



NOLS SEQUIM BRANCH LIBRARY

Conceptual Planning and Schematic Design
May 08, 2018



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PROJECT TEAM

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The street-facing entry of the existing Sequim Branch Library; currently, the library front is uninviting and has few opportunities for visual connections to the building interior.

EXECUTIVE SUMMARY

OBJECTIVES AND GOALS

For approximately 20 years, there has been a generally acknowledged need for a larger, updated branch library facility to serve the Sequim / Dungeness Valley area. The cramped and aging 6,000 sf branch was built in 1983; cosmetically remodeled (but not expanded) in 2008. The Needs Assessment and Feasibility Study prepared in 2014 included community input, a current population analysis, 30-year projections to estimate the library size needed to serve the growing community, and a site feasibility analysis.

This Conceptual Planning and Schematic Design for the Sequim Branch Expansion Project will provide more detailed program and cost information to support Board decision-making to move forward with an expansion of the Sequim branch. NOLS is currently engaged in a community education campaign to raise public awareness about the facilities challenges at the Sequim Branch, building an informed foundation for community input to enhance support for a branch expansion. An LCFA funding request may be presented to voters in 2018 or later.

PROCESS

The 2014 Sequim Library Needs Assessment and Feasibility Study was used as a platform for the programming, conceptual planning and schematic design for this study. Additional background information was updated through research, community workshops and interviews with staff to reflect significant changes in the community.

The 2014 study concluded that a library of approximately 17,000 sf – 20,000 sf, with required parking, could be developed on the existing site, owned by NOLS at 630 N. Sequim Ave.

EXECUTIVE SUMMARY

SHKS Architects worked with NOLS and the Sequim Library staff to confirm service, operations, and collection size requirements to develop a detailed space needs program. Emerging service models and technology were researched and presented for community and stakeholder response in two interactive workshops.

Two design options – renovation/addition and a new replacement facility - were developed and evaluated to determine the balance between initial capital costs, long-term operations, performance, value, and schedule.

FINDINGS AND RECOMMENDATIONS

To accommodate the service and space needs identified in the programming process, a 17,000 square foot library with approximately 62 parking spaces is recommended. The proposed program and conceptual plan provides space for expanded collections, quiet reading space separated from social seating areas, flexible activity/meeting spaces, and larger, separate areas for children and families, teens, and tweens. The Friends of the Sequim Library (FOSL) has a designated workroom, display shelving for sales materials, and an exterior book drop for donations.

After review and analysis of conceptual plans, schematic design, and cost estimates for two different design options - remodel/addition and new/replacement facility – NOLS Board members voted unanimously to accept the recommendation of the review committee, and move forward with further development of a plan for a new building to replace the existing building.

A replacement building permits a spatial organization that is more intuitive for patron self-help and more efficient for staff work-flow. A new building can be sited and planned to optimize pedestrian and vehicle access, views and solar orientation for improved daylighting and energy efficiency.

A recommended total project budget of \$12.4m includes construction costs of \$8.8m for building and site work and \$3.6m in soft costs for A/E fees, permits, sales tax and 10% project contingency. FFE, collections, fundraising and project management costs are not included.



The street-facing entry of the proposed Sequim Branch Library; the shared public gathering area is welcoming, open, has weather protection, and space for outdoor programs.

The current Sequim Branch Library does not meet the space needs of the community. A library expansion will provide the space for existing and fresh new library functions.

PROJECT BACKGROUND + METHODOLOGY

The existing Sequim Branch of the North Olympic Library System is located at 630 N Sequim Ave in Sequim, Washington. The Library is part of the North Olympic Library system and offers a wide range of services and programs for residents in the neighboring area. It houses over one quarter million items, fueled by approximately 1.2 million checkouts per year.

IMPETUS FOR STUDY

SHKS Architects was enlisted to research the existing library and propose the extents of possible expansion. The current 6,050 square foot library does not meet the space needs of the community.

PROJECT SCOPE

A primary and overriding goal of the project was that the Sequim community be involved in the design input process. The scope of the project involved the analysis of the existing library building, functions, and the proposal of a new library building that better meets the needs of the library staff and Sequim community. The scope of analysis had four parts. First, that the existing library be assessed and analyzed for future library program needs. Second, that two different design approaches be developed to a preliminary design level, in order to ascertain the comparative advantages, or dis-advantages, of reusing and expanding the existing building, in comparison to replacing the existing library with a larger and improved library building. Third, that preliminary project cost estimates be prepared for the two proposed scenarios, to assist with the comparative analysis.

COMMUNITY INVOLVEMENT

Two public meetings were held to introduce the design and determination process to the public and to encourage community input. These meetings were multi-faceted and interactive and allowed the community to present their opinions and ideas both verbally and visually.

SITE ANALYSIS

SHKS analyzed the Sequim Municipal Code and International Building Code requirements for setbacks, height limitations, and design requirements that would affect the design of the proposed building. This full code analysis can be found in the Appendix.

BUILDING OBSERVATION

No field measurements of the existing building were verified or taken. Any measurements or areas included in analysis were based upon existing documentation or observations of the current library use.

REVIEW OF EXISTING DRAWINGS AND MAINTENANCE HISTORY

Available documentation included drawings from the original drawings of the library and the interior renovation of the existing library. When documentation for repairs or changes was not available, installation dates were estimated based on vintage and condition of building components and systems. No investigative demo was performed.

PROGRAM ANALYSIS

SHKS used the existing drawings and observations from library visits to analyze the existing Sequim Branch program. Notes were taken on what elements currently work for the library and what the existing library lacks, and written recommendations stemming from staff and community taskforce assessments were reviewed (attached as Appendix E). Informal interviews were also conducted with Library staff regarding proposed program, existing building elements, and overall library-related functions. These interviews were conducted in tandem with the community meetings.

CONCEPTUAL DESIGN

SHKS studied the existing library site and program for limitations and opportunities in the proposal for the future library. Details about the two design approaches are included later in the report.

PROJECT BUDGET

Both of the proposed designs were analyzed by the WT Partnership for cost differences and similarities (see Appendix). Overall, the reuse of the existing library was slightly less expensive. However, due to unknown conditions prior to renovation, the cost difference is risky to assume. There are also inherent costs with the systematic replacement and repair of existing building systems that are difficult to predict. Therefore, it was concluded that, despite the apparent additional cost factor, a new library would provide a more secure cost estimation. There are also inherent benefits to a new design that include flexibility, aesthetics, and optimal functionality that cannot be fiscally evaluated.



The public meetings were held at the existing Sequim Branch Library.

Library space requirements and planning are guided by input gathered in the community visioning process.

COMMUNITY INVOLVEMENT

At the early stages of the project, two open community meetings were held to obtain public feedback and consider it for the future design and library approach. These meetings were held in the library and used a variety of images, diagrams, and activities to engage the community and produce creative, constructive feedback. This community visioning is an important step of the process to gather user and staff feedback, prioritize important aspects of the library, and allow the community to voice their hopes and dreams for the future of the project.

PUBLIC MEETING 1: NOVEMBER 06, 2017

The first public meeting, held in early November, provided several stations for public viewing. Some of the stations had diagrammatic analysis of the existing library program, others provided space for the participants to write in their opinions. Other stations held interactive activities that allowed the community to express their ideas in a creative way. There were extensive opportunities for participants to discourse directly with NOLS staff, Board members, and the architectural design team.

PUBLIC MEETING 2: DECEMBER 02, 2017

The second public meeting included a presentation by SHKS Architects to detail the overall purpose and current status of the Pre-Design process. The day-long event also included several interactive input activities that again allowed the public to express their hopes for Sequim's Future Library.

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SHKS Architects presented the design approach to new library space during the second public meeting.

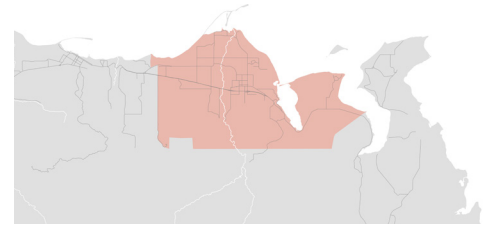


The community participated in interactive design charrettes during the second public meeting to creatively express their ideas for the future library design.

- Exploit views into and out of library.
- Use durable, local, non-toxic materials that reflect community past and future.

PROGRAMMING PRINCIPLES

- Increase opportunities for social interaction and quiet reading.
- Make flexible and multi-functional spaces for groups and individuals, sufficiently sized to accommodate large and small groups.
- Provide distinct spaces for children, teens/tweens and older adults
- Include creative learning spaces for STE(A)M/DIY activities.
- Refresh and display collections to inspire readers.
- Make adaptable to new and changing technology needs.



Sequim School District boundaries.

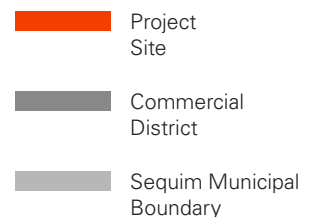


Sequim Municipal boundaries and project site.

The proposed site is approximately 83,700 square feet and is located directly north of the Sequim commercial center.

SITE ANALYSIS

The project is proposed on the existing library site at 630 N Sequim Ave, Sequim, WA 98382. This property is approximately 83,700 square feet (1.92 acres) and is 620 feet long and 135 feet wide along the adjacent road. There is minimal topography change on-site. The Sequim Worship Center is to the north of the property, a currently vacant lot to the south and east, and the Sequim High School immediately across the street.



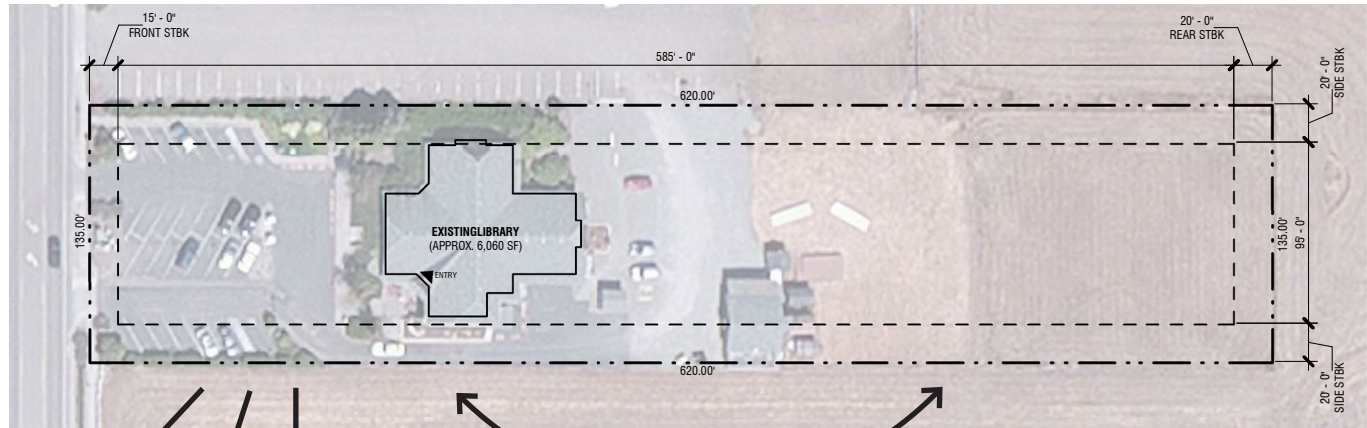
EXISTING LAND USE OVERVIEW


The site in question is located in a R4-8 zone; however, as a public facility it will have to meet certain other code requirements. Maximum lot coverage is 40%, and maximum building height is 25 feet. Front, rear, and side setbacks are 15', 20' and 20' respectively. As a library, one parking space per every 300 square feet is required, and one of 25 spaces must be accessible.

4 PROGRAM ANALYSIS




Images from the existing exterior of the Sequim Branch Library.





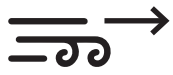
VIEW ORIENTATION

The views of the Olympic Mountains and Hurricane Ridge are to the south and west.



SOLAR ORIENTATION

The site runs in an east-west direction. Solar gain primarily comes from the south.



WIND/RAIN ORIENTATION

The wind is directed from the west for the majority of the year.

Existing site plan and analysis





Images from the existing interior of the Sequim Branch Library.

Existing library facilities lack adequate space for library programs and activities, community meetings, reading, staff work and collections.

PROGRAM ANALYSIS

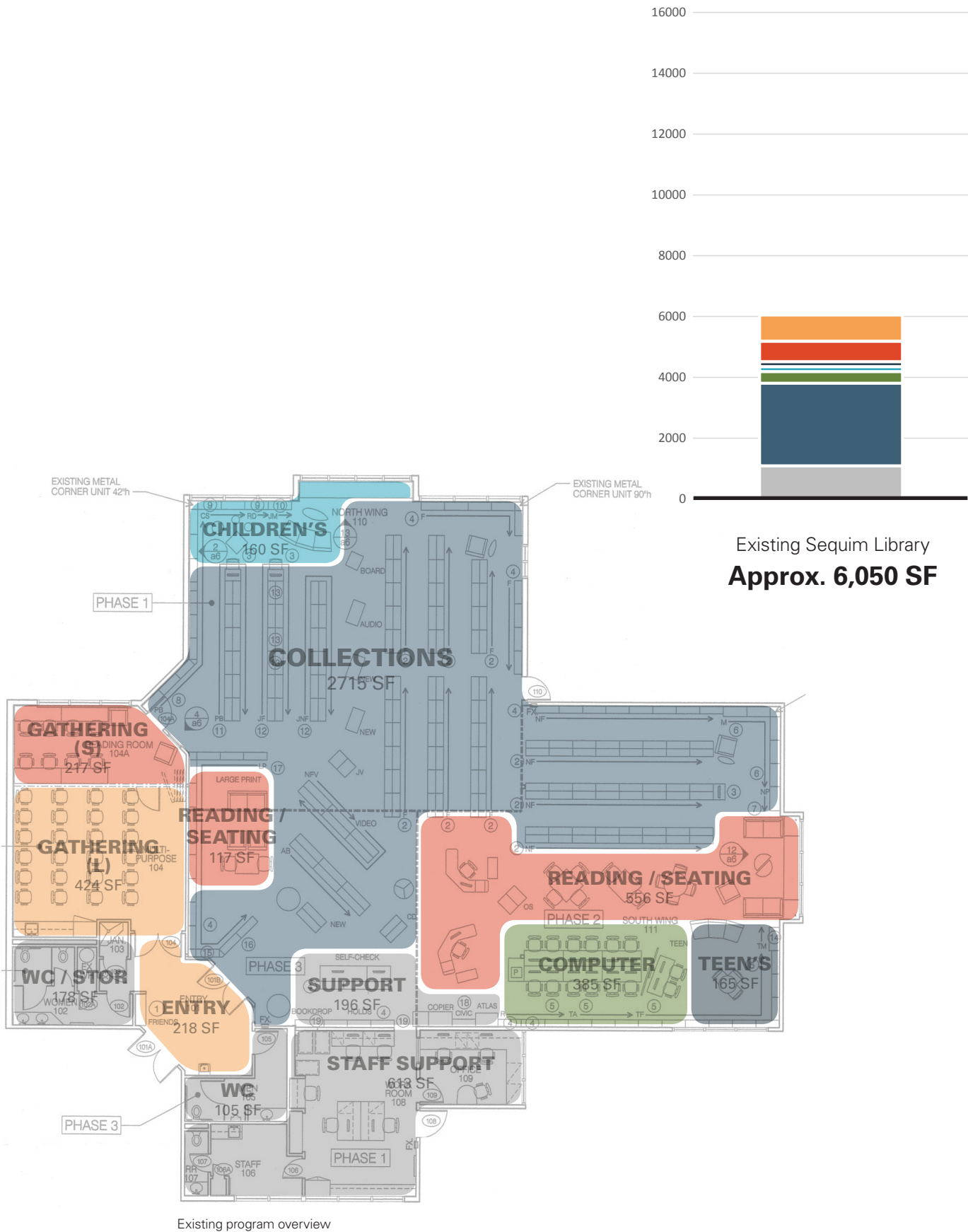
EXISTING LIBRARY PROGRAM

The existing square footages of the library was documented, analyzed, and categorized into seven functions (collections, children's, tweens/teens, reading, group activity, computers, and library work/support space). These spaces total approximately 6,050 square feet.

NEEDS ASSESSMENT

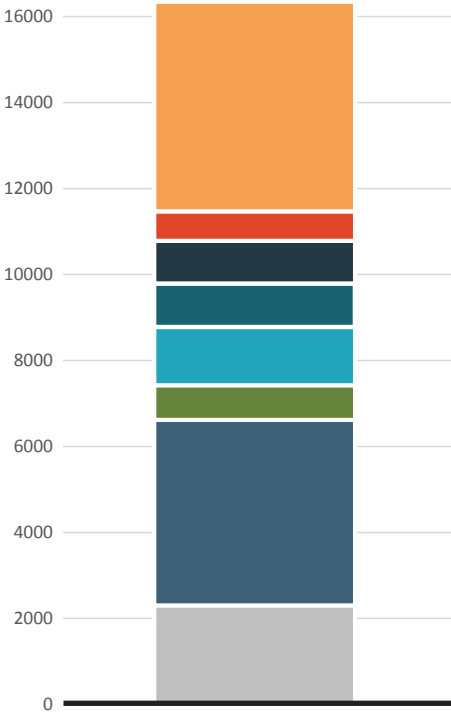
An overview of necessary program to be included in the library was derived through several library staff and community meetings. Overall, the increase in library area allows traditional, loved library spaces to grow while also allowing new, innovative library space to foster new, innovative library activities that are unique to the Sequim Branch.

4 PROGRAM ANALYSIS



Combining resources and space in a new, expanded building will provide valuable space for new and existing library programs and services.

- Collections (All)
- Children's Reading / Seating
- Tween's Reading / Seating
- Teen's Reading / Seating
- Reading / Seating
- Group Activity Space
- Computer Stations
- Support Space



Proposed Sequim Library
Approx. 17,000 SF



Proposed program overview

The building program for the proposed library was informed by taskforce input on essential design elements, community input, and observed space use at the existing library. Natural light, access to views, improved thermal comfort and energy performance, robust wi-fi and digital tools and new furnishings benefit all library users.

Books
Media
Periodicals



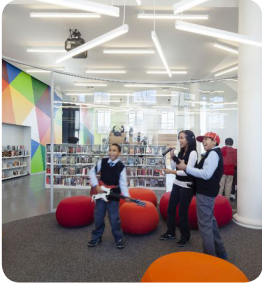
COLLECTIONS

Learning / Play
Stories / Reading



CHILDREN'S

Reading
Gaming
Homework
Conversation



TWEEN'S

Reading
Gaming
Homework
Conversation



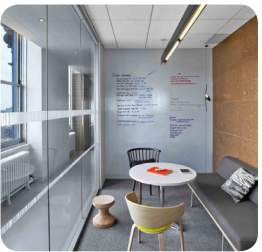
TEEN'S

Quiet Reading
Social Reading
Conversation
Study



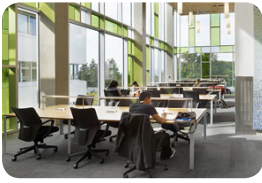
READING

Events
Meeting
Story Time
Music
Study
Projects



GROUP ACTIVITY

Research
Writing
Learning
Printing
Entertainment



COMPUTER

Friends of the Library
Staff Work
Toilets
Mechanical
Storage



SUPPORT



New spaces for group activities, quiet reading, conversation and teens/tweens can be organized to encourage interaction and help manage noise.

INNOVATIVE SPACE

The proposed library is broken down into the seven conceptual categories previously mentioned. Each category contains subspaces that could be a part of the new library in some capacity. New spaces are needed to provide an exceptional, customer-centered experience, support innovative library programs and approaches to learning. Some of these opportunities are illustrated below:



Welcome / Help / Orientation



New + Noteworthy Books / Media



Casual Conversation, Reading,
+ Co-Working



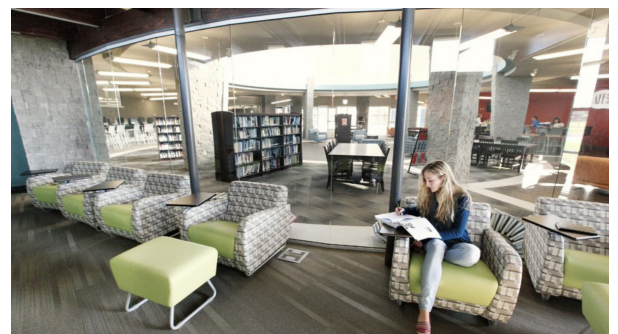
Early Learning Through Play



Multi-Use Space for
Exhibition, Display, Events, +
Performance



Active Learning / Making / Recording



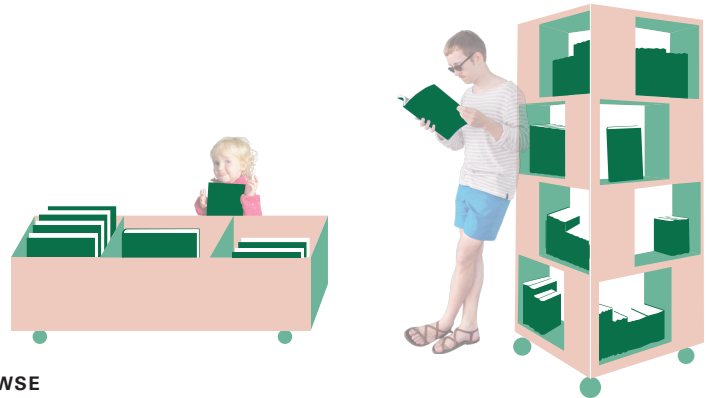
Quiet Reading / Writing / Thinking Space

4 PROGRAM ANALYSIS



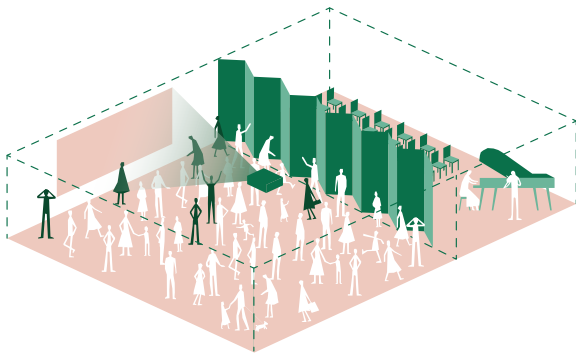
POWER UP

Access collections & technology, power outlets, individual seating, and work surfaces.



BROWSE

Innovative storage responds to the human scale and fosters interaction between library patrons. Mobile shelving enhances flexible space use.



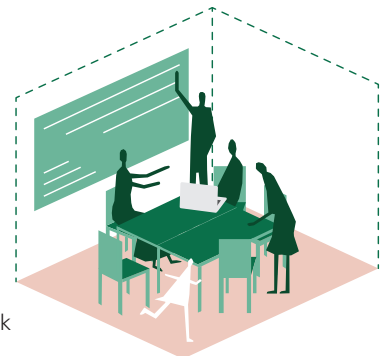
SPACE AS MEDIA

Operable partitions make adaptable spaces for gathering and display.



COLLABORATE

Acoustically controlled areas to work together or apart, with surfaces for writing or projection.



CHILDREN & FAMILIES

Furnishings to accommodate range of ages and program activities.

Innovative library storage and furniture can enhance the library experience.



PEOPLE & COLLECTIONS

Mix comfortable seating and shelving within collections space. Lower shelving height for increased sight-lines and intuitive wayfinding throughout library.

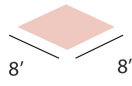

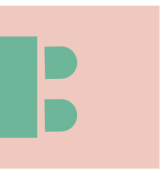
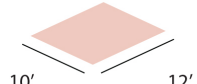
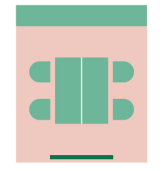
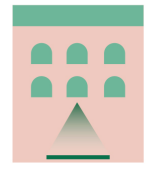
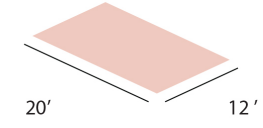
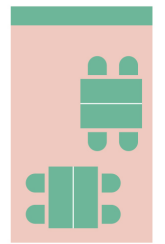
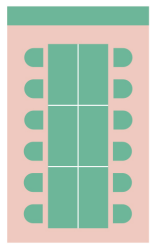
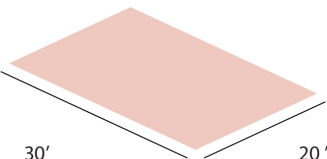
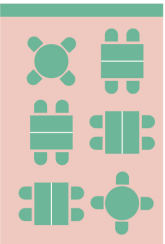
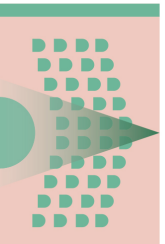
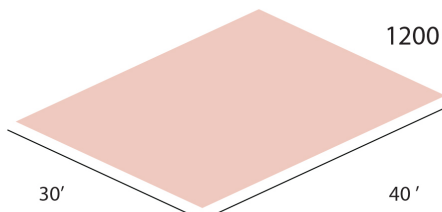

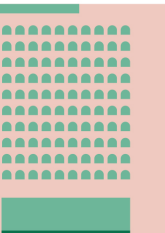
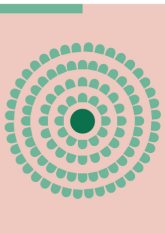
New types of book storage and technology access can enhance the library experience. Gathering spaces can be multi-functional and arranged according to the need of the library.

INNOVATIVE STORAGE

In addition to new and innovative library spaces, new and innovative library storage and storage layout can enhance the library experience. The storage should be interesting and interactive, respond to the human scale, and foster interaction between library patrons.

FLEXIBLE LAYOUT

Flexibility is an important aspect of the new library. Work and gathering spaces should be adjustable to meet the needs of the wide variety of activities that occur in the library. There should also be several size variations of gathering spaces to meet the needs of the library patrons.

CAPACITY (# of people)	SIZE approx.	ACTIVITIES	ATTRIBUTES	ARRANGEMENT
1 - 2	64 SF 	Making Tutoring Meeting Recording Study	Silence Screens Armchairs	 
4 - 6	120 SF 	Making Recording Meeting Study Presentation	Projectors Screens	 
8 - 12	240 SF 	Making Meeting Presentation Workshop	Daylight Water Projectors Screens Mobile furniture	 
24 - 40	600 SF 	Making Presentation Exhibition Meeting Lecture Workshop Combination	Daylight Water Bathrooms Projectors Divisible Mobile furniture	 
60 - 100	1200 SF 	Presentation Exhibition Meeting Lecture Workshop Combination	Daylight Water Bathrooms Projectors Divisible Mobile furniture	  

Flexible, multi-sized library rooms offer a wide range of configurations.

BUILDING ORGANIZATION

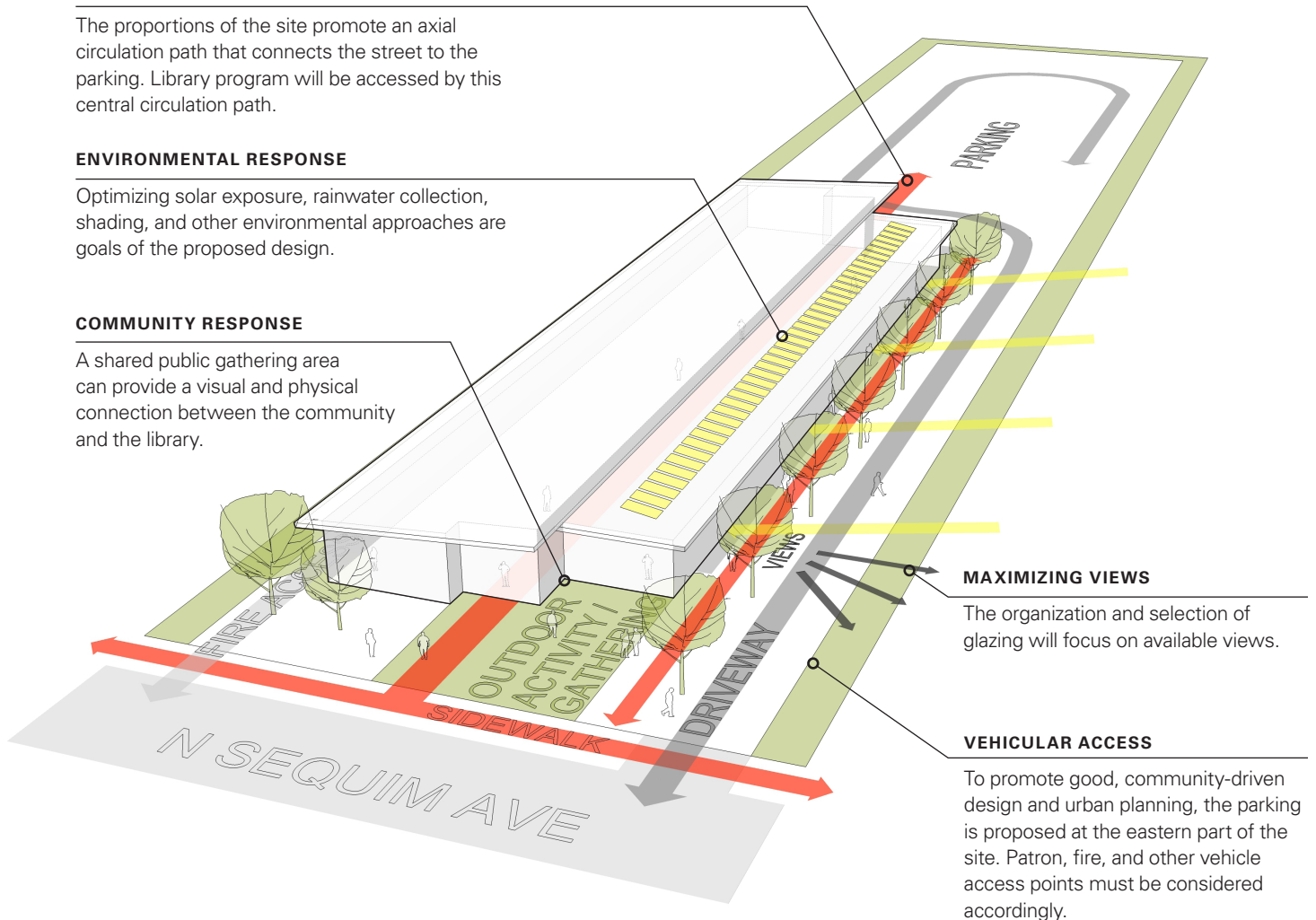
The proportions of the site promote an axial circulation path that connects the street to the parking. Library program will be accessed by this central circulation path.

ENVIRONMENTAL RESPONSE

Optimizing solar exposure, rainwater collection, shading, and other environmental approaches are goals of the proposed design.

COMMUNITY RESPONSE

A shared public gathering area can provide a visual and physical connection between the community and the library.

**MAXIMIZING VIEWS**

The organization and selection of glazing will focus on available views.

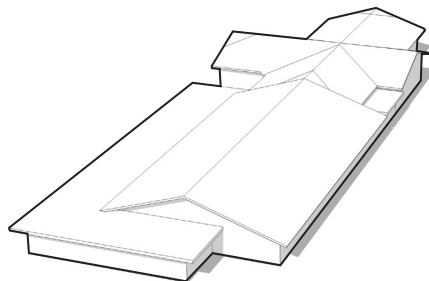
VEHICULAR ACCESS

To promote good, community-driven design and urban planning, the parking is proposed at the eastern part of the site. Patron, fire, and other vehicle access points must be considered accordingly.

Library activities and spaces will be arranged to take advantage of site access, views in and from the building, natural light and ventilation.

CONCEPTUAL DESIGN

Two designs were explored in the conceptual phase of the pre-design. The first design considered the implications of reusing the existing library with a substantial addition. The second design explored the possibilities of designing and constructing a new library. Each approach was explored at a conceptual design level, a preliminary cost estimation was formed, and the following “opportunities” and “challenges” list was developed. These outcomes were analyzed by a Library/Community task-force to determine the preferred approach for Sequim’s future Library. It was determined that a new library (Option 2) was the preferred approach.



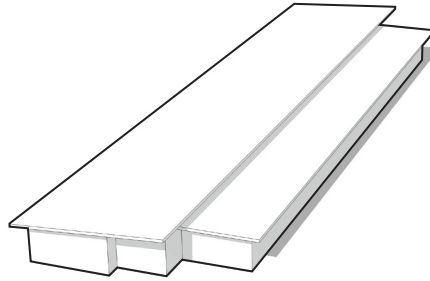
OPTION 1: REUSE AND EXPANSION OF EXISTING BUILDING

OPPORTUNITIES

1. Reuse of an existing infrastructure may be perceived as a more “pragmatic” approach
2. Retain and reuse “embodied energy” of existing building mass
3. Retain sentimental value / existing architectural qualities
4. South entrance presents new identity
5. May allow library to operate on site during part of construction
6. Lower overall cost per square feet (est. \$408.60/sq.ft.)
7. *Deferring upgrades may reduce initial construction costs*
4. **Entry is not possible from parking lot without extensive building demo (which would add to cost)**
5. Library will still need to relocate for some part of construction
6. Renovation/repair costs more difficult to predict + estimate (*hidden costs may arise during remodel*)
7. Deferred upgrades will require future repairs and maintenance
8. Lower performance of existing systems – comfort + energy use
9. **Reuse option results in space constraints in staff work area & book handling area (including potential FOSL work space)**

CHALLENGES

1. **Cost effective reuse of the existing building requires that any change to existing infrastructure must be minimal. This reality imposes various un-pragmatic constraints, such as, inability to enter directly from the parking lot; greater cost/difficulty in updating IT infrastructure; service area and delivery area size and location constraints; limited natural lighting in old building.**
2. **Access drive will require N/S wall demolition + replacement**
3. *Required partial demolition would change exterior appearance – remaining “old” building may not retain recognizable sentimental qualities*
10. **Drive-by book drop unlikely**
11. Infrastructure of old part of the library would be less flexible to accommodate changing future use.
12. **Loading is inconvenient due to centralized staff workspace**
13. **More difficult to close off library for after-hours meeting room use due to central entry**
14. Limited visual access (sight lines) from central desk to both entries
15. Limited visual access from central desk to parts of the existing library
16. Primarily supports only westward development (future expansion to east is not possible) - limits maximum library size
17. Fire exit requires agreement with neighbor
18. May be perceived as a compromise



OPTION 2: NEW BUILDING

OPPORTUNITIES

1. **New visual identity**
2. **More coherent design**
3. **More predictable construction cost**
4. **Minimal program constraints**
5. Improved systems performance
6. All systems on same maintenance life-cycle; more consistent makes and models
7. Can potentially better respond to site + environmental cues
8. **Library user book drop near parking**
9. **ADA spaces adjacent to building entry**
10. **Passenger drop-off near parking and entry**
11. **Opportunity for drive-by book-drop**
12. **Entry direct from parking lot**
13. **Meeting rooms close to parking**
14. **More design flexibility creates a more functional library; more flexible to meet changing future needs**
15. **More efficient staff workspace, loading, and operations**
16. Centralized desk has good visual connection to all entrances
17. **Good visual connection / sight lines**
18. East-west flexibility allows central, shared group activity room between teens/children's spaces
19. Existing library does not limit library expansion
20. Opportunity for better visual connection to outside spaces

CHALLENGES

1. Requires the demolition of existing library; loses embodied energy, sentimental value
2. Staff work area may be further from central customer service space
3. Will require temporary library location during construction
4. **Higher overall cost per square feet (est. \$456.11/sq. ft); may cost more initially**
5. May be perceived as extravagant

Bold indicates items considered to be of particular significance by review Committee.

Italics indicates Committee comments about related/offsetting factors or considerations

ZONING REQUIREMENTS

Several zoning requirements limit the development of the existing library site. Required setbacks will constrain on-site building development. A 10'-0" landscape buffer is required around the lot perimeter. Parking is proposed at the rear of the site and requires a 20'-0", two-way access road. 20'-0" fire access is also required. A 50'-0" radial turnaround is needed for firetruck maneuverability, and the Sequim Fire Department has requested a secondary exit point. All of these factors constrain the site and limit the location of future development.

As a new building, the proposed project will also have to meet Design Guidelines in the Sequim Municipal code. This will determine certain community relationships, siting, and building massing.

SITE OPPORTUNITIES

There are also several opportunities provided by the existing library site. Although the required setbacks constrain future development, the size and proportion of the site allows for flexibility in building placement and the opportunity to provide public spaces at the street edge and at the rear of the site. The east-west orientation is optimal for solar exposure, and the location of the site has ties to the high school across the street and the commercial district directly to the south.

VEHICLE ACCESS

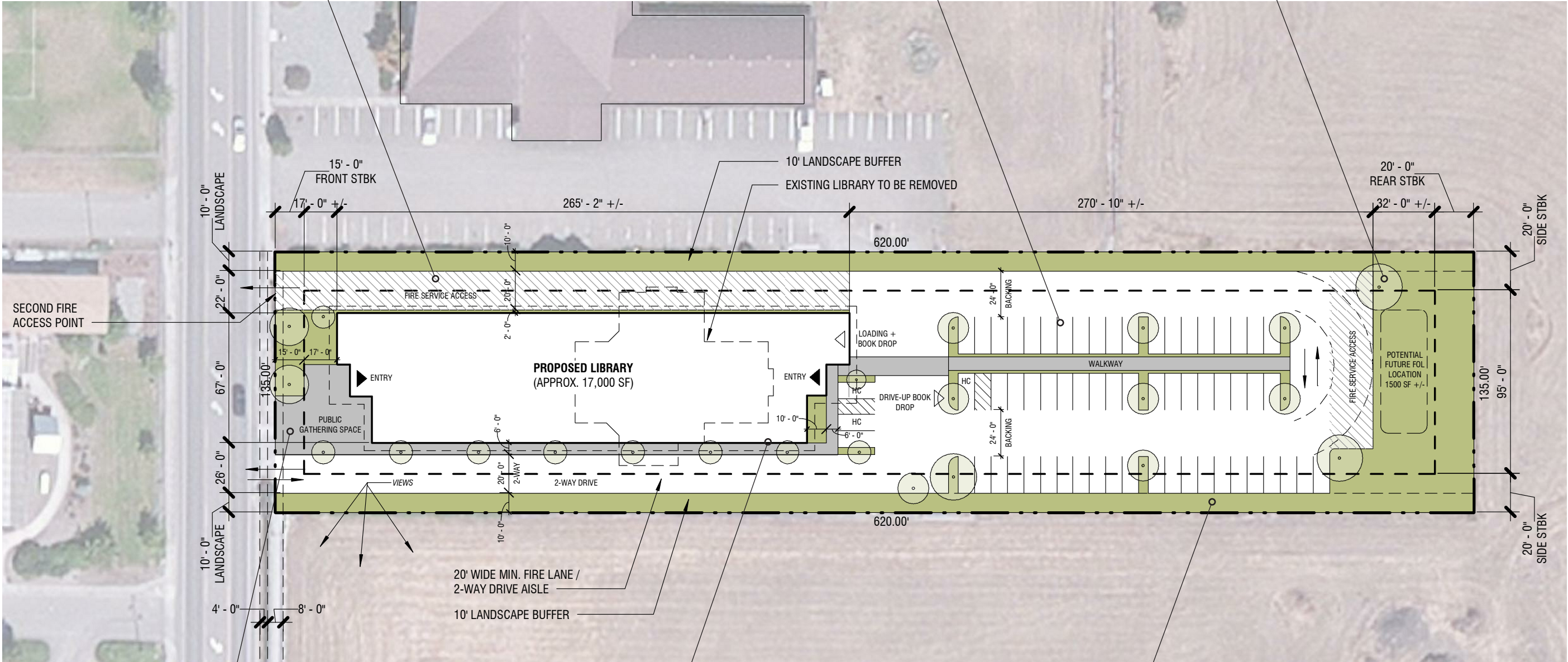
A secondary fire-access road was requested by the Sequim Fire Department. To provide access the road must be 20'-0" wide and unobstructed.

PARKING LOCATION AND REQUIREMENT

62 parking spaces are located at the rear of the site. Approximately 57 are required per code.

FUTURE DEVELOPMENT

The length and size of the site retains some space for future development or expansion, should the library need it.



PUBLIC PLAZA

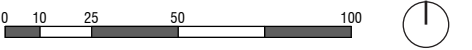
A western-facing public plaza creates a welcoming and multi-functional entry space, maximizes views, and provides a shared community space.

SITE ORIENTATION

The site provides optimal solar exposure due to its east-west orientation.

LANDSCAPE BUFFER

The Sequim Municipal code requires a 10'-0" landscape buffer along the perimeter of the site.



EXTERIOR VISUALIZATIONS

The following two exterior views illustrate the conceptual approach to the building entrances on the West/N. Sequim Avenue side and the East/Parking Lot side. The first image illustrates a building front that interacts with the community and provides public space that visually and physically connects to the interior of the building. The second image is of the conceptualized rear entry, illustrating the relationship between the parking, meeting rooms, book drop, staff and Friends of the Library space.

ENVIRONMENTAL RESPONSE

The southernmost roof can be oriented toward the south to maximize photovoltaic gain. Stormwater can be collected and stored, or mitigated with bioretention or rain gardens. These approaches can be exhibited to the community as a learning opportunity.



INVITING ENTRY

Large expanses of glazing create a welcoming atmosphere and allow a visual connection between the library and the community.

EXTERIOR CONNECTION

Children's, Teen's, and Tween's spaces open onto the public plaza to create multi-functional, transitional spaces that can be directly connected to the outside.



FRIENDS OF THE LIBRARY

The Friends of the Library have a separate workroom, adjoining the staff support area but directly accessed from the exterior. This area, together with covered exterior space and extensive shelving space in the social gathering space can flexibly support both ongoing and monthly book sale activities.

DRIVE UP BOOK DROP

The proposed site layout supports a drive up book drop. This will be located near the building entry for easy access by library patrons and staff.

**ACTIVE GATHERING SPACE**

The large meeting room is immediately adjacent to the east entry. This space could open directly to the outside for spill-out events, and is easily accessible from the provided parking.

INVITING ENTRY

Large expanses of glazing create a welcoming atmosphere and allow a visual connection between the library and the community.

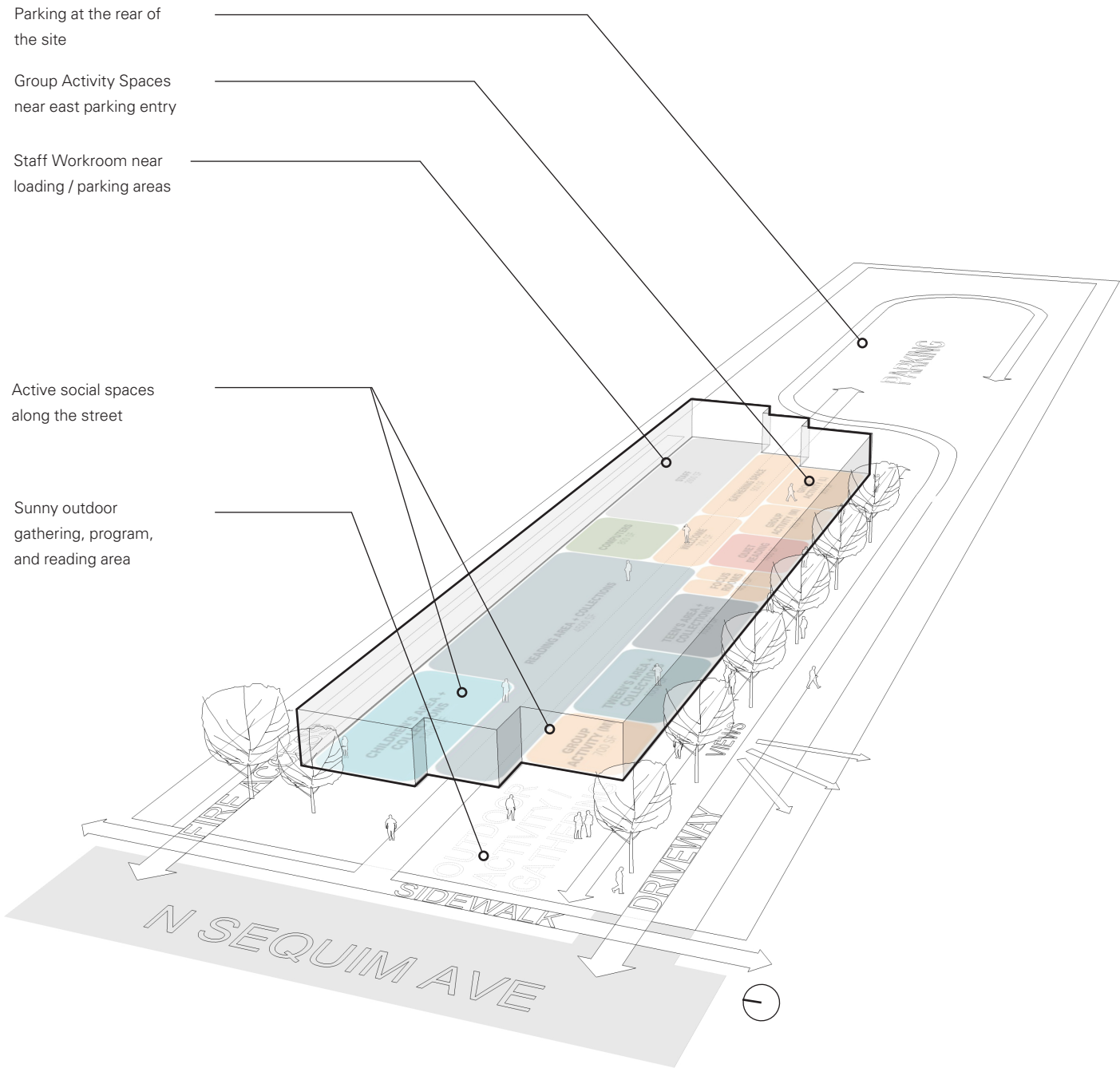
COMBINED ENTRY / BOOK DROP

A covered entry is paired with a book drop that directly connects to staff circulation space. A drive-up book drop will also be located in a nearby location.

PROGRAM PLACEMENT

The proposed program was derived from an analysis of existing library space, discussions with current library staff and patrons, and a desire to create a future, flexible library that embraces progressive ideas in library innovation.

The chart on page 33 lists the proposed program and illustrates a recommended area for each space. These areas were calculated by interior usable space rather than as the total building size (gross square footage).



- Collections (All)
- Children's Reading / Seating
- Tween's Reading / Seating
- Teen's Reading / Seating
- Reading / Seating
- Group Activity Space
- Computer Stations
- Support Space

INTERIOR SQUARE FOOTAGE	
Welcome / Gathering	
ENTRY	776 SF
CUSTOMER SERVICE	704 SF
ENTRY	161 SF
OUTDOOR ACTIVITY / GATHERING SPACE	2085 SF
Assembly	
GROUP ACTIVITY (M)	668 SF
FOCUS 1	150 SF
FOCUS 3	106 SF
FOCUS 4	106 SF
FOCUS 2	150 SF
SOCIAL GATHERING	931 SF
GROUP ACTIVITY (M)	760 SF
GROUP ACTIVITY (L)	885 SF
STOR (GA)	36 SF
Business Areas	
MEETING	149 SF
OFFICE	104 SF
STAFF	348 SF
OFFICE	107 SF
IT	77 SF

INTERIOR SQUARE FOOTAGE	
FOL	176 SF
BOOK DROP	110 SF
M WC	220 SF
W WC	222 SF
F WC	64 SF
STOR	21 SF
S WC	53 SF
STOR	14 SF
WORKROOM	386 SF
FACILITIES	75 SF
HALL	164 SF
Library Reading Rooms	
QUIET READING	684 SF
COMPUTER	804 SF
Library Stack Area	
CHILDREN'S AREA + COLLECTIONS	1376 SF
READING AREA + COLLECTIONS	3723 SF
STOR (C)	66 SF
TWEEN'S AREA + COLLECTIONS	946 SF
TEEN'S AREA + COLLECTIONS	991 SF
Grand total: 36	18399 SF

CHILDREN'S AREA

The "Children's Area" has visual access to the street and public plaza. It is near the entry for easy access, and contains additional seating to provide family-friendly gathering space.

READING NOOKS

Small reading areas are tucked throughout the collections shelving. These provide informal reading and work space for library patrons.

COMPUTERS

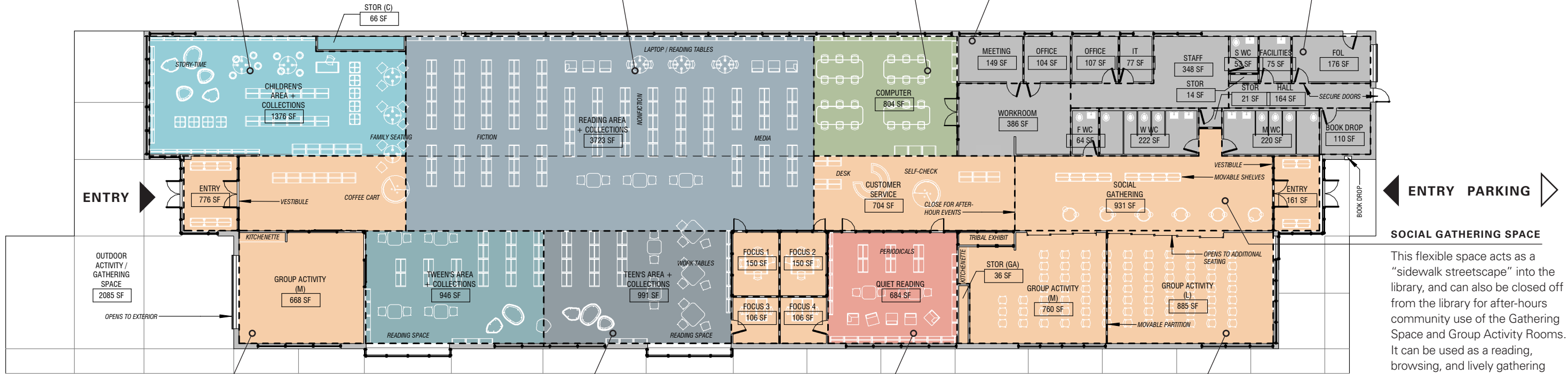
A northern-facing space for computers will provide natural filtered light and avoid direct glare. This space is near staff areas for optimal monitoring. Individual, flexible seating will also be located nearby for individual laptop use.

STAFF + AUXILIARY SPACE

The staff program is immediately adjacent to the entry, the circulation workroom, has ready access to the customer service and public computer areas, as well as access to the book drop and other back room support functions.

FRIENDS OF THE LIBRARY WORKROOM

The Friends of the Library have a dedicated Friends workroom adjacent to, but separate from, the staff space.



"MAKER LAB"

An additional, street-facing "Activity Room" can house interactive, project-based activities. This space is immediately accessible from the Children and Teen areas, and opens onto the public plaza.

TEENS + TWEEN'S AREAS

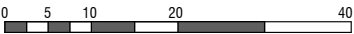
These areas are designed for adolescents and face south to maximize views and natural light. The space is adjacent to the "Maker Space" for project-based activities and the "Focus Rooms" for study-based work.

QUIET READING ROOM

The Quiet Reading Room can be separated by a glass wall to prevent noise distractions while allowing visual connection to the overall library.

GROUP ACTIVITY ROOMS

These rooms can be flexibly arranged, can expand and be divided as needed, and can open to the "Social Gathering Space" for larger events. They are located near the parking for easy after-hours access.



READING NOOKS

Small table and chair space will be distributed throughout the library to offer informal reading, working, and meeting areas.



INTUITIVE CIRCULATION

A central corridor creates an axial path through the center of the library, connecting the two entrances. This corridor can double as additional seating area, house a small coffee stand, and act as spill-out space from the individual areas.



VISUAL CONNECTIONS

Large expanses of glazing create a welcoming atmosphere and provide visual connections between the various library programs.

DISPLAY SHELVING

The shelves in the “Gathering Hub” could be used for FOL book sales, featured collections, or additional display space.



SOCIAL GATHERING SPACE

This flexible space acts as a “sidewalk streetscape” into the library, and can also be closed off from the library for after-hours community use of the Gathering Space and Group Activity Rooms. It can be used as a reading, browsing, and lively gathering space as needed. The restrooms are adjacent to the Social Gathering space.



QUIET READING ROOM

The "Quiet Reading Room" is physically separated from the main space, but visually connected through the use of glazing.

**CUSTOMER SERVICE**

The central customer service desk is easily visible and centrally located. It is immediately adjacent to the staff work space.





EARLY LEARNING

The “Children’s Space” is located near the front of the library and is visually connected to the exterior plaza. Like other spaces in the library, it has an open, flexible plan that can adapt to the future needs of the library.



NOLS Sequim Library Cost Estimate
--

Category	Qty.	Unit	Rate	Cost
Site Acquisition Budget			\$ -	\$ -
Construction*				\$8,806,816
Site (Civil, Landscaping, Surface Parking)	83,700	sf	\$ 12.58	\$1,052,946
Building	17,000	sf	\$456.11	\$7,753,870
Design Fees				\$1,669,463
Architecture/Engineering (per WA State Fee Schedule)			17.0%	\$1,497,159
Interior Design			1.0%	\$77,539
Site Design- L Arch/Civil/Geotech/Survey			9.00%	\$94,765
Occupancy Related Costs				\$37,000
Moving (/ temporary location) allowance				\$37,000
Project Contingency			10%	\$1,051,327.86
Project Total				\$ 11,564,606.42

Project Soft Costs - not included above				
Building Permit Fees			1%	\$88,068.16
WA Sales Tax (Sequim)			8.7%	\$766,193
Project Management				
Collections - books/media				
Capital campaign or fundraising costs				
Project Soft Costs Total				\$854,261.15

RECOMMENDED PROJECT BUDGET				\$12,418,868
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* Costing provided using WT Partnership estimates

The conceptual project budget is estimated at \$12.4 million for a 17,000 square foot library.

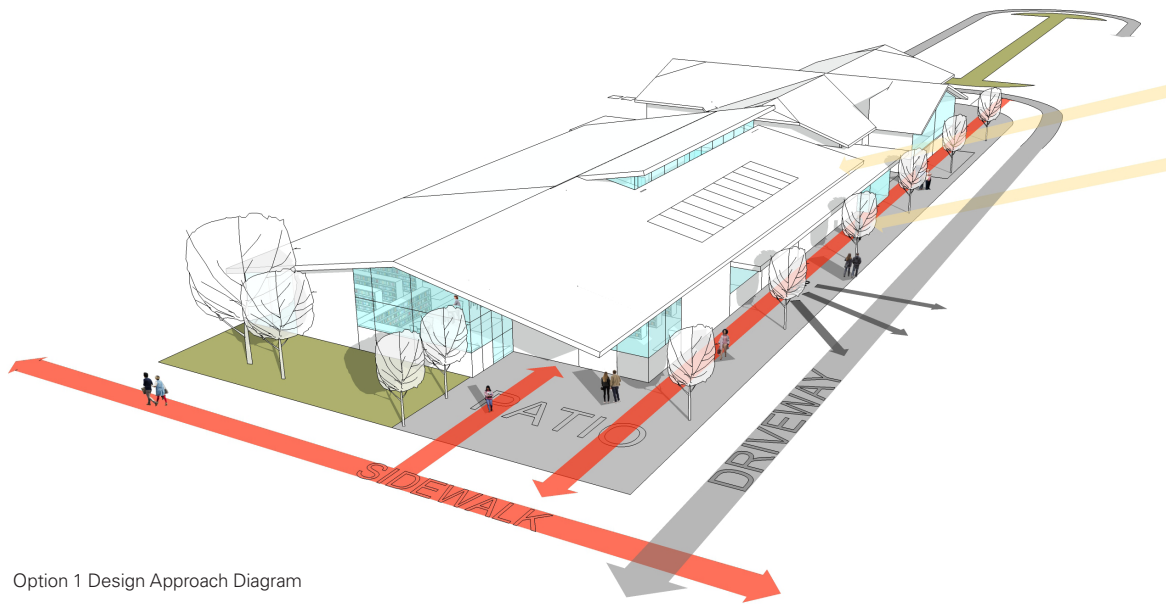
PROJECT BUDGET

COST ANALYSIS

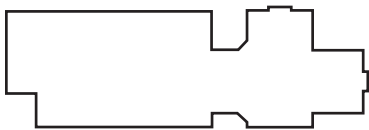
A recommended total project budget was assembled to estimate the cost of a new proposed library. The conceptual budget is estimated at \$12.4 million for a 17,000 square foot library.

That total amount includes construction costs of \$8.8m for building and site work and \$3.6m in soft costs for A/E fees, permits, sales tax, and a 10% project contingency. FFE, collections, fundraising and project management costs are not included in the project total.

APPENDIX A: CONCEPTUAL DESIGN ALTERNATE



Option 1 Design Approach Diagram



CONCEPTUAL DESIGN ALTERNATE (OPTION 1)

The scope of work for Conceptual Design included preliminary analysis and costing to explore two possible design/construction approaches. NOLS requested this analysis to support data-based decision making regarding the possible options:

- Option 1: Reuse/remodel/expansion of the existing building and
- Option 2: Replace of the existing building with a new building

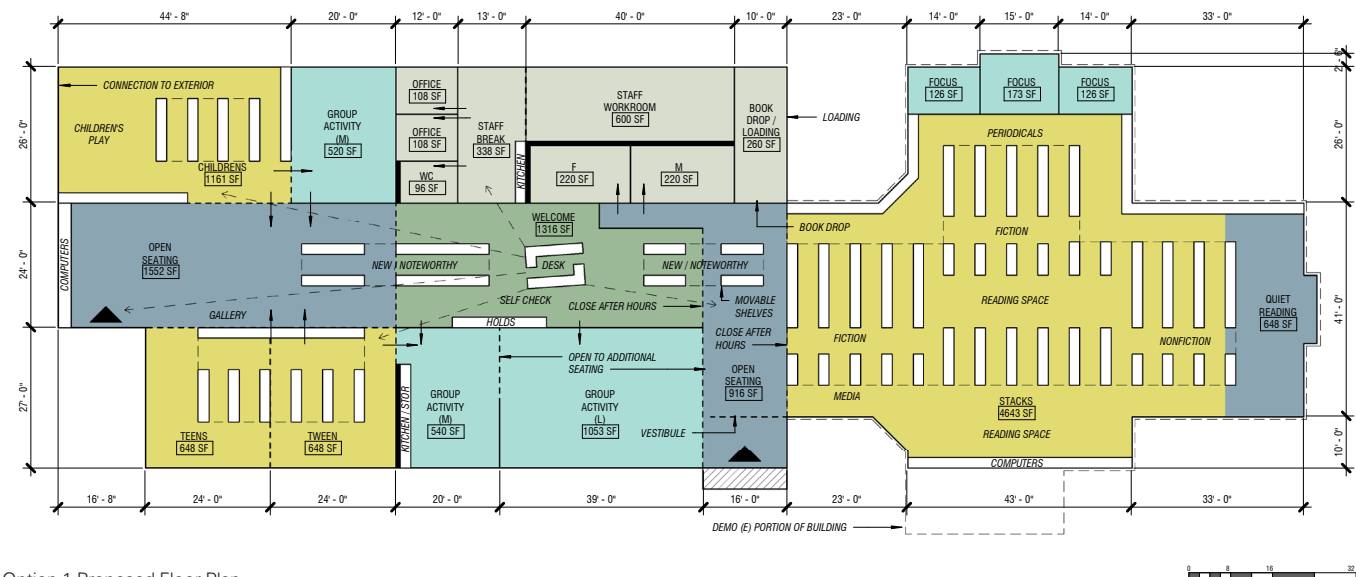
NOLS' ultimate decision (February 22, 2018) was to select Option 2 (New Building).

Appendix A provides historical documentation of the pre-design analysis for Option 1.

SUMMARY INFORMATION FOR OPTION 1

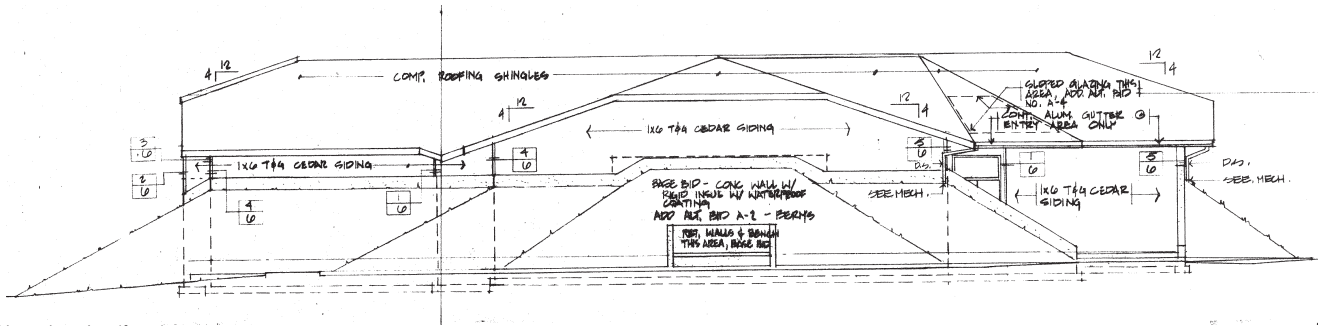
Reuse/remodel/expansion of the existing building had the potential to provide some benefits. Such an approach would preserve an existing space, lower the embodied energy of the project, and potentially simplify land-use requirements. However, there were also several significant

APPENDIX A: CONCEPTUAL DESIGN ALTERNATE

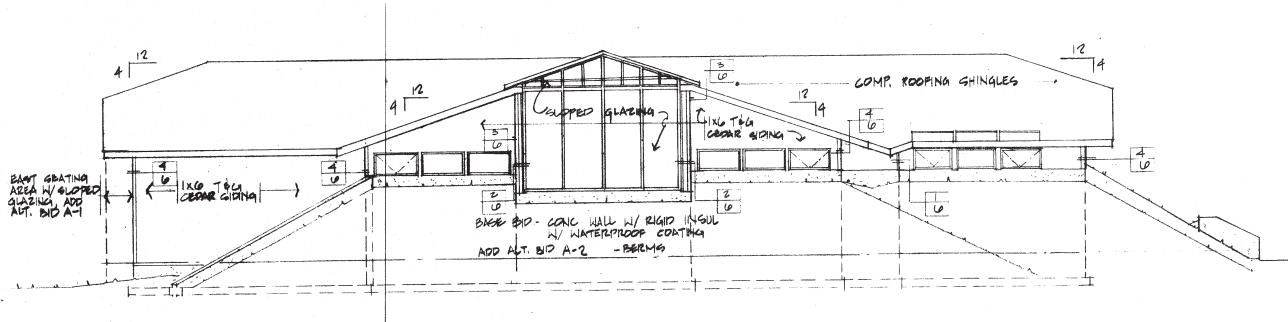


Option 1 Proposed Floor Plan

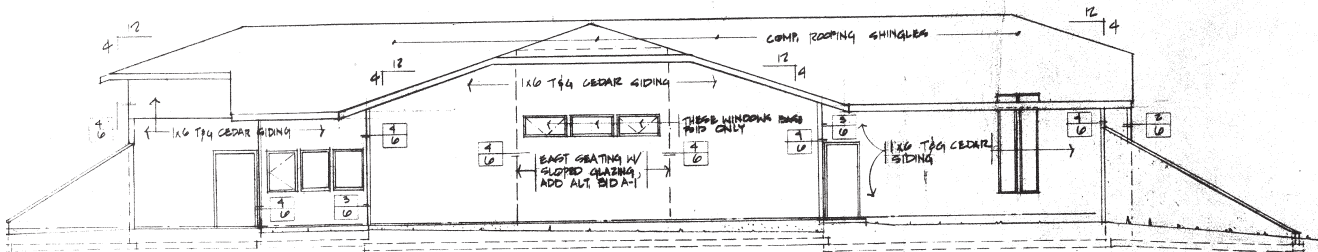
constraints to the reuse of the existing building that ultimately eliminated it as a potential approach. The expansion would have been limited by the current location of the building on site. Selective demolition would have been required to provide the necessary vehicle clearances. A reuse approach would have also resulted in different building systems with varying replacement cycles and maintenance requirements. The design of the building would also have been less flexible by nature, and parking would be at a greater distance from the entry. Cost prediction would also be more difficult.



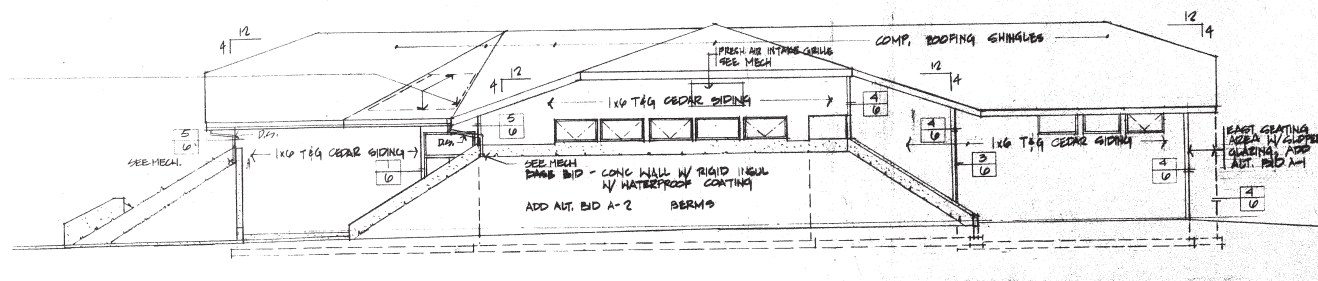
West elevation (front)



North elevation



East elevation

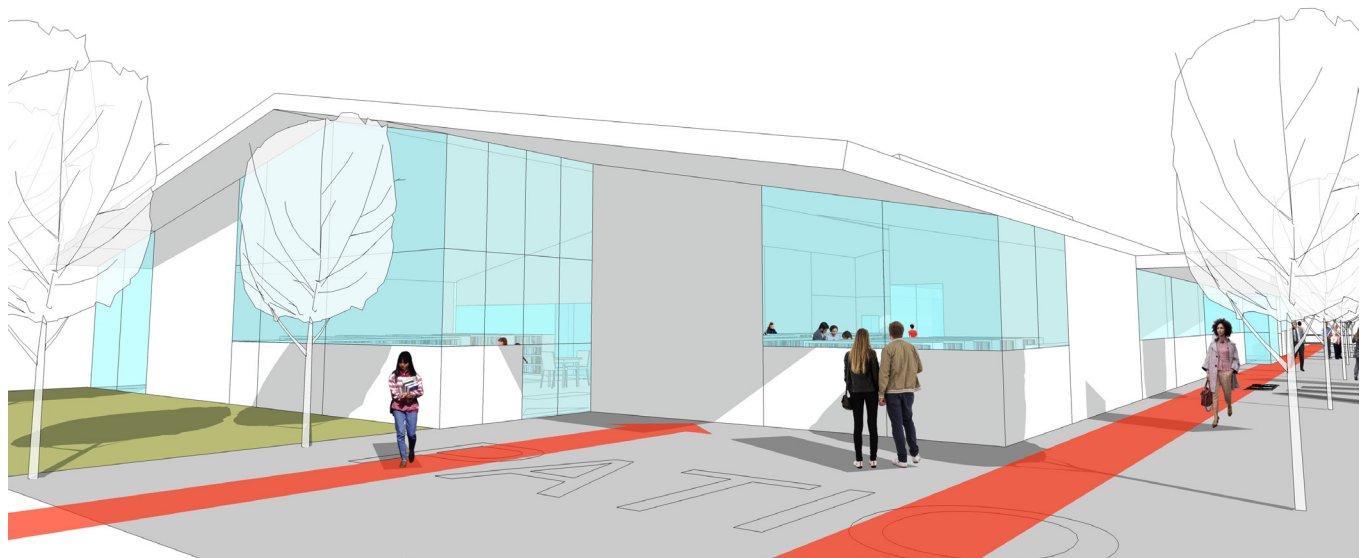


South elevation

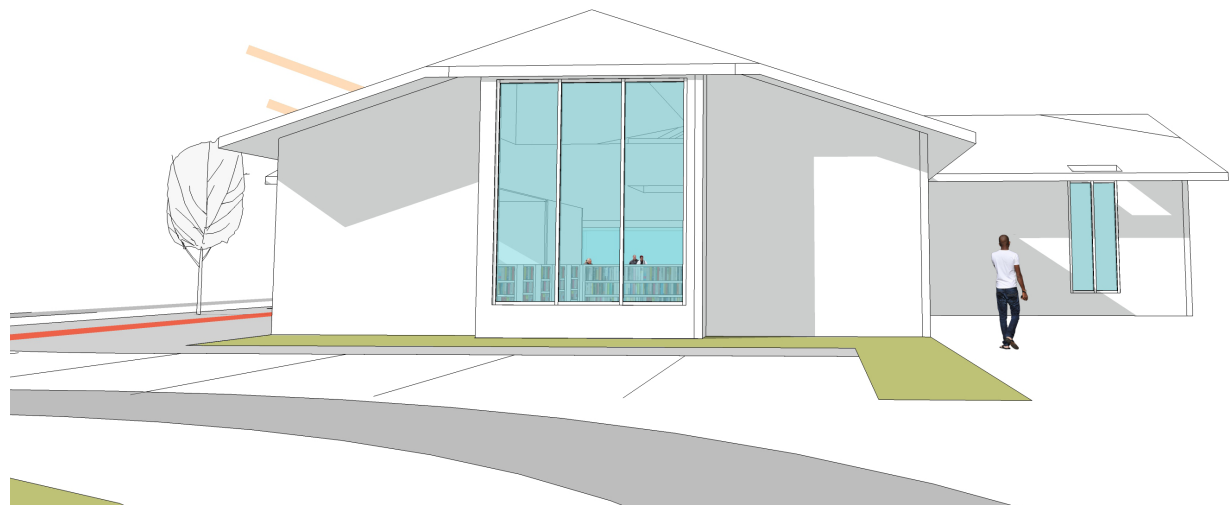
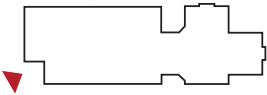
EXISTING SITE CONDITIONS

The existing building and overall site are shown in images to the left. Above, the original building elevations.

APPENDIX A: CONCEPTUAL DESIGN ALTERNATE



View of the Street-facing Entry



View of the Parking Entry





View of the Library Interior at Entry



View of the Library Customer Service



APPENDIX B: CODE ANALYSIS

S H K S A R C H I T E C T S

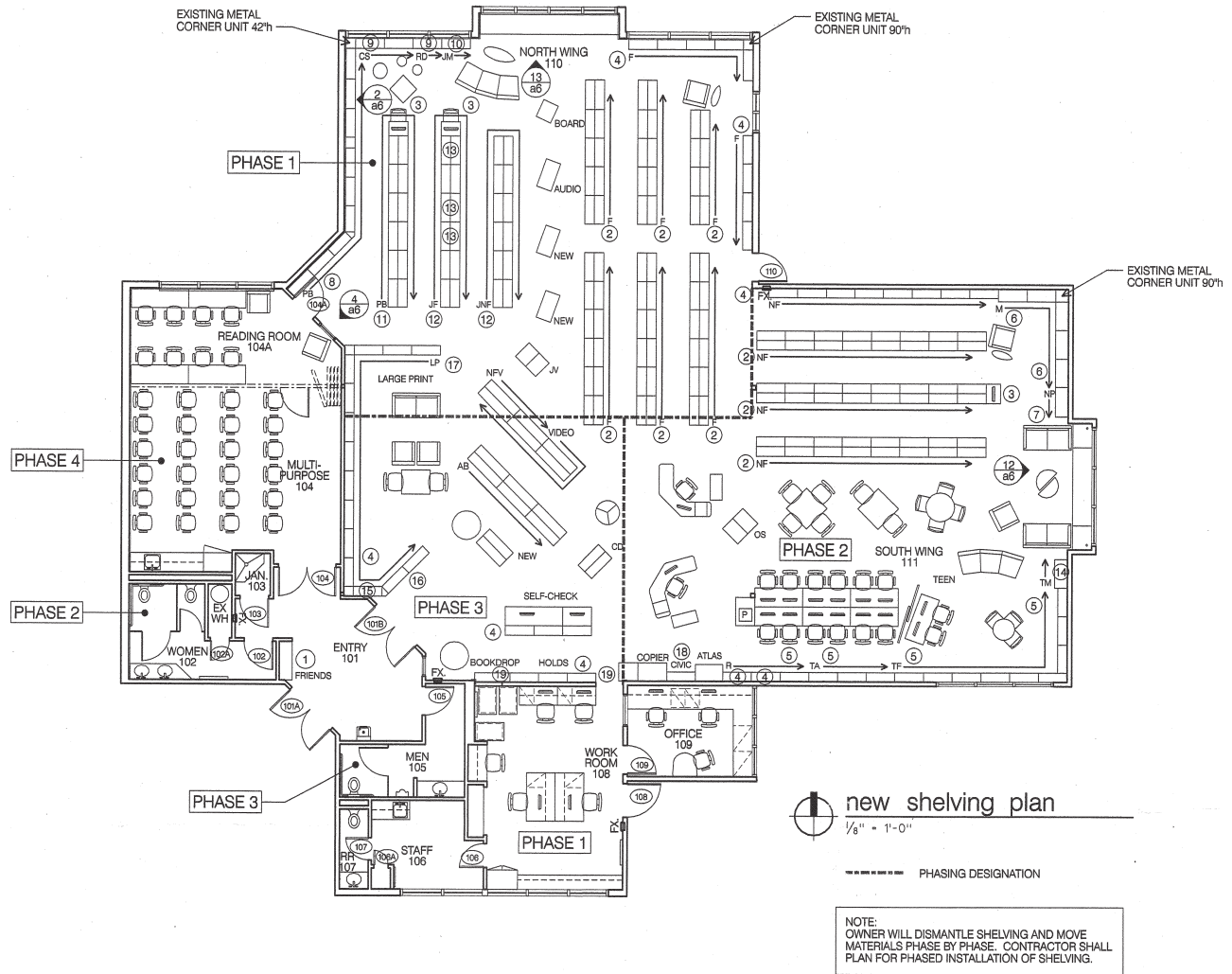
Sequim Branch Library - CODE ANALYSIS

Project	Comprehensive Needs Assessment and Feasibility Study: Sequim Branch Library		
Officials Consulted	Matthew Klontz Steve Jackson Barry Berezowsky Dave Nakagawara Gary Dougherty	City Engineer, Public Works Clallum Fire Dept Community Development Manager Planning Department	mklontz@sequimwa.gov sjackson@ccfd3.org bberezowsky@sequimwa.gov dnakagawara@sequimwa.gov gdougherty@sequimwa.gov
<u>GENERAL</u>			
Project Description	Expansion of the existing building or construction of new building on current site, or a different site if required.		
Owner	North Olympic Library System		
Building Address(es)	630 North Sequim Avenue; Sequim, WA 98382		
Applicable Codes	2015 International Building Code with Washington amendments, including Appendix E 2015 International Fire Code with Washington ammendments, including Appendix B, C, E, F Sequim Municipal Code		
Zoning Jurisdiction	City of Sequim		
Other Regulatory Agencies	State of Washington (WAC)		
<u>ZONING ANALYSIS</u>			
APN	330202200470000		
Legal Description	A portion of the NW 1/4, Section 20, T.30 N, R.3.W, W.M., Clallum County, WA.		
Year Built	1983		
City Landmark Status	No		
Zone	R4-8, Public Facility (PF)		
Lot Area	83,700 SF		
Street Improvements	Replacement of sidewalk and curb cut enclosure Per phone conversation w MK 02/26/2018 If intent is to reconstruct frontage, R.O.W. requirements typ. 4'-0" planting, 8'-0" sidewalk (dedication handled through Planning Department)		
Lot Coverage	18.20.050	40%	
Setback Standards		<u>Side</u>	<u>Minimum Allowed</u>
	18.20.050	Front	15 ft.
	18.20.050	Rear	20 ft.
	18.20.050	Side	20 ft.
Building Height	18.20.050	Maximum Allowed	
		25 ft.	
Parking	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.	
Light and Glare	18.48.070	Wall and canopy lighting shall be screened to keep direct light and glare from spilling off the site. Freestanding parking lot luminaries, adjacent to residentially zoned property, are permitted up to a maximum height of 18 feet.	
Landscape Requirements	18.48.080	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.
		1 per 10	There should be 1 tree for every 10 spaces
<u>BUILDING CODE ANALYSIS</u>			
Occupancy Group	IBC 303.1, 304.1	A-3	
Construction Type	IBC 602.5, Table 601	Type V-A (1 Hour), not sprinklered	
Building Heights and Areas	IBC Table 503, Table 601	<u>A-3</u> No. of stories allowed Area	<u>Allowed</u> 2 11,500
		Maximum building height (Type V-A)	50 ft (25 ft. allowed per Zoning)
Building Height	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.

APPENDIX B: CODE ANALYSIS

Building Area Modifications	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.			
Fire Service Features	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 apparatus.				
Fire Sprinklers	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				
General Means of Egress						
Ceiling Height Headroom	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.				
Occupancy Load	IBC table 1004.1.2	Total number of occupants				
		Existing	Library stack areas	Area (Sq.Ft.)	Occupant Load Factor - Gross	Occupants
			Meeting Room	4268	100 gross	43
			Staff and Support Space	626	7 net	89
			sub-total	1115	100 gross	11
				6009		143
		Proposed	Library stack areas	13600	100 gross	136
		Meeting Room	2600	7 net	371	
		Staff and Support Space	1800	100 gross	18	
		sub-total	18000		525	
Egress Requirements	IBC 1005.1 1005.2 1007.1	Minimum Egress Width	Stairs: 3"/occupant; 2"/occupant for other egress components			
		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 required width by more than one-half.			
		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		
	IBC Table 1016.1	Maximum travel distance:	A	49		
			A	Distance - without sprinklers		
	1018.2	Corridor Width	44" min.	200		
	1018.4	Dead ends	20 ft.			
Plumbing Fixture Requirements	IBC Table 2902.1	Use 30 SF per occupant for the minimum number of plumbing fixtures				
		Existing	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	
			A	3 / 3	2 / 2	
		Proposed	Total "occupied" square footage	18000		
			Total "occupied" square footage + 30 SF/occ	600		
				300 each (male / female)		
			Occupied Square Footage	M / F Water Closets	M / F Lavatories	
				1 per 125 / 1 per 65	1 per 200 / 1 per 200	
		Proposed M	300	2	2	
F	300	5	2			
	Drinking fountain = 1 per 500					
		1 drinking fountain required				

APPENDIX C: PROGRAM ANALYSIS



shelving counts

Code	Collection	Existing Sides	Proposed Sides	Height	Shelves/Side	Deviation
Adult Collections						
LP	Large Print	12	9	90	6	
		-	2	66	5	
		-	3	48	4	+4 Shelves
NF	Non-Fiction	61	58	78	6	-18 Shelves (3 sides)
F	Fiction	74	73	78	6	-6 Shelves
R	Reference	3	3	90	6	-5 Shelves
OS	Oversize	4 Shelves = 144"	6 (144")	opto 54	3 (24")	equivalent
M	Magazines	5	5	90	5	no change
NP	Newspapers	2	1	90	5	consolidate - no change
AB	Audio Books	32 Shelves = 1152"	6 (1152")	opto 54	4 (48"W)	equivalent
VNF	Video - Non-Fiction	8 Shelves	2 (384")	opto 54	4 (48")	+96 linear inches
V	Video - Feature	24 Shelves	4 (960")	opto 54	5 (48"W)	+96 linear inches
CD	Music Cds	capacity 1120 CDs	2	54"		equivalent
N	New		1 (384")	opto 54	4 (48"W)	
Childrens Collections						
PB	Picture Books	20	21	42	3	+3 Shelves (1 side)
JF	Juvenile Fiction	14 (4 Shelves)	12	66	5	+4 Shelves
JNF	Juvenile Non-Fiction	18	12	66	5	-30 Shelves (6 sides)
RD	Readers	Intermixed	1	60	5	+5 Shelves (1 side)
CS	Series	1 (3 Shelves)	2	60	5	+7 Shelves
Audio	Audio Books	2 (9 Shelves)	2	special	3	-3 Shelves
Board	Board Books	-	equivalent	special		
JM	Magazines	-	1	60	3+3	(9) subscriptions -3 sloped shelves
JN	New	6 Shelves	equivalent (2)	special	3	
JV	Juvenile Video	3 Shelves	2	opto 54	3 (24")	+1.5 Shelves (144 linear inches)
Teen Collections						
TF	Teen Fiction	7	9	90	5	+10 Shelves
TM	Teen Magazines	-	1	90	3	(9) Subscriptions
TA	Teen Audio	2 (8 Shelves)	3	90	5	+7 Shelves
	Holds	5	6	90	5	+5 Shelves

APPENDIX C: PROGRAM ANALYSIS

Shelving Capacity Summary Sequim Library

March 20, 2018

	<u>Sides</u>	<u>Shelves / Side</u>	<u>Width</u>	<u>Linear Feet</u>
<u>Adult</u>				
Large Print	14	15	3	630
Non-fiction	58	6	3	1044
Fiction	73	6	3	1314
Reference	3	6	3	54
Oversize	6	3	3	54
Magazines	5	5	3	75
Newspapers	1	5	3	15
Audio Books	6	4	3	72
Video - Non-fiction	2	4	3	24
Video - Feature	4	5	3	60
Music CDS	2	1	3	6
New	1	4	3	12
				3360
<u>Children's</u>				
Picture Books	21	3	3	189
Juvenile Fiction	12	5	3	180
Juvenile Non-fiction	12	5	3	180
Readers	1	5	3	15
Series	2	5	3	30
Audio Books	2	3	3	18
Board Books			3	0
Magazines	1	6	3	18
New	2	3	3	18
Juvenile Video	2	3	3	18
				666
<u>Teen Collection</u>				
Teen Fiction	9	5	3	135
Teen Magazine	1	3	3	9
Teen Audio	3	5	3	45
				189
<u>Holds</u>				
Holds	6	5	3	90
				90
Total				4305
Approx. Volumes				34440

Shelving Capacity Summary
Sequim Library

S H K S A R I

March 20, 2018

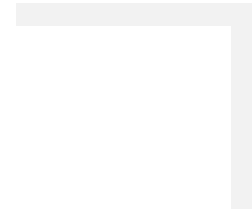
Collection Breakdown	No. of Shelves Used	Shelving Unit Width	No. of Shelving Units	Total LF of Shelves
Non Fiction				
Full Height (84")	5	3	18	270
Mid-Height (48")	6	3	30	540
Short (36")				
subtotal				810
SPL Volume Count				6,480
Fiction				
Full Height (84")	5	3	14	210
Mid-Height (48")	6	3	45	810
Short (36")				
subtotal				1,020
SPL Volume Count				8,160
Media				
Full Height (84")	5	3	15	225
Mid-Height (48")	6	3	18	324
Short (36")				
subtotal				549
SPL Volume Count				4,392
Children's				
Full Height (84")				
Mid-Height (48")	4	3	22	264
Short (36")	6	3	12	216
Boxes	1	4	7	28
subtotal				508
SPL Volume Count				4,064
Teen's / Tween's				
Full Height (84")	6	3	10	180
Mid-Height (48")	8	3	27	648
Short (36")				
subtotal				828
SPL Volume Count				6,624
Periodicals				
Full Height (84")	5	3	15	225
Mid-Height (48")	6	3	11	198
Short (36")				
subtotal				423
SPL Volume Count				3,384
Other				
New (Temp, Flex Shelves)	6	3	11	198
New (Mid-Height)	6	3	8	144
Holds (Full-Height)	5	3	12	180
subtotal				522
SPL Volume Count				4,176
				4,660 LF of volumes

Proposed **37280** volumes*
Existing **34440** volumes

7.62% increase
92.38% existing

* Volumes calculated using a multiplier of 8 volumes per LF

APPENDIX D: COST ANALYSIS



Sequim Library Option Planning

Conceptual Design Cost Plan
January 22, 2018





Sequim Library Option Planning

Conceptual Design Cost Plan January 22, 2018

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Sequim Library Option Planning

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Sequim Library
Option Planning

Basis of Estimate

Baseline Documentation

This estimate is based on the following documents:

- 1 Sequim Library Conceptual Design Package - January 9, 2018

Other Costs Not Included In This Estimate

The following additional costs have been identified as being required to complete this project, and are not included in this cost plan.

- 1 Project construction contingency; required to accommodate change orders, unforeseen conditions, etc.
- 2 Project soft costs - design and project management fees, taxes and use fees levied by local jurisdictions and the like

Sequim Library Option Planning

Overall Summary		SF	\$/SF	TOTAL
B1	Building Option 1	16,175	408.66	6,610
TOTAL BUILDING		16,175	408.66	6,610
S1	Site Option 1	83,700	12.58	1,053
TOTAL SITE				1,053
GRAND TOTAL				7,663
Z30	Escalation To Midpoint Included Above			0
RECOMMENDED BUDGET				7,663
B2	Building Option 2	17,235	456.11	7,861
TOTAL BUILDING		117,110	67.12	7,861
S2	Site Option 2	83,700	12.57	1,052
TOTAL SITE				1,052
GRAND TOTAL				8,913
Z30	Escalation To Midpoint Included Above			0
RECOMMENDED BUDGET				8,913

Sequim Library
Option Planning

Building Option 1 Areas & Control Quantities			
	SF		SF
Areas			
Structured Areas			
Existing	6,050		
Expansion	10,125		
TOTAL GROSS FLOOR AREA		16,175	
Control Quantities			
			Ratio to GFA
Number of Stories (x1,000)		1 EA	0.062
Gross Floor Area		16,175 SF	1.000
Covered Area		1,618 SF	0.100
Gross Wall Area		14,644 SF	0.905
Finished Wall Area		14,644 SF	0.905
Windows or Glazing	45%	6,597 SF	0.408
Roof Area - Flat		0 SF	-
Roof Area - Sloping		17,793 SF	1.100
Roof Area - Total		17,793 SF	1.100
Roof Glazing Area		250 SF	0.015

Sequim Library Option Planning

Building Option 1 Summary

		%	\$/SF	TOTAL
	Gross Area:		16,175 SF	
A10	Foundations	4%	16.15	261
A20	Basement Construction	0%	0.00	0
A	Substructure	4%	16.15	261
B10	Superstructure	3%	13.77	223
B20	Exterior Enclosure	6%	25.97	420
B30	Roofing	4%	17.84	289
B	Shell	14%	57.58	931
C10	Interior Construction	4%	16.04	259
C20	Stairways	0%	0.00	0
C30	Interior Finishes	3%	10.43	169
C	Interiors	6%	26.47	428
D10	Conveying Systems	0%	0.00	0
D20	Plumbing Systems	2%	6.68	108
D30	Heating, Ventilation & Air Conditioning	8%	31.91	516
D40	Fire Protection	1%	4.43	72
D50	Electrical Lighting, Power & Communications	8%	30.65	496
D	Services	18%	73.66	1,192
E10	Equipment	0%	1.64	27
E20	Furnishings	3%	10.76	174
E	Equipment & Furnishings	3%	12.40	201
F10	Special Construction	0%	0.00	0
F20	Selective Demolition	1%	3.56	58
F	Special Construction & Demolition	1%	3.56	58
BUILDING ELEMENTAL COST BEFORE CONTINGENCIES		46%	189.83	3,071
Z11	GL & Bond	1.25%	1%	38
Z12	General Requirements	8.00%	26%	1,687
BUILDING ELEMENTAL COST INCLUDING CONTINGENCIES		73%	296.53	4,796
Z21	Design Contingency	15.00%	11%	719
Z22	Escalation	13.24%	11%	731
MACC		94%	386.17	6,246
Z30	Fee	4.00%	4%	254
RECOMMENDED BUDGET		100%	408.66	6,610

Sequim Library Option Planning

Building Option 1				
CSI	Quantity	Unit	Rate	Total
A10 Foundations				
A1010 Standard Foundations	6,050	SF	28.36	171,596
Reinforced concrete including excavation				
Allowance for standard foundations	10,125	SF	10.00	101,250
Allowance for work at shared foundation	41	LF	100.00	4,100
Foundation walls at perimeter	1,342	SF	25.00	33,550
Bituminous Dampproofing To Foundation Walls	1,464	SF	7.00	10,248
Below grade wall insulation - XPS	1,464	SF	4.00	5,856
Perimeter Drainage	488	LF	17.00	8,296
A1030 Slab On Grade	6,050	SF	14.82	89,650
Slab on grade	10,125	SF	8.00	81,000
Separation joint at existing	41	LF	150.00	6,150
Housekeeping pads, curbs, etc.	1	LS	2,500.00	2,500
				261,246
A20 Basement Construction				
A2010 Basement Excavation				
None anticipated				
				0
B10 Superstructure				
B1020 Roof Construction	11,138	SF	20.00	222,760
Timber framed (Glulams, purlins and plywood) roof construction	11,138	SF	20.00	222,760
				222,760
B20 Exterior Enclosure				
B2010 Exterior Walls	4,195	SF	25.00	104,875
Wood framed exterior walls - interior face GWB to exterior face - cedar siding; all insulation and water/vapor barriers	4,195	SF	25.00	104,875
B2020 Exterior Windows	4,946	SF	60.00	296,760
Storefront glazing	4,946	SF	60.00	296,760
B2030 Exterior Doors	4,195	SF	4.05	17,000
Main entrance doors - glazed aluminum framed doors - pairs	2	EA	5,000.00	10,000
Side doors - HM, insulated - single	4	EA	1,750.00	7,000

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Sequim Library Option Planning

Building Option 1				
CSI	Quantity	Unit	Rate	Total
B2070 Exterior Louvers and Vents	4,195	SF	0.36	1,500
Allow for louvers	1	LS	1,500.00	1,500
				420,135
B30 Roofing				
B3010 Roof Coverings	11,138	SF	25.91	288,539
Insulated membrane roofing	11,138	SF	18.00	200,484
Cedar finished, wood framed, insulated soffit	1,013	SF	35.00	35,455
Main entrance canopy - allow	418	SF	75.00	31,350
Roof hatches - 3'3" x 3'7"	1	EA	2,500.00	2,500
Rooflights	250	SF	75.00	18,750
				288,539
C10 Interior Construction				
C1010 Partitions	9,045	SF	19.79	178,975
Regular stud framed drywall clad partitions	7,380	SF	10.00	73,800
Movable partitions	885	SF	55.00	48,675
Manual sliding security grille	780	SF	50.00	39,000
Allow for interior glazing	500	SF	35.00	17,500
C1020 Interior Doors	16,175	SF	2.32	37,500
Allow for interior doors - HM frame, wood insulated doors	15	EA	2,500.00	37,500
C1030 Fittings	16,175	SF	2.66	43,019
Whiteboards & tackboards	1	LS	2,500.00	2,500
Signage	16,175	SF	1.25	20,219
Staff lockers - per door	20	EA	175.00	3,500
Toilet partitions	6	EA	1,500.00	9,000
Urinal screens	2	EA	650.00	1,300
Toilet accessories	1	LS	5,000.00	5,000
Wall/corner protection	1	LS	1,500.00	1,500
				259,494
C20 Stairways				
C2010 Stair Construction	16,175	SF		
None anticipated				
				0

Sequim Library Option Planning

Building Option 1				
CSI	Quantity	Unit	Rate	Total
C30 Interior Finishes				
Interior finishes	16,175	SF	10.43	168,700
Allow for new finishes to all interior and exterior walls	18,955	SF	2.50	47,388
Allow for new finishes to all floors	16,175	SF	5.00	80,875
Allow for new finishes to all ceilings - note majority of ceilings exposed to wood structure	16,175	SF	2.50	40,438
				168,700
D10 Conveying Systems				
D1010 Elevators & Lifts	16,175	SF		
None anticipated				
				0
D20 Plumbing Systems				
D2010 Plumbing Fixtures	16,175	SF	6.68	108,000
Water closets	7	EA	4,500.00	31,500
Lav	5	EA	3,500.00	17,500
Urinal	2	EA	3,500.00	7,000
Counter Sink	2	EA	3,500.00	7,000
Janitor Sink	1	EA	4,000.00	4,000
Floor Drain	3	EA	1,500.00	4,500
Floor clean-out	4	EA	500.00	2,000
Hose Bib	3	EA	1,500.00	4,500
Domestic Hot Water Heater	1	EA	5,000.00	5,000
Natural Gas Piping	1	LS	15,000.00	15,000
Roof drainage	1	LS	10,000.00	10,000
				108,000
D30 Heating, Ventilation & Air Conditioning				
D3020 Heat Generating Systems	16,175	SF	31.91	516,125
HVAC system by GFA - new	10,125	SF	45.00	455,625
HVAC system by GFA - existing	6,050	SF	10.00	60,500
				516,125

Sequim Library Option Planning

Building Option 1				
CSI	Quantity	Unit	Rate	Total
D40 Fire Protection				
D4010 Sprinklers	16,175	SF	4.43	71,625
Sprinkler system by GFA - new	10,125	SF	6.00	60,750
Sprinkler system by GFA - existing	6,050	SF	1.50	9,075
Extinguishers & cabinets	4	EA	450.00	1,800
				71,625
D50 Electrical Lighting, Power & Communications				
D5010 Electrical Service & Distribution	16,175	SF	30.65	495,750
Electrical systems by GFA - new	10,125	SF	40.00	405,000
Electrical systems by GFA - existing	6,050	SF	15.00	90,750
				495,750
E10 Equipment				
E1090 Other Equipment	16,175	SF	1.64	26,500
Loading dock equipment	1	LS	5,000.00	5,000
Book drop - indoor	2	EA	1,500.00	3,000
Book drop - outdoor	2	EA	3,000.00	6,000
Library stacks - freestanding - by owner				
Staff kitchen appliances allowance	1	EA	5,000.00	5,000
Projection screen & projector	1	LS	7,500.00	7,500
Overhead supported backboard - side folding		EA	2,500.00	
				26,500
E20 Furnishings				
E2010 Fixed Furnishings	16,175	SF	10.76	174,089
Fixed casework	16,175	SF	7.50	121,313
Window shades - manual	6,597	SF	8.00	52,776
				174,089

Sequim Library
Option Planning

Building Option 1				
CSI	Quantity	Unit	Rate	Total
F20 Selective Demolition				
F2010 Building Elements Demolition	6,050	SF	9.51	57,565
Interior demolition of existing facility	6,050	SF	8.00	48,400
Demolish and make good former exterior wall at new extension	611	SF	15.00	9,165
F2020 Hazardous Components Abatement				
Hazmat abatement - not required				
				57,565

Sequim Library Option Planning

Site Option 1 Summary

		%	\$/SF	TOTAL
		Gross Area:	83,700 SF	
G10	Site Preparation	14%	1.74	146
G20	Site Improvements	36%	4.54	380
G30	Site Mechanical Utilities	9%	1.11	93
G40	Site Electrical Utilities	9%	1.11	93
G90	Other Site Construction	0%	0.00	0
G	Building Sitework	68%	8.50	711
SITE ELEMENTAL COST BEFORE CONTINGENCIES		68%	8.50	711
Z11	GL & Bond	1.25%	1%	9
Z12	General Requirements	8.00%	5%	58
SITE ELEMENTAL COST INCLUDING CONTINGENCIES		74%	9.29	778
Z21	Design Contingency	15.00%	11%	117
Z22	Escalation	13.24%	11%	118
MACC		96%	12.10	1,013
Z30	Fee	4.00%	4%	41
RECOMMENDED BUDGET		100%	12.58	1,053

Sequim Library Option Planning

Site Option 1				
	Quantity	Unit	Rate	Total
G10 Site Preparation				
G1010 Site Clearing	83,700	SF	1.16	97,063
Clear & grub existing surfacing	77,650	SF	1.25	97,063
G1020 Site Demolition and Relocations	83,700	SF	0.12	10,000
Demolish existing site structures and outbuildings	1	LS	10,000.00	10,000
G1030 Site Earthwork	83,700	SF	0.46	38,825
Cut/Fill and grade avross proposed site	77,650	SF	0.50	38,825
				145,888
G20 Site Improvements				
G2010 Roadways	15,414	SF	4.98	76,755
New circulation road	15,414	SF	3.50	53,949
Curb & gutter	1,267	LF	18.00	22,806
G2020 Parking Lots	21,315	SF	5.00	106,575
New parking paving	21,315	SF	5.00	106,575
New curb	1,045	LF	12.50	13,063
G2030 Pedestrian Paving	5,197	SF	8.50	44,175
Coincrete paving	5,197	SF	8.50	44,175
G2040 Site Development	83,700	SF	0.09	7,500
Site furnishings allowance	1	LS	7,500.00	7,500
G2050 Landscaping	25,599	SF	5.40	138,195
Landscaping with irrigation	25,599	SF	5.00	127,995
Trees	12	EA	850.00	10,200
				379,731
G30 Site Mechanical Utilities				
G3010 Water Supply	83,700	SF	0.12	10,000
Relocate service	1	LS	10,000.00	10,000
G3020 Sanitary Sewer	83,700	SF	0.12	10,000
Relocate service	1	LS	10,000.00	10,000

Sequim Library Option Planning

Site Option 1				
	Quantity	Unit	Rate	Total
G3030 Storm Sewer	83,700	SF	0.75	62,889
Storm drainage from hardscape	41,926	SF	1.50	62,889
G3050 Cooling Distribution	83,700	SF	0.12	10,000
Relocate service	1	LS	10,000.00	10,000
				92,889
G40 Site Electrical Utilities				
G4010 Electrical Distribution	83,700	SF	1.11	92,525
Electric power				
Relocate service	1	LS	25,000.00	25,000
Light Fixtures,				
Site lighting allowance	67,525	SF	1.00	67,525
				92,525

Sequim Library
Option Planning

Building Option 2 Areas & Control Quantities			
	SF		SF
Areas			
Structured Areas			
Replacement	17,235		
TOTAL GROSS FLOOR AREA		17,235	
Control Quantities			
			Ratio to GFA
Number of Stories (x1,000)	1 EA		0.058
Gross Floor Area	17,235 SF		1.000
Enclosed Area	17,235 SF		1.000
Covered Area	1,724 SF		0.100
Gross Wall Area	29,703 SF		1.723
Finished Wall Area	29,703 SF		1.723
Windows or Glazing	53% 15,812 SF		0.917
Roof Area - Flat	0 SF		-
Roof Area - Sloping	18,959 SF		1.100
Roof Area - Total	18,959 SF		1.100
Roof Glazing Area	450 SF		0.026

Sequim Library Option Planning

Building Option 2 Summary

		%	\$/SF	TOTAL
		Gross Area:	17,235 SF	
A10	Foundations	6%	29.14	502
A20	Basement Construction	0%	0.00	0
A	Substructure	6%	29.14	502
B10	Superstructure	5%	22.00	379
B20	Exterior Enclosure	17%	76.80	1,324
B30	Roofing	6%	29.04	501
B	Shell	28%	127.85	2,203
C10	Interior Construction	4%	18.20	314
C20	Stairways	0%	0.00	0
C30	Interior Finishes	3%	14.81	255
C	Interiors	7%	33.01	569
D10	Conveying Systems	0%	0.00	0
D20	Plumbing Systems	1%	6.27	108
D30	Heating, Ventilation & Air Conditioning	10%	45.00	776
D40	Fire Protection	1%	6.10	105
D50	Electrical Lighting, Power & Communications	9%	40.00	689
D	Services	21%	97.37	1,678
E10	Equipment	0%	1.54	27
E20	Furnishings	3%	14.84	256
E	Equipment & Furnishings	4%	16.38	282
F10	Special Construction	0%	0.00	0
F20	Selective Demolition	1%	4.21	73
F	Special Construction & Demolition	1%	4.21	73
BUILDING ELEMENTAL COST BEFORE CONTINGENCIES		68%	307.95	5,308
Z11	GL & Bond	1.25%	3.85	66
Z12	General Requirements	8.00%	24.94	430
BUILDING ELEMENTAL COST INCLUDING CONTINGENCIES		74%	336.75	5,804
Z21	Design Contingency	15.00%	50.51	871
Z22	Escalation	13.24%	51.29	884
BUILDING CONSTRUCTION COST BEFORE ESCALATION		96%	438.55	7,558
Z10	Fee	4.00%	17.54	302
RECOMMENDED BUDGET		100%	456.11	7,861

Sequim Library Option Planning

Building Option 2				
	Quantity	Unit	Rate	Total
A10 Foundations				
A1010 Standard Foundations	17,235	SF	21.00	361,850
Reinforced concrete including excavation				
Allowance for standard foundations	17,235	SF	10.00	172,350
Foundation walls at perimeter	4,548	SF	25.00	113,700
Bituminous Dampproofing To Foundation Walls	4,548	SF	7.00	31,836
Below grade wall insulation - XPS	4,548	SF	4.00	18,192
Perimeter Drainage	1,516	LF	17.00	25,772
A1030 Slab On Grade	17,235	SF	8.15	140,380
Slab on grade	17,235	SF	8.00	137,880
Housekeeping pads, curbs, etc.	1	LS	2,500.00	2,500
				502,230
A20 Basement Construction				
A2020 Basement Walls				
None anticipated				
				0
B10 Superstructure				
B1020 Roof Construction	18,959	SF	20.00	379,180
Timber framed (Glulams, purlins and plywood) roof construction	18,959	SF	20.00	379,180
				379,180
B20 Exterior Enclosure				
B2010 Exterior Walls	29,703	SF	11.63	345,475
Wood framed exterior walls - interior face GWB to exterior face - cedar siding; all insulation and water/vapor barriers	13,819	SF	25.00	345,475
B2020 Exterior Windows	15,812	SF	60.00	948,720
Storefront glazing	15,812	SF	60.00	948,720
B2030 Exterior Doors	29,703	SF	0.91	27,000
Main entrance doors - glazed aluminum framed doors - pairs	4	EA	5,000.00	20,000
Side doors - HM, insulated - single	4	EA	1,750.00	7,000

Sequim Library Option Planning

Building Option 2				
	Quantity	Unit	Rate	Total
B2090 Exterior Wall Specialties	29,703	SF	0.08	2,500
Allow for louvers	1	LS	2,500.00	2,500
				1,323,695
B30 Roofing				
B3010 Roof Coverings	18,959	SF	26.40	500,552
Insulated membrane roofing	18,959	SF	18.00	341,262
Cedar finished, wood framed, insulated soffit	1,724	SF	35.00	60,340
Main entrance canopy - allow	836	SF	75.00	62,700
Roof hatches - 3'3" x 3'7"	1	EA	2,500.00	2,500
Rooflights	450	SF	75.00	33,750
				500,552
C10 Interior Construction				
C1010 Partitions	12,275	SF	18.40	225,875
Regular stud framed drywall clad partitions	9,620	SF	10.00	96,200
Movable partitions	1,635	SF	55.00	89,925
Manual sliding security grille	270	SF	50.00	13,500
Allow for interior glazing	750	SF	35.00	26,250
C1020 Interior Doors	12,275	SF	3.46	42,500
Allow for interior doors - HM frame, wood insulated doors	17	EA	2,500.00	42,500
C1030 Fittings	84,000	SF	0.54	45,344
Whiteboards & tackboards	1	LS	3,500.00	3,500
Signage	17,235	SF	1.25	21,544
Staff lockers - per door	20	EA	175.00	3,500
Toilet partitions	6	EA	1,500.00	9,000
Urinal screens	2	EA	650.00	1,300
Toilet accessories	1	LS	5,000.00	5,000
Wall/corner protection	1	LS	1,500.00	1,500
				313,719
C20 Stairways				
C2010 Stair Construction				
None anticipated				

Sequim Library Option Planning

Building Option 2				
	Quantity	Unit	Rate	Total
C30 Interior Finishes				
Interior finishes	17,235	SF	14.81	255,178
Allow for new finishes to all interior and exterior walls	33,131	SF	2.50	82,828
Allow for new finishes to all floors	17,235	SF	5.00	86,175
Allow for new finishes to all ceilings - note majority of ceilings	17,235	SF	5.00	86,175
				255,178
D10 Conveying Systems				
D1010 Elevators & Lifts				
No work anticipated				
				0
D20 Plumbing Systems				
D2010 Plumbing Fixtures	17,235	SF	6.27	108,000
Water closets	7	EA	4,500.00	31,500
Lav	5	EA	3,500.00	17,500
Urinal	2	EA	3,500.00	7,000
Counter Sink	2	EA	3,500.00	7,000
Janitor Sink	1	EA	4,000.00	4,000
Floor Drain	3	EA	1,500.00	4,500
Floor clean-out	4	EA	500.00	2,000
Hose Bib	3	EA	1,500.00	4,500
Domestic Hot Water Heater	1	EA	5,000.00	5,000
Natural Gas Piping	1	LS	15,000.00	15,000
Roof drainage	1	LS	10,000.00	10,000
				108,000
D30 Heating, Ventilation & Air Conditioning				
D3010 Energy Supply	17,235	SF	45.00	775,575
Allowance for HVAC	17,235	SF	45.00	775,575
				775,575

Sequim Library Option Planning

Building Option 2				
	Quantity	Unit	Rate	Total
D40 Fire Protection				
D4010 Sprinklers	17,235	SF	6.10	105,210
Allowance for fire protection	17,235	SF	6.00	103,410
Extinguishers & cabinets	4	EA	450.00	1,800
				105,210
D50 Electrical Lighting, Power & Communications				
D5010 Electrical Service & Distribution	17,235	SF	40.00	689,400
Electrical systems by GFA - new	17,235	SF	40.00	689,400
				689,400
E10 Equipment				
E1010 Commercial Equipment	17,235	SF	1.54	26,500
Loading dock equipment	1	LS	5,000.00	5,000
Book drop - indoor	2	EA	1,500.00	3,000
Book drop - outdoor	2	EA	3,000.00	6,000
Library stacks - freestanding - by owner				
Staff kitchen appliances allowance	1	EA	5,000.00	5,000
Projection screen & projector	1	LS	7,500.00	7,500
				26,500
E20 Furnishings				
E2010 Fixed Furnishings	80,000	SF	3.20	255,759
Fixed casework	17,235	SF	7.50	129,263
Window shades - manual	15,812	SF	8.00	126,496
				255,759
F20 Selective Demolition				
F2010 Building Elements Demolition	6,050	SF	12.00	72,600
Demolish existing library	6,050	SF	12.00	72,600
				72,600

Sequim Library Option Planning

Site Option 2 Summary

		%	\$/SF	TOTAL
		Gross Area:	83,700 SF	
G10	Site Preparation	14%	1.74	146
G20	Site Improvements	36%	4.54	380
G30	Site Mechanical Utilities	9%	1.11	93
G40	Site Electrical Utilities	9%	1.09	91
G90	Other Site Construction	0%	0.00	0
G	Building Sitework	68%	8.48	710
SITE ELEMENTAL COST BEFORE CONTINGENCIES		68%	8.48	710
Z11	GL & Bond	1.25%	1%	9
Z12	General Requirements	8.00%	5%	58
SITE ELEMENTAL COST INCLUDING CONTINGENCIES		74%	9.28	777
Z21	Design Contingency	15.00%	11%	116
Z22	Escalation	13.24%	11%	118
SITE CONSTRUCTION COST BEFORE ESCALATION		96%	12.08	1,011
Z10	Fee	4.00%	4%	40
RECOMMENDED BUDGET		100%	12.57	1,052

Sequim Library Option Planning

Site Option 2		Item Description	Quantity	Unit	Rate	Total
G10 Site Preparation						
	G1010 Site Clearing		83,700	SF	1.16	97,063
	Clear & grub existing surfacing		77,650	SF	1.25	97,063
	G1020 Site Demolition and Relocations		83,700	SF	0.12	10,000
	Demolish existing site structures and outbuildings		1	LS	10,000.00	10,000
	G1030 Site Earthwork		83,700	SF	0.46	38,825
	Allow for grading		77,650	SF	0.50	38,825
						145,888
G20 Site Improvements						
	G2010 Roadways		17,303	SF	5.06	87,579
	New circulation road		17,303	SF	3.50	60,561
	Curb & gutter		1,501	LF	18.00	27,018
	G2020 Parking Lots		20,897	SF	5.62	117,523
	New parking paving		20,897	SF	5.00	104,485
	New curb		1,043	LF	12.50	13,038
	G2030 Pedestrian Paving		3,936	SF	8.50	33,456
	Concrete paving		3,936	SF	8.50	33,456
	G2040 Site Development		83,700	SF	0.09	7,500
	Site furnishings allowance		1	LS	7,500.00	7,500
	G2050 Landscaping		24,329	SF	5.49	133,545
	Landscaping with irrigation		24,329	SF	5.00	121,645
	Trees		14	EA	850.00	11,900
						379,602
G30 Site Mechanical Utilities						
	G3010 Water Supply		83,700	SF	0.12	10,000
	Relocate service		1	LS	10,000.00	10,000
	G3020 Sanitary Sewer		83,700	SF	0.12	10,000
	Relocate service		1	LS	10,000.00	10,000
	G3030 Storm Sewer		83,700	SF	0.76	63,204
1801001	Storm drainage from hardscape		42,136	SF	1.50	63,204

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Option Planning

Site Option 2				
Item Description	Quantity	Unit	Rate	Total
G3050 Cooling Distribution	83,700	SF	0.12	10,000
Relocate service	1	LS	10,000.00	10,000
				93,204
G40 Site Electrical Utilities				
G4010 Electrical Distribution	83,700	SF	1.09	91,465
Electric power				
Relocate service	1	LS	25,000.00	25,000
Light Fixtures				
Site lighting allowance	66,465	SF	1.00	66,465
				91,465

Sequim Library Option Planning

Site Option 2				
Item Description	Quantity	Unit	Rate	Total
G3050 Cooling Distribution	83,700	SF	0.12	10,000
Relocate service	1	LS	10,000.00	10,000
				93,204
G40 Site Electrical Utilities				
G4010 Electrical Distribution	83,700	SF	1.09	91,465
Electric power				
Relocate service	1	LS	25,000.00	25,000
Light Fixtures				
Site lighting allowance	66,465	SF	1.00	66,465
				91,465

APPENDIX E: PROJECT INPUT

Guiding Elements – Sequim Branch Building Program -
(Developed by the Community Taskforce on Sequim Library Expansion (CTSLE) in 2015-
and updated in November 2017).

The following are basic premises that should underlie planning for an expanded Sequim Branch library.

Top Priority considerations.

1. Make the building as staff-efficient as possible. NOLS' operational budget has very little room to support increased staffing at the SQ branch. Design must provide needed extra *space*, without introducing components that require unnecessarily high levels of increased *staffing*. To minimize staffing costs, minimize/centralize the number of staffed service and provide clear sight-lines throughout the building. Multi-story buildings that require staff presence on all floors would be operationally problematic.
2. The layout/design of the entire building needs to be as flexible as possible. It is impossible to predict how public libraries will evolve over the next three decades. The key to having a library building that continues to be highly functional throughout its life is to make it extremely flexible, limiting the number of fixed interior walls and making necessary walls modular, and not under building in areas that would be difficult to expand later. *Associated examples and ideas: mobile shelving, mobile furniture, multi-purpose spaces, social "Living Room" spaces (particularly meeting rooms) with mobile walls that can be opened to create larger spaces.*
3. The building needs to be highly adaptable to new and changing technology needs (even the ones we haven't imagined yet).
4. Provide sufficient collection space to meet current collection shelving needs with moderate expansion, and room for reasonable routine growth in collections in the future.
5. Bigger meeting room spaces flexibly designed to serve various configurations and group sizes – this is a high priority need for both library and community.
6. Provide for small group meeting spaces (conference rooms and study rooms)
7. Provide quiet space (designated quiet reading/no tech room?)
8. Provide for plenty of comfortable user seating and work spaces to address obvious existing limitations in the current building;
9. Apply Americans with Disabilities Act (ADA) building standards throughout the building; this will automatically result in a sense of greater spaciousness, by providing for adequate aisle widths, spaces around tables and chairs, turning radiuses in rest rooms and other small spaces. See comments below for shelving heights/conditions that need to be applied in collection size calculations in order to achieve ADA.
10. Make wayfinding and orientation as intuitive as possible; this will minimize the need for signage and empower visitors to use the library on their own without staff assistance unless they want it. Design flow of main traffic patterns to naturally lead customers to other areas of the building.
11. Provide retail space (and ideally work and storage space) for FOSL.

12. Provide sufficient space for staff work area needs (current and future) – this is generally the least flexible and most difficult space designation to expand later on (due to multiple work flow and juxtaposition requirements).
13. Design with safety and security in mind. There are a large number of considerations in this area, including sight lines, access, lighting, etc..

Some thoughts on basic design/layout and building program considerations (a work in progress)

Collection space.

The top library service priority for many (based on input from past SQ and NOLS library surveys) remains bigger and better collections. (Second generally to more convenient hours of operation). The SQ library is currently quite undersized for the collection it houses, and use of the collection and holds request system clearly indicates that the collection is undersized for community need. At present the collection must be constantly downsized through relocation of materials to other branches and “weeding” in order to keep returned materials from exceeding shelving capacity. Some collection space expansion is therefore required in order to meet current collection needs. Provision should be made for moderate longer term growth. As e-books become more popular and prevalent in society, libraries have been re-thinking the amount of space that will need to be allocated to collections in the future. Popular opinion and use data studies span the whole gamut from ‘the book is dead’ to ‘the book will never die.’ It seems reasonable, however, to assume that over the mid to-long term future of the public library, availability of e-books and e-readers will reduce the required size of print book collections and the physical space needed to house and process them.

Target collection size increase (over current collection size) estimated at approximately 6-8%.

Customer service space.

Self-Service/Express check-out stations. Customer service everywhere, including libraries, is trending toward more self-service options, which are more staff efficient and more convenient for most customers. Express Check out should be the most immediately accessible and prominent feature in the customer service area. Traffic patterns should cause customers to naturally flow to these stations for check-out.

Self-service holds. Should be adjacent to *express check-out stations*.

Self-service/Express check-in stations? This space would be required if NOLS elected to implement Radio Frequency Identification (RFID) and automated materials handling in the new Branch. These stations, which allow customers to return/check-in their own materials, are now common in many libraries. They may or may not be feasible for the SQ branch expansion, due to high cost, and the need to either implement system-wide or alter systemwide operations to allow for single branch implementation. If implemented, they should be adjacent to *service desk*. Possibly adjacent to exterior book returns.

Service desk. For customer service with accounts and basic assistance. One staffed station, providing seated and/or standing use (either two different fixed heights or adjustable desks). Service desk(s) should be intuitively easy to find and identify, centrally located but reasonably adjacent to staff workroom, with good sightlines to other areas in the building.

Consultation area. One station with seating for one staff person and one or two customers, staffed when necessary, partially screened for privacy. Should (probably) be adjacent to service desk.

Computers/electronic workstations.

Catalog computers. Access to the Library's catalog provided through desktop computers and tablets at standing and sitting heights.

Internet workstations. Access to the Internet through desktop and laptop computers and tablets. Most at sitting (or adjustable) height; some express stations at standing height. PC Reservation station and equipment also required.

Public Computer peripherals: Space should also be allowed for public printers, print management stations, scanners and other devices. Flexibility of space may be required for wave-of-the-future equipment we don't currently use/provide, for instance tablet check-out/charging stations, etc.

Display monitor screens: Increasingly used in many areas of the library to provide information, display images, etc.

User seating. Seating is integrated into collection areas and the *Living Room*.

Seating for adults. A mixture of lounge chairs and study tables. ADA-accessibility standards fully applied. 80% of seats should have easy access to an electrical outlet.

Collaborative study/quiet reading spaces. 2-3 rooms accommodating up to 3 people each. Moveable walls for maximum flexibility?

Living room. Casual seating for social activities and interaction. Flexibility to reform into different groupings or to allow different types of solo/group/community interactions.

Seating for teens. Mixture of casual/lounge and study seating, ADA-accessibility standards fully applied. All seats should have easy access to an electrical outlet and/or recharging stations.

Seating for children and parents. Assorted heights, mix of lounge, hassock, study table and floor seating. At least one adult-height love seat - to accommodate adult/child book sharing.

Fun seating option (eg. boat, train, etc.) to accommodate 2-4 children.

Interactive discover/explore area/structure for toddlers and preschoolers; could also be used for small or impromptu storytimes.

Meeting room space.

Community meeting room. Flexible/expandable to accommodate larger/or smaller simultaneous group uses. Should be situated so that both sides of room can be used when Library is closed. Needs to be

adjacent to *foyer* and *public restrooms* and both sides need to provide for emergency exit directly to outside of building. Sink/kitchenette in at least one side of the dividable room.

Community conference room. Should seat up to 12 people around a conference table divide-able into two or three sections. Might be part one side of the dividable meeting room. Should be adjacent to *foyer* and *public restrooms*.

Also see *collaborative study/quiet reading rooms* in **User Seating** section, above.

Maker space. Flexible space for computer classes, maker-space activities/workshops, etc.

Special use spaces.

Foyer. Should be adjacent to *Friends Sale shelves and work area*, *community meeting room* and *community conference room*. Should be large enough for civic information, bulletin boards and displays, information kiosk, and to house at least two battery-charged scooters.

Public restrooms. Should be accessible after hours by users of meeting room and conference room. ADA. Safe and secure.

Friends Store and work area. Retail space for Friends of Sequim Library; storage and work space. FOL entry and workspace should be physically separate from staff workspace.

Community partner space. Co-located space for a library partner organization (such as the School District, the Museum and Art Center or the Jamestown S'Klallam Tribe).

Staff areas.

Branch Manager's office. Should be adjacent to staff work area.

Youth Services storage. Staff who work with children and teens always have a huge amount of gear to store, such as puppets, crafts supplies and props. This space should be adjacent to the Youth Services staff work areas.

Staff work area. This area should include storage and workspaces for staff as well as an area for checking in and handling materials returned by patrons at the branch and through shipments. Space should be allowed for automated materials handling, storage of shipment crates, extra book carts, the staff copier, a laptop cart and other possible technology. Depending on the layout of the building YS staff space may be integrated into general staff work area or adjacent to the YS public area.

Staff support area. Staff restroom, lockers, space for rest and meal breaks, etc..

Delivery/receiving area. Should be adjacent to staff work area.

Book drops. Ideally there should be drive-past-through-the-wall drops accessible from Staff work area, as well as through-the-wall drops from the lobby or customer service area into the staff work area. Conditions are seldom this ideal.

IT/data communications room. Needs to be secure; should be in or adjacent to staff-only area.

Facilities office, storage and work area. Should be adjacent to branch staff work area and outside. May include covered outdoor project area and/or protected NOLS vehicle parking area.

Examples of every day challenges at the Sequim Branch –

(Developed by Sequim Branch Staff -12/2015, updated 11/2017)

This is a brief outline of functional challenges experienced daily at SQ, which impact customer service and operational efficiency. Many of these functional issues also impact aesthetics or other service aspects as well.

1. Public computer use – need for more computers to meet the needs of community.
Space – computers are right next to each other, creating very close quarters for community members to work in. Only one kid's computer available. All public computers are grouped in one location, which creates challenges if some people want to work together on a computer project and someone else wants quiet workspace.
2. Competing Uses - Quiet space –conflict between those needs for quiet reading vs. talking/connecting with neighbors vs. conducting library business
3. Competing Uses - Different uses happening in such a small space can create conflicts
 - a. Kids being kids in Youth Services area can be disruptive to others using library
 - b. Reading aloud to kids can be heard throughout library
 - c. Having conversations (even quiet conversations) can be heard throughout library
4. FOL space - limited booksale space in lobby – no book donations receiving/sorting/processing space in building.
5. Public bathrooms - are cramped and undersized for the use they receive, and do not accommodate the mobility impaired well.
6. Bulletin board - space for community events is limited.
7. Meeting Room size - severely limits attendees at library programs; summer workaround use of back field has a number of challenges with regard to weather cancellation / competing noise / traffic flow / access to restrooms, etc.
8. Meeting room – public use– demand exceeds availability.
9. Meeting room access - Although the space is technically dividable into 2 rooms, there is only one access point. Emergency exit requires an exit door into library, which complicates management of library security alarms.
10. Collection space - Insufficient shelf space to accommodate current collection size. Limits size of collection available for browsing. Staff have to periodically send overflow materials away to other branches– this takes staff time in putting items in totes, changing assigned branch and sending away. Always looking for duplicate titles to send away – more staff time required.
11. Shelving - Books must be shelved on bottom shelf– difficult for patrons with limited mobility.

12. Shelving - books must be shelved on high shelves – also physically challenging for some patrons and staff; tall shelves block sight lines; impacting security and contributing to cramped feel of library
13. Shelving holds – staff must continually shift and reshelf held materials (and letters) to adjust to changing flow on limited shelving.
14. Shelving carts – staff must shelve continuously because space to park carts awaiting shelving is so limited – prevents maximum effectiveness and efficiency of staff use
15. Work room – extremely limited work and storage space generally
16. Work room- overly accessible to public areas; presents privacy and security issues
17. Work room – Giant banks of electrical panels take up one entire wall and further restrict cart storage and work space. (Fire code prevents anything being placed under or in front of these. In modern construction these panels are more customarily placed outside buildings).
18. Workroom (another crowding example) - Staff have to move book return bins in order to reach whiteboard to write daily desk schedule.
19. Work room (Office) – One private office must be shared by multiple staff. Impacts staff and patron privacy and impedes ability to efficiently conduct administrative and supervisory tasks.
20. Outdoor book drop (location) – Location of book drops in parking lot contributes to traffic blockage issues. Staff must move heavy bins across parking lot traffic several times a day. Inefficient use of staff time.
21. Outdoor book drop - materials damaged by moisture due to leakage, materials not being correctly placed into drops, and as a result of bins needing to be rolled into library during rainy conditions.
22. Parking Lot - poor pedestrian access through busy lot. Limited “prime” ADA parking. Generally limited parking results in parking overflow into back and side lots, causing flow of library traffic for through church lot.