

PUBLIC LIBRARY

PIKES PEAK LIBRARY DISTRICT

FACILITY DESIGN GUIDE

*PIKES PEAK
LIBRARY DISTRICT*
**DESIGN
GUIDE**

SUBMITTAL

Final

DATE

04.2025

PREPARED FOR

Pikes Peak Library District

PREPARED BY

HB&A-ReThinking Libraries-Farnsworth Group



Table of Contents

EXECUTIVE SUMMARY

1.1 Facility Vision & Guiding Principles..... 2

FUNCTIONAL LAYOUTS

2.1 Program Elements 3
2.2 Outlet Size Guidance 9
2.3 Adjacencies 10

BUILDING ELEMENTS

3.1 Finishes..... 11
3.2 General Furniture Standards..... 12
3.3 MEP Considerations 13

SITE CONSIDERATIONS

4.1 Outdoor Spaces 15
4.2 Off-Street Parking 16
4.3 Drive-Up Service 16

APPENDICES

PPLD Sample 20K SF Base Space Program 17
PPLD Sample 7.5K SF Base Space Program 22

EXECUTIVE SUMMARY

This design guide is intended to provide an overview of how PPLD facilities should be approached in terms of renovation or the design of new facilities in the future. It should NOT be approached as a fixed guide or standard but more of a general guideline of ideal approaches and general standards that will need to be adapted to each project as budget and site-specific limitations dictate

1.1 FACILITY VISION AND GUIDING PRINCIPLES

The following provides a general framework for the philosophical approach PPLD would like to take with its facilities. These guiding principles should inform additional steering to project choices especially when they go outside or beyond the overall guidelines of this document.

- Sustainability – Facilities should support high levels of efficiency for operations, operate safely without excessive staff needs, and be financially sustainable over the long term.
- Innovation – Buildings should support the delivery of innovative services, technologies, and programs.
- Flexibility – A high priority should be placed on making our library spaces adaptable to the evolving needs of the community and staff.

Flexibility, hour-to-hour, day-to-day, and year-to-year is important.

- Supporting Literacy Development of All Kinds – The development of skills of all kinds is critical to the community and foundational to the value of the Library. Reading, Technology, Civic, Health, and Social literacies are just the starting points for literacies of all kinds.
- Customer Experience – The Library should focus on a positive experience for our customers. Making the building warm, inviting, and easy to use is critical to allowing its buildings to deliver that level of personal experience.
- Accessible and Easy to Utilize – Facilities should be easy to get to, and easy to enter for all residents regardless of their physical abilities, and parking should be as readily available as possible for each location. Power should be easily accessible to all seating locations.

FUNCTIONAL LAYOUTS

With an eye toward the principles mentioned previously, this section describes the different the program element “building blocks” of a library, and provides guidance on general size and adjacency of those elements.

2.1 PROGRAM ELEMENTS

The categories and subcategories below describe specific spaces and requirements for a library, including public and staff spaces, with guidelines and best practices for size, configuration, and furnishing of those spaces.

2.1.1 Public Areas

The following covers design goals and guidelines for the public areas of a library, separated by function and age level.

2.1.1.1 Collections

The physical collections of a library still represent the largest amount of space allocation in public libraries. Though some shifts to digital have occurred (at various rates across multiple demographic zones) that shift continues to appear as though it will remain well below 50% in most communities. This leaves physical collections as a core space component. Even with the shrinking collections, the total space needed for collections is not diminishing as fast for a few reasons. Emphasis on lower shelving heights creates

a more open space and keeps books within reach for more patrons. When possible, keeping books off the bottom shelves also makes them more visible and easily reachable. There is a strong trend towards a lower density of books per shelf, leaving room for more on-shelf displays of materials. This makes the collections more browsable and has been shown to increase circulation levels across all collection types.

- **Shelving Areas:** Shelving areas should generally be divided by age level (adult, teen, and youth), with further sub-divisions within the youth area (early literacy, early elementary, and pre-teen). A separate zone for a “popular” library near the entry is also a best practice primarily highlighting new items.
- **Shelving Styles, Types, and Heights:** Steel shelving, as already used in most PPLD outlets, should remain the shelving standard. Barring some specific specialty needs, shelving heights should ideally be the following maximum heights:

- **Adult and Teen Areas:**
 - Double-sided, free-standing shelving: 60” H
 - Single-sided, wall-mounted shelving: 72” H
- **Youth Areas:**
 - Double-sided, free-standing shelving: 54” H
 - Single-sided, wall-mounted shelving: 60” H
 - Picture books and board books should ideally have some or most of those collections shelved into browser-bin type shelving systems. These utilize the same frames as flat shelves but have a different type of shelf which allows materials to be shelved face forward instead of spine-out. These should ideally take the form of 2 browser-bin shelves on the lower levels and a top 3rd shelf that is flat (for spine-out shelving).
- **Spacing:** ADA requires a minimum standard of 36” between aisles however that is not sufficient for many libraries. PPLD should implement an absolute minimum standard of 42” with 46”-48” as a goal width as space designs allow. All other ADA requirements, mostly related to turn-around spacing, should also be followed at above the minimum requirements whenever possible.
- **Materials Density Goals:** From a programmatic planning standpoint PPLD should allocate the following density goals: (planning should be done to needed on-shelf requirements, NOT the full collection plans of the outlet, as anywhere from 5% to 20% of a collection should be in circulation at any given time, depending on the collection segment.)
 - Adult and Teen Book Collections .10 square foot per on-shelf item
 - Youth Collections 0.09 square foot per on-shelf item for flat shelves
 - Youth Collections 0.1 square foot per on-shelf item for browser bins

2.1.1.2 Teen area (13- to 19-year-olds)

General Goals by Location Size: The approach to teen space needs to vary with the overall size of the library outlet. When the total outlet size is under 10,000 square feet, a separate dedicated teen space will often not be possible or ideal, unless the outlet is located within very close walking distance of a high school or middle school and even then, the space should be multi-purpose so it can be used differently during the day. Usually, making the whole outlet teen-friendly should be more of the goal at that size range and under. When the library outlet gets over 15,000

square feet, especially closer to 20,000 and larger, a dedicated teen space should be a standard. That space should include a social area which should be glassed in and acoustically separated from the rest of the library. The teen area should also have an adjacent area for the collections and “quieter” teen study areas. Total space for the dedicated teen area should be in the range of 8% to 15% of the outlet’s total space depending on the expectations for teen usage, often driven by proximity to a high school or middle school.

Ideal Configurations & Adjacencies: In most cases, it is best not to put the teen area adjacent to the youth area. Most importantly, it should not be situated so the teens have to enter the youth area to get into the teen area. Sightlines from staff service points are important and should be prioritized when locating the space within the building.

Features and Furnishings: A focus on flexibility and comfort should dominate the furniture choices in teen areas. Options allowing teens to reconfigure the space to meet their needs should be given strong consideration.

Tech Features: The social areas of the teen area should contain at least one gaming zone which can double as a media viewing area. Generally, teen areas no longer contain public PCs unless a gaming/e-sports area is desired, as most teens come equipped with their own devices. If that isn’t the case in the areas where the outlet is being located, laptops checked out for use in the library are typically chosen instead of fixed public PC stations within the teen area.

2.1.1.3 Pre-teen/Tween area (9- to 12-year-olds)

General Goals by Location Size: This age level should not be forgotten when it comes to space equity. Intentional space, beyond space for the collections this age utilizes, is currently missing from most PPLD outlets. Space allocated to this age group can vary depending upon proximity to middle and elementary schools, with a range of 4% to 8%.

Ideal Configurations & Adjacencies: Unlike the teen area which should be separate and ideally set apart from the youth area, this area should be contained within, or at least fully adjacent to, the overall youth area of the library.

Features and Furnishings: Furniture and décor should have an aesthetic more like the teen space but scaled to this age group. A focus on flexibility and comfort should dominate the furniture choices in this area. However, flexibility is less critical than in the teen areas and should perhaps be focused on

staff-directed rather than user-driven flexibility.

Tech Features: This area probably should contain some fixed public PCs as this age group is more likely to have highly limited devices (if they have them at all). Also, this age group is likely to want to utilize technology for social gaming options like Minecraft, Roblox, and Fortnite which are often better experienced on fixed stations versus laptops.

2.1.1.4 Youth & Early Literacy (0–8-year-olds)

General Goals by Location Size: This area is the heart of most libraries. Depending on available space, this area should be further zoned to meet the developmental needs of different age groups. The focus should be on elements that promote early childhood literacy and a sense of discovery. In addition to reading and storytime spaces, there should also be areas for learning through play. The total space for the area should be in the range of 12% to 16% of the outlet's total space depending on the demographics of the community.

Ideal Configurations & Adjacencies: Noise separation is a critical factor and at the very least, the space needs to be as far as possible from quiet study areas or quieter adult spaces. Ideally, it will be in an area that can be acoustically separated from the rest of the Library. If possible, it will be located in a space that has a ground-level entry making it easy to access with strollers. If it requires access via stairs or elevator, the elevator should be large enough to easily accommodate strollers. It should also be situated in a way that prevents small children from easily exiting the space or building unaccompanied.

Features and Furnishings: Seating and tables should be comfortable and flexible. There should be coordinating tables and seating in both adult and child heights that allow for adult and child interaction. Riser seating, floor cushions, and mobile shelving that can easily be rearranged allow flexibility for informal storytimes. Interactive elements such as discovery walls and dramatic play features should be incorporated. Elements included should allow for open-ended play and be adaptable to allow for different experiences over time. A portion of the flooring should be a hard surface to accommodate messy projects.

Tech Features: This is an area where philosophies vary widely. Some tablets or children's fixed PCs with learning apps or software can be incorporated into the space, particularly for older children. It is usually best if they are positioned in a less conspicuous space, so they are not the first thing seen upon entering the space.

2.1.1.5 Calming/Sensory Rooms

General Goals by Location Size: As libraries strive to be more inclusive and mental health becomes more of a focus, sensory and calming rooms are becoming more popular. Having a soothing space for users with autism, developmental disabilities, PTSD, or sensory processing to step into to relax and regulate their emotions allows them to more confidently use the library. Smaller libraries likely don't have space for a separate room to accommodate these needs but there may be an opportunity to make a nursing room a dual-purpose space or have sensory equipment such as fidget toys, noise-cancelling headphones, weighted lap pads, and other tools. Larger libraries may set aside a separate space or spaces to address these needs.

Ideal Configurations & Adjacencies: Often these spaces are adjacent to the children's space though locations accessible by adults should also be considered. Sensory spaces tend to be designed with resources that help individuals with sensory processing needs regulate their senses and address overwhelming stimuli, while calming rooms are less about activity and more about creating a space to relax and decompress. Calming spaces tend to be quiet, low-stimulation areas for anyone needing a break.

Features and Furnishings: Both space types tend to be more dimly lit in ways that reduce glare and create a calming atmosphere. They are quiet and often have sound-absorbing materials such as carpeting, curtains, and acoustical panels on the floor and walls. A variety of soft comfortable seating options should be available. In sensory spaces, also consider water features, bubble lamps, slides, mini-trampolines, and game consoles to help stimulate the senses. The sensory equipment mentioned earlier can be useful in both types of spaces.

2.1.1.6 Public Computer Area

General Goals by Location Size: Fixed PC usage has been declining in most libraries but is another factor that varies greatly by location. There still should be some fixed PC stations but there should also be flexibility for patrons to check out laptop computers or use their own devices. Some libraries still have training labs for conducting computer classes, but more often, these spaces tend to utilize laptop computers for greater flexibility.

Ideal Configurations & Adjacencies: At least some of the public computers should be situated close to a service point to allow for staff assistance if necessary. Printers should be located within close proximity. Additional computers may be located in other quieter spaces throughout the library, particularly if the area close to the main bank of computers tends to be a

more active space.

Features and Furnishings: Workspaces should be large enough to allow space for books and other materials to be used while on the computer. They should also be positioned in a way that allows users some sense of privacy and does not force them to have direct eye contact with a user across from them. Some stations should be designed for multiple users to work together at a station or to allow staff assistance. At least one station should be ADA-accessible. Adequate power and charging points are important, particularly for spaces designed for laptop usage.

2.1.1.7 Multipurpose, Program, and Meeting room(s)

General Goals by Location Size: The approach to these spaces will vary greatly by location size. In a 10,000-square-foot building, there may only be room for one small multi-purpose/meeting room, which must be highly flexible to meet the needs of different user groups. In a larger library, there may be space for multiple program and meeting rooms which can be designated for different group sizes or types of usage.

Ideal Configurations & Adjacencies: Spaces with walls that open to the rest of the library maximize the usage of the area when meetings aren't in progress or allow for larger programs that flow out into the library. In some situations, it may make sense for spaces to be subdividable to create multiple smaller rooms. Depending upon the number of spaces, locations and adjacencies can vary. Often these spaces are used for storytimes and children's activities so at least having an entrance adjacent to the children's space encourages broader children's space usage. If the space is primarily used for meetings, it may make sense to have it close to the main entrance where after-hours use may be a possibility, and it is easier to cater food in if needed. Restrooms located close by are a good idea regardless of meeting room location.

Features and Furnishings: Furniture should be very flexible and typically includes flip-and-nest tables on casters and stackable chairs with dollies. Tables should be able to be used in different configurations to accommodate groups of different sizes. Chairs should be comfortable enough for multi-hour meetings but durable enough to stand up to heavy use. A percentage of the chairs should include arms to make them accessible for all users. At a minimum, there should be a sink in the space for messier programs and handling food. If possible, a small kitchenette adjacent to the meeting room space allows for more extensive food prep and if designed to open into the meeting space, can potentially be used for food programming. Flooring should be appropriate for the use of the space.

Children's program rooms often have hard surface flooring for easier cleanup of messy programs, but if storytime is the more common use, carpeting may be more appropriate. General meeting rooms can be either hard surface materials or carpet. The type of programming and acoustics are often drivers in the decision. Adequate storage to accommodate tables and chairs (when not in use), program supplies, technology, and any other resources needed for regular programs. Sometimes the space includes a washer/dryer if there is a need for the amenity.

Tech Features: Spaces should be equipped with technology for presentations and video conferencing and recording equipment is becoming more common. Presentation equipment can be more traditional projectors and screens or large monitors that may be fixed or mobile. Room size may determine the most feasible options. Hearing loops should also be a strong consideration for community meeting rooms.

2.1.1.8 Smaller Meeting and Study Rooms

Smaller Libraries: These locations should have at least one to two study rooms

Larger Libraries: Larger libraries should have a minimum of six study rooms and perhaps upwards of 10 or more, depending on the facility's total size.

Ideal Configurations: In larger libraries where a higher number of rooms are offered, the size should also be varied, with a mix of rooms to suit anywhere from one person to eight people. If construction is not an option, but there is space available, there are many self-contained study pod options that can accommodate everything from a single user up to six people.

Features and Furnishings: Users have a variety of preferences for seating and table types in meeting rooms so as possible this should be accommodated by offering multiple seating/table options in meeting rooms. It is not always necessary to have a traditional table and chair set-up. Sometimes, these spaces have lounge seating and side tables.

Tech Features: All study rooms should have easily accessed power and strong Wi-Fi access at a minimum. LCD panels should also be given strong consideration, especially in any larger study rooms that would support small groups. In those rooms with LCD panels A/V support for virtual meetings would also be an ideal additional feature.

2.1.1.9 Quiet Areas / Reading Room(s)

General Goals by Location Size: There should be some space within the library, regardless of size,

designated as quiet space. This space should allow for quiet reading and individual study. It may require an area to be set aside and acoustically separated from the rest of the library to accomplish this.

Ideal Configurations & Adjacencies: These spaces are best located away from the service desks, children’s and teen spaces, and areas designated as active collaboration spaces. Glassed-in areas in quieter parts of the library or areas that are delineated by shelving or other building/furniture features are ideal

Features and Furnishings: There should be a variety of seating and work options within the space. Options should include 1-2 seat tables or work counters, different styles of comfortable seating with side tables or pull-up laptop tables, study carrels, etc. All work areas should include access to power and charging options. Especially if a separate space can’t be accommodated, privacy lounge chairs or study pods should be considered for greater privacy and to diffuse some sound. White-noise or pink-noise features can make a space seem quieter by masking other sounds in the space.

2.1.1.10 Active Collaboration Space(s)

General Goals by Location Size: Designated areas for library users to work together and meet in less formal ways are an important service feature. In smaller libraries, this may be a single small area. In larger libraries a more substantial space with a variety of seating options and workspaces is desirable.

Ideal Configurations & Adjacencies: These areas should be located in busier areas where sound levels are already higher and noisier activities are better tolerated. Often these spaces are located in the entrance area or an area adjacent to service points. Some libraries situate these spaces next to or within a café space where vending or food/drink service options are available.

Features and Furnishings: Furniture in these spaces can vary greatly depending upon the activities occurring within the space. In smaller libraries, there may be a couple of small tables on casters or easily moveable lounge seating to provide flexibility. In larger libraries, there should be a wide variety of flexible workspaces, varied tables at different heights, and seating options. Banquette seating with mobile tables and chairs is one option that can provide a great deal of flexibility in a smaller footprint. Incorporating acoustic treatments into the space can help manage the noise.

2.1.1.11 Maker/Creative space(s)

General Goals by Location Size: Not all libraries require maker or creative spaces and the definition

of what is included in these spaces varies greatly from community to community. Smaller libraries in particular should not have dedicated space for these purposes though meeting rooms could be made flexible to support maker programs or maker “hours”. In larger libraries, a makerspace should be a strong consideration but still may not be mandatory if it doesn’t fit with community needs and desires. If there is a high community need/desire for a creative/maker space, the amount of space should be proportioned accordingly. There is no standard for how this space should be allocated so each project will need to be approached uniquely.

Features: There is no one approach to makerspaces, as PPLD already demonstrates in its various makerspaces across its system. The features, functions, and equipment need to be tailored to the identified needs and interests of the community. Specialty equipment will need to align with those needs to best serve users and programmatic needs.

Furnishings: The item most often overlooked or under-supplied in these kinds of makerspaces is storage. Storage needs for this type of space are extensive. Equipment and supplies will be space-intensive and need a variety of storage and organizational approaches. Cabinets, drawers, peg boards, and shelving will all likely be required. Lockable storage will be needed to secure expensive equipment and a variety of supplies. Flexibility is once again a key need as the storage needs will vary week to week, month to month, and year to year.

2.1.1.12 Self-Serve Holds

PPLD has a very high level of self-serve holds and as such the shelving capacity for this must be accounted for and placement of this shelving is important. This shelving area must be near an entrance, have immediate proximity to the self-check stations, and have reasonable proximity to the staffed service point(s). Since the holds shelves are not always very “tidy looking”, ideally, a balance should be struck by putting them in an easy-to-find but slightly less-visible location. Strong signage and labeling are also critical.

2.1.1.13 Self-check Station(s)

A high level of self-serve holds also tends to come with a high percentage of self-check station usage. The placement of these self-check units is important as they need to be easy to find, immediately adjacent to self-serve holds, and adjacent to the staffed service desk. Ideally, they are not mounted on service desks but in an area nearby, easily viewed from the service desk, and easy for staff to step over to assist users. Self-checks should be present even in the smallest outlets, as they support patron privacy options and autonomy.

A single unit is fine for smaller locations. Locations over 15,000 square feet should have at least two units. Larger facilities may need additional units though two units may be sufficient in many instances based on circulation levels and demographic tendencies of the served region. If there are multiple units in a location, consideration should be made to placing one in the children's area.

2.1.1.14 Service Desk(s)

Service desk positioning in libraries is key to user experience and staff effectiveness. Service desks should be positioned near the main entrance but in a way that allows staff and users to engage on entry but doesn't create a "gauntlet" like experience for patrons. When materials processing can be handled behind the scenes the service desk area should be kept to a minimum to maximize space for library users. In outlets where materials processing needs to happen at the service desk, a larger area is typically required, allowing for space for book carts to be positioned near the staff service point(s). Ideally, desks have both a high-position service point and an ADA-compliant accessible point (with knee space clearance for front-facing service by those utilizing mobility devices). If both options cannot be accommodated the ADA-compliant point should be prioritized.

If there is a material return location in the desk, there should be space for a depressible book cart to be positioned under the desk that can easily be pulled out to be unloaded and/or replaced with another cart so processing can be completed in another area. Adequate storage within and behind the desk should be included to reduce clutter and make the space more efficient. Digital signage showing library offerings, and other library promotional content should be positioned behind staff at the service points whenever possible, as these are a more effective positioning than at entrances.

When possible, service desks should be flexible furniture-based solutions as opposed to inflexible millwork/casework-based solutions. Adjustable height options should be discussed with staff and also as an option to ensure an ADA-accessible height option at single service point locations in smaller outlets or situations where there are marked differences in staff heights.

2.1.1.15 Nursing/Lactation Rooms:

Quiet, comfortable, and secure spaces for nursing mothers to breastfeed or use breast pumps are supportive for young families. The spaces may also

be used by staff if there is not other staff space available for this.

Ideal Configurations & Adjacencies: Most often, these spaces are positioned within or adjacent to children's spaces. They should allow space not only for the mother and infant but also for other children who may need to accompany their mother into the space. The space should be lockable. If there is not a good option for building or retrofitting a room, standalone pods from companies such as Mamava are an option.

Features and Furnishings: The space should include a comfortable chair such as a rocking chair, shelves, counter, or hooks for belongings, a flat surface for pumping equipment, and adequate electrical outlets

2.1.1.16 Restrooms

Facility Restrooms will need to be adapted to each location, the environments within the facility, and the populations served. Local building standards should always be followed.

Quantity: Size should primarily be driven by local building standards with consideration for larger programs when larger meeting spaces are part of the building design. All locations should have at least one family/caregiver restroom, and ideally more when possible. When practical at least one family restroom should be located in or near the youth areas of the library.

Features: In addition to the standard restroom amenities, all restrooms should include baby changing tables and some libraries have begun including adult changing tables in their family/caregiver restrooms. Consideration should be given to including wall-mounted child safety seats and step stools at the sinks in restrooms positioned in the children's area.

2.1.2 Staff Areas

Staff areas are some of the consistently deficient spaces in PPLD's current libraries. Dedicated staff areas should typically occupy 9% to 13% of the total space in an outlet. This does not include areas needed for system-focused resources that may be located in larger locations or administrative spaces.

2.1.2.1 Returns Intake

Materials returns options should generally be provided in both an external and internal option.

2.1.2.1.1 Internal Returns

The internal return location should be positioned in a spot that balances easy access for patrons as they enter the building, with ready access for staff. It should be positioned so that patrons don't have to pass the service desk to return items.

2.1.2.1.2 External Returns

External returns are ideal for after-hours material returns for quick drop-offs of items. Ideally, it is positioned to drop into the building, and it is best if it goes directly into a workroom space. Any return that goes directly into the building should drop into a fire-rated space based on the local codes. These returns tend to be noisy so the space should be well insulated or situated away from staff workspaces. If external return boxes are used, there should be considerations of how easy the boxes are to access and what accommodations there are for adverse weather conditions. Regardless of the type of drop, it needs to be large enough to accommodate the returns if the building is closed over a holiday or weekend or able to be locked to prevent returns if an overflow situation is possible.

2.1.2.2 Automated Materials Handling (AMH)

At PPLD's highest circulation locations AMH systems should be considered, but sufficient space must be allocated. Space for the initial system, future expansion, and in particular, space for staff to access return bins without any cumbersome logistics is important. East Library currently has insufficient space to support its AMH and is an example of what to avoid in any future AMH implementations.

2.1.2.3 Staging for Transits/Materials Processing/Reshelving Staging

Most current PPLD facilities have insufficient space for materials transits and other materials processing functions, including sufficient space for reshelving logistics (space for enough book carts to handle the needed materials flow). Future buildings should allocate more space than current buildings to support the efficient back-office processing/flows/transits of materials. The space requirements in this area can vary by building size, and expected circulation levels, but should not be short changed.

2.1.2.4 Open office spaces

In general practice, staff who do not supervise others should be in open or cubicle-based office arrangements. These spaces should allow adequate space and storage for their immediate work needs.

2.1.2.5 Private offices

All staff who supervise other staff should ideally have a private office, to ensure the privacy that is often required in supervisory situations.

2.1.2.6 Storage

Another area where most PPLD locations are insufficiently designed is storage space. Very few

locations have enough space for general or program-specific needs. A good range for total storage space is generally in the 3% to 5% of total building space. Storage spaces should be positioned as close as possible to where the stored materials will be used, especially for frequently used materials and equipment. Maximizing vertical wall space with cabinets and shelving can gain space. In some cases, lockable storage walls may be appropriate in program and meeting rooms or behind service points.

2.1.2.7 Staff Restrooms

All locations regardless of size should ideally have a dedicated staff-only restroom located in a behind-the-scenes staff area.

2.1.2.8 Staff Break Area

Any outlet over 10,000 square feet should have a dedicated staff break room. Locations under 10,000 square feet should still have a staff break area but it might be more of a dedicated zone of the staff area instead of a separate room, though this should still have some level of distinction and separation. In addition to tables and chairs for meals, consider comfortable seating that allows for relaxation.

2.1.2.9 Staff Meeting Room

Any outlet over 15,000 square feet should have a dedicated staff meeting room. Outlets under that size should likely utilize public meeting spaces for staff meeting purposes.

2.2 OUTLET SIZE GUIDANCE

The following outlines basic guidance around appropriate sizes for future PPLD outlets. Future PPLD outlets should most likely come in two size ranges:

- Sub-Regional Branches: 15,000 to 25,000 square feet These branches are located in higher-density regions of the district.
 - They would be full-service locations, likely to have full-size meeting spaces, and potentially a Makerspace.
 - See the PPLD Sample 20,000 Sq.Ft. Base Space Program for general guidance around space allocations at a baseline of this size.
- Rural / Neighborhood Branches: 5,000 to 9,000 square feet These branches would be in lower-density rural areas or in places where a neighborhood might need a more specific local approach.

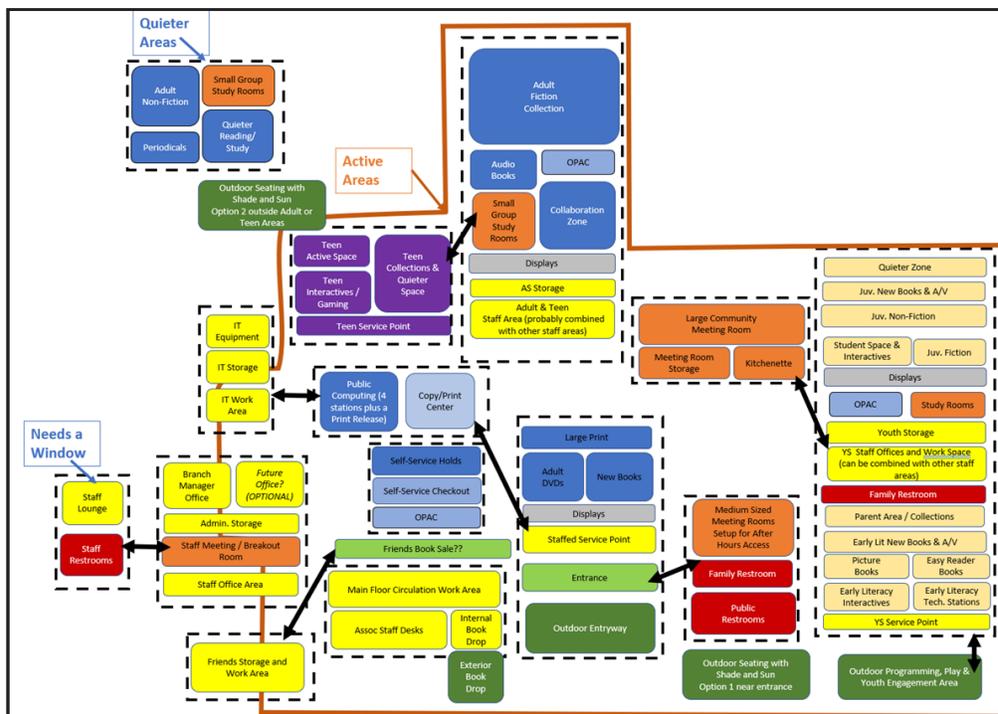
- The services here would be more focused, scaled down, without any specialty spaces, and with more limited meeting space.
- These locations should also be designed in a way that supports the option to do a low or no-staff service model IF/once PPLD implements that expanded hours service model.
- See the PPLD Sample 7,500 Sq.Ft. Base Space Program for general guidance around space allocations at a baseline of this size.

2.3 ADJACENCIES

This section demonstrates a general adjacency diagram, showing 'bubbles' of somewhat relative size depicting required and nice-to-have adjacencies in a general 20,000-square-foot building program. This is NOT intended to be a fixed approach, and an adjacency map should be customized to every project. This should be considered a general guideline of typical best practices but size, programmatic contents and priorities, and site setup will dictate that every adjacency map will need to be different.

Map Key

- Items within dotted lines are required or at least high priority adjacencies
- Items within orange box are Active areas and the goal should be to make these areas as adjacent as possible to keep noisy/collaborative areas together.
- Overall proximities denote desired adjacencies but are not generally high priority unless otherwise noted with a
- Layout assumes a single floor building.
- Please note that service point strategies are still in flux, so the depictions here are simply a starting point for discussions.



BUILDING ELEMENTS

The finishes, furnishings, and facility infrastructure of libraries can have a big impact on their usability and sustainability into the future. This chapter provides general best practices in these categories for the building itself.

3.1 FINISHES

This section includes general concepts for finishes. PPLD has indicated no desire to unify specific products in every single location. Where applicable, such as with the carpet, which is common to the newer facilities, more specific direction will be given, but typically, this section will describe the desired qualities of materials, rather than a prescriptive list of required finishes.

3.1.1 Interior

Interior finishes shall be selected by the design team specifically for each library design project to fit within the overall design character of the facility. Emphasis will be on durable, cleanable products, promoting healthy interior environments. Specific consideration must be given to the acoustic performance of each space.

3.1.1.1 Flooring

Most new flooring in libraries should be carpet tile because it provides the benefits of durability, ease of maintenance, and acoustic performance. Low-pile,

high density, structured loop nylon tiles can withstand heavy foot traffic and movement of wheeled carts, providing greater longevity in high-use areas. High quality carpet fibers will resist soils and prevent stains with permanent inherent stain protection. Ease of cleaning is crucial for handling spills and dirt, and the modular nature of tiles allows for simple replacement of damaged sections, reducing overall maintenance costs. Unlike hard surfaces such as ceramic tile or luxury vinyl tile (LVT), carpet tile provides sound-dampening qualities which help create a quieter atmosphere in the library.

Carpet tile can contribute positively to indoor air quality by trapping allergens and airborne particles which will be taken out of the environment by a regular cleaning program. Carpets and adhesives with low VOC must be specified. Walk-off carpet at library entrances will reduce exterior particulates from being tracked indoors.

Generally, neutral colors and subtle patterns should be chosen to promote a calming atmosphere and minimize distractions. However, color accents and patterns may

be introduced in specific areas to enliven active spaces, especially those dedicated to youth. Floor patterns can also be used for wayfinding to direct patrons to key areas in the library.

Specialty spaces within the library should have hard surface flooring better suited to their usage. Multi-purpose rooms that host art classes, messy children's programs, food service, and the like, should have flooring which is easy to mop clean. LVT is a common durable, slip-resistant material that offers exceptional durability and water resistance, making it ideal for high-traffic areas and spaces prone to moisture. Restroom floors, staff breakrooms, and similar areas should have durable porcelain tile or water-resistant laminate flooring. IT/Communication rooms with sensitive equipment will need static-dissipative flooring or sealed concrete.

In addition to the recommendations above, consideration must be given for how the flooring fits within the overall character of the library facility, particularly spaces with historic value. Wood flooring, stone, terrazzo, and the like, are more common in older library buildings and may be retained to enhance the character of the spaces.

3.1.1.2 Ceilings

The primary ceiling material in a library should be acoustic ceiling tile (ACT) due to its sound absorption properties and light qualities. Particularly in large open spaces, ACT is essential to minimize distracting noise reverberation and create a calming environment. These tiles come in a variety of textures and patterns, allowing for both sound control and visual interest. Integrated lighting systems, recessed or suspended, further enhance the ceiling's functionality, providing even and adjustable illumination tailored to the specific use of the space. Depending on the overall design intent of the library, vaulted or open ceilings may be used to maximize natural light and create a sense of spaciousness. Supplemental acoustic panels will be necessary to control noise in these spaces.

At specific areas of interest such as the service desk, ceiling accent elements should be utilized to direct patrons and provide visual emphasis. Floating "clouds" of acoustic panels, painted drywall, or wood panels in a variety of shapes can provide color and interest. In smaller reading rooms, quiet areas, and calming/sensory spaces, a reduced ceiling height will create a cozy atmosphere conducive to reading and relaxation. Natural materials such as wood paneling can provide a calming effect. Ultimately, the library ceiling should

balance acoustic performance, lighting requirements, and aesthetic considerations, contributing to a welcoming environment for library patrons.

3.1.1.3 Natural Light

The use of natural light should be strongly considered in any library design. Natural light provides measurable health benefits, promotes reduced energy usage, and enhances the interior environment of a facility. Spaces in the library which particularly benefit from natural light include children's spaces, large and small meeting rooms, quiet reading areas, and spaces dedicated to staff use. Where focused tasks and activities take place, the natural lighting should be filtered or indirect to reduce glare and eye fatigue. Highly reflective materials should also be avoided where natural lighting is present.

3.1.2 Exterior

Library exterior design features will vary considerably based on the neighborhood context of each facility. There are no standard requirements for exterior form, materials, or colors. Each library design project must take into consideration the building's scale and neighborhood context to create an appropriate facility. Generally, the library façade should be an open, transparent, welcoming place with visibility into and out of the public-facing spaces.

Exterior signage should also harmonize with the neighborhood while maintaining consistent PPLD branding. Building signage should be designed to fit with the overall library design character, while using PPLD standard branding and colors. In mixed-use urban environments, dedicated storefront window display areas at street-level retail locations are optimal for library branding, announcements, and promotional activities.

3.2 GENERAL FURNITURE STANDARDS

Library furniture can make or break the effectiveness of a space. It must take into account the needs of the users, the wide variety of activities occurring throughout the space, the desire for a long life, and the need to be easily cleaned and maintained.

3.2.1 Variety

Library users come in all shapes and sizes and library furniture needs to reflect that what is comfortable for

one user won't work for another. Seating of different scales, a variety of table and chair heights, and a mix of seating with and without arms will ensure there is something for everyone. Also, consider how users like to work and offer an assortment of public and private seating arrangements and soft seating options with accessible power as well as standard tables and chairs.

3.2.2 Flexibility

For the most part, it is good to be able to use a space or a piece of furniture in multiple ways. Two-person tables on casters can easily be pushed together if larger tables are needed and provide more individualized spaces when those are preferred. Lounge seating with two casters and two fixed legs can still be moved but can also be more fixed. Mobile whiteboards or acoustical screens can be repositioned to subdivide areas as needed. There are times when mobility is not as appropriate when introducing power or trying to limit group size in a particular area so those factors should be taken into consideration.

3.2.3 Upholstery Materials and Fabrics

Wise fabric choices are critical to the lifecycle of upholstered furniture. Double rubs of 30,000+ are considered to be extra heavy-duty fabrics, but in heavily used public spaces like libraries, materials with close to 100,000 double rubs will perform much better. The other consideration is whether a woven or coated fabric should be used which will contribute to cleanability. Woven fabrics can have stain blockers like Crypton or Nanotex added to help resist staining but are still more prone to collecting dust and crumbs. Coated fabrics such as polyurethanes, silicon, and vinyl are easier to wipe clean, but care needs to be taken in choosing the cleaners used because the materials can delaminate, break down, or become sticky if the correct cleaner is not used. Coated fabrics are also more prone to punctures and cannot be repaired as woven fabrics can.

3.2.4 Furniture Lifecycle Considerations

Specifying contract-grade furniture that is designed and manufactured for commercial use is a best practice because it will withstand the wear and tear of a public environment. Developing some standards at least within a space, if not across the district, can provide some unifying elements throughout the building and reduce the complexity of maintaining

the facility. Consistent materials reduce the variation in cleaning procedures and limiting the variety of fabrics and patterns selected makes it easier to replace or reposition items when damage occurs.

Some other basics to keep in mind when choosing furniture:

- Avoid wood veneer on horizontal surfaces such as tables and the tops of shelving units. Materials such as high-pressure laminate, Marmoleum®, and Corian® provide more durable surfaces that are easier to clean.
- Wood or plastic arm caps can help to extend the life of upholstered armchairs.

3.3 BUILDING SYSTEMS

This section will discuss the general needs for the types of spaces. This document does not lay out standards for general mechanical, electrical, and plumbing (MEP) systems as those will need to be tailored to every project. However, the efficiency of systems and the long-term total cost of ownership and operation should always be factored into those designs.

There are several MEP-type considerations that this document seeks to outline around user considerations and special areas considerations.

3.3.1 User Power

Library users need power access that is plentiful and easily accessed. Ideally, this should include both 120V and USB outlets. As USB standards are currently in transition consideration must be given to what is offered. Wireless chargers are also becoming more of a standard but should probably be addressed in a less fixed way, such as tabletop chargers instead of built-in approaches.

3.3.2 Makerspaces and Creativity Spaces

Based on the type of maker or creativity space desired, there may be specialized needs that should be accommodated in the building design.

3.3.2.1 Power

Some makerspace equipment can require higher levels of power/voltage, and if those kinds of systems (laser cutter/etcher, kilns, wood/metalworking equipment, etc.) are initial or future considerations then making allowances for those high power/voltage levels should

be done during the initial design and buildout to save costs later on.

3.3.2.2 Ventilation

Higher-level or specialty ventilation/air-filtration is another element that is sometimes required by certain equipment (laser cutter/etcher, kilns, etc.). It is also something that should potentially be planned for even if not needed in an initial makerspace design.

3.3.2.3 Sinks & Drains

Large wash sinks with cold and hot water supplies should include sprayers to assist with cleanup and

programs. It is critical that if painting, or especially if clay/pottery is going to be part of the makerspace, specialty drains/traps designed for art spaces are utilized.

3.3.2.4 Appliances

Appliances like washers, dryers, and/or dishwashers can be a highly desirable feature of any makerspace. They can be critical in supporting programs and daily use clean-up.

SITE CONSIDERATIONS

The area surrounding the library facility itself contributes to positive first impressions as well as employee and patron health, and the use of outdoor spaces can extend the functionality of the building itself. This section details considerations for the site, including outdoor spaces and parking.

4.1 OUTDOOR SPACES

Outdoor spaces with a solid connection to the library building have become a near standard for many libraries, particularly those with a high number of nice and sunny days such as Colorado experiences. Two approaches have emerged to these spaces with some projects only utilizing one but occasionally projects can utilize both, depending on site and building layout.

4.1.1 Generally accessible outdoor spaces

These outdoor spaces do not have controlled access and are accessible without first entering the building. This type of space is generally more flexible than controlled access outdoor areas and has a larger range of sizes that are feasible. They can be designed to support larger programs (small amphitheaters are even an option) in addition to the youth play or adult usage areas. An often-overlooked component that is key to these spaces is shade. Whether through building overhangs, built-out structures, suspended shade structures, shade umbrellas, or mature trees,

shade is a critical element in making outdoor spaces work. Since these spaces do not have controlled access, outdoor furniture choices need to factor in that reality. User-accessible power is an ideal offering but does add further complications to uncontrolled areas. Timer-controlled power is one possibility that can be utilized to limit problems that might occur with putting accessible power in outdoor areas.

4.1.2 Controlled access outdoor spaces

These spaces can be walled off or occasionally are elevated areas (balconies or rooftops) but cannot be accessed outside of library hours. These areas generally have a focus on either youth areas for play and programs and/or adult spaces for reading, studying, or relaxation. Just as in the generally accessible spaces, shade is a key element of these spaces as well. Building overhangs, built-out structures, suspended shade structures, shade umbrellas, or mature trees are also ways to incorporate shade into these spaces as well. Given these are controlled spaces, comfortable

outdoor furniture and user-accessible power should be a priority. Storage for outdoor programming needs should also be a consideration.

4.2 OFF-STREET PARKING

Parking will be provided in accordance with the provisions of the zoning authority where the library facility is located.

4.2.1 Parking Numbers

The number of parking spaces required will vary considerably based on the zoning code. For instance, libraries within Colorado Springs which are subject to the Unified Development Code require one parking space for every 750 square feet of gross floor area. Libraries under the authority of the El Paso County Land Development Code require one parking space for every 400 square feet of floor area.

Libraries which contain large meeting rooms or community rooms may require additional parking spaces to accommodate influxes of large numbers of people. Where libraries are located adjacent to other uses which have large parking lots, the parking spaces may be shared with the adjacent properties. This will be more common in retail centers or mixed-use urban areas.

4.2.2 Other Parking Considerations

Staff parking spaces near a staff entrance will be designated based on staffing needs and included in the total required parking spaces. Accessible off-street parking spaces, access aisles, and routes will comply with accessibility regulations. Parking spaces for electric vehicles and carpool use may be added to meet LEED requirements, based on project feasibility and desirability.

4.3 DRIVE-UP SERVICE

A drive-up service window is a building feature that should generally be considered when constructing a new building. Retrofitting a service window into existing buildings is typically not practical or cost-effective. The location within the building and vehicle approach to the service window will dramatically impact both site layout and building layout so it is a decision that must be made very early in any new building design. As hold pickups are the primary service occurring via the service window an early decision will also need to be made in terms of whether users will have to select the service window as a hold location at the time of placing the hold (this is the most typical approach) or whether the general holds shelves can be positioned near enough to the service window to not require that.

APPENDICES

- 5.1 PPLD SAMPLE 20K SF
BASE SPACE PROGRAM**
- 5.2 PPLD SAMPLE 7.5K SF
BASE SPACE PROGRAM**

Space Programming and Allocation Matrix-Base 20K SqFt Branch Outlet					Version 1.0
Pikes Peak Library District					Version 1.0
Area		IDEAL PROGRAM			Comments/Notes
ADULT/GENERAL PUBLIC SPACES		UNIT	SF PER UNIT		
Entrance, Friends & Customer Service					
1.01	Entrance lobby	1	175 SF	175 SF	
1.02	Internal book return	1	60 SF	60 SF	
1.03	Main service point	2	100 SF	200 SF	2 Service positions (low and a high position each)
1.04	Secure Laptop Storage	1	25 SF	25 SF	
1.05	Self check stations	2	85 SF	170 SF	
1.06	Self-serve holds	1000	.10 SF	100 SF	
1.07	Display/Gallery space	1	100 SF	100 SF	
1.08	48" LCD Panels	2	25 SF	50 SF	
1.09	Literature rack	1	25 SF	25 SF	
1.10	Shopping Cart Parking	1	25 SF	25 SF	Room for 5 small carts
1.11	Business Center - Photocopier, Scanner, etc.	1	100 SF	100 SF	
1.12	Friends Book Sale	1	100 SF	100 SF	
1.13	Nursing Room	1	70 SF	70 SF	fixed built in changing tables??
1.14	Family Restrooms	2	80 SF	160 SF	fixed built in changing tables
1.15	Public Restrooms	4	120 SF	480 SF	fixed built in changing tables??
Subtotal				1,840 SF	
Popular Library/A/V					
2.01	New adult books & Materials Displays	900 Bks	.15 SF	135 SF	
2.02	Adult DVD media	1,500 Items	.08 SF	120 SF	Regular Flat shelves
2.03	Adult Audiobooks	1,500 Titles	.09 SF	135 SF	Regular Flat shelves
2.04	Adult periodicals	70 Titles	1 SF	70 SF	Regular Flat shelves with Acrylic Mag Boxes
2.05	Adult lounge seating	4	50 SF	200 SF	
2.06	Occasional Tables	2	8 SF	16 SF	
Subtotal				676 SF	
Meeting Rooms					
3.01	Large multi-purpose meeting	100 Occ	15 SF	1,500 SF	Positioned to Support Youth Services & other Programming, could likely scale down a bit IF needed
3.02	Meeting Room Storage	1	200 SF	200 SF	Regular Tables, and Chairs storage plus Includes space for a Charlie Cart/Kitchen-al-a-carte
3.03	Kitchen	1	100 SF	100 SF	Sink, Fridge, stove/oven?, microwave, dishwasher
3.04	Small Group Meeting	6	100 SF	600 SF	Mix of sizes and furnishing options
3.05	Medium Sized Meeting Room	1	200 SF	200 SF	8 to 12 People
3.06	Large Group Meeting Room or Makerspace	1	550 SF	550 SF	13-30 People, positioned for after hours usage, includes cabinets, sink, fridge, and counter area
Subtotal				3,150 SF	
Adult Library					
4.01	Adult fiction	11,000 Bks	.10 SF	1,100 SF	
4.02	Large Print	1,500 Bks	.11 SF	165 SF	
4.03	Adult Nonfiction	6,000 Bks	.10 SF	600 SF	
4.04	Adult Tables and Seating (2 Place)	4	70 SF	280 SF	Tables on casters for flexibility
4.05	Adult Collaborative Seating - 4 Place	1	120 SF	120 SF	4 Seats, plus LCD screen
4.06	Adult lounge seating	5	40 SF	200 SF	
4.07	Occasional Tables	3	8 SF	24 SF	
4.08	OPACs	2	60 SF	120 SF	
4.09	Adult public computers	8	80 SF	640 SF	Supplemented by Laptops checked out for use in library
4.10	Printer station	1	40 SF	40 SF	
Subtotal				3,289 SF	
ADULT/GENERAL PUBLIC SPACES				8,955 SF	

YOUTH LIBRARY		UNIT	SF PER UNIT		
Children's Service Area / Popular Library					
10.01	Service Point	1	100 SF	100 SF	
10.02	Self check stations - Youth Height	1	85 SF	85 SF	
10.03	Children's Reference Materials	25 Bks	.09 SF	2 SF	
10.04	New Books Display (Spine & Face out)	200 Bks	.13 SF	25 SF	
10.05	Children's DVDs	500 Items	.05 SF	25 SF	Regular Flat shelves
10.06	Children's Audiobooks	200 Bks	.08 SF	16 SF	Regular Flat shelves
10.07	Children's Periodicals	5	1 SF	5 SF	
10.08	48" LCD Panels	1	25 SF	25 SF	Marketing, and program promotion
10.09	Art Display Area (2-D and 3-D art)	1	100 SF	100 SF	
Subtotal				383 SF	
Pre and Early Literacy (Ages 0 - 4)					
11.01	Children's Picture / Board Books	6,000 Bks	.11 SF	660 SF	Mix of Browser Bins and Flat Shelving
11.02	Children's tables and chairs (2 place)	3	70 SF	210 SF	
11.03	Children's Lounge seating	2	30 SF	60 SF	
11.04	Parent lounge seating/Chair and Half	3	40 SF	120 SF	Sized for Caregiver with Child
11.05	Occasional Table	1	8 SF	8 SF	
11.06	Special feature (e.g., interactives)	2	100 SF	200 SF	
Subtotal				1,258 SF	
Young School aged (ages 5 - 8)					
12.01	Easy Readers	1,500 Bks	.09 SF	135 SF	
12.02	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
12.03	Adult-sized Table & Chairs (2 place)	2	60 SF	120 SF	
12.04	Adult-sized Lounge Seating	2	40 SF	80 SF	
12.05	Occasional Table	1	8 SF	8 SF	
12.06	Special feature (e.g., interactives)	2	75 SF	150 SF	Interactive, manipulatives, play stations
12.07	PAC Stations on Stack Ends	2	25 SF	50 SF	
Subtotal				543 SF	
Pre-Teen (ages 9 - 12)					
13.01	Children's Fiction	4,000 Bks	.10 SF	400 SF	
13.02	Children's Graphic Novels	500 Bks	.10 SF	50 SF	
13.03	Children's Nonfiction	3,800 Bks	.10 SF	380 SF	
13.04	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
13.05	Adult-sized Table & Chairs (2 place)	3	60 SF	180 SF	
13.06	Adult-sized Lounge Seating	2	40 SF	80 SF	
13.07	Occasional Table	1	8 SF	8 SF	
13.08	Multimedia / Gaming / Interactives	1	50 SF	50 SF	
Subtotal				1,148 SF	
Miscellaneous					
14.01	Parenting Collection	200 Bks	.10 SF	20 SF	
14.02	Stroller Parking	1	50 SF	50 SF	
Subtotal				70 SF	
YOUTH LIBRARY				3,402 SF	

TEEN LIBRARY		UNIT	SF PER UNIT		
Teen Library					
15.01	Teen New Books Display	200 Bks	.12 SF	24 SF	
15.02	Service Point	1	80 SF	80 SF	a small pedestal at most or likely just a space placeholder
15.03	Teen Fiction & Graphic Novels	2,000 Bks	.10 SF	200 SF	
15.04	Teen DVD/Media	100 Items	.08 SF	8 SF	
15.05	Teen Non-Fiction	200 Bks	.10 SF	20 SF	
15.06	Teen Audiobooks	100 Bks	.09 SF	9 SF	
15.07	48" LCD Panels	1	25 SF	25 SF	
15.08	Adult-sized Table & Chairs (4 place)	1	90 SF	90 SF	Booths Possibly
15.09	Adult-sized Table & Chairs (2 place)	2	60 SF	120 SF	
15.10	Adult-sized Lounge Seating	3	40 SF	120 SF	
15.11	Occasional Table	2	8 SF	16 SF	
15.12	Multimedia / Gaming / Social / Flex	2	100 SF	200 SF	
15.13	Art Display Area (2-D and 3-D art)	1	80 SF	80 SF	
Subtotal				992 SF	
TEEN LIBRARY				992 SF	
STAFF AREAS		UNIT	SF PER UNIT		
Staff Space - Staff					
9.01	Branch Manager - Office	1	120 SF	120 SF	
9.02	Circulation Staff/Library Assistants	2	75 SF	150 SF	
9.03	PT Assistants (Shared Stations)	2	50 SF	100 SF	
9.04	Staff Meeting Room	1	200 SF	200 SF	Seats 8 to 12
9.05	Work Area / Logistics	1	250 SF	250 SF	Includes space for Courier Services, Limited Processing, and general work flow
9.06	External Book Drop Room	1	50 SF	50 SF	
9.07	Youth Workroom	1	125 SF	125 SF	
9.08	Children's Librarian	2	90 SF	180 SF	
9.09	Teen /Adult Librarian	1	140 SF	140 SF	Includes extra space for work area in office
9.10	Miscellaneous Youth Storage	1	150 SF	150 SF	
9.11	Miscellaneous Library Storage	1	100 SF	100 SF	
9.12	Miscellaneous Adult Storage	1	100 SF	100 SF	
9.13	Friends Book Storage / Work area	1	100 SF	100 SF	Separate Area NOT shared with Staff work areas
9.14	Staff Restroom	1	90 SF	90 SF	
9.15	Janitor's closet	1	75 SF	75 SF	
9.16	Staff Breakroom	1	200 SF	200 SF	
9.17	IT Equipment, Storage, and Work area	1	100 SF	100 SF	
Subtotal				2,230 SF	
STAFF AREAS				2,230 SF	

BUILDING SUB-TOTALS				15,579 SF	
	Circulation Factor		15.00%	2,337 SF	
	Footprint, Mechanical & Electrical	1	15.00%	2,337 SF	
	Totals >>			20,253 SF	
SEATING/PCs/STAFF POSITION TOTALS:					
	Total Seating	75			Table Seating, Lounge Seating, and study rooms: does NOT include PC Stations or meeting rooms
	Total Computers	8			Doesn't include Early Lit stations
	Total Staff Positions	8			Doesn't include Service Point Stations
	Service Point Stations	4			
SPACE TOTALS:					
	Staff Only Space	2,230	11%		
	General and Adult Space	3,965	20%		Doesn't include meeting space
	Entry/Cust Serv/Meeting Space/Eating Area	4,990	25%		
	Youth Space	3,402	17%		
	Teen Space	992	5%		
	Circ Factor / Mechanical/ Footprint	4,674	23%		
	Total space for All Collections:	3,824	19%		
ON SHELF COLLECTION CAPACITY TOTALS:					
	Holds Capacity	1,000			
	Adult	20,900	52%		
	Childrens	16,901	42%		
	Teen	2,600	6%		
	Total:	40,401			

Space Programming and Allocation Matrix-Base 7.5K SqFt Branch Outlet					
Pikes Peak Library District					Version 1.0
Area	IDEAL PROGRAM			Comments/Notes	
ADULT/GENERAL PUBLIC SPACES	UNIT	SF PER UNIT			
Entrance, Friends & Customer Service					
1.01	Entrance lobby	1	75 SF	75 SF	
1.02	Internal book return	1	60 SF	60 SF	
1.03	Main service point	1	100 SF	100 SF	
1.04	Secure Laptop Storage	1	25 SF	25 SF	
1.05	Self check stations	1	85 SF	85 SF	
1.06	Self-serve holds	400	.10 SF	40 SF	
1.07	Display/Gallery space	1	100 SF	100 SF	
1.08	48" LCD Panels	1	25 SF	25 SF	
1.09	Literature rack	1	25 SF	25 SF	
1.10	Shopping Cart Parking	1	25 SF	25 SF	Room for 5 small carts
1.11	Business Center - Photocopier, Scanner, etc.	1	100 SF	100 SF	
1.12	Friends Book Sale	1	100 SF	100 SF	
1.13	Nursing Room	1	70 SF	70 SF	fixed built in changing tables??
1.14	Family Restrooms	1	80 SF	80 SF	fixed built in changing tables
1.15	Public Restrooms	2	120 SF	240 SF	fixed built in changing tables??
Subtotal				1,150 SF	
Popular Library/A/V					
2.01	New adult books & Materials Displays	400 Bks	.15 SF	60 SF	
2.02	Adult DVD media	1,000 Items	.08 SF	80 SF	Regular Flat shelves
2.03	Adult Audiobooks	500 Titles	.09 SF	45 SF	Regular Flat shelves
2.04	Adult periodicals	25 Titles	1 SF	25 SF	Regular Flat shelves with Acrylic Mag Boxes
2.05	Adult lounge seating	2	50 SF	100 SF	
2.06	Occasional Tables	1	8 SF	8 SF	
Subtotal				318 SF	
Meeting Rooms					
3.01	Large multi-purpose meeting	25 Occ	15 SF	375 SF	Positioned to Support Youth Services & other Programming, could likely scale down a bit IF needed
3.02	Meeting Room Storage	1	100 SF	100 SF	Regular Tables, and Chairs storage plus Includes space for a Charlie Cart/Kitchen-al-a-carte
3.03	Kitchen	0	100 SF	SF	Sink, Fridge, stove/oven?, microwave, dishwasher
3.04	Small Group Meeting	2	100 SF	200 SF	Mix of sizes and furnishing options
3.05	Medium Sized Meeting Room	0	200 SF	SF	8 to 12 People
3.06	Large Group Meeting Room or Makerspace	0	550 SF	SF	13-30 People, positioned for after hours usage, includes cabinets, sink, fridge, and counter area
Subtotal				675 SF	
Adult Library					
4.01	Adult fiction	3,500 Bks	.10 SF	350 SF	
4.02	Large Print	500 Bks	.11 SF	55 SF	
4.03	Adult Nonfiction	2,500 Bks	.10 SF	250 SF	
4.04	Adult Tables and Seating (2 Place)	2	70 SF	140 SF	Tables on casters for flexibility
4.05	Adult Collaborative Seating - 4 Place	0	120 SF	SF	4 Seats, plus LCD screen
4.06	Adult lounge seating	2	40 SF	80 SF	
4.07	Occasional Tables	1	8 SF	8 SF	
4.08	OPACs	1	60 SF	60 SF	
4.09	Adult public computers	2	80 SF	160 SF	Supplemented by Laptops checked out for use in library
4.10	Printer station	1	40 SF	40 SF	
Subtotal				1,143 SF	
ADULT/GENERAL PUBLIC SPACES				3,286 SF	

YOUTH LIBRARY		UNIT	SF PER UNIT		
Children's Service Area / Popular Library					
10.01	Service Point	0	100 SF	SF	
10.02	Self check stations - Youth Height	0	85 SF	SF	
10.03	Children's Reference Materials	20 Bks	.09 SF	2 SF	
10.04	New Books Display (Spine & Face out)	100 Bks	.13 SF	13 SF	
10.05	Children's DVDs	200 Items	.05 SF	10 SF	Regular Flat shelves
10.06	Children's Audiobooks	50 Bks	.08 SF	4 SF	Regular Flat shelves
10.07	Children's Periodicals	5	1 SF	5 SF	
10.08	48" LCD Panels	1	25 SF	25 SF	Marketing, and program promotion
10.09	Art Display Area (2-D and 3-D art)	0	100 SF	SF	
Subtotal				58 SF	
Pre and Early Literacy (Ages 0 - 4)					
11.01	Children's Picture / Board Books	2,500 Bks	.11 SF	275 SF	Mix of Browser Bins and Flat Shelving
11.02	Children's tables and chairs (2 place)	2	70 SF	140 SF	
11.03	Children's Lounge seating	2	30 SF	60 SF	
11.04	Parent lounge seating/Chair and Half	1	40 SF	40 SF	Sized for Caregiver with Child
11.05	Occasional Table	1	8 SF	8 SF	
11.06	Special feature (e.g., interactives)	1	100 SF	100 SF	
Subtotal				623 SF	
Young School aged (ages 5 - 8)					
12.01	Easy Readers	750 Bks	.09 SF	68 SF	
12.02	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
12.03	Adult-sized Table & Chairs (2 place)	1	60 SF	60 SF	
12.04	Adult-sized Lounge Seating	1	40 SF	40 SF	
12.05	Occasional Table	1	8 SF	8 SF	
12.06	Special feature (e.g., interactives)	1	75 SF	75 SF	Interactive, manipulatives, play stations
12.07	PAC Stations on Stack Ends	0	25 SF	SF	
Subtotal				251 SF	
Pre-Teen (ages 9 - 12)					
13.01	Children's Fiction	1,750 Bks	.10 SF	175 SF	
13.02	Children's Graphic Novels	200 Bks	.10 SF	20 SF	
13.03	Children's Nonfiction	1,000 Bks	.10 SF	100 SF	
13.04	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
13.05	Adult-sized Table & Chairs (2 place)	1	60 SF	60 SF	
13.06	Adult-sized Lounge Seating	1	40 SF	40 SF	
13.07	Occasional Table	1	8 SF	8 SF	
13.08	Multimedia / Gaming / Interactives	1	50 SF	50 SF	
Subtotal				453 SF	
Miscellaneous					
14.01	Parenting Collection	100 Bks	.10 SF	10 SF	
14.02	Stroller Parking	0	50 SF	SF	
Subtotal				10 SF	
YOUTH LIBRARY				1,395 SF	

TEEN LIBRARY		UNIT	SF PER UNIT		
Teen Library					
15.01	Teen New Books Display	50 Bks	.12 SF	6 SF	
15.02	Service Point	0	80 SF	SF	a small pedestal at most or likely just a space placeholder
15.03	Teen Fiction & Graphic Novels	500 Bks	.10 SF	50 SF	
15.04	Teen DVD/Media	Items	.08 SF	SF	
15.05	Teen Non-Fiction	200 Bks	.10 SF	20 SF	
15.06	Teen Audiobooks	Bks	.09 SF	SF	
15.07	48" LCD Panels	1	25 SF	25 SF	
15.08	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	Booths Possibly
15.09	Adult-sized Table & Chairs (2 place)	2	60 SF	120 SF	
15.10	Adult-sized Lounge Seating	1	40 SF	40 SF	
15.11	Occasional Table	1	8 SF	8 SF	
15.12	Multimedia / Gaming / Social / Flex	0	100 SF	SF	
15.13	Art Display Area (2-D and 3-D art)	0	80 SF	SF	
Subtotal				269 SF	
TEEN LIBRARY				269 SF	
STAFF AREAS		UNIT	SF PER UNIT		
Staff Space - Staff					
9.01	Branch Manager - Office	1	90 SF	90 SF	
9.02	Circulation Staff/Library Assistants	1	75 SF	75 SF	
9.03	PT Assistants (Shared Stations)	1	50 SF	50 SF	
9.04	Staff Meeting Room	0	200 SF	SF	Seats 8 to 12
9.05	Work Area / Logistics	1	100 SF	100 SF	Includes space for Courier Services, Limited Processing, and general work flow
9.06	External Book Drop Room	1	50 SF	50 SF	
9.07	Youth Workroom	0	125 SF	SF	
9.08	Children's Librarian	0	90 SF	SF	
9.09	Teen /Adult Librarian	0	140 SF	SF	Includes extra space for work area in office
9.10	Miscellaneous Youth Storage	1	75 SF	75 SF	
9.11	Miscellaneous Library Storage	1	50 SF	50 SF	
9.12	Miscellaneous Adult Storage	1	50 SF	50 SF	
9.13	Friends Book Storage / Work area	0	100 SF	SF	Separate Area NOT shared with Staff work areas
9.14	Staff Restroom	1	90 SF	90 SF	
9.15	Janitor's closet	1	75 SF	75 SF	
9.16	Staff Breakroom	1	75 SF	75 SF	
9.17	IT Equipment, Storage, and Work area	1	50 SF	50 SF	
Subtotal				830 SF	
STAFF AREAS				830 SF	

BUILDING SUB-TOTALS			5,780 SF	
Circulation Factor		15.00%	867 SF	
Footprint, Mechanical & Electrical	1	15.00%	867 SF	
Totals >>			7,514 SF	
SEATING/PCs/STAFF POSITION TOTALS:				
Total Seating	32			Table Seating, Lounge Seating, and study rooms: does NOT include PC Stations or meeting rooms
Total Computers	2			Doesn't include Early Lit stations
Total Staff Positions	3			Doesn't include Service Point Stations
Service Point Stations	1			
SPACE TOTALS:				
Staff Only Space	830	11%		
General and Adult Space	1,461	19%		Doesn't include meeting space
Entry/Cust Serv/Meeting Space/Eating Area	1,825	24%		
Youth Space	1,395	19%		
Teen Space	269	4%		
Circ Factor / Mechanical/ Footprint	1,734	23%		
Total space for All Collections:	1,402	19%		
ON SHELF COLLECTION CAPACITY TOTALS:				
Holds Capacity	400			
Adult	7,900	52%		
Childrens	6,650	43%		
Teen	750	5%		
Total:	15,300			