Onslow County Public Library Facilities Long Term Master Plan

Phase 2 Report

Prepared for Onslow County, North Carolina

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Table of Contents

Executive Summary *4*
Background *4*
Public Libraries in the 21st Century *5*
Purpose *7*
Total Size of Facilities *8*
Population Analysis **8**
Comparative Analysis **10**
Programmatic Analysis **11**
Other Local Library Facilities *12*
Coastal Carolina Community College Learning Resource Center **12**
Camp Lejeune Base Library **13**
Summary and Conclusions **13**
Number and Size of Facilities *14*
Population Distribution and Population Density **15**
Recommended Facility Size **16**
Location Criteria and Recommendations *20*
Main Library Recommendation **20**
Sneads Ferry Recommendation **22**
Swansboro Recommendation **22**
Richlands Branch Library Recommendation **22**
Southwest Branch Library Recommendation **23**
Capital Cost Projections *24*
Main Library Capital Costs **24**
Branch Library Capital Costs **25**
Priorities and Phasing **25**
Development Timeline Recommendation **26**
Conclusion *26*
Appendix - Maps *27*
Bibliography *31*

List of Tables

Table 1: Size of Onslow County Library Facilities in Five Year Increments Based on .65 SF Per Capita *10*

Table 2: Comparative Analysis of Peer Library Systems *11*

Table 3: Major Program Element Calculations *12*

Table 4: New Main Library Space Allocation *17*

Table 5: New Branch Library Space Allocation *18*

Table 6: New Main and Branch Library Size Recommendations *19*

Table 7: Comparison of Existing and New Main Library *19*

Table 8: Comparison of Existing Branch Libraries and New Branch Model *19*

Table 9A: Main Library Phase 1 Capital Costs *24*

Table 9B: Main Library Phase 2 Capital Costs *24*

Table 10: Branch Library Capital Costs *25*

Table 11: Project Timeline *26*

Appendix - List of Maps

Map 1: Onslow County Population Density by Census Block *27*

Map 2: Joint Land Use Area – Population Density by Square Mile *28*

Map 3: Joint Land Use Study Area *28*

Map 4: Onslow County Population Density With Ten Mile Diameter Service Areas *30*

EXECUTIVE SUMMARY

The purpose of this report is to recommend to Onslow County the number, size and locations for public library facilities to serve the county for the next twenty-five years and to recommend budgets and schedules for the development of such facilities.

I applied three different methodologies to determine the total number of square feet of public library space needed in Onslow County in 2030. The Population Analysis yields a total of 121,657 square feet. The Comparative Analysis yields a total of 86,095 square feet. The Programmatic Analysis yields a total of 93,342 square feet.

The following recommendations are based on the Programmatic Analysis.

Recommendations:

1. There should be a Main Library of 50,826 square feet located on the "Commons Property" acquired for that purpose. This facility will serve the Jacksonville service area and function as the headquarters for the library system. It should be planned and constructed in two phases in order to spread capital costs out over time.
2. There should be four branch facilities of 10,679 square feet each to serve four distinct service areas to the north, south, east, and west of Jacksonville.
   a. A Richlands facility will serve the north in the approximate location of the existing facility.
   b. A Sneads Ferry facility will serve the south in the general area of the intersection of Highways 72 and 210.
   c. A Swansboro facility will serve the east in the general location of the existing facility
   d. A Southwest facility will serve the west in the general location of Highway 53 to the west of the intersection with Highway 24/258.
3. The timeline, year of development and total project costs (adjusted for inflation) should be as follows. The
   a. Sneads Ferry 2007 ($2,799,534)
   b. Main Library-Phase 1 2009 ($10,190,946)
   c. Richlands 2012 ($3,245,427)
   d. Swansboro 2016 (3,652,757)
   e. West Area 2019 ($3,991,466)
   f. Main Library-Phase 2 2021 (6,014,307)

BACKGROUND

In early 2005, Onslow County distributed a Request for Proposals for architectural services in regard to a proposed Jacksonville Main Library. In the selection process, ADW Architects was awarded the contract. Through a series of interviews and correspondence in the same year, the scope of the project changed to a planning project to determine the appropriate quantity, sizes, and locations of public library facilities in Onslow County. An agreement between Onslow County

and ADW Architects dated October 20, 2005 constitutes the formal contractual relationship between the parties.

The objective of the first phase of the project was to analyze various issues related to the facilities of the Onslow County Public Library. This analysis is contained in "Onslow County Public Library Long Range Facilities Master Plan – Phase 1 Report, dated March 31, 2006 and previously submitted to Onslow County.

The objective of the second phase of the project is to use the information from the Phase 1 report to make a series of recommendations for the development of public library facilities in Onslow County. This Phase 2 Report constitutes that work.

PUBLIC LIBRARIES IN THE 21ST CENTURY

In communities across the country public libraries play important roles in the educational, recreational, economic, and financial lives of the citizens that they serve.

The development of the institution of the modern public library in the United States started with Andrew Carnegie in the early 1900's. Carnegie arrived in the United States as a young and poor Scottish immigrant. By the time he retired he was worth an estimated 400 million dollars. After his retirement, he dedicated the majority of his fortune to the development of public libraries in the United States and other countries. Carnegie had two reasons for donating money to the founding of libraries. First, he believed that "libraries added to the meritocratic nature of America. Anyone with the right inclination and desire could educate himself. Second, Carnegie believed that immigrants like himself needed to acquire cultural knowledge of America which the library allowed immigrants to do." (Lorenzen, 2002)

In the one hundred years since Carnegie's initiative, public libraries have evolved with the changing demographics, interests and needs of the American people. In the years following World War II, as the educational level of the general population increased and as suburbanization changed the American landscape, public libraries responded by building more branch libraries to increase patron convenience. In the 1960's, libraries responded to public concern about disadvantaged minorities by targeting services to those segments of the population. They also focused more on children's services as a way to prepare pre-school children for formal education. In the 1970's, public libraries were committed to performing a wide variety of social services in addition to the borrowing services traditionally associated with libraries. They also added meeting rooms and expanded reference collections to better serve their communities. In the 1980's and 1990's public libraries responded to the development of new media by increasing the variety of materials that patrons could access and borrow. They responded to digital technology by utilizing computer technology to transform their internal operations and the public services that they provide.

Today public libraries are responding to a number of current trends by rethinking and changing their operations, services and facilities. These trends include:

- The digitalization of information and communication.

- The growth of big box bookstores such as Barnes and Noble and Borders.

- The increasingly busy schedules that Americans of all ages experience and the myriad activities, programs and media that compete for their attention.

- The desire for a sense of community in a population that is more and more transient.

The responses of librarians and library planners to these trends are on-going and multi-faceted, but several themes and objectives have emerged as current models for public library service:

- Working parents have changed the demands on public libraries. The increase in the use of day care services for pre- and post- school age children means that parents have less time to take their children to the library. Libraries have responded by adding services, programs and collections at day care centers.

- Increased emphasis on children's services and collections. Recognition by educators and parents of the importance of developing early reading skills has led libraries to increase the space and services for pre-school children. At the same time, there is recognition that school libraries are generally inadequate to support curricular and general interest reading needs of school age children and that public libraries are essential as supplemental resources.

- As they recognize that they are competing with big box bookstores and myriad other interests, public libraries have adopted more sophisticated marketing and higher quality services.

- Public library facilities are conceived as multi-functional spaces where each space is designed to accommodate and support specific services and collections. The resulting facilities are zoned for the convenience and comfort of all visitors regardless of their interests or reasons for using the library.

- Libraries are providing high speed access to the Internet. They frequently provide training classes on various aspects of technology. Libraries are providing access to proprietary databases through in-house public workstations and remote access.

- Public library facilities include multi-purpose meeting spaces to accommodate a variety of programs and to host community meetings.

- Public libraries have learned from bookstores that attractive face-out book displays result in higher usage than traditional 90" high spine-out bookstacks. The trend is to favor lower height display units over high capacity book storage. Similarly, more space is devoted to "Popular Library" displays and to incorporating display shelving in bookstack areas.

- Public libraries are embracing technology and other innovations to reduce the patron's dependence on staff for routine services. This initiative is expressed in self check units, patron self pick-up of reserved items, and better way-finding graphics in stack areas.

- To encourage visitors to use facilities, public libraries are incorporating cafés, coffee services and restaurants into their facilities. They are also emphasizing attractive and comfortable reading areas with a variety of seating options and wireless Internet access.

- Generally, public library managers have found that the demand for new services and media has not reduced the demand for traditional borrowing services.

- Public libraries are experiencing and planning for increased demands from retiring "baby boomers" as that generation enters retirement age. This post World War II generation grew up actively using public libraries and has high expectations for use after retirement age.

PURPOSE

It is evident not only that Onslow County needs new public library facilities, but that Onslow County public officials as well as the community that they serve recognize that fact. This was demonstrated by the issuance of the original RFP for a new Main Library, by the execution of the contract with ADW Architects to produce a Long Term Facilities Master Plan, and by the strong response that we have seen from elected officials, County staff, and members of the public. There are four essential questions involved in the development of such a Master Plan:

1. What is the proper total size of public library facilities in Onslow County?
2. What is the proper number and size of the individual facilities?
3. Where should the facilities be located?
4. What is the proper timeline for development of new facilities?

There is no simple formula or rule-of-thumb that can be applied to provide answers to these questions. In North Carolina, where the majority of library systems are departments of county government, the size and number of facilities serving a county has generally been determined by a combination of perceived need, grassroots demand, the availability of capital funding and the priorities and resources of county government. Generally, counties have developed public library facilities based on relatively short-term factors rather than on long-term strategies.

In the following sections of this report I will answer each of the four questions using a variety of methodologies.

TOTAL SIZE OF FACILITIES

For the purpose of this report, I have used three methods to analyze the need for library facilities in Onslow County. Each method addresses the county as a single service area.

POPULATION ANALYSIS-this method relies on a mathematical formula to derive the total size from the County population.

COMPARATIVE ANALYSIS-this method will analyze other library systems in North Carolina with populations roughly comparable to Onslow County.

PROGRAMMATIC ANALYSIS-this method involves identifying the major program elements in the facilities, making square foot assignments for each of the program elements and totaling those assignments to derive the proper size of the facilities.

Public library facilities are generally planned for a projected life of twenty to thirty years. In practice, facilities are frequently used much longer than that. In order to plan for facilities to be functional for that period of time, I will use long term population projections.

Population Analysis

A commonly used methodology to estimate the need for public library facilities is to apply a space per capita formula expressed as **X** square feet per capita.

In 1998, the NCPLDA (North Carolina Public Library Directors Association) produced "Guidelines for North Carolina Public Libraries." The document was intended to establish a series of minimum qualitative and quantitative levels of services, collections and facilities in the state. The FACILITIES section includes:

> Every library system has at least one full-service library facility with a minimum gross square footage of 16,000 square feet regardless of population served. Library systems serving more than 25,000 people provide library facilities totaling not less than 0.65 square feet per capita, with at least one facility of not less than 16,000 square feet.

In South Carolina, 0.8 square feet per capita has been used as a similar measure.

In the last 15 years, library planners have consistently increased the recommended per capita space requirement as changing service profiles and public demands and expectations have changed space requirements in public library facilities. Some planners and institutions are recommending 1.0 square feet per capita.

The following is a list of some of the pressures that are driving this trend:

- The demand for computer services in the public library has increased the need for additional space for workstations for the public. Although the reliance on Internet resources has reduced the demand for reference books, there is still a net increase in overall space requirements. Computers have also increased the space requirements for support service spaces in order to provide space for computer staff as well as communications and central hardware.
- The replacement of the card catalog with Public Access Computer workstations (PAC) has increased the need for more floor space.
- Code requirements have generally increased the need for more space in all areas of library facilities.
- ADA accommodations have increased space requirements. The need to provide access to all services, collections, and spaces and to accommodate staff members with physical disabilities results in a significant increase in floor space.
- There is a trend to reduce the height of tall bookstacks from 90″ to 78″. The reasons for this are to make access more convenient to children, people in wheelchairs, and people of average height. It also dramatically improves the appearance of stack spaces and improves visual control in those areas.
- New media such as Books on Tape, Audio CD’s, CD-ROM, and DVD’s have created new demands on public library collections. Generally libraries have responded by creating new collections of such media.
- Many libraries are designed with all or parts of the bookstack areas with 42″ or 48″ aisles rather than the standard 36.″
- There is a trend toward public libraries devoting a portion of their space to display shelving rather than traditional stacks. Display shelving is much easier to use and presents materials in a “face out” manner rather than “spine out.”
- Public libraries are increasingly seen as the “community’s living room.” As such, there is more demand than ever to provide meeting room space so the community as a whole or

individual community groups can assemble for activities. There is also increased space devoted to lounge seating in attractive and comfortable areas.

- Libraries have become popular locations for educational and training activities that require meeting room space.
- The importance of exposure to reading and books at an early age has led to a tremendous demand for children's story hours and programs. This has increased the need for more meeting rooms and for dedicated children's program spaces in libraries.

For the purposes of this analysis, **I will use 0.65 square feet per capita as the standard**. This is a conservative standard but it is appropriate for Onslow County and for the majority of library systems in North Carolina. The figure for Population should be the projected population of the service area for the period of time that the facility will be in service.

Table 1 shows the current total size of public library facilities in Onslow County and the projected size for the current population and for projected population in five year increments.

Table 1: Size of Onslow County Library Facilities in Five Year Increments Based on .65 SF Per Capita

	2005	2010	2015	2020	2025	2030
Onslow County Population	161,958	167,875	175,099	178,563	184,714	187,164
SF (.65 SF per capital)	105,273	109,119	113,814	116,066	120,064	121,657

The current total size of Onslow County library facilities is 24,859 SF. The 2005 state projection for Onslow County population is 161,958. Applying the formula to that population and where X = .65 yields a total size of 105, 273 SF. This represents slightly more than a 400% increase in total size. In order to maintain the same per capita space formula through 2030, the total square footage would need to increase to 121,657 SF.

Comparative Analysis

In this analysis, I have surveyed four North Carolina counties of roughly equal size to Onslow County to determine their current total size in square feet. Table 2 shows the result.

Table 2: Comparative Analysis of Peer Library Systems

County	Library Square Feet	2005 Population	SF Per Capita
Catawba	55,755	149,416	0.37
Davidson	63,154	154,796	0.41
New Hanover	137,000	177,692	0.77
Onslow	**24,859**	**161,958**	**0.15**
Rowan	77,500	134,094	0.58

If Onslow County were to target the average SF Per Capita (0.46 SF Per Capita) of this group of peer libraries as its goal, its total size would be 74,500 SF based on the 2005 population. If the basis were the average SF per capita of the projected 2030 population, the total size would be 86,095 SF.

Programmatic Analysis

The programmatic method is based on the idea that the proper size of library facilities can be determined by identifying the quality and quantity of the various program components needed to serve the community and assigning space allocations to each component. The total of the individual space allocations represents the total square footage necessary to serve the community. This method is currently favored in planning library facilities because it has the sharpest focus on the purpose and ultimate reason for building and operating public libraries. It is also provides more flexibility in the sense that the individual characteristics of a community can be factored into the calculations.

When a community or service district analyses its public library facilities needs, it can choose from several methodologies. These range from an exhaustive community analysis like the ALA/PLA model, The New Planning for Results: A Streamlined Approach (Nelson, 2001) to simpler, straightforward analysis based on demographics, community input and historical library service trends.

For this report, I have relied on four public library planning guides.

- Wisconsin Public Library Standards, Fourth Edition, (Wisconsin Department of Public Instruction, 2005)recommends specific qualitative and quantitative standards and measures for public libraries. The report includes four levels of quantitative standards Basic, Moderate, Enhanced and Excellent. I have chosen to apply the Moderate standard to Onslow County.

- Library Space Planning Guide, (Connecticut State Library, 2002) establishes per capita standards for individual program elements and recommends specific space allocation formulas for each element as a way to construct a library program from its component program elements.

- Colorado Public Library Standards, (Colorado State Library, 2005). This planning guide provides a set of four standards for major program elements. The standards correspond to the 25%, 50%, 75% and 90% percentile of public libraries in Colorado.

- Guidelines for North Carolina Public Libraries, (North Carolina Public Library Directors Association, 1998.)

In Table 3 I have calculated four major program elements for the 2030 Onslow County population of 187,164.

Table 3: Major Program Element Calculations

Program Element	Formula	Quantity
Volumes	2 Volumes Per Capita	374,328
Current Periodicals	4 Titles Per Thousand	749
Non Print Collections	10% of Book Count	37,433
User Seats	5 Seats Per Thousand	936
Public Access Computers	4 Public Workstation Per Ten Thousand	75

OTHER LOCAL LIBRARY FACILITIES

In the process of planning public library facilities, it is important to account for non public library facilities in the same area that may impact how the Onslow County Public Library provides services.

In Onslow County, there are two such facilities. In this section, I will describe the facilities and their impact on the planning process.

Coastal Carolina Community College Learning Resource Center

The C. Louis Shields Learning Resources Center is located in the center of the CCCC campus at 444 Western Boulevard in Jacksonville. The LRC exclusively serves the curricular needs of the students of CCCC and to a limited degree those of UNC-W. It has non-fiction, reference, and periodical collections for that purpose. It has no children's or fiction collections.

It has between 50 and 75 reader seats and a total of 26 patron computers (twelve are dedicated to serve UNC-W students). It does not support non-curriculum based services and it provides very limited services to the non-student population.

Non-students have no borrowing privileges at the LRC. They may use a computer if one is available but they have no reservation privileges and are subject to being bumped if a student needs access.

Currently, the total number of students registered at CCCC is slightly over 4,100.

Camp Lejeune Base Library

Camp Lejeune has an extensive library system designed to serve various needs of the base population. It has a Main Library and three branch libraries.

The Main Library has a substantial collection of over 60,000 volumes. The collection has some special focus areas such as military history and biography and foreign languages but it is a general collection that in most ways is similar in purpose and use to public library collections. The Main Library is accessible and available for use by anyone with a pass to enter the base but only base personnel have borrowing or computer use privileges.

The three branch libraries are small and focused on specific segments of the base population. They are not accessible to the public and have no impact on public library use, programs or facilities.

Summary and Conclusions

Both facilities serve specific service populations that are generally sub-groups of the population of the Onslow County. Although no formal studies have been done to determine exact numbers or the degree of cross utilization, it can safely be assumed that the majority of the 4,000 plus CCCC students are eligible for registration at the Onslow County Public Library. The population served by the Camp Lejeune Base Library is extensive since it is comprised of civilians who work on base and military personnel and their families whether they live on or off base.

Currently, the Onslow County Public Library and Coastal Carolina LRC staffs work closely together to satisfy patron needs on an individual basis when it is appropriate. They use ILL (Interlibrary Loan) to borrow materials from each other when they are available.

Similarly, the Camp Lejeune Base Library and Onslow County Public Library actively use ILL to provide materials to individual patrons when it is available and appropriate. The two facilities also do cooperative programming and scheduling. They currently co-sponsor a book club and poetry reading series that alternates locations between the Main Library and the Base Library. To ensure that joint planning and coordination continue, a representative from Camp Lejeune serves on the Board of Trustees of the Public Library.

After discussions with administrators of both facilities, I recommend that joint planning, coordination of collections and schedules and cooperative programming continue and that they be expanded when there is the opportunity to do so.

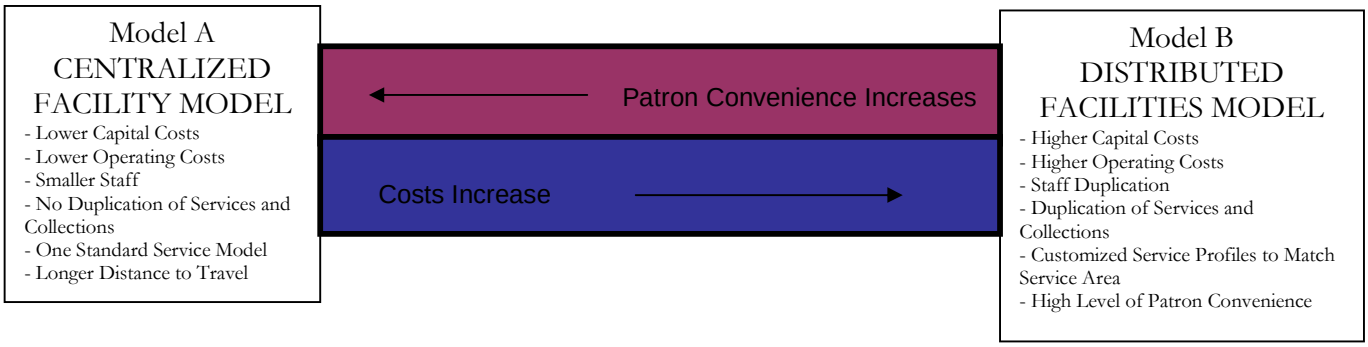
Neither of these outside facilities has an impact on facility planning for the Onslow County Public Library. The LRC does not provide any significant direct services to non-students. Although the population served by the Base Library is large and no doubt comprises a significant percentage of the population of Onslow County, its overall use is very low compared to the public library and it has no significant impact on the provision of public library service in Onslow County. Total county-wide public library registration is over 44,600. The current total number of borrowers at the Base Library is approximately 2,500.

NUMBER AND SIZE OF FACILITIES

To translate the quantities in Table 3 into total facility size it is necessary to determine the correct number of facilities.

The quantity of public library facilities in a city or county typically strikes a balance between convenience to the users of the facilities and the capital and operational costs that the funding authority is willing to bear.

That balance can be illustrated by considering two public library facility models:



Model A – Centralized Facility Model

In this model, there is one large central facility to serve the entire county. This model maximizes operational efficiency. Since there is only one facility, there is no duplication of staff, collections and other resources. However, this model minimizes convenience for its users because it requires all users in the city or county to travel to one central location. It results in some users having a very short distance to travel. But users in remote areas of the service area have a long distance to travel.

Model B – Distributed Facilities Model

In this model, there is no central facility. Instead, there are a large number of small facilities distributed throughout the city or county. This model provides the highest level of convenience to a majority of users who generally have short distances to travel to a library. However, it carries the lowest operating efficiency because of the need to duplicate staff, collections and other resources in each facility. It also requires the maintenance and operating costs of several small facilities.

These two models represent the two extremes of a continuum. In most cases, communities choose a service model that is a moderate position that falls somewhere between the two extremes. The typical model involves a Main Library and some quantity of branches. This model reflects a decision to balance a certain level of operational efficiency against enhanced convenience to users.

Population Distribution and Population Density

The best available method to analyze population distribution for the purpose of determining the proper locations and sizes of public library facilities is illustrated in Maps 1 and 2 (Appendix Pages 24 and 25). Map 1 shows the population density of Onslow County by census block. It shows that the only significant area of population density is in Jacksonville excluding Camp Lejeune. (Note that the highlighted area labeled "Base Population" is inaccurate and reflects the fact that the entire population of Camp Lejeune is assigned to the highlighted census block.) Map 2 is from Onslow County: Joint Land Use Study, 2003. It does a similar analysis of population density on a per square mile basis for 1990 and 2000. At that scale, population centers are evident in the Richlands,

Swansboro and Sneads Ferry communities. It also shows areas of lighter density north and east of Jacksonville.

Onslow County has two significant conditions that affect any analysis of geography and population distribution. The first is the impact of Camp Lejeune. The base is out of the jurisdiction of the County and of Jacksonville but occupies the majority of the land area in the southern part of the County. The area of the base is approximately 240 square miles.

The second condition is the Hofmann Forest located north of Jacksonville along the northern county line. It is an area of 79,000 acres of forest under the management of the North Carolina Forestry Foundation.

Map 3 (Appendix Page 26) shows Onslow County with Camp Lejeune and the Hofmann Forest shown in two shades of green. The total land area of the two is 363 square miles. This is equal to 48% of the total land area of the county.

Based on this analysis, available library usage data, input from stakeholders and library users, it is evident that the current public library facilities are generally located in the proper areas to serve their respective service areas. As development spurred by the installation of water and sewer service in Southwest takes place, it will be appropriate to add a facility in that general area. The result will be a five facility system that operates with a central hub (Main Library) and four branch libraries that serve the north (Richlands), east (Swansboro), south (Sneads Ferry) and west (Southwest) points of the compass.

On Map 4 (Appendix Page 27), the circles on the map represent the service area for each facility. The circles are drawn with a five mile radius. They indicate that the majority of residents in each service area would have a relatively short distance to travel to their library. Each circle shows the number of residents who currently live in each service area. The total number of residents within all five service areas is 133,240. The 2005 population estimate for Onslow County 161,958. Therefore, based on the 2005 population estimate, 82% of county residents would reside no more than five miles from a public library facility.

Recommended Facility Size

To project the size of the facilities, I have applied the calculations in Table 3 to the 2030 projected county population to determine the appropriate quantity of each of the program elements. I applied a 20 -30% discount each program element to produce a county-wide net square foot total for the program elements. I distributed that total to five facilities – a Main library and four equal sized branch libraries. For the Main

Library I created a preliminary building program as shown in Table 4.

Table 4: New Main Library Space Allocation

MAIN LIBRARY SPACE DESCRIPTION	SF
Administration	1,707
Audio-Visual Library	1,227
Browsing	453
Children's Library	6,925
Circulation Services	1,845
Fiction Collection	1,590
General Building Services	1,664
International Languages	760
Library Entrance	814
Literacy Center	1,270
Local History Collection	989
Non-Fiction Collection	4,349
Periodicals Collection	1,088
Public Meeting Rooms	2,307
Reference Services	4,397
Staff Services	753
Technical Services	1,820
Young Adult Services	1,620
Net Assignable Square Footage:	35,578
Non-Assignable Square Footage	15,248
Gross Square Footage:	**50,826**

I did a similar process for the branch libraries as shown in Table 5.

Table 5: New Branch Library Space Allocation

NEW BRANCH LIBRARY SPACE DESCRIPTION	SF
Browsing	468
Children's Library	1,621
Circulation Services	1,718
Fiction Collection	734
Library Entrance	84
Non-Fiction Collection	1,078
Public Meeting Rooms	720
Reference Services	864
Young Adult Services	188
Net Assignable Square Footage:	**7,475**
Non-Assignable Square Footage	3,204
Gross Square Footage:	**10,679**

Tables 4 and 5 show the recommended size of each facility as Net Assignable Square Footage and Gross Square Footage. Net SF is the total area of all programmed spaces. Gross SF is determined by applying a 30% factor to the Net SF figure. This is done by use of the following formula:

Gross SF = Net SF/.70

This is done to accommodate non-assignable space for wall thickness, mechanical and electrical equipment, circulation space, janitorial space, restrooms, and required egress. Note that the actual factor used for this calculation may be adjusted up or down depending on a variety of issues. Examples of such issues are site conditions, shared building uses, multi-story facilities, or other design or construction requirements.

These two tables are based on generic public library facility programs. These programs are preliminary and are intended only to show the major program elements at this stage.

Table 6 summarizes the size of each facility.

Table 6: New Main and Branch Library Size Recommendations

Facility	Net SF	Gross SF
New Main Library	41,256	50,826
New Branch Library	7,475	10,679

Table 7 compares the New Main Library's major program elements to those of the existing Main Library.

Table 7: Comparison of Existing and New Main Library

Program Element	Current Main Library	New Main Model
Gross Size (SF)	14,175	50,826
Collections (Volumes)	82,601	168,917
Reader Seats	56	317
Public Computer Workstations	22	100
Multi Purpose Room (Seats)	80	100
Board Room (Seats)	0	14
Conference Room (Seats)	0	14
Staff Workstations	20	44

Table 8 compares the New Branch Library to each of the existing facilities.

Table 8: Comparison of Existing Branch Libraries and New Branch Model

	Current Facilities			New Branch Model
Program Element	Richlands	Sneads Ferry	Swansboro	
Gross Size (SF)	3,000	2,195	5,489	10,679
Collections (Volumes)	25,035	24,239	25,909	41,540
Reader Seats	33	8	25	82
Public Computer Workstations	7	4	6	18
Multi Purpose Room	90	0	30	40
Conference Room	0	0	0	0
Staff Workstations	3	3	6	8

LOCATION CRITERIA AND RECOMMENDATIONS

Library planners generally agree on a number of desirable characteristics for public library locations. It is unusual to find a site that satisfies every criterion so it is typical that a site that is chosen represents the best combination of desirable characteristics balanced by availability, price and other potentially negative factors.

- Near retail destinations or close to retail traffic patterns?
- Near other public uses – schools, parks?
- Street visibility?
- Easily accessible from major roads?
- Accessible by public transportation?
- Near the geographic center of the service area?
- Near the population center of the service area?
- Near future population center of the service area?

The following practical considerations are frequently encountered in a site selection process.

- Available?
- Is the price reasonable?
- Subsoil conditions – water, rock, unsuitable soils, wetlands contamination?
- Zoning, easements, right of way that limit development?
- Existing on-site facilities?

In general, it is safe to plan for one acre for every 8,000 – 10,000 square feet of library space. This rule of thumb accounts for building footprint, parking and other typical site amenities. It assumes reasonable setbacks and zoning restrictions and that the entire site is buildable.

Main Library Recommendation

Approximately two years ago, Onslow County acquired “the Commons property” to be the location of a replacement Main Library.

My recommendation is for the County to proceed with this plan. It is based on the assumption that the Commons property is buildable. Onslow County should contract for geotechnical services to determine the sub-surface soil conditions. My recommendation is based on the assumption that there are no adverse conditions.

- The Commons is home to a variety of public services and facilities that serve the general service area. This includes three public schools, a park facility, and a walking trail. The proximity of these complimentary uses

makes it convenient for patrons to use. It will also take advantage of routine transportation patterns and offers students the opportunity to walk to the library after school hours.

- The Commons property is approximately 1.8 miles north of the existing Main Library. It has good access from all directions.
- The Commons property is in a rapidly developing area of Jacksonville that is expected to fill with residential development.
- Surveys and meetings with Main Library users indicate that a high percentage of users drive personal vehicles to get to the existing facility. However, there are a number of patrons who live in the neighborhood adjacent to the facility who walk to it.
- The Commons property is easily accessible from four directions on either Highway 17 or Western Boulevard.
- Due to the layout of the existing Main Library, it does not offer an easy approach to expansion. The existing structure was not designed to support a second floor. Its shape and layout would make expansion difficult and relatively expensive.
- It is possible to demolish the existing facility and build a new Main Library on the same site. However, the site is unlikely to support a single story 50,000 SF facility with parking and other site amenities. A multi-level facility may be feasible. However, it may carry higher operating costs than a comparable one level facility.
- A new facility built on the existing site would necessitate the relocation of the existing collections, staff and other resources to a temporary location for a minimum of twelve months. If this solution is pursued, the cost of the temporary facility should be added to the project budget.
- It is feasible to relocate the Main Library to the Commons property and continue to operate a library from the current Doris Avenue facility. I do not recommend that because of the proximity of the two locations and additional operating costs associated with each location.

Since the eight acre site should be able to easily accommodate a 50,000 square foot facility with associated site work, I recommend that the County consider either co-locating another building on site or incorporating another compatible public service in the Main Library.

Onslow County officials have expressed the desire to phase the construction of the Main Library in order to spread the associated costs over time. This approach will allow Onslow County to expand the facility as demand and population increases dictate need.

My recommendation is that the facility be built out in two phases.

Phase 1 would be the initial construction. It will be between 35,000 and 38,000 square feet in size. The programming and design of Phase 1 should allow a sufficient increase in program elements to adequately serve the population for ten to fifteen years. Phase 2 will complete the facility to the ultimate size of 50,826 square feet.

Phase 1 should include the majority of the staff support spaces and approximately 50% of the public spaces. The Phase 1 plans should include the general design for the Phase 2 expansion. This will allow for an expansion with minimal impact to the existing building.

Based on current population projections, Phase 2 should occur in Year 2021.

Sneads Ferry Recommendation

The existing Sneads Ferry Branch Library should be replaced with a new branch library facility to serve the larger Holly Ridge, Sneads Ferry, North Topsail Beach area. The facility should be located in the vicinity of Four Corners – the intersection of Highways 172 and 210 in order to best serve the area.

Swansboro Recommendation

The current Swansboro Branch Library was recently renovated and is an attractive and comfortable facility. It is well located to serve the service area of eastern Onslow County and the town of Swansboro. In the short term, the County should do a feasibility study to determine how large a facility the existing 1.25 acre site can accommodate. If it is not capable of supporting the planned size of 10,679 square feet, the county should either pursue the acquisition of contiguous land in order to enable the enlargement or replacement of the existing building in the future or another property in the same area.

Richlands Branch Library Recommendation

The existing Richlands Branch Library is attractive and well located but it is too small to adequately serve its patrons. The property is 3.5 acres which will support a considerably larger facility. The County should investigate the feasibility of expanding the library to the recommended size of 10,679 square

feet. It should coordinate this planning with the long range plans for the Onslow County Museum which shares space with the library.

Southwest Branch Library Recommendation

The extension of water and sewer service to the Southwest community is expected to accelerate development activity. The planned Wal-Mart development in 2007 will also be a catalyst for development. The County should immediately investigate potential sites for a branch library to serve the geographical area to the west of Jacksonville. A two acre site should accommodate the recommended 10,679 square foot facility.

Map 4 shows the location on Highway 53 west of the intersection with Highway 24/258. This location is central to the current population density center west of Jacksonville. However, as the area develops in the future, that center may change location.

For that reason, I recommend that the County consider an interim facility to serve the area. It can be located in leased space to enable the location to be more easily moved once development patterns and the future population center are established.

Main Library Capital Costs

Table 9A and 9B show the estimated capital cost for the Main Library – Phases 1 and 2 in 2006 dollars.

Table 9A: Main Library Phase 1 Capital Costs

Category	Code	Description	Quantity	Unit	Unit Cost	Total Cost	Category Cost
Construction	A1	Construction	36,500	SF	$ 190	$ 6,935,000	$ 6,935,000
	2	Demolition					
Related Expenses	B1	Building Program				$ 7,500	$ 676,650
	2	A/E Fee (8% of **A1**)				$ 554,800	
	3	Interior Design Fee (1% of **A1**)				$ 69,350	
	4	Reimbursable Expenses				$ 15,000	
	5	Geotechnical, Site Survey, Testing				$ 30,000	
Upfit Expenses	C1	Furnishings	36,500	SF	$ 16	$ 584,000	$ 896,120
	2	Communications Cabling	252	Comm. Jack	$ 185	$ 46,620	
	3	Telephone System	40	Sets	$ 500	$ 20,000	
	4	Technology	105	Computers	$ 1,100	$ 115,500	
	5	Audio Visual Equipment				$ 35,000	
	6	Microform Equipment				$ 15,000	
	7	Building Security System				$ 25,000	
	8	Item Security System				$ 25,000	
	9	Copiers				$ 30,000	
Contingency	D1	Construction (5% of **A & B**)				$ 380,583	$ 425,389
	2	Upfit (5% of **C**)				$ 44,806	
Library Collections	E1	Books for 50% Fill Rate	15,000	Book	$ 22	$ 330,000	$ 393,000
	2	Audio Visual Materials	3,000	AV Unit	$ 21	$ 63,000	
Total Estimated Project Budget							**$ 9,326,159**

Table 9B: Main Library Phase 2 Capital Costs

Category	Code	Description	Quantity	Unit	Unit Cost	Total Cost	Category Cost
Construction	A1	Construction	14,326	SF	$ 190	$ 2,721,940	$ 2,721,940
	2	Demolition					
Related Expenses	B1	Building Program				$ 7,500	$ 297,475
	2	A/E Fee (8% of **A1**)				$ 217,755	
	3	Interior Design Fee (1% of **A1**)				$ 27,219	
	4	Reimbursable Expenses				$ 15,000	
	5	Geotechnical, Site Survey, Testing				$ 30,000	
Upfit Expenses	C1	Furnishings	14,326	SF	$ 16	$ 229,216	$ 411,876
	2	Communications Cabling	36	Comm. Jack	$ 185	$ 6,660	
	3	Telephone System	15	Sets	$ 500	$ 7,500	
	4	Technology	35	Computers	$ 1,100	$ 38,500	
	5	Audio Visual Equipment				$ 35,000	
	6	Microform Equipment				$ 15,000	
	7	Building Security System				$ 25,000	
	8	Item Security System				$ 25,000	
	9	Copiers				$ 30,000	
Contingency	D1	Construction (5% of **A & B**)				$ 150,971	$ 171,565
	2	Upfit (5% of **C**)				$ 20,594	
Library Collections	E1	Books for 50% Fill Rate	10,000	Book	$ 22	$ 220,000	$ 257,800
	2	Audio Visual Materials	1,800	AV Unit	$ 21	$ 37,800	
Total Estimated Project Budget							**$ 3,860,655**

Branch Library Capital Costs

Table 10 shows the estimated capital cost for a Branch Library project in 2006 dollars.

Table 10: Branch Library Capital Costs

Category	Code	Description	Quantity	Unit	Unit Cost	Total Cost	Category Cost
Construction	**A1**	Construction	10,679	SF	$ 190	$ 2,029,010	**$ 2,029,010**
	2	Demolition					
Related Expenses	**B1**	Building Program				$ 5,500	**$ 223,111**
	2	A/E Fee (8% of **A1**)				$ 162,321	
	3	Interior Design Fee (1% of **A1**)				$ 20,290	
	4	Reimbursable Expenses				$ 10,000	
	5	Geotechnical, Site Survey, Testing				$ 25,000	
Upfit Expenses	**C1**	Furnishings	10,679	SF	$ 16	$ 170,864	**$ 273,064**
	2	Communications Cabling	60	Comm. Jack	$ 185	$ 11,100	
	3	Telephone System	16	Sets	$ 500	$ 8,000	
	4	Technology	36	Computers	$ 1,100	$ 39,600	
	5	Audio Visual Equipment				$ 8,000	
	6	Microform Equipment				$ 3,500	
	7	Building Security System				$ 14,000	
	8	Item Security System				$ 11,000	
	9	Copiers				$ 7,000	
Contingency	**D1**	Construction (5% of **A & B**)				$ 112,606	**$ 126,259**
	2	Upfit (5% of **C**)				$ 13,653	
Library Collections	**E1**	Books for 50% Fill Rate	2,500	Book	$ 22	$ 55,000	**$ 66,550**
	2	Audio Visual Materials	550	AV Unit	$ 21	$ 11,550	
Total Estimated Project Budget							**$ 2,717,994**

Priorities and Phasing

Priority One. The most urgent need is for a replacement of the Sneads Ferry Branch Library. It is also the most pressing because market pressure fueled by rapid development and limited availability of water and sewer service is currently driving up land prices in the area.

Priority Two. The Main Library is in urgent need of replacement. In the short term, the County should contract for a geotechnical survey of the Commons property to determine sub-soil conditions that may impact development costs. If that survey finds no unusual or negative conditions, the Commons property should be developed as the location for the replacement of the Main Library.

Priority Three. The next priority is to expand and or replace the current Swansboro and Richlands Branch Libraries. Both are currently constrained by their small size. As population in

both areas increases this pressure will increase. I recommend that the Swansboro Branch be the first of the two facilities to be replaced or expanded because it is the smaller of the two.

Priority Four. It is in the County's best interest to acquire land for a Southwest branch library in the short term. However, the actual construction and operation of the facility can be deferred until population density in the area justifies the facility. Based on available information, I estimate that time frame to be ten to fifteen years.

Development Timeline Recommendation

Table 11 shows the projected capital expenditures by year to follow the recommendations in this report. It includes all costs shown in Tables 9 and 10 but it does not include land acquisition or demolition costs. It reflects a 3% annual escalation factor.

Table 11: Project Timeline

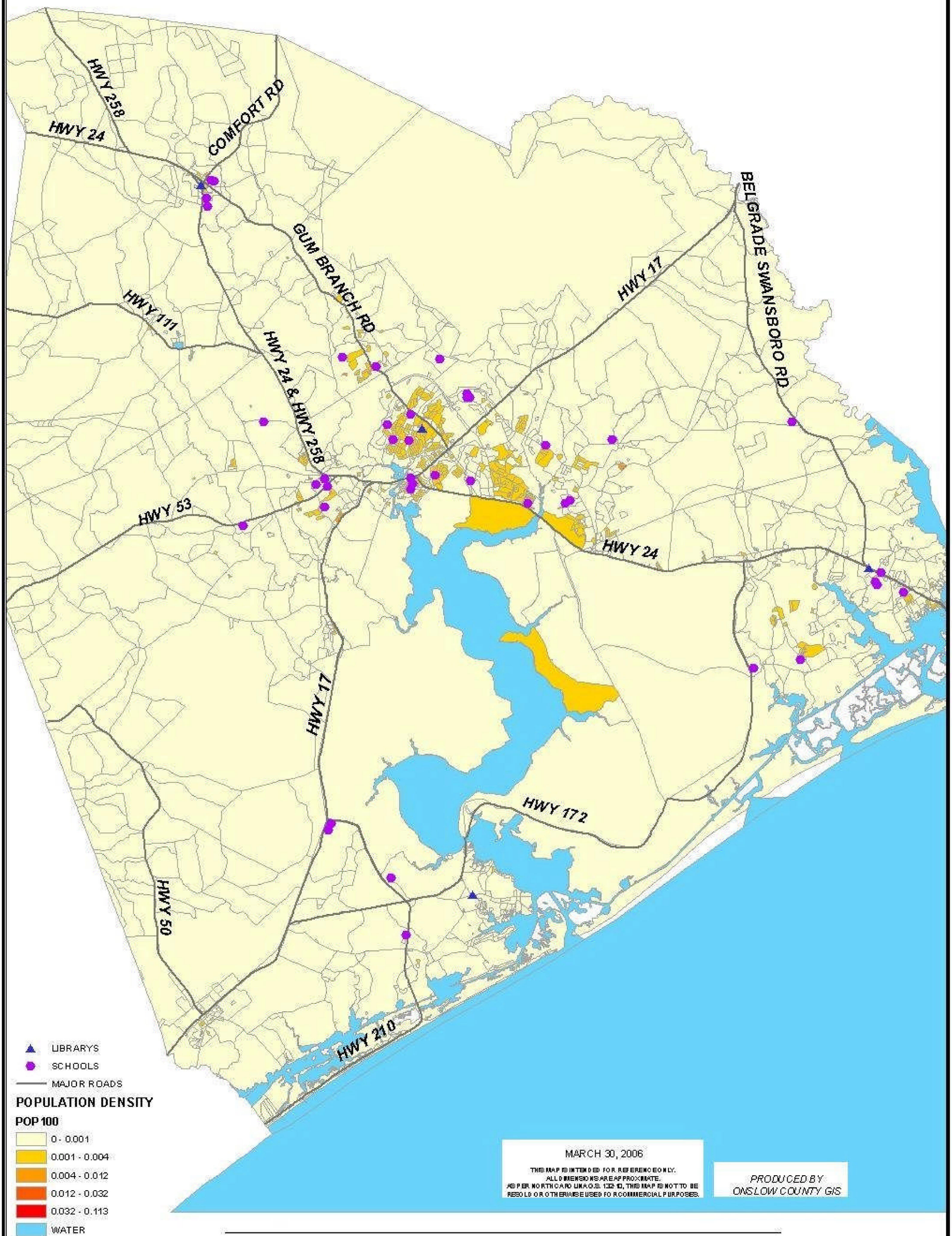
Project	Year	Expenditure
Sneads Ferry	2007	$ 2,799,534
Main Phase 1	2009	$ 10,190,946
Richlands	2012	$ 3,245,427
Swansboro	2016	$ 3,652,757
West Area	2019	$ 3,991,466
Main Phase 2	2021	$ 6,014,307

CONCLUSION

The recommendations that I have presented in this report represent a substantial investment in public library facilities in Onslow County. If implemented, they will be expended over a period of more than ten years and will provide facilities that will deliver efficient and effective services for a minimum of a twenty to thirty year term.

Although the focus of this report is capital projects and costs, the operating costs for these facilities will be greater than the capital costs over the usable life of these facilities. My recommendations are designed to balance capital and operating costs to build an effective and efficient library system that will provide convenient, high-quality services for the residents of Onslow County.

MAP 1: ONSLOW COUNTY POPULATION DENSITY BY CENSUS BLOCK



MAP 2: JOINT LAND USE AREA - POPULATION DENSITY BY SQUARE MILE

Joint Land Use Study

Onslow County, North Carolina

Block Group Population Density 1990 - 2000

Legend

- Major Roads
- JLUS Boundary
- Water
- City Boundaries
- ETJs
- Camp Lejeune

Richlands

Swansboro

Camp Lejeune

New River

Holly Ridge

North Topsail Beach

Population Density (per sqmi)

- 0 - 100
- 101 - 200
- 201 - 500
- 501- 1000
- 1001- 2500

Data Sources: Onslow County Office of Geographic Information Systems.
Center for Geographic Information & Analysis (NCDENR).
NC Department of Transportation.
US Census Bureau.
North Carolina State Data Center

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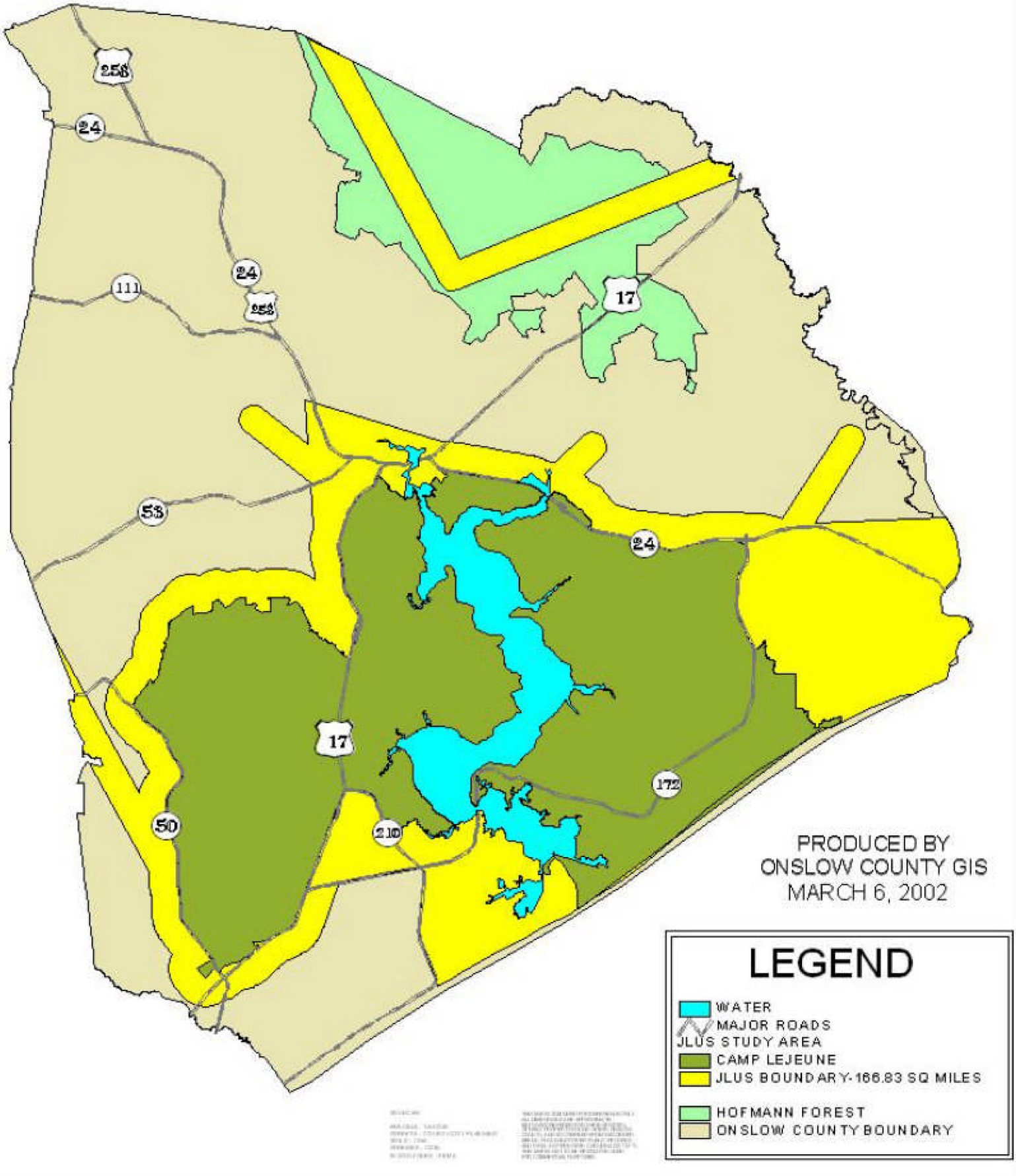
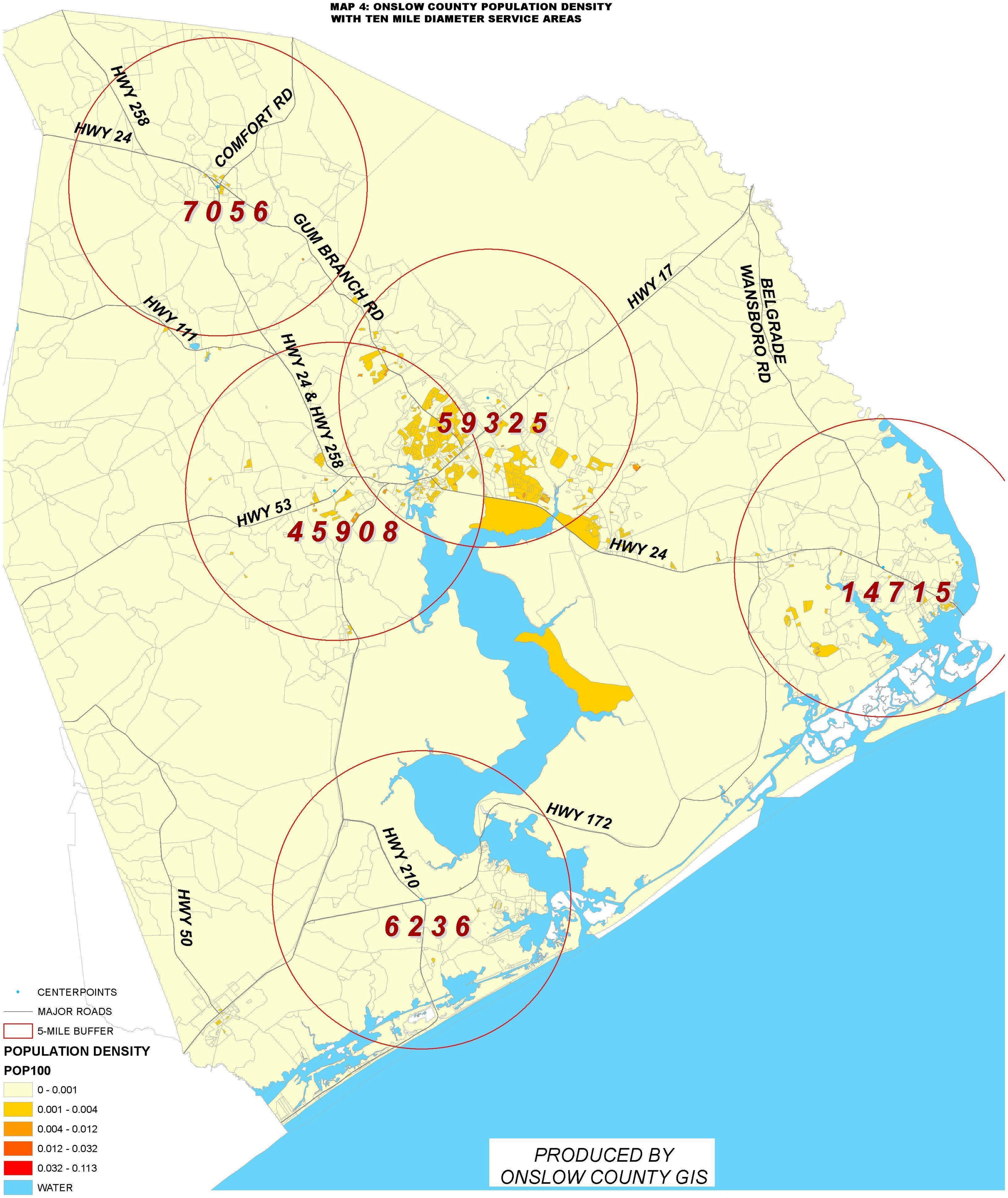
Date: 09/23/02
Project Number: 10C0267
Revision 1:
Revision 2:
Revision 3:

MAP 3: JOINT LAND USE STUDY AREA



Map I: JLUS Study Area Map

MAP 4: ONSLOW COUNTY POPULATION DENSITY WITH TEN MILE DIAMETER SERVICE AREAS



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APRIL 12, 2006

THIS MAP IS INTENDED FOR REFERENCE ONLY.
ALL DIMENSIONS ARE APPROXIMATE.
AS PER NORTH CAROLINA G.S. 132-10, THIS MAP IS NOT TO BE RESOLD OR OTHERWISE USED FOR COMMERCIAL PURPOSES.

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