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Appendix B4

Yorba Linda Public Library
Needs Assessment Update and Building Program
Focus Group: Teen Advisory Board
10/12/10

Sixteen Board members and the Library's Teen Librarian met with Kathy Page and Melinda Steep to discuss space needs for teen services in the Library. Kathy facilitated and Melinda recorded the session. After introductions and an explanation of the project, Kathy asked the following questions.

1. Do you use the Yorba Linda Library? If so, how do you use it? What services do you use?

Check out books
Read in the library
Check out DVDs, CDs (music)
Access databases
Attend anime nights, game nights
Attend teen programs on Tuesday
Do homework in Library
Come whenever I want to read
Have study sessions with friends – but hard to study in groups because there's no space that works for talking together – need a collaboration area

2. Do you also use other libraries? Which ones? Where are your favorite places to study?

School libraries
Anaheim Canyon
Also study at Borders and Starbuck's - because you can talk, get food, good furniture, wifi, good relaxed atmosphere where you can make a little noise. Also, it's a place where you can socialize.

3. What do you like about the library? Are there any parts or aspects of the building that you like?

"Free book system"
Great YA collection
Good programs
The TAB experience is great! (Teen Advisory Board - some of these kids have been members for several years, come regularly on Tuesdays when the Community Room is dedicated to teen activities).

<u>4. Do you have your own computer at home? How many have a laptop? If not, what computer access do you have?</u>

All have access to computers at home. Laptops - 2/3 have them.
Would like computers just for teens at the Library so they "don't have to fight adults for them." The competition for the Library's computers gets frustrating. It would be good to have some computers just for teens in the teen space. Need is more for individual use, not as much need when working in a group.
Some bring their laptops to use wifi at the Library (comments that this works better upstairs than in Community Room in the basement).

<u>5. Do you read for fun? If so, what do you like to read? Do you find what you like to read at the Library? If not, where do you find it?</u>

All read for fun! Like fantasy, adventure, sci-fi, historical fiction, general YA fiction, non-fiction – pretty broad tastes. Browse the adult collection as well.

<u>6. How do you listen to music? If the library offered music on CD, would you want to check it out? (Or would you simply download music?)</u>

5 teens check out CDs.
Most report that they download a lot, e.g. from iTunes.
One person noted that she likes having CDs that she doesn't have to buy, can get several tunes in one clump, also like the "feel of them" (the CD package).

<u>7. What should the Library's teen space be like? Can you describe it?</u>

More comfortable furniture than we are currently sitting on (stacking chairs).
No more pink, should look more modern and happier, colors aren't inviting.
Floor plan should be more circular rather than a box.
Have the ability to eat in the Library – have an area where you can eat.
Have a coffee shop.
Comfort instead of institutional.
Hanging out space and study space can co-exist.
Have "little nooks" in the teen section.
Teens like being in the actual "basement" – there's something cool about being down below and away from other people.
Teens want their own space in the Library.
Need more space for teen books.
A modern design would be great – not institutional.
Want a space to go when graduating from child to teen – there should be a Children's area, a Tween area and a Teen area – some place for the in-between ages to go.

8. Is there anything about the Library building overall that you would change?

More comfortable seating.
Like the window seats in the lobby – have more spaces like that.
Have shelving space to get all the books out on the shelves (comment by a shelving volunteer who is aware of the shelving backlog).
How about tall shelving with ladders on wheels, like in traditional libraries? Would be cool.
Better cell phone reception and wifi in the Community Room.
Do like the different levels of the building – makes things interesting.

9. Do you read magazines?

A few teens answered "Yes".
Doesn't like where the back files are located on the other side of the library.
Likes getting to read them "guilt free" (no need to buy them).

10. Other comments?

The Teen Advisory Board created a commercial for the Library and had fun making it. It would be neat to have a teen film contest.
The new library should have a muted television (flat screen) in the building to advertise events.
A Wii station should be set up with a flat screen on a permanent basis.
Want a listening studio and recording studio.
Teen programs are great - Teen Tuesdays, Saturday events like game tournaments, SAT testing, etc.
Teen Read Week.

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	Adult	Teens	Tweens	Children	Total
Total Physical Book & Media Collection:					**183,750**
AV Media (physical collection)					**27,563**
Books (physical collection)					**156,188**
Electronic Format - 12.5% of collection					**26,250**
Total Collection					**210,000**
Books	81,998	10,933	3,905	59,351	156,188
	52.5%	7.0%	2.5%	38.0%	
Media	17,916	1,378	0	8,269	27,563
	65%	5%		30%	
Total	99,914	12,311	3,905	67,620	183,750
	54%	7%	2%	37%	
Books	**Adult**	**Teen**	**Tween**	**Children**	**Total**
Ready Reference	120			50	170
Reference Collection	3,000			1,000	4,000
Local History	2,000			0	2,000
Folios/Atlases	25			0	25
New Books/Browsing	3,600	1,000	300	500	5,400
Genre Fiction: Mysteries/SF/Series	10,000				10,000
Fiction	12,300	3,500	1,800	8,000	25,600
Nonfiction/Biographies/YANF	43,000	2,200			45,200
Children's Nonfiction/Biography/Folklore/Holiday				21,000	21,000
Career/College Prep		200			200
International Languages F/NF	1,200			0	1,200
Test Prep/Jobs/Resume Writing	500	200			
Large Print	2,500				2,500
Picture Books / Board Books				15,250	15,250
Readers				10,000	10,000
Paperbacks/Graphic Novels	5,000	3,800	1,000	6,500	16,300
Total Books:	**83,245**	**10,900**	**3,100**	**62,300**	**159,545**
Audiovisual Media					
DVDs -Feature/Educational/NF	8,000	0		3,250	11,250
Music Compact Discs	3,000	0		1,000	4,000
Audio Books on CD (F/NF)	4,750	650		1,500	6,900
Playaway	400	100		750	1,250
Video/Computer Games	0	1,000		0	1,000
CD-ROM	0	0		500	500
Total Media	**16,150**	**1,750**	**0**	**7,000**	**24,900**
Total Books + Media	**99,395**	**12,650**	**3,100**	**69,300**	**184,445**

		% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
All regular shelves = 3 ft long; Retail display browsing units = 6ft long x 3 ft wide (2 DS sections) =70 SF overall footprint									
SF per section = retail display shelving allocated 17.5 SF/section; all other shelving allocated 10.3 SF/section									
	Adult Books								
	Reference Collection								
6.5	Ready Reference	120	100%	120	66"/4 sh	7	17	1.4	1	10
6.6	Reference books	3,000	100%	3,000	84"/ 5 or 6 sh	7	429	26.0	26	268
6.6	Folios/Atlases	25	100%	25	atlas case			1.0	1	36
6.12	Local History	2,000	100%	2,000	84"/ 6 sh	7	286	15.9	16	165
	Total Reference Collection	**5,145**		**5,145**			**731**	**44**	**44**	**479**
	Circulating Adult Books								
6.3	New Books	3,600	50%	1,800	66"/5 sh, retail display, 3' x 6'**	5	360	6.0	6	420
6.3	Paperbacks/Graphic Novels	5,000	66%	3,300	66"/5 sh	10	330	22.0	22	227
6.8	Genre Fiction: Mysteries/Science Fiction/Westerns	10,000	70%	7,000	84"/ 6 sh	7	1,000	55.6	56	577
6.8	Fiction	12,300	70%	8,610	84"/ 6 sh	7	1,230	68.3	68	700
6.9	Large Print	2,500	75%	1,875	78"/5 sh	7	268	17.9	18	185
6.10	Nonfiction/Biographies	43,000	75%	32,250	84"/ 6 sh	8	4,031	224.0	224	2,307
6.10	Test Prep/Jobs/Resume Writing	500	75%	375	84"/ 6 sh	8	47	2.6	3	31
6.11	International Languages F/NF	1,200	80%	960	84"/ 6 sh	7	137	7.6	8	82
	Total adult circulating books	**78,100**		**56,170**			**7,403**	**404**	**405**	**4,530**
	Total adult books	**83,245**		**61,315**			**8,135**	**448**	**449**	**5,009**
	Teen/Tween Books								
4.1	Teen New Books/Browsing	1,000	50%	500	66"/5 sh, retail display, 3' x 6'**	5	100	1.7	2	140
4.1	Teen Paperbacks/Graphic Novels	3,800	66%	2,508	72"/6 sh	10	251	13.9	14	144
4.1	Teen Fiction	3,500	66%	2,310	72"/6 sh	10	231	12.8	13	134
4.1	Teen Nonfiction	2,200	66%	1,452	72"/6 sh	10	145	8.1	8	82
4.1	Career/College Prep	200	66%	132	72"/6 sh	10	13	0.7	1	10
4.1	Teen Test Prep/Jobs/ Resume Writing	200	75%	150	72"/6 sh	8	19	1.0	1	10
4.2	Tweens New Books	300	50%	150	66"/5 sh, retail display, 3' x 6'**	5	30	0.5	1	70
4.2	Tween Fiction	1,800	66%	1,188	66"/5 sh	8	149	9.9	10	103
4.2	Tween Paperbacks/Graphic Novels	1,000	66%	660	66"/5 sh	8	83	5.5	6	62
	Total Teen/Tween Books	**14,000**		**9,050**			**1,020**	**54**	**56**	**756**

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		% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
	Children's Books:								
3.1	Children's New Books	500	50%	250	66"/5 sh, retail display, 3' x 6'**	5	50	0.8	1	70
3.1	Children's Paperbacks/Graphic Novels	6,500	66%	4,290	66"/5 sh	10	429	28.6	29	299
3.3	Children's Ready Reference	50	100%	50	45"/3 sh	7	7	0.8	1	10
3.5	Children's Reference	1,000	100%	1,000	66"/4 sh	7	143	11.9	12	124
3.6	Children's Fiction	8,000	70%	5,600	66"/5sh	10	560	37.3	37	381
3.6	Children's Nonfiction/Biography/Holiday/Folklore	21,000	75%	15,750	66"/5sh	10	1,575	105.0	105	1,082
3.10	Picture Books / Board Books	15,250	70%	10,675	45"/3 sh	15	712	79.1	79	814
3.10	Readers	10,000	70%	7,000	45"/3 sh	15	467	51.9	52	536
	Total Children's Books	**62,300**		**44,615**			**3,942**	**315**	**316**	**3,315**
	Total Book Collection:	**159,545**		**114,980**			**13,097**	**818**	**821**	**9,079**
	Media Collections								
	Adult/Teen Media:								
6.4	Adult DVDs - New/Popular	2,000	50%	1,000	72"/5 sh, retail display, 3' x 6'**	10	100	1.7	2	140
6.4	Adult DVDs - balance of collection - Feature/Educ/NF	6,000	65%	3,900	72"/6sh - 5 browse bins + 1 display shelf	10	390	26.0	26	268
6.4	Adult Music Compact Discs	3,000	70%	2,100	72"/5sh - 4 browse bins + 1 display shelf	16	131	10.9	11	113
6.4	Adult Audio Books on CD (F/NF)	4,750	65%	3,088	72"/6sh	6	515	28.6	29	299
6.4	Adult Playaways	400	65%	260	72"/6sh, 6" or 8" dp	6	43	2.4	2	21
4.2	Teen Audio Books on CD	650	75%	488	72"/6sh	6	81	4.5	5	52
4.2	Teen Playaways	100	75%	75	72"/6sh, 6" or 8" dp	6	13	0.7	1	10
4.2	Teen Video/Computer Games	1,000	65%	650	72"/6sh	6	108	6.0	6	62
	Total Adult/Teen Media:	**17,900**		**11,560**			**1,381**	**81**	**82**	**964**

		% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
	Children's Media:								
3.2	Children's DVDs	3,250	65%	2,113	66"/5sh - 4 browse bins + 1 display shelf	10	211	17.6	18	185
3.2	Children's Music Compact Discs	1,000	70%	700	66"/AV browsing, 3 sh	16	44	4.9	5	52
3.2	Children's Audio Books on CD	1,500	70%	1,050	66"/5sh	6	175	11.7	12	124
3.2	Children's Playaways	750	75%	563	66"/5sh, 6" or 8" dp	10	56	3.8	4	41
3.2	Children's CD-ROMs	500	75%	375	66"/5sh	10	38	2.5	3	31
	Total Children's Media:	**7,000**		**4,800**			**524**	**40**	**42**	**433**
	Total Media Collection:	**24,900**		**16,360**			**1,905**	**121**	**124**	**1,397**
	Total Books & Media:	**184,445**		**131,340**			**15,002**	**939**	**945**	**10,476**
	Magazines & Nsps Displayed									
3.1	Children's Magazines	12 titles	100%	12	66"/4 sh slanted, w back issues	1	12	1.0	1	10
4.1	Tween Magazines	10 titles	100%	10	66"/5 sh slanted, with backfiles below	1	10	0.7	1	10
4.2	Teen Magazines	7 titles	100%	7	72"/5 sh slanted, with backfiles below	1	7	0.5	1	10
6.13	Adult Magazine Display	135 titles	100%	135	84"/6 sh slanted, with backfiles below	1	135	7.5	8	82
6.13	Newspapers - Adult Display/back Issues	10 titles	100%	10	84"/5 sh slanted w plexi insert	0.67	15	1.0	1	10
	Total Mag & Nsp Display:	**164**		**164**			**169**	**10**	**11**	**113**
	Total Linear & Square Ft Needed:						**15,171**	**949**	**956**	**10,589**
**each display unit is made up of 4 single-sided sections										

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Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed	
Reader Seats:							
General:							
1.6	Café	computer counter, 6-seat - 20" x 3'/seat	1	6	20	120	
1.6	Café	2-person round tables	8	16	20	320	
General Subtotal:			9	22		440	
For Adults							
6.6	Reference Collection	4-place tables, rectangular	2	8	25	200	
6.6	Reference Collection	computer counter, 6-seat - 20" x 3'/seat	1	6	20	120	
6.8	Adult Circulating Fiction Books	lounge chairs		6	35	210	
6.8	Adult Circulating Fiction Books	2-place tables, rectangular	4	8	25	200	
6.10	Adult Circulating Nonfiction Books	2-place tables, rectangular	10	20	25	500	
6.10	Adult Circulating Nonfiction Books	4-place tables, rectangular	5	20	25	500	
6.10	Adult Circulating Nonfiction Books	computer counter, 6-seat - 20" x 3'/seat	2	12	20	240	
6.10	Adult Circulating Nonfiction Books	lounge chairs		4	35	140	
6.11	International Languages	lounge chairs		2	35	70	
6.12	Local History	2-place tables, rectangular	2	4	25	100	
6.12	Local History	lounge chairs		2	35	70	
6.13	Quiet Reading / Magazine and Newspaper Browsing	1-place tables/carrels	14	14	25	350	
6.13	Quiet Reading / Magazine and Newspaper Browsing	lounge chairs		24	35	840	
6.13	Quiet Reading / Magazine and Newspaper Browsing	4-place tables, rectangular	6	12	25	300	
Adult Seats subtotal:			46	142		3840	
For Teens, Tweens and Children							
3.5	Children Reference Collection	2-place tables, rectangular	3	6	25	150	
3.6	Children Circulating Books	4-place tables, rectangular	4	16	25	400	
3.6	Children Circulating Books	lounge chairs/window seating		2	30	60	
3.9	Family Space	lounge chairs, parent/child		4	35	140	
3.9	Family Space	4-place toddler tables, round	3	12	22	264	
3.9	Family Space	2-place tables, rectangular	1	2	25	50	
3.10	Picture Books and Readers	4-place tables, round	3	12	22	264	
3.10	Picture Books and Readers	lounge chairs/window seating		6	30	180	
3.14	Homework Center	4-place tables, rectangular	5	20	25	500	
4.1	Teen Zone	4-pl tables, round/booth seats	3	12	22	264	
4.1	Teen Zone	lounge chairs		6	30	180	
4.1	Teen Zone	casual seating		8	22	176	
4.2	Tween Zone	4-pl tables, round/booth seats	1	4	25	100	
4.2	Tween Zone	lounge chairs		4	30	120	
4.2	Tween Zone	casual seating		8	22	176	
Teen/Tween/Children's Seats subtotal:			23	122		3024	
Reader Seats Total:			69	264		6864	
Group Study/Conference Room Seats:							
3.7	Children's Group Study #1	seats @ conference table	1	4	25	100	
3.8	Children's Group Study #2	seats @ conference table	1	4	25	100	
4.3	Teen Group Study #1	seats @ conference table	1	4	25	100	
4.4	Teen Group Study #2	seats @ conference table	1	4	25	100	
6.14	Group Study/Conference Room #1	seats @ conference table	1	4	25	100	
6.15	Group Study/Conference Room #2	seats @ conference table	1	6	25	150	
Group Study/Conference Room Seats Total:			6	26		650	
Total Reader and Group Study/Tutoring Seats:				290		7,514	
Programming/Community Room Seats:							
1.2	Community Room (dividable)	stacking chairs	40	300	12	3,600	
3.11	Children's Theater / Class Visits / Crafts Area	floor seating		100	10	1,000	
Programming/Community Room Seats Total:			40	400		4600	
Lounge Seats				60			
4-person Tables				76			
2-Person Tables				40			
Computer Counter/1-person tables				32			
Benches				0			
4-Person Round Tables/Booths				16			
Toddler Table Seats				24			
Special Casual Teen Seats				16			
Group Study/Conference Room Seats				26			
				290			

3/10/2011

Appendix F
Yorba Linda Public Library
Public Computers and Other Equipment

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		Equipment Type	Table	Units	SF/Unit	SF Needed
General Access Computers						
3.4	Children's Computers	sitdown computer wkstn	10	10	35	350
3.6	Children's Circulating Books	stand-up computer wkstn @ stack end		2	12	24
3.9	Family Space	sitdown computer wkstn -early lit/educ games	6	6	30	180
3.10	Picture Books and Readers	stand-up computer wkstn @ stack end		1	12	12
4.1	Teen Zone	sitdown computer wkstn	4	4	35	140
4.1	Teen Zone	stand-up computer wkstn @ stack end		1	12	12
4.2	Tween Zone	sitdown computer wkstn	2	2	35	70
6.3	New Books Marketplace	stand-up computer wkstn @ stack end		1	12	12
6.4	Media Marketplace	stand-up computer wkstn @ stack end		1	12	12
6.7	Public Computers	sitdown computer wkstn	16	16	35	560
6.8	Adult Circulating Fiction Books	stand-up computer wkstn @ stack end		2	12	24
6.10	Adult Circulating Nonfiction Books	stand-up computer wkstn @ stack end		2	12	24
General Access Computers Total:			**38**	**48**		**1420**
Training/Limited Access Computers						
3.14	Homework Center	sitdown computer wkstn, mobile	6	6	35	210
4.5	Computer Lab/Teen Programming Space	sitdown computer wkstn, mobile	18	18	35	630
Training Computers Total:			**24**	**24**		**840**
Other Public Equipment:						
2.1	Express Checkout and Holds Pickup	express checkout station	4	4	35	140
3.2	Children's Media Marketplace	download/preview station	1	1	25	25
3.3	Children's Services Desk	express checkout station	1	1	35	35
3.3	Children's Services Desk	laptops for in-library use		10	0	0
3.3	Children's Services Desk	laptop recharge/storage unit		1	12	12
6.4	Media Marketplace	download/preview station	1	1	25	25
6.5	Adult Services Desk	express checkout station	1	1	35	35
6.5	Adult Services Desk	laptops for in-library use		20	0	0
6.5	Adult Services Desk	laptop recharge/storage unit		1	12	12
6.12	Local History	microform reader/printer	1	1	35	35
Other Public Equipment Total:			**9**	**41**		**319**
Public Printers						
2.1	Express Checkout and Holds Pickup	receipt printers, compact for self checkout		4	0	0
3.3	Children's Services Desk	receipt printers, compact for self checkout		1	0	0
3.4	Children's Computers	print management station/copier/debit card reader	1	1	24	24
3.6	Children's Circulating Books	receipt printers, compact, for OPAC		2	0	0
3.10	Picture Books and Readers	receipt printers, compact, for OPAC		2	0	0
3.14	Homework Center	print management station/copier/debit card reader	1	1	24	24
4.1	Teen Zone (shared with Tween Zone)	print management station/copier/debit card reader	1	1	24	24
4.1	Teen Zone	receipt printers, compact, for OPAC		1	0	0
4.5	Computer Lab/Teen Programming Space	print management station/copier/debit card reader	1	1	24	24
6.3	New Books Marketplace	receipt printers, compact, for OPAC		1	0	0
6.4	Media Marketplace	receipt printers, compact, for OPAC		1	0	0
6.5	Adult Services Desk	receipt printers, compact for self checkout		1	0	0
6.7	Public Computers	print management station/copier/debit card reader	2	2	24	48
6.8	Adult Circulating Fiction Books	receipt printers, compact, for OPAC		2	0	0
6.10	Adult Circulating Nonfiction Books	receipt printers, compact, for OPAC		2	0	0
Public Printers Total:			**6**	**23**		**144**
Total Public Internet Computers:				**32**		
Total OPACs:				**10**		
Total Early Lit/Educational Games:				**6**		
Total Training/Lab Computers				**24**		
Total Download/Preview Stations:				**2**		
Total Laptop Computers:				**30**		
Total Public Workstations:				**104**		

The images below show examples of the types of furniture and equipment referred to in the program and typify the types of furnishings employed in current library facilities. These are intended to show A variety of strategies used to make library facilities more accessible and welcoming for their users. While some approaches may not be appropriate for Yorba Linda, the images may spark creative ideas for the new library design.

BROWSING AND MEDIA DISPLAY SHELVING
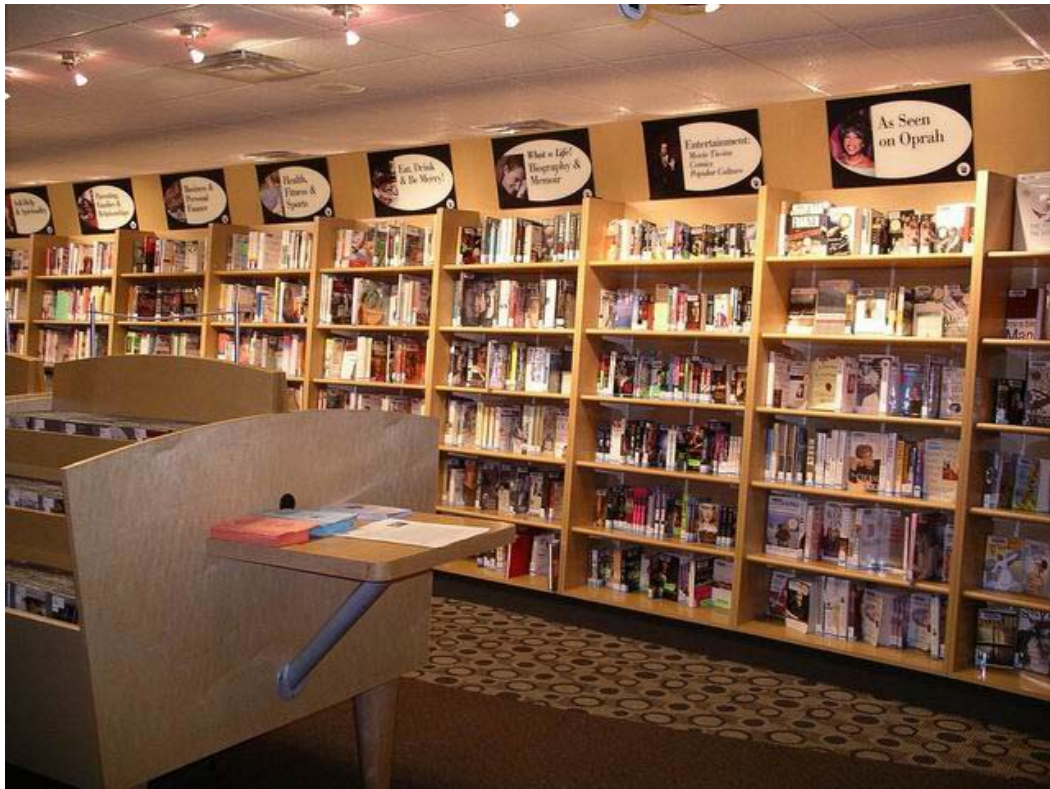
SEATING

COMMUNITY INFORMATION DISPLAY
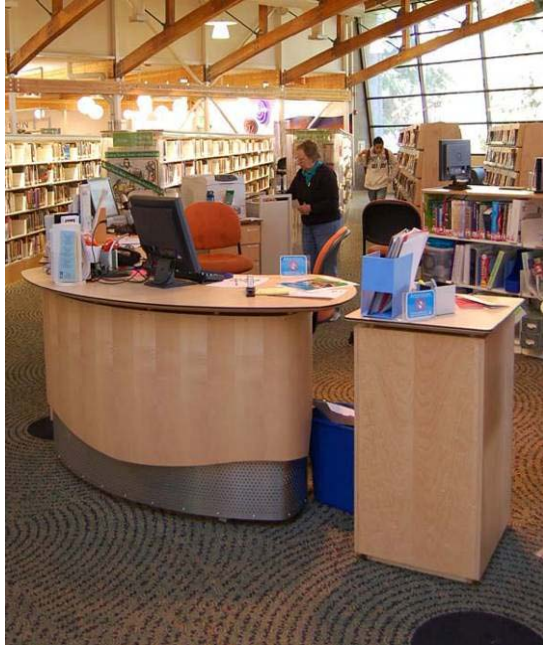
SELF CHECKOUT MACHINES

HOLDS SHELVING

RETURNS AND SORTING / AUTOMATED MATERIALS HANDLING

SERVICE DESKS

PROGRAMMING SPACES AND MEETING ROOMS

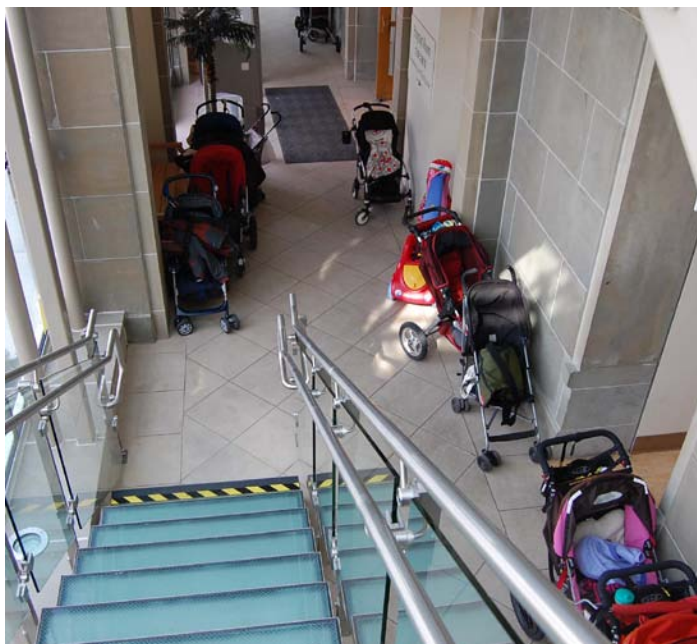## PUBLIC COMPUTERS / LAPTOP USER SPACE

TEEN SPACES

CHILDREN'S SPACES

CAFES / COURTYARDS