

## THE FACILITY NEEDS ASSESSMENT PROJECT

**The** Albany County Board of Commissioners (BOCC) issued a Request for Proposals (RFP on February 18, 2009, seeking proposals from qualified firms to conduct a Facility Needs Assessment. The assessment was to evaluate future needs and recommend remodeling the current building located at 310 South Eighth Street, in downtown Laramie, or erecting a new building based on current and future needs.

### PROJECT DESCRIPTION

The Facility Needs Assessment was required to address the following:

- An overview and assessment of current use and needs compared with those over the next 30 years, considering the following:
  - Changing demographics
  - Collections including new formats
  - Staffing
  - Programs and programming
  - Public access computers
  - Meeting rooms
  - Public reading and study areas

- Technology needs
- Office and work areas for all library staff and supporting organizations (Friends of the Library and Library Foundation)
- Maintenance and storage areas
- Other non-assignable space such as vestibules, mechanical rooms, and restrooms
- Parking.

In addition, the Study was to address:

- Criteria to consider when deciding whether to remodel or build new
- A comparison of costs for remodeling compared with a new building including a cost benefits analysis for the community
- Estimates for annual costs of additional staffing and operations for either/all options
- A recommendation for remodeling the existing facility or building a new facility
- Criteria for a site for a new building
- Other suggestions that arise during the process.

The RFP stated that the project was to be completed within six months of the contract's signing. The Library was to supply current and historical data and information about the community.

Godfrey's Associates, Inc, of Dallas, Texas was selected as consultant and awarded the contract. The contract for the Study was signed June 16, 2009.

## **GODFREY'S ASSOCIATES, INC.**

**Godfrey's** Associates, Inc. is a 30-year-old consulting practice dedicated to the planning, programming, design, construction, and operation of library facilities throughout the world. The firm's work is exclusively with libraries - public, academic, corporate, and school. Godfrey's has consulted in 45 states including three projects in Wyoming. Throughout its history, the company has had the privilege of working for over 200 libraries as the primary consultant as we as with other on 100 other library projects.

Godfrey's was founded in Texas in 1979, under our former name of HBW Associates, Inc. In 1993, HBW Associates combined forces with PROVIDENCE *Architecture* to become PROVIDENCE *Associates Inc.* In 2006, Marjorie and Richard Waters, owners of the firm, sold PROVIDENCE *Associates* and founded Godfrey's Associates.

The firm is a Sub-Chapter S Arizona corporation. Our offices are located in in Dallas, Texas; Pawtucket, Rhode Island; and Pinedale, Wyoming.

Richard L. "Dick" Waters has been the principal consultant for this project. Bradley A. "Brad" Waters has been the architectural consultant, Linda K. Miller the Technology Consultant, and Dennis Humphries, a Denver architect, has assisted with site planning and cost estimating.

## **GODFREY'S ASSOCIATES' WORK PLAN FOR THE FACILITY NEEDS ASSESSMENT STUDY**

**We** proposed and completed a four-phase Needs Assessment Study for the Albany County Public Library's Laramie facility. Our work plan, accepted by Albany County, consisted of the following phases and steps:

### **Phase 0: Project Orientation & Organization**

Step 1: Project orientation meeting to get acquainted with the County and Library staffs and outline the final project plan.

Step 2: Gathering pertinent data.

Step 3: Refine the project schedule.

### **Phase 1: Community Vision & Library Program of Service**

Step 4: Tour the Laramie Library with Library and Maintenance staff, and assess building functionality and physical condition of existing infrastructure systems.

Step 5: Review the Mission Statement, Strategic Plan for the Library, and the roles the Library plays in the Albany County community, with corresponding goals and objectives.

Step 6: Review usage data of the Laramie Library.

Step 7: Review demographic data for Laramie and Albany County.

Step 8: Compare latest Laramie Library data with libraries of similar in size and characteristics to Albany County.

Step 9: Obtain input for the Vision of the Community through focus group, stakeholder, and Town Hall meetings.

Step 10: Draft the Community Vision Report.

Step 11: Assess information technology by reviewing current IT direction and integrating it with user demands, emerging trends, and future technology plans for both hardware and software.

Step 12: Assess services and collections of the Library, hinged upon existing facility constraints, future use of electronic information, modern library marketing.

### **Phase 2: Building Assessment**

Step 13: Define the space needs for the Central Library.

Step 14: Conduct a physical assessment of the existing facility.

Step 15: Prepare options to meet Community service needs.

Step 16: Prepare detailed Capital and Operational Cost Estimates.

Step 17: Prepare a Funding Plan.

### **Phase 3: Report Documentation**

Step 18: Prepare of Draft of the Final Report.

Step 19: Review the Draft of the Final Report.

Step 20: Finalize the Report.

Step 21: Present the Final Report.

The Draft of the Final Report was presented the Library Board of Trustees on October 13, 2009.