

Meeting Minutes

Project:	Stromsburg Public Library - Lower Level Study			
Project No.:	463-001-22			
Meeting Date:	11/3/2022			
Location:	Zoom Meeting			
Attendees:	Library Staff	<input checked="" type="checkbox"/> Monica Tidyman	<input type="checkbox"/>	<input type="checkbox"/>
	Library Board	<input checked="" type="checkbox"/> Jessica Pallas	<input checked="" type="checkbox"/> Beth Sparrow	<input checked="" type="checkbox"/> Amanda Woodruff
		<input checked="" type="checkbox"/> Michelle Dubas	<input type="checkbox"/> Crystal Seydlitz	<input type="checkbox"/> Ken Cooper
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C&E	<input checked="" type="checkbox"/> Matt Glawatz	<input checked="" type="checkbox"/> Kent Munster	<input type="checkbox"/>
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Meeting Agenda

1. Review Previous Programming Information

- Primary Space Priorities
- Secondary Priorities (Phase 2)
- Lower-Level Programming Results
- Program & Adjacency Diagrams

2. Conceptual Design – First Pass

- Preliminary 3D Development
- Initial Finish Discussion

3. Updated Opinion of Cost

4. Next Steps

1. Program Elements

The following programmed elements were prioritized as a result of survey responses and previous library board and staff input:

Primary Space Requirements

Large Meeting Room

- Maximum capacity: 90 people
- Subdividable to accommodate smaller groups
 - 20 people seated at tables
 - 30 people in auditorium style seating

Kitchenette

- Sink, refrigerator, microwave, and cabinet storage

Storage Room

- Table and chair storage with direct access to meeting room(s)

Lobby/Pre-function Space

- Before and after-meeting area
- Seating
- History/Display/Art component?

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Activity/Makerspace

- Single area for use by adults and kids
- Access to storage for equipment
- Flooring and finishes to accommodate messy activities
- Co-located with Large Meeting Room

General Storage

- Miscellaneous library storage
- Proximity to Makerspace

New Restrooms

- Two single-use restrooms for lower-level code compliance
- Custodial closet for lower-level and general building use

Questions & Comments:

The programmed elements listed are the major priorities.

2. **Conceptual Design**

The multipurpose rooms occupy slightly over 1,400 square feet, or approximately 16 square feet per occupant when filled to a total capacity of 90 people. An operable wall separates the larger portion of the space from the smaller portion. The smaller portion of the multipurpose space contains a kitchenette that includes a refrigerator, microwave, and a sink. A storage room is shown adjacent to this part of the multipurpose space, which could provide storage of tables and chairs when they are not needed. Two new single-use, ADA-compliant restrooms are included along with a custodial closet intended to serve the entire library.

Does a custodial closet exist anywhere in the library currently? No

Could the custodial closet be located within the existing mechanical/electrical room? Possibly, but the existing open space within the room will likely be needed to accommodate new mechanical equipment needed for the lower-level space.

Is a dedicated room for table and chair storage necessary? Could furniture be stored within the multipurpose rooms? A library user has made an appeal for space dedicated to genealogy. From experience we have seen multipurpose rooms used for functions where little or no furnishings are needed in the space. The storage room provides needed flexibility to the multipurpose rooms. Materials and supplies for the Activity/Makerspace might also be stored in this room.

Could the corridor between the east multipurpose room and the mechanical/electrical room be eliminated in order to enlarge the multipurpose room? No, building codes require a dedicated exit path from the occupied areas. Two exits from the larger multipurpose space are required due to the size of the room. These exits are separated as widely as possible in order to satisfy code requirements.

A general library building storage room is included at the southeast corner of the lower level to ensure that storage is available for some extra collection, historical and seasonal materials.

Since space has been available, a lot of materials have taken up residence in the lower level. Some general storage for the library is needed, but the current contents could be reduced. Could the excess space in the mechanical/electrical room be used for storage? Storage in mechanical/electrical rooms is frowned on, plus space for new mechanical equipment will be required in the room. The lower level is conditioned currently, but changing the lower level to occupied meeting spaces will increase the mechanical load significantly. A good deal of the extra space required will be dedicated to ductwork needed to supply the new occupied spaces.

The pre-function lobby area near the foot of the west stairway provides a gathering area for use before and after meetings, with potential space for historical items, seating, and display space.

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Could windows be incorporated along the west wall to provide some daylight to this space? If grade on the west side of the building allows for clerestory windows, they could certainly be incorporated. The structure of the existing foundation wall might prove to be costly to alter, but this could be explored further.

Finishes envisioned for the lower level include fully-drywalled partitions and perimeter walls finished with a combination of paint and acoustical wall materials. The multipurpose room includes wood veneer doors with hollow metal frames and sidelights at entrances, and similar doors and frames will be used for other adjacent rooms. The primary ceiling material would be lay-in acoustical panels. This type of ceiling absorbs sound and provides structure for HVAC and lighting components.

Could the existing floor surface be used? Flooring is one of the main finishes used to help absorb sound, and modular carpet (carpet tile) is highly effective for this. A hard surface floor in the smaller portion of the multipurpose room is a possibility. The hard surface could be LVT (linear vinyl tile), which is manufactured at the same thickness as the adjacent modular carpet to eliminate a tripping hazard. Hard surface floors are effective in makerspace areas, and this material can also aid in sound absorption.

Should new lower-level finishes be closely tied to the main level finishes? The lower level would be a completely different, new space, so matching to the first floor seems unnecessary, and the some of the first-floor finishes may be a bit outdated now.

3. **Updated Opinion of Cost**

We have projected costs for this project that fall into specific categories as follows:

Construction Cost per SF Assumptions

\$175 - \$250 per square foot @ 3,000 SF = \$525,000 to \$750,000

Escalation

Approximately 8% per year

Soft Costs

Roughly 30% of Construction Costs

Includes:

Design Fees

Contractor General and Administrative Fees

Furniture, Fixture and Equipment

Permits and Taxes (if applicable)

Financing

Legal Fees

Total Cost Range

\$682,500 - \$975,000

4. **Next Steps**

Completion of the Lower-Level Study will include further schematic plan development and creation of images that the library can use for fundraising and increasing awareness to library users and the community of Stromsburg at large. The images created will illustrate the proposed uses in the lower level. The images provide a sense of scale and a general impression of how the space could be finished and furnished.

Although not a part of the Study, additional secondary priorities for the library will be included. Some of the priorities developed in discussions about the lower level include the following:

Secondary Priorities

Dedicated Reading/Study Space

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- Enclosed room for up to 4 people
- Comfortable reading space/seating
- Expanded Technology Access
 - More access to power throughout
 - Furniture conducive to personal technology use
- Expanded, More Versatile Collection
 - Increase junior fiction
 - Consider better browsability
 - Augment collection shelving to increase visibility
- Additional Seating
 - Varied types throughout
- Kid Space
 - Increase area for interaction/activity
- Staff Space
 - Decrease size of service point
 - Consider reducing the size of the director's office

Next Meeting:

November 14, 2022, 6:00 pm – 8:00 pm

CLARK &
ENERSEN

Stromsburg Public Library
Lower Level Renovation Study
Programming Review & Conceptual Design

November 3, 2022



AGENDA

- ▶ **Review Previous Programming Information**
 - Primary Space Priorities
 - Secondary Priorities (Phase 2)
 - Lower Level Programming Results
 - Program & Adjacency Diagrams
- ▶ **Conceptual Design – First Pass**
 - Preliminary 3D Development
 - Initial Finish Discussion
- ▶ **Updated Opinion of Cost**
- ▶ **Next Steps**



PRIMARY SPACE PRIORITIES (LOWER LEVEL)

► Large Meeting Space

- Large Meeting Room for Max 90 Participants
- Subdividable to accommodate Smaller Groups
 - 20 individuals seated at tables
 - Up to 30 in chairs
- Kitchenette
 - Water, Refrigerator, Microwave, Storage
- Table/Chair Storage
- Adjacent Lobby/Pre-Function Space for
 - Before/After Meeting Space
 - Seating
 - Art/Display/Historic Component?



PRIMARY SPACE PRIORITIES (LOWER LEVEL)

▶ Activity/Makerspace Environment

- Single Space for Kids & Adults
- Access to Storage for Equipment
- Flooring to accommodate Messy Activities
- Shared Space with Large Meeting Room

▶ General Storage

- Miscellaneous Library Storage
- Proximity to Makerspace

▶ New Restrooms

- Two Single-Use Restrooms on Lower Level
- Custodial Closet on Lower Level



SECONDARY SPACE PRIORITIES (MAIN LEVEL – Phase 2)

▶ **Dedicated Reading/Study Space**

- Enclosed Room for up to 4 individuals
- Comfortable Reading Space/Seating

▶ **Expanded Technology Access**

- More Access to Power throughout
- Furniture conducive to Personal Technology Use



\ SECONDARY SPACE PRIORITIES (MAIN LEVEL – Phase 2)

▶ Larger more Varied Collection

- Junior Fiction
- Browsability
- Shelving Height/Visibility

▶ Additional Seating

- Varied throughout

▶ Kids Space

- More space for interaction/activity

▶ Staff Space

- Reduce size of Service Point
- Consider reduced size for Director Office



LOWER LEVEL PROGRAMMING RESULTS

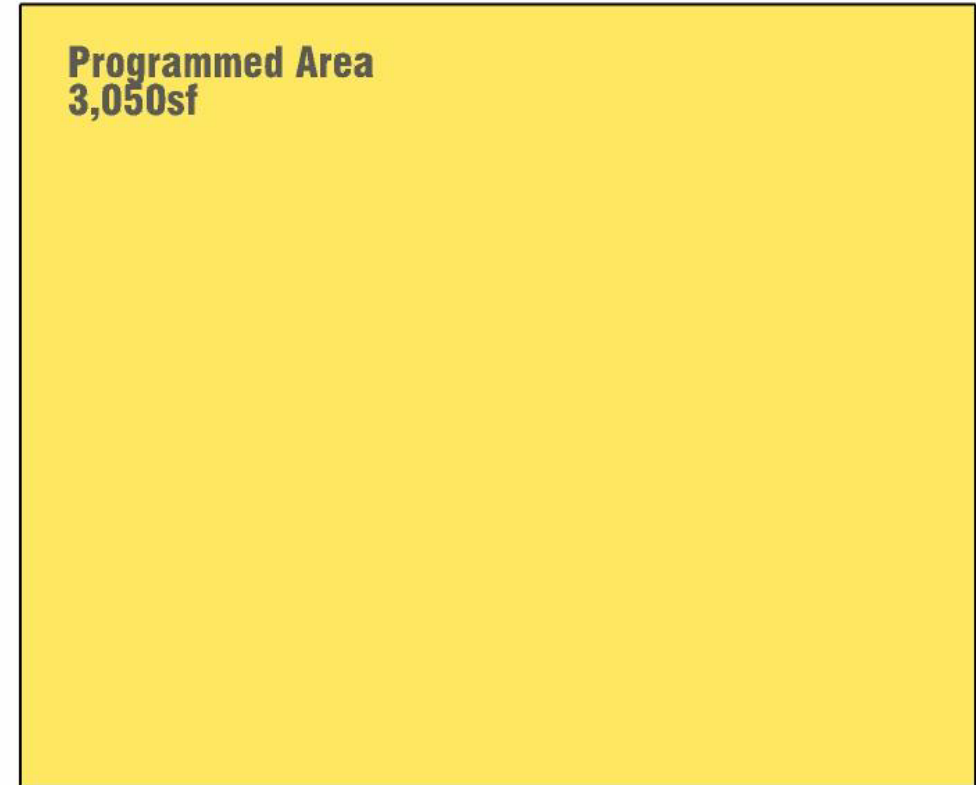
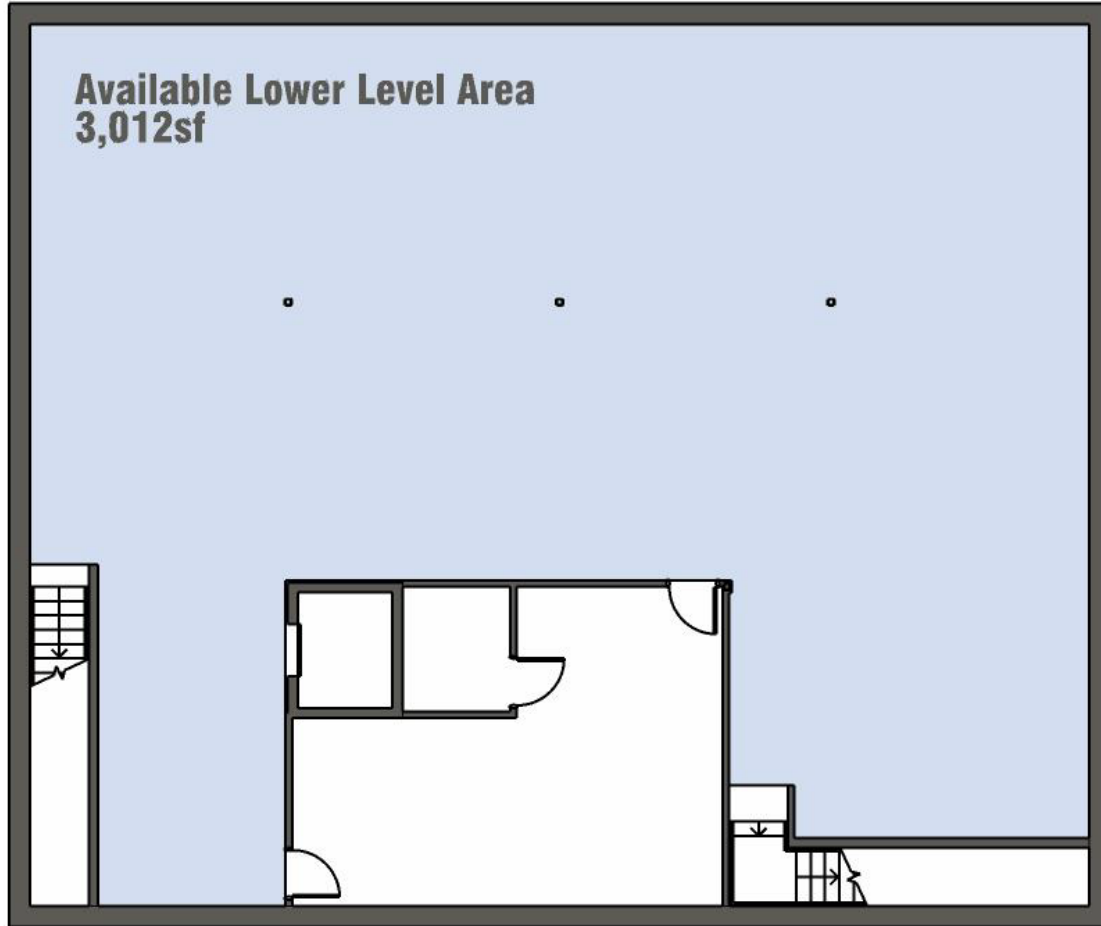


Stromsburg Public Library Programming Spreadsheet

Space Programming					
Lower Level Common Spaces					950 SF
Lobby/Prefunction Space				=	300 SF
Gallery/Historic Component					
Single-Use Public Restroom - Male				=	60 SF
Single-Use Public Restroom - Female				=	60 SF
Custodial Closet				=	40 SF
General Library Storage				=	300 SF
Common Spaces Subtotal					<u>760 SF</u>
Grossing Factor	25 % of subtotal			+	<u>190</u>
Common Spaces Total					950 SF 31 %
Multi-Purpose Spaces					2,100 SF
Flex/Multi-Purpose Room	90 people/room	x	16 SF/person	=	1,440 SF
Kitchenette				=	40 SF
Program Chair/Table Storage				=	200 SF
Children's Programs					
Storytime					
Flex/Maker Space	12 people/room	x	40 SF/person	=	480 SF
Maker Equipment					
Adjacent to Storage					
Multipurpose Spaces Subtotal					<u>1,680 SF</u>
Grossing Factor	25 % of subtotal			+	<u>420</u>
Multipurpose Spaces Total					2,100 SF 69 %
Project Total					3,050 SF

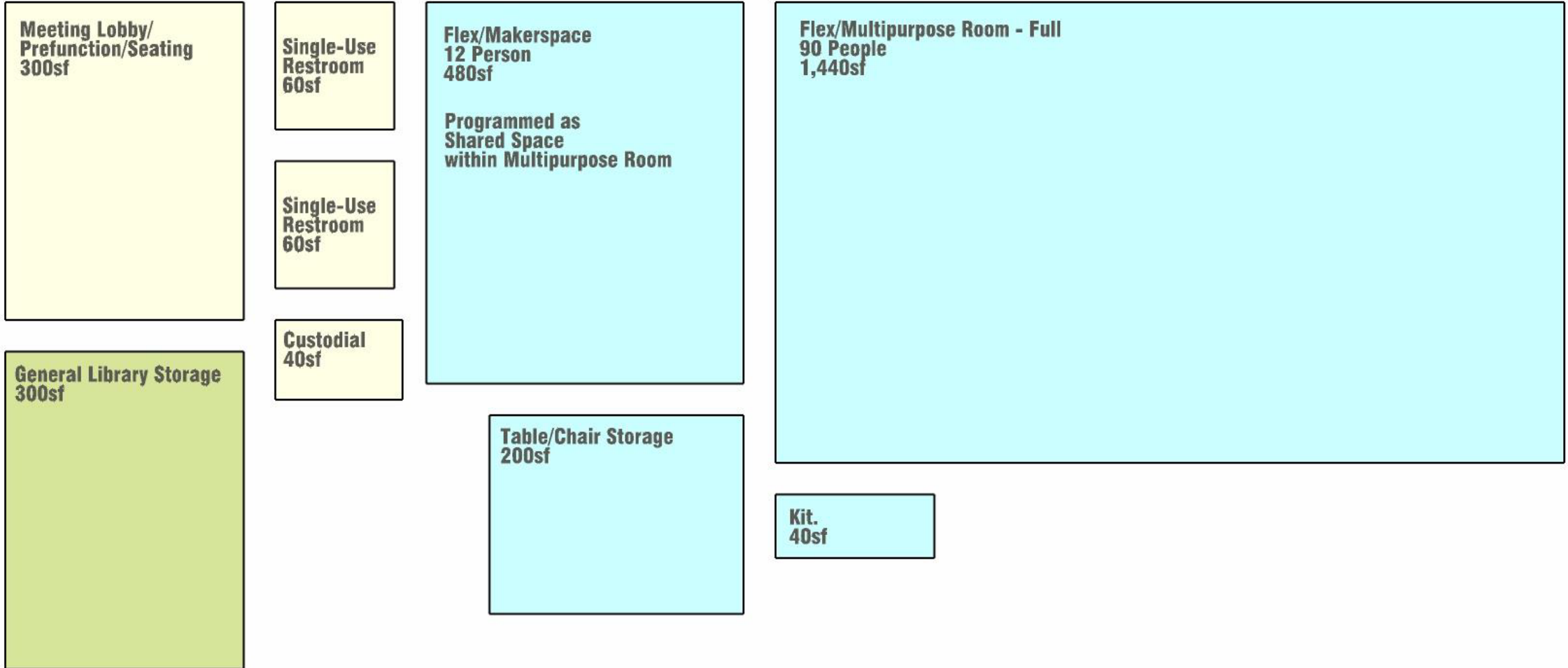
PROGRAM & ADJACENCY DIAGRAMS

▶ Available Area vs. Programmed Area



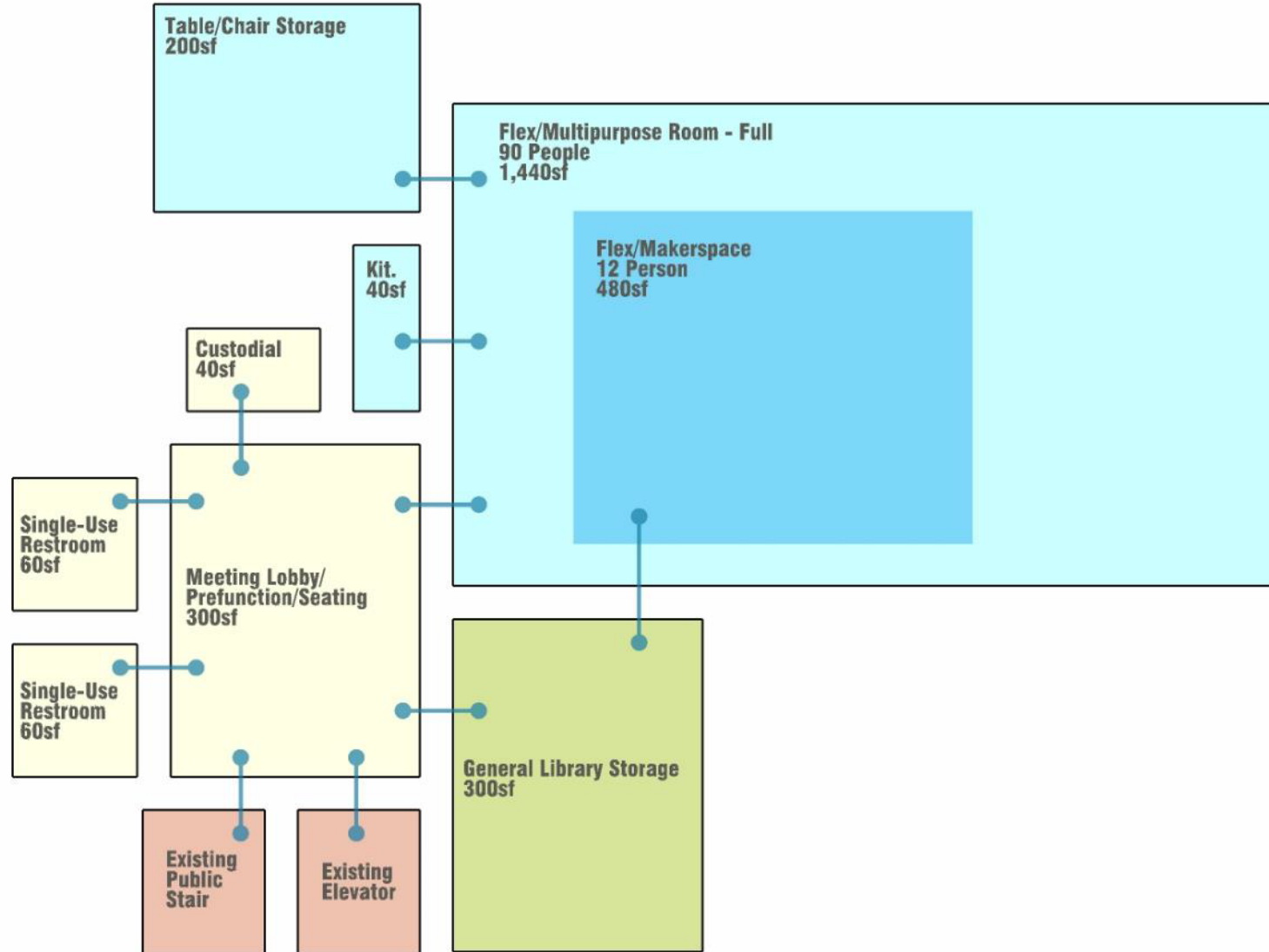
PROGRAM & ADJACENCY DIAGRAMS

► Individual Program Areas – Lower Level



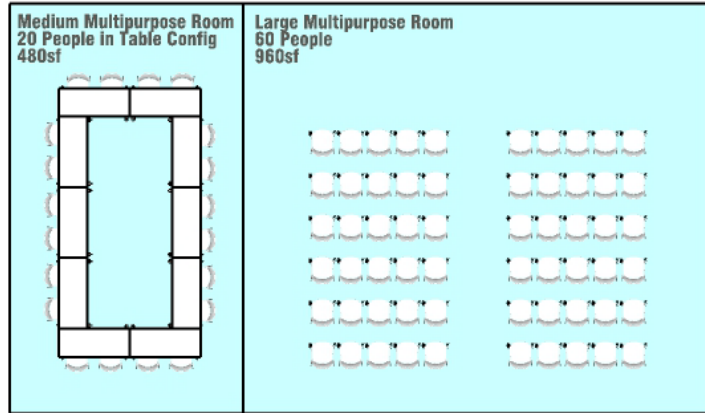
PROGRAM & ADJACENCY DIAGRAMS

▶ Lower Level Adjacency Diagram

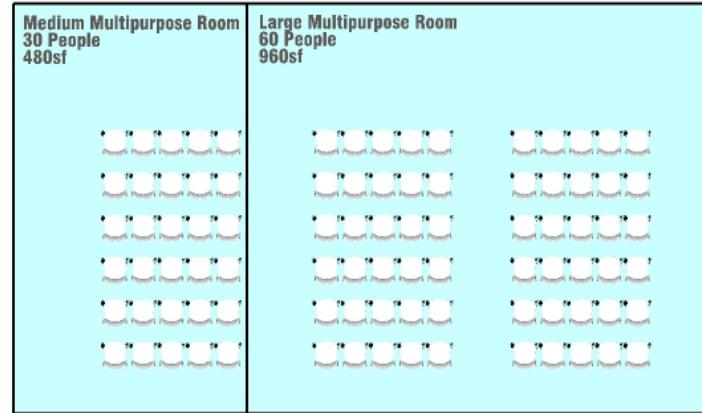


PROGRAM & ADJACENCY DIAGRAMS

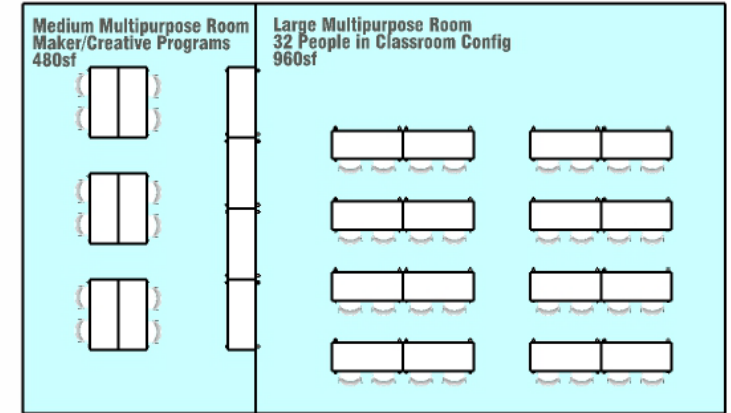
▶ Lower Level Large Multipurpose Room Divided Configuration Options



Divided Configuration A

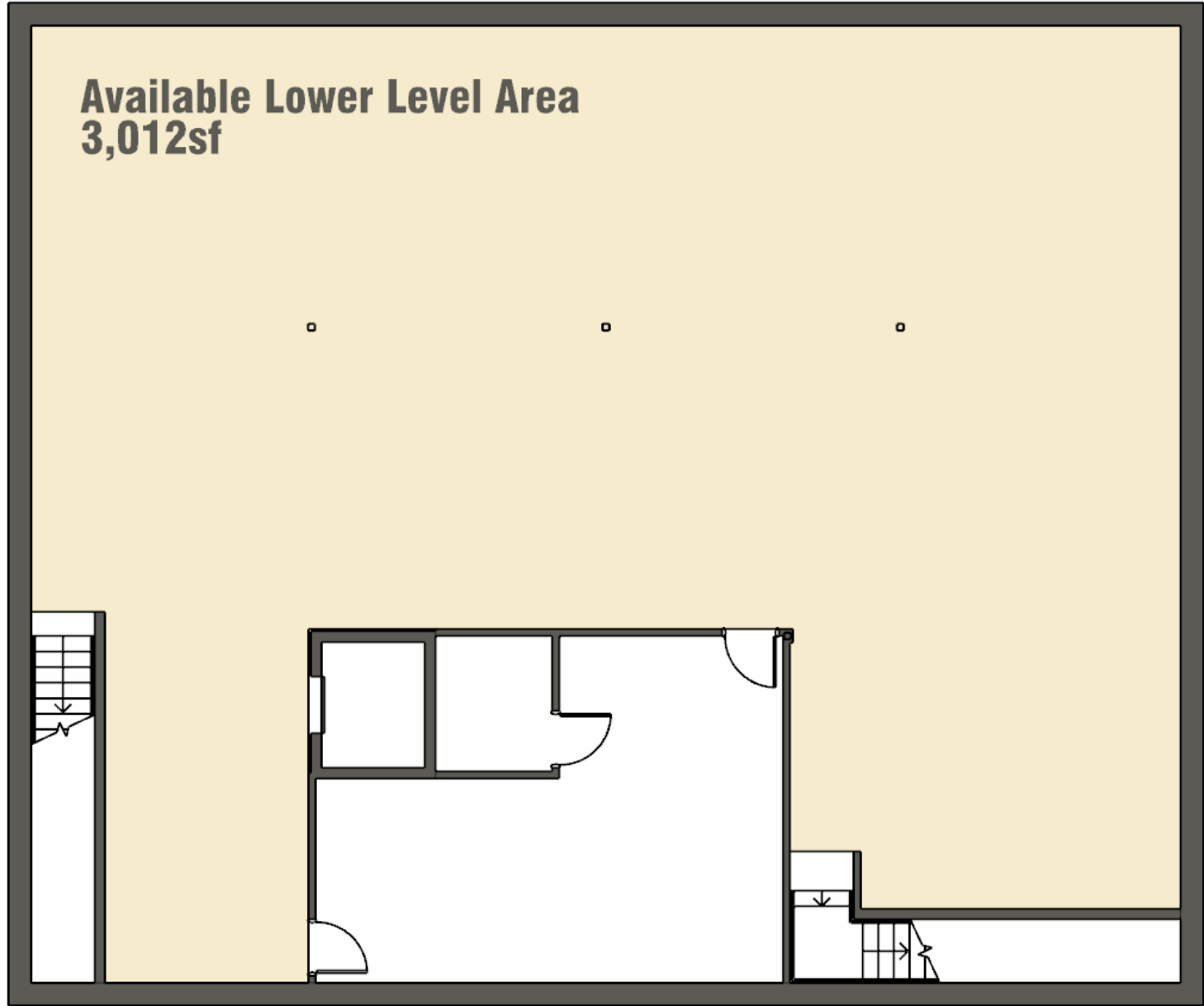


Divided Configuration B

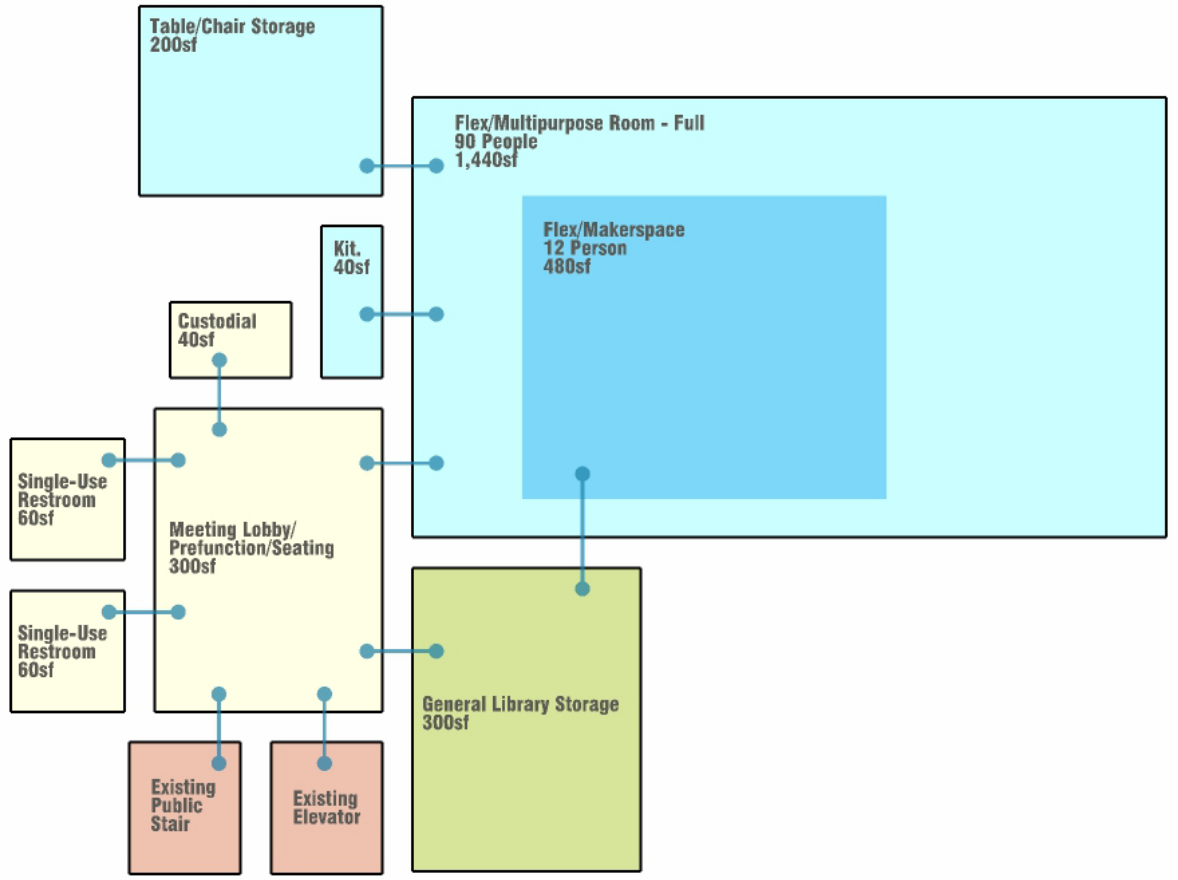
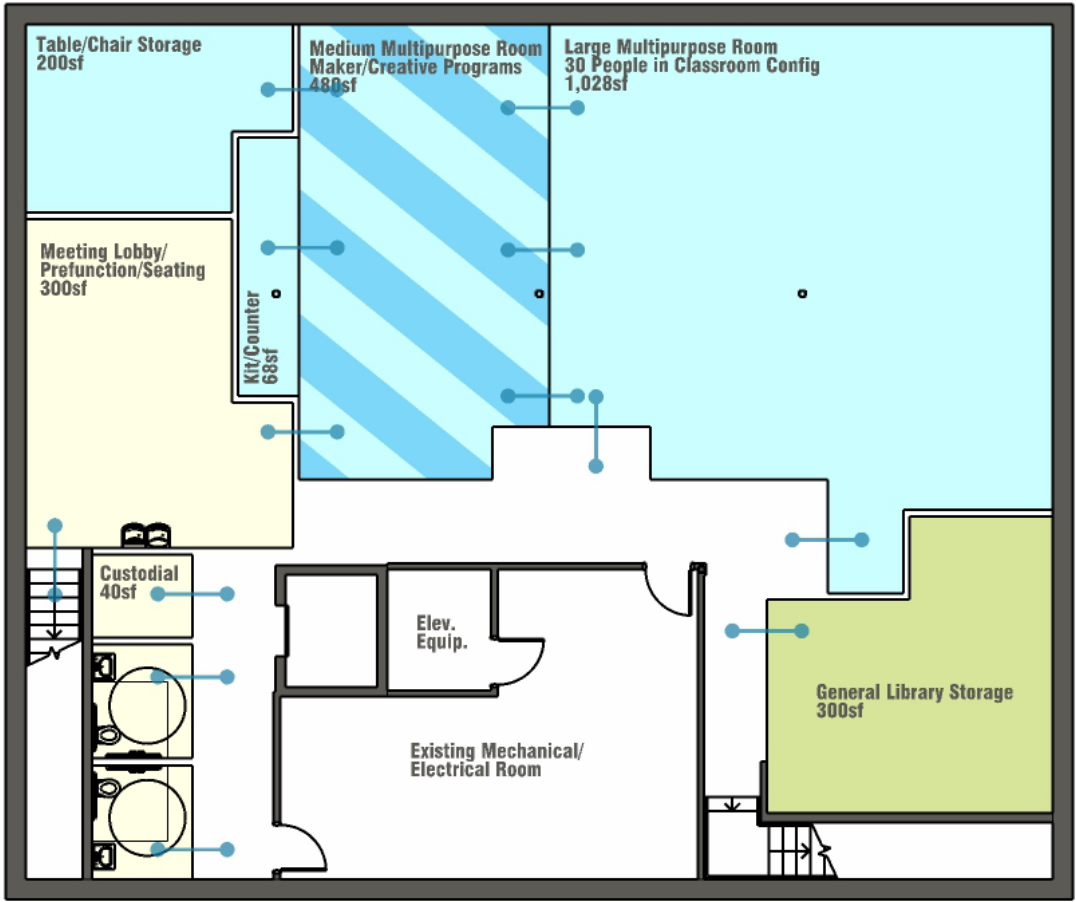


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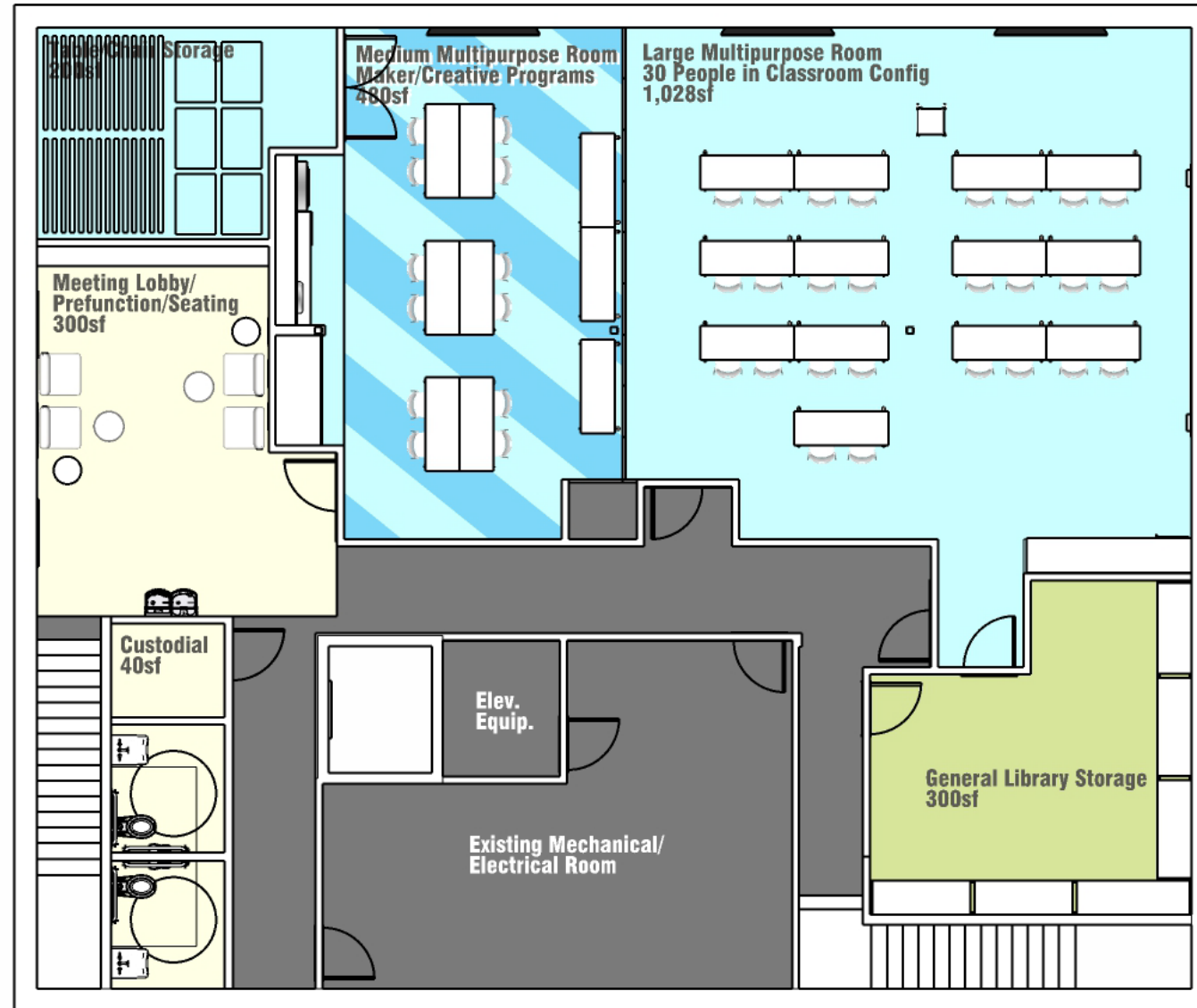
CONCEPTUAL DESIGN



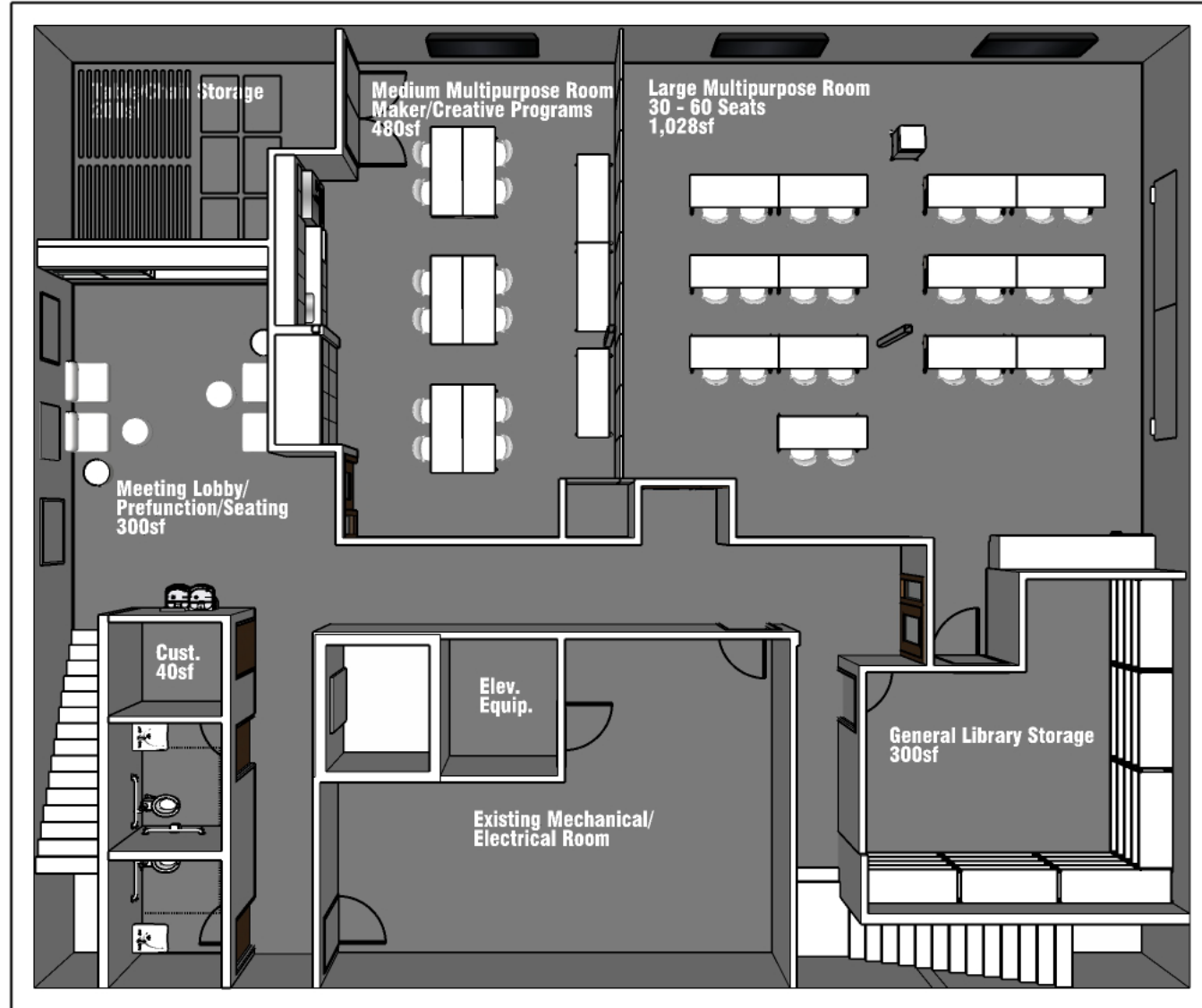
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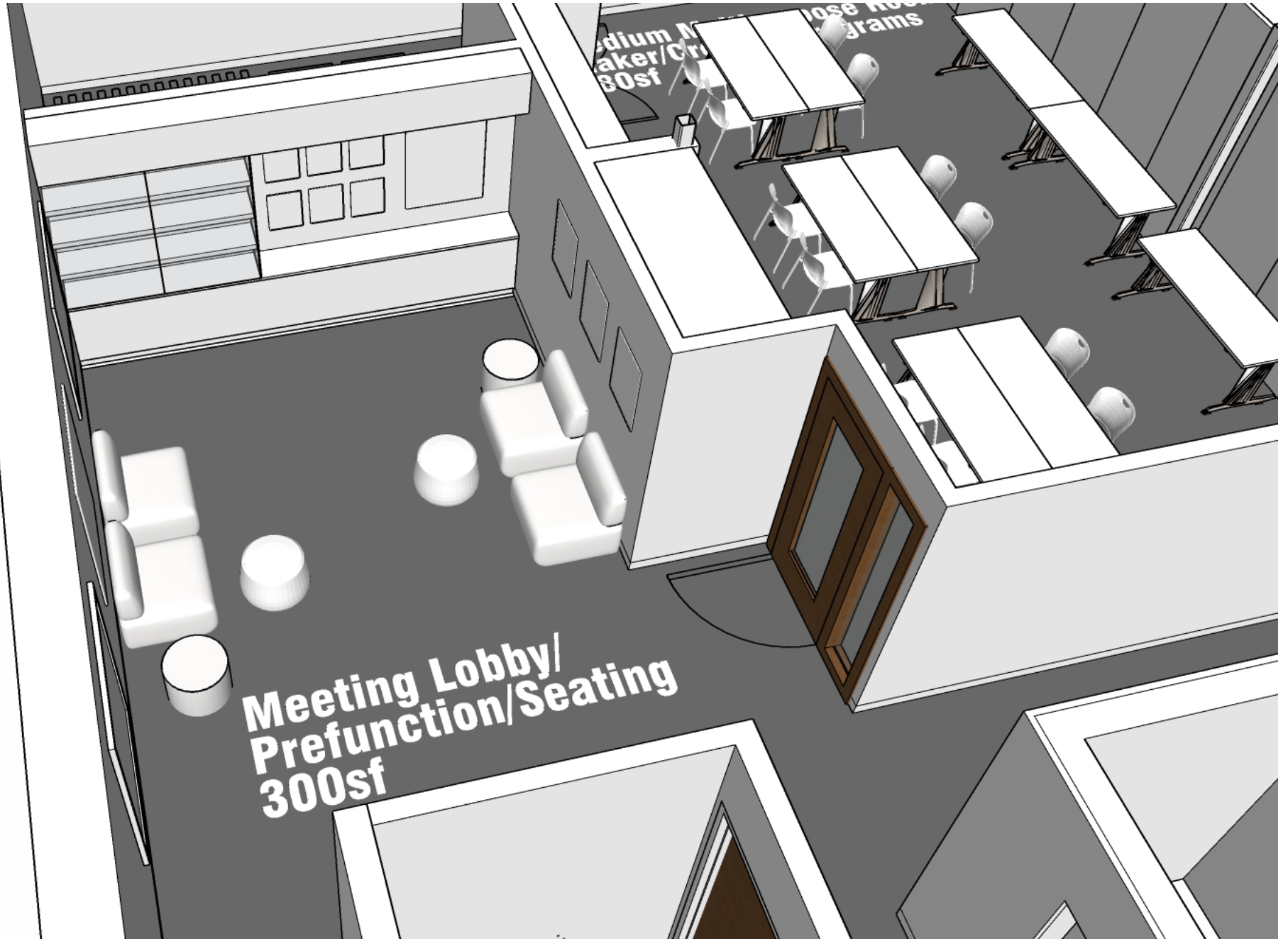
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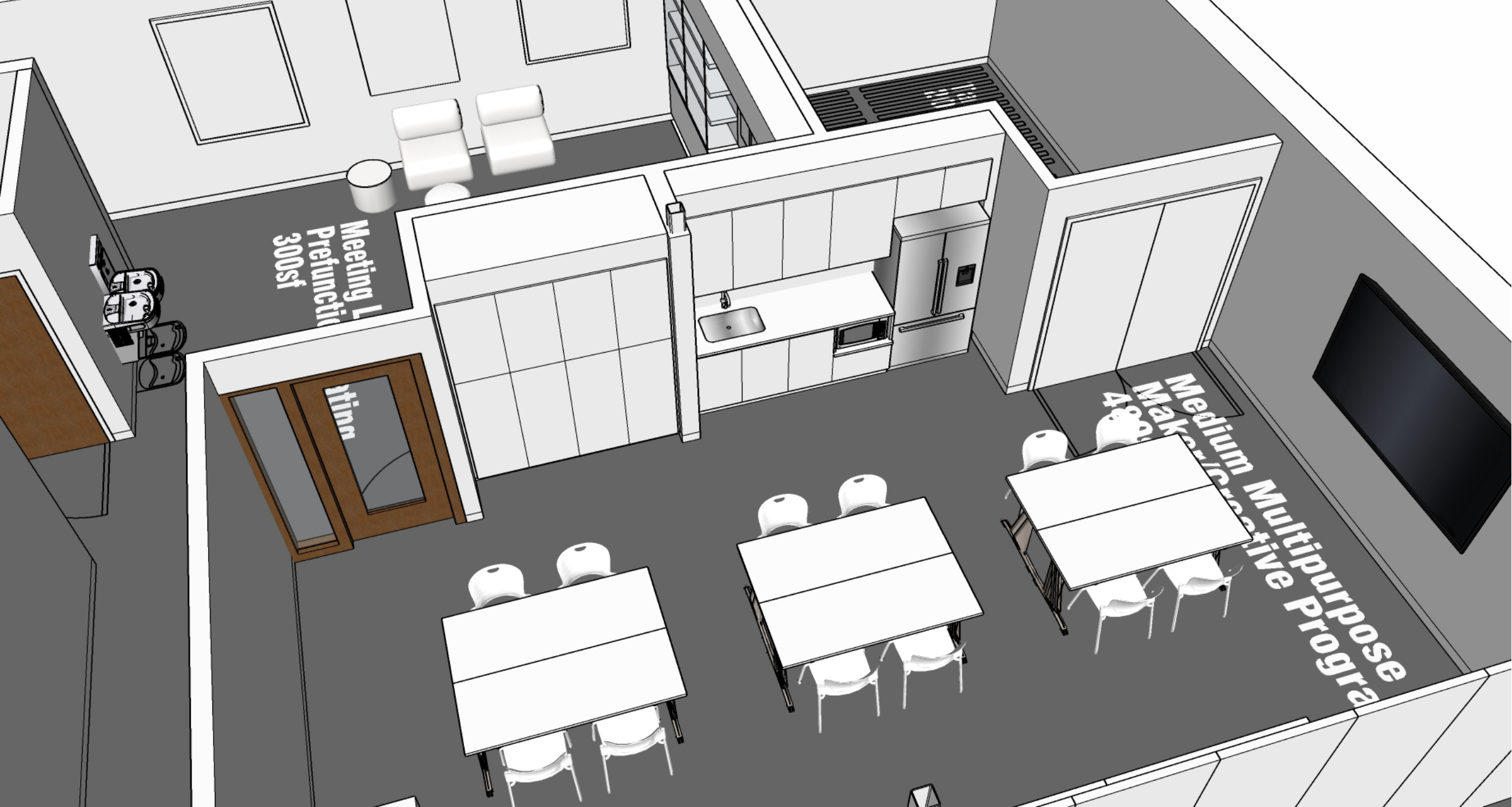
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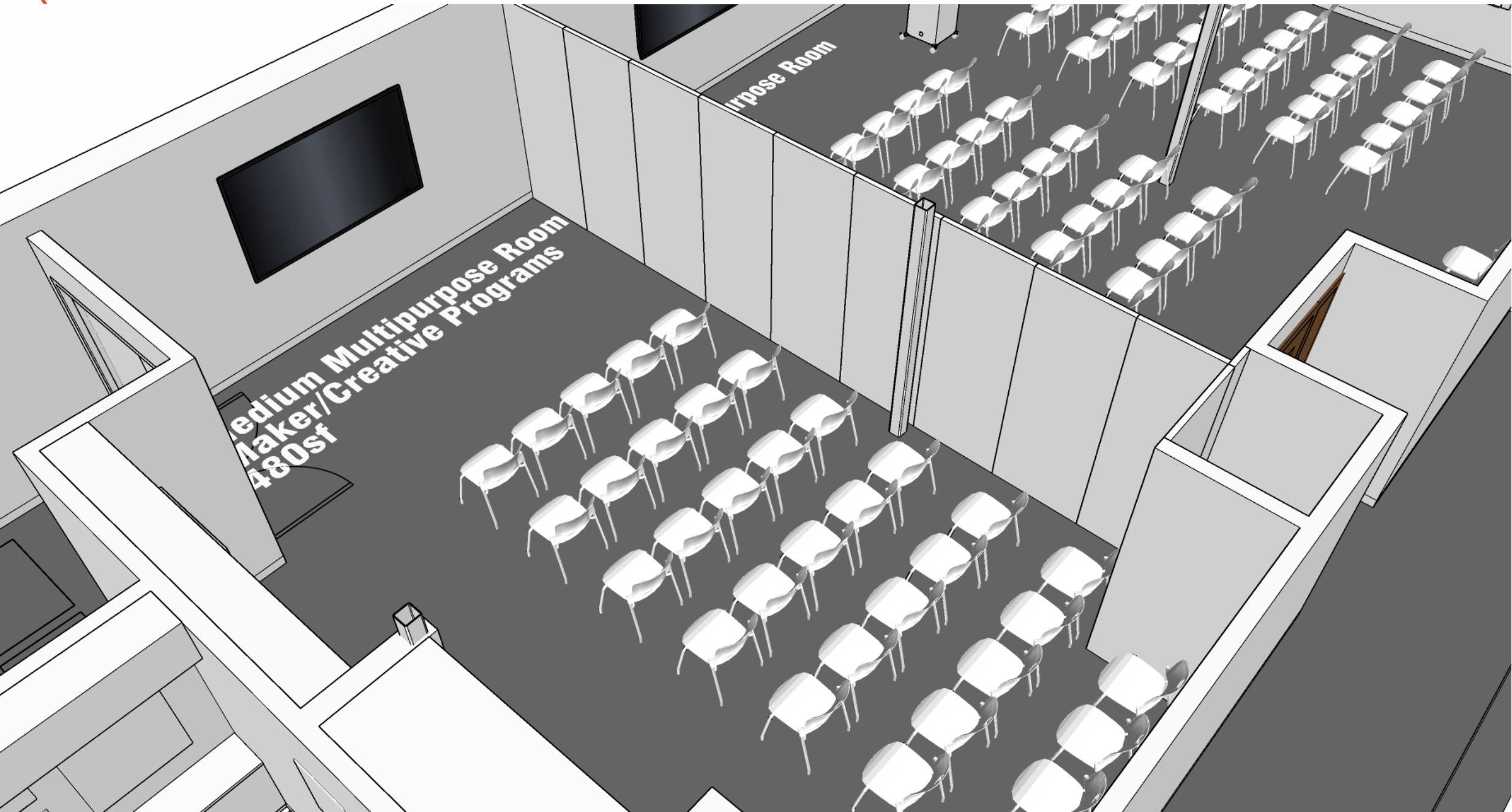
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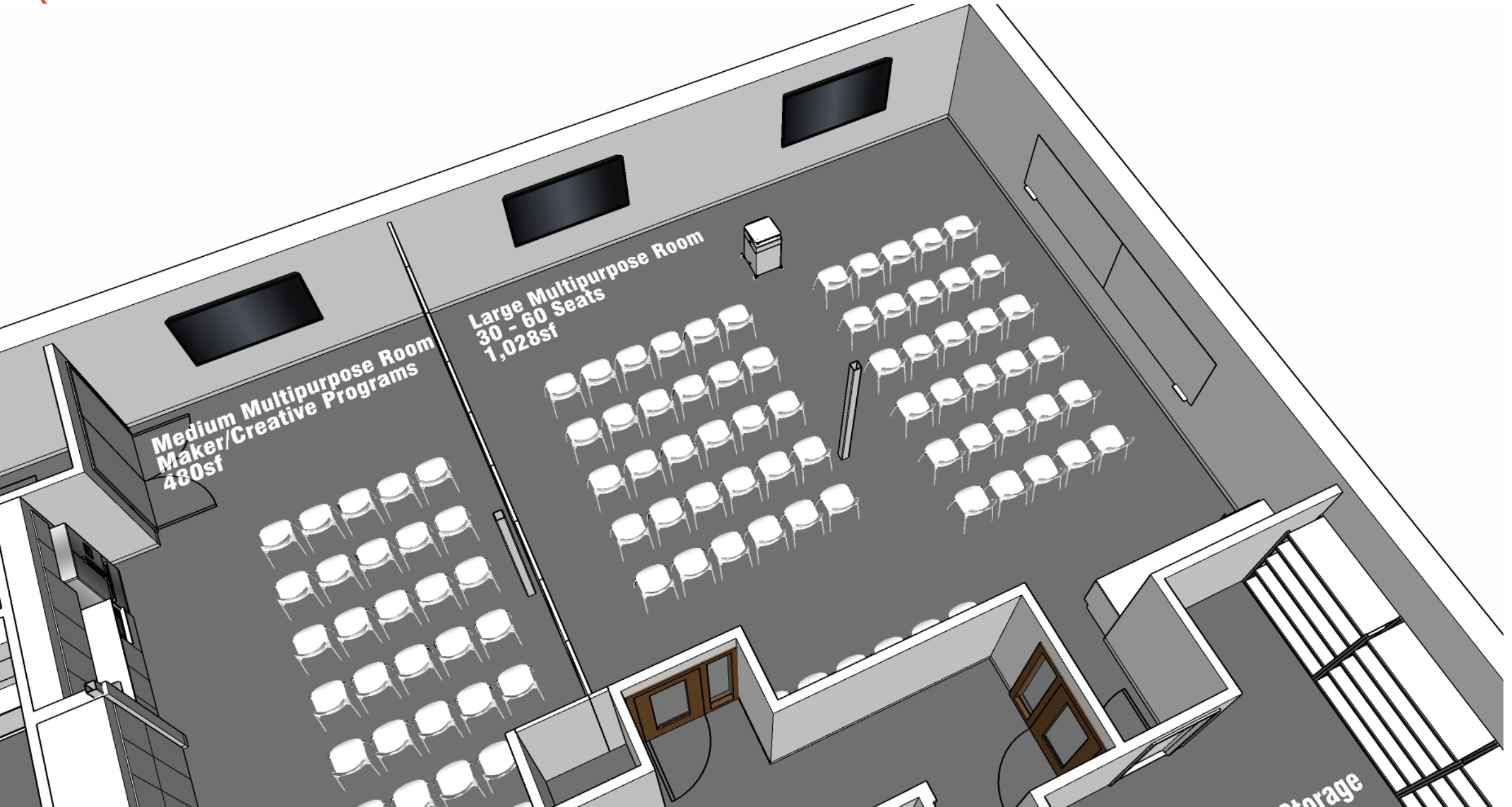
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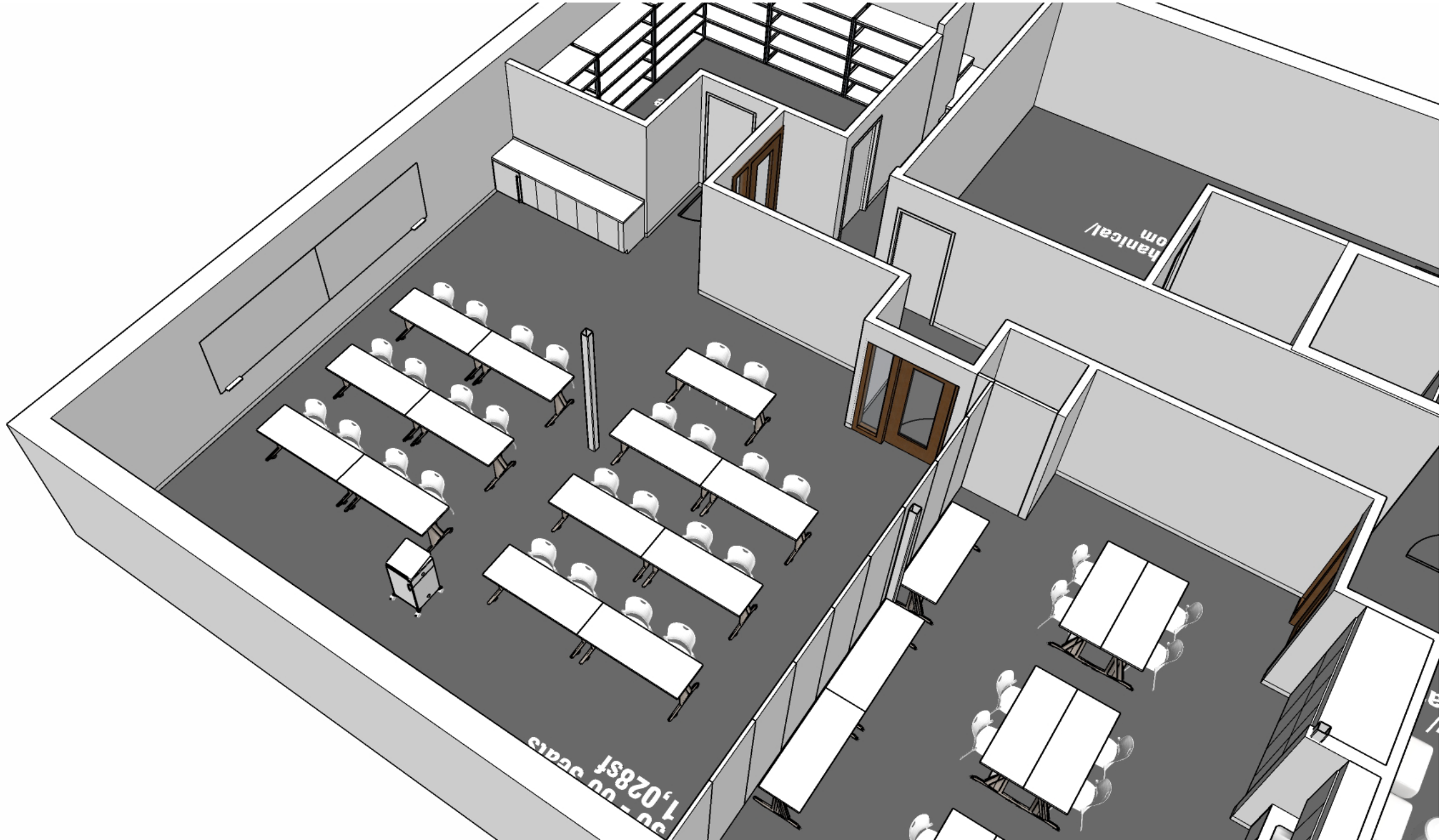
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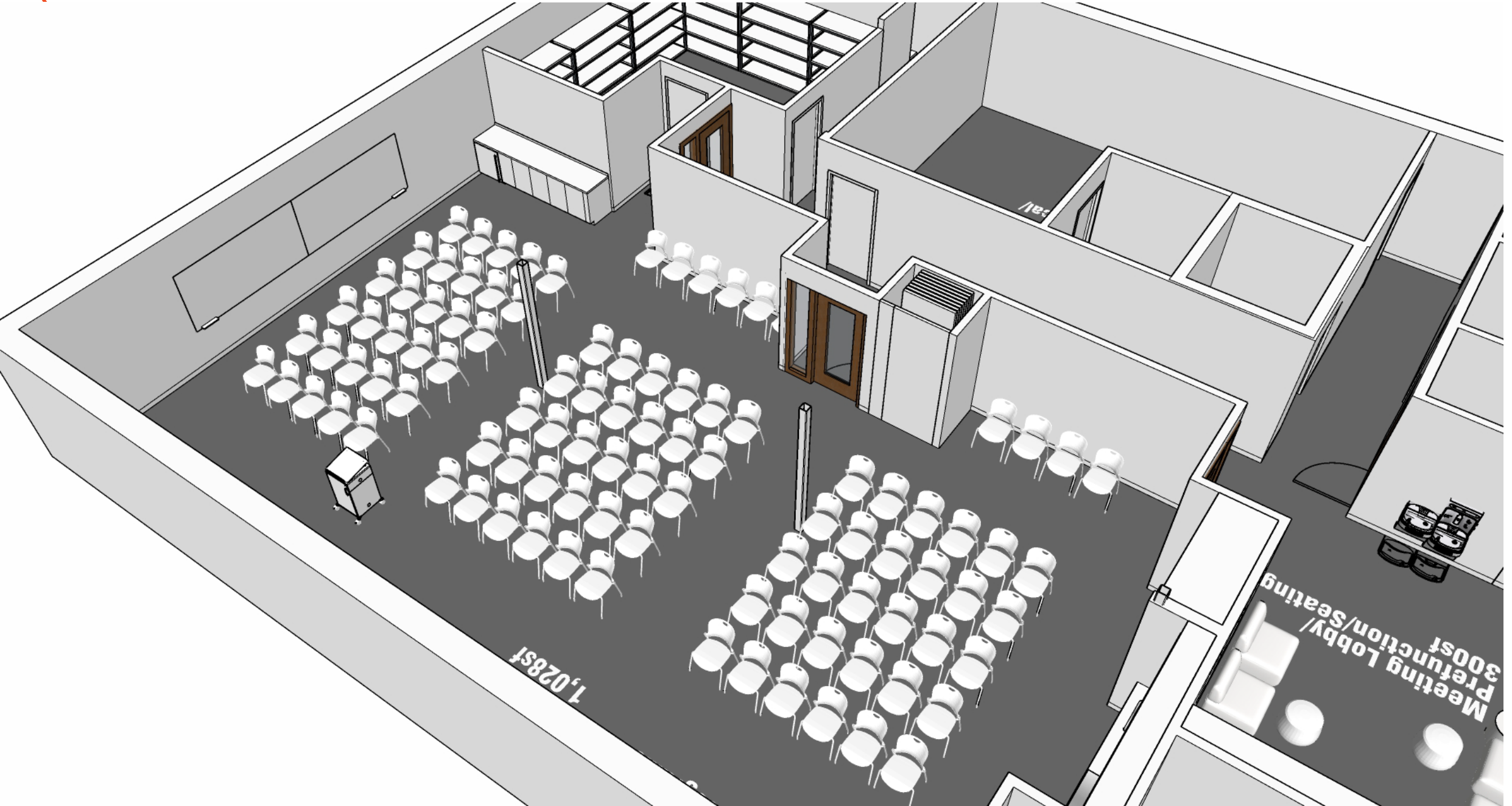
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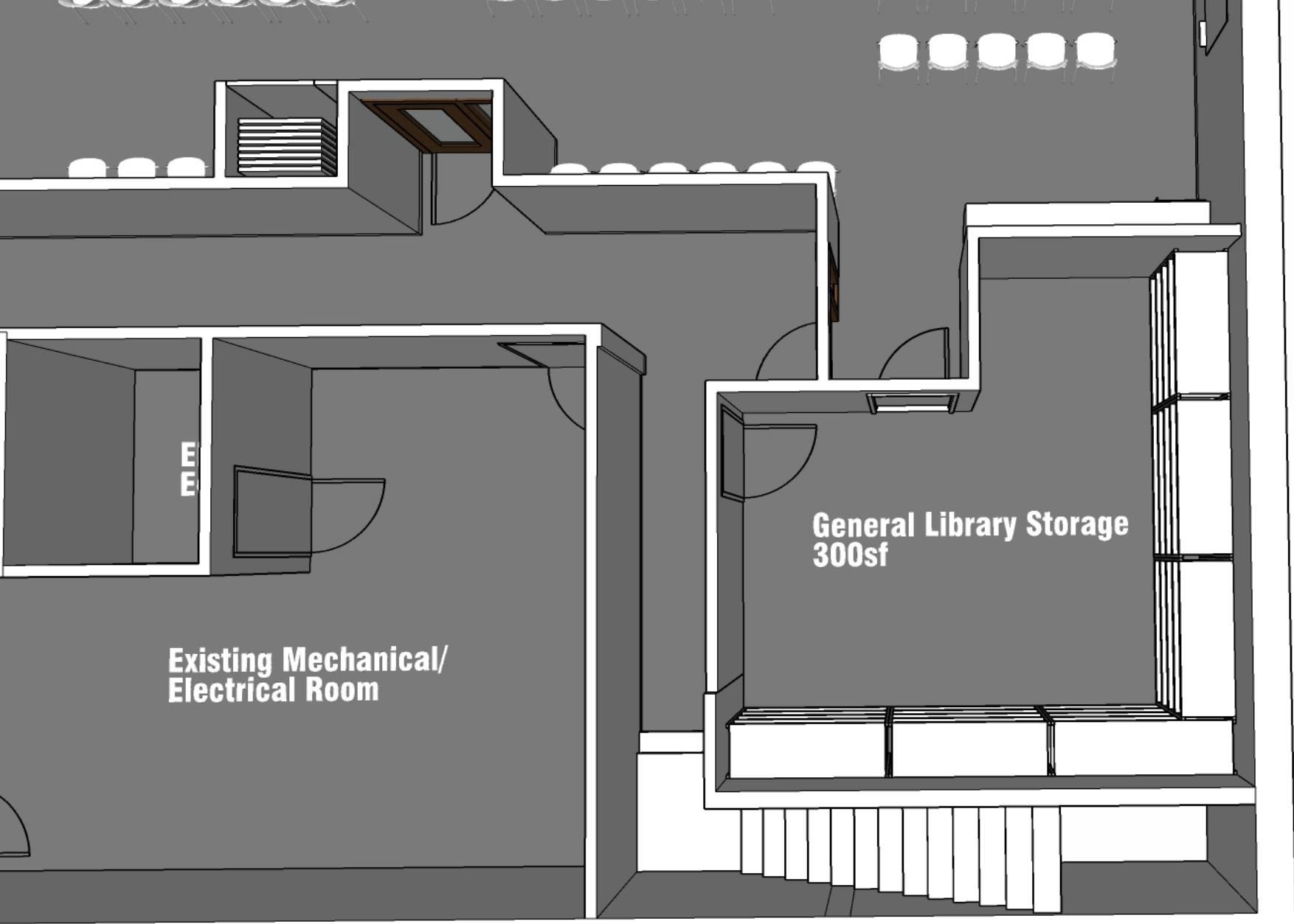
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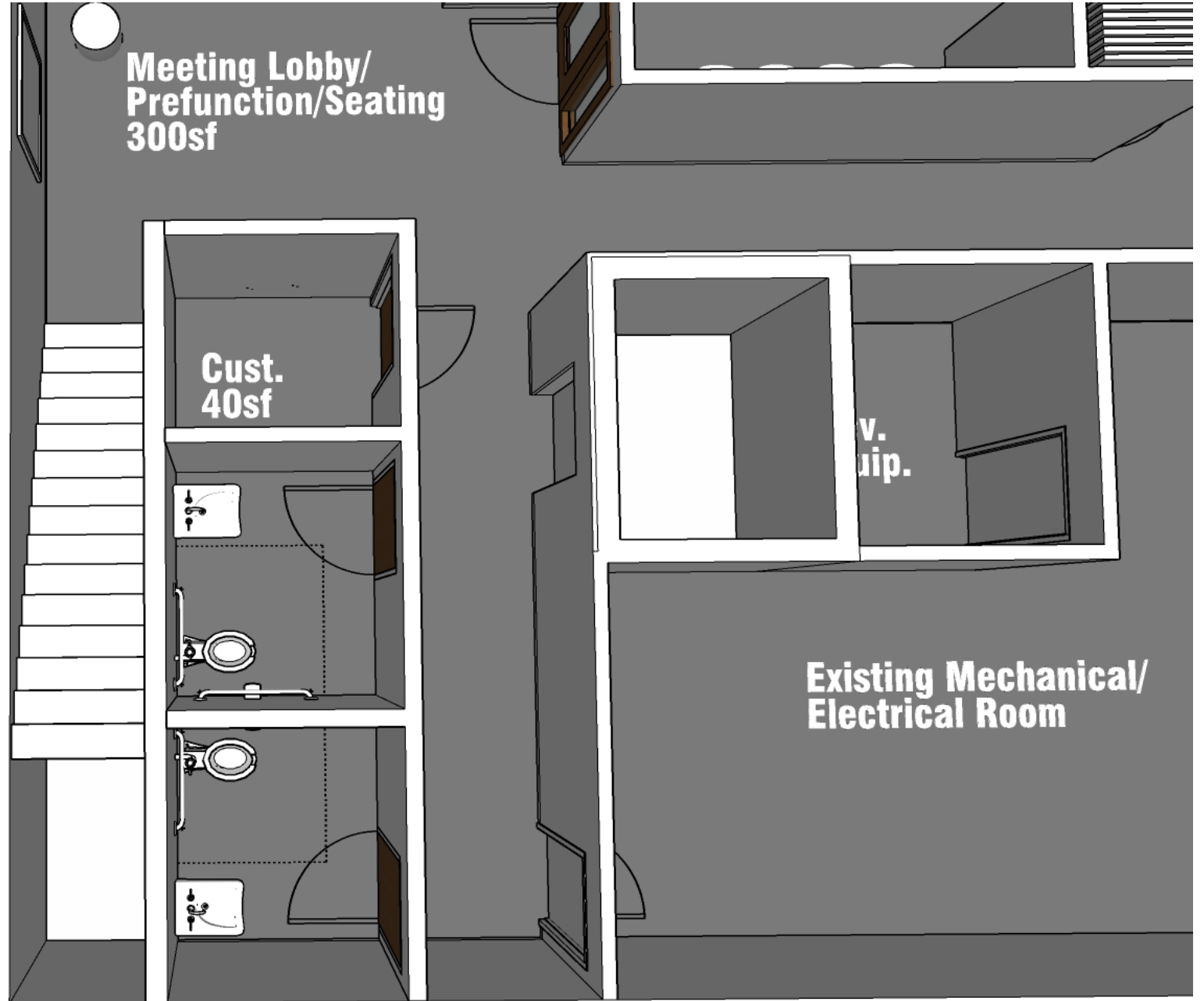
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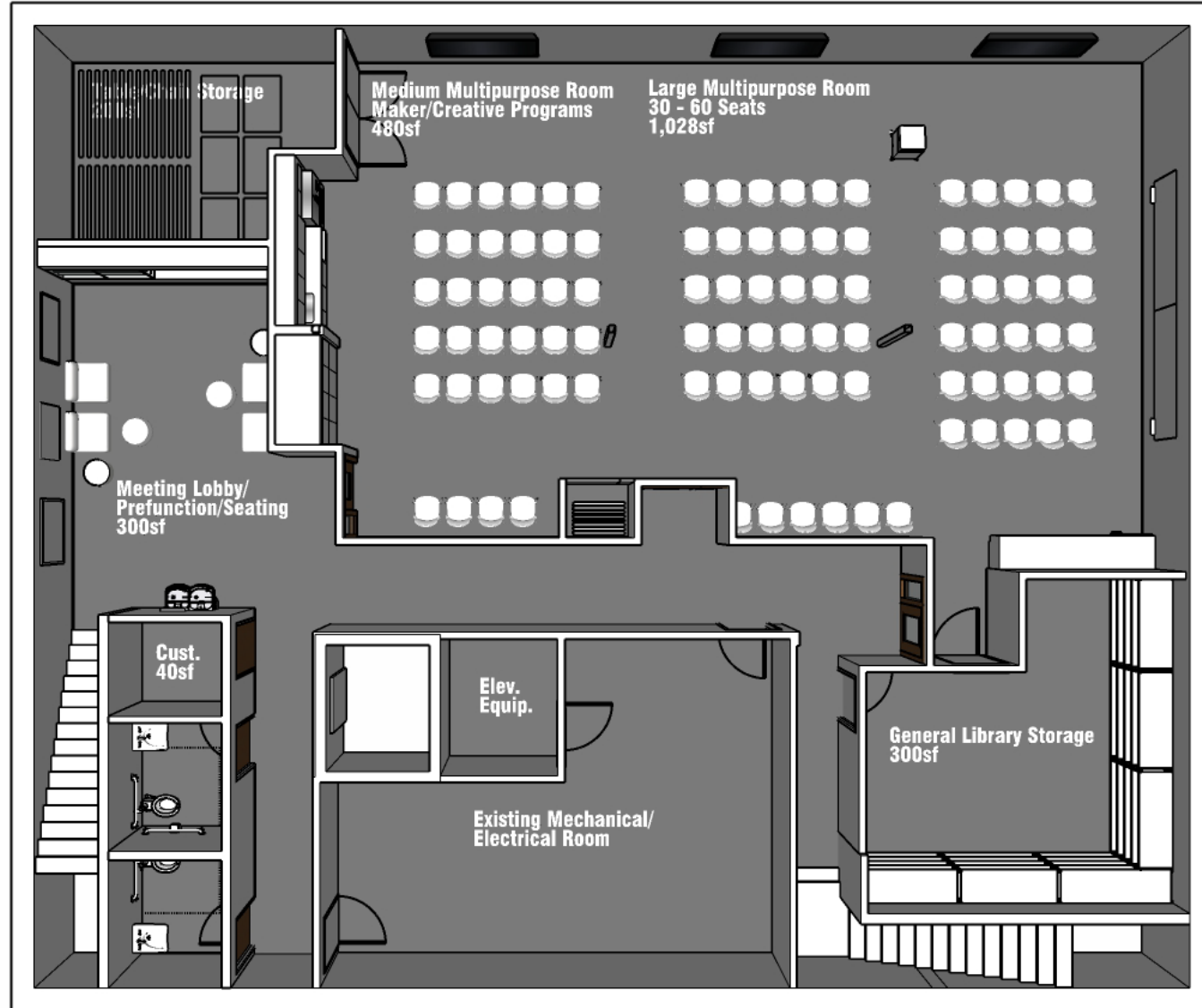
**Existing Mechanical/
Electrical Room**

**General Library Storage
300sf**

CONCEPTUAL DESIGN

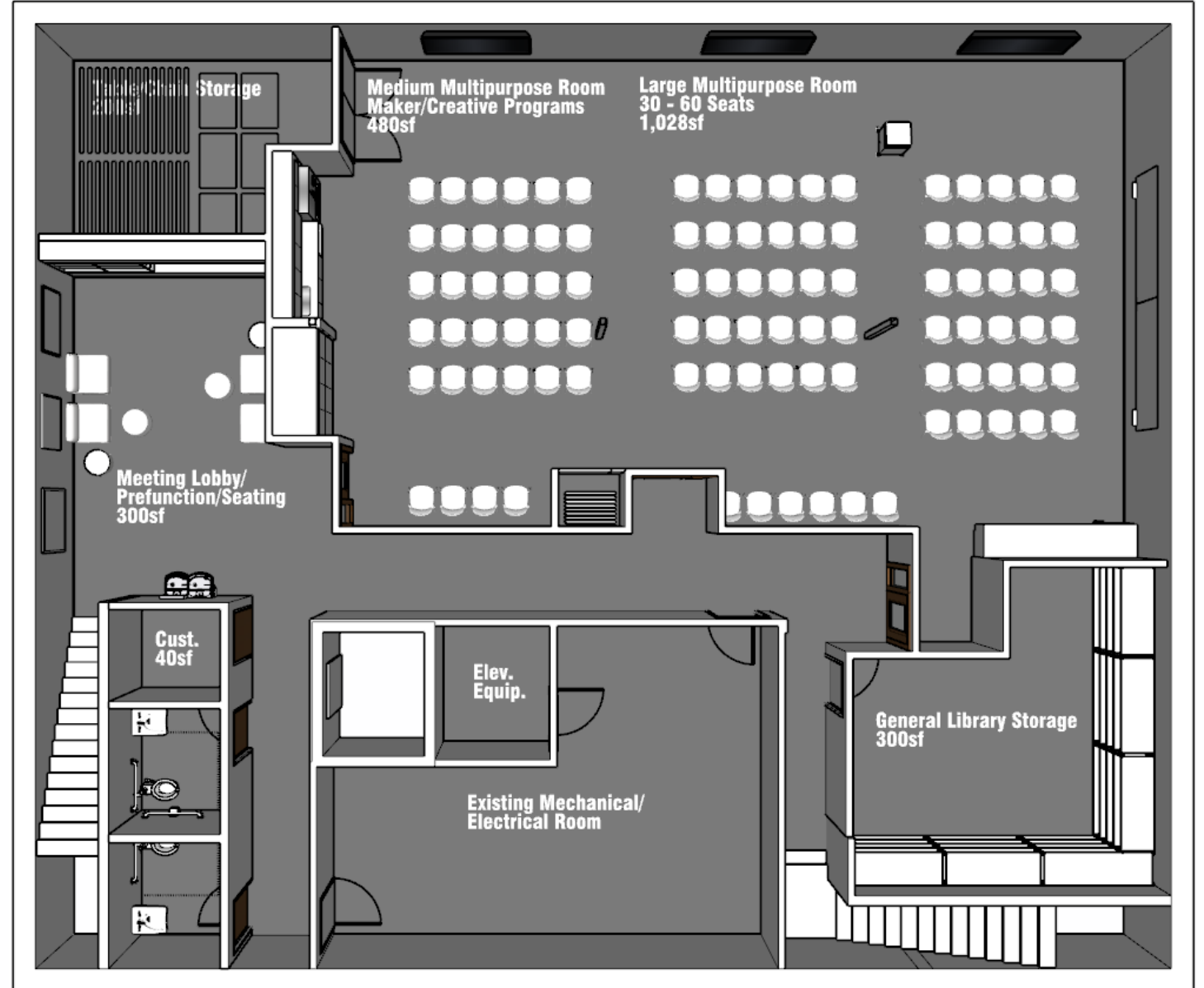


CONCEPTUAL DESIGN



CONCEPTUAL DESIGN

► Preliminary Finish Ideas



\ UPDATED OPINION OF COST RANGE

▶ **Construction Cost Per SF Assumptions**

- \$175-\$250/sf in current construction climate
- 3,000sf Construction Range: \$525,000 - \$750,000

▶ **Escalation (Approx. 8%+ per year)**

▶ **Soft Costs Considerations (average 30% of Construction Costs)**

- Design Fees
- Contractor General & Administrative Fees
- Furniture, Fixtures, and Equipment
- Permits & Taxes
- Financing
- Legal Fees

▶ **Project Cost Range Assumptions – Today's Dollars**

- \$682,500 - \$975,000

UPDATED WORK PLAN

Programming (October 2022)

Meeting 1 – Survey Results – Programming Discussion Owner Meeting

Programming Meeting 1 – Kick-Off

- Introductions
- Survey Results
- Space Priorities
- Preliminary Programming Discussion
- Discuss Work Plan and Schedule
- **Owner/User comments**

Meeting 2 – Program Finalization Owner Meeting

Programming Meeting 2 – Program Finalization

- Present Program Findings
- Review Program & Adjacency/Plan Diagrams
- Discuss Budget/High-Level Costs
 - \$/SF Range vs Program
- Discuss Work Plan and Schedule
- **Owner/User comments**

Conceptual Design – Plan & Imagery Development (October/November 2022)

Meeting 3 – Conceptual Design Review Owner Meeting

Conceptual Design Meeting 1

- Review Preliminary Conceptual Plan
- Discuss Conceptual Goals for Materials/Aesthetics
- Discuss Opinion of Probable Costs
- Discuss Work Plan and Schedule
- **Owner/User comments**

Meeting 4 – Conceptual Design Review Owner Meeting

Conceptual Design Meeting 2

- Finalize 3D Conceptual Plan/Massing Options
- Finalize 3D Images/Renderings
- Finalize Opinion of Probable Costs
- Discuss Final Deliverables
- **Owner/User comments**

Final Study Submittal

Submit Conceptual Design Study Documents for Owner Review

- Project Narrative
- Conceptual Floor Plan Bubble Diagrams
- 3D Conceptual Massing Diagrams & Images
- Cost Estimate
- Other Requirements

NEXT STEPS

- ▶ **Refine Conceptual Plan Options**
- ▶ **Refine Opinion of Costs**
- ▶ **Next Meeting: Week of November 14th – 6:00pm – 8:00pm**