MOORPARK LIBRARY NEEDS ASSESSMENT & BUILDING PROGRAM

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Moorpark Library Needs Assessment and Building Program

Project Timeline

In January 2007, Moorpark took over the operations of its library. In May 2007, City Council approved conceptual master plan for a 35,000 square foot City Hall and a 25,000 square foot Library. In July 2007, the City commissioned a space needs assessment for a new Library which identified the need for a 33,000 square foot library facility. The process stalled in 2007. In 2016 planning for a new 18,000 square foot library facility began. In 2018, Moorpark engaged a library planning consultant to conduct a community needs assessment and develop a building program. In 2018, City Council directed staff to revise the Civic Center Master Plan, incorporate single story buildings, and substantiate the location for the new library. In 2018 City Council hired CWA associated to develop a Master plan for the Civic Center site. The plan was approved in 2020.

Description of the process

The Needs Assessment for the Moorpark Library incorporated the best practices for library planning as outlined by the Public Library Association's strategic planning process, including engaging the community, engaging staff, reaching non-users, and conducting a thorough community needs assessment. The process included reviewing annual reports, use statistics, collection data, staffing, operating budgets, and furniture and equipment inventory. A survey of existing conditions assessed shelving capacity and organization, user accommodations, staff conditions, technology adequacy, and support spaces. A demographic analysis identified population characteristics and growth projections. Individual and household characteristics included educational achievement, age, per capita income, languages spoken, literacy, and other information available from recent U.S. Census and California Department of Finance data. A comparative analysis of libraries serving similar sized jurisdictions was used to create benchmarks to compare the Moorpark Library's input and output measures with peer cities operating municipal libraries.

To engage the community, the Needs Assessment included stakeholder interviews, presentations, focus groups, community meetings, and a successful community survey.

The consultant identified library service limitations of the existing facility and worked closely with the library staff and City staff to draft a detailed building program which addresses the current library's deficiencies and defines the requirements of the library to serve the community's needs. Other participants in the planning process included the library's management firm LS&S, Friends of the Moorpark Library, the Library Board of Trustees, and the City's architectural consulting team. The building program was crafted to balance the community's needs and wants with what the City could reasonably afford. Efficiencies of staff and facility operation and maintenance are important considerations as are the realities of the annual operations budget to support staffing and resources.

Existing Library

The current 7,700 Moorpark Library was built in 1981. It is adjacent to the Moorpark City Hall and Senior Center and in walking distance to downtown Moorpark. There is ample parking. The adequacy of the facility was ranked 4 out of 10 in the 2022 California State Library report. A new facility is recommended.

Facility square feet	7,700
Print Collections	34,266
Reader Seats	32
Public Internet Stations	16
Librarians (MLS)	3
Total Staff FTE	7.5
Hours of Operation Annual	2,940
Annual Operating Budget	$1,104,067

Thumbnail Sketch of Moorpark Library Input Measures

Collection Circulation	92,323
Library Visits	50,387
Virtual Visits	51,679
Borrowers	10,056
Children's Programs	221
Young Adult Programs	54
Adult Programs	48
Interlibrary Loans	10,600
Annual Use of Internet Computers	3,209

Thumbnail Sketch of Moorpark Library Output Measures

Service Limitations of the Existing Library

Space. By all measures, the current Moorpark Library is undersized and severely overcrowded. Shelving, service desks and seating are marginally disabled accessible. If the current contents of the building were reconfigured to meet all accessibility and design guidelines, it would require over 10,000 square feet with no additional content.

Collections. Shelving is full beyond design capacity and many collections are on shelves too high for their intended users. Examples include out of reach early readers and picture books which should be on low height shelves for younger children. DVDs which should be on shelving units six shelves high are housed on shelving units eight to nine shelves high. Shelves are full beyond capacity which requires shifting collections and weeding when new titles or multi-volume collections need to be shelved. There is no room for collection growth. Stack aisles are narrow.

Noise. The open floor plan presents many issues particularly acoustical. The shelving and seating layout leaves no space for quiet reading or study. There are no clearly defined areas for different user populations. User seating is "one size fits all." Collections and seating for teens and children are housed together creating a space which is unsatisfactory for either age group. The after school "invasion" creates an atmosphere leaving no room for other library patrons. Study groups and tutors have no quiet or discrete space to work together. Storytimes take place on an open floor area with children sitting on the floor. The lack of individual study rooms and single user tables impacts both users seeking quiet and those wanting to interact.

Programs. Despite the lack of a community room, Moorpark Library is known for its high-quality programs which are both enticements to visit the library and community-building events. The library has no community meeting room. One small room is available for program activities, but it cannot accommodate groups of more than 8. The library has an active teen group which meets in the library, but accommodating the requested programs is restricted by lack of acoustically separated space, space to store equipment and supplies, and space to stage on-going projects. One-third of the library's programs are staged off-site including class visits and larger programs. Over 200 community members participated in a rock painting activity which was held outdoors. While the library is creative in "making do," requested workshops, e.g., robotics, large children's programs, Mobile DJ, STEAM activities, art exhibits, author talks, and book clubs cannot be accommodated.

Children. The children's programs are highly rated, as are the much beloved children's librarians, but the children's area suffers from a lack of playfulness, fun, activities, color, natural light, interactive learning stations, appropriately sized furniture, low shelving for collections, parent child reading chairs, homework area, display space for arts and crafts, and many other features. To any community members the children's room is the most important space in the library.

Décor. The current library suffers from a lack of natural lighting, flat interior lighting and dated décor in addition to overcrowding. The furniture shows its heavy use. To illustrate, the customer service desk has had such heavy use the laminate surface has been worn down to the bare wood from the books which pass across as they are checked out and returned. While the building is somewhat uninspiring, the staff is expert in creating displays in the area near the entrance. The displays are engaging, especially the gift baskets for the summer reading program awards. Other displays create a more personal and inviting atmosphere. The building is clean and well maintained and the collections are kept in good order.

Technology. The library has 16 public Internet terminals. In the annual report to the California State Library, Moorpark reports most of the technology equipment is over three years old and the technology wiring is over ten years old. There is no space to introduce new technologies. In the recent California State Library report the Internet speed was ranked not sufficient and not generally reliable.

Support. The Friends of the Library provide valuable income to the library from their on-going sales of reasonably priced used books and a very successful membership drive. They currently have an ongoing sale area in a small alcove. It is not staffed; customers pay for purchases at the customer service desk. In the absence of a large community room, the Friends hold their big sales events outdoors on the patio. This much anticipated event is known as the Patio Sale. The library does not have storage or a workroom for the Friends who receive most of their book donations at the library and use space in the back of house workroom and the back entrance area to sort and price donations. This hard-working group holds their annual membership after-hours in the library.

Staff. The back of house workspaces and storage areas are small and overcrowded. The Library Manager has the only office space and many of the workspaces are shared. Interlibrary loan, shipping and receiving, and all program development, is staged out of a single shared workroom. Storage is limited and no additional storage is available on site, which presents problems when the summer reading program and children's services supplies are delivered.

Comparative Analysis

In the absence of any formal guidelines for library planning, a benchmark analysis can be useful to compare library performance measures with peer jurisdiction. A group of twelve jurisdictions with populations of similar size were selected to compare input and output measures. These municipal libraries include a Main Library and are not branch libraries of a larger system. To normalize the data, performance measures are reported as per capita or per 1,000 residents.

Library Jurisdiction	Service Area Population	Library Square Feet	Square Feet per capita
Los Gatos	33,062	29,240	0.88
Menlo Park	33,034	37,846	1.15
Moorpark	35,399	7,700	0.22
Monrovia	37,653	27,997	0.74
Burlingame	37,877	50,000	1.32
Camarena	38,711	16,560	0.43
San Bruno	42,658	15,600	0.37
Altadena	42,658	27,750	0.65
Palm Springs	44,397	38,400	0.86
El Centro	44,508	19,811	0.45
Cerritos	48,634	88,000	1.81
Azusa	49,704	18,497	0.37
Benchmark Avg			0.77

Benchmark Square Feet per Capita

The average facility size of the benchmark is .77 square feet per capita. Removing the two largest libraries, the square feet per capita is .68 without Cerritos and .61 removing both Cerritos and Burlingame. Locally, Newbury Park Library, a branch of the Thousand Oaks Library, is .63 square feet per capita and Simi Valley at 35,000 square feet provides .3 square feet per capita. Camarillo weighs in at .933 square feet per cap.

In California the average (per capita) size of public libraries increased from .365 square feet per capita in 2012 to .6882 square feet per capita in 2021. During this time, Moorpark Library fell from .2211 in 2012 to .2175 based on its population growth.

Despite the size of the library and the low input numbers, the output numbers are high. Of note is how close Moorpark Library is to the California average for program attendance and the annual visits. Particularly noteworthy is the program attendance per capita for a library without a community meeting room. Also of note is the Moorpark Library is at 66% of the annual California average visits per capita and 80% of the annual California average program attendance with 32% of the average square feet per capita.

	Annual visits per capita	Annual Visits per borrower	Program attend per capita	Program attend per 1,000 served
California Avg	2.13	3.89	.1853	354
Moorpark	1.42	5.01	.1487	523
Simi Valley	.9	3.35	.0577	215

Visits and Program Attendance Measures

Library Jurisdiction	Service Area Population	Print Collections	Print Collections per capita	Total Collections per capita
Los Gatos	33,062	95,817	2.90	42.89
Menlo Park	33,034	93,147	2.82	43.78
Moorpark	35,399	32,305	0.91	6.78
Monrovia	37,653	62,042	1.65	2.90
Burlingame	37,877	196,513	5.19	13.40
Camarena	38,711	68,640	1.77	14.58
San Bruno	42,658	68,768	1.61	8.84
Altadena	42,658	60,242	1.41	25.56
Palm Springs	44,397	90,524	2.04	6.16
El Centro	44,508	84,899	1.91	1.96
Cerritos	48,634	225,986	4.65	5.31
Azusa	49,704	18,497	1.84	21.78
Benchmark Avg			2.39	16.16
California Avg			1.9	14.76
California Median				5

Benchmark Collections per capita

Moorpark is at 38% of the benchmark for print collections per capita and is at roughly 37% of the benchmark for circulation per capita. The Moorpark Library has the third highest turnover rate (total circulation divided by the total number of collections) indicating a hardworking and undersized collection. The turnover of collections by individual categories is extremely useful in identifying areas requiring collection growth and was extremely useful in the collection development planning.

The California State Library includes electronic books in its reporting of total collections held. Ten years ago, libraries in California held 1,351,629 electronic books and 65,044,951 print books. By 2022, libraries, the trend reversed in California held 61,345,819 electronic books and 53,009,018 print books. In 2022, Moorpark had the 7th lowest number of physical volumes of all California Library jurisdictions but exceeded 90 other library jurisdictions in the e-book offerings. Collection budget allocations have supported this. This robust offering was key to decisions regarding collection development.

	Electronic Materials per 1,000 Served
Moorpark	17,019
California Median 2022	3,096
California Average 2022	12,143

Electronic Materials 2022

To reach the benchmark average for print collections, Moorpark would have to add over 52,000 volumes. To reach the California volumes per capita (1.9) Moorpark would have to add 34,000 volumes. Playing catch up with older jurisdictions with larger budgets cannot be recommended with the trend toward electronic materials. Moorpark already exceeds the state median for total collections. With the current California library average of 1.9 volumes per capita, a recommendation for what Moorpark can reasonably afford based on the operating budget and collection acquisition budget is to achieve 1.5 volumes per capita over a 10-to-15-year period. This on-site print collection is supplemented by Interlibrary Loan from a multitude of sources and proximity to other libraries with larger collections.

Library Jurisdiction	Print Circulation per capita	Print Circulation per holdings Turnover
Los Gatos	10.39	.59
Menlo Park	15.27	0.87
Moorpark	2.33	1.61
Monrovia	4.5	1.48
Burlingame	17.32	1.64
Camarena	0.43	0.06
San Bruno	7.08	1.16
Altadena	3.5	0.36
Palm Springs	7.82	1.63
El Centro	0.51	0.27
Cerritos	5.51	0.93
Benchmark Avg	6.32	.92
California Avg	5.32	1.43

Benchmark Collections Use

Community Participation

Community outreach for the project began in early 2018. Outreach paused for architect selection, site planning, and civic center master planning. When the process resumed, the challenges of planning a public facility during a pandemic faced the City. These challenges were met creatively and during the past five years, residents of Moorpark have had many opportunities to voice their opinion.

Community Survey

The cornerstone of the needs assessment was a highly successful community survey. The survey was available in paper and on-line in English and in Spanish from April 19, 2018, to August 2, 2018.

Respondent Information	% of Respondents
Residents of Moorpark	92%
Age 12 or under	1%
Age 13 to 18	7%
Age 19 to 24	4%
Age 25 to 44	43%
Age 45 to 64	32%
Age 65 or older	13%
Children under 18 living at home	58%
Have a Moorpark Library card	82%
Visit the library daily	3%
Visit the library weekly	21%
Visit the library monthly	30%
Visit the library a few times a year	33%
Visit the library never	13%

Profile of Respondents

Respondents answered 12 questions providing information about current library use, what is important to them about the library, and what enhancements they think are important. All questions provided an opportunity to include additional comments. Open ended questions asked about desired collections, programs, and general comments about the library. In all 752 individuals completed the survey and provided 1004 additional comments.

Ranked answers to questions provided the following information.

Question 6. Why do you use the library?

Borrow books and media	85%
Attend programs for children	29%
Pick up materials from other libraries	26%
Quiet space	25%
Buy books in Friends Store	24.60%
Use technology	16%
Attend adult programs	13.70%

Current Library Uses

Additional comments (84) included: Teen programs, study for school, homework space, donate books, and read the newspaper. “Would love to have a space at library to use for meetings such as Girl Scouts.”

Question 7. If you do not use the library, why not?

Use the Internet at home	41%
Use another library	34%
Doesn't have what I want	26%
No time	17%
Prefer to buy books	15%
Too noisy	12%

Non-user Responses

Additional comments (62) included: Nice but too small, we go to Camarillo, physical appearance is unappealing, doesn’t have the books I want or need. “Used to come monthly but we read all the children’s books! Now go to Thousand Oaks Library every 3 weeks.”

Question 8. Which of the following are important to you?

Collections	61%
Children's Programs	53%
Library Staff	49%
Borrowing materials from other libraries	46%
Technology	45%
Support of school curriculum	42%

Value of Current Library

Additional comments (66) included: Just books mainly, teen programs, indoor air quality, low noise, location, interactive kids’ area. “Our library already has all of these components, but with a larger space, there would be so many more opportunities for all of the above!”

Question 9. On a scale of 1 to 5, how do you feel about the following enhancements?

Separate Children's Area	**4.36**
Comfortable Seating	4.3
Space to expand collections	4.14
Natural light	4.12
Multipurpose Room	3.91
Early Childhood Toddler area	3.9
On-line resources	3.88
Separate Teen Area	3.76

Ranking of Enhancements

Additional comments (66) included: Expand Friends of the Library area, outside reading area, updated technology, quiet area for reading, a snack area, coffee kiosk, local art, windows. "In the new library I would like to see a separate children's area. Study rooms closed off from the rest of the library. An area for adults placed away from the children's room. An outdoor patio area."

Question 10. Which specific collections would you like to see improved or expanded?

This open-ended question received 243 responses. The responses were as varied and diverse as the interests of the community. In addition to specific types of books, respondents noted the value of interlibrary loan, multiple copies of popular books, resources for book clubs, early readers, expanded Spanish language collections and audiobooks.

Question 11. Which programs interest you?

This open-ended question received 234 responses. The responses were as varied and diverse as the interests of the community, but there were many recommendations to increase teen programs, STEAM programs, crafts programs, homework help, children's programs, volunteer opportunities, 3D printing, meeting places for various groups, and workshops on learning computer skills and social media.

Question 12. Share any additional thoughts about how the Moorpark Library can best serve the community's needs.

This question received 224 responses. Recommendations included recording space, group study rooms, separate sections for teens and children, programming space, places to charge personal devices, bigger Friends area.

"The Library can be the social and educational center of our community and a place to reach our community at all life levels – from toddlers who have the opportunity to begin a life long love of learning to the senior citizen who has the opportunity to keep up with the technology that is exploding around him, to those who don't have the ability to have the Internet and computer services in their home but fin it is impossible to live in the modern world without it. A library may not be important to some, but it is essential to many. We should not ignore the needs of our community because some people prefer not to get involved in their community or make it a better place for everyone."

Question 13. Respondents were asked to provide an email address if they would like to be kept informed about the project. 321 did so.

Comments were also provided about the location, parking, the cost of building and maintaining a larger library, the need for a new library in the age of the Internet, the need for a library with Thousand Oaks and Camarillo so close. "I use it, but it's a depressing little place."

A full transcript of the survey results and comments is available upon request.

Council Meetings, Workshops, Focus Groups

In 2018 and 2019, the planning consultant met with or made presentations to the Friends of the Library, the Friends of the Library Annual Membership meeting, the Library Board of Trustees, the Teen Advisory Group, the library staff, and other interested parties or groups as needed. In December 2020, a virtual town hall meeting provided the opportunity for the community to comment on the floor plan options (conceptual design). Site plans and conceptual plans were presented at two publicly noticed City Council meetings. In February 2021, a virtual town hall meeting provided the opportunity for feedback on interior options and themes for the children's area. In March 2021, the Teen Council were invited to a virtual workshop to review plans and provide feedback on library plans. The library staff met with Moorpark's school librarians and parents of young children.

The participation of the City's teen population was extremely important as this group of stakeholders was underrepresented in the on-line survey respondents. The teen survey respondents gave the highest ratings to the following enhancements: comfortable seating, separate teen area, more technology, innovation center, and group study rooms. They specifically requested the following: sound recording room, places to charge personal devices, group study spaces, art exhibition area, zoned quiet areas, study area for high school students, and a gaming room. Requests for new programs included skills and talents workshops in cooking, art, poetry, writing, improv workshops, and mobile DJ Lab. Academic and personal development opportunities including tutoring, SAT workshops, college application and resume workshops, life skills workshops, and homework clubs. Requested community building activities included book clubs, chess clubs, craft activities, volunteer opportunities, and exhibitions showing community artwork.

The Friends of the Library discussed the needs of the residents of Moorpark, the Moorpark Library, and the Friends of the Library, stressing the value of bringing people into the library and bringing the community together. Their fundraising efforts on behalf of the library are an important source of income for the library and improvements to their storage and sales options would greatly increase their capability. The Friends Board and the Friends membership are supportive of the new library project and the improvements it might bring including dedicated teens area, arts exhibition, coffee cart, ongoing book sale in a dedicated Friends store and more opportunities to bring the community together.

A theme throughout the community participation was Moorpark is "a small town with a big heart" and the library is the heart of Moorpark. Parents of young children were excited to hear of a dedicated early childhood area with interactive learning and play areas, family place tools for teaching and learning, oversized chairs for parent/child reading, and opportunities for expanded story times for various age groups in a colorful and playful environment which sparks imagination. An expanded library will facilitate more class visits to the library, introducing school aged children to the library's programs and resources.

Library Trustees	March 13, 2018
Friends of the Library Board	May 15, 2018
Friends Annual Meeting	June 1, 2018
Teen Advisory Group	July 13, 2018
Friends Annual Meeting	June 7, 2019
Library Commission	October 8, 2019
Community Workshop	December 9, 2020
Community Town Hall	February 24, 2021
Teen Council	March 3, 2021
City Council Special Meeting	March 24, 2021
Community Workshop	May 16, 2022
City Council Meeting	June 1, 2022

Meetings, Workshops and Focus Groups

Needs Assessment Findings

Moorpark's demographics represent the demographics of heavy library users including larger families, and more children at home. The City's residents are more highly educated and wealthier than the rest of Ventura County and the State of California representing higher library use and a higher level of expectation from municipal services.

Demographics	Moorpark	Ventura County	California
Population under 5	6.2%	5.3%	5.7%
Population under 18	23.2%	22.2%	22.4%
Population over 65	14%	16.7%	15.2%
Persons per HH	3.15	3.03	2.92
HS graduate or more	91.1%	85.6%	84.2%
BA or higher	43.1%	34%	35.3%
Median HH Income	$125,915	$94,150	$84,097

Thumbnail Demographics Moorpark v. Ventura v. California

The Needs Assessment study reinforced the community's desire and need for expanded library services. The response to the survey was overwhelmingly (but not unanimously) supportive of the need, with the additional responses providing many great ideas for enhanced library services and collections. Most of these recommendations are not possible in the current facility. Collections cannot be expanded. Meetings and programs cannot be accommodated. No quiet space is available. No group space is available. Technology is limited to current desktop PCs. Focus groups brought enthusiasm to discussion about the possibilities a new and larger library would bring to Moorpark.

The review of input and output performance data showed that although Moorpark was in the lowest percentile of square feet per capita, collections per capita, meeting room seats per capita (none), and other input measures, it was significantly higher on the output data. Existing resources and space are strained from heavy use.

Input per capita	Moorpark	California Avg 2022	Var.
Square Feet per cap	.22	.6882	31%
Collections per cap	.91	1.9	47%
Visits per cap	1.42	2.13	66%
Program attendance per cap	.1487	.1853	80%
Circulation per cap	2.33	5.32	44%
Turnover rate (Collection use)	1.61	1.43	112%

Comparison Input Output Moorpark vs California Average

Building Program

A building program is a working document which identifies space requirements and the inventory of furniture and equipment required to develop a space plan for a library building project. Working with the City and Library staff, the programming consultant creates a program which guides the architectural team as they work with the City to plan the library facility. Factors informing the programming process include existing facility assessment, community participation, trends in library service delivery, current best practices, collection use and size, programs requested or already offered, right-sizing spaces to meet functionality requirements, meeting accessibility and fire and life safety requirements, adjacency requirements, security and sightlines, acoustics and noise control, light and natural light, flexibility and adaptability, and importantly, making recommendations based on what a City can reasonably afford to build and reasonably afford to maintain.

The Moorpark Library building program process was built on previous work with modifications based on needs assessment findings and substantial community input. From an initial space needs assessment in 2007 for a 33,000 square foot library later revised to a 25,000 square foot library, a footprint of 18,000 initiated the 2018 planning. Starting at approximately 18,400 square feet in the first draft in 2020, the bottom line was revised in 2021 and 2022, ending with the current recommendation of 17,200 gross square feet. Highlights of the contents of the proposed library follow.

A major improvement in the new library is a floor plan which allows separate areas to be identified by collections, furniture, décor, signage, and location/adjacencies. The program includes a separate adult area, children's area, and teen area as well as meeting and presentation spaces of various sizes with flexible configurations.

Adult Collections and Seating

The adult area is located away from the children's and teen areas and contains a mixture of tables for four, tables for two, and comfortable lounge seating. Seating is located on perimeter walls providing ample natural light. Bookstacks provide a sound buffer from the entrance and main path of travel. Adjacent to the adult area there are four group study rooms. These glass enclosed rooms seat four to six to provide space for quiet study or group collaboration. The program addresses the requests for a separate area, comfortable seating, variety of seating, natural light, and quiet spaces. Adult collections are shelved on full height shelving with wide aisles to meet all accessibility and fire and life safety requirements and provide space for collection growth of 49%. (See chart below for collection information.)

Meeting Rooms

The building program includes several meeting rooms, including four group study rooms for smaller groups. These will be available for teens and adults on a drop in or reservation basis and include multimedia projection capabilities. Group Study Rooms have a whiteboard surface and a projection surface or monitor. Rooms will have glass walls for security and supervision.

A large community room accommodates up to 100 people auditorium style or various occupancy numbers for training, workshops, craft projects, homework center, or reception style as illustrated by different configurations of the space. The community room includes a kitchenette, multi-media projection, access to public restrooms and proximity to the library entrance. A large storage room is

included for storing tables, chairs, a podium, and other program materials. The community room, kitchenette, and storage are designed to be accessible to the public when the rest of the library is closed and will have an adjacent pre-event gathering space. An added feature is a shared common wall with the children's room allowing the spaces to be opened to each other for larger children's programs, use by families during the day as an expansion of the early childhood area, or as a homework center in after school hours. This room will be a workhorse for the library with its many popular programs and allows the STEAM program to expand to larger audiences including the current robotics programs and requested mobile DJ program. The room will include perimeter doors to allow programs to utilize the outdoor spaces, as requested in the survey and focus group meetings.

A mid-sized meeting room will seat 10 to 15 people in a flexible configuration with a large projection screen and a credenza for portable coffee service. This room can serve as a meeting or training room for Library or City purposes, Friends board, Historical Society, and other groups as requested in the community participation. It is also perfectly sized for book clubs or smaller multi-generational events, workshops, and programs.

Children's Library

The Children's Library is its own separate space with zones for children's collections and seating, quiet study areas, and an early childhood area. Storage for children's library supplies, a family restroom and a lactation room are included.

The children's collections are separated with picture books and early chapter books on appropriate 48" high shelving with wider aisles for browsing. These shelving units are on casters to make reorganizing the area easy for staff as the need to expand the open floor area for programs arises, e.g., Family Place programs or larger story times. Juvenile fiction and non-fiction are on 66" high shelving units with wider aisles to make them more accessible. The capacity for children's books will increase by 74% with the highest increase reflecting the highest use items– picture books and easy readers and more Spanish language picture books and board books. Books, more books, and particularly more children's books were among the highest ranked needs in the community survey and focus groups.

The seating in the area for older school-aged children includes lounge seating, tables for four, study nooks, and other soft seating in the collections area. The table seating accommodates class visits, which are anticipated to be a welcome addition for school-aged children. Furniture will include browsing units to feature special collections, holiday books, themed displays, and new acquisitions. The Early Childhood Area includes oversized parent child seating, soft seating for smaller children, family place learning stations for toddlers, and an open floor area with benches and floor cushions for story time. Windows provide lots of natural light and opportunities for small reading nooks.

Playful décors with theming options were previewed at a virtual community workshop and were met with great enthusiasm. The appropriately sized furniture, natural light, bold colors, and interactive learning stations will make this a library which will delight children and their parents.

Teens and Innovation Space

All categories of survey respondents supported the need for a separate teen area. The Teen Commission and Teen Advisory Groups strongly support a separate teen area. Respondents also requested access to new technologies and a space to experiment, build, and dream. The Teen and Innovation Space will include flexible furniture, chairs and tables on wheels, storage cabinets, work counters, shelving and a

high speed charging station for personal devices. The teen and graphic novel collections are housed on shelving units with casters which can be moved to the side of the room. The topic of much conversation, this space will have a multitude of uses, including many not yet envisioned. A portable green screen is included for video making. A small sound booth is included for podcast recording. The room is adjacent to four group study rooms for breakout meetings, teen study groups and collaborative projects.

The Innovation Center (Makers' Space) will allow the current programs to expand including robotics, 3D printing, crafts projects, and math and science learning activities. Requested program include fiber art, sewing, painting, drawing, collage making, clay, knitting, crocheting, and basic sewing techniques with instruction on how to use a sewing machine. Creative tools such as Legos, Maglite tiles and Keva planks allow the exploration of building tools. Game playing, e.g., chess, checkers, Scrabble, Mahjong, Minefield provides opportunities for multi-generational activities and community engagement. A simple magnifying glass or a microscope allows exploration of fossils as part of a teaching experience. Some of the requested activities are already in place in less satisfactory settings.

The Innovation Center can provide opportunities for the community to test new technologies. The Library can sponsor how to workshops on photoshop, email, downloading e-books, using social media safely, Arduino projects, blogging, ancestry research and more.

Market Place

The Market Place offers a location for casual browsing of new books and other popular materials, magazines, and newspapers. It includes a community information center and provides opportunities for displays. Located near an entrance it will house reserved materials (holds) and a self-checkout machine for the grab and go customers who prefer to order their books on-line and do a quick pick up. Like the contemporary bookstore model, it includes browsing collections, comfortable lounge seating, casual café table seating and a coffee service. A self-service copy machine and print release station are included. This space will open out to a furnished patio for those who prefer to enjoy a coffee outdoors. A highly visible area, it is co-located with the Friends of the Library book sale area and in proximity to the entrance of the Community Room. It is furnished with mobile shelving and easily relocated tables and chairs so it can be repurposed easily, e.g., as a reception area for a program in the Community Room or any number of other potential uses including small events, voting location or special historical society exhibitions. Parents can relax here while their children are in a program or wait here to pick up their teens after school. This is an area of the library program members of the planning team strongly support as desirable for the community.

Friends of the Library

Adjacent to the Market Place and the library service entrance, the Friends occupy a much-needed storage area and workroom. They have a separate entrance to the workroom from their sale area and an exit near the service entrance to receive donations. Preliminary plans are underway for worktables, lockers for volunteers, a sink to wipe off donations, a small safe, and file cabinets for the Friends business and financial records. This space will be a high yield return on investment with the Friends capacity to earn precious income for the library increased. The Friends' store has built in shelving and mobile retail units which can be relocated to the workroom if needed.

Customer Service

A single customer service point is strategically located to maximize sightlines to major public spaces. In addition, there will be three self-checkout stations – one at each entrance and one in the Children's Library. Self-service printing and copying will be in the Market Place. A new feature will be a self-service laptop vending machine. Library patrons can borrow a laptop for use anywhere in the building by swiping their library card. When the laptop is returned, the borrower's record is cleared; the hard drive is wiped of personal information; and the laptop is recharged. Books can be returned inside the library near the customer service desk or dropped into a conveniently located book return bin in the parking lot.

Back of House

The back of house and support spaces include an office for the Library Manager, which is accessible to the public and adjacent to the Staff Workroom. The Staff Workroom is located adjacent to the customer service desk, shipping and receiving, a book return slot, a staff restroom, staff lounge, and library storage room. Building support spaces include a custodial closet adjacent to the Community Room, a telecommunications closet, and a library storage room.

Site Amenities

The program includes a drive through book return, site recycling and trash bins, bicycle racks, patio furniture for the front "porch," flagpoles, and other site amenities.

Collections Summary

The recommendation for print collections based on comparative analysis and current trends is to reach a built-out collection of 1.5 volumes per capita, based on 2023 population, or approximately 53,000 print volumes while continuing to increase access to electronic resources. Growth is recommended for areas where physical books are more desirable including Easy Readers, Picture Books, materials in support of school curriculum and Graphic Novels. Areas where the demand has decreased, e.g., audio books and DVDs, have slow to no growth. Some formats such as Audio CDs were eliminated prior to this study.

A new feature for the Market Place has been introduced with the Lucky Day collection. These displays will feature additional copies of current bestsellers which might have a long waiting list but are put out on the shelves for someone's "lucky day."

With 32% of the population identifying as Latino or Hispanic and 27% of the population speaking a language other than English at home, the Spanish language holdings in Adult Fiction and Nonfiction and Children's Picture Books and Board Books will be increased. In both English and Spanish responses to the survey, these materials were requested frequently in the open-ended question regarding collections.

In the new library, children's collections will be shelved on lower shelves with wider aisles. Adult collections will be shelved on full height well lighted stacks with the bottom and top shelf empty to make room for the built-out collection.

Category Print Collections	**Current Holdings**	**Program**	**% Growth**
Adult Fiction	5,122	8,000	56%
Adult Fiction, Spanish	286	650	127%
Adult Nonfiction & Biography	5,256	7,100	35%
Adult Nonfiction, Spanish	221	500	126%
Children's Board Books Eng & Spanish	578	700	21%
Children's Easy Readers	1,473	4,600	212%
Children's Fiction	4,298	6,500	51%
Children's Graphic Fiction	723	1,200	66%
Children's Nonfiction & Biography	2,865	4,700	64%
Children's Spanish Picture Books	342	675	97%
Children's Picture Books	3,809	6,500	71%
Large Print Fiction & Nonfiction	656	850	30%
New Books & Lucky Day	0	720	
YA Classics (Curriculum Support)	215	350	63%
YA Fiction	2,028	2,600	28%
YA Graphic Novels	827	1,200	45%
Total	**28,699**	**46,845**	**63%**
Multimedia Collections			
Children's Audiobook Fiction	230	325	41%
Children's DVD Fiction & Nonfiction	754	1,100	46%
Audiobook Fiction & Non-Fiction	1,099	1,000	-9%
Adult DVDs, Fiction, Nonfiction, TV show	3,404	4,000	18%
Total	**5,487**	**6,425**	**17%**
Total Books and Media	**34,186**	**53,270**	**56%**

Building Program 2023: Summary of Collections

Seating Summary

The Building Program provides 134 reader seats in a variety of locations and seating type options. Adult lounge seats will have tablet arms or small side tables for use of personal devices. Lounge seating in the children's area will include appropriately sized seats for smaller children and oversized seats for parent/child reading. The storytime area will have floor area sufficient for 35 children with bench seating for parents who want to participate. Larger storytime groups will move next door into the Community Room or into an expanded Early Childhood Area when mobile shelving units are relocated. User seats will benefit from natural light and views. Adult seating will also benefit from the acoustical barrier provided by bookstacks. Moorpark Currently has 32 reader seats, no meeting room seats and no group study seats.

Location	Reader Seats	Lounge Seats	Group Study	Meeting Seats	Tech Station
Market Place	12	6			
Adult Collections	20	8			2
Children's Older	26	8			4
Early Childhood		4			
Storytime area				35	
Teen Area	20	8			2
General					20
Group Study			20		
Community Room				100	
Multipurpose Room				12	
	78	34	20	147	28

Building Program 2023: Summary of Seating

Program Balance

The 17,000 total gross square footage represents usable space (assignable square footage) of 11,899 non-assignable space utilizing a 30% circulation allowance. The non-assignable square footage includes halls, corridors, and clearances; in wall ducts and shafts; an electrical closet; a fire riser room; roof access; public restrooms; and the thickness of walls which account for approximately 7% of total space. The circulation allowance will allow for a facility which is comfortable, but not spacious, meets all disabled access and fire and life safety requirements and provides separation of functions and user needs in a variety of locations. The non-assignable allowance includes spaces which are required for the functioning of the building. They cannot be eliminated or reduced without loss of functionality. Any decrease in the assignable square footage will trigger an increase in the circulation up to a 35% requirement.

The content of the program is consistent with current best practices, with shelving occupying a smaller portion of the space than in the past, decreasing from approximately 40% of total space to 20%. Reader seats increases from approximately 18% of total space to 31%. Generally, staff space is programmed at 15 to 20% of assignable space, but a more modest “back of house” is planned for this library.

Category	**% of Assignable Space**
Collections / Shelving	20%
Reader Seats	31%
Staff	12%
Meeting Space	21%
Technology	5%
Special Purpose	12%

The special purpose category includes space for many essential items including trash and recycling receptacles, book trucks, book return bins, kitchen equipment for staff breakroom and community room kitchenette, custodial equipment and storage, shelving in general library storage room, lactation room, Friends sale area, staff lockers, and the community information area.