

LIBRARY BOARD MEETING

DATE: **TUESDAY, MARCH 24, 2015**

TIME: **4:15 p.m.**

PLACE: **CLOQUET PUBLIC LIBRARY**

MISSION STATEMENT:

The Cloquet Public Library contributes to a democratic and engaged community by providing a welcoming space, stimulating imagination, and supporting children's literacy.

Agenda

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. APPROVAL OF BILLS
- IV. NEW/UNFINISHED BUSINESS
 - Union Contract
 - BKV Group library findings
 - Other
- V. LIBRARIAN'S REPORT

LIBRARIAN'S REPORT

386 ebooks and 228 downloadable audiobooks were checked out by Cloquet patrons in February. The library checked out 8,996 items in February and public computers were accessed through Cybrarian 1,237 times. Ancestry Library Edition was searched 2,294 times with 521 images and 701 text downloaded in February. Newsbank was accessed 343 times. Our web page had 3,610 sessions according to Google Analytics. Our new genealogy database, My Heritage, was searched 1,273 times in February.

Reminder: The Foundation has a couple of fundraisers coming up. There will be a quilt raffle as part of the One Book One Community project. The Pine Needle Quilters generously donated a quilt for the raffle. Tickets are \$2 each and the drawing for the raffle will be at noon on April 28. Linda LeGarde Grover will draw the winning ticket. There will be a quilt show at the library during the day. The other fundraiser is a craft show this summer, on the library lawn, on Friday, June 19 from 10 a.m. to 4 p.m.

The Friends of the Library Book Sale is on May 2 from 9 a.m. to 1 p.m.

Upcoming programs:

Tuesday, March 23, 3:30 p.m. The Soudan Mine: Then & Now. Learn about the history of the mine and its current use in physics and bat research.

Monday, April 13, 6:30 p.m. Film documentary: "George Morrison: Reflections," introduced by producer Lorraine Norrgard and followed by a DVD slide show of Morrison's work set to the jazz guitar music of Briand Morrison, the artist's son. Q&A with Lorraine Norrgard and Briand Morrison.

Duluth Playhouse, The Boogers April 17th, 2015 3:30 PM - 4:30 PM

Saturday, April 18, 10 a.m. "The Murder of Joe White." Researcher and UMD professor Erik Redix relates the Wisconsin murder case of an Indian tribal leader.

Monday, April 20, 6:30 p.m. Cloquet Library Reading Club discusses *The Dance Boots* by Linda LeGarde Grover.

Tuesday, April 21, Noon. Linda LeGarde Grover, author of *The Dance Boots*, discusses her work with author Mark Munger. Signed copies will be available for purchase.

Saturday, April 25, 3 p.m., Fond du Lac Tribal & Community College auditorium. Film screening and local première: *The Jingle Dress*, introduced by film director William Eigen. A northern Minnesota Native American family leaves their reservation to start a new life in Minneapolis. Free.

Tuesday, April 28, 11 a.m. to 7 p.m. Cloquet-area quilters will display their craft, tell stories behind the quilts, and demonstrate quilting techniques. If you'd like to bring a quilt with a story to tell, please contact the Cloquet Public Library at 218-879-1531. Raffle drawing for quilt at Noon, with Linda LeGarde Grover.

Monday, May 11, 6 p.m. Former Cloquet native and author Tim Jollymore discusses his novel *Listener in the Snow*, a mystery blending Native American and Finnish traditions in northern Minnesota.

I will be attending the City Council and Department Head retreat on April 24 and 25.

I will be taking some vacation time on April 1, 6, and 17.

**City of Cloquet
Needs Assessment Study**

Cloquet, Minnesota
Comm No 1952.01



Library - Space Comparison

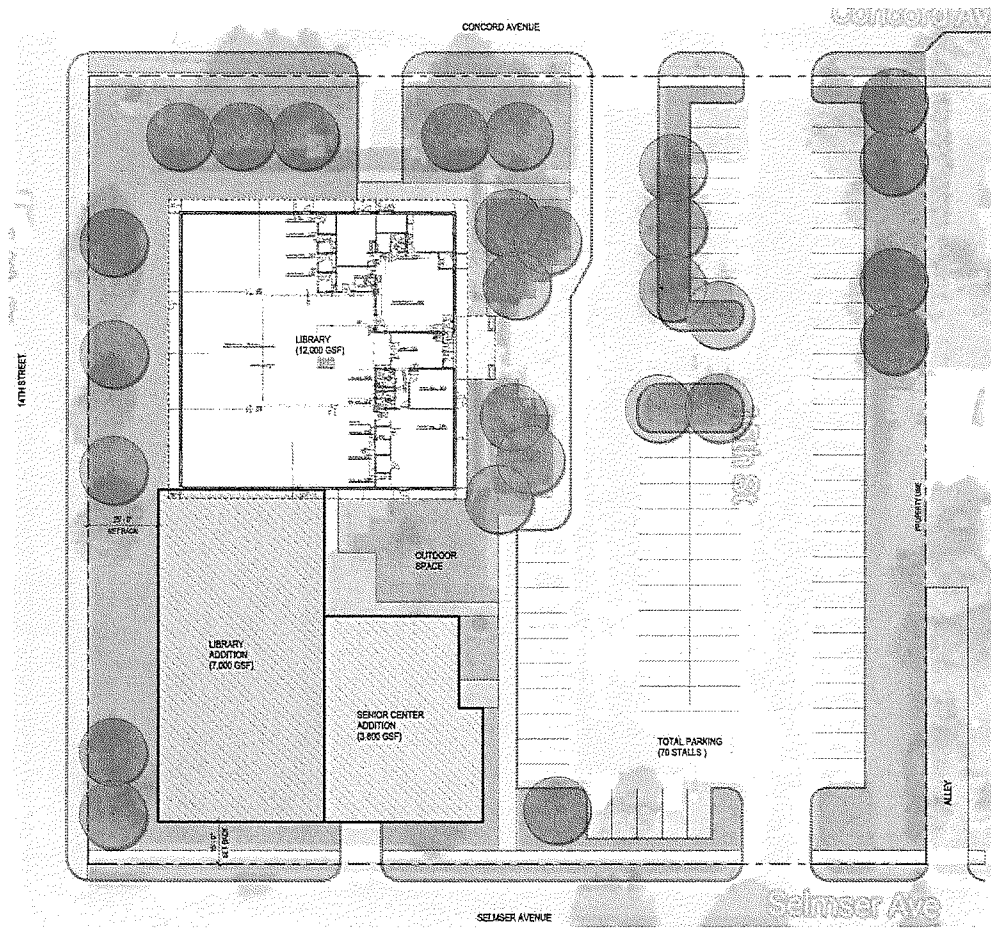
(Population: 10,000 - 20,000)

Municipality	Population (2013)	System	Facility Size (GSF)	Notes	
North Branch	10,087	Chisago County	15,380	1	
Waconia	11,490	Carver County	13,800		
Monticello	13,029	Great River Regional	12,000		
Fergus Falls	13,351	Municipal	12,600		
Buffalo	15,825	Great River Regional	10,080		
Red Wing	16,513	Municipal	16,100		
Northfield	20,581	Municipal	12,000		2
Rosemount	22,666	Dakota County	22,140		
Average	15,443		14,263		

Cloquet (Existing)	12,050	Municipal	12,000
Cloquet 2030 (Proposed GSF)			17,000

Notes:

1. Does not include shared common space with City Hall.
2. Currently in the design process for a remodel/expansion.



Master Planning

This portion of the study is the next step after the culmination of the assessment of the existing facilities, department operational analysis and programming exercise. This process involves the planning team and the City in discussing all possible options to address space that can provide for the long term growth and changes in the City. Site options consider a variety of selection criteria such as: existing locations, expansion capabilities, community and staff access, parking, zoning, soil conditions, cost of property acquisition, etc. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

The following are the siting options considered for each facility in the study:

- **City Hall** – is located at the northwest corner of Cloquet Avenue and North 14th Street. The locating is visible to the community and on a main thoroughfare. Based on the age, condition and location of the current City Hall it was determined that relocating the City Hall was not needed or an appropriate option. The total site area is?.
- **Police Department** – is located at the southeast corner of Cloquet Avenue and 3rd Street. The 2 site options considered for the police department were the existing building and the existing property north of city hall to create a city campus. The total site area is?.
- **Public Works** – is located south of Armory Road and Olympic Drive. The location provides convenient access for public works operations. Based on the current location, existing infrastructure and available land on the site it was determined that the current location of public works was the most appropriate given all the factors. The total site area is?.
- **Senior Center** – is located adjacent to the recreation center at 1102 Olympic Drive. The alternate location evaluated in the study is adjacent to the city library. With adequate land and the ability to provide multi-use space it was determined that was an appropriate option.
- **Library** – is located at 320 14th Street, at the northeast corner of 14th Street and Selmser Avenue. The location is within a neighborhood, accessible and along main thoroughfares. Based on the age, condition and location of the current Library it was determined that relocating the Library was not needed or an appropriate option. The total site area is?.

Preliminary Concept Plans

Concept Plan Development

The concept plans and the site master plan options were developed based upon achieving the identified priorities, goals and common vision of the city council and senior administration. Concept plans for existing sites were developed with a philosophy of “asset management”, to preserve existing buildings, land, and infrastructure to the greatest extent possible, while still achieving long-term objectives. The master plan site arrangements are provided to confirm expansion capability, site access, vehicle circulation, parking and ability to support long term program requirements. These are conceptual planning analysis that would need to be further evaluated during the next step of design for facility construction. The options evolved through a series of review meetings and revisions with city staff and City Council review.

Some of the master plan objectives were:

- Each concept plan should accommodating building operation requirements for the next 20-50 years.
- The site master plan concepts should be developed to support operational efficiency.
- Each option should consider community access and visibility based on the services provided.

Police Department Recommendation:

Option B being a new building allows for the most efficient building layout to support police operations. However with the fire department moving out option A does provide the overall areas required. The estimated project cost for option B is approximately 80% higher than option A. While there are advantages and disadvantages to each of the options it was determined that based on maximum utilization of existing buildings and estimated project cost option A was recommended.

Public Works

The existing location and size of the site for the City of Cloquet's public works department works well for this type of facility. For this reason, no other sites were studied for a proposed relocation. Two planning concepts were studied for the existing site. Both options maintain the existing access points from Olympic Drive.

Option A:

This option utilizes the existing buildings to a large extent, with remodeling and new additions to the main building, and a new wash bay, fleet storage building, heated storage building, salt storage building and granular storage at the back of the site. Although this option utilizes much of the current facility, the age and condition of the existing main structure and relatively high cost of remodeling and phased construction is a drawback in this scheme.

Option B:

In this option a new main building is constructed for fleet storage, office, and garage/shop spaces, and relocating the existing cold storage building to provide a large, open yard space.

Public Works Recommendation:

Considering the age and condition of the existing main building operational and energy efficiency can be accomplished in a new facility. For long term operational savings and life cycle use option B is the recommended option. Some of the factors are:

- Best utilization of the existing site, yard space
- Allows for phased implementation
- Minimizes disruption to existing operations
- New building creates operational and energy efficient
- Minimal Earthwork / Paving Required

Library / Senior Center

On December 17, 2013 the library board adopted a strategic plan prepared by Whitney Crettol Consulting. The report identified a number of strategies and goals. A subsequent space needs study was prepared by Ron McGriff dated May 2014 that identified adding 5,000 square feet to the existing 1987 building. Given that the current building is in very good condition and its location within the city is desirable for its access to the community. For these reasons, relocation of the library is not a viable option. The existing library site has adequate space available for a building expansion to the south.

The existing Senior Center is currently part of the ice arena, located adjacent to Public Works. There have been discussions within the community of possibly replacing the arena at some point in the future which would displace the existing Senior Center. With this in mind, BKV Group studied possible options for co-locating the Senior Center with another facility that would make use of similar functions. The space programming analysis found no increase area requirements compared to the existing building.

To meet the needs of each facility, BKV Group recommends including the Senior Center as part of a future library expansion project. This co-location option offers the advantages of having shared

functions which could benefit both programs. To maintain the Senior Center's autonomy, a separate entrance could be provided.

Library / Senior Center Recommendation:

Considering the age and condition of the library and the available land on the site our study showed that additions can be constructed onto the existing building to provide the required space for the library and the senior center.

Master Plan Alternatives

The Master plan Alternatives were identified as viable concepts for the locations and potential development for each of the facilities. Each of the following had qualities that were valued and identified as able to meet the requirements of the departments and the community they serve.

The master plan alternatives can be found on the following pages of this section.

Project Ranking

As identified in the facility assessment portion of the reports expected with older buildings there are a number of items identified as part of ongoing capital maintenance programs to maintain the City's facilities.

This section deals with assessment and hierarchy of addressing the City's facilities requirements based on the various conditions, operations and growth issues identified in the report. Our recommendation for the hierarchy of the possible facility improvements is based on the following:

- Existing Conditions
- Energy Efficiency
- Required Operational Space
- Operational Efficiency
- Community Access & Service
- Cost Impact

City Hall

The existing City Hall is 25 years old and a well-built building. There are some relatively minor maintenance repair items that should be addressed. The main issues associated with the City Hall are lack of required operational space, ADA accessibility and security upgrades. Option D will accomplish the required changes to provide a long term efficient City Hall. For option D to move forward will require that the office addition occur at Public Works.

Public Works

The Public Works facilities are a combination of buildings on the site. The primary operations building was built over 50 years ago and the building has reached its life expectancy. Based on the condition of primary building, and its lack of energy and operational efficiencies we would suggest option B, which is to construct a new public works operational center on the existing property.

Police Department

Based on current Minnesota state and national standards for police departments the Cloquet police department does not have the operational space required. The existing building is in need of a number of maintenance upgrades and the envelop does not meet current energy codes. Of the 2 options explored in the report both options will provide the required law enforcement operational space. Option B, the new station adjacent to City Hall will require purchasing property and existing building demolition. In addition it has been brought to our attention that when the County constructed the social services building near City Hall soil contaminants were encountered, which might also be present for option B. The cost estimate for option B is approximately 80% higher than option A. The current plan for the fire department is to build a new fire station that consolidates 2 stations and provides the current space required. Based on the district's current plans they could be moving into a new station around January 2017. For the reasons stated above we would recommend option A be the option that the City implements once the fire department move out.

Library / Senior Center

Per the BKV Group study and previous studies done for the City and library additional space is needed which would be an asset to the community and increase patronage. The library is in good condition other than a few minor items identified in the facility assessment section. We would suggest that the City add the library expansion project into the City's capital improvement plan.

The Senior Center has adequate operational space, is accessible to the elders that utilize the facility and is in good overall condition. The study identifies relocating the senior center to the library campus when and if the ice rink projects were to occur.

In terms of ranking based on the criteria stated above we would recommend that the City implement the projects in the following order:

1. **Public Works:** Our initial recommendation was the police department however the fire districts schedule pushed that out so we would suggest that the City consider planning for construction of the public works project for construction to occur in 2016 with an occupancy in 2017.
2. **Police Department:** In the spring of 2016 we would recommend that the City start planning processes to plan for implementing option A for remodeling for the police department with construction to start in early 2017 with completion of the project in fall 2017.
3. **City Hall:** Once the new office space is built at public works we would suggest that City Offices temporarily relocate to the new building for 2 to 3 months allowing for remodeling as shown in option D. The planning and design work could occur in late 2016 with construction to occur around the spring of 2017.
4. **Library:** We would recommend that planning and design occur in late 2017 for construction to occur in 2018.

Our report identifies the conditions and deficiencies which equate to the long range needs for these facilities. The time frame above suggest implementing these projects in the next 4 years. The reason we are recommending this schedule is that construction cost do escalate each year. During slow periods in the economy there is a slower rate of increase, however cost do continue to increase. The standard rate that the State of Minnesota uses for escalation for future projects has been 6% per year. The actual rate we have seen has been 3 to 4%, however with the rebound in the economy from 2014 to 2015 we have seen as much as a 10 to 12% increase in construction cost.

Based on the following estimated project costs shown this could equate to an increased cost of \$300,000 to \$500,000 for each year the projects are postponed.

Preliminary Project Cost Range Comparative

Detailed in section 7 of this report are preliminary Project Costs which are intended to provide a comparative assessment of facility needs and a few anticipated alternatives for implementation. A Pre-design and Budget Development effort should be performed for each individual phase of project prior to entering in the design phases. The Budget Development effort will confirm the project costs relative the current market conditions and value of the dollar in the time identified for design and construction. These budgets are based on a set scope of work and an estimated amount of new FF&E items. Following, refined Schematic Design plans should be developed prior to establishing final construction estimate and project budgets, however, the budgets shown here should be adequate for assessing comparative value of construction. Project cost ranges below do include estimated land acquisition costs, infrastructure costs (roads, streets and utility services to serve the site). The costs identified are provided in 2015 dollars. Escalation over the past 4-6 years has been flat due to the economy. However from 2014 to 2015, as identified in construction data, construction cost has increased between 10-12%, and is anticipated to continue to increase each year. Additionally project budgets should be calculated with escalation up to the mid-point of construction to account for escalation that will occur over the design period.

Estimated Project Cost

Phase 1 - Public Works

2008 CONSTRUCTION COSTS	\$7,200,000
2008 SOFT COSTS / CONTINGENCIES	\$850,000
2008 SUB-TOTAL PROJECT COSTS	\$8,050,000

Phase 2- Police Station

2008 CONSTRUCTION COSTS	\$3,000,000
2008 SOFT COSTS / CONTINGENCIES	\$600,000
2008 SUB-TOTAL PROJECT COSTS	\$3,600,000

Phase 3- City Hall

2008 CONSTRUCTION COSTS	\$440,000
2008 SOFT COSTS / CONTINGENCIES	\$150,000
2008 SUB-TOTAL PROJECT COSTS	\$590,000

Phase 4 - Library

2008 CONSTRUCTION COSTS	\$3,565,000
2008 SOFT COSTS / CONTINGENCIES	\$1,646,146
2008 SUB-TOTAL PROJECT COSTS	\$2,650,000

The following is a detailed breakdown of potential project costs for each project type.

Estimated Project Cost for each Option:

Priority Ranking	Project	Construction & Contingency Estimate	Land Cost	Project Soft Cost	Project Cost Estimate as of 2015
	Fire Station	Being done through the Fire District			
2	Police Station				
	Option A - Remodel Existing	\$3,000,000	\$0	\$600,000	\$3,600,000
	Option B - New Facility	\$5,500,000	\$510,000	\$700,000	\$6,710,000
3	City Hall				
	Option A	\$400,000	\$0	\$140,000	\$540,000
	Option B	\$360,000	\$0	\$120,000	\$480,000
	Option C	\$600,000	\$0	\$160,000	\$760,000
	Option D	\$440,000	\$0	\$140,000	\$580,000
1	Public Works				
	Option A	\$5,825,000	\$0	\$800,000	\$6,625,000
	Option B	\$7,200,000	\$0	\$850,000	\$8,050,000
4	Library	\$2,200,000	\$0	\$450,000	\$2,650,000
5	Senior Center	\$1,000,000	\$0	\$300,000	\$1,300,000

Energy Assessment

I. Executive Summary

It is clear that the city of Cloquet takes energy conservation seriously and has in the recent past implemented a number of energy saving strategies in municipal buildings. These include utility sponsored energy audits, and also participating in the State of Minnesota’s B3 Benchmarking program. However, with the exception of City Hall, City Buildings do not meet or exceed national median benchmarks published by the Energy Star Program and the US Department of Energy.

The following report contains a summary of current energy usage compared to the national benchmarks, and also explores strategies for further savings.

II. Energy Benchmarking

The table below shows how current city building’s energy usage intensity compares with median benchmarks as published by the US Government Energy Star program. Energy Usage Intensity (EUI) measures a building’s total annual energy use from all sources (converted to BtuH) and divides that number by the building square footage. It is a measure that the sustainability community has settled on for benchmarking and reporting to compare buildings with similar usage across the country. For this reason the Minnesota B3 Benchmarking program converts all electric and gas usage into kBtuH when compiling energy usage for all government buildings in the state.

Building	gross area sq ft	Electric Usage annual kWh	Gas Usage annual therms	Total energy Usage kBtuH	Building EUI kBtu/sf/yr	Benchmark EUI kBtu/sf/yr
City Hall	16,820	141,556	6,197	1,120,556	65.11	67.3
Public Safety	17,210	224,187	15,416	2,306,524	102.06	88.3
Public Works	22,600	60,435	12,283	1,429,758	63.26	36.5
Senior Center	3,000					
Library	11,166	160,835	6,450	1,193,767	106.91	91.6

+: Combines ratings for Transportation terminal and warehouse/ storage

EUI does have limitations- namely that it takes a wide range of buildings which may combine different uses and standardizes them into a single benchmark. Hence in the table above, the EUI benchmarks for the Public Safety building and Public Works average benchmarks from multiple building types. (The benchmark for both fire and police is 88.3kBtu/sf/yr so those two buildings are easy to combine into a single number.)

National EUI numbers must also be treated with some caution since they average across the whole country and do not take climate extremes into account. A building in Embarrass MN will have to contend with significantly more heating degree days than an identical building in Albert Lea, or Kansas City.

According to historical weather provided by the Department of Energy, a building in Cloquet will require 22% more energy to heat than an identical building in Minneapolis, and 24% more energy to heat than a building in Albert Lea Minnesota. Therefore using benchmarking alone to gauge the energy usage of city buildings will make the performance of buildings in Cloquet look worse than buildings in Minneapolis for no other reason than Cloquet is in a colder location than Minneapolis.

4. One of the recommendations from the facility assessment, improving exhaust from locker rooms and laundry, will actually increase energy consumption, but will result in a better environment for the occupants.

C. Public Works:

Public works has an Energy Usage Intensity comparable to City Hall, which is surprising considering a very small portion of the buildings on this campus are cooled, whereas all of City Hall is cooled. The city of Cloquet has taken a number of measures to improve efficiency at public works: replacing an old boiler with gas fired unit heaters, installing CO2 sensors to only activate garage ventilation equipment when necessary, and some improvements in lighting efficiency. The high EUI is probably due to the amount of square footage that is heated, and envelope problems.

Measures to further improve the energy efficiency include:

1. Reducing the square footage of buildings that are heated: evaluate whether all current heated areas require heat all the time, and if functions like vehicle maintenance that do require heat can be consolidated into fewer areas.
2. Improving building envelope on heated buildings: improve or replace door seals and caulk/seal gaps in walls.
3. Lighting efficiency could be further improved with more LEDs and rebates may be available.

D. Public Library:

The Library has done impressive work improving the efficiency of their mechanical systems with a facility energy audit sponsored by the utility. High efficiency boilers were added on the heating system and VFDs on the air handling unit. In addition the humidifier is not used which further reduces energy consumption.

The library's higher than benchmark Energy Usage Intensity could be partly due to extended hours compared to a national average, and partly due to there not being much insulation in the roof, which is a large vaulted structure. A visit to the library showed that it is also used as a community center with various community meetings and programs held there throughout the year. This almost certainly has the result that the library has longer operating hours than many libraries in other municipalities. A comparably sized library in Hennepin County, MN may only be open 4 days a week.

Measures to reduce the library's energy consumption could include:

1. Ensuring mechanical systems are set back during unoccupied hours (see city center writeup above).
2. Replacing an aging condenser unit mounted on grade outside the mechanical room. This should improve cooling efficiency by 5-8%
3. During the next replacement of the library roof, improving the roof insulation. This would be costly but would have a significant effect especially on heating energy usage.

E. Senior Center:

There was little energy information available for the senior center and therefore it was not benchmarked. The most significant energy savings in the Senior center would be putting a VFD drive on the commercial kitchen hood exhaust. This should be controlled to modulate based on the amount of heat coming off the range which is an industry best practice. This would not only reduce the amount of energy used in the fan, and heating or cooling the air that is exhausted, but also would reduce the potential for refrigerant to be sucked into the kitchen from the chiller room which has happened in the past.