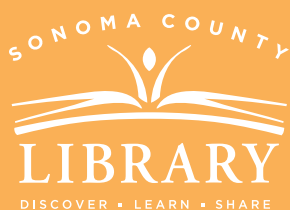


SONOMA COUNTY LIBRARY

APPENDIX 2 DESIGN GUIDELINES

submitted by
MKTHINK

October 2016



Sonoma County Library
Appendix 2:
Design Guidelines

2016

Prepared by MKThink

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01

Introduction

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CONTEXT

Libraries in Sonoma County date back to the mid-19th century with Petaluma’s Odd Fellows Library, but it was not until 1975 that the Sonoma County Library system was formed through a Joint Powers Agreement signed by representatives of the cities of Healdsburg, Petaluma, Santa Rosa, and Sonoma as well as the County of Sonoma. Under this agreement, the Library exists as a “Joint Powers Agency” (JPA).

The Library currently serves approximately 495,000 residents across Sonoma County. The library system consists of the Central Library, ten branches, two rural stations, and one temporary site (Roseland). It encompasses three special collections, the Sonoma County Wine Library, the History and Genealogy Annex, and the Petaluma History Room.

Last year, the Library served almost two million visitors, circulated more than 3.5 million books, audiobooks, DVDs, and electronic resources, and answered more than 250,000 reference questions. In addition to reading and viewing materials, Sonoma County Library offer public access computers, free wireless, story times for all ages, and a wide variety of children’s, teen, and adult programs. The Library’s newly-launched digital branch provides 24-hour a day access to resources and information and incorporates chat, text, and e-mail reference services.

JURISDICTION AND FUNDING

Funded primarily by property taxes, the Sonoma County Library—a Joint Powers Agreement Special District—serves all residents throughout the County including those from incorporated and unincorporated parts of the County. The Library leases all of its buildings, with the exception of the Central Library Annex, from the JPA members who have retained ownership of the buildings.

The Sonoma County Library is governed by an eleven member, city-appointed Library Commission. The city councils of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor, along with the Sonoma County Board of Supervisors, each appoint a Library Commissioner. The City of Santa Rosa and the Sonoma County Board of Supervisors also jointly appoint one Library Commissioner.

PROJECT OVERVIEW

The Joint Powers Agreement states that the Sonoma County Library Commission will “Adopt a facilities maintenance plan at least once every three years, and revise it as necessary”. The Facilities Master Plan fulfills this governance objective.

In addition, a Strategic Plan for the Library was completed in 2015, also driven from a clause in the Joint Powers Agreement. The Plan included strategic priorities, goals, and objectives for the library for the five year period from 2015-2020. The Strategic Plan describes the library system the community aspires to create. It clarifies the vision, mission, and priorities which will guide the work that the Library does and the services the Library will deliver in coming years.

The Strategic Plan also recommended that the Library develop a “comprehensive Facilities Master Plan” that covers “the conditions of buildings, identifies with JPA members, sets a schedule for building renovations, and creates design and service standards for any new or redesigned facilities.”

The goal of the Facilities Master Plan is to guide facilities planning and improvements for the next 10 years. The Plan addresses the priorities identified in the recently implemented strategic plan for welcoming, flexible spaces that provide opportunities for exploration and discovery. Once completed, the Plan will be a significant asset to the library’s long-range planning efforts.

In order to complete the scope of work at hand, four deliverables were produced:

1. Facilities Master Plan
2. Appendix 1: Library System Assessment
3. Appendix 2: Design Guidelines
4. Appendix 3: Architecture Facilities Assessment

SCOPE OF WORK

The following are included either in this document, the Library System Assessment, the Architecture Facilities Assessment, or the Design Guidelines document:

- Develop community involvement process to engage a broad range of stakeholders in assessing facilities and developing the Facilities Master Plan through focus groups, surveys, and interviews.
- Complete an assessment of all Library facilities and identify deficiencies in existing buildings and sites, including service areas, utility systems and infrastructure, telecommunications and health, and safety conditions.
- Identify potential improvements to current level of energy and resources conservation and overall sustainability. Identify potential for additional sustainability improvements in the existing buildings, remodeled facilities and new facilities.
- Create a facilities design guide to promote the efficient, consistent, and cost effective design and construction of all new and modernized buildings

PROJECT OVERVIEW

(continued)

- Incorporate the Library’s strategic plan, current and projected demographic data for Sonoma County, as well as state and national standards, peer comparisons, library trends and best practices.
- Assess and make recommendations as to the appropriate size and location of branches in the current general geographic areas and whether or not any new facilities are needed and in what areas they should be located.
- Define, in coordination with staff from each of the ten JPA members, implementation steps necessary to fulfill the needs identified and creating a 10-year planning schedule for the work to be done countywide.
- Assist and advise library staff in the creation of a standard lease agreement for all of the leased facilities within the library system.

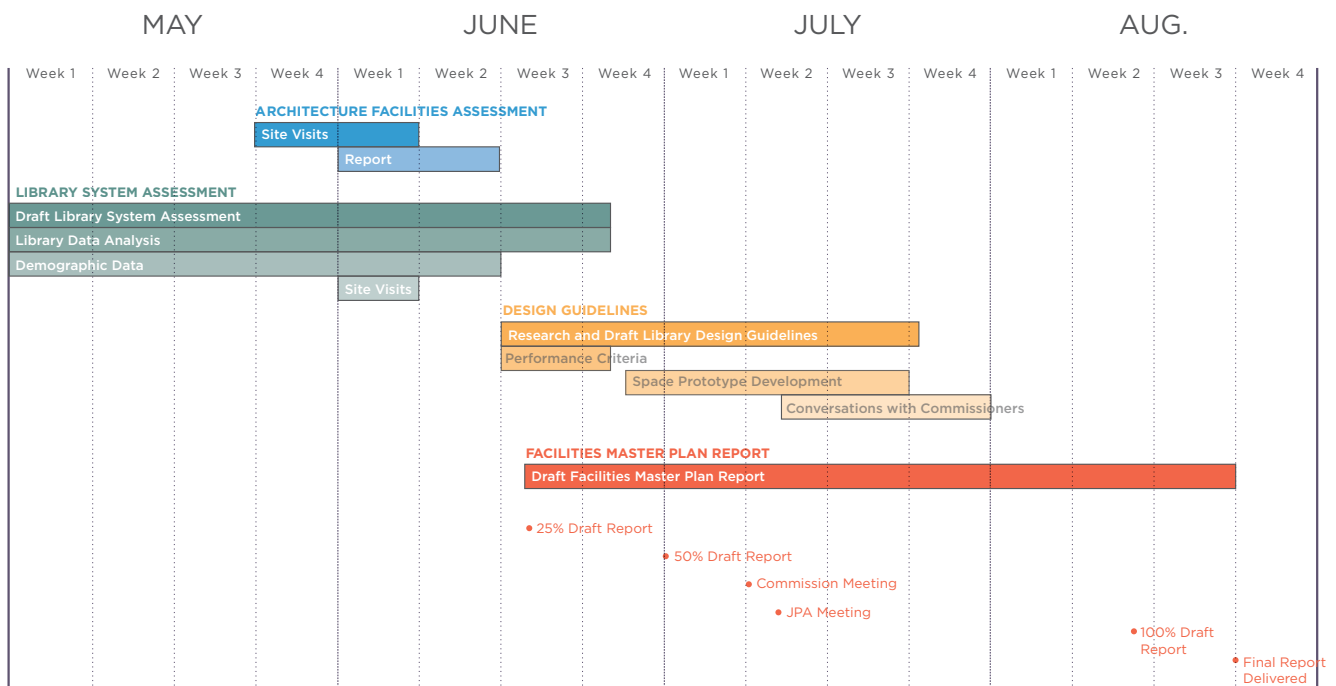
FACILITIES MASTER PLAN GUIDING PRINCIPLES AND BOUNDARIES

1. Be respectful to the five tenets of the Sonoma County Library strategic plan: the customer experience, education and discovery, innovation, community engagement, and financial sustainability
2. Ensure that the Sonoma County Libraries remain a place where the children of Sonoma County are a priority, helping them prepare for entry into the k-12 school system and a tool in the community that improves the performance of those already in school
3. Ensure that the Sonoma County Libraries are seen as an innovative connector of people, the go to place to find an answer to questions in person
4. Program spaces that offer exciting and enticing opportunities for exploration and discovery by Sonoma County residents
5. Redefine long standing associations of library culture as solely a quiet place for scholarly activity
6. Create a positive atmosphere that enhances the community client experience as well as the staff work work experience
7. Understand and respect the needs of the library Friends groups
8. Remain respectful of the role individual library managers play in facilities
9. Create a green workplace and become the go-to community information resource on sustainability and green living

PROCESS

MKThink undertook a multi-pronged process from May 2016 to August 2016 to inform the recommendations presented in the Facilities Master Plan report. This included the following:

- Site visits, including:
 - On-site interviews with branch managers and librarians
 - Staff workflow and library user observations
 - User (patron) interviews
 - Photographic documentation
 - Evaluation of code and ADA accessibility compliance, mechanical systems, and building condition
- Stakeholder engagement
 - Discussions with Library Commissioners
 - Affinity mapping exercises with Friends of the Library and JPA members
 - Review of all stakeholder engagement conducted as part of the Strategic Plan process
- Library item/materials journey mapping
- Extensive data analysis including but not limited to: programs hosted, library visits, library card holders, number of staff, and energy usage
- Demographic data assessment



Design guidelines for different types of library spaces.

This section summarizes findings from the stakeholder engagement that was undertaken both as part of Sonoma County Library's Strategic Plan process and Facilities Master Plan process. These findings have been incorporated into the Design Guidelines in Chapter 3.

02

Stakeholder Engagement

STAKEHOLDER ENGAGEMENT

A number of stakeholder engagements were undertaken as part of both the Strategic Plan development and the Facilities Master Planning process. The findings from these engagements have been incorporated into the Design Guidelines.

Focus Groups - As part of the development of the Strategic Plan, Sonoma County Library had conducted focus groups with branch managers, community educators, funders, government stakeholders: Branch Managers, Community Members (Healdsburg, Petaluma, Santa Rosa and Sebastopol), Educators, Funders, Government, Non-profits, LABs, Friends and Foundation, and Library Staff.

Survey - As part of the development of the Strategic Plan, Sonoma County Library had conducted a SurveyMonkey survey with 1,270 respondents in English and 15 respondents in Spanish.

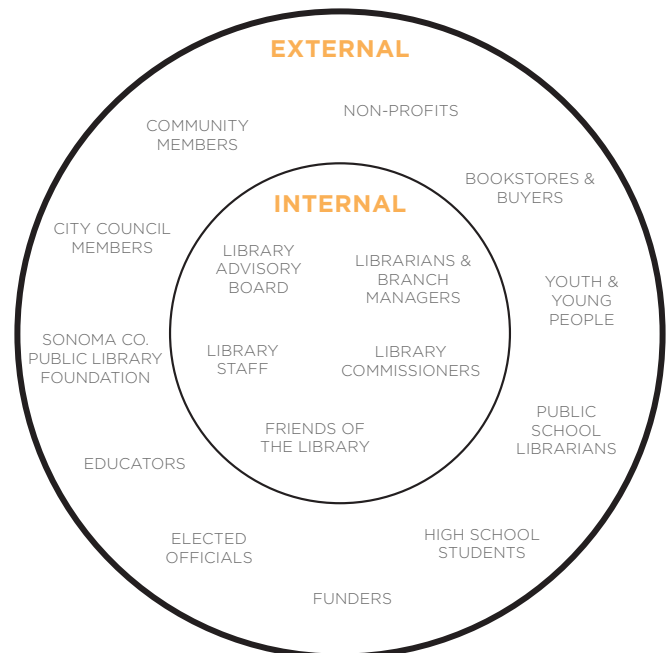
Site Visits and Interviews - MKThink conducted site visits and interviewed staff members at all 15 Sonoma County Library locations.

Affinity Mapping - MKThink conducted affinity mapping sessions with the Friends of the Library and representatives from the cities of Healdsburg, Petaluma, Rohnert Park, Santa Rosa and Windsor.

THEMES

The following themes emerged from the stakeholder engagement process:

- Community Hub
- Multi-Purpose Space
- Increased Comfort
- Technology
- Materials
- Hours of Operation
- Sustainability
- Miscellaneous



Community Hub

- Resource and educational hub (community bulletin board, equitable service to all) (48)
- “Community’s living room” (20)
- Creative and social hub (21)
- A safe environment (8)

Multi-Purpose Space

- A large room for movie, game, and performance nights (14)
- Private spaces for tutoring and counselling sessions (11)
- Teen lounge (10)
- Computer lab (10)
- Meeting rooms (8)
- Music/AV studio (5)
- Maker/creative space (5)
- Movable shelving and furniture (1)

Increased Comfort

- Cafe, coffee carts, food/food truck (18)
- More natural lighting (11)
- ADA compliant features (8)
- Developed outdoor spaces, outdoor library (8)
- Couches and fireplaces, “caffeshop vibe” (7)
- Upgraded interiors (4)
- More creative aesthetic
- More family-friendly spaces
- Improved wayfinding
- Changing tables in restrooms

Technology

- More/updated e-books and media/downloadables (25)
- Kindles, iPads, laptops (18)
- E-Check-out and self-service (15)
- Up-to-date technology (14)
- More reliable Wi-Fi/internet access (12)
- More computers (10)

Materials

- More books, resources in Spanish, other language diversity (23)
- More large print and audiobooks (7)
- More books, textbooks, and printed media (7)

Hours of Operation

- More hours/days open (4)

Sustainability

- Community garden, more landscaping (12)
- Green facilities (12)
- Solar power (11)
- Recycling projects (including water) (10)

Miscellaneous

- Book mobiles (33)
- Free food (food bank distribution, kitchen, pantry) (8)
- Single service desk (6)
- New branches (6)
- Book vending machines (5)
- Aesthetics (make more inviting) (5)
- Specialized space for automated check-out and check-in (2)
- Free parking (2)
- Better staff spaces (2)
- More space (2)

Design guidelines for different types of library spaces.

This chapter contains specific design guidelines for the various types of spaces that should be included in all public libraries in Sonoma County. These spaces include conference rooms, meeting rooms, librarian offices, teen spaces, childrens' areas, community/forum space, and single service stations. The design guidelines include furniture, technology, utilities, materials/finishes, and diagrams for each type of space.

03

Design Guidelines

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DESIGN PRINCIPLES

The following are overarching design principles that should be applied to and incorporated into the design of future libraries and existing library renovations (refreshing). The precise application and extent of application of each of these principles will be determined on a case by case basis.

MODULAR AND FLEXIBLE

Furniture should be designed to be modular and flexible for quick reconfiguration of spaces and future flexibility. Modular furniture systems offer the greatest flexibility and efficiencies of cost and space. They can either be freestanding or panel-mounted (for example, overhead storage shelves mounted to panels). The exception to this principle is book storage and shelving, which needs to be anchored by Code.

PRESCRIBED SPACES

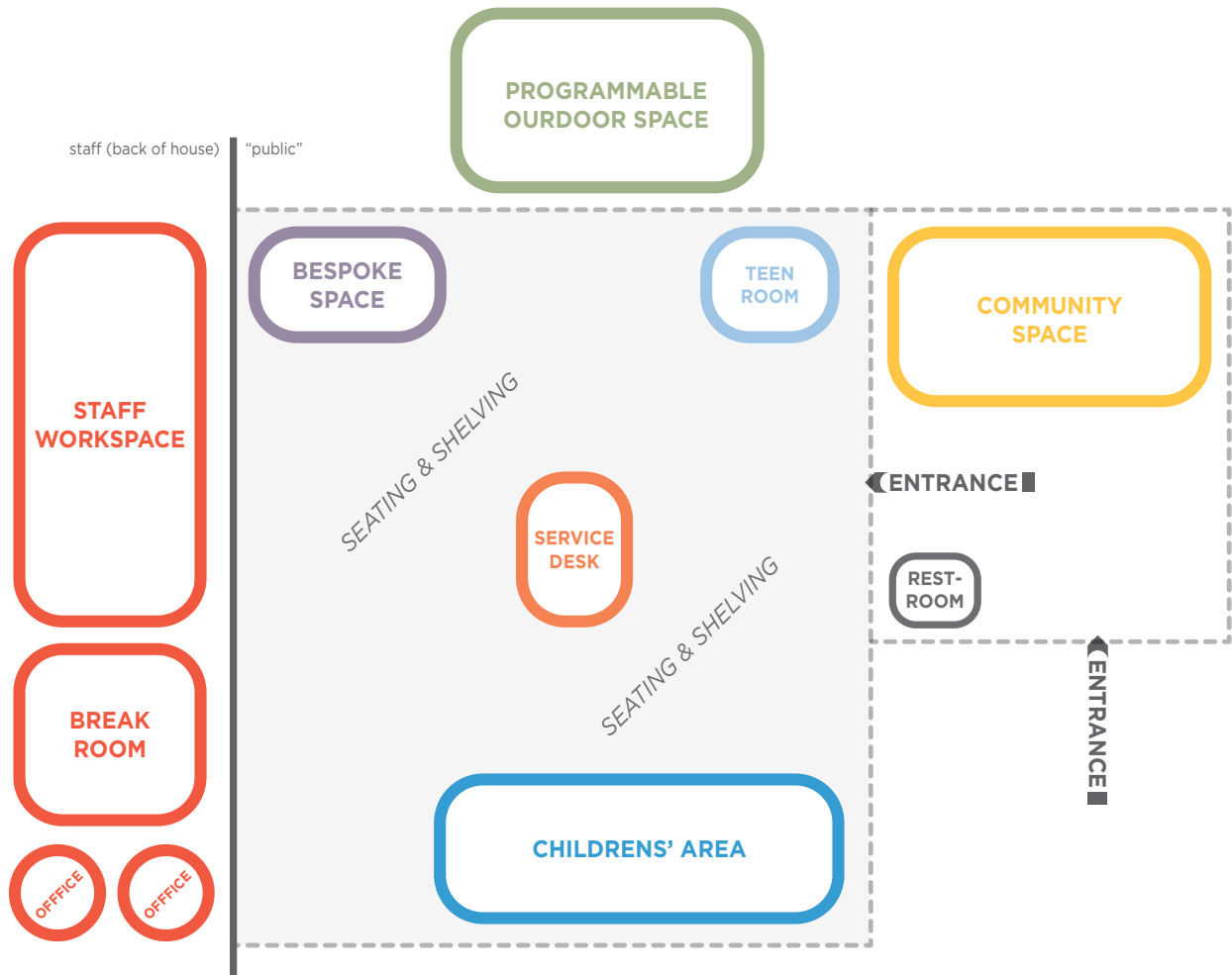
Each branch library should have the following spaces at minimum as shown on the facing page. The adjacencies and configuration illustrated here are not meant to dictate exactly where each type of space should be located, but rather provide an example space with all of the desired spatial elements for current and future libraries.

BESPOKE SPACE

It is vital that each library is able to meet the needs of its community. The libraries in Sonoma County serve different communities and populations; thus, a portion of each library should be reserved to be reflective of the community it is in. This space should be designed so that it can be changed and adapted easily over time, as the demographics of the library's service area change.

TECHNOLOGY

All libraries should take into account the role that technology plays in the library space. Technology strategies beyond the library itself should also be explored in some areas - such as offering free public Wi-Fi provided by the city to allow library users without internet at home access outside of the library.



GENERAL LIBRARY

INTENT

For the design of all libraries to be: Accessible, Aesthetic, Functional/Operational, Historic Preservation, Productive, Secure/Safe, Sustainable

ACCESSIBILITY

All facilities (including staff and public restrooms) should be ADA compliant.

DESIGN

Natural light shall be considered wherever possible.

Consider using bright or neutral colors for library color schemes and furniture.

Consider using durable, easily cleanable materials and textiles for furniture.

Ergonomic furniture and desks should be considered for both patrons and staff, including but not limited to adjustable standing height desks.

Librarian desks should have good line-of-sight to the areas that they maintain.

Small, enclosed meeting rooms/study spaces (for up to 6 people) should be provided.

A single-service model shall be considered where appropriate.

Libraries shall consider having an enclosed dedicated teen area.

LIGHTING

Daylight is the ideal way to bring light into a space. It conserves energy and enhances the learning environment by creating a connection between indoor and outdoor spaces.

Therefore, natural lighting is recommended as a supplement to indirect artificial lighting and should be prioritized, especially in meeting rooms. All artificial lighting needs to be zoned, dimmable, and programmed to maximize visibility with or without AV technology or projections.

ACOUSTICS

The acoustical properties of a library are one of the most important factors contributing to its usage. The library should use design elements to balance the multiple programming functions and uses of the library and to minimize extra reverberation.

FURNITURE

Movable tables and chairs offer the greatest flexibility and comfort. They also allow for quick reconfigurations of the library space.

Adequate age-appropriate furniture should be provided.

A mix of furniture types and seating types should be provided to create a more dynamic space.

Tables should have integrated outlets.

TECHNOLOGY

Today's library experience is constantly evolving as new technologies enter the library. However, those technologies are changing at an exponential rate. As a result, library technology needs to be agile, adaptable, and seamless.

Adequate electrical outlets should be provided for charging devices.

Wi-Fi with appropriate bandwidth should be provided.

All automated machines should have both self check-in and self check-out options.

All libraries should have multiple computers dedicated to searchable library catalogs.

SUSTAINABILITY

It is recommended that the library system set a sustainability standard of meeting or exceeding LEED GOLD for all new buildings and updates.

A comprehensive list of sustainability initiatives and criteria to be considered when renovating existing and building new libraries is provided in Chapter 5 of this document.

PUBLIC MEETING ROOMS

INTENT

To provide adequate space and flexibility to facilitate and host a range of group activities, meetings, presentations, and events

To optimize the use of space through conference rooms designed to accommodate a range of meeting types and styles

To accommodate and provide space for a range of community and external groups, activities, and functions

DESIGN CRITERIA

Meeting rooms need to be adaptable. These spaces generally will contain modular furniture that is light and easily rearranged. In larger meeting rooms, movable partitions typically help to further subdivide the space as well as provide added projection surfaces.

Meeting rooms should consider using glass frontage. The glass frontage will help create a more open and inviting environment while simultaneously allowing more natural light into the entire floor. For privacy, frosted or opaque glass is preferred to usable blinds as blinds tend to remain closed.

LIGHTING

Daylight is the ideal way to bring light into a space. It conserves energy and enhances the learning environment by creating a connection between indoor and outdoor spaces.

Therefore, natural lighting is recommended as a supplement to indirect artificial lighting. All artificial lighting needs to be zoned, dimmable, and programmed to maximize visibility with or without AV technology or projections.

Ambient lighting with dimmable controls and special accent lighting is typically used to allow user control for presentation purposes.

RECOMMENDED



Small meeting rooms that utilize transparent materials in order to improve penetration of natural light and library synergies/communication.

AVOID



Meeting rooms with limited access to natural light, lack of visibility, lack of shared space.



Open offices present the most flexible office arrangement and maximize penetration of natural light

Meeting Rooms

ACOUSTICS

Meeting rooms should be acoustically insulated from the rest of the library space.

FURNITURE

Movable tables and chairs offer the greatest flexibility and comfort. They also allow for quick reconfigurations of meeting rooms by users.

TECHNOLOGY

Today's library experience is constantly evolving as new technologies enter the library space. However, those technologies are changing at an exponential rate. As a result, meeting room technology needs to be agile, adaptable, and seamless. In order to meet these conditions library conference rooms should leverage wireless technologies, interactive flat panel displays, and ensure that AV technology has a minimal footprint in the room in order to ensure that meeting rooms work just as well with or without technology. It is recommended that meeting rooms be designed to accommodate a variety of audiovisual equipment, with special attention to acoustical separation from surrounding spaces.

SUSTAINABILITY

Consider energy-efficient lighting fixtures.

Consider low VOC (volatile organic compounds) paint.

Consider using materials made from recycled content.

FINISHES

These space types are generally finished with durable materials and surfaces that provide added conferencing and meeting functionality such as dry-erase board paint (Idea paint) on walls.

MEETING ROOM TYPES

MEETING ROOM TYPE	CAPACITY	AREA (SF)
Small	2	60
Medium	6	180
Large	12	360

MEETING ROOM

SMALL

MEETING ROOM TYPE	CAPACITY	AREA (SF)
Small Meeting Room	2	60

DESIGN INTENT

Small Meeting Rooms are designed for small-group brainstorm or one-on-one meetings. A table can make it an ideal space for quick impromptu meetings or laying out meeting or project materials. The idea paint walls (whiteboard surface) makes it an agile space that is equally well-equipped for studying, small meetings, or event planning.

Meeting Rooms should provide a private and enclosed space; however, in order to maximize penetration of natural light, meeting rooms should consider using glass frontage. The glass frontage will help create a more open and inviting environment while simultaneously allowing more natural light into the entire floor. For privacy, frosted or opaque glass is preferred to usable blinds as blinds tend to remain closed.

Actual design/layout of meeting rooms will vary depending on the line of furniture selected.

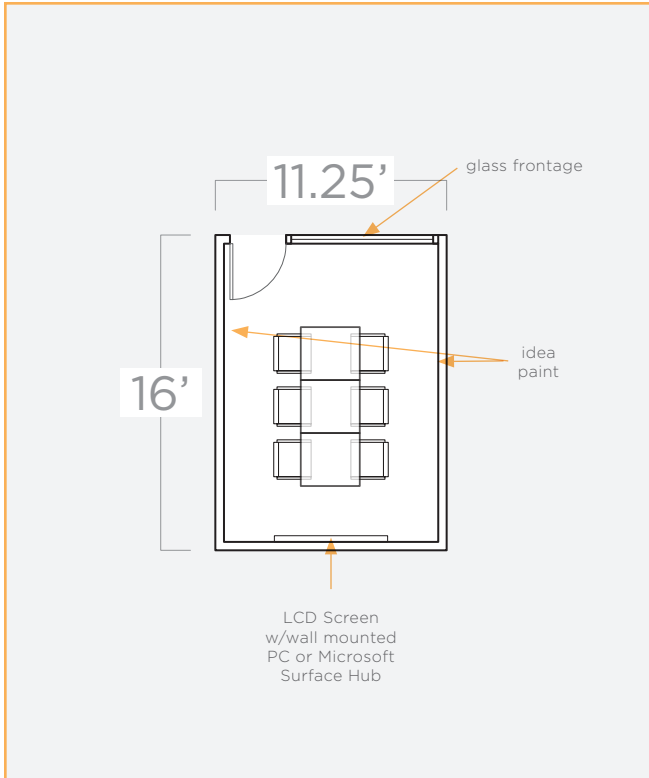
MEETING ROOM FURNITURE + FINISHES

SPACE TYPE	TABLE TYPE	AV	PODIUM	WHITE BOARD	IDEA PAINT
Small Meeting Room	modular tables			X	X

MEETING ROOM TECHNOLOGY

SPACE TYPE	PROJECTOR/ VIDEO WALL	LCD	SCREEN OR MICROSOFT HUB	CONNECTION TO COMPUTER	PROGRAMMED LIGHTING ZONES
Small Meeting Room					

MEETING ROOM MEDIUM



DESIGN INTENT

Medium Meeting Rooms are designed for larger (up to 6 people), interactive work sessions. Furniture should be light to make it easy to move and rearrange the room depending on the number of people present. The idea paint walls (whiteboard surface) makes it an ideal room for meetings or functional workshops.

Meeting Rooms should provide a private and enclosed space; however, in order to maximize penetration of natural light, meeting rooms should consider using glass frontage. The glass frontage will help create a more open and inviting environment while simultaneously allowing more natural light into the entire floor. For privacy, frosted or opaque glass is preferred to usable blinds as blinds tend to remain closed.

Actual design/layout of meeting rooms will vary depending on the line of furniture selected.

MEETING ROOM TYPE	CAPACITY	AREA (SF)
Large Meeting Room	6	180

MEETING ROOM FURNITURE + FINISHES

SPACE TYPE	TABLE TYPE	AV PODIUM	WHITE BOARD	IDEA PAINT
Large Meeting Room	modular tables		X	X

MEETING ROOM TECHNOLOGY

SPACE TYPE	PROJECTOR/ VIDEO WALL	LCD SCREEN OR MICROSOFT HUB	CONNECTION TO COMPUTER	PROGRAMMED LIGHTING ZONES
Large Meeting Room		X	X	X

MEETING ROOM

LARGE

MEETING ROOM TYPE	CAPACITY	AREA (SF)
Large Meeting Room	12	360

DESIGN INTENT

Medium Meeting Rooms are designed for larger (up to 12 people), interactive work sessions. Furniture should be light to make it easy to move and rearrange the room depending on the number of people present. The idea paint walls (whiteboard surface) makes it an ideal room for meetings or functional workshops.

Meeting Rooms should provide a private and enclosed space; however, in order to maximize penetration of natural light, meeting rooms should consider using glass frontage. The glass frontage will help create a more open and inviting environment while simultaneously allowing more natural light into the entire floor. For privacy, frosted or opaque glass is preferred to usable blinds as blinds tend to remain closed.

Actual design/layout of conference rooms will vary depending on the line of furniture selected.

Source: https://www.wbdg.org/design/public_library.php

MEETING ROOM FURNITURE + FINISHES

SPACE TYPE	TABLE TYPE	AV PODIUM	WHITE BOARD	IDEA PAINT
Large Meeting Room	modular tables	X	X	X

MEETING ROOM TECHNOLOGY

SPACE TYPE	PROJECTOR/ VIDEO WALL	FLAT PANEL DISPLAY OR MICROSOFT HUB	CONNECTION TO COMPUTER	PROGRAMMED LIGHTING ZONES
Large Meeting Room	X	X	X	X

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TEEN SPACES

INTENT

To offer the resources and the environment that foster positive intellectual, emotional and social development

To provide a variety of different types of spaces and working environments

DESIGN CRITERIA

Libraries, and specifically dedicated teen spaces within libraries, are important for teens to offer them a safe space to interact with their peers and members of their community.

Enclosed or semi-enclosed spaces should be provided when possible

Visibility into enclosed spaces through clear and obscured glass

Natural light is preferred when space plan permits; windows should be operable if possible

Furniture should be modular for quick reconfiguration of offices and future flexibility

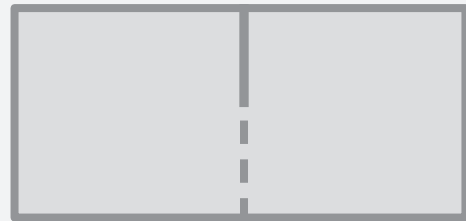
A variety of furniture types, seating heights, and spaces should be provided

LIGHTING

As human beings, we are highly responsive to multi-sensorial experiences. In the workplace, access to daylight is great for health and reducing stress. It conserves energy and enhances the working environment by creating a connection between exterior and interior. Whenever possible and feasible, natural lighting is recommended as a supplement to indirect artificial lighting.

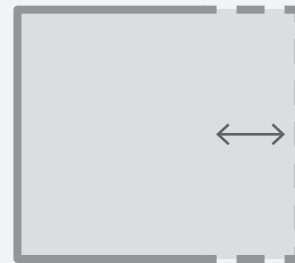
Source: <http://www.ala.org/yalsa/sites/ala.org.yalsa/files/content/guidelines/guidelines/teenspaces.pdf>

RECOMMENDED



Enclosed or semi-enclosed spaces

AVOID



Teen areas open to the rest of the library space



Teen spaces that utilize bright colors and different types of seating and working areas are recommended.

ACOUSTICS

Teen spaces should be acoustically insulated from the rest of the library space.

FURNITURE

Modular furniture systems offer the greatest flexibility and efficiencies of cost and space. They allow for quick reconfigurations of workspaces that adjust to changing needs. Specific product lines and components will be designated to create a consistent look and quality throughout the space.

A mix of furniture types and seating types should be provided to create a more dynamic space.

TECHNOLOGY

Today's library environment is constantly evolving as new technologies emerge. However, those technologies are changing at an exponential rate. As a result, technology installed in teen spaces needs to be agile, adaptable, and seamless. In order to meet these conditions, library teen spaces should leverage wireless technologies, interactive flat panel displays, and ensure that AV technology has a minimal footprint in the room in order to ensure that the spaces work just as well with or without technology. Teen spaces should be designed to accommodate a variety of audiovisual equipment, with special attention to acoustical separation from surrounding spaces.

SUSTAINABILITY

Consider energy-efficient lighting fixtures.

Consider low VOC (volatile organic compounds) paint.

Consider using materials made from recycled content.

TEEN SPACES DESIGN FEATURES

1 ENCLOSED AREA

The area designated for teenagers is strategically located and enclosed, in order to visually and audibly separate the area from the library and provide privacy. Simultaneously, the area is visually accessible (glass frontage) to preserve a sense of inclusion and connectivity.



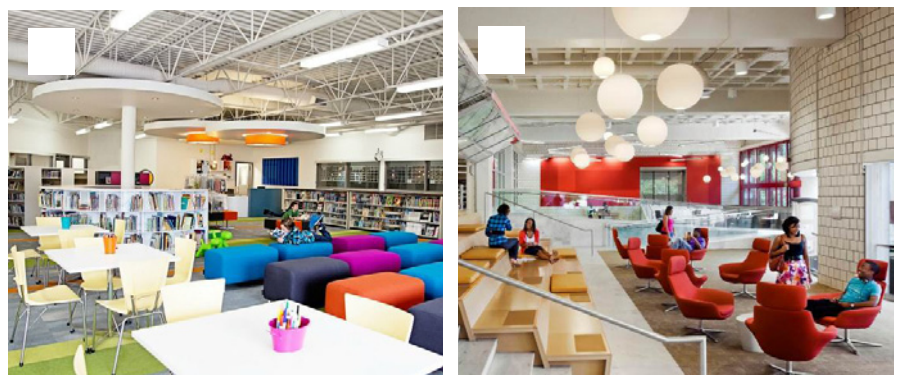
2 MULTIFUNCTIONAL SPACE

Multifunctional space provides a variety of flexibly zoned uses and experiences (i.e. working, gathering, individual seating, leisure, etc.) and allows different programs for both groups and individuals.



3 FURNITURE

Modular furniture is useful when zoning and grouping different spaces. A variety of furniture types (e.g. seating areas, tables, chairs, nook walls, etc.) are designed to give comfort, flexibility, adaptability, and provide a sense of fun.



4 COLOR

The color scheme evokes warmth and coziness. Design emphasizes natural light and uses playful (bright) color scheme to selectively highlight design elements.

Sources:

1. St. Louis Central Library
2. BCI Library Furniture, United Kingdom
3. Glenmore Christian Academy Elementary Library, Calgary, Canada
4. Atlanta University Center- Woodruff Library Learning Commons, Atlanta, GA

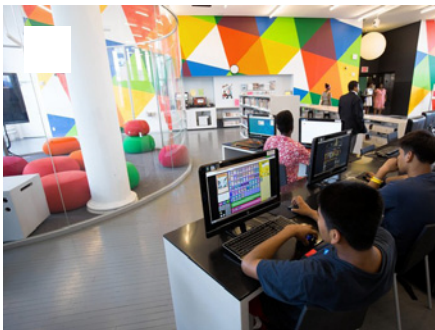


5 LIGHTING

The design emphasizes natural light. The space is well-lit and features materials and details that bring more natural light.

6 TECHNOLOGY

The teen area contains an island with different types of workstations. Mobile workstations are equipped with computers, offering access to digitalized library catalogue, internet, and video gaming programs for teens.



7 INTERACTIVE ELEMENTS

Interactive design elements help facilitate collaborative discussions. This may include a mobile doodle wall to showcase artwork and/or a video projection panel. It helps create youthful atmosphere and boost a sense of ownership over space (by using artwork to decorate the space, or creating projection area). Space becomes collaborative and communal.



8 SIGNAGE

Signage clearly designates the location and entrance to the teen area.

Sources:

5. Julian Street Library, Princeton University, Princeton, NJ
6. Hamilton Grange Library Teen Center, New York Public Library
7. Seattle Central Library
8. The Mix, San Francisco Public Library

CHILDREN'S AREAS

INTENT

To offer the resources and the environment that foster positive intellectual, emotional and social development

To provide a variety of different types of spaces and environments and layered experiences to engage all the senses

DESIGN CRITERIA

Enclosed or semi-enclosed spaces should be provided when possible

Visibility into enclosed spaces through clear glass

Natural light is preferred when space plan permits; windows should be operable if possible

Furniture should be modular for quick reconfiguration of offices and future flexibility

A variety of furniture types, seating heights, and spaces should be provided

LIGHTING

As human beings, we are highly responsive to multi-sensorial experiences. In the workplace, access to daylight is great for health and reducing stress. It conserves energy and enhances the working environment by creating a connection between exterior and interior. Whenever possible and feasible, natural lighting is recommended as a supplement to indirect artificial lighting.

RECOMMENDED



Childrens' areas with bright colors, dedicated storytime rooms, and playful furniture and signage.

AVOID



Dark spaces with uniform, non-ergonomic furniture that lacks color and interesting material finishes



Open offices present the most flexible office arrangement and maximize penetration of natural light

ACOUSTICS

Childrens' areas should be acoustically insulated from the rest of the library space where possible.

FURNITURE

Modular furniture systems offer the greatest flexibility and efficiencies of cost and space. They allow for quick reconfigurations of workspaces that adjust to changing needs.

A mix of furniture types and seating types should be provided to create a more dynamic space.

TECHNOLOGY

Childrens' areas can be used as 'an opportunity for librarians to show how digital and analog skills can blend together using the same level of interaction and warmth that occurs at storytime. It's a chance to start teaching digital literacy skills at an early age.'

Technology can be integrated into childrens' library events to bring a 'new level of hands-on interaction to the library experience, blending traditional learning styles with technology.'

SUSTAINABILITY

Consider energy-efficient lighting fixtures.

Consider low VOC (volatile organic compounds) paint.

Consider using materials made from recycled content.

Source: <http://publiclibrariesonline.org/2013/08/of-tinkers-and-technology-creative-digital-programming-for-youth/>

CHILDRENS' AREAS DESIGN FEATURES

1 ENCLOSED AREA

The area designated for children is strategically located and enclosed, in order to visually and audibly separate the area from the library and provide privacy. The area is also visually accessible to preserve a sense of inclusion and connectivity.



2 MULTIFUNCTIONAL SPACE

Multifunctional space hosts a range of experiences (i.e. active and quiet, social and private), with variety of flexibly zoned uses (e.g. reading nooks and booths, storytime areas, stage platforms, play areas, pockets of seating, bookshelves, etc.). Modular furniture allows enclosure and separation of different uses.



3 FURNITURE

Furniture is child sized and modular, which is useful when zoning and grouping different spaces. A variety of furniture types (e.g. seating areas, nook walls, etc.) are designed to give comfort, flexibility, adaptability, and provide a sense of fun.



4 TECHNOLOGY

The children's area contains a computer section for young children and preteens. The area is equipped with tablet tables and computers and offers computer learning stations with educational and development software.

Sources:

1. Plainfield-Guilford Township Library, Plainfield, IN
2. Ying Yang Public Library, South Korea
3. Aalborg Main Library, Denmark
4. Washington Heights Branch, New York Public Library, NY



5 LIGHTING

The design emphasizes access to natural light (e.g. floor to ceiling windows, wall of windows, open stairways, sky-high ceiling). The space is well-lit and features materials and details that bring more natural light.

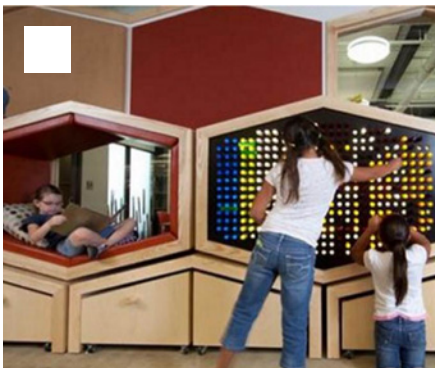
6 COLORS

The color scheme evokes bright mood (e.g. multicolored walls and furniture, natural materials). Design emphasizes natural light and uses playful color scheme to selectively highlight design elements.



7 INTERACTIVE ELEMENTS

Interactive elements (e.g. interactive walls, playground areas) encourage movement and activity, offer aspect of surprise, and allow children to learn, discover, and play. They can combine digital (interactive media) and traditional (storytime space) elements, allowing children to explore new ideas collaboratively and independently.



8 SIGNAGE/WAYFINDING

A well-defined entrance invites kids to visit the children's area. Additional signage (e.g. signs, colored carpet tiles) may additionally designate the location of children's area.

Sources:

5. Elementary School Library
6. Boston Public Library, Boston, MA
7. Lied Scottsbluff Library, Scottsbluff, NE
8. Cerritos Public Library, Cerritos, CA

COMMUNITY/FORUM SPACES

INTENT

To facilitate and promote a range of group activities

To provide adequate space and flexibility a range of group activities and meetings

To optimize the use of space through conference rooms designed to accommodate a range of meeting types and styles

To accommodate and provide space for a range community and external groups, activities, and functions

DESIGN CRITERIA

As library hours are not as extensive as they once were, community/forum spaces should be accessible for public functions even when the library is not open. These spaces should be accessible from an entrance separate from the main library entrance.

LIGHTING

Daylight is the ideal way to bring light into a space. It conserves energy and enhances the learning environment by creating a connection between indoor and outdoor spaces.

Therefore, natural lighting is recommended as a supplement to indirect artificial lighting. All artificial lighting needs to be zoned, dimmable, and programmed to maximize visibility with or without AV technology or projections.

Ambient lighting with dimmable controls and special accent lighting is typically used to allow user control for presentation purposes.

ACOUSTICS

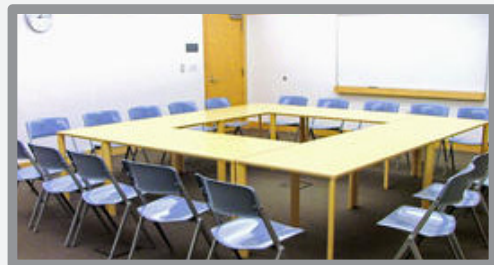
Community/forum rooms should be acoustically insulated.

RECOMMENDED



Open offices that utilize transparent materials in order to improve penetration of natural light and office synergies/communication.

AVOID



Open offices with limited access to natural light, lack of visibility, lack of shared space.



Open offices present the most flexible office arrangement and maximize penetration of natural light

FURNITURE

Community spaces need to be adaptable as occupant needs and activities hosted will change daily or multiple times within a day. These spaces generally should contain modular tables that are light and easily rearranged. Chairs should also be light and easily rearranged to allow for quick reconfigurations of community rooms.

TECHNOLOGY

Today's library experience is constantly evolving as new technologies enter the library space. However, those technologies are changing at an exponential rate. As a result, community/forum room technology needs to be agile, adaptable, and seamless. In order to meet these conditions, these spaces should leverage wireless technologies, interactive flat panel displays, and ensure that AV technology has a minimal footprint in the room in order to ensure that conference rooms work just as well with or without technology. Community/forum rooms should be designed to accommodate a variety of audiovisual equipment, with special attention to acoustical separation from surrounding spaces.

SUSTAINABILITY

Consider energy-efficient lighting fixtures.

Consider low VOC (volatile organic compounds) paint.

Consider using materials made from recycled content.

FINISHES

These space types are generally finished with durable materials and surfaces that provide added conferencing and meeting functionality such as marker boards and projection screens.

SINGLE SERVICE STATIONS

INTENT

A single service point can create a better experience for library users, eliminating any question or confusion over where to ask for help. At a Single Service Desk (or simply Service Desk), patrons can check items in and out, pick up Interlibrary Loan material, course reserves, and holds, get basic technology help, and ask anything from “where’s the elevator” to an in-depth reference question.

DESIGN CRITERIA

The Service Desk should be easily visible and accessible from the library’s main entrance, with a clear line of sight from the entrance. It should have clear signage above it, visible from across the entrance and throughout the library.

LIGHTING

Daylight is the ideal way to bring light into a space. It conserves energy and enhances the learning environment by creating a connection between indoor and outdoor spaces. Therefore, natural lighting is recommended as a supplement to indirect artificial lighting. All artificial lighting needs to be zoned, dimmable, and programmed to maximize visibility with or without AV technology or projections.

ACOUSTICS

With a single service desk acting as the point of contact for all questions, libraries should be designed to ensure that the space around the service desk is sufficiently acoustically private for any sensitive conversations that may need to occur.

RECOMMENDED



Modular furniture can be used to create service desk setups

AVOID



Separate circulation and reference desks



Clear and visible signage indicates where the service desk is located.

FURNITURE

Single service desks can be fixed or modular.

TECHNOLOGY

Today's library experience is constantly evolving as new technologies enter the library space. Technology has enabled more mobile services in general. Technology can enable smaller mobile service stations located in different areas around larger libraries.

CASE STUDY: SEATTLE PUBLIC LIBRARY



In recognizing the Central Library's technology with a Gold Award, the ACEC noted that the building's unconventional architecture "created communication challenges for Library staff serving patrons and required an innovative technology solution."

With a robust wireless system now in place, Library staff regularly use the hands-free communication devices to quickly research materials and answer questions in real-time to outside callers.

STAFF WORKSPACES

INTENT

Administrative spaces should be designed to optimize flexible use of space that can adapt to changing staff levels, changing personnel type, and shifts in the nature of work being performed

To provide a variety of different types of spaces and working environments

To create functional, efficient workspaces for staff performing diverse tasks in a variety of settings

DESIGN CRITERIA

Visibility into enclosed offices through clear and obscured glass.

- Glass frontage and/or side lites

Natural light is preferred when space plan permits in open workstations and offices; windows should be operable if possible

- It is recommended that offices have access to natural light with operable windows

Workstation should have overhead and office task lighting

Office furniture should be modular for quick reconfiguration of offices and future flexibility

RECOMMENDED



Open offices that utilize transparent materials in order to improve penetration of natural light and office synergies/communication.

AVOID



Open offices with limited access to natural light, lack of visibility, lack of shared space.



Open offices present the most flexible office arrangement and maximize penetration of natural light

LIGHTING

As human beings, we are highly responsive to multi-sensorial experiences. In the workplace, access to daylight is great for health and reducing stress. It conserves energy and enhances the working environment by creating a connection between exterior and interior. Whenever possible and feasible, natural lighting is recommended as a supplement to indirect artificial lighting.

STAFF BREAK ROOM

In addition to an individual workspace, a break room should be provided to support workers throughout the day. Lounge or soft seating should be provided, in addition to at least one table for eating and taking breaks.

FURNITURE

Modular furniture systems offer the greatest flexibility and efficiencies of cost and space. They can either be freestanding or panel-mounted (for example, overhead storage shelves mounted to panels). They allow for quick reconfigurations of workspaces that adjust to changing needs.

TECHNOLOGY

Today's workspace environment is constantly evolving as new technologies enter the workplace. As a baseline, all workstations should be equipped with a data and power. As technology is advancing, the need to be wired in should continue to be reduced. All work will be outfitted with accessible Wi-Fi.

SUSTAINABILITY

Consider energy-efficient lighting fixtures.

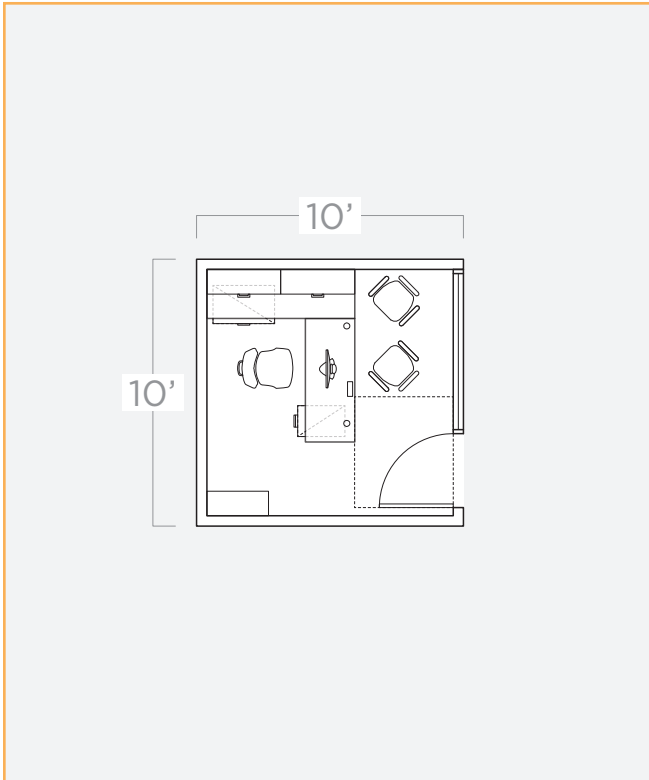
Consider low VOC (volatile organic compounds) paint.

Consider using materials made from recycled content.

OFFICE TYPES

OFFICE TYPE	AREA (SF)
Private (Small)	100
Private (Large)	165
Open Workspace (Small)	49
Open Workspace (Large)	80

PRIVATE OFFICE (SMALL)



DESIGN INTENT

The Small Private Office is designed for small private enclosed work. The workspace allows for frequent meeting with up to two others that require confidentiality, security, visual and acoustical privacy.

The office is smaller than the large private office, but still offers users ample storage and desk space.

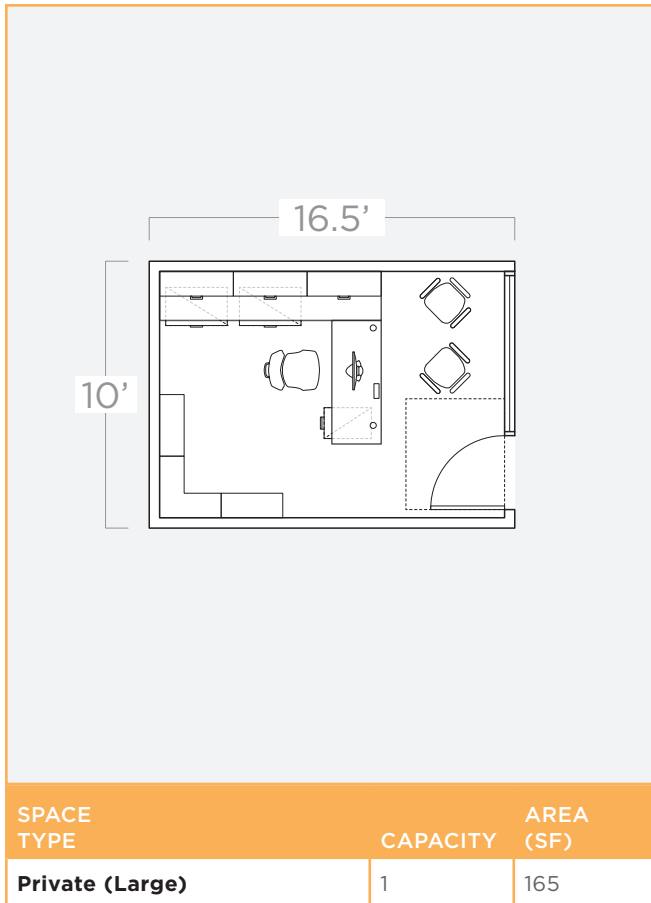
Actual design/layout of small offices will vary depending on the line of furniture selected.

SPACE TYPE	CAPACITY	AREA (SF)
Private (Small)	1	100

OFFICE FURNITURE

OFFICE TYPE	OPEN/ CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
Private (Small)	closed	X	X	X	X		X	X	X

PRIVATE OFFICE (LARGE)



DESIGN INTENT

The Large Private Office is designed for private, enclosed work. The workspace allows for frequent meeting with up to two others that require confidentiality, security, visual and acoustical privacy.

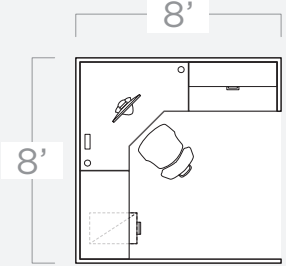
The end user faces a large desk with a generous return, which provides ample space for one workstation. Storage options include lateral files, three upper cabinets, three bookshelves, and a mobile pedestal provide ample personal storage.

Actual design/layout of large offices will vary depending on the line of furniture selected.

OFFICE FURNITURE

OFFICE TYPE	OPEN/ CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
Private (Large)	closed	X	X	X	X		X	X	X

OPEN WORKSPACE (SMALL)



OFFICE TYPE	CAPACITY	AREA (SF)
Open Workspace (Small)	1	64

DESIGN INTENT

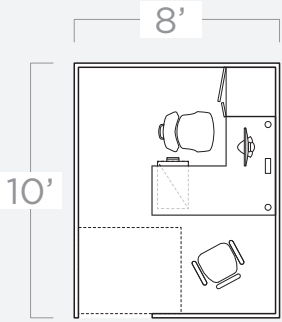
The Small Open Workspace creates an open workstation that is open and inviting. The end user is provided a work environment with attention provided to individual storage and desk surfaces.

Actual design/layout of open workspaces will vary depending on the line of furniture selected.

OFFICE FURNITURE

OFFICE TYPE	OPEN/ CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
Open Workspace (Small)	open	X	X		X	X			

OPEN WORKSPACE (LARGE)



The diagram shows a rectangular workspace measuring 10 feet by 8 feet. Inside, there is a desk with a chair, a guest chair, and a small table. The desk is positioned against the top wall, and the guest chair is positioned against the right wall. A dashed line indicates a partition or divider between the desk area and the guest chair area.

OFFICE TYPE	CAPACITY	AREA (SF)
Open Workspace (Large)	1	80

DESIGN INTENT

The Large Open Workspace allows for semi-private work and is ideal for collaborative space within an open office. This configuration allows for meeting with one other person. It creates a visually private environment within an open office.

Actual design/layout of open workspaces will vary depending on the line of furniture selected.

OFFICE FURNITURE

OFFICE TYPE	OPEN/ CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
Open Workspace (Large)	open	X	X	X	X	X			

OUTDOOR SPACES

INTENT

To provide an additional space for events and programming outside of but directly adjacent to the library

DESIGN CRITERIA

Sonoma County has a very warm and sunny climate, so it imperative that shade be provided as part of any outdoor space. Additionally, outdoor spaces should be easy to maintain and care for, and should be designed for children's safety.

LIGHTING

Outdoor spaces should be designed to be usable both during the day and at night. Durable, outdoor lighting should be provided in these spaces in the event that they are needed for an evening event.

ACOUSTICS

Outdoor spaces can often border on noisy, car-dominated streets, especially in more urban areas. Outdoor spaces should have adequate acoustical dampening built in to block or lessen this street noise. This can be done through fencing, walls, and plants.

FURNITURE

Outdoor seating should be provided, whether it is built in or movable. Furniture could include benches, tables and chairs, or both.

RECOMMENDED



Colorful elements in outdoor spaces act as a source of visual identity, as well as providing shade to users

AVOID



Outdoor spaces that are open to the street should be avoided



Built in furniture can provide flexible spaces for a range of activities including seating, reading, and working.

TECHNOLOGY

Technology does not end at the building envelope. Technology should be integrated into outdoor spaces. Wi-Fi should be provided in outdoor spaces, and AV equipment

SUSTAINABILITY

Drought-tolerant and low-water plants should be used in outdoor spaces.

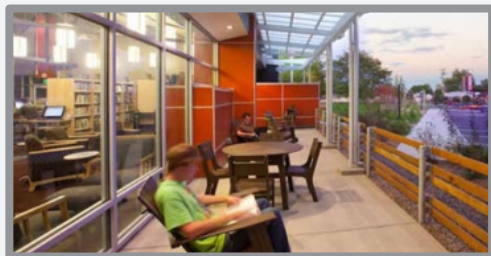
RECOMMENDED



Movable furniture in playful colors can activate a space and make a space more adaptable for different uses



Built-in, permanent elements can create defined but adaptable spaces for different activities and events



Terraces and patios can also be an effective use of outdoor space - Here a terrace acts as an outdoor reading room

Furniture catalog of seating, tables, and shelving.

Chapter 3 provides examples of what types of furniture should be used when renovating or replacing furniture in an existing library, or when constructing a new library from the ground up. The furniture presented in this chapter serves as exemplary furniture, and while could be used in future libraries, should not be taken as the only types of and specific furniture that can be used.

04

Furniture Catalog

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SEATING

SWOOP LOUNGE FURNITURE

Manufacturer: Herman Miller

While traditional lounge furniture inhibits movement, Swoop encourages it. Sit how you like, and change positions as you like. And when you need a work surface, pull up a table wherever you need it. Modular seating components can also be ganged together to allow a run of chairs or ottomans to create sofas or benches, which lend a sense of enclosure to help define a space.



K. LOUNGE

Manufacturer: Knoll

K. Lounge is a modular, plannable soft-seating series that delivers a broad range of capabilities, making it the go-to solution for Activity Spaces. With 11 modular elements, k. lounge has the ability to create small enclosed more private spaces as well as serve large community areas.



PITON STOOL

Manufacturer: Knoll

The Piton Stools feature a robust cast aluminum base finished with a highly durable powder coated paint in a variety of colors. The geometric, elementary framework of the base is an interpretation of a Tripod, making it extra sturdy. Available with fixed or adjustable height base.



CAPER STACKING CHAIRS

Manufacturer: Herman Miller

Caper Stacking Chairs are lightweight—the armless version with molded seat weighs just 9.5 pounds—and portable, so they can go wherever you need casual, short-term seating. Caper’s polypropylene seat and back are contoured for comfort, flexible for give, and colorful enough to brighten up any room.



NAMI LOW STACKING CHAIR

Manufacturer: Teknion

Nami’s sculpted back has a gentle, controlled flex that moves with the user’s body to provide comfort for extended periods. Nami is designed as a stacking chair with accessories that include a tablet arm, bookrack, dolly and ganging option.



APP CHAIR

Manufacturer: Teknion

Featuring a crafted maple veneer shell, App enhances the qualities of wood with a striking design. The elegantly contoured chair incorporates cutouts of varying configurations to create multiple back options.



AIR-CHAIR

Manufacturer: Herman Miller

The Air-Chair makes it easy for people to pull up a chair and have an impromptu conversation, lunch, or learning experience.



STEELWOOD STOOL

Manufacturer: Herman Miller

Available in two heights, it comes in several finish options that complement the chair’s good looks.

TABLES AND SURFACES



INTERSECT GROUP FURNITURE - TABLE

Manufacturer: Herman Miller

Made for collaboration and interaction, these freestanding tables can function as a secondary surface within a workstation, or in a shared space for creative exchange. Fold up either side for a productive place to work or meet. Fold down to save space and store easily. Intersect Tables adapt to any need at a moment's notice.



EVERYWHERE FLIP TOP RECTANGULAR TABLE

Manufacturer: Herman Miller

Versatile enough to be used everywhere—hence the name—Everywhere Tables complement any space with fine lines and a refined aesthetic. Studying, working, video-conferencing, lunching—any activity that brings people together to engage with their work or one another can be centered around an Everywhere Table. With modular and mobile Everywhere Tables, a training room can be set up or rearranged in minutes. Easy-to-use ganging hardware helps keep rows of tables looking neat.



SWOOP BOX TABLE WITH CONNECT POWER

Manufacturer: Herman Miller

While traditional lounge furniture inhibits movement, Swoop encourages it. Sit how you like, and change positions as you like. And when you need a work surface, pull up a table wherever you need it. Modular seating components can also be ganged together to allow a run of chairs or ottomans to create sofas or benches, which lend a sense of enclosure to help define a space.



KNOLLEXTRA POWER CUBE

Manufacturer: Knoll

The KnollExtra Power Cube is a lounge table that does double-duty as a digital charging hub and a collaborative tool. Power Cube brings easy access to power to shared spaces, because everyone needs a place to plug-in. The whiteboard writable surfaces on all sides sever as a double duty with the table.



D'URSO LOW TABLES

Manufacturer: Knoll

D'Urso Low Tables are as functional as they are mobile. They come in a variety of different sizes and finishes based on budget.



INTERSECT GROUP FURNITURE - WHITEBOARD

Manufacturer: Herman Miller

Can be easily moved and arranged as needed as each element is on casters. Can be used in a range of spaces and for different purposes, whether brainstorming or studying. The versatile design works with a wide range of furniture and interiors.



INTERSECT GROUP FURNITURE - MOBILE EASEL

Manufacturer: Herman Miller

Can be easily moved and arranged as needed as each element is on casters. Can be used in a range of spaces and for different purposes, whether brainstorming or studying. The versatile design works with a wide range of furniture and interiors.



SCRIBE MOBILE MARKERBOARD

Manufacturer: Knoll

Can be easily moved and arranged as needed as each element is on casters. Can be used in a range of spaces and for different purposes, whether brainstorming or studying. The versatile design works with a wide range of furniture and interiors.

CHILDRENS' AREAS

ROCKWELL UNSCRIPTED - STEPS

Manufacturer: Knoll

Unscripted steps elements include one step and two step units, corner cubes, two step inside and outside corners, wood blocks and metal cubes. Rather than a static built-in solution, simple cubic forms plan together in myriad ways, allowing people to define their configuration with a sense of theater and play. Create bleachers, amphitheatres and pocket parks where you can focus, relax or connect.



SUZANNA LOUNGE CHAIR

Manufacturer: Knoll

The armless design and back to back configuration of the Suzanna Lounge Chair provide exciting seating possibilities in any room.

TOBAGGAN CHAIR DESK

Manufacturer: Knoll

Tobaggan is a playful, yet practical solution for focused, shared, or collaborative environments. A sled based chair desk for collaborative and learning environments, Tobaggan makes clever use of shape and scale to allow users to shift 360 degrees in the seat, with the back serving as a backrest, armrest, or impromptu work surface.



CUBINO CHAIR

Manufacturer: Monte

Kids chair made of thick durable foam covered in micro suede.



ELEPHANT CHAIR

Manufacturer: Eames

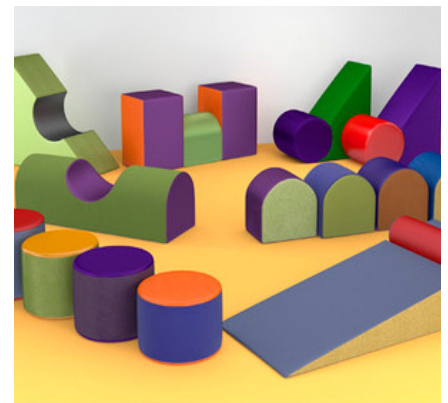
Playful chairs invite play while providing a place to read a book.



ALTRA FORMA

Manufacturer: Agati

Altra Forma stimulates imagination and expression. Cozy-up or create play space.



TEEN AREAS

ROCKWELL UNSCRIPTED SEATING

Manufacturer: Knoll

Unscripted seating elements include lounge seating, swivel seats, unstructured poufs, and easy stools and benches. Unscripted seating takes you from low to high, and from a quick perch to a leisurely stasis so you can find your niche. The variety of elements includes roomy individual and modular upholstered lounge pieces, unexpectedly delightful swivel seats, unstructured poufs, and easy stools and benches you can pick up and move.



STEELWOOD STOOL

Manufacturer: Herman Miller
Available in two heights, it comes in several finish options that complement the chair's good looks.



SPUN CHAIR

Manufacturer: Herman Miller
Made from a polypropylene material, all Spun Chairs are equally appropriate for indoor and outdoor use.



AIR-CHAIR

Manufacturer: Herman Miller
The Air-Chair makes it easy for people to pull up a chair and have an impromptu conversation, lunch, or learning experience.



EVERYWHERE TABLES

Manufacturer: Herman Miller

Versatile enough to be used everywhere—hence the name—Everywhere Tables complement any space with fine lines and a refined aesthetic. Studying, working, video-conferencing, lunching—any activity that brings people together to engage with their work or one another can be centered around an Everywhere Table. With modular and mobile Everywhere Tables, a training room can be set up or rearranged in minutes.



SWOOP LOUNGE FURNITURE

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05

Sustainability Criteria

SUSTAINABILITY CRITERIA

It is recommended that all new buildings as well as existing building (operations and maintenance) meet or exceed **LEED GOLD**.

NEW BUILDINGS

SITE SELECTION - NEW LIBRARY LOCATIONS

- Sustainable Development encourages reusing existing resources. When looking at sites for future libraries, consider reuse of existing buildings as potential sites.
- Site should be in areas that are easily accessible to the local community and minimize travel distance to the next closest library.
- Provide bike racks when appropriate

DAYLIGHTING

- Strive to achieve a minimum daylight factor of 2% in 75% of all space occupied for programs.

ALL BUILDINGS

METERING

- It is recommended that all buildings that are greater than 5,000 sf install utility meters for electricity, natural gas, and water.

ENERGY CONSERVATION

- It is recommended that all major renovation projects be designed to reduce energy use by a minimum of 25% to its existing baseline building performance

RENEWABLE ENERGY

- Focus on energy efficiency first. Reduce energy needs first before looking towards renewable energy sources.
- A comprehensive renewable energy feasibility of study for all Sonoma County Libraries will help prioritize renewable energy technologies at each of the sites

ENERGY-EFFICIENT PRODUCTS AND EQUIPMENT

- All materials, products, and equipment that fall into a category covered by the ENERGY STAR program should be ENERGY STAR labeled
- All materials, products, and equipment that fall into a category covered by Federal Energy Management Program must be FEMP designated
- All materials, products, and equipment that fall into a category covered by Electronic Product Environmental Assessment Tool must be EPEAT registered

WATER EFFICIENCY

- It is recommended that all major renovation projects be designed to reduce potable water use by a minimum of 20% to its existing baseline building performance
- In approaching the water reduction strategy, identify opportunities for use of alternate water sources including the following: water recycling, water reclamation, and storm water harvesting
- Install advanced water meters to measure water use
- It is recommended that all products and equipment instead are water-efficient, when available.

MATERIAL SELECTION

- Specify materials and products with low pollutant emissions, including but not limited to composite wood products, adhesives, sealants, interior paints and finishes, carpet systems, and furnishings
- It is recommended that that all products installed or used meet or exceed the EPS's recycled content recommendations

RECYCLING

- All projects should provide sufficient space, equipment, and transportation accommodations to support the collection and storage of recyclable materials for regular facility operations

06

Trends and Case Studies

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“Fast Casual”	11

MAKERSPACES

Libraries, traditionally collecting institutions that provide access to materials created by others, may now adopt new functions, providing communities with opportunities to create or co-create content for an individual's own use, for use by the community, or for inclusion in the library collection.¹

THE LABS

DC Public Library

There are five different labs at the DC Public Library, known collectively as 'The Labs'. Several of these labs are centered around making and creating, through different media. The Fab Lab is a makerspace with equipment including a laser cutter and 3-D printer. The Memory Lab provides equipment for digitizing home movies and scanning photographs and slides. It also offers classes and find resources for archiving. The Studio Lab has a digital production lab, a voiceover studio, and main production studio.

THE HIVE

Tampa-Hillsborough Public Library

The Hive is a 10,000 sq ft makerspace located at Tampa's John F. Germany Public Library. The Hive offers bookable spaces and equipment and offers innovative, creative programs and open learning labs.

¹ "Future of the Library and Information Science Profession: Collecting Institutions." Australian Library and Information Association. 2013. Available from <https://www.alia.org.au/futureoftheprofession>

IMAGES



philadelphia - Maker jawn



DC - Fab lab



Tampa's the hive

MAKER JAWN

Free Library of Philadelphia

The goal of Free Library of Philadelphia's Maker Program, also known as Maker Jawn, is to encourage kids, teens, and adults to use tech tools and everyday materials creatively. Participants work with LED lights, cameras, circuits, cardboard, fabric, plants, and other materials to invent and build imaginative, self-directed projects.

IDEALAB

Innisfil Public Library

Innisfil Public Library's IdeaLAB in Ontario, Canada is made up of a Hacker Lab (with access to 3-D printing, vinyl cutting, and laser cutting), and a Digital Media Lab (with music recording and video editing resources).

TECHNOLOGY

Progressive utilization of technology, and providing easy public access to technological resources are key functions of modern libraries. Providing WiFi and access to computers at minimum is essential. However many libraries are exploring more ways of meeting visitor preferences and needs, from expanded use of e-readers, getting professional software licenses, and digital publication subscriptions, to online account management, and cell phone apps.

INFORMATION COMMONS

Brooklyn Public Library

Brooklyn Public Library's Central Library at 10 Grand Army Plaza also has an information Commons with room for over 70 laptops and has Mac computers with creative and multi-media software. The Information Commons also has a recording studio and a training lab, which offers classes, workshops, and other events.

DIGITAL COMMONS

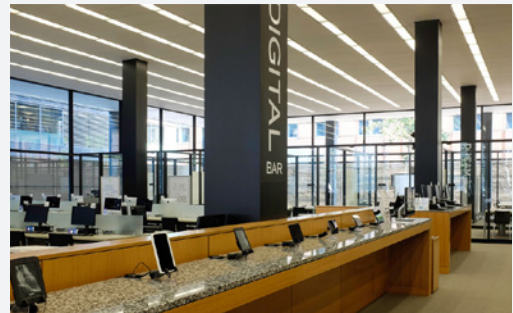
Washington DC Public Library

DC Public Library's Digital Commons offers computers loaded with software like the Adobe Creative Suite, access to tools like an Espresso book machine, and enhanced meeting rooms and gathering spaces aimed at encouraging creation and innovation.

IMAGES



Brooklyn Central Library



DC - Digital Commons



BiblioTech

BIBLIOTECH

Bexar County Digital Library

BiblioTech, located in San Antonio, Texas and opened in 2013, is the only public bookless library in the country. BiblioTech costs less to operate than traditional libraries, and is able to focus more on patrons and community outreach, as no time is spent processing physical books. San Antonio is 63% Hispanic, and most residents in the neighborhood do not have access to internet at home. The library lends out inexpensive e-readers, permits downloads from home, and conducts technology classes on-site.

CUT-RATE DIGITAL SIGNBOARDS

Somerset County Library System

Somerset County Library System in New Jersey developed a more dynamic and cost-effective way to promote programs and resources in high-traffic areas of the library. The creative solution brings together a Raspberry Pi computer, large-screen monitors, WiFi, and Google Docs Presentations to reduce digital signboard costs by almost \$1,000 per display. The project also reduced poster printing costs and actually made it easier for staff to remotely update and push new content to their customers.

“ME CARD”

Edmonton Public Library

Edmonton Public Library's Me Card technology allows customers with a library card from one library to create an account with and access collections at another library with no staff intervention or additional library cards. The Me Card can work with any integrated library system (ILS) and does not require a shared ILS among participating libraries. More than 1,500

customers accessed the web-based service and registered for membership in the first two months of operation.

ROKU LENDING

Ephrata, Pennsylvania Public Library

It's been two years since the Ephrata (Pa.) Public Library began lending Roku devices—digital video players that people plug into their televisions so they can view on a larger screen digitized programming that is archived online, such as the content of PBS.org, and on other streaming platforms like Netflix. The lending program has proved wildly popular, Technical Services Manager Laura Brandt tells American Libraries, even as DVD circulation continues to mushroom.¹

MOBILE PHONE APPS

New York Public Library

There are three call phone apps available from the New York Public Library on the Apple and Android app stores. Open eBooks is an e-reader app for children in-need to access free books. NYPL SimplyE enables members to manage their accounts, browse the library catalogue, and is an e-reader for their checked out digital materials. Find the Future at NYPL: The Game is an adventure game that teaches users about the history and resources of the library as they navigate a treasure map and play games.

¹ <https://americanlibrariesmagazine.org/2014/06/16/libraries-stream-toward-roku-lending/>

PUBLIC HEALTH

As free and open public spaces libraries host people of all walks of life. Libraries are often hubs for those who have limited resources, few community connections, or are in great need of help. Bundling health services and programming into libraries helps spread information, get people access to the care they need, and educates the public about healthy living.

PUBLIC HEALTH NURSES

Pima County Public Library

In collaboration with the Pima County Health Department a team of public health nurses makes rounds between 6 designated branches. The program was started to address the challenges serving, and needs of, library patrons with “exceptional social service and mental health needs.”¹ Services provided include nursing assessment, case management, nutrition and health education, blood pressure screenings, referrals, and outreach. There is a regular schedule for nurse visits to the designated branches and nurses also attend events on the Bookmobile periodically.

¹ <http://publiclibrariesonline.org/2014/02/from-crisis-to-collaboration-pima-county-public-library-partners-with-health-department-for-library-nurse-program/>

IMAGES



public health nurse at pima library



asthma screening, queens library



library yoga class

HEALTH INFORMATION PROGRAM

Queens Library

The Queens Library is a non-profit library system that serves the Rockaway and Jamaica neighborhoods of Queens, New York. The library runs a comprehensive Health Information program, including the Consumer Health Resources Center, English for Your Health classes and information tailored to new immigrants, and ConnectCare. ConnectCare is a health clinic operated in partnership with the Joseph P. Addabbo Family Health Center and Albert Einstein College of Medicine. The program aims to improve health education and provide easy access to health care. Health information, screenings, and medical appointments are offered at 8 branches.

“FOOD FOR FINES”

St. Charles Parish Library

As an alternative to monetary fines for overdue books a “Food for Fines” program is sponsored by the St. Charles Parish Library a few times a year. Instead of financial charges, library patrons may bring in canned and preserved foods, earning \$1 off of their bill for each item. Collected food stuffs are then given to the local food bank. This collaboration eventually led to more health programs like nutrition and healthy living classes.

COOKING CLASSES

Palo Alto City Library

The library runs numerous cooking classes during the summer to engage with library patrons and educate them about healthy eating. One of the class series pairs a famous chef’s cookbook with a cooking lesson of one of their recipes. Another class picks a different nutrition area to focus on each week and teaches people about the food and delicious recipes to cook with it. This summer vegetables, whole grains, and clean protein will each be featured.

FITNESS CLASSES

Wilkinson Public Library

A robust fitness class calendar is maintained by the Wilkinson Public Library in Telluride, CO. The library strives to be a community gathering space and inspirational and informative resource. Their program of fitness classes includes yoga, pilates, belly dancing, Zumba, dance, and more. Over 15 classes for adults, children, and families are taught each week.

CO-WORKING

Libraries are struggling to maintain relevance as more material is available for free online, and workers are looking for space to plug in their laptop, meet with collaborators, and even host events. Co-working at a public library would appeal to workers because of the free nature and access to resources. For libraries, it creates a less solitary environment and an increasingly vibrant public knowledge commons.

INFORMATION COMMON

Brooklyn Public Library

Brooklyn Public Library's Central Library's Information Common also includes a co-working space with seven meeting rooms. Each room includes a flatscreen that can be connected to a laptop, enabling presentations, webinars, or videoconferences. One meeting room features a SMART Board.

DREAM LAB

DC Public Library

DC Public Library's Dream Lab is a collaborative, shared space for small organizations, groups and individuals using technologies to develop and sustain new ventures.

EUREKA LOFT

Scottsdale Public Library

The Scottsdale Public Library has partnered with Arizona State University to create a collaborative environment in the Civic Center Library. A variety of programs are hosted in the Eureka Loft space. The area is equipped with free WiFi, business networking space, a computer meeting station and access to library resources.¹

¹ <http://www.scottsdalelibrary.org/eurekaloft>

IMAGES



NaperLaunch



DC - Dream lab



DC - Digital Commons

NAPERLAUNCH

Naperville Public Library

NaperLaunch, located at Nichols Library in Naperville, IL, brands itself as a “business start-up service center for business entrepreneurs”. It provides free access to information resources, business equipment, WiFi, and free business startup support in the form of meetings and workshops.

COWORKING CENTER

Richland County Public Library System

The Main library is home to the Richland Library Coworking Center. Visitors can book workspaces for up to 8 hours a day and are provided fully equipped self-service workstations. The Center includes 6 desks, storage lockers, lounge seating, WiFi, laptops to check out, and a shared computer with a scanner and the Adobe Creative Suite. Individual and small group work is permitted but loud group meetings, phone calls, and interviews are not allowed.

ANYTHINK

Rangeview Library District

A recent comprehensive overhaul of the Adams County, CO library system resulted in a complete rebranding and revisioning. Now known as the Anythink library, each of the 7 branches are centers of innovation. Various professional work spaces like digital studios, meeting rooms, and photography labs are located throughout the system and tools such as 3-D printers are available to use.

COMMUNITY CENTERS

OVERVIEW

We separated library services into five very broad types of community hubs: (1) libraries as community builders, (2) libraries as community centers for diverse populations, (3) libraries as centers for the arts, (4) libraries as universities, and (5) libraries as champions of youth.

IN-HOUSE SOCIAL WORKER

San Francisco Public Library

Since 2009, the San Francisco Public Library has had a dedicated social worker who provides social services and outreach programs to the city's homeless patrons, becoming the first library in the United States to employ a social worker.¹ The library runs a program that helps homeless patrons work as Health and Safety Associate workers within the library, helping other homeless. The Dallas Public Library followed with its Homeless Engagement Initiative.

SOCIAL WORKER IN THE LIBRARY

San Jose Public Library

The “Social Worker in the Library” program started in San Jose operates differently, and a little more formally, than that of Washington D.C. or San Francisco. Modeled after the “Lawyers in the Library” program, it is closer to a partnership than an employment. Professional social workers along with faculty and students from San Jose State University volunteer their time to facilitate brief face-to-face consultations in a relaxed and friendly atmosphere.²

¹ <http://www.citylab.com/navigator/2016/03/humanizing-homelessness-at-the-san-francisco-public-library/475740/>

² <http://theprotocity.com/homelessness-nycs-public-libraries/>

IMAGES



san francisco library



New York Public Library ESL class



event at seattle public library

COMMUNITY THROUGH DESIGN

Seattle Public Library

Seattle is one oft-cited exemplar: there Rem Koolhaas and Joshua Prince-Ramus of the Office of Metropolitan Architecture jettisoned the reading rooms, study carrels, and hushed whispers of the traditional library in favor of a dramatic multi-story “living room” where patrons could, according to the architects, “eat, yell, or play chess.”³ The library also offers a series of life-skills rebuilding classes to help people reintegrate with society.

ESL CLASSES

New York Public Library

The New York Public Library (NYPL) offers English as a Second Language (ESL) classes, provides citizenship information, and celebrates Immigrant Heritage Week. NYPL offers programs for LGBTIQ adults and teens, including an annual anti-prom designed for high school students who may not feel welcomed and included at a traditional school-based prom. The NYPL also maintains a blog that connects readers with LGBTIQ resources and information.⁴

³ <https://newrepublic.com/article/112443/revolution-your-community-library>

⁴ <http://publiclibrariesonline.org/2013/04/community-centered-23-reasons-why-your-library-is-the-most-important-place-in-town/>

AGGLOMERATION OF SERVICES

Tempe Public Library

The Tempe Public Library system serves residents of Maricopa County, Arizona, the fastest growing county in the nation. As the population expands new libraries are being built in a cluster with other public services. Rather than being independent facilities new libraries are part of an agglomeration of services and spaces, like health services, summer camps, and public parks, to create a central community gathering space.

EVENTS AND PROGRAMMING

Frankfort Community Public Library

The main library for Frankfort, IN maintains a very active event calendar. In addition to traditional library resources there are dance and cooking classes, art studios and galleries, and performance space. The library partners with local non-profits to host their events and keep facilities full.

MOBILE SERVICES

Mobile library services have been around for over 100 years. One of the first mobile libraries dates back to 1905 in Washington County, Maryland when a horsedrawn wagon took books out to the most needy County residents, predominantly children and the elderly. Today many libraries operate Bookmobiles, converted trucks, buses, and vans that bring materials and information into the community. The purpose is to engage people where they are and support populations that have difficulty getting to the library. There is a wide array of services and forms that mobile library services take today.

BIKE LIBRARY

Oakland Public Library

The Oakland Public Library strives to provide resources where residents actually are to make the library as accessible as possible. One mobile engagement tool they use is the OPL Bike Library, a bicycle with a book trailer attached to it and a designated Twitter account to publicize its whereabouts. Library staff ride the Bike Library to community events to provide information and engage the community. The book trailer has two book cases with built in speakers that can open to reveal more storage inside.

IMAGES



OPL bike library



seattle mobile library fleet



biebus two level interior

THE BOOK MOBILE

Monterey Public Library

The Bookmobile is a mobile library truck that the Monterey Public Library sends out to community events and regularly scheduled stops throughout the City. The Bookmobile brings a sampling of about 2,000 books, media, and publications and provides numerous services. There are general services like a WiFi hot spot, and member services to sign up for a library card and pick up book holds or return materials. A key function of the Bookmobile and its regular schedule of stops is to engage with target populations, such as a retirement community with residents who have limited mobility and public schools running literacy programs.

MOBILE SERVICE VEHICLES

Seattle Public Library

The Seattle Public Library has a fleet of vehicles to provide varying degrees of mobile services. There is a converted school bus, two former delivery trucks, and a van with different book capacities and interior programmatic design. The key mission of the Mobile Library Services is to bring “resources to where people are, ensuring that every Seattle resident has access to information, ideas, and stories.”¹ In particular mobile services are tailored to children, older residents, and people with disabilities. The buses, trucks and vans go to the places where Seattle residents who are most likely to have challenges getting to the library on their own are concentrated, such as nursing homes and schools.

¹ <http://www.spl.org/locations/mobile-library-services>

BIEBBUS

Netherlands

The BiebBus is a mobile children's library in the Netherlands built out of shipping containers. The BiebBus was developed to support local schools that lacked resources by bringing a collection of over 7,000 books and materials, as well as computers and internet access, directly to each school site. It is a flatbed truck with two levels and an expanding design of pop-outs that double the interior space when parked.

“FAST CASUAL”

The fast casual concept rose through the 1990s and 2000s, most notably through the growth of outlets including Chipotle and Panera. While many credit the popularity of fast casual to its affordability, it is also seen as reflective of changing consumer values, including desires for more social and aspirational experiences. Libraries that emphasize not only their affordability and knowledge value, but also the social and experiential value of library programs and services, might be able to capitalize on the popularity of the fast casual concept.¹ Literature reviewed suggests that many libraries show a greater degree of profit when cafes are run by an outside source or the Friends of the Library.

There is also opportunity to leverage food services as job-training programs. The Seattle Public Library hosts a coffee cart staffed by a job-training organization providing jobs for homeless and disenfranchised people. The Philadelphia Free Library collaborates with Project H.O.M.E., who provide on-the-job-training for formerly homeless people.

¹ <http://www.ala.org/transforminglibraries/future/trends/fastcasual>

IMAGES



Starbucks at Takeo city library



Seeds cafe



The Library Plaza

CAFE, GALLERY, MUSIC CENTER

San Francisco Public Library

The San Francisco Public Library, complete with a cafe, gallery, and music center, features a garden terrace lunch area and meeting rooms for library users to gather and interact in a comfortable setting.²

EXTERNAL PARTNERSHIP

Los Angeles Public Library

In Los Angeles, where a cafe and large food court were inaugurated last February at the city’s downtown branch, administrators decided the library cafe should be an independently managed source of income: The LAPL Central BookEnds Cafe, run by Panda Management, is expected to earn over \$90,000 for the library annually

COFFEE SHOPS

Takeo City Library, Takeo, Japan

Coffee shops have proven to be popular gathering places for people to read, work, and socialize. The Takeo City Library in Takeo, Japan has embraced coffee shop culture and incorporated a Starbucks directly into the library. The coffee shop is not outside the library or located beyond the books and materials sections but is in the middle of the stacks. Visitors can enjoy a drink while reading materials they brought themselves, checked out from the library, or are only perusing during their visit.

SEEDS LIBRARY CAFE

Boulder Public Library

Seeds Library Cafe, a partnership between the Boulder Public Library and Boulder County Farmers Markets opened in 2015. The addition of the cafe to the library acknowledges and caters to the growing trend of coffee shop culture and people’s desire for more services and comfortable informal environments to read and work in. The cafe serves 75% local food and has an educational mission to teach the public about agriculture and healthy diets.

COMMUNITY LIVING ROOM

Hoover Public Library

The Library Plaza at the Hoover Public Library in Alabama is a community living room. It has cafes, a bookstore, reading and meetings rooms, and hosts events regularly. Open to both library visitors and the general public, people can get coffee and read their books here, socialize with friends, or book private spaces to work.

² http://www.libres-ejournal.info/wp-content/uploads/2014/06/Vol07_I1_pierce.pdf

