



## Item No. 5a Town of Atherton

### **CIVIC CENTER ADVISORY COMMITTEE STAFF REPORT**

**TO:** CIVIC CENTER ADVISORY COMMITTEE

**FROM:** TOM FORTIN, SMCL

**DATE:** NOVEMBER 2, 2015

**SUBJECT:** LIBRARY PROGRAM UPDATE

This report updates the 2013 CCAC library program to reflect the impacts of recent changes to the Civic Center master plan and the concept design prepared by WRNS and accepted by the Town Council on October 7.

#### Background

Atherton desires a new public library that reflects the scale and intimacy of its community, and also tailors its services to the unique needs and wants of its users. Residents here value a library that continues its focus on children and early literacy, has popular reading materials in digital and print, tailors its collection to the interests of residents, and serves as a new public place where people can come together and connect in Atherton.

The new library will sit roughly on the same site as the existing library, just behind the historic Town Hall building. The library will connect to a renovated Town Hall via a generous and protected “front porch” that provides both buildings with ample outdoor gathering space. This flexible space could be used as a place to meet neighbors, or a space for the library to offer outdoor programming.

The library interior is designed as a simple and open flexible plan that accommodates the various uses of a modern library program including adult and children’s spaces, collections, storytime area, digital lab, makerspace, Atherton Heritage Room, comfortable seating, and small group meeting rooms.

The nearly 9,000 square foot building bends gently onto its site to pay homage to Town Hall and avoids existing oak trees that define the experience of the Civic Center. Windows and skylights will be placed to take in views of the wooded site and filter light into the open plan.

The historic Town Hall interior will be remodeled to accommodate an expanded Community Room, new ADA restrooms, a small café or catering kitchen, and a flexible access point to open out to the library “front porch” or patio.

Renovating and repurposing Town Hall for library use increases the total library program to 10,977 square feet.

### Library spaces

The attached spreadsheet shares details on the following programmatic areas of the new Atherton Library:

#### Collections

- Print, with usage monitored and space repurposed appropriately, maintaining current collection volume count, with no net growth, other than focusing the collection on children, popular materials, business and topical bestsellers, but supplementing dramatically with digital sources
- Develop collections in response to specific interests articulated by Atherton residents
- Plan for display of Atherton photos and artifacts in collaboration with Atherton Heritage Association

#### Activities

- Zone activities that might conflict with each other (e.g. children's programming and quiet reading)
- Space for special programs planned for the new Town Hall program room
- Small group conference rooms available for informal meetings
- Children's reading space should be large enough to accommodate children's story time programs with access to a family restroom
- An interactive informational panel that provides information about the library and its programs should be featured in the entry

#### Technology

- Provide robust Wi-Fi Internet access and computing anywhere in the library with focus on lending tablet and laptop computers
- Provide training, one-on-one and group, to those who wish to use technology and learn new skills in the digital lab

#### Seating

- Increased to meet community need; should be distributed to create conversational spaces, quiet zones for reading and study, co-working and learning spaces, etc.

#### Makerspace

- Create a co-learning creative makerspace – a gathering space rich with broadband, electricity and collaborative technologies that harness diversity in background, experience, knowledge and areas of personal interest to enrich creativity, problem solving, and innovation in learning, personal growth and working lives

#### Operational Functionality

- Provide workspace for 6 staff people, with one office enclosed
- Develop streamlined spaces for work and materials flow for service delivery

**SUMMARY of new library spaces****Library Space Needs****New Library**

	<u>Existing</u>	<u>Net Area Proposed</u>	<u>Footnotes</u>
<b>Collections Spaces</b>			
Adult	1,472	1,050	1
Young Adult	93	125	1
Children	959	1,050	1
<b>Total Collection Spaces</b>	<b>2,523</b>	<b>2,225</b>	

	<u>Existing</u>	<u>Number Proposed</u>	<u>Net Area Proposed</u>	
<b>Seating</b>				
Adult	18	20	500	
Young Adult	2	6	150	
Children	8	25	350	2
<b>Total Seating Spaces</b>	<b>28</b>	<b>51</b>	<b>1,000</b>	

	<u>Net Area Proposed</u>	
<b>Computers and Technology (fixed)</b>		
Detail at footnote #3	635	3
<b>Total Fixed Computers and Technology</b>	<b>635</b>	

<b>Defined Rooms</b>	<u>Quantity</u>	<u>per</u>	<u>Proposed</u>	
Entry	1	300	300	4
Public Restrooms (2 + 1 family restroom)	3	150	450	5
Atherton Heritage Room	1	650	650	
Reading Rooms	2	300	600	6
Small group meeting rooms	4	150	600	7
Digital Lab	1	400	400	
MakerSpace	1	400	400	8
<b>Total Defined Rooms</b>	<b>13</b>		<b>3,400</b>	

<b>Staff and Support Spaces</b>	<u>Quantity</u>	<u>per</u>	<u>Net Area Proposed</u>	
1 Office	1	125	125	
6 Staff	5	80	400	9
Shared work/break room	1	150	150	
Staff restroom	1	85	85	
Storage	1	150	150	
<b>Total Staff and Support Spaces</b>	<b>9</b>	<b>590</b>	<b>910</b>	

## SUMMARY of new library spaces

Net Areas Summary		Proposed
Collections Spaces		2,225
Seating		1,000
Computers and Technology (fixed)		635
Defined Rooms		3,400
Staff and Support Spaces		910
<b>Total Net Areas</b>		<b>8,170</b>
<b>Area Summary</b>		<b>Proposed</b>
Net Area Summary		8,170
Building Grossing Factor	10%	817
<b>Gross Total Area - New Library</b>		<b>8,987</b>

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### Town Hall

Area Summary		Proposed
Community Meeting Room/flexible programming room		1,000
Public Restrooms (2)		300
Café/warming kitchen		350
<b>Total Town Hall Areas</b>		<b>1,650</b>

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### Footnotes

- 1 - Current item/volume count, with no growth and shifting focus slightly with more emphasis on collections for youth
- 2 - Additional Storytelling seating assumes pillow squares on floor, with movable furniture
- 3 - Leverage wifi and portable technology in flexible spaces

#### 3a - Atherton Library Technology Space Estimates

	Existing	Number Proposed	Net Area Proposed FT <sup>2</sup> Note
Self Check Machines	2	2	50 RFID self checks require 4' separation
Automated Material Handling System	0	1	90 Includes about 22.5 ft <sup>2</sup> exterior space
Telecom Room (MDF)	0	1	120 10' x 12' (to be used as a hub for town fiber) ; else 6'
Public workstations	8	4	90 x 8'
Print Release station and Printer	1	1	60 In Study rooms not

## SUMMARY of new library spaces

Laptop/Tablet Kiosk	0	24	135	A workstation and Printer
	0	2	60	Main base with companion
Copier	1	1	30	Public access copier
				Mounted tablets for children
	<b>TOTAL</b>	<b>12</b>	<b>36</b>	<b>635</b>

4 - Provide for warm, friendly greeting, welcoming space at entrance

5 - Assume unisex, plus added toilets elsewhere in Civic Center

6 - Quieter spaces

7 - conference rooms

8 - Digital Lab/MakerSpace

8a - Digital Lab and MakerSpaces at the Atherton library will each be approximately 400SF and could serve functionally as a Digital Learning Lab, teaching kitchen, MakerSpace, Techlab, TV/music studio, and local startup incubator for all ages. The physical spaces will be separate and MakerSpace will be open with synthetic or cement flooring and built-in floor drains for easy cleaning. The only equipment physically attached will be a kitchen vent/hood, ceiling retractable hose reels with water, air (300PSI), air vacuum, gas, and electric power. These will provide the power to our mobile modular units. Together, the program modules could include gas range, sink, 3D printers, CNC carvers, laser cutters, high power lighting, light tables, LCD display, video cameras, computer workstations/software, VR Multimedia, music/DJ equipment, and a variety of surfaces/tabletops. The modules will be easily accessible to each space from the library storage/workroom. The spaces should have a wide entrance with double doors for easy access for large modules. Each space will need high speed Internet, dedicated WiFi and an array of electric outlets to support programmed machinery and soundproof walls.

Programming: Both spaces will serve curious thinkers and tinkerers of all ages. Constant programming will be scheduled prioritizing the areas of interest of our town patrons. STEM, visual arts, and entrepreneurial aptitudes will be encouraged and explored from basic introduction to concepts to hosting experts in the field for authentic hands-on learning. New trends are emerging and the spaces are designed to be flexible to accommodate new and future learning styles. Atherton will pilot new programs and provide staff with a space to evaluate and improve programming to benefit other SMCL libraries.

9 - Workstations in open office environment

10 - Since major "grossing" elements are prescribed above, remaining factor is limited.

This number may adjust upward, pending design layouts.

11 - To accommodate 100 people in chair rows

## Projected Space Needs

	<u>Existing</u>	<u>Growth Factor</u>	<u>Net Area Proposed</u>	<u>Note</u>
<b>Collections Spaces</b>				
Adult	1,472	0%	1,472	1
Young Adult	93	0%	93	1
Children	959	0%	959	1
<b>Total Collection Spaces</b>	<b>2,523</b>		<b>2,523</b>	

	<u>Existing</u>	<u>Number Proposed</u>	<u>Net Area Proposed</u>	
<b>Seating</b>				
Adult	18	20	540	
Young Adult	2	6	150	
Children	8	27	390	2
<b>Total Seating Spaces</b>	<b>28</b>	<b>53</b>	<b>1,080</b>	

	<u>Existing</u>	<u>Number Proposed</u>	<u>Net Area Proposed</u>	
<b>Computers and Technology (fixed)</b>				
Adult	6	6	180	3
Children	-	2	60	3
<b>Total Fixed Computers and Technolog</b>	<b>6</b>	<b>8</b>	<b>240</b>	

<b>Defined Rooms</b>	<u>Quantity</u>	<u>per</u>	<u>Proposed</u>	
Entry	1	300	300	4
Public Restrooms	2	350	700	5
Reading Rooms	2	300	600	6
Heritage/Archive Room	1	450	450	7
<b>Total Defined Rooms</b>	<b>6</b>		<b>2,050</b>	

<b>Staff and Support Spaces</b>	<u>Quantity</u>	<u>per</u>	<u>Net Area Proposed</u>	
1 Office	1	150	150	
4 Staff	4	80	320	8
Storage/Work/Break	1	280	280	
<b>Total Staff and Support Spaces</b>	<b>6</b>	<b>510</b>	<b>750</b>	

## SUMMARY of Projected Space Needs

<b>Net Areas Summary</b>		<u>Proposed</u>	
Collections Spaces		2,523	
Seating		1,080	
Computers and Technology (fixed)		240	
Defined Rooms		2,050	
Staff and Support Spaces		750	
<b>Total Net Areas</b>		<b>6,643</b>	
 <b>Area Summary</b>		 <u>Proposed</u>	
Net Area Summary		6,643	
Building Grossing Factor	10%	664	9
<b>Gross Total Area Need</b>		<b>7,307</b>	
		0.77	sf per capita
 <b>Area Summary with Optional Program Room</b>		 <u>Proposed</u>	
Gross Total Area Need		7,307	
Add Optional Program Room	100 people	1,500	10
Added Grossing Factor at Program Room	10%	150	9
<b>Gross Total Area Need with Program Room</b>		<b>8,957</b>	
		0.94	sf per capita
 <b>Service Area Population</b>			
Number of Active Cards	8290		
Growth Projection	15%		
<b>Resultant Service Area Population</b>		<b>9534</b>	

### Footnotes

- 1 - Current item/volume count, with no growth
- 2 - Additional Storytelling seating assumes carpet squares on floor, with moved furniture.
- 3 - Leverage slightly increase # of stationary PC with extensive portable device usage.
- 4 - Provide for warm, friendly greeting, welcoming space at entrance
- 5 - Assume 2 fixtures per gender, plus added toilets elsewhere in Civic Center
- 6 - Quieter spaces, and may be reserved
- 7 - May double as Meeting Room
- 8 - in workstation, open office environment
- 9 - Since major "grossing" elements are prescribed above, remaining factor is limited.  
This number may adjust upward, pending design layouts.
- 10 - To accommodate 100 people in chair rows