

2014 Facility Assessment Audit – 1st Round

May 7, 2014

General Purpose:

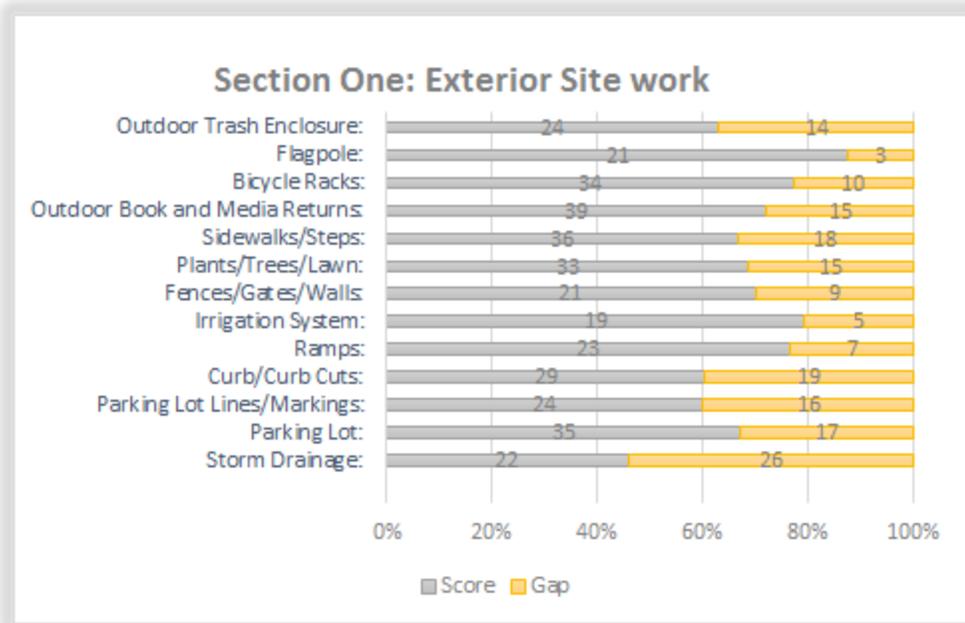
- March 18, 2014, The Facility Assessment Audit (FAA) was introduced to the Facilities Committee.
- The FAA is a mechanism to be used to analyze current facility operations.
- The FAA will begin the process toward a conditional analysis for current facilities.
- The results from the FAA may also provide benchmarks to be undertaken as part of a broader process.
- The 1st Round of FAA's were provided by the Library Managers and were received April 30, 2014. Those results are provided in this report.
- The 2nd Round of FAA will be provided by Timberland Regional Library's Facilities Department, due June 15, 2014.

Criteria for Evaluation:

- Library Managers provided an evaluation based on a scale of Good, Adequate, Poor, Not Applicable (NA), and Don't Know (DK).
- Elements reported as: Good received two points; Adequate received one point; Poor received zero points; and NA or DK were not included in the evaluation.
- 27 of 27 libraries reported as of the date of this report, for a total possible score of 54.
- Score equals the total points received.
- Gap equals the difference between the total points that could have been scored by those providing an assessment other than NA or DK, and the Score received.

Conclusion:

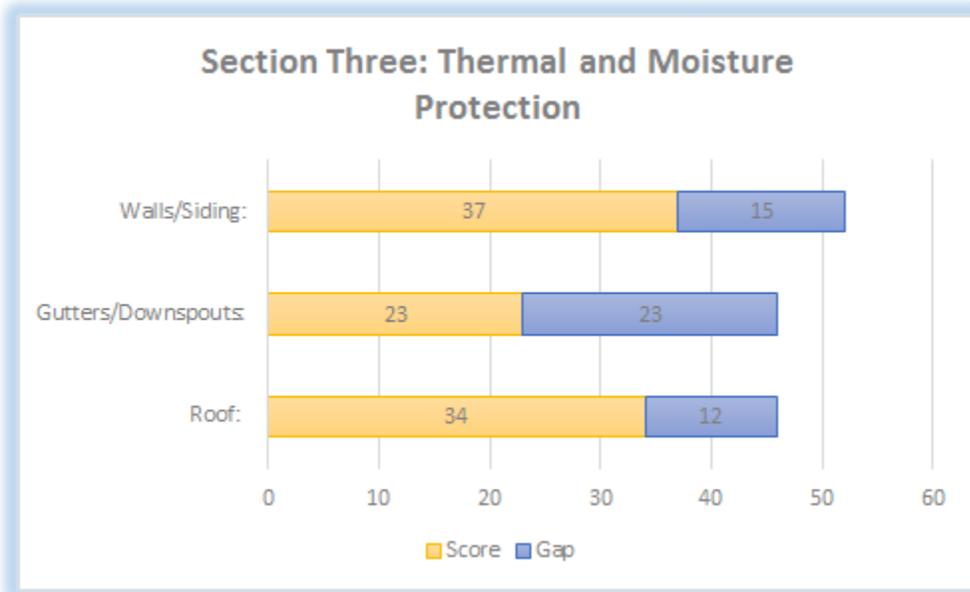
- Storm drainage elements including gutters, downspouts and storm drains could be improved. Possible need for evaluation of storm plans for each facility.
- Moldings, doors and carpet are included for evaluation of internal finishes.
- Public lounge seating and public tables/chairs were noted for improvement.
- Staff lounge areas were also noted for improvement.
- Included in the end of this report are the ideas for Betterments and Improvements.



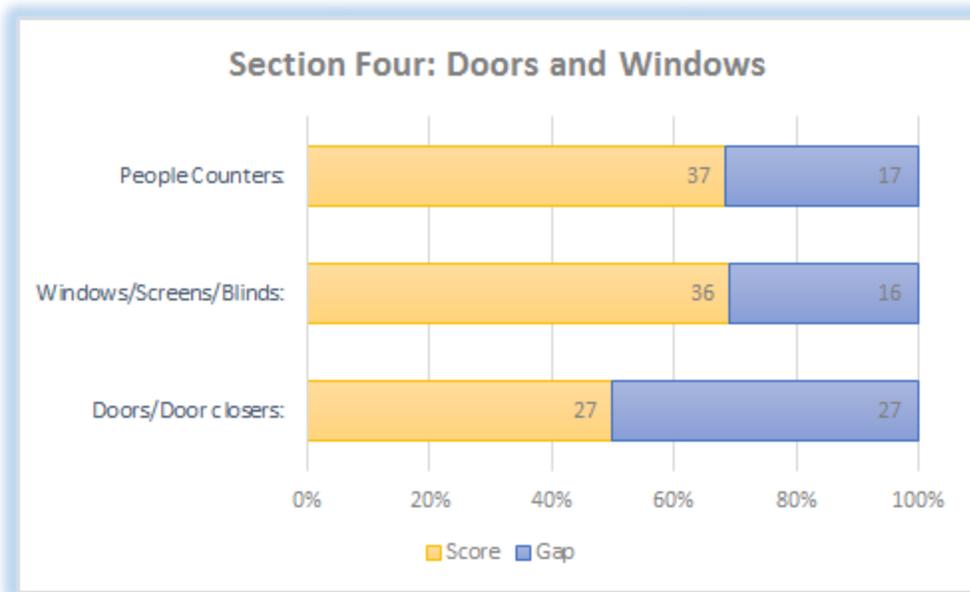
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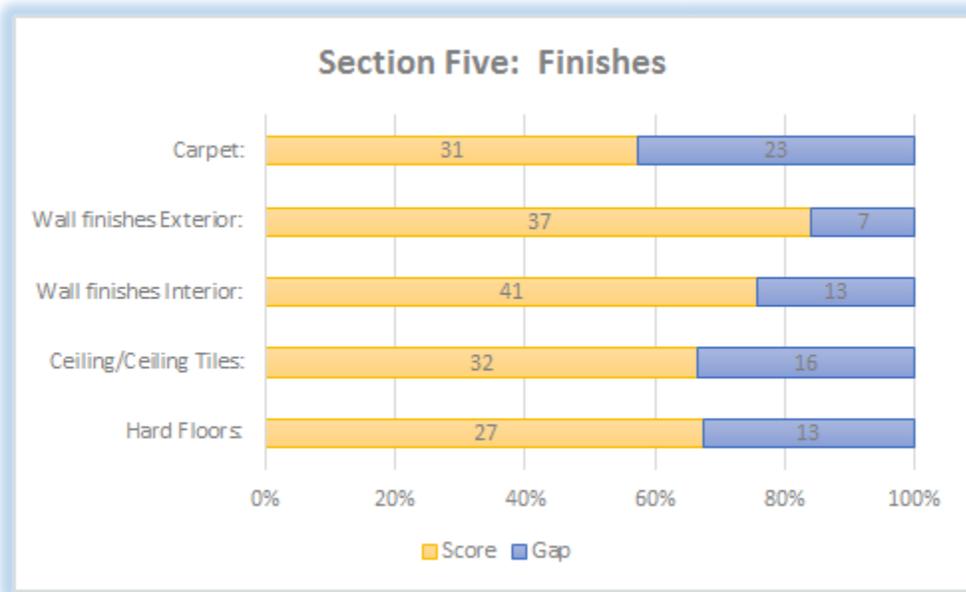
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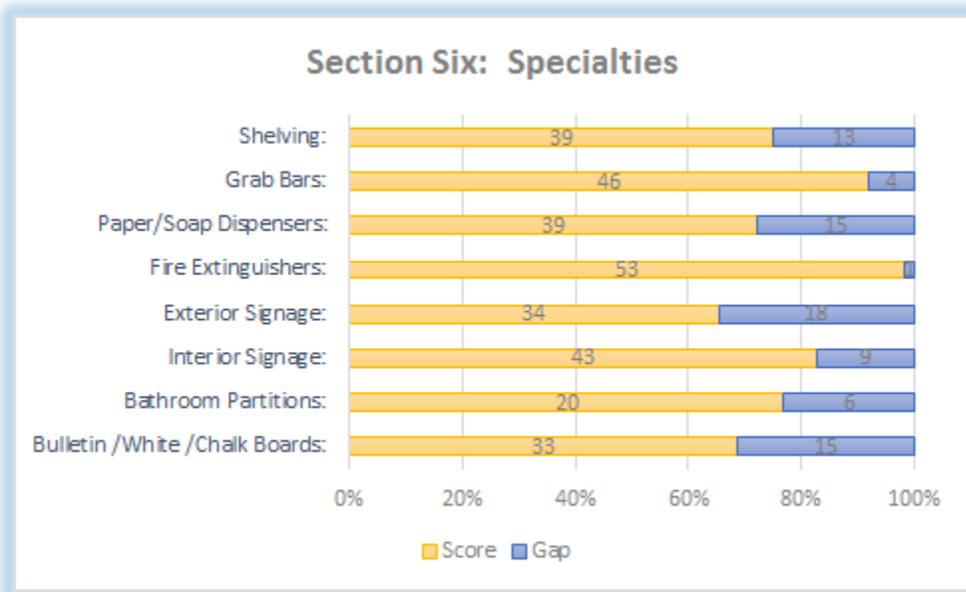
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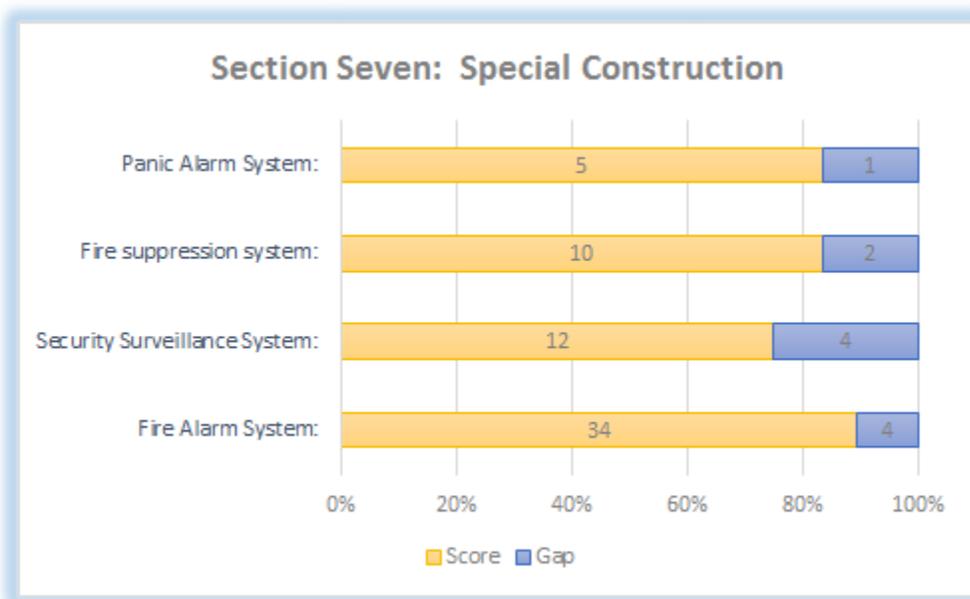
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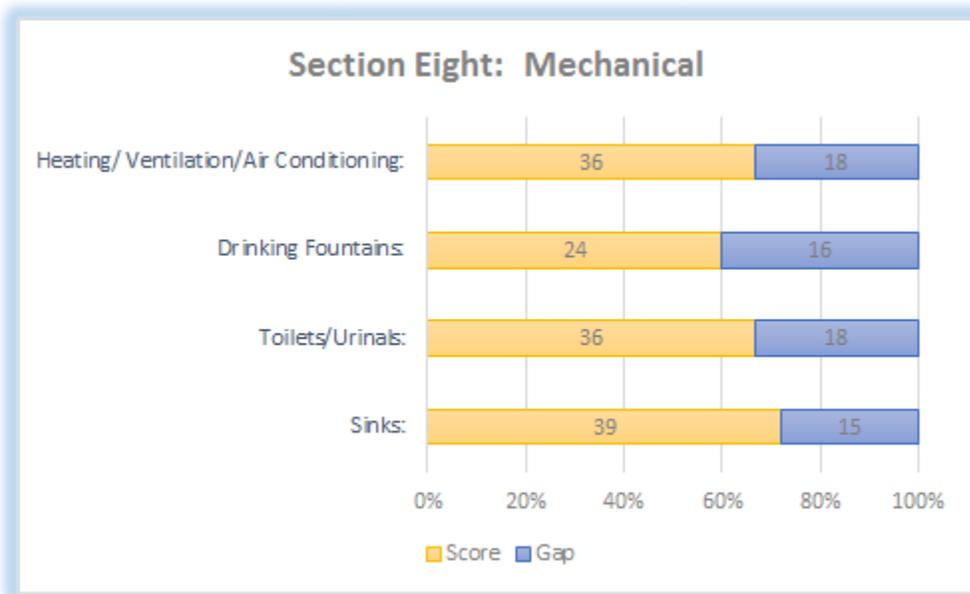
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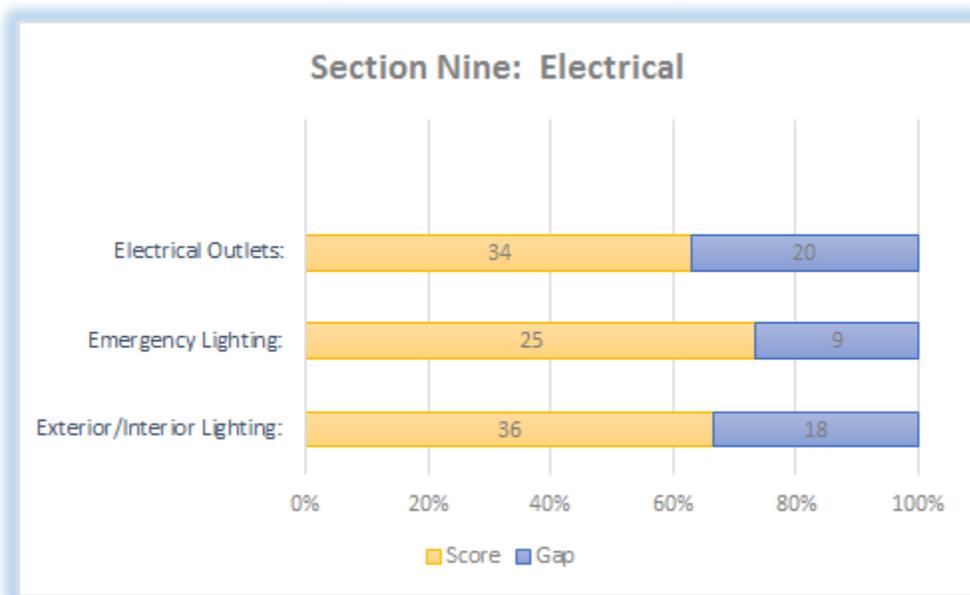
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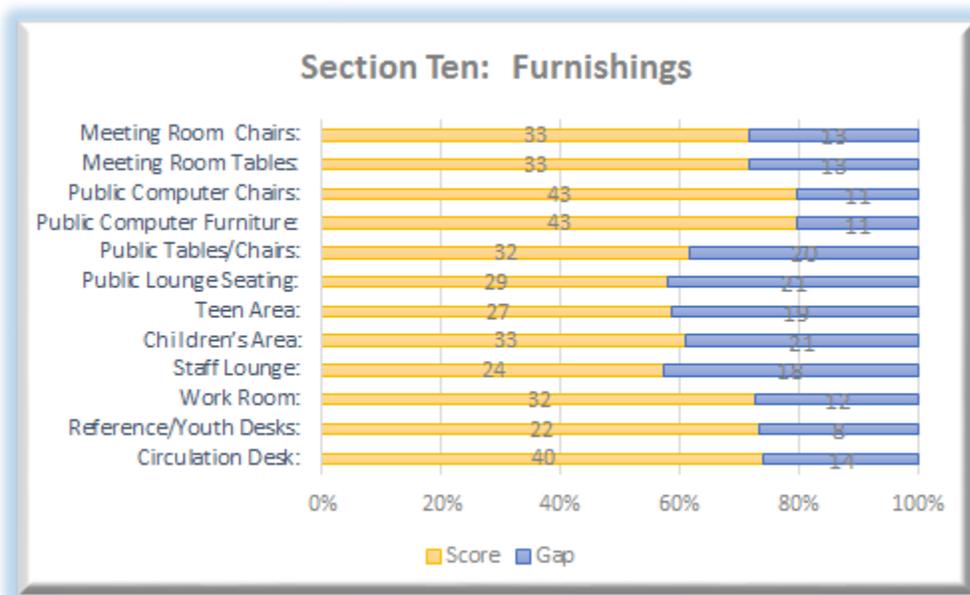
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Section Eleven: Betterments and Improvements:

AB – Not included.

AM - Our craft closet needs to be sealed from mice and the inside of the ceiling cleaned of droppings. There's rodent damage (a hole) around the incoming water pipe for the toilet that needs sealed.

CE - 1. Have improved ventilation in the public bathrooms. 2. Expand second floor on North and South sides for improved space. 3. Close part of the mezzanine opening for additional seating space. 4. Expand building out at Audio book and Test Preparation corners for additional seating or installation of windows on lower level. 5. Improved magazine shelving. 6. Have fireplaces cleaned and sealed, if necessary. 7. Replace glass in lobbies and have them solar tinted for energy savings and temperature control. 8. Update all lights to LED and install additional lights in dark corners. 9. Install security cameras. 10. Pave over bare dirt spots on park side of building entrance. Install additional seating or potted plants. 11. Plant a perennial garden in park entrance garden plot. 12. Have brick cleaned where needed. 12. Install hooks or art lines for hanging art in the building. 13. Improve lighting in meeting room. 14. Install wood line or shelf in meeting room for hanging art. 15. Update the landscaping around building. New plants, beauty bark, etc. 16. Install additional electrical outlets in rooms and in main seating areas to accommodate electronics. 17. "Remodel" the garage to make better use of the space for Friends, Library, and City needs.

CH – Have a reader board. I don't know how it could be incorporated in the landscaping, but it would be great for advertising programs, etc.

EL – I wish my facility could...

- Have a new HVAC system
- Have new carpet
- Have a fresh and exciting children's area
- Have a fresh and exciting teen area
- Had welcoming and informative interior signage

HO - look like everyone really cared that it is a historic building. If the roof was repaired → the ceilings could be repaired → the insulation could be repaired. The building could be weatherized and we would save money. We would not have to feel sad about our leaky building.

HP – Not included.

IL - Be maintained by Timberland Regional Library or at least at the same level that TRL facilities are maintained.

LA - Better insulated windows. Create study rooms/small group rooms in either group or quiet study areas. Increase circulation workroom/staff lounge space to create staff work area NOT wide open to public view. Have small conference/meeting room for library/staff use only. Drive-up to interior bookdrop/drive-thru holds pickup window.

MC - Have a bigger meeting/program space, a teen area, more organized workroom/office/circ desk area, new carpet, more comfy/lounge seating for patrons, moveable shelving units, laptops instead of desktops, skylights, more display areas(materials, bulletin boards).

MO - Would have a second story glassed-in space with a café, tons of plants, comfy furniture for individual use, for group use, for cultural/musical events. Soundproof recording booths in the basement (like they have at E.M.P.) for area musicians (who could then give concerts in the 2nd floor conservatory). Drive thru windows-for book pick-up and drop-off.

MV - Have new shelving. New furniture in adult section and children's area. New blinds (in budget). New lighting (this is being done right now).

NA - 1. Have a new patron services desk that was sectional and moveable, so we could use our limited space better. Right now, space is very tight, storage is awkward, and nothing is adjustable. We have to walk around the entire desk to empty the book drop, and do the same thing to load books on book carts for shelving. While we do have two computers, most everything we do with patrons happens at one, due to lack of access for patrons. This creates a bottleneck in our workflow, as well as a physical bottleneck when patrons all line up in one narrow spot. Our work flow could be greatly improved with a newly designed, well-thought-out patron services desk. I would love to have a professional come do a space plan for us. 2. Get a new peaked roof.

NM - I wish my facility could have an early learning literacy center.

OK - New building...new location...healthy.

OL - I wish my facility could... have a brand new, much bigger building! We need a much bigger meeting room because ours only accommodates 43 people and our events often draw crowds of 50-100. This means we can only do programming before or after open hours and that means that our ability to be open longer hours for general use is restricted. We could benefit from a better layout. For example, we could go to 2 service desks instead of 3. We could use better magazine shelving so current issues and back issues are together, not separated. We would also like to have mounted tablets in the shelving areas so people can do quick searches.

OP – Not included.

PA - My current wish for our facility (Packwood) is to at some time have a meeting room constructed onto the building.

RA - Have an Internet computer downstairs and a different place to put the self-checkout. We would like ADA doors downstairs. All doors would be fixed with new locks and latches that work. The doors will open and close easily. New carpet everywhere, that matches. FIRE DOOR downstairs and the upstairs one fixed. More places for people to sit and relax. All woodwork restored, including ceiling beams and buttresses. Better shelving in my office. The room outside the elevator upstairs repaired and painted. Staff bathroom upstairs fixed and painted. Circ desk floor (stage) fixed.

SA - Add solar panels as a showcase project (Dream Big!) Other than that, I think that TRL has done a good job in prioritizing improvements and furnishings. There's more we could add to educational environments for young children, as we've been discussing in recent managers' meetings, and adding techno-environments for teens & job seekers. We're always going in the right direction! Thank you!

SB - Get our plaster upstairs repaired and repainted, have our shelving replaced with modern adjustable shelves in the style of the original, have an lead paint/mold/asbestos contractor come in and demo the basement and replace the damaged walls and plaster with drywall, then fix the drainage so we can actually store stuff down there (or better yet, build a meeting room and office down there as was the original plan when the building was

designed), remodel the front desk, replace patron workstations and furniture with more flexible and size appropriate furniture.

SH - Expanded and repurposed. Library Board almost has enough \$ for a feasibility study.

TE - 1) expand north to allow more space for staff room and shelving areas. 2) Wall in the covered entry area to use as a meeting room (moving front door). 3) Replace the door along the side street to change from an "emergency exit" to an actual entrance/exit from the parking lot. 4) Install an ADA compliant front door. Make entryway bump-free for walkers and wheelchairs. As an addendum to my "I wish my building could..." I was focused on the physical plant needs, but I am very interested in the Family-Friendly Libraries concept that Ellen is looking at right now. Not sure what that would look like, but didn't want to be out of any "running" because I didn't mention it on this document!

TU - Have a dedicated room for youth programming big enough for the crowds we get. More storage space, including a closet in the meeting room so that chairs and tables could be away and out of sight when not in use. Have a staff shower, which would encourage staff to be more active (run, walk, bike) to get to work or during lunch/breaks. Have a separate room for teens. More storage for youth services.

WE – Not included.

WI - Our biggest limitation is space. The City of Winlock has provided us with a space that is really being used as a regional library (Winlock, Vader, Toledo, Napavine, and South Lewis County). Most of the residents of South Lewis County live in unincorporated areas. Unfortunately, the city of Winlock cannot afford to provide enough space for the entire region, nor should they be required to. In the meantime, we will continue to do the best we can with the space that we have. The building also lacks a meeting room and parking.

YE – Not included.