

Talking Points for discussion
November 19, 2012

Kate

1. demographics, future accessibility - handicap, parking or bus line,
2. we need to adopt a who, when, where, why, how approach.
 - a. We need to reiterate the "who", with more emphasis on Task Force as fact finders - not ultimate decision makers, finance experts, construction or programing specialists - although we are considering all of these issues.
 - b. The "when" - describe our time line for study, and presentation of options to the Council (the decision makers!).

"Where" - in regular meetings(minutes available at the library), fact finding field trips, small committee groups, with other professionals and consultants, surveys and conversations with interested members of the community.

- c. The "why" part can address any need or issue we decide to talk about i.e. demographics etc..
- d. The "how" should emphasize the solution to the problem, demographics indicate more children in the future - need more children's space with windows, child friendly book shelving, sitting space and program space (because "we have the best children's programs even with our limited basement space") but it should end with "HOW" the person/s listening to us can help –
3. feedback, contact with council, tell their friends.

Nile

Positive Talking Points

The library is a great opportunity to:

1. create a warm welcoming space designed especially for children
2. Create appositve space designed and equipped for teens and young adults
3. Provide more adequate working space designed and equipped with good technology for our excellent library staff
4. Provide up-to-date book and material resources and technology designed to meet the needs of working adults
5. Build a more efficient operating library all on one floor with more adequate parking
6. Construct multi-use, flexible space appropriate for community meetins, group gatherings, and educational classes.

Jane

Talking Points:

1. One of the main items to stress is the age demographic that has been pointed out to the Task Force from the Census data. We have an increase in the young children, ages 0-5, and an aging population as well. This calls for continued strength in the area of programs for children and an area that teens could gravitate toward. Recognizing that an aging population frequently opts for library services over purchasing of books/materials, it seems that the library needs to ensure that our older citizens have a library that has good access for their needs. Overall, however, a library serves all people. We desire to create a library for all. However, organized programming is a best practice for our youth. These thoughts were reinforced during the listening session held on June 25 and in the survey results.

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2. The current facility that houses the library is one that has many complications that make it difficult and costly to remedy. The PowerPoint developed by the library staff demonstrates the need for a new facility. This presentation could be made available for individuals who would like to understand the depth of need for updating, repairs, etc. Details such as the bathrooms that are not up to code, the insufficient space for staff and for teens are all important.
3. The survey that was conducted provides much information regarding how people use the library and the types of resources requested regularly, so this is helpful to know programs to maintain and grow in the future. The survey also gathered information about location. The current location was considered convenient by the majority of those surveyed. Yet, the majority supports a new library, and potentially a multipurpose building, containing city hall and library. These variables point toward a location close to where the library is currently housed.
4. There is a great need to update technology and to provide space for further technology improvements as it changes over the years. Knowing that we do not know and cannot know how technology will change us and the library of the future, we should consider that in the plan by being flexible.

Mike

Positive Library Talking Points

- Columbia Heights Public Library is structurally safe and paid for but needs repairs as it starts the next 50 years of service.
- Library services are quickly changing to be more Internet oriented. Access to research thru Internet and library membership requires reliable Internet connections. The current library is providing this access but in its present condition it is unlikely to be able to keep up with future developments.
- CH library will serve a different clientele going into its next 50 years. A clientele that is more diverse with different needs, and a population that may not have an Internet connection in their household.
- The CH library continues to be a community asset but how much longer before it falls behind and loses its connection to the community.
- A decision must be made regarding the library and its building as it heads into the 21st century and the different sets of priorities.

Dave

Findings of fact

The Columbia Heights library was built in 1960 and remodeled several times over the years. After 52 years, the current library does not meet the needs of a changing demographic from and

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“older” population to a younger generation with children. The current library is too small to meet the needs of the future for the following reasons:

The library, built in 1960, could not have foreseen the needs of the computer age. The library is no longer simply a warehouse for books. Modern libraries need more room for technology resources. Our library has room for only 8 Internet computers and 3 catalog computers. Patrons are limited to one hour of use. This is inadequate for current needs and demands and there is no space to expand.

The library is changing from a warehouse for books to a place to access information. Technology resources take more space than book resources and libraries are getting bigger as they are devoting more space to digital resources.

The current library has 20 off street parking spaces. The current library needs a larger parking lot and has no space to expand.

Books for teenagers are currently housed in the basement hallway with no room to sit down. There is no space for an adequate teenager area.

The staff work area is too small to meet their needs.

The storage space is too small and there is no room to expand.

The main floor bathroom is too small.

There is no room to display the collection of historic newspapers, artifacts, Sister City memorabilia, and other items of Columbia Heights history.

There is no room for private quiet study areas.

There is lack of space to create an exclusive children’s area. Adults are using computers in the children’s area.

There is inadequate space to display art created by community residents.

The current library is inefficient with two levels and 2 circulation desks, one on each level. A new library on one floor may have potential cost savings in staffing.

The reading area next to the newspapers and magazines is inadequate, too small, not comfortable and could be greatly improved.

The library was built in 1960 and has been remodeled many times and has mechanical and structural deficiencies as follows:

1. It contains asbestos which makes it expensive to remodel.
2. The current building cannot support computers in the East room due to inadequate wiring.

11/19/12

SOME POSITIVE TALKING POINTS FOR
A NEW COLUMBIA HEIGHTS LIBRARY

1. Columbia Heights is growing in population and needs a new and more up-to-date, modern facility
2. A new library building properly equiped will enable the library to serve all age levels and a wider range of community groups.
3. Now is an excellent time to build while interest rates for bond issues are very low.
4. A new library will serve the public better through a wider range of up-to-date technology
5. A new library building will create a ground level, light, and spacious area for serving children. It means getting out of the dark, damp basement of the present building.
6. Constructing a new library on the site at 47th Avenue and Central could facilitate a new and helpful partnership with all the Columbia Heights Public Schools which are within a block and a half distance away.
7. Planning a new building with flexible spaces that could be used to serve several different purposes will greatly enhance the ability to increase patronage and serve the community.
8. A new library building located near the public schools can open up the opportunity to substantially increase the engagement of teens and young adults
9. At present the least served population group is adults between the ages of 35 to 55 including business people and community organization leaders. A new facility can help to engage this important population.
10. A new library will provide the opportunity to create a much larger parking area with three to four times the present capacity which in turn will significantly increase patronage.
11. Overall the new and more inviting building with more flexible spaces and up-to-date equipment will enable our excellent staff to serve new groups of people and help the library become a truly city-wide cultural asset serving all people.

**(Sample) Vision Statement
Columbia Heights Library Task Force**

“The charge to the Library Task Force is to be a fact finding organization to explore the possible replacement of the library building either with a single building or the library and city hall with a combined facility.”

In April of 2012, we began our fact finding mission with a study of the future of public libraries, the changes that are immediately observable and what we might expect in the future years. The introduction of technologies into our daily life will have a significant impact on future planning; many technologies we do not even know about yet. We decided we needed to understand the present, honor our past and anticipate our future. We relied on Rebecca Loader, Library Director and her staff to assist us with the current facility situation, good and bad. We were provided with copies from the earlier feasibility studies (2006), current use data (including card holder numbers, computer usage, books checked out, programs conducted and attendance numbers. We devised a survey of needs for the community, consulted other printed information (i.e. Pew Internet, Home Broadband 2010), spoke with staff and had a community listening day. We imagined all the wonderful things we might like in a new library from more locker space for the staff, to windows and patios, comfy chairs and energy efficient buildings. We went on site tours – including checking out the current facility and several available plots of land within the city We have visited libraries, new and old, large and small, county and the few other independents, creating lists pictures of things that seem to work and some that do not. We talked with the patrons and staff at other library facilities, some free standing, part of apartment buildings, or parts of city service centers. We have facts! The Leo A. Daly team has been retained to assist with our visualization process.

As a group we are putting needs and wants into floorspace and tentatively looking at costs for remodels, rebuilds and building new. We are thinking what can be re-purposed, reused – from furniture to the collections, and what will be entirely new. We are not architects, designers, fiscal managers, program directors or even the final decision makers. But we are working towards a final set of options, the collections of all our data, from design, to demographics, to dollars to present to the community and the council.

Our vision extends to incorporate all of the data, needs and wants for the purpose of providing the city of Columbia Heights with the best library and attendant services possible. Our final vision will look different from the collections of books in wagons put together by the Silver Lake School Mothers Club, but we hope it will still be something for all off us to be “proud of”.

DRAFT 1/2013

Goals & Objectives in seeking a new library

The current library bldg. will not serve the citizens of our area into the 21st century. This bldg while safe is functionally obsolete with current and future technology and is not amenable to correction. A new library should provide flexibility and services for the next 50 years and beyond.

Children services

A new library could provide space flexibility which allows for a larger programming space and children computer and reading access.

The current children's area suffers from water leakage issues, inadequate and uncomfortable limited meeting area and lack of seating.

Teen Services

A new library could have a dedicated inviting space for teens with computer access, reading material and comfortable study area. Meeting rooms could provide for additional learning services.

The current library lacks any dedicated teen space, limited shared computer access and only tables for groups.

Technology

A new library would be built with the ability to adapt to future technologies and allow patrons to access knowledge thru computer access.

The current library is limited to future technology access by limited space and bldg design.

Community Meeting Rooms

Flexible sized meeting rooms could place the CH library as a community destination with space for small, medium group gatherings and individual areas.

The current library has very limited space gathering spaces and is not conducive to multiple group bookings.

General Bldg Elements

A new one level library could provide technological opportunities, provide staff with the needed space to work more efficiently and yet maintain an independent community library comfort level.

The current library has functioned well but is unable to adapt to the community and library advances of the future.

Mike McGee

A VISION OF WHAT IS NEEDED IN A NEW LIBRARY

Overview

The Task Force envisions a new library for Columbia Heights based on the concept of flexible space, with as much natural light as possible, organized around a central open space with adjacent areas for children, teens/young adults, and several dispersed adult reading areas. Other essential components include a substantial work area equipped with electronic technology for staff to process books and other materials; flexible community meeting space with a separate entrance; quiet study carrels for research and school homework.

There is great need for more desk space for individual staff work and a private office for the director. A key need is a central information area, a checkout desk, and adjacent electronic self-checkout. Well-equipped restrooms for public and staff use are essential. A major need is for significantly increased auto parking space. The vision is to move toward being a full-service city library and community learning center.

Comments on Specific Needs

Children's Section

Located on the ground floor, the children's area should be light, spacious, colorful, equipped for primary-age children, comfortable and secure for children, parents and caregivers. This might be in one area or in several dispersed areas, or in flexible space that can be used for different programs at different times. Colorful art, built-in audiovisual equipment and sound system, smart boards, computers, and age-level seating are essential. A creative children's library requires spaces and equipment to facilitate a variety of different age-level reading and activity.

The current children's section is in a basement area that has water and dampness problems, no windows, no natural light, very limited space, no flexibility, no modern technology, requires a separate checkout station, and is invisible from the first floor. There is no space for expansion. The children's librarian is isolated from other staff.

Teen/Young Adult Section

Located on the ground floor and visible from the central desk but with some spatial separation, the teen/young adult section needs a variety of seating, study tables, computer stations, conversation area, appropriate art, access to a small conference room for after-school mentoring, display shelving for books, and visual materials appropriate for teens/young adults. A quiet area for doing homework and research assignments would be helpful for partnership with the Columbia Heights schools. Developing special programs for Saturdays and for summer learning opportunities with nonprofit organizations could greatly expand youth participation.

The current library has no youth section due to lack of space and limited resources. The small number of computers and limited technology is a serious handicap. There is no appropriate seating for teens and no shelf display of books and materials that would attract teens/young adults. There is no space for development of a teens section.

Adult Areas

A number of comfortable reading areas are needed in locations such as an area with current periodicals and newspapers, an area near adult fiction, and seating near outside windows for reading and conversation. There could be a group of tables for computers that is visible to the information/checkout desk and areas with electrical outlets for patrons who wish to use their own portable computers. The library needs to be equipped with Wi-Fi for connections to the internet. Display shelving for new books, recent fiction, and other materials of usefulness to business and professional people. A comfortable reading lounge area would help to increase adult patronage.

The current library has very few computers for adult use. The collection of fiction is quite dated due to limited shelf space and budget constraints. There is almost no current library usage

by business and professional patrons. There is need for increased display space for public service materials, flyers, community program announcements, local newspapers, and other public information items. There is no space for expansion of adult reading programs.

Community Meeting Spaces

There is need for flexible spaces that can accommodate community groups, nonprofit organizations, meetings of the Library Board, the Library Foundation, and public gatherings. It is helpful to have a separate outside entrance into the meeting area so that evening meetings can use the space when the library is closed. Moveable partitions that lock can make such flexible use possible. Meeting rooms should be equipped with sound systems, visual projection, and security systems. Multiple restrooms are needed for public use. Easy access to parking is a priority.

The current library has one public meeting space in the basement for which there is no direct access. There is no built-in sound system or projection system. There is one small restroom. There are no small study rooms or small group instruction rooms. There is limited space for a community bulletin board or for displaying important items of community history.

Appropriate Technology

Libraries need to provide access to a much wider array of electronic communication. There is need for the library to be wired for multiple uses of computers by the public, the business and professional community, students, and the library staff. Electronic self-checkout of books and electronic security systems help free up staff for other more productive work; there is need for Wi-Fi connections and tables/areas with outlets for patrons to connect their own portable computers. An outside book drop is needed.

The current library does not have adequate computer workspace for staff or for library patrons. Out closest neighbor library in Northeast Minneapolis has 36 computers for public use; we have only 8. Our library has no computers set up for use by teens or for upper-primary school age children. There are no tables wired for patrons to connect their portable computers. There is no electronic self-checkout for books and materials. The current library is not able to accommodate newer electronic technologies.

Library Size, Partnerships, Parking

The need to better serve the entire Columbia Heights community more effectively and efficiently calls for a new library that is well-planned, comprehensive in service, and appropriately situated. In light of research, visits to more than a dozen different libraries, consultation with architects from the Leo Daly Company, and careful work over a ten-month time period, the Library Task Force believes that a new building should have **floor space between 20,500 and 24,000 square feet for a library on one floor**. A new building of this approximate size would provide space necessary for a modern library, suitably equipped to serve all age levels of the Columbia Heights community. It would enable better service for families and children, teens and young adults, business and professional people, and the senior community. It would enable **new partnerships** with the Columbia Heights schools, small business owners, nonprofit organizations, and community groups. A suitable site would include **parking space for at least 50 cars**.

The current library is in an old building of 13,770 square feet now in its 53rd year of use. It is a two-floor layout that requires two checkout stations using staff time in two places. The configuration of the space is such that staff cannot maintain visual oversight from the checkout area. The old building requires frequent repair. Car parking is limited to 20 spaces and is inadequate. There are water problems and occasional flooding in the lower level. There is only one restroom. There are very few windows and consequently very limited natural light. The present site does not provide open space for expansion, is not close to Columbia Heights public schools, and does not attract teens/young adults or the business community.

Columbia Heights Public Library Task Force Vision and Talking Points 2013

OUR VISION

(one-two sentences about what the Task Force envisions as an excellent library for Columbia Heights)

OUR GOALS & OBJECTIVES IN SEEKING A NEW LIBRARY
(What do you want to accomplish and how can the space help?)

I. Services to Children:

(one sentence about the overall desire for the section)

A. Vision for the future

1. light, spacious, flexible, and colorful
2. warm, welcoming
3. ground floor
4. seating for children and caregivers (steps and pillows)
5. dedicated program space
6. large windows
7. child-focused art
8. computers with preloaded games/ limited Internet
9. child friendly book shelving
10. No adult computers in children's area/ adult computers for caregivers
11. Sound barriers to other areas

B. Current library (positive and negative)

1. Flooding
2. Lack of seating
3. High number of children's programming compared to area libraries
4. Low ceilings/concrete walls in activity room limit types of programs and create sound issues

II. Services to Teens:

(one sentence about the overall desire for the section)

A. Vision for the future

1. separate space
2. moveable walls
3. collaborative seating
4. individual homework space
5. tutoring space

B. Current library (positive and negative)

1. Lack of seating
2. Shelf space filled to capacity

III. Technology/ Computer Section:

(one sentence about the overall desire for the section)

A. Vision for the future

1. Tablet computers for teaching
2. WIFI
3. Outlets throughout building
4. Self-check machine
5. Drive-up bookdrop only if space permits
6. Plugins, sound systems, projector in meeting rooms
7. Internet connections
8. Digital resources
9. Outlets and wiring throughout building (for expansion)
10. Not too many (or too few computers) start with # and expand by 2-3
11. Better security system/ no increase in security system

B. Current library (positive and negative)

1. No space for computer training/classes
2. Computer time use limited due to small number of computers

IV. Reading Lounge Area:

(one sentence about the overall desire for the section)

A. Vision for the future

1. Comfortable, ergonomic furniture near magazines and newspapers
2. Tables for patrons to use personal computing devices (tables with built-in outlets)
3. Quiet and conversation spaces
4. Many small areas opposed to one large area
5. Private study areas
6. Fireplace- maybe?
7. Larger collection/ smaller collection

B. Current library (positive and negative)

V. Meeting Rooms/ Community Spaces:

(one sentence about the overall desire for the section)

A. vision, values, desires) for the future

1. Flexible, multi-use, reservable spaces
2. Board meetings, staff meetings, non-profit and community meetings
3. Audio and visual technologies in all meeting rooms (study rooms?)
4. Large room allowing for division
5. Multiple smaller rooms
6. Security and staff monitoring
7. Outside entrance to meeting room
8. Restrooms and family restroom (with changing table)
9. Community bulletin board
10. Free newspapers and magazines for patrons
11. Community artwork
12. Community display space
13. Revenue generating source
14. Soundproofed study rooms

B. Current library (positive and negative)

1. Currently no private study rooms
2. Display space is not in prominent location

VI. Staff areas

(one sentence about the overall desire for the section)

A. Vision for the future

1. Workspace appropriate for tasks performed (book and AV materials processing, receiving, delivery, materials repair, circulation/security)
2. Office space off the public service floor
3. Separate Staff Breakroom
4. Non-public staff restroom
5. Storage areas

B. Current library (positive and negative)

- a. Insufficient workspace
- b. Limited storage and storage in public spaces

VII. General Building Elements

(one sentence about the overall desire for the section)

A. Vision for the future

1. One level

2. ADA compliant (restroom on main floor)
3. Community-orientated feel
4. No unisex bathrooms
5. Energy efficient and green spaces
6. Smart technology in construction
7. Not too modern- keep community feel
8. Donor recognition

B. Current library (positive and negative)

- a. Amazing staff and community interaction
- b. Central location
- c. Elevator (added costs – individuals stuck in elevator)
- d. Inefficiencies due to two floors (2 circ desks,)
- e. Building not wired for expansion of technology
- f. Bike racks
- g. Exterior patio and bench for patrons/staff
- h. Close to public transit

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