AGENDA

**Pierce County Library System
Board of Trustees Study Session
April 20, 2024 | 1:30 p.m.**

In person attendance: 3005 112th St E, Tacoma WA 98446
Optional virtual attendance:
  Phone: Dial+1.253.215.8782 | *Webinar ID: 820 4561 8477| Passcode: 882293*
  Web Browser or App:
  https://us06web.zoom.us/j/82045618477?pwd=rlCk3MTsa8VMMzUQFJSn4-3twEiN5g.FiF85I8WCEshe0_Z

Call to Order: Pamela Duncan, Chair

Long-Term Plans for Future Lakewood Libraries

1.   Downtown Lakewood Location

Discussion

Adjournment [ACTION]

American Disability Act (ADA) Accommodations Provided Upon Request by Contacting pmcbride@piercecountylibrary.org.
Whenever possible, please provide at least 72 hours' notice to help ensure availability.
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MEMO

Pierce County Library System
Information & Imagination

Date: April 12, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Long-term Plans for Future Lakewood Libraries - Downtown

In November 2022, the Lakewood Library Buildings Community Advisory Committee provided the Pierce County Library System's Board of Trustees and the Lakewood City Council the following recommendation for the Downtown Lakewood Library:

For the Lakewood Library, the Community Advisory Committee's preference is to keep the library at the same location, building a new library on the current site. If that is not possible, the committee recommends building a new library in an equally accessible location.

In honoring the Lakewood Library Community Advisory Committee's recommendations, the strategic questions to be answered is:

- Is it feasible to rebuild a downtown library on the current site or should PCLS pursue a new building elsewhere?

In preparation for the meeting, the following resources may be helpful as you consider the next steps for the long-term Lakewood Library.
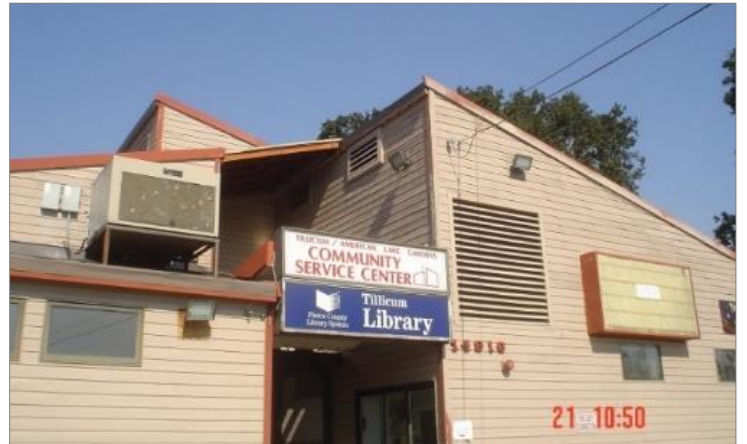
- Community Advisory Committee web page: https://mypcls.org/lakewood-community-advisory-committee/

- Lakewood Community Advisory Committee Recommendations (attached)

- PCLS Lakewood Community Characteristics (attached)

- PCLS Lakewood Libraries Feasibility Study: Nov. 17, 2022 Meeting Overview Presentation (attached)

- PCLS Building Program and Design Guide: Completed by Library Administration and BuildingWork August 2023. (attached)

- Site Selection Criteria: Approved by Board of Trustees 2006, revised 2017 (attached)

Optional: Library Space; a planning resource for librarians published by the Massachusetts Board of Library Commissioners in partnership with Sasaki Architects. https://mblc.state.ma.us/programs-and-support/construction/libraryspace.php

Pierce County Library System & the City of Lakewood

Lakewood Libraries 2022 Community Advisory Committee Report & Community Engagement Summary

November 9, 2022

BERK

Community Advisory Committee

David Anderson
Sherwanda Beck-Atkinson
Amelia Escobedo
Bob Estrada
Ron Irwin
Lianna Olds
Josette Parker
Darwin Peters II
Ginny Rawlings
Tim Rhee
Chelsey Tschosik
Bob Warfield

Project Team Leadership

Mary Getchell, Pierce County Library System Marketing and Communications Director
Becky Newton, City of Lakewood Economic Development Manager

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Project Team

Brian Murphy · Project Manager

Michelle Ellsworth · Meeting and Engagement Support

Rebecca Fornaby · Engagement Lead

Katherine Goetz · Financial Analyst

Contents

Introduction

Project Overview

In June 2022, Pierce County Library System and the City of Lakewood formed a Community Advisory Committee (CAC) to help determine next steps for the Lakewood and Tillicum Libraries. Twelve members of the Lakewood community were appointed to the Committee. The PCLS Board of Trustees will consider the Advisory Committee's recommendations and determine the path forward.

Community Advisory Committee Charge

The Community Advisory Committee was charged with advising how the Library System can provide quality services in a safe, welcoming space for Lakewood and Tillicum residents. More specifically, the CAC was asked to:

▪ Review existing community input and additional public engagement efforts.

▪ Review the facility history and current conditions of the Lakewood Library and the Tillicum Library.

▪ Develop an evaluative framework and decision-making process for considering long-term facility options.

▪ Make directional recommendations to the Lakewood City Council and the Pierce County Library System's Board of Trustees.

Context

The Downtown Library was built in 1963 and gifted to PCLS in 1991. Significant renovations and repairs occurred in 1974-75, 1993-94, 2004, 2006, 2009, and 2011-12. The Library is located within the Lakewood Downtown subarea. The building is 32,592 sq. ft. The library has 22,456 sq. ft for public space and has 68 parking spaces.

In late 2021, the building was found to be critical and unsafe condition. Further engineering reports determined that full renovation would require replacing the roof; improving safety and access including repairing damages throughout the building from the leaking roof; replacing the elevator, heating and cooling system, and plumbing system; and upgrading windows and doors. PCLS closed the building in June 2022.

Additional engineering reports in August and September 2022 determined requirements to bring the building to code with mechanical, electrical and plumbing systems, and fire panel and seismic upgrades, bringing estimated costs to repair systems and make replacements roughly $22 million. Hazardous materials were found in a recent assessment. Mitigation costs are estimated to be under $100,000. These costs do not reflect full modernization of the building, the addition of structured parking, or other potential enhancements.

The Tillicum Library is in a 7,350 sq. ft. building that also houses a community center, a food bank, and a medical clinic. The Tillicum Library serves an area where household incomes are among the lowest

in Pierce County. Tillicum is geographically separated from the rest of the Lakewood community, with travel to or from the neighborhood requiring a segment on I-5.

The building was constructed in 1985 and renovated in 2004. PCLS leases space in the building. In late 2021, the building was found to be in poor condition. Engineers recommend building a new library instead of renovating the existing building. In April 2019, the City acquired a site in Tillicum in anticipation of potentially using it for a new library. The site is 1.25-acres, located at 14702 Union Avenue SW.

Community Advisory Committee Process

The Community Advisory Committee met five times between June and October 2022 and discussed the following:

- **Contemporary library best practices.** Staff from PCLS and BuildingWork presented information about contemporary public library design and shared examples of transforming an existing library or building a new library.

- **Community engagement strategies and results.** The CAC reviewed prior public engagement conducted in 2019 and discussed additional engagement opportunities. The consultant team conducted an online survey, interviews, and outreach at community events between June and September of 2022. A full summary of the engagement effort is included in Appendix A.

- **Evaluative Framework.** The CAC developed evaluative criteria to assess different options for Downtown and Tillicum. The CAC's determination of which criteria are most important are included in the Recommendations section below.

- **Consideration of options.** The options considered by the CAC for Downtown included substantially renovating the existing building, rebuilding in the same location, building in a new location, or renovating an existing building in a different location. The options considered for Tillicum were to substantially renovate the existing building, build on a parcel owned by the City of Lakewood, or build in a different location.

- **Financial analysis of different options.** The CAC reviewed cost estimates for each option based on a range of sizes and assumptions for construction and renovation costs, land acquisition costs, and leasing costs.

- **Recommendations for Downtown and Tillicum.** The CAC finalized recommendations for the Downtown and Tillicum locations as described below.

In the last two meetings, the CAC held time for public comment at the end of each meeting.

Community Priorities

The engagement activities in 2022 revealed the following community priorities for the libraries in Lakewood:

- A desire for spaces with updated technology and additional programming for all ages.

- A convenient location accessible via Pierce County Transit and with adequate parking, integrated in the community and near underserved and lower-income neighborhoods.

- A well-maintained, safe, clean library with adequate lighting.

- Some interest in the preservation of the existing Downtown Library and the "big log."

CAC Recommendations

Given significant unknowns, the CAC agreed that it would make conditional recommendations. For example, the Committee could recommend a preferred option if specified conditions could be met, backed up by one or more alternatives if conditions cannot be met. The goal was to reach consensus so that all members could support the CAC recommendations. If consensus could not be reached, a majority vote determined the CAC recommendation, with the full range of opinions described below.

Overall

The CAC agreed upon the following overall recommendations:

- Lakewood should continue to be served by a **Downtown Library** and a **Tillicum Library**.

- To do this, the CAC supports a total capital investment that may be **between $17.2 million and $26.5 million (in 2022 dollars) for both buildings.**[1] PCLS staff estimated that this would cost the average Lakewood homeowner between $6 and $8 per month or $72 and $96 per year. Successful fundraising efforts would reduce this cost to taxpayers.

- **Sustainable maintenance of the building and robust operating hours** are critical to serving the community well.

- **Partnerships with other providers** may offer a cost-effective way to provide additional services for the good of the community.

When evaluating different options for each location, the following values were prioritized as most important by the CAC:

- Service suitability for contemporary library services and flexibility to adapt to future service models.

- Accessibility by foot or transit.

- Ownership of the building, as opposed to leasing.

- Capital investments that are affordable to the Lakewood community.

- Robust operating hours.

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[1] Final cost will depend heavily on property costs, construction costs, bond rates, etc. at the time of issuance and underwriter verification.

Downtown

The existing Downtown Library is valued for its location being central to the Downtown and accessible by foot or transit, its long tradition of providing library services to the community, and the character of the building, to which many in the community have an emotional attachment.

The CAC's preference is to **keep the library at the same location, building a new facility on the current location.** This was the consensus of the group as it was seen as the most cost-effective solution, with renovation costs similar to new construction, and that a new building would best support contemporary library services and flexibility for future uses. The central location and high pedestrian and transit accessibility of the current site are valued and it is advantageous that the Library System owns the property. Retention of elements of the existing building's character would be desirable but not required.

If construction of a new facility on the current site is not feasible, the CAC recommends **building a new library in an equally accessible location.** CAC members expressed some concern that suitable property may not be available.

One CAC member would prefer to build a larger library on a different location if a large, equally central and accessible site can be found.

Tillicum

The Tillicum Library is valued for the services provided to an otherwise underserved community, the proximity to Tillicum Elementary School and other locations within the Tillicum business district, and the mix of services currently provided in one location.

If the property where the library sits now can be acquired, the CAC recommends **renovating the existing building or rebuilding on the existing site.** In doing so, PCLS should strive to retain space for other service providers.

If this is not financially or practically feasible, the CAC recommends **pursuing the acquisition of other property near the existing library.** If no other site is found, the CAC recommends **building on the parcel currently owned by the City.** This would include making investments to improve safe access, as CAC members expressed concerns about safe access to this site, and seeking opportunities to co-locate with other service providers. One CAC member expressed a preference for building a library on the City-owned parcel because of its location on a main road, stating it would be more visible to community members, and another preferred construction on the City-owned property, stating it would be quicker than having to acquire another parcel.

Next Steps

The CAC will present its recommendations to the Library Board of Trustees and the Lakewood City Council on November 17, 2022. The Board will review the CAC's recommendations and determine the most appropriate path forward for providing quality library services to the Lakewood community.

Appendix A. Community Engagement Summary

Introduction

Background

The Pierce County Library System (PCLS) provides essential library services to communities across Pierce County. City of Lakewood Downtown and Tillicum libraries are well-loved community institutions, but the buildings are aging and are now in poor to critical condition.

In 2019 PCLS engaged BERK Consulting to learn what Lakewood residents thought about potential new libraries in the Downtown and Tillicum, and to understand facility and service needs the residents were interested in. Due to the Covid-19 pandemic, and Governor's order, libraries had to close for a period and this work was put on pause.

Exhibit 1. 2019 Future Libraries Engagement Report
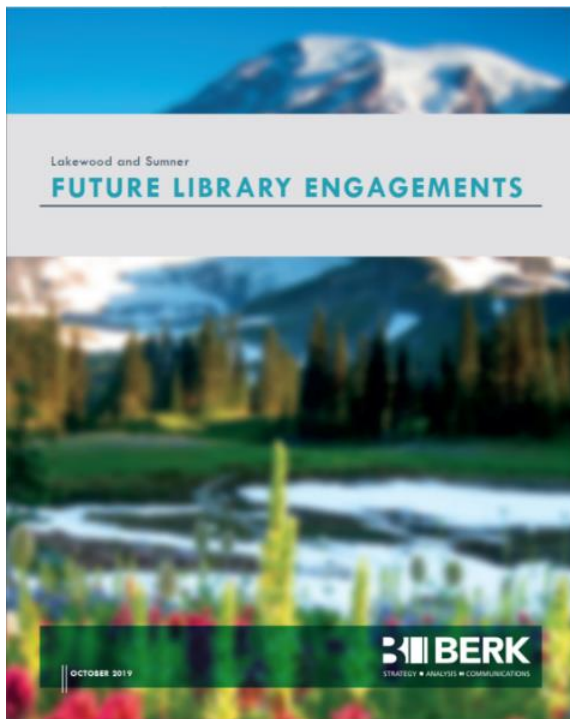
Source: BERK, 2019.

Project Overview

In April of 2022 PCLS and the City of Lakewood engaged BERK Consulting to lead a second phase of engagement to learn how PCLS can provide quality services in safe, welcoming spaces for Lakewood and Tillicum residents.

In June of 2022 PCLS and the City of Lakewood appointed 12 Advisory Committee members to help determine next steps for the Lakewood and Tillicum Libraries. The Committee is expected to provide Lakewood City Council and PCLS's Board of Trustees with a recommendation in the Fall of 2022, after which PCLS's Board of Trustees will choose a path forward.

Parallel to the Advisory Committee's process, the project team gathered input from a broader set of community members as well as key stakeholders, a summary of which is presented in this report. This report was provided to the Advisory Committee to inform their recommendation to Lakewood City Council and the Library System's Board of Trustees in late Fall of 2022.

Community Engagement Overview

This report summarizes input from Lakewood and Tillicum residents and stakeholders gathered between June and September of 2022. Input was primarily collected through a survey and interviews with stakeholder organizations. The survey was widely promoted through PCLS and Lakewood's social media accounts, as well as through news media, direct mailings, an email campaign, and individualized emails to stakeholder organizations. Over 2,000 residents of Lakewood and surrounding areas completed the survey and six key organizations participated in stakeholder interviews.

How We Engaged the Community

Survey

2,061 residents of Lakewood and nearby communities responded to the Survey. Open from July 22 through August 19, 2022, the five-minute survey posed a set of multiple choice and open-ended questions about how PCLS and Lakewood can best provide quality services in safe, welcoming spaces for Lakewood residents in the Downtown and the Tillicum neighborhood.

Exhibit 2. Introduction to the Community Survey

Pierce County Library System
Information & Imagination

Lakewood Libraries Community Survey

Welcome!

The Pierce County Library System and the City of Lakewood need to hear from you about how they can provide quality services in safe, welcoming spaces for Lakewood and Tillicum residents.

Please take this 5-minute survey to share your thoughts!

This survey will help to supplement outreach conducted in 2019, prior to the pandemic. Your responses will be instrumental in understanding community priorities in 2022. Learn more by visiting LakewoodCAC.pcls.us

If you have questions, please contact Pierce County Library System at 253-548-3300 or LakewoodCAC@pcls.us.

Thank you!

Source: BERK, 2022.

Survey Advertisement

In addition to promoting the survey on the project webpage (LakewoodCAC.pcls.us), PCLS led a promotional campaign that included:

- **Social media** posts on Facebook and Twitter;

- **Direct mailing** to all addresses in the City of Lakewood;

- **E-newsletter** articles to Lakewood, and Steilacoom PCLS cardholders, age 18+ as well as others;

- **Placements in three print and online news media**, including Patch, The News Tribune, The Senior Scene, and The Suburban Times; and

- **Distribution of hard copies** at the Tillicum, Steilacoom, Parkland/Spanaway, and University Place Libraries, as well as at City Hall.

Exhibit 3. Project Webpage

Source: PCLS, 2022.

Exhibit 4. Direct Mailer

Source: PCLS, 2022.

Exhibit 5. PCLS Facebook Post

Source: PCLS, 2022.

Stakeholder Interviews

The project team interviewed six stakeholder organizations to hear about their needs and priorities for potential new libraries. These 30-minute interviews took place between August and September of 2022, and each followed the same script and series of seven questions.

Events and Presentations

Members of the project team tabled and made presentations at in-person events while the survey ran in July and August of 2022. At each event, member(s) of the project team engaged in conversations about the project and encouraged the public to take the survey.

Exhibit 6. Lakewood Farmers Market

Source: BERK, 2022.

Public Comment

Public comment is accepted for the duration of the Advisory Committee's work via email at Lakewoodcac@pcls.us. Comments received are captured verbatim in a document posted on the project website and shared with the Advisory Committee members at each meeting.

Advisory Committee Meetings

Members of the public are invited to listen in to all Advisory Committee meetings. Materials and detailed notes from all meetings to date are available at LakewoodCAC.pcls.us. In meetings four and five, the public may make comments during an up-to 30-minute comment period.

Exhibit 7. Advisory Committee Meeting 2

Source: BERK, 2022.

Who We Reached

Survey Respondent Demographics

Note: This project defines Lakewood by five ZIP codes: 98439, 98496, 98497, 98498, and 98499, as shown in Exhibit 8. Exhibit 9 shows that of survey respondents who live these five ZIP codes, 54% live in 98498 and 44% live in 98499. Respondents who live in 98439, 98497, or 98496 account for 2.5% of survey respondents.

While most survey respondents reported that they reside within the five Lakewood ZIP codes, 25% reported that they reside outside of Lakewood or did not disclose their ZIP code. Because Lakewood residents will ultimately decide whether to invest in a new library or libraries for the community, this survey analysis focuses on respondents residing within the five Lakewood ZIP codes. Open-ended feedback did not differ notably between Lakewood and non-Lakewood respondents.

Exhibit 8. ZIP Codes of Survey Respondents' living in Lakewood
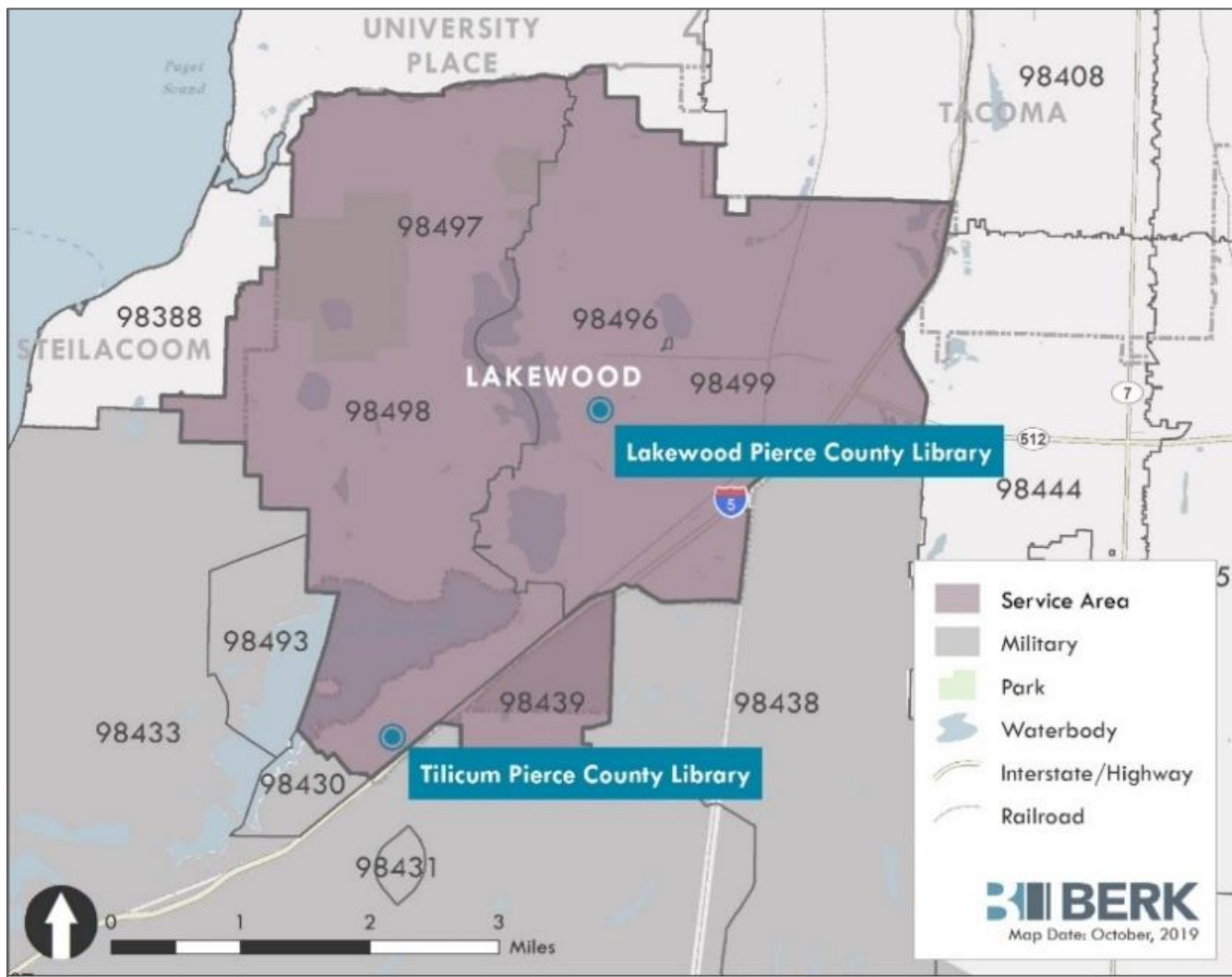
Source: BERK, 2019.

Exhibit 9. Survey Respondents' ZIP Codes (n = 1546)

Survey Question: "In what ZIP code is your home located?"
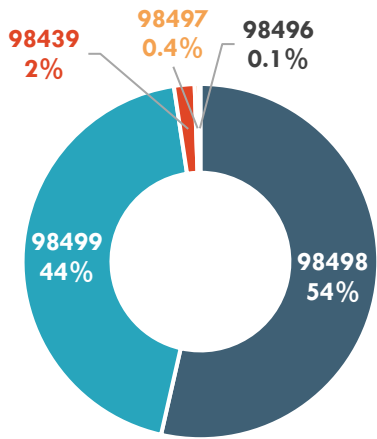
Source: BERK, 2022.

Exhibit 10 shows the age breakdown of survey respondents and of library cardholders in Lakewood. In general, survey respondents are older than cardholders: respondents under the age of 35 are underrepresented and respondents over the age of 64 are overrepresented. 38% of survey respondents are between 65 and 84 years old, 24% of survey respondents are between 50 and 64 years old, and 23% of respondents are between 35 and 49 years old. Respondents under 18 and over 85 each account for 2% of survey respondents.

Exhibit 10. Age of Survey Respondents' (n = 1527)

Survey Question: "What is your age?"
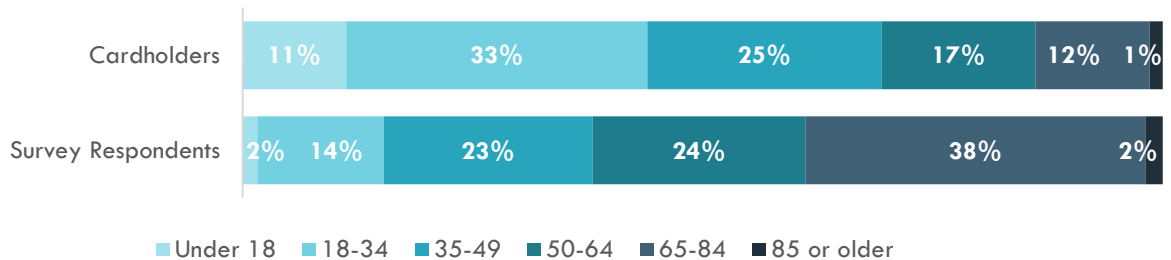
Source: BERK, 2022.

Exhibit 11 shows respondents' self-identified race(s) or ethnicity(ies). The largest proportion (80%) of survey respondents identify as White. Seven percent of respondents identify as Asian, 7% identify as Black or African American, and 6% identify as Hispanic or Latina/o/x. 3% identify as American Indian or Alaska Native, 2% identify as Native Hawaiian or other Pacific Islander, and 0.3% identify as Middle Eastern, Arab, or North African White. 4% of respondents identify as another race or ethnicity.

Exhibit 11. Race or Ethnicity of Survey Respondents (n = 1470)

Survey Question: "What is your race or ethnicity? Select all that apply."

Category	Percentage
American Indian or Alaska Native	3%
Asian	7%
Black or African American	7%
Hispanic, Latina/Latino/Latinx ethnicity	6%
Middle Eastern, Arab, or North African White	0.3%
Native Hawaiian or other Pacific Islander	2%
White or Caucasian (of European ancestry)	80%
Other (please specify)	4%
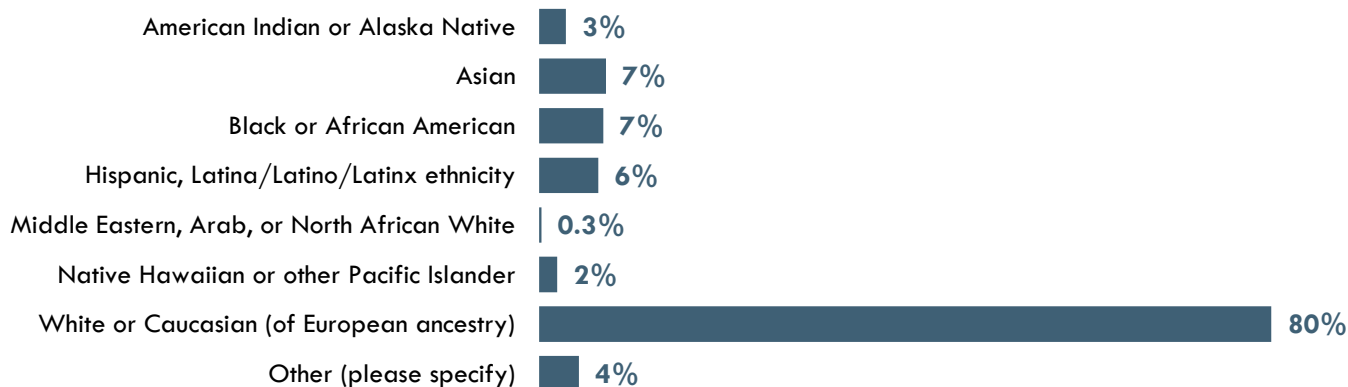
Note: Percentages do not sum to 100% because respondents could select multiple options. Source: BERK, 2022.

Stakeholders Organizations

The following organizations participated in one-on-one interview with the project team:

- Boys & Girls Club
- Emergency Food Network
- Lakewood Community Senior Center
- Nourish
- Pierce College
- Rainbow House

Events and Presentations

In addition to the formal stakeholder interviews listed above, the project team hosted a table and/or gave a brief presentation at the following events to encourage attendees to respond to the survey:

- SummerFEST
- Lakewood Farmers Market
- Clover Park Rotary Club meeting
- Lakewood Rotary Club meeting

▪ Lakewood Youth Council meeting

Summary of Findings

Why does the community value libraries in Lakewood?

What Survey Respondents Said

Exhibit 12 shows that 91% of respondents value libraries because they use them for themselves, 73% value libraries because the greater community uses them, and 62% value libraries because a family member uses them.

This aligns with responses to the 2019 survey, in which 90% of respondents answered that they valued libraries because they use them themselves and 60% valued libraries because a family member uses them.

The 11% of respondents who selected "other" highlighted specific characteristics of value, such as the Lakewood library's proximity to schools and other services. Events and presentations generated similar but more conversational input and is not captured explicitly in this report.

Exhibit 12. What Survey Respondents Value about Having Libraries in Lakewood (n = 1487)

Survey Question: "What do you value about having libraries in Lakewood? Select all that apply."
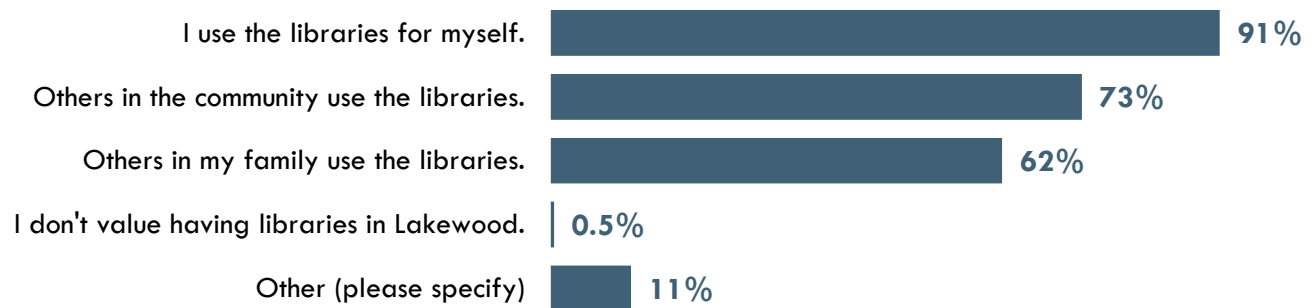
I use the libraries for myself.	91%
Others in the community use the libraries.	73%
Others in my family use the libraries.	62%
I don't value having libraries in Lakewood.	0.5%
Other (please specify)	11%

Note: Respondents could select multiple responses. Source: BERK, 2022.

What Stakeholders Said

Stakeholders offered more detailed insight into the value of libraries in Lakewood from the perspective of each of their organizations. The organizations the project team interviewed value libraries for providing:

▪ **Programs for people of all ages and backgrounds.**

▪ **Information about food pantries** and other resources.

▪ **Access to essential technology** such as phone and internet, as well as technical support for those in need.

▪ **Downloading and printing services for voters** to mitigate disenfranchisement.

▪ **Free space for families with children to play and learn** and a safe space for teens do homework.

- **More convenient hours and year-round access** for college students who need more flexibility than their school library's schedule offers.

"Libraries are a safe place for people from all walks of life to learn, be curious, and be supported in their quest for relaxation or aid to get to their next level in life." – Sue Potter, Nourish

"Libraries are now acting as community centers—a safe space to meet and to be who you are." – Troy Christainsen, Rainbow House

What library facilities does the community need?

What Survey Respondents Said

Exhibit 13 shows that more than three-quarters (77%) of respondents want space for public technology and approximately two-thirds want space for events and classes (68%) or space for reading and relaxing (63%).

Just over half of respondents want space for studying (55%) or spaces for groups to meet (51%). Four in ten (40%) respondents want separate spaces for quiet activities and noisy activities. Smaller proportions of respondents want better parking (26%) or large spaces for socially distanced events (7%).

Compared to the results of the 2019 survey, these results indicate more interest in space for technology, events, and classes than there was pre-pandemic.

The 10% of respondents who selected "other" mentioned themes like more space for children; more secure parking, restrooms, and entrance; and more parking for disabled people close to the entrance. Events and presentations generated similar but more conversational input and is not captured explicitly in this report.

Exhibit 13. Survey Respondents' Priority Library Facilities (n = 1546)

Survey Question: "Imagine coming to new library buildings in Lakewood. There will of course be access to books, movies, music, and other materials. In addition to these fundamentals, what else would you most like to see? Select your top priorities (no more than five) from the options listed below:"

Facility	Percentage
Space for public technology (computers, copiers, printers, and Wi-Fi)	77%
Space for events and classes such as job help, story times, and talks of interest to the community	68%
Space for reading and relaxing	63%
Space for studying	55%
Space for groups to meet	51%
Separate spaces for quiet activities and noisy activities	40%
Better parking	26%
Large space for socially distanced events	7%
Other (please specify)	10%

Note: Respondents could select up to five options. Source: BERK, 2022.

What Stakeholders Said

Stakeholders offered more detailed insight into the facilities and spatial needs of the community. The organizations the project team interviewed advocated for:

- **Easy access by Pierce County Transit.**

- **Ample parking,** including handicap-accessible spaces.

- **Adequate exterior lighting** for safety.

- **Space for technology, especially for families who don't have access at home.** Affordable printing, hybrid meeting spaces, rentable Wi-Fi hot spots, and child-safe computer rooms for parents were among the top suggestions.

- **Class and activity space for youth, adults, and older adults,** noting that dedicated space for each age group would be more successful than heavily shared spaces.

- **Lockers** for people to store their belongings safely outside.

- **Sensory-friendly space** for kids on the Autism spectrum.

- **Gender-neutral restrooms.**

What library programming does the community need?

What Survey Respondents Said

Exhibit 14 shows that two thirds of respondents identify updated technology as a top priority (66%), and over half of respondents identify security as a top priority for investment (57%).

About half identify longer, more convenient hours as a top priority (49%), and just under half of respondents identify additional programming like book clubs and movie nights as a top priority (43%).

The 14% of respondents who answered "other" further emphasized interest in investments such as expanded hours and security. Events and presentations generated similar but more conversational input and is not captured explicitly in this report.

Exhibit 14. Survey Respondents' Priorities for Library Programming and Investment (n = 1310)

Survey Question: "What are your top priorities for investment in new libraries? Select all that apply."
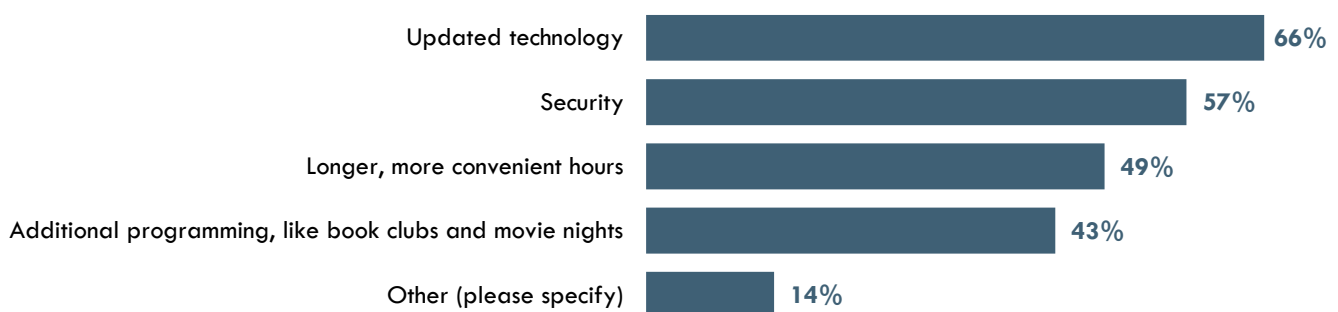
Priority	Percentage
Updated technology	66%
Security	57%
Longer, more convenient hours	49%
Additional programming, like book clubs and movie nights	43%
Other (please specify)	14%

Note: Respondents could select multiple responses. Source: BERK, 2022.

What Stakeholders Said

Stakeholders offered more detailed insight into the community's needs for library programming and investment. The organizations the project team interviewed advocated for the following:

- **Longer, more convenient hours,** particularly on Saturday evenings to increase accessibility for people who work.

- **A range educational programming,** including activities and classes for: Job seekers; English learners and multilingual learning; youth interested in learning self-sustaining skills for adulthood; older adults, both for socializing and learning technology; students who are parents, such as childcare; and financial and insurance literacy.

- **Ample staffing** to help users—particularly older adults—navigate library services and facilities.

- **A resource hub for social services.**

- **A family-friendly library setting** for college students with small children.

How have community needs changed during the pandemic?

What Survey Respondents Said

The survey asked respondents to evaluate whether their needs or interests in using library facilities changed over the COVID-19 pandemic. Over half of respondents reported no change (54%), a third reported that their needs or interests changed (28%), and less than a quarter reported that their needs or interests "somewhat" changed (18%).

Some respondents also provided open-ended comments about how their needs and interests in using library facilities changed over the COVID-19 pandemic. Themes include an increased use of e-books and newfound appreciation for the efficiency and convenience of curbside pickup. Events and presentations generated similar but more conversational input and is not captured explicitly in this report.

Exhibit 15. Change to Survey Respondents' Needs and/or Interests during Covid-19 (n = 1527)

Survey Question: "Have your needs or interest in using library facilities changed over the COVID-19 pandemic?"
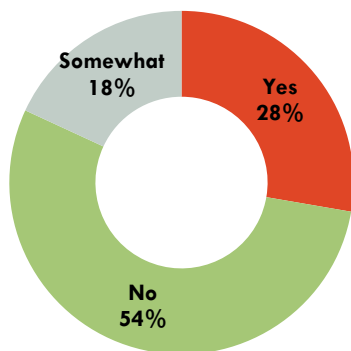
Source: BERK, 2022.

What Stakeholders Said

While the organizations themselves have seen drastic changes over the course of the Covid-19 pandemic, their library needs have evolved in smaller ways, some of which are due to the closure of the library rather than Covid-19. Some growing needs include:

- **Programming for youth,** as library programs such as The Bee's Program at the Boys & Girls' Club have been put on hold, and programs to encourage kids to read and be curious.

- **Channels to reach people in need of social services.**

- **Programs and support for the growing population of older adults.**

- **Rentable technology, such as laptops and hot spots.**

- **Hybrid meeting space.**

What are the community's questions and concerns?

What Survey Respondents Said

Exhibit 16 shows that the largest proportion of respondents (70%) have questions or concerns about the location of the library, which aligns with the 2019 survey.

About four in ten respondents have questions or concerns about health and cleanliness (43%), cost to residents (42%), and personal safety (41%). More respondents in 2022 identify cost and personal safety as a question or concern than in 2019.

One-third of respondents (34%) note that they do not want the current Lakewood library building to be replaced.

The 14% of respondents selected "other" brought up the importance of accessibility for users of all abilities and incomes, accessibility by public transit, and accessibility for children and underserved populations. Other write-in responses further emphasized interest in maintaining the Lakewood Library's current location, particularly due to its proximity to Clover Park High School. Events and presentations generated similar but more conversational input and is not captured explicitly in this report.

"Please remember accessibility for people with low incomes and disabilities." – Survey Respondent

Exhibit 16. Survey Respondents' Concerns or Questions about Potential New Libraries in Lakewood (n = 1511)

Survey Question: "What concerns or questions do you have about potential new libraries in Lakewood? Select all that apply."

Concern	Percentage
The location of the library	70%
Health and cleanliness	43%
Cost to residents	42%
Personal safety	41%
I don't want the current Lakewood Library building to be replaced	34%
Other (please specify)	14%

Note: Respondents could select multiple responses. Source: BERK, 2022.

What Stakeholders Said

Stakeholders echoed issues identified by survey respondents and reiterated their priorities for the facility itself, including:

- **Easy access by Pierce County Transit.**

- **Ample parking,** including handicap-accessible spaces.

- **Adequate exterior lighting** for safety.

Finally, several stakeholders noted their interest in assurance that a new building will be properly maintained.

Library Location and Opportunities for Collaboration

The final survey question was open-ended, asking, "What other thoughts would you like to share about the possibility of new libraries in Lakewood and Tillicum?" Similarly, the final stakeholder interview question asked organizations' if they would like to share any additional thoughts with the project team. Many responses from both survey respondents and stakeholders focused on library location. The following sections summarize the range of perspectives.

Support for Rebuilding on the Current Downtown Location

Roughly half of 200 open-ended survey responses and most stakeholders supported rebuilding or renovating the current Downtown library to take advantage of its centralized, convenient location.

Advocates of this option highlighted the importance of accessibility via Pierce Transit and accessibility by foot via well-connected sidewalks. Comments also noted the library should be integrated with other Lakewood services and schools located Downtown.

"I suggest you build a new building on current site. Lots of parking. Very convenient." – Survey respondent

"The location is centralized between Lakewood and Lake City. Would love to see it torn down and rebuilt in same location." – Samantha Zipper, Boys & Girls Club

"I hope the new library will be located in the same place as the current one." – Survey respondent

"I want the same location, but a remodeled or NEW building." – Survey respondent

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Support for Any Central Downtown Location

Roughly one-third of 200 open-ended survey responses and most stakeholders were supportive of building a new library at *any* central Downtown location.

Like those who favor rebuilding at the current Downtown location, advocates of this option highlighted the importance of accessibility via Pierce Transit and accessibility by foot via well-connected sidewalks.

"Ideally the library would be better integrated within Lakewood community, close to City Hall in Town Center." – Survey respondent

"There is a density of youth in Downtown Lakewood, supporting them is important." – Christie Flynn, Pierce College

"We need a location that has better connections to transit and access by foot." – Survey respondent

"For our underemployed customers, having the libraries close to our services gives folks an opportunity to use internet, search for jobs, and learn job search skills. Meanwhile, kids have a safe place to do homework and an opportunity to learn to read and build other skills." – Sue Potter, Nourish

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Comments also noted the library should be integrated with other Lakewood services and schools located Downtown.

Support for Retaining the Current Downtown Building

Less than a quarter of 200 open-ended survey responses supported retaining the current building, though the stakeholders the project team interviewed were not supportive of this option.

Those who want to retain the current building explained that the building is beloved in the community and should be restored and maintained. Many comments focused on retaining the tree currently being displayed.

"Our Lakewood library building was a gift from a Lakewood patron. It deserves to be restored and maintained, either as a library or other community-focused venue." — Survey respondent

"We want you to invest in the historical building we already have here." — Survey respondent

"Our giant log! What's going to happen to it?" — Survey respondent

Support for a Tillicum Location

Both survey respondents and stakeholders expressed interest in a Tillicum location in addition to a Downtown Lakewood location. Both groups articulated that the Tillicum Library is a much-needed community space in an already underserved community that greatly benefits both school-aged kids and older adults. Furthermore, a Tillicum location would allow people without cars or to access library services more easily than if they had to commute to Downtown Lakewood.

"The library . . . represents the only real community space in the entire neighborhood. It has the potential to provide any number of resources to an underserved community, with hundreds of people below the poverty line." — Survey respondent

"The location in Tillicum library is perfect for school kids to use after school let out for the day. The Tillicum library is inside the community center which is ideal for senior citizens. I am a senior citizen I do not have ride the bus to another library." — Survey respondent

"A library in Tillicum . . . gives access to the members of that community that may not have a way to reach a library in Lakewood proper. The community is locked by the base and the freeway so residents without vehicle access are dependent on resources located in their community." — Survey respondent

"We have a desperate need for a new building in Tillicum." — Sue Potter, Nourish

Stakeholder Interest in Future Collaboration

Interviewees expressed interest in a range of possible partnerships and opportunities for collaboration, including:

- Extending the library's reach by providing Nourish with extra books for "mini libraries" within their food banks.

- Co-locating with the Nourish food truck on a weekly basis to allow people to select a week's worth of groceries.

- Organizing youth outings from the Boys & Girls Club to the library.

- Partnering with organizations with mobile laundry and shower units to provide wraparound services.

- Partnering with the Rainbow Center to bring their programming to the library and expand the Center's potential meeting space.

- Partnering with Pierce College to augment their services, including:

  - Offering childcare and/or story time for students with young children,

  - Hosting events and classes for non-English speakers and those interested in learning other languages,

  - Bolstering the College's fiction and audiobook collection to increase options for students, and

  - Offering creative writing classes and workshops to supplement Pierce College's academically oriented Writing Center.

"Think about the 'whole person'—how can libraries partner with other agencies to think about whole people? The library is living, breathing entity with capacity to partner people up in an amazing way.
— Michelle Douglas, Emergency Food Network

Next Steps

Along with other supporting material, this Engagement Report will inform the Advisory Committee's recommendation to the Lakewood City Council and Library System's Board of Trustees with its recommendation this Fall. Following the Committee's recommendation, the Library's Board of Trustees will identify a path forward to provide long-term library services to Lakewood and Tillicum residents.

Follow the final phases of the project through Fall 2022 at LakewoodCAC.pcls.us

Appendix B. Information Shared with CAC

The following materials were provided to the CAC and are available at Lakewoodlib.pcls.us:

- Engagement report and public comments.

- Lakewood community demographics.

- Condition assessments for the Downtown and Tillicum Libraries.

- Building systems evaluations of the Downtown Library.

Meeting materials and summaries are also available on the same site.

Lakewood Libraries Feasibility Study

Community Demographics 9/3/22

The demographic data shown in this community profile are estimates based on ESRI Business Analysis derivations from the US Census American Community Survey. Lakewood Downtown and Lakewood Tillicum estimates are based on neighborhood boundaries established by the City.

Total Population

2022 Population	City of Lakewood Downtown	City of Lakewood Tillicum	City of Lakewood	Pierce County
Total	833	2,186	64,514	944,204

Sources: ESRI, 2022 (based on US Census American Community Survey 5-yr Estimates); BERK, 2022.

Population by Age and Family Size

Exhibit 1 includes the age, households with children, and average family size in the areas of Lakewood Downtown and Tillicum in comparison to the City of Lakewood, and Pierce County. Tillicum has a younger, more family-focused population. It has the highest percentage of the population under 18 (27.2%), and it has a higher percentage of households with children (30.1%) than Lakewood Downtown. Its average family size (3.27) is the largest of the areas being compared.

Lakewood Downtown has an older population than the City of Lakewood, with 22.1% age 65 or higher. It has fewer households with children and a smaller average family size than the City of Lakewood.

Exhibit 1. Population by Age, 2022.

2022 Population by Age	City of Lakewood Downtown	City of Lakewood Tillicum	City of Lakewood	Pierce County
Under 18	19.7%	26.2%	21.9%	22.4%
18 - 64	58.2%	60.8%	59.8%	46.6%
65 +	22.1%	13.0%	18.3%	31.0%
All Households with Children	24.5%	30.1%	29.9%	35.3%
Average Family Size	3.08	3.27	3.13	3.18

Sources: ESRI, 2022 (based on US Census American Community Survey 5-yr Estimates); BERK, 2022.

Race / Ethnicity

The City of Lakewood is significantly more diverse than other cities in Pierce County. It has a diversity index of 79.4, 14.6 points more diverse than Pierce County. Exhibit 2 includes the race/ethnicity percentages in the areas of Lakewood Downtown and Tillicum in comparison to the City of Lakewood and Pierce County. Tillicum has the highest share of those who identify as Hispanic origin (21%) and some other race (12.1%). Lakewood Downtown has the highest percentage of those who identify as Asian Alone (11.5%). It has a relatively equal distribution overall of those who identify as Black Alone (13.7%), Asian Alone (11.5%), and Hispanic Alone (12.6%).

Exhibit 2. Population by Race/Ethnicity, 2022

2022 Population by Race/Ethnicity	City of Lakewood Downtown	City of Lakewood Tillicum	City of Lakewood	Pierce County
Diversity Index	76.2	77.8	79.4	64.8
White Alone	50.0%	53.1%	48.7%	64.6%
Black Alone	13.7%	9.5%	13.1%	7.2%
Asian Alone	11.5%	5.9%	9.2%	6.9%
Hispanic Origin	12.6%	21.0%	18.2%	12.1%
Some Other Race Alone	5.4%	12.1%	9.2%	5.3%

Sources: ESRI, 2022 (based on US Census American Community Survey 5-yr Estimates); BERK, 2022.

Educational Attainment

Exhibit 3 highlights the educational attainment of Lakewood Downtown and Tillicum in comparison to the City of Lakewood and Pierce County. Tillicum has a higher percentage of those who have attended some college or earned an Associate Degree (44.5%) compared to the City of Lakewood at 36.0%. However, it has a lower percentage of those who have a Bachelor or Graduate Degree (15%), almost half of similar educational attainment in Pierce County (29.7%)

Exhibit 3. Population 25+ by Educational Attainment, 2022.

2022 Population 25+ by Educational Attainment	City of Lakewood Downtown	City of Lakewood Tillicum	City of Lakewood	Pierce County
No Diploma	7.7%	7.4%	9.5%	7.3%
High School Graduate or GED	34.8%	33.1%	29.8%	27.6%
Some College or Associate Degree	32.9%	44.5%	36.0%	35.3%
Bachelor or Graduate Degree	24.6%	15.0%	24.7%	29.7%

Sources: ESRI, 2022 (based on US Census American Community Survey 5-yr Estimates); BERK, 2022.

Household Income

Exhibit 4 shows the income range and median household income of Lakewood Downtown and Tillicum in comparison to the City of Lakewood and Pierce County. While Pierce County's median income is $87,552, the City of Lakewood's median income is substantially lower at $62,135.

Tillicum households have the lowest median income at $52,147. The neighborhood has the highest percentage of those who earn less than $34,999 (33.6%), significantly higher than the City of Lakewood (25.3%) and Lakewood Downtown (28.9%). It also has the lowest number of households that earn more than $100,000, with only 17.4% of households. Lakewood Downtown has nearly twice as many households (31.7%) that earn more than $100,000 than Tillicum.

Exhibit 4. Households by Income, 2022.

2022 Households by Income	City of Lakewood - Downtown	City of Lakewood - Tillicum	City of Lakewood	Pierce County
Less than $34,999	28.9%	33.6%	25.3%	15.2%
$35,000 - $99,999	39.2%	49.1%	45.9%	41.1%
More than $100,000	31.7%	17.4%	28.8%	43.7%
Median Household Income	$65,358	$52,147	$62,135	$87,553

Sources: ESRI, 2022 (based on US Census American Community Survey 5-yr Estimates); BERK, 2022.

10-minute Drive Time from Tillicum Library

Exhibit 5 displays the area within a 10-minute drive of the Tillicum Library's current location. The area size is approximately 27.2 square miles with a total population of 51,787.

Exhibit 5. 10-minute Drive Time from Lakewood Libraries, 2022.
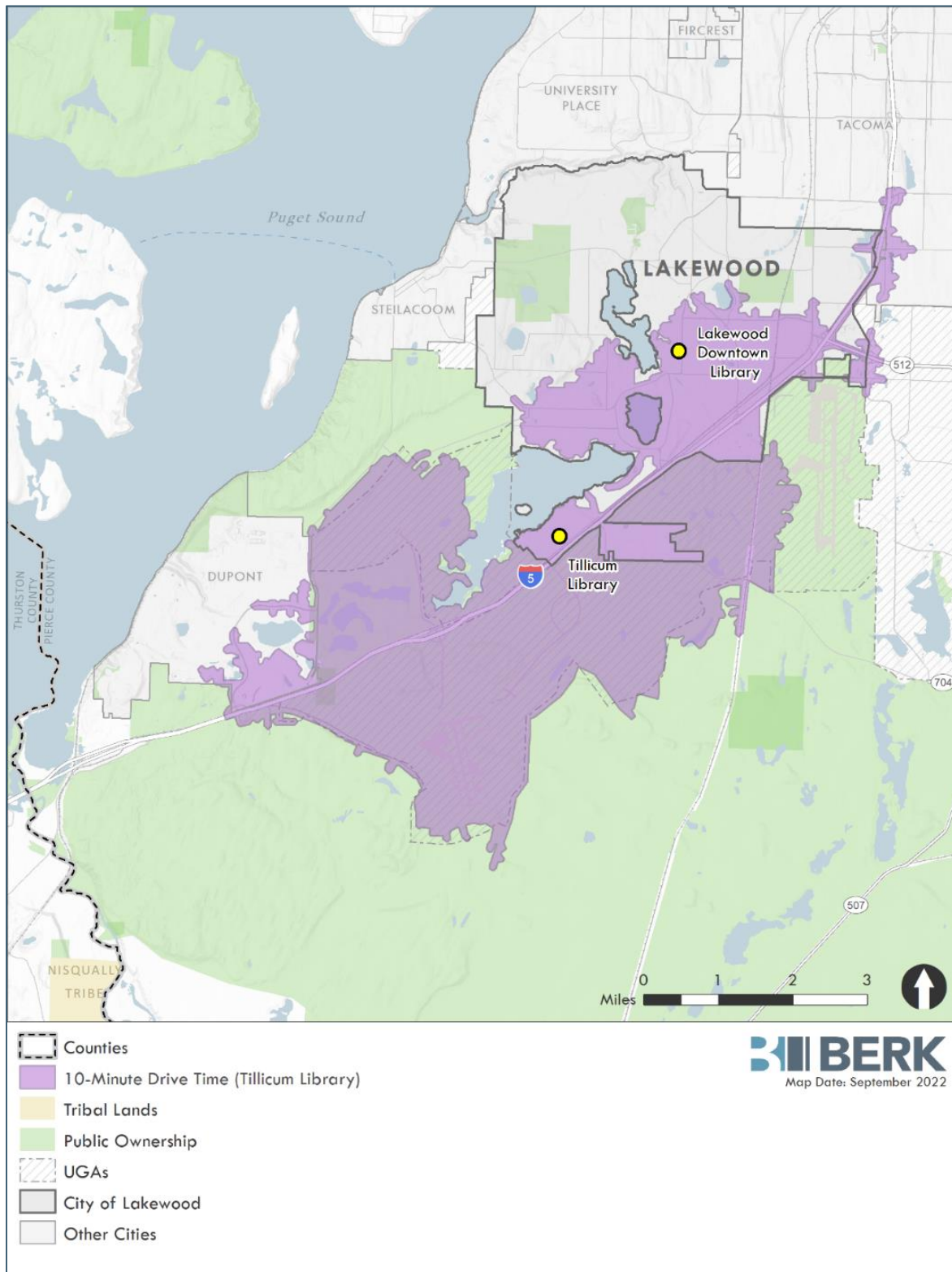
Sources: ESRI, 2022 (based on US Census American Community Survey 5-yr Estimates); BERK, 2022.

PCLS Lakewood Libraries Feasibility Study

CAC Presentation to PCLS Board of Trustees & Lakewood City Council | November 17, 2022

Community Advisory Committee Members

David Anderson

Sherwanda Beck-Atkinson

Amelia Escobedo

Bob Estrada

Ron Irwin

Lianna Olds

Josette Parker

Darwin Peters II

Ginny Rawlings

Tim Rhee

Chelsey Tschosik

Bob Warfield

Pierce County Library System

Mary Getchell, Marketing and Communications Director & Project Manager

City of Lakewood

Becky Newton, Economic Development Manager

Consultant Team

Brian Murphy, Project Manager

Michelle Ellsworth, Meeting and Engagement Support

Rebecca Fornaby, Engagement Lead

Katherine Goetz, Financial Analyst

Review of CAC Charge

Advise on how the Library System can provide quality services in a safe, welcoming space for Lakewood and Tillicum residents.

- **Review existing community input** and additional public engagement efforts.
- **Review facility history and current conditions** of both the Lakewood Library and the Tillicum Library.
- **Develop an Evaluative Framework and decision-making process** for considering long-term facility options.
- **Make directional recommendations** to the Lakewood City Council and the Pierce County Library System's Board of Trustees in the fall of 2022.

3

Phases of Work

Altitude

	CAC Process	**Policy Maker Process** • PCLS Board of Trustees	**Tactical Planning & Implementation by PCLS**
	Info Gathering & Discussion → Recommendation Development	Review → Make Decision	Site Selection, Full Cost Estimation → Public Engagement & Financing Strategy
Public	Provide comments and survey input	Provide comments	Provide input
CAC	Review, discuss, recommend	Serve as champions	Serve as champions
Staff	Provide information Engage broader community	Support policy maker decision making	Implement policy maker direction
BERK	Facilitate CAC process Engage broader community	None	None
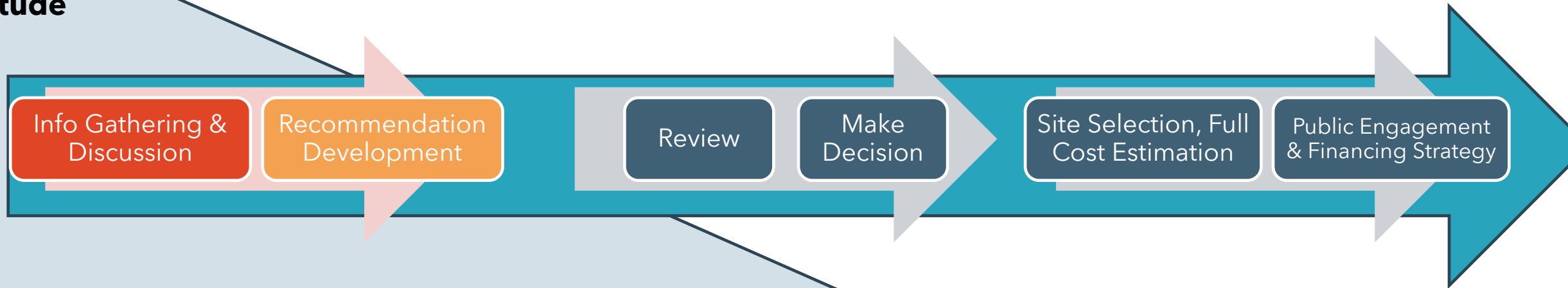
2022

	June	July	August	September	October

TASK 1 — Project Management

Ongoing Project Coordination and Communication

TASK 2 — Meeting Design and Facilitation

Advisory Committee Kickoff

Meeting #2
- *Evaluative Framework*
- *Contemporary libraries*

Meeting #3
- *Community Input*
- *City considerations*
- *Options identification*

Tillicum Tour

Evaluation & recommendations development

Meeting #4
- *Prioritization of criteria*
- *Cost analysis and initial evaluation*

Meeting #5

TASK 3 — Financial Scenarios

Data Gathering and Cost Evaluation

Summary of Findings

TASK 4 — Community Engagement and Report Development

Community Outreach & Engagement

Review Additional Community Input

Draft and Finalize Recommendations

11/17
Presentation of Recommendations

What we heard from the Lakewood community

Engagement Methods

- **Community Survey**
  - Received 2,061 responses
  - Open July 22 – August 19
  - Advertised on social media, a mailer, email marketing, and news media, including:
    › Patch
    › The News Tribune
    › The Senior Scene
    › The Suburban Times
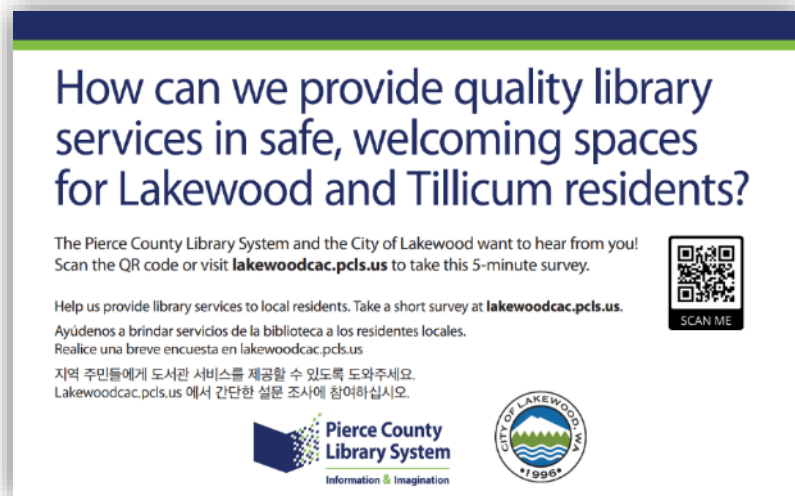
- **Interviews** with organizations, including:
  - Boys & Girls Club
  - Emergency Food Network
  - Lakewood Community Senior Center
  - The Rainbow Center
  - Pierce College
  - Nourish

  Stakeholder input is integrated into the following slides.

- **Tabling and Presenting at Events**
  - SummerFEST
  - Lakewood Farmers Market
  - Clover Park Rotary Club presentation
  - Lakewood Rotary Club presentation
  - Lakewood Youth Council presentation

Community Priorities

More than 2,000 survey responses, tabling at local events, and interviews with multiple organizations.

Community Priorities

- Desire for **spaces with updated technology** and **additional programming** for all ages.

- A convenient location **accessible via Pierce County Transit** and **with adequate parking,** integrated in the community and near underserved and lower-income neighborhoods.

- A **well-maintained, safe, clean library** with **adequate lighting.**

- Some interest in the **preservation of the existing Downtown Library** and the "**big log**."

"I love having a local, **easily accessed** library that is connected to a bigger system."

"Ideally better **integrated** within Lakewood community, **close to City Hall in Town Center**."

"Better connections to **transit** and **walking access**."

"The dense, urban nature of the current location provides **more people with access to library resources**."

Desires for Library Services

- **Contemporary library design** focused on equity, access, and inspiration

- **Flexibility of spaces** for all ages and abilities, adapting to many uses

- **Changing library space requirements**, due to the shift in mobile computing and eBooks

A summary of what matters most: overall

What matters most: availability of services to serve the Lakewood community

- Lakewood should continue to be served by a **Downtown Library** and a **Tillicum Library.**

- **To do this, the CAC supports a substantial investment:**

  - The CAC would like to see **fundraising efforts** that would reduce this cost to taxpayers.

  - **A bond between $17.2 million and $26.5 million (in 2022 dollars) may be required to support investment in both locations.** This would cost the average Lakewood homeowner between $6 and $8 per month or $72 and $96 per year*.

- **Sustainable maintenance of the building and robust operating hours** are critical to serving the community well.

- **Partnerships with other providers** may offer a cost-effective way to provide additional services for the good of the community.

"Libraries are an incredibly important **community resource**."

"I'd like to see **libraries in both places**; they're invaluable to education and continued self-improvement."

"I would like attention paid to **use of space and sustainability**."

* Will depend heavily on property costs, construction costs, bond rates, etc. at the time of issuance and underwriter verification.

Evaluative Criteria

Service Suitability

1. Service suitability for contemporary library services

2. Service suitability for senior services

3. Flexibility to adapt to future service models

Location

1. Accessibility by foot or transit

2. Parking capacity

3. Stimulus to economy and investment in the neighborhood

Practical Feasibility

1. Implementation timeline (how quickly it could be done)

2. Ownership of the building by the Library System (as opposed to leasing)

Cost

1. Affordable capital cost

2. Affordable operating costs

   • Robust operating hours

   • Maintenance and sustainabilty

What matters most: community values

Service Suitability

1. **Service suitability for contemporary library services**
2. Service suitability for senior services
3. **Flexibility to adapt to future service models**

Location

1. **Accessibility by foot or transit**
2. Parking capacity
3. Stimulus to economy and investment in the neighborhood

Practical Feasibility

1. Implementation timeline (how quickly it could be done)
2. **Ownership of the building by the Library System (as opposed to leasing)**

Cost

1. **Affordable capital cost**
2. Affordable operating costs
   - **Robust operating hours**
   - Maintenance and sustainabilty

"Service Suitability is the criteria I value most. The services a library offers are the heart of why people use it."

Recommendations: Downtown

What matters most: Downtown

- The **Downtown library** is valued for:
    - Its location: central to the Downtown and accessible by foot or transit.
    - Its long tradition of providing library services to the community.
    - The character of the building, to which many have an emotional attachment.

"I love having a local, **easily accessed** library that is connected to a bigger system."

"Ideally better **integrated** within Lakewood community, **close to City Hall in Town Center.**"

"Better connections to **transit** and **walking access.**"

"The dense, urban nature of the current location provides **more people with access to library resources.**"

"[The Library] is in a great location and **serves the needs of the community.**"

Recommendations

The CAC's preference is to
**keep the library at the same location,
building a new library on the current site.**

If this is not possible
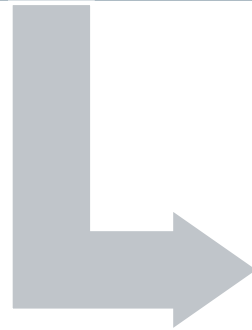
The CAC recommends
**building a new library in an equally
accessible location.**

- New construction is cost-effective compared to renovation.
- A new building best supports contemporary library services and future flexibility.
- The centrality and accessibility of the current site are valued.
- The Library System owns the property.
- Retention of elements of the existing building's character would be desirable.

Recommendations: Tillicum

What matters most: Tillicum

- The **Tillicum library** is valued for:
  - Services provided to an otherwise underserved community.
  - The proximity to Tillicum Elementary School and other locations within the Tillicum business district.
  - The mix of services currently provided in one location.

"Having a Tillicum library is **essential to an underserved community.**"

"We have a **desperate need** for a new building in Tillicum." – Nourish

"The location in Tillicum library is **perfect for school kids** to use after school let out for the day. The Tillicum library is inside the community center which is **ideal for senior citizens.** I am a senior citizen I do not have ride the bus to another library."

"A library in Tillicum . . .gives **access** to the members of that community that may not have a way to reach a library in Lakewood proper. The community is locked by the base and the freeway so **residents without vehicle access are dependent on resources located in their community**."

Recommendations: Tillicum

If the property where the library is currently located can be acquired

> The CAC recommends **renovating the existing building or rebuilding on the existing site.**

- Strive to retain space for other service providers.

If this is not financially or practically feasible

> The CAC recommends **pursuing a location near the existing library.**

- Seek opportunities to co-locate with other service providers.

> The CAC recommends **building on the parcel currently owned by the City.**

- Make investments to improve safe access, which is a concern to CAC members.
- Seek opportunities to co-locate with other service providers.

Thank you!

Pierce County Library System
Library Building Program and Design Guide

August, 2023

Pierce County Library System
Information & Imagination

BUILDINGWORK
architecture design preservation

Table of Contents

Section 1: Introduction

Purpose and Scope

This program document provides the current requirements and the design criteria for library building design, site design, and interior space planning for new libraries of the Pierce County Library System ("Library").

This document includes draft space allocation for two different sizes of library: a small-medium sized library of 7,000 to 10,000 square feet, and a medium to large sized library of 12,000 to 18,000 square feet.

This program document should be used by the Library, architects, engineers, and other consultants as a guide for the planning and design of new library buildings.

Mission, Vision, and Values

Mission:

To bring the world of information and imagination to all people of our community.

Vision:

We are the community's choice for the discovery and exchange of information and ideas.

Values:

- Customer service excellence.
- Freedom of expression and free flow of ideas.
- The diversity of people we serve their opinions, capabilities, needs and interests.
- The power and worth of words and images.
- Equitable access to all library resources and services.
- Responsible stewardship of public funds.
- Creative solutions by solving problems in innovative ways.
- Our diverse, skilled, and knowledgeable employees working in a safe and stimulating environment.

Strategic Framework Vision

Pierce County Library System sparks success for Pierce County. With 19 libraries, hundreds of events, helpful staff, and more than a million books, movies, and other materials, the possibilities are endless.

Strategic Framework Focus Areas:

Learning, Enjoyment, Community

Recent Developments in Library Services

Trends

- Libraries are their communities: shifting from books and material centric spaces to people centric
- Productive partnerships: developing joint use facilities, programming, and services
- Libraries as active and interactive spaces: previously designed for transactions (come, pick up something, leave), now designed as a destination for multiple activities
- Convenient services: integrating self service
- Balancing competing needs and expectations: quiet vs. active spaces and individual and group spaces
- Accommodating and encouraging use of customers' own mobile devices, including strong Wi-Fi, central, easily accessible locations, and digital interfaces with library services.
- Provide, as standard, laptop computers rather than fixed computer stations that can be sterilized via UV after each use
- Incorporation of standardized hand sanitizer stations at key locations throughout the library
- Touch-less controls in public areas, including light switches, plumbing fixtures, and ADA door operators
- Strive for HVAC systems that incorporate more fresh air, UV sterilization, and/or HEPA filtration
- Enhanced Wi-Fi to serve exterior public areas
- Enhanced online access to materials
- Wireless communication from personal devices to Library System for self-check, printing, reservations, etc.
- Focus on creating more sustainable environmental practices

Service expectations

- Flexible seating areas with power for devices as use shifts away from library-provided computers
- Collaborative work spaces
- Zoning for noise and activity
- Less on-site shelving capacity to make space for seating and activities
- Flexible technology options such as laptops for checkout, wireless printing, robust Wi-Fi access

About the Pierce County Library System

The Library serves 655,000 people throughout Pierce County with 19 libraries and online services. The system is the fourth largest in the state and is funded primarily through property taxes. People may choose from more than one million books, e-books, audiobooks, movies and other materials. The Library is committed to services in three primary areas: learning, enjoyment and community connection. Its services and programs spark success for Pierce County residents.

More than 2 million people visit Pierce County Libraries each year. The Library provides services and programs directly to people in adult care facilities, people who are homebound, and to children in childcare centers and schools.

Pierce County Libraries are located at Anderson Island, Bonney Lake, Buckley, DuPont, Eatonville, Fife, Gig Harbor, Graham, Key Center, Lakewood, Milton/Edgewood, Orting, Parkland/Spanaway, South Hill, Steilacoom, Summit, Sumner, Tillicum and University Place.

Pierce County Library's service area spans 1,800 square miles and serves all of unincorporated Pierce County and the annexed cities and towns of Bonney Lake, Buckley, DuPont, Eatonville, Edgewood, Fife, Gig Harbor, Lakewood, Milton, Orting, South Prairie, Steilacoom, Sumner, University Place, and Wilkeson. Pierce County Library is an independent municipal corporation and operates as a junior taxing district.

Acknowledgments:

This Building Program was prepared by Matt Aalfs, AIA and Kate Weiland, AIA, of BuildingWork, and was completed August of 2023.

The work was done under the direction of and with input from the following PCLS administrators and staff:

- Gretchen Caserotti, Executive Director
- Melinda Chesbro, Deputy Director
- Mary Getchell, Marketing and Communications Director
- Kristina Cintron, Facilities and Capital Projects Director
- Kayce Hall, Customer Experience Director

Section 2: Site Selection Criteria

Site selection for new libraries should include the following criteria:

- Ideally located in proximity or walking distance to schools, community centers, and other resources
- The site should have strong visibility from street
- There should be ease of access by both vehicles and pedestrians
- For small libraries, the site selection may be in partnerships with other organizations, such as within a larger development.
- The proximity to and distance from other libraries should be considered.

Public Convenience/Location

- Site has a high profile and is visible within the community
- Site is convenient and centrally located near centers of activity within the service area of the community.
- Site is in close proximity to other community services (shopping, cultural resources, civic/community centers, schools, etc.).
- Site is located on major travel routes in the area and reflect traffic patterns.
- Use of site for a library is compatible with community plans (Comprehensive Plan, economic development, etc.) and supports local development, revitalization or activation efforts.
- Current and anticipated use of adjacent land is compatible and complements library uses.
- Site considers community opinion and preferences and is considered acceptable to community.
- Proximity to non-District population will not unduly impact use of services by PCLS residents or operating costs.

Accessibility

- Site is easily and safely accessible by vehicles and pedestrians.
- Site is located convenient to public transportation.
- Site is accessible to people who are disabled.
- Good site circulation and flow; sites with stoplights at nearby intersections are preferred.
- Frontage on major streets; corner locations are also preferred.
- Access to additional parking on street or other area is advantageous.

Land/Infrastructure

- Developable area of site can accommodate library building, adequate parking, and landscaping.
- Site is functional and efficient shape (square, rectangular preferred).
- Site can accommodate a single-story library.
- Site characteristics are suitable for development (soil condition, relatively flat, appropriate

drainage, not in wetlands or with water issues, etc.) or can be mitigated at reasonable cost or effort.

- Site does not have unreasonable economic or environmental liabilities or nuisance factors that will threaten the project's viability.
- Where possible, sites include room for future expansion.
- Easements or other legal considerations do not unduly restrict use or impose liability. Property has clear title.
- Site is zoned appropriate for library use, or necessary zoning can be obtained.
- Infrastructure is available, or will be, to support service and operations (utilities, high-speed broadband or fiber, safety services, etc.)

Availability and Affordability

- Site is available or will become available within the time frame desired for implementation.
- Site may be of value for future library service needs.
- Site is affordable.

Additional Site Criteria for Alternative Service Delivery (ASD) Points

- Does a proposed service point serve a foot traffic destination?
- Is the location of the service point accessible and safe for an extended time (18-24 hours/day)?
- Does the location serve a population that does not otherwise have good access to library services (more than 12 miles from a library facility, isolated by geography, etc.)?
- Does appropriate infrastructure exist to support the service (power, data, restrooms, etc., depending on ASD type)?

Section 3: Site Design Criteria

Pedestrian access

Provide highly visible, safe, and barrier-free access from the sidewalk and parking area to the entry plaza and the main library entrance.

Entry plaza

A generous, pedestrian-friendly, barrier-free entry plaza should be provided, as connection between the street and the library entrance. The entry plaza is an extension of the public space and provides a welcoming "outdoor lobby" for customers. Include seating, landscaping, lighting, access to a 24 hour book return, and public Wi-Fi coverage. Consider public art to help create a sense of place and community identity.

Bicycle parking

Provide bicycle parking count per local code, ideally adjacent to or near the perimeter of the entry plaza. Standard product is the Cane Detectable Tofino No Scratch Bike Rack by SportWorks; mounted in-ground. Maintain generous space around the bicycle parking area for bicycle maneuvering and for others to easily pass by.

Drop off

Include a customer drop off zone near the entry plaza and ideally located within or adjacent to the parking area.

Vehicle access

Provide vehicle access to the parking area in compliance with local code. Consider safety and traffic patterns of adjacent streets. Vehicle access from a secondary street rather than an arterial is preferred.

Vehicle parking

Provide vehicle parking quantity in accordance with local code. Include accessible parking and access per code. Include electric vehicle parking if desired or required by code. Provide separate staff parking, motorcycle parking, curbside service, and 15 minute parking stalls as required and/or feasible. Where feasible provide secure parking for Library owned vehicles (passenger cars, sprint vans, box vans). Integrate landscaping and pedestrian access into the parking area design.

Deliveries

Plan for a loading zone from the parking area for delivery vans with direct access to the staff workroom entrance door.

Trash and Recycling

Provide a trash and recycling center accessed through the parking area, with proximity to the staff work room door. Locate away from the building so that the bins or enclosing walls cannot be used for unauthorized access to the building roof. Trash and recycling receptacles should be enclosed and screened from view, with locking gates to prevent unauthorized access. Use highly durable materials such as concrete masonry unit wall construction. Provide wood rails on the interior to

protect enclosure walls from impact of wheeled trash bins. Coordinate size requirements of bins with local sanitation company or utility.

Exterior Book Drops

Locate through-wall book drop near main entry, accessed by foot from entry plaza. Include an adjacent shelf at accessible height within reach of return. See appendix for standard.

Holds Pickup Lockers and Curbside Service Cabinets

Locate near the main entry, accessed by foot from entry plaza. No grade change desired from building entry so cabinets may be rolled. Coordinate requirements for power and data connectivity requirements

Ballot Boxes

Provide a location in the entry plaza or adjacent to the parking area for a ballot box. Coordinate with county or state elections authority.

Landscaping

Develop a landscape design that contributes to the quality of the exterior environment and creates a sense of place. Use low-maintenance plant species that are native to the region. Integrate landscape design into the sustainable design strategies for the project. Consider drought-tolerance, on-site rain water infiltration, shading and heat island affect. Consider safety and visibility into and through landscaping areas. Avoid use of rocks or objects that may be used as projectiles.

Site Lighting

Provide site lighting at library entrances, entry plaza, pedestrian walkways, and parking area. Use light fixtures that are designed to eliminate glare and light pollution or excessive light beyond the surface to be illuminated.

Exterior Signage

Provide exterior building-mounted signage that prominently identifies the library and is highly visible from the street and entry plaza. Signage should be internally illuminated or illuminated with dedicated building or site light fixtures. Library hours should be displayed on sidelight adjacent to entry door. Exterior Site Signage to include a monument sign at entry drive with name of branch and building address.

Safety and Security

Develop the site design to contribute to the safety and security of patrons and staff. Consider barrier-free access and paths of travel, and eliminate trip, slip, and overhead hazards. Consider visibility of all areas of the site from the street and the building. Eliminate opportunities for unauthorized use of the site or unauthorized access to the building roof, maintenance areas, or other non-public areas of the facility. Design seating, walkways, and surfaces to discourage skateboarding, roller-blading, and other potentially unsafe or unsuitable activity.

Section 4: Exterior Building Design

Building Façade Materials

Public libraries are a focal point of a community and a representation of civic life. Exterior building materials should be inspiring, low maintenance, durable and long-lasting, and carefully detailed. Recommended building façade materials include architectural concrete, high quality masonry, and architectural metal panels. If painted wood siding is used , it should be installed high above grade and protected from weather.

Flashings and trim should be stainless steel or prefinished aluminum of heavy gauge. Low-quality materials such as fiber cement panels and exposed fastener metal siding should be avoided. Sustainable design strategies including material life cycle analysis and building envelope thermal performance should be incorporated.

Roofing System

Multiple-ply roofing systems such as SBS modified bitumen are preferred over single ply thermoplastic roofing systems. Roofing systems should have a 20 year warranty. Provide adequate roof drains with separate overflow drains. Slope roof surfaces to drains at a minimum of ¼"/foot, with counter-slope crickets at ½"/foot. Roof membrane should upturn a minimum of 8" at equipment curbs, skylights, penetrations, and inside of parapets.

Provide removable stainless steel counterflashing at roof terminations, so that roofing can be replaced without requiring the removal of rooftop equipment and parapet coping. Use high-density coverboard on top of rigid insulation and provide roof walk pads at high traffic areas for maintenance of equipment and access. Integrate sustainable design strategies such as high-reflectivity roof surface, and high-performance thermal insulation.

Window and Door Systems

Daylight and transparency are key design considerations in library design, and therefore windows are a primary element of a library's façade. Window and door systems must be high-performance, durable, commercial grade products. Window framing should be thermally broken aluminum, fiberglass, or composite materials. Wood framed windows should be avoided due to the high level of maintenance required. Low quality or residential grade windows, including vinyl windows, are not to be used.

Consider shading elements at south and west facing windows to limit solar heat gain and glare. Vertical glazing should be low-e, insulated glass, with safety glass where required by code. Horizontal glazing (skylights) shall be low-e insulated glass, laminated per code, with a white interlayer to allow diffuse, indirect light from overhead.

Exterior doors should be commercial grade, with heavy duty hinges and hardware, thermally broken aluminum or insulated hollow metal products, and low-e, insulated glass. In locations with high levels of environmental noise, an acoustic engineer should be employed to provide recommendations for STC minimums of windows, skylights, and entries to minimize acoustic distraction inside the library. Provide automatic door operators, closers, and emergency exit bars per code. See appendix for standards.

Exterior-access Book Drop

Provide a through-wall book drop rated for exterior use. The book drop will empty into a dedicated book-return closet adjacent to or within the staff work area, if required by local code. Regardless of code, a full enclosure with access door (as part of the architecture or as an element purchased from the book return manufacturer) is required for any book return that is accessible from the building exterior. See appendix for standards.

Entrances

The public entrance should have a double or pair of full-glazed swing entry doors, Kawneer 451T style, with push- button door operator, leading to an interior vestibule for thermal isolation. Provide significant overhead weather protection at the main public entrance.

The staff entry door should be a 3'-6" wide solid door with a wide angle door viewer, and overhead weather protection. The staff entrance door should be visually separated from the main public entrance, ideally located on a rear or side façade.

Most meeting rooms require a second means of egress per code. A meeting room egress door should not be visually prominent, and should not have an exterior door handle (for building egress only).

Section 5: Partnerships for Civic Spaces and Services

The Library is an important civic space and community partner. As part of building design, components will be identified to fulfill these roles. Recognition of the support and generosity of donors will also be part of the design process

Section 6: Building Systems

Sustainable design

Sustainable design practices should be integrated throughout the process of design and construction. While the Library does not currently plan to pursue LEED certification, as general practice new buildings should be designed to a LEED Silver standard at a minimum.

Specific sustainable design practices will vary depending on the unique circumstances of each individual project, but the following are "best practice" sustainable design strategies:

- Building orientation for optimal solar exposure (to maximize daylighting while minimizing solar heat gain)
- On-site storm water infiltration and drought-tolerant landscaping
- Passive heating, ventilation, and cooling strategies
- Careful façade detailing with no thermal breaks
- Use of long-lasting durable building materials
- Above code minimum thermal insulation at floors, walls, and roofs
- Consideration of environmental costs of extraction, transport, and embodied carbon in building materials
- Use on non-toxic and low-VOC materials throughout
- Energy efficient HVAC systems
- Use of fossil fuel-free HVAC systems
- Use of energy efficient lighting systems, with occupant and daylight sensor controls

Daylighting strategies

The effective use of daylight is a critical element in the design of libraries. The goal is to provide abundant daylight that is evenly distributed across the space, with limited or no direct, uncontrolled sunlight, which produces glare. Consider taller perimeter walls with windows extending vertically to allow daylight to extend deeper into the interior. Consider limiting window exposure to the east and west, from which it is more difficult to control glare from direct sunlight. Maximize window exposure to the north (where shading is not required), and to the south (where shading from horizontal projects is effective in controlling glare). Provide skylights at the center of a space, designed to evenly distribute daylight. Skylights should have a white interlayer in the glazing, which will block direct sunlight and limit solar heat gain.

Long span roof structure

A key consideration in library design is flexibility, to accommodate future changes in programming and space planning. The interior layout of reading room in particular is likely to evolve significantly over the life of the building. To provide maximum flexibility it is important to provide a reading room floor plan that is uninterrupted by load bearing elements such as walls or columns – therefore a long span roof structure is preferred. This will have implications on the building massing and the overall structural system, so it should be an initial step in the building design process.

Heating, Ventilation, and Air-Conditioning Systems (HVAC)

Energy efficiency, thermal comfort, and acoustics are primary considerations in the design of the HVAC system. Consider electric heat pump systems, including Variable Refrigerant Flow (VRF) systems. Select systems that do not use fossil fuels, and do not use chlorofluorocarbon (CFC) or other chemicals harm to the atmosphere as refrigerants. Ducted systems and fan units should be designed with sound attenuation to limit mechanical noise intrusion. Consider enhanced indoor air quality, including above code-minimum air filtration or levels of outside air. For larger buildings, consider the use of a raised, access floor for both distribution of conditioned air and for power and data cabling distribution.

Electrical Data Systems

Design power and data systems to provide flexibility for future upgrades and/or expansion. Consider additional WiFi distribution throughout the public areas, and to the exterior of the library (parking area and entry plaza) for use by patrons. Design team to coordinate with the Library IT Department to understand requirements.

Lighting Systems

LED lighting of a uniform color temperature is to be used throughout the library. Specific light level considerations are described for each space in Section 8 of this document.

Control Systems

Provide occupant sensors and daylight dimming systems for lighting throughout the library. Building systems are to be designed to integrate with the Library's building management and operation system. Design team to coordinate with the Library Facilities Department to understand requirements.

Plumbing Systems

Provide wall mount toilet and sink fixtures. Provide dual flush toilets and touchless automatic toilet flush and lavatory faucet control.

Fire Protection System

Provide fire protection systems as required by local code. Provide, at minimum, an auditory and visual Fire Alarm System at each library location regardless of local codes.

Section 7: Interior Building Design

Flexibility and Adaptability of Design

Library services are constantly evolving, and library buildings must be designed to accommodate changes in the future. All new libraries are to incorporate the following general principles to allow for reconfiguration in the future:

- Reading rooms are to use long-span structure wherever possible to minimize the presence of columns or bearing walls
- Within the reading room, a raised floor system, consisting of concrete pavers on a steel frame, should be used to route power, data, and conditioned air below the floor. If a raised floor system is not feasible on a site, the in-floor power and data should be designed for maximum future flexibility.
- Floor loading capacity should be sufficient to support collections at 150 pounds per sf throughout the reading room space to allow future reconfiguration of collections.
- Rectilinear spaces are highly preferred to allow maximum efficiency and flexibility of layout in the library. Uses of angles and curves in the building footprint should be limited in areas intended to house collections.

Sight Lines

Sight lines within the library and to associated facilities, including parking areas, are of utmost importance for the safety, security, and function of the building, Specific sight lines are to be prioritized in the building. See associated sight line diagrams on the following page.

- From Service Point to public restroom access. It is recommended the public toilet rooms open to a small vestibule so sight lines to access point may be maintained while direct views into the restroom from the reading room are prevented
- From Service Point to seated reading areas (adult, teen, children). Shelving should be of a height that can be seen over, or shelves should be oriented parallel to the line of sight to allow vision through the shelving to seating areas beyond
- From Service Point to public computer stations. This allows patrons to easily ask for assistance at the computer station with a visual signal
- From Reading room or staff area to parking lot. Assure parking areas are well lit and consider ability to be seen from inside the library as well as from adjoining business and busy streets. Avoid blind corners for both drivers and pedestrians.
- From Service Point to study rooms and meeting room. Provide vision lights (door lights at minimum, fully glazed walls preferred) into study and meeting rooms that are intended for semi-private use. Patterns of frit on glazing may be preferred to provide some privacy while allowing staff to monitor use.

Diagram 7.1 Sight Lines within Library

Preferred

Tall stacks parallel to lines of sight

Stacks perpendicular to lines of sight to be 48" high max

Seating Area

Seating Area

Service Point

48

Seating Area

Discouraged

Tall stacks blocking lines of sight

Seating Area

Service Point

Seating Area
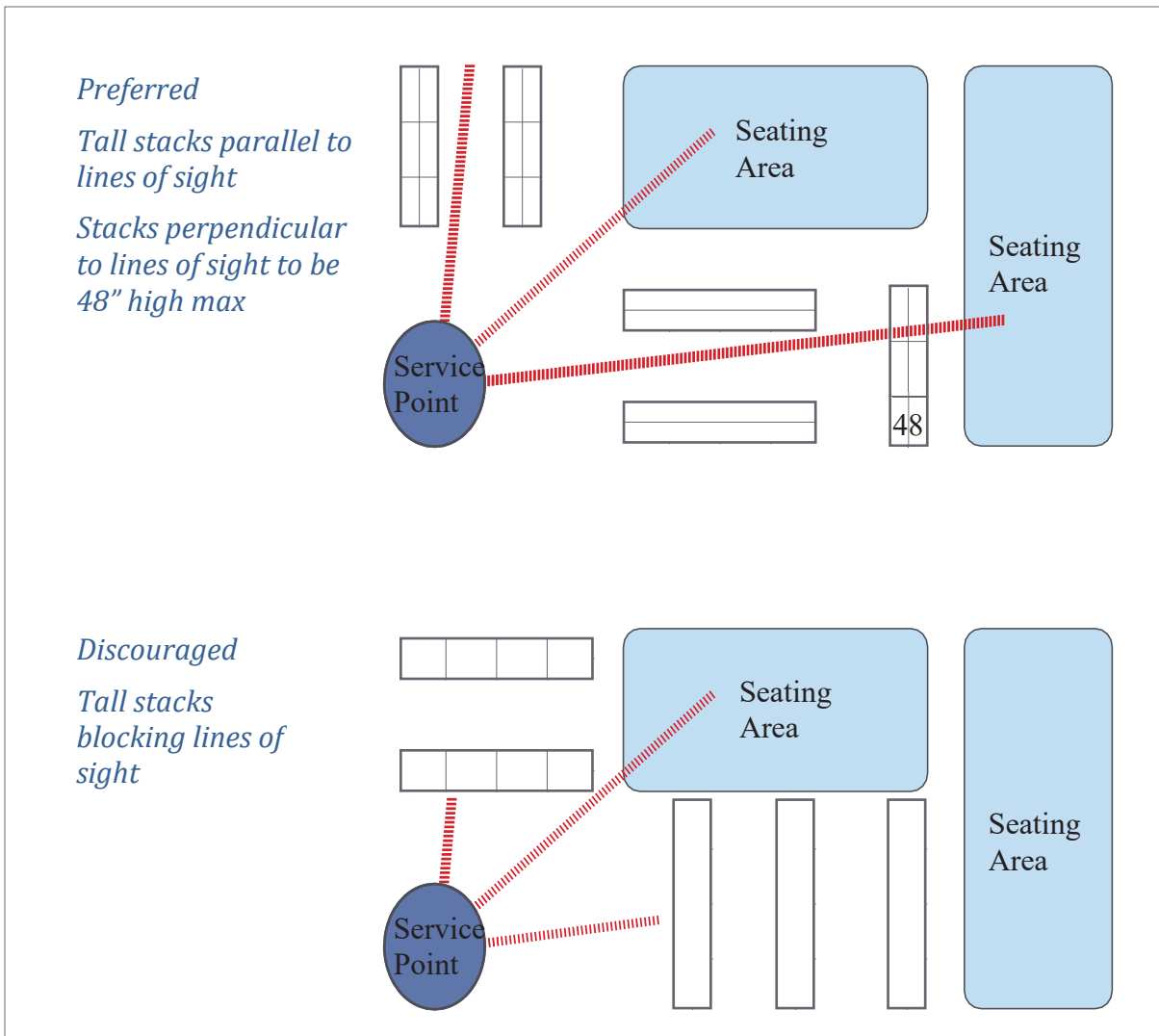
Acoustics

Acoustic treatments should allow the library to function for multiple programming needs, including concurrent programs. The acoustic requirements below should be combined with identified adjacencies to assure differing sound sensitivities are met.

To provide appropriate acoustic levels inside the library space, high quality window, wall, and skylight assemblies should be used to minimize disruptive noise from the library's surroundings. Minimum STC ratings should be proposed by a licensed acoustician considering site adjacencies and potential future development.

Mechanical equipment located outside the walls of the library should mitigate both sound transmission into the library space as well as sound transmission to neighbors or adjacent properties.

Within the library, STC ratings between spaces are to meet the following minimums, based on ANSI S12-60 2010

Space 1	Space 2	STC rating
Reading Room	Meeting Room	50
Reading Room	Study Room	50
Study Room	Study Room	50
Staff Workroom	Staff Office	50
Reading Room	Staff Workroom	45
Reading Room	Toilet Room	45
Staff Workroom	Toilet Room	45
Mechanical Room	Any Occupied Space	60
Meeting Room	Study Room	50
Reading Room	Quiet Reading Area	50

Acoustic Treatments

In addition to sound transmission through walls, reverberation within interior spaces should be addressed and mitigated. Acoustic ceiling treatments are to be used throughout the library reading room, specifically in areas for children and teens, as well as in large meeting rooms. Acoustic ceiling treatments are recommended for use in small study rooms. The staff workroom and break room must employ an ACT ceiling. Acoustic wall treatments can be beneficial when installed at heights from 3'-8' above finish floor – acoustic wall coverings in public spaces must be durable and easily repaired if damage occurs.

Signage and Wayfinding

The Library employs a standardized wayfinding package that is to be incorporated into each library design, including the following:

Program Signage:

Signs may be mounted to walls, hanging from ceilings, or incorporated into casework and shelving. Signage employs standard colors district-wide. Collection signage helps direct patrons to specific areas, including:

- Movies and Music
- Large Print
- Teen
- Check Out
- Holds
- Friends Book Sale
- Community Information

Room Signage:

Standard district-wide room identification signage is to meet building code and ADA requirements. Identification signage incorporates print, braille, and pictographs where required. Includes the following:

- Restrooms
- Study Rooms
- Meeting Room
- Maximum Occupancy

In addition to standard district signage, the design team is encouraged to use visual cues to assist in customer wayfinding. As program areas are likely to change in the future, easily adaptable finishes, such as changes in paint, carpeting, or specialty light fixtures can visually define program areas even in an open floorplan.

Flooring

Floor coverings should be durable and easily repaired if needed due to soiling or wear. The following floor coverings are the standard:

Reading room, meeting rooms, staff workroom, staff area

- Commercial grade, anti-static, nylon carpet tiles with no additional padding. Formaldehyde and VOC free.
- It may be desired by the design team to use multiple patterns, pattern variants or colorways by the same manufacturer in a single library to differentiate program areas. No more than three (3) patterns are to be used in any library branch for ease of future repair and replacement.

Public and staff entries

- Commercial Grade anti-static nylon carpet walk off mat tiles for a minimum of 6'-0" inside of door Do not use metal grates or loose walk off mats.

Toilet room flooring Option 1 (preferred):

- Thru-color commercial grade rubber sheet flooring with integral 4" cove base and welded seams. Formaldehyde and VOC free
- Aluminum trim at top of cove base

Toilet room flooring option 2 (less preferred):

- 12"x24" ceramic floor tile. Associated grout to be mid to dark tone, 3/16" max. Provide cove tile base.

Building Service Spaces including Janitor's closet and staff kitchenette area

- Thru-color commercial grade rubber sheet flooring with integral 4" cove base and welded seams. Formaldehyde and VOC free
- Stand alone mechanical rooms may use a poured concrete floor with broom finish and sealant at owner's option.

Walls

Wall surfaces are to be durable and easy to maintain. Wall construction may be of either wood or light gauge metal framing. Blocking is to be specified for all areas where elements are to be mounted and clearly described on interior elevations; architect to review with owner prior to final bid set production.

Typically, wall surfaces are to be gypsum wall board with a level 4 minimum finish. Level 2 finish is acceptable in mechanical rooms and other areas not open to the public. Level 1 finish is acceptable above ceiling plenums only.

Paint is to be applied with one coat of primer and 2 coats of finish color. Additional coats may be specified for bold or dark colors. Paint is to be a high quality zero VOC product by Benjamin Moore, Sherwin Williams, or comparable brand.

Applied finish surfaces such as wainscoting or acoustic treatments may be located in select areas where they of a highly durable material or are not easily reached by the public. Applied finish treatments are required in the following areas:

- Meeting Room and Study Rooms Chair Rail at 30"AFF
- Staff Workroom: Acrovyn wall panel up to 48" AFF. Architect to select standard color and appropriate trims for installation. Corner guards at all locations a book cart may be used.
- Toilet Room Wet walls: Tile or FRP paneling up to 48" AFF. Where tile is used, grout to be mid-to dark tone, 3/16" max.

Lighting

Pleasant and sufficient lighting without glare is imperative for a functional library space. The design of the library should consider both natural lighting and LED illumination to met the illuminance recommendations outlined in the latest published version of the IESNA Lighting Handbook for individual spaces. Critical considerations are included below:

General Reading Areas:
- A lighting level of 30-40 footcandles is appropriate for general reading areas. In areas where patron reading areas are adjacent to shelving, see item below.

Lighting at Bookshelves:
- It is imperative that the spine edges of books on shelves are adequately illuminated for patron browsing. Evenness of lighting is more important than achieving a high lighting level. Light levels on shelving should be a minimum of six footcandles at a location 12" from the floor, and there should be no more than a 6:1 maximum to minimum ratio across the entire stack face. The Library standard is to achieve a comfortable level of general illumination and provide additional stack lighting to illuminate collections, powered by floor boxes. VODE brand
- LED lights are to be incorporated into the underside of bookshelf wraps in order to wash the book spines. Shelf lighting is to be installed consistently for shelving of each height; if some shelves need the lights, all adjacent shelving is to receive lights as well.

Staff Workstations
- Light levels at all staff workstations, including the Service Point and workroom areas should be 40-50 footcandles at the level of the desk.

- Task lighting affixed to the service desk is discouraged to achieve these levels due to the high probability of damage. Consider incorporating specialty or iconic fixtures at this area to assist in wayfinding to the Service Point. In the staff workroom, under cabinet or desk mounted task lighting is highly encouraged to meet minimum footcandle requirements

Meeting Rooms

- General light levels in meeting rooms are to be within 30-40 footcandles with all lighting on. Lights in the large meeting room should be able to be controlled so the fixtures can be dimmed to five footcandles during presentations.

Lighting Fixtures and Controls

Lighting must incorporate 0-10 dimming capabilities and must appropriately in response to daylight within the space. Where LED drivers are remote from the fixtures they serve, drivers should be centrally located and clearly labeled for ease of maintenance. Color temperature of LED fixtures is to be consistent throughout the library.

Lighting in reading room is to be controlled by daylight sensors; study rooms and toilet rooms are to be controlled by switches with motion activated sensors. Meeting room light switches are to be the only controls adjustable by patrons and should be straightforward to understand.

Glare Mitigation

As digital screens and devices are used throughout the library, each area must be designed to reduce glare from lighting. The lighting design for the library should be designed to provide the ideal ratio of brightness to be described as "low glare of 10:3:1; the task object (book page or digital screen) being 10, the immediate surroundings as a brightness of 3, and the general environment as a brightness of 1.

Windows facing south or west must have deployable shades for customers to adjust at periods of low sun angles. Roller shades are to be of the Mechoshade brand with manual chain operation.

Bookshelves

The Library uses Spacesaver Cantilever Library Shelving with shelving and stanchions in Cottonwood as its standard throughout all library branches

- Standard Side Length is 36"
- Maximum run length for freestanding shelving is 6 sides in length (12 sides in the unit)
- Adult Collection: 66" high; 78" where installed against walls. Solid endpanels and topcap required Teen Collection: 66" high; 78" where installed against walls. Solid endpanels and topcap required
- Children's Collection: 42" high; 66" high where installed against walls. Solid endpanels and topcap required.

Additional Display

Community outreach, display, and postings are an important service provided by the Library. Each building includes a community information board in the front entry that accommodates the following:

- Standard slot wall system sized to display a minimum of (5-10) 8.5 x 11 documents in

plastic slat-wall cases at any time

- Open and accessible shelving, sized to accommodate the following (not always concurrent)
    - Community fliers and information, in alignment with the Library's Accepting Unsolicited Materials Board Policy
    - Tax forms and information booklets in multiple languages
    - Transit maps and transit pass information

Furniture Standards

Furniture specified is to be of commercial grade quality with a minimum of a 10 year manufacturer's warranty. Specific requirements for furniture types and quantities are described in Section 8 of this document.

Fabrics

Fabrics specified for furniture are to meet a minimum abrasion requirement of 100,000 double rubs using the Weizenbeck method of testing. Seams are to be double top-stitched with upholstery tape. The seats of soft furniture are to be a non-porous material. Woven materials may be specified for the backs of furniture if the following requirements are met:

- Clean-out space provided between seat and back of chair
- Woven fabric has a waterproofing layer applied to the back side prior to upholstering

Power Requirements

Study tables are to have power incorporated into the tabletop. Cords from floor box or wall to the tabletop box to be concealed by a furniture manufacturer's supplied shroud or leg. Power to be provided to each patron soft seat, either by incorporating into end tables (shared per multiple seats) providing furniture with integrated outlets (one per seat), or proximity to easily accessible and visible wall outlets. No powered seating should require that patrons walk over a cord to access power.

Casework and Display Standards

Key elements of the Library's casework package are to follow district wide standards, including:

- Service Point Desk
- Customer Check-Out Station
- Staff Material Sorting Tower

Wall Clocks

Clocks are to be installed in all meeting rooms and study rooms. Wall mounted, battery operated clocks are preferred.

Drinking Fountains

One drinking fountain unit which includes an ADA height fountain, standard height fountain, and water bottle filler by Elkay is to be installed at each branch library. Fountain should be located near the public toilet rooms and not protrude into public circulation paths.

Copy Machine

A copy machine with coin-operated function is to be located in each branch library. The copy machine should be located adjacent to the Service Point for troubleshooting. If the copy machine is provided in a recess or niche, area should be sized to accommodate varying technologies in the future. Copy machine requires both power and data ports.

Telephones

Telephone service for the staff workstations is provided via a VOIP system. Phones are to be located at each staff workstation (in reading room and workroom) as well as one phone in the staff break room. Coordinated dedicated phone lines as required for the building's fire alarm system.

Design, Color and Pattern

Bright colors and multiple patterns should be used in moderation to limit visual noise.

Section 8: Program Areas and Adjacencies

This section describes essential elements of the Library's interior building program, including for adjacencies, proximities, and sight lines. Requirements for specific finishes, acoustic treatment, and light levels are also described in detail.

This section should be reviewed concurrently with Appendix A - Sample Building Programs. As noted in the introduction of this document, the needs of (2) library size ranges are being considered: a small/medium sized library of 7,000 to 10,000 sf, and a medium/large sized library of 12,000 to 18,000 sf. Appendix A describes a 10,000 sf and an 18,000 sf program as points of reference with specific building areas, square footages, fixture counts, and collections. Note that some individual program elements described in this section occur only in medium/large size libraries.

Program Area 1: Library and Public Service Spaces

1.1   Entry Lobby

The entry lobby is the first impression patrons will have of the library space. It is important for this space to be well lit, uncluttered, and welcoming. Finishes must be durable and able to accommodate elements coming in from the building exterior, such as rain, snow, or foliage. Entry doors are to open easily by patrons of all ages and abilities; the assistance of an ADA push button operator on swing doors is encouraged.

Directly outside the front doors of the library should be a book drop available to patrons 24 hours a day which can be accessed without interrupting circulation in or out of the library doors.

Occupancy	4-8
Adjacencies	Reading Room
Proximity To	Book Processing/Returns
Sight Lines	1.3 Service Point 1.6 Hold Pick-up Area 1.7 Lucky Day & New Book Display
Acoustics	Acoustic absorption on ceilings or high on walls to limit reverberation. Do not locate quiet study areas adjacent
Finishes	Flooring: Walk-Off Mat carpet tiles Full lite entry doors
Lighting	15-20 footcandles of general illumination; accent lighting Encouraged
FF&E Components	Optional bench for waiting if space allows
Additional Considerations	Community information display described in section 7 is to be located in this area Trash and recycling receptacles are located in the entry lobby

Program Area 1: Library and Public Service Spaces

1.2   Friends Book Sales

Sales of books by the library friends groups are an important part of fundraising and community engagement. Friends Book sale space should be (4) sides of shelving with associated signage in a prominent location near the library entry and Service Point desk. In addition to shelves for browsing, dedicated, lockable storage of 12-20 sf should be provided to the friends for storage of materials.

Occupancy	2-3
Adjacencies	none required
Proximity To	1.1 Entry Lobby
Sight Lines	1.3 Service Point
Acoustics	Match adjacent spaces
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	4 sides of Spacesaver cantilever shelving with associated wraps; 66" high, 78" where installed against walls. Dedicated, lockable book storage, either in casework or closet
Additional Considerations	

Program Area 1: Library and Public Service Spaces

1.3   Service Point

The Service Point must accommodate patron-facing services as well as housing objects library staff use routinely for customer service. For this reason, it should be conceptualized as two elements: public facing staff workstations and a back bar.

Public facing staff workstation(s) should be easily identifiable and welcoming to patrons. Each station should have a height-adjustable desk surface and infrastructure for a staff computer or laptop dock. In a branch requiring multiple workstations at the Service Point, a continuous shroud or apron should be designed to give the illusion of a single point from the patron experience. The shroud should accommodate an ADA service position at the appropriate height.

Two points of exit/entry are to be provided for staff.

The back bar should consist of lockable casework and counter space to accommodate the following: cash register, fax machine, UV device sterilization, laptops/laptop charger, oversized holds, and general office supplies. Power and data for required devices is to be located within the casework and accessed via grommet to the countertop as needed. Some branches may have additional items that require storage; all elements and sizes to be verified during design.

Occupancy	2-4
Adjacencies	7 Staff Work Room
Proximity To	1.1 Entry Lobby 1.4 Self Check 1.5 Copy/print Area 5.1 Public Computer Stations
Sight Lines	2 Adult Reading 3 Teens 4 Children & Tweens 6 Public Meeting Rooms
Acoustics	Acoustic absorption on ceilings or high on walls to limit reverberation. Do not locate quiet study areas adjacent
Finishes	Flooring: Carpet Tile
Lighting	40-50 footcandles at surface of desk
FF&E Components	Sit/stand desk functions, adjustable, ergonomic task chairs
Additional Considerations	

Program Area 1: Library and Public Service Spaces

1.4   Self Check Stations

Self check stations should be located near the entry and holds area so patrons may quickly come in, retrieve their holds, and check out without needing to pass through the remainder of the library space. Due to the potential of technology issues or user error, self check stations should be located near the Service Point so staff .

Occupancy	5-6 stations
Adjacencies	1.1 Entry Lobby
Proximity To	1.3 Service Point
	1.6 Hold Pick-up Area
Sight Lines	1.3 Service Point
Acoustics	Acoustic absorption on ceilings or high on walls to limit reverberation
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination
FF&E Components	Check-Out station
Additional Considerations	

Program Area 1: Library and Public Service Spaces

1.5   Copy/print Area

Copier/printer for patron use should be located so patron circulation does not conflict with the standing area of an individual using the copier.

Occupancy	1
Adjacencies	
Proximity To	1.3 Service Point
Sight Lines	1.3 Service Point
Acoustics	Match adjacent spaces
Finishes	Flooring: Carpet Tile
Lighting	40-50 footcandles at surface of desk
FF&E Components	Copy Machine (FOIO), Paystation (FOIO), Casework for paper/supply storage
Additional Considerations	

Program Area 1: Library and Public Service Spaces

1.6   Hold Pick-up Area

Holds shelving should be located near the front entry and self check to allow for patron access without traversing the library. Shelving should be arranged in a logical way for patrons to easily and quickly find their materials.

Holds shelving are standard Spacesaver Cantilever Library Shelving that contain books ordered by patrons for quick pickup. These books are identified by slips of paper, and filed in alphabetical order. While the paper tabs associated with held books make for easy patron pickup, the shelves look more cluttered than typical circulation stacks. Orient the shelving in such a way that the holds slips are not a visual distraction.

Occupancy	4-6
Adjacencies	none required
Proximity To	1.1 Entry Lobby 1.3 Service Point 1.4 Self Check
Sight Lines	1.3 Service Point
Acoustics	Match adjacent spaces
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Cantilever Library shelving with associated wraps; 66" high, 78" where installed against walls. Standard depth shelving; oversized holds are located at staff desk.
Additional Considerations	

Program Area 1: Library and Public Service Spaces

1.7 Lucky Day/New Book Display

Lucky Day items are popular items presented with new books on a display structure face out. The display should be uncluttered and allow ample room for browsing by multiple patrons at once. The display should be able to be accessed from all sides.

Lucky Day/New Book display should be located within the line of sight of patrons entering the library andbe located on the circulation path to other areas of the library so it is seen by all who enter.

Occupancy	2-6
Adjacencies	none required
Proximity To	1.1 Building Entry
Sight Lines	1.1 Building Entry 2 Adult Reading
Acoustics	Acoustic absorption on ceilings or high on walls to limit reverberation. Do not locate quiet study areas adjacent
Finishes	Flooring: Carpet Tile
Lighting	40-50 footcandles
FF&E Components	Opto Carts Visual Display Shelving
Additional Considerations	

Program Area 1: Library and Public Service Spaces

1.8 Toilet Rooms

Public toilet rooms should be open and accessible to all patrons. The Library prefers all gender, single stall toilet rooms. A minimum of (1) toilet room must meet ADA standards for size and fixture arrangement. A minimum of (1) toilet room should be labeled as a "family" restroom, and include, in addition to items below, a wall-mounted toddler safety seat. Space in the family restroom should be sufficient for a stroller.

Each toilet room should include a wall-mounted toilet, lavatory sink, mirror, soap dispenser, paper towel dispenser, wall mounted trash receptacle, toilet tissue dispenser, seat cover dispenser, sanitary napkin disposal, and baby changing station. Faucets are to meet code requirements for metering with the use of a push button, not a digital sensor.

Occupancy	Minimum 2 single stalls; actual quantity per building code
Adjacencies	8.3 Staff Break Area 8.5 Staff Toilet Room (plumbing adjacencies)
Proximity To	1.3 Service Point
Sight Lines	1.3 Service Point
Acoustics	Walls to meet STC ratings described in section 6 based on adjacencies.
Finishes	Flooring: tile or resilient sheet good Non-porous surface to a minimum of 48" AFF on wet walls Painted GWB ceiling; no acoustic treatment
Lighting	Wall-mounted commercial grade vanity style light preferred
FF&E Components	n/a
Additional Considerations	Toilet rooms to be located in a common area with a single point of access from the reading room, visible from the Service Point. All toilet rooms to utilize occupancy locks with an indicator, solid red v. solid green to show use.

Program Area 2: Adult Reading

2.1   Non-Fiction Collection

The non-fiction collection of titles relevant to the community.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood. Shelf depth is to be 10". A minimum of 42" is required between facing non-fiction shelves; 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Slot-wall capabilities are required at endcaps for display. At some locations, it may be desired to install a compact catalog station on the endcap. Catalogs should be located so when in use, they do not impeded patron circulation through the area.

Occupancy	4-6
Adjacencies	2.2 Fiction Collection
Proximity To	2.7 Quiet Reading Area
Sight Lines	1.3 Service Point
Acoustics	Typically one of the quieter areas of the library; appropriate to be located near quiet study tables Acoustic ceiling treatment recommended throughout reading room
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 66" high, 78" where installed against walls. Quantities per sample programs based on library size.
Additional Considerations	Where catalog stations are provided at endcaps, route power/data through a floor box in the base of the shelving unit.

Program Area 2: Adult Reading

2.2   Fiction

The circulating fiction collection contains a titles relevant to the community and is intended for quiet browsing by patrons.

Shelving is standard Spacesaver Library Cantilever Shelving in Cottonwood. Shelf depth is to be 10". A minimum of 42" is required between facing fiction shelves; 48" minimum, 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Shelving 66" or lower must have a matching topcap. Slatwall capabilities are required at endcaps for display. At some locations, it may be desired to install a compact catalog station on the endcap. Catalogs should be located so when in use, they do not impeded patron circulation through the area.

Occupancy	8-12
Adjacencies	2.1 Non-Fiction Collection
Proximity To	2.5 Periodicals 2.6 Soft Seating
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment recommended throughout reading room
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 66" high, 78" where installed against walls. Quantities per sample programs based on library size.
Additional Considerations	Where catalog stations are provided at endcaps, route power/data through a floor box in the base of the shelving unit.

Program Area 2: Adult Reading

2.3   Large Print Collection

The large print collection will contain a collection of titles in large print format. Patrons browsing the large print area may have mobility issues that prohibit long periods of standing or bending down to access titles on lower shelves. Stools or benches should be provided in or adjacent to the large print collection for patrons to use while browsing. The large print area should be located in proximity to the Service Point for ease of staff assistance.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood. Shelf depth is to be 10". A minimum of 42" is required between facing shelving; 48" minimum, 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Slatwall capabilities are required at endcaps for display.

Occupancy	2-4
Adjacencies	2.2 Fiction Collection
Proximity To	1.3 Service Point 2.5 Periodicals 2.6 Soft Seating
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment recommended throughout reading room
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 66" high, 78" where installed against walls. Bench or stool seating.
Additional Considerations	Do not locate bench seating in circulation aisles if collection consists of facing shelves; in these instances consider replacing sides with an integrated bench seat.

Program Area 2: Adult Reading

2.4   Media

The media collection is to be displayed for browsing and discovery, with many titles face out or staggered for easy viewing. The media collection includes audio music (CDs), video media (DVDs), as well as audio books. Display shelving should be adjustable and interchangeable to include varying proportions of each collection, or contain new technologies as they gain popularity.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood. Shelf depth and style described below. A minimum of 42" is required between facing shelving; 48" minimum, 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Shelving 66" or lower must have a matching topcap. Slatwall capabilities are required at endcaps for display.

Occupancy	4-6
Adjacencies	2.1 Non-Fiction Collection
Proximity To	2.5 Periodicals 2.6 Soft Seating
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment recommended throughout reading room
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	• Spacesaver Shelving, 66" high, 78" where installed against walls. • Video Cassette Shelves, 7" deep Zig Zag Shelf, 8" deep • Standard Shelves, 10" deep • Metal Pull-Out Browsing Box, 12" deep
Additional Considerations	Collections should use a variety of shelving styles to allow cover-out browsing as well as easy categorization of media. Compose each Spacesaver section to provide face-out at highest level with browsing boxes or standard shelves below.

Program Area 2: Adult Reading

2.5 Periodicals

A collection of popular and relevant periodicals will be available for patrons to browse and read in the library. The most current issue will be displayed cover-out while up to 1 year of back issues may be stored within the hinged periodical shelving.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood. Specialty shelving as described below. A minimum of 42" is required between facing non-fiction shelves; 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Slatwall capabilities are required at endcaps for display.

Occupancy	4-6
Adjacencies	2.6 Soft Seating
	2.7 Study Tables
Proximity To	2.1 Non-Fiction Collection
Sight Lines	
Acoustics	Acoustic ceiling treatment recommended throughout reading room
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination
	Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 66" high, 78" where installed against walls.
	Periodical Display shelves, 12" deep with hinge for access to back issues Periodical Base Shelves
Additional Considerations	Some patrons may not be accustomed to the hinged style periodical shelving. Consider signage to clarify shelves can be lifted.

Program Area 2: Adult Reading

2.6   Soft Seating, Study Tables, Laptop Bar

Elements of soft lounge seating, study tables, and a bar-height counter providing power to laptop users comprise the adult reading area, or "living room," of the library.

Occupancy	24-40 Depending on library size
Adjacencies	2.5 Periodicals
Proximity To	2.1 Non-Fiction 2.2 Fiction
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile
Lighting	Daylight required; minimize glare, 30-40 footcandles of general illumination
FF&E Components	Lounge Chairs, Study Tables, Study Chairs, Laptop Bar, Laptop Barstools
Additional Considerations	Furniture requirements are as follows: • Soft lounge seating to include and be a mix of (3) types to accommodate differing patron needs: Lounge chairs without arms: seat width 22" minimum, 26" preferred, seat height 15"-18" AFF Lounge chairs with arms: seat width 22" minimum, seat height 15"-18" AFF. Sky-facing surface of arms to be non-upholstered material, such as wood, metal, or solid surface • Lounge chairs with tablet: seat width 22" minimum, seat height 15"-18" AFF. Tablet to be of laminate or solid surface. Tablet to be tested to support a minimum of 150 pounds. Mix of right and left hand tablets preferred; ratio 3:1 • Study tables to incorporate power ports in tops. Power is to be flip-up style and include both plugs and USB ports. Power for study tables ideally to be routed from a floor box up a table leg or pedestal with manufacturer's shroud or hollow leg for concealment. • Laptop Bar to be custom counter design and included in the casework package for the library. Bar should provide 32" minimum of length per seat, be a minimum of 24" deep, and incorporate a continuous plug mold with alternating USB and power ports for patron access. • Study chairs and Laptop Barstools to be armless and

	constructed of durable materials such as wood and/or steel. Seat height to be coordinated with table height. Feet to employ carpet glides.

Program Area 2: Adult Reading

2.7 Quiet Reading Area

The quiet reading area can be defined by signage and designated seating in a specific area, often separated from other program spaces by tall stacks including the non-fiction collection. In some cases, an enclosed, quiet reading area may be required by the program. When designing an enclosed room, consider it may sometimes be used as an additional programming room for overflow or special events.

The quiet reading area should be located away from program areas expected to be louder, such as children and teen areas. STC enclosures for the quiet study area are to be designed as outlined in Section 7 of this document.

Enclosed quiet reading areas should employ glazing where appropriate so staff are able to see all areas of the room. Access into and out of the room should be through a single door where feasible to limit disruption. The room should be lockable by staff key only, not by patrons.

Occupancy	12-14
Adjacencies	n/a
Proximity To	2.1 Non-Fiction Collection
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC50
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination
FF&E Components	Study Chairs, Study Tables. 2-4 lounge seats with tablets.
Additional Considerations	Furniture requirements are as follows: • Lounge chairs with tablet: seat width 22" minimum, seat height 15"-18" AFF. Tablet to be of laminate or solid surface. Tablet to be tested to support a minimum of 150 pounds. Mix of right and left hand tablets preferred; ratio 3:1. Lounge chairs in quiet reading area to incorporate casters on (2) legs and an integrated handle in back for ease of moving. • Study tables to incorporate power ports in tops. Power is to be flip-up style and include both plugs and USB ports. Power for study tables ideally to be routed from a floor box up a table leg or pedestal with manufacturer's shroud or hollow leg for concealment. • Study chairs to be armless and constructed of durable materials such as wood and/or steel. Seat height to be coordinated with table height. Feet to employ carpet glides.

Program Area 3: Teens

3.1　Teen Collection

The teen collection is a selection of books and graphic novels appealing to readers generally in the middle school into high school age ranges. This collection should be located in a highly identifiable teen area, visually and physically separated from both children and adult collections.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood. Shelf depth is to be 10". A minimum of 42" is required between facing non-fiction shelves; 48" minimum, 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Shelving 66" or lower must have a matching topcap. Slatwall capabilities are required at endcaps for display.

In addition to Spacesaver shelving, a specialty shelving display should be considered for graphic novels that incorporates more face-out display opportunities. This can be a freestanding solution, similar to what may be used in a bookstore or other retail environment.

Occupancy	8-12
Adjacencies	3.2　Teen Seating
Proximity To	2.4　Media
Sight Lines	1.3　Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider specialty pattern for this area.
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 66" high, 78" where installed against walls. Retail style graphic novel display
Additional Considerations	The look and feel of the teen collections and seating area should be easily identifiable beyond wayfinding signage. Consider contrasting finishes in paint, carpet or endcaps to help differentiate this area.

Program Area 3: Teens

3.2   Soft Seating, Study Tables, Laptop Bar

Teen seating and study furniture should visually identify the teen area with a unique look and feel from other areas of the library. Furniture should accommodate charging capabilities at every seat through integrated tabletop power, occasional tables with integrated power, or lounge seating with integrated power. Floor or wall boxes should be planned to accommodate power requirements of furniture.

Furniture in the teen area should be selected for durability, unique appearance, and ability to be seen over and around. Bold colors or patterns are encouraged on furniture pieces, including both fabrics and laminates. High back lounge chairs that may block sight lines and armless chairs that can be pushed together to make sofa-style seating are not recommended.

Occupancy	8-12
Adjacencies	3.1 Teen Collection
Proximity To	none required
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination
FF&E Components	Lounge Chairs, Study Tables, Study Chairs, Laptop Bar, Laptop Barstools
Additional Considerations	Furniture requirements are as follows: • Soft lounge seating to incorporate integrated or adjacent power at each seat. Where specified, tablets to be of laminate or solid surface. Tablet to be tested to support a minimum of 150 pounds. Mix of right and left hand tablets preferred; ratio 3:1 • Study tables to incorporate power ports in tops. Power is to be flip-up style and include both plugs and USB ports. Power for study tables ideally to be routed from a floor box up a table leg or pedestal with manufacturer's shroud or hollow leg for concealment. • Laptop Bar to provide 32" minimum of length per seat, be a minimum of 24" deep, and incorporate a continuous plug mold with alternating USB and power ports for patron access. • Study chairs and Laptop Barstools to be armless and constructed of durable materials such as wood and/or steel. Seat height to be coordinated with table height. Feet to employ carpet glides.

Program Area 3: Teens

3.3   Teen Computer/Tablet

Some branches, often those where individual homes may not have access to high speed internet, may require designated computer, laptop, or tablet stations within the teen area. Where required, these areas should have designated tables or stations with high speed internet and ergonomic task chairs.

Occupancy	4
Adjacencies	3.1 Teen Collection 3.2-3.3 Teen Seating
Proximity To	none required
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination
FF&E Components	Standard computer stations with integrated power. Standard patron task chair.
Additional Considerations	Consider different tabletop finishes on teen computer stations compared to adult computer stations to assist in wayfinding.

Program Area 4: Children and Tweens

4.1   Picture Book Shelving

Whenever possible, picture books will be categorized by topic, allowing young users to find several books on their favorites at once. Board books may be shelved in bins.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood, 12" deep and 42" high. Specialty shelving as described below. Due to the presence of strollers in this area, a minimum of 48" is required between facing shelves, 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Shelving 66" or lower must have a matching topcap. Slatwall capabilities are required at endcaps for display. Consider a unique color or finish on shelving of children's collections to assist in wayfinding.

Occupancy	4-8
Adjacencies	4.2-4.8 Children's Collections, Computers, and Seating
Proximity To	6.2 Library Programming Room
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider unique pattern
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 42" high; 12" depth (including a deeper base)
Additional Considerations	Specialty Spacesaver shelving to be used for picture book collections: The upper most shelf should be face out display, with two levels of picture book browsing box below. Location of Children's Area should be carefully in proximity to building entry. It is desirable for children not to need to traverse quiet areas on route from the front door. Conversely, it should not be located so close to the entry door to risk escapees.

Program Area 4: Children and Tweens

4.2   Standard Collections; Catalog Station

The circulating fiction collection contains a titles relevant to the elementary aged children.

Shelving is standard Spacesaver Cantilever Library Shelving in Cottonwood. Shelf depth is to be 10". A minimum of 42" is required between facing non-fiction shelves; 48" minimum, 60" preferred for major lines of patron circulation.

Shelving in this area is required to have endcaps of a durable material, wood, laminate, or similar, and accommodate collections signage applied. Shelving 66" or lower must have a matching topcap. Slatwall capabilities are required at endcaps for display. Consider a unique color or finish on shelving of children's collections to assist in wayfinding. One compact catalog station on an endcap is required in this collection area. Catalogs should be located so when in use, they do not impede patron circulation through the area.

Occupancy	8-12
Adjacencies	4.1-4.8 Children's Collections, Computers, and Seating
Proximity To	6.2 Library Programming Room
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider unique pattern
Lighting	30-40 footcandles of general illumination Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Spacesaver Shelving, 42" where freestanding, up to 66" against walls.
Additional Considerations	Where catalog stations are provided at endcaps, route power/data through a floor box in the base of the shelving unit. Consider the use of Spacesaver zig zag shelving at the top level of collections for face-out display.

Program Area 4: Children

4.3   Check-Out Backpacks

This collection provides backpacks full of discovery materials and supplies for families to check out and use for offsite adventures. These backpacks are stored on specialty casework with hanging hooks for easy viewing and access.

Occupancy	n/a
Adjacencies	4.1-4.2 Picture Books, Children's Collections
Proximity To	4.1-4.8 Children's Collections, Computers, and Seating
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider unique pattern
Lighting	30-40 footcandles of general illumination
FF&E Components	Specialty backpack display shelving; mobile.
Additional Considerations	As the backpack display can be bulky, it is recommended this not be located directly adjacent to major lines of patron circulation.

Program Area 4: Children and Tweens

4.4   Children's Computers/Tablets

Computers or tablets located in the children's area are often programmed with learning games and activities for children of varying ages. Each device is equipped with headphones for audio-based learning as well as located at tables sized for children. Tables dedicated for computer or tablet use should have sufficient circulation space around them for caretakers, staff, or additional children to approach and assist without encroaching other users, stack browsers, or patrons using adjacent soft seating and activity tables.

Occupancy	4 stations
Adjacencies	2.1 Non-Fiction Collection
Proximity To	2.5 Periodicals 2.6 Soft Seating
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider unique pattern
Lighting	• 30-40 footcandles of general illumination • Bookshelf lighting as required to maintain 6 footcandles min at spines of books 12" above floor
FF&E Components	Children's computer table, children's chairs
Additional Considerations	• When specifying children's furniture, assure table height and seat height are compatible. Recommended height for computer table is 26" with 16" chair seat height • Often, 2 children, or a child plus caretaker will sit together to work at a single computer. It is recommended to size tables/chairs to accommodate 6 even with 4 computer stations.

Program Area 4: Children and Tweens

4.5   Adult Computer

One or more adult sized computer stations should be located in or immediately adjacent to the children's reading area for caretaker use. Depending on the library branch, this can be a single table where a laptop can be checked out, or a desktop computer station. This station should have a direct visual line of sight from the user to the children's activity tables and soft seating.

Occupancy	1-2
Adjacencies	4.6-4.7 Children's Tables and Soft Seating
Proximity To	n/a
Sight Lines	1.3 Service Point 4.6-4.7 Children's Table and Soft Seating
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile.
Lighting	30-40 footcandles of general illumination
FF&E Components	Adult sized computer station, standard adjustable task chair
Additional Considerations	

Program Area 4: Children and Tweens

4.6   Activity Tables & Early Learning Manipulatives

Activity tables are to be located adjacent to children's picture books and soft seating areas. Activity tables are typically round in shape, and heights are outlined below based on the quantity in program requirements. No power is required in the surface of tables.

Early Learning Manipulatives may be wall or floor mounted and are to be located adjacent to picture books and soft seating areas for younger children.

Occupancy	4-8
Adjacencies	4.1 Children's Picture Books 4.7 Children's Soft Seating
Proximity To	1.1 Entry Lobby 4.2 Children's and Tween Collection 6.2 Library Programming Room
Sight Lines	1.3 Service Point 4.5 Adult Computer (in Children's Area)
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider unique pattern
Lighting	Daylight required; minimize glare, 30-40 footcandles of general illumination
FF&E Components	Children's activity table[s], Child sized chairs, Early Learning Manipulatives
Additional Considerations	When multiple tables are specified by the program, provide: • 20" high table; chairs with 12" seat height • 26" high table; chairs with 16" seat height. When a single table is specified by the program, provide: • 24" high table; chairs with 14" seat height Tables to be constructed of durable materials such as wood and/or steel and be specified with a laminate top that can be replaced. Chairs be armless and constructed of durable materials such as wood and/or steel. Feet to employ carpet glides.

Program Area 4: Children and Tweens

4.7   Soft Seating

Furniture must be durable and easy to clean.   Furniture should be a mix of pieces that are comfortable for adults and children pre-school through elementary age to share, as well as pieces specifically scaled to children as described in more detail below. In addition to furniture and fabrics, consider introducing wall treatments, display areas, or unique carpet patterns to identify the children's area as a unique zone.

Occupancy	varies
Adjacencies	4.1 Picture Books 4.8 Activity Tables
Proximity To	1.1 Entry Lobby 4.2 Children's and Tween Collection 6.2 Library Programming Room
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile. Consider unique pattern
Lighting	Daylight required; minimize glare, 30-40 footcandles of general illumination
FF&E Components	Soft seating sized for adults, soft seating sized for children, "sit-on" animals
Additional Considerations	Furniture requirements are as follows: • Minimum of (2) "read together" seats for child plus caretaker. Minimum width of 36." Furniture to accommodate clean-out between seat and back. • Child-sized soft seating may be chairs with backs, or upholstered stools, poofs, or pods. • Two or more "sit on" style hard plastic animals may be considered for the children's area. These are intended for one child at a time, and include products like the Magis dodo, Eames elephant, or other similar, easily cleanable figures. Animals intended to rock or wobble when sat on are discouraged. • Also consider early literacy play installations and sensory activation or elimination stations as space and budget allows.

Program Area 5: Public Computer Stations

5.1 Public Computer Stations and Printer

Fixed stations for public computer use should be located adjacent to the Service Point for ease of staff assistance. A networked printer should be located adjacent to the public computer stations. Support for laptop use is referenced in seating and power specifications

The design team should consult with Library IT staff during design to ascertain specific requirements and hardware elements required for the library. Electrical and data are to be coordinated for the computer stations; cables should be neatly bundled and routed on the underside of table wherever possible.

Occupancy	varies
Adjacencies	1.3 Service Point
Proximity To	n/a
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment recommended throughout reading room.
Finishes	Flooring: Carpet Tile
Lighting	30-40 footcandles of general illumination at tabletop surface.
FF&E Components	Standard computer stations with integrated power. Standard patron task chair.
Additional Considerations	Consider different tabletop finishes on adult computer stations compared to teen computer stations to assist in wayfinding.

Program Area 6: Public Meeting Rooms

6.1 Public Meeting Rooms

The public meeting room is intended for public use and reservations during standard library operating hours.

The public meeting room may use a means to open the space to the remainder of the reading room. Any such means would be in addition to a swing door, and it is to be lockable via key by staff. If the meeting room is sized to require (2) exits, one door should exit directly outside to a door with no hardware on the building exterior. The panic bar on the interior of this exit only door is to be alarmed

The meeting room should include a large, flat screen television, magnetic glass whiteboard with marker rail, coat hooks, a wall-mounted clock, sink with counter, and sufficient storage for all the room's tables and chairs. Additional storage for programming materials is desired.

Occupancy	50-100 (see program)
Adjacencies	1.1 Building Entry
Proximity To	1.3 Service Point
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC 50. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile Chair rail on walls at 30" AFF
Lighting	Daylight is required; minimize glare. Provide manual roll-down shades, maximum 1% open, at all windows. 30-40 footcandles of general illumination; dimmable to 5 footcandles for presentations
FF&E Components	Standard stacking chairs; carts for stacked chair storage; Standard flip, fold, and roll tables
Additional Considerations	Consider flexible or adaptable furnishings on the library side of the meeting room's walls so large programs can expand into adjacent space.

Program Area 6: Public Meeting Rooms

6.2 Library Programming Rooms

The library programming rooms are flexible spaces that contain all the same elements as the public meeting room, but are exclusively used for library programming.

The library programming rooms may use a means to open the space to adjacent program spaces within the reading room. Any such means would be in addition to a swing door, and it is to be lockable via key by staff. If the programming room is sized to require (2) exits, one door should exit directly outside to a door with no hardware on the building exterior. The panic bar on the interior of this exit only door is to be alarmed.

The program room should include a large, flat screen television, magnetic glass whiteboard with marker rail, coat hooks, a wall mounted clock, sink with counter, and sufficient storage for all the room's tables and chairs. Additional storage for programming materials is desired.

Occupancy	30-125 (see program)
Adjacencies	4.7 Children's Soft Seating
Proximity To	1.3 Service Point
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC 50. Acoustic wall treatment recommended in seating areas if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile Chair rail on walls at 30" AFF
Lighting	Daylight is required; minimize glare. Provide manual roll-down shades, maximum 1% open, at all windows. 30-40 footcandles of general illumination; dimmable to 5 footcandles for presentations
FF&E Components	Standard stacking chairs; carts for stacked chair storage; Standard flip, fold, and roll tables
Additional Considerations	Consider flexible or adaptable furnishings on the library side of the program room's walls so large programs can expand into adjacent space.

Program Area 6: Public Meeting Rooms

6.3   Learning Lab

Larger library may include a dedicated, enclosed space for the presentation, live instruction, and/or virtual learning opportunities for customers. Programming space would be done as part of building design.. The learning lab should have glazing for sight lines back into the library space, but daylight is not required.

Occupancy	25
Adjacencies	no specific adjacencies; avoid adjacency to children's space
Proximity To	no specific proximities
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC 50. Acoustic wall treatment recommended if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile Chair rail on walls at 30" AFF
Lighting	30-40 footcandles of general illumination, dimmable preferred.
FF&E Components	
Additional Considerations	

Program Area 6: Public Meeting Rooms

6.4   Conference Rooms

Conference rooms are intended to accommodate 8-15 persons depending on size of branch and program requirements. STC enclosures for the conference room are to be designed as outlined in Section 7 of this document.

Conference rooms should employ glazing where appropriate so staff are able to see all areas of the room. Access into and out of the room should be through a single door. The room should be lockable by staff key only, not by patrons. The Conference Room should have a flat screen television, wall mounted clock, and magnetic glass whiteboard with marker rail.

Occupancy	8-15
Adjacencies	Other public areas
Proximity To	No specific proximities
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC 50. Acoustic wall treatment recommended if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile Chair rail on walls at 30" AFF
Lighting	30-40 footcandles of general illumination
FF&E Components	Single table to accommodate occupants with power in surface, armless study chairs.
Additional Considerations	Where the conference table is large, consider multiple power points in surface.

Program Area 6: Public Meeting Rooms

6.5   Study Rooms

Study rooms are intended to accommodate 1-4 persons. Study rooms are often used for tutoring sessions or other activities that require conversation, and STC enclosures for the conference room are to be designed as outlined in Section 7 of this document.

Study rooms should employ glazing in the door and/or wall so staff are able to see all areas of the room. The room should be lockable by staff key only, not by patrons. Each study room should have a wall-mounted clock.

Occupancy	2-4
Adjacencies	Other public areas; other study rooms
Proximity To	No specific proximities
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC 50. Acoustic wall treatment recommended if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile Chair rail on walls at 30" AFF recommended
Lighting	30-40 footcandles of general illumination
FF&E Components	Single table to accommodate occupants with power in surface, armless study chairs.
Additional Considerations	If space allows, consider providing additional study rooms beyond program minimums. Locate study rooms together where possible for ease of wayfinding. Provide high visibility into study rooms from Service Point.

Program Area 7: Community Service Spaces

7.1   Community Service Spaces

The Library serves a role as a community space and where feasible provides a dedicated space in which non-profit and government agencies can deliver needed services to the community that would not otherwise be locally available. This allows partner agencies to have regularly scheduled hours in a convenient location where they can meet, consult, or provide services away from their regular offices, which are often in Tacoma and not accessible for local residents in need.

The space is envisioned to provide an office space with a smaller private room for client/provider meeting. In addition to an office set up, some storage will be needed for each partner.

An advisory committee of potential partners will be available to provide input into the space needs, adjacencies, etc.

Occupancy	5-7
Adjacencies	Other public areas
Proximity To	No specific proximities
Sight Lines	1.3 Service Point
Acoustics	Acoustic ceiling treatment required; wall construction to meet STC 50. Acoustic wall treatment recommended if durable and/or located out of patron reach.
Finishes	Flooring: Carpet Tile Chair rail on walls at 30" AFF
Lighting	30-40 footcandles of general illumination
FF&E Components	Single table to accommodate occupants with power in surface, armless study chairs.
Additional Considerations	Consider partially obscure glass for customer privacy.

Program Area 8: Staff Workroom

8.1 Private Offices

Private office shall be provided at each branch in quantities outlined in the sample program in this report's appendix. Offices will contain workstations for 1-2 individuals. A door with relite, or other opportunity for daylight and views from the shared workstation area is desired. As privacy is sometimes needed, provide window coverings at all locations of glazing.

Occupancy	1-3
Adjacencies	8.2 Shared Workstations
Proximity To	1.3 Service Point 8.3 Staff Breakroom 8.2 Shared Workstations
Sight Lines	8.2 Shared Workstations
Acoustics	ACT Ceiling, STC rating of walls per section 7
Finishes	Flooring: Carpet Tile
Lighting	Daylight preferred; minimize glare 40-50 footcandles at surface of desk; adjustable task lighting recommended
FF&E Components	Steelcase workstations including sit/stand desk, storage, and ergonomic chair
Additional Considerations	It is important that private conversations may be held in private offices. Mitigate chance of voices carrying through HVAC systems and assure all walls and finishes extend to underside of structure.

Program Area 8: Staff Workroom

8.2   Shared Workstations

Workstations at each branch will be provided for day use, where staff can dock a laptop to a monitor, screen, and keyboard to complete work for the day. Workstations may not be individually assigned, so storage of private objects and overnight storage of staff laptops is outlined in section 8.4, break room.

In addition to the quantity of workstation described in the program for a specific branch, it is desired to have a shared work counter adjacent to a shared printer/copier station for general use. Storage under or above this counter for office supplies and other materials is highly recommended. Adjacent to the work counter should be a shared staff laptop charging/storage cart. Coordinate with IT Department for size and power requirements.

Occupancy	Number of workstations based on program. Each workstation will be shared
Adjacencies	8.4 Book Processing
Proximity To	1.3 Service Point 8.1 Private Offices 8.3 Staff Breakroom
Sight Lines	8.4 Book Processing
Acoustics	ACT Ceiling, sound absorbing fabric finishes on workstation surfaces where available.
Finishes	Flooring: Carpet Tile Acrovyn wainscot up to 48" AFF except where wall is protected by desks or casework
Lighting	Daylight required; minimize glare 40-50 footcandles at surface of desk; adjustable task lighting recommended
FF&E Components	Steelcase workstations including sit/stand desk, supply storage, and ergonomic chair
Additional Considerations	Storage at each work station should be assumed to be shared; office supplies, shared use programming materials, etc. Storage for individual personal belongings is outlined in 8.4 Break Room.

Program Area 8: Staff Workroom

8.3   Break Room / Staff Support Spaces

The staff break area must contain the following items within or immediately adjacent to the space. Quantities based on library square footage:

Staff Break Area:

- Casework and countertop including at minimum 1 drawer for silverware and upper cabinets for dishes. Sink, full size refrigerator with freezer, microwave oven, and coffee maker Dining height table, dining style armless chairs

Staff Support:

- Open mailboxes for each staff member. Space for receiving/sorting incoming mail 3'x4' (minimum) wall mounted bulletin board

Staff lockers:

- small library 5-7
- midsize library 10-12
- large library 20-25
- Lockers to be 12" wide, 36" high and accept personal padlocks

Coat hooks/Coat rack

- located by staff/service door

Occupancy	2-8
Adjacencies	8.2 Shared Workstations 8.5 Staff Toilet Room
Proximity To	8.1 Private Offices
Sight Lines	n/a
Acoustics	ACT Ceiling
Finishes	Flooring: Carpet Tile, Commercial grade resilient sheet at location of kitchenette
Lighting	30-40 footcandles of general illumination
FF&E Components	Table and chairs sized per program. Recommend upholstered banquette at one side of table with movable chairs at other.
Additional Considerations	Elements should be located so multiple staff members can use the space at the same time without interfering with circulation or access.

Program Area 8: Staff Workroom

8.4   Book Processing

The book processing area is one of the most active areas in the staff workroom with numerous associated carts, totes, and bins. The processing area consists of several individual elements: wheeled book return bins located at the inside face of both interior and exterior book drops (minimum 1 per drop + 1); 1 or more book processing stations consisting of a sit stand desk, chair, and spaces for sorting materials; 20 sorting crates that are to be organized in an efficient and accessible way; an area to receive daily delivery of library materials; and an area for daily dispatch of library materials.

Occupancy	1-3
Adjacencies	Staff/Delivery Entry Public Book Drops 8.2 Shared Workstation
Proximity To	1.3 Service Point 8.1 Private Offices 8.3 Staff Breakroom
Sight Lines	8.2 Shared Workstations
Acoustics	ACT Ceiling
Finishes	Flooring: Carpet Tile Acrovyn wainscot up to 48" AFF except where wall is protected by desks or casework
Lighting	Daylight required; minimize glare 40-50 footcandles at surface of desk; adjustable task lighting recommended
FF&E Components	Height-adjustable check-in station with accompanying book return bin, crates, and carts Custom ergonomic casework book sorting tower with space for sorting and crate storage.
Additional Considerations	Consider proximity to delivery entry and book return to locate book processing area as close as possible. Ideally, totes and book return bins will not need to cross other work zones before being processed and organized on carts for easier transport throughout the library.

Program Area 8: Staff Workroom

8.5 Staff Toilet Room

A single, all gender, ADA compliant toilet room shall be provided exclusively for staff use. The staff toilet room should include a wall-mounted toilet, lavatory sink, mirror, soap dispenser, paper towel dispenser, wall mounted trash receptacle, toilet tissue dispenser, seat cover dispenser, and sanitary napkin disposal. Faucets are to meet code requirements for metering with the use of a push button, not a digital sensor.

Occupancy	1
Adjacencies	8.4 Staff Break Area
Proximity To	8.1 Private Offices 8.2 Shared Workstations
Sight Lines	n/a
Acoustics	Walls to meet STC ratings described in section 7 based on adjacencies.
Finishes	Flooring: tile or resilient sheet good Non-porous surface to a minimum of 48" AFF on wet walls Painted GWB ceiling; no acoustic treatment
Lighting	Wall-mounted commercial grade vanity style light preferred
FF&E Components	n/a
Additional Considerations	All toilet rooms to utilize occupancy locks with an indicator, solid red v. solid green to show use.

Program Area 8: Staff Workroom

8.6   Programming Storage

An enclosed and organized storage area is required in each library branch, separate from other services, and accessed from the staff workroom. Additional storage, such as casework and under-counter storage, should also be provided wherever possible.

The programming storage room is to be of an appropriate ratio to accommodate a floor to ceiling adjustable shelving system. Shelving should be a mix of 2' deep and 1' deep units to accommodate bins and totes of various sizes. Design team is to assume any open floor space will be used to store carts or large totes. For this reason, the storage room door should swing out into the staff space.

 branch-specific requirements for programming storage items will be identified during design process.

Occupancy	n/a
Adjacencies	8.3 Staff Shared Workspace
Proximity To	n/a
Sight Lines	n/a
Acoustics	n/a
Finishes	Flooring: Carpet Tile or Resilient Sheet Flooring
Lighting	Cost-effective LED service lights. Lighting to be coordinated with shelving layout to provide required footcandles even at base of shelving.
FF&E Components	Commercial grade adjustable shelving.
Additional Considerations	In order for this storage space to be used as intended for programming supplies, assure there is adequate storage space elsewhere in the program for the following: • meeting room tables and chairs • staff office supplies • book totes and reshelving carts • paper goods for staff break area and restrooms • building materials overstock (including carpet and paint) • cleaning supplies.

Program Area 9: Building Service

9.1 Mechanical Room

Space and layout needs of the mechanical room for the library will vary based on the HVAC and other building systems selected by the design team for use in the building. HVAC elements may share the space with other building systems, such as the sprinkler riser, if permitted by code.

Building system components located inside the mechanical room may be a source of noise, so a minimum STC rating of 60 is to be achieved on all walls between the mechanical room and occupied library spaces.

Building material overstock (such as carpet and paint) is to be stored on-site at each branch. Provide a dedicated area within the mechanical room space if appropriate, or additional and separate storage space for these items (see 8.7 for additional location option).

Occupancy	n/a
Adjacencies	n/a
Proximity To	n/a
Sight Lines	n/a
Acoustics	STC separation of 60 between mechanical room and any occupied areas.
Finishes	Flooring: Resilient sheet good or broom-finished concrete. Provide floor drain.
Lighting	Cost-effective LED service lights.
FF&E Components	Optional: commercial grade adjustable shelving for building materials overstock
Additional Considerations	Mechanical room to be located away from sound-sensitive program spaces within the library. Locked access door from building exterior may be desired.

Program Area 9: Building Service

9.2   Data/Telecom Room

The data and telecom room is a multi-functional workspace that will house the electrical panels for the library, the library servers, and additional IT devices. This room should be sized to accommodate a workstation for a single IT staff member to be used intermittently.

Ideally, access to the data and telecom room should be from the staff workroom. Design team to coordinate with Information Technology team for elements and sizes to be located in the room.

Occupancy	1
Adjacencies	8 Staff Workroom
Proximity To	n/a
Sight Lines	n/a
Acoustics	If elements within the room produce noise, provide STC separation in wall construction
Finishes	Flooring: rubber sheet flooring. Walls: install plywood panels on walls for ease of mounting devices
Lighting	Cost-effective LED service lights.
FF&E Components	Drop-down or permanent laptop desk; chair or stool available
Additional Considerations	Coordinate IT and electrical requirements with mechanical engineer to determine appropriate levels of cooling for the space.

Program Area 9: Building Service

9.3   Custodial Room, Storage and Supplies

The custodial room should be of sufficient size to accommodate a floor mounted mop sink, cleaning supplies, brooms, vacuums, large, wheeled trash cans, and a workspace with laptop dock for a single user. Custodial room should be located in proximity to restrooms to centrally locate plumbing. The room should have a floor drain.

Consider travel route from custodial room to other areas of building.

Building material overstock (such as carpet and paint) is to be stored on-site at each branch. Provide a dedicated area within the custodial room if appropriate, or additional and separate storage space for these items (see 9.1 for additional location option).

Occupancy	1
Adjacencies	n/a
Proximity To	Toilet Rooms
Sight Lines	n/a
Acoustics	n/a
Finishes	Flooring: Commercial grade rubber sheet flooring with welded seams and integral cove base Walls: Resilient, FRP or PLAM, to 48"
Lighting	Cost effective LED service lights, rated for wet areas
FF&E Components	Drop-down or permanent laptop desk; chair or stool available. Commercial grade shelving for storage of paper goods for toilet rooms and cleaning supplies
Additional Considerations	If overstock materials are to be stored in custodial room, provide separate shelving from cleaning supplies to avoid damage.

Appendices

Appendix A: Site Adjacency Diagram

1	Entry Plaza
2	Public Entry
3	Book Drop
4	Entry Drive
5	Staff Entry/Loading
7	Trash/Recycling
8	Customer Drop Off

Side Street

4

Library

7

5

2

3

8

Parking

1
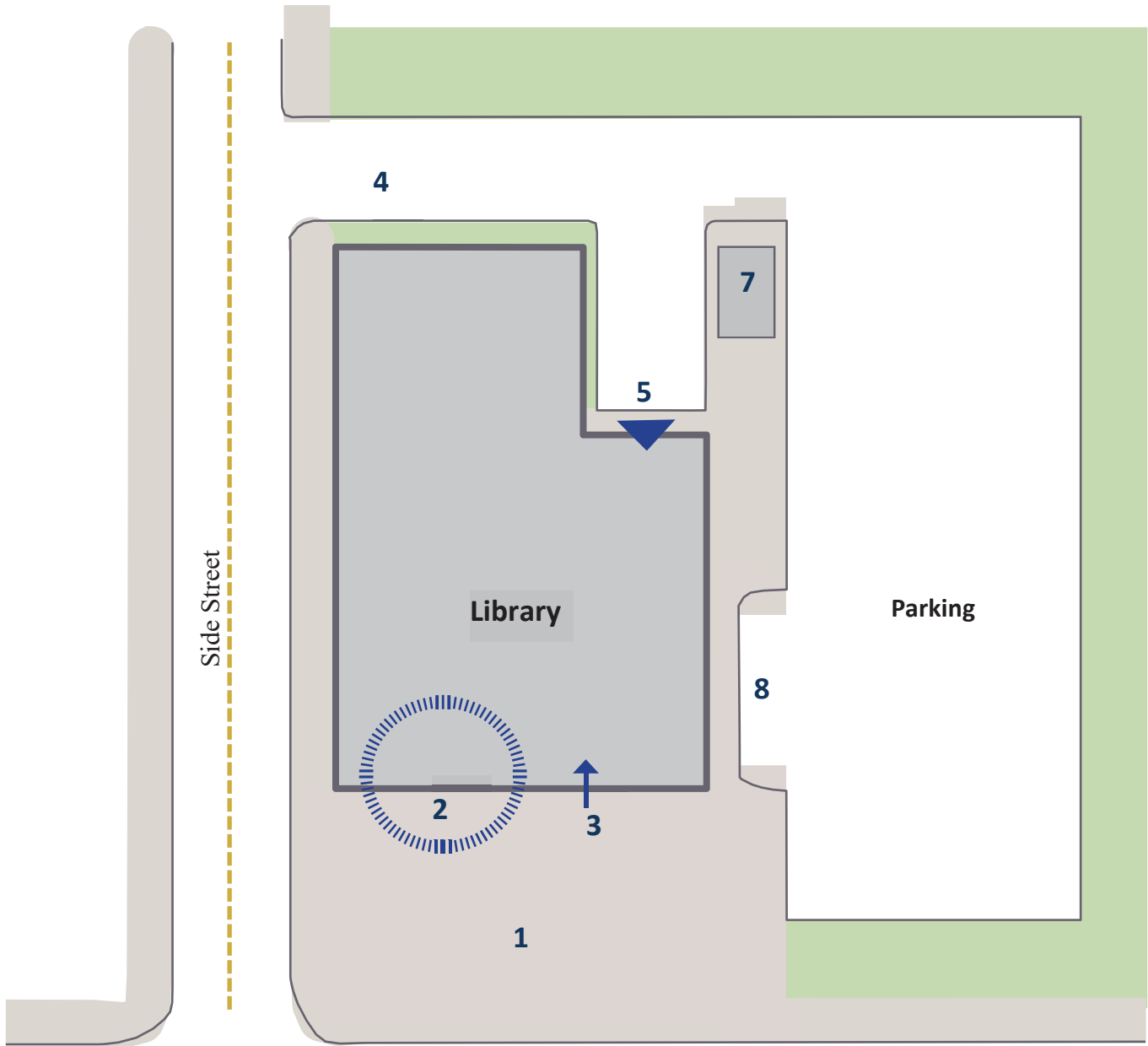
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Appendix B: Program Adjacencies and Site Lines

1 — Lobby and Public Services

- 1.1 Entry Lobby + Vestibule
- 1.2 Friends Sales
- 1.3 Service Point
- 1.4 Self Check
- 1.5 Copy area
- 1.6 Holds
- 1.7 Lucky Day
- 1.8 Toilet Rooms

2 — Adult Reading

- 2.1 Nonfiction
- 2.2 Fiction
- 2.3 Large print
- 2.4 Media
- 2.5 Periodicals
- 2.6 Soft seating, Study tables
  Laptop Bar
- 2.7 Quiet Reading Area

3 — Teen

- 3.1 Teen Collection
- 3.2 Soft Seating
  Laptop Bar
  Study Tables
- 3.3 Teen Computer/Tablet

4 — Children & Tweens

- 4.1 Picture Book Shelving
- 4.2 Standard Collections
  Catalog Station
- 4.3 Check out backpacks
- 4.4 Computers/Tablet
- 4.5 Adult Computer
- 4.6 Activity Tables
- 4.7 Soft Seating

5 — Public Computer Stations

- 5.1 Computer stations
  Printer and Print Release

6 — Meeting Rooms

- 6.1 Public Meeting Room (including storage)
- 6.2 Library Programming Room 1 (including storage)
- 6.3 Library Programming Room 2 (including storage)
- 6.4 Learning Lab (including storage)
- 6.5 Conference Room
- 6.6 Study Room1
- 6.7 Study Room 2

7 — Community Service Spaces

- 7.1 Community Service Spaces

8 — Staff Work Area

- 8.1 Private Offices
- 8.2 Shared Work Stations
- 8.3 Break Room
- 8.4 Book Processing
- 8.5 Toilet Room
- 8.6 Programming Storage

9 — Building Service

- 9.1 Mechanical Room
- 9.2 Data/Telecom Room
- 9.3 Custodial Room

Sight Lines

Public Entry

Service Point

Staff Entry/ Deliveries
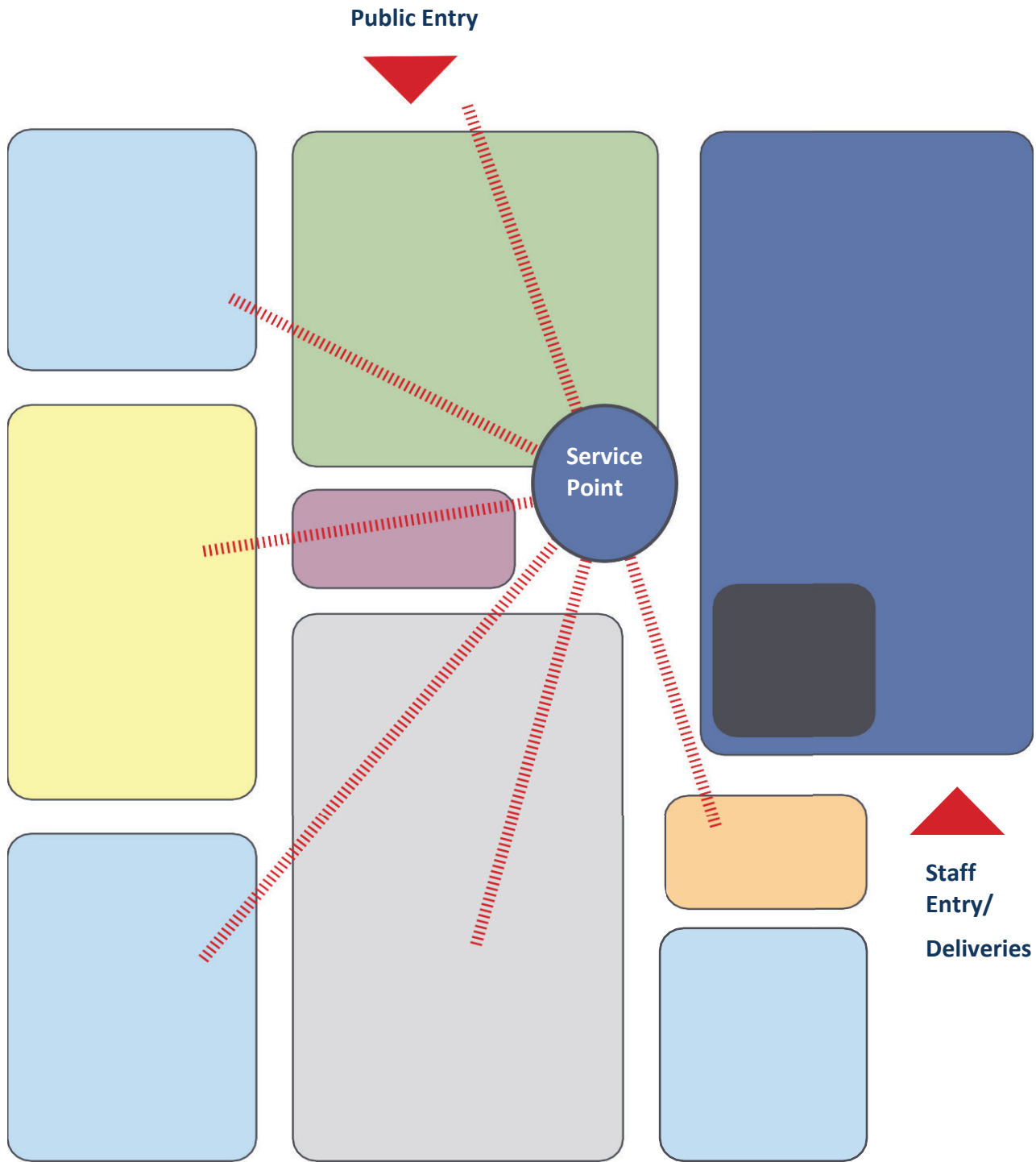
Appendix C: Sample Library Programs

Sample Program for a New 10,000 Square Foot Pierce County Library

Sample Program for a New 18,000 Square Foot Pierce County Library

Area	% of total	SF	Capacity
1 Library and Public Service Space	16%	1600	
1.1 Entry Lobby + Vestibule		300	
1.2 Friends Sales		80	
1.3 Service Point		400	
1.4 Self Check		130	
1.5 Copy area		90	
1.6 Holds		120	8 sides 15 gsf/side
1.7 Choice Reads		180	
1.8 Toilet Rooms		300	
2 Adult Reading	24%	2400	
2.1 Nonfiction		300	20 sides 15 gsf/side
2.2 Fiction		570	38 sides 15 gsf/side
2.3 Large print		150	10 sides 15 gsf/side
2.4 Media		180	12 sides 15 gsf/side
2.5 Periodicals		120	8 sides 15 gsf/side
2.6 Soft seating		540	12 seats 45 gsf/seat
2.7 Quiet reading area		540	12 seats 45 gsf/seat
3 Teen	8%	800	
3.1 Teen Collection		360	24 sides 15 gsf/side
3.2 Soft Seating		135	3 seats 45 gsf/seat
3.3 Teen Computer		135	3 seats 45 gsf/seat
3.4 Study Tables		180	4 seats 45 gsf/seat
4 Children & Tweens	17%	1700	
4.1 Picture Book Shelving		120	8 sides 15 gsf/side
4.2 Standard Collections		490	32 sides 15 gsf/side
4.3 Check out backpacks		55	
4.4 Computers/tablets		180	4 seats 45 gsf/seat
4.5 Adult Computer		35	1 seats 35 gsf/seat
4.6 Activity Tables and Early Learner		280	8 seats 35 gsf/seat
4.7 Soft Seating		540	12 seats 45 gsf/seat
5 Public Computer Stations	3%	300	
5.1 6 stations		270	6 seats 45 gsf/seat
5.2 Printer and Print Release		90	
6 Meeting Rooms	13%	1300	
6.1 Public Meeting Rm (including storage)		750	50 persons @ tables and chairs, 100 chairs only
6.2 Library Programming Room (including		400	32 persons @table and chairs, 70 chairs only
6.4 Study/Conference Room		90	6 persons
6.5 Study Room		60	2-4 persons
8 Staff Work Area	13%	1300	
8.1 Private Office		100	
8.2 Shared Work Stations		300	2 open workstations
8.3 Break Room		300	
8.4 Book Processing		425	1 check in stations plus crates
8.5 Toilet Room		75	
8.7 Programming Storage		100	
9 Building Service	6%	600	
9.1 Mechanical Room		400	
9.2 Data/Comm Room		100	
9.3 Custodial Room		100	
Total	100%	10,000	

Area	% of total	SF	Capacity
1 Library and Public Service Space	14%	2520	
1.1 Entry Lobby + Vestibule		450	
1.2 Friends Sales		80	
1.3 Service Point		500	
1.4 Self Check		180	
1.5 Copy area		120	
1.6 Holds		180	12 sides 15 gsf/side
1.7 Choice Reads		400	
1.8 Toilet Rooms		600	
2 Adult Reading	26%	4680	
2.1 Nonfiction		480	32 sides 15 gsf/side
2.2 Fiction		900	60 sides 15 gsf/side
2.3 Large print		240	16 sides 15 gsf/side
2.4 Media		180	12 sides 15 gsf/side
2.5 Periodicals		180	12 sides 15 gsf/side
2.6 Soft seating, study tables, cyber bar		2160	48 seats 45 gsf/seat
2.7 Quiet reading area		540	12 seats 45 gsf/seat
3 Teen	8%	1440	
3.1 Teen Collection		450	30 sides 15 gsf/side
3.2 Soft Seating		270	6 seats 45 gsf/seat
3.3 Teen Computer		360	8 seats 45 gsf/seat
3.4 Study Tables		360	8 seats 45 gsf/seat
4 Children & Tweens	15%	2700	
4.1 Picture Book Shelving		180	12 sides 15 gsf/side
4.2 Standard Collections		720	48 sides 15 gsf/side
4.3 Check out backpacks		70	
4.4 Computers/tablets		270	6 seats 45 gsf/seat
4.5 Adult Computer		90	2 seats 45 gsf/seat
4.6 Activity Tables and Early Learner		480	12 seats 40 gsf/seat
4.7 Soft Seating		880	16 seats 55 gsf/seat
5 Public Computer Stations	3%	540	
5.1 10 stations		450	10 seats 45 gsf/seat
5.2 Printer and Print Release		90	
6 Meeting Rooms	16%	2880	
6.1 Public Meeting Rm (including storage)		750	50 persons @ tables and chairs, 100 chairs only
6.2 Library Prog Rm 1 (including storage)		935	60 persons @ tables and chairs, 125 chairs only
6.2 Library Prog Rm 2 (including storage)		450	32 persons @table and chairs, 70 chairs only
6.3 Learning Lab (including storage)		400	25 stations
6.4 Study/Conference Room		225	15 persons
8 Staff Work Area	14%	2520	
8.1 Private Office		125	1-2 workstation
8.2 Shared Work Stations		800	4 open workstations
8.3 Break Room		450	
8.4 Book Processing		750	2 check in stations plus crates
8.5 Toilet Room		75	
8.7 Programming Storage		220	
9 Building Service	4%	720	
9.1 Mechanical Room		500	
9.2 Data/Comm Room		120	
9.3 Custodial Room		100	
Total	100%	18,000	

Appendix D: Pierce County Library System Standards

Library Shelving:	Spacesaver Cantilever Library Shelving
Exterior Bike Racks:	SportWorks Cane Detectable Tofino No Scratch Bike Rack, in ground mount
Through-Wall Book Drop:	Kingsley Ease Single Thru-Wall Book Drop. Fully enclose bins if drop is from building exterior
ADA Door Operator:	Record-USA series 8200 Electromechanical Automatic Operator
Sliding Interior Glass Walls:	Kawneer 1010 system
Stacking Chairs:	KI Opt4 High-Density Stack Chair with Sled Base, mesh finish
Flip, Fold, and Roll Tables:	Haworth Planes Flip Top Training Table, Y-Base, 36"x72"
Public Water Fountain:	Elkay Hi/Low with Bottle Filler

Site Selection Criteria

Site selection criteria guide evaluation of potential and existing sites for library buildings. They ensure library facilities are located in places that are convenient, accessible and visible to customers, allow efficient operations of the library system and have a strong presence in their communities. Sites are not expected to meet all criteria, and more detailed criteria, including weighting factors, may be applied as a project proceeds.

Public Convenience/Location
- Site has a high profile and is visible within the community
- Site is convenient and centrally located near centers of activity within the service area of the community. Site is in close proximity to other community services (shopping, cultural resources, civic/community centers, schools, etc.).
- Site is located on major travel routes in the area and reflect traffic patterns.
- Use of site for a library is compatible with community plans (Comprehensive Plan, economic development, etc.) and supports local development, revitalization or activation efforts.
- Current and anticipated use of adjacent land is compatible and complements library uses.
- Site considers community opinion and preferences and is considered acceptable to community.
- Proximity to non-District population will not unduly impact use of services by PCLS residents or operating costs.

Accessibility
- Site is easily and safely accessible by vehicles and pedestrians.
- Site is located convenient to public transportation.
- Site is accessible to people who are disabled.
- Good site circulation and flow; sites with stoplights at nearby intersections are preferred.
- Frontage on major streets; corner locations are also preferred.
- Access to additional parking on street or other area is advantageous.

Land/Infrastructure
- Developable area of site can accommodate library building, adequate parking, and landscaping.
- Site is functional and efficient shape (square, rectangular preferred).
- Site can accommodate a single-story library.
- Site characteristics are suitable for development (soil condition, relatively flat, appropriate drainage, not in wetlands or with water issues, etc.) or can be mitigated at reasonable cost or effort.
- Site does not have unreasonable economic or environmental liabilities or nuisance factors that will threaten the project's viability.
- Where possible, sites include room for future expansion.
- Easements or other legal considerations do not unduly restrict use or impose liability. Property has clear title.
- Site is zoned appropriate for library use, or necessary zoning can be obtained.
- Infrastructure is available, or will be, to support service and operations (utilities, high-speed broadband or fiber, safety services, etc.)

Availability and Affordability
- Site is available or will become available within the time frame desired for implementation.
- Site may be of value for future library service needs
- Site is affordable.

Additional Site Criteria for Alternative Service Delivery (ASD) Points
- Does a proposed service point serve a foot traffic destination?
- Is the location of the service point accessible and safe for an extended time (18-24 hours/day)?
- Does the location serve a population that does not otherwise have good access to library services (more than 12 miles from a library facility, isolated by geography, etc.)?
- Does appropriate infrastructure exist to support the service (power, data, restrooms, etc., depending on ASD type)?

Adopted by the Board of Trustees of the Pierce County Library System, April 12, 2006.
Revised May 13, 2009
Revised June 7, 2017