Timberland Regional Library - Facilities Plan Cross-Reference Table

07-May-14

1999 Facilities Needs Assessment	2005 Facilities/Point of Service Analysis	Current Goals and Policies	Notes and Comments
When planning for future service within the five counties of TRL, patron usage, service trends, countywide population expansion and changes in technology are key considerations.	When facilities needs are brought to our attention an analysis will be performed if the local governing body supports. There will be a different threshold for existing service points than for new ones. Results of the initial analysis will determine if a full analysis is needed.	At any time, a city, a group of residents in an unincorporated area, or an organization may request a service point. The requesting group will prepare a proposal describing the circumstances underlying the request and, if applicable, a plan for hosting and maintaining a site. This process will be governed by the Procedure for Facilities Requests by Communities. Terms of service for any resulting service point will be governed by written agreement as provided in (a)above.	FVRL Strategic Roles - Conceiver; District offers a concept to the community, then steps back to see what the community can do. Facilitator; District offers to bring parties together to help craft the right partnership. Instigator; District develops a specific plan of action that the District is directly involved in executing.
The placement of where service is provided depends on the location of the closest existing library.		The location of service points will be determined by the TRL Board of Trustees after reviewing recommendations of the Facilities Committee. The Library Director will develop and maintain guidelines for establishing priorities and will prepare recommendations to the Facilities Committee.	
An identified service population for each point of service or each existing facility was not established…County trends and individual growth planning by cities will be used as indicators for growth in library use.	A preliminary analysis will include populations and growth projections.	Library buildings will be located in areas prioritized on the basis of factors including, but not limited to, population density, proximity of other libraries, and level of demand.	The outcome of classic master planning; more space, more facilities, more staff. Not sustainable without staff efficiencies.
The placement of new points of service is based on the criteria used to define underserved communities…patrons traveling more than 20 minutes to an existing facility due to distance or traffic congestion…patrons cannot get access because the nearest library is not open enough hours.	A preliminary analysis will include distance/time to nearest service point.		Public transportation requested to be added as a consideration.

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	A full analysis will include considerations of demographics, demand, transportation, travel patterns, local commitment, special circumstances, community profile, definition for service package, possible sites, cost analysis, and priority/mission comparison.	TRL will maintain a Building Fund with funds dedicated to aid in the design and/or planning of city-owned library facilities, and to pay for building, maintaining, and/or remodeling of TRL-owned library facilities.	TRL Service needs - what needs to happen to your services and facilities to deliver evolving library service model.
		Municipalities planning to build or remodel a library building and desiring financial assistance may make application to TRL. Application will include location, estimated costs for project, estimated costs for architectural services, estimated timeline, and statement of city's commitment to fund the project.	What is really warranted for a community? Transportation patterns and branch use can be leveraged to provide services more efficiently and from a more select menu.
		The Facilities Committee will determine TRL's need for new or remodeled buildings, and will present a prioritized list to the Board of Trustees for its consideration, including availability of TRL funds, an estimated timeline for the project, and a statement of the plan for raising the remaining funding for the building.	
		In building projects involving city-owned facilities, money from Building Funds, if available, may be used for: architectural services and space planning.	Past TRL policies have allowed "TRL Grants" that provided seed money beyond architectural services and space planning and paid construction costs.
		Costs of building or remodeling TRL-owned library facilities will be covered by TRL funds, including money from the Building Fund, the Gift Fund for that library, and funds raised by other means for that purpose.	
		Partnership libraries may be established in locations within the TRL service area where the above factors indicate the need for a service point, but where a non-Timberland library is currently located.	

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		Library kiosks may be located in areas where factors indicate a service need at less than the building level or where a building is not otherwise feasible. Kiosks will only be established where a local partnering organization or business has agreed to provide facilities and staffing as appropriate.	
		Book drops may be established at any location within the TRL service area as an option for the return of TRL items.	
	Additional types of service point options may be considered as needed.		Concepts for express libraries include small outposts (providing access to library resources), materials vending (or lockers for picking up items placed on hold, Yacolt Library Express tour, http://www.youtube.com/watch?v=nzmarKbEuM4), embedded service (co-located with a community or retail partner), and mobile service (such as a bookmobile, library fleet, farmer's market table/tent). There are also flexible zoning options that provide for the possibility of a conference area, or a marketplace zone that opens late or early and provides access to popular collections, technology, and other limited service options. Prominent, visible self check-out kiosks and training. Good sight lines between staff.
			Yacolt Library Express Tour

1999 Facilities Work Group Standards

20 minutes - Most patrons should have to travel no more than 20 minutes to receive library service.	Results of the initial analysis will determine if a full analysis is performed.		2009 Overarching Principles - the primary mission is to provide free access to a wide variety of quality materials. Other services and programs are secondary to the collection.

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			2009 Overarching Principles - we need to continue to be aware of the needs of our communities. We are ready to explain why each service point is important in the provision of service to our geographic area. It may be advantageous to share staff and coordinate hours between Libraries that are close together geographically. No sacred cows we need to be free to consider such concepts as corporate sponsorships and encouraging patrons to be more self-reliant, without being restricted by "the way we have always done it."
Building Space - Space for staff work, public study and reading, and meeting rooms should be adequate to meet community needs. Space standards will be determined by anticipated usage patterns, kinds of services provided, collection size, and staffing level. Developments in technology and the changes in material formats require flexibility of designed space.			
Space to park - Parking space should be provided as stated in the Uniform Building Code.			
Physical access - Patrons should have physical access to all buildings, aisles, restrooms and seating space according to the Americans with Disabilities Act.			
Health and safety standards - Facilities should meet pubic health and safety standards such as fire codes, OSHA requirements, and other applicable requirements.			

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1999 Facilities Needs Assessment	2005 Facilities/Point of Service Analysis	Current Goals and Policies	Notes and Comments
1999 Facilities Work Group Priorities - 1st Tier (to be started immediately or within 5 years)			
Yelm - new 15,000 sq. ft. library.			On July 17, 2002, the Yelm Library opened in a new, much larger library in the Fay Fuller Building in the Prairie Park development. The current sq. ft. is 8,962, increased from 2,000 sq. ft.
Olympia - Westside branch, 5,000 sq. ft. containing popular materials collection, homework center, and computer lab.			Not accomplished. Purpose: creating a branch library will help mitigate over-crowding on the downtown branch.
Olympia - New downtown library, 55-60,000 sq. ft. library plus TRL Central Resource Center, 10,000 sq. ft.			Not accomplished. Purpose: need documented in 1995 feasibility study by David Smith.
Chehalis - Remodel existing building for ADA access			On November 4, 2008, the Chehalis Library opened in a new building with adherence to ADA requirements. The current sq. ft. is 9,000, increased from 5,900 sq. ft.
McCleary - Enlarge space			In 2003, the McCleary Library opened in a remodeled storefront. The current sq. ft. is 2,112, increased from 600 sq. ft.
Pacific Beach Area - Library building 4,000 sq. ft.			Not accomplished - area noted as serving a population base of 1,800. Purpose: residents of the beach area south of Taholah travel up to an hour to receive library services.
Westport - Relocate library/remodel bank building.			On December 5, 2006, the Westport Library opened in a new building with adherence to ADA requirements. The current sq. ft. is 2,880, increased from 950 sq. ft.
South Bend - install elevator.			In 2006 the lift was completed.
Oakville - remodel existing building to provide more space.			Not accomplished.
Aberdeen - expand parking area.			Accomplished as part of the 2000 renovation project, completed October 2, 2000.

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1999 Facilities Work Group Priorities - 2nd Tier (to be started within 5 years)			
Ocean Park - expand building			In 2012 the library was remodeled and nearly doubled in size from 3,200 to 5,932 square feet. The library now features new furnishings, additional seating areas, a separate space for teens, a larger children's area, lighting for the shelving and new carpet and paint..
Cooperative school/public library arrangements - Rochester, Mineral, Taholah, Steamboat Island, Boistfort Valley, Matlock, North River, Wishkah.			Shoalwater and North River remain as the two functioning co-operative centers.
Lacey - cooperate with schools in developing homework center in South Lacey.			Not accomplished.

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1999 Facilities Needs Assessment	2005 Facilities/Point of Service Analysis	Current Goals and Policies	Notes and Comments
1999 Facilities Work Group Priorities - Lower Tiers (to be started within 5 or 10 years)			
Lacey - branch library located in Hawks Prairie, 10,000 sq. ft.			SPSCC kiosk created in Hawks Prairie area.
Lacey - feasibility study of where to provide additional 10-15,000 sq. ft. of space.			No accomplished.
Chehalis - new building 10-12,000 sq. ft.			On November 4, 2008, the Chehalis Library opened in a new building with adherence to ADA requirements. The current sq. ft. is 9,000, increased from 5,900 sq. ft.
Communication link and book drop in local business - Humptulips area, Doty/Dryad			Not accomplished.
Feasibility study to expand: Westport, Winlock, Hoodsport, Amanda Park, Packwood, Naselle, South Bend, Centralia, Elma, Mountain View, Raymond, and Tenino.			Not accomplished.

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1999 Facilities Work Group Priorities - Non-Contracting Towns			
Work with community groups to provide information and support.			
Assist with annexation/contract process as requested.			
Morton - feasibility of separate building or cooperative college/public library arrangement.			Annexed to TRL 2012. Currently, constructing a joint-use public/school library partnership.
Mossyrock - use existing nearby libraries.			
Napavine - use existing nearby libraries.			Scheduled to meet with City Council member May, 2014, to discuss annexation.
Ocean Shores - use existing city facility.			
Pe Ell - Cooperative school/public library arrangement.			
Toledo - Feasibility study for new library building to service Winlock/Toledo area.			Annexed to TRL 2013. Constructing kiosk agreement.
Vader - Communication link with book drop in local business or senior center.			