NORTH OLYMPIC LIBRARY SYSTEM

SEQUIM BRANCH LIBRARY

Needs Assessment and Feasibility Study

February 6, 2014

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EXECUTIVE SUMMARY

PURPOSE AND SCOPE OF STUDY

Local interest in expanding the Sequim Branch of the North Olympic Library System (NOLS) has been expressed for at least the past fifteen years. Following the passage of a levy lid lift for NOLS in 2010, the Library Board agreed to conduct a feasibility study and needs assessment of the Sequim Library. SHKS Architects (SHKS) has been commissioned by the NOLS Board of Trustees to perform this study. This report to the Library Board responds to the following questions posed by the Board:

1. Is a larger branch library required to serve the current and future library needs of the Sequim-Dungeness Valley area?
2. If so, how big should the library be?
3. Will the larger branch fit on the site of the existing library?
4. What is the estimated cost to build a larger library?

The Board asked SHKS to take the following points into consideration:

1. The library should serve community needs for at least the next 30 years;
2. The Library should allow for expansion of collections and patron services;
3. The Library should meet the requirements of the Americans with Disabilities Act (ADA);
4. The Library should provide optimal capacity for adapting to and accommodating future technologies and library service models.

NOLS owns the property on which the branch is located. This study examines the capacity of the long and narrow lot to accommodate a facility large enough to meet community needs through 2043. SHKS finds the existing Sequim Branch Library to be too small to meet current and future operational and service needs. If the Board decides to construct a new Library, a bond issue or other financing mechanism would be needed to generate the funds. The NOLS Board could consider asking the voters to form and fund a Library Capital Facilities Area (LCFA) (see Appendix C) for this project, or examine other funding strategies.

PROCESS

The Library Board named a Steering Committee consisting of two Library Board members, the Library Director, the Assistant Director and the Sequim Branch Manager. The Steering Committee worked with the consultants to engage library Board members, staff and a wide range of community stakeholders in the planning process to determine short and long-term service, site and location needs.

Public input was gathered through three community meetings and an online Library Services Needs Assessment Survey. A paper version of the survey was also made available.

BERK Consulting (BERK) prepared a 30 year population forecast and demographic analysis, based on publicly available data from the Washington

State Office of Financial Management, to inform branch size requirements and long-term library service needs. The Sequim School District boundaries, approximating the Sequim Branch Library's service area, are used as the basis for the population study.

SHKS and NOLS staff met with City of Sequim Planning, Building and Public Works staff as well as Fire District #3 staff to prepare a preliminary code analysis for a future building site design. Site plan studies were prepared to test fit potential building sizes and locations in relation to pedestrian and vehicle access and code-required parking requirements.

Facility size standards and program space allocation from similar regional library systems were compared to the existing Sequim Branch Library to identify a projected building size to serve the library service area until 2043.

An estimate of probable construction costs for an expanded or new building was prepared as the basis for a funding strategy. Estimating operating costs were beyond the scope of this study, however it is our understanding that NOLS staff will provide a projection of such costs to aid the Board in its deliberations.

FINDINGS & RECOMMENDATIONS

Community input revealed that many members of the Sequim-Dungeness Valley area believe a strong and vibrant library contributes to the quality of life. Many community members see the Library as the community's 'third place,' i.e. a community space that anchors community life and interaction, and that is different from the 'first place' of home and the 'second place' of work or school. The library is also seen as an important educational resource supporting lifelong learning for all ages. It was also clear from community input that books and collections remain central to the Library's role.

The existing 6,000 square foot (sq. ft.) Sequim Branch serves a current population of 29,728, providing approximately 0.2 sq. ft. of library space per person. By comparison, similar rural library systems in Whatcom County and the Sno-Isle Library District are using a standard of 0.5 sq. ft. per person when planning new library projects.

Population in the service area is projected to expand to 34,300 in 30 years. Using 0.5 sq. ft. per person as a planning guideline, Sequim would need a 17,150 sq. ft. branch library to adequately serve patrons through 2043.

The existing site will accommodate a 17,150 sq. ft. library with 58 code-required parking spaces, required setbacks and emergency vehicle access drives. Projecting beyond 2043, the site could potentially support a library of approximately 20,000 sq. ft. with 67 code-required parking spaces.

It is important to note that the library planning area guideline of 0.5 sq. ft. per person, while useful in preliminary planning, does not fully reflect specific

local needs or emerging trends in library services and buildings. Likewise, parking quantities that meet the minimum requirements as defined in the City of Sequim's zoning code may not meet patron expectations or needs.

If a larger library is sought, planning for a larger library should include a more detailed program analysis and coordination with other civic and community groups to identify potential shared resources.

SHKS Architects project construction costs for site and building development at $6,968,336 by SHKS Architects (in 2013 dollars). General economic inf ation or inf ation in the construction market would of course require an adjustment of this estimate.

1 POPULATION ANALYSIS

The Sequim Branch Library's service area cannot be strictly defined, but its clientele comes mostly from the easternmost point of Clallam County to the Blue Mountain Road/Lewis Road area. BERK Consulting (BERK) prepared a 30 year population forecast and demographic analysis, based on publicly available data from the Washington State Office of Financial Management (OFM), to inform branch size requirements and long-term library service needs. OFM makes high, medium and low range projections for each county based on demographic trends, standard population dynamics and the strength of Washington's economy compared to California and the rest of the states. OFM's Small Area Estimate Program makes population estimates for school districts in the years between national censuses.

The North Olympic Library System (NOLS) has tentatively defined the Sequim Branch's service area as that of the Sequim School District (Figure 1). OFM used data from the 2010 census to estimate a 2012/2013 school year population of 29,728 for the Sequim School District. OFM's low and medium projections for Clallam County are very similar, representing a difference of only 579 people. For this reason the analysis focuses on the potential population growth associated with OFM's medium and high growth projections. OFM provides population estimates between census years and population projections to 2040. This analysis projected population to 2043, the planning horizon of the study, by extended the projected growth rates another three years. Between 2000 and 2010, the service area received 79.2% of all population growth into Clallam County. The analysis assumes that the Sequim School District will continue to receive the majority of new growth in Clallam County. Based on the analysis, the study's authors recommend a population target of 34,300 square feet (sq. ft.) for planning purposes.

The Population Analysis Report from BERK follows.

Figure 1. Sequim School District boundaries

POPULATION ANALYSIS
NORTH OLYMPIC LIBRARY SYSTEM
A larger library for Sequim?

Needs Assessment and Feasibility Study : Interim Report

September 26th, 2013

INTRODUCTION

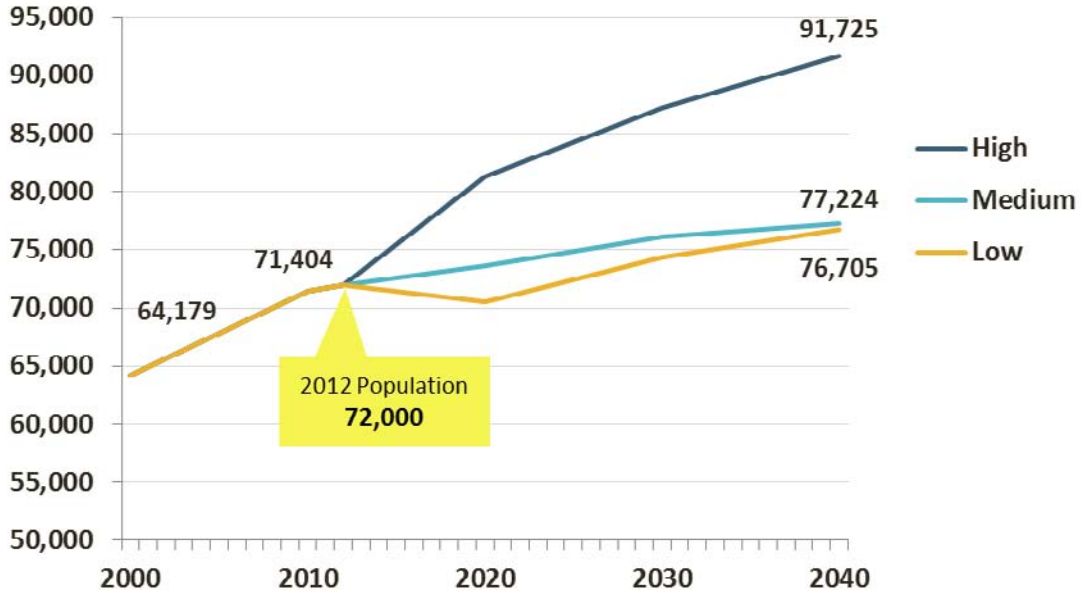
The North Olympic Library System (NOLS) is exploring the feasibility of a larger Sequim Branch Library. To understand the future needs of the Sequim Dungeness Valley community, library leaders need a transparent projection of the library's service population through 2043, the thirty-year planning horizon for a possible library expansion. This document presents analysis of the current population structure and future population projections based on common population assumptions for the region.

Washington state law allows libraries to establish a service area, known as a Library Capital Facilities Area (LCFA), as a taxing district to fund library facilities, improvements, furniture, collections, and other capital needs (RCW 27.15.010). The LCFA of the Sequim Branch Library matches the Sequim School District boundaries, including the population residing in the area from approximately Blue Mountain Road as the western boundary to the Clallam County border as the eastern border.

POPULATION PROJECTIONS

Population projections are based on the Washington State Office of Financial Management's (OFM) 2012 Growth Management Act county projections. OFM makes high, medium, and low range projections for each county based on demographic trends, standard population dynamics, and the strength of Washington's economy compared to California and the rest of the United States. OFM does not make projections for subareas of counties. Exhibit 1 presents Clallam County's population growth from 2000 to 2012 and OFM's projections through 2040.

Exhibit 1
Clallam County Growth Projections



Source: Office of Financial Management, 2012; BERK, 2013.

- The high projection is substantially more than the medium and low projections, and it assumes an average annual rate of growth of about 1%.
- From 2000 to 2010 the County's population grew at an average annual rate of 2.2%.
- The medium and low projections predict similar total projected population by 2040. Both would add about 5,000 people to the county's population over the next 30 years.
- The low projection assumes the population decreases through 2020 and then increases until 2040.

Service Area Definition and Approach

OFM's projections for Clallam County drive population projections for the Sequim Branch Library. This ensures that the library system's projected population will be consistent with the County's overall projected growth.

This analysis uses the boundaries of the Sequim School District and U.S. Census Bureau Blocks and Tracts to determine the library service area's share of county population. U.S. Census Tracts are commonly used as approximation of neighborhoods. U.S. Census Blocks compose census tracts and is the smallest geographic unit for which Census data is published. The U.S. Census provides household economics data at the Census Tract level, and population and household structure data at the Census Block level. Census Blocks reasonably match service area boundaries, though Census Tracts do not. As a result, the household income percentages are approximations for a slightly larger geographic area.

The most accurate population count is the U.S. Census, which is conducted every 10 years on years ending with "0". To determine the library system's 2012 population, the analysis uses OFM's Small Area Estimate program, which estimates the population for school districts between census years. OFM estimates a 2012 population of 29,728 for the Sequim School District.

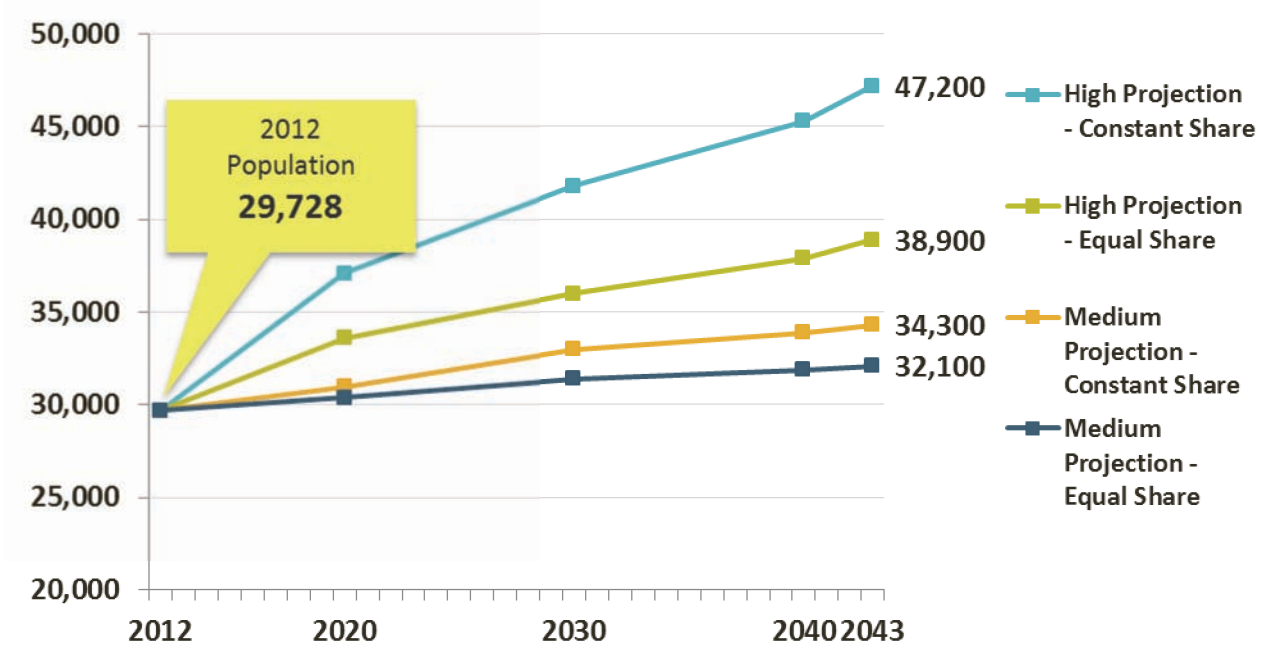
Service Area Projections

To project population growth for the Sequim Branch's service area, this analysis uses two different methods to determine a range of possible population growth scenarios.

- **Constant Share:** This method assumes that the school district will receive the same share of the County's projected population growth that it realized from 2000 to 2010, which was 79.2% of the county's population growth. The method applies this percent share to OFM's high and medium population projections for 2040 to estimate the future population of the service area. This analysis extends the projections to 2043 using the estimated compound annual growth rate between 2012 and 2040.
- **Equal Share:** This method assumes that all areas of the county (including the library system's service area) grow at the same rate from 2012 to 2040 as OFM's high and medium projections for the county overall. The method applies the average annual growth rates of the high and medium county projection to the school district's 2012 population to estimate the future population of the service area.

The constant share method will result in a higher projected population total for the service area because it assumes the service area will see the vast majority of new growth in the county.

Exhibit 2
Sequim School District Projected Population Growth, 2012 – 2043



Source: Office of Financial Management, 2012; BERK, 2013.

Exhibit 3
Sequim School District Population Estimates and Projections, 2000 – 2043

Projection	2012	2020	2030	2040	2043
High Projection - Constant Share	29,700	37,100	41,800	45,300	47,200
High Projection - Equal Share	29,700	33,600	36,000	37,900	38,900
Medium Projection - Constant Share	29,700	31,000	33,000	33,900	34,300
Medium Projection - Equal Share	29,700	30,400	31,400	31,900	32,100

Source: Office of Financial Management, 2012; BERK, 2013.

- The High Projection – Constant Share method results in over 15,500 more people in the service area by 2040.
- The High Projection – Equal Share and Medium Projection – Constant Share methods result in a middle range of the estimates with an addition of between 4,000 and 8,000 people by 2040.
- The Medium Projection – Equal Share results in a little more than 2,000 additional people in the service area by 2040.
- The projected population for a 30 year planning period, ending in 2043, ranges from 32,100 to 47,200 people. We recommend 34,300 people as a planning target for the Sequim Branch. The Needs Assessment and Feasibility Study Steering Committee will establish the facilities target population, depending on the results of the study.

POPULATION STRUCTURE

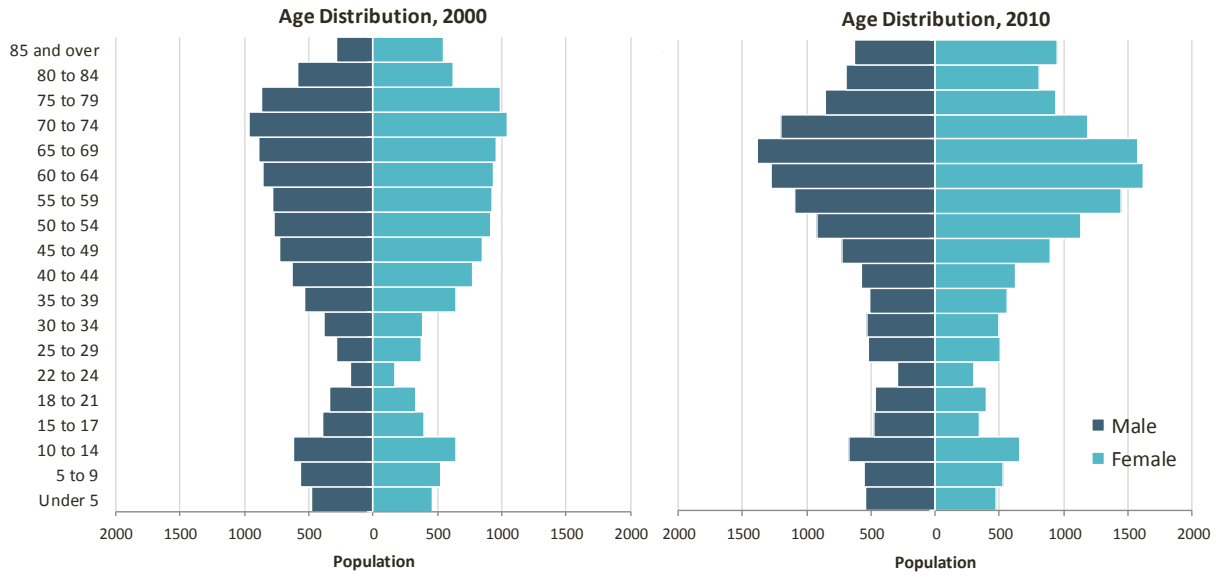
Exhibit 4
Sequim School District Household Composition, 2000 – 2010

Income Category	2000	2010	Change	CAGR, 2000-2010
Population	23,623	29,342	5,719	2.2%
Households	10,752	13,834	3,082	2.6%
HH with Children	2,161	2,321	160	0.7%
Percent of HHs	*20.1%*	*16.8%*		
Average HH Size	2.20	2.12		

Source: Based on US Census Blocks, US Census 2010

- Between 2000 and 2010, the percent of households with children decreased from 20.1% to 16.8% of households.
- In comparison, in 2010, 21.2% of households in Clallam County and 27.5% of households in Washington State had children.

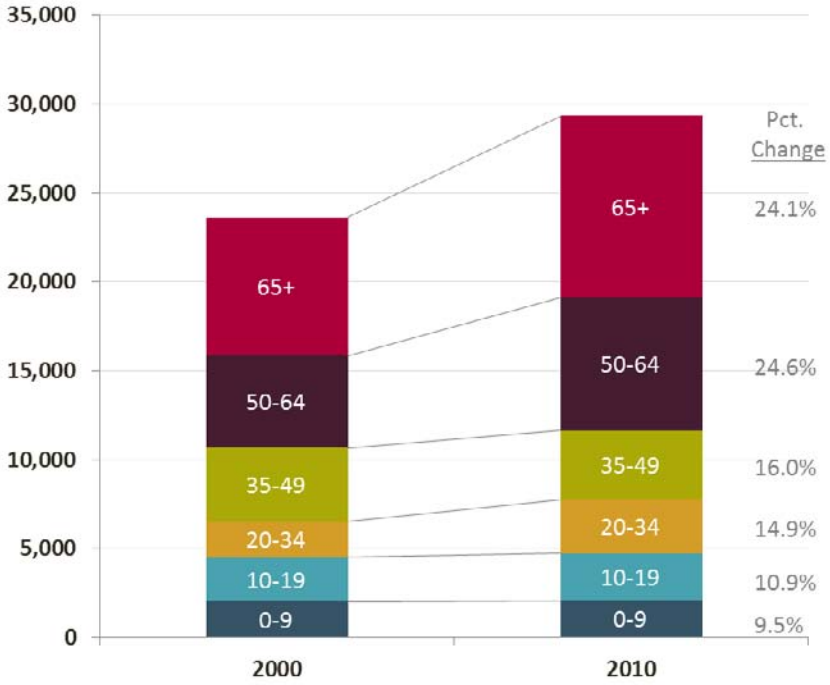
Exhibit 5
Population Structure, Sequim School District* 2000 – 2010



Source: Based on US Census Blocks, US Census 2010; BERK, 2013.

- The largest increase in population from 2000 to 2010 was in the age category of 50 to 75 years of age.
- Most of the other age group categories maintained similar proportions between 2000 and 2010.

Exhibit 6
Population Change by Age Group, Sequim School District, 2000 – 2010



Source: Based on US Census Blocks, US Census 2010; BERK 2013.

Exhibit 7
Estimated Workforce Participation and Unemployment, 2010

	Service Area		Clallam County		Washington State	
Income Category	Number	Percent	Number	Percent	Number	Percent
Total Population	29,342	100%	71,600	100%	6,817,770	100%
Population 16 and Over	25,644	87%	60,072	84%	5,424,291	80%
In Labor Force	11,077	43%	29,908	50%	3,481,463	64%
Employed	10,178	40%	26,724	44%	3,197,293	59%
Unemployed	899	8%	3,184	11%	284,170	8%

Source: US Census, 2011 5-year American Community Survey; Bureau of Labor Statistics, 2012; Office of Financial Management, 2012

- More than half of the service area's population is over 50 years of age. This same age group grew the most from 2000 to 2010.
- The number of children in the service area, those 19 and younger, stayed the same from 2000 to 2010 despite the increase in overall population.
- The library system's service area has a relatively low percent of the population in the labor force, with 43% of the population over 16 in the labor force. This is likely due to the large number of people near or above retirement age. For comparison, in Washington State the percent of people over 16 in the labor force is 64%, well above the service area's total.

ADDITIONAL JUSTIFICATION FOR POPULATION PLANNING TARGET

Some community members have expressed skepticism about the 30-year population projection for the Sequim Library Service Area. The concerns are centered around the idea that Sequim will grow larger than the target population the study uses as the basis for its' data.

Sequim experienced very high growth rates between the 1980s and 2000. Growth has significantly tapered off, but some community members feel the increase is going to continue to be steeper than the projected numbers. People still seem to be coming to the area in great numbers, and are active community members. Growth of only 4,500 people over 30 years does not seem like very many people.

Clallam County did grow a lot between 1990 and 2010 (Exhibit 8).

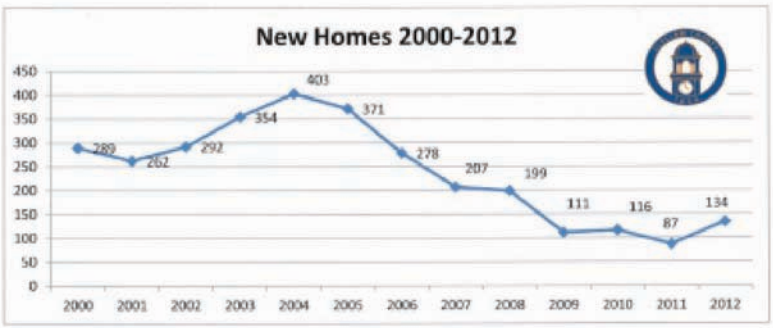
Total Population Change by Decade

	Clallam County	Service Area Estimate
1960-1970	4,748	3,760
1970-1980	16,878	13,367
1980-1990	4,556	3,608
1990-2000	7,975	6,316
2000-2010	7,225	5,722

Source: OFM, 2013

Exhibit 8. Clallam County population change by decade

However, the growth rate has fallen off significantly since the mid 2000s. A strong predictor of population growth is new construction, which peaked in 2004 and has been quite modest over the last 4 years (Exhibit 9).



Source: Clallam County Assessor, 2012

Exhibit 9. New construction since 2000

We are using an admittedly conservative estimate based on the best available empirical data. The growth between 2000-2010 took place during a period of historically significant economic expansion, with rising real estate prices that gave a lot of people options for moving. For facilities planning purposes, we do not recommend asking the current population to "bet" on high future growth rates. If Sequim does have another population boom, the inmigrants will bring new resources and new opportunities to strengthen the library system.

2 COMMUNITY AND STAKEHOLDER INPUT

As part of this study, two community meetings and an online survey were conducted to gather input about the role of the library in the community, now and in the future.

COMMUNITY MEETINGS

The first community meeting was in May 2013. Representatives of many agencies and organizations in the Sequim-Dungeness Valley area were invited, including the City of Sequim, the Sequim School District, the Chamber of Commerce, the Jamestown S'Klallam Tribe, Clallam County, the Museum and Art Center, and the Rotary Club,and participation was excellent. There was general agreement that the Library is an important civic and community resource that serves a wide range of ages from infants to seniors, and there was also widespread acknowledgement of the library as the community's "third place".

Figure 2. The first Community Meeting, including stakeholders from local government and community organizations

The second meeting was in July 2013. It was an open house event that gave attendees several opportunities to share their ideas about library services and programs.

Figure 3. The second Community Meeting, held in an open house format

The third meeting was held as part of the Library Board's September 2013 meeting, which was held at the Sequim Library. SHKS's initial findings were presented to the Library Board and members of the public. The public was invited to share comments and questions.

Figure 4. Consultants presented their findings at a meeting of the Library Board

SURVEY

The survey ran during June and July 2013. It consisted of a series of multiple choice questions to learn more about priorities for library services.

The findings can be summarized as follows:

1. Books and collections are central to the Library's role.
2. A strong and vibrant Library contributes to the quality of life in the Sequim-Dungeness Valley area.
3. The Library plays an important educational role: complementing the schools, supplementing resources for homeschoolers, and supporting lifelong learning for all ages.

See Appendix A for the complete survey and overview of results.

INTERACTIVE WORKSHOP

A visioning workshop was held in November 2013, where participants viewed images of new libraries and imagined the Sequim Library of the future in small group exercises.

Figure 5. Participants in an open workshop to share examples of innovative and non-traditional library spaces

3 LIBRARY SPACE PLANNING STANDARDS

Standards established by other Library Districts similar to NOLS were examined for comparison purposes. The Whatcom County Library System and the Sno-Isle Regional Library System both use 0.5 sq. ft. per capita as a guideline when planning new or expanded facilities. This number is a guideline, and may increase or decrease, depending on varying local needs. The existing Sequim Branch currently provides 0.2 sq. ft. per capita, and in 2043, according to the population analysis described above, the space allocation would be 0.18 sq. ft. per capita if the library stayed at its current size. For NOLS, 0.5 sq. ft. per capita is a useful benchmark to keep in mind as planning moves forward.

Population in the service area is projected to expand to 34,300 in 30 years. Using 0.5 sq. ft. per person as a planning guideline, Sequim would need a 17,150 sf Library Branch to adequately serve patrons through 2043.

	BRANCH SIZE		POPULATION		SQ. FT. PER PERSON
EXISTING	6,000 SQ. FT.	÷	29,728	=	0.2
FUTURE PLANNING	17,150 SQ. FT.	÷	34,300	=	0.5

4 EXISTING SITE AND BUILDING CONDITIONS

BUILDING

The existing Sequim Branch Library is too small to meet current operational needs and will be even less functional in the future, as the need for flexible spaces increases and the population of the service area grows. The building is not ADA-accessible. It juxtaposes conflicting uses in too-cramped spaces. For example it is not able to provide areas where children can freely enjoy and experience the library without disrupting others who want quiet surroundings to read or study. It does not allow for small groups to work together without disturbing other library users. The staff work space does not support efficient workflow or allow for the use of automated materials handling equipment which would maximize efficiency.

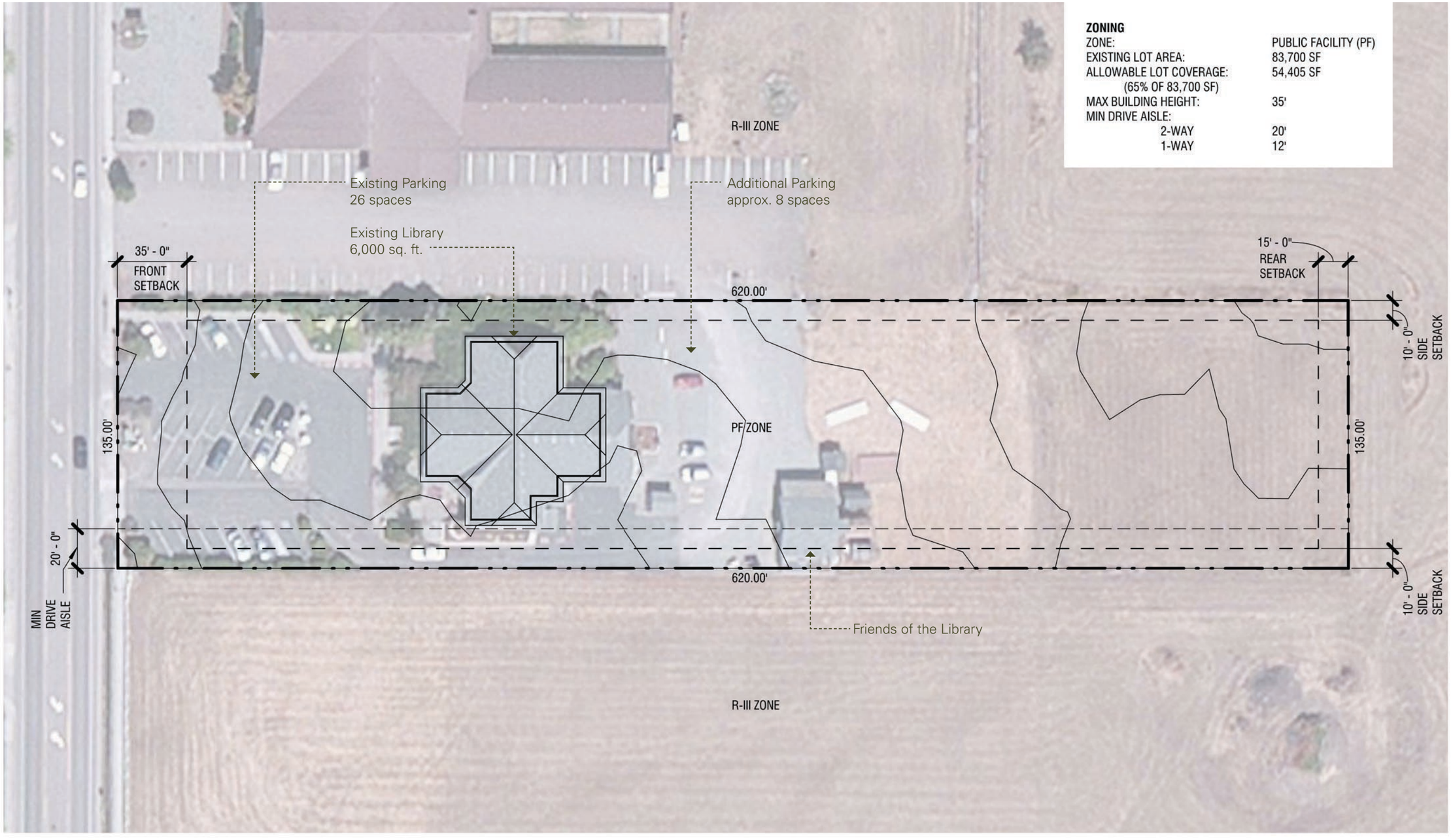
The top priority for survey respondents and many library customers is to see a bigger collection of books and other materials, and yet the library is too cramped and crowded to allow any collection growth. These observations by administrators, staff and the consultants are validated by the square footage standards used by neighboring library districts. By these standards, the Sequim Branch Library is less than half the size it should be to adequately serve the existing population.

SITE

SHKS and NOLS staff met with City of Sequim Planning, Building and Public Works staff as well as Fire District #3 staff to prepare a preliminary code analysis for a future building site design (see Appendix B). Site plan studies were prepared to test fit potential building sizes and locations in relation to pedestrian and vehicle access and code-required parking requirements.

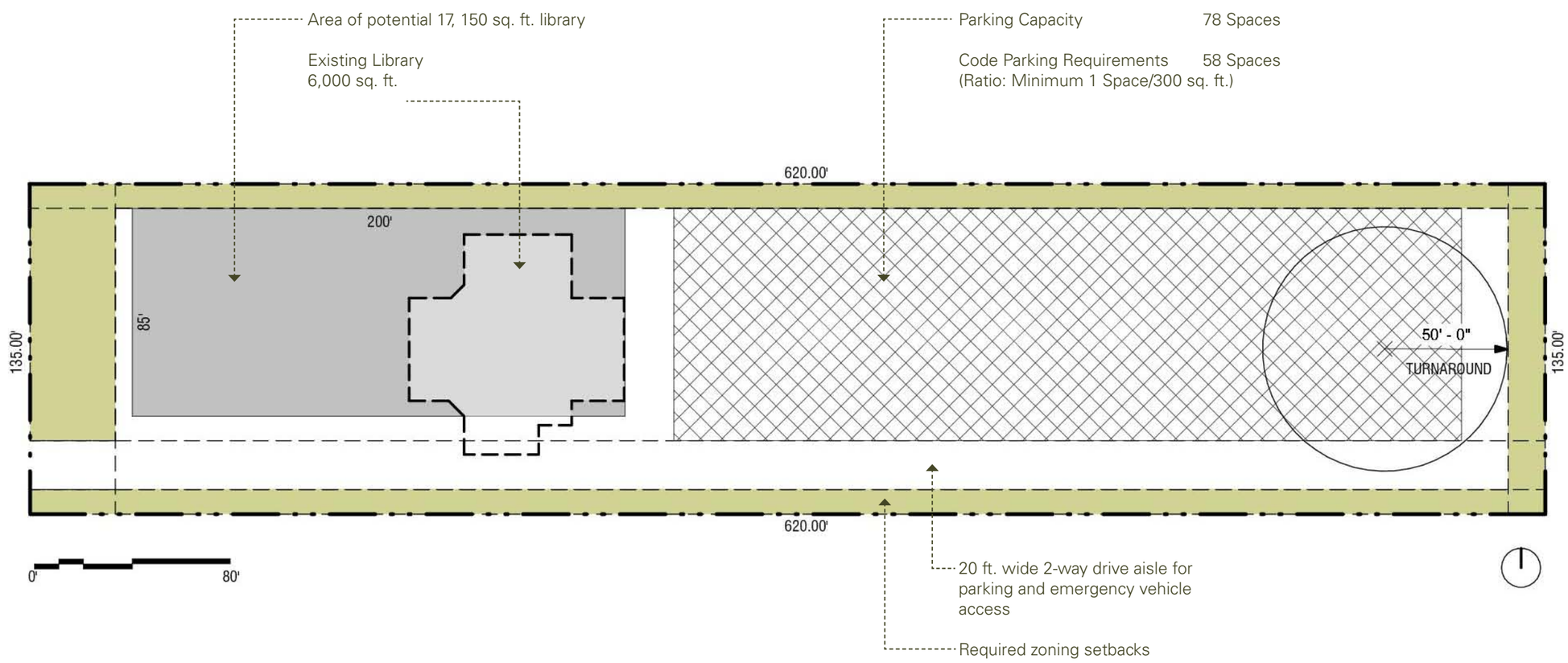
As established by this study, the existing site will accommodate a 17,150 sq. ft. library with 58 code-required parking spaces, required setbacks and emergency vehicle access drives (Figure 7). Desired design features, functionality and flexibility will influence the building's size and configuration. Actual needs would be revealed through a building program process and design development.

Should future needs indicate that a larger building is called for, the site could potentially support a library of approximately 20,000 sq. ft. with 67 code-required parking spaces.



1 EXISTING SITE CONDITIONS
1" = 50'-0"

Figure 6. Aerial photograph of current site showing existing conditions, including existing 6,000 sq. ft. building with 26 parking spaces



1 LIBRARY EXPANSION OPTIONS
1" = 50'-0"

Figure 7 . Library Site Capacity Diagram,
including approx. 17,0150 sq. ft. of potential expanded library and 78 parking spaces

5 PRE-DESIGN COST PLAN

This cost plan provides an overview of costs associated with building a new Sequim Library on the library's existing site. These costs include construction, occupancy related costs, design fees, as well as contingency and cost escalation.

	CATEGORY	Qty.	Unit	Rate	Cost
Site Acquisition (existing site)				$ -	-
Construction					**$5,103,255**
	Demolition of existing building	6,000	sf	$5.00	$30,000
	Site (Civil and Landscaping)	83,700	sf	$ 9.00	$753,300
	Building	17,150	sf	$ 225.00	$3,858,750
	Construction Contingency			10%	$461,205
Occupancy Related Costs					**$586,149**
	Furniture and Fixtures	17,150	sf	$ 20.00	$343,000
	Signage	17,150	sf	$ 1.25	$21,438
	Computer Equipment			allowance	$96,000
	Telecommunications (voice/data)			allowance	$41,600
	Security Equipment			allowance	$19,200
	Moving/rent temporary location 18 mos.			allowance	$37,000
	Contingency			5%	$27,912
Design Fees					**$484,094**
	Architecture/Engineering (per WA State Fee Schedule)			8.9%	$343,043
	A/E Reimbursables			allowance	$23,090
	Interior Design			1.3%	$50,164
	Site - L Arch/Civil/Geotech/Survey			9.00%	$67,797
Project Contingency				5%	**$308,675**
Project Cost Escalation (estimated to 2016)				7.50%	**$486,163**
Project Total with Site Costs					**$6,968,336**
RECOMMENDED PROJECT BUDGET FOR 17,150 GSF LIBRARY					-

Project Soft Costs - not included above

Building Permit Fees	1%	**$51,033**
WA Sales Tax	8.7%	**$494,978**
NOLS Project Management		
Collections - books/media		
LCFA bond and election costs		

Figure 8. Cost Spreadsheet

SEQUIM BRANCH LIBRARY
NEEDS ASSESSMENT AND FEASIBILITY STUDY

APPENDIX A

SURVEY QUESTIONNAIRE AND RESULTS

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Sequim Library Visioning Survey

Welcome!

Welcome and thank you for participating in the Sequim Library Visioning Survey.

Your input will help the Library identify community priorities regarding future library services, activities, and facilities.

Results of the survey will also provide a foundation for a broad community conversation about the role of the library in the community.

[Return Instructions]

Library Use

1. **Have you used the Sequim Branch Library in the past year?**
   - ☐ Yes
   - ☐ No (→ if No, please skip to question 4)

2. **How often did you visit the Sequim Branch in the past year?**
   - ☐ Daily
   - ☐ Weekly
   - ☐ Monthly
   - ☐ Several times a year
   - ☐ Once a year

   Other (Please Specify)

PAGE 1

3. **What do you typically do when you visit the library? (Select all that apply)**

   ☐ Check out books or other materials

   ☐ Study or do homework

   ☐ Use library computers or personal computer

   ☐ Get help from library staff

   ☐ Attend a library-sponsored program

   ☐ Attend a meeting or event in the meeting room

   ☐ Read or browse

   ☐ Visit with friends or spend time with my children

   Other (please specify)

   →*Please skip to question 6.*

4. **Did you use any other North Olympic Library System branches in the past year? (Select all that apply)**

   ☐ Port Angeles

   ☐ Clallam Bay Branch

   ☐ Forks Branch

   ☐ I only use the library's webpage

   ☐ I have not used the North Olympic Library System in the last 12 months.

5. **If you don't use the North Olympic Library System, why not? (Select all that apply)**

   ☐ I don't have enough time to use the library.

   ☐ The library doesn't have what I need.

   ☐ The library hours are not convenient.

   ☐ I have no need for the library.

   ☐ It is difficult for me to get to the library.

   ☐ I use the Port Townsend Public Library

   ☐ I use the Jefferson County Library

   ☐ I don't know.

   Other (please specify)

Role of a Library

6. A library serves many roles in a community. Please indicate your level of agreement with the following statements.

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
A library enhances the quality of life in a community.	☐	☐	☐	☐	☐
A library supports the health of our democracy.	☐	☐	☐	☐	☐
A library supports education and learning in a community.	☐	☐	☐	☐	☐
A library supports the economic well-being and workforce development of a community.	☐	☐	☐	☐	☐
A library contributes to the preservation of the heritage and cultures of a community.	☐	☐	☐	☐	☐
A library is a source of civic pride.	☐	☐	☐	☐	☐
A library is an indication of a healthy, vibrant community.	☐	☐	☐	☐	☐

Other (please specify)

7. Which of the following library services do you think are important for the residents of the Sequim Dungeness Valley?

	Not Important	Important	Critical
Providing education and enrichment opportunities	☐	☐	☐
Serving as a community gathering place	☐	☐	☐
Providing a public place that is safe, comfortable, accessible, and convenient	☐	☐	☐
Providing services for job-seekers and businesses	☐	☐	☐
Promoting literacy among children and adults	☐	☐	☐
Providing books and other materials	☐	☐	☐
Hosting events and programs	☐	☐	☐

Other (please specify)

8. How important are the following library services to you in your personal use of the library?

	Not Important	Important	Critical
Access to library computers	☐	☐	☐
Programs for adults	☐	☐	☐
Programs for children and families	☐	☐	☐
Collaborative programs and events with schools and other community partners	☐	☐	☐
Staff assistance	☐	☐	☐
Open hours	☐	☐	☐
Collections/materials	☐	☐	☐
Education and training	☐	☐	☐
Computers and access to other technology	☐	☐	☐
Technology training	☐	☐	☐

Other (please specify)

Priorities for the Library's Future

9. If library services could be expanded, which would be your top priority? (Select your top 3 choices)

- ☐ Additional quiet space for study and reading
- ☐ More collections (books, ebooks, dvds, cds)
- ☐ More computers and other information technology and technology training
- ☐ More online services
- ☐ More space for community gathering
- ☐ More space for small-group work and study
- ☐ More support for literacy and reading activities and programs
- ☐ Space for the Friends of Sequim Library book sales

Other (please specify)

10. How could the library better serve you and your family?

About You

11. Where do you live? (Select best answer)

- ☐ Inside the City of Sequim
- ☐ Near the City of Sequim, but outside city limits
- ☐ Outside the Sequim and Dungeness Valley area

12. Do you have children under the age of 19 living at home? (Select all that apply)

- ☐ Under age 6
- ☐ Age 6 to 18
- ☐ There are no children living at my home.

13. In what year were you born?

14. Are you a registered voter?

- ☐ Yes
- ☐ No

Thank You

Thank you for participating in the Sequim Library Visioning Survey. We look forward to reviewing your feedback to better understand the community's priorities for the future of the library and the preferred role of the library in the community.

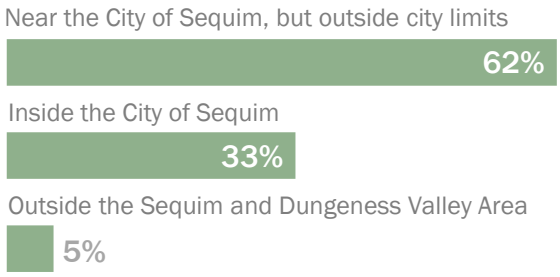
[Return Instructions]

SURVEY RESULTS

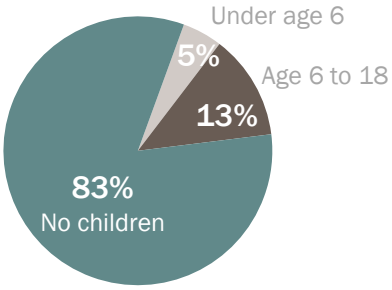
WHO RESPONDED TO THE SURVEY?

339 people responded to the survey

- Median age is 64 years
- 98% are voters
- Most live outside of Sequim City limits

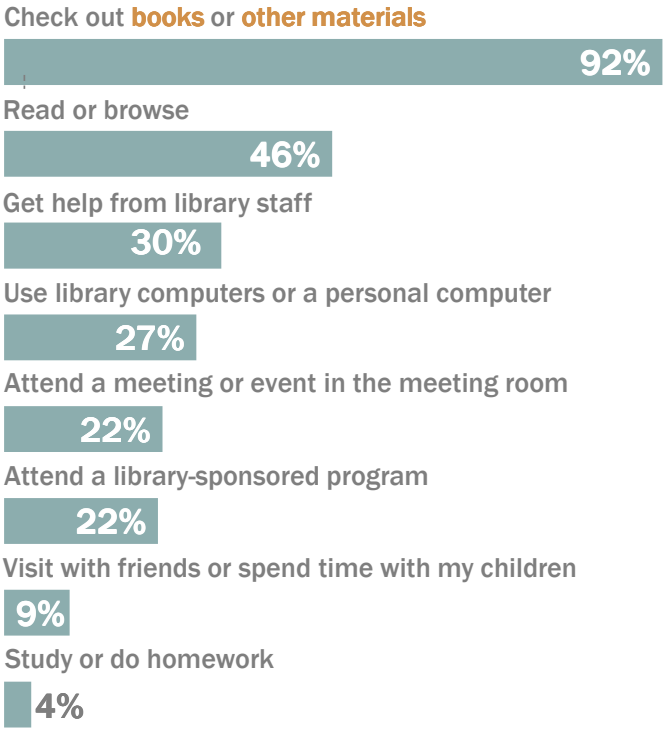


- Most have no children living in the home



- **316** used the Sequim Library in the past year
  - More than half (57%) use the library at least weekly
- **23** have not
  - A few (6) have used the Port Angeles Branch, but most have not used a library at all
    - No need, no time, and can't get there (1 person)

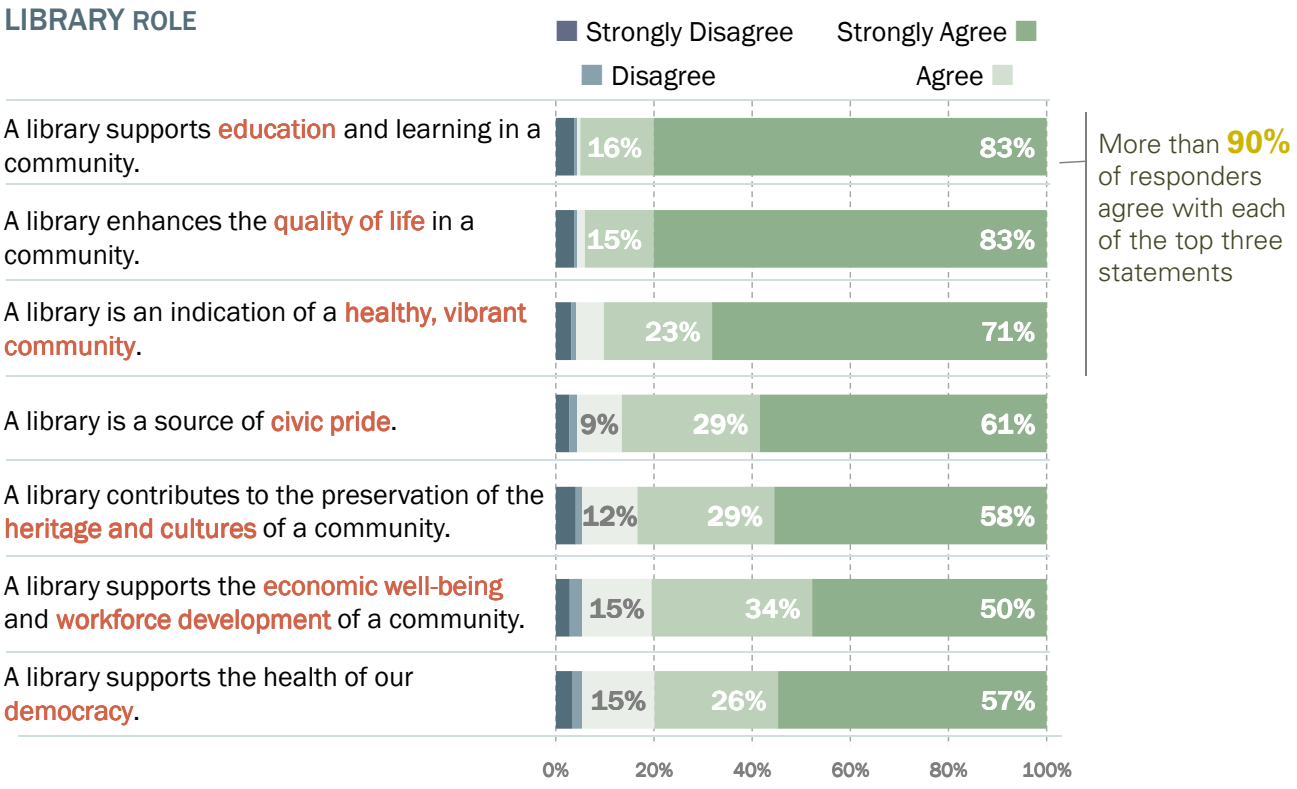
THE MOST COMMON LIBRARY USE IS CHECKING OUT BOOKS OR OTHER MATERIALS



OTHER USES

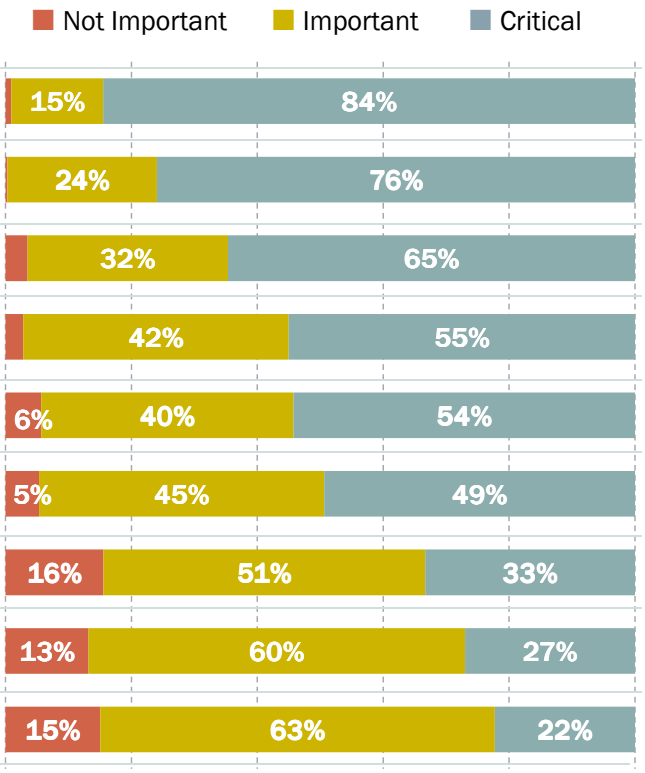
- Volunteering
- Attending book sales
- Spending time with grandchildren
- Meeting people, including for tutoring or conducting assessments

SUPPORTING EDUCATION AND QUALITY OF LIFE ARE TOP ROLES OF THE LIBRARY



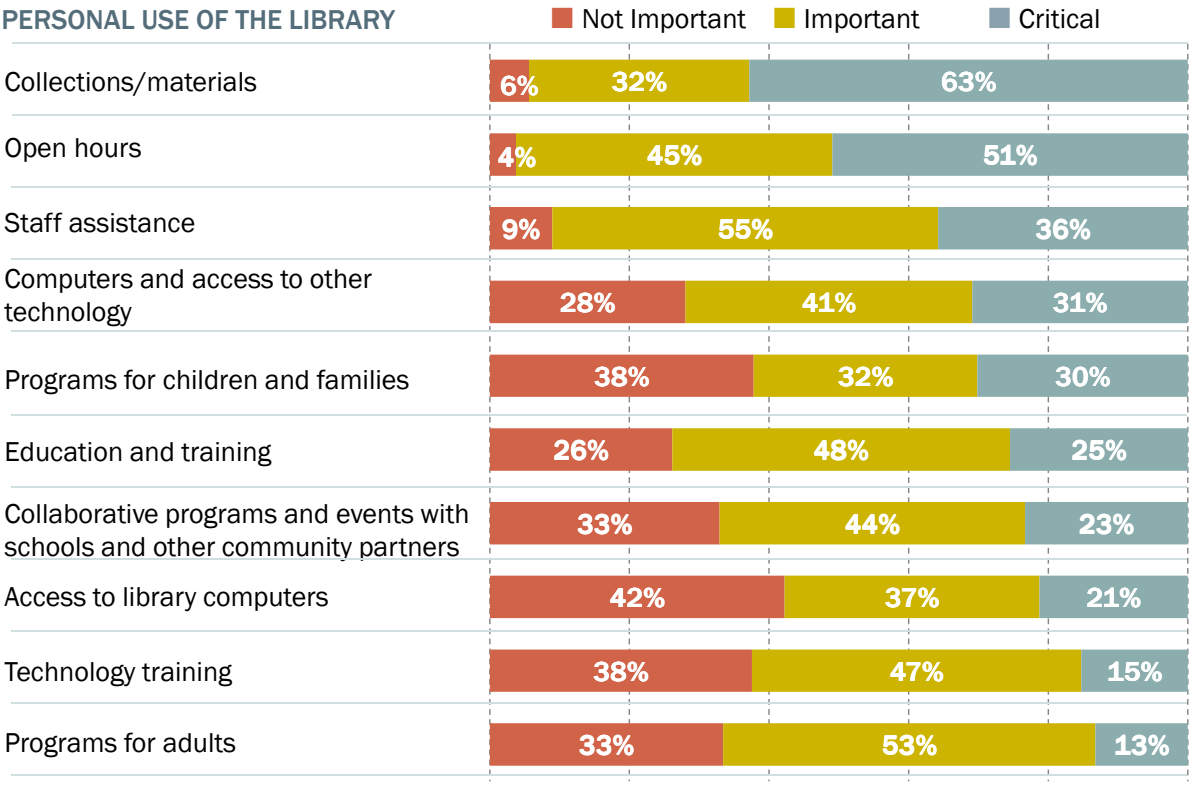
COLLECTIONS AND PROMOTING LITERACY ARE CENTRAL TO THE LIBRARY'S ROLE

IMPORTANCE TO THE RESIDENTS OF SEQUIM DUNGENESS VALLEY AREA



COLLECTIONS, OPEN HOURS, AND STAFF ASSISTANCE ARE IMPORTANT TO ALMOST ALL

IMPORTANCE TO RESPONDERS' PERSONAL USE OF THE LIBRARY



INCREASED COLLECTIONS AND IMPROVEMENTS TO SPACE ARE TOP PRIORITIES

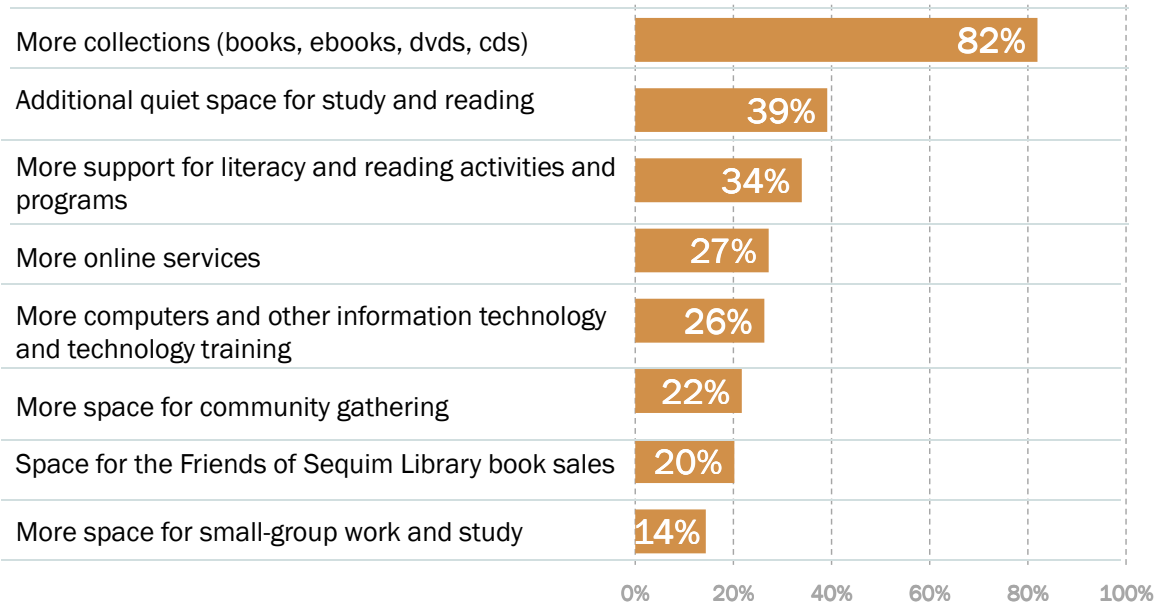
PERSPECTIVES ON HOW TO IMPROVE LIBRARY SERVICE

- Collections are the top priority (39%)
  - Books, books, books!
  - Electronic resources & e-books
  - Access to other collections, cross loaning
  - Some would like to see expanded collections before improvements to space
- Improved and expanded space (27%)
  - More space for patrons to enjoy the library (comfort, ease of use)
  - Need quiet space for reading and browsing
  - Improve access to collections (current stacks are too narrow, books are shelved too high or low)
  - Current space not reflective of the community
- Expanded hours (10%)
- Programming to support the civic community (5%)
  - Online activities and other programming to support literacy and community interests

"I love how the Sequim branch has by default positioned itself as our community center. Something is always going on. People meet and greet. A new library should capture this feeling and purpose so that people visit for all kinds of activities—serving whatever defines us as a community that reads, learns, performs, produces and comes together"

COLLECTIONS ARE A TOP PRIORITY FOR EXPANDING LIBRARY SERVICES

PRIORITIES FOR SERVICE EXPANSION



FOR A FEW, EXPANSION IS A LOW PRIORITY

- Improve collections and access to collections before investing in space to accommodate programming, technology, and meeting space.
  - Other organizations provide meeting spaces and programs
- Library is already meeting needs of the community – expansion is not necessary.
  - Library is not crowded
  - Move to digital resources which require less space
- Use off-site options before investing in a new building
  - Off-site storage and working with other organizations for off-site programming
  - Improved electronic access to resources
  - If expansion is necessary, use a currently empty building before designing/building new.
- No new taxes
- We cannot afford to expand
  - Families are already struggling in the economy

APPENDIX B

CODE ANALYSIS

The following is a summary of pertinent information derived from the City of Sequim's Municipal Code and the 2009 International Building Code. The included, referenced code sections will effect future expansion of the existing building or new construction of a building on the existing site.

A more detailed Code Analysis is included on the following pages.

SEQUIM MUNICIPAL CODE SUMMARY

ZONING

The Sequim Branch Library is located in a Public Facility Zone. All work done in this zone is subject to a Special Use Permit. The site sits adjacent to Sequim's Urban Growth Area, which has been designated as an R-III Zone, permitting Multi-Family Residential development.

The building is not a designated landmark.

PARKING

Changes to non-residential uses shall provide sufficient off-street parking to meet the needs of employees, visitors, customers, and clients. Large-surface parking lots (50 or more spaces) shall be visually and functionally segmented into several smaller lots. No more than 50 percent of required parking may be located forward of the front facade of a building.

2009 INTERNATIONAL BUILDING CODE

OCCUPANCY GROUPS

The existing building contains the following occupancy groups:
A-3: Multi-Purpose Auditorium for Community Events and Performances.

ALLOWABLE BUILDING AREAS

For a Type A-3, 11,500 sq. ft. are permitted per story. Maximum building height is 50 feet, although the zoning code limits this to 35 feet.

FIRE PROTECTION

The building is currently not sprinklered. There is currently a non-code-compliant fire alarm system.

OCCUPANT LOAD

If all occupancy groups are used simultaneously, the building's occupant load is 145. Group A occupant load is used.

EGRESS

Accessible means of egress required.

PLUMBING FIXTURE COUNT

Using Group A occupant load, the following plumbing fixtures are required:

Male:	3 WC, 2 Lavatories
Female:	3 WC, 2 Lavatories

SHKS ARCHITECTS

Sequim Branch Library - CODE ANALYSIS

Comprehensive Needs Assessment and Feasibility Study: Sequim Branch Library

Jack Dodge, Senior Planner	360.683.4908
Ann Hall, Building Official/Fire Marshall	360.683.4908
David Garlinton, City Engineer/Asst. Public Works Director	360.683.4908

GENERAL

Expansion of the existing buildling or construction of new building on current site, or a different site if required.

North Olympic Library System

630 North Sequim Avenue; Sequim, WA 98382

2009 International Building Code with Washington ammendements, including Appendix E
2009 International Fire Code with Washington ammendments, including Appendix B, C, E, F
Sequim Municipal Code

City of Sequim

State of Washington (WAC)

ZONING ANALYSIS

330202200470000

A portion of the NW 1/4, Section 20, T.30 N, R.3.W, W.M., Clallam County, WA.

1983

No

Public Facility (PF)

83,700 SF

None required

18.44.020 (C)	65%	
	Side	Minimum Allowed
18.44.020 (C)	Front	35 ft.
18.44.020 (C)	Rear	15 ft.
18.44.020 (C)	Side	10 ft.
18.44.020 (C)	Maximum Allowed	35 ft.
18.48.050	Total required	1 space/300 SF
	ADA Total required	1 space/25 spaces
	Existing	29 (including 1 ADA)
18.48.070	Joint Use of Facilities; Up to 100 percent of the parking required for a church or school may be credited to another use during periods when the church or school is not active.	
18.48.070	Wall and canopy lighting shall be screened to keep direct light and glare from spillig off the site. Freestanding parking lot luminaries, adjacent to residentally zoned property, are permitted up to a maximum height of 18 feet.	
18.48.080	For large structures (20,000 SF or greater)	Minimum 10 ft. — Perimeter buffer from edge of walkways, cubs or property lines. 12 contiguous or abutting parking spaces — Planting areas must be placed at each end of a parking row.

BUILDING CODE ANALYSIS

IBC 303.1, 304.1 — A-3

IBC 602.5, Table 601 — Type V-A (1 Hour), not sprinklered

IBC Table 503, Table 601

	Allowed	Existing
A-3		
No. of stories allowed	2	1
Area	11,500	5701

Maximum building height (Type V-A) — 50 ft (35 ft. allowed per Zoning)

IBC 504 — Automatic sprinkler system increase — Value for maximum building height is increased by 20 ft.
Value for maximum number of stories is increased by one.

IBC 506.3 — Automatic sprinkler system increase — The building area limitation is increased by an additional 200% for buildings with more than one story above grade plane.
The building area limitation is increased by an additional 300% for buildings with no more than one story above grade plane.

IFC 503.1.1 — Access roads shall extend to within 150 ft. of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

IFC 503.2.1 — Fire apparatus access roads — unobstructed width of not less than 20 ft.
unobstructed vertical clearance of not less than 13'-6"

503.2.4 — Turning radius — 50 ft. radius (45 ft. hard surface requirement)

503.2.5 — Dead-end fire apparatus access roads in excess of 150 ft. shall be provided with an approved area for turning around fire

IBC 903.2.1.3 — An automatic sprinkler system shall be provided where one of the following conditions exists:
The fire area exceeds 12,000 SF
The fire area has an occupant load of 300+
The fire area is located on a floor other than a level of exit discharge serving such occupants

IBC 1003.2 — The means of egress shall have a ceiling height of not less than 7 feet 6 inches.

IBC 1003.3.1 — Protruding objects are permitted to extend below the minimum ceiling height provided a minimum headroom of 80 inches shall be provided for any walking surface. Not more than 50% of the ceiling area of a means of egress shall be reduced in height by protruding objects.

IBC table 1004.1.2 — Total number of occupants

		Area (Sq.Ft.)	Occupant Load Factor - Gross	Occupants
Existing	Library stack areas	4268	100 gross	43
	Meeting Room	626	7 net	90
	Staff and Support Space	1115	100 gross	12
	sub-total	*6009*		*145*

IBC 1005.1 — Minimum Egress Width — Stairs: .3"/occupant; .2"/occupant for other egress components

1005.2 — Door encroachment — Doors, when fully opened, and handrails shall not reduce the required means of egress width by more than 7 inches. Doors in any position shall not reduce the

1007.1 — Accessible means of egress required. — Exceptions: 1. Accessible means of egress are not required in alterations to existing buildings.

IBC Table 1015.1 — Spaces with one exit

Occupancy	Maximum Occupant Load
A	49

IBC Table 1016.1 — Maximum travel distance:

Occupancy	Distance - without sprinklers
A	200

1018.2 — Corridor Width — 44" min.

1018.4 — Dead ends — 20 ft.

IBC Table 2902.1 — Use 30 SF per occupant for the minimum number of plumbing fixtures

Reference Occupancy Load calculations above. Total "occupied" square footage: 6009 SF
6009 SF ÷ 30 SF/occ = 200 occupants — 100 male, 100 female

	Occupancy	M / F Water Closets	M / F Lavatories
Existing	A	3 / 3	2 / 2

APPENDIX C

WA STATE RCW CHAPTER 27.15: LIBRARY CAPITAL FACILITIES AREAS

CHAPTER 27.15 RCW
LIBRARY CAPITAL FACILITY AREAS

RCW SECTIONS

27.15.005 Findings.
27.15.010 Definitions.
27.15.020 Request to establish library capital facility area -- Ballot propositions.
27.15.030 Governing body.
27.15.040 Authority to construct, acquire, maintain, and remodel facilities -- Interlocal agreements -- Legal title.
27.15.050 Financing -- Bonds authorized.
27.15.060 Dissolution of library capital facility area.

27.15.005
FINDINGS.

The legislature finds that it is in the interests of the people of the state of Washington to be able to establish library capital facility areas as quasi-municipal corporations and independent taxing units existing within the boundaries of existing rural county library districts, rural intercounty library districts, rural partial-county library districts, or island library districts, for the purpose of financing the construction of capital library facilities.

[1995 c 368 § 1.]

27.15.010
DEFINITIONS.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Library district" means rural county library district, rural intercounty library district, rural partial-county library district, or island library district.

(2) "Library capital facility area" means a quasi-municipal corporation and independent taxing authority within the meaning of Article VII, section 1 of the state Constitution, and a taxing district within the meaning of Article VII, section 2 of the state Constitution, created by a county legislative authority of one or several counties. A library capital facility area may include all or a portion of a city or town.

(3) "Library capital facilities" includes both real and personal property including, but not limited to, land, buildings, site improvements, equipment,

furnishings, collections, and all necessary costs related to acquisition, financing, design, construction, equipping, and remodeling.

[1995 c 368 § 2.]

27.15.020
REQUEST TO ESTABLISH LIBRARY CAPITAL FACILITY AREA — BALLOT PROPOSITIONS.
Upon receipt of a completed written request to both establish a library capital facility area and submit a ballot proposition under RCW 27.15.050 to finance library capital facilities, that is signed by a majority of the members of the board of trustees of a library district or board of trustees of a city or town library, the county legislative authority or county legislative authorities for the county or counties in which a proposed library capital facility area is to be established shall submit separate ballot propositions to voters to authorize establishing the proposed library capital facility area and authorizing the library capital facility area, if established, to finance library capital facilities by issuing general indebtedness and imposing excess levies to retire the indebtedness. The ballot propositions shall be submitted to voters at a general or special election. If the proposed election date is not a general election, the county legislative authority is encouraged to request an election when another unit of local government with territory located in the proposed library capital facility area is already holding a special election under *RCW 29.13.020. Approval of the ballot proposition to create a library capital facility area shall be by a simple majority vote.

A completed request submitted under this section shall include: (1) A description of the boundaries of the library capital facility area; and (2) a copy of the resolution of the legislative authority of each city or town, and board of trustees of each library district, with territory included within the proposed library capital facility area indicating both: (a) Its approval of the creation of the proposed library capital facility area; and (b) agreement on how election costs will be paid for submitting ballot propositions to voters that authorize the library capital facility area to incur general indebtedness and impose excess levies to retire the general indebtedness.

[1996 c 258 § 1; 1995 c 368 § 3.]

Notes:

*Reviser's note: RCW 29.13.020 was recodified as RCW 29A.04.330 pursuant to 2003 c 111 § 2401, effective July 1, 2004.

27.15.030
GOVERNING BODY.
The governing body of the library capital facility area shall be three members of the county legislative authority from each county in which the library capital

facility area is located. In counties that have more than three members of their legislative body, the three members who shall serve on the governing body of the library capital facility area shall be chosen by the full membership of the county legislative authority. Where the library capital facility area is located in more than one county, a county may be represented by less than three members by mutual agreement of the legislative authorities of the participating counties.

[1995 c 368 § 4.]

27.15.040
AUTHORITY TO CONSTRUCT, ACQUIRE, MAINTAIN, AND REMODEL FACILITIES — INTERLOCAL AGREEMENTS — LEGAL TITLE.

A library capital facilities [facility] area may construct, acquire, maintain, and remodel library capital facilities and the governing body of the library capital facility area may, by interlocal agreement or otherwise, contract with a county, city, town, or library district to design, administer the construction of, operate, or maintain a library capital facility financed pursuant to this chapter. Legal title to library capital facilities acquired or constructed pursuant to this chapter may be transferred, acquired, or held by the library capital facility area or by a county, city, town, or library district in which the facility is located.

[1995 c 368 § 5.]

27.15.050
FINANCING — BONDS AUTHORIZED.

(1) A library capital facility area may contract indebtedness or borrow money to finance library capital facilities and may issue general obligation bonds for such purpose not exceeding an amount, together with any existing indebtedness of the library capital facility area, equal to one and one-quarter percent of the value of the taxable property in the district and impose excess property tax levies to retire the general indebtedness as provided in RCW 39.36.050 if a ballot proposition authorizing both the indebtedness and excess levies is approved by at least three-fifths of the voters of the library capital facility area voting on the proposition, and the total number of voters voting on the proposition constitutes not less than forty percent of the total number of voters in the library capital facility area voting at the last preceding general election. The term "value of the taxable property" has the meaning set forth in RCW 39.36.015. Such a proposition shall be submitted to voters at a general or special election and may be submitted to voters at the same election as the election when the ballot proposition authorizing the establishing of the library capital facility area is submitted. If the proposed election date is not a general election, the county legislative authority is encouraged to request an election when another unit of local government with territory located in the proposed library capital facility area is already holding a special election under *RCW 29.13.020.

(2) A library capital facility area may accept gifts or grants of money or property of any kind for the same purposes for which it is authorized to borrow money in subsection (1) of this section.

[1996 c 258 § 2; 1995 c 368 § 6.]

Notes:

*Reviser's note: RCW 29.13.020 was recodified as RCW 29A.04.330 pursuant to 2003 c 111 § 2401, effective July 1, 2004.

27.15.060
DISSOLUTION OF LIBRARY CAPITAL FACILITY AREA.

(1) A library capital facility area may be dissolved by a majority vote of the governing body when all obligations under any general obligation bonds issued by the library capital facility area have been discharged and any other contractual obligations of the library capital facility area have either been discharged or assumed by another governmental entity.

(2) A library capital facility area shall be dissolved by the governing body if the first two ballot propositions under RCW 27.15.050 that are submitted to voters are not approved.

[1995 c 368 § 7.]

Source URL: http://apps.leg.wa.gov/rcw/default.aspx?cite=27.15&full=true