

Josephine Community Library District Facilities Master Plan (Phase 1 Report)

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Executive Summary

After functioning as a nonprofit organization for a decade, the Josephine County library system is now benefitting from the passage of a library district in 2018. Recognizing that the library needs appropriate space—for collections, for people, for programming and for functional operations, the Josephine Community Library District (JCLD) and its support organization, the Josephine County Library Foundation, have established facilities improvement as a top priority. Since serious deficiencies in three of the four Josephine County library facilities compromise the quality and level of service that can be provided, improving the library's facilities is critical to the success of the library system in the future.

Prepared by Penny Hummel Consulting, this Phase 1 report provides a service evaluation of the four Josephine County libraries, as well as a set of recommendations to improve each of them. The goal is to provide a foundation to support the work of the architectural firm chosen for Phase 2 of the process, which will include evaluating the structural needs of existing facilities, estimating costs of renovation or replacement, and assisting in site selection where appropriate.

A summary of the recommendations for each of the four Josephine County libraries is below.

Grants Pass Library

- Replace the existing library with an estimated 36,909 square foot new facility (location to be determined). A detailed program for this new library is included in this report.
- Analyze current use of the Grants Pass collection, with the goal of maximizing return on shelf space.

Illinois Valley Library

- Explore the viability and cost of expanding/renovating the library, with the goal of adding a meeting room and improving the computer/media room.
- Analyze current use of the Illinois Valley collection, with the goal of reducing its overall size to free up space.

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

- Replace the existing library with an estimated 2,791 square foot new facility at the current location. A detailed program for this new library is included in this report.
- Analyze current use of the Williams collection, with the goal of maximizing return on shelf space.

Wolf Creek Library

- 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.
- 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.

Methodology

In January 2018, the Josephine County Library Foundation issued a Scope of Work for Phase I of a Library Facilities Master Plan. The foundation and library selected a proposal from Penny Hummel Consulting for this project, which included the participation of library facilities consultant Penny Hummel and library IT consultant Lance Murty. On March 20, Hummel and Murty met with the library's Facilities Oversight Task Force to discuss initial priorities for the facilities plan. The following themes emerged from this discussion:

- Addressing the outdated and inadequate features of each facility;
- Expanding designated areas and opportunities for programming;
- Increasing opportunities for patrons to gather, study and learn;
- Enhancing volunteer and staff efficiency and effectiveness by improving work areas.

During this March 20 – 21 visit, Hummel and Murty also toured the four facilities and observed operations. Penny Hummel conducted focus groups with library staff from all four libraries, library district and foundation board members and Lance Murty met with the library's IT contractor and library staff. The consultants also facilitated a discussion at a public meeting at the Grants Pass library on March 21. Penny Hummel returned April 25 – 26 to conduct a focus group with library volunteers, facilitate public discussions at the Williams and Illinois Valley libraries, and meet with Cindy Low, a representative of the Grants Pass Friends of the Library. Data from these sessions has informed the evaluation and recommendations below. Notes from these sessions, as well as the results of surveys conducted by JCLD youth services librarian Susan Davis with teens and parents/guardians, are included in the appendix.

Penny Hummel also reviewed a variety of information about the library and its operations, including circulation data, usage statistics and demographic information. Basing this work on best practices in planning public library facilities, she then developed recommendations for each of the four Josephine County libraries and developed a library program incorporating these elements for the two facilities where a new facility is recommended (Grants Pass and Williams). These draft recommendations were presented to Facilities Oversight Task Force on May 29 for their input and additional revisions were subsequently solicited from the library's staff and stakeholders. Lance Murty also developed a written set of recommendations deriving from his assessment of the library's system's IT needs. This report is included in the appendix, and its findings are incorporated into the general recommendations of this report.

Community Information

According to the U.S. Census, the estimated population of Josephine County as of July 2017 is 86,352. It is noteworthy in several ways:

- 26.6% of Josephine County’s residents are estimated to be ages 65 and over, compared to 17.2% in Oregon overall (Source: Population Resource Center, Portland State University)
- Only 17.3% of Josephine County residents have a bachelor’s degree or higher, compared to 31.4% in Oregon and 30.3% in the U.S. (Source: U.S. Census).
- 7.3% of Josephine County residents are Hispanic or Latino, lower than Oregon overall (12.8%) or the U.S. (17.8%) (Source: U.S. Census).

Other U.S. Census data reveals the economic challenges faced by Josephine County residents. At \$37,867, the 2012-16 median household income is lower than that estimated for Oregon (\$53,270) or the U.S. (\$55,322). 18% of county residents (and 20.4% of Grants Pass residents) are estimated to be living in poverty, a higher percentage than Oregon (13.3%) or the U.S. (12.7%). And, although Josephine County has a lower percentage of children aged 0 – 17 than in Oregon (18.7% vs. 21%, according to the Population Resource Center at Portland State University), they are disproportionately affected by socioeconomic factors.

- Over one-third (34.4%) of children are estimated to live in poverty, compared to 20.3% in Oregon. (Source: Children First for Oregon).
- 66.9% of students qualify for free and reduced lunches compared to 49.3% in Oregon. (Source: Children First for Oregon).
- 9% of students in Josephine County are homeless, compared to 3.9% in Oregon overall. (Source: Children First of Oregon).

In this context, Josephine County’s four public libraries function as an essential informational and cultural hub, providing vital services to the county’s high proportion of seniors, as well as needy families and their children.

Overview of Library System

Having survived a significant amount of change in the last decade, Josephine County’s public libraries have evolved into a unique institution that’s unlike any other library system in Oregon. Originally operating as the four parts of a county system, the libraries in Grants Pass, Cave Junction, Williams and Wolf Creek closed in 2007 due to a precipitous drop in county funding. Committed to restoring public library service, community members raised funds and trained volunteers to reopen the libraries, forming the nonprofit Josephine Community Libraries, Inc. From 2009 – 2017, the Josephine County library system survived with donations, fundraising and thousands of donated volunteer hours each year.

In 2017, voters approved a library district serving 39,000 residents in the noncontiguous areas surrounding the four libraries. In this new context, those residing in areas of the county that are not in the library district can purchase a library card for a fee; property owners outside the district can also voluntarily add their property to the district map. The new library district began operations in January 2018. With stable public funding now established, the fundraising

work originally undertaken by the nonprofit JCLI has been assumed by the Josephine County Library Foundation, which has established improving facilities as a top priority. The library system's extensive mobilization of volunteers continues to be its most distinctive feature. In FY 16-17, 326 community members contributed 25,257 hours of volunteer time to staff circulation and help desks, shelf books, process new materials and perform other vital functions—almost 500 hours a week.

As of July 2017, the four Josephine County libraries offer a collection of 160,539 items, including books, DVDs, audio books, music CDs and periodicals. In addition to the print/physical collection, JCLD patrons also have access to a digital collection (including e-books, online resources and downloadable media) totaling 65,428 items.

In 2016 – 17, JCLD had 36,184 active cardholders and circulation totaled 280,174. With the advent of the library district this year, it is expected that some of these measurements (such as number of cardholders) will change, as not all Josephine County residents live within the district and are eligible for a free card. However, given that district funding is supporting significantly increased open hours at each location, it is likely that circulation and number of visits to the library will increase to some extent.

In 2016 – 17, the four libraries in the system welcomed 126,252 visitors—almost 2,500 visits a week in total. These facilities vary in terms of vintage, size, condition and form of ownership. Each one serves a unique community within Josephine County, a situation reinforced by their geographic distance from each other, which ranges from 18 miles (Grants Pass and Wolf Creek) to 51 miles (Illinois Valley and Wolf Creek). These four communities, which include the two incorporated cities in Josephine County (Grants Pass and Cave Junction) as well as two unincorporated areas (Wolf Creek and Williams) embody the rural/small town nature of Josephine County.

Grants Pass Library: Needs Assessment

General Description

Located at 200 NW C Street in Grants Pass, the 15,470 square foot Grants Pass library was originally built in 1959 and features a children's area renovated in 2016. Owned by the county, the facility is currently leased to the library district. This building serves as the system's central library, housing administrative staff for the whole county system.

Prior to this spring, the Grants Pass library was open 24 hours a week, but the passage of the library district last year supported a significant increase in hours. Currently, the library is open 40 hours a week, from 10 am to 7 pm on Tuesday and Thursday, from 10 am – 6 pm on Wednesday and Friday, and from 10 am to 4 pm Saturdays.

In 2016-17, 203,396 items circulated from this library and the number of annual visits was 92,316, or almost 1,800 visitors a week. The bulk of the library system's 300 + volunteers work

at the Grants Pass library, staffing various desks, assisting with processing new materials, shelving and supporting programming and other special projects.

The Grants Pass library serves 37,779 residents of the City of Grants Pass as well as an unidentified number of patrons from the surrounding unincorporated areas. Since the number of unincorporated users isn't identified, this study utilizes the population of Grants Pass to assess the library's current facilities-related services on a per capita basis, with the understanding that measurements indicating a deficiency in current services are even more acute than the numbers suggest, because the population being served goes beyond the city limits.

The unique nature of the Grants Pass library is apparent at the main entrance. Immediately, visitors experience a team of volunteers running the front end of the library's key circulation functions. At one desk, a volunteer signs up new cardholders; at another, volunteers check in materials checking materials in, and at a third desk, volunteers check out materials. Other volunteers can be observed staffing the information desk, assisting in the children's library or shelving. As one of them said, accurately describing the general vibe of the library on a typical day: "There's a warmth. It's us." The library places a high premium on facilitating successful volunteer involvement and paid staff are trained to be proactive in ensuring that volunteers feel supported in the invaluable work that they do.

The liveliness of the entry area, however, also translates into increased noise, which can be challenging for library patrons looking for a more peaceful library experience. In general, the aging facility, which hasn't been comprehensively renovated since it opened in 1959, is worn out, crowded and inefficient.

Collections

According to a collection snapshot taken in the spring of 2018, the Grants Pass library currently holds approximately 101,000 items, including books, DVDs, CDs, books on CD, periodicals and special collections. Reflecting the relatively small materials budget that the library could afford in the last years of county support and in its decade as a nonprofit, many items in the collection are old and worn. In recent years, library staff have been working to weed the collection, and in the years to come they expect to utilize an improved collections budget to replace older materials and fill gaps. The library plans to eliminate its collection of VHS movies and books on cassette in the near future.

Overall, shelving at the Grants Pass library is packed and shelving in the adult fiction and nonfiction areas is particularly full, with 88" stacks each incorporating 6 -7 shelves of books. Recently, shelving that was obscuring windows was removed to improve access to natural light in the adult fiction area. To house the collection, the library utilizes the bottom shelf of the book stacks, which is generally not considered a best practice as the bottom shelf is difficult for patrons to see and access. In addition, high shelving creates accessibility issues for older or disabled patrons (or volunteers) who have difficulty reaching the top shelf from a stool. In

some cases (such as DVDs) collection items spill from one room into another due to limited space.

Computers and Technology

The library offers 23 computers for public use, including online catalogs, public internet access computers, a children's learning station and laptops. Patron workstations in the primary computer area are cramped and would benefit from a larger footprint. In 2016-17, the library recorded 13,400 individual Internet sessions on library computers and an additional 25,866 sessions by patrons utilizing Wi-Fi on their own devices, or over 755 sessions a week, an indication that internet access is a very valued and highly used service. To support the public's use of technology, library volunteers staff a technology desk.

Seating and Meeting Room Space

Currently, the library offers approximately 105 patron seats, or 2.8 seats per 1,000 people. This amount of seating is low in comparison with current best practice for a library of its type, which recommends 4 – 6 seats/1,000 people. In addition, much of the library's seating is not the right type of seating. For example, the primary seating in the adult fiction/nonfiction area is at 70" round tables that seat 5 people, an inefficient use of space as library patrons tend to avoid sharing tables. Too few of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets. Several years ago, the library added a handful of built-in desks with a power source, which have been popular.

Programming and Event Space

With respect to meeting room space, the only space the library currently features is the Ben Bones Room, which seats 60 auditorium style and approximately 20 conference style. However, since this room doubles as the sales area for the Friends of the Library, the two functions often collide with each other. The library also utilizes the main reading area in adult fiction/nonfiction for public events. Although this area can accommodate 80 people, it too is problematic as setting it up for a meeting involves moving numerous cumbersome and heavy 70" circular tables.

The lack of meeting room space in the Grants Pass library limits the library's current ability to offer programming for all ages. Nonetheless, in 2016-17, the library offered 360 programs (primarily storytimes) that attracted 8,983 attendees, a 27.5% increase in participation over the previous year. Additional meeting room space is needed, not only for library programming, but for use by community groups and the library's ongoing community partners (such as early literacy providers). The library currently offers no small enclosed quiet study rooms, which are also desirable.

Designated Program Areas

Children's Library. As noted earlier, the children's area was renovated in 2016 and been a success in general, both operationally and aesthetically. (The library plans to take the new shelving in that area to the new library.) However, the library's limited programming space directly impacts services for this age group. During the school year, the library offers six storytimes a week for pre-K children of various ages, plus additional programming such as the K-9 program, which gives children the opportunity to read to service dogs. Storytimes and other programming are divided between three places: the Ben Bones Room, the seating area next to the entry way, and a small open area adjacent to the picture books.

While the library makes do with what it has, a dedicated storytime/class visits area would be a much-needed improvement. Storytime needs to occur in an area where the public isn't browsing the collection (or the Friends store) to improve the experience of patrons engaged in either activity. In addition, community partners who use the library's space to offer storytimes (such as the Southern Oregon Educational Service District, which offers an autism storytime with trained professional educators) should be offering these programs in a space that better supports families with special needs.

Young Adult Library. Consistent with the general desire of teens to avoid proximity to the children's collection, the young adult library is adjacent to the computer/adult nonfiction area of the library. However, it is hard to find, cramped, and lacking in teen friendly décor.

Friends of the Library. The work of the Friends can be found in several spaces throughout the library. A shelf/display of used books for sale is featured next to the circulation desk, while the full FOL used book store fills the perimeter of the Ben Bones Room and is operated on the honor system. In addition, the Friends utilize a small room in the administrative area to store and sort book donations.

Bathrooms. Limited to two individual bathrooms for the public and one bathroom in the break room, the facility's bathrooms are seriously inadequate. Staff report that the bathroom line is sometimes so long that they decamp to the nearby courthouse to use their facilities.

Staff and Volunteer Areas

As is common with older libraries that have not been renovated to reflect the times, the staff areas of the Grants Pass library incorporate a hodgepodge of existing furniture in spaces that in some cases were not originally designed to house their current functions. Most areas are cramped and uninviting and there is an overall lack of storage. Given the large number of volunteers who keep the library going each day, the staff/volunteer lounge, an area with no natural light, is inadequate with respect to lockers and space for rest/relaxation.

Volunteers expressed some concern about the library from a safety perspective, both in terms of earthquake and fire readiness but also with respect to disruptive library users. They would also like the library to have additional parking capacity.

The large main service desk reflects the “fortress” philosophy no longer considered best practice for service desks in public libraries, and the workflow in the circulation area could be improved. Currently materials waiting to be shelved are lined up on book carts in a public hall because there is no other place to put them.

Judging from the level of community involvement it engenders, the Grants Pass library is obviously well used and beloved by community members. However, it is challenging for patrons, volunteers and staff to navigate and has many structural issues, including an aged infrastructure and a dysfunctional HVAC system. One volunteer summed up the consensus of library stakeholders by saying “It’s not worth renovating.”

Illinois Valley Library: Needs Assessment

General Description

Located at 209 West Palmer in the city of Cave Junction, the 4,264 square foot Illinois Valley branch library is owned by the library district. Originally built in 1959, this facility was expanded in 1976 and features a children’s area renovated in 2017.

Prior to this spring, the Illinois Valley library was open 13 hours a week, but the passage of the library district last year supported a significant increase in hours. Currently, the library is open 25 hours a week, on Wednesdays from 11 am to 6 pm and on Thursday, Friday and Saturdays from 11 am to 5 pm.

In 2016-17, 30,675 items circulated from this library and the number of annual visits was 24,598, or an average of 473 visitors a week.

Built in the same year as the Grants Pass library, this much smaller facility has retained the integrity of its original mid-century design and is beloved for its natural wood ceiling and original globe light fixtures. The Illinois Valley library also features a garden designed and maintained by community members. This library has been particularly strong in building and maintaining strong connections to the local community, to the extent that its branch manager (the one paid staff member at this facility) provides customer service training throughout the library system.

Despite its mid-century charm, the Illinois Valley facility is deficient on multiple levels, many of them resulting from deferred maintenance. The roof leaks and reportedly needs repair. The plumbing doesn’t support access to hot water and may be compromised by root invasion. The HVAC system is inadequate in managing cold, heat and humidity. The vintage globe fixtures provide inadequate light, causing at least one patron to use a flashlight to peruse the shelves.

Collections

According to a collection snapshot taken in the spring of 2018, the Illinois Valley library currently holds approximately 30,530 items, including books, DVDs, CDs, books on CD, periodicals. Reflecting the relatively small materials budget experienced by the library in the last years of county support and in its decade as a nonprofit, many items in the collection are old and worn.

Overall, shelving at the Illinois Valley library is packed and shelving in the adult fiction and nonfiction areas is particularly full, with 88" stacks each incorporating 6 -7 shelves of books. To house the collection, the library utilizes the bottom shelf of the book stacks, which is generally not considered a best practice as the bottom shelf is difficult for patrons to see and access. In addition, high shelving creates accessibility issues for older or disabled patrons (or volunteers) who have difficulty reaching the top shelf from a stool.

Computers and Technology

The library offers 10 computers for public use, including one online catalog. Apart from the library's computers, the library in 2016-17 recorded 4,030 sessions by patrons utilizing Wi-Fi on their own devices. Unfortunately, internet use at Illinois Valley is hindered by unreliable and insufficient (DSL) internet service to the area. As a comparison, the Williams library, which is open fewer hours but can access a fiber optic internet connection, logged 1,500 more Wi-Fi sessions during the same time period.

The computer/media room is deficient in numerous ways. Patron computer workstations are cramped and offer limited privacy, and the room itself is dark and chilly.

Seating and Meeting Room Space

Currently, the library offers approximately 46 patron seats, many of which date back to the early 1960s. While the number is adequate, in some cases its deployment is not ideal. For example, some of the tables seat four people which offers less flexibility in layout and patron use. Overstuffed lounge seating does not maximize use of scarce space. The library is very limited in the number of outlets provided in the public areas (and indeed throughout the building), which hinders patrons who need to plug in laptops, phones or tablets.

The library has no meeting room, which severely limits the amount of public programming it can offer beyond storytimes in the children's area. To facilitate a community gathering, tables and chairs are reconfigured in the media/ computer room, which is cold, dark, and lacks outlets and a built-in projector and screen. In 2016-17, the library offered 125 programs, of which 123 were for children, 0 were for teens and 2 were for adults. These attracted 1,381 attendees, a 39% increase in participation over the previous year. The library currently offers no small enclosed quiet study rooms, which would be ideal for patrons wishing for quiet space.

Designated Program Areas

Children's Area. As noted earlier, the children's area was renovated in 2017 and is a wonderful asset to the library, incorporating lively original art and extensive natural light. (However, like the adult section, it is perhaps overfilled with library books and other materials.) During the school year, the library offers two storytimes a week (plus an additional monthly event) as well as weekly gatherings for homeschooling families.

Young Adult Area. With limited space to work with, library staff have carved out a small seating/gathering area for young adults that is adjacent to the YA collection. This is reported to be a success.

Friends of the Library. The Friends operate a used bookstore on the honor system in a small room off the computer/media room, as well as a book cart at the front of the library.

Bathrooms. The library features two small bathrooms; one is ADA accessible, one is not.

Staff and Volunteer Areas

Run by one paid staff member and 22 – 25 volunteers a week, the Illinois Valley library features one cramped service desk for all public functions, which is staffed by two people at a time. The high center shelving in the adult fiction/nonfiction area creates poor sightlines.

As is common with older libraries that have not been renovated, the staff/volunteer areas of the Illinois Valley library incorporate a hodgepodge of existing furniture in spaces that in some cases were not originally designed to house their current functions. There is insufficient storage and these areas, including the staff/ volunteer break room, are cramped and uninviting.

Security is also a serious issue. Given its isolated location, the Illinois Valley branch is vulnerable to uninvited guests. In 2016, vandals broke into the library and created extensive damage; other lesser incidents have also occurred. After people were discovered to be camping and building fires behind the library, a fence was added to reduce access.

In summary, this is a beloved library and community center despite its many limitations. Community members find it warm and welcoming; as one shared, "I've never wanted to hang out at a library before."

Williams Library: Needs Assessment

General Description

Located next to Williams Elementary School at 20695 Williams Highway in the unincorporated area of Williams, the Williams library was created in 1977 from a used manufactured home. The building is owned by the library district but the land that houses it is leased from the Three

Rivers School District, which operates Williams Elementary School nearby. The library also features a community garden.

Prior to this spring, the Williams library was open 12 hours a week, but the passage of the library district last year supported a significant increase in hours. Currently, the library is open 20 hours a week, from 1 pm to 6 pm on Tuesdays, Wednesday and Saturdays from 1 – 6 pm and on Fridays from 11 am to 4 pm.

In 2016-17, 10,175 items circulated from this library and the number of annual visits was 4,182, or just over 80 visitors a week. It is overseen by one branch manager with the help of volunteers.

At 864 square feet, the Williams library is by far the smallest facility in the library system, lacking even a bathroom. Nonetheless, patrons appreciate the opportunities that the library provides them to interact with neighbors and as one said, they consider the library “a huge part of the community.”

Collections

According to a collection snapshot taken in the spring of 2018, the Williams library currently holds approximately 9,015 items, including books, DVDs, CDs, books on CD and periodicals. Reflecting the relatively small materials budget experienced by the library in the last years of county support and in its decade as a nonprofit, many items in the collection are old and worn.

Overall, shelving at the Williams library is packed and shelving in the adult fiction and nonfiction areas is particularly full, with 88” stacks each incorporating 6 -7 shelves of books. To house the collection, the library utilizes the bottom shelf of the book stacks, which is generally not considered a best practice as the bottom shelf is difficult for patrons to see and access. In addition, high shelving creates accessibility issues for older or disabled patrons (or volunteers) who have difficulty reaching the top shelf from a stool.

Service Areas

Computers and Technology. The library offers five computers for public use, including one online catalog. Apart from use of the library’s computers, the library in 2016-17 recorded 5,532 sessions by patrons utilizing Wi-Fi on their own devices, or over 106 sessions a week.

Seating. The current library is primarily a set of book/material stacks with a limited amount of seating patron seats: four toddler seats at a round table, four seats at a four-person table, and two seats within the stacks. Places for patrons to plug in laptops, phones or tables are extremely limited.

Meeting rooms. The library has no meeting room, which severely limits the amount of public programming it can offer beyond storytimes in the children’s area. To facilitate a community

gathering, the toddler table near the picture books is moved and chairs (stored in an outside shed) are utilized. In 2016-17, the library offered 34 programs, of which 32 were for children (including one storytime a week), 0 were for teens and 2 were for adults. These attracted 99 attendees.

Youth areas. As mentioned earlier, the limited space in the Williams library is largely used to shelf books and other circulating materials. Apart from the small toddler table, there is no children’s area, and the young adult area is limited to the collection.

Friends of the Library. The Friends of the Williams library offer used books for sale on a book cart at the front of the library.

Restrooms. As mentioned earlier, the most distinguishing feature of the Williams library is not what it has but what it doesn’t have: running water and a bathroom. Instead, staff, volunteers and patrons utilize a portable toilet adjacent to the building and a large bottle of hand sanitizer when they return. The inadequacy of this situation with respect to quality customer service, adequate support of staff and volunteers, convenience and sanitation is self-explanatory.

Service Desk/Staff Area. The Williams library features one crowded service desk for all functions. The staff area, including a desk for the branch manager and counter, is directly behind the service desk in full view of the public. As mentioned earlier, the library utilizes a small shed outside of the building for needed storage.

In summary, although this is a library that’s valued a great deal by the community it serves, the facility has many more liabilities than assets. As a member of a library stakeholder group said, “There is no question that the Williams library is anything but a scraper.” Given the scarcity of land in the Williams area that is appropriately zoned for a library, and its current desirable location in the heart of Williams, the library district considers its best option to be to rebuild the library at the current location. As the owner of the land beneath the library, the Three Rivers School District is supportive of this option, so discussions are underway to develop a new library in the current location. Should this plan move forward, the available land will limit the size of a new library to 2,500 – 2,800 square feet.

Wolf Creek Library: Needs Assessment

General Description

Located next to the Sunny Wolf Charter School at 102 Ruth Avenue in the unincorporated area of Wolf Creek, the 2,594 square foot Wolf Creek library opened in 2002. Owned by the Josephine County Library Foundation, the facility is leased to the library district. The area surrounding the library is one of three areas in Josephine County designated by the Oregon Department of Human Services as a “high poverty hotspot”, i.e., with a poverty rate of 20% of more. (The other two are in Grants Pass.)

Prior to this spring, the Wolf Creek library was open 7 hours a week, but the passage of the library district last year supported a significant increase in hours. Currently, the library is open 15 hours a week, from 1 pm to 6 pm on Wednesday and Saturday and from 11 am to 4 pm on Friday.

In 2016-17, 7,522 items circulated from this library and the number of annual visits was 5,156, or just over 99 visitors a week. Circulation drops significantly in the summer months when the Sunny Wolf Charter School is closed. Three classes from the elementary school visit each week. This library is overseen by one branch manager with assistance from volunteers.

Collections

According to a collection snapshot taken in the spring of 2018, the Wolf Creek library currently holds approximately 12,134 items, including books, DVDs, CDs, books on CD and periodicals. Reflecting the relatively small materials budget experienced by the library in the last years of county support and in its decade as a nonprofit, many items in the collection are old and worn.

Overall, shelving at the Wolf Creek library is full, with some stacks incorporating 6 - 7 shelves of books. To house the collection, the library utilizes the bottom shelf of the book stacks, which is generally not considered a best practice as the bottom shelf is difficult for patrons to see and access. In addition, high shelving creates accessibility issues for older or disabled patrons (or volunteers) who have difficulty reaching the top shelf from a stool.

Service Areas

Computers and Technology. The library offers 7 computers for public use and has one catalog station. Like the Illinois Valley facility, the Wolf Creek branch lacks access to fiber optic Internet access and is dependent upon an unreliable DSL connection.

Seating and Meeting Room Space. Currently, the Wolf Creek library offers approximately 20 patron seats. The library has a meeting room (accessible when the library is closed) that seats 20. In 2016-17, the library offered 48 programs (including class visits from Sunny Wolf Charter School), all of which were for children. Attendance was 2,774. Storytimes are offered once a month, and every Wednesday, the library's meeting room serves as an emergency food box site, with free food shared by the Josephine County Food Bank. Apart from the food bank, the meeting room is not regularly used by other community organizations.

Youth Areas. The library has a seating and play area adjacent to the collection for younger children; service to teenagers is primarily limited to the YA collection.

Friends of the Library. The Friends of the Library sell donated books on a book cart in the building's lobby.

Restrooms. The library offers multi-stall male and female restrooms that are accessible when the library is closed but the meeting room is being used.

Service Desk/Staff Area. The Wolf Creek library features one service desk for all functions. The staff work area is in a room directly behind the service desk.

Like the Illinois Valley branch, the Wolf Creek branch has experienced vandalism in recent years. An increase in visits due to partnerships such as the weekly free food box distribution program has also led to an increase in disruptive behavior. A review of the facility’s security systems, therefore, is in order.

The Wolf Creek facility appears to be in good condition and no information about structural issues or ongoing facilities-related problems emerged from the initial data gathering process. Largely dating from when the library opened in 2002, its furniture and fixtures at the Wolf Creek branch are reasonably consistent but could be updated if that was a library district priority.

Comparative Use and Common Issues for All Facilities

Before considering recommendations for each of the four facilities, it is worthwhile to look at them comparatively. As the chart below indicates, use of the libraries does not entirely correlate to facility size, and facility size does not entirely correlate with size of collection.

	All four libraries	Grants Pass	Illinois Valley	Williams	Wolf Creek
Square feet	23,192	15,470	4,264	864	2,594
Visitors, FY 16 – 17	126,252	92,316	24,598	4,182	5,156
Circulation, FY 16 – 17	251,768	203,396	30,675	10,175	7,522
Items in physical collection (Spring, 2018)	152,504	100,825	30,530	9,015	12,134
Turnover (circulation divided by items in collection, or “how hard the collection is working”)	1.65	2	1	1.1	.62
Annual circulation per square foot	10.8	13.1	7.2	11.8	2.9
Annual visitors per square foot	5.44	5.97	5.77	4.84	1.99

Of specific interest is the comparison of the Wolf Creek and Williams branches. Although the Wolf Creek branch is equal in size to three Williams buildings, the Williams collection is 75% the size of what Wolf Creek offers. However, Wolf Creek circulation is 25% lower and its number of annual visitors is only 23% higher (largely due to three weekly class visits from the elementary school next door).

Of course, there are probable reasons behind some of these statistics. As noted earlier, the Wolf Creek library serves an area with a higher poverty level, which may impact community usage. The Williams library is open more hours than Wolf Creek, which undoubtedly has a positive impact on usage. Also, due to its postage-stamp size, it makes sense that the Williams library has much higher annual circulation and annual visitors per square foot than does Wolf Creek. However, the most interesting comparison between the two is the turnover rate (circulation divided by holdings), which shows the degree to which a collection is actually being used/checked out. (The higher the number, the better the use of the collection.) With a 1.1 turnover rate, Williams is comparable to Illinois Valley (at 1.0) but almost double the turnover rate of Wolf Creek (.62). What this suggests, overall, is the potential desirability of looking closer (by type of material, audience age, etc.) at circulation rates at each library so that the collection for each of them is carefully calibrated to maximize potential use.

While the four library facilities differ in many ways, they are similar in the high density of materials that they have on the floor for patron check out and use: Currently, all four libraries feature:

- High (88") shelving – featuring 6 – 9 full shelves (depending upon the collection area).
- Materials on the bottom shelf, which is not considered a best practice. Such materials are not only harder for patrons to access, they also tend to be shelved with their spines horizontal to the floor, which damages them.
- Bookshelves filled to the maximum space (vs. 3/4 full, which is best practice for ease of shelving as well as providing a space to merchandize books on each shelf)
- Magazine shelving and other special collection shelving at the stack ends, which add to the overall visual clutter.

Added together, these factors create an environment in each Josephine County public library that is quite dense with books and other materials, but relatively sparse in seating, displays and other potential features for patrons to enjoy. In the 21st century, it has become a truism to say that public libraries have evolved from being just book warehouses to community centers—but to move away from feeling like a book warehouse, public libraries need to think differently about their collections and to focus on *usage* rather than *storage*. In this paradigm, shelf space is precious and must be earned by demonstrated community interest, and ongoing analysis of circulation patterns needs to become a regular part of collection management.

It is typical (and understandable) for libraries with limited resources to be less aggressive in weeding their collections, and to hold onto materials that are in poor condition, out of date or that rarely circulate. Now that the library system is in a better position than it has been in the last decade to replace such materials, **this report recommends that ongoing collection analysis (and subsequent recalibration via materials selection and weeding) be made a top priority, as it will be critical in successfully revitalizing all four Josephine County library facilities.** For different reasons, this is true for each branch of the system:

- Although a new Grants Pass library could theoretically be built to any size, the cost of new construction makes it imperative that space is not built to house materials that do not earn their shelf space through sufficient community use;
- Given that the opportunity to expand the footprint of the Illinois Valley library is limited by the available surrounding land (and the likelihood that such an expansion would focus on adding meeting room space), any interior design changes in the adult and teen areas will require a reduction in overall collection size;
- The Williams library is impacted by both factors mentioned for Grants Pass and Illinois Valley (cost of new construction as well as a limited amount of land), allowing for only a small increase in collection size and creating the imperative to be quite intentional in terms of what is offered there.
- The one library out of the four that does not need extensive change, and is not undersized to meet the needs of its community, is the Wolf Creek branch. However, since it is underused in relationship to the other four facilities, a careful examination of circulation data, with subsequent potential reshaping of the collection could improve its overall usage.

General Philosophy of Service

The Josephine Community Library District should provide residents with services that meet and anticipate their needs, in comfortable facilities that facilitate the delivery of its highest priority services, which have been defined as:

1. Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth and children in the community.
2. Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.
3. Provide access to the Internet and a variety of digital media with subsequent digital skills training.
4. Provide special programming to encourage children's literacy.
5. Provide adult and teen programs that encourage lifelong learning.

A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless

access and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the library’s role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community’s principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen tech nights and family literacy evenings are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers.

To perform these roles, the library needs appropriate space – for collections, for people, for programming and for functional operations. Unfortunately, serious deficiencies in three of the four Josephine County library facilities compromise the quality and level of service that can be provided. The next section of this report details recommended changes for each location to address this gap. For the two libraries where full replacement is anticipated (Grants Pass and Williams) a detailed program has been developed. For the two libraries with varying degrees of updating/renovation (Illinois Valley and Wolf Creek), a more general set of recommendations is provided.

Grants Pass Library: Recommendations

General Space Recommendations

As described above, the Grants Pass library needs to be comprehensively expanded and improved. Given that the library district does not own this facility as well as the building’s lack of features that would be worth preserving (such as might be found in a historically significant building), there is broad consensus that the solution is to build a new library.

The recommended estimated size of the new library—36,909 square feet—is the sum of the square footage required to fulfill all the programmatic functions expressed by library staff and stakeholders. It is consistent with a very rough estimate derived from multiplying the size of the population to be served 20 years from now (2038) by an estimate of needed square footage per capita.

	2018	2038
Population of Grants Pass	37,779*	47,389**
Best practice: .6 - .8 + sf/capita***	15,470 (.4 sf/capita)	28,433 – 37,911 (.6 - .8 sf/capita)
Recommended estimated size of new Grants Pass library		36,909 square feet

*US Census estimate as of 2016. Does not include unincorporated areas served by the Grants Pass library.
 **Assumes current county growth rate (1.2%) estimated by PSU’s Population Research Center will continue for 20 years.
 ***Best practice recommendations based on work of library facilities planner Kathryn Page.

It is important to note that despite the high level of detail in the Grants Pass library program, the recommended square footage is still an estimate that may significantly change when land is identified, the cost of construction is determined, and the components of the program are translated into an actual layout by the library's selected architect.

Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a truly balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear, so that there is readily available shelving space for incoming materials. The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. If they are utilized, the bottom shelves on most shelving units should be angled to allow browsers to easily view book spines.

Currently, while public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. Since the Josephine Community Library District expects that its print/physical collection will not grow significantly in the future, this plan assumes a 10% increase in the new facility. To maintain desirable sightlines and aesthetics, this plan recommends a maximum shelf height of 66" for interior of the library and 45" shelving for picture books and other materials for young children.

Computers and Technology

The library's Internet access and early literacy computers are in constant use. While patrons increasingly are bringing in their own devices (laptops, tablets and smartphones) for library use, for many others, library computers are their only way to access the Internet for research, job seeking, and connecting with friends and family.

More are needed to meet public demand and to enable the library to offer this service more effectively. This plan recommends 40 public access computers, including sit-down workstations with Internet access or laptops, online catalogs, and early literacy stations. To accommodate personal devices, the new library should include access to power at every seating area.

Seating and Meeting Room Space

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The Grants Pass Library needs to provide seating in a variety of formats: at study tables and lounge chairs, parent/child seats, casual seating for teens, and acoustically shielded study seating. Teens particularly need a designated area with age appropriate furniture. The design of the space should not only send a message

that they are welcome at the library but should also create a buffer, both physical and psychological, between this gregarious age group and other library visitors.

The children's area should offer distinct seating areas for individual school aged children who need to do homework or quietly read. The preschool/family area needs chair seating for toddlers and their parents or caregivers as well as floor space for story times. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths.

Overall, an increase of desk and lounge seating is recommended to allow the library to offer appropriate work/study, collaboration and reading space for the community. 190 seats are recommended (an increase of 85 seats). This seating is divided between lounge chairs and 1, 2 and 4 person tables.

One 15-seat meeting room and one 8-seat meeting room will offer the capacity to host smaller events. Group study capacity is also significantly expanded. The plan includes one 4-seat study rooms as well as three 2-seat study/tutoring rooms.

Programming and Event Space

Programs and events are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, access to a kitchen, and table and chair storage.

Given that the library's existing programming space is inadequate to meet current demand, this study recommends a significant expansion of programming capacity. A dividable 200-seat meeting room, with an adjacent new kitchen, will offer the ability to host two 100-person events.

The program also includes programming spaces designated for services to children and youth, including a 30 seat storytime/class visit area and a flexible Teen Collaborative Space that offers 16 seats at 4 tables.

Service Delivery

Desks and work stations appropriate to the 21st century, sited in appropriate proximity to each other and to the daily work of assisting library users, will enhance volunteer and staff capacity to provide excellent customer service.

As it does in the current facility, the library district plans to continue to utilize community volunteers to fulfill many of its core customer service functions, including circulation and information desk support. The district also does not anticipate staffing increases in the future. Given these factors, there is a great need to make all circulation, reference and back of the library functions as efficient as possible. To achieve this, all existing service desks are retained and improved and several new ones (including teen services and technology desks) are added.

The plan also includes expanded public bathrooms (including a family bathroom in the children’s area), two staff restrooms and an expanded staff lounge area with seating and a kitchenette.

Friends of the Library

The Grants Pass Library program includes improved space for all activities conducted by the Friends of the Library, including a dedicated retail space (with a desk for volunteer staffing), and work space for processing donations and storage.

Bookmobile

Although the library district currently does not operate a bookmobile, there is recognition that this would potentially be a welcome addition to its service model due to the many remote areas within Josephine County that are far from a branch yet within the district boundaries. For this reason, space for bookmobile operations and garage has been included in the Grants Pass library program.

Summary of recommendations for new Grants Pass library

	2018	Current best practice	Initial recommendations
Size of physical collection	100,825		111,000 (10% increase)
Public computers	23 computers .6 computers/1000 people	.5 – 1 computers/ 1000 people	40 computers .84 computers/1000 people
Seating	105 (2.8 seats/1000 people)	4 – 6 seats/1000 people	190 (4 seats/1000 people)
Bathrooms	Public: 2 single stall bathrooms Staff/Volunteers: 1 bathroom		Public: Multiple stall bathroom; family bathroom in children’s area Staff/Volunteers: 2 bathrooms
Group study/conference space		24 – 48 seats in 3 – 6 rooms	33 seats: 2-seat rooms (3) 4-seat room (1) 8-seat room (1) 15-seat room (1)

Meeting room space	Ben Bones Room (60 people); main library (80 people)	100 – 200 seats	200 seat room, dividable into two 100-seat rooms
Storytime/Class Visits Area		30 – 60 seats (on floor)	30 seats (on floor)
Teen Collaborative Space			16 seats at four tables

Illinois Valley Library: Recommendations

As noted earlier, Illinois Valley branch is a well-loved community institution with numerous deficiencies. The good news is that these deficiencies can be systematically addressed. Below are initial recommendations to achieve this goal.

Analyze current use of the Illinois Valley collection, with the goal of reducing its overall size to free up space and potentially lower shelving in the adult fiction/nonfiction area.

Although all four libraries feature high shelves full of materials, the situation is most extreme at the Illinois Valley branch, which was described by one library district staff member as “hobbit-like” in reference to the adult fiction/nonfiction area. This area is so full of so many things that, apart from replacing furniture and fixtures, it is difficult to imagine the possibility of more significant improvements. Therefore, carefully evaluating what needs to be in that space should be a priority. Ideally, the shelves in the center of the room would be lowered to 66”, which would improve aesthetics and sightlines—but, of course, reducing the shelving capacity means the collection has to become smaller.

The recently renovated children’s area functions well, with the caveat that it would still be desirable in that area to have fewer materials in the collection and more room to merchandise them (i.e., have shelving with space on the end for face out materials).

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

With multiple concerns raised about the physical infrastructure of the building, a thorough evaluation is much needed.

Evaluate the library’s existing safety and security systems and make needed improvements.

With its history of vandalism and unwanted visitors, the facility needs to have the best security possible for the protection of staff, volunteers and library users and the building itself.

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

Explore the viability and cost of expanding/renovating the library.

The library's windowless computer/media room, which was added when the library was expanded in the 1970s, has little to recommend it. Since it is adjacent to the library's unused back yard, it would ideally be replaced and expanded to accommodate an improved computer area (with less cramped and more private space for users), better shelving of the media collection, a meeting room (community members expressed interest in one with 25 – 35-person capacity) and if possible, a small study room or two.

The possibility of expanding the library should be explored by the architects selected to implement Phase 2 of the facilities planning process.

Update furniture and fixtures as is appropriate to the building's mid-century look and feel and explore the viability of minor renovations.

Apart from the recommendations listed above, the library's furniture and some of its fixtures could use a refresh. Staff and volunteers would benefit from a more efficient service desk and a staff/volunteer area that is not a mishmash of available desks, tables, etc. but that includes workspaces designed for it.

Williams Library Recommendations

As noted in the evaluation above, the Williams facility has few assets save the community's fondness for the services it offers, and needs to be replaced with a newer and larger building. Given the scarcity of land in the Williams area that is appropriately zoned for a library, and its current desirable location in the heart of Williams, the library district considers its best option to be to rebuild the library at the current location. As the owner of the land beneath the library, the Three Rivers School District is supportive of this option.

Should the plan to build an expanded new library in the current location move forward, its size will be limited to 2,500 – 2,800 square feet due to the capacity of the current location. Consequently, the initial program developed for a new Williams Library is 2,791 square feet, which is smaller than ideal. Successfully planning a new library in Williams calls for extremely efficient use of space to maximize the amount of shelving, seating, computers and support areas that can be included.

Collections

The current Williams library features high (88") shelving that is filled to the brim with books, DVDs, books on CD and other materials. To maintain desirable sightlines and aesthetics, this plan recommends a maximum shelf height of 66" for interior of the library and 45" shelving for picture books and other materials for young children. Shelving is calculated on the assumption that shelves are 20% to 25% clear, so that there is readily available shelving space for incoming materials and room to merchandise the collection. (To maximize space, unlike the Grants Pass

program, the Williams program assumes books will be shelved on the lowest shelf.) This plan assumes a 10% increase in the overall size of the Williams collection. As noted above, the limited increase in collection capacity creates an imperative for the library district to be mindful about the materials that are housed in the Williams facility to ensure that all items are earning their shelf space through community use.

Computers and Technology

The library's Internet access and early literacy computers are in constant use. While patrons increasingly are bringing in their own devices (laptops, tablets and smartphones) for library use, for many others, library computers are their only way to access the Internet for research, job seeking, and connecting with friends and family. This program includes 1 online catalog, 4 public computers (including an early learning station) with additional laptops for library in-house use. To accommodate personal devices, the new library should include access to power at every seating area.

Seating and Meeting Room Space

The program for the new Williams library includes 22 seats, an increase over the 10 seats currently offered. In the adult area, there are two lounge chairs and the children's area includes two lounge chairs, 1 4-person toddler table and 1 2-person table. To maximize space, the library features a combined meeting room/reading room, which can be configured with 3 4-person moveable tables, or auditorium seating for 20.

Other Areas

The program includes a streamlined public services desk, a work station for the branch manager and a small work area (including a kitchenette) for volunteers and staff. The Friends of the Library will continue to have the ability to sell used books via a book cart.

Bathrooms for staff, volunteer and patron use are included in the building's gross square footage.

Wolf Creek Library: Recommendations

As noted earlier, the Wolf Creek library is paradoxically in the best condition of any library in the system, but is also the least used. While it is the lowest priority of all four branches in terms of facility needs, there are several ways to improve its use and physical appearance.

Analyze current use of the Wolf Creek collection, with the goal of potentially reducing its overall size and focusing the collection on high-interest materials.

While this report does not recommend replacing the main (high) shelving in the Wolf Creek library, taking a systematic look at what's in the collection will support several objectives, including increasing circulation at this branch, reducing visual clutter and increasing the ability to merchandise 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.

Although no structural issues were brought up in relationship to the Wolf Creek branch, review of the building should be part of Phase 2 of the facilities planning project.

Evaluate the library's existing safety and security systems and make needed improvements.

With its history of vandalism and unwanted visitors, the facility needs to have the best security possible for the protection of staff, volunteers and library users and the building itself.

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.

In general, the furniture and finishings of the Wolf Creek library are still working well, although slightly dated due their 15+ year age. Should the library choose to improve the space, updating these features would be an option.

Grants Pass Library (Initial Program)

Total Net Assignable Square Feet:	25,836
Total Gross Square Feet @ 70% Efficiency:	36,909

Code	General Area	Specific Area	SF	In GSF
1.02	Public Areas	Entry Lobby	282	IN GSF
1.04	Public Areas	Circulation Desk	236	
1.06	Public Areas	Check In Desk	164	
1.08	Public Areas	Copy Center	100	
1.10	Public Areas	Friends of the Library Store	375	
1.12	Public Areas	Public Restrooms	-	IN GSF
1.14	Public Areas	Self Checkout and Reserves	110	
1.16	Public Areas	Welcome Desk	100	
Public Areas Total			1,367	
2.02	Adult Services	Adult Fiction	2,511	
2.04	Adult Services	Adult Nonfiction	3,334	
2.08	Adult Services	Graphic Novels	30	
2.10	Adult Services	Large Print Books	330	
2.12	Adult Services	Library of Things	30	
2.14	Adult Services	Local History Collection	200	
2.16	Adult Services	Magazines & Newspapers	511	
2.18	Adult Services	Media	608	
2.20	Adult Services	New Materials	100	
2.22	Adult Services	Public Access Computers	974	
2.24	Adult Services	Quiet Reading	200	
2.26	Adult Services	Reference Collection	850	
2.28	Adult Services	Reference Desk	120	
2.30	Adult Services	Spanish Language Collection	30	
2.32	Adult Services	Technology Desk	100	
Adult Services Total			9,928	
3.02	Youth Services	Children's Area	2,641	
3.06	Youth Services	Family Restrooms	-	IN GSF
3.08	Youth Services	Family Space	1,065	
3.12	Youth Services	Storytime and Class Visits Area	300	
3.16	Youth Services	Teenspace	1,435	
Youth Services Total			5,442	
4.02	Meeting Areas	10-Seat Meeting Room	100	
4.04	Meeting Areas	15-seat Meeting Room	375	
4.06	Meeting Areas	8-Seat Meeting Room	200	
4.12	Meeting Areas	Dividable Meeting Room	2,650	
4.14	Meeting Areas	Group Study/Tutoring Rooms	150	
4.16	Meeting Areas	Kitchen	70	
4.18	Meeting Areas	Meeting Room Storage	186	
Meeting Areas Total			3,731	
5.02	Staff Areas	Administration	256	
5.04	Staff Areas	Adult Services Manager	64	
5.06	Staff Areas	Circulation	453	

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	SF	In GSF
5.08	Staff Areas	Collection Development	300	
5.10	Staff Areas	Copy and Processing Area	70	
5.12	Staff Areas	Custodial Workspace and Supplies	361	
5.14	Staff Areas	Delivery Area	96	
5.16	Staff Areas	Finance Director's Office	100	
5.18	Staff Areas	Friends Workspace	275	
5.20	Staff Areas	Library Director's Office	200	
5.24	Staff Areas	Server Room (Placeholder)	87	
5.26	Staff Areas	Staff/Volunteer Lounge	598	IN GSF
5.28	Staff Areas	Storage	80	
5.32	Staff Areas	Technical Services	1,048	
5.34	Staff Areas	Youth Services	417	
Staff Areas Total			4,405	
6.02	Outreach	Bookmobile (placeholder)	964	
Outreach Total			964	

Grand Total

25,836

Detail Report

Grants Pass Library (Initial Program)

Total Net Assignable Square Feet: 25,836
Total Gross Square Feet @ 70% Efficiency: 36,909

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.02	Public Areas	Entry Lobby	unassigned square footage	1	space	100	100
1.02	Public Areas	Entry Lobby	floor mats, with minimum 16' walk-off	GSF			IN GSF
1.02	Public Areas	Entry Lobby	community information display unit, wall-	2	units	36	72
1.02	Public Areas	Entry Lobby	flat screen monitor, wall mounted	1	monitor		0
1.02	Public Areas	Entry Lobby	benches, 5' x 2', 2 person	2	bench	13	26
1.02	Public Areas	Entry Lobby	security gates	1	units	24	24
1.02	Public Areas	Entry Lobby	display cases, glass-enclosed, wall	2	case	30	60
1.02	Public Areas	Entry Lobby	donor recognition display, wall-mounted	1	display unit	0	0
Entry Lobby Total							282
1.04	Public Areas	Circulation Desk	queueing space	4	people	6	24
1.04	Public Areas	Circulation Desk	Volunteer counter positions with	3	position	50	150
1.04	Public Areas	Circulation Desk	cash register, behind counter	1	machine	12	12
1.04	Public Areas	Circulation Desk	book trucks	3	trucks	8	24
1.04	Public Areas	Circulation Desk	shelving, wall mounted, behind desk	2	sections	10	20
1.04	Public Areas	Circulation Desk	display of library handouts, built into desk	1	units	6	6
1.04	Public Areas	Circulation Desk	flat screen monitor, wall mounted	1	monitor	0	0
Circulation Desk Total							236
1.06	Public Areas	Check In Desk	Volunteer sit down counter positions with	2	wkstns	50	100
1.06	Public Areas	Check In Desk	book trucks	8	trucks	8	64
Check In Desk Total							164
1.08	Public Areas	Copy Center	copy machines, standard	2	machine	40	80
1.08	Public Areas	Copy Center	debit card dispenser, change machine	1	each	4	4
1.08	Public Areas	Copy Center	storage cabinet with work counter and	1	cabinet	16	16
Copy Center Total							100
1.10	Public Areas	Friends of the Library Store	display shelving, 72" for books and media	30	sections	10	300
1.10	Public Areas	Friends of the Library Store	display tables, freestanding, 2.5 x 2.5	1	table	25	25
1.10	Public Areas	Friends of the Library Store	Desk and cash register	1	wkstns	50	50
Friends of the Library Store Total							375
1.12	Public Areas	Public Restrooms		GSF			IN GSF
Public Restrooms Total							0

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.14	Public Areas	Self Checkout and Reserves	express self-checkout stations	2	machine	40	80
1.14	Public Areas	Self Checkout and Reserves	shelving 66" for reserves	3	sections	10	30
Self Checkout and Reserves Total							110
1.16	Public Areas	Welcome Desk	Volunteer workstation	1	position	50	50
1.16	Public Areas	Welcome Desk	patron seating	2	position	25	50
Welcome Desk Total							100
2.02	Adult Services	Adult Fiction	shelving, 66" for adult fiction				2,080
2.02	Adult Services	Adult Fiction	seating, lounge chairs	4	seats	35	140
2.02	Adult Services	Adult Fiction	tables, occasional @lounge chairs	4	table		0
2.02	Adult Services	Adult Fiction	2-place tables, rectangular	8	seats	25	200
2.02	Adult Services	Adult Fiction	online catalog workstation@stack end	1	wkstns	16	16
2.02	Adult Services	Adult Fiction	shelving, 66" mass market paperbacks	3	units	5	65
2.02	Adult Services	Adult Fiction	display unit, 3' x 3'	1	units	10	10
Adult Fiction Total							2,511
2.04	Adult Services	Adult Nonfiction	shelving, 66" for oversized nonfiction				130
2.04	Adult Services	Adult Nonfiction	shelving, 66" for adult nonfiction				2,300
2.04	Adult Services	Adult Nonfiction	shelving, 66" for adult biography				200
2.04	Adult Services	Adult Nonfiction	seating, lounge chairs	4	seats	35	140
2.04	Adult Services	Adult Nonfiction	tables, occasional @lounge chairs	4	table		0
2.04	Adult Services	Adult Nonfiction	2-place tables, rectangular	12	seats	25	300
2.04	Adult Services	Adult Nonfiction	4-place table, rectangular	8	seats	25	200
2.04	Adult Services	Adult Nonfiction	online catalog workstation@stack end	1	wkstns	16	16
2.04	Adult Services	Adult Nonfiction	Map/Atlas stand	1	case	38	38
2.04	Adult Services	Adult Nonfiction	display unit, 3' x 3'	1	units	10	10
Adult Nonfiction Total							3,334
2.08	Adult Services	Graphic Novels	shelving, 66" adult graphic novels				30
Graphic Novels Total							30
2.10	Adult Services	Large Print Books	shelving, 66" for large print books				290
2.10	Adult Services	Large Print Books	benches, 6' x 2', 2 person	2	bench	20	40
Large Print Books Total							330
2.12	Adult Services	Library of Things	shelving 66"	3	sections	10	30

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
Library of Things Total							30
2.14	Adult Services	Local History Collection	shelving, 66", Oregon collection			1	200
Local History Collection Total							200
2.16	Adult Services	Magazines & Newspapers	Adult magazines 66"/5sh slanted w				21
2.16	Adult Services	Magazines & Newspapers	seating, lounge chairs	8	chairs	35	280
2.16	Adult Services	Magazines & Newspapers	tables, occasional @lounge chairs	8	table	0	0
2.16	Adult Services	Magazines & Newspapers	1 place tables	8	seats	25	200
2.16	Adult Services	Magazines & Newspapers	Newspapers Adult Display/Recent Issues	1		10	10
Magazines & Newspapers Total							511
2.18	Adult Services	Media	shelving, 66" for AV media kits (Book +				100
2.18	Adult Services	Media	shelving, 66" for DVDs				120
2.18	Adult Services	Media	shelving for music CDs (utilizing 5 existing				80
2.18	Adult Services	Media	shelving, 66" for audiobooks				260
2.18	Adult Services	Media	benches, 6' x 2', 2 person	2	bench	20	40
2.18	Adult Services	Media	shelving for MP3 book collection	1	units	8	8
Media Total							608
2.20	Adult Services	New Materials	shelving, 66" for new books				30
2.20	Adult Services	New Materials	seating, lounge chairs	2	seats	35	70
2.20	Adult Services	New Materials	tables, occasional @lounge chairs	2	table	0	0
New Materials Total							100
2.22	Adult Services	Public Access Computers	computer workstations	20	wkstns	40	800
2.22	Adult Services	Public Access Computers	adaptive technology computer	1	wkstns	40	40
2.22	Adult Services	Public Access Computers	online catalog workstations	2	wkstns	40	80
2.22	Adult Services	Public Access Computers	networked printer/print release station	1	printer	24	24
2.22	Adult Services	Public Access Computers	scanner	1	scanner	30	30
Public Access Computers Total							974
2.24	Adult Services	Quiet Reading	1-place tables	8	seats	25	200
Quiet Reading Total							200
2.26	Adult Services	Reference Collection	shelving, 66" for reference collection				80
2.26	Adult Services	Reference Collection	2-place tables, rectangular	16	seats	25	400
2.26	Adult Services	Reference Collection	1 place tables	8	seats	25	200

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.26	Adult Services	Reference Collection	seating, lounge chairs	2	seats	35	70
2.26	Adult Services	Reference Collection	4-place table, rectangular	4	seats	25	100
Reference Collection Total							850
2.28	Adult Services	Reference Desk	2 person service desk, with computers (one standing, one sit down)	2	wkstns	50	100
2.28	Adult Services	Reference Desk	shelving, wall mounted, behind desk	2	sections	10	20
Reference Desk Total							120
2.30	Adult Services	Spanish Language Collection	shelving, 66" Spanish books and A/V				30
Spanish Language Collection Total							30
2.32	Adult Services	Technology Desk	Volunteer service desk (2 people)	2	wkstns	50	100
Technology Desk Total							100
3.02	Youth Services	Children's Area	shelving, 66" easy readers				80
3.02	Youth Services	Children's Area	shelving, 66" for juvenile fiction				430
3.02	Youth Services	Children's Area	shelving, 66" for juvenile nonfiction				470
3.02	Youth Services	Children's Area	shelving, 66" for juvenile graphic novels				10
3.02	Youth Services	Children's Area	shelving, 66" for juvenile Spanish				20
3.02	Youth Services	Children's Area	shelving, 66" for juvenile DVDs				10
3.02	Youth Services	Children's Area	shelving, 66" for juvenile books on CDs				10
3.02	Youth Services	Children's Area	shelving, 66" for juvenile music CDs				10
3.02	Youth Services	Children's Area	shelving, 66" for juvenile reference				10
3.02	Youth Services	Children's Area	display shelving for juvenile new books				15
3.02	Youth Services	Children's Area	4-place tables, rectangular	8	seats	25	200
3.02	Youth Services	Children's Area	2-place tables, rectangular	16	seats	25	400
3.02	Youth Services	Children's Area	1 place tables	6	seats	25	150
3.02	Youth Services	Children's Area	seating, lounge chairs	8	seats	35	280
3.02	Youth Services	Children's Area	tables, occasional @lounge chairs	8	table	0	0

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.02	Youth Services	Children's Area	computer workstations, sitdown	6	wkstns	40	240
3.02	Youth Services	Children's Area	online catalog workstation@stack end	2	wkstns	16	32
3.02	Youth Services	Children's Area	networked printer/print release station	1	printer	24	24
3.02	Youth Services	Children's Area	express self-checkout station	2	machine	40	80
3.02	Youth Services	Children's Area	flat screen monitor, wall mounted	1	monitor	0	0
3.02	Youth Services	Children's Area	display boards, tackable, wall mounted	2	board	0	0
3.02	Youth Services	Children's Area	Juvenile magazines 66"/5sh slanted w				10
3.02	Youth Services	Children's Area	display boards, tackable, wall mounted	2	board	0	0
3.02	Youth Services	Children's Area	Service desk (2 people)	2	wkstns	50	100
3.02	Youth Services	Children's Area	display cases, glass-enclosed, wall	1	case	30	30
3.02	Youth Services	Children's Area	display unit, 3' x 3'	2	units	10	20
3.02	Youth Services	Children's Area	shelving, 66" for library of things	1	sections	10	10
Children's Area Total							2,641
3.06	Youth Services	Family Restrooms	family restrooms		GSF		IN GSF
Family Restrooms Total							0
3.08	Youth Services	Family Space	shelving, 66" for parent resource				10
3.08	Youth Services	Family Space	seating, lounge chairs	6	seats	35	210
3.08	Youth Services	Family Space	4-place toddler table, round	8	seats	20	160
3.08	Youth Services	Family Space	computer workstations, early literacy	2	computers	40	80
3.08	Youth Services	Family Space	space for interactive manipulatives	1	space	20	20
3.08	Youth Services	Family Space	cabinet for puzzle and toy storage	1	cabinet	15	15
3.08	Youth Services	Family Space	shelving, 45" for board books				50
3.08	Youth Services	Family Space	shelving, 45" for picture books				440
3.08	Youth Services	Family Space	stroller parking	10	strollers	6	60
3.08	Youth Services	Family Space	shelving 66" for Early Literacy book bags	2	sections	10	20
Family Space Total							1,065

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.12	Youth Services	Storytime and Class Visits Area	carpeted floor for children and parents	30	space	10	300
Storytime and Class Visits Area Total							300
3.16	Youth Services	Teenspace	Collaborative programming space (4 place	16	seats	25	400
3.16	Youth Services	Teenspace	white board, wall-mounted, 2' x 3'				0
3.16	Youth Services	Teenspace	shelving, 66" for teen fiction	1	board		130
3.16	Youth Services	Teenspace	shelving, 66" teen mass market				10
3.16	Youth Services	Teenspace	shelving, 66" for teen graphic novels				40
3.16	Youth Services	Teenspace	display shelving for teen new books				15
3.16	Youth Services	Teenspace	shelving, 66", for teen				70
3.16	Youth Services	Teenspace	shelving, 66", for teen DVDs				10
3.16	Youth Services	Teenspace	shelving, 66", for teen books on CD				10
3.16	Youth Services	Teenspace	2-place tables, rectangular	8	seats	25	200
3.16	Youth Services	Teenspace	casual seating	6	seats	25	150
3.16	Youth Services	Teenspace	computer workstations, sitdown	6	wkstns	40	240
3.16	Youth Services	Teenspace	online catalog workstation@stack end	1	wkstns	16	16
3.16	Youth Services	Teenspace	networked printer/print release station	1	printer	24	24
3.16	Youth Services	Teenspace	Teen magazines, 66"/5 sh slanted, with backfiles below				10
3.16	Youth Services	Teenspace	Service desk (1 person)	1	wkstns	50	50
3.16	Youth Services	Teenspace	display unit, 3' x 3'	1	units	10	10
3.16	Youth Services	Teenspace	1-place tables	2	seats	25	50
Teenspace Total							1,435
4.02	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50
4.02	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
Group Study/Tutoring Rooms Total							100
4.04	Meeting Areas	15-seat Meeting Room	table, conference	1	table	0	0
4.04	Meeting Areas	15-seat Meeting Room	15 seats @ conference table	15	seats	25	375
4.04	Meeting Areas	15-seat Meeting Room	white board, wall-mounted, interactive	1	board	0	0
15-seat Meeting Room Total							375
4.06	Meeting Areas	8-Seat Meeting Room	8-seat meeting room	8	seats	25	200
8-Seat Meeting Room Total							200
4.12	Meeting Areas	Dividable Meeting Room	white board, wall-mounted, interactive	1	board	0	0
4.12	Meeting Areas	Dividable Meeting Room	video/digital projector, ceiling mounted	1	projector	0	0
4.12	Meeting Areas	Dividable Meeting Room	200 person meeting room, dividable in	200	chairs	13	2,600
4.12	Meeting Areas	Dividable Meeting Room	tables, folding, lightweight, 5' x 2'	20	table	0	0
4.12	Meeting Areas	Dividable Meeting Room	podium, moveable	1	podium	0	0
4.12	Meeting Areas	Dividable Meeting Room	projection screen, ceiling mounted	1	screen	0	0
4.12	Meeting Areas	Dividable Meeting Room	supply closet	1	closet	50	50
Dividable Meeting Room Total							2,650
4.14	Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	4	seats	25	100
4.14	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	2	seats	25	50
Group Study/Tutoring Rooms Total							150
4.16	Meeting Areas	Kitchen	work counter, 8' x 2.5', w double sink,	1	counter	50	50
4.16	Meeting Areas	Kitchen	refridgerator, full size	1	units	20	20
4.16	Meeting Areas	Kitchen	microwave oven, on counter	1	oven	0	0
4.16	Meeting Areas	Kitchen	oven with range-top, under counter	1	oven	0	0
4.16	Meeting Areas	Kitchen	storage cabinets for supplies	1	cabinet		0
Kitchen Total							70
4.18	Meeting Areas	Meeting Room Storage	dollies, mobile, for stacking chairs	12	dollies	8	96
4.18	Meeting Areas	Meeting Room Storage	table trucks for folding tables	4	dollies	10	40
4.18	Meeting Areas	Meeting Room Storage	equipment racks for meeting room AV	1	rack	10	10
4.18	Meeting Areas	Meeting Room Storage	clear space for temporary storage of exhibits, supplies, programming materials	1	space	40	40
Meeting Room Storage Total							186

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.02	Staff Areas	Administration	workstations, modular, 8' x 8' (Partnership	4	wkstns	64	256
Administration Total							256
5.04	Staff Areas	Adult Services Manager	workstation, modular, 8' x 8'	1	wkstns	64	64
Adult Services Manager Total							64
5.06	Staff Areas	Circulation	workstations, modular, 8' x 8' (Circulation	1	wkstns	64	64
5.06	Staff Areas	Circulation	mail and delivery sorting counter, 6' x 3'	1	counter	30	30
5.06	Staff Areas	Circulation	trash/recycling containers	1	container	6	6
5.06	Staff Areas	Circulation	shelving, 84" for circ problems and	4	sections	10	40
5.06	Staff Areas	Circulation	lateral file, 3-drawer unit	1	cabinet	15	15
5.06	Staff Areas	Circulation	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.06	Staff Areas	Circulation	whiteboard, wall mounted, 2' x 3'	1	board	0	0
5.06	Staff Areas	Circulation	clear floor space for temporary storage	1	space	50	50
5.06	Staff Areas	Circulation	supply closet for supplies storage	1	closet	50	50
5.06	Staff Areas	Circulation	Exterior materials return slot/bin	2	return unit	10	20
5.06	Staff Areas	Circulation	Interior materials return slot/bin	2	return unit	10	20
5.06	Staff Areas	Circulation	ILL counter 6' x 3'	1	counter	30	30
5.06	Staff Areas	Circulation	workstations, modular, 8' x 8' (Volunteer Manager, Branch Manager/Public Services	2	wkstns	64	128
Circulation Total							453
5.08	Staff Areas	Collection Development	workstations, modular, 10' x 10'	3	wkstns	100	300
Collection Development Total							300
5.10	Staff Areas	Copy and Processing Area	copy machine, standard	1	machine	40	40
5.10	Staff Areas	Copy and Processing Area	6' x 3' counter with cabinets	1	counter	30	30
Copy and Processing Area Total							70
5.12	Staff Areas	Custodial Workspace and Supplies	desk with computer workstation for	1	wkstns	50	50
5.12	Staff Areas	Custodial Workspace and Supplies	shelving, industrial, 84" for supplies,	8	sections	12	96
5.12	Staff Areas	Custodial Workspace and Supplies	Secure cabinet, 2 door, for secure supplies	2	cabinet	20	40
5.12	Staff Areas	Custodial Workspace and Supplies	clear space for boxed, bulk storage	1	space	100	100
5.12	Staff Areas	Custodial Workspace and Supplies	mop sink, floor mounted w mop storage, wall-mounted	1	space	25	25

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.12	Staff Areas	Custodial Workspace and Supplies	space for ladders	1	space	50	50
Custodial Workspace and Supplies Total							361
5.14	Staff Areas	Delivery Area	shelving, industrial, to sort and process	2	sections	15	30
5.14	Staff Areas	Delivery Area	clear floor space for receiving and	1	space	50	50
5.14	Staff Areas	Delivery Area	trash container, large	1	container	6	6
5.14	Staff Areas	Delivery Area	shelving, 84" for temporary storage	1	sections	10	10
Delivery Area Total							96
5.16	Staff Areas	Finance Director's Office	desk, computer workstation, printer + task chair	1	desk	50	50
5.16	Staff Areas	Finance Director's Office	chairs, guest	1	chairs	15	15
5.16	Staff Areas	Finance Director's Office	shelving, 84" wall mounted	2	sections	10	20
5.16	Staff Areas	Finance Director's Office	lateral file, 3-drawer unit	1	cabinet	15	15
Finance Director's Office Total							100
5.18	Staff Areas	Friends Workspace	Desk/workspace with computer	1	desk	40	40
5.18	Staff Areas	Friends Workspace	work tables, 8' x 3', for processing/sorting	2	table	40	80
5.18	Staff Areas	Friends Workspace	book truck parking	10	trucks	6	60
5.18	Staff Areas	Friends Workspace	clear floor space for incoming donations, temporary storage	1	space	75	75
5.18	Staff Areas	Friends Workspace	shelving, 84" for sorting and storage	2	sections	10	20
Friends Workspace Total							275
5.20	Staff Areas	Library Director's Office	desk, computer workstation, printer +	1	desk	50	50
5.20	Staff Areas	Library Director's Office	guest chair	1	chairs	15	15
5.20	Staff Areas	Library Director's Office	table, round 48"	1	table	0	0
5.20	Staff Areas	Library Director's Office	chairs surrounding table	4	chairs	25	100
5.20	Staff Areas	Library Director's Office	shelving, 84" wall mounted	2	sections	10	20
5.20	Staff Areas	Library Director's Office	lateral file, 3-drawer unit	1	cabinet	15	15
Library Director's Office Total							200
5.24	Staff Areas	Server Room (Placeholder)	equipment racks	1	rack	25	25
5.24	Staff Areas	Server Room (Placeholder)	printer on stand	1	printer	12	12

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.24	Staff Areas	Server Room (Placeholder)	supply cabinet, 2 door	1	cabinet	20	20
5.24	Staff Areas	Server Room (Placeholder)	telecom equipment and patch panels, wall	1	space	30	30
Server Room (Placeholder) Total							87
5.26	Staff Areas	Staff/Volunteer Lounge	lockers, half height, 6 per stack	8	units	5	40
5.26	Staff Areas	Staff/Volunteer Lounge	coat closet, 6' x 3'	1	closet	30	30
5.26	Staff Areas	Staff/Volunteer Lounge	lounge seats	4	seats	35	140
5.26	Staff Areas	Staff/Volunteer Lounge	seating, 4-place tables	12	seats	25	300
5.26	Staff Areas	Staff/Volunteer Lounge	work counter, 8' x 24" w double sink,	1	counter	40	40
5.26	Staff Areas	Staff/Volunteer Lounge	refrigerator, full size	1	units	20	20
5.26	Staff Areas	Staff/Volunteer Lounge	microwave oven, on counter	1	oven	0	0
5.26	Staff Areas	Staff/Volunteer Lounge	toaster oven, on counter	1	oven	0	0
5.26	Staff Areas	Staff/Volunteer Lounge	dishwasher, full size, in cabinet	1	dishwasher	0	0
5.26	Staff Areas	Staff/Volunteer Lounge	trash/recycling containers	2	units	6	12
5.26	Staff Areas	Staff/Volunteer Lounge	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.26	Staff Areas	Staff/Volunteer Lounge	vending machine, full size	1	machine	16	16
5.26	Staff Areas	Staff/Volunteer Lounge	Staff/Volunteer restrooms (2)	GSF			IN GSF
Staff/Volunteer Lounge Total							598
5.28	Staff Areas	Storage	shelving, 84" for storage and supplies	8	sections	10	80
Storage Total							80
5.32	Staff Areas	Technical Services	workstations, modular, 10' x 10'	5	wkstns	100	500
5.32	Staff Areas	Technical Services	work tables, 6' x 3'	2	table	40	80
5.32	Staff Areas	Technical Services	mending/processing work counter 8' x	1	counter	40	40
5.32	Staff Areas	Technical Services	cabinet for mending/processing supplies	1	cabinet	20	20
5.32	Staff Areas	Technical Services	shelving, 84" for in-process materials	4	sections	10	40
5.32	Staff Areas	Technical Services	shelving, 84" for discarded and withdrawn	4	sections	10	40
5.32	Staff Areas	Technical Services	book truck parking	20	cart	8	160
5.32	Staff Areas	Technical Services	trash/recycling containers	2	container	6	12
5.32	Staff Areas	Technical Services	copy machine	1	machine	36	36
5.32	Staff Areas	Technical Services	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.32	Staff Areas	Technical Services	white board, wall-mounted, 2' x 3'	1	board	0	0
5.32	Staff Areas	Technical Services	shelving, 84" for supplies	6	sections	10	60

Detail Report

Grants Pass Library (Initial Program)

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.32	Staff Areas	Technical Services	counter, 10' x 2' w sinks, cabinets	1	counter	20	20
5.32	Staff Areas	Technical Services	disc repair machine and enclosed	1	space	40	40
Technical Services Total							1,048
5.34	Staff Areas	Youth Services	workstations, modular, 8' x 8' (Children's	1	wkstns	64	64
5.34	Staff Areas	Youth Services	supply closet	1	closet	50	50
5.34	Staff Areas	Youth Services	bulletin board, wall mounted, 6' x 4'	1	board	0	0
5.34	Staff Areas	Youth Services	white board, wall-mounted, 2' x 3'	1	board	0	0
5.34	Staff Areas	Youth Services	work counter, 8' x 2.5', w double sink, commercial grade, dishwasher, cabinets	1	counter	30	30
5.34	Staff Areas	Youth Services	work table, 8' x 3' with flat file storage	1	table	40	40
5.34	Staff Areas	Youth Services	file cabinets	3	cabinet	8	24
5.34	Staff Areas	Youth Services	mobile A/V cart	1	cart	12	12
5.34	Staff Areas	Youth Services	clear space for temporary storage of	1	space	40	40
5.34	Staff Areas	Youth Services	trash container	1	container	6	6
5.34	Staff Areas	Youth Services	printer	1	printer	12	12
5.34	Staff Areas	Youth Services	paper dolly	1	units	25	25
5.34	Staff Areas	Youth Services	workstations, modular, 8' x 8' (Teen	1	wkstns	64	64
5.34	Staff Areas	Youth Services	shelving, 84" for programming materials	4	sections	10	40
5.34	Staff Areas	Youth Services	shelving, 84" for programming collection	1	sections	10	10
Youth Services Total							417
6.02	Outreach	Bookmobile (placeholder)	workstations, modular, 8' x 8' (Bookmobile Coordinator	1	wkstns	64	64
6.02	Outreach	Bookmobile (placeholder)	shelving, 84" for supplies, storage and	10	sections	10	100
6.02	Outreach	Bookmobile (placeholder)	garage (20' x 35')	1	garage	700	700
6.02	Outreach	Bookmobile (placeholder)	processing area	1	space	100	100
Bookmobile (placeholder) Total							964
							0
Grand Total							25,836

Williams Library Initial Recommendations

Total Net Assignable Square Feet:	1,954
Total Gross Square Feet @ 70% Efficiency:	2,791

Code	General Area	Specific Area	SF	In GSF
1.02	Public Areas	Community Information	16	
1.04	Public Areas	Entry Lobby	-	IN GSF
1.06	Public Areas	Friends of the Library Sale Area	8	
1.08	Public Areas	Public Restrooms	-	IN GSF
1.10	Public Areas	Service Desk/Reference/Self Checkout	230	
Public Areas Total			254	
2.02	Adult Services	Adult Circulating Books and Magazines	280	
2.04	Adult Services	New Materials and Media	70	
2.06	Adult Services	Public Access Computers	100	
2.10	Adult Services	Reference Collection	10	
Adult Services Total			460	
3.02	Youth Services	Children's Area	286	
3.04	Youth Services	Family Space	275	
3.06	Youth Services	Teenspace	60	
Youth Services Total			622	
4.04	Meeting Areas	Meeting Room Storage	36	
4.06	Meeting Areas	Meeting Room/Reading Room	300	
Meeting Areas Total			336	
5.02	Staff Areas	Branch Manager Desk	79	
5.08	Staff Areas	Staff/Volunteer Lounge	88	
5.10	Staff Areas	Staff/Volunteer Work Area	115	
Staff Areas Total			282	
Grand Total			1,954	

Detail Report

Williams Library Initial Recommendations

Total Net Assignable Square Feet: **1,954**
 Total Gross Square Feet @ 70% Efficiency: **2,791**

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.02	Public Areas	Community Information	mounted, with brochure racks, bulletin board and storage below 4' x 4' x 1.25'	1	display unit	16	16
Community Information Total							16
1.04	Public Areas	Entry Lobby	donor recognition display, wall mounted	1	display unit	0	0
1.04	Public Areas	Entry Lobby	public restrooms	GSF			IN GSF
Entry Lobby Total							0
1.06	Public Areas	Friends of the Library Sale Area	book truck with used book for sale	1	trucks	8	8
Friends of the Library Sale Area Total							8
1.08	Public Areas	Public Restrooms	Restrooms	GSF			IN GSF
Public Restrooms Total							0
1.10	Public Areas	Service Desk/Reference/Self Checkout	staff/volunteer counter position with computer workstation	2	wkstns	50	100
1.10	Public Areas	Service Desk/Reference/Self Checkout	shelving 66" for reserves	1	sections	10	10
1.10	Public Areas	Service Desk/Reference/Self Checkout	cash register behind desk	1	machine	6	6
1.10	Public Areas	Service Desk/Reference/Self Checkout	book trucks	2	trucks	8	16
1.10	Public Areas	Service Desk/Reference/Self Checkout	shelving 66" for reserves	1	sections	10	10
1.10	Public Areas	Service Desk/Reference/Self Checkout	copy machine, standard	1	machine	25	25
1.10	Public Areas	Service Desk/Reference/Self Checkout	storage cabinet w/work counter + small equipment	1	cabinet	16	16
1.10	Public Areas	Service Desk/Reference/Self Checkout	laptop storage/recharging station	1	units	12	12
1.10	Public Areas	Service Desk/Reference/Self Checkout	self checkout machines	1	machine	35	35
Service Desk/Reference/Self Checkout Total							230
2.02	Adult Services	Adult Circulating Books and Magazines	shelving, 66" for adult fiction, large print				70
2.02	Adult Services	Adult Circulating Books and Magazines	shelving, 66" for oversized nonfiction				10
2.02	Adult Services	Adult Circulating Books and Magazines	shelving, 66" for adult nonfiction				100
2.02	Adult Services	Adult Circulating Books and Magazines	shelving, 66" for adult biography				10
2.02	Adult Services	Adult Circulating Books and Magazines	shelving, 66" adult graphic novels				0
2.02	Adult Services	Adult Circulating Books and Magazines	Adult/teen magazines 66"/5sh slanted w backfiles below				10
2.02	Adult Services	Adult Circulating Books and Magazines	Newspapers Adult Display/Recent Issues	1		10	10
2.02	Adult Services	Adult Circulating Books and Magazines	seating, lounge chairs	2	chairs	35	70

Detail Report

Williams Library Initial Recommendations

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
Adult Circulating Books and Magazines Total							280
2.04	Adult Services	New Materials and Media	shelving, 66" for DVDs				20
2.04	Adult Services	New Materials and Media	shelving, 66" for music CDs				10
2.04	Adult Services	New Materials and Media	shelving, 66" for audiobooks				30
2.04	Adult Services	New Materials and Media	shelving, 66" for new books				10
New Materials and Media Total							70
2.06	Adult Services	Public Access Computers	computer workstations, sitdown	2	wkstns	30	60
2.06	Adult Services	Public Access Computers	online catalog workstation @stack end	1	wkstns	16	16
2.06	Adult Services	Public Access Computers	networked printer	1	printer	24	24
Public Access Computers Total							100
2.10	Adult Services	Reference Collection	shelving, 66" for reference collection				10
Reference Collection Total							10
3.02	Youth Services	Children's Area	shelving, 45" easy reader books				20
3.02	Youth Services	Children's Area	shelving, 66" for juvenile fiction				60
3.02	Youth Services	Children's Area	shelving, 66" for juvenile nonfiction and biography				70
3.02	Youth Services	Children's Area	shelving, 66" for juvenile graphic novels				10
3.02	Youth Services	Children's Area	shelving, 66" for juvenile media				10
3.02	Youth Services	Children's Area	shelving, 66" for juvenile books on CDs				0
3.02	Youth Services	Children's Area	display shelving for juvenile new books				10
3.02	Youth Services	Children's Area	Juvenile magazines 66"/5sh slanted w backfiles below				10
3.02	Youth Services	Children's Area	computer workstations, sitdown (low seats)	1	wkstns	30	30
3.02	Youth Services	Children's Area	online catalog workstation @stack end	1	wkstns	16	16
3.02	Youth Services	Children's Area	2 place tables, rectangular	2	seats	25	50
Children's Area Total							286
3.04	Youth Services	Family Space	shelving, 45" for board books				10
3.04	Youth Services	Family Space	shelving, 45" for picture books				70
3.04	Youth Services	Family Space	4 person toddler table, round	4	seats	20	80
3.04	Youth Services	Family Space	seating, lounge chairs	2	chairs	35	70
3.04	Youth Services	Family Space	cabinet for puzzle and toy storage	1	cabinet	15	15
3.04	Youth Services	Family Space	early learning station	1	wkstns	30	30
Family Space Total							275

Detail Report

Williams Library Initial Recommendations

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.06	Youth Services	Teenspace	shelving, 66" for teen fiction				10
			shelving, 66" teen mass market				
3.06	Youth Services	Teenspace	paperbacks				10
3.06	Youth Services	Teenspace	display shelving for teen new books				10
			shelving, 66", for teen				
3.06	Youth Services	Teenspace	nonfiction/biography/graphic novels				10
3.06	Youth Services	Teenspace	shelving, 66", for teen DVDs, books on CD				10
			Teen magazines, 66"/5 sh slanted, with				
			backfiles below				10
3.06	Youth Services	Teenspace	wall-mounted display boards	2	board		0
Teenspace Total							60
4.04	Meeting Areas	Meeting Room Storage	folding tables, lightweight, 5' x 2'	8	table	0	0
4.04	Meeting Areas	Meeting Room Storage	table trucks for folding tables	1	dollies	10	10
4.04	Meeting Areas	Meeting Room Storage	dollies, mobile, for stacking chairs	1	dollies	10	10
4.04	Meeting Areas	Meeting Room Storage	equipment rack	1	rack	10	10
4.04	Meeting Areas	Meeting Room Storage	podium, portable	1	podium	6	6
Meeting Room Storage Total							36
4.06	Meeting Areas	Meeting Room/Reading Room	4-person moveable tables	12	chairs	25	300
4.06	Meeting Areas	Meeting Room/Reading Room	large screen video monitor, wall-mounted	1	monitor	0	0
4.06	Meeting Areas	Meeting Room/Reading Room	stacking chairs, auditorium style (stored)	8	chairs	0	0
Meeting Room/Reading Room Total							300
5.02	Staff Areas	Branch Manager Desk	workstation, 8 x 8	1	wkstns	64	64
5.02	Staff Areas	Branch Manager Desk	lateral file, 3 drawer unit	1	cabinet	15	15
Branch Manager Desk Total							79
5.08	Staff Areas	Staff/Volunteer Lounge	sofa, 2-person	1	sofa	40	40
			work counter, 6' x 2', w double sink, undercounter refridgerator, cabinets				
5.08	Staff Areas	Staff/Volunteer Lounge	above and below	1	kitchenette	40	40
5.08	Staff Areas	Staff/Volunteer Lounge	trash and recycling containers	2	container	4	8
5.08	Staff Areas	Staff/Volunteer Lounge	bulletin board, wall mounted	1	board	0	0
Staff/Volunteer Lounge Total							88
5.10	Staff Areas	Staff/Volunteer Work Area	bulletin board, white board, wall mounted	2	board	0	0
5.10	Staff Areas	Staff/Volunteer Work Area	supply cabinet, 2 door	1	cabinet	20	20

Detail Report

Williams Library Initial Recommendations

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.10	Staff Areas	Staff/Volunteer Work Area	wall safe	1	safe	4	4
5.10	Staff Areas	Staff/Volunteer Work Area	clear space for storage	1	space	20	20
5.10	Staff Areas	Staff/Volunteer Work Area	book trucks	4	trucks	8	32
5.10	Staff Areas	Staff/Volunteer Work Area	trash container, large	1	container	4	4
5.10	Staff Areas	Staff/Volunteer Work Area	shelving, 80" for supplies storage	1	sections	10	10
5.10	Staff Areas	Staff/Volunteer Work Area	mop sink, with mop storage	1	space	25	25
		Staff/Volunteer Work Area Total					115
		Grand Total					1,954

**Josephine Community Library District
Facilities Master Plan (Phase 1 Report)**

*Prepared by Penny Hummel Consulting
June 18, 2018*

Appendix

Technology Needs Assessment
Notes from Focus Groups
Notes from Community Meetings
Teen Survey Results
Parent/Guardian Survey Results

The IT environment at the Josephine County Library District is remarkably robust considering the library's previous funding challenges, limited technology support and heavy reliance on volunteer staffing. While there are needs for refreshing many parts of the technology environment, and Internet bandwidth and reliability are an issue in Wolf Creek and Illinois Valley, in its current state, the available technology adequately meets the current needs of both the public and staff and is operational.

This report will briefly review the current technology environment, identify key needs and requirements that were gathered from meetings with staff and the public, and finally make a series of recommendations regarding facilities improvements as well as the overall management of technology at the library.

Although some of the recommendations could be accomplished separate from a facilities project, many of the recommended improvements to technology infrastructure, devices, and services can easily be incorporated in new buildings and remodeling projects. While the entire environment needs attention, equipment replacements and program changes can take place in a phased manner, corresponding to where and how extensive the building projects will be, budget, and existing and future library programs.

Because technology is so integral to the library's mission, it's important that updates and changes be planned and prioritized. The library should create a library technology plan during 2018 to prioritize needed changes, establish a budget, and identify possible external funding opportunities. The plan should have an 18 month to 3 year time frame, and will help the library determine which improvements to undertake in what order.

Current Environment:

While the current technology environment is operational and adequate for current needs, the status of some core components and services are noted below, with a few specific areas of concern identified.

- Fiber optic Internet connections at Grants Pass and Williams; DSL at Illinois Valley and Wolf Creek. The DSL circuit at Wolf Creek is reported to be unreliable.
- Data network wiring and electrical capacity are outdated and inadequate in all but the Wolf Creek library. Network routers and switches are serviceable, but near or past end-of-life.
- Public computers (including OPACs) – 23 at Grants Pass, 5 at Williams, 10 at Illinois Valley, 8 at Wolf Creek. All are desktop computers except for 2 laptops in the Grants Pass children's room. The number of public computers appears to be

adequate for now, although automated metrics are lacking, so utilization rates are not completely reliable.

- Public computer system integrity is maintained using Faronics Deep Freeze. However, public computers are not secured in any way exclusive of Deep Freeze and can be modified by patrons. Library staff typically performs system updates with assistance from the external IT vendor. The update process does not appear to be documented and updates are likely applied inconsistently among the library branches.
- An outside sole-proprietor vendor provides IT technical support on a time and materials basis. The vendor primarily provides hardware support for the network, servers, computers and printers. The vendor does not support the ILS and provides minimal software support. The vendor appears to be doing a good job of maintaining the environment and staff reports he works well with them and is responsive to their needs.
- Library uses K9 Web Protection filtering on children’s computers. Adult PACs are not filtered.
- Computers, printers and other technology infrastructure devices are at varying stages of age and life cycle with OPACs reported as being the oldest, followed by staff computers. Devices are mostly adequate and serviceable. No formal inventory of equipment or established replacement cycle exists.
- Library has three (3) Microsoft Windows 2008 Servers in a locked data closet. There is a plan to replace the servers with new servers this calendar year. Status of patching and maintenance is unclear and undocumented. Server operating system software is at least 3 versions past current Microsoft Server OS release.
- The ILS is hosted by the ILS vendor. Library has several staff ILS administrators, including the Public Service Manager and Cataloging Manager. Administrative roles are not explicitly defined.
- Library has very few mobile devices for either staff or public.
- Library sees itself as a technology “late adopter.”
- Library technology environment is largely adequate at this time. There are no major ‘red flags’ or daily operational deficiencies.

Needs and Requirements:

In the course of visiting the Josephine County Library District, the following needs were discovered through interviews with staff, visits to each facility, from a public meeting, and through other research. Needs identified below are organized by:

1. Needs that reflect and address current issues and programs.
2. Needs that would be part of a new building or remodeled space.
3. Needs that are process or policy oriented.

Current Issues/Programs

- More bandwidth for Wolf Creek and Illinois Valley

- More reliable data connection for Wolf Creek
- Portable technology for labs, training, other flexible uses (laptops & cart)
- Updated public computers (hardware, operating system and software)
- Replace older staff computers
- Laptops or mobile devices for staff that spend time in the community
- Addition of assistive technology and wheelchair accessible workstation(s)

New building/remodeled spaces

- Library is on the front lines of the digital divide – need more space and devices to teach people how to use technology
- More flexible spaces and power outlets for patrons to use their own devices
- Family oriented space for technology use
- Space for teens, with appropriate technology and possibly gaming devices.
- Video projectors/monitors and audio equipment in meeting spaces
- Technology oriented programs – maker resources, “petting zoo”, labs, classes, etc.

Process and policy

- Document standards for computer purchases to simplify and reduce the cost of on-going support and maintenance; utilize cooperative purchasing agreements where possible
- Establish a simple process to approve projects and establish priorities
- Establish and document maintenance processes, especially those done by volunteers and library staff
- Create and maintain documentation for ILS roles, configuration, practices, and policies
- Regularly test backups and create a simple disaster recovery plan

Recommendations:

The following recommendations are based on the identified issues, needs, research conducted at the library facilities, and knowledge of library technology practices and trends. The recommendations are in two parts – facilities/program and technology management. While many of the recommendations are tied to new or remodeled facilities, many can be implemented independently of a building program.

Technology in facilities (existing and new or remodeled space):

- Illinois Valley and Wolf Creek require more Internet bandwidth and improved Internet reliability. Create a 6-18 month plan and budget to provide better

Internet service to both locations. Partner with other community anchor institutions (schools, town hall, police & fire, healthcare providers) to reduce costs and share support burdens.

- In any new building or remodeled space, install as much new technology as possible. At minimum install new network infrastructure including new network switches, routers and access points. Install current category of network cable (Cat 5e at minimum) throughout the space, with some excess capacity.
- Reduce the number of desktop computers for public and staff and instead use a mix of desktops, laptops, tablets and other mobile devices that will allow for more flexible use of spaces and work surfaces.
- Consider the addition of a few more kids computers or tablets. (AWE, LeapFrog, etc.)
- Provide lots of conveniently located power outlets in public spaces – more than what’s required by code. Consider having seating and power options (regular grounded outlets and USB) similar to what’s found in coffee shops, airports and other high traffic public facilities.
- Provide for flexible use of technology in meeting rooms; lots of power, network connections, strong Wi-Fi, video projection and audio equipment.
- Make use of portable and mobile technology equipment for use in library programs, maker activities, labs, training, etc.
- Use shelf-end adjustable height catalog stations to free up space
- Use multifunction photocopier/printers/scanners for public printing that will reduce space requirements and reduce supplies and maintenance costs.
- Implement a public Wi-Fi printing capability (with or without print management).
- Consider a public computer/printer management system and a secured public computer environment. Use the PAC management system to automate security and patches and updates.

Other Recommendations Regarding Technology:

- Create a 3-year technology plan that covers IT projects and priorities, infrastructure and equipment, software, the ILS, and security and disaster recovery. The plan should also contain detailed information on how and what technology will be employed to support library programs.
- Clearly identify IT within the library budget, and establish an on-going multi-year funding strategy to support IT and IT capital expenses.
- Monitor Internet bandwidth utilization and create a 3 – 5 year plan to increase bandwidth as needed.

- Continue to outsource IT support. Explore possible cooperative support and project collaboration with other entities, including schools and local government. Identify a backup to the current sole proprietor vendor.
- Identify and plan for replacement of network infrastructure. If not replacing as part of a new or remodeled building, replace oldest switches, routers and access points first and establish and budget for an on-going replacement cycle. Partner with other local agencies and schools to take advantage of expertise and possible discounted purchasing.
- Aggressively pursue E-rate funding for the 2019 funding cycle. Partner with local schools and the ESD to gain expertise and share knowledge. Determine and make a plan to address compliance with the Children’s Internet Protection Act (CIPA).
- Consider eliminating library-owned servers and instead utilize a hosted server environment at a co-location facility. Over the long haul, a hosted environment will be less expensive, more reliable and more secure.
- If the library decides to retain its own servers, vigilantly stay up to date on server and security patches, perform a backup/restore test twice per year, monitor firewall logs (with automated alerts) and keep firewall security patches current.
- Create an equipment inventory and replacement cycle strategy and budget.
- Create a software licensing inventory and upgrade strategy and budget. If not already using discounted/free licensing, consider utilizing academic licensing programs, State/local government licensing agreements, and discounted/free licensing programs through groups like TechSoup.
- Leverage cooperative purchasing agreements with other public agencies, local schools and local government whenever possible for purchasing equipment, software and services.
- Have at least two trained ILS administrators. Document and maintain ILS configuration and operational policies. Clearly identify roles, processes and responsibilities. Test ILS backup and recovery at least twice a year.
- Add adaptive technology and software to one public computer per location.
- Consider establishing a corps of technology volunteers who can provide technology expertise, problem solving, and training to both public and staff.

**Josephine Community Library District
Focus Group Discussions**

LIBRARY STAFF (3/20/18)

Who is using the library? Which parts of the community are the heaviest users?

- Children
- People with kids
- Without computer access
- Majority women
- Seniors
- Boomers
- Larger senior than normal. 25% are over 65. Medical facilities are nearby.
- Low taxes

Who isn't using the library? Which parts are underrepresented?

- Teens
- Middle schoolers
- Men
- Hispanic/Spanish speaking ESL. Supposedly 5% maybe more.
- 20s and 30s—esp. without kids.

What works well in the current library? What will people not want to lose?

- Children's library has flexible space
- Location is great. Not so downtown that there are big parking issues.
- Free parking
- Bookstore.
- It's about the people, not the place.
- Nostalgic attachment—grandparents come with their kids.
- Wi Fi desks with plug ins were increased a few years ago. We could get more of those. The way that they are in the back of the library works well.
- Having check in desk totally separate from circulation.
- Library card sign up is a sit-down bank experience vs. standing up. Nice to have together.

What aspects of the facility get in the way of providing an excellent library experience?

- Cataloging being by the back door doesn't work so well. Needs its own area.
- Isolated teen area
- Lack of Oregon room

- Lack of meeting space.
- No quiet rooms
- Library is a sound tunnel.
- Having bookstore combined with meeting space.
- Floors need to be more even.
- Catalog computers –it would be nice if they were spread out vs. all together.
- Computers at patron workstations are really close together and cramped.
- Lack of space for children’s programs
- A separate storytelling room. We have little kids that run so we need that to be safer. Could be used for other programming. Medford has storytime room is all glass, parents can see in
- Study rooms – 2 people. Probably three of those
- Space that could hold up to 30 people
- 6 – 12-person study room
- Meeting room with 100-person capacity.
- Too much noise interaction at front desk and computers. Good to be separated by space.
- Separate room for the Oregon collection
- Lower shelving.
- Large round tables are heavy and hard to move—we’d like smaller tables and more of them.
- More comfortable furniture and more places for people to sit down.
- Illinois Valley has chairs that work/couches
- Outside of the library: we have removed seating due to vagrancy, drug use, fecal matter, trash, smoking.
- Put an awning over each doorway. Gutters that work.
- We also have problem with the way the collection is divided up. Nonfiction spills over. Snaky.
- There is no flow.
- Magazines
- Ceiling is AWFUL.
- Bathrooms. More than 1 stall. Used to be stalls but was changed to respond to ADA requirements.
- Break room doesn’t have a window.
- Work stations: kind of enough, but there will be some pressure.
- Chris retires—may be replace with 1.5 FTE. We may need a teen librarian, no desk currently. .5
- Business office—adding an extra computer.

Are there services or features that could be reduced in size, or eliminated?

- Analog media will go away
- More storage in kid’s room
- Storage is spread out here and there.
- Bookstore: can it get smaller?
- We’ve been slim on programming and services. What more can we do?

What services or features will be most important to incorporate into a new library?

- We have lots of partners who want to do programs. It would be nice to have the ability for more adult and children's programming. Designated place for storytime, etc.
- There is a large community demand for space.
- Meeting space with a screen and suitable equipment, conference call opportunities. Kitchenette.
- Spot for library of things.
- Tiered floor seating for storytime area.
- Self-serve holds—but volunteers don't like the idea.
- Read and return area—paperbacks.... Some are uncatalogued, some are. Mostly donation.
- Teen area: is isolated and attracts nefarious creatures. Needs to be all glass. Included in main part that's open.
- Makerspace? Collaboration space robot space. Mobile activities, sink.
- We have an effort in the community already underway: city collaborating with community college to create makerspace. Industrial space and welding.
- Sink in both meeting rooms
- Teen space: control noise levels.
- Storytime room: visible but enclosed.
- Medford library storytime area: feels cold. We want a warmer feel.
- What about a space to feature local art here in Grants Pass?
- More display area
- More coordinated bulletin board. Have space for community bulleting
- Fiction collection was reduced to uncover windows. Weeding guideline: Fiction (3 years), Nonfiction (5 years)
- We need a mall room for locked items: rare reference materials. Yearbooks, city directory. Gold mining. The Oregon Collection. Genealogy is in the reference collection. Could make a history room and add genealogy?
- Outside the library—courtyard/room for a gathering space. Retractable fence, so it doesn't become a campground?
- Sun room or atrium
- New library needs to be twice as big.
- Coffee shop—Dutch bro? Rogue Roasters.
- Loading dock?

What staff workflow changes would you like to see in the new library?

- Children's area: would be nice if they had a desk where they could concentrate or work. Office to the back with a window?
- It would be nice to have the collection development librarian closer to the info desk where reference librarian is.
- Adding windows in staff area. More lockers. Nice to have more room in break room; right now, only three people can sit at the table.

- We need to be able to hear what is going on to support the volunteers. They want to do the job on their own. Sometimes we need to be listening and step in, without being asked.
- There's no security on the back door—there needs to be somebody there if librarian isn't there.
- A lot of coming and going at back desk....I like volunteer manager being close by.
- Books in the check-in/shelving process are out in the public area-would be better if not.
- When books are in book drop, they fall on the floor. We need a better system.
- Book carts are a nightmare. We need better ones.
- We don't have ILL and it would be nice to have space for that.
- Staff sees itself in service to the volunteers. If a volunteer wants to do that job, and they have experience, we would accommodate Staff do the jobs that nobody wants to do.

What are the top 3 – 5 issues that you consider the most important to address?

- Access to teens—system wide issue
- Seating
- Children's—having a storytime area
- Meeting space/ Programming
- Collection is probably OK—could get a bit smaller. Library of Things could continue to grow. Will be a bit more of a shift towards electronic.
- Books: represents 9 years of limited funding. We would be bursting if we hadn't had limited funding.

What are the strengths and weaknesses of the three branches?

- **Williams:** No bathroom, very tiny, no meeting space, no children's area. 864 square feet, built in 1977. Maybe a bit bigger collection, especially for adults? Bathroom was a talking point during the district election. "LET MY PEOPLE GO." Also needs space for volunteers and storage. Good location. Community garden.
- **Illinois Valley:** Nice aesthetics, beautiful ceilings. 70s globe lights are beloved but lighting is terrible—one patron brings a flashlight so she can see the shelves. Plumbing also an issue. YA section is nice and it's used. Renovated children's area is popular. Collection is bursting at seams, basically right sized. Shelves are high. They moved large print. Big nonfiction base—gardening, mushrooms. Growers. (Same with all the branches).
- **Wolf Creek:** charter school next door uses as their library and make up most of the circulation, which is 2% of total circulation. Facility issues—community doesn't use space. Have you ever seen a teen in there? Small usage: specific users, power users. Lovely bathrooms. Nice workspace. It would be nice if there was a place for volunteers to go. Break room? Collection could be bigger in adult section?

Collection does not float but there is awareness at all branches that you can get materials from other locations. Weekly courier is all volunteer. Weekly count of bags: Williams (3 – 4), Illinois Valley (10 – 12), Wolf Creek (3), Grants Pass (18)

What words describe the new library?

Welcoming
Community asset—inside and how it looks
Flourishing
Flexible
Light
Warm
Busy and buzzing, quiet space but busy overall.
Very social
Community center

There is no senior center here, and this is it.
Importance of Food.
Engaging
Avant garde
Community pride
Asset
Inspiring
Flexible
Transparent

FOUNDATION AND LIBRARY BOARD (3/20/18)

What works well in the current libraries? What will people not want to lose?

- Location. Easy to walk here. Close to downtown.
- Cheap (for now).
- Nice children's library.
- Location is good for other libraries. Williams needs a restroom.
- Children's library at Illinois Valley.
- Wolf Creek—location is central. I like the building. We did a good job.
- Williams: garden in the back. Nice windows. I like that it's portable.

What would you change about the building?

Grants Pass:

- More space
- Meeting room
- Community spaces
- Increased square footage and footage
- Accessibility
- Parking is terrible.
- Deferred maintenance
- Systems are outdated: carpeting, heating, wiring, mechanical.
- Overall layout is outdated and inadequate
- We need a coffee shop
- Ownership
- Selling us to the community/marketing/people who aren't part of the district, have more than just a library: music hall, meeting center, small theater
- Have a building that serves the whole community: Riverfront and downtown. Nice to tie together.
New library on north end?

- More natural light
- Good outdoor space
- Efficiency: add a 2nd or 3rd or 4th story and put offices upstairs.
- Better bathrooms!
- Teen library
- Cramped and Inadequate staff space at Grants Pass.
- More meeting room space.
- More delineated space. Kids room is noisy and to have quiet spaces.
- Business productivity space.... computer resources longer periods of tie, printer scanner, telephone, fax.
- Nice to have: secondary businesses like a coffee shop or café.
- Could we plan with city—i.e., if there is a commerce area?
- Now in children’s area—good to expand programs such as robotics, carpentry,
- flexible space. \library of things: expansion of that.
- Commercial kitchen?

Illinois Valley:

- improve energy efficiency, plumbing. Better use of space around the building.

Williams:

- size, bathroom, needs new building.

Wolf Creek

- Landscaping area. Opportunity for outdoor events attached to the events.
- Drainage problem in parking lot. Concrete surfaces outside—gets to be a jungle.

What services or features would you like to see incorporated into a new library?

- Wolf creek: cultural aspects: natural history of area be reflected in library collection. Good way to build partnerships with county parks.
- Williams: bathroom, better shelf space, FOL space. Place where staff can have a space. Storytime area. Children’s section. Garden at Williams is really a reflection of the community. Nice to plan it but work with the community and build it up year after year.
- All should offer community outreach and cultural inclusiveness.
- Teen and young adult programming. Space for that is a little odd.
- It would be great to have multiple multipurpose rooms. Quiet meeting space.
- Meeting room

Are there libraries you have read about or visited that have features that would improve this library?

- Adult fiction. Quiet zone.
- Art displays. 3 dimensional. Mixed into the building itself.

- Signage is by color and icon vs. words but it is a super-efficient way of directing traffic.
- Children's library: they integrated stuff for parent's magazines and materials?
- Storage space.
- Ones I really like are in the center of the community. People aren't there just for the library, it's a community center.
- People don't walk by this facility; it would be better to be somewhere with more foot traffic.
- Thriving downtown. Mix of tourists and local people.
- Dutch brothers bought land and have big plans; will change downtown.
- Salt Lake City—walkway inside the building with stores around it, flower shop, etc. Top is a rooftop garden that they rent out for events.
- Mill Valley CA: grove of redwood trees, creek nearby—tables were made of high quality wood.
- We need a children's branch in Redwood area.
- Moveable shelves in children's area—can be reconfigured to fit.
- Make the spaces as flexible as possible.
- Return slot is convenient for volunteers but needs to be in the lobby. Outside book drops attracted unwanted materials.
- Livermore CA—2nd highest density of PhDs. Library is part of a civic center and provides great service.
- Space for a piano or musical instruments. Performances.

What are the issues that you consider the most important to address?

- Fix Williams first
- For the most bang for the buck, put money where the most use is (Grants Pass)
- Equity and inclusion issue—there may be fewer people using Williams, but we need to serve them well. Maslow's hierarchy of needs. They are at the lowest level.
- Making a decision and moving forward with this business when our lease ends Jan. '21. It needs to be addressed.
- Other two branches are in better shape. Williams is the most neglected. Wolf Creek is good.
- Illinois Valley has security issues—leaks in the roof, plumbing backs up. Deferred maintenance. But we own the building.
- Safety is first
- Access is also important
- Community space is where other things can be done.
- This is a 1959 building and when you redo it, take into consideration next 50 years of technology.
- Makerspace—community college and city are partnering so best not to duplicate. Is Dutch Brothers creating conference center? Churches have space available. Allcare has new building with meeting room space.
- This room (Ben Bones) is overused.
- Children's library partners who provide storytimes for sensory children: now that we are open more hours, how can they still provide programming not while open?

What words describe the new library?

Vibrant	Well planned	Sustainable
Full of life	Water features	Inspiring
Attractive	Coming together places	Accessible
Open	Relevant	Place for volunteers
Inclusive	Energetic	Fun

Place when visitors visit they go MY GOD! In this little town

Other comments:

- Comfortable chairs. We need more seating.
- Great if teens have input.
- Wolf creek: when it offered, 24/7 Wi-Fi access, it was wonderful mix of local benefit and travelers passing through. It attracted a diverse group of people.
- Make the online catalogs more accessible—on shelf ends vs. centralized now.
- Keep up to date.
- Putting in extra conduit for the unknown.
- More plug ins.
- Bar with people who use their laptops.
- Electronic resources: we have them but we need to sell them.
- Conduct a PR campaign for electronic resources, or have them open on workstations so that people can see them.
- I would hope that it would fit with character of Grants Pass, both architecturally and general feel. Pacific Northwest. Bend has a consistent feel.
- It's important to keep the feeling that you're going to see your friend.
- Financial model doesn't function without the volunteers.
- We are self-aware enough to work with our communities. We don't have to be the horn or the drum, we can be a support role. We can do that very well. In all our communities, be a part of the orchestra.
- There is enough financial horsepower in the Williams community to build what we need to build. But engaging them is going to be important.
- Divide between city and county. Feeling like underdogs. A lot of poverty here. We have this divide between wealth and poverty. We experience it as a disconnect between those who have wealth and those who do not.
- People move here to retire, they have no investment in schools.
- We can go to the community to ask what they want, vs. telling them what they need. We'll have more involvement if we collect that information. Make people feel good and not shameful.
- People here are not cheap. Independent thinkers. They need to be encouraged to join the cause.
- There is a strong volunteer culture.
- We have a vocal group of naysayers. Most don't live in the district.
- Scar of trust between county and city and not something that can be healed overnight. Old issues.

- Library has done fantastic job of separating from county government.
- I think there is enough positive energy in Josephine county that naysayers can be ignored. We don't have to spend energy on them.
- We will print B&W instead of color to fit community perception. Overall impression of frugality.
- We've been getting by for so long...we've lost a lot... we need prompts about what possibilities are.
- There's a city housing committee that's working to increase housing stock. I would recommend that we consider putting a couple floors of apartments on top. Housing can pay for library.
- Wolf Creek: Farmer's market is one of the oldest. Having the library relate to that. County Park system. Public access to rogue river. Day use fees. The river is key to people's consciousness of the area.

Josephine Community Library District Public Meetings

GRANTS PASS (3/21/18)

Attendance: 25 people

What do you value most about the Grants Pass Library? What would you not want to lose?

- Opportunity to bring in young children
- Volunteers! We like the noise
- Public computers
- Storytime hours
- Current personnel
- Convenient location
- Partnership with community
- Good natural lighting
- Special displays
- Books

What would you change about the building?

Grants Pass

- Need quiet space
- Parking is an issue
- Shelves are too crowded, narrow aisles
- Separate meeting rooms, including small meeting rooms
- Needs a better teen area
- Space for children's programs that can be closed off, including a sink
- Improved/more bathrooms
- Better electrical and mechanical systems
- Larger meeting room that's not also the FOL bookstore
- Gather input from teens and families
- Add tech classroom
- Better staff space
- Places for tutoring—2 person rooms
- Coffee bar
- Outdoor play space
- New books/materials
- More parking
- Create a green, energy efficient building
- Wiring capacity (adequate crawl space)
- Safe filters on kid's internet computers

- Add Interlibrary loan
- Add stand up workstations of variable height
- Shelf end OPACs
- ADA Accessibility for materials
- Build flexibility for future
- Performance/training space: stage, costumes, PA systems, conference call ability, shades for windows
- Better wayfinding
- Early age programming/learning

Williams

- Needs a bathroom

Illinois Valley

- Poor lighting
- Crowded
- Nice location and lot
- Community owns it—it is shaped by their needs/desires

Wolf Creek

- Nicest and newest library
- Has meeting room
- Pretty building, displays county craftsmanship
- Partnership with school

Are there libraries you have read about or visited that have features that would improve this library?

- Loveland, CO: spaces for groups, children
- Willamette University Law Library: whole wall of windows, brings the outdoors/nature in
- Sutherlin: great meeting rooms
- Lincoln City: glassed in children's area
- Secure outdoor space
- Oregon City: multi-level, open spaces
- Offer lecture series and other learning opportunities at the library

What does the new library look like?

- Single story
- Incorporate local building materials
- Single point of entry for better security
- Close to public transit

- Close to Redwood Elementary School
- Leverage community partners
- Safe place for all kids to come to
- Be in town (downtown)
- Provide opportunities for innovation
- Art gallery
- Reflect frugality
- Help people learn
- Safe place to learn, find what they need
- Hub for tech learning
- Better wayfinding
- Early childhood programming/learning
- Be aware of other city plans
- Place to sell books
- Hunger to improve

ILLINOIS VALLEY (4/26/18)

Attendance: 16 people

What do you value most about this library? What would you not want to lose?

- Friendly
- “Our” library
- Easy to navigate
- Not taken for granted
- I’m new to the community and the library has been a place to meet people.
- Roberta!
- Customer service and friendliness...especially for kids
- Internet—not everyone here can get high speed access.
- You run into people you know.
- Partnerships: spirit of collaboration is palpable
- Welcoming
- Helps us feel connected to the wide world of intelligent thought

What would you change about the building?

- Lighting is too dark, but keep vintage fixtures
- More outlets
- Digital movie screening capacity.
- Climate control
- Gate for children’s area

- Make it bigger!
- A community meeting room with A/V
- Add a seed library: with capacity for storage.
- More educational children's DVDS: what is here is heavily used.
- Flexible space
- More attention to grounds: water lawn.
- Vandals destroyed picnic table, homeless folks have been found camping under the eaves
- More science education for adults.
- Increase support for homeschooling families: up through high school.
- Bigger selection in adult area.
- More space
- Amount of seating is OK, but newer seating would be great.
- Fix piece of sidewalk that sticks up, because it limits handicapped access

Are there libraries you have read about or visited that have features that would improve this library?

- Medford: more classes and groups
- Special spaces: such as a conference room
- Playground up front—give kids something to do.
- Access to music: there is the Illinois Valley Choir. Offer choral music as a service to the local music community. Right now, there is not a lot to choose from.
- Book clubs
- Meeting room, which could be rented in addition to being used by the library.
 - 25 – 35-person capacity. Classroom size.
 - 65 people came to the mushroom program.
 - We recently lost a county building that was used for local meetings. Churches are not used by community groups.
 - Movie nights: 8 – 20 people.
- Tutoring space.

Words that describe the renovated library:

- Comfort
- Dynamic
- Secure
- Welcoming
- Cozy
- Well supplied
- Better software
- I live part time in California and use two libraries there: this one is better organized, friendlier and with excellent staff.
- Humanely move the carpenter bees out of the roof

- Video surveillance? Could be a solution
- Humidity is a problem.
- Homey
- A place for creativity
- Pollinator garden—celebrating the library as a pollinator
- Rural libraries bring richness
- Add crafts and workshops
- “inside is where the heart is.”
- Don’t duplicate programming available from other service providers
- Tiny little sink is a problem; we need hot water
- We love our library
- Open to everyone
- Providing capacity for faxing, email, helping people who are passing through town.
- It’s unfortunate that we have to turn off the Wi-Fi when the library is closed.
- “I’ve never wanted to hang out at a library before.” Library is extremely welcoming
- It’s an important social outlet.
- People interact in complete comfort.
- I’m new to the community and I appreciate the nonfiction collection as it’s helping me to understand the area.

WILLIAMS (4/25/18)

Attendance: 5 people

What do you value most about this library? What would you not want to lose?

- Location near school
- Social aspect: interacting with neighbors, particularly in the winter
- Garden: interaction with garden club
- Well used space
- Accessible
- Huge part of community

What would you change about the building?

- A bathroom!
- Running water!
- A bigger building overall; it’s crowded and “scrunchy.”
- A bigger children’s book section would be great.
- Additional shelving
- More early readers
- More for teens
- A community meeting space

- No issue generally with security
- More new books
- A bigger collection for everybody
- More programming and community engagement
- Places that are quiet
- We have 4 computers—maybe 1 or 2 more?
- Local builders would donate materials and labor

Are there libraries you have read about or visited that have features that would improve this library?

- Oaxaca: had atrium, outdoor shaded area
- More seating
- More places to plug in
- Plants and light are uplifting
- Loan out kids toys
- Loan out tools
- Use natural materials

What words describe the new library?

- Comfortable
- Spacious
- Welcoming
- Includes nooks
- Accessible
- Natural light
- Room to move around
- Office for branch manager
- Volunteers
- Sink
- Fireplace
- Stacks with open space

Teen Survey Report

5/18/18

By: Susan Davis

Target Audience: Teens

What: Phase 1 Planning Survey

Number of Questions: 4

Results

Number of Responses: 3 ☺

Question #1. *Why do you currently use the library? Please select all that apply*

Borrow materials: 3/100%

Hang out in the teen space: 1/33%

Look up information in the databases: 0

Use Library2Go: 0

For homework: 1/33%

I'm a VolunTeen: 2/67%

Spend time with friends: 0

Use the computers: 0

For the WIFI: 0

I don't currently use the library: 0

Other: 0

Takeaway: With so few overall responses it is difficult to gain much insight into this question. These responses were from VolunTEENS so having only 2 out of 3 indicate they are a VolunTEEN is interesting. Also, the 'I don't currently use the library' is not applicable to this group of participants.

Question #2. *If you do not currently use the library, please explain why:*

Not applicable, the participants are all VolunTEENS.

Question #3. What services, programs and/or features would you like the library to offer?
Please feel free to add as much as you like:

- More teen romance books
- Library has adequate features
- More 3rd party sources to educate kids (used YMG as an example)

Takeaway: Like question #1 the lack of responses overall makes it difficult to grasp what the VolunTEEN population is interested in. The participants that responded gave a couple of suggestions: more teen books and bring in more outside groups to do programming.

Question #4: *Please describe your ideal library teen space. Think about the color scheme, the design, the seating, size of the space, the technology, and other features you feel are important to include:*

- Medium sized space
- No overly saturated colors
- A computer for internet use
- Chairs and bean bags that are currently in the teen space
- More technology (? Didn't specify)
- More books
- Current room too small
- More windows
- Color okay

Takeaway: Survey participants indicated a need for a teen room computer, medium sized space, more windows, more books, more technology and no overly saturated colors.

Parent/Guardian Survey Report

5/18/18

By: Susan Davis

Target Audience: Parent/Guardian

What: Phase 1 Planning Survey

Number of Questions: 4

Results

Number of Responses: 14

Question #1. *How does your family use the library? Circle all that apply. If 'other' fill in.*

Attend Storytime's: 12/86%

Borrow materials: 12/86%

Use Library2Go: 4/29%

Participate in special programs such as the Summer Reading Program and Readapalooza:
6/43%

Look up information in databases: 2/14%

Other: 1/7% (person wrote baby rhyme time in the other spot-I conclude that they don't recognize it as a storytime)

Takeaway: Survey participants primary use of the library is for storytime programming and borrowing physical materials. Special programming is moderately attended. The areas that need the most attention is Library2Go and library databases.

Question #2. *What works well about the children's area in the library?*

- Open space
- Toys
- Books
- Separate from adult area
- Activities

Takeaway: Survey participants value the open space in the children's area for activities and play, like that the children's area is separate from the adult area, and appreciate that toys are available. One survey participant acknowledged the importance libraries play in a child's life i.e. develop the love of reading.

Question #3. *What would you change about the children's area in the library?*

- More color/paint on walls
- More board books
- Another AWE computer
- Less clutter
- More space for extra toys
- Move flyers/handouts to a higher location
- Doors
- More Spanish books

Takeaway: Most survey participants answered ‘nothing’ to this question and a few didn’t answer at all. For those remaining participants they expressed an interest in more specific types of materials, another kid friendly computer (awe), more space and/or less clutter, and moving paper materials targeted at adults to a higher location. One participant pointed out the lack of color on the walls and another mentioned ‘doors’- I am assuming they would like them added.

Question #4: *Describe your ideal library children’s area:*

- Place to play and learn
- More hands-on toy tables
- Separated from the adult area
- Offers kid activities
- Friendly staff
- Knowledgeable staff
- Highlight a different author each month
- Welcoming to all children and families
- A fun area for all
- Large enough for more activities
- Add doors
- Comfy seating/another couch

Takeaway: Like question #3 most survey participants either answered nothing or didn’t answer at all. A few stated it was great*. While there were not a lot of responses those that did respond provided some key insights into library services-by expressing a desire for friendly and knowledgeable staff, a space/area that is welcoming to all children/families and asking to feature a different author** each month.

*I don’t believe the question was understood. I was hoping for more of a ‘this is my dream library space’ response.

** I’m currently working with a volunteer on ways to better feature the collection i.e. create themed booklists, book reviews etc. I have noted the author request.