

Branch Library

A new year is upon us, and I have found myself uttering the phrase “the year of the branch.” We have a lot of exciting developments in motion, but certainly the opening of our branch will be among the most memorable events of the year.

Technology Manager Peter Konshak has been helping lead the effort to create the new branch. Following our last meeting at Rowland Design, Peter prepared the following summary of anticipated costs:

Notes on Cost

Initial cost estimates were based on early design drawings. As drawings are being finalized, more clear cost estimates are becoming available. Rowland has engaged with Sheil Sexton for a revised estimate. CTI is also producing an estimate.

It is anticipated that costs will increase slightly relative to the previous estimate. This is due to several design changes requested by CCPL.

We believe a sprinkler system should be installed. This necessitates including a riser closet and pump system, as well as connecting a new, larger supply line to the city water. While this structure technically could be grandfathered in without this improvement, we believe the safety features of a sprinkler system outweigh the additional costs.

CCPL has also requested the removal of existing HVAC, and a relocation of the ductwork to support new locations for the HVAC to the second floor. The existing units were old and in disrepair. Their current location, hung from the ceiling, made them a maintenance nightmare. While we will pay more up front, newer units placed in a more serviceable location will serve us better in the long run.

Because this project will be bid out, costs will always be estimates until bids are received.

Notes on Furniture and Custom Finishes

A discussion was had with Rowland and CTI about custom finishes and associated costs. Commercial grade furniture such as chairs are sold with a choice of fabric, and are not custom constructed. None of the fabrics selected are being custom made for this project, they are sourced from fabric suppliers based on design standards (color and pattern) and appropriate wearability. Commercial grade furniture is also made to be re-covered, so that if fabrics wear out, the chair can be re-covered and continue in use.

Wood millwork may be considered custom because it must be constructed on site. Custom millwork would include any wood trim around the edges of the building, plus the central shelving feature. The book shelves, while wood, are not custom, and will be ordered from a supplier in standard lengths. The main desk will be custom built. This is in part due to the need for it to be mobile, as well as accommodate our self check units. These are items which CCPL requested as part of the design.

Lighting fixtures are being ordered from catalogs, except for the main feature chandelier, which will be a larger sized version of an existing design.

Other items such as ceiling fans are standard commercial grade Hunter fans.

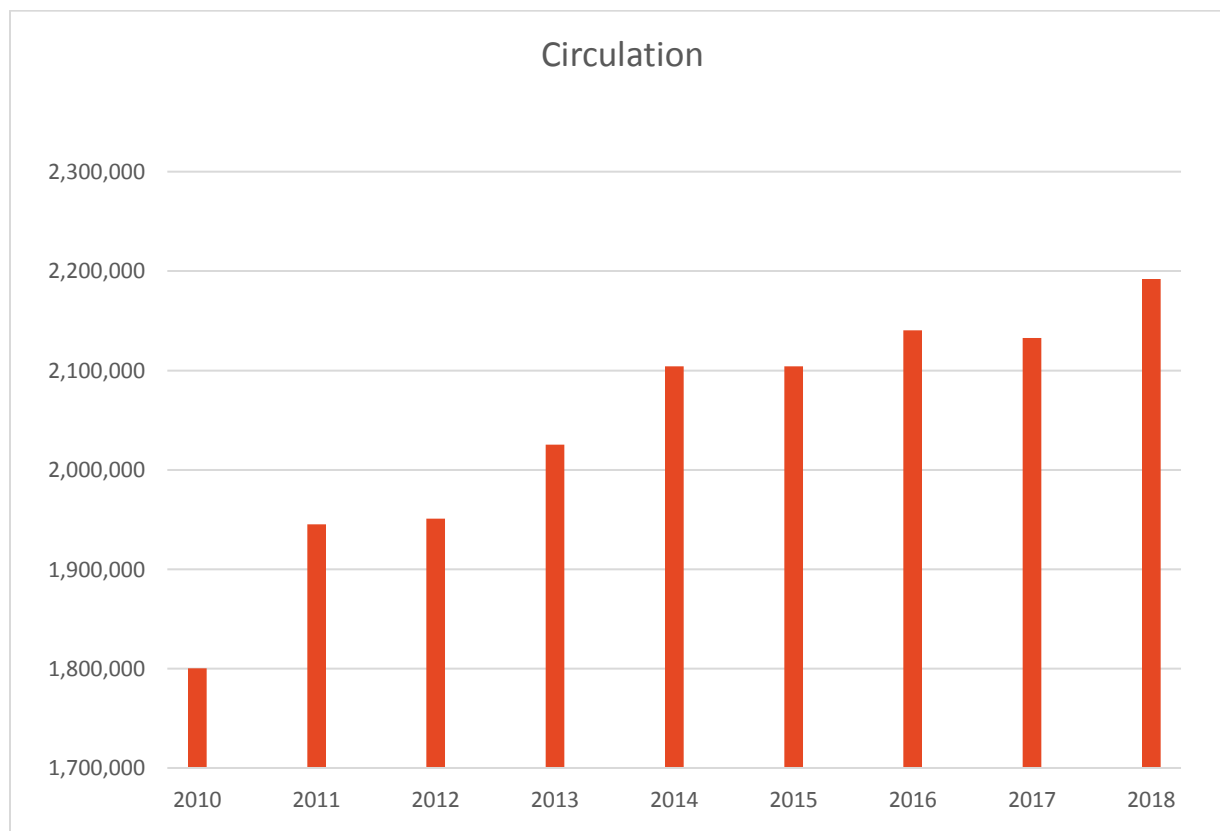
Signage and any art pieces are customized to the space based on the design aesthetic.

The furniture package cost will likely exceed the threshold for bids, so it will be bid out to multiple vendors. Rowland can respond to this bid, any markup they charge would be factored into their bid as it would with any other furniture provider.

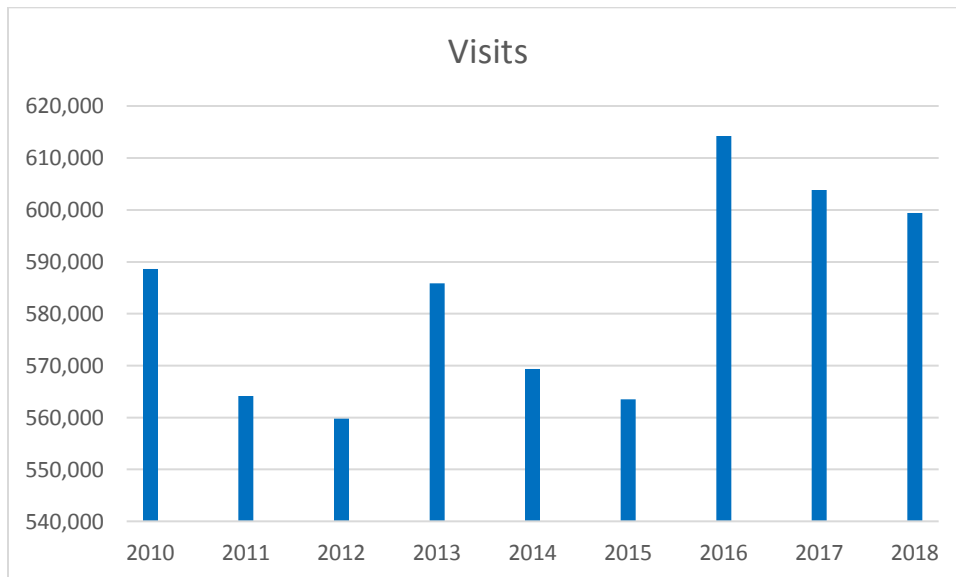
To provide a point of comparison, the furniture in the CCPL Board Room, including the table and buffet, were custom made for the room. The wood trim in the ceiling, as well as the millwork on the west edge of the room are custom built. The chairs, while covered in our choice of fabric, are not custom built, and at twenty years old, have been re-covered once.

Annual Statistics

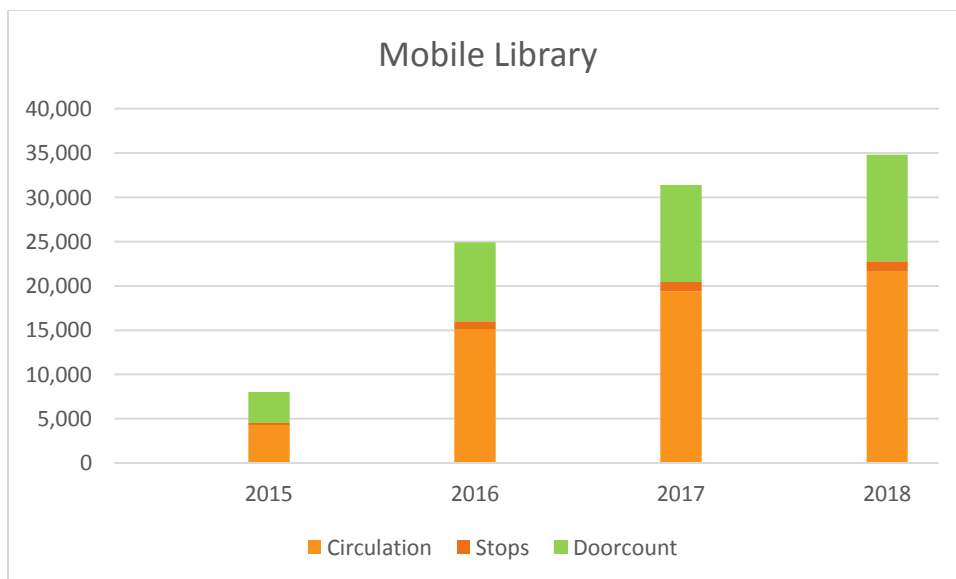
2018 was another record-breaking year in circulation:



Visits were a bit below the previous year, and were just shy of 600,000. Still, this represents the third strongest year in visits over the last ten years.



The Mobile Library continued growth in all major measurable categories.



Mobile Library	Circulation	Stops	Doorcount
2015	4,283	248	3,482
2016	15,151	854	8,907
2017	19,372	1,079	10,944
2018	21,614	1,144	12,055

New Game Collection



Audiovisual Services Supervisor Sara O'Sha and her staff have successfully launched a new board game collection. As Sara explains it, board games fit CCPL's strategic goal of serving "as a catalyst for learning, creating, discovering, and sharing" by connecting family, friends and community members, encouraging creative thinking, and developing social and problem solving skills. Sara also adds that "board games are also seeing a renaissance, both in popularity and quality, and we hope to use them for more interactive programming in the future."

Our collection debuted with 40 modern board games with a variety of mechanisms and themes. Games were selected for the collection that involve strategy, creative thinking, and sometimes cooperation. The hope is to have a collection of titles that will appeal to both novice and more experienced gamers.

The collection officially launched on Saturday, January 5, starting with a Family Games Day in the afternoon. More than 200 people participated in playing board games and life-size games. Attendees could also challenge teen volunteers to a game of chess or checkers and test their puzzle solving skills.



In the evening Sara held the library's first after-hours gaming event for adults to debut our new circulating board game collection. Attendees were invited to bring their own favorite board game or

play one of the library's games. Role playing games and a mini retro arcade were also featured. 65 attendees interacted over board games. Sara reported that it was "wonderful to see more experienced players teaching novices and complete strangers having fun together."



Both of these programs were presented by the Library-Wide Programming Team, with departments across the library collaborating in planning and staffing the events.

General Counsel

The Board has previously discussed a desire to engage general counsel to the Library. CCPL has a long history of working with Ice Miller ("IM") lawyers over the years on its occasional, more specialized legal needs such as bond counsel, staff training and employment/labor law issues. Historically, we have been pleased with the services we have obtained from IM. After conversations with Board members, I contacted Jane Herndon, who is a partner at IM, about whether the firm would be interested in serving as general counsel to the Library.

- IM proposed the following arrangement:
 - Bond counsel work would be paid out of bond proceeds and IM would provide a fixed fee once the sizing, structure and timing of the borrowing(s) are established as has been the past practice. Jane would remain our contact for this work.
 - Work related to the architect, construction manager and construction process would be billed at hourly rates monthly but may be paid out of or reimbursed from bond proceeds. Steve Jones and Jane would remain our contact for this work.
 - Other general counsel services would be billed monthly at firm hourly rates with the expectation that they would be paid for on an as you go basis out of Library funds
 - Jane Herndon and Drew Miroff would be our primary contacts regarding this general counsel service, however, they may bring in other IM lawyers as needed depending on the issues and CCPL's needs
 - Jane's service on the Steering Committee/construction task force would be voluntary, community service as it has been in the past
 - IM and I will discuss matters as they occur to determine if some more local, less specialized work may be sent to Jeff Meunier

If these concepts meet with the Board's expectations, I will contact IM and ask that an engagement letter be drafted.