



Carson City Library

SPACE NEEDS ASSESSMENT

September 2009

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Carson City Library
Space Needs Assessment

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1. Executive Summary

The Carson City Library serves the city's residents from a 38-year-old facility at 900 North Rook Street, located several blocks east of the city's central downtown area. The original 13,600 square foot building opened in 1971. A two-story addition was completed in the early 1980s to increase the building size to the current 21,532 square feet. Surface parking for up to 75 vehicles is located adjacent to the south of the facility.

Over the past two years, the Library has launched various initiatives to improve services. Collections are being updated and refreshed. Display shelving for new and popular books was added. A popular space for teens was created and innovative teen programming now brings many middle school and high school users to the facility. More public computers were added. Free Wi-Fi access is available for laptop computer users. Creative programming for all ages attracts many new users. A used book store, operated by the Friends of the Library, is a steady magnet for book lovers. The Library tends to acquire self-service checkout equipment that will eliminate long lines at the service desk at the building entrance.

The age and size of the library facility, however, continue to limit all aspects of public service. Seating capacity is significantly inadequate. New collections, computers and other services were introduced at the expense of places for people to sit and use the library. Shelving is at capacity. Still useful titles must be withdrawn to create shelf space for new books and media. Recently returned items frequently sit on book carts in the open area because shelves are full. Popular, in-demand collections cannot expand as needed. The building infrastructure limits flexibility and cannot support the array of electronic and technology-based services that are now standard in modern public libraries. Electrical power distribution is at capacity. More computers are needed but there is no space to install additional equipment. Noise levels are uncomfortably high in most of the main public space. The entry sequence is congested and main paths of travel through the building create bottlenecks and conflicts between users. The meeting room is too small to accommodate audiences at popular events. The Friends' book store, located in the meeting room, exacerbates the space deficit and needs more space as well.

The community uses the library. On average, close to 900 people visit the facility each day. However, many users report that they use the facility less frequently or in more limited ways due to space and technology limitations. As Carson City's population grows and becomes more diverse, the current library and its services will become increasingly irrelevant to many community residents.

The Library conducted a strategic planning process in 2008-09 to analyze the library service needs of the Carson City community and to articulate strategies to meet those needs, both for the short term and through the next 30 to 40 years. This planning effort - *Carson City Library: A Place for Everyone: Strategic Plan 2009-2013* - was completed in early 2009. Goal 8 of the Plan states that "The Carson City Library will provide a place that improves and enhances the quality of life for everyone in Carson City and for every visitor to the Capital City". The space needs assessment outlined in this document is in direct response to this goal.

In March 2009, the Library Board of Trustees engaged the services of Page + Moris, a library facility planning firm, to conduct the space needs assessment called for in the

Strategic Plan. The consultants reviewed the community input gathered during the strategic planning process, analyzed demographic data as well as library collection and usage statistics. Over 30 interviews with community stakeholders and Library staff were held. Current library services as well as services envisioned as part of the strategic plan were compared to library service trends and to best planning practices for library design. A set of recommended service levels was developed and quantified into building components. An outline of space needs was prepared that incorporates the service priorities of the Strategic Plan.

As a result of this study, a 60,000 square foot library, on two to three levels, is recommended to replace the existing Carson City Library. This facility will serve the residents of Carson City well into the 21st century, offering the following services:

- Shelving to accommodate a collection of 183,000 books and media items.
- Seating capacity of 300 seats, distributed among the public spaces for children and families, teens and adults.
- One hundred five public computers, including Internet workstations, online catalogs, word processing computers and a computer lab for online training classes.
- Wi-Fi access and laptop computer plug-in access throughout the public spaces.
- A meeting room with modern AV equipment support that will accommodate audiences of 175 people.
- A children's programming space with floor seating that accommodates 40 children and parents for storytelling and other activities for children and families.
- Self service features, including self service check-out and check-in equipment, as well as self service holds pickup.
- An attractive, appropriately-sized book store and café.
- A minimum of 150 parking spaces for Library visitors, in line with the city parking standard for this building type.

2. Project Purpose and Scope

The Library's strategic plan identifies the need for significant improvements to its current facility in order to achieve its goal of providing "a place that improves and enhances the quality of life for everyone in Carson City and for every visitor to the capital city, In addition, it calls for the planning and construction of a "future 'state of the art' library facility". The present study addresses the second part of this goal by identifying the service and space needs of the Carson City Library.

In March 2009, the City engaged Page + Moris LLC, a library facility planning firm, to conduct a library facility space needs assessment, with Field Paoli Architects as subconsultants. Kathryn Page, Page + Moris' lead consultant, gathered and analyzed community demographic data, identified population projections, reviewed community input received during the strategic planning process, interviewed community stakeholders and Library staff and met with selected community groups, including teens.

The consultants analyzed the numerous information sources to develop a well-rounded understanding of community library service needs, then observed the existing library facility and interviewed key Library staff to determine current service levels. This information was compared to service levels at other Nevada libraries as well as to current best planning practices across the nation.

The consultants presented their findings and recommendations at a public meeting held on June 4, 2009 and attended by 65 community members. The recommendations included service level capacity goals for seating, shelving, technology, programming space and other functional components needed to serve the projected Carson City service population through the year 2030. The consulting team also shared information and photographs about current trends in library design and facility planning options, such as facilities collocated with civic buildings, retail stores, museums and other entities. Meeting participants offered ideas, asked questions and indicated their priorities and preferences.

Page + Moris then developed a draft space needs summary for a new library building, based on the service level recommendations. The summary incorporated community feedback as well, received during and following the public meeting. The findings and recommendations are included in the report sections that follow.

3. Community Input

During the last week of April 2009, Kathryn Page conducted interviews with community stakeholders, City leaders, Library staff and Library supporters to gather a wide variety of community perspectives and service priorities, including:

Carson City Arts Initiative
Carson City Library Board of Trustees
Carson City Library Foundation Board
Carson City Redevelopment Agency staff and Board President
Carson City School District
Friends of the Carson City Library
Teen Advisory Committee, Carson City Library

Ms. Page also met with the City Manager and all City Supervisors, a local architect familiar with the existing library facility and local history museum advocates. In addition, she interviewed approximately 20 Library staff, representing all departments and services. Finally, the consultant reviewed summaries of focus group sessions and community survey results from the strategic planning process conducted in 2008. Interview comments included several recurring issues and themes, summarized below.

- The library is not comfortable for the average user – people visit for a specific purpose but rarely stay to explore and enjoy literature and the world of ideas. It should be “the community living room”, inviting and inclusive to residents of all ages.
- The library should be a downtown “anchor”, a focal point for the community
- Lack of space and high noise levels are constant irritants and obstacles to satisfying library experiences. Quiet areas for individual reading and study are needed as well as acoustically separate zones for teens, families and others who need to talk, collaborate and socialize. More and varied seating is needed for all age groups.
- The book and media collection shelves are filled to capacity –both the bottom and top shelves must be used and, too often, titles must be withdrawn due to lack of space. More book display capacity is needed, in line with the browsing experience found at popular book stores, with more current titles available.
- More computers are needed to allow users to have more extended online access. Children and teens need more direct access to computers for school assignments and for online searching.
- Food and drink should be available to enhance users’ enjoyment of the spaces and services.
- An indoor/outdoor connection is needed, with visual and perhaps physical access to exterior landscaping.
- Teens should have an attractive space of their own for group activities, casual reading and serious homework.
- Children and families need appropriate space and services including seating, computers, display shelving and group activity space.
- Materials and services for Spanish speakers need to be increased.
- The library needs to celebrate and highlight Carson City’s history and cultural heritage.
- Spaces should be flexible to meet future and well as current service needs.

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- Space for programs and events is inadequate – the meeting room frequently cannot accommodate the audiences drawn to programs nor does the room offer modern AV equipment.
- The book store operated by the Friends of the Library needs “real” retail space and should not occupy part of the meeting room.
- The Library needs to “partner” with other City agencies and entities to create a critical mass of services and attractions in one location and to maximize resources.
- Art exhibits and public art should be integrated into the building.

4. Community Profile

A. Carson City Summary

Carson City, Nevada's state capital, is a combined city/county municipality that occupies 146 square miles along the western boundary of the state. Less than ten percent of the city's land area is developed¹. The remainder is public land owned by Federal or State government. Situated along the eastern Sierra Nevada Mountains, the largest nearby city is Reno, Nevada, 30 miles to the north.

The city has a celebrated history. In 1858, the Eagle Station trading post and settlement was purchased by Abraham Curry and renamed Carson City. Shortly thereafter, with the discovery of gold and silver at the nearby Comstock Lode, the population began to increase. The Nevada Legislature designated Carson City the county seat of Ormsby County and, in 1864, when Nevada gained statehood, Carson City was designated the state capital.

In the 1870's and 1880's the City grew into a thriving commercial center thanks to the Virginia and Truckee railroad that linked Carson City to Virginia City. Freight, transportation and timber harvesting in the Lake Tahoe basin dominated the economy. When the Southern Pacific Railroad later built a branch line bypassing the capital far to the north, however, the population of Carson City dramatically declined. It wasn't until 1960 that Carson City's population rebounded to its nineteenth century high.

Today, Carson City has a population of approximately 58,200² residents and a growing and diverse economy. It is a regional retail and commercial center for northwestern Nevada and has become Nevada's leading manufacturing city, with 14 percent of its workers in manufacturing, compared with the state average of four percent³. Service industries, which include hotels, gaming and tourism, employ 30 percent of the workforce. As the seat of state government and center for federal agencies, the government sector employs about one out of four city residents and is the second largest employer. Other large employers are the Carson Tahoe Regional Medical Center, Carson City School District, Western Nevada College, and Walmart.

A current challenge to the community is the effect of the rerouting of Highway 395 to bypass downtown Carson City. This project is scheduled to be completed in late 2009 and is expected to have a significant effect on the quality of life in the downtown area and on the area economy.

Carson City residents are proud of their history and value the natural resources and open spaces in which they live. At the conclusion of a two-year process to encourage community comment on *Envision Carson City*, the City's 2006 Master Plan, residents clearly articulated their priorities for the future of their City: "...to keep growth compact, maintain the integrity of the Bureau of Land Management and Forest Service lands surrounding the town, enhance open space and maintain easy access to public lands."

¹ Carson City Master Plan, adopted April 6, 2006

² Carson City Planning Department

³ Carson City Economic Development

The city is committed to a future of balanced growth, tourism, cultural diversity and economic prosperity.

B. Population Trends

Carson City's population is growing. Between 1960 and 1980, Carson City's population doubled with each census, from just over 8,000 residents in 1960 to more than 32,000 in 1980. Population growth increased by 30% in the decade between 1990 and 2000 and is currently estimated at 58,177. By the year 2030, the population of Carson City is expected to reach 70,300 residents⁴.

The city's daytime population includes visitors from all over Nevada and outside the state, drawn to its historic sites, its shops, museums, gaming facilities and restaurants. Many government workers and others employed at area businesses commute into the city, increasing the daytime population by approximately 5,000 people per day, almost a 10% increase in the city population⁵.

C. Community Demographics

a. Age Distribution

Approximately one-quarter of Carson City residents are children and youth, representing an increase from 13,453 in 2000 to 14,348 in 2006. The K-12 school-age population, ages 5-19 years, rose from 7,234 in 1990 to 10,164 in 2000, with another increase to 10,275 in 2006⁵. According to the U.S. Census, households numbered 20,171 and the number of families with children under the age of 18 was 13,256.

Carson City is an attractive retirement community. Seniors over the age of 65 account for 15% of the population, a percentage higher than that for the state of Nevada and the U.S. at 11% and 12% respectively. The senior population is expected to grow since residents between the ages of 45-64 now represent almost 25% of the city's population.

b. Ethnic Distribution

Carson City's ethnic makeup has changed since 1990 with a substantial influx of Hispanic residents. Between 1990 and 2000, the Hispanic population grew 140% and, in the period 2005-2007 the population increased another 40%. In 1990 the Hispanic population represented eight percent of the total population; in 2005-2007 Hispanics were nearly 19% of the population. While the number of Asian, Native Hawaiian/Pacific Islanders, and other races increased modestly during this time, the number of White,

⁴ See Appendix A, Carson City Demographic Profile: Table 1

⁵ <http://www.usaelectionpolls.com/cities/Nevada/Carson-City.html>

⁵ See Appendix A, Carson City Demographic Profile: Table 2

African American, and American Indian/Alaska Native residents declined over this period.⁶

In 2000, 15% of the Carson City population spoke a language other than English at home and nearly three quarters of those were Spanish language speakers – 5,577 out of total of 7,313 people. That number is increasing. Between 2000 and 2007 there was a 39% increase in the Hispanic population. In addition, 20% of the City's school-age children have limited English language proficiency. Other languages spoken at home include Indo-European languages (1.7%), and Asian and Pacific Island languages (1.4%).

c. Schools and Students

The Carson City School District is made up of six elementary schools, two middle schools, one high school, one alternative high school, and two state-sponsored charter schools. In addition to the public schools, students also have a choice of several private and parochial elementary, middle and high schools in the area.

In 2007-2008, 8,864 students were enrolled in public schools in Carson City. While enrollment statewide increased 13% from 2003/04 to 2007/08, enrollment in Carson City schools remained stable, increasing less than one percent over the same period.

Carson City has become more ethnically diverse over the past twenty years, with significant increases in the Hispanic population in the 1990s and early 2000s. That trend continues and is especially evident in school enrollment statistics, according to the Nevada Department of Education. Between 1993 and 2003, Hispanic student enrollment increased 172% and the number of non-English speaking students increased by 100%. In 2007-2008 the school-age population was predominately White (62%) and Hispanic (30.9%), mirroring the makeup of the community at large.⁷

Carson City schools are challenged by the increasing number of students who need English language instruction or other special services. In the elementary schools, the percentage of students with limited English language proficiency ranges from 14% in one school to 68% in another school. One in five students enrolled in District schools is designated as having limited English language proficiency. Many students' families have limited incomes – 30% of the District's students qualify for the free lunch program.⁸

d. Income Levels

According to the U.S. Census, the median household income in Carson City in 2000 was \$41,809, below the \$44,851 median household income figure for Nevada. Between the 2000 Census and the U.S. Census Bureau mid-decade estimate completed in 2007, the median household income rose to \$50,140, an increase of nearly 20% but still below \$53,753 for the state as a whole.

⁶ See Appendix A, Carson City Demographic Profile: Table 3

⁷ See Appendix A, Carson City Demographic Profile: Table 6

⁸ Nevada Department of Education, Nevada Report Card 2007-2008

e. Educational Attainment

The education levels reached by Carson City's adult population closely mirror those for the entire state. Eighty-seven percent of the population completed at least a high school education according to Census Bureau mid-decade estimates and 20.6% of the population had bachelor's degrees. Education levels for the State overall in those years show 83.3% of the population completing a high school degree or higher and 20.9% completing a four-year degree or higher.⁹

f. Occupations and Employment

The largest segment of the Carson City work force consists of managers and professionals who make up 30.2% of employed individuals. The second largest occupational category is sales and office occupations, employing 28.2% of the City's adult population. Service occupations, farming, fishing and forestry, construction and maintenance, and production and transportation occupations employ the remaining 42% of the workforce.¹⁰

In 2009, Carson City's unemployment rate stands at 11.3%, according to a recent article in the *Las Vegas Review-Journal*.¹¹ This is higher than the state's unemployment rate of 10.1%.

Almost 78% of the workforce drives to work alone. Another 14% use carpools. The number of people that use public transportation is very small and more people walk to work than use public transportation. The mean commute time is 17.7 minutes, approximately six minutes less than the state mean of 23.3 minutes.¹²

⁹ See Appendix A, Carson City Demographic Profile: Table 7

¹⁰ See Appendix A, Carson City Demographic Profile: Table 8

¹¹ Robison, Jennifer. Jobless Rate Track Record. *Las Vegas Review-Journal*. March 31, 2009, p.A1

¹² See Appendix A, Carson City Demographic Profile: Table 9

5. Current Library Service Profile

Until 1969, public library service to Carson City residents was provided by the Nevada State Library. In that year, the Ormsby County Library separated from the State Library and moved into temporary quarters to serve the Carson City population. In 1971, the county library, now called the Carson City Library, opened for business at its new permanent location at 900 North Roop Street. The Library has operated at this location for 38 years. A building expansion in 1982 increased the building size to 21,532 square feet.

The Carson City Library is open six days per week for a total of 50 weekly public service hours. In 2008, the Library had 268,242 visitors, an average daily attendance of 888 visitors each day the Library was open. The number of registered borrowers in 2009 is 32,500, 56% of the city's population.

The Library maintains a collection of 120,422 volumes of books and media, or 2.1 items available per capita, lower than Nevada libraries' 2008 average of 2.35 volumes per capita. Carson City is also at the low end of most of Nevada's district libraries – 15 of the State's 22 district facilities offer more volumes per capita to their populations. Books represent 93% of the collection while 7% is audio and video media. Two-thirds of books are in the adult collection, 28% are children's books and 5% are teen books.

On average, each item in the Carson City collection circulated 2.9 times last year. In addition to the print and media collections, Library patrons can choose from an array of electronic databases that provide reference, periodical, and professional and practical information, and downloadable audio books.

Circulation of library materials has been increasing since 2008, following annual declines between 2005 and 2007. In 2008, circulation of books and media reached 348,442, a per capita circulation rate of 6 items, slightly below the 6.5 per capita circulation rate for the State as a whole. In addition, over 36,000 periodicals and exchange paperbacks circulated last year. In 2009, overall circulation is projected to increase to 400,000, 80% of which is projected to be print resources and 20% audiovisual resources.

The Library is used by residents of other counties and, to a lesser degree, Carson City residents use libraries in neighboring jurisdictions. In 2005-06, the Library analyzed regional library usage and learned that 13% of the Library's total circulation that year (46,882 items) was checked out by residents of Douglas, Lyon and Washoe counties and that Carson City residents checked out 18,633 items from nearby libraries during the same period. The South Valleys Branch in Washoe County, which opened in 2003, has attracted use by many Carson City residents.

The Library's 31 public access computers are in constant use. In 2008, computer customers logged 34,341 one-hour online sessions, nearly 115 sessions per day. In addition, the Library's free wireless access attracts many laptop computer users.

The Library provides a total of 89 seats to the public. In the adult area, there are 36 table seats and 20 lounge seats. Youth services offers 22 seats at tables and armchairs and five ottomans. The teen space has six seats, including one ottoman.

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Public programs include lectures, workshops, and storytimes for children. The current facility includes an 832-square foot meeting room and multi-use programming space in the Youth Services area. The Friends of the Library operate an ongoing book store located in the meeting room that occupies approximately 30% of that room's space. A partnership with the Carson City Arts and Cultural Coalition brings popular arts and cultural programs to the Library. In 2008, 4,574 people attended special programs at the Library.

The Library operates with the equivalent of 24 full-time staff, several of whom are part-time. Staff serves the public at four staffing points, for check-out, check-in, information/reference services and youth services.

6. Current Library Service Levels and Limitations

A. Overview

Space constraints at the 900 North Roop Street facility impact every component of library service. Seating capacity is significantly undersized. Shelving for the collections is at capacity. Public computers are in constant demand. Meeting room and programming spaces are inadequate. Staff work space is limited and does not support efficiency or productivity. The building layout creates awkward adjacencies. Active, high-use areas are adjacent to spaces that require low noise levels. New services and technologies cannot be incorporated into the existing space.

B. Seating

The Library's 89 seats cannot accommodate community demand. In the adult space, most seats are grouped together, close to the main entrance and path of travel and adjacent to the public computers. Conversations and noise spill into the seating areas constantly. Library users frequently complain that the building lacks quiet seating areas.

Seating capacity needs to be increased throughout the building and zoned to provide a variety of seating options, including quiet areas with lounge seats for comfortable reading, table seating for concentrated research and study, and acoustically separate seating in which small groups can study together.

The large print collection and magazine and newspaper collection are popular with older adults. Additional seating, especially lounge chairs, is needed adjacent to these collections to allow seniors to comfortably browse and read this material.

Youth Services space lacks table seating for children working on school assignments as well as increased parent/child seating.

The Library's recently created teen space is well used and popular. Space is available for only six seats, however. Seating capacity needs to be increased, with teen-friendly seating that accommodates both study and casual reading and use.



C. Collections and Shelving



Shelving is at capacity throughout the building. Staff has undertaken an active maintenance program to weed the collection to fit the existing shelves. In some areas, the lowest and highest shelves must be used, which makes browsing difficult for older adults and people with limited mobility.

Several parts of the collection need to expand to meet community need and demand, but there is no space available for additional shelving. These collections include

children's books, teen books, new books and bestsellers, AV media for all ages, large print books and Spanish language materials.

Audio and video media collections - DVDs, videos, books on CD and music CDs – are extremely popular. Shelving for these collections is packed and expanding. Often, just returned items are placed on carts because all shelves are full. More space is needed to accommodate browsing and display of these popular collections.

Shelving occupies most of Youth Services' primary space, with shelves filled to capacity. Some shelving is full-height and is too high for most children to use. The Library recently added retail display units in the adult area to highlight new and popular books. These displays have been highly effective and should be expanded, but lack of space prevents this.

D. Computers and Technology

The Library provides 31 public access computers – 21 with Internet access and word processing software, seven for online catalog access, two with educational games for children and one for homework tutoring. The computers are in constant use.. More workstations are needed but there is neither space nor electrical system capacity to support additional equipment. People sometimes wait an hour or more to use a computer, often taking up valuable seating space while they wait. Others leave in frustration before a workstation becomes available.



The Library provides free Wi-Fi access throughout the building. Plug-in access for computer laptop users, however, is available in only one seating area of the building. Space for computer training classes is needed. The constant demand on the public computers prevents their use for training except on a limited, ad hoc basis.



E. Meeting Room and Programming Space



A dedicated meeting room adjacent to the building lobby accommodates approximately 50 to 60 people when the room is set up in auditorium style. Audiences frequently exceed the room seating capacity, requiring large-scale Library and Friends-sponsored events to be held off-site and limiting opportunities for building-wide themed events and exhibits.



The Friends of the Library ongoing book store utilizes some 30% of meeting room floor space. In addition, donated books are stored in the room and on the stage, further limiting the room's functionality. While this shared use provides the Friends with visible retail space at the building entrance, it reduces seating capacity at Library programs by approximately 25%, reduces storage space for meeting room furniture and diminishes the ambiance of the meeting room space. In addition, staff and Friends volunteers must shift stored donations whenever the stage is needed for programming. The meeting room kitchenette is limited and cannot support catered events. Noise generated by programs and events in the meeting room penetrate the main public space of the library.

Children's picture books and children's storytelling share space in an enclosed room in Youth Services, which limits public access to the collection during programs.

F. Service Points/Check-Out and Check-In

Three staffing points at the public entrance (check-out, check-in and information services) take up substantial floor space and generate noise that permeates much of the adult public space. The current desk area and adjacent workspace configuration do not support self-service check-out technology, holds pick-up and related service delivery techniques nor does it contain noise.

G. Building Layout

Youth Services space is located far from the public entrance. Children, teens and family groups must travel through the main adult public space to reach these areas, which is inconvenient and adds to the already high noise levels in the adult space.



The teen and children's areas occupy adjacent space in Youth Services, which leads to noise and conflict between these age groups.

H. Staff Work Spaces/Storage

The primary staff workspace, on the second floor of the Library, is located a considerable distance away from the public service points on the first floor, requiring many staff members to travel a long way to reach to the public service desk for their desk assignments. The staff workspace behind the service desks on the first floor, for returns and



sorting and for other circulation tasks, is congested and far too small for the volume of materials that must be handled.

Staff also works in a narrow corridor that leads from the staff/delivery entrance to the check-in and information desk. Book donations are dropped off and sorted in this corridor, deliveries are received and picked up, and newspapers and magazines are checked in here. Staff also uses this corridor to empty and replace the exterior book return bins.



Delivery receiving and shipping space is also located on the second floor, remote from the delivery entrance and accessible only by elevator and stairs.

The second floor staff workroom contains approximately twenty workstations for staff and volunteers. The space is crowded and constrained, making it difficult for staff to concentrate or be productive. Functions such as cataloging and processing lack adequate work surfaces for the tasks they require. Noise spills from one section of the space into other areas.

Conference and meeting space for staff is lacking. The staff break room was designed for a smaller staff and accommodates only one table and six chairs. One single-occupancy restroom serves the entire staff.

The Library administrative office is accessible only through the staff workroom. There is no public egress from the Director's office.

I. Site Issues/Parking

Customers return materials at the Check-in desk or at one of the three freestanding exterior return drops located behind the building, along a narrow, single-lane driveway with access off Roop Street. This driveway is separate from the Library parking lot and not visible from the public entrance.



The Library parking lot has 75 parking spaces. The Library also rents space for staff parking in a second parking lot directly north of the building. While parking capacity meets the City parking standard for libraries (one space for every 400 square feet of building space), the parking lot lacks hardscape amenities or landscaping that would support improved pedestrian access paths to and from the public entrance. Some interviewees commented on a lack of organization in the parking lot and mentioned their concerns about pedestrian safety.

7. Service and Space Needs Recommendations

A. Overall

Carson City requires a library that supports the needs of its current residents, a facility with the space, flexibility and building infrastructure to accommodate service innovations and a growing population. The library is the community’s prime institution that supports learning and access to information for people of all ages. Its collection of books, media, periodicals and other materials is a major civic resource and its computers ensure that all residents have free and equal access to online information.

The library can serve as a primary community focal point and gathering place – a classic example of a community “third place”, that third destination, after home and school or work place, to which residents gravitate to spend time, either by themselves or in company with friends and family. The library can also anchor the city’s downtown and form a nucleus for civic development.

To support these roles, the library must have sufficient space for people – seating, areas for programs and social interaction, and quiet study spaces. It must also have adequate shelving capacity, plentiful computer workstations and a flexible technology infrastructure that will provide information services well into the future. Carson City’s current library, almost 40 years old and 21,532 square feet in size, needs to be replaced by a modern facility, designed to accommodate the city population through the next twenty to thirty years.

This space needs assessment recommends a 60,000 square foot facility, on two levels, with the spaces outlined below, to provide the projected 2030 population with an average 0.85 square feet per capita of library space. This level is within the range that current library planning practice calls for - 0.6 to 1.0 square feet per capita for independent city libraries that serve a population between 50,000 and 100,000 people. The recommendations include a café and exhibit gallery space, to complement library functions and to enhance the library’s ability to serve as a community destination and hub. As planning for the new facility proceeds, other complementary functions and institutions may be identified as potential library partners.

B. Spaces Summary

Carson City Library Spaces Summary

	SPACE	SQ FEET	
1.1	Public Entrance/Lobby	276	
1.2	Meeting Room (dividable)	2,150	
1.3	Conference Room	420	
1.4	Catering Kitchen	142	
1.5	Meeting Room Storage	220	
1.6	Green Room	90	
1.7	Public Restrooms - First Floor	IN GSF	
1.8	Café	670	
1.9	Book Store	679	
1.10	FOL / Book Store Workspace	1,660	
1.11	Exhibit Gallery	1,200	
1.12	Gallery Storage / Workspace	590	8,097

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	SPACE	SQ FEET	
2.1	Greeter Station	31	
2.2	Express Checkout and Holds Shelves	456	
2.3	Service Desk, First Floor	173	
2.4	New Books / Browsing	768	
2.5	AV Media / Browsing	787	
2.6	Computer Center - First Floor	773	
2.7	Teen Space	1,911	
2.8	Quiet Study/Homework Center	764	
2.9	Teen Program Room	736	
2.10	Group Study / Tutoring Room A	100	
2.11	Group Study / Tutoring Room B	150	
2.12	Group Study / Tutoring Room C	200	
2.13	Copy Center - First Floor	120	6,970
3.1	Youth New Books / Browsing	173	
3.2	Youth AV Media / Browsing	313	
3.3	Youth Service Desk	221	
3.4	Youth Computer Center	374	
3.5	Exploration Space	400	
3.6	Youth Reference Collection	241	
3.7	Youth Circulating Books	1,694	
3.8	Group Study/Tutoring Room D	150	
3.9	Youth Spanish Language Collection	466	
3.10	Family Space	510	
3.11	Easy Books and Readers	1,171	
3.12	Storytelling / Class Visits / Crafts Area	935	
3.13	Storytelling / Youth Programming Storage	192	
3.14	Parents and Teachers Collection	195	
3.15	Family Restrooms (2)	IN GSF	
3.16	Youth/Teen Services Staff Workroom	456	
3.17	Youth/Teen Services Librarian's Office	105	7,596
4.11	Admin Reception Area	56	
4.12	Library Director's Office	218	
4.13	Administrative Services Office	166	
4.14	Deputy Director's Office	105	
4.15	Programming/Outreach Office	391	
4.16	Library Supplies and Storage	296	
4.17	Library Conference Room	265	1,497
4.21	Sorting and Returns	921	
4.22	Circulation Staff Workroom	395	
4.23	Circulation Supervisor's Office	110	
4.24	IT Office/Repair/Storage	308	
4.25	Computer/Telecom/Server Room	222	1,956
4.31	Staff Common Work Area	152	
4.32	Technical Services Work Space	730	
4.33	Technical Services Storage and Supplies	210	1,092
4.41	Mail Room/Delivery Entrance	309	
4.42	Donations Drop-off + Temporary Storage	517	

Carson City Library
Space Needs Assessment

	SPACE	SQ FEET	
4.43	Staff Entrance / Lockers / Coat Closet	130	
4.44	Staff Lounge	378	
4.45	Staff Restrooms - First Floor	IN GSF	
4.46	Staff Shower/Changing Room	48	
4.47	Custodial Services Storage	187	
4.48	Building Maintenance Workspace	208	1,777
First Floor Total			28,984
5.1	Lobby - Second Floor	100	
5.2	Public Restrooms - Second Floor	IN GSF	
5.3	Information Desk	152	
5.4	Computer Center - Second Floor	808	
5.5	Reference Collection	490	
5.6	Business Reference	235	
5.7	Computer Lab	928	
5.8	Quiet Reading	480	
5.9	Magazine and Newspaper Browsing	875	
5.10	Adult Circulating Nonfiction Books	3,175	
5.11	Local History	1,112	
5.12	Spanish Language Collection	1,161	
5.13	Adult Circulating Fiction Books	1,829	
5.14	Large Print Books	511	
5.15	Group Study/Tutoring Room E	100	
5.16	Group Study/Tutoring Room F	150	
5.17	Group Study/Tutoring Room G	150	
5.18	Group Study/Tutoring Room H	200	
5.19	Copy Center - Second Floor	120	
5.20	Adult Services Librarian's Office	105	
5.21	Adult Services Staff Workroom	336	13,016
5.22	Staff Restroom - Second Floor	IN GSF	IN GSF
Second Floor Total			13,016
Net Assignable Square Feet:		42,000	
Gross Square Feet @ 70% Net to Gross SF:		60,000	

C. Seating

Seating capacity needs to be expanded throughout the facility. Additional seating for quiet reading and study is needed for adults. The Youth Services area needs comfortable seating for children and parents to read together. The popular Teen area needs to be expanded to support use by that age group.

The Library's 89 seats provide only 1.5 seats for every 1,000 people served, which is about one-third the seating capacity of libraries being planned for today's communities. Seating capacity of 300 seats is recommended to meet Carson City residents' needs through the year 2030. This will enable the Library to offer 4.25 seats per 1,000 people served. This seating level is in line with current best planning practice for library design, which calls for 4.0 to 5.0 seats per 1,000 people served in communities of Carson City's size and demographic makeup.

Seating should be located in several areas distributed throughout the building, and varied to include open seating at tables and armchairs, as well as seating in small conference rooms for tutoring, small group study, and similar activities. Several small group study rooms are also recommended, enclosed for acoustical separation for use by students, business entrepreneurs, book groups, community groups, and others.

D. Collections and Shelving

Additional shelving is needed to allow the Library to develop its collections to meet residents' reading and study needs. The current book and AV media collection includes 120,400 items, or an average 2.1 items per capita. Several parts of the collection need to expand, including children's books, teen books, new books and bestsellers, AV media, large print books and Spanish language materials. Shelving for the local history collection is at capacity. New titles can be added only selectively due to space limitations and display space is unavailable.

To meet community needs, the overall collection needs to grow to 2.6 items per capita. This translates into a collection of 183,000 items to serve the city's projected population. This will allow for expansion of several in-demand collections, including AV media, browsing collections for adults and teens and Spanish language materials.

A larger percentage of shelving that provides face-out display is needed, to enhance collection browsability. Shelving units should be medium height with minimal use of the lowest shelf. Children's shelving should be low to medium height with plenty of room for face-out display. Shelving for popular media, such as DVDs and audiobooks, needs to emphasize browsing and access.

E. Computers and Technology

The number of public access computers needs to be increased significantly to support demand, from the current 31 workstations to a minimum of 105, distributed through the building to serve adults, teens and children. This will enable the Library to provide 1.5 computers per 1,000 people served, a service level that is in keeping with library industry current best planning practice.

Approximately 20 of these workstations should be located in an acoustically enclosed space to provide a space for computer-based training for both the public and staff. Some computers should be located adjacent to a homework study area.

All public seating should provide convenient electrical outlets for laptop computer users who wish to plug in their own equipment at both table and lounge seating. Computers that provide quick access to the Library online catalog are needed at key locations close to shelving.

F. Meeting Room and Programming Space

A meeting room that can accommodate 175 adults seated auditorium-style is recommended for the Library, equipped with movable wall partitions with acoustical properties to enable the Library to schedule two meetings at or near the same time. The meeting room needs to be located adjacent to the building entrance to enable programming to take place whether or not the Library is open. A catering kitchen is

needed that can support major events in the space. Secure storage rooms are needed to accommodate stacking chairs and folding tables on dollies, with immediate access into each side of the meeting room. The meeting room needs to be equipped with adjustable lighting controls and an AV projection and sound amplification system that supports fully functional multimedia presentations.

Dedicated programming space for events that target children and their families is also needed in space that is adjacent to the Youth Services area. The space should comfortably accommodate groups of 40 children and adults in an area that does not disrupt individual use of the Library. In addition, the Library's open seating areas should be designed so that some area may be used for informal programming, as needed, without disturbance to general users.

Finally, a medium-sized space for group and/or collaborative activities is recommended, to accommodate special events, such as programming for teens. Approximately 900 square feet is recommended for this type of space, as the Library's service program is developed.

G. Service Desks/Check-out/Holds Shelves

Space is needed to accommodate multiple self check-out machines, generous holds shelving, self-service check-in equipment, tied to an enclosed space for returns and sorting. Service desks should be designed for efficiency and to reflect recent trends in library service delivery – self-service circulation and accounts management, mobile staff who interact with customers on the public floor as much as behind a service counter. An allocation of approximately 5% of the public space is recommended for these functions.

H. Staff Work Space/Storage

Staff work space that will support an efficient, productive, sustainable work environment needs to be allocated. Dedicated space for returns and sorting is needed, designed to accommodate either an automated or manual sorting operation. Return drop-off should be located on the exterior of the building, accessible to customers 24 hours per day. Return slots should empty directly into the returns and sorting space.

Staff members need work spaces that match their job responsibilities, including desks, cubicles or work tables that provide sufficient work surface, acoustical separation and supplies storage to perform their tasks efficiently and effectively. Work space for volunteers is also needed. Sufficient storage space, a conference room, an appropriately-sized staff break room and staff restrooms are also needed.

A space allocation of approximately 4,500 square feet is recommended for staff workspace and storage areas – roughly 15% of the public space allocation. An additional 800 to 1,000 square feet allocation for volunteer workspace is recommended.

I. Friends of the Library Book Sale

The Friends' book store now occupies space in the library meeting room. Book donations are received through the delivery entrance and are stored in various locations in the library building and off-site. Book sale revenues bring in approximately \$50,000 annually, even though the ongoing book sale space is small and congested. Dedicated

retail space, between 750 to 1,000 SF, is needed for the ongoing book sale, as well as dedicated work space for donation receiving, sorting and storage. An allocation of 1,500 to 3,000 SF is recommended as a placeholder for the workspace as the Friends and the Library continue to research successful book store operations. It is assumed that the Friends will continue to sponsor periodic large-scale book sales in the Library meeting room space. Ideally, the work/sorting/storage space should be adjacent to the ongoing sale area, for efficiency and flexibility. An attractive, spacious public book sale area will encourage sales. This, in turn, will tend to decrease inventory that must be stored.

J. Overall Building Size

The 60,000 square foot facility recommended will provide an average 0.85 square foot of space on a per-person basis, targeted to the 2030 projected service population. This level is within the range that current library planning practice calls for - 0.6 to 1.0 for independent city libraries that serve a population between 50,000 and 100,000 people. The space needs analysis assumes that the building will be 70% efficient, with 30% of the overall building envelope needed for non-assignable purposes, such as mechanical space, corridors, restrooms, elevators and wall thicknesses.

As the City develops its plan for downtown development, it may want to consider future expansion potential beyond the 60,000 square feet recommended for the library. Possible expansion options include:

- Conversion of a portion of underground parking space to library interior space, should the development incorporate such a facility.
- Inclusion of shelled-out building space on one of the library floors or an additional floor above the library facility.
- Inclusion of shared “commons” space that links the library to one or more collocated buildings, such as a museum, business incubation center or retail space.

K. Parking

Adequate parking is needed for Library visitors. The site needs to accommodate sufficient space to meet the City’s parking standard of 2.5 spaces per 1,000 square feet of building space – a total of 150 parking spaces. Parking may be addressed by means of surface parking, a multilevel parking structure, underground parking or a combination of these approaches.

L. Recommendations Summary

The space recommendations in this report will provide a library that offers the community the breadth and depth of services needed currently and that will be needed well into the future. The recommended service levels are well within library industry best planning practices. The chart below summarizes the recommendations and compares each major space component recommendation to the level provided at the existing library.

Service Levels – Current and Recommended

	2009	2030
Population	58,177	70,300
Seating	89 seats 1.5 seats per 1,000 people	300 seats 4.25 seats per 1,000 people
Collection/Shelving	120,400 volumes 2.1 volumes per capita	183,000 volumes 2.6 volumes per capita
Public Computers	31 computers 0.53 computers per 1,000 people	105 workstations 1.5 computers per 1,000 people
Meeting Room/Programming Space	50 to 60 seats 832 SF	175 seats 2,100 SF
Children's Programming Space	20 floor seats 150 SF (estimated)	40 floor seats 400 SF
Group Study/Tutoring Rooms	NONE	48 seats in 8 rooms
Square Feet of Building Space	21,532 SF 0.37 SF per capita	60,000 SF 0.85 SF per capita

8. Spatial Relationship Needs

While a library of 60,000 square feet can be organized on a single level or as a multilevel facility, this report recommends a two to three level building design, for several reasons. Acoustical zones can be most effectively created by stacking the library's spaces, with the first floor generally more appropriate for active, busy functions while the upper floors become home to quieter, more contemplative uses. The entrance and lobby can be organized to provide direct access to many spaces. The building itself becomes more prominent and lends itself to providing a civic presence to its setting.

A. Acoustical and Activity Level Zoning

The library's spaces must be organized to create distinct physical and acoustical zones that support different activity and noise levels, so that users can find the space and environment to match their needs. Noisy, active spaces, such as Youth Services or the Teen area, need to be directly accessible from the public entrance and core public space. Areas for quiet, concentrated reading and study need to be separated from the entrance and core public space. Spaces for group study and collaboration and technology-filled spaces should be acoustically enclosed to contain noise.

B. Core Public Space

Space is needed directly adjacent to the lobby to house several services, including the new books and media browsing areas, a greeter station, self checkout and holds shelving, and related spaces that will constitute a central hub of public space within the library. Many people will come to the library specifically to visit this area. The entire space should be designed as an open "marketplace", with individual areas contiguous and visible, with generous circulation space. The first floor service desk as well as the cluster of public access computers on the first floor should be easily visible from this area.

C. Children's Space

The library's areas for children and families should be considered a "library within the library", a self-contained cluster of spaces and services designed to serve this audience. Direct access to the space from the public entrance is essential, as is effective acoustical separation from the rest of the facility. A staffed service desk will be a primary focal point and needs to be both centrally located and visible from the entrance to the space. Within the space, areas are needed to serve different age groups, with proper attention paid to each group's interests and needs. Storytelling programs and other activities for children and families will take place regularly in parts of the space. The programming space must be arranged with acoustical considerations in mind.

D. Teen Space

Teens (middle school through high school age youth) need an area within the library they recognize as "their own", to gather, study after school and socialize. Although the space for teens needs its own identity and acoustical isolation, the space must also be oriented to allow monitoring from outside, through a glass wall or open separation. Some of the library's enclosed group study rooms should be placed in proximity to the teen area, as should the quiet study/homework center.

E. Quiet Reading and Study

Several spaces designed to support quiet individual reading and study are recommended for the building to provide options for users who visit the library to do research, work on laptop computers or simply browse the library's resources. These spaces include the Reference and Business Reference areas, Quiet Reading, Large Print Books, Magazine and Newspaper Browsing, Adult Circulating books and the Local History collection. Seating areas need to be dispersed throughout these spaces.

F. Public Computers

The new library will provide considerably more computers than the current facility. These workstations need to be distributed to serve all age levels – children, teens and adults – and need to be clustered for visibility and effective management and staff oversight. Computers should be visible from the public entrance and from the entrance to the second floor to enable visitors to easily find this equipment.

G. Collaborative Space

Several enclosed group study rooms are proposed for the library, as well as casual seating areas in the Café and core public space. In addition, some of the library computers should be designated for collaborative use and organized to support this use.

H. Programming and Meeting Space

The main meeting room needs to be located directly adjacent to the public entrance and lobby, to facilitate convenient arrival and exiting by program attendees. This will also allow events to be scheduled independent of Library open hours. Other meeting and programming spaces should be located adjacent to the building's main paths of travel.

I. Staff Work Space

Staff work spaces need to be positioned adjacent to the public spaces each staff is assigned to cover: Youth Services staff work space needs to be adjacent to the children's area; the Information Services staff work space needs to be adjacent to the adult services area; the Circulation Services work space, Sorting and Returns, Technical Services, Mail and Delivery and Donations Drop-off need to be adjacent to both the first floor Service Desk and the Staff/Delivery Entrance. Offices for Library Administration as well as for Programming and Outreach staff need to be located directly adjacent to the public space and close to the public entrance in order to be accessible to the public, volunteers and others who need to visit these areas.

J. Number of Floor Levels

A total of 60,000 square feet of building space is recommended for the library. A library of this size can operate functionally on one to three levels. For the proposed downtown location of the proposed new library, a two to three story design is preferable. By stacking the library's spaces, a smaller building footprint will be required and more space will be available on the site for parking. A multilevel facility will also create well defined activity zones – one floor can house services that generate comparatively high ambient noise levels while other floors can provide quieter spaces that are acoustically separate.

APPENDIX B
Carson City Library
Detailed Spaces Summary

	Quantity	Item	SF/Item	Total SF
1.1 Public Entrance/Lobby				
new)	4	cases	30	120
theft security portals, RFID compatible	1	pair	24	24
floor mats, with minimum 16' walk-off length			NA	NA
seating, bench, 5' x 24", 2-person	2	benches	30	60
community information display unit, wall-mounted, with brochure & nsp racks, bulletin board & storage below, 8'L x 5'H x 1.5'D	2	units	36	72
total				276
1.2 Meeting Room (dividable)				
stacking chairs	175	seats	12	2,100
tables, folding, lightweight, 24" x 60"	24	tables	0	0
podium, movable, on stage	1	podium	0	0
movable wall partitions	1	unit	GSF	GSF
video/digital projector, ceiling-mounted	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
chair rails at perimeter of room	1	unit	0	0
media/projection equipment in secure, adjacent media closet	1	space	50	50
total				2,150
1.3 Conference Room				
stacking chairs	20	seats	20	400
tables, folding, lightweight, 24" x 60"	8	tables	0	0
video/digital projector, on mobile cart	1	projector	0	0
projection screen, ceiling-mounted	1	screen	0	0
"Smart" whiteboard, wall-mounted	1	board	0	0
credenza, 8' x 3' x 2', with storage below	1	credenza	20	20
display boards, tackable, wall-mounted	2	boards	0	0
total				420
1.4 Catering Kitchen				
work counter, 8' x 2.5', w double sink, commercial grade, dishwasher, cabinets above and below	1	counter	50	50
refrigerator, full size	1	unit	20	20
microwave oven, on counter	1	oven	0	0
oven with range-top, under counter	1	oven	0	0
storage cabinet for supplies	1	cabinets	20	20
trash containers/recycling containers	2	containers	6	12
caterers' prep workspace	1	space	40	40
total				142
1.5 Meeting Room Storage				
dollies, stacking, for chairs	15	dollies	6	90
table trucks for folding tables	7	dollies	10	70
AV cart, mobile	1	cart	10	10
clear space for storage of easels, equipment, other programming supplies				50
total				220
1.6 Green Room				
seating, lounge chairs	2	seats	25	50
coffee table	1	table	20	20
closet or coat rack	1	closet	20	20
restroom, single occupancy	1	restroom	GSF	GSF
total				90
1.7 Public Restrooms - First Floor				IN GSF
1.8 Café				
mobile café cart, approx. 4' x 6' with 4 ft clearance all sides	1	cart	150	150
café supplies storage - allowance	1	space	50	50
vending machines for soft drinks + snacks	2	machines	25	50
queuing space	6	people	6	36
counter for customers with laptops - 2' x 24'	6	seats	20	120
café seating @ small, round 2-person tables	12	seats	22	264
total				670

APPENDIX B
Carson City Library
Detailed Spaces Summary

1.9	Book Store				
	shelving, 78", wall-mounted, for books on sale	24	sections	12	288
	shelving, retail, 60" mobile units, for books on sale	6	D/S sections	40	240
	freestanding	2	cabinets	25	50
	shelving, 78", glass-front, for special sale books	1	section	11	11
	sales counter with cash register	1	counter	40	40
	storage closet for immediate supply/inventory needs	1	closet	50	50
	total				679
1.10	FOL / Book Store Workspace				
	work tables, for book sorting	2	tables	40	80
	shelving, 84", for sorting and storage	20	sections	10	200
	desk with computer workstation for online sales	1	desk/wkstn	50	50
	book trucks	8	trucks	8	64
	recycling/trash containers	2	containers	6	12
	sorting and booksale prep space	1	space	350	350
	receiving and storage space for donations	1	space	350	350
	shelving, industrial, 24" dp, for box storage	20	sections	15	300
	lockers for volunteers' belongings, stacked 2 high	16	lockers	4	64
	coat closet	1	closet	20	20
	bulletin board, wall-mounted	1	board	0	0
	white board, wall-mounted	1	board	0	0
	desk with computer workstation for accounts/admin	1	desk/wkstn	50	50
	table, conference, 6-place	1	table	0	0
	chairs at conference table	6	chairs	20	120
	total				1,660
1.11	Exhibit Gallery				
	exhibit space for pocket gallery and pass-thru gallery spaces	1	space	1200	
	total				1,200
1.12	Gallery Storage / Workspace				
	storage space for exhibition material	1	space	250	250
	exhibit prep space	1	space	250	250
	desk with computer workstation	1	desk/wkstn	50	50
	supply cabinets for exhibit supplies	2	cabinets	20	40
	total				590
2.1	Greeter Station				
	staff kiosk, mobile, with computer	1	kiosk	25	25
	display of Library handouts	1	unit	6	6
	total				31
2.2	Express Checkout and Holds Shelves				
	express self-checkout machines	8	machines	40	320
	shelving 72", for reserves	10	sections	10	100
	queuing space	6	people	6	36
	total				456
2.3	Service Desk, First Floor				
	staff counter positions with computer workstns	2	positions	50	100
	cash register, behind counter	1	machine	12	12
	book trucks	2	trucks	8	16
	shelving, wall-mounted, behind desk	2	sections	10	20
	computer workstation, standup for one-on-one demos + training	1	wkstn	25	25
	total				173

APPENDIX B
Carson City Library
Detailed Spaces Summary

2.4	New Books / Browsing				
	shelving, retail display, 3' x 6' x 66", for new and popular books, slatwall display @ either end	7	units, 4 sections each	70	490
	shelving, 66", for paperbacks, slatwall display @ either end	7	sections	10.3	72
	benches, 2-person, 2' x 6'	2	seats	20	40
	book vending kiosk	2	stations	50	100
	computer workstations, stand-up @ stack end	1	wkstn	16	16
	display tables for featured items, 3' x 3'	2	tables	25	50
	total				768
2.5	AV Media / Browsing				
	shelving, retail display, 3' x 6', for new/popular DVDs	1	4-section unit	70	70
	shelving, AV browsing, 2-tier, 3' x 2', for new/popular music CDs	4	units	42	168
	shelving, 72" for balance of DVDs	14	sections	10.3	144
	shelving, 72" browse bins for balance of music CDs	6	sections	10.3	62
	shelving, 72" for audiobooks tape/CD	27	sections	10.3	278
	benches, 2-person, 2' x 6'	2	seats	20	40
	download stations	1	stations	25	25
	total				787
2.6	Computer Center - First Floor				
	computer workstations, sitdown	20	wkstns	35	700
	networked printers/print release stations	2	printers	24	48
	kiosk, public IT support	1	kiosk	25	25
	total				773
2.7	Teen Space				
	service desk, 1-person, with computer workstation	1	desk	50	50
	shelving, 45" for teen reference	1	section	10.3	10
	teen volunteer desk, mobile	1	desk	25	25
	computer workstations, sitdown	10	wkstns	35	350
	networked printer/print release station	1	printer	24	24
	seating, lounge chairs	10	seats	35	350
	seating @ 4-pl round tables or booth seats	12	seats	35	420
	casual seating (e.g., café tables, cockpit chairs)	8	seats	25	200
	shelving, 72", for teen genre	9	sections	10.3	93
	shelving, 3' x 3' x 66", retail display, for teen new and popular books	1	unit	70	70
	shelving, 72", for teen hardback fiction	9	sections	10.3	93
	shelving, 72" for teen nonfiction	13	sections	10.3	134
	shelving, 72" for teen Spanish	2	sections	10.3	21
	shelving, 72", for teen paperbacks	5	sections	10.3	52
	shelving, 72", for careers/college prep books	1	section	10.3	10
	shelving, 66" display for teen magazines	1	section	10.3	10
	display walls, tackable, for art + posters	6	walls	0	0
	total				1,911
2.8	Quiet Study/Homework Center				
	seating @ 2-place tables, 24" x 60"	20	seats	25	500
	shelving, 72", for school textbooks	1	section	10.3	10
	computer workstations, sitdown	6	wkstns	35	210
	networked printer/print release station	1	printer	24	24
	supply cabinet, 2-door, lockable, for supplies	1	cabinet	20	20
	total				764

APPENDIX B
Carson City Library
Detailed Spaces Summary

2.9	Teen Program Room				
	stacking chairs	50	seats	12	600
	tables, folding, lightweight, 24" x 60"	10	tables	0	0
	storage closet for programming + gaming supplies + equipment	1	closet	50	50
	tackable/writable wall surfaces	NA		0	0
	video gaming equipment/large screen monitors	3	units	12	36
	kitchenette with sink, work counter, cabinets, 6' x 3'	1	kitchenette	50	50
	display boards, tackable, wall-mounted	2	boards	0	0
					736
2.10	Group Study/Tutoring Room A				
	table, conference	1	table	0	0
	seating @ 4-place conference table	4	seats	25	100
	total				100
2.11	Group Study/Tutoring Room B				
	table, conference	1	table	0	0
	seating @ 6-place conference table	6	seats	25	150
	total				150
2.12	Group Study/Tutoring Room C				
	table, conference	2	tables	0	0
	seating @ 4-place conference tables	8	seats	25	200
	total				200
2.13	Copy Center - First Floor				
	copy machines, standard	2	machines	40	80
	debit card dispenser, change machine	1	each	4	4
	storage cabinet w work counter & small eqpt	1	cabinet	16	16
	display unit for tax forms, 5' x 2'	1	unit	20	20
	total				120
3.1	Youth New Books/Browsing				
	shelving, 3' x 3' x 66", retail display for youth new books	1	unit	70	70
	shelving, 66", for youth paperbacks	9	sections	10.3	93
	shelving, 66" display for youth magazines, with backfiles	1	section	10.3	10
	display boards, tackable, wall-mounted	2	boards	0	0
	total				173
3.2	Youth AV Media/Browsing				
	shelving, 66" for youth DVDs	8	sections	10.3	82
	shelving, 66" AV browsing for youth music CDs	3	sections	10.3	31
	shelving, 66" for youth audio books tape/CD	6	sections	10.3	62
	shelving, 66" with hanging rods for AV media kits	11	sections	10.3	113
	download stations	1	wkstn	25	25
	total				313
3.3	Youth Service Desk				
	allowance for focal point (aquarium, tree or similar feature)	1	space	50	50
	service desk, 1-person, with computer workstn	1	position	50	50
	display of Library handouts, freestanding or built into desk	1	unit	6	6
	shelving, 45" for ready reference books	1	section	10.3	10
	computer workstation, standup for one-on-one demos + training	1	wkstn	25	25
	express self-checkout machine	2	machines	40	80
	display walls, tackable, for rotating exhibits	6	wall areas	0	0
	total				221
3.4	Youth Computer Center				
	computer workstations, sitdown, with 3 low seats @ each	10	wkstns	35	350
	networked printer/print release station	1	printer	24	24
	total				374

APPENDIX B
Carson City Library
Detailed Spaces Summary

3.5	Exploration Space				
	allowance for interactive exhibits, manipulatives, science demonstrations	1	space	400	400
	total				400
3.6	Youth Reference Collection				
	shelving, 66" for reference books	3	sections	10.3	31
	shelving, 66" for Mark Twain Collection children's books	1	section	10.3	10
	seating @ 4-pl tables	8	seats	25	200
	total				241
3.7	Youth Circulating Books				
	seating @ 4-pl tables	16	seats	25	400
	seating, lounge chairs/window seating	6	seats	30	180
	computer workstations, standup @ stack ends	2	wkstn	16	32
	shelving, 66" for youth fiction	23	sections	10.3	237
	shelving, 66" for youth genre fiction/series/graphic novels/comics	21	sections	10.3	216
	shelving, 66" for youth nonfiction/biography/holiday/folklore	61	sections	10.3	628
	total				1,694
3.8	Group Study/Tutoring Room D				
	table, conference	1	table	0	0
	seating @ 6-place conference table	6	seats	25	150
	total				150
3.9	Youth Spanish Language Collection				
	shelving, 66" for youth Spanish language F/NF books	10	sections	10.3	103
	shelving, 45" for youth Spanish language easy books	6	sections	10.3	62
	shelving, 66" for youth Spanish language CDs	2	sections	10.3	21
	shelving, 66" for youth ESL	1	section	10.3	10
	seating @ 4-pl tables	8	seats	25	200
	lounge seating, parent/child	2	chairs	35	70
	total				466
3.10	Family Space				
	lounge seating, parent/child	4	chairs	35	140
	seating @ 4-pl tables, round for toddlers	8	seats	22	176
	computer workstations, sitdown	4	wkstns	35	140
	networked printer/print release station	1	printer	24	24
	cabinets for puzzle and toy storage	2	cabinets	15	30
	total				510
3.11	Easy Books and Readers				
	seating @ 4-pl tables, round for toddlers	12	seats	22	264
	seating, lounge chairs/window seating	8	seats	30	240
	shelving, 45" for easy books	44	sections	10.3	453
	shelving, 66" for readers	11	sections	10.3	113
	open play space for children	1	space	100	100
	total				1,171
3.12	Storytelling / Class Visits / Crafts Area				
	floor seating for children and parents, carpeted	40	spaces	10	400
	seating @ lightweight folding tables for crafts activities, hard surface flooring	20	seats	20	400
	puppet stage/theatre, mobile	1	stage	40	40
	stroller parking	10	strollers	6	60
	projection screen, ceiling-mounted	1	screen	0	0
	kitchenette with sink, work counter, cabinets, 6' x 3'	1	kitchenette	35	35
	total				935
3.13	Storytelling / Youth Programming Storage				
	shelving, industrial, 80" for boxes of supplies, puppets, programming props	10	sections	12	120
	shelving, 84" for programming collection	2	sections	10	20
	mobile AV cart	1	cart	12	12
	clear space for temporary storage of exhibits, supplies, programming materials	1	space	40	40
	total				192

APPENDIX B
Carson City Library
Detailed Spaces Summary

3.14	Parents and Teachers Collection				
	arm chairs	2	chairs	35	70
	shelving, 66" for parent/teacher collection	2	sections	10.3	21
	shelving, 66" for parenting magazines	1	section	10.3	10
	computer workstations, sitdown	2	wkstns	35	70
	networked printer/print release station	1	printer	24	24
	display boards, tackable, wall-mounted	1	board	0	0
	total				195
3.15	Family Restrooms (2)				IN GSF
3.16	Youth/Teen Services Staff Workroom				
	workstations, modular, 7' x 8'	3	wkstns	70	210
	workstations, modular, 6" x 6"	2	wkstns	45	90
	shelving, 84", for supplies, puppets, etc.	8	sections	10	80
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	work counter, 8' x 3', cabinets above and below	1	counter	30	30
	work table, 8' x 3', with flat file storage below	1	table	40	40
	flat file, 10-drawer, for crafts supplies/posters	1	file	0	0
	trash container	1	container	6	6
	total				456
3.17	Youth/Teen Services Librarian's Office				
	desk, computer workstation, printer and task chair	1	desk	50	50
	chair, guest	1	chair	20	20
	shelving, 84", wall-mounted	2	sections	10	20
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				105
4.11	Admin Reception Area				
	arm chairs	2	chairs	25	50
	occasional table	1	table	0	0
	brochure rack, freestanding	1	rack	6	6
	total				56
4.12	Library Director's Office				
	desk, computer workstation, printer and task chair	1	desk	75	75
	credenza	1	credenza	20	20
	conference table, 4-place, round	1	table	0	0
	chairs, guest, @ conference table	4	chairs	22	88
	shelving, 84", wall-mounted	2	sections	10	20
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				218
4.13	Administrative Services Office				
	desk, computer workstation, printer and task chair	1	desk	50	50
	chair, guest	1	chair	25	25
	lateral files, 4-drawer units	2	files	15	30
	compact filing system, Times2 or similar unit	1	unit	25	25
	copy machine	1	machine	36	36
	total				166
4.14	Deputy Director's Office				
	desk, computer workstation, printer and task chair	1	desk	50	50
	chair, guest	1	chair	20	20
	shelving, 84", wall-mounted	2	sections	10	20
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				105

APPENDIX B
Carson City Library
Detailed Spaces Summary

4.15	Programming/Outreach Office				
	workstations, modular, 8' x 8' , with 1 guest chair	3	wkstns	80	240
	work table, 6' x 3' , with 4 chairs	1	table	40	40
	supply cabinet, 2-door, for supplies storage	2	cabinets	20	40
	shelving, 84", wall-mounted	4	sections	10.3	41
	lateral file, 4-drawer unit	2	cabinets	15	30
	total				391
4.16	Library Supplies and Storage				
	shelving, 84", for office + paper supplies, Library forms + publications	12	sections	10	120
	shelving, industrial, 80", for bulk supply storage	6	sections	12	72
	clear floor space for boxed storage	1	space	50	50
	hand truck parking	1	truck	4	4
	compact filing system, Times2 or similar unit	2	unit	25	50
	total				296
4.17	Library Conference Room				
	conference table	1	table	0	0
	seating @ conference table	12	seats	20	240
	white board, wall-mounted	1	board	0	0
	credenza	1	credenza	25	25
	total				265
4.21	Sorting and Returns				
	material returns slot/bin, exterior, attached to automated sorter	1	return unit	10	10
	material returns slot/bin, interior, attached to automated sorter	1	return unit	10	10
	material returns slot/bin, exterior, for manual returns	1	return unit	10	10
	staff workstations for returns & check-ins, 6' x 6'	2	workstn	45	90
	book truck parking	20	trucks	8	160
	delivery box stacking space (6 stacks @ 4 boxes each)	6	stacks	4	24
	shelving, 84" for damaged items and temporary storage	2	sections	10.3	21
	automated sorter + check-in equipment	1	unit	500	500
	spare return carts for exterior materials return drops	2	carts	12	24
	extra return bins for automated sorter	12	bins	6	72
	total				921
4.22	Circulation Staff Workroom				
	work counter, 6' x 3' , cabinets above and below	1	counter	24	24
	trash container	1	container	6	6
	workstations, modular, 8' x 7' for Library Assistants	2	wkstns	70	140
	workstations, modular, 6' x 6' , for circulation staff	4	wkstns	45	180
	shelving, 84", for circulation problems and snags	2	sections	10	20
	supply closet for circulation supplies storage	1	closet	25	25
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	total				395
4.23	Circulation Supervisor's Office				
	desk, computer workstation, printer and task chair	1	desk	50	50
	chair, guest	1	chair	20	20
	shelving, 84", wall-mounted	2	section	10	20
	safe, floor	1	safe	5	5
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				110
4.24	IT Office/Repair/Storage				
	workstation, modular, 8' x 7' , for IT support technician	2	wkstns	70	140
	work bench, 8' x 30", for equipment repairs	1	bench	50	50
	shelving, industrial, 80" for equipment storage	4	sections	12	48
	shelving, 84", for IT supplies, tech manuals, software etc.	4	sections	10	40
	clear space for boxed or large item storage	1	space	30	30
	total				308

APPENDIX B
Carson City Library
Detailed Spaces Summary

4.25	Computer / Telecom / Server Room				
	equipment racks	3	racks	40	120
	printer on stand	1	printer	16	16
	supply cabinet, 2-door, for IS supplies storage	2	cabinet	20	40
	PC at workstation	1	wkstn	16	16
	telecom equipment and patch panels, wall-mounted	1		30	30
	total				222
4.31	Staff Common Work Area				
	copy machine	1	machine	36	36
	work counter, 8' x 3', cabinets above and below	1	counter	40	40
	trash container	1	container	6	6
	fax machine on counter	1	fax	0	0
	work table, 6' x 3'	1	table	40	40
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	shelving, 84", for supplies	3	sections	10	30
	total				152
4.32	Technical Services Work Space				
	workstation, modular, 8' x 8'	4	wkstns	80	320
	workstation, modular, 6' x 6', shared, for common-use equipment, such as label printer, networked printer.	1	wkstn	45	45
	shelving, 84" for each modular workstation	4	section	10	40
	work table, 6' x 3', for packing/processing "go back" materials	1	table	40	40
	mending/processing work counter, 8' x 2.5'	2	counters	40	80
	storage rack for mending/processing supplies	1	cabinet	20	20
	shelving, 84" for in-process materials	6	sections	10	60
	shelving, 84" for discarded and withdrawn materials	3	sections	10	30
	book truck parking	6	trucks	8	48
	paper cutter, on worktable	1	paper cutter	20	20
	trash/recycling containers, large, for weeded + recycled materials	2	containers	6	12
	lateral file, 4-drawer unit, for order files	1	cabinet	15	15
	total				730
4.33	Technical Services Storage and Supplies				
	shelving, 84" for supplies	6	sections	10	60
	shelving, industrial, 80", for boxed supplies	6	sections	10	60
	shelving, 84" for in-process materials, secure	6	section	10	60
	clear floor space for temporary storage	1	space	30	30
	total				210
4.41	Mail Room/Delivery Entrance				
	mail & delivery sorting counter, 8' x 30"	1	counter	32	32
	workstation, modular, 6' x 6', for shipping clerk	1	wkstns	45	45
	sorting space for delivery bins	6	bin stacks	6	36
	shelving, industrial, to sort + process deliveries, 42" x 18"	3	sections	15	45
	clear floor space for receiving + unpacking shipments	1	space	50	50
	trash container, large	1	container	6	6
	shelving, 84" for temporary storage (donations, boxes etc.)	2	sections	10	20
	workstation, modular, 6' x 6', for security guard	1	wkstns	45	45
	video surveillance monitors, on counter, 6' x 2'	1	counter	30	30
	total				309
4.42	Donations Dropoff + Temporary Storage				
	exterior drop-off enclosure, lockable	1	enclosure	75	75
	donation sorting space	1	space	400	400
	trash/recycle containers, large	2	containers	6	12
	work counter, 6' x 2.5', with sink	1	counter	30	30
	total				517
4.43	Staff/Volunteer Entrance / Lockers / Coat Closet				
	lockers, half-height, 2 per stack	20	stacks	5	100
	coat closet, 6' x 3'	1	closet	30	30
	total				130

APPENDIX B
Carson City Library
Detailed Spaces Summary

4.44	Staff Lounge				
	seating @ 4-place tables	8	seats	22	176
	lounge seats	4	seats	25	100
	and below	1	counter	40	40
	refrigerator, full size	1	unit	20	20
	microwave oven, on counter	1	oven	0	0
	toaster oven, on counter	1	oven	0	0
	dishwasher, full-size, in cabinet	1	dishwasher	20	20
	trash containers/recycling containers	1	container	6	6
	bulletin board, wall-mounted	1	board	0	0
	vending machine, full-size	1	machine	16	16
	television, wall-mounted	1	television	0	0
	total				378
4.45	Staff Restrooms - First Floor				IN GSF
4.46	Staff Shower/Changing Room				
	shower	1	stall	16	16
	changing area	1	area	32	32
	total				48
4.47	Custodial Services Storage				
	shelving, industrial, 80" for supplies storage	6	sections	12	72
	supply cabinet, 2-door, for secure supplies storage	2	cabinet	20	40
	clear space for boxed, bulk storage	1	space	50	50
	mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
	total				187
4.48	Building Maintenance Workspace				
	work bench, 10' x 3'	1	bench	50	50
	shelving, industrial, 80" for building supplies storage				
	shelving, rack, for light ballasts + other bulky items	4	sections	12	48
	clear space for furniture storage	4	sections	15	60
	total	1	space	50	50
					208
5.1	Lobby - Second Floor				
	circulation space	1	space	100	100
5.2	Public Restrooms - Second Floor				IN GSF
5.3	Information Desk				
	service desk, 2-person, with computer workstations	2	positions	50	100
	display of Library handouts, built into desk	1	unit	6	6
	shelving, 66" for ready reference books	2	sections	10.3	21
	computer workstation, standup for one-on-one demos + training	1	wkstn	25	25
	total				152
5.4	Computer Center - Second Floor				
	computer workstations, sitdown, in groups of 8	21	wkstns	35	735
	networked printers/print release stations	2	printers	24	48
	kiosk, public IT support	1	kiosk	25	25
	total				808

APPENDIX B
Carson City Library
Detailed Spaces Summary

5.5	Reference Collection				
	seating @ 2-pl tables	8	seats	25	200
	shelving, 84" for reference books	12	sections	10.3	124
	computer workstation, sitdown, for business reference	2	wkstns	35	70
	networked printer/print release station	1	printer	24	24
	shelving, atlas case, for folios and atlases	1	case	36	36
	map case	1	case	36	36
	total				490
5.6	Business Reference				
	shelving, 84" for reference books	1	section	10.3	10
	seating @ 2-pl tables	4	seats	25	100
	seating, lounge chairs	2	seats	35	70
	display unit, freestanding, for business-related exhibits	1	unit	30	30
	kiosk, electronic, for online exhibits and displays	1	kiosk	25	25
	total				235
5.7	Computer Lab				
	computer workstations, sitdown	20	wkstns	40	800
	networked printers/print release stn	2	printer	24	48
	supply closet	1	closet	30	30
	service desk, 1-person, with computer workstation	1	desk	50	50
	video/digital projector, ceiling-mounted	1	projector	0	0
	projection screen, ceiling-mounted	1	screen	0	0
	white board, wall-mounted, interactive	1	board	0	0
	total				928
5.8	Quiet Reading				
	seating @ 1-place study tables or counter with dividers	8	seats	25	200
	seating, lounge chairs	8	seats	35	280
	total				480
5.9	Magazine and Newspaper Browsing				
	seating, lounge chairs	14	seats	35	490
	tables, occasional @ lounge chairs	8	tables	0	0
	seating @ 2-pl tables	8	seats	25	200
	shelving, 66", slanted, for magazine, with backfiles below	13	sections	10.3	134
	shelving, 66" for newspaper display of current/recent issues	2	sections	10.3	21
	shelving, 66" for newspaper backfiles	3	sections	10.3	31
	total				875
5.10	Adult Circulating Nonfiction Books				
	computer workstations, standup @ stack ends	2	wkstns	16	32
	seating @ 2-pl tables	48	seats	25	1,200
	seating @ lounge chairs	4	seats	35	140
	tables, occasional @ lounge chairs	4	tables	0	0
	shelving, 84" for adult nonfiction, biographies	146	sections	10.3	1,504
	shelving, 84" for Local History circulating collection	20	sections	10.3	206
	shelving, 84" for oversize books	9	sections	10.3	93
	total				3,175
5.11	Local History				
	shelving, 84" for Local History reference collection	20	sections	10.3	206
	shelving, 84" for Mark Twain collection books	10	sections	10.3	103
	shelving, 84" for Mark Twain collection media	1	section	10.3	10
	vertical files for pamphlets	5	cabinets	15	75
	seating, lounge chairs	4	seats	35	140
	tables, occasional @ lounge chairs	2	tables	0	0
	seating @ 4-pl tables	8	seats	25	200
	microform reader/printer	1	reader/printer	36	36
	microfilm cabinets	10	cabinets	18	180
	display case, freestanding	2	cases	40	80
	display case, wall-mounted	2	cases	16	32
	fireplace, gas-log	1	fireplace	50	50
	total				1,112

APPENDIX B
Carson City Library
Detailed Spaces Summary

5.12	Spanish Language Collection				
	shelving, 84", for Spanish language books	25	sections	10.3	258
	shelving, 84", for English as a Second Language books	2	sections	10.3	21
	shelving, display, 3' x 6', for Spanish language DVDs	2	units	70.0	140
	shelving, AV browsing, for Spanish language music CDs	4	units	42.0	168
	shelving, 72" for Spanish languages audio books on CD	4	sections	10.3	41
	shelving, 72", for ESL/Language learning (all formats)	3	sections	10.3	31
	shelving, 66" display for Spanish language magazines	2	sections	10.3	21
	seating @ 2-pl tables	12	seats	25	300
	seating, lounge chairs	4	seats	35	140
	stroller parking	1	space	30	30
	community bulletin board, wall-mounted/handout display	2	boards	6	12
	total				1,161
5.13	Adult Circulating Fiction Books				
	computer workstations, standup @ stack ends	2	wkstns	16	32
	seating, lounge chairs	4	seats	35	140
	tables, occasional @ lounge chairs	3	tables	0	0
	seating @ 2-pl tables	16	seats	25	400
	shelving, 84" for fiction	100	sections	10.3	1,030
	shelving, 84" for mysteries, science fiction, westerns	22	sections	10.3	227
	total				1,829
5.14	Large Print Books				
	shelving, 78" for large print books	36	sections	10.3	371
	seating, lounge chairs	4	seats	35	140
					511
5.15	Group Study/Tutoring Room E				
	table, conference	1	table	0	0
	seating @ 6-place conference table	4	seats	25	100
	total				100
5.16	Group Study/Tutoring Room F				
	table, conference	1	table	0	0
	seating @ 6-place conference table	6	seats	25	150
	total				150
5.17	Group Study/Tutoring Room G				
	table, conference	2	table	0	0
	seating @ 4-place conference table	6	seats	25	150
	total				150
5.18	Group Study/Tutoring Room H				
	table, conference	2	tables	0	0
	seating @ 4-place conference table	8	seats	25	200
	total				200
5.19	Copy Center - Second Floor				
	copy machines, standard	2	machines	40	80
	debit card dispenser, change machine	1	each	4	4
	storage cabinet w work counter & small eqpt	1	cabinet	16	16
	display unit for tax forms, 5' x 2'	1	unit	20	20
	total				120
5.20	Adult Services Librarian's Office				
	desk, computer workstation, printer and task chair	1	desk	50	50
	chair, guest	1	chair	20	20
	shelving, 84", wall-mounted	2	sections	10	20
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				105
5.21	Adult Services Staff Workroom				
	workstations, modular, 7' x 8'	2	wkstns	70	140
	workstations, modular, 6' x 6'	2	wkstns	45	90
	shelving, 84"	2	sections	10	20
	supply closet, for programming supplies	1	closet	50	50
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	work counter, 8' x 3', cabinets above and below	1	counter	30	30
	trash container	1	container	6	6
	total				336
5.22	Staff Restroom - Second Floor				IN GSF
	Total Net Assignable Square Feet:				42,000
	Total Gross Square Feet @ 70% Efficiency:				60,000

APPENDIX C
Carson City Library
Collection Growth Plan

	Adult	Teens	Children	Total
Total Physical Book & Media Collection:				146,400
Audiovisual Media				21,955
Electronic Format - 20% of collection				36,600
Books				124,445
Total Collection				183,000
Books	74,667	9,956	39,822	124,445
	60%	8%	32%	
Media	16,466		5,489	21,955
	75%	0%	25%	
Total	91,133	9,956	45,311	146,400
	62%	7%	31%	
Books	Adult	Teen	Youth	Total
Ready Reference	150	50	50	250
Reference Collection	1,400		250	1,650
Business Reference	100			100
Local History Ref/Circ	5,000			5,000
Mark Twain Collection Books	1,300		50	1,350
Folios/Atlases	30			30
New Books/Browsing	4,000	300	522	4,822
Genre: Mysteries/SF/Series/Graphic Novels/Comics	4,000	2,456	4,500	10,956
Fiction	18,000	2,400	5,000	25,400
Nonfiction/Biographies/YANF	28,087	2,400		30,487
Children's Nonfiction/Biography/Folklore/Holiday			12,250	12,250
Oversize	1,400			1,400
Career/College Prep		400		400
Spanish Language (F/NF)	4,000	400	2,000	6,400
English As A Second Language	400		200	600
Large Print	5,000			5,000
Easy Books F/NF (picture books)			8,500	8,500
Spanish Language Easy Books (picture books)			1,000	1,000
Readers			3,500	3,500
Paperbacks	1,500	1,400	2,000	4,900
Parent/Teacher Collection	300			300
School Textbooks		150		150
Total Books:	74,667	9,956	39,822	124,445
Audiovisual Media				
DVDs	5,000		1,800	6,800
DVDs - Spanish Language	1,500		425	1,925
Music Compact Discs	3,500		800	4,300
Music Compact Discs - Spanish Language	1,000		425	1,425
Audio Books on CD (F/NF)	4,441		800	5,241
Audio Books on CD - Spanish Language	500		250	750
AV Media Kits	0		889	889
ESL/Language Learning	450		100	550
Mark Twain Collection Media	75		0	75
Total Media	16,466	0	5,489	21,955
				21,955
Total Physical Books & Media:	91,133	9,956	45,311	146,400
Electronic Collection:	22,692	2,562	11,346	36,600
Total Collection	113,825	12,518	56,657	183,000

APPENDIX D
Carson City Library
Collections and Shelving Needs

All regular shelves = 3 ft long; Retail display browsing units =6 ft long x 3 ft wide (2 DS sections)											
SF per section = retail display shelving allocated 17.5 SF/section; all other shelving allocated 10.3 SF/section											
				% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
	IN 2030										
Adult Books											
Reference Collection											
5.3	Ready Reference	150		100%	150	66"/4 sh	7	21	1.8	2	21
5.5	Reference books	1,400		100%	1,400	84"/ 5 or 6 sh	7	200	12.1	12	124
5.5	Folios/Atlases	30		100%	30	atlas case			1.0	1	72
5.6	Business Reference	100		100%	100	84"/ 5 or 6 sh	7	14	0.9	1	10
5.11	Local History	2,500		100%	2,500	84"/ 6 sh	7	357	19.8	20	206
5.11	Mark Twain Collection	1,300		100%	1,300	84"/ 6 sh	7	186	10.3	10	103
	Total Reference Collection	5,480			5,480			779	46	46	536
Circulating Books											
2.4	New Books/Browsing	4,000		50%	2,000	66"/5 sh, retail display, 3' x 6"	5	400	6.7	7	490
2.4	Paperbacks	1,500		66%	990	66"/5 sh	10	99	6.6	7	72
3.14	Parent/Teacher Collection	300		75%	225	66"/5sh	8	28	1.9	2	21
5.8	Nonfiction/Biographies	28,087		75%	21,065	84"/ 6 sh	8	2,633	146.3	146	1,504
5.8	Oversize	1,400		75%	1,050	84"/ 5 sh	8	131	8.8	9	93
5.9	Local History	2,500		100%	2,500	84"/ 6 sh	7	357	19.8	20	206
5.12	Spanish Language (F/NF)	4,000		80%	3,200	84"/ 6 sh	7	457	25.4	25	258
5.12	English As A Second Language Books	400		75%	300	84"/ 6 sh	7	43	2.4	2	21
5.13	Genre Fiction: Mysteries/Science Fiction/Westerns	4,000		70%	2,800	84"/ 6 sh	7	400	22.2	22	227
5.13	Fiction	18,000		70%	12,600	84"/ 6 sh	7	1,800	100.0	100	1,030
5.14	Large Print	5,000		75%	3,750	78"/5 sh	7	536	35.7	36	371
	Total adult circulating books	69,187			50,480			6,884	376	376	4,291
	Total adult books	74,667			55,960			7,663	422	422	4,826
Teen Books											
2.7	Teen Reference Books	50		100%	50	45"/3 sh	7	7	0.5	1	27
2.7	Teen New Books/Browsing	300		50%	150	66"/5 sh, retail display, 3' x 6"	5	30	0.5	1	70
2.7	Teen Paperbacks	1,400		66%	924	72"/6 sh	10	92	5.1	5	52
2.7	Teen Fiction	2,400		66%	1,584	72"/6 sh	10	158	8.8	9	93
2.7	Teen Genre/Mysteries/SF/Series/Graphic Novels	2,456		66%	1,621	72"/6 sh	10	162	9.0	9	93
2.7	Career/College Prep	400		66%	264	72"/6 sh	10	26	1.5	1	10
2.7	Teen Nonfiction	2,400		75%	1,800	72"/6 sh	8	225	12.5	13	134
2.7	Teen Spanish	400		75%	300	72"/6 sh	8	38	2.1	2	21
2.8	School Textbooks	150		75%	113	72"/6 sh	8	14	0.8	1	10
	Total Teen Books	9,956			6,755			746	40	41	482

APPENDIX D
Carson City Library
Collections and Shelving Needs

			% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
	Youth Books:									
3.1	Youth New Books/Browsing	522	50%	261	66"/5 sh, retail display, 3' x 6"	5	52	0.9	1	70
3.1	Youth Paperbacks	2,000	66%	1,320	66"/5 sh	10	132	8.8	9	93
3.3	Youth Ready Reference	50	100%	50	45"/3 sh	7	7	0.8	1	10
3.6	Youth Reference	250	100%	250	66"/4 sh	7	36	3.0	3	31
3.6	Mark Twain Collection Children's Books	50	100%	50	66"/4 sh	7	7	0.6	1	10
3.7	Youth Fiction	5,000	70%	3,500	66"/5sh	10	350	23.3	23	237
3.7	Youth Genre/Series/Graphic Novels/Comics	4,500	70%	3,150	66"/5sh	10	315	21.0	21	216
3.7	Youth Nonfiction/Biography/Holiday/Folklore	12,250	75%	9,188	66"/5sh	10	919	61.3	61	628
3.9	Youth Spanish Language F/NF	2,000	75%	1,500	66"/5sh	10	150	10.0	10	103
3.9	Youth Spanish Language Easy Books	1,000	75%	750	45"/3 sh	15	50	5.6	6	62
3.9	ESL	200	75%	150	66"/5sh	10	15	1.0	1	10
3.11	Easy Books (picture books)	8,500	70%	5,950	45"/3 sh	15	397	44.1	44	453
3.11	Readers	3,500	70%	2,450	66"/5sh	15	163	10.9	11	113
	Total Youth Books	39,822		28,569			2,593	191	192	2,037
	Total Book Collection:	124,445		91,284			11,002	653	655	7,346
	Media Collections									
	Adult Media:									
2.5	DVDs - New/Popular	1,250	50%	625	66"/5 sh, retail display, 3' x 6"	10	63	1.0	1	70
2.5	DVDs - balance of collection	3,750	65%	2,438	72"/6sh	10	244	13.5	14	144
2.5	Music Compact Discs - New/Popular	875	70%	613	AV browsing unit,2-tier, 3' x 2'	10	61	4.1	4	168
2.5	Music Compact Discs - balance of collection	2,625	70%	1,838	72"/AV browsing, 5 sh	20	92	6.1	6	62
2.5	Audio Books on CD (F/NF)	4,441	65%	2,887	72"/6sh	6	481	26.7	27	278
5.12	DVDs - Spanish Language	1,500	65%	975	66"/5 sh, retail display, 3' x 6"	10	98	1.6	2	140
5.12	Music Compact Discs - Spanish Language	1,000	65%	650	AV browsing unit,2-tier, 3' x 2'	10	65	4.3	4	168
5.12	Audio Books on CD - Spanish Language	500	65%	325	72"/5sh	6	54	3.6	4	41
5.12	ESL/Language learning (all formats)	450	75%	338	72"/6sh	6	56	3.1	3.0	31
5.11	Mark Twain Collection Media	75	70%	53	72"/6sh	6	9	0.5	1	10
	Total Adult/Teen Media:	16,466		10,739			1,222	65	66	1,113

APPENDIX D
Carson City Library
Collections and Shelving Needs

			% on Shelf	Items Shlvd	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed	
	Youth Media:										
3.2	Youth DVDs	1,800	65%	1,170	66"/5sh	10	117	7.8	8	82	
3.2	Youth Music Compact Discs	800	70%	560	66"/AV browsing, 3 sh	20	28	3.1	3	31	
3.2	Youth Audio Books on CD	800	70%	560	66"/5sh	6	93	6.2	6	62	
3.2	AV Media Kits	889	65%	578	66"/AV hangup, 3 high	6	96	10.7	11	113	
3.9	Youth Music CDs - Spanish Language	425	70%	298	66"/AV browsing, 3 sh	20	15	1.7	2	21	
3.9	Youth ESL (all formats)	100	70%	70	66"/5sh	6	12	0.8	1	10	
	Total Children's Media:	4,814		3,235			361	30	31	319	
	Total Media Collection:	21,280		13,975			1,583	95	97	1,432	
	Total Books & Media:	145,725		105,259			12,585	748	752	8,777	
	Magazines & Nsp Displayed										
2.7	Teen Magazines	15 titles	100%	15	66"/5 sh slanted, with backfiles below	1	15	1.0	1	10	
3.1	Youth English Language Magazines	12 titles	100%	12	66"/4 sh slanted, w back issues	1	12	1.0	1	10	
3.14	Parents Magazines	6 titles	100%	6	66"/4 sh slanted, w back issues	1	6	0.5	1	10	
5.9	Adult English Language Magazine Display	150 titles	100%	150	66"/4 sh slanted, with backfiles below	1	150	12.5	13	134	
5.9	Newspapers - Adult Display/Recent Issues	16 titles	100%	16	66"/4sh slanted w plexi insert	0.67	24	2.0	2	21	
5.9	Newspapers - Adult Display/Backfile	24 stacks	100%	24	66"/5sh	0.67	36	2.4	3	31	
5.12	Adult Spanish Language Magazines Display	24 titles	100%	24	66"/5sh slanted, with backfiles below	1	24	1.6	2	21	
	Total Mag & Nsp Display:	223		223			231	19	20	206	
	Total Linear & Square Ft Needed:						12,816	767	772	8,983	
	**each display unit is made up of 4 single-sided sections										

APPENDIX E
Carson City Library
Public Seating Needs

Space	Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seats:					
General:					
1.8	Café	computer counter, 2' x 24'	1	6	20
1.8	Café	2-person round tables	6	12	22
General Subtotal:			7	18	384
For Adults					
2.4	New Books / Browsing	benches, 2-person, 2' x 6'		2	20
2.5	AV Media / Browsing	benches, 2-person, 2' x 6'		2	20
5.5	Reference Collection	2-place tables, rectangular	4	8	25
5.6	Business Reference	2-place tables, rectangular	2	4	25
5.6	Business Reference	lounge chairs		2	35
5.8	Quiet Reading	1-place tables	8	8	25
5.8	Quiet Reading	lounge chairs		8	35
5.9	Magazine and Newspaper Browsing	lounge chairs		14	35
5.9	Magazine and Newspaper Browsing	2-place tables, rectangular	4	8	25
5.10	Adult Circulating Nonfiction Books	2-place tables, rectangular	24	48	25
5.10	Adult Circulating Nonfiction Books	lounge chairs		4	35
5.11	Local History	lounge chairs		4	35
5.11	Local History	4-place tables, rectangular	2	8	25
5.12	Spanish Language Collection	2-place tables, rectangular	6	12	25
5.12	Spanish Language Collection	lounge chairs		4	35
5.13	Adult Circulating Fiction Books	lounge chairs		4	35
5.13	Adult Circulating Fiction Books	2-place tables, rectangular	8	16	25
5.14	Large Print Books	lounge chairs		4	35
Adult Seats subtotal:			72	196	5188
For Teens					
2.7	Teen Space	4-pl tables, round/booth seats	3	12	35
2.7	Teen Space	lounge chairs		10	35
2.7	Teen Space	casual seating		8	25
Teen Seats subtotal:				30	770
For Children					
3.6	Youth Reference Collection	4-place tables, rectangular	2	8	25
3.7	Youth Circulating Books	4-place tables, rectangular	4	16	25
3.7	Youth Circulating Books	lounge chairs/window seating		6	30
3.9	Youth Spanish Language Collection	4-place tables, rectangular	2	8	25
3.9	Youth Spanish Language Collection	lounge chairs, parent/child		2	35
3.10	Family Space	lounge chairs, parent/child		4	35
3.10	Family Space	4-place toddler tables, round	2	8	22
3.11	Easy Books and Readers	4-place toddler tables, round	3	12	22
3.11	Easy Books and Readers	lounge chairs/window seating		8	30
3.14	Parents and Teachers Collection	arm chairs		2	35
Children's Seats subtotal:			13	74	1,940
Reader Seats Total:				300	8,282
Group Study/Conference Room Seats:					
2.8	Quiet Study/Homework Center	2-place tables	10	20	25
2.10	Group Study/Tutoring Room A	seats @ conference table	1	4	25
2.11	Group Study/Tutoring Room B	seats @ conference table	1	6	25
2.12	Group Study/Tutoring Room C	seats @ conference table	1	8	25
3.8	Group Study/Tutoring Room D	seats @ conference table	1	6	25
5.15	Group Study/Tutoring Room E	seats @ conference table	1	4	25
5.16	Group Study/Tutoring Room F	seats @ conference table	1	6	25
5.17	Group Study/Tutoring Room G	seats @ conference table	2	6	25
5.18	Group Study/Tutoring Room H	seats @ conference table	2	8	25
Group Study/Conference Room Seats Total:			20	68	1,700
Total Reader and Group Study/Tutoring Seats:				368	9,982
Programming/Meeting Room Seats:					
1.2	Meeting Room (dividable)	stacking chairs	24	175	12
1.3	Conference Room	stacking chairs	8	20	20
3.13	Storytelling / Class Visits / Crafts Area	floor seating		40	10
3.13	Storytelling / Class Visits / Crafts Area	seats @ lightweight, mobile tables	12	20	20
2.9	Teen Program Room	stacking chairs	10	50	12
Programming/Meeting Room Seats Total:				305	3,900

APPENDIX F
Carson City Library
Computers and Other Equipment Needs

Space #		Equipment Type	Table	Units	SF/Unit	SF Needed
General Access Computers						
2.4	New Books / Browsing	stand-up computer wkstn @ stack end		1	16	16
2.6	Computer Center - First Floor	sitdown computer wkstn	20	20	35	700
2.7	Teen Space	sitdown computer wkstn	10	10	35	350
3.4	Youth Computer Center	sitdown computer wkstn	10	10	35	350
3.7	Youth Circulating Books	stand-up computer wkstn @ stack end		2	16	32
3.10	Family Space	sitdown computer wkstn	4	4	35	140
3.14	Parents and Teachers Collection	sitdown computer wkstn	2	2	35	70
5.4	Computer Center - Second Floor	sitdown computer wkstn	21	21	35	735
5.5	Reference Collection	sitdown computer wkstn	2	2	35	70
5.10	Adult Circulating Nonfiction Books	stand-up computer wkstn @ stack end		2	16	32
5.13	Adult Circulating Fiction Books	stand-up computer wkstn @ stack end		2	16	32
General Access Computers Total:				69	76	2527
Training/Limited Access Computers						
2.3	Service Desk, First Floor	stand-up computer wkstn		1	25	25
2.8	Quiet Study/Homework Center	sitdown computer wkstn	6	6	35	210
3.3	Youth Service Desk	stand-up computer wkstn		1	25	25
5.3	Information Desk	stand-up computer wkstn		1	25	25
5.7	Computer Lab	sitdown computer wkstn	20	20	40	800
Training Computers Total:				26	29	1085
Other Public Equipment:						
2.2	Express Checkout and Holds Shelves	express checkout station	8	8	40	320
2.4	New Books / Browsing	book vending kiosk	0	2	50	100
2.5	AV Media / Browsing	download station	1	1	25	25
2.13	Copy Center - First Floor	copy machines	NA	2	40	80
3.2	Youth AV Media Browsing	download station	1	1	25	25
3.3	Youth Service Desk	express checkout station	2	2	40	80
5.9	Local History	microform reader/printer	1	1	36	36
5.19	Copy Center - Second Floor	copy machines		2	40	80
Other Public Equipment Total:				13	19	746
Public Printers						
2.2	Express Checkout and Holds Shelves	receipt printers, compact		8	0	0
2.4	New Books / Browsing	receipt printers, compact		1	0	0
2.6	Computer Center - First Floor	networked printer/print release station	2	2	24	48
2.7	Teen Space	networked printer/print release station	1	1	24	24
2.8	Quiet Study/Homework Center	networked printer/print release station	1	1	24	24
3.3	Youth Service Desk	receipt printers, compact		2	0	0
3.4	Youth Computer Center	networked printer/print release station	1	1	24	24
3.7	Youth Circulating Books	receipt printers, compact		2	0	0
3.10	Family Space	networked printer/print release station	1	1	24	24
3.14	Parents and Teachers Collection	networked printer/print release station	1	1	24	24
5.4	Computer Center - Second Floor	networked printer/print release station	2	2	24	48
5.5	Reference Collection	networked printer/print release station	1	1	24	24
5.7	Computer Lab	networked printer/print release station	2	2	24	48
5.10	Adult Circulating Nonfiction Books	receipt printers, compact		2	0	0
5.13	Adult Circulating Fiction Books	receipt printers, compact		2	0	0
Public Printers Total:				12	29	288
Total:				120	153	4646
Total Public Computers:				105		
				95		

APPENDIX G

Carson City Library Space Planning
Interview with Teen Advisory Committee and two former Youth Services staff
Participants: 5 teens and 2 librarians
April 29, 2009

Kathy Page asked everyone to complete a brief survey to identify the most important services for teens. The group then talked about their priorities, including the following:

- Wi-fi access and plug-in access for laptops
- Space for gaming and another space for studying (this shouldn't all happen in the same area)
- Antivirus software called "Sandbox" – a browser
- Plenty of computers, spread in different areas, similar to the current teen space set-up.
- School textbooks (high school only) so that kids don't have to bring their copies with them to the Library – maybe 3 to 5 copies each, with a copier to make copies of needed pages.
- A homework center in an established location with online tutoring help and dedicated computers
- Teen space needs to accommodate 25 to 30 kids at a time
- Computers – 20 to 25 for teens
- Offer gaming in a glassed-in room (this would be the noisy space)
- Provide a separate entrance to the teen space so we don't have to go through the main adult space – I know this can be disruptive.
- Have 3 zones for teens: Gaming / Homework / "Free for all" space (where cell phones ok)
- Group study rooms – have some in various areas, some within or close to teen space
- Have word processing software on the homework center computers
- Comfortable seating for teens – armchairs with ottomans or beanbags
- Put computers on a counter shaped in a continuous S-curve (like at WNC Library)
- College/career prep books – SAT, ACT
- Teen area should probably be on the first floor of the building, easy to reach from the entrance.
- Provide outdoor space, for studying outside
- Music – everyone downloads their music so no CDs except for those who don't have ipods. – provide CD players for these folks.
- Background music ok, ala Borders.
- Eating OK areas – at the very least, offer food from vending machines
- Library programs – teen book club, movies (selected by kids_
- Have a day care center for little kids so parents can use the library
- DVDs – have for checkout only.

Q: How should the new library feel? What sort of atmosphere should it have?

- Welcoming
- Have to be able to talk
- “Not orange and green” (color scheme)
- Peaceful
- Shouldn’t be a place kids are afraid to go – shouldn’t feel like you have to read.

Have a teen volunteer desk – “Know It All Desk”

MOST IMPORTANT SERVICES

- | | |
|---|---|
| 6 | Separate space for teens |
| 5 | Computers to search the Internet |
| 4 | Plenty of study seating |
| 4 | Fiction books for teens |
| 3 | Library programs for teens |
| 3 | Nonfiction books for research and study |
| 3 | Comfortable lounge chairs |
| 2 | Computers for word processing |
| 2 | Group study rooms |
| 1 | Career prep books |
| 1 | A place to buy and eat snacks |
| 1 | DVDs and videos |
| 1 | School textbooks |