



**FORT VANCOUVER
REGIONAL LIBRARY
DISTRICT**

**Building Pre-Design
Program for
Ridgefield,
Washougal &
Woodland
Community Libraries**

October 2014

FFA
Architecture
+ Interiors

FFA Architecture and Interiors, Inc.
520 SW Yamhill Suite 900 Portland, OR 97204
T 503-327-0335 F 503-222-1701
www.ffadesign.com

Project Team

Fort Vancouver Regional Library District Management Team

Nancy Tessman	Executive Director
Sue Vanlaanen	Communications and Marketing Director
Karin Ford	Public Services Director
Melinda Chesbro	Collection and Technology Services Director
Sam Wallin	Analyst/Special Projects Coordinator
Sean McGill	Community Librarian, Ridgefield Community Library
Chris Hughey	Community Librarian, Washougal Community Library
Justin Keeler	Community Librarian, Woodland Community Library

FVRL Board of Trustees

Brian Carrico	Rebecca Blaisdell
Todd Yuzuriha	Bill Yee
Jane Higgins	Kate Maple
Chris O'Malley	

FFA Architecture + Interiors | Portland, OR

Troy Ainsworth, AIA	Project Principal, Library Architect
Brenda Katz, AIA	Project Manager, Library Planner

Penny Hummel Consulting | Portland OR

Penny Hummel, MLIS	Consulting Librarian
--------------------	----------------------

Lance Murty Associates | Winchester, MA

Lance Murty	Library Technology Strategist
-------------	-------------------------------

Table of Contents

Introduction	5
Goal Setting	9
Needs Assessment & Programming	10
Next Steps	10
Library Space Needs	13
Design Considerations	19
Technology	27
Furniture, Fixtures & Equipment (FF&E)	31

Ridgefield Community Library

Library Space Needs	42
Community Input	49
Design Considerations	53
Building Program	61
Space Allocations Diagram	65
Technology Summary	67
Preliminary Cost Estimate	69

Washougal Community Library

Library Space Needs	75
Community Input	78
Design Considerations	80
Building Program	87
Space Allocations Diagram	91
Technology Summary	93
Preliminary Cost Estimate	95

Woodland Community Library

Library Space Needs	101
Community Input	104
Design Consideration	107

Building Program	113
Space Allocations Diagram	117
Technology Summary	119
Preliminary Cost Estimate	121

APPENDIX

Site Evaluation Criteria Checklist

Ridgefield

Site Visit Notes

Community Meeting Notes

Presentation Slides

Washougal

Site Visit Notes

Community Meeting Notes

Presentation Slides

Woodland

Site Visit Notes

Community Meeting Notes

Presentation Slides

Introduction

The Fort Vancouver Regional Library District (FVRL) serves a population of approximately 455,000 people in Clark, Cowlitz, Skamania and Klickitat counties. Over the past five years, replacement libraries have been built to better serve some of the communities served by the District.

Within the last several years, the library district has also completed a number of planning studies, the most recent being the Strategic Facilities Plan (December 2013). That report prioritized district-wide recommended projects into three categories:

Category I: Existing Libraries

Category II: Population Centers

Category III: Service Delivery and Technology

Within Category I, “Major Facility Projects” the study identified three communities where existing facilities are inadequate to meet current and future needs. The study recommends new or expanded facilities for the communities of Ridgefield, Washougal and Woodland, Washington. The focus of this report is the development of these three facilities.

The FFA Architecture and Interiors (FFA) consultant team was commissioned to provide a Building Pre-Design Program for libraries in each of these communities. The Building Pre-Design Program builds upon the recently completed Facilities Planning Study to further analyze, in depth, the specific goals and needs of each of these communities and provides a detailed framework to address development of future new library buildings, technology and services well into the future.

Through working with the FVRL Administrative Team and staff, data gathering, key stakeholder and community meetings, we have identified building and site planning criteria and general design considerations for these three library facilities, while keeping in mind current and emerging industry trends and standards for 21st century library planning. In accordance with the district’s approach, we have developed specific planning guidelines that address the unique needs and desires of each of the three FVRL communities, rather than a “one-size-fits-all” solution.



Ridgefield Community Library/
Community Ctr.



Woodland Community Library



Washougal Community Library

This study has been undertaken with the understanding that we are planning for a library to be sized to meet the needs of the communities based on Urban Growth Area capacities. The study is not meant to be site-specific; rather its purpose is to determine recommendations for specific library space, adjacency, collection and technology elements, specific to each community.

In support of FVRL's vision to "be recognized as a catalyst for actions that improve the social and economic health of the communities it serves," we have endeavored to facilitate a process of community engagement, helped to develop opportunities for valuable partnerships with both private and public entities, and to provide a substantive framework for future design.

The positive effect that public libraries have on economic development is well documented. Numerous national studies have demonstrated that for every dollar spent to operate them, public libraries provide at least double the value in services to their communities. Public libraries act as the ultimate anchor stores, attracting foot traffic throughout the day and generating increased spending at nearby businesses. In addition, an inviting, well-designed public library enhances community livability and pride. As a tangible sign of a community's investment in learning and free access to information, a quality public library is one of the amenities that businesses look for when deciding where to locate.

Each of the three communities brings a unique set of challenges and opportunities. For example, the Woodland Library serves a population that is over 16% Hispanic (more than double the average in the library district), while both Ridgefield and Washougal are both projected to see substantial population growth by 2040. At the same time, the communities are similar in several important respects. All three have library facilities that are inadequate with respect to available space and/or building conditions, and all three currently experience high demand relative to their size. All three are historic small towns, where residents place a high value on preserving the "small town feel" and maintaining their small town's unique identity. And, since all three new libraries will be part of the Fort Vancouver Regional Library system, all three must function as integral and fully-integrated components of the library district.

The new or expanded library facilities will be a valuable community resource as well as a long-term commitment and investment for and by the community. The civic nature of each library means that each must last for generations, and must respond effectively to the increasing diversity to be found throughout the service area of Fort Vancouver Regional Library District. Each library should be attractive, efficient, comfortable, friendly and practical, and should

reflect the unique local character and flavor in each community. The building designs and resources must remain flexible to meet the needs of each community well into the future. The improved libraries will provide a broad range of services and programs to the community and will enhance FVRL's ability to fulfill the goals set forth in its Mission and Vision Statements, Values and Principles.

FVRL Mission Statement:

Fort Vancouver Regional Library District provides gateways to ideas, information, and community interaction.

FVRL Vision Statement:

Fort Vancouver Regional Library District will be recognized as a catalyst for actions that improve the social and economic health of the communities it serves.

FVRL Values and Principles:

Fort Vancouver Regional Library District provides a lifelong resource, outside the formal education system, that enables each individual to acquire or adopt the skills and knowledge necessary to participate in self-government; to be productive; elevate economic stature; enhance humanity; and contribute to enjoyment of life.

To support this commitment, Fort Vancouver Regional Library District:

- *Serves its constituents as an excellent and unbiased source of information*
- *Fosters individual choice through a wide variety of materials and programs*
- *As a public forum, provides a venue for the exchange of ideas*
- *Welcomes all members of its communities to use library resources, regardless of any person's age, education, ethnicity, language, income, or physical limitation*
- *Operates as a unified district with centralized management and support services offering equitable service throughout the district by maximizing access to materials, services, and information*

“Fort Vancouver Regional Library District provides gateways to ideas, information, and community action.”

- *FVRL Mission Statement*

-
- *Recognizes that each library is an interdependent part of the district and follows district policies and procedures, while also being an integral and relevant part of its community*
 - *Seeks appropriate partnerships to help meet community and district needs*
 - *Operates efficiently within budget and maintains adequate reserves*
 - *Recognizes that well-qualified and well-trained staff is essential to providing high-quality, professional library service and accomplishing the district's mission*
 - *Maintains current, appropriate policies*

“A library in each of these communities is more than a summary of components or an allotment of square feet – it’s a central, important institution playing a major role in the economic health and stability of the community. It’s a partner to local government, health, and educational institutions. It’s a common ground for debate and engagement. It’s a place to discover the future without losing sight of the past. It’s a place for making and doing as much as it is for learning or relaxing. It’s important.” (Request for Proposals, Building Pre-Design Program for Fort Vancouver Regional Library District)

Goal Setting

At the beginning of this planning effort, the FFA Consultant Team worked with the FVRL Administrative Team to develop a summary of project goals that support the values of FVRL and establish the overall vision for the programming project. These goals serve as an anchor to endeavor to make decisions based on the big picture that blends district-wide goals with those particular to each community. Following is a summary of those goals:

- Each community has unique character, priorities and focus
- The library is pivotal to the evolution of each community
- Establish a unique vision, in tune with the character of each community and that will be supported by the community
- Easily accessible, transparent communication regarding the planning process; multi-generational, community-building process
- The planning process will drive pride, increase visibility of the library and increase use and excitement in each community
- Establish a clear set of criteria (building program) for each community library
- Balance the vision with realistic construction budgets and operating costs

Community Input and Context Analysis

In each community, we considered the greater context of sites and existing buildings, history and traditions, and created opportunities to listen to a wide range of local voices to discover how these diverse elements combine into a seamless whole. We were also mindful of how different site options for each community provide a potential bridge to local support. The Library Consultant team visited each of the three FVRL communities several times and participated in a number of tours and information-gathering meetings, including:

- Tours of the existing library buildings and sites
- Walking tours of the individual communities and potential sites

- Meetings with FVRL Administrative Team, FVRL Board of Trustees, Friends of the Library groups, library staff, city officials and other community leaders as well as several community focus groups
- Several open community “Imagine...” meetings

Needs Assessment and Programming

The needs assessment and programming work included in this study is an expansion of the work already completed for FVRL as part of the Strategic Facilities Plan issued in December 2013.

This report includes a refined space needs program for each branch, based on industry standards, best practices and peer institutions. The needs of each community for improved library services were translated into library program requirements, space needs and adjacencies.

From our careful study of the greater context we have investigated the advantages and disadvantages of different site options for each community.

Next Steps

The purpose of this study is to serve as a stepping stone in the ultimate development of new or expanded library facilities for the communities of Ridgefield, Washougal and Woodland. The library buildings should be an example of high-quality civic architectural design, and meet the need for a state-of-the-art, highly functional, efficient, low-maintenance, comfortable and beautiful library in each community for generations to come.

The library building and site designs should reflect the character and spirit of their communities and citizens. The designs should respond to their unique environments and evolve from a close collaboration between the District, private or public partnerships, community representatives and the architectural design team.

Since the library’s purpose is to serve the citizens of the community, it is critical that the next phase of the planning process includes multiple opportunities to gain input from community stakeholders and residents about what they expect their library to offer with respect to programs, services and physical considerations.

Experience has shown that people support what they help to create.



One of several open community “Imagine...” meetings.

Experience has repeatedly shown that people support what they help create. This collaborative process should remain in place from initial common goal-setting sessions through conceptual and final design and construction. The result is a library that is supported by the public and buildable within a desired budget and schedule.

Library Space Needs

The 2013 Fort Vancouver Regional Library District Strategic Facilities Plan recommended new or expanded facilities for the Ridgefield, Washougal and Woodland communities, providing the foundation for the current study. Therefore, in lieu of providing a detailed description of the limitations of the current facilities, this study will simply affirm the Strategic Facilities Plan’s recommendation that new or expanded facilities are appropriate.

Although all three libraries currently experience enthusiastic use, they likewise suffer from having inadequate space for collections, programming, community gatherings and staff work functions. In particular, the building currently housing the Woodland library has serious infrastructure issues and, lacking an elevator to its second floor, can currently offer only limited access to essential parts of its collection. Replacing or expanding the current libraries in Ridgefield, Washougal and Woodland is necessary in order to provide 21st century library services that are responsive to the needs of each community.

The space needs recommendations for future libraries in Ridgefield, Washougal, and Woodland were developed by incorporating data from a variety of sources, including demographic information, community meetings and focus groups, and current best practices for public library services and planning new public library facilities.

Industry Trends

Public libraries responding to 21st century needs have moved beyond the traditional model of buildings full of books toward a broader definition of their mission that focuses on facilitating the creation of knowledge within the communities they serve. In an era of enormous change, the following ten trends are influencing how library services are currently evolving:

1. Utilizing cutting-edge technology in virtually every aspect of library services, whether visible to the public or behind the service desk.
2. Increasing access to and circulation of e-content in a variety of formats, including e-books, audiobooks, video and music.
3. Renewing the identity of the library as a community “third space,” with accompanying need for spaces of varying sizes to support a wide variety of meetings, programs, events and collaborations.



Incorporating cutting-edge technology is paramount in successful 21st century library design.

4. Developing focused print collections with an emphasis on high-demand items and subjects, with product lines such as Lucky Day materials that encourage easy browsing and discovery and merchandising that mirrors successful retail practices.
5. Expanding the ability of the Integrated Library System (ILS) to integrate print, e-content and other library offerings (such as public programming) into one seamless and user-friendly discovery process.
6. Moving away from monolithic services desks to smaller service points and providing a range of service options that allow patrons to use the library without the aid of staff (self check machines) or with “high touch” personal interactions, as they prefer.
7. Providing Makerspaces, computer labs, recording studios or other physical spaces that encourage the use of the library (in the words of library futurist Joan Frye Williams) “as a kitchen, not a grocery store.”
8. Responding to increased community demand for free computer and Internet access, and providing ample power and Wi-Fi for patron devices such as e-readers, tablets and laptops.
9. Zoning the library to accommodate the different needs of different user groups (for example, quiet spaces for those who want to study, storytime areas designed for the needs of small children and their parents).
10. Designing new libraries with as much flexibility as possible to “future-proof” them for changes in technology, services and collections.



Smaller, and sometimes mobile service points.

As most, if not all, of these trends are already in evidence throughout Fort Vancouver Regional Library District, the goal of the current study has been to ensure that the pre-design plan for the new libraries implements these trends in a manner consistent with the district’s current practices.

Space Needs Recommendations

Based upon stakeholder input and current best practices in the library industry, the consultants recommend the following priorities for each of the three new libraries:

- A dynamic multimedia collection, shelved to ensure high visibility, a sense of spaciousness and ample opportunities to merchandise the collection and facilitate discovery
- Increased capacity in desktop computers as well as library-loaned laptops and patron-owned devices, as well as adaptability for emerging technologies
- Comfortable, durable and attractive seating
- A variety of group spaces suited to a range of uses, including individual or small group quiet use, tutoring, team collaborations, community meetings and medium to large programs and events.
- An inviting and accessible children's area, with designated storytime space and other amenities for young patrons
- A teen center, incorporating an age-appropriate collection, computers and welcoming seating
- An art gallery
- Retail space and storage for the Friends of the Library
- Efficient space for the work of library staff, including sufficient workstations, break rooms and capacity for automated materials handling.



Comfortable, durable attractive seating should invite patrons of all ages to “stay awhile.”

Collections and Shelving:

As media formats, delivery modes and information technology change over time, so will the collection. While some predict that e-books and other e-content will constitute the majority of public library collections in the near future, there are many unknowns, including the extent to which publishers will make content available to public libraries at a price they can afford. The preferences of patrons also vary: some have already made a complete transition to e-content, some are strongly committed to print, and some are happy to use both.

Consistent with other public libraries, Fort Vancouver Regional Library District is seeing significant increases in the circulation of e-resources. While it is difficult to predict the extent to which print collections will be replaced by e-content in the future, it is obviously important to plan on a growing volume of e-content while continuing to offer space for print, DVDs, books on CD and

other hard copy formats that can be repurposed for other activities and services as the proportion of e-content to other offerings shifts.

For planning purposes, this study assumes a 2040 collection size equivalent to 1.7 print/physical items per capita, which will address the desire expressed by library stakeholders in each of the three communities to have larger collections available for in-person browsing. Although below the traditional public library recommendation of 3.0 items per capita, 1.7 print/physical items per capita is in alignment with the library district’s overall holdings, and is also appropriate given the district’s increasing emphasis on offering e-content.

	<i>Ridgefield</i>	<i>Washougal</i>	<i>Woodland</i>
Total collection size as of 12/31/13	15,334	13,477	11,817
Projected 2040 population	24,598	23,741	13,815
Recommended print/physical collection size (1.7 items per capita)	41,817	40,360	27,630

Currently, all branches of Fort Vancouver Regional Library District except The Mall float all materials except reference items. In general, what this means is that most materials no longer have a permanent home, but are re-shelved at the library where they are returned and at that point, counted as part of that library’s collection until they again go through the checkout/check in process. Consistent with collection data maintained by the library district for all locations, the 1.7 items per capita that are allocated in this plan for each new library include both floating and checked out items as well as on-shelf materials. (Because they are not connected to a particular library, e-resources are not assigned to locations but tracked for the system as a whole.)

To estimate distribution of materials at each library, the consultants reviewed data provided by the library district for three different library locations (Battle Ground, Washougal and The Mall), which provided a relatively consistent picture of how FVRL collections typically are proportioned among different types of materials. Since this data also included float and checked out percentages for different types of collection items for each library that were also relatively consistent, the float and checked out percentages for the three sample libraries were averaged to help determine appropriate on-shelf percentages (the reverse of the float and checked out percentages) for the three planned new libraries. On-shelf percentages were applied uniformly to the Ridgefield, Washougal and Woodland plans, with one exception: for Woodland’s Spanish language collection, higher on-shelf percentages were used with the

expectation that this collection would float and check out to other FVRL libraries less frequently than English language materials, and in recognition that Spanish-speaking customers are more likely to browse the on-shelf collection rather than use the online catalog.

Since the size of the Battle Ground library's collection when multiplied by a .66 factor was close to the goal for the new Washougal library, it was used as the basis to create a collection breakdown for this location, which in turn formed the baseline for the collections of the other two libraries. This seemed appropriate not only because the new Washougal Library will be in the middle of the three in terms of collection size, but also because demographic information indicates that Washougal is also "in the middle" of the three with respect to indicators such as income level, educational level, percentage of youth, percentage of seniors and percentage of Hispanics/Latinos.

In comparison to projections for the Washougal library, the Ridgefield Library's collection projections reflect its need for a particularly robust collection of youth materials, given the high percentage of families with children the library serves. Given Ridgefield's projected population in 2040, the overall collection will be slightly larger than that of Washougal.

The distribution of the planned Woodland library collection among item categories was initially estimated by multiplying the distributions for the Washougal Library by a .58 factor to achieve the desired overall collection size. Then, 10% was shifted from each of the major English language collection categories to create a parallel collection in Spanish. While this represents an exponential increase in Spanish language materials for Woodland, the consultants do not feel it is excessive, given the enormous need to provide an on-site collection that is large enough to attract and serve this growing and important community. A new Woodland library presents the unique opportunity to recalibrate the library's services to Spanish speakers in this community from the ground up. Under the proposed plan, Woodland's Spanish language collection would include 2,276 items, about 9.7% of the total collection for this location.

Shelving recommendations have been made to ensure that the collection is easily accessible and with capacity for merchandising and "breathing room" (.75 capacity used on each shelf, and bottom shelves unfilled). Recommended shelving is three feet in length, at heights of 72", 66" and 48". Assumptions regarding the number of items per linear foot of shelving and per shelving unit vary by type of material, height of the unit and type of shelving.



Shelving should be attractive and allow for easy access to materials.

Seating:

In all three libraries, public seating is at a chronic deficit. This study increases the seating to 3 seats per 1000 population:

	<i>Ridgefield</i>	<i>Washougal</i>	<i>Woodland</i>
General Seating <i>Includes lounge and table (including computer) seats</i>	72	72	42

Space allocations for seating include 25 square feet for study and table seats and 30 square feet for lounge chairs.

Programming and Meeting Room Spaces:

For each of the three libraries, the consultants recommend the following:

- One large multi-purpose room, capable of accommodating audiences up to 100 and potentially divisible into more than one room for smaller gatherings
- One multi-purpose kitchen
- Two group study rooms, suitable for 2 – 4 persons
- One group study room, suitable for 6 – 10 persons



Large, multi-purpose meeting rooms offer flexible community assembly spaces.

The large multi-purpose room is allocated 15 square feet per person, to factor in space for speakers, a podium and side and center circulation aisles. Access to adjacent kitchen facilities and a secure programming storage room should also be planned.

Other Facility-Based Services:

Space is also needed for a service desk, self check-out machines, shelving for holds pick up, copy machines, a community information display and art gallery/exhibit area.

Staff and Volunteer Work Spaces:

In each of the current libraries, inadequate staff work space presents a daily challenge. The recommended plan for each new library includes a combined office for the Community Librarian and

Supervisor, and five staff workstations. Each plan also includes a 120 square foot staff meeting room for collaborative activities, a staff restroom, a break room and a small wellness room.

Each new library requires sufficient space for materials sorting and checking in. The plan for each new library includes the capacity for a 7-bin sorter for automated materials handling, should the district decide to implement that technology at these locations in the future.

Friends of the Library groups provide important support to each library, and need dedicated space to house and merchandise donated materials for their ongoing sales. The plan for all three libraries includes a 70 square foot sales area in the public area and 36 square feet of storage.



Friends of the Library retail space at the Richland Public Library

Design Considerations

The new or expanded libraries in each of the three communities will be valuable urban resources as well as long-term investments by and for each community. They must combine current and emerging library trends and functions with state-of-the-art technology, while creating welcoming spaces that connect people to information and to each other.

The library designs should be highly-visible and inspiring civic spaces that will be adaptable to changing needs, planned to last for generations. The new or expanded libraries will be a vital enhancement to the quality of life in each community and will promote economic growth by drawing the surrounding communities to enhanced civic centers, to share all they will have to offer, educationally, culturally and professionally.

Following are design considerations which are applicable to these community libraries in general. Design considerations for the individual community libraries are provided later in the report in sections specific to each of the communities.

Building and Site

The libraries can be considered to be the “living room” and gathering space of their respective communities and will be well-used community assets as well as a well-functioning library buildings.

They will house a collection of materials, both printed and other media as well as meeting and library program venues, exhibit space and spaces for reading, learning, studying and collaboration. Fully functional, efficient and flexible space for staff to provide these services is crucial.

Landscaped outdoor spaces and plazas at ground level within the library site are highly desirable for specific library programming as well as an enjoyable gathering space for the entire community.

The library buildings and sites should be welcoming, attractive, efficient, comfortable and appropriate to the character and environment of their respective communities. Building designs and resources must remain flexible to meet the needs of the communities well into the future. The active, warm environment within the libraries should be highly visible from the street to both pedestrian and vehicular traffic to encourage the community to come inside and enjoy the activities and amenities.

If future expansion is a long-term goal, opportunities to allow for this should be considered in all aspects of the building and site design, including placement and orientation of the building on the site, exterior elevations as well as interior space planning.

Due to the highly civic nature of a library, the buildings should have a lasting, timeless image and a high quality of construction and integrity. Materials should be appropriate to the overall site context and must be highly durable and easily maintainable to achieve the longevity expected for this type of building.

Landscape elements should be low-maintenance and plant species should be appropriate to the local climate and soil conditions. Safety, security and ease of access to the library for all patrons and staff from surrounding neighborhoods and parking are of utmost concern, including those who arrive by foot, bicycle or automobile. Provisions for adequate lighting and clear site lines surrounding and within the library building must be made so that the area can be supervised and monitored for safety and security.

Access to the library and within the library building must comply with the Americans with Disabilities Act (ADA) as well as all applicable local codes and regulations.

An exterior through-wall, drive through book drop should be considered as a convenient amenity for patrons, such as those who may not have time to park and return books within the library or for parents with small children in the car. The positioning drive through



Buildings and sites should be highly visible from the street and as well as welcoming, attractive, and appropriate to the character of their environment. Landscaped outdoor spaces and plazas provide gathering spaces for entire community.



The landscaping at the Cole @ Ustick Library in Boise is low-maintenance and is comprised of plants native to the area.

book drop is often a pivotal element in site and building planning and design. The drive needs to be oriented so that the book drop is on the left (driver's) side of the vehicle. This is often a challenge considering that traffic on streets and within parking lots generally flows the opposite direction.

The book return lane should be one-way, separated from parking area lanes and may need to accommodate additional vehicles waiting to use the service. It is best that access to this lane should not be required to cross on-coming traffic. Depending on location and traffic access entering, leaving and within the site, the book return lane may need to be wide enough to accommodate a by-pass lane for vehicles not waiting to drop off materials. Clear signage and pavement markings are important to maintain clear traffic flow.

The exterior building wall at the book return should be constructed of impact-resistant materials to protect the building from potential damage by vehicles. An overhang is also recommended so that materials are not exposed to the weather between the book return and vehicle.

The area required to accommodate this service will vary greatly according to the specific site orientation and restrictions as well as existing street access and traffic control conditions. For a building program area range as recommended in this study, provisions for a drive through book return could account for 10 to 15 percent of the total site vehicle drive and parking area.

Parking requirements vary according to local zoning codes. This report provides more detailed information regarding guidelines for each of the communities included in this study.

While this study is not meant to be site-specific, there are many criteria relating to a proper library site that must be met in order for both patrons and staff to fully utilize and enjoy the library to its utmost potential. Following is a summary of the Site Evaluation Criteria for consideration.

Site Evaluation Criteria

Accessibility:

- Located where many people in the service area can easily reach it.
- Multiple safe and easily accessible routes for many means of transportation including bicycles, automobiles, public transportation, or on foot.



Book returns should be easy to access via a one-way traffic lane.

-
- Ease of pedestrian and bicycle access from neighborhoods, schools, off-street parking and community resources.
 - Located near other community amenities and services (Cultural and education facilities, public offices, parks, etc.)
 - There is available, adequate, well-lit off-street or other safe parking and walkways, with a clear and accessible path to the entrance.

Site Capacity and Infrastructure:

- Site should be of adequate size and configuration to accommodate the desired building programmed square footage, landscaping and parking.
- Site should be of adequate size and configuration to accommodate future expansion of the library and parking.
- Compatibility with future planned facilities/services. (Cultural and education facilities, public offices, parks, etc.)
- Access to technology and public utility infrastructure.

Amenities:

- Access to adequate natural light.
- Access to natural environment.
- Compatible with quiet library functions.

Visibility and Neighborhood Suitability:

- Easily visible from the street.
- Compatibility of proposed volume within the context of the existing buildings and neighborhood.
- Placement of the library should have minimal adverse environmental impact.
- Placement of the library should fit within the historical context of the neighborhood.

Economic Feasibility:

- Initial investment (acquisition cost).
- Land is free of hazardous material or such material is easily removed.
- Site preparation cost (Demolition of existing structures, wetlands, flood plains, environmental) relative to overall project budget.
- Functions as a catalyst for other economic development.

- Potential for public or private partnerships as a basis for additional funding.

Legal Considerations:

- No easements or other legal or access considerations exist that would unduly restrict use of the property or impose financial or other liability on the District.
- Zoning is appropriate for library use.
- No other governmental restrictions are imposed on site that would restrict library use (city, county, state, Urban Growth Area (UGA)).

Sustainable Design

Sustainable building design is now considered standard best practice in the construction industry. Common sense governs that new building systems and technologies should be efficient and conserve energy. The cost of efficient systems and sustainable materials has decreased and has become the norm.

Many elements of sustainable design do not impact building costs, such as siting a building to take advantage of public transportation and orienting the building to take the best advantage of daylighting and solar control.

Rating systems such as Leadership in Energy and Environmental Design (LEED) are available. They are intended to provide building owners and operators with a framework to identify and implement practical and measurable sustainable building design, as far as construction, operations and maintenance practices are concerned. While specific certification may not be required, following sustainable building principles is an opportunity for public entities to set a civic example in the community as far as quality and energy efficient design.

The new or expanded FVRL Community Libraries have several opportunities to incorporate sustainable design concepts. Following are just a few considerations:

- Locations should be considered for public transportation, pedestrian and bicycle connectivity. Project could involve redevelopment of an underutilized pre-developed site which has the effect of protecting habitats, maximizing open space and improving storm water management.



The Library! @ Cole and Ustick in Boise is a LEED Gold Certified project that successfully contributes to the city's long-term sustainability goals.

- Buildings should provide mechanical and plumbing systems that are highly efficient and conserve water and energy. Proper exterior landscape design should also be appropriate to the climate and environmental conditions of the site and contribute to lower water consumption.
- Buildings should be designed to optimize natural light and conserve energy required to light the building. Daylight and occupancy sensors as well as exterior and interior shading systems should be set to automatically control light levels and solar impacts.
- Building materials should be low emitting (VOCs). Consideration should be given to Forest Stewardship Council-certified wood and building materials that are made from recycled or rapidly renewable content and are regionally produced.
- Provide high indoor air quality, good ventilation and thermal comfort.
- Take advantage of the opportunity to use the building as a public teaching/learning tool about sustainable design.

Building Design

Careful orientation of the building on the site as well as the spaces within offer the opportunity to take advantage of daylighting design principles to reduce energy costs and to enhance the character of the spaces. North light is ideal for reading areas as well as views. It is recommended that seating, both table and lounge, be located close to windows and daylight, while stacks are located more inward. This allows for access to daylight and views for people, rather than collections. Some library collections may be susceptible to damage from prolonged exposure to direct sunlight.

The south side of the building would incorporate less glazing and more sun control features. Provide interior roller shades for increased sun control as needed. In general dark colored shades are recommended to provide sun control while still allowing for a view through the shade fabric. Light colored shades reflect light back to the user and block views through the fabric. Glazing on the street level would afford inviting views into active areas of the library.

The public spaces in the library should be designed with high



It is recommended that seating be located close to windows and daylight, while stacks are located more inward, as shown here in the Camas Library.

ceilings to create a sense of light, openness and character. Spaces such as the Children's Area and the Hearth can be designed with lower ceiling features to reduce the scale and enhance a more intimate environment.

A high quality HVAC (heating, ventilating and air conditioning) system must be maintained to provide thermal comfort and proper indoor air quality for patrons and staff throughout the year. The system should be designed appropriately based on various zones and activities throughout the library. A raised access floor system could be explored as an approach to provide flexibility and adaptability for HVAC and electrical system distribution. Access floor systems are composed of raised panels covered by a finish floor material, supported by pedestals at each panel corner. Panels can be removed to reconfigure electrical and HVAC routing if the library space needs to be reconfigured for another use or a change in the collection.

Floor structural load requirements vary with different occupancies, for example, a seating area has a different structural capacity requirement than a concentrated book stack area. To allow for maximum flexibility in ever-changing collection sizes and types, as well flexibility and adaptability to reconfigure spaces and functions in the library as needs change, the library structure should be designed to a minimum of 150 psf, or pounds per square foot (book stack and storage capacity).

Careful consideration must be given to areas where compact shelving may be desired, as those floors must be designed to a minimum of 300 psf. Structural reinforcement at a later date is expensive and causes extensive disruption in the library spaces and operation.

Aisles in stack areas must be a minimum of 36" clear width, however wider aisles of 42" or 48" are more optimal. Center to center spacing of stack ranges would be 5'-0", 5'-6" or 6'-0", respectively. Building structural column spacing should be designed accordingly. Column spacing should allow for centerlines of shelving stack spines and centerlines of columns to align.

Single story buildings are optimal for small to medium-sized libraries due to the following issues:

- *Materials movement.* A second floor in branch libraries greatly increases the distance that materials must be carted, wheeled and carried to deliver the expected level of library service. Elevators and dumbwaiters add additional time in doing this work.

- *Security and support.* In the interest of safety, libraries must be laid out to provide direct supervision to all public areas. This includes the entrance and lobby, the public meeting rooms and the restrooms as well as the collections themselves. A second story would require additional staff to maintain adequate supervision.
- *Access to children’s materials.* A two-story configuration would make it difficult for a parent to supervise children while they may need to access materials on another level of the library.
- *Construction cost.* The capital expenses of building a two-story library are increased by the addition of an elevator, at least two sets of each level, such as toilet rooms, copier facilities and staff work space. If collections are housed on both levels, the structure must be appropriately sized to carry the weight of the collections. This cost must be measured against potential savings in site acquisition costs and other efficiencies of a building with a smaller footprint.
- *Operating cost.* With the need to provide staffing on two levels, the operating costs of a two-story library are significantly higher than a one-story library, given that for security purposes, staffing is required on each floor.

If a second story is required for the building program to fit within site constraints, a minimum of two sets of stairs would be required for exiting. An open stair should be located where it is obvious upon entry to the library and should be attractive and inviting to draw patrons to the spaces and collections on the upper level. At least one elevator would be required. In some cases, two elevators may be desired; one for public use and one for staff use only. Both must comply with ADA and other local accessibility requirements.

Lighting levels should meet the recommendations outlined in the IESNA Lighting Handbook, published by the Illuminating Engineering Society of North America. Proper lighting controls are also key to energy conservation and sustainable design, including daylight and occupancy sensors. For example, the use of photosensors allows a system to adjust electric lighting based on the available daylight in the space.

General multi-purpose, energy-efficient lighting is recommended throughout the public spaces of the library, both in reading areas and stacks. Avoid stack-mounted lighting, as this requires additional maintenance to service a light fixture at every shelving section. Evenness of illumination across the stack face is an important factor.



General multi-purpose, energy-efficient lighting is recommended throughout the public spaces of the library, as can be seen in the Lebanon Public Library, above.

We recommend that linear ceiling-mounted light fixtures be oriented perpendicular or 90 degrees to the stack rows and aisles to prevent shadows on stack faces due to blockage of light from adjacent stacks. Typically, fewer fixtures are required with this type of lighting scheme. A direct/indirect light source is recommended. These fixtures have both a down light element and an up-light element which bounces light off the ceiling for a more diffuse, non-directional quality. Light colored ceilings are ideal for this application.

Avoid table-mounted light fixtures in the public area. Not only does this require additional maintenance, but these present an increased opportunity for vandalism and abuse over time. High quality and appropriate types and levels of general room lighting eliminate the need for additional stack and table lighting in public areas. Task lighting is recommended at staff workstations in order to control light levels for specific tasks.

Specialty or accent lighting should be provided throughout the library spaces for various displays or collection areas and to add a different character to areas such as the Teen Center or Children's Area.

With advanced planning, public art can be incorporated into actual building elements throughout the building. The Architect and Artist should work closely together to design art that is specifically inspired for each of the unique FVRL communities. For example, when designing the recently completed Library! at Cole & Ustick branch for the City of Boise, FFA worked closely with a commissioned artist to provide glass panels within the lobby glazing that illustrated various features of local history.



When designing the recently completed Library! @ Cole & Ustick branch for the City of Boise, FFA worked closely with a commissioned artist to provide glass panels within the lobby glazing that illustrated various features of local history.

Technology

General Observations:

Better integration of technology and a greater number of computer devices need to be included in all three community libraries. Demand for technology based services, both from staff and the public, far exceeds the supply in terms of available computer equipment and space to use devices provided by the library or brought by patrons.

All three communities expressed a strong desire to fully leverage the library as a welcoming and accommodating place to have open and broad access to up-to-date technology and the Internet. Community members across all demographics in all three towns expressed interest and eagerness to learn about and to utilize online resources for learning, enjoyment and social engagement.

Library Technology Trends:

Each community had specific interests and needs, which the library should adapt and align with the trends that are emerging in library technology. The most prominent broad trend, arguably, is the further embedding of technology into everyday life; mobile Internet connected devices are increasingly ubiquitous, there are more electronic services that are always on and continually linked to users, and the nascent Internet of Things. The library must be prepared to embrace “fully embedded” technology within its new facilities through robust infrastructure and library systems that are unobtrusive, inviting, and easy to use.

Trends:

- Demand for bandwidth will increase - the library will see the need for more Internet bandwidth across the system. The library should ‘future proof’ new facilities by installing fiber optic connections to the building premise and provision abundant wifi capacity.
- The digital divide will persist - for many, the library will remain one of a few or the only place to get online for work, education and entertainment. As more services are only available online, the role the library plays as a digital lifeline will be even more important.
- Online social engagement and interaction will be the norm – the use of online news and media, social media and other online interactions such as video chat, social networking, and online gaming continues to grow across all demographics. The library provides both access and a safe place to learn about and better use social technology.
- Mobile devices will be everywhere - patrons and visitors want to use their own mobile devices in library facilities to access library services and free Internet. The library should welcome patrons who bring their own devices into the library with space, plentiful power outlets and ample wifi bandwidth. Library systems and digital services must be mobile responsive in order to provide an adequate service experience. Additionally, the library should loan mobile devices for patrons who don’t own their own device, but wish to learn or be untethered from a desktop public computer.
- The mix of computing equipment will continue to change – equipment will shift towards portable devices, and desktop computers mostly for special purposes, such as adaptive technology, multimedia, intensive research, and others. The



library must actively monitor the use of the different types of equipment and adjust accordingly over time in order to meet patron expectations and maximize use of space.

- Printing isn't going away – many patrons rely on library public printers as the only place to print documents and other items. In new facilities, the library should consider using multifunction devices that provide photocopying, printing, and scanning. These devices provide a common, consistent user experience, improved and desired services to patrons, reduce the space needed for equipment and reduce supply and maintenance costs.
- Self-service for routine transactions – check-in/out, printing, events signup, payments, and all other typical reoccurring transactions. A common, consistent user experience on multi-function devices is preferable to separate systems for each activity.
- Digital collections of all sorts – including e-books, electronic resources, images, music and video - will grow. The library should continue to expand its digital collections and content. Library users will expect to be able to get the library services, materials and information they need, wherever and whenever they want it, and if it's an electronic format, on any computer device they own.



Self-service technology for routine transactions creates efficiencies for the library and its patrons, and allows staff to spend more hands-on time with visitors.

Technology Considerations:

- Build ample and flexible network infrastructure in order to provide the ability to easily expand bandwidth capacity for the foreseeable future.
- The wire plant should be the highest capacity available at the time of construction and should employ flexible wiring management and data distribution points throughout the library in order to easily accommodate change and expansion.
- Plentiful, robust managed wireless access points should be installed to provide maximum coverage and throughput.
- A dedicated data closet space for IT for network and other technology infrastructure should be included in the libraries.
- There should be plenty of power outlets in both staff and public areas, to accommodate the mobile devices the public bring to the library.

Interior Design

The interior design of the library should be warm and welcoming, not only drawing patrons of all ages into the spaces, but inspiring them to stay.

Interior finish materials must be aesthetically pleasing, durable as well as easy to clean and maintain. Another factor that influences the selection of interior materials is acoustics. Consider whether a space is meant to be active or quiet and select finish materials accordingly.

Following are some specific considerations for various key library spaces:

Lobby Areas:

Concrete, terrazzo, tile and stone are examples of durable products for high traffic areas. Area rugs can be added to anchor more intimate lounge seating groupings.

Reading and Stack Areas:

For flooring, carpet and cork have good sound absorption qualities. Modular carpet tiles are used extensively in libraries. Benefits include ease of installation, less cutting waste, durability and ease of cleaning due to a moisture resistant backing which more securely bonds the yarn to the backing.

Other benefits include low wheel resistance, which enables the carpet to withstand heavy rolling loads such as from loaded book carts. Also, the ability to replace individual tiles if severe staining and damage have occurred and the ability to rotate and replace a worn tile with a tile from a lower traffic area saves cost and labor. Solution-dyed yarn is recommended to prevent fading and is less prone to damage by harsh cleaning chemicals.

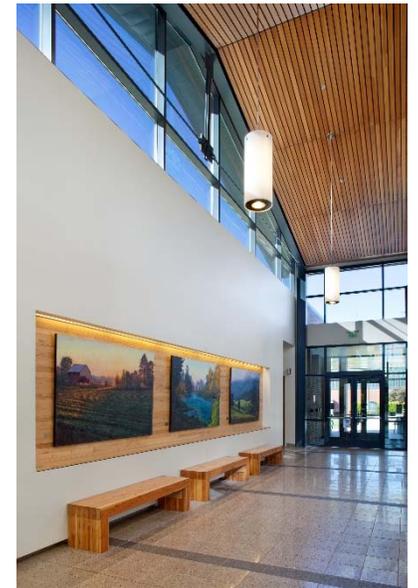
Acoustic ceilings range in materials from mineral fiber to perforated and linear metals and woods with acoustic backing.

Staff Work Area:

Selecting the proper staff work area floor materials is important for many reasons, including standing comfort for prolonged periods, durability for high traffic areas, low wheel resistance for rolling loaded book carts and cleaning. Recycled rubber flooring is an example of an appropriate material which provides all these features, while eliminating the need for loose rubber mats which can be a tripping hazard.



The interior design of a library should be warm and welcoming, not only drawing patrons of all ages in, but inspiring them to stay.



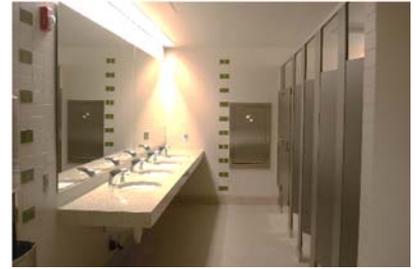
Lobby areas should be finished with attractive, durable products designed to stand up to high traffic.

Restrooms:

All materials must be of high commercial quality, durable, cleanable, easily maintainable and provide some degree of vandal resistance. Floors and walls should be tile for optimal durability.

Floors should have minimal grout joints which are susceptible to dirt, bacteria and stains. Stained, sealed concrete is also appropriate for floors. Countertops should be solid surface, quartz or granite for maximum longevity. Granite requires resealing at regular intervals.

Toilet partitions should be selected to be durable as well and not susceptible to delamination or damage that would require repainting.



Tile floors and walls in library restrooms offer optimal durability.

Furniture, Fixtures and Equipment (FF&E)

Collections & Shelving:

To maximize openness and visibility, it is recommended that shelving should be a maximum of 66-72" high for adult collections and a maximum of 48-66" high for children's collections. It is preferred to place the higher shelving ranges along solid perimeter walls only. Reach ranges should be considered when determining shelving heights, especially for collections such as Large Print.

Aisle widths between shelving ranges must be a minimum of 36" clear width in all areas to meet accessibility requirements. However, 42-48" width is recommended for increased maneuvering, visibility and improved supervision capability.

Wider aisles for collections such as Large Print and children's collections should also be considered to more easily accommodate strollers, walkers, scooters, etc. A wider aisle can also accommodate a bench so that the shelved collection can be browsed while seated.

Power and data access at shelving end panels in many locations may be required for end of range displays, catalog computers, etc.

Metal library cantilever shelving provides the most flexibility as it is easy for library staff to change out shelving types. Standard shelving units are three feet wide and cantilever from steel supports. The supports and a multitude of shelving types and accessories are part of an integrated, easily adjustable system.

It should be confirmed whether FVRL prefers to specify a district standard as far as shelving manufacturer, style and color are concerned. Many library systems utilize standards in order to share



Shelving in the Lebanon Library

shelving components between branches.

End panels and canopy tops can be constructed of many materials, from wood to translucent acrylics. Material selection should depend on the overall interior design concepts and budget for the library.

Refer to the individual Building Program documents included in this report for additional information regarding collections and shelving requirements for each FVRL branch.

Tables and Seating:

The design of all reading tables should incorporate “smart” technology. However, due to the ever-changing nature of technology, the table design should accommodate easy conversion of equipment over time. Providing all tables with these features allows for quick and easy relocation of library equipment from one area to another with protected cable management and access below the table, as well as convenience for patrons to plug in their own equipment at the table top.

The table design should incorporate concealed wire and cable management, hidden from view and providing protection against damage. Access to power and Wi-Fi should be provided throughout the library at every table and lounge seating area.

Study carrel-style tables are not desired. Consider tables with low demountable partitions at the center spine of the table if patron privacy is an issue. Otherwise, open seating at tables allows for the most flexibility for both equipment and users.

Both table seating and lounge seating should be provided throughout the public spaces of the library. Table seats should be durable and accommodate comfortable upright seating. These seats can be upholstered, although it is more common that these seats be all wood or plastic polymer with a metal frame for ease of maintenance and cleanability.

Lounge seating should be upholstered with a durable heavy-duty grade commercial fabric. Treatments to reduce staining and provide easy cleaning and maintenance are available. One should avoid topical stain treatments, as they degrade and are rubbed off over time. A moisture barrier treatment is also recommended for the upholstery fabric so that fluids and stains do not penetrate beyond the fabric and into the seat cushions.



“Smart” table technology can be incorporated into any table style, as seen here in the Lebanon Public Library.



Area rugs can define intimate spaces. Lounge seating should be upholstered with durable, heavy-duty grade commercial fabric.

Access to power and Wi-Fi should be provided at all seating areas. The configuration of the exterior wall of the building can also provide opportunities for window seats. Consider flexible furniture configurations where feasible to encourage personalization of study and work styles as well as collaboration.

See specific Library Program Space information for further FF&E recommendations for Tables and Seating.

Signage

A thoughtfully designed way-finding and comprehensive signage system throughout the building should be part of the overall building design package.

Exterior signage should be placed in a prominent location and highly visible, both day and night. The location of exterior signage and landscaping should be coordinated in order to maintain visibility of the signage when landscaping is fully-mature.

Signage should coordinate with and complement the overall design of the building, both exterior and interior. It must be durable and legible and provide accommodations for flexibility and interchangeability when room uses or functions change. Building signage and shelving signage design should coordinate as well.

Shelving signage should be designed to have interchangeable attractive printed inserts so that as collections are relocated, the inserts can be removed, reprinted in-house preferably, and re-inserted.

Required exterior and interior building signage must comply with national accessibility standards which include requirements for visual characters, tactile characters, braille and symbols as well as location and mounting height requirements.

Program Space Design

The new or expanded FVRL library branches will provide a wide variety of programming, services and materials that are accessible to all of the community and the new buildings will need to provide physical spaces to accommodate these and other activities that draw patrons and the general community to the library. The size of the library as well as the variety and character of the spaces should be a reflection of each city's growing community, with regard to both number and diversity.

Based on demographic profiles and population projections from the 2013 *Strategic Facilities Plan* as well as other sources along with industry standards this *Building Pre-Design Program* study includes recommendations for general building size as well as square footage for specific program areas for each of the new or expanded library branches.

Refer to this report's sections specific to each community.

The libraries should be designed with flexibility in mind to allow the spaces to continually adapt to the continuing changes in the delivery of library services and technology, and mostly to provide space for people, to meet their informational, educational, recreational and social needs.

Trends indicate that spaces should evolve to allow for a seamless shift in the ratio of physical collections and e-content, highly browsable collections, accommodations for plentiful seating and technology for users of laptop and mobile devices, community gathering space, collaborative spaces of all sizes for students, business people and the general community, increased interactive learning and creation spaces, convenient and fast access to the internet and digital materials.

The purpose of this study is to provide recommendations for general building and site guidelines, rather than actual building space planning and design. The building plans, to be developed and delivered through a separate project, should be easy to navigate and provide a clear layout of various functions and collections and should allow for easy way-finding within the library and maximize staff efficiency and supervision. The layout of spaces should be based on logical adjacencies and ease of access between functions. In order to maintain maximum flexibility over time, this study does not specify that individual program spaces are to be separate physical rooms. The program spaces should be considered as space allocations, open or enclosed, rather than imply that each program space is to be an enclosed, walled area.

The building designs should be focused on providing the best possible user experience. Each collection area should have a distinct identity and character. The atmosphere and furnishings of each collection or area should be specifically geared to making the user feel welcome and encouraged to stay, whether the focus is quiet, contemplative spaces, group study and collaboration spaces or children's storytime.

Patron and staff safety and security is paramount. The libraries should be designed with clear site lines to enable the library staff to easily supervise all areas. Proper acoustic treatment of library spaces is also of utmost importance. Acoustic levels must be maintained appropriate to the specific program areas and activities, distinguishing between active and quiet spaces.

Following is a summary of design recommendations for various library program areas:



Each area in a library should have a distinct identity and character. The children's reading room at the Camas Library is no exception.

Library Entry

The entry to the library should have a clear and strong street presence and provide an invitation to the community, whether on foot, bicycle or vehicle to come in and participate in all the library has to offer.

The Entry Lobby should be an active, bright space that could potentially serve as a gallery or exhibit space for public and community art as well as other community interest displays. Installation of picture rails and hanging hardware can accommodate art exhibits that could be changed and refreshed on a regular basis without repetitive damage to wall surfaces. Retail functions could operate from the Lobby as well, such as a *Friends of the Library* store or “book nook”.

Café tables and comfortable lounge seating would provide an opportunity for both scheduled and impromptu meetings with colleagues and friends as well as a safe, warm place for patrons to wait for transportation, etc. Access to power and Wi-Fi should be provided at these seating areas. Consideration should be given to providing a well-designed tidy space for community announcements, bus schedules, brochures and other materials. This space could also accommodate a building directory and library program and service promotional materials. A well-placed, highly-visible monitor or information kiosk displaying announcements or items of public interest may be installed in the lobby area as well.

The large community meeting room and accessory spaces (kitchenette and storage) as well as public restrooms should also be accessed through the main Entry Lobby. This space would serve as a breakout space before, during and after large functions in these rooms.

The main Building Entry Lobby can be accessed from one or multiple points from the exterior; however, there should be only one closely controlled secure entry into the Library proper. In this way, the Entry Lobby can remain open for events and functions during hours when the Library is closed.

Consider including a through-wall book drop within the main Library Entry Lobby. It should be located and configured so that books drop into a room where staff has convenient access, preferably a staff work room. This allows patrons to quickly stop in, drop off their materials and proceed with their day as well as eases dependence on staff to move high quantities of materials from the service or circulation desk to a materials processing area.

Large Public Meeting or Community Room

Accommodations for a large public meeting or community room is important to each community as one of the main venues for hosting meetings and library programs. Per the building program, this study recommends that this space accommodate 80 people. The room should be reconfigurable for gatherings of various community groups, classes, performances and other cultural events as well as specific library



The entry to the library should have a clear and strong street presence and provide an invitation to the community.



The entry lobby should be an active, bright area that could potentially serve as a gallery or exhibit space.

programming for larger groups. For planning purposes, we recommend allocating 15 square feet per person, to factor in space for presenters, podiums and other pertinent equipment as well as side, center and back circulation aisles.

The meeting room should provide adequate and appropriate technology for all of the various programs expected to take place. Technology equipment should facilitate collaboration and communication.

It is recommended that the meeting room be divisible into two smaller rooms by an operable partition which is easy to operate by library staff within a minimal amount of time. It is imperative that the partition and all its parts be durable and of high quality in order to insure smooth operation, longevity and that it will require the minimum amount of maintenance and service. The partition should have durable, stain-resistant, easily cleanable finishes with a moisture resistant substrate and excellent sound control properties.

There may be special occasions or library programs that may attract up to 125 people. It would be advantageous to locate the meeting room adjacent to another open collection area such as a reading room or children's area. The configuration can be such that one wall of the meeting room can be opened to the adjacent space to accommodate larger participation.

Access to kitchen facilities and meeting room storage should be provided through the common lobby space in order to ensure access by all groups, even when one or both sections of the room are occupied.

Meeting room storage should be sized to accommodate tables, chairs, lecterns and any other portable equipment or tools that would be used in the meeting room. The library will need to determine the extent to which the meeting room kitchen should be equipped considering the many varied functions that may occur, i.e. stove (venting required), dishwasher, refrigerator, sink, microwave, counter space, staging area for caterers, etc.

Furniture for the meeting rooms should be selected for flexibility as well as ease of reconfiguration by library staff. Rather than folding tables, which often require some heavy lifting, consider flip-top-nesting tables on lockable casters.

These tables have tops which require only the pull of a release handle to rotate the table top into an upright position, then the tables can be stored by nesting one to the other, rather than stacking on a dolly. The casters provide easy mobility in order to quickly reconfigure the room or roll to storage. Chairs should be lightweight but durable and with high density stacking ability. If chairs are not furnished with casters, they should be ordered with a compatible storage/transport dolly for mobility and storage.



Public meeting rooms should offer flexibility to accommodate large or small gatherings and different work styles.



Rather than folding tables, which often require some heavy lifting, consider flip-top-nesting tables on lockable casters.

Technical and functional equipment for use in the meeting rooms should be provided to facilitate collaboration and communication, and may include:

- Laptop Computers
- Laptop storage/charging carts
- Blu-ray/DVD/CD player
- HD display/tuner, wall mounted
- Handheld/tripod microphones
- Wireless microphones
- Lapel microphones
- Portable public address system
- Surround sound amplifier and speakers
- Video conferencing cameras (freestanding)
- Multimedia projectors
- Projection screen, wall or ceiling mounted
- White boards and/or Electronic whiteboard
- Tackable wall surfaces
- Audio/Video recording equipment (8 input)
- Conferencing speaker phone

Service Points – Public Area

From the main Library Entry Lobby, the entry to the Library proper should be clear and inviting. The security point should be directly beyond these doors. The area directly within the secure point should be open and exciting and allow for views into other library collection areas. This area is ideal for display of new materials with a bookstore atmosphere, where patrons are encouraged to browse. Where space allows, the bookstore model should be used throughout the library in selected collection areas.

Traffic patterns for patrons entering and exiting the library as well as way-finding to collections must be clear. Patrons should be able to walk into the library proper and scan the horizon for clues as to where specific collections can be found. This should be true from other locations in the library as well.

The function of the circulation desk has evolved. To better assist with the multiplicity of patron needs, and because technology and equipment can now handle a majority of check-out transactions, staff need not be largely confined to a desk. Instead, they can rove throughout a service area as needed and be available to assist and interact with patrons throughout the library.

Smaller, possibly mobile service points can be located at other points in the library, as a convenience for staff when a computer is needed to help with patron questions or requests.



Service points and public areas should provide open sightlines for clear monitoring and supervision of the maximum area of public space possible.

Open sightlines should be maintained from staff service points for clear monitoring and supervision of the maximum area of public space possible.

Self-check equipment as well as a public-access self-serve copy and print area should also be clearly located in this area. Staff should have clear visibility of these units and be readily available to offer assistance to a patron if needed. Self-service holds pick up should also be located near the self-check equipment and circulation/service desk.

Children's Area

The children's areas in each of these communities is highly used and loved; therefore the Children's Areas should be an important focus in the design of the libraries. The design and atmosphere of this area should appeal to children and should inspire and encourage kids to love to spend time at the library and to gain a love of reading.

The Children's Area should be located on the main entry level of the library. The entry to the children's area should be clear and obvious from the library entry and should be unique and interesting enough to draw parents and kids to explore what there is to offer. It should be a well-defined area, scaled appropriately to meet the needs and comfort level of children of all ages, located separately from the other library areas. The location and configuration of the area within the library should be planned to help with noise control and security issues.

The area should be planned with delineated collections and seating areas, each to accommodate a specific age group, i.e. toddlers, school-age children, etc. Each of these areas should include child-scaled table seating, as well as adult-scaled table seating for older kids and lounge seating for parents and children to read together.

Shelving should be kept low and within children's reach ranges.

Provide a separate children's program area for specific functions, such as Storytime. These programs are scheduled frequently and timing may conflict with other library programs requiring use of the larger community room. This area should be configured to be somewhat enclosed, although not necessarily an actual room with a door, in order to keep the children focused on the activity and less prone to wandering away. This room should be comfortable and appealing to children and their families. Floor seating space is typically planned for this area, with 10 square feet allocated per person. It is also common for parents to accompany their children to these programs, so providing space or some seating for adults in this area should be considered. Storage should be located adjacent to the program area for props or other supplies and equipment used for various activities. A counter and sink may be useful in the case of arts and crafts activities.

It is ideal to locate a family restroom in the children's area, preferably close to the program area, and easily monitored by staff. The fixtures should be sized to accommodate an adult. Child-scaled fixtures can be added, although it is very limiting to allow for only small-scaled fixtures may be an



The design and atmosphere of the children's area should inspire and encourage kids to love to spend time at the library.

issue as related to ADA compliance. It is common to use step stools to accommodate small children at standard-sized fixtures.

Interior materials in the family restroom should be durable and easy to clean. “Kid-appeal” elements can be added with paint colors or fun tiles, for example.

A compact service desk can be located in this area where library staff can work with kids on various tasks.

It is ideal for the children’s staff work area to be in close proximity and have a clear view into the children’s area so that the staff can easily monitor the space.

The Children’s Area should have close access to a small meeting or study room for tutoring and programs such as “Paws to Read”, a program that pairs therapy dogs with children who can read to them without being judged.

Teen Area

It is important that the communities provide teens with a safe, comfortable, inspiring and fun place to meet friends, study and be involved in positive activities. This area should be devoted to this specific age group and needs to not only draw teens in, but encourage them to stay and take advantage of what the library has to offer.

The teen collection should be up to date and relevant in both subject matter as well as most current media types with which teens are communicating and learning.

The space should provide multiple types of settings where various activities occur. In addition to reading tables, there should be provisions for moveable, comfortable lounge seating and tables for individual reading and relaxation or for impromptu study groups to form, as well as sharing music and technology. Furniture should be durable, comfortable, flexible and fun.

Technology should be made very accessible throughout the teen area.

The Teen area should be in close proximity to small meeting or study rooms for work on group projects, group study, presentation practice and tutoring. Provisions for gaming can also be set up in these rooms on an impromptu or scheduled basis.

The teen area should be located and configured as to be easily supervised by library staff. It is not appropriate to locate this area adjacent to the Children’s Area, but can be located near the adult collections. Teens may need to access the adult collections for research and basic knowledge items. A staff service point should be easily accessible, even if it is not located specifically in this area.



Teen areas should offer flexible furnishings in order to provide settings for various activities, including group study, the sharing of music and technologies, as well as individual reading and relaxation.

Input and participation should be sought from the teens in the community regarding the design, features and atmosphere of the space.

Consider including a collection and area devoted to Tweens, an age group that varies from 8-14 years old. They are often a group that is left out, their interests in reading and programs ranging somewhere in the middle, between children and teens. Provide fun furnishings and atmosphere similar to the Teen Area.

Adult Areas

The adult collections area should provide numerous varied environments for all adult users in the community. Age levels and interests cover an extremely wide range and must all be equally accommodated. Areas should be provided for both quiet and active, collaborative activities.

Adequate table seating as well as lounge seating must be provided for reading as well as access to library equipment or technology connections for patron's laptops.

A hearth or fireplace component may be desired. Provide comfortable lounge furniture in a relaxed quiet setting with readily accessible connections to technology. Reading at tables should also be provided in a quiet area.

Wider aisles for collections such as Large Type Editions should be provided for ease of access with walkers, scooters, etc. A wider aisle can also accommodate a bench so that the shelved collection can be browsed while seated.

Provide access to small meeting rooms for group study or project work, presentation practice and tutoring.

Special Collections

These collections will vary greatly between community libraries and may include local history collections as well as foreign language collections. The size of the collection and space needs for furniture and equipment needs to be accommodated accordingly. Consider whether the area needs secure access or special temperature, humidity controls or fire protection.

Some of these areas may be very family-oriented and should be designed to accommodate adults and children.

Meeting / Study Rooms

Besides large community meeting rooms, accommodations should be made for small to mid-size meeting spaces, which may include training and public education class space, "maker" or creation spaces, and collaboration rooms for tutoring, study, group work as well as book club or stitchery meetings.



Adult areas should allow plenty of choices for seating and table space.



The use of benches in large-print areas allows for comfortable browsing.

Furnishings can range from formal, as in a board room setting, to informal with moveable tables and lightweight chairs on casters that can be very quickly reconfigured by staff or users as needed. Some of these rooms could provide a counter, sink or other equipment specific to activities that will occur there. These spaces should be located so they are accessible to all users including adults, teens and children.

These rooms should be acoustically separated from other library areas. A good portion of these rooms, should be equipped with state-of-the-art technology for conferencing, computer training, remote learning, etc.

Consider the use of flexible, demountable, reconfigurable wall systems. These are pre-engineered and pre-manufactured and can be installed and reconfigured similarly to office furniture system panels.

The new generation of these demountable wall systems features a wide variety of wall materials such as wood veneer panels, tackable surfaces and glass. Power, data and technology, such as flat panel monitors, are integrated within the wall panels and can be easily reconfigured as the need arises. Acoustic properties of this type of wall system may meet or exceed that of typical framed sheet rock walls.

Consider some free-standing media centers within some collection areas, such as Teens or Adults, in lieu of an enclosed room as informal collaboration space incorporating comfortable furniture and the newest technology.



Demountable wall systems feature a wide variety of wall materials and are easy to reconfigure as technology changes.

Staff Areas

The staff entrance must be located and configured in a manner which is convenient and efficient and where staff security and safety is paramount. Adequate lighting and monitoring should be carefully designed.

The staff space would house both enclosed offices for its administrative staff as well as open office area for other full-time and a number of part-time staff. Full-time staff would typically each require an individual workstation. Part-time staff may share a designated number of workstations. A space should be provided where staff may focus and work quietly on various tasks. An enclosed room in the back-of-house staff can serve as both a quiet workroom as well as a space for small staff meetings.

Workstations should be attractive, ergonomic and allow for varying ways in which people work. It is recommended that the Library Management Team and selected staff visit commercial office furniture showrooms to view and try out options for configuration and comfort. Workstations can be configured with an adjustable sit-to-stand work table to counteract some of the discomfort associated with sitting all day as well as provide potential multiple users of the same workstation to work in the way they feel is most efficient and comfortable.



Space should be provided where staff may focus and work quietly on various tasks.

Staff work area functions will include check in and sorting of returned materials, repair of damaged materials, processing reserves, notices and fines, sorting, packing and receiving interlibrary loans as well as other general deliveries. The size and configuration of the staff work areas should be sized and configured to accommodate all staff work functions, layout space and the clear and smooth work flow of materials. Adjacencies of proper functions are crucial to the efficiency of the space.

FVRL is considering equipping each community library with a 5 to 7-bin, automated materials check-in and handling system. The staff work room area should be designed in a manner to make this possible in the future, if not on opening day.

For optimal staff efficiency, the exterior through-wall, drive through book drop should be located in order for books to return directly into the staff work area. If returns are handled manually, return bins should be placed within an area of fire-resistive construction, providing extra space for replacement bins. If returns are automated, the book return should be planned to coordinate with an automated materials handling system.

The library work room should include direct and easy access for couriers and deliveries.

Adequate storage for supplies and equipment as well as adequate and convenient holding areas for book carts and courier bins must be provided.

An attractive and comfortable staff break room is a must. Table seating as well as comfortable lounge seating should be provided. Access to the outdoors or outdoor views should also be considered. A kitchen area should be provided and equipment needs considered, i.e. sink, stove, dishwasher, refrigerator, vending machines, etc. Staff lockers should be provided. The number and size of lockers is to be determined according to the number of staff.

It is recommended that the library provide a designated staff wellness/nursing room with a lounge chair or sofa, small table, electrical outlets and soft lighting.

It is also recommended that a staff restroom should be provided within the staff area for privacy and convenience. Consider installing a staff shower for those who bike or walk to work or during lunch. If LEED accreditation is being considered, the addition of a staff shower contributes to the possible points that can be earned.



Example of an automated materials check-in and handling system



An attractive and comfortable staff break room is a must.

Friends of the Library Storage and Work Room

The Friends of the Library groups are vital components of the libraries and their communities, providing crucial support through fundraising and advocacy. The Friends groups have requested space for an adequate retail space or “book nook” for their on-going book sales.

It is recommended that an adequately sized storage and workroom be provided to process and store donated material. Desks or counter work surfaces with access to electricity, Wi-Fi and telephone provisions may be provided depending on space and budget restrictions in the final building design.

Public Restrooms

The number of actual plumbing fixtures that will be required by the building code will need to be assessed during the actual building design process. This number will relate directly to the square footage and hence, number of occupants for each occupancy type in the building such as assembly spaces, office spaces, reading vs. stack areas.

This study will include an estimate of square footage required for restrooms based on the library programs, previous experience and projects of similar size.

Plumbing fixtures and interior materials must be of high commercial quality, durable, cleanable and easily maintainable, and deter vandalism as much as possible.

Unassigned Area

Unassigned areas refer to portions of the gross building area which are not allocated to specific library program areas. These include the building structure, including exterior walls, interior partitions, corridors and hallways, stairways, elevator shafts and machine rooms, mechanical, server and electrical equipment and spaces.

In this study, the consultant team felt it is important to assign specific square footage and adjacencies to spaces which are sometimes included in the unassigned space allocation, such as lobby, gallery space and restrooms. In this case, the goal for the percentage of unassigned space is 15% of the gross building area. This assumes a one level building. If it is determined a building will be two levels, this percentage would increase to 20-25% of the gross building area.

Ridgefield Community Library



Ridgefield Library Space Needs

Introduction

Currently, Ridgefield is outpacing most other areas of Clark County (and Washington state) with respect to community expansion. Commercial redevelopment is progressing at the I-5 junction, the Port of Ridgefield is developing a 41-acre waterfront site, and the planned Overlook Park will contribute to the city’s downtown revitalization efforts. On the educational front, the Ridgefield School is building new schools, while Clark College announced earlier this year that Ridgefield will be the home of a new satellite campus. The 2014 population of Ridgefield is 5,691.

Historically an agricultural community, Ridgefield’s potato farming heritage is reflected in the team name of Ridgefield High School, the “Spudders.” The 5,150 acre Ridgefield National Wildlife Refuge is a major attraction, with 165,000 visitors each year. Ridgefield’s historic downtown hosts an old-fashioned 4th of July celebration annually, and many community members cherish the community’s small town charm.

Population Projection

Provided by Fort Vancouver Regional Library District, the information below details expected population growth and capacity for the city of Ridgefield. The current study utilizes the projected UGA (Urban Growth Area) capacity as the basis to estimate population in 2040. As it indicates, Ridgefield anticipates 332% growth in population by 2040.

<i>Ridgefield Service Area Population Estimates</i>	
	<i>Ridgefield</i>
City Limits – 2014	5,691
City Limits - 2018 (Est.)	6,168
Zip Code – 2014	16,945
Zip Code 2018 Est.	18,579
School District – 2014	15,010
School District 2018 (Est.)	16,602
UGA (Urban Growth Area) Capacity	24,598
Projected 2040 population utilized in current study	24,598

Community Demographics



1. Age distribution

According to U.S. Census data, when compared to Clark county as well as the state of Washington, Ridgefield has a high percentage of youth under age 5 and under age 18—just over one third of its total population. The community also has a relatively low percentage of persons 65 or older.

	<i>Ridgefield</i>	<i>Clark County</i>	<i>Washington State</i>
Persons under 5 years, percent	8.9%	6.5%	6.5%
Persons under 18 years, percent, 2010	33.5%	25.6%	23.5%
Persons 65 or older, percent, 2010	7.7%	13.2%	12.3%
Households with individuals under 18 years	48.1%	40.0%	31.9%

Source: U.S. Census

2. Ethnic distribution

Ridgefield is less ethnically and linguistically diverse than Clark County or Washington state, with less than half the percentage of Hispanics or Latinos as Washington state.

	<i>Ridgefield</i>	<i>Clark County</i>	<i>Washington State</i>
White alone, not Hispanic or Latino, percent, 2010	89.1%	80.5%	72.5%
Hispanic or Latino, percent, 2010	5.1%	8.4%	11.2%
Asian alone, percent, 2010	2.0%	4.5%	7.2%
American Indian and Alaska Native alone, percent, 2010	0.8%	1.1%	1.5%
Black or African American alone, percent, 2010	0.9%	2.1%	3.6%
Native Hawaiian and other Pacific Islander alone, percent, 2010	0.2%	0.8%	0.6%
Two or more races, percent, 2010	2.8%	4.4%	4.7%
Language other than English spoken at home, age 5+, 2008-2012	8.5%	14%	18.2%

Source: U.S. Census

3. Educational attainment

Ridgefield slightly exceeds both Clark County and Washington state in terms of the percentage of its residents who are high school graduates. The community's percentage of college graduates and above is higher than Clark County but lower than Washington State.

	<i>Ridgefield</i>	<i>Clark County</i>	<i>Washington State</i>
High school graduate or higher, percent of persons age 25+, 2008-2012	96.2%	91.0%	90%
Bachelor's degree or higher, percent of persons age 25+, 2008-2012	27.4%	26.0%	31.6%

Source: U.S. Census

4. Income Levels

In comparison to Clark County and Washington State, Ridgefield has a higher median household income and a lower percentage of persons living below the poverty line.

	<i>Ridgefield</i>	<i>Clark County</i>	<i>Washington State</i>
Per capita money income in last 12 months (2012 dollars), 2008-2013	\$29,258	\$27,885	\$30,661
Median household income, 2008 – 2012	\$86,429	\$58,764	\$59,374
Persons below poverty level, percent, 2008-2012	7.5%	12.0%	12.9%

Source: U.S. Census

Community Input

Six different meetings and focus groups were held in Ridgefield in May – July, 2014 and included the following opportunities for stakeholders to share their thoughts about the services and amenities that would be desirable in their new Ridgefield Library:

- May 23, 2014: Meeting with Ridgefield's elected officials
- June 25, 2014: Focus group (FG) with the Friends of the Ridgefield Library
- June 25, 2014: FG with the staff of the Ridgefield Library
- June 25, 2014: FG with members of the Ridgefield business community
- June 25, 2014: Town Hall meeting (community at large)



Ridgefield neighbors agree, "The library is the most welcoming space in the community."

July 8, 2014: Town Hall meeting (community at large)

Minutes from these six meetings are included in the appendix.

When asked to provide adjectives to describe their new library, Ridgefield community members and staff provided adjectives such as:

*comfortable, homey, welcoming, warm,
dynamic, bright, inviting,
educational, community centered,
transformational*

Key themes (*with representative stakeholder quotes*):

- Keep the library downtown so that it is accessible by foot and close to schools and other frequently used services. *“If it were anyplace other than downtown, the city wouldn’t be the same.”*
- Create a bright, warm, accessible and welcoming space that blends well with the rest of downtown—not *“so modern it is boring and sterile.”* *“Our library is a place where people stop and chat.”*
- Maintain the friendly feel of the current library. *“The library is the most welcoming space in the community.”*
- Develop a cultural center that will be a gathering point for the community. *“The library is a wonderful catalyst for socialization and discovery.”*
- Ensure there is adequate parking. *“It’s sometimes an issue now.”*
- Increase the size of the collection so that there is more to choose from.
- Provide state-of-the-art technology, including more computers. *“School assignments now are online and the kids need a computer to do their homework.”* *“We also need places to plug in devices on the floor.”* *“I’d love it if the library had a MakerSpace and a 3D printer.”*
- Offer flexible meeting rooms for multiple uses, with technology that supports a variety of needs. *“I’d like to see more than one meeting room.”* *“There are lots of musicians here, so we need good acoustics and a good sound system.”*
- Provide comfortable chairs and more seating (individual and at tables)
- Develop different areas of the library to address the needs of different age groups, particularly with respect to noise levels. *“We need a place for kids to make noise.”* *“It’s nice to have quiet spaces—older people sometimes get grumpy.”*

“School assignments are now online and the kids need a computer to do their homework.”

“We also need places to plug in devices on the floor.”

-
- Include an inviting children’s area and a teen space with adequate seating. *“After school we often run out of seats.”*
 - Incorporate opportunities to showcase local art. *“I’d love to see a rotating art collection or community displays.”*
 - Include a fireplace or hearth
 - Strive for energy efficiency and sustainability
 - Improve staff work areas to enhance efficiency and productivity
 - Provide more space for the Friends of the Library. *“It would be nice to have more dedicated space.”*
 - Incorporate a “nature space” around the library.

Ridgefield Design Considerations

Introduction

Ridgefield is considered by its residents to be a safe, supportive community, attractive to young families, with a strong school district. The community has a long history of volunteerism.

The library has been described as the most welcoming place in the city, with staff that are community-oriented, engaged, actively involved and friendly.

Although the Ridgefield Community Library is enjoyed by a broad segment of the community, the most frequent users tend to be seniors, teens, and children of grade school through middle school ages, with particularly heavy use after school. Ridgefield Living Center residents also enjoy an improved quality of life because of all the library has to offer.

The library is currently in an extremely accessible location, with close proximity to other amenities in the downtown area. It is very convenient for many library users to drop in on the way to using other services, such as the post office.

Currently, the library has a very close and cooperative partnership with the existing community center. It is desirable that this relationship continues to build and serve the community into the future.

In order to prepare for the anticipated rapid future growth and development in Ridgefield, a new, larger library is needed to support the culture and educational future of the community. It is anticipated that a new library will contribute to a positive transformational impact in the community. It will serve as the gathering place and cultural center for the community. In addition, a new library will enhance the City's efforts toward attracting entrepreneurs and services to the downtown area.

As such, the overwhelming majority of the community stated a desire to locate a new facility in the downtown core area, central to other businesses and functions, walking distance to other amenities, supporting the City's desire for downtown to be a destination. It was stated that the library is an integral part of downtown events and thus, should be located at the heart of downtown. However, the library will strive to continue to be connected and inclusive to engage residents of the entire Ridgefield community including the east and south subdivisions and the I-5 interchange area. This connection will be enhanced with the City's plans to strengthen ties between the various areas through a series of trails.



An overwhelming majority of the community would prefer the new library be located in the downtown core area.

There is a desire that the library will have a proximity to schools and green space and a better connection to the wildlife refuge. This connectivity will be enhanced by the ability of residents to migrate easily from one program to another, from the park to the community center to library, etc.

The community has expressed the desire for a vibrant new library with modern amenities, functionality and technology, while maintaining a small town feeling. The architecture should be appropriate to the context of Ridgefield. The community has expressed a desire to be involved in the planning and design for a new library as that phase becomes a reality.

Suggestions regarding services that could be provided include an emphasis of the library's role in community health and fitness, providing games, toys and sporting equipment available for checkout. A check out system for musical instruments was also mentioned, as well as a seed library, tool library and teen technology tutors to help older adults. Consider coordinating some services with future new Clark College and Peace Health campuses.

Mayor Onslow emphasized that he and the City Council are totally behind a new library project.

Following are some specific considerations based on community input and library planning practices which have been incorporated into the building pre-design program for the Ridgefield Community Library. Refer to the Ridgefield Community Library programming spreadsheet and space allocations diagram for more detailed information regarding specific proposed functions and collections.

Building and Site

There is a desire that the site of the library should maintain as much of a natural setting surrounding the library building as possible, to maintain open space and to take advantage of Ridgefield's unique stunning view opportunities.

The site and building should be developed in a sustainable manner, with features including an ecologically-correct landscape. The building itself can be an educational tool regarding sustainability with features such as a green roof. The site might also feature a community garden or play area and outdoor library program space, possibly covered or sheltered.



There is also a desire that the library have better connection to the wildlife refuge.

Parking can be challenging in the downtown core. Adequate parking would need to be provided to accommodate increased library use. Bicycle parking would also be provided. It was suggested that charging stations for electric vehicles be provided. The building and site will comply with accessibility regulations.

The building design should be warm and welcoming, not sterile or industrial, and should be appropriate to the context of downtown Ridgefield. Materials should be warm and light. It was suggested that funds might be more focused on interior functions and amenities, with lots of natural light and large window areas (with a telescope for stargazing).

The library should be zoned for quiet and active or louder functions, with proper acoustic control, and provide spaces of a variety of sizes. The library should have modern amenities and technology to attract users. Technology access points should be plentiful throughout the library. Furnishings should be appropriate to a wide range of users, with seating of various types, including comfortable lounge seating, distributed by age-appropriateness and function. Tables should have integrated power, without the need for cords draped on the floor. Charging stations could be provided for multiple devices.

It was suggested that a fireplace be provided, as well as a business center, music spaces as well as community-based interactive displays. A weather station was also suggested as an educational tool, in partnership with the local TV station.

Adjectives describing the community's vision for a new library include; stunning, beautiful, engaging, people-friendly, dynamic, bright, inviting, welcoming, educational, comfortable, smiling, homey, forward-looking, imaginative, vibrant, well-lit, flexible and useful.

Technology

The Ridgefield community is growing and excited about the possibilities for its library. The library as a tech hub was noted by one person who described the library as “tech support for the community.” Many in the community expressed the thought that the new library should have up-to-date technology and should have the capacity to accommodate technological change in order for citizens of Ridgefield to “keep up” with the tech world. Technology was noted as important for all ages, and is widely used - from kids checking their school assignments using the library's Wi-Fi, to adults learning to download an e-book.

To accommodate the demand for technology and a growing community, more computers of all types need to be added – Internet stations, library catalog and database workstations, computers with specialized software for kids and teens, and several stand-up express stations for those who want to check their email, do a quick online transaction or print out a boarding pass or resume. Check-out laptops, tablets and other mobile devices should be added to meet the demand for equipment at high use times, such as after school, and to give patrons the option to roam freely in the library, untethered to a desktop computer.

The Ridgefield community also expects the library to provide plenty of space, robust and fast Wi-Fi, and power outlets and charging cables for mobile devices they bring to the library. Convenient power outlets and possibly a power charging station similar to what's found in airports would be welcomed. Access to Wi-Fi is considered so important, that several noted that it would be ideal to incorporate Wi-Fi coverage in any outdoor spaces that might be included in the new library.

The library staff has done an admirable job attracting kids and teens, who are among the library's heaviest users. It was noted that school assignments are now online, along with many other school materials and textbooks, and that students who don't have computers or Internet at home use the library. Others use the library's Wi-Fi and their own computers and devices for school work, gaming, and socializing. The library could utilize check-out devices, such as laptops and tablets, stored in small, secure charging carts, to provide additional equipment capacity needed after school and other busy times. This equipment could also be used in library meeting rooms for computer classes and technology-based library programs.

E-books, electronic resources, and e-content of all type are increasingly used and are of interest to many in the Ridgefield community. The library should expand its online offerings, and should expand the ability to provide assistance with e-readers and employ systems that make it simpler to download materials to whatever device a patron may have.

For staff, add computers for more efficient workflow on public desks and in the workroom. Ideally, materials processing would occur using automated materials handling equipment that would include self-check-in for patrons, something the community desires. More workroom computers can be used so materials processing won't be

interrupted by public interactions and for off-desk work. Self-service equipment for all or most public transactions – check-in, check-out, printing, payments and others, should be included, with a common user experience for all transactions being preferable to multiple specialized devices.

Library Entry / Lobby

The library entry or lobby would be an ideal location for a gallery or exhibit space for displays of local art. Provisions can be made with attractive commercial hanging hardware and glass display cases.

Some members of the community expressed a desire for a coffee shop. This function was not provided for specifically in this version of the building pre-design program, but can be revisited at a later date, during the actual facility planning and design phase.

Service Points

The self-checkout system works well at the current library and there is a desire to continue and improve this service with additional equipment.

Adequate space should be provided around staff service points to prevent crowding during busy hours. A copy center was suggested which would include scanning capabilities and a document shredder.

Meeting / Study Rooms

Library program attendance can be as high as 125+ for the Reptile Man performances. Summer reading attendance usually ranges from 80-100 participants, while typical programs, the stitchery group for example, draw from 20-30 participants. It is desired to provide a large space within the library for library programming and events of all types.

The community anticipates the room will be used for large meetings, classes, workshops and performance space for recitals and plays as well as large children's functions and teen social activities. Unlike other meeting venues in the city, library programs would have first priority. This enables more freedom for the library to expand its programming greatly beyond current offerings.

The building pre-design program suggested for Ridgefield includes a large meeting room with a seating capacity of 80, divisible into two smaller spaces for concurrent multiple functions and future

flexibility. While there may be potential for less frequent larger programs, providing an adjacency to another flexible space might help to accommodate activities such as these.

This large meeting room should be equipped with a high quality Audio-visual system and accommodations for “maker space” or “creation space” functions including digital video and music production, crafts and activities which promote “STEM” education (Science, Technology, Engineering and Mathematics) as well as STEAM (STEM +Art). A kitchenette and dedicated storage area for this room has also been included.

Smaller meeting rooms are provided in the building pre-design program to accommodate smaller activities such as study groups, tutoring and book discussions.

Children’s Area

A new, larger children’s area and children’s services are considered to be a priority for the Ridgefield community. It is envisioned that the children’s area should be an open, creative and imaginative space with good acoustic control so that children have the freedom to be active and where noise is okay.

Other features suggested by the community include an expanded picture book area, storytelling space, and themed play areas such as a grocery store, kitchen or building area. Hands on learning areas could include craft and water tables, play mats, climbing areas, a treehouse reading area and a puppet stage.

A sink area could be included for easy clean up after activities. Furnishings can be kept as mobile as possible for flexibility and to freshen the look of the space.

Teen Area

A larger teen area should be provided for the collection as well as seating and activities. Acoustic control should be considered for this area as well so that activities do not need to be limited as to not disturb other patrons.

The space should be an attractive and comfortable place for teens to come to study, read, spend time with friends and play games. Equipment might include an interactive white board for group study, activities and projects.

Teens also appreciate any extended hours when they can spend time at the library after school.

Adult Areas

The community expressed a desire for this area to include a quiet, comfortable space for reading and browsing. There is a need for more seating throughout the collection area.

The periodical collection is very popular. It was suggested that the library provide space for local heritage information and documents and collections.

Staff Areas

Adequate, efficient, work space for materials processing and designated work stations should be provided for staff with clear and efficient circulation space between work areas. Open workstations are acceptable in general, however the Community Librarian should have an enclosed private office.

The staff area should incorporate a staff break room, separate from the work area as well as a staff restroom.

A clear and efficient delivery area should be provided that does not interfere with other staff tasks or library functions. Staff storage space and an area to count money is also desired.

Friends of the Library

The Friends of the Library group will continue to be an important supporter of the community. They would like the ability to better connect with people via a well-situated, dedicated “book nook” or space for used and donated book sales.

Some locked storage space as well as sorting space would be ideal.

Library Collections										Comments	
Adults										(Bottom shelf empty)	
collection size	% on shelf	# of volumes	shelving type	items per section	sq.ft./unit	net sq.ft	Notes	Comments			
Collection											
New Books	170	0.50	85	66" high	96	13.5	12 E	8 x 3 x 4 shelves=96			
Lucky Day	616	0.45	277	66" high	96	13.5	39 E	8 x 3 x 4 shelves=96			
Non Fiction (including Biography)	9,252	0.65	6,014	72" high	120	50.12	13.5	677 E	8 x 3 x 5 shelves=120		
Fiction and GN	5,227	0.65	3,398	72" high	120	28.31	13.5	382 E	8 x 3 x 5 shelves=120		
Large Print	680	0.75	510	66" high	96	5.31	13.5	72 E	8 x 3 x 4 shelves=96		
World Language	297	0.75	223	72" high	120	1.86	13.5	25 E	8 x 3 x 5 shelves=120		
Magazines	131	1.00	131	66"sloped	12	10.92	13.5	147 E	1 x 3 x 4 shelves=12		
Newspapers	8	1.00	8	66"sloped	12	0.67	13.5	9 E	1 x 3 x 4 shelves=12		
Reference	75	1.00	75	48" high	36	2.08	13.5	28 E	6 x 3 x 2 shelves=36		
Audiobooks	1,317	0.55	724	66" high	120	6.04	13.5	81 E	8 x 3 x 5 shelves=120		
Video	1,742	0.50	871	66" high	60	14.52	13.5	196 E	5 x 3 x 4 shelves=60		
Seating Areas											
Lounge Seats						10	30	300	10 seats		
Reading/PC Table Seats						24	25	600	24 seats		
						section subtotal		2,518	72 total		
						collections subtotal			% SF of Collection		
						11,953					
Young Adults											
Collection											
New and Lucky Day	148	0.45	67	66" high	60	1.11	13.5	15 E	5 x 3 x 4 shelves=60		
Fiction and nonfiction	1,529	0.55	841	66" high	96	8.76	13.5	118 E	8 x 3 x 4 shelves=96		
Graphic Novels	382	0.60	229	66" high	192	1.19	13.5	16 E	16 x 3 x 4 shelves=192		
Magazines	15	1.00	15	66"sloped	12	1.25	13.5	17 E	1 x 3 x 4 shelves=12		
Seating Areas											
Lounge Seats						6	30	180	6 seats - Higher percentage than % of collection		
Reading/PC Table Seats						8	25	200	8 seats - Higher percentage than % of collection		
Teen Program Storage						1	30	30			
						section subtotal		576	0.05		
						collections subtotal					
						1,085					
Children											
Collection											
New Books	42	0.50	21	48" high	120	0.18	13.5	2 E	15 x 3 x 2 shelves = 120 (Use both shelves)		
Picture Books	4,834	0.60	2,900	48" high	120	24.17	13.5	326 E	20 x 3 x 2 shelves=120 (Use both shelves)		
Board Books	850	0.50	425	48" high	120	3.54	13.5	48 E	20 x 3 x 2 shelves=120 (Use both shelves)		
Easy Readers	1,572	0.50	786	48" high	180	4.37	13.5	59 E	20 x 3 x 2 shelves= 120 (Use both shelves)		
Non-Fiction	4,420	0.60	2,652	66" high	156	17.00	13.5	230 E	13 x 3 x 4 shelves=156		
Fiction and JGN	5,355	0.50	2,678	66" high	156	17.16	13.5	232 E	13 x 3 x 4 shelves=156		
Audiobooks	1,062	0.45	478	66" high	120	3.98	13.5	54 E	8 x 3 x 5 shelves=120		
Video	2,040	0.40	816	66" high	60	13.60	13.5	184 E	5 x 3 x 4 shelves=60		
Magazines	10	1.00	10	66" sloped	12	0.83	13.5	11 E	1 x 3 x 4 shelves=12		
Shelving for games, etc.	0	1.00	0	66" high	48	0.00	13.5	0 E	4 x 3 x 4 shelves=48		
Storytime Kits	43	0.75	32	48" high	36	0.90	13.5	12 E	6 x 3 x 2 shelves=36		
Seating Areas											
Parent/Child Lounge Seats						8	30	240	8 seats		
Reading/PC Table Seats						16	25	400	16 seats, including game station		
Family Restroom						1	64	64			
						section subtotal		1,859	0.48		
						collections subtotal					
						10,777					
						SECTION TOTAL		4,953	1.00		
						23,816					
						41,817					

# of units	sq.ft./unit	net sq.ft	Notes	Comments
------------	-------------	-----------	-------	----------

Staff Areas

Staff Workstations

Community Librarian / Supervisor					
Library Staff Workstations	1	270	270		Enclosed Space - 2 desks & round table w/4 chairs
	5	64	320		Open Plan
		<i>section subtotal</i>	590		

Staff Support Areas

Receiving Area	1	300	300		
Copy Center	1	100	100		
Break Room/Lockers	1	220	220		
Wellness Room	1	80	80		
Staff Meeting Room	1	120	120		Enclosed Space
Work Room	1	350	350		With Sink
AMH Equipment	1	350	350		7-Bin Sorter
Staff Storage	1	100	100		
Friends of the Library Storage	1	36	36		
Staff Restroom	1	64	64		
		<i>section subtotal</i>	1,720		

SECTION TOTAL 2,310

Net Programmed Subtotal 10,938

Building Support Areas

Building Support Areas

Telecom/Server Room	1	50	50		
Janitor Closet	1	65	65		
Mechanical	1	100	100		
Electrical	1	100	100		
		<i>section subtotal</i>	315		

SECTION TOTAL 315

NET PROGRAMMED TOTAL 11,253

Assumes one story building

Sq. Ft. for wall thickness, pathways, etc. (15%)

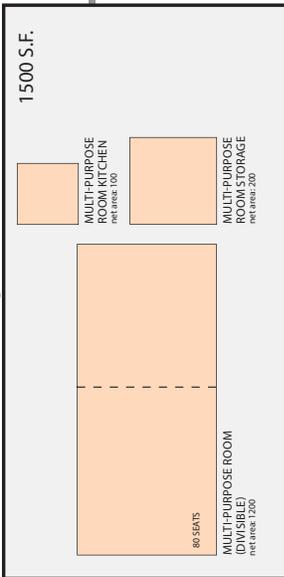
11,253 0.15 1,688

Total Building Gross SF 12,941

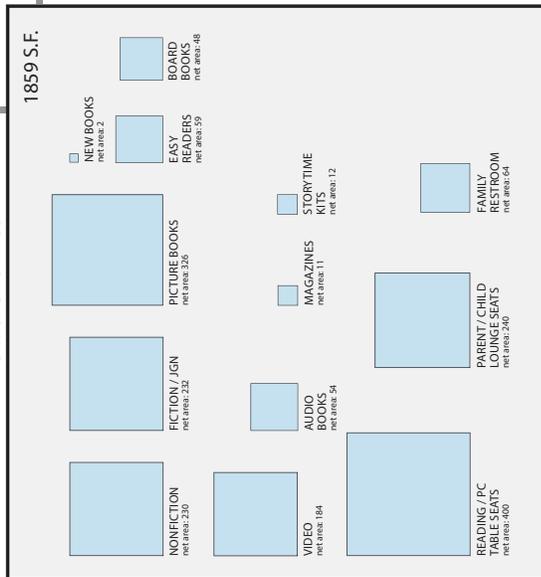
NOTES

- A Classroom type seating
- B Outside of secure area
- C Within secure area
- D 12 SF per unit assumes 36" aisles
- E 13.5 SF per unit assumes 42" aisles

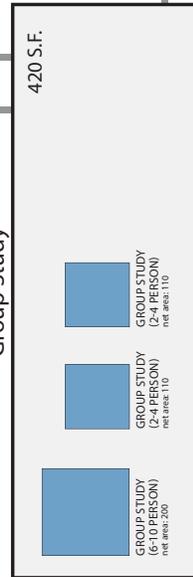
Meeting Rooms



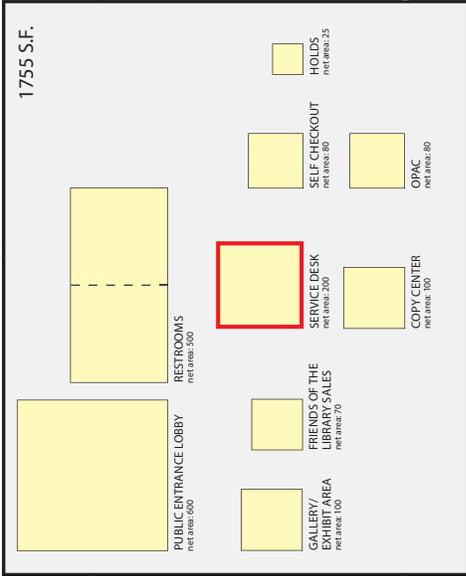
Children's Area



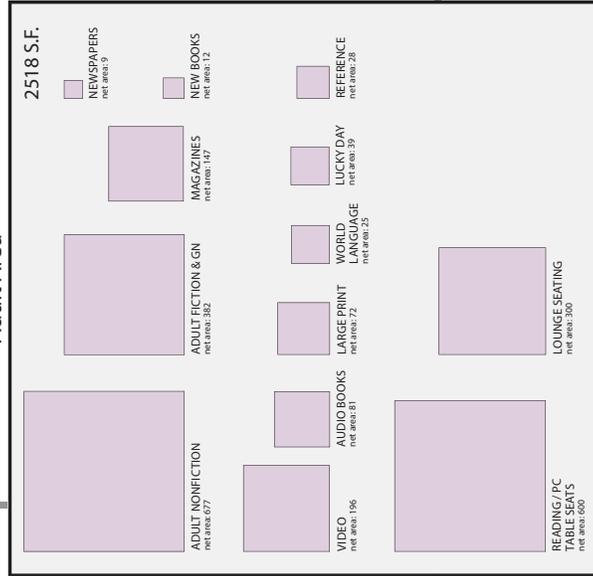
Group Study



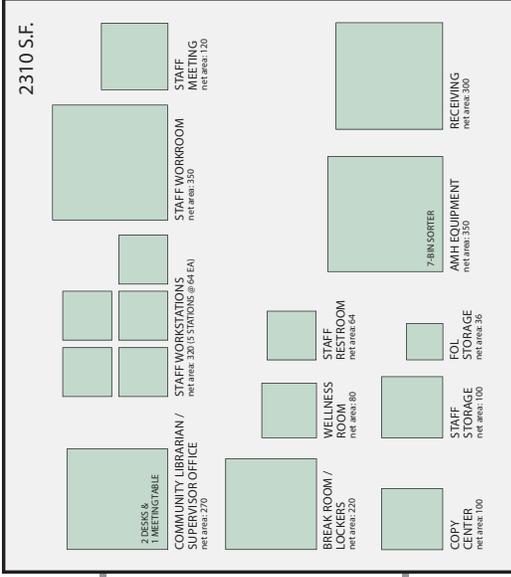
Public Service Support Areas



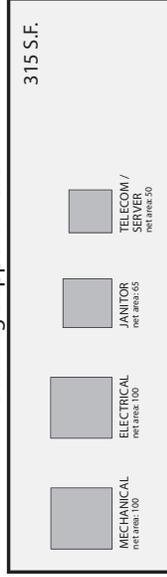
Adult Area



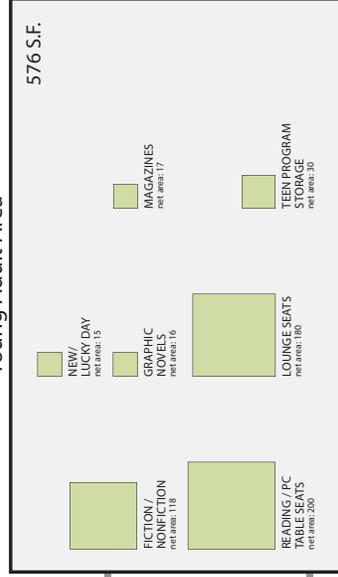
Staff Areas



Building Support Areas



Young Adult Area



SPACE ALLOCATIONS

NET PROGRAMMED AREA = 11,253 S.F.
 Wall Thickness, Pathways, Shafts (15% of Programmed Area) = 1,688 S.F.
 TOTAL BUILDING GROSS AREA = 12,941 S.F.



FVRL - RIDGEFIELD COMMUNITY LIBRARY - BUILDING PROGRAM TECHNOLOGY SUMMARY

Public Spaces	Quantity	Notes
---------------	----------	-------

Public Support Areas

Service Desk Work Stations	2	
Staff printer	1	Small network laser printer
Self Checkout	4	
OPAC		
Shelf-end/Stand-up kiosk	2	Small form-factor, adjustable mount
Desktop	2	
Research/database stations	1	
Print/Copy release/payment station	1	
Multifunction Copier/Printer/Scanner	1	Color, medium speed, commercial grade
Internet Computer Signup station	1	
Checkout laptop computers	10	FVRL laptop standard
Checkout tablet computers	10	10" Android tablet

Meeting Rooms

Projector - ceiling mounted	1	
Projection screen (permanent mounted) or full wall white board	1	
Lab/Program laptop computers	10	
Laptop storage/charging cart	1	Cart could be sized to also store checkout devices

Collection Spaces

Adults

Desktop Internet Computers (PACs)	12	incl 1 OPAC, 1 or 2 research
-----------------------------------	----	------------------------------

Teens

Desktop Internet Computers (PACs)	4	
-----------------------------------	---	--

Children

Kids Computers (desktop)	8	incl 1 OPAC, 1 research; Consider 2 Kids' game tablets
--------------------------	---	--

Staff Areas & Building

Staff Workstations & Equipment

Supervisor (laptop & dock)	1	
Supervisor printer	1	small laser printer
Library Staff Workstations (desktops)	3	
Staff printer	1	small network laser printer
Projector	1	
Staff/Instructor laptop	1	
Automated Materials Handling	1	7 bin sorter, dual return

Building Infrastructure

Switch	3	24 port switch
Switch PoE	1	8 port, power over ethernet
Router	1	
WiFi Access Point	5	
Equipment Rack	1	Swingable wall mount 16U
Uninterruptible Power Supply (managed)	1	

Other Items to Consider

3D Printer	1	Small scale, PowerSpec 3D-X or similar
Gaming console	1	
Projector or monitor for game console	1	
Laptop for community librarian	1	

PRELIMINARY COST ESTIMATE

Ridgefield Community Library

Prepared by: Troy Ainsworth **Date:** September 8, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Project Number: 24-03-14
Distribution: FVRL
File

PRELIMINARY COST ESTIMATE

Per the preliminary program, assessment of the project scope and site options, FFA has developed a Preliminary Cost Estimate Model for building and site construction costs. This estimate has been developed to review two primary options:

Option One: New Construction

- All new construction for site improvements and new library facility to meet the requirements of the building program.
- All new furniture, fixtures, and equipment (FF&E) is assumed. To be included in the project scope.
- All new technology infrastructure is assumed. To be included in the project scope.

Option Two: Renovation

- Significant renovation of existing buildings and sites to meet the requirements of the building program.
- Seismic and other structural upgrades may be required depending upon specific conditions at each location.
- Full mechanical, plumbing and electrical upgrades and fire protection systems would be required, depending upon specific conditions at each location. All new furniture, fixtures, and equipment (FF&E) is assumed.

-
- All new furniture, fixtures, and equipment (FF&E) is assumed. To be included in the project scope.
 - All new technology infrastructure is assumed to be included in the project scope.

This estimate is developed in two sections: Construction Cost and Project Cost

Construction Cost: The amount of the project funds that should be allocated for actual construction of the building and site. These typically include all costs related to construction and the contractor's overhead costs such as: materials, equipment, labor, insurance, bonds and other contractor management expenses.

Project Cost: This includes funds budgeted to address indirect expenses required to complete the entire project. These typically include all costs related to the project such as: Construction cost, project contingency, fees, permits, administration, moving, temporary relocation, interest, furniture, fixtures, equipment, inflation, and other related expenses.

OPTION ONE – NEW CONSTRUCTION:

CONSTRUCTION COST BUDGET ESTIMATE

Budget estimate: \$260.00 Per Square Foot
Total building area: Programmed Gross Sq. Ft.: 12,941
***Construction Cost Estimate: \$260.00 X 12,941 Sq. Ft. = \$3,364,660**

*Assumes a one-story building configuration. Add 10% to construction cost estimate for a two-story design.

PROJECT COST BUDGET ESTIMATE

Project Cost Budget typically includes:

Indirect Project Cost (estimated) 25% of Construction Cost

25% of \$3,364,660 = \$841,165

(Includes: administration, permits, fee, construction inspections, utility permits and fees, architectural and engineering fees, reimbursable expenses, security system, telecommunication systems, special consultants, and owner’s project contingency)

Furniture, Fixtures and Equipment (estimated) 10% of construction cost

10% of \$3,364,660 = \$336,466

(Includes: furniture, loose tables, chairs, book shelving systems and miscellaneous furnishings)

Technology infrastructure (estimated) 4-5% of construction cost (Includes library equipment, computers and other hardware I.T. infrastructure. Does not include AMH equipment, see below):

= \$134,586

Automated Materials Handling System (7-Bin Sorter):

= \$100,000

TOTAL PRELIMINARY PROJECT COST ESTIMATE OPTION ONE:

***New Construction: \$4,776,877**

*The total preliminary project cost estimates based current construction cost, project cost inflation should be added on 3 to 4 percent per year compounded 2015 forward.

OPTION TWO – RENOVATION:

CONSTRUCTION COST BUDGET ESTIMATE

Budget estimate renovation: \$175.00 Per Square Foot
Total building area: Programmed Gross Sq. Ft.: 12,941
***Construction Cost Estimate: \$175.00 X 12,941 Sq. Ft. = \$2,264,675**

*Assumes a one-story existing building configuration. Add 5-15% to construction cost estimate for an existing two-story facility, pending provisions for accessibility, exiting and fire/life safety.

PROJECT COST BUDGET ESTIMATE

Project Cost Budget typically includes:

Indirect Project Cost (estimated) 25% of Construction Cost

25% of \$2,264,675 = \$566,169

(Includes: administration, permits, fee, construction inspections, utility permits and fees, architectural and engineering fees, reimbursable expenses, security system, telecommunication systems, special consultants, and owner’s project contingency)

Furniture, Fixtures and Equipment (estimated), assumed all new – same budget as Option One:

= \$336,466

(Includes: furniture, loose tables, chairs, book shelving systems and miscellaneous furnishings)

Technology infrastructure (estimated), assumed all new – same budget at Option One:

= \$134,586

(Includes library equipment, computers and other hardware I.T. infrastructure. Does not include AMH equipment, see below)

Automated Materials Handling System (7-Bin Sorter):

= \$100,000

TOTAL PRELIMINARY PROJECT COST ESTIMATE OPTION TWO:

***Renovation: \$3,401,896**

*the total preliminary project cost estimates based current construction cost, project cost inflation should be added on at 3 to 4 percent per year compounded from 2015 forward

Washougal Community Library



Washougal Library Space Needs

Introduction

Located in Clark County, on the Washington side of the Columbia River, Washougal provides the west entrance to the scenic Columbia River Gorge. For over a century, the Pendleton Woolen Mills has been the community’s largest employer. As of 2014, Washougal’s estimated population is 14,843.

In recent years, Washougal’s historic downtown has experienced significant redevelopment and revitalization, increasing opportunities for dining and shopping and preserving community heritage. The city also actively partners with nearby Camas and the Port of Camas-Washougal on other economic development efforts. While appreciating the community’s proximity to Portland and Vancouver, Washougal residents also highly value the community’s small town feel.



Washougal’s downtown has recently experienced significant redevelopment and revitalization.

Population Projection

Provided by Fort Vancouver Regional Library District, the information below details expected population growth and capacity for the city of Washougal. The current study utilizes the projected UGA (Urban Growth Area) capacity as the basis to estimate population in 2040. As it indicates, Washougal anticipates a 60% growth in population by 2040.

<i>Service Area Population Estimates</i>	
	<i>Washougal</i>
City Limits – 2014	14,843
City Limits - 2018 Est.	16,515
Zip Code – 2014	22,134
Zip Code 2018 Est.	24,673
School District – 2014	19,947
School District 2018 Est.	22,072
UGA (Urban Growth Area) Capacity	23,741
Projected 2040 population utilized in current study	23,741

Community Demographics

1. Age distribution

According to U.S. Census data, when compared to Clark County as well as the state of Washington, Washougal has a slightly higher percentage of youth under age 5 and under age 18, and a lower percentage of persons 65 or older.

	<i>Washougal</i>	<i>Clark County</i>	<i>Washington State</i>
Persons under 5 years, percent	7.5%	6.5%	6.5%
Persons under 18 years, percent, 2010	26.9%	25.6%	23.5%
Persons 65 or older, percent, 2010	10.1%	13.2%	12.3%
Households with individuals under 18 years	38.0%	40.0%	31.9%

Source: U.S. Census

2. Ethnic distribution

Washougal is less ethnically and linguistically diverse than Clark County or Washington state, with less than half the percentage of Hispanics or Latinos as Washington state.

	<i>Washougal</i>	<i>Clark County</i>	<i>Washington State</i>
White alone, not Hispanic or Latino, percent, 2010	87.5%	80.5%	72.5%
Hispanic or Latino, percent, 2010	5.3%	8.4%	11.2%
Asian alone, percent, 2010	2.4%	4.5%	7.2%
American Indian and Alaska Native alone, percent, 2010	1.0%	1.1%	1.5%
Black or African American alone, percent, 2010	0.9%	2.1%	3.6%
Native Hawaiian and other Pacific Islander alone, percent, 2010	0.2%	0.8%	0.6%
Two or more races, percent, 2010	3.8%	4.4%	4.7%
Language other than English spoken at home, age 5+, 2008-2012	6.9%	14%	18.2%

Source: U.S. Census

3. Educational attainment

A slightly higher percentage of Washougal residents are high school graduates in comparison with Clark County or Washington State. Washougal's percentage of college graduates and above is equal to Clark County but lower than the state as a whole.

	<i>Washougal</i>	<i>Clark County</i>	<i>Washington State</i>
High school graduate or higher, percent of persons age 25+, 2008-2012	92%	91%	90%
Bachelor's degree or higher, percent of persons age 25+, 2008- 2012	26%	26%	31.6%

Source: U.S. Census

4. Income Levels

Washougal's per capita money income, median household income and percentage of persons living below the poverty line is fairly close (either somewhat higher or somewhat lower) than Clark County and Washington state.

	<i>Washougal</i>	<i>Clark County</i>	<i>Washington State</i>
Per capita money income in last 12 months (2012 dollars), 2008-2013	\$29,482	\$27,885	\$30,661
Median household income, 2008 – 2012	\$61,322	\$58,764	\$59,374
Persons below poverty level, percent, 2008-2012	11.7%	12.0%	12.9%

Source: U.S. Census

Community Input

Six different meetings and focus groups were held in Washougal in May – July 2014 and included the following opportunities for stakeholders to share their thoughts about the services and amenities that would be desirable in the new Washougal library:

- May 23, 2014: Meeting with Washougal’s elected officials
- June 26, 2014: Focus group (FG) with the Friends of the Washougal Library
- June 26, 2014: FG with the staff of the Washougal Library
- June 26, 2014: FG with members of the Ridgefield business community
- June 26, 2014: Town Hall meeting (community at large)
- July 8, 2014: Town Hall meeting (community at large)

Minutes from these six meetings are included in the appendix.

When asked to provide adjectives to describe their new library, Washougal community members and staff provided adjectives such as:

*inviting, welcoming, comfortable,
abundant, open, fresh, rustic urban,
efficient, accessible, high tech yet homey,
cutting edge, exciting, warm*

Key themes (*with representative stakeholder quotes*):

- Create a bright, warm, accessible and welcoming space for people of all ages. *“The outside of the building should make people want to come in.” “There should be a balance between modern and homey (not industrial).”*
- Maintain friendliness, intimacy and “small town” feel of current library. *“People here like the personal service the staff provides.”*
- Develop a cultural center/community center/“destination” that will be a gathering point for the community. *“The library can be what sets Washougal apart.”*
- Ensure that the building’s design is congruent with its surroundings. *“The library should fit with the character of downtown.” “Put entrance on SW corner to address wind issues.”*



“The library can be what sets Washougal apart.”

- Site the library in proximity to other related service points and ensure that there is adequate parking. *“I like that it’s downtown now and on the bus line.” “It would be great if parking was included.”*
- Grow the physical collection so that it is large enough for browsing and discovery. *“The collection is so tiny. I’d like a bigger collection.”*
- Provide state of the art technology, including more computers and plenty of places to plug in for people bringing their own devices. *“Not everyone can afford technology” “We need multimedia capacity.”*
- Offer flexible meeting rooms for multiple uses, with technology that supports a variety of needs. *“Washougal has a huge community need for meeting room space.”*
- Provide improved and expanded seating: both armchairs and at tables. *“We need more comfy furniture.”*
- Create noise zones that reflect the needs of different ages and life stages. *“We need to allow kids to be kids.”*
- Include a warm, inviting and safe children’s area. *“I’d like a separate but visible children’s area offering parent supervision, safety, and security.”*
- Include a teen space with adequate seating. *“We need collaborative teen spaces with a large capacity for activity and technology. They should also be welcoming and staff should be able to supervise them.”*
- Incorporate opportunities to showcase local art (such as a gallery space)
- Include a fireplace or hearth
- Improve staff work areas to enhance productivity. *“We need more space to work efficiently.”*
- Provide more space for the Washougal Friends of the Library.
- Incorporate space to sit or gather outside as part of the library’s design

“I’d like a separate but visible children’s area offering parent supervision, safety, and security.”

“We need comfy furniture and a large capacity for activity and technology.”

Washougal Design Considerations

Introduction

The Washougal community expressed that it is important for the library to serve all segments of the population in an age-appropriate way. The largest segment of the population currently using the library are parents and young children (for storytimes) as well as home-schoolers. There is not a high number of teens using the library, but that may be due to lack of convenient hours, especially after school. Popular resources include the adult fiction collection, computers and the “Lucky Day” collection.

The library and community would like to maintain the great friendly customer service and interaction with the public that occurs now. A balance of technology and books should be maintained. Interaction with books is still a special experience. Programming should be geared around family connectedness...“together time” at the library.

It was expressed that the library can function as an anchor for the community and can help to improve the profile of the community. It should be a focal point and the “jewel of the community”. It should continue to support the independent spirit of Washougal residents and build community connections, reinforcing the sense of belonging and community pride.

The library should be “business-friendly”, a draw to bring businesses, employees and families to the Washougal area and continue to support those who are starting new small businesses. Resources can be offered such as job skills development, multi-media classes, speakers, mock interviews, tutoring and other hands-on training and activities.

Access to the retirement community is very important. The library would like to increase youth involvement and aims to improve their quality of life. As one community member suggested, “a great library speaks to the importance of education within the community.”

It was suggested that the library consider opportunities for mixed use partnerships.

The majority of the community stated a desire to locate the library within the downtown core. The library should be located in a prominent location and should take advantage of the existing infrastructure, such as walking paths and public transportation lines.

Following are some specific considerations based on community input and library planning practices which have been incorporated into the building pre-design program for the Washougal Community Library. Refer to the Washougal Community Library programming spreadsheet and space allocations diagram for more detailed information regarding specific proposed functions and collections.

Building and Site

The community expressed a desire for the building and site to take advantage of and maintain a strong connection to the natural environment, green space and beauty of the Washougal area.

The building should be urban, appropriate to the character of the Washougal downtown core. It should be approachable and homey, not intimidating, yet equipped with up to date modern technology and an updated look. The building design should celebrate the cultural diversity of the community through art, character and materials, with ties to Washougal's history and Native American past. Consider materials that reinforce the theme of "Gateway to the Gorge", such as water, wood and stone.

The building should be oriented on the site to take advantage of sustainable practices such as natural daylighting, but also could provide an opportunity for passive solar installation. There was also a concern that the entry be sheltered from the east winds.

Since the entry experience begins at the street, landscaping and outdoor features should create a welcoming, clear approach sequence which draws people into the library. A single story building is preferred by the community with large window areas and high visibility at the street level. A view into an active interior will serve as an invitation to all to come in and enjoy what the library has to offer.

A new library site would need to accommodate adequate, easily accessible parking. A drive up book drop is also desired by the community.

An attractive building design that is friendly and welcoming, using warm, durable, low maintenance materials would be appealing to the community. Some outdoor public space is desired; suggestions included an outdoor patio for reading and library programming, an outdoor courtyard with a projection wall for movies, a water feature and a community garden or garden feature. Washougal is home to a very active Master Gardeners community and their participation and

stewardship with these spaces would be appreciated. If desired, the interior could open up to an outdoor area in pleasant weather with either sliding or roll-up doors.

The library building interior should be welcoming and comfortable, with a sense of “coming home”. It should be sized appropriately for the future with quality, durable, easily maintained interior finish materials. A style that is both modern and classic.

The building should be accessible to all, beyond just what code requires. The layout of the library should be efficient and open. Way-finding and signage should be intuitive. There should be a diversity of spaces for various functions, both quiet and active, each with its own character reflecting its specific use. The building and furniture layout should remain as flexible as possible to accommodate future changes in library services.

The atmosphere of the library should be pleasant and relaxing, with good acoustic control and thermal comfort. Lighting levels should be appropriate to each function and fixtures should be high-quality. Furniture should be comfortable and of high commercial quality. Technology access points should be plentiful. The collection should be kept current and nicely displayed.

Adjectives describing the community’s vision for a new library include; Inviting, welcoming, friendly, comfortable, modern yet warm, abundant, fresh, open, light, flexible, urban, inspiring, cutting edge, excitement, activity sustainable, efficient and Wow!

Technology

Washougal values its small town feel, but also values up to date technology. As one community member noted, we want to be “high tech, but homey.” As such, the library serves as a town focal point to provide residents access to technology and in the words of one resident, to “be prepared for tech.”

Access to technology and the Internet is an issue in some parts of the community, in part due to geography and terrain. Wired technology services don’t always extend far into more rural areas, and cellular data signals are often limited by the rugged terrain. The library plays a key role for many as a place to access the Internet, both with library computers and their own mobile devices. The library should provide plentiful Wi-Fi bandwidth for devices brought into the library – students with school provided iPads could be a major consumer. There will need to be lots of power outlets to charge devices and spare charging cables. The library may want to consider having a compact, dedicated charging station for phones and tablets.

Technology is important to residents who expressed a desire to fully participate in the digital age. One resident stated, “We want to raise our kids in a small town, but with all the technology Portland has.” While students with school issued iPads may relieve some of the pressure for computers, the library will need have enough devices for all age groups. The library should expand all types of devices, including 15 minute ‘stand up’ stations, specialized use computers for kids and research and easily accessible printing from laptops and mobile devices.

There is community interest in technology classes and technology-based library programming and in having the ability to access the rapidly expanding world of online courses through library computers. The library should consider including loaner laptops and tablets that could be used for classes, programs and projects, in addition to being available to meet the demand for equipment during peak use times.

Library staff needs additional computers on public service desks, especially during busy times. Additional computers in the workroom will likewise allow for more efficient processing of materials. Patron self-service should be expanded and consolidated to the extent possible so the user experience is consistent and easy.

Library Entry / Lobby

The library entry or lobby can be an ideal location to provide a display or gallery space for local art including wall displays using commercial hanging hardware as well as glass display cases for art or artifacts. A community events board can also be located in this space.

Some members of the community expressed a desire for a coffee shop. This function was not provided for specifically in this version of the building pre-design program, but can be revisited at a later date, during the actual facility planning and design phase.

Service Points

The self-checkout system is well used at the current library and there is a desire to continue and improve this service with additional equipment, including a unit sized for use by children.

Patrons appreciate that the current main staff service point is located centrally and close to the entrance of the library.

Meeting / Study Rooms

Library program attendance can be as high as 120+ for the Reptile Man performances, while typical programs draw 50-60 attendees. It is desired to provide a large multi-purpose space within the library for library programming and events of all types.

The building pre-design program suggested for Washougal includes a large meeting or community room with a seating capacity of 80, divisible into two smaller spaces for concurrent multiple functions and adaptable for future flexibility. While there may be potential for less frequent larger programs, providing an adjacency to another flexible space might help to accommodate activities such as these.

This large meeting room should be equipped with a high quality Audio-visual system, up to date technology and other accommodations for “maker space” or “creation space” functions including digital art and multi-media production, crafts and activities that support Washougal’s strong D.Y.I. element. A kitchenette and dedicated storage area for this room has also been included.

Acoustic quality within the meeting rooms as well as acoustic separation between divisible meeting rooms and other library functions should be carefully considered. Interior finishes for the community room should be easily maintained and cleanable.

Smaller meeting rooms are provided in the building pre-design program to accommodate smaller activities such as study groups, tutoring and book discussions. Providing multiple meeting room types and sizes will allow for new programming potential as well as the ability to host events for other organizations.

Children’s Area

Safety, security and supervision by staff and parents are key elements in the design of this area. Staffed areas should have clear sightlines and be in close proximity to the children’s area.

Proper acoustic control is important so that children have the freedom to be active and make noise. The kid’s zone should be comfortable, with child-scaled furniture, appropriate for each age group. Reading areas where parents and children can read together is desired.

A family restroom is also provided in the building program.

Teen Area

A larger teen area should be provided for the collection as well as seating and the capacity for a range of activities. The space should include comfortable furniture for reading and study. A collaborative atmosphere should be provided so that teens can work together on group projects.

Current technology should be made readily available and should be adaptable to meet the needs of the next generation.

Better availability of the teen area after school would be ideal.

Adult Areas

The community expressed a desire for a cozy area with comfortable seating and perhaps a fireplace. The periodical collection is very popular and should be nicely displayed.

Genealogy research is popular in Washougal and some suggested the library provide accommodations to support this activity.

Staff Areas

Adequate, efficient, work space for materials processing and individual work stations should be provided for staff. Privacy should be provided between staff work areas and public functions, however the staff needs to have sufficient open views and sightlines into public areas to maintain adequate supervision. Wall space for staff use was also requested. The Community Librarian should have an enclosed private office.

The staff area should incorporate a staff breakroom, separate from the work area as well as a staff restroom. A dedicated loading area would enhance staff efficiency.

Friends of the Library

The Friends of the Library group will continue to be an important supporter of the community. They would like to be provided with a dedicated “book nook” for used and donated book sales, with the option to secure or lock the space.

The Friends strive to keep the selection to current and popular books and best sellers and therefore, the collection has a high turn-over rate. Locking storage cabinets below the display shelving would allow them to easily and efficiently replenish books on the shelves.

“Secure storage space for donated items and workspace for processing the items would be appreciated.”

Library Collections		Adults		Young Adults		Children	
collection size	% on shelf	# of volumes	shelving type	items per section	net sq.ft	Notes	Comments

collection size	% on shelf	# of volumes	shelving type	items per section	net sq.ft	Notes	Comments
Collection							
New Books	170	0.50	85	66" high	96	12 E	8 x 3 x 4 shelves=96
Lucky Day	616	0.45	277	66" high	96	39 E	8 x 3 x 4 shelves=96
Non Fiction (including Biography)	9,015	0.65	5,860	72" high	120	48,83 E	8 x 3 x 5 shelves=120
Fiction and GN	5,100	0.65	3,315	72" high	120	373 E	8 x 3 x 5 shelves=120
Large Print	680	0.75	510	66" high	96	72 E	8 x 3 x 4 shelves=96
World Language	255	0.75	191	72" high	120	22 E	8 x 3 x 5 shelves=120
Magazines	131	1.00	131	66"sloped	12	10,92 E	1 x 3 x 4 shelves=12
Newspapers	8	1.00	8	66"sloped	12	0,67 E	1 x 3 x 4 shelves=12
Reference	75	1.00	75	48" high	36	28 E	6 x 3 x 2 shelves=36
Audiobooks	1,275	0.55	701	66" high	120	79 E	8 x 3 x 5 shelves=120
Video	1,700	0.50	850	66" high	60	14,17 E	5 x 3 x 4 shelves=60
Seating Areas							
Lounge Seats						10 seats	72 total
Reading/PC Table Seats						24 seats	
collections subtotal					11,641		
collection size					19,025		
% on shelf							
# of volumes							
shelving type							
items per section							
net sq.ft							
Notes							
Comments							(Bottom shelf empty)

collection size	% on shelf	# of volumes	shelving type	items per section	net sq.ft	Notes	Comments
Young Adults							
Collection							
New and Lucky Day	149	0.45	67	66" high	60	15 E	5 x 3 x 4 shelves=60
Fiction and nonfiction	1,357	0.55	746	66" high	96	105 E	8 x 3 x 4 shelves=96
Graphic Novels	383	0.60	230	66" high	192	16 E	16 x 3 x 4 shelves=192
Magazines	15	1.00	15	66"sloped	12	17 E	1 x 3 x 4 shelves=12
Seating Areas							
Lounge Seats						6 seats	Higher percentage than % of collection
Reading/PC Table Seats						8 seats	Higher percentage than % of collection
Teen Program Storage							
collections subtotal					991		
collection size					1,904		
% on shelf							
# of volumes							
shelving type							
items per section							
net sq.ft							
Notes							
Comments							

collection size	% on shelf	# of volumes	shelving type	items per section	net sq.ft	Notes	Comments
Children							
Collection							
New Books	43	0.50	22	48" high	120	2 E	15 x 3 x 2 shelves = 120 (Use both shelves)
Picture Books	4,666	0.60	2,800	48" high	120	315 E	20 x 3 x 2 shelves=120 (Use both shelves)
Board Books	637	0.50	319	48" high	120	36 E	20 x 3 x 2 shelves=120 (Use both shelves)
Easy Readers	1,530	0.50	765	48" high	180	57 E	20 x 3 x 2 shelves= 120 (Use both shelves)
Non-Fiction	4,250	0.60	2,550	66" high	156	221 E	13 x 3 x 4 shelves=156
Fiction and JGN	5,270	0.50	2,635	66" high	156	228 E	13 x 3 x 4 shelves=156
Audiobooks	1,020	0.45	459	66" high	120	62 E	8 x 3 x 5 shelves=120
Video	1,955	0.40	782	66" high	60	176 E	5 x 3 x 4 shelves=60
Magazines	10	1.00	10	66" sloped	12	11 E	1 x 3 x 4 shelves=12
Shelving for games, etc.	0	1.00	0	66" high	48	0 E	4 x 3 x 4 shelves=48
Storytime Kits	50	0.75	38	48" high	36	14 E	6 x 3 x 2 shelves=36
Seating Areas							
Parent/Child Lounge Seats						8 seats	
Reading/PC Table Seats						16 seats	including game station
Family Restroom						64	
collections subtotal					10,357		
collection size					19,431		
% on shelf							
# of volumes							
shelving type							
items per section							
net sq.ft							
Notes							
Comments							

# of units	sq.ft./unit	net sq.ft	Notes	Comments
------------	-------------	-----------	-------	----------

Staff Areas

Staff Workstations

	# of units	sq.ft./unit	net sq.ft	Notes	Comments
Community Librarian / Supervisor	1	270	270		Enclosed Space - 2 desks & round table w/4 chairs
Library Staff Workstations	5	64	320		Open Plan
	<i>section subtotal</i>		590		

Staff Support Areas

Receiving Area	1	300	300		
Copy Center	1	100	100		
Break Room/Lockers	1	220	220		
Wellness Room	1	80	80		
Staff Meeting Room	1	120	120		Enclosed Space
Work Room	1	350	350		With Sink
AMH Equipment	1	350	350		7-Bin Sorter
Staff Storage	1	100	100		
Friends of the Library Storage	1	36	36		
Staff Restroom	1	64	64		
	<i>section subtotal</i>		1,720		

SECTION TOTAL 2,310

Net Programmed Subtotal 10,842

Building Support Areas

Building Support Areas

Telecom/Server Room	1	50	50		
Janitor Closet	1	65	65		
Mechanical	1	100	100		
Electrical	1	100	100		
	<i>section subtotal</i>		315		

SECTION TOTAL 315

NET PROGRAMMED TOTAL 11,157

Sq. Ft. for wall thickness, pathways, etc. (15%) 11,157 0.15 1,674

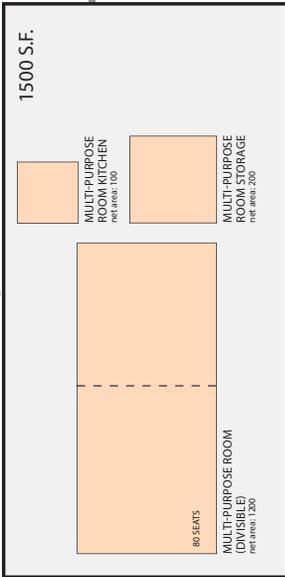
Total Building Gross SF 12,830

Assumes one story building

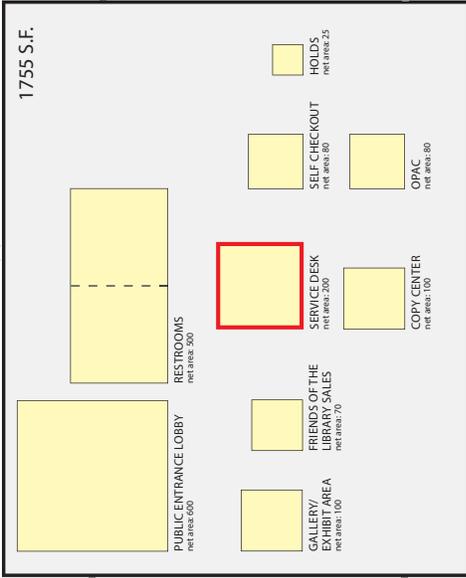
NOTES

- A Classroom type seating
- B Outside of secure area
- C Within secure area
- D 12 SF per unit assumes 36" aisles
- E 13.5 SF per unit assumes 42" aisles

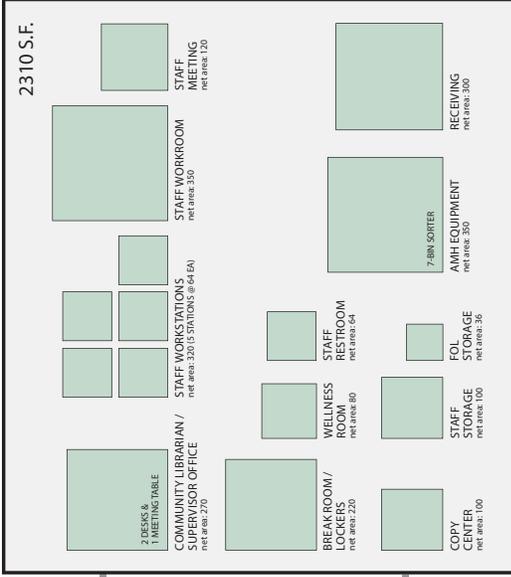
Meeting Rooms



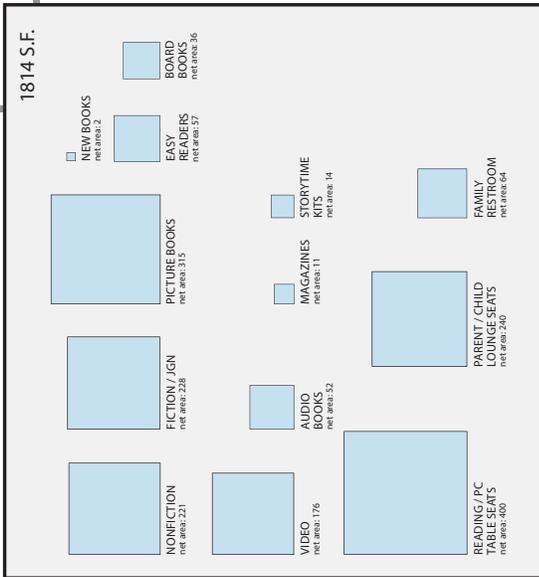
Public Service Support Areas



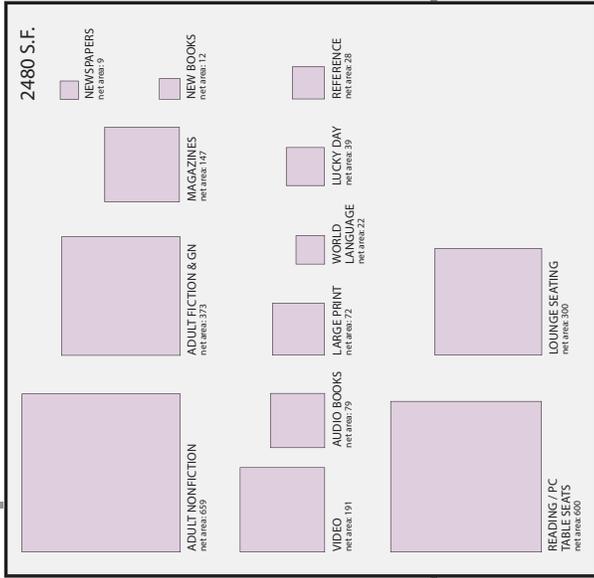
Staff Areas



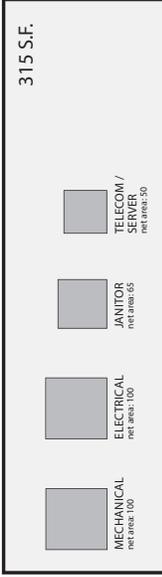
Children's Area



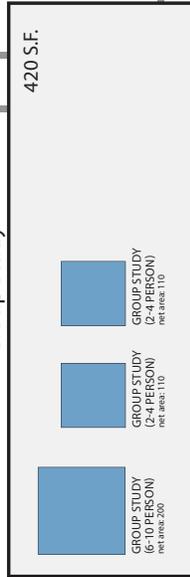
Adult Area



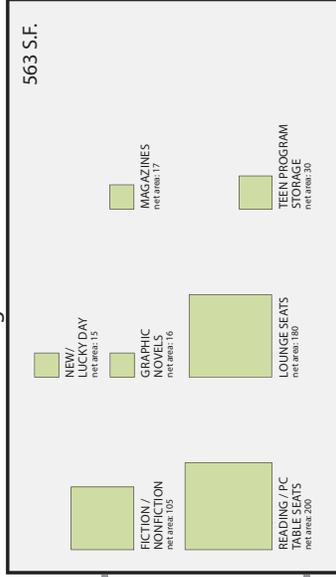
Building Support Areas



Group Study



Young Adult Area



SPACE ALLOCATIONS

NET PROGRAMMED AREA = 11,157 S.F.

Wall Thickness, Pathways, Shafts (15% of Programmed Area) = 1,674 S.F.

TOTAL BUILDING GROSS AREA = 12,830 S.F.



FVRL - WASHOUGAL COMMUNITY LIBRARY - BUILDING PROGRAM TECHNOLOGY SUMMARY

Public Spaces	Quantity	Notes
---------------	----------	-------

Public Support Areas

Service Desk Work Stations	2	
Staff printer	1	Small network laser printer
Self Checkout	4	
OPAC		
Shelf-end/Stand-up kiosk	2	Small form-factor, adjustable mount
Desktop	2	
Research/database stations	1	
Print/Copy release/payment station	1	
Multifunction Copier/Printer/Scanner	1	Color, medium speed, commercial grade
Internet Computer Signup station	1	
Checkout laptop computers	10	FVRL laptop standard
Checkout tablet computers	10	10" Android tablet

Meeting Rooms

Projector - ceiling mounted	1	
Projection screen (permanent mounted) or full wall white board	1	
Lab/Program laptop computers	10	
Laptop storage/charging cart	1	Cart could be sized to also store checkout devices

Collection Spaces

Adults

Desktop Internet Computers (PACs)	12	incl 1 OPAC, 1 or 2 research
-----------------------------------	----	------------------------------

Teens

Desktop Internet Computers (PACs)	4	
-----------------------------------	---	--

Children

Kids Computers (desktop)	8	incl 1 OPAC, 1 research; Consider 2 Kids' game tablets
--------------------------	---	--

FVRL - WASHOUGAL COMMUNITY LIBRARY - BUILDING PROGRAM TECHNOLOGY SUMMARY

Staff Areas & Building

Staff Workstations & Equipment

Supervisor (laptop & dock)	1
Supervisor printer	1 small laser printer
Library Staff Workstations (desktops)	3
Staff printer	1 small network laser printer
Projector	1
Staff/Instructor laptop	1
Automated Materials Handling	1 7 bin sorter, dual return

Building Infrastructure

Switch	3 24 port switch
Switch PoE	1 8 port, power over ethernet
Router	1
WiFi Access Point	5
Equipment Rack	1 Swingable wall mount 16U
Uninterruptible Power Supply (managed)	1

Other Items to Consider

3D Printer	1 Small scale, PowerSpec 3D-X or similar
Gaming console	1
Projector or monitor for game console	1
Laptop for community librarian	1

PRELIMINARY COST ESTIMATE

Washougal Community Library

Prepared by: Troy Ainsworth **Date:** September 23, 2014

Project Name: Fort Vancouver Regional Library
Building Pre-Design Program

Project Number: 24-03-14

Distribution: FVRL
File

PRELIMINARY COST ESTIMATE

Per the preliminary program, assessment of the project scope and site options, FFA has developed a Preliminary Cost Estimate Model for building and site construction costs. This estimate has been developed to review two primary options:

Option One: New Construction

- All new construction for site improvements and new library facility to meet the requirements of the building program.
- All new furniture, fixtures, and equipment (FF&E) is assumed. To be included in the project scope.
- All new technology infrastructure is assumed. To be included in the project scope.

Option Two: Renovation

- Significant renovation of existing buildings and sites to meet the requirements of the building program.
- Seismic and other structural upgrades may be required depending upon specific conditions at each location.

-
- Full mechanical, plumbing and electrical upgrades and fire protection systems would be required, depending upon specific conditions at each location. All new furniture, fixtures, and equipment (FF&E) is assumed.
 - All new furniture, fixtures, and equipment (FF&E) is assumed. To be included in the project scope.
 - All new technology infrastructure is assumed to be included in the project scope.

This estimate is developed in two sections: Construction Cost and Project Cost

Construction Cost: The amount of the project funds that should be allocated for actual construction of the building and site. These typically include all costs related to construction and the contractor's overhead costs such as: materials, equipment, labor, insurance, bonds and other contractor management expenses.

Project Cost: This includes funds budgeted to address indirect expenses required to complete the entire project. These typically include all costs related to the project such as: Construction cost, project contingency, fees, permits, administration, moving, temporary relocation, interest, furniture, fixtures, equipment, inflation, and other related expenses.

OPTION ONE – NEW CONSTRUCTION:

CONSTRUCTION COST BUDGET ESTIMATE

Budget estimate:	\$260.00 Per Square Foot
Total building area:	Programmed Gross Sq. Ft.: 12,830
*Construction Cost Estimate:	\$260.00 X 12,830 Sq. Ft. = \$3,335,800

*Assumes a one-story building configuration. Add 10% to construction cost estimate for a two-story design.

PROJECT COST BUDGET ESTIMATE

Project Cost Budget typically include:

Indirect Project Cost (estimated) 25% of Construction Cost

$$25\% \text{ of } \$3,364,660 = \$833,950$$

(Includes: administration, permits, fee, construction inspections, utility permits and fees, architectural and engineering fees, reimbursable expenses, security system, telecommunication systems, special consultants, and owner's project contingency)

Furniture, Fixtures and Equipment (estimated) 10% of construction cost

$$10\% \text{ of } \$3,364,660 = \$333,580$$

(Includes: furniture, loose tables, chairs, book shelving systems and miscellaneous furnishings)

Technology infrastructure (estimated) 4-5% of construction cost (Includes library equipment, computers and other hardware I.T. infrastructure. Does not include AMH equipment, see below):

$$= \$134,200$$

Automated Materials Handling System (7-Bin Sorter):

$$= \$100,000$$

TOTAL PRELIMINARY PROJECT COST ESTIMATE OPTION ONE:

***New Construction: \$4,732,530**

*The total preliminary project cost estimates based current construction cost, project cost inflation should be added on 3 to 4 percent per year compounded 2015 forward.

OPTION TWO – RENOVATION:

CONSTRUCTION COST BUDGET ESTIMATE

Budget estimate renovation:	\$175.00 Per Square Foot
Total building area:	Programmed Gross Sq. Ft.: 12,830
*Construction Cost Estimate:	\$175.00 X 12,830 Sq. Ft. = \$2,245,250

*Assumes a one-story existing building configuration. Add 5-15% to construction cost estimate for an existing two-story facility, pending provisions for accessibility, exiting and fire/life safety.

PROJECT COST BUDGET ESTIMATE

Project Cost Budget typically include:

Indirect Project Cost (estimated) 25% of Construction Cost

$$25\% \text{ of } \$2,245,250 = \$561,313$$

(Includes: administration, permits, fee, construction inspections, utility permits and fees, architectural and engineering fees, reimbursable expenses, security system, telecommunication systems, special consultants, and owner’s project contingency)

Furniture, Fixtures and Equipment (estimated), assumed all new – same budget as Option One:

$$= \$333,580$$

(Includes: furniture, loose tables, chairs, book shelving systems and miscellaneous furnishings)

Technology infrastructure (estimated), assumed all new – same budget at Option One:

$$= \$134,200$$

(Includes library equipment, computers and other hardware I.T. infrastructure. Does not include AMH equipment, see below)

Automated Materials Handling System (7-Bin Sorter):

$$= \$100,000$$

TOTAL PRELIMINARY PROJECT COST ESTIMATE OPTION TWO:

***Renovation: \$3,374,343**

*The total preliminary project cost estimates based current construction cost, project cost inflation should be added on at 3 to 4 percent per year compounded from 2015 forward.

Woodland Community Library



Woodland Library Space Needs

Introduction

Known as the “southern gateway to Mount St. Helens,” Woodland is located in both Cowlitz and Clark counties and as of 2014, was home to 5,505 residents. The community’s rich agricultural heritage is reflected in the historically significant Hulda Klager Lilac Gardens, as well as in the work of major businesses such as Holland America Bulb Farms, which grows and sells tulips, daffodils and other bulbs across the U.S.



Known as the “southern gateway to Mount St. Helens,” Woodland boasts a rich agricultural heritage.

Like the other two communities in this study, Woodland is striving to address 21st century needs and opportunities. The Woodland School District is constructing a new high school and is renovating the old facility for future use, while the City of Woodland is constructing a new police facility and working on a downtown revitalization plan. A new swim center is also planned. Woodland’s small town nature is appreciated and cherished by many residents.

Population Projection

Provided by Fort Vancouver Regional Library District, the information below details expected population growth and capacity for the city of Woodland. The current study utilizes the projected UGA (Urban Growth Area) capacity as the basis to estimate population in 2040. Since Woodland does not have a UGA, the consultants utilized the percentage increase between Washougal’s UGA capacity and its 2018 school district estimate (107.56%) to determine a parallel population number for the 2040 planning horizon. As the data indicates, Woodland anticipates a significant 250% increase in population by 2040.

<i>Service Area Population Estimates</i>	
	<i>Woodland</i>
City Limits – 2014	5,505
City Limits - 2018 Est.	6,040
Zip Code – 2014	12,104
Zip Code 2018 Est.	13,021
School District – 2014	11,857

School District 2018 Est.	12,844
UGA (Urban Growth Area) Capacity	N/A
Projected 2040 population utilized in current study	13,815

Community Demographics

1. Age distribution

According to U.S. Census data, when compared to Clark and Cowlitz counties as well as the state of Washington, Woodland has a higher percentages of families with children, persons under 18 and persons under 5. Woodland's percentage of persons 65 or older is equal to Washington state, but lower than Clark and Cowlitz counties.

	<i>Woodland</i>	<i>Clark County</i>	<i>Cowlitz County</i>	<i>Washington State</i>
Persons under 5 years, percent	8.3%	6.5%	5.9%	6.5%
Persons under 18 years, percent, 2010	29.8%	25.6%	23.2%	23.5%
Persons 65 or older, percent, 2010	12.3%	13.2%	17.6%	12.3%
Households with individuals under 18 years	41.8%	40.0%	31.8%	31.9%

Source: U.S. Census

2. Ethnic distribution

U.S. Census data confirms that the percentage of Hispanics or Latinos in the Woodland area is over 16% of the total population as of 2010—more than double the average found in the entire Fort Vancouver Regional Library District (7.8%) and considerably higher than Clark and Cowlitz counties as well as Washington state.

The percentage of Woodland residents who are Hispanic or Latino has more than doubled since 2000, when the U.S. Census reported it as 7.4%.

	<i>Woodland</i>	<i>Clark County</i>	<i>Cowlitz County</i>	<i>Washington State</i>
White alone, not Hispanic or Latino, percent, 2010	79.3%	80.5%	85%	72.5%
Hispanic or Latino, percent, 2010	16.6%	8.4%	8.2%	11.2%
Asian alone, percent, 2010	2.0%	4.5%	1.6%	7.2%
American Indian and Alaska Native alone, percent, 2010	0.8%	1.1%	1.9%	1.5%
Black or African American alone, percent, 2010	0.9%	2.1%	0.8%	3.6%
Native Hawaiian or other Pacific Islander alone, percent, 2010	0.2%	0.8%	0.3%	0.6%
Two or more races, percent, 2010	2.8%	4.4%	3.3%	4.7%
Language other than English spoken at home, age 5+, 2008-2012	11.3%	14%	7.4%	18.2%

Source: U.S. Census

3. Educational attainment

With respect to its percentage of high school graduates or higher, Woodland has a lower level of educational attainment than both counties and Washington state. Woodland's percentage of college graduates and higher is slightly higher than that of Cowlitz county, considerably lower than Clark County and about half that of the state as a whole.

	<i>Woodland</i>	<i>Clark County</i>	<i>Cowlitz County</i>	<i>Washington State</i>
High school graduate or higher, percent of persons age 25+, 2008-2012	81.8%	91.0%	86.7%	90%
Bachelor's degree or higher, percent of persons age 25+, 2008- 2012	15.7%	26.0%	15.4%	31.6%

Source: U.S. Census

4. Income levels

Woodland has a lower per capita money income and a higher percentage of people living under the poverty line than the other comparable jurisdictions. However, the city's median household income is higher than that of Cowlitz County, comparable to Clark County, and only slightly lower than that of Washington State.

	<i>Woodland</i>	<i>Clark County</i>	<i>Cowlitz County</i>	<i>Washington State</i>
Per capita money income in last 12 months (2012 dollars), 2008-2013	\$19,306	\$27,885	\$23,572	\$30,661
Median household income, 2008 – 2012	\$58,542	\$58,764	\$46,568	\$59,374
Persons below poverty level, percent, 2008-2012	22.6%	12.0%	17.9%	12.9%

Source: U.S. Census

Community Input

Six different meetings and focus groups were held in Woodland in May – July 2014 and included the following opportunities for stakeholders to share their thoughts about the services and amenities that would be desirable in the new Woodland library:

- May 23, 2014: Meeting with the Woodland mayor
- June 27, 2014: Focus group (FG) with the Friends of the Woodland Library
- June 27, 2014: FG with the staff of the Woodland Library
- June 27, 2014: FG with teens
- June 27, 2014: Town Hall meeting (community at large)
- July 8, 2014: Town Hall meeting (community at large)

Minutes from these six meetings are included in the appendix. (Due to scheduling challenges, a planned focus group targeting Spanish speakers was not held.)



“A new library will improve the quality of life in Woodland for all ages.”

When asked to provide adjectives to describe their new library, Woodland community members and staff provided adjectives such as:

open, inviting, welcoming, cozy (not industrial), vibrant, effective, homey, comfortable, kid-friendly small town, colorful, bright, airy

Key themes (with representative stakeholder quotes):

- Create a library that is warm and welcoming for people of all ages. *“People need to understand what the library is for.”* (teen)
- Maintain the friendly feel of the current library. *“They know my name here; other places you’re a number.”* (teen)
- Develop a cultural center that will be a gathering point for the community. *A new library will improve the quality of life in Woodland for all ages.”*
- Increase the size of the physical collection. *“The collection is too teeny.”*
- Site the library near other frequently used services and with good transportation options. *“Keep it closer to lower income areas where walkability is important.”* *“A new library would help revitalize downtown.”*
- Provide state of the art technology, especially more computers. *“Many rural folks here can’t get internet access at home.”* *“We need charging stations.”* *“A computer lab would be terrific.”* *“Eliminate the waiting list for computers.”* (teen).
- Offer flexible meeting rooms for multiple uses, with technology that supports a variety of needs. *“It’s hard to find a space to meet here.”* *“We need different programming spaces and quiet study spaces.”*
- Expand seating: both armchairs and at tables. *“Adults need places to sit and read”*
- Develop different areas of the library in accordance with the needs of different ages and life stages, particularly with respect to noise levels.
- Include a warm, inviting and safe children’s area. *“The children’s area shouldn’t be next to the teen area.”*
- Include a teen space with adequate seating. *“Like the downtown Vancouver library—only smaller. That teen space is almost perfect...it’s big enough that you can find your spot.”* (teen)
- Incorporate opportunities to showcase local art (such as a gallery space)
- Include a fireplace or hearth

“They know my name here. Other places, you’re a number.”

“A new library would help to revitalize downtown.”

-
- Improve staff work areas to enhance efficiency and productivity.
 - Provide support space for the work of local Friends of the Library groups
 - Incorporate space to sit or gather outside as part of the library's design
 - Ensure there is adequate parking

Woodland Design Considerations

Introduction

The current Woodland Community Library is enjoyed by many in the community, but is used most frequently by families who attend regularly for storytime and other programs or activities, teens who gather after school, as well as seniors. The community will continue to depend on services like the library which improves quality of life for Woodland residents of all ages.

The community appreciates the small town, warm, friendly feeling of the library as well as the personal attention and service provided by the staff. The staff has been described as “friendly, helpful and nice people to be around.” The staff appreciates that they can develop personal connections and relationships with library patrons.

Throughout our discussions with the community, it was expressed that these aspects were very important to maintain, while providing a new, high-quality, sustainable, comfortable and accessible library building for the community to enjoy. The new building should be adaptable to changes in the community and new technology. The new library would be the central focal point for the community, encourage people to make connections and socialize and be a catalyst to help revitalize the downtown area.

The library should be inclusive and provide features and services to all members of the community and provide a safe and secure destination for all ages. The library should inspire!

Following are some specific considerations based on community input and library planning practices which have been incorporated into the building pre-design program for the Woodland Community Library. Refer to the Woodland Community Library programming spreadsheet and space allocations diagram for more detailed information regarding specific proposed functions and collections.

Building and Site

The library building should be constructed using warm, easily maintained, building materials and be of a style that is congruent with local context of Woodland, rather than a highly modernized or industrial style. However, the library building must be completely current, functionally and provide all modern amenities, facilities and state-of-the art technology for a 21st century library.



The current library is used most frequently by families who attend regularly for storytime and other programs.

The library site should provide a quiet setting with a view of natural amenities. Woodland is rich with natural beauty, including park-like settings and water features. Adequate parking is an important aspect of any site selection and planning exercise as well as provisions for bike racks and convenient book returns.

The community expressed a desire for the library to provide outdoor spaces for activities such as quiet reading and as a venue for library events and programs.

Adjectives describing the community's vision for a new library include; bright, airy, vibrant, inviting, welcoming, homey, cozy and open.

The building design should include large windows to bring in natural light and emphasize the connection between the interior library spaces and the outdoors. Thermal comfort should be provided with modern, efficient HVAC systems. Acoustic control is an important consideration, providing both quiet and active zones. The building plan and furnishings should be as flexible as possible to allow for multiple uses for various spaces. Adequate access to power outlets throughout the library is also an important concern.

Technology

The current Woodland library is indeed a valued and welcoming community gathering spot, but the limited space and technology is summed up by one patron's comment that "I use the Wi-Fi outside because there's not enough seating inside." There is an urgent and compelling need for more technology in the library – additional desktop workstations, laptops and tablets to borrow and use in the library, and strong Wi-Fi throughout the building along with adequate seating and power for visitors to use their own computers, tablets and phones.

The Woodland library already plays a key technology role in the community by providing computers and the Internet to those who don't otherwise have access either because it's not available where they live, or it's too expensive. Whether it's to find and use library services, for work, for education or for entertainment, demand for technology is high, particularly at peak times such as after school. Kids and teens use the library as a gathering place to check school assignments online, do work, play games and socialize. Additional computers for all age groups must be added – library catalog and database stations, general use desktops, and computers with educational games for younger children. Equipment for teens such as

gaming consoles and computers capable of creating multimedia works should be considered. Printing is also an important need, and should be addressed with an adequately sized, robust device that could also be used for faxing and scanning.

There is also a strong need for technology in a community meeting space. In addition to providing audio-visual presentation equipment, the library could use additional check-out laptops, perhaps kept in a small, secure charging cart, to address the need for computer training and technology based programming, as well as to provide additional equipment capacity during exceptionally busy times.

Finally, the library staff's effectiveness and patron satisfaction could be greatly enhanced by the addition of staff equipment on the public side and in the workroom. The addition of several public side staff computers would help with workflow issues, and the addition of workroom computers would improve the efficiency processing of materials. Self-service equipment should be provided to patrons to conduct all routine transactions, including check-outs, check-ins and payments, further improving workflow and freeing staff for more high-value activities.

Library Entry / Lobby

The library entry or lobby can be an ideal location to provide a display or gallery space for local art including wall-mounted displays for 2D art and quilts as well as accommodations for sculpture display.

An information center can also be included, which would provide helpful guides or instruction on subjects specific to the Woodland community. These may include gardening, DIY, cooking and recipes and canning. This may also include a general community bulletin board, notices and brochures.

Some members of the community expressed a desire for a coffee shop. This function was not provided for specifically in this version of the building pre-design program, but can be revisited at a later date, during the actual facility planning and design phase.

Meeting / Study Rooms

Currently, there are no public or community event spaces in Woodland, other than the community center located adjacent to the current library building. It is desired to provide a large space within the library for library programming and events of all types, including meetings, card playing and board gaming as well as various classes

(ranging from arts and crafts to computer training).

It is desirable that this larger meeting room be divisible into two smaller spaces for concurrent multiple functions and equipped with a high quality audio-visual system. A kitchenette and dedicated storage area for this room has also been included. These spaces should be easy to maintain and clean.

Smaller meeting rooms are provided in the building pre-design program to accommodate smaller activities such as study groups, tutoring, book discussions and knitting groups.

The community also expressed a desire for these types of rooms to accommodate functions such as a “maker space” and digital creation or green room creation spaces.

An outdoor program area, possibly covered, would also be ideal.

Children’s Area

Children’s programs can range in participation from a small storytime to summer reading which draws between 120 and 140 children of all ages. The Reptile Man program can draw 200 participants. Many of these programs would need to be accommodated in a large meeting room or outdoors. Keeping the children’s area flexible, with mobile furnishings as well as providing an adjacency to a larger meeting space would help to accommodate activities such as these.

Other activities the community would like to see in the children’s area include puppet plays, building exercises, a play kitchen and grocery store. One parent suggested a treehouse-like space could be incorporated. Storage for props, craft supplies, toys, etc. should be provided to support these activities.

This area should be scaled to appeal to children of all ages and age-appropriate collections and furniture, including tables, seating and shelving, should be distributed accordingly. It was suggested by the community that a specific “Tween” space be included in the design process.

Security and supervision by staff are key elements in the design of this area. Staffed areas should have clear sightlines and be in close proximity to the children’s area.

A family restroom is also provided in the building program.

Teen Area

The Teen Focus group provided exceptional insights into the planning of this area. In general, they view the library is a comfortable place where they can “hang out”, meet and make new friends. They appreciate the staff’s personal interest and that they feel at ease asking for help.

The library should continue to provide teens with a place to study, do homework, play games as well as provide access to current state-of-the-art technology. As one teen put it, “your inner nerd shows up at the library”. Provide accommodations for game technology, for the more popular games such as “Rock Band” and “Just Dance” as well as square tables for games such as “Magic”, a focal point of teen activity in the library. Board games are also popular. Both boys and girls participate in gaming. The teens indicated that they would like to host gaming tournaments and would appreciate space and furniture to enable them to do so.

Quiet study spaces should also be provided for focused individual studying and reading. The teen area should have close access to enclosed study rooms in order to work on group projects or Skype.

The teens desire an area that is a welcoming and open space with bright, vibrant colors. Furniture should be attractive and specific to teens, with comfortable seating, tables as well as charging stations for laptops and tablets.

The Young Adult collection should be accessible to teens as well as other members of the community that enjoy reading some of the same materials. The teens indicated they like to read a wide range of material, including manga, comics, mystery, magazines, cookbooks, fiction and materials from the high school library. They would like an expanded e-reader collection as well.

Space for teen programming should be provided to accommodate more teen-oriented events. The focus group indicated that extended after school and evening hours would allow for more teens to participate as transportation and often work schedules can be challenging. The group also recommended that the library should be better promoted via Facebook or other social media and at school via the school newspaper. The library should promote programs and resources available and that the library is not just a place you need to be quiet.

“Your inner-nerd shows up at the library.”

Adult Areas

The community expressed a desire for this area to include a homey, quiet living room atmosphere with plentiful comfortable seating and perhaps a fireplace. This would encourage one to stay and browse the collection.

Increased seating area should be provided for use of laptops, possibly incorporating an internet bar. Technology and power outlet access should be abundant throughout the space.

Spanish Collection

The building pre-design program includes improved accommodations for the Spanish materials collections.

Staff Areas

The staff is in need of an adequate staff workroom with sufficient, efficient and ergonomic work stations. Currently the Community Librarian and Supervisor workstations are located in small closet-type areas. Improved separation between staff and public spaces is necessary.

The staff workroom should include efficient materials sorting space, staff meeting space and break area as well as supply storage space.

Friends of the Library

The Friends of the Library organization is very active in Woodland. A well-placed retail book sale area should be provided as well as space for book donations, sorting and storage.

Library Collections (Bottom shelf empty)

	collection size	% on shelf	# of volumes	# of shelving type	items per section	sq. ft./unit	net sq. ft.	Notes	Comments	
Adults										
Collection										
New Books	85	0.50	43	66" high	96	13.5	6	E	8 x 3 x 4 shelves=96	
Lucky Day	345	0.45	155	66" high	96	13.5	22	E	8 x 3 x 4 shelves=96	
Non Fiction (including Biography)	4,667	0.65	3,034	72" high	120	25.28	341	E	8 x 3 x 5 shelves=120	
Fiction and GN	2,587	0.65	1,682	72" high	120	14.01	185	E	8 x 3 x 5 shelves=120	
Large Print	354	0.75	266	66" high	96	2.77	37	E	8 x 3 x 4 shelves=96	
World Language	170	0.75	128	72" high	120	1.06	14	E	8 x 3 x 5 shelves=120	
Magazines	100	1.00	100	66"sloped	12	8.33	13.5	113	E	1 x 3 x 4 shelves=12
Newspapers	4	1.00	4	66"sloped	12	0.33	13.5	5	E	1 x 3 x 4 shelves=12
Reference	75	1.00	75	48" high	36	2.08	13.5	28	E	6 x 3 x 2 shelves=36
Audiobooks	665	0.55	366	66" high	120	3.05	13.5	41	E	8 x 3 x 5 shelves=120
Video	884	0.50	442	66" high	60	7.37	13.5	99	E	5 x 3 x 4 shelves=60
Seating Areas										
Lounge Seats							4		4 seats	
Reading/PC Table Seats							8		8 seats	
<i>collections subtotal</i>	9,936		6,095				<i>section subtotal</i>	1,188	0.42	
									42 total	
									% SF of Collection	

	collection size	% on shelf	# of volumes	# of shelving type	items per section	sq. ft./unit	net sq. ft.	Notes	Comments
Young Adults									
Collection									
New and Lucky Day	78	0.45	35	66" high	60	0.59	13.5	8	E
Fiction and nonfiction	752	0.55	414	66" high	96	4.31	13.5	58	E
Graphic Novels	200	0.60	120	66" high	192	0.63	13.5	8	E
Magazines	12	1.00	12	66"sloped	12	1.00	13.5	14	E
Seating Areas									
Lounge Seats							4		4 seats - Higher percentage than % of collection
Reading/PC Table Seats							8		8 seats - Higher percentage than % of collection
Teen Program Storage							1		
<i>collections subtotal</i>	1,042		546				<i>section subtotal</i>	438	0.04
									% SF of Collection

	collection size	% on shelf	# of volumes	# of shelving type	items per section	sq. ft./unit	net sq. ft.	Notes	Comments
Children									
Collection									
New Books	43	0.50	22	48" high	120	0.18	13.5	2	E
Picture Books	2,396	0.60	1,438	48" high	120	11.98	13.5	162	E
Board Books	394	0.50	197	48" high	120	1.64	13.5	22	E
Easy Readers	771	0.50	386	48" high	180	2.14	13.5	29	E
Non-Fiction	2,218	0.60	1,331	66" high	156	8.53	13.5	115	E
Fiction and JGN	2,754	0.50	1,377	66" high	156	8.83	13.5	119	E
Audiobooks	532	0.45	239	66" high	120	2.00	13.5	27	E
Video	1,071	0.40	428	66" high	60	7.14	13.5	96	E
Magazines	10	1.00	10	66" sloped	12	0.83	13.5	11	E
Shelving for games, etc.	0	1.00	0	66" high	48	0.00	13.5	0	E
Storytime Kits	43	0.75	32	48" high	36	0.90	13.5	12	E
Seating Areas									
Parent/Child Lounge Seats							4		4 seats
Reading/PC Table Seats							8		8 seats, including game station
Family Restroom							1		
<i>collections subtotal</i>	10,232		5,438				<i>section subtotal</i>	978	0.44
									% SF of Collection

Library Collections (Continued)										Comments	
Spanish Language										(Bottom shelf empty)	
Collection	collection size	% on shelf	# of volumes	shelving type	items per section	# of units	sq.ft./unit	net sq.ft	Notes	Comments	
Non-Fiction (Adult)	516	0.75	387	72" high	150	2.58	13.5	35	E	10 x 3 x 5 shelves=150	
Fiction (inc. Large print) (Adult)	321	0.75	241	72" high	120	2.01	13.5	27	E	8 x 3 x 5 shelves=120	
New Books (Adult)	12	0.75	9	72" high	150	0.06	13.5	1	E	10 x 3 x 5 shelves=150	
Video (Adult)	102	0.50	51	66" high	60	0.85	13.5	11	E	5 x 3 x 4 shelves=60	
Audiobooks (Adult)	74	0.55	41	66" high	120	0.34	13.5	5	E	8 x 3 x 5 shelves=120	
Magazines	10	1.00	10	66" sloped	12	0.83	13.5	11	E	1 x 3 x 4 shelves=12	
Board Books (Children)	40	0.70	28	48" high	120	0.23	13.5	3	E	20 x 3 x 2 shelves=120	
Picture Books (Children)	272	0.70	190	48" high	120	1.59	13.5	21	E	20 x 3 x 2 shelves=120	
Easy Reader (Children)	85	0.70	60	48" high	120	0.50	13.5	7	E	20 x 3 x 2 shelves=120	
Juv Non Fiction (Children)	247	0.80	198	66" high	156	1.27	13.5	17	E	13 x 3 x 4 shelves=156	
Juv Fiction (Children)	306	0.80	245	66" high	156	1.57	13.5	21	E	13 x 3 x 4 shelves=156	
Video (Children)	119	0.65	77	66" high	60	1.29	13.5	17	E	5 x 3 x 4 shelves=60	
Young Adult books	113	0.55	62	66" high	96	0.65	13.5	9	E	8 x 3 x 4 shelves=96	
Audiobooks (Children)	59	0.45	27	66" high	120	0.22	13.5	3	E	8 x 3 x 5 shelves=120	
Seating Areas						13.98					
Lounge Seats						2	30	60		2 seats	
Reading/PC Table Seats						4	25	100		4 seats	
	collections subtotal		1,238				section subtotal	314		0.10	
Collection Total	23,486		13,316				SECTION TOTAL	2,604		1.00	

% SF of Collection

Staff Areas

Staff Workstations										
Community Librarian / Supervisor						1	270	270		Enclosed Space - 2 desks & round table w/4 chairs
Library Staff Workstations						5	64	320		Open Plan
							section subtotal	590		

Staff Support Areas										
Receiving Area						1	300	300		Enclosed Space
Copy Center						1	100	100		With Sink
Break Room/Lockers						1	220	220		7-Bin Sorter
Wellness Room						1	80	80		
Staff Meeting Room						1	120	120		Enclosed Space
Work Room						1	350	350		
AMH Equipment						1	350	350		
Staff Storage						1	100	100		
Friends of the Library Storage						1	36	36		
Staff Restroom						1	64	64		
							section subtotal	1,720		

SECTION TOTAL 2,310

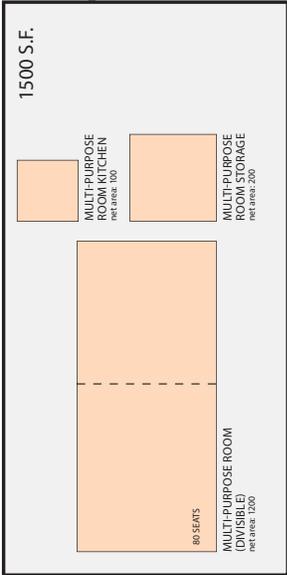
Net Programmed Subtotal 8,589

	# of units	sq.ft./unit	net sq.ft	Notes	Comments
Building Support Areas					
Building Support Areas					
Telecom/Server Room	1	50	50		
Janitor Closet	1	65	65		
Mechanical	1	100	100		
Electrical	1	100	100		
	<i>section subtotal</i>		315		
SECTION TOTAL			315		
NET PROGRAMMED TOTAL			8,904		
Sq. Ft. for wall thickness, pathways, etc. (15%)			1,336		Assumes one story building
Total Building Gross SF			10,239		

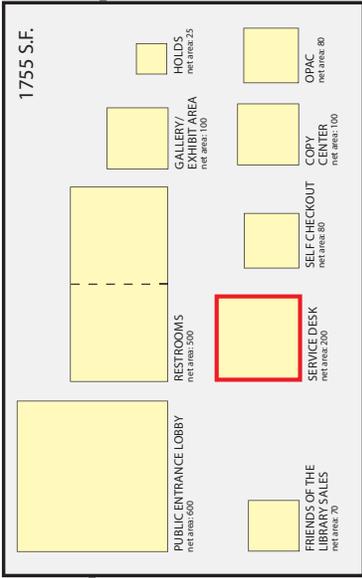
NOTES

- A Classroom type seating
- B Outside of secure area
- C Within secure area
- D 12 SF per unit assumes 36" aisles
- E 13.5 SF per unit assumes 42" aisles

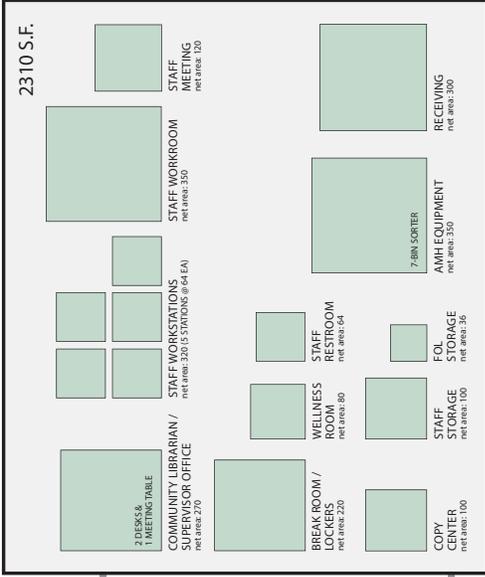
Meeting Rooms



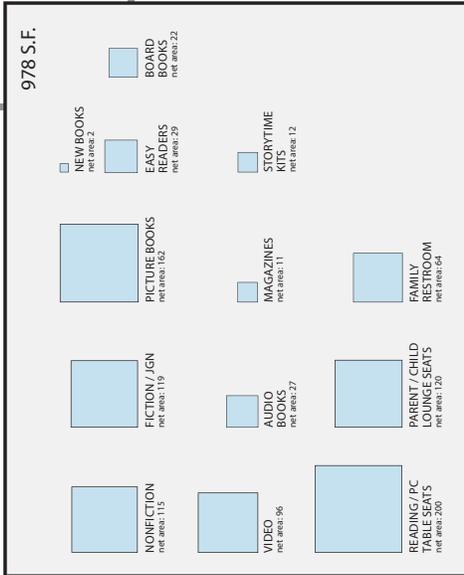
Public Service Support Areas



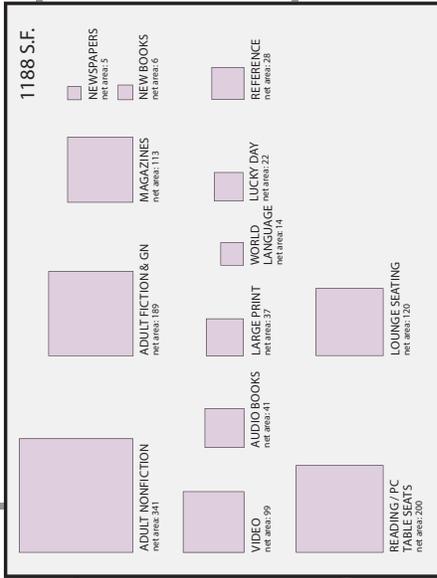
Staff Areas



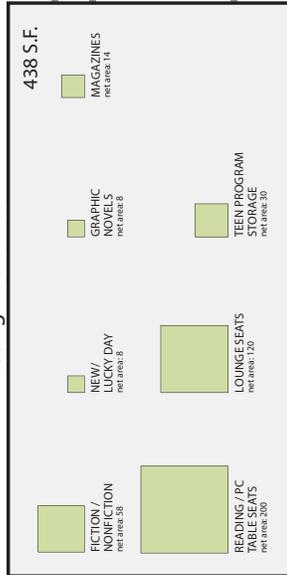
Children's Area



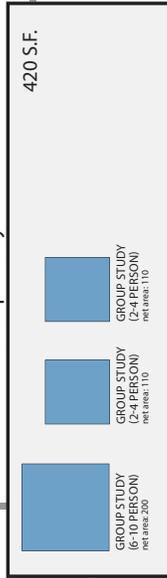
Adult Area



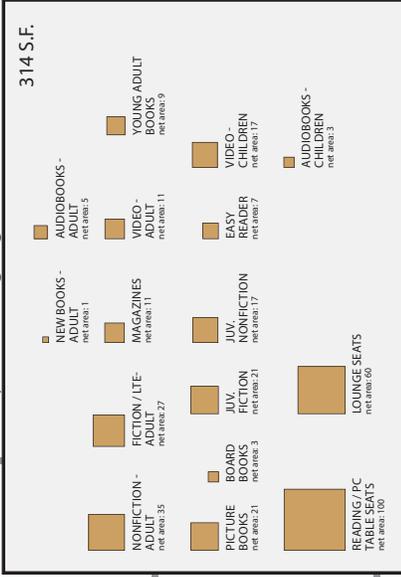
Young Adult Area



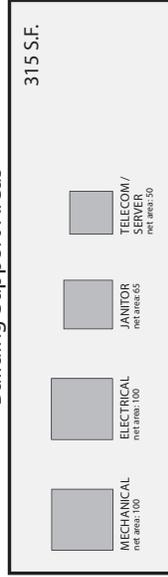
Group Study



Spanish Language Area



Building Support Areas



SPACE ALLOCATIONS

NET PROGRAMMED AREA = 8,904 S.F.
 Wall Thickness, Pathways, Shafts (15% of Programmed Area) = 1,336 S.F.
 TOTAL BUILDING GROSS AREA = 10,239 S.F.



FVRL - WOODLAND COMMUNITY LIBRARY - BUILDING PROGRAM TECHNOLOGY SUMMARY

Quantity	Notes
----------	-------

Public Spaces

Public Support Areas

Service Desk Work Stations	2	
Staff printer	1	small network laser printer
Self Checkout	4	
OPAC		
Shelf-end/Stand-up kiosk	2	Small form-factor, adjustable mount
Desktop	2	
Research/database stations	2	
Print/Copy release/payment station	1	
Multifunction Copier/Printer/Scanner	1	Color Medium speed, commercial grade
Internet Computer Signup station	1	
Checkout laptop computers	10	FVRL laptop standard
Checkout tablet computers	10	10" Android tablet
Laptop storage/charging cart	1	Cart could be sized to also store checkout devices

Meeting Rooms

Projector - ceiling mounted	1	
Projection screen (permanent mounted) or full wall white board	1	

Collection Spaces

Adults

Desktop Internet Computers (PACs)	4	
-----------------------------------	---	--

Teens

Desktop Internet Computers (PACs)	4	
-----------------------------------	---	--

Children

Kids Computers (desktop)	4	
--------------------------	---	--

Spanish

Desktop Internet Computers (PACs)	2	
-----------------------------------	---	--

Staff Areas & Building

Staff Workstations & Equipment

Supervisor (laptop & dock)	1
Supervisor printer	1 small laser printer
Library Staff Workstations (desktops)	3
Staff printer	1 small network laser printer
Projector	1
Staff/Instructor laptop	1
Automated Materials Handling	1 7 bin sorter, dual return

Building Infrastructure

Switch	3 24 port switch
Switch PoE	1 8 port, power over ethernet
Router	1
WiFi Access Point	5
Equipment Rack	1 Swingable wall mount 16U
Uninterruptible Power Supply (managed)	1

Other Items to Consider

3D Printer	1 Small scale, PowerSpec 3D-X or similar
Gaming console	1
Projector or monitor for game console	1
Laptop for community librarian	1
Laptops for meeting room	10

PRELIMINARY COST ESTIMATE

Woodland Community Library

Prepared by: Troy Ainsworth **Date:** September 16, 2014

Project Name: Fort Vancouver Regional Library
Building Pre-Design Program

Project Number: 24-03-14

Distribution: FVRL
File

PRELIMINARY COST ESTIMATE

Per the preliminary program, assessment of the project scope and site options, FFA has developed a Preliminary Cost Estimate Model for building and site construction costs. This estimate has been developed to review two primary options:

Option One: New Construction

- All new construction for site improvements and new library facility to meet the requirements of the building program.
- All new furniture, fixtures, and equipment (FF&E) is assumed. To be included in the project scope.
- All new technology infrastructure is assumed. To be included in the project scope.

Option Two: Renovation

- Significant renovation of existing buildings and sites to meet the requirements of the building program.
- Seismic and other structural upgrades may be required depending upon specific conditions at each location.
- Full mechanical, plumbing and electrical upgrades and fire protection systems would be required, depending upon specific conditions at each location. All new furniture, fixtures, and equipment (FF&E) is assumed.

-
- All new furniture, fixtures, and equipment (FF&E) is assumed. To be included in the project scope.
 - All new technology infrastructure is assumed to be included in the project scope.

This estimate is developed in two sections: Construction Cost and Project Cost

Construction Cost: The amount of the project funds that should be allocated for actual construction of the building and site. These typically include all costs related to construction and the contractor's overhead costs such as: materials, equipment, labor, insurance, bonds and other contractor management expenses.

Project Cost: This includes funds budgeted to address indirect expenses required to complete the entire project. These typically include all costs related to the project such as: Construction cost, project contingency, fees, permits, administration, moving, temporary relocation, interest, furniture, fixtures, equipment, inflation, and other related expenses.

OPTION ONE – NEW CONSTRUCTION:

CONSTRUCTION COST BUDGET ESTIMATE

Budget estimate:	\$260.00 Per Square Foot
Total building area:	Programmed Gross Sq. Ft.: 10,239
*Construction Cost Estimate:	\$260.00 X 10,239 Sq. Ft. = \$2,662,140

*Assumes a one-story building configuration. Add 10% to construction cost estimate for a two-story design.

PROJECT COST BUDGET ESTIMATE

Project Cost Budget typically include:

Indirect Project Cost (estimated) 25% of Construction Cost

$$25\% \text{ of } \$2,662,140 = \$665,535$$

(Includes: administration, permits, fee, construction inspections, utility permits and fees, architectural and engineering fees, reimbursable expenses, security system, telecommunication systems, special consultants, and owner's project contingency)

Furniture, Fixtures and Equipment (estimated) 10% of construction cost

$$10\% \text{ of } \$2,662,140 = \$266,214$$

(Includes: furniture, loose tables, chairs, book shelving systems and miscellaneous furnishings)

Technology infrastructure (estimated) 4-5% of construction cost (Includes library equipment, computers and other hardware I.T. infrastructure. Does not include AMH equipment, see below):

$$= \$120,200$$

Automated Materials Handling System (7-Bin Sorter):

$$= \$100,000$$

TOTAL PRELIMINARY PROJECT COST ESTIMATE OPTION ONE:

***New Construction: \$3,814,089**

*The total preliminary project cost estimates based current construction cost, project cost inflation should be added on 3 to 4 percent per year compounded 2015 forward.

OPTION TWO – RENOVATION:

CONSTRUCTION COST BUDGET ESTIMATE

Budget estimate renovation:	\$175.00 Per Square Foot
Total building area:	Programmed Gross Sq. Ft.: 10,239
*Construction Cost Estimate:	\$175.00 X 10,239 Sq. Ft. = \$1,791,825

*Assumes a one-story existing building configuration. Add 5-15% to construction cost estimate for an existing two-story facility, pending provisions for accessibility, exiting and fire/life safety.

PROJECT COST BUDGET ESTIMATE

Project Cost Budget typically include:

Indirect Project Cost (estimated) 25% of Construction Cost

$$25\% \text{ of } \$1,791,825 = \$447,956$$

(Includes: administration, permits, fee, construction inspections, utility permits and fees, architectural and engineering fees, reimbursable expenses, security system, telecommunication systems, special consultants, and owner’s project contingency)
Furniture, Fixtures and Equipment (estimated), assumed all new – same budget as Option One:

$$= \$266,214$$

(Includes: furniture, loose tables, chairs, book shelving systems and miscellaneous furnishings)

Technology infrastructure (estimated), assumed all new – same budget at Option One:
= \$120,200

(Includes library equipment, computers and other hardware I.T. infrastructure. Does not include AMH equipment, see below)

Automated Materials Handling System (7-Bin Sorter):
= \$100,000

TOTAL PRELIMINARY PROJECT COST ESTIMATE OPTION TWO:

***Renovation: \$2,726,195**

*The total preliminary project cost estimates based current construction cost, project cost inflation should be added on at 3 to 4 percent per year compounded from 2015 forward.

APPENDIX



FORT VANCOUVER REGIONAL LIBRARY DISTRICT

COMMUNITY LIBRARY:

Accessibility:

- Located where as many people in the service area can easily reach it.
- Multiple safe and easily accessible routes for many means of transportation including bicycles, automobiles, public transportation, or on foot.
- Ease of pedestrian and bicycle access from neighborhoods, schools, off-street parking and community resources.
- Located near other community amenities and services (Cultural and education facilities, public offices, parks, etc.)
- There is available, adequate, well-lit off street or other safe parking and walkways, with a clear and accessible path to the entrance.

Site Capacity and Infrastructure:

- Site should be of adequate size and configuration to accommodate the desired building programmed square footage, landscaping and parking.
- Site should be of adequate size and configuration to accommodate future expansion of the library and parking.
- Compatibility with future planned activities. (Cultural and education facilities, public offices, parks, etc.)
- Access to technology and public utility infrastructure.

Amenities:

- Access to adequate natural light.
- Access to natural environment.
- Compatible with quiet library functions.

Visibility and Neighborhood Suitability:

- Easily visible from the street.
- Compatibility of proposed volume within the context of the existing buildings and neighborhood.
- Placement of the library should have minimal adverse environmental impact.
- Placement of the library should fit within the historical context of the neighborhood.

	SITE A	SITE B	SITE C	SITE D
Accessibility	○	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	○
Site Capacity and Infrastructure	○	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	○
Amenities	○	○	○	○
	○	○	○	○
	○	○	○	○
Visibility and Neighborhood Suitability	○	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	○

RATING SCALE:



Excellent=2



Acceptable=1



Unacceptable=0



N/A=0

Site Visit Notes – Ridgefield, Washington

Prepared by:	Brenda Katz	Date:	May 23, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	Nancy Tessman, Executive Director, FVRL Sam Wallin, Rural Services Coordinator, FVRL Karin Ford, Public Services Director, FVRL Sandra Day, City Council Don Stose, City Council Steve Stuart, City Manager Sean McGill, Community Librarian Troy Ainsworth, FFA Brenda Katz, FFA Penny Hummel, Penny Hummel Consulting Lance Murty, Lance Murty Associates		
Distribution:	Attendees File		

“Land Here, Live Here, Learn Here”

Current population = 5,500 residents

Library is integral part of the community and involved in all community events

Projected population of 22,000 in 10 years

Anticipated that the Ridgefield community will become more diverse

A small proportion of residents are concerned about potential growth

The library should accommodate the population looking 10 years out at a minimum

Latest and best technology must be available

Fiber optic connectivity exists

Vibrant city with energetic staff

Envision many opportunities for private and public partnerships

Strong community support for the library

The City anticipates many opportunities will be forth-coming for available sites and land donations

Library over grocery store configuration is an option

The vision for a new library coincides with the City’s vision

New School Superintendent, Dr. Nathan McCann (from AZ)

Trying to centralize public works, schools and services

Need for connected neighborhoods

City is known for many small-town festivals and events

C-Tran Connector serves downtown

Considered a "Community Library" rather than a "Branch Library" – Heart of the Community

Other current or upcoming projects in Ridgefield:

- Clark College building satellite campus in Ridgefield, near I-5 (focus on medical fields)
- Peace Health is also considering expansion to Ridgefield
- Waterfront project (40 Acres) – business, housing, retail, new under- or over-pass at railroad crossing
- Light industrial development
- Strong residential market – new housing permits and sales
- Ridgefield Main Street Program for revitalization of downtown (Sean is on this committee)
- 5 Year Comprehensive Plan for parks and recreation
- Potential sports complex in conjunction with the high school
- New buildings or upgrades to 4 schools underway (\$40M bond passed – partly due to the transparency and credibility of the public process – consider similar process for library project)

Possible focus groups:

- Neighborhood Association boards
- Business owners
- Teens
- Heritage families
- Lions Club

Other resources:

- Planning Commission maps of residential clusters

Current Possible Sites:

- Nazarene Church
- Seaton Catholic College (near Clark College site)
- Three properties under study downtown: dry cleaner, gas station, other
- Integrated public facility on the waterfront (City Hall and Library)

J:\240314 FVRL Building Pre-Design Program\02_DES\2_01_Pre-Conceptual Design\2014-05-23_Site Visit Notes\2014-05-23_Site Visit Notes_Ridgefield.dotx

Community Meeting Notes – Ridgefield, Washington

LIBRARY STAFF FOCUS GROUP

Prepared by: Brenda Katz **Date:** June 25, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Project Number: 24-03-14
Attendees: 3 Attendees
Distribution: FVRL
File

USER GROUPS

- Heaviest Users: seniors, teens, and kids (grade school, middle school, and latch-key)
- Staff: none of the staff live in Ridgefield
- Living Center: there is daily use from Living Center residents, the library provides improved quality of life for them
- Young Adults: a smaller proportion of young adults use the library
- Walking: many patrons walk to the library
- Close Proximity: most library users live close by or drop by when they go to the Post Office or check their P.O. Box.

SERVICES IN DEMAND

- Technology: there is heavy computer, faxing, and printing use (quick access – boarding passes, etc.).
 - All computers currently have a 1-hour limit and no express station is provided.
- Use by Kids: there is a heavy use of the library by kids after school
 - This results in scarce seating and high noise level due to the number of people in the space.
- Quiet Spaces: programming and events usually take precedence over quiet.
- Holds Pick Up: meet friends, linger and chat (small town atmosphere)
- Browsing
- Lucky Day collection
- Periodicals: magazines and newspaper (local, WSJ)
- Videos: DVD's (no VHS), Play-Away Views (Audio Play-Away are less in demand)
 - E-books/E-content

AREAS OF THE LIBRARY THAT WORK WELL

- Window seats

- Picture book area (needs to expand)
- Puppets and toys are popular, but they need open area for play
- Meeting room needs:
 - Programs (Program attendance can be as high as 125+ -Reptile Man)
 - Summer reading program attendance: 80-100
 - Typical program attendance: 20-30
 - Adult Book groups: 8-10
 - Stitchery: 20-30
 - Movies: hope to fold into Main Street program as they currently have low attendance
 - They currently use the Liberty Theater for major programs, speakers, etc. (capacity 150)
 - Small meeting/study rooms are desired
 - Equipped with power
 - Projector & sound, full A/V system.

TECHNOLOGY

- Integrated Access: Tables with integrated power access are desired (no cords across the floor).
- Charging Stations: consider providing charging station(s) for any device.
- Games: Kid's games do not get used extensively, possibly provide an updated and more sophisticated system with better sound.
- For Rent:
 - They provide headphones for use with library computers.
 - Tablets; Library may provide tablets for patron use and checkout, but they also need to provide seating.
- Computers: PAC's and laptops (3) remain fully busy and they have no printing capability.
 - They would like 12 or more internet computers, and they would not need to be clustered.
- Stations: they would like a combined PAC and internet station.
 - They would also like an express station for patrons who just need to print (15 minute limit).
- Wifi: patrons currently have problems logging into wifi from their own device.
- Replacement: FVRL has a 5-year technology replacement cycle.
- Self-checkout: Self-checkout works well.

WORKFLOW

- Deliveries: there are deliveries 3 times per week (alternating days)
 - Processing materials is usually done at the front desk. RFID pad on desk does not always function correctly, as there is a history of interference with other books nearby causing the computer to jamb or miss some of the materials. They prefer bar code.
 - Service desk layout should be designed to reduce unintended check-in/out.
- Work Space: they need more efficient, designated work spaces for various functions to prevent crowding and to improve staff circulation between work areas.
- Self-checkout: although self-checkout works well, patrons prefer that staff check in their materials. They don't trust that the materials are checked in properly via self-check in process.
 - Check in/Check out function is awkward due to space limitations

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-25_FVRL Community Meetings_RIDGEFIELD_Staff.docx

- Materials Processing: staff would prefer to have materials processing in the back staff area, not at the front desk (deliveries)
 - The library is open when deliveries are scheduled and it's hard to juggle all the various tasks.

MOST FREQUENT COMPLAINTS

- Missing Books: books do not always get checked in properly (happens in waves)
 - This also happens elsewhere in the system, but seems more frequent in Ridgefield.
- Noise: noise complaints (kids running around).
- Open Hours: Limited hours of operation.
- Wifi: Wifi access from patron devices is not always successful.
- Technology: not enough internet computers
 - Tech help: they need help with e-readers (no classes at this branch, but they are provided at the main library)
- Seating: Not enough seating
- Collection deficits: graphic novels, Lucky Day, YA, new fiction
- Larger spaces:
 - They need a larger teen area.
 - They need a larger kids area, currently it conflicts with deliveries

SERVICE AND FEATURE "WISH LIST"

- Spaces:
 - Multi-use room for kid/teen social activities
 - Outdoor space (with water and cover/shelter with wifi access)
 - Meeting/ study rooms
- Welcoming: warm surfaces/colors (example: new McDonalds designs)
 - Homey look should extend even to restrooms, should not be industrial. Also provide staff restroom and gender neutral restroom.
- Weather Station: to show current conditions
 - partner with TV weather
 - it would be beneficial for schools
- Location- Downtown: the library should remain downtown where there is an active user group and walkability
 - That would support the city's desire for the downtown to be a destination
 - It's tied to the wildlife refuge
 - The library is part of, and should be located near town events
 - Still needs to engage east/south subdivisions. Future plans to connect various parts of the City with trails.
- Local History: Local heritage information and documents
- Amenity: Charging stations in parking lot

Page 3

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-25_FVRL Community Meetings_RIDGEFIELD_Staff.docx

- Clean: Increased janitorial service
- Technology:
 - Wireless headsets for phones
 - More computers that can be used for longer durations, multi-use stations
 - Ebooks, Econtent
- More “Lucky Day” collections
- Staff areas:
 - Staff break room
 - Manager’s office
 - Staff workstations (5-6, for 9 staff members – not including circ. desk)
 - This can be in an open area and should include one standing station.
 - Area to count money
 - Staff storage space
 - (3) Terminals at circ. Desk.

DESCRIBING THEIR IDEAL LIBRARY

- Stunning
- Dynamic
- Bright
- Inviting
- Welcoming
- Educational tool
- Comfortable, homey
- Quiet zones/Loud zones
- Community center
- Local artist displays
- Local collections: historical, art
- Keep games, toys, and sporting equipment available for checkout (emphasize library’s role in community health and fitness).
- Downtown library as a destination.

Community Meeting Notes – Ridgefield, Washington

FRIENDS OF THE LIBRARY FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 25, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	8 Attendees		
Distribution:	FVRL File		

BIG IDEAS

- Gathering place for the community
- Walking distance to other amenities
- Local Art: there should be wall space and shelves for display
- Downtown: it should be central to other businesses and functions, and it should contribute to, and enhance, the hub of downtown.
- Spaces: they have a need for larger spaces and a variety of sizes of spaces.
- The Future: they would like to prepare for the future growth of Ridgefield.
- Children: so many use the library because of its proximity to school and the park. The library also serves low income kids.
- Growth: Improving the library to keep up with the growth of Ridgefield is a good idea.

NEEDS/SUGGESTIONS

- Delivery Door: covered to protect patrons from the elements.
- Kids Space: they would like a big space for kids with a sink for activities, etc. This would be a craft room or recreation room where noise is OK.
- Adult Space: there should be a quiet space for adults with comfortable chairs and lighting.
 - It would be nice to have a place for adult conversation. One that is active and not so quiet, maybe a coffee shop atmosphere (Powell's).
- Integration of Spaces: it would be good to have a multi-use space for kids and/or adults
- Computers: the current computers are used constantly, it would be nice to have more.
- Technology: Integrate wiring ability to allow the library to grow and expand technology in the future. They are in need of more seating, technology access points, and outlets.
 - Many school textbooks and assignments are online

- Meeting Rooms: dedicated to library use.
- Co-locate the library with a visitor's center.
- Coffee Shop: in the corner, this could be the same area as the used book sale.
- Utility Space: place to sort used books on site, especially for the FOL collection.
- There has been heavy involvement with the library since the Centennial 2009 celebration.
- Youth Activities: the area is lacking in available activities for the youth.
- Local Heritage Materials and Documents: they would like to provide an area for these documents, they need archive space.
- Book Sale Space: They desire a space for their book sales
- Connected: it's good to be able to go from one program to another (park to community center, to library, etc)
- Parking: The way they are growing, parking will become an issue; on the agenda for the city; depends on how many things you plan for in the library (Liberty Theater is a for-profit business, but they give cut rates to community events)
- Rocking Chairs: in varying sizes

FRIEND'S NEEDS

- Space: dedicated nook or space for used and donated books or book sales.
- Sorting and Storage: need sorting and storage FOL space. The current storage is 6 miles away which is not convenient during the annual sale. (Is usually in September and brings in \$1500)
- Workspace: Need workspace and desk space, it would continue as it is now, on the honors system and not staffed.
- Revenue: they bring in \$100-120/mo.
- Connect: Ability to connect with people better
- Air conditioned
- Community: they want to continue to support the community
- Limitations: Currently, there are space limitations which limits the day-to-day uses
- Host Program: Space for a mentoring "host" program, to support the coming together of generations

POSSIBLE LOCATIONS

- Satellite to serve the Junction area
 - New development now and in the future
 - Different user profile
 - Downtown serves houseboat area
- It would be good to survey the mix of population, Ridgefield is a "dumbbell" shape
- City owned property adjacent to park
- Old bus barn
- Property across the street from the current library with trailers
- Check city capital facilities plan, and purchase the current public works properties?
- Would be great if the city could donate a piece of land

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-25_FVRL Community Meetings_RIDGEFIELD_FOL.docx

- The community development building may move to the new public works facility in future
- Community building downtown
- 45th avenue YMCA or other facility may be developed

RIDGEFIELD IS:

- City of Ridgefield Blog of Events: FYI 98642 Building
- Small Town: they would like to maintain the small town community feel
- Community oriented
- Volunteerism
- Friendly: Sean is very welcoming to the kids.
- Involved: 89 kids attended opening of summer reading program, and adults accompanied many of the kids

ADJECTIVES

- Comfortable
- Welcoming
- Homey
- People Smiling
- Fireplace
- Wifi
- Window Seats
- Big Chars/Little Chairs
- Accessible (Accessible restrooms)
- Technology space
- Natural light
- Spaces with acoustical insulation
- DF's (??)
- Plants
- September Kids- event
- Craft area
- Gallery Space- (With hanging hardware display cases ind. Floor free standing)
- Skylights
- Not so modern that it is boring and sterile
- Exterior- homey design
- Storytelling spaces- active participation
- Music spaces
- Friends- locked storage space for activities as well as books- drums, puppets, etc

LOVE ABOUT THE CURRENT LIBRARY

- They like it, but it's too small

Page 3

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-25_FVRL Community Meetings_RIDGEFIELD_FOL.docx

- Welcoming: Library is most welcoming space in the city
- Friendly: Friendly staff
- Accessible: Many people access the site by walking and biking
- Helpful: what can the community contribute to the effort? (History of volunteering and community building events)

INSPIRATION- MISC.

- Salmon Creek: there are magazines, and a place to sit and read (It is too modern)
- Green Valley, AZ: lecture room, adult exercises, programs
- Sunriver Library: September program rooms from main library
- Eureka: actively selling books online, but they need workspace
- Art circulation
- Quiet space
- Outside space: with seating space and areas for programs, but also retain the view from the interior
- September kids/ adults w/atrium
- I-5 Junction: utilize resources at Clark college + Peace Health

Community Meeting Notes – Ridgefield, Washington

MAIN STREET FOCUS GROUP

Prepared by: Brenda Katz **Date:** June 25, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Project Number: 24-03-14
Attendees: 2 Attendees
Distribution: FVRL
File

BIG IDEAS

- Downtown: the library should be downtown
 - It is a challenge to get people downtown (they have been working towards attracting entrepreneurs and town services)
 - Cultural center of the community
 - Housing expansion will mostly not be in the downtown area
 - Core community is downtown, and it is a “sacred, magical, joyous” place
 - They don’t have the infrastructure to support proposed growth
- Community Center: utilize the library as a community center
- Parking: There are parking issues
- Waterfront: they would like a hotel at the waterfront (Richard) and YMCA pool
- Port: Development of the Port of Ridgefield will be a huge asset (there are ambitious plans)
- Bend and Tigard: they want the library to look like these libraries. They are looking for modern to attract people
- Future: plan for the future. Maybe they will need two libraries, one downtown and one on the I-5 exchange.

POSSIBLE AMENITIES

- Lobbies
- Sitting Rooms
- Archives
- History- local
- Outdoor space

- Gallery
- Programming room
- Teen section
- Kids section
- Space for youth
- Compact (maybe 2 stories)
- Auditorium
- Technology
 - Need for internet access and computer equipment
 - Tech support for job searching, home searching, testing, vendors @ fairs
- Proximity to public schools, library can be an asset for them

POSSIBLE SITES

- School Maintenance Building (Bus Barn)
 - Across from city hall- 2 lot parcel
- 3rd and Pioneer (Surrounded by Rocks)
- Public Works Building
- Corner of 4th/ Pioneer- Zebrona's
- 4th North of Pioneer: 3 properties- Alley behind deli, business not growing
- Facility building in the park
- Parcels opposite adjacent to police and skate park, there is one brown field they are trying to clean up
- Michael likes the waterfront property as it can serve as an anchor for future development
- Carol Lee's old nursing home lot
- Properties along 5th across from the school (on hillside, near low income housing)
- Something unique, different from existing downtown buildings; the library can be a landmark
- Port Property by the river- the library can serve as an anchor for future development (They have a master plan)
 - Library increases foot traffic, it can support small businesses

MISCELLANEOUS- RIDGEFIELD

- Community: they have a good, safe, supportive community
 - Strong school district
 - The area is attractive to people with young families
- Transformational: a library can have a transformational impact for the community.
- Size: Trade space for location- 2 story library downtown
- Businesses/ population: Steady outflow of retail business from the downtown, as there is not enough traffic and low overhead for businesses. It's hard for the areas to come together. (Downtown, port, school district don't work together)
- Downtown may not prosper, the main street program just getting started
- Who's coming to join? Young families, strong school district, 1-5 access
- School levies are passed

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-25_FVRL Community Meetings_RIDGEFIELD_Main Street Group.docx

Community Meeting Notes – Ridgefield, Washington

TOWN HALL FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 25, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	14 Attendees		
Distribution:	FVRL File		

LOCATION IDEAS/ BRAINSTORMING

- Battleground Library: good example
 - Bright, courteous staff, teen area, children's area, clean, open, specific use spaces
- Existing Buildings: Look at the option to have a library in an existing building
- Funding Questions:
 - \$550K- is not for the funding consultants, it's the building project only
 - There are multiple ways to fund project
- Downtown
- Recommended: Bell Cathedral
 - Historic, it fits their image
 - Parking would be available in the front yard
 - Its next to overlook park with a beautiful fence
 - Wide side yard that could become an outdoor reading room or meeting space
 - Negatives- building is old- foundation is questionable
- Post office site
- Trailers next to Post Office
- Trailer site next to the Fire Station
- Pioneer lots
- Do not take over park land
- 5,000 sq/ft Brick building next to middle school

DESIRED AMENITIES

- Stand-Alone: it could be 2 stories to save land
- Carnegie: it should look like a Carnegie library

- Natural Light
- Warm and inviting
- Plants/ fireplace
- Sustainable features/ ecologically correct landscape
- Teens/kids areas
- Staff: Actively involved librarians
- Community: community involved in planning/design
- Technology/Resources
 - Maker Spaces
 - Open source technology
 - 3D printing
 - SEED saving libraries- 200 libraries participate- people take seeds and return best seeds
 - As close as possible to net zero technology
 - Fireplace- burning fossil fuel
 - Tool libraries

DESIGN POSSIBILITIES

- Size: build a building that is larger than needed
 - Then they can rent out the space and it can become a library expansion in the future
- Tool: can the building itself become an educational tool
- Accessible: very accessible interior and exterior spaces, make this a destination library
- Connection: opportunities for interaction and activity need to be provided to the community
- Downtown: they don't want the library to leave downtown, right now kids can walk
- Parking: it is important to have parking available so that members of Ridgefield can feel like it is theirs, even those that need to drive
 - Parking will depend on the site
- Mayor: city council is totally behind the project, Ridgefield is the fastest growing city in the state
 - Very driven people and strong council
- Collections/ Resources: provide more resources inside of the library and focus funds on the library interior
- Sustainability: ecologically sensitive technology in the building itself (green roof, etc). This can be educational
- No Duplicate Services: do not duplicate services that Clark College or Peace Health offer

INSPIRATION FROM OTHER LIBRARIES

- Battleground: they have a great room to read magazines (As well as Three Creeks)
- Three Creeks: has a nice outdoor area
- Fort Vancouver: great meeting spaces and kids area
 - It is also noisy and very urban, they don't want it to feel that urban

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-25_FVRL Community Meetings_RIDGEFIELD_Town Hall.docx

- San Juan Islands: it is not staffed, there are wood beams and lighting
 - Limited open hours

POSITIVE FEATURES ABOUT CURRENT LIBRARY

- Staff: there is a great staff that is engaged in the community
- Creative: imaginative displays and toys
 - There are community based interactive displays

ADJECTIVES

- Imaginative
- Vibrant
- Useful
- Welcoming
- Inviting
- Learning
- Full of books
- Meeting Space
- Forward looking
- Small town- (In character, it should architecturally fit into the downtown community and not be a modern glass box)

Community Meeting Notes – Ridgefield, Washington

TOWN HALL FOCUS GROUP

Prepared by:	Penny	Date:	July 8, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	12 Attendees		
Distribution:	FVRL File		

SITING THE LIBRARY

- Downtown: keep the library downtown
 - That's where the schools and kids are
 - It's walkable (and therefore more green)
 - Better connection to wildlife sanctuary
- Build up and out on the current site
- Locate near I-5: that's where the population will be; better access to transportation
- Share with Clark Community college campus (will they be adding a library or just classrooms?)
- Leadership of community center is aging: opportunity for library or another entity to take over management of entire building?
- Church of the Nazarene is trying to move
- City bought property to put new park near Tavener Ridge: possible site there?
- Move the post office across the street and put the library there: great view!
- Carolee Assisted Living Facility (Sam will scan info provided by attendee and share with FFA)

THINGS PEOPLE LIKE ABOUT THE CURRENT LIBRARY

- The staff! Esp. Sean
- Periodical collection
- Self-check-out option
- Teens stay until 9 PM and don't want to leave! That's great

DESIRED COMPONENTS OF THE NEW LIBRARY

- More computers
- Meeting room space
- Small rooms for conversation

- Plenty of parking (not enough now)
- Prioritize services to children
- Business/office center/ with supplies (like Kinko's)
- Youth spaces
- Kids area:
 - Tree house with reading area
 - All items to be portable so you can move around and freshen the look
 - Have different themed areas for play: Grocery store, Toddler area, Kitchen area, Building area, Puppet area, etc.
- Fireplace
- Artwork
- Parking: for vehicles, bicycle parking and e-car hookups
- Space for English as a Second Language classes (5 – 12 people)
- Spaces for tutoring (1 – 2 people, with desk)
- Place for genealogical society people to present classes, workshops, consultations (Sam W. got business card of their representative)
- Beautiful view: like top of Vancouver Library, there would be a view from the 2nd story of current building if built
- Nature spaces around the library (reference to Renton Library, which spans a river)
- Undercover play area
- Amphitheater
- Exhibit space
- Incorporate community center into library space—one big comprehensive community center with all functions
- Community garden area
- Interactive white board (requested by teen)
- Age appropriate areas in terms of noise and design (and ability to escape noise)
- Open space and ability to see outside
- Teen space
- More seating, preferably comfortable with portable trays
- Digital meeting lab: include green screen, electric instruments, microphones, and other items for production. (Similar to Skokie Public Library in Illinois)
- Copy center- including scanner and paper shredder
- The ability to upload e-content on personal devices
- Create digital files
 - Photographs
 - Music
 - Movies
- Architecture should be appropriate to the context (if downtown, it might look different than if near the freeway)
- Visual art component
- Hands-on learning area, maybe with water tables, play mats, climbing areas. (similar to FVRL downtown)
- Puppet stage for kids

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-07-08_Community Town Hall Meetings\2014-07-08_FVRL Community Meetings No 2a_RIDGEFIELD_Town Hall.docx

- STEM: promoting it within the library through facilitated engagement, computer lab, physics “experiments” on walls.
- STEAM : STEM plus “A” of Art
- Wired meeting rooms: with AV technology
- Flexible to adjust to future needs
- Performance space for small recitals, plays—like Encinitas Library
- Outdoor space: group reading opportunities for children, programming
- “Midnight Library”: like “midnight basketball.”
- Telescope and viewing area (window)
- Efficient design for staff functions

REGIONAL UPGRADES

- “Library a Go-Go” or “GoLibrary” like Redbox but with books. (Contra Costa County Library)
- Smartphone app for reserving, researching, downloading e-content and text/chat with librarian
- Technology petting zoo to try new tech devices prior to purchasing. (Similar to Cuyahoga County Public Library)
- Musical instrument checkout system (Similar to Lopez Island Library)
- Teen Technology tutors to help older adults. Teens receive volunteer hours
- Museum passes (zoo, OMSI, Children’s Museum, Portland Art Museum, etc.)

ADJECTIVES TO DESCRIBE THE LIBRARY

- Beautiful
- Engaging
- People friendly
- Welcoming
- Comfortable
- Well-lit
- Flexible

MISC. COMMENTS

- Partnership with community college should be pursued
- If the library offers meeting room space for community groups, desire for that to not negatively affect revenue for community center.
- Partnership with genealogical society: they are very interested in having dedicated space in the new library (Sam got card of attendee)
- Would like to see genre fiction shelved separately (vs. interfiling)
- Would like to see more new e-books
- We don’t have other activities here for kids: library needs to serve that function
- Thank you to FVRLD for keeping a physical building vs. going entirely virtual.

DATA PEOPLE WOULD LIKE TO SEE AT THE NEXT MEETING

Page 3

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-07-08_Community Town Hall Meetings\2014-07-08_FVRL Community Meetings No 2a_RIDGEFIELD_Town Hall.docx

- Population projections: not just numbers but where the new people will be
- Statistics on e-book use: percentage of total use
- Statistics on number of Ridgefield residents who have library cards

Page 4

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-07-08_Community Town Hall Meetings\2014-07-08_FVRL Community Meetings No 2a_RIDGEFIELD_Town Hall.docx

Community Meeting No. 1 - Presentation Slides

Meeting Dates:

June 25, 2014 in Ridgefield

June 26, 2014 in Washougal

June 27, 2014 in Woodland

July 8, 2014 in Ridgefield, Washougal, Woodland



Fort Vancouver Regional Library District
Building Pre-Design Program



Welcome!

Introduction and Agenda

Introduction to FVRL and FFA consultant teams

Project Goals

Key Benefits of Public Libraries

21st Century Library Design Trends

Exterior building design considerations

Site selection criteria

Q&A

Closing – next steps and next scheduled public meetings



Fort Vancouver Regional Library District
Building Pre-Design Program



PROJECT GOALS

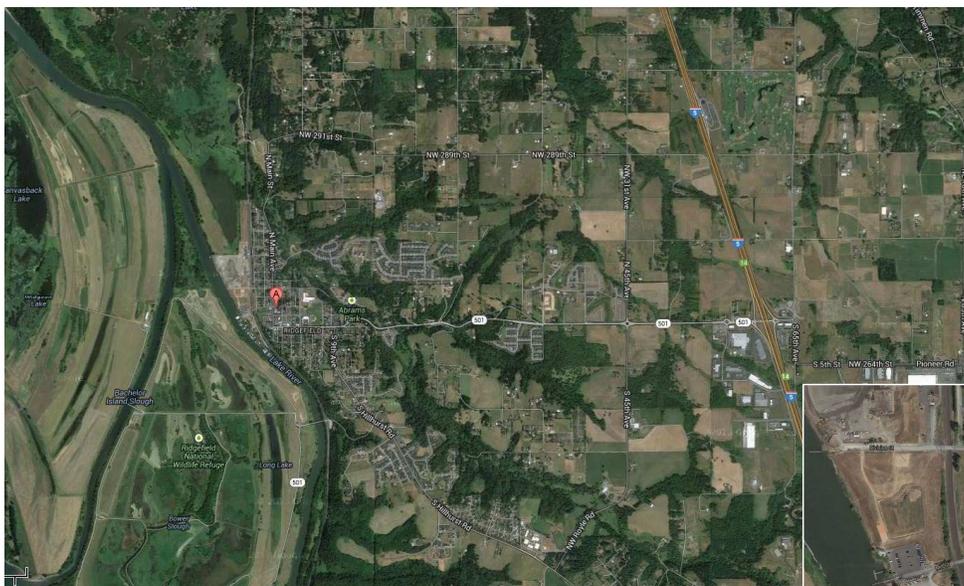
- Each community has unique character, priorities and focus
- The library is pivotal to the evolution of each community
- Establish a unique vision, in tune with the character of each community and that will be supported by the community
- Easily accessible, transparent communication regarding the planning process; multi-generational, community-building process
- The planning process will drive pride, increase visibility of the library and increase use and excitement in each community
- Establish a clear set of criteria (building program) for each community library
- Balance the vision with realistic construction budgets and operating costs



Fort Vancouver Regional Library District
Building Pre-Design Program



RIDGEFIELD, WA



Fort Vancouver Regional Library District
Building Pre-Design Program



Key Benefits of Public Libraries

Key economic benefits of public libraries:

- A high return on investment
- Increasing business vitality
- Stimulating the economy
- Enhancing community character, livability and pride

Other related benefits of public libraries:

- Creating a bridge over the digital divide
- Enhancing professional success
- Providing free recreational and educational books, DVDs and other resources
- Investing in our children

21st Century Library Design Trends

Public Spaces

- The library as a “third place” for the community
- Growing trend toward retail model
- Zoning for different collections and user groups
- Flexible, adaptable spaces
- Access to technology and electronic information

Collaborative Spaces

- Gathering spaces of varying sizes to accommodate small to large groups
- Flexible spaces for multiple uses
- Availability of multi-media, state-of-the-art technology

Support Spaces

- Evolution of points of service
- Spaces accommodating flexibility and efficient flow of work and materials
- Spaces that support automated materials handling technology



21st Century Library Design Trends

Public Spaces

LOBBIES



PUBLIC SPACES/ READING ROOMS



OUTDOOR



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Public Spaces

CHILDREN



TEENS



HEARTH



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Collaborative Spaces

MEETING/
MULTI-
PURPOSE



STUDY ROOMS



INFORMAL
COLLABORATION
SPACE



Fort Vancouver Regional Library District
Building Pre-Design Program



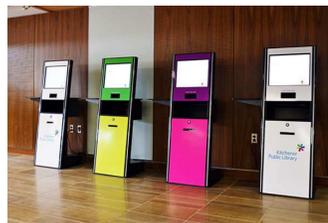
21st Century Library Design Trends

Support Spaces

STAFF/PUBLIC
SERVICE POINTS



SELF-SERVICE
INTERIOR



SELF-SERVICE
EXTERIOR



STAFF WORK
AREAS



Fort Vancouver Regional Library District
Building Pre-Design Program



Exterior Building Design Considerations

ADDITIONS TO HISTORIC BUILDINGS



MID-SIZE NEW LIBRARY BUILDINGS



STOREFRONT BRANCH LIBRARIES



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Evaluation Criteria

FORT VANCOUVER REGIONAL LIBRARY DISTRICT		SITE A	SITE B	SITE C	SITE D
COMMUNITY LIBRARY:					
Accessibility:					
• Located where as many people in the service area can easily reach it.	⊖	⊖	⊖	⊖	⊖
• Multiple safe and easily accessible routes for many means of transportation including bicycles, automobiles, public transportation, or on foot.	⊖	⊖	⊖	⊖	⊖
• Ease of pedestrian and bicycle access from neighborhoods, schools, off-street parking and community resources.	⊖	⊖	⊖	⊖	⊖
• Located near other community amenities and services (Cultural and education facilities, public offices, parks, etc.)	⊖	⊖	⊖	⊖	⊖
• There is available, adequate, well-lit off street or other safe parking and walkways, with a clear and accessible path to the entrance.	⊖	⊖	⊖	⊖	⊖
Site Capacity and Infrastructure:					
• Site should be of adequate size and configuration to accommodate the desired building programmed square footage, landscaping and parking.	⊖	⊖	⊖	⊖	⊖
• Site should be of adequate size and configuration to accommodate future expansion of the library and parking.	⊖	⊖	⊖	⊖	⊖
• Compatibility with future planned activities. (Cultural and education facilities, public offices, parks, etc.)	⊖	⊖	⊖	⊖	⊖
• Access to technology and public utility infrastructure.	⊖	⊖	⊖	⊖	⊖
Amenities:					
• Access to adequate natural light.	⊖	⊖	⊖	⊖	⊖
• Access to natural environment.	⊖	⊖	⊖	⊖	⊖
• Compatible with quiet library functions.	⊖	⊖	⊖	⊖	⊖
Visibility and Neighborhood Suitability:					
• Easily visible from the street.	⊖	⊖	⊖	⊖	⊖
• Compatibility of proposed volume within the context of the existing buildings and neighborhood.	⊖	⊖	⊖	⊖	⊖
• Placement of the library should have minimal adverse environmental impact.	⊖	⊖	⊖	⊖	⊖
• Placement of the library should fit within the historical context of the neighborhood.	⊖	⊖	⊖	⊖	⊖
Economic Feasibility:					
• Initial investment (acquisition cost).	⊖	⊖	⊖	⊖	⊖
• Land is free of hazardous material or is such material easily removed.	⊖	⊖	⊖	⊖	⊖
• Site preparation cost (Demolition of existing structures, wetlands, flood plains, environmental) relative to overall project budget.	⊖	⊖	⊖	⊖	⊖
• Functions as a catalyst for other economic development.	⊖	⊖	⊖	⊖	⊖
• Potential for public or private partnerships as a basis for additional funding.	⊖	⊖	⊖	⊖	⊖
Legal Considerations:					
• No easements or other legal or access considerations exist that would unduly restrict use of the property or impose financial or other liability on the District.	⊖	⊖	⊖	⊖	⊖
• Zoning is appropriate for library use.	⊖	⊖	⊖	⊖	⊖
• No other governmental restrictions are imposed on site which would restrict library use (city, county, state, Urban Growth Area (UGA)).	⊖	⊖	⊖	⊖	⊖
Notes:					
TOTAL POINTS:					

RATING SCALE: ● Excellent=2 ⊖ Acceptable=1 ⊕ Unacceptable=0 ⊗ N/A=0



RATING SCALE: ● Excellent=2 ⊖ Acceptable=1 ⊕ Unacceptable=0 ⊗ N/A=0



Fort Vancouver Regional Library District
Building Pre-Design Program



Next Steps & Public Meeting Schedule

Additional public meetings will be scheduled in August for each community

Thank you!



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Meeting Notes – Ridgefield, Washington

Prepared by: Brenda Katz **Date:** September 10, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Attendees: 26 Attendees
Project Number: 24-03-14
Distribution: FVRL
File

- Cost to bring fiber optic infrastructure to Ridgefield or the library is not included in the cost estimate and is not currently available.
- FVRL plans install all new furniture and shelving in the new facility. They plan to sell as much of the existing furniture and shelving as possible.
- In the case of a new or renovated two-story facility, consider meeting rooms and staff (non-public) functions on the second floor; public functions on the first floor. This may ease issues regarding staffing a two-story facility.
- Overall site size for building and parking – usually similar area requirements for building and parking.
- Is the new waterfront development area considered to be “downtown”? Area of what is considered to be “downtown” may grow or shift over time. A lot of this is dependent on how the railroad tracks and how a crossing would be developed.
- Consultant fees for this programming project are not part of the \$500,000 reserved building seed money FVRL has set aside for each of the three community library building projects.
- The building designer should consider solar and sustainable design options.
- Project timeline: With the results of the programming study in place, FVRL and the community can begin looking at site options, fundraising and assessing the opportunities for other funding options, including the possibility of a bond.

Welcome!

- **Introduction and Agenda**
- Introduction to FVRL and FFA consultant teams
- Needs Assessment
- Recommendations
 - Program
 - Sites
 - Costs
- Q & A
- Closing – next steps



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Voices: Key Themes

- Make it a warm, accessible and friendly cultural center
- Keep it downtown!
- Add books and other materials, seating, computers
- Add flexible meeting rooms; state-of-the-art technology



Fort Vancouver Regional Library District
Building Pre-Design Program

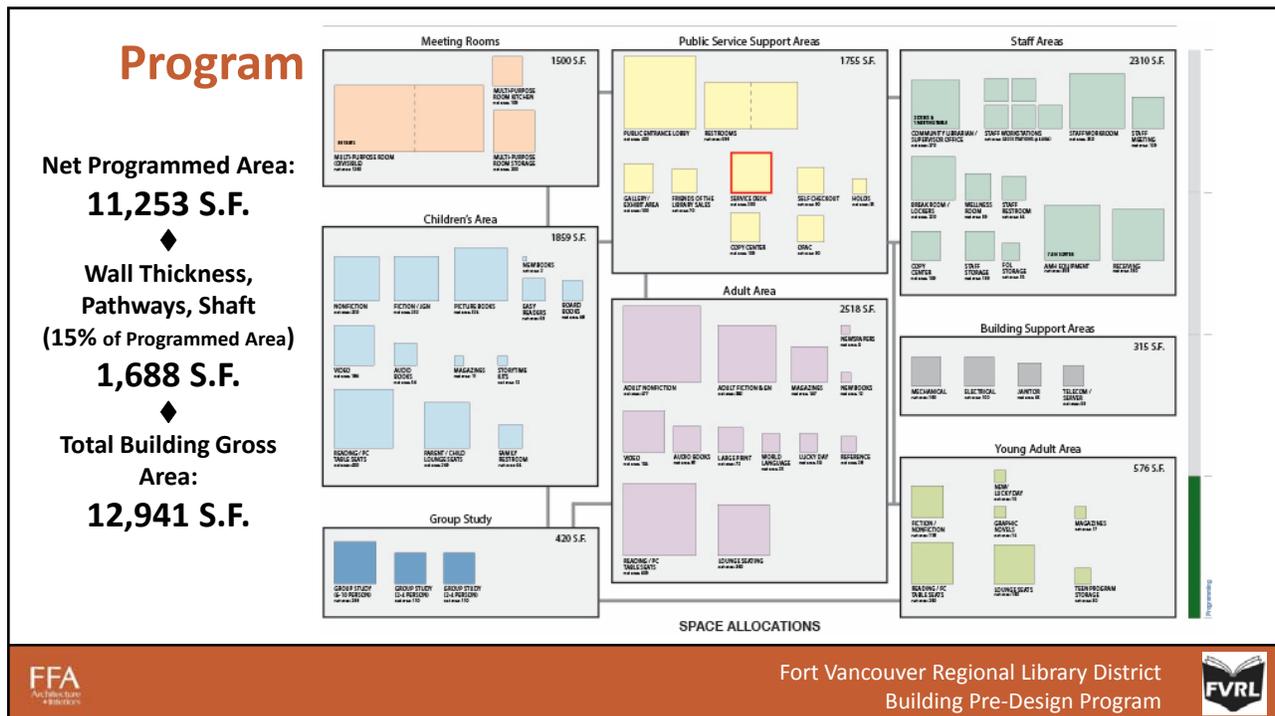


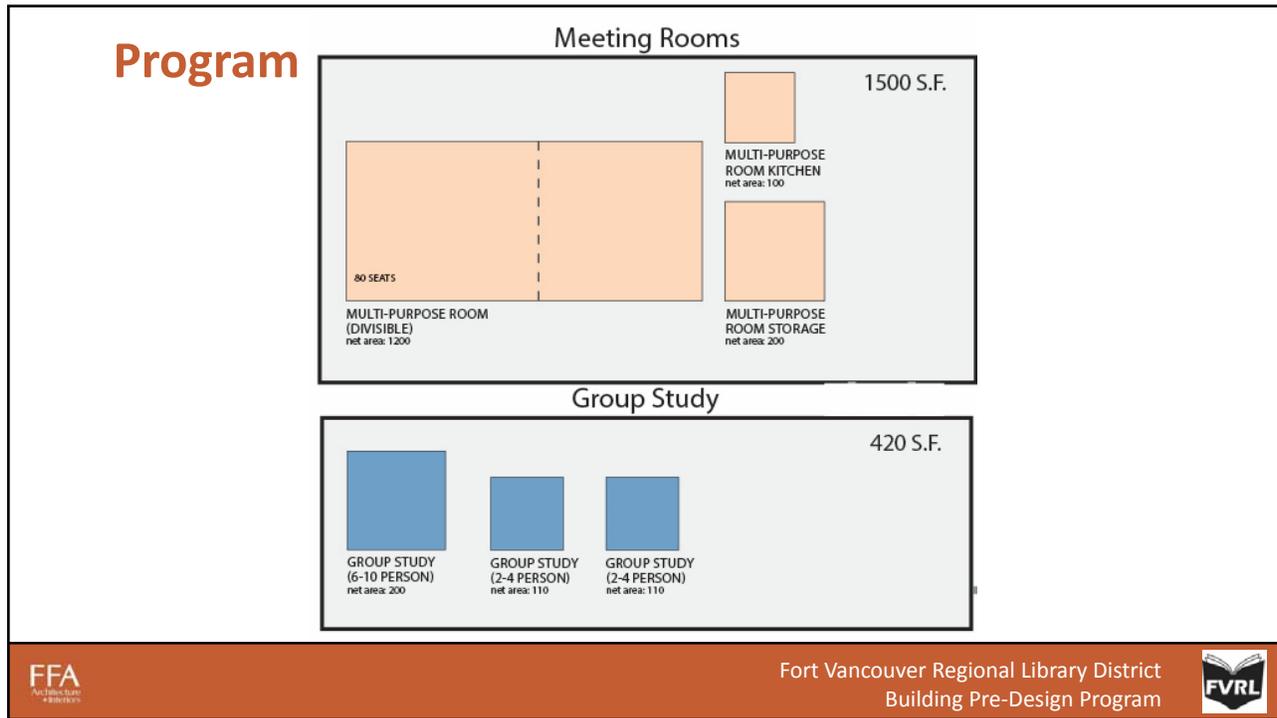
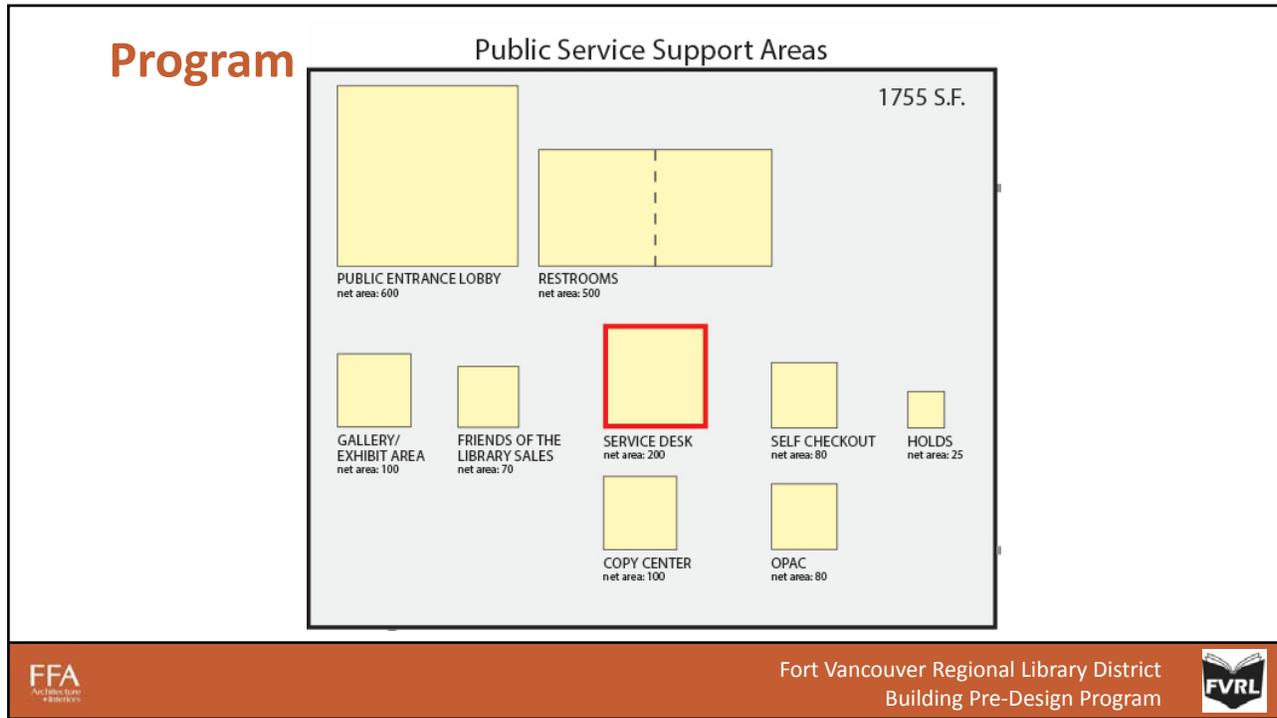
Community Voices: Key Themes

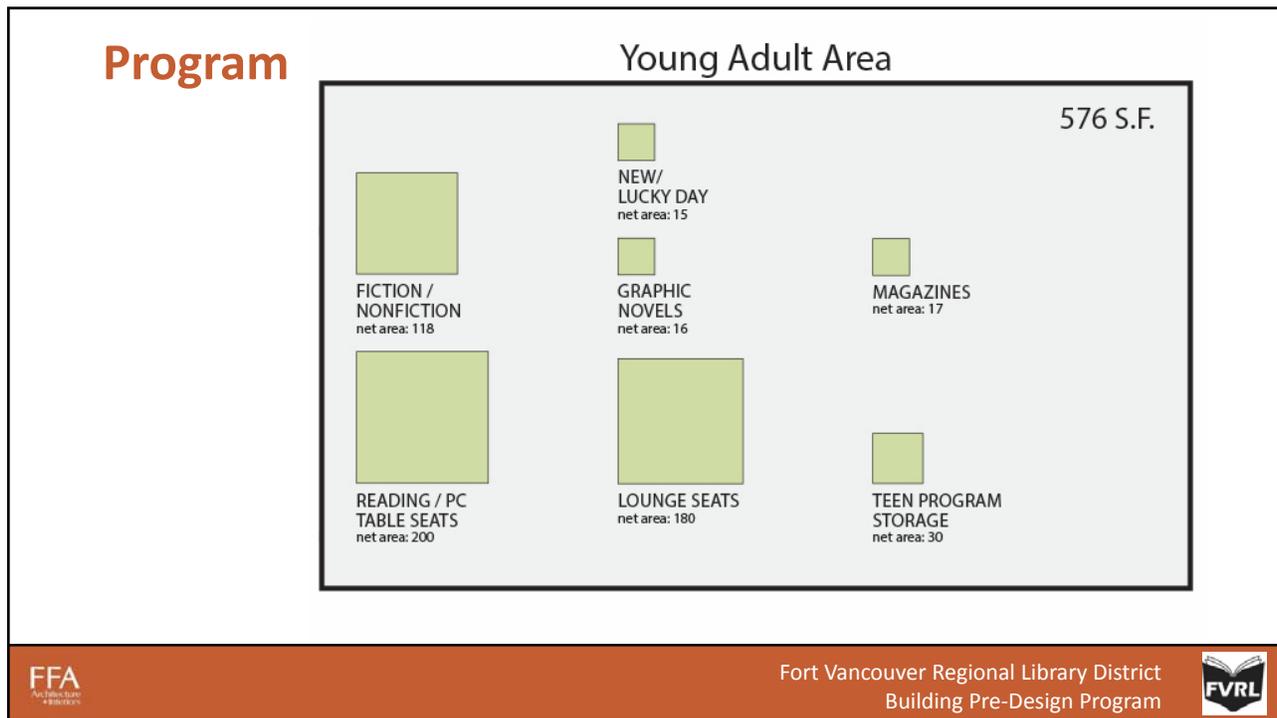
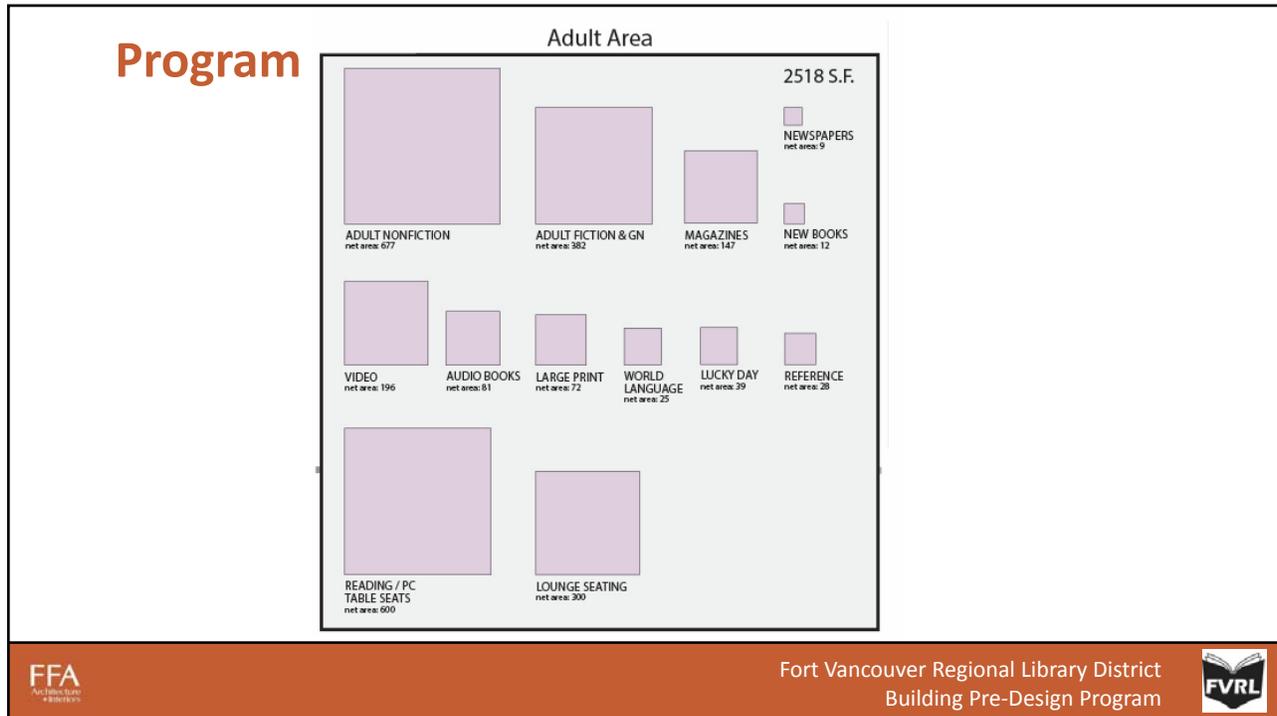
- Create dynamic spaces for kids and teens
- Zone to address unique needs of different age groups
- Focus on sustainability and efficiency
- Aesthetic components: local art, fireplace, nature space

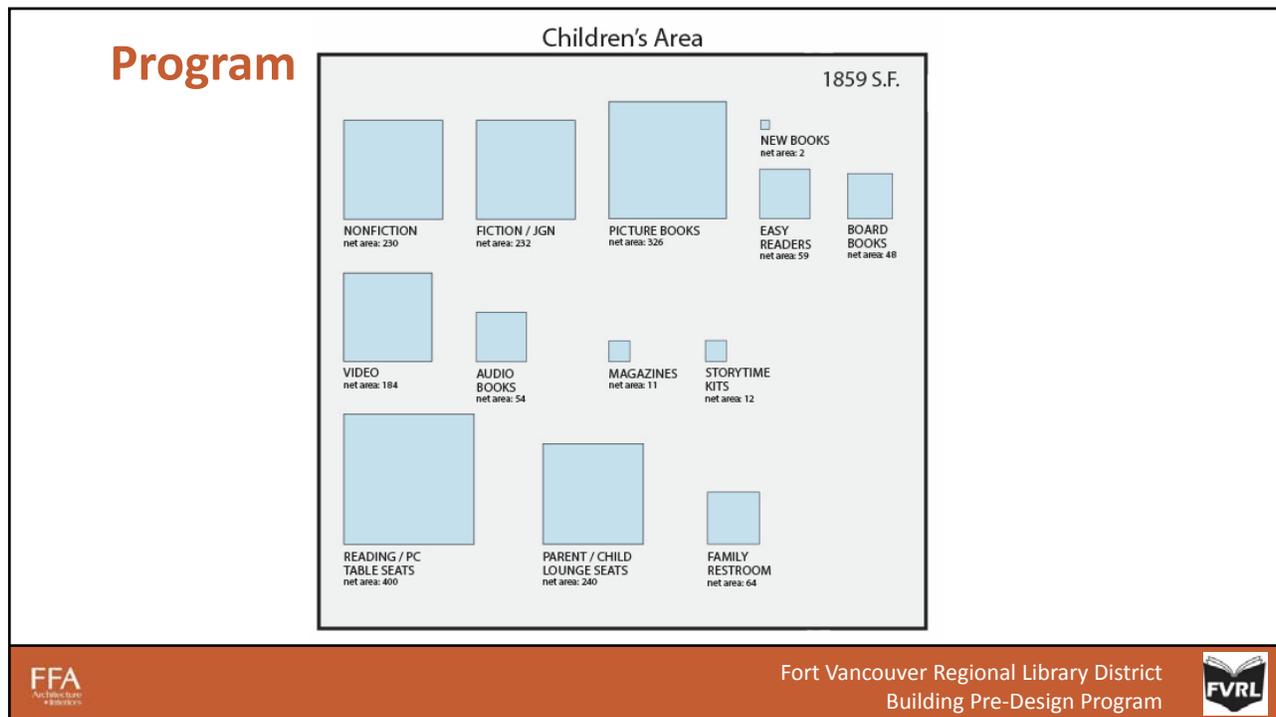


Fort Vancouver Regional Library District
Building Pre-Design Program









Technology

- More & up-to-date technology of all types, including mobile devices
- “Future-proof” infrastructure – fiber optic to the building
- Lots of Wifi bandwidth & lots of convenient power charging

Technology

- More e-content – e-books and other digital library services
- Self service AND tech support with a “personal touch”



Fort Vancouver Regional Library District
Building Pre-Design Program



Technology

- Library as a tech hub – “tech support for the community”
- Tech resources and software for kids and teens
- Tablets for checkout



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Criteria

- Accessibility
- Site Capacity and Infrastructure
- Amenities
- Visibility and Neighborhood Suitability
- Economic Feasibility
- Legal Considerations



Construction Cost for Option I: New Construction

Construction Cost Estimate: \$3.4 - \$3.6 Million*

- +/- \$260 per square foot
- Programmed gross square feet: 12,941

* Assumes a one-story building configuration. Add 10% to construction cost estimate for a two-story design.



Soft Costs for Option I: New Construction

- Indirect Project Cost: **\$800,000 - \$900,000**
- FF&E: **\$330,000 - \$340,000**
- Tech. Infrastructure & Equip.: **\$130,000 - \$140,000**
- AMH: **\$90,000 - \$110,000**



Fort Vancouver Regional Library District
Building Pre-Design Program



Total Project Cost for Option I: New Construction

\$4,650,000 - \$4,990,000



Fort Vancouver Regional Library District
Building Pre-Design Program



Construction Cost for Option II: Renovation

Construction Cost Estimate: \$2.3 - 2.5 Million*

- +/- \$175 per square foot
- Programmed gross square feet: 12,941

* Assumes a one-story building configuration. Add 5-10% to construction cost estimate for an existing two-story facility, pending provisions for accessibility, exiting and fire/life safety.



Fort Vancouver Regional Library District
Building Pre-Design Program



Soft Costs for Option II: Renovation

- Indirect Project Cost: **\$500,000 - \$600,000**
- FF&E: **\$330,000 - \$340,000**
- Tech. Infrastructure & Equip.: **\$130,000 - \$140,000**
- AMH: **\$90,000 - \$110,000**



Fort Vancouver Regional Library District
Building Pre-Design Program



Total Project Cost for Option II: Renovation

\$3,250,000 - \$3,590,000



Fort Vancouver Regional Library District
Building Pre-Design Program



Questions



Fort Vancouver Regional Library District
Building Pre-Design Program



Next Steps

Thank you!



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Visit Notes – Washougal, Washington

Prepared by:	Brenda Katz	Date:	May 23, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	Nancy Tessman, Executive Director, FVRL Sam Wallin, Rural Services Coordinator, FVRL Karin Ford, Public Services Director, FVRL Sean Guard, Mayor David Scott, City Administrator Chris Hughey, Community Librarian Janet Alder, Library Staff Troy Ainsworth, FFA Brenda Katz, FFA Penny Hummel, Penny Hummel Consulting Lance Murty, Lance Murty Associates		
Distribution:	Attendees File		

Residents love the library, high energy

Gathering place for the community

High “grab and go” usage – books on hold and “Lucky Day” collection

High usage of internet stations and tables for laptop use, full in the afternoon

Severe lack of general public space, crowding at times

Lack of browsing space

Need for community room, meeting/event space, “living room”, gallery space – virtually no other meeting space for large groups in town

Keep the personal, cozy feeling in a bigger building

Locate children’s area away from front entry for security/supervision

Drive-up book drop desired

Considering automated materials handling system

Programming attendance up to 140 people

Need for larger staff work space/office

Maker space to reflect “Hands-on” ethic of the community

Library should be located in downtown core, active, accessible by public transportation

Economic development catalyst

Strong support for new library at City Council level

Must meet current library standards, State of the art technology, adaptability

Partnership opportunities, both philanthropic and development interests, including:

- Lone Wolf Development (Hickey)
- Reach Senior Housing
- American Pacific Corp. (Angelo Family)

Geographic challenges including interruption of cell and internet service

Traffic flow challenges

Library planning in conjunction with city parking development projects

Infrastructure is in good shape

What makes Washougal unique?

- “Gateway to the Gorge”
- Economically diverse
- Place

Other resources:

- City’s Strategic Plan (on line)
- Two Rivers Heritage Museum website
- PSU Urban Planning, Brownfield project (Master’s thesis project): Washougal Waterfront
- Washougal’s tourism website
- Camas Washougal Economic Development Association (CWEDA)

Current Possible Sites:

- Adjacent lot/house to the West of the current library (existing Public Works)
- Adjacent lots to the East and North of City Hall
- Bank site (owned by Hickey)
- Lone Wolf new development (FVRL representatives LOVE the roll-up doors)

Page 2

J:\240314 FVRL Building Pre-Design Program\02_DES\2_01_Pre-Conceptual Design\2014-05-23_Site Visit Notes\2014-05-23_Site Visit Notes_Washougal.dotx



Adjacent lot West of current library



Adjacent lot East and North of current library



Adjacent lot East of current library



Bank Site



Lone Wolf Development

Community Meeting Notes – Washougal, Washington

STAFF FOCUS GROUP

Prepared by: Brenda Katz **Date:** June 26, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Project Number: 24-03-14
Attendees: 5 Attendees
Distribution: FVRL
File

USER GROUPS

- FTE= 3.6
- Largest Users: Parent/child (Story time and home schoolers)
- Teens: there are not a lot of teens, partially because the library is not open at convenient hours
 - It closes at 6 pm and is not open Sunday or Monday
 - They used to have book discussions in high school- 16 attended
- Popular Resources:
 - Many utilize the adult fiction
 - Many utilize the computers
 - Lucky Day collection is very popular

WHAT WORKS WELL?

- Children's area being placed toward the back for security and noise
- Open look and feel
- Approachable and homey, keep the small town feeling
- Maintain great customer service
- They like the location
- They like the open space
- Friendliness
- Story times
- Genealogy: is popular here, but they need more of a collection (History museum has a fee)

WHAT BUILDING ASPECTS GET IN THE WAY?

- Space: there are not enough power outlets
 - There is not enough workspace

- There is not enough staff area
- There is no community room or study room
- They are not getting enough store donations
- They are lacking/ looking for:
 - Meeting space
 - Fax service
 - Seats
 - Space (overall)
 - Space for donated items
 - No staff restroom
 - Self-checks- need 3 total
 - Browsable genre shelving

WORKFLOW

- Front Desk: 90% of the book returns are completed over the desk
 - People are encouraged to come in and drop off books at the front desk because the personal customer service is valued, and they don't want to lose that approach.
- Returns: there are 3 exterior book drops
- Staff: there is a good interaction with the public (staff-patron)
- Computer Stations: currently there are 2 computer stations but it gets crowded, 3 workstations would be better.
- Workflow: they like that patrons do not have to be sent to another desk for service and that it is not compartmentalized, they want to keep the main services centered
- Processing: for back of house work, for the magazines, book check-in, and mail, there is one current workstation, they would like 2-3.
- Availability: they know they need to add FTE, and that they need to be open Monday which would have them open 6 days a week instead of 5

MOST COMMON COMPLAINTS

- Collection size: that there are not enough books on the shelves
- Technology: that there are not enough computers, they would like 10-12 (2 [15] min stations, the rest typical)
- Printing: wireless printer that would allow printing from laptops and two computer stations
- Camas Returns: they process a lot of Camas materials which impacts logistics

Bigger Collections

- Teens
- Cookbooks, gardening, raising chickens, building things
- Media: DVDs and audio books
- Adult fiction CD's
- More than 1 copy of some books

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-26_FVRL Community Meetings_WASHOUGAL_Staff.docx

- Local history (maps)
- Foreign language section? – Spanish – Russian

NEEDS/ SUGGESTIONS

- Community Board: for the library and the community
- Spaces: Meeting Room with a kitchen area (maker space/ project space- example: quilters)
 - Reptile man- 120 (biggest groups 120+)
 - 50-60 people would be reasonable
 - Multi-purpose study rooms for small groups (one room 4-6 people)
 - Project room with a retractable screen
 - They need storage space
 - **Adaptable** space
 - Break room separated from work areas
- Local Art: they need a place to display art
 - Glass display cases
 - Inspiration: they like the Stevenson battleground- art gallery
- Children: they need a dedicated children's room, as there are current acoustical insulation issues
 - It is important to keep the children's area from the main door
- Signage: they like the idea of intuitive color/way finding to make things more accessible
- Technology: They need 10-12 PACs
 - 2 (15) minute stations
 - wireless printing
 - more are starting to checkout laptops (they have 3 now)
 - 2 print release stations
 - It would be good to not have all the computers in one space, but rather, spread them around (At least one in the kids area to reduce kids running around)
 - There are 2 database computers now, they need 3 or 4 as genealogy/history are big. It's nice to have a standing station
 - More outlets
 - Technology loaning option
- Furniture/ programming
 - More holds shelving
 - Soft furniture- more comfortable furniture
 - Small quiet pockets of seating
 - Cozy area with fireplace
 - Magazine display, face out, with old editions behind
 - Wood, wood shelving
 - Areas with no carpet in the program spaces, because of spills
- Outside Space: Community garden or garden feature. Gardening is big in Washougal, there are active master gardeners.
 - Outdoor courtyard with projection wall

- FOL: the friends have quarterly book sales
 - Make sure the book nook is secure
- Sustainability: natural light
- Self-checkouts: they are currently used regularly
- Staff: Efficient staff work area with more privacy, wall space, and individual work stations
- Coffee Shop: a small coffee shop would be nice, Washougal does not have a coffee shop
- Thermal Comfort: better HVAC/thermal comfort
- AMH: **No** automated materials handling. If circulation increases greatly, then they may need it, but it takes up space

ADJECTIVES FOR THE NEW LIBRARY

- Inviting
- Welcoming
- Comfortable
- Abundant
- Fresh
- Open
- Modern but still warm
- Light
- Small town feel
- Thermal comfort
- Parking
- Echoes
- Light colored materials
- Clear entry from street: landscape and experience starts at the street
- Downtown character
- Sustainable
- Urban
- Efficient
- Not unfinished and not intimidating
- **Sustainability**
- Independence
- DIY element/ off the grid
- Meeting room space (carpet/acoustics)
- Program Space/ lab space (30 people)
- Temperature control
- One story configuration
- Book shelves should have books
- Light color exterior
- Outdoor public space

Page 4

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-26_FVRL Community Meetings_WASHOUGAL_Staff.docx

- Fit with historic character
- Community events board

EQUIPMENT

- (10) computers
- (4) print stations
- Spread out computer locations
- 3 data computers, genealogy is big
- Signage- should be a system of intuitive signage, ADA

OTHER

- Balanced approach to friends storage/workspace.
- Cabinets at the bottom of the Book Nook shelving for storage of items to go on the shelves
- This should be a destination that brings people to the downtown area
- Connection to the natural environment- important to all 3 communities

Community Meeting Notes – Washougal, Washington

FRIENDS OF THE LIBRARY FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 26, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	8 Attendees		
Distribution:	FVRL File		

NEEDS

- Community: The library is important to the community, and it helps improve their profile
 - Currently, they have a low profile and many people don't know there is a library.
 - They would like it to be a focal point and the "jewel of the community"
 - Make sure it is a draw to local businesses and supports them. It is important to provide support to people starting small businesses. "Business friendly"
 - Access is important to the retirement community
- Youth: youth involvement will improve quality of life for community
- Community Room: it is important for the library to serve all populations in an age-appropriate way
 - Currently, there is no space for children and teens, so there is a great need for a community room
 - It could support crafts
- Loading: it would be nice to have a loading area, preferably with double doors, that is covered and has easy access
- Feeling: Warm, attractive building design that is friendly and welcoming, not glass and steel
 - They want to draw people in to sit and read
 - Quality Lighting: natural light (MCL has good lighting)
- Outside Space: patio area to go outside on sunny days
- programming area
- Parking: there is not enough parking, and currently it is shared with the senior center and most of the street parking is full.
- Local Art: it is important to have an area to hang art of local artists.
- Spaces: small storage area for donated books is greatly needed
 - Book nook, a room for the sale of books where you can lock the door
 - Right now it's on the honor system, but it would be nice to have the option to lock it.

- Flexible interior
- Meeting rooms and study rooms of various sizes
- The library director needs their own space
- Quality: They would like a building sized and built to last 100 years
- Sustainability: Energy efficient
 - Orientation for passive/ solar
- Technology: Multi-media Technology
 - They need current technology, it does not work in all areas. (There are “dead zones”)
 - Wireless cell/ internet access in some areas
- Size: the current size is too small to serve the population, so people go elsewhere
 - A one story building is preferred
 - Circulation turnover, the staff works hard to make the small space work, but they reconfigure constantly to suit programs
- Staff: The staff desks need to be close to the entrance
- AMH: automated book sorting is important so staff can be out on the floor
- Self-Checkout: kids use the self-checkout, so they need a lower one
- Accessible: ADA and beyond, universal design
- Fireplace

FOL NEEDS

- Collections: increased library collection and collection space
- Privacy: It would be nice to have privacy for staff spaces with open views to the public area
- Space: FOL book storage space in a shared garage for book donations
- Donations are up this year due to excitement about a new library
 - Last two sales totaled approximately \$7,000
- Book Nook: to house the most current and popular, best books, best sellers (To add to collection it needs to go through FVRL system)
- Community Room: so they can host other organizations

SITE CONSIDERATIONS

- Current library is not used by many Washougal residents, they go to Camas or Cascade Park
- Cascade Park:
 - Huge
 - Sorting room
 - Small tutoring room (they would like one)
 - Small meeting room (6-8)
 - Glass enclosed small meeting rooms/ study rooms
 - Hearth w/ comfortable seating
 - AMH (self service)
- Downtown: Stay in the core area of downtown location
 - Core- walking paths- connections

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-26_FVRL Community Meetings_WASHOUGAL_FOL.docx

- RR to I-5
- No farther East than 32
- Plan for the future- allow room to grow
- Keep it on the street level

“WASHOUGAL STYLE”

- Wood and warm colors
- Small town feeling, but modern technology and updated look
- both modern and classic
- “Coming home” comfortable
- Washougal Website: new for tourism (Proximity to woolen mills, which is a tourist draw)
- Location at the edge of the Gorge is unique to the area
- Maintain character of Washougal core
- Natural beauty
- Should not look like the Lone Wolf Development
- Roll-up doors
- One story
- Many people commute to Vancouver/Portland, but they want a rural feel and slower pace

SUCCESSFUL ASPECTS OF THE CURRENT LIBRARY

- Welcoming and comfortable
- Friendly staff
- Flexible furniture to accommodate different programs
- Turn-over of the collection, it is kept current
- Self-check
- Current materials display work well
- Variety and quality of programs for all ages (need more programs for teens)
- Building Entry: having the entrance in the SW corner is attractive and helps to prevent east winds from blowing in

Community Meeting Notes – Washougal, Washington

LOCAL BUSINESS FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 26, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	3 Attendees		
Distribution:	FVRL File		

SITES/ WASHOUGAL

- Active: a lot is happening in Washougal
 - Look at the building partnerships in Washougal (waterfront, etc.)
 - There are a lot of programs around youth and helping those in poverty, including skill development for youth.
- Focal Point: the library should be in a prominent place in town.
 - The library and court house are two things people recognize (and the post office)
 - In Camas, everyone knows where the library is
- Study: there is a Camas study on community use (by David Z)
- Downtown: central location for the library is good and keeps it accessible
- The new library should build on existing infrastructure
 - On the bus line
 - Other central locations may be an option for the site

NEEDS

- Resources: job skills development
 - Hands on activities
 - Multi-media classes
 - Mock interviews, student tutoring
- Spaces: meeting rooms help bring people in to the community
 - Community center spaces for programs
 - Quiet reading for Seniors
 - There are no good places for public meetings in Washougal
- Youth: youth programs are important
 - Hours of availability, then need to be available after school for kids to work on projects

- Technology: it is important to adapt services and materials to what the youth are using.
- Kids have iPads, but there is still a need for physical books
- Technology: it needs to be adaptable to the needs of the next generation
 - Available technology online is good
 - Technology advances have increased expectations of what kids can produce for school projects
- Balance of Technology and Books: the interaction with books is a special experience, but they also like the option to download e-books from home
- Families: family connectedness and programming around it
 - It is important for families to have together time within the community
- Support the Community: draw businesses, employees, and families to move and settle here
 - A good library is an important draw, a library can be an anchor for the community
- Business: businesses can grow and flourish
- Teens: they have nowhere to go, it will give teens a place to go and something to do with a Y/A reading area
- Outreach to Clark College
- Outdoor Space: community garden and outdoor spaces to utilize

NEW LIBRARY FEATURES- DRAWS

- Collections: it would be nice to have a larger collection available on site. Having more choices on the shelf will keep people coming in.
- Flexibility: it would be nice to have it be a mixed use building with expansion space for the future.
- Coffee shop
- Spaces: a diversity of spaces with more programming
- Resources: career development activities with the school (they could offer speakers, etc)
 - Programs that fulfil needs within the community but are also fun.
- Comfortable
- Safe
- Community Center: it is important for it to support “community center” facilities next to the library
 - Possibly a mixed use building to allow for future expansion space
- Children: kids area feels like a kid’s zone and comfortable
- Online services

EXAMPLE LIBRARIES

- Camas: they do a good job of meeting community needs (they wouldn’t want it to look just like Camas)
- A great library speaks to the importance of education within the community.

EXISTING LIBRARY- WHAT WORKS WELL

- Staff: there is a great staff and volunteers (staff/ patron interaction is key)
- Good programs
- Products on shelf are current and in good shape
- Efficient layout

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-26_FVRL Community Meetings_WASHOUGAL_Businesses.docx

- Downtown location is accessible
 - There is a second business hub (The Safeway area- other option to downtown)

DREAM BUILDING

- Style: different character for each type of area/collection/service
 - Complementary to Washougal character
- Outdoor Space: courtyard and a nice entry space to draw people in
- Resources: more materials and services, and more special programs
- Spaces: Small group study meeting rooms with access to technology and the internet
 - Large meeting room
 - smaller ones
 - Separate access to meeting room when library is closed.
- Valued: this library should be an important resource to the community
- Technology: the library can be an important resource for the community to access to the outside world.
 - Digital art and video development equipment
 - Multi-media production
- Hobbies and Activities: space for crafts, 4H, digital photography, community garden
- Water: water feature down the center would be good

ADJECTIVES

- Wow!
- Open space and small spaces
- High tech looking, but homey
- Fireplace: with reading space
- Inspiring
- Cutting edge
- Reading a book: special feeling
- Accessibility: accessibility to programs
- Excitement
- Activity
- Community connections
- Anchor for community

WASHOUGAL "STYLE"

- Gateway to the Gorge
- Outdoors
- Pride and passion
- Sense of belonging
- History
 - Rene Carol "Legendary Locals" shes also working on tourism site
 - Roger Daniels is a historian in the area

Page 3

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-26_FVRL Community Meetings_WASHOUGAL_Businesses.docx

- Native American petroglyphs, tie to Native American Past
- Washougal means 'rushing water'
- Pay homage to history "Lewis and Clark Reading room"
- Survey: Heather Johnson survey on what Washougal is all about (worked with Renee Carol)
- Nature Access

REASONS TO MOVE TO WASHOUGAL

- Proximity to Portland
- Good Schools

Community Meeting Notes – Washougal, Washington

TOWN HALL FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 26, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	30 Attendees		
Distribution:	FVRL File		

THE COMMUNITY/ LOCATION IDEAS

- The District: there are 16 libraries throughout the district
- Paul Greenly: in 2006 City council looked at creating new City Hall, senior center, and library (Some of that data and drawings still exist with the city.)
 - 6,000 sf, plus City Hall, the senior center, and community rooms.
- Availability: is there a chance they could develop better hours?
- Size: if they are going to increase the library size, it should be significant since right now the collection is too small.
 - Is there a minimum size?
- Sustainability: will it be a 'green' building to conserve (energy) cost?
- Park: it would be nice to have it near a green space and/or park
- School:
 - 24th and Main Street
 - Owned by Argdo?
 - Leased currently
- City Owned Lots: could it be a mixed-use utilizing new market tax credits?
- Staffing: have they tapped into volunteers for staffing?
- Woodstock: Woodstock in Portland was cold and unwelcoming
 - They are open to modern design, but don't want glass and steel
- Camas: reach out to Camas to see how the present design works and doesn't
 - They try to make it very welcoming
- Teens: Washougal could benefit by creating a place for young people, and it would be nice to revolve their spaces around literature and art.
- Voting: if they do a bond, would it only be people who live in Washougal who could vote on it?

- Community: of the community, about 1/2 utilize the Camas library, and 1 /2 Washougal
- Current location:
 - too far away from schools
 - should be downtown
 - waterfront option
 - land around current library site
 - Is there a way to integrate new infrastructure into the existing building?
- Joyce Lindsey: (city council) the library needs to be downtown, walkable and accessible to all ages
- Waterfront: if something is developed down there for community
- Mixed Use: consider the opportunities for mixed use, or as part senior housing or residential use
- Focal Point: library should be a jewel to the downtown, and it should help draw people downtown (Some said they forget they have a downtown)
- Staff: The staff has made the most out of the resources they have.
- City Hall: don't connect this library project to the new city hall project (bond won't pass)
 - They have different goals: library = education

DESCRIPTIONS

- Pacific Northwest: library design appropriate to the city and context
- **Gateway to the Gorge:** water, wood, stone
- Camas Library: They like the Camas library, it is a comfortable place to sit and read a book
- Art: it is nice to have the upstairs space for art shows
- Children: space to allow kids to be kids where they aren't disturbing others (Vancouver library is a good example)

FEATURES THEY WOULD LIKE TO SEE

- Spaces: a meeting room is important
 - Space for a summer reading program
 - Genealogy section with microfilm readers
 - Window seats
 - Study rooms (sound proof)
 - Dividable meeting room: flexible and able to seat 100 people. (there could be other community uses for this space, new program potential)
- Children Space: A separate but visible children's area offering parent supervision, safety, and security. (Camas has blind spots and more than one exit from the kids area, so it is not a good example)
 - Safety and security for kids
 - Constantly introducing new topics to the children's collection
- Amenities: bookmobile
 - Fireplace
 - Coffee
 - Drive up book drop
- Schools: they would benefit from some sort of outreach or greater collaboration with the schools

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-26_FVRL Community Meetings_WASHOUGAL_Town Hall.docx

- Parking: the current parking is a problem
- Accessible: easy access to public transportation
- Comfortable: they would hate to lose the homey feel
- Technology: they would like to increase the (e) collection, high quality collection and selections
 - Computers on smaller tables and chairs for kids
 - Screens and projector in meeting rooms
 - Schools will be providing iPads, so they need to stay “tech savvy”
 - They want to make sure they are prepared for technology
- Feeling: there should be a balance between modern and homey (not industrial)

NOTES FROM CITY COUNCILOR

- Local artists
- Pendleton woolen mill
- Bishop family are friends with Chihuly
- (glass)
- Dave and Boni Deal
- Raku Pottery
- Elidce Fields- Pointing
- Molly Costor- former council
- Scott Sawyer- PW director
- Now @ Battle Ground
- City zoning/ Beneflir
- Codes STRONGLY discourage drive thru
 - Especially downtown
- Build to the street
- Walkable- not auto driven
- May not need bond (but might need it)
- Talk to Paul Dennis @ CWEDA
- Camas- Washougal Econ Dev Assoc.
- “New market tax credits”

Community Meeting Notes – Washougal, Washington

TOWN HALL FOCUS GROUP

Prepared by:	Brenda Katz	Date:	July 8, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	18 Attendees		
Distribution:	FVRL File		

BRAINSTORMING

- Feeling: Warm, welcoming exterior with large windows
- Spaces:
 - Teen Space: Collaborative teen spaces with a large capacity for activity and technology. They should also be welcoming and staff should be able to supervise them.
 - Children: Parent/ child reading areas
 - Research: Space with a focus for family history research, the Genealogical society needs a home. They need collaborative space for on-going work (8,000 volumes)
- Amenities: Need different size tables for collaborative uses
 - Integration for multi-media presentations.
- Inspiration:
 - Vancouver Main Library
 - Cascade Park Teen Spaces
 - Saratoga, CA Library
 - Yonsei University in Seoul South Korea (Technology integration)
 - Columbus, OH Main library (Study rooms, underground parking)
- Location: Locate library downtown, core area

WHAT THEY LIKE

- Staff: They love the staff! They are very friendly.
- Way finding: The circulation desk is easy to find.
- Flexibility: They utilize the space well, coordinating different uses for the same space.
- Feeling: Pleasant and relaxing space

NEEDS

- Visual: Visible and welcoming from the street
- Community: Accommodate the cultural diversity of the community (art, spaces, finishes).
- Way finding: They would like increased signage and visual help
- Acoustics: Acoustical treatment and control is important.
- Technology: They need more assistance with technologies

WASHOUGAL STYLE

- Outdoors relation
- Gorge
- History of community
- Built eclectic style
- Accessibility
- Warm
- Friendly
- Open
- Inviting
- Flexible
- Light
- Parking, welcoming site layout

Community Meeting No. 1 - Presentation Slides

Meeting Dates:

June 25, 2014 in Ridgefield

June 26, 2014 in Washougal

June 27, 2014 in Woodland

July 8, 2014 in Ridgefield, Washougal, Woodland



Fort Vancouver Regional Library District
Building Pre-Design Program



Welcome!

Introduction and Agenda

Introduction to FVRL and FFA consultant teams

Project Goals

Key Benefits of Public Libraries

21st Century Library Design Trends

Exterior building design considerations

Site selection criteria

Q&A

Closing – next steps and next scheduled public meetings



Fort Vancouver Regional Library District
Building Pre-Design Program



PROJECT GOALS

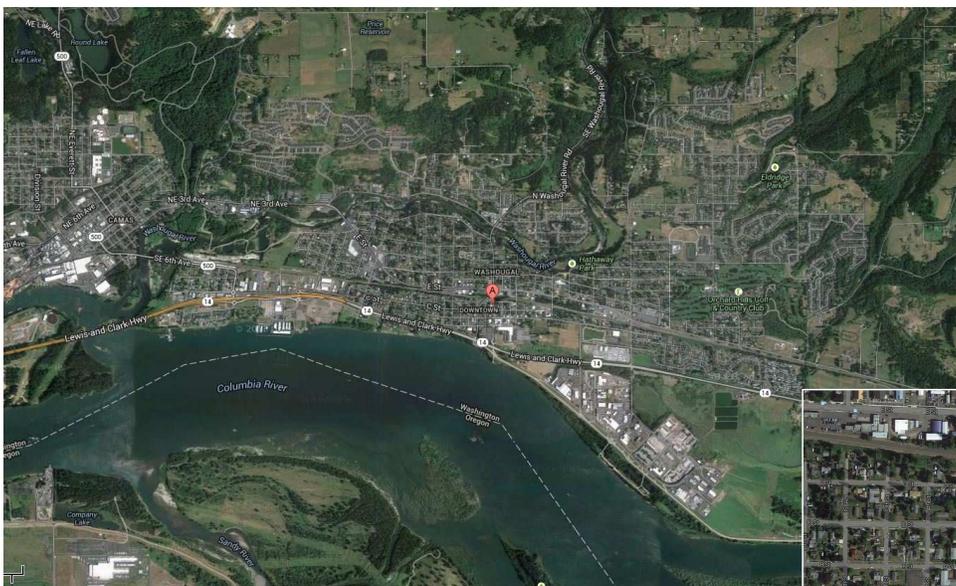
- Each community has unique character, priorities and focus
- The library is pivotal to the evolution of each community
- Establish a unique vision, in tune with the character of each community and that will be supported by the community
- Easily accessible, transparent communication regarding the planning process; multi-generational, community-building process
- The planning process will drive pride, increase visibility of the library and increase use and excitement in each community
- Establish a clear set of criteria (building program) for each community library
- Balance the vision with realistic construction budgets and operating costs



Fort Vancouver Regional Library District
Building Pre-Design Program



WASHOUGAL, WA



Fort Vancouver Regional Library District
Building Pre-Design Program



Key Benefits of Public Libraries

Key economic benefits of public libraries:

- A high return on investment
- Increasing business vitality
- Stimulating the economy
- Enhancing community character, livability and pride

Other related benefits of public libraries:

- Creating a bridge over the digital divide
- Enhancing professional success
- Providing free recreational and educational books, DVDs and other resources
- Investing in our children

21st Century Library Design Trends

Public Spaces

- The library as a “third place” for the community
- Growing trend toward retail model
- Zoning for different collections and user groups
- Flexible, adaptable spaces
- Access to technology and electronic information

Collaborative Spaces

- Gathering spaces of varying sizes to accommodate small to large groups
- Flexible spaces for multiple uses
- Availability of multi-media, state-of-the-art technology

Support Spaces

- Evolution of points of service
- Spaces accommodating flexibility and efficient flow of work and materials
- Spaces that support automated materials handling technology



21st Century Library Design Trends

Public Spaces

LOBBIES



PUBLIC SPACES/ READING ROOMS



OUTDOOR



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Public Spaces

CHILDREN



TEENS



HEARTH



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Collaborative Spaces

MEETING/
MULTI-
PURPOSE



STUDY ROOMS



INFORMAL
COLLABORATION
SPACE



Fort Vancouver Regional Library District
Building Pre-Design Program



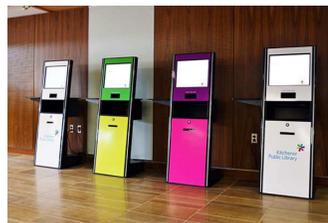
21st Century Library Design Trends

Support Spaces

STAFF/PUBLIC
SERVICE POINTS



SELF-SERVICE
INTERIOR



SELF-SERVICE
EXTERIOR



STAFF WORK
AREAS



Fort Vancouver Regional Library District
Building Pre-Design Program



Exterior Building Design Considerations

ADDITIONS TO HISTORIC BUILDINGS



MID-SIZE NEW LIBRARY BUILDINGS



STOREFRONT BRANCH LIBRARIES



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Evaluation Criteria

FORT VANCOUVER REGIONAL LIBRARY DISTRICT		SITE A	SITE B	SITE C	SITE D
COMMUNITY LIBRARY:					
Accessibility:					
• Located where as many people in the service area can easily reach it.	⊖	⊖	⊖	⊖	⊖
• Multiple safe and easily accessible routes for many means of transportation including bicycles, automobiles, public transportation, or on foot.	⊖	⊖	⊖	⊖	⊖
• Ease of pedestrian and bicycle access from neighborhoods, schools, off-street parking and community resources.	⊖	⊖	⊖	⊖	⊖
• Located near other community amenities and services (Cultural and education facilities, public offices, parks, etc.)	⊖	⊖	⊖	⊖	⊖
• There is available, adequate, well-lit off street or other safe parking and walkways, with a clear and accessible path to the entrance.	⊖	⊖	⊖	⊖	⊖
Site Capacity and Infrastructure:					
• Site should be of adequate size and configuration to accommodate the desired building programmed square footage, landscaping and parking.	⊖	⊖	⊖	⊖	⊖
• Site should be of adequate size and configuration to accommodate future expansion of the library and parking.	⊖	⊖	⊖	⊖	⊖
• Compatibility with future planned activities. (Cultural and education facilities, public offices, parks, etc.)	⊖	⊖	⊖	⊖	⊖
• Access to technology and public utility infrastructure.	⊖	⊖	⊖	⊖	⊖
Amenities:					
• Access to adequate natural light.	⊖	⊖	⊖	⊖	⊖
• Access to natural environment.	⊖	⊖	⊖	⊖	⊖
• Compatible with quiet library functions.	⊖	⊖	⊖	⊖	⊖
Visibility and Neighborhood Suitability:					
• Easily visible from the street.	⊖	⊖	⊖	⊖	⊖
• Compatibility of proposed volume within the context of the existing buildings and neighborhood.	⊖	⊖	⊖	⊖	⊖
• Placement of the library should have minimal adverse environmental impact.	⊖	⊖	⊖	⊖	⊖
• Placement of the library should fit within the historical context of the neighborhood.	⊖	⊖	⊖	⊖	⊖
Economic Feasibility:					
• Initial investment (acquisition cost).	⊖	⊖	⊖	⊖	⊖
• Land is free of hazardous material or is such material easily removed.	⊖	⊖	⊖	⊖	⊖
• Site preparation cost (Demolition of existing structures, wetlands, flood plains, environmental) relative to overall project budget.	⊖	⊖	⊖	⊖	⊖
• Functions as a catalyst for other economic development.	⊖	⊖	⊖	⊖	⊖
• Potential for public or private partnerships as a basis for additional funding.	⊖	⊖	⊖	⊖	⊖
Legal Considerations:					
• No easements or other legal or access considerations exist that would unduly restrict use of the property or impose financial or other liability on the District.	⊖	⊖	⊖	⊖	⊖
• Zoning is appropriate for library use.	⊖	⊖	⊖	⊖	⊖
• No other governmental restrictions are imposed on site which would restrict library use (city, county, state, Urban Growth Area (UGA).	⊖	⊖	⊖	⊖	⊖
Notes:					
TOTAL POINTS:					
RATING SCALE: ● Excellent=2 ● Acceptable=1 ⊖ Unacceptable=0 ⊗ N/A=0		RATING SCALE: ● Excellent=2 ● Acceptable=1 ⊖ Unacceptable=0 ⊗ N/A=0		FFA ARCHITECTURE + INTERIORS	



Fort Vancouver Regional Library District
Building Pre-Design Program



Next Steps & Public Meeting Schedule

Additional public meetings will be scheduled in August for each community

Thank you!



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Meeting Notes – Washougal, Washington

Prepared by: Brenda Katz **Date:** September 23, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Attendees: 42 Attendees
Project Number: 24-03-14
Distribution: FVRL
File

- FVRL hopes to start narrowing down site options by beginning of 2015.
- There was discussion regarding the projected planning population vs. taxing area (if pursuing funding via a bond) and proposed size of new library building.
- What about future expansion? This would need to be considered as part of the site selection process.
- The building design team should consider sustainable, responsible and environmentally sensitive building and systems design solutions.
- The building cost per square foot value should allow for longevity; durable and easily maintainable building materials, etc.

Welcome!

- **Introduction and Agenda**
- Introduction to FVRL and FFA consultant teams
- Needs Assessment
- Recommendations
 - Program
 - Sites
 - Costs
- Q & A
- Closing – next steps



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Voices: Key Themes

- Make it a warm, accessible and friendly cultural center
- Maintain small-town feel
- Add books and other materials, seating, computers
- Add flexible meeting rooms, state-of-the-art technology



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Voices: Key Themes

- Create dynamic spaces for kids and teens
- Zone to address unique needs of different age groups
- Focus on sustainability and efficiency
- Aesthetic components: local art, fireplace, nature space



Fort Vancouver Regional Library District
Building Pre-Design Program



Program

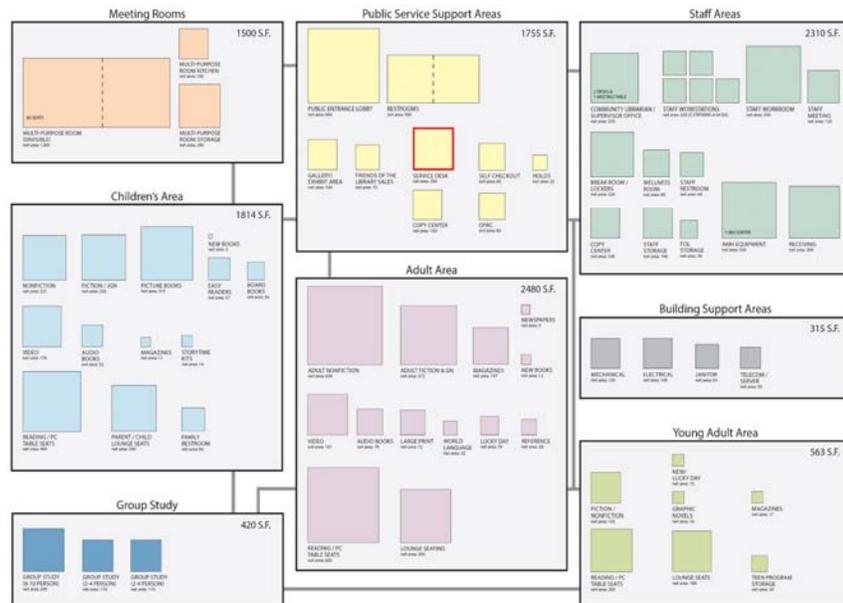
Net Programmed Area:
11,157 S.F.

◆
Wall Thickness,
Pathways, Shaft
(15% of Programmed Area)

1,674 S.F.

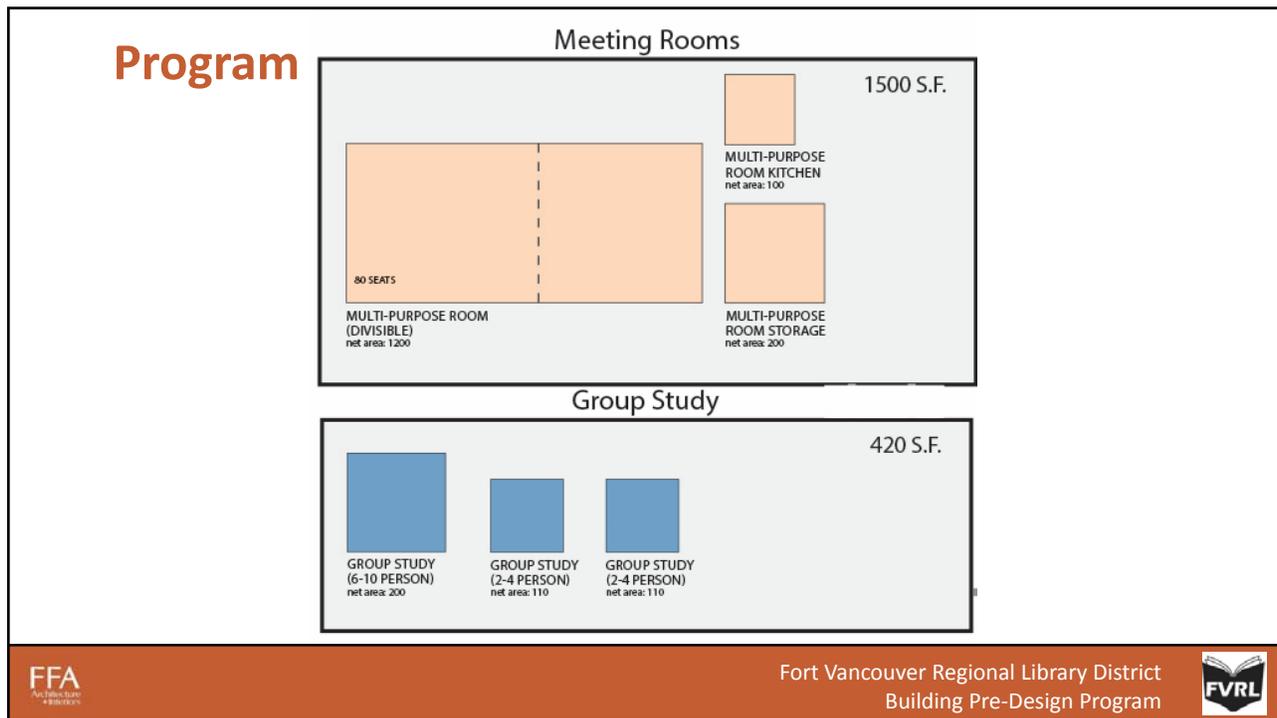
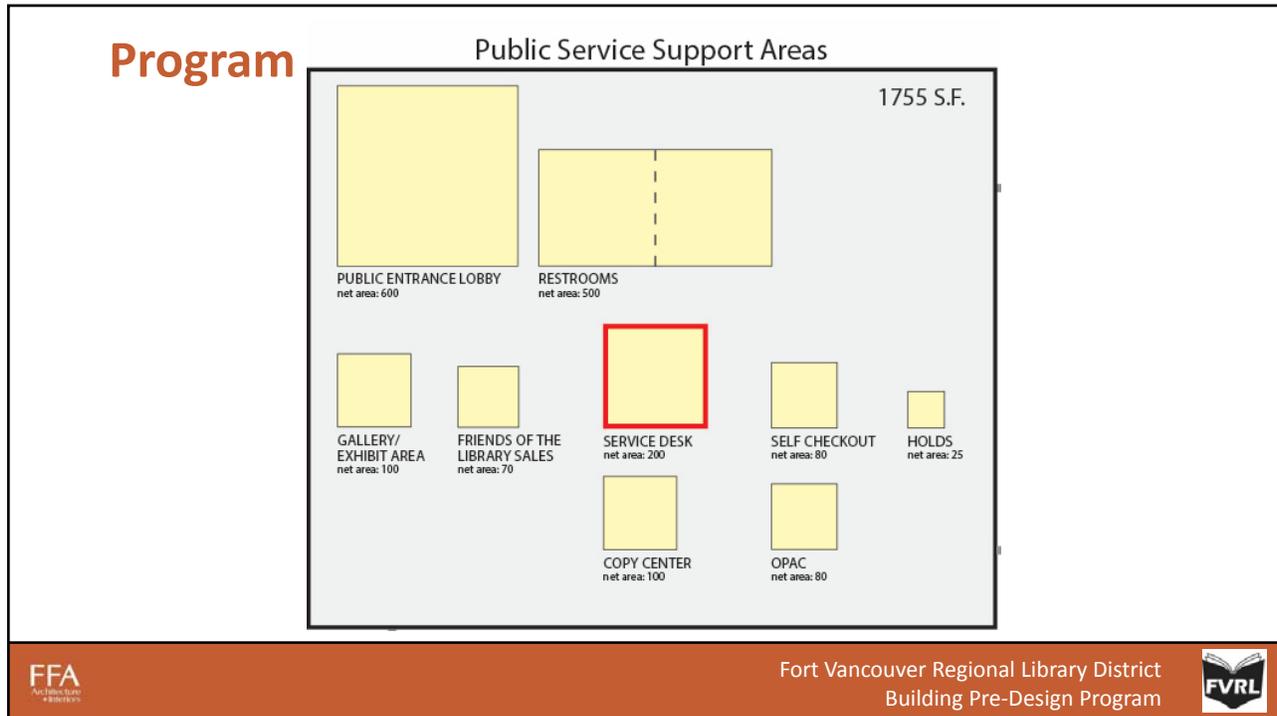
◆
Total Building Gross
Area:

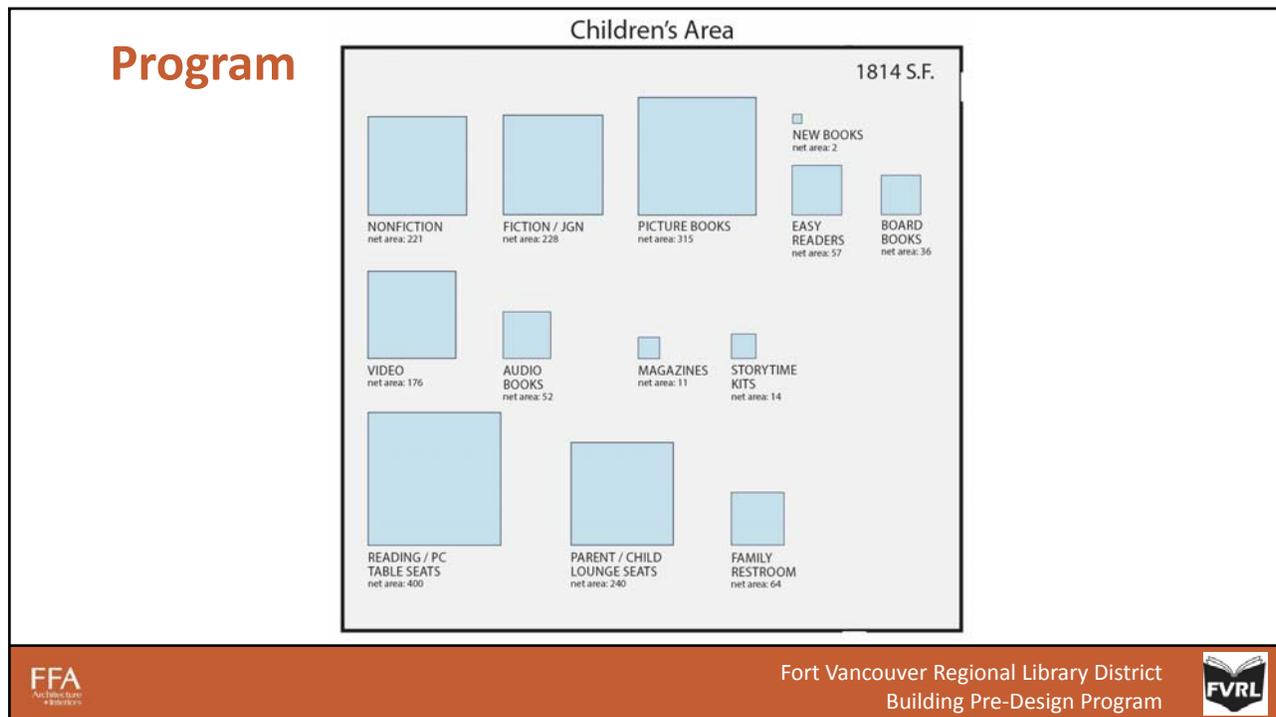
12,830 S.F.



Fort Vancouver Regional Library District
Building Pre-Design Program







Technology

- More and up-to-date technology of all types, including mobile devices
- “Future-proof” infrastructure – fiber optic to the building
- Lots of Wifi bandwidth & lots of convenient power charging

Technology

- More e-content – e-books and other digital library services
- Self service AND personal ‘tech support’



Fort Vancouver Regional Library District
Building Pre-Design Program



Technology

- High tech, but homey
- Library as technology access point – Internet coverage is a problem in some areas of the community



Fort Vancouver Regional Library District
Building Pre-Design Program



Technology

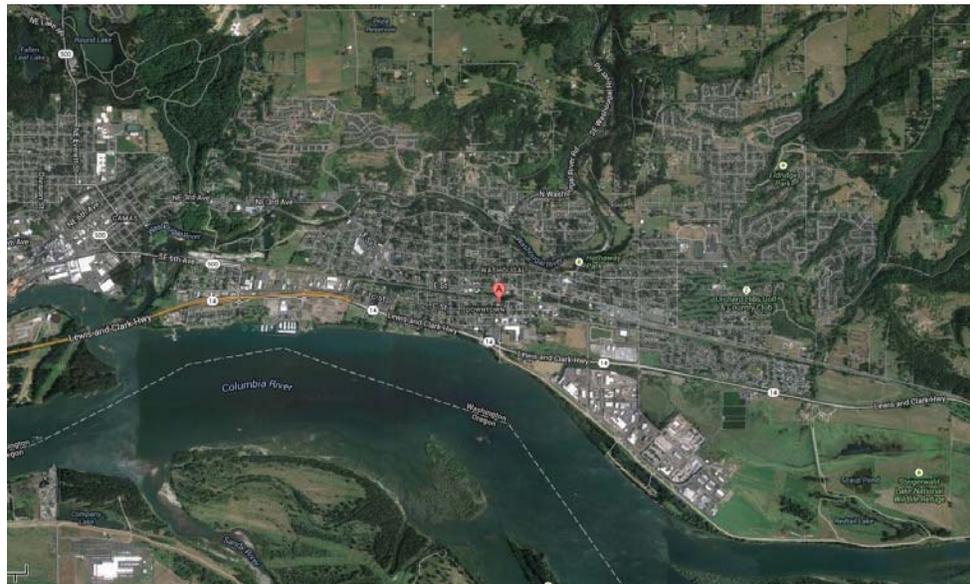
- Need more computers, portable laptops, and tablets to check out and power outlets for own devices
- Want up-to-date technology access and support to fully participate in the 'digital age'



Fort Vancouver Regional Library District
Building Pre-Design Program



Sites



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Criteria

- Accessibility
- Site Capacity and Infrastructure
- Amenities
- Visibility and Neighborhood Suitability
- Economic Feasibility
- Legal Considerations



Construction Cost for Option I: New Construction

Construction Cost Estimate: \$3.2 - \$3.4 Million*

- +/- \$260 per square foot
- Programmed gross square feet: 12,830

* Assumes a one-story building configuration. Add 10% to construction cost estimate for a two-story design.



Soft Costs for Option I: New Construction

- Indirect Project Cost: **\$800,000 - \$900,000**
- FF&E: **\$330,000 - \$340,000**
- Tech. Infrastructure & Equip.: **\$130,000 - \$140,000**
- AMH: **\$90,000 - \$110,000**



Fort Vancouver Regional Library District
Building Pre-Design Program



Total Preliminary Project Est. Cost for Option I: New Construction

\$4,550,000 - \$4,890,000



Fort Vancouver Regional Library District
Building Pre-Design Program



Construction Cost for Option II: Renovation

Construction Cost Estimate: \$2.2 - \$2.4 Million*

- +/- \$175 per square foot
- Programmed gross square feet: 12,830

* Assumes a one-story building configuration. Add 5-15% to construction cost estimate for an existing two-story facility, pending provisions for accessibility, exiting and fire/life safety.



Fort Vancouver Regional Library District
Building Pre-Design Program



Soft Costs for Option II: Renovation

- Indirect Project Cost: **\$560,000 - \$650,000**
- FF&E: **\$330,000 - \$340,000**
- Tech. Infrastructure & Equip.: **\$130,000 - \$140,000**
- AMH: **\$90,000 - \$110,000**



Fort Vancouver Regional Library District
Building Pre-Design Program



Total Preliminary Project Est. Cost Option II: Renovation

\$3,310,000 - \$3,640,000



Fort Vancouver Regional Library District
Building Pre-Design Program



Questions



Fort Vancouver Regional Library District
Building Pre-Design Program



Next Steps

Thank you!



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Visit Notes – Woodland, Washington

Prepared by:	Brenda Katz	Date:	May 23, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	Nancy Tessman, Executive Director, FVRL Sam Wallin, Rural Services Coordinator, FVRL Karin Ford, Public Services Director, FVRL Grover Laseke, Mayor Justin Keeler, Community Librarian Lu Andreta-Aspon, Circulation Supervisor Troy Ainsworth, FFA Brenda Katz, FFA Penny Hummel, Penny Hummel Consulting Lance Murty, Lance Murty Associates		
Distribution:	Attendees File		

Existing building is vintage 1926, relocated in 1960's

Keep library in general downtown area, as anchor

No additional parking required for new buildings in downtown area

Proximity to schools is important

Current community meeting building is inadequate

There is a need for a senior center in the area

New police station built

Other current or upcoming projects in Woodland:

- Pool project (YMCA) at Horseshoe Lake Park
- New High School
- Repurposed current high school building across from existing library
- Relocation of City Hall

The library is well supported by the community as a gathering space

The Mayor is supportive of the library planning process

What makes Woodland unique?

- Balance of industrial and commercial, including two fishing rod manufacturers
- Projected growth of industrial area
- Old logging community with new industries
- Gateway to the Lewis River and Mt. St. Helens, hiking, boating, camping, climbing
- City is well located for transportation systems – freeway, railroad
- Close to PDX and Vancouver services; medical, airport
- Well priced housing
- Good place to raise children
- Award-winning school system
- Strong support for community resources, programs and facilities
- City spans two counties, Clark and Cowlitz

Biggest challenge is to continue the high level of service in an economy that is slow to come back from the recession.

There has been success in grant funding for service infrastructure/public works for streets, sewers, etc.

Technology infrastructure – Fiber optics to police station, city hall, school and up the river to Cowlitz PUD – further along than Ridgefield.

Possible focus groups:

- Friends of the Library
- Spanish-speaking residents

Other resources:

- City Planner and City Engineer can provide additional information/resources

Current Possible Sites:

- Existing park site adjacent to current library and community building
- Horseshoe Lake Park, in conjunction with the YMCA pool project
- Centennial Building, currently for sale, 2 story, built in 1910
- Other downtown sites – both vacant and currently occupied by other structures?



Park adjacent to current Library site



Horseshoe Lake Park site



Centennial Building

Community Meeting Notes – Woodland, Washington

STAFF FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 27, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	7 Attendees		
Distribution:	FVRL File		

Total FTE 3.5 (5 people- 2 full others part time)

SERVICE POPULATION

- Different Ethnicities: there is a large Hispanic population that doesn't use the library much, but some come for story time. They are underserved, but they are starting a Spanish language story time in the fall.
- Families: they see a lot of regular families
- Teens: they get some teens after school (usually the same kids)
- They don't see a lot of new faces
- Seniors: there are a lot of seniors who are regulars

SERVICES USED

- Internet: 70% come to use the FVRL computers and 30% have their own
- Outdoor space: they **don't** currently have the space to sit inside to use Wifi, so a lot of people use it outdoors
- Technology: a large rural population comes to the library to use the internet because they have no access
 - Printing is also used frequently
 - They get asked to fax often, but they don't currently offer that

WHAT WORKS WELL

- Personal: they like the small town aspect
- Staff/Service: they like the personal service
- They check out books at the desk. They don't have self-checks, but maybe there should be 2 in the new building?

- Catalog: it's nice to have a catalog terminal in each section, they just have 2 now but those get very busy.

NEEDS

- Self-Check: a self-check station by the kids area that they can reach
- Internet Terminals: they have 4 internet terminals
- Technology: They also have netbooks, but no space to sit and use them. In the new library they could use at least 6-8 computers and laptops (and space for computers).
- Outlets: they have few power outlets, they need more space with power outlets for people to sit and use laptops
- Computer use: day-to-day computers are in continual use and people are usually waiting
- They don't have the capacity to extend time usage because they're so heavily used that they need to give everyone a chance.
- More computers = higher usage time for patrons
- Reading nook and more seating
- New Spaces: such as classroom space or a computer lab
- Automated material handling is not needed due to the size of their branch
- Storage
- Grab and go: a lot of people come in, grab what they need, and get out
- Duration of Stay: the current collection is too small to stay and browse
- Dedicated community of library services
- Size of facilities: the size of the building and infrastructure severely limits the use of technology and equipment
- Thermal comfort is lacking

WORKFLOW

- Front Desk: All main functions are at the desk (check-in, book drop, and deliveries at desk)
 - Large families visit frequently, many use the materials up to the limit, so they prefer check-in over the desk
- Staff Space: currently there is no staff workroom, there are 2 staff work stations
 - Staff break room, they are currently eating lunch next to the teen space, so they need improved separation between staff and public space (this is stressful)
- Staff Technology: there are only 2 work terminals and everything happens through those, they would like 3 terminals in public areas
- Collection: there is no space for duplicate copies or even multiple books on same topics
 - Many things float when they discover there is no room to shelve
- FOL donations: have to call to get them picked up, they are getting in the way
- Paths of Travel: there is no space to move a cart because the spaces are too narrow, so they shelve everything by hand (no cart)
- Issue of Cowlitz County and school district

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-27_FVRL Community Meetings_WOODLAND_Staff.docx

- Use other resources: people in this community work in Vancouver/Portland/etc., so many patrons use other facilities

COMPLAINTS FROM THE PUBLIC

- People who spend time in library are more aware of the inadequacies than those who pick up holds and go.
- Temperature: it is generally too hot in the summer and freezing in the winter.
- Constantly need to monitor the behavior upstairs.

IMPORTANT ASPECTS FOR THE NEW LIBRARY

- Children: there should be a safe and secure kids area
- Staff: there should be a dedicated staff space. (There is no work space, they had to make a poster for the floor in the public space)
 - Space for supplies
- Also a staff space to sort materials
- Meeting rooms/ Spaces:
 - Space for staff meetings
 - Study area
 - Community room
 - Programming space
 - Seating space
 - Reading nooks
 - Space to browse
- Summer Reading Program: 120+ in park, and they have had 140 people in community space
- Events: 200 people come for reptile man
- Story Time Space: (Closed off from the main space)
- Teen Space: (Closed off from the main space)
- Technology: they would like the capacity to increase use of technology as needed, and increased seating to use the laptops.
- E-resources: dedicated machines to download to e-devices and electronic resource terminals
 - An internet PC in the kids area
- Wifi everywhere: the internet is really slow
- Computer Lab: they really need this in this community. The challenge is that the public doesn't conceptualize what the library *could* be used for because of the capacity of the staff and building (limited by its size)
- Internet computers for programming and public use, the demand exists for computer classes, and instruction
- Bike Racks
- Supply Storage

FEATURES / SERVICES

Page 3

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-27_FVRL Community Meetings_WOODLAND_Staff.docx

- Teens: they need a study space / room
- Teens- Hangout: Current teens use library as a hang-out (Which is OK, but they don't want that to discourage other people from staying and using the library)
 - The after school demographic will change after the high school moves
- Community Space: there is currently no community space in Woodland
- Organization: a program area that is easy to maintain
- Reference point desk separate from circulation desk
- AMH: they currently do not need one until the circulation increases
 - If they had a back room and carts to help them sort, they could handle 4x current circulation

ADJECTIVES/ DREAMS/ EXAMPLES

- Inviting
- Homey
- Vibrant
- Effective
- Seating specific for kids and teens
- Cozy (but not a VA bldg./ industrial look)
- Fireplace
- Place to put knitting ladies
- Woodland is small and homey, so something that reflects that in building would be good
- Kid-sized nooks
- Kids area that is functional and inviting
- Storage for story time props, crafts, toys
- Program area setup for intensive arts & crafts
- Sink, easy cleanup (floors & walls)
- Break room with a sink
- Water fountain
- Family restroom
- More kids computers (have one now, gets used all the time)
- More early literature stations
- YA accessible collection, but not so it is awkward for older users
- Teen programming space separate from the collection (video, gaming, etc.)
- Study space
- Flexible space for multiple uses
- Display space
- Quiet places to read
- Browsing N/F collection with seating
- Collections distributed by age groups
- Don't get rid of Dewey System, but organize by cluster
- Display space

Page 4

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-27_FVRL Community Meetings_WOODLAND_Staff.docx

- Grow entire collection
- Kids non-fiction
- They would like the collection 4x larger than it is currently, or at least proportional to the size of the new building
- Foreign language (spanish)
 - Spanish collection, no other languages @ this branch
 - Graphic novels
- Rustic but forward leaning, indicating progress and that they are keeping up with the times
- Come bring your kids here
- How do we reach people we currently don't serve? They can offer services to them now
- Staff is here because of the small town feel and they can know the patrons on a personal level
 - They can see the impact they have and the gratitude of the community
 - They like providing the personal service, they develop personal relationships with patrons

Community Meeting Notes – Woodland, Washington

FRIENDS OF THE LIBRARY FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 27, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	10 Attendees		
Distribution:	FVRL File		

SITES

- Atmosphere: it should be quiet in the setting around the library
- Noise: Putting it near the lake would be loud and disruptive to people in the library
- Current Site: The current site would be adequate (If they tear down the current building and take out some trees). The City owns this land
 - It would be nice to keep it here and close to school.
 - The city owns the property, and it is close to the schools
 - There seems to be more support for re-building on the current site (school adjacency)
- Lake: They like the site up by Horseshoe lake, but the current site is good because it is close to schools
 - The space opened by lake is being re-zoned to a commercial “gateway area”
- A comparison of both sites should be made (lake and current). (their size, parking, applicable costs, and +/- for both)
- Park: They think the town would be supportive of removing park facility for library
 - They aren’t sure how much use the park area really gets, and there are other parks with similar amenities nearby (by the lake)
- Parking: Parking is an issue at the current location, so they could change to angle parking on the street
- YMCA site: the owner will donate land adjacent to YMCA to FOL. This would make the library close to lots of activities, and a lot of amenities would be in one area
 - Infrastructure and permitting (for Y) are already in place, but it is important this new library is done right, not in a hurry.
 - Views for the kids
- It would be good to have it one floor for accessibility reasons
- What is the historic value of old library? It was built in 1912, historical society contemplates using it for a museum, but they don’t know if that’s practical

- That is a conversation for the community, the building doesn't have charm to it, but it has sentimental value
- They are not aware of a site large enough downtown
 - If they can figure out how to use the Centennial building it could work, but the downtown is for business
- Pool building: if you look at the drawing, the whole side towards the park is windows with a view of the lake and park
 - If the library is there, it should complement pool bldg.
- Design one library for three towns? It would be less expensive

NEEDS

- Size: It is important to get a new library, as the current one is way too small
 - This can become unsafe (crowded stairway)
- Community: they want a community center as a part of the library, at least as big as this one
 - It could have meeting places, finding meeting places is always a problem in town
- Community Event Space: space to hold events outdoors and/or inside
- Parking: they need parking, so it has to be a large enough site. Currently, the only time when there is trouble is when school gets out. (The new high school opens in fall 2016, which will open up more parking)
- FOL: FOL are very active in this community
 - They are in need of community space and storage space for their book sale, as well as a work area
 - Current storage is about 6' x 12' in a 12' x 12' shed
 - \$2400 revenue for book sales annually, 3x/yr
- Spaces: It would be nice to have a quiet reading room with comfortable sofas and chairs
- Plenty of room for meetings, classes (ESL, Knitting, etc), as well as a room that could be divided into smaller spaces for flexibility.
- Setting: it would be nice to have a view of trees, a garden, or pastoral elements
- Outside Space: with a deck, similar to the C St. outdoor space.
- Technology: technologically up to date
 - They need more computers, access to the internet, and other computer related amenities
- Children: separate kid's place, security for smaller kids.
- Coffee Shop: they are not so sure about a coffee shop, but it might be a way to make some money
- Kitchenette area
- Future of Schools: ask the schools about their future
 - There are 3 campuses so some will need to drive
 - The current high school will become a middle school which means less parking issues
- Local Art: it would be nice to have an art display/gallery (maybe turn the old building into art gallery?)
 - Quilts- sculptures

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-27_FVRL Community Meetings_WOODLAND_FOL.docx

INSPIRATION FROM OTHER LIBRARIES

- Vancouver: They like the Vancouver public library with the deck, artwork, and signage
- Round tables for group work
- Wifi
- Light: Large windows and skylights, to create ample natural light
- Technology: high tech integrated into the design (screen, projector, sound system)
- Sustainable Site Selection: Try to not cut down trees for the new library. They think they could gather community support to remove SOME trees if it's for the new library, and if it is done right
- Integrated features:
 - computer area
 - tables for computers
 - demonstration area in the meeting/community room
- They like how B&N set up specific areas with seating, as well as an art display area (quilts, art, sculpture)
- Sustainable Design: solar panels, etc.
 - They think the town would be on board with a green building as it would save money on energy
 - Consider LEED certification
- Separation of functions: provide a computer area, grouped spaces for training, reading spaces in each collection like at Barnes and Noble
- New library building may be a catalyst to revitalize and renovate the city

WOODLAND STYLE/CHARACTER

- This community is 'style neutral' and there are many vernacular buildings
- Downtown Revitalization: could not get a consensus on a "look," there are no trends/patterns
- New Style: maybe set a style with the new library based on local characteristics of Woodland
 - The library can be a catalyst for renovation of the downtown and this current neighborhood
 - Over by the lake they are rezoning for a commercial area, if they put it there it has the potential to make a big "style" impact
- Do they want aggressively modern? As long as it is not like the police station.
 - Really modern would be too incongruent.

ADJECTIVES

- Open
- Inviting
- Welcoming
- Lots of glass
- Kid-friendly
- Up to date technology
- Computer access
- Internet access

Community Meeting Notes – Woodland, Washington

TEEN FOCUS GROUP

Prepared by:	Brenda Katz	Date:	June 27, 2014
Project Name:	Fort Vancouver Regional Library Building Pre-Design Program		
Project Number:	24-03-14		
Attendees:	5 Attendees		
Distribution:	FVRL File		

SERVICES USED

- All of them: a lot of people search for jobs, utilize Wifi, self-checkout, books on hold, and catalog self service
- Search for books online
- It's a good place to meet up with friends, they utilize the tables, chairs, and air conditioning
- Games: people play games (There is a game called Magic, they go there every day after school)

WHAT WOULD BRING TEENS IN?

- Space: larger hangout space
- Social Media: promote the library more via Facebook, at school (school newspaper), etc
 - A lot of people don't know there is a library.
- Misconceptions: There are misconceptions about the library (that you have to be quiet) and people don't understand what the library is for and the resources available
- Events: more events that are teen oriented would draw them in
- Teen events: girls use the library (teen book group 10-12 mostly girls), but not for teen events
 - 6th grade creative writing – they came to the library
 - They used to promote the library in English classes at school so everyone knew about their programs
- Staff: more staff that are available to help
- Public vs School Library: internet at school is slow and heavily filtered and the wifi doesn't work, they use the public resources for research since it doesn't need to be unblocked.
- After School: they go to the library after school until they can go home later, and some don't have the internet at home because it's too expensive
- Study: some study in the library depending on events that are taking place. It's a small space so it's hard to study when there are other people there, but many do homework upstairs.

- School Work: group projects are usually worked on at school, not the library.
- They would have to use a small meeting room for group studying? Small meeting rooms would be helpful so they could Skype or use other media. They meet in the teacher's room right now.
- Fundraisers for teen council
- Quiet: A quiet room for focusing or even sleeping.
- Furniture: they miss the couch and need comfortable extra seating.
- Technology: the library has laptops (2) and smartphones (2);
 - If they have to work they will use the laptop
 - They use Wifi for games and school work (Call of Duty, Mine Craft, Fury Fighter, Walkfu, and online Magic)

TEEN SPACE- WHAT WOULD IT LOOK LIKE?

- Welcoming: with bright, vibrant colors
- Open space
- Furniture:
 - Couch
 - more tables (square- not round)
 - Magic: 8-10 people play at a time and they sit around a table
- Technology: newer computers and more of them to eliminate the waiting list
 - At the school library you don't have to wait for a computer (The school library is open until 4pm, but you can ask to stay late until the janitor lets you out)
 - They would like desktop computers (laptops are nice, but they worry about theft)
 - They have both charging stations for laptops and tablets, but depending on use the overall desktops are more useful.
- Inspiration: C St. but smaller, teen space there is almost perfect. One can be alone or with people depending on needs
- Fort Vancouver teen space
- Availability: extend the hours into the evening
- There should be a game room

TECHNOLOGY

- Game technology: keep the game consoles current (xbox, playstation)
 - Rock Band (first time they did Rock Band, 40 people came)
 - Just Dance, the newer games attract people, D&D [who was Blake?]
- They could have tournaments, like library district championships

WHY DO YOU USE THE LIBRARY?

- Small Town: because it's so small, the library is a meeting place and everyone knows where it is
- Personal: the staff knows most of the people by name when they arrive
 - When a patron used a larger library, they didn't like the fact that the librarians didn't know them, there was no personal connection

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-27_FVRL Community Meetings_WOODLAND_Teen Group.docx

- They want a place where they can make friends, and it's easier to ask for help from someone you feel like you know
- You aren't just a number
- Proximity: some people originally visited because it's across from the middle school
- Events: one patron originally started coming because a friend brought them to an event
 - It was inviting and the staff is nice and helpful
- Gaming: Magic game is a focal point of teen activity in the library
- Artwork: some people are attracted by artwork, others by game-play
 - Some teens started coming during middle school, started playing magic, and then brought friends
- Space: it's a good place to hang out; your inner nerd comes out and a lot of girls play too. (40/60)
- Some girls will play the games at the library.

SPACE

- Size: the space at the library seems ok but is small, and currently, it can fit about 8-10 people
- Busy: the space fills up, especially upstairs
- Needs: they need a table and more space
- They have an oversized mouse pad that they play on if there is enough room
- They use the library for reading too
 - Youth like reading; YA, manga, comics; read from high school library; mystery; magazines, cook books, fiction
- E-reading: Wider e-book base
- Board games

OTHER/WHAT WOULD MAKE A GREAT LIBRARY?

- Expand the collection: expand Manga and Teen Collection
- Expand the e-reader collection
- Its good when the space is inviting and the staff is nice
- "Your inner nerd shows up at the library"

Community Meeting Notes – Woodland, Washington

TOWN HALL FOCUS GROUP

Prepared by: Brenda Katz **Date:** June 27, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Project Number: 24-03-14
Attendees: 9 Attendees
Distribution: FVRL
File

INITIAL QUESTIONS AND COMMENTS

- Size: what should the size of the library be?
 - They were thinking one story or two story if there is easy access

REASONS PEOPLE USE THE LIBRARY

- Children: many people go for their kids; story time and books;
 - It's nice to be able to pick out books while kids are browsing for theirs
- Friendly: They like the small town feeling and friendly staff.
- They like the video checkout.
- Teens: people also go for the resources for teens. Some go to Battleground for the better research resources and computers.
- Resources: People go for research, reading, and checking out books.

WHY DO THEY GO TO OTHER LIBRARIES

- Cascade Park: They hop around to different libraries depending on what events are going on and where they are
- C St.: they like the kids area
- Many people order online
- Downtown is more accessible for kids

WHAT IS VALUED IN THIS LIBRARY

- Staff: they are friendly, helpful, and nice people to be around
- Small Town: they like the small feel and they don't get lost. (it has a homey, friendly feel)
- Children: they enjoy the programs for the kids (reptile man, magicians, etc.)

WORKS WELL/ WHAT SHOULD THEY CHANGE?

- Nothing
- Everything
- Single Story: then it can be accessible to people of all ages
- Teens: there should be a space for teens. A space for older kids to separate from smaller kids
- Reading Space: places for adults to sit and read
- Community: it would be nice to have a community meeting room to take classes, have meetings, book discussion groups; play games (cards, scrabble)
- Coffee Shop
- Technology: they are in need of more computers, more outlets, and more internet access
- Local Art: display space for art (similar to the Stevenson library)

INSPIRATION FROM OTHER LIBRARIES

- Comfortable: comfortable seating and couches, with a living room type setup (for groups like the knitting group)
 - Make inviting to bridge or other card groups
- Scrabble
- Natural lighting
- Technology: TVs available for educational purposes, as well as other AV equipment
- Thermal Comfort: nice HVAC with comfortable temperatures
- Coffee Shop / Snacks
- FOL: Place to sell FOL books every day, and storage for their books

ADJECTIVES/ ATTRIBUTES/ WOODLAND STYLE

- Bright
- Airy
- Exhibit art: local art, sculpture
- Wood vs Steel: warm feel and materials
- Plants
- Cozy (like the Heathman Lodge in Vancouver)
- Traditional instead of modern
- Comfortable “third place”
- Outdoor Spaces: some should be a covered patio, some can be a grassy area
 - This could include outdoor programming (movie)
- Hobby room (“Maker space”)
- Focal Point: Central focus for community, not to just a place to check out books

EVOLUTION OF COMMUNITY INTO THE FUTURE

- Provides Resources: The community will depend on services like the library
- Supports Community: it will improve the quality of life in Woodland for all ages

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-06-25-26-27_Community Meetings\2014-06-27_FVRL Community Meetings_WOODLAND_Town Hall.docx

- Attracting new residents to Woodland
- Make Connections: it should encourage people to socialize more, and make woodland a better place to live
- Evolving: Woodland is on the cusp of major change with a new high school, new library
- Connect Scott Ave under freeway to bypass current bottleneck

LOCATION

- Not in a strip mall
- YMCA/swimming pool area:
 - they hope to break ground in 2016
 - YMCA is on the board to operate and are helping to raise funds
 - This development will help to attract people from all around
 - They are willing to donate parcel next to that site for library
- It is important to build a quality library rather than building it as quickly as possible.
- Downtown: they would like to see it in the downtown, not by Walmart or elsewhere
- Accessible: keep it closer to lower income areas where walkability is important
- If it gets moved out of this area, the downtown area would die out. A new library would help revitalize the downtown
- Positive aspects about keeping it in the core:
 - Help the economy
 - More kid friendly
 - Closer to low income housing
 - Would revitalize downtown woodland
 - Close to public transportation
- Flexible: it is important the library is adaptable to change in the community and new technology
 - This would include a flexible interior, and operable walls
- Think big! Even if it would cost more- keep as many features as possible to make the most people happy
- School: The close proximity to school is important and helps attract kids. The library is a safe place to go for kids. (School across the street will become a 5-8)
 - Teenagers don't have another place to go
- Close to transit
- Sustainability: LEED certification, solar power, skylights

OTHER

- possible for shuttle bus to school

Community Meeting Notes – Woodland, Washington

TOWN HALL FOCUS GROUP

Prepared by: Brenda Katz **Date:** July 8, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Project Number: 24-03-14
Attendees: 9 Attendees
Distribution: FVRL
File

NEEDS

- Room for meetings
- Kitchen facilities
- Comfortable Seating
- Kids: Add spaces for different age levels
 - Toddlers/ Kids/ Teens
- Technology: Areas for technology
- E-learning: Distance education/ learning
 - LOCUS for credit and other
- Rural areas have special needs
- Staff needs adequate and collaborative space- restroom too!
- Outside area for reading/music/ programs (amphitheater)
- Community display area
- Friends of the library- Sale and retail space (ind. New books)
- Convenient book returns
- Parking lot
- Space for bike parking and access
- Separate “reference” from active spaces
- Quiet study spaces for teens and kids
- More access to technology- plug-ins, internet bar
- **Expanded hours to at least one weekend day**

DESIGN/ BRAINSTORMING/ INSPIRATION

- Think “big”
 - Get things we want to serve and include everyone

- Single floor (or elevator)
- Circular seating among shelving and within
- Good acoustics- not noisy
- Partition spaces for purpose and event
- Bulletin board/ notices/ brochures
- Class space for art classes
- Coffee Shop
- More “wood-y” not industrial
- Inviting
 - A lot of windows and open
- Natural light
- Fireplace
 - Like a “home”
- Not industrial feeling- add warmth and color
- Experiential spaces
- Art that ties to the community
 - Tulips
 - Lilacs
 - History
- Libraries should inspire
- Info center about gardening/ DIY/ recipes- Canning, etc. FOR LOCAL AREA
- Game room for any age
- Digital Creation area- green room creation spaces
- Cushioned floor
- Art and craft gallery
- Tween spaces and younger 6-7 years 8-12- not just technology
- Puppets, building, kitchen, grocery store
- Treehouse with pillows
- Portable and movable book cases to open space
- Bring outdoors in- plants, growing things
- Visible, close to recreations environment

LOCATIONS

- Near pool completely
- Site with a view
- Maybe Horseshoe Park?
- Visible
- Accessible
- Site: near to downtown (not by new H.S.)
 - Horseshoe Lake is a good example

Page 2

J:\240314 FVRL Building Pre-Design Program\05_MTG\5_01_Owner\2014-07-08_Community Town Hall Meetings\2014-07-08_FVRL Community Meetings No 2c_WOODLAND_Town Hall.docx

- Don't sacrifice current park space
- Not "strip mall-ish"
- Complimentary and compatible design if located near a pool
 - Compatible but not replicated

WHAT THEY LIKE ABOUT THE LIBRARY

- Love staff- keep it friendly
- Center of community for social life
- Cozy
- Keep aesthetic and charm
- Like programs and fun things
- Layout is good
 - Pick up adult stuff on the way to kids

Community Meeting No. 1 - Presentation Slides

Meeting Dates:

June 25, 2014 in Ridgefield

June 26, 2014 in Washougal

June 27, 2014 in Woodland

July 8, 2014 in Ridgefield, Washougal, Woodland



Fort Vancouver Regional Library District
Building Pre-Design Program



Welcome!

Introduction and Agenda

Introduction to FVRL and FFA consultant teams

Project Goals

Key Benefits of Public Libraries

21st Century Library Design Trends

Exterior building design considerations

Site selection criteria

Q&A

Closing – next steps and next scheduled public meetings



Fort Vancouver Regional Library District
Building Pre-Design Program



PROJECT GOALS

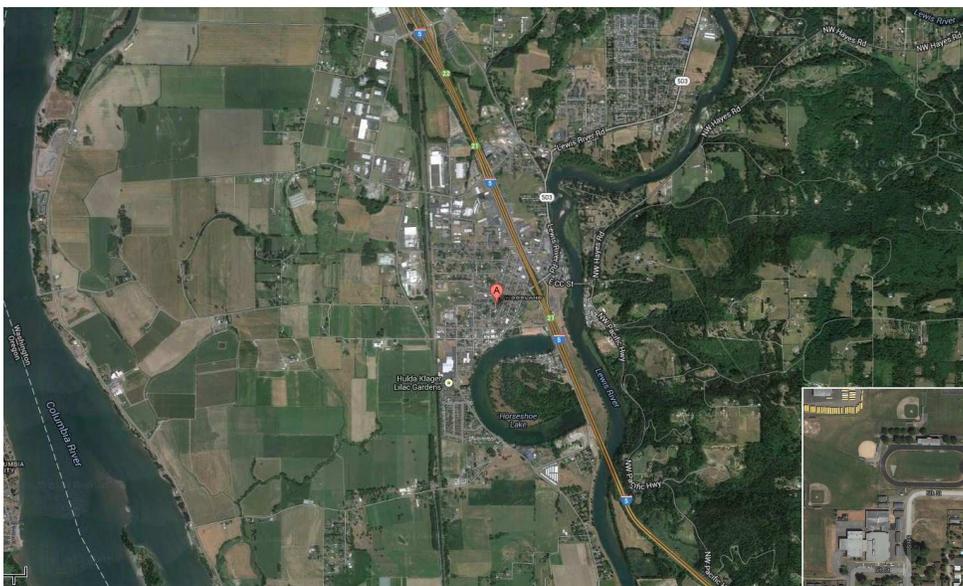
- Each community has unique character, priorities and focus
- The library is pivotal to the evolution of each community
- Establish a unique vision, in tune with the character of each community and that will be supported by the community
- Easily accessible, transparent communication regarding the planning process; multi-generational, community-building process
- The planning process will drive pride, increase visibility of the library and increase use and excitement in each community
- Establish a clear set of criteria (building program) for each community library
- Balance the vision with realistic construction budgets and operating costs



Fort Vancouver Regional Library District
Building Pre-Design Program



WOODLAND, WA



Fort Vancouver Regional Library District
Building Pre-Design Program



Key Benefits of Public Libraries

Key economic benefits of public libraries:

- A high return on investment
- Increasing business vitality
- Stimulating the economy
- Enhancing community character, livability and pride

Other related benefits of public libraries:

- Creating a bridge over the digital divide
- Enhancing professional success
- Providing free recreational and educational books, DVDs and other resources
- Investing in our children

21st Century Library Design Trends

Public Spaces

- The library as a “third place” for the community
- Growing trend toward retail model
- Zoning for different collections and user groups
- Flexible, adaptable spaces
- Access to technology and electronic information

Collaborative Spaces

- Gathering spaces of varying sizes to accommodate small to large groups
- Flexible spaces for multiple uses
- Availability of multi-media, state-of-the-art technology

Support Spaces

- Evolution of points of service
- Spaces accommodating flexibility and efficient flow of work and materials
- Spaces that support automated materials handling technology



21st Century Library Design Trends

Public Spaces

LOBBIES



PUBLIC SPACES/ READING ROOMS



OUTDOOR



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Public Spaces

CHILDREN



TEENS



HEARTH



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Collaborative Spaces

MEETING/
MULTI-
PURPOSE



STUDY ROOMS



INFORMAL
COLLABORATION
SPACE



Fort Vancouver Regional Library District
Building Pre-Design Program



21st Century Library Design Trends

Support Spaces

STAFF/PUBLIC
SERVICE POINTS



SELF-SERVICE
INTERIOR



SELF-SERVICE
EXTERIOR



STAFF WORK
AREAS



Fort Vancouver Regional Library District
Building Pre-Design Program



Exterior Building Design Considerations

ADDITIONS TO HISTORIC BUILDINGS



MID-SIZE NEW LIBRARY BUILDINGS



STOREFRONT BRANCH LIBRARIES



Fort Vancouver Regional Library District
Building Pre-Design Program



Site Evaluation Criteria

FORT VANCOUVER REGIONAL LIBRARY DISTRICT		SITE A	SITE B	SITE C	SITE D
COMMUNITY LIBRARY:					
Accessibility:					
• Located where as many people in the service area can easily reach it.	⊖	⊖	⊖	⊖	⊖
• Multiple safe and easily accessible routes for many means of transportation including bicycles, automobiles, public transportation, or on foot.	⊖	⊖	⊖	⊖	⊖
• Ease of pedestrian and bicycle access from neighborhoods, schools, off-street parking and community resources.	⊖	⊖	⊖	⊖	⊖
• Located near other community amenities and services (Cultural and education facilities, public offices, parks, etc.)	⊖	⊖	⊖	⊖	⊖
• There is available, adequate, well-lit off street or other safe parking and walkways, with a clear and accessible path to the entrance.	⊖	⊖	⊖	⊖	⊖
Site Capacity and Infrastructure:					
• Site should be of adequate size and configuration to accommodate the desired building programmed square footage, landscaping and parking.	⊖	⊖	⊖	⊖	⊖
• Site should be of adequate size and configuration to accommodate future expansion of the library and parking.	⊖	⊖	⊖	⊖	⊖
• Compatibility with future planned activities. (Cultural and education facilities, public offices, parks, etc.)	⊖	⊖	⊖	⊖	⊖
• Access to technology and public utility infrastructure.	⊖	⊖	⊖	⊖	⊖
Amenities:					
• Access to adequate natural light.	⊖	⊖	⊖	⊖	⊖
• Access to natural environment.	⊖	⊖	⊖	⊖	⊖
• Compatible with quiet library functions.	⊖	⊖	⊖	⊖	⊖
Visibility and Neighborhood Suitability:					
• Easily visible from the street.	⊖	⊖	⊖	⊖	⊖
• Compatibility of proposed volume within the context of the existing buildings and neighborhood.	⊖	⊖	⊖	⊖	⊖
• Placement of the library should have minimal adverse environmental impact.	⊖	⊖	⊖	⊖	⊖
• Placement of the library should fit within the historical context of the neighborhood.	⊖	⊖	⊖	⊖	⊖
Economic Feasibility:					
• Initial investment (acquisition cost).	⊖	⊖	⊖	⊖	⊖
• Land is free of hazardous material or is such material easily removed.	⊖	⊖	⊖	⊖	⊖
• Site preparation cost (Demolition of existing structures, wetlands, flood plains, environmental) relative to overall project budget.	⊖	⊖	⊖	⊖	⊖
• Functions as a catalyst for other economic development.	⊖	⊖	⊖	⊖	⊖
• Potential for public or private partnerships as a basis for additional funding.	⊖	⊖	⊖	⊖	⊖
Legal Considerations:					
• No easements or other legal or access considerations exist that would unduly restrict use of the property or impose financial or other liability on the District.	⊖	⊖	⊖	⊖	⊖
• Zoning is appropriate for library use.	⊖	⊖	⊖	⊖	⊖
• No other governmental restrictions are imposed on site which would restrict library use (city, county, state, Urban Growth Area (UGA)).	⊖	⊖	⊖	⊖	⊖
Notes:					
TOTAL POINTS:					
RATING SCALE: ● Excellent=2 ● Acceptable=1 ⊖ Unacceptable=0 ⊖ N/A=0		RATING SCALE: ● Excellent=2 ● Acceptable=1 ⊖ Unacceptable=0 ⊖ N/A=0		FFA ARCHITECTURE + INTERIORS	



Fort Vancouver Regional Library District
Building Pre-Design Program



Next Steps & Public Meeting Schedule

Additional public meetings will be scheduled in August for each community

Thank you!



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Meeting Notes – Woodland, Washington

Prepared by: Brenda Katz **Date:** September 16, 2014
Project Name: Fort Vancouver Regional Library
Building Pre-Design Program
Attendees: 21 Attendees
Project Number: 24-03-14
Distribution: FVRL
File

- Specific site selection was not part of the scope of the Building Pre-Design Program study. However, several sites have been considered in a preliminary manner. Before selecting a specific site, FVRL will perform further, more in-depth research and condition assessments of the sites FVRL considers most feasible.
- There was discussion regarding how the boundaries of the library service area/district might be expanded in order to prepare for a successful bond campaign in the future. FVRL prefers to avoid incurring a heavy tax burden on the community. The first step to funding the library is through fundraising efforts within the community. FVRL has set aside \$500,000 reserved building seed money for the library building project direct construction cost.
- While there is no official relationship between FVRL and the school district, however, there is a good deal of cooperation and collaboration with regard to each organization supporting the other's programs, etc.
- Consider compatibility when seeking partnerships and locations for the building site, i.e. YMCA. The most beneficial partnerships would ultimately promote community building and add value to each organization.
- There was discussion regarding options to build a smaller facility with plans to expand in the future, including cost and site planning implications.

Welcome!

- **Introduction and Agenda**
- Introduction to FVRL and FFA consultant teams
- Needs Assessment
- Recommendations
 - Program
 - Sites
 - Costs
- Q & A
- Closing – next steps



Fort Vancouver Regional Library District
Building Pre-Design Program



Community Voices: Key Themes

- Make it a warm, accessible and friendly cultural center
- Maintain small-town feel
- Add books and other materials, seating, computers
- Add flexible meeting rooms; state-of-the-art technology



Fort Vancouver Regional Library District
Building Pre-Design Program

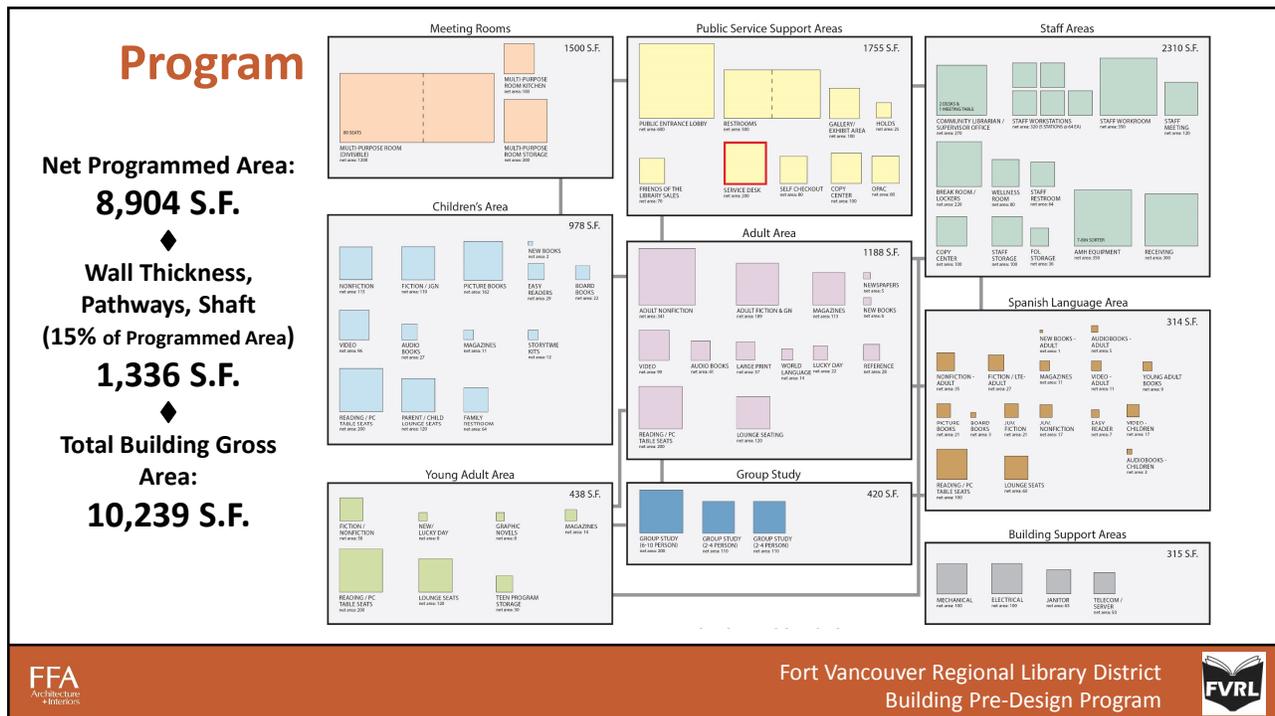


Community Voices: Key Themes

- Create dynamic spaces for kids and teens
- Zone to address unique needs of different age groups
- Focus on sustainability and efficiency
- Aesthetic components: local art, fireplace

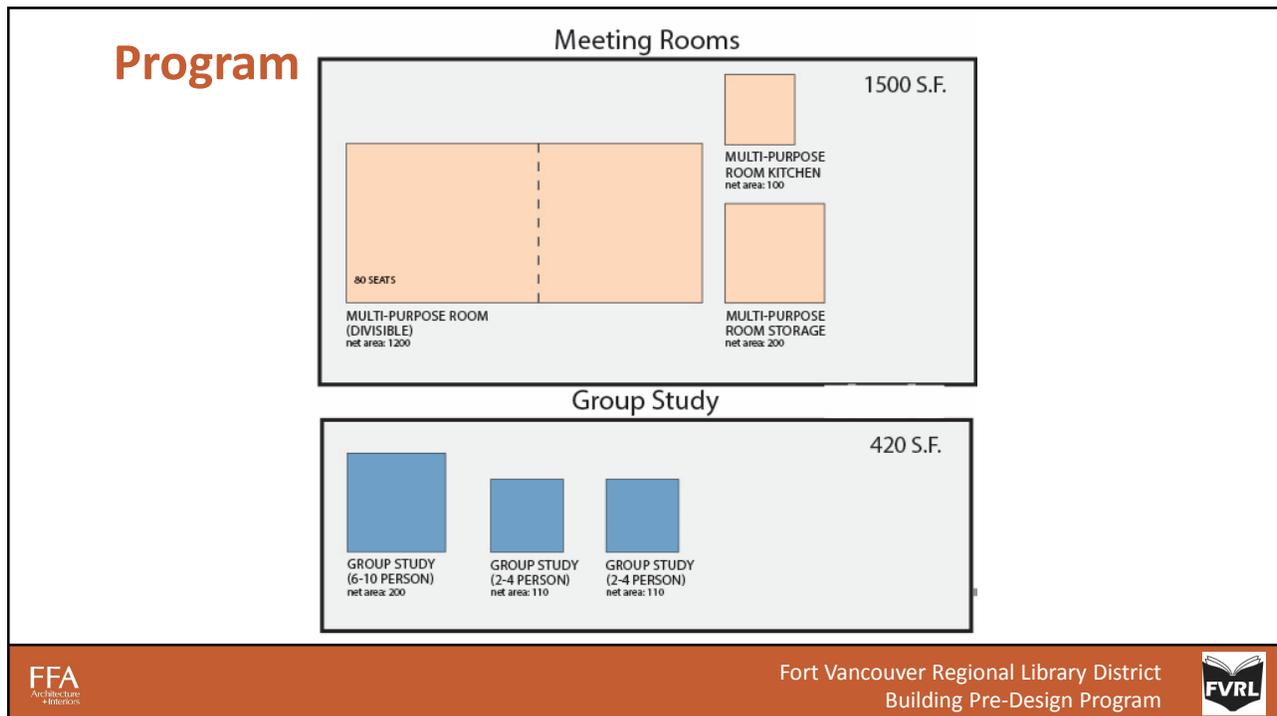
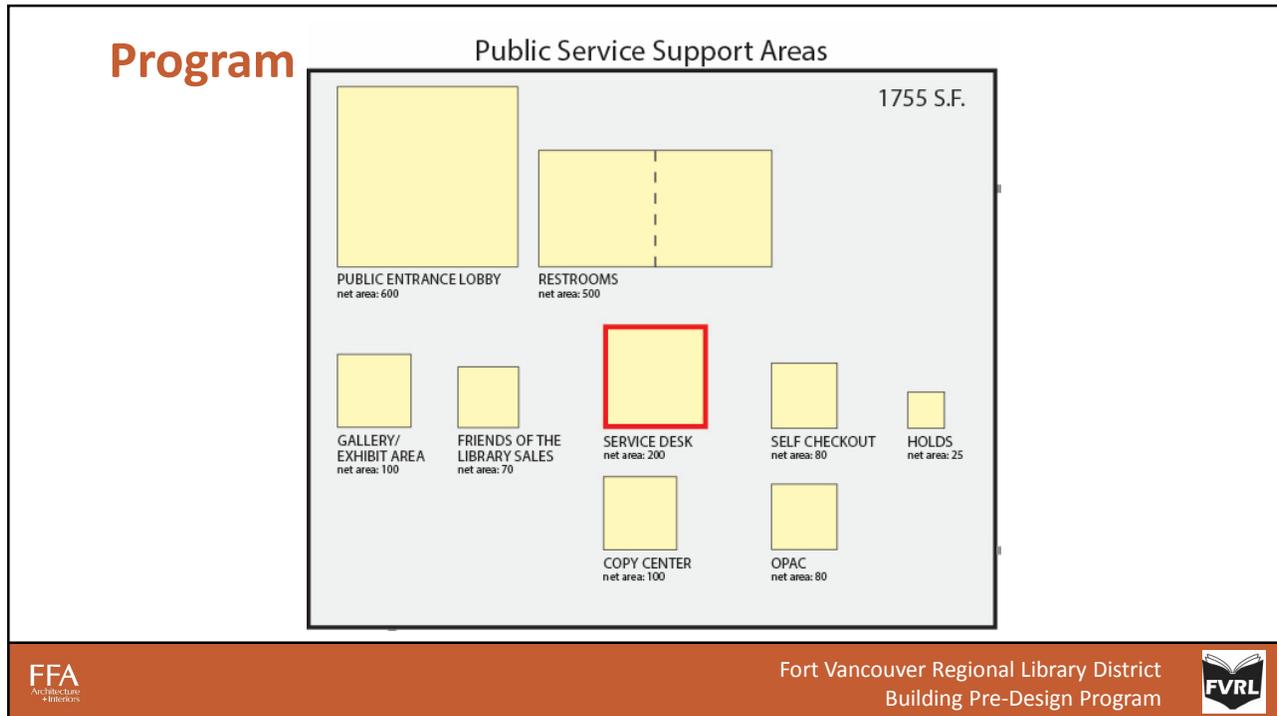


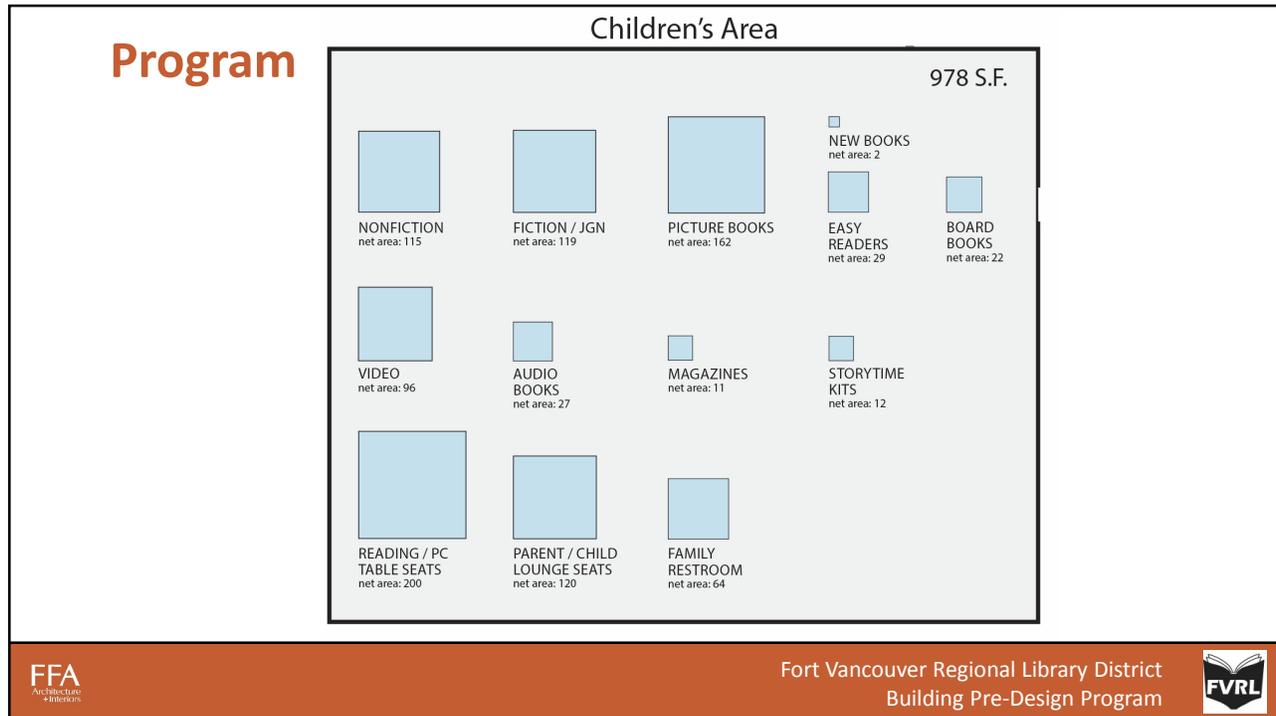
Fort Vancouver Regional Library District
Building Pre-Design Program



Fort Vancouver Regional Library District
Building Pre-Design Program







Technology

- More & up-to-date technology of all types, including mobile devices
- “Future-proof” infrastructure – fiber optic to the building
- Lots of Wifi bandwidth & lots of convenient power charging

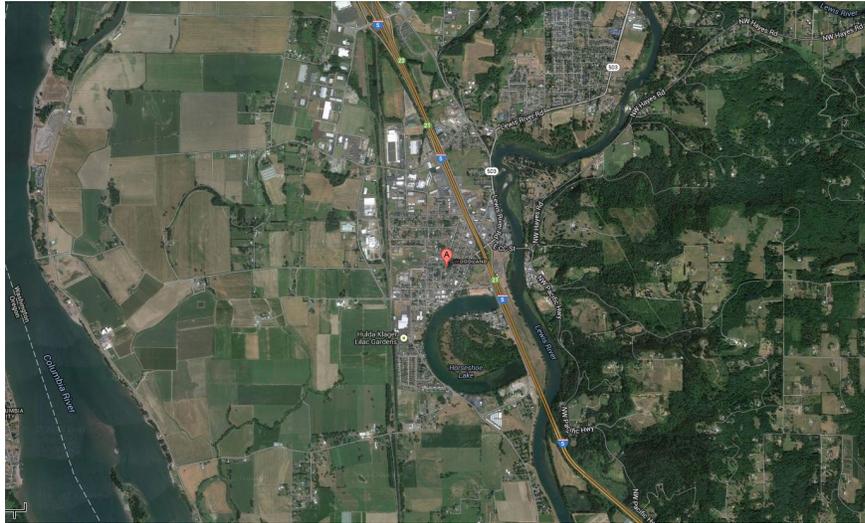
Technology

- More e-content – e-books and other digital library services
- Self service AND technical support with a “personal touch”

Technology

- Library as technology center for access to the Internet and computers
- Wifi especially important for those who have limited or no Internet access elsewhere
- Gathering spot for teens – computers and software for kids and teens
- Technology training and technology-based library programs

Sites



Site Criteria

- Accessibility
- Site Capacity and Infrastructure
- Amenities
- Visibility and Neighborhood Suitability
- Economic Feasibility
- Legal Considerations

Construction Cost for Option I: New Construction

Construction Cost Estimate: \$2.6 – 2.8 Million*

- +/- \$260 per square foot
- Programmed gross square feet: 10,239

* Assumes a one-story building configuration. Add 10% to construction cost estimate for a two-story design.



Fort Vancouver Regional Library District
Building Pre-Design Program



Soft Costs for Option I: New Construction

- Indirect Project Cost: **\$600,000 - \$700,000**
- FF&E: **\$260,000 - \$270,000**
- Tech. Infrastructure & Equip.: **\$115,000 - \$125,000**
- AMH: **\$90,000 - \$110,000**



Fort Vancouver Regional Library District
Building Pre-Design Program



Total Preliminary Project Est. Cost for Option I: New Construction

\$3,665,000 - \$4,005,000



Fort Vancouver Regional Library District
Building Pre-Design Program



Construction Cost for Option II: Renovation

Construction Cost Estimate: \$1.7 - \$1.9 Million*

- +/- \$175 per square foot
- Programmed gross square feet: 10,239

* Assumes a one-story building configuration. Add 5-15% to construction cost estimate for an existing two-story facility, pending provisions for accessibility, exiting and fire/life safety.



Fort Vancouver Regional Library District
Building Pre-Design Program



Soft Costs for Option II: Renovation

- Indirect Project Cost: **\$400,000 - \$500,000**
- FF&E: **\$260,000 - \$270,000**
- Tech. Infrastructure & Equip.: **\$115,000 - \$125,000**
- AMH: **\$90,000 - \$110,000**



Fort Vancouver Regional Library District
Building Pre-Design Program



Total Preliminary Project Est. Cost Option II: Renovation

\$2,565,000 - \$2,905,000



Fort Vancouver Regional Library District
Building Pre-Design Program



Questions



Fort Vancouver Regional Library District
Building Pre-Design Program



Next Steps

Thank you!



Fort Vancouver Regional Library District
Building Pre-Design Program

