

## APPENDIX C

### Methodology

Each community in the library district is unique, with different needs and goals. The Capital Facilities Plan is meant to reflect this diversity with recommendations for each community, while maintaining a regional perspective on the facilities needed across the library district.

#### How these recommendations were reached

- Analyzed library usage, library access and population growth data.
- Gathered public input through online and scheduled in-person open-house events.
- Discussed facility needs with community leaders, stakeholders and elected officials.

#### Using data to identify underserved communities

Data was gathered to understand how current customers use the library, how far they travel to access the library and how the size of the library impacts their use. In addition, population and demographic information was reviewed to better understand current customers and the impacts of population growth. The table below describes different types of data gathered.

Library usage data	Population/demographic data
Borrowing (physical and electronic)	2015 population
Reserving library materials/holds	Projected 2025 population
Library visits	Unemployment
Population served	Age distribution
Program attendance	Language spoken at home
Age/condition of facility	Household income
Facility size (square feet)	Household size and composition
# of computers, meeting rooms and quiet study spaces	Educational attainment

Sno-Isle Libraries and its consultants developed analysis areas called Library Geographic Regions. Library Geographic Regions were defined using Census Block Groups. Each Library Geographic Region included all of the Census Block Groups in the library district whose center points were closer to a specified library than any other library in the library district. In most cases, this defined area was used to assess travel conditions to libraries and population growth impacts. In some service areas, however, Census Block Groups did not reflect the library district’s customer data. Such areas include south Whidbey Island, which includes three libraries with significant cross-library use, and the Brier Library, which focuses on the Brier community rather than a larger Census Block Group area.

#### Community input

Community input is a principal component of making the Capital Facilities Plan successful. Sno-Isle Libraries received input from community residents, customers, stakeholders and leaders which reflected the needs and goals of the communities, how they use a library, what they see as the most important spaces the library should have and recommended changes and improvements.

In the development of the Capital Facilities Plan, Sno-Isle Libraries implemented two major phases of outreach:

**Phase 1 Outreach**

Sno-Isle Libraries sought input from community stakeholders early in the process to learn their vision for future library facilities and to gather their input on facility needs.

Sno-Isle Libraries involved local residents in conversations about what their community libraries should look like in the next ten years. From September 28 to November 9, 2015, participants were encouraged to share their vision for the future, recognize current successes and identify goals that community libraries can help meet, including service and facility needs. Sno-Isle Libraries received input from 5,013 individuals through stakeholder interviews, large in-person open houses, in-person small events and an online open house and survey.

**Phase 2 Outreach**

Sno-Isle Libraries shared preliminary recommendations in a Draft Capital Facility Plan with communities across the library district in order to gather additional input and feedback. Methods included:

- Online survey
- Outreach events
- Social media
- Sno-Isle website
- Media coverage

**Factors used to develop recommendations**

Consideration factors	Questions considered
Access	<ul style="list-style-type: none"> <li>○ Is the library in an easily accessed location?</li> <li>○ How far would current and future customers have to travel to visit the library?</li> <li>○ Is public transit nearby or will it be available in the future?</li> </ul>
Community feedback	<ul style="list-style-type: none"> <li>○ Has the community expressed a preference for a new or renovated facility?</li> <li>○ Does the community want space for programs/services the current library cannot accommodate?</li> </ul>
Current facility usage and trends	<ul style="list-style-type: none"> <li>○ Is the library of sufficient size and configuration to meet current needs?</li> <li>○ Do trends in library use suggest the need for different types of spaces within the library?</li> </ul>
Population growth	<ul style="list-style-type: none"> <li>○ Can the current facility adequately serve new residents based on projected 2025 population growth?</li> </ul>
Urgency	<ul style="list-style-type: none"> <li>○ Are improvements necessary now to meet current demands?</li> <li>○ Are improvements necessary to meet expected needs in the next ten years?</li> </ul>