

FEASIBILITY STUDY FOR:

RAMSEY COUNTY LIBRARY

WHITE BEAR LAKE

JANUARY 25, 2013



BENTZ / THOMPSON / RIETOW
ARCHITECTURE • URBAN DESIGN • PLANNING • INTERIORS

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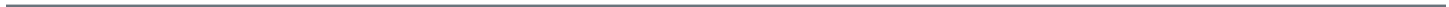
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The Ramsey County Library (RCL) is governed by a seven-member Library Board appointed by the Ramsey County Board of Commissioners. The system consists of seven libraries (Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview, and White Bear Lake) serving a population of 224,195 over an area of 117 square miles.

More than 1.8 million people visited the Library in 2012, and circulation reached almost 4.8 million. Customers are now also making millions of remote electronic connections to the library catalog, website, and databases.

This feasibility study for the Ramsey County Library in White Bear Lake is one step in the long term plans for RCL to address changes in library services to meet the growing needs of its constituency.

In 2008, Ramsey County Library published the FACILITIES MASTER PLAN 2008-2018 to examine system-wide service delivery holistically, to evaluate the state of the library's buildings, and to develop a system of principles to be applied to future building and service decisions.



INTRODUCTION

Eight recommendations emerged from the Facilities Master Plan. Each of these had the potential to influence RCL - White Bear Lake's services and facilities, particularly recommendation #6:

- 1. Continue with remodeling and expansion plans at the library in Roseville.** This recommendation was implemented in 2010.
- 2. Maintain high-quality customer service by migrating to a supported self-service model.** This recommendation is ongoing but was largely implemented with the system integration of RFID in 2010.
- 3. Maintain and improve its customer-centered feedback model.** This recommendation was fully implemented in 2012 and was utilized for this feasibility study.
- 4. Develop and maintain a mix of regional and portal libraries.** A third model of service was developed in anticipation of this study. This model bridges the gap between portal and regional libraries and has been designated as a community library.
- 5. Create a third regional library in the northern part of the county** in order to place full service hours and programs within easy access of the greatest number of suburban Ramsey County residents.

This recommendation is ongoing and informs the Feasibility Study for RCL - Shoreview.

- 6. Redevelop portal libraries as sustainable, multi-use facilities.** Alternative sites will be considered. The libraries affected might be Arden Hills, Mounds View, and White Bear Lake. Both the North St. Paul and New Brighton Libraries have been redeveloped as portal libraries.

The Facilities Master Plan suggested that simultaneous to the expansion of Shoreview, the Library should seek partners for the redevelopment of other libraries including White Bear Lake. Subsequent to the master plan and prior to this feasibility study, the Library examined alternative sites and possible partners for RCL – White Bear Lake. Redevelopment on the current site emerged as the priority of the community. A third service level was defined as distinct from both the portal and the regional levels of service.

This definition for a community library was used in this Feasibility Study for the White Bear Lake Library.

For a comparison of program elements provided with Regional, Community, and Portal libraries, see Appendix F.

- 7. Develop and implement a regular nine year cycle of refurbishment for all libraries** to keep them fresh and inviting. This recommendation was implemented in 2008.
- 8. As they are redeveloped, give libraries names that connect them to the library system and not to a particular community.** It is important for the Ramsey County Library system to be seen as a true system, not a collection of individual libraries linked to specific communities. The Library Board rejected this recommendation in 2010.

This Feasibility Study for Ramsey County Library White Bear Lake was prepared in response to the recommendations above and in context with the larger conclusions of the FACILITIES MASTER PLAN 2008-2018.

A. PRE-DESIGN PROCESS

In August 2012, the Ramsey County Library (RCL) issued a Request for Proposal for consulting services to develop a Pre-Design Facilities Plan for both the Shoreview and White Bear Lake Libraries to fulfill the recommendations of the FACILITIES MASTER PLAN 2008-2018.

RCL selected Bentz/Thompson/Rietow Architects (BTR) to help plan facility and program improvements at the libraries in Shoreview and White Bear Lake. The Pre-design process consisted of several elements:

- Assessing the existing conditions and systems in each facility.
- Developing a space needs program to support current and future library services.
- Examining space alternatives to satisfy those needs.
- Assessing the potential for each option to meet the program space needs.
- Engaging public participation and end-user feedback in the planning process.
- Preparing an implementation plan for the recommended option consisting of project scope, budget and schedule.
- Assisting RCL to prepare a compelling case in support of the recommended project to move the Library's services and facilities forward,

I. PRE-DESIGN SUMMARY

B. RECOMMENDATIONS

1. EXPAND THE LIBRARY TO 16,500 SQUARE FEET ON THE CURRENT SITE AND RENOVATE EXISTING SPACES.

Demolish the front portion of the building facing Second Street and build an addition extending to the lot line. This is in keeping with historical precedent for downtown storefronts and best utilizes the limited space on the existing site.

This is the recommended option for several reasons:

- It meets the full program requirement for space and functionality.
- It eliminates the staffing and space inefficiencies of two entrances.
- The premium cost of new construction over renovated area is not large and the benefits of new construction to integrate technology, improve efficiency, and provide flexibility for the future justify the premium.

The results of the existing conditions assessment is described in Section II. The space program is described and tabulated in Section III. The costs of all the schemes are detailed in Section IV and Appendix E.

COST SUMMARY

CONSTRUCTION	\$ 2.8 M
OTHER PROJECT COSTS	\$ 0.6 M

TOTAL PROJECT COSTS 2012 \$ 3.4 M

TOTAL PROJECT COSTS ESCALATED TO 2014 \$ 3.5 M



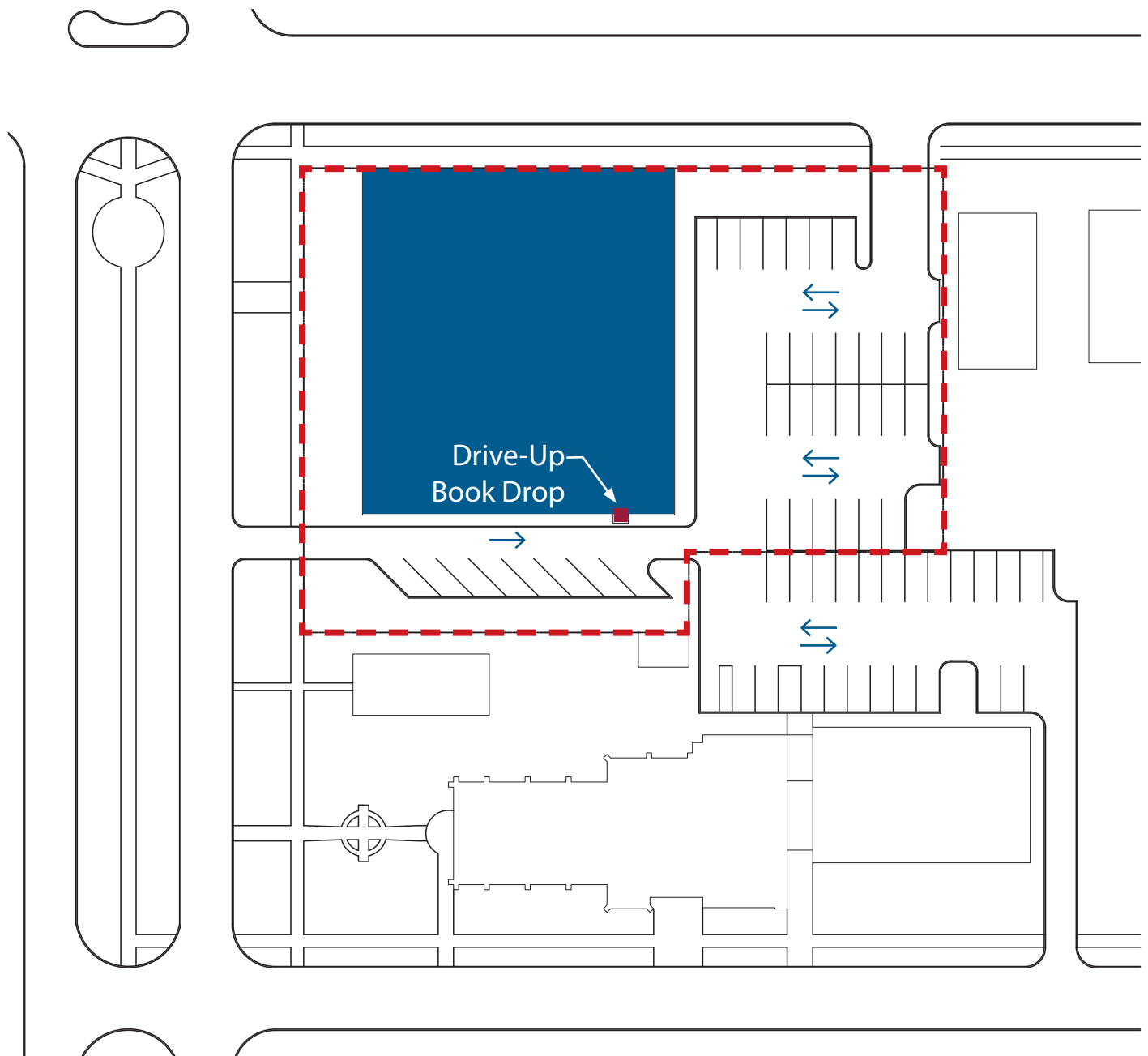
2. BUY THE PROPERTY IMMEDIATELY TO THE SOUTH OF THE LIBRARY WHEN IT BECOMES AVAILABLE.

COST SUMMARY

LAND PURCHASE	TBD
PARKING LOT UPGRADE	\$ 223,000
<hr/>	
TOTAL PROJECT COSTS 2012	TBD

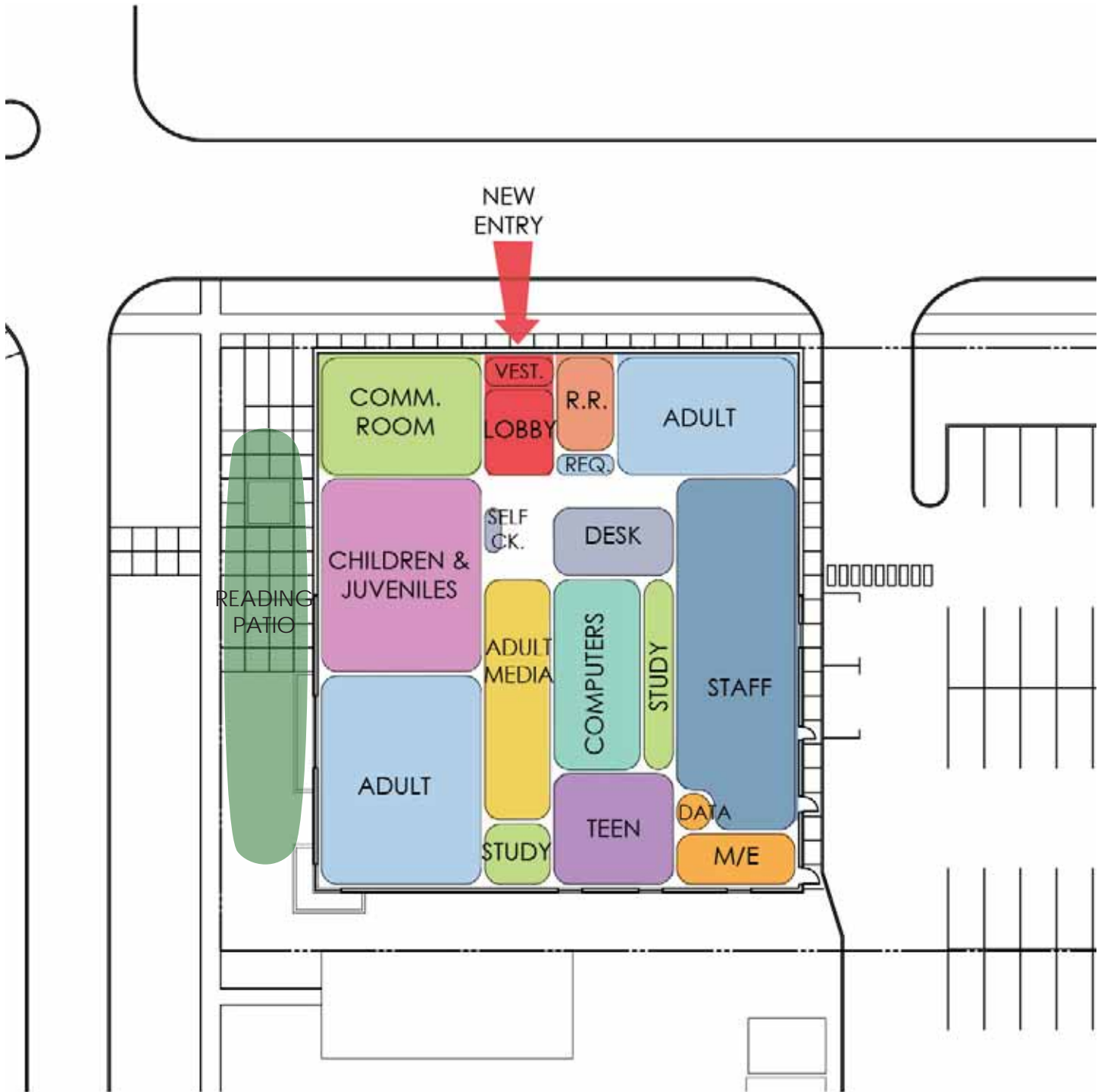
A serious constraint of the existing site is the poor parking layout. It is inefficient, difficult for pedestrians to navigate and makes vehicle access for a drive-up book drop impossible. The site acquisition illustrated here allows an approach lane on the south of the building for a drive-up book drop and eight additional parking spaces. It also improves traffic flow and pedestrian safety.

It is recommended that the Library purchase the property for a reasonable, current market rate when it becomes available. Additional costs for parking lot changes and upgrades are estimated to be \$223,000.



I. PRE-DESIGN SUMMARY

C. LIBRARY PLAN



D. SKETCH



A. ARCHITECTURAL/ FUNCTIONAL

Observations and existing conditions:

SITE AND EXTERIOR ISSUES

- The current location and size of the library site limits building and parking expansion.
- Traffic flow is confusing; pedestrian safety is compromised.
- There is no drive-through bookdrop.
- The exterior is dated and lacking in distinction.
- The foundation does not allow upward expansion



Main Entrance to the library



Entrance to the library from parking lot



Community room

II. PROJECT BACKGROUND

PUBLIC SPACE ISSUES

- The areas for children and teens are inadequate. The space dedicated to children's services is not in alignment with the amount of children's use; the teen area is noisy from roof top mechanical units.
- Sound from the children's area carries to other parts of the building.
- There are two public entrances on opposite sides of the building, wasting limited space.
- The community program room is isolated from other public spaces, limiting flexibility. There is no storage for tables and chairs.
- There is little quiet study and no group study space.
- Restrooms are too small, poorly placed, and not handicapped-accessible
- Interior lighting is inadequate.
- Shelving is too tall, blocking sightlines and natural light.
- The interior is dated and lacks personality.
- The library was not planned for modern technology. Wiring and cabling have been cobbled together to serve public computer workstations.
- Public spaces do not encourage lingering or community interaction.



Children's Area



Teen Area



Adult Fiction Shelving

STAFF SPACE ISSUES

- Staff work space is inefficient and poorly configured.
- There is a lack of storage space.
- Service desks are large and inflexible, occupying needed public space
- Bookdrops are poorly placed and not secure.



Staff Workspace



Staff Workspace/ Storage



Circulation Desk



Reference Desk

II. PROJECT BACKGROUND

B. MECHANICAL SYSTEMS

HVAC

- Heating, ventilating and air conditioning are provided by three rooftop units. One 2 ½ ton unit was installed in 1992, and is past its estimated service life. A 20-ton unit and a 7 ½ ton unit were replaced in 2005, and should last another 5 to 10 years.
- Air is distributed overhead to sidewall linear diffusers at the perimeter of the collections and circulation areas. Perforated diffusers serve the employee areas and the meeting room.
- Two rooftop exhaust fans remove air from the building for odor control. Both appear to be original to the building, and are older than their expected service lives.
- An electric unit heater in the exterior storage room appears to have been replaced.
- Electric cabinet unit heaters in the vestibules appear to be original to the building, and are past their expected service lives.
- There are no comfort issues in the building.

HVAC CONTROLS

- Direct digital control was added to the building in 1991.

PLUMBING

- A 1" water supply serves the building plumbing fixtures, which are in good condition. There is no backflow preventer on the incoming service inside the building.
- A 20-gallon electric water heater serves the plumbing fixtures.
- Roof drains and interior rainwater piping remove rainwater from the building roof.

FIRE PROTECTION

- There is no fire protection sprinkler system in the building.
- The 1" water supply service to the building is not large enough for a fire protection service. If sprinklers are needed, a new 4" service from the city water main would be required.

MECHANICAL CONCERNS

- Rooftop units are not isolated from vibrating the building structure, and were extremely loud during the site observation when the units were in full economizer cycle. Noise in the teen area was extremely loud, and noise in the back employee area was very loud.
- Mechanical systems, with the exception of two rooftop units and one unit heater, are beyond their expected service lives, and need replacing.

C. ELECTRICAL SYSTEMS

MAIN SERVICE / XCEL ENERGY

The main electrical service consists of an underground feed from a pad mounted Xcel Energy transformer to a 1200 amp 208/120V rated switchboard via an interior mounted CT cabinet. There is not a service entrance main disconnect. The National Electrical Code allows, in lieu of a single main disconnect, up to six disconnects acting as main disconnects. That's what was utilized here. The utility meter is located adjacent to the switchboard.

The capacity of the main service is 1200A/432 KW which equals 33.8 watts per square foot. Review of the last two years of Xcel billing indicates a peak demand of 72 KW, which occurred in June 2012. Based on this information, the main service is 17% loaded, which equals 5.6 watts per square foot.

ELECTRICAL DISTRIBUTION SYSTEM

The main switchboard, from the original construction, phase busses are rated 1200 amp, the neutral bus is rated 800 amp. The six main disconnects consist of three 200 amp switches, one 600 amp switch, and two 30 amp switches. The three 200 amp switches feed the lighting/power panel boards located throughout the facility. The 600 amp switch serves the rooftop units. One of the 30 amp switches was used to feed emergency loads. This was common practice when the building was built, in lieu of having batteries in the emergency light fixtures. It is our understanding that batteries have been added to the emergency lights/exit lights, but this disconnect still may be utilized to feed these lights. The other 30 amp disconnect feeds site lighting. There are three panel boards located within the facility, one is located adjacent to the switchboard, one is located in now what is the Teen Center area and the other is located in the corridor near the restrooms. These panels serve the interior lighting and receptacle circuits.

INTERIOR LIGHTING

The lighting in the library circulation area consists of recessed 2'x2' fluorescent parabolic over the computer area, recessed 2'x2' fluorescent lensed light fixtures over the book shelving, and surface mounted 2'x2' fluorescent lensed fixtures over the reference desk. They utilize T8 lamps and electronic ballasts. The lighting around the perimeter of the library circulation area consists of recessed down lights that have been retrofitted with LED type lamps. The lighting in the work areas and the large conference room utilize 2'x4' fluorescent parabolic fixtures. Most exit lights are utilizing fluorescent lamps, as they fail they are retrofitted or replaced with LED type exit lights. The lights are controlled by local switches.

II. PROJECT BACKGROUND

FIRE ALARM SYSTEMS

It is our understanding that there were upgrades to the fire alarm system within the last 3 years. The main control panel is a Siemens FS250 which is an addressable system. It has the capacity to handle up to 250 points, presently only about 30 to 40 points are being used. The system includes smoke detectors, duct smoke detectors, horn/strobes, and a remote annunciator located at the east vestibule. The system is monitored by Silent Knight.

SECURITY SYSTEM

The C-CURE security/access control system was upgraded in 2011. The security system consists of door contacts on all exterior doors, motion detectors throughout the facility and security cameras that record all activities, but is not monitored. There is a card reader at the employee entrance. This system is also monitored by Silent Knight.

EXTERIOR LIGHTING

The parking lot area lighting consists of two shoebox style lights fixtures. One of the light fixtures is oriented such that most of the light output is projected into the adjacent church parking lot. The lights are controlled photocell on/off through the building automation system. The original recessed metal halide light fixtures have been abandoned in place. They were replaced with exterior building recessed LED type mounted in the wood overhang "eyebrow." The LED light fixtures were installed within the last couple of years. There is interior lit signage located on the northwest corner of the building. On top of the signage is a flag pole light.

ELECTRICAL CONCERNS

- The electrical switchboard and panel boards in the building are as old as the building itself, and are towards the end of their expected life and should be replaced.
- There are no Arc Flash labels installed. The Electrical Code now requires that Arc Flash labels be installed on all electrical power equipment such as the main switchboard and panel boards.
- There is not adequate lighting in the parking lot area, recommend upgrading and adding lights as necessary.
- There are no exterior mounted emergency lights. The Electrical Code now requires emergency lighting on the exterior of the building so those exiting in an emergency can safely get away from the building.

D. SUSTAINABILITY SOLUTIONS

- Since natural gas is available in the building, the electric water heater should be replaced with a natural gas heater.
- New rooftop units should be selected with energy recovery.
- Replacing plumbing fixtures with low flow fixtures would save more than 50% on water use.
- Select lighting fixtures should be changed out to more energy efficient types as appropriate for maintaining lighting levels.
- The building should be retrocommissioned to fine tune the systems to operate most efficiently.

II. PROJECT BACKGROUND

E. DATA/ COMMUNICATIONS SYSTEMS

DATA/ VOICE NETWORK

IT services are centralized at the Roseville Library with backup capability at the Shoreview Library.

Internet services are provided by a city/school district service distributed to the libraries over leased lines and (virtual local area network's) VLAN's. The voice system is distributed to the libraries over the internet. The network has standardized on a Cisco solution.

The voice system is voice over internet protocol (VOIP) which is a telephone system over the data network with shared switches.

The owner furnished data/voice equipment will be housed in a full height, lockable cabinet located in the telecom room (TR). A Category 5E cabling system will be furnished from the workstation outlets to the wall mounted patch panels in the TR's. Patch cord connections from the cabling system to the owner furnished components will be by owner. Workstation outlets will be provided at staff locations, public access computer (PAC) locations, public full service internet locations, equipment provided by others requiring data, equipment provided by the owner requiring data and the other telecommunications systems

WIRELESS DATA NETWORK

The wireless data network is a public data network of wireless access points. Implementing a staff data network is being considered. The network has standardized on a Cisco solution.

CABLE TELEVISION (CABLE TV)

The cable television system is a coaxial cable distribution of television signals received from the cable television service provider.

DIGITAL SIGNAGE

Digital Signage is a system of televisions located throughout the library. Television signals are provided by the Tightrope-Carousel products, in addition to the cable TV system, and local signals from DVD players, Wii players and other portable sources.

AUDIO / VISUAL

Conference room Audio/Visual is a system combining owner furnished components integrated with building components. Owner furnished components include AV podium consisting of receivers, audio mixers, amplifiers, blue ray player, wireless microphone and fixed microphone. Building components include sound reinforcement in addition to connections to the data / voice network and the cable TV network.

VIDEO SURVEILLANCE (CCTV)

Video surveillance is a monitoring system of both internal and external cameras. The cameras are internet protocol (IP). External cameras will use special IP cameras with built-in heaters driven off PoE. If the distance for any camera is greater than 300 feet analog cameras will be installed. The system utilizes Milestone products for storage and connection to the data network to monitoring the live feeds from the cameras or recorded video from work stations with access to the video surveillance system.

RFID SECURITY GATES

RFID Security Gates consist of the pedestals located at public entries for both counting entries and monitoring books that have not been checked out properly. The RFID Security Gate system supports the ISO 18000-2, Mode 1 and 28560-2 standards. Location of gates in relation to collections, service desks and other sources of interference that can adversely affect RFID systems must be considered.

PAGING

The paging system includes amplifiers and speakers located throughout the library. Audio input is provided over the voice system. The system is used to make public announcements.

SELF-CHECKOUT

The self-checkout station consists of RFID pads, card reader, receipt printer and equipment located within the locked cabinet at the checkout station. The self-checkout system currently utilizes Tech-Logic products. Location of self checkouts in relation to collections, service desks and other sources of interference than can adversely affect RFID systems must be considered.

A. GENERAL CONSIDERATIONS

OVERALL

- Integrate local history into building
- Integrate the lake and lake cottage culture into the building

ACOUSTICS

It will be important to try to contain both the noisiest and the quietest areas into zones. Some areas should have a special emphasis on noise control.

AESTHETICS

Walking through the building should provide pleasant surprises like cozy reading nooks and interior “porches” that inspire library visitors to linger. The interior should feel warm and comfortable, with roomy window seats, a prominent hearth area, and user-friendly furniture.

ART

Ideally, the building itself will be art, and certain aspects of the building, such as windows and specialty flooring, might constitute artistic elements. Art should be tasteful and make sense in the context.

DOORS

Entrance doors should be chosen for ease of use, maintenance, locking, and for security. They must be easily operable for patrons carrying armloads of materials, as well as the elderly, people in wheelchairs, and parents pushing strollers. Vestibule must be wide enough for exterior door to close before interior door opens preventing burst of cold/ hot outside air coming in.

Interior doors to workspaces must be wide enough for book carts, preferably 36”, and equipped with some kind of device to hold them open.

ELECTRICITY

Duplex outlets should be spaced along walls and located on pillars. Where floor outlets are required, they should be flush and capped. Surge protectors should be utilized wherever electronic equipment is planned. Ample outlets should be provided to accommodate laptops along with USB outlets for charging mobile devices.

EXTERIOR

Exterior materials should be compatible with existing.

FINISHES

Materials and finishes should be long-wearing and require minimum maintenance.

III. LIBRARY PROGRAM

FLEXIBILITY

In order to be able to adapt as service patterns or library needs change, space should be mostly open and planned with the standard library shelving module of three feet in mind. Fixed elements should be grouped as much as possible, and interior walls kept to a minimum. Where interior walls are required, they should not be weight-bearing. There should be as few columns as possible, and some areas, such as the circulation area, the lobby, and the meeting room, will need to be column-free. Where columns are required, they should be as unobtrusive as possible, or used as a design element.

FLOORS

Because almost any area might eventually contain parts of the collection, floors must be designed to carry the weight this entails, a live load of 150 pounds per square foot. Carpet tiles are the preferred carpet option.

FUTURE COSTS

The design should strive to minimize future operating costs, both for maintenance and for operations. Issues to be considered are the minimum number of staff required to operate the building, ease of general maintenance, energy efficiency, and quality, durability, and longevity of the materials used.

HVAC

HVAC should operate with high efficiency and low noise. It will be important to make sure that the system supports separate zones and promotes clean, dehumidified, mold-free air. HVAC is controlled centrally. Exterior units should be protected and screened from view.

LIGHTING

In planning lighting, it will be important to consider the effect in daylight and at night, as well as in all seasons of the year. Lighting needs to be bright enough for reading and working, but without glare, especially on computer screens. Where glare from sunlight is an issue, it will need to be addressed. Good color maintenance is required.

A combination of direct and indirect light is preferable. The cost of replacement bulbs and the ease with which bulbs can be changed must be considered; bulbs must be able to be changed without using a lift. Heat gain should be kept to a minimum. At the same time, lighting provides an opportunity to add some stylish elements to the building.

Light levels need to be sufficient for easily carrying out the functions of each area. Library shelving is high and dense, and it can be difficult for light to penetrate to the levels needed. Small spine labels need to be easily readable in stack areas. Lighting should be designed to work appropriately even if stacks and furniture are rearranged. Study workstations and reader/lounge seating will require task lighting to reach needed light levels. Staff workstations will have their own unique lighting needs.

General lighting switches should be located in the circulation workroom, or at a service desk. There should be no switches in public areas except on task lighting. Night and emergency lighting should be switched separately. There should be some flexibility to reduce lighting on very bright days.

NAVIGATION

Clear sightlines and transparent spaces will greatly increase the usability and safety of the building. Open sightlines will help orient users to where they want to go and enable intuitive wayfinding. Strategies such as using lower shelving or glass partitions might be used to help eliminate hidden or blind areas of the building.

RETAILING

Almost every public area of the building should allow some kind of retail display. This will be especially important in featuring the collection, but it will also be essential to have neat and attractive ways to display, post, or house brochures, announcements, and posters. Collection display fixtures should allow for face-out display of materials, and should be easily reached for refilling.

SAFETY AND SECURITY

Within the library space, it will be important to have clear lines of sight from the service desks to most areas of the library. Parking and traffic need to be well-planned and well-marked. The path from the parking lot to the library must be well-lit and free from hazards.

SHELVING

Standard RCL shelving is Burroughs WilsonStak in mist gray. All additional non-specialty shelving should be interchangeable with current shelving.

- Free-standing, double-faced shelving units.
- There should be a mixture of low and high shelving units. Higher shelving units should be located in areas where they do not block sightlines or natural light.
- Shelving layout should allow a logical arrangement of materials in numerical or alphabetical order. Breaks in shelving should be between collections, or in other logical spots.
- Bins are the preferred method for display/ storage of books and media in the Children's area, Juvenile Media, and Adult Media sections. Free-standing, double-faced bin units should be used and sized per function.

WINDOWS

Windows should provide ample natural light. It should be possible to enjoy the exterior view when seated in a lounge area. Windows with potential for glare should be equipped with easily-operable sunshades.

III. LIBRARY PROGRAM

B. SPACE DESCRIPTIONS

Parking Lot

Location: Near Entrance and Plaza

Functional Description: Traffic flow will be an important issue as parking is shared with the church. All areas of the parking lot should be amply lit.

Features:

- For pedestrian safety, there should be walkways and clear, well-lit paths to the building plaza.
- Attractive, low-maintenance plantings on perimeter.
- Sufficient spaces to meet all applicable codes.
- Handicapped parking.

Entrance and Plaza

Location: Near Lobby, visible and easily accessible from parking

Functional Description: This area must give a good first impression. Patrons may wait for rides on the available benches.

Features:

- There should be only one public entrance.
- The entrance of the library should be eye-catching and inviting with attractive, low-maintenance plantings. It might include memorial pavers as a fundraiser, or a decorative clock.
- The entrance should be visible and easily accessible from the parking lot and pedestrian paths.
- There should be a covered approach to the library entrance.
- Automatic doors.
- Exterior trash and recycling receptacles.
- Outside benches.
- Handicapped curb cuts nearby.
- Signage with library hours.
- An illuminated open/closed sign
- Bicycle rack.



Roseville lobby with built-in displays and electronic monitor.



Maplewood lobby with built-in displays, bulletin board, and direct access to the community room.



Children's Area at Plymouth features abstract trees, literacy play, and book bins.

Vestibule and Lobby

Location: Near Service Desk, Community Room, Restrooms

Functional Description: The library lobby should be a welcoming place where library and community information can be displayed. Access to the community room and restrooms should be possible when the library is closed.

Features:

- Display fixtures for community newspapers.
- Bulletin boards or other display fixtures for community events (posters, flyers).
- Display fixtures for library information (signs and posters).
- Display fixtures for library giveaways (newsletters, bookmarks, brochures).
- Benches or other seating.
- Stylish drinking fountain.
- Large flat screen monitor for digital signage.
- Materials return slot.
- Trash and recycling receptacles.
- RFID gates, located away from display shelving and automated doors.
- Drain in lobby floor for winter walk off.

Children's Area

Location: Away from Quiet study, Near Community Room, Near Front of Library

Functional Description: The children's area houses the collections, services, and programs designed for children from birth through elementary school. Kids will look for materials, read books, be read to by parents, play with toys, work on computers, play video games, and do homework in this area.

General Considerations:

- The Children's Area will consist of two unique zones: Toddler/Preschool and Elementary. In addition, it will include an express checkout station, a pre-literacy play area, an area for gaming, and a bank of computers for preschool learning, searching the catalog, and searching the Internet.
- The two zones should be indicated by shelving/display units and by furniture placement rather than by walls.
- This entire area should include some kind of WOW! factor. Although a specific theme is not desired, touches of humor and whimsy would be welcome, as would art that engages the imagination. The design should vary from zone to zone, and be age-appropriate.
- Both the preschool and the elementary zones should contain reading nooks and other features that promote comfort and settling in with a good book. Some furniture in each area should be intended for adults or adults reading with children.

III. LIBRARY PROGRAM

- This area should be well-lit with lots of natural light and windows that are low enough for children to see out.
- The area should include display fixtures or a display wall for new books from all of the children's collections. The new materials display should have two components, one for preschool and one for elementary materials. This display feature could be located near the entrance to the Children's Area.
- This space needs to be acoustically separated from other library areas.

Storage:

A large storage closet for children's services and programming materials should be located in the Children's Area. It should include shelves, cupboards, a countertop, and large shallow drawers for storing posters and artwork.

Express Checkout Station:

This will be similar in layout to the adult express checkout stations. In order to be usable by kids, it should either be lower or feature steps or a raised platform in front. Immediately adjacent to the express checkout machine should be an expanse of table or counter-top space for piling materials and belongings. Proximity to collections needs to be considered (not too close).

Toddler/Preschool Area:

The Toddler/Preschool Area will house various collections of Easy books and will include a discovery or imaginative play area. Children and parents will look for books, read together or play.

Features:

- A discovery/ imaginative play area that includes shelving for a collection of toys including puppets, puzzles, and games. This shelving should be movable.
- Comfortable chairs or love seats large enough for a parent and child to share.
- Furniture should be fun, mostly scaled to children, but able to support adults, a mix of upholstered and non-upholstered, including tables and seating.
- Easy books should be housed in bins with dividers that are correctly spaced and have bottom shelves for greater capacity. The bins must be on casters so they can be easily moved. A built-in signage system is required.



Children's Area at Maplewood features fun art, comfy seating with a view, and book displays.



Preschool- sized furniture at Plymouth.



Children's computer stations with child-sized furniture at Roseville.

Elementary Area:

This area will house J fiction and non-fiction, series, and a collection of graded Readers. This is where elementary-age children will do homework, read for fun, work on computers, and play video games. This area should be geared to children ages 6-10.

Features:

- Intermediate-height tables near the J nonfiction.
- Comfortable reading chairs (think plump & squishy, and can be imaginative) with small end tables in the J fiction area. Small ottomans (maybe cubes) may be added if space permits.
- Children's computer workstations for internet and bookflick.
- Display fixtures for thematic displays of library materials.



Teen area at Maplewood has multiple lounge/ study seating options.

Teen Area

Location: Clear sightlines from Service Desks, Non- adjacent to Children's Area

Functional Description: This is the space designated to house teen materials, and a place for teens to relax and use the library's facilities in a comfortable, well-lit, informal, coffee shop-type atmosphere.

Features:

- There should be a WOW! factor in this area.
- Furniture, lighting, and other design elements should be sturdy and durable while edgy and fresh.
- Teen computer workstations.
- A combination of study, and lounge seating, including booths.
- A gaming area with appropriate acoustic treatment.



Teen gaming at Roseville.

III. LIBRARY PROGRAM

Adult Collections Area

Fiction:

Location: Near Nonfiction, Reading/Lounge Area

Functional Description: Patrons will browse these collections, sometimes consulting a nearby PAC. They will sit in a comfortable chair and read for awhile.

This area consists of standard double-sided shelving to accommodate six adult circulating collections: Fiction, Mystery Fiction, Science Fiction, Romance Fiction, Graphic Fiction, and fiction and nonfiction Large Type Books. These collections, which consist of popular and classic hardcover, trade paperback and mass market paperback books, are filed alphabetically by author in rows running from left to right. They should be presented appealingly, and be accessible and easily identifiable.

Features:

- For the sake of safety, security, and service, aisles should be visible, that is, facing a main aisle or open area. This also allows for easily visible signage and endcap displays.
- Shelving height should not exceed 66”.
- Space should be allowed for special display shelving units.
- Seating should consist of comfortable armchairs, with occasional tables and lamps. (See Reading/Lounge Areas for more details.)

Nonfiction:

Location: Near Fiction, Study Workstations/

Functional Description: Patrons will browse in this area, and consult nearby PACs to locate specific items. They may take materials to nearby tables for study. Putting a bank of PACs at clear entrances to sections (3-4) and one or two scattered through stacks is preferred.

This area consists of standard double-sided shelving to accommodate Adult and Young Adult circulating nonfiction collections. Books in these collections vary in height from 7” to 13” (17cm to 34 cm) and are interfiled by Dewey Decimal number, in rows running from left to right.

Features:

- For the sake of safety, security, and service, aisles should be visible, that is, facing a main aisle or open area. This also allows for easily-visible signage and endcap displays.
- Shelving heights in this area can go up to 84”.
- A study area with tables and chairs should be located nearby.



All shelving is a maximum of 66” high at Plymouth to maintain views and light.



Reading area at Plymouth at the perimeter of the building provides views and natural light.



Reading area centered around fireplace at Maplewood.



Study seating at Eden Prairie is a mix of 4 person tables and individual desks.

Reading/ Lounge Areas

Location: Near Fireplace, Fiction Area, Windows

Functional Description: These areas will provide casual, comfortable, and inviting spaces for patrons to read or relax. They will accommodate display of current magazines. They might also be used as informal meeting space. There will be at least one major reading area around the fireplace, as well as areas near Fiction.

Features:

- Possible spot for display of artwork.
- Casual seating that includes window seats, overstuffed chairs, couches and ottomans.
- Placed principally in areas with a view.
- Fireplace.
- Functional and attractive lighting.
- Couches and chairs should be cushy and easy to clean.
- Coffee and end tables should be provided to allow people to spread their things out and stay awhile.
- Cable TV support for the display of special events and area for a news feeds display
- Shelving/display for current issues of magazines.

Study Areas

Location: Near Nonfiction, Reference

Functional description: Study workstations will provide patrons with a work environment - a comfortable, but not cushy chair, and a table-type surface for writing, reading, or using a laptop. Individual workstations are preferred, but a few larger tables should be included. Counters with seating against walls can also serve as study/ laptop seating. Study workstations should be located near the non-fiction and the reference collections, as well as in quiet study rooms. All study workstations should be equipped with electrical wall outlets, USB outlets and task lighting.

III. LIBRARY PROGRAM

Computer Workstations

Location: Arranged in groups throughout public spaces- Internet computers near the Service desk, in Teen Area, and Children's Area

Functional Description: Public computer workstations can be broken down into two major functions. They include Public Access Computers (PACs) that provide access limited to the library's local collections and subscription databases and Internet computers that provide open access to the Internet in addition to local collections and subscription databases. Bookflix is available in the Children's area.

Design and Layout Issues:

- The library has developed a custom/ standard table design.
- Whenever possible, it is preferred that computers be grouped together (based on function), rather than having scattered single terminals. This allows for better use of queuing and computer management. Customers need to find what computer they are assigned to.
- The adult computer area will have a reservation station and a printing station.
- Cable management and built-in electric are preferred with tables.
- Copy service space should allow for a stand-alone or desktop model copy/ scanner.
- PAC/ Catalog stations can be positioned at end caps or entry points to collections.



Computers at Maplewood grouped together and near reference desk.



Computers along counters at Roseville.



Study room at Plymouth.



Study room at Maplewood.

Study Rooms/ Small Group Rooms

Functional Description: In addition to the large meeting room, enclosed spaces for quiet study and small group meetings are needed. Look for the best possible solution within the overall building design for quiet study.

Features:

- Visually appealing.
- Easily monitored by library staff.

Study Rooms

- Various sizes, including four 2-4 person and 6 person rooms.
- Interior windows.
- Electrical outlets.
- Cable connections.
- Data connection for larger room.

III. LIBRARY PROGRAM

Community Program Room

Location: Near Lobby, Restrooms, Children's Area

Functional description: This room will provide attractive, comfortable space for library or community meetings and programs.

Features:

- The room should be rectangular in shape, and have a level floor.
- Ideally, the room should open with wide doors into the children's area, allowing room for overflow and mingling for very large groups. All doors to the room should be securable.
- The room should have its own HVAC zone to allow adjusting the temperature.
- The room should provide data outlets near the podium location.
- Lighting should be flexible to allow for different levels and zones of illumination. Lights should be controllable from a single location, but also able to be controlled from each of the portions of the room.
- The room should feature a large white board, a sound system with larger mixer to accommodate multiple inputs including 3 wireless microphones, and a built-in projection system, including a screen. The sound and video systems should be securely housed in a small media cabinet. This can be in the podium for control.
- There should be sufficient windows to provide natural light. The windows should be equipped with remote-controllable shades that can be used to reduce glare, and one set to completely darken the room.
- The acoustics should allow everyone in the room to hear the speaker, while keeping sounds either in or out of the room.
- Storage should provide enough space to store chairs, nesting tables, a podium, a lectern, an easel, and miscellaneous programming accessories. A hanging space or coat closet should be provided.
- AV control/storage for computer lab and other equipment.



Community room at Maplewood.



Community room at Roseville.



Community storage room at Roseville.

Combined Service Desk

Located Close to entry, Adjacent to express checkouts. Near main bank of computers.

Functional Description: A combined circulation/ reference desk occupies less area than separate desks, returning space back to the main functions of the library.

Features:

- It will be important to have as many clear sightlines as possible from the service desk into the far reaches of the building.
- Each workstation should be equipped with a telephone, a personal computer with a flat panel monitor, and a barcode reader.
- Circulation side: 2 workstations, shelves.
- Reference side: 2 workstations, shelves.
- Flexible, modular desk.



Express checkout at Maplewood.

Express Checkout Stations

Location: Near Circulation Desk, One near Children's Area

Functional Description: Most of the library's checkouts will be accomplished at these stations.

Features:

- The location of these stations should make them the default option for patrons wishing to check out materials.
- All stations should be at counter height.
- The stations can be on a long counter or on separate surfaces, whichever works best in the space.
- Queuing should be intuitive.
- Separation from display shelving important.
- The Library's standard self-checkout cabinet design should be followed.

Reserve Shelving

Functional Description: This area will house reserved materials that are waiting to be picked up. Patrons will retrieve their own reserved materials, and generally they will check them out at one of the express checkout stations.

Features:

There should be space for a PAC terminal directly adjacent to the reserve shelving so patrons can determine what is being held for them.

III. LIBRARY PROGRAM

Staff Work Space

Location: Near Service Desk, Adjacent to staff entry, breakroom

Circulation Staff Workroom:

Functional Description: This area will be the nerve center of several critical library functions. The staff workroom will be used to check in materials, process problem items, make/receive business phone calls, organize and disburse items back to the shelves, count revenue for the week, send reserve materials to other branches, process weeded items, process and hold damaged items, mend books and AV materials, work on circulation-related projects, and store circulation-related items.

Features:

- A staff coat rack, half height lockers, and staff mail boxes.
- Additional storage as the space will allow.
- A delivery check in workstation with a adjustable table, roller system with lift, computer, RFID pad and barcode scanner.
- Space for delivery boxes.
- Space for book cart storage.
- Workstation for volunteers with message and sign-in area.
- Clerk/ Page workstation.
- Money counting station.
- Librarian workstations.
- 2 Offices.



Cart storage and workroom at Maplewood.



Staff Workroom at Plymouth.

Staff Lounge

Location: Near Workroom and staff restrooms

Functional Description: This space is where staff can take breaks and eat meals. The break room needs to contain a kitchen and a lounge.

Features:

- Four-person tables with comfortable lounge chairs.
- Windows – daylight.
- The kitchen should feature surfaces that are easy to maintain.
- Kitchen facilities should include: Counter with cupboards below and above, Double sink, Dishwasher, Full-size refrigerator, Microwave oven, Trash and recycling containers.

Public Restrooms

Location: Lobby area, near Children's Area, Community Program Room

Functional Description: Two public restrooms (men and women) and one family restroom are to be located near the lobby for users of the library and meeting rooms, and should include baby changing tables.

Features:

- Consider sightlines of restrooms when the door is open, or eliminate doors with creative wall placement.
- Need acoustical separation.
- Need state-of-the-art ventilation.
- Need package shelf.
- Panels need to be graffiti-proof surfaces.
- Self-flushing toilets.
- Automatic sinks.
- There should be a combined sink, counter, and backsplash.
- Soap should dispense into sink, paper towels should dispense over counter.
- High-velocity air dryer.
- Walls and floor should be easily maintained, not white in color, with no exposed brick, and minimal grout work.
- Floor drain.

Staff Restrooms

Location: Near staff lounge and workroom

Features: Same as the public restrooms

Custodial Closet

Location: Near restrooms

Functional Description: This room provides a place for custodial work space, equipment, cleaning supplies and building supplies.

Features:

- Floor (slop) sink with open space around it and a hose set-up with quick connects.
- Shelving for storage of chemical products.
- Storage for two 90-gallon barrels.
- Cabinet (built-in) for dry goods (trash bags, toilet paper, paper towels, etc.)
- Hanger strip for two mops, broom dust mop and large squeegee.
- Book/document holder (MSDS book in plastic sleeves).
- Raised space for vacuum and a place for tools to hang.
- Washable walls and floor.

III. LIBRARY PROGRAM

C. TABULATION AND ASSUMPTIONS

SUBTOTAL NET ASSIGNABLE SQUARE FEET	11,490 NSF
TOTAL GROSS SQUARE FEET @ 70% EFFICIENCY	16,500 GSF

Children	1,394 NSF
Children's Computers/ Seating	463 NSF
• Early Literacy Area	100 SF
• (4) Children's Computer Workstations ¹	80 SF
• (1 - table with 4 chairs each) Preschool Seating	49 SF
• (2) Parent/ Child Seating	50 SF
• (2 - tables with 2 chairs each) Elementary Study Seating	40 SF
• (2) Elementary Lounge Seating	30 SF
• (Storytime Supplies) Storage	50 SF
• Gaming	64 SF
Children's Collection	766 NSF
• Easy Fiction, Easy Readers/ Nonfiction, Board Books (29 Bins) ³	358 SF
• Juvenile- Fiction, Readers, Nonfiction (167 Shelves) ⁴	408 SF
Juvenile Media Collection	165 NSF
• Juvenile DVDs (7 Units) ⁵	120 SF
• Juvenile Talking Books	
• Juvenile CDs	45 SF
Teen	503 NSF
Teen Computers/ Seating	305 NSF
• (4) Teen Computer Workstations ¹	80 SF
• (1) Teen Booth Seating	36 SF
• (4) Teen Lounge Seating	64 SF
• Gaming	100 SF
• (Gaming Supplies) Storage	25 SF
Teen Collection	198 NSF
• Teen- Fiction, Talking Books, YA Magazines (80 Shelves) ⁴	198 SF

III. LIBRARY PROGRAM

Adult	4,627 NSF
Adult Computers/ Seating	1,080 NSF
• (30) Adult Computer Workstations ¹	960 SF
• (1) Adult Reservation Station ¹	20 SF
• (1) Printing Station ²	20 SF
• Copy/ Scanning	20 SF
• (10) Adult Lounge Seating	150 SF
• (18) Adult Study Seating	270 SF
Adult Collection	2,542 NSF
• Fiction, Mysteries, Science Fiction/ Fantasy, Romance, Graphic, Westerns, Large Type (566 Shelves) ⁴	1,432 SF
• Adult Nonfiction, YA Nonfiction ⁶	1,110 SF
Periodical Collection	234 NSF
• Current and Back Issue Magazines ⁷	90 SF
• Current Newspapers ⁷	0 SF
• White Bear Press	144 SF
Reference Collection (12 Shelves) ⁸	45 NSF
Adult Media Collection	726 NSF
• CDs (4 Bins) ⁹	180 SF
• DVDs (10 Bins) ⁹	396 SF
• Talking books on CDs (32 Shelves)	135 SF
• Games	15 SF
Special Displays	100 SF
Rental Collection	38 SF
Book Club in a Bag	40 SF
Requests Waiting for Pickup (24 Shelves)	90 SF
Friend's of the Library Store	75 SF
Meeting and Study Spaces	1,550 NSF
• Community Room	975 SF
• Community Room Storage	150 SF
• (3) 2 Person Study Room	270 SF
• (1) 6 Person Study Room	155 SF
Services	591 SF
• (3) Express Checkout ¹⁰	66 SF
• Combined Reference/ Circulation Desk	525 SF

III. LIBRARY PROGRAM

Public Support Spaces	365 SF
• Vestibule/ Entry Lobby	200 SF
• Family Restroom	50 SF
• Restrooms (Women- 1 wc, Men- 1 wc)	100 SF
• Display	15 SF
Staff Areas	1,717 NSF
• Book Return/ Sorting	300 SF
• Circ. Supervisor's Office	100 SF
• Manager's Office	120 SF
• (2) Librarian Workstation ¹¹	128 SF
• (1) Circulation Workstation ¹¹	48 SF
• (2) Check In Station	72 SF
• (1) Volunteer Desk	20 SF
• Materials Handling	100 SF
• General Storage	100 SF
• Shared Space	250 SF
• Book Cart Storage (40 Carts)	150 SF
• Staff Break Room/ Kitchen	200 SF
• Staff Lockers	14 SF
• Staff Coat Rack	15 SF
• Staff Restrooms	100 SF
Building Operations	400 SF
• Mechanical+Electrical	250 SF
• Data Closet	50
• Janitorial Closet	50
• Trash Room with exterior access	50

NOTES:

1. Standard desktop is 2'x4' with a maximum of 3 computers per 8' section.
2. Print release station requires a 30"x4' surface.
3. Typical Bin size assumed at 1'-6"x3'-6" (single side). 1.5 shelves= 1 bin.
4. Low shelving= 66" high, 4 shelves per unit (bottom shelf is empty)- Juveniles, Teen, Adult Fiction, Talking Books, and Travel.
5. Juvenile DVD display is similar to Roseville with 2 drawers used per unit; 250 DVDs stored per unit. Typical size is 2'x3'.
6. High Shelving= 78" high, 5 shelves per unit (bottom shelf is empty)- Adult/ YA Nonfiction, Requests.
7. Space allowance for Periodical and newspaper display based on low shelving; however new displays is desired. Some newspaper display will be on a endcap lucite displays.
8. The reference collection is on 42" high shelving units with 3 shelves per unit.
9. Adult CD/ DVD bins are similar to Roseville. Typical bin size assumed at 2'x6' (single side). 544 CDs per unit. 400 DVDs per unit.
10. Self check stations require a 4'x30" counter (minimum). This allows for material placement and reduction in error of the RFID equipment.
11. Based on county standards

See Appendix C for diagrams of program sizing assumptions.

See Appendix D for programming worksheets.

IV. COST ANALYSIS

TOTAL PROJECT COSTS	ADDITION	REMODEL	NOTES
Subtotal Construction Cost	2,789,000	2,140,000	
Subtotal Occupancy Cost	346,900	281,400	
• Loose Furniture & Fixtures (incl. bins, Admin/TS/Friends)	285,500	220,000	Self Ck cabinets in constr. cost
• Shelving	29,000	29,000	End panels in constr. cost
• Library Automation (Computers, AMH, Self Ck, Security)	2,400	2,400	
• Networking Equipment			Cabling, Pathways in costr. cost
• Signage	10,000	10,000	
• Moving out and back in	20,000	20,000	Allowance
Subtotal Other Cost	284,955	223,300	
• D-B Fees			Included above
• Owner Project Contingency (7% Construction Cost)	195,230	149,800	
• Commissioning	20,000	20,000	Required for B-3 or LEED
• Testing/ Quality Assurance (1% Construction Cost)	27,890	21,400	
• Project Management Fees (1.5% Construction Cost)	41,835	32,100	Ramsey County Fees
Total Project Cost 2012 Dollars	3,420,855	2,644,700	
Grand Total with Escalation to 2014	3,540,585	2,737,265	Escalation assumed to be 3.5 %/ yr
Total with Escalation to 2015	3,664,505	2,833,069	

See Appendix E for cost details/ back-up.

Submit Predesign
Approval of Project
WB Design
Bond Sale
WB Construction
WB Occupancy April 2015

	2013												2014												2015			
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A

A. COMMUNITY CONVERSATION

Community Focus Group Meeting for RCL – White Bear Lake

White Bear Lake City Hall

October 25, 2012, 7:00 PM.

Ann Voda of Bentz/Thompson/Rietow gave presentations on 'White Bear Lake Library Context' and 'Top Trends in Library Service and the Spaces to Support Them'. Three questions were discussed in small groups and then shared with the entire group. (Tally marks show multiple groups made the same points.)

What is the character of your community?**People***Identity*

- Aging Population- in place (III)
 - Activity passes for seniors to high school events
- Generations of families/ Long- time residents (III)
- Changing demographics (II)
- Middle Class
- Economically diverse
- Anticipating a turnover to younger families
- Cross County Users

Mindset

- Community spirit/ strong sense of pride (III)
- Progressive/ Forward thinking with respect to the past (II)
- Value education (III)
 - Largest community college
 - Well educated community with expectations
- Fiscally conservative- doesn't like change/ needs to own change
- Practical
- Loyalty/ Protective
- Innovative

Interests

- Arts Community/ Art Center/ Theater (II)
- Volunteerism/ Public Service (II)
- Community events
- Diversified- draw
- Active

City

- Strong downtown identity (IIIIII)
 - Variety of businesses
 - Vibrant
- Fully developed
- Strong sense of place/ History/ Culture (III)
 - Library dates back to 1880s
- Small town culture/ community (III)
 - Feels like a rural community surrounded by suburbs
- Great commute
- Walkable
- YMCA
- Natural Resources
 - Lake (III)

VI. APPENDICES

- Scenic
- Parks and rec
- Renewal of resources
- Side question discussed by one group: What makes WBL attractive?
 - Safe
 - Road infrastructure
 - Affordable- taxes, housing
 - Fighting blight/ maintain housing stock
 - Strong schools, service clubs, YMCA, churches
 - Community giving
 - Housing diversity
 - Attract new middle class families



What are the issues facing the community in the next ten years?

People

- Aging population (III)
- Public transportation (III)
- Recession/ difficult economic time (II)
- Adjusting to changing diversity
- Community expectations (use & design)
- Growing poverty
- Economically diverse
- Growing homelessness
- Lack of diversity in people making decisions for all
- Attract younger demographic/ Get younger people involved (II)
 - Need to foster kids/ teens use of the library

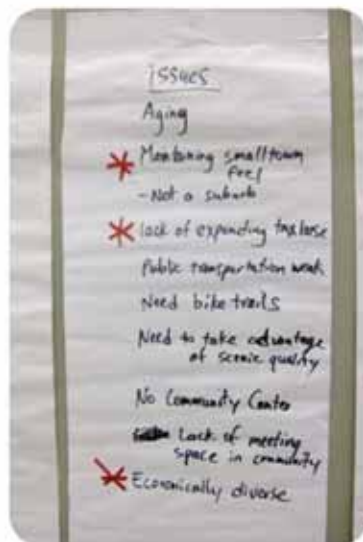
City

- Public transportation (III)
- Evaporating lake (II)
- Aging Infrastructure (II)

- Lack of expanding tax base (II)
- Lack of meeting space in the community (II)
- Divisions- south of lake, west of highway & downtown (related to access)
- Maintaining small town feel (not a suburb)
- Need bike trails
- Need to take advantage of scenic quality
- No community center
- Proactive on affordable housing
- City owns and operates senior living center
- City needs to continue to develop amenities to keep people here
- Influx of apartments on the boat works site

Library

- Technology/ access to computers (III)
- Inadequate space in library (II)
- Location of library- parking, Hwy 61
- Dark library
- Safe out of school places
- Tutoring/ Homework help
- Too small storytimes
- Collaborative/ partnerships- schools as reading sponsor, non profits, outreach, WB Center Arts



What programs and services should the library offer to reflect the character and address the issues of your community?

Programming/ Services

- Job/ employment help/ counseling (III)
- Multi- generational programing (III)
- Day time programs

VI. APPENDICES

- Special programs/ entertainment (II)
- Book Clubs/ Reading groups (II)
- MN history day/ "check out a senior"- oral history
- Cultural Programs- "center for interactions"
- Hands on Math & Science Programs
- Art Programs
- Speakers
- Pub crawl
- Classes
- Robust programs for kids & teens (beyond storytime) (III)
- High value after school and weekend programs
- Programming for Seniors
- Tutoring/ Homework help (II)
- Dog reading

Collaborative Partnerships

- Partner with local businesses/ Community organizations for educational programs (IIII)
- Building may be too small to share with another entity
- Collaboration with schools, YMCA, Center for the Arts, Lakeshore Players, Historical Society
- Resource for business community

Community outreach

- Market programs that are offered; more publicity- grow public awareness of library services (IIII)
- Community outreach- Health care for the aging
- Library as community center
- Meet a social community's need for a safe place to connect with people
- Immediate info as you walk in, more than newsletter

Technology

- Computer space/ tutoring/ tech classes (IIII)
- Build technology into building

Display/ Collections

- Loans from special libraries
- Gallery space/ display ability
- Bigger collection
- Archive/ history room
- Expanded children's area with more interactive elements

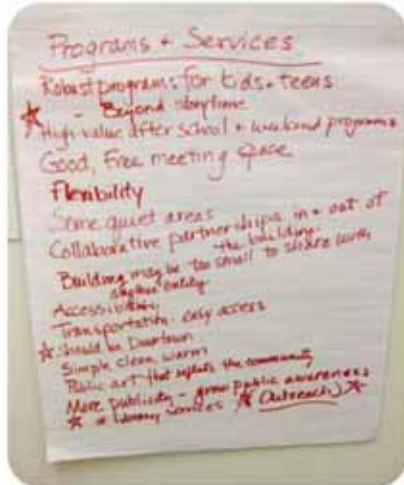
Friend's store/ space

Building Qualities

- Natural light (II)
- Line of sight from wall to wall
- Open, comfortable spaces
- Increase square footage
- Flexibility (II)
- Accessibility
- Simple, clean, warm, welcoming, inviting (II)
- Public art that reflects the community
- Long term sustainability- green spaces (II)
- Acoustics (especially in the meeting room)

- Somewhat hip to attract the young; encourage young folks (II)
- Warm and cozy feeling, fireplace
- View of the lake
- Meeting space, small group spaces (III)
- Kitchen space for meeting room
- Drive through book drop (II)
- Grouped comfy seating/ cozy areas (II)
- Fireplace
- Gathering spaces encourage conversation/ discussion
- Possibly consider other sites downtown (& with community buy-in)
- Parking considerations
- Quiet reading/study areas (II)
- Transportation-easy access
- Building location should be downtown (II)
- Coffee shop/cart, a second group said don't need coffee

Have to visualize plan for the long term



VI. APPENDICES

B. CODE REVIEW

MEMORANDUM

FROM: Michael Segal, AIA CID LEED AP
DATE: October 15, 2012
SUBJECT: Ramsey County Library – White Bear Lake – SD Code Study
Commission No. 1228

SD CODE REVIEW

Project Data

- Project Description: Existing 1 story library building.
- Use: Library
- Location: Clark Ave & 2nd Street., White Bear Lake, MN 55xxx
- Actual Building Footprint: 12,772 GSF

Applicable Codes

- IBC, 2006 edition.
- 2007 Minnesota State Building Code

Occupancy Classification- IBC Chapter 3

- Assembly Group A-3, library (303.1)

Special Detailed Requirements Based on Use and Occupancy – IBC Chapter 4

None

Building Limitations – IBC Chapter 5

- Building Area: 12,772 GSF total.
- Building Type: Type III-B.
- Allowable Area = 45,150 SF (9,500 SF + area modifications)
- Height limitation = 2 stories above the basement, 55' Tall.

Type of Construction – IBC Chapter 6

- Type III-B.
- Fire Resistive Requirements:
 - Structural frame = 0 hr
 - Bearing walls, (Exterior) = 2 hr
 - Bearing walls, (Interior) = 0 hr
 - Non-bearing walls = 0 hr
 - Floor assemblies = 0 hr
 - Roofs and roof/ceiling assemblies 0 hr

Fire-Resistance – IBC Chapter 7

None

Fire Protection Systems – IBC Chapter 9

- The building is not sprinkled.

Means of Egress – IBC Chapter 10

• Floor Areas & Occupant Load:		
• Rooms:		Occupants:
• Stack Area	4,000 NSF	40
• Reading Area	3,000 NSF	60
• Meeting Room	972 NSF	65
• Circulation Desk	413 NSF	5
• Work Space	144 NSF	2
• Toilets	120 NSF	-
• Supply Room	434 NSF	4
• Work Room	744 NSF	8
• Break Room	303 NSF	-
• Electrical Room	185 NSF	1
• Teen Area	1,072 NSF	11
Total:		196 Occupants
Total Building:	12,7860 GSF	196 Occupants

- Exit Access (1014)
 - The length of the common path of egress travel shall not exceed 75 feet.
Common path of travel OK.
- Exit and Exit Access Doorways (1015)
 - When two exits or exit access doorways are required the separation distance shall not be less than one-half of the maximum diagonal dimension of the area served (1015.2.1).
Existing exit distance is 20' short.
- Exit Access Travel Distance (1016)
 - Exit access travel distance (1016.1) = 200' without sprinkler system.
Travel distance OK.
- Number of Exits and Continuity (1019)
 - Two exits are required.
Two exists provided.

Accessibility – IBC Chapter 11

- Kitchenette needs to meet accessibility code, (sink and work space).*
- Door hardware on meeting room needs lever handle, (All doors need lever handles).*

Plumbing Systems – IBC Chapter 29

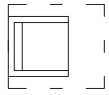
- Minimum number of required plumbing fixtures
 - Maximum occupants – **Staff Areas:** 20 occupants (10 men, 10 women)
 - Minimum Fixtures for each sex: 1 WC's, 1 lavatory
- Only 1 toilet room provided, will require addition of a toilet room. Existing toilet is not accessible, both toilet rooms need to be accessible.*
- Maximum occupants – **Public Areas:** 176 occupants (88 men, 88 women)
 - Minimum Fixtures for each sex:
 - Women: 2 WC's, 1 lavatory
 - Men: 1 WC's, 1 lavatory
- Only 1 fixture provided for women, will require additional fixture to be added. Existing toilets are not accessible, both toilet rooms need to be accessible.*
- Other facilities for entire building:
 - 1 service sink *Missing*
 - 1 drinking fountain *Missing*

VI. APPENDICES

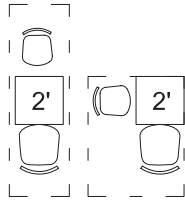
C. PROGRAMMING UNIT SF ASSUMPTIONS

Seating

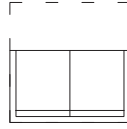
Children's



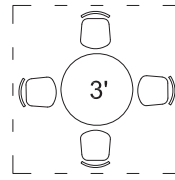
15 SF
Elementary
Lounge



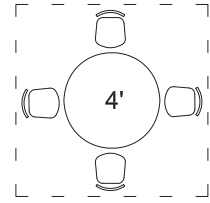
20 SF
Elementary
Study



25 SF
Parent/
Child

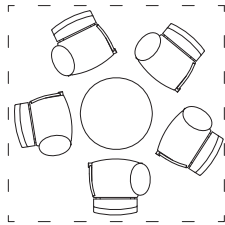


49 SF
Preschool

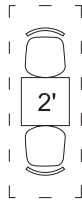


64 SF
Elementary

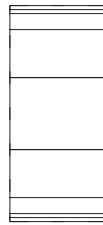
Teen



16 SF
Teen Lounge

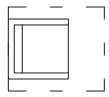


25 SF
Teen Study

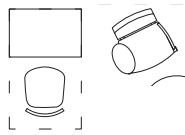


36 SF
Booth (facing
booths+table)

Adult

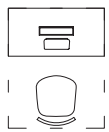


15 SF
Adult Lounge

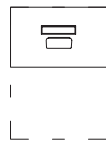


20 SF
Adult Study

Technology

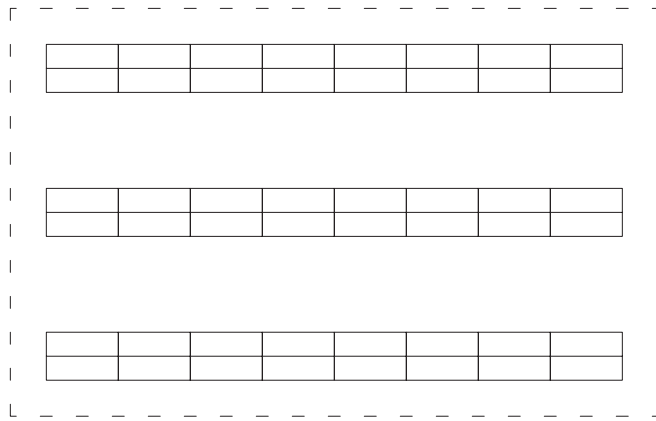


20 SF
Computer
Reservation Station
Printing Station
*Per Library Standards,
Work Surface= 2'x4'



22 SF
Self Check
*Per Library Standards,
Work Surface= 30"x4'

Collection



General Notes:

- All aisles between stacks or bins = 4'
- Allowance of 1'-6" zone around stacks/ bins for encap displays.
- Each row is a maximum of 8 double sided units long.



Bin at Plymouth



Bin at Roseville



Bin at Maplewood

Children's Book Bins:

- 1.5 shelves = 1 bin
- Typical Bin Size (for single sided bin) = 1'-6" x 3'-6"



Children's DVD Display:

- 250 DVDs per unit
- Display similar to Roseville with 2 drawers used per unit.
- Typical Size (for single sided bin) = 2' x 3'



Adult CD/ DVD Display:

- 400 DVDs per unit
- 544 CDs per unit
- Display similar to Roseville
- Typical Size (for single sided bin) = 2' x 6'

VI. APPENDICES

RAMSEY COUNTY WHITE BEAR LAKE LIBRARY BENTZ THOMPSON RIETOW, INC.

PROGRAM AREA SUMMARY Program Space	CURRENT PROGRAMMED AREA			PROPOSED AREA				
	SHELVES	BINS	TOTAL AREA	QTY.	SHELVES	BINS	S.F./ UNIT	TOTAL AREA
Children			1,240 NSF					1,394 NSF
- Children's Computers/ Seating			300 SF					463 SF
- Children's Computer Workstations				4			20	80
- Preschool Tables/ Chairs				1			49	49
- Parent/ Child Lounge Seating				2			25	50
- Elementary Tables/ Chairs				2			20	40
- Elementary Lounge Seating				2			15	30
- Early Literacy Items								100
- Gaming								64
- Storage								50
- Children's Collection			940					766 SF
Easy Fiction								
Easy Readers/Non-fiction	16	15				29		358
Board Books								
Juvenile Fiction								
Juvenile Readers	152				167			408
Juvenile Nonfiction								
- Juvenile Media Collection			in above					165 SF
Juvenile DVDs	31			1705 btr	31			120
Juvenile Talking Books								
Juvenile CDs		2				2		45
Teen			440 NSF					503 NSF
- Teen Computers/ Seating			260 SF					305
- Teen Workstations				4			20	80
- Teen Study Seating				1			36	36
- Teen Lounge Seating				4			16	64
- Gaming								100
- Storage								25
- Teen Collection	80		180		80			198 SF
Teen Fiction								
Teen Talking Books								
Current YA Magazines								
Back Issue YA Magazines								
Adult Computers			NSF					660 NSF
- Adult Computer Workstations				30			20	600
- Adult Reserve Station				1			20	20
- Adult Print Station				1			20	20
- Copy/ Scanning				1			20	20

VI. APPENDICES

PROGRAM AREA SUMMARY	CURRENT PROGRAMMED AREA			PROPOSED AREA				
Program Space	SHELVES	BINS	TOTAL AREA	QTY.	SHELVES	BINS	S.F./ UNIT	TOTAL AREA
Adult			4,854					3,241 NSF
Adult Seating			1,775					420
- Adult Lounge Seating				10			15	150
- Adult Study Seating				18			15	270
- Adult Collection	1,267		2,265		1,132			2,542 SF
Fiction					566			1,432
Mysteries								
Science Fiction/ Fantasy								
Romance								
Graphic								
Westerns								
Large Type								
Adult Nonfiction					566			1,110
YA Nonfiction								
- Periodical Collection			600					234
Current Magazines	32	<i>slant shelves</i>			24			90
Back Issue Magazines				18				
Current Newspapers				12				
White Bear Press				65				144
- Reference Collection			214					45
- Adult Media Collection			in above					726 NSF
CDs	28			1960 btr	28	4		180
DVDs	72			3960 btr	72	10		396
Talking books on CDs	32				32			135
Games	on displayer			75				15
- New Books	18 shelves		in above		18			100
- Rental Collection	on displayer		38	250				38
- Book Club in a Bag			in Svcs	18				40
Requests Waiting for Pickup	24		in above		24			90 SF
Friend's of the RCL Store								75
Meeting & Study Spaces			972 NSF					1,550 NSF
- Community Room								975
- Community Room Storage								150
- Study Rooms								
2 Person				3			90	270
6 Person				1			155	155
Services			825 NSF					591 NSF
- Express Checkout			80	3			22	66
- Ask a Librarian/ Reference Desk			330					525
- Circulation Desk			415					
Public Support Spaces			420 NSF					365 NSF
- Vestibule/ Entry Lobby			300					200
- Family Restroom								150
- Restrooms	2		120					
- Display			in above					15

NOTES

Low Shelving
71 ds

High Shelving
56 ds

new display for 61 titles
included in 'current' display
endcap lucite displays
need solution for archival collection; allowance per current arrangement
4 sides

CONVERT TO BINS (if space allows)
Low Shelving; 8 s units

New Display solution with some facing out, like Roseville

New Display solution with some facing out

currently located behind desk, need deeper shelf storage

5 units

Seating for 80
storage for 1)80 chairs/14 folding tables; 2)laptop lab charging station; 3)coat rack

2 near desk, 1 in kids' area
2 workstations, 1 range of shelves
2 workstations, 1 range of shelves; space under desk for materials return bin
current area= serv. desk, x-ck out, reserves

electronic bulletin board, space for free materials display solution

min. 1 wc for men, min. 2 wc for women
1 Display Case

VI. APPENDICES

PROGRAM AREA SUMMARY	CURRENT PROGRAMMED AREA			PROPOSED AREA				
Program Space	SHELVES	BINS	TOTAL AREA	QTY.	SHELVES	BINS	S.F./ UNIT	TOTAL AREA
Staff Areas			1,490 NSF					1,717 NSF
- AMH/ Book Return								300
- Circ. Supervisor Office							10x10	100
- Manager's Office							10x12	120
- Workstations								
Librarian Workstations				2			64	128
Circulation Workstations				1			48	48
Checkin Stations				2			36	72
Volunteer Desk				1			20	20
- Materials Handling								100
- General Storage								100
- Shared Space								250
- Book Cart Storage				40 Carts				150
- Staff Break Room/ Kitchen								200
- Staff Lockers								14
- Staff Coat Rack								15
- Staff Restrooms								100
Building Operations			320 NSF					400 NSF
- Mechanical + Electrical								250
- Data Closet								50
- Janitorial Closet								50
- Trash Room w/ Exterior Access								50
Subtotal Net Assignable Square Feet (NASF)			10,599 NSF					11,490 NSF
Total Library Area Gross Square Feet (GSF)			12,200				at 80% efficient	14,363 GSF
							at 75% efficient	15,320 GSF
							at 70% efficient	16,414 GSF

- Notes:
1. Reference Shelving= 42" high, 3 shelves per unit
 2. Low Shelving= 66" high, 4 shelves per unit (bottom shelf is empty)- Juveniles, Teen, Adult Fiction, Periodicals
 3. High Shelving= 78" high, 5 shelves per unit (bottom shelf is empty)- Adult/ YA Nonfiction, Requests

NOTES

6 Bin System (sf estimate is half the size of Shoreview)

8x8 cubes with storage nearby

small shared cube (6x8)

on adjustable tables

small desk, no computer

roller system with lift

tall shelves and cupboards

money counter, safe, printer, book drop, outgoing boxes, 40 carts, mail sorter

fridge, sink, microwave, cupboards, trash, water cooler, 1 table-4chairs, 2 lounge chairs

1/3 size- 12 lockers

min. 1 wc for men, min. 1 wc for women

VI. APPENDICES

E. COST DETAILS/ BACK UP

Ramsey County Library BTR Comm. NO. 1228

WHITE BEAR LAKE LIBRARY ADDITION AND REMODELING

DESCRIPTION OF WORK

October 21, 2012 (rev.110812) (DRAFT)

- 1) 12,500 s.f. of remodeling all on one level.
- 2) Completely remove east portion of existing building. (Approximately 4000 s.f.) In its place, provide new 1-story addition (approximately 7800 s.f.) to extend building out to property line on north side and to align with existing east and west exterior walls. Provide options for exterior wall construction as follows:
 - OPTION 1: Exterior wall of new addition to be entirely curtain wall construction full height.
 - OPTION 2: Provide exterior wall construction to match options listed in Number 3 below.
- 3) On remaining portion of existing building, completely remove existing "eye brow" including all existing wood framing, sheathing and wood siding. Patch back exterior with three options as listed below:
 - OPTION 1: Provide new brick cavity wall construction to match existing wall thickness. Brick to be selected to coordinate or contrast with the existing brick exterior.
 - OPTION 2: Provide "Alucobond" type exterior wall panels to replace "eyebrow" all around.
 - OPTION 3: Provide masonry to repair existing exterior wall construction behind the "eyebrow". Cover entire exterior façade full-height on all sides (including over the existing brick) with clay tile "rain screen" wall system.
- 4) Completely remove all remaining existing exterior windows and entry doors. Provide all new anodized aluminum windows and exterior entry door systems in existing openings.
- 5) Provide new anodized aluminum windows in new openings along south wall (at location of existing multi-purpose room)
- 6) Completely gut all existing interior walls, ceilings, wall finishes, lighting, floor finishes etc.
- 7) Provide all new interior drywall partitions to deck with all new finishes throughout, including carpet tile, porcelain tile at entries, rubber flooring in all work areas, 2'x2' ACT ceilings, with possible higher grade ceilings in open library areas.
- 8) Provide built-in millwork service desk.
- 9) All new restrooms with full height ceramic tile wall and floor finishes throughout.
- 10) Replace 1 of 3 existing rooftop AHU. Provide all new HVAC distribution.

- 11) Provide all new electrical distribution throughout library. Allow for saw-cutting and installing in-floor power/data raceway to serve open areas.
- 12) Provide all new data/audio-video/technology/security distribution throughout.
- 13) Provide all new direct/indirect lighting throughout.
- 14) Provide new fire alarm and fire sprinkler system.
- 15) Provide new entry canopy at both north and south entries.
- 16) Provide new BUR over entire roof.
- 17) Remove existing exterior planters and provide new exterior plaza, planters/plantings and plaza paving on entry and street fronts.
- 18) Provide new drive-up book drop on south side parking lot. Reconfigure driveways and parking area as needed.
- 19) Provide alternate for new entry vestibule addition at both north and south entries. New entry vestibules to be full height with anodized aluminum curtain wall exterior construction.
- 20) Provide alternate to provide 3-4" high "raised floor system throughout entire library. Allow for demolition of entire existing concrete slab on grade to maintain existing floor elevation with all new 4" concrete slab on grade under new raised floor system.

VI. APPENDICES

ANDERSON-KM BUILDERS			
Preliminary Project Cost Summary			
Project:	RCL - White Bear Lake Version 2.2 - Alucobond @ Eyebrow	Total (SF):	16,500
Description:	Addition & Remodel	Date:	10/29/12
Location:	White Bear Lake, MN	Duration:	5 months
	<u>Description</u>	<u>\$/SF</u>	<u>Amount (\$)</u>
General Conditions:			
	Permits & Fees - Allowance	\$1.82	\$30,000
	Sac/Wac Fees	\$0.00	\$0
	Park Dedication Fee	\$0.00	\$0
	Planning Review Fee	\$0.00	\$0
	Soil Boring Inspection Report	\$0.00	\$0
	Testing and Inspection - Allowance	\$0.00	NIC
	Utility Service Connection Fees	\$0.00	\$0
	Field Overhead	\$16.37	\$270,170
	General Requirements	\$5.23	\$86,375
	General Conditions Subtotal	\$23.43	\$386,545
General Construction:			
	02 Sitework - Demolition, Earthwork, Backfill and Grading	\$3.82	\$63,000
	02 Sitework - Site Utilities	\$1.21	\$20,000
	02 Sitework - Site Concrete and Asphalt Paving	\$1.48	\$24,400
	02 Sitework - Landscaping, Irrigation & Misc Site Imprmnts	\$0.61	\$10,000
	03 Concrete - Cast in Place Concrete	\$4.13	\$68,100
	03 Concrete - Precast Concrete Wall Panels	\$0.00	\$0
	04 Masonry - Monument allowance	\$0.61	\$10,000
	05 Structural & Misc Steel - Materials and Erection	\$1.82	\$30,000
	06 Carpentry	\$4.55	\$75,000
	07 Thermal & Moisture Protection	\$13.09	\$216,000
	08 Doors & Windows	\$19.02	\$313,850
	09 Finishes	\$19.56	\$322,740
	10 Specialties	\$0.46	\$7,600
	11 Equipment	\$0.00	\$0
	12 Furnishings	\$0.36	\$6,000
	13 Special Construction	\$0.00	\$0
	14 Conveying Systems	\$0.00	\$0
	15 Mechanical - Fire Protection	\$2.97	\$49,000
	15 Mechanical - Plumbing	\$4.64	\$76,500
	15 Mechanical - HVAC	\$16.06	\$265,000
	16 Electrical - Building Power, Lighting & Site Lighting	\$15.45	\$255,000
	16 Electrical - Low Voltage Wiring	\$2.42	\$40,000
	Building Shell Subtotal	\$112.25	\$1,852,190
Insurance & Bonds:			
	Builder's Risk Insurance	\$0.19	\$3,100
	General Liability Insurance	\$0.42	\$6,950
	Professional Liability Insurance	\$0.00	\$0
	Performance & Payment Bonds	\$0.00	\$0
	Insurance & Bonds Subtotal	\$0.61	\$10,050
	General Construction Subtotal:	\$136.29	\$2,248,785
	Architectural, Structural, Civil & Landscape Design:	\$10.22	\$168,659
	Owner Property Information: ALTA Survey, Wetlands, Lot Consolidation	\$0.00	\$0
	Environmental Engineering:	\$0.00	\$0
	Mech/Elec Engineering: (design/build)	\$0.00	\$0
	Adverse/Winter Weather Allowance:	\$0.00	\$0
	Contingency/Fee:	\$17.58	12.00%
	Contingency/Fee:	\$4.92	3.00%
	Total Design and Construction Costs:	\$169.02	\$2,788,763

Ramsey County Library
BTR Comm. NO. 1228

WHITE BEAR LAKE LIBRARY FULL REMODELING

DESCRIPTION OF WORK

October 21, 2012 (rev.110812) (DRAFT)

- 1) 12,500 s.f. of remodeling all on one level.
- 2) Completely remove existing "eye brow" including all existing wood framing, sheathing and wood siding. Patch back exterior with three options as listed below:
 - OPTION 1: Provide new brick cavity wall construction to match existing wall thickness. Brick to be selected to coordinate or contrast with the existing brick exterior.
 - OPTION 2: Provide "Alucobond" type exterior wall panels to replace "eyebrow" all around.
 - OPTION 3: Provide masonry to repair existing exterior wall construction behind the "eyebrow". Cover entire exterior façade full-height on all sides (including over the existing brick) with clay tile "rain screen" wall system.
- 3) Completely remove all existing exterior windows and entry doors. Provide all new anodized aluminum windows and exterior entry door systems in existing openings.
- 4) Provide new anodized aluminum windows in new openings along south wall (at location of existing multi-purpose room)
- 5) Completely gut all existing interior walls, ceilings, wall finishes, lighting, floor finishes etc.
- 6) Provide all new interior drywall partitions to deck with all new finishes throughout, including carpet tile, porcelain tile at entries, rubber flooring in all work areas, 2'x2' ACT ceilings, with possible higher grade ceilings in open library areas.
- 7) Provide built-in millwork service desk.
- 8) All new restrooms with full height ceramic tile wall and floor finishes throughout.
- 9) Replace 1 of 3 existing rooftop AHU. Provide all new HVAC distribution.
- 10) Provide all new electrical distribution throughout library. Allow for saw-cutting and installing in-floor power/data raceway to serve open areas.
- 11) Provide all new data/audio-video/technology/security distribution throughout.
- 12) Provide all new direct/indirect lighting throughout.
- 13) Provide new fire alarm and fire sprinkler system.

- 14) Provide new entry canopy at both north and south entries.
- 15) Provide new BUR over entire roof.
- 16) Remove existing exterior planters and provide new exterior plaza, planters/plantings and plaza paving on entry and street fronts.
- 17) Provide new drive-up book drop on south side parking lot. Reconfigure driveways and parking area as needed.
- 18) Provide alternate for new entry vestibule addition at both north and south entries. New entry vestibules to be full height with anodized aluminum curtain wall exterior construction.

VI. APPENDICES

ANDERSON-KM BUILDERS			
Preliminary Project Cost Summary			
Project:	RCL - White Bear Lake Version 1.2 - Alucobond @ Eyebrow	Total (SF):	12,500
Description:	Remodel only (12,500 SF)	Date:	11/08/12
Location:	White Bear Lake, MN	Duration:	9 months
	Description	\$/SF	Amount (\$)
General Conditions:			
	Permits & Fees - Allowance	\$2.08	\$26,000
	Sac/Wac Fees	\$0.00	\$0
	Park Dedication Fee	\$0.00	\$0
	Planning Review Fee	\$0.00	\$0
	Soil Boring Inspection Report	\$0.00	\$0
	Testing and Inspection - Allowance	\$0.00	NIC
	Utility Service Connection Fees	\$0.00	\$0
	Field Overhead	\$21.61	\$270,170
	General Requirements	\$6.80	\$84,975
	General Conditions Subtotal	\$30.49	\$381,145
General Construction:			
02	Sitework - Demolition, Earthwork, Backfill and Grading	\$2.80	\$35,000
02	Sitework - Site Utilities	\$1.60	\$20,000
02	Sitework - Site Concrete and Asphalt Paving	\$0.00	\$0
02	Sitework - Landscaping, Irrigation & Misc Site Imprmnts	\$0.40	\$5,000
03	Concrete - Cast in Place Concrete	\$1.20	\$15,000
03	Concrete - Precast Concrete Wall Panels	\$0.00	\$0
04	Masonry - Monument allowance	\$0.00	\$0
05	Structural & Misc Steel - Materials and Erection	\$1.60	\$20,000
06	Carpentry	\$6.00	\$75,000
07	Thermal & Moisture Protection	\$19.70	\$246,240
08	Doors & Windows	\$5.69	\$71,100
09	Finishes	\$22.18	\$277,310
10	Specialties	\$0.61	\$7,600
11	Equipment	\$0.00	\$0
12	Furnishings	\$0.48	\$6,000
13	Special Construction	\$0.00	\$0
14	Conveying Systems	\$0.00	\$0
15	Mechanical - Fire Protection	\$3.20	\$40,000
15	Mechanical - Plumbing	\$5.27	\$65,900
15	Mechanical - HVAC	\$16.80	\$210,000
16	Electrical - Building Power, Lighting & Site Lighting	\$16.00	\$200,000
16	Electrical - Low Voltage Wiring	\$3.20	\$40,000
	Building Shell Subtotal	\$106.73	\$1,334,150
Insurance & Bonds:			
	Builder's Risk Insurance	\$0.23	\$2,900
	General Liability Insurance	\$0.50	\$6,300
	Professional Liability Insurance	\$0.00	\$0
	Performance & Payment Bonds	\$0.00	\$0
	Insurance & Bonds Subtotal	\$0.74	\$9,200
	General Construction Subtotal:	\$137.96	\$1,724,495
	Architectural, Structural, Civil & Landscape Design:	\$10.35	\$129,337
	Owner Property Information: ALTA Survey, Wetlands, Lot Consolidation	\$0.00	\$0
	Environmental Engineering:	\$0.00	\$0
	Mech/Elec Engineering: (design/build)	\$0.00	\$0
	Adverse/Winter Weather Allowance:	\$0.00	\$0
	Contingency/Fee:	\$17.80	12.00% \$222,460
	Contingency/Fee:	\$4.98	3.00% \$62,289
	Total Design and Construction Costs:	\$171.09	\$2,138,581

LOOSE FURNITURE & FIXTURES COSTS

WHITE BEAR LAKE

Program Space	Quantity	Unit Cost	Total Cost	Notes
Children's Computer Workstations	4	1,350	5,400	Chairs + work surfaces
Preschool Tables/ Chairs	1	3,400	3,400	4 tables- 4 chairs each
Parent/ Child Lounge Seating	2	800	1,600	
Elementary Tables/ Chairs	0	3,400	-	1 table- 4 chairs
Elementary Tables/ Chairs	2	2,700	5,400	1 table- 2 chairs
Elementary Lounge Seating	2	500	1,000	
Children's Gaming	4	350	1,400	
Teen Computer Workstations	4	1,500	6,000	chairs + work surfaces
Teen Study Seating	0	3,000	-	table for 2 people
Teen Lounge Seating 1	1	6,000	6,000	Booth
Teen Lounge Seating 2	4	1,200	4,800	Tablet Arm Chairs
Teen Gaming	4	350	1,400	
Adult Computer Workstations	30	1,500	45,000	
Adult Printing Station	1	2,000	2,000	
Adult Reservation Station	1	2,000	2,000	
Adult Lounge Seating	10	1,200	12,000	
Adult Study Seating	18	1,000	18,000	
Community Room Chairs	80	250	20,000	
Community Room Tables	14	2,000	28,000	
Stacking Carts			1,800	
Study Room 2 Persons	3	3,000	9,000	table, 2 chairs
Study Room 6 Persons	1	6,000	6,000	table, 6 chairs
Express Checkout	0		-	In Construction
Reference Desk Chairs	2	500	1,000	
Circulation Desk Chairs	2	500	1,000	
Combine Circ./ Ref. Desk	1	18,000	18,000	
Circ. Supervisor's Office	1	8,500	8,500	Workstation + Chairs (3)
Manager's Office	1	10,000	10,000	
Volunteer Desk	1	2,500	2,500	
Librarian Workstations	2	6,500	13,000	desk/storage/chair each
Circ. Workstation	1	2,500	2,500	
Phone Room Seating	0	1,200	-	
Staff lounge Chairs	2	1,200	2,400	
Staff tables	1	3,400	3,400	table- 4 chairs
Bins (Children's & Adult Media)	43	1,000	43,000	
		Total	285,500	

VI. APPENDICES

F. COMPARISON OF REGIONAL, COMMUNITY, AND PORTAL LIBRARIES

Three Library Models

Ask a Librarian	Gateway	Community	Regional
Basic information assistance with centralized reference support	x		
Reference service with centralized support		x	
Full reference service with centralized reference support			x
Single, combined service point	x		
Single, divided service point		x	
Multiple service points			x
Children			
Children's services, computers, and space for ages 0 - 12	x		
Separate collections, services, computers, and space for pre-K and elementary-aged children		x	x
Literacy interactives	x	x	x
K-12 outreach		x	x
At least one storytime weekly	x		
Multiple storytimes weekly		x	x
Summer Reading Program	x	x	x
Teens			
Multi-use space for teens and adults	x	x	x
Teen computers and space		x	x
Ongoing teen programming			x
Programming for Adults			
Local history programs	x	x	x
History series			x
Author talks or book clubs	x	x	x
Computers classes - as needed	x		
Computer classes - quarterly		x	
Computer classes - monthly			x
One-one-one technology labs			x
Adult life skills classes - as needed	x		
Adult life skills classes - quarterly			
Adult life skills classes - monthly			

Facilities	Gateway	Community	Regional
Less than 8,000 sf	x		
8,000 - 20,000 sf		x	
20,000+ sf			x
Programming spaces	x		
Community program room		x	x
Study rooms/small group rooms		x	x
Partner or multi-use	x		
After-hours materials return	x	x	x
A minimum of 40 open hours per week	x	x	
A minimum of 67 open hours per week			x
Amenities			
Coffee shops			x
Gourmet vending		x	
Productivity features			
AMH			x
RFID	x	x	x
Security cameras	x	x	x
Express checkout	x	x	x
Self-supported business services			x
Copying	x	x	x
Scanning	x	x	x
Faxing			
Printing	x	x	x
Conference rooms		x	x
Computers			
Public Internet computers - 0 - 25	x		
Public Internet computers - 25 - 50		x	
Public Internet computers - 50+			x
Portable computer labs			x
Staff			
MLIS Branch manager	x	x	x
Part-time children's librarian	x	x	
Full-time children's librarian			x
Teen librarian			x
Circulation supervisor		x	x
FTE - 1.00 - 5.00	x		
FTE - 5.00 - 10.00		x	
FTE - 10.00+			x

VI. APPENDICES

Three Library Models

Collections	Gateway	Community	Regional
Total volumes - 0 - 50,000	x		
Total volumes - 50,000 - 100,000		x	
Total volumes - 100,000+			x
Targeted collection for adults, teens, and children	x	x	x
Popular materials collection	x	x	x
Collection breadth		x	x
Collection depth			x
Non-requestable collection	x		
Requestable collection		x	x
Rental collections		x	x
Video games		x	x
Outcomes			
Expected circulation outcomes - 150,000 - 300,000	x		
expected circulation outcomes - 300,000 - 750,000		x	
Expected circulation outcomes - 750,000+			x

