



Sausalito Public Library

SPACE NEEDS ASSESSMENT

April 2011

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I. Executive Summary

The Sausalito Public Library is located within Sausalito City Hall. It occupies 4,827 square feet of space on the building's second floor which, together with a 1,304 square foot mezzanine, provides a total of 6,131 square feet of library space to the community. The Library space, with a high, double-height ceiling and tall windows overlooking an adjacent park, offers a comfortable, welcoming environment that many residents enjoy and value.

The constraints of the building, however, limit the range of services provided and erode the quality of service for those who visit the facility. The Library has operated at the current location for 31 years, since 1979. During that time, the collection has grown 60%, from 38,000 to almost 62,000 items and been expanded to offer music and recorded books on compact disc and DVDs. Important new services have been added, most notably access to an online catalog, the Internet and a wealth of other technology-based resources. As a result, space is inadequate for collections and for people. Increasing numbers of children and families visit to use the children's collection and attend storytelling programs. The Library space is not designed to provide physical or acoustical separation between user groups, thus noise and disruption is ongoing. Readers and laptop computer users compete for the limited number of seats provided. Inadequate wiring encourages laptop users to run power cords across aisles and walkways. Small groups wishing to work together or confer on projects must be turned away. Shelving is at capacity with almost every shelf 100% full. Popular AV collections are crammed into high-density storage cabinets or shelving with no opportunity for browsing. More computers are needed. Meeting room space is remote from the Library space, with events held in the City Council chambers or offsite. Limited access to this space keeps Library programming at a minimal level and lack of adjacency to the collections limits the opportunity to link the two in children's minds. Staff work space is cramped and works against staff productivity.

The Library Board of Trustees undertook a strategic planning process in 2007. That process identified the need for an improved physical facility as one of four service priorities on which the Library should focus over the next five years. In July 2010, the Library Foundation engaged the library facility planning firm Page + Moris to assess the Library's space needs and to identify strategies to more effectively use the current Library space. The Library space needs assessment presented in this report outlines the types and amount of space needed both currently and into the future. The report is intended to serve as a foundation for more detailed planning, whether the Library expands within the City Hall building or moves to another location. Page + Moris reviewed community demographics, Library usage patterns, community input received both during the strategic planning process as well as from focus groups held during September, interviewed Library staff and compared current service levels with best planning practices among libraries.

The space recommendations include the following:

- Shelving to accommodate a collection of 66,500 to 70,400 books and AV media items (the current collection offers 61,750 items).
- Seventy to eighty seats at tables and lounge chairs (there are currently 49 seats).
- Twelve to sixteen public computers (the Library now offers nine computers).
- Flexible multipurpose space for programming that seats audiences of 75 to 80 people.
- Flexible floor seating for 20 to 25 children and their parents or caregivers.
- A total of 11,800 to 13,000 square feet of library building space (including restrooms, lobby and other spaces now shared within City Hall).

The recommendations also include several service delivery strategies that would allow the Library to be operated more efficiently and be more convenient for visitors to use. These include more extensive incorporation of self service checkout machines, self service holds pickup, an enclosed returns and sorting space and improved service desks. These innovations would allow the Library to take a fresh look at how staff is deployed and provide the potential opportunity to operate a larger facility with the same or only slightly increased staffing level.

Planning for a new or expanded library facility is a long term undertaking. The space needs assessment, therefore, takes into account projected population growth over a 20-year planning horizon. It is important to note, however, that even though the spaces and service levels recommended are tied to the 2030 population, community size is expected to remain stable and the space deficits that need to be addressed already exist.

II. Study Purpose, Methodology and Planning Parameters

In 2007, the Sausalito Library Board of Trustees initiated a strategic planning process to guide allocation of Library resources and to inform decision making by the newly formed Library Foundation. With the guidance of consultant Ruth Metz, the strategic planning process identified four service priorities upon which the Board and Library staff should focus over next five years. Those priorities are:

Visit a Comfortable Place. Residents will have safe and welcoming physical spaces to meet and interact with others or to sit quietly and read or work and will have a virtual library with resources that reflect the interests of the community.

Stimulate Imagination and Satisfy Curiosity. Residents will have access to resources and programs that enrich their leisure time, enable them to explore topics of personal interest, and excite their imagination – encouraging learning throughout life.

Connect to the Online World. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Create Young Readers. Children from birth to age five will have programs and services that help enable them to enter school ready to learn, write and listen.

In July 2010, the Library Foundation engaged the services of the library planning firm Page + Moris to start to address the priority that relates to the Library's physical environment. The consultants were charged with assessing Library space needs, both current and projected. In addition, they were asked to develop a space plan for the existing Library that would more effectively address community service needs within the current building envelope.

This report addresses the first of these tasks by providing an assessment of Sausalito residents' library service and space needs. The report findings and recommendations draw on public input, including a community survey conducted in 2007, during the strategic planning effort, as well as community focus groups conducted in September 2010. The consultants studied and incorporated community demographics and population trends, interviewed Library staff, reviewed Library usage statistics and observed activity at the Library during open hours.

The recommendations that have been developed reflect current best planning practices for library facilities, with special attention to emerging trends and accommodating future needs. The need for efficient, cost effective operations also a major factor in the space needs analysis.

This assessment is intended to provide an overall planning framework for the Library and its advocates as they work to improve the Library's physical environment. A twenty-year planning horizon was assumed to ensure that recommendations would hold up over time. Space flexibility was therefore another major consideration in the recommendations, which assume that spaces can be reconfigured to support changing needs as they evolve. Space needs have been assessed independent of the Library's current location within City Hall. The space recommendations can be applied whether the Library continues at the current location or the facility is relocated. The report notes opportunities for shared-use spaces that will reduce overall Library space needs.

III. Information Gathering

A. Community Demographics

The Sausalito Public Library serves the residents of Sausalito, estimated at 7,596 people in 2010¹. The population has been stable for decades. In 1979, when the Library opened at its current location, the service population was 6,500.² The official 2000 population was 7,330. By 2030, the number of residents is projected to increase to approximately 7,823 people.³

The community has a long, colorful history that pre-dates the California Gold Rush. Its unique geographic setting along the steep shoreline and hillsides at the southern tip of the Marin County landmass has shaped the community and its fortunes over the decades, as a maritime center, transportation hub, bohemian enclave, artists' colony and tourist destination. The community continues to draw an eclectic, independent, intellectually stimulating mix of people that includes a wide range of residents including more than 400 houseboats as well as many well-known authors and artists.

Census data from 2000 provides many insights regarding the community, although anecdotal observations mentioned by focus group participants suggest that 2010 Census data should be reviewed when available to confirm demographic trends that appear to be changing. The number of families with young children, for example, may have grown since 2000. Library staff report increasing numbers of children and their parents visiting the Library. In 2000, 7.8% of the population was child and youth under the age of 20, compared to 21.9% in this age group in Marin County overall and 9.2% of households included children under the age of 18, while 28.9% of Marin County households included children in this age group. Sausalito residents' median age that year was 45.4, compared to 41.3 for the County as a whole.

Sausalito residents are generally well-educated – 98% of the over-25 population has graduated from high school and 69.9% has earned a college degree (compared to the County's 91.2% high school graduates and 51.3% college graduates). The community is culturally diverse, with 15.7% born in another country and 16% speaking a language other than English at home.

In 2000, over three-quarters of the population was employed (76.8% of residents 16 years or older) and 65% of the work force drove a vehicle or carpooled to and from work. The average time reported to commute to work was 30.5 minutes. The median household income was \$87,469 in 2000, compared to \$71,306 for all households in Marin County. The per capita income reported was \$81,040, compared to \$44,962 for Marin County as a whole.

¹ Sausalito Public Library

² Sausalito Public Library Annual Report to the State Library for the Year Ending June 30, 1980

³ Association of Bay Area Governments

B. Community Input

The consultants conducted focus groups with parents of preschool and elementary school age children and with older adults and seniors on September 20, 2010, to elicit direct input about their library service and space needs. In addition, the Board of Trustees was asked to provide individual input regarding the Library's space needs.

1. Focus Groups

Parents

Four parents attended the session, all mothers with children ages 1 to 5. Two parents were writers, one a business person and one a stay-at-home mom. All are library users – bring their children to the Sausalito Library as well as to other libraries in south Marin County. The group discussed living in Sausalito as families, the beautiful setting a wonderful environment for children somewhat offset by the “lack of neighborhood feel” due to steep hillsides and lack of sidewalks. Anecdotally, the group has noticed increasing numbers of families with young children and commented on the need for the community to devote more resources to family-friendly recreation activities to keep families from leaving town.

The group then commented on their experiences using the Sausalito Library. Positive comments included the attractive architecture of City Hall, with window seating that overlooks the park, clarity regarding the locations of the adult and children's collections and the new book area, valued storytelling programs, the toy collection and the new children's seating. Storytime programs held outside the Library space, however, feel “orphaned” and would be improved if held close to the children's book collection. Some felt the juvenile nonfiction books would be more accessible if shelved separately from the adult nonfiction, although one person liked the idea of browsing for books she would like to read without leaving her child. Several participants commented that the children's collection seems too small, that more variety is needed (“feels like a lack of critical mass”) and the crowded shelving conditions interfere with their children's enjoyment of the collection. Acoustical and physical separation between the children's space and the rest of the library is a major need as is the need for comfortable parent/child seating.

Children's access to computers was not a high priority for the group, although the expectation of computer access was acknowledged as important, especially for older children.

Adults/Seniors

Six participants attended, all of whom are long term Library users. The group commented on several strengths of the current Library, including a welcoming and helpful staff, an interior space with good natural light, high ceilings and other features that make it comfortable to use and allow the Library to serve as the “community living room”. Discussion followed on aspects of the Library facility that could be improved. Acoustical issues mentioned included conflicts between use by children and adults as well as intrusive noise generated by visitors' electronic equipment, including iPods and laptop keyboards. Other suggestions included enclosed conference rooms to provide space for small meetings or discussions, additional public computers, increased variety of books and AV materials to select from, a flexible multipurpose room for programming, ebook readers for loan and electronic access to periodical backfiles. Finally, participants recommended enhancing the Library's ability to serve as the center of the community.

2. Library Board of Trustees

Trustees offered the consultants insights about the Library's space needs drawn from recent tours of new Bay Area libraries. Comments focused on the Library's role as a welcoming, safe community center and information hub for all residents, the need for acoustically separate zones for adults, families and children and teens with designated "quiet space", retention of the comfortable and traditional spaciousness of the main reading room, direct access from the exterior, robust computer technology, programming space specifically for Library events, increased shelving with adequate lighting, improved use of self service technologies and more functional staff workspace.

3. Library Staff Input

In August, the consultants toured the Library with staff and then discussed the community, how residents use the Library, service patterns and space needs and issues. The discussion included implementation of strategic plan goals and objectives, the book and media collections and how they are used, public demand for technology access, the Library's relationship to other libraries in the area, conflicts between user groups, shared use spaces for programming, meetings and computer training and operational issues.

IV. Current Library Facility

A. Library Usage Levels and Trends

The Sausalito Public Library occupies a portion of the Sausalito City Hall, which is located in the former Central School building at 420 Litho Street. The Library space, originally the school gymnasium, with a double height ceiling and exterior views from tall, south-facing windows, offers visitors a traditional reading room with a comfortable ambiance of spaciousness and calm. The Library has occupied this space for 31 years, since 1979. The Library includes a total of 6,131 square feet of space within the building, 4,827 square feet on the main floor and 1,304 square feet on the mezzanine. In addition, the Library has shared access to restrooms, a conference room and programming space elsewhere in the building. The Friends of the Library operates an ongoing used book sale on the building's top floor.

The Library is open seven days per week for a total of 63 weekly open hours. The Library staff is made up of 4.5 full-time and part-time employees as well as 16 hourly employees and over 30 volunteers.

Collection Size and Usage Trends

Sausalito residents have access to an onsite collection of 61,755 books, DVDs, compact discs and audiobooks. An additional 11,800 downloadable, electronic books and music are accessible through the Library website. Through participation in MARINet, a cooperative of Marin County libraries, residents have access to over 1,000,000 items held at MARINet member libraries.

Currently, books make up over 90% of the physical collection, with 57,700 print items, as well as 4,100 DVDs, audiobooks, music on CD and self-contained "playaway" media. Over the past decade, the Library has actively built up its AV media collections to meet increasing public demand for materials in audio and video formats. As the AV collections have grown, Sausalitans have checked out media in increasing numbers. Since 2004/05, circulation of DVDs, audiobooks and music on CD has grown from 42% to 52% of total circulation. During the same time period, book circulation has remained stable.

Sausalito Circulation Trends, 2004/05 - 2009/10

	Total Circ	Book Circ	AV Circ	AV Circ % of Total
2009/10	93,953	44,875	48,790	52%
2008/09	88,681	45,349	43,268	49%
2007/08	82,286	43,795	37,377	45%
2006/07	78,225	46,873	31,323	40%
2005/06	76,805	45,258	31,450	41%
2004/05	81,565	47,653	34,497	42%

Almost one-half of Sausalito residents use the Library regularly, reporting from several visits per week to at least one visit per month, according to the 2007 survey conducted as part of the strategic planning process. Per capita visits appear to be increasing, as well. For the past three years, in-person visits have hovered at approximately 10,000 each month.

Walk-In Library Visitors, 2006/07 – 2009/10

	Walk-In Visitors	Walk-In Visitors/Resident
2009/2010	120,032	16
2008/2009	122,958	16
2007/2008	119,094	16
2006/2007	111,862	15
2005/2006	104,134 ⁴	14

Seating and Computers

There are 49 seats available for walk-in visitors, including 29 seats for adults on the main floor (12 armchairs and 17 seats at tables), 10 seats on the mezzanine and 10 seats for children. Additional children's seating was added this year to respond to increasing use by this age group. This provides an average 6.5 seats per 1,000 people served, a service level that is roughly 2/3 the recommended seating capacity for communities of Sausalito's size. Some seating areas are uncomfortably crowded with inadequate circulation space and limited accessibility.

Public access computers include 4 Internet workstations and 5 online catalog workstations. A separate PC reservation station is also available. The 9 Internet and online catalog computers together provide 1.2 computers for every 1,000 people served, a service level slightly lower than current best planning practice.

Programming

On a regular basis, the Library offers a variety of public programs, training sessions and other activities for all ages. In 2009/2010, a total of 1,700 children and adults attended 109 events – an average of two programs every week. Families and children are the primary audiences targeted and this segment of the community represents 80% of the aggregate audience, although computer classes and speaker events for adults are also well attended.

Library Programming 2009/10

	Number of Programs	Attendance
Toddler programs	32	470
Storytime programs	47	480
Special children's programs	4	115
Children's summer programs	5	295
Family programs	2	76
Computer classes	11	100
Adult speaker programs	8	164
Total	109	1,700

⁴ Library closed 7/11/05 – 8/1/05 for painting and re-carpeting

B. Service Limitations

The Sausalito Library's main reading room, with its high ceiling and tall windows that overlook an adjacent park, offers the community a comfortable, attractive space for reading and reflection. Many community members use the space for extended periods of time, quietly reading or working on laptop computers. A community survey conducted in 2007 confirmed that Sausalito residents value the Library as an institution and as the "community living room". This sentiment was echoed by focus group participants convened in 2010.

Space constraints and an aging building infrastructure, however, limit the level of service that can be provided. Collections have expanded 60% since 1979, from an opening day collection of 38,513 volumes⁵ to the current collection with 61,750 books and media. Totally new collections have been added and new services have been introduced, most notably public access computers. The resulting crowded conditions impact every aspect of service.

Noise and disruption occur daily. Lack of both physical and acoustical separation between active and quiet areas cause frequent disturbances and generate complaints. The children's area, located directly behind the service desk, is being used by increasing numbers of children and families. Noise levels that were once acceptable now impact adult users in the main reading room and on the mezzanine. Increasing numbers of laptop computer users compete with traditional users for seats and electrical outlet access. Pairs of individuals or small groups who need to collaborate on projects are discouraged from using the Library's table seating due to the disturbance these conversations cause.

Shelving for collections is at capacity. More computers are needed. Shared use of meeting room space elsewhere in City Hall limits Library programming. Inadequate staff work space erodes staff productivity and operational efficiency. The Library is at risk of becoming marginalized unless more space, organized in a functional layout and equipped with up to date infrastructure, is allocated for library services.

Respondents to the 2007 library services survey reported that improved collections, particularly audio and video materials, better collections and a separate, improved space for children, improved seating, enhanced programming for adults and more space generally would motivate them to use the library more often.

⁵ Sausalito Public Library Annual Report to the California State Library, 1979.

1. Collections and Shelving

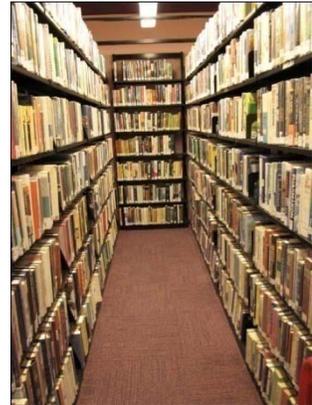
Every shelf for both adult and children's collections is full to capacity. For every new item added to the collection, another item must be withdrawn. Display space for new books and media is extremely limited. Jammed shelving for all collections prevents browsing and inhibits use, as demonstrated by the static circulation rate of the book collection over the past several years. Over the past decade, the Library has built the AV media collections to respond to intense public demand for this material. Space to house these collections has been carved out of the limited available space. Music CDs are shelved in high-density storage cabinets that prohibit easy browsing, audiobooks are shelved tightly on standard shelving and, for security reasons, DVDs browsers select available titles by browsing empty cases which they bring to the service desk.



Children's Area



Music Compact Disc Storage



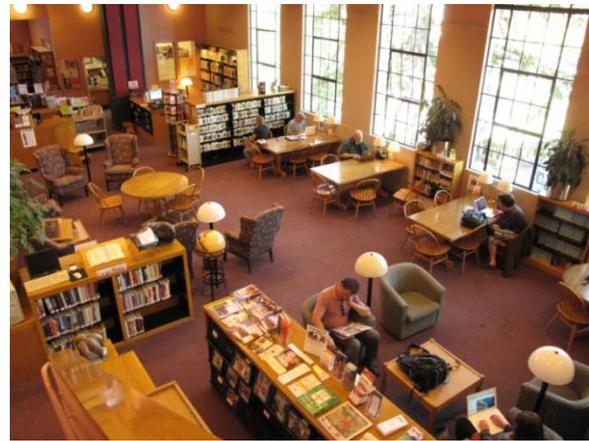
Book Stacks at Capacity

Children's materials, even picture books for preschool readers, are shelved on shelving that is too tall. Large print books for older adults are awkwardly located, directly behind lounge seats. Adult book stacks are completely full, using shelves that range from just a few inches off the floor to close to the ceiling.

2. Seating / Spaces for People

The children's collection and seating area is located directly behind the circulation desk in an alcove that allows noise generated by this active, exuberant user group to spill out into the main reading room. Acoustical disruption is ongoing as increasing numbers of children and families visit. This has become a major source of complaints from adult visitors. Another poor adjacency is the juxtaposition of lounge seating for adults directly opposite the Library's primary cluster of public access computers, separated only by a single range of mid-height shelving. Noise generated by the computer workstations spills into the quiet reading area.

In some areas, such as at the tables along the windows and adjacent to the large print collections, seating has been added at the expense of comfort and physical accessibility. The effective seating capacity for adults is actually closer to 40 than the "official" capacity of 47 seats.



Main Reading Room and Windows

With free wifi access, the Library has become a primary destination within the city for laptop computer users. These visitors gravitate to the study tables adjacent to the main reading room windows to take advantage of electrical outlets that run along the wall under the windows. This seating is often fully occupied. More seats are needed both for laptop users and for more traditional Library users. Acoustically enclosed space is needed for small groups who need to sit together to confer on work projects or school assignments. There is no acoustically separate seating for this purpose anywhere in the Library. Comfortable parent/child seating is needed in the children's area as well as table seating for students to work on homework.

The community perceives the Library as a community gathering place, both for events and for casual interaction among neighbors and friends. Informal space for people is needed within the Library to support this function in a way that does not disturb or disrupt individual use of the facility.

3. Computers and Technology

Visitors use the public access computers steadily throughout the hours the Library is open. Four Internet access workstations are in high demand and more are needed. Space and wiring constraints limit the placement of this equipment and prevent placement of computers in the children's area. Laptop computer users take up much of the available seating both at tables and at lounge seats. Inadequate distribution of electrical outlets encourages laptop users to plug in their equipment in ways that create potential tripping hazards. Online catalog workstations are needed adjacent to the collection for convenient catalog lookups.



Laptop Power Cord



Public Computers and Self Checkout Machine

4. Programming and Meeting Room Space

There is a lack of space to hold programs and events within the Library footprint. Instead, Library programs are held elsewhere in City Hall, such as in the City Council chambers, or at offsite locations. These spaces must be booked in advance and Library programs may be “bumped” from City Hall venues to accommodate other City needs. For children's programming, the lack of adjacency between events and the collection is detrimental to service with no opportunity to directly link children's storytelling experience to the Library collection. Offsite programming is also more labor intensive than onsite programming.



Storytelling Space in Council Chamber

5. Operational Efficiency/Staff Productivity

Staff work and storage space is limited to the small, 245 square foot staff workroom and the Director's office and adjacent storeroom. Even though the Library has outsourced much of its processing and cataloging, the workroom is barely large enough to accommodate the four staff assigned desk space there. Conversations or telephone calls interrupt the concentration of any staff within the room. The workroom lacks any space in which two or more staff can work together on a project or space in which one staff member can spread out to complete a task that requires a clear work surface.



Staff Workroom



Circulation Desk

Lack of behind-the-scenes work space requires circulation staff to handle all check-in and sorting tasks at the service desk, as well as prepare outgoing shipments and receive incoming shipments in that area. This activity adds to the noise level in the public space and increases the potential for errors due to recurring interruptions.

A self checkout unit was installed in 2010. Space limitations have prevented optimal placement and functional installation of unlocking devices that open AV security cases.

Exterior material return drops are located at the main public entrance and in the Civic Center parking lot, at some distance from the Library. Staff empty the return drops daily and bring materials back to the circulation desk area for check-in. The Library entrance lacks any transitional space in which announcements, displays, book donation receptacles or similar items usually placed in the lobby can be comfortably located. As a result, the entry has a cluttered appearance.

Storage space is scarce for Library records and office supplies and equipment that must be kept secure. The Director's office is the Library's primary storage space and a second storage closet is shared with the Friends of the Library on the top floor.

V. Library Service and Space Needs

The Library facility needs to provide the community with the spaces it needs to access and use the full range of library services offered. While the current library does provide an attractive, comfortable space at a central community location, the amount of space available and the limited building infrastructure keep many visitors from having a satisfactory experience. Seating capacity and space for people generally needs to be enlarged and space needs to be zoned acoustically to allow different age groups to simultaneously use the facility without disturbing each other. Housing and display of collections needs to be expanded to comfortably accommodate books and AV media in an accessible, browsable environment. Electrical wiring and distribution need to be improved to match 21st Century library technology requirements. Space for more public access computers is needed. Flexible multipurpose space is needed within the Library footprint in which Library-sponsored programs and events can take place. Staff work space needs to be reconfigured and relocated to support efficient, productive daily Library operations.

A. Collections and Shelving

Sausalito is an intellectually engaged, literate community. Residents express interest in a wide range of topics and actively pursue these interests in print, audio and video formats. The community needs access to a well-balanced collection, both physical and virtual, including both current and selected retrospective works. Library staff has worked hard to build a strong, well-balanced book collection and in recent years, this effort has widened to develop the AV media collections, as well.

Since 1979, when the Library opened at its current location, the collection has been developed from the 38,500 volumes available on opening day to the current 61,750 volumes. While many visitors check out books shelved in the small, densely shelved “new books” area, the packed main book stacks deter browsing and inhibit circulation. Increased shelving is needed to house the collection comfortably, with each shelf no more than 80% full, so that visitors can comfortably browse each shelf. Bookstore-type display shelving is also needed to support high visibility, face-out display of new and in-demand materials. The width between each book stack needs to be increased to between 36” and 42” to allow browsers to comfortably scan the shelves⁶. Extreme top and bottom shelves need to be kept clear or used sparingly. Shelving heights need to be appropriate to their target audiences. Children’s materials, for example, should be on shelving no higher than 45” for preschool children and 66” for older children.

The current book and media collections offer residents approximately 61,750 physical items, or an average of 8.1 items per person served. This ratio of materials-to-population is within current library industry standards. Sausalito’s collection needs to grow only in selected areas. The space issue for the collection is more about creating sufficient shelving to comfortably hold the current collection. The book shelves are basically 100% full and AV media is crammed into dense storage cabinets due to lack of space. AV browsing cabinets are needed to display these collections and make them truly accessible.

Public interest in downloadable books and media is surging. Many people are using personal reading devices such as the Kindle, iPad or their equivalents and are eager for new downloadable titles. The Library offers downloadable books for loan through its participation in MARINet. Use of this virtual collection will grow as more individuals adopt this technology. With

⁶ The ADA minimum acceptable aisle width is 36” and end-aisle distance is 44”; the Library’s stacks are less than these dimensions in more than one location.

time, increased use of virtual materials may reduce pressure on shelving for the physical collection and allow some space initially allocated for shelving to be reconfigured for seating or other purposes.

To meet Sausalito's needs through the year 2030, assuming a projected population of 7,823, a total collection of 65,000 to 70,400 books and media is recommended. This will allow for continued expansion of the popular media collections and increases in the children's collection to meet growing demand. At this size, the overall book and media collection will provide, on average, 8.5 to 9.0 items per person served, well within the range of current best planning practice for libraries that serve communities with fewer than 10,000 residents.

A proposed Collection Growth Plan is included in *Appendix B* to illustrate a hypothetical distribution of the collection into print, media and virtual components. *Appendix C. Shelving Needs* summarizes planning assumptions used to calculate the collection space needs.

B. Seating / Spaces for People

Space for people to use the library is as important as space for collections. The Library's seating capacity needs to be expanded to accommodate the entire spectrum of community use - more table seats for solo researchers and laptop users, parent/child seating in the children's area, table seats for students to work on school assignments, enclosed group study seating for business people, researchers and students. Seating areas need to be distributed and zoned acoustically to support varied activity and noise levels.

The children's area needs to be acoustically shielded from other areas to allow families to use the facility in comfort, without disturbing adult users. Clear floor space and space for stroller parking are needed in the children's area as well as flexible space furnished with lightweight, mobile tables and chairs for quick reconfiguration for story times or class visits.

Adults need distributed table seating and lounge chairs for quiet reading of books and periodicals as well as for concentrated work at laptops. All seats should be adjacent to electrical power, with outlets mounted on tables or located safely out of circulation paths. Seats should be allocated to various collections and services – both in browsing and quiet study zones. A special space to showcase local history should be considered, with display cases, secure shelving and associated seating. One to two enclosed group study rooms are needed to accommodate two to four people working together.

Seating needs to be increased from the current 49 seats to achieve these goals. A total of 70 to 80 seats is recommended to provide an average 9 to 10 seats for every 1,000 people served, including enclosed group study rooms. This seating capacity will place the Library within the norm for current best planning practice. *Appendix D. Seating Needs* provides a suggested seating allocation.

C. Computers and Technology

The Library's nine public access computers – four with Internet access and five for online catalog searches – are used continually throughout the day. More are needed to meet public demand and to enable the Library to more effectively offer this service. For example, children are generally reluctant to compete with adults for computer access. Workstations designated for this age group should be located in the children's area, including Internet workstations, online catalog workstations and a computer with educational games for young children. In addition, more workstations for adults are needed, both to access the Internet and the online catalog. Some online catalogs should be placed adjacent to the collection for convenient call number

lookups. Some computers should be clustered together in an area that can be used for online training, either in an enclosed space or in a designated open access space.

A total of 12 to 16 public access computers is recommended – 8 to 12 sit-down workstations with Internet access and/or online catalog access in the adult area, 3 online catalog lookup stations at stack ends and 1 children’s computer with educational games. This will provide the community with 1.5 to 2.0 computers for every 1,000 people served, a service level that places Sausalito within the range of best planning practice and in line with libraries considered exemplary within the region, as shown in the table below. *Appendix E. Public Computers and Other Equipment Needs*, summarizes the recommended distribution of computers in the new facility.

Public Access Computers in Marin County Libraries, 2007/08⁷

	Computers	Computers/1,000 People
Mill Valley	23	1.67
Belvedere-Tiburon	17	1.55
Sausalito	9	1.18
Marin County Free Library	138	1.04
San Rafael	39	0.68
Larkspur	4	0.33
San Anselmo	7	0.17

D. Programming and Meeting Room Space

Programming is a basic library service that complements the Library’s collections, enables the Library to reach new customers and provides the community with needed information on many topics. Children’s programming has been offered by the Library for many years and is attracting an increasing audience

In 2009/10, a total of 109 programs were presented, with a combined audience of 1,700 children and adults. Flexible programming space is needed within the Library to provide an appropriate, accessible venue for these events, with seating to accommodate 80 adults seated in chairs arranged auditorium style or 40 to 45 seated at tables. The programming space can also be made available for community meetings. The space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, a modest refreshment prep kitchen and table and chair storage. The room should be located adjacent to the Library entrance and lobby to support use beyond the Library’s open service hours.

A flexible space is also needed in the children’s area for smaller groups, with mobile furniture that can be rolled to the side for programs or class visits, as needed.

The primary programming space will require approximately 1,000 square feet of assignable space, as well as an additional 150 square feet of storage and support space. The children’s programming area will need approximately 300 square feet of assignable space

⁷ Latest year for which data is available

E. Operational Efficiency and Functionality

The space constraints and aging infrastructure of the existing building limit the Library's ability to take advantage of new technologies that reduce labor costs. Some of these strategies are summarized below.

Increased Reliance on Self Checkout Technology. The Library has installed a self checkout workstation within the past year. Patrons have been slow to adopt using this equipment so far, using it for less than 5% of checkout transactions. Low visibility of the self checkout equipment, lack of space to implement self-service holds pickup and problems with media self checkout have all contributed to the low adoption rate of this new and potentially labor savings service. With appropriate space, the Library could more effectively market self checkout and increase its use to the industry norm of 50% to 95% of total checkout transactions. Staff could then give more attention to patrons who need more sophisticated assistance, such as providing reading suggestions, help in forming research strategies or guiding visitors to the collections and materials they want to browse. Space is needed to accommodate a minimum of two self checkout machines with comfortable queuing space and adjacent holds pickup shelving.

Self Service Holds. Books and media that have been requested are placed on open access shelves adjacent to the self checkout machines. Patrons locate their holds and check them out without staff mediation. Currently, holds are kept behind the service desk because there is no appropriate space in the public area that will accommodate this shelving.

Enclosed Sorting and Returns. The check-in and processing of returned materials continues to be a major ongoing staff task. This work requires concentration and space in a setting that allows an efficient, streamlined work flow. Most new libraries are designed to enable patrons to return material directly into a designated sorting space, removed from the public area. In this way, materials can be processed more quickly and accurately than when this work is handled at the service desk. Return slots located both on the building exterior and within the interior are used to facilitate convenient, ergonomic return operations. For enhanced efficiency, multiple return slots are often used, to allow patrons to pre-sort materials for staff.

Staff Workspace. Librarians and key paraprofessional staff need an area separate off the public floor to perform various duties that require concentration and clear workspace. Some staff members need their own desks while others simply need access to common workspace and supplies. The space should be convenient to the public area although not necessarily adjacent to the service desk. The workspace should be organized for efficient workflow, with space for staff to work together or lay out projects on clear work surfaces as needed.

Reconfigured Service Desks. Strategies such as self service checkout, holds pickup and enclosed sorting space profoundly alter library staff work patterns. Tasks that previously took many staff hours each day are now handled automatically or in much less time. Staff no longer need to handle many repetitive tasks and can focus on serving the public more directly and at a higher level. Often, a circulation desk that required two or more staff on duty can be effectively staffed by one person. Reference and children's services staff can spend more time assisting patrons to use collections and online resources, conduct programs and reach out to the community. The service desk itself is being reinvented to match a more mobile type of service. Many libraries with a small to medium floor plate are being designed with a single service desk that public services staff uses as a base of operations but to which they are no longer tethered.

F. Friends of the Library Booksale

The Friends of the Library operate an ongoing used book sale on the top floor of City Hall. While a space needs assessment of the used bookstore is outside the scope of the present study, the future of this community asset must be evaluated should the Library be expanded or relocated.

G. Overall Building Size

In order to accommodate Sausalito's library service and space needs, both currently and into the future, approximately 12,400 square feet of space is needed. This amount of space will support the shelving, seating, technology, programming, staff work space and other service needs recommended. It will accommodate ADA accessible interior layouts that provide distinct zones for both active and quiet uses. The square footage need is based on the service level recommendations summarized below, using calculations that represent standard library space planning allocation.

The total square feet assumes that 75% of the recommended square footage is assigned to library functions and an additional 25% is allocated to necessary mechanical and support spaces, such as telecom closets, restrooms, corridors, wall thicknesses and other required building elements. It should be noted that the current shared and common-use spaces in City Hall, such as the lobby, restrooms, conference room and City Council chambers, should be added to the 6,250 square feet of designated Library space to achieve a true comparison of current to recommended square footage.

The chart below shows each service level recommendation, presented as a range for flexibility as planning continues. Service levels have been linked to the 2030 projected population, which is standard practice in quantifying library service levels. It is important to note, however, that the Library space is deficient to meet current residents' needs.

Sausalito Library Service Levels – Current and Recommended

	CURRENT	NEEDED
Population Served	7,596 (2010 pop)	7,823 (2030 projected pop)
Collection (books and AV media)	61,750 volumes 8.1 volumes/capita	66,500 to 70,400 volumes 8.5 to 9.0 volumes/capita
Seats	49 6.5 seats/1,000	70 to 80 seats 9 to 10 seats/1,000
Group Study Space	0	8 to 12 seats
Public Computers	9 1.2 comp/1,000	12 to 16 computers 1.5 to 2.0 comp/1,000 and 15 - 20 laptops
Library Program Space	0 (use Council Chambers)	75 to 80 seats
Child Programming Space	0 (use Council Chambers)	20 to 25 floor seats
Total Square Feet	6,250 SF ⁸ 0.82 SF/capita	11,800 to 13,000 GSF 1.5 - 1.66 GSF/capita

⁸ Excludes shared spaces in City Hall, including restrooms, programming and meeting room spaces and Friends of the Library book sale.

Libraries in Marin County provide varying levels of services to their residents, ranging from Mill Valley's spacious 27,000 square foot facility to extremely limited facilities such as the Larkspur and San Anselmo libraries. Several libraries are engaged in facilities planning processes. The chart below summarizes these and provides a point of reference for a comparison of Sausalito's situation to nearby communities.

Facility-Related Service Levels in Marin County Libraries

	Population	Volumes/ Capita	Seats/ 1,000	Computers/ 1,000	Sq Feet of Building	Sq Feet/ Capita
Sausalito TODAY	7,596	8.2	6.5	1.2	6,250	0.82
Sausalito RECOMMENDATIONS	7,823	8.5 – 9.0	9 – 10	1.5 – 2.0	12,400 (mid-point)	1.5 – 1.66
CURRENT STATUS:						
Belvedere-Tiburon	10,954	5.3	6.0	1.6	10,500	0.96
Larkspur	12,040	4.1	1.3	0.2	4,172	0.35
Marin County Free Library	139,451	3.3	3.1	1.0	63,821	0.46
Mill Valley	13,735	8.2	10.4	1.7	27,000	1.97
San Anselmo	12,418	3.9	2.7	0.6	5,876	0.47
San Rafael	57,349	2.3	1.6	0.7	17,000	0.3
PLANNED EXPANSIONS:						
Belvedere-Tiburon	17,463	5.2	7.0	3.4	30,000	1.72
Larkspur	13,000	5.0	5.9	1.5	12,400	0.95
Corte Madera (MCFL)						
(current)	17,169	4.8	4.5	1.2	9,800	0.57
(planned)	17,923	6.0	8.0	2.5	18,244- 20,271	1.02 – 1.13

H. Space Allocation Summary

Finally, the space impact of the recommended service levels was tested to confirm the overall square footage required. To do this, the Library's space components were quantified in more detail and standard square footage allocations were applied to all components. The chart below summarizes the amount of square footage needed in each area of the library, using the median of each service level recommended. *Appendices B, C and D* call out the square footage needed for shelving, seating and public technology throughout the building and show the amount of space allocated for each space component. These allocations include the footprint of each item as well as circulation space surrounding each item.

		Square Feet	
1.1	Public Entrance/Lobby	48	
1.2	Public Restrooms	IN GSF	
1.3	Program/Meeting Room	1,000	
1.4	Prep Kitchen	78	
1.5	Program/Meeting Room Storage	110	
1.6	Storytelling and Programming Storage	50	1,286
2.1	Self Checkout and Reserves Pickup	110	
2.2	New Books Browsing Area	214	
2.3	Media Browsing Area	361	
2.4	Service Desk and Reference Collection	281	965
3.1	Adult Public Access Computers	305	
3.2	Copier/PC Support Equipment	57	
3.3	Adult Circulating Fiction Books	627	
3.4	Adult Circulating Nonfiction Books	1,993	
3.5	Sausalito History	237	
3.6	Quiet Reading/Magazine + Newspaper Browsing	473	
3.7	Group Study/Tutoring Room A	80	
3.8	Group Study/Tutoring Room B	80	
3.9	Teen Area	308	4,158
4.1	Children's New Books + Media	176	
4.2	Children's Public Access Computers	95	
4.3	Children's Circulating Books	547	
4.4	Family Space/Storytelling/Class Visits	338	
4.5	Picture Books	408	
4.6	Family Restroom	IN GSF	1,564
5.1	Director's Office	110	
5.2	Staff Workroom	406	
5.3	Sorting and Returns	146	
5.4	Mail and Deliveries	104	
5.5	Supplies and Equipment Storage	164	
5.6	Computer/Telecom/Server Room	70	
5.7	Staff Entrance / Lockers / Coat Closet	45	
5.8	Staff Lounge	186	
5.9	Staff Restroom	IN GSF	
5.10	Custodial / Maintenance Services	99	1,330
	Net Assignable Square Feet:	9,303	
	Gross Square Feet @ 75% Efficiency:	12,405	

VI. Current Space Short Term Improvements

A. Improvement Strategies

The Library recognizes that the goals recommended by the space needs assessment represent a major challenge that will require long term commitment. The consultants were asked to also address possible short term improvements within the Library's current envelope of space, not as an alternate solution to the Library's long term needs but as an interim strategy to make best use of existing available space. Page + Moris undertook this task, working with a planning committee made up of key Library staff to establish the space planning goals below. To minimize costs, the planning committee decided to limit the scope of improvements to the main public space and the open area at the front of the mezzanine and to focus on strategies involving movable furniture and equipment rather than changes to the building structure.

Space Planning Goals

1. Improve the relationship between the children's area and the rest of the public space and increase space for this service.
2. Create zones of activity that address the need for acoustical separation and make sense within the main public area.
3. Cluster similar items and services together.
4. Organize the space for improved self-navigation and public understanding of the facility.
5. Replace cramped seating in selected areas with more accessible and realistic seating.
6. Improve security of collections, especially AV media.
7. Improve sight lines throughout public space, especially for staff oversight.
8. Create a more open, less cluttered entrance.
9. Improve the functionality of, and visibility from, the service desks.
10. Improve the efficiency of the material returns and check-in operation.
11. Improve the functionality of self service features, including self checkout and holds pickup.
12. Improve seating for readers and laptop users, including more access to electrical outlets.

Recommended Improvements

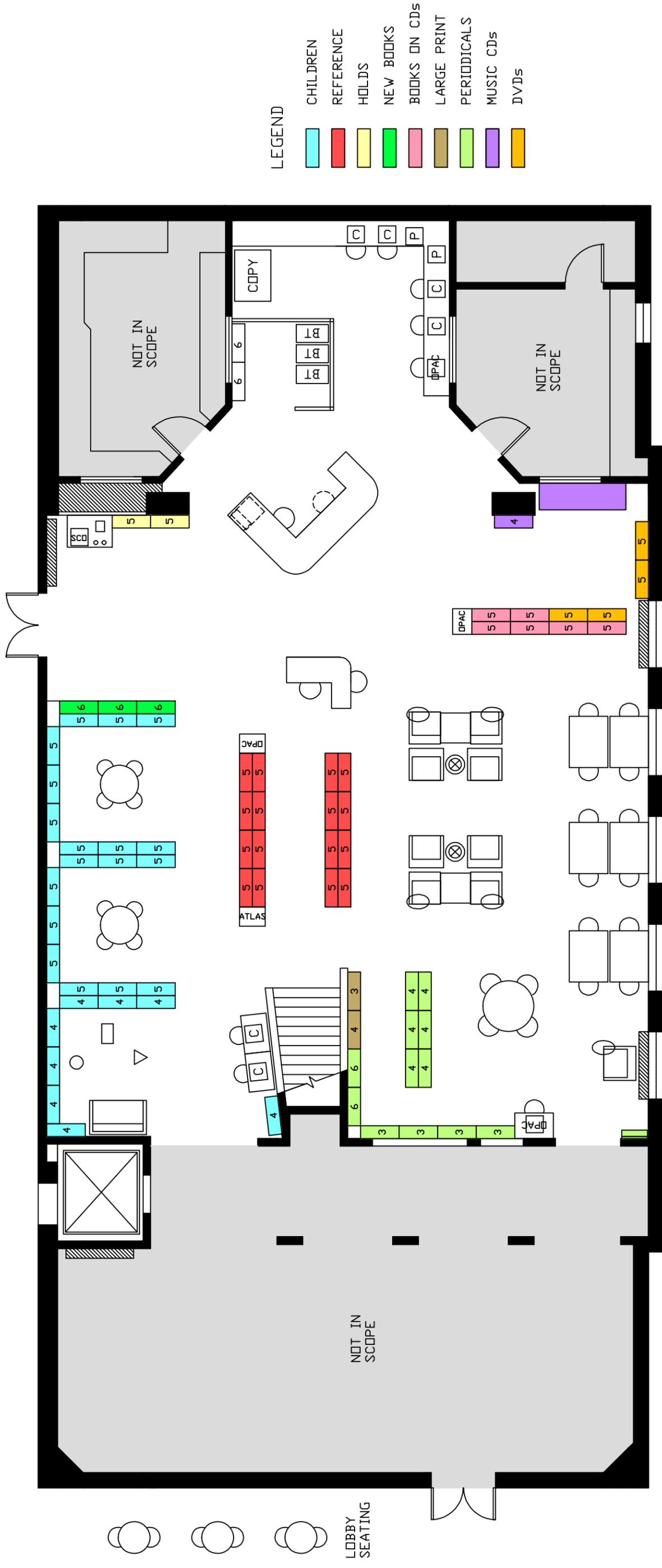
The planning committee worked through several layout schemes, culminating in a final proposed floor plan that addresses each of the project goals. The strategies recommended include:

1. Relocate the children's area away from the enclosed space behind the circulation desk to a more remote area adjacent to the elevator, for more acoustical and physical separation from the adult reading area and provide expanded seating and shelving for this collection.
2. Relocate and reorient the two service desks as shown for maximum prominence and visibility, to allow staff to more effectively monitor the entrance, new books, media shelves, public computers and the public space overall.
3. Place the self checkout machine in a prominent location adjacent to the entrance.
4. Place the holds shelves adjacent to the self checkout machine for convenient, self service retrieval.
5. Relocate the new books to a prominent position close to the entrance for improved visibility and access.
6. Create a dedicated, staff-only space for returns sorting behind the circulation desk.
7. Relocate the public computers to a defined area and place them on a work counter specifically designed to accommodate technology.
8. Create a distinct browsing area for all media collections, for improved visibility and security.
9. Reduce the reference collection and place on mid-height shelving in the center of the public space, to provide more floor space for needed seating and collections and to create a physical and visual and acoustical separation between adult and children's spaces.
10. Relocate the rare books collection.
11. Replace the reader tables along the windows, now allocated five seats each, with two-place tables, to increase the effective seating capacity of this area and replace the round four-place table with more spacious seating.
12. Replace the existing lounge furniture with new upholstered seating that includes tablet arms and electrical outlets for the use of laptop computer users.
13. Add two computers for children in the new children's area.
14. Replace the existing mezzanine furniture with new seating, both upholstered and tables, that more effectively serves laptop users.
15. Consider the addition of café tables in the building lobby for additional seating for laptop users.

Shelving and Seating Capacity Comparison

SHELVING		EXISTING CAPACITY	AFTER SPACE PLAN IMPLEMENTATION
		(number of 3' shelves)	(number of 3' shelves)
JUVENILE (Excludes Juvenile Nonfiction)		112	121
ADULT	Holds	4	10
	DVD's (typically 30/shelf)	15	20
	New Books	18	18
	Music CD's (typically 30/shelf)	lateral file + 1 spinner	lateral file + 1 section of shelving with browser bins
	Books on CD	23	30
	Large Print	12	7
	Periodicals	52 + wall with newspapers	48 + wall with newspapers
	Reference	144 plus atlas stand and 2 vertical file units	80 plus atlas stand
	Behind Service Desk	NA	12
READER SEATS			
JUVENILE			
	Seats at reader tables	4	8
	Children's soft seating	1 set	1 set
	Parent-Child sofa seats	0	2
ADULT (Main Floor and Mezzanine)			
	Seats at reader tables	26 - 31*	26
	Lounge seats	14 - 16*	11
EXTERIOR LOBBY		0	6
TOTAL READER SEAT COUNT		44 - 51* + soft seats	53 + soft seats
COMPUTER and EQUIPMENT SEATS			
	Self Checkout	1	1
	Juvenile Internet Workstations	0	2
	Adult Internet Workstations	4	4
	Online Catalog (Includes Reservation Workstation)	4	4
	Microform Reader	1	1
	Printers	3	3
TOTAL COMPUTER AND EQUIPMENT SEATS		13	15
TOTAL SEATING		53 - 60*	64

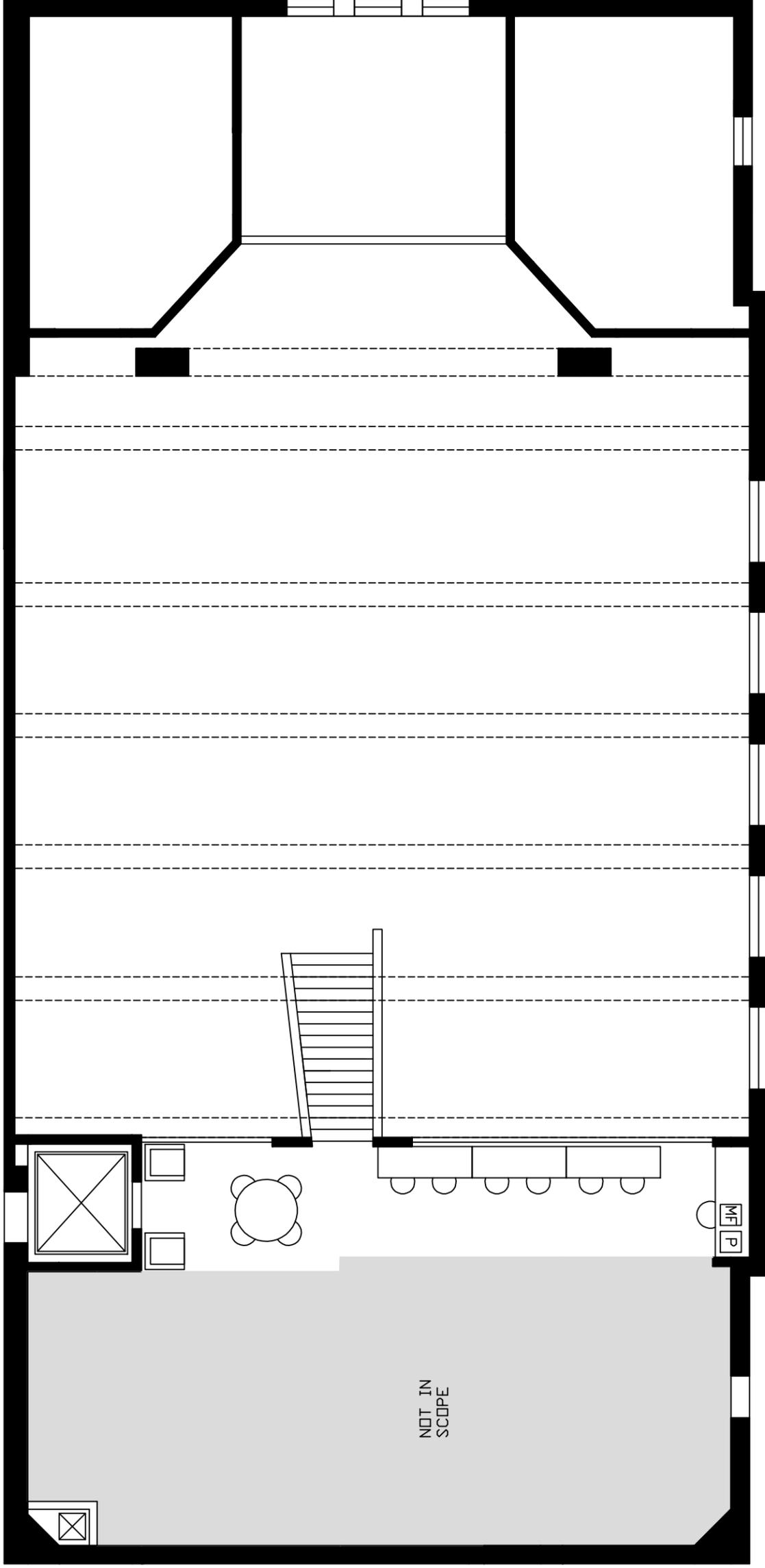
* Reflects seating capacity range from accessible (low) to accessible plus "extra", inaccessible (high)



- LEGEND
- CHILDREN
 - REFERENCE
 - HOLDS
 - NEW BOOKS
 - BOOKS ON CDS
 - LARGE PRINT
 - PERIODICALS
 - MUSIC CDS
 - DVDs

SAUSALITO PUBLIC LIBRARY - FIRST FLOOR
FINAL SCHEME

NOV 17, 2010



SAUSALITO PUBLIC LIBRARY - MEZZANINE
FINAL SCHEME

NOV 17, 2010

Appendix A1

Sausalito Library Space Needs Assessment
Parents Focus Group
9/20/10

Kathy Page facilitated and Bev Moris recorded the meeting.

Four parents participated, all moms. Their children are 18 months old, 4.5 years (3) and 5 years old. Two parents are writers, one a business person and one a stay at home mom.

1. What sort of community is Sausalito for kids and families?

In the 8 years we have lived here, there seems to be an influx recently in the number of kids – it used to be that I never saw young kids (under 5) around town but now I do.

Sausalito is a great place for kids – to be surrounded by natural beauty.

There is a lack of “neighborhood feel” where we live due to steep hills and no sidewalks.

Not a sense of safety to run around neighborhood on their own.

The community is “magical and cool”

Playground equipment seems outdated, really old. Parks & Rec staff say they have grant money to fix up playgrounds but not seeing it happen. Parks are poorly maintained, not clean.

Sometimes children seem to be an annoyance to the adults in town.

We stay away from the tourist areas – don’t drive downtown.

One person likes to see the tourists and mingle with them – “makes me feel like I’m on vacation”.

Local public schools and the charter school have a negative reputation but this appears to be changing as more families are becoming involved in the schools, especially the Willow Creek charter school.

Lack of preschools – only 2 in Sausalito. One family takes their child to Corte Madera for preschool, another to Mill Valley. Other parents’ kids are in private school.

Feel there’s a lack of activities for kids over the age of 5. No community gathering place – they go to Mill Valley or otherwise leave town. Concerned for their kids as they grow older. The group surprised when told Census data shows there are some 700 teens living in Sausalito – they are invisible.

2. Do you think you’ll keep living here as your kids grow older?

Depends on whether we can continue to afford it.

We love living here but lots of people migrate to Mill Valley or elsewhere get find more support for their kids.

Example of KIDDO – MV nonprofit that supports arts in the schools – see even Sausalito businesses support it but not sure any of that support flows into Sausalito schools.

Still, am proud of the community – Bay Area Discovery Museum is great. I send my kids to camp there in the summer.

3. Do you use the Sausalito Library? Other libraries?

All 4 visit the Sausalito Library with their children.

They also use:

Mill Valley (all 4)

Belvedere-Tiburon

Corte Madera

San Rafael

Marin City

4. Which library services do you use at each? What draws you to these libraries?

Summer programs for children at Mill Valley

Outstanding children's program at Bel-Tib – children's librarian is wonderful: great programs, separate room for children so kids can make noise without bothering adults, more space for kids and better selection of books (feels Mill Valley too crowded).

Request books to read for myself and my child as well as for the children's program at my church

Prefer a location where the kids are not "shushed" by the librarians.

Outside grassy area at Bel-Tib – will plan picnics there as part of library visit

5. What do you like about the Sausalito Library? What are its positive points?

The new books are all in one place, easy to find

Very clear where the adult books and the children's books are

Like the fact that it is in our community – it's *our* library!

Like the age of the building – architecturally charming

Like the seating area under/next to the windows – den-like (though it can get a little noisy)

Phil the storyteller, is great

The toy collection is a plus – even though it's too bad that the toys are in poor condition or broken.

Like the new cushions! My son settled right down on them and started to read – they seemed to make him feel more at home – (2 other moms reported that their kids' reactions were less positive. They started jumping on the new furniture and saw it as "playground furniture")

The open hours are great – glad the library is open as late as it is, till 9 pm every evening.

Love the museum passes – wish the service could be expanded to additional museums

6. What would you change about the Sausalito Library? What are the negative aspects of the facility?

Storytime programs feel "orphaned" being held on another floor, outside the library space – better to hold it next to the children's books

Storytime starts at 3:30 pm which conflicts with my daughter's nap time – much better to start 30 minutes later

Kids nonfiction books are interfiled with adult NF – would be better to separate these books and place them within the children’s area. On the other hand, one mom stated that by having both together she can browse for herself without leaving her child.

Discussion followed on pros and cons of relocating children’s space to mezzanine – decided the noise of little feet on the stairs would keep this from working.

Create some separation between the collections for young kids and older kids (e.g., 5th graders+)

Develop the collection – increase the variety of books for children - there’s not a wide enough selection on the shelves – feels like a lack of critical mass.

Most often, children’s and adult books I am looking for are not available onsite – I do a lot of ordering (placing holds)

Another mom said she just assumes the book she wants will not be there

(2 parents commented that they have found many DVDs especially at the Marin City library)

More display space for children’s books. To encourage browsing by kids.

Less dense shelving at the very bottom of each shelf – my 18 month old loves to pull everything off the shelf – it’d be great if that bottom shelves were not completely full.

Seating for parents and children together. Current arrangement feels as though it was not set up to provide space in which to spend time – not engaging. Doesn’t encourage people to linger, just “get your books and go”.

Some of the librarians make you feel like you’re “bugging them”. Don’t like the placement of the main circulation desk visavis the children’s area – too close.

Space should be more cozy (cited son’s school with draperies and woolly cushions).

Want a magical place where kids could feel they’re in a special place, like a tent. This would also separate the children’s space from the rest of the library.

7. What about computers for children?

All said they are more concerned about introducing their kids to the magic of discovering books – they can (and will) get access to computers elsewhere. There’s time for that later.

One mom commented that while she agrees about the primary focus being books, she sees that computer access is essential, since otherwise the library will be perceived as antiquated, though priority should go to space for books.

Another mom stated that her daughter does not use the computer yet but is drawn to them. If there were computers in the children’s area, it would be a big distraction. Perhaps better to place with older kids’ materials.

8. Other comments?

I want to advocate for a larger children’s space (perhaps the reference area could be reduced).

Librarians could be more child-friendly.

ACOUSTICS are a big issue.

Ideally, physically separate the kids from the adults, perhaps move them to another floor of the building.

Love the idea of a “soft reading area”. She envisions a “Waldorf” scheme with chiffon tents, special paint. A more creative, imaginative, fanciful space.

Appendix A2

Sausalito Library Space Needs Assessment
Adults Focus Group
9/20/10

Kathy Page facilitated and Bev Moris recorded the meeting.

There were six participants, some of whom have served on the Board of Trustees or been involved with the Library Foundation, Friends of the Library and/or the Historical Society.

After Kathy summarized the purpose of the space needs assessment, participants introduced themselves. Five of the six are long-time residents, living in Sausalito for 25 to 40 years. The sixth person lives in San Francisco but is active with the Sausalito FOL and visits the library about three times each week. All are regular Sausalito Library customers. Some also use other libraries, including:

Bernal Heights Branch (San Francisco PL) – visiting daughter and her family, take granddaughter to the library there.
Western Addition and Richmond Branches (San Francisco PL)
Mechanics Institute Library
UCSF, U C Berkeley– for research in writing books

Library services used:

- Check out books and AV items
- Use the library's computer – access online databases
- Take computer class (how to use Excel)
- Local history research – consult clippings file
- Work on laptop, write, use wifi connection, do research
- Use electricity when power outage occurred (wifi access) – was the only place in town that people could come to stay warm and use their laptops. Good demonstration that the library is truly a community center.
- Read newspapers and magazines

What is the community like?

It is fabulous – friendly and interconnected.
Some low income and homeless – the “anchor-outs” are quite unique and colorful, people who live on boats anchored in the Bay, essentially off the grid. They have a strong sense of community and are well organized.
Masses of tourists.
More families with children are appearing

What are the library facility's strong points?

Welcoming and helpful staff
 High ceilings, main space creates a sense of what a library should be
 Windows, natural light
 Sense of being the community living room.
 Space is used efficiently
 Comfortable space
 Stacks are comfortable (another participant disagreed – not ADA compliant)
 Always opens on time

What aspects of the building would you change?

Concern about noise generated by electronic devices – can technology be placed in one area? Sometimes am distracted by hearing other people's devices (ipods, keyboards)
 Soundproof the children's area – acoustics is definitely an issue
 Staff work space is too small, not meant to serve the number of people that must use it – awkward placement of storage (within director's office – have to go thru it to get to storage)
 Discussion followed on how space is used within the overall building and past efforts to reallocate space.
 Need enclosed conference rooms within the library area – space in which small meetings could take place. Competition for the single conference room is staff.
 Increase the amount of space devoted to display of new books.
 More public computers would be useful, although can book ahead now and that has eased the potential for conflict. There still seems to be lots of times when have to wait.
 Provide more materials – gave Marin city Library as an example – seem to have greater variety of materials to browse onsite.
 More seating would be used if available (although a concern expressed that more seats would encourage more people to sit in the library all day, which might not be looked at as a positive).
 More seats in appropriate arrangement to provide exam proctoring – this is difficult to achieve now.
 Need good, large library programming space – flexible, multipurpose space that is designed for library events.
 Acoustical separation – either a quiet reading area or room or a “noise ok/food ok” room – somehow address the need for different spaces that support different noise and activity levels.
 Check out of personal reading devices, like Kindles.
 Provide more online resources, such as JSTOR (periodical backfiles).
 Enhance the library's ability to serve as the community living room/community center.

**Appendix B.
Sausalito Library
Collection Growth Plan**

	Adult	Teens	Children	Total
Total Book & Media Collection @ 9.0 vol/capita				70,400
Audiovisual Media				12,320
Books				58,080
Physical Collection				
Books	44,141	1,162	12,778	58,080
	76%	2%	22%	
Media	9,856	0	2,464	12,320
	80%	0%	20%	
Total	53,998	1,162	15,242	70,400
Books	Adult	Teens	Children	Total
Reference Books	1,000			1,000
Boating	275			275
Sausalito History/Rare Books	400			400
New Books/Browsing Collection	1,215	100	200	1,515
Fiction/Genre (Mysteries, Science Fiction)	11,000	530	2,780	14,310
Nonfiction/Biographies	30,000	530	4,900	35,430
Large Print	250			250
Picture Books/Board Books			4,900	4,900
Total Books:	44,140	1,160	12,780	58,080
Audiovisual Media				
DVDs	3,005		765	3,770
Music Compact Discs	2,000		500	2,500
Audiobooks on CD (F/NF)/Media Kits	2,400		700	3,100
New Media Formats	2,450		500	2,950
Total Media	9,855	0	2,465	12,320
Total Books & Media:	53,995	1,160	15,245	70,400

**Appendix C.
Sausalito Public Library
Shelving Needs**

Standard steel shelving footprint is 3' x 1' and is allocated 10.3 SF/single-sided section										
Merchandising display shelving footprint is 4' L x 3' D and is allocated 52 SF/double-sided section										
Magazine/newspaper shelves vertical acrylic "waterfall" display, with 16-magazine display capacity per 3' section + 8-newspaper display per 3' section, with backfiles below - 12 SF/section										
	Target Collection	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	S/S Sections (Rounded)	SF Needed	
Adult Books										
Reference Collection										
2.4	Adult Reference Books	1,000	100%	1,000	66"/4 sh	7	143	11.9	12	124
3.5	Boating Collection	275	100%	275	84"/6 sh	8	34	1.9	2	21
3.5	Sausalito History/Rare Books	400	100%	400	84"/6 sh	8	50	2.8	3	31
	Total Reference Collection	1,675		1,675			227	17	17	175
Circulating Books										
2.2	New Books/Browsing Collection	1,215	50%	608	66"/5 sh, retail display, 3' x 4***	4	152	7.6	8	208
3.3	Fiction	11,000	70%	7,700	84"/6 sh	8	963	53.5	53	546
3.3	Large Print	250	75%	188	84"/5 sh	8	23	1.6	2	21
3.4	Nonfiction/Biographies/YANF	30,000	75%	22,500	84"/6 sh	8	2,813	156.3	156	1,607
	Total Adult Circulating Books	42,465		30,995			3,950	219	219	2,381
	Total Adult Books	44,140		32,670			4,178	235.5	236	2,556
Teen Books										
3.9	New Books	100	50%	50	66"/5 sh, retail display, 3' x 4***	4	13	0.6	1	26
3.9	Fiction/Graphic Novels	530	70%	371	66"/5sh	10	37	2.5	2	21
3.9	Nonfiction	530	75%	398	66"/5sh	8	50	3.3	3	31
	Total Teen Books	1,160		819			99	6.4	6	78

**Appendix C.
Sausalito Public Library
Shelving Needs**

		Target Collection	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	S/S Sections (Rounded)	SF Needed
	Children's Books:									
4.1	New Books	200	50%	100	66"/4 sh, retail display, 3' x 4***	4	25	1.6	2	52
4.3	Children's Fiction	2,780	70%	1,946	66"/5 sh	10	195	13.0	13	134
4.3	Nonfiction/Biography/Graphic Novels	4,900	75%	3,675	66"/5 sh	10	368	24.5	25	258
4.6	Picture Books/Board Books	4,900	75%	3,675	54"/4 sh	15	245	20.4	20	206
	Total Children's Books	12,780		9,396			832	59	60	649
	Total Book Collection:	58,080		42,885			5,109	301	302	3,283
	Media Collections									
	Adult/Teen Media:									
2.3	DVDs	3,005	66%	1,983	84"/6 sh	10	198	11.0	11	113
2.3	Music Compact Discs	2,000	75%	1,500	66"/AV browsing, 4 sh	20	75	6.3	6	62
2.3	Audiobooks on CD (F/NF)	2,400	66%	1,584	84"/6 sh	8	198	11.0	11	113
2.3	New Media Formats	2,450	66%	1,617	66"/AV browsing, 4 sh	20	81	6.7	7	72
	Total Adult/Teen Media:	9,855		6,684			552	35	35	361

**Appendix C.
Sausalito Public Library
Shelving Needs**

		Target Collection	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	S/S Sections (Rounded)	SF Needed
Children's Media:										
4.1	Children's DVDs	765	75%	574	66"/5 sh	12	48	3.2	3	31
4.1	Children's Music Compact Discs	500	75%	375	66"/AV browsing, 3 sh	20	19	2.1	2	21
4.1	Children's AudioBooks on CD/Media Kits	700	75%	525	66"/5 sh	8	66	4.4	4	41
4.1	New Media Formats	500	75%	375	66"/AV browsing, 3 sh	20	19	2.1	2	21
Total Children's Media:		2,465		1,474			132	10	9	93
Total Media Collection:		12,320		8,158			684	45	44	453
Total Books & Media:		70,400		51,043			5,793	346	346	3,737
Magazines & Nsp Displayed										19
3.6	Adult Magazine Display/Recent Issues	75 titles	100%	75	slanted, 72", on std shelving, 5 sh high	1	75	5.0	5	50
3.6	Adult Magazine Backfiles	100 boxes	100%	100	72"/ 5 sh	2.5	40	2.7	3	31
3.6	Newspapers - Display/Backfiles	6 titles	100%	6	slanted, 72", on std shelving, 5 sh high	1	6	0.4	1	10
3.11	Teen Magazines	15 titles	100%	15	slanted, 66", on std shelving, 5 sh high	1	15	1.0	1	10
4.1	Children's English Language Magazines	12 titles	100%	12	slanted, 66", on std shelving, 4 sh high	1	12	1.0	1	10
Total Mag & Nsp Display:		108		108		4	108	7		80
Total Linear & Square Ft Needed:							5,901	353		3,817

**Appendix D.
Sausalito Public Library
Seating Needs**

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seats:						
For Adults						
3.3	Adult Circulating Fiction Books	lounge chairs		2	30	60
3.4	Adult Circulating Nonfiction Books	4-place tables	2	8	25	200
3.4	Adult Circulating Nonfiction Books	lounge chairs		2	30	60
3.4	Adult Circulating Nonfiction Books	laptop counter/s	1	6	20	120
3.5	Sausalito History	lounge chairs		2	30	60
3.5	Sausalito History	4-place table	1	4	25	100
3.6	Quiet Reading/Magazines + Newspapers	lounge chairs, 50% with tablet arms		8	35	280
3.6	Quiet Reading/Magazines + Newspapers	4-place table	1	4	25	100
Adult Seats subtotal:				36		980
For Teens						
3.9	Teen Area	tables, round, 4-person or diner booth	1	4	22	88
3.9	Teen Area	casual lounge seating	0	2	16	32
3.9	Teen Area	laptop counter	1	2	20	40
Teen Seats subtotal:				8		160
For Children						
4.3	Children's Circulating Books	2-place tables	3	6	25	150
4.4	Family Space/Storytelling/Class Visits	parent/child seating, mobile	0	2	25	50
4.4	Family Space/Storytelling/Class Visits	4-place toddler tables, round, mobile	1	4	20	80
4.5	Picture Books	4-place toddler tables, round, mobile	1	4	20	80
4.5	Picture Books	parent/child seating, mobile	0	2	25	50
Children's Seats subtotal:				18		410
Reader Seats Total:				62		1550
Group Study/Tutoring/Homework Seats:						
3.7	Group Study/Tutoring Room A	seats @ conference table	1	4	20	80
3.8	Group Study/Tutoring Room B	seats @ conference table	1	4	20	80
Group Study/Conference Room Seats Total:				8		160
Total Reader and Group Study/Tutoring Seats:				70		1710
Program/Meeting Room Seats:						
1.3	Program Room	stacking chairs		80	12	960
4.4	Family Space/Storytelling/Class Visits	floor seating		20	10	200
Programing/Meeting Room Seats Total:				100		1160

Appendix E.
Sausalito Public Library
Public Computers and Other Equipment Needs

Space #		Equipment Type	Table	Units	SF/Seat	SF Needed
General Access Computers						
2.2	New Books Browsing Area	online catalog @ stack end		1	6	6
3.1	Adult Public Access Computers	sitdown computer wkstns	8	8	35	280
3.4	Adult Circulating Nonfiction Books	online catalog @ stack end		1	6	6
3.9	Teen Area	sitdown computer wkstns	1	1	35	35
4.2	Children's Public Access Computers	sitdown computer wkstns	1	1	35	35
4.2	Children's Public Access Computers	sitdown computer (AWE)	1	1	35	35
4.3	Children's Circulating Books	online catalog @ stack end		1	6	6
Online Access Computers Total:				11	11	397
OPAC Total:				3		
Other Public Equipment:						
2.1	Self Checkout and Reserves Pickup	self checkout stations	1	2	35	70
2.4	Service Desk	library card application workstation	1	1	25	25
2.4	Service Desk	15 laptop computers in recharging unit	0	1	6	6
3.2	Copier/PC Support Equipment	multifunction copier/fax/scanner	0	1	25	25
3.2	Copier/PC Support Equipment	PC reservation station	1	1	12	12
3.2	Copier/PC Support Equipment	debit card dispenser, change machine	1	1	12	12
Other Public Equipment Total:			4	7		150
Public Printers						
2.1	Self Checkout and Reserves Pickup	receipt printers @ SCKO	0	2	0	0
2.2	New Books Browsing Area	receipt printer @ OPAC	0	1	0	0
3.1	Adult Public Access Computers	networked printer/print release station	1	1	25	25
3.4	Adult Circulating Nonfiction Books	receipt printer @ OPAC	0	1	0	0
3.9	Teen Area	networked printer/print release station	1	1	25	25
4.2	Children's Public Access Computers	networked printer/print release station	1	1	25	25
4.3	Children's Circulating Books	receipt printer @ OPAC	0	1	0	0
Public Printers Total:			3	8		75
Total:			18	26	0	622
Total Public Computers:				14		

Appendix F.
Sausalito Public Library
Detailed Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
1.1	Public Entrance/Lobby				
	display case, glass-enclosed, wall-mounted, 6'w x 4'h x 1'd min	1	case	24	24
	community information display unit, wall-mounted, with brochure + nsp racks, bulletin board & storage below, 6'w x 4'h x 1'd	1	unit	24	24
	total				48
1.2	Public Restrooms				IN GSF
1.3	Program/Meeting Room				
	stacking chairs	80	seats	12	960
	tables, folding, lightweight, 24" x 60"	12	tables	0	0
	podium, movable	1	podium	0	0
	video/digital projector, ceiling-mounted	2	projectors	0	0
	projection screen, ceiling-mounted	2	screens	0	0
	stroller parking	1	space	40	40
	total				1,000
1.4	Prep Kitchen				
	work counter w double sink, cabinets above + below	1	counter/sink	50	50
	refrigerator, full size	1	refrigerator	10	10
	pass through counter w roll-down screen	1	counter	10	10
	waste/recycling receptacles	2	receptacles	4	8
	total				78
1.5	Program/Meeting Room Storage				
	dollies, mobile, for stacking chairs	8	dollies	8	64
	table trucks for folding tables	3	dollies	12	36
	equipment racks for meeting room AV projection equipment	1	rack	10	10
	total				110
1.6	Storytelling and Programming Storage				
	shelving, industrial, 84" for puppets, programming props	2	sections	12	24
	shelving, 84" for programming book collection	2	sections	10	20
	video game console, on mobile cart	1	playstation	6	6
	total				50
1.7	Used Book Sale / Donations Storage				
	shelving, 72" for sale book display	4	sections	10	40
	cash box, wall-mounted, self-service	1	box	0	0
	storage/sorting alcove	1	space	60	60
	total				100
2.1	Self Checkout and Reserves Pickup				
	self-checkout machines	2	machines	35	70
	receipt printers @ SCKO machines	2	printers	0	0
	shelving 72", for reserves	4	sections	10	40
	total				110
2.2	New Books Browsing Area				
	shelving, retail display, 3'w x 4'l x 66"h, for new and popular books, slatwall display @ either end	8	s/s units	26	208
	online catalog @ stack end	1	catalog	6	6
	receipt printer @ OPAC	1	printer	0	0
	total				214

Appendix F.
Sausalito Public Library
Detailed Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
2.3	Media Browsing Area				
	shelving, 84" for DVDs	11	sections	10.3	113
	shelving, 66" browse bins for music CDs	6	sections	10.3	62
	shelving, 84" for audiobooks on CD	11	sections	10.3	113
	shelving, 66" browse bins for new media formats	7	section	10.3	72
	total				361
2.4	Service Desk and Reference Collection				
	staff counter positions with computer workstations (1 Circ, 1 Ref/Children's)	2	positions	50	100
	cash register, behind counter	1	machine	6	6
	shelving, 78" wall-mounted, for Link+ holds	2	sections	10	20
	shelving, 66" for reference books (adult + children's)	12	sections	10.3	124
	15 laptop computers in recharging unit	1	cabinet	6	6
	library card application workstation, self-service	1	workstation	25	25
	total				281
3.1	Adult Public Access Computers				
	computer workstations, sitdown	8	workstations	35	280
	networked printers/print release station	1	printer	25	25
	total				305
3.2	Copier/PC Support Equipment				
	computer, PC reservation station	1	workstation	12	12
	multifunction copier/fax/scanner	1	machine	25	25
	debit card dispenser, change machine	1	each	4	4
	storage cabinet with work counter and small eqpt	1	cabinet	16	16
	total				57
3.3	Adult Circulating Fiction Books				
	shelving, 84" for fiction/genre	53	sections	10.3	546
	shelving, 84" for large print books	2	sections	10.3	21
	seating, lounge chairs	2	seats	30	60
	total				627
3.4	Adult Circulating Nonfiction Books				
	shelving, 84" for adult nonfiction, biographies	156	sections	10.3	1,607
	online catalog @ stack end	1	catalog	6.0	6
	compact printer @ OPAC	1	printer	0	0
	seating @ 2-place tables	8	seats	25	200
	laptop workcounter/s	6	seats	20	120
	seating @ lounge chairs	2	seats	30	60
	total				1,993
3.5	Boating & Sausalito History				
	shelving, 84" for boating collection	2	sections	10.3	21
	shelving, 84" for local history collection	3	sections	10.3	31
	seating, lounge chairs	2	seats	30	60
	seating @ 4-pl table	4	seats	25	100
	display case, glass-enclosed, wall-mounted, 5'w x 4'h x 1.5'd	1	case	25	25
	total				237
3.6	Quiet Reading/Magazine + Newspaper Browsing				
	shelving, 72" slanted for current magazines display, recent issues below	5	sections	10.3	52
	shelving, 72" for magazine backfiles in boxes	3	sections	10.3	31
	shelving, 72" for current newspaper display, recent issues below	1	sections	10.3	10
	seating, lounge chairs, 50% with tablet arms	8	seats	35	280
	tables, occasional @ lounge chairs	4	tables	0	0
	seating @ 4-pl table	4	seats	25	100
	total				473

Appendix F.
Sausalito Public Library
Detailed Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
3.7	Group Study/Tutoring Room A				
	table, conference	1	table	0	0
	seating @ 4-place conference table	4	seats	20	80
	white board, dry erase, wall mounted	1	board	0	0
	flat screen monitor, wall mounted	1	monitor	0	0
	total				80
3.8	Group Study/Tutoring Room B				
	table, conference	1	table	0	0
	seating @ 4-place conference table	4	seats	20	80
	white board, dry erase, wall mounted	1	board	0	0
	flat screen monitor, wall mounted	1	monitor	0	0
	total				80
3.9	Teen Area				
	shelving, 3'w x 4'l x 66"h, retail display, for teen new and popular books	1	s/s unit	26	26
	shelving, 66", for teen fiction	2	sections	10.3	21
	shelving, 66" for teen nonfiction	3	sections	10.3	31
	shelving, 66" slanted for current display, recent issues below	1	section	10.3	10
	computer workstations, sit-down	1	workstation	35	35
	networked printers/print release stn	1	printer	25	25
	seating @ 4-person round tables/diner booth	4	seats	22	88
	casual seating	2	seats	16	32
	laptop counter	2	seats	20	40
	wall-mounted display boards	2	boards	0	0
	total				308
4.1	Children's New Books + Media				
	shelving, 3'w x 4'l x 66"h, retail display for children's new books	2	units	26	52
	shelving, 66" slanted for current display, recent issues below	1	section	10.3	10
	shelving, 66" for J DVDs	3	sections	10.3	31
	shelving, 66" AV browsing for J music CDs	2	sections	10.3	21
	shelving, 66" for J audio books on CD/media kits	4	sections	10.3	41
	shelving, 66" AV browsing for new media formats	2	sections	10.3	21
	total				176
4.2	Children's Public Access Computers				
	computer workstation, sitdown, with 2 low seats @ each	1	workstation	35	35
	computer (AWE), sitdown, child-height, 2 seats each	1	workstation	35	35
	networked printer/print release station	1	printer	25	25
	total				95
4.3	Children's Circulating Books				
	shelving, 66" for J fiction	13	sections	10.3	134
	shelving, 66" for J nonfiction/biography/graphic novels	25	sections	10.3	258
	online catalog @ stack end	1	catalog	6.0	6
	receipt printer @ OPAC	1	printer	0	0
	seating @ 2-person tables	6	seats	25	150
	total				547
4.4	Family Space/Storytelling/Class Visits				
	parent/child seating, mobile	2	chairs	25	50
	seating @ 4-place round tables for toddlers, mobile	4	seats	22	88
	floor seating for children + adults	20	floor seating	10	200
	total				338

Appendix F.
Sausalito Public Library
Detailed Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
4.5	Picture Books				
	shelving, 54" for picture books/board books	20	sections	10.3	206
	seating @ 4-place round tables for toddlers, mobile	4	seats	22	88
	parent/child seating, mobile	2	chair	25	50
	open play space/floor seating area	1	space	64	64
	total				408
4.6	Family Restroom				IN GSF
5.1	Director's Office				
	desk, computer workstation, printer and task chair	1	desk	75	75
	chair, guest	2	chairs	0	0
	shelving, 84", wall-mounted	2	sections	10	20
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				110
5.2	Staff Workroom				
	workstations, 6' x 6' for FT staff	4	wkstns	45	180
	workstations, 4' x 4' for PT staff/volunteers	2	wkstns	25	50
	conference table with 6 chairs for staff + vendor meetings	1	table	60	60
	shelving, 84"	4	sections	10	40
	bulletin board, white board	2	boards	0	0
	flat file, 10-drawer, for posters + art supplies	1	file	36	36
	work counter, 8' x 3', with sink + cabinets above + below	1	counter	40	40
	networked printer, on shared workstation	1	printer	0	0
	total				406
5.3	Sorting and Returns				
	return drops, exterior, with ergonomic bins	2	bins	4	8
	return drop, interior, with ergonomic bin	1	bin	4	4
	check-in workstation, adjustable ht, 4' x 2'	1	workstn	30	30
	book truck parking	10	trucks	8	80
	shelving, 84" for damaged items and temporary storage	2	sections	10	20
	spare return bins	1	bin	4	4
	total				146
5.4	Mail and Deliveries				
	mail sorting counter, 6' x 2.5'	1	counter	25	25
	delivery box stacking space (2 stacks)	4	stacks	4	16
	book truck parking	4	trucks	8	32
	clear floor space for receiving/unpacking shipments	1	space	25	25
	trash container, large	1	unit	6	6
	total				104
5.5	Supplies and Equipment Storage				
	shelving, 84", for Library supplies	8	sections	10	80
	clear floor space for box storage	1	space	24	24
	filing storage for Library records, files	4	cabinets	15	60
	total				164
5.6	Computer / Telecommunications / Server Room				
	equipment racks, freestanding	1	rack	25	25
	supply cabinet, 2-door, for IT supplies storage	1	cabinet	20	20
	telecom equipment and patch panels, wall-mounted	1	space	25	25
	total				70

Appendix F.
Sausalito Public Library
Detailed Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
5.7	Staff Entrance / Lockers / Coat Closet				
	lockers, half-height, 2 per stack (for 10 people)	5	stacks	5	25
	coat closet, 5' x 3'	1	closet	20	20
	total				45
5.8	Staff Lounge				
	seating @ 4-person table	4	seats	22	88
	sofa, 2-person	1	sofa	40	40
	work counter, 6' x 24", w double sink, commercial grade, cabinets above and below	1	counter	30	30
	refrigerator, full size	1	unit	20	20
	microwave oven, on counter	1	oven	0	0
	trash containers/recycling containers	2	containers	4	8
	bulletin board, wall-mounted	1	board	0	0
	total				186
5.9	Staff Restroom				IN GSF
5.10	Custodial / Maintenance Services				
	shelving, industrial, 80" for supplies storage	2	sections	12	24
	supply cabinet, 2-door, for secure supplies storage	1	cabinet	20	20
	clear space for boxed, bulk storage	1	space	30	30
	mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
	total				99
	Total Net Assignable Square Feet:				9,303
	Total Gross Square Feet @ 75% Efficiency:				12,405