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Executive Summary

The design of the new **Gallup Public Library** presents a unique opportunity to build a place where citizens of all ages and cultural backgrounds can join in a celebration of books and learning, participate in the creation and sharing of knowledge, and pursue the personal and professional development that constitutes the life blood of any culture. The new building will expand Gallup’s continuing commitment to its citizens, by creating a state of the art facility that will benefit the public for years to come.

**A NEW GALLUP PUBLIC LIBRARY**

A 21st century library needs to be more than a traditional repository of books and knowledge: The library of the future will be a flexible, dynamic “information commons” for the entire community with librarians working less to organize and maintain a collection of materials, and more as guides to help patrons successfully navigate the ever proliferating sources of information and media. As such, a modern library acts as a social and economic catalyst in the creation of a constructive future that will depend ever more on sophisticated access to information.

The location and orientation of this new library just south of and oriented toward Main Street brings both a symbolic and a pragmatic emphasis to the establishment of this cultural crossroad. A similar facility located outside of the downtown area would never have the impact or create the synergies inherent in the downtown location. The gathering of all of the city’s major political, cultural, and economic infrastructure in one area has tremendous power to bring the constantly emerging identity of Gallup into sharp focus. With a flexible building that can adjust to changes in technology and evolving library practices, that is responsive to the local climate and makes reference to the distinctive character of the regional landscape, Gallup will have a new library that residents will recognize as truly their own.

The new Gallup Public Library will replace a set of outdated, outgrown and under-utilized buildings with an efficient, modern, state-of-the-art facility. It will be a prominent new civic amenity and landmark, extending and complementing the redevelopment that has already taken place along Main Street to create a rich zone of informed civic identification and pride. The new Gallup Public Library will reflect the community in both its traditions and its aspirations - Its past, present and future. Taking cues from the local climate and geography, cultural heritage and diversity, and commitment to providing education and opportunity for its youth, this library will be a resource, an inspiration, and a unifying force for the entire community. The following conclusions and recommendations are summarized from supporting documents and analysis included in greater detail in the body of this program document.

**The significant features of this new library will include:**

- The new Gallup Public Library will be designed to meet the needs of an estimated **service population of 30,000 people by the year 2040**. This population estimate includes the City of Gallup and the unincorporated portions of County, and an estimated cyclical population.
- The new Gallup Public Library will have a building area of **approximately 41,686 gross square feet**, as calculated in reference to the estimated service population and the projected collection size.
- The new Gallup Public Library will provide shelving to accommodate a **future (2040) collection of 81,885 books, periodicals, reference materials and audio visual media items**, in a mix of shelving heights and styles that are appropriate to each component of the collection. Based on use projections, anticipated demographics, and industry-standard proportions, this collection will be distributed with **approximately 57% of the collection to Adult Services, 25% of the collection to Children Services, 10% of the collection to Young Adult Services and 8% to Special Collections**.
- An optimal library building allows for reasonable collection growth over time while maintaining open space on shelving to ensure flexible library operations and patron ease of use. Based on an
estimated current collection of approximately 120,000 volumes, the new facility will allow for an **increase in collection size of 20% by 2040**. This increase assumes a 15 to 20% open shelving allowance to maintain flexible operations of the facility. To ensure the collection will grow with quality and focus, we recommend that the library undertake significant weeding of the existing collection and purchase updated materials prior to the opening of the new building. A new building will attract many potential life-long customers; retention of those patrons will be directly linked to the quality of the materials and services provided within.

- The library will provide an **average general seating capacity of 160**. General seating includes a combination of table, study, and lounge seating that is distributed throughout public spaces.
- The library will provide a significant increase in **public access computers – 42 workstations compared to the current 25** – as well as building-wide wireless access and plentiful and integrated distribution of electrical outlets for laptop power supply. The type and distribution of the computers is outlined in Section 08 of this document under Public Technology Seating. It is assumed that approximately 10 of the workstations will be located in an area that may be segregated and used for online computer training classes. It is recommended that an improved, up-to-date, and space-efficient approach to reference materials be achieved through online subscription databases.
- The library will provide flexible library staff space and service points. These areas will be both dedicated spaces for individual staff members and flexible space for specific tasks and activities. The goal is to provide workspace for a small staff to operate efficiently.
- The building will be designed to facilitate a comfortable, low-maintenance, and energy efficient interior environment that is suited to the climate of New Mexico.
- The building will be designed to be flexible, allowing for the inevitable changes that will occur in library practices, standards, service models, and the implementation of new technologies.

**The new Gallup Public Library will provide a variety of programmed spaces including:**
- A space for children and young adults to study, gather and meet with their fellow peers.
- A Community Room that will function as a public space for meetings.

**The new Gallup Public Library will celebrate the City of Gallup and surrounding communities by:**
- Providing a dynamic new building that is inviting, welcoming, safe and comfortable for patrons; that is smart and flexible enough to adjust to changes in technology and the evolving role of the library in our society; and that engages the culture, climate, and landscape in a way that is unmistakably Gallup.
- Featuring and developing its one-of-a-kind Southwestern/New Mexico special collection.
- Creating unique and engaging children’s and teen areas that acknowledge the community’s commitment to Gallup’s youth and future generations.
- Providing interior and exterior spaces that can be used outside of normal library hours for public gathering, performance and social occasions.
- Providing sensitively landscaped, comfortable outdoor spaces that extend the space of the interior to the surrounding area and establish connections to the growing network of quality pedestrian areas throughout the downtown and Main Street area.

**The new Gallup Public Library preliminary cost estimate:**
- At this early stage, the cost estimate is based on cost per square foot. This estimate will be refined as the design advances throughout the process. These numbers reflects a two-year escalation factor:
  - Total Project costs (includes fees, FF&E, soft costs, escalation, etc.) is $18,970,555.
  - Total MACC (maximum allowable construction costs) is $17,444,811.
Successful projects are built upon a foundation of clear and agreed upon goals. This section establishes the general objectives of the project and the program. These goals will be further elaborated throughout the remainder of this document.

**PROJECT GOALS AND PRINCIPLES**

Gallup’s current library buildings are undersized and nearing the end of their useful life. The physical separation of these two libraries cause starins on the library staff. The City of Gallup has initiated the ambitious process of designing and building a new Public Library with the goal of creating a facility that will serve their community well into the future, while uniquely embodying the pride and optimism that is characteristic of the citizens of this northwestern New Mexico city.

*Goals of the project include:*

- Create a vibrant library that is a unique reflection of the City of Gallup - a civic amenity and landmark of which all citizens of Gallup can be proud.
- Provide a library for the present and future that serves the citizens of Gallup through 2030 and beyond by anticipating change through strategies of flexibility and an embrace of digital technologies.
- Create a library with an intentional and complementary relationship to Main Street and downtown Gallup.
- Create a building that facilitates excellent service, access to information in traditional and new forms, and accommodates current and emerging digital technologies.
- Create a building that is embraced by and effectively serves all ages and user groups.
- Create a building that provides efficient, safe and comfortable space for patrons and staff.
- Provide a high performance, state-of-the-art building that conserves energy and allows the library to be a responsible steward of the community’s resources.

**PROGRAM GOALS AND PURPOSE**

This Program document has been commissioned by the City of Gallup and the Gallup Public Library Building Committee for the purpose of creating a guide to be used in the process of design and construction of the new Gallup Public Library. It serves to articulate the Building Committee’s vision for the library’s future and to create a set of parameters and common reference for the architects and engineers to use in the design of the building. The design team will use, test, confirm and adjust the findings and recommendations of this program document to address the needs and goals outlined here. While this document serves as a touchstone to monitor the progress of the design toward fulfillment of the original vision, and provides a thoroughly researched context and shared framework for decision making, it constitutes only a starting point for the process of design. The final design for the new Gallup Public Library will ultimately embody the results of a thorough conversation with the community. A library building program is composed of:

- Space needs projections (based on an analysis of current usage and collection in Gallup, best-practice standards, and a survey of comparable facilities).
- Detailed square footage requirements.
- Descriptions of, and recommendations for, all major service areas.
- Graphic representations of the optimal spatial relationships among these service areas.
- General design requirements for effective library service as they apply to Gallup.
- Recommendations and options for systems, equipment, and furnishings.
Goals of this document include:

- Determine population projections for Gallup then use that future population estimate to determine the proposed library’s size in relationship to the size of the collection of materials that will be housed.
- Develop a list of required spaces, their sizes, characteristics, and relationships to one another.
- Define service requirements and capacities for patrons, collection, and staff, as well as functional relationships between various spaces.
- Determine reasonable projected technology requirements.
- Define performance standards for the library’s various building systems.
- Provide sufficient information with which to develop an initial project budget.
- Provide information useful to the library director and/or board in making operational decisions that will affect the size, character, and function of the new library building.
- Make recommendations and/or reasonable assumptions regarding operational and service model strategies that may have implications for building design.
PROJECT TEAM

City of Gallup
Jackie McKinney        Mayor
Linda Garcia           District 1 City Council
Allan Landavazo        District 2 City Council
Yogash Kumar           District 3 City Council
Fran Palochak          District 4 City Council
Maryann Ustic          City Manager
JM DeYoung             Asst. City Manager
Stan Henderson         Public Works Director
Mary Ellen Pennington  Library Director

Octavia Fellin Public Library Board of Directors
Barbara Stanley
Betty Butler
Vicky Dube
Carol Sarath

Library Staff
???

Design Team:
Joe Gallegos, AIA, LEED BD+C    Huit-Bollars, Project Manager
Jose Zelaya, AIA, NCARB         Huit-Bollars, Project Architect
Filemon Aragon                  Huit-Bollars, Architectural Intern
GALLUP PUBLIC LIBRARY MISSION STATEMENT

To enable the residents of our diverse community to obtain information, resources and education through a full range of services.
The creation of a new facility is often the ideal moment for a library to revise and refine its service plan. A library’s service plan establishes its priorities and direction. It helps to determine the makeup of materials collection as it is weeded and expanded over time. It helps to shape the approach of the institution to public service, the types of programs it will offer to library patrons, and its use of technology and alternative means of access to information. It provides the opportunity to introduce new standards and practices, refine collections, and to update mission and outreach goals. This work will typically be done by the library board and library director and be provided to the designers of the new facility. It is critical that the designers of the library understand this service plan, for it will exert a strong influence on the form and organization of the new library building. In situations where library leadership is transitional, it can be helpful to engage a consultant with expertise in developing and defining library service plans and operational standards.

Currently, the Gallup Public Library Vision Statement establishes the outline of a library service plan as described below:

GALLUP PUBLIC LIBRARY VISION
- Provide and select materials for all ages on current topics and interests in a variety of media – e.g., books, periodicals, online resources, videos, and audios.
- Provide convenient access to electronic information resources through proven technology and telecommunications, and direct patrons to value-added products and services available to them via the internet.
- Provide materials and programs for children that will promote an enduring love of reading and of libraries.
- Provide timely and accurate information in a variety of formats which consistently meet the ever-changing needs of teens and young adults.
- Provide access to the continually growing resources in genealogy and Southwest history to assist residents in gaining knowledge and understanding of their personal and community heritage.
- Provide a safe, comfortable, and social atmosphere in which children, teens, and adults can relax and study, working individually or with others, to obtain their educational, cultural, and recreational goals.

A typical service approach for libraries can be characterized as studious, popular, or retail-oriented - Or some hybrid of the three.

A “studious” library is one that is characteristic of most academic libraries, facilities that place an emphasis upon creating the conditions for sustained research and writing activity with work tables and study carrels.

A “popular” library is a destination for a wide variety of cultural activities and programs that complement the basic library function of providing access to information; it’s a “third place” between home and work to gather with friends and hang out.
A “retail-oriented” library is one which is organized to emphasize the delivery and retrieval of materials and services. This kind of library is more typical of branch libraries in a larger library system in which space is limited, and books and materials may be requested online and moved around amongst the branches for easy pick-up and drop-off.

The new Gallup Public Library will be a hybrid of these three types of library. But given the feedback from the community, its role as a single central public library, as well as the role it would play in extending and complementing the pedestrian-oriented cultural corridor developing in the zone around Main Street, this library should and will be predominantly the “popular” type. While it will provide needed study, tutoring, and homework spaces for children after school, and there will be a certain number of patrons who will simply want to retrieve materials to use at home, the hope for this library is that it will be a gathering place in which a cross-section of the community will be visibly engaged in learning and sharing knowledge.

A central part of any service model for a 21st century library will be the ability to provide wireless access and digital library content to a comfortable WiFi zone in which to work. This access should include the provision to accommodate patrons’ portable devices through which they can access digital content via a fast and robust library web site and internet portal. The digitalization of information will drive change and evolution in library service models for the foreseeable future, with the goal of the physical and the virtual libraries complementing rather than competing with each other.

Another element to all future service models will be incorporating some degree of an emerging paradigm that is being referred to as Library 2.0, in which library services are constantly updated and reevaluated to best serve library users. This concept attempts to harness the library user in the design and implementation of library services by encouraging feedback and participation. Proponents of this concept expect that the Library 2.0 model for service will ultimately replace traditional, one-directional service offerings that have characterized libraries for centuries.
Needs Assessment of the Existing Libraries

The new Gallup Public Library building will be a continuation of the current Octavia Fellin Public Library and the Children’s Library and will build upon its strengths while benefitting from its experiences. This section describes the state of the current facility and its shortcomings in order to establish a context in which to understand the proposed changes and expansion of service that will be described in the remainder of this document.

EXISTING CONDITIONS

The existing Children and Adult Gallup Public Libraries were built in 1957 and was approximately 4,000 square feet in its original inception. The building is a single story with a low slope roof. There is a main entrance on the south side, and a service entry at the rear of the building to the north. Exterior materials are masonry, wood and glazing. The building is significantly over-utilized and in poor condition - with inadequate natural lighting and inefficient systems. By current standards the building is carrying a capacity of nearly 2 times what the current library best-practices would indicate for a collection of its size. The amount and location of the parking surrounding the library is insufficient to meet demand. The entire facility is challenged and functioning beyond its capacity, and clearly lacks the civic presence the city should expect from its public library.

Conditions to be corrected in the new facility include:

- Collection space and shelving that have been filled to beyond capacity and overwhelmed by the size of the collection.
- Teen and Children’s areas that lack resources and character, and fail to attract their intended users.
- Adult Service areas that are uncomfortable and lack definition and are therefore under-utilized.
- Inadequate public access to computers and the internet – which are often out of commission.
- Poorly designed and under-performing technology systems for staff and patrons.
- Staff areas that are cramped, disorganized, and inadequate for efficient work flow and a productive work environment.
- A thoroughly worn-out facility – the fit and finish of the building are at their life cycle end.
- Meeting space that is overtaxed and under equipped.
- Day lighting conditions that fail to take advantage of the abundant natural light of southeastern New Mexico.
- Heating, Ventilation and Air Conditioning (HVAC) systems that function, but are inefficient and costly to operate.
- A primary orientation south that is at odds with the more recent development of the downtown area with its strong focus on Main Street one block to the north.
- A building that lacks warmth and is not inviting due in large part to being poorly sited, oriented in the wrong direction, isolated and devoid of any sense of being a central civic space in the city.
- Small, cramped, dark entrance and lobby.
- Undersized and sometimes foul smelling plumbing facilities.
Images of existing Gallup Public Libraries

Main Entry, Children’s Library

Main entry, Adult’s Library

Stacks, Children’s Library

Stacks, Adult’s Library

Computer Room, Children’s Library

Computer Room, Adult’s Library
Hopes & Dreams for the New Gallup Public Library

GALLUP – HOPES AND DREAMS
The City of Gallup is endeavoring to envision and create a forward-looking public library that will serve them well into the new century. Over the course of the last few months, members of the City of Gallup, Library Board and Library Staff have met to create a vision for this new library. That vision encompasses ideas about the mission and service models the library provides, as well as the physical library building that will embody and further these goals. During the course of meetings and a charrette, a variety of ideas emerged about how to make this new library an institution that uniquely serves this community now and well into the future. These ideas included:

• Create a facility that is fundamentally attractive to patrons of all ages: kids, teens and adults.
• Create a building that reaches beyond itself and becomes an integral extension and connection to the forward-looking development along the Main Street corridor.
• Create a library that is comfortable and welcoming - a building should become a viable and desirable “third place” to complement and mediate the homes and workplaces of Gallup.
• Create a new civic amenity that is reflective of the traditions and history of Gallup while being exciting, modern, exceptional, and fun.
• Create a facility that is technologically relevant and state-of-the-art.
• Create a living monument to the unique history and cultural heritage of Gallup.

STATE-OF-THE-ART LIBRARY – YOUR PEERS
State-of-the-art libraries are organizations that have clear attitudes. They address fundamental ideas about how best to provide excellent levels of service to their patrons while contributing to the positive self-image and cohesion of the communities they serve. They provide innovative and flexible access to information that evolves with the needs of the community and the broader world. They acknowledge to their communities that they can accomplish all of this with an eye towards value. Great library buildings support these clear attitudes and more with their own clear approach to architecture, materials, light and space.

Great Libraries:

• Provide a clear idea about how the library works and what it does.
• Provide obvious points of service and a welcoming approach.
• Understand their various and unique patron groups and know what each is seeking.
• They are responsive to a growing and changing customer base.
• Build collections that allow easy access to knowledge and information.
• Use resources, including money, energy and time, judiciously.
• Lead in terms of technology.
• Utilize light and particularly daylight as a necessary component to creating a great library.
• Position the library institution as a central gathering place for its citizens.
GROWTH – THE FUTURE
The City of Gallup is a community with exceptional civic support and pride. The community is growing because of a broad stewardship that encourages young people to stay or return to the community. The library can and should provide an even greater reason to make Gallup home. As the community grows, so too must the new library be designed to grow integrally with it and as a reflection of its evolving needs and ideals.

A library that grows will:

- Foster in young readers a curiosity and love of knowledge, knowing that they constitute the next generation of adult library users.
- Anticipate constant technological evolution while remaining true to current and historic formats and practices.
- Provide a versatile facility with spaces that serve current uses well and may be easily adaptable to future uses.
- Provide flexible staff spaces that allow for multitasking and efficiency.
Community input is central to the development of any institution intended to serve the general public – especially a public library. A public library must reflect and embody the needs and desires of the public it serves; its programs be shaped around the lives of its patrons. The desires expressed by any particular cross-section of the community will undoubtedly include contradictory and incompatible requests and cannot necessarily be met or accommodated. However, it is the task of the design team to elicit and gather the thoughts, ideas, and aspirations for this new library and to identify the common themes running through them and use these as a basis for design and as a filter through which to critique the design process. The opportunity for the citizens and patrons to provide this input will allow for a sense of participation, shared ownership, and hence support for the new facility on the part of the broader community.

The following are notes generated from a series of meetings with a variety of user groups.

**Tuesday 12/13/2016: Interview with Gallup Public Library Directors**

**Meeting held at Children’s Library**

**Main Points:**

Had a great meeting that continued to build our thinking of the necessary programing that the new library will be needing. This helped to determine factors of the old libraries that need to be consolidated and worked into the newly programmed library and factors that need to be left out.

The major take away from this meeting is that it needs to function more as a community center/library instead of solely a library. It should be a place for the community to come and enjoy whether it is for books, digital media, internet access, or to take advantage of the many services the library offers.

**Bad**

- No Field Trips
- No book drop on building face
- Shipping and receiving

**Good**

- Services entire county
  - Palestinian, Indian, White, Hispanic
- Toddler Time
- Makers Club
  - 3D Printer, crafting, and movie night

**Other**

- 3D Printer (2 Currently), Lamination
- Child 30k
- Includes young adult collections - about 1/3
- Adult 90k
- Collection - 100k - 125k
- 25 computers today
  - 45 - 50 would be better
- Staff - 16 full time employees
  - 5 part time people
- Archival is important
  - Ceremonial / SW
- City has security coming in every 40 minutes
New Library Wants

- Combine circulation desk
- Staff work areas and room
- Area for new printer
- Reference area could be reduced
- Children need a separate area
  Preferably on first floor
- Young adults/ teens need a space
  Teen city
- SW- Separate (not a draw)
- Story time and program room
- Storage and archival space
- Some cataloging
- RFID- $60k may be needed
- Exhibit space/ lobby
- Desk near references, break room, and second floor
- Board room/ conference room
- Computer training room- may be multipurpose
- Future, 1 more full time librarian
- More exposure to books with low shelves
- Garden
- Area for smart board
- Inter-generational
- Kids gaming
- Retail look, happy, cheery
- No patios
- Café/ souvenir shop may work
- Active shooters
  No hope of having hope
- Art and WPA art collection and display
- Security
- Sky-ceiling
- Children- 1st floor
  Access to parents
- Ideally- young adult and director are closer to adults
- Communal areas
  Parent and kids same area
- Amphitheater
  Story time
  Open area with comfy seating and display area
  Make collection close to this area
- More self check terminal
- Space for makers club
- Play areas
  Ok but concern about mess
- Patio- not a good Idea
- *Navajo Language area
  Included in OW collection in main library
- 5 staff may be small growth
• Improve hours
• Separation of kids from parents may improve
• Summer Reading Program- 640 children
  Completed- 140 children
• Slide- From floor to floor for kids
• Wall/ floor outlets
• Maintain a reading nook
• More lighting (natural and artificial)
• Minimize circulation area
  Central information desk
  Separate area for non books
• 125,000 current- 160,000 goal projection
• Children’s staff need own offices

Wednesday 12/28/2016: Small Group Meetings with Gallup Public Library Staff
Meetings held at Children’s and Fellin Libraries

Main Points:
The focus of this series of discussions was to get an inside knowledge of the inner-workings and downfalls the existing libraries have. This also helped us as a design team to better assess needs of the new library and provide for all of the staff and community needs.

Group 1: Aaron Mingus, Daniel Weeks, Johnson Bordy, Ashily Mann
Library Staff Group 1 Comments:

Good
• Charging Station
• Ipad Towers
• Children separate room from adults and teens
• Study and quite rooms for group studying
• 2 groups and 2 individuals- may be at main library
• Staff offices needed for privacy, cashier to operate, and work spaces
• Designated time for new desk time but no space
• RFID talked
• Parking is ok
• In house janitorial

Bad
• Scattered computers at main
  Consolidate and centralize
• Server room needs to be separate from work space
• Fewer nooks, no hiding places – men passed out
• More storage, not seasonal, and not a creepy basement
• Circulation desk- not so much for children
• ADA needed
• This building is not set up for use as a library

New library reasoning
• Seem more comfortable, inviting, and welcoming with natural lighting
• Need library books
• Built as a library requiring less policing
• Sky wall over Aztec
• Better display of art
• Allow for noise, and let it be loud
• More comfortable seating with stain resistant fabric
• Archival, a rotary exhibit and storage
• Meeting rooms and flex space
• Courtyard/ Play section
  • Kids play area- Separate pedestrian area
• Retail Book Possibilities
• Training room and pop-up computer training
• Control temperature
• Keep Vault- Fun
• In house janitorial and sub-contract of city private security

Current activities
• Movie nights
• Coffee shop- 1 person
• Audio Books- Make it better
  • Space to preview books on tape, movies, and listening space
• Computer training

Group 2: Deann Sandoval, Patricia Linford, Robert Garcia, Markos Chavez

Library Staff Group 2 Comments:

Good
• Amount of volumes is ok
• People mostly come for computers
• Downtown Location

Bad
• Separate fiction, non-fiction, biographies, and SW section
• 2 separate bathrooms- Graffiti, sleeping, drinking
  • Sanitation issues
• Providing key for entry is annoying
• Floor Sink needed
• Less carpet, tile is better for wheel chairs
• Muddy days and bloody person cause messes
• Bad Lighting especially at stacks
• Book drop is low to the ground and doesn’t separate DVD’s and books
• Ramp currently an issue
• People in different state of mind use it as a shelter
• Parking issue
• No work space now at circulation desk
• Outlets needed
• Concern about area chairs, people will fall asleep
• Staff find themselves alone
  • Even if scheduled not to be there you end up working the front
**New Library Reasoning**
- Seating areas improved
- Multiple restrooms Better or maybe one for control
  - Adult’s and children’s
  - Key/ ID access
- Visual access to restrooms
- Open circulation desk
- Add a work area, staplers, and scanner
- Current buildings are limiting the libraries impacts
- DVD dispenser or kiosk
- 2 stories- share staff
- Computers on main floor to increase accessibility
- Gallery, lobby, or flex space
- Library services both children and parents
- Office space
- Custodial room
- Staff restrooms
- Improved storage area
- Entrance for books, and getting them upstairs
- Quiet reading areas

**Current Activities**
- DVD’s locked out- $1/ week
- Study rooms
- Art shows

**Group 3: Donnie Dosedo, Betty Martin, Gayle Simplicio**

*Library Staff Group 3 Comments:*

**Good**
- Murals
- Stay Downtown- Centralized

**Bad**
- Front Desk- No Space
  - Space for computer checkout
- Insufficient checkout and counter top space
- Stacks needs work
- Parking issues
- No space to sign up for library cards
- Restroom key gender issue, neutrality
- Restroom sanitation and graffiti
- Lack of power outlets
- Needs ADA
- Theft- magazines and DVD’s
- No staff restrooms

**New Library Reasoning**
- Info desk
- More self checkout near circulation desk
• Family Restroom
• Key card or no doors restroom to mitigate sanitation and graffiti concerns
• Create a staff area
  - Separate staff work areas and offices
• Seating- desks with outlets
• Underground parking
• Security
• Small group study room
• Meeting room for public
• Programming room (staff)
• Music room, movie room may be same as programming
• SW collection- separate
• Staff lounge
• Scanning room
• Enclosed phone room
• Refreshment area, to go drink, no vending machines

Current Activities
• Internet access
• Service provided to Zuni and Window Rock

Current Children’s library hours: Tuesday to Thursday 10-7; Friday 10-6; Saturday 9-6; Sunday to Monday (closed)
Current Adults library hours: Monday to Thursday 9-8; Friday 10-6; Saturday 9-6; Sunday (closed)

Tuesday 1/31/2017, 6:00 – 8:00pm: Informal roundtable discussion with Board Members, City of Gallup Staff, Meeting Held at Octavia Fellin Public Library, Gallup, NM

Main points:
The design team presented an overview of the design and interior programming processes and a slide presentation detailing key differences between the current libraries and the proposed new library. This presentation conveyed our assumptions of what the programing SF needs to be in order to accomplish the programming requirements.

José introduced a model of the several blocks surrounding the site of the existing library, along with a set of blocks representing the maximum area (approximately 44,000 SF existing) of the proposed new building, and had everyone suggest ways of reorganizing the site to accomplish several priorities.

Good
• Board liked the enlargement of staff areas
  - Basically don’t have any staff areas now
• Patrons come from
  - The entire county, Window Rock, Zuni, Crown Point, Arizona
• Over 200k visitors a year and 35k registered patrons
• About 200k books and materials circulated last year

Bad
• Overall space and size was questioned
• $2,000/ year for books on wheel program from county
Other

- Understood that a multi-story building requires more building support
- People not from the city should be paying for the library's services
- Controversy over new building serving the city or the county
  - Who should it be designed for?
  - Who is funding the building and running of it?
  - How much will and does the county contribute in people?
  - How much will and does the county contribute in money?
  - Usage is 50:50 county and city
- The Library should be designed for 30k-35k
- Proposed variety of seating was liked
- Idea of multi-use room is appealing
- Currently have 42 computers and want to double that number/introduce laptops
- Concern over proposed space needed for computers
  - "will it be too small?"
- City provides County with free library services.

Option 1

- Bridge that connects 2 buildings
- Taking entire site for buildings
- Parking would be on 2nd street and across near plaza
  - Potentially underground parking
- City gets rid of ally parking
- Basement
  - Could be for kids area
  - Sunken patio
  - Doesn’t want chairs and tables they have to set up and take down
  - Natural light
  - Less of a basement feel
- Could have 2 buildings but one is only a single story
  - Single story for SW collections, archives, and special collections
- Want a place for kids to be kids
- Don’t want places for people to hide or sleep
- Concern over security of multiple buildings was a question

Option 2

- Compact, All in one building
  - Helps with staffing
- Children need their own space
- Young Adults need their own space
- Lock cases and archives in the basement
  - Without the circulating SW collection
  - Want natural light in the basement
  - Less of a basement feel, not a dungeon
- Meeting rooms that can be closed to the public
  - Will help to block out noise
  - Keep people from entering meetings
  - Could also work as flex space for other programs
- Open rooms when Library is closed
- Access to meeting rooms without going through the library
- Security concerns
The intent of this analysis is to provide a beginning point in determining relative sizes and relationships for the proposed Gallup Public Library. This specific analysis does not outline detailed space requirements, but provides a more general estimate of sizes based on the model The Wisconsin Public Library Standards. In later chapters of this Program Document more detailed size and relationship recommendations are presented. It will not necessarily be the case that all aspects of this analysis and these later recommendations will correlate directly. Some contradictions are inherent in the process. The intent of the overall document is not to resolve these contradictions, but to highlight them. During the design process each analysis will be studied and tested against other aspects of this Program Document, design drawings and models, and systems and cost-based assumptions to determine the final design solution for the Gallup Public Library.

STANDARDS USED TO DETERMINE DESIGN AND COLLECTION SIZE
The following collection, seating and library size analysis has been developed using The Wisconsin Department of Public Instruction, Public Library Space Needs Standards. Most recently updated in June 2009 by Anders Dahlgren, the document is also referred to as The Wisconsin Public Library Standards. The standards are intended to aid in the determination of space needs for a general public library and have been used for this purpose in library planning since the 1980’s. The results of this specific analysis have been studied and understood with the specific needs of the Gallup Public Library taken into consideration.

A NOTE ON LIBRARY STANDARDS
State Public Library standards exist for 39 of 50 states including New Mexico. Typically these standards address issues regarding library staff, library board organization, collection development policies, funding, minimum standards of operation and basic facility requirements. The quality of these standards varies from cursory minimum requirements for establishing guidelines for state funding to prescriptive standards for establishing policies for challenged materials, board bylaws, Internet use and other operational standards.

A few address benchmarking standards to establish best practices for creating excellence in libraries. Notable examples are Ohio, Florida and Colorado. There are currently no Federal Public Library Standards however there is a broad belief among library professionals that the establishment of at least basic Federal Standards would be beneficial to the establishment of quality libraries throughout the United States.

A smaller number of the standards address collection size and related space recommendations to accommodate general seating, staff, meeting space and collection square footages. These standards are relevant to this document in that they provide us with a means by which to establish an estimated size for the Gallup Public Library and a general allocation of current and future collections. Of the available standards, the Wisconsin Public Library Standards are the most comprehensive and lay out a step-by-step method which we present in the following analysis. The standards, which are based on a 1988 publication called Public Library Space Needs: A Planning Outline, have been used to develop other recommended space planning processes for a number of states including Connecticut, Iowa, Illinois and Texas.

METHODOLOGY
The simple idea driving this analysis is that libraries provide space for the functions and programs that best serve their community. Once a libraries inventory of collection and program needs are established, necessary spaces determining the overall size of the library can be understood individually and collectively.
This analysis includes the following steps:
- Identify the community’s design population.
- Estimate the collection the library needs to meet future demand and determine the amount of space that collection will require.
- Estimate the number of general patron seats and the amount of space this seating will require.
- Estimate the amount of staff space based on how staff will operate the library and the required space for these operations.
- Estimate types and capacities of community rooms and from that determine how much space these rooms will require.
- Determine the amount of miscellaneous public and staff spaces. These spaces are also referred to as Special use spaces.
- Determine space requirements for service spaces such as vestibules, mechanical and electrical spaces and public rest rooms.
- Determine space requirements for technology requirements including public access computers and internet stations to accommodate different user groups.
- Calculate the various estimates to yield an overall space estimate.
- Determine an approximate circulation and seating distribution for the library.

DESIGN POPULATION
The first step in this analysis is to establish the design population for the library. The following is a summary of estimated populations who will be served by The Gallup Public Library. The Design Population Estimate uses the service population as determined from the 2000 Census data and projects a population increase of .3% annually for 30 years between 2000 and 2030.

COLLECTION ESTIMATES
The analysis uses as its basis an assumption that the new library will encounter a high level of demand when opened. To accommodate this assumption, the analysis uses a general average of materials shelved in a variety of ways occupying 11 volumes per square feet of space. This is predicated on a typical Adult Services collection using high shelving, Teen and Reference collections using medium height shelving, and Children Services using browsing bins, low shelving and other displays. 11 volumes per square foot indicates wider library aisles and thus takes into consideration a higher circulation factor. It assumes that a diversity of shelving can be accommodated in each collection allowing spaces to be further developed in the design phase of the project.

Print Collection Volumes
A typical 3-foot-long section of library shelving provides a given linear feet of shelving with a capacity of books-per-shelf. It is assumed that shelving will be only partially filled at the new library’s opening and that shelves would not exceed 75 to 80% capacity in the 20 year projection of this analysis. Each section requires a specific amount of floor space so that it can be effectively used. The number of volumes that can be stored in a given space ranges from 5 to 30 volumes per square foot. This is dependant on the shelving height, aisle width and materials being stored. A Reference Collection will have fewer books per square foot than a Youth Services Collection simply because a typical reference book is 1 1/2” thick while a typical Youth Services book is 1/4” thick or less.

Aisle width is an important factor in this analysis. A basic assumption is that a minimum of 42” wide aisles will be provided with a preference for 60” wide aisles when possible. The metric Volumes per Capita assumes a moderate to high service level for the Library with 4 volumes per capita design population. Volumes per Square Foot of 11 assumes a mid point between a basic level of
service and an optimum level of service leaning towards optimal (13 Volumes per foot is a basic level, 10 is an optimum level). The established volumes and square footage are an estimate and further development of this analysis will occur during the design phases of the project with specific collections being tested against space allocation estimates.

**Periodical Collection Titles**
Periodicals require two types of shelving, display shelving for current issues and storage for back issues. Current ADA requirements require a height limitation for display periodical shelving of 54” high if a side approach for a wheelchair is provided and 48” high if a front approach is provided. This requirement is factored into this analysis with an assumption through the Volumes per Square Foot metric.

Periodical Volumes assume 12 periodical titles per thousand individuals with public access volumes requiring 1.5 volumes per square foot, and back issues, typically stored in back of house staff areas, requiring .5 volumes per square foot. Many libraries are reducing their back issue storage duration as more periodical titles become available online. This analysis assumes .5 square feet per title for every year of retained periodical, essentially assuming that the library will only store periodicals for one year before weeding.

**Audio and Video Collection Volumes**
Audio and Video collection size are based on standards of .18 volumes per capita for audio volumes and .28 volumes per capita for video volumes. These volumes would be a mix of CD’s, DVD’s and other media types appropriate to each individual service area within the library. The current audio collection held by the library is approximately 2500 items. Current video and DVD holdings are approximately 200 items. We recommend continued access to quality audio materials while providing a significantly larger collection of video and DVD holdings.

Volumes per Capita and Volumes per Square Foot both assume a medium to high level of service similar to the assumptions made regarding the Print Collection.

**SEATING ESTIMATES**

**General Seating**
General Seating includes seating at tables, study carrels, lounge seating and other specialty seating such as special Young Adult seating (beanbags) and Youth Services seating. This analysis is for general reader seating.

The accepted metric to determine General Seating is Seats per Thousand Population. The Wisconsin Public Library Standards suggest a sliding scale that decreases the number of seats per thousand population as the population increases. Based on these assumptions, this analysis uses 6 seats per thousand to determine General Seating. Again the number established in this analysis is an estimate and the number of actual seats will be determined during design. Square feet per seat varies, but as a general rule 30 square feet per seat is an adequate average. Seating at tables may require 25 square feet per seat while lounge seating may require 40 square feet or more.

**Staff Seating**
Staff seating correlates less directly to staff full time equivalents (FTEs) and more closely to the number of service points and workstations included in the design. This would include service desk stations, individual private workstations and offices, and work areas that are designed for particular tasks such as mending, cataloging and sorting. The intent is to provide specific workstations that a smaller staff can use flexibly to
work efficiently. Throughout a given day an individual staff member may work at their own workstation, a mending workstation and at a station at the service desk depending on the requirements of the library and patrons. This is in contrast to the current library situation where individuals have small work areas where multiple tasks are performed.

**Meeting Spaces**
Meeting Room space is determined by understanding the set of meeting rooms that will be provided in the library and then using standard metrics per seat to determine sizes required. Larger Community Rooms require less square footage per seat than conference or study rooms. Computer rooms require more space to accommodate equipment requirements.

**Public Technology Seating**
It’s clear that a significant service a modern library will provide is access to computers and the internet. Demand for this service will likely only increase with time. It is assumed that the new Gallup Public Library will provide wireless access so that laptop and mobile device users can access the internet within the library. Beyond these users however, a significant number of Public Access Computers should be provided so that individuals who don’t have access to a personal computer at home or elsewhere are accommodated.

Two types of computer stations are defined. First are Public Access Computers. These are defined as stations where individuals are able to sign up and use the computer for a set period of time. In the table below these have been defined for each of the service areas. Each service area has a slightly different square footage per station indicating differences in use. Youth Services stations require more square footage to accommodate a parent and child while using the computer. The second type of computer access will be Stand-Up Online Catalog Computers. These will occupy less space to discourage long use times, thus providing access to the library’s catalog to a greater number of patrons.

**SEATING SUMMARY**

**Special Use Space**
Special Use areas are spaces not accounted for in previous portions of this analysis. This may include areas for storage for newspapers, maps, pamphlets and government documents, photocopiers and other equipment. It may also include staff break areas, computer server space and other spaces like Youth Services craft rooms. It is intended to be a flexible number to be further developed during the design phases of the project. In general, including a range of between 12% to 17% of the Collection and Seating spaces accounts for these Special Use spaces adequately.

**Service Spaces**
Service Spaces include spaces that are typically thought of as being support spaces for the library. These would include mechanical and electrical rooms, vestibules, public rest rooms, and shaft, structural and wall space.

**TOTAL ESTIMATED BUILDING SQUARE FOOTAGE**
Chapter 6 discusses a total estimated gross square footage for the proposed Gallup Public Library. This estimated number will be tested during the design phases in an effort to yield efficiencies between adjacent spaces and by discovering uses that may be accommodated with less space. This number should not be seen as a final and exact representation of the final building square footage, but as a strong recommendation for the size of the proposed Gallup Public Library.
COLLECTION DISTRIBUTION
Later chapters will recommend collection distribution including square footages and number of volumes for the proposed library collection. This allocation will be studied against the library’s existing collection and vetted during the design phase.

SEATING DISTRIBUTION
Later chapters will recommend General Seating distribution including number of total seats and square footages for each service area for the proposed Library. The areas indicated will be studied during the design Phases to determine if they are adequately serving the needs of each identified service area.
This Size Requirement Summary is intended to provide a pre-design set of assumptions regarding sizes for the various spaces within the proposed Gallup Public Library. Although, barring a significant change in scope requested by the client, the overall size of the building will likely double throughout the design process, the size of individual spaces will adjust during the design phase of the project. This summary is intended to be a reasonable and analyzed starting point as opposed to a final and restrictive solution.

**EXPECTED LIBRARY GROWTH**

The following chart represents a recommended total growth on Library Square Footage, including collection, all services and staff areas. Assumptions have been made to account for the likelihood of the building being multistory. The total growth is expected to be 82% to the current buildings combined.

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<thead>
<tr>
<th>Existing Facilities</th>
<th>Proposed New Library</th>
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<tbody>
<tr>
<td><strong>Main Library</strong></td>
<td><strong>Children’s Library</strong></td>
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<td>Patron Services</td>
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<td>Staff areas</td>
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<td>Ancillary/support</td>
<td>897 SF</td>
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<tr>
<td>Circulation</td>
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<td>Total Program</td>
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<tr>
<td>Building Support</td>
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<tr>
<td><strong>TOTAL BUILDING</strong></td>
<td><strong>86%</strong></td>
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</table>
COMPARISON OF EXISTING VS. PROPOSED PROGRAM DISTRIBUTION

Although the total building growth is expected to be approximately 82%, most of the program components will remain proportionally similar than in the existing buildings with a decrease in the areas dedicated to collections, and increases in staff and ancillary areas.

EXISTING PROGRAM DISTRIBUTION
24,238 SF

PROPOSED PROGRAM DISTRIBUTION
44,963 SF
EXISTING LIBRARY COLLECTION DISTRIBUTION
Provided by Gallup Library

<table>
<thead>
<tr>
<th>Main Library</th>
<th>Items</th>
<th>Titles</th>
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<td>Audiocassette</td>
<td>69</td>
<td>62</td>
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<td>Audio Player</td>
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<td>Art Collection</td>
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<td>Audiovisual</td>
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<td>Art Works</td>
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<td>Best Sellers</td>
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<td>Compact Disk Talking</td>
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<td>Southwest</td>
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<tr>
<td>Western</td>
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<tr>
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EXISTING LIBRARY COLLECTION DISTRIBUTION
Graphic representation of the current collection distribution on each library

**Adult collection distribution by items**

- Media: 10,123
- Periodicals/Graphic Novels: 4,197
- Reference: 4,534
- Special and SW Collection: 17,705
- Adult Collection: 53,685

**Children and Teen collection distribution by items**

- Young People: 3,332
- Children: 27,075
## EXISTING LIBRARY COLLECTION DISTRIBUTION

Collection distribution by title

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<td>219</td>
<td>208</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>53,685</td>
<td>51,745</td>
</tr>
<tr>
<td>CHILDREN’S LIBRARY</td>
<td>Items</td>
<td>Titles</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Teen</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young People</td>
<td>3,332</td>
<td>3,201</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children</th>
<th>Items</th>
<th>Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Book</td>
<td>747</td>
<td>722</td>
</tr>
<tr>
<td>Juw Compact Disk Tk</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>Computer Station</td>
<td>54</td>
<td>54</td>
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<tr>
<td>Easy</td>
<td>5,295</td>
<td>5,285</td>
</tr>
<tr>
<td>Equipment</td>
<td>142</td>
<td>30</td>
</tr>
<tr>
<td>Easy Reader</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Game</td>
<td>130</td>
<td>112</td>
</tr>
<tr>
<td>Giant Book</td>
<td>42</td>
<td>41</td>
</tr>
<tr>
<td>Juw Biography</td>
<td>987</td>
<td>966</td>
</tr>
<tr>
<td>Juw Spanish</td>
<td>202</td>
<td>180</td>
</tr>
<tr>
<td>Juvenile</td>
<td>14,139</td>
<td>13,284</td>
</tr>
<tr>
<td>Kit</td>
<td>74</td>
<td>16</td>
</tr>
<tr>
<td>Literacy Program</td>
<td>15</td>
<td>15</td>
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<tr>
<td>Newbery Book</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Spanish Easy</td>
<td>275</td>
<td>241</td>
</tr>
<tr>
<td>See Reference</td>
<td>247</td>
<td>227</td>
</tr>
<tr>
<td>Teacher Parent</td>
<td>103</td>
<td>101</td>
</tr>
</tbody>
</table>

| Total                     | 27,075| 24,996 |
## COMPARISON OF EXISTING VS. PROPOSED SQUARE FOOTAGE

Existing and proposed program distribution per area of service.

<table>
<thead>
<tr>
<th>Area</th>
<th>Existing Areas SF</th>
<th>Proposed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>504</td>
<td>8,702</td>
</tr>
<tr>
<td>Periodicals/ Graphic Novels</td>
<td>174</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>416</td>
<td></td>
</tr>
<tr>
<td>Special and SW Collection</td>
<td>632</td>
<td></td>
</tr>
<tr>
<td>Adult Collection</td>
<td>4,075</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5,281</td>
<td>8,702</td>
</tr>
<tr>
<td>Patron Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Desk</td>
<td>146</td>
<td>560</td>
</tr>
<tr>
<td>Seating reading areas</td>
<td>1,094</td>
<td>2,800</td>
</tr>
<tr>
<td>Satellite desks - reference</td>
<td>130</td>
<td>240</td>
</tr>
<tr>
<td>Computer areas, including lab</td>
<td>1,050</td>
<td>2,100</td>
</tr>
<tr>
<td>Individual and small group study</td>
<td>-</td>
<td>480</td>
</tr>
<tr>
<td>Programming room</td>
<td>1,218</td>
<td>1,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,218</td>
<td>1,200</td>
</tr>
<tr>
<td><strong>Staff Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff offices</td>
<td>416</td>
<td>650</td>
</tr>
<tr>
<td>Staff work Areas - including individual</td>
<td>222</td>
<td>890</td>
</tr>
<tr>
<td>Staff Break room</td>
<td>236</td>
<td>300</td>
</tr>
<tr>
<td>Staff Restrooms</td>
<td>-</td>
<td>150</td>
</tr>
<tr>
<td>Staff conference Room</td>
<td>-</td>
<td>350</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>652</td>
<td>1,200</td>
</tr>
<tr>
<td><strong>Ancillary / Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Drops / self check</td>
<td>-</td>
<td>160</td>
</tr>
<tr>
<td>Electric, Data, AV Rooms</td>
<td>-</td>
<td>450</td>
</tr>
<tr>
<td>Mechanical Room</td>
<td>-</td>
<td>420</td>
</tr>
<tr>
<td>Storage</td>
<td>274</td>
<td>1,100</td>
</tr>
<tr>
<td>Restrooms and custodial</td>
<td>623</td>
<td>1,140</td>
</tr>
<tr>
<td>Vestibule and security gates</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td><strong>Sub Total Interior SF</strong></td>
<td>13,282</td>
<td>21,892</td>
</tr>
<tr>
<td>Circulation - Entry, corridors and hallways</td>
<td>2,224</td>
<td>3,722</td>
</tr>
<tr>
<td><strong>Total Net SF</strong></td>
<td>15,506</td>
<td>25,613</td>
</tr>
</tbody>
</table>

**Net Increase in Main/Adult Library** 92%
<table>
<thead>
<tr>
<th></th>
<th>Existing Areas SF</th>
<th>Proposed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHILDREN AND YOUNG ADULT LIBRARY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen</td>
<td>358</td>
<td>1,100</td>
</tr>
<tr>
<td>Teen media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children</td>
<td>1,930</td>
<td>1,900</td>
</tr>
<tr>
<td>Children interactive media</td>
<td>401</td>
<td>600</td>
</tr>
<tr>
<td>Patrol Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Desk</td>
<td>517</td>
<td>320</td>
</tr>
<tr>
<td>Seating reading areas</td>
<td>647</td>
<td>2,100</td>
</tr>
<tr>
<td>Satellite desks - reference</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Computer areas</td>
<td>768</td>
<td>850</td>
</tr>
<tr>
<td>Story time</td>
<td>-</td>
<td>800</td>
</tr>
<tr>
<td>Individual and small group study</td>
<td>276</td>
<td>-</td>
</tr>
<tr>
<td>Programming room</td>
<td>1,173</td>
<td>750</td>
</tr>
<tr>
<td><strong>Staff Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff offices</td>
<td>164</td>
<td>250</td>
</tr>
<tr>
<td>Staff work Areas - including individual</td>
<td>-</td>
<td>380</td>
</tr>
<tr>
<td>Staff Break room</td>
<td>164</td>
<td>150</td>
</tr>
<tr>
<td>Staff Restrooms</td>
<td>516</td>
<td>150</td>
</tr>
<tr>
<td>Staff conference Room</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td><strong>Ancillary / Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Drops / self check</td>
<td>-</td>
<td>120</td>
</tr>
<tr>
<td>Electric, Data, AV Rooms</td>
<td>-</td>
<td>250</td>
</tr>
<tr>
<td>Mechanical Room</td>
<td>52</td>
<td>100</td>
</tr>
<tr>
<td>Storage</td>
<td>440</td>
<td>650</td>
</tr>
<tr>
<td>Restrooms and custodial</td>
<td>380</td>
<td>950</td>
</tr>
<tr>
<td>Vestibule and security gates</td>
<td>539</td>
<td>200</td>
</tr>
<tr>
<td><strong>Sub Total Interior SF</strong></td>
<td>7,825</td>
<td>11,820</td>
</tr>
<tr>
<td><strong>Circulation - Entry, corridors and hallways</strong></td>
<td>1,018</td>
<td>2,089</td>
</tr>
<tr>
<td><strong>Total Net SF</strong></td>
<td>8,843</td>
<td>13,929</td>
</tr>
</tbody>
</table>

Net increase children and teen library: 56%
**TOTALS**

<table>
<thead>
<tr>
<th>Building Support Spaces</th>
<th>Existing Areas SF</th>
<th>Proposed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main entry Lobby - Exhibit space</td>
<td>2001</td>
<td>1,200</td>
</tr>
<tr>
<td>Exterior walls</td>
<td>1,769</td>
<td>1,972</td>
</tr>
<tr>
<td>Interior structure</td>
<td>-</td>
<td>789</td>
</tr>
<tr>
<td>Vertical Circulation - Stairs and elevator</td>
<td>-</td>
<td>1,300</td>
</tr>
<tr>
<td>Mechanical Electrical, FP - Chases</td>
<td>-</td>
<td>260</td>
</tr>
<tr>
<td>Total Added SF</td>
<td>1,969</td>
<td>5,521</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL PROJECTED BUILDING GROSS SF</th>
<th>Existing</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections</td>
<td>24,238</td>
<td>44,963</td>
</tr>
</tbody>
</table>

**PROPOSED GROWTH**
Comparison of existing vs proposed square footage per area of service.

**PROGRAM INCREASE PER AREA OF SERVICE**

- Building Support: 180%
- Circulation: 73%
- Ancillary/support: 141%
- Staff areas: 198%
- Patron Services: 74%
- Collections: 45%
**PROPOSED GROWTH**
Comparison of existing vs proposed square footage per area of service.

- **Existing Library Collections**
  - 8,490 SF
- **Proposed Library Collections**
  - 11,671 SF
  - Net Increase of 37%

- **Existing Library Services**
  - 7,011 SF
- **Proposed Library Services**
  - 12,200 SF
  - Net Increase of 74%

- **Existing Library Staff Areas**
  - 1,258 SF
- **Proposed Library Staff Areas**
  - 3,750 SF
  - Net Increase of 198%
Existing Library Ancillary
2,268 SF

Proposed Library Ancillary
5,460 SF

Net Increase of 141%

Existing Library Circulation
3,242 SF

Proposed Library Circulation
5,624 SF

Net Increase of 73%

Existing Library Support
1,969 SF

Proposed Library Support
5,276 SF

Net Increase of 178%
### DESIGN POPULATION

<table>
<thead>
<tr>
<th>Gallup population growth estimate</th>
<th>1990</th>
<th>19,519</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1995</td>
<td>20,673</td>
</tr>
<tr>
<td></td>
<td>2000</td>
<td>20,805</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>19,736</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>21,889</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>22,261</td>
</tr>
</tbody>
</table>

25 year growth delta 0.91% Yr | 2,742 |

**Expected Gallup population in 2040** 25,003

McKinley County Population 73,308 2013
25yr. County delta growth 11,854 0.2%
County pop. Excluding Gallup 48,305
Include for design Population 10% 4,831

Design Population in 2040 29,834

### COLLECTION ESTIMATES - BASED ON POPULATION

<table>
<thead>
<tr>
<th></th>
<th>2040 Design Population</th>
<th>Volumes per Capita</th>
<th>Number of volumes</th>
<th>Volumes per SF</th>
<th>Estimated SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Volumes</td>
<td>29,834</td>
<td>4</td>
<td>119,334</td>
<td>11</td>
<td>10,849 SF</td>
</tr>
<tr>
<td>Periodical Titles</td>
<td>29.8 mil</td>
<td>12</td>
<td>358</td>
<td>1.5</td>
<td>537 SF</td>
</tr>
<tr>
<td></td>
<td>29.8 mil</td>
<td></td>
<td>388</td>
<td>0.5</td>
<td>194 SF</td>
</tr>
<tr>
<td>Audio Volumes</td>
<td>29,834</td>
<td>0.18</td>
<td>5,370</td>
<td>11</td>
<td>488 SF</td>
</tr>
<tr>
<td>Video Volumes</td>
<td>29,834</td>
<td>0.28</td>
<td>8,353</td>
<td>11</td>
<td>759 SF</td>
</tr>
</tbody>
</table>

**133,183** TOTAL SF 12,827 SF
**PUBLIC SEATING CAPACITY (recommendations)**

<table>
<thead>
<tr>
<th>Number of items in collection</th>
<th>133,803</th>
</tr>
</thead>
</table>

**Recommendations:**

- **25,000 BGSF & larger:** Provide one seat for every 800 to 1,000 items.
  - Seating for 134 People

- **Central Library:** Provide one seat for every 800 items, exclusive of Local History, Genealogy, & Archives.
  - Seating for 167 People
  - Plus special collections

- **General seating based on Design**
  - Population: Provide 6 seats for every thousand population
  - 30 179 People

**SF Allocated in Program**

<table>
<thead>
<tr>
<th>MAIN LIBRARY</th>
<th>2,800 SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILDREN AND YOUNG ADULT LIBRARY</td>
<td>2,100 SF</td>
</tr>
</tbody>
</table>

**SEATING DISTRIBUTION**

<table>
<thead>
<tr>
<th></th>
<th>SF/All</th>
<th>Qt.</th>
<th>SF</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Place Table: One table with 4 reader chairs, 100 NSF.</td>
<td>100</td>
<td>14</td>
<td>1,400</td>
<td>56</td>
</tr>
<tr>
<td>2-Place Table: One table with 2 reader chairs, 70 NSF.</td>
<td>70</td>
<td>8</td>
<td>560</td>
<td>16</td>
</tr>
<tr>
<td>1-Place Table: One table with 1 reader chair, 35 NSF, (carrels)</td>
<td>35</td>
<td>8</td>
<td>280</td>
<td>8</td>
</tr>
<tr>
<td>Lounge Chair: One seat, 30 NSF (2 lounge chairs with side table, 65 NSF).</td>
<td>65</td>
<td>8</td>
<td>520</td>
<td>16</td>
</tr>
<tr>
<td>Bench: Two persons, 10 NSF.</td>
<td>10</td>
<td>4</td>
<td>40</td>
<td>8</td>
</tr>
<tr>
<td>Read Aloud: Lounge chair sized for an adult and a young child.</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Floor Seat: Cushion/pillow on floor, very young children, 5 NSF.</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL AREA and SEATS** | 2,800 | 104 |

**SEATING DISTRIBUTION**

<table>
<thead>
<tr>
<th></th>
<th>SF/All</th>
<th>Qt.</th>
<th>SF</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Place Table: One table with 4 reader chairs, 100 NSF.</td>
<td>100</td>
<td>10</td>
<td>1,000</td>
<td>40</td>
</tr>
<tr>
<td>2-Place Table: One table with 2 reader chairs, 70 NSF.</td>
<td>70</td>
<td>4</td>
<td>280</td>
<td>8</td>
</tr>
<tr>
<td>1-Place Table: One table with 1 reader chair, 35 NSF, (carrels)</td>
<td>35</td>
<td>3</td>
<td>105</td>
<td>3</td>
</tr>
<tr>
<td>Lounge Chair: One seat, 30 NSF (2 lounge chairs with side table, 65 NSF).</td>
<td>65</td>
<td>8</td>
<td>520</td>
<td>16</td>
</tr>
<tr>
<td>Bench: Two persons, 10 NSF.</td>
<td>10</td>
<td>7</td>
<td>70</td>
<td>14</td>
</tr>
<tr>
<td>Read Aloud: Lounge chair sized for an adult and a young child.</td>
<td>10</td>
<td>4</td>
<td>40</td>
<td>8</td>
</tr>
<tr>
<td>Floor Seat: Cushion/pillow on floor, very young children, 5 NSF.</td>
<td>5</td>
<td>17</td>
<td>85</td>
<td>17</td>
</tr>
</tbody>
</table>

**TOTAL AREA and SEATS** | 2,100 | 106 |
Change & Flexibility

Instilling flexibility in the design and construction of a library building is critical to maintaining viability for the building and the library institution for generations of users. But what does flexibility mean? How do we know what the future holds in terms of technological advances that will significantly impact and potentially limit the library structure and its use? From a building’s HVAC & structural systems, its technologies to serve library patrons, and its ability to manage and maintain the changing nature of a library’s collection, the significant changes we have seen in recent decades would indicate that it’s a challenging prospect at best to guess at what the future will hold.

Instead of attempting to anticipate an uncertain future, our strategy should be to develop a conceptual organizational framework that will allow for the development of a building that may intelligently and efficiently adapt to and embrace the inevitable changes to come. In the last century, the British Architect Harry Faulkner Brown developed what have come to be known as the Faulkner-Brown Ten Commandments to address flexibility in a library facility.

Harry Faulkner- Brown’s ‘Ten Commandments’ for the Design of Libraries:

- A library should be flexible, with a layout, structure and services which are easy to adapt;
- A library should be compact, for ease of movement of readers, staff and books;
- A library should be accessible, from the exterior into the building and from the entrance to all parts of the building, with an easy comprehensible plan needing minimum supplementary directions;
- A library should be extendible, to permit future growth with minimum disruption;
- A library should be varied, in its provision of book accommodation and of reader services to give wide freedom of choice;
- A library should be organized, to impose appropriate confrontation between books and readers;
- A library should be comfortable to promote efficiency of use;
- A library should be constant in environment for the preservation of library materials;
- A library should be secure to control user behavior and loss of books;
- A library should be economic to be built and maintained with minimum resources both in finance and staff.

These general guidelines outline the process of creating a framework that will guide many decisions made throughout the course of designing, building, and ultimately inhabiting the new Gallup Public Library.

Many of the systems that will be considered can be looked at through this lens. Does the structural system allow for open spaces that facilitate a well-organized, accessible collection? Does this imply wide structural spans or frequent column placement? Does that same structural system allow for expansion? Will the site allow for expansion or should future additions add new floors to the building, thus requiring the structural capacity to be built into the original structure? Will selected HVAC systems ensure comfortable spaces and a constant temperature and humidity that preserve the library’s collection? When those systems have seen the end of their life cycle will new systems be easily integrated into the structure of the building without costly disruption? Will architectural ideas that establish the foundation of the library’s identity create an environment that is safe, secure, comfortable and clear? Or will those ideas forever saddle the building with limitations that impact the smooth functioning and natural growth of the institution?
The goal should be clear. We endeavor to create a building that is efficient for staff to manage, and patrons to use, all with a minimum of resources being consumed. The challenge of creating a new public library for Gallup is fundamentally based in these principles and the success of the building and the process for creating that building should be gauged using these principles as a guide.

**DIGITAL TECHNOLOGIES AND THE FUTURE OF THE LIBRARY**

Perhaps the greatest question and challenge facing the future of the library as an institution is how it will adapt to the rapidly changing technologies reshaping not only the forms of our information, but the methods by which we store, present, and access it. While the storage and retrieval of books and printed materials will continue for some time to be a principal function of the library, the need to provide access to the already varied and still proliferating forms of digitized information will only increase in coming years. Early in the digital revolution (15-20 years ago) increasing use of computers had significant spatial implications as centralized computer systems required dedicated floor area, climate-controlled rooms, and extensive cabling. As computers have evolved since then, they’ve become more compact and require ever less space and physical infrastructure. As such the implications of their increased use have become less building-dependent and more operational.

While there are as many ways to adapt to these changes as there are librarians, there is general agreement that in the future our libraries will devote less space to materials storage and processing, and more to a variety of spaces that will facilitate how we access and share digital information. As digital devices have become smaller, more portable, more ubiquitous and even personal, libraries may very well cease growing to accommodate population growth and begin to shrink. Existing library space used for collections may need to be re-purposed to become a variety of spaces that offer broader support for working alone and in groups with librarians as guides and facilitators to assist in an increasingly diverse and confusing information and media environment. These spaces may very well need to go beyond merely providing access to textual materials to providing patrons the means to engage in new, interactive ways with audio, video and experiential media. With the enhanced access to information that most of us now have at our desks, or even at our fingertips, the factors that distinguish the library and maintain its relevance will undoubtedly change. The opportunity for libraries is to focus on providing what is missing from our private on-line experience - access to the vast network of paid subscription, academic and institutional databases that are unavailable to the general internet user; to fast, high-resolution networks and state-of-the-art audio/visual interfaces with which to experience this information; to the professional guidance in navigating these resources provided by trained librarians; and perhaps foremost, to the social dimension of producing, consuming, and sharing this world of information.

To face this uncertain but exciting future, a new library must be designed with maximum physical flexibility and adaptability, maximum available and expandible digital bandwidth (through both hard-wired and wireless networks), and an autonomous computer network that can be optimized for the very particular needs of the library and which ensures patrons of a secure and private environment in which to work.

General flexibility for updating and relocating cabling and power locations would also be greatly enhanced by using a raised modular flooring system. Such a system can also be advantageous as a flexible plenum for providing targeted heating and cooling throughout the building.
Space Descriptions

Program spaces are described with specific use, qualities and requirements defined. The goal is to define qualitatively each space in the library as a starting point for further development during the design phases.

ENTRY SPACES

1. Site Entrance and Parking

Function: The library site and parking area should be designed with an understanding that it will provide a first impression of the library for visitors and thus should be both functional and beautiful. Entry to the parking area should come from as many adjacent streets as possible to allow for easy access by patrons. Pedestrian safety should be a primary consideration in the design of the parking lot with a pedestrian drop off area incorporated at the entry, lighting to ensure that pedestrians are easily seen at night and clear crosswalks and pedestrian aisles provided. A clear traffic pattern and adequately sized parking spaces will allow cars to navigate easily through the parking lot. Site landscaping should be designed with plants selected that will work well in Gallup’s arid climate. Green spaces should be maximized with primary considerations being given to entries and areas for outside gathering spaces. The incorporation of water into these gathering spaces should be considered. As water conservation is such a critical factor in this climate, storm water retention should be studied with an eye towards storing storm water being used for irrigation of landscaping.

Requirements:
- Strong visual connection to adjacent streets and clear entries into the parking lot.
- Disabled parking spaces.
- Plant selections that are either native species or species that will thrive in Gallup’s climate.
- High quality site lighting with an emphasis on reducing light pollution.
- Clear pedestrian and vehicle movement patterns that allow each to move safely throughout the site.
- Retention of most, if not all, storm water on site.

2. Public Exterior Entrances

Function: The entrances to the building should be visible and obvious to anyone visiting the library. The space should provide protection from strong winds and the sun. Gardens and moving water should be encouraged in the design of these spaces. And in all cases the exterior spaces at the entry to this library should allow patrons to comfortably linger to read and visit with neighbors.

Requirements:
- Strong visual connection to parking and pedestrian routes.
- Disabled accessibility.
- Landscaping consistent with the design direction of the overall library.
- Protection from prevailing winds.
- Sun shading and glare protection.
- Durable material selection.
3. Vestibule

**Function:** A space at the entry of the building that provides a thermal gap between exterior and interior conditions, maintaining interior HVAC efficiency. The space should be welcoming and provide the best possible thermal separation. It should easily allow a large number of people to enter and exit the building and provide simple to use and comfortable disabled access. Doors should be easy to open by young and old.

**Requirements:**
- Provide thermal separation between interior and exterior spaces.
- Provide ample depth in the vestibule and width of openings. A minimum of 8 to 12 feet of depth and 9 to 12 feet of opening.
- Visual connection and adjacency to parking.

4. Lobby

**Function:** The first impression of the interior spaces of the Gallup library should be, above all, welcoming. The space will be elegant with durable materials and a heavy use of natural daylighting. The space should provide direct access to the library, public toilets, and meeting rooms. Staff should have direct access to the lobby from staff spaces. Book drops will be provided in this room with direct connection into staff book circulation areas. It should be possible to use the lobby after normal library hours, providing access to meeting rooms and toilets while providing a secure library. Elegant integration of artwork can be displayed in the lobby. The lobby should provide enough free floor area to allow for setting up tables when desired for book sales, fund raising, the distribution of information, etc.

**Adjacencies:** Direct public connection to the meeting areas, the main public service entry of the library, the café and public toilets. The space should have a staff connection to staff areas for maintenance, control and circulation.

**Requirements:**
- Acoustically damping materials to temper and counteract a probable use of hard, durable materials (i.e. floors) in a potentially noisy room.
- Automated building control of lighting systems with light dimming linked to daylighting. Direct and indirect lighting with accent lighting at appropriate strategic locations.
- HVAC systems with the lobby space having independent zones.
- 1.5 watts per foot of plugs and 1.0 watts per foot for lighting.
- Building Fire Control Panel located to provide access by fire fighting personnel directly from their most obvious access point.
COMMUNITY SPACES

1. Large Community Meeting Room

**Function:** The Community Meeting Room will be a divisible room providing publicly accessible space for a variety of group meetings. The room will be accessible from the public lobby of the library and available for public use after normal library hours.

The room will be a large meeting room capable of providing space for meetings as large as 140 and it will be divisible into two smaller rooms for flexibility and to provide space for small to large meetings.

The meeting room will share storage for chairs and other furniture. The area will share a small kitchenette suitable for food service and cleanup. It will be adjacent to the public toilets and janitorial areas.

The room should be designed such that an individual could present a multi-media presentation using a laptop or other device. State-of-the-art projection, sound and connectivity should be acquired close to the opening date of the library to ensure the greatest amount of purchasing power for this technology. Raised flooring should be studied to determine if it is beneficial to aid in flexibility in portions of the meeting rooms.

**Adjacencies:** The meeting area should have a strong connection to the buildings public entries and main public lobby allowing for direct connection to the main public service area of the library.

**Requirements:**
- Meeting room for 140.
- Divisible.
- State-of-the-art projection capabilities.
- Acoustical performance suitable for speech, music and other types of presentation.
- Wireless internet capabilities.
- Storage area for furniture and equipment.

2. Staff Conference Room

**Function:** A conference room designed to seat 10 to 12 people. The room should be accessible to the public and will be in a location suitable for staff meetings and library board meetings. The room should have built-in projection capabilities with a projection screen and a projector.

3. Study Rooms

**Function:** Study rooms will be distributed throughout the library to accommodate study and quiet projects. These rooms will be designed to accommodate between four to six individuals. Two to three rooms will be shared by the Adult Services, Young Adult Services and Special Collections areas. In addition, one to two rooms will be designated for the Youth Services area. The rooms should be designed to allow library staff to maintain visual connection into the rooms and allow for acoustical separation from surrounding areas. Rooms should have white boards and pin-up areas. Small conference room tables and comfortable seating will be provided with wireless and wired internet capabilities.
Public Service and Staff Spaces

1. Public Service Desk

Function: The public service desk will be a desk with a highly visible location central to the library, directly adjacent to the public lobby. The desk will provide both public service and circulation service and should be designed to be large enough so that library staff can perform multiple tasks at the desk, from issuing library cards and checking out books to aiding patrons with research requests. The desk should be very welcoming and should provide sight lines throughout the public service and lobby spaces of the library. It should have direct connection and clear visual supervision of internet stations in the Adult Services, Young Adult and Special Collection areas. It should be designed to accommodate different work configurations and disabled accessibility. The desk area should encourage a highly mobile staff that is able to move throughout the public service areas of the library and to see when they are needed at the public service desk.

Near the front desk there may be a series of digital information kiosks - “discovery stations” - that will provide self-service library information and orientation, relieving the staff to respond to more specific requests for assistance. These kiosks would include computer screens and be programmable to feature focussed subject matter, seasonal reading, and information complementary to other cultural events taking place in Gallup.

Adjacencies: The public service desk should be directly adjacent to the public lobby, the book security area and the self-check system. It should have a close adjacency to back-of-house staff areas.

2. Book Security

Function: The book security system should be located at the primary entrance between the lobby and public service area of the library. It may be necessary for this entrance to be the only entrance into the library from non-secured areas to ensure book security integrity. Other entrances are possible but they need to be at controlled areas. The security system would be based on radio-frequency identification (RFID) technologies. These systems provide not only collection security, but also allow for ease of material tracking, inventory and processing. Microchip tags are affixed to collection materials that allow information to be stored about individual collection items. This information can be read by scanning, self check and automation equipment. RFID systems make self check easier to use for patrons, allowing multiple collection items to be checked out at one time. Gates at the primary entrance should be designed so that library patrons must pass through when they enter and exit the library. The gates should be incorporated into the architecture of the building and should be visible without drawing excessive attention to the fact that a security system is being used.

Equipment: Competitively bid RFID Library Collection Security System with all necessary components. This may include security gates and associated equipment, RFID tags, software to operate the system and integration software to allow functionality with an automated material handling system and material collection system.

3. Self Check

Function: The Self Check area will be centrally located near the Public Service Desk and be designed to be highly visible with an intuitive use pattern allowing for ease of use for patrons. The space should have a queuing area and signage that provides an obvious way for customers to line up for and use
these machines. Initially staff will be necessary to assist library customers in learning how best to use the equipment, but after an initial period staff assistance will be reduced. Three stations are recommended. One of these stations may be provided more directly adjacent to the Youth Services area.

**Equipment:** 3 competitively bid self check stations

### 4. Book Drops

**Function:** Book drops should be located adjacent to circulation areas in the main lobby of the building so that books are dropped off by library patrons near to circulation staff areas. This will allow for greater efficiency of book sorting and shelving. An exterior book drop should be provided that allows patrons to drop off books 24 hours a day. If it is decided to provide a drive-through book drop, this would become the 24-hour book drop. The interior book drop would allow patrons to deposit materials prior to passing through security gates at the entrance to the public service portion of the library. Book drops should be made to blend with surrounding architecture and to be highly visible. If an Automated Material Handling system is used for the project, book drops would begin with a conveyor system that would deliver books to sorting equipment. With a conventional book drop, a double book drop slot where patrons pre-sort books and other materials can aid in sorting library materials.

### 5. Circulation Staff

**Function:** circulation staff areas will center on the management and processing of the library’s collection. This area will have space for materials collection, sorting, repair, staging for re-shelving, cataloging and receiving. The area will consist of a workroom and staging area. The workroom will be typical open office space with workstations flexibly designed to provide adequate and diverse space for various tasks. The staging area will be designed to provide for multiple book carts to be staged, without blocking surrounding areas, prior to books being shelved. The library’s book drops should connect directly or adjacently to this area and it should have adjacent connection to the receiving area of the building. The space should have direct access to other staff areas and to the public service center. If it is decided to provide an automated materials handling system for the building, the circulation staff area should be directly adjacent to this space.

### 6. Automated Materials Handling (AMH)

**Function:** If a decision is made to invest in an AMH system, this room would house the necessary equipment. This is a relatively simple space with a workroom character. As the system can be noisy, the space should be designed to provide acoustical separation from surrounding spaces. It should have direct adjacency to the circulation staff area and receiving areas. It should have direct adjacency to the book drops at the lobby and exterior book drops.

These systems provide the ability to sort materials by specific collection, size and location within the library. The result of these systems is pre-loaded book carts that can be quickly and efficiently shelved. The systems eliminate the physical labor associated with collection sorting and can reduce workers compensation issues associated with this type of labor. AMH systems allow staff to focus on customer service and reduce damage to collections. They should be designed to integrate with RFID systems that will be used for self check, staff checkout and the library materials security system.
After much consideration it is the recommendation of the architects preparing this program that an AMH system not be included in this project. The size of the collection and the new library building, as well as the fact that it is a single library rather than a node in a library system, place it at a threshold at which the costs - both initial and ongoing - along with the space requirements (~1000 sf) outweigh in our opinion the potential efficiencies to be gained by the system. With the future of information only becoming more digital, it would also seem to be an inopportune time to install such a system into a facility that didn’t more obviously warrant it.

7. Adult Services Staff

Function: Adult Services staff areas will provide work stations and a work room for the librarians whose primary responsibility is the Adult Service Area. The area will consist of workstations, storage and a private office. Workstation space will allow for diverse tasks. Storage space will accommodate storage of program materials, back of house collection materials and other storage needs. The space should be adjacent to the Circulation Staff area, Administrative Staff area, Public Service Desk and the Adult, Young Adult and Special Collection Areas.

8. Youth Services Service Desk

Function: The Youth Services Desk is a separate desk from the Public Services desk and is located at or near the entry of the Youth Services collection and reading areas. The desk is intended to provide space for the Youth Services librarians to perform tasks and provide service to Youth Services patrons. The desk should be designed to be very welcoming and approachable for young children and adults alike. It should provide good sight lines to the Youth Services collection area and reading rooms and direct adjacencies to the Youth Services story time room and Youth Services staff area. The desk should be seen from the public service portion of the library and should allow direct supervision of Internet stations located in the Youth Services area. It should be designed to provide disabled access. The desk area should encourage a highly mobile staff that is able to move throughout the public service areas of the Youth Services area and to see when they are needed at the Youth Services desk.

9. Youth Services Staff

Function: Youth Services staff areas will provide workstations and a work room for the librarians whose primary responsibility is the Youth Services area. The area will consist of workstations, storage and a private office. Workstation space will allow for diverse tasks to be performed at individual work areas. Group project areas will also be provided. Storage space will accommodate storage of program materials, back of house collection materials and other storage needs. The Youth Services staff area should have direct adjacency to the Youth Services Collection and Reading areas, Youth Services Service Desk, the story time room and any exterior spaces associated with the Youth Services area.

10. Youth Services Activity Room

Function: The Activity room is a space specific to Youth Services programming. It is a space that needs to be designed to be very flexible and comfortable for everyone from small children to adults. It should have durable materials that are easy to clean and maintain. It should include a kitchenette and craft clean up area with a sink and refrigerator. The space should be designed to accommodate different furniture and use configurations from classroom layouts to floor seating. Floor finishes should be selected with the assumption that children will spend a significant amount of time on the floor in the room and to provide a comfortable surface. There should be storage located directly
adjacent to the space for chairs, tables and other equipment. The space should provide excellent acoustical separation from surrounding Youth Services areas. It should be designed to take advantage of natural daylighting, but also be capable of darkening to a significant extent during daytime hours.

The space should be designed to appeal to kids. It should be fun and colorful and easy to clean and maintain.

11. Youth Services Story Time Room

Function: The Story Time room will be an intimate gathering space for storytelling. It is a destination space that should be designed with a goal of creating a very special environment where children’s and adult’s imaginations can be sparked. It should be able to comfortably provide room for up to 30 children and adults. It should have ample storage for programming materials associated with telling stories. The space should be seen from inside and outside the library as a unique space.

LIBRARY COLLECTIONS AND READING AREAS

1. Adult Services Collections

Function: The Adult Services Collections will consist of General Reference, Fiction, Non-fiction, Periodical, Music and Audio CDs, DVDs and Adult Services databases. These collections will be grouped together and laid out on shelving that is dependent on the specific collection. The reference collection will typically be shelved on 66” high shelves. Another option to study will be using a high/low reference shelving combination with the lower shelves used for reference material that is accessed more frequently. Pull-out reference shelves should be considered to allow patrons to browse reference materials quickly. Adult fiction and non-fiction will be shelved typically on 84” high shelves. Current periodicals will be shelved on 45” or 66” shelving with specific display shelving to best to display periodicals. Audio, video and music CDs and DVDs should be shelved in low browsing bins that typically require greater depth which needs to be considered during planning. Shelving should be organized to allow for good to excellent sightlines across and through the collection. Aisle widths should be a minimum of 42” with 60” widths to be considered at higher use areas. Shelving should have canopy tops and end panels that reflect the architecture of the building with end panels providing flexible, graphically strong signage opportunities.

Estimated Collection size 2040: TBD Volumes

2. Adult Services Reading Area

Function: The primary goal in planning reading areas is to offer comfortable and useful spaces that provide a diversity of experience that mesh with the service goals of the library. Specific types of reading space to be studied range from a classic reading room with longer communal tables to individual study carrels and soft lounge chairs in groupings. A larger reading room type area may be used as an architectural feature. Adjacency to an Adult Services Service Desk will allow for control of these reading spaces as well as quick access to staff for patrons.

3. Young Adult Services Collections

Function: Teen collections will consist of non-fiction, fiction, graphic novels including Gallup’s significant Manga collection, and a significant amount of music and video CDs and DVDs. The collections will be
grouped together and laid out on shelving that is dependent on the specific collection type. In general, it may be most effective to provide low to medium height shelving for the Young Adults Collection. The collection should be organized to allow staff to easily monitor the teen collection, but also to give a sense that this collection is distinct and unique from the rest of the library.

**Estimated Collection size 2040: TBD Volumes**

4. **Young Adult Services Reading Area**

**Function:** The teen area reading spaces should reflect a young, independent spirit. The space should recognize teens’ tendency to travel in packs and engage in social activity. Therefore they should provide good acoustical separation from surrounding spaces. Providing the ability to listen to music without disturbing surrounding areas should be studied. Furniture and finishes should be youthful, durable and very comfortable. Access to technology will be a significant emphasis of the space and wireless connectivity is a requirement. A staff homework help area should be considered as an opportunity to connect this area to staff services, introducing this group to the benefits of working with librarians. Adjacency to private study rooms is preferred.

5. **Youth Services Collections**

**Function:** The Youth Services collection will consist of a birth-to-six-year-old collection, and the elementary school age collections. These collections will typically be shelved on lower shelving with picture books and other mixed media for the birth-to-six collections being stored in browsing bins and the elementary school age collections being stored in 42” high to 66” shelving maximum. Typically the Youth Services collection will demand a diversity of display and shelving types. Aisle width and circulation should recognize the use of strollers in the area. Attention should be paid to planning this collection to allow for good to excellent monitoring of the collection and adjacent reading areas by the Youth Services staff. This collection area should be directly adjacent to the Youth Services staff areas and the Youth Services reading areas. It should be distinct from the rest of the library with a control point into the space that can be easily monitored by staff.

**Estimated Collection size 2040: TBD Volumes**

6. **Youth Services Reading Area**

**Function:** The Youth Services Reading area will be thought of as a family reading lounge. It should be an area where parents can comfortably read to and with their young children. Soft chairs large enough for a parent and a child to share should be considered. Tables and chairs for reading and projects and computer access should allow for parents and children to work together with chairs that are comfortable for children and adults. The space should be well lit with natural daylight being a primary method for providing light. Adjacency to small study rooms should be studied.

7. **Special Collections**

**Function:** Gallup’s Special Collections consist of a Southwest/New Mexico history collection. These collections should be highlighted within the public services area of the library. They are collections that will likely continue to grow and that are difficult to reduce in size. The collections should be shelved on a combination of high shelves designed for maximizing storage and display cases for materials that are deemed valuable enough to be locked. If there is a significant amount of materials to be secured,
a special locked room may be studied that would allow a controlled and yet visible use of these materials. This collection area should be directly adjacent to the Adult Services Collection area, but could provide opportunities within the architectural design for distinction in space and organization.

**Estimated Collection size 2040: TBD Volumes**

8. Special Collection Reading Area

**Function:** Special Collection Reading areas could be directly adjacent and integrated with the Adult Services reading areas. If a secured special collection space is provided, some amount of reading space should be incorporated into the design of that space. These rooms should provide for table and chair seating and lounge seating.

**ADMINISTRATION SPACES**

1. Director’s Office

**Function:** The Director’s Office will be a private office with a workstation type desk arrangement. The office should be acoustically separated from surrounding spaces. It should be adjacent to staff areas that would include a reception area for the entire staff space. This reception area should be directly adjacent to the primary staff entries and the entry into the staff space from the public service areas so that visitors have a clear first point of contact.

2. Staff Break Room and Lockers

**Function:** This space will be a comfortable quiet area for staff to get away from the public service areas of the library. The space should have durable easy-to-clean finishes. The space should be adjacent to staff areas including staff workrooms, offices and the staff entry. The space should have a kitchenette with a full size refrigerator and a microwave. The space should have different options for comfortable seating including table and chairs and lounge seating.

3. Staff Toilets

**Function:** The staff toilet should be a single unisex toilet room with durable materials and fixtures. The room should provide good privacy and should be adjacent to staff areas such as the break room, but have visual and acoustical separation.

4. Staff Entry

**Function:** The staff entrance should be a separate entrance from the main public entrances to the building. The entrance should be designed so that staff can enter the building safely and that they are able to enter directly into staff-specific areas. From this entry, an individual should be able to access a lighting control panel programmed with different settings, i.e. early morning lights, night lights. The staff entrance should be well lit from the exterior. It should be handicapped accessible. The staff entrance should be secured with a card or key fob access locking system to aid library staff in key control and access to the building.
TECHNOLOGY SPACES

1. Computer Resource Areas

**Function:** The Computer Resource Areas are the areas in the building designed for public service use of computers. Per the recommendation of this program, there will be a specific computer resource area adjacent to the main public service area of the library - a “technology corridor” - with approximately 18 computer stations for adult services. The Young Adult section of the library would have approximately 7 public access computer stations and there would be 5 stations in the Youth Services area. Each of these areas would be distinctive in its architectural qualities specific to its area. Each area would have very good staff supervision and control with adjacencies as close to public service desks as possible. Lighting would be designed to avoid glare on the computer screens and it is likely that this area would not be suitable to be directly adjacent to spaces with significant daylighting. Computer stations should be designed with comfortable seating that is adjustable in height and the tables or workstations selected should have very good wire management capabilities and durable materials. In the Youth Services computer resource area, workstations should be designed to accommodate a child and an adult at the same workstation. The Young Adult computer resource area should provide for two individuals to work together at some of the workstations. It may be advisable to provide raised access floor at these areas to aid in ease and flexibility of wire management.

2. Computer Training

**Function:** The computer training room will be a flexible public and staff training area with between 10 to 12 workstations. The room should be designed so that it can allow scheduled training classes, but when not in use for these classes it can provide expanded public service access to the computers in the room. The room should be designed to be able to be acoustically separated. Lighting should be indirect with a limited amount of direct daylighting to minimize glare on computer screens. The room should be adjacent to the public service area and the adult services area and it should likely have a direct adjacency to the Computer Resource Area.

3. Computer Workroom

**Function:** The Computer workroom is a staff space used specifically for maintenance and set up of the technological functions for the building. It will be a space designed to be very flexible to accommodate a multitude of tasks and storage of equipment. The space will likely have a quality somewhere between workshop and open office. Lighting will be designed to accommodate working with small components. The space will have direct adjacencies to staff areas, the Server/IT room and it should be in close proximity to the Computer Training room and Computer Resource Area. It may be advisable to use raised access flooring in this room to allow for ease of accessibility and wiring management.

4. Server/IT Room

**Function:** The Server/IT room will be a dedicated room for the storage of IT system racks and technology equipment. The room is imperative to provide technology access to the patrons of the library for many years in the future. The room should have direct adjacencies to the Computer workroom and
other staff areas. It should be designed to have a separate HVAC zone and it may be advisable to provide an uninterrupted power source (UPS) for the equipment in the room so that in the case of power outages the library's computer systems can shut down without loss of data or corruption of systems. It may be advisable to use raised access flooring in this room to allow for ease of accessibility and wiring management. The location and capacity of this room will be coordinated with the City of Gallup and their centralized data master plan.

SERVICE SPACES

1. Public Toilets

**Function:** The public toilet rooms for the building should be designed to accommodate the entire building load in one set of men's and women's toilet rooms. They should be located with direct adjacency to the main public lobby, meeting spaces and the central public service area of the library. The toilet rooms should be designed with very durable and easily cleanable materials. Floors and walls should be tile or other similarly durable materials. Toilet fixtures should be wall-mounted and sinks should be under-mount sinks in a countertop. Toilet stalls should be ceiling-mounted stainless steel partitions with ADA compliant design. Lighting should be direct and indirect. The toilet rooms should be provided with continuous ventilation and should be acoustically separated from surrounding spaces. A family rest room, large enough for a small family to use at once should be studied to determine if it would be desired in this facility.

2. Janitor Closet

**Function:** Janitor closets should be located near toilet rooms and other areas such as the Story Time room where significant cleaning requirements are anticipated. If more than one is provided, they should be located away from each other to allow storage of cleaning materials throughout the building. Janitor closets will have mop sinks and adequate storage for cleaning and toilet room supplies and storage of cleaning equipment. Finishes should be very durable with floors being concrete and walls being fiberglass reinforced plastic.

3. Receiving

**Function:** The receiving area is where materials and deliveries come into the building and trash and other items go out of the building. It is a space that should be designed to be versatile and flexible. Finishes should be very durable and able to withstand abuse. The space should be designed with a large door to accommodate various sized items. It should be designed with an exterior trash and recycling area. The receiving area should be adjacent to staff areas and in particular the Circulation Staff areas. If an Automated Material Handling system is provided it should be located adjacent to the receiving area. If a drive-through book drop is provided, each should be located to ensure that conflicts don’t arise between deliveries and patrons attempting to use the drive-through book drop.

4. General Storage

**Function:** As storage will be provided throughout the building adjacent to various spaces, general storage is a larger storage room for miscellaneous building storage. This space should be designed
with a storage rack system and a clear concept of what will be stored there and how. The space can have simple, durable finishes and basic lighting.

5. Mechanical / Electrical

**Function:** The mechanical and electrical space will be sized depending on the HVAC and electrical requirements for the building. It may be desirable to accommodate the mechanical space as a penthouse on the roof of the building. The space will be accessible to library staff only and will have simple lighting. Acoustical and vibration separation should be provided to equipment to eliminate vibration transfer into the library.
Public Safety & Building Code Analysis

The new Gallup Public Library will meet local, state, and national building codes and library best practice security and safety standards, exceeding them where it is in the interest of achieving accessibility and quality goals established by the City of Gallup. The included preliminary code analysis is intended to establish a context for beginning design and to communicate relevant code issues to the design team. The ultimate evaluation of code compliance may be different due to factors yet to be discovered during the design process.

**Americans with Disabilities Act**

The physical characteristics of the facility will be in compliance with all provisions of the Americans with Disabilities Act (ADA), state and local codes. These codes define accessibility to meet the needs of wheelchair users, low-vision, blind and hard of hearing users. In addition to responding to these requirements, the library design should emphasize ease of use for all its patrons. Traffic patterns, location of columns, and stationary furnishings or equipment should all be designed to encourage free movement throughout the building. ADA currently specifies that the aisles between book stacks should be no narrower than 36” – but a 42” aisle or potentially wider is strongly recommended. This is supported by the estimate of 10 volumes per square foot used in this report.

The building must meet or exceed the guidelines set forth in the ADA. The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations who do not consider themselves disabled will use the library.

**Public and Staff Safety and Security**

The Library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire and safety codes. Public access areas, staff and delivery entrances and walkways outside the building should be well lit, level with the parking area, open to view, with slip-resistant surfaces and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors must be able to enter the building without climbing steps. Exterior areas and surfaces should be designed to discourage skateboarding and roller skating. Safety glass should be utilized where necessary and appropriate. The design of the Library’s furniture and casework should avoid sharp corners, especially in the Children’s Services Area.

Security cameras will be provided in selected public areas at the interior and exterior of the building. The intent will be to provide security at the edges of reasonable staff monitoring to aid in a comprehensive library security plan. Cameras will not be installed in areas where staff and the public have a reasonable expectation of privacy, such as restrooms. Digital video security cameras will be installed with digital recording capabilities. Signs should be placed at the library entrance to indicate that cameras are in use. Real time monitors will be placed in staff areas. These live feeds would be monitored only randomly. Recorded images will be reviewable by the Library Director or other assigned designee. Images will be stored for a period of up to 21 days. There may be an opportunity to provide greater storage capacity of the digital recording device based on the available technology at the time of procurement of the system. Cameras should be motion detection driven to conserve storage on the digital recording device. As new images are recorded the oldest images will be automatically deleted.
Privacy concerns need to be carefully considered regarding a security camera system. The New Mexico “Library Privacy Act” indicates that “Patron record means any document, record or other method of storing information retained by a library that identifies, or when combined with other available information identifies, a person as a patron of the library.” The use and distribution of these records should be addressed in a comprehensive library security plan as developed by library staff. Staff and patron safety is the first priority of a security system with library materials being of secondary importance. Cameras will not be installed for the express purpose of monitoring staff performance. Requests for access to stored images should be reviewed in light of the New Mexico “Library Privacy Act.”

Doors into staff spaces and controlled access public spaces must lock, using an automated card key access/proximity reader security system. The building design must avoid unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents must be protected to prevent illegal entry. A building intrusion security alarm is needed, with a control point at the Staff Entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must collaborate with Library staff to appropriately specify this system.

The security system must accommodate separate use of the Community Meeting Rooms during hours that the library is closed.

Library Collection Security
The Library is considering introduction of Radio Frequency Identification (RFID) technology. The building should be equipped, therefore, with a library materials security system that allows staff to deactivate a security sensor in each item as it is checked out, and the security area should be wired and cabled accordingly, to accommodate such a system. The deactivated material may then be carried through the security system gates by the customer. If the material carried has not been deactivated, an audible alarm will sound.

The security point should be located adjacent to the Circulation Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff during the design phase to ensure that desired security levels are achieved and that the system does not interfere with any other equipment or operations at the Circulation Desk.
BUILDING CODE ANALYSIS

Gallup Public Library – Gallup New Mexico

This code analysis is based on the 2015 International Building Code and the 2009 New Mexico Energy Conservation Code. It is a preliminary building code review intended to establish a broad scope of code requirements and to identify potential code issues prior to the design of the new library facility.

General Information – Based on the program document recommendations the proposed library building will be a four story building of approximately 42,000 square feet.

Occupancy and Use
Occancy Classification – Assembly Occupancy Group A-3
303.1 Assembly Group A-3. Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to:
Community halls
Lecture halls
Libraries

Further review of the code analysis will be accomplished as the design progresses through the Schematic Design phase.
The need to achieve sustainability in the creation and maintenance of the built environment is simply a matter of designing with an awareness of utility, economy & durability. A flexible, well-designed library should reliably serve the community for decades. Issues of adaptive reuse, life cycle investment and energy conservation are central issues in any building project. Less money spent on maintaining the physical infrastructure of a library means more resources for materials and programs. To achieve this the new building will need to be energy efficient with ample day-lighting, high level air quality, and durable, low-maintenance materials -- sustainable design elements which, when appropriate, can be integrated into the library experience as an educational opportunity and an inspiration to the community. All these things just make good sense: the heart of sustainable design is simply practical, intelligent design that makes the best use of available resources over the long term.

**SUMMARY OF CLIMATE CONDITIONS**

The city of Gallup is located in northwestern New Mexico at an elevation of 6,631 feet above sea level. The climate presents challenges to any design team as it offers extremes in many climatological categories. It is a climate of broad swings in temperature and wind speeds.

Average monthly high temperatures fluctuate from the mid to high 80's during summer months (July and August), to the mid 50's during the peak winter season (December and January). Lows range from the low to mid 60's in the summer to the mid teen's in the winter months. Highs are typically experienced at mid day while low temperatures are typically experienced overnight. Extremes can range from temperatures in the high 90's and 100's in the summer and the potential for lows well below freezing in the winter. Record highs have been recorded regionally at 100 in summer to -34 in winter. This represents a temperature swing of 134 degrees.

Gallup and the surrounding area exist in a relatively arid climate with low humidity levels compared to the rest of the country. Average annual relative humidities according to the Western Regional Climate Center are 65% in the morning to 30% in the afternoon. This is as compared to Phoenix, Arizona where annual relative humidities are from 50% to 23% and Houston, Texas where they are at 90% to 64%.

Wind speed remains relatively strong throughout the year, yet change direction seasonally. During winter months (November through February), winds come predominantly from the Rocky Mountains northwest and west, tending to keep the area cooler. However, the wind direction picks up in the months leading up to the summer and shifts to the southeast, bringing warmer air up from Mexico, resulting in relatively warm, dry air. The wind subsides during the time of peak temperatures of July and August, which correlates with an increase in relative humidity.

Daylight hours during the summer and autumn months (May through October) are extensive. Most notably, the afternoon hours during these months result in large amounts of direct heat gain from long hours of sunlight. The winter and spring months (November through April) experience good daylight, but not as much heat gain because of the low sun angle. In general, there are a high percentage of days throughout the year with a high probability of sunshine.
IMPLICATIONS OF CLIMATE ISSUES
An analysis of the current climate conditions will support the discussion of strategies, implemented in the design and construction phases, that will further the design goals of the new Gallup Public Library, while seeking to lower operational costs and extend the effective lifespan of the building.

SITE STRATEGIES
A landscape design component should be integrated from the initial stages of the design process for the new library. Efforts for successful urban landscaping promote public engagement with the surrounding businesses and municipal facilities.

Benefits of site rehabilitation through a comprehensive landscape strategy include lowering average surface temperatures and stabilizing ground temperature variances, reducing heat islands occurring in large paved areas, minimizing rainwater runoff into sewer system of hazardous chemicals, providing vegetated public space linked to the development of the library with efforts toward enhanced pedestrian use, and as a means of re-introducing native plants into the Gallup urban fabric.

Strategies for this include:
• Xeriscaping (designing landscaping that requires little water for maintenance or irrigation).
• Specifying high efficiency outdoor light fixtures to lower light pollution during the evening hours.

BUILDING STRATEGIES

Heating and Cooling
It is important that the new library effectively control temperature and humidity for comfort and for the preservation of the collections. Gallup’s seasonal climate variances can be stabilized within the building through a balance of mechanical systems and passive heating and cooling strategies.

The significant benefit of using both active and passive strategies to provide a suitable comfort level is reducing the overall energy consumption of the building. This serves to minimize the yearly operating costs of the building, while increasing the longevity of the implemented mechanical systems and occupant controllability of the environment on a day-to-day basis. Ultimately, this can lead to increasing the lifespan of the library. Beyond specifying high-efficiency mechanical systems for the building, passive cost-saving strategies include:

High Mass Elements
An effective, traditional building technique common in southwestern vernacular architecture, using thick walls or high-mass materials is a strategy used to regulate heat levels within the building. Options include specifying floor materials located near glazing elements or locating high mass walls on south or west elevations to absorb solar radiation at its most direct angles. Typically, high mass features work best in regulating areas facing south and usually require glazing. When combined with a high-efficiency HVAC system, high mass elements can drastically reduce the amount of energy expended to regulate temperature within the library.
Natural Daylighting
The design of the library should make use of daylighting design principles to reduce energy costs and strengthen the building’s sustainability strategies, but not at the expense of the preservation of library materials. Utilizing design features such as light shelves to reflect natural daylight, indirect lighting and shading devices to prevent glare and unnecessary heat gain will lead to less electric lighting needed in specific areas during occupied times. Glazed areas facing north will benefit by providing indirect light during the summer months.

WATER STRATEGIES
The necessity to preserve water in the arid southwestern climate is a priority for the City of Gallup. It would be important for the new library design to adhere to these guidelines in, maintaining control over the use of area natural resources in order to protect and enhance these resources for future generations. Many strategies exist as to how to store and treat water on-site in order to remove further dependency on the local water supply.

Rainwater Catchment System
By designing the Gallup library to capture and store its own storm water supply through the integration of a rainwater collection system, the library would have an independent supply that could be utilized in a number of ways, most notably in the irrigation of landscaping features and non-potable lavatory fixtures. The design of these systems would not compromise the design of the library. Research should be conducted into the amount of water needed to support these elements (if implemented) of the library design.

High efficiency fixtures
As already stated, the importance of preserving water resources within the City of Gallup should be reflected in the measures taken by the design of the library. By specifying lavatory and other fixtures that operate with the least amount of water usage, the library can function with the least amount of impact on the city’s water supply.

Xeriscaping
As mentioned in the section regarding site strategies, designing the surrounding site landscape to require little additional irrigation would reduce the need for daily use of water throughout the year.
EXTERIOR POWER AND WATER
Tamper proof and weather resistant water and electrical outlets should be provided on major exterior sides of the building. A greater concentration of electrical outlets should be included adjacent to the building’s public and staff entrances to providing additional power capability for public events and maintenance. Provide recessed locking hose bibbs. Hose bibbs should be located for convenient use by grounds maintenance.

LANDSCAPING AND EXTERIOR SPACES
Landscaping should be designed to be low-maintainance and viable given Gallup’s demanding climate and prevailing weather. Native plant species should be used whenever possible, and if non-native species are selected it should be determined that they are not invasive. Sod and grass should be limited. Hardscaping materials should be local materials when possible. Landscaping should be used strategically to highlight architectural features and to enhance the public areas of the building. Landscaping design should be considered in light of the high costs of maintenance.

In addition, exterior spaces that are part of the secured portion of the library can become central gathering spots and opportunities for performance and exterior meeting areas. Exterior shading and orientation should be taken into consideration to provide a greater amount of use of these areas throughout the year. Maximize the use of existing trees and other vegetation to shade walkways, parking lots, and other open areas.

Water retention should be incorporated into the design of the sidewalks, parking and driveways to limit storm water runoff and to be used as irrigation. Landscaping will be designed with an integral drip irrigation system with an integrated moisture detection monitor.

LIBRARY MATERIALS RETURN DROPS
Materials return drops should be situated at the exterior of the building for use by customers 24 hours a day, seven days a week. If an automated materials management system is incorporated into the design of the building, one slot would be connected to that system and a second would be provided as a manual backup. Drops should be convenient to patrons as they enter the building and need to empty directly into a fire-rated room directly adjacent to a sorting and returns staff area so that materials can be quickly and efficiently sorted. The room should be large enough to accommodate the quantity of books that can be returned over a long holiday weekend.

A drop may also be provided in a drive-through location. This box should also empty in to a fire-rated room within the building. Remote boxes are not acceptable. The drive-through material drop should be designed so that it extends from the building, allowing cars to approach it without causing damage to the building or vehicles. It should also be designed at a height to allow access from different car and truck types.
LIGHTING

Exterior lighting should be provided to allow safe night time use of public entrances, pedestrian and parking areas surrounding the library. In parking areas, provide 0.6 foot candles on average and 0.15 foot candles minimum, measured horizontally at pavement level to achieve a 4 to 1 average to minimum ratio. Limit light spill on adjacent properties. Exterior pedestrian areas, steps, ramps, plazas, doorways and potential hiding places should be adequately lit for safety and security.

Identify where, as well as when, lighting is needed. Confine and minimize lighting to the extent during evening and night hours necessary to meet safety purposes. Utilize controls such as photocell sensors, timers and motion detectors interfaced with the building’s lighting control system. Install automatic controls or turn off lights when not needed for the safe passage of pedestrians.

“Full Cut Off” designated or “fully shielded” fixtures should be selected so that no light is emitted above the lowest light emitting portion of the fixture to reduce sky glow.

LED light sources are recommended for the entire building and site. Metal halide bulbs (due to its higher costs, including energy use, impact on the environment, and greater contribution to “sky glow”) are discouraged, and outdated Mercury Vapor bulbs are prohibited.

Limit the height of fixtures. Locate fixtures no closer to the property line than four times the mounting height of the fixture, and not to exceed the height of adjacent structures. Coordinate building parking lot and building specific fixtures with the existing street illumination. Coordinate lighting and signage to ensure that the new library is sufficiently visible from the surrounding area.

MATERIALS AND FINISHES

The exterior finishes of the building should be of a high quality with durability and low maintenance to be a priority. Because of this, traditional exterior material such as masonry, concrete, metal and glass are well suited for use in a library. In addition, materials that are well suited to the climate prevalent in Gallup should be considered. Light colored, naturally weathering, and locally manufactured materials would be ideal choices.

PARKING

Automobile Parking: Patron parking for the Gallup Public Library will be accommodated by the surrounding designated public parking lot to the south of the site. The west parking area will also be used for public parking and accessible parking for the library.

Bicycle Parking: Bicycle parking for up to 10 bicycles outside the public entrance should be provided. Racks should be visible from the lobby and are designed to meet current security standards for bicycles.

Pedestrian Approach and Public Entrance to the Building - The building’s exterior must be recognizable as a library. The interior of the library should be visible to those passing by and act as a magnet to draw visitors into the building. The main entrance to the building should be clearly visible from the main parking areas and surrounding pedestrian areas.
**ROOF**
Roofing should provide a minimum slope of 1/4” per foot and provide both interior roof drainage and overflow roof drains that are visible to building maintenance if a roof drain backup happens. Finish the facility’s roof with light-colored thermoplastic olefin roofing materials to reduce energy loads and extend the life of the roof. Consider incorporating green roofs into the project, which bring additional site benefits, including controlling storm water runoff and improving water quality. In addition, the roof of the building could be an opportunity to provide photovoltaic solar power for the building.

**SERVICE AND RECEIVING ACCESS**
Receiving areas are one of the most important areas of a library. With collection materials coming into the building and trash and recyclable materials being sent out, the potential for an inefficient space is huge. Careful attention to workflow and an understanding of the requirements of all of the systems being served is important. Based on the ultimate size of the building, trash dumpsters and recycling containers need to be accommodated. Trash receptacles should be screened from view, easily secured, and should not offer access to the roof. Trash areas should be designed so as to be easily accessible to side-loading garbage pickup vehicles. Receiving can be accommodated with a 6-foot-wide by 8-foot-high opening at grade. Building and grounds maintenance areas should be located adjacent to the receiving area.

**SIGNAGE**
Exterior signage lets library patrons and guests know what the building is and how best to access it. Ideally, the entry to the building will be clear enough to users that only limited signage will be necessary. However, signage is still a vital part of the identity of the building and the institution that is the library and should help to reinforce the architectural ideas that define the building. Likely signage includes both wayfinding and identity signage.

**STAFF ENTRANCE**
The staff entrance should be a safe and easily accessible entry that connects into the building into staff areas. The entry should not be the same entrance as the receiving entrance if at all avoidable.

**TRASH RECEPTACLES AND RECYCLING**
Standard size trash receptacles should be placed near the public entrance. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the staff entrance.

Locate a locking, gated compound at the building exterior adjacent to, or easily accessible from, the staff entrance for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are both screened from view and easily accessible to front-loading garbage pickup vehicles.
This Section summarizes issues related to the design of the buildings interiors. Requirements described here will be explored in greater depth during the design phases of the project.

**ACOUSTICS**

The acoustical design issues for libraries involve the following principal issues:

- Establishing noise standards for each use space, including limitation of excessive ventilation noise.
- Room acoustics considerations.
- Sound isolation between various use spaces.
- Vibration control for mechanical equipment.
- Audio/visual system considerations.

Room acoustics pertains to the physical characteristics of a space for the hearing of direct and reflected sound. In libraries, the principal issue for room acoustics is speech intelligibility and control of background noise levels. Rooms with a high level of reflected sound may have poor room acoustics depending on the use of the room since the persistence of the sound creates unwanted background noise and interferes with the ability to understand speech.

The NC Rating is an acoustic design criterion for the target level of background noise in a room. Below are some typical NC ratings:

- Open Public Areas (Circulation, Reference) 35-40
- Computer Work Areas 40
- Private Offices 30-35
- Open Staff Work Areas 35-40
- Copy Rooms 40
- Reading Rooms 25-30
- Classrooms, Training Rooms 25-30

Acoustically absorbent materials can be used strategically to design to these target numbers.

Careful consideration of acoustic performance will be taken into account in meeting, conference and training rooms. These rooms require acoustical separation from adjacent spaces as well as superior acoustics within each space. Because of the multipurpose nature of these rooms, it is necessary to provide spaces with acoustic performance for everything from human speech to musical performance.

Rooms that require acoustical privacy should be designed with partitions that limit sound transmission. This can be accomplished by insulating walls and providing partitions that are full height. Ceilings in these spaces should specifically limit sound transmission.

When designing a building, it is important to control the noise and vibration of its mechanical and electrical equipment. Without adequate consideration during design, the very equipment that provides thermal comfort and electrical power can generate annoying noise and vibration. Proven techniques are available for mitigating noise and vibration from this equipment.
AUDIO VISUAL SYSTEMS
The library’s Community Meeting Room should be equipped with ceiling-mounted video projectors and ceiling-mounted video projection screens. The Meeting Room should be prepared to handle cable television and be equipped with a high quality audio system including speakers and an integral microphone and amplification system.
Conference and smaller meeting rooms should be equipped with similar systems as the large meeting room. Projectors and screens may not be used in all spaces, but each should be cable-ready to accommodate future expansion of these systems.

The library will be equipped with a public address system. The public address system will be used to announce the closing of the library as well as emergencies and should be a part of the building’s telephone system. The public address system should be able to be heard in every part of the library including rest rooms, storage rooms, loading docks, custodial work spaces and staff offices. It will have selective broadcast capability, to allow messages to be blocked from certain spaces as needed, such as in the meeting rooms during programs.

ENVIRONMENTAL CONDITIONS – HVAC
Design Conditions:

<table>
<thead>
<tr>
<th>Outside</th>
<th>Indoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (ASHRAE 0.1% design day)</td>
<td>75 degrees F +/- 2 degrees F</td>
</tr>
<tr>
<td>Winter (ASHRAE 0.2% design day)</td>
<td>70 degrees F +/- 2 degrees F</td>
</tr>
<tr>
<td>Relative Humidity</td>
<td>50% +/- 10%RH</td>
</tr>
</tbody>
</table>

Indoor air quality and energy conservation issues:
Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that emit significant airborne particles, such as photocopy machines, or generate odors, such as kitchen equipment, are vented directly to the outside.

Locate and orient windows and doors on the building perimeter and specify window treatments to minimize heat gain or loss within the building.

Maintenance issues:
Specify mechanical systems equipment for the building with replacement parts available from a regional supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas that are considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to library and building maintenance staff.
ILLUMINATION AND LIGHTING

The first requirement for library lighting is to provide adequate light to accomplish the visual tasks of seeing library materials clearly. Historically, libraries were lit only with daylighting as artificial lighting was initially not an option. Today a state-of-the-art library will use a combination of artificial lighting and daylighting to accomplish the task at hand. Although it is necessary to have artificial lighting in each space providing the required illumination levels, the design goal should be to use daylighting as the primary source of illumination and artificial light as a compliment. This strategy will afford lower energy costs while utilizing the benefits of daylighting to create memorable library spaces with exceptional lighting conditions.

Target Illumination Levels:
Public Circulation: Main Lobby 20 foot-candles, secondary corridors 15 foot-candles.

Reading areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Book stacks: 6 – 10 foot-candles at a height of 12” above the floor and 30 foot-candles maximum, measured vertically at any height to achieve an approximate 5-to-1 maximum-to-minimum ratio across the book stack face. Place lighting over stacks parallel to stacks.

Service desks: 40- 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare.

Conference rooms: 30 – 40 foot-candles average, measured horizontally at desktop.

Staff work area: 30-40 foot-candles average, on desks and worktables, measured horizontally at desktop.

Meeting Rooms: 30-40 foot-candles average with all lights on and with separately controlled lighting for the front of the room. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note-taking during AV presentations. Provide lighting controls that are simple to use. Pre-programmed lighting scenes may be desirable.

Daylighting and fenestration:
The design of the library should make use of daylighting design principles to reduce energy costs and strengthen the building’s sustainability strategies, but not at the expense of the preservation of library materials. Direct sunlight should not come into contact with library materials, display areas, or seating areas. The use of UV Coatings on exterior windows will help reduce direct daylight impact and heat gain. Clerestory lighting is preferable to skylights. Avoid massed east and west facing windows to minimize solar heat gain. Exterior shading devices to diffuse daylight should be considered. High ceilings with clerestory lighting allow daylight to pass further into a deep floor plate. If these clerestory windows are shaded with overhangs, the danger of direct light entering the building is reduced.

Sunlight and shadow study:
Provide a sunlight and shadow study that identifies the angles of sun and shadow of the site and the proposed building at specific times during the day at several key points throughout the calendar year. This study should demonstrate that daylighting is being used effectively while limiting its problematic aspects.
Artificial Lighting:
Artificial lighting should be implemented to compliment the overall building design. There should be a diversity of fixtures employed without using too many different types as to create a chaotic quality. Artificial lighting at book stacks should be situated to allow flexible reorganization of the stacks during future reorganizations. Typically this can be done with lights that are oriented perpendicular to the book stack configuration. However, indirect lighting against a highly reflective continuous ceiling surface may provide the best solution for both quality of light and flexibility of the space. A hybrid solution should also be considered. Indirect lighting can help limit glare on computer screens. Choose light sources that provide the necessary illumination levels while taking into consideration cost and maintenance. In general, fluorescent lamps can be used effectively in a library. LED lighting is becoming more cost effective with concerns over color rendition being somewhat alleviated as newer models enter the market.

Lighting controls:
Lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Consider a master control station at or near a staff area. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system. Light switches in public should be kept at a minimum. Provide occupancy sensors switching in spaces that are not in continuous use.

Emergency and exit lighting:
An emergency lighting system will be incorporated into the lighting plan. Emergency and exit lighting will meet applicable state and local codes. An exit and emergency warning system should include strobe lights for the hearing impaired.

MAINTENANCE, MATERIALS AND FINISHES
Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes and mechanical systems as well as the furnishings and equipment.

Spaces in the library will be easily cleaned and as impervious as possible to abuse.

Avoid finishes that require frequent painting, polishing, waxing or a necessity to be treated regularly. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding.

Surplus materials stock:
The library requires extra stock of materials used in the building, such as acoustical ceiling tiles, lamps, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.
Trash receptacles and recycling:
Trash and recycling containers will be located at strategic points in the public spaces and the staff work spaces. Selection of these furnishings should be integral to the design of the building. The goal should be to avoid having them look out of place with the design of the building.

Finishes:
Use durable building finishes that will stand up to years of heavy use. Consider giving preference to building materials that have a favorable Life Cycle Assessment rating including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood, materials that are locally produced or other materials that are considered sustainable. It is a prime concern that wall coverings be durable and appropriate to the space. Any painted surface should use high quality paint and should be painted using a complete specified paint system. Wall paint should be an eggshell or semi-gloss finish, ceilings are to be a flat finish and trim will be semi-gloss or gloss. Painted walls should be avoided in high traffic areas, such as the entrance and lobby. Fabric wall coverings should be avoided. Tackable wall surfaces are to be resilient surfaces such as linoleum.

Floor coverings should be both attractive and durable. High quality, commercial grade, carpet with a low, narrow loop or carpet tile, for low maintenance, with a life expectancy of a minimum of 15 years is required for most public and staff spaces.

Hard surface floor coverings, such as vinyl, tile or stone rather than carpet are needed in the following areas:
Public Entrance and Lobby
Meeting Room
Restrooms
Supplies and Equipment Storage areas
Computer/Telecom/Server Room
Building Maintenance and Receiving Areas
Janitor Areas

Where hard floor surfaces are used in public areas, the other materials in the area should serve to compensate for the acoustically reflective character of those floors, and serve to dampen reverberation and sound transmission.

OPENNESS AND SIGHT LINES
Openness and sight lines are a necessary component of the planning of the library to aid in staff efficiencies and patron ease of use and safety. Sight lines should allow visual control of as many distinct areas as possible within the library by the library staff. Utilizing an efficient number of service desks, the building should be laid out such that a prioritization of spaces is clearly visible to staff. The front lobby, entry and public restrooms, internet stations, children and teen areas and book stacks are critical. Ideally, spaces are designed such that patrons can for the most part not be overly conscious of being observed, while librarians have a clear idea of the status of their facility. Visual control can be accentuated by using electronic recording devices and cameras. These should be used strategically to limit their visibilities.
PLUMBING SYSTEMS
Rest rooms will be centrally located, designed to last and be vandal-resistant. Family restrooms may be provided near the children’s area of the library. These would likely be single occupancy and be sized slightly larger to accommodate strollers. The main restrooms should not be single occupancy.

Sensor faucets should be specified to provide a means of conserving water, and alternative strategies, such as gray water plumbing systems, could be considered. Provide wall mounted toilets and ceiling-mounted cubicle partitions. Floor and wall coverings should be a hard surface, ceramic or porcelain tile, with the floor and wall transition coved and tile to the ceiling on the walls. Each restroom will have a sloping floor drains. Janitor closets will be directly adjacent to the rest rooms and equipped with a mop sink and shelves. Entrances to the restrooms should be visible from staff service points. Vandal-resistant materials and finishes throughout each restroom are a prime consideration. Library maintenance staff should be able to adjust the water temperature at restroom sinks with tempering valves. Restrooms should be designed to be fully ADA compliant.

Restrooms will be separately vented and acoustically separated from adjacent spaces. Avoid placing rest rooms directly adjacent to particularly quiet spaces such as study rooms, offices or meeting rooms when possible.

Restroom requirements:
• Provide Stainless steel fixtures and partitions.
• Each public restroom requires hand towel dispensers.
• Waste receptacles will be recessed wall-mounted.
• Coat hooks should be located in each stall.
• Sinks should be equipped with faucets that are activated by motion detectors and timed automatic water shut-off.
• Low flush toilets for water conservation with timed automatic toilet flush capability.
• Baby changing tables are needed in some rest rooms, especially near the Children’s Room.
• Public drinking fountains need to be located in the lobby, outside security datum. Provide “high/low” double drinking fountain compliant with ADA.

POWER AND DATA REQUIREMENTS AND TECHNOLOGY INFRASTRUCTURE
Power and Data Communication Requirements
The building should be equipped with a flexible electrical and telecommunications distribution infrastructure that will support the library’s current needs and allow flexibility for future wiring and cabling requirements.

The library should be able to reconfigure equipment and technology throughout public and staff spaces to meet current and future changing service needs. Given that the current library’s data network is centrally managed by the city, the technology requirements of the new library will all need to be assessed and coordinated with the current system. The design goal should be to accomplish this with minimal effort, cost and time. Library customers need to be able to plug in a laptop computer or an equivalent electronic device at most reading and studying locations throughout the building. Wiring flexibility throughout the building is critical to support the library’s extensive technology and power requirements. Consider raised accessible flooring throughout public areas or strategically placed, as an option for wire management. If raised floor is not used, a strategically placed configuration of electrical distribution floor ducts should be used.
Electrical closets will be sized to house electrical and cabling needs for all building systems, including security, power, coaxial cable, telecommunications, emergency wiring and other systems.

The building's low voltage cabling system should be bid separately from the building construction project. The bidding should be timed so that cabling is specified within 12 to 18 months prior to opening day. This will facilitate coordination between the cabling and the configuration of equipment planned for opening day and allows the library to acquire the most current technology available on the market. This strategy should alleviate problems of obsolescence that might result from specifications completed too early in the project.

Wire management:
Provide concealed wire strategies at workstations for the public and staff and at each service desk. Easy access should be provided at the work surface for power and for connections to the library’s network. Provide the capability to serve the library’s permanent computers and a target number of patron wireless capability. No exposed wiring will be evident in the completed building. Data and power interface between the building and furniture will be easy to use and self evident to patrons. Conduit will be sized for at least category 5 universal twisted pair copper. Power and data devices will have color coding to indicate voice, data, and other systems.

Depending on an understanding of the dependability of electrical power in Gallup, it may be wise to include an electrical generator in the design of the building. The generator can be sized to accommodate only the continuous operation of technology during power outages or it can also be used to power emergency systems.

Provide electrical and data wiring and cabling in the community and meeting rooms to support online interactive demonstrations and instruction, projection equipment, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

**SHELVING**
The library’s collection will be housed on steel book stack adjustable shelving, each shelf 36” in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in New Mexico.

The amount of shelving included in the design will be targeted towards the anticipated collection size in the year 2040. Because of this, when the library opens the top and bottom shelves of many sections may be left empty. The amount of shelving should be designed such that in 2040 most shelves are filled only to an 80% maximum capacity to allow for ease of shelving and browsing.

Shelves will be cantilevered steel or bracket-type, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Paint will be applied with an epoxy powder finish.
Stack ranges will be of two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 sections are preferred. A transverse aisle break of a minimum 44” to 60” to separate ganged sections is recommended. Ranges should be laid out in clusters that are logical to a new library user and so a systematic stack range numbering system can be employed allowing a logical arrangement of the collection. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves. Standard shelf depth will be 10” and bases 12” deep.

Main aisle widths in public spaces should be 54” to 60”, with 42” aisle widths between standard stack ranges and 48” to 60” aisles for high-use collections such as New Books. In staff access spaces, 36” aisles will be sufficient.

Shelving will require canopy tops. Picture book shelving may have a sloping display shelf at the top of each section. End panels will be required and should be designed to integrate with the overall design concepts of the library and to provide signage and display opportunities for librarians. Signage should be designed integrally with end panels and should be readily changeable for flexibility. Specialty shelving and shelving accessories will be integrated with the overall shelving system.

Book ends and dividers will accommodate various sizes of materials and will be procured as part of the steel shelving system. They will be able to slide easily when shelves are being rearranged and yet not bend or “give” under the weight of the books. Shelves will have a rear edge back stop to prevent items from falling behind the shelf. The lowest shelf of each section will be specified as tilt-up, to facilitate easy reading of book titles on the lowest shelf.

Possible shelving types programmed for the building are:
• 84” high adjustable shelves, maximum 6 shelves per section
• 78” high adjustable shelves, maximum 5 shelves per section
• 66” high adjustable shelves, maximum 5 shelves per section
• 45” high adjustable shelves, maximum 3 shelves per section
• 78” high adjustable shelves, 6” deep shelves for videos or DVDs
• 66” high adjustable shelves, 6” deep shelves for videos or DVDs
• 78” high shelves, with 4 AV browsing bins per section, 1 fixed shelf and 1 6” slotted shelf at top
• 84” high adjustable shelves, fixed sloping display for magazine display
• 66” high adjustable shelves with Plexiglas hanging newspaper inserts
• 66” high adjustable shelves with maximum 2 AV browsing bins per section (used for children’s collection)
• 66” high shelves with rods for AV hang-up bags, 2 per section
• 66” or 78” high adjustable shelves, hinged sloping display for magazine display & shelving of recent back issues
• 45” high adjustable shelves, 3 shelves maximum with 1 sloping display shelf at top
• 66” or 78” high slat wall/Plexiglas display shelving for paperbacks
SIGNAGE
Library signage is an opportunity to integrate another significant identity within the overall design of the library. The signage should enhance the building design and have a graphic effect in and of its own. Signage should be designed to provide clear wayfinding and an understanding of the collection to new users. All elements of the signage package should have a consistent graphic identity. Signage may include exterior identity and wayfinding signage including parking and pedestrian directional signage, interior public service signage identifying main public service points, interior wayfinding signage, collection end panel signage, ADA compliant room signage and special signage such as donor or memorial signage. Signage should be code-compliant.

STAFF EFFICIENCY – WORK AREAS AND OFFICE SPACE
Service Desks
The library’s service desks will be the principal points of interaction between the library staff and library patrons. The desks will be welcoming to patrons, easily visible within the library and functionally effective for the staff. Space allocated for staff positions includes the individual’s furniture and equipment, space for the staff member to sit or stand and space for members of the public to sit as they interact with the staff member. Desks and counters will have wire management to accommodate the most current library technology available without cables and wires being visible.

Each desk will be oriented so that staff at the desk faces customers as they approach the desk for service, with generous queuing space for patrons. The library will emphasize staff mobility, potentially using wireless communications devices or similar strategies to enable staff to move freely throughout the public spaces to assist the public while staying in contact with other staff members.

Desks should be designed with both counter height (approximately 34” high) and desk height (approximately 29” high) staff positions, depending on the activity at each desk. Each desk will have at least one position that accommodates members of the public or staff in wheelchairs. Desks should be designed such that patrons and staff interact on an equal footing with neither looming over the other in the interaction.

Each desk will be equipped with:
- Counter tops of a durable easily cleaned material, such as stone or quartz.
- A toe-kick or other recess at the foot of the desk to accommodate comfortable standing room for patrons.
- Concealed wire management for equipment on or in the desk.
- Shields for each computer terminal to conceal exposed wiring.
- Appropriate storage as determined during the design process.
- Resilient flooring to provide cushioning at the staff side of the desk.
- Counter depth should be 24” to 30”
- Equipment on top of the desks should be limited to computer monitors to maintain an orderly appearance. Other required equipment should be designed to be fully or partially concealed within the desks.
- Desks will be designed with subtle but clear clues to patrons that the space behind the desk is for staff only. Staff will need to be able to move easily from behind the desk into public areas.

Ergonomic design of staff and public workstations is critical. For public areas the use of modifiable tools such as adjustable keyboard trays and chairs will be utilized. In staff areas ergonomics can be customized depending on each staff member’s concerns over ergonomic issues.
**STAFF OFFICES**
Library administrative staff and supervisors will be assigned private offices. Private offices will be provided to library staff that need greater visual and acoustical privacy as part of their day to day responsibilities. Librarians will use modular furniture workstations.

Modular workstations will be planned to take advantage of their integrated power and data systems. Each workstation will be equipped with task lighting, file and pencil drawers, a mobile pedestal, an ergonomic task chair with or without arms and tackable partition surfaces providing visual and acoustical privacy.

**GENERAL STORAGE**
The library requires several types of storage space, including space for storage of building maintenance items, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming and meeting room furniture, props and supplies. Specific information about these spaces is found in the descriptions of each space.
The role of public art in a new library cannot be underestimated. Public art reflects a commitment by the community to a healthy, vibrant public realm. Whether it takes the form of sculpture, paintings, murals, fountains, or commemorative parks & plazas, it is an extension of collective commitment to our shared space, and a celebration of our history and aspirations as a culture and a society. It tells the stories that cement our shared identity as citizens. It shares with the institution of the library a mission to educate, enlighten, and entertain, and is a natural extension of the many programs and performances typically sponsored by libraries.

Gallup – notably for a town of its size – has already demonstrated a remarkable commitment to public art. Given its commitment, as well as its proximity to Main Street, the new Gallup Public Library presents a prime opportunity to extend this program of public art and contribute to making this new library one that is unmistakably of, by, and for the city of Gallup.

The library currently has a collection of art - mostly framed, two-dimensional wall art - it has acquired, mostly as gifts, through the years. This collection should be catalogued and assessed to understand its value and its integrity as a collection. Transplanting the collection into a new building should only be done after it has been edited and organized as a true collection rather than a handful of randomly donated pieces of art. Such a definition of the collection could be facilitated with some strategic acquisitions to complement the new building. This effort would benefit greatly from the consulting services of a professional art curator who could help discipline and clarify the existing art collection, as well as help to provide guidance for expanding the collection with complementary artwork in an orderly manner. This provides an opportunity to feature exhibitions that pair the library’s collection and services with art related to community interests which may serve to reinforce performances, lectures, concerts, or discussions that are planned for the library or any of the city’s other cultural venues.

Once the state of the current art collection is understood, the design team can and will identify opportunities in the course of the design process for the inclusion of strategic artworks to enhance the space. Typically these opportunities present themselves in the most public areas of the building - interior and exterior - such as an entry court, the front lobby, large reading rooms, and surrounding gardens or courtyards. They can serve to enhance way-finding, establish clear routes of circulation, as well as a hierarchy of public and private spaces. Certain functional elements such as gardens, fountains, fireplaces, and the like can be developed as or in conjunction with commissioned art. Large sculptural pieces can serve to establish clear, dynamic presence and visibility at the scale of the street, the block, and the city. The emerging priority in this design of providing both a clear visual and pedestrian path and link between Main Street and the new library, would be greatly enhanced by a thoughtful program for public art that relates to and builds upon the existing program for art established by City of Gallup.
11

Conceptual Design

SITE CONTEXT | Aerial View
BASEMENT | Children’s Floor
Children’s Collection and Reading Room
Computer Carrels
Story Time
Program | Activities room
Outdoor Patio
Staff Areas
Receiving, Archives, Storage, Main Mechanical Room

1st FLOOR | Community Floor
Community Meeting Rooms
Entry Lobby
Computer Carrels
Individual Study Rms
Main Staff Area
2nd FLOOR | Adult Collections
Adult Collection/Reading Areas
Periodicals
Southwest Collection
Computer Carrels
Staff Areas

3rd FLOOR | Teen Room
Teen Collection/Reading Areas
Individual & Small Group Study Rooms
Computer Carrels
Staff Area
CIRCULATION DIAGRAM | Library

MASSING DIAGRAM | Library
<table>
<thead>
<tr>
<th>Collections</th>
<th>Areas SF</th>
<th>Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodicals/ Graphic Novels</td>
<td>8,702</td>
<td>7,882</td>
</tr>
<tr>
<td>Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special and SW Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Collection</td>
<td>8,702</td>
<td>7,882</td>
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<tr>
<td><strong>Patron Services</strong></td>
<td></td>
<td></td>
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<tr>
<td>Reference Desk</td>
<td>560</td>
<td>502</td>
</tr>
<tr>
<td>Seating reading areas</td>
<td>2,800</td>
<td>2,500</td>
</tr>
<tr>
<td>Satellite desks - reference</td>
<td>240</td>
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<tr>
<td>Computer areas, including lab</td>
<td>2,100</td>
<td>1,800</td>
</tr>
<tr>
<td>Individual and small group study</td>
<td>480</td>
<td>272</td>
</tr>
<tr>
<td>Programming room / Community Rms</td>
<td>1,200</td>
<td>1,255</td>
</tr>
<tr>
<td><strong>Staff Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff offices</td>
<td>650</td>
<td>605</td>
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<tr>
<td>Staff work Areas - including individual</td>
<td>890</td>
<td>670</td>
</tr>
<tr>
<td>Staff Break room</td>
<td>300</td>
<td>304</td>
</tr>
<tr>
<td>Staff Restrooms</td>
<td>150</td>
<td>210</td>
</tr>
<tr>
<td>Staff conference Room</td>
<td>350</td>
<td>308</td>
</tr>
<tr>
<td><strong>Ancillary / Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Drops / self check</td>
<td>160</td>
<td>205</td>
</tr>
<tr>
<td>Electric, Data, AV Rooms</td>
<td>450</td>
<td>236</td>
</tr>
<tr>
<td>Mechanical Room</td>
<td>420</td>
<td>250</td>
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<tr>
<td>Storage</td>
<td>1,100</td>
<td>275</td>
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<tr>
<td>Restrooms and custodial</td>
<td>1,140</td>
<td>1,015</td>
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<tr>
<td>Vestibule and security gates</td>
<td>200</td>
<td>438</td>
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<tr>
<td><strong>Sub Total Interior SF</strong></td>
<td>21,892</td>
<td>18,727</td>
</tr>
<tr>
<td><strong>Circulation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Entry, corridors and hallways</td>
<td>3,722</td>
<td>2,435</td>
</tr>
<tr>
<td><strong>Total Net SF</strong></td>
<td>25,613</td>
<td>21,162</td>
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### Children and Young Adult Library

#### Collections

<table>
<thead>
<tr>
<th>Area</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
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</thead>
<tbody>
<tr>
<td>Teen</td>
<td>1,100</td>
<td>1,950</td>
</tr>
<tr>
<td>Teen media</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Children</td>
<td>1,900</td>
<td>2,066</td>
</tr>
<tr>
<td>Children interactive media</td>
<td>600</td>
<td>450</td>
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</table>

#### Patron Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Desk</td>
<td>320</td>
<td>285</td>
</tr>
<tr>
<td>Seating reading areas</td>
<td>2,100</td>
<td>2,410</td>
</tr>
<tr>
<td>Satellite desks - reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer areas</td>
<td>850</td>
<td>1,080</td>
</tr>
<tr>
<td>Story time / Sto</td>
<td>800</td>
<td>705</td>
</tr>
<tr>
<td>Individual and small group study</td>
<td>145</td>
<td></td>
</tr>
<tr>
<td>Programming room / Sto</td>
<td>750</td>
<td>760</td>
</tr>
</tbody>
</table>

#### Staff Areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff offices</td>
<td>250</td>
<td>240</td>
</tr>
<tr>
<td>Staff work Areas - including individual</td>
<td>380</td>
<td>175</td>
</tr>
<tr>
<td>Staff Break room</td>
<td>150</td>
<td>120</td>
</tr>
<tr>
<td>Staff Restrooms</td>
<td>150</td>
<td>210</td>
</tr>
<tr>
<td>Staff conference Room</td>
<td>200</td>
<td>165</td>
</tr>
</tbody>
</table>

#### Ancillary / Support

<table>
<thead>
<tr>
<th>Area</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Drops / self check</td>
<td>120</td>
<td>134</td>
</tr>
<tr>
<td>Electric, Data, AV Rooms</td>
<td>250</td>
<td>406</td>
</tr>
<tr>
<td>Mechanical Room</td>
<td>100</td>
<td>420</td>
</tr>
<tr>
<td>Storage</td>
<td>650</td>
<td>305</td>
</tr>
<tr>
<td>Restrooms / custodial / Maintenance</td>
<td>950</td>
<td>895</td>
</tr>
<tr>
<td>Vestibule and security gates</td>
<td>200</td>
<td>395</td>
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</tbody>
</table>

#### Sub Total Interior SF

<table>
<thead>
<tr>
<th>Area</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior structure</td>
<td>11,820</td>
<td>13,316</td>
</tr>
<tr>
<td>Vertical Circulation - Stairs and elevator</td>
<td>2,009</td>
<td>1,731</td>
</tr>
<tr>
<td>Total Net SF</td>
<td>13,829</td>
<td>15,047</td>
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### Building Support Spaces

<table>
<thead>
<tr>
<th>Area</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main entry Lobby - Exhibit space</td>
<td>1,200</td>
<td>954</td>
</tr>
<tr>
<td>Exterior walls</td>
<td>1,972</td>
<td>1,670</td>
</tr>
<tr>
<td>Interior structure</td>
<td>789</td>
<td>750</td>
</tr>
<tr>
<td>Vertical Circulation - Stairs and elevator</td>
<td>1,300</td>
<td>2,006</td>
</tr>
<tr>
<td>Mechanical Electrical, FP - Chases</td>
<td>260</td>
<td>96</td>
</tr>
<tr>
<td>Total Added SF</td>
<td>5,521</td>
<td>5,476</td>
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</tbody>
</table>

### Total Projected Building Gross SF

<table>
<thead>
<tr>
<th>Area</th>
<th>Programmed Areas SF</th>
<th>Designed Areas SF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44,963</td>
<td>41,685</td>
</tr>
</tbody>
</table>
PERSPECTIVE | View looking NW on Aztec Ave.

PERSPECTIVE | View looking NE on Aztec Ave.