Recommendation for the Downtown Branch Library

Report from the Downtown Library Advisory Committee (DLAC)

To: Santa Cruz City Council

From: Downtown Library Advisory Committee: Steve Blair, Linda Craighead, Martha Dexter, Rena Dubin, Nikolara Dunbar-Jansons, Martin Gomez, Elisa Granata, Yolanda Henry, Tera Martin, Teresa Thomae

Date: January 25, 2018

Re: Recommendation for the Downtown Branch Library

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Recommendation of the DLAC

The DLAC unanimously voted to recommend Option B, relocating the Downtown Branch Library to a mixed-use project on Cedar, Lincoln, and Cathcart Streets.

Committee members agree that Option B gives the Downtown Branch Library the desired square footage balanced with a fiscally responsible price. The mixed-use building has the potential to be a beautiful and vibrant asset to the community, allowing for new programs and spaces that could increase library usage across all age groups and demographics.

Option B enables Santa Cruz to become a library that is prepared for the 21st century and be a vital, relevant, and dynamic resource for residents for the next thirty years. Our vision includes: state-of-the-art technology and expanded free technological services; a safe gathering space for teens; meeting rooms of various sizes to provide exciting opportunities for the community; tutoring spaces; genealogy & local history; and a transformative children's area.

The mixed-use space also has the potential to assuage current safety and security concerns through purposeful architectural improvements.

Committee members also appreciate that the Downtown Branch Library will remain open while new construction commences.

Based upon reports by Nesh Dhillon, Executive Director of the Farmers' Market, and various city agencies, Committee members recognize that a new mixed-use structure has the potential to facilitate more affordable housing units downtown, mitigate the expected infill of existing surface lots, and provide the impetus for an all-weather, covered, outdoor Farmers' Market and Antique Faire.

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Construction Option Summary

The DLAC unanimously voted to rank the options in the following order:

1. Option B: New Mixed-Use Construction
2. Option C: Full Renovation of Existing Library
3. Option A: Partial Renovation of Existing Library
4. Option D: New Construction on Existing Library Lot

Cost and Timing	Option A	Option B	Option C	Option D
Noll & Tam expense estimate (rounded)	$24.6M	$26.7M	$37.8M	$49.3M
Reduces yearly maintenance costs		✓	✓	✓
Within 15% of allocated Measure S funds	✓	✓		
Avoids temporary relocation expenses		✓		
Avoids disruption of library operations		✓		
Design and Services	**Option A**	**Option B**	**Option C**	**Option D**
Remediates or resolves existing infrastructure problems		✓	✓	✓
Meets requested library services and program goals		✓	✓	✓
Provides the recommended 44,000 square feet		✓	✓	✓
Provides expanded design opportunities		✓	✓	✓
Allows potentially greener infrastructure and design		✓	✓	✓
Retains current location	✓		✓	✓
Allows possible outdoor reading, meeting, and activity space				✓
Security	**Option A**	**Option B**	**Option C**	**Option D**
Improves obscured sightlines caused by location of stacks and desks	✓	✓	✓	✓
Improves traffic flow in entrance area		✓	✓	✓
Minimizes hidden spaces and obscured sightlines caused by architectural design		✓	✓	✓
Moves exterior walls to sidewalk to discourage loitering around exterior		✓		✓

In addition to reaffirming our recommendation for Option B, the DLAC wishes to communicate to the City Council that partially renovating the existing library, Option A, is not a logical alternative.

Committee members recognized that the partial renovation Option A offers is an irresponsible use of Measure S funds.

- Option A offers 8,000 square feet of less usable space than other options and the DLAC did not want to vote for an option that would not meet the expressed needs of the Santa Cruz community. With the additional 8,000 square feet, the library can have a dedicated teen space, more public computers and printers, tutoring rooms, genealogy and local history, and community meeting rooms. Without the additional square footage, the library is limited to existing services, or eliminating existing services to

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add the above programming needs, neither of which were acceptable options for the DLAC.

- The DLAC felt that Option A was fiscally irresponsible and continued the habit of deferring maintenance, one of the reasons for this situation in the first place. Option A disrupts services and spends millions of dollars on a building that would not last 30 years; would yield substantial yearly maintenance costs; would not meet modern public library program and service goals; nor fully address issues such as updated wiring, an HVAC system, and a new roof.

- Committee members were also concerned that most of the purposeful architectural design elements which enhance safety and security could not be implemented with Option A.

- Option C would be able to utilize all 44,000 square feet and meet all programmatic goals, but was deemed too expensive.

- Committee members want the City Council to know that the DLAC has confidence in the estimates provided by the architect. While these numbers have been called into question by some members of the public, the estimates are based on other library construction projects in the Greater Bay Area.

While the DLAC voted unanimously for Option B, we did so with confidence that the city council would approve the new mixed-use construction in tandem with the following:

1. The city council would provide a mechanism for library administration to have control of the design in all phases of construction. We believe the architects and city manager when they say that a library can coexist harmoniously in a mixed-use building with a parking garage and other tenants and be beautiful and inviting. However, we also share concerns with some members of the public that a mixed-use structure, without input and collaboration, could result in an ugly, noisy, dimly lit, and poorly-ventilated library.

   If Option B is approved, the DLAC realizes that the library would technically be a tenant but expects the city to recognize the Library as a full partner in ongoing operational decisions.

   The DLAC voted for Option B assuming that the City Council would provide a way for library architects and advocates to be consulted throughout the design process.

   Committee members want to be sure the new Downtown Branch Library contains:

   - Many large windows that envelop the new library with tons of natural light throughout its entirety

   - Clean ventilation, free from car exhaust, around the entry and inside the building

   - Soundproofing from cars on the ramps and garage, as well as the mixed-use tenants

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- Purposeful architecture design around the entrance and perimeter of the building that discourages loitering and encourages flow and increased security

- Inviting curb appeal

- Green building principles throughout

2. Committee members are aware that a new parking garage has the potential to be part of a broader vision for the city that includes more affordable housing, alternative transportation, and a thriving downtown. We were told that the mixed-use space could potentially contain affordable housing units; experimental and affordable "micro-units;" and extra parking spaces that would enable additional housing units -- new housing could be built more densely without on-site parking. Many committee members voted for Option B with the intention that the new library is an integral part of this vibrant, dynamic vision for the Santa Cruz community. Although this visioning is beyond the scope of the DLAC's mission, the Committee's hope is that the parking garage can be linked to positive changes downtown, particularly affordable housing. Committee members request that the new mixed-use construction contains or directly facilitates more downtown affordable housing units.

3. Consolidating parking downtown by eliminating many (or all) surface lots. The city manager informed the DLAC that surface parking lots are an inefficient use of land, particularly when demand downtown (and throughout the city) is at a premium. The committee was told that a new parking garage will ultimately not add many parking spaces downtown because surface lots will likely be eliminated. The city manager shared a vision of a downtown that includes a new parking garage, but also accommodates exciting new developments, like affordable housing, on existing surface parking lots. Committee members' unanimous vote for the new mixed-use construction is predicated on the assumption that surface parking lots downtown are repurposed.

4. Relocating the Farmers' Market in a way that increases its vitality and incorporates its long-term goals. The DLAC has been assured by Nesh Dhillon, the Executive Director of the Santa Cruz Community Farmers' Markets, that Option B will not negatively affect the Downtown Farmers' Market. He is encouraged that his vision of an all-weather, covered market space downtown can be achieved. The DLAC voted for Option B on the good faith that the Downtown Farmers' Market would be enhanced by the move, and that the City Council will agree to implement the Market's long-term goals.

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Overview of the DLAC and its Process

Measure S Background

In 2013, the Santa Cruz Public Libraries (SCPL) engaged in a comprehensive facilities master planning process to assess the needs at each of our branches, and concluded that a local source of funding was needed to upgrade and improve local libraries. On February 11, 2016, the SCPL Facilities Financing Authority unanimously voted to place a $67 million bond measure (later designated Measure S) on the June 7, 2016, ballot to address the most urgent needs. With 70% approval, voters agreed to fund Measure S.

Measure S funds are allocated to the government jurisdiction (the City of Santa Cruz, the City of Capitola, the City of Scotts Valley, and Santa Cruz County) for the improvements of library buildings in the communities they serve. Since the bond measure was approved, new construction of the Capitola and Felton branches is already designed, as well as analysis started for the renovations for the La Selva, Branciforte, Garfield Park, Boulder Creek, and Live Oak branches.

Downtown Library Advisory Committee Background

In the fall of 2016, with concerns about escalating construction costs, the City of Santa Cruz requested the development of a study to examine the feasibility of including the library in a joint-use project with a parking garage on the city-owned property on Cedar Street. A consultant (Group 4) found the project would be "less expensive" and an "ideal location." The City Council directed the formation of the Downtown Library Advisory Committee (DLAC).

The Downtown Library Advisory Committee, working with an architectural consultant, was directed to:

- Explore national library trends;

- Assess current and future library services;

- Examine the existing library building conditions; and,

- Evaluate the library service needs for Santa Cruz City residents over the next twenty years.

The final report of the committee should make recommendations as to:

- The programmatic scope of Downtown Branch Library services;

- The feasibility of co-locating the SCPL administrative offices (currently residing elsewhere in 14,000 square feet) on-site with the Downtown Branch Library;

- The evaluation of the three site options for the Downtown Branch Library (new/current site, remodel/current site, and new/parking garage site);

- An estimate of the cost of program goals against the current budget.

The Library Director, Assistant Director, a City Council Member and the City Manager recommended ten applicants for review by the Mayor.

The selected committee members include:

Teresa Thomae is the Director of the Santa Cruz Small Business Development Center (SBDC) at Cabrillo College. Teresa was recently recognized as Women of the Year by the Santa Cruz Chamber of Commerce and serves on many local non-profit Boards of Directors. The SBDC team of advisors provides no cost small business counseling to hundreds of businesses a year. SBDC services also include the presentation of many seminars and classes every year. Friends of the Library is a partner with the SBDC in the presentation of the "Brown Bag Series" for small business owners.

Linda Craighead is a Santa Cruz resident since 1968 with two children and one grandchild born and raised in Santa Cruz. She is an arts professional and art center director of Palo Alto for over 40 years. She is an avid library patron.

Nikolara Dunbar-Jansons is a Santa Cruz native, downtown resident, worker and volunteer. She is a Board Member of Friends of Santa Cruz State Parks and CERT member. She is a Lover of books and our local libraries. Her educational background is in community and urban planning.

Martín Gomez is a nationally known librarian who has held various leadership positions in both public and academic libraries. Highlights from his career include service as the general manager of the Los Angeles Public Library, Executive Director of the Brooklyn Public Library and head of the Oakland Public Library. He also served as the President of the Urban Libraries Council and the Executive Director of the Friends and Foundation of the San Francisco Public Library. In 2016, he retired from his position as vice dean of libraries at the University of Southern California.

Martha Dexter has over 30 years of experience as a professional librarian in the Washington, DC area, including the Library of Congress. She served on the Santa Cruz Public Library Joint Powers Board, 2013-2016, was a member of the Measure S Campaign Committee, and currently serves as Chairman of the Library Advisory Commission.

Rena Dubin has been a high-volume SCPL user for over twenty years. She homeschools her children, who attended story-time every week as infants and toddlers, and has borrowed mountains of books as part of their elementary, middle and high school curriculum.

Elise Granata has lived in Santa Cruz for 5 years after moving from the east coast and has worked at the Santa Cruz Museum of Art & History (MAH) in various capacities ever since. She also serves on the Downtown Association board, volunteers for other local non-profits, lives Downtown, and loves her cat named Munch.

Tera Martin is the Faculty Director of the Integrated Learning Center at Cabrillo College's Watsonville Center. She received her Ph.D in English from UC Santa Cruz and teaches writing at Cabrillo and UCSC. She is mother to two daughters who read voraciously, and she docents at Henry Cowell Redwood State Park.

Steve Blair is a passionate advocate for and supporter of public libraries. He has made a living with the written word his entire life: first as the manager and buyer of the largest independent bookstore in the state of Delaware, then as a writing instructor at the University of Delaware, and finally as a technical writer and writing manager in the high tech industry. He is thrilled at the opportunity to help provide Santa Cruz with the amazing public library it deserves!

Yolanda Henry has 19 years of experience as the Executive Director and Director of a non-profit that works with immigrants in Santa Cruz County. She is also the former Director to the Family Resource Collective of Community Bridges as well as a former teacher of Santa Cruz City Schools.

Through a separate RFP process, Noll & Tam, an architect firm with significant expertise in library buildings, was selected to support the committee's process. The Noll & Tam team included:

- Chris Noll, Principal

- Trina Goodwin, Associate Principal

- Eric Skiba, Architect

- Penelope Hummel, Library Consultant

DLAC Meetings and Workflow

DLAC members met publicly twelve times between June and December of 2017. Subcommittees on Public Input Process, Community Input Meeting, and Final Report Writing were formed and met regularly. The DLAC meetings were open to the public, advertised in advance, and contained public comment opportunities at each meeting.

The Downtown Library Advisory Committee:

- Reviewed the library governance, Measure S, the Library Facilities' Master Plan, and the Strategic Plan (June 14)

- Completed a walk-through of the current library and reviewed the library's technology plan, work-plan, and area demographics (June 29)

- Toured the Los Gatos Public Library and reviewed characteristics of contemporary public libraries (July 12)

- Worked with staff and key constituencies, in conjunction with Penny Hummel, a library space planning consultant, to identify and prioritize contemporary library service needs as well as characteristics of a good library site (July 27)

- Approved a process for surveying the community goals for the Downtown Branch Library and discussed library safety, services to the homeless and safety design strategies (August 9)

- Reviewed preliminary program data, received a building assessment of the current facility by Noll & Tam, reviewed the feasibility study prepared for the city on multiuse options, and refined the siting criteria (September 13)

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- Reviewed community input on the library program and developed design considerations (September 28)

- Analyzed preliminary cost options (October 11)

- Continued discussion of cost as well as the pros and cons of each option (October 26)

- Sponsored a field trip to the Los Gatos Public Library and Downtown Branch Library for the Santa Cruz City Council and staff (November 7)

- Held a community meeting to discuss remodeling and building options (December 3)

- Discussed options and made a recommendation (December 13)

- Approved final report with changes (January 25)

Public Input & Outreach

All DLAC meetings, aside from subcommittee meetings, were public, and announced on the SCPL website and the City of Santa Cruz website. All committee materials were posted on the library website. Articles on the process appeared in the *Santa Cruz Sentinel* and *Good Times*. The public meeting held on December 3 was advertised in the *Santa Cruz Sentinel* and advertised on the SCPL social media channels.

All DLAC meetings included time for comments from the public. Each person who desired to address the committee was accommodated during the public comment period. Meetings were extended to allow for additional public input, so that every person was heard. Over the seven-month period, 76 public comments were made at DLAC meetings from 38 unique individuals. In addition, 210 email messages were reviewed by the DLAC members. 92 people attended the community meeting on December 3.

Three themes recurred during the above public process. Firstly, people spoke and emailed about their opposition to a new parking garage being built downtown and including the library as part of this project. Secondly, people desired to preserve the existing library and the current traditional services. Thirdly, people spoke on behalf of keeping a space in the Downtown Branch Library dedicated to genealogy and local history.

The DLAC also surveyed the community about their vision for the Downtown Branch Library and potential features the library may contain. The survey was accessible in print at the Downtown Branch Library as well as online from the SCPL's website. Additionally, committee members and library staff distributed paper surveys in twelve locations downtown. The survey elicited 2,273 participants, 96% of whom consider themselves Santa Cruz Public Library users. The large response rate far surpassed our goals.

The survey elucidated the following:

- Comments proliferated regarding concerns about safety, security, and cleanliness in and around the library environs. Roughly one-third of the comments were about unhoused people, safety concerns, drug users, and/or the unacceptable state of the bathrooms.

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- Overwhelmingly, respondents requested priority for computers, WiFi and printing space; quiet space; and a dedicated children's room. This was reinforced in the open-ended comments.

- Over half of respondents (54%) rated dedicated library parking "very important." Eighty-eight people did not want the library located in a shared facility with a parking garage.

- About half the respondents did not prioritize a cafe, and a third did not prioritize the genealogical research center.

The Committee also conducted three focus groups: in the Beach Flats Community Center, at the Boys & Girls Club, and at a meeting with homeschooling teenagers. The findings of the survey and focus groups influenced the building program and are attached as Appendix A.

The Building Program

An assessment of the existing library that was completed by Noll & Tam found:

- Non-compliance with ADA

- Operational failures of HVAC, plumbing, electrical systems, and elevator

- Expansion of the footprint of the building to be limited by seismic code requirements

- Poor lighting, ventilation, and wiring and cabling for technological use

- Inefficient work spaces/delivery, poorly placed book drops, and poor sight lines

- Inadequate seating, bathrooms, electrical plugs, study spaces, and programming spaces

- Small, worn, and isolated children's space and no teen space

- Cluttered entry

- Poor ratio of public to back-of-house spaces

- Asbestos

- Dated interior

The DLAC used two days' worth of interviews with staff and key stakeholders; the findings of the survey of over 2,200 community members; and the results of the focus groups to develop a Library Building Program (See Appendix B).

The building program suggests a library of 44,000 - 47,000 square feet. The building program:

- Increases a dedicated children's space by 2,000 square feet, including a children's program space (6,000 total square feet)

- Adds a teen room (1,300 square feet)

- Maintains the current collections size

- Provides abundant comfortable seating (from 189 to 268 spots)

- Creates a 2,000 square foot, dividable programming room (increasing capacity from 88 to 125 seats)

- Adds 8 small group study rooms

- Includes 69 public computer stations

- Maintains a joint genealogy/local history area

- Incorporates two-dimensional art

- Moves out system-wide administrative spaces and incorporates all Downtown Branch Library staff

- Brings building infrastructure to code, including ADA disability and green building standards

Other design considerations are outlined in Appendix B. A building program for the administrative functions of the library system was created. Because the cost of construction greatly exceeded available resources in all scenarios, no consideration was given to consolidating system administration into the project (Appendix C).

Siting

The Downtown Library Advisory Committee engaged in an exercise and discussion on the preferred qualities a site for the downtown library would possess. These qualities include the following:

- Accessible (with available public transit, walkable, bike friendly, and with parking)

- Location (visible, with vistas, and with density)

- Connectivity (to the civic regions, culture, and commercial district)

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Construction Options

This section summarizes each of the four construction options for the downtown Santa Cruz library discussed during the DLAC meetings. None of the options comes in under the $23,000,000 slated for the downtown library by Measure S. Each option requires additional funding that could include fundraising, partnership with private sector, and/or reduced scope to bridge the shortfall.

The programming goals and service needs for the Downtown Branch Library were determined by DLAC members, library staff, with input from community members who attended the DLAC meetings, and the public survey. The design goals for the library were determined by the services and desired physical features of the library. Each of the cost estimates in this document is a combination of construction expenses and service needs.

The architectural firm of Noll & Tam, with specialized expertise in remodeling, renovating, and new construction of public libraries, priced the options based on their knowledge of library construction, taking into account the design features prioritized by DLAC after the survey. The DLAC has confidence in the integrity of their estimates.

The *Measuring Measure S* website at https://www.santacruzpl.org/measure_s/ provides background on the library project. Additional documents including the detailed cost estimates from Noll & Tam are available on this website at https://www.santacruzpl.org/measure_s/branch/7/documents/.

Option A: Partial Renovation of Existing Library

Option A is a proposed partial renovation of the existing downtown library building that is capped as close as possible to the $23,000,000 funding provided by Measure S for the downtown library.

Cost and Timing

- Estimated budget: $24,620,958 - Over budget by $1,620,958

- Lowest initial construction cost but the greatest future operating expenses

- Shortest time period of 124 weeks with construction beginning April 2019

- Budget includes costs incurred by temporary relocation of collection and equipment; some patron interruption

Design and Services

- Addresses accessibility and seismic code compliance and remodels 36,000 s.f.

- Does not resolve many infrastructure problems

- Remediation of roof problems not included in this estimate

- Upgrades existing ventilation system but does not replace it with modern HVAC or provide air conditioning

- Works around structural issues rather than designs for the future (For example, power needs would be addressed with wiring in floor-to-ceiling columns, rather than in-floor wiring)

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- More costly to operate due to workarounds of structural limitations rather than replacement of systems

- Does not replace or increase size of existing windows (single-pane glass)

- Retains current location

- Maintains integrity of Civic Complex (City Hall / Civic Center / Library area)

- Reuses the current building

- Provides adjacent parking (existing surface lot)

- Accessible to public transit

- Does not provide the recommended 44,000 s.f. for programmatic needs

- 8,000 s.f. of existing library not part of the remodel and unavailable for public use

- 20% smaller than the other options

- Smaller size prevents the library from meeting program goals including teen space, meeting rooms, study/tutoring spaces, and expanded computing without trade offs

Security

- Does not fully address desire for increased security (consequence of preserving existing architectural footprint)

- Building exterior essentially untouched

- Main entrance not redesigned to decrease loitering or improve traffic flow

- Hidden spaces and obscured sightlines caused by stairwell and power drops in columns are not mitigated

- Sightlines could be improved by position and size of stacks and location of help desk

Option B: New Mixed-Use Construction

Option B is a new mixed-use construction project on the site of the existing Cedar Street surface lot behind the Logos building. This multi-story structure would be lower than the buildings on Pacific Avenue and would house both the library, a parking garage, and possibly affordable housing or office space. The needs of both the Farmer's Market and the Antique Faire are addressed in this option.

Cost and Timing

- Estimated budget: $26,674,381 - Over budget by $3,674,381

- This option provides the greatest number of desired program and design features for the amount of library funds invested

- Exterior construction costs come from Parking Authority budget; library dollars spent on services and interior design

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- Requires a relationship with the Parking Authority; does not give library full control of design

- The project would take 188 weeks with construction beginning March 2020

- There are no additional costs for temporary relocation and little disruption of services

Design and Services
- Solves infrastructure problems associated with the current building

- Does not retain current location of library

- Removes the library from the existing Civic Complex (City Hall / Civic Center / Library area)

- Provides an additional asset for the city

- Provides adjacent parking (new garage on existing surface lot)

- Proximity to public transit

- Provides the recommended 44,000 s.f. and meets all library program goals including teen space, meeting rooms, study/tutoring spaces, genealogy and local history, and expanded computing

- Provides expanded design opportunities

- Shared construction costs allow possibility of double-pane windows and additional natural light

- Design constrained by a multi-use space (library and parking garage)

- Does not require increasing the number of existing parking spaces

- Does not require expanding the number of parking lots; the proposed Cedar St. site is an existing surface parking lot

- Will result in the loss of (non-heritage) trees currently located in the existing surface lot

- Relocates the Farmer's Market and Antique Faire to nearby downtown areas

Security
- Fully addresses desire for increased security by allowing for purposeful architectural improvements that minimize loitering and improve traffic flow while eliminating hidden spaces and obscured sightlines caused by stairwell and columns in the existing library.

Option C: Full Renovation of Existing Library
Option C renovates the existing downtown library building as much as possible while preserving the architectural footprint. It allows for reuse of the existing building and redesign of the interior by demolition of non-load bearing walls; construction and renovation are limited to prevent affecting the structural integrity and triggering seismic code retrofit.

Cost and Timing
- Estimated budget: $37,785,761 - Over budget by $14,785,761

- The project would take 188 weeks with construction beginning March 2020

- Budget includes costs incurred by temporary relocation of collection and equipment; some patron interruption

Design and Services
- Solves infrastructure problems associated with the current building

- Retains current location

- Maintains integrity of Civic Complex (City Hall / Civic Center / Library area)

- Reuses the current building

- Provides adjacent parking (existing surface lot)

- Accessible to public transit

- Provides the recommended 44,000 s.f. and meets all library program goals including teen space, meeting rooms, study/tutoring spaces, genealogy & local history, and expanded computing

- Provides expanded design opportunities

- Limited by footprint of the existing building due to seismic code regulations

- Allows possibility of double-pane windows and skylights

- Window size and exterior must be retained due to seismic concerns

Security
- Partially addresses desire for increased security (limited by preserving existing architectural footprint)

- Enables some external security improvements

- Although building footprint is preserved, entrance can be reoriented to west facing side to discourage loitering

- Enables some internal security improvements

- Sightlines improved by position and size of stacks and location of help desk

- Hidden spaces and obscured sightlines caused by stairwell and power drops in columns are not fully mitigated

Option D: New Construction on Existing Library Lot
Option D reuses the existing lot of the downtown library, but not the building itself. It attempts to maintain the integrity of the existing Civic Complex (City Hall / Civic Center / Library area) while meeting all the desired program goals and design features.

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Cost and Timing
- Estimated budget: $49,313,846 - Over budget by $26,313,846

- The project would take 188 weeks with construction beginning March 2020

- Budget includes costs incurred by temporary relocation of collection and equipment; some patron interruptions

Design and Services
- Solves infrastructure problems associated with the current building

- Retains current location

- Maintains integrity of Civic Complex (City Hall / Civic Center / Library area)

- Provides adjacent parking (existing surface lot)

- Accessible to public transit

- Provides the recommended 44,000 s.f. and meets all library program goals including teen space, meeting rooms, study/tutoring spaces, genealogy & local history and expanded computing

- Provides the only option that allows for outdoor reading space, outdoor event/meeting space, and outdoor activity space (such as messy children's programming)

- Closure for remodel results in interruption of services

- Provides expanded design opportunities

- Not limited by footprint of the existing building

- Allows possibility of double-pane windows and skylights

- Incurs temporary relocation costs and disruption of services

- The branch would need to be closed for the duration of the renovation and the collection moved

- Some Downtown Branch resources would still be available for checkout at other branches

Security
- Fully addresses desire for increased security by allowing for purposeful architectural improvements that minimize loitering and improve traffic flow while eliminating hidden spaces and obscured sightlines caused by stairwell and columns in the existing library.

Frequently Asked Questions
Does Measure S allow for new construction?

Yes. The ballot language of Measure S reads as follows:

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To modernize, upgrade and repair local libraries in Santa Cruz, Aptos, Live Oak, Scotts Valley, Boulder Creek, Capitola, Felton and La Selva Beach - replace failing roofs, outdated bathrooms, electrical systems/ structurally damaged facilities; support growing use by children, seniors, veterans and others; expand access to modern technology; and construct/ expand facilities where necessary; shall Santa Cruz Libraries Facilities Financing Authority issue $67,000,000 in bonds for Santa Cruz Libraries Facilities Financing Authority Community Facilities District No. 2016-1; levy a special tax annually on parcels within the Community Facilities District; establish an initial appropriations limit; and assure mandatory accountability.

Two new construction projects have been designed for the Felton and Capitola Branch Libraries.

How do the DLAC's recommendations align with the SCPL Facilities Master Plan (2014-2023)?

DLAC's endorsement of Options B and secondarily, Option C, aligns with the conclusion of the SCPL Facilities Master Plan 2014-2023. The FMP "strongly recommends extensive renovation or full replacement. Major renovation would replace most of the 45-year-old-building's aging systems, upgrade interior (and possibly exterior finishes), and upgrade the building to meet current codes; the project could also include major reorganization of the interior to create new spaces, enhance operational efficiency, and improve customer wayfinding....Full replacement would provide the opportunity to maximize energy efficiency, minimize the environmental footprint, and enhance downtown urban development" (42).

What is the status of the current library's roof?

The Facilities Master Plan notes that the elevator and the roof will both be due for replacement during the next ten years.

The costs of these proposals seem unrealistically high. Are they correct?

They are consistent with the Group 4 analysis done in December 2016 and are consistent with the cost associated with the Capitola and Felton Branch Library projects. The architects who advised the DLAC of the costs are experienced with building similar projects in the Greater Bay Area Region. The DLAC has confidence in their estimates.

What tenants would the new mixed-use site contain?

The City Council will determine the uses of a new site.

How would the old library be reused?

The City of Santa Cruz owns the current Downtown Branch Library. The City Council would determine its reuse.

What happens next?

The City Council is expected to hear this report in late March or early April. They will consider this report along with information on affordable housing, parking and the Farmers'

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Market. They will make the recommendation as to whether to move forward with a mixed-use construction.

Where can I get copies of documents referred to in this report?

Documents related to this process have been posted on the SCPL's website on the Measure S page, https://www.santacruzpl.org/measure_s/branch/7/.

Appendices

- Appendix A: Survey Findings
- Appendix B: Library Program
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Appendix A: Survey Findings
Review of Community Input: Phase One, Features

Purpose
The DLAC Communications Subcommittee, comprised of Martin Gomez, Yolanda Henry, and Rena Dubin, was created to facilitate community input about the vision for the new Downtown Branch Library and the site options. The Phase One goal of the committee was to gather opinions on potential key features. The Subcommittee wanted the DLAC to have the opportunity to incorporate these findings when the Committee deliberates on recommendations for square footage requirements and general features for the Downtown Branch. (The Phase Two goal will be to gather information regarding specific site options, with a report due December 1, 2017.)

Process
Because a thorough survey was administered to the community as part of the Library Strategic Plan less than a year ago, in September through November of 2016, the Subcommittee could use the raw data as a foundation.

For Phase One, the Subcommittee decided to try a variety of ways to reach the public. We surveyed the community about the features of the potential Downtown Branch. We conducted two focus groups, one for youth and one for Latinos to build on the Library Strategic Plan findings. We also put up butcher paper in the Downtown Branch asking the question, "What features would you like to see in the new library?" and invited people to write their responses on the banner. We reached out to key stakeholders in the community and are in the process of organizing a tour of the Downtown Branch Library and Los Gatos Public Library.

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The Survey Process

Because residents county-wide use the Downtown Branch, according to the Library Strategic Plan, we thought it was important the county could access the survey from the Santa Cruz Public Library's website. An invitation to complete the survey popped up when people visited the home page. The survey link was also accessible on the web, which was shared via email and social media. Paper surveys were available to Downtown Branch users in the library, and participation was encouraged by library staff. Incarcerated individuals had the opportunity to participate at the county's Roundtree facility during the library's People and Stories program, and the surveys were collected from unhoused individuals attending the library's Working Together program.

In an effort to reach a cross-section of the community, committee members, along with library staff, distributed paper surveys in a total of 12 locations in Downtown Santa Cruz between August 24th and September 13th. Locations included the Wednesday Farmers' Market, Spanish Storytime at Abbott Square, the Metro Bus Station, and myriad places around Pacific Avenue like Walnut Avenue Café, Pour, and O'Neill Surf Shop. We tried to capture a variety of people and lifestyles, so not only did we vary our locations, but we surveyed during diverse times of the day and week.

Surveys were available in Spanish and English.

The survey consisted of four questions: (1) "How important are the following features in the new Downtown Branch Library?" followed by fifteen features accompanied by 1 - 3 scale where 1 = not at all important, 2 = somewhat important, and 3 = very important (2) Do you use the Santa Cruz Public Libraries? (3) Optional: Please circle your age and (4) Are there any other features you would like to see in the building?

Over twenty-two hundred people completed the survey!

The Subcommittee feels that the large response rate and the diverse collection strategies represent an important window into the opinions of the community.

Participation in the Phase One Survey about Features

Item	Responses	Response %
Online surveys completed through popup invitation on the website	1,327	58%
Online survey completed via the web link shared by email and social media	478	21%
Paper surveys hand-delivered and received in Downtown Santa Cruz, at the Downtown Branch and elsewhere	468	21%
TOTAL RECEIVED	2,273	100%

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Paper Survey – Front

The city of Santa Cruz has allocated $23 million to improve the Downtown Branch Library. Please give us your input.

SANTA CRUZ PUBLIC LIBRARIES

How important are the following features in the new Downtown Branch Library?
Scale: 1 = not at all important; 2 = somewhat important; 3 = very important

Dedicated teen space (12-18 yr)	1	2	3
Study/tutoring/small group spaces	1	2	3
Creation/maker spaces: labs including cutting edge technology, such as 3D printing, virtual reality, video and sound editing equipment	1	2	3
Art and exhibit space	1	2	3
Outdoor patio/reading space	1	2	3
Café	1	2	3
Used book store	1	2	3
Flexible community rooms	1	2	3
Computer, wifi, and printing area	1	2	3
Dedicated children's room (0-12 yr)	1	2	3
Dedicated California and local history collections	1	2	3
Genealogical research center	1	2	3
Print collections	1	2	3
Quiet space	1	2	3
Dedicated library parking	1	2	3

Survey continues on other side

Paper Survey – Back

Do you use the Santa Cruz Public Libraries?   Yes / No

Optional: Please circle your age: 3-11   12-17   18-25   26-40   41-55   56-65   65+

Are there any other features you would like to see in the building?

Thank you for participating! We will have a future survey regarding the potential locations of the Downtown Branch Library.

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Survey Findings

Ninety-six percent of the survey respondents "use the Santa Cruz Public Library." For respondents over 25, we had a fairly even cross-section of ages between groups of 26-40, 41-55, 56-65, and 65+. Thirteen percent of respondents were 25 or under.

Listing of Features: By Rating of "Very Important"
Total responses: 2,263 (10 skipped)

Features	# of responses	%
Computer, WiFi, and printing areas	1,579	71%
Quiet space	1,569	71%
Dedicated children's room	1,469	67%
Dedicated library parking	1,190	54%
Study, tutoring, small group spaces	1,040	48%
Flexible community rooms	968	44%
Dedicated teen space(12-18 yr)	933	43%
Outdoor patio/reading space	835	38%
Dedicated California and local history collections	804	36%
Print collections	768	36%
Creation/maker spaces: labs including cutting edge technology, such as 3D printing, virtual reality, video and sound editing equipment	758	35%
Art and exhibit space	740	34%
Used book store	736	34%
Genealogical research center	577	26%
Café	518	24%

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Listing of Features: By Rating of "Not at All Important"
Total responses: 2,263 (10 skipped)

Features	# of responses	%
Café	1,082	49%
Genealogical research center	729	33%
Creation/maker spaces: labs including cutting edge technology, such as 3D printing, virtual reality, video and sound editing equipment	645	29%
Outdoor patio/reading space	591	27%
Used book store	526	24%
Print collections	523	24%
Dedicated California and local history collections	494	22%
Art and exhibit space	463	21%
Dedicated library parking	453	21%
Dedicated teen space	410	19%
Flexible community rooms	317	15%
Study, tutoring, small group spaces	275	13%
Dedicated children's room (0-12 yr)	257	12%
Computer, WiFi, and printing areas	192	9%
Quiet space	177	8%

Weighted Average of All Features

The weighted average uses a scale of 1 - 3:

- 3 = very important;
- 2 = somewhat important
- 1 = not at all important

Computer, WiFi, and printing areas	2.63
Quiet space	2.63
Dedicated children's room	2.55
Study, tutoring, small group spaces	2.35
Dedicated library parking	2.33
Flexible community rooms	2.30
Dedicated teen space(12-18 yr)	2.24
Dedicated California and local history collections	2.14
Art and exhibit space	2.13
Print collections *	2.11
Outdoor patio/reading space	2.11
Used book store	2.10
Creation/maker spaces: labs including cutting edge technology, such as 3D printing, virtual reality, video and sound editing equipment	2.05
Genealogical research center	1.93
Café	1.74

* Many people did not know what "print collections" meant. Administrators of the paper survey were asked this question, and comments in the open-ended section reflected this confusion.

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Most Frequently-Cited Comments to the Open-ended Question: "Are there any other features you would like to see in the new building?"
51%, or 1,169, people responded

222	Mentions of homeless or feeling unsafe --*Respondents reported that the behavior of the people hanging out in front of the library made them feel unsafe. Some respondents were not as forgiving, using derogatory remarks and offering punitive solutions such as banning homeless as a group or providing separate rooms for them. Others suggested providing onsite social services.*
148	Bathrooms -- more stalls, larger, cleaner, and/or safer --*Some respondents offered detailed descriptions of horrific conditions in the bathrooms, including feces on the walls, drug use, and people bathing. Thirty-nine respondents blamed the homeless for the bathroom conditions.*
131	Collections --*Books. Recommendations also included more Spanish language materials; textbooks; updated collections; DVD's and CD's with an accompanying listening/viewing station; and greater emphasis on traditional print.*
88	Don't move to the parking garage --*Although this was a survey specific to the features of the library, 88 people (about 8%) opined about not moving the Downtown Library. An additional 6 people expressed their desire to move the library to Pacific Avenue or combine it with a parking garage.*
85	Technology --*A majority of the references were to the need for public access computers, charging stations, and/or electrical outlets. Faster WiFi was also mentioned, along with computer labs, printers, and family computer areas. Some people wanted spaces to listen or watch CDs and DVDs in the library.*
81	Children/ teen spaces --*Thirteen comments were about teens and teen spaces specifically. This count did not include mentions of the safety of the library or children's area, as those were previously included.*
80	Classes/programs --*Adult programs, lectures, discussion groups and events; children/teen programs; technology classes*
78	Natural Light --*More windows were requested, and also skylights. Many people simply stated "more natural light."*
58	Noise management --*Quiet in the library. Some people complained about cell phone use.*
55	Comfortable, clean seating --*People requested easy-to-clean seating and soft, cozy seating, as well as larger family seating.*
33	Air quality --*Air conditioning was frequently mentioned as a desired feature, as well as good ventilation. There were complaints that the library feels "stuffy."*
28	Green building --*Respondents wrote about LEED Certification, and including solar panels and energy efficiencies.*
25	Dedicated parking --*Comments about this feature were not specifically for the parking garage. People like the idea of easy, free parking adjacent to the library. Several commenters mentioned the need for a drive-through drop-off.*

Roughly one-third of the comments were about unhoused people, safety concerns, drug users, and/ or bathrooms.

Most Frequently-Cited Comments to the Open-ended Question, by Percentage
1,169 total respondents

Pie chart legend and values:
- Homeless, security, safety 20%
- Bathrooms 13%
- Collections 12%
- Don't move / no garage 8%
- Technology 8%
- Children/teens 7%
- Classes/programs 7%
- Natural Light 7%
- Quiet Spaces 5%
- Seating 5%
- Air conditioning 3%
- Green building 3%
- Dedicated parking 2%
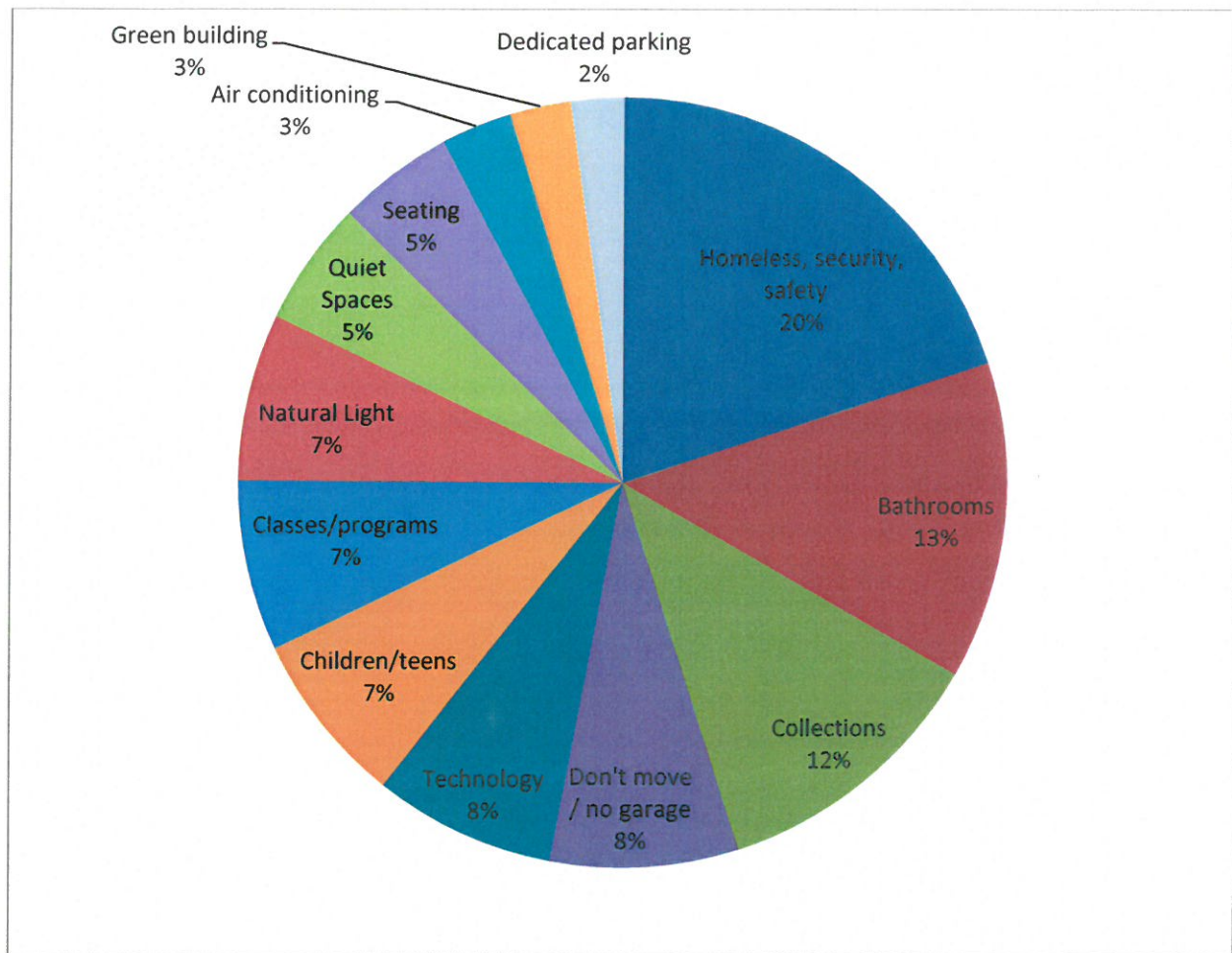
Subcommittee Survey Summary

The following trends can be gleaned about the respondent's desires in the Downtown Branch Library. These findings will be used as the DLAC deliberates priorities and questions about square footage.

- The survey elicited 2,273 participants, 96% of which consider themselves Santa Cruz Public Library users.

- Overwhelmingly, respondents requested priority for computers, WiFi and printing space; quiet space; and a dedicated children's room. This was reinforced in the open-ended comments.

- Over half of respondents (54%) rated dedicated library parking "very important."

- About half the respondents did not prioritize a cafe, and a third did not prioritize the genealogical research center.

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- Over half of the respondents (51%) wrote comments in the open-ended section. Comments proliferated regarding concerns about safety, security, and cleanliness in and around the library environs.

- Respondents would appreciate a green building with natural light and windows, comfortable seating, air conditioning and ventilation.

- Although the survey did not request feedback on a potential move to a shared parking garage location, 88 people wrote opinions against this idea.

The Focus Group Process

Two focus groups were conducted by committee members: one at the Beach Flats Community Center, and one at the downtown Boys & Girls Club.

On August 22nd, five parents attended the bilingual (Spanish and English) focus group at the Beach Flats, including four Latinas and one female African-American. Three Community Center staff also participated, two males and one female, all three Latinos.

On September 18th, committee members facilitated a focus group with fifteen teens at the Boys and Girls Club, five males and 10 females, aged 12 – 18. The teens attend Mission Hill Middle School, Branciforte Middle School, and Santa Cruz High School.

The Focus Group Findings
Beach Flats Community Center Focus Group

Have you used or visited the Downtown Library?

- 2 don't know where it is.

- 1 knows where is but her children use the bookmobile

- 1 has visited recently, she is new to Santa Cruz

- 1 visits regularly

- 2 others have visited and used it but not recently

Which programs and services have you used in the past?

- 1 has taken her child to a math tutoring program for her children

- 1 has used the computers

Which current services would you like to improve?

- All participants indicated they did not know what services or programs are available

- Suggested improved outreach, advertising, connecting more with the community

- Mobile van (Bookmobile) every week

What new services would you like to see in the future?

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- Reading groups for elementary school age kids

- Parent and child reading groups for all ages-like in Watsonville

- Basic computer classes

- Teach Microsoft office—Excel, Publisher, etc. for adults and kids

- Citizenship classes

- Coding for kids and young adults

- How to/DIY classes-gardening, stitching, household repairs

- Workshops/crafts—make stuff they-kids can take home

- Open space, attractive, coffee, comfortable, and a napping space.

Boys and Girls Club Focus Group

Who has used the Downtown Library?

- 13 library users

- 2 Non users

- 9 Library card-holders

- One youth thought it cost $10 for the card.

Which services or programs have you used?

- Study areas

- Check out books

- Computers

- Research

- Videos/CD's

Which of the current services would you like to improve?

- Free parking

- Books in better condition

- Crime books

- Longer hours

- Safer place for kids

- Comfortable chairs/seating

- New Books—many are worn

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- Improved computers—more power

- Better study area

- The people who hang out in front of the library

What new services or programs would you like to see?

- Sheet music collection

- Board games

- History of Latinos—specific to the contributions of Latinos.

- Gaming computers

- League of legends club

- Teen nights

- Lounge area

- Section with articles of current events

- More colors (on walls) that have "pop"

- A mural

- Separate teen area—uses children's area

- Café like Starbucks---has to leave and go get something to eat and drink

- Text books for middle and high schools (in case they are forgotten)

Teen Focus Group on November 8, 2017, conducted by Rena Dubin

The focus group demographics:

- 21 homeschooling teens, ranging from 13 - 18

- All were "library users"

- All had visited the Downtown Branch

We first talked about the current Downtown Branch Library.

The first comment was that it felt "unsanitary." Other comments relating to homeless issues, safety, and security included:

- "Shady" exterior, but better inside

- "Creepy dudes have tried to talk to me"

- "Not a place to hang out"

- Lots of "homeless people"

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- Interesting "social interactions"
- Theft on the bike racks outside

One student mentioned that he noticed there was great staff that helped the homeless, and he appreciated that the homeless could get services here.

Some teens also mentioned loving the staff, the programs like the poetry programs and reading to dogs. They also mentioned the WiFi, past artwork displays in the children's room, and that they have studied upstairs in the children's room. They mentioned they appreciated the natural light upstairs. They had mixed reviews on the collection.

We then looked at some examples of "21st century" and "forward thinking" libraries, and the possibilities for downtown. Some comments included being excited about the community space, possibilities of the library serving as a partial museum role, appreciating the access to technology, a place to study and focus, but also be with other people. Some mentioned the possibilities of an event space, particularly teen events, and how fun that would be. Others wanted to be sure there would always be print books.

One teen mentioned the possibility of combining the library with meals, housing, and homeless services.

We then talked about the various options and configurations of relocating or rebuilding. There was no consensus.

- Comments regarding the $37 million remodel option:
- Several mentioned this as the "perfect solution" in an "ideal world."
- Reasons included liking the current library's location and a reluctance to tear down a building.
- The "debts are worrisome" with this option.
- It is a "challenge to find more funds"
- The "outside is fine; it is the inside that is the problem."

Comments about the parking garage option:

- One teen mentioned environmental concerns
- However, most were more concerned about the potential ugliness of the parking garage building, as well as the "lack of natural light." One also was concerned about the noisiness of being underneath a parking garage. In general, it was hard to envision how the exhaust smells, starkness, lack of natural light, and car noise could coexist with a library.
- One teen thought the adjacent additional parking would be beneficial generally and would particularly be helpful to library employees and patrons.

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Other comments included:

- Anything was better than nothing, even the $23/$25 million remodel at the existing location

- Perhaps we could use the $23 million specifically to fix up the existing library, and then ask the voters for more funding to remodel in the future to do it correctly.

Santa Cruz Downtown Library
Draft Spaces Summary (10.5.17)

CODE	SPACE	PROPOSED SQ FEET	PROPOSED TOTAL SF	EXISTING TOTAL SF
	Public Areas			
1.10	First Floor Lobby	228		
1.20	Friends' Corner	150		
1.25	Public Restrooms - First Floor	IN GSF		
1.30	Outdoor Patio Area	IN GSF		
1.35	Express Checkout	248		
1.40	Information/Service Desk	278		
1.45	Holds	80		
1.55	Copy Center	100		
	Total Public Areas		1,084	1,600
	Adult Services			
1.50	New Books	631		
1.90	Public Access Computers	1,180		
1.95	Reference Collection	1,118		
2.00	Tech Podium	60		
2.15	Adult Fiction	2,674		
2.20	Nonfiction	3,850		
2.25	Spanish Language Collection	291		
2.30	Magazine & Newspapers	988		
2.35	Media	882		
2.50	Genealogy/Californiana/Local History	3,334	3,334	2,323
2.60	Large Print Books	312		
2.70	Outreach	587		
2.90	Quiet Reading	550		
	Total Adult Services		16,456	16,000
	Youth Services			
2.40	Teenspace	1,328		
3.00	Family Space	625		
3.10	Kidspot	4,431		
3.20	Kidspot Storytime Area	910		
3.40	Children's Service Desk	60		
3.55	Family Restrooms	IN GSF		
	Total Youth Services		7,354	4,000
	Meeting Spaces			
2.45	Learning/Collaboration Space	541		
3.60	Community Meeting Room (Dividable)	1,910		
3.65	Meeting Room Storage	186		
3.70	Kitchen	90		
3.71	Medium Meeting Room	500		
3.75	Small Meeting Room	250		
3.80	Group Study/Tutoring Rooms	350		
	Total Meeting Spaces		3,827	1,200
	Staff Areas			
1.60	Branch Manager's Office	145		
1.65	Aide Supervisor's Office	100		
1.67	Telephone Info	97		
1.69	Staff Offices	768		
1.70	Circulation	727		
2.55	Local History Workroom	128		
2.75	Outreach Office	120		
3.45	Children's Services Workroom	568		
3.85	Staff Lounge	492		
	Total Staff Areas		3,145	6,000

	Support Areas			
1.75	Delivery Area	94		
1.80	Janitoral Closet	227		
3.90	Server Room	180		
3.92	Storage	384		
	Total Support Areas		885	*2,000*
	Net Assignable Square Feet:		**32,751**	*30,800*
	Gross Square Feet @ 70% Net to Gross SF:		**46,788**	*44,000*

		Quantity	Item	SF/Item	Total SF
1.10	**First Floor Lobby**				**228**
	floor mats, with minimum 16' walk-off length			NA	0
	seating, bench, 5' x 24", 2-person	1	bench	26	26
	community information display unit, wall-mounted, with brochure & racks, bulletin board & storage below, 8'L x 5'H x 1.5'D	2	units	36	72
	display case, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd	1	case	30.0	30
	flat screen monitor, large, wall-mounted for announcements	1	monitor	0.0	0
	exhibit space for two- dimensional art	1.0	space	100	100
					0
1.20	**Friends' Corner**				**150**
	shelving, 72", wall-mounted, for books on sale	2	SS sections	10	20
	shelving, retail, 60" mobile units, for books on sale	2	D/S section	40	80
	storage closet for immediate supply/inventory needs	1	closet	50	50
1.25	**Public Restrooms - First Floor**			GSF	**0**
1.30	**Outdoor Patio Area**			GSF	**0**
1.35	**Express Checkout**				**248**
	express self-checkout machines	4	machines	40	160
	shelving, reserves	4	sections	16	64
	queuing space	4	people	6	24
1.40	**Information/Service Desk**				**278**
	staff counter positions with computer workstns	4	positions	50	200
	cash register, behind counter	1	machine	12	12
	book trucks	2	trucks	8	16
	shelving, for ready reference	2	sections	10	20
	display of Library handouts, built into desk	1	unit	6	6
	queuing space	4	people	6	24
1.45	**Holds**				**80**
	shelving, reserves	10	sections	8	80
1.50	**New Books**				**631**
	shelving, new books	15	sections	15	225
	2 place tables, rectangular	8	seats	25	200
	seating, lounge chairs	4	seats	35	140
	online catalog workstation @ stack end	1	station	16	16
					0
1.55	**Copy Center**				**100**
	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
1.60	**Branch Manager's Office**				**145**

	desk, computer workstation, printer, task chair	1	desk	50	50
	table, conference, round 36"	1	table	60	60
	chairs, guest	2	chairs	0.0	0
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
					0
1.65	**Aide Supervisor's Office**				**100**
	desk, computer workstation, printer, task chair	1	desk	50	50
	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
1.67	**Telephone Info**				**97**
	desk, computer workstation, printer, task chair	1	desk	50	50
	lateral file 3 drawer unit	1	cabinet	15.0	15
	Sheet music collection	4	sections	8	32
					0
1.69	**Staff Offices**				**768**
	workstations, modular, 8' x 8' (librarians and information specialists)	7	wkstns	64	448
	workstations, modular, 8' x 8' (library assistants I/II)	5	wkstns	64	320
					0
1.70	**Circulation**				**727**
	workstations, modular, 8' x 8' (library assistants I/II)	2	wkstns	64	128
	workstations, modular, 8' x 8' (aides, library volunteers)	2	wkstns	64	128
	work counter, 10' x 2', w sink, cabinets	1	counter	20	20
	staff workstations for returns + checkins, 6' x 6', height adjustable work surfaces	2	workstation	30	60
	mail and delivery sorting counter, 6' x 3'	1	counter	30.0	30
	book truck parking	12	trucks	8	96
	delivery box stacking space (6 stacks @ 4 boxes each)	6	stacks	4	24
	trash/recycling containers	1	container	6	6
	shelving, 84", for circ problems and withdrawn materials	6	sections	10	60
	lateral file 3 drawer unit	1	cabinet	15.0	15
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	clear floor space for temporary storage	1	space	50	50
	supply closet for supplies storage	1	closet	50	50
	coat closet, 4' x 3'	1	closet	20	20
	material returns slot/bin, exterior	2	return unit	10	20
	material returns slot/bin, interior	2	return unit	10	20
					0
1.75	**Delivery Area**				**94**
	shelving, industrial	2	sections	14	28
	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.)	1	sections	10	10

1.80	**Janitoral Closet**				227
	shelving, industrial, 80" for supplies,storage	8	sections	14	112
	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
				0	0
1.90	**Public Access Computers**				1,180
	computer workstations	26	wkstns	40	1,040
	special needs computer	1	wkstns	40	40
		1	space	100	100
					0
1.95	**Reference Collection**				1,118
	shelving, 66", for reference books	19	sections	12.0	228
	seating @ 2-pl tables	20	seats	25	500
	seating @ 1-pl tables	10	seats	25	250
	seating, lounge chairs	2	seats	35	70
	online catalog workstation @stack end	1	wkstn	16	16
	networked printer/print release station	1	printer	24	24
	scanner	1	scanner	30	30
					0
2.00	**Tech Podium**				60
	work station, 8' x 6' + 25% circ space	1	position	60	60
					0
2.15	**Adult Fiction**				2,674
	shelving, 66", fiction	181	sections	12	2,172
	shelving, 66" for adult book club kits	5	sections	12	60
	seating, lounge chairs	6	seats	35	210
	tables, occasional @ lounge chairs	6	tables	0	0
	seating @ 2-pl tables	8	seats	25	200
	online catalog workstation@stack end	2	wkstns	16	32
					0
2.20	**Nonfiction**				3,850
	shelving, 66", nonfiction	284	sections	12.0	3,408
	seating @ 2-pl tables	8	seats	25	200
	seating, lounge chairs	6	seats	35	210
	tables, occasional @ lounge chairs	4	tables	0	0
	online catalog workstation@stack end	2	wkstns	16	32
					0
2.25	**Spanish Language Collection**				291
	shelving, Spanish language books	6	sections	12.0	72
	shelving, 66", for Spanish audio books	1	sections	12.0	12
	shelving, 66", for Spanish DVDs	1	sections	12.0	12
	shelving, 66", Music CDs	1	sections	15.0	15
	shelving, 66" display for Spanish language magazines	1	sections	10.0	10
	seating @ 2-pl tables	4	seats	25	100
	seating, lounge chairs	2	seats	35	70

2.30	**Magazine & Newspapers**				988
	shelving, slanted, for magazine, with backfiles below	24	sections	10.3	247
	shelving, for newspaper display of current/recent issues	2	sections	10.3	21
	shelving, for newspaper back issues	5	sections	8	40
	seating, lounge chairs	8	seats	35	280
	tables, occasional @ lounge chairs	8	tables	0	0
	seating @ 2-pl tables	8	seats	25	200
	seating @ 1-pl tables	8	seats	25	200
					0
2.35	**Media**				882.0
	new media display tables, 3' x 3'	2	tables	25	50
	shelving, DVDs	12	sections	12.5	150
	shelving, 66", Music CDs	14	sections	15.0	210
	shelving, 66", audiobooks	34	sections	12.0	408
	shelving, 66", for Soundswell music collection	1	bookshelf	12.0	12
	shelving, 66", for mass market paperbacks	1	bookshelf	12.0	12
	benches, 2-person, 2' x 6'	2	seats	20	40
2.40	**Teenspace**				1,328
	shelving, retail display, for teen new and popular books	1	unit	30	30
	shelving, teen fiction	19	sections	12.0	228
	shelving, teen nonfiction	2	sections	12.0	24
	shelving, teen Spanish	1	sections	12.0	12
	shelving, teen audio books	3	sections	12.0	36
	shelving, teen DVDs	1	sections	12.0	12
	seating @ 4-pl round tables or booth seats	8	seats	35	280
	casual seating (e.g., café tables, cockpit chairs)	8	seats	25	200
	seating @ 2-pl tables	10	seats	25	250
	computer workstations, sitdown	5	wkstns	40	200
	online catalog workstation @ stack end	2	wkstns	16	32
	networked printer/print release station	1	printer	24	24
					0
2.45	**Learning/Collaboration Space**				541
	seating, 2 place tables, mobile	15	seats	25	375
	counter, 8' x 2', w double sink, commercial grade, cabinets above and below	1	counter	50	50
	supply closet	1	closet	30	30
	laptop/tablet storage/recharging station, 12-unit capacity, w 12 devices	1.0	storage uni	12	12
	networked printer/print release station	1	printer	24	24
	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
					0
2.50	**Genealogy/Californiana/Local History**				3,334

Santa Cruz Downtown Library
Detailed Spaces Summary

	seating @ 2-pl tables	12	seats	25	300
	seating @ 1-pl tables	8	seats	25	200
	Large historical table (2.6' x 10')	8	seats	25	200
	seating, lounge chairs	4	seats	35	140
	online catalog workstation @ stack end	1	wkstn	16	16
	computer workstations, sitdown	1	wkstns	40	40
	copier/scanner	1	copier/ scar	30	30
	microform printers	3	printers	36.0	108
	shelving, 72", Genealogy Collection	81	sections	12.0	972
	shelving, 72", Californiana Collection	42	sections	12.0	504
	shelving, 72", Local History Collection	9	sections	12.0	108
	shelving, 72", Local History Collection, oddly shaped items, archival boxes, etc.	2	sections	12.0	24
	microform cabinets (Genealogy)	20	cabinets	12.5	250
	file cabinets (Genealogy)	2	cabinets	8	16
	file cabinets (Genealogy)	2	cabinets	10.0	20
	cabinet, 2 door, 6' wide x 6' high (Genealogy)	1	cabinet	30.0	30
	bulletin board (Genealogy)	1	bulletin boa	12.0	12
	map case (Local History)	1	case	24	24
	file cabinets (Local History)	16	cabinets	8	128
	flat files (Local History)	1	case	24	24
	atlas stand (Local History)	1	stand	38	38
	Display unit for current genealogy/local history periodicals	1	display unit	8	8
	historic wooden bookshelves	2	bookshelve	10	20
	historic wooden clock	1	clock	2	2
	display cases, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd (1 for Genealogy, 1 for Californiana/Local History)	2	cases	30.0	60
	1 person service desk with computer workstation (Local History/Genealogy) 8' x 6' + 25% circ space	1	position	60	60
					0
2.55	**Local History Workroom**				**128**
	workstations, modular, 8' x 8' (Local History librarians/info specialists)	2	wkstns	64	128
2.60	**Large Print Books**				**312**
	shelving, 66", large print books	26	sections	12.0	312
2.70	**Outreach**				**587**
	staff/volunteer offices (desk, computer, task chair, guest chair)	2.0	officew	100	200
	shelving, 66", for collection	1	bookshelf	12.0	12
	lateral file 3 drawer unit	1	cabinet	15.0	15
	work counter, 8' x 24", w sink, cabinets below	1	counter	40	40
	computer workstations	2	wkstns	40	80
	6 person table	6	seats	25	150
	seating, lounge chairs	2	seats	35	70
	display unit for current brochures and materials	1	display unit	8	8
	bulletin board	1	bulletin boa	12.0	12
					0

2.75	**Outreach Office**				120
	desk, computer workstation, printer, task chair	1	desk	55	55
	chairs, guest	2	chair	15.0	30
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
2.90	**Quiet Reading**				550
	seating @ 1-pl tables	8	seats	25	200
	seating, lounge chairs	10	seats	35	350
					0
3.00	**Family Space**				625
	lounge seats, parent/child	10	chairs	35	350
	seating @ 4 person tables, mobile, round for toddlers	8	seats	20	160
	computer workstation, early literacy	2	computers	40	80
	space for interactive manipulatives	1	space	20	20
	cabinet for puzzle and toy storage	1	cabinet	15	15
					0
3.10	**Kidspot**				4,431
	shelving, 48", for picture books/easy readers	37	sections	12	444
	shelving, 66" for children's nonfiction	61	sections	12.0	732
	shelving, 66" for children's fiction	35	sections	12.0	420
	shelving, 66" for children's reference	22	sections	12.0	264
	shelving, 66" for youth Spanish language F/NF books	9	sections	12.0	108
	shelving, 66", for Spanish language media	1	section	12.0	8
	shelving, retail display for children's new books	5	sections	15	75
	new media display tables, 3' x 3'	2	tables	25	50
	shelving, 66" for children's DVDs	5	sections	15.0	75
	shelving, 66" for children's audio CDs	4	section	15.0	60
	shelving, 66" for children's music CDs	1	section	15.0	15
	shelving, 66" for Read to Me kits	2	sections	12.0	24
	shelving, 66" display for children's magazines	1	sections	10	10
	seating @ 4-pl tables	32	seats	25.0	800
	seating @ 2-pl tables	18	seats	25.0	450
	seating @ 1-pl tables	8	seats	25.0	200
	seating, lounge chairs	8	seats	30.0	240
	online catalog workstation @ stack end	2	wkstn	16	32
	computer workstations, sitdown	5	wkstns	40	200
	express self-checkout station	1	machine	40	40
	networked printer/print release station	1	printer	24.0	24
	flat screen monitor, large, wall-mounted for announcements	1	monitor	0.0	0
	display boards, tackable, wall-mounted	2	boards	0	0
	display cases, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd	2	cases	30.0	60
	aquarium	1	aquarium	50.0	50
					0
3.20	**Kidspot Storytime Area**				910

	carpeted floor space for children and caregivers	85	spaces	10	850
3.40	**Children's Service Desk**				**60**
	work station, 8' x 6' + 25% circ space	1	wkstn	60	60
					0
3.45	**Children's Services Workroom**				**568**
	workstations, modular, 8' x 8'	4	wkstns	64	256
	printer	1	printer	12	12
	work counter, 8' x 2', w sink, cabinets	1	counter	40	40
	shelving, 84", for supplies, storage	8	sections	10	80
	supply closet	1.0	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 table, 8' x 3', with flat file storage below	1	table	40	40
	file cabinets	4	cabinets	8	32
	mobile AV cart	1	cart	12	12
	clear space for temporary storage of exhibits, supplies, programming materials	1	space	40	40
					0
					0
3.55	**Family Restrooms**				IN GSF
3.60	**Community Meeting Room (Dividable)**				**1,910**
	stacking chairs	125	seats	15	1,875
	tables, folding, lightweight, 5' x 2'	24	tables	0	0
	baby grand piano	1	piano	35	35
	podium, moveable	1	podium	0	0
	video/digital projector, ceiling mounted	1	projector	0	0
					0
3.65	**Meeting Room Storage**				**186**
	dollies, mobile, for stacking chairs	12	dollies	8	96
	table trucks for folding tables	4	dollies	10	40
	equipment racks for meeting room AV equipment	1	rack	10	10
					0
3.70	**Kitchen**				**90**
	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
					0
3.71	**Medium Meeting Room**				**500**
	table, conference	1	table	0	0

	seating @ 20-place conference table	20	seats	25	500
	white board, wall-mounted, interactive	1	board	0	0
	video/digital projector, ceiling mounted	1	projector	0	0
					0
3.75	**Small Meeting Room**				**250**
	table, conference	1	table	0	0
	seating @ 10-place conference table	10	seats	25	250
	white board, wall-mounted, interactive	1	board	0	0
					0
3.80	**Group Study/Tutoring Rooms**				**350**
	4-person study rooms (table and 4 chairs)	2.0	study room	100	200
	2-person study rooms (table and 2 chairs)	3	study room	50	150
					0
3.85	**Staff Lounge**				**492**
	lockers, half-height, 2 per stack	16	stacks	5	80
	coat closet, 6' x 3'	1	closet	30	30
	lounge seats	4	seats	25	100
	seating @ 4-place tables	8	seats	25	200
	work counter, 8' x 24", w double sink, cabinets above and dishwasher 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	0	0
	trash containers/recycling containers	1	container	6	6
	bulletin board, wall-mounted	1	board	0	0
					0
3.90	**Server Room**				**180**
	equipment racks	2	racks	40	80
	supply cabinet, 2-door, for IS supplies storage	1	cabinet	20	20
	PC at workstation	1	wkstn	30	30
	work bench, 8' x 30", for equipment repairs	1	bench	50	50
					0
3.92	**Storage**				**384**
	Reference, periodicals and newspapers (88" shelving)	40	sections	8	320
	General storage	8.0	sections	8	64
	Total Net Assignable Square Feet:				**32,751**
	Total Gross Square Feet @ 70% Efficiency:				**46,788**
					0

Santa Cruz Downtown Library
Collections and Shelving

10/5/17

All regular shelves = 3 ft long; Retail display browsing units =6 ft long)Standard steel shelving footprint is 3' x 1' and is allocated 12 SF/single-sided

	Count	% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
Adult Books										
Noncirculating Collection										
Reference	1,982	100%	1,982	72"	5	7	283	18.9	19	228
Genealogy	8,500	100%	8,500	72"	5	7	1,214	81.0	81	324
Californiana	4,359	100%	4,359	72"	5	7	623	41.5	42	504
Local History	977	100%	977	72"	5	7	140	9.3	9	108
							0	0.0	0	0
Noncirculating Collection	15,818		15,818				2,260	151	151	1,164
Circulating Books										
New Books/Browsing	2,324	66%	1,534	66"display gondola, 4' x 5'	5	4	383	15.3	15	225
Nonfiction	45,417	75%	34,063	72"	5	8	4,258	283.9	284	3,408
Veterans Connect	61	80%	49	66"	4	8	6	0.5	1	12
Spanish Language (F/NF)	811	70%	568	66"	4	8	71	5.9	6	72
Fiction	27,115	70%	18,981	72"	5	7	2,712	180.8	181	2,172
Adult Book Club Kits	204	66%	135	66"/5sh	5	1.7	79	5.3	5	60
Large Print	2,924	75%	2,193	66"	4	7	313	26.1	26	312
							0	0.0	0	0
Total adult circulating books	78,856		57,521				7,822	518	518	6,261
Total adult books	94,674		73,339				10,082	668	669	7,425

Santa Cruz Downtown Library
Collections and Shelving

		% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
Teen Books										
Teen New Books/Browsing	230	66%	152	66"display	5	4	38	1.5	2	30
Teen Fiction	3,400	66%	2,244	gondola, 4' x 5' 66"	4	10	224	18.7	19	228
Teen Nonfiction	384	75%	288	66"	4	10	29	2.4	2	24
Teen Spanish	93	75%	70	66"	4	10	7	0.6	1	12
Total Teen Books	**4,107**		**2,754**				**298**	**23**	**24**	**294**
Youth Books:										
Youth New Books/Browsing	720	66%	475	gondola, 2.5 x 5'	5	4	119	4.8	5	75
Youth Reference	1,831	100%	1,831	66"	4	7	262	21.8	22	264
Youth Fiction	5,931	70%	4,152	66"	4	10	415	34.6	35	420
Youth Nonfiction	9,784	75%	7,338	66"	4	10	734	61.2	61	732
Youth Spanish Language F/NF	1,561	70%	1,093	66"	4	10	109	9.1	9	108
Picture Books/Easy Readers	9,416	70%	6,591	48"	4	15	439	36.6	37	444
Total Youth Books	**29,243**		**21,480**				**2,078**	**168**	**169**	**2,043**
Total Book Collection:	**128,024**		**97,573**				**12,458**	**860**	**862**	**9,762**
Media Collections										
Adult Media:										

		% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
DVDs	4,698	66%	3,101	gondola, 2.5' x 5'	5	10	310	12.4	12	180
Spanish DVDs	127	66%	84	66"	5	10	8	0.6	1	12
Teen DVDs	194	66%	128	66"	5	10	13	0.9	1	12
Music CDs	6,031	70%	4,222	66"	5	20	211	14.1	14	210
Spanish music CDs	225	70%	158	66"	5	20	8	0.5	1	15
Audio Books on CD (F/NF)	4,680	66%	3,089	66"	5	6	515	34.3	34	408
Teen Audio Books on CD (F/NF)	378	66%	249	66"	5	6	42	2.8	3	36
Spanish Audio Books	16	66%	11	66"	5	10	1	0.1	1	12
Total Adult/Teen Media:	**16,349**		**11,041**				**1,108**	**66**	**67**	**885**
Youth Media:										
Youth DVDs	1,126	66%	743	66"/5sh	5	10	74	5.0	5	75
Youth Music Compact Discs	280	70%	196	66"/AV browsing, 3 sh	3	20	10	1.1	1	15
Youth Audio Books on CD	529	70%	370	66"/5sh	5	6	62	4.1	4	60
Read to Me Kits	60	66%	40	66"/5sh	5	1.7	23	1.6	2	24
Total Children's Media:	**1,995**		**1,349**				**169**	**12**	**12**	**174**
Total Media Collection:	**18,344**		**12,390**				**1,277**	**77**	**77**	**1,059**

		% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
Total Books & Media:	146,368		109,962				13,735	937	939	10,821
Magazines & Nsps Displayed										
Children's Magazines	16 titl	100%	16	66"/5 sh slanted, with 16 backfiles below	5	1	16	1.1	1	10
Adult Magazines	364 titl	100%	364	66"/5 sh slanted, with 364 backfiles below	5	1	364	24.3	24	247
Spanish magazines	8 titl	100%	8	66"/5 sh slanted, with 8 backfiles below	5	1	8	0.5	1	10
Newspapers – Adult Display/Recent Issues	15 titl	100%	15	66"/4sh slanted w plexi insert	4	0.67	22	1.9	2	21
							0	0.0	0	0
Total Mag & Nsp Display:	403		403				410	28	28	288
Total Linear & Square Ft Needed:							14,145	965	967	11,109

January 19, 2018

DESIGN CONSIDERATIONS – SANTA CRUZ DOWNTOWN LIBRARY STUDY

Acoustics

The Downtown Branch Library tends to be noisy. Normal conversations can carry from one end of the building to the other. While recognizing that some noise and activity is inevitable, it will be important to try to establish non-overlapping zones for the noisiest and the quietest areas. General sound-dampening features are desirable throughout the building, but some areas should have a special emphasis on noise control. Mechanical sounds should be minimized.

Aesthetics

The library user should experience vistas both inside and outside. The interior should provide a series of rooms and overlooks; walking through the building should provide pleasant surprises like cozy reading nooks and interior "porches" that inspire library visitors to linger. Views should embrace the outdoors, bringing the landscape into the building. The interior should feel warm and comfortable, with an interesting variety of seating, soothing light, and user-friendly furniture.

Art

Ideally, the building itself will be art, and certain aspects of the building, such as windows and specialty flooring, might constitute artistic elements. Art should be plentiful, tasteful and make sense in the context. It would be good to have elements that are playful and fun.

Flexibility

In order to be able to adapt as service patterns or library needs change, space should be mostly open and planned with the standard library shelving module of three feet in mind. Fixed elements should be grouped as much as possible, and interior walls kept to a minimum. Where interior walls are required, they should not be weight-bearing. There should be as few columns as possible, and some areas, such as the circulation area, the lobby, and the meeting room, will need to be column-free. Where columns are required, they should be as unobtrusive as possible, or used as a design element.

Floors

Because almost any area might eventually contain parts of the collection, floors must be designed to carry the weight this entails, a live load of 150 pounds per square foot. Carpet tiles are the preferred carpet option.

Furniture

Furniture for the building should be consistent with the SCPL design standard created in 2015 focusing on maintenance sustainability, ease of cleaning and creation of a consistent standard of quality across the system.

Future Costs

The design should strive to minimize future operating costs, both for maintenance and for operations. Issues to be considered are the minimum number of staff required to operate the building, ease of general maintenance, energy efficiency, and quality, durability, and longevity of the materials used.

Heating/Cooling

HVAC should operate with high efficiency and low noise. It will be important to make sure that the system supports separate zones and promotes clean, dehumidified, mold-free air. HVAC is controlled centrally. Exterior units should be protected and screened from public view.

Lighting

Buildings should rely upon as much natural light as possible. Lighting needs to be bright enough for reading and working, but without glare, especially on computer screens. Where glare from sunlight is an issue, it will need to be addressed. Light levels need to be sufficient for easily carrying out the functions of each area. Library shelving is high and dense, and it can be difficult for light to penetrate to the levels needed. Small spine labels need to be easily readable in stack areas. Lighting should be designed to work appropriately even if stacks and furniture are rearranged. Study workstations and reader/ lounge seating will require task lighting to reach needed light levels. Staff workstations will have their own unique lighting needs.

General lighting switches should be located in the circulation workroom, or at a service desk. There should be no switches in public areas except on task lighting. Night and emergency lighting should be switched separately.

Navigation

Clear sightlines and transparent spaces will greatly increase the usability and safety of the building. Open sightlines will help orient users to where they want to go and enable intuitive wayfinding. Strategies such as using lower shelving or glass partitions should be used to help eliminate hidden or blind areas of the building.

Retailing

Almost every public area of the building should allow some kind of retail display.
This will be especially important in featuring the collection, but it will also be essential to have neat and attractive ways to display, post, or house brochures, announcements, and posters. Collection

display fixtures should allow for face-out display of materials, and should be easily reached for refilling.

Safety
Within the library space, it will be important to have clear lines of sight from the service desks to most areas of the library. Security cameras should be used to improve control of the facility. High resolution cameras should record at entry and exits.

Shelving
Standard SCPL shelving is SafeStak Library Bureau Steel Shelving (or equal) in 340 Almond Commercial powder coated metal and needs to be seismically reinforced. The program assumes a collection size of 150,000 items.
Free-standing, double-faced shelving units.
There should be a mixture of low and high shelving units. Higher shelving unit should be located in areas where they do not block sightlines or natural light.
Shelving layout should allow a logical arrangement of materials in numerical or alphabetical order. Breaks in shelving should be between collections, or in other logical spots.

Service Delivery
SCPL creates ease of us by providing a single service point for most transactions. The Library relies on a supported self-service model where patrons may place/pick up holds, check in/check out materials and pay fines without the assistance of staff.

Signage
Exterior and interior signage should follow the SCPL sign standards created in 2015 utilizing a consistent naming convention across the system.

Windows
Windows should provide ample natural light. It should be possible to enjoy the exterior view when seated in a lounge area. Windows with potential for glare should be equipped with easily-operable sunshades.

Santa Cruz Public Library Administrative Offices
Draft Spaces Summary (9.7.17)

CODE	SPACE LOWER FLOOR	SQ FEET		
1.00	Reception Area	154		
1.20	Restrooms	IN GSF		
1.25	Director's Office	200		
1.30	Assistant Director's Office	120		
1.35	Regional Manager (1)	120		
1.40	Regional Manager (2)	120		
1.45	Regional Manager (3)	120		
1.50	ILS Coordinator	178		
1.55	Accounting	178		
1.60	Volunteer Office	178		
1.65	Admin Office	317		
1.70	Admin Work Area	430		
1.75	Friends of the Library	381		
1.85	Communications Manager	100		
1.90	Training Librarian	100		
1.95	Analyst	100		
2.00	Bookmobile Staff	100		
2.05	Maintenance Staff	170		
2.15	Medium Meeting Room	300		
2.25	Training Room	480		
2.30	Copy Area	100		
2.35	Staff Lounge	206		
2.40	CMS Manager's Office	150		
2.45	CMS Workroom	3,135		
2.50	LIT Workroom	2,312		
2.55	Data Room	400		
2.60	Delivery Area	94		=
2.65	Janitorial Closet	227		
2.70	Storage	1,560		
	Net Assignable Square Feet:		12,030	
	Gross Square Feet @ 70% Net to Gross SF:		17,185	

Santa Cruz Public Library Administrative Offices
Detailed Spaces Summary

		Quantity	Item	SF/Item	Total SF
1.00	**Reception Area**				**154**
	desk with transaction ledge, 2 lateral files, two lounge chairs and table	1	space	154	154
					0
1.20	**Restrooms**			In GSF	In GSF
1.25	**Director's Office**				**200**
	desk, computer workstation, printer, task chair	1	desk	77	77
	table, conference, round 36"	1	table	88	88
	chairs, guest	4	chairs	0.0	0
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinets	15.0	15
					0
1.30	**Assistant Director's Office**				**120**
	desk, computer workstation, printer, task chair	1	desk	55	55
	chairs, guest	2	chairs	15.0	30
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinets	15.0	15
					0
1.35	**Regional Manager (1)**				**120**
	desk, computer workstation, printer, task chair	1	desk	55	55
	chairs, guest	2	chairs	15.0	30
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinets	15.0	15
					0
1.40	**Regional Manager (2)**				**120**
	desk, computer workstation, printer, task chair	1	desk	55	55
	chairs, guest	2	chairs	15.0	30
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinets	15.0	15
					0
1.45	**Regional Manager (3)**				**120**
	desk, computer workstation, printer, task chair	1	desk	55	55
	chairs, guest	2	chairs	15.0	30
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinets	15.0	15
					0
1.50	**ILS Coordinator**				**178**
	workstations, modular, 8' x 8'	2	wkstns	64	128
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	2	cabinets	15.0	30
					0
1.55	**Accounting**				**178**
	workstations, modular, 8' x 8'	2	wkstns	64	128

	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	2	cabinets	15.0	30
					0
1.60	**Volunteer Office**				**178**
	workstations, modular, 8' x 8'	2	wkstns	64	128
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	2	cabinets	15.0	30
					0
1.65	**Admin Office**				**317**
	workstations, modular, 8' x 8'	3	wkstns	64	192
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	4	cabinets	15.0	60
	director's files (lateral files 3 drawer unit)	3	cabinets	15.0	45
					0
1.70	**Admin Work Area**				**430**
	workstations, modular, 8' x 8'	5	wkstns	64	320
	shelving, 84", wall mounted	5	sections	10.0	50
	lateral file 3 drawer unit	4	cabinets	15.0	60
					0
1.75	**Friends of the Library**				**381**
	workstations, modular, 8' x 8'	4	wkstns	64	256
	shelving, 84", wall mounted	5	sections	10.0	50
	lateral file 3 drawer unit	5	cabinets	15.0	75
					0
1.85	**Communications Manager**				**100**
	desk, computer workstation, printer, task chair	1	desk	50	50
	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
					0
1.90	**Training Librarian**				**100**
	desk, computer workstation, printer, task chair	1	desk	50	50
	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
					0
1.95	**Analyst**				**100**
	desk, computer workstation, printer, task chair	1	desk	50	50
	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
					0
2.00	**Bookmobile Staff**				**100**
	desk, computer workstation, printer, task chair	1	desk	50	50

	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
					0
2.05	**Maintenance Staff**				**170**
	desk, computer workstation, printer, task chair	1	desk	50	50
	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	4	sections	10.0	40
	lateral file 3 drawer unit	1	cabinet	15.0	15
	work bench, 8' x 30", for repairs	1	bench	50	50
					0
2.15	**Medium Meeting Room**				**300**
	table, conference	1	table	0	0
	seating @ -place conference table	12	seats	25	300
	white board, wall-mounted, interactive	1	board	0	0
	video/digital projector, ceiling mounted	1	projector	0	0
					0
2.25	**Training Room**				**480**
	seating, 2 place tables, mobile	18	seats	25	450
	supply closet	1	closet	30	30
	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
					0
2.30	**Copy Area**				**100**
	copy machine	1.0	machine	36	36
	shelving, for office and paper supplies	4.0	sections	10	40
	clear floor space for boxed storage	1.0	space	24	24
					0
2.35	**Staff Lounge**				**206**
	lounge seats	2	seats	25	50
	seating @ 4-place table	4	seats	25	100
	work counter, 6' x 24", w double sink, cabinets above and dishwasher below	1	counter	30	30
	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	0	0
	trash containers/recycling containers	1	container	6	6
	bulletin board, wall-mounted	1	board	0	0
					0
2.40	**CMS Manager's Office**				**150**
	desk, computer workstation, printer, task chair	1	desk	55	55
	table, conference	1	table	60	60
	chairs, guest	2	chairs	0.0	0
	shelving, 84", wall mounted	2	sections	10.0	20

	lateral file 3 drawer unit	1	cabinets	15.0	15
					0
2.45	**CMS Workroom**				**3,135**
	analyst workstations, modular, 10' x 10'	4	wkstns	225	900
	staff workstations, 10' x 10'	14	wkstns	100	1,400
	volunteer workstation, 8' x 8'	1	wkstns	64	64
	mending station, 10' x 6'	1	wkstns	60	64
	work table (for cuttting), 8' x 3'	1	table	40	40
	work counter, 10' x 2', w sink, cabinets	1	counter	20	20
	2 sided book trucks	17	booktrucks	5	77
	one sided book trucks	96	booktrucks	2.7	259
	disc repair machine and surround workspace	1	space	20.0	20
	printer	1	printer	12	12
	shelving, 88", for supplies, storage	26	sections	8	208
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	clear floor space for temporary storage	1	space	50	50
	lateral file 3 drawer unit	1	cabinet	15.0	15
	trash/recycling containers	1	container	6	6
					0
2.50	**LIT Workroom**				**2,312**
	LIT manager office (desk, computer, printer, task chair)	1.0	office	100	100
	analyst workstations, modular, 10' x 15'	4	wkstns	150	600
	tech workstations, modular, 10' x 15'	4	wkstns	150	600
	printer	1	printer	12	12
	shelving, 88", for supplies, storage	84	sections	12	1,000
					0
2.55	**Data Room**				**400**
	equipment racks	4	racks	40	160
	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	panel	30	30
	work bench, 8' x 30", for equipment repairs	1	bench	50	50
	shelving, 84", for IT supplies, tech manuals, software etc.	4	sections	10	40
	unassigned square footage	1	space	64	64
2.60	**Delivery Area**				**94**
	shelving, industrial	2	sections	14	28
	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.)	1	sections	10	10
					0
2.65	**Janitoral Closet**				**227**
	shelving, industrial, 80" for supplies,storage	8	sections	14	112
	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
				0	0
2.70	**Storage**				**1,560**
	Outreach (88" shelving)	42	sections	12	504
	Programming and system supplies (88" shelving)	88.0	sections	12	1,056
	Total Net Assignable Square Feet:				**12,030**
	Total Gross Square Feet @ 70% Efficiency:				**17,185**

January 19, 2018

COST ANALYSIS – SANTA CRUZ DOWNTOWN LIBRARY STUDY

ALTERNATIVE A – PARTIAL RENOVATION

Project Cost Model

Alternative A: Partial Renovation of Existing Library

Basic Project Info:

Project Budget from Measure S					**$23,000,000**
Gross Building Size		(consistent)	**SF**		**44,000**
Net Site Development Area		(varies)	**SF**		**44,000**

1.	**CONSTRUCTION COSTS**	**Quan.**	**Unit**	**$/unit**	**Total**
1.1	Site Development Costs	44,000	SF	$10.00	$440,000
1.2	Building Construction Costs	44,000	SF	$327.27	$14,400,000
1.3	Escalation to start of construction, (April 2019)	18	months	13.8%	$2,053,856
	Subtotal				$16,893,856

2.	**SOFT COSTS**				**Total**
2.1	A/E Fees & Expenses	12%	of	Constr.	$2,027,263
2.2	Other Professional Fees	1.5%	of	Constr.	$253,408
2.3	Construction Management	2.5%	of	Constr.	$422,346
2.4	Testing/Inspection	1.25%	of	Constr.	$211,173
2.5	Permits and Fees	1%	of	Constr.	$168,939
2.6	Utility Fees		LS		$80,000
2.7	Printing Costs		LS		$5,000
2.8	Moveable Furnishings and Equipment	36,000	SF	$25.00	$900,000
2.9	Library Graphics and Signage	36,000	SF	$2.50	$90,000
2.10	Computers and Printers	36,000	SF	$7.00	$252,000
2.11	Telecom Active Equipment	36,000	SF	$3.00	$108,000
2.12	Security system	36,000	SF	$1.50	$54,000
2.13	AV equipment	36,000	SF	$3.00	$108,000
2.14	FF&E Design Fees (see 2.2 above)				
2.15	Public Art	1%	of	Constr.	$240,000
2.16	Donor Signage and Assoc. Fees		LS		$0
2.17	Temporary Facility Costs (15k sf at $2 per mo for 24 mo)		LS		$720,000
2.18	Moving expenses		LS		$30,000
2.19	Project Contingency	10.0%	of construction		$1,689,386
	Subtotal				$7,359,514

2.	**TOTAL CONSTRUCTION AND SOFT COSTS**				**$24,253,370**
	PROJECT BUDGET				**$23,000,000**
	Surplus / (Deficit)				**($1,253,370)**

Project Cost Model
Alternative B: Shared Space

Basic Project Info:

Project Budget from Measure S				**$23,000,000**
Gross Building Size	(consistent)	SF		**44,000**
Net Site Development Area	(varies)	SF		**0**

1.	**CONSTRUCTION COSTS**	**Quan.**	**Unit**	**$/unit**	**Total**
1.1	Site Development Costs	0	SF	$0	$0
1.2	Building Construction Costs	44,000	SF	$380	$16,720,000
1.3	Escalation to start of construction, (April 2020)	18	months	20.5%	$3,429,272
	Subtotal				$20,149,272

2.	**SOFT COSTS**				**Total**
2.1	A/E Fees & Expenses	8%	of	Constr.	$1,611,942
2.2	Other Professional Fees	1.5%	of	Constr.	$302,239
2.3	Construction Management	1.0%	of	Proj. Cost	$272,015
2.4	Testing/Inspection	0.5%	of	Constr.	$100,746
2.5	Permits and Fees	0.5%	of	Constr.	$100,746
2.6	Utility Fees		LS		$0
2.7	Printing Costs		LS		$5,000
2.8	Moveable Furnishings and Equipment	44,000	SF	$25.00	$1,100,000
2.9	Library Graphics and Signage	44,000	SF	$2.50	$110,000
2.10	Computers and Printers	44,000	SF	$7.00	$308,000
2.11	Telecom Active Equipment	44,000	SF	$3.00	$132,000
2.12	Security system	44,000	SF	$1.50	$66,000
2.13	AV equipment	44,000	SF	$3.00	$132,000
2.14	FF&E Design Fees (see 2.2 above)				
2.15	Public Art	1%	of	Constr.	$201,493
2.16	Donor Signage and Assoc. Fees		LS		$50,000
2.17	Temporary Facility Costs (15k sf at $2 per for 24 mo)		LS		$0
2.18	Moving expenses		LS		$18,000
2.19	Project Contingency	10.0%	of construction		$2,014,927
	Subtotal				$6,525,109

2.	**TOTAL CONSTRUCTION AND SOFT COSTS**				**$26,674,381**
	PROJECT BUDGET				**$23,000,000**
	Surplus / (Deficit)				**($3,674,381)**

ALTERNATIVE C – FULL RENOVATION

Project Cost Model

Alternative C: Renovation of Existing Library

Basic Project Info:

Project Budget from Measure S				$23,000,000
Gross Building Size		SF		44,000
Net Site Development Area		SF		59,200

1.	CONSTRUCTION COSTS	Quan.	Unit	$/unit	Total
1.1	Site Development Costs	59,200	SF	$28.40	$1,681,000
1.2	Building Construction Costs	44,000	SF	$504.00	$22,176,000
1.3	Escalation to start of construction, (April 2019)			13.8%	$3,301,809
	Subtotal				$27,158,809

2.	SOFT COSTS				Total
2.1	A/E Fees & Expenses	12%	of	Constr.	$3,259,057
2.2	Other Professional Fees	1.5%	of	Constr.	$407,382
2.3	Construction Management	2.5%	of	Constr.	$678,970
2.4	Testing/Inspection	1.25%	of	Constr.	$339,485
2.5	Permits and Fees	1%	of	Constr.	$271,588
2.6	Utility Fees		LS		$80,000
2.7	Printing Costs		LS		$5,000
2.8	Moveable Furnishings and Equipment	44,000	SF	$25.00	$1,100,000
2.9	Library Graphics and Signage	44,000	SF	$2.50	$110,000
2.10	Computers and Printers	44,000	SF	$7.00	$308,000
2.11	Telecom Active Equipment	44,000	SF	$3.00	$132,000
2.12	Security system	44,000	SF	$1.50	$66,000
2.13	AV equipment	44,000	SF	$3.00	$132,000
2.14	FF&E Design Fees (see 2.2 above)				
2.15	Public Art	1%	of	Constr.	$271,588
2.16	Donor Signage and Assoc. Fees		LS		$0
2.17	Temporary Facility Costs (15k sf at $2 per mo for 24 mo)		LS		$720,000
2.18	Moving expenses		LS		$30,000
2.19	Project Contingency	10.0%	of construction		$2,715,881
	Subtotal				$10,626,952

2.	TOTAL CONSTRUCTION AND SOFT COSTS				$37,785,761
	PROJECT BUDGET				$23,000,000
	Surplus / (Deficit)				($14,785,761)

Project Cost Model

Alternative D: New Construction - Two Story with Roof Deck

Basic Project Info:
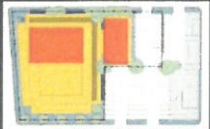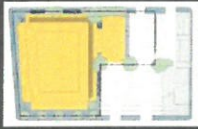
Project Budget from Measure S				**$23,000,000**
Gross Building Size	(consistent)	**SF**		**44,000**
Net Site Development Area	(varies)	**SF**		**44,000**

1.	**CONSTRUCTION COSTS**	**Quan.**	**Unit**	**$/unit**	**Total**
1.1	Site Development Costs	44,000	SF	$50	$2,244,000
1.2	Building Construction Costs	46,788	SF	$632	$27,796,620
1.3	Escalation to start of construction, (April 2020)	18	months	20.5%	$6,161,331
	Subtotal				**$36,201,951**

2.	**SOFT COSTS**				**Total**
2.1	A/E Fees & Expenses	10%	of	Constr.	$3,620,195
2.2	Other Professional Fees	1.5%	of	Constr.	$543,029
2.3	Construction Management	2.5%	of	Proj. Cost	$1,221,816
2.4	Testing/Inspection	1.25%	of	Constr.	$452,524
2.5	Permits and Fees	1%	of	Constr.	$362,020
2.6	Utility Fees		LS		$160,000
2.7	Printing Costs		LS		$5,000
2.8	Moveable Furnishings and Equipment	46,788	SF	$25.00	$1,169,700
2.9	Library Graphics and Signage	46,788	SF	$2.50	$116,970
2.10	Computers and Printers	46,788	SF	$7.00	$327,516
2.11	Telecom Active Equipment	46,788	SF	$3.00	$140,364
2.12	Security system	46,788	SF	$1.50	$70,182
2.13	AV equipment	46,788	SF	$3.00	$140,364
2.14	FF&E Design Fees (see 2.2 above)				
2.15	Public Art	1%	of	Constr.	$362,020
2.16	Donor Signage and Assoc. Fees		LS		$50,000
2.17	Temporary Facility Costs (15k sf at $2 per mo for 24 mo)		LS		$720,000
2.18	Moving expenses		LS		$30,000
2.19	Project Contingency	10.0%	of construction		$3,620,195
	Subtotal				**$13,111,895**

2.	**TOTAL CONSTRUCTION AND SOFT COSTS**		**$49,313,846**
	PROJECT BUDGET		**$23,000,000**
	Surplus / (Deficit)		**($26,313,846)**

SUMMARY OF COSTS

	A: PARTIAL RENOVATION 36,000 SF	**B:** SHARED SPACE 44,000 SF	**C:** FULL RENOVATION 44,000 SF	**D:** NEW 2 STORY 46,788 SF
COST	$24,253,370	$26,674,381	$37,785,761	$49,313,846
BUDGET	$23,000,000	$23,000,000	$23,000,000	$23,000,000
DEFICIT	**$1,253,370**	**$3,674,381**	**$14,785,761**	**$26,313,846**

SUMMARY PROJECT COST MODELS

January 19, 2018

SCHEDULE – SANTA CRUZ DOWNTOWN LIBRARY STUDY

Santa Cruz Downtown Library
Estimated Project Schedules for Alternatives A-D
11 October, 2017

ID	Task Name	Duration	Start	Finish	
1	**Alternative A: Renovation**	**124 wks**	**Mon 1/1/18**	**Fri 5/15/20**	
2	Study Completed	0 wks	Mon 1/1/18	Mon 1/1/18	
3	Decisionmaking Process	3 mons	Mon 1/1/18	Fri 3/23/18	
4	Design, Documentation, and Approvals	11 mons	Mon 3/26/18	Fri 1/25/19	
5	Bidding and Award	3 mons	Mon 1/28/19	Fri 4/19/19	
6	Construction	14 mons	Mon 4/22/19	Fri 5/15/20	
7	Opening	0 wks	Fri 5/15/20	Fri 5/15/20	**MAY 2020**
8					
9	**Alternatives B & C: New Construction**	**188 wks**	**Mon 1/1/18**	**Fri 8/6/21**	
10	Study Completed	0 wks	Mon 1/1/18	Mon 1/1/18	
11	Decisionmaking Process	12 mons	Mon 1/1/18	Fri 11/30/18	
12	Design, Documentation, and Approvals	14 mons	Mon 12/3/18	Fri 12/27/19	
13	Bidding and Award	3 mons	Mon 12/30/19	Fri 3/20/20	
14	Construction	18 mons	Mon 3/23/20	Fri 8/6/21	
15	Opening	0 wks	Fri 8/6/21	Fri 8/6/21	**AUGUST 2021**
16					
17	**Alternative D: Shared Space**	**188 wks**	**Mon 1/1/18**	**Fri 8/6/21**	
18	Study Completed	0 wks	Mon 1/1/18	Mon 1/1/18	
19	Decisionmaking Process	12 mons	Mon 1/1/18	Fri 11/30/18	
20	Design, Documentation, and Approvals	14 mons	Mon 12/3/18	Fri 12/27/19	
21	Bidding and Award	3 mons	Mon 12/30/19	Fri 3/20/20	
22	Construction	18 mons	Mon 3/23/20	Fri 8/6/21	
23	Opening	0 wks	Fri 8/6/21	Fri 8/6/21	**AUGUST 2021**

Noll & Tam Architects