City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager MSP-W

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: December 7, 2016

SUBJECT: Library/City Hall Project
OPN Final Concept Presentation

Representatives of OPN Architects will present the Library/City Hall Project Final Concept to the Mayor and City Council on December 12, 2016.

RMK:ds

Carroll Public Library and City Hall

Feasibility Study

December 12, 2016

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Executive Summary

The purpose of this feasibility study is to provide a vision for the future of the Carroll Public Library and City Hall. This study was prepared for the City of Carroll to assess and clarify the requirements of City Hall and the Carroll Public Library, including reviewing the existing facilities, identifying the needs of both programs, incorporating current library and office design, establishing a concept-level cost estimate, and gathering and documenting community, patron, and staff responses from multiple design exercises. Following is a list of items discussed throughout this document.

- Provide a facilities review of the existing Library and City Hall building located at 115 E 5th. St and the Commercial Savings Bank building at 627 N Adams St.
- Review and evaluate prior programming studies for the Library.
- Provide macro-level programming for the existing City Hall.
- Establish the vision and goals for both the Library and City Hall.
- Prepare concept plans based on the program and vision statements for each building for both the Library and City Hall.
- Concept "A" includes moving the existing City Hall offices and functions to the Commercial Savings Bank building. The Library would be renovated and expanded into the vacated space. A new entrance would be added to the building's north side.
- Concept "B" includes moving the Library to the existing Commercial Savings Bank building and building a large addition on the west side of the building. The City Hall functions would remain in their current layout while moving the council chambers to the first floor and doing minor renovations to the existing office space.
- Provide a preliminary estimate of both concepts.

A project kick-off meeting was held in June 2016 to communicate these requirements to the design team. Over the course of three months, the project team worked closely with stakeholders to develop this Feasibility Study document. A feasibility study requires programming, which is a mapping process that informs design. It is a highly collaborative process that engages users to gather information about organizational structure, culture, work patterns, processes, current and projected space needs, and adjacencies. The first step involved a series of site visits, as it was necessary to gain an understanding of existing operations and facilities. These visits generated observations regarding site and context, department and room use, overall space utilization, and building and structural systems. The assessment team included representatives from all departments of City Hall, the director and staff and the Library, City Council, Library Board, City of Carroll Police, Alvine Engineering, Shuck-Britson Engineering, and System Works. Supplemental information was provided by the City from a previous programming effort completed in 2014 of the Library Space needs.

Following a presentation on library trends, the project team conducted several work sessions to generate additional feedback, present ideas and concepts, and ultimately build consensus around a vision for the Library and City Hall. Existing building improvements and additions were prioritized and refined through participation in three progressive public meetings with participants from the public at large and representatives from the Library and City Hall. A number of options were reviewed for both concepts to show a variety of options available within the two buildings.

Area projections, feasibility study objectives, and initial planning concepts evolved from these discussions and preliminary data. Building on these initial concepts, a preferred concept emerged to provide a conceptual framework for the renovation of Carroll Public Library and City Hall.

The Feasibility Study builds on Carroll Public Library and City Hall's vision of leadership and innovation for the future by transforming opportunities into reality. The new and innovative spaces proposed will offer a patron-centered place to embrace knowledge that will allow Carroll Public Library to maintain its service of excellence while enabling it to embrace change. The City Hall space will build on its goal of increased use of technology and customer service through the inviting and new space. The Feasibility Study provides the foundation for the design of a future City Hall and Library that is inspirational, collaborative,

Visioning

Purpose

To engage key decision makers in the process of defining the goals, vision, and core values for the culture of the new public environment, resulting in a framework to inform future decisions.

Meeting Attendees

Below is a list of the attendees of our visioning session, including city council members, the library director and staff, and the public at large.

Randy Krauel
Mike Kots
Marilyn Setzler
Carol Shields
Patricia Hartley
Jacob Fiscus
Tresa Feldmann
Tom Louis
Sondra Rierson
Brandon Vonnahme
Jerry Fleshner
Clay Haley
Kelly Slechta
Carolyn Siemann
Laura Schaefer
Brandie Ledford
Eric Jaffe
Joyce Hennirs
Mitch Hiscocks
Judy Behm
Kay Thembr
Douglas Burns
Danielle Hermann
Joe Feldmann
Annamarie Snider
Leah Walters

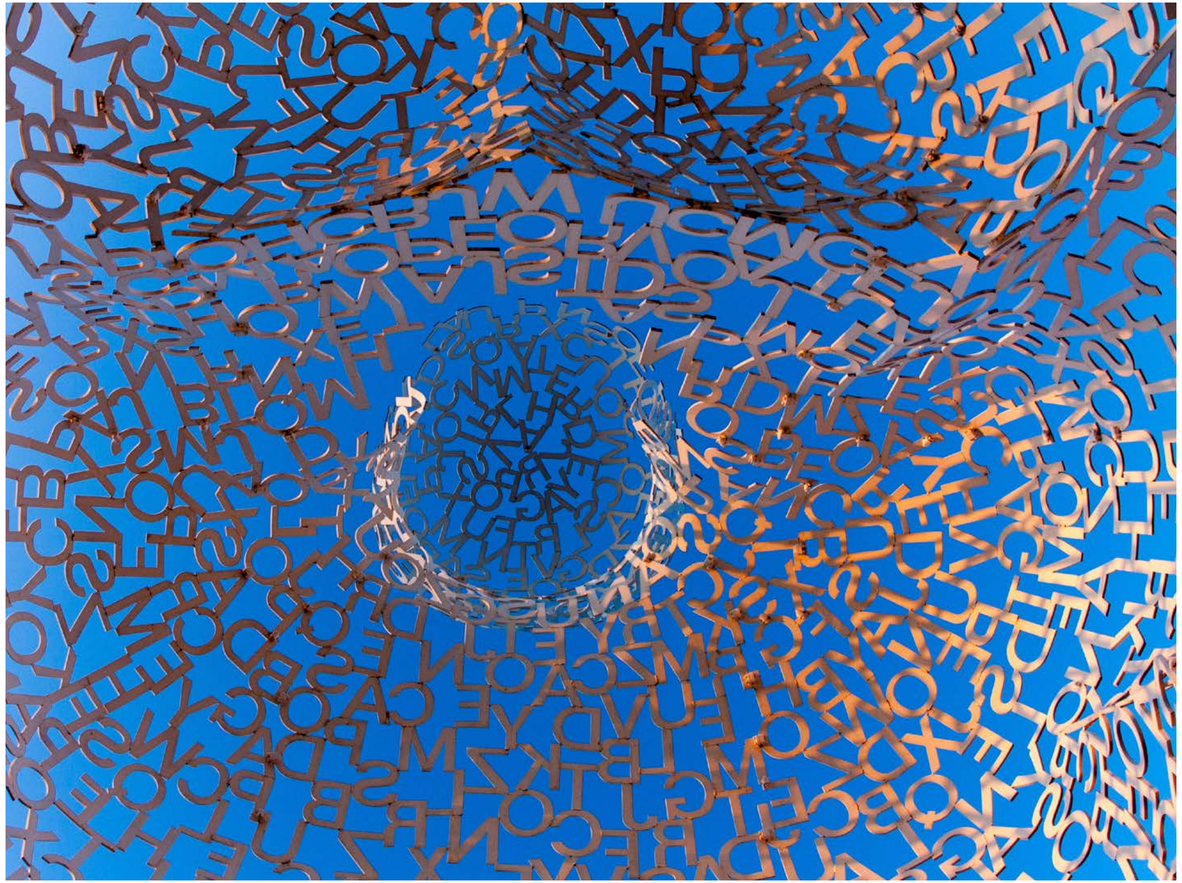
Ice Breaker

Exercise 1

If budget were not an issue, what is the craziest thing we could design and incorporate into the interior?

Large-format 3D printer
Floor lamps
Seating
Playroom
Hands-on maker space
High-tech council chambers
Green space with seating
Individual study space
Storage for flexible space
Bankers tubes in offices
Drive-up
Self-check kiosk
Art
Parking
Kitchen with chef
Coffee shop
Natural light
Meeting rooms
Teen maker space

Geothermal/solar (PV)
Hammock
Virtual reality
Accessibility
Writable walls
Resale area/bookstore
Lower shelving
Children's computer lab/learning center
Theater/sound room
Staff - accessible and available
Work room
Podcast/multimedia studio
Updated and compliant restrooms
Emergency shelter
Genealogy area
Outdoor learning environment
Hologram room
Gaming space
Sit-to-stand desks



Word Inquiry

Exercise 2

We believe in a collaborative, research-driven approach to every project. We believe the success of this project is predicated on our understanding of Carroll's needs: who you are, where you are today, and where you want to go tomorrow. A key step to creating a shared project vision is a discussion of how a new library and city hall will impact the community. These questions were posed to the group to explore Carroll's general ideas about the Library, present and future, such as building amenities and environment. Meeting participants were given three questions to think about and answer on their own. The design team analyzed the answers using a Wordle generator, which graphically represents the frequency of word usage. Wordles are a quick way to visualize a broad spectrum of ideas and gauge the relative importance of words and phrases. Additionally, the discussion was captured on large Post-It notes. This information will inform the shared vision and help the design team articulate a set of design principles for the project.

Word Inquiry

Wordles

1. When I brag about Carroll, I tell people it is...

2. In 10 years, Carroll will be...

Word Inquiry

Wordles

3. I choose to live in Carroll because...

4. Your most-used words:

Word Inquiry

Wordles

1. What three words describe the City of Carroll's City Hall today?

2. What three words describe City Hall in the future?

Word Inquiry

Wordles

3. What three words define success for the new City Hall?

4. Your most-used words:

Word Inquiry

Wordles

1. The highest priority for the Carroll Public Library is...

2. The library will exceed the community's expectations by...

Word Inquiry

Wordles

3. The project will fail if...

4. Your most-used words:

Sense of Purpose

Why is a library important?

Cultural opportunities

Technology

Community hub

Social interaction

Great equalizer; access to all classes, technology, and other education

Age equalizer; available to all ages and stages in life

State law required

Childhood development

Preschool and kindergarten programs

Place to explore and ask questions

Library reflects community

Community asset; selling point and can help attract and retain business and community members

Neutral zone (legal or otherwise)

Education

Unbiased information

Changing dynamic

Living room

Group and individual learning

Safe place

Creation spaces: content, music, movies, books, etc.

Economic development; new businesses

Best books

Access to the news

Sense of Style

The most inspiring new building or space I have been in is...

Mesa, Arizona - all ages

Ames Public Library – children's section

Seattle Public Library

Iowa City Public Library – great for people-watching

Bright, day-lit space

St. Louis City Museum

Waterloo Arts Center

Sunset on a beach

Pocket/niche park/plaza

Pappajohn Sculpture Park

Loveland, Colorado

Waterfront, Okoboji

University of Iowa School of Music

Hancher Auditorium

Red Rocks

Kauffman Center, Kansas City

One World Trade Center

Grand Canyon

The least inspiring building or space I have been in is...

Carroll Public Library – dark, crowded, clinical, institutional

DOT office

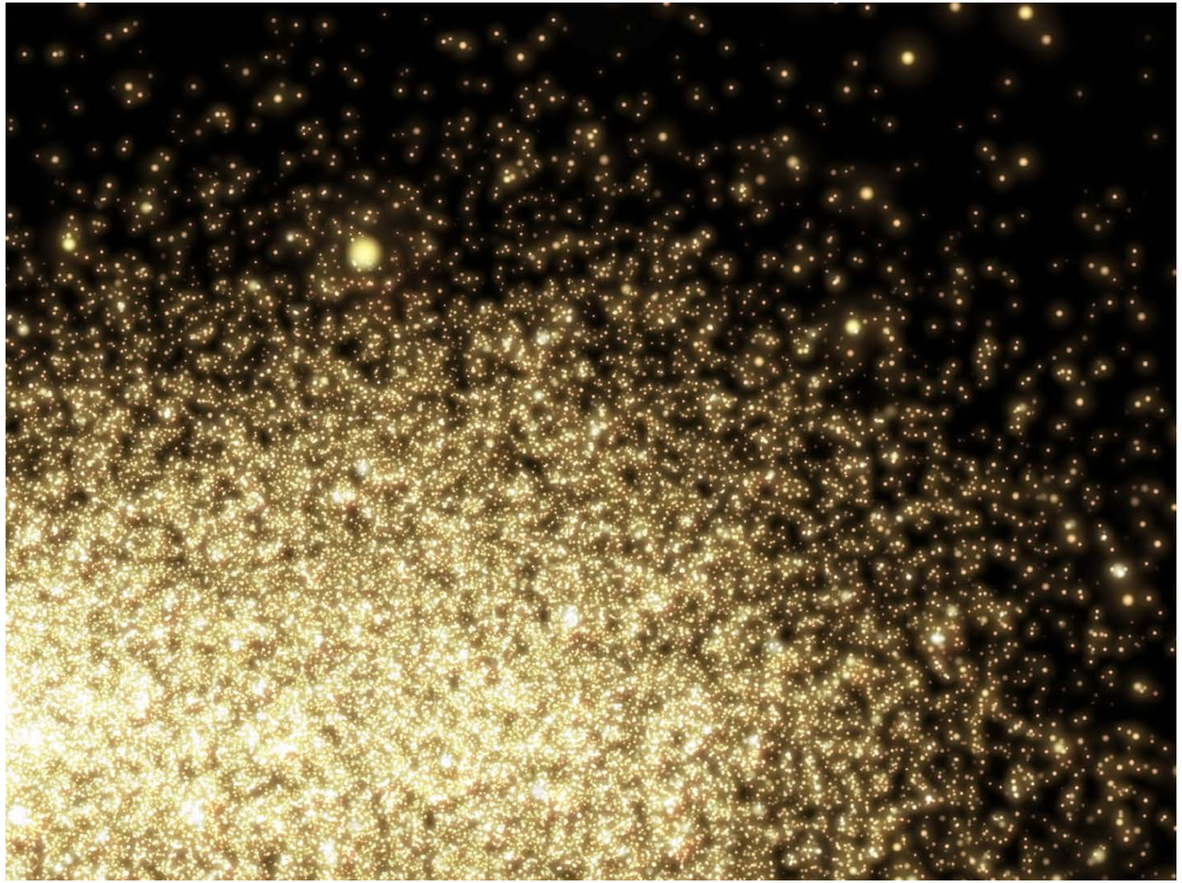
Anamosa State Penitentiary

Lack of windows/natural light

Casino

Cement block walls

Buffalo Wild Wings – information overload



Innovation

What is the most important innovative thing you have seen in a new library?

Maker space and technology labs

Demonstration kitchen and cooking classes

Hologram theater – Springfield, Illinois

Connected building, inside and out

Free Wi-Fi

Adaptable space

Available staff/self-check kiosks

Drive-up: pick up and drop off

Processes automation (RFID)

Virtual reality

Children's experience – love of reading and learning

High-density storage for low-circulated items; space savers

Interactive Polling

Exercise 3

At the end of Exercise 2, the group participated in an interactive polling exercise. Each participant in the audience was given a piece of paper and a pen, with which to record their answers. The group was then shown a series of questions and images that related to the design of the interior work environment. Participants registered their responses to the questions on their individual sheets of paper, which were collected at the end of the polling session. This exercise encouraged discussion and helped the group establish the relative importance of particular design opportunities. The information from this exercise will allow the design team to focus on specific issues for further exploration and development. The following pages summarize the questions asked in the exercise and the aggregate audience response.

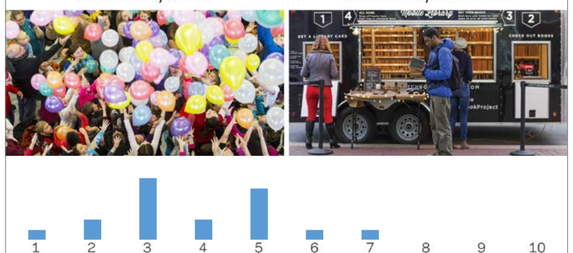
Survey Results

On a scale of 1 to 10, do you believe your Library and City Hall should be...

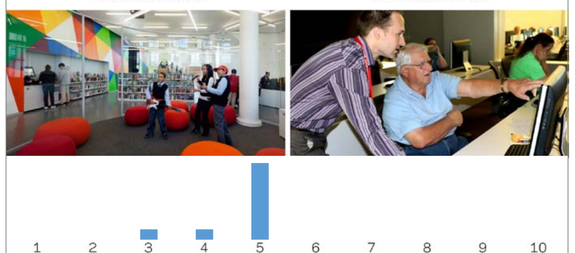
community **center** | collection **center**

base **market** | new **market**

community **draw** | community **outreach**

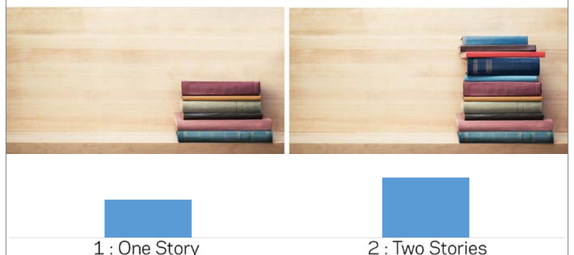


Youth Services | Adult Services

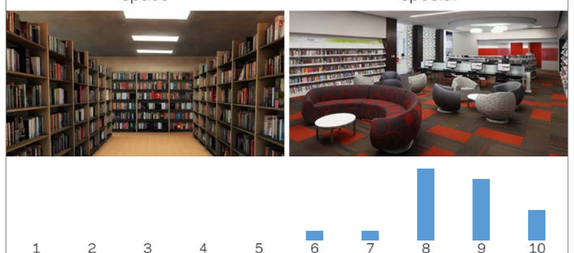


Survey Results

How would you invest an unrestricted gift of $10,000?

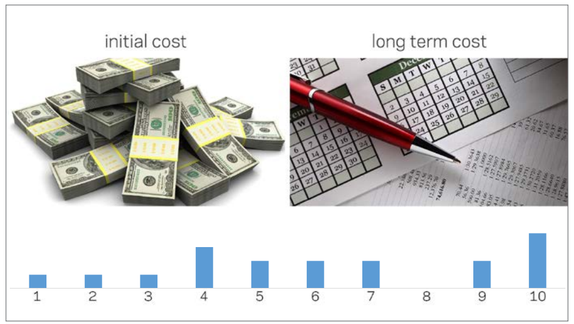


space | special



output | outcome

Survey Results



What We Heard

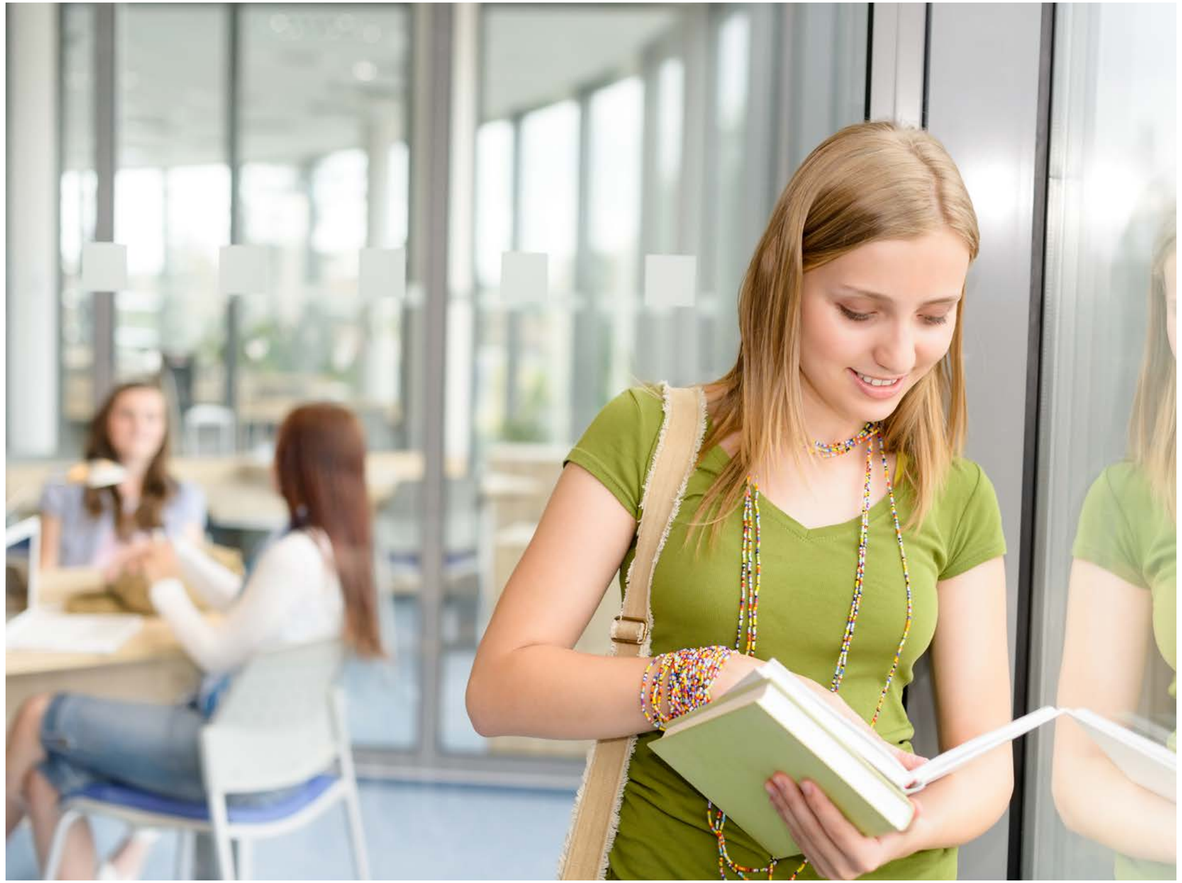
Most important qualities based off a mean score:

1. Community center and draw.
2. A flexible and special space.
3. An open, flexible, and efficient workspace.
4. Program and children focused.
5. Centered on community outcomes.

Programming

Purpose

Develop a detailed listing of the specific needs and parameters for the new facility. This is the definition of the type of spaces, size requirements, etc., as well as any budget or schedule constraints.



Library

What We Heard

Listed below are the main themes that emerged from the programming sessions and questionnaires. Refer to the appendices for the complete questionnaire responses.

Space for community programs needed; there is demand and programs have been postponed due to lack of space

Dedicated staff space that provides protected time away from patrons and the circulation desk; increase staff efficiency

Locate book-drop closer to staff space and circulation and sorting areas

Keep children's area away from public computers

Quiet spaces separate from main circulation areas

Current facility has no natural light

Eliminate dead-end corridors within stacks

Increase flexibility within the space

Lower shelving to make books accessible and allow views into these areas

Entryway display for new material

Self pick-up area for holds

City Hall

What We Heard

Listed below are the main themes that emerged from the programming sessions and questionnaires. Refer to the appendices for the complete questionnaire responses.

Work room for processing bills

Increased staff area for one additional employee member

Human resources storage in an accessible location

New smaller transaction counter with implied security

Conference room with capacity for 12-16 people

Increased storage for all departments

Drop-box for monthly bills

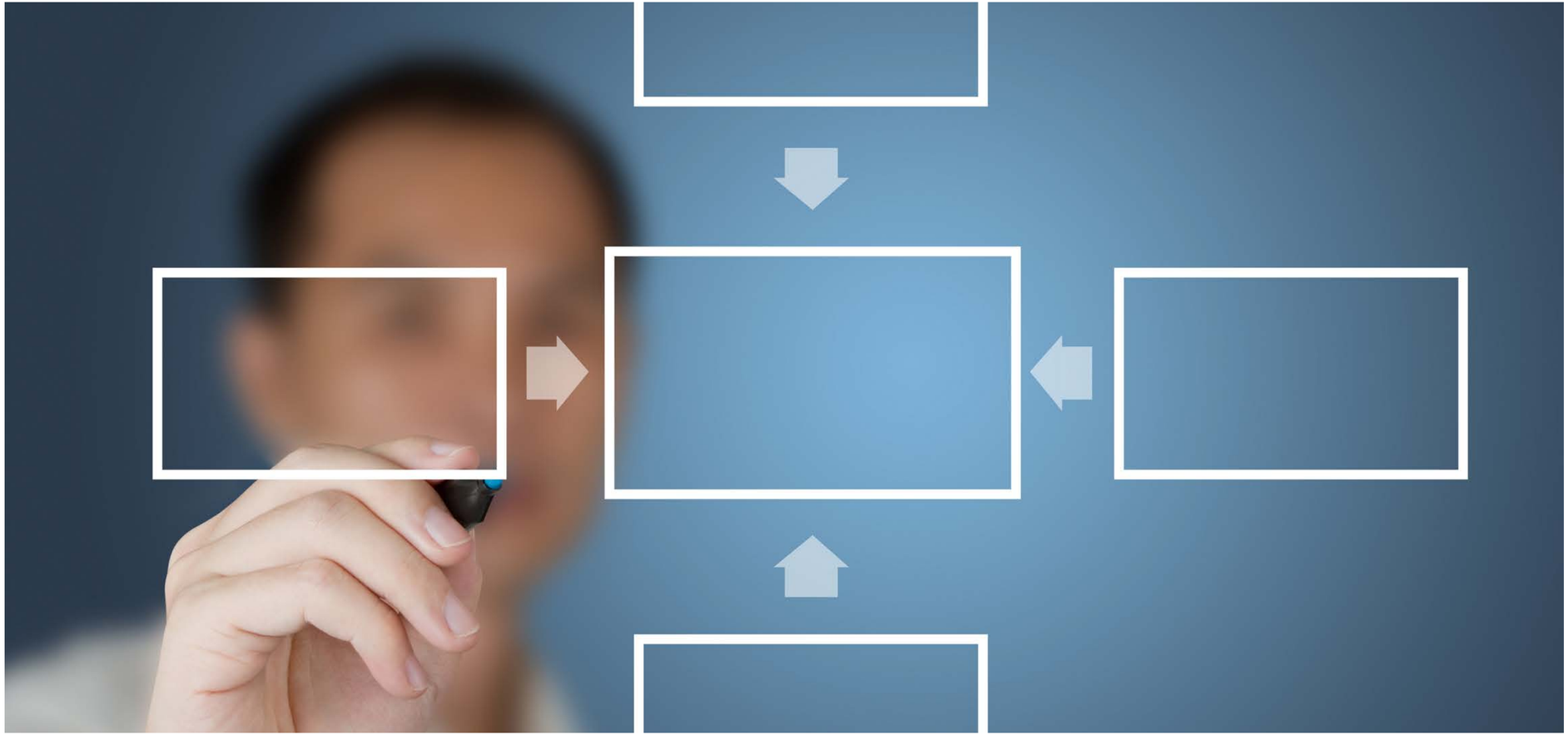
Smaller lobby area; current is too large for city hall functions

Increase natural light and views; 75% of current office does not have natural light

Technology upgrade for council chambers

Maintain separate staff entry

Guiding Principles



Purpose

This is the conclusion of both the visioning session and programming interviews. The results of both processes were reviewed in a public meeting, and provided us with a clear view of the goals and aspirations of the community of Carroll. These serve as our guiding principals moving forward and will serve as a filter for future decisions.

Guiding Principles
Library

Visible to the community: **Transparent** and **connected** to the exterior.

Front door of the community: A **hub** for culture and education.

Focused on **programs**, children, and special moments.

Reflects Carroll **community values.**

Forward-looking with **flexibility** and room for growth.

Guiding Principles
City Hall

Welcoming, friendly, and **service-oriented**.

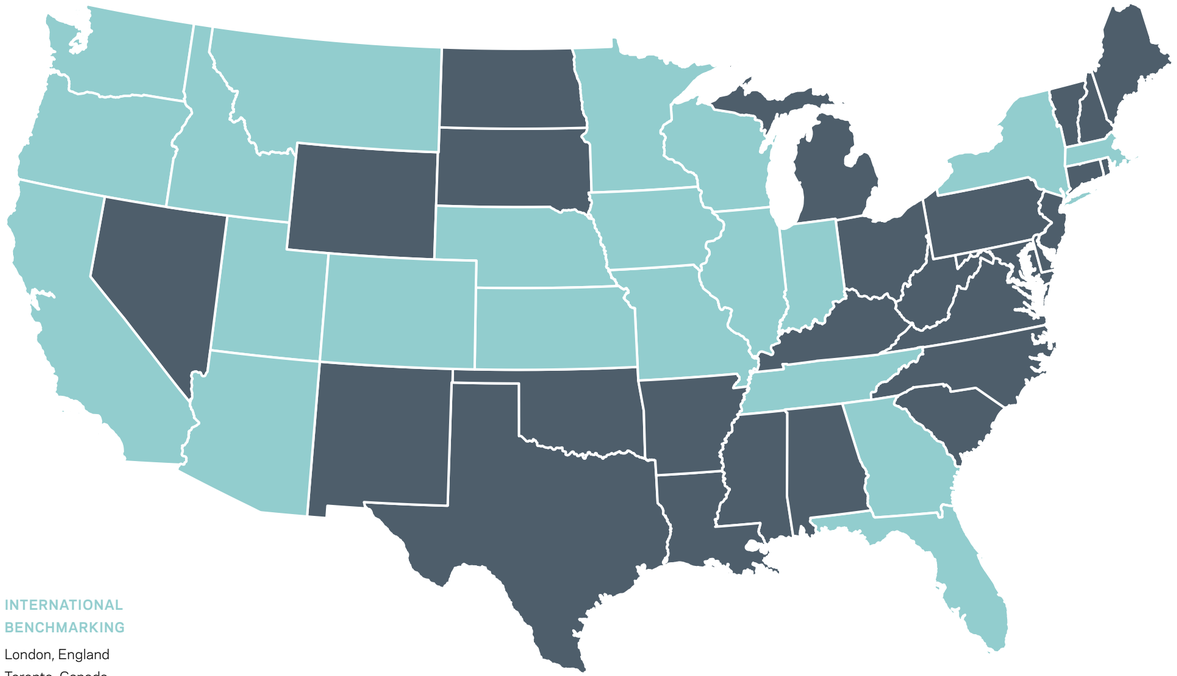
A **day-lit** and modern facility.

Open, flexible, and **efficient** workspace.

A **collaborative** environment with a **variety** of spaces.

Data

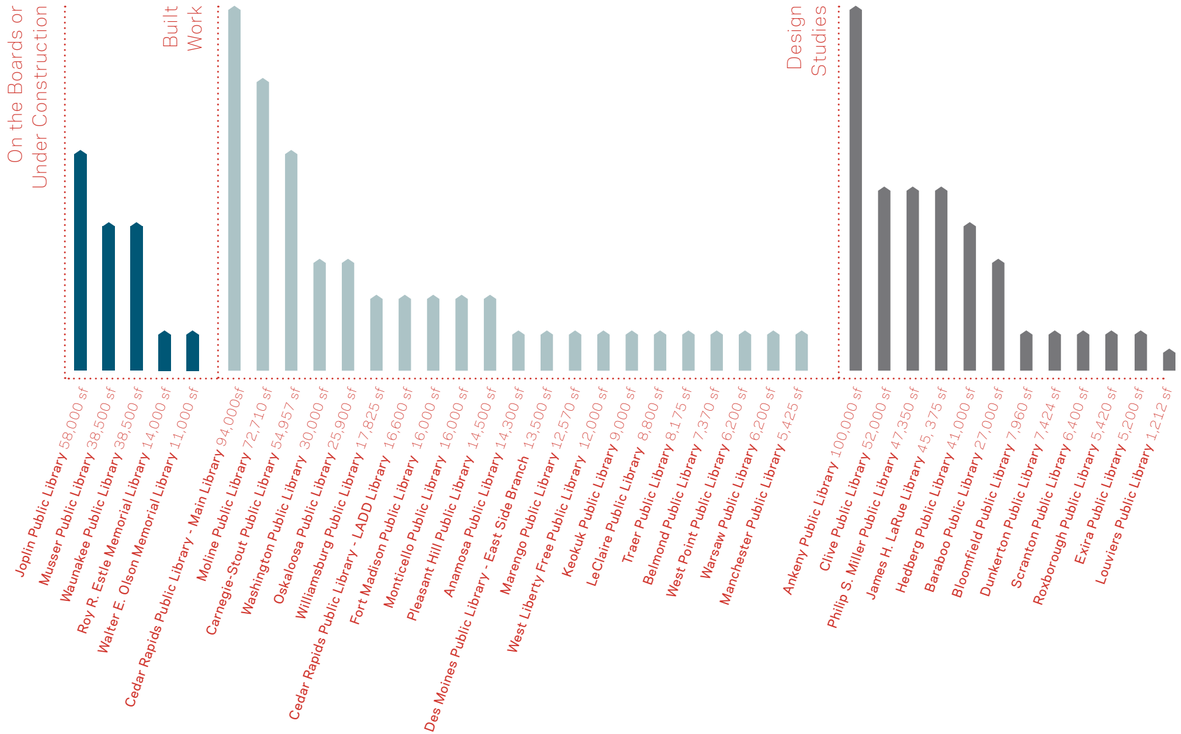
Benchmarking



INTERNATIONAL BENCHMARKING

London, England
Toronto, Canada
Copenhagen, Denmark
Paris, France

Library Portfolio



Knowledge-Based Program

Many intuitive decisions are made during the design process, but it is important we track data and utilize this in our decision-making process, too. OPN has a research specialist on staff to monitor and track space utilization, circulation figures, etc., for our projects. While this research is a work-in-progress, it provides real-world benchmarking and data-driven insights to inform our design decisions. We recognize the need for balance among all aspects of library and city services, including programming, leadership, operations and management, staffing, technology, community, public support, facilities, and the rapidly changing global environment. Our process includes strategies for understanding Carroll's collective philosophies, prioritizing decisions, and allocating resources to those efforts most likely to yield the best design for your community.

Knowledge-Based Program

Benchmarking

Through analyzing OPN and non-OPN library projects nationwide, we have been able to develop a benchmark based on similar project sizes. The compiled information was used to compare and right-size the Carroll Public Library.

Building

- Bellvue Library
- Carnegie-Stout Library
- Cedar Rapids Public Library
- Chicago Public Library, Chinatown Branch
- Federal Way 320th Library
- Los Gatos Library
- Mariners Harbor Branch Library
- Milton Library
- Moline Public Library
- North Beach Branch Library
- Northwest Atlanta Library at Scotts Crossing
- Pico Branch Library
- Rosa F. Keller Library and Community Center
- Stapleton Library
- Tiverton Public Library
- Washington Public Library
- Whitehall Library
- Williamsburg Public Library

Department

- Adult
- Young Adult
- Children
- Children's Program
- Study/Conference
- Community
- Gallery
- Public Technology
- Circulation / Self-Check
- Staff / Support
- Storage

OPN or Non-OPN

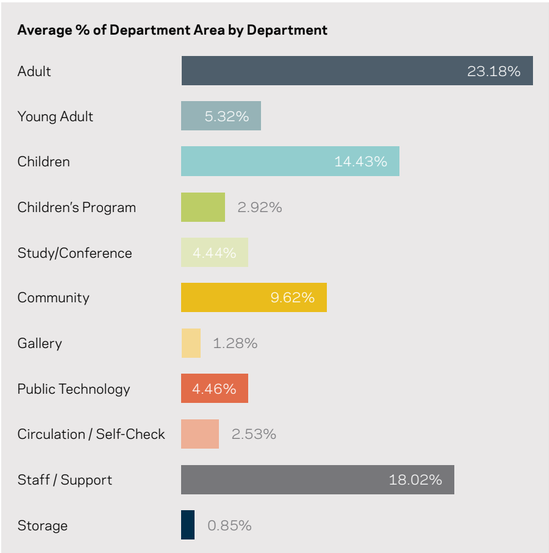
- OPN
- Non-OPN

Size

- Small
- Medium
- Large

Cafe

- Yes
- No

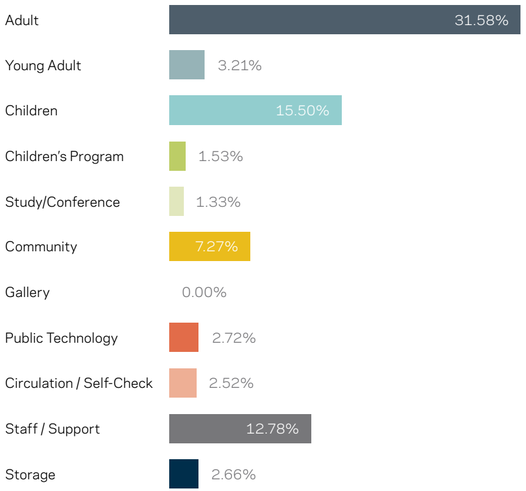


Collection Items Per Service Population	Average SF Per Collection Item	Percentage of Space Devoted to Collection	Average % Unassigned of Building
2.95	**0.15**	**42%**	**18.25%**

Himmel & Wilson

Point of Reference - 2014

Average % of Department Area by Department



** Himmel & Wilson Program: 22,848 GSF*

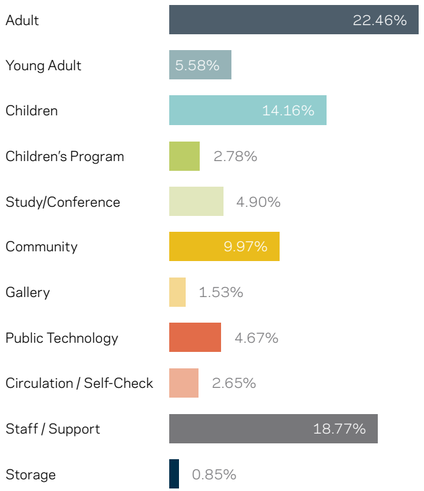
Carroll Average % Unassigned of Building

18.89%

OPN Architects

Recommendation - Current

Average % of Department Area by Department



** OPN Base-line Program: 19,300 GSF*

Average % Unassigned of Building

18.31%

Conclusion

OPN recommended 2.8 volumes per person – **42%** devoted to collection.

Increase **study** and **conference** areas, **community,** and **technology.**

Himmel & Wilson program: four volumes per person – **51%** devoted to collection.

Reduce **adult collection** areas.

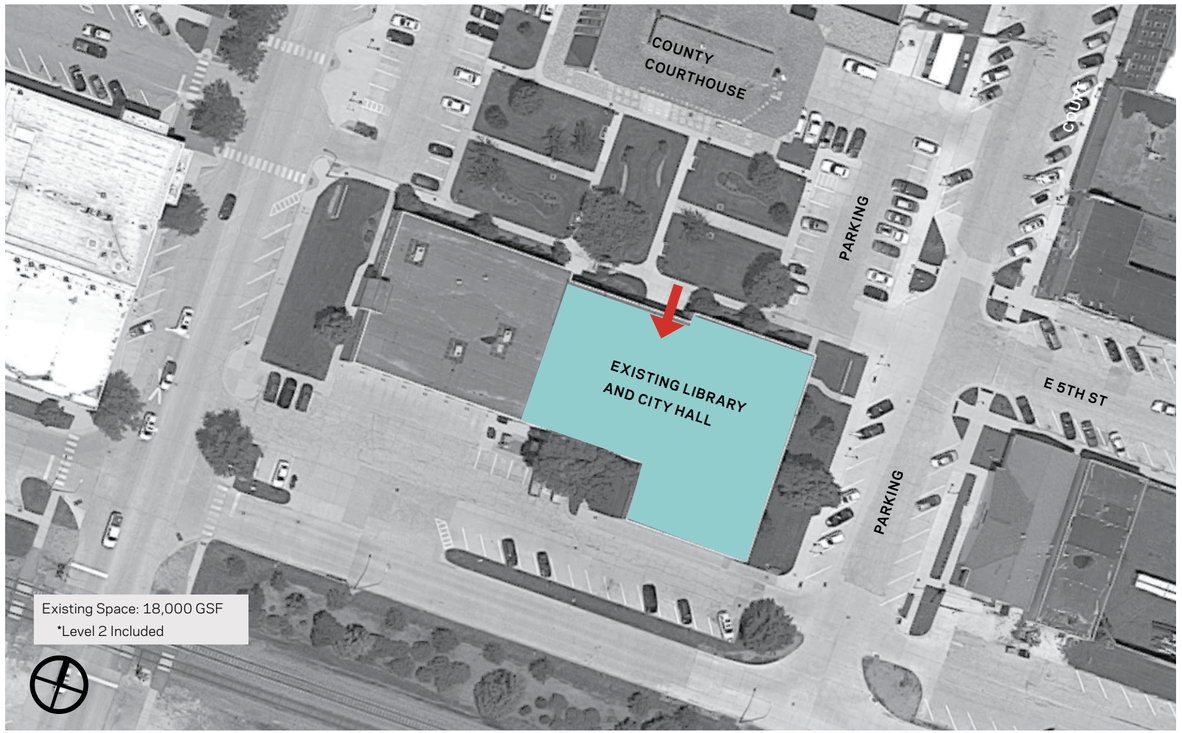
Initial Concept Design

Initial Concepts

In September 2016, OPN presented findings from the visioning session, completed in August 2016, and initial designs for each concept. Concept A designs included three potential layouts for the Carroll Public Library, with the library remaining in its current location and expanding into the vacated City Hall space. Concept B included three designs for the Carroll Public Library, with the library moving to the existing Commercial Savings Bank location. In addition to these library concepts, alternate concepts were created for the Carroll City Hall. Two concepts were provided for the City Hall for both Concept A — City Hall moving to the existing Commercial Savings Bank building — and Concept B — City Hall remaining at its current location with a renovation and small expansion.

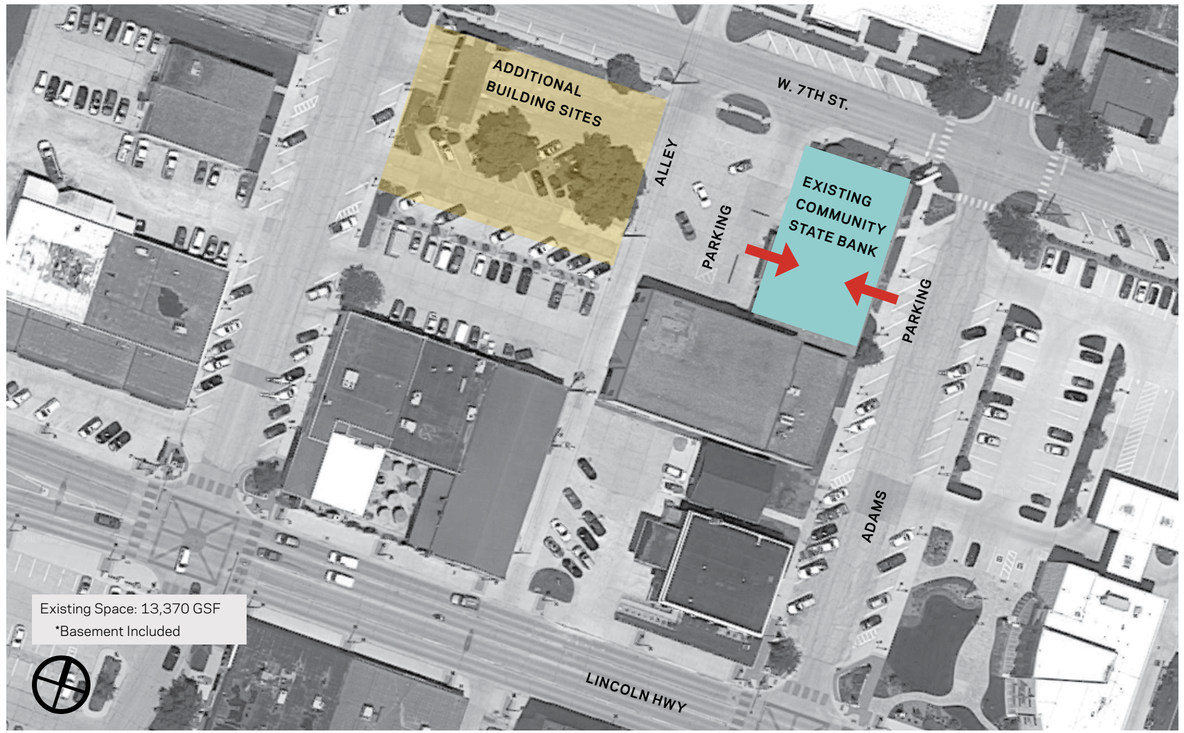
Existing Library and City Hall Site

112 E 5th Street



Existing Community State Bank Site

112 E 5th Street

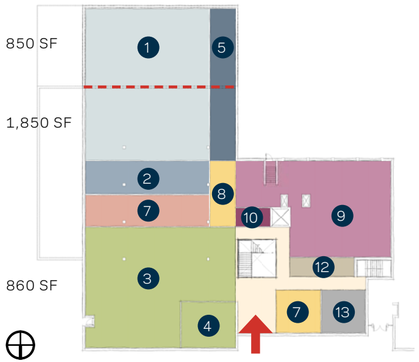


Concept A

Library Options

KEY

1	Adult	8	Cafe
2	Young Adult	9	Technology
3	Children	10	Circulation
4	Children Program	11	Staff
5	Study/Conference	12	Storage
6	Community	13	Restroom
7	Maker-space	14	Greenspace



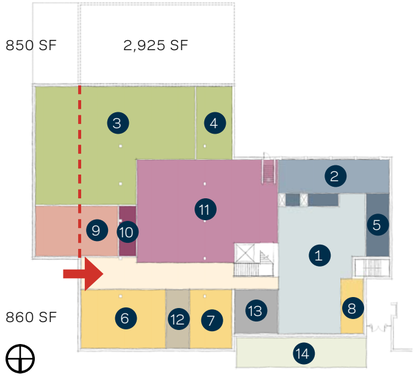
LEVEL 1

LEVEL 2

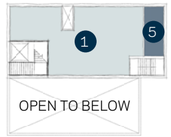
OPN BASELINE **LIBRARY OPTION 1**

South addition: 2,925 square feet
Building: 21,200 gross square feet

- Main entry is located on the north to connect to green space
- Centralized circulation desk near the open stair to the second level
- Collections consolidated to east single story space adjacent to cafe
- Community spaces near front entry and utilize the second level connected with open stair

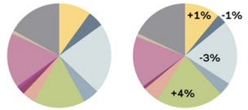


LEVEL 1



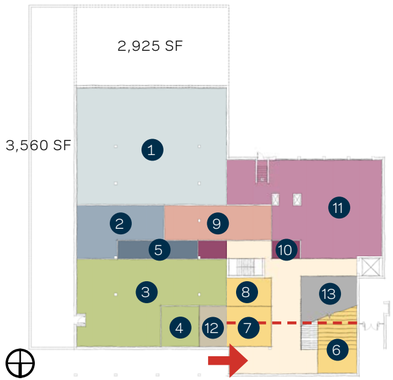
LEVEL 2

OPN BASELINE **LIBRARY OPTION 2**

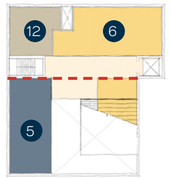


East addition: 1,850 square feet (1,750-square-foot second-floor option)
Building: 20,300 gross square feet

- Main entry to the east creating a north/south program separation with community-based programs to the north and library functions and collections to the south
- Monumental stair to connect second-level stacks with the first level
- Option for addition to connect these spaces with a two-story high space

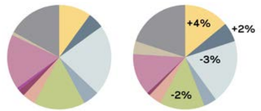


LEVEL 1



LEVEL 2

OPN BASELINE **LIBRARY OPTION 3**



Second-story addition & new entry: 2,600 square feet
Building: 21,000 gross square feet

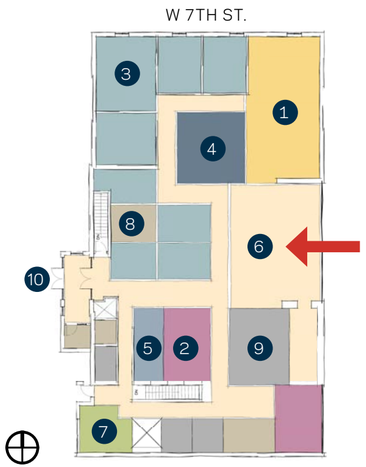
- New main entry to the east on the north side of the building
- Community spaces near main lobby and connected through two-story high space and monumental stair
- Central circulation desk and collections consolidated to east single-story space

Concept A

City Hall

KEY

1 Council chambers
2 Conference room
3 Office
4 Open office
5 Work room
6 Lobby / pre-function
7 Break room
8 Storage
9 Restroom / janitorial
10 Staff entry



CITY HALL OPTION 1

One public entry
Building: 7,980 gross square feet

- The main entry and lobby are located on the east with a separate staff entry to the west utilizing the existing parking lot
- Support spaces, such as conference rooms, restrooms, storage, staff restrooms, and a break room, are consolidated on the south section of the building
- Council chambers, staff offices, open office, and transaction counter are located in the north section of the building
- Both areas have access to the basement, which will be utilized for storage

CITY HALL OPTION 2

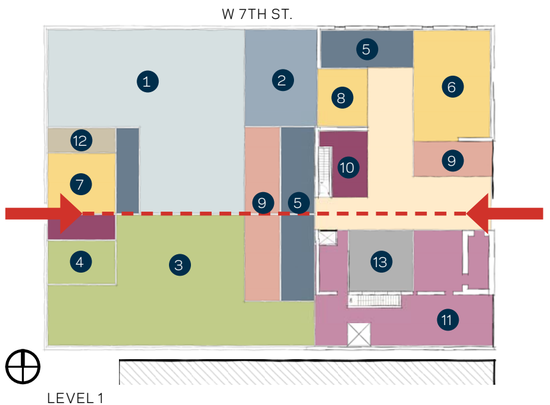
Two public entries
Building: 7,980 gross square feet

- The main entry and lobby are centrally located, allowing for east and west entrance connected with a central lobby
- The council chambers, public and staff restrooms, and a break room are located south of the main lobby
- Staff offices, an open office area with the transaction counter, conference rooms, and a staff work room are located north of the main lobby
- Both areas have access to the basement, which will be utilized for storage

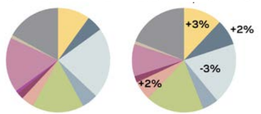
Concept B
Library

KEY

1	Adult	8	Cafe
2	Young Adult	9	Technology
3	Children	10	Circulation
4	Children Program	11	Staff
5	Study/Conference	12	Storage
6	Community	13	Restroom
7	Maker-space	14	Greenspace

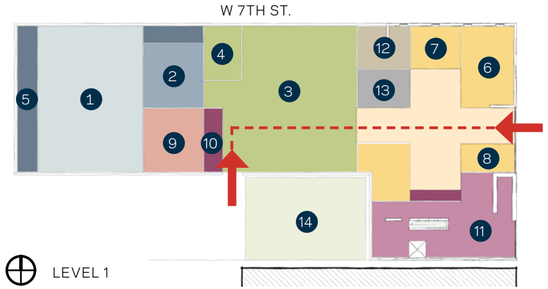


OPN BASELINE **LIBRARY OPTION 1**

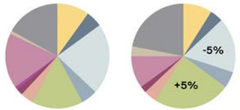


West addition: 11,650 square feet
Building: 19,500 gross square feet

- Main entry east and west creating an axis through the building
- Maker-space is adjacent to the children and adult collection, anchoring the west entry with a secondary circulation desk
- West entry utilizes the parking lot while the main east entry utilizes street parking
- Community spaces and meeting rooms anchor the east entry with the main circulation desk and public restrooms
- Staff space also includes the basement

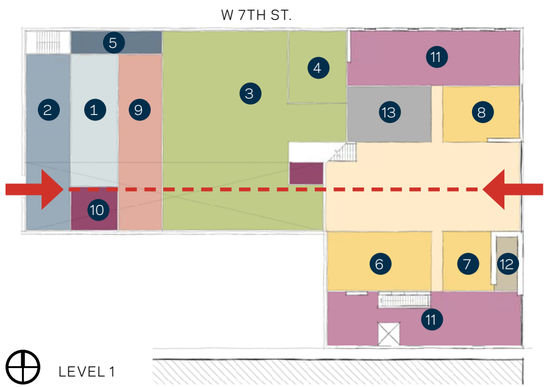


OPN BASELINE **LIBRARY OPTION 2**

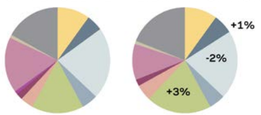


West addition & new entry point with greenspace: 13,400 square feet
Building: 22,100 gross square feet

- Main entry is located on the east with a secondary entry to the south connected to parking and adjacent new green space
- Community functions: maker-space, program/community room, cafe located near main entry, staff space and restrooms, public restrooms
- Circulation desks are located near both entries
- Book collections are consolidated in the east portion of the building with quiet study spaces and study/conference room spread throughout; staff space includes basement



OPN BASELINE **LIBRARY OPTION 3**



West addition with second story: 13,950 square feet
Building: 22,600 gross square feet

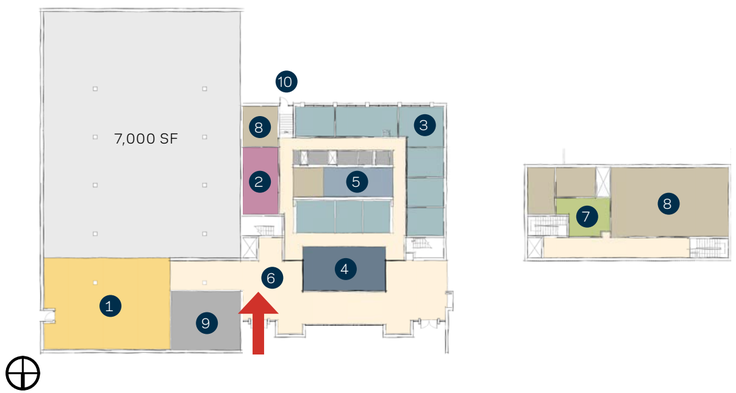
- Main entry east and west creating an axis through the building
- Community functions: maker-space, program/community room, cafe located near main entry, staff space and restrooms, public restrooms
- Circulation desks are located near both entries
- West entry utilizes parking lot while the main east entry utilizes street parking
- Book collections are consolidated in the east portion of the building with the contemporary adult collection on the first floor and remaining adult collections and study/conference rooms on the second level
- Levels are connected with an open stair and two-story space where individuals on each floor can observe the floor above or below; staff space includes basement

Concept A

City Hall

KEY

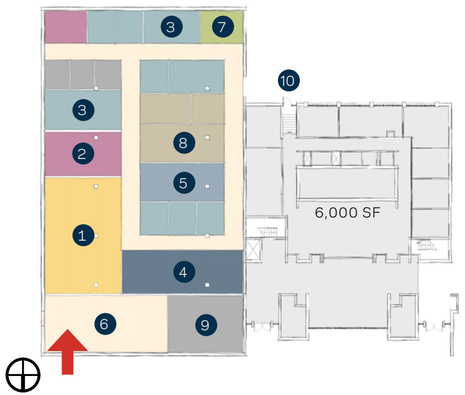
1	Council chambers	6	Lobby / pre-function
2	Conference room	7	Break room
3	Office	8	Storage
4	Open office	9	Restroom / janitorial
5	Work room	10	Staff entry



CITY HALL OPTION 1

First-floor addition & renovation: 3,000 square feet
Building: 12,020 gross square feet

- Use existing entry on the north
- Relocate council chambers to the first level in abandoned library space
- Decrease lobby space and relocate the restrooms adjacent the new council chambers
- Additional lobby space will be used for addition of three offices
- Second level becomes support space with storage and the staff break room
- Additional 7,000 square feet from the abandoned library will become a shell space to be used for future development



CITY HALL OPTION 2

First-floor move to library space: 9,575 square feet

- The existing city hall space is to be abandoned in place and to be utilized for future development
- City Hall will move into the abandoned library space with a new entry and lobby on the north
- Council Chambers, the public restroom, and transaction counter are accessible from the main lobby
- Separate staff entrance is located on the west side

Initial Concept Review

Comments

City Hall

Feedback Consensus

No expansion at either location – utilize existing areas
Provide generous lobby/waiting area in bank concept
Dedicated staff entrance required
Preference for City Hall to move to bank location

Other Considerations

No need for separate staff restrooms

Library

Feedback Consensus

No or small expansion at existing Library/City Hall location – consider small addition for new entry and two-story-high space
Community rooms on the main floor
One entry and one circulation desk, centrally located
Preference for Library to remain at current location
Concept at bank site must remain within the existing property boundaries

Other Considerations

Technology near circulation desk
Keep staff restrooms
Young adult area separate from children
No cafe, but small area for coffee

Final Concept Design

Concept A

Architectural Summary

The work includes renovating the existing Library and City Hall space located at 112 E. Fifth St., approximately 18,000 gross square feet. This renovation would entail moving the occupants of City Hall, approximately 8,500 gross square feet, to the current Commercial Savings Bank site at 627 N. Adams St. The Carroll Public Library would then expand to the vacated City Hall space and renovate the existing Library areas. This would include a modest north addition and new entry at around 1,200 gross square feet. The modifications would include the addition of a community program space, increased children's programming and collection areas, a dedicated teen collection and technology area, and staff areas to accommodate multiple programmatic functions.

The new entry and increased openings within the existing walls will connect the Library to the city functions to the north and increase visibility of the programs and activities occurring within the Library. The new entry, increased transparency, expanded programs, and new facility will become a hub of actively reengaging the City of Carroll.

The City Hall would move to the current Commercial Savings Bank site at 627 N Adams Street that is approximately 13,300 gross square feet (8,000 on level 1). This move would consist of renovating, upgrading, and reconfiguring the bank building to house City Hall functions.

The newly renovated City Hall will include city council chambers and conference rooms with upgraded technology, a welcoming and secure front lobby and transaction counter, and accessible and functional spaces. The new spaces will provide a backbone for increased customer service and improved efficiency for city services.

Landscape Summary

118 E. Fifth St. Site – existing Library and City Hall location

Remove existing walk trees and shrubs

Modify existing building sign (remove City Hall information)

Install new walk from parking to main entry point

New entry point with special pavement type material – 700 square feet

Four landscape benches with backs 70" length, IPE wood

Install shade-tolerant evergreen ground cover with spring bulb accent at north wall along new walk at new window locations

Install shade-tolerant evergreen shrubs at north wall along new walk at solid wall locations

Install new mulch in planted areas

627 N. Adams St. Site – existing Community State Bank location

Remove (2) large shrubs – one at the bottom of the stair and the other on the NE corner

Trim/prune and mulch existing landscape

Patch and repair existing stairs, walk, and ramp as needed

Sod disturbed lawn areas

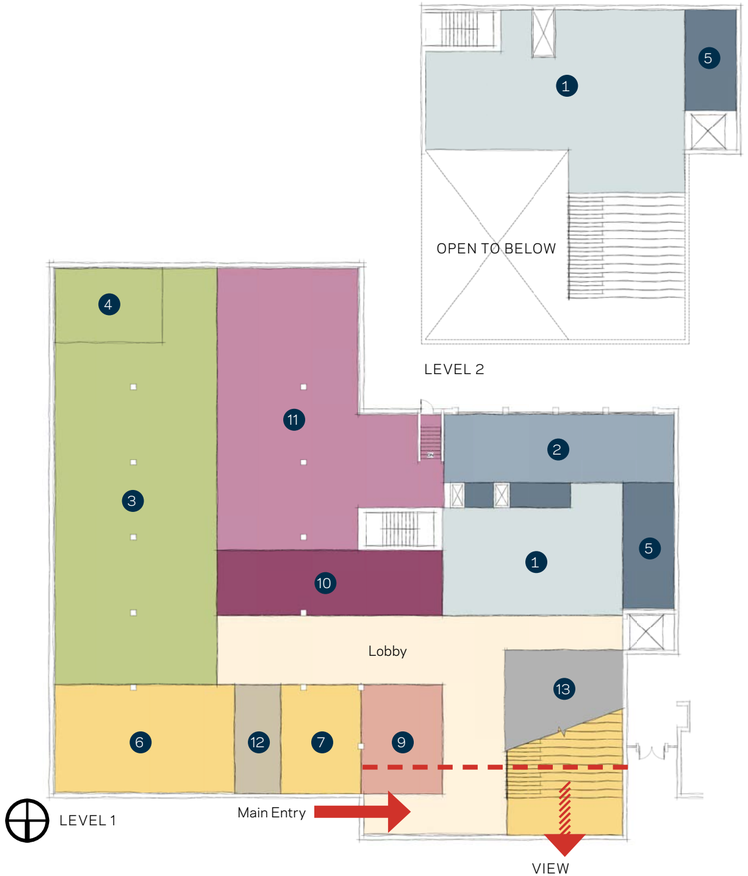
Concept A
Library Site

New Entry: 1,200 SF

H&W Proposed:	22,848 GSF
OPN Baseline:	19,300 GSF
Concept A:	19,110 GSF
Level 1:	16,710 GSF
Level 2:	2,400 GSF

KEY

1. Adult
2. Young Adult
3. Children
4. Children Program
5. Study/Conference
6. Community
7. Maker-space
8. Cafe
9. Technology
10. Circulation
11. Staff
12. Storage
13. Restroom
14. Greenspace



Concept A
Bank Site

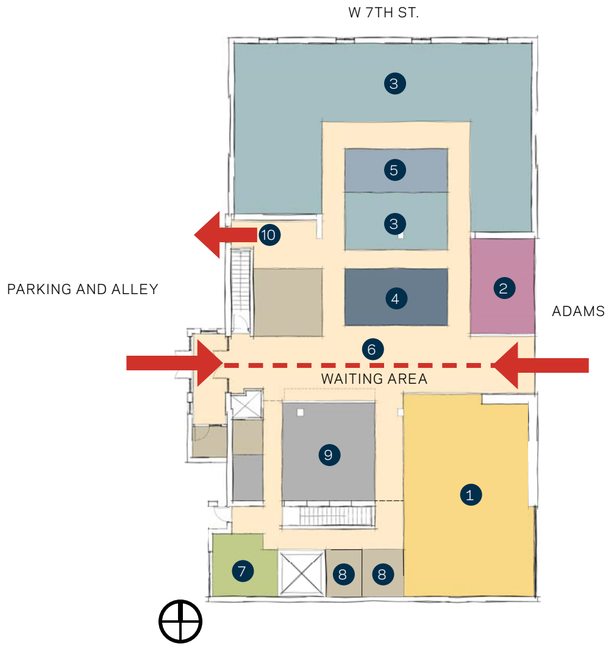
Utilize Existing Space

Existing City Hall: 8,467 GSF

Bank Existing: 13,377 GSF

KEY

1. Council chambers
2. Conference room
3. Office
4. Open office
5. Work room
6. Lobby / pre-function
7. Break room
8. Storage
9. Restroom / janitorial
10. Staff entry



Concept A
Considerations

118 E. Fifth St. Site - existing Library and City Hall location
Library location for patrons remains the same — approximately 225 visitors each day.

Efficient space utilization.

Library square footage approaching OPN baseline.

Potential more parking with city hall staff relocated.

Clear connection from interior to exterior utilizing city park space to the north of the library.

Increased access to natural light and views.

Option to expand the library in the future, either east or south as illustrated in the previous concept designs.

627 N. Adams St. Site - existing Community State Bank location
Maintains parking area at Community State Bank site to be utilized by City Hall staff and visitors — potential for City State Bank to sell and/or develop 2 adjacent sites independent of City Hall.

Consider proximity of city and county functions.

Increased access to natural light and views.

Concept B

Architectural Summary

The work includes a partial renovation of the existing Library space, approximately 2,800 gross square feet, and a full renovation of the existing City Hall space, located at 112 E. Fifth St., of approximately 8,500 gross square feet. The Library would then move to the current Commercial Savings Bank site located at 627 N. Adams St.

The new library location at 627 N. Adams St. would include a large west addition of approximately 8,800 gross square feet. The existing Commercial state Bank would be renovated to accommodate the new Library functions. The new Library would include the addition of a community program space, increased children's programming and collection areas, a dedicated teen collection and technology area, and staff areas to accommodate multiple programmatic functions. The primary staff area would be located on the main level, with a secondary area on the lower level of the building.

The new library will be stand alone and serve as a beacon on the corner of Adams and 7th. It will have a strong street presence and activities within its walls will be visible from passersby, increasing its presence within the community at large.

The existing City Hall, located at 112 E. Fifth St., will expand approximately 2,800 gross square feet into the abandoned library area. The remaining unused Library space, approximately 7,000 gross square feet would be fitted out as a shell for future development. The 2,800 expansion includes moving the city council chambers to the first floor and adjacent new public restrooms. The existing second floor area will become storage.

The renovations for the existing city hall space will include decreasing the lobby space and capturing that area for additional offices, revised open workspace, and a secured, welcoming transaction counter. The new lobby and increased openings within the new city council chambers will connect the City Hall to the city functions to the north and increase visibility.

Landscape Summary

118 E. Fifth St. Site – existing Library and City Hall location

Modify existing building sign (remove library information)

Remove (2) trees at north facade

Install shade-tolerant evergreen ground cover with spring bulb accent at north wall along existing walk at new window locations

Install shade-tolerant evergreen shrub mass at north wall along existing walk at solid wall locations

Sod disturbed lawn areas

627 N. Adams St. Site – Existing Community State Bank location

Remove large shrubs and landscaping north of building signage

Remove large shrubs and landscaping on north facade

Modify existing building signage

New special pavement material at pronounced entry

New ramp sloping north

New perennial landscaping on east facade

New landscaping on north – install shade-tolerant evergreen ground cover with spring bulb accent at new punched openings along existing walk

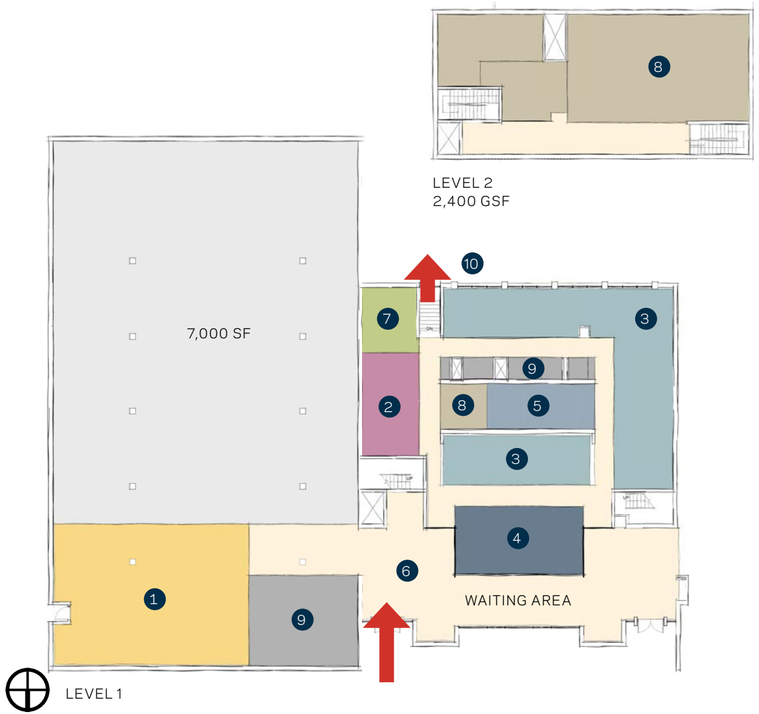
Install shade-tolerant evergreen shrubs at solid wall locations along existing walk

Concept B
Library Site

Level 1 Renovation/Shell Space
Existing City Hall: 8,467 GSF
Expansion: 2,800 GSF

KEY

1. Council chambers
2. Conference room
3. Office
4. Open office
5. Work room
6. Lobby / pre-function
7. Break room
8. Storage
9. Restroom / janitorial
10. Staff entry



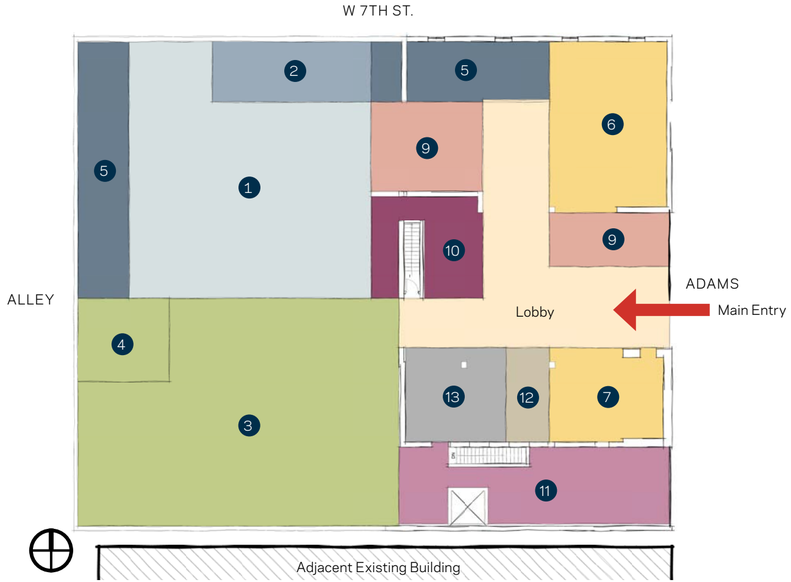
Concept B
Bank Site

Level 1 Addition: 8,800 Sq. Ft.

H&W Proposed:	22,848 GSF
OPN Baseline:	19,300 GSF
Concept B:	22,170 GSF
Level 1:	16,790
Basement:	5,380

KEY

1. Adult
2. Young Adult
3. Children
4. Children Program
5. Study/Conference
6. Community
7. Maker-space
8. Cafe
9. Technology
10. Circulation
11. Staff
12. Storage
13. Restroom
14. Greenspace



Concept B
Considerations

118 E. Fifth St. Site - existing Library and City Hall location
Maintains City Hall in close proximity to police, city, and court functions.

Creates 7,000 square feet of shell space at unused Library; has the potential to be developed for other, possibly related, city or county functions; additional monies would be needed for further development of shell space at a future date for other, undetermined use.

627 N. Adams St. Site - existing Community State Bank location
Provides standalone Library with increased visibility to the community

Potentially less parking for the Library with new building occupying build-able area of site — potential for the city to acquire adjacent (2) lots for parking at a cost that would be in addition to those identified in this study.

The basement, 5,380 square feet, is utilized for staff and storage to maintain library functions on the main level. As a consequence of the existing site and building, the library is 2,000 square feet less of comparable usable area and less than OPN baseline.

Limited or no ability for the library to expand in the future, or an expansion would come at an increased cost.

Cost Summary

Concept A

Estimate

Carroll Public Library: Preliminary Cost Model | Updated: December 12, 2016

1	New Construction – Building Cost					
	Existing City Hall & Library *112 E. Fifth St. Renovation*	17,910 SF				$2,317,750
	Existing City Hall and Library *112 E. Fifth St. Addition*	12,000 SF				$635,235
	Existing Community State Bank *627 N. Adams St. Renovation*	7,541 SF + 5,380 SF (basement)				$1,339,145
	Construction Subtotal					**$4,929,130**
2	General Requirements				6%	$257,527.80
3	Contractor Markup				8%	$363,972.62
4	Design/Bid/Construction Contingency				15%	$737,044.56
	Construction Cost Estimate					**$5,560,675**
5	Professional Fee (bldg. & site) Range		9%	$508,561	12%	$678,081
6	Furnishing/Shelving Library Range		$21/SF	$401,310	$26/SF	$496,860
7	Furnishing/Shelving City Hall Range		$16/SF	$206,736	$20/SF	$258,420
8	FFE Design/Spec Fee Range		9%	$54,724	9%	$67,975
9	Miscellaneous Costs Range Soil Borings/Topo Boundary Survey Construction Testing Computers/IT AV Systems Interior Signage		5%	$282,534	8%	$452,054
10	Moving/Phasing Costs			TBD		TBD
	Project Cost Estimate To-Date			**$7,104,540**		**$7,604,065**

** See appendices for detailed cost estimate information*

11 Cost Model Exclusions (not included)

1 Property acquisition costs
2 Library collection purchases
3 Library automated handling machine
4 Library drive-up book drop
5 Temporary space for library during renovation
6 Complete new building envelope for both buildings
7 Existing city building and bank parking lot to remain
8 Additional cost escalation of 5% per year not accounted for if project start date extended beyond 2018
9 No architectural finishes included in existing bank basement

11 Cost Model Exclusions (not included)

1 Multi-phased project delivery; phase 1 inflation using 2018 costs for city hall within existing bank
2 Multi-phased project delivery; phase 2 inflation using 2019 costs for library renovations and addition
3 2018 cost escalation accounted for 5%
4 2019 cost escalation accounted for 10%
5 General site improvements
6 Completely new MEP systems

Concept B

Estimate

Carroll Public Library: Preliminary Cost Model | Updated: December 12, 2016

1	New Construction – Building Cost				
	Existing City Hall & Library *112 E. Fifth St. Renovation*	11,267 SF			$1,314,256
	Existing City Hall and Library *112 E. Fifth St. Addition*	7,541 SF + 5,380 SF (basement)			$1,168,703
	Existing Community State Bank *627 N. Adams St. Renovation*	9,249 SF			$1,798,004
	Construction Subtotal				**$4,280,963**
2	General Requirements			6%	$256,858
3	Contractor Markup			8%	$363,026
4	Design/Bid/Construction Contingency			15%	$735,127
	Construction Cost Estimate				**$5,635,973**
5	Professional Fee (bldg. & site) Range	9%	$507,238	12%	$676,317
6	Furnishing/Shelving Library Range	$21/SF	$352,590	$26/SF	$436,540
7	Furnishing/Shelving City Hall Range	$16/SF	$147,984	$20/SF	$225,340
8	FFE Design/Spec Fee Range	9%	$45,052	9%	$59,569
9	Miscellaneous Costs Range Soil Borings/Topo Boundary Survey Construction Testing Computers/IT AV Systems Interior Signage	5%	$281,799	8%	$450,878
10	Moving/Phasing Costs		TBD		TBD
	Project Cost Estimate To-Date		**$6,970,635**		**$7,484,617**

** See appendices for detailed cost estimate information*

11 Cost Model Exclusions (not included)

1 Property acquisition costs
2 Library collection purchases
3 Library automated handling machine
4 Library drive-up book drop
5 Temporary space for library during renovation
6 Complete new building envelope for both buildings
7 Library does not include any surface parking; existing bank lots west of alley are available for $100,000, but would require additional costs to rework
8 Additional cost escalation of 5% per year not accounted for if project start date extended beyond 2018
9 No architectural finishes included in existing bank basement
10 3,000 SF less usable square footage of library on first floor compared to Concept A plan; administrative space available in the basement
11 No cost included within remaining shell space of existing city hall building; space listed as future development

11 Cost Model Exclusions (not included)

1 Multi-phased project delivery; phase 1 inflation using 2018 costs library renovations and addition at bank
2 Multi-phased project delivery; phase 2 inflation using 2019 costs for city hall renovations
3 2018 cost escalation accounted for 5%
4 2019 cost escalation accounted for 10%
5 General site improvements
6 Completely new MEP systems
7 Library addition utilizes all of the available site

OPN
ARCHITECTS