

Agenda

- ▶ Context
- ▶ Overall Floor Plans
 - ▶ Downtown
 - ▶ Service Center
- ▶ Timeline
- ▶ Anticipated Results
- ▶ Q&A

Collocating Library Departments

Departmental Location Transition Plan

June 12, 2017

Context

Why the Change?

- ▶ Alignment: to align our resources to achieve Library Unbound
- ▶ Departmental Shifts: to collocate our resources for synergy among departments in order to achieve Library Unbound

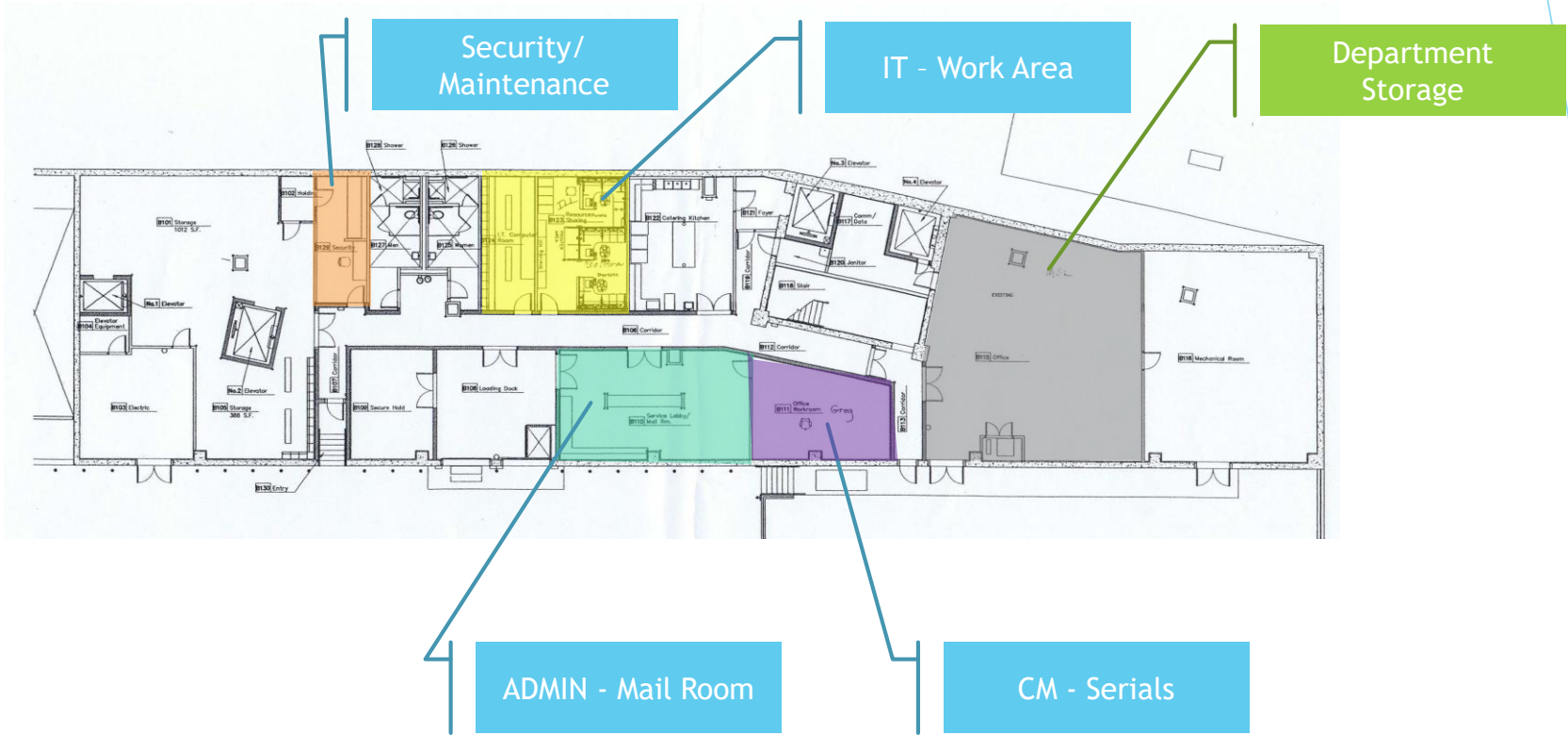
Context

Goals and Objectives

- ▶ Collocate staff within same department
- ▶ Locate departments in suites that fit their current size and anticipate change (expansion/contraction) over time
- ▶ Strive to relocate departments and/or individuals only once
- ▶ Buy as little new furniture as possible
- ▶ Build as few walls as possible
- ▶ Provide additional spaces for one-on-ones and small group meetings



DN - Basement Overall



Legend

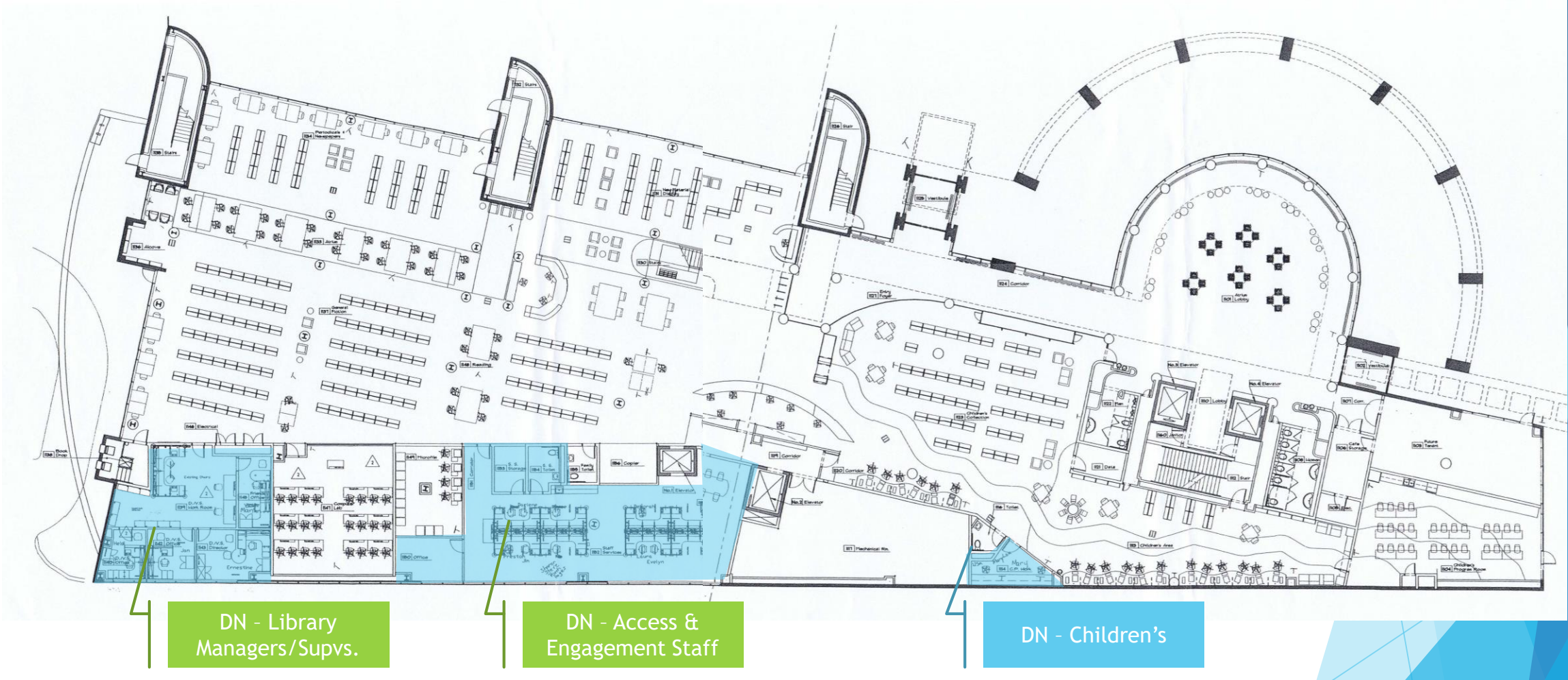
Department:

Administration (ADMIN)	Development	Learning Experiences	Member Services Management
Business/Finance	DN Library Staff/BTW	Maintenance	Organizational Development
Collection Management (CM)	Information Technology (IT)	Marketing & Communication	Security

Level of Change:

No Change
Minor Adjustment
Relocated

DN - First Floor Overall



Legend

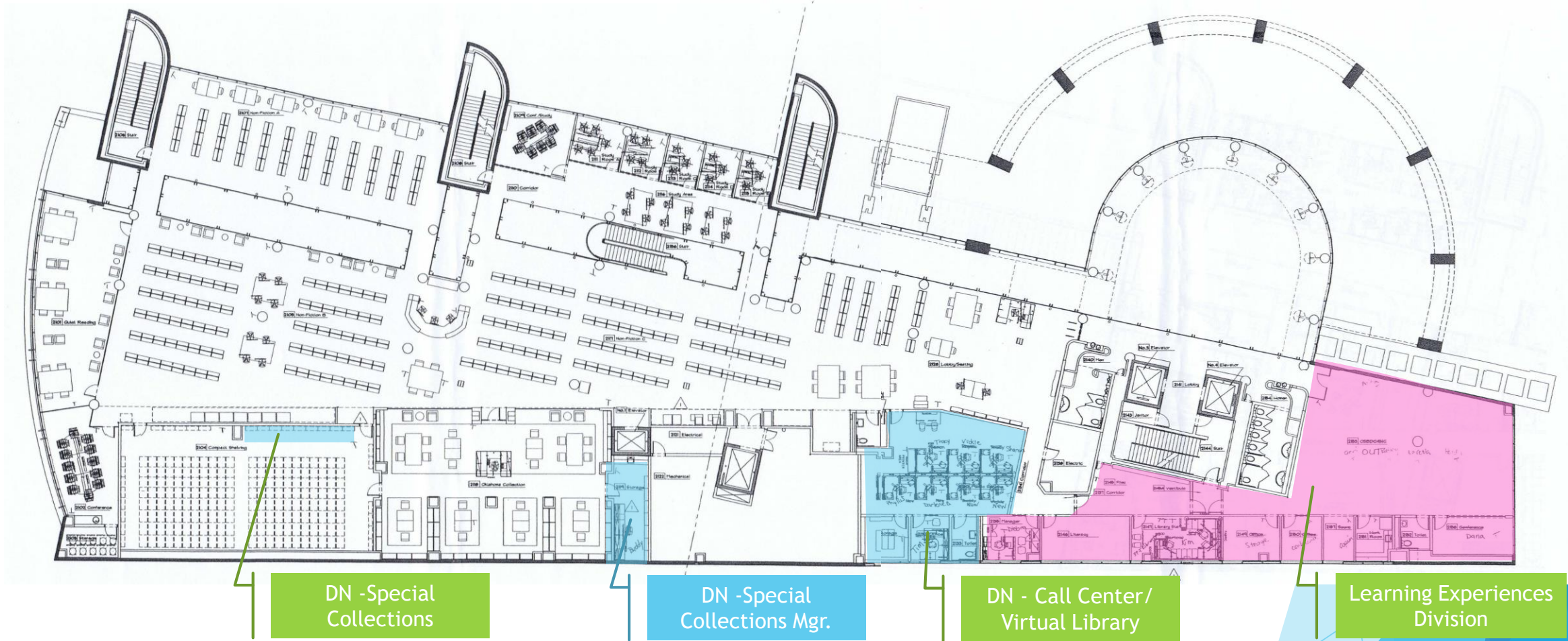
Department:

Administration (ADMIN)	Development	Learning Experiences	Member Services Management
Business/Finance	DN Library Staff/BTW	Maintenance	Organizational Development
Collection Management (CM)	Information Technology (IT)	Marketing & Communication	Security

Level of Change:

No Change
Minor Adjustment
Relocated

DN - Second Floor Overall



Legend

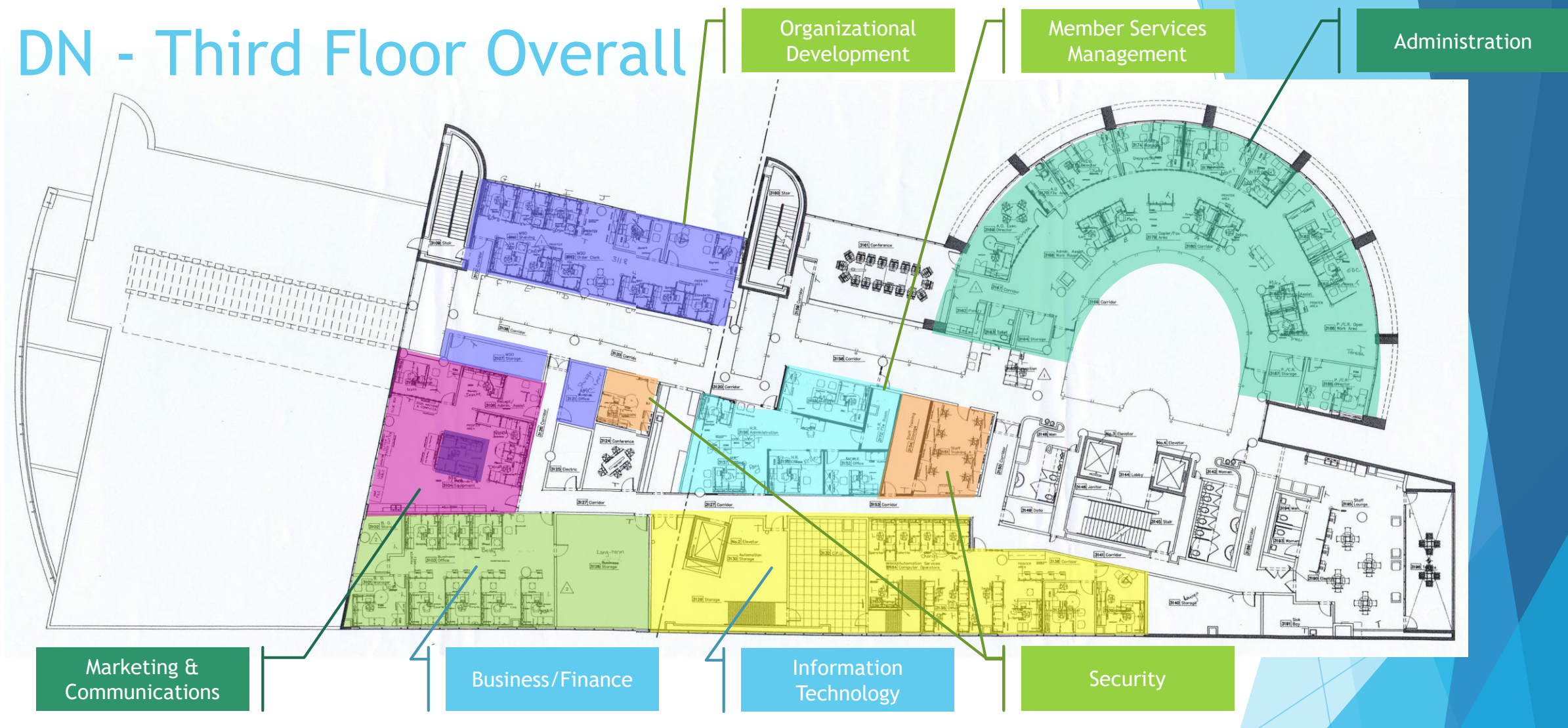
Department:

Administration (ADMIN)	Development	Learning Experiences	Member Services Management
Business/Finance	DN Library Staff/BTW	Maintenance	Organizational Development
Collection Management (CM)	Information Technology (IT)	Marketing & Communication	Security

Level of Change:

No Change
Minor Adjustment
Relocated

DN - Third Floor Overall



Legend

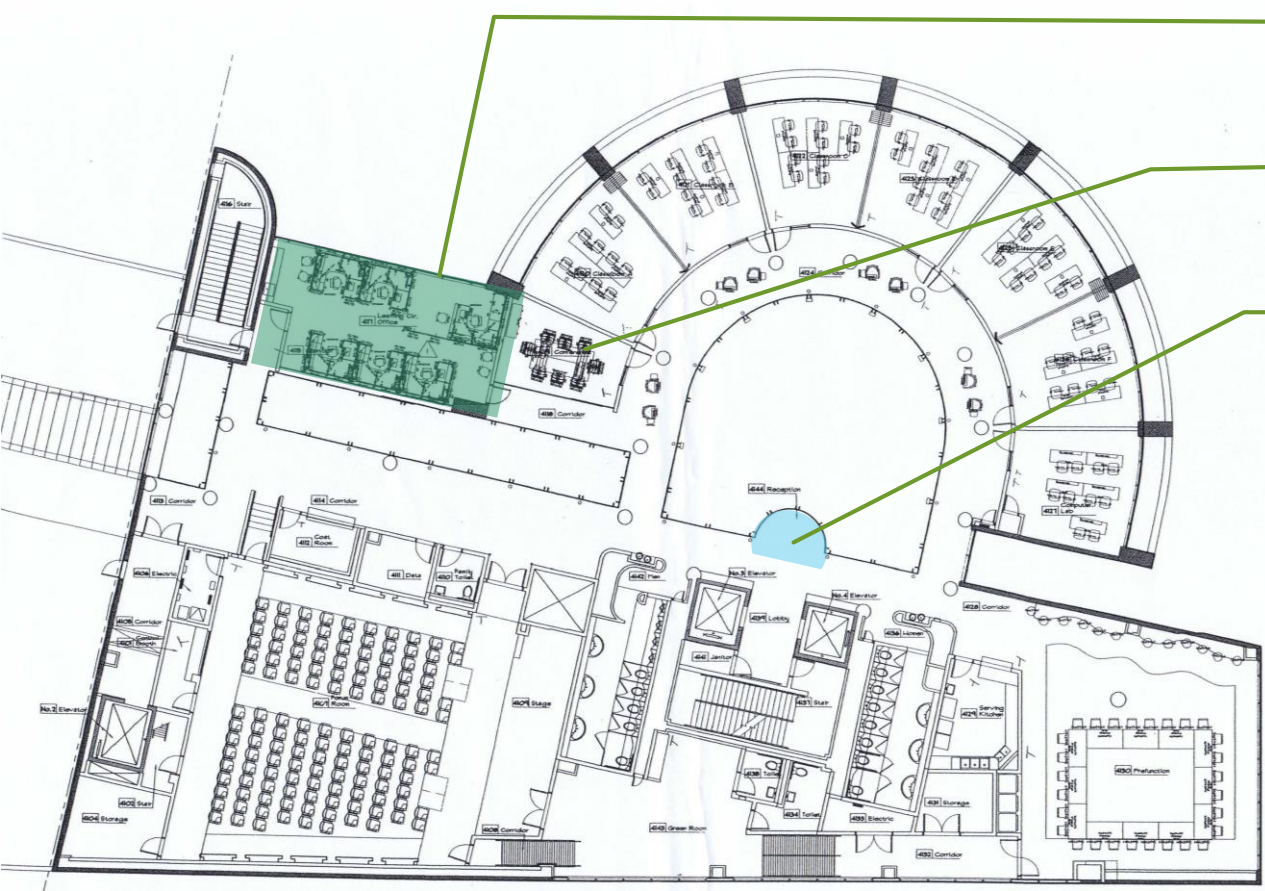
Department:

Administration (ADMIN)	Development	Learning Experiences	Member Services Management
Business/Finance	DN Library Staff/BTW	Maintenance	Organizational Development
Collection Management (CM)	Information Technology (IT)	Marketing & Communication	Security

Level of Change:

No Change
Minor Adjustment
Relocated

DN - Fourth Floor Overall



- Development
- DN - Public Conference Room
- DN - Conference & Event Services

Legend

Department:

Administration (ADMIN)	Development	Learning Experiences	Member Services Management
Business/Finance	DN Library Staff/BTW	Maintenance	Organizational Development
Collection Management (CM)	Information Technology (IT)	Marketing & Communication	Security

Level of Change:

No Change
Minor Adjustment
Relocated

SC - Overall

Small Group Meeting Space

Facilities Maintenance

Beyond the Walls (3)

Beyond the Walls (3)

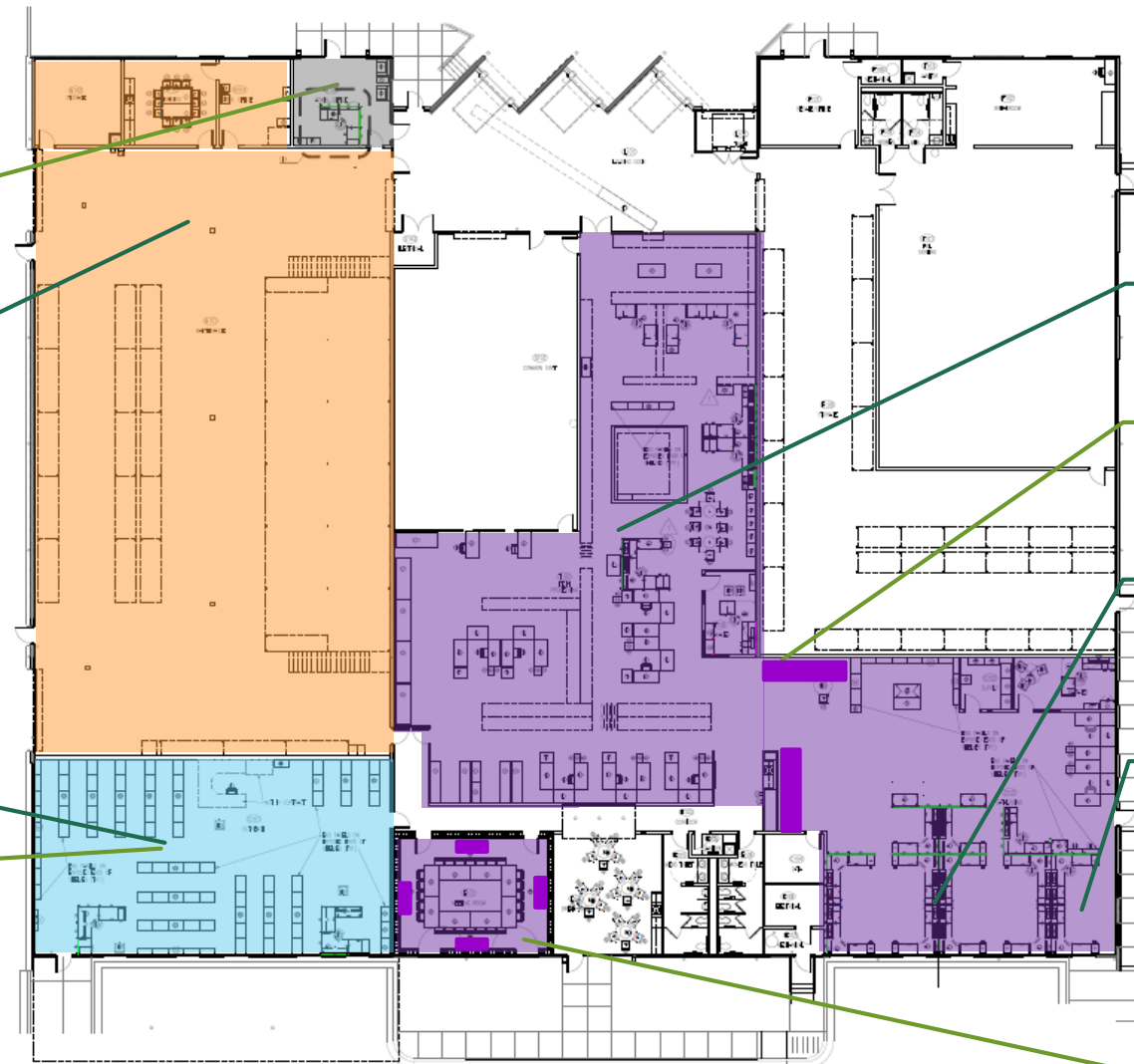
Technical Processing

Collection Management

Cataloguing

Interlibrary Loan

Collection Management



Legend

Department:

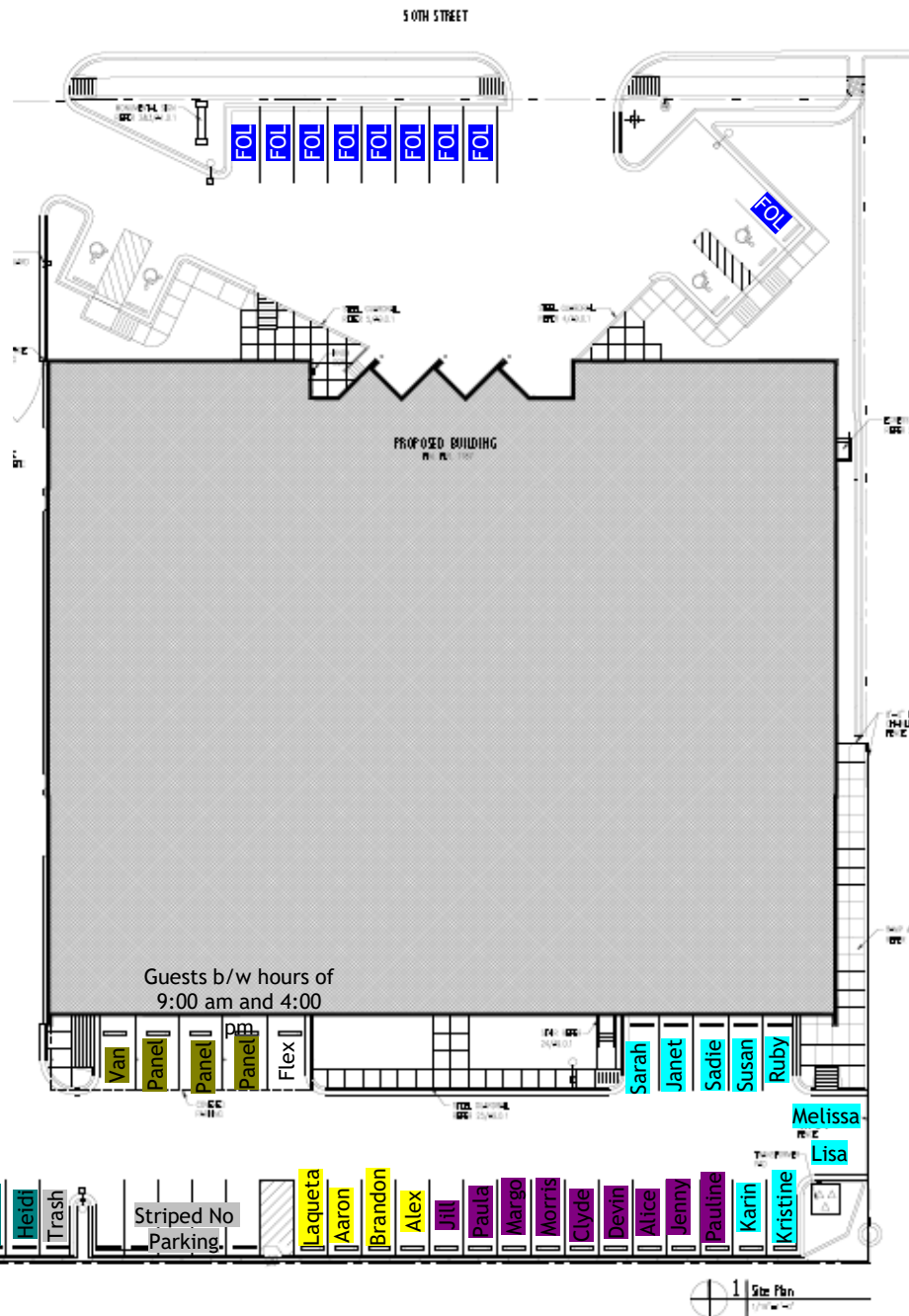
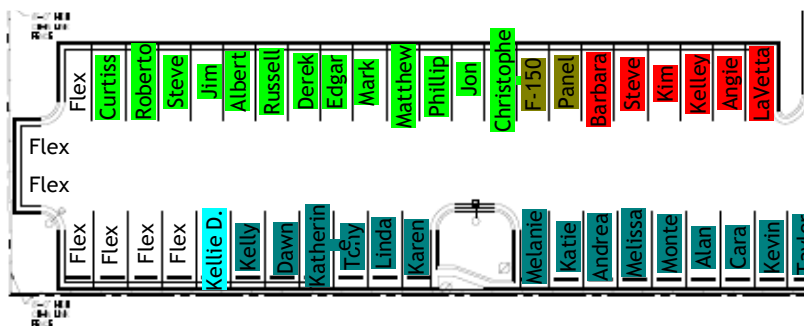
Administration (ADMIN)	Development	Learning Experiences	Member Services Management
Business/Finance	DN Library Staff/BTW	Maintenance	Organizational Development
Collection Management (CM)	Information Technology (IT)	Marketing & Communication	Security

Level of Change:

No Change
Minor Adjustment
Relocated

SC - Parking

- ▶ Only required 4 HC spots by code.
 - ▶ Will have 4 up front and will keep 1 in the back.
- ▶ With Collection Management moving into the Training Room (temporarily) there won't be Meeting Space for people from outside of the Service Center.
- ▶ We will work with the Friends of the Library to ensure that work-hours are respected
- ▶ Maintenance will work with staff to relocate "company vehicles" as needed to make room.
- ▶ If parking becomes an issue, we will look at assigning parking spaces via a lottery



ADA Parking Spaces Req'd

Total: 4

Company Vehicles

(Guests b/w hours of 9:00 and 4:00)

4 panel trucks

1 outreach van

1 F150 Truck

Total: 6

Current # of Employees at SC

CAT: 9

MTC: 13

ILL: 4

OUT: 3

TP: 17

Total: 46

to be Added with the Alignment

OUT: 3

MSL: 9

DL: 1

Total: 13

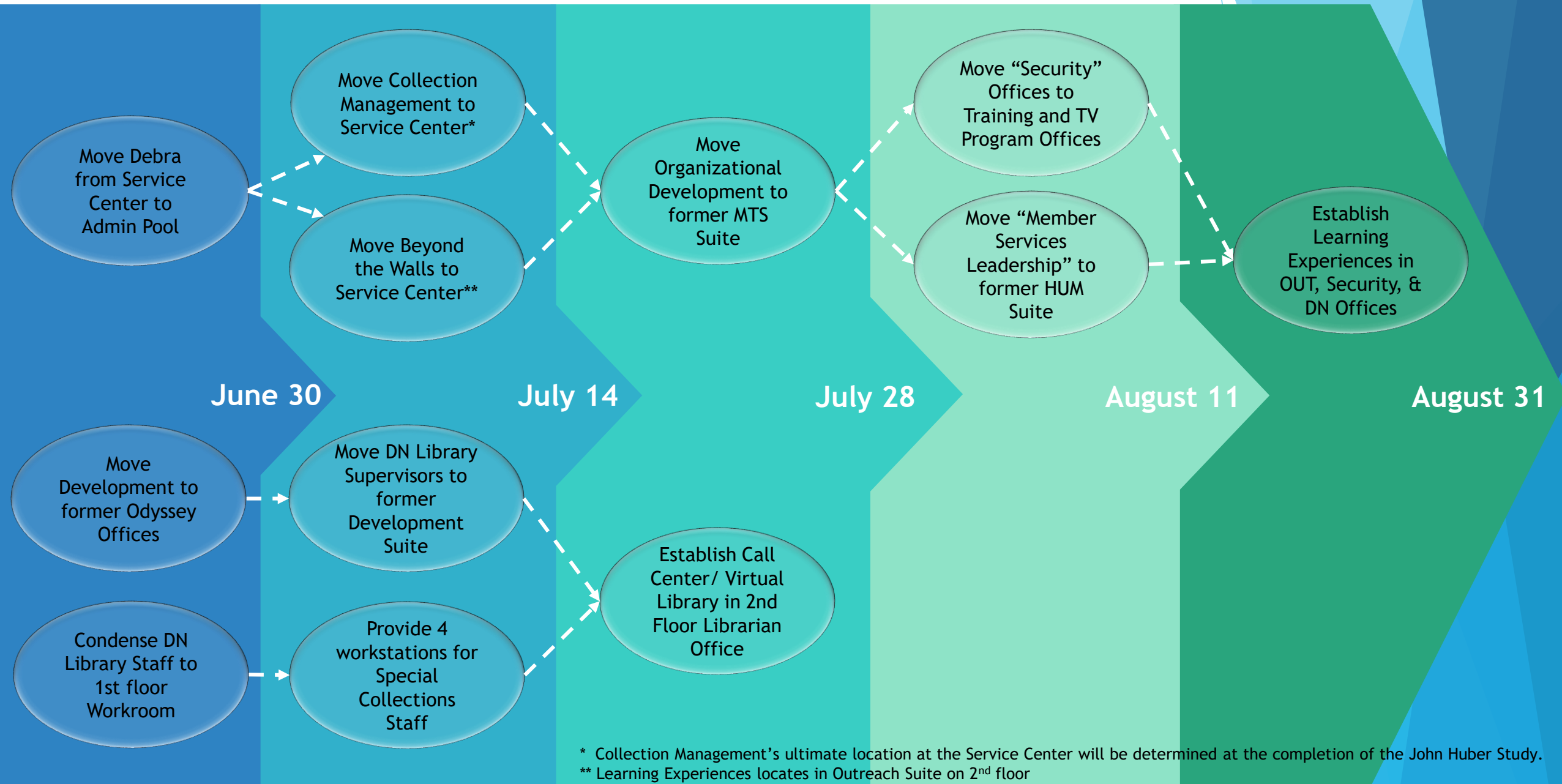
Friends of the Library

Front Lot: 9

Grand Total: 78

Total Available: 86

Timeline



Anticipated Results

- ▶ Of the employees currently located at the Downtown Library and the Service Center:
 - ▶ # of Employees staying put: 110 (70%)
 - ▶ # of Employees relocated: 46 (30%)
 - ▶ # of employees moving once: 37 (24%)
 - ▶ # of employees moving twice: 9 (6%)
 - ▶ # of desks/workstations purchased: +/- 5

Department	Formerly	Current Head Count [Total]	Aligned Head Count	Capacity	Moved Once	Moved Twice	No Move
Administration		[9]	9 + 1 [10]	16	1	0	8
Business/Finance		[7]	7 + X	8	0	0	7
Collection Management	Material Selection, Technical Processing, Cataloging, Interlibrary Loan, Digital Library	10, 17, 9, 4, 1 [41]	41 + X	TBD	1 (DL)	9 (MSL)	31 (TP,CAT,ILL)
Development		[3]	3	5	3	0	0
Downtown Library Staff, CCVL, BTW	Downtown Library, Outreach	35, 1, 6 [42]	35, 6, 7 [48]	35+, 8, 7	13, 1, 3	0	31
Information Technology		[12]	12 + X	12+	0	0	12
Learning Experiences	N/A	[0]	13 + X	13+	TBD	TBD	TBD
Maintenance		[16]	15 + X	16+	1	0	15
Marketing and Communication		[2]	2	5	0	0	2
Member Services Management		[4]	4	5	4	0	0
Organizational Development	HUM	[7]	7+	12	7	0	0
Security		[7]	7	7+	3	0	4

Questions?

This Presentation will be available on the Intranet.
Affected departments will have additional meetings to review details.