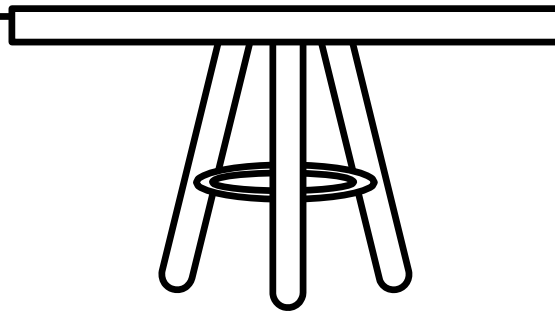


**ALLOCATING
FACILITIES
RESOURCES**



ALLOCATING FACILITIES RESOURCES

Agenda

The Anytown Public Library

- Floor Plan
- Reallocating Space

Managing Facilities for Results

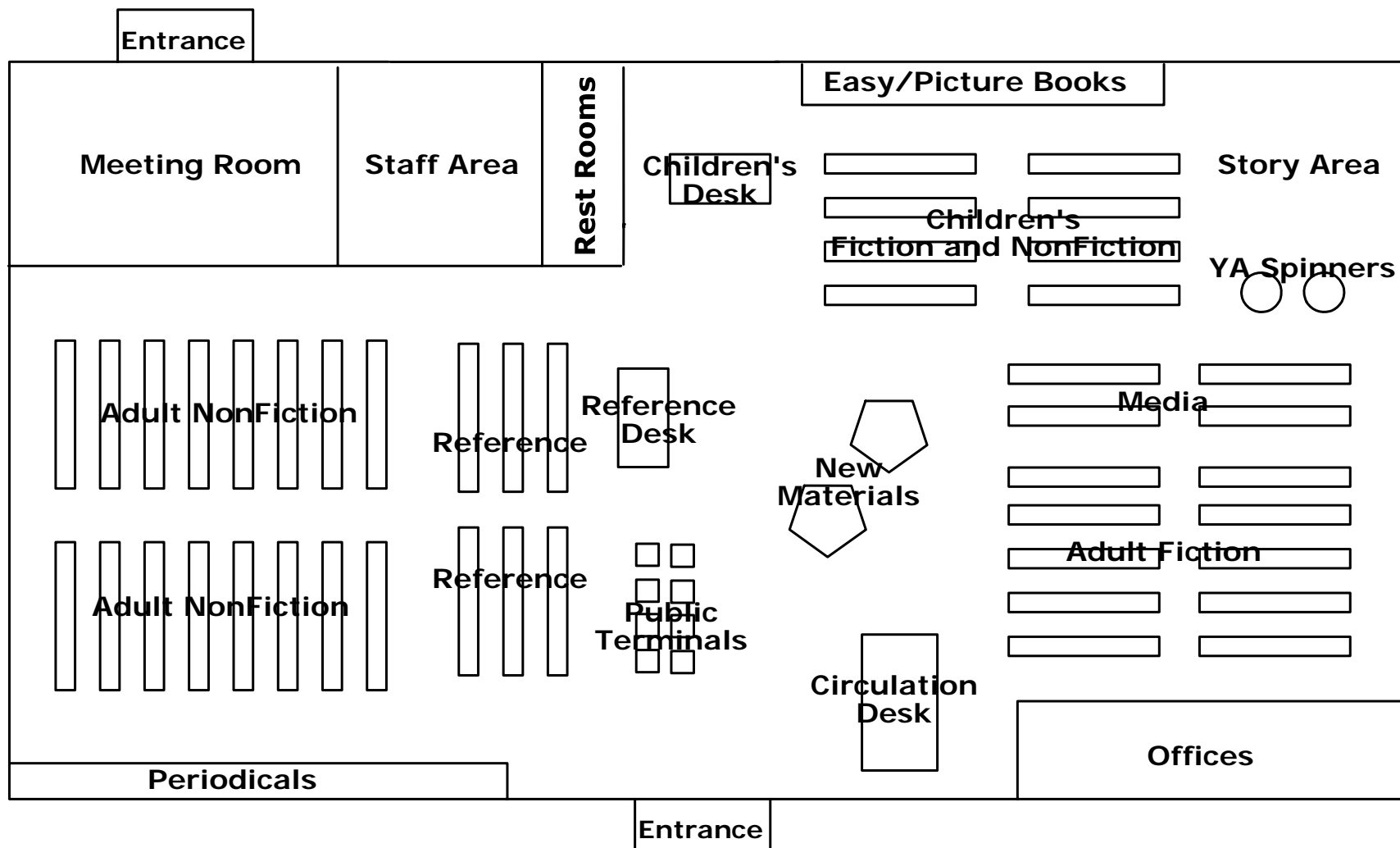
- Tasks and Steps

Looking at Your Library with Fresh Eyes

- Exterior
- Interior

REALLOCATING SPACE CASE STUDY

PART I: THE ANYTOWN PUBLIC LIBRARY FLOOR PLAN



NOTE: This is not intended to represent an ideal floor plan. It is included as a discussion guide.

REALLOCATING SPACE CASE STUDY

PART II: LINKING SPACES AND PRIORITIES

CURRENT SPACE ALLOCATION

1. What are the current service priorities of the Anytown Public Library?

- A. _____
- B. _____
- C. _____

D. What makes you think that the service priority you identified as 1A is the most important priority for the Anytown Public Library?

E. What makes you think that the service priority you identified as 1B is the most second most important priority for the Anytown Public Library?

F. What makes you think that the service priority you identified as 1C is the third highest priority for the Anytown Public Library?

2. Are children an important audience for the Anytown Public Library?

3. Are young adults an important audience for the Anytown Public Library?

4. Are adults an important audience for the Anytown Public Library?

LOOKING AT SPECIFIC GOALS

1. If you were the director of the Anytown Public Library and you had just completed a strategic plan that had as its highest priority to provide materials and services to satisfy residents' interest in popular culture and provide satisfying recreational experiences, what changes would you make in the building?

2. If you were the director of the Anytown Public Library and you had just completed a strategic plan that had as its highest priority to make sure that preschool children developed a love of books and reading, what changes would you make in the building?

3. If you were the director of the Anytown Public Library and you had just completed a strategic plan that had as its highest priority to ensure that seniors have the skills they need to find, evaluate and use information effectively, what changes would you make in the building?

4. If you were the director of the Anytown Public Library and you had just completed a strategic plan that had as its highest priority to provide students with the information they need to succeed at school, what changes would you make in the building?

MANAGING FACILITIES FOR RESULTS*

TASKS AND STEPS

Task 1: Define the project

- Step 1.1: Select the project
- Step 1.2: Define the project scope and intent
- Step 1.3: Develop task list and time line
- Step 1.4: Decide if a project committee is required

Task 2: Plan the project

- Step 2.1: Select the committee
- Step 2.2: Determine the role of outside experts
- Step 2.3: Plan how to keep board and staff informed
- Step 2.4: Develop an orientation packet

Task 3: Prepare the committee

- Step 3.1: Review the orientation packet
- Step 3.2: Understand facility-related data elements
- Step 3.3: Develop a detailed time line

Task 4: Organize data collection process

- Step 4.1: Define the project in detail
- Step 4.2: Make committee assignments

Task 5: Collect preliminary data

- Step 5.1: Identify furniture and equipment needs and current allocations
- Step 5.2: Identify shelving needs and current allocations
- Step 5.3: Describe the physical plant and technology support needs and current conditions
- Step 5.4: Describe access, spatial relationships, and signage needs and current conditions
- Step 5.5: Make preliminary recommendations for amount and type of space

Task 6: Identify gaps and evaluate options

- Step 6.1: Identify gaps between needed and existing facility resources and space allocation
- Step 6.2: Identify options for filling gaps
- Step 6.3: Identify placement options
- Step 6.4: Evaluate options
- Step 6.5: Develop committee recommendations

Task 7: Present recommendations

- Step 7.1: Prepare preliminary report
- Step 7.2: Present preliminary report and seek approvals

Task 8: Prepare final report and get approvals

- Step 8.1: Prepare information for final report
- Step 8.2: Present final report

*From the forthcoming book of the same title by Cheryl Bryan

LOOKING AT YOUR LIBRARY WITH FRESH EYES

EXTERIOR

- Do library grounds and exterior appearance meet or exceed community standards?
- Is there a sign with the library name clearly visible from the street? Is the sign in good repair?
- Can the library hours be read from a car?
- Is the exterior lighting adequate?
- Does the lawn need mowing? Flowerbeds need weeding?
- Does the building need paint? Repair?
- Is the sidewalk cracked or broken?
- Is the building accessible to people with disabilities?
- Are the handrails smooth, secure and at a reasonable height?
- Does the foundation have any visible cracks or water seepage?

INTERIOR

- Does the library smell musty or smoky or is there an aroma of food?
- Is the entryway clean, well lit, neat, and inviting?
- Are bulletins, announcements, brochures current?
- Are the floors clean? Are tiles or carpets securely fastened with no tears or cracks?
- Is the main service desk easily visible from the door and is its surface uncluttered (neat and organized)?
- Are there clear visual cues and signs to help people find various parts of the library visible from the entry?
- Are the restrooms well lit, clean, picked-up, stocked with supplies, well-marked?
- Are all visible plants healthy?
- Is artwork (and signs) hung straight?
- Are there stacks of "stuff" laying around on surfaces or the floor?
- Are there obstacles to a clear view of library shelving areas (brochure stands, announcement signs on stands, etc.)?
- Are there a lot of small sets of materials scattered around?
- Are the walls clean, in good repair, uncluttered, and free of tape residue?
- Are glass walls/doors free of non-essential information postings?
- Are the shelves in reasonable order?
- Are surfaces fairly free of dust? Free of clutter and debris?
- Are displays attractive and inviting or have they been picked over?
- Are keyboards and screens clean?
- If there is a kitchen facility, is it clean?
- Are stairways well lit and well marked? Do they have stable handrails and securely fastened treads?
- Are all changes in floor level clearly marked for sight impaired users?
- Are window panes, screens, and draperies clean and in good repair?