



King County Library System

Site Selection Policy

GUIDING PRINCIPLES

When selecting a site for a new or expanded library, the King County Library System takes into account three fundamental factors:

- KCLS recognizes that as a regional service provider, the location of KCLS libraries must provide for optimal service to the most number of residents within the entire System service area. This takes precedence over political boundaries or undeveloped neighborhoods.
- The Board of Trustees is committed to providing an equitable level of service throughout the entire District.
- The placement of a library in a manner that maximizes its use will be more valuable over the long term than the original investment made in land or building. Typically, the original cost of a new building is exceeded in just three years by its cumulative operating costs.

SCREENING PROCESS

The following screening process is a prioritized hierarchy of specific factors that should be weighed to determine “the best” or “most suitable” site for a library. The three tiers of screening criteria form a naturally weighted system that can guide the selection of a library site.

| Low | Med | High | Phase I |
|-----|-----|------|---|
| 1 | 2 | 3 | Visibility <ul style="list-style-type: none"> • Visible from the street • Traffic count that meets or exceed the average traffic counts of a major thoroughfare in a community • Visual appeal |
| 1 | 2 | 3 | Site Capacity <ul style="list-style-type: none"> • Space for building and parking • Space for future expansion • Space to accommodate the necessary setbacks, road expansions and other site amenities. |
| 1 | 2 | 3 | Access <ul style="list-style-type: none"> • Accessibility for pedestrians • Accessibility for vehicles • Accessibility for public transportation |
| | | | Total: Phase I (If total ranking equals 6 or more, <i>excluding</i> a ranking of one (1), go to Phase II) |

| Low | Med | High | Phase II |
|-----|-----|------|--|
| 1 | 2 | 3 | Centrality <ul style="list-style-type: none"> Existing population Growth and development Proximity to schools Proximity to retail Proximity to other libraries Site is not isolated |
| 1 | 2 | 3 | Site Infrastructure <ul style="list-style-type: none"> The cost-benefit of site mitigations Technical and environmental assessments Access to utilities |
| 1 | 2 | 3 | Cost and Availability <ul style="list-style-type: none"> Cost for site acquisition Timeframe for development of the site |
| | | | Total: Phase II (If the total ranking equals 6 or more, <i>excluding</i> a ranking of one (1), go to Phase III) |

| Low | Med | High | Phase III |
|-----|-----|------|---|
| 1 | 2 | 3 | Community Preference <ul style="list-style-type: none"> Input from elected officials Alignment with planning tools (Comprehensive Plan) Input from a broad cross-section of the area to be served Advisory Board Friends of the Library |
| 1 | 2 | 3 | Lease versus Purchase <ul style="list-style-type: none"> Analysis of the long-term viability of the site Availability of property for lease |
| 1 | 2 | 3 | Partnerships <ul style="list-style-type: none"> Co-location with other entity Mutually beneficial joint development Enhances service possibilities |
| | | | Total: Phase III |