

Morgantown Public Library System Facilities Plan

Request for Proposals September 2024

Due October 31, 2024

Aull Center Arnettsville Cheat Area Clay-Battelle Clinton District Morgantown

373 Spruce Street, Morgantown WV 26505 | (304) 291-7425 | www.mympls.org



Project Summary

The Morgantown Public Library System is seeking proposals from qualified consultants to gather data and information resulting in a Facilities Master Plan to include a Community Needs Assessment, a Facilities Analysis and Building Programs, a Facilities Maintenance and Repair Plan, a Renovation and Construction plan, and a Financial Feasibility Assessment. Given the scope of the project, the consultant may choose to bid on all, or components.

Organization Information

The Morgantown Public Library System serves the residents of Monongalia County, WV, population 105,822 in West Virginia's North Central region. Monongalia County is home to West Virginia University, multiple hospital systems, and is a growing community.

The library system consists of a main library, four branch libraries, and a historical house. The library employs 19 full-time employees and 26 part-time employees. The library provides a number of services to its patrons, including: materials circulation, notary services, computer access, and library programs for all ages. Additional services include an extensive digital library collection and interlibrary loan services.

MPLS is governed by a five person Library Board. All Trustees are appointed by Morgantown City Council and must be residents of the city of Morgantown.

Financial Information

The library's operating budget is 2.3 million per year, with a reserve fund of approximately 6 million for building repairs, construction or purchase. The library's operating budget consists of local and state funding. The City of Morgantown is a significant funder but the allocation is restricted to libraries within city limits. State funds are allocated according to yearly state appropriations and code on a per capita basis. Library Levy funds have been approved through June 30, 2029.

The library's operating budget is expected to remain stable. Over the past five years we have seen moderate financial growth through the levy and increased allocations from the City of Morgantown. The growth has allowed us to improve staff wages, increase the number of full time positions and make critical improvements to facilities. Currently there is no dedicated state or federal government funding available for library building projects.

Building Information

Morgantown Public Library: Our main library and administrative center. It was constructed in the late 1950's and has had multiple reconfigurations and an expansion in 1994. The facility is 24,140 square feet, with a three floor layout. Building challenges include: a three floor layout which makes staffing challenging, meeting rooms have a limited capacity, a lack of small study rooms, no designated library parking (limited metered city parking), problems with maintaining quiet/loud spaces, and accessibility concerns. This library is open 58 hours per week.

Aull Center: Historic house (1907) that serves as a repository for our local history and

genealogy collection. Facility also offers space to a local literacy non-profit and office space for two administrative positions.

Arnettsville Public Library: This is our most recently acquired building (early 2000s). It is a 1950's elementary school building that has had few renovations or general upkeep since being deaccessioned as a school building or since the Library purchased it. The Arnettsville Community Association maintains most of the building and pays the bulk of the operating costs. The library is limited to two classrooms for library services and one additional room for programming. Totalling approximately 1,500 sq feet. This library is open 18 hours per week.

Cheat Area Public Library: This is the largest branch library at 3,200sq ft. It was built in 1974 with an addition and refurbishments in the late 1990s. It is also the most heavily used branch averaging about 25% circulation and visits of the whole system. There are no meeting rooms or dedicated programming space. This library is open 43 hours per week.

Clay-Battelle Public Library: The facility was constructed in 1974. It is a single room carousel library with no dedicated programming, meeting, or staff space of 1,200 sq ft. This library is open 36 hours per week.

Clinton Public Library: The facility was constructed in the mid 1990s. It is a single room with no dedicated programming, meeting, or staff space of 1,200 sq ft. This library is open 32 hours per week.

Project Goals

The overall goal of this project is for the consultant to create a comprehensive facilities plan that will guide the library's maintenance of existing facilities and provide a "roadmap" for renovation and new construction projects in the next decade. The finished document will provide a plan for building projects and cost estimates for these projects and be used to present to library donors and government funders for the purpose of raising funds.

Specific Goals:

- Assess the financial feasibility of operating and maintaining 6 facilities at a variety of operating hours per week with a budget of 2.3 million a year.
- Recommend the number, location, and size of libraries in Monongalia County. Two recommendations are requested, the first based on the library's current funding reality and a second "ideal" recommendation based on community needs and future growth.
- Create a plan for functional, cost effective library buildings that meet the community's needs. Consultant will assess what the community needs and then use that information to inform library renovation and/or new construction plans.
- Provide library leadership with the information needed to reach consensus on future building projects. Provide a process in which library leadership will reach consensus and prioritize these projects.
- Provide library leadership with a realistic picture of the cost of library building projects, and an assessment of how much the community and government funders are able/willing able to give to these projects.

To support the recommendations in this plan, the consultant, or group of consultants, will solicit input from all stakeholders through surveys and focus groups and conduct research including, but not limited to: an in-depth study of current and potential use for each library facility, current and future demographic data, library use data, and an analysis of current and potential library funding.

Scope of Work

This Library Facilities Plan should include the following five elements:

1. Community Needs Assessment - Library Stakeholder Surveys and Focus Groups

The consultant will be asked to design and conduct community surveys and focus groups to engage library funders (city, state, and county officials), community leaders, community members (including non-library users), library staff, and the library board in a review of existing library facilities and services and to create a vision for future library facilities and services. (A list of all stakeholders will be provided.) The consultant will use the information from these community surveys and focus groups to guide the remaining sections of the Library Facilities Plan.

Areas of special interest for Library Stakeholder Surveys and Focus groups include but are not limited to:

- The number, location, size, condition, and design of library facilities in current library system
- What are the ideal times (days of the week and specific hours) that each library should be open to the public
- Possible barriers to library use (including location, parking, perception of safety, etc.)
- Meeting room and/or study space needs of the community
- Facility needs specific to a particular community (for example museum space, special collections, shared space with support agencies, etc.).
- Current use of digital vs print materials and how future trends will shape how much physical space the library needs for physical materials.
- Community support for library building projects. Are individuals willing to pay higher taxes, vote for a bond, or donate money to capital building projects?
- Are the government entities who fund the library willing/able to provide additional financial support for library building projects?

2. Facilities Analysis and Building Program

Consultant will provide a space needs and workflow analysis of each existing facility and write building programs. Factors to consider when assessing each facility shall include, but not necessarily limited to, the following:

- Workflow efficiencies and staff optimization
- Unique needs of each community using the library

- Furniture, fixtures, equipment, etc.
- Library security, including visibility into spaces
- Need for meeting space, programming spaces, and study spaces
- Separate spaces for children, teen, and adults
- Shelving and collections
- Sound control and the need for quiet spaces
- Energy efficiency
- Flexible spaces for future needs
- Electrical and IT infrastructure capacity
- Accessibility
- Current and future trends in library service

3. **Facilities Maintenance and Repair Plan:**

The consultant will assess the condition of the six facilities the library maintains and will provide a detailed Facilities Maintenance and Repair schedule for the next 10 years, including prioritizing repairs and cost. This plan should include recommendations on the amount the library system should be budgeting for facility repairs and maintenance each year.

4. **Renovation and Construction Plan:**

The Renovation and Construction Plan will provide a 10-20 year “roadmap” for future renovation and construction of library facilities in the Morgantown Public Library System. In this section the consultant will recommend the number, location, and size of library facilities needed to adequately serve Monongalia County residents. Recommendations should include both a current recommendation based on the library’s current funding reality and an “ideal” recommendation based on community needs and future growth.

These recommendations should be based on the results of the Community Needs Assessment, current and projected population data, county and city growth plans, transportation plans, other changes expected in the next 20 years, and current and potential library usage data. Consultant should identify populations that are underserved and provide recommendations on how to reach those populations.

The Renovation and Construction Plan will provide prioritization of library building projects, a timeline, and estimated project costs. If it is determined that the library will be operating all six facilities in the future (in their current locations), then the plan will include the following specific recommendations/plans for each location.

- Recommendation on renovation vs relocation
- Renovation plans based on Facilities Analysis/Building Program, Facilities Maintenance and Repair Plan, and Community Needs Assessment — should include both a low-cost option that requires minimal structural changes, and a complete renovation (assuming the library will not relocate).
- Recommendations and cost estimates for any new furniture and/or fixtures needed

5. **Financial Feasibility Assessment**

The consultant will use similar library systems as benchmarks to assess the feasibility of operating four libraries and maintaining three library buildings with a budget of 1.7 million/year. The Facilities Maintenance and Repair Plan should be part of this analysis.

The consultant will work with library leadership to identify sources of funding for capital projects. Consultant will actively involve library leadership and government funders (city, county, state, and board of education) to assess the possibility and extent of financial support for library projects. Consultant will also work with library leadership to determine the level at which private donors are willing to donate to particular building projects.

Proposal Submission Guidelines

Proposals should consist of the following documents:

- A cover page including all relevant vendor information (name, address, phone number, email address, website URL, main employee contact name and information) · A proposal narrative of no more than 20 doubled spaced pages
- A timeline for the project
- A detailed, itemized budget
- Resumes of relevant staff members to be included in the appendix
- (Optional) Proposals may include up to three letters of support, which are to be included in the proposal's appendix

The proposal narrative will include a detailed description of the methodology and data collection approach to answer the questions posed in this RFP. It will include any information about relevant, related projects the vendor has completed.

Given the scope of this project, vendors may choose to bid on the project in its entirety or on specific parts of this project. Additionally, if the vendor's services are not equivalent or comparable to the requirements set forth in this RFP, the discrepancy must be clearly explained in the narrative.

A short-list of vendors will be required to interview via Zoom with the selection committee before the final selection is made.

Proposed Timeline

Proposals should be emailed to RFP@mympls.org by October 31, 2024 The Selection Committee will notify short-listed vendors that they have been selected for an interview by November 30, 2024, with final selection being December 20,2024. We would like to begin this project in January 2025.

Contact Information

Please direct all contact concerning this RFP, including all questions and inquiries, to:

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