

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

AGENDA

Members: Penny McCaleb, Chair
Deanna Hannah
Tracy McDaniel
Tracy McGehee
Alyne Strube
Beth Toland
Susan Tucker

Monday, February 27, 2012
at 3:30 p.m.
Belle Isle Library
8401 N. Villa
Oklahoma City, OK 73112
(405) 843-9601

- I. Call to Order and Establishment of Quorum – Penny McCaleb, Chair
- II. Discussion, Consideration, and Possible Action: Guidelines for Locating and Planning Library Facilities
- III. Discussion, Consideration, and Possible Action: Update and Review of Capital Projects

GUIDELINES FOR LOCATING AND PLANNING LIBRARY FACILITIES
METROPOLITAN LIBRARY SYSTEM
Revised February 2012

The Metropolitan Library Commission is charged with the responsibility to “foster and promote the establishment, maintenance and operation of city-county library systems in order to give all of the citizens of the counties affected hereby equal access to comprehensive library collections” according to Title 65 of the Oklahoma State Statutes.

These statutes empower the Commission to develop guidelines for:

- The development of new library facilities in the county;
- The expansion of existing facilities;
- And/or the downsizing or relocation of existing library facilities.

The Revised Guidelines for Locating and Planning Library Facilities are a framework for the library administration and library commission to utilize when planning for the future or when requests are received about potential library services in a community or area of the county that is unserved.

Purpose of Guidelines

Clearly defined guidelines provide a framework to help achieve short and long-range plans. Guidelines for library facilities are important planning and management tools for extending library service to county residents through the strategic and economic spacing of library facilities.

Guidelines imply a certain quality of service by establishing specified minimums (for example, unserved areas with at least 2500 population no closer than 3 miles from an existing facility). Guidelines provide the means for examining existing library facilities and impute a level of adequacy at optimum cost.

New library facilities sited, designed, and constructed to comply with these guidelines should anticipate present and future needs and be capable of providing acceptable minimum levels of service. It is not suggested that guidelines, in and of themselves, guarantee quality library service. Quality library service – even given the best designed buildings in the most strategic locations – is directly related to the leadership, initiative and spirit of the library administration, the Library Commission, the library staff, the governing bodies represented and the support they generate and receive from the community they serve.

Organization of the Metropolitan Library System

The Library System shall consist of a network of strategically located, permanent and temporary or leased buildings and extension services as follows:

Full Service Libraries

These libraries are permanent, municipally financed facilities designed to provide all services that the library system offers. Some of the libraries in this category offer specialized services and collections. These specialized services and collections are not necessarily based on size of building or staff but rather community needs and demographics. Staffing at these facilities range from 6 to 30 full time staff members and they are open at least 70 hours a week, including Sundays.

Extension Libraries

Extension libraries are small, permanent, or leased library facilities designed to serve population areas too small to justify or support a full-service library. While the majority of services the library system offers are available to extension customers via the online catalog, system reserves, and databases, they often have a smaller collection of materials, fewer public computers and special programs. They usually have more limited service hours.

Express locations

This is a new concept under development by the library system. These locations may or may not have a dedicated collection of materials; but would provide a bank of public computers for customers and serve as a reserve pickup location. They would be placed in areas of the county that are somewhat removed from permanent library facilities or as a location designed to assist heavily used libraries by removing some of the activity from that very busy branch. These facilities could be leased or permanently owned spaces depending upon the circumstances.

Outreach Activities

The library has two outreach services that provide materials and very selected programming to customers in our service area.

- Book Centers – This program provides services to residents who do not have convenient access to other library facilities and are located in buildings not owned or operated by MLS. These facilities include nursing homes, retirement centers, park and recreation centers, low income housing and drug and alcohol treatment centers, as per a signed agreement. Each center contains over 200 titles which are rotated every two months. Currently we service about 130 of these sites across the county and there is a waiting list. They are part of the

outreach department and library employees are not on duty at these locations. Occasional programs are offered upon request.

- Books by Mail – This program is designed for residents who do not have access to traditional library services. It provides mailbox to mailbox library services through the postal service to the temporarily homebound, the disabled, the elderly and rural areas with no transportation.

Adding or Expanding Library Facilities

As with all of our library facilities, it is the individual community's responsibility to provide the location and the majority of funding for construction of a permanent facility. Determination of the placement of a new library for a community would depend upon the distance from other facilities, the population and demographics of the community and the community's ability to fund the construction/renovation of a suitable building. Services to be provided in any new library facility would be determined by the library system.

Site Selection for New Facilities

Effective library facilities require effective sites and the library system uses certain criteria for library site selection.

The importance of the location cannot be overemphasized and experience has shown that the best designed and equipped library building which is located away from the commonly traveled routes, suffers from lack of use. Library studies indicate that library users tend to combine trips to the library with other daily activities. Therefore, a library facility isolated from other activity tends to be forgotten and under-utilized. While a park or neighborhood site may appear aesthetically attractive, locating libraries in these locations has proven ineffective in terms of usage because of the relative isolation and lack of visibility.

General Criteria for locating New libraries or Expanding existing facilities

While there is never an "absolute" in saying who needs a new library facility or a larger facility to replace an existing one, certain criteria can guide library staff and library boards in determining responses to communities that inquire about a library in their town. These general guidelines are:

- Size of community – the proposed library should serve a community of at least 2500 potential users (as determined by the latest federal census). The town should have an identifiable center of commercial activity. The population densities around the site need careful consideration in order to accurately estimate the size of library needed.
- Distance between libraries –A 3 mile service radius is optimum for locating libraries although certain circumstances might make the radius smaller or

larger. For example, donated land can sometimes locate libraries closer to each other than desired – Southern Oaks was built within 3 miles of Capitol Hill and statistics show that it should have been built farther west. However, as the land was donated to Oklahoma City for a library, politics and economic considerations resulted in the new library being built within the 3 mile zone. Other exceptions might be a location which has an extremely dense population base or a very small one.

- Definition of a Public Library – the proposed library must meet the definition of a public library adopted by the Oklahoma Department of Libraries and the Oklahoma Library Association.
- Funding – Construction funding for the proposed library should primarily be provided by the municipality in which the library will be built. The library system generally assists in the funding of architectural/ engineering design fees, and furniture and equipment. The library provides the operational funding that is spelled out in the lease agreement with the owning city.

Additional guidelines for updating facilities

The library system needs to continually monitor and fund:

- Improvements to systematically maintain the buildings and grounds to achieve energy savings and improve service efficiencies.
- Improvements to help ensure the safety and security of library users and library staff.
- Improvements and expansions at present library facilities that meet the library system's strategic plan and respond to community needs assessments.
- Efforts to extend service to underserved areas of the county.
- Improvements to keep buildings technologically updated and viable as new technologies develop.
- Updates to maintain the freshness and cleanliness of each facility.

MLS CAPITAL PROJECTS UPDATE AND REVIEW

CURRENT PROJECTS

NORTHWEST LIBRARY



Northwest Library – Public Computer Area

After more than 35 years, the Northwest Library is finally nearing completion. While MLS will forever refer to it as the Northwest Library, MLS & OKC took steps to officially name it the *Patience S. Latting Northwest Library*.

With an eye towards the **Grand Opening on May 22 at 3:30**, MLS expects to begin the move-in process in mid to late March. MLS has about 8 weeks of work to perform to be “ready”. This includes installation of the data cabling, the auto book sorter, furniture and signage. This also includes 3 weeks to move the collection from the Downtown Library and the Service Center.

SOUTHERN OAKS

After funding was provided by the 2000 OKC GO Bond issue & MLS, the ground was finally broken on May 25, 2011 for the renovation & expansion of Southern Oaks Library.

The scope of the work includes providing a new entry, quiet study rooms, new bathrooms and new teen & children’s areas. The work also includes new mechanical & electrical “backbone” systems and an upgrade to the interior with new furniture. The project also provides space for a new material sorter. This work will add approximately 3,500 square feet bringing the total to about 20,100 square feet. This will make it the 4th largest library in the MLS system. MLS expects to begin the move-in process in late summer 2012 with an opening in September.



Southern Oaks – Looking towards the New Entry

OTHER PROJECTS

SOUTHERN OAKS - WEST

Throughout the renovation of the southern Oaks Library, the Metropolitan Library System has continued to provide services by way of a “temporary” location in the Almonte Shopping Center at 2914 SW 59th Street. MLS has found many new customers. As outlined in the 2011-12 budget, the staff is reviewing ways to provide new and expanded services.

Staff is currently working with the owner of the shopping center to explore the possibility of maintaining a presence at this location. If a review by the staff of the proposed services confirms this to be a viability approach, a formal request for financial support would be presented as part of the 2012-13 budget process.

Jones Library



On September 23, 2011 BankFirst made it official. They donated approximately 2.5 acres near Hiawasse and Britton Road to the City of Jones City for the express purpose of building a new library.

In October, MLS signed a Letter of Intent to partner with Jones on this project.

On December 6th & 8th, Jones & MLS, respectively executed a Project Agreement outlining the scope of our relationship and this new library. It committed MLS to provide up to \$246,000 to support this effort. These dollars are included in the 2011-12 budget.

Jones Land Dedication - October 31, 2011

The New Del City Library

You may recall that MLS had carried \$464,715 for work at Del City library since 1999 under the heading of “Currently Identified Improvements”. To cover inflation since 1999, \$223,175 was added in the 2011-12 budget. This currently provides a total of \$688,000.

MLS staff has been working closely with Del City over the past year as they renovated the Community Center. During this time, the possibility converting the existing library into a senior center and building a new library was discussed.

On February 2nd, 2012, Del City held its annual Chamber of Commerce Awards Dinner. At this time, the City Council unveiled its proposed 2012 Capital Campaign. The centerpiece of this effort is a new 15,000 square foot, \$3 million library. This is to be presented to the voters in August and they expect it will pass. This means that the selection & hiring of the architect could take place as early as January 2013. Before that time, there is much to do including site review & selection, defining programming needs and the execution of a Del City / MLS Project agreement.

While the scope of this project is larger than the one envisioned in 1999, the staff believes it is needed. As the staff moves forward with its review of the proposed services, it is anticipated that a request for additional financial support will be sought. This request will be presented as part of the 2012-13 budget process.

CAPITOL HILL LIBRARY

The 2000 and 2007 OKC GO bond provided funding for renovation of this library. Studio, Inc (the Service Center architect) was contacted to prepare an assessment of the current building in regards to cost and its overall condition.

This report was issued late last year. While several options were investigated, OKC staff have determined that the bond language requires that the existing library be renovated. It also requires that the parking issue be addressed. OKC is reviewing the different options to secure land adjacent to the library for parking and expansion. This is needed before a final building program can be developed and an Architect selected.

Funds are available for the project in the amount of \$320,000 (some of which has been spent on a new roof) and \$2,760,000 from the 2000 and the 2007 OKC Bond elections, respectively. Additionally, MLS has previously committed funding for this project in the amount of \$1,330,503.

Due to the slow sale of OKC Bonds, the selection of the Architect for the project is now expected in late 2012 with construction starting in 2014. This almost 3 years later than originally anticipated. While the OKC building inflation rate has been level for the past several years, the adequacy of the funding will need to be reviewed as we get closer to the start of this work

BELLE ISLE LIBRARY

The 2007 OKC GO bond provided funding for renovation of this library. Funds are available for the project in the amount of \$3,240,000 from Oklahoma City and \$950,000 has been allocated by MLS. While these budget amounts were based upon design work starting in 2011 and construction in 2012, it now appears that these dates are now **2015 & 2016**, respectively. While the OKC building inflation rate has been level for the past several years, the adequacy of the funding will need to be reviewed as we get closer to the start of this work

ANTICIPATED PROJECTS

Edmond Library

Discussion continues with Edmond City officials regarding a proposed second library in Edmond, as recently as in a meeting between city officials and library staff on February 15th, 2012. A recent study session held by the Edmond City Council and as reported in the Daily Oklahoman indicated some council members support for a possible new library. Current city plans are to conduct a number of citizen focus groups over the next couple of years to determine all of the city's needs and priorities concerning capital projects. A potential election for these capital projects is probably 5 years away.

Library staff discussed with city officials the idea of opening an "express library" in a storefront location to alleviate some of the strain on the existing Edmond Library and also to be able to ascertain and analyze usage in a 2nd location. City officials were very open to this idea and agreed to meet again soon to further explore this possibility.

Library staff and city officials are also continuing to work on the ongoing parking problems at Edmond and are encouraged by potential plans by St. Mary's Church to provide parking which could be shared with the library. Once those plans are finalized, MLS will bring a proposal to the long range planning committee and the commission about providing a share of the funding for the additional parking as a partner in the project.

FUTURE PROJECTS

Bethany Library – Future Needs

Funds continue to be carried in the “Currently Identified Improvements” portion of the Capital Project Reserve account. The need for expansion of the Bethany Library was first identified in the 1999 MLS Summary of Capital Improvement Needs and the amount has remained the same since that year. While informal discussions with Bethany city officials have taken place over the last 12 years, specific discussion of a potential expansion has not taken place. Statistics show that the Bethany library serves many more customers than the current population of Bethany. It is, in fact, one of the more heavily used MLS libraries per sq ft. New concepts on how to fund an expansion of the library given the fact that it is used by residents who do not live in the city of Bethany should be explored.

Village Library – Future Needs

Funds continue to be carried in the “Currently Identified Improvements” portion of the Capital Project Reserve account. The need for expansion of the Village Library was first identified in the 1999 MLS Summary of Capital Improvement Needs and the amount has remained the same since that year. Community support for expansion of this library remains strong and meetings are held with city officials and citizens of the community fairly often. The library has good parking currently available, but is in need of additional space for library operations. The opening of the Northwest Library is expected to have a significant impact on Village library usage. Further analysis of the impact will be made over the next year, which should be taken into consideration for any future expansion plans.

Warr Acres Library – Future Needs

Funds continue to be carried in the “Currently Identified Improvements” portion of the Capital Project Reserve account. The need for expansion of the Warr Acres Library was first identified in the 1999 MLS Summary of Capital Improvement Needs and the amount has remained the same since that year. Discussions with Warr Acres officials on the need for expansion have not taken place for several years. The shopping center located next to the library has very few tenants and is in a state of disrepair. Library staff believes that this property may be for sale and that could be a stepping stone to discussion about the need for a library expansion. This library may also be impacted by the opening of the Northwest Library and staff will be analyzing that impact over the next year.