

## IV. INSTITUTIONAL ANALYSIS

### A. History of the Library

The South Georgia Regional Library System was founded in 1875 by the Library Association, a group of citizens dedicated to literacy. The Columbine Club, a local ladies group, purchased \$40 worth of books, housing the small collection in a room at City Hall. Funded by only \$15 a month from the Valdosta City Council, the library grew slowly to encompass 1,500 volumes by 1903 and was staffed by volunteers. In 1913, the library received a grant from the Carnegie Foundation which allowed the city to build a new facility in Valdosta with a collection of 1,720 volumes and 6 librarians on staff. The Valdosta-Lowndes County Library, the main library in the system, opened in 1968 and was expanded in 1995.

### B. Philosophy of Service to the Community

#### Mission Statement

*Valdosta Public Library: Providing a lifelong learning environment for a changing world.*

#### Priorities and Goals

#### LIFE LONG LEARNING

**GOAL 1:** All citizens of Lowndes County will be able to use the Library as the information center of choice for the community. The Library will support each person's learning goals with free access to information and with help from friendly and knowledgeable staff.

**GOAL 2:** All learners will become aware of the resources available to them in the Library, to assist their education throughout life.

**GOAL 3:** All citizens will have access to quality library facilities.

**GOAL 4:** All library patrons will access electronic resources and the Library web site to find information on a broad array of topics.

**GOAL 5:** More residents of Lowndes County will be able to use Library resources to improve their proficiency in reading and writing.

**GOAL 6:** All residents will use electronic resources of the library's web site to find information on a broad array of topics.

## **CREATE YOUNG READERS**

**GOAL 1:** Children and teens will have separate identifiable, designated service areas in the library containing age appropriate titles and programs of interest to each age group.

**GOAL 2:** The library will offer more current titles for children and teens that will fulfill their recreational and educational reading interests.

**GOAL 3:** Children will participate in various library sponsored educational programs that promote the love of books, reading and literacy.

**GOAL 4.** The library will serve as a community educational partner to help children and teens meet their educational goals.

## **STIMULATE IMAGINATION**

**GOAL 1:** The library will provide adults with collections, programs, services, and cultural enrichment that is convenient and comprehensive and that promotes lifelong love of reading and learning.

**GOAL 2:** The library will work to improve the quality of life for the county's seniors by providing library resources, programs and services specifically geared toward this age group. Marketing will be a key factor in attracting this group.

**GOAL 3:** A more diverse population of citizens will find current non-fiction materials and resources available at the library to create a more involved and knowledgeable community.

**GOAL 4:** The library will work to enhance economic development by providing library resources, programs and services that support the creation of a competitive, knowledgeable workforce to help businesses locate, expand and remain in South Georgia.

**GOAL 5:** The library will explore ways to attract new users by updating the website, ensuring that their experience is welcoming and enjoyable.

## **UNDERSTAND HOW TO FIND, EVALUATE AND USE INFORMATION**

**GOAL 1.** Technology assistance will be available to all users.

**GOAL 2.** Staff will understand the specific information needs of patron requests, will formulate effective search strategies, and will provide accurate, relevant, and up-to-date information.

**GOAL 3.** The library will provide up-to-date technology and the annual budget will support regularly scheduled updates of both equipment and software.

**GOAL 4.** Establish and enrich a community of readers by offering opportunities to share knowledge about books and ideas.

## VISIT A COMFORTABLE PLACE: PHYSICAL AND VIRTUAL SPACES

**GOAL 1.** Develop a library facilities plan for the City of Valdosta, Lowndes County, where customers may read and learn individually and in groups.

**GOAL 2:** Provide technology to help patrons use the library website and rely on the information for accuracy.

### C. Facilities Plan and Services

The building program responds to the needs of a modern library and will focus on the following functions as identified in the Strategic Plan of the Library.

#### Circulation Services:

Activities:	Patron registration Check in and out of library materials Collection of fines, fees Holds management Voter registration Self-service and RFID options will be considered PINES shipping and receiving
Spaces:	Circulating collections, Self-service Holds Patron service areas/circulation desk Workspace Browsing Current periodicals Audio-visual materials Casual seating PINES management space
Notes:	Because this facility will focus on popular materials and Youth services, the browsing area will be heavily used.

#### General Reference Services:

Activities:	Reference services Telephone reference Information services Readers advisory services Computer assistance Local History and Genealogy information
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Spaces: Reference collections  
General computers for Internet access  
Photocopying equipment  
Seating for study and research  
Special collections  
Work space for reference and local history staff

Notes: This facility will provide reference collection and services for patrons with research needs and will also provide back-up services for other branches within the regional library system. Homework assistance resources will be available. A local history and genealogy section will be provided

### Youth Services and Young Adult

Activities: Children's services  
Story hours  
Puppet shows  
Readers advisory  
Group programming  
Computer use

Spaces: Circulating collections, holds  
Homework collection  
Parenting collection  
AV materials  
Seating for study, computer use  
Story hour/program Room  
Children's staff workroom  
Children's AV materials including software and games  
Separate Young Adult collection, closer to the adult area than the children's and specifically designed to appeal to the age group

Notes: This is a family centered program and will encourage family literacy, parent-child activity, and educational services. A story hour room will provide program space for weekly activities and small group programming collaboration. The library's meeting room will serve as a space for large groups such as summer reading activities and special programming

### Adult Services

Activities: General book collection  
Special programs  
Computer/bibliographic instruction

Spaces: Seating for casual reading and study  
Shelving areas for special collections [local history, genealogy,  
ESL, large print, citizenship]  
Instructional Technology office

### Administrative and Staff Work Spaces

Activities: General management  
Volunteer coordination  
Supplies management  
Publicity/public relations/ community relations  
Friends book sales  
Foundation and Development  
Technical Services, processing

Spaces: Office space  
Storage of supplies  
Files  
Friends Room  
Extension Services  
Bookmobile, van outreach area  
Talking book center outreach  
Technical Services

### Multi-purpose Room

Activities: General programming  
Children's special events, puppet shows  
Educational programs

Spaces: Meeting Room for 150 people  
Chair & table storage  
Small kitchenette

### Operations

Activities: Custodial services  
Supplies storage  
Building maintenance  
PINES & Inter-branch delivery/shipping

Spaces: Janitor's closets  
Storage

**D. Present and Future Collections**

<b>COLLECTION TYPE</b>	<b>CURRENT #</b>	<b>PROJECT ED #</b>	<b>TYPE</b>	<b>REQUIRED #</b>	<b>DEPTH</b>
VHS	3970	0	shelving	0	
Audio Cass	3935	0	shelving	0	
CD	2149	same level	bins	6 df UNITS	8"
DVD	2785	4000	shelving	13 df UNITS	8"
New Adult Fiction	125	250	60" face-out shelves	6 df UNITS	10"
New Non Fiction	125	250	60" face-out shelves	6 df UNITS	10"
Adult Fiction	34106	70000	90" Tall Shelving	208 df UNITS	8"
Sci Fi	1383	2766	90" tall shelving	10 df UNITS	8"
Western	722	850	90" tall shelving	3 df UNITS	8"
Mystery	2741	3500	90" tall shelving	11 df UNITS	8"
Large Print	5894	10000	90" tall shelving	25 df UNITS	10"
FOL Honor Paperbacks	750	1000	spinner racks	4 SPINNERS	
Adult Non-Fiction	47771	95000	90" tall shelving	283 df UNITS	12"
Reference	2993	2500	44" shelving	15 df UNITS	12"
Ready Reference	600	450	66" shelving	2 df UNITS	12"
Georgia + Genealogy	2143	4000	66" shelving	20 df UNITS	12"
Spanish	389	800	90" tall shelving		8"
TBC Cassettes	5000	5000	90" tall shelving	3 df UNITS	8"
Easy Picture	10200	20000	44" picturebook shelves	55 df UNITS	12" divider
Easy Reader	1800	3600	44" shelving	10 df UNITS	8"
Easy Non Fic	1662	3324	44" shelving	10 df UNITS	10"
New Juv Fiction	0	250	66" shelving	1 df UNIT	8"
Juv Fiction	12870	25000	66" shelving	84 df UNITS	8"
Juv Non-Fiction	13283	27000	66" shelving	90 df UNITS	10"
Juv Reference	500	300	44" shelving	1 df UNIT	12"
Juv-YA Graphic Novel	1169	3500	66" shelving	10 df UNITS	10"
YA Fiction	4189	8000	66" shelving	24 df UNITS	8"
YA Non Fiction	349	800	66" shelving	3 df UNITS	12"

YA New Fiction	0	250	66" shelving	1 df UNIT	8"
Children's Learning Sets	500		Hanging Bag Racks	2 UNITS	12"

**Shelving Required**

Converting Volumes to Net Square Feet			
Type of Material	Shelving Height	Volumes/DF Unit	Net SF/Unit
<b>ADULT:</b>			
Fiction	90"	336	18
NonFiction	90"	336	18
Reference	84"	240	18
Periodicals/Display	66"	18 vol.on SF unit	12
<b>CHILDREN'S</b>			
Picture Books	45"	360	18
Fiction	66"	300	18
NonFiction	66"	300	18

The amount of single faced wall shelving is limited to periodicals and location will be a factor of architectural design and interior layout. Each section of double-faced shelving with a 36" aisle will require 18 net square feet. The exception to this is Browsing and Periodicals which will require a 42" aisle.

### E. Staffing for New Facility

Current staffing at the Valdosta Public Library is included in the chart below. Efficient use of existing staff will be required to provide adequate staffing for a building approximately twice the size of the existing facility. This means desk staff must be located adjacent to work areas, staff must be cross-trained, and an efficient arrangement of public contact points maintained. We anticipate that to maintain a clean, desirable place to visit, an additional janitor and an additional part time clerk will be needed immediately upon opening. Depending on hours of availability and desk arrangement, staffing needs may change.

<b>Department</b>	<b>Number of People</b>	<b>Work Area</b>
IT	1	Desks and Separate Storage Area
Children's Dept Work Room	3	Desk , Desk, Desk w/ Separate Work Room
Administration	4	Desks, Files, Storage of Supplies
Friends of the Library	1	Desk, Meeting Room, Booksale Room
Multipurpose Room Spaces		General Programming, Children's Special Events, Puppet Shows, Educational Programs, Meeting room for 150 People, Chair & Table Storage, Small Kitchenette, Equipment Room



Operations		Custodial Services, Supplies Storage, Building Maintenance, PINES & Inter-branch Delivery/Shipping
Spaces		Janitor's Closet, Storage
Circulation	6	Desks Behind Circulation Desk, PINES Area Behind Circulation Desk, Work Stations at Circulation Desk, Self Check
Book Van/Outreach	1	Storage Area, Desk
Talking Book Center Outreach	1	Desk, Storage Area for Core Collection
Processing	3	Desks, Storage Area
Reference	3	Desks, Storage Area
Local History Collection/ Genealogy	1	1 desk

#### **F. Public Service Hours for New Facility**

The Library is currently open Monday through Thursday from 9:00am to 8:00pm, Friday and Saturday from 9:00am to 5:00pm, and closed on Sundays. It is expected that these hours will continue in the new facility although a significant number of responses to the survey indicated the desirability of additional hours including Sundays.

## G. Operating Budget for First Year

LOWNDES COUNTY FY 2012 and FY 2016 PROPOSED BUDGET BREAKDOWN			
	FY2012		FY2016 est.
<b>PAYROLL</b>			
Payroll	535,000		607,500
Payroll Taxes	40,930		46,000
GHI	99,157		133,000
TRS	55,000		65,000
Workers Comp	14,000		15,000
<b>Total Payroll</b>	<b>744,087</b>		<b>866,500</b>
<b>BLDG/EQUIP R&amp;M</b>			
Public Copier R&M	8,300		9,500
Janitorial Services	0		22,000
Building/Equip R&M	6,000		0
<b>TOTAL R&amp;M</b>	<b>14,300</b>		<b>31,500</b>
<b>UTILITIES</b>			
Gas/Electric	47,000		72,000
Telecom	19,500		26,000
<b>TOTAL UTILITIES</b>	<b>66,500</b>		<b>98,000</b>
<b>MATERIALS</b>			
Electronic/Subscriptions	0		0
<b>SUPPLIES</b>			
Pub. Serv./Custodial	12,000		15,000
<b>EQUIPMENT</b>			
Expendable Equipment	4,500		5,000
Expendable Computer	15,000		0
<b>Total Equipment</b>	<b>19,500</b>		<b>5,000</b>
<b>OTHER EXPENSES</b>			
Miscellaneous	35,000		40,000
Computer Tech Fees	12,500		18,000
Postage	4,500		2,000
<b>TOTAL OTHER EXP</b>	<b>52,000</b>		<b>60,000</b>
Regional Fees-Lowndes			
<b>TOTAL FOR LOWNDES FUND 103</b>	<b>\$ 908,387</b>		<b>\$1,076,000</b>

## H. Space Cost Estimates

Approximately 62,000 square feet will be required to meet the needs of the Lowndes Library. The total budget based on 2012 estimated figures for this project has been established as follows:

### Disbursements:

Construction (62,000 SF x \$ 240)	\$14,880,000
Architectural Fees (8%)	1,190,400
Furnishings and Equipment (\$30 SF)	1,860,000
Interior Design Fees (8%)	148,800
Consultant Fees	200,000
Site Engineering	150,000
Advertising Bids	5,000
Site Development	400,000
Miscellaneous Expenses including Technology & Cabling	500,000
Contingency (10% of Construction & FFE)	1,674,000

**Total Estimated Project Budget: \$21,008,200**

### Sources of Funding

State of Georgia, Board of Regents, Grant	\$2,000,000
Special Local Option Sales Tax [SPLOST]	\$18,200,000
Other Private Funding	808,200

**Total Project Budget: \$21,008,200**