February 24, 2011

Sacramento Public Library Authority

Agenda Item 5.0: Capital Projects Update Report

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

Lois Casement Ross, Capital Projects Manager

RE: Capital Projects Update Report

RECOMMENDED ACTION(S): None. Information Only.

INFORMATION:

This Capital Projects Update covers activities in the last quarter of calendar year 2010 and the first quarter of calendar year 2011.

Library staff are currently planning and working on a number of small scale capital projects whose purpose is to refresh and update library facilities to make them welcoming and functional. Projects that are currently slated or underway include the following:

- Southgate Library Family Place grant implementation and enhancements to the children's room; February 2011
- **Galt-Marian O. Lawrence Library** Refresh of the staff workroom and installation of an outbuilding for Friends and Library storage; March 2011
- North Natomas Library installation of Automated Materials Handling System; March 2011
- Sylvan Oaks Library Refresh of the staff workroom; April 2011
- Rio Linda Library feasibility study for relocation to Rio Linda Elementary School; Spring 2011
- Colonial Heights Library Phase I an enhanced children's room; May 2011: Phase II - conversion to One-Desk Service Model, creation of a TEENS@ area; Summer 2011
- Rancho Cordova Library Phase II of the Richardson Estate improvements; Summer 2011

Library facilities are well-used resources. Double digit percentage increases in the number of visitors to Sacramento Public Library branches require staff to give careful attention to keep the facilities clean, safe and inviting. The current economic climate, however, limits the Library's ability to do large scale projects, and so as stated in the *Annual Facility Master Plan Update* in December 2010, "Library staff are exploring options to do... work in house with smaller budgets."

Library staff carefully evaluate the benefits to be derived from each project, compared against the costs of materials, labor and staff and patron impacts, and then looks at the funding available to complete the project.

ATTACHMENT(S)

Attachment A: Capital Projects Update

SOUTHGATE LIBRARY COUNTY OF SACRAMENTO: DISTRICT 2 SUPERVISOR YEE

Southgate Library was selected in August 2010 as a grant recipient for California's Family Place Library Program. The Family Place Program is a statewide initiative that helps create family/early childhood space in the children's areas of local public libraries. Equipped with toys, books, and comfortable furniture, these settings support early-learning interactions between young children (ages 0-3), parents and caregivers, and encourage the use of public libraries by families with children. The Southgate Library serves more Head Start programs than any branch in the system.

The Southgate Library Kids' Place will be enhanced as a developmentally appropriate learning space. This refresh project includes rearrangement of shelving and materials to create a distinct early-learning area, adding two children's learning computers, and creating an inviting, colorful space with a variety of seating for children and their parents.

Priorities identified include:

- Create a distinct space for young children and their parents and caregivers that is welcoming, colorful and inviting
- Family friendly with a variety of seating choices
- Visually appealing picture book section
- Addition of two children's learning computers

Project Fact Sheet

Total Project Cost	
Funding	California Family Place Library Grant \$15,000
_	Sacramento Public Library Foundation \$7,500
	Southgate Library Friends \$1,680
	SPL Capital Projects Fund \$3,500 + In-Kind Labor

Description	Dates
Interior Design	December 2010 – January 2011
Procurement of Furniture, Fixtures, and	January 2010 – February 2011
Equipment	
Renovation	February 14 – March 4, 2011

MARIAN O. LAWRENCE GALT LIBRARY COUNTY OF SACRAMENTO: DISTRICT 5 SUPERVISOR NOTTOLI

The Galt Library, also known as the Marian O. Lawrence Library, serves the City of Galt in southern Sacramento County and the surrounding communities of Wilton and Herald. Built by the City of Galt in 1993, the thirteen year old library is too small to meet the needs of the growing City of Galt and surrounding communities. The Galt Library, with a size of only 4,225 square feet, has the fourth highest circulation per square foot in the system. The branch was designed and built to accommodate only two full time staff; it now has four.

A phased plan for refresh of the library will begin in March. Phase I focuses on the library staff workroom. The *Sacramento Public Library Authority Facility Master Plan 2007 – 2025* notes; "Staff work areas are small and crowded. Book carts are staged along a narrow hallway, making passage difficult. Storage is at a premium; even the staff restroom is pressed into service as makeshift storage space."

Workroom refresh includes removal of existing cabinetry, reconfiguration of existing library shelving, providing industrial shelving, installing a height adjustable check-in table and delivery bin table to allow efficient use of the limited space in the staff workroom.

At the same time, the sales area for the Friends of Galt Library in the lobby will undergo a makeover. New slatwall and shelving in the library lobby will provide increased visibility for Friends' merchandize.

Phase II will install an outbuilding for storage of the Friends materials. The additional storage will improve the efficiency and safety of the staff work areas in the Galt branch and enhance the appearance and comfort of the staff break area by eliminating clutter. A site for an outbuilding was identified in collaboration with branch staff, Friends, and the City of Galt. The outbuilding will be a custom structure that mimics the design and exterior finishes of the branch.

Phase III, Public Service Desk Reconfiguration, has been identified but not yet funded. Funding will be considered in the FY 2011/2012 Capital Projects requests.

Project Fact Sheet

Project Cost Phase I	\$5,000 (materials only)
Project Cost Phase II	\$6,000 (materials only)
Funding	Friends of Galt Library \$5,000
	City of Galt In-kind
	SPL Capital Projects Fund \$6,000

Description	Dates
Closure Dates for Phase I	March 7 through March 15, 2011
Phase II Construction of Outbuilding (No	Spring 2011
Closure Expected)	

MARIAN O. LAWRENCE GALT LIBRARY COUNTY OF SACRAMENTO: DISTRICT 5 SUPERVISOR NOTTOLI





Galt staff workroom clutter and safety hazards in hallway



Galt Library and Future Outbuilding Location, lower left

NORTH NATOMAS LIBRARY CITY OF SACRAMENTO: DISTRICT 1 COUNCILMEMBER ASHBY

The new North Natomas Library opened on Saturday, January 9, 2010.

During the initial design of the North Natomas Library provisions were made to include space and infrastructure for AMHS equipment. These systems are in use in other library systems and have proven to be beneficial for staff efficiency and customer service, most notably at the Elk Grove branch.

Installation of the AMHS will allow local residents to return library materials and have them immediately discharged from their records. It will also automate the labor-intensive process of staff retrieving each item from the return bin, checking each item in, stacking and sorting each item and placing them on carts to be returned to the shelves in the public area. This process involves repeating grasping, lifting and turning of each item which is suspected as a cause of Repetitive Motion Injuries (RMI). RMIs are very common among library workers.

The Sacramento Public Library Authority released a Request For Proposal (RFP) for AMHS and Radio Frequency Identification (RFID) systems in April 2008. Envisionware Inc. was recommended as the preferred vendor for this equipment and the recommendation was approved by the Sacramento Public Library Authority Board in July 2008. Since that time, RFID equipment has been installed in four library branches. The first AMHS installation for the Sacramento Public Library Authority was completed at the Elk Grove branch on May 7, 2010.

The Library's second AMHS installation will be at the North Natomas Library. Installation is scheduled for the week of March 28, 2011. The branch will be closed March 29 through April 1. During the closure library staff will inventory the collection, reconfigure some equipment at the service desk, and upgrade some of the existing RFID equipment.

Project Fact Sheet

Project Cost	\$488,027
Funding	City of Sacramento North Natomas
	Library Project (B13000700):
	Proposition 14 State Bond Act Grant

Description	Dates
Closure Dates	March 29 through April 1, 2011

SYLVAN OAKS LIBRARY COUNTY OF SACRAMENTO: DISTRICT 4 SUPERVISOR MacGLASHAN CITY OF CITRUS HEIGHTS: VICE MAYOR SLOWEY

The Sylvan Oaks Library in Citrus Heights is a 1970's era building that is feeling the effects of its age. The branch was designed and built to accommodate serving the community library needs of a much smaller population and with a much different library service model. The Sylvan Oaks Library serves over 37,000 library card holders with an annual circulation of over 368,000 items. The staff workroom is crowded. The book drop deposits materials into a closet in the staff workroom. The Sylvan Oaks Library staff workroom renovation will facilitate operational efficiency.

This project includes the removal of existing cabinetry, creation of a storage room, new rubber flooring, reconfiguration of staff workstations and book check-in area. These changes will allow a more efficient flow of work through the limited space in the staff workroom.

The Sylvan Oaks Library will continue regular library hours during the renovation with expectations of only a one day closure at the beginning of the project and a two day closure at the end of the project.

Project Fact Sheet

Project Cost	\$21,000
Funding	Sylvan Oaks Cell Tower Fund

Description	Dates
Closure Dates	April 4, April 28, April 29
Renovation of Staff Workroom	April 4 – May 1, 2011

RIO LINDA LIBRARY COUNTY OF SACRAMENTO: DISTRICT 1 SUPERVISOR SERNA

The current Rio Linda Library is housed in a leased facility in the MarVal Shopping Center at the southeast end of town, and is too small to meet the community needs. A larger library is needed to serve both existing and new residents. The *Sacramento Public Library Authority Facility Master Plan 2007 – 2025* notes: "A new 15,000 square foot facility is recommended for the Rio Linda-Elverta area."

A site in historic downtown area of Rio Linda, on the northeast corner of the Rio Linda Elementary School site, was identified as the preferred site for the new Rio Linda Library. Funding from the Tobacco Litigation Settlement Fund funded preliminary design documents, environmental assessments, and cost estimates for a 15,000 square foot facility at this site. Funding has not been identified for this project.

Library staff began conversations with officials from the Twin Rivers Unified School District about the feasibility of relocating our Rio Linda Library to the site of Rio Linda Elementary School, which closed in June 2010.

Meetings with Supervisor Dickinson and community members, including the Rio Linda Visions Group and Friends of the Rio Linda Library determined that a survey of the community was in order. The survey was made available via email, the local newspaper and at the library branch and the results were gratifying, with 261 people responding and 96% indicating support for the move.

Library staff contracted with County Architectural Services Division to provide a limited feasibility study for the project in April 2010. The completed feasibility study will provide an assessment of the physical plant and establish a construction cost estimate for tenant improvements to remodel the existing school building for use as the interim Rio Linda Library. County Architectural Services Division has assembled the project team (electrical, structural, mechanical engineers and an environmental specialist) and is ready to begin the feasibility study.

District staff and the County project team conducted a site walk January 31, 2011. The County's feasibility study is expected to be completed in four to six weeks.

Library staff has completed an initial building program. A Rio Linda Library Working Group has been established and will be participatory in the planning for this branch.

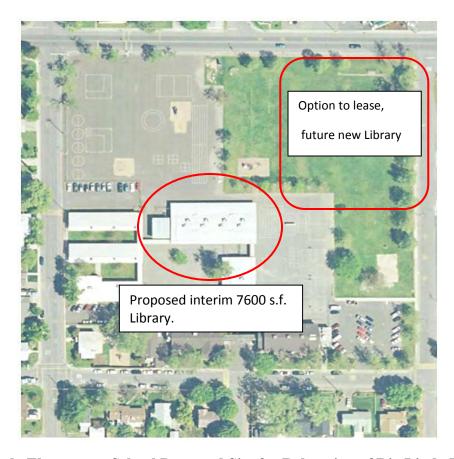
Library staff will bring the completed feasibility study and options for this Board to consider. With direction from this Board, we will take a recommendation to the Board of Supervisors for using funds set aside from the Tobacco Litigation Settlement for Tenant Improvements to convert the school classroom building into a public library. The proposed structure would be nearly double the size of the existing library and would provide twice as many computers to the community, increase programming capacity and generally expand our ability to serve the community.

RIO LINDA LIBRARY COUNTY OF SACRAMENTO: DISTRICT 1 SUPERVISOR SERNA

Project Fact Sheet

Project Cost	TBD
Funding	TBD

Description	Dates
Site Walk	January 31, 2011
Feasibility Study Report Completed	March 2011
Board Report with Recommendation	April 2011



Rio Linda Elementary School Proposed Site for Relocation of Rio Linda Library

COLONIAL HEIGHTS LIBRARY CITY OF SACRAMENTO: DISTRICT 5 COUNCILMEMBER SCHENIRER

The Colonial Heights Library, a 12,211 square foot branch, was built in the 1989. The library serves an ethnically-diverse south central portion of the City of Sacramento. There are significant numbers of at-risk youth and latchkey children in the community. The *Sacramento Public Library Authority Facility Master Plan 2007 – 2025* notes; "Challenges to the current Colonial Heights Library's ability to support a highly efficient service model ..." Priorities for this branch include an enhanced children's space and a reconfiguration of the adult and teen spaces to support the new service model changes vital to the library's ability to meet new and changing community needs.

Makeover of the children's area highlights new furnishings and carpet in the expanded children's room. The enhanced children's space will be welcoming, inviting, colorful, and comfortable for children of all ages.

Phase I is the refresh of the children's room. New furnishings and carpet will highlight the expanded children's room. The enhanced children's space will be welcoming, inviting, colorful and comfortable for children of all ages.

Phase I Children's Room priorities include:

- Create a distinct family friendly space for children that is welcoming and inviting
- Visually appealing picture book section
- Additional space for children's learning computers

Phase II Model for Service refresh priorities include:

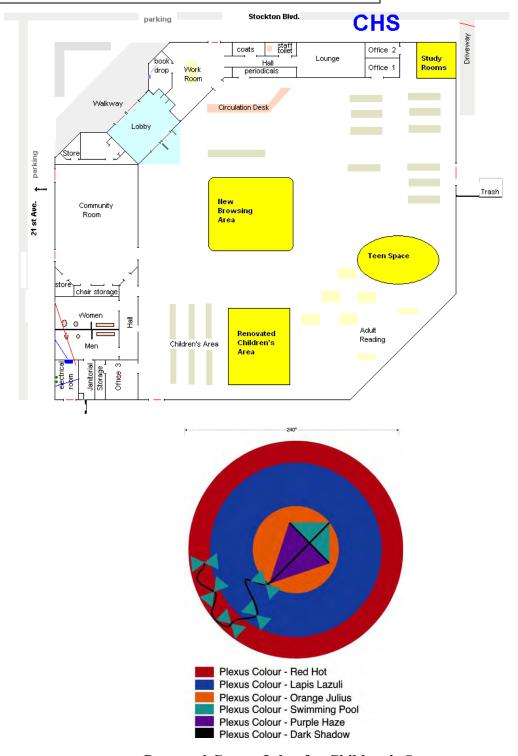
- Create a TEENS@ space
- Create an inviting browsing area for customers with comfortable seating
- Increased capacity for technology and self-service
- Reconfiguration to support the new Model of Service
- Reconfiguration of shelving to increase visibility to all areas of the branch

Project Fact Sheet

Phase I Project Cost -Children's Space	\$28,827
Phase II Project Cost – Branch	\$132,440
Reconfiguration	
Funding	SPL Capital Projects Fund
-	City of Sacramento Assessment District Fund

Phase I	May 2011
Phase II	Summer 2011

COLONIAL HEIGHTS LIBRARY CITY OF SACRAMENTO: DISTRICT 5 COUNCILMEMBER SCHENIRER



Proposed Carpet Inlay for Children's Space

RANCHO CORDOVA LIBRARY COUNTY OF SACRAMENTO: DISTRICT 5 SUPERVISOR NOTTOLI

The newly-refurbished Rancho Cordova Library opened on Saturday, February 13, 2010. This was the completion of Phase I and included a "just for teens" area with four new computers, new lounge space with comfy furniture and an expanded view of the landscaped patio, colorful new carpet, an enhanced children's area, more catalog computers and expanded self-check opportunities.

In addition, the staff workroom was renovated through a generous bequest from a passionate library volunteer and member of the Rancho Cordova Friends of the Library, the late Anne Richardson.

Library staff along with Diane Balter, Executor of the Anne Richardson Estate, has done the final accounting for Phase I of the Rancho Cordova Library. Ms. Richardson's intent was for the Sacramento Public Library to use the bequest in ways that would improve staff's ability to function within the building and to make their work easier. The Library received a preliminary distribution of \$350,000 in September 2008. Phase I expensed \$264,330 leaving a balance of \$85,670 for Phase II. As noted in the FY 2010/11 Mid-Year Budget Update (Agenda Item 18) being brought for your consideration, is a final distribution check in the amount of \$58,010. This \$58,010 along with the Phase I balance, \$85,670, will fund Phase II improvements.

The final phase of the project will include the installation of an automated materials handling system which will speed work flow and reduce the possibility of repetitive-stress injuries, a cover for the staff patio, and a canopy for the exterior book drop area.

Project Fact Sheet

Project Cost Anne Richardson Estate: Phase I	\$264,330
Project Cost Anne Richardson Estate: Phase II	\$143,680
Funding	Anne Richardson Estate

Phase I	February 2010 - Completed
Phase II	Summer 2011