



**Item Number: 10**

**City Council / Board of Directors**

**Written Communications**

**Meeting of: May 4, 2021**

**Submitted By:**

Jenele Davidson, Deputy City Manager

**Subject:**

Presentation of the Library Master Plan

**Recommendation:**

That the Honorable City Council adopt the Library Master Plan as prepared and presented by Godfrey's Associates, Inc. Library Planners & Consultants.

**Fiscal Impact:**

There is no fiscal impact associated with the adoption of the Library Master Plan. Future projects and operating expenses related to the implementation of this plan will be incorporated into future annual budget cycles, subject to available funding and City Council approval.

**Background:**

At the March 3, 2020, City Council meeting, the City Council awarded a contract to Godfrey's Associates, Inc. Library Planners & Consultants (Godfrey's) to develop a Library Master Plan. Godfrey's is a full-time library consulting and planning firm with more than 30 years of in-house experience in library space planning and library operations. The consultants were tasked with assessing current and future library needs and evaluating all aspects of library services, including current and future facility recommendations to adequately serve a community of Victorville's size. The Library Master Plan, a first of its kind for Victorville, will serve as a guide to assist the City in providing library services, operations and facilities to better meet the needs of the community.

**Discussion:**

In April 2020, Godfrey's Associates, Inc. began their work on the Library Master Plan with project coordination efforts, data collection, mapping of service areas and an analysis of staffing and facilities. After collecting information and conducting a benchmark analysis of library operations, Godfrey's developed and implemented a community engagement plan to seek community input regarding current and future needs. The community

engagement plan included focus group discussions (including one for Spanish-speaking Library users), stakeholder interviews and a library survey that was conducted in November and December 2020. The survey was made available in both English and Spanish and published on the City's website and social media channels.

A Community Forum was held on January 14, 2021, providing the public with an additional opportunity to provide feedback about community desires for future library services and facilities. Members of the community were able to drop into the meeting at any time during then to discuss their thoughts on the library and ask questions of the project team. Spanish translation services were available, but ultimately not utilized, for this meeting. Key discussion points focused on a library facility with community meeting space and the library facility as a venue for community events.

A special meeting of the Community Services Advisory Committee (CSAC) was held on February 17, 2021, where the consultant presented the draft findings report. Godfrey's received feedback from CSAC members during the meeting, which included support for the overall findings and recommendations presented. Key discussion points included the current library facility location, potential future locations and amenities that are common in the library industry for a new library facility, and a recommendation for adding a children's librarian.

Following the CSAC meeting, the consultants conducted a site visit to Victorville at the end of February. Normally this site visit would take place closer to the start of the project, but this did not occur due to COVID-19 travel restrictions. Although staff had provided the consultants with a video tour of the Library early on, staff and the consultants felt it was important to conduct a site visit once it was safe to do so. While onsite, the consultants received an in-person tour of the Victorville City Library and visited several vacant big box locations to better understand the unique layout of the city and potential viable options relative to facility recommendations. Following this site visit, Godfrey's finalized its recommendations and drafted the corresponding implementation plan.

The Executive Summary (Attachment A) and the final Library Master Plan document (Attachment B), as prepared by Godfrey's, represents a comprehensive analysis of library services and related considerations for Victorville. If approved, the Library Master Plan will serve as a guide for the City's Recreation and Library Department over the next five to ten years to enhance programs, services, and facilities. Combined with the potential use of Measure P and other funding sources that may be identified, this comprehensive guide will help the City work toward improving library operations to better meet community needs.

As stated within the report, recommendations are intended as guidelines, not mandates, and are based upon input from the community and the expertise of the consultants. The City will need to continually review the Library Master Plan to ensure implementation steps continue to represent the best and most sustainable means of providing library services to the public. The consultants encourage staff to develop and propose

alternatives that align with the overall goals of improving quality, functionality, and sustainability in operating the City Library.

Godfrey's will provide an overview presentation of the Library Master Plan during the meeting, and staff and the consultants will be available for questions following the presentation.

**Attachments:**

- A. Executive Summary
- B. Library Master Plan