

CITY COUNCIL CONFERENCE MINUTES

July 24, 2012

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:30 p.m. in the Municipal Building Conference Room on the 24th day of July, 2012, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray, and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Ezzell, Gallagher, Griffith, Jungman, Kovach, Lockett, Spaulding, Williams, Mayor Rosenthal

ABSENT: None

Item 1, being:

PRESENTATION BY REPRESENTATIVES FROM THE PIONEER LIBRARY SYSTEM REGARDING THE WESTSIDE BRANCH LIBRARY.

Mr. Randy Foster, Kaighn Architects Associates, provided a renovation overview of the preliminary conceptual design for the Pioneer Library System (PLS) Administration and Norman Westside Library Branch (NWLB) which is located at the former Border's Book Store. He said the proposed NWLB will have a 112 spaced parking lot, new entry plaza, new garage addition to include an employee entrance, an outdoor employee seating area, a one-way traffic exterior book drop-off on the west side of the building, and the existing dock.

Mr. Foster said the exterior conceptual design for the PLS Administration and NWLB includes landscaping, sidewalks with column lights; colored stamped concrete which meets Americans Disability Act (ADA) requirements; and a 24 hour library location area that has an automated library and movie box. He said the PLS Administration areas will have a vestibule entrance; administration, conference, and employee areas; business offices; virtual library and training library; public information office; Information Technology (IT) and server areas; employee bathrooms; new garage and employee entrance; and a Pioneer Service Center (PSC) where books are dropped off at the dock and processed for circulation. Mr. Foster said the NWLB will utilize a 13-bin sorter to be used at the exterior and interior book drop-off(s).

Mr. Foster said the NWLB area is approximately 6,617 square feet and will be an open, mobile, flexible, and durable place for the transfer of knowledge in various formats. There will be a wide variety of services provided with integrated technology including easy access and exchange of materials. Mr. Foster said the NWLB will provide a variety of seating types; spaces for all ages; easy wayfinding to assist with locating books; children's program space; public restrooms; technology consulting; adult and child bar height computer stations; study room; office(s); interactive area; and self check area; as well as a collection area for adult – fiction and juvenile, teen, children, and adult – non-fiction/display areas. He said a coffee bar with approximately 640 square feet will be constructed, in addition to the NWLB area and managed by a third party vendor. Mr. Foster said when citizens enter through the vestibule there will be a concierge desk and service point that progresses to the new media area and into a flexible seating area adjoining the coffee bar. He said the flexible seating will offer a square footage ranging from 800 to 1,500 square feet to provide coffee shop seating; conference/seminar setting when seats and/or tables are reconfigured; and program space area for children's programs, library needs, and special activities.

Mr. Foster said a final signage and lighting design has not been completed, but he provided a brief overview for *potential* signage and lighting to include general and accent lighting on columns as well as lit signage above the main entrance, administrative area, coffee shop, and the 24-hour library and movie box area.

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Ms. Anne Masters, PLS Executive Director, said the preliminary construction budget for the PLS Administration and NWLB was approved by the Pioneer Library System (PLS) Board of Trustees on July 17, 2012, and the total construction and architect services are estimated to cost \$2,623,066.30. She said construction costs for the NWLB are estimated to be \$372,781 and the City's agreement/commitment with PLS is \$500,000, for construction and furnishings. Ms. Masters said \$372,781 of City of Norman (CON)'s agreement/commitment will be put towards the construction costs and the remaining \$127,219 will go towards furnishings. She said the estimate of PLS commitment to NWLB include: \$350,000 for technology, \$375,000 for materials collection, and furnishings to be determined at a later date. Ms. Masters said PLS hired CMS Willowbrook as the construction manager for the project.

Following is the overall project schedule:

- Construction Documents Mid July 2012 – Mid October 2012
- Bidding/Contracts Awarded Mid October 2012 – Mid November 2012
- Construction Mid November 2012 through May 2013
- Completion End of May 2013
- Occupy Administration Office Space June 2013
- Open West Side Branch Fall 2013– Date to be determined

Ms. Masters said the NWLB team includes CON representatives Ms. Brenda Hall, City Clerk, and Ms. Susan Connors, Planning and Community Development Director, and the NWLB will begin the furniture selection process in the next month. She said PLS has held two focus groups meetings and also contracted for an e-mail survey to gather information about services that Norman citizens want in their public library, which were addressed in the planning phases of the NWLB planning.

PLS has made every effort to maximize the public space available in the former Border's Books building to include:

- The "back up house circulation" department, typically be found in a public library, will instead occur in the claiming and/or administrative space(s);
- NPL virtual library staff will provide genius to NPL's services to help customers with their new E-Books and I-Pads;
- The 24 hour library will house the "hold" books and the movie house will house DVDs, both being outside of the NPL entry plaza, thus saving floor space in the library;
- NPL Staff will share use of PLS Administration Staff lounge, restrooms, and kitchen space; and
- The construction and equipping of the coffee bar, a service Norman citizens have indicated they are very excited about., will be provided by PLS and therefore no City of Norman funds will be used.

Ms. Lisa Wells, PLS provided an overview of the collection summary. PLS expects the collections to be high turnover, high touch items, and popular materials, including seasonal items that will be changed out quickly as demands occur for them. The collection summary for the NWLB is proposed as follows:

• Adult Fiction	8,080 Volumes	• Beginning to read/easy	348 Volumes
• Adult Non-Fiction	2,016 Volumes	• New Media	1,280 Volumes
• Teen Fiction	1,920 Volumes	• Audio CDs	160 Volumes
• Juvenile Fiction/Non-Fiction	3,364 Volumes	• Large Print	160 Volumes
• Children's Picture Books	1,500 Volumes	• Holds	(Housed in 24 hour library)
TOTAL SHELF CAPACITY:			18,828
Movie Box – Assigned			2,200
24 Hour Library, Holds and Browsing			400
COLLECTION GRAND TOTAL			21,428

Proposed technology at the NWLB includes:

- 3 - Express Checkout Stations
- 8 - Children's Early Literacy Computers
- 8 - Public Internet Computers
- 15 - Laptops and Tablets
- 1 - Flatscreen Digital Signage
- 1 - 13-Bin Sorter for Circulation
- 1 - Movie Box
- 1 - 24 Hour Library
 - * Networking
 - * Internet Installation
 - * RFID Equipment and Supplies
 - * Security Gates and Security Cameras

Ms. Wells said the capacity for the 24 hour library is 400 slots and the intent is to house the reserve books in this area as well, so that they can be picked up any time. She said once the NWLB opens, if it is determined there is not a need for 400 slots; some of the browse-able collection can be moved to the 24 hour library area to accommodate citizens when the library is closed. Ms. Wells said the movie box will hold 1,680 items, but 2,200 are assigned because Staff is aware that at no time will all the movies be in the machine(s). She said the NWLB will have about 2,800 items that can be housed in the 24 hour library space that will not take up floor space in the actual library.

Councilmember Gallagher asked if the Adult Fiction will be new prints or something that will be checked out repeatedly in the library now and Ms. Masters said PLS generally tries to provide a good balance of new and classics. Ms. Wells said PLS will try to maintain a balance between single title items and titles that have multiple items attached to them. Councilmember Gallagher asked about filters on the electronic devices/computers that children will utilize and Ms. Wells said PLS participates in e-rate through the state and is required by law to have filters on all computers. Councilmember Jungman said just by way of comparison, PLS has 21,000 in collection for NWLB and asked the number of collection in the Downtown Library Branch. Ms. Wells said the Downtown Library has approximately 200,000 in collection.

Councilmember Griffith asked if PLS has approached local coffee shop(s) about leasing the proposed space at the NWLB and Ms. Masters said yes, that one local coffee shop approached the PLS when they read about the possibility. She said PLS has been researching how to address the issue and will be putting out a Request for Proposals (RFPs) in the next few months to possible vendors around the community. Ms. Masters said she has checked with colleagues across the country that have coffee shops within their library and have learned a great deal about how PLS may want to proceed. She said PLS's intention is to provide a turn-key operation, lease space for the vendor because it is not necessarily a money-making operation, but rather more of a service for the citizens who visit the library as well as a draw to bring people into the library.

Councilmember Jungman asked where the balance of the funding for total NWLB and PLS Administration Project would come from and Ms. Masters said it comes from the PLS funds, specifically the reserve funds.

Mayor Rosenthal stated under the PLS rules of operations, it is the community's responsibility to provide the space for a public library; however, this is an unusual arrangement in that PLS owns the space, former Borders Book Store building, and the City of Norman is leasing the space from PLS. Mr. Steve Lewis, City Manager, said in March 2012, the City entered into a lease agreement with PLS for the former Borders Book Store building and at that time the City had the opportunity to lease up to 7,000 square feet for a 20 year period for a NWLB. He said the basic lease arrangement includes \$7.00 per square foot (for the *ground* lease) as well as, \$2.00 per foot for the maintenance and custodial services for a total of \$9.00 per square foot. Mr. Lewis said based upon the proposed size, the cost of the ground lease and maintenance lease is approximately \$59,500. Additionally, the lease provides that the City can finance independently or we request PLS finance the cost of construction, furniture, fixtures, and equipment.

Mayor Rosenthal asked how PLS envisioned meeting space in the flexible seating area when there are no partitions and asked what types of groups are anticipated to make use of this area for meetings. Ms. Masters said PLS's primary objective for the NWLB programming would be story-time and possibly book clubs. She said the current program

offerings at the Downtown Library Branch will continue to serve Norman and PLS does not anticipate trying to replicate the program offerings at the NWLB because there is simply not enough room. Ms. Masters said PLS had to make a choice with the number of square footage space for individuals, small groups, and collections versus meeting space and recent conversations with citizens through focus groups and/or surveys, the priority was determined to be collections and individual space.

Councilmember Kovach envisioned citizens going by the NWLB during their lunch hour and asked if the coffee shop would include food items such as sandwiches. Ms. Masters said yes and stated PLS hopes to find a vendor with a current business in Norman so that any cooking can take place at the vendor's establishment, rather than at the coffee shop. She said the NWLB coffee shop will have refrigeration for food such as pastries, sandwiches, etc., and will also be able to make drinks on site, i.e., coffee, tea, etc. Ms. Masters said the coffee shop will only be open during library hours which are 9:00 a.m. to 9:00 p.m., Monday through Thursday; 9:00 a.m. to 8:00 p.m. on Friday; 9:00 a.m. to 5:00 p.m. on Saturday; and 1:00 p.m. to 6:00 p.m. on Sunday. Mayor Rosenthal asked if the 24 hour library at the NWLB is similar to what is planned for the east side point of service to be located at Irving Middle School.

Councilmember Gallagher asked the construction timeline for Fire Station No. 9 and Mr. Lewis said the concrete slab will be poured the first week of August. Mr. Lewis said construction of Fire Station No. 9 should be completed, including operation and full service, in the Spring of 2013.

Mr. Evan Dunn, 1014 Missouri Street, asked about landscaping and lighting. Mr. Foster said there will be various heights of vegetation drawing focus to the 24 hour library and entrance. The column lights are LED and light is distributed through the housing and disbursed, giving general lighting but mainly used as accent lighting. Mr. Foster said the NWLB will have parking lot lighting as well as lighting on the building. Mr. Dunn asked if a characteristic of determining who will be awarded the coffee shop bid would be the profit-share or will this be up to the would be vendor to negotiate. Ms. Masters said it will be decided by PLS and the vendor to negotiate and hopes are to provide an open-ended RFP that will allow PLS to see what is possible in the community.

Items submitted for the record

1. Preliminary Conceptual Designs dated July 17, 2012, by Kaighn Associates Architects, Inc., for Pioneer Library System Administration and Westside Branch Library Renovation to include preliminary designs of exterior building entrances and parking lot
2. Preliminary proposed Pioneer Westside Branch Library interior views dated July 24, 2012, prepared by Kaighn Associates Architects, Inc.
3. Pioneer Library System Norman Westside Library Narrative, Collections, Technology
4. Pioneer Library System Preliminary Budget Information/Westside Norman Library
5. Cost Estimate Summary Pioneer Library System Administration and Westside Branch Library provided by Kaighn Architects Associates, Inc.
6. Pioneer Library Project, 300 Norman Center Court, Schedule – July 2012 through Fall 2013
7. Booklet of Norman Public Library, Pioneer Multi-County Library System, Section A, of The Norman Transcript, dated December 11, 1966

The meeting adjourned at 6:11 p.m.

ATTEST:

City Clerk

Mayor