

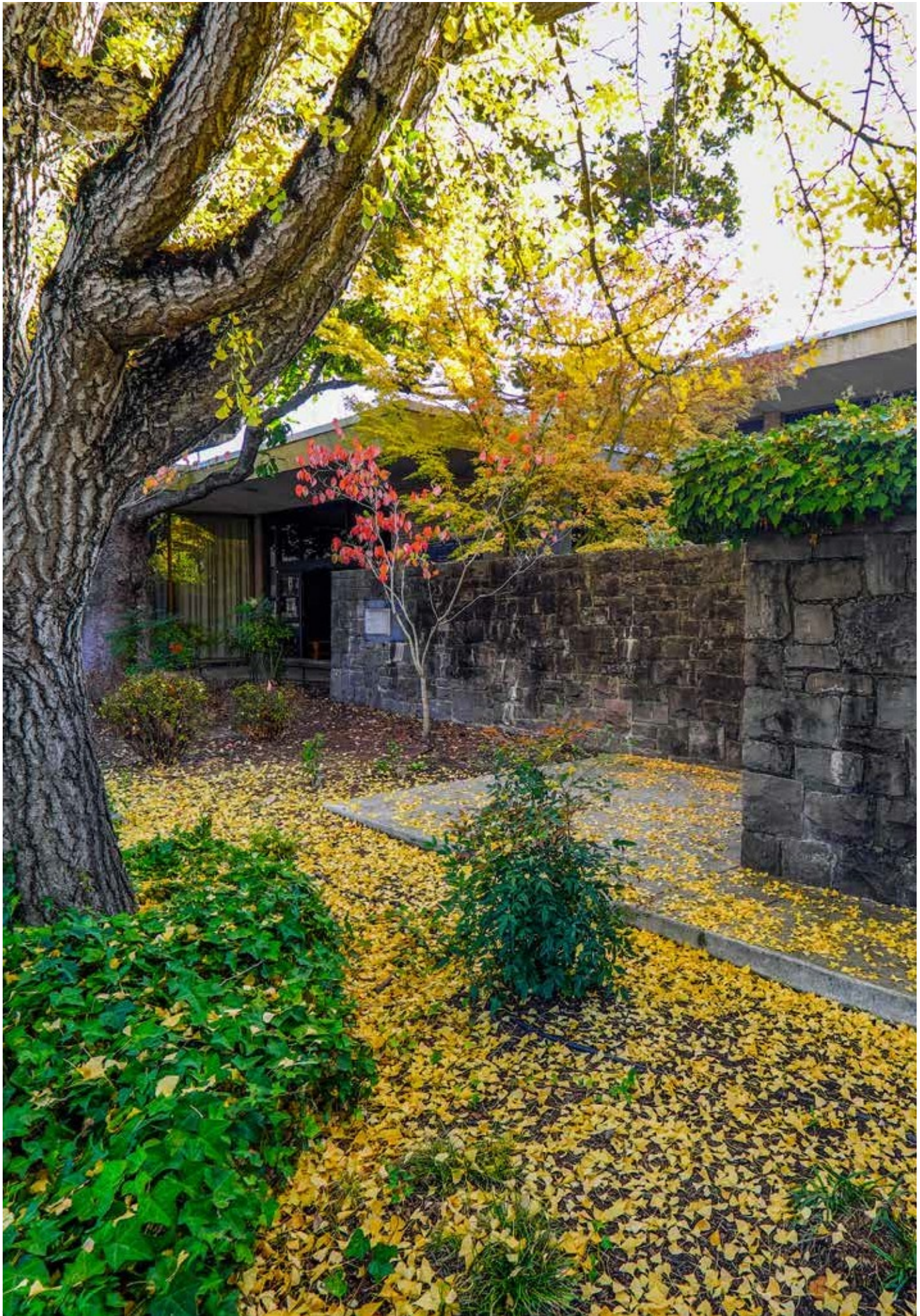
# FACILITIES MASTER PLAN

March 2017



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## From the Director

Sonoma County Library's (SCL) Joint Powers Agreement states that SCL shall "adopt a facilities maintenance plan and revise it as necessary." As I worked with library staff and library commissioners in 2016 to begin developing our new Facilities Master Plan, it was important to me that the process remained mindful of SCL's 2015-2016 Strategic Plan and its priorities of customer service, education and discovery, innovation, community engagement, and financial stability. Our Strategic Plan commits us to creating "welcoming places and spaces that exemplify our mission and enhance the customer experience with functional, appealing, creative, and fun design."

In addition to developing guidelines that will inform how we design, furnish, and equip library buildings going forward, I also wanted this project to assess the condition of these facilities, analyze how the public and the staff currently use their libraries, study the trends and demographic shifts within the county, and gather feedback from important stakeholders such as staff, library customers, Library Advisory Board and Friends members, and staff and elected officials from our Joint Powers Authority members. Collectively, the content within this Facilities Master Plan will guide us in updating and improving our libraries to better serve as collaboration spaces, technology hubs, event centers, and places of reading and learning.

Lastly, I want to thank the residents of Sonoma County for their support of Measure Y. With this additional revenue, we can not only catch up with years of deferred building maintenance, we can now bring our libraries firmly into the 21st century by creating functional and appealing places of education, exploration, and discovery.

Sincerely,  
Brett W. Lear  
Library Director

## From the Facilities Department

The consulting firm MKThink and the Sonoma County Library collaborated on assessing the various facilities in 2015-2016. The MKThink report with Appendixes 1 thru 3 were developed and refined. These reports provided a strategy for developing the "Facilities Master Plan" [available online at <https://sonomalibrary.org/facilities>] to refresh and rehabilitate the various library facilities based on demographics, usage, and age of facilities, ADA requirements, and LEED Certification upgrades. The Facilities Department was tasked to further review and then implement the "Facilities Master Plan" for the Sonoma County Libraries. The Cloverdale Library 2016 refresh was planned and initiated using many of MKThink's areas of improvement that were listed in their more comprehensive report.

This year, the Northwest Coddington Library refresh, will use the "Facilities Master Plan" as a guidepost to develop priorities for the project. Future library refresh projects will use the "Facilities Master Plan" to schedule refresh projects as listed in priority order based upon this document. This condensed version of the MKThink report and appendices focuses on facility maintenance refresh priorities, and repairs. The 3 appendices are also incorporated in the "Facilities Master Plan." Facilities staff, along with their colleagues at the Sonoma County Library, will create welcoming, technologically inviting, comfortable and safe spaces for our citizens.

## CONTEXT

Libraries in Sonoma County date back to the mid-19th century with Petaluma's Odd Fellows Library, but it was not until 1975 that the Sonoma County Library system was formed through a Joint Powers Agreement signed by representatives of the cities of Healdsburg, Petaluma, Santa Rosa, and Sonoma as well as the County of Sonoma. Under this agreement, the Library exists as a "Joint Powers Authority" (JPA).

The Library currently serves approximately 495,000 residents across Sonoma County. The library system consists of the Central Library, ten branches, two rural stations, and one temporary site (Roseland). The Sonoma County Library also has three special collections, the Sonoma County Wine Library, the History and Genealogy Annex, and the Petaluma History Room.

Last year, the Library served over two million visitors, circulated more than 3.5 million books, audio books, DVDs, and electronic resources, and answered more than 250,000 reference questions. In addition to reading and viewing materials, Sonoma County Library offers public access computers, free WI-FI, story times for all ages, and a wide variety of children's, teen, and adult events and classes. The Library's newly launched digital branch provides 24-hour a day access to resources and information and incorporates chat, text, and email reference services.

### **JURISDICTION AND FUNDING**

Funded primarily by property taxes, the Sonoma County Library—a Joint Powers Authority—serves all residents throughout the County including those from incorporated and unincorporated parts of the County. The Library leases all of its buildings, with the exception of the Central Library Annex, from the JPA members who have retained ownership of the buildings.

The Sonoma County Library is governed by an eleven member, city appointed Library Commission. The city councils of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor, along with the Sonoma County Board of Supervisors, each appoint a Library Commissioner. The City of Santa Rosa and the Sonoma County Board of Supervisors also jointly appoint one Library Commissioner.

## PROJECT OVERVIEW

The Joint Powers Agreement states that the Sonoma County Library Commission will “Adopt a facilities maintenance plan at least once every three years, and revise it as necessary”. The Facilities Master Plan fulfills this governance objective.

In addition, a Strategic Plan for the Library was completed in 2015, required by a clause in the Joint Powers Agreement. The Plan included strategic priorities, goals, and objectives for the library for the five year period from 2015-2020. The Strategic Plan describes the library system the community aspires to create. It clarifies the vision, mission, and priorities which will guide the work that the Library does and the services the Library will deliver in coming years.

The Strategic Plan also recommended that the Library develop a “comprehensive Facilities Master Plan” that covers “the conditions of buildings, identifies with JPA members, sets a schedule for building renovations, and creates design and service standards for any new or redesigned facilities .”

The goal of the Facilities Master Plan is to guide facilities planning and improvements for the next 10 years. The Plan addresses the priorities identified in the recently implemented strategic plan for welcoming, flexible spaces that provide opportunities for exploration and discovery. Once completed, the Plan will be a significant asset to the library’s long-range planning efforts.

When the various communities have a need for a library there are many factors which are considered regarding the library’s design and community integration. The library’s various activities are contingent on the Library District’s operating budget. Although the funding has been a challenge in the last few years, the recent passage of Measure Y has helped the Sonoma County Library move forward with funding plans to complete some of the various refresh projects in this Facilities Master Plan.

## SCOPE OF WORK

The following are included either in this document, the Library System Assessment, the Architecture Facilities Assessment, or the Design Guidelines document:

- Develop community involvement process to engage a broad range of stakeholders in assessing facilities and developing the Facilities Master Plan through focus groups, surveys, and interviews.
- Complete an assessment of all Library facilities and identify deficiencies in existing buildings and sites, including service areas, utility systems and infrastructure, telecommunications and health, and safety conditions.
- Identify potential improvements to current level of energy and resources conservation and overall sustainability. Identify potential for additional sustainability improvements in the existing buildings, remodeled facilities and new facilities.
- Create a facilities design guide to promote the efficient, consistent, and cost effective design and construction of all new and modernized buildings.
- Incorporate the Library's strategic plan, current and projected demographic data for Sonoma County, as well as state and national standards, peer comparisons, library trends and best practices.
- Assess and make recommendations as to the appropriate size and location of branches in the current general geographic areas and whether or not any new facilities are needed and in what areas they should be located.
- Define, in coordination with staff from each of the ten JPA member libraries, implementation steps necessary to fulfill the needs identified and creating a 10-year planning schedule for the work to be done county wide.
- Assist and advise library staff in the creation of a standard lease agreement for all of the leased facilities within the library system.

### ***Facilities Master Plan Guiding Principles and Boundaries***

1. Be respectful to the five tenets of the Sonoma County Library strategic plan: the customer experience, education and discovery, innovation, community engagement, and financial sustainability
2. Ensure that Sonoma County Libraries remain a place where the children of Sonoma County are a priority, helping them prepare for entry into the K-12 school system and a tool in the community that improves the performance of those already in school
3. Ensure that the Sonoma County Libraries are seen as an innovative connector of people, the go to place to find answers to questions in person
4. Program spaces that offer exciting and enticing opportunities for exploration and discovery by Sonoma County residents
5. Redefine long standing associations of library culture as solely a quiet place for scholarly activity
6. Create a positive atmosphere that enhances the community client experience as well as the staff work experience
7. Understand and respect the needs of the Library Friends groups
8. Remain respectful of the role individual library managers play in facilities
9. Create a green workplace and become the go-to community information resource on sustainability and green living

## GLOSSARY OF TERMS

|  |  |
|--|--|
| <b>BORROWERS:</b>                      | A person or organization which obtains or takes materials from a library with the intent of returning them.  |
| <b>PATRONS:</b>                        | People who access the library for various reasons, a library supporter, a person who uses the services of a library.                                   |
| <b>FOL:</b>                            | Friends of Libraries.  |
| <b>RADIAL SHELVING:</b>                | Standalone round shelving either vertical or horizontal, such as paper back spinners in a young adult area of a library.                               |
| <b>SINGLE SERVICE MODEL:</b>           | A library that has one customer service interaction point, which serves check-out/check-in functions as well as more complex research level inquiries. |
| <b>AWE COMPUTER:</b>                   | “Advanced workstation in education.” These are the computers for children with the colorful keys and displays known as “Early Learning Stations.”      |
| <b>AUTOMATED LOGIC CONTROL SYSTEM:</b> | Automatic building control systems which monitor and adjust the temperature and lights.  |
| <b>PACKAGED AC UNITS:</b>              | HVAC self-contained units on the roof.   |
| <b>WIRE PULL:</b>                      | The act of bringing in electrical or data/telecommunications cable into a facility or plant.   |
| <b>PAINPOINTS:</b>                     | Congestive restrictive areas that hinder enhanced operation.   |



# BUILDING CONDITION SUMMARY

This matrix summarizes the findings with the following factors evaluated:

- **Location** - The library's location within Sonoma County relative to where the population is located
- **Size** - The size of the library relative to its service area, the surrounding population and demographics
- **Building Condition** - Based on a visual inspection of the building and its aesthetic condition
- **Building Systems** - Condition of mechanical, electrical, and plumbing systems
- **Code Compliance** - Including elements such as but not limited to egresses, restrooms, and break rooms
- **Accessibility (ADA) Compliance** - Including parking, egress doors, door hardware, ramps and stairs, and drinking fountains
- **Strategic Plan Goals** – Meets the goals outlined in the Sonoma County Library Strategic Plan
- **Solar Potential** - How much promise there is for the use of solar panels to be installed on the roof of each library (green corresponds to high potential, red corresponds to low potential)
- **Energy Efficiency** - Based on PG&E electricity bills from April 2015 through March 2016

| LIBRARY               | LIBRARY LOCATION | LIBRARY SIZE | BUILDING CONDITION | BUILDING SYSTEMS | CODE COMPLIANCE | ADA COMPLIANCE | STRATEGIC PLAN GOALS | SOLAR POTENTIAL | ENERGY EFFICIENCY |
|-----------------------|------------------|--------------|--------------------|------------------|-----------------|----------------|----------------------|-----------------|-------------------|
| Annex                 | Orange           | Grey         | Green              | Red              | Orange          | Orange         | Red                  | Orange          | Red               |
| Archive               | Red              | Red          | Red                | Red              | Red             | Red            | Grey                 | Grey            | Grey              |
| Central Library       | Green            | Green        | Green              | Red              | Orange          | Orange         | Green                | Green           | Orange            |
| Cloverdale Library    | Green            | Green        | Orange             | Red              | Green           | Orange         | Orange               | Green           | Orange            |
| Forestville Library   | Orange           | Red          | Green              | Grey             | Grey            | Grey           | Orange               | Grey            | Grey              |
| Guerneville Library   | Green            | Green        | Orange             | Red              | Green           | Orange         | Orange               | Green           | Red               |
| Healdsburg Library    | Green            | Green        | Orange             | Green            | Green           | Orange         | Orange               | Orange          | Green             |
| Northwest Library     | Green            | Red          | Green              | Orange           | Orange          | Orange         | Red                  | Green           | Orange            |
| Occidental Library    | Green            | Orange       | Green              | Orange           | Orange          | Orange         | Orange               | Grey            | Green             |
| Petaluma Library      | Green            | Orange       | Green              | Orange           | Orange          | Red            | Orange               | Red             | Orange            |
| Rincon Valley Library | Green            | Orange       | Green              | Orange           | Green           | Green          | Orange               | Green           | Red               |
| Rohnert Park Library  | Green            | Orange       | Green              | Red              | Green           | Green          | Green                | Green           | Red               |
| Roseland Library      | Red              | Red          | Grey               | Grey             | Grey            | Grey           | Red                  | Grey            | Grey              |
| Sebastopol Library    | Green            | Red          | Green              | Orange           | Green           | Orange         | Orange               | Green           | Orange            |
| Sonoma Library        | Green            | Red          | Orange             | Orange           | Green           | Green          | Green                | Green           | Green             |
| Windsor Library       | Green            | Orange       | Orange             | Green            | Green           | Green          | Orange               | Green           | Orange            |

- Good condition
- Average condition
- Bad condition
- Not applicable/assessed

# PROGRAMMED SPACE SUMMARY

This matrix summarizes the different types of programmed library space currently at each library. These findings were gathered by conducting site visits which assisted in the outlining details of the way each library's space is used.

\*Notes: Occidental and Forestville Libraries do not have many of the explicit spaces listed as they are considered rural station libraries. Similarly, the Annex is a specialty library and requires these spaces in the same way that a branch public library does. The current Roseland library does not have these defined spaces as it is a temporary library until a permanent library is constructed.

| LIBRARY                      | ENCLOSED TEEN AREA | CHILDRENS' AREA | COMMUNITY SPACE | BACK OF HOUSE | CIRCULATION/ REFERENCE | OUTDOOR SPACE |
|------------------------------|--------------------|-----------------|-----------------|---------------|------------------------|---------------|
| <b>Annex*</b>                | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Archive</b>               | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Central Library</b>       | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Cloverdale Library</b>    | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Forestville Library*</b>  | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Guerneville Library</b>   | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Healdsburg Library</b>    | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Northwest Library</b>     | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Occidental Library*</b>   | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Petaluma Library</b>      | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Rincon Valley Library</b> | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Rohnert Park Library</b>  | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Roseland Library*</b>     | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Sebastopol Library</b>    | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Sonoma Library</b>        | ●                  | ●               | ●               | ●             | ●                      | ●             |
| <b>Windsor Library</b>       | ●                  | ●               | ●               | ●             | ●                      | ●             |

● Library does have

● Library does **not** have

## PROJECT PRIORITIZATION

The matrix on the facing page presents an overview and prioritization of the projects recommended for each library.

Each library, as opposed to each individual project, is given an overall priority rating, as it is more cost and time effective to make all the improvements to a library once rather than by a number of piecemeal projects.

The libraries that fall within each priority rating are characterized as follows:

**High Priority** - Libraries that are a high priority generally require upgrades to many elements of the building (interiors or exteriors, building systems, code or ADA elements) and/or are also too small for the number of patrons that they serve

**Medium Priority** - Libraries that are a medium priority generally require upgrades to many elements of the building (interiors or exteriors, building systems, code or ADA elements)

**Low Priority** - Libraries that are a low priority require minimal upgrades to some elements of the building (interiors or exteriors, building systems, code or ADA elements), and generally are in good condition.

Specific details for each project listed in the prioritization matrix are presented in the 'Library Specific Recommendations' section that follows.

The matrix on the facing page also presents a cost range for each library's associated upgrades and recommendations.

| LIBRARY                       | PROJECTS   | PRIORITY         | COST RANGE                 |
|-------------------------------|--|------------------|----------------------------|
| <b>Northwest Library</b>      | Refresh library interior and exterior<br>Bring up to Code<br>Update to comply with ADA<br>Replace building systems | <b>HIGH</b>      | \$300,000 - \$400,000      |
| <b>Petaluma Library</b>       | Refresh library interior and exterior<br>Bring up to Code<br>Update to comply with ADA<br>Replace building systems | <b>HIGH</b>      | \$1,600,000 - 4,600,000    |
| <b>Sonoma County Archives</b> | Update interior features   | <b>HIGH</b>      | Unknown                    |
| <b>Roseland Library</b>       | Refresh library interior and exterior<br>Potential new building relocation negotiations in progress                | <b>HIGH</b>      | \$400,000 - \$600,000      |
| <b>Sebastopol Library</b>     | Expand or relocate<br>Update to comply with ADA<br>Replace building systems  | <b>HIGH</b>      | \$5,600,000 - \$7,600,000  |
| <b>Annex Library</b>          | Refresh library interior<br>Bring up to Code<br>Update to comply with ADA<br>Replace building systems              | <b>MEDIUM</b>    | \$300,000 - \$900,000      |
| <b>Central Library</b>        | Refresh library interior and exterior<br>Bring up to Code<br>Update to comply with ADA<br>Replace building systems | <b>MEDIUM</b>    | \$4, 00,000 - \$10,500,000 |
| <b>Healdsburg Library</b>     | Refresh library interior and exterior<br>Update to comply with ADA<br>Replace building systems                     | <b>MEDIUM</b>    | \$700,000-\$2,000,000      |
| <b>Forestville Library</b>    | Maintain space as is (do not refresh)  | <b>LOW</b>       | Not Applicable             |
| <b>Guerneville Library</b>    | Refresh library interior and exterior<br><br>Replace building systems  | <b>LOW</b>       | \$300,000 - \$800,000      |
| <b>Occidental Library</b>     | Maintain space as is (do not refresh)<br>Bring up to Code<br>Update to comply with ADA<br>Replace building systems | <b>LOW</b>       | \$11,000 - \$29,000        |
| <b>Rincon Valley Library</b>  | Maintain space as is (do not refresh)<br><br>Replace building systems  | <b>LOW</b>       | \$375,000 - \$1,000,000    |
| <b>Rohnert Park Library</b>   | Maintain space as is (do not refresh)<br><br>Replace building systems  | <b>LOW</b>       | \$600,000 - \$1,700,000    |
| <b>Sonoma Valley Library</b>  | Maintain space as is (do not refresh)<br>Replace building systems  | <b>LOW</b>       | \$300,000 - \$800,000      |
| <b>Windsor Library</b>        | Update to comply with ADA<br><br>Replace building systems  | <b>LOW</b>       | \$200,000 - \$700,000      |
| <b>Cloverdale Library</b>     | Refresh library interior and exterior<br>Bring up to Code<br>Update to comply with ADA<br>Replace building systems | <b>COMPLETED</b> | \$250,000 - \$376,000      |

## NORTHWEST LIBRARY

Recommendation: Refresh library interior and make the exterior outdoor space more welcoming and usable.

The Northwest Regional branch of the Sonoma County Library system is a leased facility located at 150 Coddington Center, Santa Rosa, CA 95401. The current structure was built in 1967 as a single-story building of approximately 7,224 square feet. The current building was built to accommodate the growing Santa Rosa population where mostly prune orchards once grew. The site is located nearby to numerous senior living facilities and the neighborhood Coddington Center mall.



### *Building Condition*

- No recommended work

### *Code Compliance*

- Staff areas should be upgraded to code
- Egress doors should have proper exiting signage

One egress door should have a continuous exit path

### *ADA Compliance*

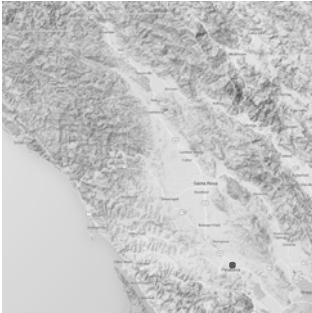
- Door hardware should be changed for accessibility
- Drinking fountain should be updated to be pocketed

### *Building Systems*

- Three AC Package units should be replaced
- A new Automated Logic Control system is recommended

### *Other Considerations*

- One of the main pain points at Northwest Library is the amount of people using the library for technology (computers and/or Wi-Fi access). Instead of building a new library, this need could be addressed by adding more modern furniture, implementing free Wi-Fi in public spaces and commercial areas (which has been accomplished), and/or adding laptops that can be loaned out for use within the library.
- Open the ceiling of the building to bring in more light to the library and give the building a larger feel.



## PETALUMA LIBRARY

Recommendation: Refresh library interior and make the exterior outdoor space more usable for programming and events.

The Petaluma Regional branch of the Sonoma County Library system is a leased facility located at 100 Fairgrounds Drive, Petaluma, CA 94952. The current structure was built in 1974 as a single-story building of approximately 25,000 square feet. A partial upper level/mezzanine adds less than 2000 square feet.

### *Building Condition*

- Windows should be updated
- Interior evidence of recent roof leak should be addressed

### *Code Compliance*

- Egress doors should have illuminated signage
- Staff areas should be updated

### *ADA Compliance*

- Door hardware should be upgraded throughout
- Access to mezzanine should be ADA compliant

### *Building Systems*

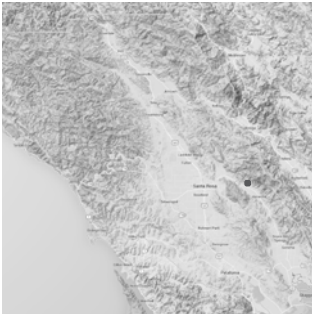
- All size packaged AC units should be replaced
- A new Automated Logic Control system is recommended

### *Other Considerations*

- As part of the refresh, it is recommended that the following be considered:
  - Include an enclosed teen area that complies with the guidelines set out in Appendix 2: Design Guidelines
  - Furniture and finishes to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Upgrade children's area to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Add additional children's soft seating and children-size chairs to the children's area
  - Relocate the upstairs History Room to a space downstairs
  - Exterior space to be upgraded to be a programmable space, and to comply with the outdoor spaces guidelines set out in Appendix 2: Design Guidelines

## SONOMA COUNTY ARCHIVES

Recommendation: Investigate alternative locations to house the Sonoma County Archives



### *Building Condition*

- No recommended work

### *Code Compliance*

- No recommended work

### *ADA Compliance*

- No recommended work

### *Building Systems*

- No recommended work

### *Other Considerations*

- A security system should be considered
- It is recommended that the fire alarm/sprinkler system be upgraded or replaced to include a notification in the event of a fire
- It is recommended that the shelves be upgraded to custom shelves with slots for items to be stored standing up straight
- Compact shelving should be considered for some items
- The lease on this building is up in March of 2020 and the county plans to demolish the building in the not too distant future. Below is a quote from Steve Bartlett, Maintenance Program Manager for Sonoma County, which was included in a November 13, 2015 email.

“Something to keep in mind is our desire to demolish the old Juvenile Hall at some point in the future as budgets allow.”

- While there isn't a schedule at this point, SCL may be working with the County related to this archive building

## ROSELAND LIBRARY

**Working with Mid Pen Design Group to build a new Library in Roseland.**



The Roseland Community branch of the Sonoma County Library System is located in a leased space within a strip mall at 779 Sebastopol Road, Santa Rosa, CA 95407. It shares the space with the Boys and Girls Club of Central Sonoma County. It occupies approximately 2,500 square feet.

### *Building Condition*

- No recommended work

### *Code Compliance*

- No recommended work

### *ADA Compliance*

- No recommended work

### *Building Systems*

- No recommended work

### *Other Considerations*

- The new site selected for the permanent Roseland Library should be able to accommodate space for the projected population. This projection should be revisited closer to the time when a new site is selected.
- Consider that the potential new Roseland Library building relocation negotiations are in progress as of the writing of this Master Plan.



## SEBASTOPOL LIBRARY

Recommendation: Either 1) expand the library by approximately 10,000 square feet on its current site and refresh the library's interior, or 2) relocate to a different site due to high patron use relative to the library's current size

The Sebastopol Regional branch of the Sonoma County Library System is a leased facility located at 7140 Bodega Avenue, Sebastopol, CA 95472. The current structure was built in 1975 as a single-story building of approximately 10,000 square feet. Structural and functional renovations were done to the facility starting in 2011. The library provides a meeting room, and it serves as a single-point-of-public-service. This building replaced a structure heavily damaged in the 1969 earthquake, and this site has always been used for civic or educational purposes.

### *Building Condition*

- No recommended work

### *Code Compliance*

- No recommended work

### *ADA Compliance*

- Door hardware should be updated

### *Building Systems*

- All three packaged AC units should be replaced
- A new Automated Logic Control system is recommended

### *Other Considerations*

- As part of the refresh, it is recommended that the branch location be researched and discussed regarding expansion. Until then, the following is being considered:
  - Expand the teen area to be a larger space, and enclose from the rest of the library space, that complies with the guidelines set out in Appendix 2: Design Guidelines
  - Furniture and finishes to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Upgrade children's' area to comply with the guidelines set out in Appendix 2: Design Guidelines



## MEDIUM PRIORITY



### ANNEX LIBRARY

Recommendation: Refresh library interior

The Central Annex of the Sonoma County Library system is owned by the County Library and is located at 725 3rd Street, Santa Rosa, CA 95404. The current structure was built in 1966 as a single-story building of approximately 5,387 square feet. The Annex houses the Sonoma County Library Adult Literacy Program as well as the Sonoma County History & Genealogy Library.

#### *Building Condition*

- Replace roof

#### *Code Compliance*

- Egress doors should have proper signage

#### *ADA Compliance*

- Handrails should be added to stairs
- Ramps should be updated
- Drinking fountain should be updated to be pocketed

#### *Building Systems*

- All building systems are beyond useful life and it is recommended they be replaced in kind
- A new Automated Logic Control system is recommended

#### *Other Considerations*

- As part of the refresh, it is recommended that the following be considered:
  - Furniture and finishes to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Replace shelves to be seismically safe
  - Upgrade lighting to be appropriate fixtures and bulbs for historic materials
  - Reconfigure the Annex space to ensure adequate workspace for staff and volunteers

## MEDIUM PRIORITY



### CENTRAL LIBRARY

Recommendation: Refresh library interior and make exterior a usable and welcoming space for programming and events

The Central branch of the Sonoma County Library system is a leased facility located at 211 E Street, Santa Rosa, CA 95404. The current structure was built in 1966 as a replacement to the 1904 library building that was located on E Street between 3rd and 4th Streets.

#### *Building Condition*

- Building features are dated but well maintained and do not require any immediate attention

#### *Code Compliance*

- Staff Areas should be upgraded to be code compliant

#### *ADA Compliance*

- Accessibility upgrades have been addressed for the staff entry, public restrooms, and minimally toward public egress; however, staff restrooms and staff work spaces are in need of accessibility upgrades, repairs, and re-purposing within the 50 year old structure
- Door hardware, stairs, and drinking fountains should be updated to comply with ADA requirements

#### *Building Systems*

- All equipment has reached the end of the recommended service life, and it is recommended they be replaced in kind
- A new Automated Logic Control system is recommended

#### *Other Considerations*

- Consider moving administrative functions that are in the basement to another location as the basement working conditions are not ideal
- As part of the refresh, it is recommended that the following be considered:
  - Include an enclosed teen area that complies with the guidelines set out in Appendix 2: Design Guidelines
  - Furniture and finishes to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Upgrade children's area to comply with the guidelines set out in Appendix 2: Design Guidelines

## MEDIUM PRIORITY



### HEALDSBURG LIBRARY

Recommendation: Refresh library interior and make exterior space usable and welcoming for programming and events

The Healdsburg Regional branch of the Sonoma County Library system is a leased facility located at 139 Piper Street, Healdsburg, CA 95448. The current structure was built in 1986 as a single-story building of approximately 11,700 square feet. In addition to the typical public services, this branch houses the Sonoma County Wine Library.

#### *Building Condition*

- Exterior wood trim, fascia, and beams should be updated around the exterior perimeter of the building and roof
- Vines should be trimmed and maintained

#### *Code Compliance*

- No recommended work

#### *ADA Compliance*

- Door hardware should be updated
- Drinking fountain should be updated to be pocketed

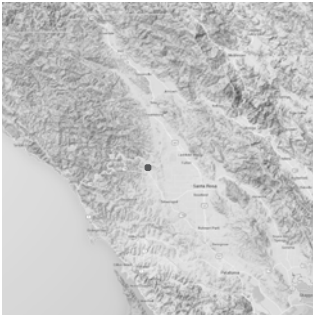
#### *Building Systems*

- A new Automated Logic Control system is recommended

#### *Other Considerations*

- As part of the refresh, it is recommended that the following be considered:
  - Include an enclosed teen area that complies with the guidelines set out in Appendix 2: Design Guidelines
  - Furniture and finishes to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Upgrade children's' area to comply with the guidelines set out in Appendix 2: Design Guidelines

## FORESTVILLE LIBRARY



Recommendation: Maintain the Forestville Library space as is, but provide additional mobile services to reach more remote areas of the County, primarily the coastal, rural and north-western areas of Sonoma County where no library is currently located.

Forestville Library is located in a room attached to El Molino High School in Forestville. This library is a one-room library and serves a more rural part of Sonoma County. It is only open four days a week (as compared to most Sonoma County libraries which are open five days a week) and has limited hours.

Forestville Library was not assessed for Building Condition, Code Compliance, ADA Compliance, and Building Systems.

### *Other Considerations*

- Bookmobiles/mobile service vehicles could be considered for mobile services (see case studies in Appendix 2: Design Guidelines)
- “Book vending machines” and material return droboxes could be considered to be installed in more rural areas of the County

LOW PRIORITY



## GUERNEVILLE LIBRARY

Recommendation: Refresh library interior and renovate the exterior patio space. Alternatively, consider enclosing the patio space to extend the internal library space.

The Guerneville Regional branch of the Sonoma County Library system is a leased facility located at 14107 Armstrong Woods Rd, Guerneville, CA 95446. The current structure was built in 1979 as a single-story building of approximately 6,237 square feet.

### *Building Condition*

- No recommended work

### *Code Compliance*

- No recommended work

### *ADA Compliance*

- No recommended work

### *Building Systems*

- All equipment has reached the end of the recommend service life, and should be replaced in kind
- A new Automated Logic Control system is recommended

### *Other Considerations*

- As part of the refresh, it is recommended that the following be considered:
  - Include an enclosed teen area that complies with the guidelines set out in Appendix 2: Design Guidelines
  - Furniture and finishes to comply with the guidelines set out in Appendix 2: Design Guidelines
  - Upgrade children's' area to comply with the guidelines set out in Appendix 2: Design Guidelines



## OCCIDENTAL LIBRARY

Recommendation: Maintain the Occidental Library space as is, but provide additional mobile services to reach more remote areas of the County, primarily the coastal, rural, and north-western areas of Sonoma County where no library is currently located.

The Occidental branch of the Sonoma County Library system is a leased facility located at 73 Main Street, Occidental, CA 95465. The wood- framed structure is noted to have been built in 1979 as a multi-story structure that today houses mixed sub-tenants. The library space is approximately 650 square feet.

### *Building Condition*

- No recommended work

### *Code Compliance*

- Doorway thresholds should be brought up to code
- Restroom access is outside of the library space, and should be brought up to code

### *ADA Compliance*

- Door hardware should be updated
- Restroom door hardware should be updated

### *Building Systems*

- New packaged through wall heat pump should be installed

### *Other Considerations*

- Bookmobiles/mobile service vehicles could be considered for mobile services (see case studies in Appendix 2: Design Guidelines)
- “Book vending machines” and material return droboxes could be considered to be installed in more rural areas of the County

## LOW PRIORITY



### RINCON VALLEY LIBRARY

Recommendation: Maintain the Rincon Valley Library space as is

The Rincon Valley Regional branch of the Sonoma County Library system is a leased facility located at 6959 Montecito Blvd, Santa Rosa, CA 95409. The current structure was built in 1994 as a single-story building of approximately 15,000 square feet. It affords a community meeting room and outdoor reading patio.

#### *Building Condition*

- No recommended work

#### *Code Compliance*

- No recommended work

#### *ADA Compliance*

- No recommended work

#### *Building Systems*

- All three packaged AC units should be replaced
- A new Automated Logic Control system is recommended

#### *Other Considerations*

- While a full refresh of the library is not recommended at this time, the following should be considered in place of a refresh:
  - Upgrade furniture to provide ergonomic support and be made of materials that are durable and easy to clean. Furniture should comply with the furniture guidelines set out in Appendix 2: Design Guidelines
  - Replace carpet to a more durable material
  - Upgrade lights to sustainable, LED bulbs



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## ROHNERT PARK LIBRARY

Recommendation: Maintain the Rohnert Park Library as is

The Rohnert Park-Cotati Regional branch of the Sonoma County Library system is a leased facility located at 6250 Lynne Conde Way, Rohnert Park, CA 94928. The current structure was built in 2002 as a single-story building of approximately 23,807 square feet.



### *Building Condition*

- No recommended work

### *Code Compliance*

- No recommended work

### *ADA Compliance*

- No recommended work

### *Building Systems*

- All equipment is beyond recommended service of life and should be replaced in kind
- A new Automated Logic Control system is recommended

### *Other Considerations*

- Consider enclosing the teen space

## LOW PRIORITY



### SONOMA VALLEY LIBRARY

Recommendation: Maintain the Sonoma Valley Library as is, as it is the most recently renovated library building in the Sonoma County Library system

The Sonoma Valley Regional branch of the Sonoma County Library system is a leased facility located at 755 W. Napa St, Sonoma, CA 95476. The current structure was built in 1977 as a single-story building of approximately 10,000 square feet. The library was fully remodeled to its current condition in 2011.

#### *Building Condition*

- No recommended work

#### *Code Compliance*

- No recommended work

#### *ADA Compliance*

- No recommended work

#### *Building Systems*

- All four packaged AC units should be replaced
- A new Automated Logic Control system is recommended

#### *Other Considerations*

- No additional considerations

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## WINDSOR LIBRARY

Recommendation: Maintain the Windsor Library as is

The Windsor Regional branch of the Sonoma County Library system is a leased facility located at 9291 Old Redwood Highway, Windsor, CA 95492. The current structure was built in 1990 as a single-story building of approximately 7,600 square feet to house the Town of Windsor offices. The building was renovated in 1996 to accommodate today's full-service branch library located near the Town Green.



### *Building Condition*

- No recommended work

### *Code Compliance*

- No recommended work

### *ADA Compliance*

- Door hardware should be updated
- Drinking fountain should be updated to be pocketed

### *Building Systems*

- A new Automated Logic Control system is recommended

### *Other Considerations*

- While a full refresh of the library is not recommended at this time, the following should be considered in place of a refresh:
  - Upgrade furniture to provide ergonomic support and be made of materials that are durable and easy to clean. Furniture should comply with the furniture guidelines set out in Appendix 2: Design Guidelines
  - Replace carpet to a more durable material
  - Upgrade lights to sustainable, LED bulbs

COMPLETE

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### CLOVERDALE LIBRARY

A refreshment of Cloverdale Library was completed in November 2016. Therefore, no further changes are recommended.

The Cloverdale Regional branch of the Sonoma County Library system is located at 401 N. Cloverdale Blvd, Cloverdale, CA 95425. The current structure was built in 1977 as a single-story building of approximately 7,200 square feet.



## QUESTIONS & ANSWERS Page 1

**By whom is this plan to be used?**

Public

**What elements of the draft plan are to be included in the final plan to be approved by the commission? The January 2017 draft includes only limited, if any, parts of Appendices 2 and 3.**

Facilities has taken the pertinent information from the consultant's document and condensed it to the following areas: Project Overview, Building Condition Summary, Programmed Space Summary, Project Prioritization, Branch Priorities and some aspects from the appendices.

**Which government agency is responsible for the financial cost of various recommended projects?**

A combination of the library and the JPA members. It depends on what's stated in the leases. Typically the County/City handles the exterior of the building including the HVAC and structure.

**Is the city that owns the branch responsible for any of the projects that are proposed? This information will be helpful for the Commission when budgeting decisions must be made.**

The city/county is only responsible for the shell and outside of the building as well as the mechanical systems. Any cost outside their budget has to be pre-planned before they will sign on to any upgrades.

**Prioritization and Cost Estimates: Will there be any attempt to prioritize the many projects that are recommended by this draft report?**

Yes, page 12 in the Facilities Master Plan addresses the prioritization of the project and the facility issues that will be addressed during the refreshes when scheduled.

## QUESTIONS & ANSWERS Page 2

**If the commission is to undertake all this work, it will cost a lot of money. Presumably it will take several years to accomplish all the work. There needs to be a listing of all the projects by priority, with cost estimates so that funds can be budgeted for the work.**

These costs will be factored into the operating budget when the various branches are scheduled for a refresh. The way the various upgrades are listed is for budgetary purposes for paint, carpet and furniture. The library has to work with our partners to see how much of the infrastructure upgrades they are willing to contribute.

**The term “refresh” is used but it is unclear what it means. I assume that the only work that would not be described by the term refresh is the proposed expansion of Sebastopol and the construction of the Roseland branch. If this is true, it would be good to so state.**

The term ‘refresh’ is used to describe the aesthetic improvements, equipment upgrades or new technology that is being added to branches where applicable.

**Should there be mention that the sorting facility in the basement is being moved off site and of how the space will be used?**

No, back when this study was produced, Measure Y had not been approved. The intention of this document is not to use it as a living document to be updated whenever we propose an upgrade or enhance services. This document serves as a guideline and we will address the upgrades/changes with the Commission as they occur.

## OVERVIEW

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This section provides a baseline assessment of the state of all of the Sonoma County Library facilities. This data was collected through data from Sonoma County Library, and a number of site visits and interviews with Branch Managers and Librarians in June 2016. Findings are presented for each library at the end of each library section.



Sonoma County Library is made up of 15 libraries across the county. The libraries, their size, ownership, and type is presented in the table to the right.

This section first provides an overview of the questions that will be answered and information that will be covered for each site. These questions are broadly as follows:

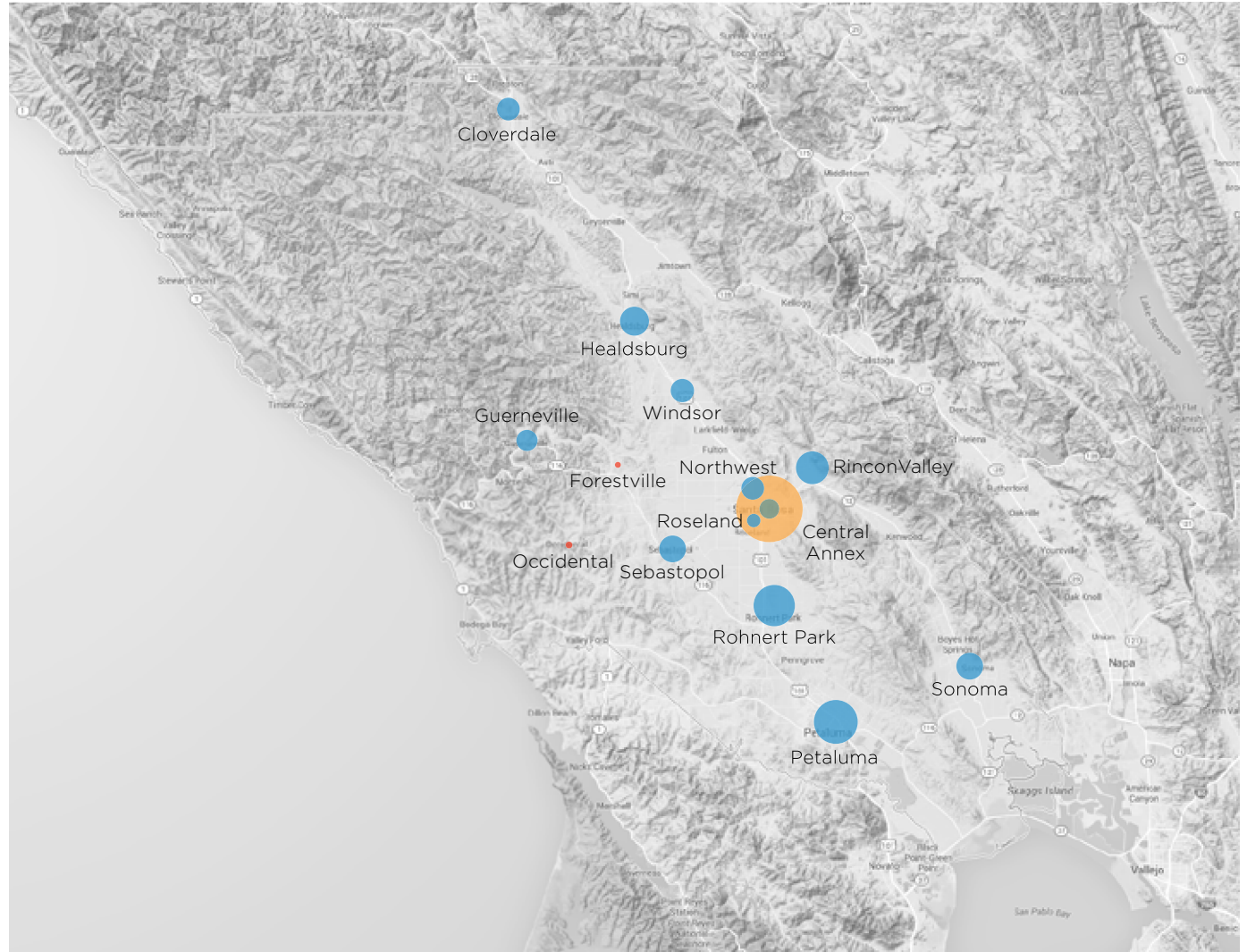
- Who is each library serving?
- How is library space programmed?
- How is library space being used?

| <b>LIBRARY</b>                | <b>BUILT</b>   | <b>SQ FT</b> | <b>OWNERSHIP</b> | <b>TYPE</b> |
|-------------------------------|----------------|--------------|------------------|-------------|
| <b>Annex</b>                  | 1966           | 5,387        | Owned            | Specialty   |
| <b>Central</b>                | 1966           | 61,800       | Leased           | Central     |
| <b>Cloverdale</b>             | 1977           | 7,200        | Leased           | Branch      |
| <b>Forestville</b>            | 1999           | 486          | Leased           | Outpost     |
| <b>Guerneville</b>            | 1979           | 6,237        | Leased           | Branch      |
| <b>Healdsburg</b>             | 1986           | 11,700       | Leased           | Branch      |
| <b>Northwest</b>              | 1967           | 7,224        | Leased           | Branch      |
| <b>Occidental</b>             | 1979           | 650          | Leased           | Outpost     |
| <b>Petaluma</b>               | 1974           | 26,766       | Leased           | Branch      |
| <b>Rincon Valley</b>          | 1994           | 15,000       | Leased           | Branch      |
| <b>Rohnert Park</b>           | 2002           | 23,807       | Leased           | Branch      |
| <b>Roseland</b>               | N/A            | 2,500        | Leased           | Branch      |
| <b>Sebastopol</b>             | 1975           | 10,000       | Leased           | Branch      |
| <b>Sonoma</b>                 | 1977           | 10,000       | Leased           | Branch      |
| <b>Windsor</b>                | 1990           | 7,600        | Leased           | Branch      |
| <b>Sonoma County Archives</b> | Moved in: 1995 | 3,800        | Owned            | Archives    |



**KEY**

- Central
- Branch
- Outpost
- Specialty



## HOW IS LIBRARY SPACE BEING USED?

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### INTRODUCTION

This section explores how library space is being used by people visiting the library. First we wanted to understand who is using the space in the library: the number of borrowers and patrons presented on the facing page gives an overview of how many people have cards at each library (borrowers) and how many people actually come to each library (patrons).

This is then translated into a ratio: the number of patrons per borrower. This illustrates the relationship between the number of people who have library cards (borrowers) and the number of people who are actually using the library (patrons).

The section then looks at specific uses of the library: internet sessions,

programs, and items held by library. These three things are presented against patron count, in order to normalize and compare these metrics across the libraries to understand how each library is being used and to what extent.

### METHODOLOGY

In all cases, Central Library is an outlier due to the fact that the square footage figure used includes public, private, and administrative space.

In several of the metrics, we have used 'per 1,000 square feet' or 'per 1,000 patrons'. This is because the numbers we were comparing to square feet or patrons were much smaller. To make the ratios/rates meaningful, we multiplied by 1,000 to get a number that was meaningful and easier to understand.

### DEFINITIONS

Patrons refers to the number of visits to a library (that is, door counts). These are not unique counts, meaning that one person coming to a library 6 times in a month would be counted as 6 patrons.

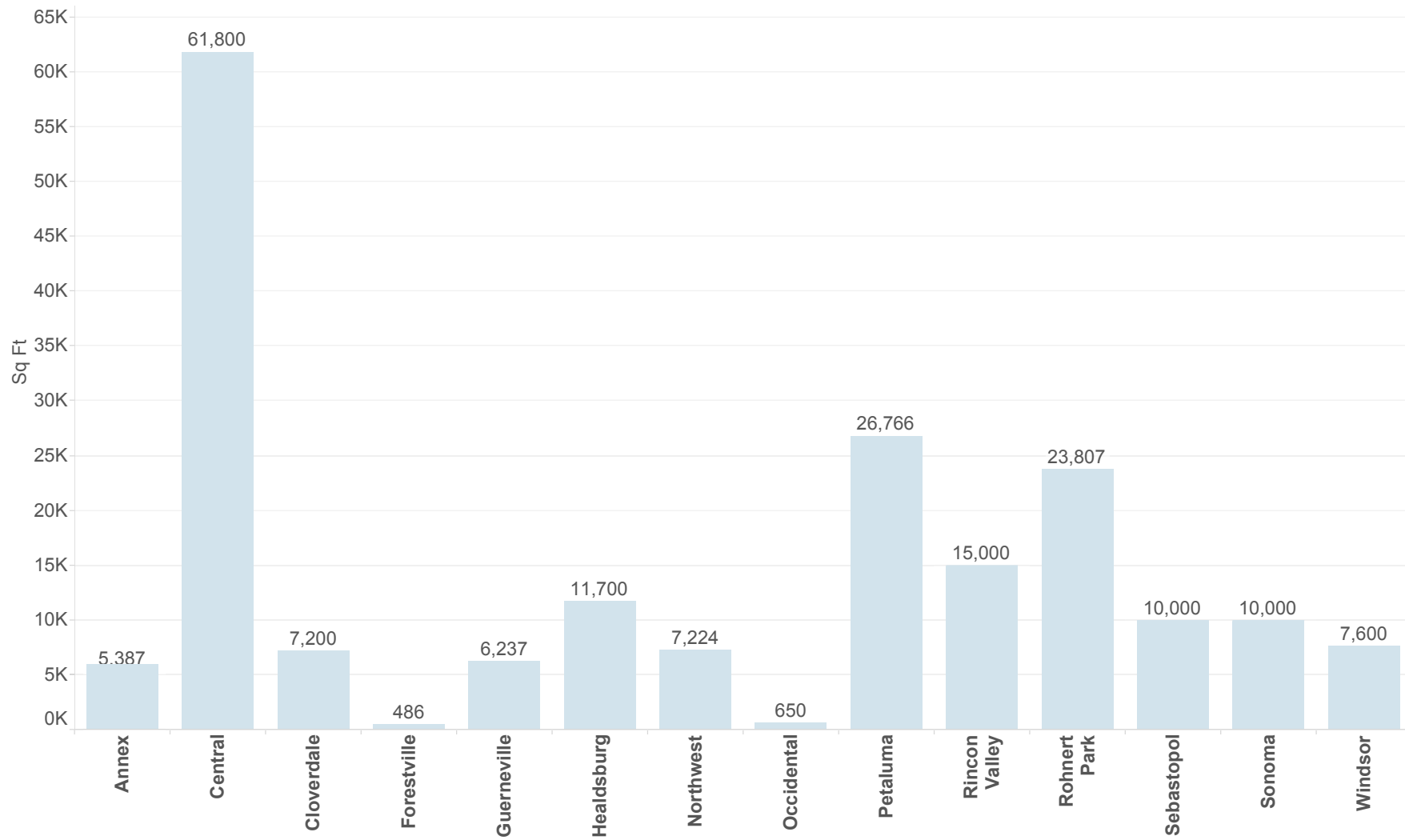
Borrowers refers to the number of people checking out items.

Library card holders refers to the number of people holding a library card for a given library.

### RECOMMENDATIONS

The findings in this section, with the other quantitative and qualitative findings, are synthesized into recommendations for the library system overall and each individual library overall. These recommendations are presented in the Facilities Master Plan Report.

## LIBRARY AREAS (Square fee)



## LIBRARY DESCRIPTION

The Annex is located next door to the Central Library in Santa Rosa. It houses both the Adult Literacy Program and our local History & Genealogy collections.

Year Built: 1966

Ownership: Owned

## LIBRARY TYPE

The Sonoma County Library's local history and genealogy materials are housed in the Annex, a building located directly behind the Central Santa Rosa Library. They include deeds, mortgages, wills and probate records, assessments of property, voter registrations, oaths of office, surveys, maps, corporation records, business licenses, obituaries, newspapers, census records and collections of photographs.

## COUNTS

|      |                                   |
|------|-----------------------------------|
| ~3   | FTE Employees                     |
| ~140 | Average Monthly Visits            |
| 6    | Public Computers                  |
| N/A  | Average Monthly Program Attendees |

## METRICS

|     |                                      |
|-----|--------------------------------------|
| n/a | Patrons per SF                       |
| n/a | Patrons per Borrower                 |
| n/a | Internet Sessions per Patron         |
| n/a | Program Attendance per 1,000 Patrons |

## SQUARE FOOTAGE

5,387

## SPACE BREAKDOWN

Not Applicable.

## Data Findings

The Annex is the smallest library in the system, after the outpost libraries (Forestville and and Occidental).

# THE ANNEX



# INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

## TECHNOLOGY

Shared copier in reading room is inconvenient

## DESIGN/SPACE

Have to use Forum room in central for events

Training room is under-utilized, uninviting and too dark

Sometimes literacy coach and mentee have to use lounge space

Staff lounge is multi-purpose but not designed for it

Conference room is in demand and in use by everyone

Sound carries over partial height moveable panels

## WORKFLOW/OPERATIONS

Workflow issue with processing and public/patron questions

Rare bookroom is used as a workroom and does not have climate control. Rare bookroom currently has a worker in it although it should not. Rare bookroom should not have carpet.

Reference desk is located away from the entrance to the building

Any and all deliveries are distributed through the Central Library.

## SIGNAGE/WAYFINDING

Patrons are confused with Central Library location because of a lack of signage

## FURNITURE

Shelving is not seismically stable

Built in cabinets are not the most sufficient option

Picture storage does not have shelves

All tables in the library get used

## EVENTS

Would like to expand digital literacy training

## SUGGESTIONS

*Branch Managers and librarians suggestions:*

None

# SONOMA COUNTY ARCHIVES



# INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gather from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

## **TECHNOLOGY**

There has been some conversion to digital

## **DESIGN/SPACE**

No issue of running out of space as items and micro-film is being digitized, but how items are currently stored in the Archive is not ideal

## **WORKFLOW/OPERATIONS**

Need a better inventory management system

## **SIGNAGE/WAYFINDING**

Not applicable.

## **FURNITURE**

Current shelves are not ideal for storage

## **EVENTS**

Not applicable.

## **SUGGESTIONS**

*Branch Managers and librarians suggestions:*

- Custom shelving with slots to stand books straight up instead of leaning as they are currently
- Compact shelving
- Better security system
- Notification from fire alarm system (currently a sprinkler system in place but no notification sent to anyone)
- Better inventory system



# CENTRAL LIBRARY, 211 E Street, Santa Rosa

## LIBRARY DESCRIPTION

Sonoma County's Central Library is located in downtown Santa Rosa. It features an outdoor patio space. In addition to the public library space, this library houses Sonoma County Library's operations and administration functions. These functions are located on the basement and mezzanine levels.

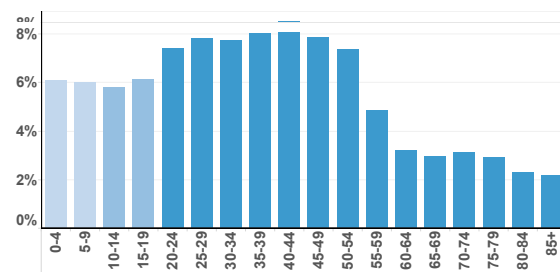
Year Built: 1966

Ownership: Leased

## LIBRARY TYPE

# Central

## 2000 POPULATION



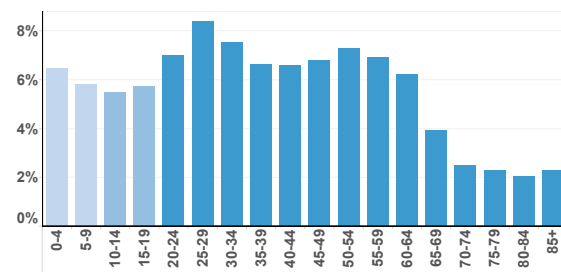
## COUNTS

- 43.8** FTE Employees
- 27,962** Average Monthly Visits
- 41** Public Computers
- 268** Average Monthly Program Attendees

## METRICS

- 0.18** Patrons per SF
- 7.28** Patrons per Borrower
- 6.2** Internet Sessions per Patron
- 29** Program Attendance per 1,000 Patrons

## 2010 POPULATION



## SQUARE FOOTAGE

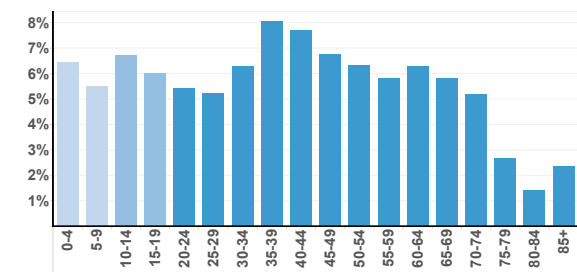
# 61,800

## SPACE BREAKDOWN



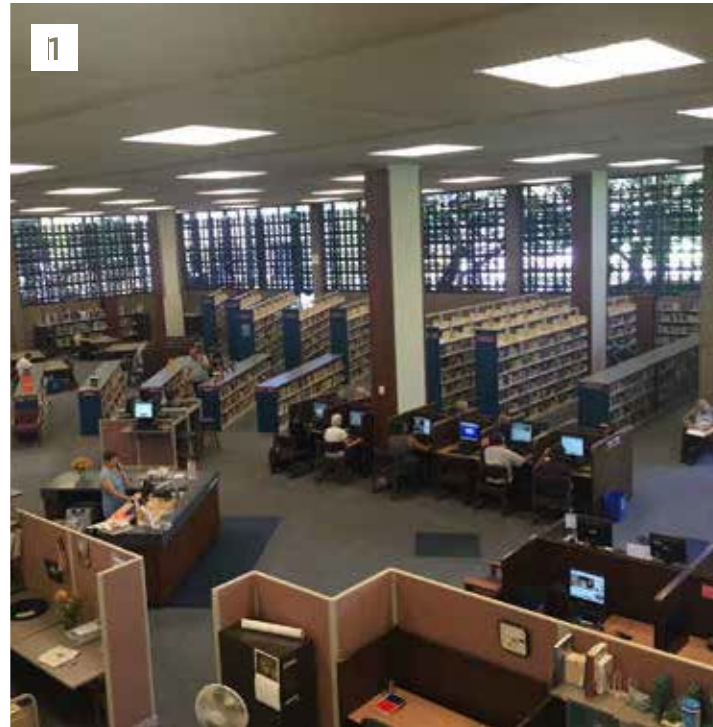
- Seating & Stacks: 17,621 SF
- Children: 3,390 SF
- Teen: 0 SF
- Back of House: 25,355 SF
- Circulation/Reference: 1,379 SF
- Support: 6,016 SF
- Community: 1,720 SF
- Other: 6,318 SF

## 2021 PROJECTED POPULATION



## 1 MAIN FLOOR

Stacks in the main area of Central Library.



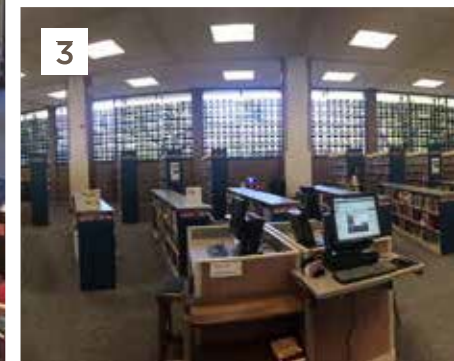
## 2 MAIN FLOOR

Displays of new books, DVDs, and other media at the center of the library.



## 3 MAIN FLOOR: CATALOGUE

Computer-based library catalogues are scattered around the library.



## 4 MAIN FLOOR : MEDIA

A different view of displays of new books, DVDs, and other media at the center of the library.



# CENTRAL LIBRARY



**5 BASEMENT SORTING AREA**  
Sorting takes place in the basement both for Central Library and for the library system as a whole.



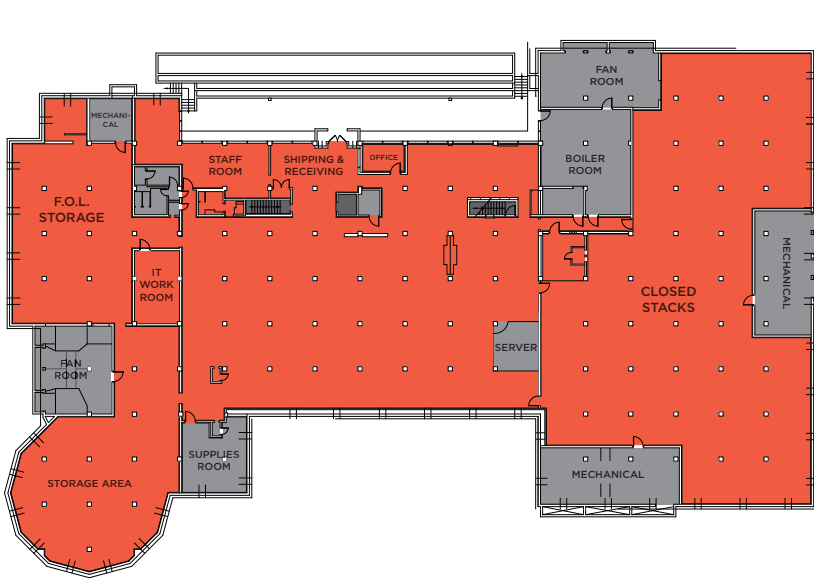
**6 MATERIALS AREA (BASEMENT)**  
Materials management for the whole library system is located in the basement of Central Library. This includes book mending, processing materials, and administrative functions.



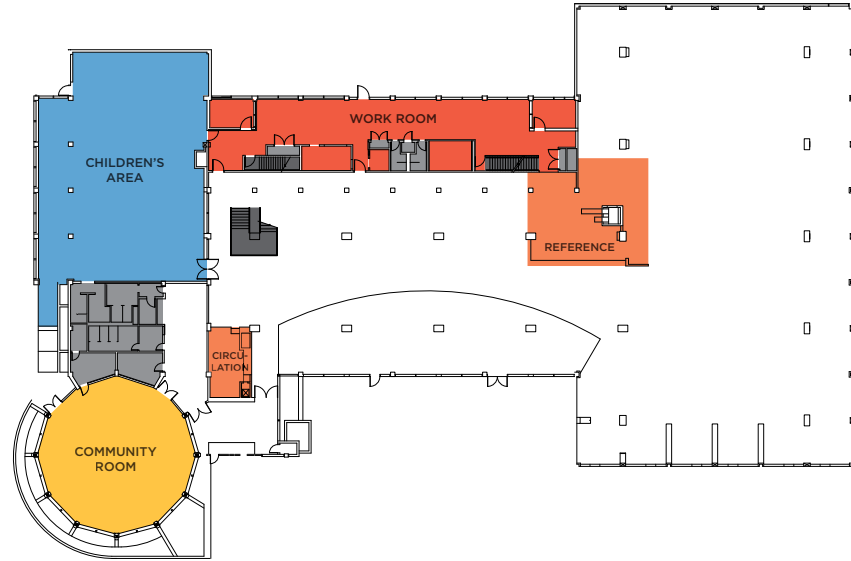
**7 SORTING CARTS**  
Close-up of books to be sorted. The colorful tags indicate which library each book belongs to.



**8 SORTING CARTS**  
Sorting carts designated by library in the Central Library basement.



Basement



Main/Ground Floor

## Data Findings

*[Finding 1]*

Central has a large square footage because it houses administrative functions, system-wide processing and sorting, and materials management, in addition to public library space.

*[Finding 2]*

Therefore, Central is an outlier in many of the metrics as can be seen in the charts presented in this section.

*[Finding 3]*

Relative to its patrons, Central has a below average rate of internet use and event attendance.

# CENTRAL LIBRARY

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## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

There are enough public computers

There is an on-site server; also use Amazon off-site server

Cost associated with wire pull is very high

IT networks to be upgraded in July (~\$250,000)

Public computers are limited by power and data

Public requests more outlets for charging laptops, phones

### DESIGN/SPACE

Wood screen outside is unattractive

Multi-purpose room in use about 50% of the time

### WORKFLOW/OPERATIONS

Reshelving, cataloging, interlibrary loan processing happens in the basement

Librarian office space could be used as sorting space on ground floor

Admin offices/IT do not need to be in Central Library

Would be nice to have Genealogy area from Annex moved into Central

Material Management departments could be in more of a warehouse site

Inefficient to have returns go downstairs and then be brought back upstairs

### SIGNAGE/WAYFINDING

No signage for Young Adult area

### FURNITURE

Individuals do not have enough tables

Furniture, materials, and finishes need to be upgraded

### EVENTS

None.

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Cabling upgrade
- Self check-in machine
- Distributed service stations
- Tech lab
- Attractive façade and wood screen
- Art sculpture
- Gallery space
- Reprogrammed workflow
- Reprogrammed multipurpose room
- More individual areas
- Off-tech lab
- 'FOL' space
- Children's storytime room
- Enclosed teen area
- Signage for teen area
- Radial shelving
- New carpet, furniture and finishes

**LIBRARY DESCRIPTION**

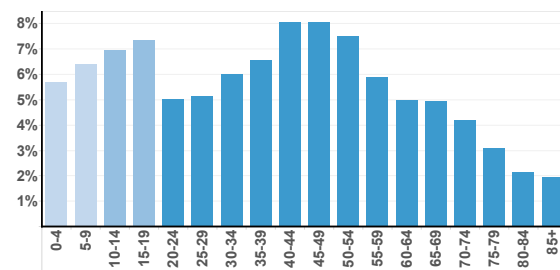
Cloverdale Regional Library is located in downtown Cloverdale. It is the northern most library in the Sonoma County Library system. A “refresh” (renovation) of the branch is planned for September 2016. As part of the refresh, the library will be going to a single-service model, with one desk planned for both circulation and reference functions to be located where the reference desk currently is.

Year Built: 1977  
Ownership: Leased

**LIBRARY TYPE**

**Branch**

**2000 POPULATION**



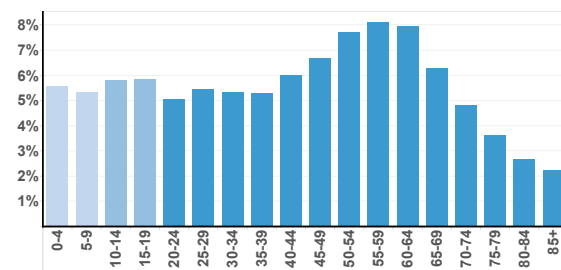
**COUNTS**

- 2.8** FTE Employees
- 7,306** Average Monthly Visits
- 12** Public Computers
- 75** Average Monthly Program Attendees

**METRICS**

- 0.08** Patrons per SF
- 13.6** Patrons per Borrower
- 13.2** Internet Sessions per Patron
- 35.5** Program Attendance per 1,000 Patrons

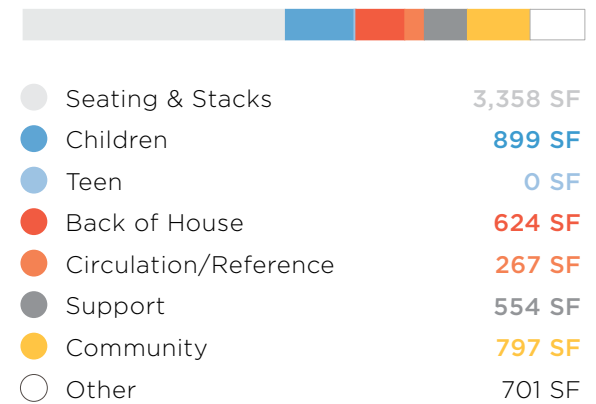
**2010 POPULATION**



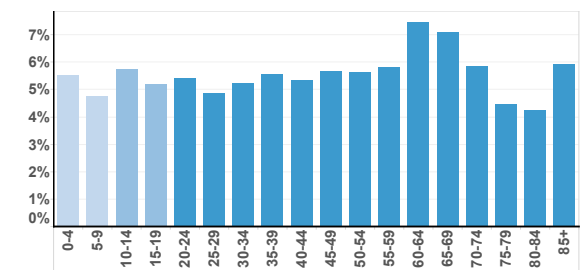
**SQUARE FOOTAGE**

**7,200**

**SPACE BREAKDOWN**



**2021 PROJECTED POPULATION**



# CLOVERDALE REGIONAL LIBRARY

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## 1 REFRESH PLAN

Floorplan for the renovation (“refresh”) of Cloverdale Library.

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## 2 STAFF BREAK ROOM

A staff break room is included in the back of house area of the library.

---

## 3 NEW BOOKS SHELF

A shelf with new books on it and signs advertising events and events at the library is at the entrance to the library.

---

## 4 LIBRARY SPACE

Main library space.



## Data Findings

### [Finding 1]

Cloverdale is about average for the number of events it hosts relative to its size, the number of items it owns relative to the number of library visits, and how its space is programmed.

### [Finding 2]

While Cloverdale has a relatively low number of borrowers and patrons compared to the other libraries, it is very well used based on internet and patron per borrower metrics.

### [Finding 3]

Cloverdale has an average amount of space for the number of borrowers and patrons. Based on this, the library appears to be correctly sized.



# CLOVERDALE REGIONAL LIBRARY

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

1 HVAC unit has not been operable for years

### DESIGN/SPACE

Refresh planned for September 2016

Losing shelving with the refresh plan

Courtyard is loud and inconvenient for events

Would love for people to think of the library as the place they go when they need something, or have a question (one-stop-shop for community needs)

Kitchen used often in summer for free lunch event

### WORKFLOW/OPERATIONS

Single service model planned for refresh

Admin functions happen at reference desk but this will change when single service model happens

FOL sorting happens on a daily basis

Patrons like to browse the public sorting shelves

Deliveries and pick ups happen daily to deliver books (hold list/pull list) requested by patrons at other libraries

### SIGNAGE/WAYFINDING

None.

### FURNITURE

None.

### EVENTS

Currently more events in the summer - Weekly for children; Almost weekly for teens

Kitchen often used in summer for free lunch event and by FOL for events

Teen and adult events (musical, lectures, instructional) events held in community room

Book discussion groups happen once a month

Music events take place in the library but difficult to arrange the space

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Operable 1 HVAC unit
- The community center become a 'One-stop shop for community needs'
- Multifunctional spaces (e.g. shelving and community open space)
- Designated teen area
- Space for music events
- A noise buffer (from courtyard)
- More shelves

# FORESTVILLE LIBRARY, El Molino High School, 7050 Covey Road, Forestville

## LIBRARY DESCRIPTION

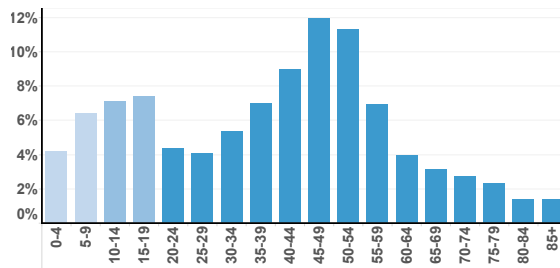
Forestville Library is located in a building attached to El Molino High School in Forestville. This library is a one-room library and serves a more rural part of Sonoma County. It is only open four days a week (as opposed to most Sonoma County libraries which are open five days a week) and has limited hours.

Year Built: 1999  
 Ownership: Leased

## LIBRARY TYPE

# Outpost

## 2000 POPULATION



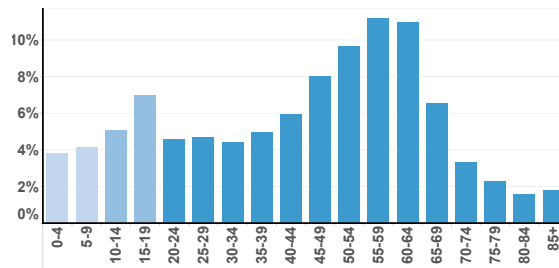
## COUNTS

- 0.4** FTE Employees
- 454** Average Monthly Visits
- 1** Public Computers
- 0** Average Monthly Program Attendees

## METRICS

- 0.09** Patrons per SF
- 9.2** Patrons per Borrower
- n/a** Internet Sessions per Patron
- n/a** Program Attendance per 1,000 Patrons

## 2010 POPULATION



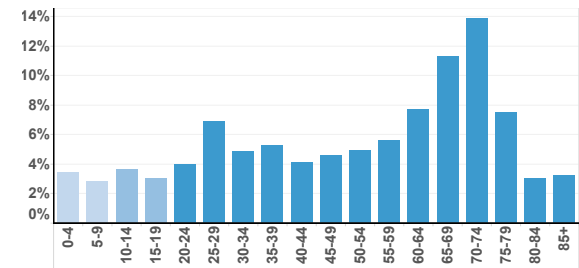
## SQUARE FOOTAGE

# 486

## SPACE BREAKDOWN

Not Applicable.

## 2021 PROJECTED POPULATION



# FORESTVILLE LIBRARY

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

No library-provided Wi-Fi

Use the high school's Wi-Fi network but don't have a strong signal

No cell signal

No internet station; only have a catalog computer

### DESIGN/SPACE

Limited by the lack of space they currently occupy at the high school

Need more space and resources to serve the growing Latino community

### WORKFLOW/OPERATIONS

~300-450 door counts/month

### SIGNAGE/WAYFINDING

None.

### FURNITURE

Librarian desk is too big for the room/library

Too much random furniture in the space

### EVENTS

Two events hosted in the last year but no attendance

Currently serve mainly adult retirees

Teens use high school library instead because it's bigger

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Wireless network and phone coverage
- Internet station
- A standalone library in downtown Forestville

## Data Findings

*[Finding 1]*

Forestville is the smallest of all the libraries, at 486 square feet.

*[Finding 2]*

Forestville has the lowest rate of library visits relative to its population of all of the libraries.

*[Finding 3]*

Relative to the number of patrons it has, Forestville has an average amount of space per person.

**LIBRARY DESCRIPTION**

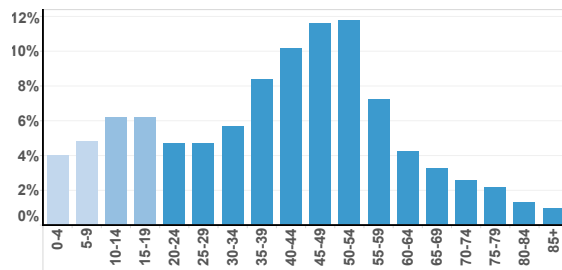
Guerneville Regional Library is located in downtown Guerneville. The Guerneville Library serves the largest geographical area of all the Sonoma County Libraries: the point of services span from Forestville and Guerneville to Fort Ross on the coast. Guerneville Library is an emergency preparedness site.

Year Built: 1979  
Ownership: Leased

**LIBRARY TYPE**

Branch

**2000 POPULATION**



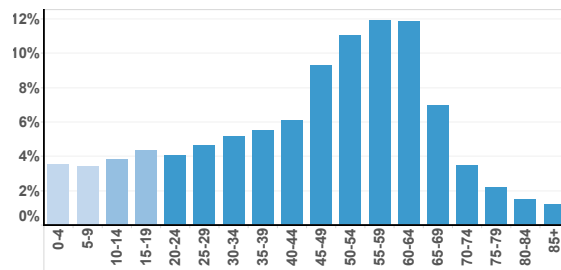
**COUNTS**

- 4.6** FTE Employees
- 7,792** Average Monthly Visits
- 11** Public Computers
- 60** Average Monthly Program Attendees

**METRICS**

- 0.07** Patrons per SF
- 17.1** Patrons per Borrower
- 10.6** Internet Sessions per Patron
- 34.5** Program Attendance per 1,000 Patrons

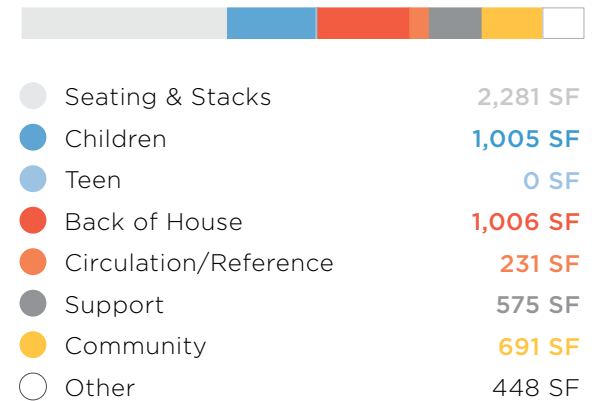
**2010 POPULATION**



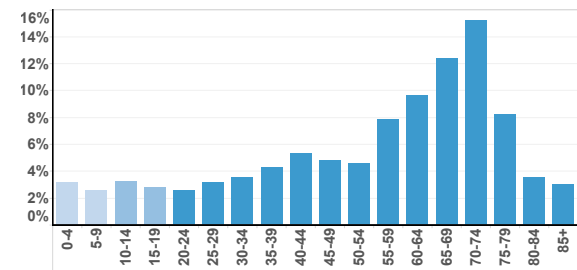
**SQUARE FOOTAGE**

6,237

**SPACE BREAKDOWN**



**2021 PROJECTED POPULATION**



# GUERNEVILLE REGIONAL LIBRARY



## 1 LIBRARY ENTRANCE

Guerneville Library is located a short walk from downtown Guerneville, though serves a population well outside of the town.

## 2 WORK ROOM ENTRANCE

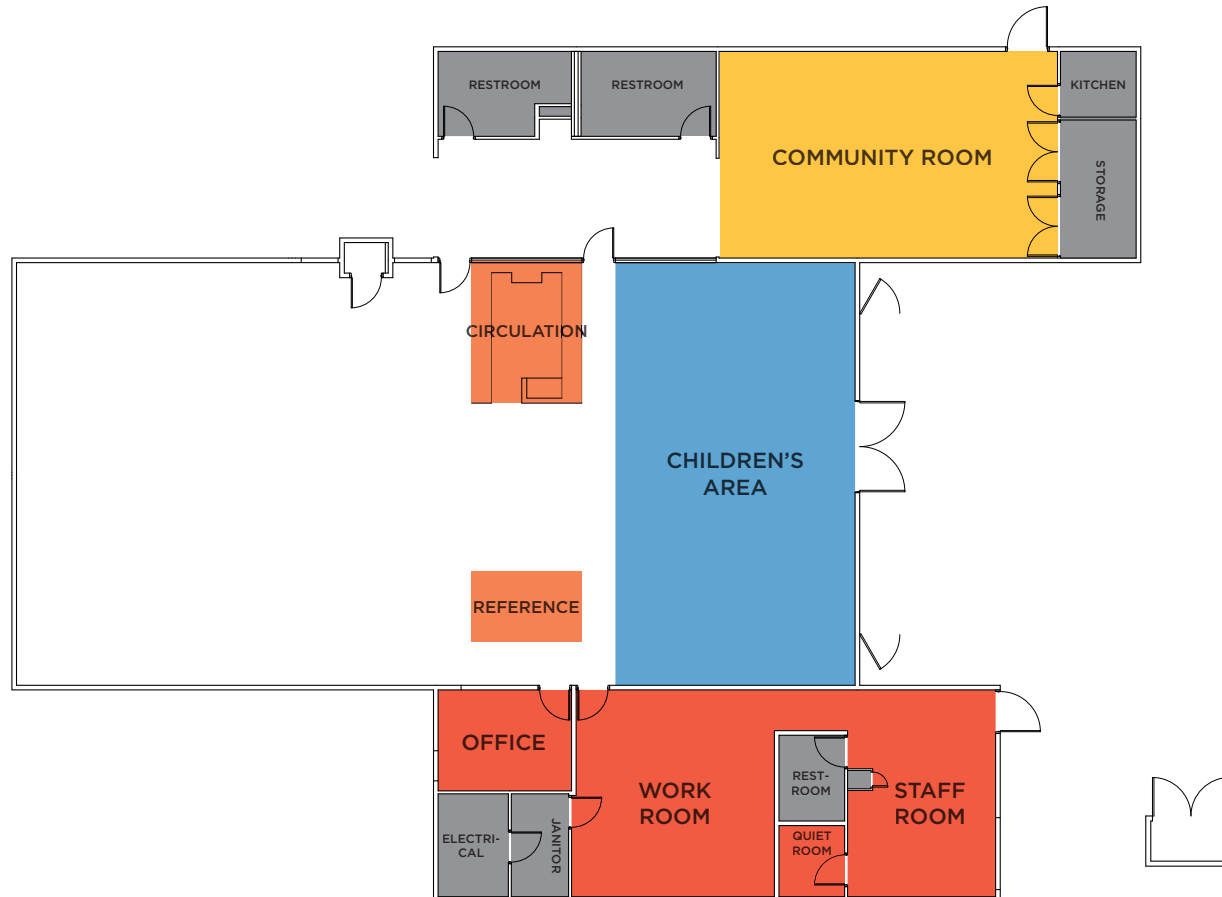
Looking into the library staff work from the main library space.

## 3 STAFF BREAK ROOM

In addition to a work room, like at all libraries, there is also a staff break room as part of the back of house area.

## 4 STREETVIEW

How the library looks from Armstrong Woods Road, where it is located.



## Data Findings

### [Finding 1]

Guerneville appears to be correctly sized for the number of patrons and borrowers.

### [Finding 2]

Compared to the to other libraries, Guerneville is about average for items held per patron, event attendance per patron, and internet sessions per patron.

### [Finding 3]

Guerneville has a higher proportion of adult programming and items held, aligning with its adult-skewed current and projected population.

# GUERNEVILLE REGIONAL LIBRARY

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## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

None.

### DESIGN/SPACE

Feels dark and heavy

The amount of space for children's area is great

Info/service desk is not ADA compliant

Currently a FEMA emergency preparedness site

County owns the building

### WORKFLOW/OPERATIONS

Want a single service model

Staff has to do everything from the reference desk

### SIGNAGE/WAYFINDING

None.

### FURNITURE

Doors do not have handles

Shelves are not seismically safe

Furniture and space generally all are too brown in color

### EVENTS

~2 events/week regularly

More than 4 events/week in summer

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Charging stations
- AWE computer for older children
- FOL space
- A bookstore
- Bigger meeting rooms
- Designated teen area
- Space for librarians
- A staff workroom
- More natural light
- Lighting upgrade
- Brighter indoor colors
- Ergonomic furniture
- ADA compliant service desk
- Seismically safe shelving
- Nicer outdoor space
- Line of sight to parking
- Bigger patio
- Solar panels
- Covered area for bicycles

# HEALDSBURG REGIONAL LIBRARY, 139 Piper Street, Healdsburg

## LIBRARY DESCRIPTION

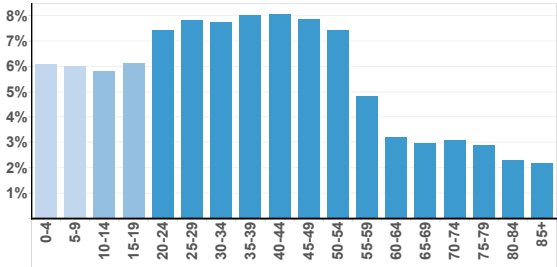
Healdsburg Regional Library is located in downtown Healdsburg. The Sonoma County Wine Library is located within Healdsburg Regional Library. While Healdsburg has had a library in some form since 1896, the current Healdsburg Library and Wine Library opened in 1988. The library has an enclosed patio space, accessible through the library building.

Year Built: 1986  
 Ownership: Leased

## LIBRARY TYPE

# Branch

## 2000 POPULATION



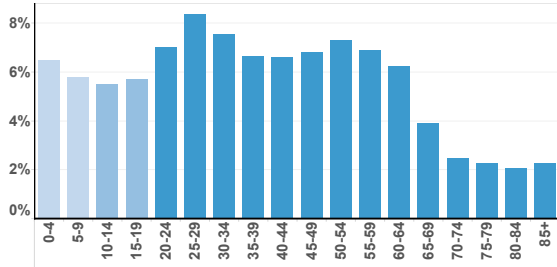
## COUNTS

- 5** FTE Employees
- 12,288** Average Monthly Visits
- 15** Public Computers
- 222** Average Monthly Program Attendees

## METRICS

- 0.08** Patrons per SF
- 12.2** Patrons per Borrower
- 14.4** Internet Sessions per Patron
- 79.9** Program Attendance per 1,000 Patrons

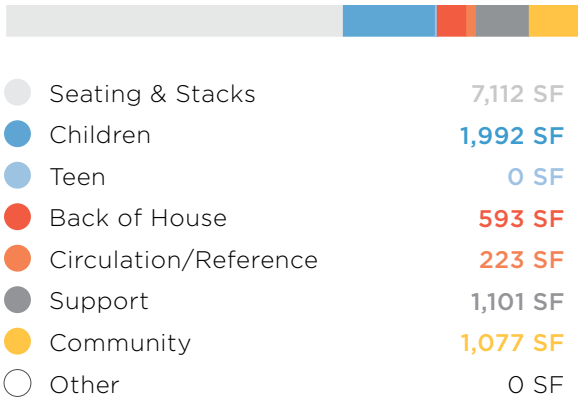
## 2010 POPULATION



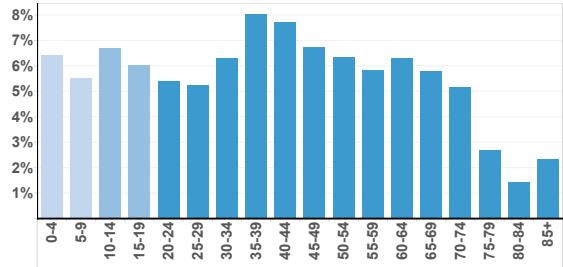
## SQUARE FOOTAGE

# 11,700

## SPACE BREAKDOWN



## 2021 PROJECTED POPULATION





# HEALDSBURG REGIONAL LIBRARY

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## 1 WINE LIBRARY ENTRANCE

Healdsburg is home to the Sonoma County Wine Library, which hold historic and current books about wine.

## 2 SEED LIBRARY SIGN

The Seed Library acts a seed lending library, where in practice one leaves seeds for other patrons in addition to taking seeds.

## 3 SEED LIBRARY

The Seed Library is housed in an old card catalog holder.

## 4 MAIN LIBRARY SPACE

Panorama image of the main space at Healdsburg Library. The Wine Library is located at the back of the library (not shown in this photo.)





## Data Findings

### [Finding 1]

Healdsburg has very high library usage relative to its population - the highest of all the libraries.

### [Finding 2]

Healdsburg has a very high rate of hosting events relative to its size - again the highest rate across all of the libraries.

### [Finding 3]

Healdsburg has an average amount of space for the number of patrons it has, but more space than the average library for the number of borrowers.

# HEALDSBURG REGIONAL LIBRARY

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gather from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

None.

### DESIGN/SPACE

Currently use the community room as a quiet room

Lighting detracts from skylight

Wallpaper makes walls not conducive to hanging art

Patio is underutilized because it is not supervised or inviting

Wine Library has 1,000 rare books

Wine Library entrance needs an update

Wine events happen in the Wine Library

### WORKFLOW/OPERATIONS

Would like single service model but shelving restricts walk aisles and sight lines

3 librarians (1 librarian, 1 kids librarian, 1 wine librarian) share one office

### SIGNAGE/WAYFINDING

Wine Library entrance signage could be improved and updated

### FURNITURE

None.

### EVENTS

Kid events: 2 times a week storytime, 1 time a week read to dog event

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Spaces of different sizes (i.e. small, medium, large)
- Space for librarians
- Better utilized community room
- Quiet rooms
- Designated teen area
- Art (e.g. Historical murals)
- Utilized patio space
- Indoor lighting upgrade
- New wall color
- Rearranged shelving
- Open walk isles and lines of sight
- Wine Library - Entrance update, renovated to feel more like a tasting room with books (wood floors, track lighting)

**LIBRARY DESCRIPTION**

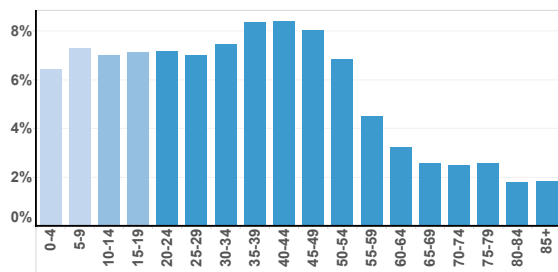
The Northwest Santa Rosa Library is located in northwest Santa Rosa, in the Coddington Center. It is located adjacent to the Coddington Mall. This library has no outdoor space, and serves a predominantly low-income community.

Year Built: 1967  
Ownership: Leased

**LIBRARY TYPE**

Branch

**2000 POPULATION**



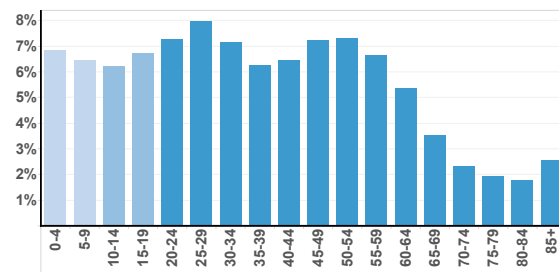
**COUNTS**

- 6.2** FTE Employees
- 25,400** Average Monthly Visits
- 19** Computers
- 132** Average Monthly Event Attendees

**KEY PERFORMANCE INDICATORS**

- 0.02** Patrons per SF
- 10.8** Patrons per Borrower
- 12.4** Internet Sessions per Patron
- 19.3** Program Attendance per 1,000 Patrons

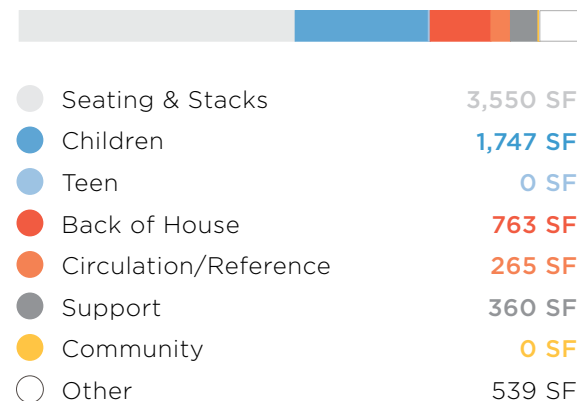
**2010 POPULATION**



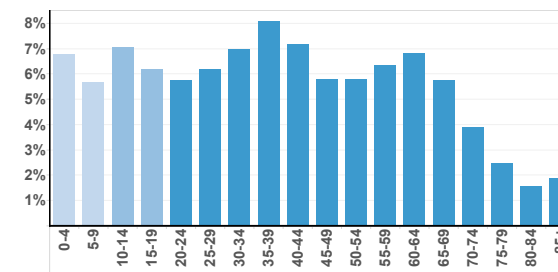
**SQUARE FOOTAGE**

7,224

**SPACE BREAKDOWN**

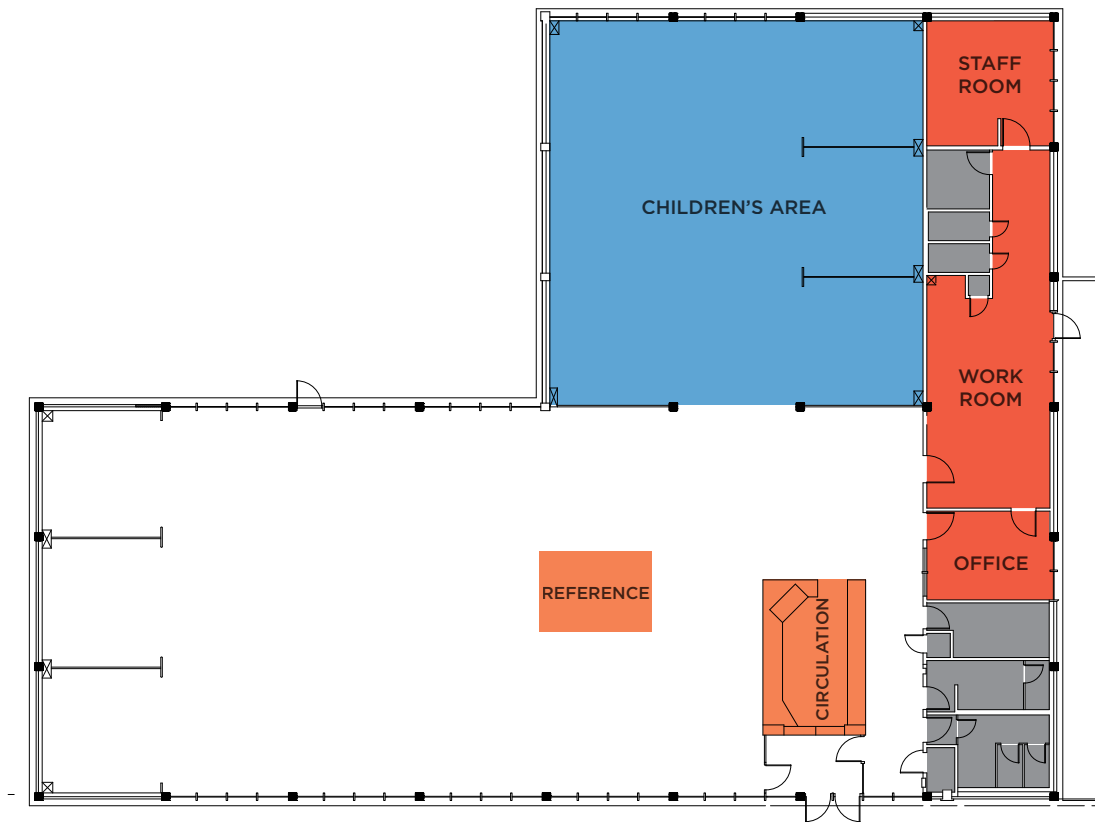


**2021 PROJECTED POPULATION**



# NORTHWEST REGIONAL LIBRARY

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## Data Findings

### [Finding 1]

Northwest is the only library in the system with no community/forum space.

### [Finding 2]

Northwest has a very high number of patrons per borrowers (10.75 patrons per borrower), meaning either that many people are using the library who do not have library cards, or that each borrower is visiting the library many times.

### [Finding 3]

Other than Central, Northwest has by far the largest number of patrons (309,407), and the lowest rates of space for the number of patrons and borrowers that it has.

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

Computers are very heavily used

Lack of electrical outlets is a problem for charging devices

### DESIGN/SPACE

Refresh planned for next year (Budget of approximately \$300,000)

No outdoor space at Northwest (one of the only libraries without)

### WORKFLOW/OPERATIONS

Friends of the Library have one cart at Northwest (cited as the highest earning cart in the system!)

Boxes of books from Friends of the library come daily

Children's librarian sits in children's section

### SIGNAGE/WAYFINDING

None.

### FURNITURE

None.

### EVENTS

Teen events are hosted during the summer

Adult programming includes music and lectures

Adult and children's programming happens throughout the year and all takes place in the children's area

No dedicated space for events (no community/forum room)

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Computers for public use, work room, and patrons
- More electrical outlets
- Class, presentation, training, event and student space
- Designated teen area
- Outdoor space
- Sorting shelving in the public space
- Dedicated event space

## NORTHWEST REGIONAL LIBRARY

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# OCcidental LIBRARY

## LIBRARY DESCRIPTION

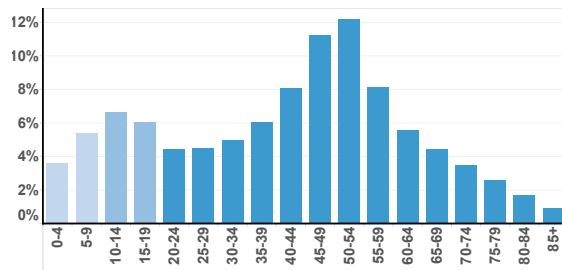
The Occidental branch of the Sonoma County Library system is a leased facility located at 73 Main Street, Occidental, CA 95465. The wood-framed structure is noted to have been built in 1979 as a multi-story structure that today houses mixed sub-tenants. The library space is approximately 650 square feet.

Year Built: 1979  
Ownership: Leased

## LIBRARY TYPE

# Outpost

## 2000 POPULATION



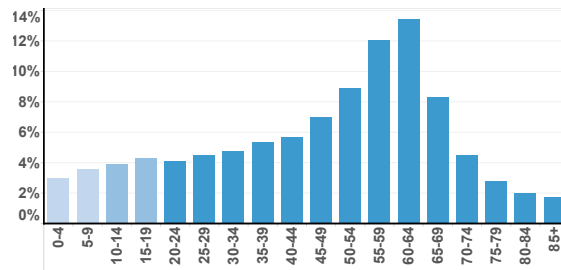
## COUNTS

- 0.4** FTE Employees
- 404** Average Monthly Visits
- 2** Public Computers
- 0** Average Monthly Program Attendees

## METRICS

- 0.14** Patrons per SF
- 9.2** Patrons per Borrower
- n/a** Internet Sessions per Patron
- n/a** Program Attendance per 1,000 Patrons

## 2010 POPULATION



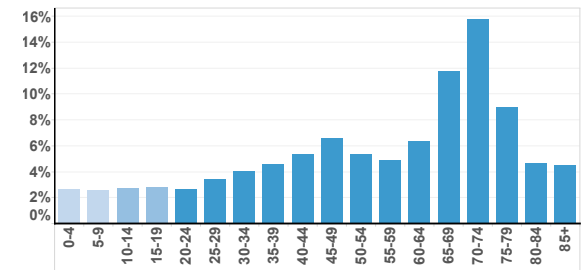
## SQUARE FOOTAGE

# 650

## SPACE BREAKDOWN

Not Applicable.

## 2021 PROJECTED POPULATION





## OCCIDENTAL LIBRARY

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### INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

#### TECHNOLOGY

Only Wi-Fi access in the area, which is very important for the location/area

#### DESIGN/SPACE

Accessibility is an issue to get in/out of the library

Threshold going out of the library hard to get book delivery carts over (going into library has a ramp)

#### WORKFLOW/OPERATIONS

Open 3 days a week

Door counts are approximately 300-400/month

#### SIGNAGE/WAYFINDING

None.

#### FURNITURE

None.

#### EVENTS

No events hosted

#### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Better accessibility

### Data Findings

*[Finding 1]*

Occidental has a very low rate of usage compared to its population (60 visits per 1,000 people in the population), which reflects its outpost nature.

*[Finding 2]*

Relative to the number of patrons and borrowers, Occidental has an above average amount of space.



# PETALUMA REGIONAL LIBRARY, 100 Fairgrounds Drive, Petaluma

## LIBRARY DESCRIPTION

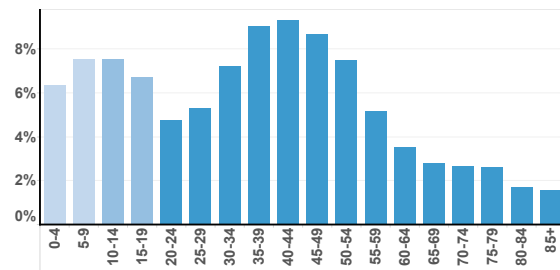
The Petaluma Regional branch of the Sonoma County Library system is a leased facility located at 100 Fairgrounds Drive, Petaluma, CA 94952. The current structure was built in 1974 as a single-story building of approximately 25,000 square feet. A partial upper level/mezzanine adds less than 2,000 square feet.

Year Built: 1974  
Ownership: Leased

## LIBRARY TYPE

# Branch

## 2000 POPULATION



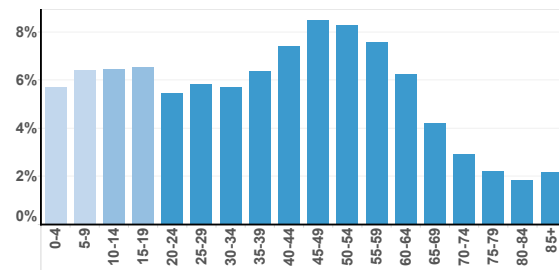
## COUNTS

- 11** FTE Employees
- 23,026** Average Monthly Visits
- 29** Public Computers
- 395** Average Monthly Program Attendees

## METRICS

- 0.10** Patrons per SF
- 7.8** Patrons per Borrower
- 10.4** Internet Sessions per Patron
- 54** Program Attendance per 1,000 Patrons

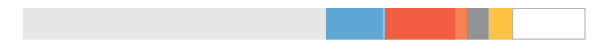
## 2010 POPULATION



## SQUARE FOOTAGE

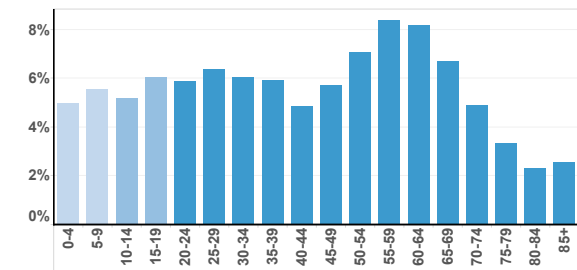
# 26,766

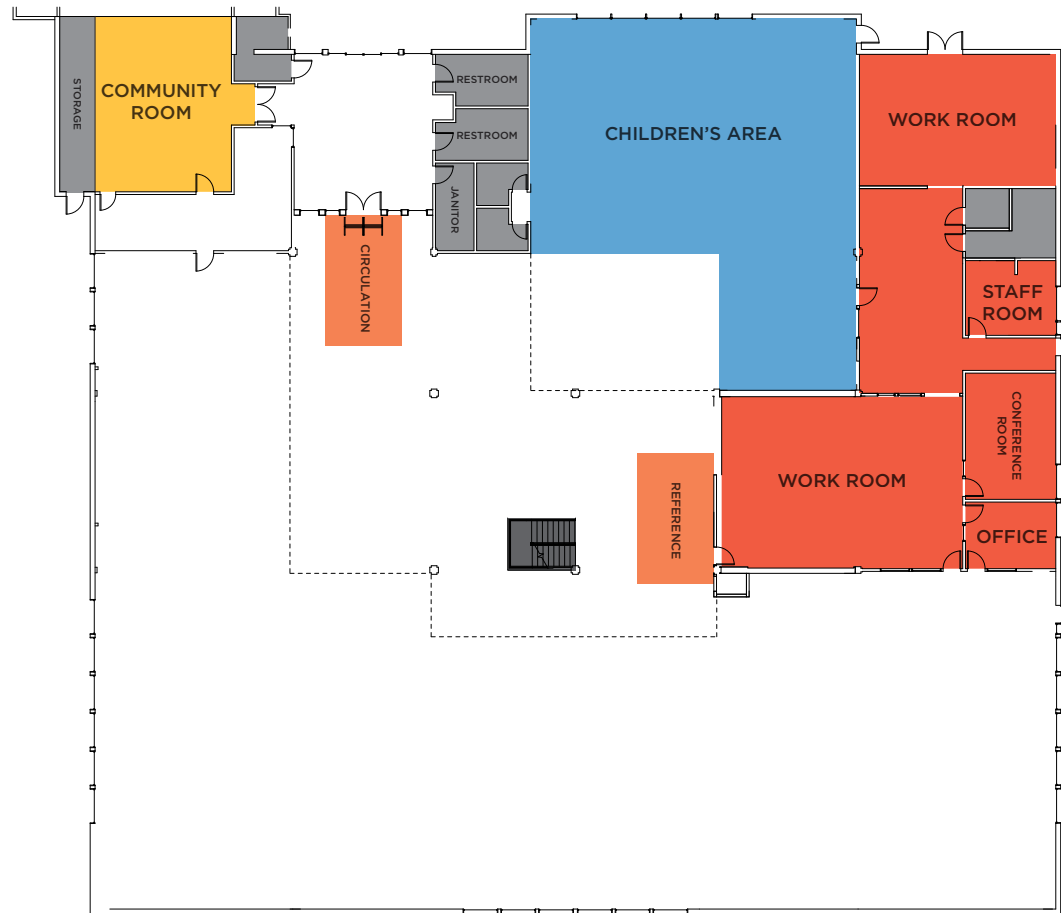
## SPACE BREAKDOWN



- Seating & Stacks **14,471 SF**
- Children **2,787 SF**
- Teen **0 SF**
- Back of House **3,356 SF**
- Circulation/Reference **574 SF**
- Support **999 SF**
- Community **1,139 SF**
- Other **3,442 SF**

## 2021 PROJECTED POPULATION





## Data Findings

*[Finding 1]*

Petaluma has an average rate of library visits relative to its population.

*[Finding 2]*

Petaluma's programming is almost evenly distributed for different age groups (adult, young adult, school age, and preschool), more so than any other library.

# PETALUMA REGIONAL LIBRARY

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## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

None.

### DESIGN/SPACE

Would like a drive-up book drop but there's a no drive up ordinance in Sonoma County

No elevator to the History Room upstairs which can be a problem for elderly people and volunteers

Could move the History Room downstairs and make the upstairs a training room

### WORKFLOW/OPERATIONS

None.

### SIGNAGE/WAYFINDING

None.

### FURNITURE

None.

### EVENTS

Events held in the forum room

Coder Dojo classes held in the teen area

A community/event-active branch

Open to hosting meet-up groups and events

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Drive-up book drop area
- Grass outdoor event area (e.g. canopy with open air theatre space)
- Moveable bookshelves
- Flexible and moveable furniture
- Enclosed/glassed-in teen space/room
- Small meeting rooms

**LIBRARY DESCRIPTION**

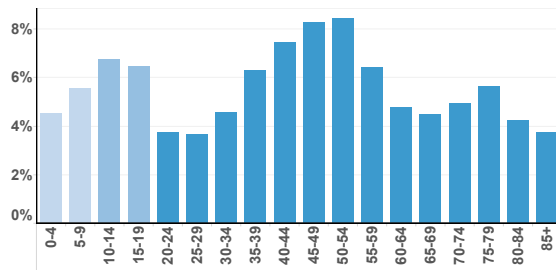
Rincon Valley Library is located in northeastern Santa Rosa. The City of Santa Rosa's 1962 General Plan called for a new Central Library downtown, and branches in the northwest, southwest, and eastern sectors, and this branch was subsequently opened in 1994. It serves the communities of Rincon Valley, Bennett Valley, and Oakmont. It is located adjacent to the Rincon Valley Community Park and across the street from Maria Carillo High School. This library has an outdoor patio space.

Year Built: 1994  
Ownership: Leased

**LIBRARY TYPE**

**Branch**

**2000 POPULATION**



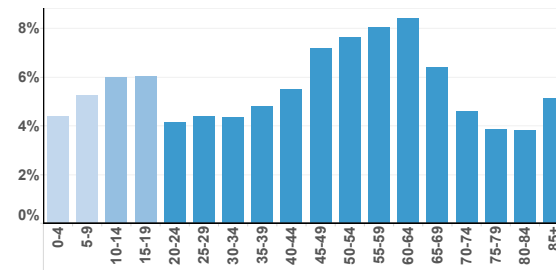
**COUNTS**

- 6** FTE Employees
- 16,518** Average Monthly Visits
- 29** Public Computers
- 282** Average Monthly Program Attendees

**METRICS**

- 0.08** Patrons per SF
- 8.4** Patrons per Borrower
- 8.3** Internet Sessions per Patron
- 62.4** Program Attendance per 1,000 Patrons

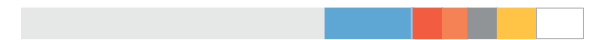
**2010 POPULATION**



**SQUARE FOOTAGE**

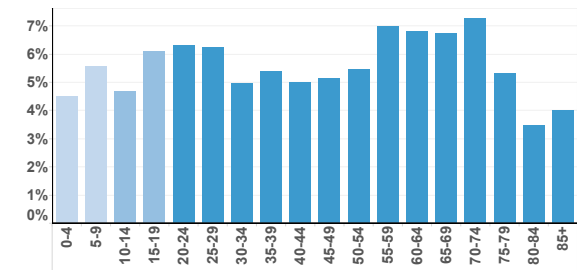
**15,000**

**SPACE BREAKDOWN**



- Seating & Stacks **8,116 SF**
- Children **2,334 SF**
- Teen **0 SF**
- Back of House **796 SF**
- Circulation/Reference **662 SF**
- Support **805 SF**
- Community **1,055 SF**
- Other **1,234 SF**

**2021 PROJECTED POPULATION**



# RINCON VALLEY REGIONAL LIBRARY

---



## Data Findings

[Finding 1]

Rincon Valley has an average rate of library visits relative to its population.

[Finding 2]

Rincon Valley has an above average rate of event attendance compared to the other libraries across the system.

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

Tables don't have power outlets currently

### DESIGN/SPACE

Kitchen is dysfunctional  
- Used for storage and refrigeration only

Bathrooms are too smelly (bad ventilation)

There is too much brown color

Reference materials are decreasing over time; would like to clear / consolidate the central referencing area

### WORKFLOW/OPERATIONS

Nobody likes to work in the backroom, it is very confining

Sorting shelves are better in the back of house area

Librarians desks do not face the areas they maintain

Librarian doesn't need an office, but has one currently

### SIGNAGE/WAYFINDING

No line of sight from reference desk to patio

### FURNITURE

Furniture is chunky; can't reconfigure layout without it being a big project

No tall shelving in the center that would impede lines of sight

### EVENTS

Would like to have more leisure activities other than internet use

Meeting room used everyday for events

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Tables with electrical outlets
- Room for CDs
- Bathroom ventilation
- Kitchen space
- Staff-designated areas
- Organized reading area
- Small meeting rooms
- Work stations
- Consolidated sorting and referencing area
- Designated teen area
- Children's storytime room
- Librarians' workspace
- Display area
- Open area in the center
- Brighter indoor color
- Lighter furniture
- Sorting shelves
- Views to the outdoors
- Open lines of sight to the patio area





# ROHNERT PARK-COTATI REGIONAL LIBRARY, 6250 Lynne Condé Way, R.P.

## LIBRARY DESCRIPTION

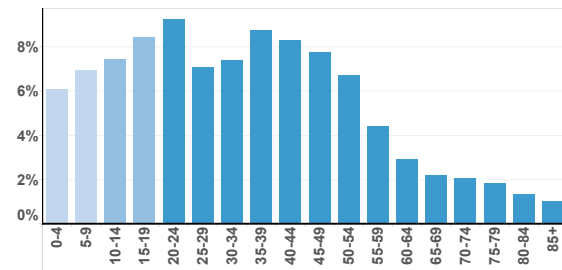
The Rohnert Park-Cotati Regional branch of the Sonoma County Library system is a leased facility located at 6250 Lynne Conde Way, Rohnert Park, CA 94928. The current structure was built in 2002 as a single-story building of approximately 23,807 square feet.

Year Built: 2002  
Ownership: Leased

## LIBRARY TYPE

# Branch

## 2000 POPULATION



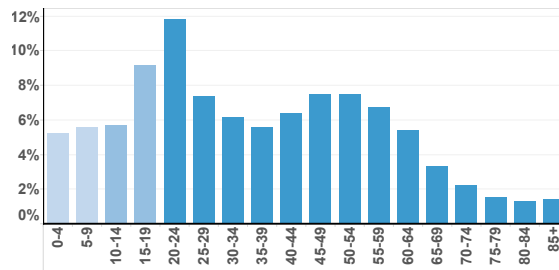
## COUNTS

- 8.9** FTE Employees
- 16,232** Average Monthly Visits
- 36** Public Computers
- 286** Average Monthly Program Attendees

## METRICS

- 0.13** Patrons per SF
- 5.8** Patrons per Borrower
- 5.5** Internet Sessions per Patron
- 67.8** Program Attendance per 1,000 Patrons

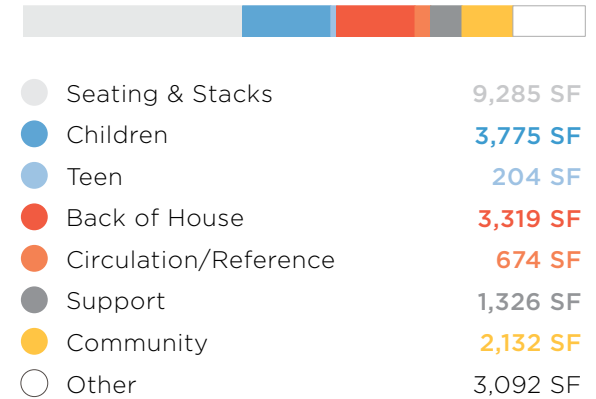
## 2010 POPULATION



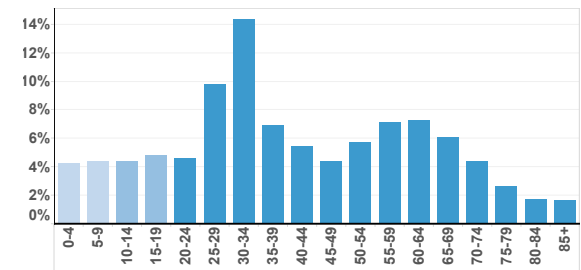
## SQUARE FOOTAGE

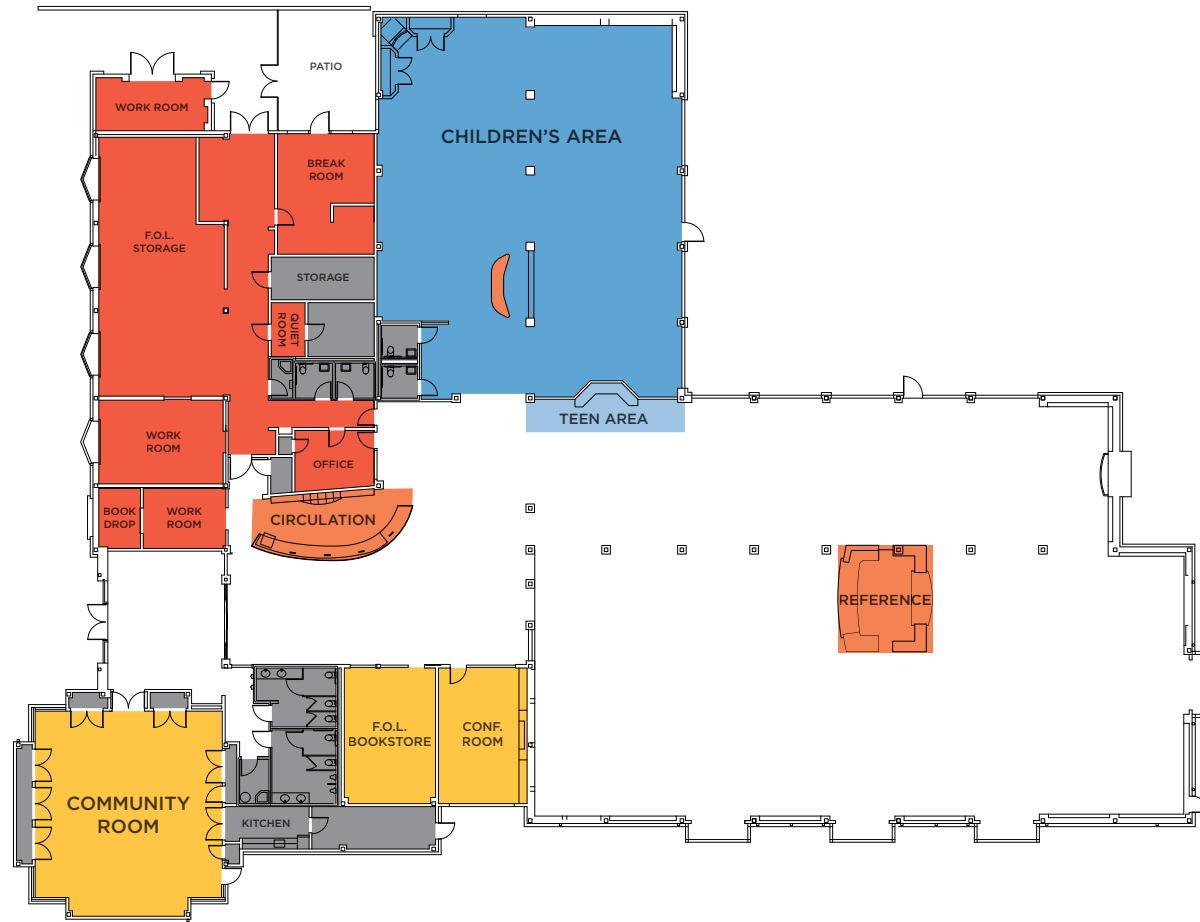
# 23,807

## SPACE BREAKDOWN



## 2021 PROJECTED POPULATION





## Data Findings

### [Finding 1]

Compared to its surrounding population, Rohnert Park has a low rate of library visits (patronage) for its population.

### [Finding 2]

Rohnert Park has very high event attendance relative to the number of patrons it has, but very low internet use (the lowest in the system) relative to patron numbers.

### [Finding 3]

Rohnert Park has the highest rate of items held per patron in the system (excluding the outpost libraries of Forestville and Occidental).



BOOK RETURN

6250

HOURS

|           |                    |
|-----------|--------------------|
| Monday    | Closed             |
| Tuesday   | 10:00 AM - 6:00 PM |
| Wednesday | 10:00 AM - 6:00 PM |
| Thursday  | 10:00 AM - 6:00 PM |
| Friday    | 10:00 AM - 6:00 PM |
| Saturday  | 10:00 AM - 5:00 PM |
| Sunday    | Closed             |

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

In general, there are too many computers

### DESIGN/SPACE

High ceilings create reverberations and noise in the reading areas

Community space used daily

Circulation desk is noisy – Sound echoes

### WORKFLOW/OPERATIONS

Shelving done by volunteers (not FOL)

Getting another librarian

Librarian's back is facing back of room; poor supervision in children's area

Long range – Cart glut appears to be an issue in the sorting area.

### FURNITURE

None.

### EVENTS

Adult, teen, tween, and children's events held in community room, conference room, and occasional events in the children's area, throughout the year.

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Automatic check-in system
- Smaller group spaces
- Noise buffer around the circulation desk
- More librarian desk space
- Librarian desk overlooking children's area
- More soft seating
- Soundproof areas

# ROSELAND COMMUNITY LIBRARY, 779 Sebastopol Road, Santa Rosa

## LIBRARY DESCRIPTION

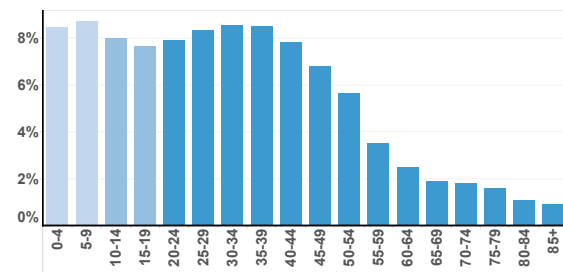
The Roseland Community branch of the Sonoma County Library System is located in a leased space within a strip mall at 779 Sebastopol Road, Santa Rosa, CA 95407. It shares the space with the Boys and Girls Club of Central Sonoma County. It occupies approximately 2,5000 square feet.

Year Opened: November 2015  
 Ownership: Leased

## LIBRARY TYPE

# Branch

## 2000 POPULATION



## COUNTS

**0** FTE Employees

**Unknown** Average Monthly Visits

**12** Public Computers

**0** Average Monthly Program Attendees

## METRICS

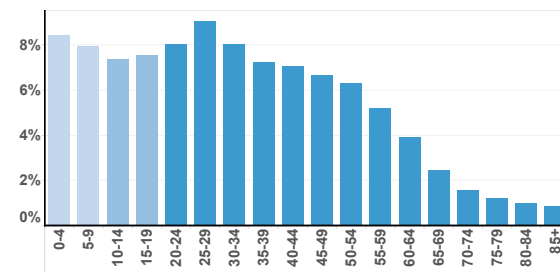
**n/a** Patrons per SF

**n/a** Patrons per Borrower

**n/a** Internet Sessions per Patron

**n/a** Program Attendance per 1,000 Patrons

## 2010 POPULATION



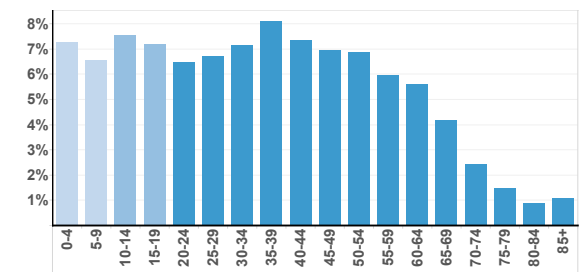
## SQUARE FOOTAGE

# Approx. 2,500

## SPACE BREAKDOWN

Not Applicable.

## 2021 PROJECTED POPULATION



## ROSELAND COMMUNITY LIBRARY

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# INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

Have laptops that can be checked out from a cart

### DESIGN/SPACE

Planning to move the library into the Roseland Village Neighborhood Center redevelopment at 665 Sebastopol Road

### WORKFLOW/OPERATIONS

Moveable circulation/reference desk

### SIGNAGE/WAYFINDING

None.

### FURNITURE

The current movable, flexible furniture is good

### PROGRAMS

No programs hosted at this branch

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- More materials to serve the mainly Latino population
- Movable, flexible furniture

## Data Findings

*[Finding 1]*

Roseland has the lowest ratio of square footage for its population, as it is a very small library with a large surrounding population.





# SEBASTOPOL REGIONAL LIBRARY, 7140 Bodega Avenue, Sebastopol

## LIBRARY DESCRIPTION

Sebastopol Regional Library is located in downtown Sebastopol. It is not clearly visible from the street, and has a small parking lot next to the building. LANTERN, a volunteer group, is currently raising money for a new library building for Sebastopol. This group has prepared a Needs Assessment for a new library.

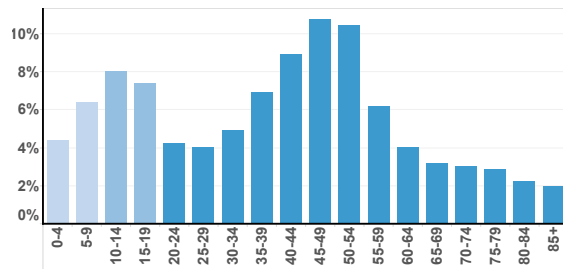
Year Built: 1975 (Renovated in 2012)

Ownership: Leased

## LIBRARY TYPE

# Branch

## 2000 POPULATION



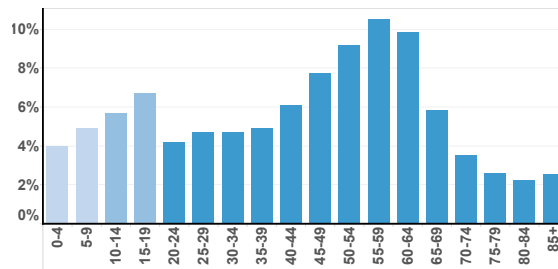
## COUNTS

- 7.6** FTE Employees
- 17,884** Average Monthly Visits
- 22** Public Computers
- 219** Average Monthly Program Attendees

## METRICS

- 0.05** Patrons per SF
- 9.8** Patrons per Borrower
- 7.9** Internet Sessions per Patron
- 39.7** Program Attendance per 1,000 Patrons

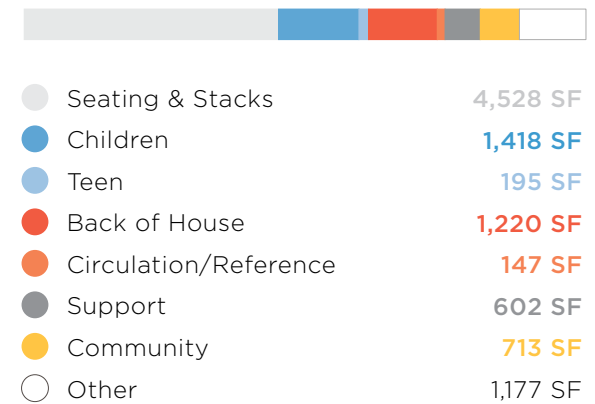
## 2010 POPULATION



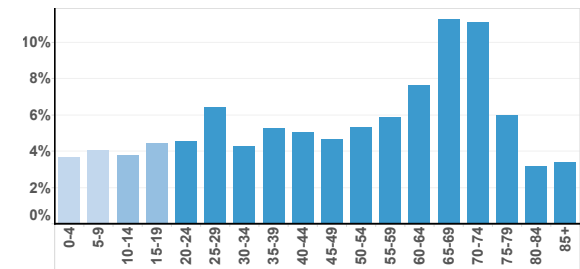
## SQUARE FOOTAGE

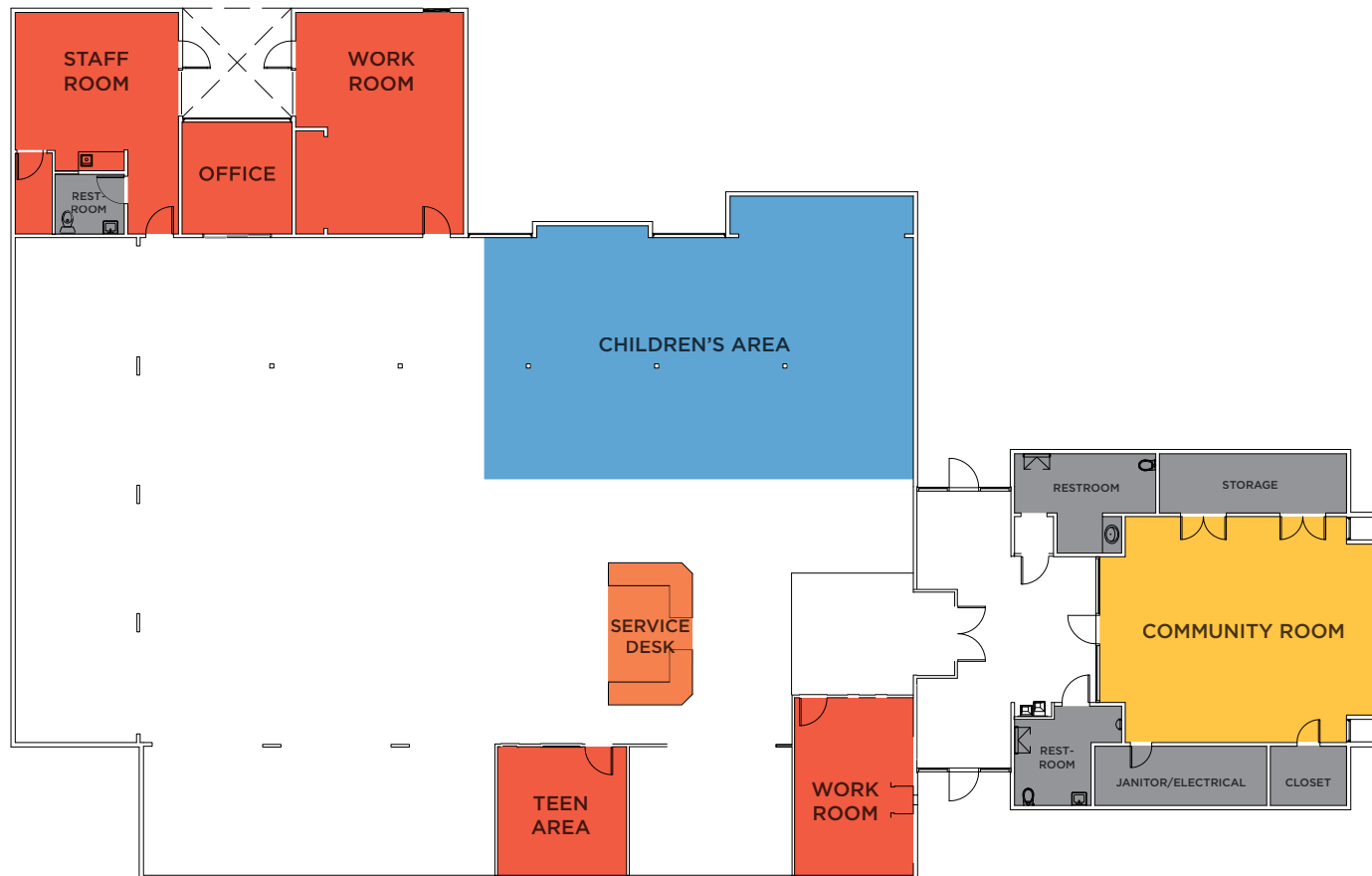
# 10,000

## SPACE BREAKDOWN



## 2021 PROJECTED POPULATION





## Data Findings

*[Finding 1]*

Sebastopol has a slightly above average rate of library visits relative to its population.

*[Finding 2]*

Sebastopol has very little space for the number of borrowers it has. It also has a below average number of items held for the number for library visits (patrons) it has.

# SEBASTOPOL REGIONAL LIBRARY

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## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gather from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

Plugs on floor are an obstruction for feet

### DESIGN/SPACE

Remodeled in 2012  
Too noisy

### WORKFLOW/OPERATIONS

Goal is to check in then put the books directly onto carts to be shelved

### SIGNAGE/WAYFINDING

None.

### FURNITURE

None.

### EVENTS

Community meeting room used for quiet study space and programming (30 events/month, 2 hours each)

Not enough books for the population they are servicing

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Plugs off the floor
- Self check-in machine
- Fax/scanning/wireless printing services
- Laptop check-out cart and tables
- Catering kitchen
- Gallery space
- Co-working space
- Study rooms
- Small business incubator/meeting space
- More windows
- Less noise
- A fish tank
- Art
- Hobbyist counter
- Library to be more visible from the street
- More parking
- Stroller parking area



# SONOMA VALLEY REGIONAL LIBRARY, 755 West Napa Street, Sonoma

## LIBRARY DESCRIPTION

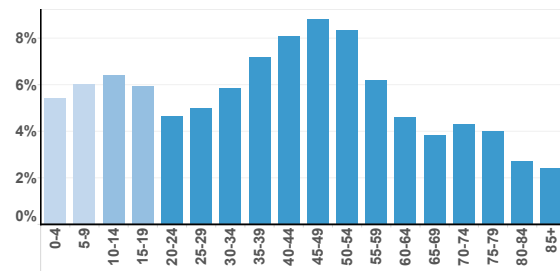
The Sonoma Valley Library is located not far from downtown Sonoma. Sonoma Valley Library was merged with the Santa Rosa-Sonoma County Free Public Library in 1969. A new 10,000 square foot building was opened in 1978 and was renovated in 2011, the most recent renovation in the system.

Year Built: 1977  
 Renovated: 2011  
 Ownership: Leased

## LIBRARY TYPE

# Branch

## 2000 POPULATION



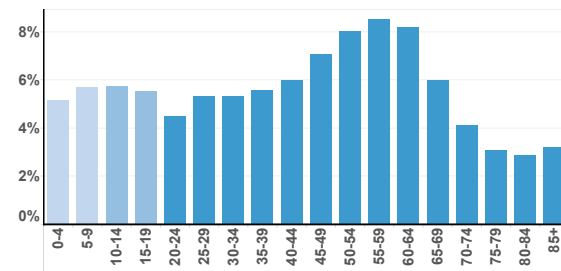
## COUNTS

- 5.6** FTE Employees
- 10,445** Average Monthly Visits
- 23** Public Computers
- 184** Average Monthly Program Attendees

## METRICS

- 0.08** Patrons per SF
- 5.9** Patrons per Borrower
- 6.3** Internet Sessions per Patron
- 59.4** Program Attendance per 1,000 Patrons

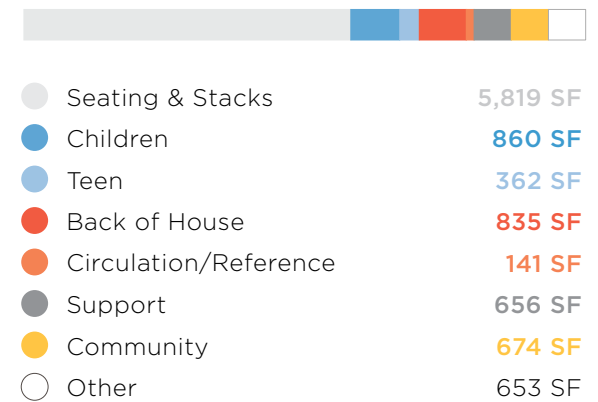
## 2010 POPULATION



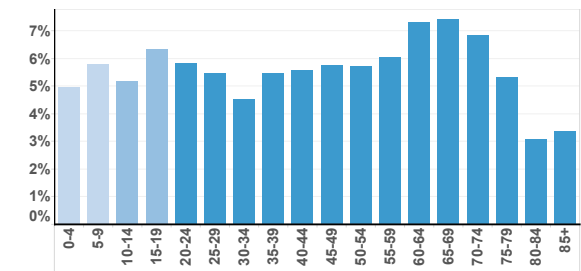
## SQUARE FOOTAGE

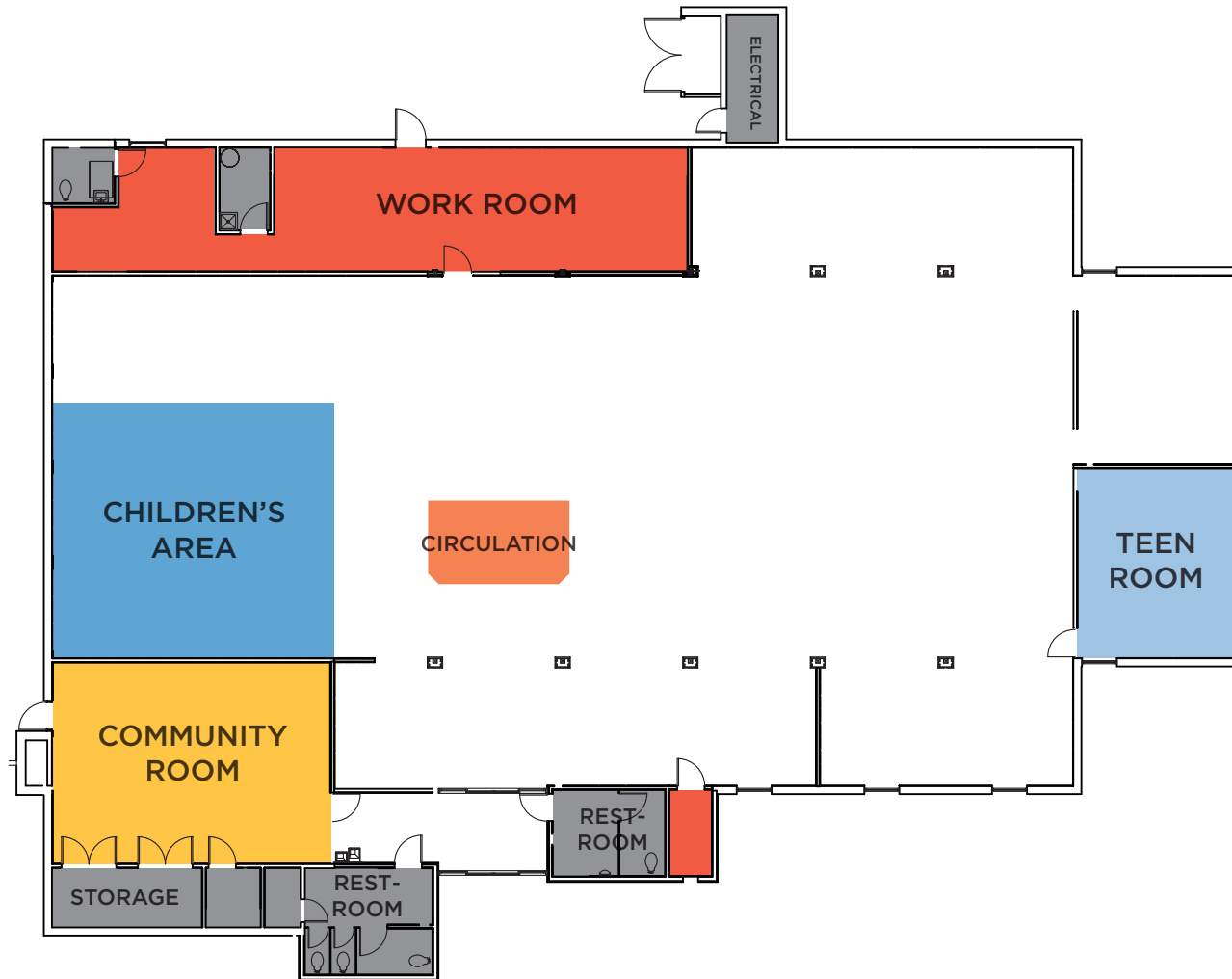
# 10,000

## SPACE BREAKDOWN



## 2021 PROJECTED POPULATION





# SONOMA VALLEY REGIONAL LIBRARY

## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gathered from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

Have self-check in/out machines

### DESIGN/SPACE

Childrens' area could use more light but like the natural light brought in as part of the refresh

Branch manager office and administrative space has no privacy because of the workspace/back of house design (open office layout)

Sometimes gets too warm in the back of house area

### WORKFLOW/OPERATIONS

Sorting and processing done in the back of house area - this works well

Like that there are no sorting shelves in the public space

FOL have sheds for storage outside the library

### SIGNAGE/WAYFINDING

None.

### FURNITURE

Ergonomic desks included as part of the 2011 refresh

### PROGRAMS

Forum room is well used

3-5 events per week hosted in the summer

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- More enclosed spaces
- Quiet spaces
- Space for promotional material in the lobby/entranceway
- More space for fiction books
- Better storage/display for newspapers

## Data Findings

*[Finding 1]*

Sonoma Valley has approximately average rates of event attendance and items owned relative to the amount of patrons it has.

*[Finding 2]*

Sonoma Valley has very little space for the number of borrowers it has and for its population in 2010 and 2021.

*[Finding 2]*

Sonoma Valley has fewer patrons than the average for the system, but more borrowers than the average for the system.

**LIBRARY DESCRIPTION**

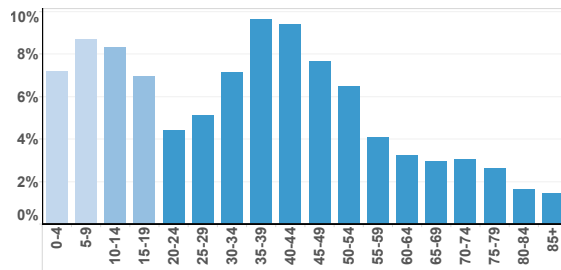
Windsor Library is located adjacent to the Windsor Town Green in the town of Windsor. The current structure was built in 1990 to house the Town of Windsor offices. The building was renovated in 1996 to accommodate today's full-service branch library.

Year Built: 1990  
 Renovated: 1996  
 Ownership: Leased

**LIBRARY TYPE**

**Branch**

**2000 POPULATION**



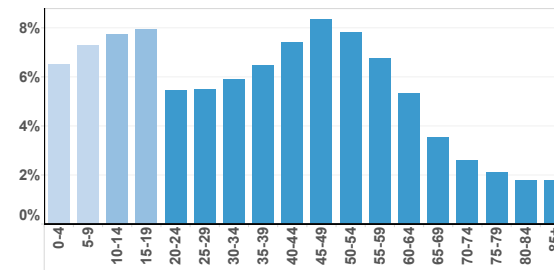
**COUNTS**

- 6** FTE Employees
- 9,549** Average Monthly Visits
- 15** Public Computers
- 202** Average Monthly Program Attendees

**METRICS**

- 0.07** Patrons per SF
- 6.4** Patrons per Borrower
- 10.8** Internet Sessions per Patron
- 70.4** Program Attendance per 1,000 Patrons

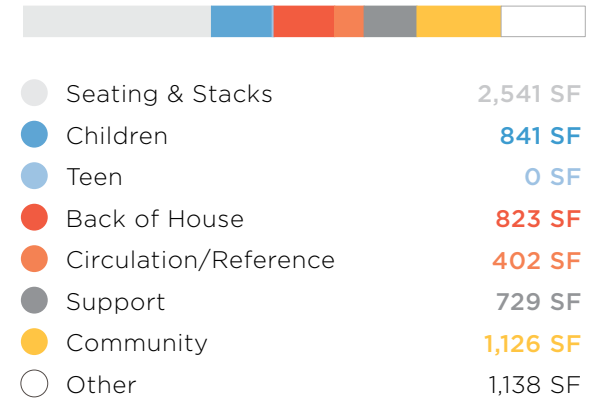
**2010 POPULATION**



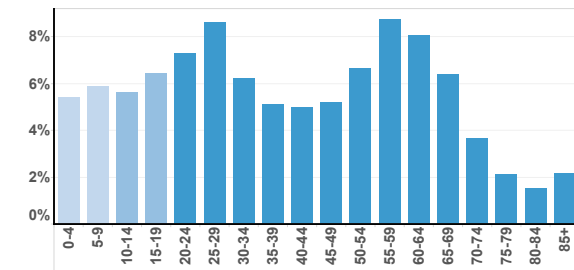
**SQUARE FOOTAGE**

**7,600**

**SPACE BREAKDOWN**



**2021 PROJECTED POPULATION**





# WINDSOR REGIONAL LIBRARY

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## INTERVIEW FINDINGS

In order to understand the workflow, usage, and programmed space of each library, MKThink undertook site visits and interviews with branch managers and librarians in June 2016. Our observations and information gather from the branch managers is presented below, and suggestions that we heard are presented in the grey bar to the right.

### TECHNOLOGY

Only one computer for all staff and FOL to share

### DESIGN/SPACE

The bike racks are too far away; would like them to be visible from the library

### WORKFLOW/OPERATIONS

No staff workspace for research

### SIGNAGE/WAYFINDING

None.

### FURNITURE

None.

### EVENTS

None.

### SUGGESTIONS

*Branch Managers and librarians suggestions:*

- Bike racks close to the library
- FOL bookstore in library
- Study rooms
- Performing/community center space
- Better teen area

## Data Findings

*[Finding 1]*

Windsor has a low rate of library attendance relative to its population. As this area's population is projected to increase dramatically, this rate may increase as the population increases.

*[Finding 2]*

Windsor Library has very little space for the number of borrowers it has and for its population in 2010 and 2021.