Building Program
Draft June 2011, Updated March 2015

Summary

This report undertakes the development of a building program composed of who we are, who the library serves, and why it's critical that we serve the Upper Skagit Community in a bigger, better, community library space. It will cover our facility space needs projections, descriptions of service areas including seating, furniture, equipment and technology requirements, spatial relationships among those areas, and general design requirements for the building.

I. Introduction: Who Is the Upper Skagit Library?

Mission

- To serve people in a widely dispersed area
- To serve all ages, rich in many cultures and ideas
- To provide open and equal access to exceptional resources
- To be progressive in technology
- To encourage life-long learning
- To enhance the vitality of Upper Skagit communities

History

The Upper Skagit Library District (USLD) was formed in 2001 to serve the residents of the rural areas of the Concrete School District. The larger towns of Skagit County are 25-40 miles downriver from the district, which encompasses 1900 square miles and a few small towns of fewer than 750 people. The area provides much in the way of scenic beauty: the North Cascades are on our doorstep and stunning State Route 20 winds its way through our communities – Birdsview, Concrete, Rockport, and Marblemount – bringing untold numbers of seasonal workers and travelers. Businesses include gas stations/mini marts, a grocery store, a hardware store, a liquor store, several hair salons, lodging and campgrounds, and some specialty restaurants. The Upper Skagit Library, located centrally in Concrete, serves this entire district of approximately 4,300 people.

After searching for appropriate and affordable space, the library was located in a 1600 sq. ft. room in the Ted Anderson East Skagit County Resource Center and officially opened its doors in 2005. The

community donated books, the time to process the books and the time to get the library into working order. The furniture and shelving were surplus from the neighboring Sno-Isle Library District and the computers were surplus from the National Park Service. The library has one public restroom, one staff restroom-cum-workroom, and a wooden subfloor that limits the weight-bearing load of our shelves. The Upper Skagit Library has needed more space almost from the moment it opened its doors.

Since USLD was a partial-county library district, the incorporated town residents of Concrete were not included in the district. The only way the town could be a part of the district was to be annexed in, sign a contract for services with the library district, or leave it to residents to pay individually for library services. An individual fee schedule was adopted at the time. Recently, the Town of Concrete initiated the process of annexation into the library district. Town residents will vote on the issue in the November 2015 general election.

II. Who does the Upper Skagit Library Serve?

Service Area and Population

Current Service Population   4,288 w/o annexation, 4,993 with annexation
Projected & UGA Population (2036)   5,146 w/o annexation, 6,339 with annexation
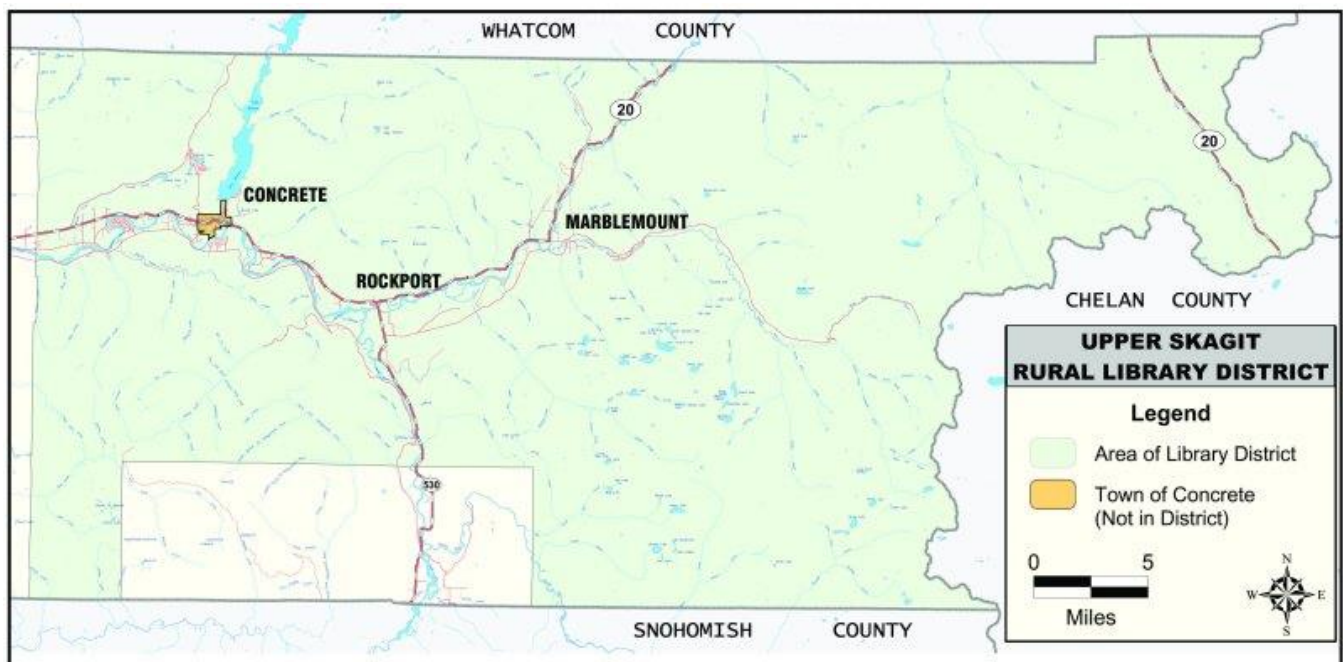
The Upper Skagit Library District boundaries are Lusk Road on the west, the county line on the east, the Skagit-Whatcom county line to the north, and the Skagit-Snohomish county line on the south. Excluded from the library district is a partial-county district, Mansford Precinct, near Darrington and the Town of Concrete.

Area Strengths:
- Sitting on the edge of North Cascades National Park and the Mt. Baker Wilderness Area, natural beauty, wildlife, and access to outdoor recreation abounds.
- The Skagit Valley is celebrated for its farmland and flower bulbs; the Upper Skagit valley averages 200 growing days a year.
- Puget Sound Energy and Seattle City Light, responsible for the dams on Baker and Skagit rivers, are Washington State's largest and oldest energy utilities, primarily serving customers in the vibrant Puget Sound.
- Families, both new and established, own community-minded businesses which offer much-needed employment in this rural, dispersed area.

When the Library District formed, the central community of Concrete was a logical choice to locate the library. The Town of Concrete was and is making some decided, exciting steps on the road to economic development, for example:

- In 2009, the Concrete Herald newspaper was reestablished after a lengthy hiatus; Jason Miller bought the newspaper and revived it.
- At this same time, "Imagine Concrete" was formed, a grass roots effort that asks citizens to help plan and prioritize the town's choices for the future.
- Also in 2009, the Concrete Theatre was bought and refurbished by local residents Fred West and Valerie Stafford. Far from being just a movie theatre, it serves the community by providing space for a variety of events and educational opportunities, including Encore Fitness.
- In 2010, the Angele Cupples Community Garden was built/developed, promoting the idea of food security and bringing community members together; this garden provides an opportunity for people to obtain locally grown, healthful, low-cost food items.

Area Challenges:
- Economic Challenge: As of 2008-2012, the per capita income of Concrete School District was $22,040, which was lower than the state average of $30,661 and lower than the national average of $28,051. The Concrete School District median household income was $43,355.
- Available Services Challenge: Concrete and the surrounding area has limited social services for the population, especially those geared towards teens and kids. There is no central building location where kids and/or teens can gather for social events or to hang out in a safe place. We are lacking a Teen Center or Boys and Girls Club.
- Distance Challenge: The distance to the nearest city (Burlington/Mount Vernon) with adequate shopping centers, hospitals, and library access is 30 to 45 minutes away. That means people with limited transportation and limited funds have difficulties accessing these services.

Providing services to people closer to where they live and work is vital for any growing, thriving community. The services we could provide with a larger more comprehensive library will help meet some of the gaps that currently exist in this community including a place for youth to gather and take part in programs and activities.

<u>Concrete School District</u>
Total Students on Free/Reduced Lunch (May 2013): 63.2%
Student Demographics (2012-2013 School Year): 91.9% White; 4.8% Latino/Hispanic; 1.6% American Indian/Alaskan Native
Adjusted 4-Yr Cohort Graduate Rate (Class of 2012): 68.6%
2012 Concrete High School Graduates Enrolled in Secondary Education: 30-39%

III. What does our community think?

In August of 2012, the Upper Skagit Library Marketing Committee conducted a user survey to gather community feedback on "how we can make USL a Library you'll use, again and again." There were 59 respondents and the following are some of their answers:

Top 10 Ways Respondents Use the Library
- *Check out materials*
- *Browse the adult book shelves*
- *Ask a librarian a question*
- *Read newspapers or magazines*
- *Use the public computers*
- *Do research or study*
- *Buy books from FOUSL at a book sale*
- *Use the photocopier*
- *Use the Wi-Fi when library is open/closed*
- *Use the library website to place holds*

Barriers affecting ability to use library:
- *I didn't know about it (seasonal resident)*
- *Too far away*
- *The library is closed 2 days a week*
- *I use the library more in winter because I work a lot in the summer*
- *The library is too loud*
- *Not enough books*
- *15 mile drive*
- *We didn't use the library for the first couple of years we lived here because we couldn't afford the library card.*

Importance of various characteristics of a new library
- *Inviting Comfortable Atmosphere*
- *Accessibility*
- *Ease of parking*
- *Natural lighting*
- *Spaciousness*
- *Safe surroundings*

Importance of various aspects of expanded facilities
- *Shelves for more books*
- *Meeting room for adult programs, movies, or community use*
- *Larger parking lot*
- *Display area for new items in the collection*
- *More comfortable and quiet seating for sitting/reading*

Upper Skagit Library

IV. Why Is the Library Critical?

The Upper Skagit Library plays a vital function for a region where more than one out of seven people lives under the poverty level. Our patrons use the library for job hunting, test preparation, school assignments, reliable computer access including free Wi-Fi, and everyday entertainment in the form of books, magazines, and DVDs. Many patrons use the library as a safe, dry place to meet and talk with their neighbors. The Concrete School District currently has an elementary school library that is open three hours per day, and a high school library that is only open one hour per week. We have a constant stream of tourists and seasonal workers seeking library services, area information, and computer access. The library's ability to serve this population is severely limited by its current facilities.

In 2013, the library was visited 24,206 times and circulated over 22,000 items. A substantial 635 people attended library programs throughout the year, and our computers were used 6,686 times. We are open 30 hours per week and have a staff of 6: one full-time director, one full-time tech support, 1 part-time library associate, 1 part-time library assistant, and 2 on-call substitute library assistants. We are signing up new people every day for library cards. Only ten years old, the library has been fairly consistent in circulation of materials and computer use. Simply, our current space inhibits growth; our collection is small because we have no place to put it. Other libraries in Washington that serve populations of comparative size or with comparable operating revenue do so in at least twice the amount of space on average than does USL (see graphs).
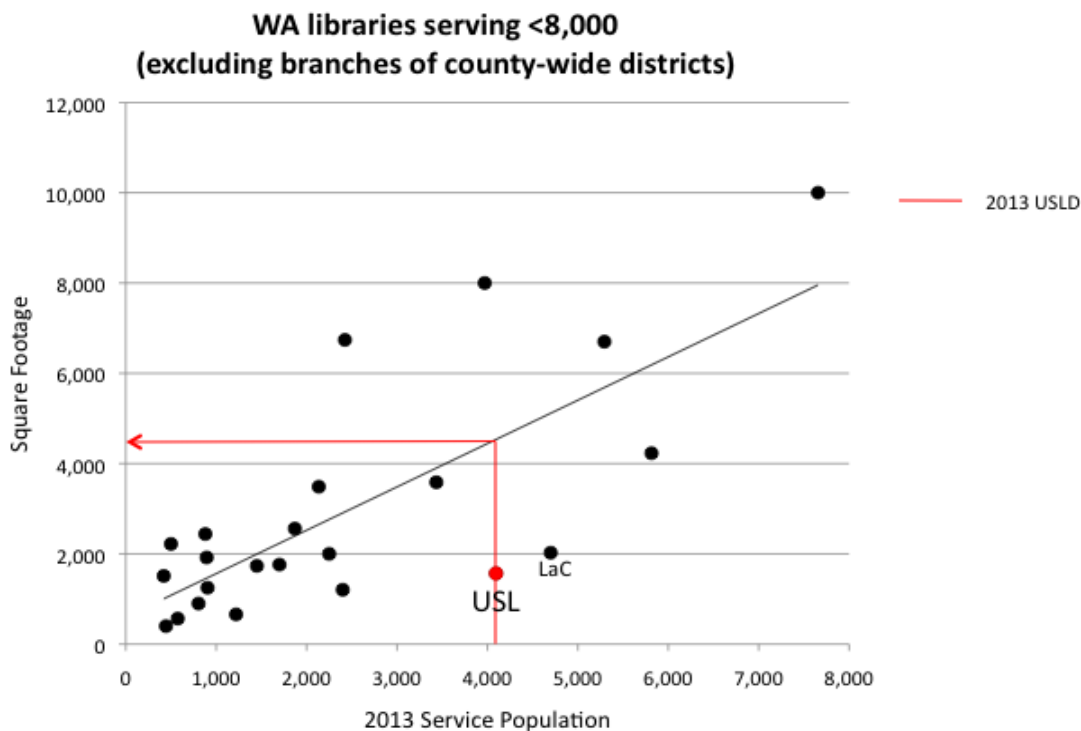
Source: 2013 Washington Public Library Statistical Report, Office of the Secretary of State, Washington

WA central libraries with <$0.5M total operating revenue in 2013 from all sources, including timber tax
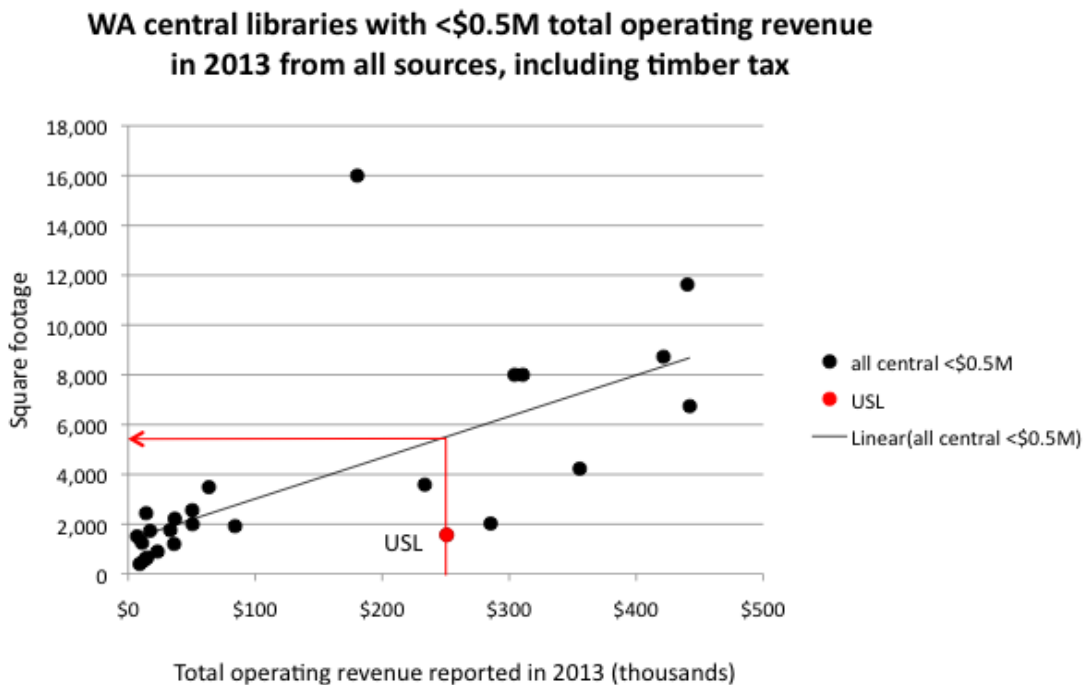
Source: 2013 Washington Public Library Statistical Report, Office of the Secretary of State, Washington

"Every new library with a new or expanding building sees a significant up-tick in library visits. And libraries with higher square feet per capita numbers are busier than libraries with lower numbers" (Connecticut State Library, *Library Space Planning Guide).*

The Town of Concrete is currently working on its Economic Development plan and the library seeks to be a vital part of that plan, a necessary thread in the fabric of the community. When moving to a new area, many people look for an engaging, relevant library, on par with other essential community services. When visitors and tourists pass through town, a library can be counted on for computer access, local information, and a reliable bathroom break. As kids grow up in a community culture where literacy and critical thinking are valued, the public library will be right there where and when they need it.

V. Future Planning

Concrete Town Council has initiated the process of annexation into the Upper Skagit Library District. The issue will appear before Concrete voters on the general election ballot in November of 2015. If annexation moves forward, it would mean adding an additional 705 persons to our service population, an increase from 4,288 to 4,993. With future population estimates (see appendix), this would bring our projected service population up to 6,339.

Besides the possible annexation of the Town of Concrete to the Library's service district, the Library is also seeking alternative ways of serving its dispersed communities. Because the Upper Skagit Library District covers such a broad geographical area, developing additional service points in Marblemount, Rockport, and Birdsview will be an important part of the Library's ongoing strategic plan. This may look like Wi-Fi hotspots, book returns and/or hold pick-up kiosks in community-access buildings. With the changing nature of libraries forefront in our minds, we aim to be flexible and adaptable while continuing to provide top-notch, community-centric service.

Looking towards the future, is there a plan for a county-wide library system? In Skagit County, three elections to establish a rural county-wide library district have been voted down by rural voters, the most recent in 2005. However, although there is not a county-wide system, all of the Skagit libraries have established reciprocal borrowing agreements with each other. Resident library card holders of the Upper Skagit Library may obtain a library card at any other Skagit library and have access to all of their resources, both physical and online. This is a valuable service, and until the issue of a county-wide system is brought up again, the libraries will continue to cooperate and collaborate in whatever ways they can, for example, county-wide programming initiatives.

"Today's libraries are active community hubs that encourage personal enrichment, meaningful collaboration and creation of content. As embedded community institutions, public libraries can provide accessible and flexible infrastructure for community gatherings, activities and civic engagement functions of all kinds, in addition to information access in multiple formats" (Gutsche, Betha, et al. *Transforming Library Spaces for Community Engagement).*

Future Planning – Operations and Maintenance

The table below gives rough projections of USLD's operating costs and revenues for 2015, 2020, and 2025. Explanations and justifications for these projections are provided in Appendix B. Note that these projections do not consider the possible increases in expenditures and revenue that would occur if Concrete annexes into the district.

Upper Skagit Library

PAYROLL	2015	2020	2025
Library Director	$41,800	$48,458	$56,176
Staff	$80,200	$92,974	$107,782
Payroll Benefits	$19,200	$22,258	$25,803
Total Payroll & Benefits	**$141,200**	**$163,689**	**$189,761**
Payroll % Total Budget	*65%*	*66%*	*66%*

LIBRARY MAINTENANCE & OPERATIONS	2015	2020	2025
Programs	$1,000	$1,217	$1,480
Continuing Education & Travel	$4,000	$4,482	$5,021
Equipment (capital outlay)	$11,000	$10,000	$11,204
Software	$1,300	$1,457	$1,632
Services	$16,400	$18,375	$20,587
Supplies	$5,700	$7,000	$8,787
Total Library Maintenance & Operations	**$39,400**	**$42,530**	**$48,712**
LM&O % Total Budget	*18%*	*17%*	*17%*

FACILITIES MAINTENANCE & OPERATION	2015	2020	2025
Facilities Rent	$10,500	$0	$0
Facilities Maintenance	$200	$2,000	$2,241
Grounds Maintenance	$0	$800	$896
Waste Disposal	$0	$960	$1,076
Janitorial Services	$0	$5,460	$6,117
Insurance	$3,200	$5,200	$5,826
Utilities	$3,200	$6,000	$6,722
Total Facilities Maintenance & Operations	**$17,100**	**$20,420**	**$22,879**
FM&O % Total Budget	*8%*	*8%*	*8%*

LIBRARY MATERIALS	2015	2020	2025
Books & Supscriptions	**$20,100**	**$22,520**	**$25,232**
Materials % Total Budget	*9%*	*9%*	*9%*

TOTAL BUDGET ALLOTMENT	$217,800	$249,159	$286,584

REVENUES	2015	2020	2025
Property Tax	$157,913	$174,349	$192,495
Timber Tax	$69,000	$77,309	$86,617
Other Misc.	$6,000	$6,722	$7,532
Total Tax Revenue	**$ 185,677**	**$ 258,380**	**$ 286,644**

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VI. Everyday Library Activities

Currently, we serve an average of 65 people a day.
- 48% are checking out books, movies, magazines, etc.
- 18% come in for a variety of purposes: read the newspapers, visit with staff, make photocopies, use the library as their home office, pick up tax forms, etc.
- 17% are using our public computer workstations
- 9% are asking staff reference and technology questions
- 8% come in to use the public restroom

A day in the life of the Upper Skagit Library:
- People come to read the daily paper and magazines and to seek company
- All ages come to use our computers and Wi-Fi for hours at a time
- Many bring their own laptops and use the library as a 'home' office
- Many come in with specific tech questions re: their various devices
- Children and young adults come to play games and hang out with their friends
- Families come to check out DVDs on a daily/weekly basis
- Mothers bring their children to Storytime
- Homeschool families use the library for educational needs and resources
- Tourists drop in to ask reference questions, pick up local information, and use the bathroom
- People come for author events and other engaging programs
- People come to make photocopies and scan their documents or photos
- Many come to check-out stacks of their favorite author's books and leave with more materials than they intended

While the public patronize the library, the Director and staff are busy:
- Facilitating a constant stream of checking-in and checking-out of materials for patrons
- Registering new patrons for library cards and explaining our policies and services
- Unpacking, cataloging, and processing new materials
- Answering reference questions in-person and on the phone
- Training patrons ad hoc on how to use a computer, laptop, mobile device, photocopier, etc.
- Reading reviews, ordering materials, accepting purchase requests from patrons
- Cleaning, mending, and re-shelving materials
- Researching and planning programs, prepping programs, and enjoying programs with patrons
- Preparing for and going to relevant meetings and trainings
- Researching and applying new ways to improve library services
- Updating the library website and other social media, writing articles and designing ads for newspapers, etc.

VII. Facilities

Current Library Facilities

The current library facility is 1586 square feet, has one public restroom, one staff restroom-cum-workroom, and a wooden subfloor that that limits the weight-bearing load of our shelves. The Upper Skagit Library has needed more space almost from the moment it opened its doors.

Circulation & Circulation Work Area:

There's very little room for one person to move around comfortably, let alone two.

Multi-Purpose Room: Quite often, many of the tables are full of patrons working on their computers or library laptops, making it difficult for children and their parents to move freely to the Children's Area. The close proximity to the Circulation Desk and Children's Area makes finding a "quiet area" in the library pretty much non-existent. Library programs and meetings need to happen after-hours or before the library is open so that the tables and chairs can be moved and rearranged.

Children's Area:

Teen Services: As you can see, our teen area is a teen-designated shelf in the midst of the General Collection.

General Shelving/Collection: Due to the restrictions of space and shelving load capacity, we have very little room to grow our collection.

Computers/Technology: Our 5 public computer workstations are heavily used by regular library patrons, kids coming to hang-out after school or on the weekends, and tourists passing through.

Staff Work Room & Storage:

We have little to no storage in our current facility, so the library rents two storage units at the local self-storage company. The second public bathroom was co-opted to serve as the staff room (coat hooks behind the door) and workroom.

Administration: The Library Director's office, being such a part of the every-day workings of the library, has its advantages. For example, the Director can jump in to help when needed and address questions on the spot. The office (behind which is the "drinking fountain/sink" and staff refrigerator), however, has no privacy for administrative work or meetings.

Advantages of the current space:
- The location – central in Concrete, WA
- Cooperative relationships with the East County Resource Center and Concrete Center
- A favorable rent

Drawbacks of the existing space include:
- Limited handicap accessibility
- Inadequate parking (shared with neighbor organizations)
- Inadequate space for children, YA and adult book collections
- Inadequate space for newspapers and magazines
- Inadequate space for DVD collection
- Insufficient work space for staff
- Insufficient seating for patrons using laptops or for reading
- No study space
- No meeting space
- No possibility of expansion
- Inadequate storage space

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VIII. COLLECTION ANALYSIS

Current Service Population   4,288 w/o annexation, 4,993 with annexation
Projected & UGA Population (2036)   5,146 w/o annexation, 6,339 with annexation

FACTORS	CURRENT FIGURES	RECOMMENDED GUIDELINES*	RECOMMENDED PROJECTED FIGURES	USL PROJECTED FIGURES**
Physical Book Collection		5 books/capita		
Adult	4555	60% of collection	15,120	8,000
Teen	497	10% of collection	2,520	1,000
Children's	2066	30% of collection	7,560	3,500
Total	7118		25,200	12,500
AV Media	1793	20% of books	5,040	2,500
Magazine & News Sub.	44	8/1,000 population	40	44
Public Computers				
General Access	5	1/500 population	10	10
Teen Access	0	No guideline	N/A	2
Laptop Lab	6	6-12 add. pieces	6	6
Reader Seating	20	7 seats/1,000 pop.	35	30
Group Study/ Tutoring Space	0	Varies	N/A	1 or 2 rooms, 4-6 seats
Storytelling Space	8	35 seats	35	15-20 seats
Multipurpose Room	0	Varies	N/A	50 seats

*Source: Connecticut State Library. *Library Space Planning Guide.* Hartford, CT: Connecticut State Library, 2014. Web. 14 August 2014.

**An analysis of USL's current usage shows that though the majority of our daily patrons come in to check out books/media/magazines, the number one request for our new library is "more space." With the new library, our collection will grow, but the need for more tables, chairs, study rooms, computer workstations, etc., will be a major focus.
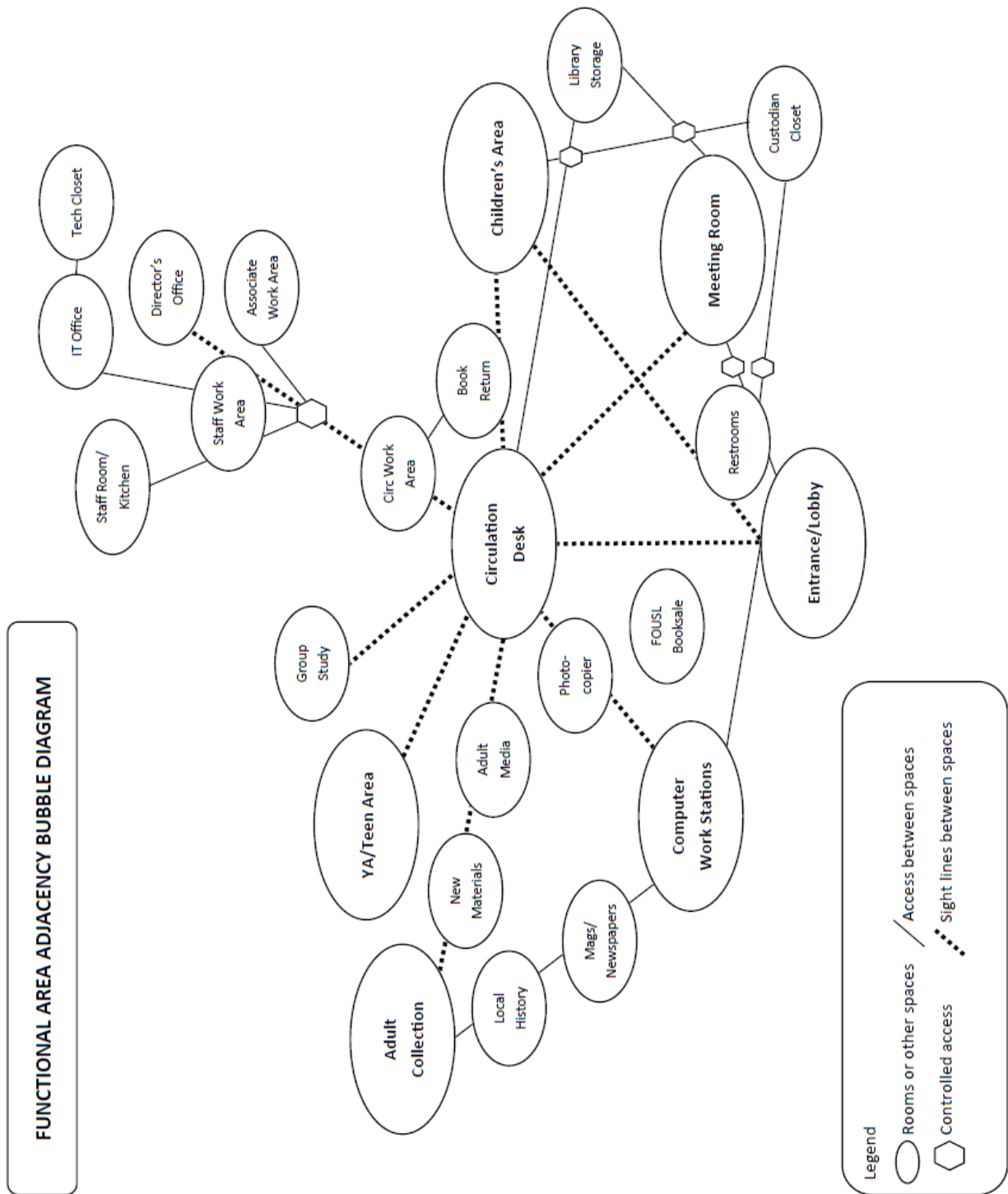
IX. FUNCTIONAL AREAS OF FUTURE LIBRARY

Service Area	Minimum Projected Items	Computers	Seats	Existing Area	New Area Minimum	New Area Maximum
PUBLIC SPACE						
Book Collection	8000			480	600	800
Media Collection	2500			40	150	200
Periodicals/Newspapers	500			32	50	50
New Materials/Display	200			0	20	30
Teen Area	1000	2	6	0	120	220
Children's Area	3500	1	10	200	300	600
Computer Workstations		10	10	120	240	300
Photocopier				18	25	60
Tables & Chairs	6 tables		30	128	360	550
Group Study	1 table		4	0	100	200
FOUSL Display/Sale				0	80	100
Circulation Desk		2		110	150	150
PUBLIC SQUARE FOOTAGE				**1128**	**2195**	**3260**
STAFF SPACE						
Circulation Work Area		1	1	40	50	70
Associate Work Area		1	1	25	50	100
Director's Office		1	1	78	100	110
Staff Room/Kitchen			2	94	80	100
Staff Work Area				40	80	100
IT Office		1	1	25	100	100
Technology Closet				0	15	20
Library Storage				6	200	500
Staff Restroom				0	70	70
Bookdrop				0	10	10
STAFF SQUARE FOOTAGE				**308**	**755**	**1180**
OTHER						
Entrance/Lobby				100	140	200
Restrooms x2				50	140	140
Custodian Closet				0	20	20
OTHER SQUARE FOOTAGE				**150**	**300**	**360**
MULTIPURPOSE						
Multipurpose Room				0	600	800
TOTAL SQUARE FOOTAGE				**1586**	**3850**	**5600**
EXTERIOR SPACE						
Covered Patio						
Tables/Benches						
Landscaping						
Parking						

	Total S.F.	Public S.F.	% of Total W/O Multi Room	Staff S.F.	% of Total W/O Multi Room	Other S.F.	% of Total W/O Multi Room	Multi Room
USL Existing Area	1586	1128	71%	308	19%	150	10%	0
USL Minimum Area	3850	2195	68%	755	23%	300	9%	600
USL Maximum Area	5600	3260	68%	1180	25%	360	8%	800
Sno-Isle System average*			76%		16%		8%	

Sno-Isle Libraries Branch Sq. Ft. Comparisons, 2009-2010, Sno-Isle Libraries, Marysville, WA. Our projections fall well within the range of the smaller size libraries in the Sno-Isle Library System, a neighboring district.

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X. FUNCTIONAL AREA ADJACENCY DIAGRAM

FUNCTIONAL AREA ADJACENCY BUBBLE DIAGRAM

Nodes: Tech Closet, IT Office, Director's Office, Associate Work Area, Staff Room/Kitchen, Staff Work Area, Circ Work Area, Book Return, Children's Area, Library Storage, Custodian Closet, Meeting Room, Restrooms, Entrance/Lobby, Circulation Desk, Group Study, Photocopier, FOUSL Booksale, Computer Work Stations, Adult Media, YA/Teen Area, New Materials, Mags/Newspapers, Local History, Adult Collection

Legend
- Rooms or other spaces (oval)
- Controlled access (hexagon)
- Access between spaces (solid line)
- Sight lines between spaces (dotted line)

XI. FUNCTIONAL AREA DESCRIPTIONS

Area Designation	**Book Collection**
Activities/Function	Browsing area for circulating books with occasional seating for reading. Adult fiction, large print, non-fiction, and biography; the goal is to display and merchandize the collection so that patrons will find it a pleasure to browse in the library. The interior design of the building should take this into consideration. Materials and literature display spaces should be incorporated throughout the library design, utilizing end panels, shelf ends and free shelves throughout the shelving areas. A unique section to highlight local history and local authors is desired.
Seating	See User Seating Space
Shelving/Storage/Furnishings	A combination of permanent and flexible shelving units, a mix of shelving heights should be utilized to enhance visibility and openness (84", 66", and 45"), spinner rack for free trade paperbacks, slat wall end panels can hold signs, booklists and book displays, library stools.
Technology	2 tablets, securely attached on shelf-ends, able to move up and down 10-20" to accommodate people at different heights, for Public Access to the Catalog
Materials	8,000 books
Visual Lines	Sight supervision from Circulation Desk
Adjacencies	User Seating Space, Circulation Desk
Notes/Architectural Features	Direct lighting on materials to highlight selections and draw attention, indirect lighting for reading and browsing; signage on individual end panels for collection identification. Aisles should be AT LEAST 42" wide for efficient, comfortable movement of people. Shelving ranges should allow for access from both ends, and not dead end against walls. The large print collection should be housed on shelving no higher than 66" without utilizing the bottom shelf. A seat should be nearby so that patrons can sit while browsing the shelves. A unique section to highlight local history and local authors is desired.

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Area Designation	Media Collection
Activities/Function	Area for collection of non-print media such as movies, audiobooks, music, video games and circulating hardware/software.
Seating	n/a
Shelving/Storage/Furnishings	Flexible shelving to accommodate different shapes and styles of cases, face out displays for cover art. Using free standing, mobile display pieces/shelving units that can be circled by several browsing patrons at one time is ideal.
Technology	n/a
Materials	2500 (movies, music, audiobooks, video games, software)
Visual Lines	Circulation Desk, highly visible for loss prevention.
Adjacencies	Close to Adult Books, New Materials, and Circulation Desk
Notes/Architectural Features	A popular media area that should reflect new and future trends in non-print library materials; flexibility to handle new formats; direct lighting on materials to highlight selections and draw attention.

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Area Designation	Periodicals/Newspapers
Activities/Function	This area will house current and two+ years of back issues of magazines and newspapers and will also provide lounge seating, preferably not far from the entrance. It would ideally be integrated in with the Computer Area so that patrons can sit and read while they wait for a computer. A warm, living room atmosphere is desired, if possible with natural light and a view outside of Sauk Mountain. This is an area which many summer visitors would frequent.
Seating	6-12 seats, comfortable lounge chairs should be selected with durability in mind, the upholstery should be of a sturdy, easily maintainable material, non-porous fabric should be considered, the chairs should also meet the needs of seniors, fairly high, firm seats and arms to assist in sitting down and rising
Shelving/Storage/Furnishings	Shelving for 50+ periodical subscriptions with back issue storage, display for current issues with storage underneath for back issues, approximately 10 volumes per square foot, shelving and storage for 4 newspaper subscriptions and back issues, 2+ lounge chairs, 4 additional seats, end tables
Technology	Sufficient number of laptop/mobile device electrical outlets
Materials	500 periodicals & newspapers
Visual Lines	Direct supervision from the Circulation Desk
Adjacencies	Computer Workstations, Entrance/Lobby, Circulation Desk, General Seating, Large Print Collection, away from Youth areas
Notes/Architectural Features	A well-lit area for patrons to spend a few minutes or a few hours looking at periodical and newspapers. Direct lighting on materials to highlight selections, and indirect lighting for reading and browsing. Windows for natural light and a view outside. Magazines and newspapers must be housed in accordance with ADA requirements.

Area Designation	**New Materials/Display**
Activities/Function	New books and media collections should be near the Circulation Desk for marketing purposes and for ease of re-shelving and monitoring. Using free standing, mobile display pieces/shelving units that can be circled by several browsing patrons at one time is ideal.
Seating	n/a
Shelving/Storage/Furnishings	Bookstore-style shelving designs that can be adjusted to handle different configurations for multiple media formats, acrylic holders for marketing purposes, book reviews, etc.
Technology	Flat panel TV or computer for cycled library advertisements/programs/etc.
Materials	200 items
Visual Lines	Direct visual supervision from the Circulation Desk
Adjacencies	Circulation Desk, User Seating Space
Notes/Architectural Features	People should be able to talk in normal voices without disturbing other library users.

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Area Designation	**Teen Area**
Activities/Function	Provide teenagers with their own area to use computers, read books, relax socially and engage in group activities.
Seating	6 seats
Shelving/Storage/Furnishings	Shelving along exterior walls, 2 computer workstations with space for 2 chairs at each station, 2 lounge chairs, table, garbage can
Technology	3 computer workstations, electrical outlets for personal mobile devices
Materials	1,000 (books, magazines, games)
Visual Lines	Visual supervision from Circulation Desk
Adjacencies	Located in proximity to Youth and Adult services, away from the Children's area and quiet areas
Notes/Architectural Features	The location should be visible from the Entrance/Lobby, welcoming and semi-private, while maintaining staff sight-lines from Circulation. Should be a distinct area and stand out as a dedicated teen space. Sound buffering of the area is required and it should not be located adjacent to the quieter areas of the library. The design needs to incorporate space for displays and an area for distributing brochures and other information of interest to teenagers. Wall space to display posters, teen art, etc. Direct lighting on select materials, with indirect lighting for reading.

Area Designation	**Children's Area**
Activities/Function	This is the major public service area serving toddlers, preschoolers, and elementary and middle school students as well as parents, teachers, and caregivers. The area serves diverse age groups and therefore is comprised of a wide variety of collections and activities. Care must be taken to provide an attractive, inviting atmosphere, to offer a variety of seating and display spaces, to allow physical and visual differentiation of the various children's collections and spaces, and to provide ease of movement for adults, children, and strollers. The area will house the entire spectrum of materials for children: books, media, magazines, puzzles and games. (Legos?)
Seating	Lounge stair seating for children and adults, 1 adult chair for storytime, child size table with 4 chairs, 2 child size chairs for AWE computer station
Shelving/Storage/Furnishings	42-45" high shelving for picture books and beginning readers, book bins for board books, 66" high shelving for juvenile fiction, non-fiction, magazines, media, etc., storage to hold storytime supplies, puzzles, games, etc., display areas for books, library publications, etc., garbage can, storytime rug, storytime chair, interactive learning panels (Burgeon Group)
Technology	AWE computer
Materials	1200 picture books, 350 Beginning Readers, 800 J books, 800 J Non-fiction, 150 audiobooks, 200 DVDs, 5 magazines, 50 CDs
Visual Lines	Within line of sight supervision of the Circulation Desk.
Adjacencies	Circulation Desk, Restrooms, away from quiet areas
Notes/Architectural Features	The location of the Children's Area should be readily evident upon entering the library. A children's door, in addition to an open entrance to the children' area would create an inviting experience and appeal to children (either here or at main entrance to library). Children should not have to pass through other areas of the library except Checkout to reach the children's area. Low shelving or a partial wall should be used to partially enclose the children's area to prevent

young children from easily wandering out of the building.

This is one of the noisier areas of the library and the design should include appropriate acoustical treatment. It should not be located near the quieter areas of the library.

All furniture needs to be sized to children and should include lounge seating for children and parents to sit together. The design needs to keep the safety of children in mind.

Furniture should be mobile and when moved, allow for 15-20+ storytime attendees.

There should be display and tackable surfaces throughout for seasonal displays and children's art.

Plentiful natural light.

U p p e r   S k a g i t   L i b r a r y

Area Designation	**Computer Workstations**
Activities/Function	An "information garden" where patrons can make use of library computers and technology.
Seating	10 office chairs (one for each computer station). Chairs need to be comfortable, durable and easy to clean.
Shelving/Storage/Furnishings	10 Carrels/Personal Workstations, 36" wide for single person use
Technology	One computer per personal workstation
Materials	n/a
Visual Lines	Visual supervision from Circulation Desk
Adjacencies	Photocopier, Periodicals/Newspapers, away from the Children's Area
Notes/Architectural Features	There should be power outlet and a network (RJ45) outlet for each personal workstation. Lighting designed to reduce screen glare.

Upper Skagit Library

Area Designation	**Photocopier**
Activities/Function	Many patrons come into the library specifically to print and/or make copies of important documents, to scan and email pictures, etc., and to gather correct tax forms. An area large enough to accommodate several people (staff showing/teaching patrons how to use the machine) and sufficient counter space to sort materials is a required and greatly used/appreciated public library service.
Seating	n/a
Shelving/Storage/Furnishings	Counter workspace for sorting materials and shelving space for copier supplies, office supplies, and tax forms, acrylic bins for tax forms, garbage can, recycle container, lockable cabinet to be used for storing toner and paper supplies
Technology	Commercial color copier/printer/scanner/fax machine connected to the telecommunication network
Materials	n/a
Visual Lines	Visible from the Circulation Desk
Adjacencies	Circulation Desk, Lobby, Public Workstations
Notes/Architectural Features	A "quick stop" area for patrons, they should be able to see the photocopier upon entrance to the building.

Upper Skagit Library

Area Designation	**Tables and Chairs**
Activities/Function	Patrons can sit down in a variety of seating choices that may include tables, lounge chairs, silent areas, etc. They may be reading magazines, books, or using their own laptops or mobile devices. Individuals will expect to be able to plug in and have Wi-Fi connections for their laptops from every seat.
Seating	30
Shelving/Storage/Furnishings	Tables, chairs, different size tables – 2, 4, 6 people; consider different configurations, lounge seating, chairs with low arms to assist in rising should be considered in the large print area, possibility of window seats (wide, deep, with storage underneath)
Technology	Wired for technology, outlets for laptops, etc.
Materials	n/a
Visual Lines	General Collection, Circulation Desk
Adjacencies	Seating is distributed throughout the library, near General Collection and Periodicals/Newspapers, away from noisy spaces and Children's Area
Notes/Architectural Features	Flexibility in use of the tables and access to power needs to be addressed in planning the facility. All tables should have the ability to be wired for power. Wiring should be secure and protected, and should not pose safety hazards for the public.

Upper Skagit Library

Area Designation	**Group Study**
Activities/Function	The group study room seating 4-6 people provides meeting space for small committee or school groups working on joint projects. For tutoring or training purposes, the room should include a white board. The room should be soundproofed so that individuals can carry on conversations, i.e. Skype calls.
Seating	Room for up to 6 seats
Shelving/Storage/Furnishings	Shelves and storage for library use, 1 table, 4 chairs, whiteboard, garbage can
Technology	Adaptable electrical and tech hook-ups for computer and projector, etc.
Materials	n/a
Visual Lines	Line of sight of Circulation Desk
Adjacencies	Away from Children's Area
Notes/Architectural Features	The study room should have glass windows and door so it can be visually supervised.

Upper Skagit Library

Area Designation	**USLF Display/Sale**
Activities/Function	
Seating	n/a
Shelving/Storage/Furnishings	Lockable storage for books, signs, and other items
Technology	n/a
Materials	300-500 items
Visual Lines	
Adjacencies	Library Storage
Notes/Architectural Features	

Area Designation	**Circulation Desk**
Activities/Function	This will be the touch point of the library. The function and location of the Circulation Desk needs to be obvious to patrons upon entering the library. Patrons will sign-up for library cards here, check out and renew library materials, ask reference and reader's advisory questions of staff, sign up and check-in for programs, etc. There should be plenty of counter space to place items.
Seating	n/a
Shelving/Storage/Furnishings	Service desk at standing height (sitting height as well?), desk should have slot for returns into portable bin, 2 stations, staff workstations should provide plenty of leg and knee room and places to store frequently used materials; try to hide staff materials to reduce clutter in public view; low shelving on one side with canopy top accessible to both staff and public for ready reference (phone books, atlas, etc.), telephones, chairs/stools for staff, thick anti-fatigue floor mat for staff spending long hours on their feet, space and equipment (acrylic holders) to allow for marketing displays and handouts, garbage can, recycling container, first aid kit
Technology	Two staff computer stations capable of all circulation functions, including cash handling, thin screen monitors installed on adjustable arms which allow them to swing around for public view, lamination machine needs to be in close proximity, provide space for future self check-out machine
Materials	20-50 ready reference items
Visual Lines	Staff working at the Circulation Desk need direct visual sight lines to the majority of the library, specifically the Lobby, Children's area, Public Computer Workstations, and Media Collections; it would be nice if the door to the workroom and Director's Office had windows so that staff can see when help is needed at the desk
Adjacencies	Lobby, Circulation Work Area, Associate Work Area, New Materials Display Area, Media Collection (staff supervision), Children's area (visual supervision), Photocopier
Notes/Architectural Features	Include room for book trucks of checked in materials waiting reshelving for patrons to browse. The protection of patron confidentiality needs to be considered in the

design of the Circulation Desk. Acoustical treatment to minimize noise is necessary.

Service desks should be planned with library staff so that all necessary requirements for computers, drawers, files, shelves, electrical, telephone and staff safety are met. Staff needs access to essential forms and publications.

Design should accommodate space and wiring for future self check-out technology.

There needs to be adequate space for the public to line up to check out materials and for people walking through the area to pass.

Staff needs to be able to move easily out from this area to help patrons; it is desirable to be able to do so from both ends.

The Circulation Area should clearly designate staff areas and discourage members of the public from wandering into staff work areas.

Upper Skagit Library

Area Designation	**Circulation Work Area**
Activities/Function	This area is an extension of workflow from the Circulation Desk, a place to check-in and care for materials, process new materials and withdraw older materials, and work on special projects while continuing to monitor the Circulation Desk
Seating	1-2 seats
Shelving/Storage/Furnishings	Desk(s) and chair(s), clock, computer, receipt printer, book trucks, book return, work table, plenty of storage space for regularly used supplies, lost and found, holds items, ILL processing, shelving for 100 "in process" items, storage for circulation and office supplies, file cabinets for frequently used forms, applications, ready reference, etc.
Technology	1 staff computer, book scanner, receipt printer, telephone
Materials	n/a
Visual Lines	Same visual lines as Circulation Desk
Adjacencies	Circulation Desk, Associate Work Area, Book Drop(s)
Notes/Architectural Features	

Upper Skagit Library

Area Designation	**Associate Work Area**
Activities/Function	Administrative work, circulation management (cataloguing/deleting items), research, writing, program planning and preparation
Seating	1 computer chair
Shelving/Storage/Furnishings	1 computer chair, 1 desk, 1 small filing cabinet, area for storage, some shelving
Technology	1 computer, 1 label writer printer, 1 bar code scanner
Materials	n/a
Visual Lines	Clear sight of Circulation Desk
Adjacencies	Director's Office, Staff Work Area
Notes/Architectural Features	Window for natural light.

Area Designation	**Director's Office**
Activities/Function	The administrative area used for managing all aspects of the library, the Director's Office needs to be a separate enclosed room with blinds and acoustical isolation sufficient for confidential conversations/meetings when needed.
Seating	1 desk chair, 2 chairs for visitors
Shelving/Storage/Furnishings	Desk with computer workstation, four drawer lateral file, bulletin board, 2 five shelf bookcases
Technology	Computer, printer, telephone
Materials	30 sq. ft. of financial documents, professional titles and binders, etc.
Visual Lines	A large window to maintain sight lines throughout the library, particularly the Circulation Desk, is important.
Adjacencies	Circulation Desk, Associate Work Area
Notes/Architectural Features	Plentiful natural light and exterior window desired. Staff offices should be lockable.

Upper Skagit Library

Area Designation	**Staff Room/Kitchen**
Activities/Function	Space for staff to take breaks, prepare and eat meals, store personal items and have privacy. This space may be combined with the Staff Work Area.
Seating	2 seats
Shelving/Storage/Furnishings	Cabinets or lockers for staff and volunteers' personal belongings, an area for outerwear, kitchen cabinets, 1 table with 2 chairs, possibility of 1 lounge chair, sink with counter space, on-demand hot water spigot, soap and towel dispensers, refrigerator, microwave oven, bulletin board, garbage can, recycle container
Technology	Electrical outlets, wireless telephone
Materials	n/a
Visual Lines	To Circulation Desk with a windowed door
Adjacencies	Staff Entrance, may share a space with the Staff Work Area, away from public spaces
Notes/Architectural Features	Windows for natural light and air. Task lighting for reading.

Upper Skagit Library

Area Designation	**Staff Work Area**
Activities/Function	Work space for staff to process, clean and repair materials, and work on special projects with minimal interruption from patrons. Ergonomic issues related to repetitive tasks and movement of materials should be taken into consideration. This space may be combined with the Staff Room/Kitchen.
Seating	2 seats
Shelving/Storage/Furnishings	Shelving for multiple in-process items, storage closet for book processing, mending, and office supplies, safe or locking drawer large enough to hold cash register drawer and separate money box, room for two staff workstations, book carts, and large, flat work surfaces at stand-up height, clock, telephone, rolls of tape dispensers, etc., garbage can, recycle container, sink and counter (can be shared with Staff Room/Kitchen), first-aid kit
Technology	Wireless telephone, network connections, master light controls place near staff entrance door
Materials	Up to 200 in-process items
Visual Lines	Ideally, staff should be able to see whether additional help is needed at the Circulation Desk; if there is not clear line of sight, provision needs to be made for desk staff to easily summon staff from the work area to assist at the Circulation Desk.
Adjacencies	An extension of the workflow from the Circulation Work Area, may share a space with the Staff Room/Kitchen, workroom clutter should not be visible to the public
Notes/Architectural Features	Window(s) for natural light and adequate ventilation while processing materials. An enclosed area that gives both privacy from and supervision of the public Circulation area.

Upper Skagit Library

Area Designation	**IT Office**
Activities/Function	Network administrator work area. It will also act as electronic equipment storage and service area.
Seating	One office chair, one additional chair
Shelving/Storage/Furnishings	Office desk and a file cabinet, a work bench to work on computer and other electronic equipment, a shelf for equipment storage
Technology	Computer workstation and telephone.
Materials	n/a
Visual Lines	n/a
Adjacencies	Adjacent to Technology Closet
Notes/Architectural Features	Window in to the library with blinds. A 15 sq. ft. closet for storage. Multiple power outlets and network (RJ45) outlets. Staff offices should be lockable.

Area Designation	**Technology Closet**
Activities/Function	Library network center where servers, routers, alarm panels and telecommunications equipment are housed and serviced.
Seating	n/a
Shelving/Storage/Furnishings	Rack shelving for telecommunications equipment
Technology	Routers, servers and related equipment needed to run library network services
Materials	n/a
Visual Lines	n/a
Adjacencies	Inside the IT office
Notes/Architectural Features	Separate zone on HVAC system for cooling equipment; uninterruptible power supply; noise reduction walls. There should be a conduit to the exterior of the building for telecommunication changes or upgrades. There should be room to walk behind the equipment rack as well as in front.

Upper Skagit Library

Area Designation	**Library Storage**
Activities/Function	Adequate, lockable space to store all meeting room stackable chairs and tables, general purpose storage of office supplies, cleaning supplies, children's programming supplies, other library programming materials, etc.
Seating	n/a
Shelving/Storage/Furnishings	Stationary Shelving/movable Shelving, art supply cabinet
Technology	n/a
Materials	n/a
Visual Lines	n/a
Adjacencies	Meeting Room, away from public areas
Notes/Architectural Features	The storage area should contain deep shelving or an art supply cabinet, file cabinets and room to store office and library supplies. In addition, there needs to be space for summer reading materials, computer boxes, income tax forms, and boxes of USLF books and supplies. The library needs to house earthquake and water leakage supplies. Earthquake supplies may include large plastic, yellow tubs (garbage can size) and a supply of 5-10 gallons of drinking water, water leakage supplies as on large box of materials (rope, clothes pins, etc.), a large roll of clear plastic to drape over bookcases, and a portable box fan or other large fan.

Upper Skagit Library

Area Designation	**Staff Restroom**
Activities/Function	What they are intended for.
Seating	n/a
Shelving/Storage/Furnishings	Restroom should include be ADA compliant, sinks, toilets, shatterproof mirrors, soap dispensers, paper towel dispensers, garbage cans, no-smoking signs, (needle dispenser?), coat/purse hooks
Technology	Floor drains, low maintenance floor and wall coverings, large capacity dispenser for soap and toilet paper, touchless paper towel dispensers and soap dispensers for efficiency and hygiene, exhaust fans
Materials	n/a
Visual Lines	n/a
Adjacencies	Staff restrooms should be located conveniently, close to staff areas.
Notes/Architectural Features	The restroom need to be designed with maintenance and durability in mind. Walls should have a surface cleanable to the ceiling. Floor drains should be installed. Restroom should offer universal access design that meets state and federal guidelines. Excellent venting is very important. Care should be taken that the soap dispensers are mounted so that drips go into the sink, not on the floors or counters. The design should mount all items possible to keep equipment off the floor to improve the ability to clean the floors.

Upper Skagit Library

Area Designation	**Bookdrop(s)**
Activities/Function	For returning library materials.
Seating	n/a
Shelving/Storage/Furnishings	n/a
Technology	n/a
Materials	n/a
Visual Lines	n/a
Adjacencies	Indoor bookdrop should be near the entrance and/or circulation work area. Outdoor bookdrop should be either a convenient drive-through or, with convenient parking, covered and close to the entrance.
Notes/Architectural Features	n/a

Area Designation	**Entrance/Lobby**
Activities/Function	The single public entrance to the library should be easily visible from both State Route 20 and Superior Ave. It should be well-lit and welcoming. There should be an exterior book drop, sheltered from the rain, near the entrance. The layout of the library should be evident upon entering the building. The lobby area should provide access to the meeting/multipurpose room, restrooms, drinking fountain and perhaps a public telephone. The Upper Skagit Library Foundation permanent book sale could be incorporated into the lobby. The lobby should be a welcoming and bright space that introduces people to our library, a space to pause and peruse community information, local tourist information including a dedicated Concrete Heritage Museum built-in display case, library brochures, library policies/etc.
Seating	Interior: 2 chairs or a bench Exterior: Benches
Shelving/Storage/Furnishings	Slat wall with acrylic holders for display of community and library information, distribution bins/adjustable cubbies for free newspapers, etc., benches, chairs, bulletin board, drinking fountain, signage, clock, potted plants, framed pictures/map, garbage can(s), recycle cans (paper, aluminum, plastics, glass), public phone, donor recognition display(?), USLF book sale shelving and locking storage for USLF(?), built-in display case for Concrete Heritage Museum
Technology	Outlets for patrons to plug in while they're waiting for rides, etc., public phone, electronic gate counter, outlet near doorway to allow for an electrical Open sign
Materials	Lobby floor covering should include recessed walk off mats, which may be extended outside the building, utilizing carpet tiles will help with ongoing maintenance
Visual Lines	Direct line of sight from Circulation Desk
Adjacencies	Restrooms, Meeting/Multipurpose room, Circulation Desk, USLF Book Sale/Storage, Interior Book Drop
Notes/Architectural Features	Library sign should be incorporated into facade. A highly prominent open/closed sign should be visible from the street. A library hours sign, visible from outside the library, should be at the

entrance.

An off-street loading/unloading area for people and library materials and/or spots for 5 minute book drop parking.

The lobby should act as an environmental buffer, preventing drafts from entering the main library areas via frequently opening doors, and providing an area where patrons can make the transition from normal outside noise levels to a quieter in-library environment.

The drinking fountain could be highlighted/unique because Concrete's water is exceptional

Lots of natural lighting.

Outdoor entrance area designed to be visitor info center 24/7.

Area Designation	**Public Restrooms (TWO)**
Activities/Function	What they are intended for.
Seating	n/a
Shelving/Storage/Furnishings	Each restroom should include a diaper changing table and be ADA compliant, sinks, toilets, shatterproof mirrors, soap dispensers, paper towel dispensers, garbage cans, no-smoking signs, (needle dispensors?), coat/purse hooks
Technology	Floor drains, low maintenance floor and wall coverings, large capacity dispensers for soap and toilet paper, touchless paper towel dispensers and soap dispensers for efficiency and hygiene, exhaust fans
Materials	n/a
Visual Lines	n/a
Adjacencies	Public restrooms should be located conveniently, preferably in Lobby, close to Meeting Room, Custodial Closet, Children's Area
Notes/Architectural Features	The restrooms need to be designed with maintenance and durability in mind. Walls should have a surface cleanable to the ceiling. Floor drains should be installed. All restrooms should offer universal access design that meets state and federal guidelines. Excellent venting is very important. Care should be taken that the soap dispensers are mounted so that drips go into the sink, not on the floors or counters. The design should mount all items possible to keep equipment off the floor to improve the ability to clean the floors. Consider stroller and wheelchair maneuverability in the design.

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Area Designation	**Custodial Closet**
Activities/Function	Storage for cleaning supplies, routine maintenance tools and equipment. It should be lockable and large enough for mop bucket, brooms, small ladder, vacuum cleaner, snow shovel, etc.
Seating	n/a
Shelving/Storage/Furnishings	Shelving for storing cleaning and bathroom supplies, floor sink with drain, mop and broom racks, etc.
Technology	Electrical outlet to test equipment if needed
Materials	n/a
Visual Lines	n/a
Adjacencies	Close to Restrooms, Meeting Room
Notes/Architectural Features	Locking door. Floor sink with drain. Walls should be protected with FRP, laminate, MDO or other covering to reduce damage. Good task lighting.

Upper Skagit Library

Area Designation	**Multi-Purpose Room**
Activities/Function	The meeting room will function as a multipurpose facility for library and community programs. It will be used for adult and children's programs, meetings and art displays. It may be booked for use during closed hours by community groups.
Seating	Conference seating for 12, program seating for 50
Shelving/Storage/Furnishings	Mobile, stackable tables and chairs, whiteboard, sink and counter, coffee maker/hot water for tea, sufficient storage for kitchen supplies, garbage can, recycle container, coat hooks
Technology	Adaptable electrical and tech hook-ups for computer and projector, etc., T-Coil hearing technology, dimmable lights
Materials	n/a
Visual Lines	None required
Adjacencies	Library Storage room, Entrance/Lobby, Restrooms, Custodial Closet
Notes/Architectural Features	The meeting room will be designed so that the public may gain entry and leave through the lobby whether the library is open or not. There may be a sliding door/wall separating it from the rest of the library that can be opened or closed, depending on the use of the room. Window(s) are desirable, but the room needs to be able to be easily darkened with blinds or other means. Adjacent, adequate lockable storage to house all chairs and tables is needed so that the room can be used for multi purposes. Carpet should not be installed near kitchenette area. Terrazzo floor treatment for entire meeting room should be considered. The walls, or some portion of them, should be of a tackable surface and incorporate sufficient space for displays and presentations. Lighting should be designed to enhance the viewing of art. Area may be used for lounging, reading, personal computer use when not in use as meeting room. There should be sufficient counter space next to sink for food preparation, etc.

U p p e r   S k a g i t   L i b r a r y

Area Designation	**Covered Patio**
Activities/Function	To be used anytime for reading, using electronics (available Wi-Fi 24/7) or socializing
Seating	Durable benches with backs and also tables with benches.
Shelving/Storage/Furnishings	n/a
Technology	Option for security cameras for after hour security. Exterior waterproof electrical outlets. Ability to lock the outlets to prevent unauthorized use if needed.
Materials	TBD
Visual Lines	Should be visible from the road or a parking lot for after-hours monitoring.
Adjacencies	n/a
Notes/Architectural Features	There should be a roof and automated lighting.

Upper Skagit Library

Area Designation	**Tables/Benches**
Activities/Function	To be used anytime for reading, using electronics (available Wi-Fi 24/7) or socializing
Seating	Durable benches with backs and also tables with benches.
Shelving/Storage/Furnishings	n/a
Technology	Option for security cameras for after hour security. Exterior waterproof electrical outlets. Ability to lock the outlets to prevent unauthorized use if needed.
Materials	TBD
Visual Lines	Should be visible from the road or a parking lot for after-hours monitoring.
Adjacencies	n/a
Notes/Architectural Features	n/a

Area Designation	**Landscaping**
Activities/Function	A courtyard will be incorporated in to the landscaping providing a venue for outdoor library programs or general recreational use.
Seating	Durable benches with backs where patrons can rest, use their mobile devices, or read.
Shelving/Storage/Furnishings	Bike rack, sheltered if possible, should be located near the entrance.
Technology	Automated outdoor lighting for walkways and to illuminate the building. Exterior waterproof electrical outlet and hose bib or water spigot near each entrance. Ability to lock the outlet(s) to prevent unauthorized use after hours.
Materials	Native and/or adaptive plants that will not require an irrigation system. Plant and/or use the existing trees on the grounds to provide shade during the summer months.
Visual Lines	Plantings will complement grounds without providing hidden areas that cannot be supervised and also discourage loitering.
Adjacencies	n/a
Notes/Architectural Features	Library grounds should complement the building design. Future use to include outdoor public art, outdoor programming space, outdoor "classroom" space.

Area Designation	**Parking**
Activities/Function	20+ general parking spaces, one handicapped parking space and one five minute book drop-off parking space. Patrons should be able to find convenient off-street parking in a safe and well-lit parking lot; handicap and 5 minute space should be closest to building entrance. Five staff parking spots in the back.
Seating	n/a
Shelving/Storage/Furnishings	n/a
Technology	n/a
Materials	n/a
Visual Lines	Visible from street and library
Adjacencies	Main library entrance, staff entrance
Notes/Architectural Features	Parking lot should be well-lit with automated light. The parking lot needs to be visible from the street and the library in order to discourage vandalism and other criminal activities. The staff entrance needs to be well lit and located in an area clearly visible from the street as staff often leaves in the dark after the library is closed. Staff parking needs to be located nearby. The trash and recycling storage area should be located away from the building, but with good access to the service door of the library. The storage area will include separate lockable containers for trash and recycling. Adequate space for pickup should also be included. Thinking ahead to possibility of county-wide library: room for a covered delivery area.

Upper Skagit Library

XII. Executive Summary

The new library will be:

A focal center of activities for our rural community that
- Provides a comprehensive range of top-notch, community-centric services and resources
- Complements schools and other providers in the area to help fill current gaps in services
- Fosters a culture where literacy and critical thinking are valued

A welcoming, highly visible gateway to the Upper Skagit Valley for residents and visitors, offering
- Visitors and tourists Wi-Fi, computers, area information, and a reliable bathroom break
- Additional service points for residents distributed across a broad geographical area

A multi-use, family- centered learning environment for all ages providing
- Early childhood interactive learning opportunities
- Collaboration and support with the Concrete school district
- An afterschool destination, homework help, group study, special projects, and tutoring
- A place for teens to gather
- Resources for adults, families, and seniors
- Enrichment; through art, music, author readings, programs and presentations.

An Inspiring place, provoking community pride and involvement on a continuing basis by
- Functioning as a collaborative, creative commons
- Providing meeting space that integrates interior and exterior learning environments
- Being an important gathering place for social contact

A critical point of open access to technology services and the Internet, including
- 24/7 Wi-Fi access to e-government services, health information, job search, research, testing, GED or distance learning
- IT support at all levels on both public and personal devices
- Training in basic computer skills, internet use, email
- Help with all technology questions
- Access to technology to download, scan, print, copy, fax and email documents and pictures

The new USLD library building design will:

Strike a balance between upfront costs and long-term benefits of green and energy-efficient building design and construction.

- Be energy and cost efficient to operate
- Maintain operating costs at 8-10% of current budget
- Be a model of energy efficient and LEED design
- *Recognize that "expansive space with cheap materials can strike public as stark rather than grand, and a small, efficient building finished with interesting, high quality materials might come off as comfortable and rich in detail".*
- Adhere to principles of Universal Design
- Be comfortably furnished with durable materials

Be comfortably and efficiently operated at current staffing levels. (note, several references make the point that architects need to understand the low staffing levels relative to building systems and O&M)

- Have clear sightlines from service desks to enable maximum supervision and greater security
- Have service and work areas convenient to their purpose
- Have an open, spacious feel and pleasant environment
- Have good ventilation and frequent air exchange
- Have noise-reduction treatments in high-use areas
- Have an overflow of natural light and windows that allow for fresh air
- Be designed with climate in mind (wet weather lobby, sun-angle)
- Be secure and safe for staff and patrons
- Be a place that staff looks forward to working in every day
- Be easy to maintain

Be a point of interest and pride in the town.

- Be comfortable, tasteful and sustainable
- Be unique with design features that subtly reference history and splendor of the North Cascades
- Take advantage of views
- Address privacy and noise in design of indoor/outdoor spaces
- Feel welcoming and family-friendly to both residents and visitors

Be large enough to accommodate standard uses and programs, and flexible enough to meet future needs as programs and technologies change.

- Have flexibility to achieve optimal delivery of services; designed with the future in mind so that space can be reconfigured as needs change, and still have private spaces where appropriate
- Have a multi-purpose room that can be reconfigured to accommodate programs, presentations, meetings and casual use

- Have reservable private space for tutoring or personal (online or in-person) communications
- Have designated private space for staff functions and potential expansion of service to include distribution, storage and processing and deliveries of materials
- Have a private office for director
- Have a private restroom and common area for staff
- Have separate, accessible public restrooms
- Be designed for future expansion

Have sufficient wiring to provide access to energy and technology with safety and efficiency a priority.

- Provide Wi-Fi both inside and out with access to electrical outlets and connections
- Be designed for state-of-the-art communications technology
- Have building security cameras
- Address Universal Design considerations such as hearing loop (T-coil) and listening stations for the blind

Have designated spaces designed to meet specific needs of patrons and staff, including

- Age-appropriate spaces for children and teens; welcoming, comfortable and designed to enhance creativity and learning
- A special entrance for children, either at front door or inside at children's area
- An early learning space to encourage parents and their children to share books and activities
- Teen space for learning and informal socializing
- Ample space for the varied library activities of adult patrons, including work, study, reading, and socializing

Address access to and from the site.

- Take advantage of the highly visible location where people would see the library as they're driving on Highway 20
- Provide adequate parking for those visiting the library and those using the Wi-Fi
- Be convenient for the public to find and to park near the entrance
- Have a welcoming entrance with a large patio
- Have a drive-up book return
- Encourage access on foot from Concrete schools, which are within walking distance
- Be well lit and sufficiently exposed so visitors feel safe visiting the library after hours to use the free Wi-Fi Internet access
- Provide static 24-hour visitor information, access to power and a place for travelers to pull off the highway and take a break or picnic (potable water access point)
- Address access via public transit and from Silo Park
- Address potential nexus with the Cascade Trail, a Skagit County walking path

Take advantage of the onsite amenities as well as nearby attractions.

- Utilize the ample southern exposure of the site

- Incorporate the view to southeast of Sauk Mountain
- Incorporate the advantages of the natural setting including landscaping with native, low maintenance plantings, utilizing existing trees
- Incorporate a courtyard to provide a venue for outdoor library programs or general recreational use, ample outdoor space for children's programs and other civic and cultural activities
- Incorporate opportunities to display public art both indoors and out

Note:
It's assumed that the building will meet/exceed all codes

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Appendix A – Skagit County Population Projections

RECOMMENDED SKAGIT COUNTY 2036 INITIAL POPULATION AND EMPLOYMENT ALLOCATIONS

JULY 31, 2014

Urban Growth Areas	2036 Initial Population Allocations	2015 – 2036 Forecast Population Growth	2015 – 2036 Forecast Population Growth Percent	2036 Initial Employment Allocations	2015 – 2036 Forecast Employment Growth	2015 – 2036 Forecast Employment Growth Percent
Anacortes	22,293	5,895	16.5%	10,480	2,076	13.0%
Burlington	14,272	3,808	10.7%	13,412	3,516	22.0%
Mount Vernon	47,403	12,434	34.8%	21,288	4,785	29.9%
Sedro-Woolley	17,069	4,555	12.7%	6,324	1,572	9.8%
Concrete	1,193	320	0.9%	467	109	0.7%
Hamilton	427	114	0.3%	288	66	0.4%
La Conner	1,226	329	0.9%	1,420	329	2.1%
Lyman	605	162	0.5%	38	9	0.1%
Bayview Ridge	1,883	72	0.2%	3,455	1,799	11.2%
Swinomish	3,416	912	2.6%	1,247	290	1.8%
UGAs Subtotal	**109,787**	**28,601**	**80%**	**58,419**	**14,551**	**91%**
Rural (outside UGAs)	45,665	7,150	20.0%	9,343	1,447	9.0%
Grand Total	**155,452**	**35,751**	**100%**	**67,762**	**15,998**	**100%**

Notes: the figures for cities and towns include their associated UGAs. Washington State projections used in employment growth forecast are for non-farm jobs and exclude proprietors, self-employed, unpaid family or volunteer workers, farm workers, and domestic workers.

Sources: BERK Consulting 2014; Skagit Council of Governments 2014

Upper Skagit Library

Appendix B – Projected Budget Justification

Overview

With a few exceptions noted below, we have used 2.3% as the projected annual increase for most expenditures and revenue. We consulted *www.forecast-chart.com* for an estimated rate of inflation; they used historical US inflation rates from 1921-2013 to project forward for the next 10 years.

The budget represented in USL's Projected Budget is a maximum budget. Actual expenses in the past seven years have been at least 15% less than received revenue, 28% less on average.

This projection does not include the impact of annexation on revenue or expenses. At current property values, annexation could bring over $70,000 of new revenue to USLD.

2015 Budget

The 2015 budget differs from the official 2015 budget in three ways: (1) Staff wages and benefits are $15,650 higher to account for recent board-approved increases in staff hours. (2) Timber tax revenue for 2015 is forecast here to be $69,000, the median timber-tax revenue received over the last 5 years, rather than $30,000. Over $37,000 of timber tax has already been received in Q1 of 2015. (3) Expected capital-project expenses are not considered here.

Payroll

We have projected staff wages to increase by 3% per year. Library staff receive a 1.5% wage increase on their anniversary and COLA at the beginning of each calendar year. COLA has historically been 1.5% on average.

Library Maintenance & Operations

Our program budget anticipates a significant increase in program expenditures in a new facility. USLD has spent $170 on average for programs over the past seven years. This budget anticipates $1000 in 2015, scaled up by 4% annually in subsequent years. Our Friends group has covered many program expenses in the past, and we anticipate that this support will grow in the future.

We anticipate spending almost twice as much on education & travel than the average spent in this category over the past 7 years. A strategic goal for 2015-2017 is to "Give staff the tools they need to provide progressive services and support community goals." Conference attendance and continued education will be encouraged. USLD has recently expanded services to Marblemount and we anticipate a rise in travel expenses.

We project to spend 40% more on equipment in the new building than has been spent, on average, over the past 7 years ($10,000 vs $6000). Note that the 2015 equipment budget is atypical: it includes $5000 for a special project: a book-return for Marblemount.

The library has spent $400 on average for software over the past seven years. This budget projection anticipates a larger outlay in the new facility.

"Services" is a broad category of expenditures that has ranged from $9,000 to $24,000 over the past 7 years. Here we project the average, $16,400, for 2015.

We anticipate an increased supply budget in a new facility.

Upper Skagit Library

Facilities Maintenance & Operation

Projected numbers for 2020 may very slightly depending on the size of the facility the library operates. With the new building, we will no longer pay rent, but will incur new expenses such as facilities maintenance, grounds maintenance, waste disposal, and janitorial services. We will also see an increase in insurance and utilities.

We anticipate spending $2000/year on average for facilities maintenance.

We anticipate approximately $800/year in grounds maintenance, to include lawn maintenance and landscape upkeep.

We anticipate approximately $80/month in waste disposal fees.

We are calculating 7 hours/week at $15/hour for janitorial expenses.

Our current insurance covers property and liability. We anticipate an additional $2000 per year property insurance to insure the new building.

We anticipate our utility bill will double in the bigger building. More accurate cost estimates will be generated when we have a project manager and/or architect on board.

Library Materials

We project a roughly 60% increase in collection size from the current to new facility. We anticipate a $30,000 capital campaign line item to purchase and refresh a new opening collection. We currently have a generous materials budget, but because of our current space restrictions, we are turning over a larger fraction of the total collection than we would need to in a new facility.

Revenue

Main funding source for the library is property taxes. Looking at the past data property taxes revenue has increased at 2% per year on average. Therefore, we have used that growth rate to project future property tax revenue.

Our second funding source is timber tax. Timber tax is somewhat unpredictable from year to year. However, for the past five years the library has received an average of $75,054 per year in timber tax revenue. For our projections we are using the median ($69,000) as starting point for 2015 and an annual increase of 2.3%.

The library also receives miscellaneous revenue. This includes donations, grants, library card purchases, fines and service fees. We are projecting a similar increase of 2.3% annually.