

MEMO

To: City Commissioners
From: Anna Lane, Library Director
Date: April 8, 2016
Re: Status of Renovations at Marshall Public Library

To follow-up on the library renovation discussion at the March 10, 2016 City Commission meeting, the following information is included:

- proposed floor plan of Marshall Public Library
- list and cost of furnishings (funding source: Board of Trustees & Friends organization)
- estimated costs of requested infrastructure improvements (funding source: City Commission)

RATIONALE:

In 1969, Marshall was the largest city in Texas without a public library. Recognizing the need for modern facilities, a group of concerned citizens initiated efforts to successfully construct the Marshall Public Library with the goal of providing quality library service to all citizens in Marshall and Harrison County. Today, the commitment to meeting patrons' needs continues though some of the means of service may have changed---from lending filmstrips to downloading eBooks.

Surveys, site visits, feedback from patrons, social media, usage trends, staff analysis as well as discussions with the Board of Trustees and Friends of a Public Library have culminated in a plan which will further service opportunities to patrons of Marshall Public Library today and in the years to come.

FLOOR PLAN:

The proposed floor plan repurposes and maximizes the library space into more efficient use of space based on current library usage and needs. The plan also allows the library to continue to meet Texas State Library and Archives Commission accreditation criteria in the area of collection of library materials, addresses Texas Public Library Standards in the areas of facility and technology, and helps meet goals established in the library's 2014-2019 Strategic Plan.

Beyond the reorganization of the library, the most notable change in the space would be the enclosing of the children's area and the creation of a teen space with the addition of glass walls. In recent communication with other Texas libraries which underwent renovation within the last two years, creation of a teen space was the most popular feature. This is a trend nationally as well.

BOARD MEETINGS RECAP:

The Board of Trustees met on December 28, 2015 and approved the allocation of \$200,000 from the Emma Walker account to go towards the renovation project. Since that meeting, several Friends of a Public Library as well as the Mayor, City Manager, and Director of Support Services attended the January Board of Trustees meeting to discuss the renovation project. In February, a couple of Board members, one Friends representative, and three library staff toured two public libraries in the area.

FRIENDS OF A PUBLIC LIBRARY MEETINGS RECAP:

The Friends Board of Directors met in February and again in April and discussed library renovation plans. No formal action was taken by the organization with regard to allocation of funding at either meeting. President

Steve Flohr indicated that he and several members of the organization were not in favor of approving allocation of Friends' funds until the following conditions were met:

1. More research into the renovation is conducted
2. City approves infrastructure funding
3. Knowledge of the plan for use of Friends' funds

Additionally, Board President Ruby Pye, Friends President Steve Flohr, and I met in February and March to review the latest status, space plans, and discussed funding for the renovation.

FURNISHINGS:

Below is a summary of cost for each area of the library.

| LIBRARY AREA | ESTIMATED COST |
|------------------------------------------------|---------------------|
| Main Library | \$36,500.00 |
| Technology Center | \$53,225.00 |
| Periodical Reading Area | \$29,800.00 |
| Children's Library | \$65,000.00 |
| Teen Library | \$36,500.00 |
| Information Center | \$24,525.00 |
| Business Center | \$5,225.00 |
| Administration/Board Room | \$39,000.00 |
| Gold Room | \$10,075.00 |
| GRAND TOTAL FURNISHINGS ESTIMATED COSTS | \$299,850.00 |

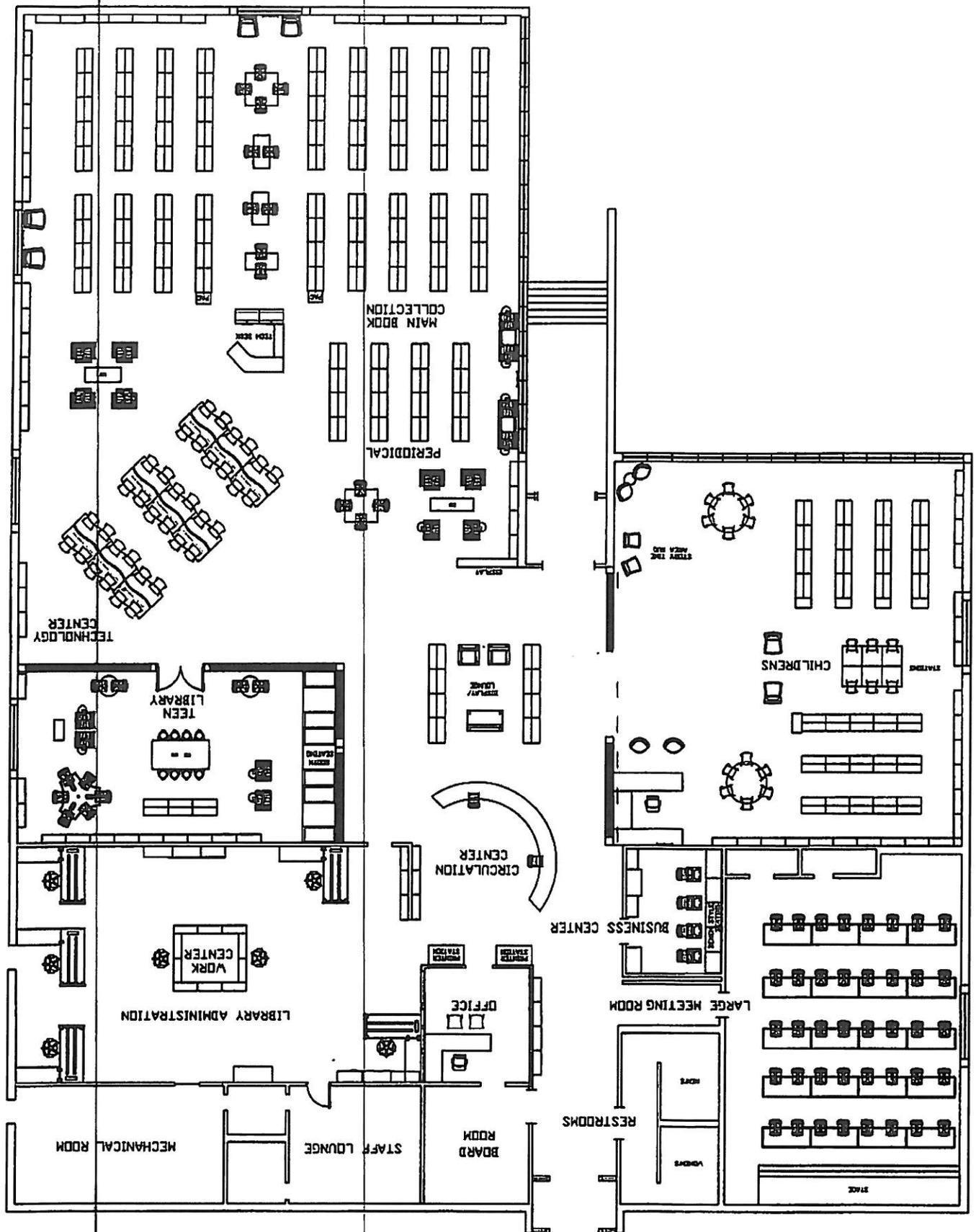
A list of furnishings by library area is attached.

INFRASTRUCTURE IMPROVEMENTS:

The following is a list of cost estimates for requested infrastructure improvements which will enhance and modernize the library.

| REQUESTED INFRASTRUCTURE IMPROVEMENTS | ESTIMATED COST |
|---------------------------------------------------------------|---------------------|
| Glass frame walls in teen and children's area | \$197,000.00 |
| New flooring throughout building | |
| New drop ceiling tiles with 6" insulation; clean grids | |
| Demolish and rebuild existing restrooms to ADA specifications | |
| Paint interior walls and trim; paint exterior | |
| New electrical panel | |
| Addition of outlets and network terminations | |
| Add handicap accessibility on library entrance doors | \$5,500.00 |
| Update and add signage on the exterior of the library | \$38,000.00 |
| Replace current lighting with LED lighting | \$35,000.00 |
| Kitchenette upgrades | \$18,000.00 |
| GRAND TOTAL INFRASTRUCTURE ESTIMATED COSTS | \$293,500.00 |

Thank you for your consideration.



Marshall Public Library Furnishings Plan

MAIN LIBRARY

\$36,650.00

- 8 Shelving End panel for 90"h x 10"d single face shelving, wood veneer with hardwood edge trim, finish to be determined, MAIN BOOKSTACKS
- 36 Shelving End panel for 90"h x 24"d double face shelving, wood veneer with hardwood edge trim, finish to be determined, MAIN BOOKSTACKS
- 3 Arlington Series Reading Table, 30x36, 4-Leg with Rail, laminate top with hardwood edge trim
- 1 Arlington Series Reading Table, 48x48, 4-Leg with Rail, laminate top with hardwood edge trim
- 4 Arlington Series Power Modules with (2) power outlets, (2) USB, black
- 10 Chandler Series Side Chair with upholstered seat, armless
- 4 Hypate Series Lounge Chair, single seat, COM fabric
- 1 Klass Series Magazine Table, 20x48" x 16"h, laminate
- 4 Hypate Series Lounge Chair, single seat, COM fabric
- 2 End of range PAC stations, 24-3/4"w x 39"h x 18"d, finish to match existing

TECHNOLOGY CENTER

\$53,225.00

- 2 Shelving End panel for 90"h x 10"d single face shelving, wood veneer with hardwood edge trim, finish to be determined, AV SHELVING
- 3 Versailles Series 48"W x 72"L x 29"H Split Wave Desking Starter, Round Legs, Perforated Metal End Panel, 1/2" Wood "A" Edge, Axil Z Cutout, wire management, power leg
- 3 Versailles Series 48"W x 72"L x 29"H Split Wave Desking Adder, Round Legs, Open Frame, 1/2" Wood "A" Edge, Axil Z Cutout, wire management
- 3 Versailles Series 48"W x 72"L x 29"H Split Wave Desking End, Round Legs, Perforated Metal End Panel, 1/2" Wood "A" Edge, Axil Z cutout, wire management
- 18 Versailles Series Power Modules with (2) power outlets, (2) USB, black
- 36 HB Series Task Chair with upholstered seat and mesh back, medium back, adj height seat, no arms, COM fabric
- 1 Deverau Series Desk Shell, 36x72, Panel End
- 1 Titan Series Box/Box/File Cabinet
- 1 Titan Series File/File Mobile File Cabinet
- 1 HB Series Task Chair with upholstered seat and mesh back, medium back, adj height seat, no arms, COM fabric

PERIODICAL READING AREA

\$29,800.00

- 1 Periodical Shelving, single face, all wood, 84"h, starter, PERIODICALS
- 4 Periodical Shelving, single face, all wood, 84"h, adder, PERIODICALS
- 5 Back Panel
- 1 Canopy Top # units
- 8 Shelving End panel for 66"h x 24"d double face shelving, wood veneer with hardwood edge trim, finish to be determined, WESTERNS and LARGE PRINT
- 8 Shelving Canopy Tops for two ranges of four shelves for LARGE PRINT and WESTERNS
- 1 Arlington Series Reading Table, 48x48, 4-Leg with Rail, laminate top with hardwood edge trim
- 1 Arlington Series Power Modules with (2) power outlets, (2) USB, black
- 4 Chandler Series Side Chair with upholstered seat, armless
- 4 Hypate Series Lounge Chair, single seat, COM fabric
- 1 Klass Series Magazine Table, 38" Round x 16"h, laminate
- 4 Hypate Series Lounge Chair, single seat, COM fabric
- 2 Klass Series End Table, 20" Round x 24"h, laminate
- 1 Power Module, (2) Power Outlets, (2) USB, Black
- 1 Antiquities Wool Rug, size 10'x14', style and pattern to come

CHILDREN'S LIBRARY**\$65,000.00**

- 16 Metal Shelving 42"x24" w/ integral back dividers
- 15 Metal Shelving 66"x24" w/ integral back w/ wire dividers
- 4 Metal Shelving 66"x12" w/ integral back dividers & fixed base
- 16 Metal Shelving 66" x 12" w/integral back, wire dividers & fixed base
- 11 Canopy Top DF 24" for 2 units
- 3 Canopy Top DF 24" for 3 units
- 10 Canopy Top SF 12" for 2units
- 8 End Panels DF 42"x 24" w/radius top
- 6 End Panels DF 66"x 24" w/ radius top
- 6 End Panels SF 66"x 12" w/ radius top
- 4 Little Book Truck, laminate base, 23-1/2"w x 20"d x 21-1/2"h
- 1 Computer Carrel, 3-person unit, back-to-back with double end panels on each end, radiused panel, wire drop, 27"h worksurface
- 6 Manitou Series chair, 16"h, 4-leg, wood face
- 6 Manitou Series chair, 14"h, 4-leg, wood face
- 6 Manitou Series task chair, adjustable height 13-16", wood face
- 3 Bench seats, 36"w x 21"d x 16"h, upholstered seat
- 12 Modular Table components to create 6-sided round tables
- 4 Cube Seats, 16x16x16, upholstered, COM fabric
- 2 Leaflette Series Lounge Seating for children, connectable, grade 4 fabric
- 1 Leaflette Series 90 Degree Connecting Table, laminate
- 4 Serafinita Series Lounge Seating for children, grade 4 fabric
- 12 Addy Armless Stack Chair
- 1 HB Series Task Chair with upholstered seat and mesh back, medium back, adj height seat, no arms, COM fabric
- 1 Storytime Rug, style to be determined, 9' round
- 1 Office module, single pedestal desk with return
- 1 PAC station

TEEN LIBRARY**\$36,500.00**

- 12 Metal Shelving 84"x10" w/integral back, wire dividers, fixed base
- 4 Shelving End panel for 90"h x 10"d single face shelving, wood veneer with hardwood edge trim, finish to be determined, TEEN LIBRARY
- 3 Metal Shelving 42x24 w/integral back, wire dividers, fixed base
- 1 Canopy Top DF 24" for 3 units
- 2 End Panels DF 42"x 24" w/radius top
- 6 2-Seat Booth, 2-tone upholstery
- 3 Booth Table laminate top with PVC edge trim, double pedestal base
- 1 Reef Series Layered Panel End Computer Table, laminate, stand up height
- 2 Under Surface Power Module
- 1 Dewey Series 6-sided Table, laminate top with urethane Clara edge trim
- 2 Rylee Series Bistro Table, Clara urethane edge, 27" diameter, 42"h
- 1 Coffee Table
- 8 Upwards Series Stools, mid back, wood seat
- 6 Hannah Series Side Chairs on casters, thermoplastic seat and back, armless, casters
- 4 M2 Series bistro height chairs
- 4 Swagr Series Lounge Seats

INFORMATION CENTER**\$24,525.00**

- 3 Metal Shelving 84"x10" w/integral back, wire dividers, fixed base
- 2 Shelving End panel for 90"h x 10"d single face shelving, wood veneer with hardwood edge trim, finish to be determined, RESERVED BOOKS
- 4 End Panels DF 42"x 24" w/radius top
- 4 Canopy Top DF 24" for 2 units
- 2 EKO Hypate Series Lounge Chair, single seat, COM fabric
- 11 Yds COM Fabric
- 1 EKO Hypate Series 2-Seat Sofa, Gr 5 fabric
- 1 Custom fabricated information desk
- 1 Mobile Printer Unit
- 1 Mobile File Unit
- 1 Mobile Open Shelf Unit
- 1 Mobile Cupboard Unit
- 2 Highmark HB Task Chair with upholstered seat and mesh back, medium back, adj height seat, no arms, COM fabric.

BUSINESS CENTER**\$5,225.00**

- 1 H@kr Series Lounge Seating, Single unit, left arm
- 2 H@kr Series Lounge Seating, Single Unit, no arms
- 1 H@kr Series Lounge Seating, Single Unit, Right Arm, COM fabric
- 2 Menu Series Round Table with monopole base, 24" round with laminate top

ADMINISTRATION/BOARD ROOM**\$39,000.00**

- 5 Staks Series desking unit
- 6 Highmark HB Task Chair with upholstered seat and mesh back, medium back, adj height seat, no arms, COM fabric
- 2 HB Series Task Chair with upholstered seat and mesh back, medium back, adj height seat, no arms, COM fabric.
- 8 Metal Open Storage Cabinets, 3-shelf height, size 36"w x 15"d, metal.
- 2 Workcenter Work Surfaces, size, 51"x84", laminate surface with PVC edge trim
- 2 Staks Series Double Door Storage Cabinets, 36"w
- 12 Mirto Series Conference Chair, upholstered seat and back, with arms, wood frame, grade 5 fabric
- 1 Mobile Technology Cart

GOLD ROOM**\$10,075.00**

- 20 Molded Plastic Folding Tables, 30x60
- 49 Hoopz Stack Chairs, thermoplastic shell with metal sled base frame
- 1 Chair Dollies for Hoopz stack chairs, holds 45 chairs each
- 2 Table Dolly, holds up to 12 tables

GRAND TOTAL BUDGET**\$299,850.00**