

APPENDIX A

Facilities Direction Team

HGA

Jane Dederling | *Principal / Project Manager*

Craig Mertes | *Telecommunications*

Adaheid Mestad | *Design Anthropologist*

Anders Dahlgren | *Library Consultant*

St. Paul Public Library

Chase Maxwell | *Marketing & Communications*

Catherine Penkert | *Director*

Barb Sporlein | *Deputy Director of Operations*

Engagement Taskforce

Barb Sporlein | *Deputy Director of Operations, St. Paul Public Library*

Jennifer Brannen | *Hayden Heights Library*

See Vang | *MMC*

Carlos Espitia | *Riverview Library*

Buddy Ferrari | *Hamline Midway Library*

Betsy Hunter | *Hamline Midway Library*

Adriana Galvin | *Cultural Liaison*

Bella Mendoza | *VISTA*

Adaheid Mestad | *Design Anthropologist, HGA*

Chase Maxwell | *Marketing & Communications, St. Paul Public Library*

Rose Oyamoto | *Member of Library Equity Change Team, Highland Park Library*

Matt Privratsky | *Legislative Aide to Council Member, Mitra Jaladi Nelson*

Taina Maki | *Legislative Aide to Council Member, Rebecca Noecker*

APPENDIX B

Engagement Data

St Paul Library Master Plan

Start of Block: Default Question Block

Q1 Saint Paul Public Library is developing a new facilities master plan that will guide the renovation and use of our buildings to meet the evolving needs of the community and advance our mission of welcoming all people to connect, learn, discover and grow. Building on the community insights outlined in the library's new strategic plan, the facilities master plan will focus on technology and children's learning. Your input will help us make sure Saint Paul Public Library works for everyone. If you have any questions please contact Barb Sporlein, Deputy Director of Operations, at spplweb@ci.stpaul.mn.us or 651-266-7085.

Page Break

Q2 ABOUT YOU & YOUR FAMILY

Libraries need to evolve to match the needs of their community. Please take a minute to tell us a little about yourself.

Q3 Please enter the zip code of where you live.

Q4 In which neighborhood do you live?

- ☐ Como Park (125)
 - ☐ Dayton's Bluff (143)
 - ☐ Downtown (126)
 - ☐ Eastview, Conway, Battle Creek, Highwood Hill (127)
 - ☐ Frogtown (Thomas-Dale) (128)
 - ☐ Greater East Side (129)
 - ☐ Hamline Midway (130)
 - ☐ Highland Park (131)
 - ☐ Macalester-Groveland (132)
 - ☐ North End (133)
 - ☐ Payne-Phalen (134)
 - ☐ Saint Anthony Park (135)
 - ☐ Summit Hill (136)
 - ☐ Summit-University (137)
 - ☐ Union Park (138)
 - ☐ West Seventh/Fort Road (139)
 - ☐ West Side (140)
 - ☐ Other (141)
 - ☐ I don't know (142)
-

Q5 How would you best describe your gender?

Q6 What age range best describes your age?

- ☐ 12 years or younger (249)
- ☐ 13 years to 18 years (250)
- ☐ 19 years to 24 years (251)
- ☐ 25 years to 34 years (252)
- ☐ 35 years to 39 years (253)
- ☐ 40 years to 49 years (254)
- ☐ 50 years to 64 years (255)
- ☐ 65 years or older (256)

Q7 If you have children, what are their ages?

Child (1)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (2)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (3)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (4)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (5)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (6)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (7)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (8)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (9)	▼ 0 - 2 years (85) ... 22 years or older (91)
Child (10)	▼ 0 - 2 years (85) ... 22 years or older (91)

Q8 What is the highest level of education you have completed?

- ☐ Some elementary school (1)
 - ☐ Some middle school (2)
 - ☐ Some high school (3)
 - ☐ Some college (4)
 - ☐ College degree or higher (5)
 - ☐ Other (6)
-

Q9 What best describes your race or ethnicity?

Page Break

Q10 This section is intended to provide information about how you use libraries in Saint Paul and more specifically, your local neighborhood library. It will take approximately 1-2 minutes to complete.

Q11 Please select the library locations you use and tell us why you use them.

	Click to write Column 1	Click to write Column 2
	Answer 1 (1)	Why do you use this library? (1)

Arlington Hills (1)	<input type="checkbox"/>	
Dayton's Bluff (2)	<input type="checkbox"/>	
George Latimer Central (3)	<input type="checkbox"/>	
Hamline Midway (4)	<input type="checkbox"/>	
Hayden Heights (5)	<input type="checkbox"/>	
Highland Park (6)	<input type="checkbox"/>	
Merriam Park (7)	<input type="checkbox"/>	
Rice Street (8)	<input type="checkbox"/>	

Riverview (9)	<input type="checkbox"/>	
Rondo (10)	<input type="checkbox"/>	
Saint Anthony Park (11)	<input type="checkbox"/>	
Sun Ray (12)	<input type="checkbox"/>	
West 7th (13)	<input type="checkbox"/>	

Q12 What library location is your local neighborhood library?

- ☐ Arlington Hills (1)
 - ☐ Dayton's Bluff (2)
 - ☐ George Latimer Central (4)
 - ☐ Hamline Midway (5)
 - ☐ Hayden Heights (6)
 - ☐ Highland Park (7)
 - ☐ Merriam Park (8)
 - ☐ Rice Street (9)
 - ☐ Riverview (10)
 - ☐ Rondo (11)
 - ☐ Saint Anthony Park (12)
 - ☐ Sun Ray (13)
 - ☐ West 7th (14)
-

Q13 How often do you use your neighborhood library?

- ☐ Every day (1)
- ☐ A few times a week (2)
- ☐ About once a week (3)
- ☐ A few times a month (4)
- ☐ Once a month (5)
- ☐ A few times per year (6)
- ☐ Never (7)



Q14 Please rate the following library services at the library you use the most often. Select the most appropriate answer for each service.

	Excellent (1)	Good (2)	Fair (3)	Poor (4)	Not Sure (5)
Customer Service (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection of books, DVDs, and other reference material (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Books and Programs for Children (Classes or Story-time) (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer and Internet (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tutoring and Personal Development Resources (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Printers (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space for Community/Association Meetings (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library Staff (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours of Operation (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feel Welcomed and Part of the Library (11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Library Functionality (12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q15 As it relates to **Technology and Spaces** at your local neighborhood library, list all your ideas on what you would like to Keep, Change, Stop and Add. Please fill out each box below.

☐ I would KEEP these Technologies and Spaces (1)

☐ I would CHANGE these Technologies and Spaces (2)

☐ I would STOP these Technologies and Spaces (3)

☐ I would ADD these Technologies and Spaces (4)

Q16 As it relates to Services and Programs at your local neighborhood library, list what you would like to Keep, Change, Stop, and Add. Please fill out each box below.

☐ I would KEEP these Services and Programs (1)

☐ I would CHANGE these Services and Programs (2)

☐ I would STOP these Services and Programs (3)

☐ I would ADD these Services and Programs (4)

Page Break

Q17 You're so close to the end! Approximately another four minutes. Thank you for taking to time to impact your community.

Page Break

Q18 During Saint Paul Public Library's strategic planning process, the broader Saint Paul community voiced a need for the library to provide opportunities for families to play together and for the community to create social connections. This is in addition to serving as a place for resources. Please help us understand how your local neighborhood library can play a role in these activities.

Page Break

Q19 People of all ages - not just kids - spend time playing. Play is defined as spending time doing something enjoyable or amusing.

Q20 What types of activities, hobbies, places, and people support play in your, and your family's, life?

Q21 What would you like to see at your local neighborhood library to support play for yourself and for your family?

Page Break

Q22 Culture is defined as a set of beliefs, values, social interactions, practices, lifestyles, and activities.

Q23 What words or phrases would you use to describe your local library's culture?

Q24 How can your local library support your personal lifestyle and culture?

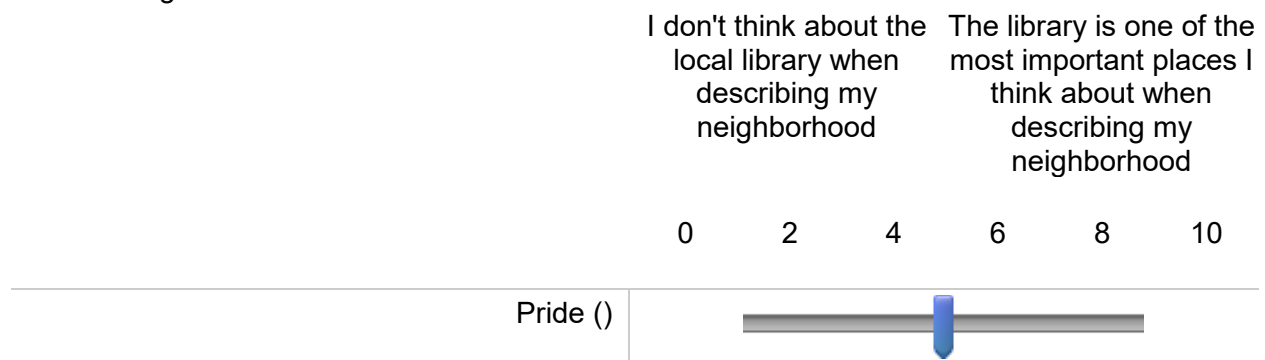
Page Break

Q25 These last few questions will help us understand the level of relationship and connectedness the library has for you and your neighborhood.

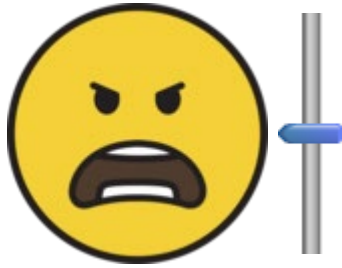
Q26 Based on your overall experience with your local neighborhood library in Saint Paul, how likely are you to recommend it to your family, friends, and colleagues?

- ☐ Extremely likely (1)
- ☐ Moderately likely (2)
- ☐ Slightly likely (3)
- ☐ Neither likely nor unlikely (4)
- ☐ Slightly unlikely (5)
- ☐ Moderately unlikely (6)
- ☐ Extremely unlikely (7)
-

Q27 How would you rate the pride you feel regarding your local neighborhood library? Slide the bar to the right to rate.



Q28 How often do you get what you are looking for at the local library? Move the bar up or down to rate your level of satisfaction.



- 1 (1)
- 2 (2)
- 3 (3)
- 4 (4)
- 5 (5)

Page Break

Q29 Based on your overall experience with your library in Saint Paul, please rate the statements below.

	To a great extent (1)	To a moderate extent (2)	Only slightly (3)	Not at all (4)	I don't know (5)
I know almost everyone at the library (patrons and library staff) (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I always run into a few familiar people (patrons and library staff) (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a sense of belonging and feel welcomed at the library (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library is an important part of my life (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am an important part of what the library is about (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am willing to help make the library better (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I trust the library will have what I need (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library is an important connector in our neighborhood (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The library is
not that
important to
me (9)

☐ ☐ ☐ ☐ ☐

Q30 Based on your overall experience at your library, how does the library make you feel?

	Strongly agree (1)	Agree (2)	Neither agree nor disagree (4)	Disagree (6)	Strongly disagree (7)
Welcomed (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respected (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proud (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connected (with others) (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fulfilled/Helped (with needs) (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scared (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timid (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Irritated (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overwhelmed (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q31 Please rate the following areas based on what you value most about a library experience.

	Strongly value at the library (1)	Neutral (2)	Not a value for me at the library (3)
Connections with other people (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to diverse resources (books, educational tools, tutoring, technology, etc.) (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The physical space and feel of the library (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finding a comfortable spot where I can get things done (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A place my family and I can spend time together (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Being exposed to new things or people (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attending events or meetings (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q32 THANK YOU!

What did we miss?! Please add other thoughts, comments, or suggestions.

End of Block: Default Question Block

FACILITIES MASTER PLAN TOOLKIT



SAINT PAUL
PUBLIC LIBRARY

DESIGN YOUR LIBRARY

Saint Paul Public Library is developing a new facilities master plan that will guide the renovation and use of our buildings to meet the evolving needs of the community and advance our mission of welcoming all people to connect, learn, discover and grow. Building on the community insights outlined in the library's new strategic plan, the facilities master plan will focus on technology and children's learning.

We want to hear from you! Use this toolkit to share feedback.



SCAN THE QR CODE OR VISIT [SPPL.ORG/PLAN](https://sppl.org/plan).

Toolkit Guide

Thank you for checking out the toolkit! This is a great opportunity to gather with your family, neighbors, association, and/or organization to have a hands-on discussion on how the library can support you! Not everyone can make it to a neighborhood forum and it's important we have other tools available for everyone to participate.

Everything you will need to provide your input and opinions for the library facilities masterplan is included in this kit. These activities will support you while you guide the discussion and activities with a small group of people. Although this toolkit can accommodate up to any number of people, it is best to have a group of no more than eight around the table. If you plan to have a larger group, please let the library staff know and they can provide additional activity sheets for multiple tables. The toolkit is designed for approximately, an hour of discussion and activities. However, you can shorten or lengthen the time based on the level of engagement and discussion. Once you are done with your toolkit session. Please put all written materials and sheets back in the toolkit and return to your library prior to January 10, 2020.

All the steps are outlined on the next page! Just follow along. If you have any questions, please contact **the library at spplweb@ci.stpaul.mn.us or 651-266-7000.**



Plan and set the stage

STEP 1

Schedule a time and place to gather and sit down with your family, neighbors, organization, or association.

STEP 2

As a host, make it comfortable! Have some beverages and snacks around, if that is appropriate. You can continue as the facilitator for the discussion or the table can select who is going to walk the group through the tool kit.

STEP 3

Do a brief introduction. You can read from the below script for support.

“Saint Paul Public Library is developing a new facilities master plan that will guide the renovation and use of their buildings to meet the evolving needs of the community and advance their mission of welcoming all people to connect, learn, discover and grow.”

“They can’t do this alone. Our time, today/tonight, is to ensure we, as community members, of all ages, work with the library to provide our opinions and needs as the master planning process begins. Our input is part of a larger community engagement effort from now until January 10, 2020 and it will inform the master planning process and report. As the process moves forward, you will have additional times to provide feedback at library board and city council meetings. Your input will help us make sure Saint Paul Public Library works for everyone.”

STEP 4

Fill out the Toolkit Sign-In sheet. You can send the sheet around for each person to fill out or you can scribe for each person. Whatever is most comfortable for the group. Remember, the names and demographic information is optional. This helps the library understand who is providing input to ensure many diverse voices are gathered.



Roll up your sleeves

STEP 5

How do you use the library?

1. Make sure everyone has two large post-it and a pen/marker.
2. On the first post-it, have each person write #1.
3. Ask them to think about all the different ways they use their library and have them write it on one of the large post-its. Make sure YOU participate too!
4. Take a few minutes in silence for the group to finish writing.
5. Now ask them to circle the uses they think are most important for them to use at the library. Most important uses can be the ones that are key or are used more often.
6. After everyone is done, go around the table and have each person share their top three.
7. As everyone is sharing, look for similarities. What are the differences?
8. Have everyone hold on to the post-it and collect at the end of the session.

STEP 6

What do you need from your library?

1. On the second post-it, have the group write #2
2. Ask them to think about what they need from their library to support them as individuals, as a family, and/or as a organization/association and write their needs on the post it labeled #2.
 - a. Examples questions could be:
 - i. *What do you need to support your learning?*
 - ii. *What do you need for your family to play and learn together?*
 - iii. *What do you need to feel culturally supported?*
3. Take a few minutes in silence for them to finish writing on the post-it.
4. After everyone is done go around the table and have each person pick two needs to share with the group.
5. Have everyone hold on to the post-it's and collect at the end of the session.



Roll up your sleeves (continued)

STEP 7 - A

What would you keep, change, stop, and add to your local library?

1. Take out the activity sheet with Keep, Change, Stop, Add on it.
2. There are four boxes on the sheet. Ask the group to go box by box and write down all the ideas and opinions they (as a group) have on what they would like to **keep** in their local library, **change** in their local library, **stop** at or remove from their local library, and finally, **add** to their local library.
 - a. This can be about the physical space, technology, resources, services, programs, hours, etc. Make sure to ask additional questions like...
 - i. *What about technology support would support your need(s)?*
 - ii. *What about the physical space?*
 - iii. *What about programs or services?*
3. After the group is finished with ideas. Ask the group to choose the most important idea from either the change box or the add box.
4. Ask the group to circle that one idea.

Keep	Stop
Change	Add

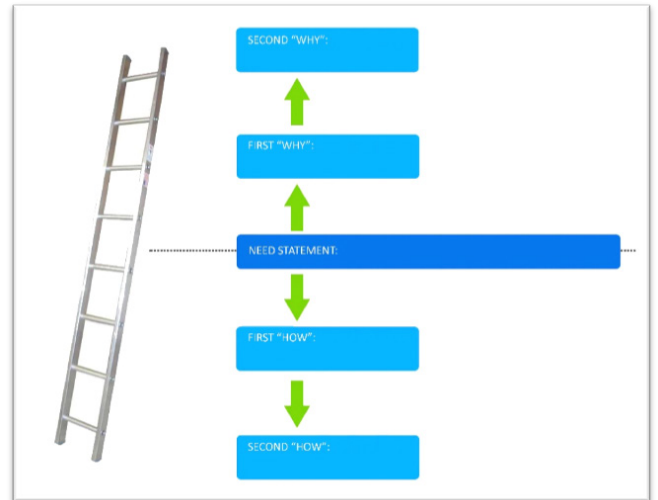


Roll up your sleeves (continued)

STEP 7 - B

How might we...

1. Take out the activity sheet with the image of a ladder on it.
2. Here you are designers and creating solutions for the group's most important idea from activity 1. (Yes, the group can do additional ideas, **AFTER** one idea is worked through.
3. Ask the group to write down the most important idea from the previous activity (from change or add boxes) in the middle of the sheet where it says "Need Statement".
 - a. for example, "Need Statement: a new, better entrance to the building"
4. Ask the group, "Why do you believe this need exists?"
 - a. for example, "why do you believe we need a better entrance?"
5. Encourage them to come up with one answer as a group and write it down in the box that says "First Why".
 - a. for example, "Because people need to feel welcomed into the space."
6. Now take this new statement and ask them again: "Why do you believe this new need exists?"
 - a. for example, "why do people need to feel welcomed into the space?"
7. Again, encourage them to answer the new questions and come up with another statement and write it down in the box that says "second why".
 - a. for example, "because people need to feel they belong."



By asking "Why", we get to more needs. Now it's time to also explore some solutions by asking "How":

8. Read the "Need Statement" in the middle of the sheet one more time.
9. Ask the group, "How do we respond to or solve for this need?"
 - a. for example, "How do we create a new, better entrance to the building"
10. Encourage them to come up with one solution and write it down in the box that says "First How".
 - a. for example, "By turning the entrance into a place that embraces people!"
11. Now take this solution and ask them again: "How do you think we can respond to or solve for the new need?"
 - a. for example, "How do we create an entrance that embraces people?"
12. Again, encourage them to come up with a new solution and write it down in the box that says "Second Why".
 - a. for example, "By adding local public art from diverse artists, every month, right inside the entrance."

The activity stops here. But if you have time left, then feel free to keep asking "Why" and "How" as many times as you want to get to more needs and ideas. Or, start with another idea and create a new need statement.



Closing

Before you close the session. Please provide an addition post-it note for any additional comments or ideas that individuals may feel they were not able to express.

Once that is complete. Collect all the sheets and materials and return into the toolkit box. Make sure to include the Toolkit Sign In sheet so we know what library the group is giving input on.

Thank everyone and take a two more minutes to answer the questions below.

1. How did you like the toolkit? (0 = didn't like it at all, 5=loved it)

0 1 2 3 4 5

2. Where the instructions and activities easy to follow?

(0=we really struggled and gave up, 3=it took a bit of time but we got it, 5=really easy)

0 1 2 3 4 5

3. How could we make the toolkit better?

If you have any questions please contact the library at spplweb@ci.stpaul.mn.us or 651-266-7000.



What Saint Paul local neighborhood library are you discussing? (required)

- ☐ Family
- ☐ Association _____ (please name)
- ☐ Organization _____ (please name)
- ☐ Service Club _____ (please names)
- ☐ School/Class _____ (please name school and class)
- ☐ Business _____ (please name)
- ☐ Other _____ (please name)

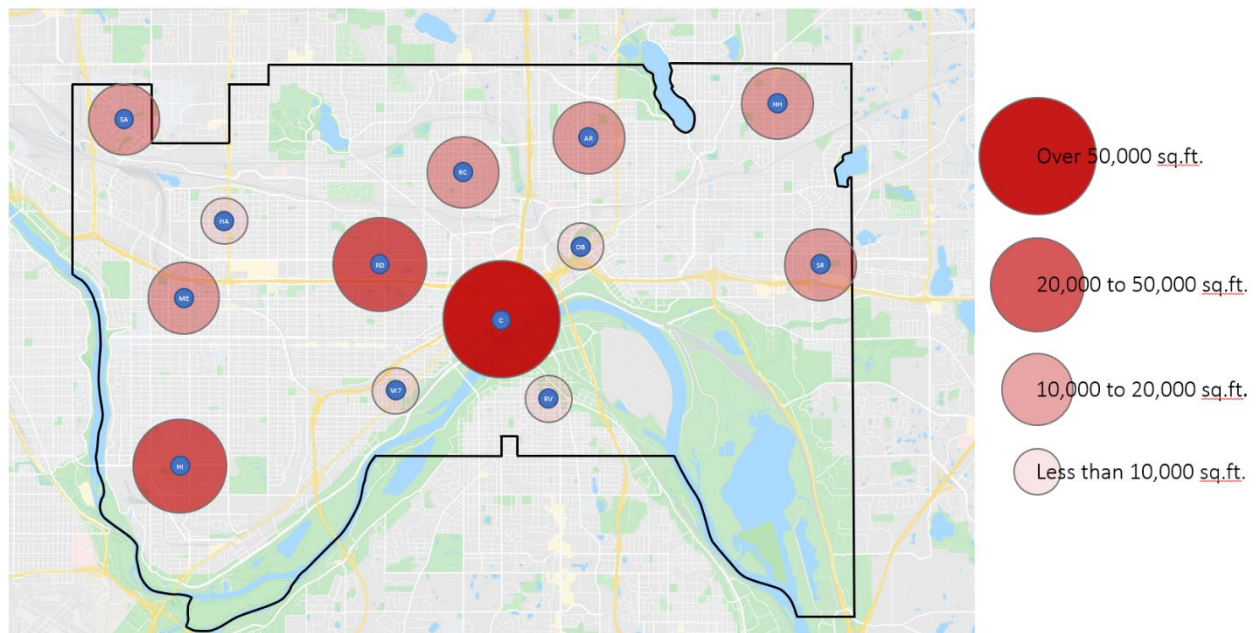
Please fill in a line for each person around the table. OPTIONAL

[illegible]

APPENDIX C

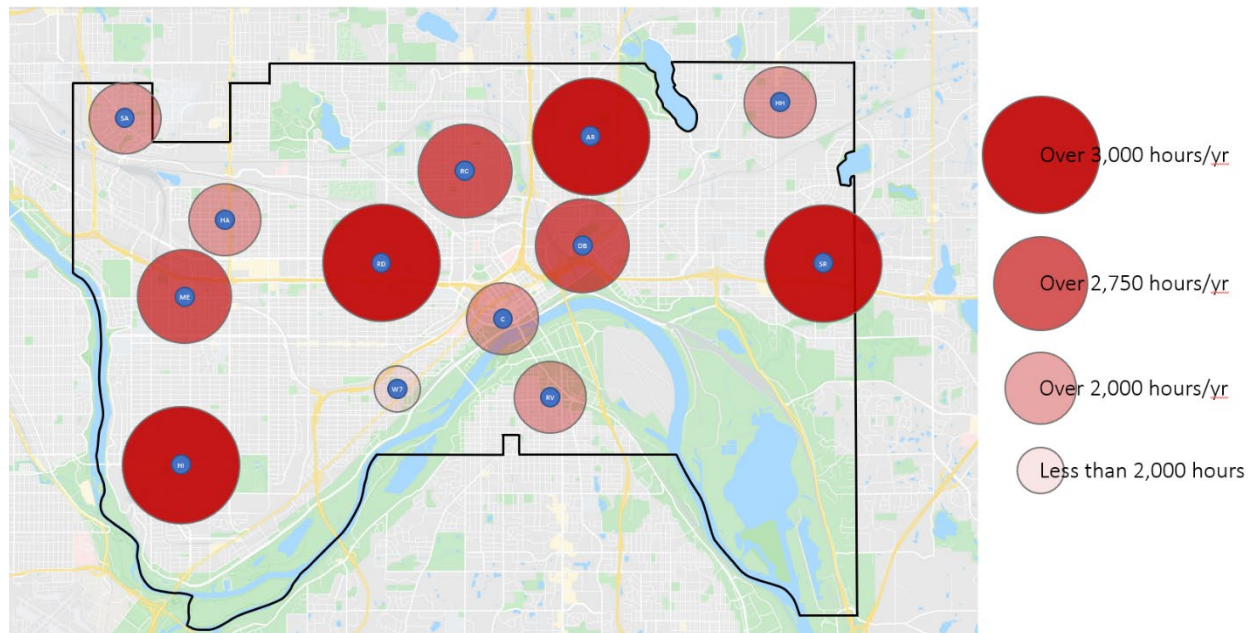
System Maps, Data & Definitions

Saint Paul Public Library / Library Locations by Gross Area



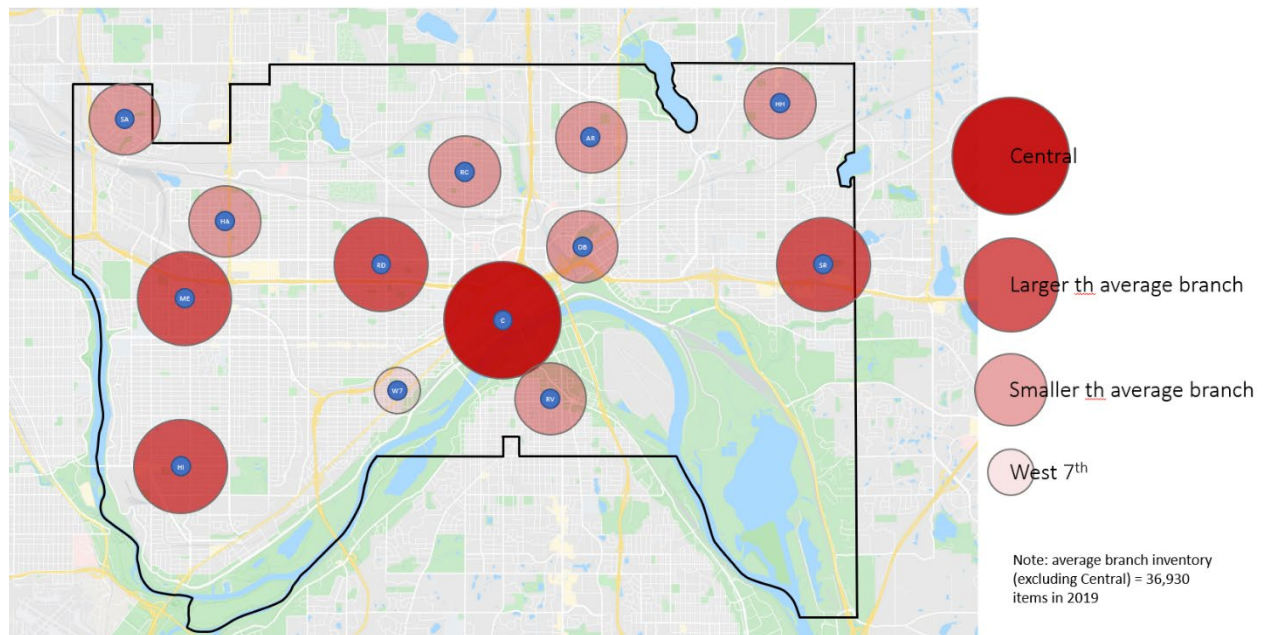
BUILDING AREA SQ.FT.					
	2015	2016	2017	2018	2019
SYSTEM	280,846	280,846	280,846	280,846	280,846
George Latimer Central	90,353	90,353	90,353	90,353	90,353
Rondo	34,270	34,270	34,270	34,270	34,270
Highland Park	29,083	29,083	29,083	29,083	29,083
Merriam Park	16,923	16,923	16,923	16,923	16,923
Sun Ray	15,530	15,530	15,530	15,530	15,530
Rice Street	12,846	12,846	12,846	12,846	12,846
Hayden Heights	12,324	12,324	12,324	12,324	12,324
Saint Anthony Park	10,590	10,590	10,590	10,590	10,590
Arlington Hills	10,281	10,281	10,281	10,281	10,281
Hamline Midway	8,194	8,194	8,194	8,194	8,194
Riverview	7,803	7,803	7,803	7,803	7,803
Dayton's Bluff	6,664	6,664	6,664	6,664	6,664
West 7th	1,371	1,371	1,371	1,371	1,371

Saint Paul Public Library / Hours of Service



HOURS / YEAR					
	2015	2016	2017	2018	2019
SYSTEM	35,308	35,308	35,308	35,308	35,308
Arlington Hills	3,068	3,068	3,068	3,068	3,068
Highland Park	3,068	3,068	3,068	3,068	3,068
Rondo	3,068	3,068	3,068	3,068	3,068
Sun Ray	3,068	3,068	3,068	3,068	3,068
Dayton's Bluff	2,756	2,756	2,756	2,756	2,756
Merriam Park	2,756	2,756	2,756	2,756	2,756
Rice Street	2,756	2,756	2,756	2,756	2,756
George Latimer Central	2,704	2,704	2,704	2,704	2,704
Hamline Midway	2,548	2,548	2,548	2,548	2,548
Hayden Heights	2,548	2,548	2,548	2,548	2,548
Riverview	2,548	2,548	2,548	2,548	2,548
Saint Anthony Park	2,548	2,548	2,548	2,548	2,548
West 7th	1,872	1,872	1,872	1,872	1,872

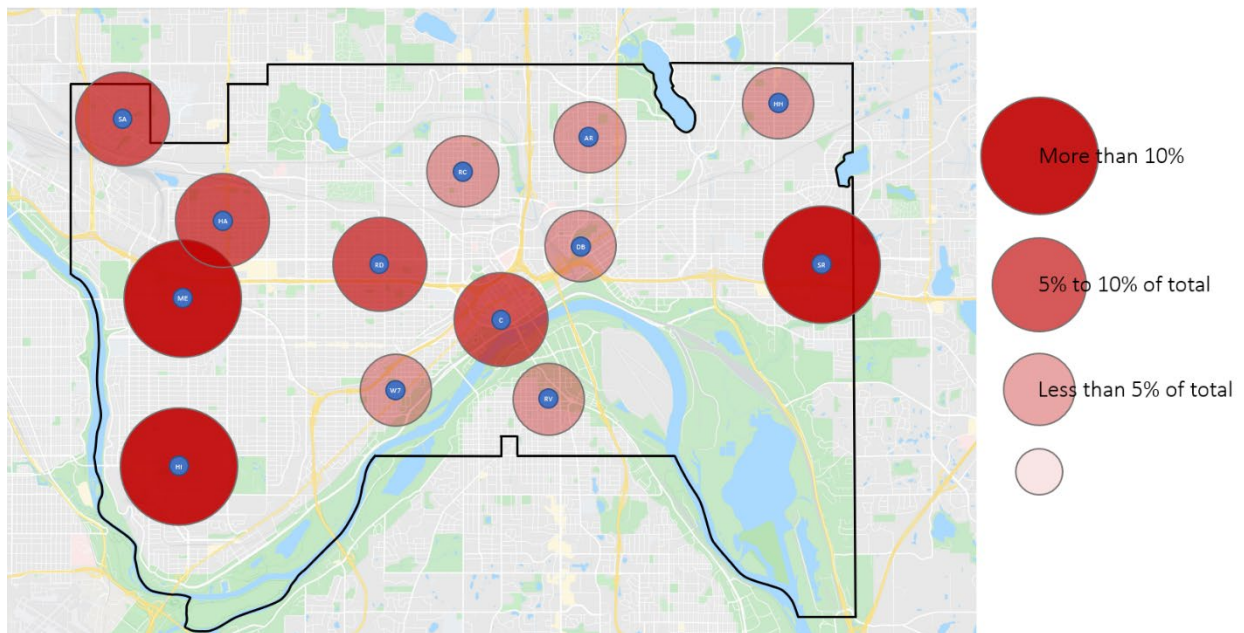
Saint Paul Public Library / Items Held



BRANCH COLLECTIONS INDEXED AGAINST AVERAGE BRANCH COLLECTION SIZE

	2015	2016	2017	2018	2019	Index ave
SYSTEM	48,116	47,152	45,811	36,667	36,930	
George Latimer Central						
Rondo	1.88	1.96	1.90	1.62	1.64	1.80
Merriam Park	1.59	1.53	1.57	1.87	1.87	1.68
Highland Park	1.56	1.53	1.55	1.86	1.83	1.66
Sun Ray	1.40	1.42	1.41	1.41	1.37	1.40
Rice Street	0.96	0.96	0.96	0.81	0.82	0.90
Hayden Heights	1.00	0.93	0.88	0.81	0.82	0.89
Saint Anthony Park	0.79	0.82	0.82	0.94	0.92	0.86
Dayton's Bluff	0.71	0.73	0.74	0.58	0.59	0.67
Hamline Midway	0.59	0.61	0.64	0.70	0.71	0.65
Arlington Hills	0.68	0.67	0.68	0.57	0.58	0.64
Riverview	0.64	0.64	0.63	0.58	0.59	0.62
West 7th	0.21	0.20	0.23	0.24	0.25	0.22

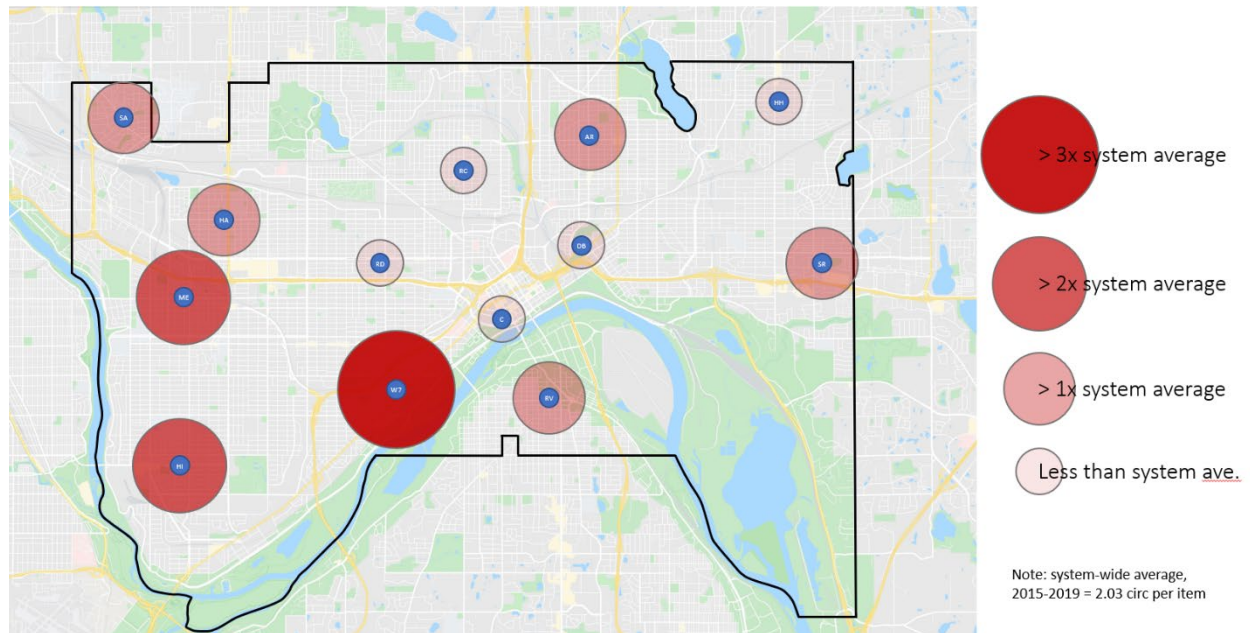
Saint Paul Public Library / Circulation (Share of System Total)



CIRCULATION share of system total

	2015	2016	2017	2018	2019	Average
Highland Park	21.1%	20.8%	21.4%	21.5%	20.9%	21.1%
Merriam Park	16.6%	17.1%	17.9%	17.9%	16.9%	17.3%
Sun Ray	11.6%	10.4%	10.0%	9.9%	9.3%	10.2%
George Latimer Central	6.7%	7.3%	8.1%	8.3%	11.5%	8.4%
Saint Anthony Park	7.2%	7.4%	7.9%	7.5%	7.2%	7.4%
Rondo	7.6%	7.0%	4.4%	5.9%	5.6%	6.1%
Hamline Midway	4.8%	5.6%	6.4%	6.7%	6.0%	5.9%
Arlington Hills	5.1%	5.2%	4.8%	4.3%	4.6%	4.8%
Rice Street	5.3%	4.6%	4.5%	4.1%	4.0%	4.5%
Hayden Heights	4.4%	4.6%	4.2%	4.0%	3.5%	4.1%
West 7th	3.2%	3.4%	3.7%	3.7%	3.8%	3.6%
Riverview	3.3%	3.5%	3.6%	3.4%	3.6%	3.5%
Dayton's Bluff	3.3%	3.1%	3.2%	2.9%	3.1%	3.1%

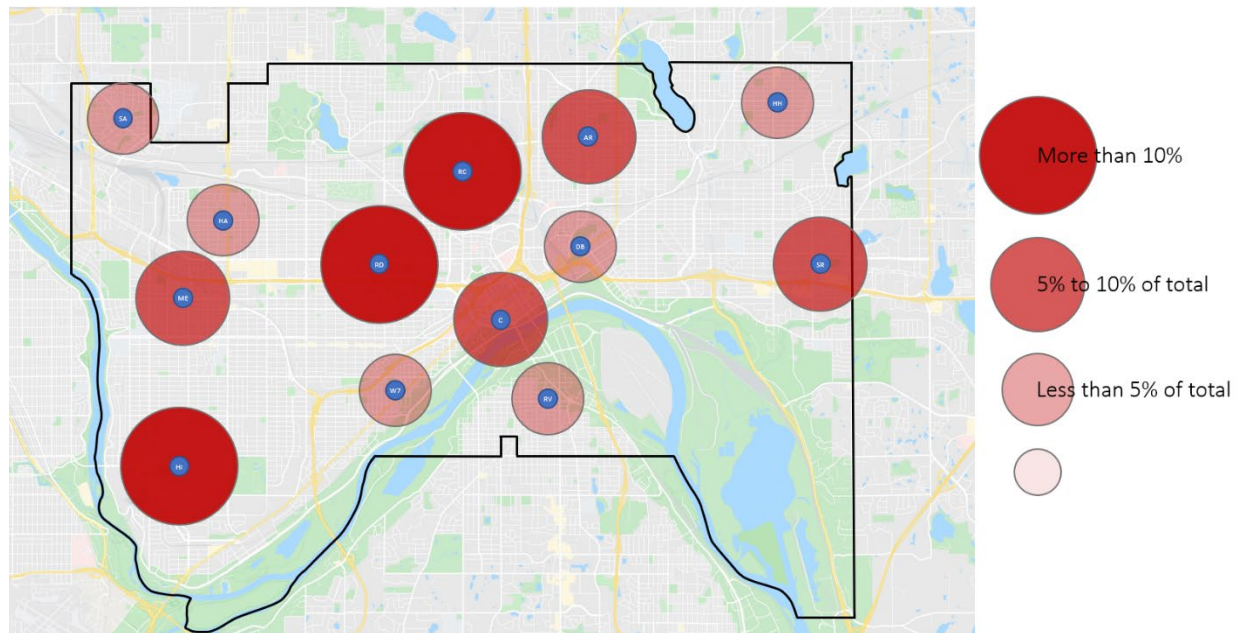
Saint Paul Public Library / Circulation per Item Held (Turnover Rate)



CIRCULATION PER ITEM HELD

	2015	2016	2017	2018	2019	Average	Index
SYSTEM	2.16	2.01	1.84	2.00	2.13	2.03	1.00
West 7th	6.42	6.37	5.74	6.44	6.76	6.34	3.13
Highland Park	5.54	5.21	4.86	4.85	4.98	5.09	2.51
Merriam Park	4.30	4.29	4.01	3.99	3.94	4.11	2.02
Hamline Midway	3.35	3.49	3.52	4.00	3.69	3.61	1.78
Saint Anthony Park	3.74	3.45	3.37	3.31	3.41	3.46	1.70
Arlington Hills	3.06	2.96	2.46	3.16	3.50	3.03	1.49
Sun Ray	3.39	2.80	2.49	2.92	2.96	2.91	1.44
Riverview	2.07	2.11	2.04	2.41	2.66	2.26	1.11
Rice Street	2.27	1.84	1.65	2.11	2.11	1.99	0.98
Dayton's Bluff	1.88	1.66	1.53	2.06	2.27	1.88	0.93
Hayden Heights	1.79	1.89	1.67	2.09	1.87	1.86	0.92
Rondo	1.67	1.37	0.81	1.52	1.48	1.37	0.68
George Latimer Central	0.39	0.40	0.40	0.39	0.59	0.44	0.21

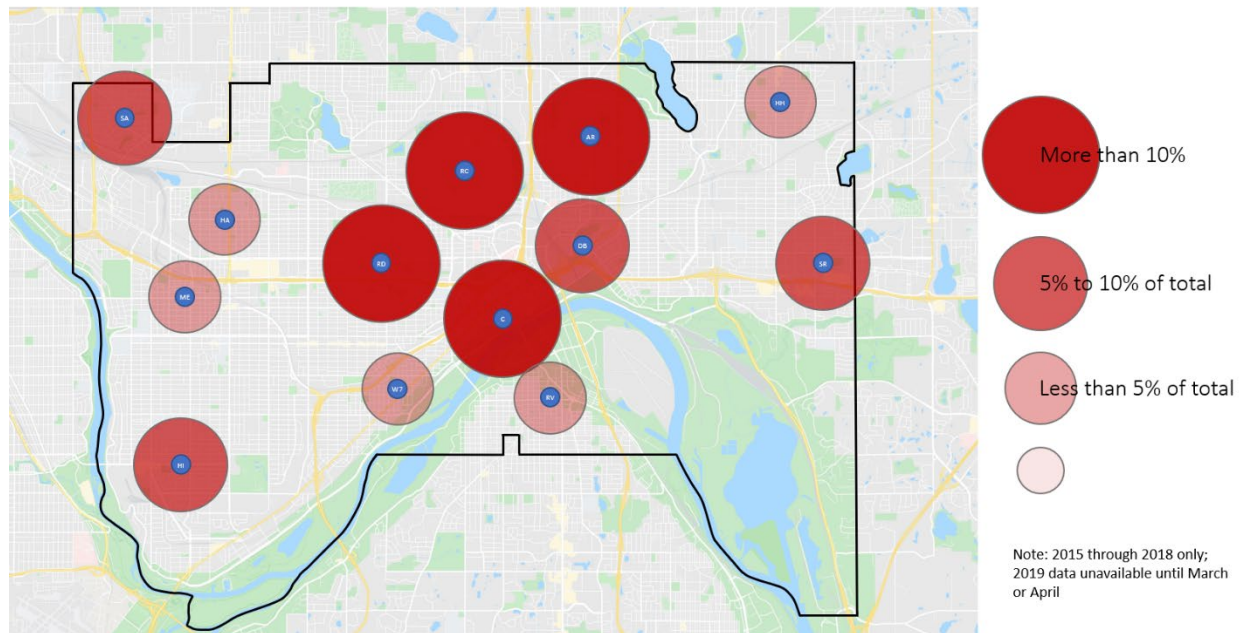
Saint Paul Public Library / Visits (Share of System Total)



VISITS SHARE OF SYSTEM TOTAL

	2015	2016	2017	2018	2019	Average
SYSTEM	100%	100%	100%	100%	100%	
Rondo	18.1%	17.4%	11.5%	16.9%	18.7%	16.5%
Highland Park	14.5%	13.9%	14.9%	14.6%	14.5%	14.5%
Rice Street	9.8%	9.9%	11.3%	11.0%	10.6%	10.5%
Sun Ray	9.8%	10.3%	10.5%	9.4%	9.5%	9.9%
George Latimer Central	9.2%	8.6%	9.5%	8.5%	8.6%	8.9%
Merriam Park	7.5%	7.2%	7.6%	7.2%	7.1%	7.3%
Arlington Hills	7.1%	6.9%	7.2%	8.0%	6.9%	7.2%
Hamline Midway	4.2%	5.0%	5.5%	5.0%	4.7%	4.9%
Saint Anthony Park	4.5%	4.8%	5.1%	4.4%	4.8%	4.7%
Dayton's Bluff	4.8%	4.8%	4.7%	3.9%	3.6%	4.4%
Riverview	3.5%	4.2%	5.0%	4.4%	4.2%	4.3%
Hayden Heights	4.0%	4.1%	4.2%	3.6%	3.6%	3.9%
West 7th	3.0%	2.9%	3.1%	3.2%	3.2%	3.1%

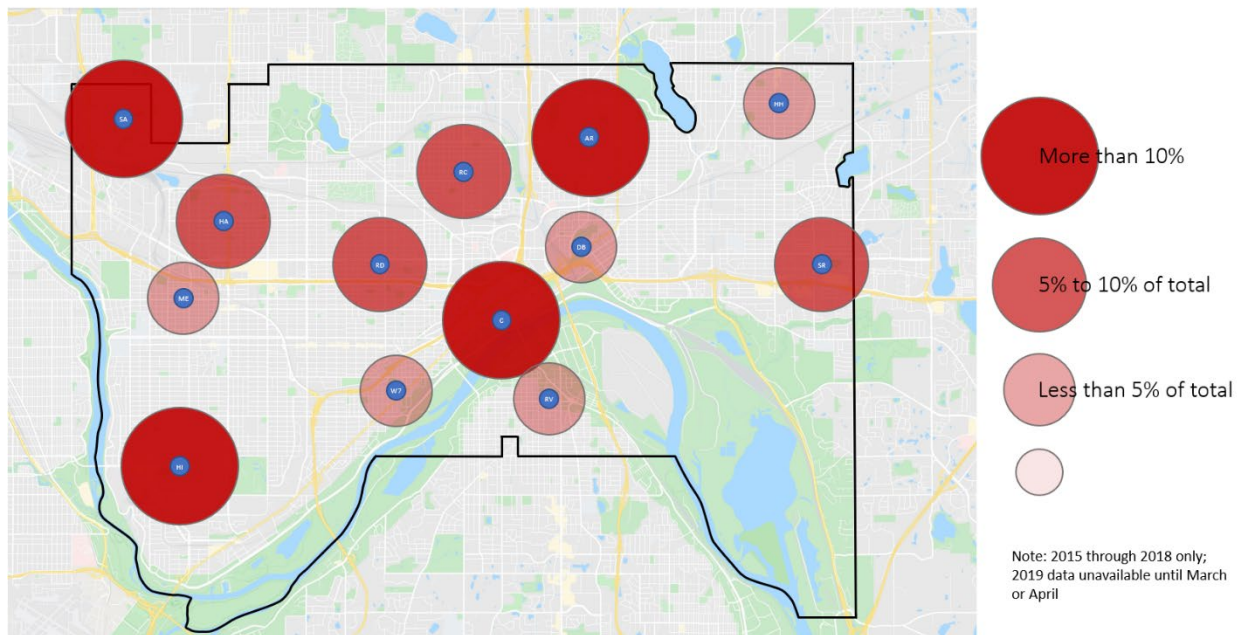
Saint Paul Public Library / Program Events (Share of System Total)



PROGRAM EVENTS (share of system total)

	2015	2016	2017	2018	2019	Average
SYSTEM	100.00%	100.00%	100.00%	100.00%		
Arlington Hills	16.30%	15.33%	16.01%	14.03%		15.42%
George Latimer Central	9.26%	8.93%	15.38%	17.10%		12.67%
Rondo	13.16%	12.11%	7.16%	12.26%		11.17%
Rice Street	14.15%	9.48%	7.27%	12.31%		10.80%
Saint Anthony Park	9.10%	9.01%	8.92%	8.82%		8.97%
Sun Ray	8.30%	9.77%	11.62%	4.50%		8.55%
Highland Park	7.23%	8.14%	8.18%	8.44%		8.00%
Dayton's Bluff	5.98%	4.72%	5.08%	5.37%		5.28%
Hamline Midway	3.46%	6.28%	5.38%	3.79%		4.73%
Merriam Park	4.28%	3.39%	5.26%	4.39%		4.33%
Riverview	2.48%	4.99%	3.23%	3.82%		3.63%
Hayden Heights	3.22%	4.20%	3.56%	2.93%		3.48%
West 7th	3.08%	3.63%	2.95%	2.24%		2.97%

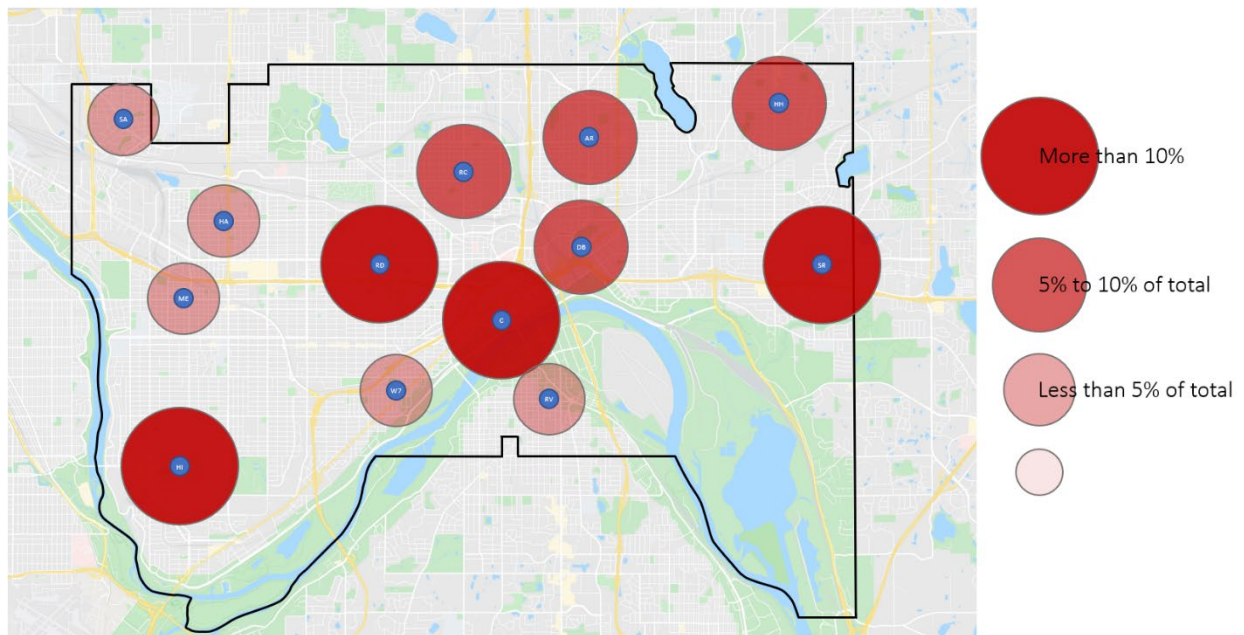
Saint Paul Public Library / Program Attendance (Share of System Total)



PROGRAM ATTENDANCE (share of system total)

	2015	2016	2017	2018	2019	Average
SYSTEM						
Arlington Hills	20.89%	17.26%	20.00%	14.86%		18.25%
Saint Anthony Park	14.20%	14.95%	15.61%	15.75%		15.13%
George Latimer Central	9.42%	10.64%	16.55%	14.93%		12.89%
Highland Park	10.14%	8.83%	10.17%	11.51%		10.16%
Rondo	11.11%	9.64%	5.54%	9.46%		8.94%
Sun Ray	6.12%	7.30%	5.47%	4.12%		5.75%
Rice Street	6.26%	4.91%	4.15%	6.96%		5.57%
Hamline Midway	5.24%	6.58%	5.88%	4.48%		5.55%
Merriam Park	5.43%	4.51%	5.33%	4.52%		4.95%
Dayton's Bluff	4.44%	4.12%	4.44%	4.80%		4.45%
Hayden Heights	2.27%	3.98%	3.91%	3.15%		3.33%
Riverview	2.09%	4.46%	2.49%	3.15%		3.05%
West 7th	2.38%	2.82%	0.45%	2.32%		1.99%

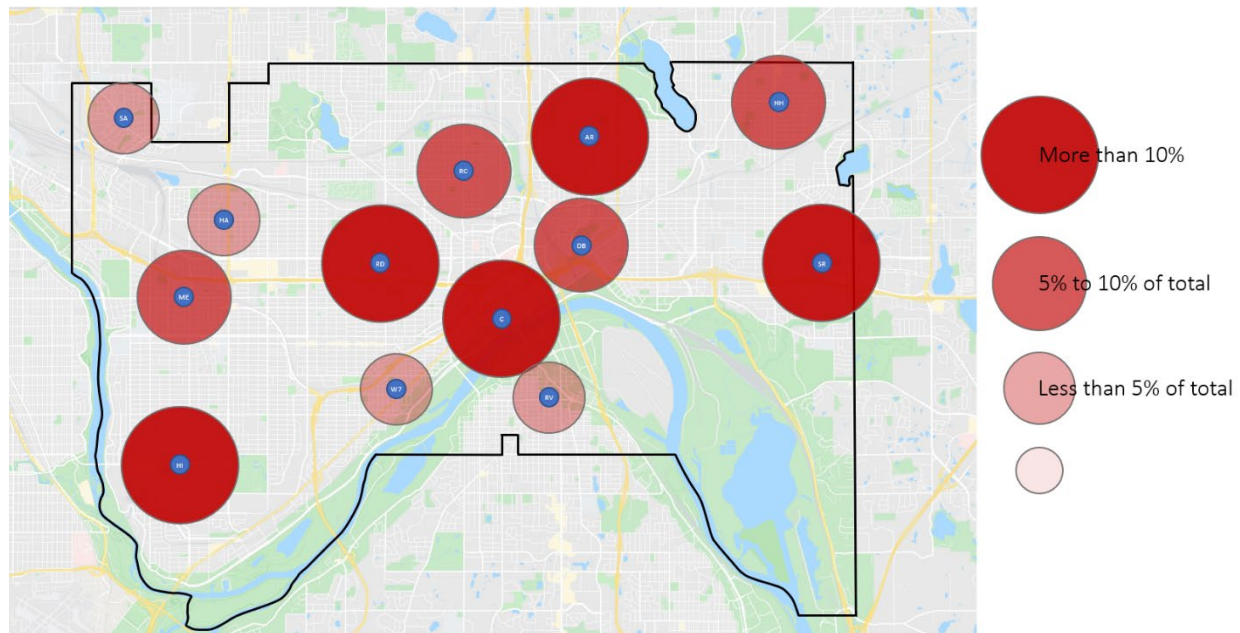
Saint Paul Public Library / Technology Stations (Share of System Total)



PUBLIC ACCESS TECHNOLOGY STATIONS (share of system total)

	2015	2016	2017	2018	2019	Average
SYSTEM						
Rondo	16.36%	15.58%	15.87%	18.52%	18.52%	16.97%
George Latimer Central	14.00%	16.81%	16.93%	13.94%	13.94%	15.13%
Highland Park	12.36%	11.86%	11.82%	10.46%	10.46%	11.39%
Sun Ray	12.18%	10.44%	10.41%	10.46%	10.46%	10.79%
Arlington Hills	8.36%	11.50%	11.46%	7.84%	7.84%	9.40%
Rice Street	8.73%	8.14%	7.58%	8.50%	8.50%	8.29%
Hayden Heights	5.45%	5.13%	5.29%	6.32%	6.32%	5.70%
Dayton's Bluff	5.27%	4.96%	5.29%	6.10%	6.10%	5.54%
Merriam Park	3.64%	3.54%	3.35%	4.14%	4.14%	3.76%
Hamline Midway	4.55%	3.01%	3.00%	3.49%	3.49%	3.50%
West 7th	3.09%	3.19%	3.17%	3.70%	3.70%	3.37%
Saint Anthony Park	3.09%	3.01%	3.00%	3.27%	3.27%	3.13%
Riverview	2.91%	2.83%	2.82%	3.27%	3.27%	3.02%

Saint Paul Public Library / Public Internet Use (Share of System Total)

**PUBLIC INTERNET COMPUTER USE (share of system total)**

	2015	2016	2017	2018	2019	Average
SYSTEM						
Rondo	19.44%	17.97%	12.07%	17.58%	18.02%	17.02%
Sun Ray	11.79%	12.21%	12.09%	11.22%	11.48%	11.76%
Arlington Hills	10.96%	10.72%	12.07%	12.30%	11.69%	11.55%
George Latimer Central	9.52%	10.18%	12.68%	11.82%	12.38%	11.32%
Highland Park	9.32%	10.01%	10.42%	10.23%	10.19%	10.04%
Rice Street	9.31%	9.47%	10.18%	8.68%	8.72%	9.27%
Hayden Heights	6.04%	6.11%	6.27%	5.80%	5.28%	5.90%
Merriam Park	6.07%	5.75%	5.63%	5.21%	5.00%	5.53%
Dayton's Bluff	4.83%	5.42%	5.82%	5.75%	5.69%	5.50%
Hamline Midway	4.04%	3.81%	3.91%	3.73%	3.53%	3.80%
Riverview	3.17%	3.55%	3.97%	3.78%	3.71%	3.64%
West 7th	2.95%	2.61%	2.60%	2.23%	2.42%	2.56%
Saint Anthony Park	2.57%	2.19%	2.30%	1.66%	1.88%	2.12%

Stress Test Findings

The study team examined space use at each of SPPL's branch locations, applying a library space needs planning model developed by study team member Anders Dahlgren (Public Library Space Needs: A Planning Outline, published by the Wisconsin state library agency – <https://dpi.wi.gov/pld/boards-directors/space-needs>). The study team adapted this planning model to produce a “stress test” assessment of space needs for each branch location. The goal was to assess the general adequacy of each building given the inventory of resources and services housed at each location.

The existing resource and service inventory was identified at each branch location (inventories for collections, technology stations, and reader seating; staff work stations, meeting room capacities, among other factors). Unit space allowances are applied to this service inventory to produce an estimate of space need for each location. The intent was to identify which service locations, if any, were housed in a setting that was “out of balance,” where the current resource and service inventory did not correspond to the amount of floor space currently available. The study team defined “out of balance” as a deviation of more than $\pm 20\%$ between the amount of space the existing resource and service inventory should occupy and the amount of space that the existing building offers. Any location that meets this threshold is likely supporting more resources and more services than its available space is designed to support. Often, but not always, this can indicate a degree of overcrowding at the location in question.

The results of the service and space inventory are detailed in Appendix D. Five branch locations were found to be “out of balance” – Dayton's Bluff, Merriam Park, Saint Anthony Park, Sun Ray, and West 7th. In each instance, the findings of this examination suggested that the resource and service inventory at these locations should be housed in a space that is at least 20% larger than the existing building affords. As a point of information, there were two locations – Highland Park and Rondo – that produced a finding that the current resource and service inventory needed less space than the current building offers, although neither met the $\pm 20\%$ threshold. The Central Library was not included in this examination because the complexity of the analysis at Central was beyond the scope of this study.

- Consider the most effective strategies to bring each of the five identified locations into better balance. This may include expanding the current building, building a new building, or adjusting the resource and service inventory to more closely align with the capacities of the building, or a combination of the preceding.

	<u>Sq. ft. act</u>	<u>Sq. ft. need</u>	<u>Difference</u>	<u>Pct. difference</u>
Arlington Hills	10,281	11,011	730	7.10%
Dayton's Bluff	6,664	9,096	2,432	36.49%
Hamline Midway	8,194	9,112	918	11.20%
Hayden Heights	12,324	13,652	1,328	10.78%
Highland Park	29,083	25,763	(3,320)	-11.41%
Merriam Park	16,923	21,331	4,408	26.05%
Rice Street	12,846	14,476	1,630	12.69%
Riverview	7,803	7,959	156	2.00%
Rondo	34,720	31,193	(3,527)	-10.16%
Saint Anthony Park	10,590	13,748	3,158	29.82%
Sun Ray	15,530	20,421	4,891	31.50%
West 7 th	1,371	3,866	2,495	182.00%

APPENDIX D

National Trends

Local Service Trends Over Time

The study team assembled data from the library's annual Agency Profile Summary to gain an understanding of local service trends. The library's Agency Profile Summary reports out essential resource allocation and activity data for each of the library's physical service points.

Data elements studied include, among others:

- Number of Hours Open
- Collection Inventory
- Circulation Activity
- Visits
- Program Events
- Program Attendance
- Computer Stations For Public Use
- Public Internet Computer Use

It is important to keep in mind that the study team's compilation focused strictly on data from the library's thirteen fixed, physical locations. For some data elements this presents only a partial description of Saint Paul Public Library's full, system-wide activities. With regard to collection inventory, for example, the tallies assembled by the study team did not include inventory assigned to the library's bookmobile. The bookmobile was not included in the scope of this examination because it is not a fixed facility. In a similar way and for a similar reason, circulation statistics examined by the study team did not include circulation transactions from the bookmobile. In addition, circulation statistics do not include circulation of e-books and e-materials because those transactions are not necessarily attached to or associated with a specific physical location. The study team's focus was the thirteen fixed physical locations.

Findings from this review are presented in greater detail in this Appendix. Among the key findings are the following:

- In the assessment of the study team, the physical locations operated by the library are distributed across the library's jurisdiction in a way that offers reasonable physical access by residents; there are no obvious gaps in coverage or access
- Moreover, the number of hours of operation appears to be reasonably dispersed across the jurisdiction. Eight of the thirteen agencies are open seven days a week; four of those are open more than 3,000 hours a year, and another three are open more than 2,750 hours a year. These agencies with more extended service hours are distributed across the jurisdiction so as to complement the location of agencies with more limited service hours.
- Systemwide, the library's physical inventory has decreased since 2010, from slightly over 1 million items to just over 750,000 items. During this time, access to e-content has increased.
- Within the system, collection inventory held at the Central Library has averaged around 40% over the last five years.
- Among the branches, four maintain a collection inventory that exceeds the average branch inventory – Rondo, Merriam Park, Highland Park, and Sun Ray. These four are distributed across the community geographically, and all are open more than 2,750 hours a year (with Rondo, Highland Park, and Sun Ray offering more than 3,000 hours of access per year).
- Total circulation at the library's physical locations has decreased, from 1.9 million in 2015 to 1.6 million in 2019. It must be noted that this tally includes only the circulation of a physical item from a specific physical place.

- The locations that offer the largest collection inventories and the most hours of access per week or year are also the locations that generate the most circulation activity. Highland Park, Merriam Park, and Sun Ray each generate more than 10% of the total systemwide circulation transactions.
- When activity levels are measured by the number of annual visits, a different pattern of use emerges among the branches. A different group of locations reports the greatest number of visits. Rondo, Highland Park, and Rice Street each report receiving more than 10% of the system's total visits.
- Yet another measure of activity reports the total number of program events. Here, four locations report holding at least 10% of the system's total program events – Arlington Hills, the Central Library, Rondo, and Rice Street. Over the last five years, these are the most active locations in terms of number of programs.
- Total program attendance often follows total program events (more events usually translates into higher total attendance), and that is mostly the case with Saint Paul Public Library. Arlington Hills, the Central Library, and Highland Park are service locations that each report more than 10% of the total system program attendance – more or less expected, since these locations also report at least 10% of total system program events. Joining this group, however, is Saint Anthony Park, which is in the second tier with regard to total program events (locations that report 5% to 10% of total program events) but reports more than 15% of the system's total program attendance. Saint Anthony Park's programs appear to draw unusually large audiences.
- Over the last five years, the library has eliminated 91 public access computer stations systemwide. The inventory has been reduced at every physical location, except West 7th.
- In spite of the reduction in the number of technology stations available for public use, the number of computer sessions has decreased by only 1% over the five-year period. In 2019, use levels were higher at eight of the library's thirteen locations than was the case in 2015.

Comparison with Peer Libraries Provides Context

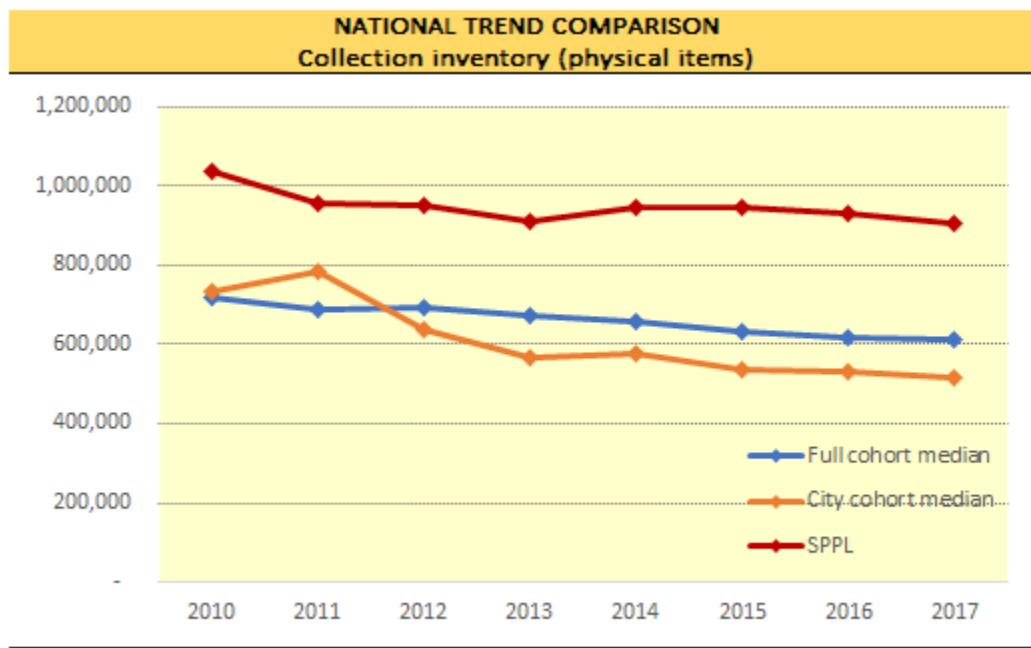
Local trends are useful to know, but by themselves are of limited value. It's good to know, for instance, that the library's collection inventory is presently roughly 750,000 items or that the library generated 1.6 million circulation transactions in its latest reporting year, but do those tallies indicate a robust service setting? A deeper, richer understanding of local trends emerges when the subject library is placed in the context of a group of peer libraries. To that end, the study team drew a comparative cohort from the public library database maintained by the Institute for Museum and Library Services (IMLS). The IMLS database is assembled each year with the cooperation of the state library agencies across the country, aggregating the public library annual report data that each state library agency is mandated to gather from the public libraries in its state.

This cohort of peer libraries included all libraries in the U.S. serving 250,000 to 500,000 population. There were 112 libraries in the full cohort, including Saint Paul Public Library. A subset of the full cohort was also examined, including only the libraries operated by municipalities. This excluded libraries that serve a full county or multiple jurisdictions, the thinking being that those libraries were more likely to serve a notably larger geographic area. The subset included about two dozen libraries.

Findings from this review are presented in this Appendix. Among the key findings are the following:

- Saint Paul Public Library maintains a larger, richer, more diverse collection than its peers do. SPPL's collection inventory is roughly 43% larger than the median collection inventory reported for the full peer cohort, and 58% larger than the median collection inventory reported for the city peer cohort subset.
- Total collection inventory reported by the full cohort and by the city subset cohort declined between 2010 and 2017. This indicates that the decline in SPPL's combined physical inventory identified in the examination of local service trends is part of a larger, common experience among other libraries of similar size. Between 2010 and 2017 the median collection inventory among full peer cohort decreased by 14%, the median collection inventory among the city peer cohort subset decreased by 29%, while the collection inventory at SPPL decreased by 12%.
- By the measure of total annual circulation, Saint Paul Public Library is more actively used than its peers. In comparison with the full peer cohort, SPPL circulates about 25% more items per year; in comparison with the city peer cohort subset, SPPL circulates 71% more items per year.
- Total circulation among SPPL's peer libraries, however, is in decline. This, too, suggests that the local trend identified earlier is part of a broader trend among libraries. (Actually, the aggregate collection inventory held among all public libraries across the country peaked in 2009 and has been in consistent decline since.) Between 2010 and 2017, the median circulation tally among the full peer cohort decreased by 11%, the median among the city peer cohort subset decreased by 40%, while SPPL reported a decrease of 20%.
- A similar pattern is evident with regard to total annual visits. Saint Paul Public Library locations are visited much more often than the combined visits reported by its peers – 60% more visits than the median reported for the full peer cohort and almost 80% more visits than the median reported for the city peer cohort subset. The total number of visits, however, is in decline – down 18% among the full cohort between 2010 and 2017, down 32% among the city cohort subset, and down 22% at SPPL.
- Libraries across the board are expanding and promoting the number of program events. The local trend reported for SPPL revealed an increase in program events in recent years, and broader national trends report a similar result. Between 2010 and 2017, the full peer cohort reported a 42% increase in total program events, the city cohort subset reported a 51% increase and SPPL reported a 75% increase. The total number of program events offered by Saint Paul Public Library is more than two times the median reported by either the full peer cohort or the city peer cohort.
- Despite the system-wide reduction in the inventory of technology stations for public use reported previously, SPPL maintains a notably larger inventory than its peers do. In comparison with the full peer cohort, SPPL has maintained, on average, 82.1% more stations; in comparison with the city cohort subset, SPPL has maintained, on average, 100% more stations. More stations translates to greater access.
- The number of internet sessions associated with technology stations the library provides has started to decrease among libraries nationwide. Within the full peer cohort, there were 32.0% fewer internet sessions in 2017 than there were in 2010. Within the city subset cohort, there were 39.8% fewer sessions. At SPPL, there were 27.6% fewer sessions in 2017 than there were in 2010. Note that this does not account for network access made by way of devices brought to the library by users.

Collection Inventory (Physical Items)



Variation 2010 to 2017

- Full cohort -14.3%
- City subset cohort -29.2%
- SPPL -12.7%

Average variance SPPL to full cohort +43.3%

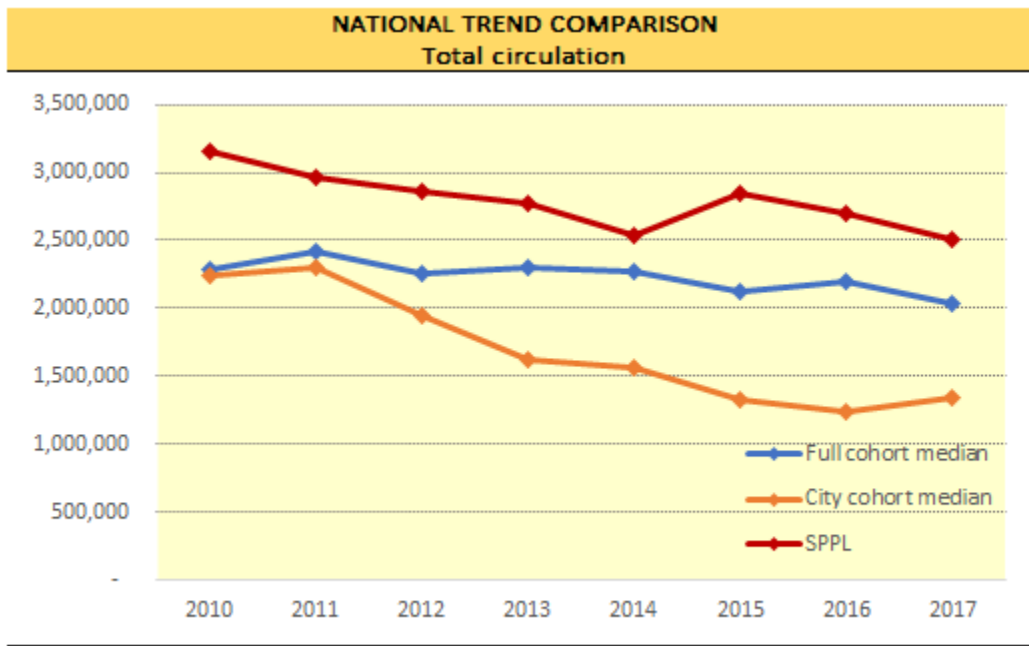
Average variance SPPL to city subset cohort +58.3%

NOTES:

Physical collections are becoming leaner. The number of items held per capita among ALL U.S. libraries peaked in 2005 and has been in steady decline.

SPPL maintains a substantially larger, substantially richer, deeper and more diverse collection inventory than do its peers.

Total Circulation



Variation 2010 to 2017

- Full cohort -11.0%
- City subset cohort -40.3%
- SPPL -20.7%

Average variance SPPL to full cohort +25.0%

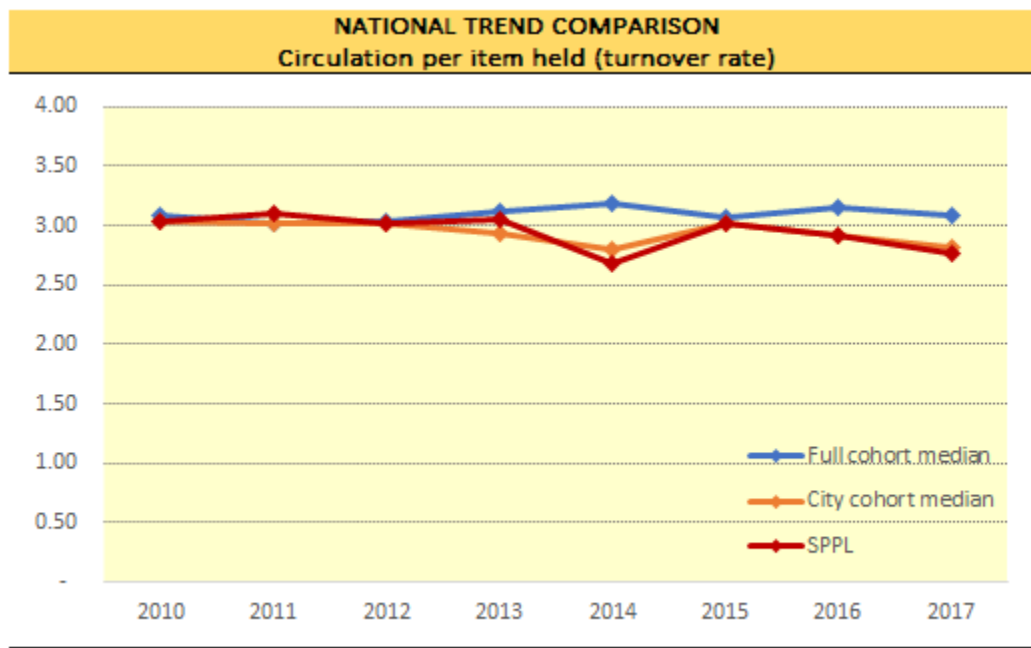
Average variance SPPL to city subset cohort +71.2%

NOTES:

In broad terms, circulation is also slowing. Combined circulation transactions as ALL U.S. libraries peaked in 2010, at just under 2.5 billion transactions.

In that context, it is important to highlight SPPL is notably more actively used than its peers.

Circulation Per Item Held (Turnover Rate)



Variation 2010 to 2017

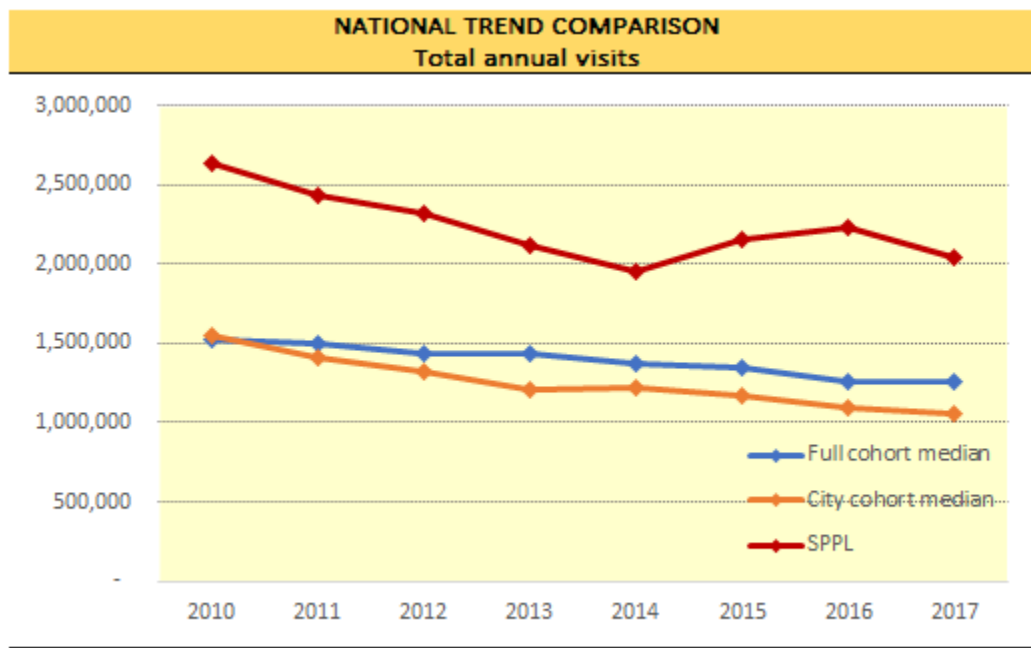
- Full cohort -0.1%
- City subset cohort -7.1%
- SPPL -9.1%

Average variance SPPL to full cohort -4.7%

Average variance SPPL to city subset cohort 0.0%

NOTES:

SPPL tracks more in line with its peers because it track higher than its peers on both of the individual components that comprise this measure – total physical inventory and total circulation.

TOTAL ANNUAL VISITS**Variation 2010 to 2017**

- Full cohort -18.0%
- City subset cohort -32.0%
- SPPL -22.6%

Average variance SPPL to full cohort +60.8%

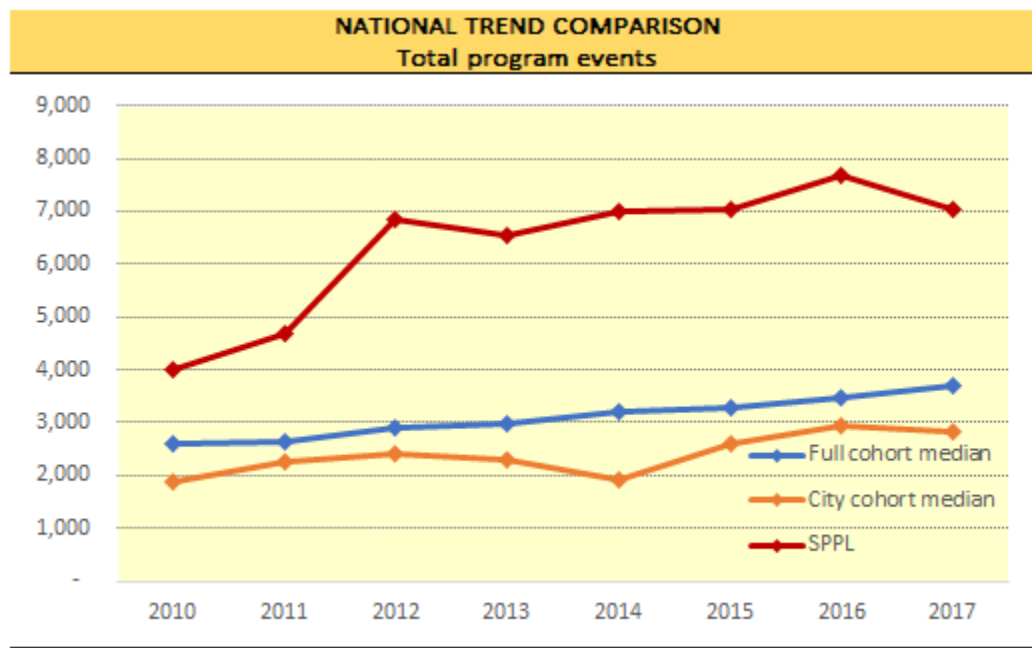
Average variance SPPL to city subset cohort +79.6%

NOTES:

Total annual visits among ALL U.S. libraries peaked around the same time as circulation did – in 2009, at just over 1.5 billion visits.

Note that SPPL enjoys a much higher tally of total annual visits than do the library's peers.

Total Program Events



Variation 2010 to 2017

- Full cohort +42.7%
- City subset cohort +51.1%
- SPPL +75.4%

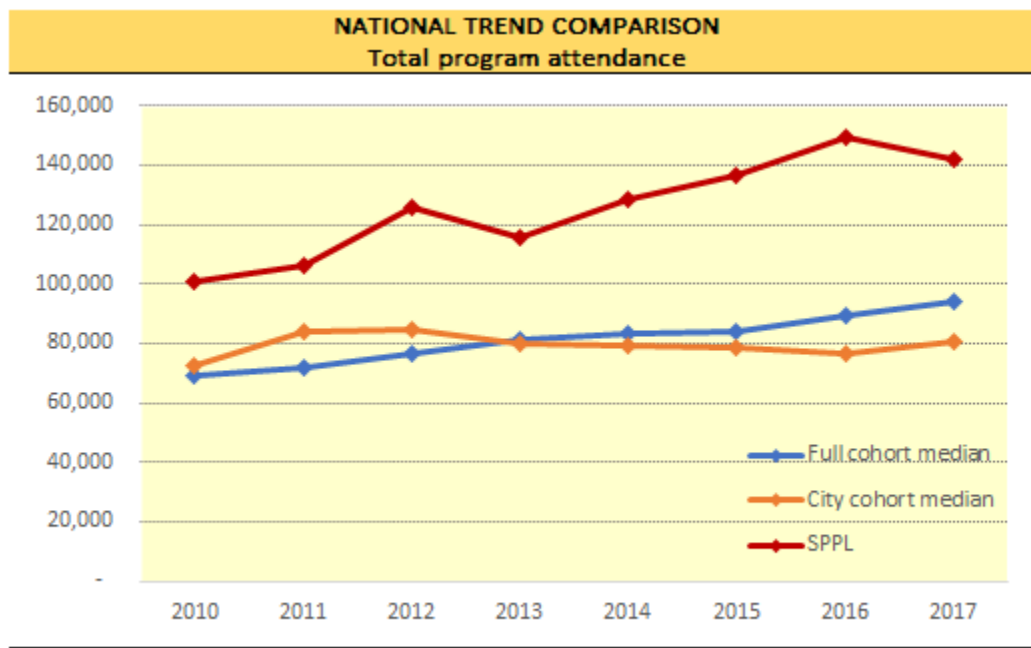
Average variance SPPL to full cohort +103.6%

Average variance SPPL to city subset cohort +166.5%

NOTES:

The number of program events in U.S. libraries has grown rapidly in the last 5-10 years. Since 2010, SPPL has raised the bar substantially on this measure, increasing the number of programs by more than 75%. SPPL offers more than 2x the number of program events than its peers do.

Total Program Attendance



Variation 2010 to 2017

- Full cohort +36.9%
- City subset cohort +11.6%
- SPPL +40.8%

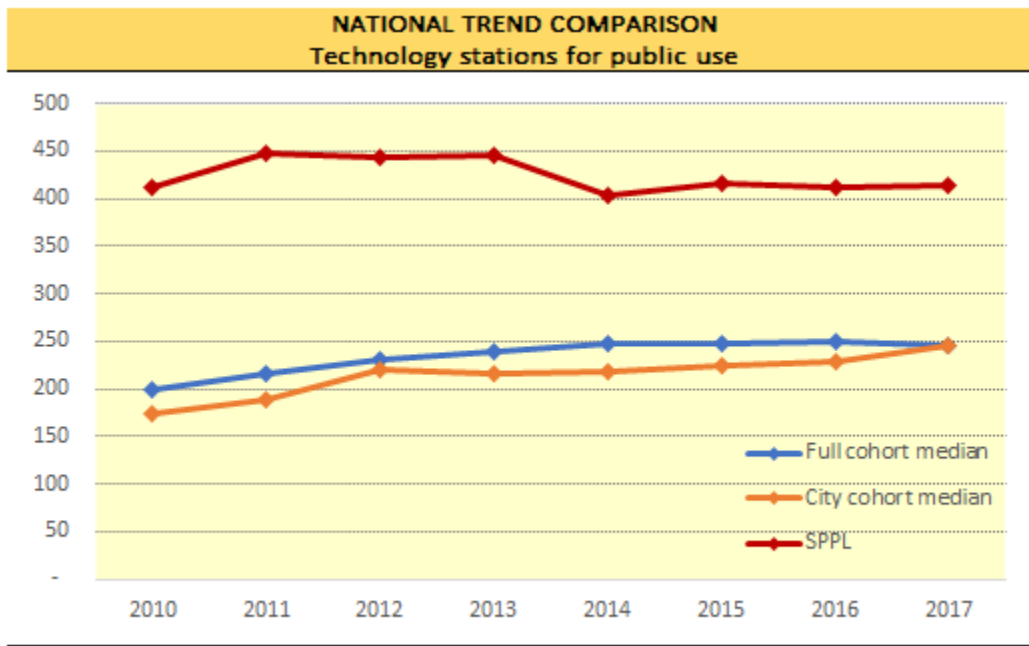
Average variance SPPL to full cohort +54.3%

Average variance SPPL to city subset cohort +58.2%

NOTES:

It follows that tallies for total program attendance follow the tallies for total program events. More events translates into greater attendance.

Technology Stations for Public Use



Variation 2010 to 2017

- Full cohort +23.4%
- City subset cohort +41.4%
- SPPL +0.5%

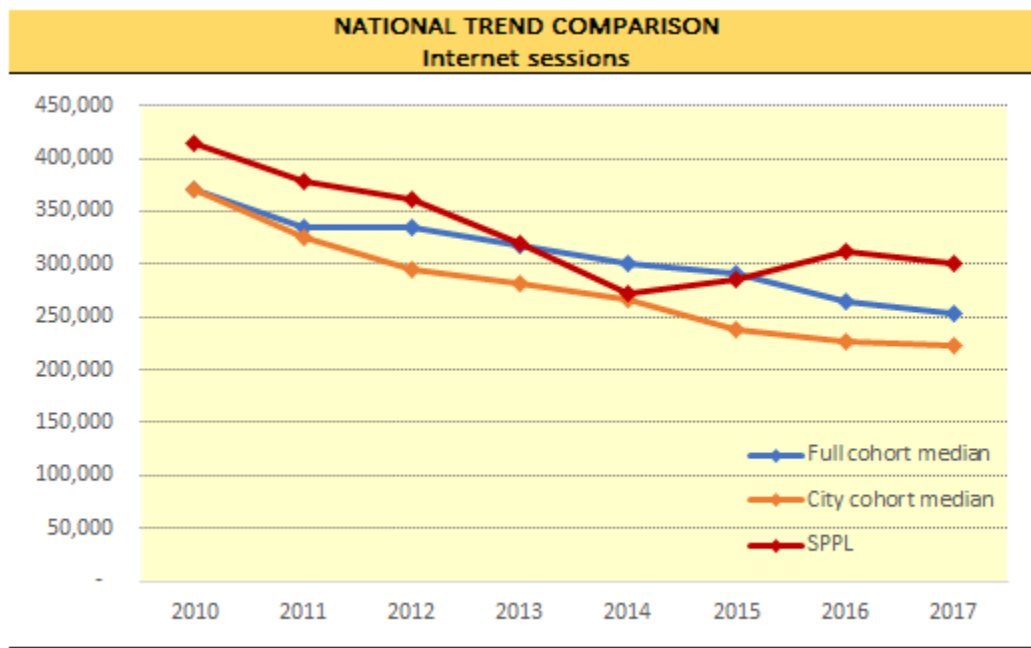
Average variance SPPL to full cohort +82.1%

Average variance SPPL to city subset cohort +100.1%

NOTES:

Nationally, the aggregate inventory of technology stations for public use continues to grow, but at an increasingly slower and slower rate. Possibly, public libraries are reaching a saturation point as more and more users bring their own devices to use in the library. In the future, a larger share of the library's technology stations may be purpose-driven to support activities the user cannot access personally (e.g., maker applications).

Internet Sessions



Variation 2010 to 2017

- Full cohort -32.0%
- City subset cohort -39.8%
- SPPL -27.6%

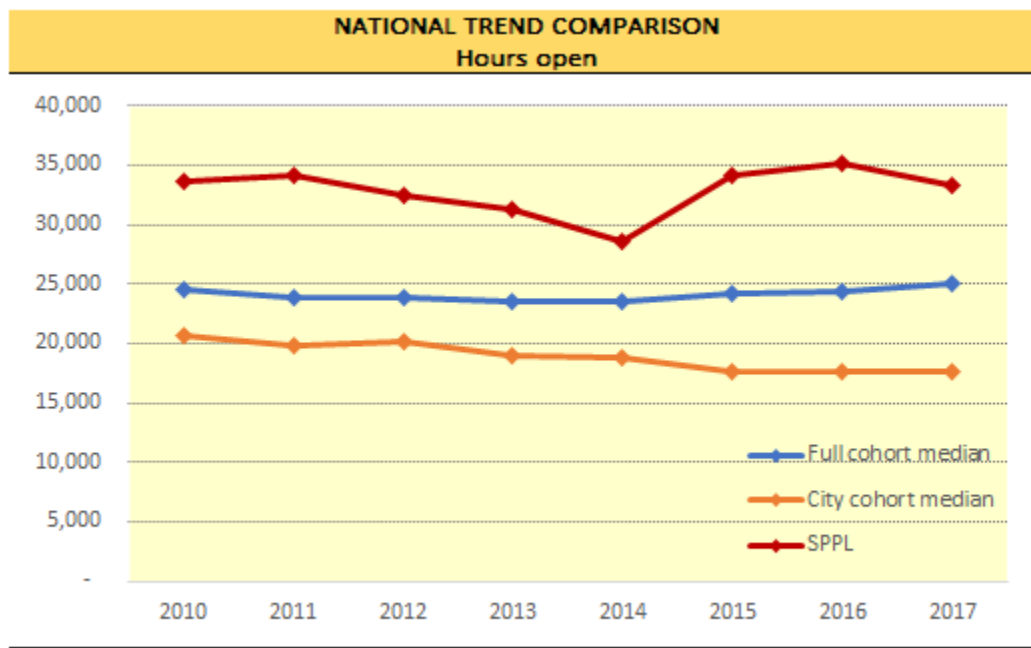
Average variance SPPL to full cohort +7.2%

Average variance SPPL to city subset cohort +19.7%

NOTES:

As more and more users bring their own devices to the library to connect to the library's wi-fi, the number of internet sessions at the technology stations the library provides decreases.

Hours Open Per Year



Variation 2010 to 2017

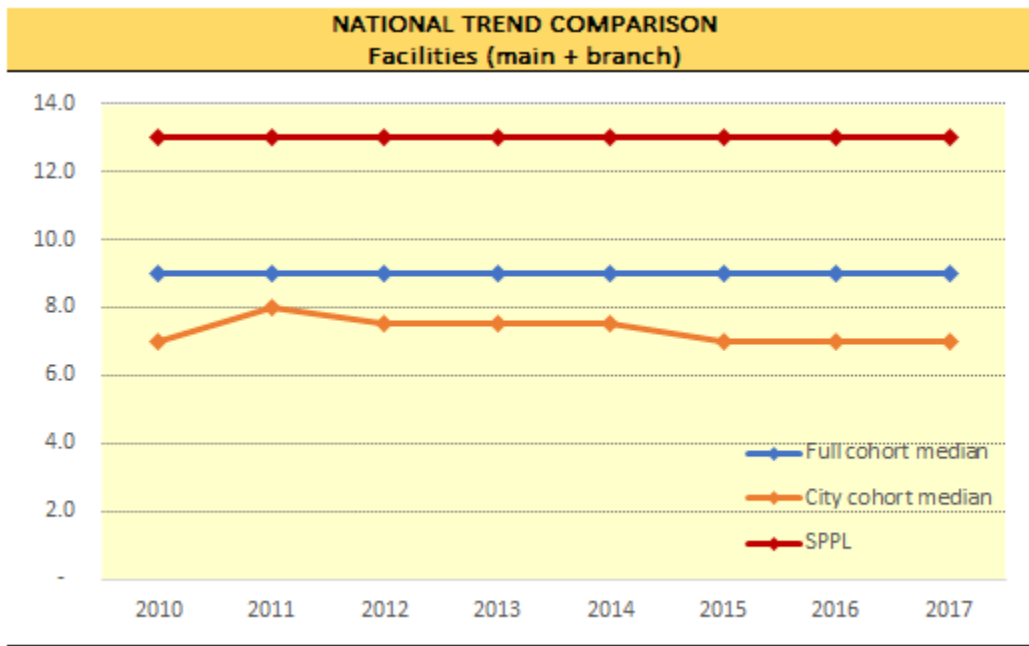
- Full cohort +2.1%
- City subset cohort -14.1%
- SPPL -0.6%

Average variance SPPL to full cohort +36.1%

Average variance SPPL to city subset cohort +74.0%

NOTES:

This metric is the aggregate number of hours of operation across ALL of the library's locations. SPPL provides substantially MORE access than its peers do. A higher degree of access certainly contributes to the library's higher use levels re other metrics – circulation, visits, etc.

Number of Facilities Operated (Main + Branch)**Variation 2010 to 2017**

- Full cohort 0.0%
- City subset cohort 0.0%
- SPPL 0.0%

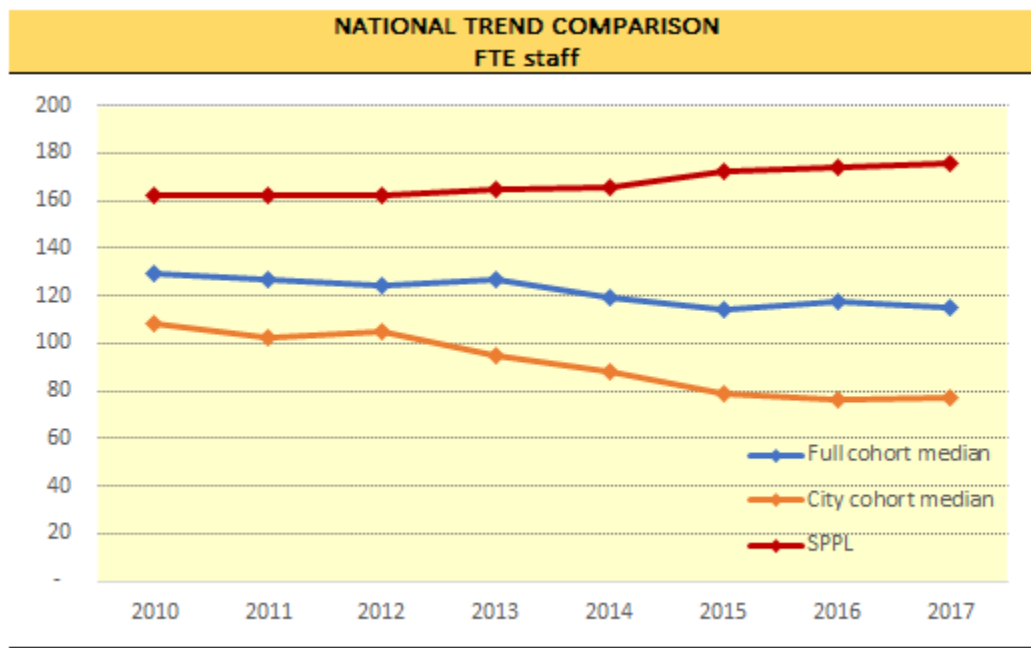
Average variance SPPL to full cohort +44.4%

Average variance SPPL to city subset cohort +78.2%

NOTES:

Likewise, there is an intuitive connection between number of facilities operated and number of hours of access per year. More facilities usually translates into more total hours of operation systemwide. Responding to demands for access to service, SPPL operates more facilities than its peers typically do.

Full-Time Equivalent Staff (FTE's)



Variation 2010 to 2017

- Full cohort -10.5%
- City subset cohort -29.1%
- SPPL +8.2%

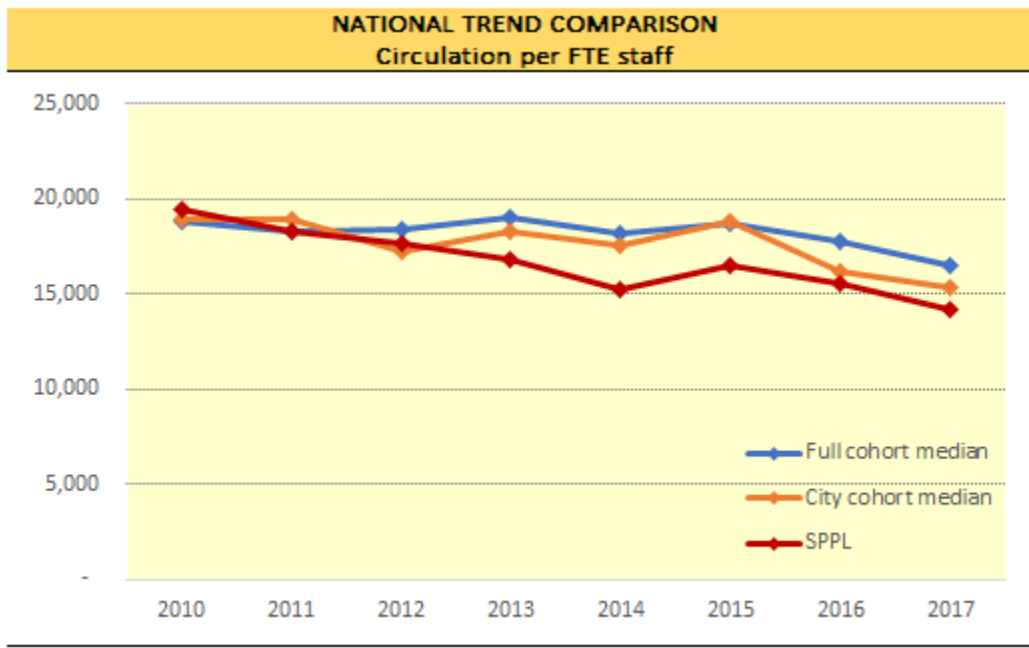
Average variance SPPL to full cohort +38.0%

Average variance SPPL to city subset cohort +87.4%

NOTES:

This measure is also linked to the number of facilities operated and the total number of hours of access per year.

Circulation Per FTE Staff



Variation 2010 to 2017

- Full cohort -12.5%
- City subset cohort -19.1%
- SPPL -26.6%

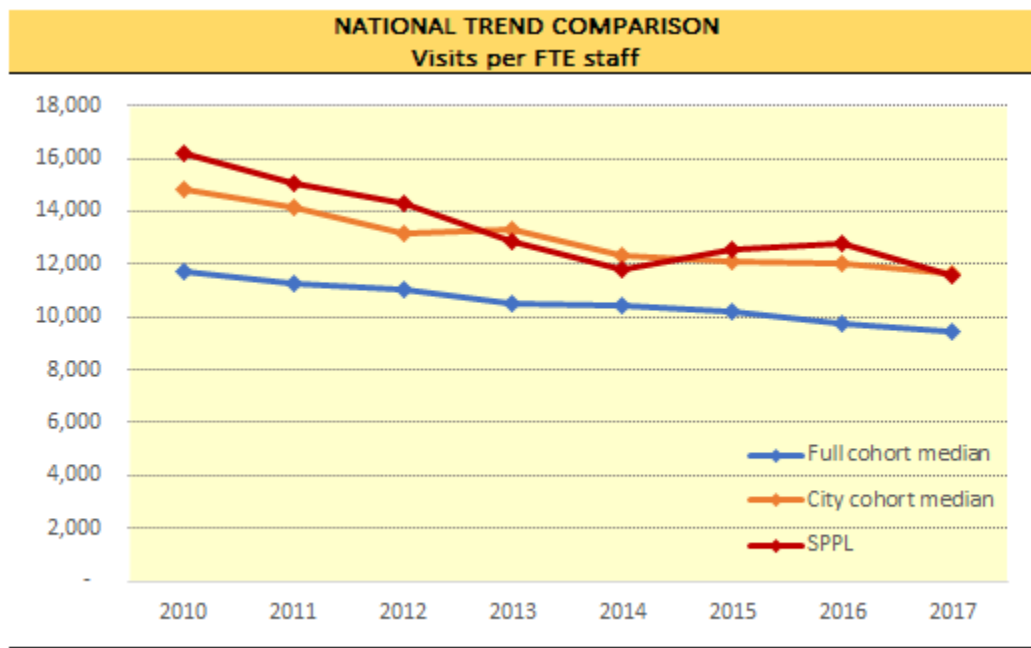
Average variance SPPL to full cohort -8.3%

Average variance SPPL to city subset cohort -5.3%

NOTES:

SPPL tracks more closely with its peers on this measure because it consistently tracks higher than its peers re the data elements that comprise this measure – total circulation and total FTE staff. All of which are connected to the decision to operate additional facilities for extended access.

Visits Per FTE Staff



Variation 2010 to 2017

- Full cohort -19.4%
- City subset cohort -21.6%
- SPPL -28.4%

Average variance SPPL to full cohort +26.6%

Average variance SPPL to city subset cohort +3.2%

NOTES:

SPPL tracks more closely with its peers on this measure because it consistently tracks higher than its peers re the data elements that comprise this measure – total visits and total FTE staff. All of which are again connected to the location decision to operate additional facilities to provide extended access to service.

APPENDIX E

Summary of Branch Data by Location

SPPL Architectural, MEP Assessment Information Notes

Arlington Hills

- New construction in 2014
- Co-located with community center
- Createch located in the basement of the facility and not adjacent to library
 - Drain pipe in Createch creates smell when not watered
- Remove sink from Children's area
- Relocate Children's area? Staff appear to be searching for a new layout for the library. This effort should be coordinated.
- Moveable partition at the entry to Children's is not used and should be removed
- Create more room for homework center
- Need better exterior signage to identify the library and community center

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Arlington Hills Library

Date/Time: September 17, 2019 | 12:30 – 1:30 p.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							7# / 5#
Children's collection/area			X			X	Area is hard too remote; Want to add mother's chair; may flip location with Adult
Adult collection/area			X			X	
Teen collection/area			X			X	Trying to create more hang out space at first floor exterior glass
Reading areas			X			X	Would like smaller tables
Study areas			X			X	No quiet spaces outside study rooms
Meeting rooms/public conference			X			X	2 study rooms inside library; study rooms need more sound proofing; social worker needs more privacy; meeting rooms are shared with rec center
Ease of way-finding			X			X	Confusing; each space is trying to do too many things and added furnishings send mixed messages. Spaces are in transition
Accessibility			X			X	Need power assist door opener at library entry
Restrooms		X			X		Shared with Rec center
BUILDING ENVELOPE							
Image	X			X			
Exterior Signage			X			X	Hard to find; Doesn't say Library; "We Belong Together" – doesn't say SPPL or describe what this is
TECHNOLOGY CONSIDERATIONS							
Capacity for technology			X			X	
Self-check availability/layout/visibility		X			X		1 child; 1 adult
Computer availability (customer use)			X			X	12 + 4 total public computers
Computer availability (staff)		X			X		??
Auto handling (Note number of bins)		X			X		5 bins; Staff questions the need for the sorter and suggested using the space for more staff workstations
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas			X			X	limited
Other unique features							Library shared with Rec Center
Height of space / overall spatial quality	X			X			
Intuitive							No

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Arlington Hills

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Entry experience		X			X		Rec Center entry is clear; Library entry is cluttered
Lighting (including daylighting)	X			X			
Noise management/acoustics			X			X	Its chaos/loud
Aesthetics			X			X	Chaos; trying to do too many things; finishes are furniture are tired and dirty
Furniture & Fixtures							
Appearance			X			X	Too mixed
Comfort			X			X	Worn out
Ability to continue use?		X			X		
Interior Signage & Wayfinding							
Readable		X			X		
Consistent		X			X		
Extras added?			X			X	Yes! Everywhere! Need to reconsider messaging
Bilingual			X			X	None
Intuitive			X			X	No ; Space locations are in transition
STAFF CONSIDERATIONS							
Workroom							mgr office needs more acoustic separation
Flexibility of space	X			X			
Book drop	X			X			
Workflow			X			X	Unclear; may eliminate sorter
Storage	X			X			
Delivery staging / service door	X			X			
Project space							None
Staff lounge			X			X	Needs more room; Shared with Rec Center
Telephone infrastructure							
Wellness / phone room?							No
Staff restroom	X			X			
Service Desk (Circulation)							
Ergonomics		X			X		
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent	X			X			
Housing density	X			X			
Other adjacencies	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Arlington Hills

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
ACCESSIBILITY/VISIBILITY							
Customer vehicle access		X			X		
Delivery vehicle access		X			X		
Public transportation access	X			X			
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			
Visibility		X			X		Not sure of building identity
Drive up / Book Drop		X			X		Walk up
Exterior Signage			X			X	Does not say "library"
ADA accessibility	X			X			
CAPACITY							
Building footprint		X			X		
Parking	X			X			
Expandability		X			X		
Potential for partnerships	X			X			
DISTRIBUTION							
Nearest library	X			X			
Portion of service radius	X			X			
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood	X			X			
Natural beauty	X			X			
Views	X				X		
Potential for outdoor program spaces		X			X		

Additional notes:

- Staff Workroom is noisy; phone calls answered in work room; its hard to hear caller
- Homework Center – prefers chairs without casters
- Open Lab is open all day
- Children's computers (4) computers, (1) catalog, (1) self check
- Adult and Children Non Fiction is not interfiled
- Browser bins work well for picture books
- Eliminated sink at children's area; it became an attractive nuisance
- Add credit card option to print station
- Create Tech:
 - New chairs without casters on order
 - Added maker tables and reconfigurable tables
 - Need more storage
 - Added window to recording studio
 - Added sink for program clean up
 - Would like natural light
 - More computers are needed
 - Lots of signage added – visual chaos

DESCRIPTORS

What makes this location special?

SHARED WITH REC CENTER

CREATECH YOUTH MAKER SPACE

OPEN, FLUID

LIVELY, YOUNG YOUTH

TRANSITION OF NEIGHBORHOOD TO
ARTS & STOREFRONTS

LIBRARY STAFF WORKS WELL WITH
PARKS & REC STAFF

REQUESTS

What do customers request the most?

KIDS ARE IN THE WRONG SPOT

QUIET COMPUTER AREA

RE-ARRANGE WORKSPACE

"OH, THIS IS A LIBRARY"

"LIBRARY" SIGNAGE ON THE EXTERIOR -
"COMMUNITY CENTER" ISN'T CLEAR

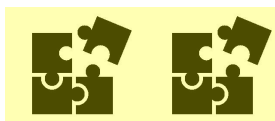
MORE PUBLIC INTERNET TERMINALS

CREATE TECH, LARGE SF WITH SINGLE
PURPOSE

HOW TO ACCOMODATE COMPUTERS - ADULTS,
KIDS? NOISE?

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

PLACEMENT

TECHNOLOGY

Rate current "Technology"



Dissatisfied



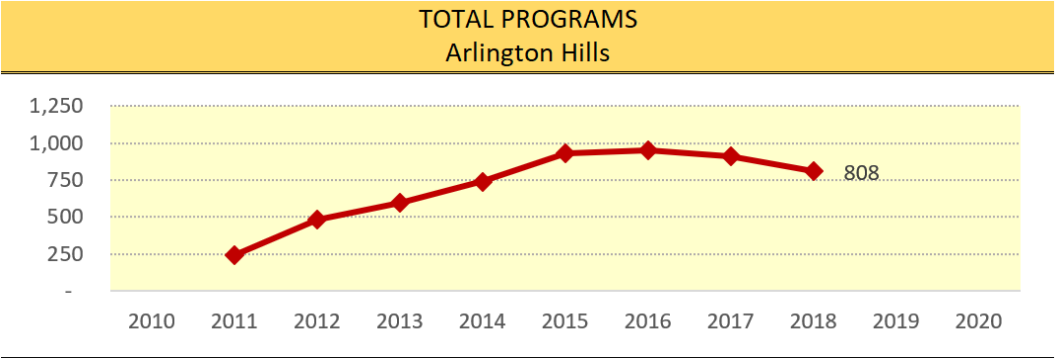
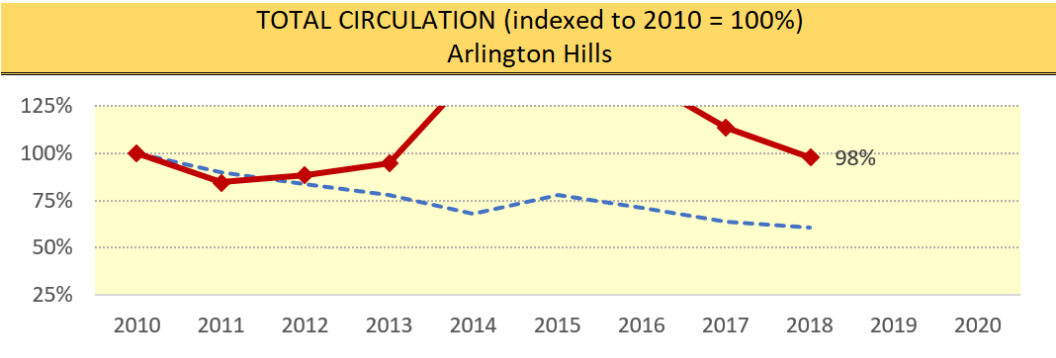
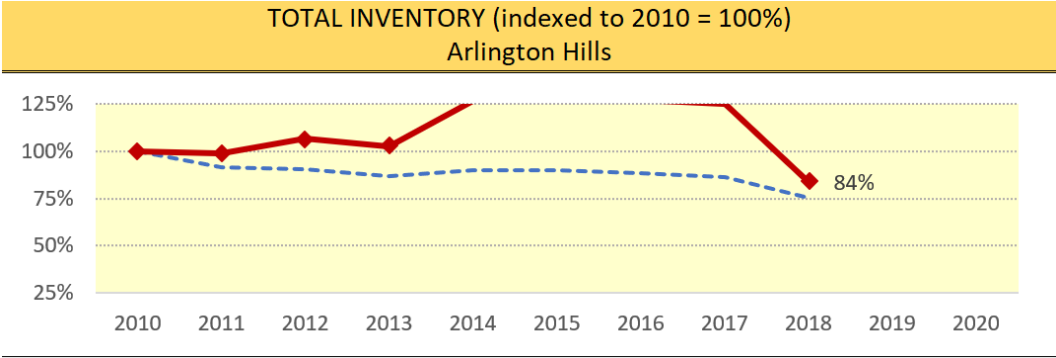
Neutral



Satisfied

INTERIOR AMH
EXTERIOR AMH

Agency Snapshot - ARLINGTON HILLS



Arlington Hills

Service Area Population	30,781
Building Area Sq.ft.	10,281

		Units	Area
Collection	Items	20,913	2,091
Technology	Stations	36	1,440
Readers	Seats	42	1,365
Staffing	Places	13	1,300
Meeting	Seats	-	-

Special use	Allow (15%)	1,549
Nonassignable	Allow (25%)	2,582
Dedicated allow	Community learning @ 684sf	684

Square feet needed	11,011
Variation from actual	730
Percent variation	7.10%

SPPL Architectural, MEP Assessment Information Notes

Central Library – due to the special nature this library it has not been included in the study

- Original construction date: 1917
- Date of last remodel: 2002
- Exterior review of stone to be completed. Some spalling has occurred.
- Exterior bronze handrails have been removed and need to be replaced.
- Lighting control issues
- Wayfinding issues internal to the library
- Connected to the city tunnel for access
- Children's and teen areas recently renovated
- Children's area has a puppet theater
- WIN business center upstairs
- Access to special collection by stairs and lift that does not work
- Has area near the front entry for out-reach program/art exhibits, etc.

DESCRIPTORS

What makes this location special?

- PUPPET STAGE + HISTORICAL FEATURES
- SPECIAL ENDOWMENT \$
- QUIET, SERIOUS, CLEAN
- NATIONAL HISTORIC REGISTER (HPC)
- "LANDLOCKED"
- SPECIAL COLLECTIONS
- DOWNTOWN GATHERING; SPACE FREE, OPEN TO PUBLIC
- WIN CENTER
- YOUTH SERVICES DEPARTMENT
- MAINTAINS/COORDINATES SYSTEM SERVICES AND RESOURCES
- LOTS OF PATRONS/USERS EXPERIENCING HOMELESSNESS

REQUESTS

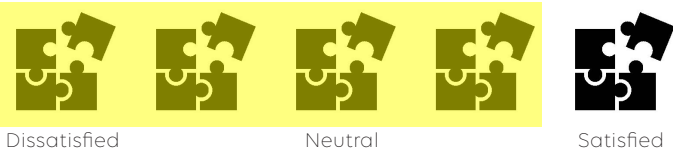
What do customers request the most?

- PARKING, PARKING, PARKING
- WAYFINDING
- DOORS TOO HEAVY & CLUNKY AT ENTRANCE
- BETTER SIGNAGE - PEOPLE DON'T EVEN KNOW THE LIBRARY IS HERE

PLAY + LEARN

Rate current "Play + Learn" programs

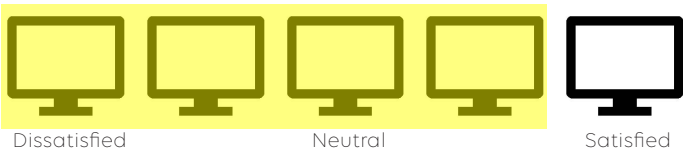
4.0



TECHNOLOGY

Rate current "Technology"

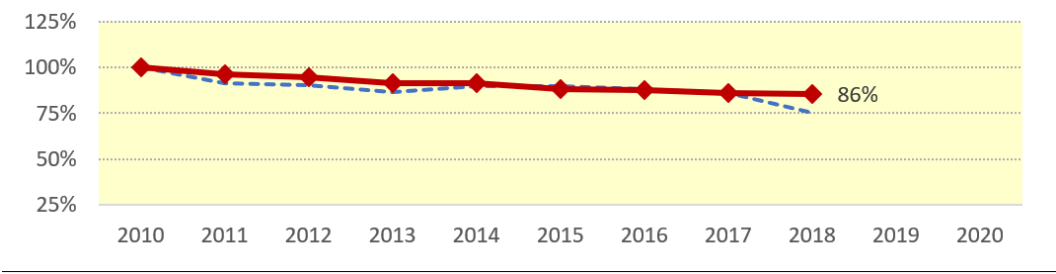
4.5



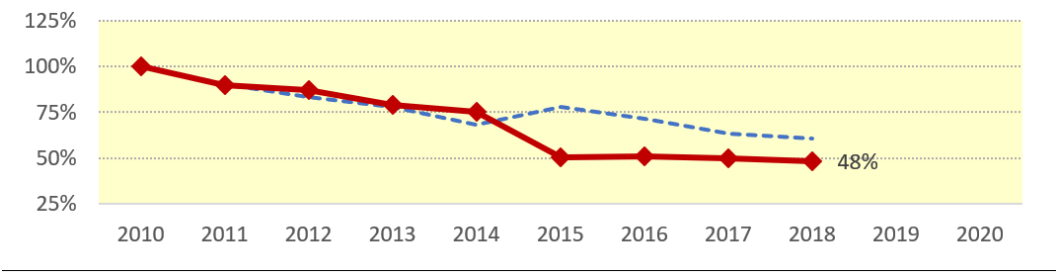
INTERIOR SORTER

Agency Snapshot – CENTRAL

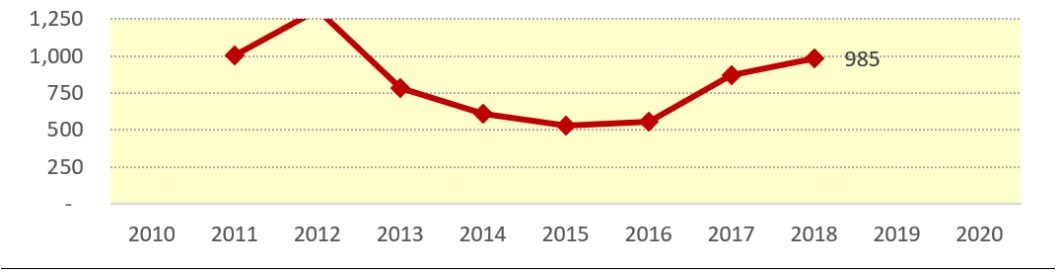
TOTAL INVENTORY (indexed to 2010 = 100%)
Central



TOTAL CIRCULATION (indexed to 2010 = 100%)
Central



TOTAL PROGRAMS
Central





BUILDING RESTORATION CORPORATION

1920 OAKCREST AVENUE SUITE 1, ROSEVILLE, MN 55113

PHONE: 612-789-2800 FAX: 612-789-2875

January 2nd 2020

Barb Morin
City Art Administrator
City of St Paul Design Group
25 W 4th Street Suite 1000
St. Paul, MN 55102
Cell: 651-325-6553
barb.morin@ci.stpaul.mn.us

RE: St Paul Public Library Cornice Review

Dear Barb,

Thank you for thinking of BRC! It was nice to hear the positive feedback about the St. Anthony Library project you did with my boss and president of BRC, Dale Zoerb. On Wednesday December 18th we met on site at the St. Paul Library to discuss the current marble cornice conditions. It's my understanding that you would like us to mobilize, pull permits, hood meters, utilize aerial equipment and conduct a thorough review of the **(CENTRAL LIBRARY ONLY)** upper cornice and two lower water tables.

After we mobilize and conduct our review of current conditions. I will get to work on a report that includes photos, work scope recommendations, and pricing to complete the recommended repairs. Should our recommendations and pricing be suitable to your needs, we would then schedule the repairs for spring/summer 2020.

Additionally, during our on site review, should we find any emergency type issues we would address them immediately on a time and material basis.

Sincerely,
BUILDING RESTORATION CORPORATION

Erlend Larsen, Project Manager



Review access for this bumped out building elevation will be from hooded meter parking spaces.

We will need to utilize these parking spaces for aerial lift usage on the buildings South Elevation where street usage is too far from the building.



Here, again, we will be using an aerial lift to access the library only elevation. We hope the Hill Library will be accommodating.



Access to the West Elevation will be via aerial lift from hooded meter parking spaces.

Central Library Included. Hill Library Excluded.

We will utilize the property diagram provided as our starting and stopping point of reference.



We may be using smaller single man equipment on the North Elevation. This opening in the exterior railing system could be our point of access.

St Paul Public Library

90 4th Street West, St Paul MN 55102

2020 Cornice and Water Table Review

Scope of Work Description:	Quantity	Units	Unit Cost	Total
Mobilization, job set up & insurance expense	1	Lump sum	\$ 620	\$ 620
Street, sidewalk and meter hooding	1	Lump sum	385	385
Aerial lift and equipment expense	1	Lump sum	1,545	1,545
Review of upper cornice and two lower water tables (2 personnel, 1 day)	1	Lump sum	1,472	1,472
Prepare a report of findings to include repair recommendations with pricing	1	Lump sum	745	745
Total Cost:				\$ 4,767
Alternate: Emergency stabilization repairs until a more permanent repair can be performed on a time and material hourly rate	1	T&M rate per guy per hour	92	92

CONSTRUCTION AGREEMENT

BUILDING RESTORATION CORPORATION

1920 OAKCREST AVE SUITE #1
ROSEVILLE, MN 55113
612-789-2800



Submitted to:

Barb Morin
City Art Administrator
City of St Paul Design Group
25 W 4th Street Suite 1000
St. Paul, MN 55102
Cell: 651-325-6553
barb.morin@ci.stpaul.mn.us

Work site location:

St Paul Public Library
90 4th Street West
St. Paul, MN 55102

Date: 1/2/20

See "Page #5" for specific work scope with associated pricing.

Schedule: We would schedule this on a day when the temperature is in the 30's.

Building Restoration Corporation (BRC) proposes to furnish the itemized restoration services as described above, in whole or in part, if mutually agreeable. Contact us if you prefer to delete any individual work items listed above. The work scope described above is to be performed for the sum of:

Four thousand seven hundred sixty seven dollars

\$4,767.00

Additional work or requested alterations or deviation from this work scope involving extra costs can be performed upon written orders and will become an additional cost above the cost shown on this agreement. This agreement may be withdrawn by us if not accepted by Buyer within 30 days of the date hereof.

PAYMENT TERMS: BRC to send work progress invoices for each month. Payments are due on the 15th of the following month. 1½% per month interest is due on all past due balances. Final payment is due 15 days after job completion.

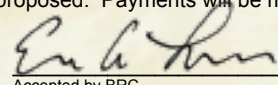
Respectfully submitted, Building Restoration Corporation

BUYER'S AGREEMENT

The above prices, work scope, contract terms and conditions contained herein and on the second page of this agreement, **including Paragraph 21**, are hereby accepted. BRC is hereby authorized to perform the work as proposed. Payments will be made promptly.

Company

Authorized Signature


Accepted by BRC

Date

Title

Date

Construction Agreement

Terms & Conditions

1. ACCEPTANCE – This agreement is subject to acceptance by the Buyer within 30 days from the date printed on the face of this agreement and is void thereafter at the sole option of Building Restoration Corporation (BRC), unless an extended period is printed on the face of this agreement. Buyer is to sign this agreement and deliver it to BRC's office. A fully signed agreement will be returned to the Buyer. Any modifications to this agreement shall be initiated and dated by both parties to be binding.

2. INSURANCE – BRC carries insurance in the following amounts:

a. Workers Compensation Statutory Coverage 100/500/100K

b. Comprehensive General Liability & Broad form Coverage:

(1) Bodily Injury	\$ 1,000,000	Each Occurrence
	\$ 2,000,000	Aggregate
(2) Property Damage	\$ 1,000,000	Each Occurrence
	\$ 2,000,000	Aggregate

c. Comprehensive Automobile Liability

Combined Single Limit \$ 1,000,000

d. Commercial/Umbrella Liability \$ 9,000,000 Total Aggregate Limit

BRC self insures against "Builders Risk" but Buyer may also order such coverage to be bound at Buyers expense. The Buyer shall pay the cost of any additional premium caused by Buyer asking for greater limits, terms or coverages than those listed above, if available.

3. GUARANTEE – BRC warrants its completed work against defective materials and workmanship, exclusive of fire, tornado, acts of God, vandalism, explosion, and normal weathering, wear and tear, for the period of one (1) year from the date of substantial completion of BRC's work. BRC's liability under this warranty shall be, at BRC's option: a) Repair of the defective materials or workmanship; or b) Refund of the portion of the contract price paid by Buyer which was attributed to the defective work by BRC.

Buyer agrees BRC shall not be liable for any other losses or damages, including but not limited to incidental or consequential damages, lost profits, lost sales, injury to person or property, miscellaneous costs or expenses. This Guarantee shall be unenforceable unless BRC is notified in writing within sixty (60) days after the defect is noticed or should have been noticed and BRC is permitted to inspect any areas identified as defective by Buyer. BRC makes no other warranty, express or implied, and all warranties of merchantability and fitness for particular purpose are hereby disclaimed. The full terms and conditions of BRC's Guarantee shall be those provided on BRC's Guarantee Certificate and shall supersede any terms contained herein.

4. MATERIALS FURNISHED BY THE BUYER – BRC shall not be responsible for ordering, receiving, unloading, storage or guarantee of any materials that are owned, purchased or furnished by Buyer. Buyer understands that BRC offers no guarantee of existing materials owned by Buyer and not replaced by BRC.

5. SURETY BOND – BRC does not include a surety bond, performance or materials payment bond under this agreement. In the event a surety bond is offered by BRC, or required by Buyer the itemized cost to Buyer must be shown on the first page hereof.

6. BUYER'S RESPONSIBILITIES – It will be the responsibility of the Buyer to clear out or remove all vehicles, stored materials, etc., to permit BRC complete, free and unrestricted access for its equipment and scaffolding to the building surfaces so that all of the project area upon which BRC is to perform is to be ready and available. This may include access from neighboring properties or rooftops which Buyer warrants shall be provided. The Buyer shall designate a person who shall be fully acquainted with the scope of the work, and has authority to, render decisions promptly, and furnish information expeditiously and approve changes in the scope of the work. The Buyer shall provide adequate assurance and evidence of funding to cover the entire cost of this agreement satisfactory to BRC upon its request.

7. SCHEDULE – The Buyer and BRC shall develop a schedule and the Buyer shall be responsible for prompt decisions to maintain the approved schedule. Once approved by BRC the schedule shall not be shortened without BRC's consent. If there is a loss of time due to strikes, lockouts, acts of God and/or if Buyer's job progress is behind schedule at the beginning of the work, Buyer has failed to make timely payments under this agreement, or during BRC's installation period and/or delays are incurred due to Buyer or Architect, or governmental agency having delayed approval of, permits, material samples, color schedules or shop drawings, the said lost time shall be added to the BRC's scheduled date of completion without penalty in fair weather days suitable for the work. Time extensions shall be granted by Buyer for the performance of extra or Change Order work as requested by BRC. In the event Buyer is supplying materials and there is delay in the delivery of Buyer furnished materials or obligations, Buyer shall be liable for all costs incurred by BRC as a result of such delays and shall promptly reimburse BRC for all costs incurred including incidental and consequential damages.

8. PAYMENT TERMS – BRC shall provide Buyer with monthly progress invoices. Buyer shall deliver to BRC's office by the 15th of the following month net cash payment for 100% of the invoiced amount without retainage. Any balances due that remain unpaid shall accrue interest at the rate of 1-1/2% per month, which shall be promptly paid by Buyer to BRC's office. These terms may be modified by supplemental terms as printed on the face of this agreement.

9. FINAL PAYMENT shall be delivered to BRC's office within 15 days of the date of BRC's final invoice. Final payment by Buyer waives all of Buyer's claims against BRC except warranty claims.

10. RIGHT TO STOP WORK – BRC shall have the right but not the obligation, to stop work in the event payment is not made to BRC as required under this agreement. BRC may keep the work idle until such time which payments due to BRC are received by BRC.

11. ATTORNEY'S FEES AND VENUE – In the event of default of this agreement, Buyer agrees to pay all costs and expenses of collection or enforcement of the terms of this agreement incurred by BRC, including court costs and all reasonable attorney's fees. Any disputes between the parties shall be venued exclusively in the state or federal courts of Minnesota.

12. OVERTIME – The price, unless otherwise stated on the face of this agreement, has been determined on the basis of crews working at straight time during a normal 40 hour work week. No overtime will be worked unless BRC is ordered to do so by the Buyer in writing which shall provide for the payment by Buyer of the additional costs for overtime premium, plus applicable insurance, payroll taxes, reasonable overhead and profit.

13. CHANGE ORDERS – If BRC is required to alter or add to the scope of work herein described, due to changes in the drawings, specifications or Buyer's desires, BRC shall receive sufficient notice to establish and execute in writing an agreed upon price prior to proceeding with such extra work. BRC shall not be obligated to perform extra work without a signed change order. BRC shall be provided a copy of all modifications that impact BRC's work. For delays in the work that are not caused by BRC there shall be an equitable adjustment in the contract price to allow for BRC's increased costs. If changes in the work are required to comply with local, state or federal laws, rules or regulations, the contract price shall be adjusted to allow for BRC's increased cost of providing such changes. Such changes shall include, by way of illustration and not limitation, compliance with EPA or MPCA regulations, city building inspection requirements or other governmental agencies having jurisdiction over the work, or temporary safety movement of high power lines.

14. QUANTITY OF WORK ADJUSTMENTS – Where the agreement specifies an estimated quantity of work, the contract price shall be equitably adjusted by BRC for deviations from the estimated quantity. In the event that additional work is needed beyond the quantity estimated by BRC's proposal, it shall generally be the Buyer's decision as to whether or not to proceed with additional quantity of work due to the additional costs involved. Where BRC has provided a unit price and an estimated quantity, the listed unit prices shall govern the calculation of the increased cost of the additional work. In the event that a lesser quantity of work is performed, BRC shall in its sole discretion calculate the credit issued to Buyer which may be at less than unit prices shown due to: material return costs, restocking fees, rescheduling costs, inspection costs, and other related expenses.

15. CONFIDENTIAL INFORMATION – BRC's proposal and Construction Agreement contain confidential information. BRC shall retain all ownership and propriety rights in its proposals and the information contained therein. Without the prior written consent of BRC, the Buyer shall not use BRC's proposal for any purpose other than performance of this work by BRC and shall not reproduce nor disclose any information pertaining to BRC or BRC's affairs such as but not limited to its unit prices, bid pricing details, technical or proprietary information, to any person outside of its employ or at any public gathering. In the event of Buyer's non-acceptance of BRC's proposal or termination of this agreement, Buyer shall return to BRC, upon BRC's request, all BRC information including its proposals.

16. ASSIGNMENT AND SUCCESSORS – This Agreement shall not be assignable by Buyer without BRC's specific written consent. All rights and obligations of Buyer, under this Agreement, shall inure to the benefit of, and be binding upon, Buyer and Buyer's representatives, heirs, successors, administrators.

17. SUBCONTRACTING – BRC reserves the right to assign or subcontract any part of this agreement.

18. INDEMNITY – Buyer shall indemnify, defend and hold harmless BRC and its subcontractors against any loss or claim by the building tenants or occupants that the work being performed hereunder or the construction operations, scaffolding and/or equipment, general noise or dust, which interferes with their business operations or reduces their public visibility, sales, profits, sleep or otherwise has an adverse effect on them.

19. MERGER CLAUSE – BRC may have made oral statements or shown photographs with comments about the building or work described in its proposal or this agreement. Such statements do not constitute warranties, shall not be relied on by the Buyer, and are not part of this agreement. The entire agreement is embodied in this writing, constitutes the final expression of the parties' intent, and it is a complete and exclusive statement of the terms thereof. This agreement supersedes and nullifies all prior oral and written representations. This agreement may be modified only by subsequent writing signed by both parties.

20. NON-WAIVER – Waiver by BRC of any provision hereof shall not constitute a waiver of other provisions, related or unrelated or waiver of Buyer's future compliance of such provision therewith and such provision shall remain in full force and effect.

21. PERSONAL GUARANTEE – If Buyer's signer, on the face of this agreement, owns an interest in either the property upon which the work is performed or owns an interest or stock in Buyer's company on the date of signer's signature, then signer does hereby personally guarantee payment to BRC of any sum due and unpaid by Buyer. Signer agrees that he/she is individually, jointly and severally liable to guarantee payment to BRC of any unpaid debt by Buyer including principal, interest, attorney's fees and costs of collection.

22. PRE-LIEN NOTICE – "(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice."

23. LIEN NOTICE – Default by Buyer of their obligations to provide BRC with prompt payment will subject the property to the filing of mechanic's liens against the title of the property. A copy of the lien will be provided to the property owner.

24. LIEN WAIVERS – Upon Buyer's request, BRC will provide Buyer with a written Lien Waiver for labor and materials furnished by BRC, but only for such dollar amount matching payment actually received by BRC at BRC's office.



BUILDING RESTORATION CORPORATION

is a proud member of



Associated Builders & Contractors, Inc.
10193 Crosstown Circle
Eden Prairie, MN 55344
952-941-8693



St. Paul Building Owners & Managers Association
332 Minnesota Street, Suite W2950
St. Paul, MN 55101
651-291-8888



Minneapolis Builders Exchange
1123 Glenwood Avenue
Minneapolis, MN 55404
612-377-9600



Minneapolis Building Owners & Managers Association
121 S. 8th Street, Suite 610
Minneapolis, MN 55402



MN Concrete & Masonry Contractors Association
120 East Exchange Street #120
St. Paul, MN 55101
651-293-0892



Builders Exchange of St. Paul
445 Farrington Street
St. Paul, MN 55103
651-224-7545



Institute of Real Estate Management
4248 Park Glen Rd.
Minneapolis, MN 55416
952-928-4664



National Federation of Independent Business
740 Northwest Center Tower
55 East 5th Street
St. Paul, MN 55101
800-634-2669



National Trust for Historic Preservation
1785 Massachusetts Avenue NW
Washington, DC 20036
202-673-4000



International Concrete Repair Institute
3166 S. River Road, Suite 132
Des Plaines, IL 60018
847-827-0830



Hennepin History Museum
2303 Third Avenue South
Minneapolis, MN 55404
612-870-1329



Preservation Alliance of Minnesota
416 Landmark Center
St. Paul, MN 55102
651-293-9047



Ramsey County Historical Society
323 Landmark Center
St. Paul, MN 55102
651-222-0701



Minnesota Historical Society
345 Kellogg Boulevard West
Saint Paul, MN 55102
651-296-6126

Building Restoration Corporation offers the above listed restoration services as they relate to the enclosed drawings and specifications for your consideration. All work is to be performed in a substantial workmanlike manner. All tools, equipment and procedures shall follow the generally accepted restoration guidelines. All restoration work is to be performed by professional experienced tradesmen.

Building Restoration Corporation carries worker's compensation, automotive and public liability insurance in the amount of one million dollars. Building Restoration Corporation also carries a commercial umbrella policy in the amount of five million dollars. We will gladly supply you with a certificate of said insurance naming you or your project as a certificate holder upon request.

This proposal is for work performed on the exterior facades only and does not include any work inside the building or below exterior grade. Prices include only those work items described and unless specifically listed, prices do not include any carpentry, window repair or replacement, concrete or asphalt repairs, painting, laboratory analysis of existing mortar, investigative work, landscaping, roofing repairs or any other work that is not individually listed on the repair costs price page.

The Building Owner is to provide their water, electricity, free and unobstructed access to building elevations, and an area to park our job site trailer and operate cement mixer. Building Owner/Buyer is to indemnify, defend and hold harmless Building Restoration Corporation against any loss or claim by the building tenants that the construction operations or scaffolding generated noise or dust which interferes with their business operations, or reduces their visibility, sales, profits, sleep or other claims.

We reserve the right to withdraw this proposal if it is not accepted within thirty days. Our payment terms are net 30 days on all monthly progress invoices if the length of the job exceeds one month. Full payment of all balances will be due upon your receipt of our final completion invoice. Interest in the amount of 1 1/2% per month will be due and payable on all past due balance amounts.

The Scope of Work shall be solely restricted to the work described above and in the agreement between the parties, no evaluation or determination regarding the need for repair or structural integrity has been made by Building Restoration Corporation, nor has it provided engineering services. The Scope of Work and evaluation is restricted to the description above.

SPPL Architectural, MEP Assessment Information Notes

Dayton's Bluff

- Leased space with Metro State University
- Difficulty with exterior book drop and conveyor to the library level
- Library needs to have the same hours as Metro State as there is no separate entrance
- Large ramp down to main library level
- Homework area is enclosed in glass area; currently under re-configuration

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Dayton's Bluff Library

Date/Time: September 16, 2019 | 6:00 – 7:00 p.m.

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	X			X			Semi-enclosed; includes a dedicated storytime area; elementary is near Adult NF
Adult collection/area							Lacks identity
Teen collection/area		X			X		Lacks identity; overhead signs only indicate this is Teens
Reading areas	X			X			
Study areas	X			X			Tables only for study; tables are dispersed
Meeting rooms/public conference		X			X		Reservable; shared with college
Ease of way-finding			X			X	Not ideal; signs only
Accessibility	X			X			good
Restrooms	X			X			shared
BUILDING ENVELOPE							
Image	X			X			
Exterior Signage	X			X			Unclear; Identity to find the building is good; wayfinding inside the building is difficult
TECHNOLOGY CONSIDERATIONS							14 computers at shared computer lab
Capacity for technology	X			X			
Self-check availability/layout/visibility		X			X		2 self checks
Computer availability (customer use)	X			X			Computer Zone: Homework Help: built as enclosed space; highly active; acoustically private
Computer availability (staff)	X			X			
Auto handling (Note number of bins)							None; check in and processing done at desk
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas		X			X		Sculpture and labrinyth; would like more
Other unique features	X			X			Shared with college
Height of space / overall spatial quality	X			X			
Intuitive	X			X			
Entry experience	X			X			Long hallway to reach library entry
Lighting (including daylighting)	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Dayton's Bluff

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Noise management/acoustics		X			X		
Aesthetics	X			X			
Furniture & Fixtures							66" ht adult shelves; no use of bottom shelf
Appearance	X			X			
Comfort		X			X		More soft seating would make it more welcoming
Ability to continue use?		X			X		
Interior Signage & Wayfinding							
Readable	X			X			
Consistent	X			X			
Extras added?							minimal
Bilingual							None
Intuitive			X			X	Space is sign dependent
STAFF CONSIDERATIONS							
Workroom							Manager has office; general workroom area is shared with university staff
Flexibility of space	X			X			
Book drop	X			X			Remote from desk but convenient to entry; Extra handling required
Workflow	X			X			
Storage	X			X			Shared
Delivery staging / service door	X			X			Shared dock
Project space		X			X		Shared
Staff lounge	X			X			Shared; access to daylight
Telephone infrastructure							unknown
Wellness / phone room?			X			X	None
Staff restroom	X			X			Shared
Service Desk (Circulation)	X			X			2 staff workstations; oversized large desk; processing materials here
Service Desk (Reference or Information)							None
Ergonomics							Adjustable keyboards only
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent		X			X		
Housing density		X			X		
Other adjacencies		X			X		

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Dayton's Bluff

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
ACCESSIBILITY/VISIBILITY							
Customer vehicle access		X			X		
Delivery vehicle access		X			X		
Public transportation access	X			X			
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			
Visibility		X			X		
Drive up / Book Drop		X			X		
Exterior Signage		X			X		
ADA accessibility	X			X			
CAPACITY							
Building footprint		X			X		
Parking		X			X		
Expandability			X			X	
Potential for partnerships		X			X		
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood		X			X		
Natural beauty		X			X		
Views		X			X		
Potential for outdoor program spaces			X			X	

Additional notes:

- Staff space includes locker area shared with university
- Shared meeting rooms are located upstairs
- Homework Center "the Zone" is active
 - Wish it were bigger;
 - Open Lab on Wed 12 – 3:00 staffed with volunteers for job searches
 - Tables are fixed; would like slatwall for display of supplies
 - Would like mobile white boards
 - Hours of operation are affected by the University schedule: sundays in summer are closed; spring break is closed

DESCRIPTORS

What makes this location special?

CO-LOCATED WITH METRO STATE -
PARTNER OPPORTUNITIES

"GENTRIFYING" AREA

SPANISH SPEAKERS

"I DIDN'T KNOW THIS WAS A PUBLIC
LIBRARY"

REQUESTS

What do customers request the most?

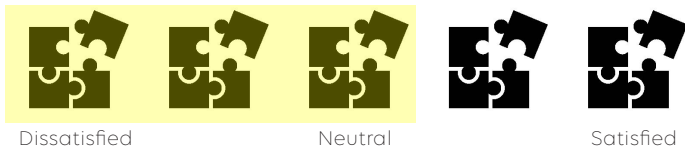
MORE PLAY WITH MORE HOURS

MORE PARKING

BETTER OPTIONS TO RE-ARRANGE
PUBLIC TECH (ETHERNET & POWER
CHALLENGES)

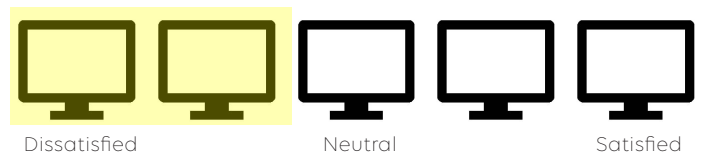
PLAY + LEARN

Rate current "Play + Learn" programs

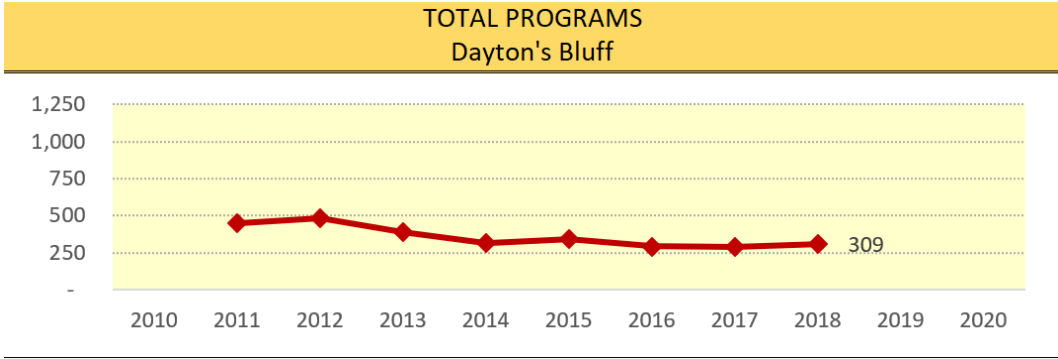
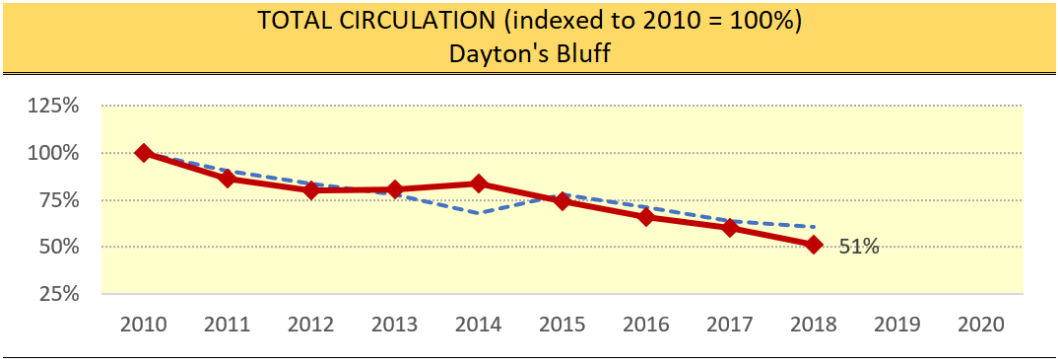
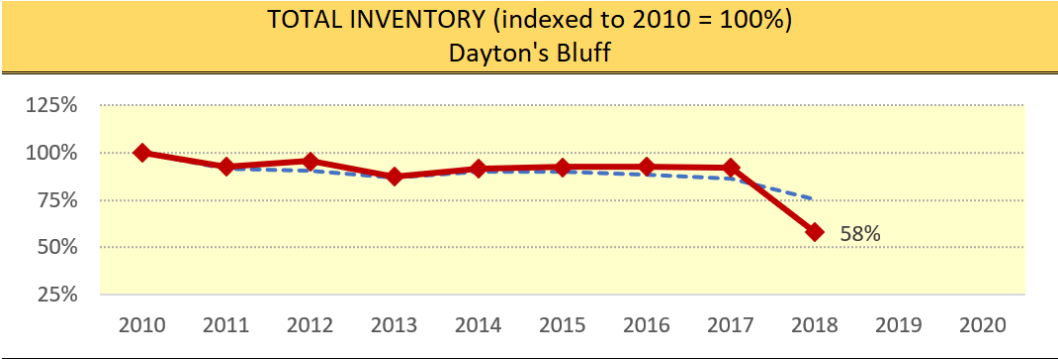


TECHNOLOGY

Rate current "Technology"



Agency Snapshot – DAYTON’S BLUFF



Dayton's Bluff

Service Area Population	15,680
Building Area Sq.ft.	6,664

		Units	Area
Collection	Items	21,423	2,142
Technology	Stations	28	1,120
Readers	Seats	46	1,495
Staffing	Places	7	700
Meeting	Seats	-	-

Special use	Allow (15%)	1,364
Nonassignable	Allow (25%)	2,274
Dedicated allow	None	

Square feet needed	9,096
Variation from actual	2,432
Percent variation	36.49%

SPPL Architectural, MEP Assessment Information Notes

Hamline Midway

- Original construction: 1930
- Last remodel: 1990
- Hale Library (historic)
- ***This should be considered a full building (significant) renovation OR REPLACEMENT (Net-Zero)***
- ***Current building is approximately 8,200 sf. The site may be able to handle a one-story library that is 10,000 GSF – 12,500 GSF if the site is able to be maxed out for a one-story building***
- Two-level Library
- ADA entrance is difficult and around the side of the building
- Hamline-Midway Coalition is located in the building and leases space in the lower level
- Building has an elevator
- Auditorium is in the lower level & has a stage
 - Lift down to the auditorium level is small and not in good working condition
 - Steps down to the auditorium are steep
 - Water infiltration on the west side exterior wall of the auditorium
- Staff space is small and cramped in the lower level
- Small parking area on the site; ample parking on the street
- Restrooms on the lower level and need updating
- Small staff restroom on the first floor in the staff break room
- Staff break room is small and original casework, etc.
- Access to power is difficult and numerous extension cords
- Most of the mechanical and plumbing systems require replacement
- Ceiling of one of the rooms in the basement (mechanical) has been cleared out due to the spalling concrete ceiling. The structure should be reviewed.

Additional recommendations and observations from SPPL Facility Staff:

- Two new hot water boilers and Johnson Controls were installed 2019
- Consider a 9" deep hand sink in large meeting rooms and staff room to clean coffee pots (similar to Rondo)
- Incorporate Public Art in building (ex. Glass wall, fireplace surround, sidewalk, etc. or Frogtown Com. Ctr. Terrazzo floor)
- Extended a 5-year warranty for AC compressors
- Upgrade Fire Alarm system
- Upgrade Burglar Alarm system
- Upgrade telephone system
- Consider the Fire Alarm monitoring by cell towers
- LED light fixtures
- Dehumidifier in the lower level
- Include maintenance equipment in the budget
- Consider a fire rated stage curtain if wanted

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Hamline Midway Library

Date/Time: September 17, 2019 | 9:00 – 10:00 a.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	X			X			Children character, clear wayfinding
Adult collection/area	X			X			Nice seating
Teen collection/area	X			X			People sleep there
Reading areas		X			X		Could use more
Study areas	X			X			
Meeting rooms/public conference							Lower level has exterior access – theater space leaks from rain
Ease of way-finding	X			X			
Accessibility	X			X			
Restrooms							
BUILDING ENVELOPE							
Image	X			X			
Signage			X			X	Wayfinding is challenging; needs work
TECHNOLOGY CONSIDERATIONS							
Capacity for technology	X			X			
Self-check availability/layout/visibility	X			X			
Computer availability (customer use)	X			X			
Computer availability (staff)		X			X		
Auto handling (Note number of bins)							None
EXPERIENTIAL CONSIDERATIONS							
Amenities							Fireplace hidden in Children's
Public Art / Display Areas							Tile mosaics
Other unique features							Stage/theater in lower level
Height of space / overall spatial quality	X			X			Daylit space; tall ceilings; nice volume
Intuitive	X			X			
Entry experience	X			X			
Lighting (including daylighting)	X			X			
Noise management/acoustics							Unknown: Visit was made before library was open to public
Aesthetics	X			X			
Furniture & Fixtures							
Appearance	X			X			
Comfort		X			X		Heavy wood items; difficult to move or flex to other uses
Ability to continue use?		X			X		

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Hamline Midway

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Interior Signage & Wayfinding							Teens is good
Readable		X			X		
Consistent			X			X	
Extras added?			X			X	Yes – too many; fun addition of “Joke of the day”
							No bilingual signage
STAFF CONSIDERATIONS							
Workroom							3 Staff (2 dedicated; 1 shared)
Flexibility of space			X			X	Open room / too small
Book drop			X			X	Interior book drop falls to lower level
Workflow			X			X	Well organized, but too small – back door goes direct to lower level
Storage			X			X	
Delivery staging / service door	X			X			
Project space			X			X	None
Staff lounge			X			X	Small, with access to daylight/window
Telephone infrastructure			X			X	unknown
Wellness / phone room?			X			X	None
Staff restroom			X			X	Not ADA
Service Desk (Circulation)			X			X	Modular / height adjustable /too cluttered/ too big
Ergonomics			X			X	No accomodation
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent	X			X			Near Snelling Avenue
Housing density	X			X			In residential area
Other agencies	X			X			Near university
ACCESSIBILITY/VISIBILITY							
Customer vehicle access			X			X	Hard to see parking
Delivery vehicle access		X				X	Drive around building
Public transportation access	X				X		Short walk
Bicycle/pedestrian access	X				X		
Proximity to major roadways	X				X		
Visibility		X				X	
Drive up / Book Drop			X			X	
Exterior Signage			X			X	
ADA accessibility			X			X	
CAPACITY							
Building footprint			X			X	

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Hamline Midway

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Parking			X			X	Only a few parking spots available
Expandability			X			X	Landlocked
Potential for partnerships		X					
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood		X		X			
Natural beauty	X			X			
Views		X			X		
Potential for outdoor program spaces			X			X	

Additional notes:

- Elevator was added in 1990
- This building is in bad condition
- No Homework Center; patrons use Rondo with larger, fun teen space
- Stroller parking at entry to auditorium/theater
- Maintenance office – Lower Level
- Scary, damp basement
- Collection pressure at this location due to floating collections
- Wayfinding
 - Visibility of Exterior signage: poor
 - Is it easy to find or identify: ??
 - SPPL Brand identity: none
 -

DESCRIPTORS

What makes this location special?

BELOVED BY NEIGHBORHOOD

HAMLIN UNIVERSITY STUDENT AREA

STRONG NEIGHBORHOOD SUPPORT

SYMBOLIC FIREPLACE "FIRESIDE
READING"

STORAGE IN LOWER LEVEL
UNDER-UTILIZED

MOISTURE ISSUES

OLD/CLASSIC

REQUESTS

What do customers request the most?

BETTER BATHROOMS

BETTER STAFF AREA

GENERAL IMPROVEMENTS - LOOKS
WORN & TIRED

FIX AUDITORIUM LEAKS

VISIBILITY!

BETTER MEETING ROOM TECH

ACCESSIBILITY UPGRADES

QUIET STUDY SPACE

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral

Satisfied

TECHNOLOGY

Rate current "Technology"

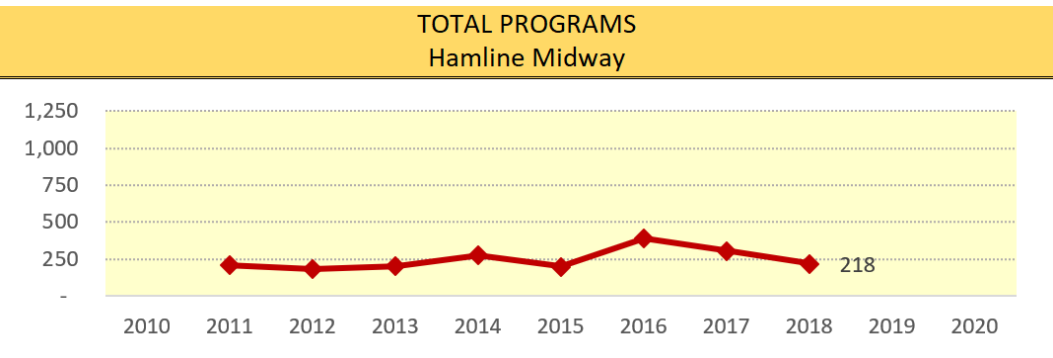
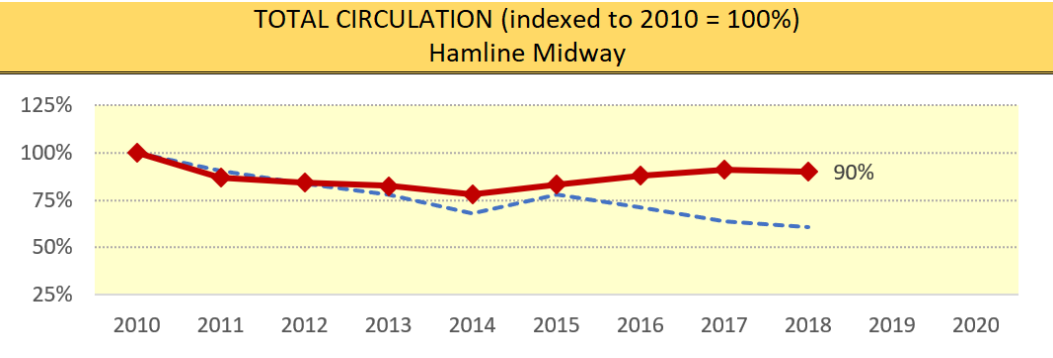
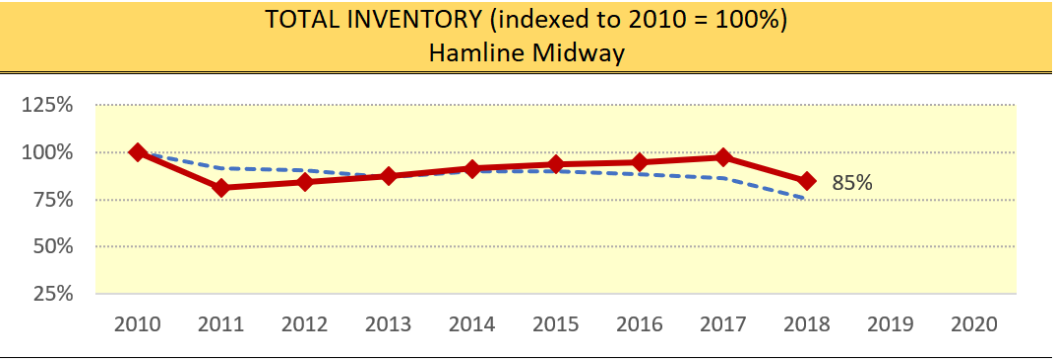


Dissatisfied

Neutral

Satisfied

Agency Snapshot – HAMLINE MIDWAY



Hamline Midway

Service Area Population	17,342
Building Area Sq.ft.	8,194

	Units	Area
Collection	25,646	2,565
Technology	16	640
Readers	21	683
Staffing	7	700
Meeting	88	880

Special use	Allow (15%)	1,367
Nonassignable	Allow (25%)	2,278
Dedicated allow	None	

Square feet needed	9,112
Variation from actual	918
Percent variation	11.20%

SPPL Architectural, MEP Assessment Information Notes

Hayden Heights

- Original construction: 1955
- Last remodel: 1979
- ***This should be considered a full building (significant) renovation***
- The parking lot needs to be re-surfaced
- Entry sequence needs to be updated
- Community room appears to be under-utilized and has a lot of storage items in it
- Has the car repair collection
- Ample space available in the staff workroom
- A few small study rooms available
- Small teen space
- Windows that have been broken have been replaced by plexiglass

Additional recommendations and observations from SPPL Facility Staff:

- New boilers and Johnson Controls are funded and to be installed in 2020 (along with Saint Anthony).
- Consider a 9" deep hand sink in large meeting rooms and staff room to clean coffee pots (similar to Rondo).
- Incorporate Public Art in building (ex. Glass wall, fireplace surround, sidewalk, etc. or Frogtown Com. Ctr. Terrazzo floor.)
- Extended a 5-year warranty for AC compressors
- Upgrade Fire Alarm system
- Upgrade Burglar Alarm system
- Upgrade telephone system
- Consider the Fire Alarm monitoring by cell towers
- LED light fixtures
- Include maintenance equipment in the budget
- Consider enlarging the south and west windows making them taller (not on alley side)
- Install light switches (light relays have been removed and staff now use the circuit breakers)
- Consider resealing the Kalwall skylights
- Consider an exterior Reading Area on the north side of the building (like Sunray and Highland Park)

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Hayden Heights Library

Date/Time: September 17, 2019 | 2:30 – 3:00 p.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area		X			X		Looks good after refresh; NF is interfiled with adult; children aren't finding it
Adult collection/area		X			X		Good pop up, flex space; large living room space;
Teen collection/area			X			X	Nice high top tables
Reading areas			X			X	Living room
Study areas			X			X	Tables / single person carrels
Meeting rooms/public conference							85 p room w/ small kitchenette (former homework center); large meeting has too much storage along the perimeter; stack chairs, old furniture; it is booked by the public 2X per week, but often unused
Ease of way-finding		X			X		Open sightlines
Accessibility		X			X		
Restrooms		X			X		
							Additional small meeting room for 6 – 10 people; with small coat closet
BUILDING ENVELOPE							
Image			X			X	Good exterior sign
Exterior Signage	X			X			Good exterior / poor interior signage; inviting neighborhood
TECHNOLOGY CONSIDERATIONS							
Capacity for technology			X			X	1 adult / 1 child
Self-check availability/layout/visibility			X			X	(2) – located against service desk; 80% self check use
Computer availability (customer use)		X			X		16 computers; 1 wd processing station; 2 auto repair catalogs; 1 family computer; 2 teen computers; 2 teen catalogs; 3 scan/MFD/ print release
Computer availability (staff)	X			X			(5)
Auto handling (Note number of bins)							
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas							Display racks
Other unique features							Extensive auto repair collection; BIG puppet collection
Height of space / overall spatial quality	X			X			
Intuitive	X			X			Open
Entry experience			X			X	Poor

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Hayden Heights

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Lighting (including daylighting)	X			X			
Noise management/acoustics		X			X		Noise of flipping CD cases bothers computer users
Aesthetics			X			X	1970's aesthetic; orange shelves; outdated
Furniture & Fixtures							
Appearance			X			X	Outdated
Comfort			X			X	Poor
Ability to continue use?			X			X	poor
Interior Signage & Wayfinding							Auto Repair wayfinding is important ; Play + Learn branded
Readable		X			X		
Consistent		X			X		
Extras added?			X			X	Yes – too many
Bilingual			X			X	None
Intuitive			X			X	Open floor plan eases wayfinding
STAFF CONSIDERATIONS							Needs access to staff parking
Workroom							Private office for mgr; nice daylight; approx. workroom size 19 x 34'
Flexibility of space			X				
Book drop							
Workflow							Space for good work flow; too much done at desk, storage shelves in center of room impede workflow
Storage							
Delivery staging / service door	X			X			
Project space		X			X		
Staff lounge	X			X			New fixtures; daylight, includes the safe; 4 p table; coffee bar
Telephone infrastructure							
Wellness / phone room?			X			X	none
Staff restroom		X			X		(2) non-ADA
Service Desk (Circulation)		X			X		2 staff stations for check in, check out, non-print holds & card registration
Service Desk (Reference)			X			X	Would like a single desk; existing service points are confusing
Ergonomics			X			X	None
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent		X			X		
Housing density		X			X		
Other agencies		X			X		

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Hayden Heights

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
ACCESSIBILITY/VISIBILITY							
Customer vehicle access	X			X			Dedicated parking lot
Delivery vehicle access	X			X			
Public transportation access		X			X		
Bicycle/pedestrian access		X			X		
Proximity to major roadways	X			X			
Visibility		X			X		Building hard to see even though on corner
Drive up / Book Drop			X			X	
Exterior Signage			X			X	
ADA accessibility		X			X		
CAPACITY							
Building footprint	X			X			Seems to be large enough
Parking		X			X		Lot needs to be resurfaced
Expandability			X			X	
Potential for partnerships							
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood		X			X		
Natural beauty		X			X		
Views			X			X	Hard to see
Potential for outdoor program spaces			X			X	No outdoor areas available

Additional notes:

- Strong collection
- Large meeting
- Staff workroom
 - Too much work done at desk
- Need study rooms
- Would like to consider coin op for MFD
- Board games and puzzle collections circulate
- Lobby and adjacent small meeting room are underutilized
- Laptops are not used in the large meeting room

DESCRIPTORS

What makes this location special?

FEELS LIKE 1970

GROWING HMONG COMMUNITY

AUTOMOBILE COLLECTION

NICE, UPDATED TEEN SPACE

PLAY + LEARN LOCATION

NEEDS NEW HVAC

INTERIOR BOOK DROP?

NO WINDOWS - WHAT'S IN THERE?

OUT OF THE WAY/ISOLATED

REQUESTS

What do customers request the most?

STAFF REQUEST: 1 DESK

GENERAL UPDATES: TIME WARP

BETTER PHONES

OPTIONS FOR MOVING PUBLIC TECH
AROUND (ETHERNET ACCESS)

ANOTHER COPY/FAX

GREEN SPACE

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



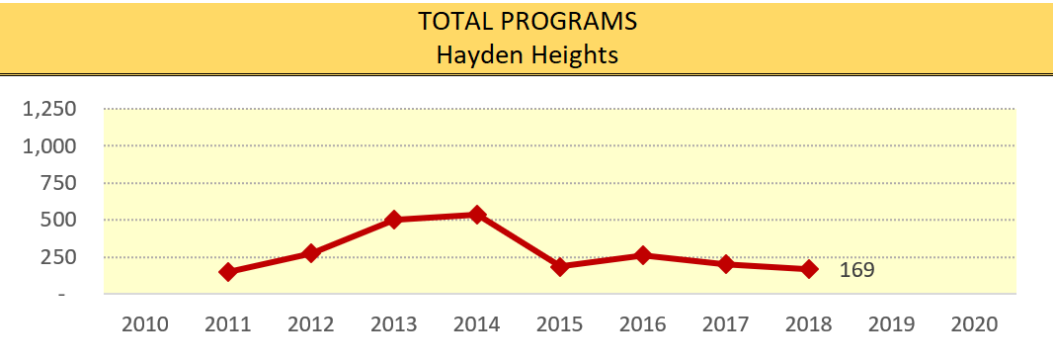
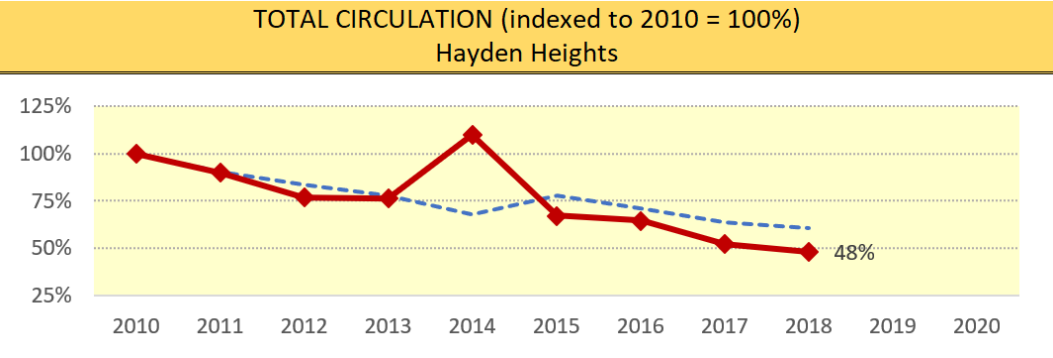
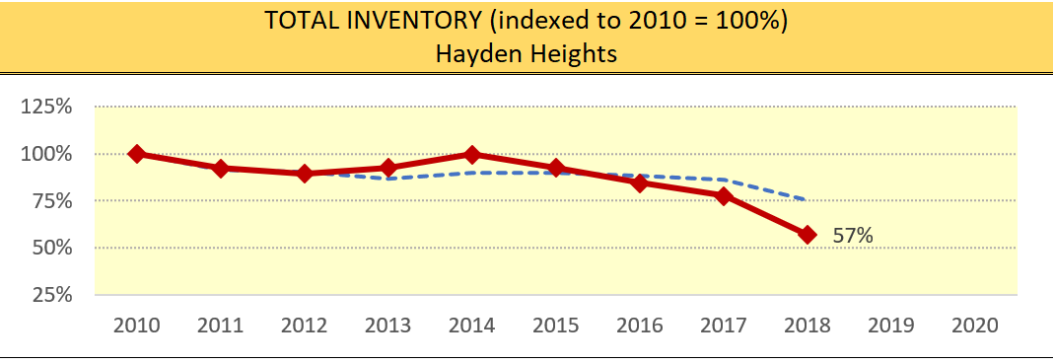
Neutral



Satisfied

INTERIOR SORTER

Agency Snapshot – HAYDEN HEIGHTS



Hayden Heights

Service Area Population	32,494
Building Area Sq.ft.	12,324

		Units	Area
Collection	Items	29,662	2,966
Technology	Stations	29	1,160
Readers	Seats	62	2,015
Staffing	Places	12	1,200
Meeting	Seats	85	850

Special use	Allow (15%)	2,048
Nonassignable	Allow (25%)	3,413
Dedicated allow	None	

Square feet needed	13,652
Variation from actual	1,328
Percent variation	10.78%

SPPL Architectural, MEP Assessment Information Notes

Highland Park

- Original construction: 1954
- Last remodel: 2014
- Co-located with park and rec facility
- Two-story Library
- AMH is a large system and breaks down frequently
- Reed sculpture in Children's area is used for climbing
- Two story atrium space between teen (lower) and adult (upper) creates noise issues
- Has outdoor terrace on second level
- Partial wall for Children's creates sight-line issues

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Highland Park Library

Date/Time: September 18, 2019 | 10:30 – 11:30 a.m.

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	X			X			
Adult collection/area	X			X			
Teen collection/area	X			X			
Reading areas	X			X			
Study areas	X			X			Study Rooms (2) 2p @ 1 st Floor; (3) 2p @ 2 nd Floor
Meeting rooms/public conference	X			X			With kitchenette + operable partition which opens to collection area; 42 p; works well for afterhours use.
Ease of way-finding	X			X			
Accessibility	X			X			
Restrooms	X			X			Located on both floors of library
BUILDING ENVELOPE							Tied to river theme
Image	X			X			
Exterior Signage	X			X			
TECHNOLOGY CONSIDERATIONS							No laptops
Capability for technology		X			X		
Self-check availability/layout/visibility	X			X			2 on 1 st floor; 2 on Second floor: 1 adult + 1 child; print release on 2 nd floor only
Computer availability (customer use)							First floor: 1 catalog; 1 self check; 5 teen; Second floor: 20 adult; 5 catalogs; 5 children computers;
Computer availability (staff)							See notes below
Auto handling (Note number of bins)	X			X			(9) bins; long belt
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas							Fish feature wall w/ interactive displays
Other unique features							Theater
Height of space / overall spatial quality	X			X			
Intuitive		X			X		Two floors and intermediate levels are a little confusing; but makes sense after first visit
Entry experience	X			X			
Lighting (including daylighting)	X			X			
Noise management/acoustics – Storytime	X			X			Zoned well
Aesthetics	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Highland Park

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Furniture & Fixtures – Refresh							
Appearance	X			X			
Comfort	X			X			
Ability to continue use?	X			X			
Interior Signage & Wayfinding							Good in general
Readable	X			X			Yes
Consistent	X			X			Yes
Extras added?							Limited
Bilingual			X			X	none
Intuitive		X			X		
STAFF CONSIDERATIONS							
Workroom							
Flexibility of space	X			X			
Book drop		X			X		1 st floor
Workflow	X			X			Delivery sequence could be better;
Storage		X			X		Basement
Delivery staging / service door		X			X		Existing grade is a challenge
Project space		X			X		1 st floor
Staff lounge		X			X		Shared with parks
Wellness / phone room?			X			X	None
Staff restroom	X			X			(2) on 1 st floor
Service Desk (Circulation)	X			X			1 staff station with ht adjustable desk on 1 st floor; oversized desk; work done here
Service Desk (Welcome)		X			X		3 staff stations with ht adjustable desk at second floor; storage at front and back areas; oversized desk
Ergonomics		X			X		
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent	X			X			
Housing density	X			X			
Other agencies	X			X			
ACCESSIBILITY/VISIBILITY							
Customer vehicle access	X			X			
Delivery vehicle access		X			X		
Public transportation access	X			X			
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Highland Park

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Visibility	X			X			
Drive up / Book Drop		X			X		
Exterior Signage		X			X		
ADA accessibility	X			X			
CAPACITY							
Building footprint	X			X			
Parking	X			X			
Expandability		X			X		
Potential for partnerships	X			X			
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood	X			X			
Natural beauty	X			X			
Views	X			X			
Potential for outdoor program spaces	X			X			

Additional notes:

- Library was located here first; joined with Rec Center in 1980's
- Staff Workrooms:
 - (1) sort
 - (3) staff computers – 1st Floor Circulation desk
 - (6) workstations and (1) office – 2nd Floor
 - No sound proof or sink
 - Shared Break Room with Rec.
- (2) Desks
 - 2nd floor height adj. workstations (2 of 3).
 - All built in except for height adj.
 - Lots of storage; printer at front
 - Some Storytime book return requested
- 14 different levels in building
- 30,000 SF including basement / low ceiling
- Use Rec center owned auditorium for programs; auditorium seats 146p; auditorium includes projection room
- Maker kits are stored in the basement
- Only branch with white noise at second floor Adult seating area where open to Teens below

DESCRIPTORS

What makes this location special?

CUSTOMERS LOVE ALL OF IT

2 FLOORS

POPULAR WITH FAMILIES OF YOUNG KIDS

HOLD/PICK-UPS - HIGH CIRC

SHARES SPACE WITH REC CENTER & THEATER

JEWISH COMMUNITY

AMHARIC (ETHIOPIAN) COMMUNITY

REQUESTS

What do customers request the most?

FUNCTIONAL AND RELIABLE AFTER HOURS RETURNS

COMPUTER FOR MAINTENANCE STAFF

ANOTHER COMPUTER

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral

Satisfied

SO MUCH MORE OPPORTUNITIES
FAMILIES COME TO PLAY
FLEX SPACES

TECHNOLOGY

Rate current "Technology"



Dissatisfied

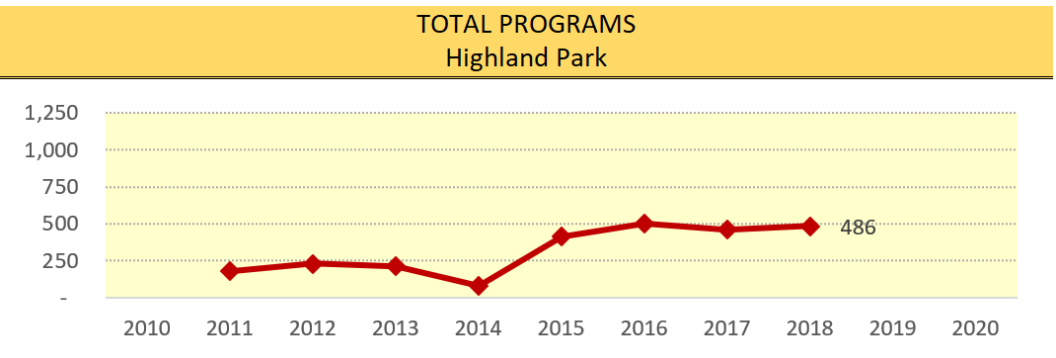
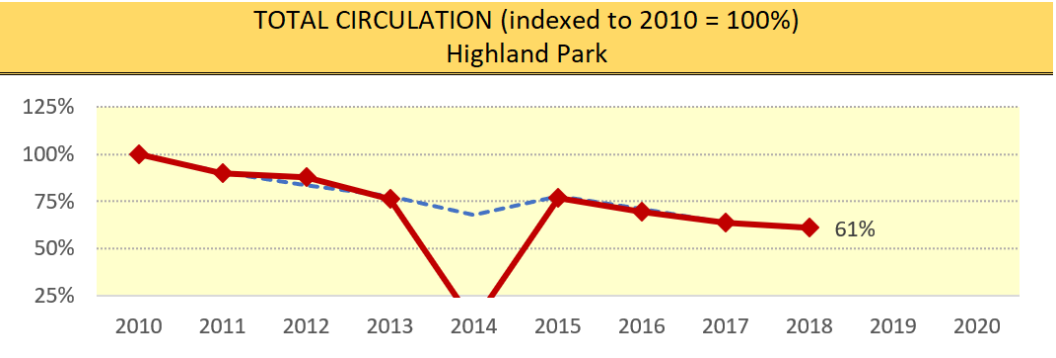
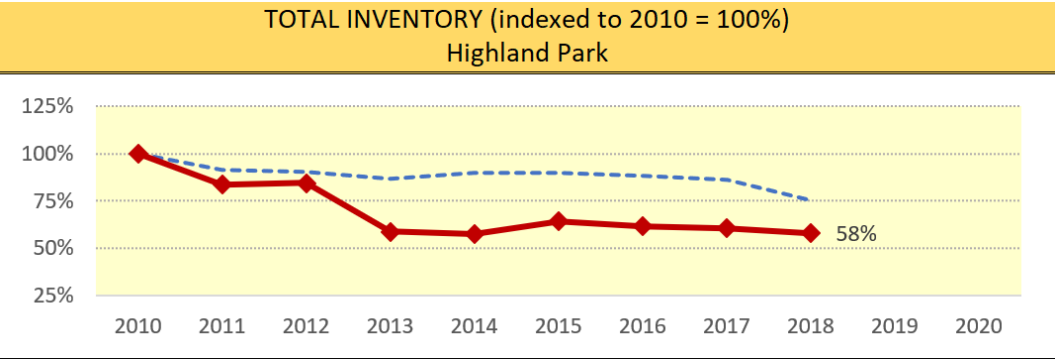
Neutral

Satisfied

USED WELL

INTERIOR AMH
EXTERIOR AMH

Agency Snapshot – HIGHLAND PARK



Highland Park

Service Area Population	40,357
Building Area Sq.ft.	29,083

		Units	Area
Collection	Items	68,055	6,806
Technology	Stations	48	1,920
Readers	Seats	73	2,373
Staffing	Places	14	1,400
Auditorium	Seats	146	2,190
Meeting 1	Seats	42	420
Conf 1	Seats	14	350
Special use	Allow (15%)		3,865
Nonassignable	Allow (25%)		6,441
Dedicated allow	None		

Square feet needed	25,763
Variation from actual	(3,320)
Percent variation	-11.41%

SPPL Architectural, MEP Assessment Information Notes

Merriam Park

- Original construction: 1993
- Located on corner lot
- Has small parking lot adjacent
- Book drop on front of building is low and drops in to the building at an awkward level
- Two-level Library
- Meeting rooms in the lower level
- Needs more infrastructure for power
- Elevator for access to lower level

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Merriam Library

Date/Time: September 18 | 12:00 – 1:00 p.m.

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area		X			X		Children and Adult NF are called out; not intershelfed
Adult collection/area		X			X		
Teen collection/area			X			X	Located in back corner; difficult to supervise or to find
Reading areas			X			X	
Study areas			X			X	(3) 2 p study rooms
Meeting rooms/public conference	X			X			Includes 4 study rooms; (1) of which is becoming a "Vinyl Room"
Ease of way-finding		X			X		
Accessibility	X			X			
Restrooms	X			X			
BUILDING ENVELOPE							
Image		X			X		Homey / warm
Exterior Signage	X			X			
TECHNOLOGY CONSIDERATIONS							No laptops
Self-check availability/layout/visibility	X			X			
Computer availability (customer use)			X			X	Adult: (8) 2 hr computers, (3) 15 minutes, 6 catalogs, 3 self check;no laptops; 1 print release; children: 1 gaming computer, 1 out of order
Computer availability (staff)		X			X		
Auto handling (Note number of bins)		X			X		3 bins
EXPERIENTIAL CONSIDERATIONS							
Amenities							stage
Public Art / Display Areas		X			X		
Other unique features		X			X		Children's area with full perimeter bench; open pop up programspace
Height of space / overall spatial quality	X			X			
Intuitive			X			X	
Entry experience			X			X	
Lighting (including daylighting)		X			X		
Noise management/acoustics – Storytime		X			X		Not after school or during storytime
Aesthetics		X			X		Shelves are too tall
Furniture & Fixtures							Refresh needed
Appearance			X			X	
Comfort			X			X	

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Merriam

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Ability to continue use?							Some items could be reused
Interior Signage & Wayfinding							
Readable		X			X		
Consistent		X			X		
Extras added?				X			Yes
Bilingual						X	
Intuitive						X	
STAFF CONSIDERATIONS							
Workroom							Operable windows at staff space; includes (1) private office for manager
Flexibility of space		X			X		Reading would give more space
Book drop							1 interior / 1 exterior- public uses both
Workflow							??
Storage	X			X			
Delivery staging / service door							??
Project space			X			X	
Staff lounge	X			X			With soft seating & daylight
Telephone infrastructure							unknown
Wellness / phone room?							No
Staff restroom		X			X		Yes
Service Desk (Circulation)							Large single desk; (2) info and (1) laptop staff station
Ergonomics							All ht adjustable staff stations at desk; no ergonomics @ staff workstations
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent							
Housing density							
Other agencies							
ACCESSIBILITY/VISIBILITY							
Customer vehicle access							
Delivery vehicle access							
Public transportation access							
Bicycle/pedestrian access							
Proximity to major roadways							
Visibility							
Drive up / Book Drop							
Exterior Signage							
ADA accessibility							

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Merriam

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CAPACITY							
Building footprint							
Parking							
Expandability							
Potential for partnerships							
DISTRIBUTION							
Nearest library							
Portion of service radius							
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood							
Natural beauty							
Views							
Potential for outdoor program spaces							

Additional notes:

- AMH has 3 Bins @ the interior drop receives 2/3 of returns
- Exterior drop receives 1/3 of returns
- Staff Computers (6 + 1)
 - Workstations – 2 shared
 - Storage is limited to closets
 - (1) Large manager office 10x14
 - Need volunteer space
 - Need work table
 - Big pick list (100 in AM / 50-60 in PM)
 - 200 / day after holiday
- No homework center or computer lab
- This location has consumer info collection and tax forms
-
- Growing vinyl collection
 - Adding "Vinyl Room" = Study room 4 will include a chair / lamp / turntable
 - "Dig" bin and featured albums
 - Headphones
 - Going offline as study room 4
- Lower Level:
 - Large Meeting Room A (130 p.); dividable / needs AV equipment for other side
 - Step/stage area
 - (2) 1 person tables
 - Meeting Room B (17x25 +/-)
 - Used often/ stores holiday collection
- Staff Lounge / Break Room
 - Lower Level lockers / coat rod is used
 - Stove
-

DESCRIPTORS

What makes this location special?

- MARSHALL/LAKE STREET
- ST. THOMAS UNIVERSITY
- CRAFTSMAN STYLE
- COLLECTION FOCUS ON OLDER ADULTS
- WALKABLE WITH COMMUNITY
- MORE TRADITIONAL FEEL
- NEEDS +/- \$400,000 HVAC
- STUDENTS
- STORYTIME
- RENTAL COLLECTION

REQUESTS

What do customers request the most?

- STAFF REQUEST: BETTER BOOK RETURN FROM OUTSIDE

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied

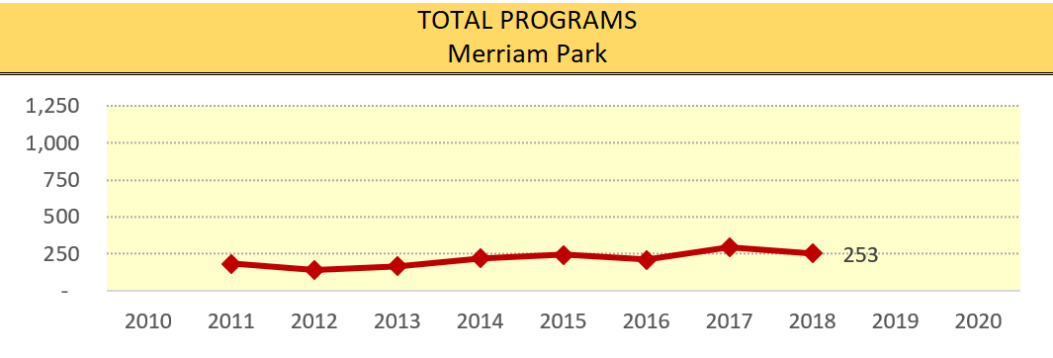
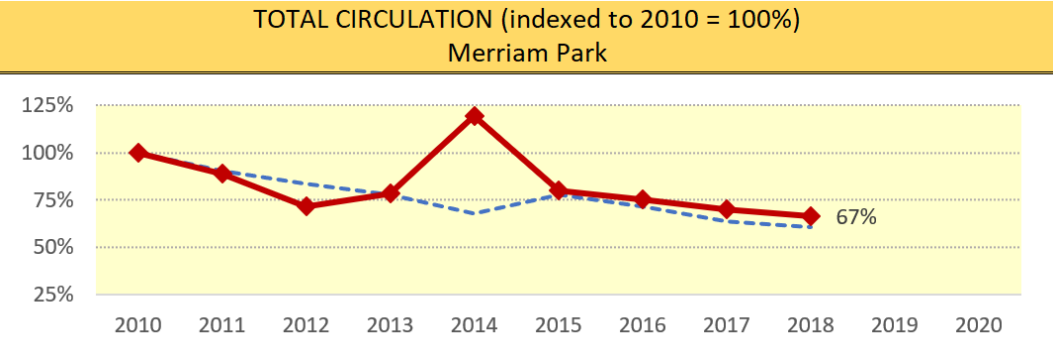
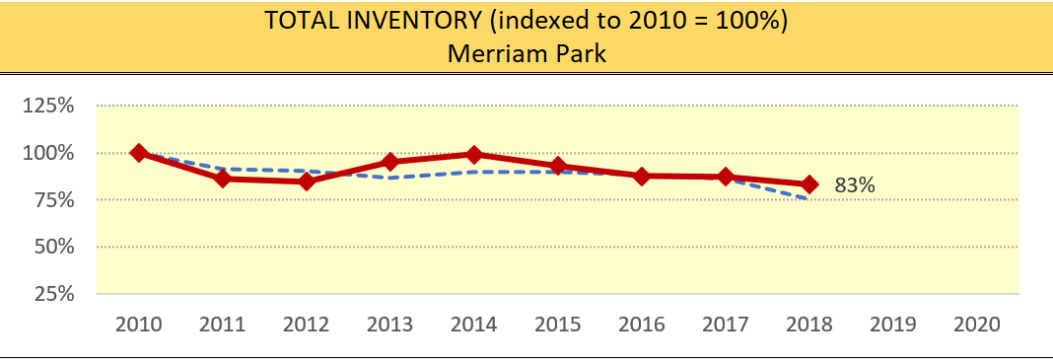


Neutral



Satisfied

Agency Snapshot – MERRIAM PARK



Merriam Park

Service Area Population	33,131
Building Area Sq.ft.	16,923

		Units	Area
Collection	Items	68,513	6,851
Technology	Stations	19	760
Readers	Seats	55	1,788
Staffing	Places	21	2,100
Meeting	Seats	130	1,300

Special use	Allow (15%)	3,200
Nonassignable	Allow (25%)	5,333
Dedicated allow	None	

Square feet needed	21,331
Variation from actual	4,408
Percent variation	26.05%

SPPL Architectural, MEP Assessment Information Notes

Rice Street

- Original construction: 2002
- Restrooms in location where it is hard to supervise
- Wall between restrooms and meeting rooms is not sound-proofed
- Condition issues in the meeting rooms - walls and floors
- One-story Library
- Film on the windows to the north because of security issues
- Meeting rooms can be used after hours
- Condition issues with furniture in the staff areas
- Lighting in the main library is dim at the tall ceiling
- Lighting bollards at the walkway from the parking lot have been removed
- Two entrances in to the library – from street and parking lot
- *Snow Kreilich Architects doing a study for library enhancements and tie to new community center across the street. Think that they want to move the main entrance to the library*

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Rice Street Library

Date/Time: September 17, 2019 | 10:30 – 11:30 a.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	X			X			Identified with chinese lanterns; intershelve NF w/adults; would prefer browser bins; would like more play space- noise is ok; would like to include soft seating near play space
Adult collection/area							Would like to lower shelves from 84" to 66"
Teen collection/area	X			X			Nice destination but they would prefer a Teen room
Reading areas							
Study areas							(4) 2p study rooms; not soundproof from restrooms
Meeting rooms/public conference	X			X			Dividable 1+2; 112p; dual entry to meeting room;
Ease of way-finding		X			X		
Accessibility	X			X			
Restrooms	X			X			
			X			X	
BUILDING ENVELOPE							
Image	X			X			
Exterior Signage	X			X			
TECHNOLOGY CONSIDERATIONS							
Capacity for technology	X			X			
Self-check availability/layout/visibility	2			2			Space for 3
Computer availability (customer use)	X			X			1 @ children; 2 express; 19 internet; 2 gaming; 2 catalogs near entry; 1 reserve station; 1 MFD - would like 2; would like ADA stations and 1 voice activated computer station
Computer availability (staff)	X			X			
Auto handling (Note number of bins)	X			X			4 Bins; no RFID
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas	X			X			Building has been hit by numerous cars over time; art installation damaged
Other unique features							Intergenerational seating near entry; bench at children; 8 person laptop bar
Height of space / overall spatial quality	X			X			Nice
Intuitive							

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Rice Street

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Entry experience	X			X			
Lighting (including daylighting)	X			X			Poorly lit at Book Sale
Noise management/acoustics							
Aesthetics	X			X			
Furniture & Fixtures							Dirty and unappealing soft seating
Appearance			X			X	Meeting chairs require more maintenance for heavy use
Comfort		X		X			Unappealing appearance
Ability to continue use?							Mobile flip top tables at meeting room-yes
Interior Signage & Wayfinding							
Readable	X			X			
Consistent	X			X			
Extras added?							Yes; freestanding
Bilingual	X			X			
Intuitive			X			X	
STAFF CONSIDERATIONS							7 assigned staff WS; open to collaboration space
Workroom							
Flexibility of space	X			X			
Book drop		X			X		Would like interior and exterior book drop
Workflow	X			X			
Storage	X			X			
Delivery staging / service door	X			X			
Project space			X			X	Very limited
Staff lounge							
Telephone infrastructure							
Wellness / phone room?			X			X	None
Staff restroom	X			X			
Service Desk (Circulation)	X			X			Oversized desk; 2 ht adj station, with 1 adjacent clerical space.
Ergonomics							Desk is ht adj w/mobile components; staff workstations are not adjustable
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent	X			X			
Housing density	X			X			
Other adjacencies	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Rice Street

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
ACCESSIBILITY/VISIBILITY							
Customer vehicle access	X			X			
Delivery vehicle access		X			X		
Public transportation access	X			X			
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			
Visibility	X			X			Need more exterior cameras
Drive up / Book Drop		X				X	Walk up
Exterior Signage		X			X		
ADA accessibility		X			X		
CAPACITY							
Building footprint		X			X		
Parking	X			X			Parking lot needs work
Expandability		X			X		
Potential for partnerships		X			X		
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood	X			X			
Natural beauty	X			X			
Views		X				X	Windows filmed from distractions
Potential for outdoor program spaces		X			X		Adjacent to park

Additional notes:

- Yard of storage / outdoor storage
- Interior lighting near entry and Book Sale is poor
- Large Meeting
 - Homework Center – Meeting room 2
 - Retract operable door only 3x/year
 - Slat wall display
 - 5 computers / 4 p tables
 - Tidy/soft seating in glass corner
 - Built as Homework Center
 - New furniture on order for Homework Center
- Entry display – pamphlet not used
- Vandalism to outdoor bollards
- Built for Second Floor
- Add Staff Parking
- Talk of combined use with Rec Center across the street
- Computer Lab acts as large quiet study. Includes 8 public computers + 1 staff; used as 2-3 small study between 3:00 – 5:00 and Minecraft on Saturdays. Capacity is 12 p; usually 5 – 6 attend
- Lack of storage and outdoor space

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Rice Street

- Exterior windows have had translucent film added to separate library from street activity
- Need more charging stations and USB
- Would like to lower shelves from 84" to 66"H; ok to use bottom shelf
- Would consider use of a spinner for small periodical collection
- Need change station
- Café area for snacks and food would be a great addition
- Need more gathering space

DESCRIPTORS

What makes this location special?

WORKING CLASS
IMMIGRANT HUB

RIGHT ON MAIN THOROUGHFARE

CLOSE TO "OLD" REC CENTER

GOOD SPOT FOR YOUTH WHEN THERE
AREN'T LOTS OF OTHERS IN AREA

REQUESTS

What do customers request the most?

BETTER KIDS AREA

COPIER

MEETING ROOM WITH OVERHEAD
PROJECTION

MORE STAFF COMPUTERS

MORE SEPARATION BOTH ADULT & KID
COMPUTER STATIONS

FURNITURE FOR TEENS

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral

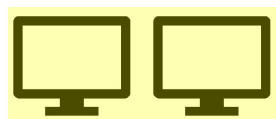


Satisfied

FACE OUT DISPLAY BROWSER ELEMENTS
NEEDED

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral

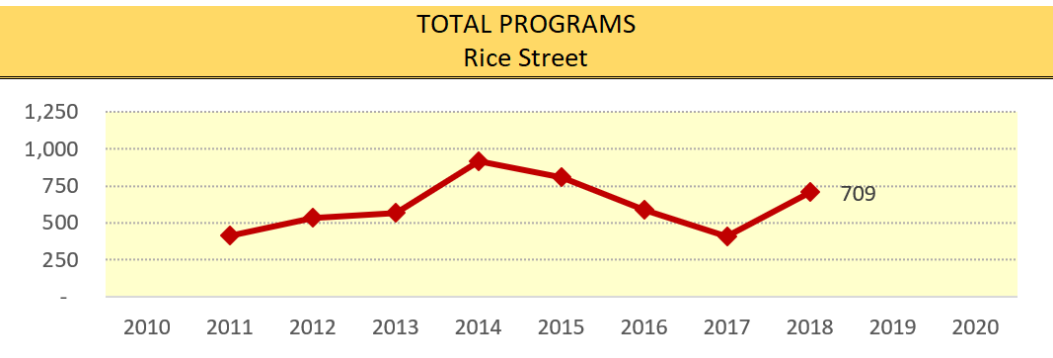
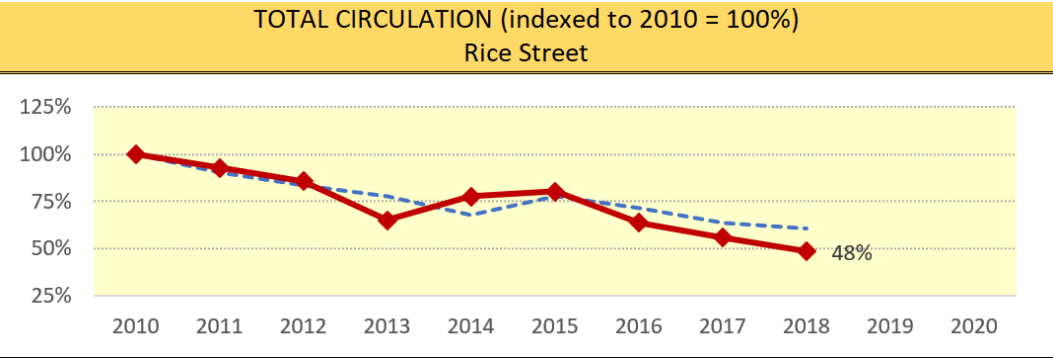
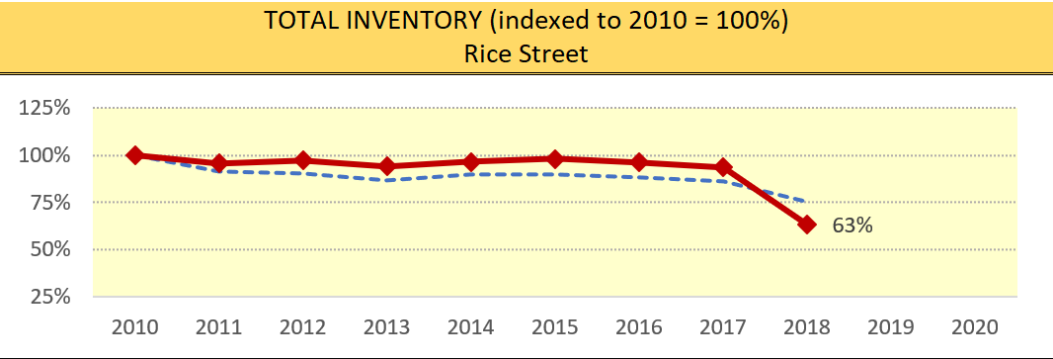


Satisfied

NOISE

INTERIOR SORTER

Agency Snapshot– RICE STREET



Rice Street

Service Area Population	32,272
Building Area Sq.ft.	12,846

		Units	Area
Collection	Items	29,805	2,981
Technology	Stations	39	1,560
Readers	Seats	50	1,625
Staffing	Places	14	1,400
Meeting	Seats	112	1,120

Special use	Allow (15%)	2,171
Nonassignable	Allow (25%)	3,619
Dedicated allow	None	

Square feet needed	14,476
Variation from actual	1,630
Percent variation	12.69%

MEETING REPORT

PROJECT	Rice Campus Planning – site visit / walk through	MEETING DATE	03/29/2019
OWNER	St. Paul Parks and Recreation	MEETING LOCATION	Rice Street Library / Rice Recreation Center
		SUBJECT	Building and Site Tour
PROJECT NO.	N/A	ATTENDEES	Catherine Penkert, Director, St. Paul Public Libraries Tony Yang, Deputy Director for Operations, St. Paul Public Libraries Gina Stokes, Recreation; St. Paul Parks & Rec Ellen Stewart, Landscape; St. Paul Parks & Rec Alice Messer, Design and Construction; St. Paul Parks & Rec David Ronzani, Project Manager / Landscape; St. Paul Parks & Rec Julie Snow, Snow Kreilich Architects James Howarth, Snow Kreilich Architects
DISTRIBUTION	Project File, Attendees	REPORT BY	James Howarth

ITEM	SUBJECT	ACTION BY
1.	The purpose of this meeting was to tour the Rice Street Library and the Rice Recreation Center to provide a better understanding of the scope and expectations of the upcoming recreation center and library renovation project. See the attached meeting/tour agenda provided by David Ronzani.	INFO
2.	The listed meeting attendees met informally to discuss the project. A meeting with all of the Rice Street Library staff followed with an opportunity for staff to share their experience, ideas, and possible opportunities for the project.	INFO
3.	St. Paul Public Library strategic vision information is available at https://sppl.org/browse_program/sppl-2022/ Snow Kreilich is encouraged to review all information available at this web site.	SK

- | | |
|--|-------------|
| <p>4. The nature smart backpack program has been successful at other SPPL locations. See https://sppl.org/browse_program/nature-smart-backpacks/ for more information.</p> | <p>INFO</p> |
| <p>5. SPPL noted that keeping the Rice Street Library separated from local criminal activity is important and the goal is to provide a safe place for everyone in the community to go to. Operational issues related to neighborhood crime were discussed and the importance of window privacy and security were reviewed.</p> | <p>INFO</p> |
| <p>6. Local culture of the North End neighborhood was discussed. Currently, the North End neighborhood (located north of the State Capitol and centered around Rice Street) is one of the most diverse neighborhoods in St. Paul. Karen, Hmong, and Korean populations are some of the ethnic groups living in the North End Community which contribute to the rich cultural activities that are popular in this area.</p> | <p>INFO</p> |
| <p>7. Outdoor fields north of the library and east of the recreation center are currently programmed for baseball and softball. However, other outdoor sports and activities such as soccer or [sepak] takraw.</p> | <p>INFO</p> |
| <p>8. Community outreach is a key part of the success of this project and a combined approach for outreach through the library and rec center together may provide additional opportunities.</p> | <p>INFO</p> |

- | | |
|---|-------------|
| <p>9. Catherine Penkert talked briefly about the importance of the strategic direction and opportunities for this project.</p> <ul style="list-style-type: none"> • SPPL seeks to implement their vision plan through facilities upgrades • Security is important and should be addressed through culture and welcoming. • SPPL would like the community to understand that the library is an asset for them and “the library belongs to me”. • Create a sense of belonging • Youth programming should be explored and incorporated into upgrades where possible. Ideas include: <ul style="list-style-type: none"> o Create opportunities to play and learn o Children’s museum mini-experiences o Family & Intergenerational learning o Access to technology learning (to teach computer skills) o Digital inclusion o Teen maker space (see Arlington Hills program for example) | <p>INFO</p> |
| <p>10. Rice Street Library needs should be reviewed and paired with the rec center needs and opportunities to look for overlap and opportunities to improve efficiency and share spaces when appropriate and beneficial.</p> | <p>INFO</p> |
| <p>11. One primary goal of this project is to develop a community learning campus.</p> | <p>INFO</p> |
| <p>12. The following items were mentioned and discussed by Existing Rice Street Library staff:</p> <ul style="list-style-type: none"> • Closing Lawson Avenue W between the library and the park would be great and greatly improve safety. • While it may not be a part of this project it was noted that crossing Rice Street is very dangerous and wherever possible improving street crossing safety should be strongly considered. • There is currently no outdoor programming for Rice Street Library. • A teaching kitchen would be a great addition to the library, possibly paired with an outdoor garden. | <p>INFO</p> |

13. Staff comments (continued): INFO

- A secure outdoor garden for children would be a nice amenity to add, staff noted that there is fenced outdoor area along the west side of the existing library that might allow for this. If the staff area were switched with the kid's area this might be possible.
- The current staff area does not have good visibility of all areas of the library, this makes operations difficult and some areas more difficult to ensure safety for patrons.
- Small meeting rooms are not able to be seen from the staff area. The teen area is also hard to see from the staff area.
- Better acoustic separation between the kids and the adults may help improve the experience and operations of the library.
- The moveable wall between the conference rooms is seldom used, roughly 4-5 times per year. The acoustic separation it provides when closed is not very good currently.
- Small group 3-5 person meeting rooms would be helpful to have. Currently meetings of this size take place in undersized study rooms, or in oversized conference rooms.
- The library is currently hosting voter polling activities for 2 precincts, a new rec center could be designed to better accommodate this activity and deal with issues of separation, parking or other complications that currently can't be addressed by the existing library.
- The existing book sorting system is not efficient, 1 automated sorter is provided but afterhours book drops are not automated and require additional staff labor. Library staff recommend looking for ways to consolidate book drops into a single sorting line.
- Understanding the culture and need for multi-generational activities and interaction is extremely important for the library to accommodate patrons.
- There are currently no accommodations for Muslim prayer space and related activities.
- There is currently no space dedicated for nursing / Mother's Room space.
- The current quantity of restrooms is sometimes inadequate, expanded restrooms should be

considered and reviewed further especially when large meetings are taking place.

- There is no permanent projector in the library conference spaces. The current projector is cart mounted which is inconvenient and takes up valuable floor space for many activities and a tripping hazard from the power cord.
- Additional storage space would be helpful, current storage space is full.
- The existing staff space is not very efficiently laid out and work stations are not conducive to collaboration.

- | | | |
|-----|---|------|
| 14. | Many of the existing Rice Street Library programs are very popular and the current library space is very well utilized. | INFO |
| 15. | Teen movie night programs are very popular, improving this by providing more of a "theater experience" would be a great way to improve this program. | INFO |
| 16. | 11am-2pm is typically the busiest time of the day for adults at Rice Street Library. After school is a very busy time for teenagers and children. | INFO |
| 17. | A second-floor level or loft area was discussed. It was noted that this often requires additional staff to provide adequate service for multiple levels. It was noted that funding for additional staff is not included in this project. | INFO |
| 18. | The library, because it is on a prominent bus route, is often a pitstop for people and teens to stop and use the WIFI or find a charging station for their mobile device. | INFO |
| 19. | Some security cameras are currently obstructed by existing light fixtures and prevent adequate surveillance of certain areas of the library. | INFO |
| 20. | Currently, both entrances are used equally and about the same amount of people come from Rice Street or the parking lot. | INFO |
| 21. | Currently staff park on the street. Designated staff parking is desirable and the current parking lot does not provide enough spaces for this. Some staff have experienced hit and run accidents when parking on the street. Staff safety is extremely important. | INFO |
| 22. | Currently there are 12 total staff with about 3-5 staff working per shift. | INFO |

- | | | |
|-----|---|------------------|
| 23. | Bicycling is more popular in the summer and space should be considered for bike parking. Space for parking/securing scooters and hover boards is also desirable as these items are currently stored in staff space when patrons bring them into the library. | INFO |
| 24. | St. Paul Parks and Recreation indicated that existing drawings may exist for the Library, Teen Center, and recreation spaces in the school. Snow Kreilich requested copies of these drawings if they are available to be shared. This would allow the design team to determine the existing square footage currently in use and aid in development of a space needs analysis and proposed building program. | Parks & Rec |
| 25. | Library staff noted that the Rondo Library and Sun Ray Library have some good features and should be considered for a building tour to learn from those facilities. Snow Kreilich recommends a group tour with library staff present to allow for good discussion about pros and cons of how those facilities are organized. | SPPL / SK |
| 26. | Recreation center staff noted that the new Frogtown Community Center and McDonough Recreation Center have some good features and should be considered for a building tour to learn from those facilities. Snow Kreilich recommends a group tour with rec center staff present to allow for good discussion about pros and cons of how those facilities are organized. | Parks & Rec / SK |
| 27. | <i>Notes following #27 are from an informal site tour of the existing library and recreation center with Alice, Gina, Ellen and David.</i> | |
| 28. | Library staff noted that the computer counter next to the staff area was more recently added to provide a physical boundary for the children's area. However due to the height of this wall, it is difficult to see kids in some areas close to the wall. | INFO |
| 29. | There is a recessed area in the children's play area that creates a recessed area along the sidewalk. The outdoor space attracts debris and library staff would prefer to modify this to gain more space inside of the library. | INFO |
| 30. | Teen center window coverings were reviewed. Staff noted that the teen center windows have had some issues with vandalism in the past. Window coverings have been used to improve safety and discourage possible connections to outdoor criminal activities. | INFO |

- | | | |
|-----|--|------|
| 31. | Private study rooms are not very functional and create many safety concerns. These rooms also do not have appropriate acoustic separation / isolation. | INFO |
| 32. | Some book stacks were recently removed / reconfigured to provide more soft seating for adults and some reserved areas for adults to use the library resources. | INFO |
| 33. | The existing computer lab room shape is not very efficient and makes some activities more difficult. Reconfiguring the layout or moving this activity to another area should be considered. | INFO |
| 34. | Charging mobile devices is in high demand and library staff are looking for ways to accommodate this request from patrons. | INFO |
| 35. | The existing book return system was reviewed, staff expressed their concerns with the current return system and the desire to have a single automated sorter. Staff noted that it may be possible to modify the existing equipment or partially reuse the single sorter currently installed. | INFO |
| 36. | Staff would like a more open and collaborative work area, reconfiguration of furniture and storage would help improve their work area. | INFO |
| 37. | Staff noted that the current lunchroom area seems oversized, due to the way staff are scheduled, it is not possible for large groups of staff to eat lunch together. Reducing the size of the lunchroom should be considered which may allow for re-purposing some of that area. | INFO |
| 38. | Existing mechanical and electrical rooms appear to be well maintained and functional, library maintenance staff currently has a work station set up in the electrical room. | INFO |
| 39. | Maintenance staff noted that the existing site maintenance equipment is old and may benefit from replacement. Additional indoor space for maintenance would be helpful, design team should consider options for capturing additional space at the existing driveway/loading space. An outdoor storage shed may also be an option that could be considered. | INFO |
| 40. | Parks & Rec staff noted that the existing outdoor fields are currently setup primarily for baseball/softball and the changing neighborhood demographics are creating more demand for other sports such as soccer. | INFO |

- | | | |
|-----|--|------|
| 41. | Currently the elementary school uses the outdoor fields for physical education activities and sports. The school does not have any other outdoor space. | INFO |
| 42. | Exterior signage and wayfinding for the existing teen center could be improved, city staff note many operations, safety and security issues that are caused by the existing building's design that is sunken into the hillside. | INFO |
| 43. | <p>The teen center tour included highlights of the most popular spaces:</p> <ul style="list-style-type: none"> • General safe teen hangout spaces • New computer lab • Dance studio • Community teaching kitchen • Music studio | INFO |
| 44. | <p>The rec center (in the school building) tour included highlights of spaces:</p> <ul style="list-style-type: none"> • Rec Center staff offices • 2 community/classrooms • Gymnasium (not a full-sized court, coated concrete floor) | INFO |
| 45. | Staff noted that the spaces in the school are leased by St. Paul Parks and Recreation and the school has control over the HVAC system. This results in many times when the rec center does not have adequate ventilation, particularly in the gymnasium space. Additional fans are often used to try and overcome high humidity and temperature. | INFO |
| 46. | Scheduling conflicts with school sports often make community use of the gym difficult. | INFO |
| 47. | The school has another main gymnasium with a wood floor but staff noted that space has moisture problems and the wood floor is often warped and uneven, particularly in the spring season. | INFO |
| 48. | If it is feasible, additional gym space / basketball courts would be desirable in the new facility. | INFO |
| 49. | A walking track is desirable in the new facility. | INFO |
| 50. | Staff encouraged considering the importance of separate spaces for teens so that they can have a safe place to be independent. | INFO |

- | | | |
|-----|--|------|
| 51. | Addressing inter-generational space in the new facility will be extremely important. Design team should consider cultural influences and how to integrate opportunities for this in the new facility. | INFO |
| 52. | Existing signage and wayfinding at the recreation center is limited. Patrons often have difficulty with wayfinding, the new facility should fully address signage and wayfinding so that the recreation center is more present in the community. | INFO |
| 53. | Snow Kreilich will work with David Ronzani to develop an understanding of next steps for the project and work on details of an agreement between St. Paul Parks & Recreation and Snow Kreilich Architects. | SK |

These minutes are intended to be an accurate accounting of the meeting. Please forward corrections or comments to the writer for clarification within 7 days of receipt.

END OF DOCUMENT

DEPARTMENT OF PARKS AND RECREATION

Michael Hahm, CPRP - Director



CITY OF SAINT PAUL
Mayor Melvin Carter

400 City Hall Annex
25 West 4th Street
Saint Paul, Minnesota
55102

Telephone: 651-266-
6400
Facsimile: 651-292-
7311
www.stpaul.gov/parks

Rice Recreation Center and Library Renovation

Facility Tour with Snow Kreilich

Date: March 29, 2019

Time: 9:00 am -11:00 am

Location: Rice Library, Rice Recreation Center building and Park Area.

Attendees: Staff from St. Paul Libraries, Parks and Recreation, and Snow Kreilich

Agenda

- Introductions
- Overview of meeting and Purpose:

Tour the current Facilities of Rice Street Library and Rice Recreation Center to provide a better understanding of the scope and expectations of the upcoming recreation Center and library renovation project.

- Tours
 - Rice Library Tour
 - Facility Layout, Current Staff, programs offered,
 - Opportunities: What's working/ what can be improved
 - Questions for Staff/consultant
 - Rice Recreation Center Site Tour
 - Current layout and Circulation
 - Outdoor Programming and Activities
 - Opportunities: What's working/ What can be improved?
 - Questions for Staff/consultant
 - Tour Rice Recreation Center
 - Facility Layout, Current Staff, conditions, programs
 - Opportunities: What's working/ what can be improved
 - Questions for Staff/consultant

MEETING REPORT

PROJECT	Rice Library and Recreation Center	MEETING DATE	10/16/2019 – 8:30am
OWNER	St. Paul Parks & Recreation City Hall Annex, Suite 500 25 West 4th Street Saint Paul, MN 55102	MEETING LOCATION	St Paul City Hall Annex Conf. Rm 502
		SUBJECT	Rice Street Library Improvements
PROJECT NO.	2019.13	ATTENDEES	Barb Sporlein, Deputy Director for Operations, St Paul Libraries Tati Terfa, Rice Street Library Manager, St Paul Public Libraries David Ronzani, St Paul P&R Chris Stark, St Paul P&R James Howarth, SK Brett Gustafson, SK Brett Gustafson
DISTRIBUTION	Project File, Alice Messer, Ellen Stewart, Julie Snow Attendees	REPORT BY	Brett Gustafson

ITEM	SUBJECT	ACTION BY
1.	This meeting focused on reviewing project progress and discuss the Rice Street Library specifically. The meeting was held with St. Paul Libraries management to review the proposed Recreation center design and discuss possibilities for modifying the Rice Street Library.	INFO
2.	The project history was discussed. A prior meeting with management and Rice Street Library staff occurred earlier this year on March 29 th . Snow Kreilich will forward the meeting notes from that meeting for review and comment the for St. Paul Libraries Attendees. <i>(These previously distributed meeting notes are included as an attachment to these notes at the time of distribution).</i>	SK
3.	Snow Kreilich presented a summary of the work to date on the Community Center. Program, Plans, and renderings were reviewed. Review of the proposed community center was intended to provide a better understanding of the location, relationship of entrances to each facility and potential for spaces that could be shared between each building.	INFO

4. There was discussion about the amount of glazing on the ground level facing the library. Libraries requested that more glazing be considered on the south wall of the new community center. Libraries would prefer that community center activities be more visible from inside the library in order to create a stronger connection between the two buildings. Design team will review opportunities to strengthen visual connections as the design progresses. SK
5. Additional windows may be considered for the north wall of the existing library to improve the visual connection. Libraries noted that tall book stacks often block window views and their organization can have a big impact on the library experience. Access to daylight and windows should be reviewed and considered as design progresses. SK
6. Libraries noted that exterior color and material for the new community center should be carefully considered as the project develops and suggested that the context of the existing library should be incorporated into the new design to connect the campus. SK
7. Libraries is currently working with HGA on a facilities master plan to build off of the Libraries strategic plan. Barb Sporlein noted that progress on this master plan work is preliminary at this time. More significant progress is expected in winter 2020. The master plan's focus is primarily on 3 specific libraries that have significant deficiencies. In addition it will be looking at system wide technology upgrades for all libraries. Libraries will help connect SK with HGA when information relevant to the Rice Street project is available. Jennifer McMaster is the contact person at HGA. St. Paul Libraries
8. 3 different schemes showing new entry options and potential reorganization strategies were reviewed with the team. SK noted that these "concept" diagrams are intended to be abstract and should not be considered final designs. The purpose of these is to propose possibilities for reorganizing the building and to promote further discussion of what could be changed as a part of this project. INFO
9. Relocating the circulation desk to a central location in an 'island' configuration was discussed. While this would greatly improve the ability of staff to physically see more locations within the library security of the staff desk could be a concern. If no staff are present management is concerned that equipment and staff personal items could be stolen. Staff safety at the front desk is extremely important. INFO

10. Potential locations for a new entrance were discussed. Typically, St Paul Libraries is now trying to design all facilities to have no more than two entrances and prefer a single main entrance if possible. Supervision over 2 entry points is often challenging but necessary at many facilities. If a new entrance is added to Rice street it is likely that one of the existing entrances will need to be closed off. INFO
11. The southwest corner near the parking lot and afterhours book drop was discussed as an ideal location for a building addition. This would likely need to be planned for future work, as part of the master plan. INFO
12. Currently both of the existing entrances are being used an equal amount. The Rice Street entrance is next to the bus stop and is used by a lot of people that arrive by bus. INFO
13. Space for teens was discussed. The new community center includes a dedicated teen space but Libraries noted that a separate teen space in the library is still required because the use in the library will be different than the use in the community center. INFO
14. A new Entry in the place of the north window (Scheme B) would likely lead to people cutting across Lawson Avenue outside of the crosswalk in order to get to the community center, which could lead to unsafe pedestrian crossings. INFO
15. Closing the existing entry along Rice Street could create an empty space along the building which could create maintenance problems and collect trash. Staff also noted that it may also attract people hanging out in that space which is undesirable. INFO
16. Repurposing the existing Rice street vestibule as a small meeting room might be a good way to repurpose that space if the existing Rice Street entrance is closed off. INFO
17. There was discussion about the current dividable meeting rooms. The new Community Center will provide additional new meeting rooms which may reduce demand for these at the library. If the library can share meeting spaces with the community center, re-purposing the existing library meeting area may be desirable. The computer lab is a possible program for this space. INFO
18. The existing computer lab shape does not work well for its current use. Design team could consider turning it into an enclosed teen area if the computer lab can be moved to another location. INFO

- | | | |
|-----|--|--------------------|
| 19. | There was discussion about modifying the southeast corner of the building to be more of a square and enclose the existing entrance. This would allow for more program space, but would likely need to happen in the future with additional budget, likely as part of the master plan. | INFO |
| 20. | Modern library program needs are changing and the need for acoustic separation are different than they have been in the past. Libraries encouraged the design team to think about how noise levels for different activities can be better managed. | INFO |
| 21. | The current budget for Rice Library renovations / modifications is 1.3M. St. Paul P&R noted that amount was determined by others. The design team is hoping to get input from Libraries to determine how best to use these funds and ensure that any work is coordinated with the Libraries long term goals and master plan for this facility. | INFO |
| 22. | St. Paul P&R will schedule project community engagement meeting(s) at the Rice Street Library. Library staff recommended posting announcements in the neighborhood and advertising the community engagement to ensure good attendance at these events. | St. Paul P&R |
| 23. | Snow Kreilich will send the meeting information and notes to St Paul Libraries for further review. St. Paul Parks & Recreation requested that Libraries provide initial feedback in the next few weeks with November 1 st is the goal for feedback returned to design team. | St. Paul Libraries |

Attachments:

2019_10_16_LibraryManagerMeeting_Agenda.pdf

2019_10_16 Rice St Library Study.pdf

190329_RiceRec_SiteVisitNotes.pdf

These minutes are intended to be an accurate accounting of the meeting. Please forward comments to the writer for clarification within 7 days of receipt.

END OF DOCUMENT

AGENDA

PROJECT: Rice Street Library and Recreation Center: 1011 Rice Street, Saint Paul MN 55117

Snow Kreilich Project Number: 2019.13

Meeting Location:

St Paul City Hall Annex Conf. Rm 502

Meeting Time: 8:30am-9:30am, October 16, 2019

LIBRARY MANAGEMENT PROJECT REVIEW

1. Attendees

- a. City Team
 - i. Barb Sporlein, Deputy Director for Operations, St Paul Libraries
 - ii. Tati Terfa, Rice Street Library Manager, St Paul Public Libraries
 - iii. David Ronzani, St. Paul Parks and Recreation
 - iv. Chris Stark, St. Paul Parks and Recreation
- b. Snow Kreilich Team
 - i. James Howarth – Project Manager
 - ii. Brett Gustafson - Designer

2. Review Project History and Current Status

3. Review Community Center Project Development to Date

4. Review and Discuss Possibilities for Rice Street Library Renovation Scope

5. Questions

END OF DOCUMENT

SPPL Architectural, MEP Assessment Information Notes

Riverview

- Original construction: 1917
- Last remodel: 1989
- ***This should be considered a full building (significant) renovation***
- Carnegie Library
- Two-story Library
- Has small addition for an elevator
- No expansion capability on the site
- Book shelves block the windows on the main level
- Staff area is dismal – paper covering lights
- Restrooms needs to be replaced
- Homework center in the lower level
- Not enough area for acoustic separation

Additional recommendations and observations from SPPL Facility Staff:

- Consider a 9" deep hand sink in large meeting rooms and staff room to clean coffee pots (similar to Rondo).
- Incorporate Public Art in building (ex. Glass wall, fireplace surround, sidewalk, etc. or Frogtown Com. Ctr. Terrazzo floor)
- Extended a 5-year warranty for AC compressors
- Upgrade Fire Alarm system
- Upgrade Burglar Alarm system
- Upgrade telephone system
- Consider the Fire Alarm monitoring by cell towers
- LED light fixtures
- Dehumidifier in the lower level
- Tuck point the exterior brick veneer as needed
- Include maintenance equipment in the budget
- Exhaust fans in the restrooms
- Quiet hand dryers in restrooms
- Ceramic tile in the HWX
- Interior book drop like Saint Anthony
- Dehumidifier in the HWC
- Tuck point in the brick chimney as needed
- Consider a taller gutter snow stop over the south main entrance door
- Two new boilers and an Energy Management System (Johnson Controls) is needed

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Riverview Library

Date/Time: September 16, 2019 | 4:30 – 5:30 p.m.

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area		X			X		tidy
Adult collection/area		X			X		
Teen collection/area			X			X	Lacks identity
Reading areas						X	limited
Study areas					X		Lots of tables; 2 and 4 person
Meeting rooms/public conference							155 p acts as Homework Center; located at lower level
Ease of way-finding		X			X		
Accessibility			X			X	Poor; stairs are a challenge
Restrooms			X			X	Lower level only
BUILDING ENVELOPE							
Image	X			X			
Exterior Signage	X			X			
TECHNOLOGY CONSIDERATIONS							Why is public copier located at desk?
Capacity for technology			X			X	
Self-check availability/layout/visibility			X			X	2 @ desk
Computer availability (customer use)			X			X	6 @ first floor
Computer availability (staff)					X		
Auto handling (Note number of bins)							???
Printing			X			X	Adjacent to computers
EXPERIENTIAL CONSIDERATIONS							
Amenities							Community display at entry
Public Art / Display Areas							??
Other unique features			X			X	Monarch garden & seed library
Height of space / overall spatial quality	X			X			Grand space
Intuitive	X			X			
Entry experience		X			X		Congested
Lighting (including daylighting)	X			X			
Noise management/acoustics							No separation of spaces; poor acoustics
Aesthetics			X			X	tired
Furniture & Fixtures							
Appearance			X			X	Old; unappealing
Comfort			X			X	
Ability to continue use?			X			X	

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Riverview

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Interior Signage & Wayfinding							
Readable			X			X	
Consistent			X			X	
Extras added?			X			X	Yes – TOO MUCH!
Bilingual							None
Intuitive							No
STAFF CONSIDERATIONS							
Workroom							
Flexibility of space		X			X		
Book drop			X			X	Outdoor walk up
Workflow		X			X		
Storage			X			X	
Delivery staging / service door	X			X			Delivery staging in meeting room;?
Project space			X			X	None
Staff lounge			X			X	Daylit; New furniture needed
Telephone infrastructure							unknown
Wellness / phone room?			X			X	None
Staff restroom			X			X	None
Service Desk (Circulation)			X			X	Too large
Ergonomics							Check in workstation is ht adjustable
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent			X			X	
Housing density	X			X			
Other agencies		X			X		
ACCESSIBILITY/VISIBILITY							
Customer vehicle access			X			X	
Delivery vehicle access			X			X	
Public transportation access	X			X			
Bicycle/pedestrian access	X			X			
Proximity to major roadways		X			X		
Visibility	X			X			
Drive up / Book Drop		X			X		
Exterior Signage		X			X		
ADA accessibility			X			X	

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Riverview

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CAPACITY							
Building footprint			X			X	
Parking			X			X	
Expandability			X			X	
Potential for partnerships		X			X		
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood	X			X			In residential neighborhood
Natural beauty	X			X			
Views		X			X		
Potential for outdoor program spaces		X			X		

Additional notes:

- High ceilings include acoustical treatments
- Open reserves
- Homework Help Drop in Center is in meeting room; includes 6 study computers
 - Computers look full but visit was made after school
 - Tutors: focus on K-12; Reading Together program
 - Provide afterschool snacks
 - Families use it a lot after dinner
 - Space could be used throughout the day
- All restrooms are gender neutral; unisex
- No circulation of laptops

DESCRIPTORS

What makes this location special?

GEOGRAPHICALLY ISOLATED

"LAND LOCKED"
SPANISH SPEAKERS
ARTS/MUSIC
NEAR HIGH SCHOOL

HISTORIC MEXICAN IMMIGRANT COMMUNITY
WEST SIDE PRIDE - STRONG CLOSE KNIT
COMMUNITY

NEAR LOTS OF COMMUNITY SERVICES (LA
CUCINCA)

CARNEGIE (HPC)

NEEDS NEW HVAC

INTERIOR BOOK DROP?

REQUESTS

What do customers request the most?

SEPARATION OF KIDS & ADULT COMPUTERS

BETTER BATHROOMS

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral

Satisfied

TECHNOLOGY

Rate current "Technology"



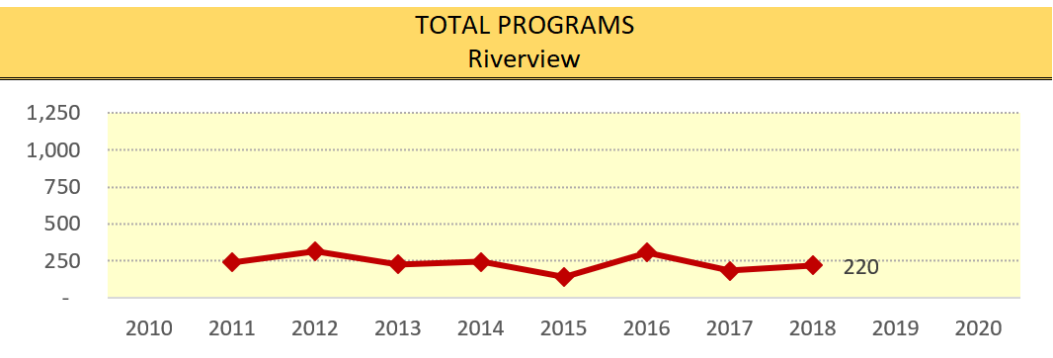
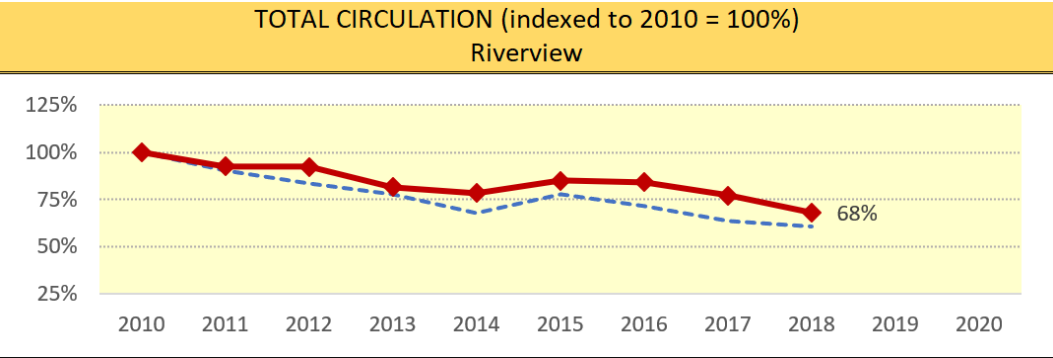
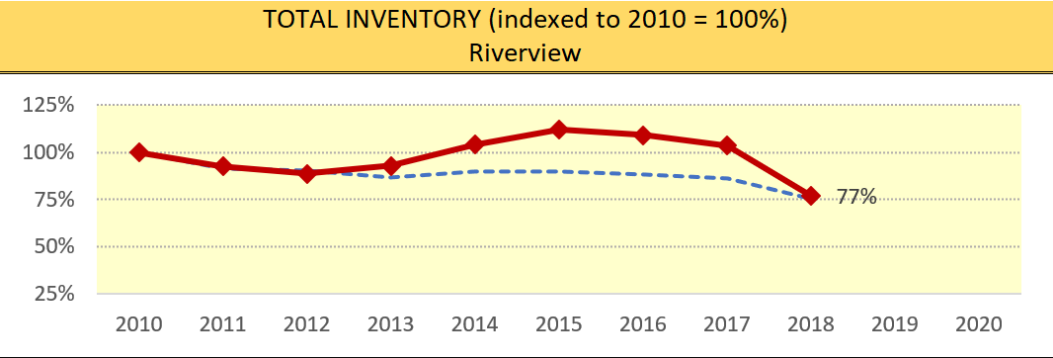
Dissatisfied

Neutral

Satisfied

NOT ENOUGH

Agency Snapshot - RIVERVIEW



Riverview

Service Area Population	16,225
Building Area Sq.ft.	7,803

		Units	Area
Collection	Items	21,354	2,135
Technology	Stations	15	600
Readers	Seats	32	1,040
Staffing	Places	10	1,000
Meeting	Seats	-	-

Special use	Allow (15%)	1,194
Nonassignable	Allow (25%)	1,990
Dedicated allow	None	

Square feet needed	7,959
Variation from actual	156
Percent variation	2.00%

SPPL Architectural, MEP Assessment Information Notes

Rondo

- Original construction: 2006
- Busy highly used library right on light rail
- Corner window has film on the window for security windows
- Sound issues in the large meeting rooms
- Items being stored in the hallway in the back staff areas

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Rondo Library

Date/Time: September 17, 2018 | 5:00 – 6:00 p.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	X			X			Generous play and program space; story time has low wall enclosure; earlier refresh relocated children to homework center
Adult collection/area							NF interfiled;
Teen collection/area	X			X			No soft seating; 2 @ laptop bar; Create-tech in divisible meeting room adj to large meeting room
Reading areas		X			X		Limited soft seating
Study areas		X			X		Lots of table and study chairs; added 3p flex room
Meeting rooms/public conference	X			X			100 p; after hours use; divisible; create tech on one side; added Quiet Room approx. 12 p @ table Homework Help 18p
Ease of way-finding	X			X			
Accessibility	X			X			
Restrooms	X			X			
BUILDING ENVELOPE							
Image		X			X		Non- descript image
Exterior Signage		X			X		
TECHNOLOGY CONSIDERATIONS							
Capacity for technology	X			X			
Self-check availability/layout/visibility	X			X			2 @ tables
Computer availability (customer use)	X			X			2 children; 4 family; 8 business collection; 16 all age; 8 teen; 18 computers for homework help (2) MFD copiers
Computer availability (staff)							
Auto handling (Note number of bins)							3 bins; too complicated; interior drop gets more use that the exterior return. little foot traffic
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas		X			X		Fireplace @ Quiet Study; quilt
Other unique features			X			X	Prayer area; small business area puppet theater with Play and Learn kits; kiddo light table; scarf wind tunnel

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Rondo

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Height of space / overall spatial quality	X			X			
Intuitive	X			X			
Entry experience	X			X			
Lighting (including daylighting)		X			X		Want more daylight;
Noise management/acoustics			X			X	Wood ceiling is metal ; poor acoustics; Want more acoustic control; its noisy!
Aesthetics		X			X		Appears heavily used; Needs more cleaning and maintenance; not appealing
							Wood ceiling adds warmth
Furniture & Fixtures							Needs more soft seating
Appearance		X			X		
Comfort			X			X	
Ability to continue use?		X			X		
Interior Signage & Wayfinding							Wayfinding of the collection areas is good; collection organization is questionable
Readable	X						
Consistent	X			X			
Extras added?							Yes ; no consistency; too many
Bilingual			X			X	no
Intuitive			X			X	No
STAFF CONSIDERATIONS							
Workroom	X			X			15 staff; includes 4 staff offices for Director, volunteer coordinator; facilities mgr; open door learning center
Flexibility of space	X			X			
Book drop	X			X			
Workflow		X		X			
Storage			X			X	TOO much space and Staff save too much stuff – clutter visible from public areas
Delivery staging / service door	X			X			
Project space	X			X			Remove clutter will allow project space to be usable
Staff lounge	X			X			
Wellness / phone room?			X			X	no
Staff restroom	X			X			
Service Desk (Circulation)							3p workstations; too big; Storage behind desk is messy and overflowing; 2 stations are ht adjustable
Service Desk (Reference or Information)							2p workstations; too big
Ergonomics							1 ht adj for check in; double sided
Maintenance area / office							Approx. size 22 x 26'

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Rondo

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent	X			X			
Housing density	X			X			
Other adjacencies	X			X			In commercial area
ACCESSIBILITY/VISIBILITY							
Customer vehicle access	X				X		Hard to find parking ramp
Delivery vehicle access	X				X		
Public transportation access	X			X			On light rail
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			
Visibility	X			X			
Drive up / Book Drop							
Exterior Signage		X			X		
ADA accessibility	X			X			
CAPACITY							
Building footprint	X			X			
Parking	X			X			Seemed to be a challenge?
Expandability		X			X		
Potential for partnerships		X			X		
DISTRIBUTION							
Nearest library	X			X			
Portion of service radius	X			X			
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood	X				X		
Natural beauty		X					
Views		X				X	Exterior views mainly blocked
Potential for outdoor program spaces			X			X	

Additional notes:

- Need more general maintenance to offset heavy use
- Play and learn should be less noisy
- Wish there was more of a destination or seating under the "tree" feature: "there is no there – there"; it's a lost opportunity
- Office- Open Door use meeting rooms A & B for a total of 12 p for ESL etc
- Support spaces include washer and dryer; refrigerator for apples and snacks
- Staff work room has extra workstations; color printer is rarely used; lots of extra carts and cases
- Homework Help: incl. 18 computers and (11) 3p tables and (2) 4 p tables
- Book Mobile office incl. 4 WS in 26 x 20 (approx.) room; includes shelves for circulating collection, ht adj work table. The Book mobile is the "highest circulating branch"; makes 40-50 stops per 2 weeks. Approx 2-3 or 6-7 stops per day
- Summer school collection is being filtered into actual collection
- Low shelves
- Media in drawers

ST PAUL PUBLIC LIBRARY
Building Evaluation

Branch: Rondo

- Includes a library security station

DESCRIPTORS

What makes this location special?

HEART & HUB OF THE COMMUNITY

TRAFFIC (PEOPLE & CARS)

HOMEWORK CENTERS

BUSY

MEETING SPACE

CENTRAL LOCATION

ACTIVE: SURROUNDED BY CARS, NOISE,
PEOPLE

SERVES A NEIGHBORHOOD WITH A LONG
HISTORY OF BEING UNDER-SERVED/UNDER
- CONSIDERED

REQUESTS

What do customers request the most?

STUDY ROOMS

INCREASED HOMEWORK CENTER HOURS

QUIET COMPUTER AREA

FURNITURE IN MEETING ROOM

WAYFINDING AT ENTRY & ENTRY TO
PARKING

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral

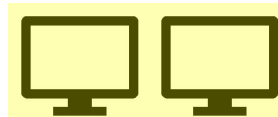


Satisfied

LOTS OF OPPORTUNITIES BUT CHALLENGES
- OVER STIMULATING - SUPER BUSY

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral

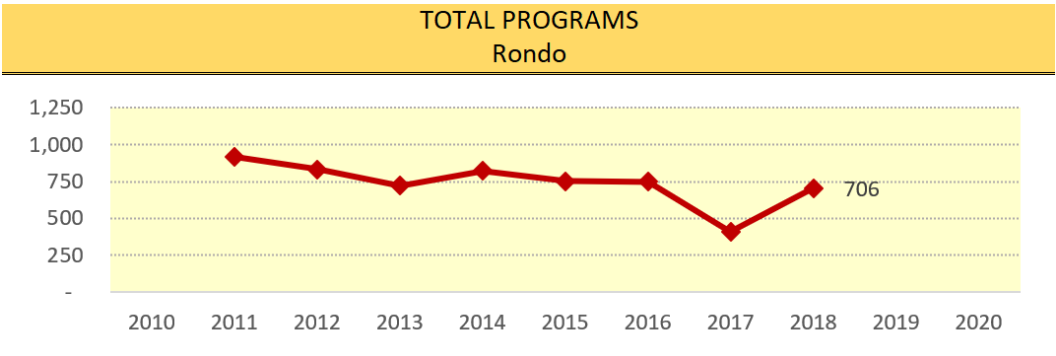
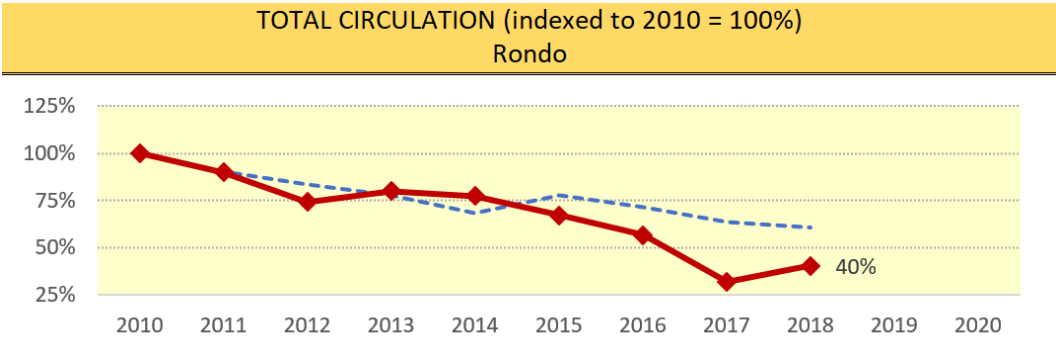
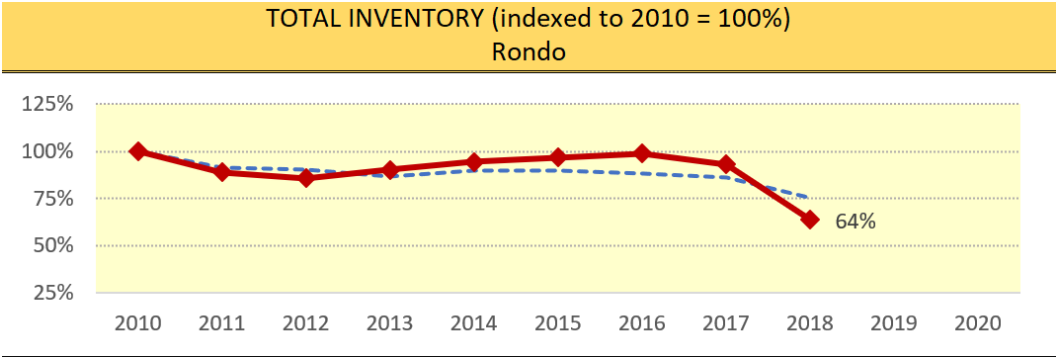


Satisfied

MEETING ROOM
NOISE

INTERIOR SORTER

Agency Snapshot – RONDO



Rondo

Service Area Population	33,410
Building Area Sq.ft.	34,270

		Units	Area
Collection	Items	59,440	5,944
Technology	Stations	85	3,400
Readers	Seats	116	3,770
Staffing	Places	35	3,500
Meeting	Seats	100	1,000

Special use	Allow (15%)	4,404
Nonassignable	Allow (25%)	7,339
Dedicated allow	Open lab @ 1292 sf	1,292
	Flex room @ 544 sf	544

Square feet needed	31,193
Variation from actual	(3,077)
Percent variation	-8.98%

NOTE: building area EXCLUDES the on-site garage (some library documentation includes that garage in the building area at Rondo, listing the area of Rondo as 58,884 sq.ft.)

SPPL Architectural, MEP Assessment Information Notes

Saint Anthony Park

- Original construction: 1917 (Carnegie Library)
- Last remodel: 1999
- Significant site issues with location of the only ADA parking spot – parked on a downward slope and difficult access to the side entry
- This same side entry receives water from the exterior as the site is sloped to this door
- Internal AMH taking up significant valuable area on the main level
- Children's area should be remodeled to remove the fixed shelving and correct the sightlines
- Main entry stairs are shut down during the winter months
- Staff work room and break room should be renovated
- Restrooms are in the basement and should be renovated
- Meeting room in the basement; needs updating

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Saint Anthony Library

Date/Time: September 18, 2019 | 9:00 – 10:00 a.m.

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	x					X	Not flexible; takes up too much space; scale for adults
Adult collection/area		X				X	
Teen collection/area			X			X	Teens hang out at lower level; need more teen focused space
Reading areas		X				X	Need more soft seating
Study areas		X			X		
Meeting rooms/public conference		X			X		Auditorium; no study rooms
Ease of way-finding							Uniform aesthetic; spaces feel adult and all the same
Accessibility			X			X	At the back door only; no ability to use grand front entry
Restrooms							None on public floor; located at lower level with auditorium only; so far no safety or security issues
BUILDING ENVELOPE							
Image	X			X			Beautiful
Exterior Signage		X			X		No reference to SPPL brand
TECHNOLOGY CONSIDERATIONS							
Capacity for technology							limited
Self-check availability/layout/visibility		X			X		2 @ entry across from desk
Computer availability (customer use)			?		X		7 - no time limit
Computer availability (staff)			?			?	6 @ work room ; 2 @ service desk
Auto handling (Note number of bins)		X			X		3 bin – do we need it?
Catalogs							3 @ adult; 2 @ children
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas	X			X			Mosaic panel; Fixed display
Other unique features	X			X			Auditorium Built in benches
Height of space / overall spatial quality	X			X			
Intuitive			X			X	Stair in poor condition; no winter use
Entry experience		varies				X	No ADA at front entry
Lighting (including daylighting)	X			X			
Noise management/acoustics		unknown					Tour was conducted prior to open hours

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Saint Anthony

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Aesthetics	X			X			
Furniture & Fixtures							
Appearance			X			X	
Comfort			X			X	
Ability to continue use?			X			X	
Interior Signage & Wayfinding							
Readable			X			X	Too small
Consistent		X				X	Too small; red or black on brass
Extras added?							Only a few; Limited
Bilingual							none
Intuitive			X			X	All the same; no identity
STAFF CONSIDERATIONS							
Workroom							No private office
Flexibility of space	X			X		X	Yes, however overall space is too small
Book drop		X			X		Ext drop into work room;
Workflow			X			X	
Storage	X			X			Lots!
Delivery staging / service door	X			X			Need more space
Project space			X			X	None
Staff lounge	X			X			Nice daylight; no soft seating
Telephone infrastructure							Unknown
Wellness / phone room?							None
Staff restroom	X			X			
Service Desk (Circulation)		X			X		2 ht adjustable stations;
Service Desk (Reference or Information)							None
Ergonomics			X			X	poor
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent	X			X			
Housing density	X			X			
Other adjacencies		X			X		
ACCESSIBILITY/VISIBILITY							
Customer vehicle access			X			X	
Delivery vehicle access			X			X	
Public transportation access		X			X		
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			
Visibility	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Saint Anthony

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Drive up / Book Drop			X			X	
Exterior Signage		X			X		
ADA accessibility			X			X	ADA parking spot is non-compliant
CAPACITY							
Building footprint		X			X		
Parking			X			X	
Expandability			X			X	
Potential for partnerships		X			X		
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood	X			X			
Natural beauty	X			X			
Views	X			X			
Potential for outdoor program spaces	X			X			

Additional notes:

- Library wants to build upon the love of the library building but wants to focus on outreach to serve all in the service area - not just the neighbors
- High circulation branch; High return branch; Supports many organizations; children and families
- Library is important civic image for the neighborhood: Image is used on the neighborhood Facebook page
- Neighborhood has its own nonprofit for the building: it supplies plant materials, holiday window box decorations and programs
- Would this whole library become a Children's Library?
- Low theft / no security gates / no quick cases
- Staff workstation
 - (1) Check in and (5) in workroom includes Supervisor workstation
 - (1) clerical
 - (1) clerk
 - (1) 2 library associate and swing station
 - (3) assigned
 - (1) supervisor
- Auditorium (164 capacity)
 - Located at lower level floor
 - ADA ramp
 - Used ½ day; everyday
 - Puppet theater
- Book Sale stored in closets
- Teens:
 - hangout near auditorium near RR @ lower level
 - mainly do homework
- Close front door at snowfall – can't use ice melt on grand concrete stairs
- Book returns (2) two chute at exterior drop direct to lower level
 - (1) Exterior – open all day / night
 - (1) interior with AMH
 - 50% at front door / 50% at back door
- Resources purchased for the library from special funds benefit the whole system

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Saint Anthony

- Long laptop table now serves as chess and game table
 - Games / periodical reading area and college
 - People use hard copy periodicals
 - Periodicals on spinners
- Connector between original library and Children area is the "interactive area"
 - Could it be a teen space?
 - People congregate here after story time
 - This is like "kitchen table" - the place where people meet
- Shelves in Children area are too tall and inflexible; they are all fixed around the perimeter or in circular design
 - Circular design / radial with small built in seating at center
 - No soft seating / "Play and learn" programs don't fit in this space
 - Needs the reshelving cart
 - No mother's room / no prayer area
 - Corner bumpers have been added to cushion all the 90 degree corners and protect children from injury
 - 2 game computers - get used
 - 2 catalogs - don't get used; can decrease to 1 catalog
- Every bathroom was "keyed" after Riverview

DESCRIPTORS

What makes this location special?

CARNEGIE (HPC)

"LANDLOCKED"

NEW HVAC 2020

RE-DO NORTH PLAZA

UMC AREA - CHINESE SPEAKERS

STORYTIME - HUGE STAY AT HOME/NANNY
POPULATION

EXTERIOR GARDENS (DONE BY
NEIGHBORHOOD GROUP)

NEIGHBORHOOD GROUP SPECIFIC TO LIBRARY

ENDOWMENT TO FUND CHILDRENS MATERIALS

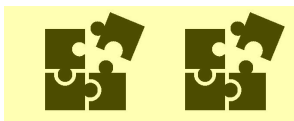
REQUESTS

What do customers request the most?

TECH UPGRADES FOR MEETING ROOM

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



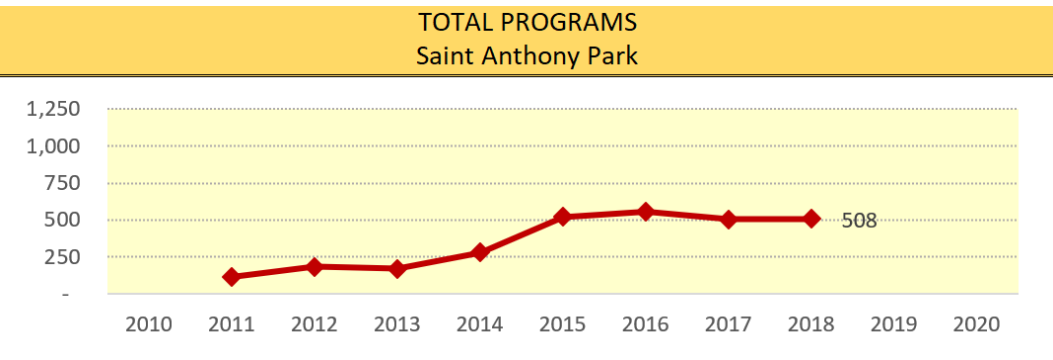
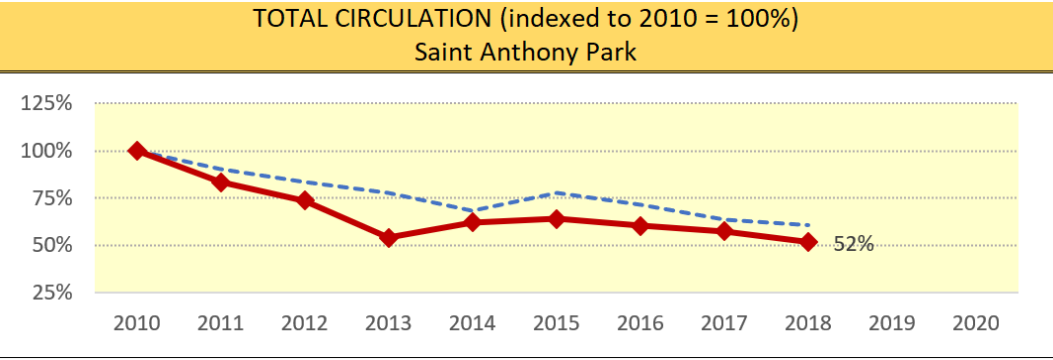
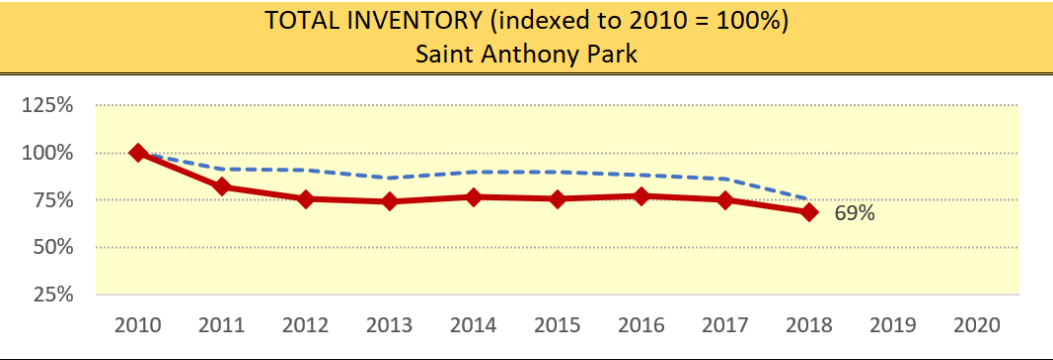
Neutral



Satisfied

SMALL INTERIOR SORTER

Agency Snapshot – SAINT ANTHONY PARK



Saint Anthony Park

Service Area Population	10,184
Building Area Sq.ft.	10,590

		Units	Area
Collection	Items	34,487	3,449
Technology	Stations	15	600
Readers	Seats	48	1,560
Staffing	Places	10	1,000
Meeting	Seats	164	1,640

Special use	Allow (15%)	2,062
Nonassignable	Allow (25%)	3,437
Dedicated allow	None	

Square feet needed	13,748
Variation from actual	3,158
Percent variation	29.82%

SPPL Architectural, MEP Assessment Information Notes

Sun Ray

- Original construction: 1970
- Last remodel: 2013
- Co-located with the materials handling center (MMC)
 - No AMH at the MMC
- Large meeting room has difficult AV system
- Has enclosed garden
- Requested loading dock upgrades (dock seals)

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: Sun Ray Library

Date/Time: September 7, 2019 | 3:30 – 4:30 p.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area	X			X			Great play space
Adult collection/area							
Teen collection/area	X			X			Good use of signage desk; mobile shelves
Reading areas	X			X			
Study areas	X			X			(2) 2-4 p rooms; (1) 4p room
Meeting rooms/public conference	X			X			"The Learning Center"; open lab in afternoons; operable partitions on both parallel walls – "never used"; room used for quiet room, periodicals, book club; homework help area for 10 p;
Ease of way-finding	X			X			
Accessibility	X			X			
Restrooms	X			X			
BUILDING ENVELOPE							
Image	X			X			Friendly, unique
Exterior Signage	X			X			
TECHNOLOGY CONSIDERATIONS							2) MFD with (2) cabinet op / long storage low cabinet
Capacity for technology	X			X			
Self-check availability/layout/visibility							2
Computer availability (customer use)	X			X			Adult: 4 @ laptop bar; 20 desktop; 1 print station; children: 1 catalog; 2 adult computers
Computer availability (staff)	X			X			7 PC's
Auto handling (Note number of bins)	X			X			(5) Bins; check in station = not height adj. is fixed island w/ storage below
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas	X			X			Lots – curved bench; laptop bar
Other unique features	X			X			Big house / play space
Height of space / overall spatial quality	X			X			
Intuitive	X			X			
Entry experience	X			X			
Lighting (including daylighting)	X			X			
Noise management/acoustics		X			X		Not distracting
Aesthetics	X			X			

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Sun Ray

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Furniture & Fixtures							
Appearance	X			X			New and clean
Comfort	X			X			New and clean
Ability to continue use?	X			X			New and clean
Interior Signage & Wayfinding							
Readable	X			X			
Consistent	X			X			
Extras added?	X			X			Few
Bilingual			X			X	
Intuitive	X			X			
STAFF CONSIDERATIONS							Assigned WS / 1 office for mgr
Workroom							
Flexibility of space	X			X			
Book drop	X			X			Includes additional freestanding outdoor drop box
Workflow	X			X			
Storage							Cabinets w/storage below island
Delivery staging / service door	X			X			
Project space	X			X			
Staff lounge	X			X			Shared space w/ natural light
Wellness / phone room?			X			X	none
Staff restroom	X			X			
Service Desk (Circulation + Reference)							Limited check-in done @desk
Ergonomics							1 ht adj. stations at service desk only
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent			X			X	
Housing density		X			X		
Other adjacencies		X			X		
ACCESSIBILITY/VISIBILITY							
Customer vehicle access	X			X			Has overflow parking
Delivery vehicle access		X			X		
Public transportation access		X			X		
Bicycle/pedestrian access	X			X			
Proximity to major roadways	X			X			
Visibility		X			X		
Drive up / Book Drop		X			X		Walk up book drop
Exterior Signage		X			X		

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: Sun Ray

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
ADA accessibility	X			X			
CAPACITY							
Building footprint	X			X			
Parking	X			X			
Expandability		X			X		
Potential for partnerships	X			X			
DISTRIBUTION							
Nearest library		X			X		
Portion of service radius		X			X		
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood		X			X		
Natural beauty	X			X			
Views	X			X			
Potential for outdoor program spaces	X			X			

Additional notes:

- Adjacent park is used for programming

DESCRIPTORS

What makes this location special?

- MMC LOCATED THERE
- BALANCES AESTHETICS & FUNCTION
- IMMIGRANT COMMUNITY
- SURROUNDED BY GREEN SPACE
- NEAR GOOD OUTDOOR SPACE & CONWAY & NATIVE SMART FOCUS
- HOMEWORK CENTER
- NEAR ST. PAUL BORDER (NON-ST. PAUL PATRONS)
- MODERN

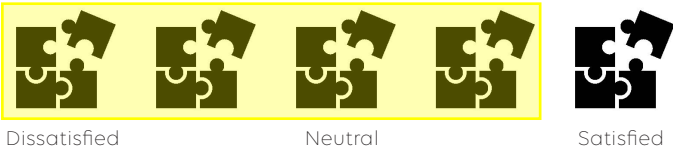
REQUESTS

What do customers request the most?

- MORE STAFF COMPUTERS
- WORKROOM SPACE
- GLARE

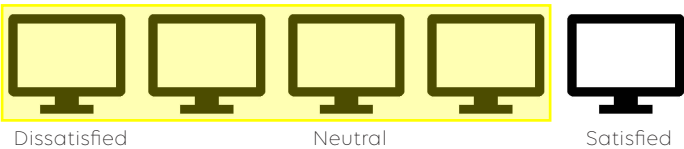
PLAY + LEARN

Rate current "Play + Learn" programs

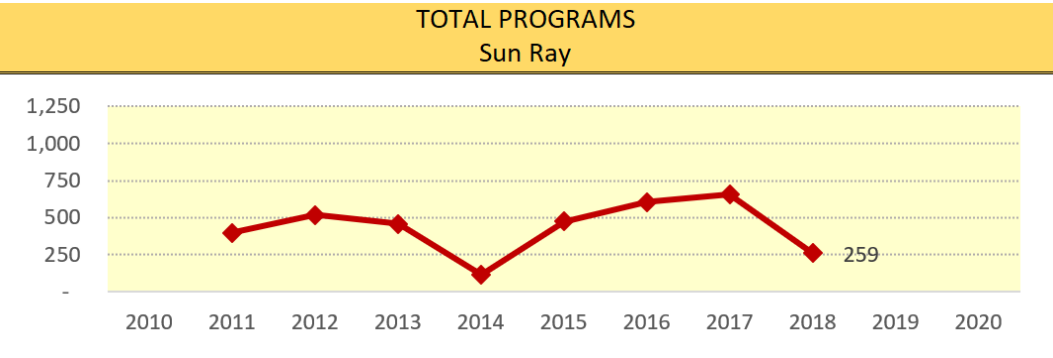
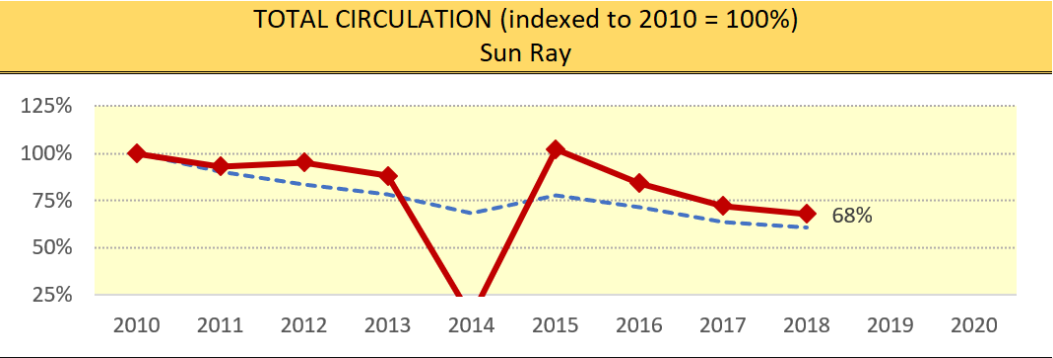
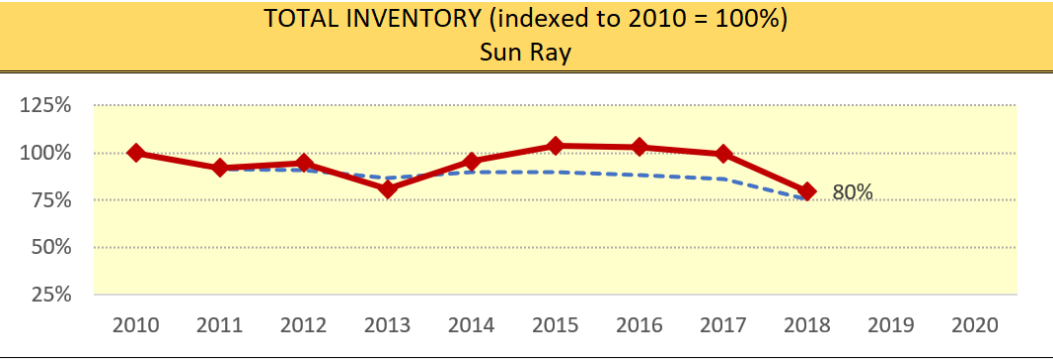


TECHNOLOGY

Rate current "Technology"



Agency Snapshot – SUN RAY



Sun Ray			
Service Area Population		23,856	
Building Area Sq.ft.		15,530	
		Units	Area
Collection	Items	51,878	5,188
Technology	Stations	48	1,920
Readers	Seats	102	3,315
Staffing	Places	13	1,300
Meeting	Seats	53	530
Special use	Allow (15%)		3,063
Nonassignable	Allow (25%)		5,105
Dedicated allow	None		
Square feet needed		20,421	
Variation from actual		4,891	
Percent variation		31.50%	

SPPL Architectural, MEP Assessment Information Notes

West 7th

- Original construction: 1984?
- Located in community center; small facility; leased facility
- Accessibility issues at the front entry – heaving pavement

ST PAUL PUBLIC LIBRARY

Building Evaluation

Location: West 7th Library

Date/Time: September 18, 2019 | 2:00 – 3:00 p.m.

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
CUSTOMER & PUBLIC CONSIDERATIONS							
Children's collection/area			X			X	Not big, but provides interesting activities
Adult collection/area			X			X	
Teen collection/area			X			X	Small
Reading areas			X			X	Small
Study areas		X			X		Includes Computer Lab
Meeting rooms/public conference			X			X	Share with Parks & Rec
Ease of way-finding		X			X		Yes
Accessibility		X			X		Yes
Restrooms		X			X		Shared with Rec Center
BUILDING ENVELOPE							
Image			X			X	Need more identity from the exterior
Exterior Signage	X			X			
TECHNOLOGY CONSIDERATIONS							
Capacity for technology			X			X	
Self-check availability/layout/visibility		X			X		1
Computer availability (customer use)		X			X		10 adult; 1 child; 1 large print keyboard; 1 print release includes color printing; 1 catalog; 1 gaming computer for children; computer lab has 7 internet computers; hallway in rec center has an additional 5.
Computer availability (staff)			X			X	
Auto handling							None
Computers in Rec Hallway	X			X			5 adult computers here includes allows use after library hours
EXPERIENTIAL CONSIDERATIONS							
Amenities							
Public Art / Display Areas		X			X		Ribbon of painted tiles along ceiling soffit was added w/ the 1% for art program w/ local school
Other unique features			X			X	Great playground
Height of space / overall spatial quality			X			X	
Intuitive			X			X	Teen space is hard to identify
Entry experience			X			X	
Lighting (including daylighting)	X			X			Great natural light
Noise management/acoustics			X			X	Too small; no separation of activities is possible except ability to close computer lab

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: West 7th

	Quality			Function			
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	Notes
Aesthetics			X			X	
Furniture & Fixtures							
Appearance		X			X		Nice and clean, but outdated
Comfort		X			X		
Ability to continue use?			X			X	
Interior Signage & Wayfinding							
Readable	X			X			
Consistent	X			X			
Extras added?							Minimal
Bilingual						X	
Intuitive						X	
STAFF CONSIDERATIONS							
Workroom							1 small (!) WS
Flexibility of space			X			X	none
Book drop		X			X		Interior drops into desk; exterior drops into small room; plus 1 freestanding drop box outside
Workflow			X			X	
Storage			X			X	
Delivery staging / service door			X			X	Deliveries use front public entry door
Project space			X			X	No
Staff lounge / café							No lounge seating (3 chairs / 2 tables) combined near back staff entry
Telephone infrastructure							
Wellness / phone room?			X			X	none
Staff restroom			X			X	None
Service Desk (Circulation)							(1) Staff computer; sort at desk
Ergonomics							None
CONCENTRATION OF POPULAR DESTINATIONS							
Commercial area adjacent							
Housing density							
Other adjacencies							
ACCESSIBILITY/VISIBILITY							
Customer vehicle access							
Delivery vehicle access							
Public transportation access							
Bicycle/pedestrian access							
Proximity to major roadways							

ST PAUL PUBLIC LIBRARY

Building Evaluation

Branch: West 7th

	Quality			Function			Notes
	Good	Adequate	Inadequate	Good	Adequate	Inadequate	
Visibility							
Drive up / Book Drop							
Exterior Signage							
ADA accessibility							
CAPACITY							
Building footprint							
Parking							
Expandability							
Potential for partnerships							
DISTRIBUTION							
Nearest library							
Portion of service radius							
IMAGE OF SURROUNDINGS							
Compatible/complementary neighborhood							
Natural beauty							
Views							
Potential for outdoor program spaces							

Additional notes:

- Large pick up of Holds for people on route to downtown
- Owned by Community non-profit
- Run by Park Department
- Special events are held in the gym, shared with Parks (dancing, music programs, etc)
- Staff "love" to greet everyone
- Check in and often Check out are done at desk
- Big Book "story walk" program is popular
- Collection is only checked out here, so it is "the secret" / "the gem" location because can people can often find materials with a waiting list elsewhere
- Whole space can be quiet or study or active; no zoning available
- Separation between children and adult collections is confusing
- Teen: would like to create a few high interest shelves
- Would like to test pick up of Holds in a "dispenser" unit
- Non Fiction and DVD have the highest turnover in the system
- This location uses lease backs – no other branches use this option. It allows this location to add more Science Fiction; Graphic novels, Adult Fiction and Non Fiction

DESCRIPTORS

What makes this location special?

"TINY" - CREATIVE USE OF SPACE

"ARTSY" COMMUNITY

SMALL & COZY

CO-LOCATED WITH COMMUNITY CENTER

POPULAR BROWSING COLLECTION

NON-HOLDABLE COLLECTION - ACCESS TO
THE BEST BOOKS WITHOUT WAITING

NEXT TO A PARK/ GREAT OUTDOOR SPACE

FRIENDLY, LOTS OF REGULARS

REQUESTS

What do customers request the most?

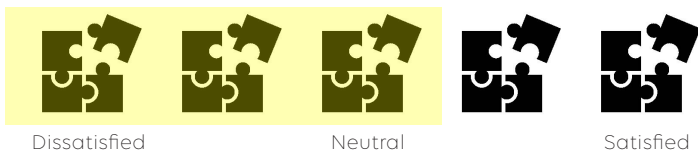
WEEKEND HOURS

PUBLIC COPIER

STAFF SPACE - THERE'S ALMOST NOTHING

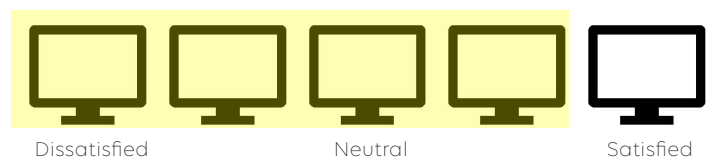
PLAY + LEARN

Rate current "Play + Learn" programs



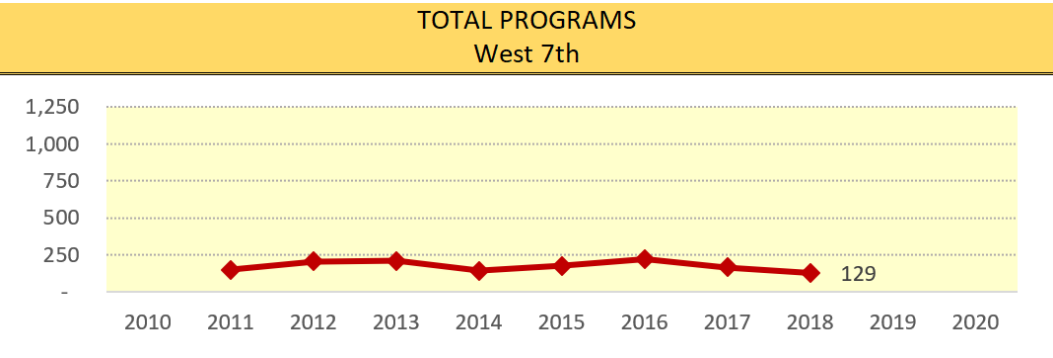
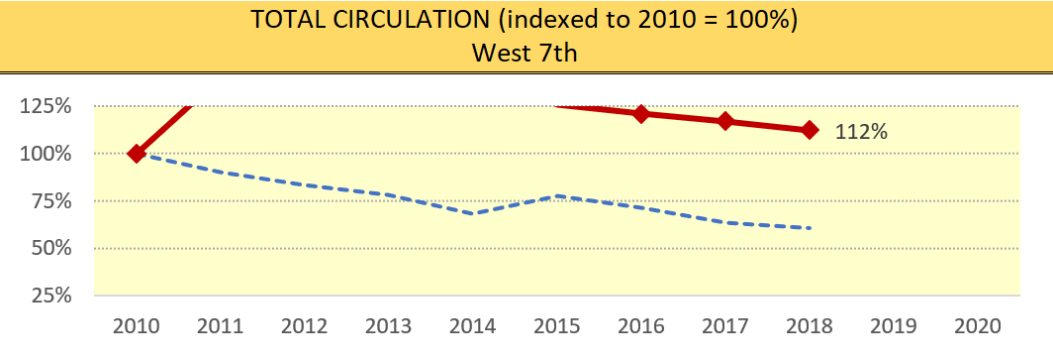
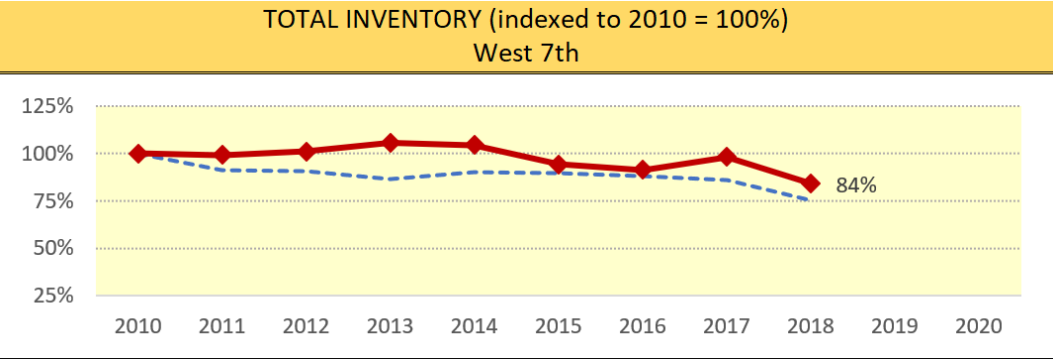
TECHNOLOGY

Rate current "Technology"



CREATIVE BUT
SPACE CONJESTION

Agency Snapshot – WEST 7th



West 7th

Service Area Population	4,692
Building Area Sq.ft.	1,371

		Units	Area
Collection	Items	8,822	882
Technology	Stations	17	680
Readers	Seats	11	358
Staffing	Places	2	200
Meeting	Seats	20	200

Special use	Allow (15%)	580
Nonassignable	Allow (25%)	967
Dedicated allow	None	

Square feet needed	3,866
Variation from actual	2,495
Percent variation	182.00%

	A	B	D	E	F	G	H	I	J	K	
1	Facility Condition Assessments				Grade/Priorities						
2	Fall 2019 - based on AMERESCO Reports										
3											
4	General Condition Grades										
5	A = Like new condition/Approximately 90% of useful lifespan remains										
6	B = Above average condition/Over half of useful lifespan remains										
7	C = Average condition/Less than half of useful lifespan remains										
8	D = Failing Condition/Less than 10% lifespan remain/Failure not critical										
9	F = Critical condition/Requires immediate attention.										
10											
11			Building	Current Function	System	Useful Lifespan	Replacement Date	Remaining Life	Description	Current Condition	
12			Note: Arlington Hills Library Mechanical, Electrical and Plumbing Systems are Combined with Community Center								
13			Arlington Hills Library	Plumbing - Fixtures	Plumbing Fixtures	36	2014	31	Plumbing fixtures	B	
14			Arlington Hills Library	Plumbing - Domestic Water	Piping Distribution	37	2014	32	Copper water supply piping	B	
15			Arlington Hills Library	Plumbing - Sanitary Waste	Piping Distribution	37	2014	32	PVC sanitary waste piping	B	
16			Arlington Hills Library	Plumbing - Rain Water Drainage	Piping Distribution	37	2014	32	Cast iron drainage piping	B	
17			Arlington Hills Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2014	5	Electric water heater	C	
18			Arlington Hills Library	Mechanical - Natural Gas	Piping Distribution	35	2014	30	Natural gas supply distribution	A	
19			Arlington Hills Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2014	30	Heating hydronic piping	A	
20			Arlington Hills Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	2014	20	Hydronic pump installation	A	
21			Arlington Hills Library	Mechanical - Hot Water	Hot Water Boilers	25	2014	20	Gas-fired boilers	A	
22			Arlington Hills Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2014	20	AHUs	A	
23			Arlington Hills Library	Mechanical - HVAC Systems	Make-up Air Unit	25	2014	20	Make-up air unit	B	
24			Arlington Hills Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2014	30	Cooling piping installation	B	
25			Arlington Hills Library	Mechanical - Air Distribution	Air Distribution Systems	40	2014	35	Ductwork	B	
26			Arlington Hills Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2014	30	Cooling piping installation	B	
27			Arlington Hills Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2014	20	Exhaust fans	B	
28			Arlington Hills Library	Mechanical - Terminal Systems	Self-contained Units	25	2014	20	Self-contained units	B	
29			Arlington Hills Library	Mechanical - Terminal Systems	Heat Pumps	25	2014	20	Heat pumps	B	
30			Arlington Hills Library	Mechanical - Controls	Building Automation System	25	2014	20	BAS	B	
31			Arlington Hills Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2014	20	Fire sprinkler system	B	
32			Arlington Hills Library	Fire Protection - Specialties	Fire Extinguishers	20	2014	15	Fire extinguishers	B	
33			Arlington Hills Library	Electrical - Distribution System	Electrical Distribution System	30	2014	25	Electrical distribution	B	
34			Arlington Hills Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	2014	15	Electrical branch wiring	B	
35			Arlington Hills Library	Electrical - Lighting	Lighting Equipment	25	2014	20	T8 fluorescent lighting	C	
36			Arlington Hills Library	Electrical - Lighting	Lighting Equipment	25	2014	20	Exit and emergency lighting	B	
37			Arlington Hills Library	Electrical - Lighting	Lighting Equipment	25	2014	20	Site Lighting	B	
38			Arlington Hills Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2014	20	Fire alarm system	A	
39											
40											
41			Central Library	Plumbing - Fixtures	Plumbing Fixtures	36	2000	17	Plumbing fixtures	B	
42			Central Library	Plumbing - Domestic Water	Piping Distribution	37	2002	20	Copper water supply piping	B	
43			Central Library	Plumbing - Sanitary Waste	Piping Distribution	37	2016	34	PVC sanitary waste piping	A	
44			Central Library	Plumbing - Rain Water Drainage	Piping Distribution	37	1916	-66	Cast iron drainage piping	F	
45			Central Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2015	6	Electric water heater	B	
46			Central Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2002	18	Hot water supply - district energy	B	
47			Central Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2000	16	Heat exchanger for chilled water - district energy	B	
48			Central Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	2001	7	Hydronic pump installation	C	
49			Central Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2002	8	AHUs	C	
50			Central Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2000	6	Liebert units	F	
51			Central Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2002	18	Cooling piping installation	B	
52			Central Library	Mechanical - Air Distribution	Air Distribution Systems	40	2002	23	Ductwork	B	
53			Central Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2002	18	Heating piping installation	B	
54			Central Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2000	6	Exhaust fans	C	
55			Central Library	Mechanical - Terminal Systems	Unit Heaters	25	2002	8	Unit heaters	C	

	A	B	D	E	F	G	H	I	J	K
1	Facility Condition Assessments				Grade/Priorities					
2	Fall 2019 - based on AMERESCO Reports									
3										
4	General Condition Grades									
5	A = Like new condition/Approximately 90% of useful lifespan remains									
6	B = Above average condition/Over half of useful lifespan remains									
7	C = Average condition/Less than half of useful lifespan remains									
8	D = Failing Condition/Less than 10% lifespan remain/Failure not critical									
9	F = Critical condition/Requires immediate attention.									
10										
11			Building	Current Function	System	Useful Lifespan	Replacement Date	Remaining Life	Description	Current Condition
56			Central Library	Mechanical - Terminal Systems	Perimeter radiators	45	2002	28	Perimeter baseboard heating	B
57			Central Library	Mechanical - Controls	Building Automation System	25	2002	8	Johnson Controls BAS	C
58			Central Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2002	8	Fire sprinkler system	C
59			Central Library	Fire Protection - Specialties	Fire Extinguishers	20	2016	17	Fire extinguishers	A
60			Central Library	Electrical - Distribution System	Electrical Distribution System	30	2000	11	Electrical distribution	C
61			Central Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	2000	1	Electrical branch wiring	F
62			Central Library	Electrical - Lighting	Lighting Equipment	25	2016	22	T8 fluorescent lighting	A
63			Central Library	Electrical - Lighting	Lighting Equipment	25	2002	8	Exit and emergency lighting	C
64			Central Library	Electrical - Lighting	Lighting Equipment	25	2016	22	Site Lighting	A
65			Central Library	Electrical - Emergency Power	Generator	30	2002	13	Diesel generator	B
66			Central Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2002	8	Fire alarm system	C
67										
68			Hamline Library	Plumbing - Fixtures	Plumbing Fixtures	36	2018	35	Porcelain plumbing fixtures	F
69			Hamline Library	Plumbing - Domestic Water	Piping Distribution	37	1930	-52	Copper water supply piping	F
70			Hamline Library	Plumbing - Sanitary Waste	Piping Distribution	37	1930	-52	Cast iron sanitary waste piping	F
71			Hamline Library	Plumbing - Rain Water Drainage	Piping Distribution	37	1930	-52	Roof drainage system	F
72			Hamline Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2014	5	Gas-fired water heater	C
73			Hamline Library	Mechanical - Natural Gas	Piping Distribution	35	2000	16	Natural gas supply piping	C
74			Hamline Library	Mechanical - Hot Water	Hot Water Boilers	25	2018	24	Gas-fired boilers	F
75			Hamline Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	1986	-8	Hydronic pump installation	F
76			Hamline Library	Mechanical - Chiller	Chiller	25	1989	-5	Chiller installation	F
77			Hamline Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1989	5	Hydronic piping	C
78			Hamline Library	Mechanical - Air Distribution	Inline Fan	25	2001	7	Inline fan in storage room	C
79			Hamline Library	Mechanical - Hydronic Water Piping	Piping Distribution	75	1980	36	Hydronic piping	C
80			Hamline Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2000	6	Exhaust fans	C
81			Hamline Library	Mechanical - Terminal Systems	Unit Heaters	25	1985	-9	Unit heaters	F
82			Hamline Library	Mechanical - Controls	Building Automation System	25	2018	24	Johnson Controls BAS	F
83			Hamline Library	Fire Protection - Specialties	Fire Extinguishers	20	2010	11	Fire extinguishers	B
84			Hamline Library	Electrical - Distribution System	Electrical Distribution System	30	1930	-59	Electrical distribution	F
85			Hamline Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	1986	-13	Electrical branch wiring	F
86			Hamline Library	Electrical - Lighting	Lighting Equipment	25	2000	6	T8 fluorescent lighting	C
87			Hamline Library	Electrical - Lighting	Lighting Equipment	25	2016	22	Exit and emergency lighting	B
88			Hamline Library	Electrical - Lighting	Lighting Equipment	25	1989	-5	Site lighting	F
89			Hamline Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2007	13	Fire alarm system	B
90			Hamline Midway Garage	Mechanical - Natural Gas	Piping Distribution	35	2012	28	Natural gas supply piping	B
91			Hamline Midway Garage	Mechanical - Terminal Systems	Unit Heaters	25	2012	18	Unit heaters	B
92			Hamline Midway Garage	Mechanical - Controls	Building Automation System	24	2012	17	BAS	B
93			Hamline Midway Garage	Electrical - Distribution System	Electrical Distribution System	30	2012	23	Electrical distribution	B
94			Hamline Midway Garage	Electrical - Branch Wiring	Electrical Branch Wiring	15	2012	8	Electrical branch wiring	B
95			Hamline Midway Garage	Electrical - Lighting	Lighting Equipment	25	2012	18	Fluorescent fixtures	C
96										
97			Hayden Heights Library	Plumbing - Fixtures	Plumbing Fixtures	36	1996	13	Porcelain plumbing fixtures	D
98			Hayden Heights Library	Plumbing - Domestic Water	Piping Distribution	37	1978	-4	Copper water supply piping	F
99			Hayden Heights Library	Plumbing - Sanitary Waste	Piping Distribution	37	1978	-4	Cast iron sanitary waste piping	F

	A	B	D	E	F	G	H	I	J	K	
1	Facility Condition Assessments				Grade/Priorities						
2	Fall 2019 - based on AMERESCO Reports										
3											
4	General Condition Grades										
5	A = Like new condition/Approximately 90% of useful lifespan remains										
6	B = Above average condition/Over half of useful lifespan remains										
7	C = Average condition/Less than half of useful lifespan remains										
8	D = Failing Condition/Less than 10% lifespan remain/Failure not critical										
9	F = Critical condition/Requires immediate attention.										
10											
11			Building	Current Function	System	Useful Lifespan	Replacement Date	Remaining Life	Description	Current Condition	
100			Hayden Heights Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2007	-2	Gas-fired water heater	F	
101			Hayden Heights Library	Mechanical - Natural Gas	Piping Distribution	35	1978	-6	Natural gas supply piping	F	
102			Hayden Heights Library	Mechanical - Hot Water	Hot Water Boilers	25	1978	-16	Gas-fired boilers were re-tubed in 2006	F	
103			Hayden Heights Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	1978	-16	Hydronic pump installation	F	
104			Hayden Heights Library	Mechanical - HVAC Systems	Air Conditioning Units	25	1978	-16	DX AHU	F	
105			Hayden Heights Library	Mechanical - Air Distribution	Air Distribution Systems	40	1978	-1	Ductwork	F	
106			Hayden Heights Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1978	-6	Hydronic piping	B	
107			Hayden Heights Library	Mechanical - Exhaust Systems	Exhaust Fans	25	1978	-16	Restroom exhaust fans	F	
108			Hayden Heights Library	Mechanical - Controls	Pneumatic Controls	25	1978	-16	Pneumatic Controls	F	
109			Hayden Heights Library	Fire Protection - Specialties	Fire Extinguishers	20	1978	-21	Fire extinguishers	F	
110			Hayden Heights Library	Electrical - Distribution System	Electrical Distribution System	30	1978	-11	Electrical distribution	F	
111			Hayden Heights Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	1978	-21	Electrical branch wiring	F	
112			Hayden Heights Library	Electrical - Lighting	Lighting Equipment	25	1978	-16	Original T8 fluorescent fixtures	F	
113			Hayden Heights Library	Electrical - Lighting	Lighting Equipment	25	2005	11	Exit and emergency lighting	C	
114			Hayden Heights Library	Electrical - Lighting	Lighting Equipment	25	1978	-16	Site lighting	F	
115			Hayden Heights Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2000	6	Fire alarm system	C	
116											
117			Highland Park Library	Plumbing - Fixtures	Plumbing Fixtures	36	2014	31	Plumbing fixtures	A	
118			Highland Park Library	Plumbing - Domestic Water	Piping Distribution	37	2014	32	Copper water supply piping	A	
119			Highland Park Library	Plumbing - Sanitary Waste	Piping Distribution	37	2014	32	Cast iron sanitary waste piping	A	
120			Highland Park Library	Plumbing - Rain Water Drainage	Sump Pump	25	2014	20	Sump pump installation	A	
121			Highland Park Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2014	5	Gas-fired water heater	B	
122			Highland Park Library	Mechanical - Natural Gas	Piping Distribution	35	2014	30	Natural gas supply piping	A	
123			Highland Park Library	Mechanical - Hot Water	Hot Water Boilers	25	2014	20	Fulton boilers	B	
124			Highland Park Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	2014	20	Hydronic pump installation	C	
125			Highland Park Library	Mechanical - Chiller	Chiller	25	2014	20	Chiller installation	B	
126			Highland Park Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2014	20	Chilled water AHU	B	
127			Highland Park Library	Mechanical - Air Distribution	Air Distribution Systems	40	2014	35	Ductwork	B	
128			Highland Park Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2014	30	Hydronic piping	B	
129			Highland Park Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2014	20	Restroom exhaust fans	B	
130			Highland Park Library	Mechanical - Controls	Building Automation System	25	2014	20	Johnson Controls BAS	B	
131			Highland Park Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2014	20	Fire sprinkler system	B	
132			Highland Park Library	Fire Protection - Specialties	Fire Extinguishers	20	2014	15	Fire extinguishers	B	
133			Highland Park Library	Electrical - Distribution System	Electrical Distribution System	30	2014	25	Electrical distribution	B	
134			Highland Park Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	2014	15	Electrical branch wiring	B	
									Fluorescent fixtures Exit and emergency lighting Site Lighting		
135			Highland Park Library	Electrical - Lighting	Lighting Equipment	25	2014	20	Site Lighting	B	
136			Highland Park Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2014	20	Fire alarm system	B	
137											
138			Merriam Park Library	Plumbing - Fixtures	Plumbing Fixtures	36	1993	10	Porcelain plumbing fixtures	C	
139			Merriam Park Library	Plumbing - Domestic Water	Piping Distribution	37	1993	11	Copper water supply piping	C	
140			Merriam Park Library	Plumbing - Sanitary Waste	Piping Distribution	37	1993	11	Cast iron sanitary waste piping	C	
141			Merriam Park Library	Plumbing - Domestic Water	Domestic Water Heaters	10	1993	-16	Gas-fired water heater	F	

	A	B	D	E	F	G	H	I	J	K
1	Facility Condition Assessments				Grade/Priorities					
2	Fall 2019 - based on AMERESCO Reports									
3										
4	General Condition Grades									
5	A = Like new condition/Approximately 90% of useful lifespan remains									
6	B = Above average condition/Over half of useful lifespan remains									
7	C = Average condition/Less than half of useful lifespan remains									
8	D = Failing Condition/Less than 10% lifespan remain/Failure not critical									
9	F = Critical condition/Requires immediate attention.									
10										
11			Building	Current Function	System	Useful Lifespan	Replacement Date	Remaining Life	Description	Current Condition
142			Merriam Park Library	Mechanical - Natural Gas	Piping Distribution	35	1993	9	Natural gas supply piping	F
143			Merriam Park Library	Mechanical - Hot Water	Hot Water Boilers	25	1993	-1	Original boilers	F
144			Merriam Park Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	1993	-1	Hydronic pump installation	F
145			Merriam Park Library	Mechanical - Chiller	Chiller	25	1993	-1	Chiller installation	F
146			Merriam Park Library	Mechanical - HVAC Systems	Air Conditioning Units	25	1993	-1	Chilled water AHU	F
147			Merriam Park Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1993	9	Cooling piping installation	B
148			Merriam Park Library	Mechanical - Air Distribution	VAVs	40	1993	14	10 VAVs and ductwork	D
149			Merriam Park Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1993	9	Hydronic piping	B
150			Merriam Park Library	Mechanical - Exhaust Systems	Exhaust Fans	25	1993	-1	Restroom exhaust fans	F
151			Merriam Park Library	Mechanical - Terminal Systems	Baseboard radiators	45	1993	19	Perimeter baseboard heating	B
152			Merriam Park Library	Mechanical - Controls	Pneumatic Controls	25	1993	-1	Pneumatic Controls	F
153			Merriam Park Library	Fire Protection - Sprinklers	Fire Sprinklers	25	1993	-1	Fire sprinkler system	F
154			Merriam Park Library	Fire Protection - Specialties	Fire Extinguishers	20	1993	-6	Fire extinguishers	F
155			Merriam Park Library	Electrical - Distribution System	Electrical Distribution System	30	1993	4	Electrical distribution	D
156			Merriam Park Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	1993	-6	Electrical branch wiring	F
157			Merriam Park Library	Electrical - Lighting	Lighting Equipment	25	1993	-1	Original T8 fluorescent fixtures Exit and emergency lighting	F
158			Merriam Park Library	Electrical - Lighting	Lighting Equipment	25	2010	16	Site Lighting	B
159			Merriam Park Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	1993	-1	Fire alarm system	F
160										
161			Rice Street Library	Plumbing - Fixtures	Plumbing Fixtures	36	2004	21	Porcelain plumbing fixtures	B
162			Rice Street Library	Plumbing - Domestic Water	Piping Distribution	37	2004	22	Copper water supply piping	B
163			Rice Street Library	Plumbing - Sanitary Waste	Piping Distribution	37	2004	22	Cast iron sanitary waste piping	B
164			Rice Street Library	Plumbing - Rain Water Drainage	Piping Distribution	37	2004	22	Roof drains and rain leaders	B
165			Rice Street Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2004	-5	Gas-fired water heater	F
166			Rice Street Library	Mechanical - Natural Gas	Piping Distribution	35	2004	20	Natural gas supply piping	B
167			Rice Street Library	Mechanical - Hot Water	Hot Water Boilers	25	2004	10	Lots of issues with these boilers	F
168			Rice Street Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	2004	10	Hydronic pump installation	C
169			Rice Street Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2004	10	DX AHU	C
170			Rice Street Library	Mechanical - Air Distribution	VAVs	40	2004	25	17 VAVs and ductwork	C
171			Rice Street Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2004	20	Hydronic piping	B
172			Rice Street Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2004	10	Restroom exhaust fans	C
173			Rice Street Library	Mechanical - Terminal Systems	Unit Heaters	25	2004	10	Unit heaters	C
174			Rice Street Library	Mechanical - Controls	Building Automation System	25	2004	10	Johnson Controls BAS	C
175			Rice Street Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2004	10	Fire sprinkler system	C
176			Rice Street Library	Fire Protection - Specialties	Fire Extinguishers	20	2004	5	Fire extinguishers	C
177			Rice Street Library	Electrical - Distribution System	Electrical Distribution System	30	2004	15	Electrical distribution	C
178			Rice Street Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	2004	5	Electrical branch wiring	C
									Original T8 fluorescent fixtures Exit and emergency lighting Site Lighting	
179			Rice Street Library	Electrical - Lighting	Lighting Equipment	25	2004	10	Site Lighting	C
180			Rice Street Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2004	10	Fire alarm system	C
181										
182			Riverview Library	Plumbing - Fixtures	Plumbing Fixtures	36	1988	5	Porcelain plumbing fixtures	D

	A	B	D	E	F	G	H	I	J	K
1			Facility Condition Assessments				Grade/Priorities			
2			Fall 2019 - based on AMERESCO Reports							
3										
4			General Condition Grades							
5			A = Like new condition/Approximately 90% of useful lifespan remains							
6			B = Above average condition/Over half of useful lifespan remains							
7			C = Average condition/Less than half of useful lifespan remains							
8			D = Failing Condition/Less than 10% lifespan remain/Failure not critical							
9			F = Critical condition/Requires immediate attention.							
10										
11			Building	Current Function	System	Useful Lifespan	Replacement Date	Remaining Life	Description	Current Condition
183			Riverview Library	Plumbing - Domestic Water	Piping Distribution	37	1988	6	Copper water supply piping	C
184			Riverview Library	Plumbing - Sanitary Waste	Piping Distribution	37	1988	6	Cast iron sanitary waste piping	F
185			Riverview Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2014	5	Gas-fired water heater	B
186			Riverview Library	Mechanical - Natural Gas	Piping Distribution	35	1988	4	Natural gas supply piping	C
187			Riverview Library	Mechanical - Hot Water	Hot Water Boilers	25	1988	-6	Gas-fired boilers	F
188			Riverview Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	1988	-6	Hydronic pump installation	F
189			Riverview Library	Mechanical - Chiller	Chiller	25	1988	-6	Chiller installation	F
190			Riverview Library	Mechanical - HVAC Systems	Air Conditioning Units	25	1988	-6	Air handling unit with hot water heat	F
191			Riverview Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1988	4	Cooling piping installation	C
192			Riverview Library	Mechanical - Air Distribution	Air Distribution Systems	40	1988	9	Ductwork	C
193			Riverview Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1988	4	Hydronic piping	C
194			Riverview Library	Mechanical - Exhaust Systems	Exhaust Fans	25	1988	-6	Could not locate fans. Kitchen/Restrooms	F
195			Riverview Library	Mechanical - Terminal Systems	Fan Coil Units	25	1988	-6	Fan coil installation	F
196			Riverview Library	Mechanical - Controls	Pneumatic Controls	25	1988	-6	Pneumatic Controls	F
197			Riverview Library	Fire Protection - Specialties	Fire Extinguishers	20	2010	11	Fire extinguishers	B
198			Riverview Library	Electrical - Distribution System	Electrical Distribution System	30	1988	-1	Electrical distribution	F
199			Riverview Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	1988	-11	Electrical branch wiring	F
200			Riverview Library	Electrical - Lighting	Lighting Equipment	25	2016	22	LED lighting	F
201			Riverview Library	Electrical - Lighting	Lighting Equipment	25	2016	22	Exit and emergency lighting	A
202			Riverview Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2005	11	LED Site lighting	C
203									Fire alarm system	
204			Rondo Library	Plumbing - Fixtures	Plumbing Fixtures	36	2006	23		B
205			Rondo Library	Plumbing - Domestic Water	Piping Distribution	37	2006	24	Porcelain plumbing fixtures	B
206			Rondo Library	Plumbing - Sanitary Waste	Piping Distribution	37	2006	24	Copper water supply piping	B
207			Rondo Library	Plumbing - Rain Water Drainage	Piping Distribution	37	2006	24	Cast iron sanitary waste piping	B
208			Rondo Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2006	-3	Rain water drainage piping. Leaking. Pipes are corroded.	F
209			Rondo Library	Mechanical - Natural Gas	Piping Distribution	35	2006	22	Electric water heaters	F
210			Rondo Library	Mechanical - Hot Water	Hot Water Boilers	25	2006	12	Natural gas supply piping	B
211								-2019	Original gas-fired boilers	C
212								-2019		
213			Rondo Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	2006	12		C
214			Rondo Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2006	12	Original hydronic pump installation	C
215			Rondo Library	Mechanical - Air Distribution	Air Distribution Systems	40	2006	27	DX AHU with hot water heat	C
216			Rondo Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2006	22	Ductwork	B
217			Rondo Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2006	12	Hydronic piping	B
218			Rondo Library	Mechanical - Terminal Systems	CRAC Units	15	2006	2	Building exhaust systems	B
219			Rondo Library	Mechanical - HVAC Systems	Make-up Air Unit	25	2006	12	Liebert units	C
220			Rondo Library	Mechanical - Controls	Building Automation System	25	2006	12	Gas-fired make-up air unit	C
221			Rondo Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2006	12	BAS and energy management system	C
222			Rondo Library	Fire Protection - Specialties	Fire Extinguishers	20	2006	7	Fire sprinkler system	C
223			Rondo Library	Electrical - Distribution System	Electrical Distribution System	30	2006	17	Fire extinguishers	C
224			Rondo Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	2006	7	Electrical service and distribution	B
									Electrical branch wiring	C

	A	B	D	E	F	G	H	I	J	K	
1	Facility Condition Assessments				Grade/Priorities						
2	Fall 2019 - based on AMERESCO Reports										
3											
4	General Condition Grades										
5	A = Like new condition/Approximately 90% of useful lifespan remains										
6	B = Above average condition/Over half of useful lifespan remains										
7	C = Average condition/Less than half of useful lifespan remains										
8	D = Failing Condition/Less than 10% lifespan remain/Failure not critical										
9	F = Critical condition/Requires immediate attention.										
10											
11			Building	Current Function	System	Useful Lifespan	Replacement Date	Remaining Life	Description	Current Condition	
									Original T8 fluorescent fixtures		
225			Rondo Library	Electrical - Lighting	Lighting Equipment	25	2006	12	Exit and emergency lighting	C	
226			Rondo Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2006	12	Site lighting	C	
227									Fire alarm system		
228			St. Anthony Park Library	Plumbing - Fixtures	Plumbing Fixtures	36	2000	17		C	
229			St. Anthony Park Library	Plumbing - Domestic Water	Piping Distribution	37	2000	18	Porcelain plumbing fixtures	C	
230			St. Anthony Park Library	Plumbing - Sanitary Waste	Piping Distribution	37	2000	18	Copper water supply piping	C	
231			St. Anthony Park Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2000	-9	PVC sanitary waste piping	C	
232			St. Anthony Park Library	Mechanical - Natural Gas	Piping Distribution	35	1979	-5	Gas-fired water heat	F	
233			St. Anthony Park Library	Mechanical - Hot Water	Piping Distribution	35	1979	-5	Natural gas supply piping	F	
234			St. Anthony Park Library	Mechanical - Hot Water	Hot Water Boilers	25	1987	-7	Gas-fired boilers	F	
235			St. Anthony Park Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	1987	-7	Hydronic pump installation	F	
236			St. Anthony Park Library	Mechanical - Chiller	Chiller	25	2000	6	Chiller installation	C	
237			St. Anthony Park Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2000	6	(2) chilled water AHUs (1) DX AHU	C	
238			St. Anthony Park Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2000	16	Chilled water piping	C	
239			St. Anthony Park Library	Mechanical - Air Distribution	Air Distribution Systems	40	2016	37	Supply and return ductwork	B	
240			St. Anthony Park Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	1985	1	Hydronic piping installation. Minor leaks.	F	
241			St. Anthony Park Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2017	23	Restroom exhaust fan replacement	A	
242			St. Anthony Park Library	Mechanical - Terminal Systems	Fan Coil Units	25	1987	-7	Fan coil unit installation	F	
243			St. Anthony Park Library	Mechanical - Controls	Pneumatic Controls	25	1988	-6	Pneumatic controls	F	
244			St. Anthony Park Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2000	6	Fire sprinkler installation in addition	C	
245			St. Anthony Park Library	Fire Protection - Specialties	Fire Extinguishers	20	2010	11	Fire extinguisher replacement	C	
246			St. Anthony Park Library	Electrical - Distribution System	Electrical Distribution System	30	2000	11	Electrical service and distribution	C	
247			St. Anthony Park Library	Electrical - Branch Wiring	Electrical Branch Wiring	20	2000	1	Electrical branch wiring	F	
			St. Anthony Park Library	Electrical - Lighting	Lighting Equipment	25	2016	22	LED fixture replacement	A	
248			St. Anthony Park Library	Electrical - Lighting	Lighting Equipment	25	2000	6	Original exit and emergency lighting		
249			St. Anthony Park Library	Fire Protection - Fire Alarm System	Fire Alarm System	25	2007	13	Site lighting - replace with LED	F	
250									Fire alarm system replacement	C	
251			Sun Ray Library	Plumbing - Restrooms	Plumbing Fixtures	36	2014	31			
252			Sun Ray Library	Plumbing - Domestic Water	Piping Distribution	37	2014	32	Plumbing fixture replacement	A	
253			Sun Ray Library	Plumbing - Sanitary Waste	Piping Distribution	37	2014	32	Copper water supply piping	A	
254			Sun Ray Library	Plumbing - Rain Water Drainage	Drains	37	2014	32	PVC sanitary waste piping	A	
255			Sun Ray Library	Plumbing - Domestic Water	Domestic Water Heaters	10	2014	5	Roof drains and rain leaders	B	
256			Sun Ray Library	Mechanical - Natural Gas	Piping Distribution	35	1970	-14	Hot water heater replacement	C	
257			Sun Ray Library	Mechanical - Hot Water	Piping Distribution	35	1970	-14	Natural gas supply piping	F	
258			Sun Ray Library	Mechanical - Hot Water	Hot Water Boilers	25	2014	20	Gas-fired boilers	B	
259			Sun Ray Library	Mechanical - Hydronic Water Pumping System	HVAC Pumps	25	2014	20	Hydronic pump replacement	B	
260			Sun Ray Library	Mechanical - HVAC Systems	Air Conditioning Units	25	2014	20	DX rooftop with hot water heat	B	
261			Sun Ray Library	Mechanical - Terminal Systems	VAVs	40	2014	35	VAV boxes and ductwork	A	
262			Sun Ray Library	Mechanical - Hydronic Water Piping	Piping Distribution	35	2014	30	Hydronic piping	A	
263			Sun Ray Library	Mechanical - Exhaust Systems	Exhaust Fans	25	2014	20	Restroom exhaust fan replacement	B	
264			Sun Ray Library	Mechanical - Controls	Building Automation System	25	2014	20	Johnson Control automation system	B	
265			Sun Ray Library	Fire Protection - Sprinklers	Fire Sprinklers	25	2014	20	Fire sprinkler replacement	B	
			Sun Ray Library	Fire Protection - Specialties	Fire Extinguishers	20	2014	15	Fire extinguisher replacement	B	

[illegible]

Maintenance Equipment Needs Identified by Branch

[illegible]

APPENDIX F

Meeting Minutes

PROJECT: City of St. Paul-Public Library Facility Assessment
HGA Commission Number 0878-024-00

FROM: Jane Dederling

Writer's Direct Dial 414-278-3423

MEETING

Purpose: St. Paul Public Library Master Plan
Date: July 12, 2019
Location: Central Library / Phone Call

PRESENT:

Name	Company	Email
Joanna Brookes	St. Paul Public Library	joanna.brookes@ci.stpaul.mn.us
Catherine Penkert	St. Paul Public Library	Catherine.penkert@ci.stpaul.mn.us
Jane Dederling	HGA	jdedering@hga.com
Jennifer McMaster	HGA	jmcmaster@hga.com

Item
1. Vision: How do we think innovation? Create user-friendly libraries? Meet community needs within budget? <ul style="list-style-type: none">a. Deep Dive<ul style="list-style-type: none">1) Capital renovation projects = public / private partnerships2) City and Friends (50%) private funds3) What does library mean in 2019 and beyond?4) Build a great campaign that will interest the publicb. How do we build an exciting vision for capital campaign to fund the renovation of all buildings?<ul style="list-style-type: none">1) Break neutral model of what library means.2) Noise and quiet room are unique, necessary spaces within a less traditional and modern library.3) There should be a sense of imagination as to what a library could be.4) Technology and Children's learning should be a focus.c. City of Neighborhoods<ul style="list-style-type: none">1) Each neighborhood has specific charm to be preserved.2) What makes sense to standardize and what doesn't?3) Any new models to evaluate? Sun Ray has been successfully used as a model for Hayden Heights.

Item
<ol style="list-style-type: none">4) What are lessons learned?5) What doesn't work well or could work better?6) What do you love / hate?7) Recognize this is a city library which is different from 'county' system. How will this affect what is possible?
<ol style="list-style-type: none">2. The facilities plan should be completed in 2019 to be able to get in to the que for projects and to strategize for funding Spring 2020. Funding for project design in 2020. 2021 – establish specific project proposals and 2021 – 2023 for projects. Larger projects would be 5 – 8 years out.
<ol style="list-style-type: none">3. The last facility plan was completed in 2011 and several renovations have taken place since; Arlington Hills, Sun Ray and Highland. There also was a system plan in 2007 that contained sketches that is available for review.
<ol style="list-style-type: none">4. Three buildings should get a deeper dive: Hamline, Riverview and Hayden Heights Hamline: Hale library that the community loves. Closure was discussed in 2009. It is two level with a small staff area; no study room; no features in the Children's area; has a fireplace; mold issues; basement meeting room has a stage and is rented out. Question as to whether the facility is able to be renovated and what is possible for the future Riverview: Carnegie library on the West Side. Computers in the middle of the floor, no study or meeting rooms; street parking only; the Wellstone Center is down the hill and how do the two facilities work together? Hayden Heights – 1979 – untouched time capsule; orange shelves. It is very dated and one level. It will get a new boiler and have done a few cosmetic things in the Children's area; not enough windows
<ol style="list-style-type: none">5. There was an in-depth community learning process last year. Some take-aways:<ul style="list-style-type: none">• Do not silo collection by age• Make it family space or intergenerational learning• Add interactive learning
<ol style="list-style-type: none">6. AmeriCorps Vista did a study that focused on early learning and as part of the study found that there were some experiences that hit a negative or out-dated image of "library".
<ol style="list-style-type: none">7. SPPL 2022 Strategic Direction document is on-line. Empathy interviews were part of the information collection as well as community learning sessions, on-line survey. This effort was extensive.
<ol style="list-style-type: none">8. Children's areas: focus on play and hands-on learning. There have been small infusions of play areas in locations and are semi-permanent.
<ol style="list-style-type: none">9. Branch information:<ul style="list-style-type: none">• Rondo: waiting for modular study rooms; possible dream to move the library to the future land bridge across Hwy 94• Rice Street Library: project is in development with the community center which includes library and not sure if funding will come through for the project.• Library calendars will illustrate how local each of the branches are.

Item

- | |
|--|
| 10. Saint Paul Public Library is setting up a core team for the project. |
| 11. HGA to send out a schedule for up-coming meetings. |

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

s:\0000\878\024-00\1. general communications\meeting minutes\20190712_sppl masterplan meeting.docx

PROJECT: City of St. Paul-Public Library Facility Assessment
HGA Commission Number 0878-024-00

FROM: Jane Dederling

Writer's Direct Dial 414-278-3423

MEETING

Purpose: St. Paul Public Library Master Plan
Date: September 16, 2019
Location: Central Library

PRESENT:

Name	Company	Email
Joanna Brookes	St. Paul Public Library	joanna.brookes@ci.stpaul.mn.us
Buddy Ferrari	St. Paul Public Library	buddy.ferrari@ci.stpaul.mn.us
Kelsey Johnson-Kaiser	St. Paul Public Library	kelsey.johnson-kaiser@ci.stpaul.mn.us
Lisa Motschke	St. Paul Public Library	lisa.motschke@ci.stpaul.mn.us
Catherine Penkert	St. Paul Public Library	catherine.penkert@ci.stpaul.mn.us
Barb Sporlein	St. Paul Public Library	barb.sporlein@ci.stpaul.mn.us
Lee Williamson	St. Paul Public Library	lee.williamson@ci.stpaul.mn.us
Anders Dahlgren	Library Planning Associates	anders@libraryplan.com
Jane Dederling	HGA	jdederling@hga.com
Jennifer McMaster	HGA	jmcmaster@hga.com
Adaheid Mestad	HGA	amestad@hga.com

Item
1. This meeting is the kick-off for the facilities masterplan process. There will be a series of meetings in October and November in order to create a facilities masterplan to present to City Council in early December.
2. As part of the immersion process the HGA/LPA team will tour each of the branches 9/16, 9/17 and 9/18 to be able to observe the existing conditions of the facilities. The facilities masterplan will focus on three branches: Hamline Midway, Hayden Heights and Riverview. These branches are some that have not had recent renovations.

Item	
3.	The focus of the facilities masterplan is to determine how to find a framework to provide play and learn spaces for intergenerational families and technology. The facilities plan will create an overall plan for upcoming projects.
4.	Several reports and studies have been completed in previous years and provide a good foundation: 2022 Strategic Plan, 2011 Facilities Plan, AMERESCO Reports, 2007 programming studies and SPPL statistics. This facilities plan should consider how a report is created as a benchmark for progress.
5.	The Strategic Plan produced community insights and strategies.
6.	The group discussed obstacles to achieve the community insights: <ul style="list-style-type: none">• Quiet & loud zoning<ul style="list-style-type: none">◦ difficult with one room branches◦ cultural differences in "activeness"• Adapting an old shell to new services• Community appreciates the historic buildings• Sightlines – staff to monitor it all• Provide safety and healing & calming environments<ul style="list-style-type: none">◦ Indoor and outdoor connections◦ Trauma sensitive practice◦ Art reflective of patrons• Welcoming hands-on space for older youth (tween & teen)• Inflexible competitive City budget<ul style="list-style-type: none">◦ Approximately \$11M/year◦ Compete with recreation, police, pools, sidewalks, etc.
7.	Createch programs are available throughout the system. <ul style="list-style-type: none">• Arlington Hills has a dedicated space for Createch.• Staffing throughout is lean. How to make these programs flexible• Sun Ray has a young mentor group
8.	General discussions regarding branch issues: Restrooms: <ul style="list-style-type: none">• All gender restrooms are standard in SPPL• Most branches need to get a key for restrooms; Sun Ray and Highland have "vacant"/ "occupied" signed locks• Restrooms located in lower levels – not visible Accessibility <ul style="list-style-type: none">• Hamline Midway and Riverview have lower level entrances to accommodate accessibility Security vs Trust

Item

Homelessness

- How to make the homeless feel safe

Lobby spaces

- How do they function

Fine free

- 2019 is the first year fine free and the effects of this have not been measured on circulation

9. SPPL to provide service area population maps for the branches.
10. The Core Team Members filled out the attached quadrant exercise which provided information regarding first impressions of the state of each of the branches. (See attached)
11. Branches in leased spaces are included: Dayton's Bluff and West 7th. The bookmobile that is housed at Rondo is not included.
12. An overview of data was provided. Central has the largest pick list but is not as busy as other branches.
13. Peer systems were discussed: Richland – aspirational; Madison, St. Louis, Providence RI, Boston, Chicago (technology for youth and adult); Philadelphia (youth)
14. The team discussed universal design vs inclusive design.
15. A community engagement plan will be developed to share with the group. The strategic plan will be used as a baseline. A smaller survey to be developed for all of the branches along with a focus on Hamline Midway, Riverview and Hayden Heights

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

s:\0000\878\024-00\1. general communications\meeting minutes\20190916_sppl masterplan meeting.docx

HGA

ST. PAUL PUBLIC LIBRARY FACILITIES PLANNING

MEETING 1 - SEPTEMBER 16, 2019



AGENDA

Masterplan Kick-off – 10 am – 2pm

- Project Schedule
- Review Previous Studies
- What We Know
- Who We Want to Know
- Visioning
- Current State





SCHEDULE OVERVIEW

September 16, 17, 18	Project Kick-off & Library Tours
October 21 & 22	Synthesis
November 6	Future State
November 22	Future State Refinement
December 4	Presentation to City Council

Library Tours

Monday

- 3:00 – 4:00 Central
- 4:30 – 5:30 [Riverview](#)
- 6:00 – 7:00 Dayton's Bluff

Tuesday

- 9:00 – 10:00 [Hamline Midway](#)
- 10:30 – 11:30 Rice Street
- 12:30 – 1:30 Arlington Hills
- 2:00 – 3:00 [Hayden Heights](#)
- 3:30 – 4:30 Sun Ray
- 5:00 – 6:00 Rondo

Wednesday

- 9:00 – 10:00 Saint Anthony Park
- 10:30 – 11:30 Highland Park
- 12:00 – 1:00 Merriam Park
- 2:00 – 3:00 West 7th

Previous Studies

Previous Studies

- 2022 Strategic Plan
- 2011 Facilities Plan
- AMERESCO Reports
- 2007 Saint Paul Public Library Branch Programming Study
- SPPL Statistics
 - Circulation
 - Items in collection
 - Items Loaned
 - Pubic Access Computers
 - Visitors – in person & mobile
 - Programs & Attendance



STRATEGIC PLAN



MISSION:

We welcome all people to connect, learn, discover and grow.

VISION:

We imagine a Saint Paul where all people feel seen, safe and welcome. We imagine a city where libraries bring people together to experience hope, joy and creativity through learning.

Values

The Library belongs to the people of Saint Paul. We are your Library and you — our library users — shape our work. The following values guide our work.

We believe that learning is a human right.

To live, adapt, and thrive in a constantly changing world, all people need supportive learning environments, and free access to information and ideas from diverse points of view.

We believe in curiosity.

Curiosity can change the world and the path of one's life. We believe in igniting its spark through discovery and creative exploration.

We believe in connection.

The Library is a place for quiet reflection and boisterous activity; for likeness and for difference. It is comfortable, inclusive, and vital to creating healthy, strong communities.

We believe in the power of belonging.

When people feel they belong, they are able to learn and grow. The Library brings people together to access knowledge, information, and connection. We actively work to ensure that all people see themselves and our city's rich diversity reflected in our libraries.

Strategic Direction 2019-2022

DETAILED VIEW

	WELCOME We create welcoming places and experiences for library users.	CONNECT We make it easy to connect with learning, information, and people.	LEARN We provide free, equitable access to learning across a lifetime.	DISCOVER We provide opportunities to discover potential and unlock new ideas.	GROW We play a vital role in Saint Paul becoming a city that works for all.
Community-Focused Goals	Actively invite and welcome all Saint Paul residents into the Library.	Improve the library user experience by making it easy and enjoyable to connect to the Library.	Support readers of all ages and abilities, and cultivate a love of reading.	Ignite curiosity and build skills for an increasingly technology-driven world.	Support an inclusive and innovative local economy.
Sub-Goals	<ul style="list-style-type: none"> Reduce percent of library users blocked from borrowing access Increase number of annual visits 	<ul style="list-style-type: none"> Improve online and in-person user experience Ensure high level of user satisfaction across demographic groups 	<ul style="list-style-type: none"> Increase number of active borrowers Engage 5,000 people annually in Read Brave Ensure the Library's collection (physical and digital) is equitable and responsive to community demand 	<ul style="list-style-type: none"> 80% of locations offer age-appropriate, hands-on, interest-based technology learning opportunities for K–12 youth Increase the number of adults building technology skills through Library offerings 	<ul style="list-style-type: none"> Increase support for new and existing business owners Strengthen the Library's position as a resource for community members exploring career pathways that connect to better career options
Community-Focused Goals	Bring people together across similarities and differences for shared community experiences.	Expand the library experience beyond our buildings to reach all of Saint Paul.	Create equitable, impactful, playful learning experiences for young learners, ages 0–18.	Establish the Library as the best place in Saint Paul for families to learn together.	In partnership with communities, build a systemwide foundation for services to culturally and linguistically diverse communities.
Sub-Goals	<ul style="list-style-type: none"> Curate community-informed events, programs, and activities that reflect, share, and honor the diversity of our city Prioritize arts and cultural programs, events, and activities as ways of sharing stories and fostering connections 	<ul style="list-style-type: none"> Increase use of existing Library Go accounts by 50% Expand number of library-run programs and services offered at non-library locations (e.g. Wash & Learn) 	<ul style="list-style-type: none"> Embed and deepen quality practices in programs and services for young learners 100% of library locations offer play-based learning for children 	<ul style="list-style-type: none"> Increase attendance by 30% in programs designed for families to learn together Engage communities to inform culturally-specific strategies for family learning 	<ul style="list-style-type: none"> Embed, grow, and sustain Community Services work across our system Increase collaboration with and improved service for racial and ethnic groups currently underrepresented among Library users
Operations Goals	Invest in spaces that are safe, inviting, affirming, and comfortable for people of all cultures, abilities, and communities.	Reach new audiences when promoting the Library's critical value to Saint Paul and the role of libraries in thriving, multicultural communities.	Invest in developing staff to have the skills and support needed to meet the ever-changing needs of our community members.	Cultivate the Library to be an organization that enables a diverse workforce to thrive and grow.	Grow strong public and private support for the Library.
Sub-Goals	<ul style="list-style-type: none"> Develop data-based, community-informed strategy for making capital investment decisions Expand Trauma-Sensitive Library project system-wide 	<ul style="list-style-type: none"> Deliver user-centered, customized marketing experiences Provide all staff members with the tools and materials needed to actively promote the Library Improve intercultural competency in communications 	<ul style="list-style-type: none"> Develop and implement a strategy to align staff development with individuals' needs and the Library's strategic plan Library employees report high level of engagement Improve onboarding practices for new employees 	<ul style="list-style-type: none"> Increase career pathways within the Library At every level, the Library workforce reflects the racial and ethnic diversity of Saint Paul 	<ul style="list-style-type: none"> Partner with The Friends to increase annual philanthropic dollars raised to support library programs, services, and capital needs The Library actively collaborates across sectors to ensure Saint Paul is a city where all can thrive


Community Insights

STRATEGIES

- People want libraries to focus on young people and families
- People want libraries to hold space for both quiet and loud activities
- People face structural, cultural and financial barriers to using libraries
- People seek an environment that fosters safety and belonging
- People seek programming beyond books and buildings

OBSTACLES

What We
Know



Anders – anything you want insert here!

Data observations & review

What does the data suggest about services ? Facilities?

What is their service profile?

Library card older map pending (Joanna)

What does play & learn mean? How will success be measured?

What does “technology” mean to the future? How will success be measured?

File Home Insert Page Layout Formulas Data Review View Help Search

Normal Page Break Page Custom Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split Hide Synchronous Scrolling Reset Window Position Switch Windows Macros

A1 Agency Profile Report 2018

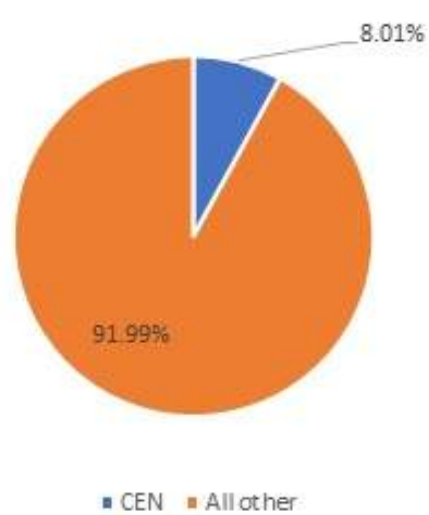
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Agency Profile Report 2018																						
	Built - Remodeled	Building Area - Square Feet	Hours / week	Days open / week	Estimated Expenditures on Materials Added in 2018	Collection Size (Includes Billed Items)	Collection Size (Adult) (Includes Billed Items)	Collection Size (Juvenile) (Includes Billed Items)	Total Circulation	Circulation (Adult Materials)	Percentage Circulation (Adult Materials)	Circulation (Juvenile Materials)	Percentage Circulation (Juvenile Materials)	Circulation / FTE	Programs for Adults	Attendance at Programs for Adults	Programs for Children and Teens	Attendance at Programs for Children and Teens	Information Requests - Reference Survey	Information Requests / FTE	FTEs	Visitors
Arlington Hills	1917-1988-1997-2014	10,281	59	7	\$66,477.00	20,913	8,792	12,121	66,120	26,782	41%	39,338	59%	6,358	341	1,931	467	12,280	7,159	688	10.4	*****
Bookmobile	1917-2005	272	33	5	\$46,052.00	12,070	4,968	7,102	80,076	26,878	34%	53,198	66%	26,692	3	161	50	5,220	17,593	5,864	3.0	*****
George Latimer Center	1917-1949-1985-2002-2016	90,353	52	7	\$388,422.00	322,826	280,577	42,249	126,504	79,938	63%	46,566	37%	4,055	628	6,588	357	7,691	20,046	643	31.2	*****
Dayton's Bluff	2004	6,664	53	7	\$50,561.00	21,423	9,733	11,690	44,138	24,891	56%	19,247	44%	7,356	104	1,025	205	3,568	10,712	1,785	6.0	74,867
Hamline Midway	1930-1985-1990-2013	8,194	49	6	\$74,962.00	25,646	13,076	12,570	102,632	50,911	50%	51,721	50%	21,837	67	1,006	151	3,276	8,199	1,744	4.7	96,312
Hayden Heights	1979	12,324	49	6	\$65,784.00	29,662	16,266	13,396	61,870	31,660	51%	30,210	49%	9,979	53	866	116	2,148	11,128	1,795	6.2	69,907
Highland Park	1954-1974-1995-2014	29,083	59	7	\$205,674.00	68,055	38,875	29,180	330,210	172,913	52%	157,297	48%	22,463	143	838	343	10,168	16,310	1,110	14.7	*****
Merriam Park	1993-2012	16,923	53	7	\$170,988.00	68,513	40,693	27,820	273,620	172,509	63%	101,111	37%	25,335	87	506	166	3,816	15,357	1,422	10.8	137,991
Rice Street	2002-2013	12,846	53	7	\$66,963.00	29,805	12,372	17,433	62,909	33,963	54%	28,946	46%	7,149	190	1,342	519	5,318	4,663	530	8.8	211,251
Riverview	1917-1989	7,803	49	6	\$61,494.00	21,354	10,119	11,235	51,558	27,240	53%	24,318	47%	9,374	23	369	197	2,644	7,973	1,450	5.5	85,151
Rondo	2006-2017	58,884	59	7	\$105,514.00	59,440	30,063	29,377	90,485	51,926	57%	38,559	43%	4,593	553	7,152	153	1,896	26,987	1,370	19.7	*****
Saint Anthony Park	1917-1988-1999-2013	10,590	49	6	\$110,089.00	34,487	14,814	19,673	114,249	50,519	44%	63,730	56%	17,052	192	2,456	316	12,604	6,881	1,027	6.7	85,499
Sun Ray	1970-1985-2000-2014	15,530	59	7	\$125,412.00	51,878	25,743	26,135	151,548	83,976	55%	67,572	45%	13,653	69	1,819	190	2,119	13,433	1,210	11.1	181,986
West 7th	1984-2010	1,371	36	5	\$45,766.00	8,822	3,636	5,186	56,814	35,084	62%	21,730	38%	31,563	35	148	94	2,070	3,744	2,080	1.8	61,445
	Programs for Adults	Attendance at Programs for Adults	Programs for Children and Teens	Attendance at Programs for Children	Information Requests - Reference Survey	Information Requests / FTE	FTEs	Visitors	Public Access Computers	Public Internet Computer Use	Service Area Population											
Arlington Hills	341	1,931	467	12,280	7,159	688	10.4	153,270	26	26,148	20,781											

Central share of total 2018

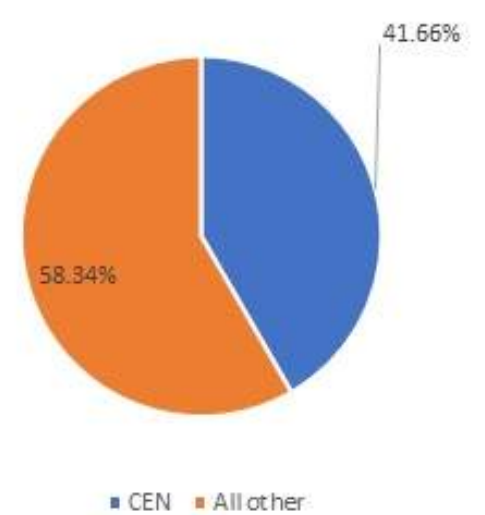
Circ



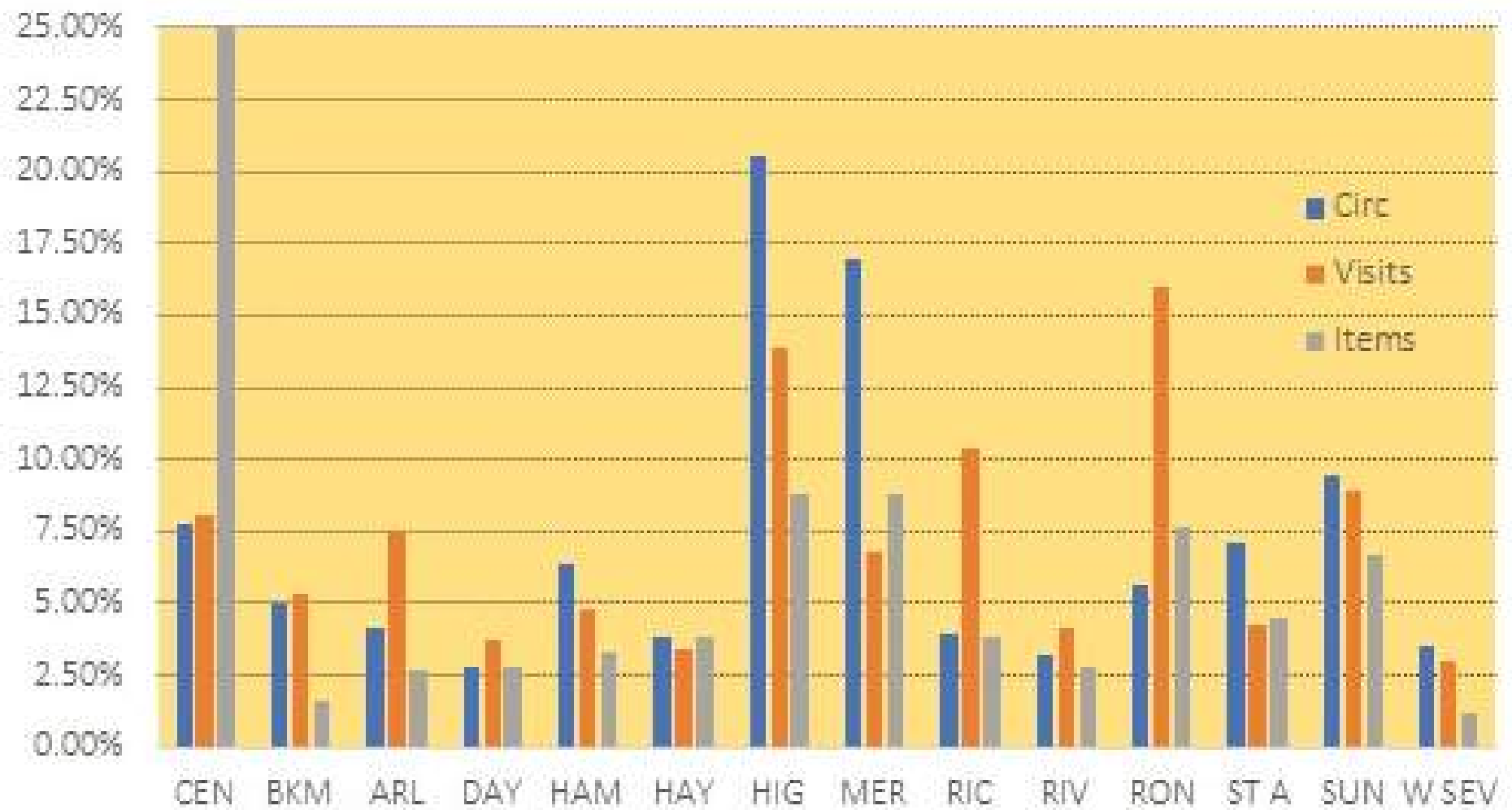
Visits



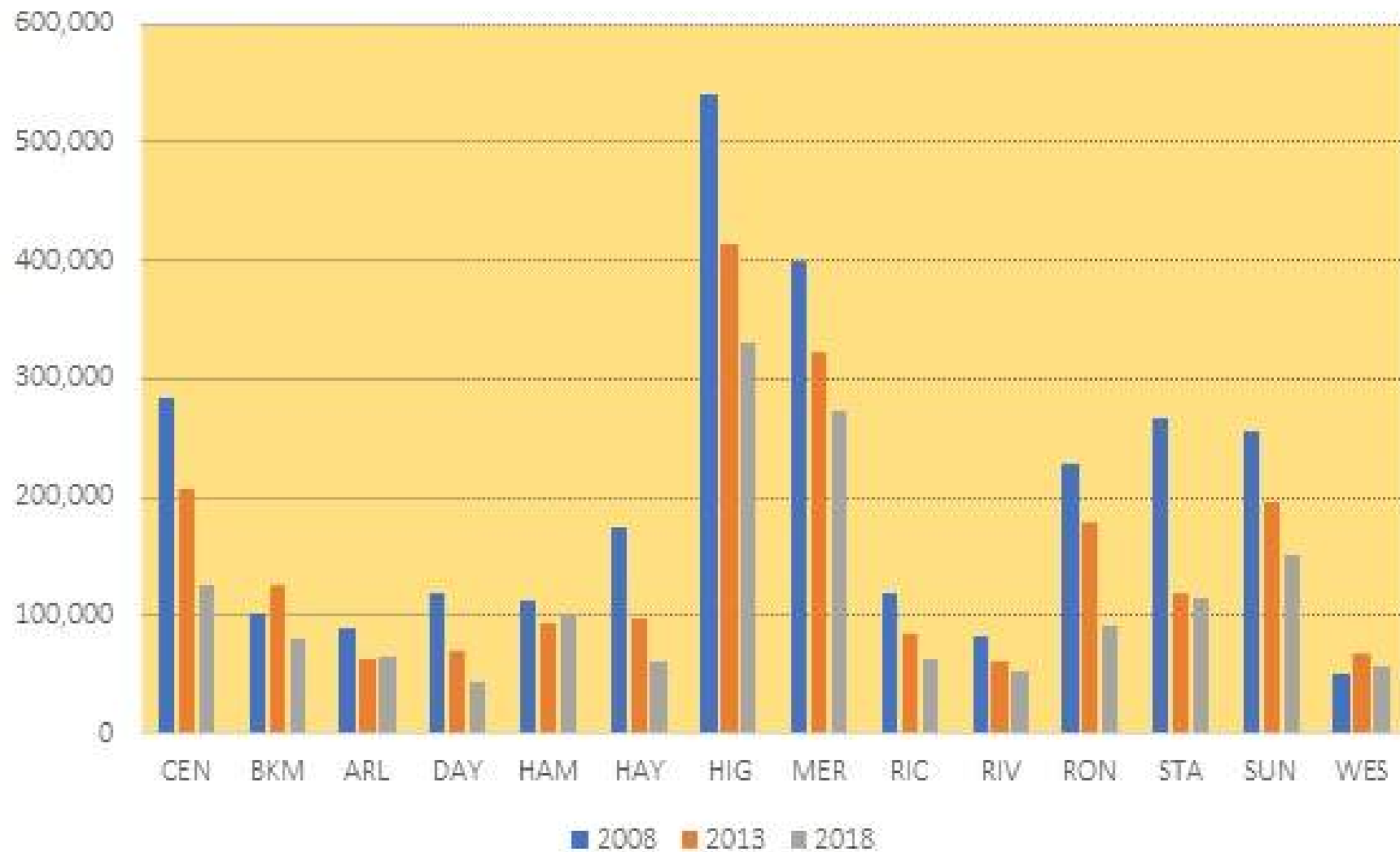
Items



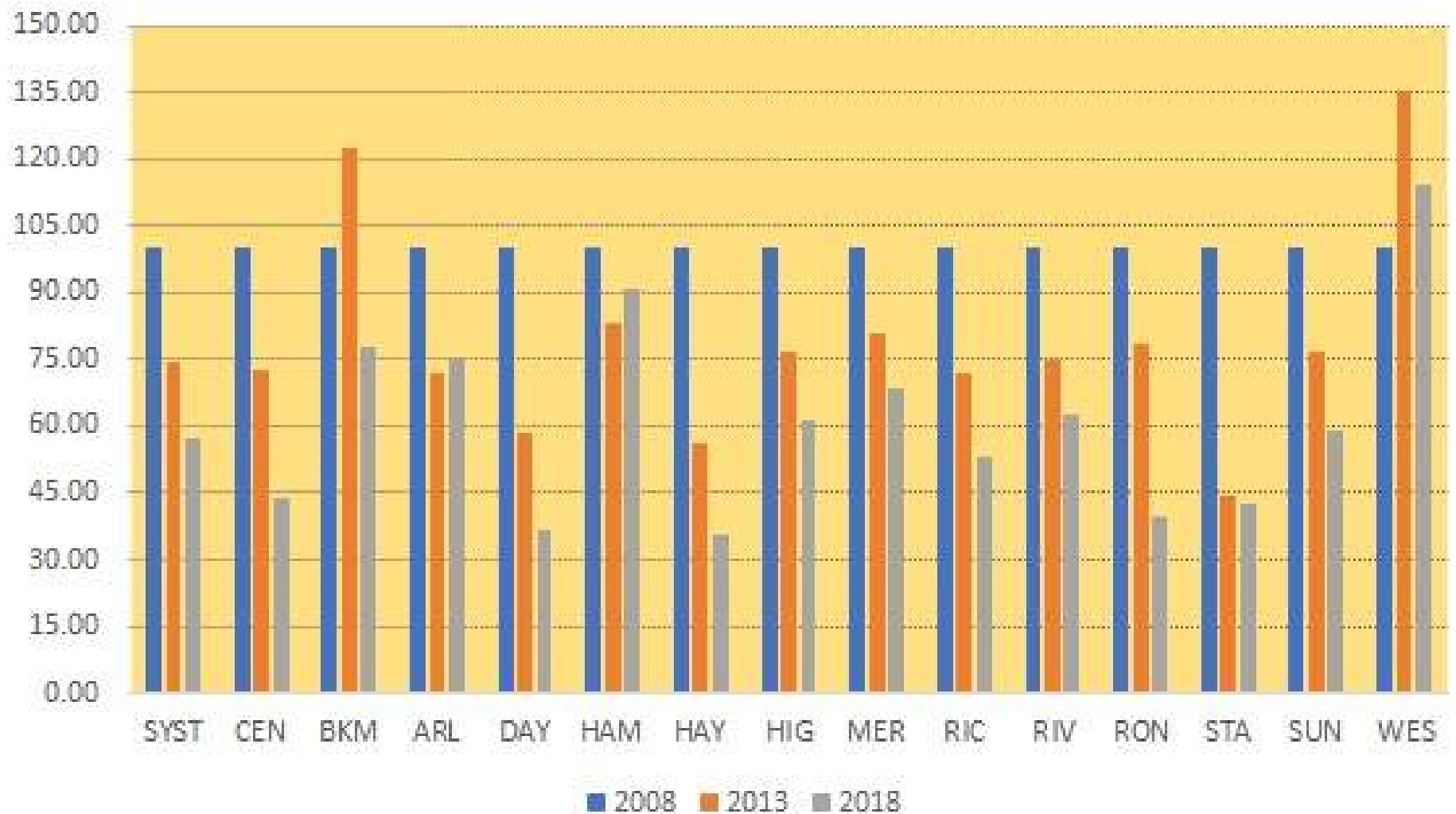
Location share of total 2018



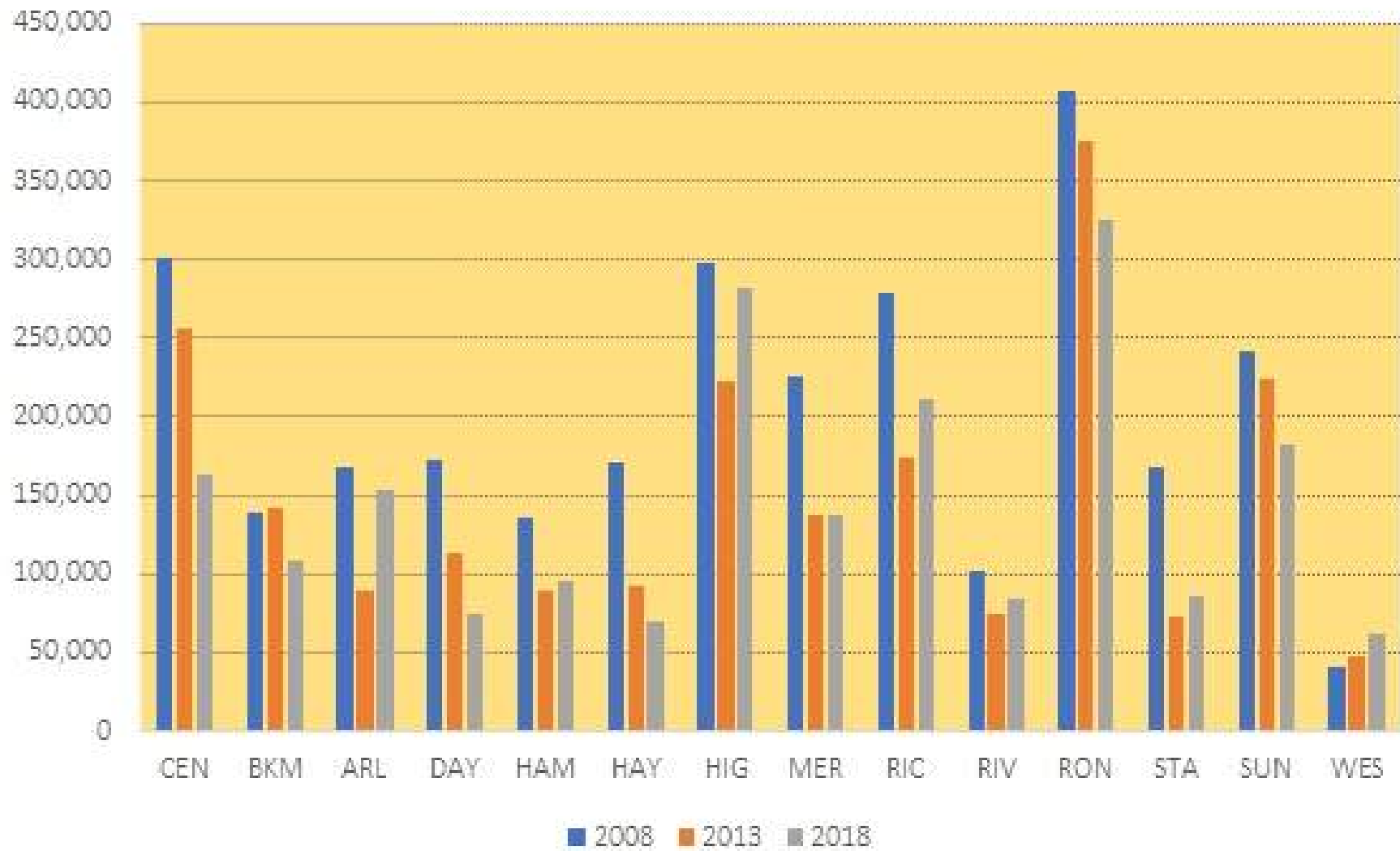
CIRCULATION TRENDS BY LOCATION last ten years



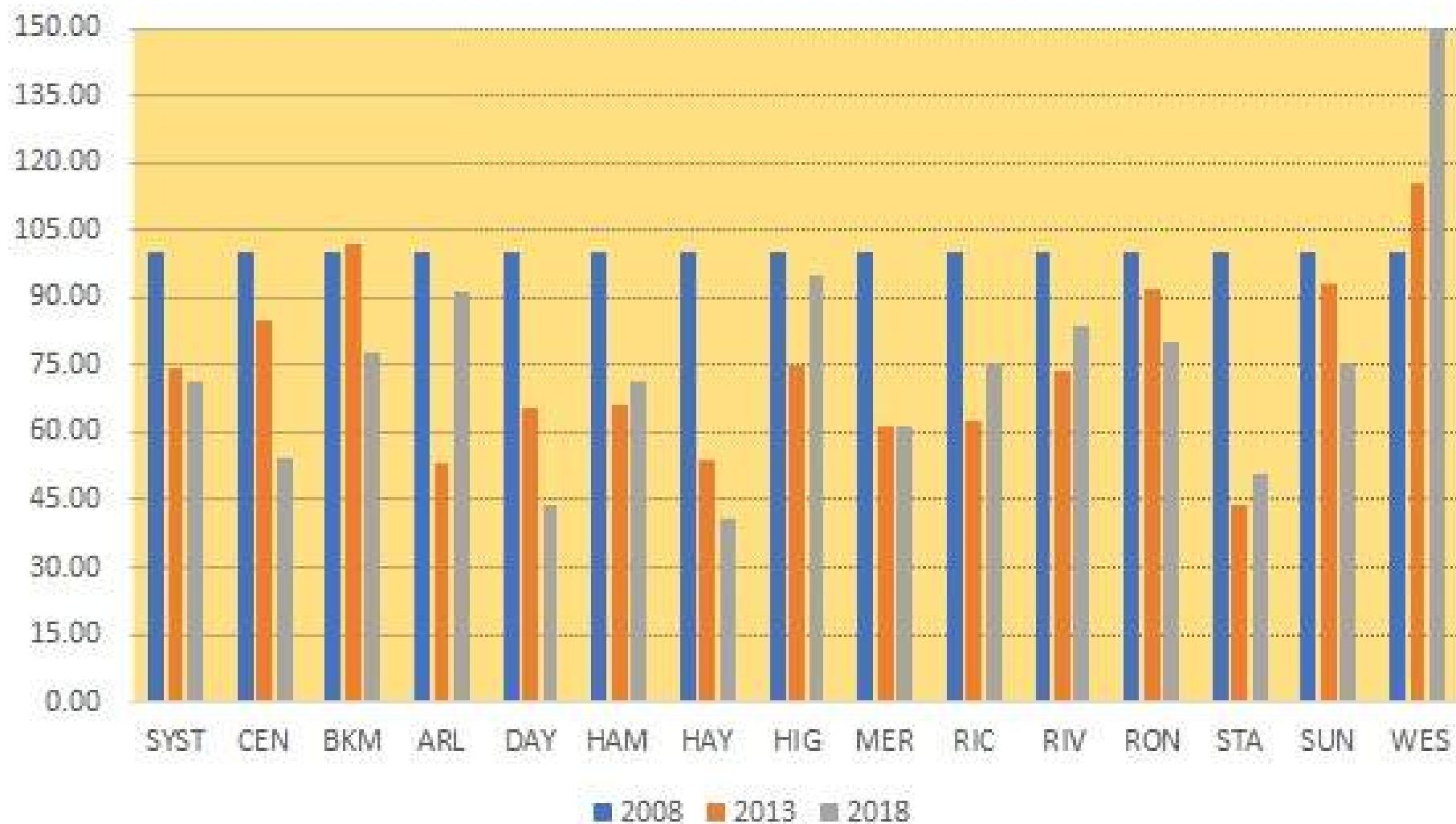
CIRCULATION TRENDS BY LOCATION last ten years (indexed)



VISITS BY LOCATION last ten years



VISITS BY LOCATION last ten years (indexed)



Who We Want
to Know

Ada ~ Insert here

Inclusion Engagement

How does this build on the Findings from Strategic plan?

What is their empathy profile?

How to create a deeper alignment between service & space?

Visioning for Masterplan

What We Have Already Learned:

- Support cultural connections
- Imagine something different
- Re-think the basics of how to do “library”
- Buildings that are flexible over time
- Respect neighborhood character
- Dream but be realistic
- Small things = big impact



The Big Questions

WHAT DO THE NEIGHBORHOODS NEED?

HOW BRANDED OR HOW INDIVIDUAL IS THE SPPL EXPERIENCE?

WHAT DO YOU WANT TO EXPLORE – 24 HOUR ACCESS? EXPRESS LOCATIONS? OTHER?

DOES SPPL EXPAND SERVICES WITHOUT BRICKS AND MORTAR?

WHAT IS THE ROLE OF THE CENTRAL LIBRARY?

DOES ONE SIZE FIT ALL?



The Big Questions (continued)

HOW DOES THE FACILITY MASTERPLAN ALIGN WITH THE SPPL STRATEGIC PLAN?

WHAT ARE THE CRITERIA FOR DECISION MAKING?

HOW WILL SPPL PRIORITIZE ? MAKE TRADE OFFS?



The Focus

TECHNOLOGY & CHILDREN'S LEARNING

DEFINITION

THREE BRANCHES

RIVERVIEW

HAYDEN HEIGHTS

HAMLIN MIDWAY

Criteria for Decision Making

FINANCIAL

SITE CAPACITY

LIBRARY SIZE

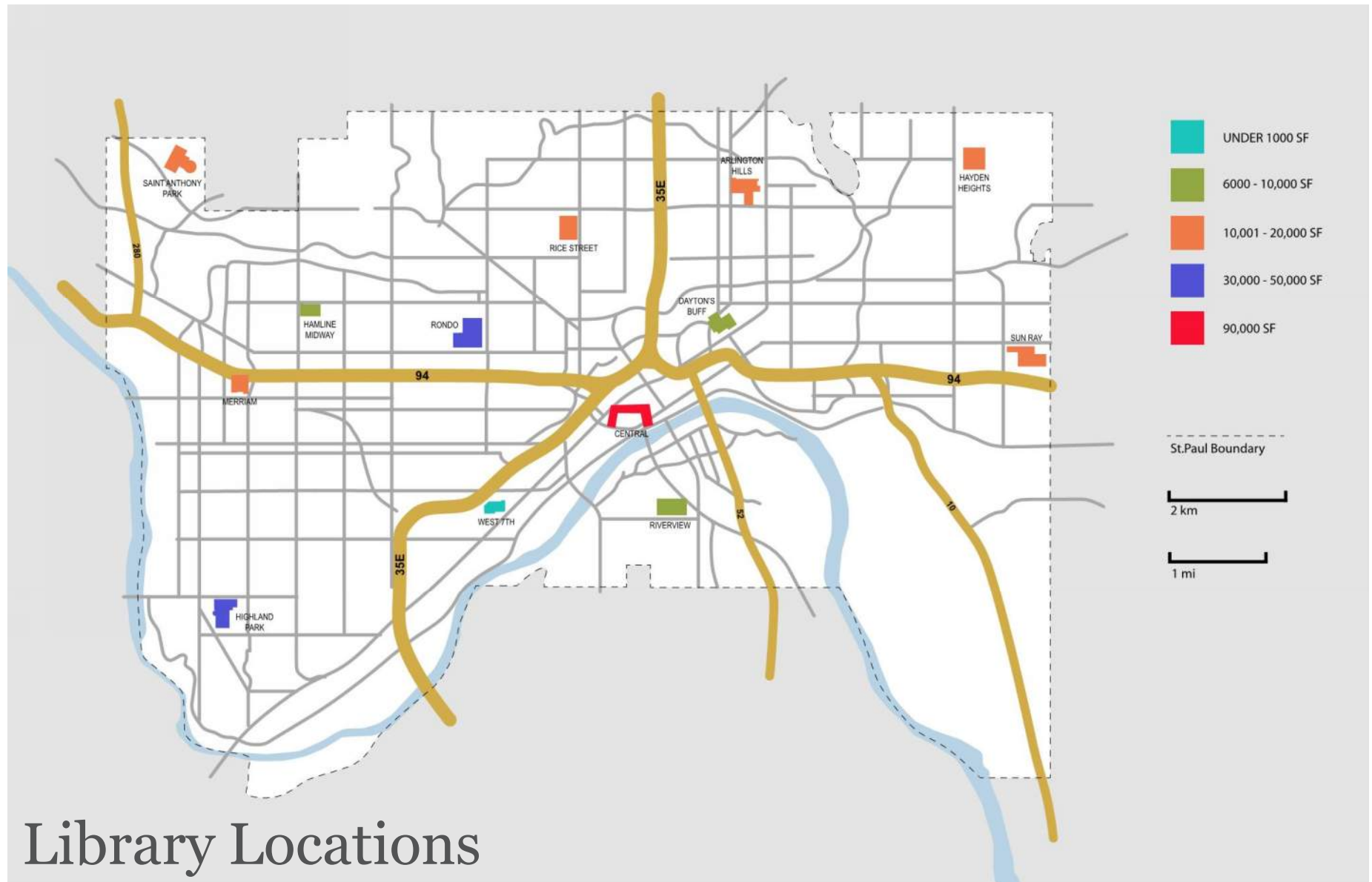
LOCATION

DISTRIBUTION OF SERVICES

FLEXIBLE /ADAPTABLE

ACTIONABLE

SPPL Current State



SPPL Current State

DESCRIPTORS

What makes this location special?

REQUESTS

What do customers request the most?

PLAY + LEARN

Rate current "Play + Learn" programs



TECHNOLOGY

Rate current "Technology"



HGA

Thank You



DESCRIPTORS

What makes this location special?

SHARED WITH REC CENTER

CREATECH YOUTH MAKER SPACE

OPEN, FLUID

LIVELY, YOUNG YOUTH

TRANSITION OF NEIGHBORHOOD TO
ARTS & STOREFRONTS

LIBRARY STAFF WORKS WELL WITH
PARKS & REC STAFF

REQUESTS

What do customers request the most?

KIDS ARE IN THE WRONG SPOT

QUIET COMPUTER AREA

RE-ARRANGE WORKSPACE

"OH, THIS IS A LIBRARY"

"LIBRARY" SIGNAGE ON THE EXTERIOR -
"COMMUNITY CENTER" ISN'T CLEAR

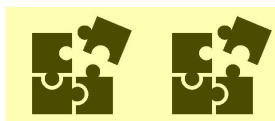
MORE PUBLIC INTERNET TERMINALS

CREATE TECH, LARGE SF WITH SINGLE
PURPOSE

HOW TO ACCOMODATE COMPUTERS - ADULTS,
KIDS? NOISE?

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

PLACEMENT

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

INTERIOR AMH
EXTERIOR AMH

DESCRIPTORS

What makes this location special?

- PUPPET STAGE + HISTORICAL FEATURES
- SPECIAL ENDOWMENT \$
- QUIET, SERIOUS, CLEAN
- NATIONAL HISTORIC REGISTER (HPC)
- "LANDLOCKED"
- SPECIAL COLLECTIONS
- DOWNTOWN GATHERING; SPACE FREE, OPEN TO PUBLIC
- WIN CENTER
- YOUTH SERVICES DEPARTMENT
- MAINTAINS/COORDINATES SYSTEM SERVICES AND RESOURCES
- LOTS OF PATRONS/USERS EXPERIENCING HOMELESSNESS

REQUESTS

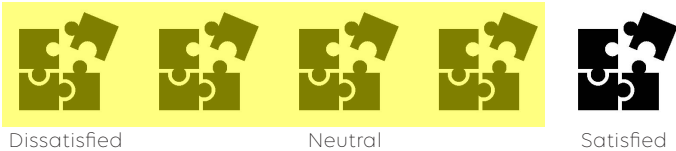
What do customers request the most?

- PARKING, PARKING, PARKING
- WAYFINDING
- DOORS TOO HEAVY & CLUNKY AT ENTRANCE
- BETTER SIGNAGE - PEOPLE DON'T EVEN KNOW THE LIBRARY IS HERE

PLAY + LEARN

Rate current "Play + Learn" programs

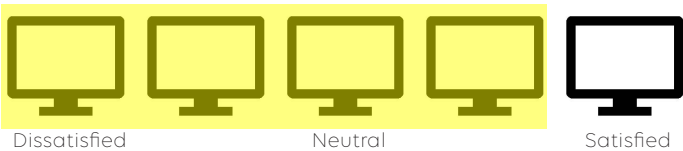
4.0



TECHNOLOGY

Rate current "Technology"

4.5



INTERIOR SORTER

DESCRIPTORS

What makes this location special?

CO-LOCATED WITH METRO STATE -
PARTNER OPPORTUNITIES

"GENTRIFYING" AREA

SPANISH SPEAKERS

"I DIDN'T KNOW THIS WAS A PUBLIC
LIBRARY"

REQUESTS

What do customers request the most?

MORE PLAY WITH MORE HOURS

MORE PARKING

BETTER OPTIONS TO RE-ARRANGE
PUBLIC TECH (ETHERNET & POWER
CHALLENGES)

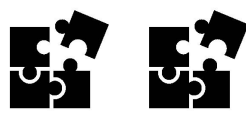
PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

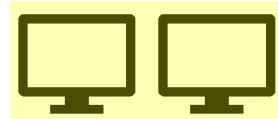
Neutral



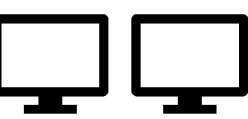
Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

DESCRIPTORS

What makes this location special?

BELOVED BY NEIGHBORHOOD

HAMLIN UNIVERSITY STUDENT AREA

STRONG NEIGHBORHOOD SUPPORT

SYMBOLIC FIREPLACE "FIRESIDE
READING"

STORAGE IN LOWER LEVEL
UNDER-UTILIZED

MOISTURE ISSUES

OLD/CLASSIC

REQUESTS

What do customers request the most?

BETTER BATHROOMS

BETTER STAFF AREA

GENERAL IMPROVEMENTS - LOOKS
WORN & TIRED

FIX AUDITORIUM LEAKS

VISIBILITY!

BETTER MEETING ROOM TECH

ACCESSIBILITY UPGRADES

QUIET STUDY SPACE

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral

Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied

Neutral

Satisfied

DESCRIPTORS

What makes this location special?

FEELS LIKE 1970

GROWING HMONG COMMUNITY

AUTOMOBILE COLLECTION

NICE, UPDATED TEEN SPACE

PLAY + LEARN LOCATION

NEEDS NEW HVAC

INTERIOR BOOK DROP?

NO WINDOWS - WHAT'S IN THERE?

OUT OF THE WAY/ISOLATED

REQUESTS

What do customers request the most?

STAFF REQUEST: 1 DESK

GENERAL UPDATES: TIME WARP

BETTER PHONES

OPTIONS FOR MOVING PUBLIC TECH
AROUND (ETHERNET ACCESS)

ANOTHER COPY/FAX

GREEN SPACE

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

INTERIOR SORTER

DESCRIPTORS

What makes this location special?

CUSTOMERS LOVE ALL OF IT

2 FLOORS

POPULAR WITH FAMILIES OF YOUNG KIDS

HOLD/PICK-UPS - HIGH CIRC

SHARES SPACE WITH REC CENTER & THEATER

JEWISH COMMUNITY

AMHARIC (ETHIOPIAN) COMMUNITY

REQUESTS

What do customers request the most?

FUNCTIONAL AND RELIABLE AFTER HOURS RETURNS

COMPUTER FOR MAINTENANCE STAFF

ANOTHER COMPUTER

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral

Satisfied

SO MUCH MORE OPPORTUNITIES
FAMILIES COME TO PLAY
FLEX SPACES

TECHNOLOGY

Rate current "Technology"



Dissatisfied

Neutral

Satisfied

USED WELL

INTERIOR AMH
EXTERIOR AMH

DESCRIPTORS

What makes this location special?

- MARSHALL/LAKE STREET
- ST. THOMAS UNIVERSITY
- CRAFTSMAN STYLE
- COLLECTION FOCUS ON OLDER ADULTS
- WALKABLE WITH COMMUNITY
- MORE TRADITIONAL FEEL
- NEEDS +/- \$400,000 HVAC
- STUDENTS
- STORYTIME
- RENTAL COLLECTION

REQUESTS

What do customers request the most?

- STAFF REQUEST: BETTER BOOK RETURN FROM OUTSIDE

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

INTERIOR SORTER

DESCRIPTORS

What makes this location special?

WORKING CLASS
IMMIGRANT HUB

RIGHT ON MAIN THOROUGHFARE

CLOSE TO "OLD" REC CENTER

GOOD SPOT FOR YOUTH WHEN THERE
AREN'T LOTS OF OTHERS IN AREA

REQUESTS

What do customers request the most?

BETTER KIDS AREA

COPIER

MEETING ROOM WITH OVERHEAD
PROJECTION

MORE STAFF COMPUTERS

MORE SEPARATION BOTH ADULT & KID
COMPUTER STATIONS

FURNITURE FOR TEENS

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral

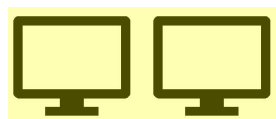


Satisfied

FACE OUT DISPLAY BROWSER ELEMENTS
NEEDED

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

NOISE

INTERIOR SORTER

DESCRIPTORS

What makes this location special?

GEOGRAPHICALLY ISOLATED

"LAND LOCKED"
SPANISH SPEAKERS
ARTS/MUSIC
NEAR HIGH SCHOOL

HISTORIC MEXICAN IMMIGRANT COMMUNITY
WEST SIDE PRIDE - STRONG CLOSE KNIT
COMMUNITY

NEAR LOTS OF COMMUNITY SERVICES (LA
CUCINCA)

CARNEGIE (HPC)

NEEDS NEW HVAC

INTERIOR BOOK DROP?

REQUESTS

What do customers request the most?

SEPARATION OF KIDS & ADULT COMPUTERS

BETTER BATHROOMS

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied

Neutral

Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied

Neutral

Satisfied

NOT ENOUGH

DESCRIPTORS

What makes this location special?

HEART & HUB OF THE COMMUNITY

TRAFFIC (PEOPLE & CARS)

HOMEWORK CENTERS

BUSY

MEETING SPACE

CENTRAL LOCATION

ACTIVE: SURROUNDED BY CARS, NOISE,
PEOPLE

SERVES A NEIGHBORHOOD WITH A LONG
HISTORY OF BEING UNDER-SERVED/UNDER
- CONSIDERED

REQUESTS

What do customers request the most?

STUDY ROOMS

INCREASED HOMEWORK CENTER HOURS

QUIET COMPUTER AREA

FURNITURE IN MEETING ROOM

WAYFINDING AT ENTRY & ENTRY TO
PARKING

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral

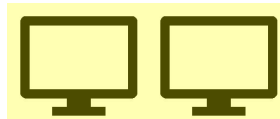


Satisfied

LOTS OF OPPORTUNITIES BUT CHALLENGES
- OVER STIMULATING - SUPER BUSY

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

MEETING ROOM
NOISE

INTERIOR SORTER

DESCRIPTORS

What makes this location special?

CARNEGIE (HPC)

"LANDLOCKED"

NEW HVAC 2020

RE-DO NORTH PLAZA

UMC AREA - CHINESE SPEAKERS

STORYTIME - HUGE STAY AT HOME/NANNY
POPULATION

EXTERIOR GARDENS (DONE BY
NEIGHBORHOOD GROUP)

NEIGHBORHOOD GROUP SPECIFIC TO LIBRARY

ENDOWMENT TO FUND CHILDRENS MATERIALS

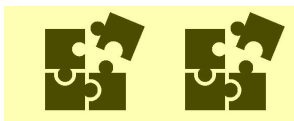
REQUESTS

What do customers request the most?

TECH UPGRADES FOR MEETING ROOM

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

SMALL INTERIOR SORTER

DESCRIPTORS

What makes this location special?

- MMC LOCATED THERE
- BALANCES AESTHETICS & FUNCTION
- IMMIGRANT COMMUNITY
- SURROUNDED BY GREEN SPACE
- NEAR GOOD OUTDOOR SPACE & CONWAY & NATIVE SMART FOCUS
- HOMEWORK CENTER
- NEAR ST. PAUL BORDER (NON-ST. PAUL PATRONS)
- MODERN

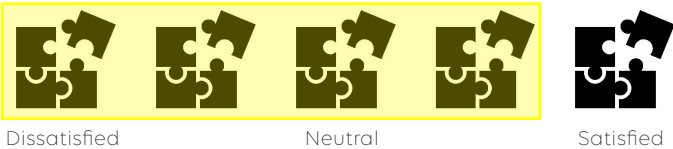
REQUESTS

What do customers request the most?

- MORE STAFF COMPUTERS
- WORKROOM SPACE
- GLARE

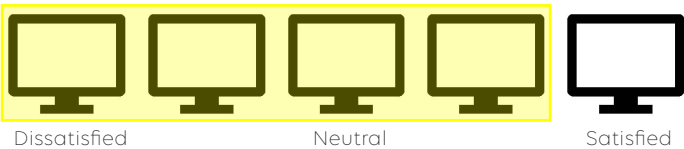
PLAY + LEARN

Rate current "Play + Learn" programs



TECHNOLOGY

Rate current "Technology"



DESCRIPTORS

What makes this location special?

"TINY" - CREATIVE USE OF SPACE

"ARTSY" COMMUNITY

SMALL & COZY

CO-LOCATED WITH COMMUNITY CENTER

POPULAR BROWSING COLLECTION

NON-HOLDABLE COLLECTION - ACCESS TO
THE BEST BOOKS WITHOUT WAITING

NEXT TO A PARK/ GREAT OUTDOOR SPACE

FRIENDLY, LOTS OF REGULARS

REQUESTS

What do customers request the most?

WEEKEND HOURS

PUBLIC COPIER

STAFF SPACE - THERE'S ALMOST NOTHING

PLAY + LEARN

Rate current "Play + Learn" programs



Dissatisfied



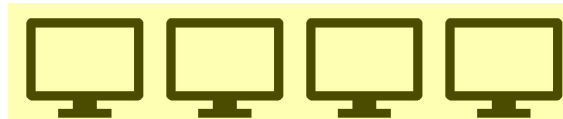
Neutral



Satisfied

TECHNOLOGY

Rate current "Technology"



Dissatisfied



Neutral



Satisfied

CREATIVE BUT
SPACE CONJESTION

PROJECT: City of St. Paul-Public Library Facility Assessment
HGA Commission Number 0878-024-00

FROM: Jane Dederling

Writer's Direct Dial 414-278-3423

MEETING

Purpose: St. Paul Public Library Master Plan
Date: November 7, 2019, Meeting #2
Location: Zoom

PRESENT:

Name	Company	Email
Joanna Brookes	St. Paul Public Library	joanna.brookes@ci.stpaul.mn.us
Buddy Ferrari	St. Paul Public Library	buddy.ferrari@ci.stpaul.mn.us
Kelsey Johnson-Kaiser	St. Paul Public Library	kelsey.johnson-kaiser@ci.stpaul.mn.us
Chase Maxwell	St. Paul Public Library	Chase.Maxwell@ci.stpaul.mn.us
Lisa Motschke	St. Paul Public Library	lisa.motschke@ci.stpaul.mn.us
Catherine Penkert	St. Paul Public Library	catherine.penkert@ci.stpaul.mn.us
Barb Sporlein	St. Paul Public Library	barb.sporlein@ci.stpaul.mn.us
Lee Williamson	St. Paul Public Library	lee.williamson@ci.stpaul.mn.us
Anders Dahlgren	Library Planning Associates	anders@libraryplan.com
Jane Dederling	HGA	jdederling@hga.com
Jennifer McMaster	HGA	jmcmaster@hga.com
Adaheid Mestad	HGA	amestad@hga.com

Item

1. The meeting is to begin to take a first look at data collected, report on the initial impressions of each library after the onsite tours and to outline the community engagement process.
2. A revised schedule was discussed and approved during the presentation.
Mtg #1-September 16, 17, 18 Project Kick-off & Library Tours

Item	
Mtg #2-November 7	Review of preliminary findings & planning of community engagement process
Mtg #3a-November 8	Building systems meeting 1
Mtg #3b-November 18	Building systems meeting 2
Mtg #4-Early December	Community engagement (dates to be determined)
Mtg #5-Week of January 6, 2020	Draft recommendation meeting (full day - date/time tbd)
Mtg #6-January 22 or 23, 2020	Refine recommendation meeting (half day - date/time tbd)
Mtg #7-February 5, 2020**	Presentation to Library Board **see item below.
3.	The date for the presentation to the City Council / Library Board should probably move to the March 2020 meeting in order to allow time for preliminary reviews and ability to issue information in board packets. Moving the presentation back will not affect any funding cycles.
4.	Barb, Jennifer and Lee to meet with building managers to discuss existing building system issues for each of the branches.
5.	Anders presented preliminary observations regarding distribution of library services throughout the system was discussed: hours of operation, collection and electronic resources, circulation data, visit numbers. How does increasing use of e-content affect space? How does the Jan 1, 2019 change to fine free libraries affect data? The data will be discussed further to consider future impact on buildings and spaces.
6.	Data reviewed includes hours of operations, collection and visit numbers. These items are included in the attached presentation.
7.	In 2019 SPPL went fine free, the team should compare circulation numbers from before 2019 to this first year as fine free.
8.	Circulation numbers for the branches seem consistent over time.
9.	Inventories have gotten leaner over time which is consistent with the national trend. 2018 shows larger numbers for reducing collection. This was due to preparation for going fine free and taking items that would be returned out of the system.
10.	Anders introduced the idea of a "stress test" which is a general measure of the amount of collection compared to building square footage. Anders to provide additional information and explanation regarding the "stress test" background at future meeting. <ul style="list-style-type: none"> A column will be added to the chart to identify the variance Some branches are more than 20% less square footage than the need The population numbers to be removed from the chart
11.	The following activities have an effect on the data: <ul style="list-style-type: none"> 2019 – first year fine free

Item	
	<ul style="list-style-type: none">• 2018 records were cleaned in preparation for fine free• Renovations directly affected number of visit during the renovation period• Electronic resources not included in data – how can this be indexed together• Long term vs year over year – how does the data change?
12.	<p>An overall message to be crafted from the data review.</p> <ul style="list-style-type: none">• The library branches are tight and lean• How does this relate to the overall city size?• The master plan will inform the strategic question about the system size: What is the correct number of branches or the total square footage of libraries for a system of comparable size?
13.	<p>Ada discussed the community engagement scope along with the objectives. The objectives identified resonated with the group. Social cohesion refers to how the library connects to the neighborhood.</p>
14.	<p>Community engagement will consist of a survey to distributed to all plus a single, targeted out-reach event for Hamline Midway, Hayden Heights and Riverview.</p>
15.	<p>The phrase “Play and learn” was discussed. It was identified as a brand. Does a different term need to be identified in the context of engagement?</p> <ul style="list-style-type: none">• Play and learn was defined in the strategic plan as for children 0-13 years and for families to learn together• Older adults were not specifically called out in the strategic plan as St. Paul is a younger city demographically
16.	<p>The definition of “Technology” was also discussed</p> <ul style="list-style-type: none">• What does the public expect to have? A/V, computers, etc• What are customers expecting to do at the library? Similar to a coffee shop? Co-working? Tech to try – 3D printer, VR, AR• What is the philosophy of computers in children's areas?
17.	<p>Three to four minutes is a typical attention span for a survey.</p>
18.	<p>Barb to be the main point of contact for the survey. Chase may be able to help with the survey introduction.</p>
19.	<p>An engagement task force to be created to assist in determining groups, dates and times.</p>
20.	<p>SPPL to identify if there are any longitudinal questions to be included.</p>
21.	<p>An overview of building observations was discussed:</p> <ul style="list-style-type: none">• Unique character – preserve and celebrate• Special spaces – education around environment, investment in high quality spaces• Public art – program started in many branches• Acoustic separation – challenge for many smaller branches• Staff workflow – personalized and often cramped

Item

- | |
|---|
| <ul style="list-style-type: none">• Freestanding Material returns – are they required?• Material sorters (AMH) – are they assisting or hindering?• Security – how addressed• Branding & Identity – not consistent amongst the branches. Is it Neighborhood first – System second or System first, Neighborhood second? |
|---|

Next Meetings: Nov 8 and 18 – to review Building systems review.

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

s:\0000\878\024-00\1. general communications\meeting minutes\20191107_sppl masterplan meeting.docx

HGA

ST. PAUL PUBLIC LIBRARY
FACILITIES PLANNING

NOVEMBER 7, 2019



AGENDA

- Schedule Review (5 minutes)
- Initial Data Review, Usage Observations (30 minutes)
- Building Observations (30 minutes)
- Community Engagement (45 minutes)
- Next Steps (10 minutes)



SCHEDULE OVERVIEW

September 16, 17, 18	Project Kick-off & Library Tours
November 7	Report on findings & community engagement process
November 8	Building systems meeting 1
November 18	Building systems meeting 2
Early December, 2019	Community engagement (dates to be determined)
Week of January 6, 2020	Draft recommendation meeting (full day) (date/time tbd)
January 22 or 23, 2020	Refine recommendation meeting (half day) (date/time tbd)
February 5, 2020	Presentation to Library Board

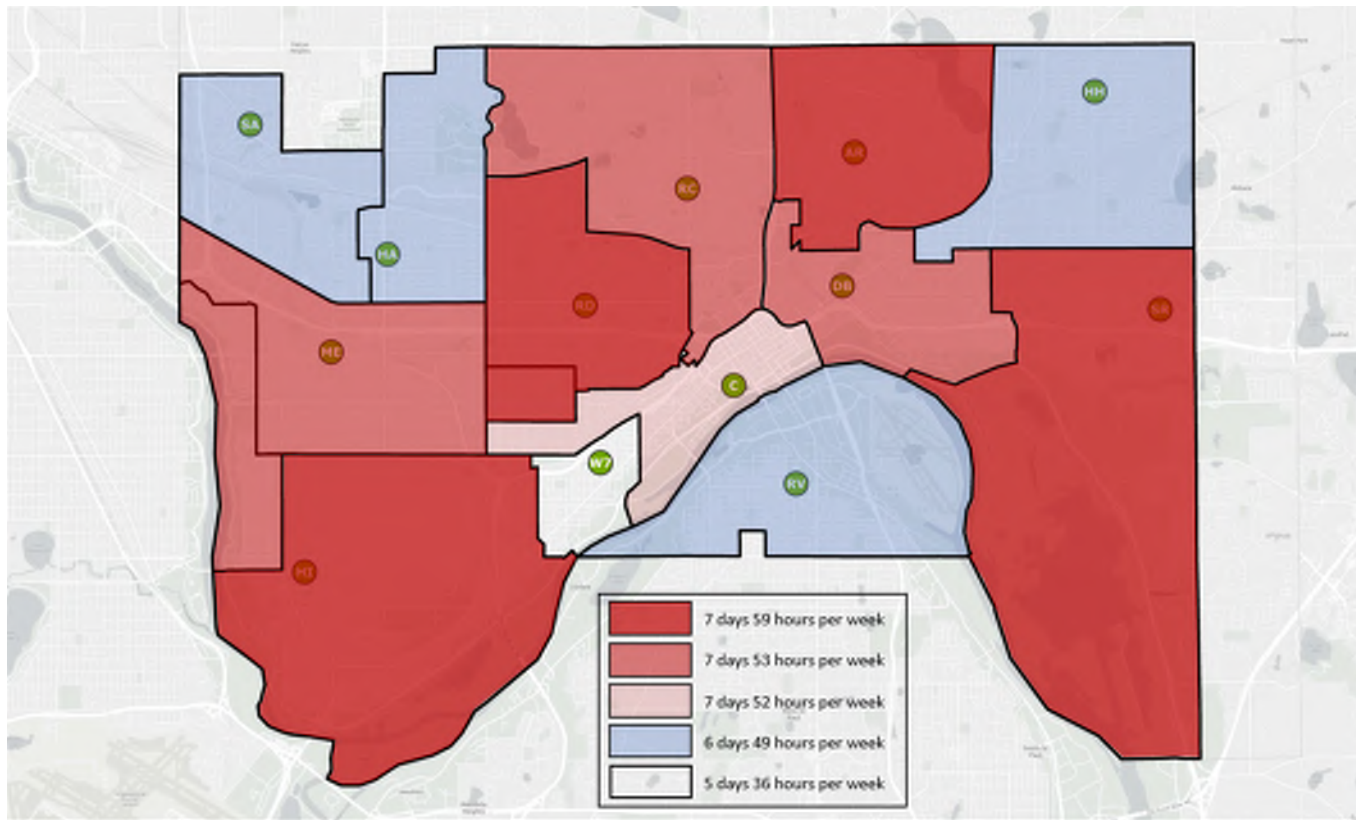
Initial Data Review

Access – hours of operation

HOURS PER YEAR				Days/wk	Rank circ	Circ/hr
1	Highland Park	3,068		7	1	107.63
1	Sun Ray	3,068		7	3	49.40
1	Rondo	3,068		7	7	29.49
1	Arlington Hills	3,068		7	8	21.55
5	Merriam Park	2,756		7	2	99.28
5	Rice Street	2,756		7	9	22.83
5	Dayton's Bluff	2,756		7	13	16.02
8	George Latimer Central	2,704		7	4	46.78
9	Saint Anthony Park	2,548		6	5	44.84
9	Hamline Midway	2,548		6	6	40.28
9	Hayden Heights	2,548		6	10	24.28
9	Riverview	2,548		6	12	20.23
13	West 7th	1,872		5	11	30.35

- Four “classes” of access – 7 days*, 6 days, or 5 days a week
- West 7th lags well behind re access
- Correlation to circulation?

Access – hours of operation



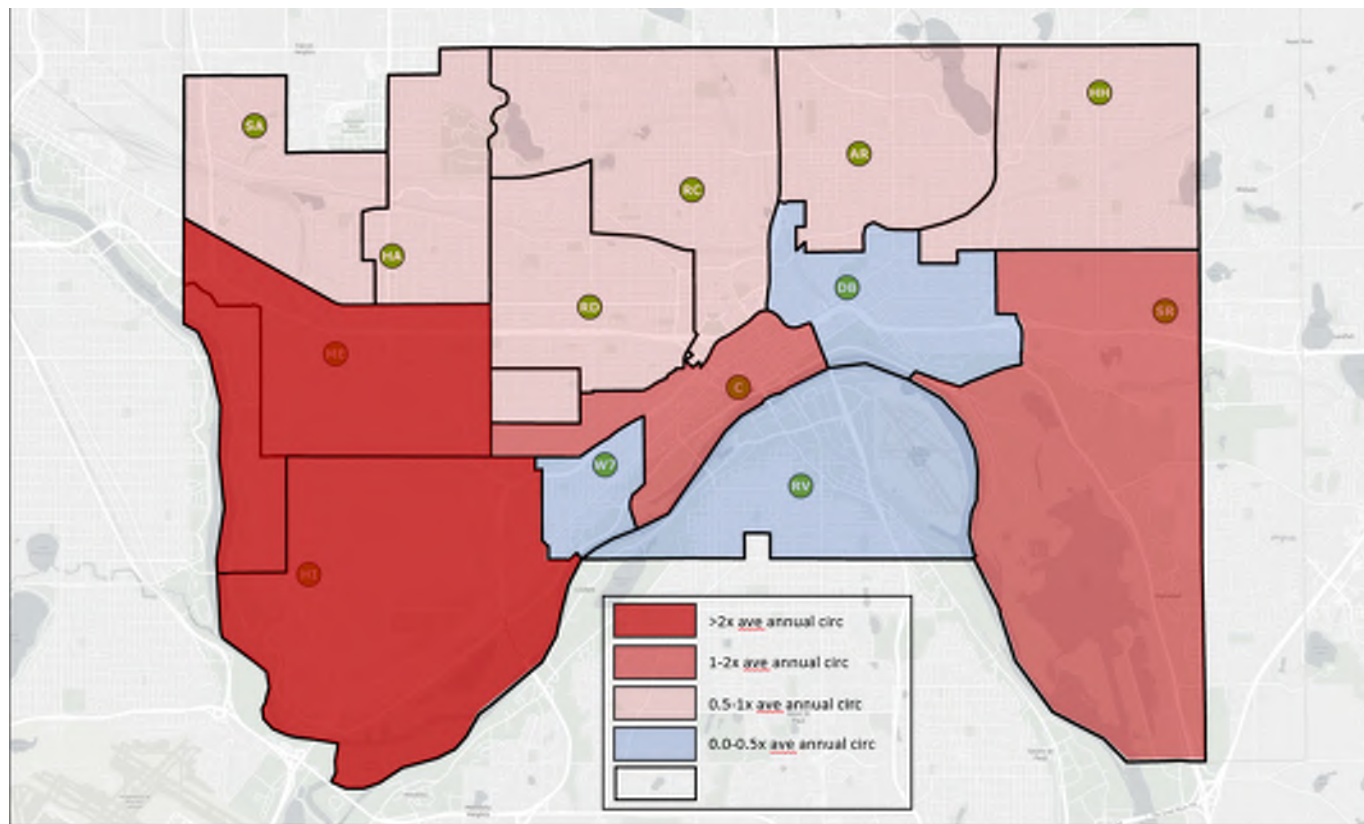
HA: Hamline Midway , C: George Latimer Central , RV: Riverview , W7: West 7th , HE: Highland Park , HI: Hamline Midway , SA: Saint Anthony Park , RC: Rice Street , AR: Arlington Hills , HH: Hayden Heights , SR: Sun Ray , DB: Dayton's Bluff , RD: Rondo Community

Use – circulation

VISITS				Index ave (148,370)	Vists/hr	
1	Rondo		325,809	2.196	106.20	
2	Highland Park		281,974	1.900	91.91	
3	Rice Street		211,251	1.424	76.65	
4	Sun Ray		181,986	1.227	59.32	
5	George Latimer Central		163,249	1.100	60.37	
6	Arlington Hills		153,370	1.034	49.99	
7	Merriam Park		137,991	0.930	50.07	
8	Hamline Midway		96,312	0.649	37.80	
9	Saint Anthony Park		85,499	0.576	33.56	
10	Riverview		85,151	0.574	33.42	
11	Dayton's Bluff		74,867	0.505	27.17	
12	Hayden Heights		69,907	0.471	27.44	
13	West 7th		61,445	0.414	32.82	

- Four locations are equal to or greater than the system average
- Dayton's Bluff tallies fewest transactions but is open seven days/week
- West 7th generates turnover rate of 6+

Use – circulation



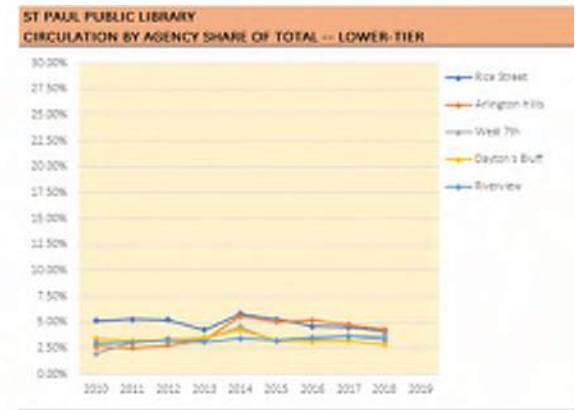
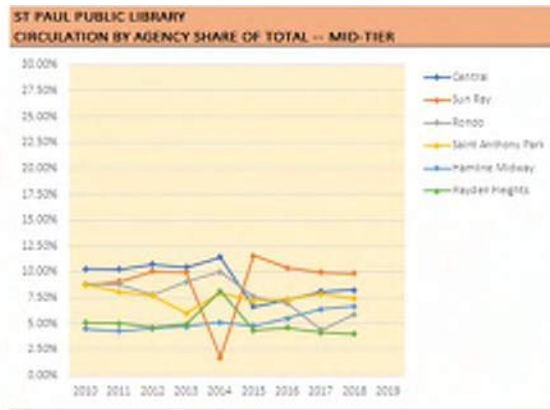
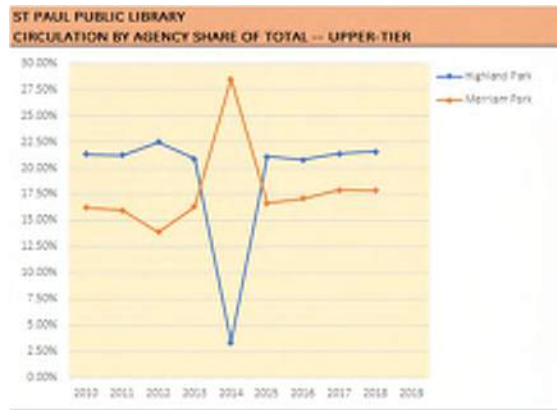
HH: Hamline Midway, C: George Latimer Central, RC: Riverview, W7: West 7th, HE: Highland Park, HE: Merit Park, SA: Saint Anthony Park, RC: Rice Street, AR: Arlington Hills, HH: Hayden Heights, SR: Sun Ray, DB: Dayton's Bluff, RD: Rondo Community

Use – circulation agency percent of total

CIRCULATION BY AGENCY SHARE OF TOTAL

	2010	2011	2012	2013	2014	2015	2016	2017	2018	Average	
Highland Park	21.32%	21.22%	22.47%	20.91%	3.34%	21.08%	20.77%	21.36%	21.54%	19.34%	37.16%
Merriam Park	16.22%	15.97%	13.91%	16.33%	28.50%	16.63%	17.10%	17.88%	17.85%	17.82%	
	2010	2011	2012	2013	2014	2015	2016	2017	2018		
Central	10.32%	10.28%	10.74%	10.44%	11.42%	6.66%	7.35%	8.11%	8.25%	9.29%	43.87%
Sun Ray	8.82%	9.09%	10.05%	9.95%	1.74%	11.56%	10.39%	9.99%	9.89%	9.05%	
Rondo	8.84%	8.79%	7.85%	9.06%	10.03%	7.62%	7.01%	4.40%	5.90%	7.72%	
Saint Anthony Park	8.73%	8.06%	7.71%	6.04%	7.96%	7.18%	7.38%	7.88%	7.45%	7.60%	
Hamline Midway	4.50%	4.33%	4.54%	4.75%	5.16%	4.81%	5.55%	6.43%	6.70%	5.20%	
Hayden Heights	5.08%	5.05%	4.67%	4.96%	8.19%	4.38%	4.60%	4.18%	4.04%	5.02%	
	2010	2011	2012	2013	2014	2015	2016	2017	2018		
Rice Street	5.13%	5.28%	5.26%	4.28%	5.85%	5.29%	4.59%	4.51%	4.10%	4.92%	18.97%
Arlington Hills	2.67%	2.50%	2.82%	3.24%	5.60%	5.06%	5.20%	4.76%	4.31%	4.02%	
West 7th	1.99%	3.10%	3.39%	3.41%	4.57%	3.22%	3.38%	3.67%	3.71%	3.38%	
Dayton's Bluff	3.41%	3.26%	3.27%	3.52%	4.20%	3.26%	3.15%	3.22%	2.88%	3.35%	
Riverview	2.99%	3.06%	3.30%	3.12%	3.45%	3.26%	3.53%	3.62%	3.36%	3.30%	

Use – circulation agency percent of total



Use – visits

VISITS				Index ave (148,370)		Vistis/hr	
1	Rondo		325,809		2.196	106.20	
2	Highland Park		281,974		1.900	91.91	
3	Rice Street		211,251		1.424	76.65	
4	Sun Ray		181,986		1.227	59.32	
5	George Latimer Central		163,249		1.100	60.37	
6	Arlington Hills		153,370		1.034	49.99	
7	Merriam Park		137,991		0.930	50.07	
8	Hamline Midway		96,312		0.649	37.80	
9	Saint Anthony Park		85,499		0.576	33.56	
10	Riverview		85,151		0.574	33.42	
11	Dayton's Bluff		74,867		0.505	27.17	
12	Hayden Heights		69,907		0.471	27.44	
13	West 7th		61,445		0.414	32.82	

Collections

COLLECTIONS			Index system		Index branch	
1	George Latimer Central	322,826		5.50		
2	Merriam Park	68,513		1.17	1.87	
3	Highland Park	68,055		1.16	1.86	
4	Rondo	59,440		1.01	1.62	
5	Sun Ray	51,878		0.88	1.41	
6	Saint Anthony Park	34,487		0.59	0.94	
7	Rice Street	29,805		0.51	0.81	
8	Hayden Heights	29,662		0.51	0.81	
9	Hamline Midway	25,646		0.44	0.70	
10	Dayton's Bluff	21,423		0.37	0.58	
11	Riverview	21,354		0.36	0.58	
12	Arlington Hills	20,913		0.36	0.57	
13	West 7th	8,822		0.15	0.24	

- Central is unto itself
- Four locations meet or exceed the average branch inventory

Collections -- leaner

	2010	2011	2012	2013	2014	2015	2016	2017	2018	
Central		-14,776	-6,233	-11,305	929	-12,596	-2,063	-5,805	-2,709	-54,558
Merriam Park		-11,171	-1,355	8,510	3,353	-5,118	-4,368	-254	-3,234	-13,637
Highland Park		-18,999	807	-29,978	-1,704	7,952	-3,075	-1,248	-2,751	-48,996
Rondo		-10,298	-3,133	4,294	3,827	2,223	2,045	-5,358	-27,584	-33,984
Sun Ray		-5,216	1,797	-9,163	9,619	5,292	-313	-2,425	-12,712	-13,121
Saint Anthony Park		-9,013	-3,207	-740	1,275	-548	788	-1,067	-3,137	-15,649
Rice Street		-2,047	781	-1,412	1,008	762	-880	-1,255	-14,140	-17,183
Hayden Heights		-3,970	-1,565	1,707	3,664	-3,656	-4,253	-3,521	-10,769	-22,363
Hamline Midway		-5,644	837	934	1,244	677	363	729	-3,816	-4,676
Dayton's Bluff		-2,779	1,128	-2,973	1,443	353	146	-301	-12,531	-15,514
Riverview		-2,043	-1,091	1,128	3,182	2,154	-808	-1,547	-7,300	-6,325
Arlington Hills		-293	1,973	-976	5,985	1,054	-915	-549	-10,272	-3,993
West 7th		-76	214	463	-131	-1,047	-306	711	-1,490	-1,662
TOTAL		-86,325	-9,047	-39,511	33,694	-2,498	-13,639	-21,890	-112,445	-251,661

- All locations have decreased inventory since 2010
- Largest actual decrease at Central and Highland Park
- Largest proportionate decrease at Hayden Heights, Dayton's Bluff & Highland Park

Physical area “stress test”

- Applied *Public Library Space Needs: A Planning Outline* to each branch location
- Five locations are more than $\pm 20\%$ of needed area
- Rondo is a special case (square footage includes garage)

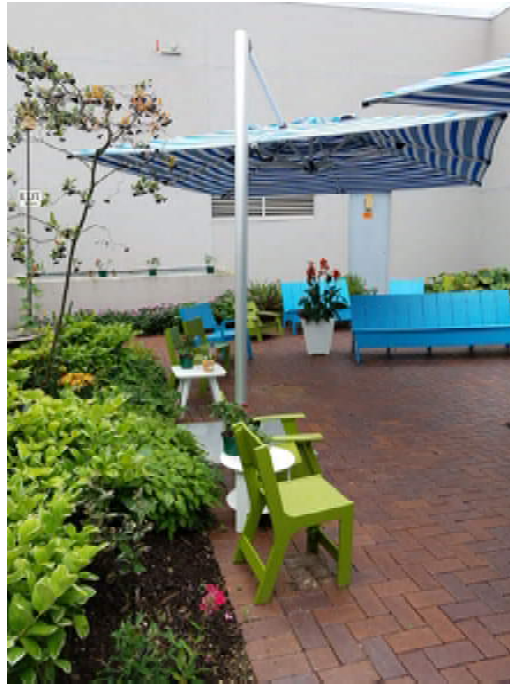
	Population	Sq.ft. act	Sq.ft. need
Arlington Hills	30,781	10,281	11,011
Dayton's Bluff	15,680	6,664	9,096
Hamline Midway	17,342	8,194	9,112
Hayden Heights	32,494	12,324	13,652
Highland Park	40,357	29,083	25,763
Merriam Park	33,131	16,923	21,331
Rice Street	32,272	12,846	14,476
Riverview	16,225	7,803	7,959
**Rondo	33,410	58,884	31,193
Saint Anthony Park	10,184	10,590	13,748
Sun Ray	23,856	15,530	20,421
West 7th	4,692	1,371	3,866

Building Observations

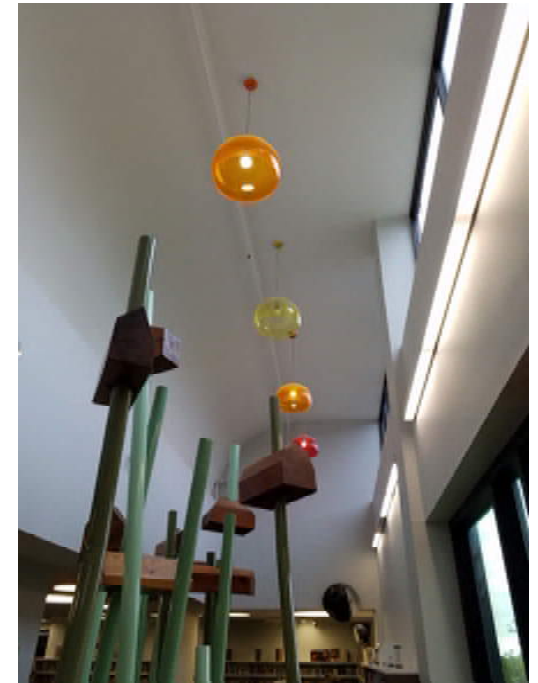
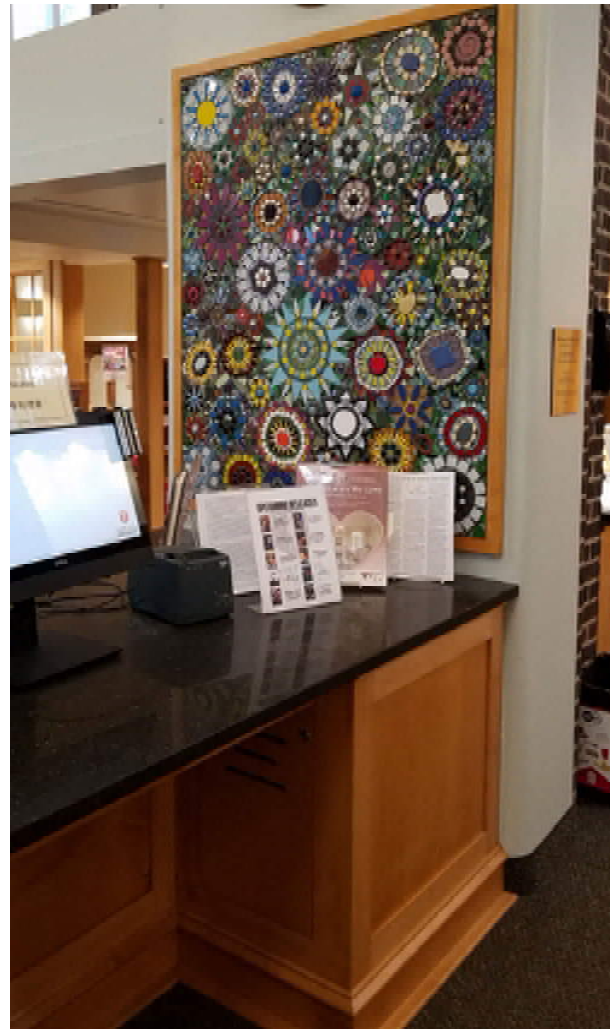
Preserve: Unique Character



Preserve: Special Spaces



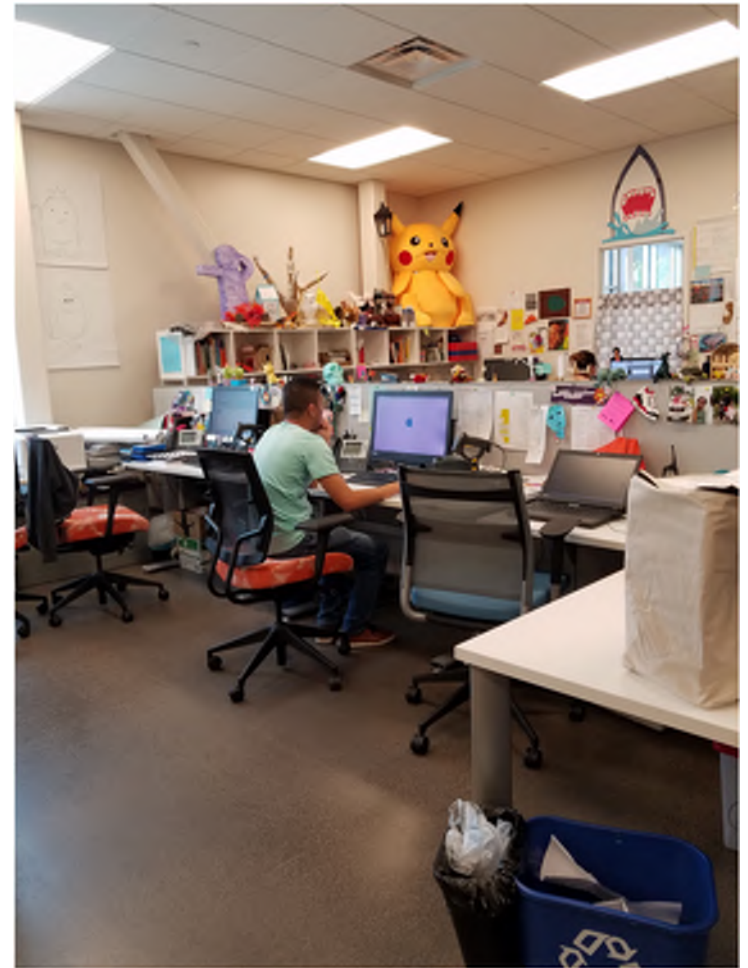
Preserve: Public Art



Challenges: Acoustic Separation



Challenges: Staff Workflow



Challenges:

Material Returns - they are everywhere?!



Challenges: Sorters (AMH)



Challenges: Security



Community Engagement

SPPL Masterplan Engagement Scope

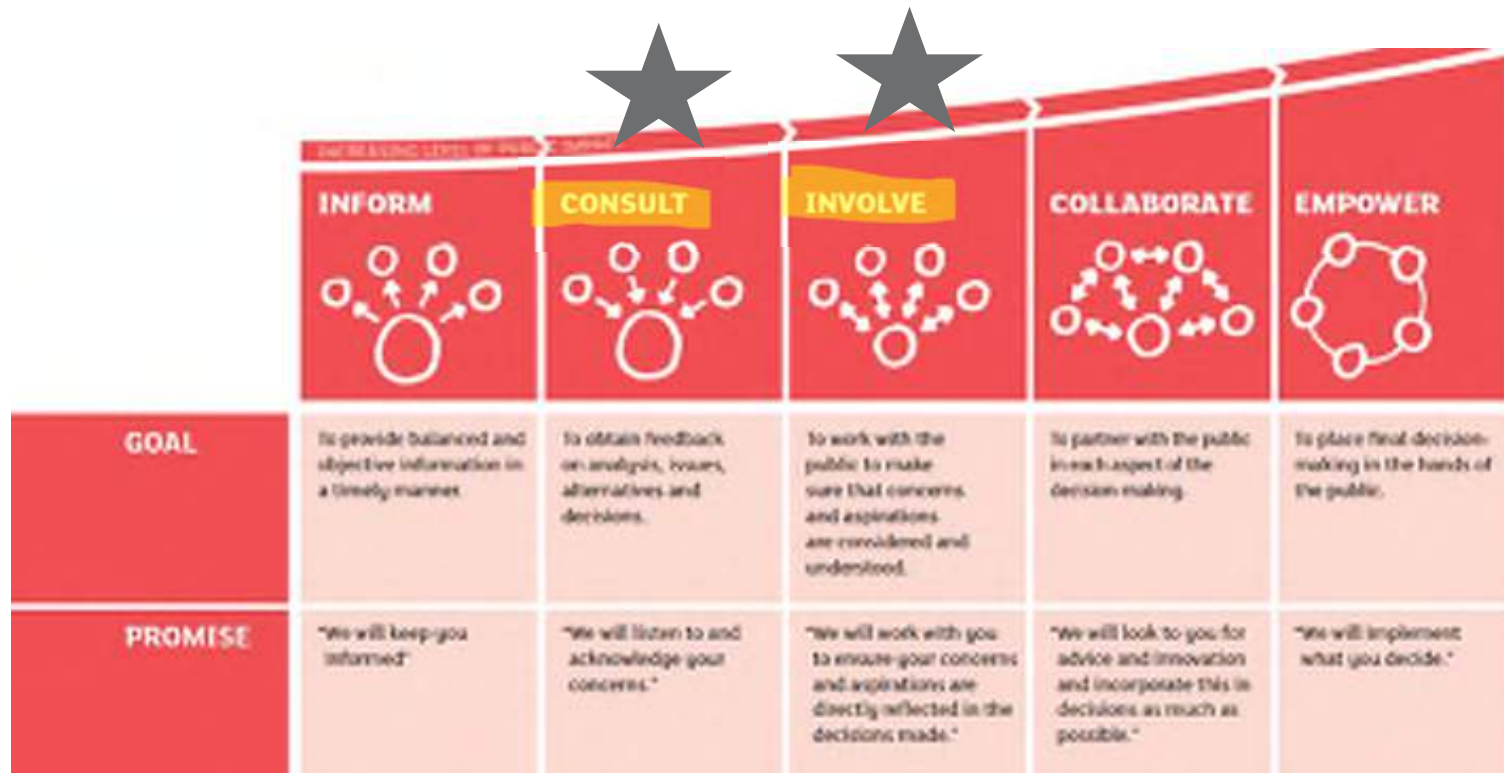
PROJECT OBJECTIVES

- To understand a diverse representation of **SPPL users service needs** at individual current branch locations
- To identify and understand **social cohesion** between branch library and geographical users (measurement of how people feel connected to the library)
- To identify how **users define play & learn, technology and their current and future needs** within these strategic priorities
- To identify **cultural opportunities** at prioritized branches

SPPL Masterplan Engagement Goals

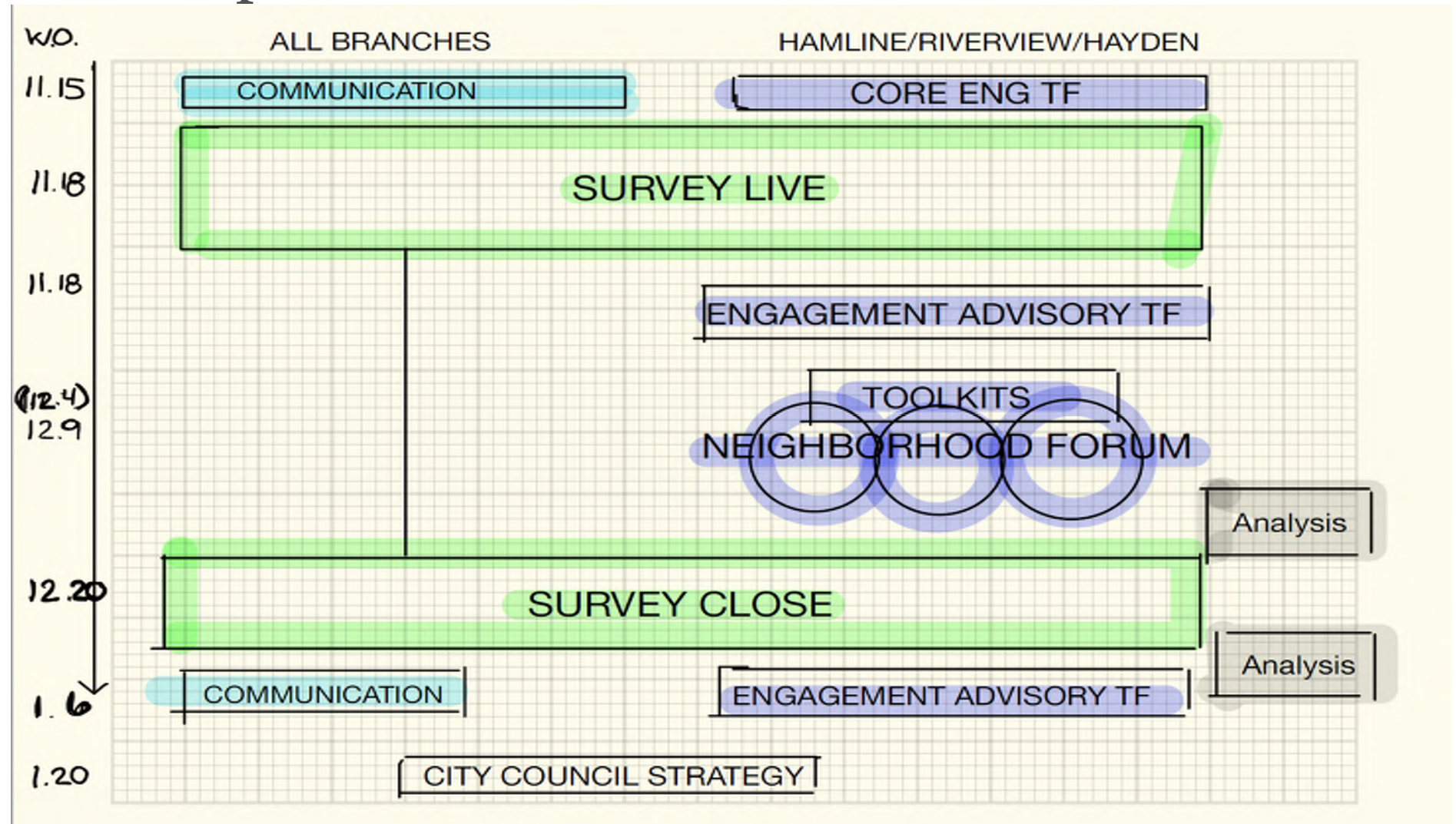
- To leverage current engagement strategies and networks to work as conveners vs. proxies
- To provide diverse touchpoints to support access and inclusivity of input
- To build collective empathy amongst users at three priority branches (Hamline Midway, Hayden Heights, Riverview)
- To clearly communicate and set expectations how input and process, as masterplan, moves forward. Incorporated feedback loop within full process.

Engagement Promise



International Association of Public Participation

Tactical plan



Draft Survey

What do you value most at the library?

(ranking scale)

Personal relationships

Physical space

Resources I wouldn't have access to

Getting things done

The energy and diversity

Describe your current relationship with the library? Scale Ranking

I have strong emotion to the library, and rely on it

The library makes me a better person

I enjoy the library at times when I need it

I don't have a relationship with the library but it's nice to know it's there

I don't have a relationship with the library

Describe the library's relationship to the neighborhood? Scale Ranking

The library and the neighborhood are seen as one in each other

The library serves as a connector for people in the neighborhood

The library is a service that is nice to have in the neighborhood

Tell us about a time that the library made you feel proud?

Play and learning is important at all age levels

What activities and services do you do for play and learning?



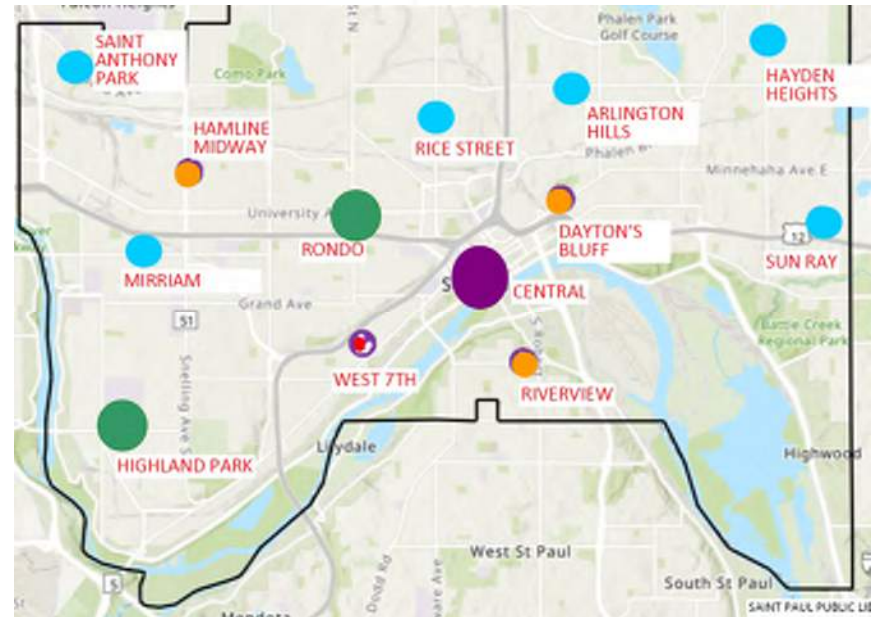
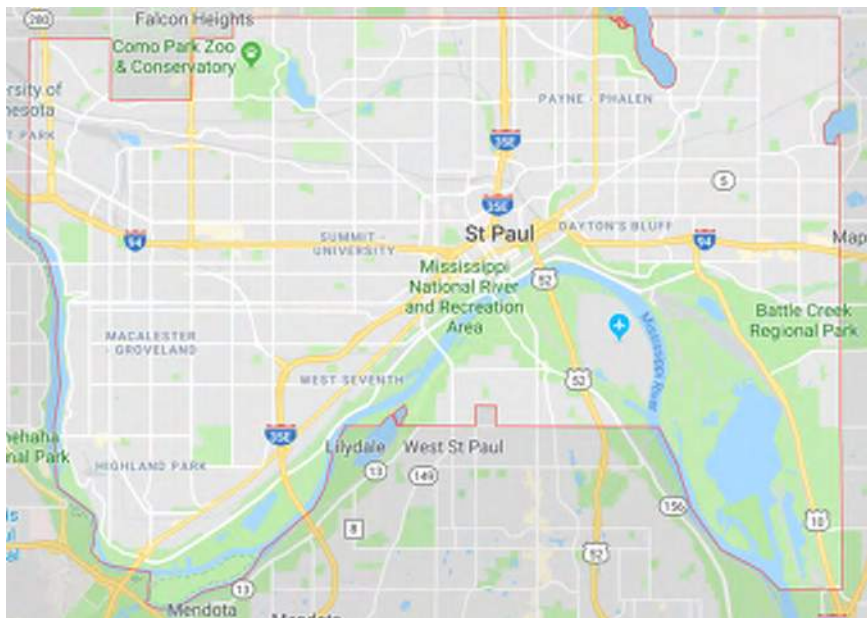
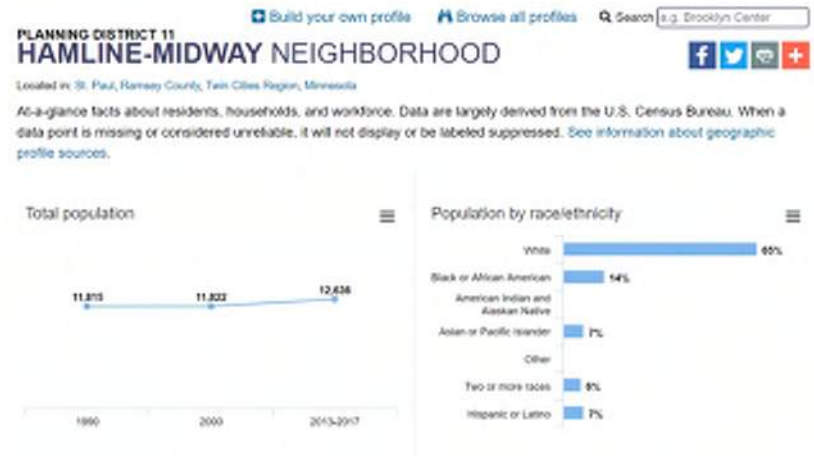
Neighborhood Forum



Take-Home Toolkit



AUTHENTIC OPPORTUNITY



Engagement Taskforce

CORE – THREE BRANCHES INTERCONNECTED

- Library Branch managers
- Cultural Liaison(s) – If available
- City Council Representative
- SPPL Engagement POC

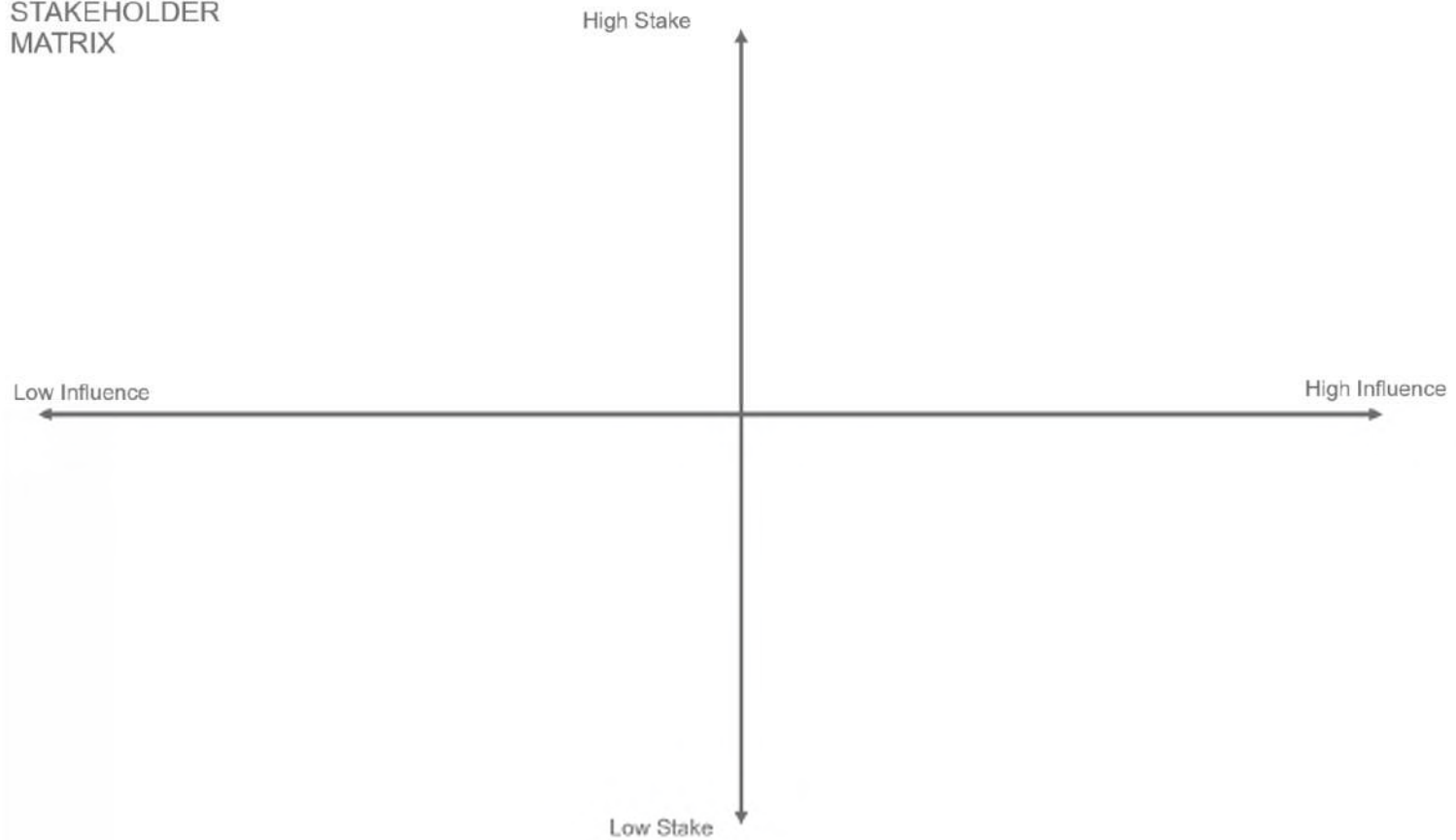
ADVISORY – INTERCONNECTED (IDEALLY)

- Library Branch managers
- Cultural Liaison(s) – If available
- City Council Representative
- SPPL Engagement POC
- Key stakeholders identified
 - Ex: Neighborhood Association Rep
 - Faith-based leadership
 - Cultural / Diversity Org. Rep
 - Hamline Midway Coalition

Please fill out the users (as groups, individuals, associations, committees, partnerships, etc...) that have any stake/interest in St. Paul's Public Neighborhood library. Please be as specific as possible, i.e., teenagers = teenagers 13-15, families = families with young children and/or single parents, neighbors = name of neighborhood association and/or neighboring place of worship. Place each person/group/demographic within the chart relational to their stake in the library and influence / power of the library's evolution.

LIBRARY NAME _____

STAKEHOLDER MATRIX



Next Steps

1. Confirmed Scope and Objectives
 1. Play and Learning defined?
 2. Longitudinal question opportunity
2. Approve overall plan
3. Approve Engagement Taskforce approach
4. Confirm SPPL leadership engagement POC
5. Discuss implementation of survey

HGA

Thank You



PROJECT: City of St. Paul-Public Library Facility Assessment
HGA Commission Number 0878-024-00

FROM: Jane Dederling

Writer's Direct Dial 414-278-3423

MEETING

Purpose: Facilities Planning Meeting

Date: January 9, 2020

Time: 9:00 a.m. – 4:00 p.m. CST

Location: Rondo Library, Multi-Purpose Meeting Room

PRESENT:

Name	Company	Email
Joanna Brookes	St. Paul Public Library	joanna.brookes@ci.stpaul.mn.us
Buddy Ferrari	St. Paul Public Library	buddy.ferrari@ci.stpaul.mn.us
Kelsey Johnson-Kaiser	St. Paul Public Library	kelsey.johnson-kaiser@ci.stpaul.mn.us
Lisa Motschke	St. Paul Public Library	lisa.motschke@ci.stpaul.mn.us
Catherine Penkert	St. Paul Public Library	catherine.penkert@ci.stpaul.mn.us
Rose Oyamoto	St. Paul Public Library	rose.oyamoto@ci.stpaul.mn.us
Barb Sporlein	St. Paul Public Library	barb.sporlein@ci.stpaul.mn.us
Lee Williamson	St. Paul Public Library	lee.williamson@ci.stpaul.mn.us
Anders Dahlgren	Library Planning Associates	anders@libraryplan.com
Jane Dederling	HGA	jdederling@hga.com
Craig Mertes	HGA	cmertes@hga.com

Item

1. Schedule Review
 - a. The document is due to the Mayor by mid-February; February 13 meeting.
 - b. HGA will present final document to City Council / Library on March 11.
 - c. Document may require revisions based on feedback from Mayor.
 - d. How do we tell the story and represent the whole city?
 - e. Better illustrations will be included in document. Graphics by SPPL to be consistent with SPPL brand.
2. Usage and Trends
 - a. Mix of new and existing.

Item

- b. Data represents physical plant resources.
- c. Basis of maps to be census tract; boundaries were clarified.
- d. Preferred maps represent geographic or service population.
- e. Access = hours of operations.
- f. Population, Circ and Visits are important metrics.
- g. Circulation by item held; per capita
- h. The way circulation services are delivered are:
 - 1) Test technology by checking out
 - 2) "Go" environment
 - 3) Affects the circulation desk. How do you re-engineer Circulation?
- i. Total number of open hours are consistent from 2015 hours; Before 2015 hours varied. Include hours in the index.
- j. Add definitions to the bottom of charts or in glossary.
- k. Benchmark to indexes, such as collection, size etc.
- l. Current visits by hour are good.
- m. The findings should talk about capital investment. When we make the investment what happens?
- n. Refer to national trend line.
- o. Interconnectedness of the measures; show how they relate or may relate to the findings.
- p. Branch vs. System data; add totals to slide and date.
- q. How does Bookmobile get included? Add data points; note value of Bookmobile Service.
 - 1) Leaner collections need context to data base.
 - 2) Less space for books = more space for people.
- r. 2018 data reflects clean up and electronic purge.
- s. 2010 budget cut year.
- t. 2019 Circ – 2,038,000 (Physical) / 510,000 (Electronic)

3. Technology

- a. Big Questions around Technology
 - 1) How do library buildings, use and programs come together?
 - 2) What should the public expect from IT, AV and technology?
 - 3) How do we engage population that have wide range of abilities?
 - 4) Patrons should be able to expect consistent experience?
 - 5) How to do work at the library? How easy it?
 - 6) What is the real SPPL Real Estate Strategy?
- b. Telephones
 - 1) How can SPPL accommodate a need for a public phone?
 - 2) Telephone access VOIP vs. Analog.
 - 3) Phones should migrate all to one provider.
- c. WIFI
 - 1) IT network supported by the City.
 - 2) Connecting to WIFI at some branches is difficult.
 - 3) WIFI heat mapping could identify which areas do not have enough.
 - 4) What is the baseline for WIFI usage?
 - 5) Wireless printing has been discontinued; with the loss of WIFI printing, what is this the baseline?
- d. Access to Technology

Item

- 1) Why do patrons access technology?
 - WIFI
 - Partner for business
 - Start-up Businesses
 - 2) Many communities don't have access for personal devices.
 - 3) Easy access to electrical services. How easy is it to plug in?
 - 4) Electrical outlet access is limited.
 - 5) Riverview circulated battery packs.
 - 6) AV is better at Sun Ray, but systems are so advanced that people cannot easily use them.
 - 7) National trend: rate to increase technology stations has slowed as everyone brings their own devices.
 - 8) Children's computers
 - What do we want kids to be doing?
 - Where is the parent at the same time?
 - 9) Can students with iPad connect?
 - 10) How do we use laptops? Are they used in noisy vs. loud areas?
 - 11) Where are security cameras located?
 - 12) SPPL system goals is to provide solid base level of service
 - 13) What is the basic level of service for SPPL?
 - Video is stored on cloud
 - No cameras at internet computer
 - Can use blocking cameras
- e. Program Rooms
- 1) Monitors vs. Screens. Viewing distance influences choice
 - 2) Community Room use:
 - Bring laptop specific to community room
 - Some bring their own laptops, others check out laptops
 - Define a standard and where these standards are met and where they are deficient
 - Meeting room flexibility and durability
 - 3) How do you reserve a room?
 - 4) Standardize the system – 2-hour limit for the computers or not?
 - 5) How do you identify standards? Be consistent.
 - 6) What are the standards for projectors?
 - 7) Where are performance spaces? (movies, artists)
- f. Auto Material Handling
- 1) What happens if we go with RFID? RFID is a capital investment.
 - 2) Is the sorter necessary?
- g. Who are your Partners?
- 1) Those who depend on library technology to serve the public.
 - Banks that want to use space
 - Park and Rec Staff
 - Legal Consultants
 - City Case Workers
 - Building Inspectors
 - Consult on business plan
 - Tech Skills Training

Item	
	<ul style="list-style-type: none">▪ Flexibility of Meetings▪ Tax Help▪ Voting▪ Workforce▪ Performers▪ Flu Clinic▪ Early Childhood Screening – eye and ear▪ Partnership with St. Paul▪ Do not have windows 10
h.	What is the basic level of Printing/Copy service?
	<ol style="list-style-type: none">1) Color printing2) Scanning3) Copy4) Fax5) Can they pay by credit card?
4.	Play and Learn
a.	General Comments
	<ol style="list-style-type: none">1) P+L is a brand, since 2018<ul style="list-style-type: none">▪ Early ages 0 – 5 and caregiver▪ Space for caregiver and young2) Reference the 2020 Strategic Direction<ul style="list-style-type: none">▪ Aspiration▪ Provide opportunity▪ Quiet and loud for families3) Campaign around all St. Paul libraries4) Building on love of library – life long relationship5) P+L is based on research around brain development6) Createch: Teens, but only at two branches7) P+L is furniture items with different themes<ul style="list-style-type: none">▪ Ice-cream shop, markets vs. blocks8) Creates comfortable interactions9) Creative, imaginative play10) P+L designed to be destination; may affect art, lighting and flooring.11) Pieces will rotate between branches12) Vocabulary building13) Play-kits travel to each branch14) Imagination (individual) with play-kits15) Gail to brand the P+L space with play-kits16) Play-kits are good; commonality of play “you can do this”17) Building infrastructure – too structured vs. less structured18) Family and intergenerational play19) Parallel Play20) Young Children<ul style="list-style-type: none">▪ Intentional place to play▪ Warm, welcoming and safe▪ Contained21) College age at public library play too22) Meeting rooms with collaborative learning

Item

- 23) Learning Circles
 - Community based learning
 - On-line
 - Books
 - 6-8-week commitment
- 24) "Everyone has a right to learn"; learning with experimenting and peer groups
- 25) Quiet room is the norm, but want to break the planning rule
- 26) Hosmer Library has a glass wall. The glass is a "barricade" but allows the activity to be visible.
- 27) Identify development and culture
- 28) People want to "see signs of my culture"
- 29) 14 children's specialists in the system
- 30) Tech / P+L
 - Engineering vs. Tech
 - Social and Motor Skills
 - Less directed activity
 - Tech vs. Sticks and Cubes
 - How do you get the adults to understand the play process?
 - Support – not direct children
 - 'Pepper the Robot' = very successful
- 31) Public Art as organic
- b. System Wide
 - 1) Play at every library 0 – 18 vs. 0 – 5
 - 2) Requires enhancements across the whole system
 - 3) Sun Ray is the official P+L space.
 - 4) Highland Park play space needs interaction and communication for how to use.
- c. What is ideal state / needs
 - 1) Static – Puppet Theaters; flexible less built in spaces preferred
- d. Staff
 - 1) Staff focuses on younger ages
 - 2) Current success is dependents of staff experience and interest
 - 3) Need to help staff understand importance
 - 4) Staff to create personal connections
 - How to integrate literacy and take out books
- e. Outdoor Spaces
 - 1) Outdoor spaces – nature smart library
 - 2) Gardens
 - 3) Courtyard controlled
- 5. FF+E and Signage
 - a. Standards / Strategy
 - b. Furniture
 - 1) 1 ½ chairs – bariatric chairs address special needs
 - 2) Room for consistency – fold up table/chairs
 - 3) Children's furniture can be re-arranged
 - 4) Human experience: fabrics vs. vinyl
 - 5) Libraries are used hard; furniture needs to be durable; cleanable
 - 6) Existing tablet arms are breaking

- | Item |
|---|
| 7) "White" is perceived as requiring too much maintenance |
| 8) How long are products are expected to last? |
| 9) Furniture needs a program. |
| 10) Branch by Branch what needs to be replaced? |
| 11) Accessibility for people with mental and physical disabilities; casters and mobility desired. |
| 12) Grants / Renovation / Annual Budget; What is affordable? |
| 13) Previous strategy was first come first serve; with lots of random reuse |
| 14) Integrated power and data – No. Keep the chair moveable |
| 15) Charging stations would help distribute power |
| 16) Height adjustable tables for computers is preferred |
| 17) Some standards are needed: <ul style="list-style-type: none">▪ Community Room tables and stacked chairs▪ Standards for Branch – Sun Ray vs. Merriam Park▪ Staff workstations; task chairs |
| 18) Durability is key needs to last as long as possible |
| 19) Computer chair ; lounge chair options |
| c. Shelving <ul style="list-style-type: none">1) Shelving standard gives system wide flexibility to share products2) Heights, bins, color, shelf depth3) With or without bottom shelf4) Embury has been standard to date5) Retail looking display |
| d. Display Guidelines <ul style="list-style-type: none">1) Hardware for slat wall2) Smaller area and not overwhelming |
| e. Staff Furniture <ul style="list-style-type: none">1) Ergonomics of staff workstations and desk chairs |
| f. Signage <ul style="list-style-type: none">1) Easy and replaceable2) Consistency across all branches3) Have standard branch4) More digital signage for City and Library information |
| 6. What Else / Next Steps <ul style="list-style-type: none">a. Compare to National Standards – Send Mitchell Street Library Photos to SPPLb. Add definitions for terminologyc. Service delivered in human-centric waysd. Distribute services; not duplicatione. Result in conceptual conclusionsf. A new building or replacement branch could demonstrate system commitment to sustainability. Presents opportunity for geothermal, net zero library, roof top solar, roof top garden, fire place in housing, stage – demonstration project. |

The next meeting is scheduled for 9:00 a.m. CST on January 23, 2020 at Rondo Library.

January 28, 2020

Page 7

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

\\corporate\project\0000\878\024-00\1. general communications\meeting minutes\20200109_masterplan meeting\20200109_sppl masterplan meeting_minutes.docx