



Board of Trustees Meeting
Tuesday, June 10, 2008 1:30 p.m.

MINUTES

President Burtch called the meeting to order at 1:36 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Bryce Kurfees, John Magill, Charles Motil and Amy Sharpe.

ALSO PRESENT: Joel Snyder, Joel Snyder Associates; Bill Wilson, Himmel & Wilson Library Consultants; Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Ruth McNeil, Community Relations Manager; Vita Marinello, Circulation Manager; Sherman Wallace, Facilities Manager; Liane Fenimore, Adult Services Staff Member; Mark Mangini, Reference Manager; Bonnie DeWitt, Lane Road Branch Manager; Jen Christensen, Technical Services Manager; Marcia Baum, Technical Services Staff Member; Danna Armstrong, Miller Park Branch Manager; Kate Hastings, Youth Services Manager; Marcus Hensley, Interim Computer Services Manager; Shahin Shoar, Media Services Manager; Nancy Roth, Administrative Secretary; John Forgos, John Forgos & Associates; Jackee McKnight, UAPL Foundation; Virginia Barney, UA City Manager.

Magill made a motion to excuse the absence of Brian Perera. Sharpe seconded the motion. **VOTING AYE:** Burtch, Kurfees, Magill, Motil and Sharpe. **VOTING NAY:** None.

Magill noted that Board meetings should be planned to facilitate the full attendance of the Board and members of the public who may be interested. He said that he felt that evening meetings more easily ensured the full participation of the Board and the public. Magill said that it was important to have Perera's input on the issues involved in the Library Planning Study. Burtch said that he agreed that it was important for the full Board to be as involved as possible in the planning process. He noted that Perera's inability to attend the meeting was not known at the time the meeting was scheduled, but that a work conflict came up at the end of last week. He noted that the meeting would not have been scheduled for this day and time if the Board had known in advance that Perera would be unable to attend.

Motil made a motion to move the July meeting to July 15, 2008 at 5:00 p.m. Kurfees seconded the motion. **VOTING AYE:** Burtch, Kurfees, Magill, Motil and Sharpe. **VOTING NAY:** None.

OPERATIONS COMMITTEE

The notes from the Operations Committee are included here.

OPERATIONS COMMITTEE MEETING Wednesday, June 4, 2008 7:00 p.m.

Meeting Notes

IN ATTENDANCE: Amy Sharpe, John Magill, Ann Moore, Kate Porter, Terri McKeown, John Forgos, Sherman Wallace, Nancy Roth

Magill called the meeting to order at 7:00 p.m.

LANE ROAD

The committee took note that following the heavy rains of the day and the previous night, the basement at Lane Road remained dry.

Forgos said that the budget for the Back-up Generator Project was \$45,000. He said that he had received three price quotations for the work from the following companies:

<i>Titan Electric -</i>	<i>\$39,876.00</i>
<i>Roberts Electric -</i>	<i>\$35,250.00</i>
<i>Jess Howard Electric -</i>	<i>\$33,895.00</i>

Forgos said that he has talked with Jess Howard Electric. He said that the company is a Kohler dealer and that there is a 6 week lead time for the generator unit. He said that the company may be able to accelerate the delivery by asking Kohler to ship directly from the factory. Forgos noted that Jess Howard Electric is unionized so there are no prevailing wage issues. The committee noted that the cost of permits is included in the price quotation.

Forgos recommended that the Board offer the contract to Jess Howard Electric based on their quotation. Magill and Sharpe agreed that this recommendation would be made at the Board meeting.

OTHER BUSINESS

Sharpe said that a review of the Operations Manual has been discussed in the past. She said that she has had recent conversations with Lynda Murray at OLC. Sharpe said that OLC is in the process of compiling some standardized formats and language for library operating manuals based on the best samples from around the state. Sharpe said that OLC anticipates these templates would be available by December 2008. She said she would recommend that any further review of the Operations Manual be deferred to 2009 when these materials from OLC are available. Magill agreed.

The meeting adjourned at 7:10 p.m.

Magill noted that the quote from Jess Howard Electric was \$11,000 under the budget estimate of \$45,000 and commended Forgos on his work on the project.

Resolution 14-08

To Award the Contract for the Lane Road Branch Library Generator Project

WHEREAS the Board of Trustees of the Upper Arlington Public Library advertised for bids per Ohio Revised Code 3375.41 for the Lane Road Branch Library Stand-By Generator project for a 4 week period;

WHEREAS no responsive bids were submitted for the project by the bid opening on May 12, 2008;

WHEREAS at the regular May 13, 2008 Board of Trustees meeting, upon the Board declared an urgent necessity;

WHEREAS the Board requested the library's owner representative, John Forgos, seek proposals, at a cost not to exceed \$45,000;

WHEREAS three proposals were received:

Titan Electric \$39,876
Roberts Electric \$35,250
Jess Howard Electric \$33,895

AND WHEREAS upon the recommendation of the library's owners' representative, John Forgos and the Operations Committee, the Board wishes to award the contract for this work;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio does hereby award the contract for the Lane Road Branch Library Stand-By Generator Project to Jess Howard Electric Company, 6630 Taylor Road, Blacklick, Ohio 43004 in the amount of Thirty-Three Thousand Eight Hundred and Ninety-Five Dollars (\$33,895);

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Board President to sign the contract with Jess Howard Electric Company on behalf of the Board, upon review and preparation of the contract by the library's legal counsel.

Magill made a motion to approve Resolution 14-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

FINANCE

McKeown's written report is included here.

NOTES FROM THE LIBRARY TREASURER

JUNE 2008

In May, we continued to receive donations in the memory of Helen Etzel. As reported at last month's meeting, Ms. Etzel passed away on April 10th and was an outreach patron. In honor of Ms. Etzel's love for the library, her family requested that memorial donations be sent to the library. \$515 in donations were received in April, and \$120 in May, for a grand total of \$635 in donations in memory of Helen Etzel.

A check for \$3 was remitted to the City of Upper Arlington in May for the library property leases. The library pays \$1 per location per year for the use of library property. The leases are "Ninety-Nine Year Leases", and are renewal.

Included in the Board packet is a resolution to amend the General Fund 2008 Permanent Appropriations. A separate expense line is being created to account for the purchase of items for resale (i.e. environmental friendly bags). Additional money is needed for the land improvement and building improvement to provide funds for smaller projects such as the concrete pad for the bike rack at Miller Park. Additional money is also needed in the refunds expense line.

I have been working with the Ohio Library Council, Ohio Department of Budget & Management, Ohio Department of Taxation, and the Auditor of State's office on the clarification of the process for libraries to sign up for electronic deposit of property tax credits. It's been an interesting process in which several issues were uncovered, and are being resolved. Instructions will be sent to all Ohio Libraries during the month of June.

I am pleased to report that I received notification from the library's dental insurance plan administrator that our rates will not increase for the plan year beginning July 2008. The library participates in the OASIS Trust plan that is available to schools and libraries, and is administered by CoreSource. The premium will remain at \$32.20 per month for single coverage and \$91.24 per month for family coverage. Full time employees who elect coverage pay 20% of the monthly premium for single or family coverage. Part time employees that work at least 25 hours per week are eligible to enroll in the plan, and pay 100% of the premium.

Last year, the OASIS Trust committee voted to grant a premium holiday for groups that renew with OASIS, and have been in the Trust for at least two years. The library has been in the Trust since 1994, and therefore eligible to receive the premium holiday. The library saved approximately \$2,100 in premiums for June 2008 coverage. Employees saved \$511. This year, the committee voted to grant another premium holiday for the new plan year, therefore no premium will be due for June 2009 coverage. The library & staff will enjoy another year of dental insurance savings.

June is the open enrollment period for the dental plan. Staff members have been informed of the premiums and are currently electing coverage for the new plan year.

In May, full time employees met with the library's Colonial Insurance representative to review cafeteria plan (Section 125) options. The library has a plan that allows full time employees to take their medical and dental insurance payroll deductions on a pretax basis. Colonial also offers several voluntary insurance plans, such as accident/sickness, short-term disability and cancer/critical illness coverage.

Ann and I will be meeting with a representative of the Ohio Plan on June 9, to review the options for property & liability insurance coverage that they provide to Ohio's public entities. Bob Fenner of Thomas, Fenner, Woods will be working on obtaining renewal quotes this summer from insurance companies, including the library's current carriers Westfield Insurance and Travelers Insurance. The August Board meeting is scheduled for August 12. It would be helpful, if the Board would consider moving the meeting date to a later date that month.

During June, we will be reviewing the library's participation in a group-rating program for workers compensation. The library currently participates in a plan offered by Sheakley, out of Cincinnati. The Ohio BWC is currently undergoing a number of reforms, including addressing inequity within Ohio's group-rating program. BWC's Board of Directors voted to reduce the group-rating maximum discount from 90 percent to 85 percent for the policy year beginning July 1, 2008. BWC states, "the reduction will create greater equity between the premiums paid by group-sponsored employers and non-group employers, and reduce Ohio's overall workers' compensation base rates." By reducing the group discount, BWC will be reducing Ohio's base rates by approximately 2.5 percent. According to BWC, the reduction "will create an important economic development opportunity for Ohio by making our workers' compensation system more competitive both regionally and nationally." I will continue to monitor the reform process, and will report any new developments.

In May, I visited the Hudson Library & Historical Society in Hudson, Ohio. If you travel to this area north of Akron, I would encourage you to stop in and see the library. It was built a couple of years ago in an old factory area that was redeveloped into a shopping and entertainment district with some new housing, a gourmet market and a new library. The library's website (www.hudsonlibrary.org) features a few pictures. On the bottom left hand side of the main page, there is a link to endowment opportunities. If you click on the link, it takes you to a page that details the endowments, including pictures of some areas of the library and the donors. It's quite an impressive library with lots of brick and dark wood. As an association library, the library displays historical artifacts from the area, and has an area devoted to historical research. It also has public spaces such as a separate teen room, a separate Friends Bookstore, public meeting rooms, a coffee shop, and an outdoor reading garden.

McKeown noted that there would be no increase in the dental insurance premium this year and that there would be a premium holiday in June. She said that she has been working on the property and liability insurance. She said that she and Moore have met with representatives from Hylant Group to learn more about the Ohio Plan.

McKeown requested that the Board consider changing the August meeting to Tuesday, August 26, 2008 so that she could receive quotations regarding the annual property and liability insurance rates. She said that the companies involved would not be able to have the necessary information to her by August 12th – currently the scheduled meeting date. A straw poll of the members present indicated that this request could probably be accommodated. Administration will confirm this with all Board members via email for action at the July meeting.

Kurfees made a motion to approve the May 2008 Financial Report. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

RESOLUTION 15-08
General Fund Donations

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donations:

\$42.00	Bonnie DeWitt – in memory of Linda Stoops (Deceased UAPL employee)
\$120.00	In memory of Helen M. Etzel Dave & Sarah Ekegren \$25.00 Marian D. Bonte \$25.00 Columbus Deaf Golf League \$45.00 Gustav & Bernice Janseen \$25.00

Sharpe made a motion to approve Resolution 15-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

RESOLUTION 16-08
2008 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2008 Appropriations:

GENERAL FUND 100

Appropriations

2500 Supplies Purchased for Resale	+ 4,000
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5200 Land Improvement	+ 2,500
5400 Building Improvement	+10,000
7500 Refunds	+ 3,000

Motil made a motion to approve Resolution 16-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

PERSONNEL

Burtch noted that a Personnel meeting was scheduled for later in the month. The Treasurer's Personnel report is included here.

To: Personnel Committee
 From: Terri J. McKeown
 Treasurer
 Date: June 10, 2008

Effective Date	Employee	Current Rate	New Rate	Classification	PT/FT
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Terminations

05/11/08	Chelsea Hess			Lib Asst II	L PT
05/24/08	Erin Taylor			Lib Asst II	L PT
05/30/08	Sarah Wegener			Lib Asst II/Youth	T PT
06/04/08	Angela Grandstaff			Librarian/Youth	T FT

New hires

05/28/08	Robert Reasoner	\$7.00 RA 101		Page	T PT
05/29/08	Jennifer Horne	\$10.40 RA 104		Lib Asst II/Youth	T PT

(Rehire Temporary Summer)

06/04/08	Sarah Bibyk	\$7.21 RA 101		Page	L PT
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Change of Status

06/01/08	Carrie Griffy	\$9.83 RA 103	\$10.73 RA 104	Lib Asst I to Lib Asst II	L PT
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06/01/08	Stephanie Cofer	\$7.06 RA 101	\$10.73 RA 104	Page to Lib Asst II/Youth	T PT
06/01/08	Kevin Lenander	\$8.20 RA 102	\$9.55 RA 103	Library Aide to Lib Asst I	L PT
06/01/08	Sara Klein	\$1451.25 biweekly RA 108	\$1451.25 biweekly RA 108	Lib Spec/Comp Svs & Reference to Lib Spec/Ref	T FT

Temporary Assignment

06/01/08	Kevin Lenander	\$8.20 RA 102		Library Aide	L PT
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Non-FMLA Leave of Absence

05/22/08	Walter Streaker			Page L	PTto
10/03/08	(return to work date 10/04/08)				

Magill made a motion to approve the Treasurer’s Personnel Report for June, 2008. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, and Sharpe. VOTING NAY: None.

LIBRARY PLANNING STUDY PRESENTATION

At this time, the meeting moved into the Friends Theater. Burtch introduced Joel Snyder of Joel Snyder Associates and Bill Wilson of Himmel and Wilson Library Consultants to present the results of their planning study.

Snyder said that the presentation would be one more step in the process of fulfilling the charge given to him by the Board and a part of fulfilling a promise made to the voters during last year’s levy campaign. He said that he and Wilson looked at long-range and medium-range space requirements at the Upper Arlington Public Library, especially at Tremont.

Snyder said that the planning process was a four step process that he would be reviewing with the group. He said that this seems to be the right time for the library to do something towards planning for the future. He reviewed the history of Upper Arlington – noting that the Tremont building was nearly doubled when an addition was done in 1971 and more space was added in 1987. He said that this was the last time any appreciable changes were made to the space.

The following is a summary of the presentation by Snyder and Wilson.

Step 1 – Confirm the Purpose

Planning process that will:

- A. "Planning process that will support and lead to the development of a renovated Main Library."
- B. UAPL's Mission
 - a. Help the community **explore** current topics, Upper Arlington's heritage and world issues.
 - b. Provide a central place for the citizens of Upper Arlington to **gather** and share ideas.
 - c. Encourage residents to **grow** through a lifetime of learning.

Step 2 – Collect Information and Evaluate Facilities

- A. Three key resources
 - a. Focus Groups
 - b. Personal Interviews
 - c. Web Survey
- B. Feedback from 2900 people, including marketing study conducted last fall. Marketing feedback paralleled results of the focus groups.
- C. Facilities Issues
 - a. Considered the building, library site and overall context of library in the community.
 - b. Used UA master plan as one resource
 - i. Shows Tremont study area as mixed use area – education, commercial, residential and recreational
 - ii. Northam is perceived as center of activity for UA because of geographic factors and the many activities centered here.
 - c. Identified about 60 deficiencies at Tremont, included items noted in mechanical and electrical assessment done by Larsen Engineering last fall.
 - d. Some of the problems identified:
 - i. Parking lot problems
 1. Limited ingress/egress, especially difficult during school hours.
 2. Insufficient parking for all the uses of park, school and library.
 3. Heavy use creates safety issues.
 4. Inadequate lighting in parking lot – does not meet current standards
 5. Pavement deteriorating, space markings faded and poor drainage
 6. Site on long term lease from city
 - ii. Service area along Northam Road too small and too steep for deliveries. No loading dock.
 - iii. Pedestrian access via parking lot is safety concern. Narrow sidewalk from Tremont crosses drive-thru book drop.

- iv. Inefficient Circulation area
 - 1. Inadequate by today's standards
 - 2. Circulation desk too big
 - 3. Congested behind the desk
 - 4. Page area too small and confined
- v. Inadequate lighting
 - 1. Lighting problems throughout library.
 - 2. Adult stacks are the worst area. Currently measured at 3 foot candles illumination with 10 – 12 foot candles being the low norm for similar commercial spaces
- vi. Inadequate meeting room space.
 - 1. Need more meeting rooms
 - 2. Need 21st technology in the meeting rooms to meet patron needs for video conferencing, internet access, etc.
- vii. Technology Improvements
 - 1. More public computers
 - 2. Better workstations
 - 3. Larger variety of software
 - 4. Up-to-date technology important factor in attracting young people to library
- viii. No adequate quiet reading area
- ix. Inadequate Children's area
 - 1. Children's area has terrific collection but space needs to be increased by 50 -100%
 - 2. Better lighting needed
 - 3. So crowded that some parts do not meet ADA requirements
- x. Inadequate work areas
 - 1. Over time, staff areas have been consumed for other uses.
 - 2. No quiet office area for collection development work, interviews, meetings, etc.
- xi. ADA compliance issues
 - 1. Open stairs near Children's area a concern
 - 2. Poor lighting in stairway
 - 3. Elevator is not ADA compliant
 - 4. Children's stacks not ADA compliant
 - 5. Adult stacks barely meet ADA compliance
- xii. Out-dated mechanical and electrical systems
 - 1. Larsen Study evaluation – most systems are nearing end of expected life span.
 - 2. Starting cycle of replacing major components

- xiii. Inadequate signage
 - 1. Signage hard to read and not obvious
 - 2. Building is not intuitive to negotiate, so signs important
 - xiv. Building has many areas that are unserviceable such as ceiling in Adult.
- e. Lane Road Issues
- i. Inadequate parking lot because of sharing with Thompson Park activities
 - ii. Parking lot pavement deterioration
 - iii. Inadequate quiet work/study area, insufficient number of public computers
 - iv. Out-dated Children's area. Since basement water issues seem to be resolved, time to spruce up floors and walls.
 - v. Damage from fire in ceiling many years ago – primarily affecting insulation.

D. Levels of Service

- a. Borrowers = 170% of UA population. Due to state funding library is open to all Ohio residents.
- b. Comparison with other libraries
 - i. When compared with other libraries with population base of 25,000, UAPL is in 100th percentile in collection, circulation and visits.
 - ii. When compared to libraries with 100,00 population base, UAPL is in 98th percentile in collection, circulation and visits.
 - iii. Consistently ranked in Hennen and ALA.
- c. Building takes a beating. If every square foot of space counted, including non-public areas, no furniture space – there would be 19 or 20 people per square foot to represent a year's worth of foot traffic.
- d. Automation system is a lesser known system although it has been in use a long time.
 - i. ILL service is low due to having an isolated system rather than being part of consortium.

E. UA Community

- a. Family oriented community.
- b. Part of post-war garden city movement
- c. Limited commercial space by design
- d. Population has stabilized – younger families moving into community as older residents move into smaller housing
- e. Tends to be affluent – 70% higher per capita income
- f. Residents tend to be well-educated, professionals

- g. Active arts & cultural community
- h. Perception that library is center of culture and activity
- i. Summary findings
 - i. Stable community
 - ii. Residential character
 - iii. Focus on education
 - iv. All ages
 - v. Walking and biking
 - vi. Support for commercial use
 - vii. City's supporting role
 - viii. Civic and Arts activities
 - ix. Innovation
 - x. Redevelopment
 - xi. The Ohio State University

F. Service Needs for 21st Century Library

- a. Huge technological changes since 1980's.
 - i. UAPL computers are located where they can be not where they should be.
- b. Printed books still highly valued
 - i. Size of collection may be biggest issue for planning space needs.
 - ii. Plan for about 5 books per square foot. Collection of 450,000 books should be housed in about 90,000 square foot space. UAPL has 57,000 square feet.
- c. Self-checkout
 - i. Some libraries have 90% self-checkout
 - ii. Greater acceptance by patrons
 - iii. Faster and more efficient
 - iv. Can still maintain staff checkout option
- d. More formats take more space, crowd out people space
 - i. E.g. Atrium used to have art display, but audio books moved into space.
- e. More meeting space
 - i. Gather component of "Explore, Gather, Grow."
 - ii. Programming limited by meeting space options
 - iii. 21st century library provides variety of spaces – small study rooms, large gathering rooms, craft rooms, etc.
- f. Quiet space needed and valued by patrons.
- g. Enhanced children's area
 - i. Multi-generational areas
 - ii. Combinations of books and computer areas
 - iii. Themed
 - iv. Emphasis on attracting teens – technology important.
 - v. Teen focus group was most dynamic group interviewed

- h. Amenities are expected
 - i. Café
 - ii. Friends store
 - iii. Living room atmosphere
 - iv. Convenience – after hours material pick-up lockers, drive thru
 - v. Micro-environments – not all spaces have to have the same characteristics
- G. Functional limitations of present facility
 - a. Circulation area is a disaster
 - i. Poorly planned
 - ii. Inadequate staff space – tripping over each other
 - iii. Crossing paths with pedestrian traffic in order to function
 - b. Areas that should be visible are hidden
 - i. Children’s area out of sight
 - ii. Reference hidden in basement
 - iii. Building not intuitive
 - iv. Should be able to stand at entrance and figure out where things are
 - c. Elevator too small
 - d. Staircase open and inviting to children leaving Children’s area.
 - e. Reference relatively quiet area, but staircase empties into that corridor, which becomes noisy corridor with sound being funneled into reference.
 - f. Theater difficult to use – poor lighting, risers too high
- H. Key findings about service needs
 - a. Heighten role as community focal point
 - b. Coordinate activities with other public institutions
 - c. Maintain the traditional book
 - d. Increase meeting and study space
 - e. Improve services to young adult students
 - f. Provide outdoor social areas
 - g. Provide multipurpose technology center
 - h. Provide both quiet and social area
 - i. Provide technology-free micro-environment
 - j. Augment reference services
 - k. Accommodate patrons outside normal hours
 - l. Expand special collections/archives
 - m. Continual adaptation to technology changes

Step 3 – Establish Programming and Space Requirements

- A. Facility needs based on:
 - a. Peers – UAPL is at the top. Hard to find peers
 - b. Collection – Collection is large and high quality
 - c. Circulation – Collection is well used
 - d. Staffing – Efficiency is pretty good

- e. Technology – Within current confines technology level is okay
 - f. Visits – Building is holding UAPL back from increasing patronage
 - g. Departmental requirements.
- B. Summary Tabulation
- a. Planning horizon of 20 years
 - b. 2008 column is what space requirements are for current operations without any extra programming, cafe, etc. – Should have 81,818 square feet
 - c. Projected needs including extra services at 5 year intervals
 - i. 2013 – 108,500 square feet
 - ii. 2018 – 98,401 square feet
 - iii. 2023 – 94,401 square feet
 - iv. 2028 – 91,985 square feet
 - d. Bubble in projections represents changes in formats
 - e. Space needs to be flexible

Step 4 – Uncover and Test Concepts

- A. Three scenarios developed
 - a. Footprint scenario
 - b. Expanded scenario
 - c. Deficiencies scenario
- B. Six major factors to consider
 - a. Support advanced technology
 - b. Library as a community gathering place
 - c. Programs for children of all ages.
 - d. Office and work space
 - e. Energy-efficient and environmentally-friendly
 - f. Friends of the UAPL
- C. Additional considerations
 - a. Continue to promote cultural awareness
 - b. Augment current topics and titles
 - c. Serve as source of general information
 - d. Encourage and support lifelong learning
 - e. Strengthen ties with schools and Parks & Recreation
- D. Library viewed as:
 - a. A community asset whose investment should be protected
 - b. A symbol of community that should be representative of UA's values and priorities
 - c. A link between the community and the rest of the world
 - d. A place for the community's social and cultural interaction
 - e. A resource of information for the community's needs in the 21st century

- E. Expanded scenario
 - a. City of UA adopted Smart Growth principles
 - i. Encourage compact building design
 - ii. Preserve open spaces
 - iii. Encourage green infrastructure
 - iv. Encourage 'walkable' communities
 - b. Assume gutting major structural elements
 - c. Organized building is more intuitive
 - d. Allows UAPL to maintain a quality collection
 - e. New, larger ADA compliant elevator
 - f. Represents what public expressed they would like to see
- F. Footprint scenario
 - a. Assume gutting major structural elements
 - b. Public gathering space reduced by 56% compared to expanded scenario. Like an enhanced lobby.
 - c. No café or public reading space
 - d. Meeting space 49% less than expanded scenario, but enhanced and consolidated
 - e. Media and Technology center 46% less than expanded scenario with most reduction in technology space.
 - f. Reference/Local History/Ohio collection 29% less than expanded scenario
 - g. Young adult space 49% less than expanded scenario
- G. Deficiencies scenario
 - a. Completely economic scenario, no space changes
 - b. Addresses deficiencies as detailed in Larsen Engineering report
 - c. Conceptual site plan
 - i. Addresses deficiencies in Northam Park Plan and Tremont School
 - ii. Safer, more logical
 - iii. Enhanced perception of what public has asked for
- H. Lane Road
 - a. Respect need for work, study and staff space
 - b. 3,000 square foot addition would add adequate space
 - c. Parking lot needs to be reconfigured
- I. Cost
 - a. Range for expanded scenario – \$10.9 to \$14.4 million
 - b. Range for footprint scenario - \$5.9 to \$7.7 million
 - c. Range for deficiencies - \$4.09 to \$5.1 million

Recommendations

- A. Expanded scenario is recommended because:
 - a. Fulfills all space and service needs
 - b. Provides everything identified as patron wish list in focus groups, web surveys and interviews

- c. Provides community focus
 - d. Preserves Adult, Children's and Reference areas and provides new meeting rooms, coffee shop, public "gathering" spaces and a technology center
 - e. Serves as foundation for Tremont/Northam Park as mixed-use node for city of UA
 - f. Preserves integrity of Northam Park
 - g. Facilitates way-finding
 - h. Meets 2028 planning horizon
 - i. Most flexible
 - j. Provides space for all age groups
 - k. Provides space for Friends of the Library
 - l. Best value
 - m. Brings UAPL to 21st century standards
 - n. Satisfies all UAPL strategic plan parameters, UAPL mission statement and Board of Trustees' goals
- B. Next steps
- a. More detailed space projections
 - b. More accurate cost analysis
 - c. Explore project funding alternatives
 - d. Refine program requirements
 - e. Develop more accurate schedule
 - f. More thorough assessment of departmental relationships
 - g. Develop materials for communicating message to the community

Following this presentation, Burtch called for a brief recess. The meeting resumed in Meeting Room B. Forgos distributed his cost analysis based on the planning study. He noted that he included more deficiencies in his estimate of the deficiencies scenario. He said that he included the cost of enclosing the light wells which are problem areas due to drainage and maintenance issues. He noted that enclosing these areas would add 5,000 square feet to the building.

Burtch opened the meeting up for questions. Those questions and answers are summarized here without attribution.

How do you arrive at the cost estimate? Does the cost/square foot drive the calculation?

There are two areas to be calculated – site work and interior work. The site work is fairly specific and estimates can be fairly reliable. Interior work is much more flexible in terms of cost depending on finishes that might be chosen, furnishings, etc. Therefore, a range of cost estimate was given. Floors and ceilings are measurable and precise. Walls are less so, so this variable also affects the estimate. Libraries generally have about 1.75 square feet of wall space for every square foot of floor space.

What data sets were used as a basis for the estimate?

Forgos - maintains his own proprietary data sets. Snyder – intuitive, experienced based, other than for site work. Estimates become more specific as library becomes more specific in defining what is wanted.

Can the work be done in stages over several years?

Forgos prepared three schedules, one for each scenario. Planning and design would take until 2010. Both expanded and footprint scenarios have multiple logistical problems that would have to be addressed. Library would plan to remain open, but some functions might be curtailed for 18 to 20 months. Expanded scenario would be easier to do, even though it is more extensive, but would not be quicker. Doing the project in stages was not considered due to inefficiency and higher cost. Also did not consider doing nothing as an option.

Is there an opportunity to seek corporate sponsorship?

Yes. Himmel & Wilson worked with a small library in Texas that found named sponsors for nearly everything in the library. One option is to compile a “gift catalog” of items and find people or businesses to “buy” them. Corporate sponsorship may also mean they want design input.

What is minimum recommended square foot per capita?

This varies. West Virginia recommends ½ square foot per capita. 1 – 1.25 square feet is fairly standard, but does not account for the collection size. Square feet per capita become less important factor as the collection size increases.

What is the recommended number of volumes per square foot?

Refer to Appendix K in the report. UAPL has twice as many volumes per square foot as the next closest peer. Libraries such as Wisconsin’s are totally different than the type of library in Ohio. If compared to quality peers, i.e., those with heavy circulation, etc., UA has 13.94 volumes per square foot compared to 6.7 for peers. There is a cost involved in having packed shelves – wear and tear, staff time in shelving and shifting shelves. Lost staff time is more costly than capital. Making the building as efficient as possible will save money in the long run. The circ desk is a big culprit in lowering efficiency.

Did or would you consider the used of compact shelving and robotics?

This system is best used for items that do not circulate frequently. Could work for some reference/historical collections. More useful for academic libraries. Not efficient for public access collections. There are

also cost considerations due to the weight of such systems and initial costs.

What is the impact of the building on staffing, especially with Young Adult area separate from larger Youth area?

Youth and young adult situation is a hard call. Teens generally don't want to be associated with "Youth" services. There may be a need to staff two different areas rather than having staff in one area overseeing both. May also need to think creatively about solving proximity issues, such as a direct staircase from lower level Youth services to main level Young Adult Area. There would be a natural period of transition and in the planning process a conceptual outlook for staffing would have to be developed.

Did you consider the intermingling of departments or just traditional departmental separation?

Before a conceptual staffing plan can be developed there is a need for a lot more input from the departments to determine the actual functions and intersections of responsibilities and tasks.

When trying to determine the space needed, how do you fit the various models of square foot recommendations for peer libraries, collection, circulation, etc. along with what the community has expressed as its needs/desires?

The Board will have to prioritize elements and to come to terms with what things are most important. There are empirical methods to score elements and determine priorities. Averages and "rules of thumb" are good for comparative purposes, but not for planning. The expanded scenario has something for everyone. It is important to decide who your constituency is and what will appeal to them. It will be important to include Lane Road improvements in order to garner complete community support.

Does a library's quality affect the re-sale values within the community?

There is no real data on this. However, it correlates with quality of life issues and libraries are seen as part of good living. An expanded library would be of benefit to the Tremont Center.

Regardless of which option is selected, the library will have to go to the voters for funding. What are your recommendations?

Identify the various constituencies involved and outline how the changes and/or improvements would impact them. If every age group is impacted, there will be support. Enlist professional help in getting the message to the community. Do your homework. Define specific goals/improvements. Continue to refer to your strategic plan and vision. The timing is good with the current city administration.

How do entities deal with curtailing services for 18 to 20 months?

Must prioritize services. In footprint scenario there are ten phases of the process. In expanded scenarios there are fewer phases. Be ready to conduct business differently for a while. Show your patrons the process and the progress. Others have gone through renovation projects and it is do-able. Construction always attracts people who want to watch the changes.

Is Westerville Library a model for UAPL?

Worthington is a better model for UAPL due to the nature of the community. It is more similar in make-up, in perspective and in values. UAPL has potential to be more of a draw for the young adults than either Worthington or Westerville. Take the best of both those models and make it your own.

What is the reason that UAPL lags in ILL?

As part of Discovery Place, Worthington gets two deliveries each day from Columbus Metropolitan. Our system is more old-fashioned. UAPL's large collection would be attractive to those considering a consortium. As you go forward, pick consortium partners carefully. There have not been complaints from patrons about ILL. Consortium membership will affect the way services are provided. Patrons at UAPL are used to lots of personal service. They support levels because they want to come here and find materials already on the shelves.

Does the drive-through book drop have an impact?

Yes, it eases congestion in the parking lot. It should be noted that parking lot improvement costs are included in Forgos' cost estimates. The question remains as to whether those should be the library's costs.

Why are demographic projections made for only four years, while the space projections are for 20 years?

There are so many variables in making demographic projections that beyond four years, projections are not reliable. Trend to move closer to the center of Columbus is now impacting the community. Space projections are more concrete and reliable.

Can the lighting in Adult Services be acted on in the near future prior to doing anything else? Is there an inexpensive temporary fix? Can temporary lighting be installed above the shelves?

Lighting can be addressed, but it would also involve changing the ceiling system. Part of the lighting package involves the layout and in order to change the layout, the ceiling has to change. Electrical would have to be accessed through the ceiling. Conduit in the floor down the center aisle holds water and is a problem.

ADJOURNMENT

Burtch thanked Snyder and Wilson for their extensive and detailed work. He said that the Board would need time to digest and to discuss the report and the presentation and recommendations. Moore thanked Wilson for serving as such a wonderful resource for the library. She said that she wants the library to be the best place it can be. Snyder and Wilson thanked the Board and Moore for the opportunity to do the study.

Motil made a motion to adjourn the meeting. Sharpe seconded the motion.
VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

Meeting was adjourned at 5:43 p.m.

John H. Burtch, President

Amy P. Sharpe, Secretary