

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Informational Workshop/Meeting – April 16, 2011

President O'Brien called the meeting to order at 1:06 p.m.

TRUSTEES PRESENT

Ed O'Brien, President
Debbie McDonnell, Secretary
Brian Smith
Phyllis Levine
Adelyne Parker (excused 2:23)

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Sara McCambridge, Assistant Director
Kitty Mitchell, Youth Services Director
Carol McSweeney, Business Manager
Alex Annen, Adult Services Director
Jody Studer, Circulation Supervisor
Patti Nakutis, Recording Secretary

TRUSTEES EXCUSED

Jane Klunk, Vice President
Mike Budde, Treasurer

INTRODUCTION OF FRED SCHLIPF, LIBRARY BUILDING CONSULTANT

President O'Brien welcomed Library Building Consultant Fred Schlipf and Trustee-Elect Kevin Owen. Also introduced were Alex Annen; Adult Services Director, Kitty Mitchell; Youth Services Director, Sara McCambridge; Assistant Library Director, Carol McSweeney; Business Manager, and Jody Studer; Circulation Supervisor.

LONG RANGE PLANNING PROCESS

Director Kozel-La Ha passed out a Long Range Planning Time Line. Board members have met with Village officials and architects. The Time Line explains some of the procedures that have been completed to date. The Time Line for May, June, and July may change according to future developments.

Fred Schlipf gave the board a brief summary of his background. He has worked for 125 libraries as a consultant.

Fred explained that there is a process to follow when remodeling, beginning with "Programming". Programming is defined as putting in print how a building will function and how many square feet you will require. The size of the space is based on what has to go into it. You will need to ask your architect how to make it work with functional needs driving the project. The style should reflect what the community wants.

Palos Heights Library "programming" was completed in 2 months (this was the fastest turnaround ever). This requires weekly meetings with the board for 2 months or until programming is complete. It is essential that you get as much in print as possible. As soon as the Programming Outline is complete, you start working with the architect(s).

Director Kozel-La Ha asked if a Facility Needs Analysis was necessary. Fred stated that the Programming Outline does not replace that. The Programming Outline is a Space Needs Analysis.

Director Kozel-La Ha advised Fred that Architects Engberg Anderson will be attending the April 18th Library Board meeting. Fred stated that this firm has the best experience as library architects and are highly recommended.

Fred stated that the architect is generally not brought in until 1 month into the Programming phase. The Architect Process will go as follows:

1. Schematic Design
 - a. Decide what the room arrangement will be.
 - b. Do cost estimates
2. Design Development
 - a. This would be the heating, electrical, structural, etc.
 - b. Construction documents in detail will need to be approved.
 - c. Low bid goes to responsive bidder. Bidder must be bonded. There is no licensing of contractors in Illinois. A good architect should be able to assist you in that area.

Director Kozel-La Ha asked if we would be able to stay on-site during remodeling. Fred advised not to. An abandoned building is a great place to move to during remodeling. Remaining in the building during construction causes several problems:

Parking limitations

Remodeling will take longer. Therefore, (ventilation) warranties will expire before the remodel is complete.

Most importantly, the contractor will bid less if he can do everything at once and not have to work around users and staff. Trustee Smith noted that Bradley staff moved out during their remodel.

Director Kozel-La Ha asked "Is the Programming Outline a wish list and what if it comes in over budget?" Fred stated that you must be realistic. Your wish list must be cut according to what you can afford. Once you establish a wish list, then take one day to make massive cuts.

Fred explained the following:

Another important factor is to look beyond your proposed expansion. Make sure you are allowing for future expansion beyond your proposed expansion.

Your architect will do Bid Documents. This will take up to 4 months and will be accompanied by a Manual with the construction documents for bid. When the Bid Documents are almost complete, he will review them to confirm they are appropriate for the daily function of the library. Bids are opened in public. Your architect will oversee the opening of bids. Construction should then start within 4-6 weeks.

You have the choice of using a General Contractor or a Construction Manager. Your architect will be able to choose which is appropriate. A General Contractor typically works on smaller sized projects. He oversees the project by attending weekly meetings. A Construction Manager gets bids for everything which produces a lower cost. The Construction Manager will also reside at the construction site to oversee the project. He/she is an expert at cost estimating. A Construction Manager is more expensive by 1-2%. Tinley Park and Addison used a Construction Manager.

When doing new construction, allow 5% of your budget for discrepancies. Architect errors are expected to be at 1-2% (8% would be considered too high). When doing remodeling, you should allow 10% of your budget for discrepancies.

Remodeling can take from 15 months - 2 years to complete. April is a good time to start. The exterior remodeling should be complete and enclosed by fall. Then you would proceed with interior work.

You will need to develop a "Punch List". A "Punch List" is a list of things that need to be done correctly before making final payment to the contractor. When hiring your contractor, you need to include the following clauses:

The final 10% of the bill will be paid upon completion of the final inspection.

Warranties begin upon completion of the final inspection.

President O'Brien noted that Engberg Anderson pricing seemed very reasonable. Fred stated that they are very practical and a pleasure to deal with. Construction costs are cheap right now and they should remain that way through next year. Your architect can also discuss "add alternates". This is something you add if you have the money.

The board discussed the options of adding on another separate structure to our existing building or adding a 2nd floor to part of our existing building. Fred stated that we will need to hire "Hallett". They are a Chicago moving firm that specializes in moving libraries.

Fred reiterated that if we are offsite during reconstruction, it should be completed under 1 year. Your architect would know for sure. Palos Heights Library moved out to 2 empty store fronts and utilized a storage facility. The other stores within the store front doubled in sales. Palos Heights tore down half of their existing library. Also, we will be required to install a sprinkler system (currently don't have one).

Once the remodeling is complete, the biggest cost will be staff. Second will be construction maintenance. The fewer entrances you have, the less staff required. Good site lines are also important to minimize staff.

Study rooms are very popular. If they are built like a terrarium, this eliminates additional staffing. Bradley Library was remodeled by Engberg Anderson. They closed their second entrance and utilize only 1 entrance.

Director Kozel-La Ha would like to see a 5-10,000 square foot expansion. We have a 5,000 square foot plan. Some of the items topping our wish list include:

Expanded computer space

Quiet Reading

Staff space

Social space

Additional/expanded meeting room

President O'Brien advised Fred that the Library would like to enlist his services. Fred stated that the Program will cost \$5-6,000 + his costs. He wanted the board to be aware that he borrows pieces from other libraries and rewrites them to fit your library. His design will be easy and efficient to maintain and to staff.

Director Kozel-La Ha asked if a Facility Analysis is necessary. Fred stated that the architect will incorporate that into their work. This will be done after the remodel is complete. Director Kozel-La Ha noted that we do have a detailed Building Maintenance plan. Fred said that that would be sufficient.

Fred briefly discussed HVAC. This is the most complicated and costly. You want to maintain 50% humidity levels. Anything over 60% will produce mold.

Director Kozel-La Ha asked if we hired Fred and he started to work on the Program, would we hire the architect at the same time to work in tandem? Fred stated that he requires approximately 1 month before working with the architect.

Fred stated that the board will be required to meet with him 3-4 times per week in the first month. He will be unable to start until mid June. Programming will take approximately 1 month.

Director Kozel-La Ha asked if in the meantime, we could work with the architect to review our options and also meet with the Village of Homer Glen Engineers to discuss any water main issues. Fred stated that it would be a good idea to check engineering studies, codes, location of water main, and find out if a 2nd floor is even possible.

He noted that windows/views facing north are most favorable and provide the best natural lighting. On our current location we have the advantage of viewing the baseball fields. There was a short discussion regarding lighting. Fred recommends fluorescent lighting and does not recommend the use of skylights.

The remodel will run more smoothly as well as cheaper if we start in spring 2012 and finish within a year. If we try to rush the process we would be forced to pour concrete for footings by October 2011.

Trustee Levine asked if we would be able to go out for bid this fall. Fred stated that fall up to January 2012 would be the best time to go for bid. Prices may be very advantageous during these months.

Director Kozel-La Ha stated that we will apply for General Obligation Bonds. This is generally a 4 month process from initiation to funding. Fred stated that you could apply in the fall. Monthly payments are made less 10%. Fred also recommends Builder's Risk Insurance. Your architect and/or insurance agent will advise you how much is needed.

Fred recommends purchasing a pre-action sprinkler system. A regular sprinkler system holds water in the pipes. If a sprinkler head were to fail, your entire collection could be ruined. The pre-action system will cost more but it will be worth it.

Director Kozel-La Ha stated that we currently use 7-1/2' tall book stacks. Are they able to be cut down? Fred stated that you could purchase shorter frames and use the existing components. Trustee Mc Donnell asked if that was ADA appropriate. Fred stated that reference materials and magazines are the only items that have ADA restrictions. Although, he feels that 7-1/2' tall is too high for anyone.

Fred stated that the number one way to save money is to maintain good site lines and open spaces. A larger children's department is essential, but it should be contained on one floor. An energy efficient HVAC system is essential as well as glass and insulation. A sprinkler system will reduce insurance costs.

Director Kozel-La Ha stated that if we do a second floor, she considered housing the staff offices and meeting room on the second floor. Those would be areas that would not require additional staff. Fred noted that a second floor requires an elevator. The cost of an elevator is approximately \$100,000 plus annual maintenance. Fred also noted to keep teens and children off the second floor. The Reference Desk should have a sight line to the Adult Service Department.

Director Kozel-La Ha noted that self checkout is popular. Our plan is not to add additional staff. Fred stated that a café is not cost efficient. This would require additional staff. A more efficient way is to purchase a single cup coffee maker placed at the Circulation Desk where patrons can purchase single pods of coffee and use it in a self-serve manor. Trustee Smith noted that this would be a profit maker through the Friends Group. Fred stated that everyone wants the feel of armchairs, coffee, and books.

Fred noted some of the most popular library space requests include:

- Quiet Reading Room – with magazines located right outside of the room
- Family Room – a single enclosed room with 1 computer and a few toys and children's books
- Coffee Area
- Study Rooms

A stand-up email station in the Children's Department and adult sized tables are essential.

Trustee McDonnell asked about remodeling "green". Fred stated that there is a checklist through the US Green Building Council. He offered the following advice:

A white roof membrane saves on air conditioning and usually costs the same and is warrantied the same.

Geo-thermal heat would require soil borings. You would need to ask your architect what the payback would be. A 5-year payback is good. A 20-year payback is not worth it.

Motion detectors in bathrooms seem problematic with lights going out unexpectedly.

Windmills are not very effective.

Light energy saves approximately 12%.

Purchasing the most efficient furnace and insulation will be the most beneficial.

A south entrance (which we have) is best and an entrance with a foyer is essential. Tinley Park Library has an excellent foyer entrance.

An automatic drive-up book return/book pick-up does not have to be staffed. Be sure that it does not face northwest or it will freeze shut in the cold weather.

Fred has a book titled "The Dark Side of Library Architecture" which summarizes some of the most common design errors in library architecture and provides suggestions on how to avoid them. A copy was enclosed in the board packets.

President O'Brien thanked Fred for his time and sharing his knowledge. Fred stated that he does not charge for emails and he will let you know if he is going to charge for a particular question. Director Kozel-La Ha asked if he would contract a "not to exceed" amount. Fred agreed and asked if we will be doing Focus Groups. Director Kozel-La Ha stated that we did Focus Groups 5 years ago. We plan to do it again, reviewing previous

suggestions and updating. Fred said that would be fine. People typically want the same things from year to year. They want a community center – libraries won't phase out.

ADJOURNMENT

At 3:13 pm President O'Brien made a motion to adjourn the meeting.

The next regularly scheduled board meeting will be Monday, April 18, 2011 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon