

Assessment of Space Priorities and Needs

Powell Branch of the Park County Library

Final Report

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minges & associates

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Executive Summary

The Park County Library Foundation and Friends of the Powell Branch Library have commissioned Minges & Associates to perform this study of the Powell Library to:

1. Examine the present facility with attention to its physical condition and deficiencies.
2. Solicit a broad range of community input regarding service and facility needs through a combination of focus groups, community forums and individual stakeholder interviews.
3. Prepare a written report that will include conclusions from the above community engagement processes, other observations the consultant may form, and a preliminary statement of library space needs.

The Powell Branch Library of the Park County Library system operates from a facility that is totally inadequate to provide service to the estimated 11,719 population in the Powell area. The library has an attractive brick exterior but underneath that façade the actual library space consists of multiple buildings that have been built and interconnected over many decades, resulting in a building with structural limitations and a usable space of only about 9,000 square feet. It has only one group meeting/activity space, no useful young adult space, extremely limited adult seating and few public access computers. During afternoon hours when large numbers of middle school students come to the library there is no place to serve them adequately, and the resulting crowding and noise level make the library unusable for adults. The library building is on a site that is relatively small and cannot support an expansion to provide sufficient space.

During the community engagement process community members and library personnel and administration were very clear about their expectations for the Powell library:

- A site in close proximity to the downtown and middle school.
- Ample meeting, conference and study rooms.
- A separate young adult room with excellent sound insulation.
- Greatly expanded adult seating, including quiet reading areas with comfortable seating.
- Improved technology including state of the art power and networking infrastructure, increased public access computers, and smart conferencing technology.
- A high degree of accessibility for persons with disabilities.
- Expanded and efficient staff work spaces.
- Maximum flexibility in design and furnishings, and unique special use spaces appropriate to the community.

A library of approximately 20,900 square feet is required to fully meet those expectations. In the absence of a building that is suitable for retrofitting, we recommend that the only solution that will meet community needs is a new facility with a central location.

I. Introduction. This needs assessment has been performed due to the perceived inadequacy of the Powell Branch Library facility of the Park County Library System. This report is based on a number of activities performed in order to determine whether the current Powell Branch Library facility is adequate to meet community needs, what total amount of space and specific types of spaces are in fact required for adequate library service, and where in the community such a facility could best be located. It is not the consultant's charge to recommend the specific design of a library facility, but rather to assess the amounts of space required. However, due to the input received during this project we consider it necessary to make some design and layout recommendations. Those should be regarded as strictly advisory, and later steps in the building design process may make different recommendations and decisions.

II. Methodology. The consultant has performed the following steps in conducting this assessment:

- Review of library planning, evaluation and usage data, as well as population projections and census demographic data.
- Inspection of the Powell Library building.
- Meetings with 10 focus groups and 2 community forums with a total of 67 participants, in addition to meetings with the Library Director, Library Board, library staff, Powell City Mayor, Library Foundation Board and Park County Commissioners.
- Visits to a number of libraries serving population sizes similar to Powell to assess and verify our recommended allocation of space.

III. Community Assessment. We have drawn upon a combination of quantitative data, population estimates and our subjective impressions of the Powell community.

- **Design Population.** Census estimates for the 82435 zip code containing Powell, in coordination with population projections for Powell from the Wyoming Economic Analysis Division, suggest an estimated population of approximately 13,500 by 2040. Because the rural population uses the library at a slightly lower rate than do city residents, we believe a design population of 13,000 is reasonable. We recognize that the population grew more rapidly in the decade of 2000-2010, and there is continued growth in school enrollments. Because the numbers stated above are census *estimates* that information will need to be checked against 2020 census data when that is available. In planning a building to serve this design population, it should be noted that the difference in the current estimated population in the Cody and Powell zip code areas is meaningful but not overwhelming: the Cody area population is about 35% larger.
- **Demographics.** We have analyzed demographic data from census estimates for both Powell and the 82435 zip code, with particular attention to age, race, education and income data. We have found it useful to compare that with data for the 82414 (Cody) zip code, as well as statewide data. We find a few meaningful

differences between Powell and Cody, although we would not describe them as dramatic differences.

- The Powell area has a significantly higher percentage of preteen and teenage population (ages 10-19): 15.7% in Powell compared to 11.6% in Cody and 12.9% statewide. That population concentration as well as the proximity of the library and school locations leads to the very heavy use of the Powell Library by young adults. This is the most meaningful demographic data that directly impacts in facility planning.
 - Although there is not a heavy concentration of ethnic minorities in Powell, the percentage of hispanic/latino residents is relatively high at 7.6%. While that does not directly impact facility planning it is a factor in library services, and that issue was mentioned in one of the community focus groups conducted during this process.
 - In general, educational levels in Powell are less than in Cody, and slightly below statewide levels. That may be expected to change in future years due to the large and increasing school age population in Powell. Income data for Powell indicates considerable inequities. The average individual income in Powell is well above that of Cody, but the poverty level is quite high at 12.4%.
- **Community Impressions.** The consultant has formed a number of impressions about the Powell community, both from observing the community during his onsite visit, and in the input received during focus groups and community forums.
 - Powell is at once a progressive and traditional rural community. Community activity is strongly focused on the central business district, which features an attractive and vibrant main street (Bent Street), with most community resources in close proximity to that downtown (schools, library, fairground, MakerSpace, parks, etc. Powell gives a distinct sense of being a concentrated town rather than a more spread out small city. This is also reflected in the resistance to relocating the library away from the downtown and school.
 - There are opportunities for collaboration with other organizations. The library has a cooperative arrangement with the Powell maker space. It does not seem likely that all components of the MakerSpace, particularly the heavy machinery space, could be integrated into the library, although some other functions might be if that were mutually desired. Such a combination is not reflected in this estimate of required space.
 - The Northwest Community College is located approximately one mile away from the current library and downtown. The possibility of merging the operation of the public library with the college library has been raised. In the consultant's opinion that is neither feasible nor desirable. We will comment further in our discussion of site locations.
 - There was a strong sense of commitment to quality in development of community development and services. The phrase "Powell Quality" was mentioned as an expectation. That desire for quality facilities is coupled with a degree of community resentment that the Powell Library is a second-rate facility in comparison with the excellent Cody Library.

IV. Findings. In the focus groups and community forums we found a very strong connection with and support for the library. In particular there was appreciation and support for the level of service provided by library staff, and attachment to the library location, but a shared perception that the library facility was extremely inadequate. There was broad community agreement on a number of critical issues, which substantially coincide with the consultant's observations and opinions. Those findings include:

Library mission and roles. The library's space needs can only be assessed in relation to the purpose and service priorities. While the Powell Library provides a full range of public library services, it has two particular priorities that stand out: 1) Providing strong after school programming for middle school students, and 2) Serving as an active community center with excellent spaces for programming, meetings, conferencing and study.

Inadequate Space. There is no part of the current facility that has sufficient space, although the children's area with its adjacent meeting room probably comes closest. There is hardly any adult seating, very few public access computers, no meaningful young adult area, no play area for families with very young children in the children's services area, a single inadequate meeting space, and cramped staff work spaces. The situation is best summarized in a comment voiced during a community forum: "Not like a real library; it has put as much as it can in as small a space as it can, and is no longer really usable." The consultant's calculation is that more than twice the current space is required to fully meet all needs.

Site. There is considerable sentiment to keep the library on the current site. However, in the consultant's opinion that is not feasible. The library has less than half the interior space it needs and inadequate parking on that site. Adding a partial second story would not add sufficient space and would probably be prohibitively expensive, both in initial construction cost and ongoing operating costs. The small basement space is unsuitable for any use other than storage. The history of the library is one of attempting to squeeze additional space from an inadequate site. It is time to recognize that that is not a useful strategy, and that a new location is needed for the library. However, it is recommended that the library board recognize the widespread insistence by community members that any new location should be in close proximity to the middle school and downtown area. It is the consultant's observation that Powell is a small town in the very best sense with a well maintained downtown, and with schools and other resources located in close proximity to that downtown area. This desire for a central location was among the most frequent comments in focus groups and forums. There would likely be limited local support for a proposed library location remote from that central area. Several possible sites were suggested during discussions, including a location on Clark Street near the current library, expansion of the current site by purchasing currently occupied buildings north of the library, a location in the northwest corner of the fairgrounds adjacent to the middle school athletic track, and a possible location within a city park.

Consolidation of public and college libraries. The idea of merging the public and college library operations on the Northwest College campus was raised in one meeting. This would not be feasible for a number of reasons. First, the college library director has clearly stated that there is no available space to accommodate additional functions and collections. The public library would simply not fit there. Second, the roles of the two libraries are entirely different. The college library's mission is to support the college curriculum. The public library's purpose is to serve as a community activity center for residents of all ages, to provide a collection to meet a broad range of interests, and to serve ages and groups that will often be relatively noisy and active. There is virtually no duplication between the college and public library collections, and the children's and young adult activities that are appropriate in the public library would be disruptive even if the college library did have space to accommodate them. Finally, the college library is located far enough away from the middle school that the current after school services for those students would be drastically curtailed. The consultant has some experience working with joint school and public libraries. Only joint libraries that are designed as such from the beginning with careful consideration of governance, purpose and design are feasible, and even then those projects are difficult and often unsuccessful. It is *never* practical to simply add the public library function on to an existing academic library. Regardless of what decisions are made about the library, the consultant strongly advises against any further consideration of this option.

Meeting and Study Rooms. There was broad insistence that the library needed greatly expanded meeting and study room facilities. That was in fact the most frequently mentioned issue, and included a general desire for more group spaces and specific requests for a large meeting room, conference rooms with the capability for distance learning and online conferencing, and quiet study rooms for library users of all ages. These comments mirror the consultant's observation that enhanced and varied group spaces are absolutely essential if the library is to perform a role as a community activity center.

Young Adult Space. The large number of middle school students using the library in after school afternoon hours was discussed and supported, while the overwhelming impact on space and noise levels were described with concern. This is one of the unique characteristics and primary roles for this library. The design of a new library needs to include a properly located young adult room with as much sound insulation as possible.

Adult Seating. There were numerous comments about the general need for more seating, and specifically the lack of comfortable quiet reading areas was mentioned repeatedly. This concern is due to both the very limited number of adult seats, and the inadequate space that puts adult readers and active young adults in direct contact.

Library Collection. The materials collection is in excellent condition. While there was some sentiment for an increase in collection size, the consultant's assessment is that the collection is within the usual range of 45,000-55,000 items in libraries with similar service populations. We recommend allowing for only a modest future increase in collection size. While the size of the collection is probably the least of the library's problems, additional space would enable more accessible shelving and improved display.

Technology. There were general comments about the need for increased and improved technology, including additional computers, improved WiFi, networking, and electrical wiring, and smart conferencing capability.

Accessibility. There were frequent comments about the inadequate accessibility for persons with disabilities in the current building, and the desire for improvement in the future. These comments included a better path of travel for entry to the building, accessibility of library furnishings and collection, and aids for the visually disabled.

Parking. There were frequent comments about the inadequacy of library parking.

Unique Features and Flexibility. There were a number of comments about the importance of design elements that would make this a unique library for Powell. Among the ideas advanced were a nature exploration room and seed bank, outdoor areas, audio/visual creativity studios and meeting LEED green building standards. There were also comments about the importance of making the library's design and furnishings as flexible as possible. There was some discussion of the relation to the MakerSpace. While it might be difficult to fully integrate the MakerSpace as currently operating into the library, further coordination of the creative functions of the library and the MakerSpace might be feasible. The idea of the library as a flexible and active learning center for the community would be an exciting one.

V. Recommendations. We present the following recommendations for a library facility of slightly less than 21,000 square feet to fully meet community needs and preferences. Although our primary charge is to assess the amount of space required, it seems necessary to make a number of recommendations regarding library components, characteristics and services. We want to emphasize that a building design consultant would be required to develop specific building design recommendations, and that design decisions and available funding might alter the actual amount of building space. The consultant's recommendations in this report are his alone.

Overall Principles. The overriding principle of this library should be "active." That leads to an emphasis on furnishings that can be easily moved and rearranged, a minimum of interior walls, and a strong array of meeting and other group activity spaces. The library should also have some features that make it uniquely "Powell." Finally, great attention should be paid throughout the facility to electrical and networking infrastructure that will support current and future technology.

Entrance. The main entrance to the library should incorporate a high level of accessibility and lead directly to the library circulation/information counter. We recommend that all circulation functions (adult and children) be provided at this counter, or at self-check units. This will increase efficiency and allow children's services staff to concentrate on higher-level service to children. We also recommend that the library place a strong emphasis on self-check units in order to accommodate the increase usage anticipated in a new library. A minimum of four self-check workstations is recommended. The conversion to an RFID self-check system would ideally be a part of the overall capital cost of a new facility. However, if the library chooses to retain its current approach to circulation, that would not have a significant impact on square feet required for this function. In that case the space saved by reducing self-check stations would be needed for a larger circulation counter and work area. In any case, one service point at the circulation counter should fully meet ADA accessibility standards.

Assistive Technology Area. There should be an assistive technology area directly adjacent to the entrance with devices to enhance library use by individuals with disabilities.

Quiet Reading Area. This area should be located well to one end of the library in order to provide a quiet area with relative sound insulation from some of the more active and crowded service areas. It should feature excellent lighting, including windows, and contain ample comfortable lounge chairs as well as some study tables. The current magazines and newspapers will be in this quiet reading area.

Adult collection. The adult library collection will be adjacent to the quiet reading area in order to further insulate the quiet reading area from other service areas. We recommend that bookshelves be at no more than intermediate (66-72 inch) height in order to provide maximum accessibility. As a result of that shelving configuration the library should expect to shelve approximately 10 books per square foot of floor space.

Public Access Computers and Study areas. The twelve adult public access computers and a portion of the adult study seats will be in relative proximity to the circulation/service counter. The total seats allocated to adult areas are 45 including both lounge seating and study tables. It should be noted that this exceeds guidelines for this service population but is substantially less than the seating in the Cody Library. If additional seating is desired that will require additional space at the rate of 30 square feet per seat. In total, this assessment provides for the following reader seating:

Adults: 45

Young Adults: 23

Children: 26

Total: 95

The library should have laptop computers available for loan for use at study tables to supplement the patron access computers noted above. There are a total of 24 designated public access computers as follows:

Adult: 12

Young Adult: 6

Children: 6

In addition this assessment provides for the following public workstations

Dedicated public access catalog (OPAC): 3

Self-check stations: 4

Children's Services Area. The children's services area should be located at the opposite end of the library from the quiet adult reading area. We would generally recommend that this area be well separated by space rather than being walled off as an actual separate room. This is the general practice we have noted in libraries of comparable size, and provides maximum flexibility. However, we note the preference of the library administration for a separate children's room, and defer to that judgment. If the children's library is totally separate, the library may need to reconsider whether to concentrate all circulation at the main circulation counter. If the library adopts self-check circulation on a large scale, one self-check unit should be in the children's area. There are several features we recommend for the children's area. There is generally a lack of an informal seating and play area for young children and their parents. This should be the primary goal for added seating, with attention to providing an imaginative exploration and play area. We also recommend six public access computers in this area, including those dedicated to educational and recreational software. At least one bathroom in this area should be equipped with fixtures suitable in height for children. Finally there should be a private "quiet room" suitable for calming upset children, and for nursing infants.

There should be within or directly adjacent to the children's area a craft and activity room of about 500 square feet. This room should feature durable, easily cleaned flooring and dual level wet sinks for adults and children.

Young Adult Area. One of the highest priority needs identified in the community engagement process was accommodation of middle school students and alleviation of their impact on crowding and noise levels for other library users. We recommend a separate glass walled young adult room in reasonable proximity to the public access computers and study seating area; that is, well removed from both the adult quiet area and the children's services area. This room will contain six public access computers, and a variety of individual seating and benches or other joint seating furniture. Due to the variety of activities in this room we suggest an accordion partition to allow separation of one end of the room for quiet activities when desired. This section of the room may also serve as a supplementary small meeting or study room during hours when the young adult room is not heavily used.

Meeting and Activity Spaces. The single most frequently expressed need was for a broad range of meeting, conference and study rooms to enable the library to fulfill its mission as a community activity center. That issue was also strongly expressed by library staff. Consequently this assessment places a major emphasis on those spaces. We recommend that the library contain the following spaces:

- A large meeting room that can accommodate up to 100 persons seated classroom style, along with a presenter table and storage space for tables and chairs. This room should have an accordion room partition with excellent sound baffling to enable the room to be split into two smaller rooms when required.
- Two conference rooms, one with space at conference tables for 15 persons, and the other with space for 12 persons.
- Three quiet study rooms, one with seating for six, and the others with seating for four persons each.

The meeting and conference rooms should have optimum “smart room” capacity for online conferencing and distance learning functions. That need was repeatedly mentioned and should be a particularly high priority for the larger conference room. The location of these rooms will need to be determined in later planning. Ideally the large meeting room will be located so that it can be accessed and used when the library is not open for general use. That will require that some rest rooms be located adjacent to the large meeting room.

Staff work spaces. We recommend at least four staff offices of 120-150 square feet each, and smaller workstations for support staff, some of which will actually be incorporated into the circulation counter work area. The self-check stations included in public access workstations would also be in this general area and would instead become part of the circulation counter space if large scale self-check circulation were not adopted.

Special Use Spaces. The library will have a number of special use spaces, some of which will need to be determined later. We recommend 600 square feet in space for a Friends of the Library bookstore and associated storage space in a visible and attractive location. We also anticipate about 250 square feet for miscellaneous public service furnishings and 150 square feet for a staff room. This plan provides approximately 1,500 square feet in additional special use space. Among the possible uses mentioned in focus groups for that space are the adaptive technology area, a “nature discovery room”, and audio/visual production studios. Based on the input received, we do not recommend a full café but suggest the use of a self-serve coffee counter and, if desired, vending machines.

Exterior Spaces. The library may wish to have a unique exterior space or feature such as a patio, garden or water feature. In addition, ample parking should be available. Finally, the library may wish to consider whether to incorporate a drive up window feature. There are advantages and disadvantages to that feature and if provided it needs to be incorporated in site planning from the beginning. None of these exterior features are considered in calculating interior space requirements.

VI. Summary. The result of these factors is a recommendation for a library with 20,894 square feet of space, as detailed in the following spreadsheet. This estimate is calculated using a 2014 adaptation of *Public Library Space Needs: a Planning Outline* by Anders Dahlgren. It is possible that a final design for the library would require more or less space depending on the architectural and design approach.

Library Space Planning Guide Worksheet

Step 1. Establish Service Population

- a. Current local population: 11,719
- b. Projected local population at least 10 years from now 13,000

Step 2A. Collection Size

a. Physical Books:

Existing physical book collections.....	47,962	
Current Net Additions (volumes added minus volumes withdrawn)		
Predicted Net Additions 10 years from now (negative # OK).....	4,769	
Estimate of minimum number of books in future library	52,461	
Books that will need space now or in the future	52,461	

b. Physical Nonprint materials:

Existing physical nonprint collections.....	5,441	
Current Net Additions (items added minus items withdrawn).....		
Predicted Net Additions 10 years from now (negative # OK).....	545	
Estimate of minimum number of non-print in future library	5,986	
Non-Print that will need space now or in the future	5,986	

c. Periodicals:

Existing number of periodical subscriptions.....	60	
Back periodicals titles kept in storage.....		

Step 2B. Collection Space

- a. Books:
- | | | | | |
|------------------|--------|----------------|-------|---------|
| | 52,461 | volumes | | |
| Regular shelving | 52,461 | volumes ÷ 10 = | 5,246 | sq. ft. |
| Compact shelving | | volumes ÷ 25 = | | sq. ft. |
- b. Nonprint materials: 5,986 items ÷ 10 = 599 sq. ft.
- c. Hard-copy periodicals on display 60 titles = 60 sq. ft.
- d. Periodicals stored: titles x .5 x average years retained = sq. ft.

e. TOTAL (a + b+ c + d) sq. ft.

Step 3. Public Electronic Workstations

a. PAC's (stand-up): PACs x 20 = sq. ft.

b. Electronic workstations: electronic workstations x 45 = sq. ft.

b. Electronic workstations: electronic workstations (multiple users)x60 = sq. ft.

c. Microfilm reader/printer: microfilm/reader printers x 35 = sq. ft.

d. TOTAL (a + b+ c) sq. ft.

Step 4. User Seating Space

User seating does not include the seats in conference rooms, meeting rooms, and staff work areas, unless the meeting rooms will be used for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, excluding meetings, a minimum of fifty percent of the hours that the library is open, ten percent of the meeting room seats could be used to meet the total seating requirement.

Minimum Number of Seats					
a. Number of seats	Projected populations under 10,000			7-10 seats/each 1,000 people	
	Projected populations over 10,000			5 seats/each 1,000 people	
Type in your service projected population (Step1d) below	Population ranges	Number of seats 10 (per 1,000 people)	Number of seats 8 (per 1,000 people)	Number of seats 7 (per 1,000 people)	Number of seats 5 (per 1,000 people)
	Less than 1,000				
9999	1,001 - 9,999	100	80	70	
3,000	10,000-				15

Population of 2,500 or less should have at least 20 seats.

of seats (chart above),
 minus electronic workstations seats,
 minus 10% of meeting room seating (if available daily for use)
 Totals..... seats

Add..... # extra seats added, if needed seats

b. Space for seats: number seats x 30 = sq. ft.

Step 5. Staff Work Space

a. List stationary staff work areas and indicate if you will be using roaming circulation or information/reference stations:

The main circulation counter is included within staff work station space. Four self-check workstations are included within the count of stand-up OPAC stations.

b.	<input type="text" value="7"/> stations x 150 =	<input type="text" value="1,050"/> sq. ft.
c.	<input type="text" value="5"/> roaming staff work stations X 50=	<input type="text" value="250"/> sq. ft.
d.	Total	<input type="text" value="1,300"/> sq. ft.

Step 6. Meeting Room Space

a. General meeting space seats x 10 = sq. ft.
Includes 100 sq. ft. speaker's podium/presentation area at the front of the room and 200 sq. ft. for kitchen and storage for tables and chairs.

b. Conference room space seats x 25 = sq. ft.
(total of all the conference room seats in all conference rooms)
Include conference rooms for community groups, gov't groups
Seats for audience (optional) sq. ft.

c. Small study rooms seats x 30 = sq. ft.
Total of all the seats in all of the meeting rooms

d. Children's programming seats x 10 = sq. ft.
Space for story hours and storytelling
Includes 50 sq. ft. for program leader, 200 square feet for storage.

e. Children's programming seats x 25 = sq. ft.
Space for crafts projects

f. Computer training lab seats x 50 = sq. ft.
Includes 80 sq. ft. for the trainer. 50 sq. ft. allows for multiple users.

g. TOTAL (a + b + c) = sq. ft.

Step 7. Special-Use Space

Item	Number	Multiply	sq. ft.	Total
Dynamic digital signage	<input type="text"/>	x	10	<input type="text"/>
Bulletin board	<input type="text"/>	x	9	<input type="text"/>
Display case	2	x	50	100
Handouts (free-standing)	<input type="text"/>	x	20	<input type="text"/>
Map file	<input type="text"/>	x	35	<input type="text"/>
Microfilm cabinets	<input type="text"/>	x	10	<input type="text"/>
Newspaper rack	1	x	25	25
Paperback rack	1	x	35	35
Photocopier	1	x	50	50
Staff lockers	<input type="text"/>	x	4	<input type="text"/>
Staff lounge/break rm. # of seats	6	x	25	200
ADD OTHER-----				<input type="text"/>
SUB-TOTAL (1)				410

Other Special-Use Spaces

These spaces are more difficult to calculate. You may be able to use calculations used previously to help make an estimate for necessary square feet. Examples:

* Book collection space - # of books divided by 10

* Seats require an average of 30 sq. ft. each

* A table and 4 chairs requires 120 sq. ft.

* Electronic workstations 45 sq. ft.

1. Popular Materials Display Areas	Sq. Ft. Required:	<input type="text"/>
2. Café	Sq. Ft. Required:	<input type="text"/>
3. Maker-space / Digital Lab	Sq. Ft. Required:	<input type="text"/>
4. Gallery (for art displays, etc.)	Sq. Ft. Required:	<input type="text"/>
5. Creation studio for audio/video production	Sq. Ft. Required:	<input type="text"/>
6. Local History and Genealogy Room	Sq. Ft. Required:	<input type="text"/>
7. Literacy Volunteers Room	Sq. Ft. Required:	<input type="text"/>
8. Job or Homework Center	Sq. Ft. Required:	<input type="text"/>
9. Area for the Friends of the Library	Sq. Ft. Required:	600
10. Community Information Center	Sq. Ft. Required:	<input type="text"/>
11. Collection Sorting Space for RFID	Sq. Ft. Required:	<input type="text"/>

12. Centralized Communications Center (data and network)	Sq. Ft. Required:	<input type="text"/>
13. Outdoor space (designed for specific uses)	No Sq. Ft. Required!	<input type="text"/>
14. Other special-use spaces	Sq. Ft. Required:	<input type="text" value="1,500"/>
Total		<input type="text" value="2510"/>

Step 8. Flexible-Use Space

Think about whether you have identified spaces above that might be combined into one space. If you have designed space with the necessary layout, infrastructure, technology, and mobile furniture to accommodate more than one library activity then you may be able to reduce the sq. ft. calculations you have made above by combining two or more identified library spaces.

Step 9. Non-Assignable Space

a. Collection space (from Collection Space 2B.e.)	<input type="text" value="5,905"/>
Public electronic workstations (from 3d.)	<input type="text" value="1,255"/>
User seating space (from 4b.)	<input type="text" value="2,850"/>
Staff work space (from 5b.)	<input type="text" value="1,300"/>
Meeting room space (from 6d.)	<input type="text" value="2,895"/>
Special-use space (from 7.)	<input type="text" value="2,510"/>
b. SUBTOTAL	<input type="text" value="16,715"/>
c. Divide (SUBTOTAL) by 4	<input type="text" value="4,179"/>

Step 9. Putting It All Together

a. Collection space (from Collection Space 2B.e.)	<input type="text" value="5,905"/>
b. Public electronic workstations (from 3d.)	<input type="text" value="1,255"/>
c. User seating space (from 4b.)	<input type="text" value="2,850"/>
d. Staff work space (from 5d)	<input type="text" value="1,300"/>
e. Meeting room space (from 6d.)	<input type="text" value="2,895"/>
f. Special-use space (from 7.)	<input type="text" value="2,510"/>
g. Non-assignable space (from 8c)	<input type="text" value="4,179"/>
h. GROSS AREA NEEDED (a+b+c+d+e+f+g) in Sq. Ft.	<input type="text" value="20,894"/>