



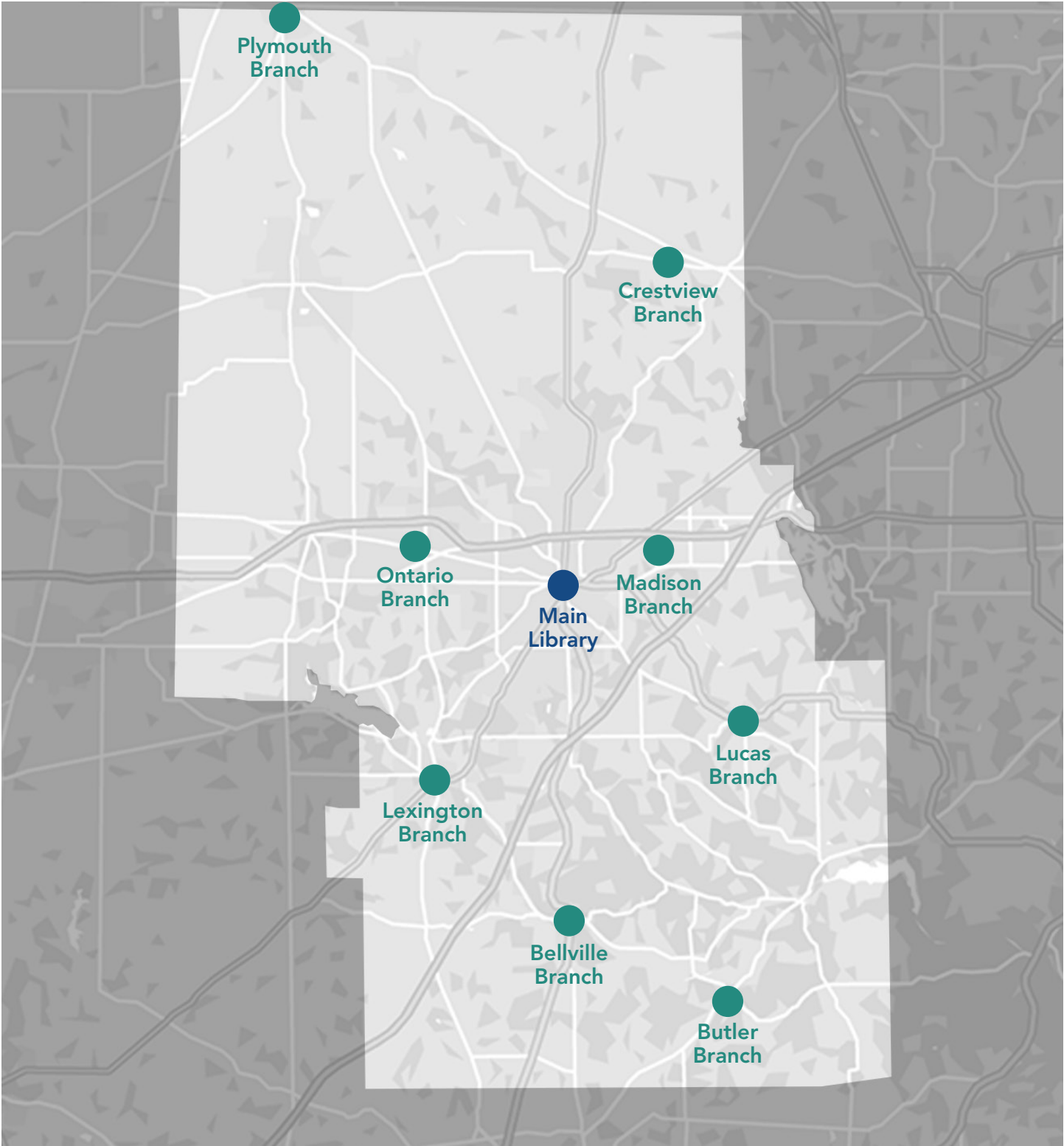
# MRCPL

## Mansfield/Richland County Public Library

FACILITIES MASTER PLAN

***Draft 7/20/2021***

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# 01 INTRODUCTION / EXECUTIVE SUMMARY

## INTRODUCTION / EXECUTIVE SUMMARY

The goal of this master plan is to establish priorities and recommendations for the Mansfield Richland County Public Library (MRCPL) for the purpose of improving facility conditions to better support and increase library services, improve access for patrons and the communities served. This document provides a “road map” for MRCPL to utilize in planning and prioritizing improvement projects for 8 MRCPL library branch facilities and the Main Library.

The Master Plan is intended to be a “working plan” that addresses current conditions while positioning the Library to move forward. The Plan should be updated on a regular basis to assist the Library with internal decisions regarding the future of the library system’s facilities. It describes innovative solutions and any inadequacies of the Library’s facilities and provides data-driven recommendations for improvement. These recommendations include thoughts on reconfiguration, renovation, expansion, and the potential replacement of existing facilities with new construction.

The data used to develop the recommendations is a compilation drawn from several sources including information provided from: discussions with library leadership, staff questionnaires, observations by HBM from site visits, facility sizes and construction documents, circulation statistics, collection trends, customer visits, and building programming. Recommendations provided are tailored to each facility location to create a balance of spaces that best serve the unique community needs and demographics of the library patrons.

Recommendations for facility improvements and reconfiguration are geared toward developing flexible spaces, creating spatial efficiencies, and updating adjacencies with the understanding that material formats, technology, and community needs change quickly. What comes next is less the issue than how these facilities can be nimble and adaptable to future change.

This document is organized in layers with the top layer (Priorities) at the front. The Priorities are supported by the Recommendations, which are in turn supported by the deeper information contained in the Branch Observations and Main Library Observations sections. The Priorities, Recommendations, and Observations are all supported by the Data Analysis contained at the end of the document. The Data Analysis demonstrates usage patterns based on information collected by MRCPL from 2016-2020. The Appendix includes preliminary cost information to use for planning discussions. The anticipated cost per square foot numbers reflect current industry trends and should be updated on a regular basis to reflect market fluctuations.

MRCPL’s library facilities cannot be one size fits all. Each facility requires thoughtful design to create a tailored and immersive experience that will draw the community into the building, increase circulation, increase visits, increase technology use, and increase program attendance.

Recommendations made in this document are based on the statistics and observations collected in 2019. Due to the COVID-19 pandemic and subsequent modifications in library services, information gathered in 2020 may not be an accurate guide for indicating usage patterns. However, this document does take into account lessons learned during the pandemic and an understanding of its lasting impact on library services. It is expected that library materials, technology, programming, and service models will continue to evolve, and usage patterns will change. It is intended that this document will be revisited and updated based on the changes that come.

# INTRODUCTION / EXECUTIVE SUMMARY

## ABOUT THE MANSFIELD RICHLAND COUNTY PUBLIC LIBRARY

Since our first opening in 1889, the first 700 books, and the first set of the Congressional Record, the library has been a source for free access to knowledge, information, and resources in Mansfield. That will never change. We are a bridge connecting people to the knowledge and resources they might not otherwise have access to. But the technological and information era has changed the landscape. Things that used to be a barrier to access are eroding and the amount of information and resources now available is ever-expanding and changing.

While the library continues to be a storehouse of traditional materials, we also are expanding to offer new and innovative items that people might not think a library would offer. Our library is way more than just books! And we are no longer limited by the walls of our 9 locations or our daily open hours either! Customers across our community and across the state can access the library anywhere, anytime using our Digital Resources. They can take classes, learn new skills online, read or listen to books on their devices, stream movies, and check out things like telescopes, power tools, and more.

In the global and digital age, we also recognize the importance of being rooted in our community offering innovative resources, programming, and events specifically for our customers. We are a center for people of all ages to come together to have fun, learn, grow, craft, seek knowledge and understanding, connect, and engage!

We pride ourselves on being open to all, collaborative, visionary, imaginative, and customer-focused.

### Our Goals

- Amplify our role as a community gather space
- Maximize our reach beyond our physical buildings
- Positively impact lives through responsive programming

### Our Mission

Here at the Mansfield/Richland County Public Library, our mission is to be a hub connecting our community to information, resources, and each other. We want to be a leader in offering endless possibilities to everyone across Richland County by providing traditional materials, digital resources, and unusual, new, and innovative items to check out.

### Our Vision

Beyond just offering materials and resources, our aim is to truly be a community center open to all offering engaging and relevant programming, events, and experiences for people of all ages supporting a vibrant quality of life.

- Our Values
- Open to all
- Educational
- Positive
- Welcoming
- Inspiring
- Collaborative
- Visionary
- Imaginative
- Customer Focused
- Fun

# INTRODUCTION / EXECUTIVE SUMMARY

## CURRENT TRENDS

The following categories describe national trends in library planning and design. Some of these trends have already been implemented by MRCPL while others are being considered for future integration where possible.

### Building Location

- Buildings located for visibility on / from a main thoroughfare for ease of access, to draw in new library users, and demonstrate the exciting things happening in the library
- Building sites would ideally also allow for adequate parking, the possibility of integrating drive-up services, and the potential for outdoor programming space

### Building Exterior

- Well-lit and accessible building entry
- Use of glass to bring natural light into the building in a variety of ways, for both public and non-public staff areas
- Use of glass to create great visibility from outside of the building into the space so that passersby can see what's going on in the library, interesting and fun offerings, activity within, and people.
- Attractive signage that clearly designates this building as a public library
- Opportunity for the Library to advertise events, new offerings, features, etc.
- An external walk-up or drive-up book drop that would ideally feed into the circulation / processing workroom or as close to that area as possible
- Attractive and easily maintained landscaping selections that emphasize native plants and sustainable practices

### 24/7 Lobby / Vestibule

- Popular for providing after-hours access to smart lockers where library users can pick up materials on hold
- Vending machines for paper books have also been on the rise - especially for libraries located in busy areas and people will be passing by on their way to / from other places
- Some library systems also find after-hours access to meeting rooms and restrooms helpful for hosting events outside of traditional library hours. This could be helpful in a community such as Butler where the meeting room is frequently used by other groups outside of library hours.
- 24/7 access may not be appropriate for every branch in the system and should be considered based on usage patterns

### Walk-up & Drive-up Services

- The library system currently uses external walk-up book drops which do not feed directly into the library buildings at most locations. Walk-up book drops that feed into the library building also provide opportunities for advertising library events, new materials, new services, etc.
- Many locations would benefit from the incorporation of drive-up services. This can mean a book drop that feeds into the staff workroom or a service window where customers can pick up holds reserved specifically for drive-up pick up
- Drive-up service windows are most effective when located in a staff work area that is easily accessed by staff at the circulation desk for efficiency and oversight.

# INTRODUCTION / EXECUTIVE SUMMARY

## Entry Experience / First Impressions

- Welcoming entry experience with clear signage and intuitive way-finding
- The entry point(s) should be observable by a single staff person
- Good visibility to material returns, the holds area, and a service point
- A space designed to be accessible, easily changeable, add interest, and keep the experience fresh

## Public Service Points

- Staff currently do many off-desk tasks at the service point because of limited workroom space
- Service points with clear oversight of the building entry and public computers
- Should be approachable with multi-height options
- Children's area service points should be integrated into the children's area
- Mobile service points can be used throughout the library to support fixed service points as needed
- Mobile service points should also have appropriate seating for a staff member
- Service points should be identified using way-finding techniques like carpeting and clear sightlines
- Sightlines are very important - both to and from the service point
- A new look at staffing, experimenting with different service models for engaging library users in new ways

## Cafe Spaces

- A vending machine area with adjacent table and chair seating is sufficient to provide a cafe space in the branch libraries at this time

## Shelving & Collections

- Shelving organized to create clear sightlines, prevent hidden corners, and being mindful of windows bringing natural light into the library space
- We understand that current shelving is higher due to limited available space, however, lowering shelving heights can improve sightlines and put the collection at an easy to retrieve height for customers
- Consider incorporating seating in collection areas to encourage browsing and comfort
- Shelving in central areas could be mobile for flexibility (mobile shelving does contain a wheel-locking mechanism)
- Consider reducing the length of shelving runs to improve the ability of patrons to move around the stacks

## Merchandising & Display

- Materials arranged to promote browsing and discovery
- Use of slanted shelving in stack areas for face-out display
- Incorporating mobile and possibly fixed display units that feature face-out materials, stacked book displays on tables, etc. Mobile displays (including A-frame style) should not be more than 4 shelves high to maintain sight lines
- Consider end panel display shelving beyond the use of slat wall
- Consider areas to highlight with illuminated feature display

# INTRODUCTION / EXECUTIVE SUMMARY

## Children's Areas

- Consider utilizing light, color, and changes in flooring / carpeting to better identify the children's area within a branch library
- In some locations, glass partition walls may also be helpful for noise mitigation
- Consider incorporating an engaging “play, learn, and grow” space that goes beyond early literacy skills to include interactive manipulative elements and activities in the children's area
- Differently themed interactive elements could be located at each branch creating a "children's museum" across the library system
- Be mindful of creating an overall theme for a children's area that is stagnant and limits future flexibility or reconfiguration

## Teen Areas

- A designated (and sometimes enclosed) teen space could be a draw at some locations whereas labeling a “teen space” increases the odds that it is left empty and under-utilized at other locations
- Investigate ways to approach and design an area that would naturally draw teens without necessarily labelling it as a Teen Area. This space might include innovative and interactive technology, gaming options, interesting lighting, fun / flexible seating configurations, both loud and quiet areas
- Teen spaces can be designed to appeal to adults during the day and teens after school creating a multi-purpose space that can be used in a variety of ways
- The entire library can be intended to be a magnet for teens and library users in their 20's without a defined teen space but perhaps instead defining other quieter areas for adults using the branch at the same time

## Technology

- Comfortable, technology-rich environments that are used by a variety of people whether students, active adults, children, those who work remotely, entrepreneurs, etc.
- Security systems to ensure safe spaces for staff and library visitors
- Technology training and support facilities with a focus on education that can also be available to outside groups
- Public computer stations should be located with good staff and / or security oversight
- Consider incorporating some collaborative computer stations that multiple people to use at the same time. This might be more applicable for children and teens
- Screens placed throughout the buildings should be intentional and connected to a programmatic purpose
- A shift from desktop computers to mobile devices either through the use of secure laptop / tablet dispensers or other library services. Dispensing units can be kept behind a service point for security and also used for technology training programs instead of fixed computer stations
- An increase in access to power and robust network infrastructure for a variety of library users as the shift to mobile devices continues to grow; charging stations may also be used to supplement access to power; powered tables and chairs could be integrated as well
- Access to wi-fi often extends outside of the library building to the surrounding site providing a vital service in areas where home internet access is not the norm. This can be supported by creating outdoor elements for safe gathering and incorporation of illuminated bollards that can double as a charging station for personal devices



# INTRODUCTION / EXECUTIVE SUMMARY

## Making

- Providing accessibility to programs and materials that encourage creativity / making while promoting the vital skills of science, technology, reading / writing, engineering, art, and mathematics
- Flexible content creation / maker spaces designed to be agile and easy to re-purpose as this trend evolves. This can be accomplished through the potential development of a room that features a glass wall that could be created using demountable partitions that can be reconfigured in the future
- Depending on how this space is used, walls in this space may be used for display instead of storage
- This space may need ventilation to the outside and possibly also make up air to accommodate equipment used for activities
- In some locations a mobile maker space that houses equipment in a locked cabinet that is brought out into a meeting room space for maker programs may be more appropriate
- In some locations the library maker space can provide creative programming that does not overlap with what is already offered in the schools
- There may be more of an interest here for low-tech items like button makers, sewing and / or quilting machines, laminators, etc.

## Study / Conference Spaces

- There are currently no study rooms at any of the branches
- A variety of small group study spaces are in demand whether they are enclosed (with or without doors) for privacy, semi-private, or even created using furniture
- A number of small 4-8 seat meeting rooms with doors, book-able by groups for small meetings could also be helpful at some locations
- Consider developing “equipment-ready” rooms that can be reserved ahead of time with equipment for recording, music creation, sewing, etc., and have good visibility from a staff service point. This could help MRCPL offer some of the great creative equipment without needing to create a fixed maker space
- Areas for collaboration whether through the use of enclosed spaces or through the use of furniture
- Study / conference rooms should have access to power. Some may also have access to a screen / video conferencing software / plug and play options

## Meeting / Event / Program Spaces

- Flexible library spaces that can easily accommodate larger programs
- Flexible program spaces that can be sub-divided to accommodate groups of various sizes with appropriate wiring, technology, and power operated dividing walls
- There should be space adjacent to the large event space that can be used for overflow seating or standing room. This space can be connected to the meeting room by use of a sliding partition wall or over garage-style doors. We recommend material display units and furniture in this space that would be convenient to rearrange for larger events
- Consider the possibility of an indoor / outdoor event space option
- Large flat-floor space suitable for seated, table and chair, or open set-up
- This is a space that should be able to capture the interest of library visitors who are unaware that an exciting event is happening. Consider visibility into this space from the lobby or main library space to entice patrons who are unaware of programming options at the branch
- Flexible library spaces that can accommodate pop-up programs as needed

# INTRODUCTION / EXECUTIVE SUMMARY

## Restrooms

- Barrier-free public restrooms located on each floor of the library where there is public space. These restrooms should be in clear view of a service point
- Gender neutral / “family” unisex style restrooms should also be provided and not labelled per a specific gender. These restrooms could also function as the family restrooms within or near the Children’s area, or these could be additional unisex restrooms to support public use. Depending on the location, these should be located within clear view of a service point where possible
- Depending on the location, family restrooms should be located within, or adjacent to, the Children’s area and in clear view of the service point
- Restrooms should not need to also be serving as storage areas

## Staff Work Areas

- Staff workrooms at the branches are often undersized necessitating that off-floor projects be done at the service desk making staff seem unapproachable to customers
- Staff areas should be supported with appropriate storage
- Deliveries should enter the building in a climate-safe area adjacent to the staff workroom
- Staff work areas should have access to natural light where possible
- A combination of collaborative team project spaces and quieter work area with designated work stations
- Off-floor / non-public work areas that are flexible for changing staff needs and collaborative for cross-training
- Adjustable height workstations should be considered
- Processing areas should have large flexible work tables for handling materials and equipment
- Space for moving carts around desks and work islands

## Library Annex

- The Library Annex is located next door to the Main Library and houses the Communications Department, Outreach Department, and Friends of the Library Storage and Shop. Although this building houses important library functions, it is not being evaluated as part of this report.

## Library 2-1-1

- MRCPL provides and manages 2-1-1 services to the greater Richland County community through their call center and by accepting walk-in traffic for in-person consultations. 2-1-1 provides confidential counselling and information for those seeking mental health assistance, access to food, locating house, etc. These services are located in a building across the street from the Main Library. Although 2-1-1 is a crucial community service, this building is not being evaluated as part of this report.

# INTRODUCTION / EXECUTIVE SUMMARY

## Sustainable Design Considerations

- Consider incorporating a raised access floor for both flexibility and more efficient energy use where the usable space is conditioned as opposed to the entire volume of space when constructing new buildings. Ensure that HVAC vents are flush with the floor and strong enough as to allow people to walk on them
- Consider incorporating day-lighting controls
- Energy efficient HVAC equipment and lighting fixtures
- Replacement of inefficient / leaky windows
- Finishes with low VOC materials for paint / wall covering, carpeting, and adhesives
- Designed to achieve cost effective sustainable design
- Consider adding car-charging stations for electric vehicles at locations where this may be in demand

## Strategies for Efficient Space Utilization

One of the most important considerations for a library building is long-term flexibility and the ability to adapt to future changes in services, materials, programs, and technology.

Flexibility in layout can be accomplished by using furniture like de-mountable partition walls to create spaces. HBM has found that these glass partition walls work well for study rooms, conference rooms, and office space layouts. They can provide flexibility and visual transparency where needed. More importantly, as usage patterns change over time, these types of walls provide an easier option for reconfiguration than traditionally constructed walls.

A new library building should take innovations in infrastructure under consideration such as a raised access floor. This type of system allows for total flexibility in the configuration of the primary library space by being able to relocate technology wiring, access to power outlets, and contributes to the sustainability and efficiency of heating and cooling systems. Under-floor air distribution systems used with a raised access floor allow you to only condition the space that people are occupying instead of the entire building volume. Under-floor air distribution also presents flexibility and added comfort allowing for easy regulation of air flow and movement of vents when library space is reconfigured. This system also presents both a cost and energy savings because you may be able to purchase and install smaller mechanical units.

Considerations should also be made for potential future expansion on the site. Building and structure design should take into account the potential for enclosing / occupying rooftop spaces on upper floors, and even expanding the building vertically if the site is limited. Spaces should be easily maintainable and thoughtfully designed.

It is important for MRCPL to be able to develop and sustain spaces that meet the current needs of the community while having the flexibility to transform to accommodate future change. Having service points, displays, and seating that can be easily reconfigured can also give the entry experience a new look and feel to keep things fresh or to better size other areas of the library as usage patterns change without undergoing a major renovation project. The focus of long-term adaptability is to ensure that you continue to develop a space for everyone.

## Visual Noise

It is important for the Library's management team to visit each branch to identify quick fixes and long-term solutions that can be implemented system-wide. Service points are currently cluttered with myriad paper handouts and signs creating a busy and unwelcoming feel at the desk while also limiting space for patrons to place items. The overall goal is to create a predictive experience that can counter a natural inclination to hang more "words" creating visual clutter. Buildings should be arranged with an intuitive layout that leads users to where they want to be without the need for signs. Signage guidelines could be considered that can unify fonts, color palettes, and sign holders across locations.

# 02 PRIORITIES

# PRIORITIES

After compiling and analyzing the information contained in the Branch Observations and Recommendations Sections, the HBM team developed Priorities for improving and in some cases, replacing the branch library facilities. HBM evaluated the facilities from three different perspectives:

## PRIORITIES BY CONDITION

This category ranks the branch libraries based on interior conditions; how worn and dated the interior finishes are, how comfortable furniture appears to be, how functional the shelving is, and the ability to meet future needs.

## PRIORITIES BY FUNCTIONALITY / UTILIZATION OF SPACE

This category ranks the branch libraries based on efficient use of space, the potential for the branch to adapt to future changes, and the balance between spaces (i.e. collection, seating, technology, meeting space, staff space, public space, etc.)

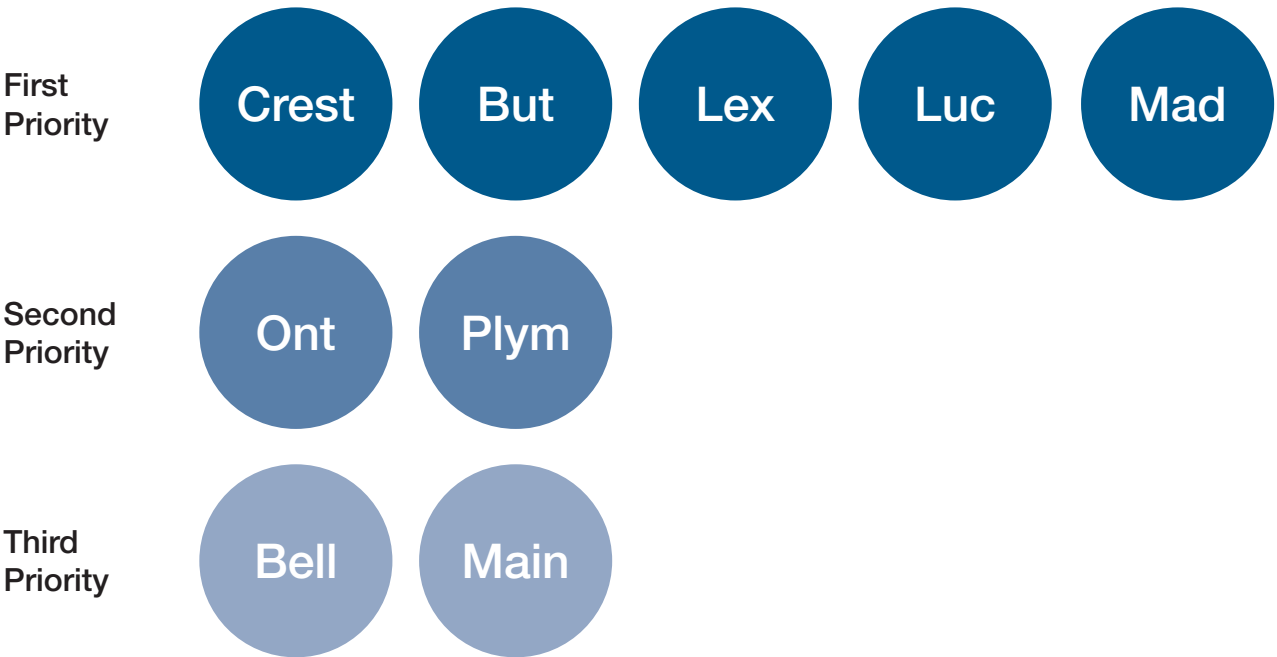
## GROUPINGS BY ORDER OF MAGNITUDE

This category groups the branch libraries based on the recommended scope of work and preliminary cost information for improving each facility. Improvements are defined as: new buildings replacing existing facilities, expanded and renovated facilities, interior renovations and layout reconfigurations of various scales

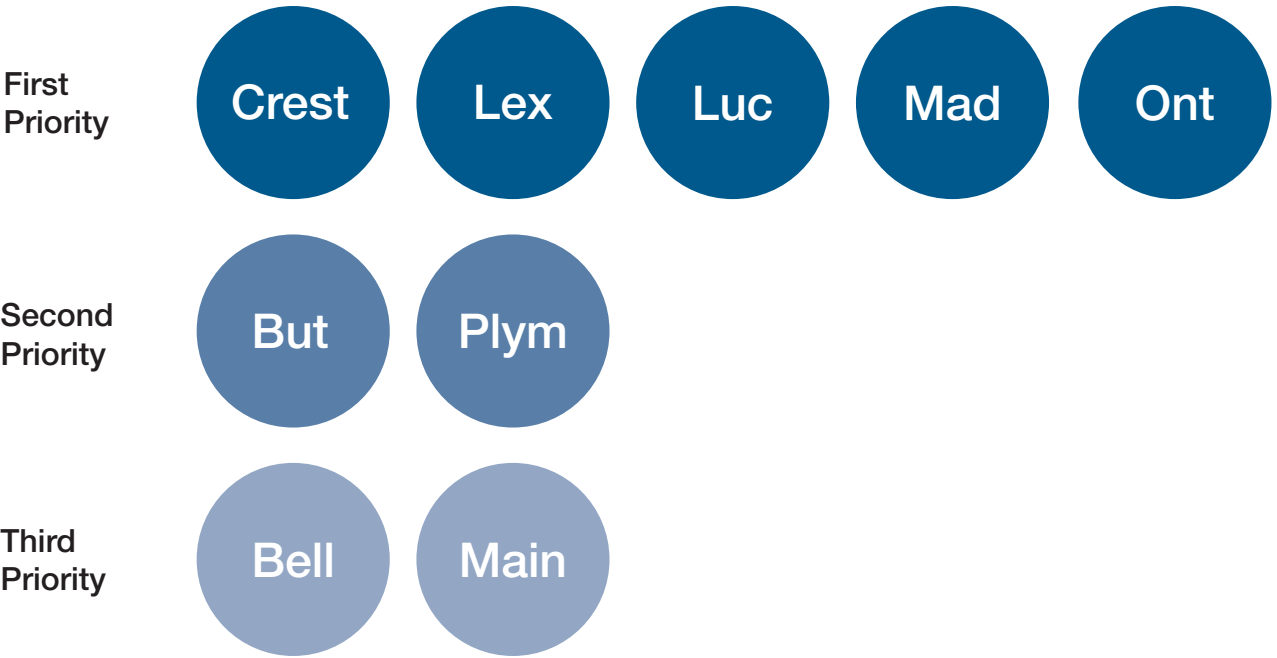
The priorities are described in these categories to act as a flexible guide balancing the needs of the entire service population with funding and other opportunities that may arise and influence the priorities. Utilizing multiple perspectives provides flexibility for prioritizing improvements based on the goals of the Library at that time.

Priorities are recommendations and are subject to change based on the evolution of community needs and library services.

# PRIORITIES BY CONDITION



# PRIORITIES BY FUNCTIONALITY / SPACE UTILIZATION





PRIORITIES BY ORDER OF MAGNITUDE



- CRESTVIEW | NEW BUILDING
- LUCAS | NEW BUILDING
- BUTLER | NEW BUILDING
- LEXINGTON | EXPANSION AND RENOVATION OR NEW BUILDING
- MADISON | EXPANSION, RECONFIGURATION, AND RENOVATION
- ONTARIO | RECONFIGURATION & RENOVATION
- BELLVILLE | RECONFIGURATION, AND RENOVATION
- PLYMOUTH | RECONFIGURATION & RENOVATION / ADDING WINDOWS
- MAIN LIBRARY | ADJUSTMENTS / RENOVATION FOCUSED ON INVITING ENTRY AND RECONFIGURATION OF THE SECOND FLOOR

PRIORITIES

When examining the existing condition of your facilities we arrived at two levels of prioritized recommendations for improvement with the understanding that budgetary constraints can impact the type of improvement possible. The **Plan A** category describes a preferred priority list should funding and land be available.

- Crestview | New building / new site
- Lucas | New building / new site
- Lexington | New building / new site that is more visible and accessible
- Butler | New building / new site or purchase of adjacent properties
- Ontario | New building / new site that is more visible and accessible
- Bellville | New building / new site or purchase of adjacent properties for expansion
- Madison | expansion, reconfiguration, and renovation
- Plymouth | reconfiguration & renovation / adding windows
- Main Library | adjustments / renovation focused on inviting entry, meeting room improvements, and reconfiguration of the second floor

PRIORITIES

The **Plan B** category describes a path to improving your facilities that could be accomplished over the course of the next 10 years.

- Crestview | New building / new site
- Lucas | New building / new site
- Butler | New building
- Lexington | Expansion, reconfiguration, and renovation
- Madison | expansion, reconfiguration, and renovation
- Bellville | Reconfiguration, and renovation (expansion is limited on current site)
- Ontario | Reconfiguration & renovation
- Plymouth | reconfiguration & renovation / adding windows
- Main Library | adjustments / renovation focused on inviting entry, meeting room improvements, and reconfiguration of the second floor

# 03 RECOMMENDATIONS

## RECOMMENDATIONS

The proposed recommendations for facility improvements are structured to help MRCPL increase material circulation, library visits, program attendance, access to technology, and better serve changing user needs.

The goal of this master plan is to set priorities and develop recommendations for increasing library use and presence in each community that MRCPL serves. Many of MRCPL's library buildings are under-sized for the users they serve or face challenges related to their site and location. The Library has been utilizing the available space as best as can be expected but it is now time to look to the future and how to improve access to library services and facilities throughout Richland County.

Proposed building improvements include increasing efficiencies in public and staff areas, staying relevant to current customers, and maintaining relevancy for future usage. The creation of new seating areas, increasing a variety of meeting / study spaces, assessing which locations should consider creating defined areas for children and teens with appropriate acoustical properties, and improving access to technology and content creation, are all drivers for increasing library use.

At present, most of the library buildings are in need of the following key offerings of a modern library in a post-pandemic world:

- Merchandising style book display
- The space to lower shelving heights and add seating
- STEM-based interactive elements to support early literacy and motor skill development
- A quiet space options whether study rooms, a small group study / reading room, etc.
- Access to power for personal devices
- Creative use of space for inherent flexibility
- Adequate staff work areas for off-desk projects / tasks
- Visibility and accessibility to the library buildings on their site
- Access to drive-up library services and / or self-service access to library materials
- The ability to host outdoor programs / events
- Entry doors that are easier to use if handling a stroller, children, arms full of materials, or use assistive devices

# RECOMMENDATIONS

## BELLVILLE BRANCH

### PLAN A: PURCHASE OF ADJACENT PROPERTIES FOR EXPANSION OR A NEW 10,000 SF BUILDING

### PLAN B: RECONFIGURATION & RENOVATION (DUE TO SITE LIMITATIONS)

Like many of the MRCPL branches, the Bellville Branch is both land-locked and under-sized. However, the building is well located in the community and did recently receive an interior refresh. In terms of projecting facility improvements over the next 10 years, the Bellville Branch is currently functioning well enough to be lower on the list of priorities.

Recommendations include:

- Barriers at the entry that limit visibility through the space - this includes the location of the computer stations to the left and slat wall to the right. Additionally, keeping the brick face on the columns creates an enclosed hallway feel as you enter the space, making the columns stand out instead of blend in
- These barriers inhibit access and interest to the areas that become located behind the person entering the building once they are able to pass the barriers
- The circulation / reference desk and children's desk are very close to each other suggesting that 1 double-side service point could serve the space, or that a reorganization can better space the service points to address the space. Perhaps the children's desk could be more a part of the children's area
- We are aware that the current location of the public computer stations is dictated by access to power in the building. However, this limitation also impacts visitors with their own devices. Access to power should be addressed as a priority throughout this building.
- The location of adult collections impedes views and access to nice large windows and hides seating areas from view. Ideally, shelving would be lowered but also perhaps a new configuration should be considered both here and in the periodicals / reading area.
- The children's area is collection-focused with limited space for seating and play. Material display is primarily located on top of shelving, which is too high for many kids. The accessible face-out display items are located next to the children's service point
- The children's area lacks a distinct identity separate from the rest of the library. Consider changes in carpeting, paint, and shelving configuration to create a more welcoming, kid-friendly, and exploration encouraging space. The integration of STEM-based interactive elements encourage play while supporting motor skills, early literacy, etc.
- In general there are very few opportunities for material display and we would recommend incorporating either a couple of lower mobile display units or nice wall-mounted shelving that can highlight new materials making the items placed here feel special
- The branch is inundated with posters throughout the main space and in the meeting room creating visual noise and lacking in a unified look / color / layout
- The butterfly theme in the community meeting room is pleasing and maybe there is a way to incorporate that into the children's area
- The community meeting room is hidden from the main library space through a convoluted hallway. Visibility into this space can increase interest and attendance in library events by patrons who are unaware of programs being offered. Opening up this space to the main area of the library could provide additional opportunities for seating with easy to move comfortable furniture / access to public computers through a laptop dispenser / essentially provide additional floor space for the branch when programs are not occurring.
- Overall furniture, computer station furniture, and shelving millwork feel dated

# RECOMMENDATIONS

## BUTLER BRANCH

### PLANS A & B: NEW 5,000 SF BUILDING

The Butler Branch is housed in a two-story building that was deeded to the Library. The building is not equipped with an elevator and the staircase can be difficult to navigate if carrying materials, children, etc. Restrooms are only located on the lower level. However, there are entries on both the upper and lower levels due to the grading of the site. The functional issues of this building as it currently is are challenging to overcome within the existing space. These challenges make a new Butler Branch a higher priority project.

- The current location is well situated in the community but the building presents many challenges for both modern library services and accessibility. If it would be possible to acquire adjoining property we would recommend building new in the same area.
- Many in the community rely on the Butler Branch to provide a gathering space and often use the community meeting room both during and outside of library hours. This activity is in addition to library programs.
- A new Butler Branch will need to be mindful of this need and accommodate after-hours access to the community meeting room space, a storage / staging area, and restrooms. This space could also open to a lobby area where mobile furniture and book displays could be relocated to allow for overflow space or pre-function space as needed.
- A new building will help to provide appropriate space for collections without sacrificing space for seating / gathering / and even play for young children. Currently, the collection area is tight and dominates the upper level. A larger building would better accommodate the sizeable senior population and the population that comes in for youth services providing a combination of louder play space, improved access to technology, and quieter spaces with comfortable seating options.
- Additionally, the current staff space is tight with a single workroom / office and limited space at the service desk with the lower level storage area providing added work space if needed. However, having to utilize the stairs to access the two floors of the library creates challenges for staff moving items between floors.

## CRESTVIEW BRANCH

### PLANS A & B: NEW 6,000 SF BUILDING

The Crestview Branch is currently occupying 1,000 SF in a former classroom space in the Crestview Middle School building. This space is operated by MRCPL to bring library services to this rural community. The Crestview Branch is undersized for the amount of use it could garner in this area. There may be an opportunity to acquire a piece of land across the street from its current location, adjacent to a church, to build a new library.

- A new building could be designed with the inherent flexibility in space and infrastructure to accommodate both current and future community needs.
- The existing location has a minimal collection, limited seating and access to public computers, and a minimal staff are centered around the service desk.
- A new building could bring a tremendous public resource to this community. Beyond just access to materials, through increased library services, the Crestview Branch can become a hub and a gathering place that fills gaps for this type of community destination in the area.
- Beyond just the building, the available site being considered presents a fresh start that can set standards for the MRCPL system as a whole and test out new ideas for how libraries are serving their users in a post pandemic world. This includes an opportunity to integrate drive-up services, a flexible outdoor program space that can bring community members together for anything from active events, craft events, movie nights, etc, adequate parking, and possibly even 24/7 access to secure library materials through pick-up lockers.

# RECOMMENDATIONS

## LEXINGTON BRANCH

### PLAN A: NEW 12,000 - 15,000 SF BUILDING ON A MORE VISIBLE AND ACCESSIBLE SITE

### PLAN B: EXPANSION, RECONFIGURATION, AND RENOVATION

The Lexington Branch is extremely popular and well used by its patrons. However, the site is difficult to both locate and navigate. This community would greatly benefit from a new, larger building on a site that is more visible and accessible.

- Our estimation is that only a modest addition could be conceived on the current site. This addition would expand the building into a portion of the parking lot and further necessitate use of the parking lot across the street. However, this modest addition would not be able to resolve all of the challenges facing the functionality of this building.
- An expansion would require a complete overhaul of the existing building changing the interior configuration, updating furniture, finishes, and equipment, improving lighting throughout, and resolving limited access to power for patrons bringing their own devices. It would also need to resolve issues with how materials enter the building and functionality of the staff work areas. Additionally, an expansion would need to provide more creative and flexible options for community meeting space.
- Programming is popular at the Lexington Branch and the current community room is too small to accommodate most events, necessitating the use of the main library floor area or the open space in the children's area. Unfortunately, this means that when an event is occurring, everyone in the library is "participating" in it even if they came in for something else. The can also create awkwardness around events with sensitive, but important topics.
- There is a need here for separate storytime and community meeting spaces
- The amount of traffic at this branch and its location in proximity to retail options, would benefit from the incorporation of drive-up services.
- There is limited access to natural light throughout the building given that the south wall backs up to a gas station / 7 Eleven.
- Currently the entry experience has the feel of a long hallway with tall shelving to both the right and left creating a barrier to views of the spaces behind them
- The area with large windows is currently enclosed with tall shelving and could opened up to the rest of the space. The use of this space as a teen area should also be reconsidered in favor of perhaps seating and new materials display
- There is some opportunity for display on shelving end panels, however, they are mostly full and can appear cluttered
- Shelving is also full, with limited relief for face-out materials in the stacks
- The children's area is large and has a nice amount of open, flexible space with lower shelving heights so that it can better accommodate large storytime and other events. However, this space could use an update to create more of an identity as a children's area through carpeting, finishes, furniture selections, and lighting. Seating here is primarily at child-height not offering many options for a caregiver to sit with a child. The red seating around a column is dated and not a collaborative configuration. The service point is needed here but also lacks characteristics to distinguish it as a children's area service desk. Spaces in front of the large windows are under-utilized.
- This library would also benefit from STEM based interactive learning elements to engage young children in early literacy and motor skill development activities
- The Lexington Branch is also dealing with limited access to power for patrons with their own devices
- Many students and tutors come to this branch after school and in the evenings but there are no study rooms here and a general lack of options for where they can meet. Collaborative study rooms could be a boon for this location and should be visible to a main path of travel and / or the service desk
- There is interest in developing a more robust and captivating teen space here that can attract more library users and provide a nice gathering area that could also possibly support gaming events

# RECOMMENDATIONS

## LUCAS BRANCH

### PLANS A & B: NEW 6,000 SF BUILDING

The Lucas Branch currently occupies the basement level of an historic post office building. The building has issues with its exterior envelope and the branch suffers from dampness and occasionally water damage. The grading of this site presents a challenge for patrons who cannot snag one of the few parking spaces available along the side of the building. The Lucas Branch is undersized for the amount of use that it receives and lacks adequate space for staff, collections, seating, access to technology, gathering / meeting, and storage. The condition of this building and limitations of the library space make this a high priority project.

- Everything in this branch is tightly packed into a small space. For collections that means full shelving, long shelving runs, and limited opportunities for display. There are very few opportunities for seating and limited space for gathering / events.
- The space is chopped into small rooms with limited line of sight visibility.
- There are code compliance issues with internal doorway / openings in the public area.
- There is no storage for supplies / materials / etc.
- The ceilings are low throughout the space and feel even lower with the locations and large quantity of light fixtures.
- A new building could completely transform the presence of the Library in this community through accessibility, gathering space, and creating a welcoming environment that supports browsing / discovery while providing a comfortable multi-generational space that appeals to all of its users.

# RECOMMENDATIONS

## MADISON BRANCH

### PLANS A & B: EXPANSION, RECONFIGURATION, AND RENOVATION

The Madison Branch is a stand-alone building located adjacent to the Madison Middle School and in close proximity to Madison High School. This branch sees a dramatic influx of tweens and teens after school and during the summer. Kids come to the library for a place to gather, play, study, etc. However, due to the limited space available and lack of quiet or community gathering spaces, this user group dominates the space making other customers feel unwelcome and unable to do their own tasks at the library during this time. There is a possibility to expand the Madison Branch on its current site through a collaboration with the Schools. The amount of use at this branch and challenges presented by its spatial limitations, make the Madison Branch a higher priority project.

- Use of the 2 entry points, particularly by the after school crowd, can create an oversight challenge for staff. The front entry being convenient to the sidewalk and the rear entry being convenient to the parking lot and walkway connecting to the Middle School. An expansion could assist in a complete reconfiguration of the space allowing for a new, single point of entry for the public.
- This site also presents the possibility for incorporating drive-up services to assist with convenient pick-up and drop-off of library materials while still maintaining green space for possible outdoor programming. The development of outdoor programming could also assist the Madison Branch in better supporting its users during the summer months by providing multiple options for gathering and event space.
- This branch would be an excellent location for the incorporation of a maker / creative space that is flexible for re-purposing as needs and interests change over time. Maker items could be selected to fill gaps in what is provided by the Schools.
- Study rooms would be well-used here - both for focused study and collaborative small group projects. Study rooms should be located in clear view of a service desk
- An expansion could allow for a distinct children's area with space for seating / play / improved collection display / spaces for a caregiver and child to spend time together
- Importantly, expansion can provide for a much-needed community meeting room.
- At branches with large teen or children's populations, we have seen trends more towards an "active adult room" that provides a nice, comfortable space for older adults with views to outdoor surroundings, large print collections, public computer stations, and a variety of seating options.
- Similarly, branches with large teen populations tend to avoid creating a labelled "teen area" because it will not be able to hold all of the teen users. Instead, these libraries are designed with the understanding that the main space may be louder, teens will occupy much of the space during certain hours of the day, and that there is more of a need for enclosed quiet / focused spaces at this branch. Programming at these branches also tends towards after-school / summer lunch programs and gaming or maker events in a large meeting room space to give kids a monitored activity during which they can unwind.
- Additionally, branches that see large fluctuations in their library users throughout the course of a day, find the incorporation of mobile service points to be a helpful option for staff to provide better oversight and assistance as user groups change throughout the day without taking up significant floor space. For example, a mobile service point can be staffed after school in an area where teens tend to gather or near public computers / copy / print / laptop dispensing during evenings when they may be in heavier use.

# RECOMMENDATIONS

## ONTARIO BRANCH

### PLAN A: RELOCATION OF THE BRANCH TO A MORE VISIBLE SITE AND A NEW 12,000 SF BUILDING

### PLAN B: RECONFIGURATION & RENOVATION

The Ontario Branch is located in a stand-alone building on a side street near a large commercial area and shopping mall. The branch is easy to spot along the road on which it is located, but difficult to find from the main thoroughfare. Some research should be considered as to whether this is the best neighborhood location for the Ontario Branch and if use would change if it were to be relocated to a different part of the community. The design of this building presents a multitude of challenges that could possibly be repaired with a complete reconfiguration and renovation of the space. However, we would recommend that a thorough study be conducted to determine if these solutions will also be able to improve the quality of the interior space and its lighting challenges.

- The functional issues begin with access to the main entry from the parking lot. The entry is also not obvious given that you enter the oversized vestibule from the side then make an immediate left turn to enter the library. The entry experience is made unnecessarily convoluted by having separate entry and exit doors into the singular vestibule eating up valuable space.
- Upon entering the library space you are instantly met with a large cluttered service desk and a large sign to return items. This creates the feeling of a large barrier that instantly arrests your movement instead of creating a welcoming point along a path to move further into the building.
- The center of the public area is dominated by 3 large service desks all located very close to each other
- As a relatively newer building, there is limited access to natural light. The shape of the ceiling elements are incompatible with the current lighting fixtures creating a very dim and dark space throughout. (With the exception of the vestibule and the seating area at the west wall.)
- In general, this building is collection-heavy with full shelving and limited opportunities for display / merchandising. (Aside from the new fiction area). End panels with displays are also full of items. The ceiling is extremely low in the A/V area creating difficulty in browsing collections here.
- Overall, the building interior looks dated and the eye-line is often dominated by vast expanses of ceiling. There is limited space for seating in both adult and children's areas. Both the conference room and community meeting room are hidden from view by a lack of windows into the space. Additionally, the window seat in the children's area is an awkward element both on the inside and outside of the building.
- A reconfiguration of the entire building could open up opportunities for a shelving reorganization that allows for more seating and relocate areas that are currently hidden from view. The community room could become a more open and flexible space that can be used by patrons when a program is not occurring. Service points can be re-sized and better dispersed throughout the space.
- The staff area can be relocated to allow for the incorporation of drive up services - a feature that could be well-used in this retail-oriented neighborhood.
- A renovation would also need to involve an examination of the under-floor heating and electrical system as we evaluate options for how to accommodate access to power for patrons who bring their own devices.
- While a reorganization and renovation can resolve some of these issues, a new building could truly repair the functional issues and limitations of this branch both from a staff and public use perspective.



# RECOMMENDATIONS

## PLYMOUTH BRANCH

### PLANS A & B: RECONFIGURATION & RENOVATION

The Plymouth Branch is a stand-alone building on a picturesque site with lovely outdoor space behind the building. Although the building is in generally good condition, some updates could be made to bring more natural light into the space and lighting could be adjusted to resolve dim areas. This branch seems under-utilized but also feels like a building designed for quiet contemplation more than gathering and discovery. In an effort to draw more users into the branch, we recommend a reconfiguration of the space to better capture under-utilized areas and take advantage of views to its natural surroundings.

- A reorganization of the space can move staff along the north wall of the building while keeping a welcoming service desk near the entry. This would open up the rest of the building to flexible public use.
- Removing the kitchen and opening the community meeting room more to the lobby can create a great space in which to relocate the children's area and possible also the teen area. This new location would mitigate noise while also being able to accommodate smaller children's programs. A small children's staff desk could be located in the space to provide oversight.
- Instead the community meeting room could be located to open into the main space providing a flexible resource center that can morph from speaker events to children's activity room, to craft / maker space depending on changes in community interests. It could even pivot into a space that provides additional seating when programs are not occurring, through the use of mobile but elegantly designed tables / chairs / soft seating and book display. This space could also accommodate public computers via laptop dispenser instead of fixed stations.
- When developing children's and teen spaces, a change in finishes is an easy and crucial way to give those spaces their own identities. However, teen spaces can also be designed, while with their own identity, to provide a collaborative, small group environment that accommodate adults or home-schooled children during the day while teens are in school.
- A newly updated children's area could provide STEM-based learning through interactive elements and a play space that encourages early literacy and motor skill development.
- By rethinking the use of this space and installing updated furnishings, the Plymouth Branch could be revived as a community hub and destination.

# RECOMMENDATIONS

## MAIN LIBRARY

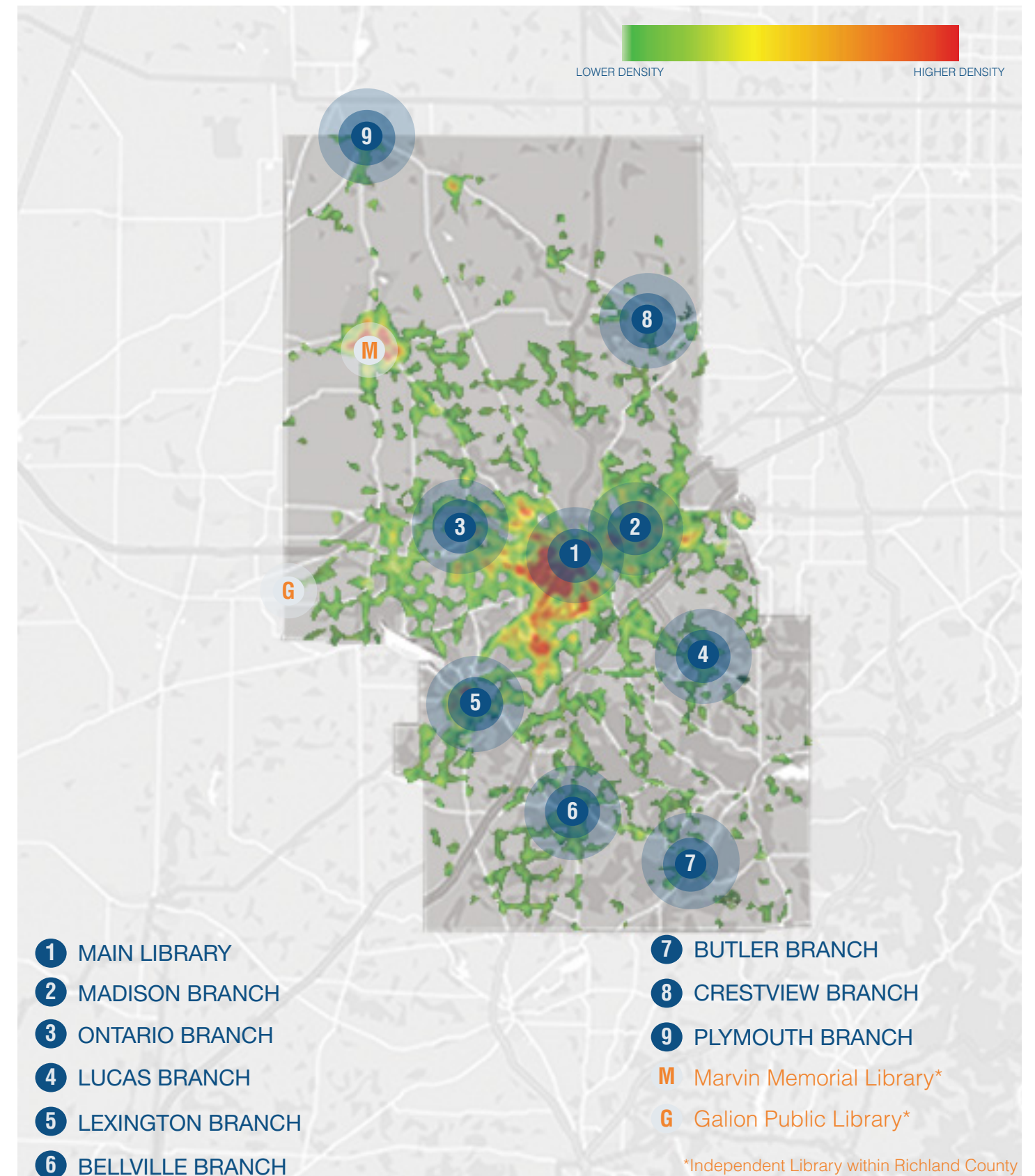
### PLANS A & B: RECONFIGURATION & RENOVATION FOCUSED ON THE ENTRY EXPERIENCE, COMMUNITY MEETING ROOM, AND SECOND FLOOR

The Main Library is centered around a stunning historic Carnegie Library with well maintained highlighted detailing and remarkable stained glass skylight. The manor in which the addition envelopes the Carnegie gives it pride of place but also creates an awkward interstitial public space in terms of interior layout and flow. One recommendation is to re-imagine currently under-utilized portions of the Carnegie building on the first and second levels in addition to the functionality of the community meeting room and layouts of the Adult, A/V, and Children's departments.

- Most enter the library from the parking garage and encounter a narrow hallway, lined with windows, leading to the main lobby and circulation desk to the right or continue straight to the community meeting room. Removing the wall that separates the lobby / circulation area from the hallway that runs along the front facade would do a few beneficial things. It would open up the space improving visibility to the entry points, bring natural light deeper into the lobby space, create a more welcoming and dynamic entry experience, and improve the overall layout of the space. It could also support relocation of the self-checkout station and holds - moving them onto the entry / exit path, reconfigure the under-utilized space in front of the elevator, improve browsing for new materials, and center the circulation desk.
- The second floor of the Carnegie is currently used as a pop-up event space otherwise housing some seating and a couple tall mobile display units. Behind this area, along the front facade, is an under-utilized conference room. The long linear shape of this room makes it difficult to use but it could experience new life by being subdivided into 2-3 smaller glass study rooms. Other portions of this 2nd floor space could be reactivated as a maker space / creative lab, for gaming events, as a lounge space, etc. Giving this space a full-time function would also be a good reason to place a small service desk here that could support these uses while also overseeing the study rooms.
- The proximity of both A/V and Adult to the open Carnegie space is a strong adjacency for equipping and operating this area
- The Adult area may also want to consider some reconfiguration to create more visible computer lab and study rooms. This space is currently staffed with one large service desk near the entry. Another option would be to adjust the shelving to create more space by the computer lab area and develop a teen space there with a smaller, secondary service point. It would have some perceived, but not actual privacy and could also develop its own identity through changes in finishes, shelving types, lighting, and furniture.
- The A/V department is extremely collection-heavy with limited display and no seating. As A/V formats are changing and demand in different media types fluctuates, a reevaluation of these collections may be considered. This area houses the very exciting Library of Things which should have increased display so that items are visible to build interest but also secure.
- The Children's department did recently receive a refresh, however, some minor reconfiguration could also be considered here. Upon entry, visitors are faced with not only the service desk but also the staff work room. Could the workroom be relocated to the west in order to alleviate the hidden corner of nonfiction shelving while simultaneously opening up views to the great windows beyond the service desk?
- The collections in the Children's area can continue to be zoned by age level but perhaps more flexible and varied seating options could be incorporated here to transition with children as they experience different ages. Including options for a caregiver and child to sit together.
- The Children's area can also incorporate STEM-based learning elements that evolve by age group across the space.
- Perhaps some visibility into the program room could also be created to generate even more interest in the events happening there.

# 04 BRANCH LIBRARY OBSERVATIONS

## BRANCH LIBRARY OBSERVATIONS





# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 5,171	Gross Square Feet: 5,028
Total Population: 2,219	Year Constructed: / Expanded & Renovated: 2000 / Interior Refresh in 2017
Median Age: 42.8	2019 Circulation: 98,157 items
Total Households: 826	2019 Door Count: 60,480 people
Median Household Income: \$34,492	2019 Average Daily Door Count: 195 people
Population Below the Poverty Line: 9.3%	2019 Number of Programs: 527 programs

## HOW THE SPACE IS USED:

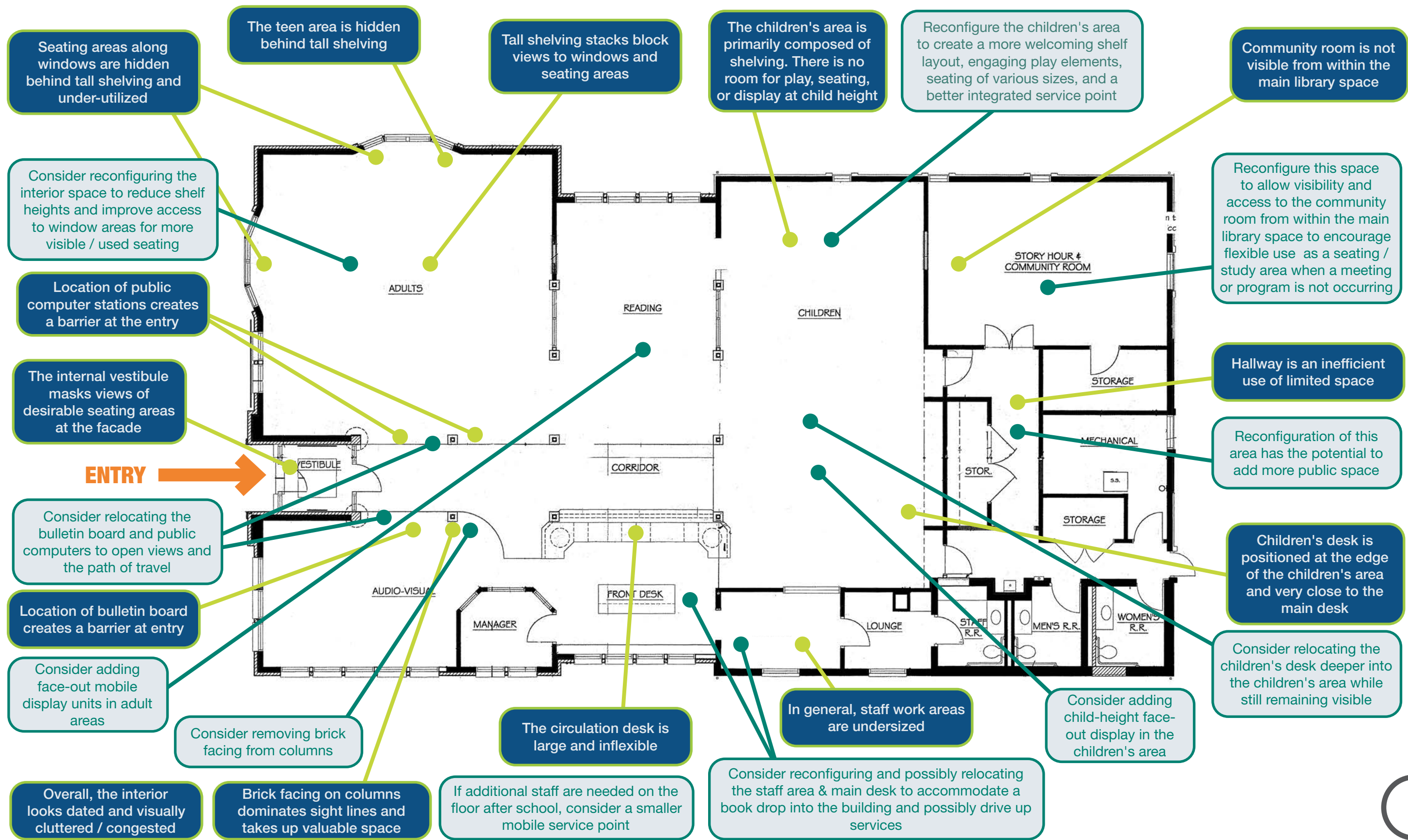
- About 1/4 of customers come in to the branch to pick up holds / more transactional experience
- DVD's make up 25% of circulation, closely followed by children's collection items
- Computers are mostly busy in the after school hours and like that the screens are visible from the service desk
- At the circulation desk the 2 corner stations are primarily used with an occasional third staff member if crowded after school
- The reading area is well used
- This branch would benefit from drive-up services
- Need for programming areas, currently have to plan programming around the available space
- Need more space in general / building is under-sized
- The slab on grade construction makes it difficult to move public computers / technology
- Would like to see STEM related interactive elements in the children's area
- Would like a toy / play space
- The collection areas to either side of the entry tend to fade from view when entering
- Could use a larger area to promote new materials
- Collection is tight, shelving is high
- Would like to see the mural preserved here
- Serving a larger area based on circulation information

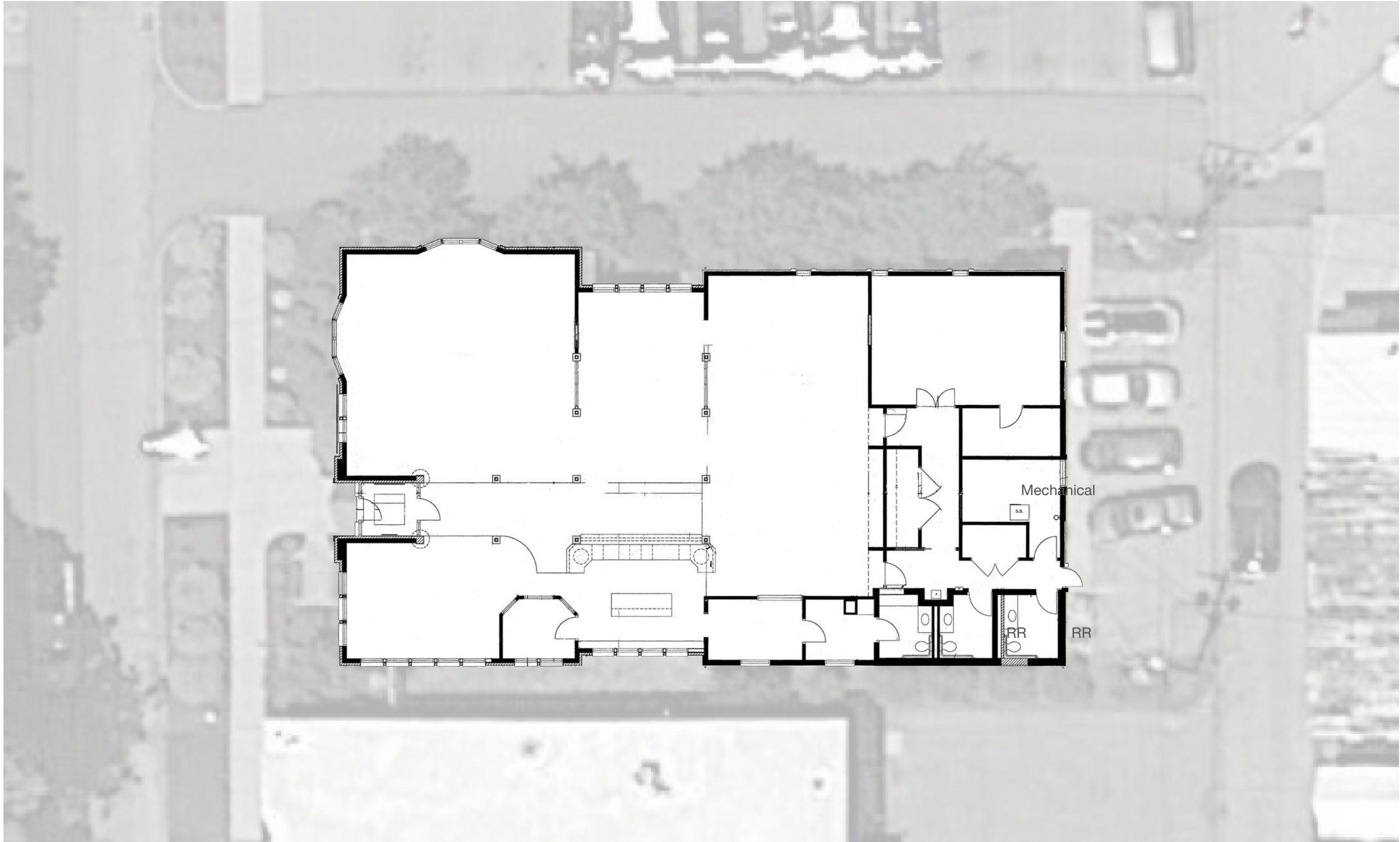


# BRANCH LIBRARY OBSERVATIONS

BELLVILLE BRANCH LIBRARY

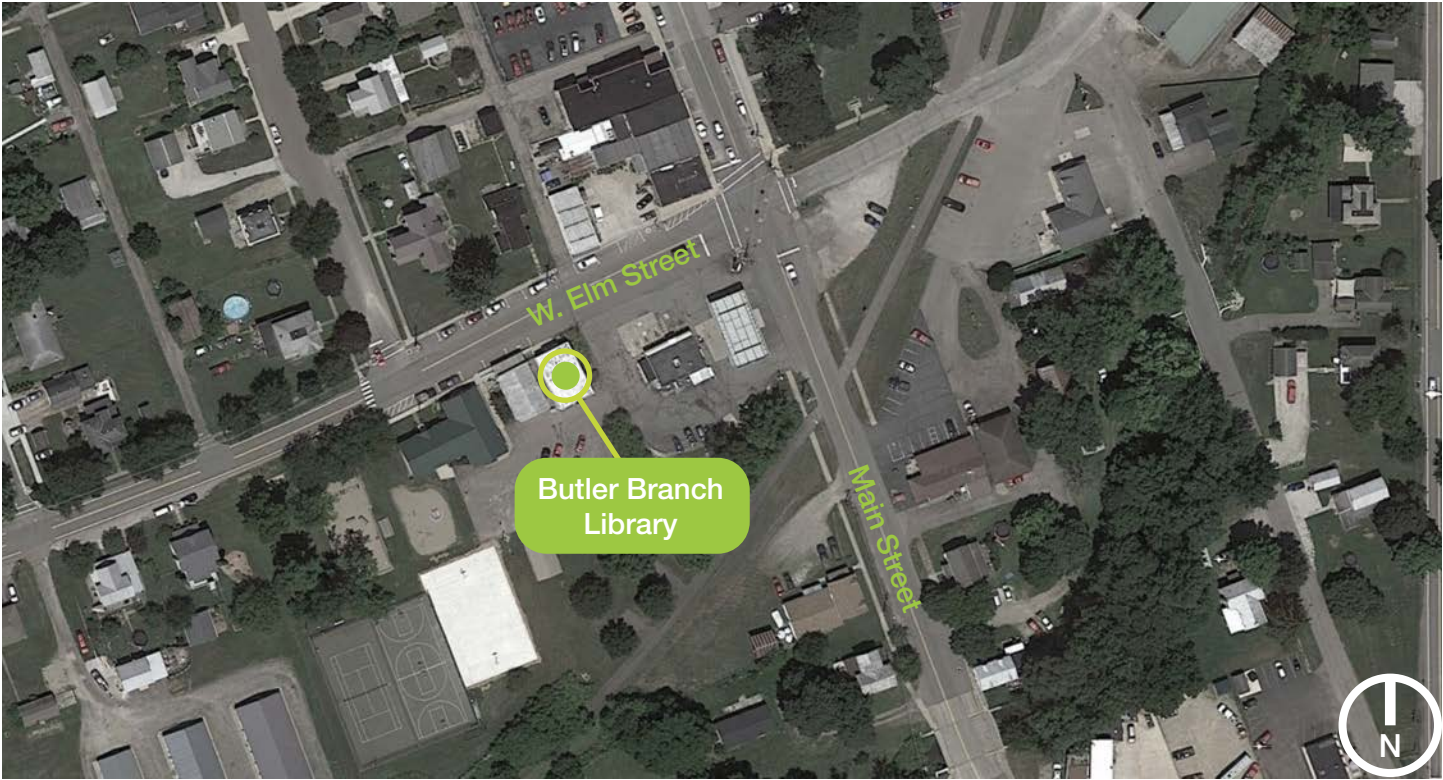
BELLVILLE BRANCH LIBRARY







# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 2,651	Gross Square Feet: 2,490
Total Population: 781	Year Constructed: / Refreshed in 2018
Median Age: 37.2	2019 Circulation: 37,439 items
Total Households: 362	2019 Door Count: 30,115 people
Median Household Income: \$39,886	2019 Average Daily Door Count: 97 people
Population Below Poverty Line: 4.9%	2019 Number of Programs: 331 programs

## HOW THE SPACE IS USED:

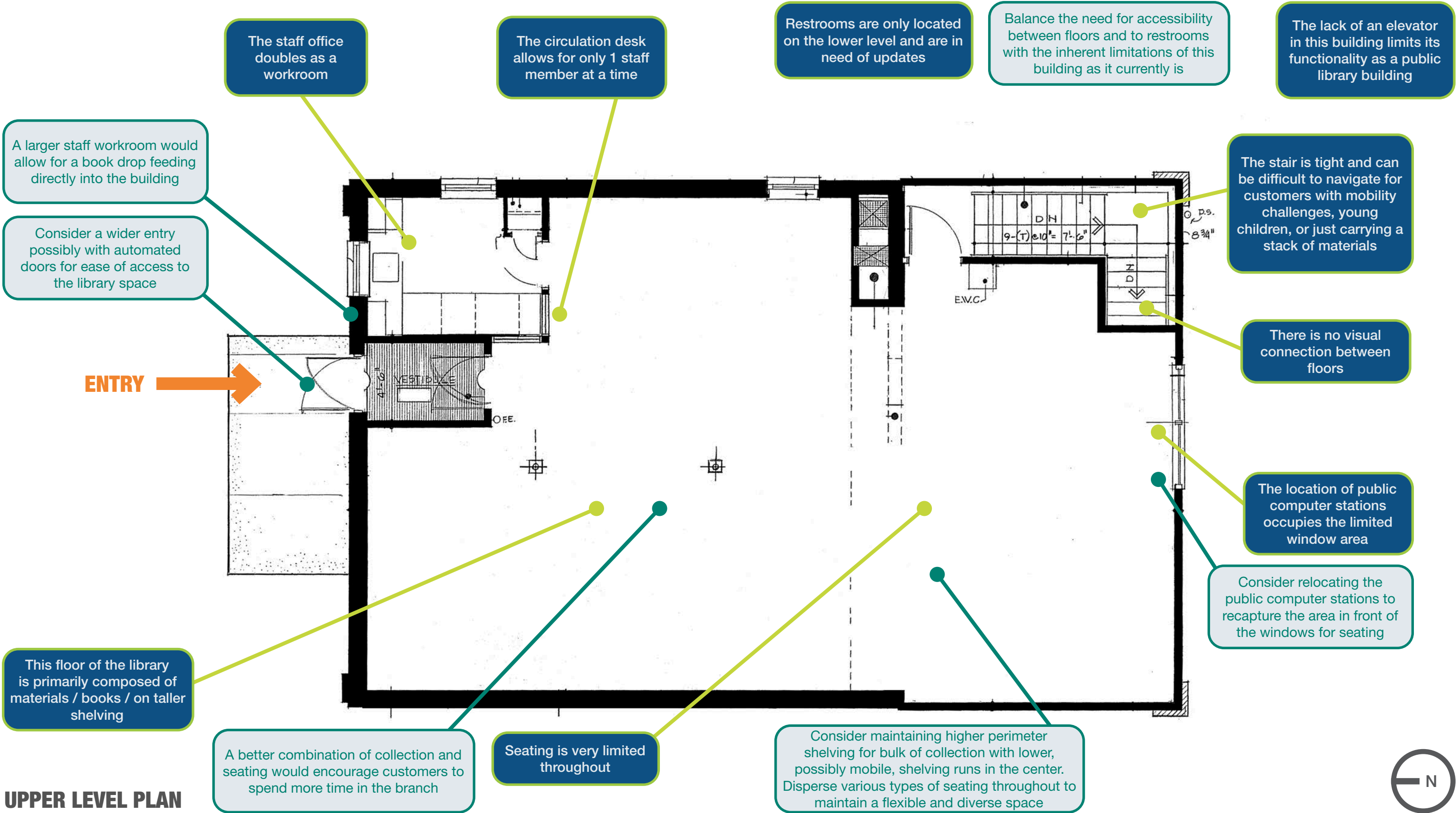
- Located well within the community, on Main Street
- Many in this area rely on the Library for internet access / checkout hot spots
- Sizeable senior population in this area
- The site is not convenient for customers with children / strollers
- Lack of available space hurts the population that comes in for youth services
- The stairs can be difficult to maneuver and the lack of an elevator presents challenges
- Many see the library area as transactional where patrons come in to grab a book and then leave
- Tight on space in terms of materials and a place to sit / spend time
- Staff area is cramped with space for only 1 staff person at the desk and a shared workroom / office behind it
- Columns take up a lot of space inside the building
- The community room is very well used and often reserved by members of the community. This is the only available gathering place in town and its availability for public use was stipulated in the transfer of the deed to the Library
- The Library does host a fair amount of classes here



# BRANCH LIBRARY OBSERVATIONS

BUTLER BRANCH LIBRARY

BUTLER BRANCH LIBRARY



UPPER LEVEL PLAN

# BRANCH LIBRARY OBSERVATIONS

The current size and layout of this branch significantly limit its ability to serve the community and to function as a modern public library.

Consider evaluating options for either expansion or a new building to replace this branch

There is no visibility to the meeting room from the main library space

Consider updating the restrooms and creating a separate janitorial storage area

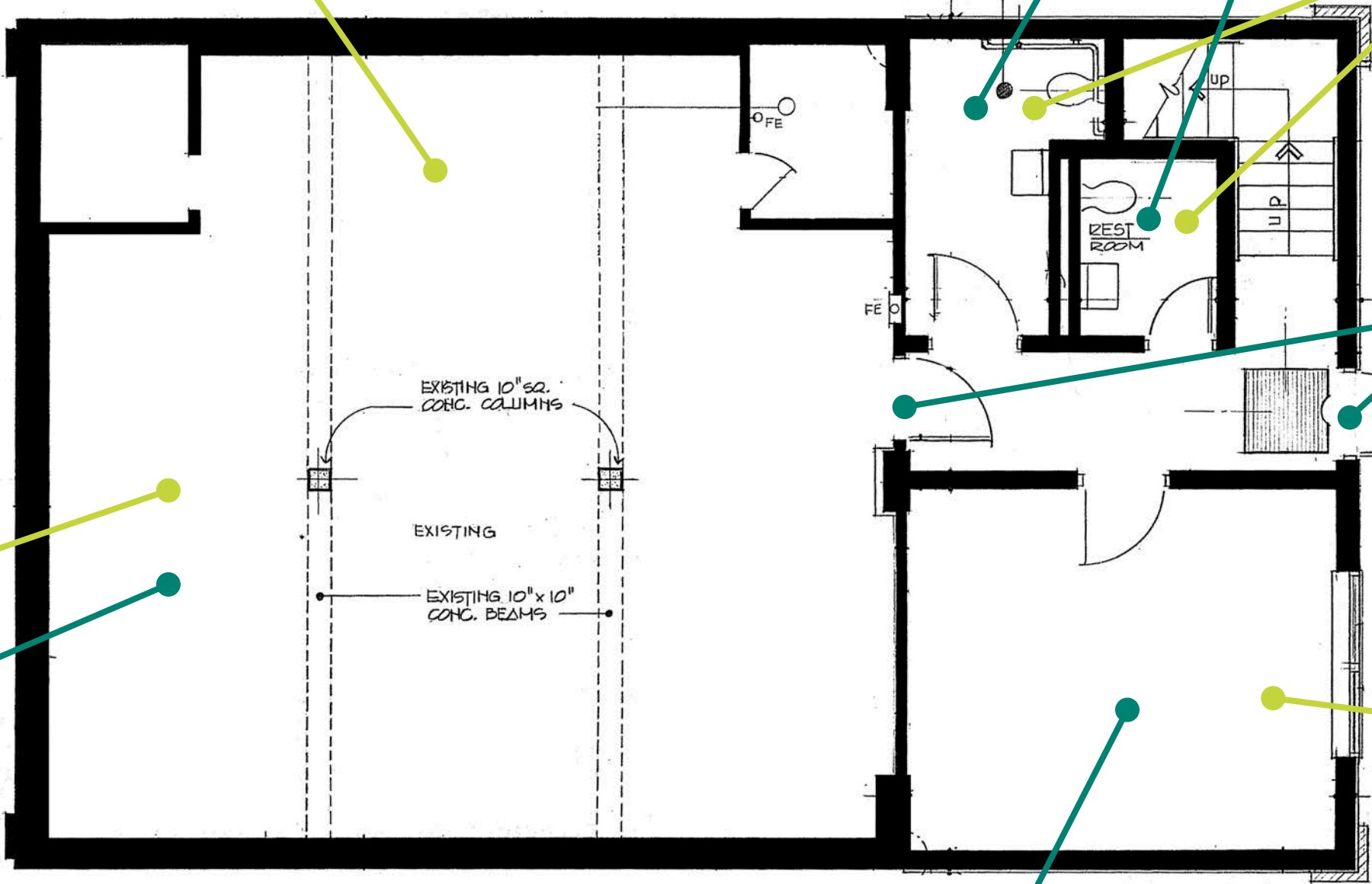
Restrooms are only located on the lower level and are in need of updates

Consider a wider entry possibly with automated doors for ease of access to the community room

ENTRY

The community room is well used by both the Library and members of the community

Consider interior updates and integrating technology to enhance this well used space



Nicely sized storage area for the branch. This space is also used to prepare for events

Consider expanding staff off-floor work space to this lower level storage room or consider shrinking this storage room to upgrade restrooms and improve access to the community meeting room

LOWER LEVEL PLAN





# BRANCH LIBRARY OBSERVATIONS

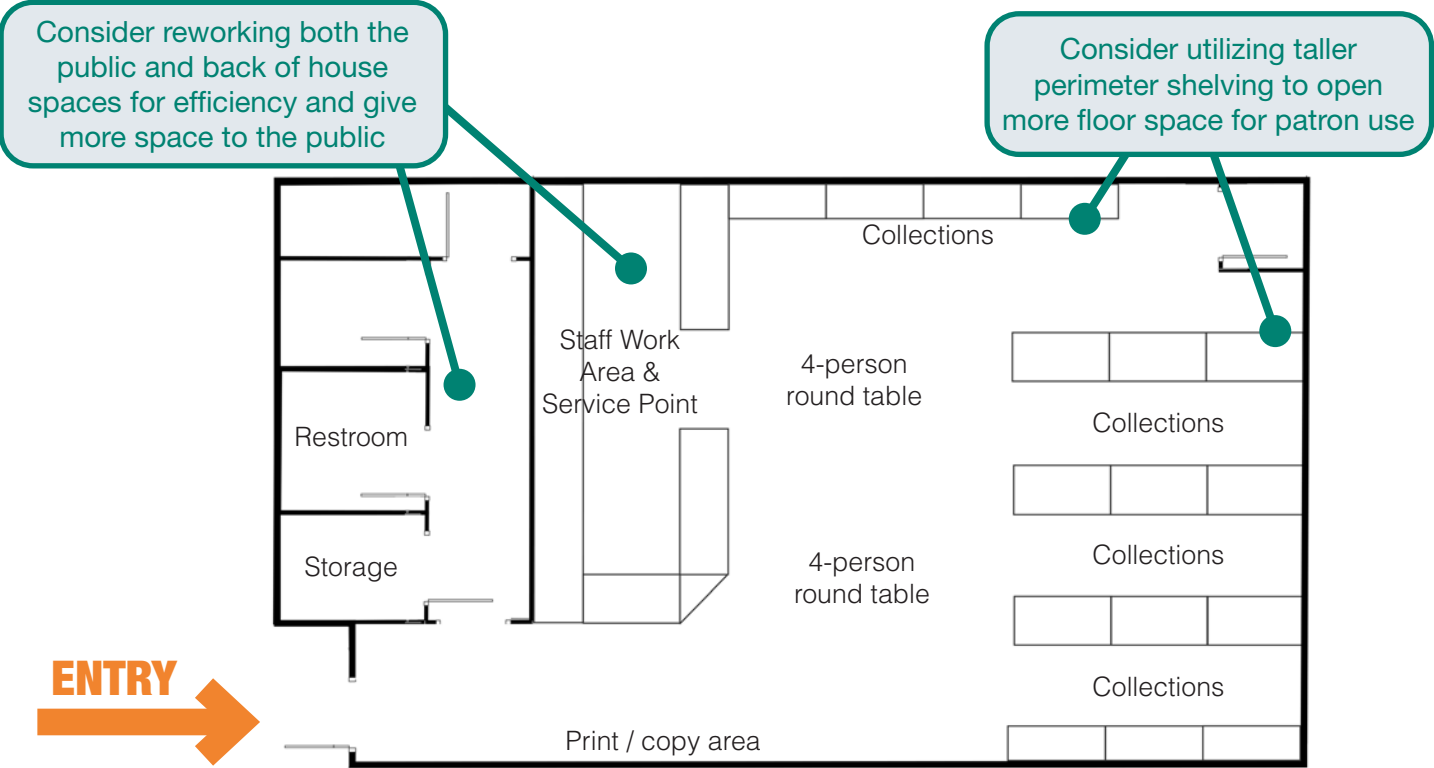


# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 5,991	Gross Square Feet: 1,000
Total Population:	Year Constructed: N/A
Median Age:	2019 Circulation: 32,217 items
Total Households:	2019 Door Count: 14,754 people
Median Household Income: \$	2019 Average Daily Door Count: 48 people
Population Below the Poverty Line:	2019 Number of Programs: 453 programs

## HOW THE SPACE IS USED:

- The Crestview Branch currently occupies a classroom space within Crestview Middle School
- This branch is under-sized for the amount of use
- There is no community room
- Very limited space for seating or access to public computers
- Teacher packs are very popular
- Limited opportunities for collections, seating, access to technology, programs, display, etc.
- There is no space to expand library services





# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

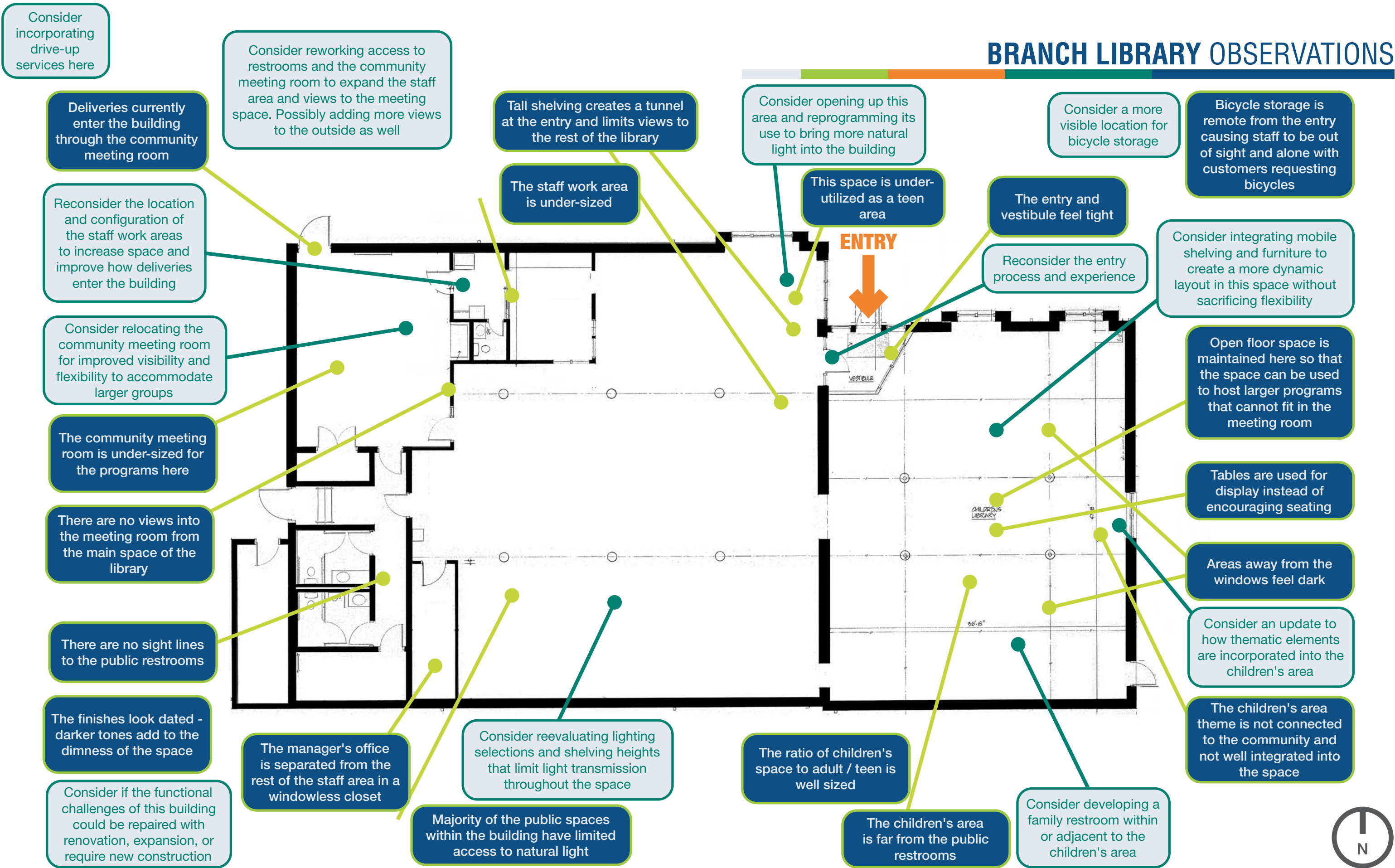
Service Area Population: 8,701	Gross Square Feet: 6,055
Total Population: 4,842	Year Constructed:
Median Age: 39.9	2019 Circulation: 142,712 items
Total Households: 1,970	2019 Door Count: 80,460 people
Median Household Income: \$48,028	2019 Average Daily Door Count: 260 people
Population Below the Poverty Line: 2.5%	2019 Number of Programs: 516 programs

## HOW THE SPACE IS USED:

- The location of the Lexington Branch is hidden and not visible from the main road
- The building is also land-locked limiting opportunities for expansion
- Overall, the building is undersized for the amount of usage
- Usage has been increasing at this branch
- Lighting is dim in areas with lower ceilings and limited access to natural light
- The size of the community room hinders its functionality and ability to accommodate the demand for programs and interest in attendance in this community
- Many larger programs are instead conducted in the main space of the library and could be better supported with the integration of mobile shelving / display and furniture pieces for flexibility. This also can result in noise that impacts other visitors or sensitive topics discussed in the open
- Circulation desk is congested after programs
- There is a need for separate storytime / children's program room and community meeting room
- Patrons have trouble finding the book drop
- This location would benefit from drive-up services
- Interested in counter-height seating and gaming equipment to support popularity of collection
- Audiobook, CD, and nonfiction collections are waning in popularity
- Shelving is tight
- Limited access to power for device charging
- Students often meet tutors here after school but limited in spaces to sit / meet / use devices
- There is a need for a more visible bicycle storage option
- This location could also benefit from improved exterior lighting
- There is a concern about safety in the parking lot due to the lack of traffic indicators / signage

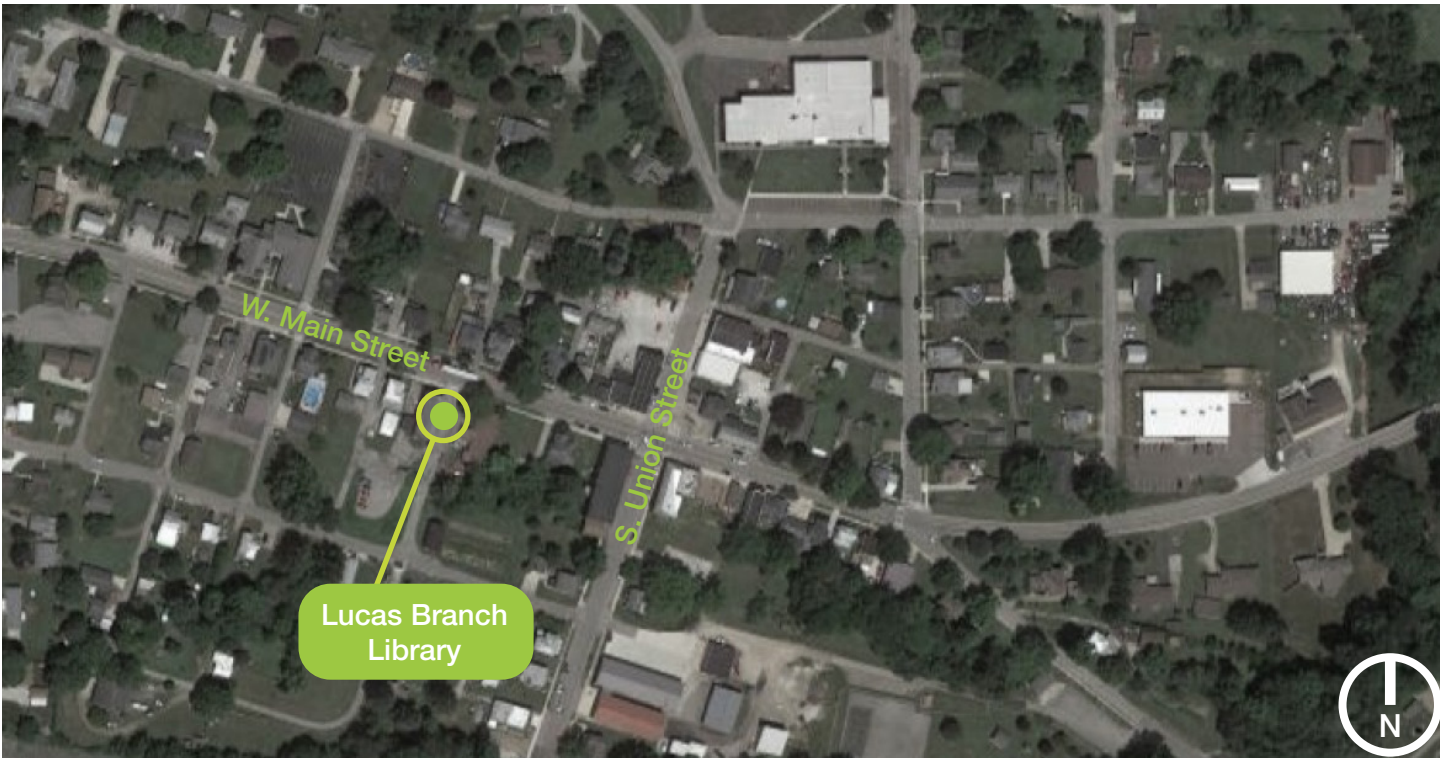


# BRANCH LIBRARY OBSERVATIONS





# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 2,492	Gross Square Feet: 1,431
Total Population: 456	Year Constructed:
Median Age: 34.9	2019 Circulation: 35,408 items
Total Households: 237	2019 Door Count: 32,988 people
Median Household Income: \$37,813	2019 Average Daily Door Count: 107 people
Population Below the Poverty Line: 6.2%	2019 Number of Programs: 285 programs

## HOW THE SPACE IS USED:

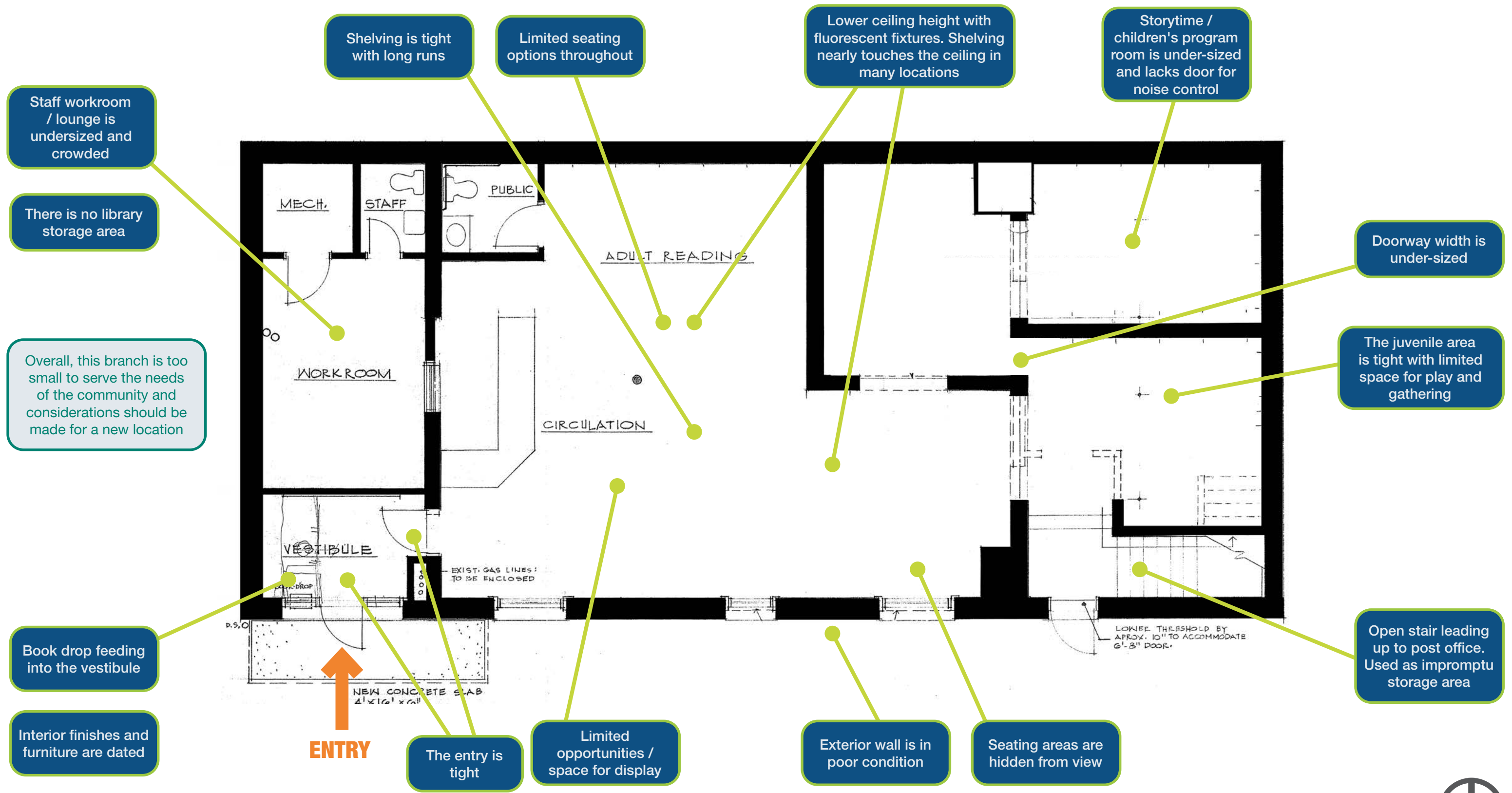
- The Lucas branch is #1 in the MRCPL system in terms of visits per square foot and #2 in terms of items circulating per square foot suggesting that it is undersized for the amount of interest in library services present in this community
- Located in the basement of a 120 year old building, below a post office
- The slope of the driveway leading to the entrance can be challenging for older adults who are unable to find parking near the entry
- General lack of parking
- Have had water seeping into the space, and in general the library space is damp
- Would like a more welcoming experience for visitors
- The space is segmented creating challenges for functionality, flow, and oversight
- Much of the shelving here is wood except for shelving along the perimeter
- Limited attendance in storytime area of 5-6 people
- There is no community meeting room here
- There is no library storage area here
- This community is in need of an improved library space that can support expanded services



BRANCH LIBRARY OBSERVATIONS

LUCAS BRANCH LIBRARY

LUCAS BRANCH LIBRARY





# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 20,765	Gross Square Feet: 3,290
Total Population: 14,680	Year Constructed:
Median Age: 40.4	2019 Circulation: 80,350 items
Total Households:	2019 Door Count: 62,480 people
Median Household Income: \$40,081	2019 Average Daily Door Count: 202 people
Population Below the Poverty Line:	2019 Number of Programs: 282 programs

## HOW THE SPACE IS USED:

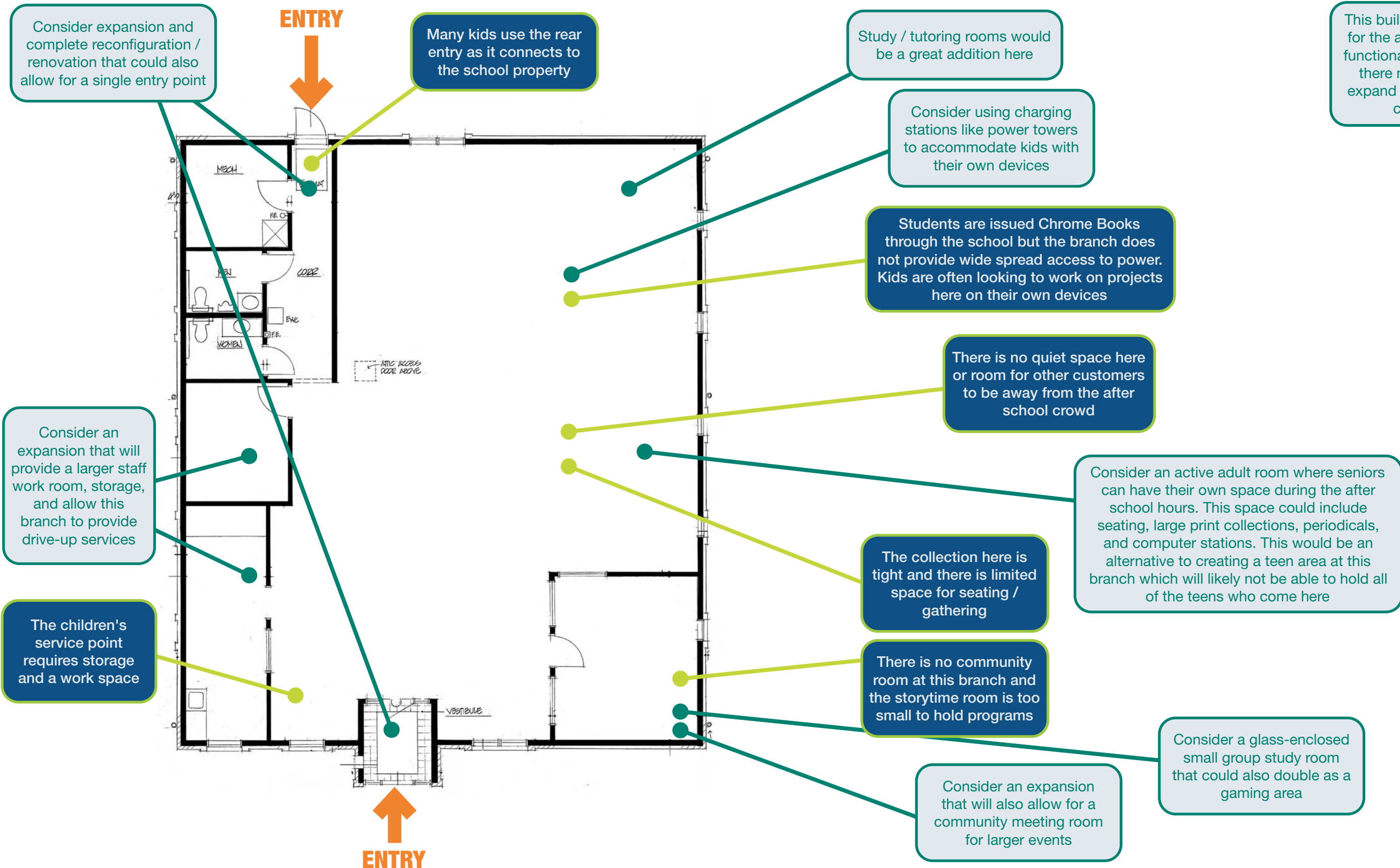
- This branch is located adjacent to the Madison Middle School and near the Madison High School and provides a valuable place for teens to go after school. However, the limited amount of space at this branch makes it crowded after school and deters other visitors
- The Madison Branch is serving a larger population than envisioned when the branch was built
- This branch does not have a community meeting room necessitating staff to host programs in the main library space which can disturb other patrons who are not participating in the event
- Limited access to power presents a challenge for kids studying / working on projects after school or meeting with a tutor
- Utilizing both the front and rear doors as entry points presents problems for oversight, a consolidated entry point would be helpful
- This location would benefit from drive up services
- Functionality and flow throughout the space could be improved
- Shelving is tightly packed
- Would like to have public computers in sight of service point
- The majority of users are either teens or older adults
- There is potential for expansion on the site
- Would like to have the opportunity for outdoor program space



# BRANCH LIBRARY OBSERVATIONS

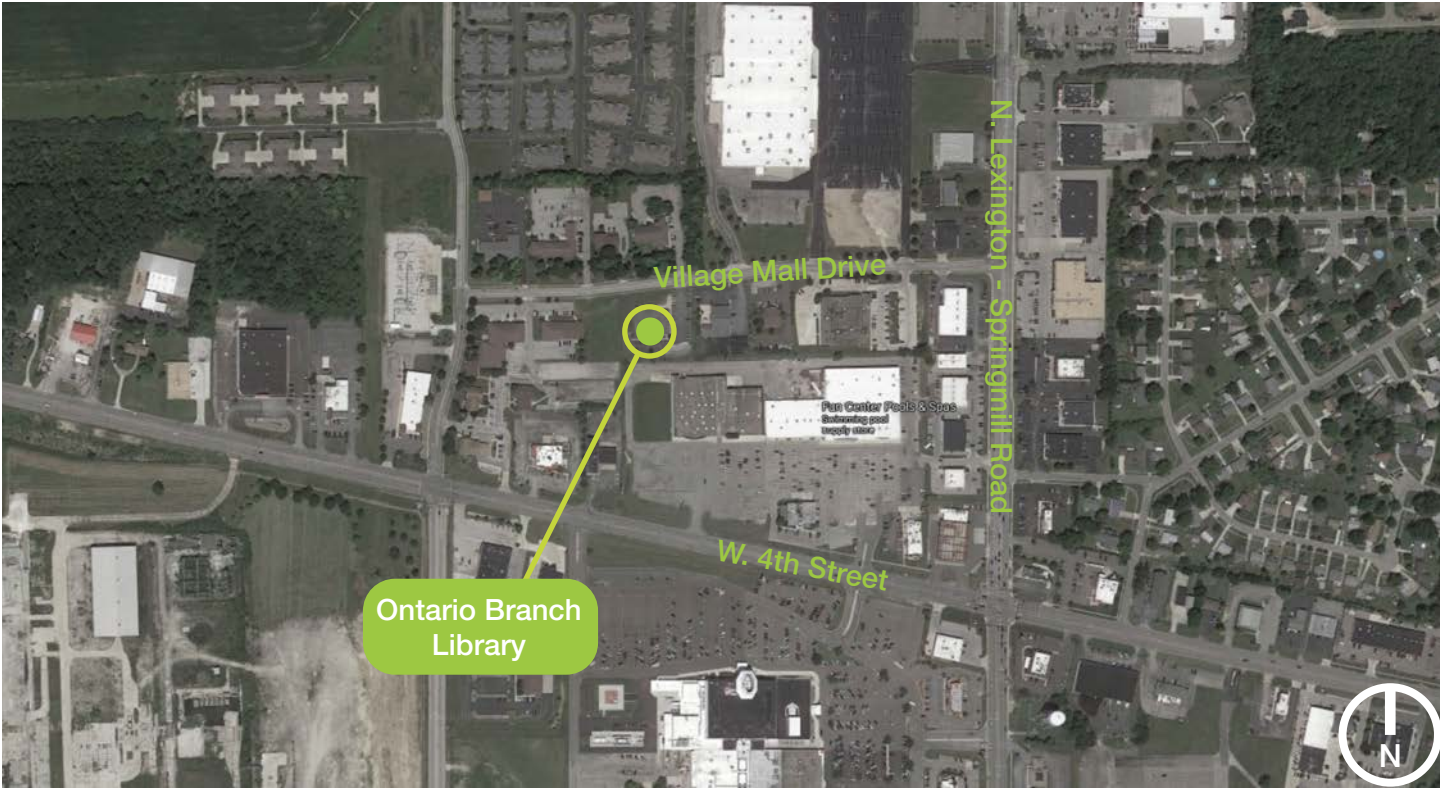
MADISON BRANCH LIBRARY

MADISON BRANCH LIBRARY





# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 11,411	Gross Square Feet: 9,675
Total Population: 6,076	Year Constructed: 2001
Median Age: 43.1	2019 Circulation: 136,967 items
Total Households: 2,616	2019 Door Count: 112,647 people
Median Household Income: \$46,146	2019 Average Daily Door Count: 318 people
Population Below the Poverty Line: 6.2%	2019 Number of Programs: 354 programs

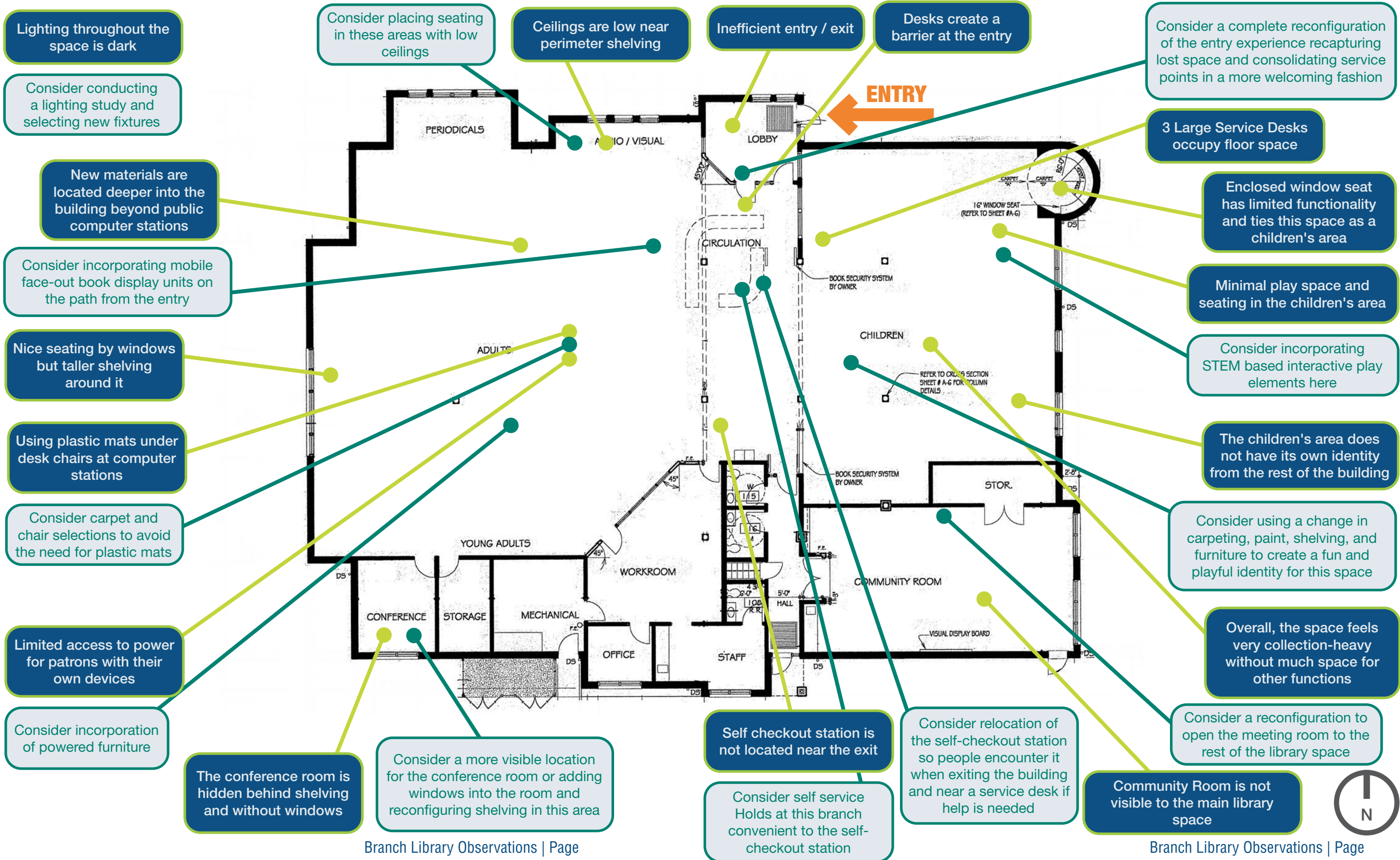
## HOW THE SPACE IS USED:

- The entry / exit have separate doors, each with their own service point resulting in 3 large service points at this branch
- Like having the circulation desk near the door
- There are issues with dim lighting throughout the space, particularly in the children's area
- There is an oddly shaped window seat in the children's area - does this create issues with the roof outside?
- Both the community meeting room and conference room are hidden from the main library space
- The windows from the staff workroom to the main floor were recently covered
- The lobby is convoluted and also contains under-utilized space
- Ceilings are low along the perimeter of the building where collections are housed
- The space is mostly open which will allow for reconfiguration, yet it feels congested
- Finishes are dated and dark throughout the building
- Many patrons bring in their own devices and need a place to sit and plug in
- Prefer lower shelving and more display options
- The community meeting room is a good size
- The staff workroom is in an odd location
- Have a self-checkout machine and would like a better location for Holds



# BRANCH LIBRARY OBSERVATIONS

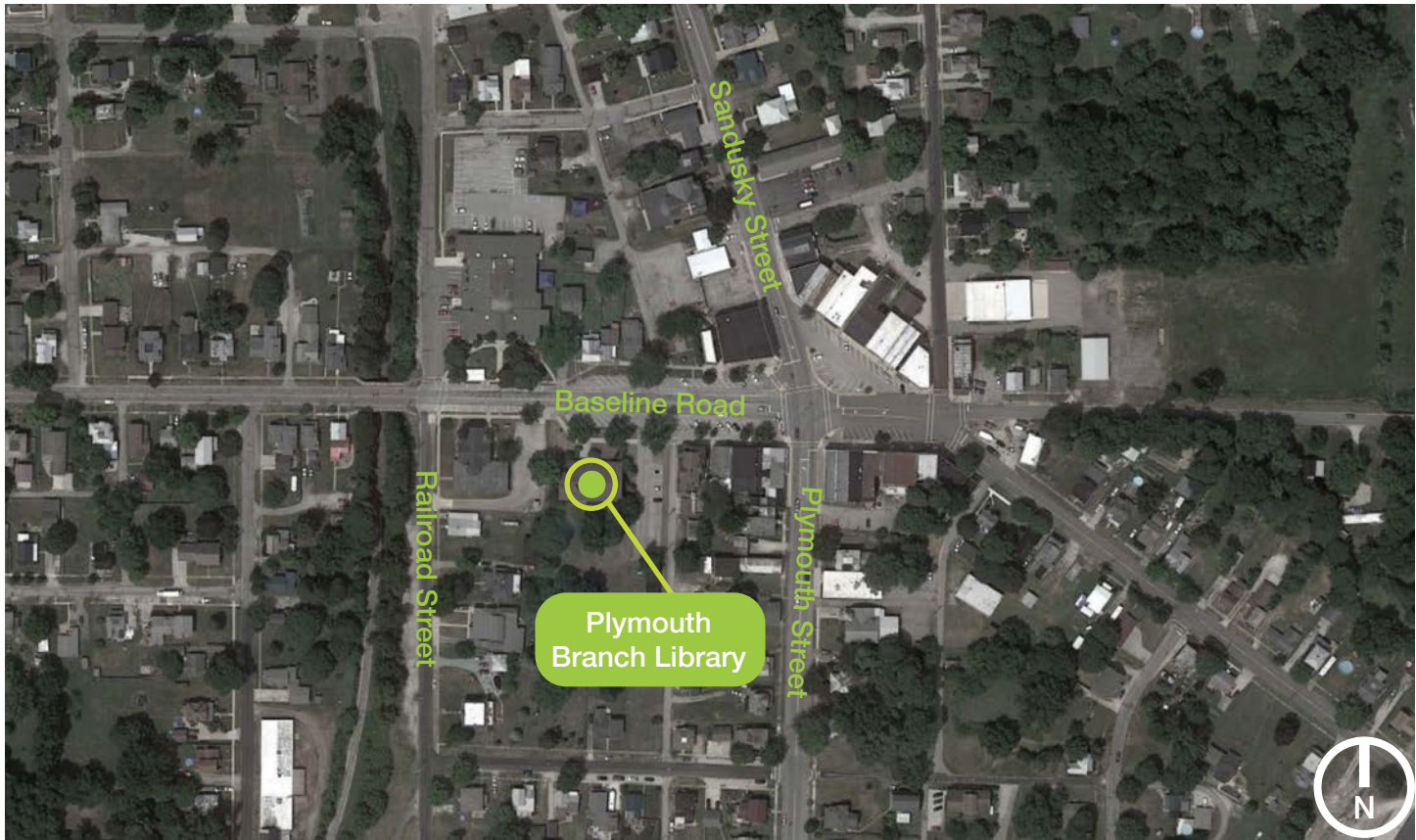
ONTARIO BRANCH LIBRARY



ONTARIO BRANCH LIBRARY



# BRANCH LIBRARY OBSERVATIONS



# BRANCH LIBRARY OBSERVATIONS

Service Area Population: 4,367	Gross Square Feet: 5,220
Total Population: 1,597	Year Constructed:
Median Age: 34.1	2019 Circulation: 48,236 items
Total Households: 696	2019 Door Count: 42,410 people
Median Household Income: \$36,994	2019 Average Daily Door Count: 137 people
Population Below the Poverty Line: 13.3%	2019 Number of Programs: 232 programs

## HOW THE SPACE IS USED:

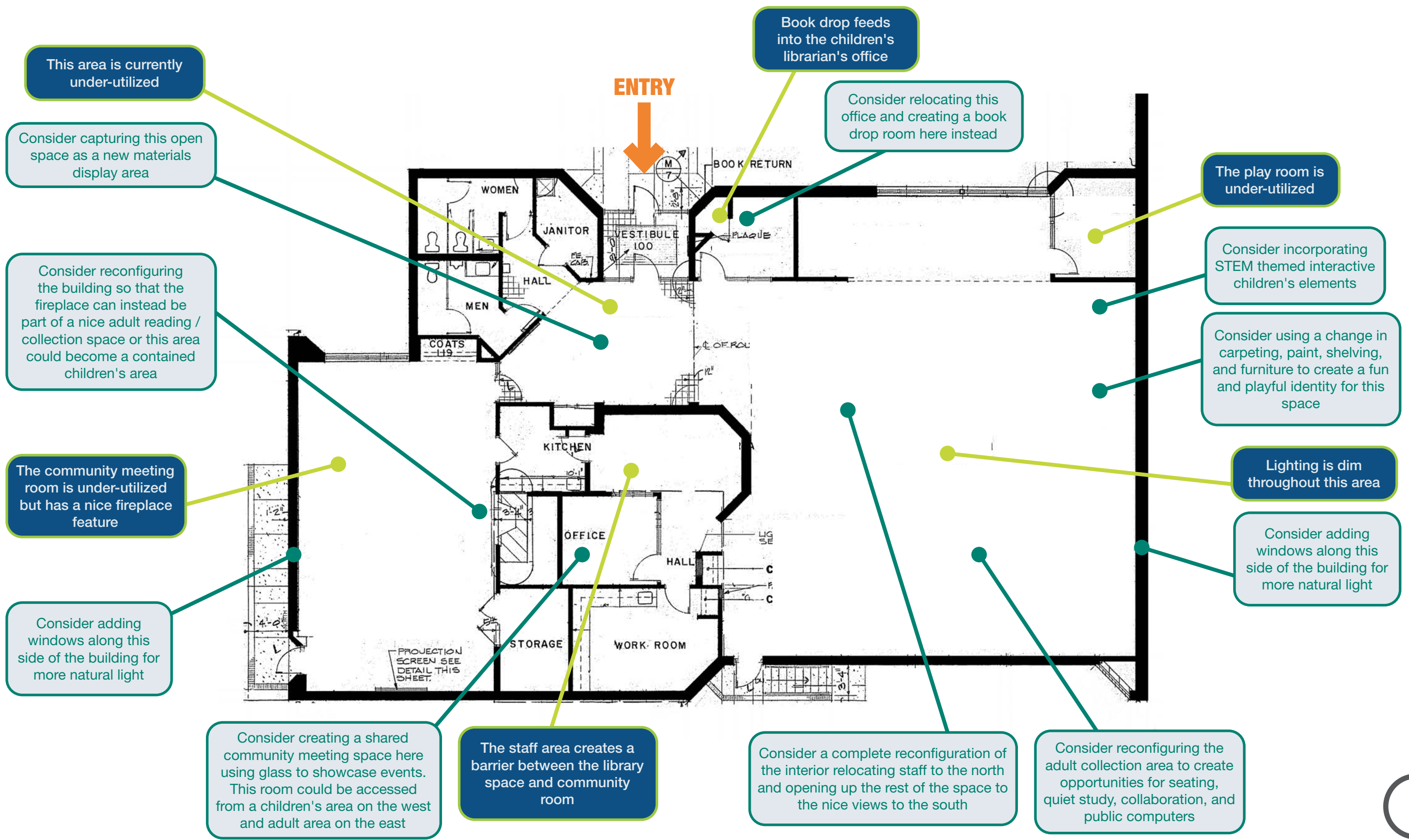
- Great location in Plymouth
- This branch has a lovely site with potential for outdoor programming space
- Windows could be added on the east and west facades to bring more natural light into the building and connect to the surroundings
- Lighting is dim throughout (mostly up-lighting)
- There is a nice fireplace in the community meeting room
- The play room is under-utilized and perhaps a different play space option should be considered
- Would like to draw more children into the library
- Considering a maker / resource center to provide a new service in the area
- The book return feeds into the staff office near the entry
- The current location of the staff work room / service desk creates a barrier between the library side and the meeting room side
- The building feels quiet
- Furniture and shelving in this branch are unique and made of wood (can be heavy to move)
- The branch was built by a member of the community and deeded to the Library
- The building is a good size for the amount of use
- Restrooms have had heating added for comfort
- There are gates that can drop down from the ceiling for after hours access to the community meeting room
- Overall, the building is in good condition



# BRANCH LIBRARY OBSERVATIONS

PLYMOUTH BRANCH LIBRARY

PLYMOUTH BRANCH LIBRARY



# 05 MAIN LIBRARY OBSERVATIONS



# MAIN LIBRARY OBSERVATIONS



# MAIN LIBRARY OBSERVATIONS

Service Area Population: 53,219	Gross Square Feet: 62,600
Total Population: 46,576	Year Constructed: / Expanded:
Median Age: 38.5	2019 Circulation: 224,949 items
Total Households: 18,696	2019 Door Count: 262,507 people
Median Household Income: \$30,176	2019 Average Daily Door Count: 761 people
Population Below the Poverty Line: 16.3%	2019 Number of Programs: 1,170 programs

## HOW THE SPACE IS USED:

- Main Library is the hub of the system serving users at this location and supporting staff at the branches
- There is a need for a drive-up book drop that could be located in the garage. Curb-side services are still popular and well used here
- MRCPL is open to incorporating an automated materials handling system to support the technical services department
- There is a need here for a teen area that will be inviting, exciting, and appealing to teens
- The second floor of the Carnegie building is used as a pop-up event space but its openness can also lend itself to other functions that would reactive the space increasing use
- The conference room on the second floor of the Carnegie building could be converted into more visible study rooms / equipment ready rooms for maker items / or gaming suites. Ideally, a function that would draw new customers and could be on display
- There is a need for incorporating STEM based interactive elements in the children's area and perhaps a reduction of the nonfiction collection could help afford space for this
- The Library of Things collection is housed in the A/V department and could use more prominent, but still secure, display. Not only in this area, but perhaps also the entry lobby on the first floor
- There is interest here in having the ability to host a maker space and gaming events to attract under-served demographics
- In the adult area, seating, study rooms, the computer lab, and laptop vending machine are mostly hidden from view by tall shelving and could be difficult to monitor and access. Remaining hidden can also limit the amount of use of these spaces and items
- It seems like the new, exciting, or needed features are hidden in spots that are convenient but not necessarily the best location due to limited visibility. Everyone knows that you have collections, but not everyone knows about the other great things you offer because they are not immediately visible when you enter the space
- The adult area service point does address the door, but not other parts of this area. Would it be better served by two small service points?
- Access to power is an issue throughout the building for library patrons
- The overall flow of the public and staff spaces could be updated



# MAIN LIBRARY OBSERVATIONS

MAIN LIBRARY OBSERVATIONS

Consider a reconfiguration of the entry hallway removing the wall separating it from the library space creating a more open flow to the service point, stair, and elevator

Consider a reconfiguration of the service desk to better address a more open entry space

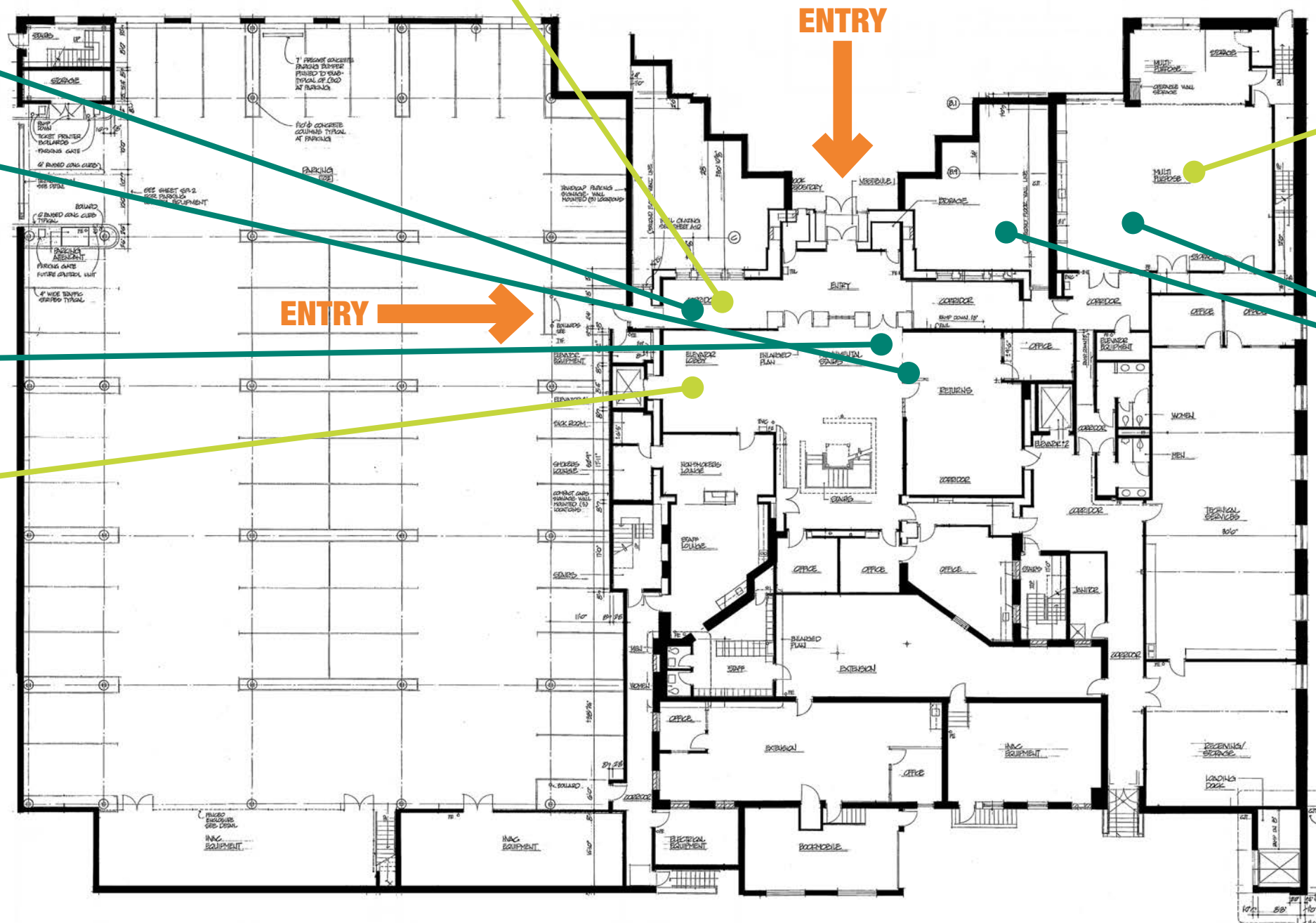
Consider relocating the self-checkout machine on the path of exiting the library and near the service desk in case help is needed

The space near the elevator feels like a missed opportunity for engaging visitors

The entry experience consists of a hallway into either the library space or the meeting room

The community meeting room is hidden from the rest of the library building

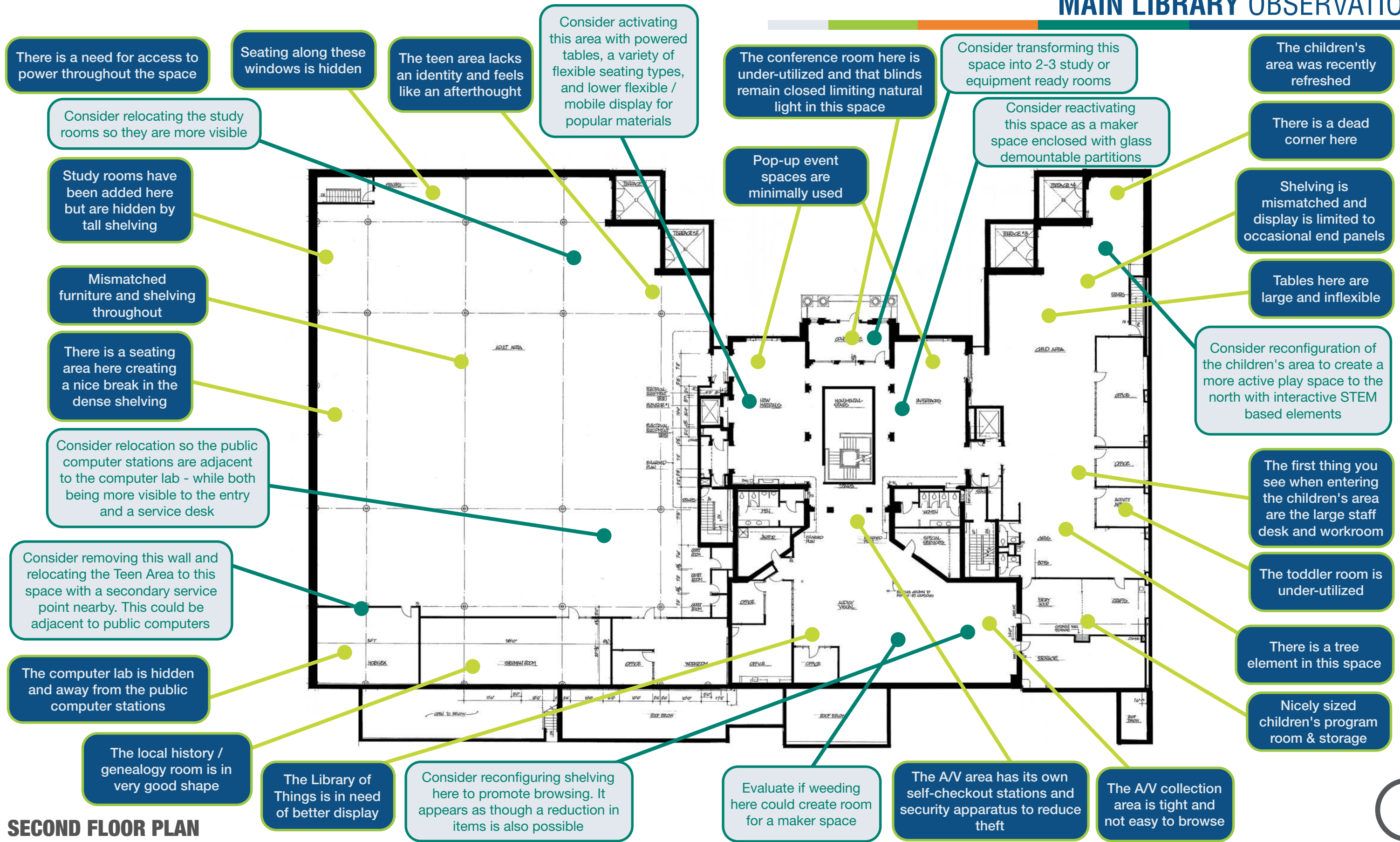
Consider a reconfiguration of the community meeting room opening the space to the outside for visibility and larger events that can spill into the plaza



MAIN LIBRARY OBSERVATIONS

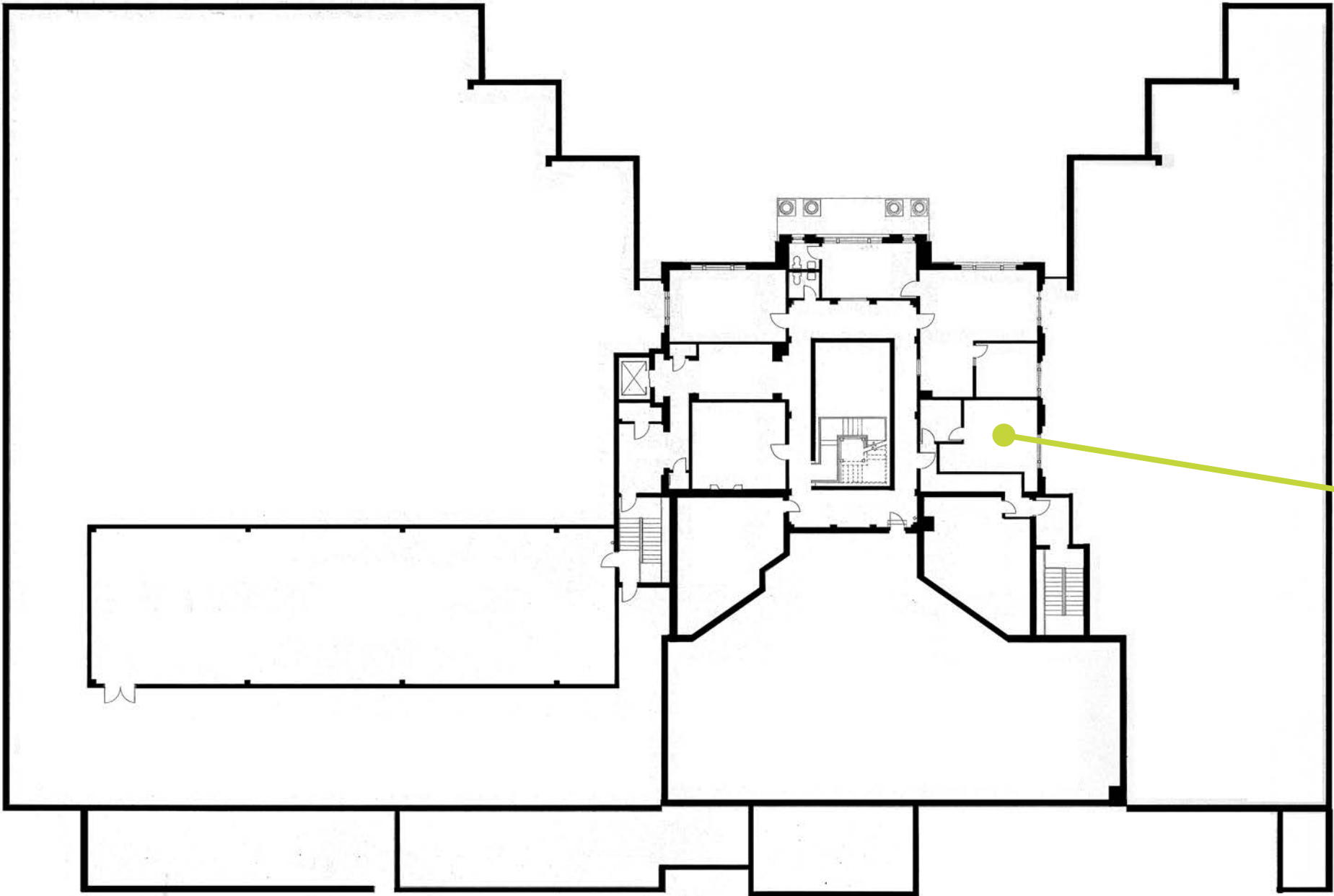


# MAIN LIBRARY OBSERVATIONS



SECOND FLOOR PLAN





There is some work needed in one of the offices on this floor but otherwise no modifications are recommended

MAIN LIBRARY OBSERVATIONS

MAIN LIBRARY OBSERVATIONS



# 06 DATA ANALYSIS & SPATIAL BREAKDOWNS

## DATA ANALYSIS & SPATIAL BREAKDOWNS

The following section examines the use and balance of the spaces within each branch library building using a variety of metrics. The findings and system-wide comparisons contained herein helped to inform the Priorities and Recommendations described earlier in this document. The metrics used to evaluate and compare the branch libraries include:

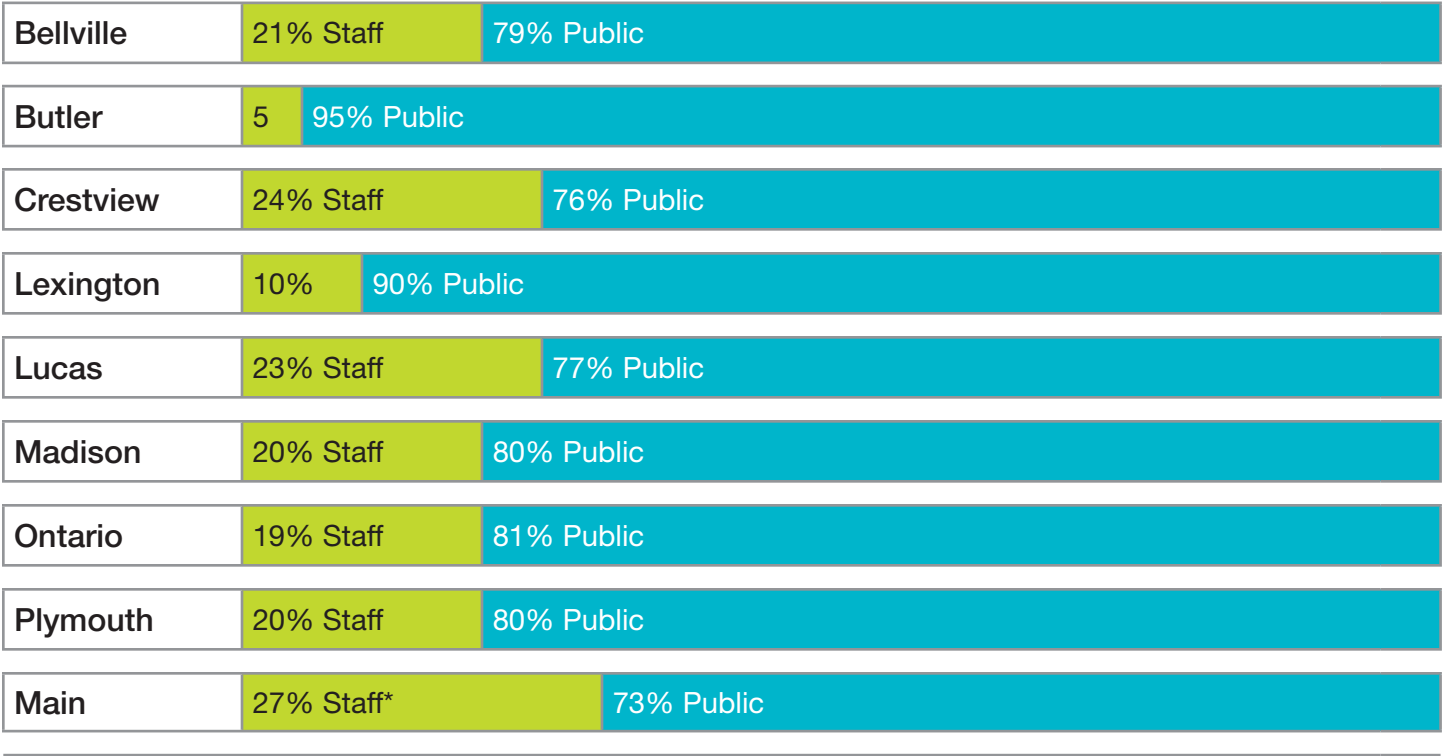
- A comparison of staff areas versus public areas based on square footage
- A comparison of collection to seating to technology / public computer stations, and meeting rooms based on square footage
- A spatial comparison breaking down the allocation of public space for various library functions including: collections, seatings, computers, meeting rooms, quiet reading areas, study rooms, storytime / children's program room, teen spaces, maker spaces, etc.
- A comparison of the number of annual library visits per square foot of space (using values from 2019)
- A comparison of the number of items circulating per square foot of space (using values from 2019)
- Increases and decreases in circulation (using values from 2016 through 2019)
- Increases and decreases in digital downloads (using values from 2016 through 2020)
- Number of programs and program attendance from 2016 through 2019

The data used in this section was based on a combination of square footages calculated by HBM and usage statistics provided by MRCPL. As with any data set, there may be some anomalies which require consideration.



# DATA ANALYSIS & SPATIAL BREAKDOWNS

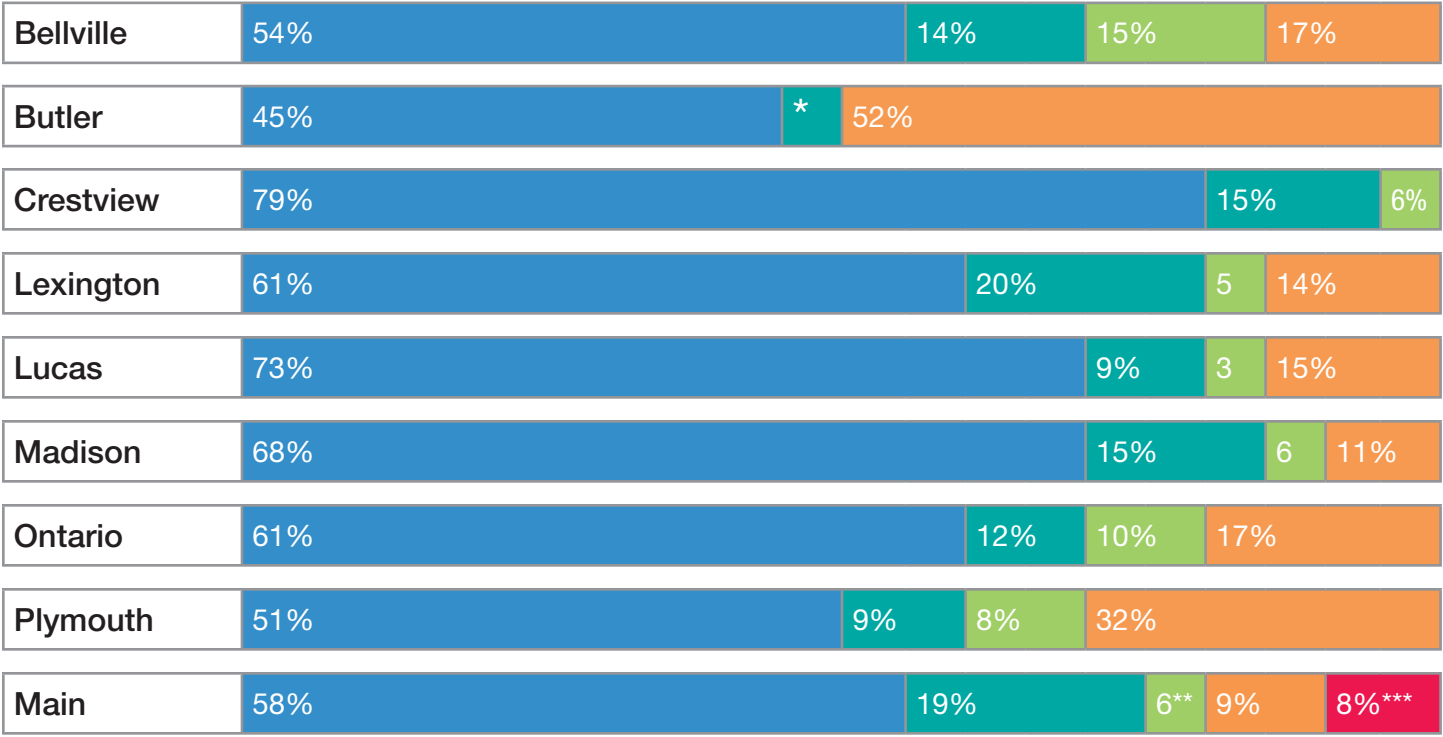
## STAFF VERSUS PUBLIC SPACES



\*This includes staff providing system-wide services and library administration

# DATA ANALYSIS & SPATIAL BREAKDOWNS

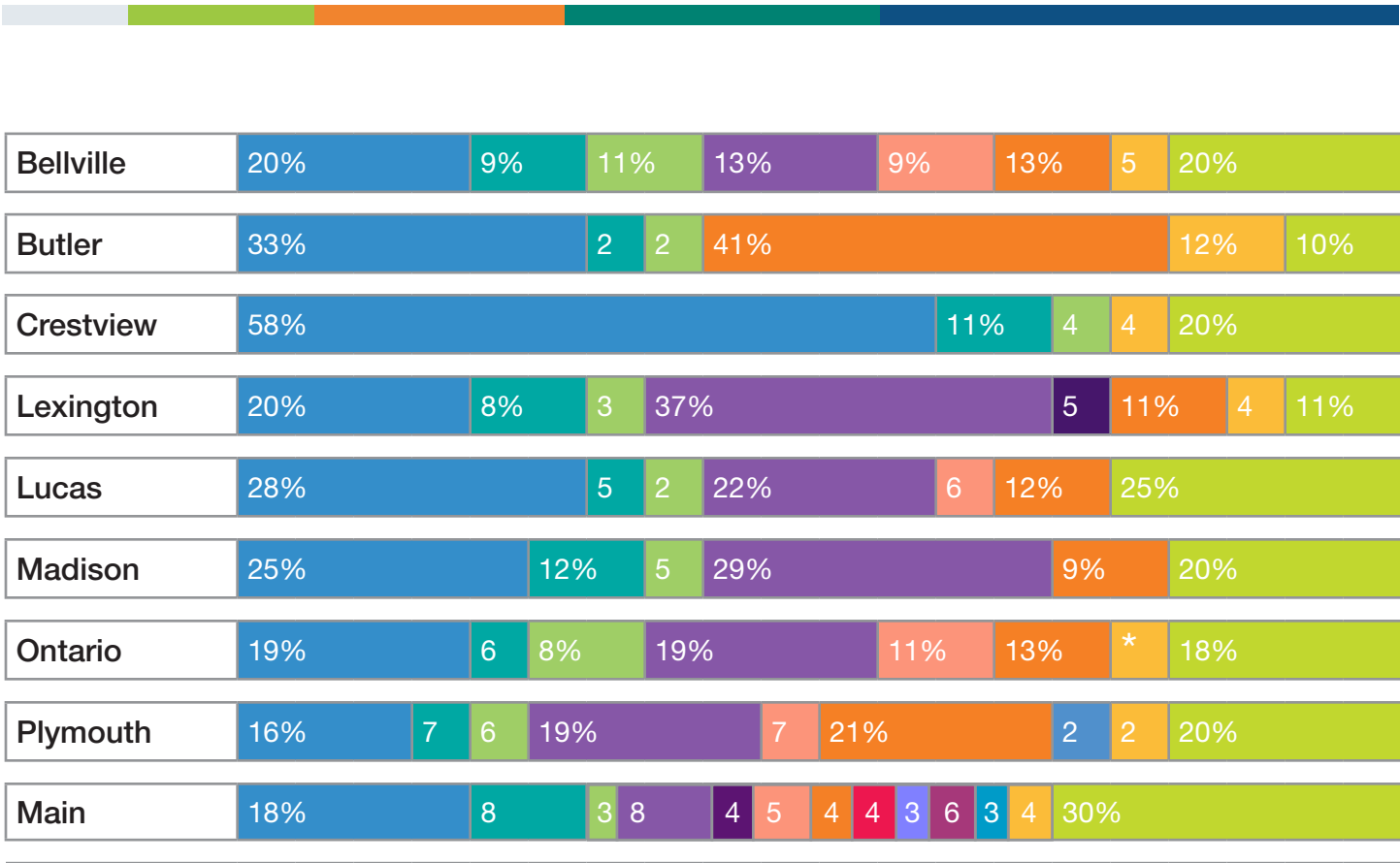
## COLLECTIONS, SEATING, COMPUTERS, AND MEETING ROOMS



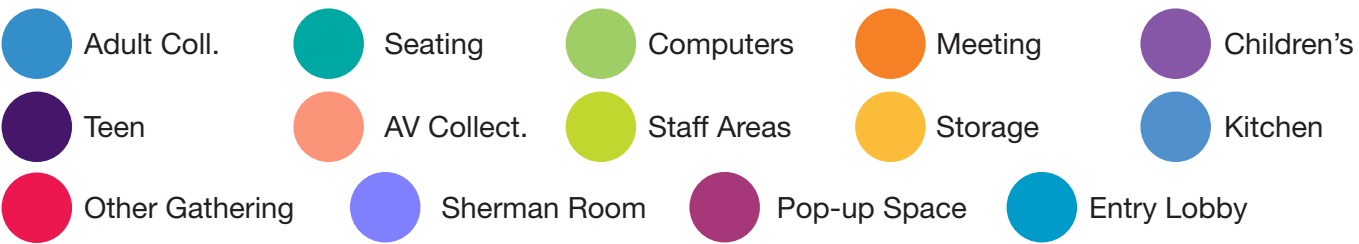
\*2% seating and 3% computers  
\*\*This number includes both public computer stations and the computer lab  
\*\*\*This number includes the story/craft room, conference room, board room, and study rooms

# DATA ANALYSIS & SPATIAL BREAKDOWNS

## SPATIAL COMPARISON

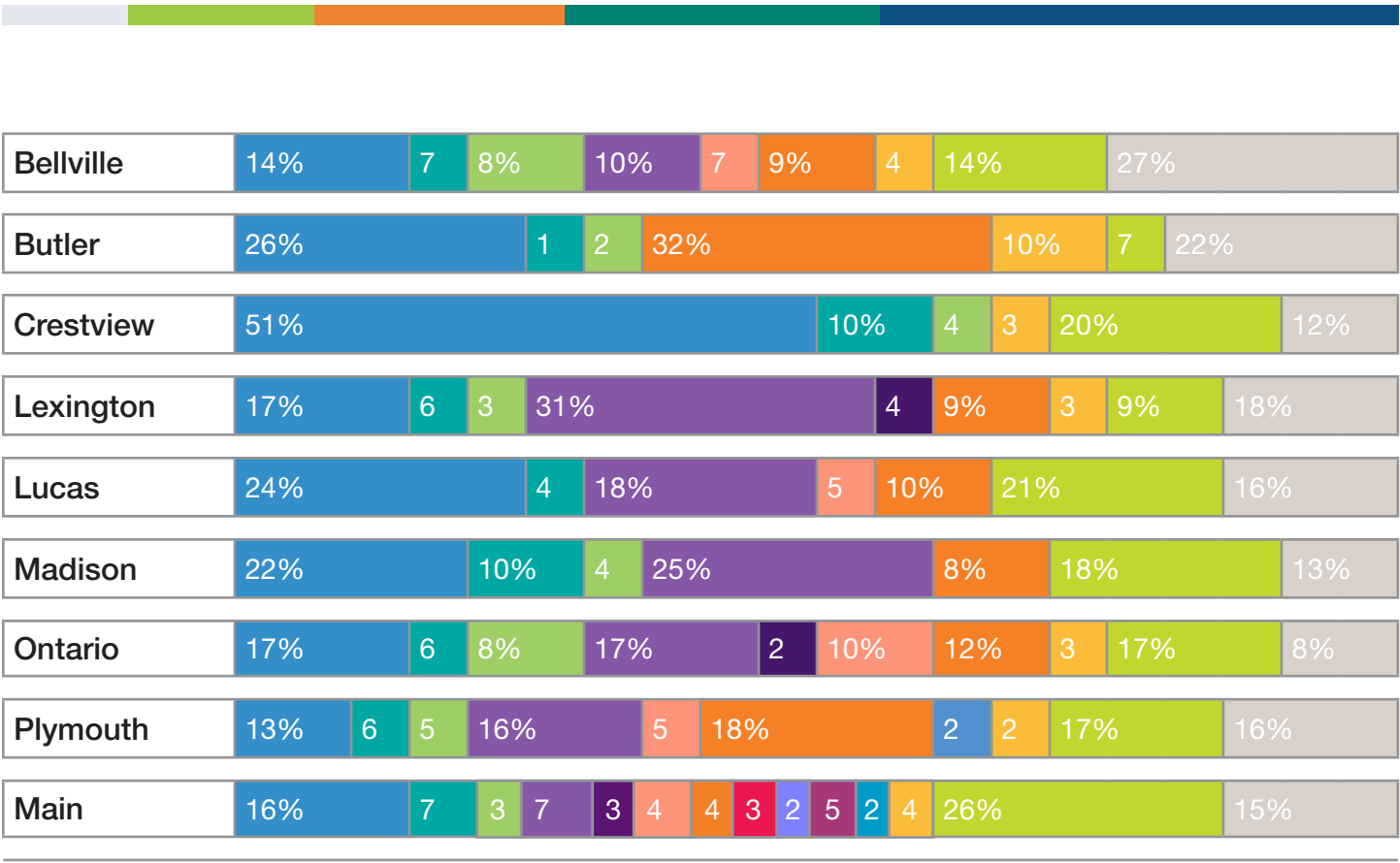


\*3% Public Computers  
Main Library "Computers" includes the computer lab  
"Other Gathering" includes the story/craft room, conference room, board room, and study rooms



# DATA ANALYSIS & SPATIAL BREAKDOWNS

## SPATIAL COMPARISON



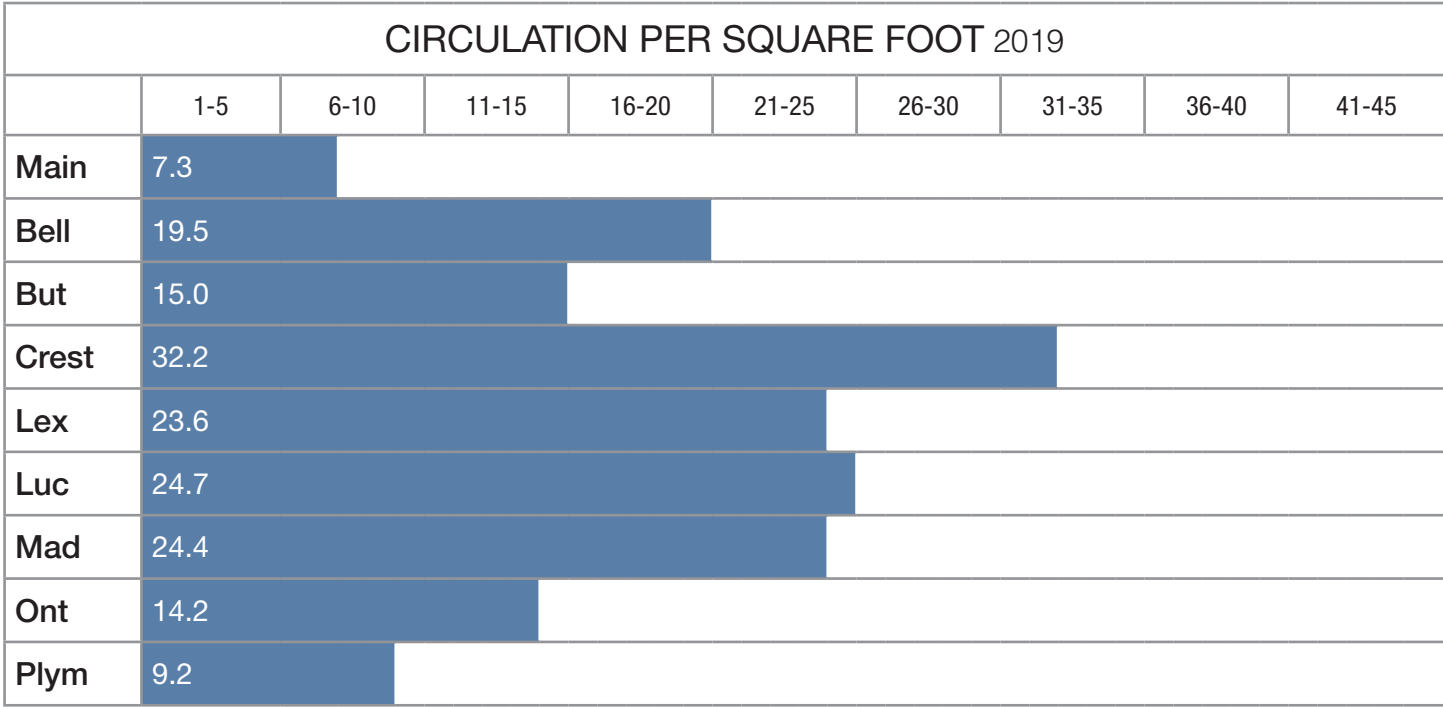
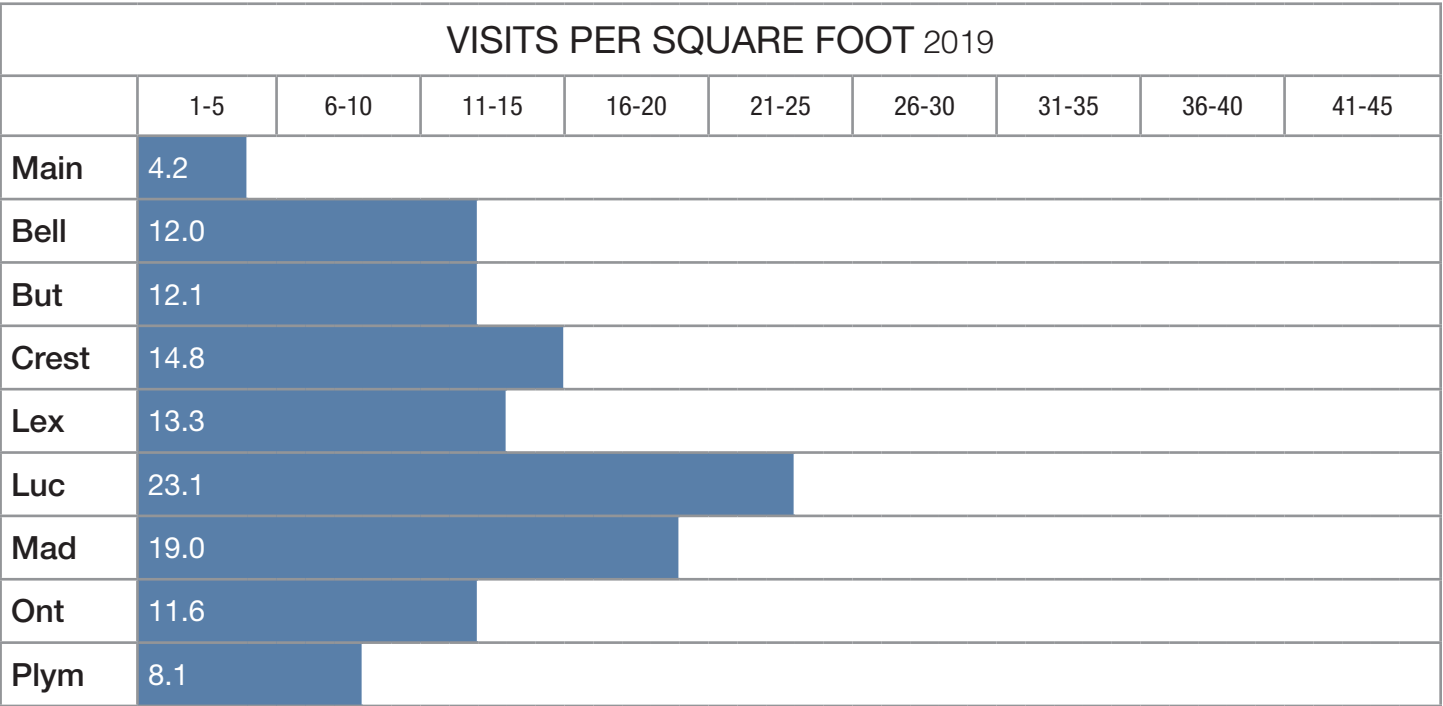
Main Library "Computers" includes the computer lab  
"Other Gathering" includes the story/craft room, conference room, board room, and study rooms





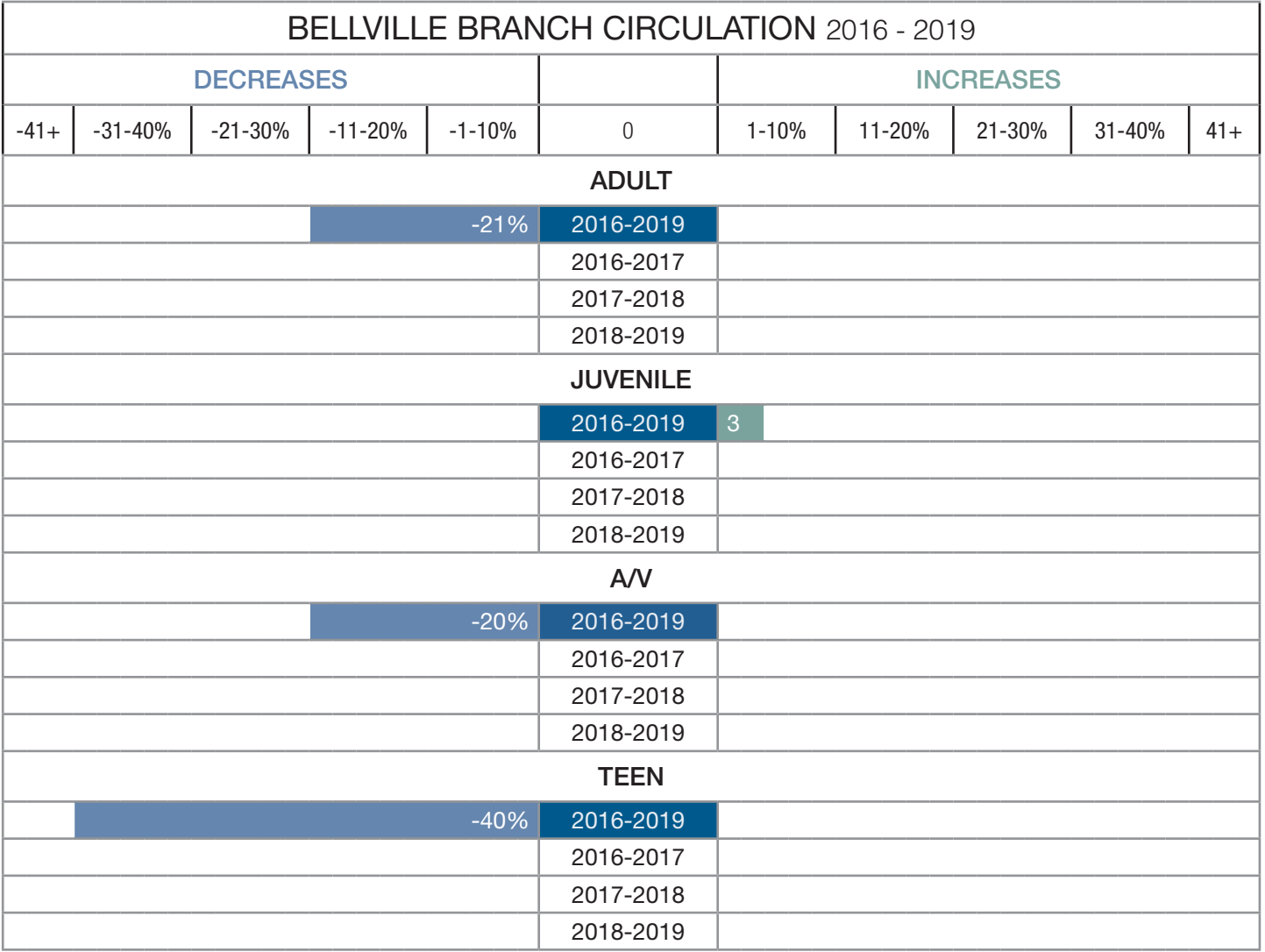
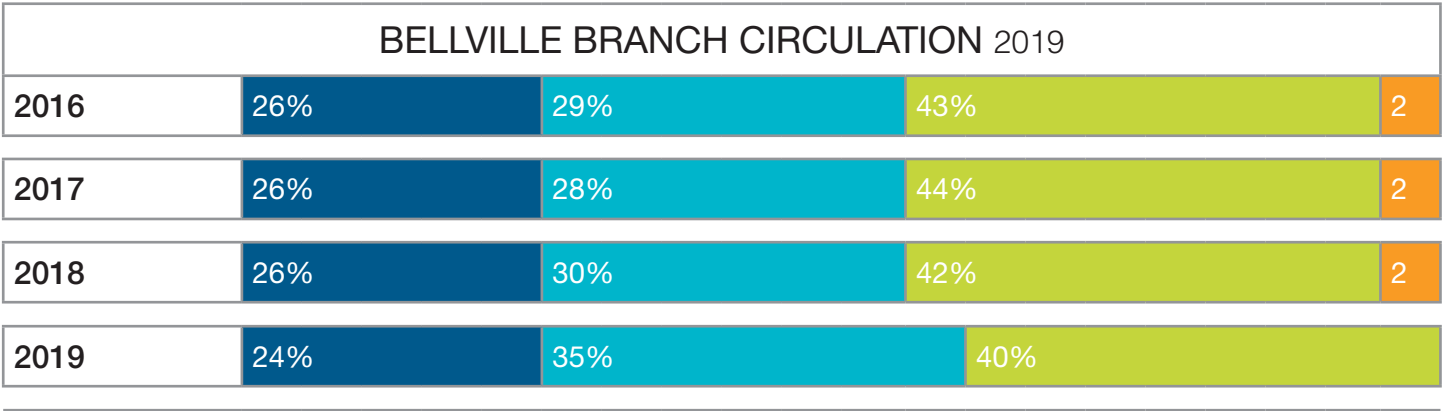
# DATA ANALYSIS & SPATIAL BREAKDOWNS

## SQUARE FOOTAGE ANALYSIS



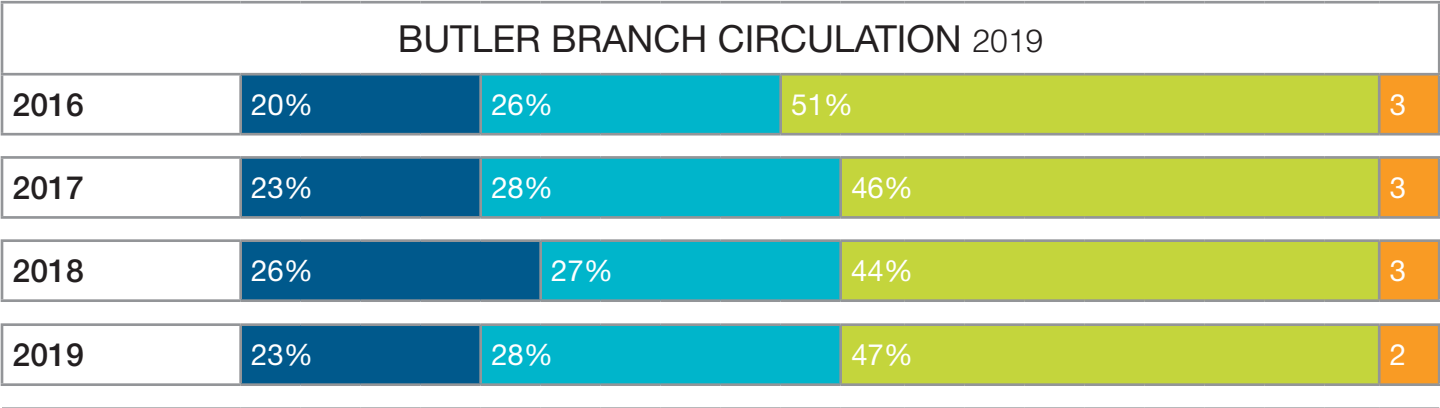
# DATA ANALYSIS & SPATIAL BREAKDOWNS

## COLLECTION BREAKDOWN & TRENDS



# DATA ANALYSIS & SPATIAL BREAKDOWNS

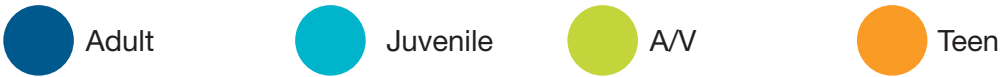
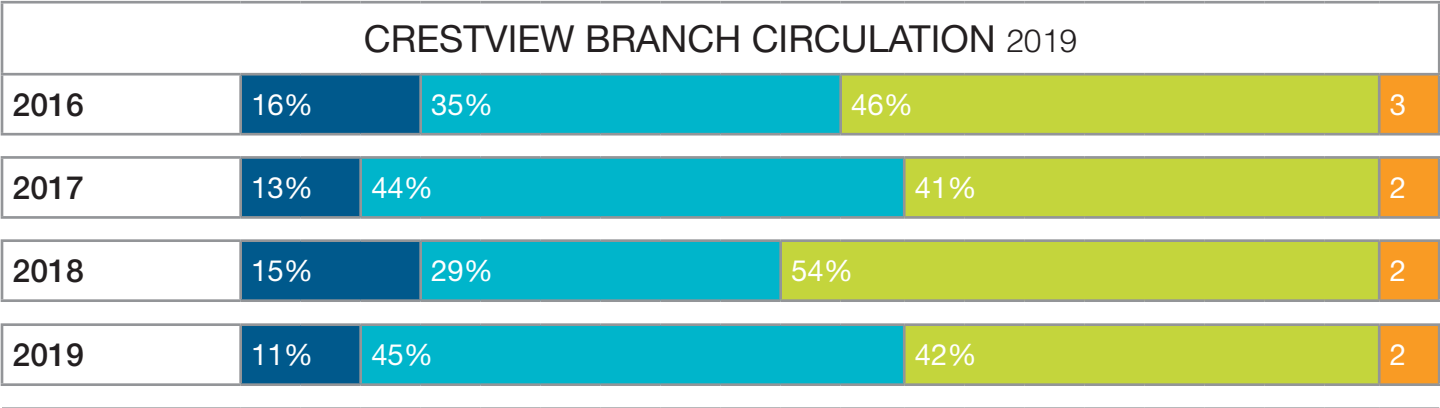
## COLLECTION BREAKDOWN & TRENDS



BUTLER BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
				-12%	2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					
JUVENILE										
			-14%	2016-2019						
					2016-2017					
					2017-2018					
					2018-2019					
A/V										
		-28%	2016-2019							
					2016-2017					
					2017-2018					
					2018-2019					
TEEN										
		-23%	2016-2019							
					2016-2017					
					2017-2018					
					2018-2019					

# DATA ANALYSIS & SPATIAL BREAKDOWNS

## COLLECTION BREAKDOWN & TRENDS

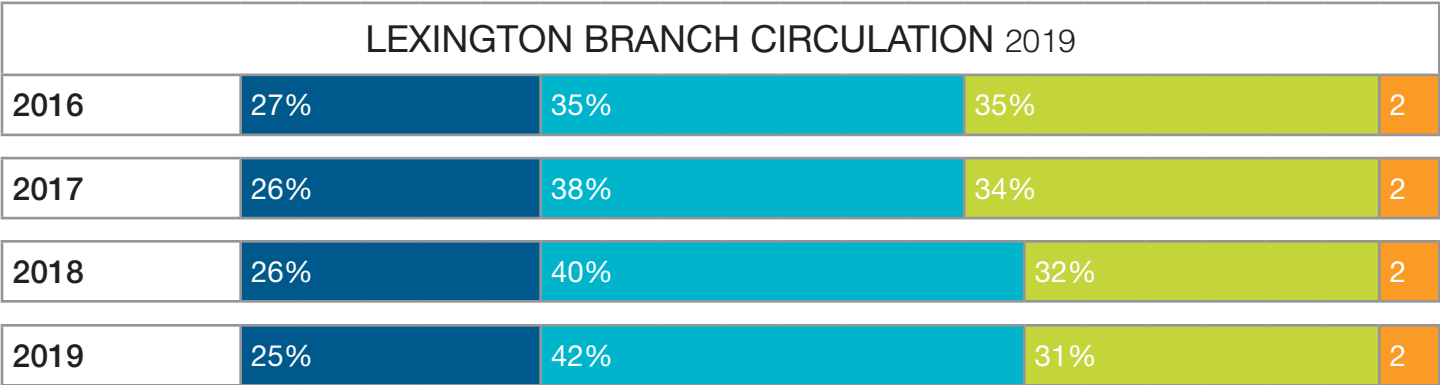


CRESTVIEW BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
					-41%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
JUVENILE										
						2016-2019	2			
						2016-2017				
						2017-2018				
						2018-2019				
A/V										
					-28%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
TEEN										
					-42%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				



# DATA ANALYSIS & SPATIAL BREAKDOWNS

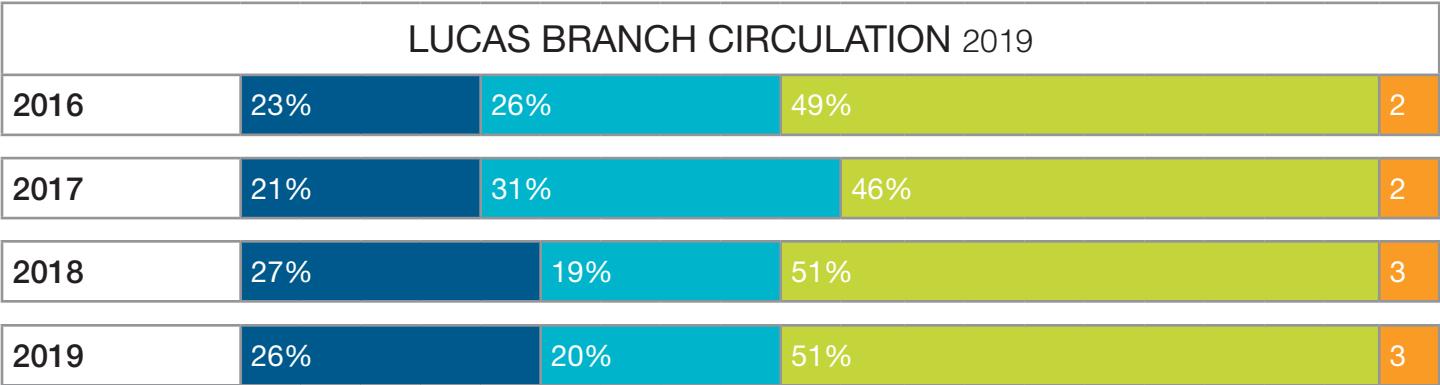
## COLLECTION BREAKDOWN & TRENDS



LEXINGTON BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
			-17%		2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					
JUVENILE										
					2016-2019	+7%				
					2016-2017					
					2017-2018					
					2018-2019					
A/V										
		-23%			2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					
TEEN										
	-36%				2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					

# DATA ANALYSIS & SPATIAL BREAKDOWNS

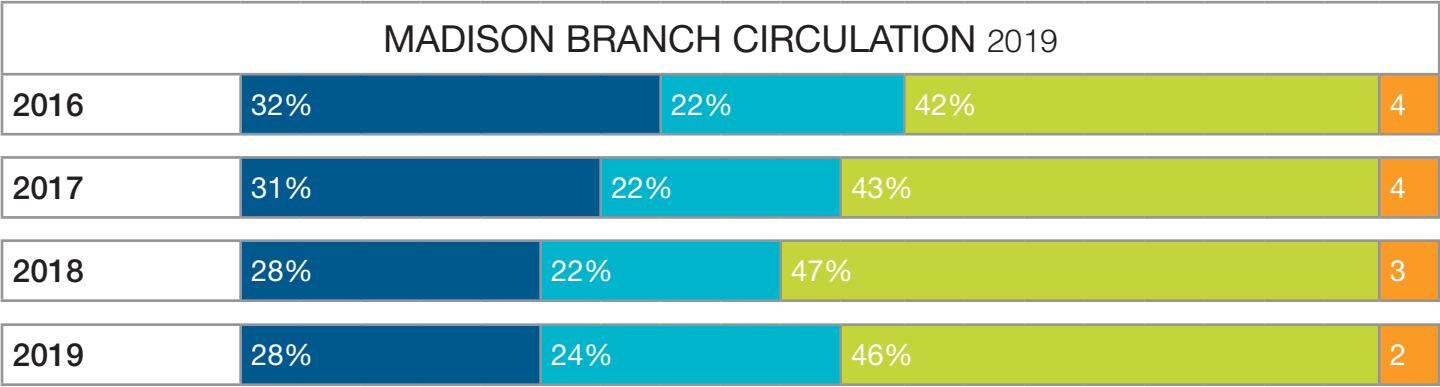
## COLLECTION BREAKDOWN & TRENDS



LUCAS BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
					-5%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
JUVENILE										
					-37%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
A/V										
					-15%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
TEEN										
						2016-2019	+18%			
						2016-2017				
						2017-2018				
						2018-2019				

# DATA ANALYSIS & SPATIAL BREAKDOWNS

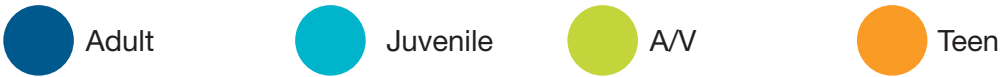
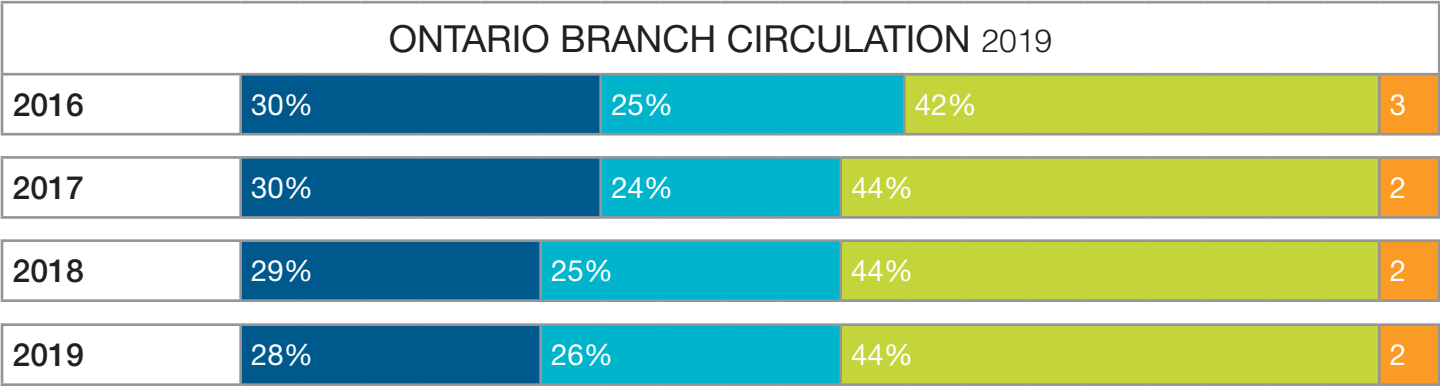
## COLLECTION BREAKDOWN & TRENDS



MADISON BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
					-28%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
JUVENILE										
					-12%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
A/V										
					-11%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
TEEN										
					-53%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				

# DATA ANALYSIS & SPATIAL BREAKDOWNS

## COLLECTION BREAKDOWN & TRENDS

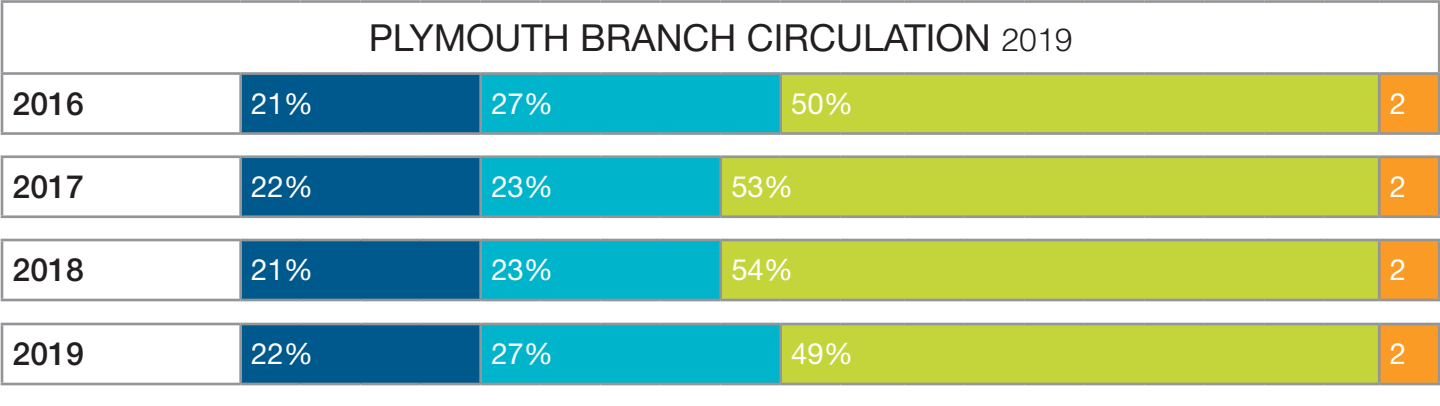


ONTARIO BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
		-23%			2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					
JUVENILE										
		-13%			2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					
A/V										
		-15%			2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					
TEEN										
	-32%				2016-2019					
					2016-2017					
					2017-2018					
					2018-2019					



# DATA ANALYSIS & SPATIAL BREAKDOWNS

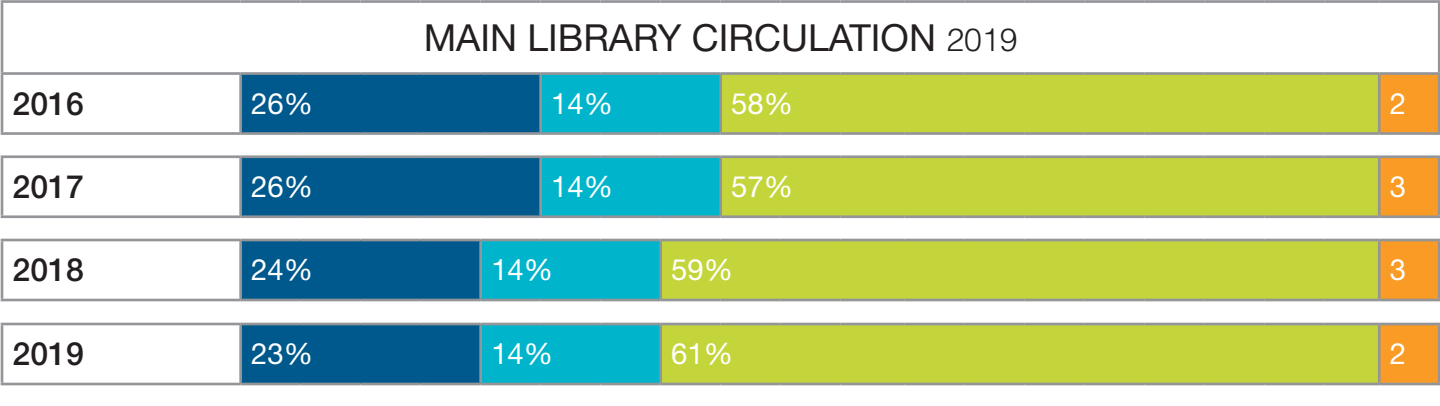
## COLLECTION BREAKDOWN & TRENDS



PLYMOUTH BRANCH CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
			-15%	2016-2019						
				2016-2017						
				2017-2018						
				2018-2019						
JUVENILE										
		-20%	2016-2019							
				2016-2017						
				2017-2018						
				2018-2019						
A/V										
		-22%	2016-2019							
				2016-2017						
				2017-2018						
				2018-2019						
TEEN										
		-24%	2016-2019							
				2016-2017						
				2017-2018						
				2018-2019						

# DATA ANALYSIS & SPATIAL BREAKDOWNS

## COLLECTION BREAKDOWN & TRENDS



MAIN LIBRARY CIRCULATION 2016 - 2019										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT										
					-30%	2016-2019				
						2016-2017				
						2017-2018				
						2018-2019				
JUVENILE										
				-15%	2016-2019					
						2016-2017				
						2017-2018				
						2018-2019				
A/V										
				-15%	2016-2019					
						2016-2017				
						2017-2018				
						2018-2019				
TEEN										
		-33%			2016-2019					
						2016-2017				
						2017-2018				
						2018-2019				

# DATA ANALYSIS & SPATIAL BREAKDOWNS

## DIGITAL DOWNLOADS



DECREASES			INCREASES							
-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	70+
		ODL								
		2016-2020	+39%							
		FREADING								
		2016-2020	+13%							
		ZINIO								
		2016-2020	+53%							
		KANOPY								
		2018-2020	+87%							
		ONE CLICK								
-14%		2016-2020								
		HOOPLA								
		2016-2020	+66%							
		CLOUD								
		2016-2020	+22%							

# DATA ANALYSIS & SPATIAL BREAKDOWNS

## PROGRAM ATTENDANCE





# 07 APPENDIX

## PRELIMINARY COST INFORMATION

The following information is based on overall square footage costs for various building types. At this stage in the process, it is difficult to provide more detailed figures due to fluctuating construction and building material costs. The pricing information included herein is based on rates that are current to summer 2021.

The Preliminary construction budget column does not include technology, FF&E, design fees, owner costs, land acquisition or escalations. Total preliminary project budget includes a percentage factor to determine the total project cost. It is important to understand that there are many variables that will effect the projected costs of projects and that these projections are used as a guideline only.

The projects and preliminary construction budget information is defined using 4 main categories:

Minor Renovation	\$50 - \$75 / square foot
Mid-level Renovation	\$100 - \$150 / square foot
Major Renovation	\$175 - \$225 / square foot
Addition / New Construction	\$350 - \$420 / square foot
(This number is for new public library space. Adjustments are made for warehouse space)	

Additional preliminary budget information is as follows for determining furniture, fixtures, and equipment and technology. Not included are the additional costs associated with projects of this nature to arrive at a preliminary total project budget such as site acquisition costs, design fees, etc.

FF&E	\$25 - \$40
Technology	\$10 - \$20

Construction escalation on an annual basis is currently running as high as 5%. Depending on when actual construction or renovation of each branch occurs, this factor should be applied to the estimated costs.

PRELIMINARY COST INFORMATION

Location	Scope	Preliminary Construction Budget	FF&E	Technology	Preliminary Total Project Budget
BELLVILLE BRANCH					
A 5,028 SF mid-level renovation		\$502,800 - \$754,200	\$125,700 - \$201,120	\$50,280 - \$100,560	\$679,780 - \$1,055,880
5,028 SF major renovation + 5,000 SF addition for a total of 10,028 SF (assuming adjacent properties could be acquired)		\$2,629,900 - \$3,231,300	\$250,700 - \$401,120	\$100,280 - \$200,560	\$2,980,880 - \$3,832,980
A 10,000 SF new building		\$3,500,000 - \$4,200,000	\$250,000 - \$400,000	\$100,000 - \$200,000	\$3,850,000 - \$4,800,000
BUTLER BRANCH					
A 5,000 SF new building		\$1,750,000 - \$2,100,000	\$125,000 - \$200,000	\$50,000 - \$100,000	\$1,925,000 - \$2,400,000
CRESTVIEW BRANCH					
A 6,000 SF new building		\$2,100,000 - \$2,520,000	\$150,000 - \$240,000	\$60,000 - \$120,000	\$2,310,000 - \$2,880,000
LEXINGTON BRANCH					
6,055 SF major renovation + 2,500 SF addition for a total of 8,555 SF		\$1,934,625 - \$2,412,375	\$213,875 - \$342,200	\$85,550 - \$171,100	\$2,234,050 - \$2,925,675
A 12,000 SF new building		\$4,200,000 - \$5,040,000	\$300,000 - \$480,000	\$120,000 - \$240,000	\$4,620,000 - \$5,760,000
A 15,000 SF new building		\$5,250,000 - \$6,300,000	\$375,000 - \$600,000	\$150,000 - \$300,000	\$5,775,000 - \$7,200,000
LUCAS BRANCH					
A 6,000 SF new building		\$2,100,000 - \$2,520,000	\$150,000 - \$240,000	\$60,000 - \$120,000	\$2,310,000 - \$2,880,000

PRELIMINARY COST INFORMATION

Location	Scope	Preliminary Construction Budget	FF&E	Technology	Preliminary Total Project Budget
MADISON BRANCH					
3,300 SF major renovation + 3,700 SF addition for a total of 7,000 SF		\$1,872,500 - \$2,296,500	\$175,000 - \$280,000	\$70,000 - \$140,000	\$2,117,500 - \$2,716,500
ONTARIO BRANCH					
9,675 SF major renovation		\$1,693,125 - \$2,176,875	\$241,825 - \$387,000	\$96,750 - \$193,500	\$2,031,700 - \$2,757,375
A 12,000 SF new building		\$4,200,000 - \$5,040,000	\$300,000 - \$480,000	\$120,000 - \$240,000	\$4,620,000 - \$5,760,000
PLYMOUTH BRANCH					
A 5,220 SF mid-level renovation that could also add windows to the east and west facades		\$522,000 - \$783,000	\$130,500 - \$208,800	\$52,200 - \$104,400	\$704,700 - \$1,096,200
MAIN LIBRARY					
37,940 SF of minor renovations focused on the first floor entry, meeting room, and second floor		\$1,897,000 - \$2,845,500	\$948,500 - \$1,517,600	\$379,400 - \$758,800	\$3,224,900 - \$5,121,900

Note: The preliminary cost information contained in this section is intended to be used solely as a guide for planning future projects. It is understood that fluctuations may occur by the time improvement projects are scheduled to begin.