Phase 1
Facilities
Report

Penny Hummel Consulting

June 21, 2018
Phase I

- Conduct needs assessment focused on services and facilities
- Gather community and stakeholder input
- Develop a facilities and technology plan with general concepts for the four library branches
- Assist with development of architects’ Scope of Work to complete Facilities Master Plan
Four libraries: four different situations
Four libraries, four different situations

Grants Pass
Wolf Creek

One shared challenge
One shared challenge
Best practices in shelving

- If possible, lower adult shelving to 66” for better sightlines.

- Avoid putting items on the bottom shelf. (OK for children’s books as that is height appropriate for them).

- Avoid putting books spine up on the bottom shelf (it’s bad for them).

- Maintain space at the end of each shelf for ease of shelving and merchandising of collection.

- Balance the visual intensity of shelved books with clear space.
## Facilities and collection info

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>Grants Pass</th>
<th>Illinois Valley</th>
<th>Williams</th>
<th>Wolf Creek</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square feet</td>
<td>23,192</td>
<td>15,470</td>
<td>4,264</td>
<td>864</td>
<td>2,594</td>
</tr>
<tr>
<td>Visitors, FY 16-17</td>
<td>126,252</td>
<td>92,316</td>
<td>24,598</td>
<td>4,182</td>
<td>5,156</td>
</tr>
<tr>
<td>Circulation, FY16-17</td>
<td>251,768</td>
<td>203,396</td>
<td>30,675</td>
<td>10,175</td>
<td>7,522</td>
</tr>
<tr>
<td>Items in physical collection</td>
<td>152,504</td>
<td>100,825</td>
<td>30,530</td>
<td>9,015</td>
<td>12,134</td>
</tr>
<tr>
<td>Turnover (circulation divided by holdings; “how hard the collection is working”)</td>
<td>1.65</td>
<td>2</td>
<td>1</td>
<td>1.1</td>
<td>.62</td>
</tr>
<tr>
<td>Annual circulation per square foot</td>
<td>10.8</td>
<td>13.1</td>
<td>7.2</td>
<td>11.8</td>
<td>2.9</td>
</tr>
<tr>
<td>Annual visitors per square foot</td>
<td>5.44</td>
<td>5.97</td>
<td>5.77</td>
<td>4.84</td>
<td>1.99</td>
</tr>
</tbody>
</table>
Grants Pass: what’s working?

- Location
- Volunteer involvement
- Building “esprit”
- Renovated children’s library
Grants Pass: what’s not working?

- Lack of space in all areas!
- Aged building with many structural issues
- Lack of meeting rooms
- Lack of quiet spaces
- Inefficient work spaces and workflows
- Inadequate bathrooms
- Jam-packed shelves
How big should the new Grants Pass library be? A very rough estimate…

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population (Grants Pass)*</td>
<td>37,779*</td>
<td>47,389**</td>
</tr>
<tr>
<td>Best Practice: .6 - .8 sf/capita</td>
<td>15,470 (.4 sf/capita)</td>
<td>28,433 – 37,911 (.6 - .8 sf/capita)</td>
</tr>
<tr>
<td>Recommended estimated size</td>
<td></td>
<td>36,909 square feet</td>
</tr>
</tbody>
</table>

*US Census estimate as of 2016. Does not include unincorporated areas served by Grants Pass branch.

**assumes current county growth rate (1.2%) as estimated by PSU’s Population Research Center will continue for 20 years.
### Initial recommendations

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>Current best practice</th>
<th>Initial recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size of physical collection</strong></td>
<td>100,825</td>
<td></td>
<td>111,000 (10% increase)</td>
</tr>
<tr>
<td><strong>Public computers</strong></td>
<td>23 computers</td>
<td>.5 – 1 computers/1000 people</td>
<td>40 computers .84 computers/1000 people</td>
</tr>
<tr>
<td></td>
<td>.6 computers/1000 people</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Seating</strong></td>
<td>105 (2.8 seats/1000 people)</td>
<td>4 – 6 seats/1000 people</td>
<td>190 (4 seats/1000 people)</td>
</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>Public: 2 single stall bathrooms</td>
<td></td>
<td>Public: Multiple stall bathrooms, family bathroom in children’s area</td>
</tr>
<tr>
<td></td>
<td>Staff/Volunteers: 1 bathroom</td>
<td></td>
<td>Staff/Volunteers: 2 bathrooms</td>
</tr>
</tbody>
</table>
## Initial recommendations

<table>
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<th></th>
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<th>Initial recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group study/conference</td>
<td>24 – 48 seats in 3 – 6 rooms</td>
<td>33 seats:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-seat rooms (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4-seat rooms (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 seat room (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 seat room (1)</td>
<td></td>
</tr>
<tr>
<td>Meeting room space</td>
<td>Ben Bones Room (60 people)</td>
<td>100 – 200 seats</td>
<td>200 seat room,</td>
</tr>
<tr>
<td></td>
<td>main library (80 people)</td>
<td></td>
<td>dividable into 2 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>seat rooms</td>
</tr>
<tr>
<td>Storytime/Class</td>
<td>30 – 60 seats (on floor)</td>
<td>30 seats (on floor)</td>
<td></td>
</tr>
<tr>
<td>Visits Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen Collaborative</td>
<td></td>
<td></td>
<td>16 seats at 4 tables</td>
</tr>
<tr>
<td>Space</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other features

- Welcome
- Circulation
- Check In
- Reference
- Technology
- Children’s
- Teen

Staff/Volunteer Desks:

- Friends of the Library store and storage area
- Improved Staff/Volunteer Lounge
- Bookmobile garage and work area
- Meeting room storage and kitchen
Grants Pass: Recommendations

- Replace the existing library with an estimated 36,909 square foot new facility (location to be determined).

- Analyze current use of the Grants Pass collection, with the goal of maximizing return on shelf space.
Illinois Valley: what’s working?

- Location
- Garden
- Aesthetics of mid-century building
- Community engagement
- Renovated children’s area
Illinois Valley: what’s not working?

- Plumbing
- Heating
- Lighting
- Safety
- Cramped space
- No meeting room
- Jam-packed shelves
Illinois Valley: Recommendations

- Explore the viability and cost of expanding/renovating the library, with the goal of adding a meeting room and improving the computer/media room.

- Evaluate the library’s mechanical systems (plumbing, lighting, heating and cooling) and roof to identify and prioritize repairs and improvements.

- Analyze current use of the Illinois Valley collection, with the goal of reducing its overall size to free up space and potentially lower adult shelving.
Illinois Valley: Recommendations

- Evaluate the library’s existing safety and security systems and make needed improvements.
- Improve the library’s Internet bandwidth and reliability.
- Update furniture and fixtures as is appropriate to the building’s mid-century look and feel and explore the viability of minor renovations.
Williams: what’s working?

- Location
- Community engagement
- Relatively high circulation and turnover (use of the collection)
- Garden
Williams: what’s not working?

- No bathrooms or running water
- No meeting room
- Cramped and inadequate space for all functions
- Jam packed shelves
Assumptions for Williams

- Goal (per discussion with school district): 2,800 square feet (2,100 in net assignable square feet)
- Priorities: bathrooms, better shelving, more seating
- Economize space as much as possible to achieve square footage goal.
Williams Library at 2,791 square feet

- Reading room that can be adapted into 20 person meeting room
- 22 seats (increase from 10)
- 10% increase in collection size (max 66” shelving height)
- 4 public computers (1 is early learning station), laptops
- Minimal staff/volunteer area
Williams: Recommendations

- Replace the existing library with an estimated 2,791 square foot new facility at the current location.
- Analyze current use of the Williams collection, with the goal of maximizing return on shelf space.
Wolf Creek: what's working?

- Recently built and well functioning facility
- Meeting room
- Strong relationship with nearby school
- Adequate space for core library activities
Wolf Creek: what’s not working?

- Internet connectivity
- Jam packed shelves
- Low use by community members (beyond student use)
Wolf Creek: Recommendations

- Analyze current use of the Wolf Creek collection, with the goal of focusing the collection on high-interest materials.

- Evaluate the library’s mechanical systems (plumbing, lighting, heating and cooling) and roof to determine if there are maintenance issues that need to be addressed.

- Evaluate the library’s existing safety and security systems and make needed improvements.
Wolf Creek: Recommendations

- Improve the library’s Internet bandwidth and reliability, potentially partnering with other community organizations to reduce costs.

- Update furniture and fixtures as is appropriate or a priority for the library system.
Technology Assessment: highlights

- Current IT environment is robust given library’s funding challenges; available technology adequately meets both public and staff needs.

- Increased Internet bandwidth and improved reliability are needed for Wolf Creek and Illinois Valley.

- In new or remodeled spaces, improve all aspects of technology as is feasible.

- Library district should create a 3 year technology plan, continue to outsource IT support, plan for replacement of network infrastructure and pursue E-rate funding for 2019 cycle.
Thanks!

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  penny@pennyhummel.com