

Longview Public Library

Modernization Report

August 6, 2018

HACKER



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HACKER

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Vision Cards Responses:

“What is dysfunctional about the existing library?”

Literal stacked chairs in corners



One program on top of next

People get lost

Frustrating



We have to work

with what we have

No way out

Ad hoc space utilization

Space issue

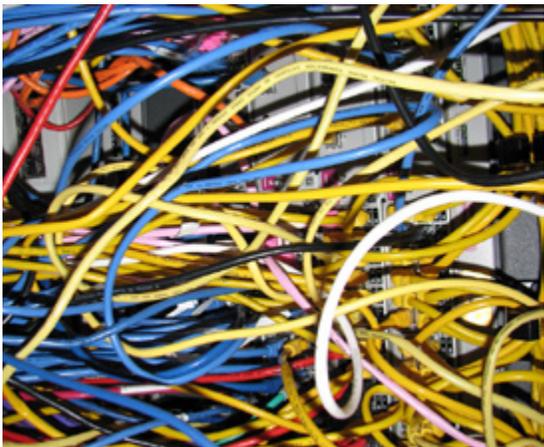
Chaos

Not planned

Lots of people going

in different directions

Not planned as needed



Literal wires!

Changes

No cohesion



“How would you like the library to feel?”

History is important
**Connection to
Community
Partners
City**



Bring generations together
A place to create



Welcoming place regardless
of where you're from



Educate
Coordinate



**All in it together
working as one**

Presence of Longview in the Library

Get your hands dirty

History is understood

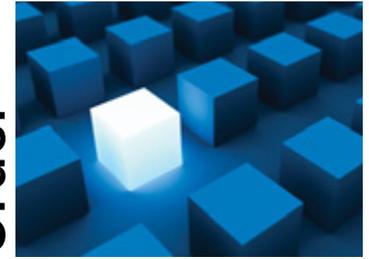
Ideal

Bright open spaces
Order

Staff working together



Somewhere special
Spectacular



Beacon

Clean + Organized



Fits into community and place

I. Executive Summary

The Longview Public Library serves residents and visitors in the heart of downtown Longview, Washington. One of Longview's most iconic and beloved civic buildings, the library is an essential educational, informational and cultural asset to its community, offering 21st century technology as well as traditional library services.

Originally constructed in the early 1920s in a classical Georgian style, the Longview Public Library was remodeled in 1953 to accommodate expanding collections. In the mid-1960s, a significant expansion tripled the building's square footage. Given that it was last comprehensively renovated 50 years ago, the current facility suffers from many deficiencies. Its aging HVAC system does an inadequate job of heating and cooling the building. Public bathrooms are only available on the lower floor, and the Longview Room, which houses the library's local history collection, is largely invisible and inaccessible. Inadequate spaces for public programming and teens restrict the library's ability to serve the community, and the overall layout is inefficient and often confusing to patrons.

In response to these issues, the City of Longview began planning efforts towards a renovated Longview library in 2017, engaging the services of the architectural firm Hacker to develop a space needs assessment and modernization study. The consultants analyzed

community demographics, reviewed library usage patterns, conducted focus groups with library staff and stakeholders, solicited community input and compared current service levels with best planning practices in the library industry. The space recommendations that result indicate the need for the following:

- Expanded or redesigned areas for specific collections or activities:
 - The Longview Room (local history),
 - the Koth Memorial Gallery (rotating exhibits)
 - Project READ (adult literacy)
 - Teen space
- 43 public access computers, including 12 laptops in a computer lab;
- Increased programming/meeting room capacity: a dividable 150-seat meeting room, improved Marion Otteraaen Room, and a 10-person makerspace;
- Increased small meeting room capacity: 1 20-person conference room and 1 10-person conference room;
- Eight 2-person tutoring rooms, to be used for Project READ as well as for other patron needs.

This modernization study outlines the service components needed by Longview-area residents now and in the future as well as the estimated of renovating this historic landmark.



Longview Public Library Entrance

II. Methodology

In late 2016, the City of Longview issued an RFP for a Library Modernization Study with the goal of evaluating the current facility and providing recommendations for modernization. The city selected the architectural firm Hacker for this project, with library facilities consultant Penny Hummel and library IT consultant Carson Block as part of the team. On April 28, 2017, Hacker architect Laura Klinger and Penny Hummel met with library leadership and City of Longview engineer Craig Bozarth to tour the building, observe operations and discuss initial priorities for the new library. The following themes emerged from this discussion:

- Reducing the chaos and maze-like qualities of the current building;
- Expanding designated areas and opportunities for programming;
- Highlighting Longview history by giving greater prominence to the Longview Room;
- Increasing opportunities for patrons to create and learn;
- Creating a full functioning and attractive teen space;
- Enhancing staff efficiency and effectiveness by improving private and work areas.

On May 16, Penny Hummel conducted focus groups with library staff, city and community partners, and members of the library board and Friends of the Library; Carson Block also conducted an

IT-focused session with key library and city staff. A community meeting soliciting public input was held on May 31, 2017. Information about these sessions is included in Appendix B.

Penny Hummel also reviewed a variety of information about the library and its operations, including circulation data, usage statistics and demographic information. Basing their work on best practices in planning public library facilities, she then developed service level recommendations for a renovated Longview Public Library and developed a library program incorporating these elements. Hacker staff then developed a new layout for the library based on this library program.



Community Presentation, Feb. 28, 2018



Community Presentation, Feb. 28, 2018



Mendenhall Valley Library, Juneau AK
Hacker Architects

III. Community Description

Located at the confluence of the Columbia and Cowlitz rivers, Longview has an unusual history as a city entirely planned by a private entity, the Long-Bell Lumber Company. After the company established timber mills and purchased the land to create a new city in the early 1920s, the first gift that president Robert A. Long personally made to the city was a public library. Longview thrived in its early decades but like other communities in the Pacific Northwest that were historically dependent upon the timber industry, it has experienced a variety of socioeconomic challenges that are reflected in current demographic information:

- Over one in five (22.7%) residents is estimated to be living in poverty, a much higher percentage than Cowlitz County (15.7%) or the state of Washington (12.2%). (Source: U.S. Census).
- At \$38,498, the 2011-2015 median household income is considerably lower than that estimated for Cowlitz County (\$47,452) or Washington State (\$61,062). (Source: U.S. Census).
- Over 60% of students qualify for free and reduced lunches. (Source: Office of Washington State Superintendent of Public Instruction).
- 16.2% of city residents have a bachelor's degree or higher, compared to 32.9% in Washington State. (Source: U.S. Census).

In this context, the public library functions as a vital informational and cultural hub. Congruent with the City of Longview's comprehensive plan, this study assumes an annual population growth rate of 1%, which forecasts growth from 54,000 residents in 2017 to 65,238 in 2036. The U.S. Census estimates that 9.7% of the city's population is Hispanic or Latino.

IV. Current Services Overview

The 33,000-square-foot Longview Public Library is located in downtown Longview, Washington, an imposing classical landmark at 1600 Louisiana Street. Originally constructed in the early 1920s in a classical Georgian style, the Longview Public Library was remodeled in 1953 to accommodate expanding collections. In the mid-1960s, a significant expansion tripled the building's square footage. The library is open 51 hours a week, from 10 am to 8 pm Monday – Wednesday and from 10 am – 5 pm Thursday - Saturday. In 2016-17, the library's door count 185(annual visitors) was 203,478, or almost 4,000 visitors a week—a reflection of the library's position as an essential community center in Longview.



Existing Longview Library, WA

Collections

As of April 2017, the Longview Public Library offers a collection of over 141,000 physical items, including books, DVDs, audio books, music CDs and periodicals. Longview patrons also borrow materials from the Kelso Public Library and (under certain circumstances) Lower Columbia College. In addition to the physical collection, Longview patrons also have access to a digital collection (including e-books, online resources and downloadable media) of over 44,000 items. In 2015-16, the Longview Public Library had 32,088 active cardholders and circulated 382,876 items.

One of the noteworthy aspects of the library's collection is the trove of original local history resources found in the Longview Room, including records and memorabilia from the Long-Bell Lumber Company, photographs and other rare materials. Currently tucked into the upstairs mezzanine, this collection lacks the accessibility, space and visual prominence to fully realize its potential.

Computers & Technology

The library offers 26 computers for public use, including online catalogs, internet access and children's learning stations. These represent .48 computer per 1,000 people served, which is on the low end of the .5 - 1 workstations per 1,000 people that is currently considered best practice. In 2015-16, the library recorded 22,452 individual Internet sessions (not including patrons using their own devices), or over 430 sessions a week, an indication that these resources are in high demand.

Seating & Meeting Room Space

With a current capacity of 160 reader or study seats, the library is currently on the low end of best practice (3 - 6 seats per 1,000 people). Much of the current seating capacity is at 4 person tables, which are often used by only one person. Too few of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets.

Programming & Event Space

The library offers a robust array of programming for all ages, which is offered in the Auditorium (capacity: 84 people), the Marion Otteraaen Room (capacity: 38 people) and on some occasions when the auditorium space is inadequate, in the reading room on the main level. The Board room (capacity: 7 people) is also utilized for small meetings. In 2015-16, the library offered 217 programs (including three story times a week) that attracted 7,780 attendees. The existing meeting room capacity is inadequate for current and future demands, not only with respect to capacity but also with respect to aesthetics and layout. (The walls of the Auditorium, for example, are

also used to store books for upcoming Friends of the Library book sales.) Dating from the 1960s renovation, the kitchenette adjacent to the meeting room is outdated and needs to be removed.

Additional meeting room space is needed, not only for library programming, but for use by community groups, who have few other options for meeting and gathering space in the community. The library currently offers no enclosed quiet study rooms, which are also needed.

Designated Program Areas

The library's areas for children and teens are on the lower floor. While generally adequate to meet community needs, the children's area needs updating, both aesthetically and technologically. Currently, the library does not offer internet access in the children's area due to wiring issues. The library's cramped area for teens is inadequate in virtually all ways, lacking internet computers, adequate seating, proper ventilation and a teen-friendly décor.

Visitors desiring quiet space are usually directed to the two areas at the front of the original library: the Magazine/Newspapers and Genealogy sections. Although these large-windowed parts of the library have the richest 1920s era architectural detail, they are currently underutilized. In addition, patrons complain of noise, as sounds from the downstairs children's area frequently waft upstairs via the main stairs.

The library's adult literacy program, Project READ, is poorly housed. Currently carved out of an ad-hoc mixture of room dividers set in a corner of the main reading room, this area does not offer program participants and their tutors appropriate private space to do their work. As a result, tutoring conversations interrupt programming in the main reading room and vice versa.

The library also features the Koth Memorial Gallery, which is used for rotating exhibits as well as coordination of large scale programs such as Summer Reading. While adequate for current needs from the perspective of square footage, the space has not been refreshed since it was created in the mid 1960s.

Service Delivery

The Longview Public Library was thoughtfully planned for library needs in the 1920s and again in the 1960s, and is well used and beloved by community members. Almost a century after it originally opened, however, it is time to comprehensively refresh all areas of the building. The current facility is poorly laid, causing underutilization in some areas and congestion in others. The library's aging HVAC system does an inadequate job of heating and cooling the building and public bathrooms are only available on the lower floor. As mentioned earlier, noise is a frequent issue.

Staff & Volunteer Areas

The library currently has two circulation desks: one on the lower floor and one on the main floor, which is close to the reference desk. Thus, staff are concentrated in a few small service areas, while most of the building lacks supervision. Sightlines are poor and security is sometimes an issue. At this time, holds are shelved behind the desk and require staff to pull them and check them out.

Most staff workspaces are in a large room on the lower floor, which has been divided into separate areas with available furniture from many decades. As with the rest of the building, there is poor access to electrical power in this area. Although the Friends of the Library have a workspace in this general staff area, they lack efficient storage for the books they collect and sell. Some books are stored along the walls of the main auditorium, while others must be managed by staff in a too-small closet.

Parking

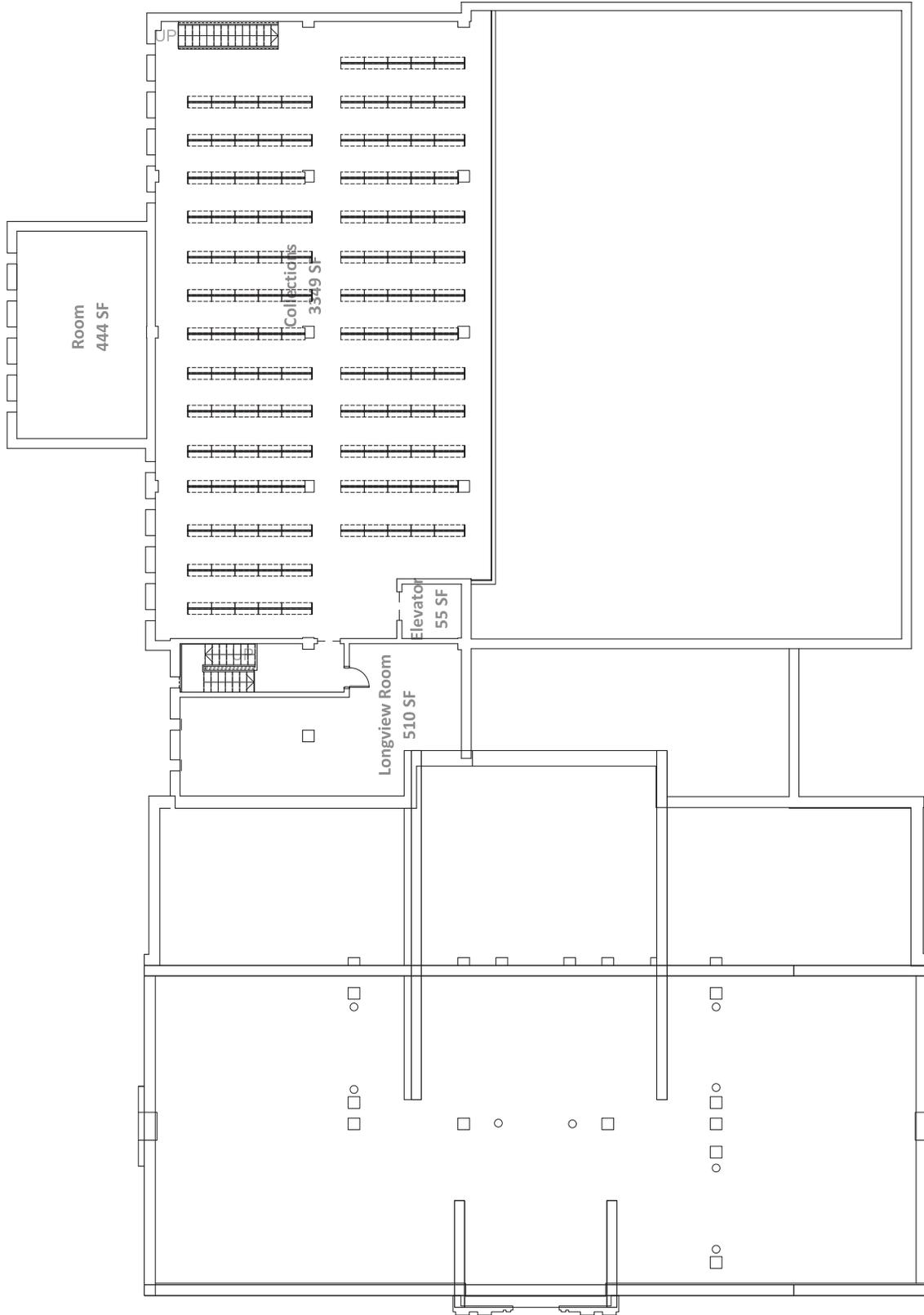
The library site features one parking lot on the east side (for the public) and one lot on the west side (for admin). The public lot has a total of 24 spaces (2 of which are ADA, 0 are designated for motorcycles). It is also lacking space for bike racks, which contributes to patrons relying more heavily on arriving by car or shuttle. Many students attending the nearby college park there regardless of the posted signs stating that the lot is for library patrons only. This, coupled with the lack of available street parking, contributes to a shortage of parking spots. It is also worth noting that the small size of the lot (as well as its placement on the site) causes the overwhelming majority of the patrons to use the east side entrance instead of the historic grand entry at the south side of the building.

The staff lot on the west side features 20 spaces, none of which are ADA or for motorcycles. The capacity for this lot is somewhat adequate for the current staff and volunteer count.

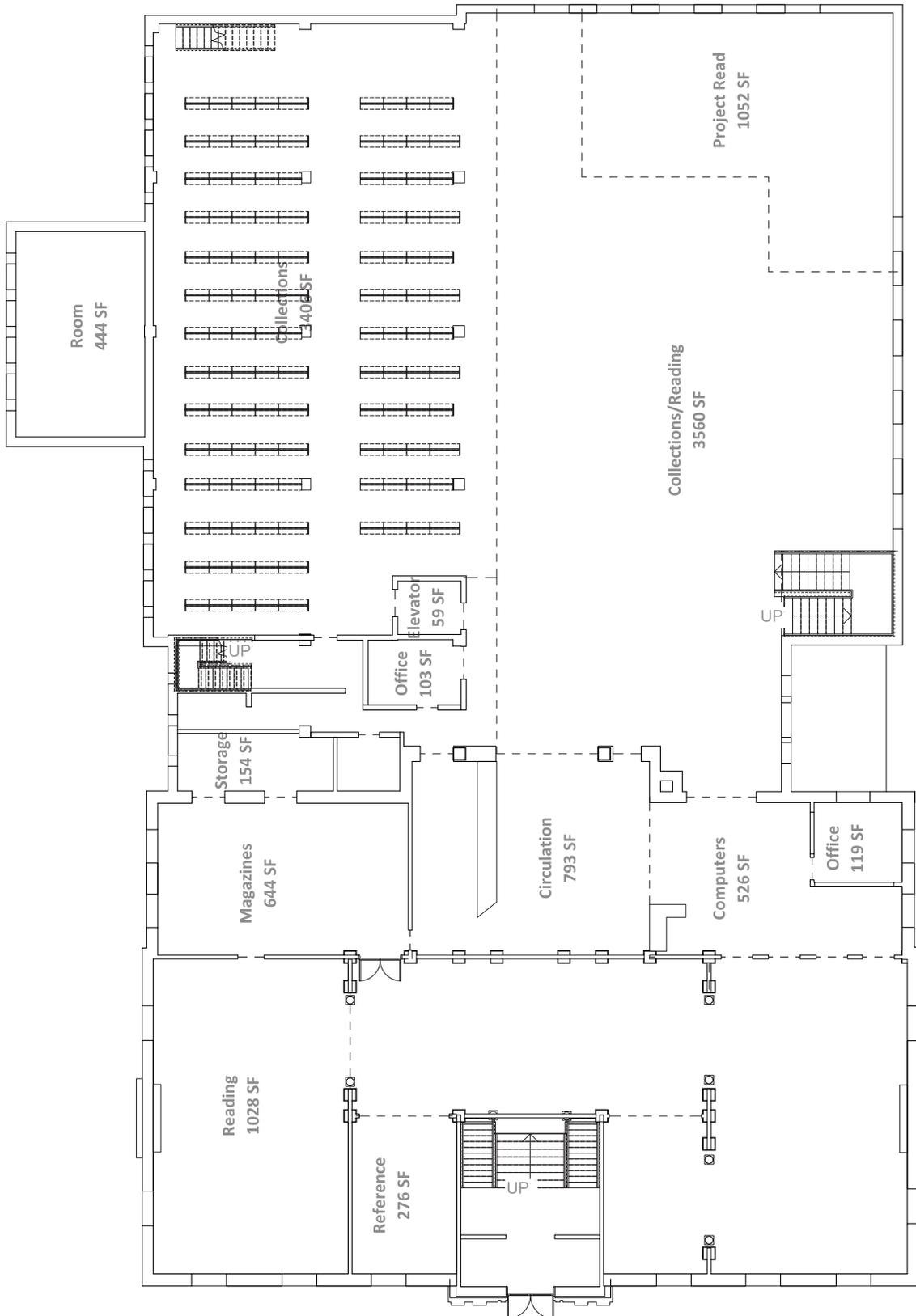


Existing parking at Longview Library, WA

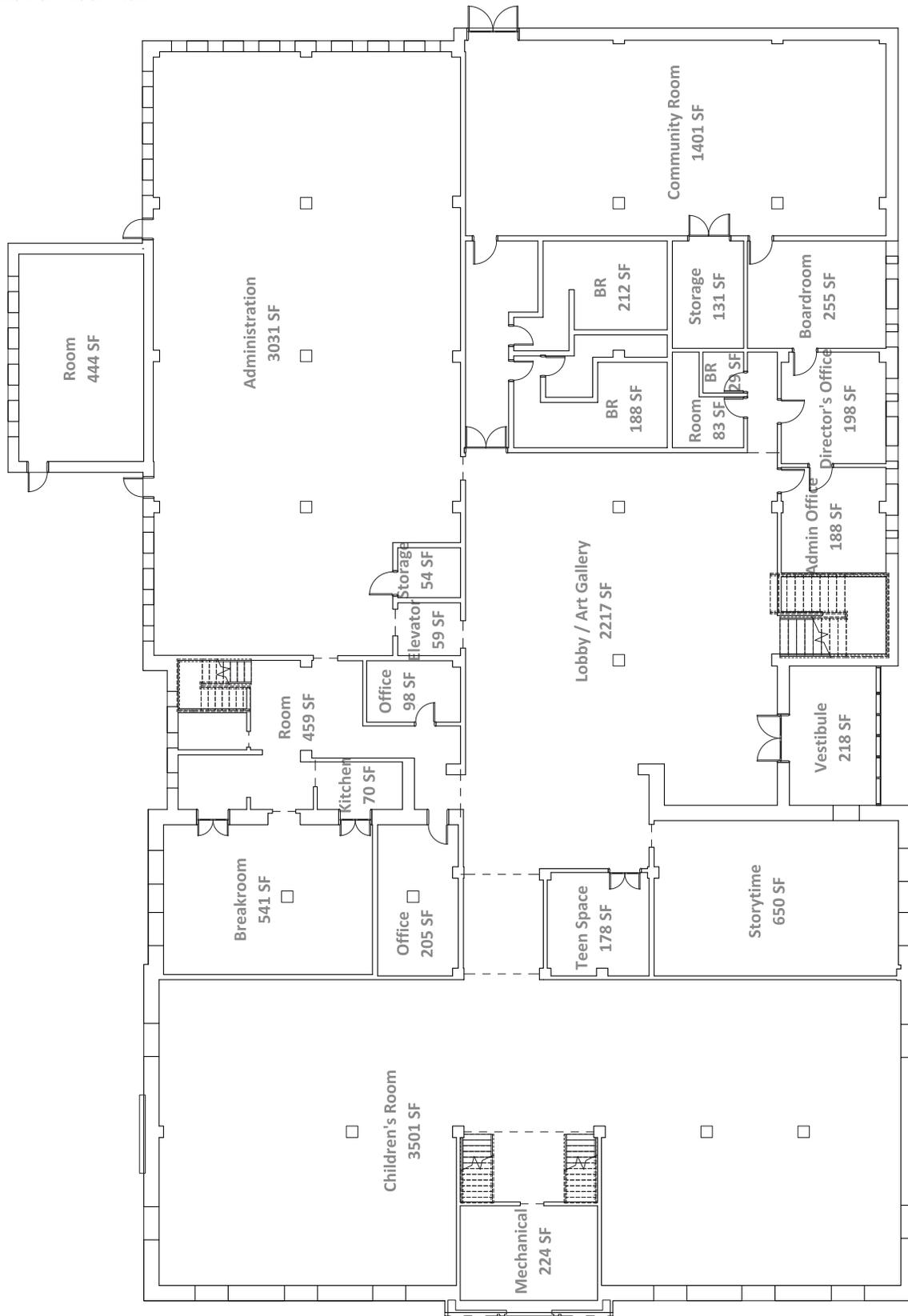
Existing Mezzanine Plan



Existing Main Floor Plan



Existing Lower Floor Plan





PERIODICALS

Mendenhall Valley Library, Juneau AK
Hacker Architects

V. Space Needs Recommendations

Overview

The Longview Public Library should provide residents with the spaces and services that meet and anticipate their needs, in a comfortable facility that encourages use by the entire community. While the current building is well used by the community, its structural deficiencies and space constraints compromise the quality and level of service that can be provided.

A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen tech nights and family literacy evenings are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers.

To perform these roles, the Library needs appropriate space – for collections, for people, for programming and for functional operations. The space needed to support specific services is described follow.

Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a truly balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear, so that there is readily available shelving space for incoming materials.



Areas for collection and seating at the Renton Highlands Library.
Hacker Architects.



Areas for technology and meeting at the Mendenhall Library.
Hacker Architects.

The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. The bottom two shelves on most shelving units should be angled to allow browsers to easily view book spines.

Currently, while public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The Longview Public Library currently offers local residents a total of over 141,000 physical items (books, CDs, DVDs, etc.) with the expectation that this collection will be somewhat smaller in the future.

An important outcome of the renovation will be to relocate the Longview Room, which is largely invisible and inaccessible to the public in its current location on the mezzanine. By moving the collection to the main floor, creating spaces for changing exhibits of local artifacts, and making a portion of these available as referenced materials, the library plans to greatly expand the potential of connecting this significant collection with researchers and local residents.

Computers & Technology

The library's Internet access and early literacy computers are in frequent use. While patrons increasingly are bringing in their own devices (laptops, tablets and smartphones) for library use, for many others, library computers are their only way to access the Internet for research, job seeking, and connecting with friends and family.

More are needed to meet public demand and to enable the library to offer this service more effectively. This plan recommends 28 sit-down workstations with Internet access and online catalog access (16 for adults, 6 for teens, 6 for children), 8 online catalog lookup stations at stack ends, 2 children's early literacy computers, and 12 laptops for in-library use in a lab/collaborative learning space. This will provide the community with 1.8 workstation computers for every 1,000 people served, a service level that will bring the Longview Public Library on a par with best practices for a library of its size.

Seating, Programming and Meeting Room Space

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The Longview Public Library needs to provide seating in a variety of formats: at study tables and lounge chairs, parent/child seats, casual seating for teens, and acoustically shielded study seating. Teens, in particular, need a designated area with age appropriate furniture. The design of the space should not only send a message that they are welcome at the library but should also create buffer, both physical and psychological, between this gregarious age group and other library visitors.

The children's area should offer distinct seating areas for individual school aged children who need to do homework or quietly read. The preschool/family area needs chair seating for toddlers and their parents or caregivers as well as floor space for story times. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths. (Beloved by generations of Longview children, the upholstered claw foot bathtubs will be retained in the renovation.)

Overall, a small increase of desk and lounge seating is recommended to allow the library to offer appropriate work/study, collaboration and reading space for the community. Much of this seating incorporates the historic 4 person tables (from both the 1920s and the 1960s) that are already utilized within the library.

One 20-seat and one 10-seat meeting rooms will offer the capacity to host smaller events. Group study capacity is also significantly expanded. The plan includes two 4-seat study rooms as well as eight 2-seat tutoring rooms, for use by Project READ clients and volunteers and the public at large. which will be utilized by Project READ clients and literacy volunteers. The plan also recommends a designated area for Project READ staff, collection and resources.

Programming and Event Space

Programs and events are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate,

accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, a kitchen, and table and chair storage.

Given that the library's existing programming space is inadequate to meet current demand, this study recommends a significant expansion of programming capacity. A dividable 150-seat meeting room, with an adjacent new kitchen, will offer the ability to host two 75-person events (doubling the current capacity of the Myrtlewood Room). Similarly, the capacity of the Marian Otteraaen Room (primarily used for story time) will be expanded from 38 to 75 seats.

Designated Program Areas

To replace the current teen area, which has numerous deficiencies, this program recommends a new Teenspace with adequate shelving, age-appropriate seating and computers. Similarly, the children's area will be revitalized with updated furniture, shelving and internet access computers to complement the early literacy stations currently offered.

The plan includes two 4-seat study rooms as well as eight 2-seat tutoring rooms, for use by Project READ clients and volunteers and the public at large. which will be utilized by Project READ clients and literacy volunteers. The plan also recommends a redesigned area for Project READ staff, collection and resources, specifically designed to accommodate the needs of staff and volunteers. Similarly, the Koth Memorial Gallery will also be refreshed.

Service Delivery/Volunteer and Staff Areas

Given that the library does not anticipate future staffing increases, there is a great need to make all circulation, reference and back of the library functions as efficient as possible. Desks and work stations appropriate to the 21st century, sited in appropriate proximity to each other and to the daily work of assisting library customers, will enhance the staff's capacity to provide excellent customer service. Also included are staff restrooms and a staff lounge area with seating and a kitchenette. This study recommends the implementation of addition of self-check machines and the implementation of self-pick.

This program also includes improved space for all activities conducted by the Friends of the Library, including a permanent sale area, workspace for processing donations, and storage.



Public computers are located adjacent to the circulation desk at the Renton Highlands Library providing easy access to assistance. Hacker Architects.

Proposed Building Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.10	Entrance Areas	First Floor Lobby	floor mats, with minimum 16' walk-off length			NA	0
	Entrance Areas	First Floor Lobby	seating, bench, 5' x 24", 2-person	1	bench	32	32
	Entrance Areas	First Floor Lobby	community information display unit, wall-mounted, with brochure & racks, bulletin board & storage below, 8'L x 5'H x 1.5'D	2	units	36	72
	Entrance Areas	First Floor Lobby	unassigned square footage	1.0	space	200	200
First Floor Lobby Total						268	304
1.20	Service and Admin	Public Restrooms First Floor		GSF			IN GSF
Public Restrooms First Floor							0
1.30	Entrance Areas	FOL Book Store	shelving, 72", wall-mounted, for books on sale	2	SS sections	10	20
	Entrance Areas	FOL Book Store	shelving, retail, 60" mobile units, for books on sale	2	D/S sections	40	80
	Entrance Areas	FOL Book Store	storage closet for immediate supply/inventory needs	1	closet	50	50
FOL Book Store Total						100	150
1.40	Entrance Areas	Service Desk, First Floor	staff counter positions with computer workstns	2	positions	50	100
	Entrance Areas	Service Desk, First Floor	cash register, behind counter	1	machine	12	12
	Entrance Areas	Service Desk, First Floor	book trucks	2	trucks	8	16
	Entrance Areas	Service Desk, First Floor	shelving, wall-mounted, behind desk	2	sections	10	20
Service Desk, First Floor						80	148
1.50	Specialized	Community Room	stacking chairs	150	seats	15	2,250
	Specialized	Community Room	tables, folding, lightweight, 24" x 60"	15	tables	0	0
	Specialized	Community Room	podium, movable, on stage	1	podium	0	0
	Specialized	Community Room	movable wall partition	1	unit	GSF	0
	Specialized	Community Room	video/digital projector, ceiling-mounted	1	projector	0	0
	Specialized	Community Room	projection screen, ceiling-mounted	1	screen	0	0
Community Room						15	2,250
1.60	Specialized	Community Room Kitchen	work counter, 8' x 2.5', w double sink, commercial grade, dishwasher, cabinets above and below	1	counter	50	50
	Specialized	Community Room Kitchen	refrigerator, full size	1	unit	20	20
	Specialized	Community Room Kitchen	microwave oven, on counter	1	oven	0	0
	Specialized	Community Room Kitchen	oven with range-top, under counter	1	oven	0	0
	Specialized	Community Room Kitchen	storage cabinet for supplies	1	cabinets	20	20
Kitchen						90	90
1.70	Specialized	Community Room Storage	dollies, stacking, for chairs	20	dollies	6	120
	Specialized	Community Room Storage	table trucks for folding tables	10	dollies	10	100
	Specialized	Community Room Storage	AV cart, mobile	1	cart	10	10
Community Room Storage						26	230
2.10	Children	Youth Programming Room	floor seating for children and parents, carpeted	75	spaces	10	750
	Children	Youth Programming Room	supply cabinet, 2 door	1	cabinet	20	20
	Children	Youth Programming Room	stroller parking	5	strollers	6	30
	Children	Youth Programming Room	projection screen, ceiling mounted	1	screen	0	0
Youth Programming Room						36	800
2.20	Children	Family Space	display cases, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd	2	cases	30	60
	Children	Family Space	lounge seating, parent/child	4	chairs	35	140
	Children	Family Space	manipulatives, etc.	1		100	100
	Children	Family Space	cabinets for puzzle and toy storage	2	cabinets	15	30
Family Space						180	330
2.30	Children	Picture Books and EZ Readers	seating @ 4-pl tables, round for toddlers	8	seats	22	176
	Children	Picture Books and EZ Readers	board book bin	1	book bin	40	40
	Children	Picture Books and EZ Readers	shelving, 45" for picture books	31	sections	8.0	248
	Children	Picture Books and EZ Readers	shelving, 66" for EZ readers	12	sections	8.0	96
	Children	Picture Books and EZ Readers	bathtubs	2	bathtubs	28.0	56
	Children	Picture Books and EZ Readers	open play space for children	1	space	100	100
Picture Books and EZ Readers						206	716
2.40	Children	Children's New Books/Browsing	shelving, retail display for youth new books	1	unit	13	13
	Children	Children's New Books/Browsing	shelving, 66" display for youth magazines, with backfiles	1	sections	10	10
	Children	Children's New Books/Browsing	express self-checkout machine	1	machine	40	40
	Children	Children's New Books/Browsing	display boards, tackable, wall-mounted	2	boards	0	0
Children's New Books/Browsing						63	63
2.50	Children	Children's AV Media/Browsing	shelving, 66" for youth DVDs	4	sections	8.0	32
	Children	Children's AV Media/Browsing	shelving, 66" for youth audio books tape/CD	3	sections	8.0	24
	Children	Children's AV Media/Browsing	shelving, 66" with hanging rods for AV media kits	1	sections	8.0	8

Proposed Building Program

Children's AV Media/Browsing			24	64			
2.60	Children	Children's Circulating Books	seating @ 4-pl tables	32	seats	25	800
	Children	Children's Circulating Books	seating, lounge chairs	4	seats	30	120
	Children	Children's Circulating Books	computer workstations, sitdown	2	wkstns	30	60
	Children	Children's Circulating Books	sitdown computer/educational games/early lit	1	wkstns	30	30
	Children	Children's Circulating Books	online catalog workstation	2	wkstns	30	60
	Children	Children's Circulating Books	networked printer/print release station	1	printer	24	24
	Children	Children's Circulating Books	display cases, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd	2	cases	30	60
	Children	Children's Circulating Books	shelving, 66" for youth nonfiction	43	sections	8.0	344
	Children	Children's Circulating Books	shelving, 66" for youth biography	5	sections	8.0	40
	Children	Children's Circulating Books	shelving, 66" for youth fiction	35	sections	8.0	280
Children's Circulating Books				223		1,818	
2.70	Teen	Teen Space	seating, lounge chairs	4	seats	35	140
	Teen	Teen Space	seating @ 4-pl round tables or booth seats	12	seats	35	420
	Teen	Teen Space	casual seating (e.g., café tables, cockpit chairs)	4	seats	25	100
	Teen	Teen Space	computer workstations, sitdown	3	wkstns	30	90
	Teen	Teen Space	online catalog workstation	2	wkstns	30	60
	Teen	Teen Space	networked printer/print release station	1	printer	24	24
	Teen	Teen Space	shelving, 66", for teen graphic novels	6	sections	8.0	48
	Teen	Teen Space	shelving, retail display, for teen new and popular books	1	unit	13	13
	Teen	Teen Space	shelving, teen hardback fiction	13	sections	8.0	104
	Teen	Teen Space	shelving, teen audio books	1	sections	8.0	8
	Teen	Teen Space	shelving, display for teen magazines	1	section	10.0	10
	Teen	Teen Space	bath tub	1	bath tub	28.0	28
Teen Space				254		1,045	
2.80	Specialized	Maker Space	seating, 2 place tables, mobile	25	seats	20	500
	Specialized	Maker Space	counter, 8' x 2', w double sink, commercial grade, cabinets above and below	1	counter	50	50
	Specialized	Maker Space	supply closet	1	closet	30	30
Maker Space				100		580	
2.90	Children	Youth/Teen Services Staff Workroom	workstations, modular, 8' x 8'	3	wkstns	64	192
	Children	Youth/Teen Services Staff Workroom	printer	1	printer	12	12
	Children	Youth/Teen Services Staff Workroom	shelving, 84", for supplies, etc.	12	sections	10	120
	Children	Youth/Teen Services Staff Workroom	supply closet	1	closet	50	50
	Children	Youth/Teen Services Staff Workroom	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	Children	Youth/Teen Services Staff Workroom	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	Children	Youth/Teen Services Staff Workroom	work counter, 8' x 3', cabinets above and below	1	counter	30	30
	Children	Youth/Teen Services Staff Workroom	work table, 8' x 3', with flat file storage below	1	table	40	40
	Children	Youth/Teen Services Staff Workroom	file cabinets	3	cabinets	8	24
	Children	Youth/Teen Services Staff Workroom	mobile AV cart	1	cart	12	12
	Children	Youth/Teen Services Staff Workroom	clear space for temporary storage of exhibits, supplies, programming materials	1	space	40	40
	Children	Youth/Teen Services Staff Workroom	trash container	1	container	6	6
Youth/Teen Services Staff Workroom				272		526	
3.10	Service and Admin	FOL Workspace	work table, for book sorting	1	tables	40	40
	Service and Admin	FOL Workspace	shelving, 84", for sorting and storage	8	sections	10	80
	Service and Admin	FOL Workspace	book trucks	4	trucks	8	32
	Service and Admin	FOL Workspace	recycling/trash containers	2	containers	6	12
	Service and Admin	FOL Workspace	sorting and booksale prep space	1	space	200	200
	Service and Admin	FOL Workspace	receiving and storage space for donations	1	space	200	200
	Service and Admin	FOL Workspace	storage closet	1	closet	50	50
	Service and Admin	FOL Workspace	bulletin board, wall-mounted	1	board	0	0
	Service and Admin	FOL Workspace	desk with computer workstation	1	desk/wkstn	50	50
FOL Workspace				564		664	
3.20	Service and Admin	Library Director's Office	desk, computer workstation, printer, task chair	1	desk	50	50
	Service and Admin	Library Director's Office	credenza	1	credenza	20	20
	Service and Admin	Library Director's Office	conference table, 4-place, round	1	table	0	0
	Service and Admin	Library Director's Office	chairs, guest, @ conference table	4	chairs	22	88
	Service and Admin	Library Director's Office	shelving, 84", wall-mounted	2	sections	10	20

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	Service and Admin	Library Director's Office	lateral file, 3-drawer unit	1	cabinet	15	15
		Library Director's Office				117	193
3.30	Service and Admin	Administrative Services Office	desk, computer workstation, printer, task chair	1	desk	80	80
	Service and Admin	Administrative Services Office	chair, guest	1	chair	25	25
	Service and Admin	Administrative Services Office	shelving, wall mounted	2	sections	10	20
	Service and Admin	Administrative Services Office	lateral file, 3-drawer unit	4	cabinets	15	60
	Service and Admin	Administrative Services Office	safe	1	safe	5	5
		Administrative Services Office				135	190
3.40	Service and Admin	Board Room	desk, computer workstation, printer, task chair	1	desk	80	80
	Service and Admin	Board Room	table, conference	1	table	0	0
	Service and Admin	Board Room	seating @ 10-place conference table	10	seats	20	200
	Service and Admin	Board Room	lateral file, 3-drawer unit	4	cabinets	15	60
	Service and Admin	Board Room	unassigned square footage	1	space	15	15
		Board Room				130	355
3.50	Service and Admin	Administrative Work Space	workstations, modular, 10' x 10' (technical services staff)	7	wkstns	100	700
	Service and Admin	Administrative Work Space	workstations, modular, 8' x 8' (other staff, Soroptimists)	5	wkstns	64	320
	Service and Admin	Administrative Work Space	work table, 6' x 3', for packing/processing "go back" materials	1	table	40	40
	Service and Admin	Administrative Work Space	work counter, 10' x 2', w sink, cabinets	1	counter	20	20
	Service and Admin	Administrative Work Space	storage cabinet for mending/processing supplies	1	cabinet	20	20
	Service and Admin	Administrative Work Space	shelving, 84" for in-process materials	4	sections	10	40
	Service and Admin	Administrative Work Space	shelving, 84" for discarded and withdrawn materials	2	sections	10	20
	Service and Admin	Administrative Work Space	book truck parking	8	trucks	8	64
	Service and Admin	Administrative Work Space	paper cutter, on worktable	1	paper cutter	20	20
	Service and Admin	Administrative Work Space	paper dolly	1	paper dolly	25	25
	Service and Admin	Administrative Work Space	trash/recycling containers, large, for weeded + recycled materials	2	containers	6	12
	Service and Admin	Administrative Work Space	lateral file, 4-drawer unit, for order files	1	cabinet	15	15
	Service and Admin	Administrative Work Space	copy machine	1	machine	40	40
	Service and Admin	Administrative Work Space	work counter, 8' x 3', cabinets above and below	1	counter	40	40
	Service and Admin	Administrative Work Space	work table, 6' x 3'	1	table	40	40
	Service and Admin	Administrative Work Space	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	Service and Admin	Administrative Work Space	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	Service and Admin	Administrative Work Space	clear floor space for temporary storage	1	space	30	30
	Service and Admin	Administrative Work Space	laminator	1	laminator	12	12
	Service and Admin	Administrative Work Space	printers	2	printers	12	24
	Service and Admin	Administrative Work Space	sorting space for book bins	6	spaces	6	36
	Service and Admin	Administrative Work Space	delivery box stacking space (6 stacks @ 4 boxes each)	4	stacks	4	16
	Service and Admin	Administrative Work Space	shelving, 84", for circulation problems and snags	8	sections	10	80
	Service and Admin	Administrative Work Space	material returns slot/bin, exterior	2	return unit	10	20
	Service and Admin	Administrative Work Space	material returns slot/bin, interior	2	return unit	10	20
	Service and Admin	Administrative Work Space	supply closet for circulation supplies storage	1	closet	50	50
		Administrative Work Space				602	1,704
3.60	Specialized	Computer / Server Room	equipment racks	2	racks	40	80
	Specialized	Computer / Server Room	printer on stand	1	printer	16	16
	Specialized	Computer / Server Room	supply cabinet, 2-door, for IS supplies storage	2	cabinet	20	40
	Specialized	Computer / Server Room	PC at workstation	1	wkstn	16	16
	Specialized	Computer / Server Room	telecom equipment and patch panels, wall-mounted	1	panel	30	30
	Specialized	Computer / Server Room	work bench, 8' x 30", for equipment repairs	1	bench	50	50
	Specialized	Computer / Server Room	shelving, 84", for IT supplies, tech manuals, software etc.	4	sections	10	40
	Specialized	Computer / Server Room	clear space for boxed or large item storage	1	space	72	72
		Computer / Server Room				254	344
3.70	Service and Admin	Staff Lounge	lockers, half-height, 2 per stack	16	stacks	5	80
	Service and Admin	Staff Lounge	coat closet, 6' x 3'	1	closet	30	30
	Service and Admin	Staff Lounge	lounge seats	4	seats	25	100
	Service and Admin	Staff Lounge	seating @ 4-place tables	8	seats	25	200
	Service and Admin	Staff Lounge	work counter, 8' x 24", w double sink, cabinets above and dishwasher below	1	counter	40	40
	Service and Admin	Staff Lounge	refrigerator, full size	1	unit	20	20
	Service and Admin	Staff Lounge	microwave oven, on counter	1	oven	0	0
	Service and Admin	Staff Lounge	toaster oven, on counter	1	oven	0	0
	Service and Admin	Staff Lounge	dishwasher, full-size, in cabinet	1	dishwasher	0	0
	Service and Admin	Staff Lounge	trash containers/recycling containers	1	container	6	6
	Service and Admin	Staff Lounge	bulletin board, wall-mounted	1	board	0	0

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	Service and Admin	Staff Lounge	vending machine, full-size	1	machine	16	16
		Staff Lounge				167	492
3.80	Service and Admin	Staff Restrooms - First Floor		GSF			IN GSF
		Staff Restrooms - First Floor					0
3.90	Service and Admin	Storage/Janitorial Closet	shelving, industrial, 80" for supplies, storage	8	sections	12	96
	Service and Admin	Storage/Janitorial Closet	supply cabinet, 2-door, for secure supplies storage	2	cabinet	20	40
	Service and Admin	Storage/Janitorial Closet	clear space for boxed, bulk storage	1	space	50	50
	Service and Admin	Storage/Janitorial Closet	mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
	Service and Admin	Storage/Janitorial Closet	unassigned square footage	1		198	198
		Storage/Janitorial Closet				305	409
4.10	Service and Admin	Delivery Entrance	shelving, industrial, to sort + process deliveries, 42" x 18"	2	sections	15	30
	Service and Admin	Delivery Entrance	clear floor space for receiving + unpacking shipments	1	space	50	50
	Service and Admin	Delivery Entrance	trash container, large	1	container	6	6
	Service and Admin	Delivery Entrance	shelving, 84" for temporary storage (donations, boxes etc.)	1	sections	10	10
		Delivery Entrance				81	96
5.10	Entrance Areas	Main Floor Lobby	seating, bench, 3.5' x 9.5', 4 person	1	bench	100	100
	Entrance Areas	Main Floor Lobby	unassigned square footage	1	space	231	231
		Main Floor Lobby				331	331
5.20	Specialized	Art Gallery (20' x 20')	benches, 2-person, 2' x 6'	4	benches	20	80
	Specialized	Art Gallery (20' x 20')	unassigned square footage	1	space	172	320
		Art Gallery (20' x 20')				192	400
5.30	Central Public Spaces	Service Desk, Main Floor	staff counter positions with computer workstns	2	positions	50	100
	Central Public Spaces	Service Desk, Main Floor	cash register, behind counter	1	machine	12	12
	Central Public Spaces	Service Desk, Main Floor	book trucks	2	trucks	8	16
	Central Public Spaces	Service Desk, Main Floor	shelving, wall-mounted, behind desk	2	sections	10	20
		Service Desk, Main Floor				80	148
5.40	Central Public Spaces	Express Checkout and Holds Shelves	express self-checkout machines	4	machines	40	160
	Central Public Spaces	Express Checkout and Holds Shelves	shelving, reserves	4	sections	16	64
	Central Public Spaces	Express Checkout and Holds Shelves	queuing space	4	people	6	24
		Express Checkout and Holds Shelves				62	248
5.50	Service and Admin	Public Restrooms - Main Floor		GSF			IN GSF
		Public Restrooms - Main Floor					0
6.10	Central Public Spaces	Reference Desk	1 person service desk with computer workstation	1	position	50	50
	Central Public Spaces	Reference Desk	display of Library handouts, built into desk	1	unit	6	6
		Reference Desk				56	56
6.20	Specialized	Copy Center - Second Floor	copy machines, standard	2	machines	40	80
	Specialized	Copy Center - Second Floor	debit card dispenser, change machine	1	each	4	4
	Specialized	Copy Center - Second Floor	storage cabinet w work counter & small eqpt	1	cabinet	16	16
	Specialized	Copy Center - Second Floor	display unit for tax forms, 5' x 2'	1	unit	20	20
		Copy Center - Second Floor				80	120
6.30	Adult	Public Access Computers	seating, lounge chairs	2	seats	35	70
	Adult	Public Access Computers	shelving, 66", for reference books	23	sections	8.0	184
	Adult	Public Access Computers	computer workstations	9	wkstns	30	270
	Adult	Public Access Computers	special needs computer	1	wkstns	30	30
	Adult	Public Access Computers		1	space	100	100
		Public Access Computers				203	654
7.10	Adult	Reference Librarian's Office	desk, computer workstation, printer and task chair	1	desk	50	50
	Adult	Reference Librarian's Office	chair, guest	1	chair	20	20
	Adult	Reference Librarian's Office	shelving, 84", wall mounted	2	sections	10	20
	Adult	Reference Librarian's Office	lateral file, 3-drawer unit	1	cabinet	15	15
		Reference Librarian's Office				95	105
7.20	Adult	Reference Collection	seating @ 2-pl tables	8	seats	25	200
	Adult	Reference Collection	seating, lounge chairs	2	seats	35	70
	Adult	Reference Collection	shelving, 66", for reference books	23	sections	8.0	184
	Adult	Reference Collection	computer workstations	9	wkstns	30	270
	Adult	Reference Collection	special needs computer	1	wkstns	30	30
	Adult	Reference Collection	online catalog workstation	2	wkstns	30	60
	Adult	Reference Collection	networked printer/print release station	1	printer	24	24
	Adult	Reference Collection	microform reader/printer	2	wkstns	36	72
	Adult	Reference Collection	scanner	1	scanner	30	30
	Adult	Reference Collection	map case	2	case	36	72
	Adult	Reference Collection	microform cabinets	2	cabinets	18	36
		Reference Collection				302	1,048
7.30	Adult	Genealogy Collection	seating @ 2-pl tables	8	seats	25	200
	Adult	Genealogy Collection	shelving, 66"	42	sections	8.0	336

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		Genealogy Collection			33	536
7.40	Adult	Small Business Collection	seating @ 2-pl tables	4	seats	25
	Adult	Small Business Collection	seating, lounge chairs	2	seats	35
	Adult	Small Business Collection	shelving, 66"	2	sections	8.0
		Small Business Collection			68	186
7.50	Adult	Longview Room	2 place tables, rectangular	8	seats	25
	Adult	Longview Room	Large table (7.5' x 3')	4	seats	30
	Adult	Longview Room	online catalog workstation	1	wkstn	30
	Adult	Longview Room	shelving, 66", annuals and directories (available to public)	3	sections	8.0
	Adult	Longview Room	display cases, free standing, 3' x 3'	2	cases	81
	Adult	Longview Room	1 person service desk with computer workstation	1	position	50
	Adult	Longview Room	copier/scanner	1	copier/ scanner	30
	Adult	Longview Room	shelving, 66", Longview Collection (behind desk)	9	sections	8.0
	Adult	Longview Room	vertical files (oak cabinets)	5	cabinets	8
	Adult	Longview Room	map cases	2	case	24
	Adult	Longview Room	flat files	1	case	24
	Adult	Longview Room	shelving, 66", for scrapbooks, planning permits, etc.	3	sections	8.0
	Adult	Longview Room	Plans in tubes	1	section	15
	Adult	Longview Room	SM Morris Collection	9	cabinets	8
	Adult	Longview Room	Fireproof photo cabinet	1	cabinets	8
	Adult	Longview Room	Green file cabinet	1	cabinet	8
	Adult	Longview Room	Newspaper storage	2	cabinets	8
		Longview Room			373	943
8.10	Adult	Quiet Reading	seating @ 1-pl tables	6	seats	25
	Adult	Quiet Reading	seating, lounge chairs	6	seats	35
		Quiet Reading			60	360
8.20	Adult	Magazine and Newspaper Browsing	seating, lounge chairs	4	seats	35
	Adult	Magazine and Newspaper Browsing	tables, occasional @ lounge chairs	8	tables	0
	Adult	Magazine and Newspaper Browsing	seating @ 2-pl tables	10	seats	25
	Adult	Magazine and Newspaper Browsing	shelving, slanted, for magazine, with backfiles below	10	sections	10
	Adult	Magazine and Newspaper Browsing	shelving, for newspaper display of current/recent issues	1	sections	10
		Magazine and Newspaper Browsing			80	500
8.30	Adult	Spanish Language Collection	shelving, Spanish language books	3	sections	8.0
	Adult	Spanish Language Collection	shelving, 66" for youth Spanish language F/NF books	4	sections	8.0
	Adult	Spanish Language Collection	shelving, 66", for Spanish language media	1	section	8.0
	Adult	Spanish Language Collection	shelving, 66" display for Spanish language magazines	1	sections	10.0
	Adult	Spanish Language Collection	seating @ 2-pl tables	6	seats	25
	Adult	Spanish Language Collection	seating, lounge chairs	4	seats	35
		Spanish Language Collection			94	364
8.40	Adult	New Books / Browsing	shelving, new books	5	sections	13
	Adult	New Books / Browsing	2 place tables, rectangular	12	seats	25
	Adult	New Books / Browsing	seating, lounge chairs	6	seats	35
	Adult	New Books / Browsing	online catalog workstation	3	stations	30
	Adult	New Books / Browsing	display tables for featured items, 3' x 3'	2	tables	25
		New Books / Browsing			128	715
8.50	Adult	AV Media	new media display tables, 3' x 3'	2	tables	25
	Adult	AV Media	shelving, DVDs	21	sections	12.5
	Adult	AV Media	shelving, 66", Music CDs	7	sections	8.0
	Adult	AV Media	shelving, 66", audiobooks	25	sections	8.0
	Adult	AV Media	benches, 2-person, 2' x 6'	2	seats	20
		AV Media			74	609
8.60	Adult	Paperbacks	shelving, 66", paperback fiction	68	sections	8.0
		Paperbacks			8	544
8.70	Adult	Circulating Nonfiction Books	seating @ 2-pl tables	12	seats	25
	Adult	Circulating Nonfiction Books	seating, lounge chairs	4	seats	35
	Adult	Circulating Nonfiction Books	tables, occasional @ lounge chairs	4	tables	0
	Adult	Circulating Nonfiction Books	online catalog workstation	1	wkstns	30
	Adult	Circulating Nonfiction Books	shelving, 66", nonfiction	302	sections	8.0
	Adult	Circulating Nonfiction Books	shelving, 66", biography	33	sections	8.0
	Adult	Circulating Nonfiction Books	shelving, oversize books	1	sections	8.0
		Circulating Nonfiction Books			114	3,158
8.80	Adult	Large Print Books	shelving, 66", large print books	43	sections	8.0
	Adult	Large Print Books	seating, lounge chairs	2	seats	35
		Large Print Books			43	414
8.90	Adult	Circulating Fiction Books	seating, lounge chairs	6	seats	35
	Adult	Circulating Fiction Books	tables, occasional @ lounge chairs	3	tables	0
	Adult	Circulating Fiction Books	seating @ 2-pl tables	8	seats	25

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	Adult	Circulating Fiction Books	online catalog workstation	1	wkstns	30	30	
	Adult	Circulating Fiction Books	shelving, 66", fiction	146	sections	8.0	1,168	
	Adult	Circulating Fiction Books	shelving, 66", mysteries	54	sections	8.0	432	
	Adult	Circulating Fiction Books	shelving, 66", science fiction	18	sections	8.0	144	
	Adult	Circulating Fiction Books	shelving, 66", westerns	5	sections	8.0	40	
		Circulating Fiction Books					122	2,224
9.10	Specialized	Computer Lab	laptop/tablet storage/recharging station, 12- unit capacity, w 12 devices	1	storage unit	12	12	
	Specialized	Computer Lab	seating, 2 place tables, mobile	12	seats	20	240	
	Specialized	Computer Lab	networked printer/print release station	1	printer	24	24	
	Specialized	Computer Lab	supply closet	1	closet	30	30	
	Specialized	Computer Lab	service desk, 1-person, with computer workstation	1	desk	50	50	
	Specialized	Computer Lab	video/digital projector, ceiling-mounted	1	projector	0	0	
	Specialized	Computer Lab	projection screen, ceiling-mounted	1	screen	0	0	
	Specialized	Computer Lab	white board, wall-mounted, interactive	1	board	0	0	
		Computer Lab					136	356
9.20	Specialized	Conference Room	table, conference	1	table	0	0	
	Specialized	Conference Room	seating @ 20-place conference table	20	seats	20	400	
		Conference Room					20	400
9.30	Specialized	Group Study/Tutoring Room	table, conference	1	table	0	0	
	Specialized	Group Study/Tutoring Room	seating @ 6-place conference table	8	seats	25	200	
		Group Study/Tutoring Room					25	200
9.40	Specialized	Project READ	workstations, modular, 8' x 8'	2	wkstns	64	128	
	Specialized	Project READ	2-person tutoring rooms	8	rooms	50	400	
	Specialized	Project READ	computer workstations, sitdown	3	wkstns	30	90	
	Specialized	Project READ	networked printer/print release station	1	printer	24	24	
	Specialized	Project READ	shelving, 66", adult literacy collection	20	sections	8.0	160	
	Specialized	Project READ	file cabinets	4	cabinet	8	32	
	Specialized	Project READ	supply closet	2	closets	50	100	
	Specialized	Project READ	bulletin board, wall-mounted, 6' x 4'	1	board	0	0	
	Specialized	Project READ	whiteboard, wall-mounted, 2' x 3'	1	board	0	0	
		Project READ					234	934

Total Net Assignable
Square Feet:
Total Gross Square Feet
@ 70% Efficiency:

29,114

41,591

Shelving Report

	% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
Adult Books									
Noncirculating Books									
Reference books	1,904	100%	1,904 66"	4	7	272	22.7	23	184
Genealogy	3,499	100%	3,499 66"	4	7	500	41.7	42	336
Longview Collection	739	100%	739 66"	4	7	106	8.8	9	72
Total	6,142		6,142			877	73	74	592
Circulating Books									
New Books/Browsing	990	50%	495 66" display	5	4	124	5.0	5	63
Nonfiction	38,663	75%	28,997 66"	4	8	3,625	302.1	302	2,416
Biography	4,224	75%	3,168 66"	4	8	396	33.0	33	264
Adult Literacy	2,510	75%	1,883 66"	4	8	235	19.6	20	160
Small Business	259	75%	194 66"	4	8	24	2.0	2	16
Oversize	159	75%	119 66"	4	8	15	1.2	1	8
Spanish Language (F/NF)	369	80%	295 66"	4	8	37	3.1	3	24
Fiction	17,533	70%	12,273 66"	4	7	1,753	146.1	146	1,168
Paperback Fiction	8,643	66%	5,704 66"	4	7	815	67.9	68	544
Mysteries	6,451	70%	4,516 66"	4	7	645	53.8	54	432
Science Fiction	2,175	70%	1,523 66"	4	7	218	18.1	18	144
Westerns	614	70%	430 66"	4	7	61	5.1	5	40
Large Print	4,797	75%	3,598 66"	4	7	514	42.8	43	344
Total	87,387		63,195			8,462	700	700	5,623
Total Adult Books	93,529		69,337			9,339	773	774	6,215
Teen Books									
Teen New Books/Browsing	165	50%	83 66" display	5	4	21	0.8	1	13
Youth Books:									
Youth New Books/Browsing	266	50%	66" display gondola, 133 2.5 x 5'	5	4	33	1.3	1	13
Youth Fiction	5,979	70%	4,185 66"	4	10	419	34.9	35	280
Youth Nonfiction	7,297	70%	5,108 66"	4	10	511	42.6	43	344
Youth Biography	840	70%	588 66"	4	10	59	4.9	5	40
Youth Spanish Language F/NF	713	75%	535 66"	4	10	53	4.5	4	32
Picture Books	5,887	70%	4,121 45"	3	15	275	30.5	31	248
EZ Readers	3,157	70%	2,210 66"	4	15	147	12.3	12	96
Total Youth Books	24,139		16,880			1,497	131	131	1,053
Total Books:	121,226		88,538			11,081	923	925	7,432
Media Collections									
Adult Media:									
DVDs	8,104	66%	5,349 66" display	5	10	535	21.4	21	263
Teen DVDs	46	66%	30 66"	5	10	3	0.2	0	0
Music Compact Discs	2,932	70%	2,052 66"	5	20	103	6.8	7	56
Audio Books on CD (F/NF)	3,521	65%	2,289 66"	5	6	381	25.4	25	200
Teen Audio Books on CD (F/NF)	88	65%	57 66"	5	6	10	0.6	1	8
Spanish Audio Books	15	65%	10 66"	5	10	1	0.1	1	8
Total Adult/Teen Media:	14,706		9,787			1,032	55	55	535
Youth Media:									
Youth DVDs	872	65%	567 66"/5sh 66"AV browsing, 3	5	10	57	3.8	4	32
Youth Music Compact Discs	89	70%	62 sh	3	20	3	0.3	0	0
Youth Audio Books on CD	426	70%	298 66"/5sh 66"AV hangup, 3	5	6	50	3.3	3	24
AV Media Kits	108	65%	70 high	3	6	12	1.3	1	8
Total Youth Media:	1,495		998			121	9	8	64
Total Media Collection:	16,201		10,785			1,154	63	63	599

Shelving Report

		% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
Total Books & Media:			137,427		99,323		12,235	987	988	8,030
Magazines & Newspapers										
3.13	Teen Magazines	10 title	100%	66"/5 sh slanted, 10 with backfiles below	5	1	10	0.7	1	10
3.8	Youth Magazines	20 title	100%	66"/5 sh slanted, 20 with backfiles below	5	1	20	1.3	1	10
4.3	Adult Magazines	155 title	100%	66"/5 sh slanted, 155 with backfiles below	5	1	155	10.3	10	103
4.3	Newspapers - Adult Display/Recent Issues	10 title	100%	66"/4sh slanted w 10 plexi insert	4	0.67	15	1.2	1	10
4.4	Spanish Language Magazines	5 title	100%	66"/5sh slanted, 5 with backfiles below	5	1	5	0.3	1	10
							0	0.0	0	0
Total Mag & Nsp Display:		200		200			205	14	14	144
Total Linear & Square Ft Needed:							12,439	1,001	1,002	8,174

**each display unit is made up of 4 single-sided sections

Seating Report

For Adults		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
1.10	First Floor Lobby	seating, bench, 5' x 24", 2-person	1	2	32	32
8.40	New Books/Browsing	2-place tables, rectangular	6	12	25	300
8.40	New Books/Browsing	lounge chairs		6	35	210
8.50	AV Media	benches, 2-person, 2' x 6'		2	20	40
7.20	Reference Collection	2-place tables, rectangular	4	8	25	200
7.20	Reference Collection	lounge chairs		2	35	70
8.10	Quiet Reading	1-place tables	6	6	25	150
8.10	Quiet Reading	lounge chairs		6	35	210
8.20	Magazine and Newspaper Browsing	lounge chairs		4	35	140
8.20	Magazine and Newspaper Browsing	2-place tables, rectangular	5	10	25	250
8.20	Magazine and Newspaper Browsing	lounge chairs		4	35	140
8.30	Spanish Language Collection	2-place tables, rectangular	3	6	25	150
8.30	Spanish Language Collection	lounge chairs		4	35	140
5.10	Main Floor Lobby	seating, bench, 3.5' x 9.5', 4-person	0	4	100	100
8.90	Adult Circulating Fiction Books	2-place tables, rectangular	4	8	25	200
7.50	Longview Room	2-place tables, rectangular	4	8	25	200
7.50	Longview Room	Large table (7.5'x 3')	1	4	30	120
7.30	Genealogy Collection	2-place tables, rectangular	4	8	25	200
7.40	Small Business Collection	2-place tables, rectangular	2	4	25	100
7.40	Small Business Collection	lounge chairs		2	35	70
Adult Seats subtotal:			40	110	652	3,022
For Teens						
2.70	Teen Space	4-pl tables, round/booth seats	3	12	35	420
2.70	Teen Space	lounge chairs		4	35	140
2.70	Teen Space	casual seating		4	25	100
Teen Seats subtotal:			3	20	95	660
For Children						
2.60	Children's Circulating Books	4-place tables, rectangular	8	32	25	800
2.60	Children's Circulating Books	lounge chairs		4	30	120
2.20	Family Space	lounge chairs, parent/child		4	35	140
2.30	Picture Books	4-place toddler tables, round	2	8	22	176
Children's Seats subtotal:			10	48	112	1,236
Reader Seats Total:				178		4,918
Group Study/Conference Room Seats:						
9.30	Group Study/Tutoring Room B	4 seats and table	2	8	25	200
3.40	Board Room	10 seats @conference table	1	10	20	200
9.20	Conference Room A	20 seats @conference table	1	20	20	400
Group Study/Conference Room Seats Total:			4	38		800
Project READ:						
9.40	Tutoring Rooms	2 seats and tables	8	16	25	400
Total Reader and Group Study/Tutoring Seats:				232		6,118
Programming/Meeting Room Seats:						
1.5	Meeting Room (dividable)	stacking chairs	24	150	15	2,250
2.10	Marion Otteraaen Room	floor seating		75	10	750
9.10	Computer Lab	2-place tables, mobile	5	12	20	240
2.8	Makerspace	2 place tables, mobile	10	20	20	400
Programming/Meeting Room Seats Total:				257		3,640

Computers/Technology Report

Space #	Equipment Type	Table	Units	SF/Unit	SF Needed
General Access Computers					
8.40	New Books / Browsing	online catalog workstation	3	30	90
7.20	Reference Collection	online catalog workstation	2	30	60
8.70	Adult Nonfiction	online catalog workstation	1	30	30
8.90	Adult Fiction	online catalog workstation	1	30	30
2.70	Teen Space	sitdown computer wkstn	3	30	90
2.70	Teen Space	online catalog workstation	2	30	60
2.60	Children's Area	sitdown computer wkstn	2	30	60
2.60	Children's Area	sitdown computer/educational games/early lit	1	30	30
2.60	Children's Area	catalog workstation	2	30	60
6.30	Public Access Computers	sitdown computer workstation	9	30	270
6.30	Public Access Computers	special needs computer	1	30	30
7.50	Longview Room	catalog workstation	1	30	30
9.40	Project READ	sitdown computer workstation	3	30	90
9.10	Computer Lab	Laptops or tablets for in-library use, stored in re	0	12	0
General Access Computers Total:			31	43	930
Other Public Equipment:					
5.40	Express Checkout and Holds Shelves	express checkout station	4	40	160
2.60	Children's Circulating Books	express checkout station	1	40	40
7.20	Reference Collection	microform reader/printer	2	36	72
7.20	Reference Collection	Scanner	1	30	30
6.20	Copy Center - Main Floor	copy machines	2	40	80
Other Public Equipment Total:			10	10	382
Public Printers					
2.70	Teen Space	networked printer/print release station	1	24	24
2.60	Children's Circulating Books	networked printer/print release station	1	24	24
9.10	Computer Lab	networked printer/print release station	1	24	24
9.40	Project READ	networked printer/print release station	1	24	24
7.20	Reference Collection	networked printer/print release station	1	24	24
Public Printers Total:			5	5	120
Total:			46	58	1432
Total Public Computers:				43	



Comfortable and individual seating is provided in key public areas at the Renton Library . Hacker Architects.

VI. Technology Recommendations

Overview

This document contains technology findings for the Longview Library from Carson Block Consulting Inc. These findings are based on a technology survey completed by the library, a 30-minute phone meeting with library and IT staff on May 16, 2017 and information shared by Laura Klinger (of Hacker Architects) and library consultant Penelope Hummel. A technology visioning session was also conducted remotely with the library and design team.

Technology Findings

The preliminary technology findings on the next page are offered to inform the Library Modernization Study process and presented in no particular order.



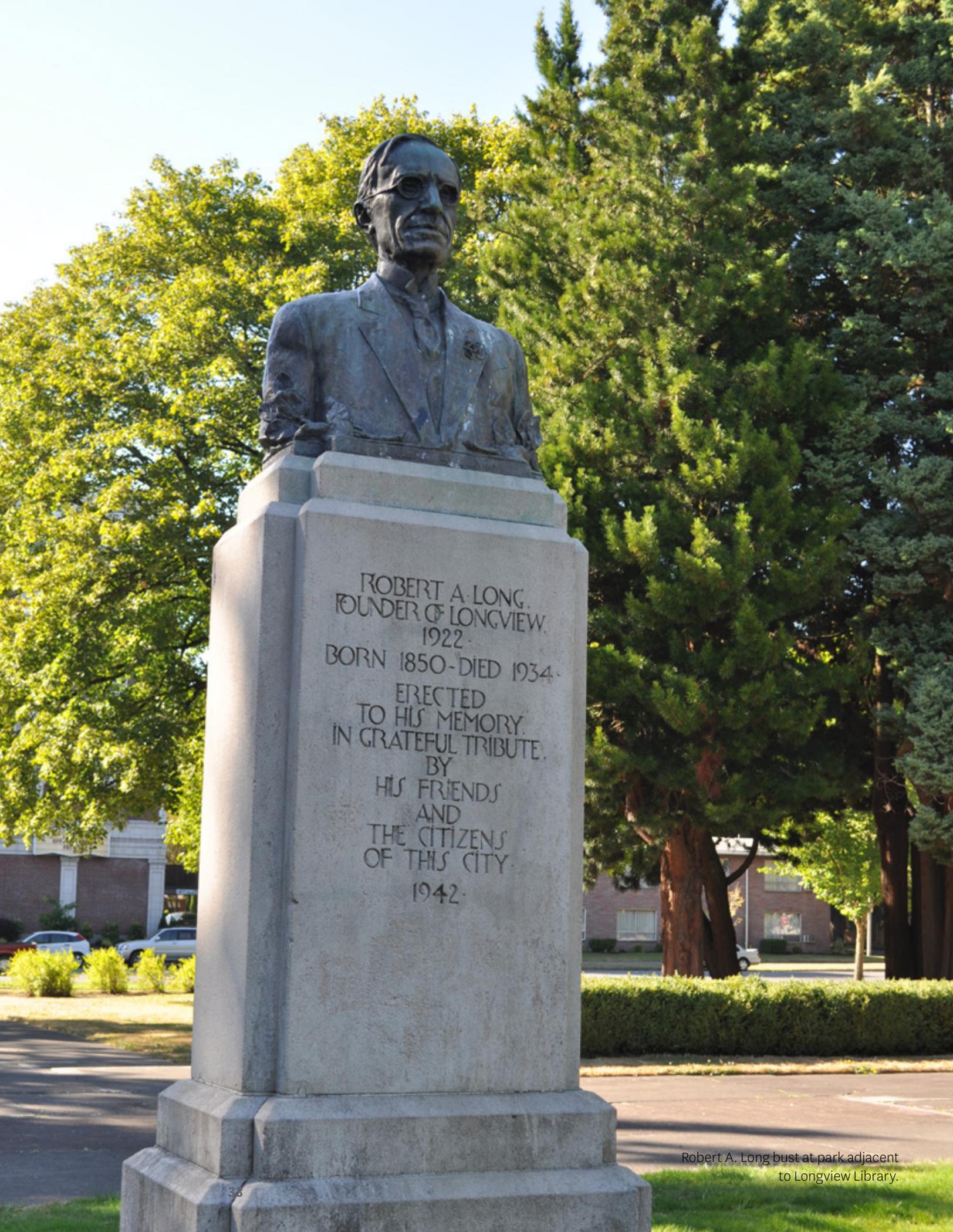
Renton Library. Hacker Architects.

General Technology

Subject	Finding
Tech Spaces	In weighing priorities for use of spaces in the building for other uses, the library may wish to expand and formalize the space available for the Technology Drop In program. The space would still be designed with flexibility in mind, but would also create a focal point for the activities supported by the Drop In program. It may be possible to combine this function with the suggested creation of a dedicated space for computer learning/teaching/training.
Tech Infrastructure	The library currently has two providers of Internet & network services – the City of Longview and the K20 Network. Currently the network spaces for both providers are physically separated into separate spaces, and IT staff have had to improvise connectivity using less-desirable (and technically challenging) options such as daisy-chained Ethernet switches. The design team should consider options to physically combine the network spaces (having a single “home run” location for internal Ethernet cabling is a best practice) and work with both providers of services on network topology design to ensure efficiency of data services and ease of maintenance over time.
Tech Confidence & Competencies – Library Staff	Library staff report that a handful of staff (mostly in departmental service desks such as Reference) field the majority of tech requests, with other staff being slower to embrace technology. Since technology permeates all library operations (and is often a primary patron need in terms of assistance from library staff) it is desirable that all staff possess the technology skills needed to perform their work. A library

General Technology

	modernization process should also address, at some level, the staff skills needed to support modern library operations.
Mobile Devices	The library currently does not circulate mobile devices for internal use at the library. To make best use of space and improve flexibility of space, the library may consider circulating laptop computers, tablets or other mobile devices.
Public Computing	The library reports ongoing issues with the poor performance of public workstations. Since use of public workstations remains consistent, it is important that workstations have exceptional performance in terms of capability and uptime, and also offer ease of management for City IT. There are many options to accomplish these goals, and it is likely that the library will have to replace its public workstations as part of the modernization project.
Tech Infrastructure	To meet growing demand for Wifi, it is likely that the library will need to expand and strengthen its WiFi coverage in the building. It is recommended that the library perform a 802.11x site survey, designed to document signal strength of the current network and suggest where to add WiFi Access Points to improve coverage. As well, the library should examine its current use statistics to get a sense of trends per WiFi Access Point.
Network Design	In conjunction with network redesign activities noted elsewhere in this document, primary functions should be identified and supported. For instance, open public and secured staff WiFi should be supported; wireless printing (for both public and staff) should be fully functional; a network segment should be carved out for current and/or future Internet of Things (IoT) devices; and other needs.
Power	As with many older library buildings, the number of power outlets and location of power outlets is less than adequate. It is recommended that the power grid for the building be redesigned (taking care to evaluate the current capacity of the transformer or transformers serving the building) to support modern library operations. It is recommended that anywhere patrons sit that there be easy and ergonomic access to standard and USB power outlets.
Makerspace Activities	The library is exploring “Maker” activities and may wish to formalize the space and programming for “Make” in the library.



ROBERT A. LONG,
FOUNDER OF LONGVIEW,
1922.
BORN 1850-DIED 1934.
ERECTED
TO HIS MEMORY,
IN GRATEFUL TRIBUTE,
BY
HIS FRIENDS
AND
THE CITIZENS
OF THIS CITY.
1942.

Robert A. Long bust at park adjacent to Longview Library.

VII. Design Approach

Building Tectonics

This study revealed that the overall library consists of three distinct zones based on spatial volume, aesthetics, and age. These zones were diagrammed and outlined as the following:

- Zone 1: Original historic library, built in the 1920's and renovated in the 50's. Main floor feels grand in scale with very tall ceilings and windows. Most original detailwork has been preserved and well maintained.
- Zone 2: Part of the 1960's addition. Ceiling height is lower than Zone 1 and 3 to accommodate mechanical systems and incorporate a dropped acoustical ceiling.
- Zone 3: 1960's addition that nearly tripled the overall library size. Very tall ceilings with short mezzanine that overlooks the main space. A blend of then-modern aspects and touches of the historic motifs from Zone 1.

Due to Longview Public Library's historical significance within the community, Zone 1 should be treated in a way that preserves its grandeur and attention to detail. However, because the library's size and program have significantly expanded and changed over the years, continuity is needed in Zones 2 and 3. The relationship between new and old needs to be explored further in order to create a balanced and cohesive library.

Circulation and Sight Lines

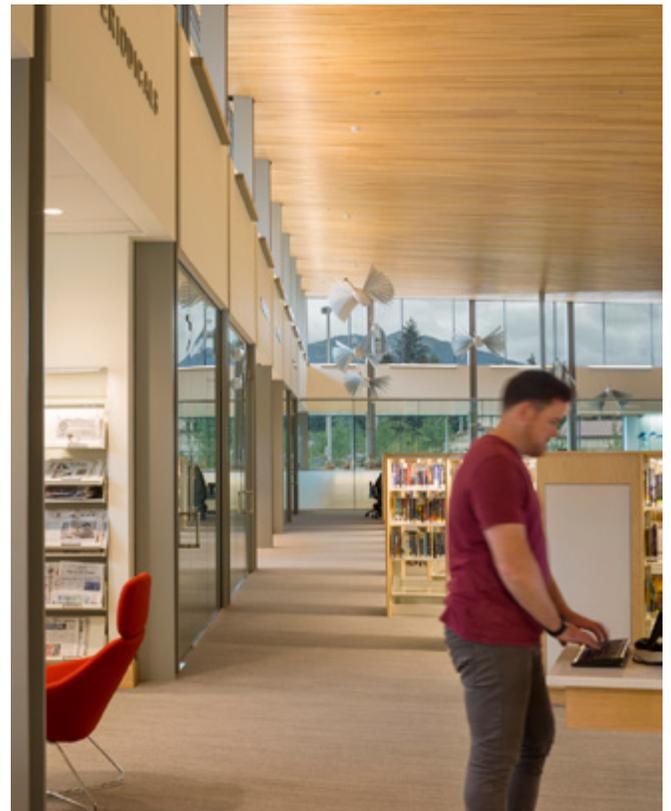
A big challenge with the current library setup is the lack of connection between floors and entrances, which manifests in a lack of easy wayfinding within key areas and a sense of disorder overall. While most people enter from the parking lot (at the lower level), those who choose to experience the original entry sequence (and do not require ADA accessibility) enter from the south and onto the main level. Having central access points and vertical connection would help to unify both experiences. To achieve this, this study proposes to create "floating" information desks at the center of Zone 2 for both the lower and main floors. It also proposes the opening of the connecting stair to create an atrium-like open-to-below space. This elevates the otherwise compressed midsection of the building, improves sightlines, breaks up the scale of the lower level, and creates hierarchy at what most people consider the main entry space.

Materials and Finishes

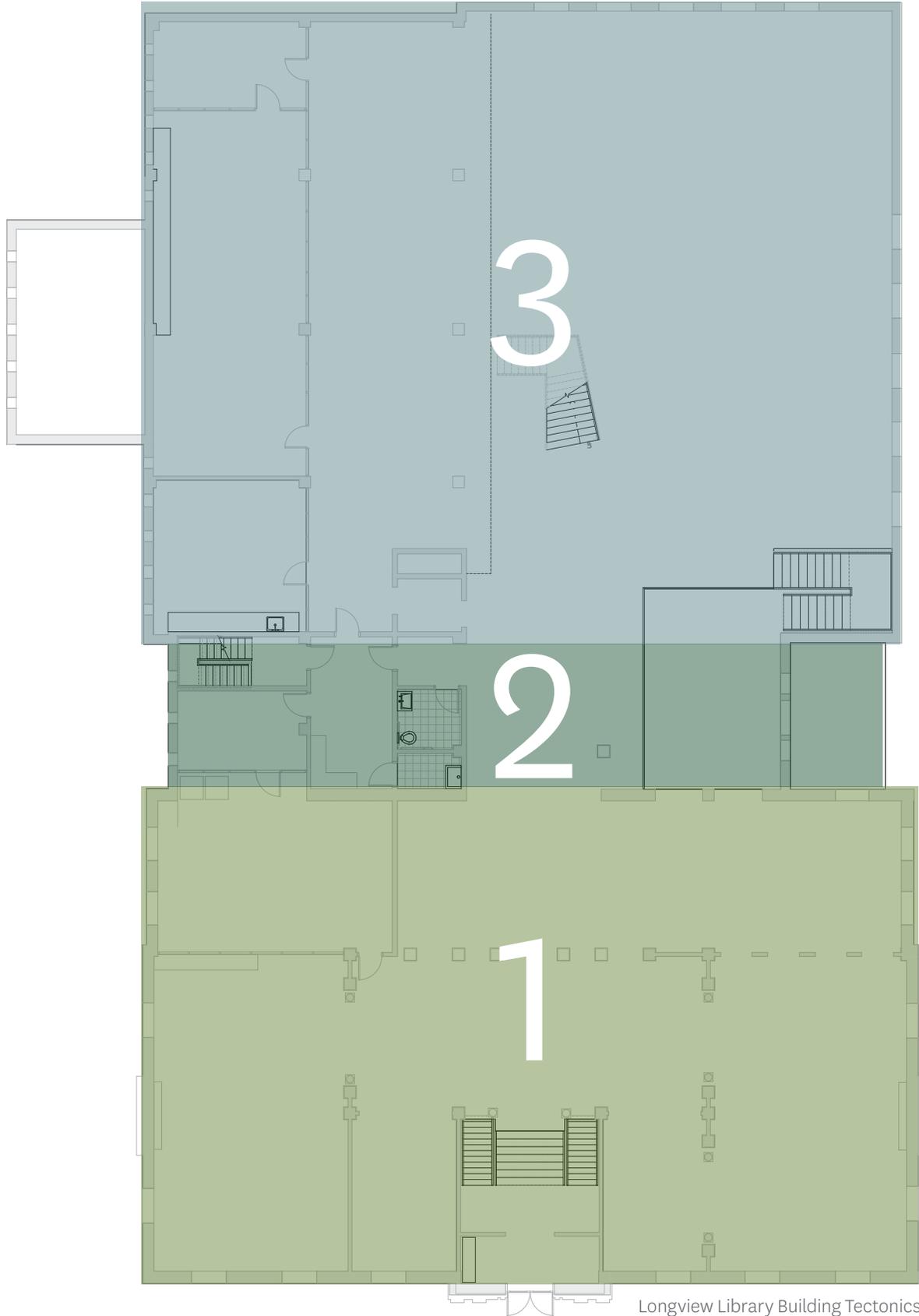
The proposed materials and finishes for the purposes of cost estimation and planning prioritized durability/longevity and cleanability, as per typical library standards. Special attention to areas that require additional acoustic treatment was also included, especially in regards to mitigating noise from the Children's Area and entry points. Aesthetic decisions on products, textures, and colors were briefly explored for this first round of specification, however they should be re-visited upon further exploration of building tectonics. More information on materials and finishes can be found in the cost estimate in Appendix A1.

Furniture

For the purposes of this study, furniture was considered but not fully explored. Suggestions based on function and Penny Hummel's program were given and documented as placeholders within the furniture plans, however specific items were not selected or proposed. All proposed furniture pieces should be extremely durable, cleanable, and flexible, with direct access to power, as per modern library standards.

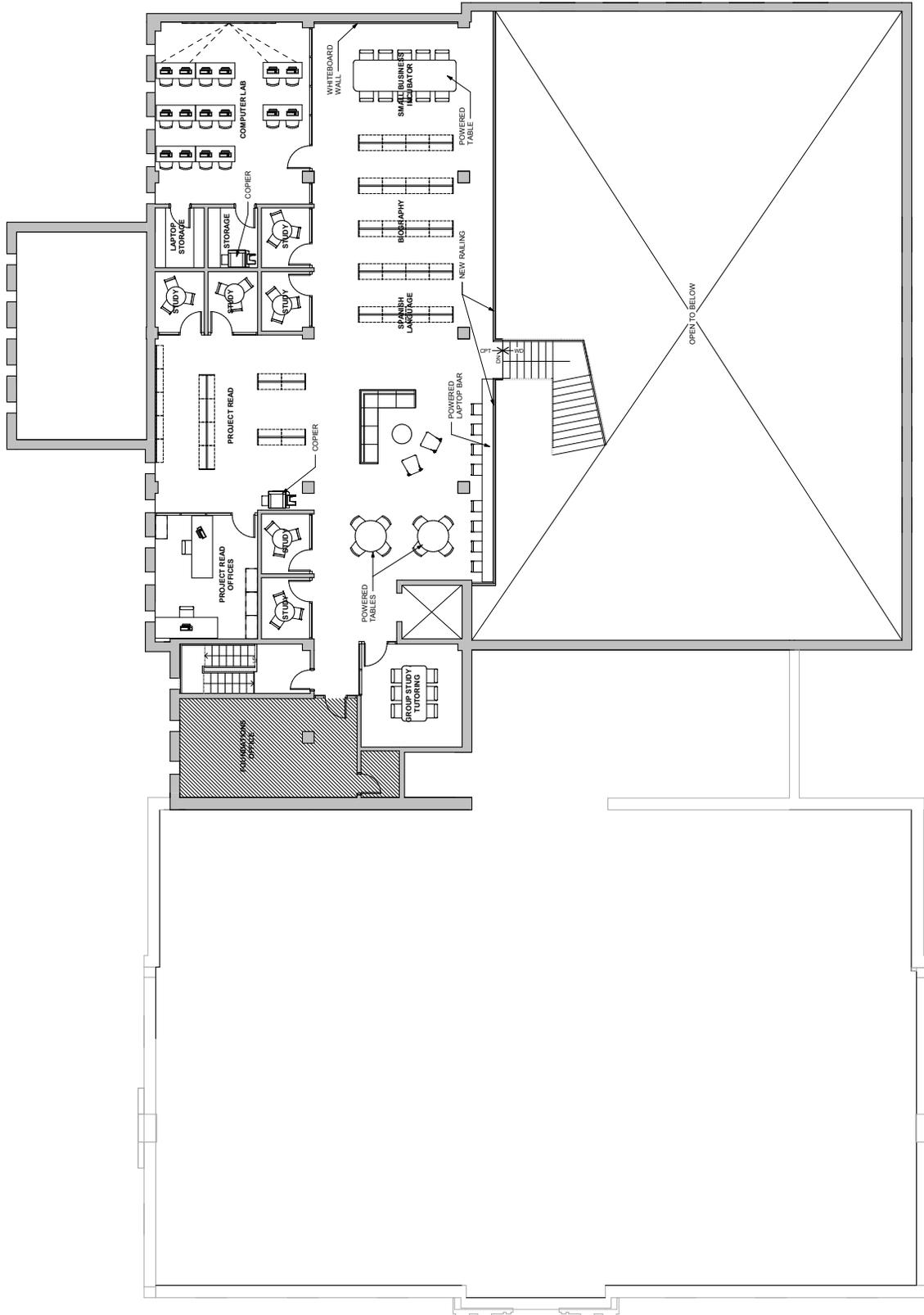


Double height space is utilized for inclosed program spaces and study rooms at Mendenhall Library. Hacker Architects.



Longview Library Building Tectonics
Zone Diagram

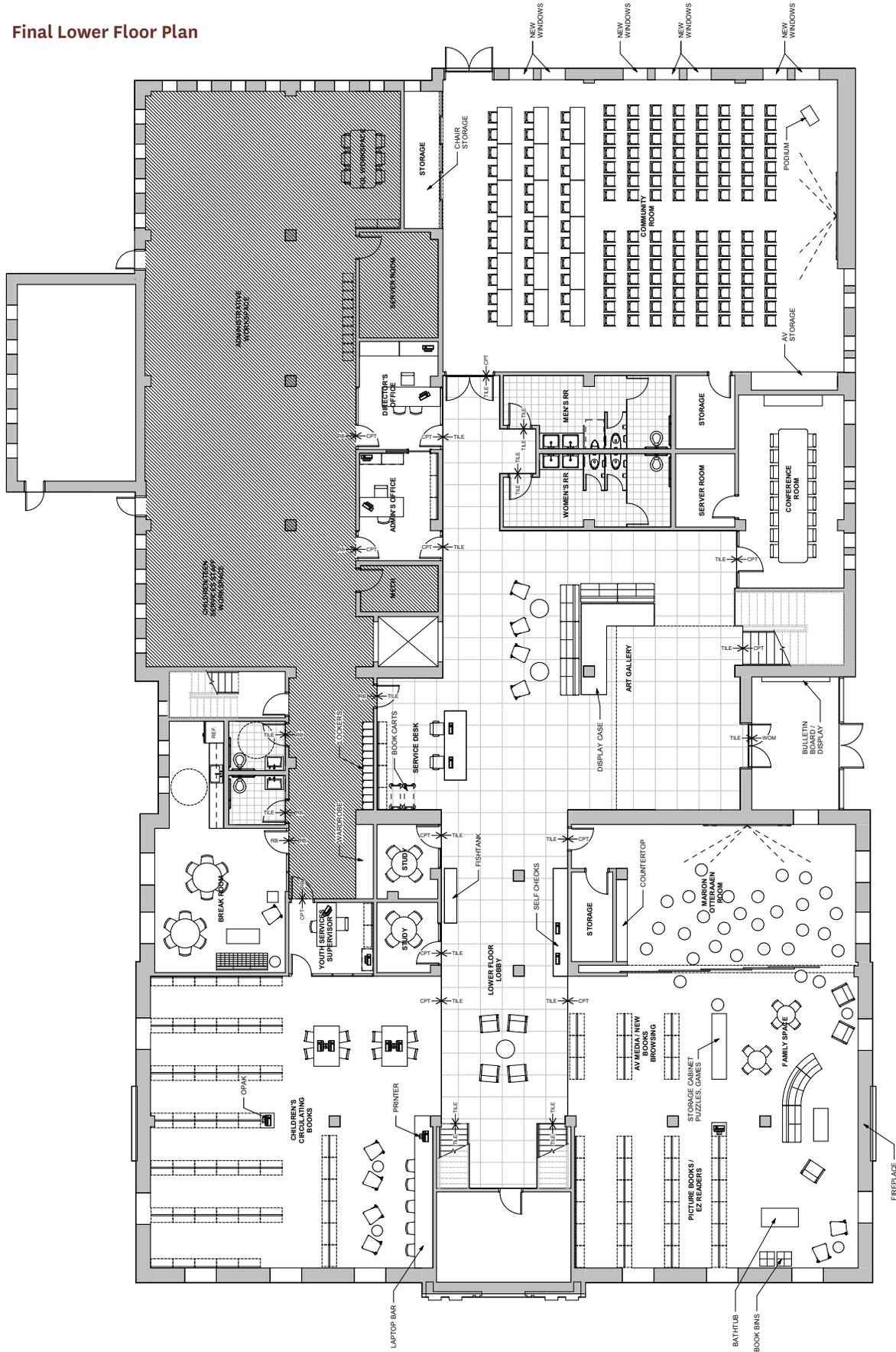
Final Mezzanine Floor Plan



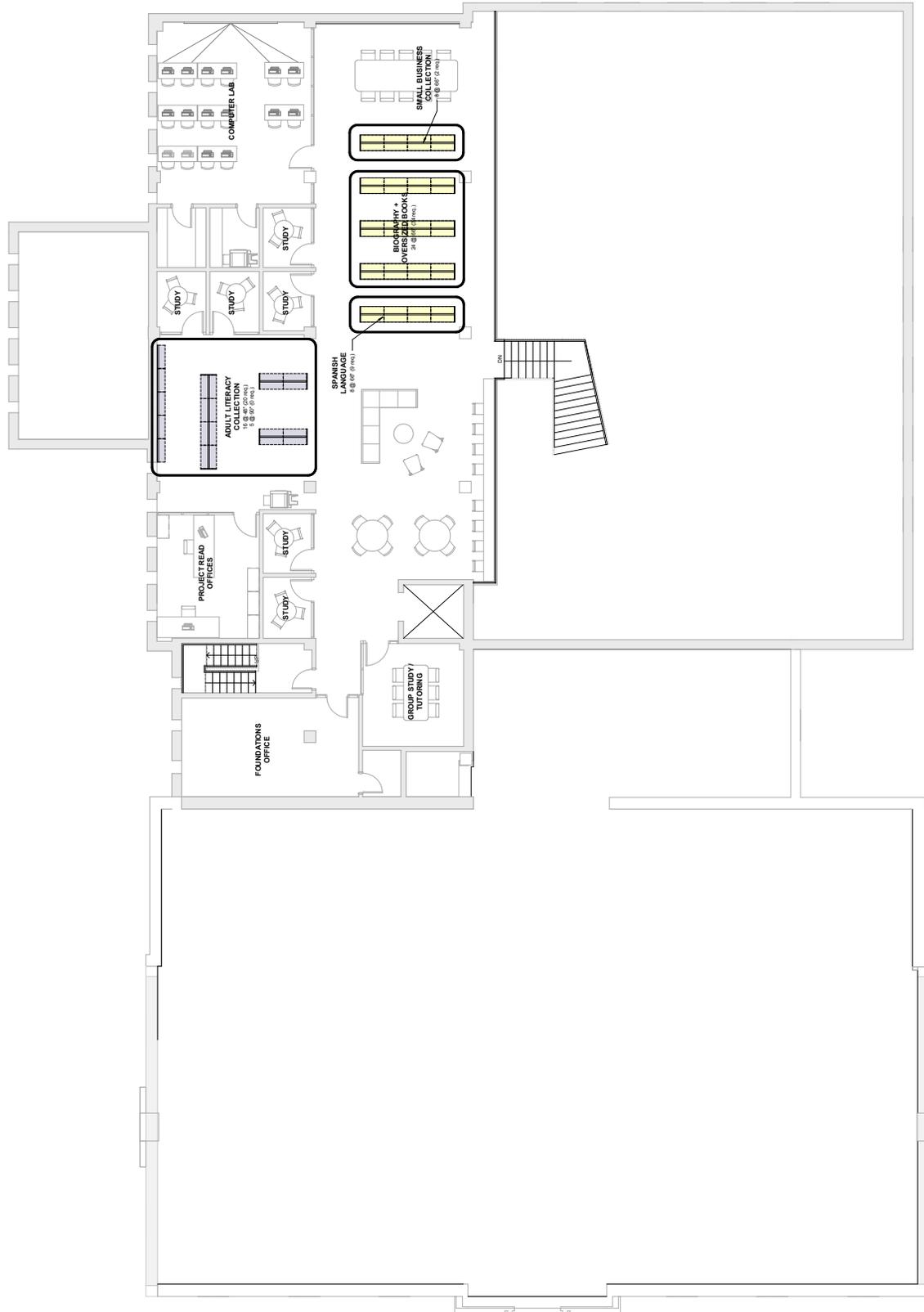
Final Main Floor Plan



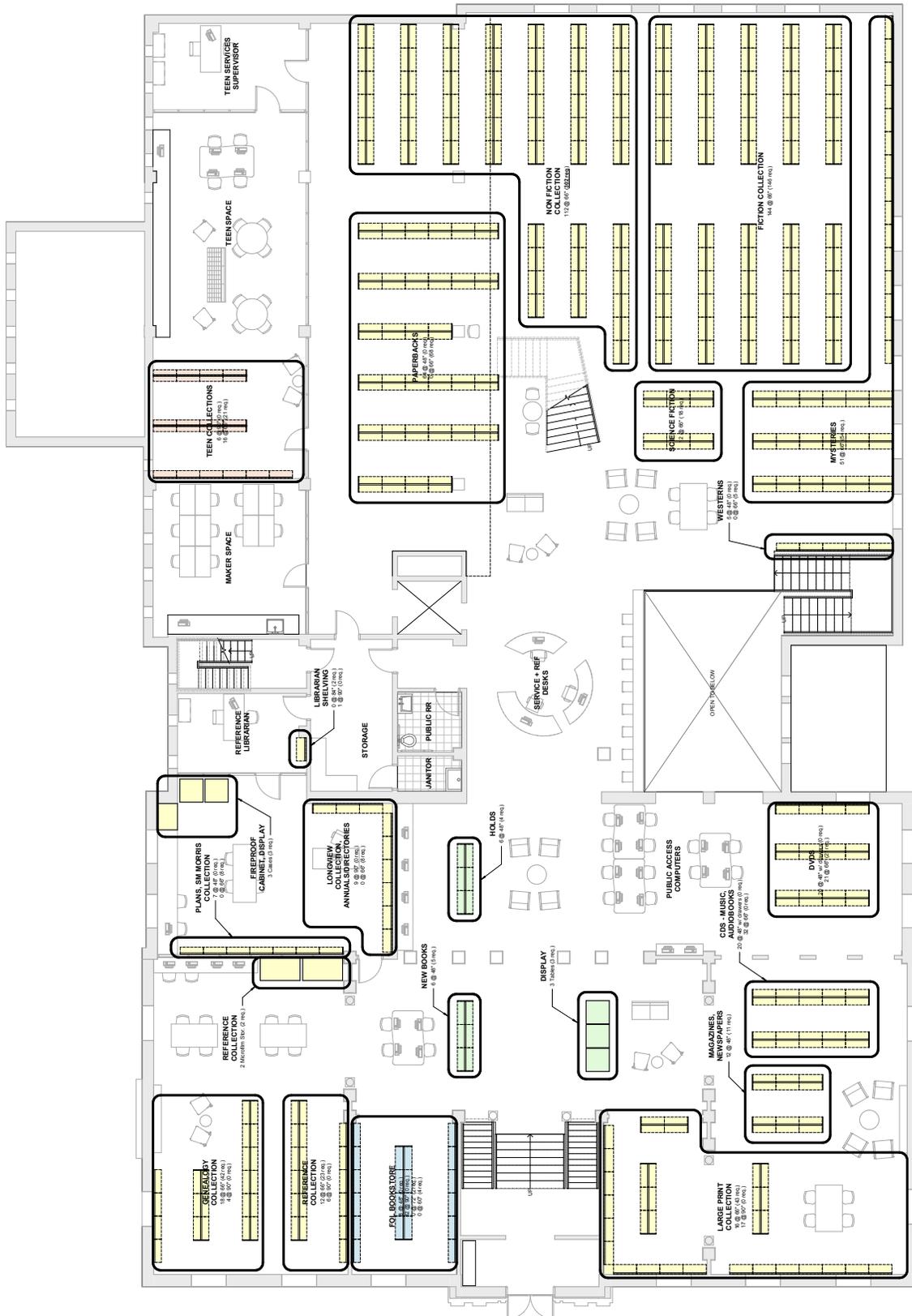
Final Lower Floor Plan



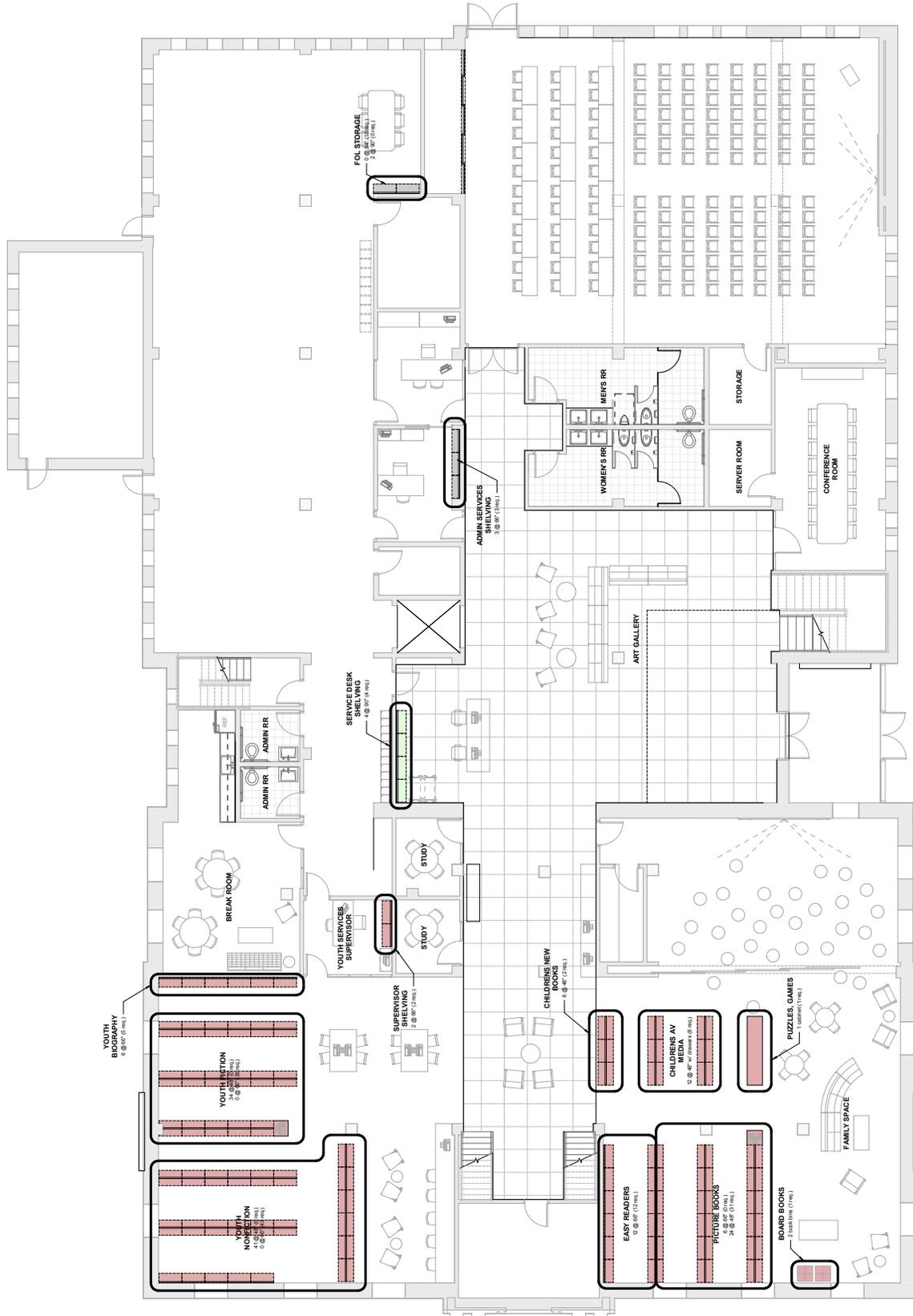
Final Mezzanine Collection Plan



Final Main Floor Collection Plan



Final Lower Floor Collection Plan



Modified Building Program

The Original Building Program was used as a guide for the final proposed design. The Modified Building Program below reflects the actual spaces in the layout.

Entrance Areas	
Lower Floor Lobby	907
FOL Book Store	277
Main Floor Lobby	353
Total:	1,537
Central Public Spaces	
Service Desk, Lower Floor	479
Service + Reference Desk, Main Floor	1,195
Self Checks / Holds	175
New Books / Browsing	749
Total:	2,598
Adult	
Public Access Computers	411
Reference Librarian's Office	170
Reference Collection	514
Genealogy Collection	516
Small Business Collection / Incubator	406
Longview Room	669
Magazine and Newspaper Browsing	1,042
Spanish Language Collection	152
AV Media	354
Paperbacks	1,192
Biography	395
Adult Circulating Nonfiction Books	1,305
Large Print Books	273
Adult Circulating Fiction Books	2,248
Total:	9,647
Teen	
Teen Space	948
Teen Services Supervisor Office	230
Total:	1,178
Children	
Marion Otteraaen Room (Storytime Room)	669
Marion Otteraaen Room Storage	70
Family Space	414
Picture Books and EZ Readers	807
Children's AV Media, New Books / Browsing	391
Children's Circulating Books	1,555
Youth Services Supervisor Office	117
Children's/Teen Services Workspace	384
Total:	4,407

Modified Building Program

Specialized	
Conference Room	382
Group Study / Tutoring Room	174
2-Person Study/Tutoring Rooms (x6, 50 ea. x2, 82 ea.)	464
Project READ	453
Project READ Offices	213
Community Room	2,183
Community Room Storage	182
Art Gallery	1,298
Computer Lab	465
Computer Lab Storage	97
Maker Space	395
	Total: 6,306
Service and Administration	
Public Restrooms - Lower Floor	426
FOL Workspace	115
Library Director's Office	168
Administrative Services Office	163
Administrative Workspace	1,815
Computer/Server Room (x2)	237
Break Room	467
Staff Restrooms - Lower Floor (x2)	104
Mechanical Closet	67
Storage - Main Floor	140
Janitorial closet - Main Floor	37
Public Restrooms - Main Floor	64
Foundation Office	287
	Total: 4,090

Total Gross Area: 28,763 sf



Longview Public Library Grounds

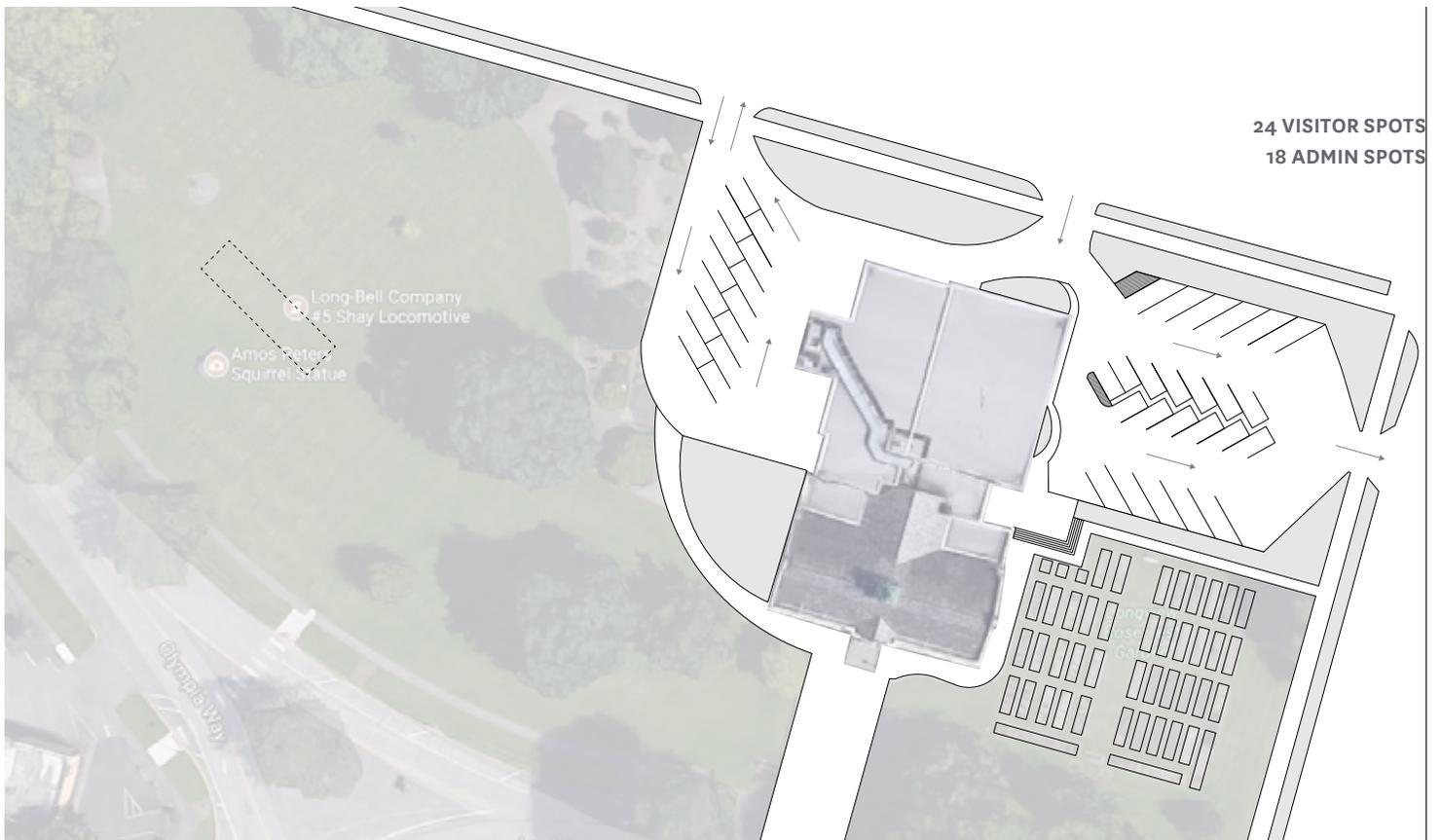
VIII. Parking Studies

Overview

Given the library's lack of adequate parking spots, and based on city code regulations regarding landscaping requirements, a full reconfiguration and expansion of the parking lots is recommended. This study explored two main approaches to parking layouts (angled vs. straight spots) - both of which would implement more ADA spaces, as well as spaces for motorcycles and bicycle racks. The study also recommends maintaining as much of the existing and beloved rose garden as possible, as well as being held behind the original 1920's portion of the library in order to preserve its historic presence within the site.

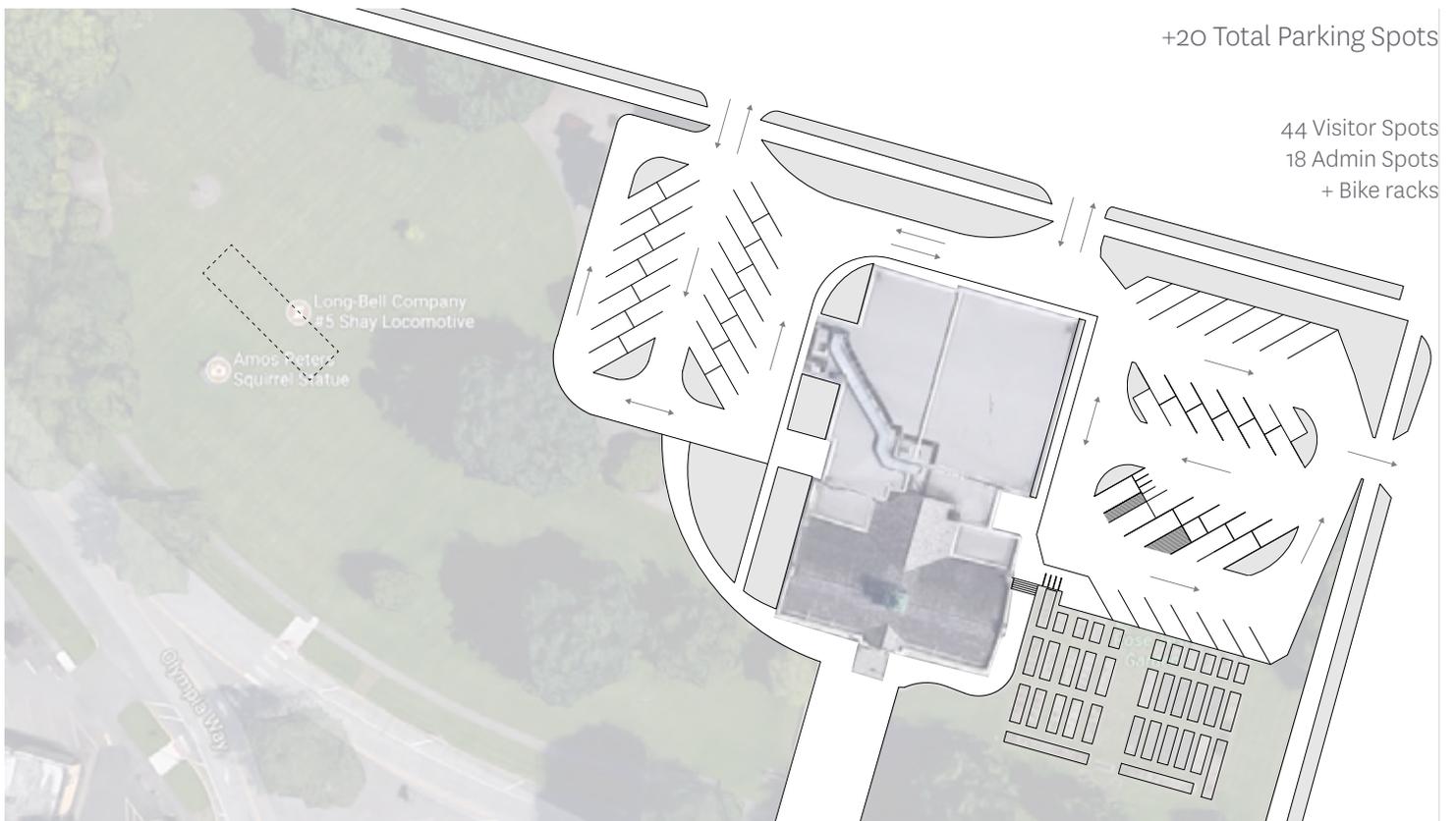
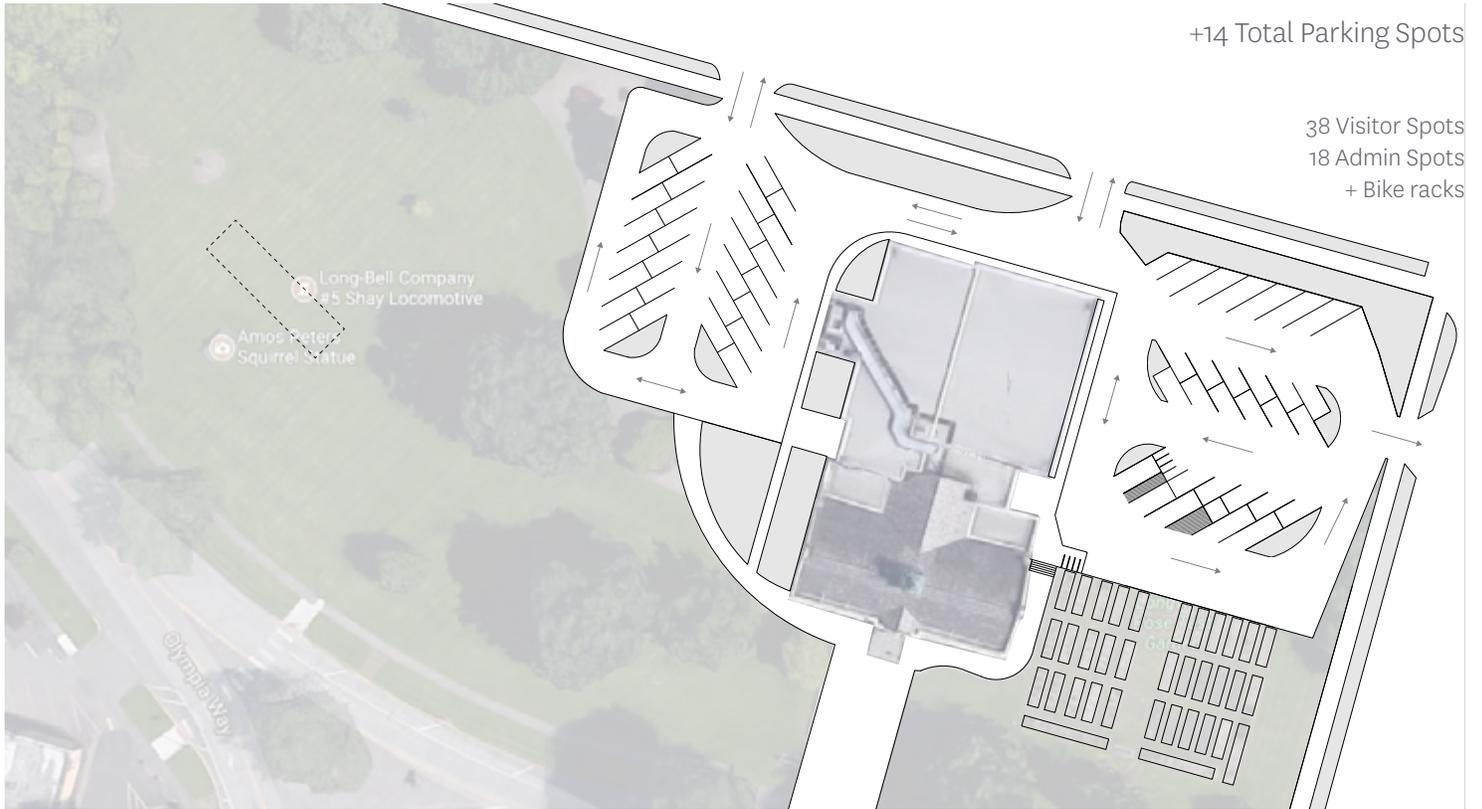


Longview Public Library Entry

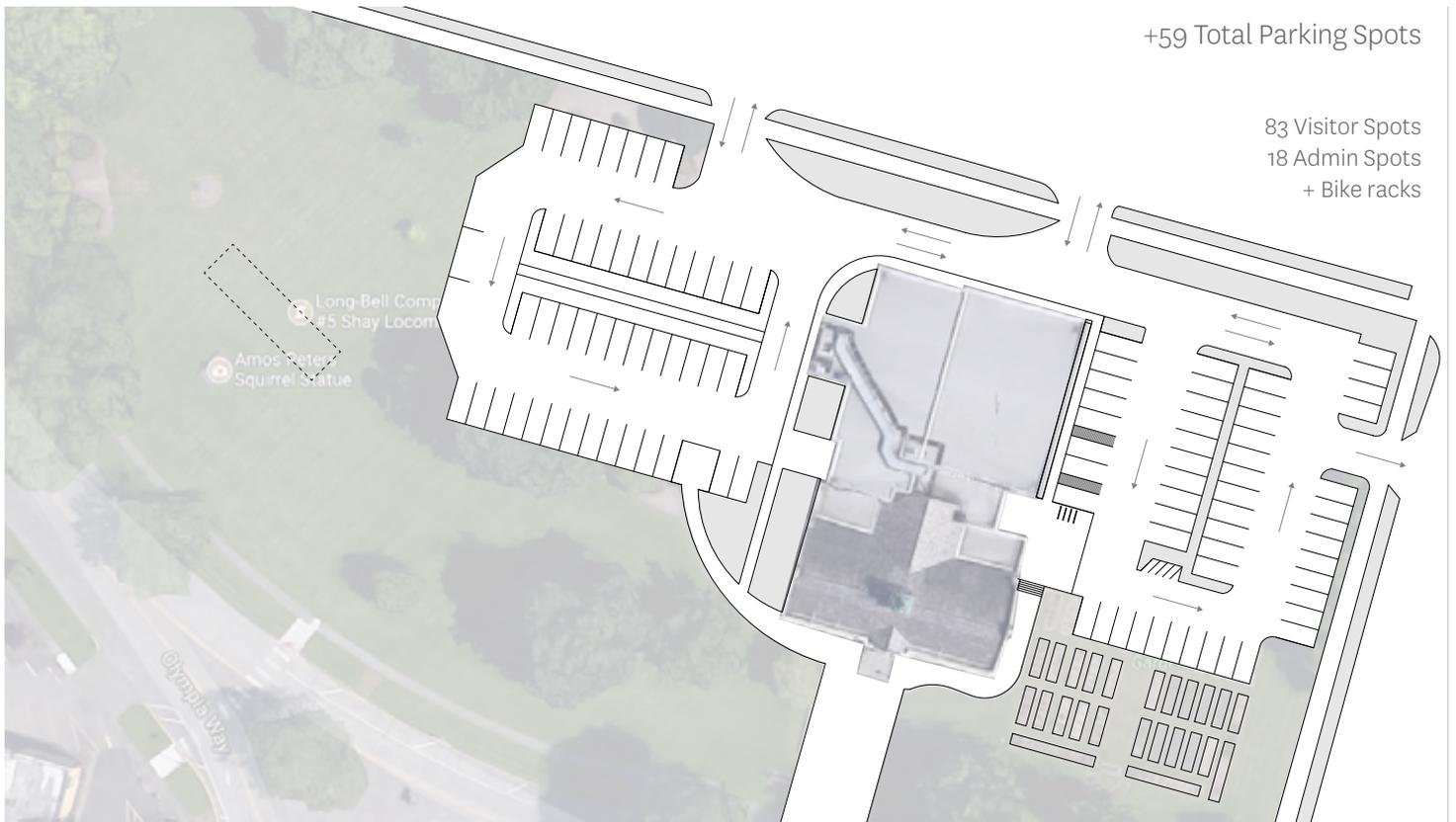
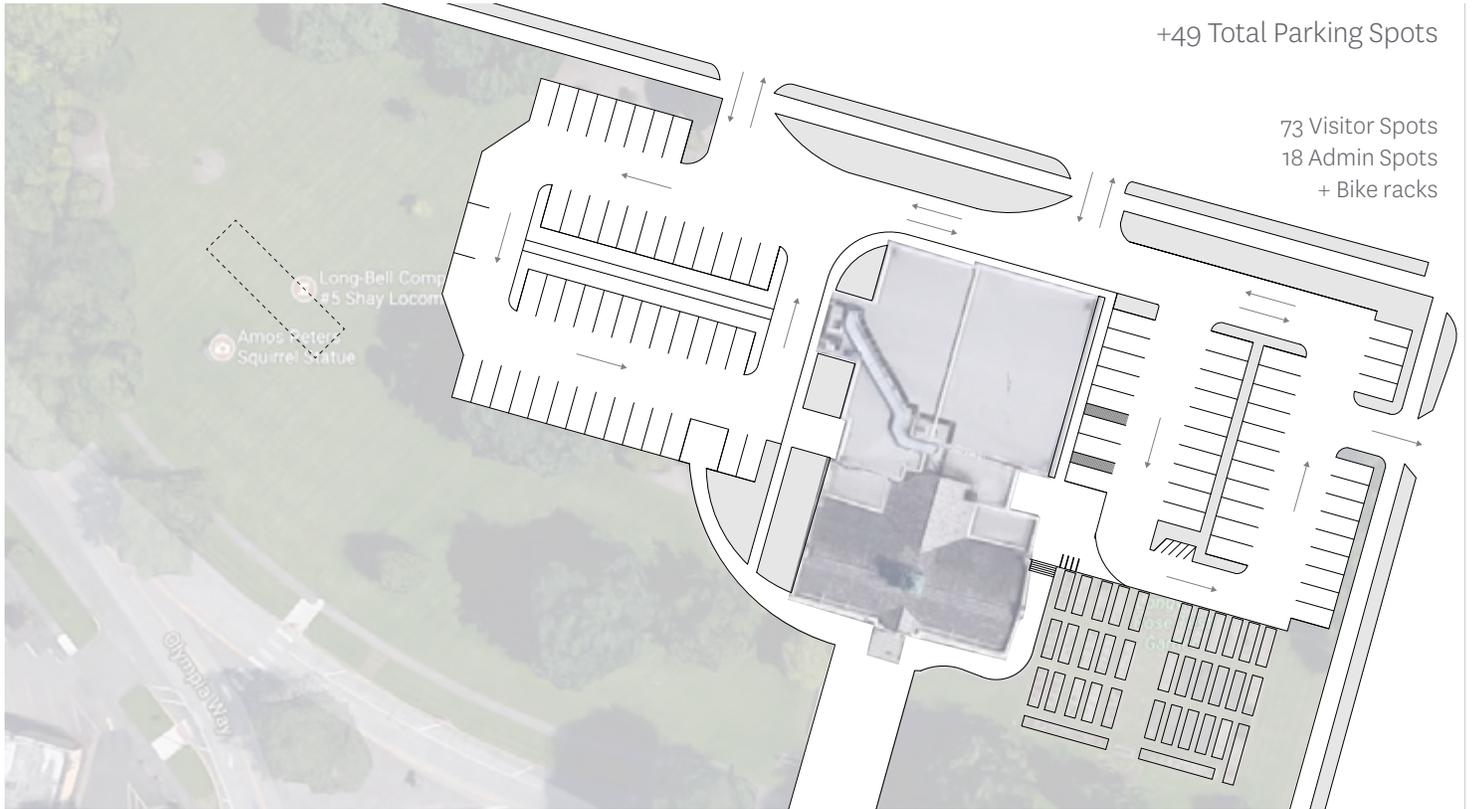


Existing Parking Plan

Angled Parking Study



Straight Parking Study





Mendenhall Valley Library, Juneau AK
Hacker Architects



SFPL Bayview Library, San Francisco CA
Hacker Architects

Appendices:

Appendix A: Supporting Documents

A1: Funding Analysis

A2: Feasibility Cost Plan

A3: Longview City Parking Codes

Appendix B: Community + Admin Input

B1: Community Meeting #2 Notes

B2: Community Meeting #1 Notes

B3: Focus Groups Feedback

B4: Library Tour Notes

B5: Kick Off Meeting Notes



Areas for collection and seating at the Renton Highlands Library.
Hacker Architects.

DATE: July 17, 2018
TO: Laura Klinger, Hacker Architects
FROM: Matt Craigie and Sadie DiNatale, ECONorthwest
SUBJECT: Longview Library Funding Brainstorming Session

1 Purpose

The City of Longview is working with a team led by Hacker Architects to plan for a major renovation to the city-owned Longview Public Library. The library renovation planning effort includes a building renovation program, cost estimates for renovation, and identification of possible funding sources, strategies and partnerships. ECONorthwest assisted with one portion of this project: facilitating an initial discussion on funding of the library renovation.

ECONorthwest facilitated a conversation with a group of Longview City Staff on July 3, 2018. Meeting participants in attendance were: Chris Skaugset (Library Director), Jennifer King (Youth Services Librarian), Elizabeth Partridge (Adult Services Librarian), and Craig Bozarth (City Engineer). This memorandum documents key takeaways from that discussion. The memorandum is a starting point for more detailed conversations about implementation as ideas for the library facility continue to evolve.

2 Funding Landscape

The group discussed several opportunities and challenges to funding the library facility's renovation. Overall, limitations on local funding sources suggest that state and federal funding, as well as philanthropic sources are likely to be the cornerstones of an overall renovation funding strategy.

2.1.1 Opportunities

- From a safety and structural perspective, the library renovations are not urgent. While there is urgency in the desire to offer exceptional services and amenities, it is possible to phase in a renovation as funding sources permit.
- A local bond may be a possibility as other bond measures in the region have been passed by voters in recent years. City staff indicate that the City is in good financial standing and has significant bonding capacity.
- The City of Longview maintains a Capital Projects Fund (funded by real estate excise tax) and a Building Replacement Fund. These sources have the potential to pay back a portion of debt service that could arise from bonds or loans used for the renovation.
- The group identified several potential partners or philanthropic funders that may be interested in helping to finance renovations. Key players could include:

- **The Longview Library Foundation.** The foundation has been involved in renovation planning project and helped fund this study. They expect to be pulled into the conversation about fundraising for the renovation (although they are not actively fundraising now).
- **Larger Area Employers.** Weyerhaeuser, JH Kelly, and Millennium Bulk may be interested in partnering to support the facility.
- **Federal and State Sources.** The State of Washington has several funds for local level projects. There are also potentially national level funds. The City of Longview has an existing relationship with a lobbyist with connections both at the State and Federal level and there are precedents of success stories where lobbyists had helped allocate funding for local causes.
- **Washington Department of Commerce.** WA Dept. of Commerce works with counties, cities, and ports to provide funding for community capital projects. They invest about \$1 billion of the state’s capital budget each year.
- **Wollenberg Foundation.** Donations or grants may be available (offered through KapStone Paper and Packaging).
- **Lower Columbia College.** About 10-15 years ago, the college’s President participated in discussions about potentially cooperating or co-locating programs/services with the Longview Library. City staff indicated that there may be an opportunity to partner with the college.
- **Autodesk, or Other Technology Companies.** Donations toward the Library’s new makerspace may be available through technology companies that are active in supporting STEM education. Discussion participants noted that these companies have focused on supporting these types of educational spaces in the past. For example, the local high school’s robotics club is highly supported by local and regional technology companies.
- The Longview Library is on state and national historic registries. This historic status may open the door for grant opportunities. In addition to helping with renovations, historically-focused organizations may be interested in collaborating on the Longview Room and other historic library features.

2.1.2 Challenges

- Pursuing a bond may be in direct competition with other upcoming bond measures, especially the School District’s bond of \$120 million. There is also a big push in the community for a new sports complex. Sports complex advocates have already built a lot of momentum. Alleviating competition may require consideration given to the implementation (timing) of funding sources that will require voter approval.
- Passing a bond and a new levy to pay off the bond debt service may be politically challenging. Both the City Council and community constituents will need to be convinced that the renovation is worth of extra outlay.

3 Capital Funding Sources

The library will need funding for renovations. Exhibit 1 outlines potential capital funding sources for the library.

Exhibit 1. Capital Funding Sources

Source	Uses	Funding Limits	Political & Implementation Considerations
Library District	Capital and/or operating expenses.	Levy may not exceed five dollars and ninety cents per thousand dollars of assessed valuation.	May be politically challenging to enact. A cost/benefit analysis undertaken previously occurred, but conversations teetered. Could be considered as a long-term play.
General Obligation Bond	Capital and/or land purchase.	Debt is limited to 2.5% of assessed valuation for general purposes and cannot exceed 7.5% for all purposes.	Must be approved by 60% of the voters, with a voter turnout equal to at least 40% of those who voted in the most recent general election. When the voters are being asked to approve the issuance of these bonds, they are simultaneously asked to approve an excess levy which raises their property taxes to cover the debt service payments.
Limited Term General Obligation Bond	Capital and/or land purchase.	Debt is limited to 2.5% of assessed valuation for general purposes and cannot exceed 7.5% for all purposes.	May be issued by a vote of the legislative body. Because the voters have not been asked to approve a tax increase to pay for the principal and interest, general fund revenues must be pledged to pay the debt service of the bond.
IRS 63-20 Bond	Construction of public facilities.	N/A	The bonds are issued by a nonprofit corporation formed on behalf of the governmental entity and are secured by a lease agreement, which pays for the debt service. The facility is transferred to the government entity once the debt is retired. Benefits of 63-20 financing is that projects have the ability to realize sizable construction cost savings through alternative project design and delivery method and there is less risk since the general contractor guarantees a fixed price for the work.
CDBG Program Funds	Acquisition, relocation, rehabilitation, and construction. Public services, with certain limits,	N/A	Grant requirements are strict and may require a considerable amount of work to manage. Often used for affordable housing projects; libraries are not a typical use but have been funded in other places.

Source	Uses	Funding Limits	Political & Implementation Considerations
Philanthropy / Estate Planning	Capital and/or operating expenses.	N/A	Have not done much outreach in this area so far. Has the most flexibility in use for capital and operating costs.
Capital Fundraising	Capital projects and/or land purchase.	N/A	Will take a long time and will take professional grant writing expertise.
Advertising / Naming Rights	Flexible.	N/A	Historically, the selling of naming rights to people or organizations that make a donation for a capital improvement was most common for large organizations, such as universities or hospitals. Selling naming rights is becoming more common among smaller organizations.
General Fund	Flexible.	N/A	Absent property / sales tax increases, devoting a larger share of the general fund to the library would require making cuts elsewhere in the budget.
USDA - RCDI	Technical assistance to support community facilities and projects.	Competitive process and requires matching dollars.	Longview is too big to be eligible for most of the funds available through USDA. But, the Rural Community Development Initiative Grant could be worth exploring further.
Utility Fee	Flexible.	N/A	Politically sensitive and not much of a chance to increase it.

Library renovations are not expected to expand existing programs or create new programs. For this reason, the brainstorming session did not include a discussion of potential new operating revenues.

4 Implications and Next Steps

Participants identified a series of next steps to move library renovation funding discussions forward. The group's discussion is synthesized into four steps:

Step 1: Connect

- Identify key players for local partnerships
- Engage with Washington State and Federal Lobbyist

Step 2: Due Diligence

- Investigate State Capital Funds, their current status, and funding requirements.
- Identify the City's financial capacity for bonding

Step 3: Gauge Climate

- Work with City Manager to interpret political acceptability of funding strategies (general obligation bond, levy, and others)
- Engage with the local community to understand their level of support – Are there opportunities to mobilize forces from the ground up?

Step 4: Present Funding and Financing Plan to the Longview City Council

- Organize a workshop to educate the Longview City Council on where the project sits currently (including current financial gap). Gauge the City Council's interest in funding strategy options.

Feasibility Cost Plan

Prepared for:

Hacker Architects



Longview Library Longview Library Improvements



June 3, 2018

Scope of Work and Cost Basis

The scope of work includes the development of a cost model at the programming level of design for the Longview Library based upon the Feasibility Set plans, dated 02/13/2018. A baseline cost model is provided with additive costs for additional features.

The costs for this study are developed from the assumptions listed below.

Assumptions and Clarifications

The total floor area is 33,431 SF.

Library shelving is included as an Alternate.

The overlook area is included in the baseline costs but is broken out for clarity in cost.

This cost report provides current market rates for labor and materials and are escalated to QTR 2 2021.

The Owner has provided line-items with costs and some requested cost adjustments. These items have been included and are noted in **BLUE** at the detail level. Although incorporated, further investigation by the cost consultant is necessary to fully validate costs.

Soft Costs

Soft costs are included in the cost plan at the Summary Level. These costs are typically paid for by the owner and are in addition to the Contractor's costs.

These costs include:

- A/E fees- Architect and consultants under the Architects Contract.
- Engineering fees and studies - Other project specific consultants not under the Architect's contract (Ex: Environmental impact, location work, etc.)
- Permits and Fees- Includes MUP, building permits, Fire Department review, etc.
- Commissioning- Third Party System Commissioning
- Jurisdictional costs
- Owner's Contingency -30% (per Owner)
- WSST at 8.5% (projected)

In this exercise the Markups are at **66.25%**.

In preparing the cost model multiple sources were used. The source information includes a current perspective on codes, technology, energy conservation, local general and sub construction markets and labor agreements, material costs and availability and labor efficiencies.

Procurement: The project planned delivery method is Design, bid, build.

Schedule: The project assumed start date is April 2021.

Longview Library Improvements Project Summary

City Project Management	10%			\$	437,530
Preliminary Engineering	12%			\$	525,036
Construction Engineering	6%			\$	262,517.79
Construction Cost (see following detail)	33,431	SF	\$	79.34	\$ 2,652,337
Straight Parking Option	70,485	SF	\$	41.35	\$ 1,329,550
Escalation	3	YRS	\$	131,136.78	\$ 393,410
Combined Tax (Construction w/escalation)	8.25%			\$	360,962
Owner's Contingency (per Owner)	30%			\$	1,312,589
TOTAL PROJECT COST				\$	7,273,930

Note 1: Percentages are based upon Construction Costs and are typical for a project of this type.

Note 2: No Alternates are included above

OVERALL SUMMARY OF OPTIONS

Costs include Construction cost and Owner's soft costs

RENOVATION	SF	Cost/SF	TOTAL
Renovation	33,431	\$ 144.93	\$ 4,845,169

PARKING OPTIONS	SF	Cost/SF	TOTAL
ANGLED PARKING	62,225	\$ 28.66	\$ 1,783,328
OR			
STRAIGHT PARKING	70,485	\$ 34.46	\$ 2,428,761

ALTERNATES	SF	Cost/SF	TOTAL
BREAKOUT COST: Overlook- Main to lower level			\$ 195,534
ADD Alternate 1: Furniture Budget			\$ 1,165,735
ADD Alternate 2: Library Shelving Budget			\$ 2,060,912
ADD Alternate 3: Angled Parking Extended			\$ 28,084
ADD Alternate 4: Straight Parking Extended			\$ 57,454

Longview Library Improvements

Baseline Cost Model -SUMMARY

	RENOVATION		PARKING ANGLED		PARKING STRAIGHT		
	TOTAL SF	33,431	TOTAL SF	62,225	TOTAL SF	70,485	
COMPONENT COST SUMMARY	\$ / SF	Cost - \$	\$ / SF	Cost - \$	\$ / SF	Cost - \$	
1. Demolition for Renovation	\$ 7.61	\$ 254,354					
2. Vertical Structure	\$ -	\$ -					
3. Floor and Roof Structure	\$ 1.19	\$ 39,776					
4. External Cladding	\$ 0.67	\$ 22,290					
5. Roofing and Waterproofing	\$ 0.15	\$ 5,000					
SHELL 1 - 5	\$ 9.61	\$ 321,420					
6. Interior Partitions	\$ 10.14	\$ 338,828					
7. Interior Finishes	\$ 15.27	\$ 510,524					
INTERIORS 6 - 7	\$ 25.41	\$ 849,351					
8. Equipment and Specialties	\$ 2.97	\$ 99,194					
9. Vertical Transportation	\$ 1.50	\$ 50,000					
EQUIPMENT & VERT. TRANS 8 - 9	\$ 4.46	\$ 149,194					
10. Plumbing	\$ 2.43	\$ 81,081					
11. HVAC	\$ 8.25	\$ 275,952					
12. Electrical	\$ 10.10	\$ 337,663					
13. Fire Protection	\$ 0.15	\$ 5,015					
MECHANICAL AND ELECTRICAL 10 - 13	\$ 20.93	\$ 699,710					
BUILDING 1 - 13 - DIRECT COST	\$ 60.41	\$ 2,019,676					
Site Preparation			\$ 3.23	\$ 200,756	\$ 4.09	\$ 288,631	
Site Development			\$ 7.83	\$ 487,012	\$ 9.37	\$ 660,782	
Site Utilities			\$ 0.89	\$ 55,600	\$ 0.89	\$ 63,000	
SITWORK- DIRECT COST				\$ 743,368		\$ 1,012,413	
Contingency -Design	8%	\$ 161,574	\$ 2,181,250	\$ 59,469	\$ 802,837	\$ 80,993	\$ 1,093,406
Contingency- Construction	3%	\$ 65,437	\$ 2,246,687	\$ 24,085	\$ 826,923	\$ 32,802	\$ 1,126,208
General Conditions and Requirements	10.5%	\$ 235,902	\$ 2,482,589	\$ 86,827	\$ 913,749	\$ 118,252	\$ 1,244,460
Fee- OH&P	5%	\$ 124,129	\$ 2,606,719	\$ 45,687	\$ 959,437	\$ 62,223	\$ 1,306,683
Bonds and Insurance	2%	\$ 45,618	\$ 2,652,337	\$ 16,790	\$ 976,227	\$ 22,867	\$ 1,329,550
Escalation to Start (April 2021)	9.9%	\$ 262,051	\$ 2,914,387	\$ 96,451	\$ 1,072,678	\$ 131,359	\$ 1,460,909
Project Mark up Costs		\$ 894,712		\$ 329,310		\$ 448,496	
TOTAL LIBRARY CONSTRUCTION COST - April 2021	\$ 87.18	\$ 2,914,387	\$ 17.24	\$ 1,072,678	\$ 20.73	\$ 1,460,909	
<i>Soft Cost (see breakdown pg 2)</i>	66.25%	\$ 57.75	\$ 1,930,781.63	\$ 11.42	\$ 710,649	\$ 13.73	\$ 967,852
TOTAL PROJECT COST	\$ 144.93	\$ 4,845,169	\$ 28.66	\$ 1,783,328	\$ 34.46	\$ 2,428,761	

Longview Library Improvements Control Quantities

Program Areas

Lower Floor	13,335	SF
Main Floor	15,517	SF
Mezzanine	4,579	SF

Total **33,431** **SF**

Original Building	12,685	SF
Addition (circa 1968)	20,746	SF

Parking Areas

Angled	62,225	SF
Straight	70,485	SF

Longview Library Baseline Cost Model Detail

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Total Library Area	33,431	SF		
1. Demolition for Renovation				
Demolition				
Lower Floor				
Demolition - interior partitions	4,707	SF	5.50	25,889
Demolition - existing casework	220	LF	10.00	2,200
Demolition - existing kitchen equipment and sink	4	EA	200.00	800
Demolition - Restrooms complete	400	SF	30.00	12,000
Demolition - door and frame, salvage, reinstall	6	EA	850.00	5,100
Demolition - relite	1	EA	150.00	150
Demolition - existing flooring except at specified areas	11,007	SF	0.72	7,925
Demolition- Ceilings for structural mods	480	SF	3.80	1,824
Demolition- For new windows (7 LOC)	105	SF	33.00	3,465
Demolition - ceiling tile and gyp ceilings	6,800	SF	2.00	13,600
Demolition - Lighting except historic fixtures	6,800	SF	2.30	15,640
Demolition - core drill	12	EA	500.00	6,000
Main floor				
Demolition - interior partitions	1,989	SF	5.50	10,940
Demolition - stairs	1	FLT	2,500.00	2,500
Demolition - door and frame, salvage, reinstall	6	EA	850.00	5,100
Demolition - existing flooring except at specified areas	14,276	SF	0.72	10,278
Demolition - ceiling tile and gyp ceilings	9,367	SF	2.00	18,734
Demolition - Lighting except historic fixtures	9,367	SF	2.00	18,734
Shore walls and remove floor section	441	SF	\$ 92.00	40,572
Mezzanine				
Demolition - interior partitions	360	SF	5.50	1,980
Demolition - existing casework	40	LF	10.00	400
Demolition- Rail	73	LF	3.00	219
Demolition - existing flooring	4,579	SF	0.72	3,297
Demolition - ceiling tile	4,579	SF	2.00	9,158
Demolition - Lighting except historic fixtures	4,579	SF	2.00	9,158

Item Description	Quantity	Unit	Rate	Total
Hazardous Materials - Duct seals, etc	1	LS	20,000.00	20,000
Temporary protection	33,431	SF	0.26	8,692
Haul Debris				<i>INCL</i>
	33,431	SF	7.61	254,354
<u>2. Vertical Structure</u>				
No Work				<i>NIC</i>
	33,431	SF		
<u>3. Floor and Roof Structure</u>				
1st floor crack, prepr and fill with epoxy, grind smooth	55	LF	90.00	4,950
Transfer beams at Community Room (80 LF)	1.8	TNs	8,000.00	14,400
Structural support at glazed Sliding door	0.4	TNs	8,000.00	3,200
Reframe and finish edge details- Overlook	261	SF	\$ 66.00	17,226
	33,431	SF	1.19	39,776
<u>4. Exterior Cladding</u>				
New windows to match existing at Community Room	105	SF	122.00	12,810
Wall repair at new windows	112	SF	40.00	4,480
Pressure wash exterior of building	1	LS	5,000.00	5,000
	33,431	SF		22,290
<u>5. Roofing, Waterproofing & Skylights</u>				
Moss and debris removal, clear drains	1	LS	5,000.00	5,000
	33,431	SF	0.15	5,000
<u>6. Interior Partitions, Doors & Glazing</u>				
Partitions incl. acoustic and fire rated applications				
Interior partitions, 2x stud and gyp.	6,474	SF	18.00	116,532
Interior partitions, infill existing	452	SF	23.50	10,622
Repair surrounding wall areas	6,926	SF	3.33	23,064
Window walls and borrowed lights				
Interior sliding door	360	SF	42.00	15,120
Relites	7	EA	960.00	6,720
Glazed walls	1,136	SF	65.00	73,840
Glazed rail	87	LF	\$ 370.00	32,190

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Interior doors and frames				
Repair Community Room exit door				
	1	LS	5,000.00	5,000
Wood door, Flush	26	EA	1,880.00	48,880
Hollow metal door	7	EA	980.00	6,860
	33,431	SF	10.14	338,828

7. Floor, Wall & Ceiling Finishes

Floors

Repair floors where walls and plumbing were moved
Carpet flooring, incl. base
Cork/rubber flooring, incl. base
Linoleum
Tile flooring, incl. base -Restrooms
Tile flooring, incl. base -Lobby

955	SF	8.00	7,640
27,416	SF	7.00	191,912
1,730	SF	7.50	12,975
960	SF	6.80	6,528
570	SF	15.00	8,550
2,738	SF	16.50	45,177

Walls

Paint walls throughout
Tile, at restroom wet wall
Rail at mezzanine

33,147	SF	1.15	38,119
216	SF	16.00	3,456
72	LF	288.00	20,736

Ceilings

Suspended ceiling tile
Gyp ceiling- painted

21,226	SF	7.50	159,195
1,640	SF	9.90	16,236
33,431	SF	15.27	510,524

8. Function Equipment & Specialties

Equipment and Fittings

Casework- self check, laptop bar, countertop
Lower Floor Display case
Services and Reference desk
Lockers- dbls
Restroom fit out, incl. toilet partitions - Multi
Restroom fit out, - Single
Bulletin Board
Signage and Wayfinding

186	LF	104.00	19,344
1	EA	15,500.00	15,500
1	EA	22,300.00	22,300
12	EA	400.00	4,800
2	EA	15,000.00	30,000
2	EA	1,850.00	3,700
1	EA	1,550.00	1,550
1	LS	2,000.00	2,000
33,431	SF	2.97	99,194

9. Stairs & Vertical Transportation

Central stairs main to mezzanine

1	FLT	50,000.00	50,000
33,431	SF	1.50	50,000

10. Plumbing Systems

Route domestic water to fixtures
Route sanitary piping and venting to fixtures

852	LF	35.00	29,814
462	LF	44.00	20,328

Item Description	Quantity	Unit	Rate	Total
Insulation	426	LF	4.00	1,704
Plumbing fixtures:	16	Fx		
Toilet	6	EA	1,450.00	8,700
Urinal	1	EA	1,210.00	1,210
Lavs wall hung	7	EA	1,050.00	7,350
Hand Sinks	1	EA	1,225.00	1,225
Janitor Sink	1	EA	1,250.00	1,250
Water heating	1	LS	9,500.00	9,500
	33,431	SF	2.43	81,081

11. Heating, Ventilation & Air Conditioning

Heat generation & chilling				
Replace chiller, valves and pumps	1	LS	250,000.00	250,000
Trade light demo and cleaning	1	LS	6,000.00	6,000
New ductwork	1,738	LBs	8.50	14,777
Adjust existing ductwork	1	LS	2,500.00	2,500
Diffuser and grilles	5	EA	85.00	425
Testing and balancing	18	HRs	125.00	2,250
	33,431	SF	8.25	275,952

12. Electrical Lighting, Power & Communication

Main service and distribution				
Trade demolition, wiring	488	LF	3.30	1,610
Pathways to new locations	33,431	SF	0.43	14,375
Lighting				
Relocate/adjust existing lighting	4	EA	110.00	440
New lighting LED- retrofit	33,431	SF	7.00	234,017
Emergency lighting modifications	1	LS	5,000.00	5,000
Controls	1	LS	4,000.00	4,000
Conduit, J-Boxes and wiring	1,200	LF	12.00	14,400
User convenience power				
Receptacles	61	EA	450.00	27,353
A/V connections	2	EA	850.00	1,700
Telephone & communication				
Voice data ports, USB chargers -revisions	48	EA	550.00	26,267
Alarm & security				
Fire alarm system -extension	3	EA	500.00	1,500
Other				
Repair surface mounted conduit/coax	1	LS	5,000.00	5,000

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Allow for commissioning assist & documentation of sustainability measures	16	HR	125.00	2,000
	33,431	SF	10.10	337,663
<u>13. Fire Protection Systems</u>				
Fire protection				
Minor modifications to existing	33,431	SF	0.15	5,015
	33,431	SF	0.15	5,015

Longview Library Improvements		ANGLED PARKING			
Baseline Cost Model Detail					
	Item Description	Quantity	Unit	Rate	Total
G1010	Site Clearing	62,225	SF	0.63	39,100
	Construction fence	1,500	LF	12.00	18,000
	Construction gate	2	EA	1,500.00	3,000
	Site protection	1	ALW	8,000.00	8,000
	Dust Control	2	MO	550.00	1,100
	Street cleaning	2	MO	550.00	1,100
	Concrete washout	1	EA	1,200.00	1,200
	Tree removal	6	EA	450.00	2,700
	Tree protection	1	LS	1,500.00	1,500
	Lay out	1	LS	2,500.00	2,500
G1020	Site Demolition and Relocations	62,225	SF	1.05	65,449
	Demo - Sidewalk and stair demo	660	SF	2.50	1,650
	Demo - Asphalt paving	1,635	SF	10.00	16,350
	Demo- Landscaping	11,930	SF	2.50	29,825
	Demo- Scarify remaining asphalt	22,030	SF	0.80	17,624
G1030	Site Earthwork	62,225	SF	1.55	96,207
	Base aggregates				
	Parking lot - 10" depth (added area)	365	CY	45.00	16,405
	Concrete pedestrian paving - 6" depth	45	CY	45.00	2,021
	Site grading and contouring	62,225	SF	1.25	77,781
	Utility trenching				NIC
G1040	Hazardous Waste Remediation	62,225	SF		
	By owner, no work anticipated				NIC
					200,756
G2010	Roadways	62,225	SF		
	No work anticipated				NIC
G2020	Parking Lots	62,225	SF	5.03	313,071
	Parking Lot, HMA Asphalt				
	Asphalt - standard	11,185	SF	13.30	148,761
	Asphalt overlay	22,030	SF	4.50	99,135
	Concrete curb - mountable	1,615	LF	35.00	56,525
	Striping	33,215	SF	0.14	4,650

Item Description	Quantity	Unit	Rate	Total
Wheel stops				NIC
ADA Signage	8	EA	500.00	4,000
G2030 Pedestrian Paving	62,225	SF	0.85	53,000
Concrete sidewalk on-site	2,425	SF	15.00	36,375
Stairs and rail	55	SF	55.00	3,025
ADA ramps and detection pads	4	EA	3,400.00	13,600
G2040 Site Development	62,225	SF	0.06	3,800
Bike Rack	4	EA	950.00	3,800
G2050 Landscaping	62,225	SF	1.88	117,142
Landscape Planting and Restoration	8,430	SF		
Topsoil - 12" depth	312	CY	50.00	15,611
Mulch, 2" depth	53	CY	55.00	2,919
Trees On-site				
2" cal	10	EA	350.00	3,500
Shrubs - 2 to 5 gallon	2,108	EA	28.00	59,010
Groundcover - 1 gallon	2,108	EA	10.50	22,129
Planting irrigation, new and existing adjustments	6,075	SF	2.30	13,973
				487,012
G3010 Water Supply	62,225	SF		
Domestic Water Service				
No work anticipated				NIC
G3020 Sanitary Sewer	62,225	SF		
No work anticipated				NIC
G3030 Storm Sewer	62,225	SF	0.22	13,600
Piping to planters	200	LF	18.00	3,600
Stormwater Mitigation	1	LS	10,000.00	10,000
G3040 Heating Distribution	62,225	SF		
No work anticipated				NIC
G3050 Cooling Distribution	62,225	SF		
No work anticipated				NIC
G3060 Fuel Distribution	62,225	SF		
No work anticipated				NIC
				13,600

Item Description	Quantity	Unit	Rate	Total
G4010 Electrical Distribution	62,225	SF		-
No Work Anticipated				<i>NIC</i>
				-
G4020 Site Lighting	62,225	SF	0.67	42,000
Poles, bases, lighting	4	EA	10,500.00	42,000
G4030 Site Communications & Security	62,225	SF		
No Work Anticipated				<i>NIC</i>
				55,600

Longview Library Improvements		STRAIGHT PARKING		
Baseline Cost Model Detail				
Item Description	Quantity	Unit	Rate	Total
G1010 Site Clearing	70,485	SF	0.57	40,000
Construction fence	1,500	LF	12.00	18,000
Construction gate	2	EA	1,500.00	3,000
Site protection	1	ALW	8,000.00	8,000
Dust Control	2	MO	550.00	1,100
Street cleaning	2	MO	550.00	1,100
Concrete washout	1	EA	1,200.00	1,200
Tree removal	8	EA	450.00	3,600
Tree protection	1	LS	1,500.00	1,500
Lay out	1	LS	2,500.00	2,500
G1020 Site Demolition and Relocations	70,485	SF	1.81	127,930
Demo - Sidewalk and stair demo	660	SF	2.50	1,650
Demo - Asphalt paving	4,185	SF	10.00	41,850
Demo- Landscaping	27,215	SF	2.50	68,038
Demo- Scarify remaining asphalt	20,490	SF	0.80	16,392
G1030 Site Earthwork	70,485	SF	1.71	120,701
Base aggregates				
Parking lot - 10" depth (added area)	624	CY	45.00	28,087
Concrete pedestrian paving - 6" depth	100	CY	45.00	4,508
Site grading and contouring	70,485	SF	1.25	88,106
Utility trenching				NIC
G1040 Hazardous Waste Remediation	70,485	SF		
By owner, no work anticipated				NIC
				288,631
G2010 Roadways	70,485	SF		
No work anticipated				NIC
G2020 Parking Lots	70,485	SF	6.15	433,275
Parking Lot, HMA Asphalt				
Asphalt - standard	19,150	SF	13.30	254,695
Asphalt overlay	20,490	SF	4.50	92,205
Concrete curb - mountable	2,195	LF	35.00	76,825
Striping	39,640	SF	0.14	5,550

Item Description	Quantity	Unit	Rate	Total
Wheel stops				NIC
ADA Signage	8	EA	500.00	4,000
G2030 Pedestrian Paving	70,485	SF	1.39	97,775
Concrete sidewalk on-site	5,410	SF	15.00	81,150
Stairs and rail	55	SF	55.00	3,025
ADA ramps and detection pads	4	EA	3,400.00	13,600
G2040 Site Development	70,485	SF	0.05	3,800
Bike Rack	4	EA	950.00	3,800
G2050 Landscaping	70,485	SF	1.79	125,932
Landscape Planting and Restoration	8,545	SF		
Topsoil - 12" depth	316	CY	50.00	15,824
Mulch, 2" depth	54	CY	55.00	2,959
Trees On-site				
2" cal	15	EA	350.00	5,250
Shrubs - 2 to 5 gallon	2,136	EA	28.00	59,815
Groundcover - 1 gallon	2,136	EA	10.50	22,431
Planting irrigation, new and existing adjustments	8,545	SF	2.30	19,654
				660,782
G3010 Water Supply	70,485	SF		
Domestic Water Service				
No work anticipated				NIC
G3020 Sanitary Sewer	70,485	SF		
No work anticipated				NIC
G3030 Storm Sewer	70,485	SF	0.19	13,600
Piping to planters	200	LF	18.00	3,600
Stormwater Mitigation	1	LS	10,000.00	10,000
G3040 Heating Distribution	70,485	SF		
No work anticipated				NIC
G3050 Cooling Distribution	70,485	SF		
No work anticipated				NIC

Item Description	Quantity	Unit	Rate	Total
G3060 Fuel Distribution No work anticipated	70,485	SF		<i>NIC</i>
				13,600
G4010 Electrical Distribution No Work Anticipated	70,485	SF		<i>NIC</i>
G4020 Site Lighting Poles, bases, lighting	70,485	SF	0.89	63,000
	6	EA	10,500.00	63,000
				63,000
G4030 Site Communications & Security No Work Anticipated	70,485	SF		<i>NIC</i>
				63,000

Longview Library Improvements Alternate Costs

Direct Costs: The following costs are additive or deductive to the baseline construction costs and are inclusive of the general contractor's mark-ups.

	Area		\$/SF	Direct Cost	With Mark up Total w/MU
BREAKOUT COST: Overlook- Main to lower level					\$ 195,534
<i>The cost for this item is included in the base cost plan and is broken out for decision making purposes</i>					
Shore walls and remove floor section	441	SF	\$ 92.00	\$ 40,572	\$ 53,028
Reframe and finish edge details	261	SF	\$ 66.00	\$ 17,226	\$ 22,514
Glazed rail	87	LF	\$ 370.00	\$ 32,190	\$ 42,072
Soft cost @ 66.25%					\$ 77,919
ADD Alternate 1: Furniture Budget					\$ 1,165,735
Furniture Fixtures and Equipment					
Media systems	2	EA	\$ 6,500.00	\$ 13,000	\$ 22,009
Desks, chairs and furnishing	33,431	SF	\$ 12.00	\$ 401,172	\$ 679,185
Soft cost @ 66.25%					\$ 464,541
ADD Alternate 2: Library Shelving Budget					\$ 2,060,912
Furniture Fixtures and Equipment					
Seismically brace bookshelves	1,041	LF	6.50	6,767	\$ 8,844
Youth Non-fiction 48"	123	LF	306.67	37,720	\$ 49,300
Youth fiction 48"	99	LF	306.67	30,360	\$ 39,680
Youth Biography 66"	18	LF	432.00	7,776	\$ 10,163
Easy Reader 66"	36	LF	432.00	15,552	\$ 20,326
Children's New Books 48"	18	LF	306.67	5,520	\$ 7,215
Picture Books 48"	72	LF	102.22	7,360	\$ 9,620
Picture Books 60"	18	LF	432.00	7,776	\$ 10,163
Children's AV Media 48"	36	LF	306.67	11,040	\$ 14,429
Genealogy Collection 66"	54	LF	432.00	23,328	\$ 30,490
Genealogy Collection 90"	12	LF	477.33	5,728	\$ 7,486
FOL Bookstore 48"	24	LF	306.67	7,360	\$ 9,620
FOL Bookstore 90"	36	LF	477.33	17,184	\$ 22,459
New Books 48"	18	LF	306.67	5,520	\$ 7,215
Holds 48"	18	LF	306.67	5,520	\$ 7,215
Large Print Collection 66"	48	LF	432.00	20,736	\$ 27,102
Large Print Collection 90"	51	LF	477.33	24,344	\$ 31,818
Magazines/ Newspapers 48"	36	LF	306.67	11,040	\$ 14,429
CD, Music and Audio 48"	60	LF	306.67	18,400	\$ 24,049
CD, Music and Audio 66"	96	LF	432.00	41,472	\$ 54,204
DVDs 48"	60	LF	306.67	18,400	\$ 24,049
DVDs 66"	63	LF	432.00	27,216	\$ 35,571
Teen Collection 66"	48	LF	432.00	20,736	\$ 27,102
Teen Collection 90"	18	LF	477.33	8,592	\$ 11,230
Paperbacks 48"	192	LF	306.67	58,880	\$ 76,956
Non-Fiction Collection 66"	336	LF	432.00	145,152	\$ 189,713

	Area		\$/SF	Direct Cost	Total w/MU
Science Fiction 66"	36	LF	432.00	15,552	\$ 20,326
Fiction Collection 66"	432	LF	432.00	186,624	\$ 243,917
Mysteries 66"	51	LF	432.00	22,032	\$ 28,796
Westerns 48"	15	LF	306.67	4,600	\$ 6,012
Plans, MS Morris Collection 48"	21	LF	306.67	6,440	\$ 8,417
Longview Collection 90"	27	LF	477.33	12,888	\$ 16,845
Adult Literacy Collection 48"	48	LF	306.67	14,720	\$ 19,239
Adult Literacy Collection 90"	15	LF	477.33	7,160	\$ 9,358
Spanish Language 66"	24	LF	432.00	10,368	\$ 13,551
Biography and Oversized Books 66"					\$ 40,653
	72	LF	432.00	31,104	
Small Business Collection 66"	24	LF	432.00	10,368	\$ 13,551
Seismically braced Shelving					
Display Tables	3	EA	1,340.00	4,020	\$ 5,254
Supervisor Shelving 66"	6	LF	432.00	2,592	\$ 3,388
Service Desk Shelving 90"	12	LF	477.33	5,728	\$ 7,486
Admin Services Shelving 66"	9	LF	432.00	3,888	\$ 5,082
FOL Storage 90"	6	LF	477.33	2,864	\$ 3,743
Librarian Shelving 90"	3	LF	477.33	1,432	\$ 1,872
Reference Collection -Storage	2	EA	1,290.00	2,580	\$ 3,372
Puzzles and Games	9	LF	880.00	7,920	\$ 10,351
Board Books- Book bins	2	EA	880.00	1,760	\$ 2,300
Fireproof Cabinets, Display	3	EA	1,450.00	4,350	\$ 5,685
Soft cost @ 66.25%					\$ 821,266
ADD Alternate 3: Angled Parking Extended					\$ 28,084
<i>Includes demo and haul</i>					
Parking area	475	SF	\$ 25.30	\$ 12,018	\$ 12,018
Pedestrian paving	250	SF	\$ 19.50	\$ 4,875	\$ 4,875
Soft cost @ 66.25%					\$ 11,191
ADD Alternate 4: Straight Parking Extended					\$ 57,454
<i>Includes demo and haul</i>					
Parking area	1470	SF	\$ 25.30	\$ 37,191	\$ 37,191
Pedestrian paving	-135	SF	\$ 19.50	\$ (2,633)	\$ (2,633)
Soft cost @ 66.25%					\$ 22,895

Collector: Web Link 1 (Web Link)
Started: Wednesday, May 10, 2017 10:22:40 AM
Last Modified: Wednesday, May 10, 2017 10:42:14 AM
Time Spent: 00:19:34
IP Address: 74.85.37.2

Page 1: Introduction and basic information

Q1 Please provide your contact information so we may easily reach you.

Primary contact's name:	Chris Skaugset
Primary contact's position:	Library Director
Primary contact's phone number:	360-442-5309
Primary contact's email:	chris.skaugset@ci.longview.wa.us
Tech contact's name:	Karen Straube
Tech contact's position:	Technical Services Librarian/System Administrator
Tech contact's phone number:	360-442-5316
Tech contact's email:	karen.straube@ci.longview.wa.us

Q2 What are your goals, hopes, and dreams for the technology experience at your library?

For patrons:	I would like to have enough public PCs available throughout the building, that people can find one available at any time. I'd also like to have outlets available everywhere for people to charge their own devices. Rather than 'tech drop-in' once a week, I'd like to have a 'tech area' for people to get help, staffed daily for perhaps 2 hours.
For staff:	Staff have to be interested in technology to want to use it, and a lot of them aren't. I would like to see more intuitive online self-paced training options available (not the Microsoft Imagine Academy).

Q3 Do you participate in... Respondent skipped this question

Q4 Please briefly describe your technology environment. The description should be simple but please share your major desktop and server platforms, your wired and wireless networks, and whether you provide in-house support or have contracted with a vendor or partner for support.

We have 9 public Internet PCs (Windows 7) that operate on the K12 network; we have wifi available on that same network; staff PCs also run on Windows 7; we have several servers in the server room, but are gradually switching over to SaaS. The city's IT dept. provides most of the tech support, though the Tech Services Librarian is in charge of our ILS. The TS Librarian and Reference Librarian update the public PCs on Saturday mornings.

Q5 What Integrated Library System (ILS) does the library use?

Horizon from SirsiDynix

Q6 Please mark any of the following items you can share with us. You may email the documents to Carson at librarylandtech@gmail.com.

Inventory of network equipment (wired and wireless) with approximate age	I'm not sure
A strategic, master, or long-range plan for the library	My library has this, but not in a shareable format
Library budget report	My library has this, but not in a shareable format
Library technology plan	My library has this, but not in a shareable format
Current IT project list	I'm not sure
IT policies and procedures	My library does not have this
Disaster recovery plan or Resiliency plan	My library does not have this
Any vendor agreements	My library has this, but not in a shareable format
A network or connectivity diagram	My library does not have this
Annual patron computer use (or other use statistics)	My library has this, but not in a shareable format
EDGE Assessment (if any)	My library does not have this
Current Library Budget	My library has this, but not in a shareable format
Current Technology Budget	My library has this, but not in a shareable format
Web site statistics	My library has this, but not in a shareable format
[Question 23 will clarify this request] Org chart and job descriptions for IT department	My library does not have this

Q7 In general, how satisfied are you with your ILS in terms of...

Patron service?	I would like more discover options for the public.
Staff functionality?	It works fine for most functions, but setting up OPAC options for the public is a pain.

Page 2: Internet questions

Q8 Which company or organization provides your Internet service (e.g.: CenturyLink, Spectrum, Comcast, Verizon, City IT, etc.)?

not sure

Q9 What type of internet connection do you have?

T Circuit (T-1, T-3)

Q10 If you have more than one Internet Service provider (ISP) or connection type, please provide the name of the vendor, connection type, and speed in the space below.

Respondent skipped this question

Q11 Do you feel your Internet speed is...

average?

Q12 How stable is your internet connection?

Always reliable,
Please explain::
The wifi for the public is not always reliable, especially when it gets heavy use, such as during classes.

Q13 When the library experiences Internet problems, do they happen at predictable/typical times, or are the issues random?

Predictable,
If the timing or circumstances around issues is predictable, please tell us when they occur.:
During computer classes.

Q14 What days or hours does the library see the heaviest Internet use?

Respondent skipped this question

Q15 How would you rate your internet service provider in terms of:

Customer service

Average

Timely response to problems

Average

Support for increasing connection speeds

Average

Page 3: Network

Q16 Do you feel knowledgeable about how your internal network is configured?

No

Q17 Are patron and staff computers on the same or separate networks?

Separate networks

Q18 How many computers are served by the same internet connection (including both staff and public)?

9 public PCS + wifi on one network; maybe 30 staff computers on the other

Q19 Does the library manage its bandwidth in any way? (e.g.: packet shaping) **I don't know**

Q20 Data collection

Does the library count the patron use of its Internet PCs?	Yes
Does the library count use of its wireless system?	I don't know
Does the library have access to any bandwidth statistics from its ISP?	I don't know

Page 4: General technology resources

Q21 Does the library provide all of its own IT support, or does it receive some from other such as local government, organizations, partners, outsourcers, etc.?

Some is provided by SirsiDynix; some is provided by the K12 network.

Q22 Which of the following technologies does your library have?

Radio Frequency Identification (RFID)	No
Automated Materials Handling (AMH)	No
Session/time management software for patron PCs	Yes
Print management software for patron PCs	Yes
Wireless printing	Yes
Self-check and other self-service options	No
In-house circulation of tech (laptops, eReaders, iPads, etc.)	No
Media creation workstations or space(s)	No
Special computing resources	No
Makerspace(s)--high or low tech	Yes

Page 5: Technology Budget

Q23 What is your total annual budget? **Respondent skipped this question**

Q24 Do you have a separate budget for technology expenses (if yes, please upload -- if no, next question) **Respondent skipped this question**

Q25 How much (by percentage) of your budget do you estimate that you spend for: **Respondent skipped this question**

Page 6: Staffing

Q26 Additional document request (please email to Carson at librarylandtech@gmail.com) Please send an organizational chart showing how your IT, technology services or other applicable staff fit in the organization. Please upload job description for IT, technology services, or other applicable staff. You may include any questions or comments here:

Respondent skipped this question

Q27 Library Technology Staff

Does the library have it's own IT/Technology staff? (y/n) If yes, please describe how your IT/Technology efforts are staffed or structured.

no

Q28 Please list your IT/Technology position titles, the names of staff serving in those roles, major duties, and the approximate time they have been employed by the library. Please include your own position.

Position Title

Technical Services Librarian

Name

Karen Straube

Major Duties

in addition to the regular library work, I do the library website and sysadmin things for the ILS

Time in position (estimate is fine)

maybe an hour a day

Q29 Please list your IT/Technology position titles, the names of staff serving in those roles, major duties, and the approximate time they have been employed by the library. Please include your own position.

Respondent skipped this question

Q30 Please add any additional technology staff using the same format (Postition/Title, Name, Major duties, Time in position, any comments) here

Respondent skipped this question

Q31 Please select your major functional areas and estimate the amount of time your IT staff (as a department) spends in a years' time:

ILS configuration and support	Some
Desktop Support – patron computers	Some
Desktop Support – staff computers	Some
Mobile Computing Support	Some
Peripheral Support (printers, scanners, etc)	Lots
Network Support (Wired)	Little
Network Support (Wireless)	Some
Server Support	None
Continuing Education -formal	Some
Continuing Education - informal	Lots
Researching applicable current or emerging technologies	Little
Project Planning	Little
Formally connecting with technology or library colleagues outside (i.e. conferences)	None
Informally connecting with technology or library colleagues outside	None
Working with other library staff (non-IT) on project or service ideas involving technology	None

Q32 How would you characterize the IT/Technology Department's communication with other library departments or staff? **Respondent skipped this question**

Q33 Please answer the following questions about project prioritization.

Do you have regular time for proactive measures such as short/long range or project planning? **no**

Q34 Please answer the following questions about your Tech Department.

What are the greatest accomplishments of your IT/Technology Department over the past few years? **the Envisionware software**

Q35 How do you determine.... **Respondent skipped this question**

Q36 Which of the following tools do you use to manage the library's technology? **Respondent skipped this question**

Page 7: General Library Staff and technology

Q37 What technologies do you consider most important for staff to perform their work? (Please list) **Respondent skipped this question**

Q38 How confident are your staff (in general) with the following:

Using the ILS	Confident
PCs and Internet browsing	Confident
Word processing and general Office software	Not confident
Printing, scanning, and faxing	Not confident
Assisting patrons with printing, scanning, and faxing	Not confident
Media creation software	Not confident
Using and assisting patrons with troubleshooting for tablets, eReaders, and other devices	Not confident
Troubleshooting minor technology problems with the library's computers	Not confident
Helping patrons connect to the library's WiFi	Not confident
Assisting patrons with eGov services	Not confident
Comments:	The librarians who work the reference desk are fairly confident with all of the above, but the rest of the staff are not.

Q39 Are there adequate computers or devices for all staff members? **Yes**

Q40 Are staff computing resources typically reliable? **Yes**

Page 8: Patrons and technology

Q41 Please select the statements that best describes patron access to public computers at your library: **There are sometimes not enough computers to meet demand, patrons may experience wait times over 20 minutes during peak hours.**

Q42 Please give short answers to the following questions about the physical environment for public computing at your library:

Are there places at workstations for patrons "stuff"—books, coffee, notebooks, diaper bags, etc?	a little table space, but not much
Are there public workstations for both "quiet" and "noisy" work?	no
Are there spaces for collaborative computer work?	no
For patrons with their own laptops and mobile devices (or using library-circulated devices) are there enough places to sit with access to power?	no

Q43 Do patron technologies generally perform as expected (without major hindrances such as poor bandwidth or software problems)?

yes, though we have patrons trying to play Facebook games on them, and the monitors and graphics cards don't have the necessary specs

Page 9: Website

Q44 Are you generally satisfied with your website in terms of:

Content?	Yes
Ease of navigation?	Yes
Ease of updating and management (if conducted in-house)?	Yes

Q45 Does your website offer patrons the ability to do any of the following?

Search for physical library books and media (catalog)	Yes
Search, browse and access E-sources (E-books, music, audiobooks, other downloadables)	Yes
Place holds/reserve on books and materials	Yes
Get general Information (hours, locations etc.)	Yes
Use electronic subscription e-sources/databases	Yes
Obtain information regarding Library Policies, Governing Board, etc.	Yes
Make a meeting room reservation	Yes
Find out about events, classes	Yes
Learn about library services	Yes
Contact the library	Yes
Ask-a-librarian (specify chat, text, or email)	Yes
Pay fines and fees with a credit card	No, but it should!

Page 10: Congratulations--you've reached the end!

Q46 Any additional questions or comments? **Respondent skipped this question**

Chapter 19.78 OFF-STREET PARKING AND LOADING

Sections:

- 19.78.010 Minimum requirements.**
- 19.78.020 Spaces – Size – Access.**
- 19.78.025 Parking lots – Compliance with ADA and laws of Washington.**
- 19.78.030 Spaces – Location.**
- 19.78.040 Common parking facilities.**
- 19.78.050 Truck loading and unloading facilities.**
- 19.78.060 Surface requirements.**
- 19.78.061 Resurfacing or reconstruction of paved or hard-surfaced areas – Permit required.**
- 19.78.062 *Repealed.***
- 19.78.063 Sidewalk barriers.**
- 19.78.065 Change of use and/or occupancy.**
- 19.78.070 Required truck loading and unloading spaces.**
- 19.78.080 Required off-street automobile parking for commercial buildings and professional offices.**
- 19.78.090 Required off-street automobile parking for other property uses.**
- 19.78.100 Required off-street parking space for specific uses.**
- 19.78.105 Exemption – Downtown commerce district – Minimum number of off-street parking spaces.**
- 19.78.110 Exemptions – Public parking facilities – LID.**
- 19.78.120 Landscaping requirements – Height limitations.**
- 19.78.130 Traffic circulation and parking lot design studies required.**
- 19.78.140 Restaurant parking required.**
- 19.78.150 Bicycle and motorcycle parking spaces required.**

19.78.010 Minimum requirements.

The off-street automobile parking and truck loading or unloading requirements that are included in this chapter are to be considered as minimum requirements and shall apply to all use districts designated on the official use district maps of the city. (Ord. 1415 § 1, 1969).

19.78.020 Spaces – Size – Access.

Each off-street automobile parking space shall have a width of not less than nine feet, a depth of not less than 20 feet, and shall be provided with adequate means for entry and exit.

Not more than 50 percent of the required off-street parking may be compact spaces with a width of not less than eight and one-half feet and a depth of not less than 18 feet. (Ord. 2619 § 2, 1996; Ord. 1415 § 1, 1969).

19.78.025 Parking lots – Compliance with ADA and laws of Washington.

All off-street parking facilities hereafter constructed, expanded or enlarged shall comply with the requirements of 42 U.S.C. Chapter 126 (Equal Opportunity for Individuals with Disabilities) and with the laws of the state of Washington relating to parking facilities for persons with disabilities or handicaps. (Ord. 2619 § 3, 1996).

19.78.030 Spaces – Location.

(1) All off-street commercial, professional, and/or industrial parking and parking for recreational equipment shall be located within 600 feet of the principal uses; provided, that the board of adjustment may approve plans for off-street parking areas which are not on the same site as the principal use if the nearest point of the separate parking area is not more than 600 feet from the nearest point of the principal use. Residential parking shall be located on the same or adjoining lot and be the same ownership as the residential structure.

(2) All off-street parking spaces located in the residential districts R-1, R-2, R-3, R-4, and TNR shall be located so as to not encroach in any required yard setback area, except that parking shall be permitted in the rear yard setback area for those properties with alley access. (Ord. 3182 § 9, 2011; Ord. 3122 § 18, 2010; Ord. 2921 § 1, 2005; Ord. 2619 § 4, 1996; Ord. 1415 § 1, 1969).

19.78.040 Common parking facilities.

Common parking facilities for two or more buildings or uses may be provided in lieu of the individual requirements contained herein; provided, that the total of such common off-street parking facilities shall not be less than the sum of the required parking facilities for the various uses computed separately. (Ord. 1415 § 1, 1969).

19.78.050 Truck loading and unloading facilities.

Each truck loading and unloading space shall have a width of not less than 12 feet, a length of not less than 30 feet, an unobstructed height of not less than 14 feet six inches and shall be permanently available for truck loading and unloading purposes only. Such facilities shall be so located that the trucks using the same shall not interfere with areas reserved for off-street automobile parking nor project into any public right-of-way and shall be located adjacent to or within the building or structure to be served, except as allowed in LMC [19.78.070](#). (Ord. 1415 § 1, 1969).

19.78.060 Surface requirements.

Every off-street automobile parking and truck loading and unloading space and necessary means of access to such space, such as driveways, shall be made permanently available for such purpose and shall be improved with asphaltic or Portland cement concrete or other approved alternatives including permeable pavements and pavers, and be well maintained. (Ord. 3351 § 10, 2017; Ord. 3044 § 6, 2008; Ord. 1415 § 1, 1969).

19.78.061 Resurfacing or reconstruction of paved or hard-surfaced areas – Permit required.

(1) In any commercial or manufacturing district, no person shall commence work on the construction, alteration or repair of any open-air (meaning not permanently enclosed on all sides, except for entrances and exits, and roofed) off-street parking area which is to be paved or otherwise hard-surfaced without first obtaining a written permit for such work from the department of community and economic development.

(2) Any person requesting such a permit shall file a written application therefor with the department of community and economic development. Such application shall be made on a standard city form provided for that purpose by the department and shall include:

- (a) The name and address of the applicant;
- (b) The name and address of the owner of the property where the work is proposed;
- (c) The exact location of the proposed work, giving the street address and legal description of the property involved;
- (d) A detailed plan showing the exact dimensions of the property, the location of existing or proposed buildings on the property and existing or proposed loading platforms, including the exact location of all existing or proposed driveways to be used to serve such off-street parking facilities and platforms;
- (e) The plan shall also show the details of grading, drainage and surfacing, including the surfacing materials to be used, and the location of all landscaping;
- (f) All landscaping shall be so located, and thereafter maintained, by the owner or tenant of the off-street parking lot, depending on who is in charge of the same, so that such landscaping does not present a hazard to vehicle or pedestrian traffic using any abutting sidewalk, street or alley;
- (g) Stormwater site plan that conforms to Chapter [17.80](#) LMC.

(3) No permit shall be issued by the abovenamed department until the city engineer has approved such application.

(4) No plan shall be approved nor permit issued where it appears that the proposed work, or any part thereof, conflicts with any other provisions of this title. (Ord. 3351 § 11, 2017; Ord. 2774, 2000; Ord. 1702 § 2, 1974).

19.78.062 Type of drainage – Alteration prohibited.

Repealed by Ord. 3351. (Ord. 1702 § 2, 1974).

19.78.063 Sidewalk barriers.

Whenever any off-street property is used for the purpose of parking automobiles, trucks or other vehicles, whether for sale of such vehicles, public parking or for other reasons, barriers shall be erected or installed, at the expense of the owner or tenant of the property, which will prevent any portion of any such vehicle from overhanging any portion of a public sidewalk. Such barriers shall be maintained in good condition at all times at the sole expense of the owner or tenant of the property. (Ord. 1702 § 2, 1974).

19.78.065 Change of use and/or occupancy.

A change of use and/or occupancy of any existing structures or buildings does not require additional parking or loading spaces, so long as no existing structure or building is to be enlarged or extended in ground floor area. (Ord. 3297 § 10, 2015).

19.78.070 Required truck loading and unloading spaces.

(1) Every department store, freight terminal or railroad yard, hospital, sanitarium, industrial or manufacturing establishment, retail or wholesale store, warehouse, restaurant or any similar use hereafter erected or enlarged shall provide truck loading and unloading spaces in accordance with the following table; provided, that buildings or structures which abut upon a dedicated and improved alley 20 feet or more in width, which may legally be used for the parking of trucks while loading or unloading merchandise, shall be exempt from these requirements.

Square Feet of Ground Floor Area	Required No. of Spaces
-------------------------------------	---------------------------

6,001 to 50,000 sq. ft.	1 space
-------------------------	---------

50,001 to 140,000 sq. ft.	2 spaces
---------------------------	----------

140,001 to 300,000 sq. ft.	3 spaces
----------------------------	----------

For each additional 100,000 sq. ft. or fraction thereof	1 additional space
--	--------------------

(2) Every auditorium, convention hall, exhibition hall, sports arena, hotel, office building or similar use hereafter erected or enlarged shall provide off-street truck loading and unloading spaces in accordance with the following table:

Square Feet of Ground Floor Area	Required No. of Spaces
-------------------------------------	---------------------------

25,000 to 100,000 sq. ft.	1 space
---------------------------	---------

100,001 to 200,000 sq. ft.	2 spaces
----------------------------	----------

For each additional 250,000 sq. ft. or fraction thereof	1 additional space
--	--------------------

(Ord. 1415 § 1, 1969).

19.78.080 Required off-street automobile parking for commercial buildings and professional offices.

(1) For each commercial retail building containing 18,000 square feet or more of floor area hereafter erected or enlarged, there shall be permanently provided on the same or abutting lot, lots or plot with such commercial retail building at least three paved parking spaces, and not more than five paved parking spaces for each 1,000 square feet of floor area of the commercial retail building.

(2) For all motels hereafter erected or enlarged, there shall be permanently provided on the same or abutting lot, lots or plot with such motel building at least one individual paved parking space for each unit in the motel.

(3) For all other commercial buildings and professional offices hereafter erected or enlarged, except the commercial buildings and professional offices specifically covered by LMC [19.78.100](#), there shall be permanently provided on the same or abutting lot, lots or plot, or within 600 feet of such building, paved parking area as follows: At least three and one-half paved parking spaces, and not more than five paved parking spaces for each 1,000 square feet of area of the main floor; two paved parking spaces for each 1,000 square feet of floor area on the second floor, or in the basement; one and one-half paved parking spaces for each 1,000 square feet of floor area on the third floor; and one paved parking space for each additional 1,000 square feet of floor area within the building.

(4) When the literal interpretation and strict application or enforcement of the provisions of this section would cause undue and unnecessary hardship, the appeal board of adjustment may grant a variance therefrom for additional parking if such variance would not be contrary to the public interest; and provided further, that:

- (a) The variance will not constitute a grant of special privileges inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed; and
- (b) That such variance is necessary, because of special circumstances relating to identifiable and documented increased parking demands for the proposed use; and
- (c) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

(5) The required off-street automobile parking regulations contained in this section shall apply to all commercial buildings and professional offices for which a complete building permit application was filed on or after October 1, 2004. (Ord. 2921 § 2, 2005; Ord. 2619 § 5, 1996; Ord. 1843 § 1, 1977; Ord. 1415 § 1, 1969).

19.78.090 Required off-street automobile parking for other property uses.

Any use of property for which no provision for off-street parking is otherwise provided in LMC [19.78.080](#) or [19.78.100](#) shall provide paved off-street parking spaces on the basis of one parking space for each 1,000 square feet of floor area of all buildings or structures, or on the basis of one paved parking space for each three full-time employees on the maximum working shift, whichever basis results in the most parking spaces. (Ord. 1415 § 1, 1969).

19.78.100 Required off-street parking space for specific uses.

The following specific uses shall provide off-street automobile parking facilities as hereafter specified:

- (1) Bowling alleys: Four parking spaces per lane;
- (2) Churches, mortuaries and funeral parlors: One parking space for each five seats in the sanctuary of the building, including balconies and choir loft. Where fixed seats consist of pews or benches, the seating capacity shall be computed on the basis of not less than two lineal feet of pew or bench length per seat. If there are no fixed seats, one parking space shall be provided for each 40 square feet of the floor area of the principal place of assembly or worship, plus one parking space for each employee;
- (3) Community clubs, community recreational centers, dancehalls: One parking space for each 100 square feet of floor area used for assembly purposes, plus one parking space for each employee;
- (4)(a) Single-family dwellings, two-family dwellings and condominiums: Two parking spaces per dwelling unit,
 - (b) Multiple-family – three or more dwelling units: One and one-half parking spaces per dwelling unit;
- (5) Hotels and motels:
 - (a) Hotels: One parking space for each two units,
 - (b) Motels: One parking space for each unit;
- (6) Hospitals: One parking space for each three beds;
- (7) Libraries and museums: One parking space for each 250 square feet of floor area;

- (8) Facilities containing sleeping quarters, fraternities, sororities, and group student housing, roominghouses and boardinghouses: One parking space for each three beds;
- (9) Rest homes, nursing and convalescent homes, sanitariums and children's institutions: One parking space for each four beds;
- (10) Elderly/retirement housing facilities as defined by the Federal Fair Housing Act and as said act is hereafter amended, shall provide off-street parking facilities as follows:
- (a) Congregate care housing: Facilities for the elderly, where meals are served and health and household services provided to the residents: One parking space for each two units and one parking space for each full-time day shift employee,
 - (b) Independent housing: Self-contained housing units for the elderly: One parking space for each unit;
- (11) Elementary and junior high schools, public, private or parochial: One parking space for each employee and each faculty member;
- (12) High schools, public or private or parochial; colleges, private or public: One parking space for each five students plus one parking space for each full-time employee and each full-time faculty member. Where parochial schools and churches are located on the same site, the required church parking facilities may also be used as required school parking facilities;
- (13) Stadiums, gymnasiums, sports arenas, auditoriums and other places of assembly, other than churches and clubs and lodges having no sleeping quarters: One parking space for each five fixed seats. Where fixed seats consist of pews or benches, the seating capacity shall be computed upon not less than 22 lineal inches of pew or bench length per seat. If there are no fixed seats, there shall be provided one parking space for each 40 square feet of floor area used for assembly purposes;
- (14) Storage and warehousing comprising the total or any part of the activity on the premises: One parking space for each two full-time employees on the maximum working shift;
- (15) Nonpassenger freight terminals: One parking space for each two full-time employees on the maximum working shift;
- (16) Passenger terminals: One parking space for each 100 square feet of waiting room area;
- (17) Theaters: One parking space for each five fixed seats;
- (18) Mobile home parks and trailer courts: One parking space for each mobile home or trailer space;
- (19) Lodges, clubs, union halls and similar organizations: One parking space for each 100 square feet of floor area used for social, recreational, entertainment or meeting purposes, plus one parking space for each full-time employee;
- (20) Small animal clinic or veterinary hospital: One parking space for each 1,000 square feet of floor area, plus one parking space for each full-time employee;
- (21) Handicapped housing: Multiple dwelling units designed for occupancy by handicapped persons as defined by the Federal Fair Housing Act and as said act is hereafter amended shall provide one parking space for each two units. (Ord. 2619 §§ 6 – 11, 1996; Ord. 1946, 1979; Ord. 1895 § 1, 1978; Ord. 1843 § 2, 1977; Ord. 1702 § 1, 1974; Ord. 1415 § 1, 1969).

19.78.105 Exemption – Downtown commerce district – Minimum number of off-street parking spaces.

There is no minimum number of off-street parking spaces required for the downtown commerce district. (Ord. 3219 § 1, 2012).

19.78.110 Exemptions – Public parking facilities – LID.

Any commercial use that joins with other uses of a similar nature to form a local improvement district within the city for the purposes of providing municipal off-street parking facilities shall be exempt from this chapter. (Ord. 1415 § 1, 1969).

19.78.120 Landscaping requirements – Height limitations.

All new and/or enlarged parking lots shall provide a landscape buffer of not less than five feet in width between the public right-of-way and the parking lot. Parking lots serving buildings with 10,000 square feet of floor area or larger shall provide additional landscape and parking lot design features such as landscaped islands, separated pedestrian walkways, and other features to lessen the visual impact and/or increase the safety of the parking areas. Said area shall be landscaped with evergreen plants, deciduous trees and shrubs. All parking areas with more than 20 spaces shall include landscape islands with trees to break up the parking area into rows of not more than 12 contiguous parking spaces. All parking area landscapes shall have dimensions of not less than 24 square feet of area, or not less than four feet in width by six feet in length, to ensure adequate soil, water, and space for healthy plant growth. Stormwater bioretention facilities may be incorporated into the parking lot landscaping design and used to satisfy these requirements. Landscaping located at driveway intersections and adjacent to the public right-of-way shall conform to the height standards of Chapter [16.46](#) LMC (except for individual trees that do not obstruct visibility or access for pedestrian, vehicular and emergency services). All new and/or enlarged commercial parking lots that abut residential zones along the side and/or rear property lines shall provide a sight-obscuring landscape buffer along abutting property lines. All required landscaping shall be maintained in a healthy condition. (Ord. 3351 § 13, 2017; Ord. 2921 § 3, 2005; Ord. 2619 § 12, 1996).

19.78.130 Traffic circulation and parking lot design studies required.

The city engineer may require that developers provide additional studies in order that the city evaluate possible traffic circulation impacts associated with parking facilities. (Ord. 2619 § 13, 1996).

19.78.140 Restaurant parking required.

All new and/or enlarged restaurants not exempted by LMC [19.75.065](#) shall provide off-street parking at the ratio of 20 parking spaces and not more than 30 parking spaces for each 1,000 square feet of dining/seating area. (Amended during 9/15 supplement; Ord. 2921 § 4, 2005; Ord. 2619 § 14, 1996).

19.78.150 Bicycle and motorcycle parking spaces required.

Parking facilities containing more than 50 automobile spaces shall provide one bicycle space and one motorcycle space for each 20 automobile spaces not to exceed 20 bicycle spaces and 10 motorcycle spaces in each lot. Bicycle parking spaces shall be at least two feet six inches wide by six feet long. Motorcycle parking spaces shall be at least three feet four inches wide by seven feet long. (Ord. 2619 § 15, 1996).

The Longview Municipal Code is current through Ordinance 3361, passed October 24, 2017.

Disclaimer: The City Clerk's Office has the official version of the Longview Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://ci.longview.wa.us/>

City Telephone: (360) 442-5041

[Code Publishing Company](#)

Meeting Notes

Community Feedback

Date: February 28th, 2018 **Project:** Longview Library Needs Assessment

Author: Janell Widmer **Project No:** 01701

Re: Community Presentation

Present: Chris Skaugset
Elizabeth Partridge
Jennifer King
Craig Bozworth

Laura Klinger
Janell Widmer
Penny Hummel

32 Community Members

Cc:

Longview Public Library Community-submitted feedback notes

First note:

BarryGysbers@gmail.com

PO Box 1774

Longview, WA 98632

1. Extend mezzanine for 2 added rooms
2. Main floor restroom will be high demand no matter how big, it will still be too small
3. NOT nearly enough computer stations. No ifs, ands, or buts. [verbally suggested there be at least 50-100]
4. Business incubators and makers space might be best as an off-site facility [to give more space for books].
5. Most space allotments appear to be much too small.
6. Combine genealogy and longview room
7. Parking spaces appear to have incorrect numberings [admin vs. visitor]. If normal non-angled parking is used, make spaces wider.
8. Need better way to expand collection size and availability.
9. How long will most libraries be closed for a project of this size?
10. Stairway and hold shelf are most wasted spaces.

Hacker
3/1/2018
Page 2 of 3

Second note:

Larry Turner
V.P. Lower Columbia Genealogical Society
360-425-3556

1. Acknowledge that the genealogy room/collection is the major genealogical (free) collection in SW Washington
2. It is also growing, although not exceedingly fast
3. The genealogy room and longview room should be together

Third note:

Susan Lee Schwartz

1. Thank you for all your work!

Fourth note:

Anonymous

1. New windows in community room: should be high enough so parking lot traffic and headlights/activity is not a factor (disturbance).
2. Parking areas: angled spaces are good. Perpendicular w/ narrow isles are BAD.

Fifth note:

Anonymous

1. Despite being a retired IT pro, I find the assumptions that digital resources are and/or will take place of robust hard copy collection development extremely disturbing. In the areas of my expertise, this library has serious holes in its collection. I have found that the digital resources that the library provides have similar gaps.
2. Having visited the Fort Wayne, IN Library's maker space, the space allocated here is far too small. 3D printers, only one part of a maker space, require 3'x3' for each machine and more for media storage.
3. The maker events that the library has held have been only for teens. I hope that the placement of the maker space next to the teen area is not an assumption that it will be a teen-only resource.

Sixth note:

Leon Lournan

1. The ideas brought up were excellent. I worked at LPL over 20 years so I am quite aware of the present problems. These new ideas address these problems. Way to go! Very exciting!

Seventh note:

Anonymous

1. Secure bike parking is very important. They should be well lit, covered, and have eyes on the street.
2. Should consider putting slanted parking along N side of the park. It's a slow street, and the library could sell permits to the university to make a profit. This would take pressure off library parking.

Eighth note:

Anonymous

1. Thanks – GOOD Work! We like what you have come up with. Exciting and doable. Teen space and kids are very good.

Hacker
3/1/2018
Page 3 of 3

Ninth note:

Anonymous

1. The downstairs entrance where people put their magazines is always a mess. Not good for new folks this needs to change.

Tenth note:

Anonymous

1. I think you have done a very thoughtful evaluation of the library space and appreciate the efforts and ideas. So far they sound very reasonable to me. Thank you!

End of Notes

**Longview Public Library
Community meeting: comments
May 31, 2017**

Additional comments gathered later are in blue.

Spaces for gathering and learning

Meeting space that meets current business and tech needs; ability to present and collaborate.
Area for NW Voices and maybe to show off past authors/programs/books
Have a special room for loud talkers
Senior services activities: bingo, cribbage, sit n be fit, exercises, dances
I really liked our LonCon—more please!
Spaces to lease or partner for café/beverage service
Update hallway kitchen to allow more public events like dances, weddings, parties, etc.
There have been several tries at making the auditorium more useful and welcoming. Come with something good!
Meetings with groups of many sizes should be accommodated
Storage: FOL, teens, Christmas items, craft items
Keep a gallery space
Please: strict enforcement of the “quiet reading space” in the periodical room
Hallway kitchen needs to be gone. It is not used very often.
Do an acoustic survey of all areas to maximize quiet

Additional comments:

Screen with weather forecast
Computers to check movie reviews

Spaces for babies and children

Balance between screens/toys/activities/play so children can move easily through each “station”
Space to go for young families when it’s raining
Play based learning
Easy to monitor
Parent encouraged activities (require parent interaction)
Areas available for parenting classes and child based community groups to utilize with clients
Like current library
MJO room and children’s area: displays, shell collection, bathtubs, panda
Separation of fiction and nonfiction
Nice rugs and exhibit in MJO
Good toys and storage for them
Availability of juvenile literature on many subjects, esp. on info needed for homework
Nature backpacks
Theme boxes
Enough books to allow people to check them out for public programs but still have some on the shelf
School success: broad coverage of subjects so that homework questions could be answered readily
Good labeling for locating books
Accessible sorting shelves
Children’s librarian might be more accessible to young families.
There should be more roving by recognizable librarians or volunteers to assist patrons
Space for large storytimes

Poorly supervised children are unsafe children. Better sightlines from kids' desk? Video cams?
Partner with Parks & Rec to provide experiences in the library
How about an interactive play/learning toddler-4 space?
Can a toddler "hands on" section with clay, play dough, blocks, etc. be created?
My daughter and I started using children's library when she was months old. It's made a huge impact on her.

Additional comments:

Images of diversity (of race, religion, disability, sexuality, foster kids)
More books on Little House on the Prairie
Art projects
Keep the tubs!
Harry Potter June 27
Murals on the walls of favorite book characters and scenes like Alice in Wonderland and Harry Potter would be awesome!
Quiet reading/study/areas and group areas.
Hands on manipulatives!
Toys for deaf and blind children
Child sized furniture
More computers
More Nancy Drew books
Interactive reading circles
I want Legos!
New and more furniture for the children's area, and clean
More parking
Children's furniture!
Sensory room open all the time for kids
Special visitors/events such as a professional storyteller
Inspiring artwork
New computers
Wider chairs, please!
New chairs
Reading nooks!
Locked bathrooms that are available for children and families only. Key kept at check out desk
Flexible programs, run at more than 1 time

Spaces for tweens and teens

I like the shelving of teen books in the teen space, it makes YA books easy to find.
I also like the teen magazines in that area
Current teen space is a bit dark and secluded. There have been problems in the past with intimate contact between teens and it's not visible to staff outside
The teen space isolates them and doesn't encourage them to use the rest of the library.
I'd like to see teens led to adult fiction and nonfiction as well as magazines and not be intimidated by "upstairs"
A catalog computer in the teen space would help
Teen space is very necessary to our community
I think social activities get teens to connect greatly
Have the teens talk about teen area
Interactive activities for 12 – 19; weekly structured events/groups for youth have been beneficial, please keep
Make sure all ages groups are given the same space, or moveable space as needs change
Quiet study space within teen area
Access to modern technology

Space to socialize/take breaks
Place to put belongings: backpacks, sports equipment, bikes, etc.
Easily accessible (front area of building)
Offer services/spaces that coincide with what schools are using (CAD/PPT/Publisher)
Must “look cool”
Balance between screens and traditional reading time

Additional comments:

Activities for 13+
Maybe make tubs in the wall for teens to sit and read in
More computers
Lego building classes

Spaces for creating and making

Create an enclosed quiet area that can be enforced to be true quiet
Copiers with a good price (as we have now)
Children/family “hands on” learning/playing space, possibly for community use (i.e., Scouts)
We need creating spaces, but do we have room at the library? What about Children’s Discovery Museum or Parks and Rec taking the lead on this?
I like the computers, job related (resumes, etc.) & tech sessions
More crafty things would be nice. More intergenerational activities
I also enjoy the Christmas concerts by RAL @Mark Morris
I enjoy the movies on Movie Night. A great family event
Another great event: Coffee, Tea, Cookies Tuesday
Display artists all over—not just in the “Gallery”
Space for kids and adults to learn, make things, do art
HVAC upgrade: my allergies increase when it kicks in. If not a replacement, at least clean it

Additional comments:

Can you put the carpet back in the reading bathtubs on the kids level?
Children’s tutoring please
More activities
Place to work on bikes is good
More community activities that include adults such as the sewing and woodworking seen in the pics
Computer learning area
Cinematography classes
Sewing

Spaces for technology

Computers for internet and catalog use are essential
Hoopla, eBooks, etc. are very good.
Public access to 3D printer(s)
Flexible enough space to change as tech advances
BYOD space and library provided tech
Have a designated youth tech section (now, most computers are taken up by adults working)
Increase tech options
Maybe a 3D printer?

Video editor programs
More spaces for technology
More computers
Keep/expand computer and other tech, classes and help time
More tech access
High end CAD available but it's expensive for many. I wonder if the library could provide access, Wi Fi available so not limited to house computer
More space to plug in, Wi Fi, print, scan, copy
Technology, training is an important function
Find a way to group technology users and "reading" users so they don't drive each other crazy

Additional comments:

More help available at computers at all times
All clocks in the building that say the same (correct) time
Private space between each computer. Thank you!
Newer movies and TV series
Bigger kid section with more toys
Movies outside on big TV
New computer chairs
Public drinking fountains for filling water bottles
Filter drinking fountains

Spaces for collections

Create a Longview section highlighting our history in center of library
Don't eliminate books
I think it is important to showcase the history of Longview—not keep it tucked away upstairs
Display Longview Room materials in museum-like exhibit which could help tell the story of Longview
Regional collections (add more)
More signage to help find things?
Reflect Longview? Show more of the history through the décor
It is good to be looking in the right section for what you want. If not just ask. The staff is helpful.
Specific storage areas.
Be sure to include fiction, nonfiction, video, music on CDs, periodicals—full service print library
Longview and wider area history, culture, geography, geology, ecology
Highlight regional collections in addition to "Longview Local"

Additional comments:

It would be nice to have more of the classic books like Tolkien and Shakespeare
Keep the good old books; get rid of the new junk...
Natural light windows
Vancouver Library is an excellent addition to their downtown. Longview's library should be the center of ours.
More tutoring space to help more people
More comfortable chairs
Ideas go here
Would like to see more comfortable seating with access to charge electrics while using them, i.e. laptops, tablets

Spaces for reading

Need chairs that are "larger size" friendly
I like reading in the "comfy" chairs but they are too low to the ground

Think of seniors or disabled who have a hard time getting up and down
More areas to lounge, recliners, claw foot tubs
Individual vs. group study/reading areas
Good lighting! Not fluorescent if possible
I love our summer reading programs! I love our volunteers! I love our library staff!
Can outdoor quiet reading spaces be created? Possibly covered?
I like to read in the fireside room and read newspapers. I do not subscribe to any newspaper.
Have comfortable seating, both at tables and separately
Seats with outlets and USB ports
"Quiet" reading space needed, and enforced
A coffee bar and reading room. Get Zojos to sell coffee
A quiet room is a great idea
Comfortable and easily accessible for patrons of all physical abilities
Reading area should be quiet
Maybe have an area/room for individuals to meet and talk

Additional comments:

Would be...best replica Vancouver Washington state of the arts tech example of modern library...beautiful.

Library service

Would like interlibrary loan: saves energy, augments collection, saves trees too!
An area dedicated to Friends of the Library book sale activities, on site or off site
Lighting concerns: update fixtures for better light, more efficient use of electricity
Reading room: I love the windows and the open area but I think there are ways it can be better used. I also wish it had more visual pizzazz
Write and publish a policy repurchasing patron requested additions to the collection
New book, media access are really good and helpful
Staff is wonderful and friendly and do a conscientious job
Acoustics in the auditorium/main floor can be so loud! An enclosed quiet space would be nice.
Keep coordination with LCC and Kelso
Adequate space for Project Read, perhaps with a bit more sound suppression
Project Read is important. Add soundproofing
Need better ways of communicating what is going on daily in the library and in the community
Patron and staff safety, especially of poorly supervised children.
A room to sell FOL books all the time, by the door
Services are great
How can the library be modernized to require fewer staff for greater hours of public access?
Safety during a large earthquake, ADA concern too
Self-check in/out for those "on the go"
Update book return (outside/after hours)
Homeless persons use the library for restrooms, washing and rest especially during rainy times. Plans should keep this in mind
We have a large homeless population that is here for various reasons: rest, safety, bathrooms, internet
Need more parking!!!

Additional comments:

Drug free bathrooms
Designated carts for returning books pulled from shelves

More room for books!

Nonfiction needs back to shelves so books do not get lost

Update nonfiction aisle signs with current numbers

More signs for different areas: fiction, large print, biography, nonfiction. Big, colorful.

Be good to have a restroom on the second level

A booklet on how to use your computers in conjunction with the printers, etc.

Computers

Art area

Longview Public Library
Focus groups
May 16, 2017

STAFF

Attending: Karl Marcuson, Donita Sands, Jackie Hamm, Kathy Tomlinson, Angela Stephenson, Mandy Ross, Rosemary Scandele, David Hanson, Karen Straube, Cathy Lowman, Jerry Ritchie, Sandra Glassett, Jennifer King, Elizabeth Partridge, Daniel Tate, Lisa Hedgpeth, Mark Coutz, Becky Standal, Sam Ryan, Chris Skaugset, Chris Bozarth

Who is using the library? Which parts of the community are the heaviest users?

- Homeless people—they come in and stay all day.
- Retirees
- Families
- Jobless
- Tutors and learners are here all day.
- Families with teens who use both floors
- Many community groups, a lot of meetings
- Retirees check out books; younger people like DVDs and paperbacks.
- Retirees use tech help, working on basic computer classes. A lot of them don't have the Internet or printing at home.
- A handful of regular retirees come in daily to read the newspaper, visit with staff. They may never check anything out.
- 20somethings camp out at the library to use our Wi-Fi.
- We're a hot spot where you don't have to buy something.
- We also have kids come over from LCC who are required to use books in their classwork. LCC collection is narrow.
- We have a growing group of users of e-services who only come in once a year but who download their library materials...they vary in age.
- We have people who come in for movies because they don't have a TV in home.
- Homeschoolers use books and programming.

Who isn't using the library? Which parts of the community are underrepresented?

- The professional community
- People who can afford to buy the books or the movies.
- It's amazing how many people are not aware of the services the library offers. When you get on the fringes of Longview, our usage drops.
- I don't think people in the mini district don't understand that they qualify for a library card. We should market more to them.

- We get regular coverage in the local newspaper, but its circulation has dropped and many people don't read it anymore.
- When we had an electrician here working on our wiring, I asked him about the library and he said he had no idea of what we offered before he came in.
- Millennials are rare.

What services do people use the most? What is in the most demand?

- DVDs
- Books on CD
- Technology: computers, internet, access to Wi-Fi
- Copier, printer and scanner
- Some people use us as their home office
- Tax forms—we can't keep enough in stock and we're the only place to get them.
- Meeting rooms.
- Bestsellers and high demand fiction and novels.
- MJO (Youth) Room and related programming.
- We purchase tickets to local performances at half price and make them available—an adult patron can check out one pair a year.

What works well in the current library? What will people not want to lose?

- People always comment positively on the look of the older front half. And the back half was done tastefully.
- The loss of the gallery would be significant.
- A lot of visitors ask about the history of the building.
- The bathtubs: people lost their minds when they were out of the library getting reupholstered.
- Meeting rooms are very important; we're the only free game in town and other than here, there are limited places for community meetings.
- Historical collection in Longview Room
- Teen space
- Programming and storytime space
- Our quiet study area in the Genealogy Room. But quiet is relative, and it's limited because there aren't many places to plug in on the quiet side.
- Rose garden is part of the attraction.

What aspects of the facility get in the way of providing good service?

- Downstairs noise travels everywhere. People ask for a quiet place to study, which we don't have because of the general noise level. Upstairs it's noisier. It's difficult. People go to magazine room and the mezzanine but don't find it.
- There is so little seating on the mezzanine.
- No place for people to plug in. People move furniture to be close to an outlet.

- Poor signage
- Poor sightlines on both floors
- On the lower floor, we don't have a desk out where the youth books are, people have to walk in to find us.
- Bathrooms are too far away and too few...and only on the lower floor. Having them in a narrow hall is a problem for access. Also, there is no gender neutral public bathroom.
- Not being a county library—we can't reach out to everyone. A lot of people are frustrated that they can't get a card without a fee. (Service to outlying areas has been voted down several times.)
- Our physical layout...there are only a couple of small areas where our staff interacts with the public, the rest (book stacks, reading area, youth area) have no people in them...but when you go out there, there are lots of questions. It's a barrier; people are afraid to ask us when we're at a desk.
- It's hard to help people when there is only one person on a desk.
- Our withdrawn books are boxed up and put in a closet for the Friends to sort and sell. It's a lot of work.
- Revamp the circulation desk—make it smaller and not a fortress. We should be able to come around the side.
- I'd like to see more security at the circulation desk
- It would be nice to have a better delivery system—maybe a loading dock. Trucks have a hard time not blocking the parking lot. Alternate view: unless you are using that multiple times each day, the expense would not be worth it. It's a big hassle to have a hole in the building.
- Staff area has electrical cords in awkward places. Outlets are an issue as they are in the public areas.
- Airflow is an issue. HVAC limps along; it is better than it used to be. Stagnant area in literacy area.
- The upstairs has a maze-like quality that is the opposite of good. People coming into the front door make a lot of noise.
- People can't figure out how to get onto the mezzanine.
- A lot of people don't want to use the elevator. They stay smelly for a long time.
- ADA accessibility in the building could be better...the basics are there, we've the spaces to turn around and come out. When we redo the desks, it would be good to have a lower desk. Main bathroom doors also need to be addressed; I've had to help wheelchair bound folks get into the door.
- For some items, the shelving is too high for ADA compliance
- We have a hodgepodge of shelving, some good, some not so good.
- Seating has gone by the wayside as chairs break or get stained. We need to repair them. I think the quantity is fine, we accommodate people. Sometimes they do get grubby. Quantity wise we are adequate. Yet you see empty tables and people ask for a quiet place to sit down.
- Everybody wants a corner, and there are only so many. People believe they own a certain spot because they come in every day. People feel exposed. It might be better if our tables were smaller.
- In reading room, people move into the soft chairs and go to sleep. That's a problem with cushioned chairs. Sleeping is prohibited, we try to wake people up. We need different fabric on chairs. Not so comfy for sleeping all day.

Are there services people ask for that you cannot supply?

- Faxing

- I've been asked for a quiet computer room where they can go in and study or do their business on their computers. The best I can offer is the genealogy or mezzanine.
- The mezzanine didn't used to get a good Wi-Fi signal—there are only 2 tables.
- We have a love/hate relationship with the mezzanine. There is no one up there. I walk through several times a day and others try to do the same.
- It sure would be nice to have decent parking—right now the college kids dominate its use.
- Security and sightlines are an issue. Study rooms are a problem. If we added smaller rooms, they should be glassed so there is no mischief going on around there.
- We're not good at banning people...we need clear policies in place.
- Quite often during the summer, the mezzanine gets incredibly hot, which is not just hard on the patrons, it's hard on the books. We haul in enormous fans...
- People want to be able to print wirelessly, or have an express computer.
- Looking at computer statistics, the length of use time is shortening, and the number of sessions has plateaued and is going down. We've added a 9th computer. If we had ways that people could use their own device to print, there would be a positive change.
- No computers on 1st floor—no wiring, and no staff to supervise and troubleshoot it, but we have talked about addressing this. One concern: this is a children's floor and you would have adults migrating down later. Countered by: sometimes parents need to use internet with kids.

What staff workflow changes would you like to see in the new library?

- I would like a scanner at my desk.
- I think having a children's reference desk out in the collection would provide better sightlines.
- I would like to see the front entrance be entrance only. I would like to do away with circulation desk on main floor, and do all checkout on first floor. Turn main floor into reference—roving librarians. Downstairs: all circulation, library cards, fines. Door to parking lot—entrance and exit. There so much standing around upstairs with nothing to do when there are two desks. You'd need a bigger desk downstairs though—maybe 4 people?
- Self-checks would be a great improvement.
- It would be nicer to have circulation closer to the entrances and exits. If it's quiet downstairs people at the desk sit and can't see the doors.
- I'd like to see check in go away from the desk completely. Most of it gets done there. There would be better attention to detail because you wouldn't be regularly interrupted.

What are the most frequent complaints from the public?

- Lack of outlets
- Adults in the kids' area
- Adults in the bathrooms
- Noisy teenagers
- Young people who aren't teenagers but people think they are.
- Not enough computers. It would be cool to have computers specifically for young people to use. Kids like to work together and there is no place to do that.

- Parking
- Computers are too old to play Facebook games. We have three generations of computers.
- A community center/shelter recently closed and so homeless people come here; we saw an immediate spike. Weather is a factor—it's been a hard winter so more are here.
- We need security cameras.
- There used to be high school kids here all the time. But it's dropped. We would like to bring more in and having a better teen space would encourage use.
- Teen space used by young parents as babysitting area, which makes it inaccessible to teens.

What services or features will be most important to incorporate into a renovated library? What will be most important to make your community successful?

- Automated check in and self-check machines
- Coffee stand
- More small meeting room space
- More spaces where furniture is flexible and can be moved around
- Better and consolidated storage: Youth services has materials in five different places.
- A windowed study area (visible from the outside) with individual cubicles.
- Doing something about multiple service points. We would have to solve it: concentrate checkout in one area, have reference staff rove.
- Better utilization of the Longview history room. Right now, it's hidden on the mezzanine and staffed only two hours a week. It's a jewel and should be a drawing card.
- More places to plug in.
- Could we turn what is now the Longview Room into a Friends bookstore and have them staff it? Offer coffee up there?
- Coffee service would be a drawing card and shows hospitality. It could also make money.
- The magazine room is underutilized. No places to plug in.
- We need to have security associated with the Longview Room.
- More secure place for the bicycles.

Are there libraries you have visited elsewhere that have features that would improve this library?

- Computer lab
- Ann Arbor branch library has distinct areas in a small space
- Nicer furniture
- Reading room at Vancouver library is nice
- Kid-specific furniture—will ward off adults. Same with teens
- Nice teen spaces, which encourage kids to hang out
- Teen space in Vancouver is great; it is soundproofed but glassed in.
- Clean and attractive community bulletin boards
- Media kiosks (Redbox concept) would solve theft problems
- Clean consistent signage. People don't want to ask someone.

- Consolidate where to return items. We get asked that a lot. Many libraries have a return right when you enter the door.
- Upstairs circulation desk: there are two check out terminals at each end, and a space in the middle. A person comes up with bags and books and they put them down and take up the whole counter. Or they plop down a toddler. They need to be redesigned so they are separate. There's a lack of privacy from the other patron being helped.
- The placement of the cash drawer is awkward.
- Workroom: more space for the printer, which is in a high traffic area.
- It would be nice to bring in professional people who wouldn't normally come here to the library. We are working with SCORE and so we're hoping to get entrepreneurs in here.
- When I go to a doctor's appointment, I am asked where I work, and people are surprised to learn all the library offers.
- We have reciprocal borrowing agreements with Fort Vancouver and Timberland libraries.
- We need a specific place to post our own promotional materials. The monitor is nice but it would be great if it were bigger.

Close your eyes and imagine a renovated library. What adjectives describe it?

- Welcoming
- Beautiful
- Purposeful
- Easy to use
- Fun
- Clean
- Modern
- Bright, light
- Friendly
- Clean (figurative and literal): clean lines, clean floors.
- Uniform shelving
- Current
- Aesthetically pleasing
- Not a hodgepodge of chairs that are falling apart
- Easy to maneuver
- Retains its historical character
- Brings in modernization
- Peaceful busyness
- Heavily used
- Now overall it is chaotic and disorganized
- Better lines of sight
- Designated spot for check in and returns. When media was downstairs, we had two checkout computers, and we would have desensitizers and a table for it only for returns.

- Staff more embedded in distinguishable areas throughout the library.
- Vancouver has glassed in teen space has comfortable furniture for this age group. Ours is badly lit and uncomfortable.
- Vancouver has several floors and a library staff spot, where you can serve the public without taking them to the checkout desk.
- When you come in the main doors up front, there is space that isn't used. Don't know what you could use it for.
- It's a shame that we don't have a pay phone. In a perfect world, we'd have a courtesy phone.
- I'd really love to see the magazine storage room be something else.
- The area featuring the new magazines is major wasted space. Actual floor space is not utilized. Sometimes we hold events there. It's one of quieter places... has a fireplace and aesthetically pleasing to people.
- Retain historical character of front rooms. I would like to see Longview Room in there.
- Compared to computer area, there is a lot of room in magazine room.
- Furniture gets moved around a lot in the Gallery space. We need updated systems to show art.
- Automated checkout would be extremely valuable.
- A huge aquarium would be great.
- If someone does an all call (using the intercom system, which goes to all the back rooms), I sit below the speaker and it rattles your brain, it's so loud. There has got to be a better way to communicate.
- At night, we flip switches to close. At another library I worked for, we would have a system to call out that the library is closing in X minutes.

Library Board/Friends/FOL focus group

Attending: Marcia Exter, Marilyn Fisher, Susan Lee Schwartz, Barbara LaChine, Ann Cordero, David Cordero, Cynthia Gaertner (Friends of the Library), Jo Martin, Jerry Zimmerman, Susan Supola (Library Board), Linda Bagaason (Library Board/Foundation), Linda Nelson, Rosemary Powelson, Bob Roth (Foundation), Jennifer King, Elizabeth Partridge, Chris Skaugset (Library)

What library services do you use?

- Check out lots of books, CDs, media
- Volunteer for project Read and in other capacities—outreach
- Attend concerts
- Gallery—I love it
- Free training session for computer use. Thursday afternoon—bring in iPhone or tablet
- In late January and through February, the Friends sponsor a “Curl Up” on Tuesdays with coffee and cookies—people come in and pick up income tax forms.
- Relationships that you develop with the librarians are very helpful.
- Longview room.
- Grandchildren love the bathtubs.
- The homeless population uses the library as a community center and a place to unwind.
- I use fireplace room for magazines—I enjoy that.

Do any of you visit other libraries? If so, which ones?

- Fort Vancouver Regional Library
- I'm also a member of the Woodland Friends of the Library.
- When I travel, I go to other libraries and get ideas.
- Community college library.
- Timberline Regional Library: Chehalis, Pacific Beach, Nasell
- Multnomah County Library (using family member's card)

What do you like about the library? What is successful or works well about it?

- Staff
- Friendly place to come
- I can get the books I want.
- Selection is great. They keep getting new stuff, media
- If you don't have a book, they will order one and buy the book.
- Hoopla, other e-services
- Help with computer classes.
- Outside is beautiful and grounds around it.
- It's just a feeling when you walk up the marble steps. Ambiance.
- Comparing us to the renovated Oregon City library: it's like some modern New York or San Francisco library, cold and plastic.
- I like how gorgeous it is, I love the columns. That sets this library apart. Feeling of tradition and history of town.
- The library is part of a trio of distinguished old buildings, the others being the hotel and the post office.
- I like the basement. The children's library has a lot of character. I like the cubby holes.
- Separate teen room is wonderful.
- I see this place packed and busy all the time.
- I like the diagonal parking—doors don't get banged into.

What would you change about the building?

- We're always looking for space.
- Entry on ground level—could be turned into nook for dollar books.
- As you walk on the door, free magazines on that side. Magazines should be on the other side of the waiting area, so people can read them. The ALTRUSA magazine rack is a very popular feature of the library.
- Bulletin board is great.
- More restrooms—having them on the main level.
- I think there is a lot of space by the main desk that is not used that well (magazine storage area).
- The Friends need a few storage shelves.

- Upgrade more electrical and computer—every wall is not accessible.
- Project Read area could use some freshening.
- New carpets and furnishings. It used to be too hot.
- Kitchen outside this door is awkward and hardly ever gets used.
- Cleanable upholstery

What services or features would you like to see expanded to better serve the needs of the community?

- Adult literacy---there are a lot of recent immigrants, ESL learners.
- I'm constantly running into people who say "I didn't know that: about library services. I'm not sure how we get the word out. Maybe a couple of times a year we should invite the public in for an introduction to their library. Can you speak English; do you need something for your 4-year-old, etc.
- Many people are intimidated by the library.

Who isn't using the library?

- Highlands neighborhood (lower socioeconomic status, higher proportion of Latinos)
- There are some people who use it regularly and others who have no idea that it is there.
- I'm guessing that only 20% of the population uses the library.
- In our community, there isn't an easy way to get to everyone. We used to have effective reader boards but they were removed per federal law.
- Teenagers don't use this library a lot.
- I work with parents who work with family court—I promote the library but find that young people that didn't do well in school that are intimidated. They think: I don't belong there, and it's probably not any good anyway.

Are there libraries you have visited elsewhere that have features that would improve this library?

- Seaside Library—they built gorgeous new library, with a designated room for book sales.
- Lincoln City—has a special place for FOL book sales. So does Olympia.
- Sterilizer: books go through tunnel and are cleaned.
- Has a bookmobile been considered to go to different places in our community?
- I would like a coffee shop that could be a revenue producing source, even if we didn't allow drinks in the library. The Friends may have volunteer base to do that.
- One feature we have: young children in MJO room, similar to what FVRL has. Kids use that regularly and learn from it. I have mixed feelings when I see kids all in the play/museum at Vancouver, and not in the books stacks.

(TO THE FRIENDS) Tell us about the Friends of the Library's activities and space needs. How would you like a renovated or new library to improve your workflows?

- Books come in through lower level door and we sort them right inside. Some are sold online (amazon), others go to dollar shelf, others are boxed for shelves, and some are pulled for the library's collection.

We like the flow and the space. We need all of the space that we have. I don't know what the best use of this closet is, but now it holds boxes. Library staff put them in the closet.

- We need 4 – 5 shelves upstairs for the coffee and supplies we use for events. We could potentially accommodate that in our closet if needed.
- Periodic sales are held in meeting room and gallery three times a year: September, January and May.
- Karen picks out Amazon books and stuff off the shelf for the collection.
- Ideally if we had a consolidated space for all our activities that would be great. Needs to be connected to the library.
- The dollar shelves when you come into the lower level are very popular. We would also like the nearby alcove (where the popcorn maker now is). Success is proximity. People pay at the desk.
- Foundation room: adequate to their needs.

Close your eyes and imagine the renovated or new library. What adjectives describe it?

- Amazing
- Multipurpose
- User friendly
- NW Voices
- Easy to find your way around—for first time users for sure.
- Beautiful historic windows—there's need to be a bigger play on that light.
- Good meeting rooms
- Kid friendly
- Community access
- Current technology
- Librarians aren't janitors
- Community friendly
- Knowing the limitations of the magazine room space because of the asbestos. Bolting of everything. Put magazine room there?
- Better outside book drop. People say they can't find it.
- Handicapped accessible
- A better elevator. One right now is safe but you think: well, this could be it.
- I think most people come in downstairs because of parking.
- Parking: city council has to solve this problem.
- Issues with changing traffic patterns.
- Access to the library is a major issue. Students all park there after 10 am. They need to build a parking garage for that college. You have to walk much further at the UW than here. You can almost always get parking on 18th if you are not on this immediate area.
- I would like to keep the park and the rose garden if we could. We use the park for the Summer Reading picnic and other events.
- I want to keep the historic integrity of this building, and the feel. I'm sure this could be made into a distinguished community room.
- On a scale of 1 to 10 in terms of the current quality of the facility: consensus was 7.5 to 8.

- In room like this, a mounted screen and projector would be useful. City said no.
- I've wondered what the original wall colors were.
- I think we need to have a space for the children's summer reading program. And it utilizes the gallery at present. They need the whole gallery during the summer.

City /Community Partners

Attending: Chet Makinster (City Council) Craig Bozarth (City Engineer), Jennifer King, Elizabeth Partridge, Chris Skaugset (Library), Kurt Sacha (Finance), Dave Campbell (Executive Office), John Brickey (Community Development), Dian Cooper (Family Health Center), Jennifer Wills, Natalie Richie (Parks and Recreation).

What library services do you use?

- It's been a long time since I've checked things out, but I like to read periodicals
- I have daughters in high school and they use it for recreational reading and research. We check out quite a few movies.
- We use the internet.
- I use the library for events or programs.
- I used to have a library card, I don't now. I research stuff. Mostly I like just coming in here. I love the artwork.
- It's a great place to do historic research for buildings and events for things that were in Longview.

What do you like about the library? What is successful or works well about it?

- I think it is a very welcoming environment. People come here for a purpose, to check out books, and get reading materials, but also to network with friends and people in the community.
- The building is a respite of sorts for getting away from the noise, to relax.
- I use it to avoid my staff sometimes—grab some work and come over here.
- Encouraging the FOL is great for the community and the city and outside of the city, allows opportunity to participate in the library without having to pay the fee, but donating time and effort. (FOL members can get library card for free, even if they live outside the city limits).
- Location and services that it provides. Building is beautiful and our family uses it.
- Library does a magnificent job on programs for children, esp. children and young people.
- I like the open stacks and would not ever change that.
- I like it as it is.

What would you change about the building?

- More flexible space
- Incorporating technology
- Modernization
- Engaging kids in books and technology
- More computers and more computer access for people without home access.

- Greater investment in technology, I don't know what that really means in terms of computers but perhaps 3D printers—just a higher level of investment.
- There is a perception that there is a parking issue here. While it doesn't meet our current standard of parking, there are other options but other competition (community college).
- I like the history and the rose garden. Parks department loves being involved in the grounds!

What services or features would you like to see expanded to better serve the needs of your community?

- It would be a beautiful place for weddings. Kids come here from prom to take pictures.
- Community space for other groups who want to rent—or partnerships.
- Flexibility with structures-tables on wheels. Laptops, easy to move around.
- It would be really nice to have a public room for unhoused people. Homeless are a deterrent, and it's an issue we're try to address across city departments.
- Separation between quiet space and social space.
- A space for a little retail. Powell's bookstore in downtown Portland has a coffee shop.
- People want to socialize and have a place to meet. There is a gap for the meeting portion. 2 - 4 people.
- If there was a retail space, how about selling Longview branded historical merchandise?

What makes Longview unique?

- It was a planned city, conceived and built to a plan. Expansion for Longview Room would be great.
- Timber town. Like most timber towns, extraction has gone down. We still don't know where we are at yet.
- Culture in transition—those who were involved in industry and haven't quite transitioned: crime, substance abuse, unemployment, lack of jobs.
- I moved here in the early 80s. I expected a town with lively bars and I wasn't far off. What I didn't expect was the number of folks who had grown up here thought it was fine to drop out of school to work in the mills or hook up with a guy who worked in the mills.
- I was born here and graduated from high school in the last 60s, when you could make good money at the mill. At one time, Longview had the highest per capita income on the west coast.
- We haven't yet lost touch with the beginnings of Longview. Not too many who grew up but there are a lot of people who parents or grandparents came here.
- Volunteerism and community giving are outstanding. People get involved in things they judge to be good.
- People tend to know their neighbors and it feels like a nice sized small town.
- When I got here 11 years ago, people were driving to Portland for their needs. Now, I see a resurgence of restaurants, activities and festivals that give people a reason to stay here.
- We are a Main Street affiliate and there is work being done to revitalize downtown.
- One of our problems is our kids go to college and then don't come back. Median age is getting older.
- The people and relationships are why I stay here. I was born and raised here, it's busier now. Size of the community has a wonderful feel.

- For me, it's potential. People are great and give a lot. We were late getting into the recession and are slow getting out. We're still affordable. People are starting to choose us. People used to live and work here, but now they are willing to live here but work in Portland. There's a lot of potential.
- I've lived here 50 years and I like it because it doesn't grow too fast.
- I like that it doesn't take me more than 5 or 10 minutes to get anywhere. I get anxious when I'm in Portland and Seattle.
- This community, in terms of size and location, is the sweet spot. Just big enough to have its own culture...you don't have to go to Portland or Seattle.
- We have three theaters and a good cultural scene. The library fits into that.
- The parks and the civic center area are attractive and of high quality. I love the Sheaf locomotive (near the library).

Are there libraries you have visited elsewhere that have features that would improve this library?

- In the University of Washington area of Seattle, there are bookstores and libraries that are inviting to the college aged kids. They overcome that bit of animosity between college students and the library; there are small cafes and they are comfortable.
- Quiet.
- Stained glass windows would be nice.
- Expand outdoor space—grassy areas, Shakespeare in the park. Art benches—maybe ones that look like a book?
- I wish it were more accessible to kids who could ride their bikes.
- Now the backside of the library is what the community college students see.
- If the street in front were closed off and made a walking trail, that would be great.

Close your eyes and imagine the renovated or new library. What adjectives describe it?

- Bright
- Community center
- I like this building, I really do. If this room was as nice as upstairs, that would be wonderful.
- Make it look old and inviting
- Inviting.
- I know that the parking is on the side, and that's most utilized, but I LOVE the front doors.
- I'd like to feel the history when you come into the building. History should be on display now.
- There's amazing stuff in the Longview Room. People don't understand the history.
- Create partnerships and make the library space multi-use; that would benefit the library.
- More partnerships that that involve residents of the Highlands—providing reading materials. Highlands people: low income, families, Latinos. I read with 3rd and 4th graders: a lot of very poor people. It would be nice if we could find a way to have a bookmobile or traveling library.
- Highlands community center—has very small library (already helped by LPL). Their goal is to have a better library in there.
- It would be cool if we ended up with a regional library that covered the whole county.

- Gallery is a great space to view and display art.
- I'd love the library to be more able to display Longview's history...because of how it makes me feel. I've been checking out books here since I was 5.
- Children's area—make it a better area to read up on a book. Don't get rid of bathtubs. Comfortable seating areas. Unique ways for kids to read.
- Anything to do to keep kids reading.
- It would be nice to have a city council meeting here.

Meeting Notes

Longview Public Library

Date: April 28, 2017 **Project:** Longview Library Needs Assessment

Author: **Project No:** 1701

Re: Library Tour Notes

Present: Chris Skaugset
Elizabeth Partridge
Jennifer King

Laura Klinger
Penny Hummel

Cc:

TOUR OF THE LIBRARY (4/28)

1st floor

- Downstairs entrance: 75% of patrons come in this way. The only handicapped ADA entrance. Glass entry area needs to be redone as it leaks, is hot, etc. need more space for community boards.
- Gallery: periodic exhibits and receptions. Also used for Summer Reading signups. They used to bring in temporary panels but don't anymore because they need the sightlines. It is about the right size.
- FOL book area (2 shelves)—they like having a lobby presence with constant exposure. They do 3 sales a year. Raise \$25K. Foundation contribute \$75K. All the FOL storage is in the community room.
- Circulation desk: usually one person, sometimes 2. Also reference happens there. Way too big. They would like to eliminate book return at desk?
- Small meeting room/Storytime area. Now holds 15 kids and adults—they need more capacity—50+? Also this room is used for “fun” events. Teen programming. Meetings of groups that are familiar with the library. For community meetings: 35 people w/o tables. 38 is legal limit. Youth services comes first in terms of booking it, also the library has priority over external groups. No charge to rent. They do a

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makerspace in there. NO sink now and not sure they need one in the future—they use other nearby sinks.

- Teen space: temporary structure put in not that long ago. Stinky, hot, not soundproofed, too small. “Would like to take a break on the F bombs.” Teens want to hang out in the bathtubs in the kids’ area. They’d like to be more private. But it only takes a few to feel crowded in there and when they close the doors, others are excluded.
- New space for gaming and technology would be appreciated. Consoles are at the desk.
- Bottleneck between the teen/youth services librarian desk (where the lion is).
- Kids area: 1 game computer, could use 2. No internet downstairs. 2 catalogs. Kids nonfiction could be smaller. YS storage is all over the place.
- Jennifer (youth librarian’s) office: good relationship to desk. Needs soundproofing. She likes to see out into the public areas.
- Becky’s office (YA)—likes climate, can hear what’s happening at the desk but can’t see it, which she likes.
- Staff areas: Probably enough space but not efficient. Only one communal work table. Cramped FOL space. Altrusa space with magazines is more than they should have.

2nd floor

- Get rid of empty big piece of furniture that holds art
- Downstairs: nonfiction
- Literacy program—space is adequate but can’t grow it bigger with what they have
 - 7 private cubbies—that number is good.
 - 3 computers for learning (drivers test, computer programs)—only one is attached to a printer
 - Cubbies and computers could be reconfigured to be available to the public as well as to tutors and tutees. Right now only available to the latter.
 - Literacy collection has adequate space
- Spanish collection is contiguous and that works well
- Audio: they need more shelving
- CD: would prefer bins
- Circ desk—too big.
- Holds: would like to move out and utilize self check.
- Now, separate reference desk—could combine with circ desk.
- Room off of circ—designated public computer lab for people with accessibility needs
- Computers: use varies. 9 stations, they could use more.
- Magazine area (space off of the circulation desk) : will likely reduce in the future. Maybe move historical collection here?
- Reference librarian has desk off of the computers.
- Genealogy and reference swapped. Area not heavily used.
- Bench in the entry way is original.

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4/28/2017
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- Fireplaces are real (not gas). Artists do presentations in the magazine/reading room area.

Upstairs mezzanine

- Genre fiction: SF, Westerns, Mystery
- Fiction, large print, storage for magazines
- Longview Room—local history, also used for some meetings like genealogy group.
- Make Longview Room FOL area?

End of Notes

**Longview Public Library
Start work meeting 4/28**

Visioning Exercise.

Library BEFORE:

Group A (Chris, Elizabeth):

Colorful chickens: lots of people going in lots of different directions, no cohesion. Chaos.

Wires: more chaos, unplanned—would have been visible a few months ago. Nothing is planned, everything happens just as it is needed, grab it and do it now. **Stack of chairs:** space issue. We have a lot of activities going on all the time, we're piled up, on program and department on top of the next. Chair graveyard.

Maze: There is no way out and we have to work within these strict confines. If someone wanders into the workroom they can't find their way out. If you do develop programming and the space is being used, you're screwed. Ad hoc space utilization.

Group B (Jennifer, Craig):

Library BEFORE: Also picked chickens, wires and stack of chairs. (Group notes)

Library AFTER:

Group A: People playing chess. Bringing generations together. Education. **Skydivers:** staff working together. Coordinated and in a circle. Bringing staff together. **Hands and wrists.** Connection to community: partners, community as a whole, city. Everyone knows it is a welcoming place. **Island.** It's ideal. Atmosphere, environment, spectacular look and feel. Somewhere special.

Group B: Dock. The lake, the Longview Room, a presence. Library fits into community and place. History of how it was developed. It's important to people who know. Making people more aware that it was a gift. Educate. **Blue hands.** Place to create, learn things. Get your hands dirty. **Glowing cube.** Library as a shining beacon, order, clean and organized. Nice, open and bright.

What works well in the current library? What will people not want to lose?

- Historic character
- Location is good (other than parking)
- Literacy and youth programs. Specifically storytime – markets itself. Long term following.
- Programs overall.

- We serve a high percentage of low income folks. High unemployment. Median income is very low, unemployment is among the highest in the state. Doing outreach in Highlands (traditionally low income part of the city)
- Spanish speaking population is above 10%.

What services do people use the most? What is in the most demand?

- Technology access
- WiFi
- Checking out materials. 350K a year. Lot of media
- High door count. 200,000 per year.
- Volunteer opportunities. 60 in literacy. FOL: 40 – 50 active and 130 on membership list. They do some of the shelving.

Who is using the library? Who isn't? Which parts of the community are the heaviest users? Which parts are underrepresented?

- A fair number of seniors.
- Families.
- High ESL population. We are the only free ESL service.

What aspects of the facility get in the way of providing good service?

- Directing people where to go to find material. Complicated how to get there. Signage and line of sight.
- Electrical—parts have almost no outlets. Easy to blow the breaker.
- Makes it hard to wire.
- Longview Room is cramped. Teen space is inadequate. Audio books need more shelving.
- Seating: # may be OK, but it isn't in the right places. More kid sized stuff.
- Huge challenge: programming space. Need dedicated technology space. Makerspace. Coding. Creating a greater technology focus. A designated space for technology. 10 people. Put literacy services right next to computer lab. Skilled labor isn't here, trying to upgrade skill level. High percentage were born and raised here. 70%?
- No restrooms on the main floor for the public and it's not accessible.

Are there services people ask for that you cannot supply?

- Technology classes—we have to pick and choose based on availability of space—not enough meeting rooms. We are the de facto community space. Longview Room, board room. Not enough and not big enough.
- Meeting room space that is truly used by the community to bring them to see what's here.

What staff workflow changes would you like to see in the new library?

- Putting 2 adult services people in same space. Daniel by giant paper cutter—sits in youth services. Elizabeth’s office should be contiguous to him.
- Return of materials. Drop at the back and drops at the desks. Issues with not getting checked in. Take it off the desk. Staff should focus on the interaction.
- Self check.
- Would like to reduce tall shelving

What are the most frequent complaints from the public?

- Parking. Top 25.
- Noise levels sometimes.
- Acoustics issues in stairwell, sound goes up.
- Computer availability.
- If you come in at a peak time it will take 2 hours.

Are there any designated spaces that could be downsized?

- Collection will be getting smaller with more downloadable services like Washington Anytime (overdrive) Hoopla.

What will be most important to make your community successful?

- We need awareness.
- We can always add more people to our services.
- We can help as many people as we can.
- Limited media: one newspaper (dwindling), not local TV. Majority of radio owned by 1 building.
- Facebook and Instagram are growing. FB 2,000 people have liked the boost option.

Are there libraries you have visited elsewhere that have features that would improve this library?

- Library by SeaTac—community board made out of wood. Slatwall for community announcements.
- Teen space in Ft. Vancouver. Table: push the button and it flips out the table. Roving reference—not being stuck on the information desk.
- A lot of self service options, including self check out and making computer reservations. We spend a lot of time educating people on how to use them. We need better signage.

TOUR OF THE LIBRARY (4/28)

Chris (Director), Elizabeth (adult services—literacy program), Jennifer (youth services).

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- Genre fiction: SF, Westerns, Mystery
- Fiction, large print, storage for magazines
- Longview Room—local history, also used for some meetings like genealogy group.
- Make Longview Room FOL area?