



LIBRARY JOINT POWERS AUTHORITY BOARD
FACILITIES MASTER PLAN (FMP) IMPLEMENTATION SUB-COMMITTEE

Monday September 15, 2014
Downtown Branch Downstairs Conference Room
224 Church Street, Santa Cruz, CA 95060

6:00 PM PUBLIC MEETING

The FMP Subcommittee reserves the right to take action on any item included on this agenda.

1. ROLL CALL
2. APPROVE AGENDA OF SEPTEMBER 15, 2014
3. ORAL COMMUNICATIONS
4. CONSENT AGENDA
 - A. Approve minutes of August 18, 2014 meeting (PG.3-8)
5. STAFF REPORTS
 - A. Receive updates and provide direction on moving and temporary relocation costs and public education and outreach campaign (oral)
 - B. Recommend definition of "Minimum Deliverables" to LJPB for approval. (PG.9-13)
6. OTHER BUSINESS
7. FUTURE AGENDA ITEMS
8. FMP IMPLEMENTATION SUB-COMMITTEE MEETING CALENDAR

The FMP Implementation Sub-Committee will consider its current meeting schedule and may revise it as necessary.
9. NEXT MEETING

The next regularly scheduled meeting is October 20 at 6:00 p.m. at the Downtown Branch Library

ADJOURN

The Library Joint Powers Authority Board FMP Implementation Subcommittee will adjourn from the regularly scheduled meeting of Monday September 15, 2014 to the next regularly scheduled public meeting on Monday October 20, 2014 at 6:00 pm in the Downtown Branch Library upstairs meeting room.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, the Library requests that you attend fragrance free. The Downtown Branch Library is a fully accessible facility. If you wish to attend this public meeting, and you will require special assistance such as sign language or other special devices in order to attend and participate, please call (831) 427-7706 seventy-two (72) hours prior to the event to make arrangements for assistance. Upon request, agendas for public meetings can be provided in a format to accommodate special needs.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD
FACILITIES MASTER PLAN IMPLEMENTATION SUBCOMMITTEE

Downtown Branch Community Meeting Room
224 Church Street, Santa Cruz

MINUTES

August 18, 2014

6:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Member Campbell, Councilmember Mathews, Councilmember Termini,
Supervisor McPherson

Staff: Teresa Landers, Library Director

II. APPROVAL OF MEETING AGENDA OF AUGUST 18, 2014

A member of the public commented on the statement "Board reserves the right to take action on any item on the agenda".

Councilmember Termini moved, seconded by Councilmember Mathews

that the FMP Subcommittee approve the agenda of August 18, 2014

UNAN

III. ORAL COMMUNICATIONS

A member of the public commented on the previous meeting minutes. Chair Mathews responded that the minutes are correctly reflecting the content of the meeting.

IV. CONSENT AGENDA

Councilmember Termini moved, seconded by Supervisor McPherson

**that the FMP Subcommittee approve the Consent Agenda of August 18, 2014
A. Approve minutes of June 23, 2014**

UNAN

V. STAFF REPORTS

A. Review proposal for Hazardous Materials Study for the Downtown Library, provide direction and make a recommendation to the LJPB for approval.

Director Landers presented an estimate from ProTech, a company with a great deal of experience in asbestos removal. The original asbestos removal and abatement was done in 2000 by a company that is no longer in business. The FMP subcommittee members discussed the potential for the presence of asbestos especially in some of the older branches. The asbestos and lead study comes at a moderate cost and should be expanded to include the Aptos Branch library as well.

Councilmember Termini moved, seconded by Supervisor McPherson

that the FMP Subcommittee recommend to the LJPB to approve the contract for an asbestos and lead study of the Downtown Library and to include the Aptos Branch Library.

UNAN

B. Review options for developing design and programmatic standards, provide direction and make a recommendation to the LJPB on preferred method.

Director Landers presented a report on options for the development of design and programmatic standards. A clear understanding of roles and responsibilities of the library and the jurisdictions is important and needs to be discussed. If the Scotts Valley model is adopted, there will be no need for design standards since the library made all the decisions regarding internal design and functioning as well as selection. Technology and furniture were chosen by the library as well. However, if this approach is not adopted, the anticipated relationship of the library and the jurisdictions needs to be very clear since the library should make certain decisions. There should be a conscious approach to team work.

The FMP subcommittee members discussed the history of the Scotts Valley branch library building in comparison to the current projects. It is important to define the aspects of the projects that should be common to all branches, such as a security system. If this feature is chosen, it should be standardized.

Published standards for public libraries regarding temperature control, lighting levels, density of power, Wifi and data, etc. could be incorporated into the design. Needs assessment could be done independent of the architect(s), while programming should occur with the architect(s).

Option A is a very detailed approach where architect/designer would provide specific furniture options to the library for all the different types of furniture for all library facility improvement projects. Subcommittee member Mathews stated that economies of scale take precedence over detailed design standards. A shortlist of major manufacturers should be attained. It is very important that some aspects of design, for ex. shelving, are able to move within the branch and between branches. This means that shelving should be obtained from one shelving vendor. Flexible furniture is also a plus.

An architect should be hired to work on standards. However, numbers cannot be guaranteed until the design is chosen.

Option B is a broad and collaborative approach. Architect/designer would establish guidelines and basic functional and quality standards but would not specify choices. This approach is based on the understanding that library representatives would be involved with the interior design.

The FMP subcommittee recommended that Director Landers re-write the recommendation based on a hybrid model which incorporates the list of elements identified in her report as well as the summary of recommendations presented today which will include both roles and responsibilities and standards.

C. Review proposal for Structural Analysis for the Downtown Library, provide directions and make a recommendation to the LJPB for approval.

Director Landers presented a proposal for an estimate for a structural analysis of the Downtown Library Branch. The proposal outlines 6 basic details. The FMP subcommittee members noted that after point 1: "ASCE 31-03 Tier 1 screening and Tier 2 evaluation of the current building" a report should be prepared. Potentially, the analysis work could stop there, if something catastrophic has been found in the initial research at this point. Otherwise the work should continue and a report should be prepared for the LJPB.

Councilmember Termini moved, seconded by Supervisor McPherson

that the FMP Subcommittee recommend approval to the LJPB of the contract for structural analysis of the Downtown Library with the following addition: if there is a “game changer” after Tier 1 screening, the work shall stop. Otherwise the work shall proceed and a report shall be prepared for the LJPB.

UNAN

D. Receive update on moving and temporary relocation costs and provide direction.

Director Landers reported that she is waiting for an estimate from a moving company for moving (including shelving) and relocation costs involved in creating a temporary branch location in Downtown Santa Cruz while the current facility is under renovation.

The City of Santa Cruz Economic Development office will provide cost estimates for a 2-3 year lease of an appropriate location. It is almost certain that the entire collection and back of house services cannot be housed and will need to be split over two or more locations. Certain parts of all of the collections need to be accessible. Most likely a 15,000 to 20,000 square feet minimum space is needed for public use.

E. Receive update on JPA Formation and provide direction.

Director Landers provided a draft document that addresses the formation of the new JPA, which is going to be named: Santa Cruz Library Facilities Financing Authority (reflecting the limited scope of its authority). The FMP subcommittee members discussed the need for a side letter. The first step is to form the JPA. The time line for the process is very tight: the JPA needs to be approved by each of the jurisdictions by the September Board meeting.

Councilmember Termini mentioned that the CFD formation is dependent on the side agreement. The jurisdictions need to approve the side letter which is “the plan”. If the side letter is not approved, the process will come to a halt.

The subcommittee members directed Director Landers to talk to the City Attorney and Bond Counsel about referencing a separate document in the new JPA agreement. This document will address how the funds will be divided and what the expectations are for spending those funds and a definition of library/jurisdiction roles and responsibilities and how “extra” funds will be handled.

F. Receive update on Minimum Deliverables definition project and provide direction.

Director Landers gave an update on staff's progress on developing minimum deliverables. The subcommittee directed the Library Director to use the attached document from Group 4 as a basis for discussion and add a list of items missing in the present draft. A first draft of deliverables should be available for the next FMP meeting on September 15th.

G. Receive update on public education and outreach campaign and provide direction.

Director Landers reported that to date one meeting has taken place with the consultant Miller Maxfield to lay the groundwork for the process. It was a good meeting resulting in the beginning work on a detailed task timeline and a close working relationship between the consultant and the Library's marketing team. The interplay of public education and marketing and public awareness is going to be a major focus and that they reinforce one another. Also, the importance of communication with the LJP Board and the Friends groups was discussed.

VI. OTHER BUSINESS

A. Review Group 4 memo on Methodology and Project Budgets and provide direction.

Director Landers reviewed the Study Session of July 28 with Group 4 Architecture, Research + Planning, which provided a detailed look at what \$63 million will buy and what it won't achieve unless major cost efficiencies can be realized on every project and a system wide holistic approach is used. Subsequent to a meeting with construction manager David Tanza and Joe Appenrodt design and engineering and construction management costs were adjusted. The revised calculations show a "savings" of \$1.9 million over the original project estimates. It is important to note that the original \$63 million was for project costs only and there are several expensive elements not yet accounted for: bond costs, election costs, temporary relocation and hazmat abatement costs.

The FMP subcommittee members discussed the findings in the report and the new adjusted costs. Councilmember Termini questioned the adjusted numbers for Capitola according to the new drafts and asked for an updated accurate chart reflecting the current new costs.

The Group 4 estimates need to be understood as ballpark estimates unlikely to be the final costs since it is impossible to be more accurate without specific designs for each project. Director Landers was asked to verify if the \$63 million figure is net after bond costs or not. She was also asked to work with the financial consultant to refine the various amounts for the parcel tax by type of parcel in order to raise the necessary funds including the bond costs.

VII. FUTURE AGENDA ITEMS

Per discussion during the meeting

VIII. FMP IMPLEMENTATION SUBCOMMITTEE MEETING CALENDAR

The FMP committee members agreed on a meeting on Monday, October 20

IX. NEXT MEETING

The next regularly scheduled meeting is September 15 at 6:00 pm at the Downtown Branch Library

ADJOURN

The regular meeting adjourned at 7:58 p.m.

The Library Joint Powers Authority Board FMP Implementation Subcommittee adjourned from its regularly scheduled meeting of Monday, August 18, 2014 to the next regularly scheduled public meeting on Monday, September 15, 2014 at 6:00 pm in the Downtown Branch's Small Conference Room.

Respectfully submitted,

Helga Smith
Clerk of the Board

All documents referred to in these minutes are available in the Library.

STAFF REPORT

DATE: September 9, 2014
TO: Library Joint Powers Board
Facilities Master Plan Implementation Subcommittee
FROM: Teresa Landers, Library Director
RE: Minimum Deliverables

RECOMMENDATION: Recommend approval of the minimum deliverables by the Library Joint Powers Board.

SUMMARY

In order to ensure that each project receives the attention necessary to accomplish the goal of creating 11 library facilities that meet 21st Century Library Standards, the Library Joint Powers Board (LJPB) requested that the Subcommittee and Library Director work together to create a set of “minimum deliverables” for each project.

BACKGROUND

Group 4 prepared the original Facilities Master Plan. They were engaged in July 2014 to verify and update their original estimates for improvements to each of the 11 facilities. They did this and in so doing, included a basic description of what each project includes. This information was used to form the basis for this discussion of minimum deliverables.

A staff committee then met, and using this information, and their intimate knowledge of the needs at each facility, developed this set of recommendations.

DISCUSSION

The following is a delineation of the minimum deliverables by branch. Please note that some branches have a section titled “As budget allows”. This list is intended to be used if the allocated funds can be stretched to include these items once the rest has been accomplished. The idea is that these additional improvements would be made before diverting the funding to another branch’s project. These are not presented in priority order and the expectation is that each jurisdiction would consult with Library staff before proceeding.

Square footage recommendations define the minimum the Library feels is appropriate. Certainly, each jurisdiction will manage its own projects and will build the most optimal size possible with the funds available.

In addition, any of the jurisdictions can supplement their special tax allocation using their own resources. With these additional resources, they can modify their project(s) as they feel necessary and appropriate as long as the minimum deliverables are met. Once again, the expectation is that each jurisdiction would consult with Library staff before proceeding.

Many of the projects refer to a 21st Century library service model. This is a shortcut for the following elements:

- Marketplace for displaying and discovering popular and new materials
- Separate areas for teens with comfortable furniture, their own computers and far away from the Children's room
- Flexible spaces and/or meeting rooms and study rooms
- Spaces that can be used for different purposes- noisy areas and quiet areas, meeting, collaborative work, etc.
- Small footprint service desk that is welcoming to patrons
- If at all possible, places to display art
- Lower shelves

Aptos:

- Expansion to at least 10,000 square feet; 11,000 is maximum possible and is recommended
- Complete makeover for 21st century library service
- Complete interior remodel with flooring, paint, shelving, and furniture
- Extensive power/data upgrades
- Extensive gut remodel, including partitions and doors
- Significant sustainable building upgrades
- Full ADA, seismic, and code upgrades
- Allowance for hazardous materials abatement
- ***As budget allows:***
 - Limited site and building envelope improvements
 - Automated Materials Handling System

Boulder Creek:

- 21st century library service model
- New floor finishes and paint
- Selected casework and furniture
- Power/data to support upgraded library technology
- ADA upgrades including restrooms
- Maintenance upgrades to building systems
- ***As budget allows:***
 - Sound attenuation in the meeting room
 - Repair and replace the wood doors

- Site erosion mitigation
- Shade sails over the amphitheater
- Replacement lighting
- Patch/repair/seal parking lot
- Septic tank resealing

Branciforte:

- 21st century library service model
- New floor finishes and paint
- Selected casework and furniture
- Power/data to support upgraded library technology
- ADA upgrades including restrooms
- Maintenance upgrades to building systems
- *As budget allows:*
 - Defined meeting room/flexible space
 - Separate and well defined teen area
 - Children's reading patio/garden off of children's room

Capitola

- New 21st century library
- Minimum 10,000 square feet; 11-12,000 highly recommended
- Sustainable design
- New shelving, furniture, and technology
- *As budget allows:*
 - Automated Materials Handling System

Downtown

- Complete makeover for 21st century library service
- Complete interior remodel with flooring, paint, shelving, and furniture
- Extensive power/data upgrades
- Extensive gut remodel, including partitions and doors
- Expansion of space for public service
- Full ADA, seismic, and code upgrades
- Potential automated materials handling system
- Desired features:
 - Dedicated local history area
 - Dedicated teen area not near children's area
 - Friends store
 - Move entrance to Center
 - Meeting room that seats 150 and is dividable
 - Study rooms

- Children's bathroom inside children's room
- **As budget allows:**
 - Site and building envelope improvements
 - Café
 - Business incubation support/coworking spaces

Felton

- New 21st century library-
- Minimum 7,500 square feet (same as current Branciforte)
- Sustainable design
- New shelving, furniture, and technology

Garfield Park:

- 21st century library service model (specifically smaller service desk and lower shelves)
- Power/data to support upgraded library technology
- Maintenance upgrades to building systems, finishes and furniture
- Flexible furniture for current "study room" so can be used more
- **As budget allows:**
 - Reduce staff space to create a meeting room/study/flexible space
 - Convert the area near the fireplace to be a comfortable seating/lounge area

Headquarters:

- Maintenance upgrades to building systems and finishes
- Replace elevator (have been told it needs to be to meet new codes)
- Furniture refurbishment/replacement as needed

La Selva Beach:

- 21st century library service model (marketplace and teen area are specific ideas)
- Power/data to support upgraded library technology
- New service desk + selected other furniture/shelving upgrades
- New floor finishes and paint
- Maintenance upgrades to building systems (heater needs to be replaced- it has to be turned off during story times as it is too loud to hear- possibly cost sharing with Rec District?)
- Rearrange collections to provide more space for youth
- Flexible furniture so space can be used for a variety of purposes

Live Oak:

- 21st century library service model
- Literacy center
- Possible new meeting room

- Power/data to support upgraded library technology
- Maintenance upgrades to building systems, finishes and furniture
- Reduction to one smaller footprint service desk and recapture space where extra desks are now
- *As budget allows:*
 - Solar (heating/cooling costs are very high)
 - Children's furniture in children's area
 - Comfortable and inviting furniture in the teen area
 - Glass walls for the teen area

Scotts Valley:

- Acoustical improvements (aka sound attenuation)
- Automated materials handling system
- Maintenance upgrades to building systems, finishes and furniture

Since the Board's charge was for the Subcommittee to work with the Library on developing the minimum deliverables, this should be viewed as a basis for starting the discussion. Undoubtedly, there will be revisions requested before consideration by the full Library Joint Powers Board and it needs to be recognized that the minimum deliverables are subject to change if the allocations vary significantly than what was delineated by Group 4.