

## Reconfigure and enlarge the lobby and core circulation space

### Goal:

Accommodate the traffic flow, activities and services that occur in these areas, including self-checkout equipment, holds shelving and Friends ongoing book sale.

### Existing Space Limitations:

- The public space adjacent to the service desks contains **furniture and shelving items blocking traffic flow.**
- The **queuing space for checkout is not apparent** – people often inadvertently jump the queue.
- The **checkout queue** can be substantial at times, **blocking the pathway** in and out of the main public area.



Existing Lobby



Existing Lobby



Existing Circulation Path to Lobby



Lobby, Inspiration Concept

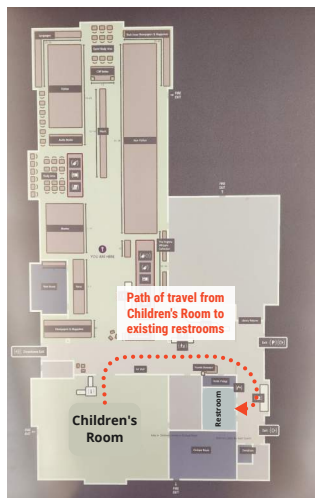
## Install family bathrooms

### Goal:

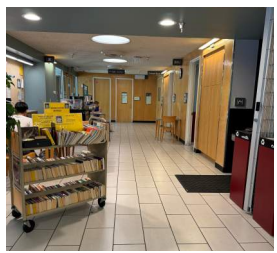
Having family bathrooms within the children's area adjacent to the children's programming space.

### Existing Space Limitations:

- A family restroom is needed **within the children's space** to provide parents and caregivers with **immediate access** to restroom facilities, emergency diaper changing space and other necessities.



Existing Library Floor Plan



Existing Restroom



Direct Access to Family Restroom, Inspiration Concept

## Address circulation and reference desk service

### Goal:

Reconfigure, reorient and reduce the footprints of circulation and reference desks to accommodate the Library's changing service delivery model.

### Existing Space Limitations:

- The circulation desk and reference desk are too large.
- The reference desk is away from the primary public entrance, with no line of sight from the entrance or circulation desk. A combined Circulation/Information Desk should be considered.
- The staff counter positions at these desks can be reduced to a total of five (2 for circulation, 2 for reference, and 1 for either function). Staff will become more mobile, moving through the area to assist customers using self checkout stations and with online catalog look-up stations scattered through the stack area.
- The Library should explore the use of mobile telecommunications technology to further "untether" staff from the service desk.
- The circulation desk has only one outlet to the public space. Staff, therefore, must walk all the way around the desk to work with someone who needs help checking out materials.



Existing Reference desk



Existing Reference desk



Existing Circulation desk



Inspiration Concept

## Move children's area entrance to enable direct access

### Goal:

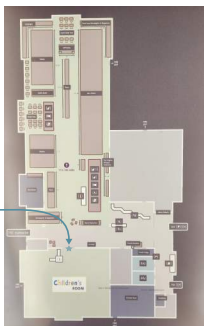
Reconfigure path between the entrance and the children's area to enable direct access

### Existing Space Limitations:

- The children's area is acoustically separate, with access through a pair of doors located directly off the central public space.
- Audiences attending children's programs, however, enter and exit the program through the children's space, generating considerable noise, which spills into the adult area. Access to the children's space from the public entrance needs to be reconfigured to avoid this situation.



Existing Entrance



Existing Library Floor Plan



Children's Area Entrance, Inspiration Concept

## Find suitable alternative for holds

### Goal:

Increase shelving for holds from the current 11 sections to 18 and move holds to open area.

### Existing Space Limitations:

- Shelving for self-service holds has been created opposite the circulation desk, in a former copy room. This shelving is at capacity.
- The number of holds for Los Altos customers is projected to increase, since the Library has begun allowing more DVDs to be reserved.
- **An increase in holds shelving is recommended**, from the current 11 sections to 18 sections.
- In addition, **the holds shelving needs to be moved to an open area**, to provide more circulation space at this busy location.



Existing Holds Shelves



Existing Holds Shelves



Holds, Inspiration Concept

## Improve Friends' sales space

### Goal:

Reconfigure Friend's spaces (sales and processing) to support needs

### Existing Space Limitations:

- **Space is needed for an ongoing book sale that is highly visible** and associated with the Library, designed and laid out to be self service.
- **Space is also needed for an efficient, ergonomically sensible book sorting and processing operation** that includes an adequately sized and designed book drop-off and initial storage point, a well-designed book sorting space and appropriate computer workstations for the growing online book sale operation. The book sorting and storage space should be adjacent to the ongoing book sale to allow efficient restocking of shelves and inventory management. A larger ongoing book sale will reduce the amount of material that needs to be stored.



Ongoing Book Sale



Donation Sorting



Online Sales Workstation



Existing Book Sale Area



Sale Area, Inspiration Concept

## Remediate inadequate wiring

### Goal:

Increase the quantity of outlets in the public areas.

### Existing Wiring Space Limitations:

- Electrical outlet access is needed at most, if not all, public seats, for laptop computer use. Currently, electrical outlets are available along the north wall of the adult space.
- The remodeled teen space will provide a work counter for laptop users along its west wall, as well as a possible venue for video gaming tournaments. The new teen space will be able to accommodate Wii gaming equipment.



Existing Wiring



Wiring, Inspiration Concept



Wiring, Inspiration Concept



Work Counter w/ integrated power for Laptop Users,  
Inspiration Concept

## Consolidate staff areas and Friends' space

### Goal:

Evaluate and consolidate staff areas and Friends' space to improve efficiency.

### Existing Space Limitations:

- Some portions of the staff work room could be reconfigured to support the sorting and returns operation.
- Library staff not assigned a desk in the staff work space need access to a shared workstation to check email.
- Staff work room storage is, for the most part, on open shelves or otherwise exposed, adding to a crowded, cluttered appearance.
- Designated space is needed for temporary storage and staging of incoming and outgoing supply shipments, new equipment, collection discards being sent to Library Headquarters and similar materials that are delivered or picked up on an almost daily basis.



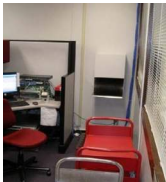
Staff Area: Automated Sorting Equipment



Staff Area: Book Cart Queue



Staff Area: Work Space



Staff Area: Return Drop Interior View



## Offer limited Extended Hours Space

**Goal:**

Remodel to support limited Extended Hours Space. This would allow patrons to access a portion of the library outside of normal, staffed operating hours.

**Existing Space Limitations:**

- There is no after hour entrance or a card system for after hours access.
- The current set-up requires the library to be fully staffed when open.



Existing Library Main Entrance



Existing Library Secondary Entrance



Card System for After Hours Entrance, Inspiration Concept



Regular Hours and After Hours Entrance, Inspiration Concept

# Create acoustic quiet zone

**Goal:**

Accommodate needs for quiet activities with acoustically insulated spaces.

**Existing Space Limitations:**

- Movable wall partitions should be considered to subdivide the space and support maximum utility of the space.



*Open study area*



*Acoustically separate and enclosed group study area*



*Acoustic Quiet Zones, Inspiration Concept*



*Acoustic Quiet Zones, Inspiration Concept*



## Redeploy library digital needs

### Goal:

Evaluate and redeploy library digital needs in computing, printing, and scanning

### Existing Space Limitations:

- **More computers are needed to meet public demand**, especially in the adult area (*the number of public access computers at Los Altos is approximately one-half the number typically planned for in new libraries in the South Bay*).
- **The facility's electrical and data cable conduit is at capacity**, and cannot support additional workstations. Space and electrical distribution is needed to increase the number of computers from 31 to 66.



Limited quantity of computers

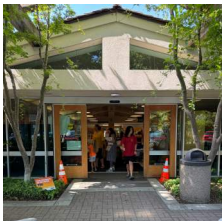
## Offer full Extended Hours Space

### Goal:

Remodel to support full Extended Hours Space. This would allow patrons to access the entire library outside of normal, staffed operating hours.

### Existing Space Limitations:

- There is no after hour entrance or a card system for after hours access.
- The current set-up requires the library to be fully staffed when open.



Existing Library Main Entrance



Existing Library Secondary Entrance



Card System for After Hours Entrance, Inspiration Concept



Regular Hours and After Hours Entrance, Inspiration Concept

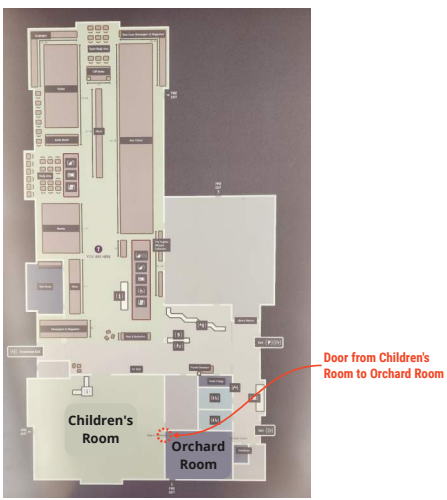
## Create opening between children's space and Orchard Room

### Goal:

Create opening between children's space and Orchard Room to expand useable space

### Existing Space Limitations:

- Movable wall partitions should be considered to subdivide the space and support maximum utility of the space.



Existing Library Floor Plan