

# Sierra Madre Public Library

## Building Program



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Jill Schofield: Acting Library Services Manager  
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Debbie Henderson: Part-time Associate Librarian/Archival Services  
Donna Howard: Part-time Library Technician

### **City Staff**

Gabe Engeland: City Manager  
Chris Cimino: Public Works Director  
Rebecca Silva-Barrón: Community Services Manager

### **Library Trustees**

Patricia Hall: Chair  
Shannon King: Vice-chair  
Rich Procter  
Rod Spears  
Barry Ziff

### **Friends of the Sierra Madre Library**

Margaret Quigley: President

### **Sierra Madre Historical Preservation Society**

Leslie Ziff: President

### **YMCA**

Rick Politte: Executive Director South Pasadena, San Marino, Pasadena YMCA

## Scope of the Project

The Sierra Madre Public Library sought the assistance of a consultant to develop a library building program. This building program presents a vision of a “next generation” library that will be a unique, state-of-the-art facility designed specifically for the Sierra Madre community. These are the written instructions to the architectural design team who will use them to develop physical layouts that support library services and house library collections. The building program focuses on how the building will function and feel, rather than how it will look, and is not tailored to a specific site or location.

The current 60-year old library building has been pushed to its limits in terms of deferred maintenance, structural integrity, accessibility limitations and lack of space. The Sierra Madre community is considering several options pertaining to its public library building. These options include:

- The Minimal Investment Option - Repairing and strengthening the existing building
- The Meaningful Improvement Option – Adding about 5,000 square feet to the existing building and making all other necessary repairs to the existing building<sup>1</sup>
- Tearing down the existing building and building a new facility on the existing site
- Remodeling plus building additional space for the library at the Community Center that is located east of the center of town.

Note that in the view of the consultant a remodel of the existing structure will not meet the needs of the community now or in the coming decades.

Some of the specific recommendations of this program include:

- A 100-seat meeting room which can be used for library programs as well as by community groups (during or outside library hours)
- Study rooms of various sizes for group meetings, tutoring and quiet research
- 12 public access computer workstations and ubiquitous wireless (WiFi) access
- Designated children’s story time and activity areas which will increase the library’s ability to meet early literacy needs of Sierra Madre’s youngest residents
- A safe and stimulating place for teens

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<sup>1</sup> Sierra Madre Public Library. Library Facility Master Plan 2017. Recommendations to the City Council.

## Project Aspirations

The new Sierra Madre Public Library should be developed to meet the following goals:

- Create a visually stunning building – a destination – provoking community pride.
- Develop a flexible, adaptable and inspirational environment for study, learning, recreation, and respite that meets the needs and aspirations of all users of the library, with ready access to the latest digital technologies and to quality collections of print and digital materials.
- Create an environment that is inviting, welcoming, and comfortable that encourages people to sit, to linger, to read, to work, to talk, to feel at home where people can interact. In short, to be a community hub – a “third place” – to meet friends and colleagues.
- Create a space of surprise, wonder and imagination where people of all ages can discover and develop a love of literature and reading, a space where people can engage with science, technology and digital innovation, where they can build and learn from each other.
- Create an experience that accommodates communication, collaboration, wonder, learning and inspiration.
- Provide collections that reflect the interests of the community.
- Design the space so that it functions in an efficient and effective manner.
- Provide spaces for active use and quiet contemplation and reflection.
- Provide spaces for technology and multimedia creation/use and re-use.
- Rely on technology to perform routine activities (self-service checkout and laptop vending machines).
- Provide sufficient public access Internet computers plus ubiquitous wireless Internet with access to a fiber optic or broadband connection.
- Imbed the ability to easily reconfigure space into the design. Whatever doesn't have to be permanently placed or anchored won't be.
- Provide a design that meets all American with Disabilities Act (ADA) requirements.

- Create a design that is simple, flexible, logical and intuitive prompting access to collections, services, programs and spaces.
- Provide a significant organizing interior space with a sense of life within which the library functions are organized.
- Create the interior layout, graphics, and signage to allow self-directed orientation and way-finding in the physical space with minimal staff assistance.
- Provide just the right help at just the right time in just the right space.
- Simplify, streamline, and automate work processes whenever possible, affording staff greater opportunity to do what they do best – interact with, advise, and instruct the user.
- Build a sustainable building incorporating efficient design, sustainable materials and systems, natural light, with a HVAC, plumbing, electrical and security systems that meet the current building code.
- Provide adequate parking spaces for library visitors.
- Minimize the cost of construction and maintenance through life-cycle cost estimation.

## **The Library and Its Context**

### ***Description of Sierra Madre***

The City of Sierra Madre is made up of three square miles of residential neighborhoods, a small downtown shopping district, parks and green space. Sierra Madre, a southern California city, is located between Pasadena and Arcadia at the foot of the San Gabriel Mountains, and has slightly more than 11,000 residents. Sierra Madre, sometimes known as “Wistaria City,” is a pleasant community located not too far from downtown Los Angeles.

### ***Town History***

The City of Sierra Madre was incorporated in 1907 and operates under the City Manager/City Council form of government. Sometimes called the “Village of the Foothills,” the City provides police, fire, public works, recreation and library services to its residents.

### ***Community Demographics***

Based on information from the U.S. Census, about 19.2% of the residents of the City of Sierra Madre are under the age of 18 while another 17.4% are over the age of 65. The community residents are well-educated (65.1% have a Bachelor's degree or higher), work in management and professional fields, have a high standard of living (the median household income is over \$95,000), and live in expensive homes (the median value of a home is \$861,200).

### ***General Description of the Library***

Built in 1955, the Sierra Madre Public Library is housed in a 8,762 square foot mid-century, post-modern building with a single entrance fronting Sierra Madre Boulevard. Note that 1,500 square feet, located on the first floor, houses the Friends of the Library and the Archives storage areas and is not accessible to the public. Taxpayers in the City of Sierra Madre provide a majority of the library's annual operating budget from the general fund.

In 2003, the library assembled a multi-volume proposal/application to the California State Library for funds to build a 20,000+ square foot library on the library's existing site. This application was not successful.



## Current Library

### ***Physical Description of the Library***

The Sierra Madre Public Library is located in a drastically undersized old building with a number of challenges including the need to meet the Americans with Disabilities Act requirements, the need to upgrade the building's HVAC, plumbing and electrical systems, the lighting is inefficient, the building does not meet existing seismic codes, and exterior finishes are deteriorating.

It would cost more than \$1 million to upgrade the existing building to meet the requirements of the Americans with Disabilities Act (ADA) according to a recent report.<sup>2</sup> Yet the expenditure of these funds would do little to solve the need for additional space for the library.

Several states publish public library standards (Iowa, Maine, Virginia, and Wisconsin) that include a recommended 1 square foot per capita for the *minimum* size of the library building. The standards also suggest that communities desiring an “excellent” library should aim for 1.5 square feet per capita.

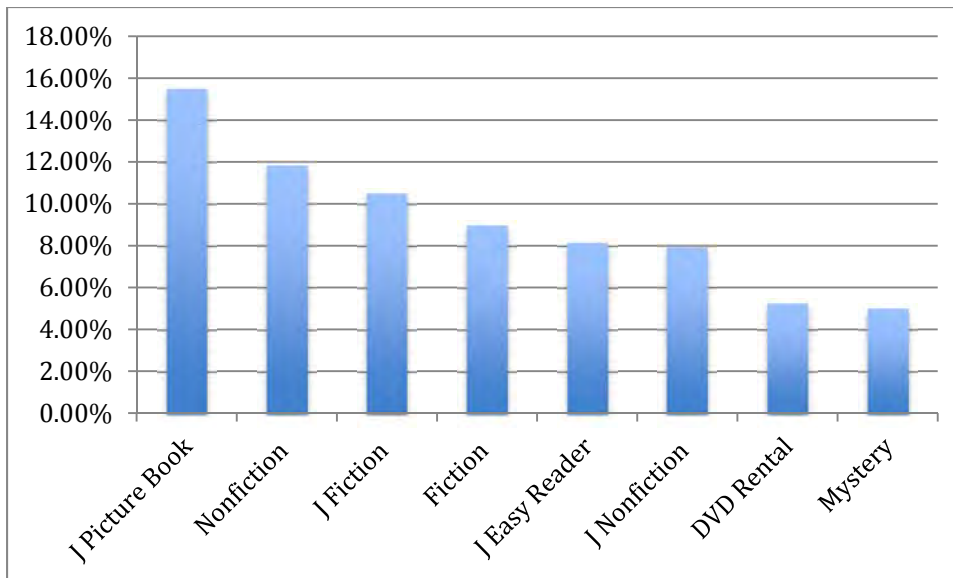
### ***Collection Analysis***

The library provides access to a total physical collection of 49,630 items. Books comprise 88 percent of the Sierra Madera Public Library's collection.

Interestingly, while Sierra Madre has an older population than surrounding cities, juvenile materials account for four of the top eight types of materials that are borrowed.

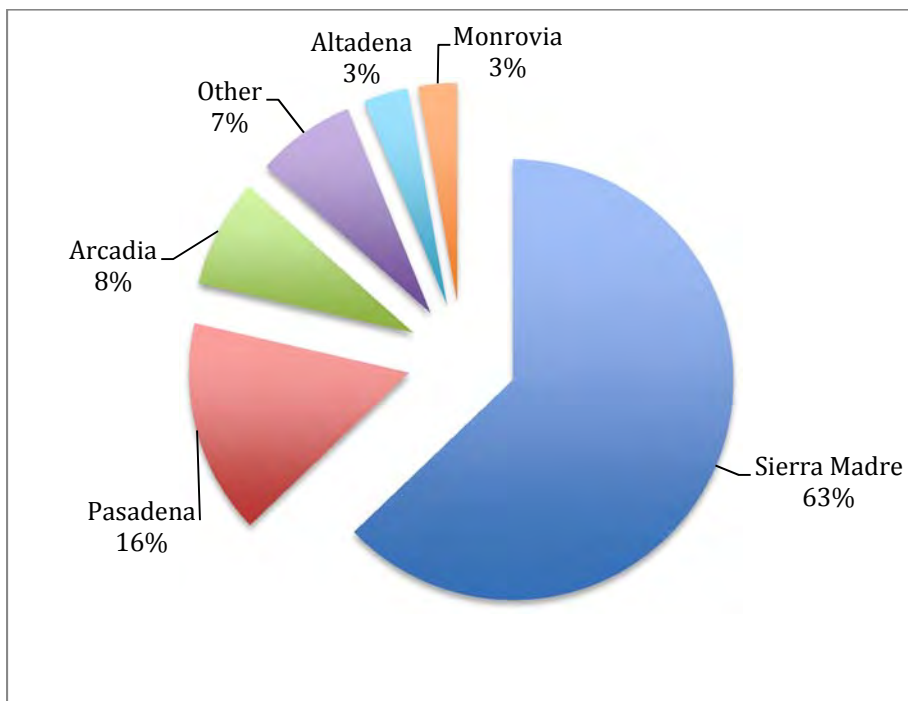
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<sup>2</sup> Disability Access Consultants (2016). Accessibility Survey prepared for the City of Sierra Madre Library. See also, Sierra Madre Public Library. Library Facility Master Plan 2017. Recommendations to the City Council.



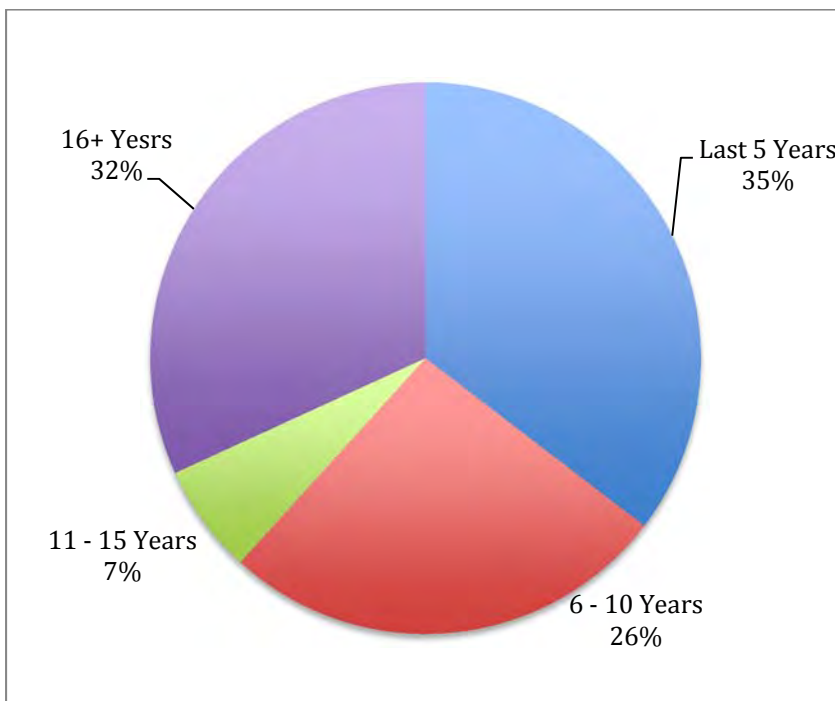
More Frequently Borrowed Type of Materials

Interestingly, almost 2/3rds (63 percent) of the library's patrons are residents of Sierra Madre while a majority of non-resident library patrons come from Pasadena and Arcadia.



Individuals with Library Cards

Despite the fact that we are living in an increasingly digital world, the main reason why people visit the library is to borrow books that have been recently published. As shown in the following chart, only 35 percent of the collection is less than five year old while almost 40 percent is more than 10 years old. The goal for a small public library should be that 50 to 60 percent of a collection was added within the last five years.



Age of the Library's Collection

## Public Libraries in the 21<sup>st</sup> Century

Bad libraries build collections,  
good libraries build services,  
great libraries build communities.  
David Lankes

During the 20<sup>th</sup> Century, libraries were warehouses of books that provided access to a world of information contained in books and other materials. This meant that libraries focused on building collections that were relevant to their communities.

At the dawn of the 21<sup>st</sup> century, it is clear that libraries and librarians are not in the book business but rather are in the business of knowledge, creativity, learning, and imagination. The business of librarians is to assist people to expand their knowledge and understanding of themselves, their lives, and the world around them. Libraries provide safe, inclusive, creative spaces where people can follow their interests and satisfy their curiosity; bring people together and encourage them to learn from one another; motivate people to get involved and assist people in developing the skills they need; and guide people to the resources they need. All of these services and activities ultimately lead to the happiness and prosperity of all who live in Sierra Madre.

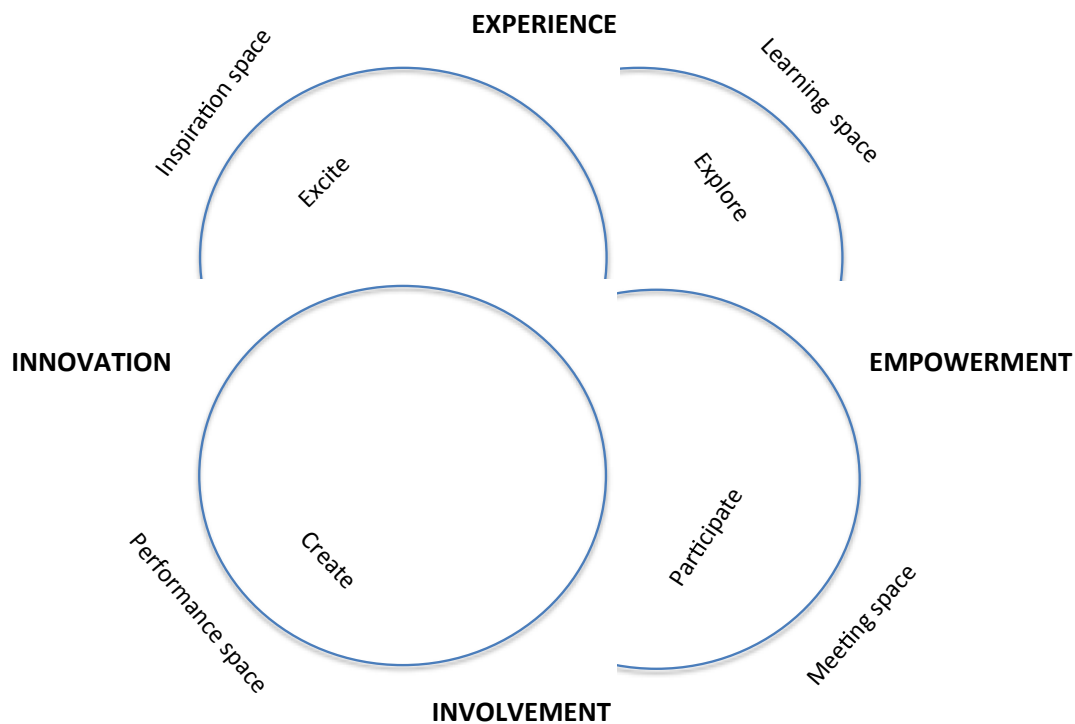
Library collections are changing dramatically in a number of ways. The emergence and popularity of eBooks is the most prominent change. Amazon sells more eBooks than it does print or pBooks. An eBook reader or an app on a computer tablet allows anyone to read anytime, anywhere.

Another growing trend is the role of the library as publisher supporting local authors and providing access to self-publishing tools. Having the contributions of local community members visible and accessible helps move the library as a key player in the digital arena.

Digitization of local resources continues to grow as libraries make their digital collections visible to Google and through the use of social media sites such as Flickr, Pinterest, Instagram and Wikipedia.

The space within a library can be used to support four possible goals as shown in the following figure:

- Experience
- Involvement
- Empowerment
- Innovation.



The first two goals (experience and involvement) are focused on an individual's quest for meaning and identity while the latter two goals (empowerment and innovation) underpin societal goals. The choices for which type of space to include and emphasize will determine the overall allocation of space within a public library.<sup>3</sup>

The move to embrace Maker Space is becoming more popular among public libraries. A Maker Space provides access to computers, cameras, tools, 3D printers, and design software as well as human resources dedicated to assisting patron creation.

Most people in America are unaware that public libraries are in the midst of a significant evolutionary change – some even suggest that the change is really revolutionary. In reality, public libraries are “living in the land of AND.” Libraries continue to offer the legacy services that people have come to expect and enjoy even as the library embarks on new ventures that are positioning the public

<sup>3</sup> Henrik Jochumsen, Casper Hvenegaard Rasmussen, Dorte Skot-Hansen, (2012) "The four spaces – a new model for the public library", *New Library World*, Vol. 113 Issue: 11/12, 586-597.

library to serve their community well for decades to come. A recent report suggested the emerging role of public library as encompassing three concepts:<sup>4</sup>

- People
- Place
- Platform

**People** – The public library is a hub of civic engagement, fostering new relationships and strengthening the human capital of the community. Librarians are actively engaged out in the community. This engagement connects individuals to an array of local, regional and national resources and serves as neutral conveners to foster civic health. They facilitate learning and creation for children, teens and adults alike.

**Place** – The public library is a welcoming space for a wide variety of purposes – reading, learning, playing, listening, sharing, communicating, meeting and getting business done. The design of the library recognizes that people are not merely consumers of content but creators and citizens as well. The library provides an anchor to strengthen social bonds and community identity. The library’s virtual space facilitates community members to gain access to electronic information resources and programs.

**Platform** – As a user-centered organization, the library provides opportunities and enables the community to gain access to a variety of tools and resources with which to discover and create new knowledge. The platform enables the curation and sharing of the community’s knowledge and innovation. A great library platform is a “third place” that supports the learning and civic needs of the community.

Several trends are notable in that they are impacting public libraries as they transition from being a “warehouse of books” to being a vital hub in the community. These trends include:

### **Trend 1 – Shift from Passive to Active**

In many communities, libraries are becoming “Third Places” (places that are not home, school or work) but an important place where people gather and interact.

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<sup>4</sup> Aspen Institute Dialogue on Public Libraries, *Rising to the Challenge: Re-Envisioning Public Libraries*, Washington, D.C.: The Aspen Institute, October 2014.

Libraries contribute to a community's quality of life. Public libraries can serve as a neutral gathering place in our communities.

Libraries are changing from places where you **get** stuff into places where you **do** stuff.

### **Trend 2 – Shift from Individual Use to Group Use**

While many individuals still come to libraries to find a place to read, study or use technology, group use is growing. Students seek space to work on collaborative projects. Community organizations seek places where they can plan, research, discuss and organize content of interest to them.

### **Trend 3 – Shift from Provider to Coach**

Today, information is everywhere 24/7 and the role of the professional librarian is transitioning from providing the right answer/information to coaching individuals/groups and helping them determine how to find and validate authoritative information.

### **Trend 4 – Shift from Physical to Electronic Resources**

While print books remain quite well-liked, eBooks have grown in popularity (Amazon sells more eBooks than print books). In addition, public libraries provide access to a broad spectrum of electronic resources (journals and newspapers). This area is another example of how the public library is “living in the land of AND” – providing access to print **and** digital resources.

### **Trend 5 – Shift from Transactional-based Services to Transformational-based Services**

Historically libraries have measured traditional library services based on the number of transactions such as the number of items borrowed, the size of the library's collection, and the number of questions answered. Increasingly, libraries are moving to measure the impact of library services has in the lives of people. We are moving from evaluating libraries in terms of inputs and outputs to measuring outcomes.

## **The Future Sierra Madre Public Library**

The future Sierra Madre Public Library will have the following characteristics:

### **Our Community Center**

The new Sierra Madre Public Library will be a major gathering place for everyone in our community. It will be the place where people come together to use public access technology resources to solve community problems. It will be the place where training and teaching of digital citizenship occurs. It will be the place where our community develops the concept of shared space and productivity. It will be the place where collaborative research and creative intellectual activity flourish. It will be the center of our community.

### **A Library of Actively Engaged Users**

A building that is well suited for “next generation” library service will have recognizable space attributes that are quite different from those used in the design of older library buildings. The library will be more of a “people” space, responsive to the full spectrum of customer experiences, and less of a “book” space, defined by the storage needs of the collection. Access to and storage of collections will continue to be part of the mission of the Sierra Madre Public Library, but the new facility will highlight spaces where people are actively engaged with learning opportunities, cultural experiences, and one another.

### **A Spacious, Playful, and Educational Environment for our Children**

Children represent our future. Sierra Madre’s school children will become our politicians, our engineers, our teachers, our chefs, our nurses. They will cast their votes and shape the future of our town. The Sierra Madre Public Library will not attempt to provide material to support a particular curriculum but will instead act as a supplemental resource for our school children and their families. The library will provide our children with enough room to dream and to create, with enough material to learn and to grow, and with enough manipulative technology to make the library a playful place.

### **A Rich Technology Resource**

In this digital age, an ever-increasing number of social, economic and governmental functions are moving online. People use technology to find a job, file their taxes, or communicate with friends and family. The Internet has fundamentally transformed the way that people communicate and access information. However, that transformation has not occurred equally for all segments of American society and some individuals are being left behind. To help bridge this digital divide, the new library will provide the most advanced information access technologies and infrastructure that is economically feasible. Library patrons will be able to use a variety of digital devices and computer workstations, and library staff will be prepared to provide assistance and instruction as needed.



### **A Smaller but Stable Collection of Materials**

As far as the collection is concerned, the Sierra Madre Public Library is, and will remain, a popular materials library. The Library should have a goal of keeping the collection limited to about 40,000 books.

The investment we make in new space, furnishings, and equipment for people to actively use, share, and create information will not be sacrificed to the storage of collections. The height of the shelves will be lowered to accommodate both an aging population and the need for improved sightlines. Lower shelves (three or five shelf shelving units) create the illusion of a larger collection and will require more floor space than standard shelving.

### **A Place for Meetings**

The “next generation” Sierra Madre Public Library will provide a variety of spaces that are not available in any other public venue in town, establishing the library as a center of civic engagement and community building. A critical role of Sierra Madre’s new facility will be accommodating people who come to the library:

1. As a large group attending a program in the 100-seat meeting facility,
2. As a community organization holding their monthly meeting in a conference room,
3. As a small group collaborating on a project in a group study room,
4. As a pair of individuals looking for tutoring space,
5. As individuals looking for impromptu opportunities to connect with other members of the community in the library’s informal networking spaces.

### **An Accessible and Accommodating Facility**

The library will be universally accessible, as defined by the Americans with Disabilities Act. Services and amenities will be equally accessible to people of all abilities. The new library will also accommodate all segments of our community. From young children to seniors, people of all ages will be able to find an area of the library that provides a welcoming environment suited to their individual needs.

## Interior Design Considerations

**Accessibility** - Libraries have a number of specific requirements outlined in the Americans with Disabilities Act (ADA) beyond those requirements common to all public buildings. The library should meet both the letter and the spirit of those specific requirements.

**Acoustics** - A “next generation” public library will have some very active and interactive environments. However, quiet reading areas are still essential in order to provide patrons with space for focused concentration and relaxation. The library should be strategically organized in acoustically separated zones that cluster together spaces where it is obvious that noise levels will be high.

**Ambiance and Aesthetics** - The library should be a beacon in the community, drawing everyone to it. Both inside and out, the building should communicate friendliness and openness, and speak to Sierra Madre’s heritage and values. Passers-by should understand immediately that the building is a public library. The building should offer a comfortable space for patrons and ensure a pleasant work environment for staff. Natural light and pleasing views are important. Stacks, study areas, and workspace should be well lit. Furnishings should be attractive, comfortable, and durable, with styles appropriate for each area. There should be enough room in the building to avoid overcrowding of shelving and furnishings.

**Civic Identity** - Contemporary library designs recognize the cultural heritage of their specific communities, resulting in unique structures that resonate with local experiences. An imposing or overly formal architectural character, or an extremely modern one, will not be appropriate for the library building. The design of the library should demonstrate Sierra Madre’s commitment to preserving its small-town heritage and should reinforce and reflect the unique characteristics of the community.

**Clocks** - Hard wired, radio frequency clocks that update automatically are ideal and they should be high quality and maintenance free.

### **Communications Systems: Telephones**

- Every full-time staff workstation and office will have a telephone
- One telephone in the staff work room and the telephone at the Customer Service Desk will have a intercom link and lock release button to the delivery door
- The Customer service telephone will be used for the general library wide public address system
- Additional Phones: Staff Lounge, Large Meeting Room, Tech Room, Main Custodial Room, Friend’s office, Conference Rooms

### **Communication Systems: Computers / AV**

- The library will be fully wireless, with wireless repeaters in the ceiling.
- Several hard connection data terminals will be scattered throughout the building.
- Two computer data connections will be required for every staff person.
- Fiber optic cable access to the building is required.
- Capacity for closed circuit TV should be included in the lobby for announcements.
- Provide video conferencing capabilities in the main public community room and in any meeting room that accommodates more than six people.

**Daylighting, Windows, and Views** - All reading areas must incorporate natural light and views. In addition to making the experience of being in the library building a pleasurable one, these transparent views highlight activity within the building, helping to make the library the beacon in our community. They also allow the energy of the town to flow into the library, and the energy of the library to flow out to the town, enlivening both.

### **Doors**

- Automatic power openers are essential at the main entry
- The main entry doors must be balanced for ease of operation. The locking system must be easy for the staff to operate.
- All doors to staff areas, meeting rooms, study rooms, storage rooms, custodial/maintenance rooms should have electronic keyless or swipe capability.

**Efficient Use of Space** - It is important for the library to feel like a public space and not a residential space. Therefore the height of the ceilings should be as high as possible while still using the space efficiently. Space should be used as efficiently as possible.

**Energy Sustainability** – Sierra Madre’s public library should adopt best practices in renewable and sustainable energy use. Life cycle energy costs associated with the building should be minimized. The following should be considered an essential part of the building design: waste heat recovery, solar hot water, solar electricity, energy-efficient lighting and appliances.

**Flexibility** - Adequate space should be allocated to meet the current and 20-year needs of the Sierra Madre community. New library designs are based on the undeniable fact that library services, physical layouts, products, and technologies will change. Wherever possible, the design will minimize the use of permanent partitions that inhibit flexibility and adaptability. To maximize the openness and visual flow of the library, spaces that must be closed-in and or permanently partitioned should be grouped together. Interior utilities (such as electrical conduits, plumbing pipes, mechanical ducts, and elevator shafts) should be located so as to minimize their impact on future reconfigurations of space.

Flexibility and future reconfiguration of space must be considered when locating electrical outlets.

**Illumination** – Controlled and filtered day lighting enhances the human use of the library and reduces the reliance on artificial illumination. Supplemental, artificial lighting systems will provide, appropriate and efficient illumination for each space and operation in the building. Task lighting will be used throughout to maximize quality and energy efficiency. Lighting will be zoned so that fixtures can be dimmed or turned off manually or by sensors for energy savings when natural lighting is available.

**Layout** - Spaces within the building should be logically organized with primary focus on the library's public service areas. The organization of major areas should be intuitive so that patrons can independently navigate throughout the building. Adjacent areas should be based on customer convenience and comfort while also taking into account security and safety. Space should be organized to allow convenient access to the multi-purpose meeting room, meeting room amenities and restrooms after the library is secured and closed for business.

**Maintainability** - Public libraries are high-traffic buildings and like other public buildings, experience some abuse. Libraries also have little money for maintenance. Therefore, ease of maintenance is a primary design criterion, and the materials and finishes selected during construction of "next generation" libraries should emphasize durability, long life and low maintenance. Higher initial costs for such materials are justified by the reduction in maintenance costs.

**Safety and Security** - Every design decision must be made on the basis of assuring the physical safety of library patrons and staff, and minimizing risk to collections and resources. Stack areas should be arranged so staff can easily monitor activities in the aisles and seating areas. Stack heights and positions should not create isolated pockets. The following list includes some specific areas that should be addressed for safety and security during the design process:

- Entrance and lobby
- Public restrooms
- Local history collection
- Displays of art work
- Children's area
- Teen area
- Stairwells

**Signage** – Sign legibility is extremely important to assist the customer in wayfinding. Signage can be used to:

- Orient or direct shows the locations and relationships of physical spaces

- Identify major areas, objects and activities
- Educate or inform patrons
- Connect messages to activities and resources.

***Single Point of Entry and Single Point of Control*** - It is highly preferable that the library has only one public entrance. This entrance should bring people directly from the outside to the main service point without having to pass through another service area. It is imperative that the main service point have unobstructed sight lines to the entrance, lobby, main restrooms, elevator, stairway, and the browsing/new books, and AV collections.

**Space Finishes** – Overall, wall finishes will be attractive, mark resistant, durable, and easy to clean, and floors will be attractive, stain resistant, dirt repellant, durable and as maintenance free as possible. Interior design will be specific and appropriate to each area, e.g., finishes in the Children's Room should be colorful and playful, designed around a theme that appeals to children.

***Variety and Visibility*** - Today's designers recognize that library patrons have dramatically different preferences for interior environments. New library buildings should provide different types of reading and study environments - from the very open and noisy, to the secluded and quiet. Secluded areas, while offering a sense of privacy, should still be visible to staff. The library should be organized, furnished and equipped so that staff members have sufficient visual control to oversee and manage all public access areas.

***Wayfinding*** - Upon entering the library all patrons should be able to orient themselves quickly to the building's primary functional areas. The route from the entrance into the building should compel people to pass a primary service point, whether it be a main circulation desk, or a welcome desk next to self-service checkout stations. It should be possible for people to circulate through the entire building, including quiet zones, without disturbing others. While clear and consistent signage can help steer patrons in the right direction, signs should not be needed to make up for poor design.

## **Exterior Design Considerations**

Construction materials for the new library must be suitable to a southern California climate, easy to maintain, and designed to deter graffiti. Roof slopes should be designed to allow runoff of rain and a drainage system must divert rainwater away from the building. Walkways and ramps should be well-lit. The entrance should be covered for protection from the weather. The exterior of the new library will address the following issues:

***Accessibility*** - As was previously mentioned in the interior design accessibility paragraph libraries have a number of specific requirements outlined in the Americans with Disabilities Act beyond those requirements common to all public

buildings. The library should meet both the letter and the spirit of those specific requirements.

### ***Furniture and Fixtures***

- **Bike Rack**---A bike rack should be located so that it is visible from, and convenient to, the street, sidewalk, and the library's public entrance.
- **Book return**---Close to the public entrance, there should be lockable openings in the wall of the library for returned materials. The number of openings and the material to be returned in each may be dictated by the materials handling system.
- **Benches**---All-weather benches with backs should be located near the library's public entrance. These benches should be secured on cement pads.
- **Trash and recycling containers**---Trash and recycling receptacles should be located and secured at or near the entrance.

***Landscaping*** - The landscaping should link the library building to the grounds in an attractive, easy-to-maintain manner. Native and/or adaptive plants that require minimal maintenance and will not require an irrigation system should be used. Plantings, sculptures, outdoor furniture, etc., must be planned so that they do not create hidden areas that cannot be supervised.

***Lighting*** - Lighting should be sufficient and continuous in the parking lot, on walkways, on the grounds, and at exterior entrances. Vulnerable entrances and windows must be illuminated without creating shadowed niches. Lighting should complement the building and landscaping, and controls should be clock or solar activated. Lighting should minimize light pollution.

***Loading Dock/Receiving*** – Space will be provided for a loading dock and a shipping/receiving area.

***Parking Guidelines*** - Parking spaces designated for handicapped patrons will meet both the letter and the spirit of the Americans with Disabilities Act. The parking lot will include dedicated parking for library patrons and staff with sufficient capacity to meet the Sierra Madre zoning ordinance requiring one space for every 200 square feet of library open to the public. Renewable and sustainable energy elements should be incorporated into the parking lot, including, but not limited to, electric car-charging stations.

***Pedestrian Traffic*** - Pedestrian and vehicular traffic should be separated and clearly defined. Walkways should be logically linked from the parking lot to the building entrance. Short cuts that pedestrians might use to and from the building should be anticipated in order to avoid wear and tear on the natural landscape and promote safe movement around the library grounds.

***Vehicular Traffic*** - The library parking lot should be convenient to the library's entrance. It should be easy and safe to navigate, with logical curb cuts. The parking lot should be well lit at night.

***Waste Removal*** - Trash and recycling receptacles should be located on the perimeter of the library's parking lot and positioned so that trash can easily be brought from the building to the receptacle. Receptacles should be completely screened by sturdy and easily maintained walls and gates. The materials used to construct such enclosures must be compatible with the exterior materials used on the library building.

## Area Descriptions

The following area descriptions provide specific information for each planned area and will be used by an architect when planning the future Sierra Madre Public Library.

### **ADULT FICTION & NON-FICTION COLLECTIONS**

**FUNCTION:** Holds and displays the adult collection of fiction and non-fiction which includes hardcover, trade paperback and oversized books; browsing and reading.

**OCCUPANCY:** Public: 15 to 30

**FURNISHINGS:** Cantilevered style double shelving (five shelves per shelving section) to hold books and for face out display of books, end of range online catalog (tablet) station.

**SEATING:** None

**SHELVING:** Sufficient shelving to house and display 20,000 books with space at the end of each of the middle shelves to display items face out.) Oversized books are shelved horizontally on the bottom shelves and each range should have space that is deep enough to accommodate them. Each section of shelving will have a wood end-cap. Aisles should be 42" in width between shelves to comply with ADA requirements. Shelving along exterior walls should be minimized so more natural lighting can enter the space.

**CLOSE TO:** Reading area, New Books, Audio-Visual Collection, Periodicals

**DISTANT FROM:** Children's room; entrance

**PLANNED AREA:** 20,000 items @ 10 items per square foot = 2,000 square feet

**MATERIALS:** 20,000 books

**ARCHITECTURAL FEATURES:** Lighting should be angled, low glare and capable of illuminating material on the bottom shelves, entire area should be well lit. Stacks should open at both ends. Space for signs for designating classification should be considered. Seating should be at end of stacks, near windows if possible. Some mobile shelving should be considered. A design incorporating the reading area, computer use and book stacks should also be considered.



## **ARCHIVES/LOCAL HISTORY ROOM**

**FUNCTION:** Holds small collection of in-library use only material: high school yearbooks, town reports and other municipal documents; copies of historical maps, California collection

**OCCUPANCY:** Public: 1 to 8

**FURNISHINGS:** 2 tables with adequate space for four researchers to spread their materials; 8 chairs, shelving and display are for materials; flat file for maps, filing cabinets; tabletop interactive display to view historical photos, microfilm reader/printer

**SEATING:** 4 seats at table

**SHELVING:** 1,500 items

**CLOSE TO:** Archives Storage/Work Area

**DISTANT FROM:** Entrance, children's room

**PLANNED SIZE:** 300 square feet

**MATERIALS:** 1,500 books

**ARCHITECTURAL FEATURES:** Selected materials could be housed in a windowed cabinet in the reading room or other area of library. Design for display of maps or historical photographs should be considered for this space. Use of digital displays will provide patrons with visual access to archive content.

**ARCHIVES STORAGE/WORK AREA**

**FUNCTION:** Holds archival materials including photographs, slides, postcards, letters, periodicals, posters, City directories, scrapbooks, maps, film, video, sound recordings, artifacts, ephemera, works of art and DVDs recordings of City Council and Planning Commission meetings.

**OCCUPANCY:** Staff: 1 to 2

**FURNISHINGS:** Table with adequate space to spread their materials; flat file for maps; (#?) vertical filing cabinets, (#?) storage cabinets

**SEATING:** 2 seats at table

**SHELVING:** Compact shelving, artifact storage, art rack storage units

**CLOSE TO:** Archives/Local History Room

**DISTANT FROM:**

**PLANNED SIZE:** 800 square feet

**MATERIALS:** 1,000 items

**ARCHITECTURAL FEATURES:** Archival materials need to be kept in a room with a constant temperature (68 degrees Fahrenheit) with low humidity (20-30% stable RH). Incandescent lighting.

**AUDIO STUDIO/LAB**

**FUNCTION:** Provides patrons with access to a range of equipment including a recording studio, computers, audio editing software.

**OCCUPANCY:** Public: 6 - 10

**FURNISHINGS:** 2 computer workstations, tables with power and data connections, microphones, audio editing software, lockable cabinets for supplies, equipment to convert audio tapes to digital formats

**SEATING:** 2 height-adjustable chairs, 2 computer workstation tables

**EQUIPMENT:** 2 computer workstations

**CLOSE TO:**

**PLANNED SIZE:** 300 square feet

**ARCHITECTURAL FEATURES:** Internet connection, extra electrical power outlets, soundproofing

## AUDIO VISUAL COLLECTIONS

**FUNCTION:** Holds and displays the adult collection of recorded books on CD, music CDs, language learning CDs, video games and video in DVD format (feature length films, television series and documentary movies). Public browses to make selections, sometimes in groups of 2 or 3. As in the new books area, this is often an area where people make a quick stop to choose a movie or recorded book.

**OCCUPANCY:** Public: 10

**FURNISHINGS:** Shelving to hold and provide 20% face out display for 1,500 video recordings and 1,000 audio recordings

**SEATING:**

**SHELVING:** Sufficient to house and display 6,000 items (3,000 DVDs; 3,000 audio books and music CDs)

**CLOSE TO:** circulation desk

**DISTANT FROM:** entrance, public bathrooms

**PLANNED AREA:** 200 square feet

**MATERIALS:** 2,500 items

**ARCHITECTURAL FEATURES:** Shelving options should be flexible and easily moved or expanded so that as media formats change the area can be adapted accordingly. DVD collection should be visible from circulation desk. Mobile and/or display type shelving a consideration in this area.

## **CAFÉ/COFFEE BAR**

**FUNCTION:** Provides a food and beverage service area plus an informal small eating and drinking area.

**OCCUPANCY:** Public: 12 - 16

**FURNISHINGS:** Food display/storage refrigerator, coffee dispensing machine, sink, food storage area. 5 small café style tables; 10 chairs

**CLOSE TO:** public bathroom

**DISTANT FROM:** computers, quiet study rooms

**PLANNED AREA:** 400 square feet

**ARCHITECTURAL FEATURES:** Easily cleaned, anti-slip floors; small sink; counter top for coffee machine and supplies; locking supply cabinets, electrical outlets, signage, natural and overhead lighting, bulletin boards, display area for community flyers

## **CHILDREN'S DEPARTMENT WORK AREA**

**FUNCTION:** Program planning, event scheduling, and creation of marketing and program materials, temporary storage of items awaiting attention, storage of children's program materials, water source and sink for craft and other types of clean up.

**OCCUPANCY:** Staff: 1 to 2

**FURNISHINGS:** Work counter sufficient to hold a die cutter, printer, paper cutter, small photocopier, laminator, computer table, small filing cabinet; storage space for craft supplies (six floor to ceiling cabinets measuring ~7' high by 4 feet wide with shelves; flat files for larger posters and signs;

**SHELVING:** Sufficient for storage of seasonal materials, books and other materials

**EQUIPMENT:** Two (2) staff computer workstations

**CLOSE TO:** Multi-level staff service desk

**PLANNED SIZE:** 140 square feet

**ARCHITECTURAL FEATURES:** This area will be adjacent or behind the children's service desk and will serve as a work room for children's activities that will take place in the children's room or the community meeting room.

## CHILDREN'S ROOM

**FUNCTION:** Houses children's collection in various formats. Provides space for children and parents to browse, for children to complete homework, and for children to play. Class and other group visits take place here and this is where children access the Internet. This space serves children from birth to approximately age 10 or 11 in many developmental stages as well as their parents or caregivers. The collection consists of the following for this age group: books (fiction, non-fiction, picture books, early readers and board books) primarily in English with a small Spanish and Chinese collection, book and audio sets, audio books, DVD's, game kits, book & toy kits and magazines.

**OCCUPANCY:** Public: 10-35; Staff: 1-2

**FURNISHINGS:** Low, mobile shelving for various kinds of library materials (books, DVDs, etc.); one table with chairs for 4 older kids, 2 small tables with 8 chairs for younger kids; 6 comfortable chairs; love seat sofa in picture book area to encourage sharing of books and parents reading aloud to their children; storage for games and kits, multi-level staff service desk

**SEATING:** 40

**SHELVING:** Low, accessible shelving to hold and display 15,000 books, 470 audio (recorded books and music) items, 750 DVDs; 1,050 linear feet for books

**EQUIPMENT:** 3 AWE Learning computer workstations for children, 4 youth computer workstations, 1 staff computer workstation, telephone

**CLOSE TO:** children's bathroom

**DISTANT FROM:** quiet study rooms

**AREA REQUIRED:** 1,400 square feet

**MATERIALS:** 15,000 books; 470 audio items; 750 DVDs

**ARCHITECTURAL FEATURES:** The room should be bright and airy, windows are desirable. Developmental areas should be separate as space allows: A toddler or preschool area with shelves for toys and board books flowing into the picture book area, with adjacent shelving for easy readers. A carpeted alcove near picture books for story time. Fiction and non-fiction should be separate. There should be a variety of options for face-out display of materials. Mobile shelving or low cantilevered metal shelving should be incorporated to allow for flexibility in the layout. The staff desk and work area should be located to maintain a clear view of the entire space. The bookshelf areas should be carpeted with a rug patterned to minimize stains. Wall space and a case for

displays. There should be a separate children's bathroom with a diaper changing table.



**CHILDREN'S STORY TIME ALCOVE**

FUNCTION: Provides space for children's programs.

OCCUPANCY: Public: 20 – 40 children and adults; Staff: 1 to 2

FURNISHINGS: Modular chairs and tables that can be stacked and stored, storage space for LEGOs, toys, supplies, storytime/crafting materials

SHELVING: None

EQUIPMENT: Screen that can be dropped from the ceiling, speakers in the room and the Children's Room

CLOSE TO: Children's Room

PLANNED SIZE: 600 square feet – 40 story time seats at 15 square feet per seat

ARCHITECTURAL FEATURES: Soundproofing, adjustable wall, storage area.

## **CIRCULATION/SERVICE DESK**

**FUNCTION:** A major activity center for library. Patrons return and check out items, pay fines and fees, pick up and place holds, apply for library privileges, make inquiries and receive general information. Location of self-service check out machines is nearby. Light conversation among staff and patrons occurs here regularly.

**OCCUPANCY:** Public: 4 minimum; Staff: 3 The space must accommodate a line of patrons waiting for material to be checked out or to return items.

**EQUIPMENT AND FURNISHINGS:** Three staff computer ILS workstations, with barcode scanners and receipt printers, laser printer, telephone, waste basket and recycling containers, supply drawers and cabinets.

**SHELVING:**

**CLOSE TO:** Staff work room, delivery and receiving.

**AREA REQUIRED:** 150 square feet

**ARCHITECTURAL FEATURES:** Desk - Locking supply drawers and cabinets, open shelving, slide out surfaces, standing and ADA wheelchair staff service points, slotted book return near workstation, power supply, cord storage, space for waste basket and recycling, access on both ends of desk, space for patron literature – (library programs announcements and signup, bookmarks). Surface should be of material that will not scratch and can withstand an occasional encounter with a heavy box of books or other material. Space for self-check-out station should be considered. Attention to sound travel should be considered as a lot of conversation takes place here.

**COMPUTER AREA**

**FUNCTION:** Provides patrons with access to Internet computers, a shared printer and a copy machine.

**OCCUPANCY:** Public: 12 workstations

**FURNISHINGS:** Computer workstations tables with power and data connections

**SEATING:** 12 height-adjustable chairs

**EQUIPMENT:** 12 computer workstations, shared printer, copy machine

**CLOSE TO:**

**PLANNED SIZE:** 516 square feet – 40 square feet per workstations, 16 square feet per shared printer, 20 square feet per copier

**ARCHITECTURAL FEATURES:** Desirable to provide screen between adjacent workstations to improve patron's privacy.

## **COMMUNITY MEETING ROOM**

(INCLUDES KITCHEN, STORAGE AND ART DISPLAY SPACE)

**FUNCTION:** This will be the primary place for all for library programs which require a larger space than the pre-school story time and book discussion group areas defined elsewhere. It will serve as the venue for author talks, cooking demonstrations, concerts, films, lectures, public meetings, community programs, classes, and art exhibitions.

**OCCUPANCY:** Public: 100 sitting

**FURNISHINGS:** 10 3" x 6" folding tables;

**SEATING:** 100 padded, stackable chairs;

**SHELVING:**

**EQUIPMENT:** Easy to use sound and projection system, retractable ceiling mounted screen or large flat screen television with Internet apps or similar device; computer connections including WiFi; floor outlets; kitchen includes refrigerator, microwave, range, lockable cabinets above and below, 8x4 movable countertop kitchen island with storage and lip to store bar stools; storage area for stackable chairs and folding tables; coat rack; cabled picture hanging system; dimmable overhead lighting; room darkening shades

**CLOSE TO:** entrance, public bathrooms, and parking

**DISTANT FROM:** quiet study rooms

**PLANNED AREA:** 1,200 square feet – 100 seats at 12 square feet per seat

**MATERIALS:**

**ARCHITECTURAL FEATURES:** Stage measuring 6x12 at one end to accommodate speakers or musicians before a flat floor audience, kitchen at opposite end with movable demonstration counter described above, storage for chairs and tables at sides of stage, wired for cable and data lines; acoustically isolated. Designed to allow use when library is closed so must be near entrance/exit and public bathrooms, separate heating and cooling controls, durable, attractive, easy to clean flooring; windowed entrance from main library space; separate entrance and exit to exterior for after-hours use. Despite or because of the many functions of this room, it should be an attractive space that demonstrates the community's pride in its library.

**DELIVERY/RECEIVING**

FUNCTION: Serves as a place to receive and ship materials.

OCCUPANCY: Staff: 1

FURNISHINGS: built in counters

CLOSE TO: Staff Work Room; Circulation Desk; Entrance

PLANNED AREA: 140 square feet

ARCHITECTURAL FEATURES: Surface of counters should be able to withstand movement of boxes and bins along its length and space should be allowed for cart to move materials into library building.

## **DIRECTOR'S OFFICE**

**FUNCTION:** Managerial and administrative tasks, small group and individual meetings, location of important files and records, including personnel files, private space.

**OCCUPANCY:** Staff: 1; occasionally up to 5

**SHELVING:**

**EQUIPMENT:** Computer, printer, telephone with intercom

**CLOSE TO:**

**AREA REQUIRED:** 140 square feet

**MATERIALS:**

**ARCHITECTURAL FEATURES:** Separate heating and cooling zone for after-hours occupancy; natural light; closet.

**EQUIPMENT DISPENSING MACHINE**

FUNCTION: Holds E-readers and computer tablets that can be borrowed by patrons. When returned, the dispensing machine automatically resets each eReader and/or tablet to its original settings.

FURNISHINGS:

CLOSE TO: circulation desk

PLANNED SIZE: 50 square feet

MATERIALS:

ARCHITECTURAL FEATURES: Electrical power and computer connections are required.

## **FRIENDS BOOKSTORE**

**FUNCTION:** This area displays items for sale. Signs and equipment related to these sales, new library related items for sale (book bags, t-shirts) and used books will be housed here.

**OCCUPANCY:** Public: 1-8; Volunteers: 1-2

**FURNISHINGS:** Desk

**SEATING:** Two seats behind the counter/cash register

**SHELVING:** Yes – around the perimeter of the room plus some shelving (4 shelves high)

**EQUIPMENT:** Cash register, telephone, computer workstations with Internet access

**CLOSE TO:** Entrance

**DISTANT FROM:** Children's room

**PLANNED SIZE:** 400 square feet

**MATERIALS:**

**ARCHITECTURAL FEATURES:** Overhead lighting



## **FRIENDS WORK/STORAGE AREA**

**FUNCTION:** This area provides storage for donated items. A large (4' x 8') table is used to sort donated materials.

**OCCUPANCY:** Volunteers: 1- 6

**FURNISHINGS:** Lockable cabinet for supplies

**SEATING:** 4-6 chairs around the work table

**SHELVING:** Yes – around the perimeter of the room plus additional shelving (7 shelves high)

**EQUIPMENT:** 1 computer workstation with Internet access, telephone

**CLOSE TO:** Archives work area

**DISTANT FROM:**

**PLANNED SIZE:** 800 square feet

**MATERIALS:**

**ARCHITECTURAL FEATURES:** Overhead lighting

**LOBBY/ELEVATOR/STAIRS**

FUNCTION: Move people between the first and second floors

OCCUPANCY: Elevator, 8 - 10

CLOSE TO: Entrance, Community meeting room, delivery/receiving area

PLANNED AREA: elevator, 120 square feet; stairs 300 square feet

ARCHITECTURAL FEATURES: Visually attractive stairs, able to separate the library from the bathrooms and the Community Meeting Room.

**LOUNGE/FIREPLACE SEATING AREA - Optional**

FUNCTION: Comfortable seating area adjacent to a fireplace

OCCUPANCY: 8 - 10

SEATING: 6-8 comfortable lounge chairs, low table

CLOSE TO: Adult Fiction and Non-Fiction collection, New books, Periodicals or adjacent to Archives/Local History Room

PLANNED AREA: 400 square feet

ARCHITECTURAL FEATURES: Should be large enough to provide a small living room type of experience

**MAKERSPACE ROOM**

**FUNCTION:** Provides patrons with access to a range of equipment including 3D printers, computers.

**OCCUPANCY:** Public: 12

**FURNISHINGS:** 3 computer workstation tables with power and data connections, 3D design software, lockable cabinets for supplies, photographic scanner

**SEATING:** 12 height-adjustable chairs, 2 large tables

**EQUIPMENT:** 3 computer workstations, shared printer, 3D design software

**CLOSE TO:**

**PLANNED SIZE:** 360 square feet

**ARCHITECTURAL FEATURES:** Instructor computer workstation, large screen, overhead video projector, Internet connection, extra electrical power outlets, compartment storage for robotic components, tools, papers, markers, pencils and so forth.

## **NEW BOOKS**

**FUNCTION:** Provides display area for recently acquired library material (adult fiction and non-fiction books and DVDs) and armchair (chairs with arms). Items are kept here for about 6 months and then moved to the adult fiction and non-fiction shelves.

**OCCUPANCY:** Public: 3-6 seated and standing

**FURNISHINGS:** Shelving and display area;

**SEATING:** 2 comfortable chairs with arms

**SHELVING:** Sufficient to hold and display 200 books and to accommodate 50% face out display

**CLOSE TO:** entrance, circulation desk

**PLANNED SIZE:** 200 square feet

**MATERIALS:** 200 books

**ARCHITECTURAL FEATURES:** This is often the only place people go to when they visit the library and should be attractive, open, comfortable and visible. In addition to the circulation desk, this is one place where people generally make a quick stop to choose a book and do not expect to relax or “lounge”. Seating is utilitarian as a result. Natural lighting is preferable. Mobile shelving is a consideration for this space.

**ONLINE CATALOG COMPUTERS**

FUNCTION: Provides patrons with access to the library's collections.

OCCUPANCY: Public: 4 workstations

FURNISHINGS: Computer workstations tables with power and data connections

SEATING: 4 height-adjustable chairs

EQUIPMENT: 4 computer workstations, shared printer

CLOSE TO: circulation desk

PLANNED SIZE: 160 square feet – 40 square feet per workstations

ARCHITECTURAL FEATURES: Desirable to provide screen between adjacent workstations to improve patron's privacy.

## PERIODICALS

FUNCTION: Display for current and back issues of magazines and newspapers and seating for in-library use of same.

OCCUPANCY: Patrons: 6-8, seated and standing

FURNISHINGS: Shelving for face out display of up to 70 issues of magazines and 4 issues of newspapers and storage for up to one year of back issues

SEATING: 2 lounge chairs

SHELVING: For approximately 1,067 issues

CLOSE TO: reading room

PLANNED AREA: 110 square feet – 1 square foot per title

MATERIALS: 86 magazine titles (current issue plus one year of back issues); 10 newspapers (current issue plus one year of back issues); 10 comics; total 106

ARCHITECTURAL FEATURES: This should be a well-lit comfortable area with sufficient space to allow several patrons to browse the shelves at once.

## **QUIET STUDY ROOMS (2)**

**FUNCTION:** Two quiet study rooms provide a place for one person or a small group up to four to study, read or conducts a small meeting, have a discussion, and conduct a tutoring session.

**OCCUPANCY:** Public: 4 per room

**FURNISHINGS:** Study table (1 in each room) with wiring;

**SEATING:** 4 chairs

**SHELVING:**

**EQUIPMENT:** White board – most of one wall, computer and WiFi connections

**CLOSE TO:** One near children's room, one near adult

**DISTANT FROM:**

**PLANNED SIZE:** 300 square feet (150 per room)

**ARCHITECTURAL FEATURES:** glass walls into rooms from inside building for monitoring and security. Soundproofing and acoustic damping. Electrical receptacles for laptops and similar items, WiFi enabled. Consideration should be given to the possible future use of one of these rooms as a multi-media lab for downloading and creating music and movies.



## READING SEATING SPACE

FUNCTION: Provides space at tables and in lounge chairs for leisurely reading, using personal laptops or other devices.

OCCUPANCY: Public: 50 seated

FURNISHINGS: ten tables with seating for 4 each

SEATING: 10 comfortable lounge chairs; 40 chairs

CLOSE TO: periodicals, adult fiction and non-fiction, quiet study rooms

DISTANT FROM: children's room

PLANNED SIZE: 40 table chairs @ 30 square feet per seat = 1,200; 10 lounge chairs @ 30 square feet per seat = 300; total space = 1,500 square feet

ARCHITECTURAL FEATURES: Welcoming and comfortable, natural lighting; computer stations will be interspersed with other furniture to convey a relaxed living room like atmosphere. Ample access to power and USB ports – perhaps one or more electrical charging stations.

## **SERVER AND NETWORK SPACE**

FUNCTION: Houses switches, servers, routers and other computer networking equipment as required, telephone

PLANNED AREA: 120 square feet

ARCHITECTURAL FEATURES: Sufficient air conditioning must be provided to keep the room cool.

## **SMALL MEETING AREA**

**FUNCTION:** Used for meetings such as book discussions, Trustee and Friends meetings for which the large assembly room would be too big

**OCCUPANCY:** Public: 10-12 adults

**FURNISHINGS:** 6 small lounge chairs; 6 wood chairs with arms

**EQUIPMENT:** Presentation screen, video projector, telephone

**CLOSE TO:** reading room, quiet study area

**AWAY FROM:**

**PLANNED AREA:** 144 square feet – 12 seats at 12 square feet per seat

**ARCHITECTURAL FEATURES:** This area could be an extension of the adult reading room or could be located near the quiet study areas if those areas are truly sound proofed. This area might display works of art.

## **STAFF BREAK ROOM**

FUNCTION: Provides private, quiet space for staff to eat and take a break from work, possible location for staff cubbies/lockers

OCCUPANCY: Staff: 1-4

FURNISHINGS: Table and seating for 4

SEATING: 4 chairs

EQUIPMENT: microwave, refrigerator, sink, bulletin boards

CLOSE TO: staff work area

PLANNED AREA: 150 square feet

ARCHITECTURAL FEATURES: Needs to be quiet, out of the way area close to staff work area, natural lighting preferred; counter top and storage.

## **STAFF WORK ROOM**

**FUNCTIONS:** Ordering, receiving, processing, classifying and repairing materials for loan. Temporary storage of items awaiting attention. Staff ILS workstations used to add and remove materials in library catalog, update and monitor library website, create marketing and programming materials (posters, brochures, etc.) prepare electronic and hard copy newsletters. Storage for library and office supplies and materials. Location of staff photocopier, fax machine and staff cubbies. This space will also function as a technology storage and staging area.

**OCCUPANCY:** Public: 0; Staff: 1 to 6

**EQUIPMENT AND FURNITURE:** Shelving and cabinets, multi level work counter (one seated area) which allows layout of large book jackets and accompanying supplies, laminator, 7 computer workstations, ergonomically correct computer table and accompanying chair, laser and spine label printers, staff photocopier with scanning capability, small filing cabinet, paper cutter, staff cubbies, waste basket and recycling basket.

**CLOSE TO:** Circulation desk, director's office

**AREA REQUIRED:** 840 square feet – 140 square feet per staff member

**ARCHITECTURAL FEATURES:** The area should be separate from but have a clear view of the circulation desk. A window with a shade or a partial wall (at least 4' high) would allow access and privacy. Staff should be able to move quickly between the work room and circulation desk and should face the public when working. Natural lighting desirable. Flooring durable and easily cleaned which allows movement of loaded book trucks.

## TEEN ROOM

**FUNCTION:** Separate area for people aged 12-18 to read, socialize, participate in individual or group activity, complete homework assignments, use computers, watch videos, play games, eat and relax.

**OCCUPANCY:** Public: 10 - 20

**FURNISHINGS:** Four comfortable lounge chairs, 2 square tables, 4 chairs, flexible shelving,

**SEATING:** 4 lounge chairs, 4 chairs

**SHELVING:** Sufficient to hold and display 2,000 items in a variety of formats (books, audio books, paperbacks).

**EQUIPMENT:** two laptop computers networked to public printer, multiple outlets,

**CLOSE TO:** reading room, circulation desk

**DISTANT FROM:** children's room, quiet study rooms

**PLANNED SIZE:** 800 square feet

**MATERIALS:** 2,300 items in a variety of formats

**ARCHITECTURAL ELEMENTS:** Natural lighting offset by overhead lights. Sturdy furniture and flooring which is attractive to teens, sound proof, visible to circulation desk

**VIDEO STUDIO/LAB**

**FUNCTION:** Provides patrons with access to a range of equipment including video camera, computers, video editing software.

**OCCUPANCY:** Public: 6 - 10

**FURNISHINGS:** 2 computer workstations, tables with power and data connections, microphones, video editing software, lockable cabinets for supplies, equipment to convert video tapes to digital formats

**SEATING:** 2 height-adjustable chairs, 2 computer workstation tables

**EQUIPMENT:** 2 computer workstations, large screen monitor

**CLOSE TO:**

**PLANNED SIZE:** 300 square feet

**ARCHITECTURAL FEATURES:** large screen monitor, Internet connection, extra electrical power outlets, soundproofing

## Space Needs Summary

### COLLECTIONS

Adult Fiction & Non-Fiction	2,000 sq. ft.
Audio Visual Collections	200 sq. ft.
Periodicals	110 sq. ft.
New Books	200 sq. ft.
Archives/Local History Room	300 sq. ft.
Subtotal	2,810 sq. ft.

### CHILDREN'S/TEEN SPACE

Children's Room	1,400 sq. ft.
Children's Storytime Alcove	600 sq. ft.
Children's Staff Work Area	140 sq. ft.
Teen Room	800 sq. ft.
Subtotal	2,940 sq. ft.

### TECHNOLOGY SPACE

Computer Area	516 sq. ft.
Online Catalog Computers	160 sq. ft.
MakerSpace Room	360 sq. ft.
Audio Studio/Lab	300 sq. ft.
Video Studio/Lab	300 sq. ft.
Server and Network Space	120 sq. ft.
Subtotal	1,756 sq. ft.

### MEETING ROOM SPACE

Community Meeting room	1,200 sq. ft.
Small reading Room	144 sq. ft.
Quiet Study Rooms (2)	300 sq. ft.
Café/Coffee Bar	400 sq. ft.
Subtotal	2,044 sq. ft.

### READER SEATING SPACE

Lounge/Fireplace Seating	400 sq. ft.
Reader seating	1,500 sq. ft.
Subtotal	1,900 sq. ft.

### STAFF WORK SPACE

Circulation/Service Desk	150 sq. ft.
Director's Office	140 sq. ft.
Equipment Dispensing Machine	50 sq. ft.
Staff Break Room	150 sq. ft.
Staff Work Room	840 sq. ft.
Archives Storage/Work Room	800 sq. ft.
Subtotal	2,130 sq. ft.



**FRIENDS SPACE**

Friends Bookstore	400 sq. ft.
Friends Work/Storage Area	800 sq. ft.
Subtotal	1,200 sq. ft.

**GENERAL SPACE**

Delivery/Receiving	140 sq. ft.
Lobby/Elevator/Stairs	420 sq. ft.
Subtotal	560 sq. ft.

**NET ASSIGNABLE SPACE** 15,340 sq. ft.

**NON-ASSIGNABLE SPACE** (20% of gross building area) 3,0688 sq. ft.  
Restrooms, hallways

**TOTAL SPACE NEEDED** **18,408 sq. ft.**

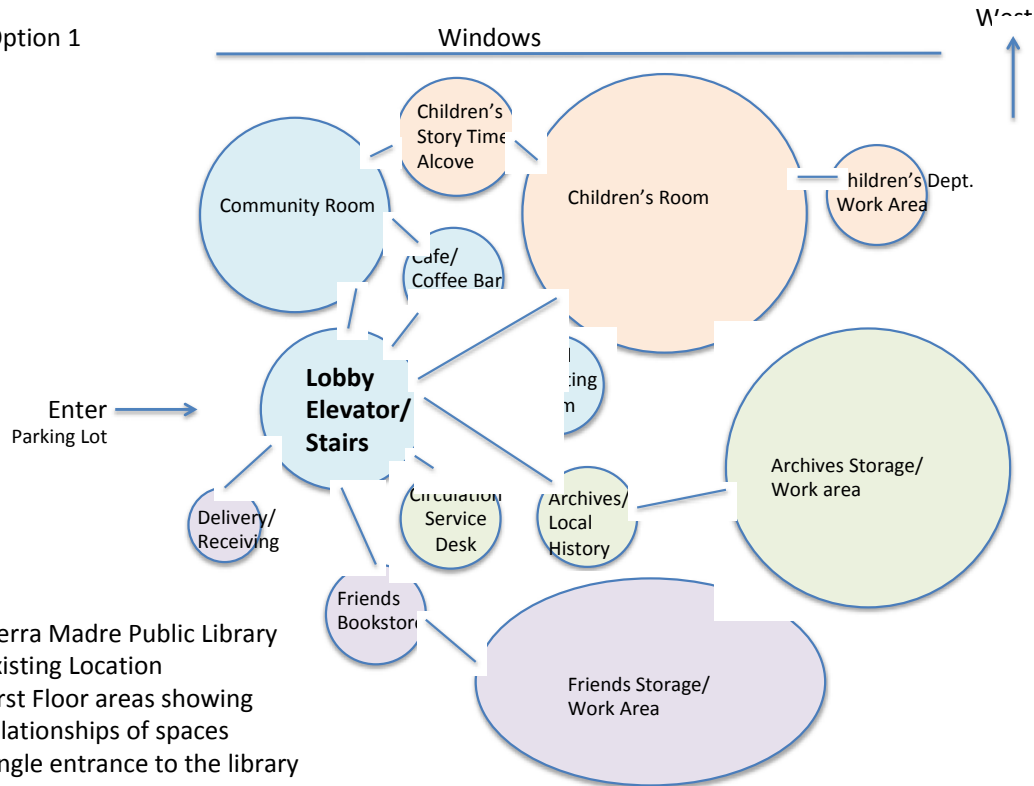
## Relationships and Adjacencies

The intention of these diagrams is to show relationships between the various areas. The drawings are not to scale and only generally represent proportional comparisons. Note that a building with a single entrance will require fewer staff. The existing building is about 8,700 square feet.

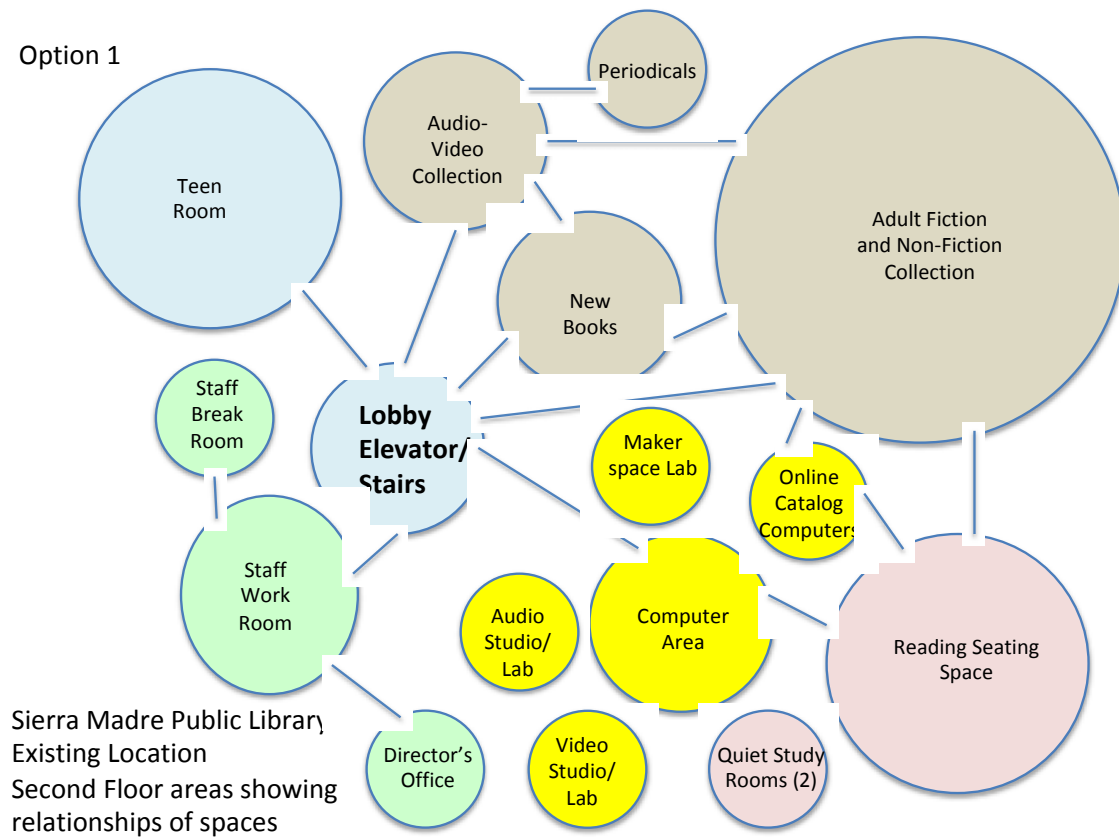
Diagrams for four options are presented:

1. Build a new two-story library at the existing location with a recommended size of 18,408 square feet.
2. Build a one-story addition at the back of the current library building + upgrade the current building. 8,700 square feet + 5,000 square feet = 13,700 square feet.
3. Library takes over the existing Community Center + builds a one-story addition in the patio area behind the Community Center. Size of the first floor (including the Sierra Madre Room of 3,780 square feet) is 8,180 square feet. The second floor of the Community Center is 4,000 square feet. A new 5,000 square foot addition (where the patio is located) means the total size of the library would be 17,180 square feet. The existing building would need to be renovated (new elevator and energy-efficient glass).
4. Library builds a one-story addition in the patio area behind the Community Center + takes over the second floor of the Community Center (first floor is retained by the YMCA. Upstairs is 4,000 square feet + 5,000 square feet addition = 9,000 square feet (about the same amount of space as the existing library). The existing Sierra Madre Room of 3,780 square feet would be shared. The existing building would need to be renovated (new elevator and energy-efficient glass).

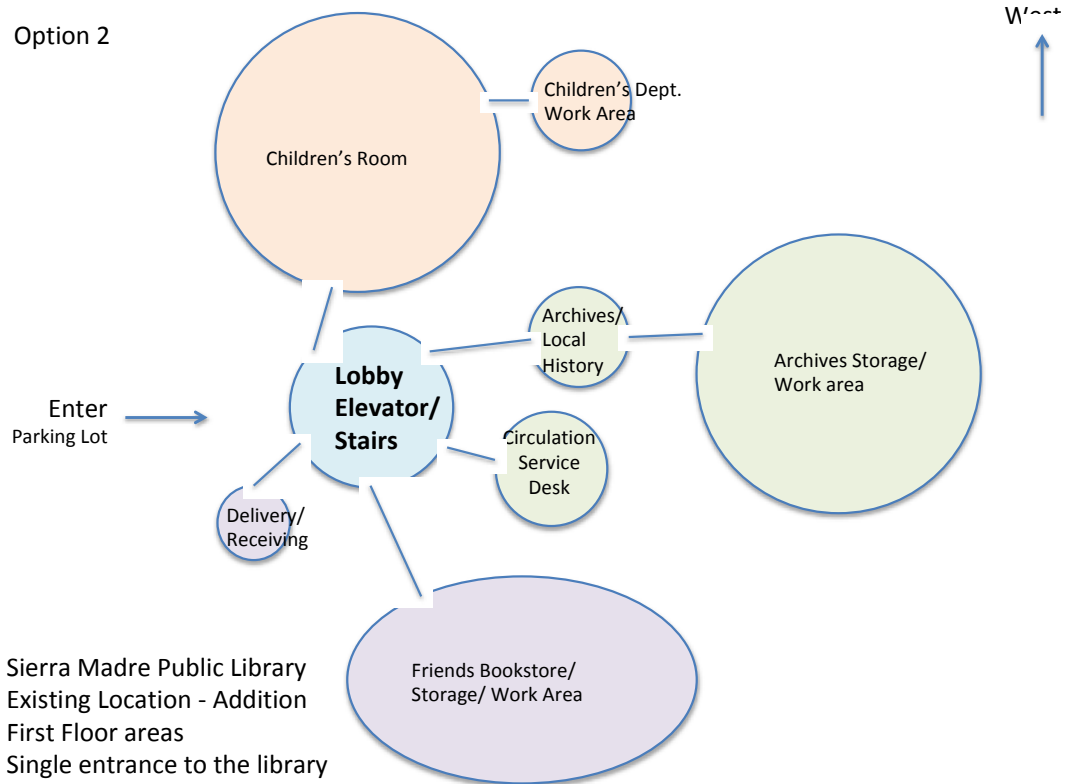
Option 1



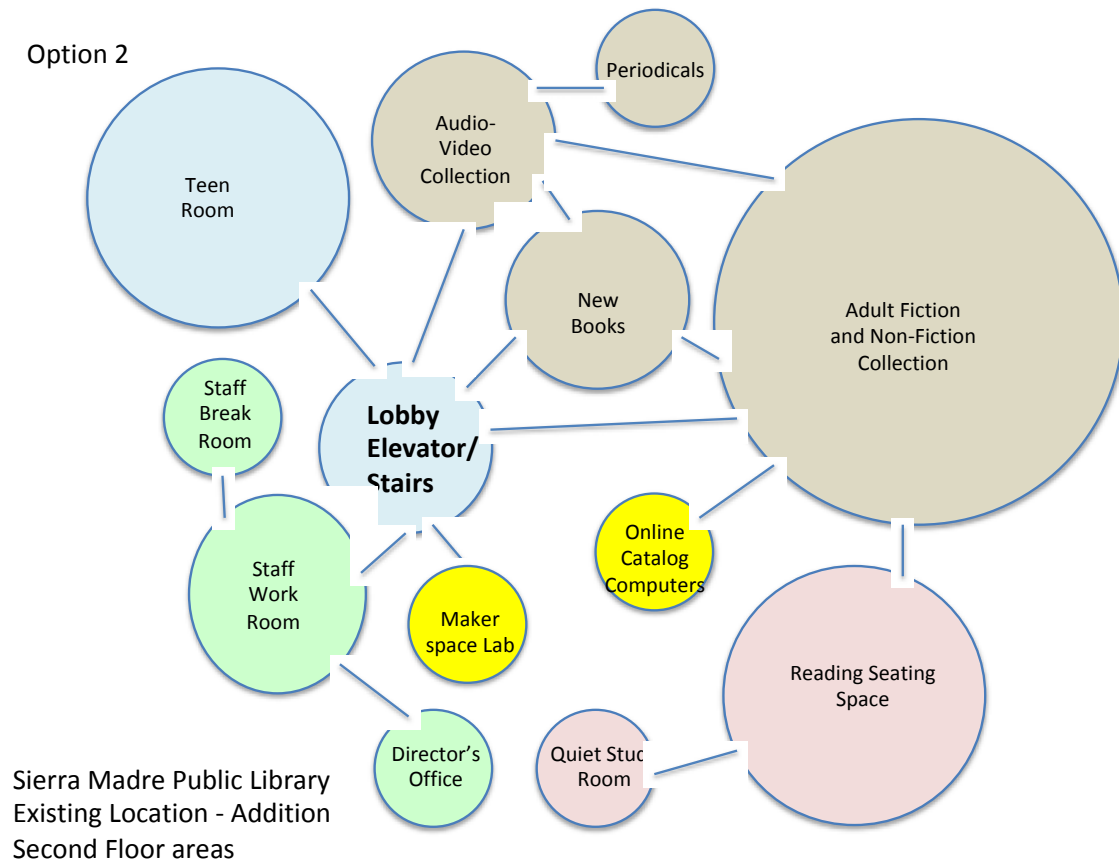
Option 1



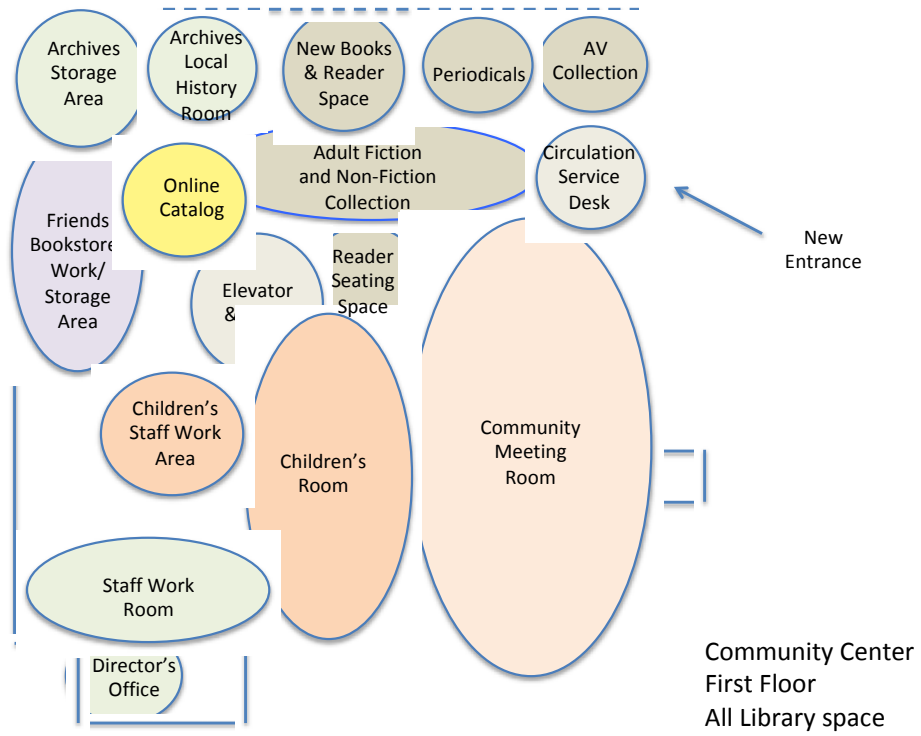
Option 2



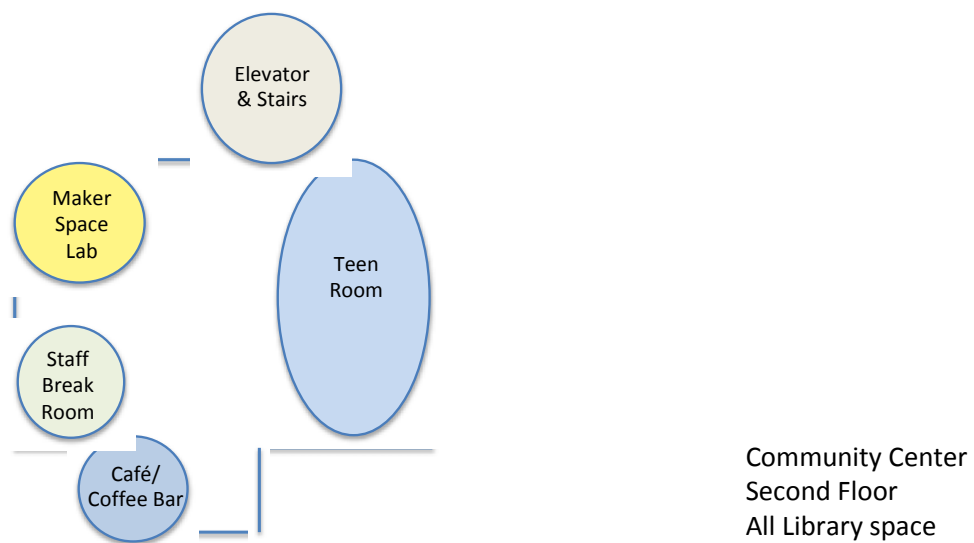
Option 2



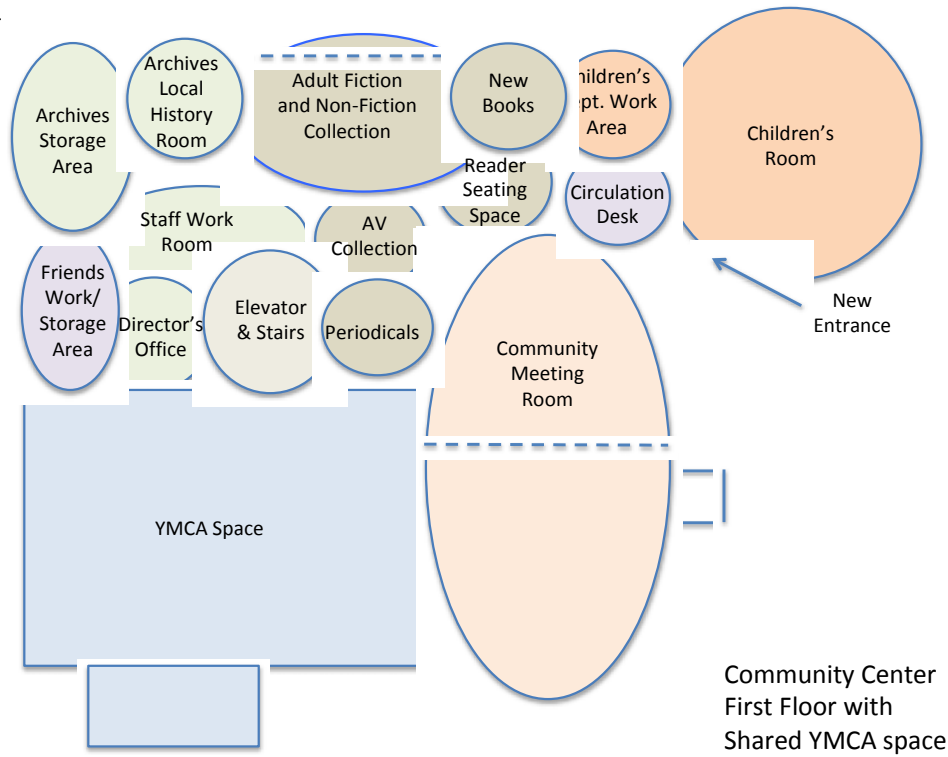
## Option 3



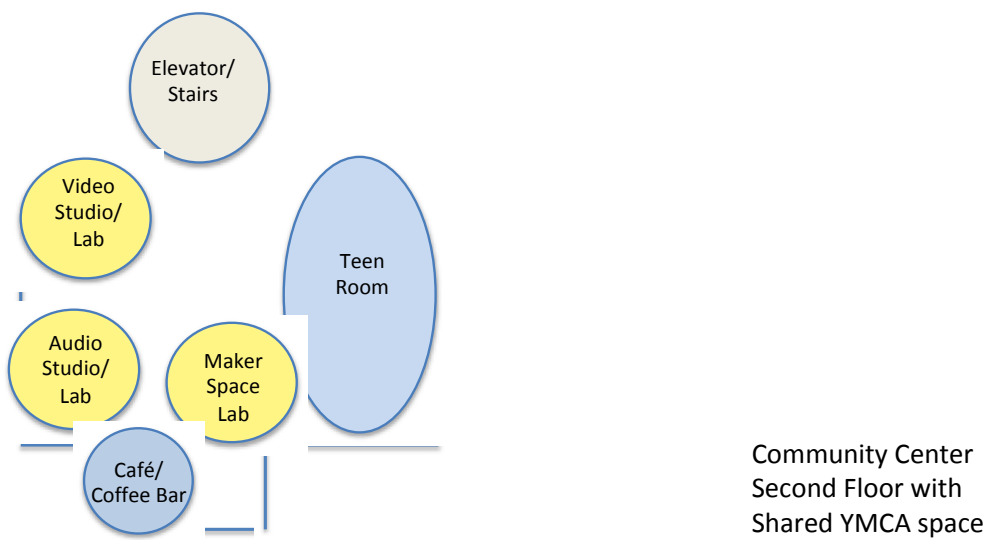
## Option 3



## Option 4



## Option 4



## Implications

If the library is to remain at its existing location, the existing building will need to be replaced with a larger, two-story building approximately 9,204 square feet on each floor. A retaining wall should be constructed on the north side of the building so that natural daylight can penetrate down along the length of the first floor.

If the library is going to move to the Community Center located at the Sierra Vista Park, the second floor of the existing community center will be used primarily for teen spaces. This location will also require a one second story addition.

The cost of construction, at \$600/square foot, for each option is shown here:

<b><i>Option</i></b>	<b><i>Library Size Square Feet</i></b>	<b><i>Cost</i></b>
1. New building	18,408 sq ft	\$10,500,000
2. One story addition + upgrade current building	13,700 sq ft	8,220,000
3. Community Center + one-story addition	17,180 sq ft	4,000,000*
4. Shared Community Center + one-story addition	10,890 sq ft	4,000,000*

\* = Cost of building a 5,000 square foot addition = \$3,000,000 plus \$1,000,000 renovation costs of the existing building to make it energy efficient.