

Library Relocation Report

The 2+2 Committee continues to work on the design process using the Pincus Report as a guide.

We continue working with grant consultant Meredith Howell, Library managers, The City Manager and the Friends of the Library on grant applications and enlisting support from additional community members and volunteers.

Review of Siletz Grant to be submitted. No City funds are being requested. All matching funds will be obtained by fundraising and the Lincoln County Community & Economic Development Funds.

Enclosed:

- Friends of the Library Funding Plan
- Siletz Grant Application
- Pincus Preliminary & Final Report Regarding Relocation of the Library

Library Move Project - Funding Plan

November 3, 2017 - *draft*

Revenue Source	Cash	In-kind	Total	Notes
Hall Family Donation	75,000	0	75,000	2x2x2 team to coordinate request to Library Commission
The Ford Family Foundation - Rural Capital Grant	150,000	0	150,000	Finance team; rolling deadline - request to be made February 15, 2018
The Ford Family Foundation - Technical Assistance Grant	4,000	0	4,000	Finance team; submitted October 23, 2017
Lincoln County Community and Economic Development Funds	15,000	0	15,000	Finance team; deadline; November 16, 2017
Oregon Community Foundation - Community Grants Program	30,000	0	30,000	Finance team; deadline; January 15, 2018
Collins Foundation	25,000	0	25,000	Finance team; rolling deadline
Siletz Tribal Charitable Contribution Fund	10,000	0	10,000	Finance team; quarterly deadlines
Three Rivers Foundation	10,000	0	10,000	Finance Team; deadline; December 31, 2017
In-kind labor; (1,200 hours x \$15/hr) + (280 hours x \$25/hr)	0	25,000	25,000	Finance team to calculate

In-kind materials; 4,500	0	4,500	4,500	Construction team to estimate and secure
Fundraising - Events	6,000	0	6,000	Outreach team to coordinate and secure
Fundraising - Individual Donations	40,000	0	40,000	Outreach team to coordinate and secure
Fundraising - Business and Association Donations	20,000	0	20,000	Outreach team to coordinate and secure
Fundraising - City of Yachats	50,000	0	50,000	2x2x2 team to coordinate and secure
Total Revenue	435,000	29,500	464,500	



SILETZ TRIBAL CHARITABLE CONTRIBUTION FUND

GRANT APPLICATION

Please only use space that is provided for each section. Do not alter the application. Entire application is 7 pages with only 2 attachments allowed.

Date:					11-24-17				
Applicant Organization:		Friends of Yachats Library							
Contact Name:		Sandy Dunn				Title:		President	
Daytime Phone:		541-547-3205			Email Address:		sanddunn@gci.net		
Mailing Address:		PO Box 473, Yachats, OR 97498							
City:	Yachats	State:	OR			Zip:	97498		
County:	Lincoln								
Located within the 11 approved counties?						<input checked="" type="checkbox"/>	Yes		<input type="checkbox"/> No
OR									
Native American Organization located in the U.S.?						<input type="checkbox"/>	Yes		<input type="checkbox"/> No
If selecting Native American Organization please describe how you are eligible to apply under this category:									
If funds are awarded, to whom do we make the check payable?									
Friends of Yachats Library									
How did you hear about the Siletz Tribal Charitable Contribution Fund?									
<input checked="" type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Internet	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Radio	<input type="checkbox"/>	Other
Other (please describe)									

PROJECT INFORMATION

How many will benefit from the proposed project?

10,000

Proposed Date of Project: (REQUIRED) *

(cannot occur before distribution of funds)

March 1, 2018

Grant Category (select one)

<input type="checkbox"/> The Arts	<input type="checkbox"/> Drug & Alcohol Treatment	<input type="checkbox"/> Prevention
<input type="checkbox"/> Cultural Activities	<input type="checkbox"/> Environment & Natural Resource Preservation	<input type="checkbox"/> Housing
<input type="checkbox"/> Historical Preservation	<input type="checkbox"/> Gambling Addiction	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Other (please describe)

Other:

PROJECT SUMMARY

- Briefly summarize (*approximately 3-4 sentences*) the purpose of this request. Include what will be done, where, for whom and when

This project will replace the bookshelves in the Yachats Public Library as the library transitions to a new and larger space in the 501 building in Yachats along US Highway 101. The new shelving will provide attractive and functional bookshelving for the public to use and will also meet current seismic requirements for furniture structures. 32 new library bookshelves are planned. The project will begin in February and will be completed by December 31, 2018.

CAPACITY & PROGRAM SUSTAINABILITY

- If funding is requested for an ongoing program, please provide information to demonstrate the organization's ability to manage and report the grant funds, complete the proposed project and sustain the program beyond the term of the grant.
- For equipment requests, describe the expected "life" (i.e. years used) of equipment and available storage/security.
- Include information regarding collaborations and partnerships related to the project.

This project is a collaboration between the City of Yachats, the Yachats Library Commission (a Commission of the City of Yachats) and the Friends of Yachats Library. The City of Yachats owns the building that the library will be soon occupy. The City of Yachats will pay utilities for the new library and will pay for maintenance and upkeep of the facility. The Library Commission is made up of local volunteers who set policy and strategic direction for the library. The Friends of Yachats Library raises additional monies for library equipment and programming. The collaboration makes perfect sense because these entities have been working together to sustain the Yachats Public Library for the last twenty years. The library is unique in that it is not part of the County taxing district for libraries.

The bookshelves are expected to have a lifetime of forty years. They will be kept safe by being used in a secure library building.

GOALS & OUTCOMES

- Describe up to three primary goals of the organization, demonstrating how the proposed project will address those goals.
- Effective goals are specific, measurable, achievable, and realistic, have a defined time frame.

Goal	Strategy	Outcome
FYL will make funds available for the Yachats Library Commission to purchase 32 library bookcases for the new Yachats Public Library location by December 31, 2018.	Fundraising through grants and individual donations will build resources needed to purchase equipment	FYL increases resources of Yachats Public Library.

ORGANIZATION DESCRIPTION

Use only the space provided below to describe your organization. This information will be used for public media releases and announcements of awarded grants.

The Friends of Yachats Library is a 501(c)3 organization whose mission is to raise funds to sustain the Yachats Public Library. It holds a large annual used book sale, other fundraisers and writes grants to purchase books and other materials for the library. It also raises funds for library programming.

PROJECT DESCRIPTION

- In one page or less, provide the specifics of the project.
- Briefly explain how the grant funds will be used.

STCCF funds will be used to purchase 32 new bookshelves for the Yachats Public Library. The bookshelves we plan to purchase are 48' tall units and will provide clear sitelines across the library. They will be purchased and installed in the new library facility adjacent to Highway 101. This new library facility was purchased by the City of Yachats in 2015. Prior to the purchase, it was owned by Bank of the West, and was only only local financial institution.

The planning team has researched several companies who make bookshelving to decide what type of equipment would best suit the library's needs. Important criteria for our selection are: 1) meet current seismic regulations; 2) durability; 3) ease of use for stacking books; and 4) attractiveness. Our team has researched costs of individual units and have made estimated costs for the purposes of this grant proposal.

Because of the stability of the units (compact height and broad base), they will not require bolting to the floor. The units also exceed newer seismic regulations. And because they can be seen over by staff, they will increase the safety of staff and library visitors and create an open, airy ambience.

The estimated cost for each unit is \$1,200, including shipping and handling. The expense for the total project is \$38,800, including shipping and handling. The units will be shipped by ground transport directly to the new library site.

Because of the cost, the Friends of Yachats Library has embarked on a fundraising campaign to raise the needed funds for the bookshelves. To date, \$12,000 has been raised in community donations and from reserves of Friends of Yachats Library.. We have also submitted a grant proposal to the Lincoln County Community and Economic Development Funds for an additional \$15,000. We have other planned fundraisers to raise the balance of funds (less this grant proposal). We expect that it will take four months for us to secure all of the funds needed to purchase and install the bookshelves.

The Library Planning Team is currently working to design spatial elements for the new library space. We expect design work to be complete by early Spring and that the library will be ready to make its move into the larger building in Fall 2018. This building schedule nicely matches our ability to raise funds for the bookshelf units. If the building portion of the project is delayed, the bookshelves will be purchased and stored until the facility is ready to receive the bookshelves.

PROPOSED PROJECT BUDGET

		Amount
A	Total Matching Funds SECURED to date (may include fundraising, in-kind, donated materials, services, labor, etc.)	12,000.00
B	Total Matching Funds PROPOSED but NOT secured (may include fundraising, in-kind, donated materials, services, labor, etc.)	16,800.00
C	Total Funds REQUESTED from Siletz Tribal Charitable Fund	10,000.00
D	TOTAL cost of the Project (equals total of A+B+C above)	38,800.00

Summary of Secured and Proposed Matching Funds

Funding Source	Secured Amount	Proposed Amount	If Proposed, Indicate date.
Applicant Cash - from fundraisers	12,000.00	1,800.00	March 1, 2018
Lincoln County Community and Economic Development Funds	0.00	15,000.00	December 31, 2017
	Total Secured 12,000.00	Total Proposed 16,800.00	Total Combined 28,800.00

If no other sources of cash, in-kind or fundraising is being solicited for this project, please explain why.

DETAILED PROJECT BUDGET

- This detailed budget should reflect the total amount to be expended for each line item over the term of the grant, including other budget items involved in the project but not covered by or requested from the Siletz Tribal Charitable Contribution Fund.
- Written cost estimates/quotes from vendors, retailers or contractors must be attached for items requested from STCCF only.
- Totals for ALL columns and rows are calculated from information provided. TOTALS in two below rows must equal.

Budget Items	Requested STCCF Fund	Applicant's Share		Total Cost
(Include quantities and cost per item)		Secured	Proposed	
Thirty-two 48" high wooden bookshelves	10,000.00	12,000.00	16,400.00	38,400.00
Handling after shipping			400.00	400.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total from above:	10,000.00	12,000.00	16,800.00	38,800.00
Total from Proposed Budget :	10,000.00	12,000.00	16,800.00	38,800.00
IF THE ABOVE TWO ROW TOTALS DO NOT MATCH - CHECK BUDGET AMOUNTS ON PAGE 5.				

CERTIFICATION:

By signing the application form, the signer certifies:

- The information provided is accurate and that any grant funds received will be used according to the stated purpose and approved awarded purposes only.
- The organization will comply with the Siletz Tribal Charitable Contribution Fund regulations and guidelines as stated.
- All awarded funds will be used only for the purposes awarded.
- If awarded, reasonable efforts shall be made to publicly announce the award.
- The organization will provide the final evaluation report in a timely manner including at a minimum how the funds were used.
- The organization will return all unused funds to the Siletz Tribal Charitable Contribution Fund, unless other arrangements are made and approved, in writing, by the Siletz Tribal Charitable Contribution Fund Advisory Board.
- The person signing this application should have the authority to commit the organization to these conditions.

Contact Person's Signature

*

Date

* If submitting application by e-mail, your email will be used as the signature.
Please remember to PRINT and or SAVE a copy for your records.

Please submit the completed application via Email at stccf@live.com

STCCF is not responsible for any technicalities resulting in the delay of submission by any deadline.

OR

Mail **ONE** complete copy of the application
through US Postal Mail to:

Siletz Tribal Charitable Contribution Fund
P.O. Box 549
Siletz, Oregon, 97380

Hand Delivery

Or

UPS or FedEx Delivery:

Siletz Tribal Charitable Contribution Fund
201 E Swan Avenue
Siletz, Oregon, 97380

STCCF ENCOURAGES A GREEN APPLICATION PROCESS!

- Please do not submit letters or applications in report covers, binders or folders of any type.
- The application may be emailed to stccf@live.com
- Use 2-sided/double-sided printing and copying if submitting a hardcopy of application.
- Please recycle your drafts.
- Use environmentally-preferred paper which can often be purchased at little or no increase in cost. Look for these paper products specifications on the package when buying paper: highest feasible percentage of post-consumer recycled content, chlorine free bleaching process, and wood fiber certified by the Forest Stewardship Council and mercury-free pulping caustic.



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Consultant's Preliminary Report Regarding Relocation of the Yachats Public Library

Site: The National Security Bank Building, aka "The 501 Building"
501 Highway 101, Yachats, Oregon 97498

The purpose of this report is to assess the suitability of the "501 Building " for use as the new Yachats Public Library and to assess the building's present systems regarding their capacity to serve the functions of a library. In order to develop a comprehensive understanding of the structure's integrity. I sought the advice of University of Oregon Professor Emeritus, Donald Peting. Mr. Peting has previously served as the head of the University of Oregon School of Architecture 's Structures Program and as head of the school's Historic Preservation Program. Mr. Peting visited Yachats on September 26, 2017. He joined me for several hours in a comprehensive inspection of the former bank building. His observations and insights have been essential in helping me to form an understanding of the structure and its potential for development. The following preliminary report reflects my observations during our visit and my preliminary recommendations. This document is intended as a platform from which to launch a fully developed design process I will meet with the committee on November 8 and will issue a final report with recommendations informed by the discussions at that meeting.

Land Use

The former bank building at 501 Highway 101 in Yachats was constructed in 1992 for use as the National Security Bank, It later was re-branded as West One and later became the Bank of Oregon. Today the property is owned by the City of Yachats and is commonly referred to as "The 501 Building" The City purchased the building with the intent of reusing the structure as a new location for the Yachats Public Library. The building is currently classified as a business occupancy,category B-2. Unless the maximum capacity were to be held to 49 the occupancy category will be required to change to an assembly use designation, A-3. in order to accommodate its use as a public library. As long as total building capacity is below 300 (299) the City will be relieved of a variety of code requirements that would normally accompany a change of use. This information will be discussed in the context of the various re-use considerations listed in this document below. As the property has already been in use for commercial and public use it is presumed that zoning will not be an issue

Geography:

The "501" building is located directly adjacent to Highway 101 and directly across from the Yachats Commons. The building is about two blocks from the ocean. Numerous lodging accommodations, eating and retail establishments are within easy walking distance of the building . A museum and a bus stop are approximately three blocks from the proposed site. The Yachats State Park is approximately four blocks from the site. The western and southern windows of the "501" building overlook a ball field, the Yachats Commons building, the Commons' covered picnic shelter and the Commons' playground. Just west of these functions is the Yachats Commons Park. The location is ideal for a public library.

Pedestrian and vehicular access:

The proposed library site is served by sidewalks along Highway 101 and Fifth St. Vehicles may access the parking lot from Highway 101 via 5th St. A service road connecting to both Fifth and Sixth streets serves the rear (western) side of the building.

Parking:

Nineteen site-specific parking spaces are required by code for this site. The site contains twenty-two site-specific parking spaces and a space for RV parking. These spaces are located on the north side of Fifth St, in a parking lot in front of the east primary entry to the building and on the north side of the building. The spaces in the east side parking lot are striped in a slanted pattern. The Commons is served by parking spaces on the south side of Fifth St. Parking space is often shared between the two buildings. For the new A-3 use the parking pattern in the east side parking lot will require alteration in order to comply with ADA parking requirements.

Grade and Drainage:

The site has a moderate grade west and appears to have sufficient storm-water drainage

Outdoor lighting:

General exterior lighting is provided by a standard pole mounted streetlamp adjacent to Fifth St.

Sign:

A decommissioned sign exists at the south -east corner of the site.

The Building**Dimensions:**

68' x 65'

Foundation:

Concrete slab

Retaining Walls:

The stability of the building's foundation is provided by retaining walls on the west and south sides of the building perimeter.

Internal Structure:

The internal structure wood frame construction. Some interior partition walls are load-bearing. Beams frame a central clear-span area with composite beams on the north and south perimeter of the clear - span area and glue-lam beams providing support at the east and west perimeter of the clear-span assembly area. A second story space exists over approximately the western third of the main floor. This space is accessible by ladder only and is enclosed by plywood on the east and west and unfinished sheet-rock protecting the underside of the roof and the gable ends. It currently houses air-handling units, decommissioned security-system equipment and a phone extension junction box. This area is currently largely empty with the exception of the equipment mentioned. The gable roof structures are supported by web-truss rafters. At first glance the structural systems for the roofs appear surprisingly light--weight. However the building is in an area in which snow loads are quite rare. Otherwise the roof

structure appears to be well-designed and in good condition. We did not see evidence of roof leaks on the interior.

Envelope:

The building's envelope is wood famed and sheathed in vinyl siding

Roofs:

The roof structure is composed of three gabled roofs with a common ridge set slightly east over the building volume. Separate roof extensions exist over the east entry area and the drive through teller area. An extended eave arrangement provides the coverage for the west entry landing and adjacent balcony areas. The roof material is metal

Roof Drainage:

Roof drainage is provided by gutters which drain to a combination of internal drains and some surface mounted downspouts..

Bank Vault

A concrete bank vault with steel doors exists directly north of the clear span central assembly space

Grey-water and Sewage Disposal

Sewer and storm sewer are provided through normal City services.

Electrical Service:

The 501 building is equipped with a 400 amp three phase electrical service. A pre-existing electrical transformer appears to have been used for the original power entry to the current building. There is no building department record of this power entry being changed since the 1992 construction of the current structure. At the time of the building's construction the State of Oregon was still issuing electrical permits for this area. Therefore Lincoln County does not have a record of the original electrical permit. The State has not been able to find their record. Some evidence has been cited by Steve Wolford of Florence Heating and Sheet Metal that the existing HVAC equipment may have been impacted by a power surge. This may indicate problems with equipment within or associated with the transformer feeding the service entry.

HVAC

Supply:

Two exterior heat pumps serve two air handling units in the mezzanine storage area. The heat pumps are over twenty years old. One has had a major component replaced recently. The air-handling units appear to be newer and in good order.

Distribution:

The HVAC distribution system consists primarily of 14" round ducts laid-in above the suspended ceiling. The layout appears to provide good coverage. An additional exhaust fan was added to the system after the initial installations

Interior Floor-plan

The main floor of the 501 building contains a central volume with an elevated finished ceiling over an independently suspended ceiling. Two wings, one south and one north border the central clear-span area. The east-west trusses are supported at the edges of the central volume by round posts. Private

offices occupy the southeast and southwest corners of the south wing of the main floor. The west end of the central volume is bounded by a frame wall behind the teller counter beneath a glue-lam beam. This set is likely the primary support for the mezzanine attic area. A small kitchenette and storage area are on the west side of that wall at the south end of the space behind it. A conference room is framed in along the central west wall. It also has a kitchenette feature. The bathroom block occupies the northwest corner of the building plan with the mezzanine attic access and storage adjacent just east. A bank bag drop vault and a drive-up teller's internal work station occupy the central north wall while the vault complex occupies the northeast corner of the plan.

Interior Qualities:

The clear span central area of the interior is equipped with a typical teller counter extending most of the width. The City has determined to remove this counter which will free a significant amount of space to be incorporated into the central area. Power at the former teller stations has been capped in the respective junction boxes and remains available for use in new configurations. The central area has an elevated volume capped by a partial suspended ceiling. This volume is lit by a set of wall height vertical windows facing east in an extended section of the central volume. These windows provide a dispersed natural light which gives the central volume a beautifully airy and calm quality.

The wings are bound by sets of posts and have lower ceilings. The south exterior wall supports a wall-length set of casement windows. These windows are set back in the south elevation and shaded by an overhang. This arrangement minimizes glare and direct light incursion. Given these conditions the south wing of the main floor would be suitable for stacks or other material display as would the clear-span central area. The open volume of the north wing of the main floor is lit primarily by the drive-up teller window. The northeast area of the space is occupied by the vault. The northwest portion of the wing is occupied by storage closets, the ladder to the mezzanine attic and the bathroom block. The open portion of the northern wing area is largely needed for circulation but there is enough space in that area to define a smaller activity area. The very typical bank interior is still suitable for public use but is looking a bit tired.

Ceilings:

The ceilings are suspended ceilings. They are lower in the south and north wings. The central clear-span area has a detached suspended ceiling covering a finished ceiling.

Windows:

All of the windows, with the exception of the drive-up teller window, seem to have opening casement features.

Finishes

Interior finishes are primarily paint over sheet-rock with a thin-coat of plaster. In some areas paint directly on concrete.

Floor covering:

Carpet

Concrete Vault:

The vault consists of two rooms with a counting room

Bathrooms:

Men and women's bathrooms are located in the northwest corner of the main floor. The restrooms are accessible to 1992 standards

Lighting:

Most of the installed lighting consists of fluorescent tube fixtures inset in panel in the suspended ceilings

Accessibility

The east main entry is accessible by wheelchair. The grade appears to be less than one in twelve feet: The entry-egress doors do not have automatic door opening devices. The bathrooms are wheelchair accessible to 1992 clearances. An anteroom arrangement for the bathroom entry may prove troublesome to wheelchair users although the 36"inch clearances are maintained.

Fire and Life Safety

The existing exits are directly opposite each other on the east and west walls. The exits each have double doors to an air chamber ante-room leading to a set of double doors opening to the outside. The eastern exit opens to a sidewalk with a curb cut to the parking lot. The western exit opens to a set of double stairs descending north and south. Neither existing exit door set is equipped with emergency hardware or emergency lighting. All doors in the path of egress will be required to be served by emergency hardware, exit signs and emergency lighting. There are smoke detectors appropriately placed around the facility. The current alarm panel at the entry is a single zone panel. There are no sprinklers in the building

Recommendations: Change of Occupancy and Conversion Needs**Accessibility**

A complete verification of all of the bathroom fixtures and the spaces around them should be conducted. This survey will determine if they meet the current code. If spatial adjustments are needed additional space may need to be garnered by adjusting adjacent areas. Some additions of specialized equipment or hardware may be required to meet the current standards. The spaces in the east parking lot must be adjusted to provide parking that is perpendicular to the plane of the entry. The re-striping required to produce this result will likely reduce the number of parking spaces in the east parking lot. If the total number of parking spaces on the property drops below 19 because of this adjustment additional spaces may have to be designated off-property. Supplemental spaces may be counted toward the requirement if they are within 800 linear feet of the library facility. A variety of small hardware and equipment features will be required as additions to the existing bathroom arrangements. The primary entry door to the facility should be equipped with an automatic door opener.

Accessibility requirements regarding passage and turning radius should be used as a primary criteria in the placement of book stacks and the design of access to reading areas, computers, the check-out desk etc.

Electrical service

The current 400 amp electrical service seems sufficient for the current and near future needs of the library. If the number of computer stations are to be significantly increased the City should plan on allotting between 8 and 10 amperes for each complete station. This draw will be less if work stations are sharing primary components. These increases will be offset by the efficiency of new HVAC equipment if

the City upgrades the heat pumps. The City may wish to ask for an inspection of the transformer serving the building. Additional equipment may be required to prevent power surges. Depending on the floor-plan arrangement, new ambient lighting and task lighting will likely be called for. Many new lighting products are significantly more efficient than the equipment of just five years ago. I do not recommend removal of the existing ambient lighting at this juncture. However where new activity areas are created specialized lighting can create place identification and functionality without the need for constructed boundaries in many cases. In these applications greater efficiency can be garnered. New more efficient products can also be used in locations where higher ambient light levels are desired. A careful selection and distribution of equipment can provide the appropriate level of service without a dramatic increases in electrical power needs. The location of junction boxes will need adjustment to reflect any new partitions, work stations or activity areas

I encourage the City to consider providing backup power such as a generator or an inverter to protect against power outages. In addition to curtailing patron use, a loss of power during extreme weather conditions could impact the integrity of the material stored and displayed at the library. Installation of a back-up power capacity would also enable the library to augment the capacity of existing essential facilities in an emergency

HVAC

Replace or plan for replacement of the exterior mounted heat pumps. The current equipment is over twenty years old. Major components have already required replacement. The process of mechanical deterioration will continue and accelerate. Ultimately the City will spend less on the system within a ten year period through equipment replacement than it would investing in a series of expensive repairs. Such a replacement would cost about \$20,000.00. The air-handling system is less likely to fail in the immediate future and should be maintained separately but monitored yearly. Should the City opt to continue using the current heat pump system, the currently present interior heating strips will keep the building sufficiently warm to avoid condensation in the building and the subsequent damage to books, electronics etc. Therefore an HVAC equipment failure in the winter would not be immediately catastrophic. A failure in the summer however could expose the library's contents to undue humidity and make use of a building designed to be air conditioned uncomfortable for patrons and staff. The City may wish to consider the installation of an additional humidity control component to provide greater moisture control for the protection of the library's inventory. Such an addition would cost approximately \$4000.00 including electrical, permits and installation. This type of unit would be directly integrated into the distribution system and operate independently of the other related mechanical equipment. Adjustment of the interior distribution system will be required to fit any new partition arrangements.

Fire and Life Safety

The change of occupancy to A-3 will trigger a requirement to install emergency egress hardware on each exit door. For the existing doors that would translate to eight hardware installations. I recommend the installation of another exit on the western section of the north wall even if it is not required. Each exit path must have emergency lighting specific to that pathway. All emergency lighting must have a backup power supply capable of operating the lighting for a minimum of 90 minutes. Power for emergency lighting may be provided either by batteries at the fixture or by a power inversion system.

The current fire alarm panel is a one zone panel. If additional assembly areas are utilized such as a conference room or a separated area for teens the fire alarm panel must accommodate multiple alarm zones. The fire alarm system for a new assembly use must be connected directly to the local fire department. A full analysis of the current equipment may reveal that it has unused capabilities. If it does

not replacement would be required in these circumstances. If capacity remains under three hundred sprinklers will not be required. However the contents of the building are precious and the building is sufficiently close to the Commons building that a fire in the 501 building could conceivably spread to the Yachats Commons. Fire-suppression systems which are suitable for libraries are available. These systems use a variety methods to minimize the potential for damage to books and archival material should activation occur. In general these systems are significantly more expensive than standard sprinkler systems. The City may wish to consider installation of a sprinkler system in the future. The suspended ceiling arrangement of the building's interior enables retrofit of such systems possible with minimal disruption of existing building material.

Seismic Requirements

If the new library's capacity remains below 300 seismic upgrade will not be required.

Energy-saving requirements:

If the Library's capacity remains under 300 energy- related codes will not apply. However I recommend that a full energy audit be undertaken. Knowing the options available for efficiency and responsible energy use and the associated costs can be an important economic tool for the management of the facility going forward

Building maintenance and upgrades:

The current building envelope of vinyl siding is showing early signs of ultra-violet light and weather caused deterioration. I recommend that the building be painted to preserve the envelope material and to help make the building project a new exciting image for the library's relocation.

Program related design choices:

The internal space of the 501 building can be viewed as a set of programmable spaces. Those include:

1. The clear span central assembly space.
- 2 The south wing
3. The north wing
4. The conference room area
5. The kitchenette area
6. The southwest corner office
7. The southeast corner office
8. The vault
9. The mezzanine attic

Those who currently volunteer at the Yachats Public Library are some of the best authorities on what is needed to meet the needs of residents and visitors to Yachats. The choices made in this arena should be made with careful attention to the information they have gained through the current library operation in planning for the design process for the new facility.

Based on my observation of the current library operation and the operation of similarly sized libraries, my understanding of the primary design components to be considered going forward is expressed in the following list:

- A. Book stacks and storage
- B. Display and curation of periodicals
- C. Non-electronic catalogues and reference materials: display and storage.

- D. Electronic resources including public computer stations, ebooks and catalogue reference programs
- E. Administrative functions including technical maintenance
- F. Points of service delivery ie: check out desk, reference services etc
- G. Reading areas
- H. Conference rooms
- I. Areas for children's literature, media and activities
- J. Areas for teens' literature , media and activities
- K. After hours services: book drop-off etc.
- L. Online services
- M. Art display and community access display areas
- N. Patron accommodations such as coat racks, water fountains study kiosks etc.
- O. Funding opportunities, promotional opportunities as they relate to facility operation
- P. Landscape and library-related outdoor accommodations
- Q. Security systems and emergency preparedness measures regarding the building and its operation
- R. Music, Film and other media collections
- S. General Storage
- T. Facility maintenance spaces and requirements
- U. Current and future use of the mezzanine attic area

I have some thoughts on potential choices in the areas listed. However I would like to first learn about the perspectives of the experts, that is the "Two plus Two Committee", the volunteers working at the library and the City of Yachats staff before providing design recommendations. Their views on the use of this exciting new facility will help establish an applicable basis for my recommendation for developing the new facility.

This is a preliminary report intended to lay the groundwork for addressing the questions touched on here and those that will arise during our upcoming meeting and subsequent processes. Following the meeting on November 8th I will provide a more developed report including my own recommendations. I have become sufficiently familiar with the current Yachats Public Library and the "501" building to know that the "501" will provide an excellent home for an expanded Yachats Public Library. I thank you for the opportunity to observe and assist as this exciting project unfolds.

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Consultant's Final Report Regarding Relocation of the Yachats Public Library

Site: The National Security Bank Building, aka "The 501 Building"
501 Highway 101, Yachats, Oregon 97498

This final report is intended to be read as an addendum to the preliminary report provided in early November 2017. The information or recommendations found in this final report represent refinements and additions to the comprehensive information found in the preliminary report. Readers who have not done so are requested to review the preliminary report prior to viewing the contents of this report.

I will start this report by providing corrections to some of the information contained in the Preliminary Report

I. Corrections

A. Electrical Service

After producing the preliminary report for the conversion of the former National Security Bank building (the "501" Building) for use as the new Yachats Public Library. I received additional information from the Central Lincoln Peoples Utility District. The information had been requested some time ago. However the utility district's administrative office was not able to retrieve the information at that time. Shortly after providing the "Preliminary Report" to the City of Yachats I received a call from Central Lincoln with updated information regarding the electric service serving the 501 Building. 15,000 amps of power are available at the transformer on Sixth Street which serves the 501 building. However, the service to the building is single phase. Three phase power is available at a transformer near Fifth Street serving the electric vehicle charging station. If desired, provision of new three phase service to the building should be a relatively easy task.

B. Additional Concerns

Don Peting provided some corrections and additional concerns to be addressed in this report:

1. Roof Material

In my preliminary report I stated that the 501 Building has a metal roof. Don Peting reminded me that the roof structure is wooden. The roof covering is metal.

2. Seismic vulnerability

Although a structural seismic upgrade will not be required as a condition of a new A-3 occupancy permit for the 501 building, I encourage the City to commission a seismic risk analysis accompanied by a cost

analysis for a seismic standards retrofit. Earthquakes have been reported in Oregon on a regular basis in recent years. To date there has been little damage, associated with these events in Oregon. However scientists predict more severe earthquakes for the region in the future. Should a severe earthquake occur there may be a potential for collapse of the clear span roof structure. Although egress from the building is good and will be improved by a third exit, it is possible that an earthquake event could result in injuries or deaths involving occupants of the structure . A less severe earthquake would have the potential to bring down portions of the suspended ceiling, light fixtures air handling ducts etc., Such an event may also topple book shelves, displays, wall hangings, computer arrays. etc. thus creating a potential for bodily injury to building occupants. The new library will house a collection of resources which could take many years to replace if lost or damaged in an earthquake event.

Recommendation

The City should consider the cost of a seismic upgrade to the 501 Building. Because the suspended ceiling can easily be removed and subsequently remounted provision of a horizontal membrane and other stabilization features may be less costly than they might be in a structure which relies on a more dense pattern of internal partitions to create structural integrity. By retrofitting the 501 building to current seismic standards the City could gain an additional essential structure for emergency assembly and other emergency functions. If the cost of a structural upgrade proves prohibitive the City should consider internal measures to minimize risks during an earthquake event. These may include choosing bookshelves and furniture that will resist toppling during an earthquake event and bolting some items in place. During our building tour on November 8 a library volunteer shared a photographs of bookshelves designed for this purpose as part of our preliminary design discussion. My feeling is that the product shown is an good choice, well designed to prevent toppling of the shelving during such a seismic event. However, even the item shown, laden with books could slide during a strong seismic event. Such an action would likely cause shelved material to be propelled out of the shelving creating an impact hazard for people assembled in the facility and potentially blocking an aisle at a moment when egress is most needed. Therefore I would continue to recommend that where possible, that bookshelves, permanent displays and other large stationery items be fastened to the floor.

3. Foundation

During our initial inspection of the 501 Building we noticed a crack in the concrete slab floor. After removal of the bank counters the dimensions of the crack were more readily visible. Most of the trajectory of the crack remains concealed by carpet but it appears to run the width of the building about fifteen feet south of the building's east-west axis. At some locations the crack is as much as 1/2 inch wide. Such cracks are not unusual in concrete structures. They often are the result of settlement, or extreme fluctuations in thermal conditions. However, such a fissure might also denote failure to allow sufficient time for the concrete to cure during the construction process prior to the application of loads, failure to properly compact the fill below the slab. or loss of ground material beneath the pour due to the presence of underground streams or concentrated drainage.

I consulted with Don Peting regarding the potential for damage or loss due to forces that may have caused the fissure going forward. Both Don and I view significant future problems due to the fissure as unlikely. The building appears generally straight and shows no signs of undue settlement in the exterior retaining walls or interior vertical surfaces. There is a good chance that there is no significant reduction in structural capacity due to the noted crack. However, the crack in the slab floor should be tested to provide assurance of the integrity of the foundation pour.

Recommendation

We recommend that the City immediately install a concrete crack monitor (also known as an extensometer) and acquire a concrete crack width gauge to track any movement of the concrete slab as indicated by changes in the width of the fissure. These products can be acquired at most masonry suppliers or ordered online from Certified Materials Testing Products. The combined cost of the two devices should be about forty dollars. We recommend using these devices to monitor the fissure for about six to 8 months. No investment in improvements to the building should be made during this period. If the width of the fissure remains constant or fluctuates between expansion and contraction (a normal result of thermal fluctuations) during this period structural conditions may be considered normal.

If a pattern of continuing expansion of the crack's width is identified further analysis of the structural conditions and capacity of the floor and foundation system should be conducted prior to initiation of improvements to the building. Such an investigation should be conducted by a structural engineer who specializes in foundations. Should advancing conditions be identified, a variety of treatments may be available. These will be identified by the engineer, if needed. The presence of such conditions may not eliminate the viability of the project. However cost analysis should be conducted at that point to assess the economic viability of continuing with the conversion plan.

I wish to emphasize that neither Don Peting or I expect the later outcome. Therefore I recommend that planning for the conversion project be continued during the monitoring period. The City can acquire all of the other necessary assessments, continue the design process and identify and prepare for desired purchases of furnishing, materials, equipment and services during the monitoring period without committing significant resources.

Presuming that the project will progress to fruition, I recommend that after the testing period and prior to any installation of floor covering the crack be filled with an elastomeric material to prevent potential incursion of moisture through the fissure.

II. Review of the November 8th workshop

A. Discussion at the Council Chamber

On November 8th I met with the Library Committee in the Council Chamber at the Yachats Commons Building. During that discussion we addressed the following topics:

1. Mechanical

We reviewed my recommendation of replacement of the aging exterior mounted heat pumps

2. Work Conducted by the Owner

We discussed what types of work could be conducted by the City as owner without a permit: The example presented was the Insertion of a door in an existing wall. I provided a standard: If the door is to be placed in a non-load bearing wall, a permit would be required but the work most likely could be conducted by the City (as owner). If the door is to be placed in a load-bearing wall a permit would be

required and submission of detailed drawings by a registered architect or engineer would be required. My recommendation to the committee was to have the type of work described provided by a licensed, bonded contractor who would be required to warrant the work. By choosing that method the City would have the benefit of the warranty with the insurance of the contractor's bond. This recommendation does not imply the need for a general contractor to manage all the work of the project.

3. Actions Requiring Stamped Submissions

I advised the committee that any plan that proposes to remove or structurally alter load-bearing walls would likely require drawings stamped by a registered architect or engineer to be filed with the building department. Any alteration of mechanical systems beyond replacement of like-kind in a similar formation would likely require submission of drawings bearing the stamp of a registered architect or mechanical engineer. If the City acts as its own general contractor such contract documents could be submitted for only those areas for which stamped documents are required by code or statute leaving the balance of the project to be managed as a simple restoration/rehabilitation, furnishing and equipping of an existing building.

4. Potential timeline

We reviewed the potential timeline for opening the new library. After reviewing the likely phases of design, bidding, permit acquisition, construction, moving of library stock etc., I advised that it may be possible for the new library to open in the Fall of 2018. A list of benchmarks to be accomplished to reach opening is presented below.

5. Project Management

During our discussion we reviewed various formats for management of the conversion project including the options of having the project led by an architect or by a contractor. These platforms provide advantages as well as disadvantages. New construction is often accomplished through the use of a general contractor under the supervision of an architect. This format provides quality assurance and the overall protections of the general contractor's bond. The architect is able to issue change orders in response to regulatory, logistical or economic demands. The client is relieved of the day to day oversight of the project and is protected from liability for the actions or shortcomings in the work of subcontractors. However this format can add significant costs for construction materials and services beyond the basic costs of construction and may result in less control by the client over the details of the work. I reminded the committee that both architects and contractors operate with an incentive to increase rather than decrease the value of the work.

Recommendation

I advised the committee that in my view the City would gain the greatest value by hiring or appointing a project manager to coordinate the project from design through construction. In this format the project manager, on behalf of the City, would hire contractors, including architects or engineers on an as-needed basis. An experienced project manager operating in this format can produce significant savings in the both the overall project cost and in the management of the work of individual tradesmen. The project management format can also provide the client with much greater control of

the work and project finances on a real-time basis. The process of putting change orders into effect would be more direct and timely than in the traditional format. In the project management format volunteers can more easily be used to accomplish low-risk portions of the work.

B. Tour of the "501" Building

During the November 8th visit we toured the 501 Building. During the tour we reviewed the following topics:

1. Floor Plan

I found that prior to my visit the committee had been hard at work determining the general layout of the facility and their preferences regarding design choices. The manager of the current library took the lead in the discussion. There was a general consensus on the following major components of the preliminary design: a central reading area would be flanked by an area for book stacks in the south wing of the space and computer terminals in the northern wing of the space. The current office in the southeast corner of the building would be used as a meeting room. Adjustments for accommodating this use might include removal of the closet in that room. The office in the southwest corner of the building plan would be expanded to the east by several feet to serve as a space for teens and young adults. The south wall of the current conference room, which is located along the central west wall of the plan, would be opened up to provide a new access to the room enabling the development of a space for children. Several committee members present expressed a preference for an arched entrance at this location. The closet and kitchenette in the conference room would be removed to enlarge the space. The current janitor's closet and a storage closet at the northwest corner of the room would remain. The current drive-up bank drop would be retained and re-purposed to serve as a drive-up book drop. The current drive-up cash retrieval equipment on the north wall would be removed and the window set would be expanded. The current bank vault would remain in place and serve as a book storage area.

2. Removal or Alteration of Load-bearing Walls

The floor plan described above would require the removal or alteration of three walls that are likely to be acting as supports for the mezzanine second floor and portions of the roof truss structure. A registered architect or an engineer would be needed to create stamped drawings depicting the detailed designs for replacement of the load bearing capacity of the partitions to be altered or removed.

3. Third Exit Location

The change of occupancy category from B-2 to A-3, required for conversion of the 501 for use as the library, will create the necessity of a third emergency exit. Even though the capacity will remain under 300 occupants, the two existing exits are more than fifty feet apart triggering the requirement for a third exit. Two options were discussed for accommodating the new exit:

a. Option (a) would route emergency egress through the current ante-room and turning area of the women's bathroom.

b. Option (b) would route the new emergency egress through the space currently occupied by an office supply closet. Both options discussed would exit to an area of the north wall near the northwest corner of the building and near the drive-through port-cochere on the north wall of the building.

Recommendation

We recommend Option b: routing the egress through the space currently occupied by the office supply closet. Option (a.) would utilize an existing corridor and remove the door frames and adjacent framing of the ante-room currently enclosing the space that would become the exit corridor. While option (a.) is straightforward it would require the construction of a new entry portal to the women's restroom to create the proposed egress path. It would reduce the space available for wheelchair movement within the women's restroom and could conflict with the required turning radius and obstruction-free area for wheelchairs using the pathway to turn, enter the restroom and use the services within it. Option (b) also provides direct emergency egress. It similarly utilizes an existing service space and requires minimal demolition and patching. However it would not pose a potential for conflict between wheelchair access to an essential building function and the egress function. Additionally, its location and width would enable the addition of a stairway ascending from a ground floor landing at the north end of the new corridor to the mezzanine second floor. Currently the second floor is only accessible by a built-in stair-ladder. The new staircase would significantly improve the ease of transporting items to and from the second floor storage area and would enable future development of the second floor space for other non-public uses such as offices. Should offices be constructed on the second floor in the future the new emergency exit at this location could also serve as a controlled exterior entry for those offices. Although the execution of Option (b.) would remove current storage space most of the lost storage space could be recovered by construction of a closet under the staircase. Either option could be accomplished without loss of floor area in the general library space.

4. Preliminary Design Process

We discussed the importance of creating a preliminary design template prior to contracting with architects or engineers for either the overall design or details. This work could be accomplished by the library committee in consultation with the City staff and consultants in design specialties. A desire to seek consultation of a specialist in library design was expressed by some committee members. To follow up on that discussion I encourage that the committee engage in a charette process. The charettes may be guided by design professional or may be self-guided by the committee. One exercise might take the form of a "silent charette" This exercise is intended to move the discussion toward the creation of a preliminary design. A formal design process must ensue prior to contracting for improvements. However I encourage the committee to try this method for about two weeks:

Set up tables in one of the offices or in the conference room in the 501 Building. Provide roles of butcher paper, number 2 and colored pencils, straight edges rulers and any drafting equipment available. Such equipment might include triangles, circle templates, skinny paper, tacks and tape. I encourage the committee members to visit the building often and to use the supplies there to create their own versions of the layout for the library with notations about details, equipment, functions etc. These drawings do not need to be scale drawings. If a scale is used please note it on the drawing. These drawings can be made quickly without undue regard for presentation quality or spatial accuracy. They can take the form of bubble drawings, straight edge drawings, collages, lists etc. The most important value in these drawings is that they can quickly communicate ideas of what layout and features individual library committee members wish to see and where they would like to see them. Above all these representations should be quick and not precious. When a committee member has created a drawing, left a photo or made some notations the committee member is encouraged to post them to a bulletin board, or display board set up near the drawing tables for other participants to see. Once a fair number of pieces have been posted I encourage the committee to meet as a group discuss the ideas

represented and seek consensus within the group regarding the floor plan and features to be adapted. If a project manager or consultants are selected they may facilitate the follow up discussion or conduct a guided charette.

This is just one of a variety of methods that can be employed to arrive at an agreed upon preliminary plan. Once the plan is established it can be submitted to a professional graphic artist, draftsman or designer to produce a version of the floor plan that can be displayed in public and submitted to design professionals for use in code review and in creating contract documents

5. Fire and Life-safety Upgrades

We discussed the improvements needed including the third exit discussed above, installation of emergency egress hardware on existing exit doors, installation of a zoned fire alarm panel and exit lights with emergency lighting.

6. Lighting requirements and preferences

We engaged in a brief discussion of lighting needs. The new LED lighting in the Commons Building was mentioned. I recommended utilizing the existing lighting fixtures for ambient lighting utilizing more modern luminaires within them and the addition of task lighting in areas of specialized use. I noted that LED luminaires work well for broad area lighting at a distance but that I do not recommend them for close lighting and task lighting, particularly for reading. LEDs generate a pulse in a manner similar to fluorescent light but with greater intensity. This unseen pulse can sometimes create headaches and other symptoms in building patrons engaged in focused tasks. An area-specific lighting study should be conducted as part of the refinement of the preliminary design. This process will identify products for specification lighting improvements in the construction of the new space. It was mentioned that this is an area in which a library design consultant could help identify appropriate lighting placement along with sight-lines and other visual clues

7. Floor Covering

We had a brief discussion of options for floor covering. A committee member suggested using decorative slate as floor covering. I noted that such an application would be beautiful but would create greater reflection of sound than carpet might. It was suggested that surrounding features could be attenuated for sound.

III. Recommendations for Action and Project Sequence

The following list describes a potential sequence of actions in the creation of the new library. Few construction sequences occur exactly as planned. However, having a roadmap of the anticipated construction and installation processes and benchmarks can aid in achieving economy and efficacy in the work required to obtain a new improvement. It may prove to be a useful tool in the overall relocation effort.

1. Install a concrete crack monitor on the crack in the slab floor. Monitor for six to eight months
2. Consult with county officials to confirm what improvements will be required due to the change in occupancy status

3. Review the recommendations in the Preliminary Report for this project.
 4. Engage in the "silent charette: process described earlier in this document
 5. Conduct a facilitated group charette to produce consensus on the preliminary design.
 6. Conduct a combined meeting with the Library Committee, the City Council and the City Manager to determine the project management format going forward: Potential options include utilizing an architect, project manager, city administrator, contractor, or volunteer project coordinator to guide the project.
 7. Tour the building with the building inspector to ensure that code or required improvements implied in the newly agreed upon preliminary design are mutually understood
 8. Conduct an energy audit
 9. Conduct a seismic analysis
 10. Discuss the question of a power upgrade with Central Lincoln PUD
 11. Commission a Report from a Library Design Consultant in response to the preliminary design
 - a. A lighting study may be conducted as part of this process
 12. Conduct product and service searches for each component of the project
 11. Review the data from concrete monitoring to determine if an engineering analysis is needed. If so contract for that analysis
- (Note: The remaining steps in this sequence are based on the presumption that the results of the concrete analysis indicate viability for continuation of the project)
12. Arrive at consensus as to which energy, seismic, power,, ADA or structural upgrades are needed or desired.
 13. Review budget requirements and identify potential sources of funding
 14. Apply for additional funding or make the appropriate internal budget adjustments to accommodate the needs identified in item #13
 15. Conduct a public event soliciting comments on the updated proposed plan.
 16. Conduct an additional facilitated charette utilizing information gathered to date and public comments.
 17. Refine the preliminary plan to reflect the information described in item #16.

18. Identify construction components based on the plan refinement described in item #17. Components may be based on spatial arrangement, building functions, or trades.
19. Receive estimates based on the components identified in item #18
20. Review the budget and identify any adjustments required
21. Refine the required budget adjustments in each component area
22. Adopt a firm construction budget
24. Commission the creation of drawings, specifications, and standard contract documents for those areas requiring contracted work
25. Advertise for and receive bids,
26. Assign contracts or revise component budgets and specifications based on the bidding results and information provided by contractors
27. Re-bid construction components which required revised specifications
28. Assign additional contracts,
29. Procure any needed permits beyond those to be acquired by contractors
30. Establish a detailed construction schedule
31. Contract with a moving company with experience in moving documents or archival materials or organize a project manager or City employee supervised volunteer moving operation.
32. Execute construction in all platforms selected according to the adopted construction schedule
33. Complete the inspection process
34. Execute any needed changes identified during the code required inspection process or during inspections for quality and compliance with specifications
35. Organize and launch a public information and marketing program for the new library.
36. Plan an opening celebration
37. Conduct a soft opening period of approximately two weeks to work out any adjustments to operations needed to operate in the new facility
38. Produce a grand opening celebration marking this important advance for the City of Yachats

Consultant's Note

First I wish to thank Professor Emeritus Don Peting of the University of Oregon for his invaluable assistance in conducting this project.

It has been an honor to participate in the process of launching a planning process for the installation of a new Yachats Public Library in the former National Security Bank Building. I believe that the bank building will provide an excellent home for the library which will be both beautiful and functional. The new location will add the extra measure of convenience and visibility needed to significantly increase library patronage and public support. The new library will be an important element in drawing more visitors to the City of Yachats and will in turn create additional value for businesses in the community. Most importantly it will represent a major improvement in the functioning of the library and the experience of using the library for patrons of all ages. I look forward to attending the opening celebration.