



Capitola Library

SPACE NEEDS ASSESSMENT and BUILDING PROGRAM

May 2011

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I. Introduction

The City of Capitola is planning a new public library to replace the existing 4,320 square foot library, housed in a modular, temporary building that opened in 1999. The new facility will be located at the intersection of Clares Street and Wharf Road, on the site of the current library. It will provide 12,841 square feet of space to the residents of Capitola and nearby unincorporated county areas and will continue to serve as a regional hub of the Santa Cruz Public Libraries, operated by the Santa Cruz Joint Powers Library Authority.

The City has long recognized the need for a permanent library facility designed to accommodate community needs. After the former Capitola Library closed in 1981, the City made several efforts to reopen a library at various locations within the community. Eighteen years passed, however, before the current facility opened its doors. While it did reestablish a much-needed local library presence, the building has been too small since opening day and lacks the infrastructure a modern library requires to support technology and service flexibility.

Shelving is at capacity and the collection is capped at 27,200 books and media – one-half the on-site collection needed. Seating capacity is extremely low. There is no acoustical separation between active areas, such as the children's space, and areas for quiet, concentrated reading and study. Many visitors report that they use the library only to pick up and drop off borrowed materials due to the lack of space and seating. Seven public access computers are in constant use. Visitors waiting to use a computer occupy seats needed by others. Adults monopolize the computers during open hours, preventing children's and teens' access to the equipment. There is no separate space for Library programs or meetings. Storytelling and other events for children and families take place in the open access public space. The building's lack of space and inadequate infrastructure limit opportunities to take advantage of service innovations and self service technology.

In late 2010, the City engaged the services of Critical Solutions Inc., a construction and project management firm, to develop an overall project budget and schedule and Page + Moris, a library facility planning firm, to assess Capitola's library space needs and to prepare a formal building program to guide the new library design.

During February and March 2011, the consultants gathered information from Library staff and the community through community meetings and focus groups, analyzed demographic data and Library collection and usage statistics. Space allocations were then developed, incorporating current library service delivery trends. These have been quantified and described in the building program that follows.

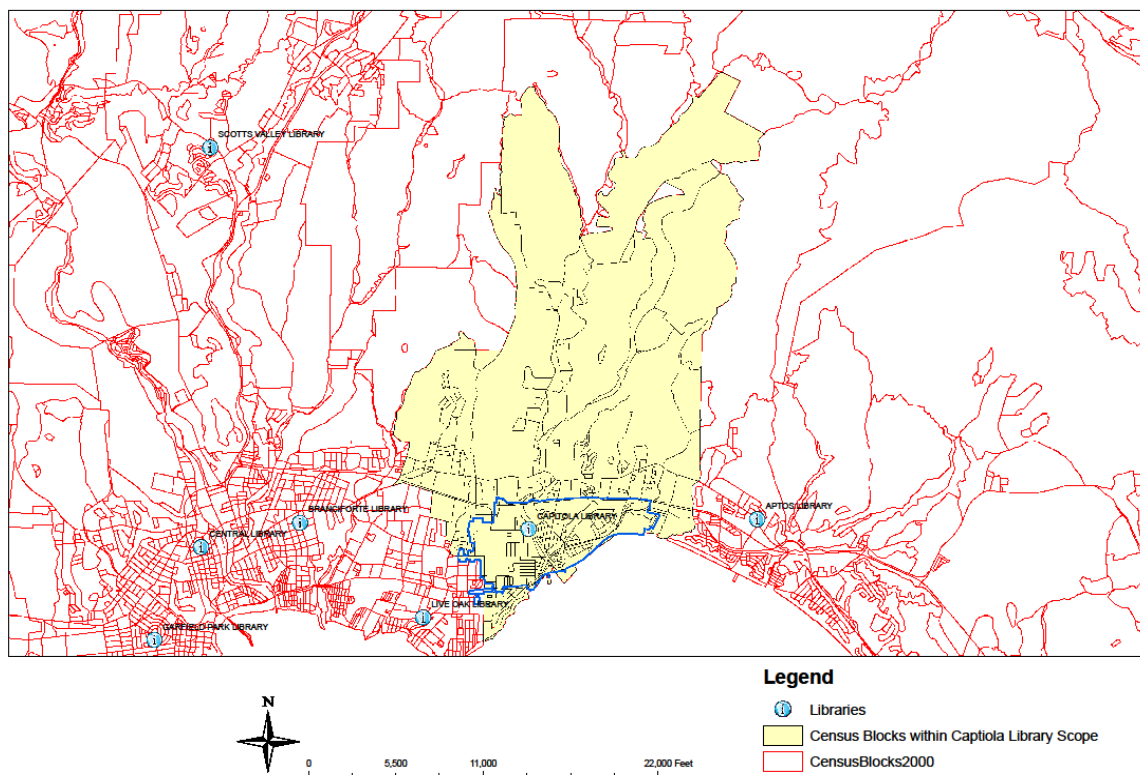
The service level recommendations and space allocations proposed in the program will serve Capitola residents and the residents of surrounding unincorporated county areas for decades to come. Highlights of the program include:

- Shelving to display 56,400 books and media items
- Retail display shelving for new and popular books and for AV media
- 100 reader and study seats, as well as two group study/tutoring rooms
- 34 public access computer workstations

- A wireless communications network throughout the building and power for customer-supplied laptop computers at every reader seat
- An acoustically enclosed meeting room that accommodates 80 adults or 100 children
- Flexible storytelling space for 35 children and their parents and caregivers
- An Electronic Homework Center for students
- A dedicated and acoustically separate area for teens

II. Community Profile

As a regional outlet for the Santa Cruz Public Libraries, which serves all areas of the County except Watsonville and Freedom residents, the Capitola Library serves an estimated 28,197 people - 10,042 Capitola city residents¹ as well as 18,155 residents of neighboring unincorporated county areas. The Library service area is shown below. Major boundaries to the west include 41st Avenue, Capitola Road, Mattison, Maciel and Chanticleer Avenue. To the east, the boundary line is New Brighton State Beach and the Cabrillo College campus. North of Highway 1, the service area extends along Paul Sweet Road and Porter Gulch Road. Two libraries serve populations that live adjacent to the Capitola service area - Live Oak Library to the west and Aptos Library to the east.



The population, projected to remain stable over the next twenty years, includes a relatively large number of seniors, with 32% of residents 62 years of age or older in 2009, according to the U.S. Census Bureau, compared to 23.8% Santa Cruz County residents in this age group. Conversely, children and youth made up 19.4% of the Capitola population in 2009, compared to 26.7% for the County as a whole. School enrollment is increasing, however, in the elementary and middle schools. Following a nine-year decline, the number of students in Soquel Union Elementary School District schools has increased 10% over the last three years, from 1,680 to 1,844.

The population is predominantly White and Hispanic, the two groups representing 92.4% of the total – 73.1% and 19.3% respectively. African Americans, American Indians, Asian Americans, Pacific Islanders and people of two or more races constitute the remaining

¹ Population Estimates for Cities, Counties and State, 2001-2010 with 2000 Benchmark. California State Department of Finance. Demographic Research Unit

7.6% of the population. County-wide, the population includes markedly more Hispanics, at 29.0%. Among school age children, however, the incidence of Hispanic youth is much higher than for the general population, representing 34% of students at Soquel Elementary Union School District campuses and 27% of the Soquel High School student body.²

Capitola's adult population has attained generally high education levels. Over 90% of the adult population (93.6%) has earned a high school diploma and 39.2% have either a bachelor's, graduate or professional academic degree. These percentages are somewhat higher than the County's adults overall, with 85.2% high school graduates and 38.7% college graduates. A high number of Capitola residents are currently enrolled in college or graduate school – 936 residents, or 10% of the population.

The community is multilingual, with 18.4% of residents reporting that they speak a language other than English at home. Fourteen percent of elementary and middle school students - 255 students - were identified as English language learners in 2009-2010. Of these, 236 students were Spanish speakers. Among Soquel High School students, just 8% (83 students) were English language learners, 74 of whom were Spanish speakers.

The service population, therefore, includes many educated, literate users with high expectations for library service as well as a substantial number of limited English speakers.

Capitola has been a regional vacation destination for over a century. Many tourists visit to enjoy coastal attractions, especially during summer months. These temporary residents often need email and Internet access as well as recreational reading and the Library provides a home away from home for many visitors.

This demographic profile manifests itself in various ways. Many residents make frequent use of the County Library's interlibrary request system, ordering a wide variety of books and media online for pick up at the current facility. Many families with young children attend the Library's storytelling and other children's programs, often travelling to Capitola, Aptos and Live Oak to participate in events held on different days of the week. The adjacent tot lot makes the Capitola Library especially appealing to families.

² K-12 Public School enrollment, Soquel Union Elementary and Soquel High School, 2009-2010. California Department of Education. Educational Demographics Office

III. Community Input

In February - March 2011, Page + Moris conducted interviews with Library staff and facilitated several meetings with community members, including a general community input meeting and focus groups with seniors, parents, teens and school librarians and the Capitola Library Ad-Hoc Planning Committee. A total of five community input sessions were held, with a total attendance of approximately 50 people – 25 at the community meeting and an additional 25 at the four focus groups. At the same time, a community survey was conducted to elicit library service priorities.

The community meeting and focus group comments are summarized below. Complete summaries of each session are included as *Appendices E1 – E5*.

Community Meeting

Roughly one-half of attendees were current Capitola Library users, while other attendees reported that they use the central Santa Cruz Library, the Aptos Library or Live Oak Library. Reasons for using other libraries included access to larger collections, more open hours, computers dedicated to children's use and proximity to work. Attendees noted the following positive aspects about the Capitola Library: convenient location, adjacency to the tot lot, the staff's excellent customer service and the kid-friendly scale.

Limited resources available at the current facility was a major theme for attendees – the collection is limited and needs more up-to-date titles for browsing and more bilingual materials, more computers are needed, more space and seating, more restrooms. More than one participant commented that the facility needs to expand to become a true community gathering space and "community center" that accommodates a cross section of the entire community. The Library needs a public meeting room with after-hours access, designated spaces for teens, students and children, display space for local artists' work and possibly a café and a fireplace.

The Library also needs to both reflect the community's values and relate to its environment, connecting physically to the park across the street with improved pedestrian egress and an enhanced children's playground. Wayfinding and physical access should be exemplary and the building must be sustainably designed. The scale and design must respect Capitola's architectural heritage and relate to the site and surrounding landscape.

Seniors at Bay Avenue Senior Complex

For this group, access to new books, newspapers and magazines, a wide selection of large print titles and, to a lesser degree, access to DVDs and audio books were high priorities. Quiet reading areas were also important, with effective acoustical separation. Seniors also expressed concern that the new library addresses the needs of teens and children, recognizing their need to socialize and have a "space of their own".

Participants also noted the need for effective meeting room space and wide aisles that accommodate wheelchairs. There was considerable interest in collections, displays and spaces that reflect community history and interests, from the historic band shell to Hitchcock's film, *The Birds*, to the annual Begonia Festival.

Several seniors who are regular bookmobile users expressed concern that this resource remains available to them and to other seniors with limited mobility.

Parents with Children Living at Home

Four mothers attended the session, along with their preschool age children. All are Capitola Library customers and enthusiastic about the Library's children's programming, both at Capitola and at Live Oak. Creating a distinct, child-focused, acoustically separate space for children was the highest priority for this group, with plenty of kid-friendly seating, low shelving, separate space for programs, access to natural light and games, computers and activities. Small group study rooms were also suggested. The children's space at the Live Oaks Library was mentioned several times as a successful model.

The group also expressed the need to connect the library interiors with the exterior, especially the children's playground and park.

Teens/School Librarian

This session combined input from one sophomore and two juniors at Soquel High School and a staff member at the New Brighton Middle School library. The teens noted that they used the Capitola Library when they were younger but now rarely visit due to the lack of resources available there. Instead, they use their high school library during school hours and are able to get to the Santa Cruz downtown library on occasion. They would be very interested in having a library available locally during evenings and weekends.

To meet their needs, the new library would need to have more seating, free wifi access, a larger collection, and an area for teens with some computers so they would not have to compete with adults for online access. This group would probably use the library primarily for studying rather than to participate in teen programs. The ambience and décor should be less institutional, with more access to natural light and more connection to the nearby park. Seating for children and youth should be separated by age level so that older and younger kids would each have their own space.

The school librarian mentioned that study seating for elementary and middle school students is also important, apart from the teen area. She also urged coordination between the County Library and the School District to provide books that students need at the times they need them and support the Accelerated Reader Program, including computers in the children's area that could be reserved for kids to take the necessary tests.

Library Ad-Hoc Planning Committee

Committee members expressed their desire for a 'community space', a place in which the community comes together, that draws people from all segments of the community because it is "exciting, interesting, relaxing and engages your curiosity". The library should be a learning environment that appeals to the entire community and addresses all segments' needs. Elements that will contribute to this role include programming and meeting room space (although this space should be designed thoughtfully and allocate an appropriate amount of space to this purpose), interesting, eye-catching displays, community art exhibits, a defined teen room, group study space, quick and convenient checkout procedures, a used book sale, computer teaching space, an open children's storytelling space, an indoor-outdoor connection (including a possible interpretive center). The building needs to reflect Capitola's "village scale". Perhaps refreshments could be sold and an outdoor reading area provided.

Community Survey

The City conducted a community-wide library services survey at the same time the focus groups took place, to elicit input from a broad cross section of the service population. Printed surveys were distributed at the Library and an online version was mounted on both City and County Library websites. A total of 161 responses were received, divided approximately equally between in-person and online participants. A complete summary of survey responses is included in *Appendix J*.

Respondents were primarily adults – 33% between the ages of 35 and 54, 27% between 55 and 64 and 24% over 65. The Capitola Library has a regional service population. Forty-two percent of respondents were residents of the City of Capitola, 27% have Santa Cruz city addresses, 13% reside in Soquel, 4% reside in Aptos and the remaining 12% are distributed among Felton, Los Gatos, Scotts Valley and Watsonville. Roughly four-fifths of respondents reported that they drive their own vehicle while 12% noted that walking is their primary mode of transportation. Five percent ride a bicycle, another 5% depend on family or friends for transportation and 2% use public transit.

Library Usage Patterns

The library is one of respondents' most frequent information sources, with 62% reporting that they use the library at least once a week. Newspapers, the Internet and television/radio are used even more frequently, with 80% to 86% reporting at least weekly use. Book, movie and music purchases were also widely reported, though not at nearly as high a level.

Respondents tend to use two or more libraries. While two-thirds of respondents noted that they consider the Capitola Library their primary library, nearly three-quarters reported that they patronize more than one library. The other libraries used most frequently are Aptos (35%), Live Oak (35%) and Central Santa Cruz (35%). Many reasons were given for using multiple libraries, including convenience along travel routes, better open hours, more selection of materials and the ability to take advantage of programs for children at various locations. The most frequent reason given for selecting their primary library was that they live in the community that library serves (78%), they work or go to school in that community (21%) or find that library more attractive than others (19%).

Borrowing books and reading are the most frequently reported services that respondents use – 94% check out books, 64% request materials from other Santa Cruz County libraries and 42% read books, magazines or newspapers at the library. Use of the Library's media collections is also popular - 50% check out DVDs or videos, 37% check out audio books and 30% check out recorded music. Demand for books and media is strong. Two-thirds of respondents want more new books to check out and 37% want more new movies to check out.

Programming is another in-demand service – 22% of respondents attend children's programs, 30% said they would like to see more programs for adults and 26% would like more programming for children.

Services Respondents Use at their Primary Library

	# Respondents	% Respondents
Check out books	152	94%
Request books from other libraries in the system	103	64%
Check out movies (DVDs or videos)	81	50%
Read books, magazines or newspapers	68	42%
Check out audio books on tape or on CD	59	37%
Buy used books	53	33%
Use the library's reference service	52	32%
Check out music (on CD)	49	30%
Use the Library's computers	44	27%
Attend events for children at the library	35	22%
Use the library's wifi connection	32	20%
Work on school assignments or do research	30	19%
Use my own laptop	27	17%
Attend events for adults at the library	21	13%
Work with others on a group project	12	7%
Attend events for teens at the library	10	6%
Attend computer classes	9	6%

Satisfaction Level and Service Priorities

Respondents were generally positive about library service levels – two-thirds reported that their primary library meets their needs “well” or “very well” and another that the service level is “OK”. “Inconvenient open hours” was the most frequent reason for dissatisfaction, reported by 17% of respondents and an additional 7% noted that the library does not have the materials they need.

Respondent Satisfaction Levels

DEGREE OF SATISFACTION	# RESPONDENTS	% RESPONDENTS
Very well	53	33%
Well	51	32%
OK	38	24%
Not very well	9	6%
Not at all	3	2%

Services Respondents Would Like to Add or Expand at their Primary Library

	# Respondents	% Respondents
New books to check out	107	66%
Quiet places to sit, read or study	75	47%
New movies to check out	59	37%
Request materials from outside the system (ILL)	53	33%
Café / refreshments for sale	52	32%
Programs for adults	49	30%
More computers	46	29%
New audiobooks to check out	42	26%
Public meeting room	42	26%

Programs for children	42	26%
Used books, videos and music for sale	42	26%
Volunteer opportunities	38	24%
New music to check out	37	23%
Space for children and families	33	20%
Computer classes	31	19%
Wireless access for more hours	31	19%
Place to meet/socialize with friends	31	19%
Space for teens	29	18%
Programs for teens	29	18%
Literacy tutoring	27	17%
Homework help/tutoring	27	17%
Group study space	24	15%
Digital media devices to check out (laptops, ereaders)	21	13%
Audio/video production studio equipment	21	13%
Video games to check out	20	12%
Other Features or Services mentioned:		
More open hours	28	17%
More space	12	7%
Larger/better collection/more new titles/more DVDs	7	4%
More/better seating/group study space	6	3%
Improved space/collections for children	4	2%
Improve or eliminate self checkout machines	3	2%
Improved parking	2	1%
Improved technology/more computers	2	1%
Restore interlibrary loan outside County	2	1%
More outdoor seating	2	1%
Space for teens	1	1%
Space to meet and socialize with friends	1	1%
Public meeting room	1	1%
New building	1	1%
Natural light	1	1%
Improved staff workspace	1	1%
More selection of ebooks	1	1%
Free wifi access	1	1%
Space for art exhibits	1	1%

Overall, the survey responses tended to confirm input gathered at the March 1st community meeting and the various focus groups. While respondents value the Library's central location and adjacent children's playground, appreciate the excellent customer service they receive and enjoy the ongoing children's programming, the Capitola Library is widely perceived as too small and limited in scope. Comments repeatedly speak to the lack of seating and space for interaction, limited book and media selection, inadequate technology, discomfort associated with lack of acoustical zoning and cramped interior conditions.

IV. Space Needs Assessment

A. Current Service Profile

The current Capitola Library, a 4,320 square foot structure at the intersection of Wharf Road and Clares Street, has served the community since 1999. The modular facility is centrally located and convenient to major community arterial routes, both 41st Avenue and Highway 1. Currently, the facility is open for service three days per week – Tuesday, Thursday and Saturday, for a total of 20 open hours. Capitola is also served by the County Library Bookmobile, with a biweekly stop at the Bay Avenue Senior housing complex.

Capitola Library houses a collection of 24,986 books and 2,243 AV media – a total of 27,229 items, for an average of slightly less than one item per capita to the 28,200 service population (0.96 item/capita). Books make up 92% of the collection and AV media make up 8%. The collection is 33% children's material, 2% teen material and 65% adult material.

Limited open hours and limited collection size appear to affect usage levels at the Capitola Library. While the service population represents 11% of total County population, the circulation rate and number of in-person visits over the past two years have been somewhat lower, as shown below. While library usage declined throughout the County last year due primarily to fewer open hours, the Capitola Library usage dropped even more than the system as a whole.

Fiscal Year	Circulation			Visitors		
	County Library	Capitola		County Library	Capitola	
2008/2009	1,652,496	137,000	8%	1,287,317	98,285	7.6%
2009/2010	1,400,799	101,735	7%	949,569	60,178	6%

Recent budget cuts have sharply curtailed programming at the Library. During 2010/2011, children's story time programs and other events have been held only on days that the facility is closed due to limited staffing. Still, 636 children and parents have attended programs since July 2010 (eight months are included in the tally), compared to 1,400 children and parents during the previous twelve months. In addition, 288 children participated in the County Library Summer Reading Program through the Capitola Library.

Limited seating and public computers are available, with a total of 37 user seats and 7 computers.

Currently, Capitola has a staff of 4.625 FTE (1.0 Senior Library Assistant, 2.0 Library Assistants and 1.625 Library Clerks). The new service model under review by the Library Joint Powers Board proposes 3.75 FTE staffing (1.75 FTE Library Assistant IIs and 1.75 FTE Library Pages).

An adjacent surface parking lot provides 29 parking spaces.

B. Collections and Shelving

The population served by the Capitola Library needs access to a well-balanced collection onsite, in print and digital media formats, of a size that represents a critical mass of titles for adults, teens and children. The onsite collection should reflect community diversity, serving all age groups and languages, be supplemented by quick, convenient access to the entire County Library collection via system request procedures and complemented by the Library's growing virtual collection of electronic format titles. Shelving capacity at the Capitola Library needs to increase to accommodate a collection that offers 2.0 volumes per capita to the service population – approximately 56,400 books and AV media items. An estimated 10% of the future collection is assumed to be available solely in digital format.

Retail-display shelving is needed in selected areas to support high visibility, face-out shelving for new and in-demand materials. Circulation space and aisle widths in stack areas need to support stand-end spot marketing displays throughout the collection. Shelving capacity needs to allow shelves to be kept 20% to 25% clear so that space for incoming materials is reliably available.

The collection size and shelving capacity recommended in this program will place the new Capitola Library well within the norm of current best planning practice for libraries that serve smaller communities. A proposed Collection Growth Plan is presented in *Appendix A* and a breakdown of shelving needed for each part of the collection is in *Appendix B*.

C. Seating

Seating capacity in the current facility is severely deficient, with 37 seats offering 1.3 seats for every 1,000 people served. A service level of 2.0 to 4.0 seats per 1,000 people served is considered current best planning practice, with communities similar to Capitola requiring seating levels toward the high end of the range. This report recommends a target of 3.5 seats per 1,000 people served, or 100 seats. This will provide the quantity and variety needed to meet community needs, including distributed seating areas for concentrated study, casual reading by adults, parent/child exploration of children's literature, teen study and quasi-social space, work space for laptop computer users, acoustically enclosed group study space and after-school homework study. *Appendix C* contains a proposed seating distribution for the new library.

D. Computers and Technology

The current library's 7 public access computers (5 Internet workstations and 2 online catalog workstations) are in constant use with an ongoing queue of customers waiting their turn to go online. More workstations are needed to meet public demand and to enable distribution of computer equipment to serve users of different age levels – especially teens and children, who tend to avoid using computers in the adult area. Workstations for these age groups should be located in the children's and teen spaces. In addition, more workstations are needed to serve adults.

Compact online catalog units are needed at key stack locations to provide convenient catalog access to visitors as they browse the collection. Some computers should be clustered together in an area that can be used for online training workshops. Space has

been allocated also for an in-library laptop computer lending service, with a storage and recharging unit located at the service desk.

This report recommends a total of 34 public access computers, or 1.2 workstations for every 1,000 people served. *Appendix D* contains a proposed distribution of public access computers and other public access technology for the new library.

E. Programming and Meeting Room Space

To fulfill its role as a community center and gathering space, the new library needs a programming space that is acoustically separate from the main public area. This report proposes a 1,000 square foot meeting room located adjacent to the public entrance to serve as a focal point for programming, meetings and events of all sorts. The meeting room should be designed and laid out so that events can take place independent of library service hours, with adjacent storage space for stacking chairs, folding tables, AV equipment and other storage needed for programming. A kitchenette is needed within the space to support refreshment preparation.

A room of this size will accommodate 80 adults seated in stacking chairs arranged auditorium style or 100 to 120 children seats on the floor.

In addition, flexible space is needed within the children's area for smaller storytelling audiences. This space will not need an enclosed room if the children's area is acoustically separate from the rest of the library.

F. Service Points and Staff Work Space

The new library must be designed to operate with minimal staff, using a single, combined service point, effective use of self-service strategies and exceptionally functional interior layouts of both public and staff work spaces. The program assumes that the current implementation of self checkout technology will continue until 90% to 95% of circulation transactions are handled using this technology. The sorting and returns processing area has been sized to accommodate a compact automated materials handling unit, assuming installation subsequent to opening day. Sorting and returns need to take place away from the service desk, allowing staff to focus on direct public service while assigned to the public area. Return slots, both exterior and interior, will empty directly into the sorting area.

G. Building Space

The new Capitola Library needs to increase to 12,841 square feet to serve current and projected community library service needs. A single-story facility is required for effective operation by minimal staff. The overall square footage recommended assumes that 75% of the floor space is assignable to library functions and the remaining 25% will be available for facility components such as mechanical spaces, electrical closets, restrooms, corridors, wall thicknesses and similar building related needs.

A library of this size will provide an average 0.45 square feet per capita of building space, a service level firmly positioned within the recommended range for communities of this size.

H. Parking

Parking for public libraries is planned typically to provide 3 to 5 parking spaces for every 1,000 square feet of building space. For the new Capitola Library, this translates into 38 to 64 parking spaces. Compared to the current parking capacity of 29 spaces, this represents a moderate to significant increase in parking area.

I. Coffee Cart/Café

A place to buy and consume snacks and drinks was a popular service mentioned frequently by survey and focus group participants, as an amenity that would complement the park setting and enhance the library site as a community gathering place. The scope of this service could range from a compact, mobile coffee cart stationed at the entrance to a small café that serves both Library and children's playground visitors. The square footage needed for this function is estimated at 330 to 932 square feet.

Space Recommendations to Serve 28,200 Population

	Current Service Level	Recommendations
Collection Size	27,200 books + media	56,400 books + media
	0.96 volumes/capita	2.0 volumes/capita
Seating	37 seats	100 seats
	1.3 seats/1,000 people	3.5 seats/1,000 people
Group Study/Tutoring Rooms	None	2 rooms/4 seats each
Computers	7 workstations	34 workstations
	0.25 computer/1,000 people	1.2 computers/1,000 people
Meeting Room	None	1,000 Sq Ft Room/80 seats
Storytelling Space	In children's area	Floor space for 35 in children's space
Square Feet of Building	4,320 Sq Ft	12,841 Sq Ft
	0.15 Sq Ft/Capita	0.45 Sq Ft/Capita
Coffee Cart / Café	None	330 to 932 Sq Ft

IV. General Design Considerations

A. Basic Concepts

The new Capitola Library must be welcoming and accessible to the entire community. The building needs to be designed to support simultaneous use by different user groups, some quiet and contemplative and others busy and active, a place that community residents enjoy visiting and appeals to all residents. The design should reflect the community's architectural context as well as sustainable design principles. The "village" character and scale of historic Capitola needs to be factored into the new facility design, within the context of the site and surrounding landscaping.

A flexible and modular design is a key element for both public and staff spaces. The library will make extensive use of electronic technologies to provide service. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces and should be designed to support wireless networks within the building, with separate networks for public access and for internal use.

B. Exterior and Site Issues

1. Approach and public entrance to the building. The building's exterior must be clearly recognizable as a library. The public entrance and lobby must be easily accessible from the street and parking, with a layout that prevents drafts from intruding into the building interior. The interior should be visible from outside the building and act as a magnet to draw visitors in. Exterior seating is needed near the entrance for visitors awaiting rides.

2. Delivery and staff entrance. A staff and delivery entrance needs to be located adjacent to the staff work area, well lighted and close to trash collection.

3. Exterior signage. A highly-visible, large-scale exterior sign with the name of the library needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. It is also recommended that the Library's Web address/URL be prominently displayed on the exterior of the building, to be visible from the street. In addition, an exterior sign affixed to the entrance is required, displaying Library hours and whether or not the library is open or closed.

4. Landscaping areas. Provide low-maintenance, drought-tolerant native species for the exterior landscaping, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. Link the building's interior spaces to the site, adjacent landscaping and children's playground through windows at grade and/or at the clerestory level.

5. Maintenance. Exterior building finishes must be durable, and not require frequent painting or staining. Finishes such as high quality masonry, pre-cast concrete or similar products are preferable to wood or stucco. Vandal-resistant finishes are recommended, including graffiti retardant coating applied to all appropriate exterior surfaces from grade to a height of at least twelve feet and features that deter skateboarding and rollerblading.

6. Materials return drops. Library customers must be able to return materials 24 hours per day, whether or not the Library is open. At the exterior of the building, return slots will empty into the Sorting and Returns Area. The slots must be designed to deter vandalism. One additional return slot is also needed inside the building, also emptying directly into this space, for Library users' convenience. Check-in and sorting of returning materials will occur in this area rather than at the Service Desk.

The County Library is exploring future acquisition of automated materials handling equipment. The Returns and Sorting Area needs to accommodate future installation of automated materials handling equipment and should be laid out with this in mind. Space allocated for sorting and returns assumes a compact AMH system can be accommodated in the space.

7. Parking and vehicular access.

Bicycle parking. Provide bicycle parking for 20 bicycles outside the public entrance. Ensure that the racks are designed to meet current security standards for bicycles.

Automobile parking. Provide 38 to 64 parking spaces for Library visitors (three to five parking spaces per 1,000 gross square feet of library space). There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements.

Service vehicles. Provide parking adjacent to the staff entrance for short term parking for Library delivery vehicles and other service vehicles.

Parking traffic patterns. Design parking with clear entrance and exit patterns and coordinated egress from either Wharf Road or Clares Street to avoid vehicular traffic congestion. Include several short-term parking spaces adjacent to the exterior materials return drops for customers who are returning materials but do not plan to visit the Library.

Passenger pick-up and drop-off. Provide a convenient, safe and sheltered area with exterior seating close to the place that visitors may be picked up or dropped off. This area needs to be away from the main vehicular traffic lanes of the parking lot and a covered walkway to the public entrance is desirable.

8. Roof. The roofing system should be designed to last twenty years minimum, with a roof pitched to facilitate rain runoff. Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access should avoid accidental damage to the roof membrane or any other building element located on the roof through the use of walking pads where needed. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

9. Safety and security. Ensure that public access areas, the staff entrance and walkways outside the building are 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. 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 rollerblading.

10. Trash receptacles and recycling. Locate space 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 comply with local requirements, are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the staff entrance.

C. Interior Issues

1. Acoustics. The library should be designed to ensure satisfactory acoustical conditions throughout the facility and within each space. These conditions include:

- The ability to achieve noise levels appropriate to the activities intended in each space.
- Effective use of sound absorbing materials.
- Effective sound isolation, both between adjacent spaces and between functional spaces and building systems equipment.
- Special attention to acoustical issues related to spaces, such as programming spaces, that require low background noise levels.

Building materials' sound-absorption properties and resistance to wear should be primary considerations in their selection and specification. Construction methods that improve sound isolation and noise control should also be incorporated into the design.

Mechanical equipment rooms and electrical rooms should not be located next to spaces that require low background noise. Noise associated with fans and ductwork tied to the air distribution system must be mitigated to prevent either duct-borne noise (fan noise carried through a duct and into a space through an air register) or breakout noise (noise that passes through the walls of a duct and ceiling into a space) from intruding into the library spaces.

2. Artwork and display. The design team should engage the community during the design phase to identify and initiate art projects that can be incorporated into the building. Avoid works of art that require floor space that could otherwise be used for library operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing. Locate art to avoid the possibility of vandalism or include vandalism protection as part of the art itself.

Display space is needed for rotating art exhibits by local artists, located within or close to the entrance and meeting room.

3. Audiovisual systems. The community meeting room needs video projection capability and should have the ability to provide Internet access, computer screen image projection, slide projection, wall-mounted video monitor display, and cable TV reception.

4. Building finishes. Use durable building finishes that will stand up to years of heavy use and that contribute to an environmentally sound building. 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, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal-resistant. Install corner guards at all appropriate locations in both public and staff work areas and chair rails on walls adjacent to areas where book trucks may congregate.

5. Clocks. Locate wall-mounted clocks in each major public area and in the staff work area. A low maintenance, centrally controlled, electronic analog clock system is preferable. At least one clock should be visible from the service desk.

6. Disabled access and ADA compliance. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations who do not consider themselves disabled will use the library.

7. Drinking fountains. Public drinking fountains need to be ADA compliant, located apart from the public spaces and adjacent to the public restrooms. Wall and floor finishes adjacent to drinking fountains should be water resistant and non-slip.

8. Electrical power, cabling and distribution. Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the Library's current and future wiring and cabling needs. 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. Communications outlets/faceplates must accommodate both voice and data applications. In addition, Library visitors need to be able to plug in a laptop computer at any seat within the public space.

Electrical closets, conduits and raceways must be accessible and sized to house electrical and cabling needs for all building systems, including electrical power, coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the Library computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution.

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building cabling system and the 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.

CATV/Satellite. The building should be equipped with a CATV or satellite television distribution system with drops provided in the community meeting room.

Wire management. Employ concealed wire management strategies at each workstation for the public and the staff and at the service desk. Allow easy access above or at the work surface to power and to Library and external networks. Both Library-owned computers and customer-owned laptops must be supported. There should 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.

Provide electrical and data wiring and cabling in the community meeting room to support online interactive demonstrations, distance learning, video projection and sound reinforcement, including the use of assistive listening devices.

Wireless communications. Design the facility to support wireless communications accessible throughout the building. Two networks are required, one for public access and one for internal staff access. Staff and public spaces must accommodate such devices without “dead spaces.” Ceiling/plenum areas must support both power and data cabling to connect wireless base stations in the future.

Data network. The Library’s data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring should be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public. Network security and access control are critical.

Telephones. Telephone access is required at each staff workstation and at the service desk. Public telephones are not required inside or outside the building.

9. Energy conservation and sustainability. The design team needs to work with the City and County Library to plan a building that will create a physically comfortable environment for both public and staff and that will meet the provisions of Title 24, California’s Energy Conservation Code.

Life-cycle costs. Building design strategies for the building’s orientation, energy management system, air distribution 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.

Occupancy sensors. Consider timed occupancy sensors in sporadically used spaces, such as private offices, conference rooms and restrooms, both public and staff.

Photo sensors. Consider use of photo sensors to control lights in reading areas adjacent to sources of natural light.

10. Flexibility, modularity and expandability of design. The building design should be open plan and modular with a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as service needs evolve. Floor loading capacity must be sufficient to support shelving for the collections at 150 pounds 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 rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in the placement of shelving and furniture. Avoid circular or eccentrically-shaped spaces in areas that will house shelving for collections.

11. Floor coverings. Floor coverings should be both attractive and durable. High-quality, commercial grade, anti-static nylon carpet squares is the preferred floor covering for most public and staff spaces. Resilient floor coverings, such as vinyl, cork, linoleum, rubber or composites, rather than carpet, should be considered for the following areas.

- Public entrance/lobby
- Community Meeting Room space adjacent to kitchenette
- Programming storage + kitchenette
- Restrooms
- Copy machine area
- Supplies and equipment storage
- Staff / Delivery entrance
- Custodial / Maintenance Services
- Kitchen in staff lounge

12. Electronic workstations for the public. Electronic, computer-based resources are a basic and integral part of library service and are rapidly evolving. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The Library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In public spaces, workstations are required that can support whatever electronic devices are needed. Each unit is programmed at 35 square feet. All equipment must meet or exceed ADA guidelines and 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.

Each unit should be oriented to avoid screen glare and must maintain a balance between visual surveillance from the service desk and a measure of privacy for the user.

13. Lighting. An excellent lighting design will be critical to the success of the library. The quality of lighting throughout the facility will contribute to customer ability to find information and to read. It will also influence the atmosphere of the facility's spaces by establishing a sense of comfort and safety both inside and outside the building.

Reading - both printed materials and text displayed on video monitors – continues to be the predominant visual task performed in libraries. The Library lighting system must enable people of varying visual and literacy capacities to read all types of text, from children's books printed in 10- to 14-point type, to old newspaper clippings printed in 7-point type on yellowed pulp paper, to long lists of overdue items printed on inexpensive computer paper, to electronic books.

A principal objective of the lighting design should be to provide a low glare visual environment. The ideal ratios of brightness levels that produce such an environment are often described as 10:3:1, referring to the relationship of the task object (e.g., a book

page, computer screen) as a brightness of 10, the immediate surroundings as a brightness of 3 and the general environment as a brightness of 1. The lighting design should strive for this ratio in every space.

The lighting design must also provide an even, balanced color quality, using a minimal number of different lamp types to simplify maintenance and lamp stocking. Energy efficient, long lasting lamps must be selected in accordance with State of California energy conservation requirements. Lighting level calculations must be provided to demonstrate that the design meets the lighting level requirements for each area of the library.

Lighting levels and issues in specific situations. Lighting levels should meet the illuminance recommendations outlined in the *IESNA Lighting Handbook* (9th edition, 2000), published by the Illuminating Engineering Society of North America. These recommendations are summarized below. The levels described below should be considered minimum targets to ensure that older individuals with increased illumination needs are also accommodated.

a. Shelving Areas. All shelving areas must be lit adequately so that customers can find the materials they need and library staff can re-shelve materials without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level. The lighting level should be 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum at any height, measured vertically along the stack face. There should be no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

Standard lighting computer calculations should be used to demonstrate that these lighting requirements have been met.

Each stack end should be lit so that stack range signage is readily visible.

Stacks may be lit by one, or by a combination of two, of the following schemes:

- "Parallel" scheme, in which rows of linear downlight fixtures are located directly above the stack aisles, oriented in the same direction as the stack ranges.
- "Perpendicular" scheme, in which rows of two-lamp downlight fluorescent fixtures are oriented at 90° to the stack aisles, spaced from 7' to 9' on center.
- "Indirect" scheme, in which lighting is aimed upward rather than downward, and is bounced off the ceiling, resulting in a more diffuse, non-directional light that can be oriented in almost any uniform geometry above the stacks. A hybrid lighting scheme that incorporates both indirect and downlighting may be needed.

b. Reading Areas. A lighting level of 30 to 40 foot-candles is adequate for general reading areas. Consider introduction of task lighting at reader tables or carrels for customers who prefer or need a higher light level.

c. Service Desk. Lighting at the service desk must be adequate for paper-based tasks but not cause reflected glare on computer screens. Lighting here must also be comfortable for library staff, who spend many hours at the desk. Light levels should be 40 to 50 foot-candles on the desk surface. This can be achieved by a combination of general lighting and task lighting, in situations where paper-based tasks are performed.

Downlights located above the desk should have lenses or diffusers to soften the light directly above the service counter.

d. Computer Areas. A lighting level of 30 to 40 foot-candles is adequate for public access computer areas, measured horizontally at work surface height. Avoidance of glare on computer screens is critical.

e. Staff Work Spaces and Offices. Lighting levels should be 40 to 50 foot-candles on the desk surface. Task lighting should be provided at each staff workstation. Adjustable lamps are preferred although generic under-shelf fluorescent lighting is acceptable. Book sorting, mail delivery and other workstations that require staff to move large amounts of material cannot effectively utilize task lighting. In these areas, a general lighting level of 50 foot-candles is needed.

f. Meeting Room and Programming Spaces. A lighting level of 30 to 40 foot-candles, with all lights on, is needed, with separately controlled lighting for the speaker's podium or the front of the room. Lighting should be dimmable or switchable to produce approximately 5 foot-candles of light for note-taking during audiovisual presentations.

g. Group Study/Tutoring Rooms. A lighting level of 30 to 40 foot-candles is adequate for small conference rooms.

h. Lobbies and General Public Circulation Space. A lighting level of 10 to 20 foot-candles is needed in these areas.

i. Storage Areas. Use a lighting level of 30 to 40 foot-candles. Consider occupancy sensors in these areas.

j. Computer/Telecommunications/Server Room: 40 - 50 foot-candles at 36" above finished floor. Bottom of light fixtures in this space must be nine feet above the finished floor.

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, computer screens, or seating areas. 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 highly preferable to skylights.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed south-, east- and west-facing windows to minimize solar heat gain. Consider exterior shading devices to block direct solar rays and diffuse daylight. Daylighting calculations or modeling must be provided that demonstrate the extent this strategy has been applied to the design.

Lighting controls. All lights, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Include a

master control station at a location to be determined. Locate controls for the public areas at the service desk. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public.

Emergency and exit lighting. An emergency lighting system must be incorporated into the lighting plan. Emergency and exit lighting must meet all applicable codes.

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

All spaces in the facility 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. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash receptacles in all public and staff spaces.

15. Surplus materials stock. The City needs 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.

16. Mechanical and plumbing systems and building environmental controls.

Air distribution system and humidity and temperature criteria. The building needs an air distribution system that ensures good natural air circulation. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telecommunications rooms need to be provided with air-conditioning and with backup mechanical ventilation units, as needed. An energy efficient boiler is needed for all heating requirements.

Mechanical areas for air handling units should be open and provide sufficient free space for proper air flow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment. Avoid locating mechanical equipment, ductwork, waterlines or connections over shelving areas or above the Computer/Telcom/Server Room.

Indoor air quality and energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. Ensure that spaces with equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented separately or 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 natural ventilation strategies as well as active strategies, including under-floor air or displacement ventilation.

Maintenance issues. Rotating and reciprocating equipment should be isolated to prevent transmission of noise and vibration. Penetrations of acoustically-rated partitions should 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 maintenance staff.

Plumbing and restrooms. Restrooms must be easy for the public to find, designed for durability and resistant to vandalism. Single occupancy restrooms for the public should be avoided, with the exception of the family restroom for parents with children. 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 to facilitate cleaning. Floor and wall coverings should be a hard surface from floor to ceiling, such as ceramic tile, with the floor coved at the point it meets each wall. Each restroom needs a sloping floor drain and one hose bib.

Restrooms must be ADA compliant and equipped with entry doors that enable people in wheelchairs to easily enter and exit. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces.

Restroom fixtures.

- Durable fixtures and stall partitions are required.
- Each public restroom requires paper towel dispensers, which should be mounted adjacent to or over the counter to avoid dripping on the floor.
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof and mounted directly over sinks to catch soap leaks and avoid water drips on the floor.
- Soap dispensers should be counter-mounted, not imbedded within the sink itself.
- Each public restroom requires a baby changing counter as well as a purse/parcel shelf and coat hook in each stall.
- Timed automatic shut-off of water flow.
- Low-flush toilets.
- Mirrors need to be vandal-resistant and scratch proof.
- Sanitary napkin disposal receptacle in each stall in women's restrooms.

17. Openness and sight lines. The building must be able to operate efficiently. There will be one staffed service point. Avoid enclosed areas out of public or staff view. Non-public areas must be secure, so that the public cannot enter these areas undetected.

18. Public address system. There should be a public address system in the building 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 and should be a part of the building's telephone system. The PA system must be clearly audible in every part of the library, including restrooms and staff offices. The main system must have selective broadcast capability to allow messages to be blocked from certain spaces, as needed.

19. 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 the service desk or away from regular paths of travel. 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 by both staff and the public.

Building safety. Doors into staff spaces and controlled access public spaces must lock. The building design needs to protect against 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 system is not required.

Public and staff safety. The building should 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 made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the children's area.

Library materials security system. While a materials theft security system may not be installed in the building when it opens, provision should be made at the entrance to accommodate this equipment. The type of security system envisioned will allow customers to carry deactivated material they have checked out through the security system portal. If the material carried out has not been deactivated, an audible alarm will sound. The entry vestibule should be laid out, wired and cabled to accommodate such a system. The County Library is exploring the use of RFID circulation and inventory control technology but it is unknown whether or not the future security system will be RFID compatible.

20. Service desks. The service desk will be a prime point of contact between the staff and the public, although staff will move through the public spaces regularly to offer assistance. The desk must be visually prominent, welcoming and spacious. The amount of space allocated for each staffing position at the desk is 50 square feet. The desk itself must be compact, modular and flexible rather than a traditional, permanent piece of casework. The space allocated includes the position's furniture and equipment, space for the staff member to sit or stand and the space for the public to sit or stand as they interact with the staff member. The desks must be designed to accommodate all equipment without interference to functionality or service. The design team must work closely with Library staff to ensure effective design and constructability of the desk.

The desk will have two staff positions, at either sit down or stand-up height, and must be oriented so that staff at the desk faces customers as they approach for service, with generous queuing space for the public. Each staff position should have an adjustable height chair for the staff member at that position. The desk design must be flexible to allow the library to accommodate new equipment and reconfigure each staff position as service needs change.

The desk must be equipped with:

- A countertop of a durable, vandal-resistant, easily cleaned material
- The counter must be height adjustable
- A shelf on the public side of the desk top, at least 4" deep, for customers to place belongings while they transact business.
- Toe space at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for customers while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation and cash register to conceal exposed wiring (unless cash drawers are utilized instead).
- Box, file, and pencil drawers, pigeonholes, knee spaces and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk, level with the surrounding floor.
- Counter depth of approximately 24" to accommodate computer terminals, keyboards and peripheral equipment with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff knee space to house computer equipment.
- Computer monitor swivel bases at computer workstation.

The desk should be designed to discourage the public from entering the space behind the desk. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify the desk.

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

21. Shelving. Shelving to house the collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, mounted on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelving should be consistent with shelving stock used throughout the County Library for flexibility.

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. Epoxy powder finish is preferred over enamel coatings. Final specification of shelving should include testing for compatibility with wireless data transmission in stack areas.

Shelving uprights will be standard heights of 78" (maximum of 5 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) and 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from these depths 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.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges. Stack ranges are two or more 3-foot shelving sections that have been connected (ganged together). Ranges with a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ranges 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 collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at all heights require canopy tops. All public area shelving require stack end panels with stack signage at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving equipment needs to be specified and designed with wireless technology in mind. Stack ends, canopies and any other elements surrounding the shelving that are fabricated from wood or laminate are highly preferred.

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

Book ends and shelf dividers must accommodate various sizes of materials and must be able to move easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. Library staff will specify the location of tilted shelves, as required. Typical shelving types programmed for the building are:

Height	Shelves/Section		Collection
78"	5 - 6		Adult Fiction, Nonfiction
66"	4 - 5		Children's books, Children's Audiobooks, Teen books
78"	8 - 12	Slanted with flat shelf below	Magazine Display
66"	4	Browser bins	Music Compact Discs

See each space's description, as well as the charts in *Appendix B: Capitola Library Collection Shelving Needs*, for the exact amount and location of each type of shelving.

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, installation, etc., and the length of time price quotes remain valid.

22. Signage and wayfinding. A consistent, easily understood signage and wayfinding system is needed throughout the building. 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 the service desk, need to be highly visible from the direction of most frequent approach.

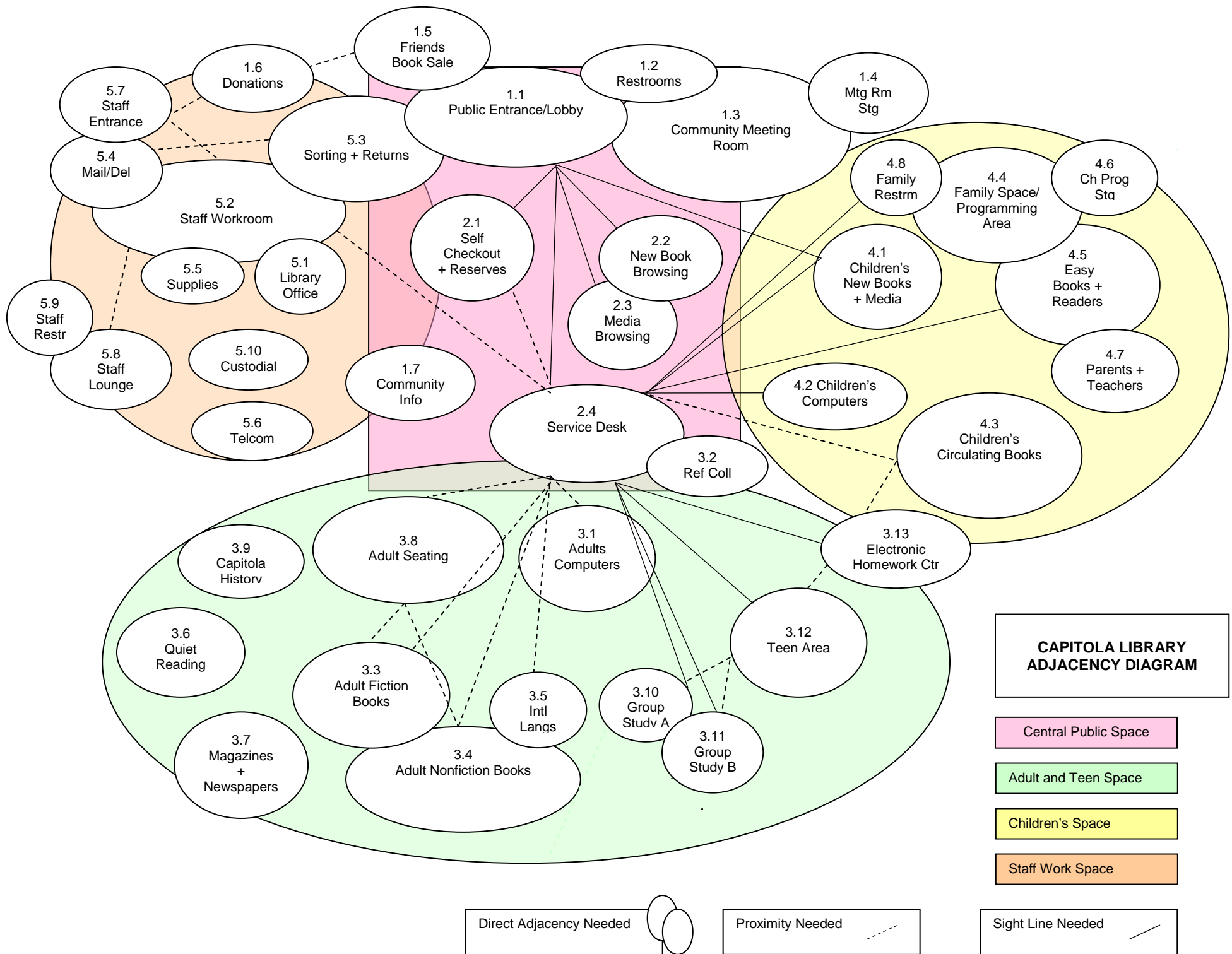
The sign system must be designed in coordination with the interior design of the building, and integrated with the space planning, reflected ceiling plan and lighting plan. The signs should not be separately developed and inserted into the design as an afterthought. Signs must be easy to move and change as the use of each space evolves 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.

23. Staff workstations and offices. Staff desks and workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. A private office will be available for confidential meetings. Branch staff will be assigned modular office system workstations in the Staff Workroom. Some workstations may be made available for common use or volunteer use. Workstation specifications will be developed with Library staff during the design phase of the project.

The standard office systems workstation module will be approximately 6' long by 6' wide (43 square feet) with an L-shaped horizontal work surface, tackable, acoustical panels and data, electrical and voice outlets in the panel raceways. The modules need to be connected (ganged together) to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone handset, computer, keyboard and mouse pad and needs to be equipped with task lighting, box, file, and pencil drawers, one to two fixed pedestal units with box/box/file and file/file configurations, an ergonomic task chair, with or without arms, tackable acoustically cushioned partitions and an overhead shelf or shelves. Staff will share a networked printer located in the workroom.

24. Storage. The library requires several types of storage space, including space for storage of building maintenance items, shipping boxes and spare parts for electronic equipment, extra stock of shelving and other furniture and equipment, custodial supplies and equipment, and programming furniture, props and supplies. Specific information about these spaces is found in the descriptions of the staff workroom, programming storage, custodial and building maintenance areas.

25. Wall coverings. Durability and appropriateness to the space are prime concerns. Any painted surface 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. Avoid fabric wall coverings except where tackable wall surfaces are specified. Use corner guards on walls in high traffic areas, particularly in staff areas where book trucks will be utilized.



VI. Facility Space Requirements

Spaces Summary

Space		Square Feet	
1.1	Public Entrance/Lobby	54	
1.2	Public Restrooms	IN GSF	
1.3	Community Meeting Room	1,022	
1.4	Meeting Room Storage /AV Equipment	108	
1.5	Friends of the Library Book Sale	40	
1.6	Book Donations Sorting Space	120	
1.7	Community Information	30	1,374
2.1	Self Checkout and Reserves Pickup	120	
2.2	New Books Browsing Area	298	
2.3	Media Browsing Area	278	
2.4	Service Desk	170	866
3.1	Adult Public Access Computers	409	
3.2	Reference Collection	176	
3.3	Adult Circulating Fiction Books	599	
3.4	Adult Circulating Nonfiction Books	552	
3.5	International Languages Collection	72	
3.6	Quiet Reading and Study	250	
3.7	Magazine + Newspaper Browsing	132	
3.8	Adult Seating	720	
3.9	Capitola History	140	
3.10	Group Study/Tutoring Room A	100	
3.11	Group Study/Tutoring Room B	100	
3.12	Teen Area	505	
3.13	Electronic Homework Center	345	4,100
4.1	Children's New Books + Media	293	
4.2	Children's Public Access Computers	129	
4.3	Children's Circulating Books	587	
4.4	Family Space/Children's Programming Area	506	
4.5	Easy Books and Readers	454	
4.6	Storytelling and Programming Storage	64	
4.7	Parents and Teachers Collection	10	
4.8	Family Restroom	IN GSF	2,043
5.1	Library Office	75	
5.2	Staff Workroom	239	
5.3	Sorting and Returns	356	
5.4	Mail and Deliveries	104	
5.5	Supplies and Equipment Storage	70	
5.6	Computer/Telecom/Server Room	86	
5.7	Staff Entrance/Lockers/Coat Closet	44	
5.8	Staff Lounge	178	
5.9	Staff Restrooms	IN GSF	
5.10	Custodial / Maintenance Services	95	1,247
	Library Net Assignable Square Feet:	9,631	
	Library Gross Square Feet @ 75% Efficiency:	12,841	

Space		Square Feet	
1.8	Coffee Cart	296	
	Gross Square Feet @ 90% Efficiency:	329	
1.9	Café	839	
	Gross Square Feet @ 90% Efficiency:	932	
	Total Gross Square Feet with Coffee Cart	13,170	
	Total Gross Square Feet with Café	13,773	

VII. Space Descriptions

1.0 Public Spaces

1.1 Public Entrance/Lobby

54 sq. ft.

The building entrance should be well lighted and welcoming, with easy opening doors that people of all ages and physical abilities can use.

Three manually operated materials return slots for customers to use to return their books and media need to be mounted on the exterior of the building, along the main path of travel into the building. These slots will empty into the Sorting and Returns space. An additional return slot will be located inside the building, also emptying into Sorting and Returns, to allow customers to return materials while inside the facility. The Library is exploring future acquisition of automated materials handling equipment, which will be installed in the Sorting and Returns space at a later date. At that time, the manual return slots will be replaced by an automated slot and conveyor belt, ideally at the same location. The entrance also needs to be designed to accommodate future installation of a materials security system portal, tied to the Library integrated library system.

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. The lobby floor should be a hard surface rather than carpeted.

The Community Meeting Room needs to be available for meetings and events independent of the Library open service hours. Direct adjacency between the meeting room and lobby is required so that meeting participants can enter the meeting room through lobby no matter whether or not the Library is open. The entrance to the Library public space must have a secure barrier to ensure that meeting participants cannot enter that area when the Library is closed.

A donor recognition display, preferably wall-mounted, is needed in a high visibility location, either in the lobby or along a major path of travel within the facility. Several nested, small shopping carts and a stack of sturdy shopping baskets will be kept at the inner edge of the lobby for visitors to use as they browse.

Trash and recycling receptacles and a secure, glass-enclosed, wall-mounted display board for posting announcements should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit the building.

A bench or similar seating is needed outside the entrance for visitors waiting for a ride home. There are also numerous dog owners who walk their pets. A water bowl for canine visitors and a dog waiting area should be considered outside the entrance.

Occupancy: 2 – 6

Adjacencies:

1.2	Public Restrooms
1.3	Community Meeting Room
1.5	Friends Book Sale
5.3	Sorting and Returns

1.1 Public Entrance/Lobby, continued

- Sight lines:**
- 2.1 Self Checkout and Reserves Pickup
 - 2.2 New Books Browsing Area
 - 2.3 Media Browsing Area
 - 2.4 Service Desk
 - 4.1 Children's New Books + Media

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

Environmental Conditions: Air ventilation in the lobby needs to be zoned separately from the library interior. The space should act as an environmental buffer, protecting the library's interiors from temperature fluctuations and drafts. Design the entrance to minimize temperature fluctuations and drafts that may intrude into the library's interior spaces and to protect the interior from exterior winds.

Technology/Audiovisual/Power/Data: While materials theft detection devices will not be installed in the lobby at opening, the space needs to be designed to accommodate future installation of this equipment.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
display case, glass-enclosed, wall-mounted, 6'w x 5'h x 1.5'd min	1	case	30	30
theft security portals	1	pair	24	24
total				54

1.2 Public Restrooms

in GSF

Locate the public restrooms adjacent to the meeting room. Each restroom needs to meet local code requirements for quantities of fixtures and stalls. Avoid single-use public restrooms, with the exception of a family restroom in the Children's Area that serves parents and children.

Restrooms must be designed for durability, ease of maintenance 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 ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to catch soap leaks and prevent water drips on the floor. Install paper towel dispensers and a baby changing counter in both men's and women's restrooms, and parcel/purse shelves in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: Must meet local code requirements

Adjacencies: 1.1 Public Entrance/Lobby
1.3 Community Meeting Room

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

Environmental Conditions: Provide ventilation sufficient to ensure physical comfort and protect health, with a minimum 12 air exchanges each hour. Provide exhaust fans specific to the space.

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

1.3 Community Meeting Room

1,022 sq. ft.

An enclosed meeting room will make the new facility a prime venue for community events and Library programs for all ages and will be in use almost daily. The room needs to accommodate 80 adults in auditorium-style seating or 100 children and parents seated on the floor. It must have a full range of lighting and audiovisual controls with the capacity for assistive listening devices.

The meeting room needs to be adjacent to the public entrance and lobby and laid out so that meeting participants can enter the room directly from the lobby and visit the restrooms independent of the Library open service hours. Proximity between the meeting room and the Children's Area is also desirable to allow groups of children to move between the two spaces without disrupting other public spaces within the facility.

The meeting room needs a movable podium, a chair rail system and corner guards throughout the space. A small kitchenette is needed adjacent to the meeting room, with a double sink, work counter, and cabinets that can be locked off when not in use. Floor coverings should be carpeted in most areas, with resilient surface is needed in the area adjacent to the kitchenette, however, to prevent carpet damage due to food spills.

Occupancy: 80 adults; 100 children and parents

Seating: 80 stacking chairs

Adjacencies:

- 1.1 Public Entrance/Lobby
- 1.2 Public Restrooms
- 1.4 Meeting Room Storage

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. The space must be designed to contain noise generated during programs.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here. The space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
stacking chairs	80	seats	12	960
tables, folding, lightweight, 24" x 60"	12	tables	0	0
podium, mobile	1	podium	12	12
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
kitchenette with double sink, counter, cabinets above/below, refrigerator	1	space	50	50
total				1,022

1.4 Meeting Room Storage/AV Equipment

108 sq. ft.

A secure storage room is needed, directly accessible from the meeting room, to provide storage for stacking chairs mounted on dollies, folding tables and audiovisual and data projection equipment controls used in the meeting room.

Occupancy: 0 - 2

Adjacency: 1.3 Community Meeting Room

Environmental Conditions: Ventilation must handle heat build-up from equipment located in this space.

Technology/Audiovisual/Power/Data: Audio and video equipment controls for the meeting room. Provide standard, wall-mounted power outlets for use by library staff.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
dollies, mobile, for stacking chairs	8	dollies	6	48
table trucks for folding tables	2	dollies	10	20
equipment rack for meeting room AV projection equipment	1	rack	10	10
clear space for storage of easels, equipment, programming supplies	1	space	30	30
total				108

1.5 Friends of the Library Book Sale

40 sq. ft.

A Capitola Friends of the Library is being planned to provide community members with a convenient volunteer organization as the new library develops. One of the anticipated activities of the Friends group is an ongoing book sale, the proceeds of which will support Capitola Library services and programs. The Friends may also organize and manage periodic large-scale book sales held in the meeting room or elsewhere.

A compact, well-designed book sale display area is needed adjacent to the lobby for the ongoing book sale. The Friends will sort donations and place selected items on display shelving located prominently for public browsing. The book sale will be self service. Customers will drop payments in a secure coin box attached to the wall or shelving.

The donations sorting area must be enclosed, secure and located close to the book sale shelving. Direct adjacency is ideal if the building layout allows for this.

Occupancy: 2 - 6

Adjacency 1.1 Public Entrance/Lobby

Proximity: 1.6 Book Donations Sorting Space

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 72" for sale book display	4	sections	10	40
total				40

1.6 Book Donations Sorting Space

120 sq. ft.

Friends of the Library volunteers will sort donations in this space and prepare sale items for display. It is anticipated that donations will be brought to the service desk and Library staff will transport donations to the sorting area. Proximity to the Staff Entrance is desirable to facilitate transport of unusable donations to the exterior recycling and trash containers.

The possibility of future online book sales should be considered, with power and data connections for a computer and printer at a 4' x 2.5' computer table.

Occupancy: 2 - 4

Proximity: 1.5 Friends of the Library Book Sale
5.7 Staff Entrance

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
work counter for book sorting	1	counter	30	30
shelving, 84", for sorting and storage	4	sections	10	40
clear floor space for incoming donations, temp box storage	1	space	50	50
total				120

1.7 Community Information

30 sq. ft.

A wall-mounted display unit and bulletin board are needed, located along a main interior path of travel, to accommodate displays of flyers, brochures, community newspapers, bus schedules and other announcements about community events. The display does not necessarily need to be at the public entrance.

Acrylic holders of varying sizes will display this material at convenient viewing height. Enclosed, secure storage below the display is needed to store additional copies of handouts.

Adjacency: Along main path of travel within central public space

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
community information display unit, wall-mounted, with brochure & newspaper racks, bulletin board & storage below, 6'L x 4'H x 1.5'D	1	unit	30	30
total				30

2.0 Customer Services/Browsing Area

2.1 Self Checkout and Reserves Pickup

120 sq. ft.

Library customers will be encouraged to use self checkout machines to check out their materials. The equipment consists of a PC workstation, a laser scanner that reads the barcode of each item checked out and the library card of the person making the transaction and a flat work surface on which the checkout transaction takes place.

The self checkout stations and compact printers will be installed within sight of the public entrance. Each self checkout station needs a clear work surface on each side of the checkout device - approximately 1.5' wide x 1.5' deep on each side - to allow customers to place books, purses, and other belongings while they use the machine.

Shelving for reserved materials on hold needs to be located adjacent to the self checkout machines, on 5 sections of 78" high shelving located in plain sight to visitors as they approach.

The County Library is exploring the use of RFID circulation and inventory control systems to replace the current ILS. The layout of this area needs to take this possibility into consideration, although the timing of a migration to this technology is unknown.

Occupancy: 2 - 6 public

Sight line: 1.1 Public Entrance/Lobby

Proximity: 2.4 Service Desk

Technology/Audiovisual/Power/Data: Provide at each self checkout station standard communications and power outlets, conveniently mounted under the counter, to support the required equipment, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter. Coordinate specification and installation of equipment with Library IT staff and online system vendor.

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

Self checkout stations

Compact printers (may be incorporated into self checkout unit, depending on system purchased)

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
self-checkout machines	2	machines	35	70
compact printers @ SCKO	2	printers	0	0
shelving 78", for reserves	5	sections	10	50
total				120

2.2 New Books Browsing Area

298 sq. ft.

This space needs to be visible from the public entrance, an attractive, welcoming area that offers display shelving with new books and popular interest titles. It is intended to be a major magnet for browsing. Customers will stop by frequently to browse the new books in stock. The space needs to draw visitors in and allow them to browse comfortably without impeding the flow of traffic.

New and high interest circulating books both hardbacks and paperbacks will be displayed here, on 66" high shelving, on retail display units and standard shelving, with many of the books displayed face-out. Slatwall displays at the ends of the units are desirable, as well. The space allocated to this shelving is more generous than in other parts of the library to allow for browsing.

Occupancy: 4 - 10

Adjacencies: Along main path of travel through central public space
2.3 Media Browsing Area

Sight line: 1.1 Public Entrance/Lobby

Acoustics: This area will be a popular area. Individuals and family groups will regularly make this their first stop when they visit the facility. Friends may stop to socialize as they browse. Careful attention to noise control is critical. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, retail display, 3' x 6' x 66", for new and popular books, slatwall display @ either end	3	units	65	195
shelving, 66", for paperbacks	10	sections	10.3	103
total				298

2.3 Media Browsing Area

278 sq. ft.

This area of the library will be a popular destination, offering a lively array of DVDs, audiobooks, compact discs and other media. Media for children will be found in the Children's area.

This will be a bustling area that needs wide aisles and adjacency to the new books browsing area. These two spaces will be among the most heavily used areas of the building. The media collections will be placed on 78" high shelves and 66" browse bins to facilitate browsing and should be located away from quiet study or reading areas.

Occupancy: 6 - 15

Adjacency: Along main path of travel through central public space
2.2 Browsing Area/New Books

Sight line: 1.1 Public Entrance/Lobby

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for DVDs	13	sections	10.3	134
shelving, 66" browse bins for music CDs	5	sections	10.3	52
shelving, 78" for audiobooks on CD	9	sections	10.3	93
total				278

2.4 Service Desk

170 sq. ft.

The service desk will have two staff positions. The desk needs to be highly visible, occupying a central point in the public space. Staff will move back and forth between the desk and the public spaces, patrol the open areas and keep an eye on activity throughout the library.

Both staff positions will need to accommodate an online computer workstation, barcode reader, built-in CPU, a telephone handset and slotted storage for cards and materials. The positions will share a printer. Space for a cash register centrally located on the counter is required, although the Library is investigating the use of cash drawers as part of a new integrated library system that will replace the current ILS.

Staff at the desk will answer questions, help customers find materials and use the Library, issue cards, accept payment of fines for lost and overdue materials, monitor the public entrance, check out materials for customers who cannot use the self checkout machines, explain policies and procedures, and provide other assistance as needed.

One materials return drop slot will be located within sight of the desk, emptying into the Sorting and Returns area, in addition to the exterior return slots located outside the building. Check-in and processing of returned material will occur in the Sorting and Returns area, not at the desk.

The area will need generous circulation space on both the staff and public sides of the desk and acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the public entrance and the staff work room. The reference collection and one self-service computer registration workstation should be placed close to the desk.

Staff will check out laptop computers for in-library use. Space for a secure laptop storage and recharging station is needed behind the desk.

The desk must be designed with ergonomic and disabled access standards in mind and must meet the specifications outlined in *Section II, General Design Considerations: Service desks*. The desk counter height needs to accommodate customers or staff in wheelchairs and to allow staff to assist customers who are filling out forms or handling lengthy transactions.

Excellent lighting over the desk service counter is important to allow customers and staff to see text and images in reference materials and to enhance the visibility of the desk from all directions.

Public computers for adults and children need to be close to the desk but not adjacent so that staff can observe activity at the computers from a reasonable distance. Sight lines from the desk to as much as possible of the public space is important, especially to allow effective monitoring of children's and teen spaces.

2.4 Service Desk, continued

Occupancy: 2 - 4 public; 1 – 2 staff

Adjacency: 3.2 Reference Collection

Sight lines:

- 1.1 Public Entrance/Lobby
- 3.10 – 3.11 Group Study Rooms A - B
- 3.12 Teen Area
- 3.13 Electronic Homework Center
- 4.1 Children's New Books + Media
- 4.2 Children's Public Access Computers
- 4.5 Easy Books and Readers
- 4.8 Family Restroom

Proximities:

- 2.1 Self Checkout and Reserves Pickup
- 3.1 Adult Public Access Computers
- 3.3 Adult Circulating Fiction Books
- 3.4 Adult Circulating Nonfiction Books
- 3.5 International Languages Collection
- 3.8 Adult Seating
- 4.3 Children's Circulating Books
- 5.2 Staff Work Room

Acoustics: Activity here will often be brisk and sometimes noisy. Staff and customers will frequently have conversations at the service desk. Building finishes here should minimize noise spillage into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Technology/Audiovisual/Power/Data: Provide the staff counter positions with standard communications and power outlets, conveniently mounted under the counter, to support the required 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, but not be limited to, the following:

- Online computer workstation at each staff position
- Printer, shared
- Telephone handset at each staff position
- Cash register
- Laptop storage/recharging station

2.4 Service Desk, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
staff counter positions with computer workstations (1 circ, 1 info/children's)	2	positions	50	100
cash register behind desk	1	machine	6	6
laptop storage/recharging station, 12-laptop capacity	1	storage unit	12	12
book truck parking	1	truck	8	8
shelving, wall-mounted, 78" h, for secure reserves	1	section	9	9
shelving, 45" for ready reference books	1	section	10.3	10
Library card registration/computer reservation station	1	workstation	25	25
total				170

3.0 Adult and Teen Services

3.1 Adult Public Access Computers

409 sq. ft.

This area will contain 10 public access computer workstations, all sit-down stations that offer full access to the online catalog, the Internet and to specialized information resources mounted on the Library network. Frequently, two people will work together at a computer, so generous seating and work space at each workstation are important. A networked print release station will be located here, as well, and a media download/docking workstation.

Preliminary specifications for each workstation are defined in *Section II, General Design Considerations: Electronic workstations for the public*. The design team should consult with the Library IT staff during design to obtain specific dimensions and specifications for each piece of equipment. Special attention should be given to flexible, secure, discreet wire management that is easily accessible to library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

At least one of these computers needs to offer print enlargement and other features that will assist the physically disabled to effectively use this equipment.

The Library will also offer laptop computers for in-building use to supplement the desktop computers in this area. These will be stored at the service desk and loaned on request.

Occupancy: 10 - 16

Proximity: 2.4 Service Desk

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

Environmental Conditions: Clustered computer equipment will generate heat build-up in the area. Ensure that the space is zoned to accommodate this condition.

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.

The technology equipment planned for this area includes:

Public access computer workstations (sit-down), monitor, keyboard and mouse
Print release station

3.1 Adult Public Access Computers, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sit-down	10	workstations	35	350
networked printers/print release station	1	printer	24	24
download/docking station	1	workstation	35	35
total				409

3.2 Reference Collection

176 sq. ft.

This space contains the reference book collection, both for adults and children, on 66" high shelving. The shelving needs to be arranged for convenient access from the service desk so that staff can easily help customers with their research.

This space will also contain one copy machine for the public, a debit card dispenser and a work counter with a lockable storage cabinet below. This area needs to be visible from the main public path of travel and easy to find, somewhat separate for acoustical buffering but not an enclosed space. Proximity to the service desk will be important to enable staff to help customers with the copy equipment, as needed.

Occupancy: 2 - 6 public

Seating: Two 2-place tables

Adjacency: 2.4 Service Desk

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 2-place tables	4	seats	25	100
shelving, 66", for adult reference books	2	sections	10.3	21
shelving, 66", for children's reference books	1	section	10.3	10
copy machine, standard	1	machine	25	25
debit card dispenser, change machine	1	each	4	4
storage cabinet with work counter + small equipment	1	cabinet	16	16
total				176

3.3 Adult Circulating Fiction Books

599 sq. ft.

Adult fiction books will be shelved here on 78" high shelving. This collection's subdivisions (mysteries, science fiction, etc.) should be clearly defined and differentiated through the shelving arrangement, furniture layout and signage. Four lounge chairs with a shared occasional table will be available in the area for the convenience of customers using these collections.

This collection should be adjacent to adult nonfiction books and to the international languages collection, for convenient browsing. Slatwall display shelves on stack ends are desirable for marketing the collection. One compact online catalog workstation is needed at a prominent stack end. Proximity to the main adult seating area is critical to provide adults with access to additional seating.

Occupancy: 6 - 12

Seating: Four lounge chairs

Adjacencies: 3.4 Adult Circulating Nonfiction Books

Proximity: 2.4 Service Desk
3.8 Adult Seating

Acoustics: This area is intended for quiet browsing and reading. Locate book stacks to buffer nearby seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

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 space should be within the facility's wireless network connectivity zone.

Technology equipment in this area will include:

Public access computer workstation (stand-up), monitor, keyboard, mouse and printer.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for fiction	29	sections	10.3	299
shelving, 78" for genre fiction	11	sections	10.3	113
shelving, 78" for large print books	4	sections	10.3	41
online catalog workstation @ stack end	1	workstation	6	6
seating, lounge chairs	4	seats	35	140
tables, occasional @ lounge chairs	1	table	0	0
total				599

3.4 Adult Circulating Nonfiction Books

552 sq. ft.

This area will house the largest single part of the collection – nonfiction books for adults – on 78" high shelving. Excellent lighting, visibility into the area, and a quiet environment are important. Slatwall stack end panels will be used to display titles from the collection. One online catalog workstation is needed at a prominent stack end. Adjacency to adult fiction is needed as well as proximity to the main adult seating space.

Although most seating for adults has been programmed in Space 3.8, some of this seating should be considered for placement here if the design allows.

Occupancy: 10 - 18

Adjacencies: 3.3 Adult Circulating Fiction Books
3.5 International Languages Collection

Proximity: 2.4 Service Desk
3.8 Adult Seating

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..

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 equipment in this area will include:

Public access computer workstation (stand-up), monitor, keyboard, mouse and printer.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78" for adult nonfiction, biographies	52	sections	10.3	536
shelving, 78" for oversize books	1	section	10.3	10
online catalog workstation @ stack end	1	workstation	6	6
total				552

3.5 International Languages Collection

72 sq. ft.

This area will house the Library's collection of books, magazines and media in languages other than English. Easy proximity between this collection and adult fiction and nonfiction is needed, since many browsers here may be bilingual and are expected to use all collections.

Occupancy: 2 - 6

Adjacency: 3.4 Adult Circulating Nonfiction Books

Proximity: 2.4 Service Desk

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

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 International language books	3	sections	10.3	31
shelving, 78", for International languages DVDs	1	section	10.3	10
shelving, 66" for International languages music compact discs	1	section	10.3	10
shelving, 78", for language learning books	1	section	10.3	10
shelving, 78", for ESL & Language learning materials	1	section	10.3	10
total				72

3.6 Quiet Reading and Study

250 sq. ft.

While the Library will be an active place with many visitors, there is a need for space designated for quiet reading and study, located away from major pathways and areas that generate noise. One-place tables will be placed here to offer more isolated seating for sustained concentration and study. This space may be either a separate room, enclosed within glass walls, or an open area defined by furniture and shelving.

Occupancy: 2 - 10

Seating: Ten 1-place tables

Adjacencies: None

Technology: Provide one laptop computer power connection at each reader seat. This space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 1-place tables	10	seats	25	250
total				250

3.7 Magazine + Newspaper Browsing

132 sq. ft.

This area should be organized as a comfortable space for casual reading and quiet conversations – distinct from the quiet reading and study area. Current issues of the library's magazines and newspapers for adults will be displayed here, with back issues stored below. Current issue display will use acrylic holders mounted on slatwall, with flat shelves below to hold back issues.

This space is envisioned as a “community living room”, with particular attention paid to acoustics, lighting and general atmosphere. It should be away from the public entrance but easily accessible via the main path of travel through the building.

Occupancy: 2 - 4

Adjacency: None

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.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, acrylic waterfall display, for magazine current issue display and backfiles below	9	sections	12	108
shelving, acrylic waterfall display, for newspaper current issue display and backfiles below	2	sections	12	24
total				132

3.8 Adult Seating

720 sq. ft.

Seating for adults needs to be plentiful, varied and distributed. The community includes many individuals who want to visit the Library during both day and evening hours. Out of town visitors vacationing in the area will add even more demand on open access seating. The seating programmed here can be clustered on more than one area; it is intended to be used as needed within the public space intended for adults (young adults may use the seating as well).

Two-place rather than four-place tables are recommended to provide more effective “personal space” at each seat, although a combination of the two may be preferable.

A gas-log fireplace should be located within the adult seating to enhance the ambiance for visitors.

Occupancy: 10 - 24

Seating: Ten lounge chairs
Eight 2-place tables

Proximities: 2.4 Service Desk
3.3 Adult Fiction Books
3.4 Adult Nonfiction Books

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

Technology/Audiovisual/Power/Data: This space should be within the facility’s wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 2-place tables	16	seats	25	400
seating @ lounge chairs	8	seats	35	280
tables, occasional @ lounge chairs	1	table	0	0
Gas-log fireplace and hearth	1	Fireplace	40	40
total				720

3.9 Capitola History

140 sq. ft.

Capitola residents are proud of their community's colorful past and want to honor and share their heritage. Visual images abound of Capitola village, local architecture and community events and traditions. An area within the Library is needed to showcase these images and the memories they evoke. Books, historic documents and other material on the history of Capitola and the Santa Cruz region will be shelved here also.

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. A pair of lounge seats will be provided for comfortable browsing. In addition, a glass-enclosed display case will allow secure display of memorabilia lent by community members.

Occupancy: 2 - 4

Seating: Two lounge chairs

Adjacency: None

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

Technology/Audiovisual/Power/Data: This space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 78", for local history titles	1	section	10.3	10
lateral files, 4-drawer unit	2	cabinets	15	30
seating, lounge chairs	2	seats	35	70
display case, wall-mounted, glass enclosed	1	case	30	30
total				140

3.10 Group Study/Tutoring Room A
3.11 Group Study/Tutoring Room B

100 sq. ft.
100 sq. ft.

The Library needs space in which small groups of students, tutoring groups or others can meet, study together and collaborate on projects without disturbing others. Each group study room needs to be soundproof and outfitted with a conference table and wiring for a wall-mounted Smart Board. The rooms need to accommodate four people and each must be wired to allow laptop computer use.

Each room should be visible from the Service Desk. At least one wall of each room needs to be glass enclosed for visibility. The rooms should also be reasonably close to the Teen Area since teens will be frequent users of these spaces.

- Occupancy:** 2 - 4 each
- Seating:** One 4-place conference table in Room A
One 4-place conference table in Room B
- Adjacency:** Rooms should be adjacent to each other
- Sight line:** 2.4 Service Desk
- Proximity:** 3.12 Teen Area

Acoustics: These rooms will be the designated location for small groups to work, to provide an acoustically separate area 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 a room of this size.

Technology/Audiovisual/Power/Data: Provide standard wall-mounted power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Each room should be within the facility's wireless network connectivity zone. Wiring for Smart Board equipment is needed in each room to support GoToMeeting, Skype and other virtual conferencing strategies.

Components for each room:

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

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

3.12 Teen Area

505 sq. ft.

Many teens will use the Library, as individuals and in groups. Although teens will be encouraged to use the entire facility, it will be important to provide space that they recognize as “their own”, furnished and equipped to be “teen-friendly” and let teens know they are welcome.

This space and the adjacent Electronic Homework Center may be designed either as distinct areas within the open access space or as separate, enclosed rooms. The layout must strike a balance between acoustical separation and visual openness to allow staff to monitor activity within the space. After school and on weekends, this will be a lively area with groups of teens chatting and working together. It needs to be within a clear line of sight from the Service Desk to allow staff to oversee activity in the area. Teens will move frequently between this space the Homework Center. The space should have more adjacency to the adult area than the children’s area.

Books, magazines and AV media for teens will be shelved here, displayed on browsable shelving. Comfortable seating at round tables appropriate for collaboration and socializing is needed as well as casual seating and laptop/study counter seating. Two sit-down computer workstations will be located here and one online catalog workstation, mounted at a stack end or against a wall. Some adjacency to the adult nonfiction collection is important since students will need to access this area for school assignments. The Group Study Rooms will also be used often by students and should be located within sight of the Teen Area.

Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to teens.

Occupancy: 6 - 16

Seating: One 4-place table, round
Four casual lounge seats
Four laptop/study counter seats

Sight line: 2.4 Service Desk

Proximities: 3.10 – 3.11 Group Study/Tutoring Rooms
3.13 Electronic Homework Center

Acoustics: This area will draw numerous teens on a regular basis. Conversations will be allowed, although the staff may encourage large groups to move into the group study rooms.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here. Provide electrical drops at each seat for laptop access. This space should be within the facility’s wireless network connectivity zone.

3.12 Teen Area, continued

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 3' x 6' x 66", retail display, for teen new and popular books	0.5	unit	65	33
shelving, 78", for teen hardback fiction	3	sections	10.3	31
shelving, 78" for teen nonfiction	3	sections	10.3	31
shelving, 78" for teen paperbacks	3	sections	10.3	31
shelving, 78" for teen graphic novels	3	sections	10.3	31
shelving, acrylic waterfall display, for magazine current issue display and backfiles below	1	section	12	12
shelving, 78" for teen DVDs	1	section	10.3	10
shelving, 78" for teen audiobooks and Playaways	1	section	10.3	10
online catalog workstation @ stack end	1	workstation	6	6
computer workstations, sit-down	2	workstations	35	70
networked printers/print release station	1	printer	24	24
seating @ 4-person round tables	4	seats	22	88
casual seating/window seats	4	seats	16	64
laptop/study counter seating	4	seats	16	64
wall-mounted display boards	2	boards	0	0
total				505

3.13 Electronic Homework Center

345 sq. ft.

Upper grade elementary school and middle school students especially are the intended audience for this space, to complete school assignments and collaborate on projects. The space and its contents need to lend themselves to focused study and participation. It will include table seating that can be easily reconfigured, two sit-down computer workstations and a networked printer, a compact service desk for a room monitor, a small collection of school textbooks, a supply cabinet and storage for backpacks and skateboards.

Occupancy: 6 – 10

Seating: Four 2-place tables

Sight line: 2.4 Service Desk

Proximities: 3.12 Teen Area
4.3 Children's Circulating Books

Acoustics: 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.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here. Provide electrical drops at each seat for laptop access. This space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
seating @ 2-place tables, 24" x 42"	8	seats	20	160
computer workstations, sit-down	2	workstations	35	70
networked printers/print release station	1	printer	24	24
shelving, 66", for reserve textbook collection	1	section	10.3	10
monitor's desk + computer workstation	1	desk	25	25
supply cabinet, 2-door, for supplies + snacks	1	cabinet	20	20
storage cubbies for backpacks + skateboards	1	storage unit	36	36
total				345

4.0 Children's Services

4.1 Children's New Books + Media

293 sq. ft.

This area should be a bright, welcoming introduction to a lively, child-friendly space that families will visit and want to spend time in. New children's books, current magazines and children's media will be displayed here on a combination of merchandising display and regular shelving units that children and their parents will enjoy browsing. Shelving for AV media needs to have wide aisles and plentiful space for stroller parking.

Occupancy: 4 - 10

Sight lines: 1.1 Public Entrance/Lobby
2.4 Service Desk

Acoustics: Family groups will gather here to browse for new books and AV media. The area 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.

Components:

Space	Quantity	Item	SF /Item	Total SF Needed
shelving, 3' x 6' x 66", retail display for children's new books	1	unit	65	65
shelving, 66", for paperbacks	9	sections	10.3	93
shelving, acrylic waterfall display, for magazine current issue display and backfiles below	1	section	12	12
shelving, 66" for J DVDs	3	sections	10.3	31
shelving, 66" AV browsing for J music CDs	2	sections	10.3	21
shelving, 66" for J audio books on CD	4	sections	10.3	41
shelving, 66" for J media kits	3	sections	10.3	31
total				293

4.2 Children's Public Access Computers

129 sq. ft.

This space will contain two sit-down computer workstations and one networked printer for children and their families to use. This equipment needs to be easily monitored from the Service Desk, oriented so that staff can quickly identify those who need help. The equipment also should be oriented to avoid screen glare. Often, two or more children and/or adults, will sit facing a monitor, so generous space is required at each workstation.

Occupancy: 2 - 4

Sight lines: 2.4 Service Desk

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

Environmental Conditions: Clustered computer equipment will generate heat build-up in the area. Ensure that the space is zoned to mitigate for this condition.

Technology/Audiovisual/Power/Data: Provide one 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.

The technology equipment planned for this area includes:

Public access computer workstations, monitor, keyboard and mouse
Print release stations

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
computer workstations, sit-down, with 2 low seats @ each	2	workstations	35	70
networked printer/print release station	1	printer	24	24
self-checkout machine	1	machine	35	35
compact printer @ SCKO	1	printer	0	0
total				129

4.3 Children's Circulating Books

587 sq. ft.

This space will contain shelving for circulating books aimed at children 6 to 12 years old, seating at two-place tables, and one online catalog workstation at a stack end. Several collections will be housed here - fiction and juvenile series titles, nonfiction, biographies, international languages and holiday books.

Each of these collections needs to be readily recognized, with clear, readable signage to allow easy location of the types of books needed. All shelving will be 66" high for child-friendly access. Seating at two-place tables for reading and study by elementary and middle school-age children will be located adjacent to the shelving. Proximity to the Electronic Homework Center is desirable for students needing quick access to the collection.

Occupancy: 6 - 12

Seating: Four 2-place tables

Proximities: 2.4 Service Desk
3.13 Electronic 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.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here. Provide one laptop computer power connection at each reader seat. This space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 66" for J fiction	9	sections	10.3	93
shelving, 66" for J large print	1	section	10.3	10
shelving, 66" for J nonfiction/biography	23	sections	10.3	237
shelving, 66" for J holiday books	1	section	10.3	10
shelving, 66" for J International languages F/NF/picture books	3	sections	10.3	31
online catalog workstation @ stack end	1	workstation	6	6
seating @ 2-person tables	8	seats	25	200
total				587

4.4 Family Space/Children's Programming Area

506 sq. ft.

This multipurpose space will serve at times as a comfortable seating area for parents and young children, close to the easy book collection, in which they can find books to read and enjoy together. At other times, Library staff will present children's programs here to audiences of 15 to 20. Space is also needed for an interactive Play and Learn station that provides early literacy activities for children.

Acoustical shielding of the space from the general public area will be important. A pair of child-friendly computer workstations will offer a variety of educational and early literacy games.

Adjacency to the Family Restroom is highly desirable.

Occupancy: 4 – 10 parents and children
15 to 20 program attendees

Seating: Two lounge chairs, mobile, parent/child
Two 4-place toddler tables, round

Adjacencies: 4.5 Easy Books and Readers
4.6 Storytelling and Programming Storage
4.8 Family Restroom

Acoustics: The area needs to contain noise as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future equipment moved here from another part of the library. This space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
lounge seating, mobile, for parents + children	2	chairs	35	70
seating @ 4-person mobile toddler tables, round	8	seats	22	176
computer workstations, sit-down, child-height, 2 seats each	2	workstations	35	70
cabinet for puzzle and toy storage	1	cabinet	15	15
clear space for storytelling	1	space	100	100
Early Literacy "Play and Learn" station	1	Unit	75	75
total				506

4.5 Easy Books and Readers

454 sq. ft.

This space will be a focal point of service to young children, ages 0 to 5, who will gravitate to this area with their parents and caregivers. It should be visible from the Service Desk, child-friendly and safe, and acoustically buffered from the rest of the Library. Its layout needs to "contain" its visitors, to prevent toddlers from wandering away unattended.

Seating in this area should be geared to young children, the tables 20" to 22" from the floor to the bottom of the table and chairs 12" to 14" from the floor to the top of the chair seat. Parents and children will often sit on the floor to read books together, either here or in the adjacent family space. The adjacent Family Space/Children's Programming area will complement this space and provide an informal gathering point for children's programs and class visits.

This space needs a comfortable ambience in which families can enjoy exploring the easy book collection. Low, toddler tables as well as window seating will be useful here to encourage parents to sit and read with their young children.

Occupancy: 4 - 20 (after storytelling programs)

Seating: Two 4-place toddler tables, round
Window seat

Adjacencies: 4.4 Family Space/Children's Programming Area
4.7 Parents and Teachers Collection

Sight line: 2.4 Service 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 should be designed to contain noise as much as possible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 45" for easy books	22	sections	10.3	227
shelving, 66" for readers	3	sections	10.3	31
seating @ 4-person toddler tables, round	8	seats	22	176
window seating	1	seat	20	20
total				454

4.6 Storytelling and Programming Storage

64 sq. ft.

This space, an enclosed, secure storeroom, is needed adjacent to the Family Space/Children's Programming Area to house programming supplies and props. Shelving for storytelling books used in programs, puppets, audiovisual equipment and other items will be included here, as well as storage space for a mobile AV cart.

Occupancy: None

Adjacency: 4.4 Family Space/Children's Programming Area

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for puppets, programming props	4	sections	12	48
shelving, 84" for programming book collection	1	section	10	10
mobile AV cart	1	cart	6	6
total				64

4.7 Parents and Teachers Collection

10 sq. ft.

This space will be used by parents, teachers and other adults interested in early literacy and child care. A collection of books and magazines on parenting, education and related topics will be found here on 66" high shelving.

Occupancy: 1 - 2

Adjacency: 4.5 Easy Books and Readers

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 66" for parent/teacher collection	1	section	10.3	10
wall-mounted display boards	1	board	0	0
total				10

4.8 Family Restroom

in GSF

A single-occupancy restroom is needed to serve the Children's area, for use by parents and children, with a clear line of site from the Service Desk. This restroom should be adjacent to the Family Space/Children's Programming Area.

Adjacency: 4.4 Family Space/Children's Programming Area

Sight line: 2.4 Service Desk

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

Environmental Conditions: Provide ventilation sufficient to ensure physical comfort and protect health.

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

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

5.0 Staff Spaces

5.1 Library Office

75 sq. ft.

Staff needs an enclosed office in which lead staff can perform concentrated tasks, write reports and hold private conferences and staff meetings can occur. The office should be located adjacent to the Staff Workroom with a desk, two ergonomic task chairs, a lateral file and one section of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Adjacencies: 5.2 Staff Workroom

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should be within the facility's wireless network connectivity zone.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
desk with computer, printer and task chair	1	desk	50	50
chair, guest	1	chair	0	0
shelving, 84", wall-mounted	1	section	10	10
lateral file, 3-drawer unit	1	cabinet	15	15
total				75

5.2 Staff Workroom

239 sq. ft.

Staff will spend most of their time in the Library's public space, helping customers, conducting programs and managing collections and equipment. This space will be the work area in which staff performs tasks they cannot effectively complete in the public space. Examples include new materials processing, new magazine check-in and mending damaged materials. Attention to traffic patterns for both people and book trucks will be crucial to the success of this work space. Good task lighting at each workstation as well as appropriate ambient lighting levels will also be important here.

The space needs to accommodate four 6' x 6' modular workstations and one 6' x 3' work table. Volunteers may also be assigned to work in this space. Deliveries will be dropped off and picked up in the adjacent Mail and Deliveries area.

Additional furniture and equipment needed in this space includes:

- Four sections of wall-mounted 84" high shelving for holding new materials, damaged items and other circulation problems
- A bulletin board and a white board, both wall-mounted
- One networked printer at shared workstation

Data/voice drops will be required at each staff workstation. See also *Section II, General Design Considerations: Staff workstations and offices* for additional workstation specifications.

Occupancy: 1 - 4 staff; 1 – 4 volunteers

Adjacencies:

5.1	Library Office
5.3	Sorting and Returns
5.4	Mail and Deliveries
5.5	Supplies and Equipment Storage

Proximities:

2.4	Service Desk
5.7	Staff Entrance/Lockers/Coat Closet
5.8	Staff Lounge

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

Technology/Audiovisual/Power/Data: Provide standard communications and power outlets at each staff workstation along the work counter, 6" to 9" above the work surface. This space should be within the facility's wireless network connectivity zone.

5.2 Staff Workroom, continued

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

PC workstation at each staff modular office workstation, monitor, keyboard and mouse

Networked printer

Telephone handset at each workstation

Fax machine

Barcode reader at most workstations

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
workstations, 6' x 6' + 20% circ space	4	workstations	43	173
work table	1	table	30	30
shelving, 84"	4	sections	9	36
bulletin board, white board, wall-mounted	2	boards	0	0
networked printer, @ shared workstation	1	printer	included above	0
total				239

5.3 Sorting and Returns

356 sq. ft.

Customers will return their materials via return drops located outside the building or inside the. These return drops need to empty directly into the Sorting and Returns Area. When the building opens, staff will sort and check in materials manually. The County Library is exploring future acquisition of automated materials handling equipment, which will be installed in the Sorting and Returns space at a later date. The space needs to accommodate both the short term manual check in operation and the eventual automated operation.

Staff in this area will discharge returned items and place them on book trucks for re-shelving. The area needs to be enclosed and not visible to the public. The return slots need to be designed to prevent vandalism from the exterior of the building.

The space should accommodate 8 book trucks at a time. Two ergonomic workstations will be located here, with online catalog workstations and other small equipment required for manual check-in. The workstations should be simple worktables with an adjustable height surface since more than one person will check in materials over the course of the day. Two sections of full-height shelving in this space will be used to temporarily hold damaged items, “snags” and other circulation problems.

Staff will continually move full trucks out and bring empty trucks into the space. There must be sufficient space to maneuver these trucks as well as to park them. The space must be equipped with corner and wall guards to protect them 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 entrances to this space need to be extra wide, to accommodate frequent, ongoing movement of trucks and staff to and from adjacent spaces.

Mail and delivery shipments will be dropped off and picked up in the adjacent Mail and Deliveries area.

Occupancy: 1 – 3 staff

Adjacencies:

1.1	Public Entrance/Lobby
5.2	Staff Workroom
5.4	Mail and Deliveries

Proximity: 5.7 Staff Entrance

Acoustics: Customers will return books and media on a continual basis and staff will move trucks through the area all day long. The area must be acoustically cushioned to muffle noise. Floor surfaces should be cushioned and smooth to facilitate quiet operations and materials movement. Building finishes should be absorptive, including acoustical wall panels and ceiling tile.

5.3 Sorting and Returns, continued

Technology/Audiovisual/Power/Data: Provide standard, wall-mounted power and communications outlets at the sorting counter, 6" to 9" above the work surface. The space needs to be laid out to accept future installation of a compact automated materials handling system, preliminarily sized to have a 7-bin capacity.

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
automated materials handling equipment, 7-bin unit	1	unit	200	200
staff workstations for returns + check-ins, 6' x 6'	2	workstations	25	50
book truck parking	8	trucks	8	64
shelving, 84" for damaged items and temporary storage	2	sections	9	18
spare return bins for automated sorter	2	bins	12	24
total				356

5.4 Mail and Deliveries

104 sq. ft.

The Library will receive daily shipments by the County Library courier, delivering requested items and new materials. The driver will also pick up outgoing shipments for other libraries.

A delivery sorting counter, 6' x 3', is needed, as well as clear floor space for loading and unloading up to six stacks of delivery tote boxes, a large trash container, and parking for four book trucks.

Occupancy: 1 – 3

Adjacencies: 5.2 Staff Workroom
5.7 Staff Entrance

Proximity: 5.3 Sorting and Returns

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
mail + delivery sorting counter, 6' x 3'	1	counter	30	30
delivery box stacking space (2 stacks @ 4 boxes each)	2	stacks	4	8
book truck parking	4	trucks	8	32
clear floor space for receiving & unpacking shipments	1	space	25	30
trash container, large	1	unit	4	4
total				104

5.5 Supplies and Equipment Storage

70 sq. ft.

This lockable storage area, adjacent to the Staff Workroom, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on full-height shelving or stacked in boxes on the floor.

There will also be lockable storage space adjacent to the Community Meeting Room for meeting supplies, a storage room for children's programming supplies, and separate custodial storage.

Occupancy: None

Adjacency: 5.2 Staff Workroom

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, 84", for Library supplies	4	sections	10	40
clear floor space for box storage	1	space	25	30
total				70

5.6 Computer/Telecom/Server Room

86 sq. ft.

This space will provide a secure area for computer and telecommunications equipment housed in the facility, located adjacent to an exterior wall. The room will house the telephone system, fire alarm panel, public address system amplifier, patch panels and computer network equipment file servers.

A clear wall space, 8' x 4', must be available for fiber installation, not blocked by equipment racks or other items. The equipment rack must be full height with cable management. A well-lighted work counter and stool are needed for IT staff to assemble and repair equipment on site.

Adjacencies: Adjacent to an exterior wall, at the telecommunications system Main Point of Entry

Acoustics: Acoustically isolate the equipment and systems located in this space from nearby spaces.

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.

Furniture and equipment located here will include the following:

Telephone system and patch panels
Fire alarm control panel
Public address system control panel and amplifier
Computer network equipment such as file servers and routers
Telephone handset
Two-door supply cabinet

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
equipment rack	1	rack	25	25
work counter and stool	1	counter	16	16
supply cabinet, 2-door, for IT supplies storage	1	cabinet	20	20
telecom equipment and patch panels, wall-mounted	1	space	25	25
total				86

5.7 Staff Entrance/Lockers/Coat Closet

44 sq. ft.

An entrance to the building is needed for Library staff and deliveries, separate from the public entrance. This entrance should be adjacent to the Staff Workroom and Mail and Deliveries, with lockers and a coat closet. Proximity between the Staff Entrance and the Book Donations Sorting space is desirable to accommodate efficient disposal of unusable donations.

The building master light switch and other controls should be positioned close to the Staff Entrance to enable staff to turn power on or off to essential systems as they enter or exit the facility.

Occupancy: 1 - 3

Adjacency: 5.4 Mail and Deliveries

Proximity: 1.6 Donations Sorting and Storage
5.2 Staff Workroom

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

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Library deliveries may be scheduled for off-hours. Effective, safe lighting between the staff entrance and delivery vehicle parking is crucial.

Security: Install low-voltage arrival signal and intercom at staff entrance, controlled at Service Desk and within the Staff Workroom.

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
lockers, half-height, 2 per stack (for 8 staff and volunteers)	4	stacks	5	20
coat closet, 6' x 3'	1	closet	24	24
total				44

5.8 Staff Lounge

178 sq. ft.

This area will provide staff and volunteers with an area in which they can take breaks away from their desks and the public area. The space needs both lounge and table seating, with a quiet ambience and sufficient space for several individuals to enjoy the space without disturbing each other. It should be adjacent to the Staff Restrooms and close to the Workroom.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the library to prevent cooking smells and noise from being dispersed through other parts of the facility.

Occupancy: 1 - 4

Adjacency: 5.8 Staff Restrooms

Proximity: 5.2 Staff Workroom

Acoustics: Ensure that noise and conversation in this space do not intrude into the building's public spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Vent this space separately to the exterior.

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
seating @ 4-person table	4	seats	20	80
sofa, 2-person	1	sofa	40	40
work counter, 6' x 24", w double sink, commercial grade, range/oven, cabinets above and below	1	counter	30	30
dishwasher, under counter	1	unit	0	0
refrigerator, full size	1	unit	20	20
microwave oven, on counter	1	oven	0	0
trash containers/recycling containers	2	containers	4	8
bulletin board, wall-mounted	1	board	0	0
total				178

5.9 Staff Restroom

in GSF

A single occupancy staff restroom is needed, adjacent to the Staff Lounge. The restroom should not open directly into the Staff Lounge.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall coverings should be ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to catch soap leaks and avoid water drips on the floor. Install paper towel dispenser, a parcel/purse shelf, coat hook and bench for changing clothes.

Adjacency: 5.7 Staff Lounge

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.

Environmental Conditions: Provide ventilation sufficient to ensure physical comfort and protect health, with a minimum 12 air exchanges each hour.

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

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

5.10 Custodial/Maintenance Services

95 sq. ft

The Library needs a custodial supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within for storage of chemicals and potentially hazardous materials (at whatever capacity meets local codes).

The space must accommodate a mop sink, cleaning equipment racks, parking space for a mobile trash receptacle and mobile mop bucket.

Occupancy: None

Adjacency: None

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

Components:

Space	Quantity	Item	SF/Item	Total SF Needed
shelving, industrial, 80" for supplies storage	2	sections	10	20
supply cabinet, 2-door, for secure supplies storage	1	cabinet	20	20
clear space for boxed, bulk storage	1	space	30	30
mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
total				95

1.8 Coffee Cart

296 sq. ft.

1.9 Café

839 sq. ft.

The Library's role as a community crossroads and gathering place will be enhanced by the presence of a food and drink concession at which visitors may buy snacks and beverages. The scope and size of such a service can range from a compact, mobile coffee cart to a small café, located at or near the public entrance with adjacent patio space for casual seating. Key components needed for such a service are listed below in the event that the City decides to include this amenity.

Access to this area should be independent of Library open hours.

Occupancy: 4 – 24

Adjacencies: 1.1 Public Entrance/Lobby

Technology/Audiovisual/Power/Data: Electrical power must support the equipment required. The area should be within the facility's wireless network connectivity zone.

Coffee Cart Components:

Space	Quantity	Item	SF/Item	Total SF Needed
mobile café cart, approx. 4' x 6' with 4 ft clearance on three sides	1	cart	112	112
queuing space	4	people	6	24
café seating @ small, round 2-person tables	8	seats	20	160
total				296

Café Components:

Space	Quantity	Item	SF/Item	Total SF Needed
food service counter with glass front/sneeze guard	1	counter	100	100
point of sale station/cash register	1	station	40	40
food prep/kitchen/food storage space	1	space	100	100
café supplies storage	1	space	50	50
refrigerated cabinets for soft drinks + self-service snacks	2	cabinets	18	36
condiments/utensils counter	1	counter	25	25
queuing space	8	people	6	48
computer counter for laptop users, 6-seat - 20" x 3'/seat	6	seats	20	120
café seating @ small, round 2-person tables	16	seats	20	320
total				839

APPENDIX A
Capitola Library Collection Growth Plan

	Adult	Teens	Children	Total
Total Book & Media Collection				56,400
Electronic Titles (not duplicated in physical collection)				5,640
Total Physical Collection				50,760
AV Media - Physical Collection				10,152
Books - Physical Collection				40,608
Books	23,553	3,249	13,807	40,608
	58.0%	8.0%	34.0%	
Media	7,614	305	2,233	10,152
	75%	3%	22%	
Total	31,167	3,553	16,040	50,759
Books	Adult	Teens	Children	Total
Ready Reference	25			25
Reference Collection	200		100	300
Local History	50			50
New Books/Browsing/Leased Books	1,000	200	200	1,400
Genre Fiction: Mysteries/Science Fiction/Westerns	2,225			2,225
Fiction/J Series	6,000	800	2,000	8,800
Nonfiction/Biographies	10,000	700	4,500	15,200
Oversize	150			150
International Languages F/NF	750		500	1,250
Language Learning	250			250
Large Print	600		50	650
Easy Books			4,000	4,000
Readers			800	800
Holiday Books			150	150
Cataloged Paperbacks	2,200	750	1,500	4,450
Graphic Novels		750		750
Parent/Teacher Collection	100			100
Textbooks		50		50
Total Books:	23,550	3,250	13,800	40,600
Audiovisual Media				
DVDs	3,500	150	750	4,400
DVDs - International languages	250	0	0	250
Music Compact Discs	1,500	0	500	2,000
Music Compact Discs - International Languages	250	0	0	250
Audiobooks on CD (F/NF)/Playaways	2,000	155	700	2,855
AV Media Kits (book + CD)	0	0	275	275
ESL/Language Learning	125	0	0	125
Total Media	7,625	305	2,225	10,155
	11	0	-8	
Total Books & Media in Physical Collection:	31,175	3,555	16,025	50,755

APPENDIX B
Capitola Library Collections and Shelving Needs



	Standard steel shelving footprint is 3' x 1' and is allocated 10.3 SF/single-sided section									
	Merchandising display shelving footprint is 6' x 3' and is allocated 65 SF/double-sided section									
	Magazine/newspaper shelves vertical acrylic "waterfall" display, with 16-magazine display capacity per 3' section + 8-newspaper display per 3' section, with backfiles below - 12 SF/section									
		Items in 2030	% on Shelf	Items Shlvd	Shelf Type	Items/LF or sh	LF Needed	Sections Needed	Sections Needed	SF Needed
	Adult Books									
	Reference Collection									
2.4	Ready Reference	25	100%	25	45"/3 sh	7	4	0.4	1	10
3.2	Reference books	200	100%	200	66"/4 sh	7	29	2.4	2	21
3.9	Local History	50	100%	50	66"/4 sh	7	7	0.6	1	10
	Total Reference Collection	275		275			39	3	4	41
	Circulating Books									
2.2	New Books/Browsing/Leased Books	1,000	60%	600	66"/5 sh, retail display, 3' x 6**	4	150	2.5	3	195
2.2	Paperbacks (cataloged)	2,200	66%	1,452	78"/6 sh	8	182	10.1	10	103
3.3	Genre Fiction: Mysteries/Science Fiction/Westerns	2,225	70%	1,558	78"/6 sh	8	195	10.8	11	113
3.3	Fiction	6,000	70%	4,200	78"/6 sh	8	525	29.2	29	299
3.3	Large Print	600	75%	450	78"/5 sh	8	56	3.8	4	41
3.4	Nonfiction/Biographies	10,000	75%	7,500	78"/6 sh	8	938	52.1	52	536
3.4	Oversize	150	75%	113	78"/5 sh	8	14	0.9	1	10
3.5	International Languages Collection	750	75%	563	78"/6 sh	10	56	3.1	3	31
3.5	Language Learning Books	250	75%	188	78"/6 sh	8	23	1.3	1	10
4.7	Parent/Teacher Collection	100	75%	75	66"/5sh	8	9	0.6	1	10
	Total Adult Circulating Books	23,275		16,697			2,148	114	115	1,349
	Total Adult Books	23,550		16,972			2,187	117.8	119	1,390
	Teen Books									
3.12	New Books	200	60%	120	66"/5 sh, retail display, 3' x 6**	4	30	0.5	0.5	33
3.12	Fiction	800	70%	560	78"/6 sh	10	56	3.1	3	31
3.12	Nonfiction	700	75%	525	78"/6 sh	10	53	2.9	3	31
3.12	Paperbacks	750	66%	495	78"/6 sh	10	50	2.8	3	31
3.12	Graphic Novels	750	66%	495	78"/6 sh	10	50	2.8	3	31
3.13	Textbooks	50	100%	50	66"/5 sh	10	5	0.3	1	10
	Total Teen Books	3,250		2,245			243	12	14	166

APPENDIX B
Capitola Library Collections and Shelving Needs



		Items in 2030	% on Shelf	Items Shlvd	Shelf Type	Items/LF or sh	LF Needed	Sections Needed	Sections Needed	SF Needed
	Children's Books:									
3.2	Children's Reference	100	100%	100	66"/4 sh	7	14	1.2	1	10
4.1	New Books	200	60%	120	66"/5 sh, retail display, 3' x 6"	4	30	0.6	1	65
4.1	Paperbacks	1,500	70%	1,050	66"/5 sh	8	131	8.8	9	93
4.3	Children's Fiction	2,000	70%	1,400	66"/5 sh	10	140	9.3	9	93
4.3	Children's Large Print	50	75%	38	66"/4 sh	8	5	0.4	1	10
4.3	Nonfiction/Biography	4,500	75%	3,375	66"/5 sh	10	338	22.5	23	237
4.3	Holiday Books	150	80%	120	66"/5 sh	10	12	0.8	1	10
4.3	Children's International Languages Collection	500	75%	375	66"/5 sh	10	38	2.5	3	31
4.5	Easy Books	4,000	75%	3,000	45"/3 sh	15	200	22.2	22	227
4.5	Readers	800	75%	600	66"/4 sh	15	40	3.3	3	31
	Total Children's Books	13,800		10,178			947	72	73	807
	Total Book Collection:	40,600		29,395			3,377	202	206	2,363
	Media Collections									
	Adult/Teen Media:									
2.3	DVDs	3,500	66%	2,310	78"/6 sh	10	231	12.8	13	134
2.3	Music Compact Discs	1,500	75%	1,125	66"/AV browsing, 4 sh	20	56	4.7	5	52
2.3	Audiobooks on CD (F/NF)	2,000	66%	1,320	78"/6 sh	8	165	9.2	9	93
3.5	DVDs - International languages	250	75%	188	78"/6 sh	12	16	0.9	1	10
3.5	Music Compact Discs - International Languages	250	75%	188	66"/AV browsing, 4 sh	20	9	0.8	1	10
3.5	ESL/Language learning (all formats)	125	75%	94	78"/6 sh	8	12	0.7	1	10
3.12	Teen DVDs	150	66%	99	78"/6 sh	10	10	0.6	1	10
3.12	Teen Audiobooks/Playaways	155	75%	116	78"/6 sh	10	12	0.6	1	10
	Total Adult/Teen Media:	7,930		5,439			510	30	32	330

APPENDIX B
Capitola Library Collections and Shelving Needs



		Items in 2030	% on Shelf		Items Shlvd	Shelf Type	Items/LF or sh	LF Needed	Sections Needed	Sections Needed	SF Needed
	Children's Media:										
4.1	Children's DVDs	750		75%	563	66"/5 sh	12	47	3.1	3	31
4.1	Children's Music Compact Discs	500		75%	375	66"/AV browsing, 3 sh	20	19	2.1	2	21
4.1	Children's AudioBooks on CD	700		75%	525	66"/5 sh	8	66	4.4	4	41
4.1	AV Media Kits	275		75%	206	66"/5 sh	6	34	2.3	3	31
	Total Children's Media:	2,225			1,669			166	12	12	124
	Total Media Collection:	10,155			7,108			676	42	44	453
	Total Books & Media:	50,755			36,502			4,053	244	250	2,816
	Magazines & Nsp Displayed										
3.7	Adult Magazine Display/Backfiles	150	titles	100%	150	acrylic waterfall display units, 16 titles in 2 columns/3' display unit	16		9.4	9	108
3.7	Newspapers - Display/Backfiles	16	titles	100%	16	acrylic waterfall display units, 8 titles in 2 columns/3' display unit	8		2.0	2	24
3.12	Teen Magazines	16	titles	100%	16	acrylic waterfall display units, 16 titles in 2 columns/3' display unit	16		1.0	1	12
4.1	Children's English Language Magazines	12	titles	100%	12	acrylic waterfall display units, 12 titles in 2 columns/3' display unit	12		1.0	1	12
	Total Mag & Nsp Display:	194			194		52	0	13		156
	Total Linear & Square Ft Needed:							4,053	257		2,972

APPENDIX C
Capitola Library Public Seating Needs

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seats:						
For Adults						
3.2	Reference Collection	2-place tables	2	4	25	100
3.3	Adult Circulating Fiction Books	lounge chairs		4	35	140
3.6	Quiet Reading and Study	1-place tables/counter	10	10	25	250
3.8	Adult Seating	4-place or 2-place tables	4 or 8	16	25	400
3.8	Adult Seating	lounge chairs		8	35	280
3.9	Capitola History	lounge chairs		2	35	70
Adult Seats subtotal:				44		1240
For Teens						
3.12	Teen Area	tables, round, 4-person	1	4	22	88
3.12	Teen Area	casual lounge seating	0	4	16	64
3.12	Teen Area	laptop/study counter seating	1	4	16	64
3.13	Electronic Homework Center	2-place tables	4	8	20	160
Teen Seats subtotal:				20		376
For Children						
4.3	Children's Circulating Books	2-place tables	4	8	25	200
4.4	Family Space/Children's Programming Area	lounge chairs, mobile, parent/child	0	2	35	70
4.4	Family Space/Children's Programming Area	4-place toddler tables, round	2	8	20	160
4.5	Easy Books and Readers	4-place toddler tables, round	2	8	20	160
4.5	Easy Books and Readers	window seating	0	2	20	40
Children's Seats subtotal:				28		630
Reader Seats Total:				92		2246
Group Study/Conference Room Seats:						
3.10	Group Study/Tutoring Room A	seats @ conference table	1	4	25	100
3.11	Group Study/Tutoring Room B	seats @ conference table	1	4	25	100
Group Study/Tutoring Room Seats Total:				8		200
Total Reader and Group Study/Tutoring Seats:				100		2446
Programming Seats:						
1.3	Community Meeting Room	stacking chairs		80	12	960

APPENDIX D
Capitola Library Computers and Other Public Equipment Needs

Space #		Equipment Type	Table	Units	SF/Seat	SF Needed
Public Access Computers						
2.4	Service Desk	laptop computers for in-library use, on storage unit		12	0	0
3.1	Adult Public Access Computers	sitdown computer wkstns	10	10	35	350
3.3	Adult Circulating Fiction Books	online catalog wkstn @ stack end		1	6	6
3.4	Adult Circulating Nonfiction Books	online catalog wkstn @ stack end		1	6	6
3.12	Teen Area	sitdown computer wkstns	2	2	35	70
3.12	Teen Area	online catalog wkstn @ stack end		1	6	6
3.13	Electronic Homework Center	sitdown computer wkstns	2	2	35	70
4.2	Children's Public Access Computers	sitdown computer wkstns	2	2	35	70
4.3	Children's Circulating Books	online catalog wkstn @ stack end		1	6	6
4.4	Family Space/Children's Programming Area	sitdown computer wkstns	2	2	35	70
Public Access Computers Total:			18	34		654
Other Public Equipment:						
2.1	Self Checkout and Reserves Pickup	self checkout stations	1	2	35	70
2.4	Service Desk	reservation computer	1	1	26	26
2.4	Service Desk	laptop computer storage/recharging unit, 20-unit cap	NA	1	12	12
3.1	Adult Public Access Computers	media download station	1	1	35	35
3.2	Reference Collection	copy machine	0	1	25	25
4.2	Children's Public Access Computers	self checkout station	1	1	35	35
Other Public Equipment Total:			3	6		168
Public Printers						
2.1	Self Checkout and Reserves Pickup	compact printers @ SCKO	0	2	0	0
3.1	Adult Public Access Computers	networked printer/print release station	1	1	24	24
3.3	Adult Circulating Fiction Books	compact printer @ online catalog	0	2	0	0
3.4	Adult Circulating Nonfiction Books	compact printer @ online catalog	0	2	0	0
3.12	Teen Area	networked printer/print release station	1	1	24	24
3.13	Electronic Homework Center	networked printer/print release station	1	1	24	24
4.2	Children's Public Access Computers	networked printer/print release station	1	1	24	24
4.2	Children's Public Access Computers	compact printer @ SCKO	0	1	0	0
4.3	Children's Circulating Books	compact printer @ online catalog	0	2	0	0
Public Printers Total:			4	13		96
Total Public Equipment:			25	53		918
Total Public Computers:				34		

APPENDIX E

Capitola Library Community Input Meeting

March 1, 2011

7 – 9 p.m.

Jade Street Community Center

1. Introductions and Current Design Trends

Approximately 25 community members attended the meeting, facilitated by Kathy Page with Dawn Merkes, Group 4 Architecture, recording.

Vice Mayor Mike Termini welcomed everyone, summarized the Capitola Library planning project and introduced Kathy Page, the consultant engaged to identify community library space needs and prepare a building program for a new library facility.

Kathy presented a slideshow of current library design and facility-related service trends, then led a discussion to identify attendees' ideas and priorities for services and features to include in the new library building.

Approximately half of attendees reported that they currently use the Capitola Library, while others noted that they use the Aptos, Live Oak or Central Santa Cruz libraries. Reasons for using other libraries included:

- Larger selection of books
- Open longer hours/Capitola not open when I can visit
- Close to work
- Dedicated children's computers with games
- More choices/larger collection

Participants then provided a thumbnail sketch of Capitola, each offering a word or phrase that describes the community:

Small	Walkable
Interconnected	Historic
Homey	Tourists
Personal	Village
Friendly	Engaged
Beautiful	User-friendly
Paradise	Quaint/Charming
Eclectic	Happy
Great and greater	Supportive

2. What do you like about the Capitola Library? What services or aspects of the facility make you a repeat or regular user?

- Convenient location
- Tot lot next door
- Staff/excellent customer service
- Kid-friendly scale

3. What about the Capitola Library would you change? What are its drawbacks or limitations?

- Limited selection of materials
- Collection is dated – need more up-to-date materials, more digital titles (6 – 7 attendees report using audio and DVD collections)
- Needs to be larger – “blown up” (to a bigger size)
- More computers
- More restrooms
- Seating and lounge areas
- More connection between the interior and exterior
- A civic presence
- Human architecture
- Bigger playground
- Better vehicle egress from the street
- Senior-friendly graphics
- A community gathering space – current location is not central, but with other amenities, the site would probably work as a “destination”
- New library needs to accommodate a cross section of the entire community in order to be a magnet
- The opportunity to create a “community center”, including exterior space, without compromising library service
- Browsing – borrowing from other libraries
- Children’s area should be close to the public restrooms and to the service desk, for visual control
- Provide virtual space that community may use – Go To Meetings technology, Skype, video conferencing
- Foot bridge across street to park/improved pedestrian access
- Online access to community information and events
- Consider café as potential revenue source
- Public meeting space during and after hours
- Space for students, children and teens (similar to Live Oak Library)
- Collection should offer more bilingual materials – community is diverse, collection should reflect demographics
- Parking for strollers (inside) and bicycles (outside)
- Dog watering station – everyone here walks their dog!
- Stork parking (for pregnant women only!)
- Work space and support space for volunteers that attracts community participation
- No sealed containers
- Fireplace
- Local artists’ exhibit space

- Charging station for electric vehicles
- The Library should be universally accessible – easy to use for people with limited vision, hearing, dexterity, mental ability or physical mobility. More than mere compliance with Title 24 regulations but comfortably usable for people with various disabilities, without impinging on use of the building by the able bodied population
- Simple, clear wayfinding
- Sustainable design and operation

4. What would make the Library a favorite destination for you and your family?

- Warm and user friendly
- Good connections and transition between interior and exterior (including heating lamps)
- Lots of natural light
- A wise use of resources
- Community crossroads that collects and reflects community values and knowledge
- A library that encourages the love of reading and early reader experience
- Children's space that is easy for parents to survey from the adult area
- Design needs to fit into Capitola, to be designed to tie into the Capitola village context and the creek that runs past the site (as opposed to Capitola Mall)

APPENDIX F

Focus Group: Capitola Seniors
Bay Avenue Senior Complex
March 1, 2011
2-3 p.m.

Kathy Page facilitated the discussion and Alexandra Hudson recorded the comments. Twelve residents of the senior complex attended the session.

1. Introductions and Project Summary

After introductions, Kathy explained the project purpose and scope and then asked the group several questions. Participants expressed some initial concerns, independent of the discussion:

- There is a lot of wasted space at the current library and the children's area takes up half the space.
- Several people use the bookmobile regularly when it stops at the senior complex. They were concerned that a new permanent library building may jeopardize that service, which works well for them since they cannot easily travel to the library. Several reported that they use the ParaCruz on-call van to get around town.

Most attendees are long-term Santa Cruz County or Capitola residents although one pair of attendees arrived from out of state last year. Several individuals also use other libraries (Central Santa Cruz - 6, Aptos - 2, Live Oak - 2). One person said she likes the Central Library for its historical information on Santa Cruz area families.

2. Which library services do you use?

- Access to books, especially current books (several emphasized the need for availability of new material).
- Reference service, which handles phoned-in requests.
- Section for local books and artists to display their wares – something that would draw in more people, especially younger folks.
- Newspapers, magazines, computers.
- Several individuals use the self check-out machines. No frustration expressed, just acknowledgement that the machines are new and many are still learning how to use them.
- Computer use? About 1/3 have their own computers or have access to one at home.

3. What library features or services matter the most to you? How can the new Capitola Library best serve you and other seniors?

- The library lacks seating – I have to use our library here at the complex to get a decent, quiet place to sit and read.
- Meeting rooms would be nice – a writers' room, perhaps, where local writers can meet to discuss their work and receive encouragement.

- Some libraries (e.g., Aptos) have community meeting rooms - these take up too much space – meeting space should be usable when meetings are not happening.
- Would be nice to have literacy programs to teach and encourage children to read.
- Would love to see a place to sit and read, similar to the reading area at Live Oak (the Aptos reading area, however, does not work well).
- Need wheelchair/walker access. The library here (at the senior complex) has books on the bottom shelf – people have trouble bending down. Aisles should be wide enough to accommodate wheelchairs.
- Very important to have a separate space for the children – due to noise.
- A gas-log fireplace (“like Gayle’s” – Gayle’s Bakery) would be great.
- Natural light is a big need.
- OK to request books from other places. This is a system and every book doesn’t need to be here in Capitola to be accessed.
- The idea of having new books on display is great, but we don’t need to have older materials shelved in the open access space.
- Creating separate space for teens is appreciated. Teens are heavy computer users – in some places there are separate computers for the teens to use, which is great because it frees up space for the rest of us.
- Self-sorting book return slots would be a plus.
- Community information display is desirable.
- New books and large print books are the most important collections for seniors
- Audio books are ok but aren’t used that much – “people like to hold their books”. (some attendees disagreed with this assessment)
- Movies and DVDs are important to us – want increased variety.
- Kindles? Attendees did not have, not interested.

4. How should the building feel? What would make the facility a place that you would enjoy visiting?

- Use the Live Oak Library as a model – you want to stay for hours. Just walking into the entrance is enjoyable – it is very inviting.
- Inviting, warm, cozy, quiet!
- Incorporate features that speak to the character of Capitola - this is a wonderful little village right on the bay. Regardless of the weather, this is a destination for people. It is the very best, quaintest city in the United States.
- Discussion followed on the history of Capitola, especially filmmaker Alfred Hitchcock’s visits here. Suggestion was made to incorporate local history including how Capitola inspired Hitchcock’s movie *The Birds*, as well as references to the historic bandstand.
- Capitola draws artisans with its art and wine festival and begonia festival. There should be building elements that reflect these events. The library should be a part of this artistic, delightful city.
- Have quiet places to read, where you can linger in a space that does not feel like an institution. Live Oak was mentioned again, with its Frank Lloyd Wright/craftsman style – this ambience is very desirable.
- Needs to be a space in which creative people can exchange ideas (some attendees disagreed, stating this is more fitting at the community center).
- Would be great to have a section featuring Old Capitola, interesting to residents and to out-of-towners).

- Parking? Is not a problem, there's even more parking than they need. It's terrible to get in and out of the parking lot, however.
- Access to library – would like to have improved transportation access to the library (the bus service no longer goes there).
- Young people should have their own space, sectioned off with glass. If teens know they have their own space, they will come. There is a social aspect to kids' use of the library and this is why it's good to give them their own space.

5. If you had just one piece of advice when planning library, what would it be?

- Airy and light (sky lights for natural light)
- Quiet
- Knowledgeable reference people
- If you can't build it right, don't build it
- Outdoor space – definitely desired.
 - a. Would be great to have a park area where current library is.
 - b. Would be nice to have open air events in the outside space.

APPENDIX G

Focus Group: Parents with Children Living at Home
Capitola City Hall
March 2, 2011
9-10 a.m.

Kathy Page facilitated the discussion and Alexandra Hudson recorded the comments. Four mothers attended the session. An infant and several preschool aged kids accompanied their moms to the meeting.

1. Introductions and Project Summary

Attendees introduced themselves and told the group about their families. Their children are between the ages of 1.5 and 12 years. Kathy explained the project purpose and scope and then asked the group several questions.

2. How many of you are Library users?

All use the Capitola Library, although one attendee had stopped attending children's storytime, mistakenly thinking that they are no longer held. Three of the four also use Live Oak. Prefer Live Oak because it is beautiful but frustrated that it is not open on Fridays.

Why do you use Live Oak? Capitola is tiny and kids need space! The Aptos library has its own section for children – very conducive for children because kids do not have to be so quiet. The single volume of space at Capitola makes them feel self conscious when their kids make noise.

3. Which library services do you use - at the Capitola Library or elsewhere?

Went to the storytime at Aptos and it was fantastic – especially with arts and crafts activity afterward.

Storytime at Capitola is great. It is crowded occasionally. It is ideal if storytime is done in the kids' books section. At Live Oak the storytime space is located well within the children's area so there is no noise problem.

4. What do you appreciate or like about the Capitola Library? What do you consider its strengths?

- Location is convenient.
- We know the staff that works there.
- It is nice to be able to go frequently and always be able to get books that are new to us. It has a nice collection.

- Capitola has a pretty good children's area. You can let kids zoom around while you look around for yourself.
- The books I want (mostly art and crafts) are there.
- Location by the playground is really great.

5. What would you change about the facility? Is there anything about the building that doesn't work that well?

- If the kids are noisy while we are there, it is really disturbing to other library users, because it is so small and open.
- The Burlingame Library has a nice large area for kids, so parents do not feel so self conscious.
- Giving children their own space with some kind of acoustical separation.
- It would be nice if they zoned the children's space according to the kids' different age groups.
- Would like a children-specific space; a distinct space designed for kids and appealing to them.
- Seats specifically aimed for kids, such as bean bag chairs.
- Create an option for the kids' area to be enclosed. Live Oak is a nice example of this.
- Computers? Attendees did not express great enthusiasm for their own kids' use of this equipment but felt it was important to offer anyway.
- It would be nice if there were study rooms that could be reserved. It would make the library even more of a community place. The Jade Street Community Center is an option, but it would be nice if the Library had more places to meet.
- Seating – window seats are nice, lots of natural light. Provide lots of small, low tables with chairs and puzzles – some manipulative toys and games would be helpful for kids who do not want to look at books. Live Oak, for example, has a train table that is popular.

6. Ideally, how could the Library best serve your family? How would you like to see the Library address your children's needs in these areas?

- Like Live Oak, create place you really just enjoy being in.
- I can see kids using Library space to study or meet with friends for class projects. I'd like to see them being able to grow up with this place.
- I'd like a quiet reading area.
- At Burlingame library, there was a huge selection of craft magazines. It would be nice if we could check these out at Capitola Library.

NOTE: The session broke up before this question could be fully addressed due to some of the kids present reaching the end of their attention spans. All attendees were very positive about the project and mentioned the need for the new library to connect the interiors of the facility with the surrounding play area and park setting. Some voiced interest in coordinating this project with community efforts to locate a skate park in Capitola.

APPENDIX H

Focus Group: Teens/School Librarian

Capitola City Hall

March 2, 2011

4-5 p.m.

Kathy Page facilitated the discussion and Alexandra Hudson recorded the comments. Three high school students attended the session as well as the middle school library specialist.

1. After everyone introduced themselves, Kathy summarized the project and asked participants to share a little information about who they are.

- Teens included 1 sophomore, and 2 juniors, all go to Soquel High School.
- The teens reported that they use the library rarely, although they used it when they were younger. They do use other public libraries – Santa Cruz Central and/or Aptos - and do use the high school library.
- They do not use the Capitola Library because it does not have the books they need. They use the Santa Cruz Central Library because it has better hours and a larger collection of books.

2. What would make the new Capitola library a place that you would like to visit and use?
What services or spaces would draw you to the facility?

- Having books available at Capitola that would help with work school (this rarely happens – there is usually only 1 copy and it is checked out).
- Would be nice if the Library offered online databases we need for school work.
- The teens didn't know about the possibility of having a book sent to the Capitola library. This was discussed and explained.

3. Questions about specific services:

Computers	Most teens have laptops, so it would be great if there was free public wifi.
Study space	they usually study at home or in an enclosed space. It is frustrating to study at the Capitola Library because there is just one long table at which to study – this is awkward and confining. Having space for computers and some area for teens would make a big difference and give them space to actually work.
Reading	They have trouble finding time to read - too busy with school and socializing.
Media	It would be great if there were audiobooks that were school books. We download music, but do not use e-books. A lot of kids have Kindles (one of the attendees has a Kindle but doesn't like it because she "likes to hold her books").
Programming	These teens would probably not want to go to social events held at the library – too busy – they asked for more information about the events being envisioned.

Teen space It would be nice to have an enclosed space for teens with computers.
All three have computer access at home, but they would use these computers if they had access to databases.
There is a Boys and Girls Club in downtown Santa Cruz, but these teens do not use.
Opportunities for tutoring and coordination of teen community service would be good to have at library.

Food and drink
It would be way cool to have a café area available when we to come to the Library (they expressed concern, however, over how the building would be kept clean).

Atmosphere and Ambience
High ceilings, brighter colors, windows, natural lighting would make it seem a lot less like school (= institutional).
Like the idea of connecting the building to the park nearby.

4. Other ideas or comments?

Have more than one table!
Push the idea of community service!
We need seating in clusters for different age levels – do not make everyone sit together. It is uncomfortable. Have distributed seating so kids at different age levels will find their own place. At the current library there are too few spaces to sit.

This input from the middle school librarian:

Needs of kids in elementary school should also be considered. Many kids have trouble studying outside the school setting. Provide some space for 1st – 5th graders to study. Maybe offer a kind of “study buddies” program. This would be a separate seating area from the teens. Have tables and chairs physically appropriate for 1st – 5th graders.

Some coordination with the high school regarding the books the students need to read, especially Advanced Placement books, during the times students need them would be really appreciated.

She would also like extension of the accelerated reader program during the summer, including a couple of computers reserved for kids to take the necessary AR tests. The elementary and middle schools both do this testing.

APPENDIX I

Focus Group: Library Ad-Hoc Committee

Capitola City Hall

March 1, 2011

4-5 p.m.

Kathy Page facilitated the discussion and Alexandra Hudson recorded the comments.

1. Introductions and Project Update

Eight committee members attended as well as City staff Derek Johnson and Ryan Bane. Kathy summarized needs assessment activities to date and passed around copies of the community survey being conducted, which is also available on the City website. Attendees asked questions about the input process and expressed concern that input is received from every demographic component of the community, including youth, to ensure that the Library incorporates their needs and concerns.

2. What is your vision for the new library? How should it serve the community? What roles should it play in the life of the community?

- Want it to address the needs of the generations coming up in ways we don't even know yet.
- It should either a 'community center with a library in it' or a 'library with a community center in it'.
- A usable space for the community to use (e.g., Girl Scouts, Ladies Club), dedicated space for homework, for youth, for computer terminals/technology.
- The back of house space should accommodate automatic check-in.
- A coffee shop!
- We're talking about having a *community space* – the place the community comes together, besides the Community Center on Jade Street and Gayle's Bakery. This Library will provide the only available free community meeting room. We need more than just one meeting room to serve the community's needs for gathering space.
- The library should be "the people's university".
- Needs a defined teen room where 6 to 25 teens can get together and interact.
- This should be a place where you can learn and participate in something. It is not just a place where every organization in town can meet, but should be a learning environment.
- The teen area in Live Oak is sealed (separated from the general space).
- This is a place that should be comfortable.
- A cross-generational book club – teens to seniors – would be a great program.
- Provide a common place for student groups to meet as opposed to someone's house.
- The main library in downtown Santa Cruz has a meeting space upstairs that offers a nice space for presentations.
- Check out should be quick and convenient.
- The kids' playground is a great community asset.
- Certainly the library is a place people come for free information, but it should also be a place where people of all demographics are drawn because it is exciting, interesting, relaxing, and it engages your curiosity (this is especially important for young people). The facility has to be interesting for this to happen, and there are a lot of ways it can be made interesting,

including the physical layout. I would like to be able to go in and simply browse for things I would like. The displays should be set up so they can catch my eye.

- To make the most of the facility, it would be great to have a place that can be used when the library is not in use – beyond the meeting room. Maybe it could be used to host weddings with the proceeds going to the City.
- The Library building should reflect the community's sense of scale, the "village" scale that is actually reflected in our current library.
- We should include a used book sale space similar to those in other libraries with active Friends of the Library organizations. While Capitola does not have a Friends group now, there may very well be one by the time the project is launched. Scotts Valley has a successful Friends of the Library program – we should investigate it as a model.
- The open space in the Live Oaks Library children's area makes an effective storytelling space – ours should reflect that.

Discussion followed on the Library as a destination for families and how the Capitola Library now attracts people from outside Capitola as well as City residents.

3. What features or services or aspects would draw you to the new library? What will make it successful for you and your family? What are the keys that will make it successful for the community as a whole?

- A connection with the natural world outside the Library. We just approved developing a park across the street – this should be factored in to the design.
- We want a place that is correctly scaled. It should be a room with comfy chairs, not too large, books on surrounding walls, we don't need to worry about technology! This should be something outside of what the library incorporates.
- A nostalgic feeling!
- The Library should be a magnet for everyone. The younger population should be highly served to make the facility a magnet for them. The proximity of the park across the street can be beneficial – we can utilize it to teach youth. We should focus on serving young people. Teens love to congregate somewhere and have space separate from adults.
- Do not build a large auditorium for events we do not know will happen.
- Concern expressed about increasing floor space and small number of staff. Make the operation as automated as possible to make operation with a small staff feasible.
- Provide a computer teaching space teaching for offering classes and workshops, for seniors and others.
- Have a dedicated community art space, like the Walnut Creek Library, or have art display opportunities within the library, similar to the art tiles by the Esplanade. Have display space for local artists.
- It would be great to incorporate the riparian corridor directly across the street, to provide a continuation of the rural feeling when you drive along Wharf Road or incorporate the views to the east with a roof deck. Discussion followed on the probable cost of such a feature.
- We need to make sure this library focuses on technology. This will bring people into the library, both those who know how to use it and those who want to know how to use it. The Library has an obligation to get people inside, exposed to books.
- Should refreshments be available? The group expressed support, as long as building maintenance can support it.
- Perhaps an interpretive nature center should be considered outside the building, due to its setting. Outside space to sit and use a book can be just as significant to having inside space.

APPENDIX J

Capitola Library Community Library Services Survey

In March 2011, the City of Capitola conducted a library services survey to gather community input regarding service and space priorities for a new library facility. The City and Library distributed printed survey forms during the month both at the Library and elsewhere in the community and an online version of the survey was made available on the City and the County Library websites. There were 161 responses received, approximately one-half from in-person respondents and one-half from online respondents.

- 82 in-person responses were received
- 79 online responses were received

Percentages given in the summary that follows are based on the total of 161 survey responses rather than total 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
Book store, video store or music store	21%	30%	27%	14%
Buy/rent books, music or videos online	29%	23%	18%	24%
Public library	62%	22%	8%	3%
Newspapers or magazines	80%	10%	4%	2%
Internet	86%	4%	1%	4%
TV or radio	81%	9%	1%	2%

Other Information Sources	# Responses
Friends and family	1
Friends, people	1
Lectures, workshops, seminars offered by the university	1
Human beings	1
Friends	1
Internet sites, such as CNN.com	1
People	1

2. If you use the Library, what is your primary library?

Primary Library	# Responses	Percentage
Capitola	106	66%
Live Oak	19	12%
Central Santa Cruz	19	12%
Aptos	16	10%
Live Oak	14	9%
Scotts Valley	10	6%
Branciforte	4	3%
Felton	2	1%
MLK San Jose PL	1	1%
Soquel High School Library	1	1%

3. Do you use more than one library?

Yes	117	73%
No	42	26%

4. If so, which other libraries do you use?

Aptos	57	35%
Live Oak	57	35%
Central Santa Cruz	56	35%
Capitola	35	22%
Branciforte	12	7%
Scotts Valley	9	6%
Garfield Park	2	1%
Watsonville	2	1%
Boulder Creek	1	1%
Felton	1	1%
UCSC	1	1%

5. Why do you consider the library you named your primary library?

I live in the community that library serves	126	78%
I work or go to school in the community that library serves	34	21%
That library's services or features make it more attractive than others	31	19%
Other Reasons:		
Park close by/attractive setting/children's playground adjacent	8	5%
More open hours/hours fit my schedule	8	5%
Like the library staff	7	4%
Location convenient to my travel route/close to where I swim	7	4%
Larger collection/more resources	4	2%
Good children's programs/children's space	4	2%
Comfortable facility and atmosphere	3	2%
Beautiful facility	2	1%
Community atmosphere	1	1%
Good Internet access	1	1%
Good parking	1	1%
I volunteer at this library	1	1%
Have come to this library since I was a kid	1	1%

6. If you use more than one library, why?

More resources available	60	37%
Convenient to my home/work/school	44	27%
Better open hours	56	35%
Better parking	12	7%
Convenient to my travel route / stop there when in the neighborhood	10	6%
Better/Larger collection	5	3%
Take advantage of children's services / programs	4	2%
Open hours	3	2%
More space	2	1%
Enjoy bird watching	1	1%
To interact with favorite library staff	1	1%
To get more audiobooks	1	1%
To get more DVDs	1	1%

7. Which library services do you use at your primary library?

SERVICES USED		
Check out books	152	94%
Request books from other libraries in the system	103	64%
Check out movies (DVDs or videos)	81	50%
Read books, magazines or newspapers	68	42%
Check out audio books on tape or on CD	59	37%
Buy used books	53	33%
Use the library's reference service	52	32%
Check out music (on CD)	49	30%
Use the Library's computers	44	27%
Attend events for children at the library	35	22%
Use the library's wifi connection	32	20%
Work on school assignments or do research	30	19%
Use my own laptop	27	17%
Attend events for adults at the library	21	13%
Work with others on a group project	12	7%
Attend events for teens at the library	10	6%
Attend computer classes	9	6%

8. What features or services at your primary library would you like to see expanded or added?

New books to check out	107	66%
Quiet places to sit, read or study	75	47%
New movies to check out	59	37%
Request materials from outside the system (ILL)	53	33%
Café / refreshments for sale	52	32%
Programs for adults	49	30%
More computers	46	29%
New audiobooks to check out	42	26%
Public meeting room	42	26%
Programs for children	42	26%
Used books, videos and music for sale	42	26%
Volunteer opportunities	38	24%
New music to check out	37	23%
Space for children and families	33	20%
Computer classes	31	19%

Wireless access for more hours	31	19%
Place to meet/socialize with friends	31	19%
Space for teens	29	18%
Programs for teens	29	18%
Literacy tutoring	27	17%
Homework help/tutoring	27	17%
Group study space	24	15%
Digital media devices to check out (laptops, ereaders)	21	13%
Audio/video production studio equipment	21	13%
Video games to check out	20	12%
Other Features or Services mentioned:		
More open hours	28	17%
More space	12	7%
Larger/better collection/more new titles/more DVDs	7	4%
More/better seating/group study space	6	3%
Improved space/collections for children	4	2%
Improve or eliminate self checkout machines	3	2%
Improved parking	2	1%
Improved technology/more computers	2	1%
Restore interlibrary loan outside County	2	1%
More outdoor seating	2	1%
Space for teens	1	1%
Space to meet and socialize with friends	1	1%
Public meeting room	1	1%
New building	1	1%
Natural light	1	1%
Improved staff workspace	1	1%
More selection of ebooks	1	1%
Free wifi access	1	1%
Space for art exhibits	1	1%

10. How well does your primary library meet your needs?

DEGREE OF SATISFACTION	# RESPONDENTS	% RESPONDENTS
Very well	53	33%
Well	51	32%
OK	38	24%
Not very well	9	6%
Not at all	3	2%

11. If you use the library rarely or not at all, what keeps you from using the library more often?

REASON	# RESPONDENTS	% RESPONDENTS
Open hours are not convenient	28	17%
Library doesn't have what I need	12	7%
I buy my physical books and media	6	4%
Location is inconvenient	3	2%
I download my videos	3	2%
Parking is difficult	3	2%
I buy my ebooks	4	2%
I download my music	3	2%
I don't have time	2	1%
Outstanding library fines	2	1%

OTHER REASONS GIVEN FOR NOT USING THE LIBRARY
Reading space needed
I lack transportation
It's never open
I love the library!

12. What is your home ZIP code?

		Number Respondents	% Respondents
95003	Aptos	6	4%
95010	Capitola	67	42%
95018	Felton	4	2%
95033	Los Gatos	2	1%
95060	Santa Cruz	7	4%
95062	Santa Cruz	26	16%
95065	Santa Cruz	12	7%
95066	Scotts Valley	4	2%
95073	Soquel	21	13%
95076	Watsonville	2	1%
	ZIP code not provided	10	6%

13. What is your age category?

AGE	# RESPONDENTS	% RESPONDENTS
14 years or younger	2	1%
15-18 years	4	2%
19-34 years	13	8%
35-54 years	53	33%
55-64 years	43	27%
65+ years	39	24%

14. What is your primary mode of transportation?

TRANSPORT MODE	# RESPONDENTS	% RESPONDENTS
Personal car or motorcycle	127	79%
Walk	19	12%
Get a car ride with family member or friend	8	5%
Personal wheels (bicycle, skateboard, etc.)	8	5%
Public transit	4	2%

13. Do you have any other comments about planning for a new Capitola Library?

Allow patrons to pay a yearly fee for services, such as \$10/year for one individual or \$20/family
Be open on Fridays
Display large scale photos of early Capitola
More computers, computers classes, a quiet corner, possibly a cafe and used book & media center.
Get both PC and Mac computers with video editing and Adobe applications
Give libraries everything you can
Good parking
Hours need to meet needs
I feel a library needs inviting photos; for a pleasant atmosphere there should be a meeting of minds with concerns toward a variety of talent
I love the feeling of the Live Oak Library it is very beautiful but out of the way. I would love for a Capitola or Aptos library to have better selection such as Central does.
I would like to see a new bigger library and skate park in the Rispin Area. This would be good for the community.
I would recommend that the library in downtown Eugene, Oregon be examined carefully. It is a good example of a new library that serves its population well.
If for some reason it can't be built, can we expand the current one?
If it cannot be built right in a proper space, don't build it
If we need a new library, make it the centerpiece of a community center type facility with all kinds of community programs and events and classes
I'm a bit confused by this question. From what I understand, there may very well be library closures in our near future so I'm unclear just how to answer this particular question....sorry! That said, I would be very sad to see our neighborhood library shuttered. It's a lovely place that I view as an integral part of our community.
I'm looking forward to a larger facility in Capitola-though it's a ways off.
Include residents from unincorporated area (Soquel)
It would be great to have more space for kids. Live Oak and Central have such great kid areas. While the playground is wonderful, it would be great to have more indoor space. Including computers just for kids!
Keep current location and expand
Keep it local
Listen to the staff when planning the layout and the equipment needed. They know what their patrons need and want.
Love the library. It can only get better
Make it big and beautiful and flexible in its usage
Make self check stations quieter.
Meeting Rooms are important. I would love the availability of coffee, hot chocolate, etc
More seating space
More windows; enclosed space for children (acoustical barrier)
My biggest priority is KEEPING THE BRANCHES OPEN! We need them more than we need anything else!
Natural light, comfortable, welcoming
Need open, light space; meeting room; writers club
Need public space
Please add a meeting room and study areas. Please keep the playground. Bathrooms available at all times would be really useful, although this may involve crossover between Parks & Rec and Library budgets. Please involve the library staff when designing the building. Think Green, but keep it simple. Look at Live Oak Library and learn how not to do it.
Please ask local schools for input
Please don't make it so automated that it takes a specialist to make the lights, HVAC (heating and cooling), etc. work
Please expand the Capitola branch -- the staff is very helpful
Please have lots of free parking, keep the same location
Please make sure the new Capitola Library is BIG enough to sustain a worthwhile library audience: Big enough for children, youth, young adults, and adults to enjoy the many benefits of a neighborhood library.

Quiet community space and feeling is good!
Quietness
Reopen Garfield branch
Should double as a community center
We love the tot lot and hope that it can stay.

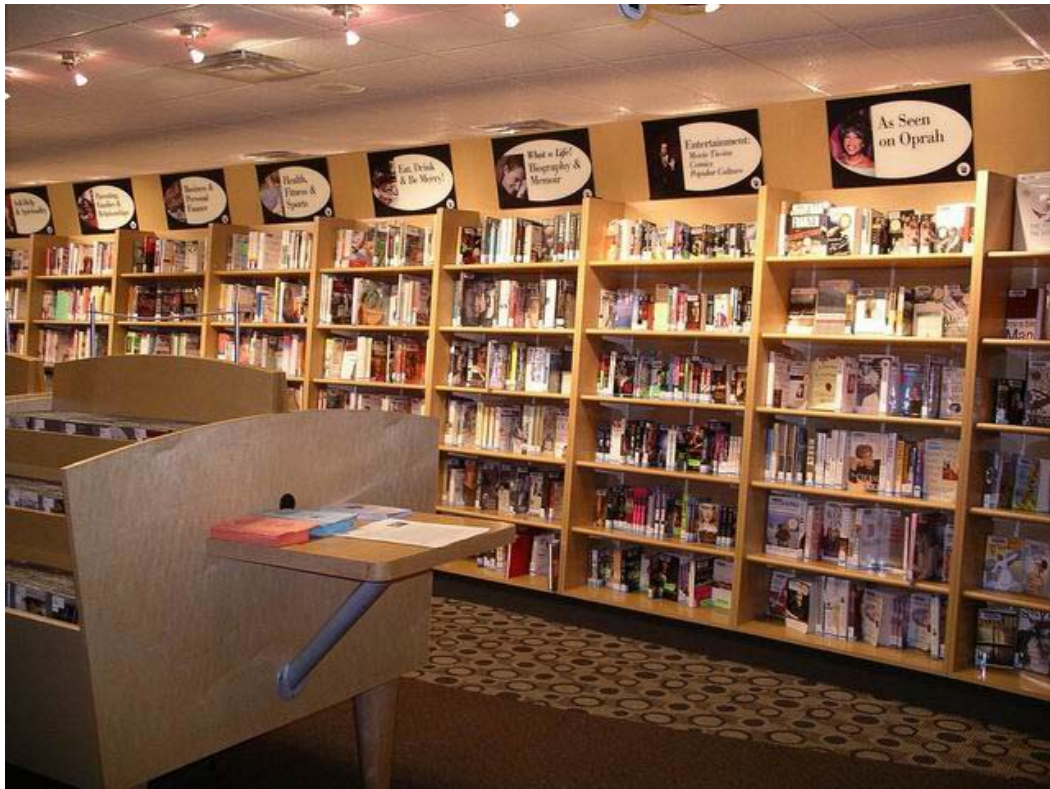
APPENDIX K

Furniture and Equipment Examples

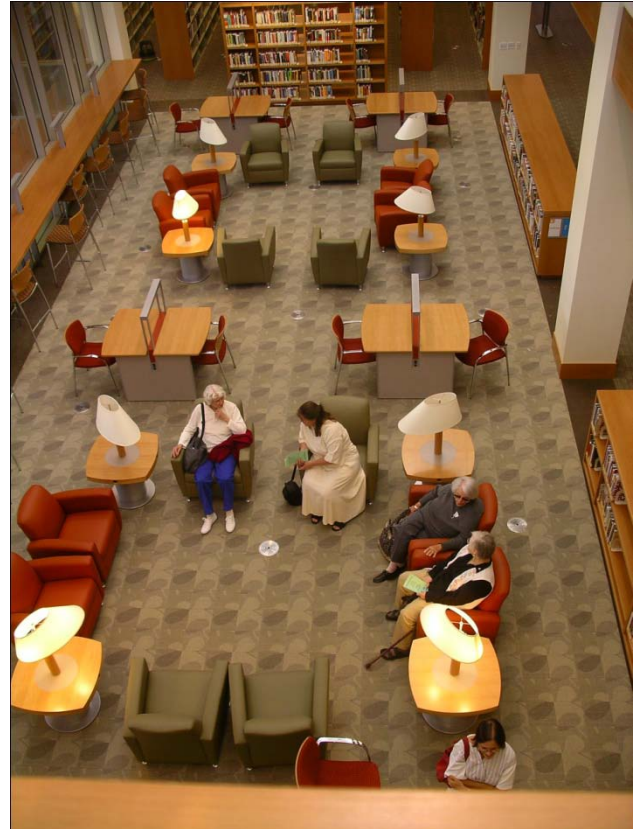
The images below show examples of the types of furniture and equipment referred to in the program and typify the types of furnishings employed in current library facilities. These are intended to show a variety of strategies used to make library facilities more accessible and welcoming for their users. While some approaches may not be appropriate for Capitola, the images may spark creative ideas for the new library design.

BROWSING AND MEDIA DISPLAY SHELVING





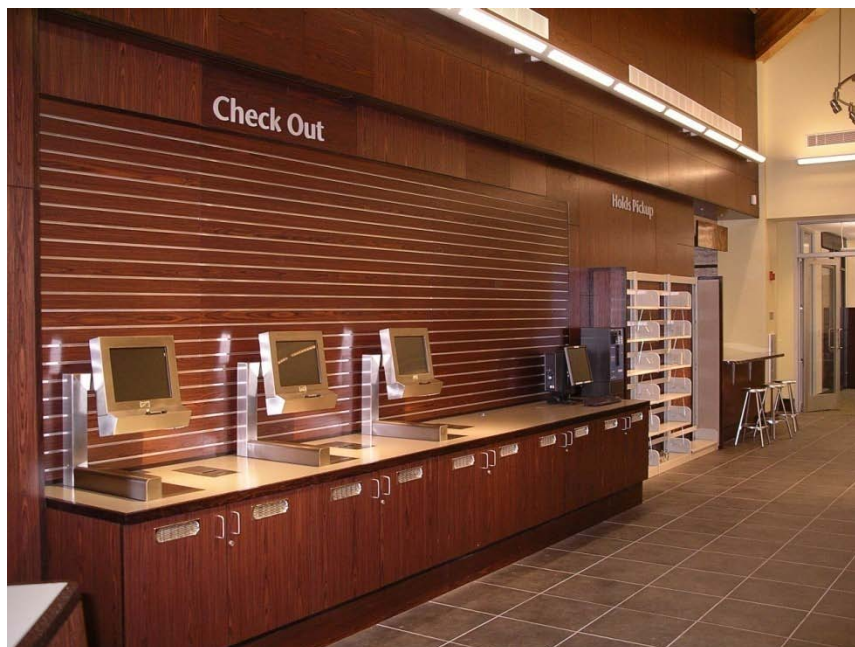
SEATING



COMMUNITY INFORMATION DISPLAY



SELF CHECKOUT MACHINES



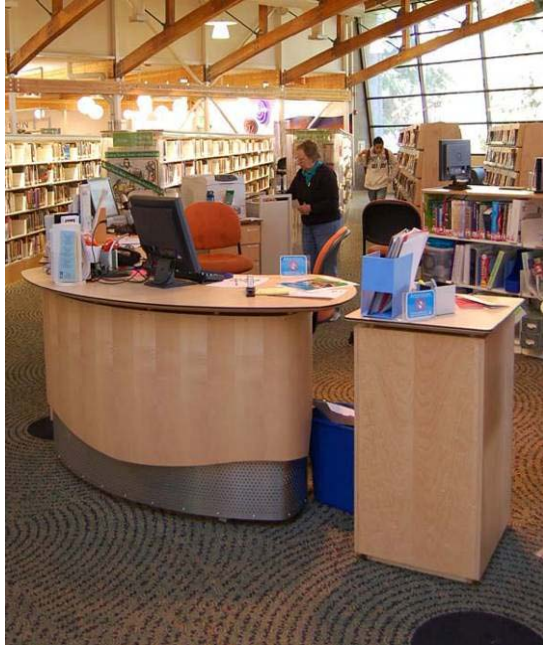
HOLDS SHELVING



RETURNS AND SORTING / AUTOMATED MATERIALS HANDLING



SERVICE DESKS



PROGRAMMING SPACES AND MEETING ROOMS



PUBLIC COMPUTERS / LAPTOP USER SPACE



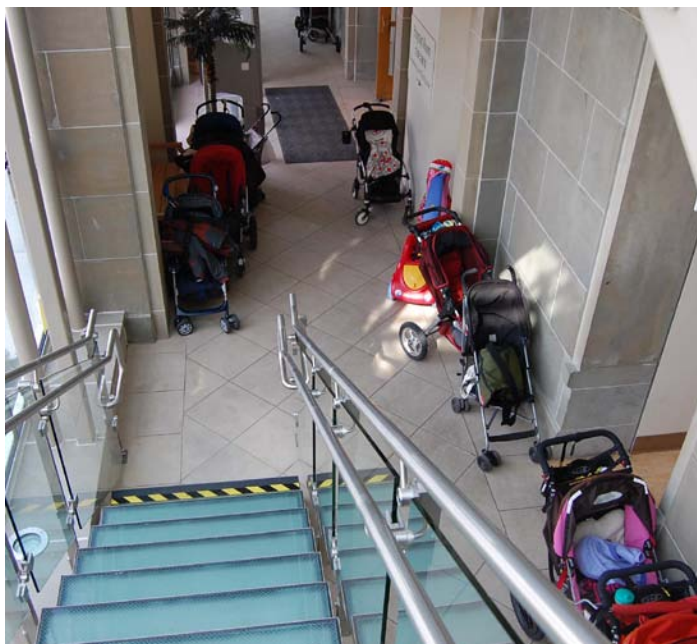


TEEN SPACES



CHILDREN'S SPACES





CAFES / COURTYARDS

