

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **LONG-RANGE PLANNING COMMITTEE**

### **AGENDA**

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

Thursday, April 28, 2016  
at 3:00 p.m.  
Village Library  
10307 N. Penn  
The Village, OK 73120  
(405) 755-0710

- I. Call to Order and Establishment of Quorum – Penny McCaleb, Chair
- II. Discussion, Consideration, and Possible Action: MLS Strategic Plan Update
- III. Discussion, Consideration, and Possible Action: MLS Capital Projects Priorities
- IV. Discussion, Consideration, and Possible Action: Oklahoma City General Obligation Bond Capital Projects
- V. Discussion, Consideration, and Possible Action: FY 2016-17 Capital Projects

## **METROPOLITAN LIBRARY SYSTEM STRATEGIC PLAN**

Library staff have been working with Orange Boy a marketing consultant since last October to develop the system's multi-year plan and corresponding annual plans. The result of this work was presented in January to the Long-Range Planning Committee and approved by the full Commission later that month.

Library staff will present an update to the Committee and will recommend specific metrics that will be tracked as success criteria for the next three years. Additionally, staff will provide the Committee with an overview of the annual tactical/business planning process.

The previously approved documents are attached for the review of the Committee.

Mission	We grow smarter communities, one person at a time.		
Vision	To be the community's hub for critical thinking, creative problem-solving, and life-long enrichment.		
20-Year Goal	By 2035, every person in the community will use a library service.		
Cluster Prioritization Level	Spark	Build	Hold
The amount and type of focus the system as a whole will put toward customer groups in support of the vision and mission.	Customers with undefined or weak relationships with MLS.	Customers with limited relationships who are ready for MLS to expand both the breadth and depth of those relationships.	Customers who generate high levels of value from their relationship with MLS, who now require ongoing maintenance.
Prioritized Clusters and Outcomes	<p>New Cardholders: <u>Engage</u> Leverage customers' first contact.</p> <p>Occasionals: <u>Value Recognized</u> Reinvigorate relationships through increased utility.</p> <p>Inactives: <u>Reboot</u> Restart relationships by troubleshooting opportunities.</p>	<p>Digitarians: <u>NOW!</u> Immediacy -- anywhere, anytime.</p> <p>Staying Connected: <u>Fluidity</u> A seamless digital experience.</p> <p>Dining-In: <u>Mission Accomplished</u> A productive environment.</p> <p>Bedtime Stories: <u>Expanding Opportunity</u> Create long-term opportunity through reading.</p> <p>Rising Stars: <u>Noise &amp; Movement</u> A dynamic environment of playful learning.</p> <p>Bright Futures: <u>The Next Step</u> Tools that enable the future.</p>	<p>Page Turners: <u>Deepening Relationships</u> Explore new dimensions to long-term relationships.</p> <p>Dependables: <u>Efficiency</u> Create new delivery systems that reduce friction.</p> <p>Transitionals: <u>Best of Both</u> Nudging towards efficiency.</p>
System Strategies	<ul style="list-style-type: none"> <li>Provide experiences, not services. Our customers seek a result. We curate experiences that generate these. This requires an ongoing experience development effort that views these questions from the customer's perspective.</li> <li>Craft relevant learning environments. Our physical and digital assets serve as centers of learning, places in our communities where our customers generate knowledge. We shape our environments to serve this end within the context of community parameters.</li> <li>Leverage our customer relationships. Engage customers through a dynamic brand and decision-making that emphasizes the value they generate through experiences we offer.</li> </ul>		
What the system will accomplish as a means to achieve its vision, mission, and 20-year goal.			

# Organizational Measurement

- Increased Market Penetration
- Increased Member Retention Index
- Increased net promoter scores
- Increased destinational traffic (as measured by the Third Place Index)
- Increased circulation of children's materials in areas with a high risk index



## **CAPITAL PROJECTS PRIORITY LIST**

Over the past several months, the Metropolitan Library System has worked to update its Capital Project Priority List presented to the Long-Range Planning Committee last year. The purpose of this document is to identify the planned capital projects that are expected to require funding within a rolling 10-year period. Library staff will be prepared to provide an overview of each project so that the Committee can formally recommend the list for adoption by the full Commission at its next meeting.

The Grid outlines each project based on general needs we have identified after comparing each location to our system-wide benchmarks for facilities. The benchmarks were adopted by staff based on the criteria established and used as part of the design and building of the Patience S. Latting Northwest Library. We feel that these benchmarks will enable the Library to create scalable spaces that are much more responsive to the needs of libraries across the system. We will provide more information about the benchmarks during the meeting should the Committee wish it. In addition to the priorities, the Grid also give a basic description of the project, a brief justification of the project, a preferred timeframe, and estimated cost information.

Additionally, staff have provided a more graphical view of the projects' design and construction phases along a timeline so you can see how they will flow. You will see that we have not included every project on the timeline. This has been done in cases where we are uncertain of the respective city's ability or willingness to designate funds for the project. While a city's ability to fund a project does not change our priority, it may certainly change the timeline against which it can be scheduled.

Staff will be prepared to answer any questions the Committee might have.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

That the Long-Range Planning Committee recommend to the Metropolitan Library Commission approval of the Capital Projects Priority List

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
Underway	Capitol Hill Library	A major renovation that includes adding nearly 9,000 sqft of space, 18 additional computers, and iPad lending is currently in progress. No expansion of the physical collection is planned.	54%	37%	64%	Capitol Hill Library currently does not meet any of the Library benchmarks because its square footage is insufficient. The additional space, equipment, and seating will bring the library in closer alignment with the benchmarks.	Opening -- Winter 2017	Fully Funded	Fully Funded	\$ 337,000
Underway	Jones Library	A replacement facility is in progress, and will add more than 2,000 sqft for collections, technology, and gathering spaces.	45%	85%	20%	Jones Library does not currently meet any of the Library benchmarks because their square footage is insufficient. The additional space in the new facility, along with the equipment and seating will bring the library in closer alignment with the benchmarks.	Opening -- Fall 2016	Fully Funded	Fully Funded	\$ 94,000
1	Belle Isle Library	The Belle Isle Library has served its community for over five decades and requires upgrades to meet today's modern library needs. While several renovations have included the replacement of shelving (2000), upgraded the meeting rooms (2000), and replaced the roof (2009), the mechanical, electrical and plumbing work is 50 years old. In September of 2015, Dewberry Architects was hired to perform a needs assessment for a new or expanded library. The Belle Isle Program Summary describes the proposed library with added space for use of the collection, double the number of computers, a meeting room that could hold up to 200 people, a quiet reading room, six study rooms and a children's program room.	60%	34%	50%	Belle Isle Library requires the replacement of the mechanical systems which are not in compliance with code, and which could fail at any time. In addition, Belle Isle computer availability is the lowest in the system. Belle Isle cannot meet Library benchmarks for Collection per Capita or Internet Computer Availability due to square footage limitations. Funding was providing by the 2007 OKC GO Bond.	Design -- 2017 Opening -- 2019	\$ 4,667,000	\$ 11,397,000	\$ 414,000

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2	Bethany Library	Dewberry Architects developed a program and conceptual design for the new Bethany Library based on community input, discussions with Bethany Building committee and Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The program is a 21st century library, with a variety of exterior and interior gathering spaces including exterior porches, drive up return, family restrooms, maker spaces, group study and quiet reading room. The new library will be located on the existing site just to the south of the existing library. The new Library is recommended to be 23,288 sqft with parking for 104. The building will include a multi-purpose meeting room for 240, a media lab to create electronic content and a multi-purpose room for 20 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children's program room, a quiet reading room, group study rooms as well as collection and computers to support adult, teens and children within the library. The new library will be designed to be the "3rd" place within the community. It will be open and approachable, allowing for social interaction, collaboration, study and research and lifelong learning.	82%	35%	48%	Bethany Library does not currently meet Library benchmarks for items needed, computer availability because their square footage is insufficient. The community interest and the election for the funding referendum made it obvious that this is seen as a critical issue in the City of Bethany.	Design - 2017 Opening -- Spring 2019	\$ 2,324,000	\$ 10,294,000	\$ 231,500
3	Collection Anywhere Center	The former Maintenance Center is a 12,000 sqft facility currently being used to store equipment and furniture in preparation for it to be disposed of via surplus sale. The space will be turned into an inventory control center meant to house system-last-copies and other moderate use items that do not rate being located on library shelves, but will still be provided via catalog. All materials in the Collection Anywhere Center will be delivered to the location requested within one business day. The existence of this center will enable library staff to reduce the size of in-library collections without eliminating access to the materials.	NA	NA	NA	Collection Anywhere is a new collection management model that will focus on three things: 1) Digital Collections available to all users 24x7x365; 2) Smaller, higher circulating physical collections in each library; and 3) the Collection Anywhere Center that will provide access to titles that are less popular than the higher circulating items, but still broadly needed across the system.	Design -- 2017 Opening -- ????	Not Yet Known	Not Yet Known	Not Yet Known

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4	Del City Library	The Library asked Dewberry Architects to develop a building program which after a community survey and interaction with city and Library staff, identified the need for an 18,200 sqft library. This facility would include meeting room capacity of 150, a media lab / computer lab for 25, a programming classroom for teens/adults/maker space, a children's program room, quiet reading room, and four small group study rooms. Of course it would also include ample space for the collection and increased space for the use of technology. A smaller program (14,000 sqft) was also developed to accommodate the funding identified by the city as being available for the project. This smaller plan eliminates or substantially reduces the amount of meeting, study, and multi-purpose space available. The larger program will increase existing library space by 10,000 sqft, while the smaller will increase it by 6,000.	59%	35%	40%	Del City does not currently meet Library benchmarks for Collection per Capita or Internet Computer Availability because their square footage is insufficient. The City has purchased and cleared land, and continues to raise the funding necessary to build a new facility.	Design -- 2019 Opening -- 2021	\$ 2,820,000	\$ 7,411,000	\$ 324,000
5	Edmond Library	This project will provide a second Edmond library of comparable size. The services provided will mirror those provided at our current facility, and will incorporate a heightened sense of technology to deliver service.	75%	45%	68%	Edmond has the highest circulation per capita. Edmond does not meet Library benchmarks for Collection per Capita, Internet Computer Availability, or overall square footage per Item. Indications are that use is capped due to the physical restraints of the current facility and parking.	Design -- 2019 Opening -- 2022	\$ 8,300,000	\$ 22,400,000	\$ 1,126,000

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6	Almonte Library	The preliminary program for the new Almonte Library was developed by Dewberry Architects, and is the result of discussions with Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The new library will be located on a new site (not yet identified) of approximately 3.5 acres to be purchased by Oklahoma City. The new Library is recommended to be 24,405 sqft with parking for 110. The building will include a multi-purpose meeting room for 200, a media lab to create electronic content, a multi-purpose room for 20-30 to be used as a computer lab, a maker space or teen or adult programming, a children's program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children with in the library. The planning will include outside area for children's programming. The new library will be designed to be the "3rd" place within the community. The space will be open and approachable. The orientation and design will integrate daylighting and maximize sustainable features. The adult and teen spaces will allow for social interaction, collaboration, study and research and lifelong learning. The children's areas will be inviting and encourage learning and exploration.	52%	38%	68%	Almonte does not meet Library benchmarks for Collection per Capita or Internet Computer Availability because their square footage is insufficient. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability. Oklahoma City stated during the original planning that they would like to plan for a permanent space within five years of opening.	Design -- 2021 Opening -- 2024	\$ 2,056,000	\$ 11,486,000	\$ 314,000
7	Ronald J. Norick Downtown Library	Some reconfiguration of space may be considered.	104%	36%	244%	The Downtown Library exceeds the Library benchmark for Collection per Capita and Square Footage, but is well below the Internet Computer Availability benchmark.	Design -- 2023 Opening -- 2024	\$ -	\$ 15,734,000	\$ -
8	Village Library	This project will add space to the current facility to align it more closely to the benchmarks. Additionally, a reconfiguration of the space to allow for a slightly larger collection, more computer users, seating, and small group meetings. No program has yet been developed for this project.	76%	40%	64%	The Village does not meet Library benchmarks for Collection per Capita, Internet Computer Availability or Square Footage per Item because its current square footage is insufficient. This project will enable the library to better meet the needs of customers at the Village Library.	Design -- 2026 Opening 2028	\$ 3,800,000	\$ 14,600,000	\$ 450,000

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9	Ralph Ellison Library	The preliminary program for the expanded Ralph Ellison Library was created by Dewberry Architects, and is the result of discussions with Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The expanded library is recommended to be expanded to 23,600 sqft with parking for 94. This will require an approximately 7,000 sqft addition. The building will include a multi-purpose meeting room for 200, a media lab to create electronic content and a multi-purpose room for 20-30 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children's program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children with in the library. The new library will be designed to be the "3rd" place within the community. It will be open and approachable. The orientation and design will integrate daylighting and maximize sustainable features. The adult and teen spaces will allow for social interaction, collaboration, study and research and lifelong learning. The children's areas will be inviting and encourage learning and exploration.	76%	31%	120%	Ralph Ellison Library does not meet the Library Collection per Capita or the Internet Computer Availability benchmark. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability. In addition, this project will supply Ralph Ellison Library with much needed space for small group study, which is a forthcoming standard for all Metro libraries.	Design -- 2022 Opening -- 2024	\$ 1,884,000	\$ 6,571,000	\$ -
10	Choctaw Library	This project will close in the current patio space, which is underutilized space, and create a reading lounge and/or group study spaces. No program has yet been created for this project.	116%	67%	97%	The Choctaw Library is in alignment with Library Collection per Capita and Square Footage per Item benchmarks, but is slightly under the Internet Computer availability benchmark. In addition, Choctaw's current outdoor patio consists of mostly under- or unutilized space, and by enclosing it, a reading lounge and/or quiet study spaces could be added.	Design -- 2023 Opening -- 2025	\$ 400,000	\$ 1,700,000	\$ 37,000
11	NNE Library	Land only for a library in the far northeastern part of the county. No program has yet been created for this project.	NA	NA	NA	As population raises across the metro area, the Metropolitan Library System must prepare to provide the same high level of library service in the far northeastern part of the county as in other locations.	Not Yet Known	\$ 614,000		Not Yet Known

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12	SSW Library	The SSW Library assumes the construction of a 25,000 sqft library.	NA	NA	NA	As population raises across the metro area, the Metropolitan Library System must prepare to provide the same high level of library service in the far southwestern part of the county as in other locations.	Not Yet Known		\$ 12,000,000	Not Yet Known
13	NNW Library	The NNW Library assumes the construction of a 25,000 sqft library.	NA	NA	NA	As population raises across the metro area, the Metropolitan Library System must prepare to provide the same high level of library service in the far northwestern part of the county as in other locations.	Not Yet Known		\$ 12,000,000	Not Yet Known
14	Harrah	A replacement facility of at least 10,000 sqft would be built or acquired to meet the growing needs of the Harrah community. No program has yet been created for this project.	100%	79%	62%	The Harrah Library meets the Collection per Capita, but falls below the Library Internet Computer Availability and Square Footage per Item benchmarks. The overall square footage is insufficient to meet the benchmarks and as there is no space for expansion on the current site, a new facility will be required.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
15	Warr Acres	While no specific capital project is planned at Warr Acres, space use will be assessed to determine if a reconfiguration will bring it in line with Library benchmarks. No program has yet been created for this project.	65%	37%	56%	Warr Acres does not meet Library benchmarks for Collection per Capita, Internet Computer Availability or Square Footage per Item, however, the impact of the Patience Latting Northwest Library on the service area is still being studied. No capital project is currently recommended, though a reconfiguration of space may be needed to make better use of space.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
16	Southern Oaks Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	92%	41%	75%	Southern Oaks Library is within 75% of Library benchmarks Collection per Capita and Square Footage per Item. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
17	Midwest City Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	97%	36%	172%	Midwest City Library meets the Library benchmarks for Collection per Capita and exceeds the Square Footage per Item, but is well below the Internet Computer Availability benchmark.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Luther Library	No projects under consideration.	98%	182%	94%	Luther Library meets or exceed all Library benchmarks.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

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	Nicoma Park Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	21%	131%	47%	Nicoma Park does not meet Library benchmarks for Collection per Capita or Square Footage per Item because their square footage is insufficient. Because Nicoma Park is located near several other libraries, the need to renovate, expand, or replace the facility is rated fairly low.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Patience Latting Northwest Library	No projects under consideration.	100%	100%	100%	Northwest, is our newest library, that Library planned and implemented. It is used as the benchmark because it represents a good balance of supply and demand.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Wright Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	20%	35%	11%	Wright Library is well below all Library benchmarks. Its current square footage is insufficient to address any specific need. Wright is located near several other libraries.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	System Service Center	No projects under consideration.	NA	NA	NA	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known



		TIME FRAME																	
Priority	FUNDED PROJECTS	Activity	Preferred	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
U	Capitol Hill	Design	2017																
		Opening																	
U	Jones	Design	2016																
		Opening																	
1	Belle Isle Library	Design	2017 2019																
		Opening																	
2	Bethany Library	Design	2017 2019																
		Opening																	
3	Collection Anywhere Center	Design	????																
		Opening	????																
4	Del City Library	Design	2019 2021																
		Opening																	
5	Edmond 2 Library	Design	2019 2022																
		Opening																	
6	Almonte Library	Design	2021 2024																
		Opening																	
7	Ronald J. Norick Downtown Library	Design	2023 2024																
		Opening																	
8	Village Library	Design	2023 2025																
		Opening																	
9	Ralph Ellison Library	Design	2022 2024																
		Opening																	

## **OKLAHOMA CITY GENERAL OBLIGATION BOND CAPITAL PROJECTS**

Oklahoma City Public Works staff have been in contact with Library staff to request a list of future projects to be funded through General Obligation Bonds, or GO Bonds. The attached GO Bond Project List outlines the projects that staff believe should be funded through the GO Bond process, and provides financial and schedule information, where it is known. Each project is further reviewed in the Capital Projects Priority Grid. A very brief description of each project follows:

### Almonte Library

This project will create a 24,405 sqft library to replace the temporary storefront library opened during the renovation of the Southern Oaks Library and expanded in 2012. The new library will provide adequate spaces for collections of materials, individual study and work, and community gatherings. The space will also be fitted out with necessary technology to ensure efficient operations and multipurpose use by library members.

### Ronald J. Norick Downtown Library

While some reconfiguration of the internal spaces may be considered, the majority of funding will be spent replacing the external metal panels and skylights, which have proven to leak during moderate and heavy precipitation. The project will ensure a more water tight facility and will extend the life of the library.

### Ralph Ellison Library

The Ralph Ellison Library project will add approximately 7,000 sqft to the existing 16,620 sqft building, creating additional gathering and multi-use spaces. The renovated building will include a larger meeting room, media lab, computer labs, and a quiet reading room. Additionally, six group study areas will be added – something sorely lacking in the existing facility. Additional technology will be added to ensure efficient operations and multipurpose use by library members.

### North-Northeast/North-Northwest/South-Southeast Libraries

Anticipating continued growth of the Oklahoma City, library staff are asking the Committee, Commission, and City to consider adding three new libraries in the far Northeastern, far Northwestern, and far Southeastern portions of the service area. While no substantial work has yet been done on these projects, the funding identified here will provide for the City's purchase of the necessary land for each project.

## **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

That the Long-Range Planning Committee recommend to the Metropolitan Library Commission approval of the GO Bond Project List.

Project	FUNDED PROJECTS	TIME FRAME		COMMENTS	MLS TOTAL	City Cost	TOTAL COST
OKLAHOMA CITY							
1	Almonte Library	Design Opening	2021 2023	Funded	\$ -	\$ -	\$ -
				Needed	\$ 2,056,000	\$ 9,430,000	\$ 13,542,000
					\$ 2,056,000	\$ 9,430,000	\$ 13,542,000
2	Ronald J. Norick Downtown Library	Design Opening	2023 2024	Funded	\$ -	\$ -	\$ -
				Needed	\$ -	\$ 15,734,000	\$ 15,734,000
					\$ -	\$ 15,734,000	\$ 15,734,000
3	Ralph Ellison Library	Design Opening	2022 2023	Funded	\$ -	\$ -	\$ -
				Needed	\$ 1,884,000	\$ 4,687,000	\$ 8,455,000
					\$ 1,884,000	\$ 4,687,000	\$ 8,455,000
4	North Northeast Library - LAND ONLY	Design Opening	?? ??	Funded	\$ -	\$ -	\$ -
				Needed	\$ -	\$ 614,000	\$ 614,000
					\$ -	\$ 614,000	\$ 614,000
5	South Southwest Library	Design Opening	?? ??	Funded	\$ -	\$ -	\$ -
				Needed	\$ -	\$ 12,000,000	\$ 12,000,000
					\$ -	\$ 12,000,000	\$ 12,000,000
6	North Northwest Library	Design Opening	?? ??	Funded	\$ -	\$ -	\$ -
				Needed	\$ -	\$ 12,000,000	\$ 12,000,000
					\$ -	\$ 12,000,000	\$ 12,000,000
OKLAHOMA CITY - TOTAL							
ALL				Funded	\$ -	\$ -	\$ -
				Needed	\$ 3,940,000	\$ 54,465,000	\$ 62,345,000
					\$ 3,940,000	\$ 54,465,000	\$ 62,345,000

## **FY 2016-17 CAPITAL PROJECTS**

Library staff are prepared to move forward with three capital projects in FY2016-17, and to do so, the Commission (upon recommendation from both the Long-Range Planning Committee and the Finance Committee) must allocate funding from the Library's capital reserves to the operating budget. Staff request that the Long Range Planning Committee recommend the inclusion of the new Bethany and renovated Belle Isle library projects in the FY2016-17 operating budget. Additionally, because Del City has requested that we delay design processes for the new library in that city for two years, staff also request that the remaining funding earmarked for the Del City project be placed back into capital reserves until it is needed. Staff outlined the Belle Isle and Bethany projects below:

### **BELLE ISLE LIBRARY**

The Belle Isle Library has served its community for over five decades and requires upgrades to meet today's modern library needs. While several renovations have included the replacement of shelving (2000), upgraded the meeting rooms (2000), and replaced the roof (2009), the mechanical, electrical and plumbing work is 50 years old.

In September of 2015, Dewberry Architects was hired to perform a needs assessment for a new or expanded library. The Belle Isle Program Summary describes the proposed library with added space for use of the collection, double the number of computers, a meeting room that will hold up to 200 people, a quiet reading room, six study rooms and a children's program room.

This program requires that the existing Belle Isle Library relocate to a temporary site during renovation since the existing building will be unusable. The costs for relocating to a temporary site are included in cost estimates.

The estimated cost for this project is \$11,400,000. The OKC 2007 GO bond provided \$3,730,000 and the Commission has previously approved \$1,570,000. Staff proposes to secure the additional funding as outlined below.

- \$1,000,000 from OKC
- The Taylor Trust gift to the Library Endowment Trust for Belle Isle
- Private fund raising efforts
- Funding by the Library as needed

### **BETHANY LIBRARY**

The existing 8,400 square foot Bethany Library opened in 1965, and after 50 years, the mechanical, electrical and plumbing work is worn out and much does not meet current codes.

The city of Bethany hired Dewberry Architects in the Fall of 2015 to analyze the existing building, review possible alternate sites, solicit public input, secure Metro Library staff input and review the issues associated with the park and the pond.

A survey, focus groups and presentations were held and it was determined that the existing site location was preferred and that reuse of the existing building would be problematic.

Briefly summarized, the program provides a larger collection, doubles the number of computers, provides a meeting room that can hold over 250 people and provides a contained quiet reading room overlooking the pond.

It also has a children's programming room, outdoor program space, an outdoor adult reading area and a makerspace.

This program requires that the existing Bethany Library relocate to a temporary site during construction since the existing building will be demolished. The costs for relocating to a temporary site are also included.

The estimated cost for this project is \$10,300,000. On April 5<sup>th</sup>, the residents of Bethany passed a Bond Referendum which provides \$8,000,000 for the construction of the new building. Staff recommends that funding of the balance be provided.

**ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

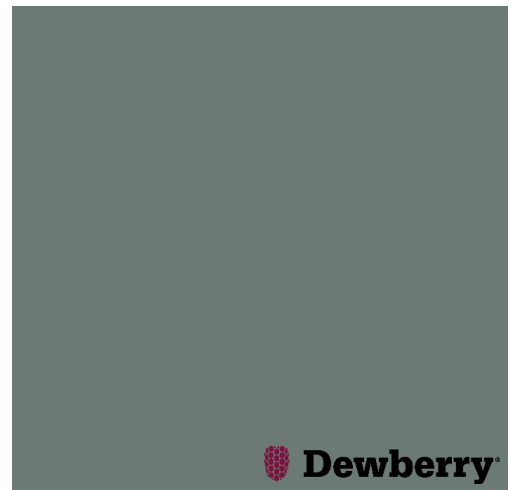
1. That the Long Range Planning Committee recommend to the Finance Committee that funds to support the Belle Isle Library be included in the preliminary FY2016-17 budget.
2. That the Long Range Planning Committee recommend to the Finance Committee that funding to support the Bethany Library Project be included in the preliminary FY2016-17 budget.
3. That the Long Range Planning Committee recommend to the Finance Committee that funding to support the Del City Library Project be moved from the FY2016-17 operating budget to the capital reserves.



# Expanded Belle Isle Library

## Program Summary

April 28, 2016



# Belle Isle Library:

## Becoming a 21<sup>st</sup> Century Library

The Metropolitan Library System has embarked on the programming and planning for an expanded Belle Isle Library. As this library will be located in Oklahoma City, funding for the land and construction costs is the responsibility of the City. The goal is to secure funding for construction of the needed expansion in one phase.

The mission of libraries has significantly evolved from the “warehouses for books” model to that of vibrant community centers that serve the public in ways that would not have been imagined when this library was opened. **Keeping up with these changes in modes of service and material offerings is paramount if the library is to remain relevant to its community.**

The program for the expanded Belle Isle Library is the result of discussions with Library staff, the MLS’s strategic plan and looking at the current use of collections, computers and space within the current library.

The expanded library is recommended to be 28,861 SF on the upper level with the 5,200 SF Basement level for a total of 34,061 with parking for 144. This will require an approximately 13,776 SF addition. The building should include a multi-purpose meeting room for 200, a media lab to create electronic content and a multi-purpose room for 20-30 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children’s program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children within the library.

The new library should be designed to be the “3<sup>rd</sup>” place within the community. It should be open and approachable. The orientation and design should integrate daylighting and maximize sustainable features. The adult and teen spaces should allow for social interaction, collaboration, study and research and life long learning. The children’s areas should be inviting and encourage learning and exploration.

The following is a summary of the proposed Building Program Spaces with a collection and seating summary. The first column is the recommended program spaces by area. The 2<sup>nd</sup> column is the similar square footage in the existing building and the last column Ren/Addition is the recommended space to be located on a single public floor.

This information should be considered preliminary. As such, it will need to be revisited by all parties before the selection of an Architect and before design work begins.

Preliminary Building Program Space Summary									
Summary of Assignable Spaces				Programmed		Existing space		Ren/Addition	
Program									
Section	A	ENTRY							
		1	Lobby	430 SF		270 SF		430 SF	
		2	Public Restrooms	800 SF		569 SF		800 SF	
			Dept. Subtotal		1,230 SF	839		1,230	
Program									
Section	B	MEETING							
		1	Large Meeting Room	2,280 SF		1,538		2,280 SF	
		2	Kitchenette	80 SF		60		80 SF	
		3	Storage Room	250 SF		130		250 SF	
		4	Media Lab	304 SF		0		304 SF	
		5	Maker space/Computer Lab	780 SF		0		780 SF	
		6	Storage Room	200 SF		200		200 SF	
			Dept. Subtotal		3,894 SF	1,928		3,894	
Program									
Section	C	Public Service/Staff work area							
		1	Public Circulation Area	336 SF		300 SF		336 SF	
		2	Help Desk	230 SF		700 SF		230 SF	
		3	Manager's Office	150 SF		167 SF		150 SF	
		4	Drive up returns	150 SF		25 SF		150 SF	
		5	Staff Workroom	1,636 SF		1,498 SF		1,636 SF	
		6	Staff Break room	443 SF		245 SF		443 SF	
		7	Storage	228 SF		230 SF		228 SF	
			Staff Restroom	0 SF		40 SF		0 SF	
		8	Conference Room	450 SF		0 SF		450 SF	
			Dept. Subtotal		3,623 SF	3,205		3,623	
Program									
Section	D	BROWSING							
		1	Exhibit	80 SF		0 SF		80 SF	
		2	Copy Center	100 SF		92 SF		100 SF	
		3	New Books	296 SF		200 SF		296 SF	
		4	Adult A/V	322 SF		300 SF		322 SF	
			Dept. Subtotal		798 SF	592		798	
Program									
Section	E	CHILDREN'S							
		1	Children's Area	2,870 SF		1,874 SF		2,870 SF	
		2	Children's Program Room	730 SF		487 SF		730 SF	
		3	Storage	128 SF		71 SF		128 SF	
		4	Family Restroom	80 SF		0 SF		80 SF	
			Dept. Subtotal		3,808 SF	2,432		3,808	

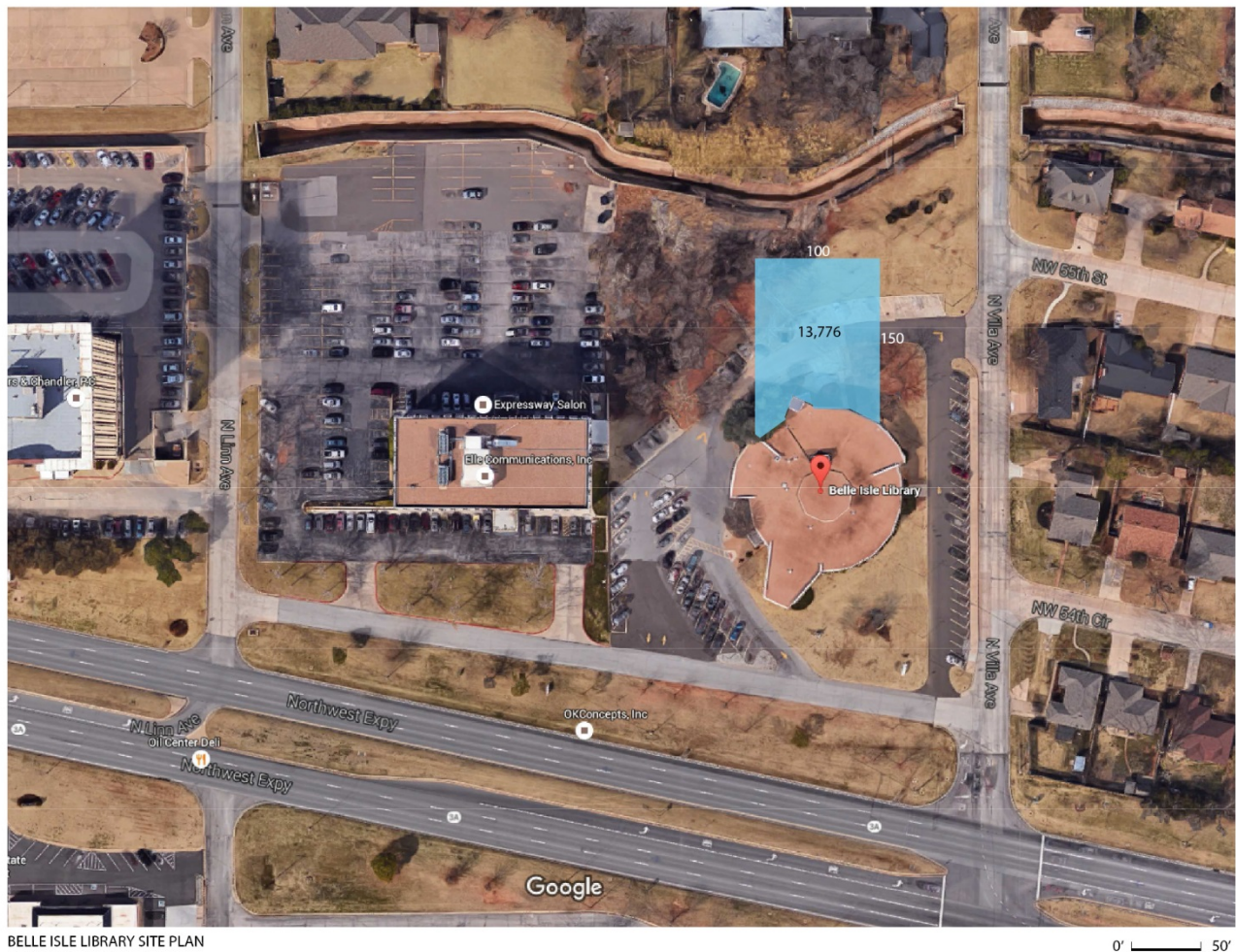
Expansion



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<b>Seating</b>				Programmed	Existing				
			<b>Lobby</b>	2	0				
			<b>Large Meeting room</b>	200	125				
			<b>Media Lab</b>	5	0				
			<b>Maker space/Computer Lab</b>	12	0				
			<b>Conference Room</b>	18	0				
			<b>New Books</b>	4	0				
			<b>Children</b>	24	10				
			<b>Children Program Room</b>	40	32				
			<b>Adult</b>	28	44				
			<b>Quiet Study</b>	14	0				
			<b>Group Study</b>	28	4				
			<b>Adult Public computers*</b>	20	15				
			<b>Teen</b>	30	5				
* Does not include laptops, tables, chromebooks etc for use in library				425	235				
<b>Computers</b>									
			<b>Self check-out</b>	4	1				
			<b>Help Desks</b>	4	4				
			<b>Staff workroom</b>	12	9				
			<b>OPACS</b>	5	5				
			<b>Media Lab</b>	3	0				
			<b>Maker Space/Computer Lab</b>	12	0				
			<b>Adult*</b>	20	13				
			<b>Teen</b>	6	0				
			<b>Children</b>	6	4				
				72	36				

It is recommended that the 2<sup>nd</sup> floor be expanded to the north toward the creek. This will allow parking to occur below the expanded library and provide an opportunity to bring natural, north light into the library. The placement of the expansion is shown as reference only. The final placement will need to be coordinated with all zoning and drainage easements and requirements.



The Project budget is based on 2017 construction costs and includes land, site development and building construction costs, furniture, technology, AV and security, collections and all professional fees and services. Refer to separate handout for a recap of the estimated project costs.



# New Bethany Library

## Program Summary

April 28, 2016





# Bethany Library:

## Becoming a 21<sup>st</sup> Century Library

The City of Bethany and the Metropolitan Library System embarked on the programming and concept design for a new Bethany Library. As this library is located in the City of Bethany, providing land and funding the construction costs is the responsibility of the City. The City voted on April 5th to fund the new library and improved park.

The mission of libraries has significantly evolved from the “warehouses for books” model to that of vibrant community centers that serve the public in ways that would not have been imagined when this library was opened. **Keeping up with these changes in modes of service and material offerings is paramount if the library is to remain relevant to its community.**

The program and conceptual design for the new Bethany Library is the result of community input sessions, community survey, discussions with Bethany Building committee and Library staff, the MLS’s strategic plan and looking at the use of collections, computers and space within the current library. The community clearly wanted a 21<sup>st</sup> century library, with a variety of exterior and interior gathering spaces and service amenities such as exterior porches, drive up return, family restrooms, maker spaces, group study and quiet reading room.

The new library will be located on the existing site just to the south of the existing library. The new Library is recommended to be 23,288 SF with parking for 104. The building will include a multi-purpose meeting room for 240, a media lab to create electronic content and a multi-purpose room for 20 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children’s program room, a quiet reading room, group study rooms as well as collection and computers to support adult, teens and children with in the library.

The new library should be designed to be the “3<sup>rd</sup>” place within the community. It should be open and approachable. The orientation and design should integrate daylighting and maximize sustainable features. The adult and teen spaces should allow for social interaction, collaboration, study and research and lifelong learning. The children’s areas should be inviting and encourage learning and exploration.

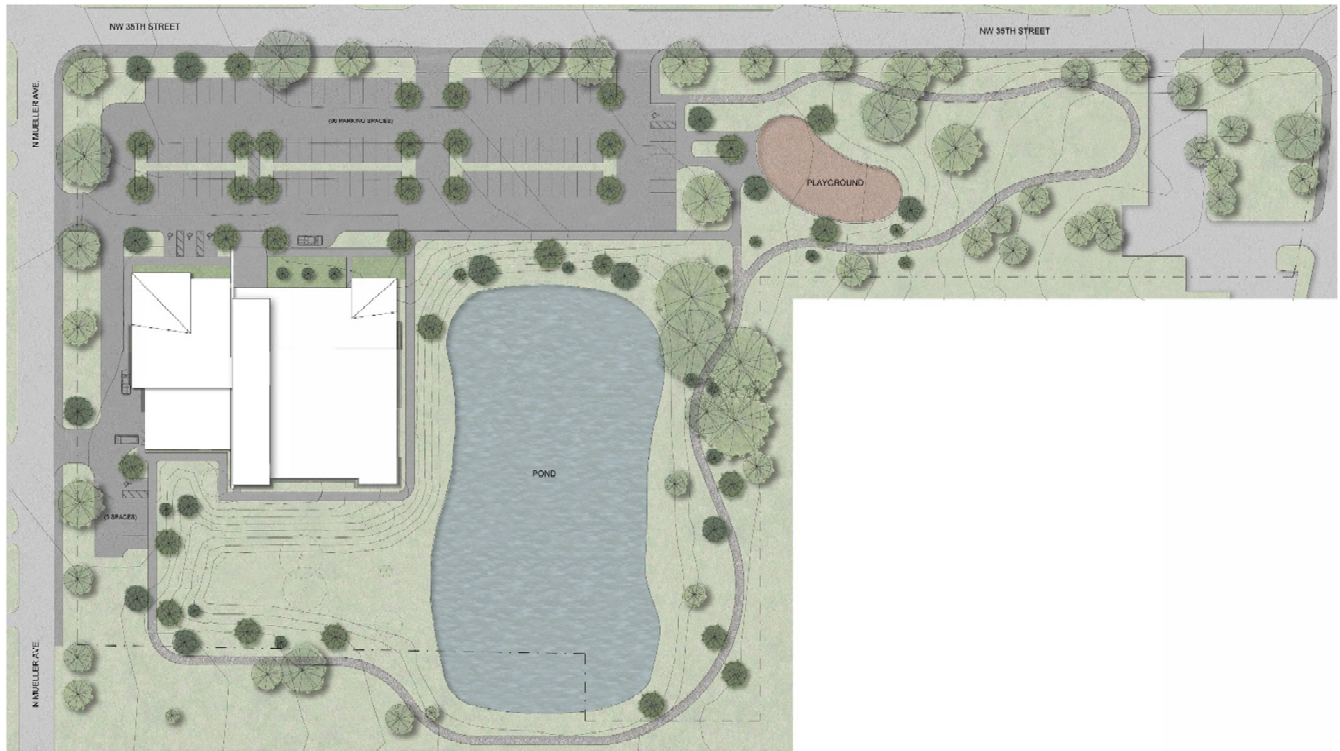
The following is a summary of the proposed Building Program Spaces with a collection and seating summary. This information should be considered preliminary. As such, it will need to be revisited by all parties before the design begins. Bethany is currently in negotiations with Dewberry for the design of this library and anticipates the design work will start in mid-august.

Concurrent and as part of the work, Bethany will also be upgrading the park and playground.

<b>Bethany Library</b>							
<b>Preliminary Building Program Space Summary</b>							
<b>Summary of Assignable Spaces</b>							
Program Section	<b>A</b>	<b>ENTRY</b>					
		1	Lobby	615	SF		
		2	Public Restrooms	600	SF		
			<b>Dept. Subtotal</b>			<b>1,215</b>	<b>SF</b>
Program Section	<b>B</b>	<b>MEETING</b>					
		1	Large Meeting Room	2,720	SF		
		2	Kitchenette	80	SF		
		3	Storage Room	200	SF		
		4	Conference/Multi-purpose/Computer Lab	475	SF		
		5	Media Lab/Maker Space	264	SF		
			<b>Dept. Subtotal</b>			<b>3,739</b>	<b>SF</b>
Program Section	<b>C</b>	<b>Public Service/Staff work area</b>					
		1	Staff Work Area	2,431	SF		
			<b>Dept. Subtotal</b>			<b>2,431</b>	<b>SF</b>
Program Section	<b>D</b>	<b>BROWSING</b>					
		1	Exhibit	120	SF		
		2	Business Center	120	SF		
		3	New Books	308	SF		
		4	Adult A/V	78	SF		
			<b>Dept. Subtotal</b>			<b>626</b>	<b>SF</b>
Program Section	<b>E</b>	<b>CHILDREN'S</b>					
		1	Children's Room	2,715	SF		
		2	Children's Program Room	600	SF		
		3	Storage	84	SF		
		4	Family Restroom	80	SF		
			<b>Dept. Subtotal</b>			<b>3,479</b>	<b>SF</b>
Program Section	<b>F</b>	<b>ADULT SERVICES</b>					
		1	Collection and Seating	4,970	SF		
		2	Quiet Reading/Magazine	412	SF		
		3	Study Room - 4 Person - 2 Rooms	220			
		4	Study Room - 6 person - 2 Rooms	300	SF		
		5	Public Computers	1,400	SF		
			<b>Dept. Subtotal</b>			<b>7,302</b>	<b>SF</b>
Program Section	<b>G</b>	<b>TEEN AREA</b>					
		1	Teen Area	973	SF		
			<b>Dept. Subtotal</b>			<b>973</b>	<b>SF</b>

Program Section	H	SUPPORT SERVICES			
	1	Jan/Data/Tel/Elec/Delivery	384	SF	
		Dept. Subtotal			384 SF
		TOTAL ASSIGNABLE SPACE			20,148 SF
		TOTAL UNASSIGNABLE SPACE			3,140 SF
		GROSS BUILDING TOTAL			23,288 SF
		Net to Gross Factor			1.15 SF
		Parking - 4.5 spaces/1,000 SF			104
Building Collection/Seating/Computer Summary					
Collection		Total Collection		Shelved	
		New Books	2,272		1,600
		Adult A/V	2,928		2,400
		Children	24,230		20,192
		Adults	38,284		33,880
		Adult Periodicals	32		32
		Teens	2,400		2,000
			70,147		60,104
Seating					
		Lobby			8
		Large Meeting room			240
		Conf/Multi-purpose/Computer Lab			15
		Media Lab			3
		New Books			4
		Children			28
		Children Program Room			30
		Adult			22
		Quiet Study			7
		Group Study			20
		Public computers			28
		Teen			19
					424
Computers					
		Self check-out			3
		OPACS			4
		Media Lab/Maker Space			3
		Computer Lab/Conference			14
		Adult			28
		Children			6
		Teen			6
					64

## Site Plan



## Floor Plan





## Rendering



The Project budget is based on 2018 construction costs and includes land, site development and building construction costs, furniture, technology, AV and security, collections and all professional fees and services. Refer to separate handout for a recap of the estimated project costs.

