

**CITY OF SHOREVIEW
AGENDA
CITY COUNCIL WORKSHOP
MARCH 11, 2013
7:00 P.M.**

1. ROLL CALL
2. REVIEW OF SHOREVIEW LIBRARY EXPANSION PLANS
3. REVIEW OF CITY COUNCIL GOAL SETTING REPORT
4. DISCUSSION REGARDING FRANCHISE FEES
5. OTHER ISSUES
6. ADJOURNMENT

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MARCH 7, 2013

SUBJECT: REVIEW OF SHOREVIEW LIBRARY EXPANSION PLANS

BACKGROUND

In 2008, the Ramsey County Library System prepared a facility master plan for their system. The library plan included an analysis of all of their facilities and a series of recommendations regarding the library system. One of the recommendations was to create a third regional library (Roseville and Maplewood are the current regional libraries) in the northern part of the County. Since the Shoreview Library was the third largest and the third busiest library in the Ramsey County system, it was recommended that it ultimately be expanded to become a regional library.

The Ramsey County Board is currently considering capital projects for the next three-four years. The Shoreview Library has been identified for a major expansion in 2015-2016. The Library System hired an architect to prepare a feasibility study for the Shoreview Library.

The current proposed concept plan for the library is included in the attached feasibility study. As shown, the library would be expanded by placing an addition onto the west side of the building. It would create a new entryway as well as added space for children and adult library areas, as well as some additional study areas and a larger office/work room area. A general floor plan and a concept rendering for the proposed expansion are attached. The estimated cost is nearly \$10 million dollars.

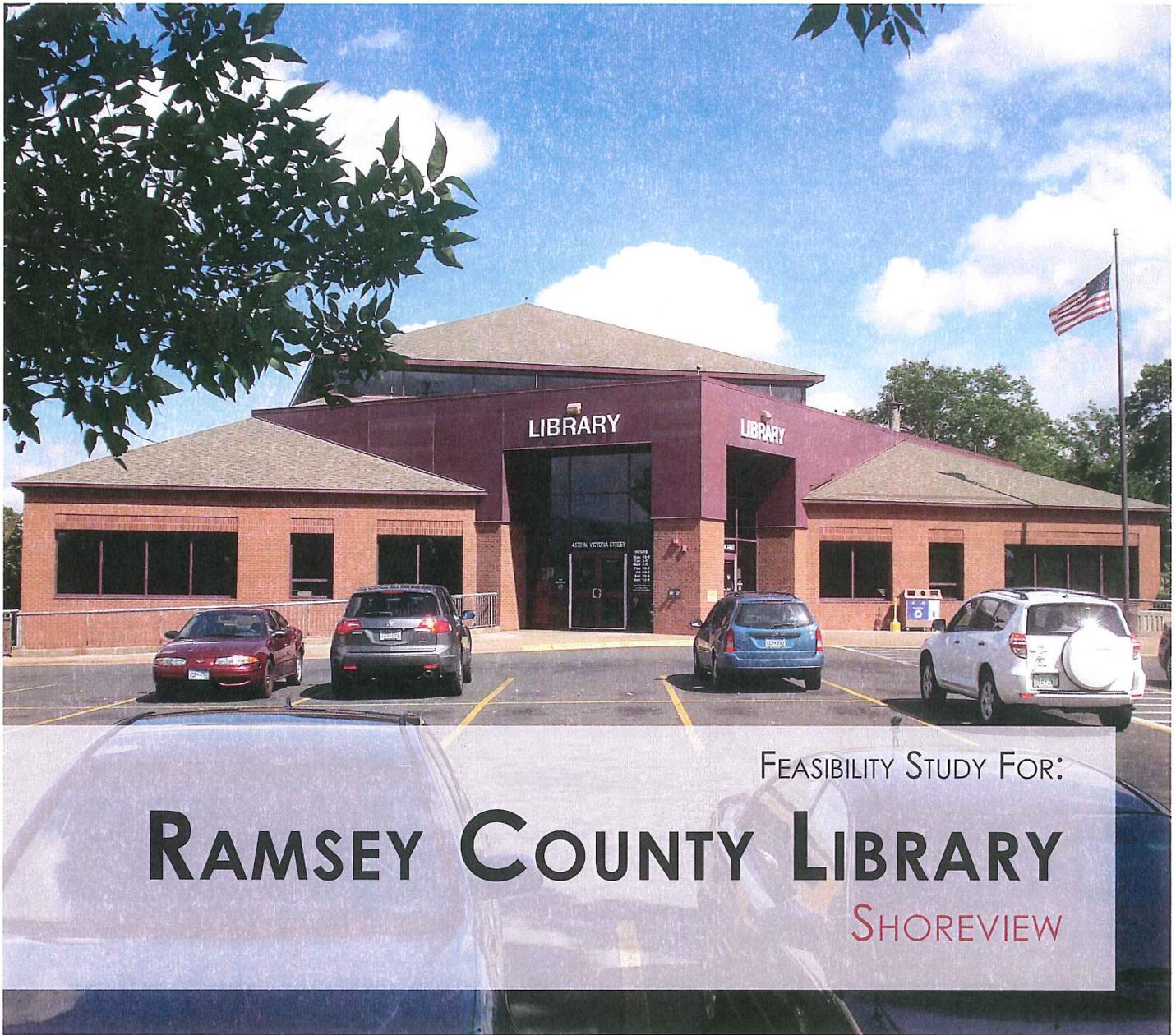
It has also been recommended that the two residential properties south of the library on Highway 96 be acquired when they are available. This would greatly improve visibility and allow room for possible expansion or future partners.

The Mayor and City Manager have met with Ramsey County Library Director Susan Nemitz and Deputy Director Sandy Walsh to discuss these proposed expansion plans. The library would like the City's assistance in acquiring at least one of the properties located south of the library. Library officials have also indicated that they would be open to potential partnerships with other organizations/facilities that could occur as part of the expansion. For example, the recent

branch library that was constructed to serve the New Brighton/Arden Hills area is part of the New Brighton Community Center. One group expressing interest in being part of this planned expansion is the Lakeshore Players, currently located in White Bear Lake.

SUMMARY

The City has been very supportive of the expansion of the Shoreview library and the planned upgrade to a regional library. In addition, the City has been an advocate for acquiring the properties along Highway 96 when they become available. Library Director Susan Nemitz and Commissioner Blake Huffman will be attending the workshop meeting to review the expansion plans with the City Council. Representatives from Lakeshore Players may also attend the meeting.



FEASIBILITY STUDY FOR:

RAMSEY COUNTY LIBRARY

SHOREVIEW

JANUARY 25, 2013



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

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Ramsey County Library

- Susan Nemitz Director
- Sandy Walsh..... Deputy Director
- Lynn Wyman..... Deputy Director
- Julie Neville Facilities Manager
- Mary Larson Administrative Services Manager
- Nicole Herold..... Technical Services Manager
- Chuck Wettergren..... Automation Services Manager
- Bill Michel Library Manager: Maplewood
- Therese Sonnek..... Library Manager: White Bear Lake
- Eilenne R. Boder Library Manager: Shoreview

Ramsey County Property Management

- Bruce Thompson Director

Friends of the Ramsey County Libraries

- Sue Gehrz Executive Director

Bentz / Thompson / Rietow, Inc..... Architecture

- Ann Voda, AIA, CID, LEED AP BD+C
- Randy Moe, AIA, CID, LEED AP
- Jessica Kraft, Assoc. AIA

Gausman & Moore..... Engineering

- Elizabeth Reed, PE, LEED AP BD+C - Mechanical
- Steve Schroeder, PE - Electrical
- James Keller, PE

Data Core Engineering, Inc. Technology/ Data/ Security

- John St. Pierre, RCDD/NTS

Anderson KM Builders..... Cost Estimating & Lease Analysis

- Pat Qualley
- Greg Anderson

Ramsey County Library Board

- Paula Mielke Chair
- Beverly Aplikowski Vice Chair
- Janice Rapheal..... Secretary
- Matthew Anderson
- Kim Vanderwall
- Roberta Weltzin
- Lori-Anne Williams

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.

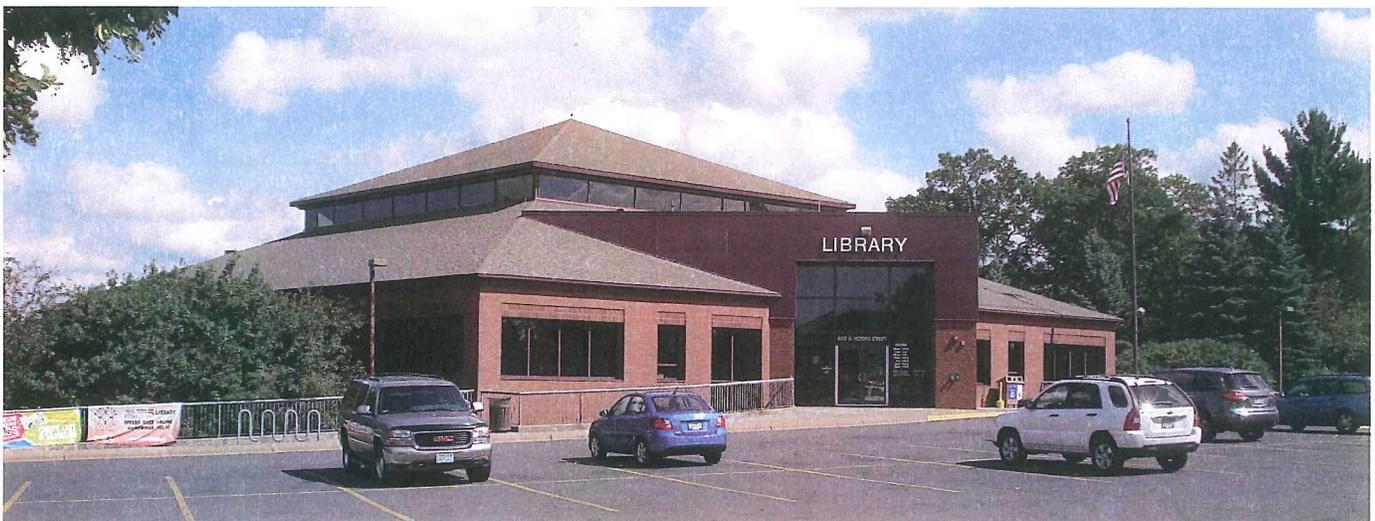
More than 1.8 million people visited the Library in 2012, and circulation reached almost 4.8 million. Customers are now also making millions of remote electronic connections to the library catalog, website, and databases.

This feasibility study for the Ramsey County Library in Shoreview 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.

Eight recommendations emerged from the Facilities Master Plan. Each of these had the potential to influence RCL- Shoreview's services and facilities, particularly recommendation #5:

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.



INTRODUCTION

- 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.

The Facilities Master plan concluded that the most effective way to achieve a regional library in the north would be to expand RCL – Shoreview. It also recommended that the Library consider acquiring the property to the south of RCL – Shoreview when it becomes available. This would provide opportunities for a future partnership and a more visible presence at the corner of Highway 96 and Victoria Street.

Two possible strategies were recommended for the Shoreview expansion:

OPTION 1

Expand the upper level of the Shoreview building to make enough space available in the facility for a Regional Library as well as the Administrative Offices and/or Technical Services.

OPTION 2

Relocate the Library's Administrative Offices and/or Technical Services and expand the library in the lower level as public space.

This feasibility study evaluates and makes recommendations regarding the two options.

It envisions RCL-Shoreview as a regional library in response to this recommendation.

- 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.

This recommendation is ongoing and informs the Feasibility Study for RCL - White Bear Lake.

- 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 RCL – Shoreview 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 AND RENOVATE RCL-SHOREVIEW ON THE CURRENT SITE ON ONE LEVEL.

We are recommending the library increase in size from 18,000 to 28,000 square feet. This would be accomplished via an addition to the upper level of the facility and the renovation of existing spaces.

This is the recommended option for several reasons:

- It meets the full program requirement for space and functionality.
- It allows library support functions to remain on Library property which is important for efficiency and cohesiveness of the Library system.
- It avoids the prohibitive operating cost increases required by staffing a two-story library and relocating support functions to alternate purchased or leased space.

The results of the existing conditions assessment are 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	\$ 6.9 M
OTHER PROJECT COSTS	\$ 2.4 M

TOTAL PROJECT COSTS 2012 \$ 9.3 M

**TOTAL PROJECT COSTS \$ 9.9 M
ESCALATED TO 2015**



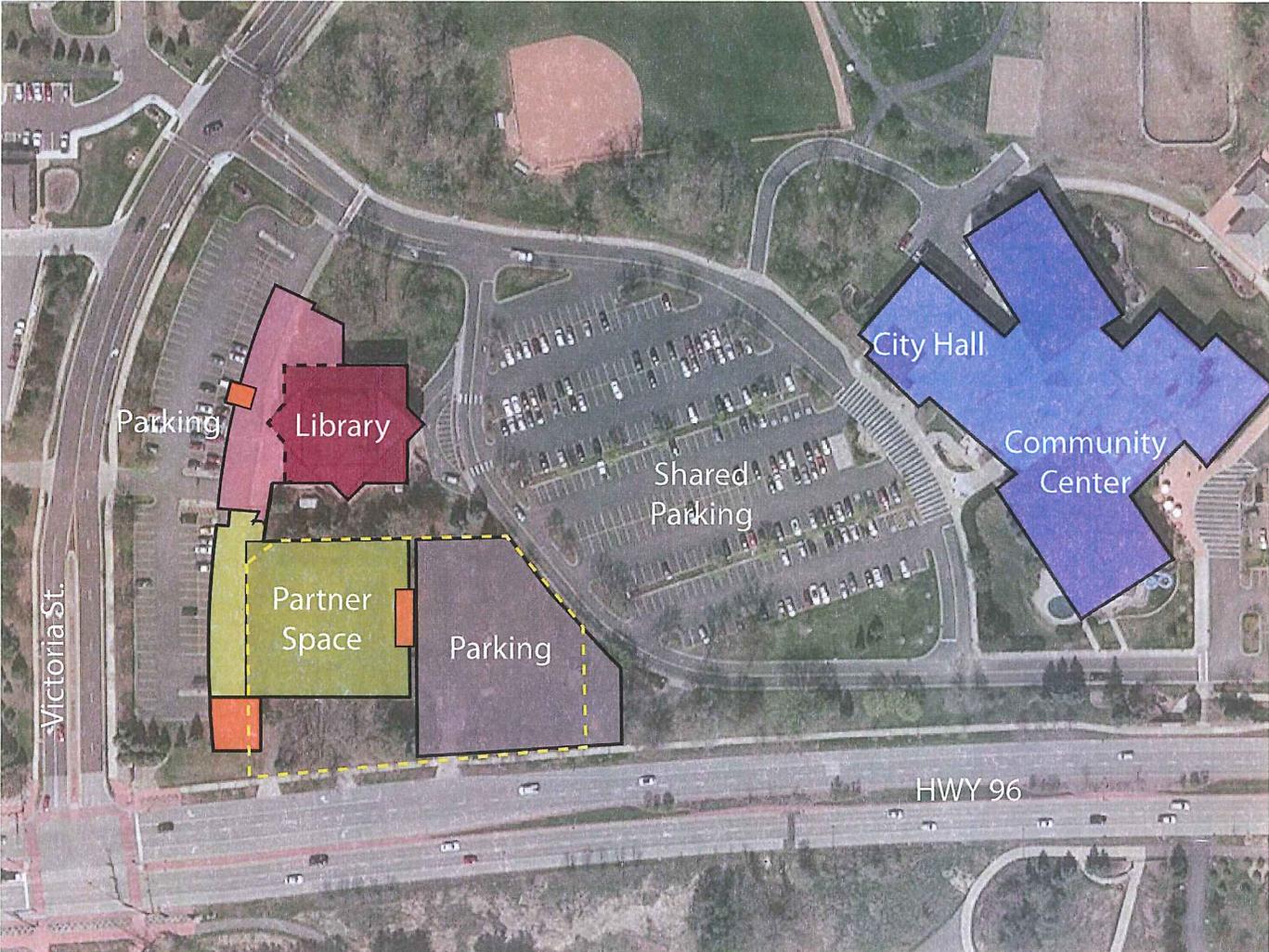
2. BUY THE PROPERTY TO THE SOUTH OF THE LIBRARY ALONG HIGHWAY 96.

Participants in the Shoreview community meeting identified options for potential partners to co-locate with the library. The best location for such a partner would be the land between the library and Highway 96. This would provide an exciting opportunity for the library to share programs and resources and expand its public outreach. This would also afford higher visibility for the civic campus as a whole.

We are recommending that the Library work with the City of Shoreview to purchase the two properties along Highway 96 for a reasonable, current market rate when they become available.

COST SUMMARY

LAND PURCHASE TBD

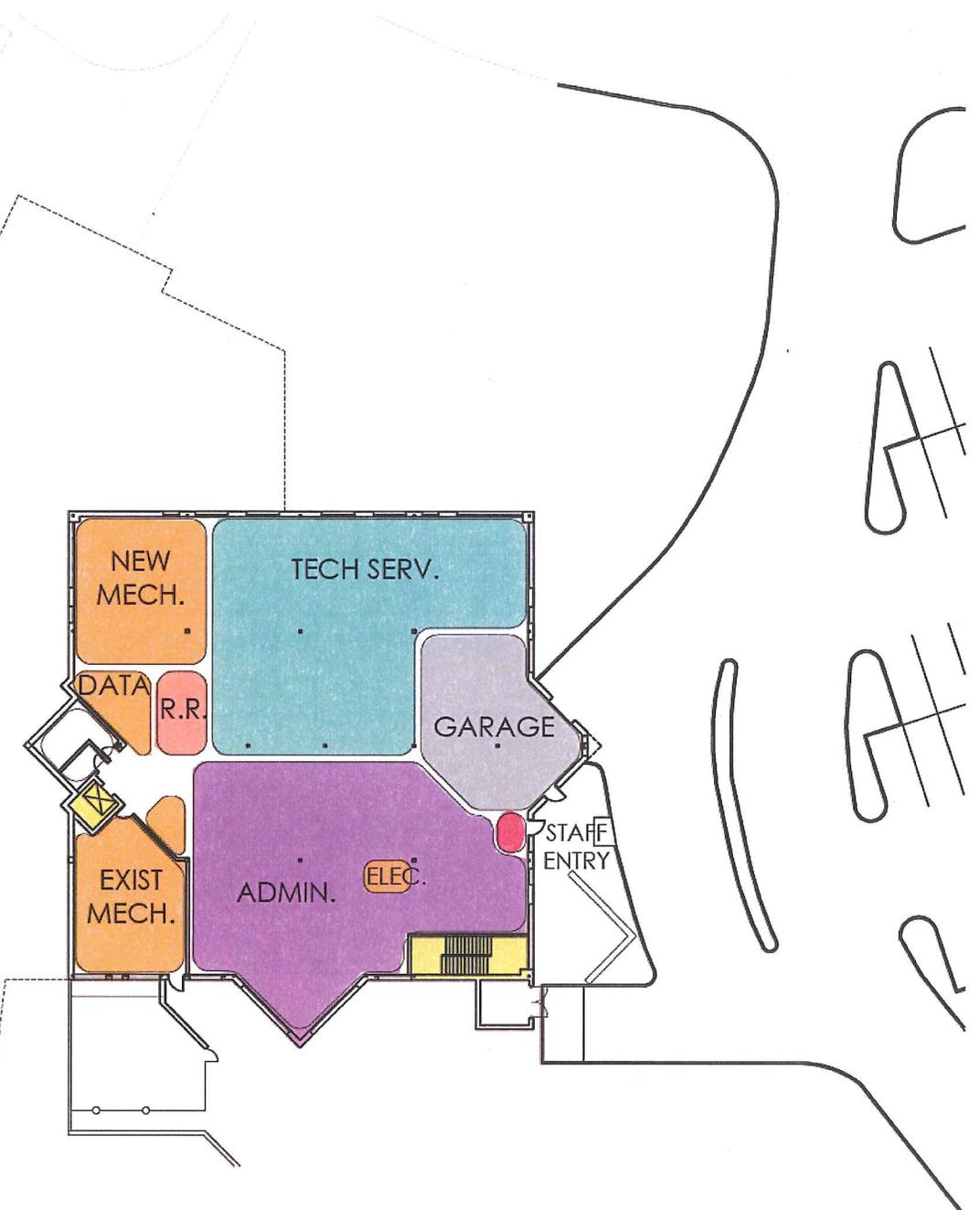


I. PRE-DESIGN SUMMARY

C. LIBRARY PLAN



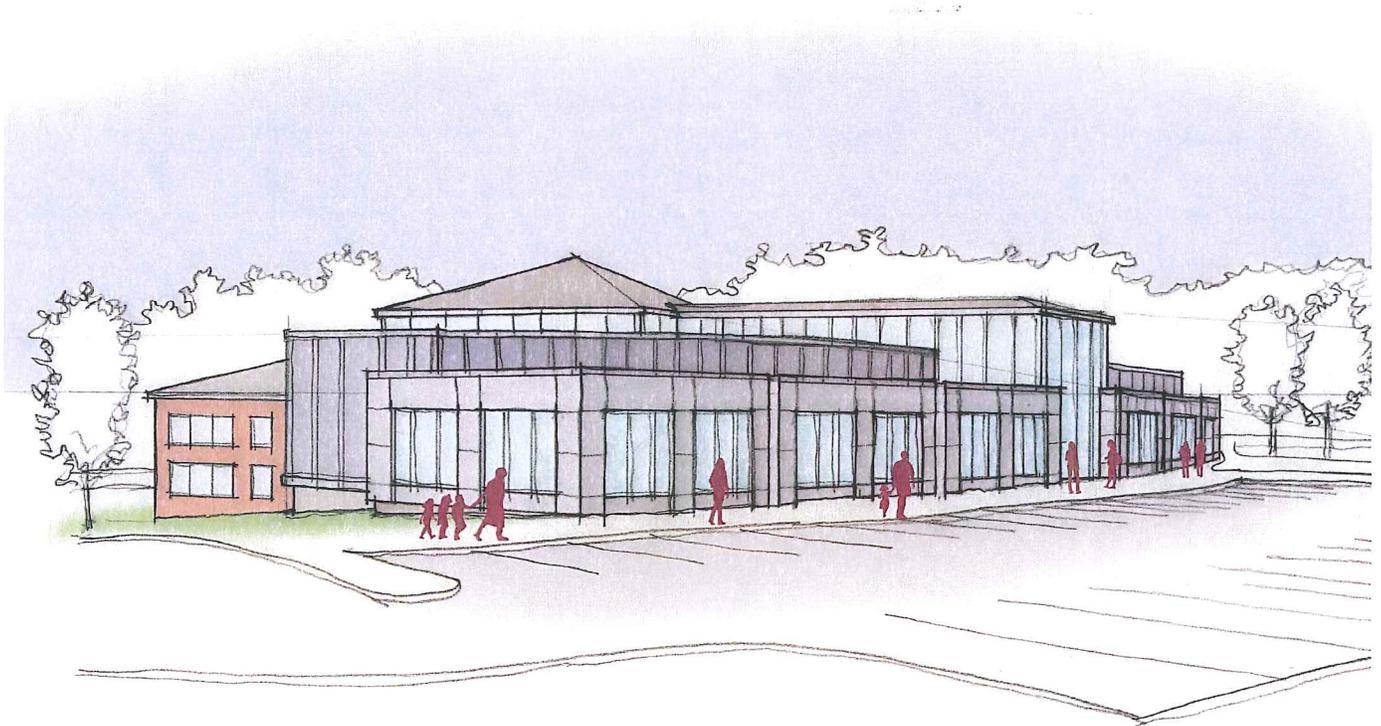
C. ADMINISTRATION/ TECHNICAL SERVICES/ FRIENDS
PLAN



Lower Level

I. PRE-DESIGN SUMMARY

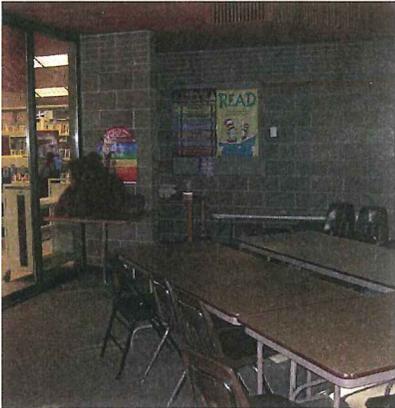
D. SKETCH



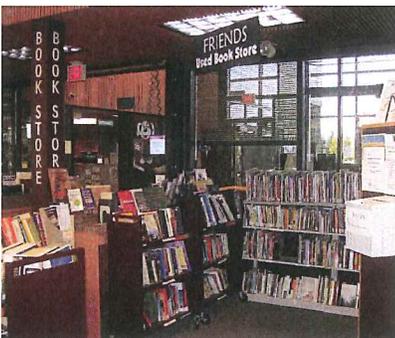
II. PROJECT BACKGROUND

A. ARCHITECTURAL/ FUNCTIONAL

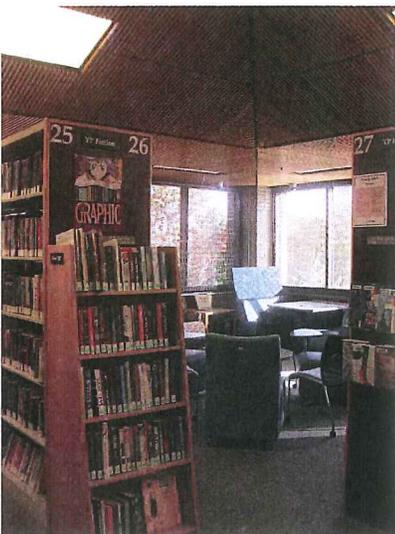
Observations and existing conditions:



Meeting Room



Friends Store



Teen Space

SITE & EXTERIOR ISSUES:

- There is limited visibility of the library from Hwy 96.
- The drive-through book drop is located on the back side of the building on the lower level, far from public library work areas.
- On the west side of the building, the upper level is at ground level. The lower floor is at ground level on all other side of the building. This limits cost-effective options for upper level expansion.
- The library addition will reduce the parking capacity of the upper level. Expansion of the lot is limited due to existing site boundaries.

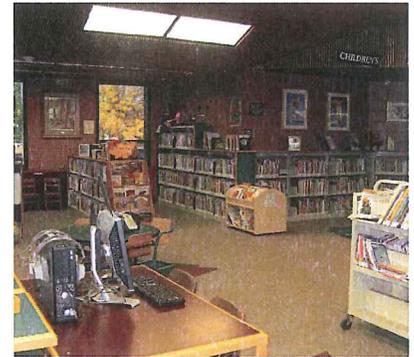
SHARED ISSUES

- There have been heating and cooling issues since the building opened. HVAC works inconsistently across the two levels. Dehumidification is poor.
- The lower level is divided by a maze of corridors.
- The dock area is inadequate.
- Storage is poorly planned and placed.
- The building was not planned for modern technology. Cinder block walls offer no flexibility for changes in cabling or wiring.

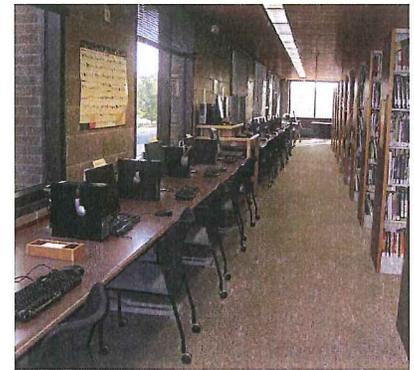
II. PROJECT BACKGROUND

PUBLIC SPACE ISSUES

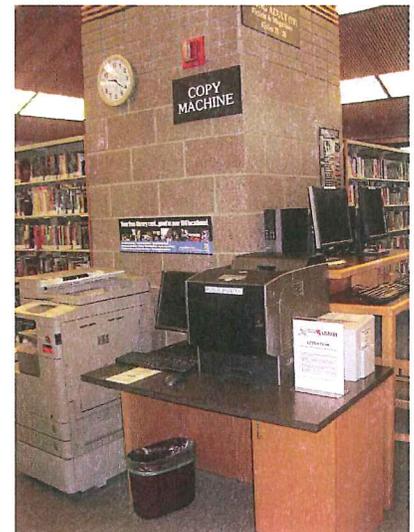
- **RCL-Shoreview has 70% less space than its comparably-busy MELSA peer libraries.**
- The Children's Area is too small. Collections for children spread into the adult areas of the building.
- Space is inadequate to provide appropriate early learning activities and children's computing options.
- The area for teens is too small and tucked away, making it difficult to supervise. It does not have enough space for teen computing or informal gathering.
- Existing computing spaces are pieced together throughout the building, competing with general study spaces.
- The meeting room is too small and oddly configured. HVAC noises are a constant droning backdrop. The existing space is not functional and does not meet library and community programming needs. The residents of the northern part of the county are denied important program opportunities because the available spaces are inadequate to accommodate them.
- There is a lack of quiet study and reading space.
- There are no group study spaces.
- The lighting lacks subtlety and flexibility.
- The restrooms are inadequate and poorly located.
- Sightlines do not allow for appropriate building supervision.
- Noise control (acoustic design) is a key issue.
- The wood ceiling is difficult to remove for maintenance.
- There is no storage/charging space for technology labs and AV equipment.
- The Friends retail space is inadequate.
- There are few powered counters/tables for laptop and other mobile users.



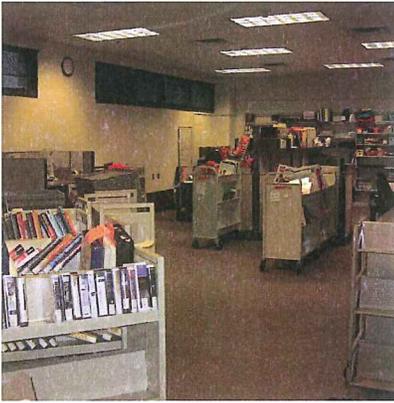
Children's Area



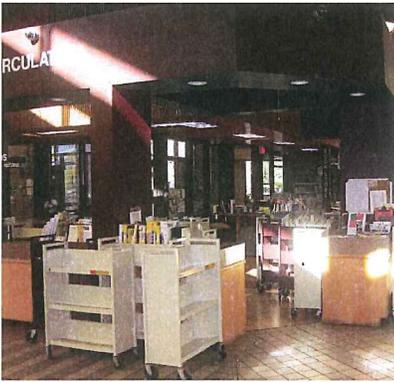
Computers



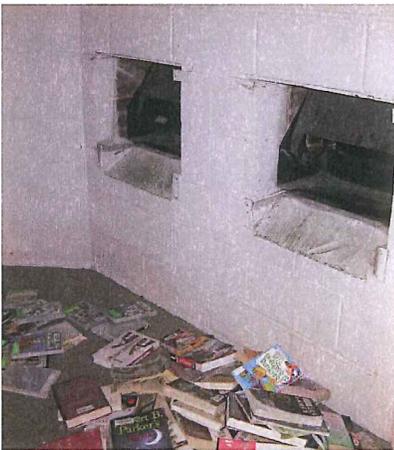
Copy Space



Staff Workspace



Staff Workspace



Bookdrop

LIBRARY STAFF SPACE ISSUES

- Staff workspaces are inefficient and poorly located.
- Circulation levels indicate a need for automated materials handling. Current spaces do not have the capacity to implement AMH.
- Materials are returned at three separate locations on two levels, creating serious logistical inefficiencies.
- Staff spaces/ workrooms are not adjacent to public spaces, limiting availability for service desk backup and ad hoc patron interactions.
- Staff workspaces are not ergonomically designed
- The library manager's office is tucked away in a corner far away from staff work areas.
- There is very little storage space.
- There is no space for volunteers.
- The service desk is being used both as a public desk and as a staff work area. It is too large for the first function and too small for the second.

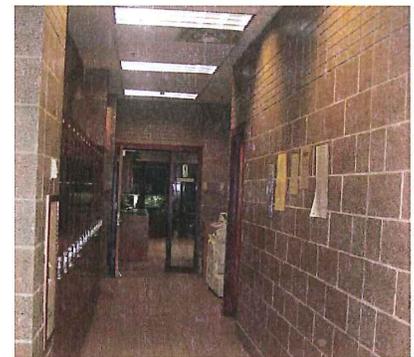
II. PROJECT BACKGROUND

ADMINISTRATIVE SPACE ISSUES

- There are two public entrances to the Administration offices – neither is clear or intuitive; neither is near an exterior entrance.
- Reception is placed to serve only one public entrance.
- Offices are cramped and need more space for technology.
- The payroll clerk requires an office.
- The administrative area should include some hoteling space.
- Lighting is inadequate to counteract the darkness of basement space.



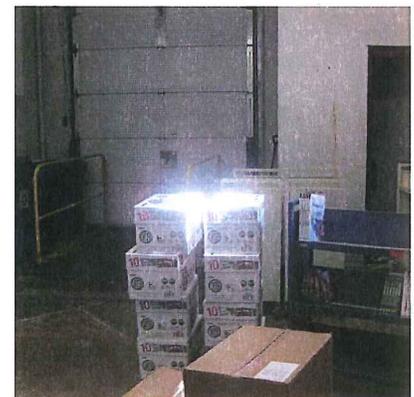
Reception Area



Entry to Administration Space

TECHNICAL SERVICES SPACE ISSUES

- The dock is inadequate.
- Lighting is inadequate and poorly placed.



Dock



Technical Services Office Space

B. MECHANICAL SYSTEMS

VENTILATION

- Ventilation is provided by two air handling units and two associated return / relief fans. Air handling unit S-1 and return fan R-1 serve the lower level of the building, and air handling unit S-2 and return fan R-2 serve the upper level. All fans have variable speed drives, and units are sized for 10% minimum outside air with 100% outdoor air economizers. All fans and coils are original to the building. Variable speed drives were replaced in 2007. Coils in the air handling units are said to be non-functional, but this could not be verified.
- Thirty four variable air volume (VAV) boxes control airflow to the spaces. Five of the boxes were upgraded in 2011, and several more should be expected to fail in the next few years.
- Diffusers in the upper level are located up high in the space, and there are many complaints that there is not enough air flow in the space.
- Two toilet exhaust fans and a general exhaust fan remove air for odor control.

COOLING

- Cooling is provided by a 40-ton scroll type air cooled chiller located outside the building. Chilled water is piped to cooling coils in the air handlers. The chiller is original to the building.
- Two constant volume pumps distribute chilled water to the cooling coils. One pump operates at a time. One chilled water pump has been rebuilt.
- Cooling coils in the air handlers are sized for a leaving air temperature of 58°F, which is insufficient to remove moisture from the spaces. A dehumidifier was added to the lower level system in 2003.
- A computer room air conditioning unit with integral humidifier serves the computer room space. Water filters for the humidifier have to be replaced often.

HEATING

- Four modular gas-fired hot water boilers heat the building serving steel panel radiation throughout the building, reheat coils on the lower level, a heating coil in air handling unit S-2, and unit heaters in miscellaneous spaces. Boilers are original to the building. Two of the four boiler pumps have been replaced, one in 2000, and one in 2003.
- Two constant volume pumps distribute heating water to the radiation and heating coils. One pump operates at a time. One heating water pump has been rebuilt.
- The building is comfortable in the winter, except for one cold spot in the northeast windowed corner of the lower level.
- One VAV box reheat coil leaked and was replaced in 2010, and glycol was added to the entire heating system to prevent additional leaks.

II. PROJECT BACKGROUND

HVAC CONTROLS

- DDC controls are original to the building, and are upgraded with equipment as equipment is replaced. The building automation system user interface has been upgraded.

PLUMBING

- A 2" domestic water service supplies water to the building fixtures. There is no backflow preventer in the building.
- One 50-gallon gas-fired water heater was replaced in 2006. A domestic water circulating pump has been turned off and is isolated from flow. It is unknown if the pump is operational, and it may need to be replaced. Hot water is slow to reach the fixtures. Operating or replacing the pump should speed the hot water flow to the fixtures.
- An emergency eyewash with tempered water was added in 2011.
- An irrigation system is supplied with a deduct meter and backflow preventer.
- Roof drains and interior rainwater piping remove rainwater from the building roof.
- A elevator sump pump is original to the building. It is unknown if the pump is operational, and it is older than its expected service life.

FIRE PROTECTION

- A 4" water supply service with detector check backflow preventer, flow switch and supply water to the wet sprinkler system in the building. The building is fully sprinklered. City pressure read 90 psi at the pressure gauge at the site observation.
- A chemical fire suppression system is installed in the computer room along with wet sprinkler heads. The chemical system is not tested, and it is unknown whether it is operational.
- There is no sprinkler head under the overhead door in the receiving area.

OPERATION HVAC

- Boilers stage on to provide 190°F supply water temperature and receive 170°F return water temperature to the heating systems. Boiler staging order was B-1 through B-4 until the last few years, when the staging order was reversed to B-4 through B-1.
- Building operations personnel have found occupant comfort can be maintained at 72°F in summer, which is cooler than the Ramsey County guidelines, and cooler than recommended by ASHRAE for energy efficiency. Additional dehumidification or cooling would be required to remove enough moisture from the building to allow it to be operated at a higher space temperature in summer.

MECHANICAL CONCERNS

- Cooling coils and filters associated with S-1 and S-2 are located up high in the mechanical room, and are very difficult and dangerous to service. Building services personnel have to climb on the chilled water piping, because a ladder will not fit below the units.
- The minimum outside air rate provides about 60% of the outside air required by Minnesota code. Heating and cooling coils do not have the capacity to heat and cool additional outside air. There is a perception that airflow reported to the building automation system does not match actual airflow, and that air distribution in the building is not sufficient.
- The chiller has reached its estimated service life, and there is some concern it has not been maintained as recommended by the manufacturer for the first decade of operation. It is located in an area that is hard to access, behind the building in a walled-off courtyard. A boom crane will be required to replace the chiller.
- VAV boxes are difficult and dangerous to service in the public areas with wood ceilings.
- Diffusers in the meeting room are very loud, and need sound attenuation if this room is to be used for meetings.

II. PROJECT BACKGROUND

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 480/277V rated switchboard via an interior mounted CT cabinet. The utility transformer is located at the southeast corner of the building. Note that the utility transformer appears to be less than 1'-0" from the building. Current Xcel Energy clearance requirements are a minimum of 3'-0" from a noncombustible wall. The current installation location of the utility transformer may be a result of proximity to the property line. The utility meter is located in the main electric room.

The capacity of the main service is 1000A/830 kW, which equals 29.6 watts per square foot. Review of the last two years of Xcel's billing indicates a peak demand of 163.2 kW, which occurred in July 2011. Based on this information, the main service is 20% loaded, which equals 5.8 watts per square foot.

ELECTRICAL DISTRIBUTION SYSTEM

The main switch is 480/277V with a 1,200A bolted pressure switch fused at 1,000A with ground fault protection. The distribution board adjacent to the main switch is rated 480/277V 1200A. It contains fused switches that serve the chiller, the elevator, branch circuit lighting panels, motor control center, and a 112.5 kVA transformer. There are spaces available to add up to three 100 amp fused switches to feed additional new loads. There is a 30 kVA capacitor tied into this distribution board to correct the power factor.

There are three lighting panelboards. HP-1 is located in the main electric room (surface mounted). HP-2 is located in the loading dock area (surface mounted). HP-3 is located in the library manager's office (flush mounted). They all are rated 100 amp. The 112.5 kVA pad-mounted transformer in the main electric room serves the 208/120V, 400A distribution board, LDP-1. LDP-1 is located in the main electric room and contains fused switches that serve branch circuit power panels, UPS, and range. LDP-1 has current technology power sifor TVSS, but it didn't appear to be on. There are four power panelboards. LP-1 is located in a storage room (flush mounted). LP-2 is located in the mechanical room (surface mounted). LP-3 is located in the library manager's office (flush mounted). Panel C1 is located in the computer room. The distribution system is in good condition and has space to add some additional switches. There is also space adjacent to LDP-1 to add another distribution section.

INTERIOR LIGHTING

The lighting in the lower level administration spaces utilizes both 2'x4' fluorescent parabolic light fixtures and lensed light fixtures. The conference room recessed downlights were retrofitted with LED lamps. The mechanical and electrical rooms utilize 4'-0" long chain hung industrials. The lights in the lower level are controlled via local switching/occupancy sensors. The upper level library areas utilize a mixture of 1'x4', 2'x2', and 2'x4' parabolic and lensed light fixtures and recessed metal halide downlights. The fluorescent lamps are 25 watt T8 energy saving lamps with electronic ballasts. The lights in the main library circulation area are controlled via momentary contact switches that are tied into a relay control panel. Local switching/occupancy sensors are utilized in the restrooms, individual study rooms,

II. PROJECT BACKGROUND

offices, and conference rooms. Most exit lights on both floors still are utilizing fluorescent lamps. As they fail, they are being retrofitted or replaced with LED type exit lights. Exit lights are battery backed up. Emergency lighting throughout the building is via emergency battery units.

FIRE ALARM SYSTEMS

The main control panel is a Notifier 5000 system, which provides a zoned type system. The system includes smoke detectors, heat detectors, duct smoke detectors, horn/strobes, and sprinkler alarms. The system is monitored by Silent Knight.

MOTOR CONTROL CENTER/ VARIABLE FREQUENCY CONTROLLERS (VFCS)

There is a motor control center located in the lower level mechanical room. The MCC is rated 480/277V, 200A. The four individually mounted VFCs were replaced in 2012. They are manufactured by Danfoss. They serve the two AHUS and two return fans.

LIGHTNING PROTECTION

The building has a lightning protection system. The downleads are routed down inside the building and are tied into a ground ring that is located below grade around the exterior perimeter of the building. There was no roof access, so the condition of the lightning protection system could not be determined.

SECURITY SYSTEM

The C-CURE security system/access control 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 are two card reader locations: The employee entrance and the lower level conference room for after hours use. The system also is monitored by Silent Knight.

HAND DRYERS

There are hand dryers, manufactured by World Dryer, in the restrooms on both the lower and upper levels. They appear to be in good condition.

EXTERIOR LIGHTING

Both the west and east parking lots utilize pole-mounted shoebox style metal halide light fixtures. The poles are rusted and should be replaced. They are controlled photocell on/off through the building automation system. There is a ground mounted flag pole light fixture that is not installed in an optimal location. There are a couple of styles of building-mounted light fixtures. Most of them are metal halide wall packs that have a lens that causes glare. We recommend replacing the wall pack light fixtures with light fixtures that have sharp cutoff to avoid the glare. Some of the lights on the east side of the building are a decorative type of light fixture.

II. PROJECT BACKGROUND

ELECTRICAL CONCERNS

- The main electric room has the proper code clearances, but lacks a second code-required exit. Other than the space adjacent to distribution board LDP-1, there isn't any wall space or floor space that will allow any future expansion.
- 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 main switchboard, panelboards, and motor control centers.
- 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.
- The motor control center installation would not be code compliant with today's codes. There is a duct installed directly above it. It also does not have any future growth capabilities.
- The Notifier 5000 System is not made anymore. Notifier sent out a letter in April of 2011 stating that they are no longer making electronic components for this system. That means that maintaining or expanding this system in the near future will be very difficult and expensive.

D. SUSTAINABILITY SOLUTIONS

- Existing boilers are 78% efficient. Replacing boilers with 96% efficient condensing boilers would save 24% in operating costs.
- Replacing the air handlers with coils sized for lower discharge air temperature can lower the humidity and increase comfort while operating the building at a higher space temperature than the current 72°F set point.
- New higher capacity air handling units would allow an increase in ventilation rates, increasing occupant comfort while meeting current code.
- Replacing plumbing fixtures with low flow fixtures would save more than 50% on water use.
- Adding variable frequency drives to chilled water and heating water systems would decrease pump energy 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

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

The library user should experience rich vistas both inside and outside. The interior should provide a series of rooms and overlooks; walking through the building should provide pleasant surprises like cozy reading nooks and interior "porches" that inspire library visitors to linger. Views should embrace the park area to the north, bringing the seasonal landscape into the building. 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.

DISPLAY

Display options and fixtures should be incorporated throughout the public spaces. 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.

DOORS

Entrance doors should be chosen for ease of use, maintenance, and 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.

Interior doors to workspaces must be wide enough for book carts, preferably 36", and equipped with some kind of device to hold them open. Vestibule must be large enough to control outside air streaming into the building.

ELECTRICITY

Duplex outlets should be spaced along walls and located on pillars. Where floor outlets are required, they should be flush and capped. Building protection - 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. Heating elements should be placed so they are not blocked by furniture or shelving.

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. Placement of security cameras in relation to entries and major areas requiring surveillance should be considered

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

1. LIBRARY

Parking Lot

Location: Near Entrance and Plaza

Functional Description: Traffic flow will be an important issue. Traffic will be entering and exiting the lot and will be approaching the library's exterior book return, while pedestrians will need clear and safe access to the entrance. 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 and medians.
- Book return traffic should not obstruct general flow of traffic.
- Drop-off area for busses and vans near the main entrance, but not blocking it.
- Sufficient spaces to meet all applicable codes.
- Handicapped parking.

Entrance

Location: Near Lobby

Functional Description: Patrons may wait for rides on the available benches.

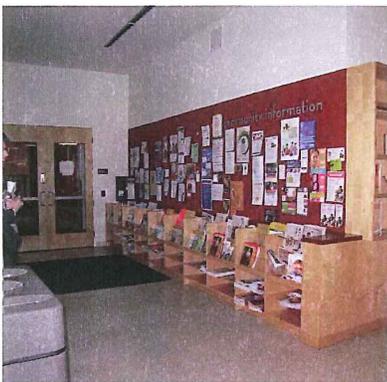
Features:

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

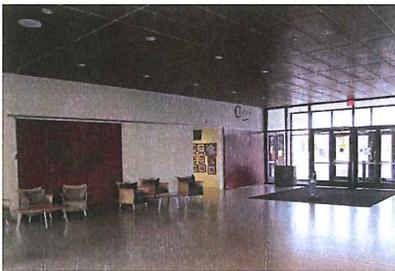
III. LIBRARY PROGRAM



Roseville lobby with built-in displays and electronic monitor.



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



Maplewood lobby seating and connection to restrooms and coffee shop.



Roseville Friends space is successful with its location adjacent to the entry and circ. desk and variety of displays.

BENTZ / THOMPSON / RIETOW comm no. 1228.00

Lobby

Location: Near Service Desk, Community Room, Friends' Book Store, Restrooms, Coffee Cart

Functional Description: The library lobby should be a welcoming place where library and community information can be displayed. Giveaway materials need to be neatly and attractively arranged in the lobby for easy browsing. The lobby should be a comfortable place for people who may need to wait for the bus or a ride.

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.
- A durable, moisture-proof floor covering.
- System to remove debris from feet.
- A "You-are-here" map.
- Large flat screen monitor for digital signage, replaces some posters/flyers.
- Materials return slot.
- Trash and recycling receptacles.
- RFID gates, located away from display shelving and automated doors.
- Coffee Vending Machine
- Drain in lobby floor for winter walk off.

Friends' Retail Space

Location: Store – Near Lobby, Library Entrance/ Exit, Coffee Cart

Sorting room – Near Store, Circulation Workroom

Functional Description: The Friends of the Library will be operating a small retail bookstore within the Shoreview Library. They will need an area to sort materials with a work surface and shelving.

III. LIBRARY PROGRAM

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 playing preschool reading games, 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 – for example, no preschool characters in the elementary area.
- 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.
- 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.
- One public restroom is to be located in or near this area. This restroom should be scaled to children. It would be desirable to have a sink at child height and a sink at adult height as well. This restroom must have diaper changing facilities.
- 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.



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



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

III. LIBRARY PROGRAM

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).



Preschool- sized furniture at Plymouth.



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



Children's gaming at Roseville.

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. Part of this play area includes an installation by the children's museum.
- 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.

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 bookflix.
- A gaming area with appropriate acoustic treatment.
- Display fixtures for thematic displays of library materials.

III. LIBRARY PROGRAM

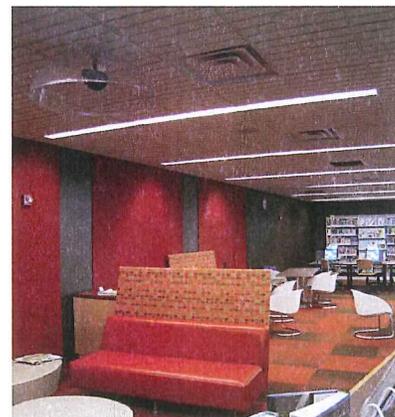
Teen Area

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

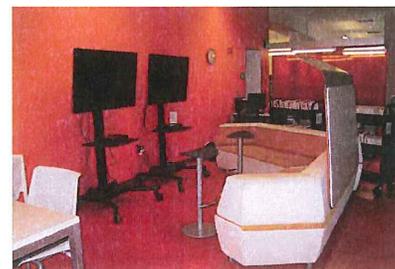
Functional Description: This is the space designated to house teen materials, and a place for teens to relax and use the library's facilities in a comfortable, well-lit, informal, coffee shop-type atmosphere.

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 area at Maplewood has multiple lounge/ study seating options.



Teen gaming at Roseville.

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 heights 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.)



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

Nonfiction:

Location: Near Fiction, Study Workstations/ Seating in quiet zone

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. This area will include three distinct sections – general nonfiction, travel, and folios.

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.
- Copy/scanning area.

III. LIBRARY PROGRAM

Reading/ Lounge Areas

Location: Near Fireplace, Fiction Area, Windows

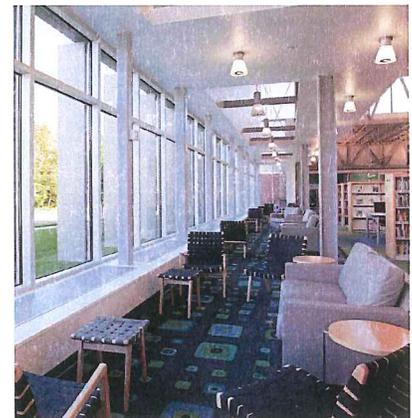
Functional Description: These areas will provide casual, comfortable, and inviting spaces for patrons to read or relax. They will accommodate display of current magazines. They might also be used as informal meeting space. There will be at least one major reading area around the fireplace, as well as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



Reading area centered around fireplace at Maplewood.

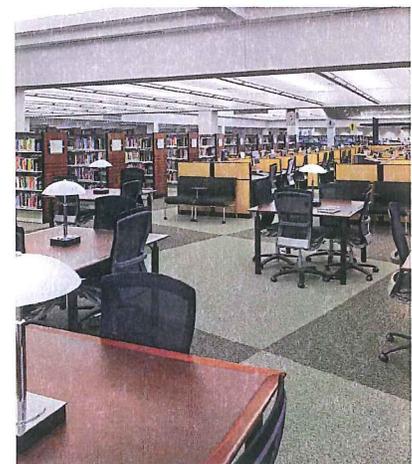


Reading area at Plymouth at the perimeter of the building provides views and natural light.

Study Areas

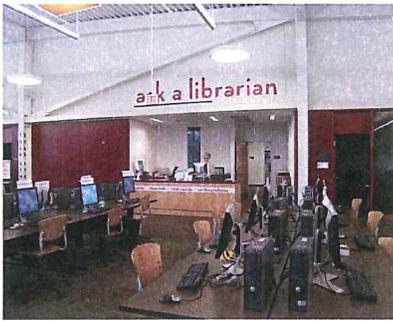
Location: Near Nonfiction, Reference, within Quiet Rooms

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.



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

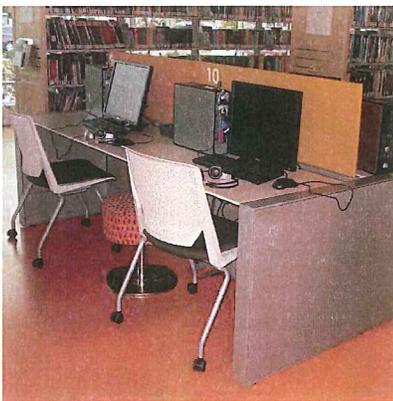
III. LIBRARY PROGRAM



Computers at Maplewood grouped together and near reference desk.



Computers along counters at Roseville.



Teen computers at Roseville.

Computer Workstations

Location: Arranged in groups throughout public spaces- Internet computers near the Ask a Librarian 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 teen computer area will have its own reservation station for teen computers.
- The adult computer area will have a reservation station and two printing stations.
- 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.

III. LIBRARY PROGRAM

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

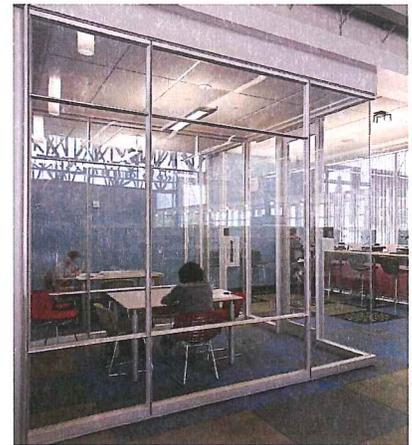
- Various sizes, including four 2-4 person, 6 person, and 8 person rooms.
- Interior windows.
- Electrical outlets.
- Cable connections.
- No data required.

Conference Room (8 person study room)

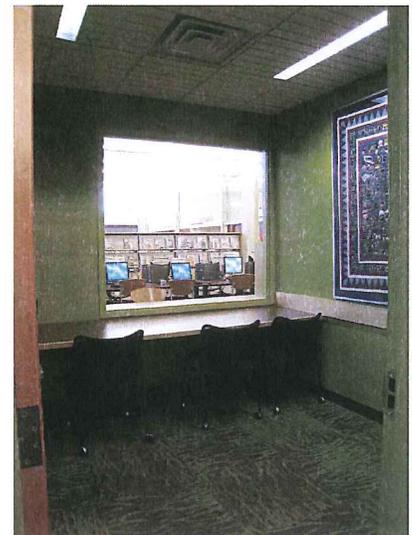
- Table.
- Comfortable chairs.
- Interior windows.
- Electrical outlets.
- Glass door.
- White board on one wall.
- Cable connections.
- Data connection for larger room.
- Ceiling mounted projector with smart board – or large screen technology

Media Lab

- Locate near Teen area.
- Video capabilities.
- Electrical outlets.
- Table.
- Comfortable chairs.



Study room at Plymouth.



Study room at Maplewood.



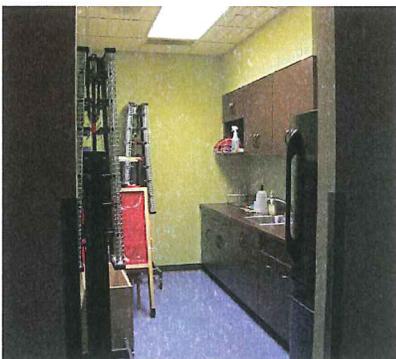
Community room at Maplewood.



Community room at Roseville.



Community storage room at Roseville.



Community room kitchen at Maplewood.

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 lobby, 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 telephone and data outlets. These should be 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 or 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.
- The room should contain a service kitchen provided for the convenience of groups using the meeting room. It is not the intent to encourage groups to sponsor large meal functions in the meeting room, but a modest food preparation area is desired. A refrigerator and microwave are essential. There should be a counter with cupboards above and below. There should be a sink with a garbage disposal, as well as a large covered trash container and containers for recycling.

III. LIBRARY PROGRAM

Service Desk

Location:

- *Directly adjacent to staff workroom.*
- *Close to entrance for monitoring security gates, but adequate distance away to prevent RFID issues.*
- *Close to express checkouts.*
- *Clear sightlines to Ask a Librarian desk.*

Features:

- Workstations with computers, phones, barcode scanners, RFID pads, and receipt printers. Computers should be networked to a local workgroup printer. Workstations at different heights.
- Storage cabinets and shelves behind desk.
- Comfortable flooring.
- Clear navigation from service desk to other areas of the building.
- Lateral file drawers.
- Flexible, modular desk.

Ask a Librarian Desk

Location: Central location, clear sightlines to Service Desk

Features

- Flexible, modular desk.
- Two-Three computers.

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. Each station should have enough adjacent counter space to allow patrons to set down stacks of materials.
- Queuing should be intuitive.
- Separation from display shelving important.
- The Library's standard self-checkout cabinet design should be followed.



Express checkout at Maplewood.

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.



Cart storage and workroom at Maplewood.

Staff Work Space

Location: Near Service Desk

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:

- The workroom should have a large open space for use by pages and clerical staff.
- A staff coat rack, 20 half height lockers, and 20 staff mail boxes.
- Additional storage as the space will allow.
- A set of rollers for delivery boxes. Rollers to end at a lift next to the AMH.
- Space for empty delivery boxes.
- Space for book cart storage.
- Workstation for volunteers with message and sign-in area.
- Area for staff lounge/ kitchen.
- Exterior delivery door.

III. LIBRARY PROGRAM

Automated Materials Handling:

Location: Drive-up Exterior Return – Conveyor into Circulation Workroom

Interior Return in lobby – Conveyor into Circulation Workroom; access should not be at cross purposes with exiting patrons.

Functional Description: Bookdrop/Material returns should be available both inside and outside the library, and will be used by the public during and after operating hours. They provide a method of returning materials away from staff service desks, reducing clutter and allowing greater staff efficiency, while providing convenience for patrons.

Design and Layout Issues:

General considerations:

- Material returns should have openings large enough to accommodate the various sizes and types of materials. An automatic opening is preferred.
- Conveyor runs should be as straight as possible.
- If inter-agency bins are a consideration we need to maintain the current AMH ultrasort solution or similar.
- Delivery truck space and operational costs are a consideration
- Sort capacity should be a minimum of 10 bins (including front dump bin) to allow for night drop and multi-sort options.
- Automatic opening should be required on AMH so we can easily lock out returns
- Easy access to conveyor runs
- Adequate storage for AMH bins and bin charging.

Exterior:

- The exterior return should provide drive-up access.

Interior:

- The interior material return should ideally be placed as close to the library entrance as possible for convenience, and be as shielded from any service desk as possible to encourage its use. This will have to be balanced with the need to have the interior material return in close proximity to the circulation workroom. More than one return slot may be needed to prevent creating a bottle-neck.
- Return must be at a distance from RFID security gates.

Circulation Supervisor's Office

Location: In staff work room with views to the service desk and accessible to patrons

Functional Description: This is the Circulation Supervisor's workspace. It will provide a private space for speaking to supervisees and handling patron issues.



AMH at Maplewood.



Staff Workroom at Plymouth.

Librarian Area

Location: In workroom away from AMH

Functional Description: This space contains the behind-the-scenes work area for reference staff. Ideally, this space should be comfortable for long-term staff use and include windows and other aesthetic features. This space should also have a break area with comfortable chairs and tables and a kitchenette.

Manager's Office

Location: Views to library

Functional Description: This is the Manager's workspace. It will provide a private space for speaking to supervisees and handling patron issues.

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 to be graffiti-proof surfaces.
- Self-flushing toilets and 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.

III. LIBRARY PROGRAM

B. SPACE DESCRIPTIONS

2. SHARED SPACES

Custodial Closets

Location: Two- Small closet upstairs, Large closet downstairs, near restrooms

Functional Description: These rooms provide a place for custodial work space, equipment, cleaning supplies and building supplies.

Features: Each closet should have space for the following:

- Floor (slop) sink with open space around it and a hose bib 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.

Mechanical Room(s)

Location: Existing room to remain; Expanded or additional room needs access to fresh air intake.

Dock

Location: Easy access to Admin, TS, supply room

Functional Description: This area will be used for the receipt and temporary storage of bulk deliveries as well as the storage of various items required for maintenance. The staff entrance could be a part of this area.

Features:

- 2 bays (space for 2 trucks at the same time).
- Access for 2 vehicles and 1 lift.
- High ceiling so trucks can drive in.
- Exhaust fan for fumes.
- Double exterior doors.
- Double inner door to office areas: Easy opening – button or swinging, Self-closing, Able to accommodate large items like aerial lift.
- Workspace counter, approximately 6 feet in length with shelf above.
- Space for: Delivery boxes, Book trucks, Trash and recycling – 6 bins, Dollies, Handtrucks, Snowthrower, Shovels, Brooms, and Ice melt – 3 bags.
- Swing space for deliveries and roller system directly to Technical Services.
- Security camera monitored in administration; phone; doorbell.

Staff Lounge

Location: Near Admin and T.S., Near staircase or elevator for easy public library staff use

Functional Description: This space is where staff can take breaks and eat meals. The break room needs to contain a kitchen and a lounge. The staff restrooms need to be close to this space, but should not open to the staff room.

Features (scaled for entire building):

- four-person tables with comfortable lounge chairs.
- Windows – daylight.
- The kitchen should feature surfaces that are easy to maintain.
- Counter space and cupboards with specialty shelving.
- Appliances: 2 microwaves on separate circuits, large refrigerator with large freezer and ice maker, stove, oven, dishwasher, and water dispenser.
- Vending machines.
- Trash/recycling.
- Quiet room with phone and recliner.

III. LIBRARY PROGRAM

B. SPACE DESCRIPTIONS

3. ADMINISTRATION

General notes: One public entrance; Lots of daylight; Dignified, but fun

Overall space in Administration Suite:

- 6 offices (Based on county standards)
- 3 workstations (Based on county standards)
- Reception desk
- Reception seating area
- Conference room
- Secure file storage and mail room
- PR workroom
- Supply room
- "Courtyard" space= administration workroom and shared space

Reception Desk

Located adjacent to public entry, adjacent to public seating lounge, with sightlines to courtyard, with sightlines to conference room/ board room

- Standard workstation
PLUS
- Extra counter space for security monitors
- 2 locking lateral file drawers nearby for current revenue recap
- 4 lateral file drawers and 2 flippy cupboards
- Higher countertop ledge on public side of desktop

Public Reception Area

Located adjacent to public entry, adjacent to reception desk, adjacent to the conference room

- Lounge seating with occasional table(s)
- Possible use as collaborative staff work space

Supply Room

Could be located outside of admin suite

- General office supplies
- Forms, etc that are not PR related
- Seasonal and party supplies
- Newsletters
- Library history archives
- Shared storytime supplies

III. LIBRARY PROGRAM

Administration Workroom (Courtyard)

Located adjacent to public reception lounge area for dual use?

Functional Description: Central area for shared equipment and collaborative work.

- Shared Equipment: printers, scanner, fax, shredder, and copier
- Shared worktable
- Cupboards with counter
- Storage for courtyard equipment supplies, paper, toner, small quantity office supplies
- Cart for items returned in error
- General shared non-confidential files; Currently have 48 lateral file drawers and 26 vertical file drawers

PR Workroom

Located adjacent to Communications Manager and Communications Associate

- Accessible to all
- Shared Equipment: Laminator, Risograph, Paper cutter, Paper folder
- Phone, worktable, counter with cupboards
- Storage for PR workroom equipment supplies: Laminate, Spare colors, Paper – 10 shelves
- Storage for boxes of paper; brochures (in-house): 1 foot deep, 6" high, 12 shelves; brochures (printed elsewhere)

Locked File Storage

Could remain in current location, in the mail room

- 24 Lateral files (10 for HR, 2 for FMLA, 12 for Revenue recap, Non-current files)
- Old time sheet files
- Postage machine (On counter)

Library Board Room

- Conference table; Seats 12; Outlets on top of table
- Room for additional side chairs
- Sink and countertop for coffee, Mini-fridge
- Projection or flat-screen TV with cable hookup
- Adjustable lighting; Daylight – windows
- Some storage
- No more than 2 doors
- Smart white board

III. LIBRARY PROGRAM

B. SPACE DESCRIPTIONS

4. FRIENDS OF THE RCL

General Notes

Located adjacent to or connected to Admin

- Daylight, preferably windows
- Handicapped access at exterior back door

Overall space in Friends Suite:

- 1 office (Based on county standards)
- 3 workstations (Based on county standards)

Book Sale Storage Space

- Open space for storing boxes of books

B. SPACE DESCRIPTIONS

5. TECHNICAL SERVICES

Overall space in Technical Services Suite:

- 6 Standard workstations
- 4 Page workstations
- Unpacking space
- In-transit space
- Shared work space
- ILL area
- Manager's office
- Storage room

Unpacking Area

Located adjacent to the dock

- Separate from swing space
- Roller system for 60-100 boxes that directly connects to the dock
- Cart storage
- Stand-up workstation (no computer needed)
- Lift next to workstation
- Storage for relevant supplies
- Garbage bin
- Place to stack broken-down boxes

In Transit Area

Located near ILL and dock

- For checking in MELSA and ILL, putting outgoing items in transit
- 2 workstations - both able to be stand up, at least one adjustable to sit down
- Workstations require: Computer, RFID pad, Receipt Printer, Supplies, Shared lift, and possibly shared small roller
- Cart space
- Outgoing box space (gray boxes and MELSA)

ILL

Located near In Transit Area

2 standard workstations (A)

Shared Work Space

- Storage cabinets
- Paper shredder; Workgroup Printer
- Counter with paper cutter
- Space for: Empty boxes, Outgoing boxes – MELSA, MINITEX, gray, Carts
- 2 lateral file drawers
- Need CKI station but could share with "In Transit"

Storage Room

Located near pages, near other workstations

- Large shelves to hold unpacked boxes of supplies
- Cupboards

Manager's Office

Location: Views to department

Functional Description: This is the Manager's workspace. It will provide a private space for speaking to supervisees.

III. LIBRARY PROGRAM

C. TABULATION AND ASSUMPTIONS

Library	17,269 NSF
Shared Spaces	3,780 NSF
Administration	2,533 NSF
Friends of the Library	560 NSF
Technical Services	2179 NSF
Subtotal Net Assignable Square Feet	26,321 NSF
Total Gross Square Feet @ 60 - 75% Efficiency*	37,800 GSF
	*Efficiency ranges per space function

Children	3,303 NSF
Children's Computers/ Seating	1,274 NSF
• Pre-Literacy Play Area	400 SF
• (12) Children's Computer Workstations ¹	240 SF
• (1) Printing Station ²	20 SF
• (4 - tables with 4 chairs each) Preschool Seating	196 SF
• (4) Parent/ Child Seating	100 SF
• (1 - table with 4 chairs) Elementary Study Seating	64 SF
• (4 - tables with 2 chairs each) Elementary Study Seating	80 SF
• (4) Elementary Lounge Seating	60 SF
• (Storytime Supplies) Storage	50 SF
• Gaming	64 SF
Children's Collection	1,822 NSF
• Easy Fiction, Easy Readers/ Nonfiction, Holiday Books, Board Books (78 Bins) ³	1,087 SF
• Juvenile- Fiction, Series, Readers, Nonfiction (285 Shelves) ⁴	735 SF
Juvenile Media Collection	207 NSF
• Juvenile DVDs (6 Units) ⁵	105 SF
• Juvenile Storybags ⁶	27 SF
• Juvenile CDs ⁷	27 SF
• Juvenile Talking Books (10 Shelves)	48 SF

III. LIBRARY PROGRAM

Teen	1,051 NSF
Teen Computers/ Seating	667 NSF
• (8) Teen Computer Workstations ¹	160 SF
• (1) Teen Reservation Station ¹	20 SF
• (6- tables with 2 chairs each) Study Seating	150 SF
• (2) Booth Seating	72 SF
• (6) Lounge Seating	96 SF
• Gaming	144 SF
• (Gaming) Storage	25 SF
Teen Collection	384 NSF
• Teen- Fiction, Series, Graphic, Talking Books, Games, YA Magazines (150 Shelves) ⁴	384 SF
Adult	6,324 NSF
Adult Computers/ Seating	1,580 NSF
• (48) Adult Computer Workstations ¹	960 SF
• (1) Adult Reservation Station ¹	20 SF
• (2) Printing Station ²	40 SF
• Copy/ Scanning	20 SF
• (16) Adult Lounge Seating	240 SF
• (20) Adult Study Seating	300 SF
Adult Collection	3,426 NSF
• Fiction, Mysteries, Science Fiction/ Fantasy, Romance, Graphic, Westerns, Large Type, Comics (693 Shelves) ⁴	1,755 SF
• Adult Nonfiction, YA Nonfiction (732 Shelves) ⁸	1,566 SF
• Travel (46 Shelves) ⁴	105 SF
Periodical Collection ⁹	231 NSF
• Current and Back Issue Magazines	135 SF
• Current and Back Issue Newspapers	96 SF
Reference Collection (12 Shelves) ¹⁰	45 SF
Adult Media Collection	1,042 NSF
• CDs (6 Bins) ¹¹	250 SF
• DVDs (15 Bins) ¹¹	612 SF
• Talking Books on CDs (68 Shelves) ⁴	150 SF
• Games	30 SF
Rental Collection	55 NSF
• Rental Books (6 Shelves)	20 SF
• Rental DVDs (8 Shelves)	20 SF
• Rental Games (3 Shelves)	15 SF
Book Club in a Bag	40 NSF

III. LIBRARY PROGRAM

Special Displays	100 NSF
Requests Waiting for Pickup (60 Shelves)⁷	105 NSF
Friend's of the RCL	270 NSF
• Bookstore	120 SF
• Workroom	150 SF
Meeting and Study Spaces	2,493 NSF
• Community Room (Seats 125)	1,360 SF
• Kitchenette	80 SF
• Community Room Storage- Tables/ Chairs (125 chairs, 20 tables)	153 SF
• Community Room Storage- Computer Laptop Cart	25 SF
• (4) 2-4 Person Study Room	360 SF
• (1) 6 Person Study Room	155 SF
• (1) 8 Person Study Room	180 SF
• (1) Media Lab	180 SF
Services	488 NSF
• (4) Express Checkout ¹²	88 SF
• Reference Desk	150 SF
• Circulation Desk	250 SF
Public Support Spaces	595 NSF
• Vestibule	130 SF
• Entry Lobby	200 SF
• Family Restroom	50 SF
• Restrooms (Women- 2 wc; Men- 2 wc)	200 SF
• Coffee Cart	15 SF
Staff Areas	2,445 NSF
• AMH/ Book Return (7-9 Bin System)	600 SF
• Circ. Supervisor Office	100 SF
• Manager's Office	120 SF
• Phone Room	50 SF
• Staff Seating/ Break Area	300 SF
• Staff Lockers	20 SF
• Staff Coat Rack	15 SF
• Staff Restroom	100 SF
Reference Workroom	420 NSF
• (5) Librarian Workstations ¹³	320 SF
• Storage	100 SF

III. LIBRARY PROGRAM

Circulation Workroom	720 NSF
• General Work Space	200 SF
• Materials Handling	100 SF
• Volunteer Desk	20 SF
• Storage	100 SF
• Book Cart Storage (76 Carts)	300 SF
Building Operations	3,780 NSF
• Mechanical	2,000 SF
• Water Service Room	65 SF
• Electrical/ MPOP	150 SF
• Data Room	125 SF
• (2) Janitorial Closets (Library- small 50 SF; Offices- large 80 SF)	130 SF
• Trash Room with exterior access	60 SF
• (2) Bay Dock (10x20 each)/ Swing Space for Deliveries	400 SF
• Dock Storage	250 SF
• Staff Restrooms (Women- 2 wc; Men- 2 wc) (For Admin./ T.S./ Friends- Located on lower level)	300 SF
• Breakroom/ Kitchen (Shared with Admin./ T.S./ Friends- Located on lower level)	300 SF

NOTES:

- Standard desktop is 2'x4' with a maximum of 3 computers per 8' section.
- Print release station requires a 30"x4' surface.
- Typical Bin size assumed at 1'-6"x3'-6" (single side). 1.5 shelves= 1 bin.
- Low shelving= 66" high, 4 shelves per unit (bottom shelf is empty)- Juveniles, Teen, Adult Fiction, Talking Books, and Travel.
- Juvenile DVD display is similar to Roseville with 2 drawers used per unit; 250 DVDs stored per unit. Typical size is 2'x3'.
- Juvenile Storybags on hanging rack. Square footage allowance based on current rack in use at Shoreview.
- Juvenile CDs in bins. Square footage allowance based on current bin system in use at Shoreview.
- High Shelving= 78" high, 5 shelves per unit (bottom shelf is empty)- Adult/YA Nonfiction, Requests.
- 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.
- The reference collection is on 42" high shelving units with 3 shelves per unit.
- 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.
- Self check stations require a 4'x30" counter (minimum). This allows for material placement and reduction in error of the RFID equipment.
- Based on county standards, workstation is 8'x8'.

See Appendix C for diagrams of program sizing assumptions.

See Appendix D for programming worksheets.

III. LIBRARY PROGRAM

Offices	908 NSF
• (1) Office- Director (18'x12'): Library Director	216 SF
• (1) Office- Asst. Director (15'x12'): Hoteling	180 SF
• (3) Office- Senior Manager (12'x12'): Building Services Manager, Admin. Office Manager, Communications Manager	432 SF
• (1) Office- Supervisor (10'x8'): Payroll	80 SF
Workstations	160 NSF
• (1) Workstation A (8'x8'): Graphic Designer	64 SF
• (2) Workstation B (6'x8'): Interns/ Volunteers	96 SF
Reception	181 NSF
• Reception- Desk	81 SF
• Reception- Seating for 4	100 SF
Conference/ Library Board Room with Kitchenette (25'x25')	625 SF
Mail Room/ Secure File Storage	120 SF
Supply Room	275 SF
PR Workroom	120 SF
Admin. Workroom/ Share Space	144 SF
Friend's of the RCL	560 NSF
• (1) Office- Director (18'x12'): Executive Director	216 SF
• (3) Workstation B (6'x8'): Volunteers	144 SF
• Book Sale Storage	200 SF

III. LIBRARY PROGRAM

Workspace	
• Unpacking	300 SF
• In Transit	225 SF
• Staging/ Shared	200 SF
ILL	
• (2) Workstation A (8'x8')	128 SF
• Shared Work Space(14'x2' counter)	100 SF
• (1) Workstation D (6' straight work table)	36 SF
Catalogers/ Clerks	
• (4) Workstation A (8'x8'): Labeling Clerk, Receiving Clerk, Shared Labeling, Hoteling	256 SF
• (4) Workstation C (12'-6"x8'): 2 Catalogers, 2 Invoicing Clerks	400 SF
(4) Page Workstation D (6' straight work table)	144 SF
(1) Office- Standard Manager (10'x12'): Technical Services Manager	120 SF
Storage Room	120 SF
Cart Storage at workstations, allowance for 2 carts each	140 SF

All office and workstation sizing are based on the Ramsey County Guidelines.

IV. EXAMINATION OF OPTIONS

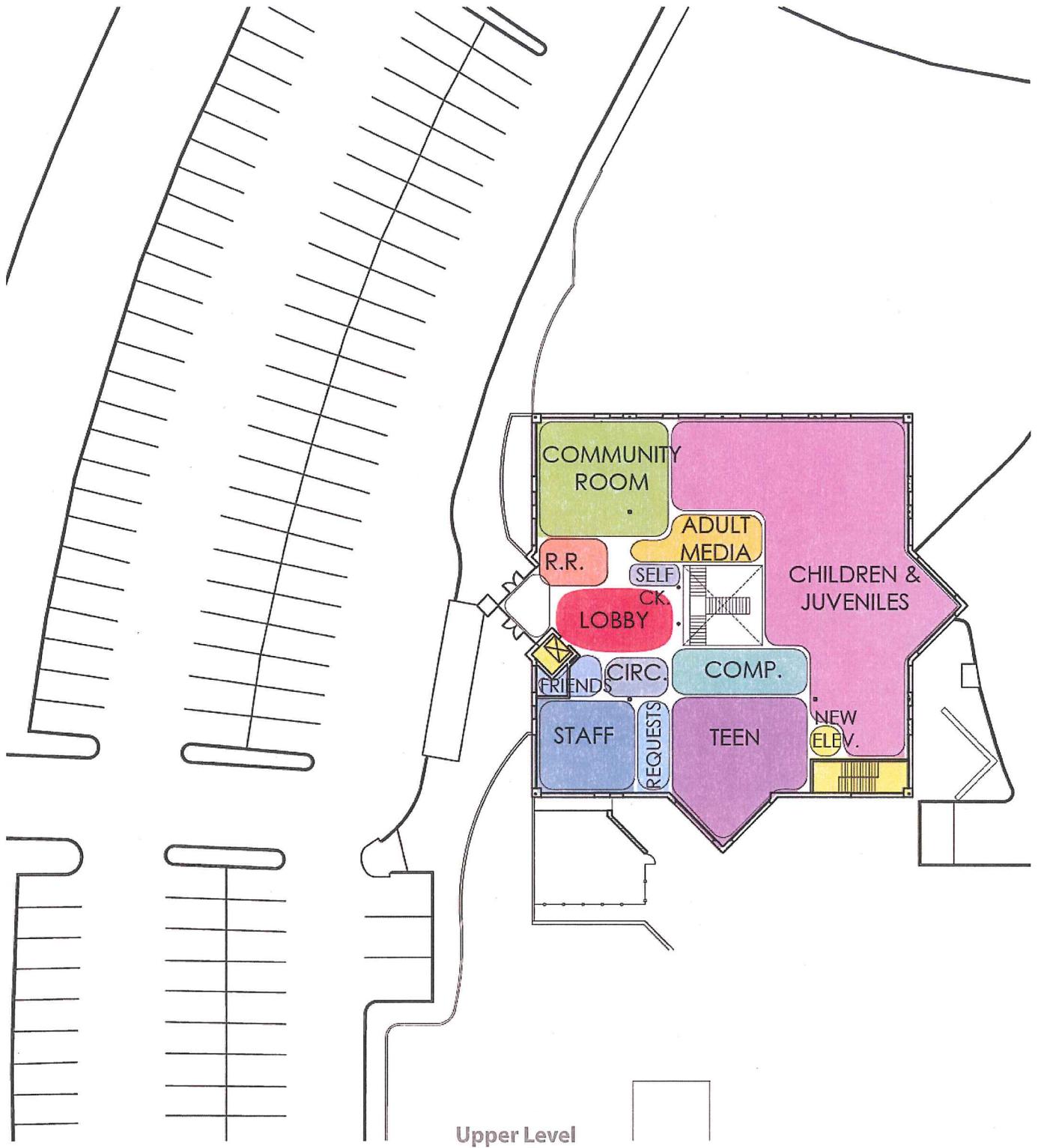
A. DESCRIPTION OF REMODEL/ RELOCATED SCHEME

Per the Facilities Master Plan, two options were identified to convert the Shoreview library to a regional library. The remodel/ relocate scheme suggested moving the administration, technical services, and friends of the library to another facility and using the lower level as public library space. This option would necessitate finding suitable space for the relocated functions and would require either capital investment or ongoing operating funds for lease expenses.

The remodeled library would have new interior finishes, a new layout, and a new grand stair connecting the two library floors.

IV. EXAMINATION OF OPTIONS

B. PROGRAM RELATIONSHIP DIAGRAMS



B. PROGRAM RELATIONSHIP DIAGRAMS



IV. EXAMINATION OF OPTIONS

C. COMPARISON TO PROGRAM

The remodel option falls short of the library program by 10%.

- Reduces children's area
- Reduces capacity of community program room
- Eliminates study rooms
- Reduces adult study/ lounge seating
- Uses high shelves in lieu of all low shelving
- Eliminates coffee cart

V. COST ANALYSIS

TOTAL PROJECT COSTS	ADDITION (1 Story Library)	REMODEL (2 Story Library)	NOTES
Subtotal Construction Cost	6,900,000	4,100,000	
Subtotal Occupancy Cost	1,689,950	1,384,400	
• Loose Furniture & Fixtures (incl. bins, Admin/TS/Friends)	776,350	470,800	Self Ck cabinets in constr. cost
• Shelving	42,000	42,000	End panels in constr. cost
• Collections	100,000	100,000	
• Library Automation (Computers, AMH, Self Ck, Security)	552,400	552,400	
• Networking Equipment			Cabling, Pathways in constr. cost
• Signage	25,000	25,000	
• Moving out and back in	40,000	40,000	Allowance
• Temporary Occupancy (Admin/TS/ Friends)	154,200	154,200	
Subtotal Other Cost	690,000	424,000	
• D-B Fees			Included above
• Owner Project Contingency (7% Construction Cost)	483,000	287,000	
• Commissioning	34,500	34,500	Required for B-3 or LEED
• Testing/ Quality Assurance (1% Construction Cost)	69,000	41,000	
• Project Management Fees (1.5% Construction Cost)	103,500	61,500	Ramsey County Fees
Total Project Cost 2012 Dollars	9,279,950	5,908,400	
Total with Escalation to 2014	9,604,748	6,115,194	Escalation assumed to be 3.5 %/ yr
Total with Escalation to 2015	9,940,914	6,329,226	
Subtotal Ongoing Operational Costs - 20 Years	0	7,269,000	
• Rent - Lease - 20 Years		3,069,000	
• Staff		4,200,000	
• Leased point to point (Internet)		TBD	
GRAND TOTAL	9,940,914	13,598,226	

See Appendix E for cost details/ back-up.

	2013															
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
Submit Predesign																
Approval of Project																
SV Design																
Bond Sale																
SV Construction																
SV Fit-Up Temp Admin/ TS/ Friends Space																
SV Relocate Admin/ TS/ Friends																
SV Occupany August 2016																

A. COMMUNITY CONVERSATION

Community Focus Group meeting for RCL - Shoreview

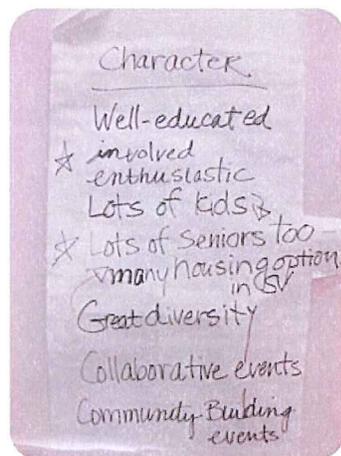
Shoreview Community Center

October 23, 2012, 7:00 PM.

Ann Voda of Bentz/Thompson/Rietow, and Sandy Walsh, RCL Deputy Director, gave presentations on Top Trends in Library Service and the Spaces to Support Them and Shoreview Library Context, respectively. Five 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?

- **Aging population/ Aging in place (III)**
- **Young families/ Strong family with school age kids (III)**
- **Well educated/ high expectations/ high priority for education (III)**
- **Diversity- ESL/ Immigrants/ High tech and low income (III)**
- Pride- Maintenance of SV buildings/ grounds/ SV Commons is a focal point (II)
- Collaborative events/ community building events- stable community (II)
- Many housing options/ Bedroom community (II)
- Rental Homes for Bethel/ Northwestern students- study spaces/ team projects
- Affordable excellence
- Partnership with the schools
- Facilities of the city/ library used by non- citizens heavily
- People want to live here
- Involved/ Enthusiastic
- Little public transportation
- Parks and trails

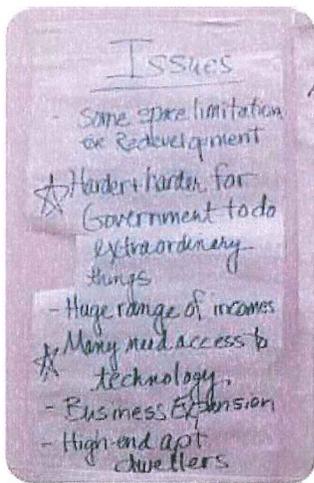


What are the issues facing the community in the next ten years?

- **Economic challenges/ Funding (IIII)**
- **Changing technology/ Access to technology (IIII)**
- **Aging population (III)**
- **Increased cultural diversity (III)**

VII. APPENDICES

- **Access to/ Lack of public Transportation (III)**
- **Shrinking middle class/ More poverty/ Recession effects/ Huge range of incomes (III)**
- **Expand learning opportunities- classes at the library (III)**
- Homework/ School (public/ private/ home) support/ Tutoring (II)
- How to integrate the 2 buildings (community center and library)
- Employees- more/ less
- Hours/ Flexibility of service
- Increased leisure time- volunteers/ higher expectations for library
- Need gathering places for different ages/ variety of visitors
- Job Skills
- Partnerships- limited resources
- Shifting higher education models- increased virtual learning
- Sustainability
- Business expansion
- Space limitation for redevelopment
- Operations funding



How can the library reflect the character of your community?

Site + Building concept:

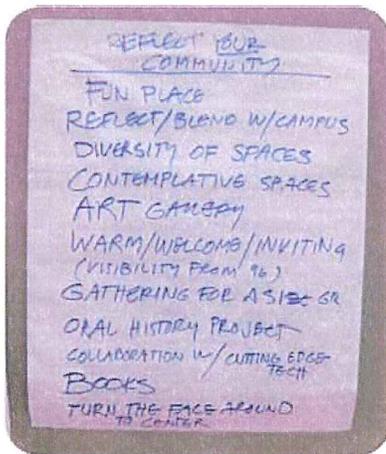
- In appearance, reflect the community and character of the campus; current site is important to Shoreview (look at neighbor houses that might go for sale), possibly reorient the face of the library towards the community center (II)
- Inviting appearance of building- visibility from 96
- One stop shop- coffee shop, service center, community resource center (II)
- Library as third place
- Fun place to go/ hang out spaces- coffee/ bagel shop (II)

Interior building character

- Casual, warm, welcoming facility
- Gathering spaces of different sizes (III)
- Flexibility
- Build technological sustainability (II)
- Contemplative spaces

Catering to particular needs

- Provide opportunities for diverse population groups; Cultural diversity- collection improvements (II)
- Senior living- access and needs of aging community (II)
- "the latest/ most current"- breadth and depth
- Family programming
- Collaborative content creation- oral history
- Like the idea that [because of added services/ support spaces] it should be ok to make noise in the library
- Integrate and display art
- Books



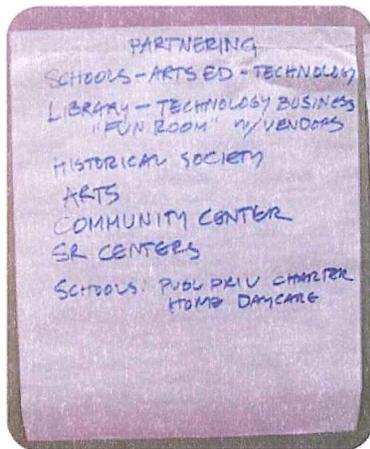
What programs and services should the library offer to address the issues facing your community?

- Training/ Technical help (IIII)
- Tutoring/ School Support (III)
- Become a center for life-long learning, provide classes/ expand learning opportunities (III)
- Meeting/ working spaces, rooms for AARP programs, ESL, tax assistance, Book Clubs etc. (III)
- Collaborative spaces (II)
- Cultural/ International
- Leisure
- Transportation to/ from
- Video tutorials
- Outside area, Rooftop movies
- Youth Teen programs
- Performing arts/ Conference center/ Integrated library- community commons, meeting, coffee- could become a magnet for the community
- Integrated with the community center- needs a better pedestrian connection between the them
- Flexible spaces
- "Thirsty Mind"- beer/ wine
- Hours are confusing- do a list serve to keep patrons informed
- Bond mission to city services- do more on city web

VII. APPENDICES

How could the library partner with other community groups in this effort?

- Schools- Home/ Charter/ Private/ Public (III)
- Arts groups/ Arts education (II)
- Senior centers (II)
- Community center (II)
- Community education
- Daycare
- Tech business- "Fun Room", display of new products
- SV historical society to reflect the history of the community
- Nonprofits, ex. NYFS
- Public/ Private partnerships- Deluxe, Wells Fargo, Boston Scientific, Land O' Lakes



B. CODE REVIEW

MEMORANDUM

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

SD CODE REVIEW**Project Data**

- Project Description: Existing 2 story library building.
- Use: Library
- Location: Victoria St & Upper Commons Rd., Shoreview, MN 55xxx
- Actual Building Footprint: 27,600 GSF

Applicable Codes

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

Occupancy Classification- IBC Chapter 3

- Assembly Group A-3, library (303.1)
- Business Group B, offices (304.1)

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

None

Building Limitations – IBC Chapter 5

- Building Area: 27,600 GSF total.
- Building Type: Type II-B.
- Allowable Area = 71,250 SF (9,500 SF + area modifications)
- Height limitation = 3 stories above the basement, 75' Tall (55' + height modifications)
- Mixed Use and Occupancy (508): A 1 hour separation is required between the B and A-3 areas according to Table 508.3.3. However, the building appears to qualify for consideration as non-separated occupancies (503.2), in which the most restrictive applicable provisions of Chapter 9 shall apply and **no separation between the A-3 and B is required.**

Type of Construction – IBC Chapter 6

- Type II-B, non-combustible materials
- Fire Resistive Requirements:
 - Structural frame = 0 hr
 - Bearing walls = 0 hr
 - Non-bearing walls = 0 hr
 - Floor assemblies = 0 hr
 - Roofs and roof/ceiling assemblies 0 hr
- Review Section 603 regarding combustible material in Type I and II construction, especially items 2, 3, 21, and 22.

VII. APPENDICES

Fire-Resistance – IBC Chapter 7

- Projections from walls of Type I or II construction shall be of noncombustible materials... 704.2.1
- No limit on the allowable area of openings per Table 704.8
- No parapets are required per 704.11
- Shaft enclosure is required for the basement egress stair per 707, 1 hour per 707.4., 1 hour fire door and opening assembly per 715.4
- Shaft enclosure shall be constructed as a "fire barrier".

Fire Protection Systems – IBC Chapter 9

- Sprinkler system has been provided for group A-3 (903.2.1.3)
- Standpipe system has been provided (905)
- Fire alarm (manual and automatic) and detection system has been provided (907)

Means of Egress – IBC Chapter 10

- Floor Areas & Occupant Load:

Lower Level:		Occupants:
• Offices Area	1,612 NSF	17
• Break room	480 NSF	5
• Library Staff Room	1,200 NSF	12
• Conference Room	465 NSF	31
• Storage	600 NSF	2
• Office (Friends)	312 NSF	4
• Restrooms	257 NSF	-
• Janitor	250 NSF	-
• Tech Services	3115 NSF	32
• Supply Room	468 NSF	5
• Offices	300 NSF	3
• Loading Dock	363 NSF	1
• Mechanical Room	974 NSF	3
Total:	6,094 SF	115 Occupants
<hr/>		
• Upper Level:		
• Lobby	600 NSF	-
• Stack Area	5,194 NSF	52
• Reading Area	5,787 NSF	116
• Study Rooms	100 NSF	2
• Meeting Room	457 NSF	32
• Restroom	100 NSF	-
• Office	250 NSF	3
• Circulation Desk	521 NSF	5
• Basement access	184 NSF	-
Total:		210 Occupants
Total Building:	27,600 GSF	325 Occupants

- Exit Access (1014)

- The length of the common path of egress travel shall not exceed 75 feet. Exception, in Group B, F, and S occupancies the common path of egress travel shall not be more than 100 feet, provided the building is equipped throughout with an automatic sprinkler.

Common path of travel is OK.

- Exit and Exit Access Doorways (1015)
 - When two exits or exit access doorways are required in a fully sprinkled building the separation distance shall not be less than one-third of the maximum diagonal dimension of the area served (1015.2.1).

Exit distance separation is OK.

- Exit Access Travel Distance (1016)
 - Exit access travel distance (1016.1) = 250' with sprinkler system

Exit travel distance is OK.

- Number of Exits and Continuity (1019)
 - Two exits are required for each floor.

Number of exits is OK.

Accessibility – IBC Chapter 11

Existing work room kitchen needs to be accessible, (sink & work counter).

Plumbing Systems – IBC Chapter 29

- Minimum number of required plumbing fixtures
 - Maximum occupants – **Staff Areas**: 84 occupants (42 men, 42 women)
 - Minimum Fixtures for each sex: 2 WC's, 1 lavatory
- Maximum occupants – **Public Areas**: 202 occupants (101 men, 101 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 toilet rooms seem to be accessible.

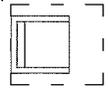
- Other facilities for entire building:
 - 1 service sink. *OK*
 - 1 drinking fountain. *OK*

VII. APPENDICES

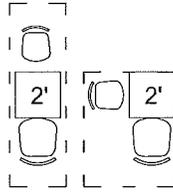
C. PROGRAMMING UNIT SF ASSUMPTIONS

Seating

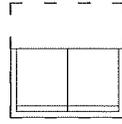
Children's



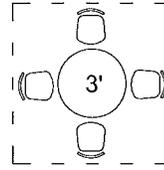
15 SF
Elementary
Lounge



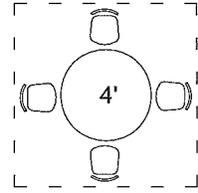
20 SF
Elementary
Study



25 SF
Parent/
Child

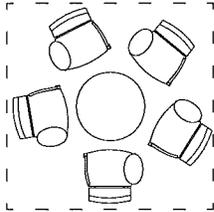


49 SF
Preschool

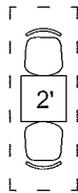


64 SF
Elementary

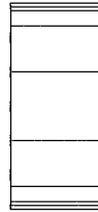
Teen



16 SF
Teen Lounge

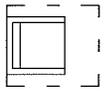


25 SF
Teen Study

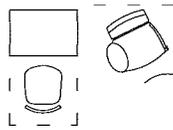


36 SF
Booth (facing
booths+table)

Adult

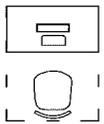


15 SF
Adult Lounge

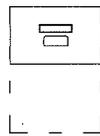


20 SF
Adult Study

Technology

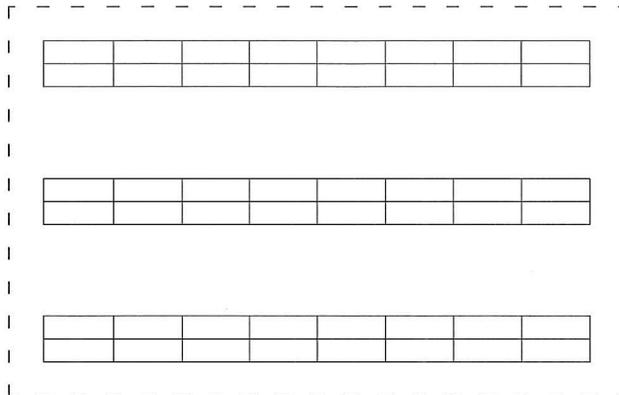


20 SF
Computer
Reservation Station
Printing Station
*Per Library Standards,
Work Surface= 2'x4'



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

Collection

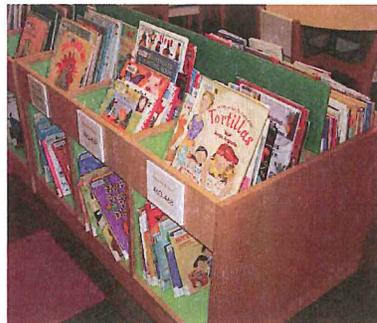


General Notes:

- 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



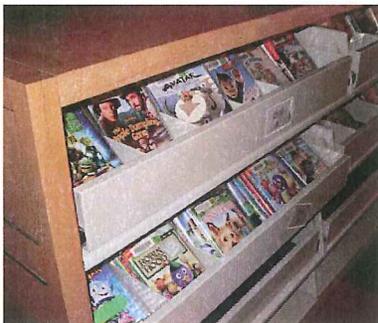
Bin at Roseville



Bin at Maplewood

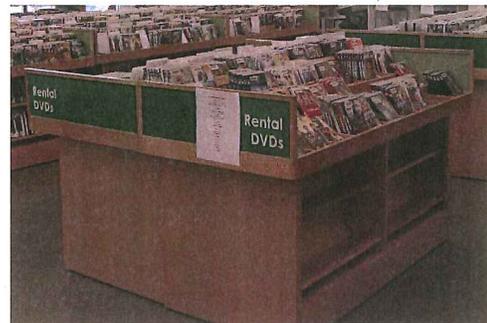
Children's Book Bins:

- 1.5 shelves = 1 bin
- Typical Bin Size (for single sided bin) = 1'-6"x3'-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'x3'



Adult CD/ DVD Display:

- 400 DVDs per unit
- 544 CDs per unit
- Display similar to Roseville
- Typical Size (for single sided bin) = 2'x6'

VII. APPENDICES

RAMSEY COUNTY SHOREVIEW LIBRARY BENTZ THOMPSON RIETOW, INC.

PROGRAM AREA SUMMARY	CURRENT PROGRAMMED AREA			PROPOSED AREA					
	Program Space	SHELVES	BINS	TOTAL AREA	QTY.	SHELVES	BINS	S.F./UNIT	TOTAL AREA
Children				1,772 NSF					3,303 NSF
- Children's Computers/ Seating				679					1,274
- Pre-literacy Play Area				0 sf					400 sf
- Children's Computer Workstations					12			20	240
- Printing Station					1			20	20
- Preschool Tables/ Chairs					4			49	196
- Parent/ Child Lounge Seating					4			25	100
- Elementary Tables/ Chairs					1			64	64
- Elementary Tables/ Chairs					4			20	80
- Elementary Lounge Seating					4			15	60
- Storage									50
- Gaming									64
- Children's Collection				471					1,822
Easy Fiction	77			10,000	85	57	78 bins		1,087 SF
Easy Readers/Non-fiction				1,600	14	10			
Holiday Books	13				15	10			
Board Books		12				1			
Juvenile Fiction	85				100		285 shelves		735 SF
Juvenile Series	30				50				
Juvenile Readers Total	20				25				
Juvenile Kiwanis	4			0	0				
Juvenile Nonfiction Total	96				110				
- Juvenile Media Collection				622					207
Juvenile DVDs	24			2,299	24				105
Juvenile Storybags	8			71	8				27
Juvenile CDs		4		559		4			27
Juvenile Talking Books	6				10				48
Teen				592 NSF					1,051 NSF
- Teen Computers/ Seating				351					667
- Teen Workstations					8			20	160
- Teen Reservation Station					1			20	20
- Teen Study Seating					6			25	150
- Teen Lounge Seating (booth)	1				2			36	72
- Teen Lounge Seating	8				6			16	96
- Gaming									144
- Storage									25
- Teen Collection				241		150			384
Teen Fiction	85				100				
Teen Series	6				6				
Teen Graphic	21				30				
Teen Talking Books	6			168	6				
Teen Games	4				4				
Current YA Magazines	4				4				
Back Issue YA Magazines	5								
Adult Computers				1,626 NSF					1,040 NSF
- Adult Computer Workstations				in above	48			20	960
- Printing Station					2			20	40
- Adult Reservation Station					1			20	20
- Copy/ Scanning									20

VII. APPENDICES

PROGRAM AREA SUMMARY	CURRENT PROGRAMMED AREA			PROPOSED AREA				
	SHELVES	BINS	TOTAL AREA	QTY.	SHELVES	BINS	S.F./UNIT	TOTAL AREA
Adult								4,242 NSF
- Adult Seating								540
- Adult Lounge Seating			in above	16			15	240
- Adult Study Seating (Individual)				20			15	300
- Adult Collection			4,340					3,426
Fiction	360			11,123	360		693 shelves	1,755
Mysteries	168			6,127	168			
Science Fiction/ Fantasy	67			1,761	67			
Romance	48			2,188	48			
Graphic	12			571	12			
Westerns	8			310	8			
Large Type	30			860	30			
Adult Nonfiction	732			24,506	732		732 shelves	1,566
YA Nonfiction				3,361				
Travel	46				46			
Comics	5				5			
- Periodical Collection			in above					231
Current Magazines	64				64			135
Back Issue Magazines	24			decrease				
Current Newspapers	17				25-30			96
Back Issue Newspapers	16				total			
- Reference Collection	50				18			45
- Adult Media Collection			in above					1,042 NSF
CDs		34		3,967		6		250
DVDs	104			7,213	104	15		612
Talking books on CDs	68			2,238	68			150
Games				131				30
- Rental Collection			in above					55 NSF
Rental Books	6				6			20
Rental DVDS	8				8			20
Rental Games	3				3			15
- Book Club in a Bag			in ref					40
- Special Displays								100
Requests Waiting for Pickup	50		in adult		60			105
Friend's of the RCL			120					270 NSF
- Bookstore								120 sf
- Workroom								150 sf
Meeting & Study Spaces			599 NSF					2,493 NSF
- Community Room			495				40'x34'	1,360
- Kitchenette								80
- Community Room Storage								153
Tables/Chairs								25
Computer Laptop Cart								
Kids								
- Study Rooms			104	4			90	360
2-4 Persons				1			155	155
6 Persons				1			180	180
8 Persons				1			180	180
- Media Lab				1			180	180

NOTES

magazine lounge, fireplace, tvs
various forms of laptop seating

Low Shelving
87 ds units

High Shelving
74 ds

Low Shelving; 6 ds units

Low Shelving; area included in fiction

New Display Wanted (66" high)
Included in 'current display'
encap lucite display or shelves

4 sides

New Display wanted; for calcs- used typ bin size, sim to Roseville
Bin sim. to Roseville (1 bin= 1 side= 2x6)
Low Shelving; 9 ds

Need a better storage solution

New Books

High Shelving; 6 ds

seats 125--- (seats 18 per row, 3 feet aisle); sim. to Maplewood

125 stacking chairs, 20 folding tables

only if kids area is not co-located

video capabilities, adjacent to teen

VII. APPENDICES

PROGRAM AREA SUMMARY	CURRENT PROGRAMMED AREA				PROPOSED AREA			
Program Space	SHELVES	BINS	TOTAL AREA	QTY.	SHELVES	BINS	S.F./ UNIT	TOTAL AREA
Services			1,652 NSF					488 NSF
- Express Checkout				4			22	88
- Reference Desk								150
- Circulation Desk								250
Public Support Spaces			693 NSF					595 NSF
- Vestibule			580					130
- Entry Lobby			in above					200
- Family Restroom								50
- Restrooms			113					200
- Gallery Display								
- Coffee Cart/ Vending Machine								15
Staff Areas			1,299 NSF					2,445 NSF
- AMH/Book Return							30'x20'	600
- Circ. Supervisor Office							10'x10'	100
- Manager's Office			199				10x12	120
- Circulation Workroom			1,100					
General Work Space								200
Materials Handling								100
Volunteer desk								20
Storage								100
Book Cart Storage				76 carts				300
- Reference Workroom								
Librarian Workstations				5			64	320
Storage								100
- Phone Room								50
- Staff Seating								300
- Staff Lockers								20
- Staff Coat Rack								15
- Staff Restroom								100
Building Operations			1,676 NSF					2,450 NSF
- Mechanical			974					2,000
- Water Service Room			63					65
- Electrical/MPOP			111					150
- Data Rooms			125					125
- Janitorial Closet			271					50
- Trash Room w/ Exterior Access			132					60
Subtotal Net Assignable Square Feet (NASF)			12,693 NSF					19,719 NSF
Total Library Area Gross Square Feet (GSF)			13,185 GSF					
							at 80% efficient	24,649 GSF
							at 75% efficient	26,292 GSF
							at 70% efficient	28,170 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

1 kids, 3-4 adult
 flexible; 2-3 computers
 8 shelves max., 2 computers, adjacent to work room

electronic display, brochures
 locate near children's area (EXTRA restroom per code)
 women 2 wc, men 2 wc
 1 art display case to remain
 maybe in vestibule

7-9 Bin System, efficient system per Chuck's email

located on lower level

roller system with lift

Maplewood has 72 single, 4 double

5 cubes 8X8

2 tables- 4 chairs each, 1-2 lounge chairs, 1 computer

Located on lower level, subtract out addition SF

Located on (upper) library floor

VII. APPENDICES

RAMSEY COUNTY LIBRARY- ADMINISTRATION, TECHNICAL SERVICES, FRIENDS : SPACE FOR LEASE BENTZ THOMPSON RIETOW, INC.

PROGRAM AREA SUMMARY	EXISTING		PROPOSED AREA		TOTAL AREAGROSS AREA	
	Program Space	TOTAL AREA	QTY.	SIZE		
Administration	3,100 GSF			2,533 NSF	3,619 GSF	
- Offices					Factor 70%	
- Office: Director		1	18'x12'	216		
- Office: Asst. Director		1	15'x12'	180		
- Office: Senior Manager		3	12'x12'	432		
- Office: Supervisor		1	10'x8'	80		
- Workstation A		1	8'x8'	64		
- Workstation B		2	6'x8'	96		
- Reception						
- Reception: Desk			9'x9'	81		
- Reception: Seating				100		
- Conference/ Library Board Room			25'x25'	625		
- Mail room/ Secure File Storage				120		
- Supply room				275		
- PR Workroom			10'x12'	120		
- Admin. Workroom/ Shared space			12'x12'	144		
Friends of the RCL	680 GSF			560 NSF	800 GSF	
- Office: Executive Director		1	18'x12'	216	Factor 70%	
- Workstation B		3	6'x8'	144		
- Book Sale Storage				200		
Technical Services	3,360 GSF			2,179 NSF	3,632 GSF	
- Unpacking Space			15'x20'	300	Factor 60%	
- In Transit Space			15'x15'	225		
- Staging/ Shared Work Space				200		
- ILL						
- Workstation A		2	8'x8'	128		
- Shared work space				100		
- Workstation D		1	36	36		
- Catalogers/ Clerks						
- Workstation A		4	8'x8'	256		
- Workstation C		4	12'-6"x8'	400		
- Pages: Workstation D		4	36	144		
- Office: Standard Manager		1	10'x12'	120		
- Storage room				120		
- Cart storage at workstations		15	10	150		
Shared Spaces	1,097 NSF			1,330 NSF	1,773 GSF	
- Dock, Swing Space for deliveries	360	2	10x20	400	Factor 75%	
- Dock- Storage	0			250		
- Restrooms	257			300		
- Breakroom/ Kitchen	480			300		
- Janitorial Closet				80		
Subtotal Net Assignable Square F	8,237 GSF			6,602 NSF		
LEASABLE SPACE						
Total Area Gross Square Feet	13,300 GSF*				9,824 GSF	
*Includes Mech/ Elec/ Lockers						Efficiency 67%

NOTES

Proposed Per Ramsey County Guidelines
 Library Director
 hoteling
 Building Services Manager, Admin. Office Manager, Communications Manager
 Payroll- Needed for privacy
 Graphic Designer/ Communications Associate, adjacent to PR workroom
 Interns/ Volunteers

4 chairs, sim. in size to current space
 includes kitchenette with sink and audio taping
 Current size sufficient
 Current supply room is shared- admin only supply room to be half of current
 Large equipment, separate room, "messy" space, stand up work table
 central space for shared equipment (printers, etc.)

locate adjacent to admin.
 Director
 Volunteer workstations
 Like MW but smaller

locate adjacent to loading dock
 roller system for 60-100 boxes (connection to doc), cart/ general storage, stand-up workstation
 2 stand-up workstations, cart space, outgoing box
 all 52 carts need to face out

ILL Clerks
 Currently share 14'x2' counter
 shared 6' straight work table

Labeling Clerk, Receiving Clerk, Shared Labeling, Hoteling
 2 Catalogers, 2 Invoicing Clerks
 6' straight work table
 Technical Services Manager

due to nature of work, an allowance for 2 carts stored next to each workstation was added

2 bays

min. 2 wc for men, min. 2 wc for women
 adjacent to outdoor seating area would be nice

VII. APPENDICES

E. COST DETAILS/ BACK UP

Ramsey County Library BTR Comm. NO. 1228

SHOREVIEW 1-STORY LIBRARY ADDITION

DESCRIPTION OF WORK

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

- 1) 13,500 s.f. one story addition on upper level with approximately 13,500 s.f. of remodeling on each level (27,000 s.f. remodeling)
- 2) Remove existing entry piece entirely. Patch exiting sloped roof structure and metal roofing.
- 3) Completely remove existing west façade.
- 4) Completely remove all remaining existing exterior windows, curtain wall and entry doors, including existing clerestory windows. Provide all new anodized aluminum windows and exterior entry door systems in existing openings.
- 5) Completely gut all existing interior walls, ceilings, wood ceilings and wall finishes, lighting, floor finishes etc.
- 6) Remove existing stair adjacent to existing front (west) entry. Infill floor openings with concrete.
- 7) Main portion of new addition (approximately 40' deep x full width of radius addition) to be approximately 18'-20' high with flat built up roof. Assume "box" is 50% brick masonry cavity walls with 50% windows. (provide alternate for exterior wall system of entire "box" full length of radius to be full height anodized aluminum curtain wall system)
- 8) Infill portion of new addition between 20' high "box" and existing building to be lower flat roof to tuck in under existing sloped roof.
- 9) 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, epoxy garage/loading dock, 2'x2' ACT ceilings, with possible higher grade ceilings in open library areas.
- 10) Refresh finishes existing elevator
- 11) Provide new steel pan steel stair in existing stair shaft in southeast corner
- 12) All new restrooms on both levels with full height ceramic tile wall and floor finishes throughout.
- 13) Replace 1 existing AHU within existing lower level mechanical room. Double size of mechanical room and provide 1 new AHU to serve new addition. Provide all new HVAC distribution.

- 14) Maintain electrical room in its current location. Provide all new electrical distribution throughout library.
- 15) Provide all new data/audio-video/technology/security distribution throughout.
- 16) Provide all new direct/indirect lighting throughout on both levels.
- 17) Provide new entry canopy at lower level entry on east side of plan.
- 18) Northeast portion of the new addition will be retaining wall construction.
- 19) Provide new exist corridor and exterior exit from lower level on the north wall.
- 20) Reconfigure driveways and parking areas on both levels.
- 21) Provide new drive-up book drop on upper level.
- 22) Provide upgraded pavers at new entries on both levels rather than all poured concrete.

VII. APPENDICES

ANDERSON-KM BUILDERS			
Preliminary Project Cost Summary			
Project:	RCL - Shoreview Version 1	Total (SF):	40,500
Description:	Single story addition (13500 SF) plus remodel (27,000 SF)	Date:	11/08/12
Location:	Shoreview, MN	Duration:	12 months
	<u>Description</u>	<u>\$/SF</u>	<u>Amount (\$)</u>
General Conditions:			
	Permits & Fees - Allowance	\$1.23	\$50,000
	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	\$8.85	\$358,260
	General Requirements	\$4.55	\$184,175
	General Conditions Subtotal	\$14.63	\$592,435
General Construction:			
	02 Sitework - Demolition, Earthwork, Backfill and Grading	\$4.10	\$166,000
	02 Sitework - Site Utilities	\$1.85	\$75,000
	02 Sitework - Site Concrete and Asphalt Paving	\$1.69	\$68,389
	02 Sitework - Landscaping, Irrigation & Misc Site Imprmnts	\$0.74	\$30,000
	03 Concrete - Cast in Place Concrete	\$3.35	\$135,500
	03 Concrete - Precast Concrete Wall Panels	\$0.00	\$0
	04 Masonry - Monument allowance	\$12.07	\$489,000
	05 Structural & Misc Steel - Materials and Erection	\$3.07	\$124,500
	06 Carpentry	\$4.32	\$175,000
	07 Thermal & Moisture Protection	\$6.23	\$252,450
	08 Doors & Windows	\$18.77	\$760,000
	09 Finishes	\$19.47	\$788,700
	10 Specialties	\$0.37	\$14,900
	11 Equipment	\$0.00	\$0
	12 Furnishings	\$0.20	\$8,000
	13 Special Construction	\$0.00	\$0
	14 Conveying Systems	\$0.00	\$0
	15 Mechanical - Fire Protection	\$2.37	\$96,000
	15 Mechanical - Plumbing	\$4.79	\$193,900
	15 Mechanical - HVAC	\$17.16	\$695,000
	16 Electrical - Building Power, Lighting & Site Lighting	\$15.43	\$625,000
	16 Electrical - Low Voltage Wiring	\$2.47	\$100,000
	Building Shell Subtotal	\$118.45	\$4,797,339
Insurance & Bonds:			
	Builder's Risk Insurance	\$0.13	\$5,400
	General Liability Insurance	\$0.31	\$12,535
	Professional Liability Insurance	\$0.00	\$0
	Performance & Payment Bonds	\$0.00	\$0
	Insurance & Bonds Subtotal	\$0.44	\$17,935
	General Construction Subtotal:	\$133.52	\$5,407,709
	Architectural, Structural, Civil & Landscape Design:	\$9.88	\$400,000
	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:	\$3.70	\$150,000
	Contingency/Fee	\$17.65	12.00% \$714,925
	Contractor's Fee	\$4.94	3.00% \$200,179
	Total Construction Costs:	\$169.70	\$6,872,813

VII. APPENDICES

Ramsey County Library BTR Comm. NO. 1228

SHOREVIEW 2-STORY LIBRARY REMODELING

DESCRIPTION OF WORK

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

- 1) Approximately 27,000 s.f. of remodeling on 2 levels. (13,500 s.f. on each level)
- 2) Completely remove all existing exterior windows, curtain wall and entry doors, including existing clerestory windows. Provide all new anodized aluminum windows and exterior entry door systems in existing openings.
- 3) Completely gut all existing interior walls, ceilings, wood ceilings and wall finishes, lighting, floor finishes etc.
- 4) Remove existing stair adjacent to existing front (west) entry. Infill floor opening with concrete. Existing elevator to remain in its current location.
- 5) Provide large central portion of existing upper level floor and structure below raised clerestory area. Provide new "feature" stair to floor below. Existing columns and beams affected by this work may require additional new bracing to allow demolition to occur.
- 6) 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, epoxy garage/loading dock, 2'x2' ACT ceilings, with possible higher grade ceilings in open library areas.
- 7) All new restrooms on both levels with full height ceramic tile wall and floor finishes throughout.
- 8) Replace 1 existing AHU within existing lower level mechanical room. Provide all new HVAC distribution.
- 9) Existing electrical room and electric service to remain in its current location. Provide all new electrical distribution throughout library.
- 10) Provide all new data/audio-video/technology/security distribution throughout.
- 11) Provide all new direct/indirect lighting throughout on both levels.
- 12) Driveways and parking areas on both levels likely will require some relatively minor reconfiguring.
- 13) Provide new drive-up book drop on lower level.
- 14) Provide upgraded pavers at new entries on both levels rather than all poured concrete.

ANDERSON-KM BUILDERS Preliminary Project Cost Summary			
Project:	RCL - Shoreview Version 3	Total (SF):	27,000
Description:	Remodel only (27,000 SF)	Date:	11/08/12
Location:	Shoreview, MN	Duration:	12 months
	Description	\$/SF	Amount (\$)
General Conditions:			
	Permits & Fees - Allowance	\$1.48	\$40,000
	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	\$13.27	\$358,260
	General Requirements	\$5.87	\$158,450
	General Conditions Subtotal	\$20.62	\$556,710
General Construction:			
	02 Sitework - Demolition, Earthwork, Backfill and Grading	\$2.89	\$78,000
	02 Sitework - Site Utilities	\$0.00	\$0
	02 Sitework - Site Concrete and Asphalt Paving	\$0.94	\$25,500
	02 Sitework - Landscaping, Irrigation & Misc Site Imprmnts	\$0.74	\$20,000
	03 Concrete - Cast in Place Concrete	\$1.48	\$40,000
	03 Concrete - Precast Concrete Wall Panels	\$0.00	\$0
	04 Masonry - Monument allowance	\$0.74	\$20,000
	05 Structural & Misc Steel - Materials and Erection	\$2.41	\$65,000
	06 Carpentry	\$5.37	\$145,000
	07 Thermal & Moisture Protection	\$1.67	\$45,000
	08 Doors & Windows	\$12.00	\$324,000
	09 Finishes	\$21.34	\$576,150
	10 Specialties	\$0.44	\$11,900
	11 Equipment	\$0.00	\$0
	12 Furnishings	\$0.30	\$8,000
	13 Special Construction	\$0.00	\$0
	14 Conveying Systems	\$3.15	\$85,000
	15 Mechanical - Fire Protection	\$3.01	\$81,200
	15 Mechanical - Plumbing	\$5.74	\$155,000
	15 Mechanical - HVAC	\$16.67	\$450,000
	16 Electrical - Building Power, Lighting & Site Lighting	\$15.56	\$420,000
	16 Electrical - Low Voltage Wiring	\$2.78	\$75,000
	Building Shell Subtotal	\$97.21	\$2,624,750
Insurance & Bonds:			
	Builder's Risk Insurance	\$0.14	\$3,780
	General Liability Insurance	\$0.35	\$9,570
	Professional Liability Insurance	\$0.00	\$0
	Performance & Payment Bonds	\$0.00	\$0
	Insurance & Bonds Subtotal	\$0.49	\$13,350
	General Construction Subtotal:	\$118.33	\$3,194,810
Architectural, Structural, Civil & Landscape Design:			
		\$8.87	\$239,611
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:			
		\$4.44	\$120,000
Contingency/Fee:			
		\$15.80	12.00%
		\$4.42	3.00%
			\$426,530
			\$119,429
	Total Design and Construction Costs:	\$151.87	\$4,100,380

VII. APPENDICES



333 South Seventh Street
Suite 1370
Minneapolis, MN 55402
Telephone: 612 605 4060
Facsimile: 612 605 4070

www.dtz-ugl.com

November 7, 2012

Greg:

Thank you for the call regarding the Ramsey County Library. Based on our conversation, we were able to identify 19 properties. This was the result of the search conducted using the following geographic and physical parameters you provided.

The subject properties we researched were based on:

- Approximately **9,000** square feet of office space
- Northeast Twin Cities market location
- The requirement for a dock or drive in door

Therefore, the properties we identified were primarily single story office showroom buildings. The rental rates range from approximately **\$11 - \$15** psf Gross (utilities and cleaning excluded). The exception being Shoreview Corporate Center, which is a more traditional office property. Their rates are in the \$22 psf Gross range.

For this survey, we anticipate that you would receive between **\$3 - \$4** per square foot, per year, in a tenant improvement allowance. Other concessions and considerations will be subject to building by building market forces.

Please let us know what questions and feedback you have.

Best,

Mark Evenson
DTZ, a UGL Company

VII. APPENDICES

SHOREVIEW-- Furniture Costs

Program Space	Quantity	Unit Cost	Total Cost	Notes
Children's Computer Workstations	12	1,350	16,200	Chairs + work surfaces
Printing Station	1 table	2,000	2,000	
Preschool Tables/ Chairs	4	3,400	13,600	4 tables- 4 chairs each
Parent/ Child Lounge Seating	4	800	3,200	
Elementary Tables/ Chairs	1	3,400	3,400	1 table- 4 chairs
Elementary Tables/ Chairs	4	2,700	10,800	1 table- 2 chairs
Children's Gaming	6	350	2,100	
Teen Computer Workstations	8	1,500	12,000	chairs + work surfaces
Teen Reservation Station	1	2,000	2,000	
Teen Study Seating	6	3,000	18,000	table for 2 people
Teen Lounge Seating 1	1	6,000	6,000	Booth
Teen Lounge Seating 2	8	1,200	9,600	Tablet Arm Chairs
Teen Gaming	6	350	2,100	
Adult Computer Workstations	48	1,500	72,000	
Adult Printing Station	1	2,000	2,000	
Adult Reservation Station	1	2,000	2,000	
Adult Lounge Seating	16	1,200	19,200	
Adult Study Seating	20	1,000	20,000	
Community Room Chairs	125	250	31,250	
Community Room Tables	20	2,000	40,000	
Stacking Carts			2,200	
Study Room 4 Persons	4	4,000	16,000	table, 4 chairs
Study Room 6 Persons	1	6,000	6,000	table, 6 chairs
Study Room 8 Persons	1	8,000	8,000	table, 8 chairs
Media Lab	1	8,000	8,000	table, 8 chairs
Express Checkout	0		-	In Construction
Reference Desk Chairs	3	500	1,500	
Reference Desk	1	12,000	12,000	
Circulation Desk Chairs	2	500	1,000	
Circulation 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	5	6,500	32,500	desk/storage/chair each
Phone Room Seating	1	1,200	1,200	
Staff lounge Chairs	2	1,200	2,400	
Staff tables	2	3,400	6,800	table- 4 chairs
Office: Director	1	13,000	13,000	desk/ chair. Table/ 4 chairs
Office: Asst. Director	1	12,000	12,000	
Office: Senior Manager	3	8,500	25,500	
Office: Supervisor	1	7,500	7,500	
Workstation A	1	7,500	7,500	
Workstation B	2	6,500	13,000	

VII. 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			

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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

VII. 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

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MARCH 7, 2013

SUBJECT: REVIEW OF CITY COUNCIL GOAL SETTING REPORT

At its February workshop meeting, the City Council held a goal setting session to identify Council priorities for the next 2-5 years. Attached is a copy of the report that was prepared by facilitator Gordon Hughes regarding the session. The Council identified four overarching goals with several action steps under each goal. The four goals include:

- Financial Stability – continuously work to maintain and further improve long-term financial stability of the City.
- Community Facilities – update and expand public facilities, parks, and trails to enhance the City’s quality of life and provide a “community for all ages”.
- Economic Development – improve the environment for business expansion, redevelopment, and neighborhoods through outreach and selected financial participation.
- Community for All Ages – continue to develop Shoreview as a “community for all ages” that provides housing choices, public amenities, services and resources for all residents regardless of age.

If the Council is comfortable with the four goals identified, the next step in the process is to develop a work program for these goals and action steps that have been identified.

MEMORANDUM

To: Terry Schwerm, City Manager

From: Gordon Hughes

Subject: 2013 Goal Setting Workshop

On February 11, 2013, the City Council and senior staff of Shoreview conducted a five hour goal setting work session. Participants included all members of the City Council, the City Manager, the Assistant City Manager/Community Development Director, the Finance Director, the Public Works Director and the Assistant to the City Manager/Communications. Gordon Hughes facilitated the discussion.

The agenda for the work session was as follows:

1. Introductions and Overview of Workshop
2. Review of Recent Accomplishments
3. Why Did We Succeed in Accomplishing our Goals
4. Opportunities and Challenges Facing Shoreview and Their Relative Priority
5. Goal Setting and Prioritization
6. Final Thoughts

Work Session Goals and Expectations

The Shoreview City Council and staff is an extraordinarily cohesive team characterized by mutual respect and a clear understanding of their respective roles and responsibilities. Senior staff enjoys an unusually long tenure and feels “safe” in pursuing innovative ideas and the risks associated with such pursuits. Council members also enjoy solid public support for their service which was again demonstrated by the most recent community survey conducted by Decision Resources. The individual members of the Council also get along extremely well and display genuine regard for their respective viewpoints and ideas.

The most recent formal goal setting work session took place in May 2009. This work session included a review of the City’s vision and mission statements and a full review of the strengths, weaknesses, opportunities and challenges facing the community.

Based on the unusually strong relationship between the Council members and staff and the detailed work done in 2009, it was decided to forego review of the City’s vision and mission statements. Likewise, it was decided to abbreviate a full SWOT analysis such that the

participants could instead focus on the opportunities offered to and challenges facing the City and the attendant goals and action items to be pursued.

Pre-Workshop Questionnaire

Prior to the work session, Council members and senior staff received a short questionnaire asking that they each identify some of the City's major accomplishments during the last three to four years, the key opportunities the City should take advantage of in the next few years, the significant challenges that will be facing the City and finally the most important goals/strategic issues that the City should focus on. The responses to the questionnaire are attached and identified as Council Responses and Staff Responses.

Recent Accomplishments

Workshop participants were asked to identify major accomplishments of the past few years. Some of the accomplishments noted by multiple workshop participants included:

- AAA bond rating
- Adoption of Five Year operating plan and conversion to a Two Year budget cycle
- Maintenance Center project and LEED certification
- Indoor playground addition to Community Center
- Park renovations including Sitzer Park
- Financial stability and spending rankings compared to other communities
- Business retention and expansion efforts and results including EDA establishment

Attainment of the AAA bond rating from S&P and the adoption of the five year operating plan and budget were particularly noted by participants. The AAA rating not only speaks to the credit worthiness of the City but is also recognizes the outstanding quality of life enjoyed by Shoreview residents and businesses. Creation of the five year plan and two year budget cycle had their foundation in the 2009 goal setting effort and reflect the City's commitment to long range financial stability.

Keys to Success

During the workshop, participants were asked to identify key reasons which led to the achievement of these accomplishments. The following "keys to success" were identified:

- Great elected officials
- Staff stability
- Long term focus
- Planning emphasis with funding commitments
- Strong financial reserves
- Residents have strong trust
- Strong/diverse tax base

Opportunities

Workshop participants were asked to identify key opportunities that the City should take advantage of. Opportunities noted by multiple workshop participants and those discussed in more detail included:

- Implementing franchise fees may provide a new revenue source for needed projects
- Expanding the Community Center may be an opportunity to attract new residents and respond to existing demand
- The County's plan to expand the library may provide a needed community resource and would enhance the Commons campus
- Expansion the trail system offers an opportunity to complete "missing links" and better connect neighborhoods to the trail system. It also is an opportunity to attract the Next Generation to Shoreview
- Expiration of Deluxe TIF may provide financial resources for housing programs or continued economic development projects.
- Partnerships with other communities and community organizations may leverage resources for needed projects and services including enhanced public transit services for the north metro area.
- Legislative action with respect to 694 improvements may provide an opportunity to jumpstart redevelopment of the 694/ Rice Street area

Challenges

Workshop participants were asked to identify significant challenges facing the community. Challenges noted by multiple workshop participants and those discussed in more detail included:

- Shoreview's aging population challenges service expectations of the City and housing needs for older adults
- Tall tower service fees have ended which creates a revenue gap for the City
- The City's infrastructure is aging which results in higher attendant maintenance and replacement costs
- The City's housing stock is aging making it potentially less desirable for younger residents
- Maintaining the City's financial stability and bond rating will be challenging due to increasing demands for services and replacement/enhancement to infrastructure and facilities
- Accomplishing service and facility enhancements may not be possible without identifying added resources
- Attracting younger families to the community is essential to maintaining the City's quality of life for all residents
- Retirement of key staff members potentially creates a leadership vacuum and loss of institutional memory

Goals and Action Items

In planning for the work session, staff and the facilitator noted that the 2009 goal setting effort may have resulted in too many goals and action items. As such, the City focus became too diffuse thus making it difficult to prioritize council and staff efforts. Therefore, workshop participants were encouraged to sharpen their efforts in order to identify the most important four or five issues/goals for the next two to five years and action items to be pursued during 2013 and 2014.

Four strategic issue areas/goals were agreed on that will serve as the focus for next two to five years. Participants also identified a number of action items within each goal for 2013 and 2014:

I. Financial Stability. Continuously work to maintain and further improve the long term financial stability of the City. The City has made significant progress to stabilize its financial position – AAA bond rating, five year operating plan, two year budget cycle, long range infrastructure plan. Action items for 2013-2014 are:

- Revenue Enhancements
 - Prepare analyses for Council consideration regarding the establishment of franchise fees with respect to electric and natural gas services
 - Pursue the re-establishment of Tall Tower operating agreements with Telefarm and United Television
 - Evaluate the feasibility of extending the Deluxe Corporation TIF district and other possible alternatives so as to capture additional TIF for redevelopment purposes or other lawful purposes that would provide new resources for City undertakings. Present alternatives for Council consideration
- Maintain AAA bond rating through an institutional commitment to five year operations planning, two year budget cycles and long range infrastructure planning
- Integrate strategic goals into the budget document in order to create an alignment between the City's goals and the budget decisions of the Council

II. Community Facilities. Update and expand public facilities, parks, and trails to enhance the City's quality of life and provide a "community for all ages."

- Support and advocate for the expansion of the County Library. Evaluate the City's financial role in the expansion including possible property acquisition. Present alternatives for Council consideration.
- Prepare plans for a fitness center expansion and water play area within the Community Center. Explore and evaluate partnerships for Community Center

services including providers of physical rehabilitation therapy and other services. Present plans for Council consideration.

- Align the long range infrastructure replacement plan with a more aggressive public facilities, park and trail improvements schedule to evaluate new funding sources and a reprioritization of capital projects.
- Develop improved metrics for park usage and participation in order to help prioritize park improvements that deliver the best return on investment
- Evaluate the feasibility of trail extensions to fill missing links in the trail system, especially trails that are not being programmed along county roads

III. Economic Development. Improve the environment for business expansion, redevelopment and neighborhoods through outreach efforts and selected financial participation

- Enhance the Business Retention and Expansion Program by expanding contacts to the next layer of smaller businesses
- Monitor and support 694 improvement legislation in order to prepare for a 694/Rice Street redevelopment project
- Continue to dialogue with the owner of the Shoreview Mall for possible redevelopment.
- Submit for Council consideration and implementation the updated EDA Work Plan
- Monitor TCAAP Development and participate where possible, especially in the AUAR process

IV. Community for All Ages. Continue to develop Shoreview as a “community for all ages” that provides housing choices, public amenities, services and resources for all residents regardless of their age.

- Collaborate with other communities to identify priorities and develop a consensus on northern Ramsey County transit needs for the purpose of enhancing transit service to Shoreview
- Implement web site upgrades, social media links and other communications tools to tell the Shoreview story to prospective residents with primary focus on younger families. Include spotlights on quality schools in City communications in order to capitalize on this important community asset.

- Explore additional community center offerings, especially those providing socialization and healthful living for seniors.

Final Thoughts

At the conclusion of the workshop, participants were invited to share any final thoughts. Council members discussed issues related to future staffing needs of the City in order to provide the necessary personnel for new initiatives. The City Manager was invited to share his thoughts and plans at a later date with respect to succession planning and future staffing needs.

Council and Staff Responses to Pre Workshop Questionnaire

COUNCIL RESPONSES (Number in parenthesis indicates number of Council members noting same item)

1. List some of the City's major accomplishments during the past 3-4 years:
 - AAA bond rating (3)
 - Biennial budgeting (2)
 - Maintenance Center (LEED) (3)
 - Business Expansion and Retention (4)
 - Park Renovations
 - Development on Red Fox Road
 - Community Survey results
 - Leadership continuity
 - Innovative Storm water treatment with street reconstruction
 - Good employee morale/stable management/good customer service
 - Financial stability and tax levy level (2)
 - Economic enterprise support
 - Parks and Recreation upgrades
 - Environmental Quality Focus
 - Improved Rental Property Choices

2. What are some of the key opportunities that the City should take advantage of in the next few years to maintain the quality of life in the community:
 - Seek new funding sources (such as franchise fees) to fund new initiatives (2)
 - Comprehensive look at future park improvements to determine costs
 - Improving economy (2)
 - Partnering with other cities and community organizations (3)
 - Leverage partnerships using Emergency services model
 - Grants
 - Expand trail system
 - Maintaining housing quality (2)
 - Business expansion (2)
 - Light rail service
 - Continue and expand partnerships with community organizations
 - Water treatment facility
 - Improving traffic issues
 - 694-Rice Street redevelopment of businesses
 - Rice Creek Corporate Park development

3. What are some significant challenges that will be facing Shoreview in the next 5 years:
 - Stagnant revenues from property tax

Increasing costs of infrastructure replacement
Pedestrian bridge over 694 Replacement
Loss of trees to EAB
Aging population (3)
Housing – availability, property taxes, deterioration & rental properties (2)
Budget challenges - employee expenses, succession planning, decreased county and state funding (2)
Roads
Water Challenges (2)
TCAAP
Continuing to enjoy adequate financial resources to keep City in #1
Legislative move to force City to buy St. Paul water/ shut down our wells
Adapting to rapid changes
Community Center vitality & site development
Highway transition corridor areas
TIF strategies and management
Increasing resident involvement
Enhancing staff perquisites

4. Describe what you think the City's top 3 or 4 goals or strategic issues should be in the next 2-5 years:

Fitness Center expansion and water play area
Town Center/Mall redevelopment
Library expansion – property acquisition
Commons – upgrade
Ice Arena Improvements
Hire Park & Rec Director (2)
Work with other cities to come to consensus on northern Ramsey Co. transit needs
Look at whether we should continue in NSCC
Continue renovating neighborhood parks
Maintaining high quality of life for residents
Attracting and retaining young families (2)
Aging population
Community Center services
Franchise fees
Redevelopment/housing quality
Trail expansion (3)
Integrate goals with biannual budgeting
Maintain high quality of life benchmarks
Update redevelopment goals
Manage traffic problems
Monitor arsenal development effects
Social Media – marketing and communicating

STAFF RESPONSES (Number in parenthesis indicates number of staff members noting same item)

1. List some of the City's major accomplishments during the past 3-4 years:
 - Adoption of 5 year operating plan and conversion to 2 year biennial budget (2)
 - AAA bond rating (4)
 - Maintenance Center project and LEED certification (2)
 - Sitzer Park renovations
 - Indoor playground
 - Continued strong financial performance of Community Center
 - Maintain low tax and spending rankings compared to other communities
 - Creation of EDA and ongoing levy support (2)
 - Development and redevelopment activities (2)
 - Maintained/elevated quality of life
 - Retention and expansion of key businesses (2)
 - Achieving fund goals and targets outlined in FYOP
 - Upgrades to website
 - Creation of Communications Coordinator position
 - Successful leveraging of TIF resulting in high profile projects

2. What are some of the key opportunities that the City should take advantage of in the next few years to maintain the quality of life in the community:
 - Library expansion (2)
 - Community Center expansion (2)
 - Reconstruction of Highway 49
 - Expiration of Deluxe TIF will leave TIF dollars to use to enhance housing programs or promote continued economic development and job creation (2)
 - Use of franchise fees to undertake projects that have been delayed (3)
 - Staffing transitions (succession planning)
 - Maintain flexibility with meeting infrastructure challenges
 - Operating agreement with Telefarm and United Television on towers for continued revenues to City
 - Continue implementation of BRE program

3. What are some significant challenges that will be facing Shoreview in the next 5 years:
 - Service Needs of Aging Population
 - Updating and maintaining aging housing stock
 - Increasing cost of replacing City's infrastructure
 - Maintaining AAA bond rating
 - Encourage redevelopment in targeted areas (Shoreview Mall, Rice Street/695, County Road E)
 - Determine best methods to communicate information to residents
 - Maintaining high quality of life with changing demographics and service demands (2)
 - Improving public safety without increasing costs

Attracting younger families to community
Retirement of key staff members (2)
Services – not sustainable to keep adding services without adding resources
Highway 49/Rice Street bridge
Sufficient funding resources to accomplish major goals

4. Describe what you think the City's top 3 or 4 goals or strategic issues should be in the next 2-5 years:

Update the City's parks
Expand Community Center
Capitalize on library expansion to enhance Commons campus
Use excess TIF funds to promote redevelopment
Improve public safety through neighborhood watch
Implement housing and business development work plan
Continue to respond to business growth
Continue BRE program and business visits
Implement website upgrades and continue improvement of communications
Pursue redevelopment of Shoreview Mall
Maintain/affirm long range infrastructure plan
Maintain/affirm bond rating
Annex TCAAP and/or North Oaks commercial center
Funding community improvements
Continue long-term financial planning efforts, biennial budget and FYOP

TO: Mayor and City Council

FROM: Terry C. Schwerm, City Manager
Jeanne A. Haapala, Finance Director

DATE: March 6, 2013

RE: Franchise Fees

Introduction

At the City Council's recent goal setting session, one of the goals identified was to explore the establishment of franchise fees on electric and gas services. The purpose of establishing a franchise fee would be to add a new revenue source to fund new building, park and trail projects that have either been delayed or not programmed due to funding constraints. The City Council most recently discussed the use of franchise fees during the budget process last year (at the August, September and November workshop meetings).

Background

Shoreview has put considerable effort into long-term planning for both operating and capital replacement costs, but has not yet identified new significant revenue sources for future park, building, and trail improvements. A revenue option used by many other cities is franchise fees on electric and gas bills. These fees can generate substantial revenue, which in turn can diversify the City's revenue stream and potentially reduce future pressure on the tax levy. Some cities likely implemented utility franchise fees in response to cuts in state aid, while others have used them for specific purposes such as street rehabilitation and the cost of burying underground utilities.

The table at the top of the following page provides a summary of cities collecting utility franchise fees through Xcel Energy, the total revenue collected according to the most recent financial report on each City's website, how each City uses the revenue (if available), and the rate charged. As shown, Chaska receives the highest utility franchise fee when measured on a per capita basis (\$123.45 per year); while Coon Rapids received the highest total revenue from utility franchise fees (\$3.1 million in one year). Eden Prairie and Edina have recently approved implementation of franchise fees to assist in funding their street renewal programs.

City	Population	Total Franchise Revenue	Franchise Revenue Per Capita	Use	Rate	Annual Cost Per Home
Chaska	23,770	\$ 2,934,401	\$ 123.45	General fund	kilowatt hour	based on usage
Coon Rapids	61,476	\$ 3,148,840	\$ 51.22	General fund	4.0%	based on usage
Mound	9,052	\$ 408,821	\$ 45.16	General fund	\$ 2.75	\$ 33.00
Robbinsdale	13,953	\$ 582,971	\$ 41.78	General fund & capital projects	4.0%	based on usage
South St Paul	20,160	\$ 830,981	\$ 41.22	General fund	3.0%	based on usage
West St Paul	19,540	\$ 779,287	\$ 39.88	General fund	5.3%	based on usage
Mounds View	12,155	\$ 482,578	\$ 39.70	General fund, Street Impr fund	4.0%	based on usage
Little Canada	9,773	\$ 337,787	\$ 34.56	Infrastructure	\$ 2.75	\$ 33.00
St Paul Park	5,279	\$ 166,781	\$ 31.59	General fund	\$ 3.00	\$ 36.00
North St Paul	11,460	\$ 356,519	\$ 31.11	General fund	2.8%	based on usage
St Louis Park	45,250	\$ 1,298,517	\$ 28.70	Pavement Management fund	\$ 2.00	\$ 24.00
Golden Valley	20,371	\$ 581,600	\$ 28.55	Street improvements	\$ 2.00	\$ 24.00
Champlin	23,089	\$ 655,126	\$ 28.37	General fund	\$ 2.50	\$ 30.00
Prior Lake	22,796	\$ 624,145	\$ 27.38	General fund	\$ 1.50	\$ 18.00
Richfield	35,228	\$ 897,600	\$ 25.48	Special Rev fund (General fund support)	\$ 2.05	\$ 24.60
New Brighton	21,456	\$ 507,933	\$ 23.67	General fund, public works	kilowatt hour	based on usage
Apple Valley	49,084	\$ 1,160,771	\$ 23.65	No information available (2010)	rate unknown	based on usage
Stillwater	18,225	\$ 425,617	\$ 23.35	General fund (2010)	\$ 3.00	\$ 36.00
Wayzata	3,688	\$ 82,377	\$ 22.34	General fund	\$ 2.06	\$ 24.72
Brooklyn Center	30,104	\$ 659,066	\$ 21.89	Street reconstruction	\$ 1.52	\$ 18.24
New Hope	20,339	\$ 430,494	\$ 21.17	General fund	\$ 1.50	\$ 18.00
Minnnetonka	49,734	\$ 802,751	\$ 16.14	Special Revenue fund	\$ 2.50	\$ 30.00
Cottage Grove	34,589	\$ 535,188	\$ 15.47	Street sealcoating	\$ 3.30	\$ 39.60
White Bear Lake	23,797	\$ 254,468	\$ 10.69	General fund	1.5%	based on usage
Maplewood	38,018	\$ 262,000	\$ 6.89	Street Light utility (2010)	\$ 0.75	\$ 9.00

The City's franchise agreement with Xcel Energy (for both electric and gas service) allows for the implementation of franchise fees up to 5% of gross revenue and requires the City to impose the fee equitably across different classes of customers (residential and commercial). As a practical matter, fees would be converted to a flat amount per month for all customer classes. The process of establishing utility franchise fees requires the City to provide written notice of its intent to Xcel Energy, and after 90 days has expired, to adopt a separate ordinance.

Some of the goals identified by the City Council earlier this year include undertaking a community center expansion, constructing an outdoor water play area, supporting and advocating for expansion of the Shoreview Library, evaluating the feasibility of various trail extensions, and a more aggressive public facility and park improvement plan. All of these goals require funding beyond what our current Capital Improvement fund can provide. Listed on the following page are some of the key projects that staff has identified for the next 8 to 10 years. Some of these projects are included in the Capital Improvement Program (CIP), while others have not been programmed due to funding constraints.

Project	CIP Year	Current CIP Cost	Potential Cost		Description
			From	To	
Community Center addition	2014	\$ 1,400,000	\$ 1,400,000	\$ 2,500,000	fitness area, deck off banquent room, meeting/class rooms
Outdoor Water Play area	2016	\$ 500,000	\$ 500,000	\$ 700,000	
Commons Master Plan	none	\$ -	\$ 1,500,000	\$ 2,500,000	ponding, skating, trailway, enhanced skate park, landscape improvements, art
Library Expansion	none	\$ -	\$ 300,000	\$ 800,000	property acquisition, meeting/class rooms
Park Improvements					
Wilson	2015	\$ 150,000	\$ 300,000	\$ 500,000	
McCullough	none	\$ -	\$ 750,000	\$ 1,500,000	
Shamrock	none	\$ -	\$ 500,000	\$ 1,000,000	
Theisen	none	\$ -	\$ 300,000	\$ 500,000	
Lake Judy	none	\$ -	\$ 300,000	\$ 500,000	
Trail Improvements					
County Road E (Vivian-Lex)	none	\$ -	\$ 70,000	\$ 200,000	trail on shoulder vs off-street trail
County Road E (Victoria-Cardigan)	none	\$ -	\$ 110,000	\$ 260,000	trail on shoulder vs off-street trail
Victoria St (County Rd D-Harriett)	none	\$ -	\$ 110,000	\$ 310,000	trail on shoulder vs off-street trail
Lexington Ave (Royal Oaks-Hamline)	none	\$ -	\$ 225,000	\$ 275,000	trail on shoulder vs off-street trail
Total Cost Estimate		\$ 2,050,000	\$ 6,365,000	\$ 11,545,000	

These project estimates do not include items that staff or Council have identified as potential improvements, including:

- Renovating park buildings to include rest rooms (rather than portable rest rooms)
- Refrigerating some outdoor hockey/ice rinks
- Property acquisition for existing parks, including Theisen and Commons
- Trail/sidewalk funding for Highway 49 reconstruction
- Construction of a soccer dome

The table below estimates the revenue that would be generated by a utility franchise fee equal to 1%, 2% or 2.5%, based on information provided by Xcel Energy last summer.

	Estim # of Accts	1.0% 2012	Franchise Revenue	2.0% Rates	Franchise Revenue	2.5% Rates	Franchise Revenue
Electric							
Residential	10,912	\$ 1.00	\$ 130,944	\$ 2.00	\$ 261,888	\$ 2.50	\$ 327,360
Commercial, small firm non-demand	414	\$ 1.25	6,210	\$ 2.50	12,420	\$ 3.13	15,525
Commercial, small firm demand	180	\$ 11.00	23,760	\$ 22.00	47,520	\$ 27.50	59,400
Commercial, large	55	\$ 140.00	92,400	\$ 280.00	184,800	\$ 350.00	231,000
Street lighting	43	\$ 3.00	1,548	\$ 6.00	3,096	\$ 7.50	3,870
Municipal pumping non-demand	15	\$ 1.25	225	\$ 2.50	450	\$ 3.13	563
Municipal pumping demand	3	\$ 11.00	396	\$ 22.00	792	\$ 27.50	990
Total	11,622		\$ 255,483		\$ 510,966		\$ 638,708
Gas							
Residential	9,390	\$ 0.50	56,340	\$ 1.00	112,680	\$ 1.25	140,850
Commercial firm non-demand	415	\$ 3.20	15,936	\$ 6.00	29,880	\$ 7.50	37,350
Commercial firm demand	1	\$ 58.00	696	\$ 120.00	1,440	\$ 150.00	1,800
Small interruptible	5	\$ 34.00	2,040	\$ 84.00	5,040	\$ 105.00	6,300
Transportation firm	0	\$ 1.00	-	\$ -	-	\$ -	-
Transportation interruptible	0	\$ 1.00	-	\$ -	-	\$ -	-
	9,811		\$ 75,012		\$ 149,040		\$ 186,300
Estimated Franchise Revenue			\$ 330,495		\$ 660,006		\$ 825,008

As shown above, franchise fees could be a major new revenue source for the City, and could be used to fund existing capital needs or to undertake new capital projects consistent with the goals identified by the City Council. Staff would recommend the following options for consideration:

1. Dedicate franchise fees to the Street Renewal Fund – As noted earlier, several Cities, including Minnetonka, Edina and Eden Prairie have implemented franchise fees to assist in funding street renewal projects. The City’s current street renewal levy is \$850,000, which means that a 2.5% franchise fee would generate approximately the same amount of revenue. Under this option, the City could dedicate all or part of the existing street renewal levy to the capital improvement fund, which would provide more consistent funding for the new capital improvement projects identified earlier in this report.
2. Dedicate franchise fees to the existing Capital Improvement Fund
3. Dedicate franchise fees to a new Community Investment Fund

All three of these options provide greater revenue diversity and increased funding for capital improvements.

A new Community Investment fund could be designed to support many of the projects outlined in this report, and could also dedicate a portion of the annual revenue stream to grow the fund balance until a minimum level is reached. For instance, a \$3 million future minimum fund balance (achieved through dedicating 25% of annual revenue to fund balance growth) could serve the community into the future by dedicating revenue from investment earnings as well as annual franchise fee revenue. The table at right is an illustration of how the fund could be utilized over the next 20 years at the 2.5% franchise fee level.

Under these assumptions, new funding provided for City projects amounts to \$14.2 million over 20 years:

First 5 years	\$ 1,800,000
Second 5 years	\$ 3,000,000
Third 5 years	\$ 4,400,000
Fourth 5 years	\$ <u>5,000,000</u>
Total	\$14,200,000

Community Investment Fund				
Year	2.5% Franchise Revenue	Interest Earnings	Available Project Spending	Fund Balance
2013	\$ 825,000		\$ 600,000	\$ 225,000
2014	825,000	1,913	600,000	451,913
2015	825,000	3,458	600,000	680,371
2016	825,000	10,929		1,516,300
2017	825,000	19,288		2,360,588
2018	825,000	34,664	500,000	2,720,252
2019	825,000	39,159	1,500,000	2,084,411
2020	825,000	37,454	1,000,000	1,946,865
2021	825,000	35,390		2,807,255
2022	825,000	56,346		3,688,601
2023	825,000	71,769	2,000,000	2,585,370
2024	825,000	59,957		3,470,327
2025	825,000	77,657		4,372,984
2026	825,000	107,673	2,400,000	2,905,657
2027	825,000	74,659		3,805,316
2028	825,000	105,445		4,735,761
2029	825,000	128,707	2,500,000	3,189,468
2030	825,000	99,054		4,113,522
2031	825,000	124,466		5,062,988
2032	825,000	164,265	2,500,000	3,552,253

Summary

Staff is looking for feedback from the City Council regarding the potential implementation of franchise fees to accomplish 2013 Council Goals.