A Campaign to Expand the Orcas Island Public Library

For more information call, write, or email questions and comments to Phil Heikkinen (Director) at pheikkinen@orcaslibrary.org or visit our website.

Orcas Island Public Library Trustees
Donna Riordan (President)
Tom Fiscus ~ Moana Kutsche ~ Margaret Payne ~ Regina Zwilling

Honorary Committee
Helen Bee ~ Lynn Carter ~ Martha Farish ~ Harvey Himelfarb
Rick Hughes ~ Fred Klein ~ Kevin Ranker ~ Rachel Newcombe ~ Tom Welch

Orcas Island Public Library
500 Rose Street
Eastsound, WA 98245
360.376.4985
www.orcaslibrary.org
Your Library’s Mission

The Orcas Island Public Library supports all learners by maintaining strong collections, online resources, programs, and services; serves as a welcoming place for reflection, exploration, discussion, and community networking; and reaches out effectively to all groups and individuals who will benefit from receiving services away from the Library.

Your Library

...is open 7 days a week
...is a beautiful and welcoming place
...has fabulous staff and volunteers
...is a great place to read, learn and connect
...has Story Time for kids twice a week
...hosts meetings, lectures, teleconferences
...has 45,000 books, magazines, movies, music, and more
...has 35 online databases
...has downloadable e-books
...has talking books
...continually updates its collections
...has books clubs for students and adults
...supports lifelong learning
...hosts special events, like Halloween Books for Kids, Money Smart Week, Boot Camp for Seniors, Health Week, and Banned Books Week
...hosts visits from regional authors
...offers English-as-a-Second-Language support
...has Internet 24/7, even during emergencies and on holidays (in the parking lot)
...has a free Summer Reading Program
...is a free community “drop” spot
...has the BEST Library Fair and Holiday Tea!!!
You have asked for a library expansion

In 1991, you raised money to build the current, beautiful building. Your library serves more than 2500 of you, of all ages, each week. But your library has outgrown its space. You have asked for more room for people, books, and technology.

Since 1995,

- The number of you with library cards has increased 86%, to nearly 6000.
- Your library collection has increased 45%, to nearly 45,000 items, and your annual checkouts have increased by about 50%.
- The on-site programs and classes you enjoy number more than 250 annually, attended by more than 4300 of you.
- Your library is open 30% more hours than in 1995. And your annual visits have increased by 80% in the last ten years alone!
- In response for your requests for access to computers, the library has added eleven computers, but these computers have created congestion in the center aisle.
- Limited people and technology space means that those of you who want internet (wifi) connection must use the parking lot, outside benches, lobby, meeting room, and quiet reading area to connect to the wifi. Did you know that 80% of Americans connect to the internet, over half of them daily?
- Your quiet reading area is not very quiet, and it is much too small!
- Your Young Adult section is only 126 square feet, inadequate to meet your needs.
- You have difficulty finding spaces for studying, tutoring, and working in small groups.

You have consistently asked for more materials, but there is no room. For every book that comes in, one must go out. Ouch!
Here’s how we plan to respond

Through surveys and focus groups, you have asked for technologically sophisticated, energy-efficient spaces that harmonize with the existing facility, meet current and future needs, and minimally disrupt library services during construction.

The expansion will

- create more room for people, books, and technology
- increase space for the Young Adult section
- increase space for laptop and public computers users
- relocate computers from the center aisle
- add more worktables
- create quiet reading areas
- create up to four small-group study and meeting rooms
- improve shelving
- provide an additional family-friendly restroom
- increase space for magazines and newspapers
- create an additional office and storage space
- create more communal spaces, including where Orcas Island community organizations can meet with the public

Create more room for learning and fun!

Are you looking to make a pledge to create your future library? Please complete the enclosed pledge sheet and return it to the Library by mail or in person. Thank you for supporting island community
Your Orcas Island Public Library (OIPL) is the social, cultural, and intellectual hub of Orcas Island. Open seven days per week, it serves as the sole democratic, nonpartisan, free institution available to all, under one roof. Your Library is both a trusted source of information and a safe place. It empowers you to be change agents in your own lives. It allows you to be more meaningfully engaged in your community, and supports you in staying on Orcas Island to raise your families and age gracefully.

A Bit of History

You love books! In 1949 you began collecting and sharing books in island post offices and stores. When the number of books grew too large, you built a library on Main Street, raising money through teas, hobby shows, donations, and the very first Library Fair, in 1956. The Main Street Library was dedicated in 1956, but thirty years later you had outgrown that, too. So in 1987, you approved the formation of a tax-supported library district. And in 1991, you purchased the current Rose Street property, and began raising money to build the current library building, which you dedicated in February, 1993.

Since then, did you know that...

• Your Library has ranked in the top five public libraries in Washington, per capita, for checkouts, cardholders, open hours, visits, and collection size for the past several years.
• It also recently ranked first in the state for volunteer hours per capita.
• Your Library is a leader in information-sharing, literacy, and early-learning programs that prepare children for school.
• Although your Library sees much use by adults, children account for more than a quarter of checkouts, and for a similar proportion of programs.
• Through its partnerships, your Library offers direct services to the Senior Center and the Longhouse, as well as to all schools and preschools, including visits by library staff.
• Your Library collaborates on a frequent basis with island nonprofits, including the Funhouse Commons and the Orcas Island Community Foundation, to offer literacy and other services and programs.
• Your Library offers reciprocal library cards with the Lopez Island and San Juan Island libraries.
Frequently Asked Questions

Is the OIPL Building going to be expanded?

It is the intent of the OIPL Board of Trustees that, within funding available and achievable, the OIPL will meet the library service needs of the Orcas Island community. In order to do that, the Board considers physical facilities and equipment, staffing, and library programs. It is the view of the Board, supported by a significant body of evidence, that the current OIPL facility lacks sufficient space to meet the demands placed on it, both currently and for the future. The Board has determined that it will explore options for an expansion project that will meet current needs and allow the Library to meet emerging needs for the future.

When will the expansion occur?

The expansion will occur as soon as possible consistent with the Board’s desire to fully explore the views of the Orcas Island community, raise private funds for the project, create a construction plan that harmonizes with the existing facility and minimizes disruption to existing Library functions.

Where will the money for the project come from and how much will it cost?

As part of its budgeting process, the Board has accumulated a small capital improvements fund and has maintained donations received for building projects through the Orcas Island Community Foundation. In addition, the Friends of the Orcas Island Library have accumulated a fund intended for building improvements. Together these already existing funds amount to approximately $300,000. Also we have received more than $200,000 in additional gifts. It is the intent of the Board that, to the maximum extent possible, a Library expansion will be funded by private funding, grants and funds already available for this purpose. Based on the data accumulated thus far, the Library needs to expand by 5,000 square feet. Using a rough average construction cost estimate of $450 per square foot, the Board believes the construction can be completed for approximately $2,200,000. This total includes estimates for equipment, technology, furnishings, and other expenses. Therefore, the Board is looking to raise an additional $1,700,000 through private funding, grants and public donations.
What would change in the Library?

With the expansion envisioned above, the Library would increase space for the young adult section, increase space allocated to computer workstations (and relocate the computers currently in the center aisle of the main library), increase worktable space, create quiet reading areas, create up to four small group study and meeting rooms, improve shelving, provide additional family-friendly restrooms, increase magazine space, and create one additional office with additional storage. Depending on the ultimate size of the project, the Board hopes to increase the size of the children’s area and provide rooms where other Orcas Island service organizations can interact with the public.

How can community members get involved?

There are numerous opportunities for members of the public to participate in the process. The Board will continue to host public meetings, which will be announced on the Library website and in local news venues to allow public comment and offer suggestions. Throughout the process, the Library will continue to develop and strengthen its partnerships with island organizations. A number of project committees have been formed to explore various aspects of the project and make recommendations to the Board. Community members are encouraged to volunteer for these committees as they will be crucial to decisions about the project, fund raising, public outreach, etc.

Who will be asked for money?

The Board desires that all members of our community be involved in the project in whatever ways they can. For some, that may mean attending meetings, for others it may mean making a significant monetary investment in the library. All donations or contributions of whatever size will be gratefully received and will be put directly toward the goals outlined above. Some methods for supporting the project are already in place, while others will be announced as they are developed and the need arises.

Will the project result in higher taxes?

The Board does not anticipate pursuing additional tax revenues for the construction project. However, it will be necessary at some point in the future to seek additional tax revenue to operate and maintain the Library, even in the current facility.

How can one get additional information about the project?

The five Library Trustees and the Library Director will be available to meet with community members, will conduct public meetings, and will respond to invitations to meet with community groups and organizations throughout the process. Additionally, anyone can write or email questions and comments to the Board or Library Director at pheikkinen@orcaslibrary.org.
Expansion – Dimensions of Existing Building

The existing building is organized around a 50’ by 50’ atrium core, with subsidiary elements creating a total area of about 7,000 square feet. The proposed addition is approximately 5,000 square feet.

Existing space

The public areas of the current building occupy 3472 square feet. The current allocation of space by function is:

- Service desk (with 4-foot public passage perimeter) = 378 square feet
- Reference area = 108 square feet
- Copy machine/entrance = 100 square feet
- Periodicals/seating = 216 square feet
- Children’s area = 654 square feet
- Young Adults = 126 square feet
- Computer tables = 200 square feet
- Work tables = 150 square feet
- Shelving - 1,540 square feet

**TOTAL PUBLIC SPACE – 3,472 SQUARE FEET**
## Expansion -- Space Need by Function

(To satisfy a 10-to-20 year estimated need)
(Estimates will change with further design development)

<table>
<thead>
<tr>
<th>Function</th>
<th>Current Space</th>
<th>Future Space</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Park Level for Library and community programs and meetings</td>
<td>0</td>
<td>1,650</td>
<td>Including entrance atrium of 400 sf, which can be used for larger events</td>
</tr>
<tr>
<td>New elevator</td>
<td>0</td>
<td>40</td>
<td>For access between Library Park Level and Main Level</td>
</tr>
<tr>
<td>Children’s area</td>
<td>654</td>
<td>800</td>
<td>Some increase, including for flexible program and play space</td>
</tr>
<tr>
<td>Young adults</td>
<td>126</td>
<td>600</td>
<td>High priority for more space</td>
</tr>
<tr>
<td>Periodicals</td>
<td>216</td>
<td>300</td>
<td>Some additional space</td>
</tr>
<tr>
<td>Computer tables</td>
<td>200</td>
<td>350</td>
<td>Additional space needed</td>
</tr>
<tr>
<td>Work tables</td>
<td>150</td>
<td>320</td>
<td>Additional space needed</td>
</tr>
<tr>
<td>Quiet reading</td>
<td>0</td>
<td>400</td>
<td>Does not exist now</td>
</tr>
<tr>
<td>Small group study or meeting (up to four rooms)</td>
<td>0</td>
<td>500</td>
<td>High priority; could be of varying sizes</td>
</tr>
<tr>
<td>Shelving</td>
<td>1540</td>
<td>2300</td>
<td>Allowing for modest increases and less use of top and bottom shelves</td>
</tr>
<tr>
<td>Additional Restrooms</td>
<td>0</td>
<td>300</td>
<td>For two additional ADA-compliant restrooms</td>
</tr>
<tr>
<td>Additional office</td>
<td>0</td>
<td>150</td>
<td>Including storage space</td>
</tr>
<tr>
<td>Additional storage on both levels</td>
<td>0</td>
<td>180</td>
<td>For chairs, equipment</td>
</tr>
<tr>
<td>Totals</td>
<td>2,886</td>
<td>7,890</td>
<td><strong>CURRENT SPACE DOES NOT INCLUDE EXISTING AREAS WITH NO PLANNED INCREASES</strong></td>
</tr>
<tr>
<td>Estimated additional space</td>
<td></td>
<td>5,000</td>
<td></td>
</tr>
</tbody>
</table>
Costs and Source of Funding

What will the expansion cost?

- The building expansion will cost approximately $2.2 Million.

Who will pay for the project?

- The project will be paid for by private donations -- large and small.
- We also are seeking grant support for capital building projects, and opportunities for the expansion to serve as a pilot or model building project for innovations in energy efficiency, such as lighting, heating and air conditioning.
- And we are exploring options for state capital funding.

How much money have you already raised?

The Orcas Island Library Expansion Project Fund has over $500,000 in gifts and pledges. This total includes a $100,000 pledge from the Friends of Orcas Island Library.

What are the estimated construction costs?

A current estimate, based on recent discussions with local contractors and architects, is that hard costs would be about $350 per square foot, or about $1.7 million for 5,000 sf, plus about $100 per square foot for other costs, for a total of about $2.2 million.

What is the estimated Increase in operating costs?

The estimates below presume a building addition of about 4,800 sf external dimensions, as shown in the most recent conceptual drawings produced by Stoltz Kau Architects. We estimate an annual increase of approximately $44,200, as noted here:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Assistant (0.5FTE)</td>
<td>$19,500</td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td>$1,200</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>$8,600</td>
</tr>
<tr>
<td>Landscaping Services</td>
<td>$800</td>
</tr>
<tr>
<td>Insurance (property and liability)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Utilities (electricity, water, sewer, garbage)</td>
<td>$3,400</td>
</tr>
<tr>
<td>Repairs and Maintenance (furnishings, computers, grounds, windows, carpets)</td>
<td>$3,400</td>
</tr>
<tr>
<td>Library Materials (Acquisitions)</td>
<td>$4,800</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$44,200</strong></td>
</tr>
</tbody>
</table>
The highest likely additional operating costs (excluding additional staffing and collection expenditures) in the first year would be about $20,000. It is possible that we could save several thousand dollars from that total, especially in the areas of custodial services, landscaping, janitorial supplies, and utilities. For example, the additional custodial services might be less than the projection, which is based essentially on a ratio per square foot; also newer technologies and passive solar features would allow us to save on utilities.

For ongoing operating expenses, staffing costs for an additional 0.5 FTE would likely cost about $15.00/hour plus about 25% for benefits, for a total of about $19,500/yr. In addition, in keeping with library standards of spending 12% of the overall operating budget for library materials, we estimate $4,800 in additional annual collection expenditures.
A Campaign for the expanded Library on Orcas Island

Yes! I am excited about an expanded Library on Orcas Island and want to help make it happen!

Chapter 1: Donor Information

Name: ____________________________________________________________________________
Address: __________________________________________________________________________
City: ________________________________________ State: ____________  Zip: ________________
Phone: __________________________  Email: ____________________________________________

____ Allow use of name in publications      ____ I would prefer to remain anonymous

Chapter 2: Gift

I/We would like to make a gift to the Orcas Island Public Library in the amount of: $____________________

Please designate my gift ____ in honor,   or ____ in memory of: (optional)

I/We have chosen the following recognition (Young Families, Friend of Orcas Island Library, or other naming opportunity): __________________________________________________________________________
This gift is: _____ a one-time gift    _____ a pledge over _____ years (5 year maximum)  
_____ A match; please contact me for details.  
_____ My company will match this gift.    Company name: _____________________________
_____ I would like to make a donation of stocks and/or securities, please contact me with details.  
_____ I would like to receive information about planned giving options.

Chapter 3: Method of Payment

_____ Please bill me for my pledge    _____ Annually    _____ Bi-annually    _____ Quarterly  
_____ Check enclosed is payable to (pick one)
      _____ The Orcas Island Public Library (memo: Building Fund)  
      _____ Friends of Orcas Island Library (memo: Building Project)  
      _____ Orcas Island Community Foundation (memo: OIPL Building Fund)  

Signature:  __________________________________________________________

Date:  _________________________

Please mail check to:  Orcas Island Public Library  
                        500 Rose Street  
                        Eastsound, WA 98245

THANK YOU FOR YOUR COMMITMENT TO THE FUTURE OF OUR COMMUNITY!

Your contribution to the Orcas Island Public Library is tax-deductible to the fullest extent of the law. Please contact your tax advisor for additional information. All gifts are held in the Library’s Building Account, managed by San Juan County, with the Friends of Orcas Island Library, or in the OIPL Building Fund managed by the Orcas Island Community Foundation.