



city commission agenda

Work Session

9:30 a.m. – 11:00 a.m.
Tuesday, December 2, 2014
Commission Chamber
401 S. Park Avenue
Winter Park, Florida 32789

commissioners				mayor	commissioners			
seat 1	Steven Leary	seat 2	Sarah Sprinkel	Kenneth W. Bradley	seat 3	Carolyn Cooper	seat 4	Tom McMacken

NO PUBLIC INPUT WILL BE TAKEN AT THIS MEETING.

1. Discussion of Library Facility Task Force recommendations

appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

Report of the City of Winter Park Library Facility Task Force

Members:

Sam Stark, Chair
Gary Barker
Daniel Butts
Bruce Douglas
Jeffry Jontz
Nancy Miles
Joel Roberts
Jan Walker
Chip Weston

Shawn Shaffer, Winter Park Public Library Executive Director
Randy Knight, City Manager



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Executive Summary

Determination of Need

The nine members of the Library Facility Task Force unanimously concluded that **the current building housing the Winter Park Public Library is not adequate and a new facility is necessary to provide the community with the Library materials, services and programs it needs now and in the future.**

Recommendation for Location

The Task Force determined that the US Post Office property at 300 North New York Avenue is the location best suited to meet the needs of city residents. The second choice is the site adjacent to City Hall.

Projections of Costs

Cost will vary depending on the scope of the project and site. Estimates range from \$14 million to \$25 million.

Recommendation for Funding Strategy

The Task Force recommends a combination of funding strategies that includes a bond referendum, grants from state and local funders, and possibly the sale of the current library building and property. The Task Force is also recommending to the Winter Park Public Library Board of Trustees that it contribute toward sustainable support for the operation of the Library by increasing its endowments by 40 percent.

Recommendations and Requested Action Items

After four months of considered review and analysis, the Library Facility Task Force Committee members are unanimous in their presentation of the following recommendations:

1. That the City of Winter Park approve the financing and construction of a new library facility.
2. That the City of Winter Park obtain a written agreement for the acquisition of the Post Office site as the first choice site for the new library within six months or by June 2015.
3. If the Post Office site cannot be acquired in six months or by June 2015, that the City of Winter Park select the City Hall block as the first choice site for a new library.
4. That, once a site is selected, the City of Winter Park approve a bond referendum to finance the library of Winter Park's future.

Introduction

The Winter Park Public Library was founded 129 years ago by women with last names many modern-day Winter Parkers would recognize: Lamson, Cady, Hooker, McClure, Guild, Ladd, Clark, Cook and Brown. It was an effort for the community by the community and reflected the desire to support learning and knowledge, a hallmark of Winter Park from its inception that endures today.

This year marks the 100th anniversary of the partnership between the Winter Park Library Association, which began in 1914 when the City agreed to provide free electricity to the Library's one-room building. It has been a long and fruitful partnership, providing residents with the library materials, programs and services they need to be informed, educated and entertained. It is fitting that as this partnership reaches the centennial mark, the City Commission established the Library Facility Task Force to examine how the Library will continue to play its vital roles as information hub and knowledge base today and for generations to come.

When the Library Facility Task Force was appointed by the City Commission in June 2014, **it was charged with making recommendations to the Commission regarding need, location, costs and funding strategies for a new or remodeled library facility.** Meetings began in July 2014. The Task Force's nine members have listened to experts, reviewed library industry trends, examined site plans, visited other libraries, and, most importantly, listened to its community.

Beginning the Process

The members of the Task Force decided on a thorough, thoughtful and complete process including the following components: background and education; community forum on the need, function, and desired characteristics; determination of need; site examinations; public forum on preferred characteristics of sites; construction cost analysis; operational cost analysis; development of funding strategies; official recommendations; determination of next steps.

The Task Force met every other week in August 2014 and then weekly September through November 2014. A list of all Action Items voted on by the Task Force can be found in **Appendix A** and full minutes of all meetings are in **Appendix B**. All meetings were open to the public and were often attended by community members as interested parties or to provide information relevant to the Task Force's work. All public input was seriously considered.

Research and Education

In their research and investigative efforts, the Task Force engaged in the following:

- As a means of getting a full understanding of current and future libraries, the Task Force reviewed the assessment of the current library facility and upcoming library trends presented by Clyde Scoles, Executive Director at Toledo-Lucas County Public Library and nationally known expert in library advocacy and construction. The full "Library of the Future" presentation by Scoles can be found in **Appendix C**.
- The Task Force read a full report [see **Appendix D** for full report] and received an in-person briefing from architect and planner Jeremy Bartolovitch, of the Douglas Company, regarding the cost and logistics of renovating and rebuilding the current building.
- Took personal tours of the current facility.
- Explored other libraries, including an in-depth tour of the Orange County Library System's Melrose Center technology hub and a visit to the newest construction project of the Sarasota County Library.

Public Forum #1

On September 17, the Task Force held a public forum asking attendees for input as to what they believe a library serving Winter Park in the future should do and be. The forum was facilitated by Marilyn Crotty of UCF's Florida Institute of Government. A full report from the forum can be found in **Appendix E**. Of the eight break-out groups that reported, there was clear consensus that a library facility serving Winter Park in the future must:

1. Be a source of education and information for people of all ages.
2. Be a flexible space that can change with technology and community needs.
3. Have access to technology and be capable of adapting to new technologies.
4. Be configured for partnerships, collaboration and creativity.

A Vision Emerges

Through the Task Force's research, feedback from the community, and interaction with Task Force expertise, a true vision emerged for the new and crucial roles the Winter Park Public Library could play in the community. [See **Appendix F** for the full text of "The Future and the Library" by Chip Weston"].

The Library is in a unique position to aid its citizens as they navigate the unprecedented challenges and opportunities presented by technology and sociological change.

Technologies that have emerged over the last two decades have produced profound, permanent effects on lifestyles, the economy and the community now and for the future. We know these effects include drastic shifts in business models for numerous industries, and job growth will be in new fields for which our work force will need to be prepared.

The Library can play a major role in helping many of our citizens in this preparation -- small and medium businesses; independent and flex workers; and older workers who cannot afford to retire. Possibilities include: assistance with job and skill retraining; online certifications; providing short-term, high-tech, and global multi-channel communication interfaces; and shared office space with secure cloud storage.

A new, future-oriented library could provide access to leading technologies and devices not available to the average Winter Park citizen or business. It could become a global communications center with a digital theater integrating high-resolution video and audio in an acoustically balanced room. These could provide citizens access to continual educational and entertainment opportunities while connecting the community with the best educators, trainers and mentors no matter where they are on the planet. For many of our citizens and businesses, the Library may be the only affordable source for this type of information and education.

New Opportunities to Serve Community

By combining roles the WPPL has always played with a new vision of libraries as places for content creation as well as consumption, the possibilities for what a new library could be for Winter Park become thrilling.

Makerspaces: The WPPL can foster community-sourced, multi-format and multi-channel content creation and distribution and provide access to systems that are either too expensive or complex for most people to afford on their own.

Lifelong Education: One of the areas predicted to change over the next five years is education. Virtualization and augmented reality along with personalized and highly flexible teaching systems are beginning to compete successfully with existing educational systems that can be too expensive and too slow to keep up with changes. A library built and wired with the future in mind could give our citizens a lifeline to ongoing education, entertainment and community interaction.

Virtual Online Library: Internet connectivity and patron portals can provide secure and private interfaces to efficient educational offerings for all ages in their own homes. Our virtual library can enhance civic engagement, community interactivity, robust digital delivery of library services for all ages, support for volunteerism, and support for mentor networks.

The Internet of Things: As homes, offices, cars and bodies become interconnected in real-time, there may be no better source for educating our citizens on how to set up these systems and best uses than the Library. The Library could become the first stop for updating and optimizing our devices, setting up our personal digital agents and protecting our privacy from the ubiquitous peering eyes and ears of the Internet.

A new Winter Park Public Library will be in a position to guide our community through the astounding changes that are yet to come as artificial intelligence and the confluence of maturing technologies and social applications bring more challenges to daily life. A new Library has both the opportunity and the obligation to become the forum for helping citizens and community deal with the opportunities and challenges of the next decades.

Determining Need

After months of research and discussion, the Task Force unanimously decided that **the current building that houses the library is not adequate and a new facility is necessary to provide the community with the Library materials, services and programs it needs now and in the future.**

This was not a conclusion the Task Force came to lightly, and the same factors that led to this decision were critical in recommending the nature and location of a new facility. Those factors include: capacity, accessibility, flexibility and technology.

Capacity

- The Library staff and Trustees are frequently asked: “Why do we need a library with space for books when everything is moving to the Internet.” This is an understandable question, but it is one based on a false assumption. In reality, only about 12 percent of all books published have been digitized. With a million new books being published each year, completing the digitization of even a majority of published human knowledge will take decades. People will continue to depend on the printed word for generations.
- Studies show us that people *prefer* print materials....and not just older people. Recent studies report that between 60 and 75 percent young people aged 16-24 want print books over eBooks, and many child development experts strongly recommend that print books be used to teach early literacy skills. The printed book is **not** going away any time soon and Winter Pak’s library will need to provide them.
- The Library is out of space for materials and has been forced to aggressively “weed” its collection (strategically remove titles) to make room for new titles. In 2012, space constraints lead to the weeding of 40 percent of the adult fiction collection. Some lesser-read classics were lost to the process and many well-read classics were reduced to a single copy. Many titles were removed that would not have been weeded had space constraints not be the driving factor. This kind of weeding degrades the integrity of the collection and hampers the Library’s ability to appropriately provide for patrons.
- Nowhere is the space issue more critical than in the Youth Services Department. Approximately 50 percent of the Library’s total circulation and program attendance comes from the Youth Services Department but it occupies only 20 percent of the building. Much like the adult fiction collection, the Youth Services collections have been victim to overly aggressive weeding necessitated by lack of shelf space. In some sections of Youth Services, librarians order fewer new materials than they should because the facility cannot house them or for every title added one must be removed to make room for it.
- The Library’s capacity issues are not limited to materials space. Meeting space is at a premium and staff often compete with each other for space to provide programming for children and adults. Cooperative programming is pursued and other community space is used when possible and appropriate, but it’s not enough.
- On a daily basis, the Library is asked by residents for use of quiet areas for people to read in peace, for groups to study and collaborate, and for tutors to meet with students one-on-one or in small groups. Unfortunately, any quiet study spaces the WPPL once had to offer have long since been converted to computer labs and offices.
- The lack of space doesn’t just impact staff and programming. The lack of meeting space also impacts public groups and businesses looking for places to hold meetings and gatherings. The Library was once a popular place for business groups, professional organizations and clubs to meet, but space constraints no longer allows it to serve this function most of the time.

- The Library is the proud home of the Winter Park Sidewalk Art Festival Best of Show Collection, a true jewel of the community. The current building is almost out of room to house future winners and some of the pieces currently housed in the collection are not properly lit or are in awkward locations. A new facility could incorporate art display space that showcases the collection and maximizes its accessibility to patrons and community visitors.
- Last but not least, the Library is at capacity in its parking lot. The 69 spots simply cannot accommodate the 400-600 people who come to the Library each day – and that is with the staff parking offsite at The Alford Inn.

Accessibility

- The current Library facility limits accessibility to its collections and services in several ways. The shelving is far too high for people of all ages. Children cannot fully explore the shelves in the Youth Services areas without the assistance of an adult...and there is not enough space in the current facility to spread the collection onto lower shelving. In most places, books are stacked too high and too low for older adults and people with disabilities.
- The stack widths are narrow and would not meet current ADA standards.
- The Library's only elevator is not large enough to transport a gurney set up with a patient on it. Previous emergencies have resulted in Winter Park Fire-Rescue personnel carrying a patient down the stairs in a life-or-death situation.

Flexibility

- The Task Force heard a thorough examination of the current facility from The Douglas Company, which reported that the current Library building is a collection of fixed walls and odd-shaped rooms, some of which cannot be remedied even if the building was taken down to the studs and block.
- Many of the rooms in the Library were designed with a fixed purpose in mind and cannot be easily converted to other purposes.
- The Library facility is designed almost exclusively for content consumption – but the role of libraries is changing to take on the role of enabling content creation as well. Libraries all over the country have become homes to makerspaces that provide access to the software and equipment people need to create software, apps, video, music, inventions and crafts. The current building doesn't allow for these capabilities. Despite having received grant money to get started on a very modest makerspace project, the Library hasn't yet been able to begin the project because the rooms available aren't flexible in purpose.

Technology

- Despite a recent doubling of the bandwidth provided to the community, the Library is still falling short of what many of its patrons need. The cable currently supplying broadband Internet in the building cannot handle any higher speeds than what is currently offered and because of the configuration and construction of the walls, new cable or fiber is not a viable possibility with the current structure. The result is that the Library is unable to keep up with current technology and cannot be equipped for the next generation of technology to come.
- The current facility simply cannot meet the electrical power needs of today's technology. There are areas of the building where staff have to be careful not to blow circuits when plugging in anything for a

program. Patrons are often seen running power cord for laptops and mobile devices across walkways and traffic paths because there is a lack of outlets.

- New systems are available that can fully automate the process of checking in and sorting returned materials, reducing the need for staff in that area. The current facility lacks space for installing the system.
- The Library is well aware of the currently available technologies it cannot provide to the community. But what concerns staff and the Task Force most are the technologies certain to be around the corner that the Library doesn't have the infrastructure to support.

Listening to citizen feedback and analyzing the factors described above led to the Task Force's unanimous determination that **the current building housing the library is insufficient to meet the current and future library needs of the community.**

Examination of Potential Sites

After definitively deciding to recommend a new facility as opposed to a more modest renovation on the insufficient current facility, the Task Force proceeded to the next facet of its charge from the Commission, which was to evaluate sites.

Sites Considered

In determining which sites to investigate as a potential library locations, the Task Force chose to primarily explore sites already owned by the City of Winter Park in an attempt to avoid additional land costs and to guarantee availability. In order to be a viable option, the site had to be capable of accommodating a 60,000 square foot building and 160 parking spaces. Given the time allotted to the Task Force, only realistically viable properties were evaluated.

The Task Force evaluated four sites owned by the City:

- Current Library Location: Renovate and expand - 460 E. New England Ave.
- Current Library Location: Demolish/scrape the site and construct a new building
- Adjacent to City Hall property at 401 S. Park Ave.
- Rachel D. Murrah Civic Center site at 1050 W. Morse Blvd.
- Progress Point site on Orange Avenue

The Task Force evaluated one site the City has strategic, long-term plans to acquire and is already in negotiations for purchase:

- Winter Park Post Office site at 300 N. New York Ave.

Rough building footprint concepts can be viewed in **Appendix G**

The Task Force made inquiries into two additional sites suggested by community members:

- the site of the Christian Science Church at 650 N. New York Ave.
- the vacant property at the corner of New England and Virginia Avenues

Task Force investigation revealed that the Christian Science Church is not for sale and the vacant site at Virginia and New England consists of multiple lots owned by a total of five separate entities and would be too difficult to purchase for consolidation.

The table on the next page shows characteristics of the five sites under consideration. The data was provided by ACi.

Key: Y – Yes N – No O - Optional	Expand Existing Building	Scrape & Build New at Existing Site	Adjacent to City Hall Site	Civic Center Site	Post Office Site	Progress Energy Site
Physical Site Fundamentals:						
Provides flexibility to meet future needs	N	Y	Y	Y	Y	Y
Requires parking structure	Y	Y	Y	N	N	N
Provides opportunity to meet other parking needs with a structure	N	N	Y	Y	Y	Y
Requires demolition	N	Y	O	Y	Y	Y
Requires temporary relocation	N	Y	N	N	N	N
Requires land acquisition	N	N	N	N	Y	N
In downtown core	Y	Y	Y	N	Y	N

Evaluation Criteria

The Task Force used the following criteria to evaluate the sites:

- *Expanded Services* – Includes opportunities to expand beyond traditional library services and serve new needs and populations
- *Economic Development/Cultural Development* – Considers opportunities at each site for the library to bring economic or cultural development to the surrounding properties
- *Cost/Financing* – Includes costs of acquiring site; costs of building construction; costs associated with parking; costs related to relocation; costs related to operations once open
- *Density/Intensity* – Considers how the presence of a new library building would affect density and intensity of use
- *Green Space* – Includes opportunities to add to the City’s valued green and park space via “parklets”
- *Sense of Place* (historical/iconic value) – Considers the potential for the site to evoke attachment and perceptions of belonging and inclusion in the community
- *Accessibility/Walkability* – Includes proximity to city core; traffic patterns and road access; parking; walking access from residential areas
- *Adjacencies* – Includes consideration of what business and services are in proximity to site as well as possible synergies with existing neighbors
- *Partnerships* – Considers how the site lends itself to logical partnerships with governmental or community resources

- *Timing* – Includes the amount of time required to acquire property and to begin construction
- *Architecture* – Considers opportunities to create an iconic building that fits within the unique and cultivated character of Winter Park

Early in the site examination process, the Task Force determined that the Progress Point site would not score well enough on the above criteria and it was removed from consideration.

Public Forum #2

On October 30, the Task Force hosted two separate public forums, again facilitated by Marilyn Crotty of UCF's Florida Institute of Government. The first forum was held from 8 – 9:30 a.m. at the Winter Park Welcome Center and the second was from 6 – 8:30 p.m. at the Rachel D. Murrah Civic Center. These forums were an opportunity for the public to discuss characteristics they were looking for in a potential site for a library and to evaluate the five site options considered viable possibilities by the Task Force.

The following is a summary of public feedback for each location. The full report from the October 30 forums prepared by Crotty can be view in **Appendix H**.

Site Option: Renovation and Expansion of Current Building	
<u>Opportunities</u>	<u>Challenges</u>
Central location	Financial model not favorable due to lack of land sale
City maintains ownership of land asset	Move out, temporary relocation causes biggest challenges
Community familiarity	Limited architectural statement opportunity

Site Option: Scrape Current Site and Build Entirely New Facility	
<u>Opportunities</u>	<u>Challenges</u>
Central location with community familiarity	Financial model not favorable due to lack of land sale
City maintains ownership of land asset	Logistic and cost difficulties posed by temporary relocation
Opportunity to make an architectural statement on Aloma as entrance to downtown	Requires a parking structure

Site Option: City Hall Site	
<u>Opportunities</u>	<u>Challenges</u>
Location allows users to better explore and take advantage of Park Avenue	Must solve property issues in the south/west corner of the block
Affords additional parking for Library and all of Winter Park	Possibility of having too much library parking appropriated by non-library users
Creates a unique “civic core” with City Hall and Welcome Center	Clutters an already confusing intersection

Site Option: Rachel D. Murrah Civic Center	
<u>Opportunities</u>	<u>Challenges</u>
Most potential for new services and partnerships	Too far from core of city
Opportunity to upgrade Civic Center	Adds to congestion of a growing area and redeveloped Mt. Vernon Inn
Best site to engage and connect with residents west of New York Ave.	No walkability factor

Site Option: Post Office Site	
<u>Opportunities</u>	<u>Challenges</u>
Best use to replace Post Office	Logistics to acquire site
Unique opportunity for architectural statement	Uncertain timing
Location best fits West Side and core	Concern that it will be too large for the park

Task Force Ranking

Using the Task Force's research, public input from at the forums and other community input, Task Force members ranked all five sites in the 11 criteria categories described above. All criteria were considered equally. Scores were combined and a final ranking for the five sites were determined. The final Task Force ranking was as follows:

1. Winter Post Office site
2. Adjacent to City Hall site
3. Rachel D. Murrah Civic Center
4. Current site with new building
5. Expansion/refurbishment of building on current site

Examination of Costs

Operational Costs

In the library's overall budget there are a number areas potentially impacted by a larger building providing expanded services.

Personnel

Staffing is the largest part of the Library's operational costs. Changes in personnel cost will depend on the specific services offered in the new facility.

A new library facility would enable us to take advantage of new automated sorting and material handling systems. Leveraging Radio Frequency Identification (RFID) technology the Library already owns, it could continue implementing innovations in the current circulation system that will allow operation with fewer paraprofessional staff, reducing costs in this area.

For public services, the Library could move to an Apple Store-style model of staffing in which paraprofessional staff engage patrons and determine when they need professional (i.e. Genius bar) assistance. This allows all staff to focus on individual service and improving the overall patron experience and visits more productive.

New and specialized services would create the need for additional professional/technical staff with specific expertise. Example of these needs might include certified teachers working with students and online education; video or audio engineers; or technological experts to assist with equipment usage. The specific positions would depend on the new service offered in the new facility. Some additional staff could be part time or hired on a contract basis. Other staffing needs could be met with outside vendors' support staff or trained volunteers who work in exchange for use of the makerspace labs and equipment. In addition, some of these areas could generate their own revenue with usage fees.

Estimated additional staffing costs: \$150,000 annually

Utilities

Currently, utilities are budgeted at \$55,000 per year. A new, sustainable building should keep utility costs close to that level, even though the size of the building will almost double. Savings can be found in reduced water use, more efficient lighting, and better use of natural light.

With a new building, there are opportunities to look at alternative energy solutions. These may cost more at the outset, but because we anticipate this building will have a long life, we would see a return on that investment.

The Green Building Council reports that new construction that is LEED certified saves between 33 – 47 percent in utility costs. The Marcellus Library in upstate New York reported their new "super-efficient" facility operates 59 percent more efficiently than a typical building.

Estimated additional utility costs: \$0 annually

Building Operations

This category includes non-utility, building-related expenses including door maintenance, security, fire, alarm, elevator maintenance, repairs and janitorial services. At this time, minimal resources are put towards these items. A new facility would require state-of-the-art equipment to protect the investment in the building. While many costs will be higher than what is currently spent on these items, some costs will be lower in a new building because it is easier to support and maintain new equipment.

It is expected that in a larger facility, janitorial costs would increase. HVAC, security, emergency, maintenance systems will all have ongoing maintenance costs but will make the building and the services we offer more efficient and effective. Some of these costs include ongoing software

maintenance costs for building management systems. This is an area we could “beta” test software systems for vendors to mitigate some of those costs.

It is anticipated that the new building will be owned by the City just as the current building is. The City departments responsible for the maintenance and on the building may realize some savings from a new facility with infrastructure that requires less repair.

Estimated addition ongoing building operational costs: \$70,000 annually

Total Annual Operations Increases

Staffing	Building Operation	TOTAL
\$150,000	\$70,000	\$220,000

This is a 7.5 percent increase over our current \$2,944,372 2015 budget.

Possible Revenue Sources

A new facility has the potential to open opportunities for increased revenues or opportunities to offset costs. Possibilities include:

- Winter Park Library Association endowment fundraising of \$2,000,000. At the current withdrawal policy rate of 4.75 percent, this would result in increased operating funds of \$80,000 a 40 percent increase annually
- Additional staffing could be a combination of trained volunteers, limited contract staff or onsite staff provided by a vendor
- Partnerships with local educational institutions
- Equipment/space usage fees
- Additional meeting room space rental fees
- Global business center rental fees
- New systems could be a “showcase” for vendors wanting to show real world use of their products to potential customers
- Revenue sharing with retail, café/restaurants

Cost Analysis of Possible Sites

The following chart shows a costs analysis of the top four sites reviewed by the Task Force. Also shown are the projected total annual costs per household for each option should voters approve a referendum. Cost analysis for all sites considered can be found on in **Appendix J**.

Cost Analysis - Comparison of Possible Sites

	Post Office *	Adjacent to City Hall	Civic Center
Building	\$ 16,418,535	\$ 16,811,274	\$ 16,718,652
Earthwork, Utilities, Landscape, Hardscape	\$ 762,930	\$ 596,136	\$ 854,740
Furnishings/Fixtures/Equipment	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000
Parking	\$ 642,558	\$ 6,419,205	\$ 811,860
Demolition	\$ 320,891	\$ 62,991	\$ 136,999
Temporary Relocation	\$ -	\$ -	\$ -
Professional Architectural/Engineering Fees	\$ 1,375,475	\$ 1,746,398	\$ 1,400,443
Other Soft Costs (<i>geotechnical, environmental, civil, landscape-AVIT, testing, legal</i>)	\$ 762,446	\$ 990,706	\$ 777,811
Contingency - Program Adjustments	\$ 607,347	\$ 779,688	\$ 618,668
Contingency - Market Conditions Through 2015	\$ 607,347	\$ 779,688	\$ 618,668
Costs	\$ 23,597,529	\$ 30,286,086	\$ 24,037,841 ****
Library Grants			
Sale of Current Library	\$ (500,000)	\$ (500,000)	\$ (500,000)
Interest Cost (bond financing 2% of cost)	\$ (6,800,000)	\$ (6,800,000)	\$ (6,800,000)
	\$ 325,951	\$ 459,722	\$ 334,757
Net Cost	\$ 16,623,480	\$ 23,445,808	\$ 17,072,598 ****
Approximate millage needed to service debt	0.2890	0.4076	0.2968
Millage rolling off	0.0965	0.0965	0.0965
Net new millage	0.1925	0.3111	0.2003
Annual new cost per \$100k taxable value	\$ 19.25	\$ 31.11	\$ 20.03

For costs analysis of all sites examined by the Task Force, see Appendix J.

Assumptions:

1. Parking structure costs include enhanced architectural facade
2. FF&E budget provided by Library Board FF&E consultant
3. LEED Certified Level

- * City is currently in negotiations to acquire USPS site for
- ** Addition of parking structure adds \$3,083,201
- *** Eligible for CRA funding
- **** Does not include replacement cost of civic cent

Cost Analysis of Possible Sites

Examination of Funding Strategies

The success of the Winter Park Public Library for more than a century has been a direct result of public/private partnerships that enabled the Winter Park Public Library to remain independent and focused on the particular needs of our City's residents. As a nonprofit organization, WPPL has been able to leverage the significant support of the City of Winter Park over the years to attract corporate, foundation and individual contributions to meet the ever-increasing demand in services.

As in the past, funding for a new library facility would be secured from a variety of public and private sources.

Library Fundraising and Grants

The Task Force will recommend that the Winter Park Library Association Board of Trustees will make targeted appeals to individuals, corporations, foundations and granting agencies for funds to operate the library of Winter Park's future. The State of Florida has budgeted monies for new library buildings. The Library will apply for funds in April 2015 for review by the legislature in 2016. The initial fundraising goal for operations is \$2,000,000.

Other Sources

CRA funds could be secured for parking facilities in the civic core.

Partnerships with other civic, nonprofit and for-profit organizations could provide ongoing support in the form of rental income or grants.

Municipal Bonds

In November 2015 the last tax assessment for the Golf Course Bonds will take place. The millage rate to service those bonds in Fiscal Year 2015 was 0.0965 mills. It is the Task Force's recommendation that a new bond referendum be conducted to approve bonds to pay a portion of constructing a new Library and that the first assessment to the taxpayers on those bonds not take place until November 2016. Depending on the site selected, it is estimated that the net new annual cost to the taxpayer would be less than \$25 per \$100,000 of taxable assessed value of their property.

The Task Force felt that the Commission should determine when to hold the referendum. It can be conducted in conjunction with the March general election or it can be done at a later date as a stand-alone ballot question. If the Commission chooses to hold the referendum in March timing requires that it adopt the first reading of the ordinance calling for the referendum at its December 8 meeting. A suggested draft of the ordinance is attached as **Appendix I**.

Sale of the Current Library Property

If the new library facility is built at a different location, the current property could be sold by the City of Winter Park and the proceeds applied might be used toward the costs of a new building. The estimated proceeds from the sale of the land and building at 460 E. New England Avenue is approximately \$6.8 million.

Partner Opportunities

Each of the sites presents new opportunities for partnerships with important civic and nonprofit institutions. At the preferred Winter Park Post Office site, the Library could house retail space for postal services and hold concerts and events in the park in conjunction with other arts and cultural organizations. The City Hall site would provide a natural gateway to the city core and create a unique civic presence with the Chamber's Welcome Center, the Library and city services together on one block. The current civic center site could unite meeting and event space with the Library and providing outdoor programming opportunities in the Martin Luther King, Jr. Park. The Library's ability to expand services will naturally invite and promote engagement with other organizations sharing similar or complimentary missions.

Recommendations and Requested Action Items

After four months of considered review and analysis, the Library Facility Task Force Committee members are unanimous in their presentation of the following recommendations:

1. That the City of Winter Park approve the financing and construction of a new library facility.
2. That the City of Winter Park obtain a written agreement for the acquisition of the Winter Park Post Office site as the first choice site for the new library within six months or by June 2015.
3. If the Winter Park Post Office site cannot be acquired in six months or by June 2015, that the City of Winter Park select the City Hall block as the first choice site for a new library.
4. That, once a site is selected, the City of Winter Park approve a bond referendum to finance the library of Winter Park's future.

Appendix A:

Task Force Significant Action Items

Appendix A - Summary of Task Force Actions

July 23, 2014 – The Task Force unanimously elected Sam Stark as its chair.

July 23, 2014 – The Task Force unanimously agreed to request an independent appraisal of the current Library facility by the City of Winter Park.

September 24, 2014 – The Task Force unanimously concluded that the current building housing the Winter Park Public Library is not adequate and a new facility is necessary to provide the community with the Library materials, services and programs it needs now and in the future.

September 24, 2014 – The Task Force unanimously agreed to eliminate the Progress Point site as a potential location for a new library.

October 1, 2014 – The Task Force requested that signage presenting the top four potential sites; pros and cons of each; and approximate costs associated with each site be available to the public at the October 30 community forum.

November 5 – The Task Force agreed on the following criteria for ranking potential sites: Expanded Services; Economic Development/Cultural Development; Cost/Financing; Density/Intensity; Green Space; Sense of Place (historical/iconic value); Accessibility/Walkability; Adjacencies; Partnerships; Timing; and Architecture.

November 12 – The Task Force used 11 pre-determined criteria to rank all five site options and agreed on the following rank:

1. Post Office site
2. Adjacent to City Hall
3. Civic Center
4. Current site with a new building
5. Current location with remodeled and expanded building

November 19, 2014 – The Task Force agreed to the following as requested action items for the City Commission.

1. That the City of Winter Park approve the financing and construction of a new library facility.
2. That the City of Winter Park obtain a written agreement for the acquisition of the Post Office site as the first choice site for the new library within six months or by June 2015.
3. If the Post Office site cannot be acquired in six months or by June 2015, that the City of Winter Park select the City Hall block as the first choice site for a new library.
4. That, once a site is selected, the City of Winter Park approve a bond referendum to finance the library of Winter Park's future.

Appendix B:

Minutes of Task Force Meetings

Library Facility Task Force

July 23, 2014

3:00pm

Winter Park Public Library 2nd Floor Conference Room

The session was called to order by Winter Park Public Library Board President, Bruce Douglas at 3:12 in the Conference Room of the Winter Park Public Library, 460 East New England Avenue, Winter Park, Florida.

Members Present:

Bruce Douglas
Jeffry Jontz
Jan Walker
Nancy Miles
Sam Stark
Joel Roberts
Chip Weston
Shawn Shaffer, Library Executive Director, ex-officio member
Randy Knight, City Manager, ex-officio member

Present on the Phone:

Gary Barker

Also Present:

Matt Freeman, *Orlando Sentinel* Reporter
MaryGail Coffee, Library Community Relations
Ann Marshall, Library Administrative Assistant

Introductions were made. Shawn Shaffer distributed notebooks to Task Force members, that included a hard-copy of a PowerPoint presentation she had made to the WP City Commission at the June 9th Work Session. The presentation covers: the vital role of public libraries including educational opportunities, creative spaces, history preservation, literacy training and technology use and education. Bruce Douglas led off the meeting by stating that Mayor Kenneth Bradley said we will need to come before the City Commission with three things: 1) Demonstrate the need for a new library. 2) Find possible locations. 3) Financial requirements and ways to meet those needs.

Randy Knight reviewed the Florida Sunshine Laws, and advised the group that all meetings must be posted no less than 48 hours in advance, and open to the public. He explained that any two people become a subcommittee and are held accountable under the Sunshine Law. This includes, but is not limited to, discussions in social media such as Facebook. Minutes must be taken at meetings, so that there is full transparency. The Winter Park Public Library Board meets on the 2nd Tuesday of each month, and a synopsis will be given to the Board, at the beginning of the meeting, that will be open to the public. It is acceptable to have conversations with non – Task Force members, i.e. City Commissioners that are not recorded publicly. The agenda and the Minutes of Task Force meetings will be posted on the webpage of the Winter Park Public Library and the City of Winter Park. Randy also pointed out that any votes must have a quorum present, not on the phone.

Bruce Douglas opened the floor to take nominations for a Task Force Chair. Sam Stark was nominated and unanimously elected.

After discussion it was decided that the Task Force would meet twice a month, on the 2nd and 4th Wednesday from 8:30-10:00 am at the Winter Park Public Library. Because of time restraints set for the Task Force, they will re-convene next week, July 30th and then start the above schedule in the month of August.

Bruce Douglas gave some background on the work done previously by the *ad hoc* Board Committee regarding a new building. A consultant had been hired to help with education to our Board regarding new library construction and how to find acceptable locations and finance the construction. The consultant, Clyde Scoles, is the Director and Fiscal Officer from Toledo-Lucas Public Library in Ohio.

The ad hoc committee had also met with John Cunningham, of ACI Architects, who provided several library building designs on several City owned locations that are potential sites: City Hall, Civic Center, Progress Energy or Post Office Central Park. The Library is in a great location now and hopes to stay close to the core of Winter Park. The notebook has a map with the present location circled in red and showing the other locations.

Shawn Shaffer reviewed several sections in the notebook, including the statistics of how many patrons use our library daily.

Staying at the present location and remodeling the building were discussed. Dr. Douglas had brought in a building consultant who evaluated the property and gave his estimate for bringing the building up to meet our present needs. It would take an entire electrical re-wire, new plumbing, new windows and more. This is an option, and would cost over \$5 million, not including furnishings. Additional costs would involve renting a space and moving temporarily to another site during the construction, which could cost over a million dollars. The downside to remodeling here is that there would still be only 68 parking spaces. Presently the Alford Inn has given us 20 spaces on their lot that staff uses. They may be expanding in the future and their parking plans are not known now.

Appraisals have been done of this Library building to determine the value. The values varied.

Motion made by Bruce Douglas for an independent appraisal of this building and property to be paid for by the City of Winter Park. Seconded by Jeffry Jontz. The motion carried unanimously.

Financial discussion regarding the costs of a new building. There would be no site/land cost if City land is used. Shawn Shaffer expressed the opinion that cost of operations would stay even with a new building, it would take less personnel and hopefully be a “green” building, more energy efficient.

The City presently has a Bond on the Golf Course that will expire in 2016. An example was given that if the Library bonded \$10 million, half of that would take the place of the golf course bond (\$5 million). The additional \$5 million would increase the cost to the taxpayers in Winter Park by about \$45.00 per year on their tax base.

The next ballot for Winter Park residents will be in March 2015. The Commission would need to have it approved to go forward as a Bond Issue by December 2014 to be on that March ballot.

The next steps will be for all to review their notebook and the statistics therein. At the next meeting Committees will be put together to discuss partnerships, locations, potential buyers and what the Library of the Future might require.

A tour of the Library followed.

The meeting was adjourned at 5:10 pm

Ann Marshall
Administrative Assistant
Winter Park Public Library

Library Facility Task Force

July 30, 2014 8:30 a.m.

Winter Park Public Library Community Room

Members Present:

Bruce Douglas, Jeffry Jontz, Jan Walker, Nancy Miles, Sam Stark, Joel Roberts, Chip Weston, Daniel Butts, Gary Barker, Shawn Shaffer, Randy Knight

The meeting was called to order at 8:30 am by Task Force Committee Chairman, Sam Stark.

A motion to approve the Minutes of the 7/23/14 meeting was made by Jan Walker, seconded by Randy Knight. The motion passed. Minutes approved.

Sam started the agenda discussion off with a request for the task force to define their goal/mission.

Discussion ensued regarding what's best for the Winter Park city residents, organizations and business. WPPL's mission of being *a place where education, entertainment and enlightenment happen every day* and what it will take to meet those needs for the next 20 years. Our users were defined as residents and non-residents, including Rollins faculty and students. The demographic ranges from children to senior citizens, individuals and families.

A public relations campaign was suggested to help the residents get to know all that is available here at the Library. Shawn's mission this past year has been to get out into the community, and she is active in clubs and organizations, as is Phyllis Corkum, the Development Coordinator. Some of the Library services include: AARP offered tax preparation to residents from January until April, Adult Literacy training is available, Kindles loaned, bike rentals, keyboard and typing apps and tutors working with students. About 350 teens that have been involved in the Summer Reading programs.

The discussion turned to what the future needs of the community might be, what the future might require, and why we cannot meet those needs in our present location. The Library of the future will need to be flexible and have the ability to re-tool as its needs change. The Library will be a place where people, (tribes) connect generations. We will need to be a space that can grow and continue to evolve as life and technology does.

Parking is a big issue, and even if the library is re-plumbed and upgrades the electrical for today's technology, parking would still not be sufficient. A Library for the future needs to have flexibility, including walls that can be re-arranged and stacks that are moveable. Outside space is also very important and there needs to be green space that users can enjoy.

Subcommittees were discussed and several were proposed, including: Future needs, Site Selection, Funding and finance and PUP (Partners Use and Purpose). These will be discussed at the next meeting and Task Force members will be assigned to specific committees.

A symposium was suggested to help project the city's needs regarding the relevancy of how folks connect and learn, looking at cultural needs. A public forum, to bring in the public for their input, and to show that the Task Force is willing to listen, and wants feedback and ideas. The tentative date will be September 17 from 5:30 - 8 pm. Details to follow.

Sam discussed the need for a timeline. There will be two Task Force meetings in August.

The agenda for the next meeting will include site discussion, the public forum event and committees. Shawn will locate a place for the forum event and advise at the next meeting. It was also suggested that Library tours be offered, possibly by the WPPL Teen Board.

The meeting was adjourned at 10:10 a.m.

Library Task Force

August 13, 2014 8:30 a.m.

Winter Park Public Library Community Room

Members Present:

Bruce Douglas, Jeffry Jontz, Jan Walker, Nancy Miles, Sam Stark, Joel Roberts, Chip Weston, Daniel Butts, Gary Barker, Shawn Shaffer, Randy Knight

The meeting was called to order at 8:30 am.

A motion to approve the Minutes of the 7/30/14 meeting was unanimously approved.

Jeremy Bartolovitch, from the Douglas Company gave a concept estimate to gut and re-build at the current location. The retro-fit would involve keeping the structure and the HVAC and some of the electrical. The cost would range between \$140.00 and \$243.00 per square foot, which would put the starting cost at \$5.1 million. The building would be more energy efficient and the walls would be flexible so that spaces could be re-designed as technology and growth change. Bartolovitch said he did not know if adding a fourth floor is a possibility.

This estimated cost does not include moving the library materials to an off-site location, renting space and providing utilities while there, and then moving back to this location. The time frame to retro-fit this building would be around eight months for construction.

The parking lot could also be re-configured to add an additional four parking spaces. Randy Knight said city code requires three spaces per 1,000 square feet, which would be between 110-120 spaces. Presently there are 68 spaces. We already provide fewer spaces than required by code, and the addition of a fourth floor would increase the number of needed spaces.

A presentation of potential sites was shown by John Cunningham of ACI, a Winter Park architectural firm contracted by the City that has done several site analysis of available city-owned land. The four potential sites examined were: City Hall, Progress Point, Civic Center and the Post Office. ACI showed preliminary footprints for building at each of those locations. The Task Force discussed the pros and cons of the sites. Options for a joint-use facility were discussed and included options for partnerships with retail, civic or cultural organizations, and/or shared space and parking facilities.

Sam Stark started the discussion to define the group's ultimate goal/mission: Create a multi-use, multi-purpose facility in Winter Park that meets the needs and brings together the citizens of Winter Park and others in the region. The new facility will be anchored by the Winter Park Public Library; the space will be flexible enough to provide access to the full range of lifelong informational and educational opportunities relevant today and accommodate what will become relevant in the future.

The group feels strongly about the Library being a facility that will accommodate change for whatever the future brings. A community forum is being planned to bring in citizen input for Imagining Our Future. The event will be held on September 17 from 6 - 8 p.m. at the Woman's Club of Winter Park, 419 S. Interlachen Ave. This will be an opportunity for residents to ask questions of the Task Force members and discuss the many options about how to meet the educational and informational needs of the future.

The meeting was adjourned at 10:10 a.m.

City of Winter Park Public Library Task Force

August 27, 2014

Winter Park Public Library Community Room

Members Present: Jeffry Jontz, Jan Walker, Sam Stark, Joel Roberts, Chip Weston, Daniel Butts, Gary Barker, Shawn Shaffer, Randy Knight. Nancy Miles attended via conference call.

The meeting was called to order at 8:30 am

A motion to approve the minutes of the August 13, 2014 meeting was approved as amended.

The Mission statement was unanimously approved.

Randy Knight reported that he and Mayor Bradley had met with Congressman John Mica and the key representative of the U.S. Postal Service regarding a possible City purchase of the Post Office property. Knight said the Post Office is open to this prospect provided that a new site could be found for a distribution center that would consolidate three current centers. Knight said that the Post Office has never before considered moving the distribution center outside a one-mile radius of the current facility. One requirement of the Post Office is that a retail site remain within the city core. Congressman Mica indicated his strong support in helping to obtain this property for the City.

Shawn Shaffer and Knight talked with ACi about doing a site study for the present library location. The advantage is that many residents love our location.

Plans were made for the "Imagining Our Future" community forum on September 17, 2014 to be held at the Woman's Club of Winter Park from 6 - 8 p.m. This will be a positive opportunity for Winter Park residents to learn more about all of the ways the Library serves the community, as well as about national trends and what other cities are doing regarding library facilities. Discussions included hiring a moderator to facilitate, the type of forum style, room set up, speakers and presentations. The site renderings developed by ACi will be shown. Five questions were drafted for discussion, as well as to be printed on cards to be distributed that evening. Knight said that the City would split the cost of a facilitator with the Library. Promotions for the forum were discussed and the Library will send out an e-blast this week as well as a reminder next week after the Labor Day holiday. Shawn will be in touch with the Woman's Club to check on available equipment and doing a Live Tweet via Twitter during the event. The WPPL Teen Board will be in attendance to assist that evening.

Subcommittees will not be created at this time.

A timeline will be developed at the next meeting. A report to the City Commission will be required at the termination of this Task Force. Knight will bring information to the Task Force regarding the logistic and legal issues regarding bond issues, in case that becomes a recommended funding strategy.

Shaffer proposed that the Task Force visit the Melrose Center at the Orange County Library System's central branch. Members will meet there for a tour.

The meeting was adjourned at 10:02 am.

City of Winter Park Public Library Task Force

September 10, 2014

Winter Park Public Library Community Room

Members Present: Jeffry Jontz, Jan Walker, Sam Stark, Chip Weston, Daniel Butts, Gary Barker, Shawn Shaffer, Randy Knight. Larry Adams and Julie von Weller from ACi also attended.

The meeting was called to order at 8:32 a.m. by Task Force Chair Sam Stark.

The minutes of the August 27, 2014 meeting were approved.

Larry Adams from ACi presented options for renovation and expansion using the existing structure at the Library's current site. The 460 East New England Avenue site has 1.7 acres of land and could accommodate several possibilities that would include a parking structure. The next step will be having ACi present possibilities for scraping the current Library site and building an entirely new structure.

Shawn Shaffer briefly discussed the logistics and expenses involved in moving the Library to a temporary location should it be necessary to allow the renovation/expansion on the current site. Preliminary estimates are that a space of at least 20,000 square feet would be necessary to house the collection and staff. Availability of a space this size could be a serious issue. Additional expenses would be incurred to transport the collection and make rental space functional for the collection.

The Task Force approved the selection of Marilyn Crotty of the Florida Institute of Government at the University of Central Florida to facilitate the "Imagining Our Future" community forum. Members reviewed the suggested community forum format provided by Crotty in her proposal. The group accepted the general format and made suggestions for how to present results and conclusions. The Task Force members will meet with Crotty at 5:00 p.m. on September 17 prior to the Forum.

A timeline for the Task Force activities was proposed. Members discussed the feasibility of gathering community input, preparing needs analysis, making a site recommendation and drafting a bond issue in time for the December deadline to have the bond referendum appear on the March 2015 ballot. The City Commission set December 31, 2014 as the sunset date for the Task Force, though an extension is possible. The members agreed to make a mid-October report to the Commission and to strive for a final report to the Commission December 8. To this end, the Task Force discussed meeting weekly through December.

The next Task Force will meet next at 9 a.m. on September 24 at the Orange County Library System's Central Branch. Members will meet on the second floor at the Melrose Center for a tour of the makerspace and the meeting will follow.

The meeting was adjourned at 9:55 am

Library Facility Task Force
September 17, 2014 5:00 pm

Winter Park Public Library Meeting Room

Members Present:

Jeffrey Jontz, Jan Walker, Nancy Miles, Sam Stark, Chip Weston, Daniel Butts, Gary Barker, Shawn Shaffer, Randy Knight. Also attending Marilyn Crotty and Larry Adams, from ACi.

The meeting was called to order at 5:08 pm.

Sam Stark introduced Marilyn Crotty of the Florida Institute of Government at UCF who is the facilitator for the community forum that will be held in the Woman's Club of Winter Park this evening from 6 - 8 pm.

Ms. Crotty reviewed her role for the evening and instructed the Task Force how to draw maximum input from the small groups they would be leading. She had specific directions for them as to the role of the recorder and how brainstorming is best used in small groups.

The evening's timeline was reviewed:

- Teen Board members and staff will have people sign in and give them name tags.
- Sam Stark will welcome the attendees.
- Shawn Shaffer will be introduced and give a presentation.
- Marilyn Crotty will be introduced and she will give the group instructions about break-outs and the plan for the evening.
- Each small group will be led by a Task Force member, who will capture the essence of what is said on flipcharts.
- The top three recorded highlights from each small group will be summarized and presented to the whole group.
- Sam Stark will introduce Larry Adams from ACi, who will then give a short presentation.

Marilyn will collect the reports from the flip charts at the end of the evening and will compile the information into a report for the Task Force.

Mary Gail Coffee will be live tweeting via the Library's Twitter account ([@WPPLibrary](#)) using the hashtag #FutureWPPL, and she will be taking photos.

The meeting moved to the Woman's Club for the Forum.

Meeting was adjourned after the Forum at 9:00pm

Library Facility Task Force

September 24, 2014

9 a.m.

Melrose Center Second Floor of Orange County Library System's Central Branch
101 E. Central Blvd. Orlando, FL 32801

Members Present: Jeffry Jontz, Jan Walker, Sam Stark, Chip Weston, Gary Barker, Bruce Douglas, Nancy Miles, Joel Roberts, Shawn Shaffer, Randy Knight. Larry Adams and Julie von Weller from ACi also attended.

The meeting was called to order at 9:10 a.m. by Task Force Chair Sam Stark. **The minutes of the September 10, 2014 meeting were approved.**

The report on the community forum, prepared by Marilyn Crotty, was distributed and discussed. The consensus was that the forum was produced good information and there were a lot of positive comments given by the attendees. It was well run and the take-away was that the community believes a new Library will be a huge asset for the City of Winter Park and the future of the residents.

A motion was made, and seconded that the Task Force believes that the City of Winter Park needs a new Library. This motion passed unanimously.

The critical next steps were discussed, including a timeline for the Task Force meetings and the report to the City Commission.

Step two is location. Locations for the new Library were discussed. The sites that ACi have evaluated were discussed, including the pros and cons of each site. The committee consensus is that as sites are evaluated a few will be eliminated as not meeting the necessary criteria.

A motion was made and seconded to eliminate the Progress Point site as a potential location for a new library. The motion passed unanimously.

Step three is working through the details of financing. Randy Knight explained bond issues. The current bond that is on the golf course will expire in 2015. The Task Force feels that the voters will be more likely to approve a new bond issue that will seamlessly replace the golf course bond that citizens are presently paying in their taxes. A specific location need not be named in the bond request, however a specific amount of bonding must be listed.

Shawn Shaffer reported that the 2015 Leadership Winter Park class has selected the Library as the subject of one of its class projects. Members of the class will hold focus groups and obtain information from the business sector, residents and other groups regarding usage as well as programs of interest.

Library Facility Task Force members and guests toured the Melrose Center. An OCPL staff gave the tour and invited questions from our Task Force. The Task Force was impressed with their technology and the opportunities available in their meeting room spaces and their audio and video studio rooms. The simulator room was of particular interest and made new use of visual technology. The natural lighting, windows, carpeting and tech-friendly furniture were all noted and admired.

The next Task Force Meeting will be October 1, 2014 at 8 a.m.

The meeting adjourned at 10:45 am

Library Facility Task Force
October 15, 2014
8:30 a.m.
Winter Park Public Library Community Room

Members Present: Jeffry Jontz, Jan Walker, Bruce Douglas, Chip Weston, Daniel Butts, Gary Barker, Nancy Miles, Joel Roberts, Shawn Shaffer, Randy Knight. Julie von Weller from ACi and Marilyn Crotty also attended. The meeting was called to order at 8:35 a.m. by Daniel Butts. A quorum was present.

The minutes of the October 1, 2014 meeting were reviewed and a motion to approve the Minutes was made by Nancy Miles, seconded by Chip Weston. The motion passed.

The Task Force saw a video presentation of the City Commission Meeting on October 13, where the subject of the Library Facility Task Force and Community Forum was discussed. Randy Knight answered questions from the Mayor and Commission members regarding the progress made by the Task Force. The TF will attend the next City Commission Meeting on 10/27 at 3:30 pm. to make an interim report. All members are encouraged to attend.

Jeffry Jontz shared with the Task Force his list of "Not Enough...." that expounded on the many shortfalls here at the Winter Park Public Library. This will be given to Sam Stark, who will be the speaker representing the TF at the 10/27 City Commission meeting.

The Second Community Forum was planned to discuss possible site locations with residents and to obtain their feedback. This is critical path research so that the Task Force can then compare and evaluate different costs associated with the different possible sites.

Marilyn Crotty will give an overview of the first Community Forum. She suggested a Force Field Analysis type of meeting, so that attendees can discuss pros and cons in the study of possible sites. ACi will put up maps so that the public can engage in open ended discussion of the sites, then break into small groups to discuss further. The Second Community Forum Discussion will be held at the Rachel Murrah Civic Center on 10/30 from 6-8 pm.

The meeting was adjourned at 10:07 am



Library Facility Task Force
October 22, 2014 Minutes

Members Present: Chip Weston, Daniel Butts, Gary Barker, Nancy Miles, Shawn Shaffer, Randy Knight. Julie Von Weller from ACi also attended.

The meeting was called to order at 8:30 a.m. by Sam Stark.

A motion to approve the minutes of the October 15, 2014 was made by Nancy Miles, seconded by Gary Barker. The motion passed.

Sam Stark will give the interim report to the City Commission on October 27, 2014. He will review the charge from the commission and give a recap of the findings to date, as well as the conclusions the Task Force has made so far.

The upcoming community forums were discussed. There will be two meetings on October 30, 2014. The morning meeting will be at the Chamber of Commerce from 8 - 9:30 a.m. The evening meeting will be held at the Civic Center from 6 - 8 p.m. The formats will be the same at both meetings: soliciting information from small groups to discuss potential library sites. ACi will do a presentation of the potential sites, including the present library location and three other possible sites that the Task Force is studying. Marilyn Crotty will facilitate and give an overview of the community forum held September 17. It will be made clear to attendees that no decisions have yet been made regarding a new Library, but that this is due diligence to get input from the community to be presented in the report to the Commission.

The Task Force will meet again on October 29, 2014 at 8:30 a.m. in the Library's third floor meeting room.

The meeting was adjourned at 9:43 a.m.

Our Charge...

Library Facility Task Force consists of nine voting members and two ex officio members who study and make recommendations to the Winter Park City Commission regarding need, location, costs and funding strategies for a new or remodeled library facility.



Library Facility Task Force
October 29, 2014 Minutes

Members Present: Chip Weston, Daniel Butts, Gary Barker, Randy Knight, Joel Roberts, Sam Stark, Jeffry Jontz, Bruce Douglas, Jan Walker. Shawn Shaffer attended via FaceTime on the phone. Julie Von Weller from ACi also attended.

The meeting was called to order at 8:35 a.m. by Sam Stark.

A motion to approve the minutes of the October 22, 2014 was made by Gary Barker. Joel Roberts seconded. The motion passed.

The interim report to the Winter Park City Commissioners was discussed. All agreed that Sam Stark did a good job presenting the Task Force's findings to date.

The timeline was discussed and reviewed. The consensus is that momentum should be maintained to meet the December 31 deadline to present a full recommendation to the Commission. At the next Task Force meeting the plan is to review the results from the upcoming October 30 public forums and to rank the sites.

John Chrastka with the EveryLibrary, a national library advocacy organization, joined the meeting via Skype. He discussed his experiences and background in helping libraries advocate for funding and support. He gave some general advice on reaching voters. He suggested a ballot committee be formed to spearhead efforts related to a ballot initiative should it be determined one is necessary.

Two Community Forums will be held on October 30 to help obtain input about possible locations from the community. Plans for the forums were finalized.

The Task Force will meet again on November 5, 2014 at 8:30 a.m. in the Library's Community Room.

The meeting was adjourned at 9:43 a.m.



Library Facility Task Force
November 5, 2014 Minutes

Members Present: Chip Weston, Daniel Butts, Gary Barker, Nancy Miles, Shawn Shaffer, Randy Knight, Jeffry Jontz, Bruce Douglas, Joel Roberts, Sam Stark, Jan Walker. Larry Adams and Julie Von Weller from ACi also attended.

The meeting was called to order at 8:30 a.m. by Sam Stark.

A motion to approve the minutes of the October 29, 2014 was made by Daniel Butts. Jeffry Jontz seconded. The motion passed.

The Task Force discussed the Second Community Forum, held on Thursday, October 30. Daniel Butts attended the morning session and said that the attendees included business owners and professionals. The discussions were productive. There were insightful questions, and quality input. Jeffry Jontz reported on the evening session and said that many good points were raised, especially concerns that library parking would be appropriated for other purposes at various sites. There was no clear consensus toward any one specific site. The Task Force will look forward to the report from the facilitator, Marilyn Crotty.

The Task Force's timeline was reviewed, and Randy Knight was asked to look into possible dates to have a workshop with the City Commission to present the final report.

Site analysis was discussed. A survey will be distributed to Task Force members to complete and bring to the next meeting to rank the sites by a scale of 1-5 on the following criterias: location, cost, parking, green space, walkability and ease of use. This information will be used to cull the sites.

The Task Force discussed the final report from the Task Force to the City Commission. An outline was planned that will answer the original charge of the Task Force: recommendations about need, location, lost and funding. This report will be started by Shawn Shaffer and added to as the information becomes available.

The Task Force will meet again on November 12, 2014 at 8:30 a.m. in the Library's Community Room.

The meeting was adjourned at 9:48 a.m.



Library Facility Task Force

November 12, 2014

8:30 a.m.

Winter Park Public Library Community Room

Members present: Gary Barker, Daniel Butts, Jeffry Jontz, Nancy Miles, Sam Stark, Jan Walker, Chip Weston, Shawn Shaffer and Randy Knight. A quorum was established.

The meeting was called to order at 8:35 a.m. by Sam Stark.

A motion to approve the minutes of the November 5, 2014 meeting was made by Nancy Miles. Jeffry Jontz seconded. The motion passed.

The Task Force members reviewed the results of the site analysis each was asked to complete. Members ranked each potential site on a scale of 1-5 in 11 criteria such as: location, cost, accessibility, green space, walkability, timing and adjacencies. Each member reported his/her score in each category. The results were totaled. Final scores were as follows:

Post Office site - 317 points

City Hall - 289 points

Civic Center - 258 points

Current site with a new building - 219 points

Current location with remodeled building - 169 points.

Marilyn Crotty's report on the October 30 community forums was distributed and discussed.

The initial draft of the final report to the City Commission was discussed. Jan Walker suggested that the Task Force include a specific call to action. It was suggested that the following recommendations be made in the final report:

1. Approve financing and construction of a new library at site A (Post Office site) or B (City Hall)
2. Once a site is selected, approve a city-wide referendum on bond issue
3. Urge commission to acquire Post Office site as first choice for a new library to be constructed

Randy Knight confirmed that there will be a workshop with the City Commissioners on December 2, 2014 from 9:30 - 11 a.m. This meeting will be open to the public.

The meeting was adjourned at 10:05 a.m.

Our Charge...

Library Facility Task Force consists of nine voting members and two ex officio members who study and make recommendations to the Winter Park City Commission regarding need, location, costs and funding strategies for a new or remodeled library facility.



Library Facility Task Force

November 19, 2014

8:30 a.m.

Winter Park Public Library Community Room

Members present: Gary Barker, Daniel Butts, Bruce Douglas, Jeffry Jontz, Joel Roberts, Sam Stark, Jan Walker, Chip Weston, Shawn Shaffer and Randy Knight. A quorum was established.

The meeting was called to order at 8:35 a.m. by Sam Stark.

A motion to approve the minutes of the November 12, 2014 meeting was made by Jeffry Jontz. Chip Weston seconded. The motion passed.

A presentation was made by Larry Adams, of ACi to review the costs for a 60,000 square foot building on each of the sites considered.

The Task Force discussed preparations for the December 2 City Commission Workshop. Shawn Shaffer will send a draft of the final report that staff and Task Force members have been working on. Content of the report was discussed. Members were asked review the document thoroughly and forward edits or revisions Shawn.

The Task Force will meet again this week Friday, November 21 at 8:30 am so that they can finalize their Final Report.

The meeting was adjourned at 10:02 a.m.

Our Charge...

Library Facility Task Force consists of nine voting members and two ex officio members who study and make recommendations to the Winter Park City Commission regarding need, location, costs and funding strategies for a new or remodeled library facility.



Library Facility Task Force

November 21, 2014

8:30 a.m.

Winter Park Public Library Community Room

Members present: Gary Barker, Daniel Butts, Jeffry Jontz, Joel Roberts, Sam Stark, Jan Walker, Shawn Shaffer and Randy Knight. A quorum was established.

The meeting was called to order at 8:35 a.m. by Sam Stark.

A motion to approve the minutes of the November 19, 2014 meeting was made by Sam Stark. Jeffry Jontz seconded. The motion passed.

Task Force members who had any discussions with their City Commissioners shared their comments with the committee.

The Task Force discussed preparations for the December 2 City Commission Workshop. Content for the Report to the Commission was reviewed.

The meeting was adjourned at 10:02 a.m.

Our Charge...

Library Facility Task Force consists of nine voting members and two ex officio members who study and make recommendations to the Winter Park City Commission regarding need, location, costs and funding strategies for a new or remodeled library facility.

Appendix C:
“Library of the Future”
presentation by Clyde Scoles

THE
LIBRARY



OF THE
▶▶▶ FUTURE

REIMAGINING THE LIBRARY AS AN ENGAGED
COMMUNITY-CREATED ASSET





The Library Experience

A public library is a complex organization with many moving parts.

Exteriors

We have seen more new library construction in the last 20 years than the entire era of Carnegie. A newly constructed library means sustainable energy efficiencies, while also creating comfortable and flexible environments.



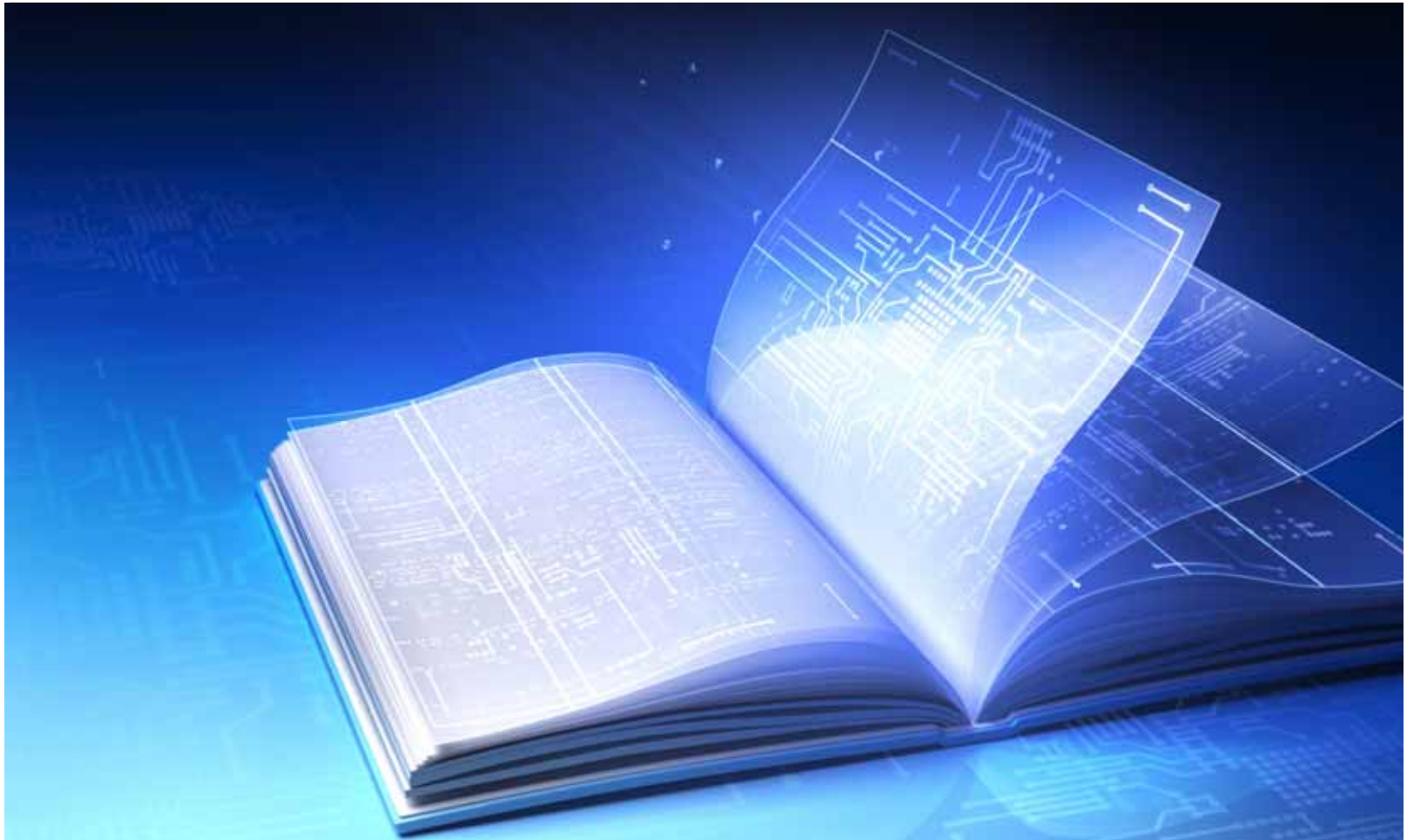
According to a recent Pew Research Center Study:

- 97% of public libraries provide access to e-government services
- 92% help customers access online job databases and resources
- 90% provide formal and informal technology and training
- 90% help people apply for jobs online
- 100% provide public Internet access
- 81% of customers 16 years and older say that public libraries provide many services people would have a hard time finding elsewhere.







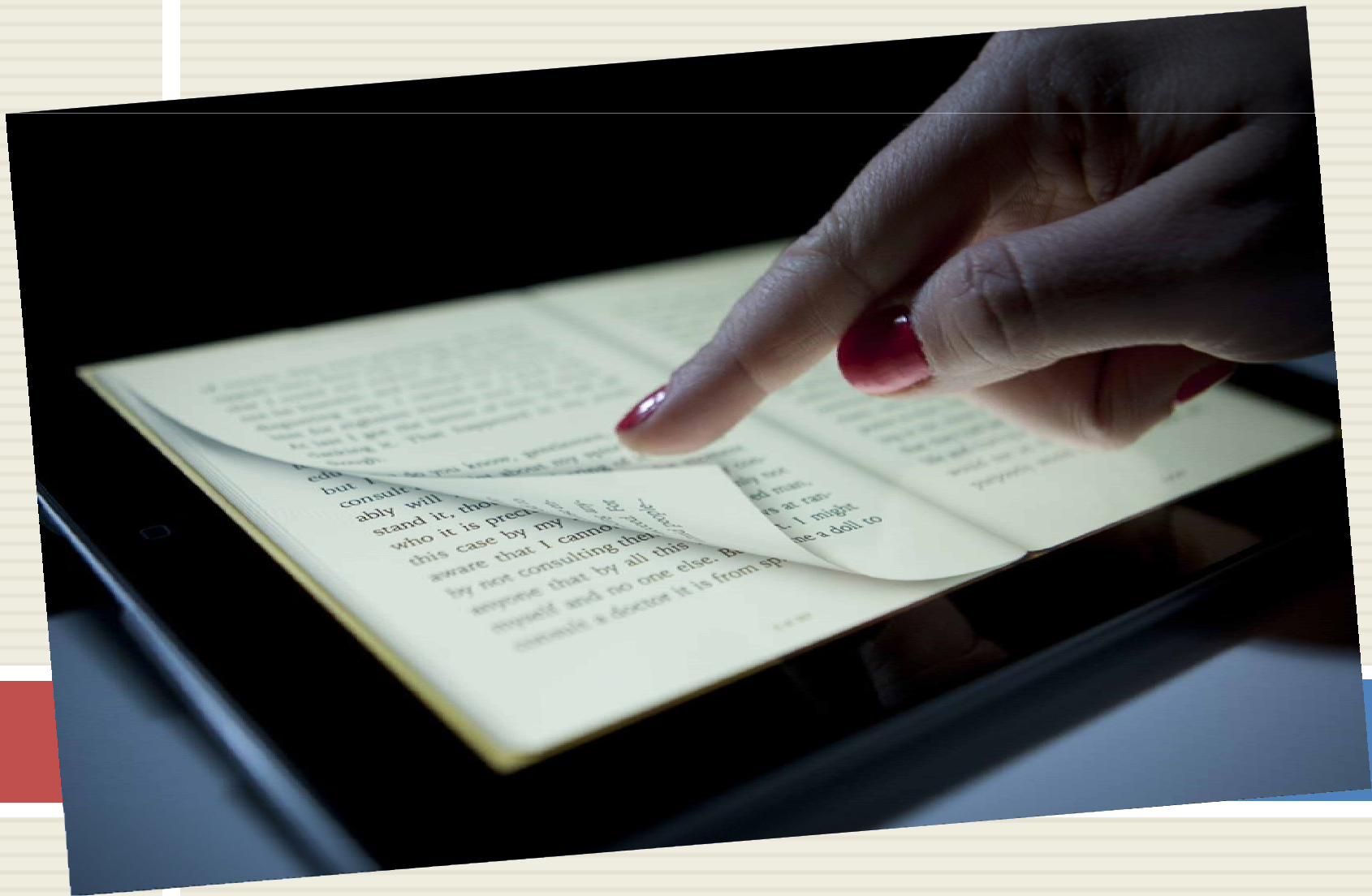


Books expanded

Americans strongly value the vital role of public libraries.







Digital Resources





Spaces for Children to Learn and Grow

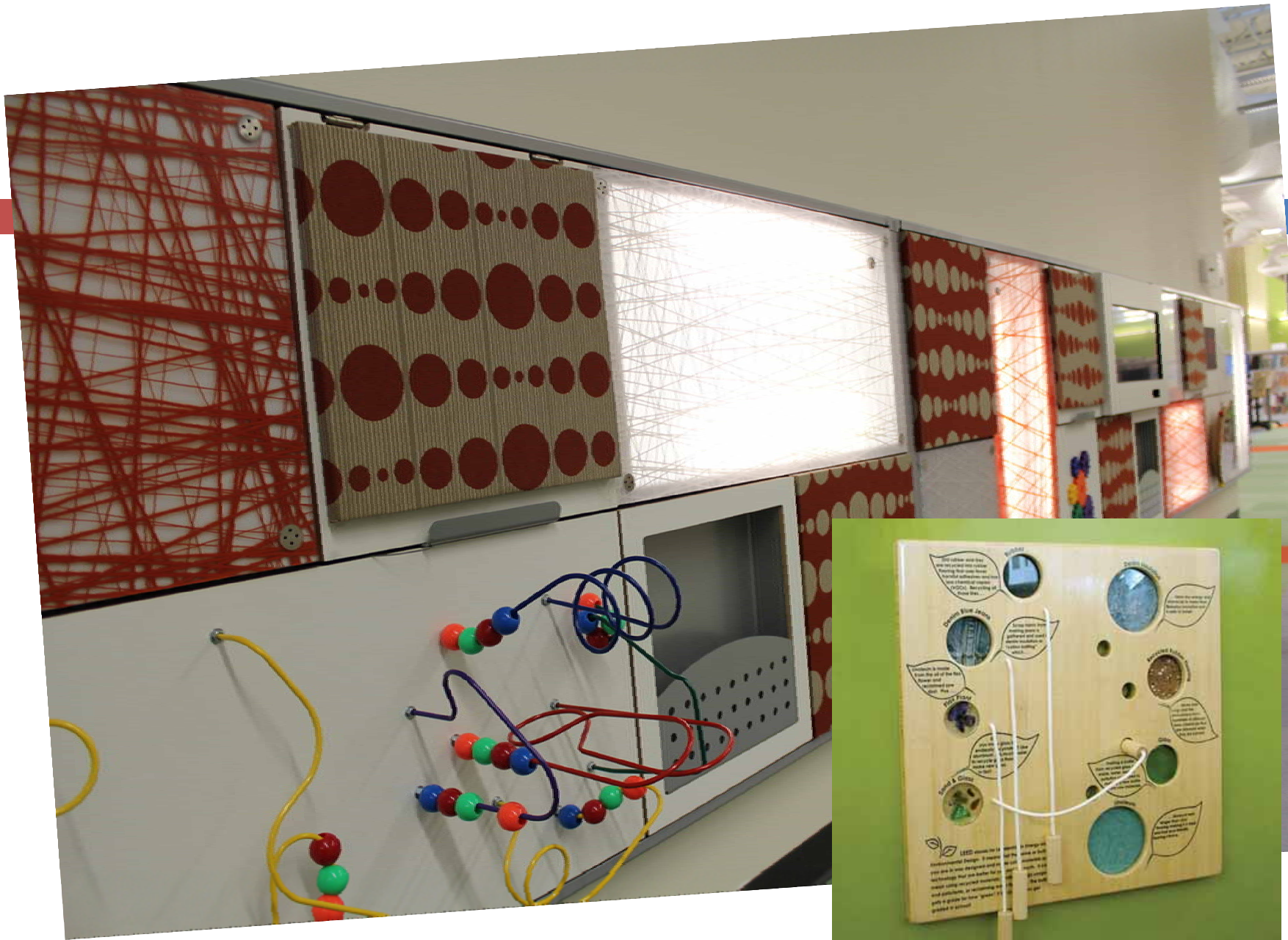
Designing library spaces for children now and in the future requires rethinking more than rebuilding, and can be implemented incrementally beginning with the question, “What do we want to happen in this space?,” rather than “What do we want to put in this space?”

Children's Spaces

Improving education is a vital national priority, and libraries are at the center of achieving that goal. Libraries provide a bridge to a brighter learning future which is needed now more than ever.





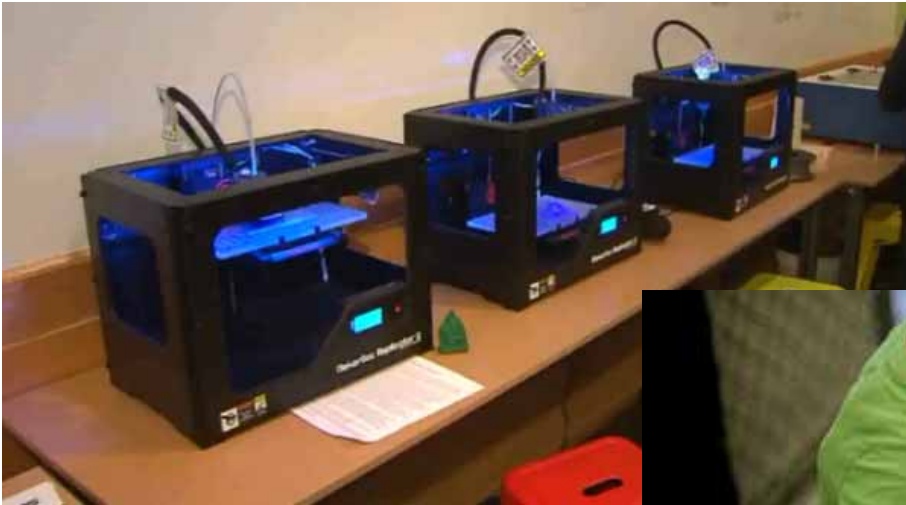




Content Creation

New libraries are no longer places to only search and discover existing information, but to generate information and create content in a variety of digital and physical forms such as: Creating music, making two-dimensional designs, diaries, family history logs, audio and video books and much more.

Content Creation









Expanded Services – Business Center



Innovative Spaces

The high relevancy and the need for public libraries continue to evolve as the needs of our community require a public library to serve as a center of community learning.

Response	Percentage
Yes	75%
No	25%





Author Alex Haley once said that when researching his book "Roots":

"I went to many community libraries and I knew within about 10 minutes what kind of a community it truly is."

Truly, a library mirrors a community and at the same time can also be described as a "community's greatest gift to itself."





“I think the health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries”

- Carl Sagan, Cosmos

Final Thoughts



- Technology
- Preservation
- Creative Spaces
- Reading and Literacy

Final Thoughts









A new library is a community's gift to itself.
A public library is a great leveler of privilege and avenue of reinvention.
It is one of the great engines of democracy.

Thank You.
Questions?

Appendix D:

Douglas Report



LEAD

Progressive Planning Process

BUILD

For Your Future

SUCCEED

Every Customer
Every Project
Every Time

**Winter Park
Library
Renovation**

**Winter Park,
FL**

May 02, 2014



THE DOUGLAS COMPANY
LEAD. BUILD. SUCCEED.



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Winter Park, FL

May 02, 2014
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3. **Proposal Attachments**
 - a. **Scope of Work Narrative**
 - b. **Clarifications**
 - c. **Allowances**
 - d. **Exclusions**
4. **Referenced Documents**



THE DOUGLAS COMPANY

LEAD. BUILD. SUCCEED.

May 02, 2014

Mr. Bruce Douglas
Harvard Development Co.
231 W. Park Ave
Winter Park, FL 32789

RE: Winter Park Library Renovation

Dear Mr. Douglas,

Thank you for the opportunity to submit this concept budget proposal for the complete renovation of the existing Public Library building located in Winter Park, FL. It is intended to provide you with a comprehensive understanding of the costs and services you can expect for the project, and to ensure the best return on investment for the Community.

The summary of the project's details are as follows:

➔ Budget proposal – Total	\$ 5,112,605
➔ Building total	\$ 4,725,434
➔ Site total	\$ 333,754
➔ Performance Bond	\$ 53,417
➔ Number of buildings:	One (1)
➔ Number of stories:	Three (3)
➔ Type of construction:	Non-Combustible
➔ Square footage:	31,706 Total square feet

To further clarify our proposal, attached is an outline scope of work narrative, clarifications, allowances, exclusions, and list of referenced plans all dated May 02, 2014 for your review.

We look forward to working with the City on this exciting project. The Douglas Company is a dedicated group of professionals able to control costs, ensure quality, and complete on time. Please contact us with any questions; The Douglas Company is always available to provide additional information or any assistance you require.

Very truly yours,

THE DOUGLAS COMPANY

Dennis Robinson
Executive Vice President

cc: Shawn L. Shaffer

DOUGLAS COMPANY - MASTER SITEWORK ESTIMATE WORKSHEET

Job # 14-xxx-1	Project: W.P. Library Renovation	Date Calculated: 05/01/14
File: 2014 Master Estimate- FL	Location: City: Winter Park	Time Calculated: 10:25 AM
	State: Florida	
Owner: W.P.	Revision # <u>Concept Estimate_May 2014</u>	Acreage: 1.00
Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

CODE	DESCRIPTION	QUANTITY	UNIT	PRICE	LABOR	MATERIAL	SUB CONT.	TOTAL	COST /ACRE
01000	GENERAL CONDITIONS	10%			\$26,445	\$125	\$17,546	\$44,116	\$44,116.36
01053	SITE SURVEY/ LAYOUT	30.0	HRS	125.00			\$3,750	\$3,750	\$3,750.00
02110	DEMO. / REMOVALS	1.0	LS	9,200.00			\$9,200	\$9,200	\$9,200.00
	Trees	0.0	ACRE	0.00			\$0		
	Buildings	0.0	CY	0.00			\$0		
	Concrete	0.0	SY	0.00			\$0		
	Asphalt	0.0	SY	0.00			\$0		
	Curbs	0.0	LF	0.00			\$0		
	Aprons	0.0	SF	0.00			\$0		
	Other	0.0	SF	0.00			\$0		
02200	EXCAVATION	0.0	LS	0.00			\$0	\$0	\$0.00
	Clearing & Grubbing	0.0	ACRE	0.00			\$0		
	Strip/Stockpile Topsoil	0.0	CY	0.00			\$0		
	Cut & Fill	0.0	CY	0.00			\$0		
	Fine Grading	0.0	SY	0.00			\$0		
	Respread Topsoil	0.0	CY	0.00			\$0		
	Construction Entrance	0.0	LS	0.00			\$0		
	Imported Fill	0.0	CY	0.00			\$0		
	Exported Waste/Spoils	0.0	CY	0.00			\$0		
	Building Excavation	0.0	CY	0.00			\$0		
	Silt Fence	0.0	LF	0.00			\$0		
	Inlet Protection	0.0	EA	0.00			\$0		
02250	SOIL POISONING	0.0	SF	0.00			\$0	\$0	\$0.00
		0.0	SF	0.00			\$0		
02501	SANITARY SEWER	0.0	LS	0.00	Existing		\$0	\$0	\$0.00
	Off-Site Pipe: 8" PVC	0.0	LF	0.00			\$0		
	6" PVC	0.0	LF	0.00			\$0		
	On-Site Pipe: 8" PVC	0.0	LF	0.00			\$0		
	6" PVC	0.0	LF	0.00			\$0		
	4" PVC	0.0	LF	0.00			\$0		
	Cleanouts	0.0	EA	0.00			\$0		
	Manholes	0.0	EA	0.00			\$0		
	Lift or Pumping Stations	0.0	LS	0.00			\$0		
	Tap/Saddle	0.0	EA	0.00			\$0		
	30,000 GPD Plant	0.0	LS	0.00			\$0		
	Boring/Crossing	0.0	LF	0.00			\$0		
	Open Cut/Road Patch	0.0	SY	0.00			\$0		
02504	Tap & Usage Fees	1.0	LS	0.00	By Owner		\$0	\$0	\$0.00
	EPA Fees	0.0	LS	0.00	By Owner		\$0		

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Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

CODE	DESCRIPTION	QUANTITY	UNIT	PRICE	LABOR	MATERIAL	SUB CONT.	TOTAL	COST /ACRE
02505	STORM SEWER	0.0	LS	0.00	Existing		\$0	\$0	\$0.00
	Off-Site Pipe: 30" RCP	0.0	LF	0.00			\$0		
	24" RCP	0.0	LF	0.00			\$0		
	18" RCP	0.0	LF	0.00			\$0		
	On-Site Pipe: 30" RCP	0.0	LF	0.00			\$0		
	24" ADS	0.0	LF	0.00			\$0		
	20" ADS	0.0	LF	0.00			\$0		
	18" ADS	0.0	LF	0.00			\$0		
	15" ADS	0.0	LF	0.00			\$0		
	12" ADS	0.0	LF	0.00			\$0		
	10" ADS	0.0	LF	0.00			\$0		
	8" ADS	0.0	LF	0.00			\$0		
	End Sections	0.0	EA	0.00			\$0		
	Catch Basins/Inlets	0.0	EA	0.00			\$0		
	Manholes	0.0	EA	0.00			\$0		
	Rip Rap	0.0	CY	0.00			\$0		
	Open Cut/Patch Road	0.0	SF	0.00			\$0		
	Downspout Piping	0.0	LF	0.00			\$0		
	Granular Fill	0.0	CY	0.00			\$0		
02508	Tap & Usage Fees	1.0	EA	0.00	By Owner		\$0	\$0	\$0.00
	Inspection Fees	0.0	LS	0.00	By Owner		\$0		
		0.0	LS	0.00			\$0		
02550	WATER LINES	0.0	LS	0.00	Existing		\$0	\$0	\$0.00
	Off-Site Pipe: 8" DI	0.0	LF	0.00			\$0		
	6" DI	0.0	LF	0.00			\$0		
	4" DI	0.0	LF	0.00			\$0		
		0.0	LF	0.00			\$0		
	On-Site Pipe: 8" PVC	0.0	LF	0.00			\$0		
	6" PVC	0.0	LF	0.00			\$0		
	4" PVC	0.0	LF	0.00			\$0		
	3" CU	0.0	LF	0.00			\$0		
	2" CU	0.0	LF	0.00			\$0		
	1.5" CU	0.0	LF	0.00			\$0		
	5" Well Pump	0.0	EA	0.00			\$0		
	Storage Tank	0.0	SF	0.00			\$0		
		0.0	SF	0.00			\$0		
	Hydrants w/Valves	0.0	EA	0.00			\$0		
	Saddle/Tap	0.0	EA	0.00			\$0		
	8" Valves	0.0	EA	0.00			\$0		
02551	Water Meter Fees	1.0	EA	0.00	By Owner		\$0	\$0	\$0.00

DOUGLAS COMPANY - MASTER SITEWORK ESTIMATE WORKSHEET

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Owner: W.P.	Revision # <u>Concept Estimate_May 2014</u>	Acreage: 1.00
Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

CODE	DESCRIPTION	QUANTITY	UNIT	PRICE	LABOR	MATERIAL	SUB CONT.	TOTAL	COST /ACRE
02560	GAS SERVICE						\$0	\$0	\$0.00
	Utility Co. Charges	0.0	LF	0.00	By Owner		\$0		
		0.0	LS	0.00			\$0		
02600	ASPHALT PAVING	1.0	LS	27,500.00	Repairs / Patching		\$27,500	\$27,500	\$27,500.00
	Standard Duty (8 & 3)	0.0	SY	0.00			\$0		
	*8" Paving Stone Base	0.0	SY	0.00			\$0		
	Heavy Duty (12 & 5)	0.0	SY	0.00			\$0		
	Accel/Decel Lanes	0.0	SY	0.00			\$0		
	Aprons	0.0	SY	0.00			\$0		
	Underdrains	0.0	LF	0.00			\$0		
	Tensor/Sep Fabric	0.0	SY	0.00			\$0		
	Cable Guide Rail	0.0	SY	0.00			\$0		
02610	STRIPING	1.0	LS	5,000.00			\$5,000	\$5,000	\$5,000.00
	Stalls	0.0	EA	0.00			\$0		
	Handicapped Symbols	0.0	EA	0.00			\$0		
	Other	0.0	EA	0.00			\$0		
		0.0	EA	0.00			\$0		
02720	SITE IMPROVEMENTS						\$0	\$20,000	\$20,000.00
	Swimming Pool	0.0	LS	0.00			\$0		
	Bridges	0.0	LS	0.00			\$0		
	Car Ports	0.0	EA	0.00			\$0		
	Fountain / Entry Feature/ Art	1.0	EA	20,000.00	Allowance		\$20,000		
	Other - Courtyard Features	0.0	LS	0.00			\$0		
	Other - Entry Features	0.0	LS	0.00			\$0		
		0.0	LS	0.00			\$0		
02800	LANDSCAPING	1.0	LS	50,000.00	Allowance		\$50,000	\$50,000	\$50,000.00
	Trees & Bushes	0.0	UNITS	0.00			\$0		
	Seed/Sod	0.0	ACRE	0.00			\$0		
	Mulch	0.0	CY	0.00			\$0		
	Edging	0.0	LF	0.00			\$0		
	Other	0.0	LS	0.00			\$0		
		0.0	LS	0.00			\$0		
02801	LAWN IRRIGATION	1.0	LS	15,000.00	Allowance		\$15,000	\$15,000	\$15,000.00
		0.0	SF	0.00			\$0		
		0.0	SF	0.00			\$0		
03300	SITE CONCRETE WORK	1.0	LS	12,500.00			\$12,500	\$12,500	\$12,500.00
	Curb & Gutter	0.0	LF	0.00			\$0		
	Straight Curb	0.0	LF	0.00			\$0		
	Sidewalks 4"	0.0	SF	0.00			\$0		

DOUGLAS COMPANY - MASTER SITEWORK ESTIMATE WORKSHEET

Job # 14-xxx-1	Project: W.P. Library Renovation	Date Calculated: 05/01/14
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Owner: W.P.	Revision # Concept Estimate_May 2014	Acreage: 1.00
Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

CODE	DESCRIPTION	QUANTITY	UNIT	PRICE	LABOR	MATERIAL	SUB CONT.	TOTAL	COST /ACRE
03300	SITE CONCRETE WORK CONTINUED								
	Turndown Edge	0.0	LF	0.00			\$0		
	Dumpster Pads	0.0	SF	0.00			\$0		
	Curb Stop/Bumper Block	0.0	EA	0.00			\$0		
	Light Pole Bases	0.0	EA	0.00			\$0		
	Aprons	0.0	SF	0.00			\$0		
	Transformer Pads	0.0	EA	0.00			\$0		
	A/C Pads	0.0	EA	0.00			\$0		
	Off-Site Concrete	0.0	LS	0.00			\$0		
		0.0	LS	0.00			\$0		
04360	MASONRY WALLS	1.0	LS	10,000.00			\$10,000	\$10,000	\$10,000.00
		0.0	SF	0.00			\$0		
04400	BRICK PAVERS	2,000.0	SF	5.00			\$10,000	\$10,000	\$10,000.00
		0.0	SF	0.00			\$0		
05280	MISCELLANEOUS METAL WORK						\$0	\$20,000	\$20,000.00
	Bumper Posts	10.0	EA	2,000.00			\$20,000		
		0.0	EA	0.00			\$0		
10400	FENCING	0.0	LS	0.00			\$0	\$0	\$0.00
	Fencing	0.0	LF	0.00			\$0		
	Guard railings	0.0	LF	0.00			\$0		
		0.0	LF	0.00			\$0		
10985	SITE SIGNAGE	0.0	LS	0.00			\$0	\$22,500	\$22,500.00
	Traffic Control	1.0	EA	2,500.00			\$2,500		
	Building Sign	1.0	LS	20,000.00	Allowance		\$20,000		
		0.0	EA	0.00			\$0		
16100	SITE ELECTRICAL	0.0	LS	0.00			\$0	\$27,500	\$27,500.00
	Site Lighting	10.0	EA	2,750.00			\$27,500		
	Primary Conduit	0.0	LF	0.00	Existing		\$0		
	Primary Service Charges	0.0	LF	0.00			\$0		
	Off-Site Lighting	0.0	EA	0.00			\$0		
	Telephone Conduit	0.0	LF	0.00	Existing		\$0		

SITE SUBTOTAL:	\$26,445	\$125	\$250,496	\$277,066	\$277,066.36
LABOR BURDEN:	43.5%			\$11,504	\$11,503.69
TAX:		6.50%		\$8	\$8.13
SUB GUARD:			0.75%	\$1,879	\$1,878.72
CONTINGENCY:		5.00%		\$14,523	\$14,522.84
INSURANCE:		1.08%		\$3,623	\$3,623.16
Ohio CAT tax:		0.26%		\$0	\$0.00
					\$0.00
Site Design Guard:		0.00%		\$0	\$0.00
OVERHEAD:		5.00%		\$15,430	\$15,430.14
PROFIT:		3.00%		\$9,721	\$9,720.99

TOTAL SITEWORK	\$333,754	333,754.03
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DOUGLAS COMPANY - PROJECT MASTER ESTIMATE SUMMARY SHEET

Job # 14-xxx-1	Project: W.P. Library Renovation	Date Calculated: 05/01/14
File: 2014 Master Estimate - FL	Location: City: Winter Park	Time Calculated: 10:25 AM
	State: Florida	
Owner: W.P.	Revision # Concept Estimate_May 2014	Acreage: 1.00
Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

BUILDING ESTIMATE WORKSHEET

CODE	DESCRIPTION	LABOR	MATERIAL	SUB CONT.	TOTAL	COST/UNIT	COST / SF	PRICE SOURCE
01000	GENERAL CONDITIONS	\$238,007	\$1,125	\$157,915	\$397,047	397,047.20	12.52	
02200	EXCAVATION					Total Excavation		\$151,585
02210	Building Demolition			\$150,000	\$150,000	150,000.00	4.73	4.78
02200	Building Excavation/ Fill			\$0	\$0	0.00	0.00	
02250	Soil Poisoning			\$1,585	\$1,585	1,585.30	0.05	
02275	Foundation Tile			NA	\$0	0.00	0.00	
03000	BUILDING CONCRETE					Total Concrete		\$45,000
03200	Foundation Concrete			NA	\$0	0.00	0.00	1.42
03300	Concrete Slab on Grade			NA	\$0	0.00	0.00	
03330	CIP Concrete, Flr Topping			\$45,000	\$45,000	45,000.00	1.42	
03350	Precast Concrete Slabs			NA	\$0	0.00	0.00	
03300	Precast Stairs & Landings			NA	\$0	0.00	0.00	
04000	MASONRY					Total Masonry		\$433,375
04300	Masonry			\$25,000	\$25,000	25,000.00	0.79	13.67
04300	Masonry Reinforcing			Incl. in above	\$0	0.00	0.00	
04300	Masonry Insulation			\$0	\$0	0.00	0.00	
04300	New Brick Veneer			\$408,375	\$408,375	408,375.00	12.88	
05000	STEEL					Total Steel		\$71,000
05100	Steel Fabrication		\$40,000		\$40,000	40,000.00	1.26	2.24
05102	Steel Erection			\$20,000	\$20,000	20,000.00	0.63	
05200	Misc. Steel			Incl. in 05100	\$0	0.00	0.00	
05250	Steel Stair Handrails			\$11,000	\$11,000	11,000.00	0.35	
05801	Aluminum Balcony Railings			NA	\$0	0.00	0.00	
05900	Aluminum Screen Enclosures			NA	\$0	0.00	0.00	
06000	CARPENTRY					Total Carpentry		\$336,350
06103	Rough Carpentry Labor			\$51,050	\$51,050	51,050.00	1.61	10.61
06102	Lumber Materials			\$23,800	\$23,800	23,800.00	0.75	
06125	Trusses (Roof & Floor)			NA	\$0	0.00	0.00	
06150	Int. / Ext. Columns			\$15,000	\$15,000	15,000.00	0.47	
06160	Interior Stairs & Railings			See Div 5	\$0	0.00	0.00	
06200	Cabinets & Tops - Units			NA	\$0	0.00	0.00	
06250	Cabinets & Tops - Common			See 06400	\$0	0.00	0.00	
06301	Window Sills/ Trim			\$11,000	\$11,000	11,000.00	0.35	
06400	Custom Millwork/Casework			\$150,000	\$150,000	150,000.00	4.73	
06400	Base, Trim, Casing- Labor			\$45,000	\$45,000	45,000.00	1.42	
06401	Base, Trim, Casing- Mat'l's			\$35,000	\$35,000	35,000.00	1.10	
06420	FRP & Accessories			\$5,500	\$5,500	5,500.00	0.17	
				\$0	\$0	0.00	0.00	

DOUGLAS COMPANY - PROJECT MASTER ESTIMATE SUMMARY SHEET

Job # 14-xxx-1	Project: W.P. Library Renovation	Date Calculated: 05/01/14
File: 2014 Master Estimate - FL	Location: City: Winter Park	Time Calculated: 10:25 AM
	State: Florida	
Owner: W.P.	Revision # Concept Estimate_May 2014	Acreage: 1.00
Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

CODE	DESCRIPTION	LABOR	MATERIAL	SUB CONT.	TOTAL	COST/UNIT	COST / SF	PRICE SOURCE
07000	MOISTURE /THERMAL PROTECTION					Total Moisture/Thermal Prot		\$88,415
07100	Waterproofing			Incl. in 07950	\$0	0.00	0.00	2.79
07200	Batt Insulation			\$33,375	\$33,375	33,375.00	1.05	
07300	EPDM Roofing - Repairs			\$19,250	\$19,250	19,250.00	0.61	
07450	Hardi-Board Siding			None	\$0	0.00	0.00	
07501	Shingle Roofing			None	\$0	0.00	0.00	
07550	Chimney Caps, Roof Metal			\$8,790	\$8,790	8,790.00	0.28	
07600	Gutters & Downspouts			None	\$0	0.00	0.00	
07900	Soffit & Fascia			None	\$0	0.00	0.00	
07950	Caulking & Sealants			\$27,000	\$27,000	27,000.00	0.85	
08000	DOORS & WINDOWS					Total Doors & Windows		\$416,700
08100	Doors & Frames		\$60,000		\$60,000	60,000.00	1.89	13.14
08450	Finish Hardware		\$28,000		\$28,000	28,000.00	0.88	
08700	Door & Hardware Installation			\$21,600	\$21,600	21,600.00	0.68	
08800	Operable Windows			NA	\$0	0.00	0.00	
08810	New Alum. Fixed Windows			\$227,300	\$227,300	227,300.00	7.17	
08820	Int. / Misc. Glass & Glazing			\$31,300	\$31,300	31,300.00	0.99	
08955	Automatic Doors / Openers			\$28,500	\$28,500	28,500.00	0.90	
08956	Accordian Folding Door(s)			\$20,000	\$20,000	20,000.00	0.63	
09000	FINISHES					Total Finishes		\$764,795
09100	Ext. Façade - Stucco/Trim			\$100,000	\$100,000	100,000.00	3.15	24.12
09250	Drywall & Metal Framing			\$355,000	\$355,000	355,000.00	11.20	
09300	Porcelain & Ceramic Tile			\$9,250	\$9,250	9,250.00	0.29	
09500	Acoustical Ceilings			\$103,045	\$103,045	103,044.50	3.25	
09650	Resilient Flooring			\$4,500	\$4,500	4,500.00	0.14	
09652	Carpeting			\$112,500	\$112,500	112,500.00	3.55	
09800	Painting & Wallcoverings			\$70,500	\$70,500	70,500.00	2.22	
09655	Inset / Walk-Off Mats			\$10,000	\$10,000	10,000.00	0.32	
10000	SPECIALTIES					Total Specialties		\$57,400
10100	Corner Guards & Wall Prot.			\$18,500	\$18,500	18,500.00	0.58	1.81
10152	Privacy Track & Curtains			NA	\$0	0.00	0.00	
10153	Fire Extinguishers			\$2,500	\$2,500	2,500.00	0.08	
10240	Shower Seats			NA	\$0	0.00	0.00	
10250	Window Treatments			NA	\$0	0.00	0.00	
10270	Fireplaces			NA	\$0	0.00	0.00	
10280	Mailboxes			NA	\$0	0.00	0.00	
10490	Signage			\$12,500	\$12,500	12,500.00	0.39	
10500	Lockers - Employee Room			\$2,500	\$2,500	2,500.00	0.08	
10670	Book Shelving			In Owner's FFE	\$0	0.00	0.00	

DOUGLAS COMPANY - PROJECT MASTER ESTIMATE SUMMARY SHEET

Job # 14-xxx-1	Project: W.P. Library Renovation	Date Calculated: 05/01/14
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Owner: W.P.	Revision # Concept Estimate_May 2014	Acreage: 1.00
Arch. TBD	Sales Tax: 6.50%	# of Units: 1
Estim. Jbartolovitch	Margin: 3.00%	Building S.F. 31,706

CODE	DESCRIPTION	LABOR	MATERIAL	SUB CONT.	TOTAL	COST/UNIT	COST / SF	PRICE SOURCE
10800	Bathroom Access. & Partitions			\$18,900	\$18,900	18,900.00	0.60	
10980	Access Panels			\$2,500	\$2,500	2,500.00	0.08	
11000	EQUIPMENT					Total Equipment		\$25,800
11001	Residential Appliances	Employee Room		\$800	\$800	800.00	0.03	0.81
11400	Bistro / Beverage Equip.			\$25,000	\$25,000	25,000.00	0.79	Allowance
11610	Vending Machines			By Owner	\$0	0.00	0.00	
14000	ELEVATOR			\$50,000	\$50,000	50,000.00	1.58	
	Book Dumbwaiter			\$25,000	\$25,000	25,000.00	0.79	
15000	MECHANICAL SYSTEMS					Total Mechanical Systems		\$330,974
15001	HVAC - Modifications			\$160,000	\$160,000	160,000.00	5.05	10.44
15200	Plumbing - Modifications			\$125,000	\$125,000	125,000.00	3.94	
15550	Fire Protection - Modifications			\$45,974	\$45,974	45,973.70	1.45	
15555	Fire Entry Service			Existing	\$0	0.00	0.00	
16000	ELECTRICAL SYSTEMS					Total Electrical Systems		\$780,000
16001	Building Electrical			\$305,000	\$305,000	305,000.00	9.62	24.60
16002	New Light Fixtures - LED			\$250,000	\$250,000	250,000.00	7.88	Allowance
16003	Fire Alarm Rework			\$50,000	\$50,000	50,000.00	1.58	
16004	Library Low Volt System(s)			\$75,000	\$75,000	75,000.00	2.37	Allowance
16005	Security, Access Control			\$100,000	\$100,000	100,000.00	3.15	
16006	Emer. Generator & ATSs			None	\$0	0.00	0.00	

BUILDING SUBTOTAL:	\$238,007	\$129,125	\$3,606,308	\$3,973,441	3,973,440.70	125.32	
LABOR BURDEN:	43.5%			\$103,533	103,533.19	3.27	
SALES TAX:		6.50%		\$8,393	8,393.13	0.26	
SUB GUARD:			0.75%	\$27,047	27,047.31	0.85	
01440 BUILDING PERMIT:				\$0	0.00	0.00	
CONTINGENCY:			5.00%	\$205,621	205,620.72	6.49	
INSURANCE:			1.08%	\$51,298	51,298.26	1.62	
Ohio CAT tax			0.26%	\$0	0.00	0.00	
					0.00	0.00	
OVERHEAD:			5.00%	\$218,467	218,466.67	6.89	
PROFIT:			3.00%	\$137,634	137,634.00	4.34	

TOTAL BUILDING COST	\$4,725,434	4,725,433.97	149.04	
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CONTRACT TOTALS							
TOTALS (gc,site,bldg):	\$264,453	\$129,250	\$3,856,804	\$4,250,507	4,250,507.06	134.06	
LABOR BURDEN	43.5%			\$115,037	115,036.88	3.63	
SALES TAX		6.50%		\$8,401	8,401.25	0.26	
SUB GUARD:			0.75%	\$28,926	28,926.03	0.91	
BUILDING PERMITS				\$0	0.00	0.00	
CONTINGENCY		5.00%		\$220,144	220,143.56	6.94	
INSURANCE:		1.08%		\$54,921	54,921.42	1.73	
Ohio CAT Tax		0.26%		\$0	0.00	0.00	
					0.00	0.00	
Site Design Guard		0.00%		\$0	0.00	0.00	
P & P BOND		0.97%		\$53,417	53,416.61	1.68	
OVERHEAD		5.00%		\$233,897	233,896.81	7.38	ROSD
PROFIT		3.00%		\$147,355	147,354.99	4.65	2.46

BASE BID	\$5,112,605	5,112,604.61	161.25	
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OUTLINE SCOPE OF WORK

WINTER PARK LIBRARY RENOVATION
Winter Park, FL

May 02, 2014
Page 1 of 5

The following list of items is intended to define the scope of work included in the proposal.

PROJECT SUMMARY

The Winter Park Library Renovation project consists of demolishing all of the interior walls, non-load-bearing exterior walls, windows, doors, and finishes down to the building's existing structure. Key MEP infrastructure, services, and select equipment will remain in place. The existing building's overall square footage will remain at 31,706 (approximate).

Utilities & Site work

1. Demolition of site items is included as required.
2. Includes all anticipated erosion control measures.
3. All wet and dry utilities will remain to service the newly renovated building.
4. Asphalt modifications and repairs to the existing parking lot are included as needed. New parking lot striping is included as required.
5. New concrete sidewalks and curbing are included.
6. New patios, site seat walls, and landscape walls are included.
7. New site and landscape lighting is included.
8. An allowance is included for a new decorative fountain, art piece, and/or entry feature. Refer to Allowances.
9. A new Landscape and irrigation package is included. Refer to Allowances.
10. A new monument / property sign is included. Refer to Allowances.

Concrete

1. The existing concrete foundations, columns, and slabs will be reused wherever possible.
2. Modifications to the concrete structure are included as required to accommodate the new floor plans.
3. The circular hole in the 2nd floor slab from the original 'tree' will be filled in via steel and concrete.
4. Major repairs to the existing structure have not been anticipated or included.

Masonry

1. New masonry work will be accomplished with standard 8" gray CMU block.
2. A new exterior brick façade is included.

Steel / Metals

1. Structural and miscellaneous steel is included as needed.
2. New painted steel tube handrails are included in the stairwells.

Lumber / Rough Carpentry

1. All necessary blocking for handrails, cabinets, grab bars, etc. is included.

Finish Carpentry

1. Install all cabinets, countertops, and built-in casework in the common areas.
2. Install cabinets and countertops in employee lounge.
3. Install ADA vanities and countertops in the bathrooms.
4. Install 4" wood baseboards in common areas.
5. Install 5" wood crown molding in the lobby / entry areas.



6. Install and properly adjust all new doors and hardware.
7. Install all bathroom accessories (toilet tissue holders, towel bars, mirrors, and grab bars).
8. Install all cultured marble window sills with rounded edge.
9. Install 2¼" wood casing at door jambs.
10. Standing and running wood trim will be paint grade wood.

Cabinets and Countertops

1. All cabinets are to be manufactured units with plywood boxes and wood panel doors.
2. All countertops are to be a solid surface with integral or undermount bowls.
3. Back of house and support areas will have MDF boxes with wood or PLAM boxes and PLAM countertops.

Waterproofing

1. Includes all necessary caulking to provide a watertight building envelope.

Insulation

1. Install 1" rigid board insulation at all exterior CMU walls.
2. Install R-11 batt insulation in the framed walls of the offices, gathering / study rooms, bathrooms, and corridor walls for sound control.

Roofing

1. Necessary repairs will be made to the roof as a result of construction activities.
2. Provide and install new roofing metal and accessories.
3. Provide and install all required flashing for roofing penetrations.

Doors, Frames, and Hardware

1. The main entry doors are to be full-light hinged aluminum storefront doors with automatic opener.
2. All other doors and hardware are included as Legacy doors:
 - i. **Office / Interior Room Doors:** 16 ga knockdown HM frame with prefinished solid core wood door machined for 4 hinges.
 - ii. **Bathroom Doors:** 16 ga knockdown HM frame with prefinished solid core wood door machined for 4 hinges.
 - iii. **Janitor, Laundry, Mechanical, Storage Rooms:** 16 ga knock down HM frame with prefinished solid core wood door
 - iv. **Misc. Public Areas and Offices:** 16 ga. Knock down HM frame with prefinished solid core wood door machined for 3 hinges. Vision kits included as necessary.
3. Door hardware for all interior doors to be commercial grade Cal Royal, PDQ or equal.
4. A folding partition / movable wall is included to create flex-space.

Glass and Glazing

1. The main entry door glazing will be low-e clear glass.
2. An auto opening door is included at the main entrance.



3. Interior glazing including door light kits, office / study room windows, vision kits and sidelights are included.

Exterior Windows

1. New fixed aluminum framed windows with low-e glazing by Kawneer or similar are included.

Stucco and Exterior Trim

1. A standard 2 coat stucco system will be applied directly onto substrates scheduled to receive stucco (limited areas). Stucco installed on sheathed substrates will receive wire mesh lath.
2. Exterior 3lb density foam accent trim at the doors, window, etc is included.

Drywall, Metal Framing, and Acoustical Ceilings

1. All drywall to be 5/8" Type X drywall.
2. Includes hanging and finishing of all walls and ceilings; walls and ceilings to receive an orange peel texture.
3. All walls will be finished to a level 4.
4. Plumbing and wet walls will receive moisture resistant drywall.
5. Provide and install all fire wall assemblies required.
6. Includes drywall and 2'x2' acoustical ceilings in the common areas and all offices.
7. 20 gauge metal studs will be used for all framed walls, ceilings, and soffits.

Flooring

1. Provide and install glue-down commercial carpet in corridors and circulation areas. Refer to Allowances.
2. Ceramic floor and wall tile will be installed in the common bathrooms.
3. Ceramic tile will be installed in the Lobby area.
4. Janitor closets, mechanical rooms, and storage rooms are to be sealed concrete or VCT flooring on the 1st floor.
5. Includes Johnsonite 4" rubber base in all back of house areas.
6. Stairs will receive vinyl treads and risers.

Painting & Wallcovering

1. Interior paint to be Sherwin Williams eggshell latex paint, or equal.
2. Includes one coat of primer and two finish coats.
3. All interior wood trim will be painted semi-gloss.
4. Exterior stuccoed and foam surfaces will be primed and painted with an acrylic paint system.

Bathroom Accessories

1. All bath accessories manufactured by Franklin Brass, Bradley or similar.
2. Provide toilet paper holders as required.
3. Provide unframed mirrors in each bathroom.
4. Provide grab bars in ADA units per code
5. Provide toilet tissue holder, mirrors, soap dispenser, sanitary napkin disposal as required in the public restrooms.



6. Provide plastic laminate bathroom partitions and hardware

Specialties

1. Provide fire extinguishers and cabinets per code.
2. Provide access panels.

Appliances

1. A full size refrigerator, a dishwasher, and a microwave are included Employee Break Room.

Specialty Equipment

1. An allowance has been included for Bistro-type equipment. Refer to Allowances.

Conveyance Systems

1. Install a new elevator cab with new finishes. The existing shaft, structure, main equipment, and electronics will remain.
2. A dumbwaiter is included for book transportation between floors.

Plumbing

1. Demolition of the existing plumbing system is included in order to accommodate the new floor plans.
2. Plumbing system will consist of a central water heater.
3. Plumbing distribution system will use CPVC and PEX everywhere code allows.
4. Piping will be uninsulated where code allows.
5. The building is expected to have one water meter.
6. Sanitary piping will be schedule 40 PVC.
7. Includes 2lb gas piping required by the mechanical equipment.
8. Provide and install new commercial grade plumbing fixtures including lavatory faucets, water closets, and sinks.

Fire Protection

1. Rework and modifications to the existing fire sprinkler head locations are included. The existing service and main lines will be reused.

Heating, Ventilation, Air Conditioning

1. The existing HVAC equipment appears to be in good working order and will remain.
2. All new ductwork is included.
3. All filtration requirements are included.
4. Provide and install new ductwork, dampers, architectural diffusers, etc. required for a complete working system.
5. Includes all exhaust piping and equipment as required for the bathrooms.



Electric

1. The existing electrical service into the building will be reused.
2. The main switchgear will be reused wherever possible.
3. All cabling to be MC cable; low voltage will be free wired where possible.
4. Provide electrical hook-up for required items installed by other trades.
5. Provide all exit and emergency lights as required per code.
6. Provide all new outlets and connectivity points throughout the building.
7. Provide GFCI outlets where required by code.
8. Provide and install high-efficiency commercial grade light fixtures.
9. All appliances to be electric.
10. The existing fire alarm system will be modified to accommodate the new floor plans.
11. Includes all pre-wiring required for phone, TV, and data.
12. A new access control and CCTV system is included.
13. An allowance as been included for new Library-specified systems. Refer to Allowances.



CLARIFICATIONS

WINTER PARK LIBRARY RENOVATION
Winter Park, FL

May 02, 2014
Page 1 of 1

This budget proposal is based on the following clarifications:

1. This budget proposal is based upon construction costs in today's dollar values with an anticipated start by January 2015. When more complete drawings are available, we will competitively bid that set of drawings with a large pool subcontractors.
2. Please note this budget proposal is based on reaching mutually agreeable terms and conditions included in the AIA Lump Sum Agreement between Owner and Contractor.



ALLOWANCES

WINTER PARK LIBRARY RENOVATION
Winter Park, FL

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Page 1 of 1

The following allowances are included in this budget proposal:

1. Fountain / Art / Entry Feature	\$ 20,000
2. New Landscape and Irrigation.....	\$ 65,000
3. New Property / Monument Sign	\$ 20,000
4. Commercial Carpet (L&M)	\$ 37.50 / SY
5. Bistro Equipment.....	\$ 25,000
6. Electrical Light Fixtures	\$ 250,000
7. Specialty Low Voltage Systems	\$ 75,000



EXCLUSIONS

WINTER PARK LIBRARY RENOVATION
Winter Park, FL

May 02, 2014
Page 1 of 1

The items listed below have been excluded from this budget proposal:

1. Builder's Risk insurance policy and deductibles
2. Cost certification
3. Building permit fees
4. Prevailing wages, MBE/WBE set-asides, and/or Union workforce requirements
5. Architectural, structural, kitchen, or civil design fees
6. Inspection, tap, usage, EPA, or any other government or utility fee
7. Changes made by governmental authorities
8. Utility company impact and connection fees (electric, cable, telephone, gas, etc.)
9. Unforeseen conditions including unfavorable structural or soil conditions
10. Environmental testing or abatement
11. Fixtures, furniture, or equipment
12. Specialty equipment, televisions, or computers
13. Temporary library spaces or buildings
14. Removal or transportation of the existing books, furniture, etc



DOCUMENT LIST

WINTER PARK LIBRARY RENOVATION
Winter Park, FL

May 02, 2014
Page 1 of 1

This budget proposal is based upon the following documents

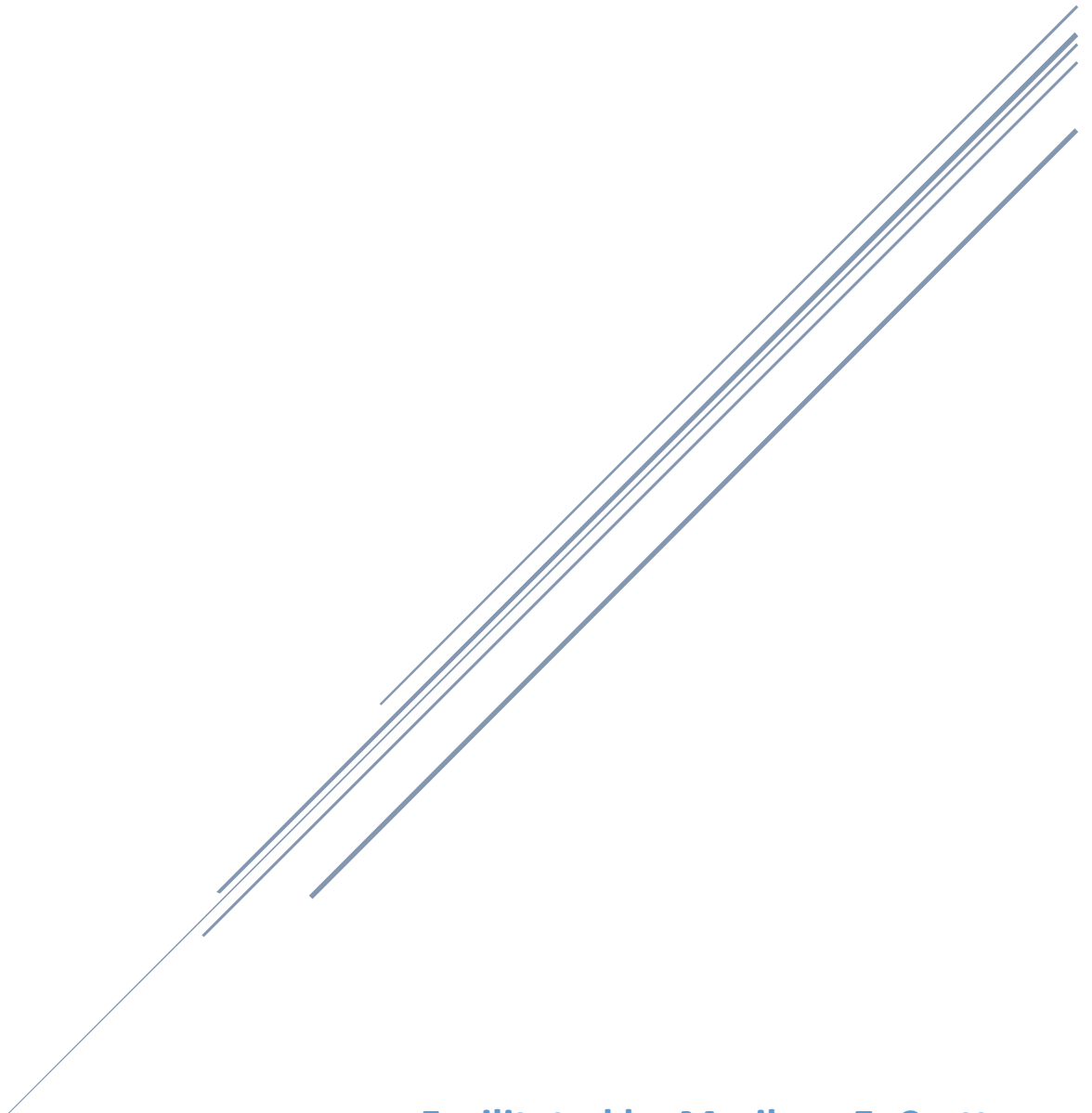
PLAN SHEET	DESCRIPTION	PLAN DATE
Various	Original Building Plans by Duer & Butler	11/08/1977
Various	Renovation Building Plans by C.T. HSU & Assoc.	08/15/1994
	Current Condition Report by Shawn Shaffer, received:	03/28/2014

Appendix E:

Report from September 17 public forum

COMMUNITY FORUM WINTER PARK PUBLIC LIBRARY

SEPTEMBER 17, 2014



Facilitated by Marilyn E. Crotty
UCF Institute of Government

INTRODUCTION

The Winter Park Public Library formed a Facility Task Force to explore and make recommendation for the future building, services, and programs the library should consider as it plans to accommodate the needs of Winter Park residents. In order to gain a greater understanding of the ideas and desires of the public, the Task Force held a Community Forum on Wednesday, September 17, 2014 at the Winter Park Women's Club. Approximately 70 people attended the workshop that was facilitated by Ms. Marilyn E. Crotty, director of the Florida Institute of Government at the University of Central Florida.

Sam Stark, Chair of the Facility Task Force, welcomed the attendees explained the role of the Task Force, and introduced the members who were present, Following this, Shawn Shaffer, Executive Director of the Library presented some facts and figures about the current operation and highlighted possibilities for the library in the future.

Ms. Crotty then divided the participants into eight small groups and posed a series of questions to them. The forum concluded with a presentation by the ACi, a community development and design firm, about possible sites for a new or enlarged library. Sam Stark thanked the attendees for participating and closed the program with information on the next steps the Task Force will be taking.

This report is a summary of the discussions and conclusions of the participants.

The first question posed to the participants addressed the current use of the library and generated long lists from each group that are included in Appendix A. Below is a compilation of the uses with the number in parentheses indicating how many of the 8 discussions groups identified this item.

How do you presently use the library?

Books (7)
E-Books (7)
Movies/DVDs (7)
Book Store (7)
Children's Programs (6)
Café (6)
Voting (6)
Magazines (5)
Events (5)
Videos (4)
Classes (4)
Art Exhibits (4)
History of Winter Park (4)
Quiet place (4)
Computer Services (4)
Teen Advisory Board
CDs (3)
Audio Books (3)
Bicycle Rental (3)
Meeting facilities (3)
Tutoring/test prep (3)
Reference/research (2)
Homework (2)
Volunteering (2)
Grandchildren (2)
Newspapers (2)
Group projects/project space (2)
Seeking knowledge (2)
Teens (1)
Tax preparation (1)
Donate Books (1)
Connection with other libraries (1)
On-line language (1)
Office (1)
Escape (1)
Boat decals (1)
Music (1)
Socializing (1)
Community Service Saturday (1)
Raise money (1)

Open to all (1)
3rd Floor projects (1)
Reading (1)
Adult literacy (1)
Knitters (1)
Library Board (1)
Valedictorian Banquet (1)
Tenant uses (1)
New Leaf (1)
On line when on vacation (1)
News releases (1)

The second question focused on future uses of the library.

In thinking about the library of the future, please identify what it will look like and what services you think are important for the library to provide.

There was no shortage of ideas discussed, however they primarily fell into five categories: the building, technology, services, programs, and partnerships. While there is certainly overlap in many of the suggestions made, they have been organized into the above categories with the number of groups that included the idea shown in parentheses after the item. There is also a sixth category, miscellaneous, for ideas that did not fit into the other five. A complete list of each groups' ideas is found in Appendix B.

Building:

Flexible space (7)
A variety of meeting space (5)
Civic space (5)
Kitchen (5)
Soundproof, quiet (3)
Larger coffee shop, café (4)
Multi-purpose, share with other organizations (3)
Collaboration space (3)
Keep unique Winter Park – architecture, fountain (2)
Study room (2)
Space for children (2)
Venue options – more, affordable (2)
Outdoor green space (2)
Outside views (1)
Distributed location (1)
Event rental space (1)
Space for different ages (1)
Energy efficient (1)
Better bathrooms, meeting space, parking (1)
Recording space (1)

Building doors (1)
Sleep station (1)
Movie space – indoor and outdoor (1)
Reading section (1)
Bookstore (1)
Open space (1)
Tech space (1)
Lending space (1)
Satellite at Winter Park Village (1)
Stand alone (1)

Technology:

Technology devices – computers, readers, printers, phones (4)
Access 24/7 – downloads (2)
Technology resource (2)
Education on Web – collaboration learning (1)
On-line forms assistance (1)

Services:

Maker space – hands on (4)
Civic service center – government forms, regulations (2)
Special needs services – visually impaired (2)
Continue current services and programs (1)
Apply for jobs (1)
Business services (1)
Tutoring/homework (1)
Mentoring 0 intergenerational (1)
Daycare – seniors, children (1)
Social service information (1)
Protection of rare books (1)
Archive for nonfiction books (1)
Information center, regardless of form (1)

Programs:

Performances (5)
Art displays, checkout art (4)
Physical activity, exercise (2)
Senior programs (2)
Small business incubator (2)
Educational programs (2)
Genealogy section
Mini-Full Sail (1)
Musical resource (1)
History reservoir (1)
Crafts and hobbies (1)
Health and wellness (1)
Changing exhibits (1)
Something for all socio-economic groups (1)

Partnerships (7)

Winter Park Historical Society (4)
Winter Park Playhouse (2)
Rollins (3)
Full Sail (2)
Post office, Fed X (2)
Collaboration with schools (1)
Teachers (1)
Partner with colleges and universities (1)
Bach of House (1)
Artist studios (1)
Winter Park Health Foundation (1)
Mead Gardens (1)
Winter Park Community Center (2)
Winter Park Civic Center (1)
Winter Park Towers (1)
Mayflower (1)
Publix (1)
New residential unit (1)
Retail partnership (1)

Miscellaneous:

More promotion of services; publish schedule of classes, events, etc. (2)
Walkability (1)
Visit with friends, community (1)
Interact with books you don't have at home (1)
A Winter Park destination (1)
Crowd sourcing place (1)
Experience, service (1)
Transportation to library (1)
Human library (1)
Modeled after Salt Lake City (1)

The final task assigned to each small group was to prioritize their ideas and select the 3 most important things the library should provide. Each groups' choices are listed below. Some of the groups had difficulty limiting their selection to three.

Select the top three services the Winter Park Public Library of the future should provide

Group #1

24/7 access

Education – maker spaces (crafts/culture/language/music)

Soundproof/flex space

Group #2

Streamlined internet access

Self-improvement resource

Creativity hub

Group #3

Books

Access to technology

Hands on learning

Adult education and career services

Group #4

Architecturally fit in with Winter Park

A variety of meeting spaces

Enhanced technology with space adaptable to future needs

Group #5

Information center (all forms)

Flexible space

Cultural hub with partnerships

Group #6

Maker/creative space – collaborative meeting

Lots of light; indoor/outdoor; flexible

Daycare seniors/kids - learning center

Quiet tranquility (sleep stations)

Partners

Group #7

Ability to check out materials (Books, CDs, Audiobooks, DVDs, tablet)

Community space (meeting rooms, quiet space, bookstore)

Education (instructional, emphasis on children)

Group #8
Children
Technology
Lifelong learning

There appears to be a great deal of agreement on the priorities the participants identified for the Winter Park Public Library as it moves into the future:

- 1. The provision of education/information for all ages**
- 2. A building with flexible space**
- 3. Access to technology**
- 4. Partnerships for collaboration and creativity**

Two of the groups shared quotes or themes they felt described the Winter Park Public Library of the Future:

A library should be...

The cathedral for the mind, the hospital for the soul, and the theme park for the imagination!

Always be a center of education and “center of the community”

Town center

Winter Park’s living room!

APPENDIX A

Responses from each group to question 1- How do you currently use the library?

Group #1

Videos
Taxes (forms, tax prep free)
Grandchildren
Events
Class
Volunteer requirement
Magazines
Donate books (pay it forward)
Bookstore (gifts)

Group #2

Borrow books
Read periodicals
E-books
Educational programs
Vote
Buy books at store
Go think/quiet time/space
Drink coffee
Kids' storytelling
Movie rental
See Art Festival collections
Bike rental
Community program/speakers

Group #3

Bookstore
Borrow books and E-books, CDs, movies, magazines
Early voting
Eat at Beverly's
Computer services
Bikes
Research
Homework/study
Test prep
Winter Park History webpage
Connection to other libraries
Children's programs
Meeting facilities
View artwork
Programming/speakers
iPad lessons

Group #4

Check out books, videos, audio books, DVDs CDs
Volunteer forum
Teen advisory
Bookstore
Coffee shop
Kids programs
Classes
Voting place
Quiet place to stay
Tutoring
Meeting space
Art from Art Festival
E-books
Quiet space for study and research
Printers available
Online language

Group #5

Office
Books
Escape
Magazine
Papers
Children
Teens
DVDs
Boat decals
Voting
Teen Advisory Board
Debates
Quiet space
Used book store
History archives
Music
Lunch
Coffee
Tutoring
Project space
Bikes
Events

Group #6

Group projects

Socializing

Community service Saturday

Raise funds

Open to all

Homework

3rd Floor projects

Children's area

Story time

Open play

Book/video/DVDs

Family

Family Center

Adults seeking knowledge

Cook books

Reading

3rd Floor art and architecture

Download books

Take classes

Quiet time

Voting

Bookstore meetings

Library board

Valedictorian Banquet

Knitters

Adult literacy

Reference

Historical resources

Group #7

Books, videos, movies, games

Granddaughter, children

Tenant uses

New leaf

Get questions answered

Computer classes

Audio books

Online E-books when on vacation

Group #8

Vote

Books

E-books

Newspaper

News release

Meeting space
Café
Children's room
Movies
Magazines
CDs
Winter Park history
Art
Audiobooks
Reference
Online data
Bookstore – volunteer

APPENDIX B

Responses from each group to question 2- In thinking about the library of the future, please identify what it will look like and what services you think are important for the library to provide. Two parts to this question were included: a. Should there be a library with retail/community partnerships? b. How about a library with an enlarged Civic Center component?

Group #1

Distributed locations
Continue what we do so well
24/7 – access/downloads
Kitchen – diet/healing
Connected to schools for collaboration on projects
Flexible space (walls)
Published schedule of classes/events to multiple formats (newspaper)
Larger meeting space
Maker space (use hands-on, try)
New crafts and hobby space (teaching cameras)
Exposure to crafts and hobbies, cultures (guitar)
Soundproof and quiet
A place where you can find a device (phone, computer, reader, printer)
Online forms assistance – applications
Apply for a job – technology
Walkability
Partnerships – café, historical society, playhouse, school
Civic space

Group #2

More senior programs
Exercise
Educational programs
Health and wellness (quick service)
Technology resource center (expertise)

Theatre – space, learning, performance
Business services
Small business incubator
Event rental space
Civic service center (place for public to access government forms, registrations, etc.)
Museums, science center, historical

Group #3

Visit with friends/sense of community
Business incubation
Flexibility and availability of space
Variety of events, classes, presentations, experiences,
Exhibits – changing
Low cost public space available to public with computer technology provided by library
Space for different age groups (youth, children, senior, etc.)
Multi-purpose sharing with other organizations
Venue options
Services for visually impaired and aging
Tutoring and homework help centers
Keep uniqueness of Winter Park
Interact with books you don't have at home
Private rooms/soundproof
Partnerships good if enhance experience of library
Access to social services information
Not overlap with existing venue space but offer more and affordable

Group #4

Architecturally fit in with Winter Park fountain – better bathrooms, meeting space, parking, better coffee shop, etc.
Some small, cozy meeting spaces also large....variety of size (multiple meeting rooms, work space, children's space)
More computers – enhance technology, maker space, book printer
Outside views, light, connect to nature
Protection for valuable, rare books
Genealogy section
Modular, adaptable to future needs electrical, etc.
Energy efficient, sustainable
More promotion of services
Kitchen for meetings
Coffee shop
Work with existing Civic Center, Community Center, Rollins
Archive for nonfiction books

Group #5

Information center (regardless of form)

Green space (outdoor activities – sort of like college campus)
Winter Park destination
Food/drink facility
Flexible
Something for all socio-economic groups
Library/historical society
Cultural center
Technology device center
Recording space
Art displays
Civic central/library combo
Library/postal/FedEx/UPS
Partnership with Rollins, Valencia, UCF, Full Sail

Group #6

Exhibit space
Multi-purpose
24/7
Collaboration space – group interaction
Demo kitchen, cross ages with café
Technology
 Changeable
 Keeping ahead, flexibility
 Raised floor
Maker Space
 Media
 3D Print
 Final cut videos
Teachers
Mentoring/intergenerational
Mini Full Sail
Collaboration
Building doors
Public input space – hi-tech vote
Crowd sourcing place
 Lots of light
 Flexible/changeable
 Seasonal
 Park trees
Musical resource
Performance
 Study/quiet (quiet, tranquil spaces)
 Soundproof rooms
 Sound curtains
 Outside stage
 Sleep station - \$5 per hour

- Art – check out
- Education on the web – collaboration learning
- Movie space – indoor/outdoor
- Physical activity
 - Rock climbing wall
 - Exercises – gym
 - Playground – indoor/outdoor
- Partners
 - Winter Park Historical Society
 - Café – Barney’s
 - Winter Park Playhouse
 - Rollins College
 - Full Sail
 - Bach of House (technology)
 - Artist studio
 - WPHF
 - Mead Garden
 - Winter Park Community Center
 - Special needs requirements
 - “Create and Appreciate”
 - Winter Park Towers
 - Mayflower
 - New residential unit
- Daycare for kids/seniors – learning center
- Civic center component
 - Conference
 - Meetings
 - Theatre
 - Performing arts center – 4,000 seats
 - Weddings
 - Community

Group #7

- Experience, service
- Reservoir of local history
 - Reference
 - Display
- Partner with other organizations
- Movable walls
- Space for children - attractive, encouraging, educational, bridge digital divide
- Reading section - national news
- Bookstore – space
 - Affordable to use – used books
 - Recycle books from library collection
 - Parking space
- Community gathering place (3rd place)

Open feeling, customer service, personnel, volunteer
Study room: dedicated, quiet
Meeting space – need for other spaces
Retail partnership – larger gathering space
Collaborate in building and with other organizations
Place to meet after school
T.A.B. large group meeting
T.A.B. small group meeting
Transportation - access to get to library
Retail community partnership
 Kitchen facility
 Teens learn - i.e. nutrition
 Nutritional meals
 Senior eating – affordable
Partner with Publix – kitchen/ aprons (cooking school)
Satellite library at Winter Park Village
 Kiosk
 Wi-Fi
 Reference section
Partner within library facility
 Theatre
 Civic center
 Education – more civic knowledge of government, civic responsibility
 Collaborative information space, debate forum

Group #8

Bigger café
More open space
Tech – more space
Huge young people spaces
Quiet, small learning spaces
Medium meeting spaces
Performance space
Flexible space
Lending spaces
Human library
Kitchen
Maker space
Retail post office
Salt Lake City libe
Shipping center (FedEx)
Theatre space
Stand-alone libe
Art gallery

Appendix F:

**"Considerations for the Future of the
Winter Park Public Library" by Chip Weston**

Winter Park Library October 2014

Chip Weston October 22, 2014

Considerations for the future of the Library

Opportunities:

- Lifelong education
- Civic engagement
- Community interactivity
- Access to multimodal transportation for all ages
- Robust digital delivery of library services for all ages
- Support for volunteerism
- Support for mentor networks
- Job and skill retraining
- Environmental sustainability through education and demonstration
- Global communications center
- Activated community space to enhance the civic core
- The first place to come to learn about the next best...
- On-going forums through local and regional partnerships
- Digital theater with hi res audio and video viewing in an acoustically balanced room
- Community driven and orchestrated multi-format and multi-channel content creation and distribution
- Minimizing operational expenses through design and cost sharing
- Aggregate, protect and expand WP history collections

Cultural Consideration:

For many years, the Winter Park Sidewalk Art Festival has been rated as one of the top in the country. This year it is rated as #5.

<http://www.wpsaf.org/news/Best200.html>

The Festival's Best of Show is one of the top prize awards in the United States and those pieces are purchased and given to the City by the Art Festival Committee and currently shown at the Library. An important consideration for the new Library is the best way to sequentially showcase the existing collection and have room for the future expansion of the collection. If shown properly with appropriate

history of the show and didactics for each piece, the collection can attract thousands of viewers each year. A video could be created with the history of the show that would include a self-guided walking tour of the collection. The posters from each year are also given to the City each year should be considered as part of the entire collection. It would be worth considering completing the collection and archiving existing pieces in suitable frames for the walls of the new Library. Those costs should be considered in the overall capital campaign and for on going operations to maintain the collection. If there is not room, then a large digital looping video display could showcase the posters.

Winter Park has, historically, been home to many of the top artists in the region. It makes sense to have a state-of-the-art gallery in the new Library that can be changed on a monthly basis as a way to showcase local talent and build a sense of the cultural community. If there is room, the Library could also provide rentable studio space for working artists. These artists could provide workshops as part of their contract. Ten to twelve art studios could fit in 2000 square feet and modest rent could easily cover all associated costs. Ideally, the gallery would be adjacent to a performance stage.

The history of Winter Park and its citizens could also be displayed on the walls and through video displays. Sequential display of the art and the history will help move guests through most of the library and give them the possibility of encountering other people, services, programs and information.

There is a dearth of performance space in Winter Park yet we have over 50 local cultural organizations that could provide hundreds of hours of entertainment for our citizens each year. A performance space that conjoined with a large community room, gallery and opened on an outdoor terrace could be utilized for many different types of activities. It could also be attached to a catering kitchen and have a separate entrance so that it could be opened after library hours. It could also function as a movie/video theater. This type of flexible community space should be relatively future proof and viable for public activates for decades to come. It can be designed for theater and dance and also function as educational, teleconference, and multi-screen interactive facilities no matter what type of interfaces

become the norm for the “connected” library of the future. Rental of the space will offset operational costs.

Cultural tourism is very important to our economy so the Library could work with the City and the Chamber of Commerce Welcome Center to showcase our history, culture, environment, entertainment, and calendar of events, shops, restaurants and attractions.

Virtual Library:

The Library can begin to design an ideal interface for a virtual library that goes well beyond the existing web site. The virtual library should be published before the new Library is finished. These costs need to be built into the capital campaign and accounted for in ongoing operations. Our new Virtual WP Library can be more actively utilized than the physical space while driving visitors to the actual Library. While the new building is being designed and constructed, library patrons can utilize the virtual library. The self-help virtual library can also be accessed via kiosk interactive displays in ideal locations throughout the new facility such as the Welcome Center lobby, City Hall lobby, WP Community Center, Rollins library, WP Hospital, University Club, etc. Sponsors and/or benefactors could cover cost for the relatively inexpensive kiosks. The displays can be installed behind Plexiglas and interface can be through touch or motion so that keyboard and a mouse, which can easily break, can be eliminated.

The virtual library is capable of connecting people, 24 hours a day, throughout Winter Park and all over the world. Over time, we can develop collaboration stations with the ideal interface for each type of communication or group project. Best practices for just about anything you can imagine can be accessed by individuals or by a large group. With help from library staff, it would be easy to assemble a menu of best practices for all sorts of entities such as municipalities, small business, non-profits, etc. Library staff will be instrumental in facilitating the ongoing research and communications that will thrive through this type of interface.

Supporting local journalism:

A serious concern that does not seem to be abating is the demise of journalism. Our Library can support local content creation, research, investigation and publication over multiple channels including print, Internet radio and TV. As newspapers and local media create less local and regional news, the Library could fill the void through mobilizing our citizens and partnerships with local organizations such as Rollins and Valencia. The Library can provide a neutral platform for the creation of locally relevant content and its distribution.

Sharing stations:

If you expand on the sharing stations that now exist in many libraries and follow what the futurists are saying is possible through digital inventory and applications, then sharing stations will become popular in most cities. If you think about the different items such as underutilized tools, furniture, children's' toys, educational materials, art work, electronics, bicycles, and other devices that many folks have that sit and gather dust and imagine how they can be utilized more efficiently, you quickly see the efficacy of sharing networks that are managed by the library. The library is a safe environment to handoff these items. Uber is an example of what is "coming quickly to a city near you." If there is warehouse space, it is likely that many items would be donated to the Library and then lent out as needed. This could greatly expand the existing sharing program. Items could also be rented for enough to cover the operational or maintenance costs. The need, size and durability (cost to maintain) and safety would need to be considered.

<http://www.impactlab.net/2014/06/06/what-the-consumer-will-look-like-in-2030/>

Supporting local business:

It is likely that start ups, sole proprietors, entrepreneurs, and small businesses will step into to fill vacuums created by the rapidly changing business landscape as hundreds of old types of jobs are

eliminated due to outsourcing, robotics, animation, and other factors and efficiencies. Supporting startups with a business center in the Library is certainly worth considering. This could also foster partnerships with Crummer School of Business, Full Sail, UCF, Valencia, SCORE, and both large and small regional businesses.

http://www.bizjournals.com/orlando/morning_call/2014/08/orlando-startups-driving-tech-as-region-s-second.html?ana=e_orl_rdup&s=newsletter&ed=2014-08-01&u=iHaEzPf7LISz25IMNvdTTeUimQG&t=1406903257

The new building and grounds:

The Library should have an adequate Porte-cochère and back-of-house covered area for ingress and egress that is protected from the elements. We can assume that outdoor automobile electrical charging stations will be necessary as well. Ideally, the library is next to multimodal connections that consider weather conditions. Solar panels over walkways are now used to provide shade and shelter from rain.

Active noise cancellation is maturing rapidly so it will be possible and affordable to create “movable” quiet zones and even areas where cell and WiFi devices will not work.

A small catering kitchen could host cooking classes and also support a café in the Library that spills out on to the Library grounds.

The way that we interface with our devices will go through many transformations so we need to be aware of what will emerge over the next decade that includes touch screen projection and customizable interfaces that work with eye movement, gestures, body language, voice, emotion, brain scans, etc. Our devices and public displays will know who we are so we can contemplate how to advantage that in positive ways.

It would be wonderful if the Library could showcase an automated indoor garden that harks back to the interior tree that was the symbol of the 1980 library.

The outside spaces, well conjoined with the inside of the Library's public forum areas and galleries, could provide beautiful new community spaces and event opportunities. If an interior public space adjoining the outdoor area could be locked off from the rest of the library, the outdoor space could increase its functionality farthing the value to the city of its partnership with the Library after the Library hours. Fire doors would probably be necessary by code.

To Do:

Create a complete list of existing Library programs and rank them based on perceived value, use, operational costs, demographic segment engaged and cost (return on investment and return on engagement). We could see if other entities could provide our services more effectively or if they could partner in the services. Once we have a ranked list of potential programs, we could distribute a digital survey that goes out to all cardholders to confirm or modify our list. Such a survey could also prepare citizens for a referendum and let them know the need, value and benefits of a new library. We could then use the final list to evaluate the costs associated with the programs and services we want in the new library. This will help the City Commission in the final analysis of different sites, possible square footage, etc.

A list of all local assets and the primary public services they provide will be helpful to see if there are duplicate programs or services we could augment through partnerships. (University Club, Women's Club, Rollins, Crummer, Full Sail, Valencia, Museums, Chamber of Commerce, parks department, etc.)

A list of potential partners for future endeavors and a list of potential funding sources and their primary areas of interest will be helpful as we begin to build consensus.

Toward the middle of the process, we can postulate how many

services can be provided or enhanced in our new Virtual Library. The design and implementation of that aspect of the new Library is of critical importance and I hope that Full Sail with its global expertise in online education and user interface would help with that investigation and design.

What is possible? *The following is an aggregation of ideas from many different sources.*

The Future:

Next 2-5 years:

Augmented Reality: (AR) is a term for a live direct or indirect view of a physical real-world environment whose elements are augmented by virtual computer-generated imagery. As a result, the technology functions by enhancing one's current perception of reality. Google Glass is an example. There soon will be hundreds of devices and applications that will use augmented reality.

Internet of Things: Connecting & linking not just computers, phones and tablets, but all of our devices through the cloud. Refrigerators, HVAC, remote-locking mechanisms, coffee makers, etc. We'll need ways to manage and utilize these networks of smart devices and objects that are in our homes and lives. Non-invasive and invasive medical monitors will be integrated into the Internet of everything. This will get complicated and threaten privacy on many levels but will be an opportunity for the Library to help our citizens and businesses leverage this powerful opportunity.

Updated and new devices: Many, if not most folks use their smart phones every day but do not use all the features that would provide benefit or efficiency. Seamless connectivity will link all of our devices including out TV, house, car, and office. The Library can help them maximize the value of these seamless networks.

Wireless Power and connectivity: We will be able to charge devices without cords or cables. Battery power will increase exponentially in efficiency. Many of the cables and outlets we now use will no longer

be necessary.

Online Media Content Aggregation: Many existing media models and content distribution networks will fail or be forced to change. Customization based in individual needs will emerge quickly; some for pay and some based on advertising. The Library could play a significant role in providing content to its citizens on a customizable basis. The dashboard for how we automate this important service will need to be determined and could be implemented through the virtual library. Such a dashboard, where patrons sign up for only what they want automatically delivered to a specific device or their smart TV This alone could make the Library of critical value to its patrons.

The changing workforce: We are already seeing major changes in the workforce due to changing demographics, different types of communications, the cost of retaining workers, the cost of health care, the cost of entitlement programs, the loss of many different types of jobs and the creation of new types of employment. The library can play a major role in helping small and medium businesses and independent and flex workers, the needs of older workers normally retired, and work mentors. The Library can provide short-term high tech and global multi-channel communication office space accessible for limited times via library card and secure cloud storage.

<http://www.impactlab.net/2014/08/27/top-5-ways-the-workforce-will-change-in-the-next-5-years/>

Next 5-7 years:

A host of new and revolutionary materials such as graphene will become available for 3D printing of electronics and complicated devices.

Voice recognition will become much more effective and be built into all sorts of different things including security devices. The “audio-mining” of data and emotional profiling will become common.

Mobile Payments and Micro Payments will become ubiquitous and we will get used to “user fees” for just about anything related to

distributing digital information. Apple is well into this development.

Collaborative Online Education will be one of the most important potential uses of the new Library for lifelong learning and certification and will be available for all citizens and businesses. Eventually this will challenge many of our existing educational institutions and public education.

Our new Library can provide:

Team learning spaces

Parent student learning spaces

Access to the world's most effective teachers online

Access to mentor programs

Focus on jobs related to each learner's potential and skill set

Procurement station: help locating what you need at the best price and that supports the local community when possible

Local environmental education

3D activated and interactive map of Winter Park (know your community)

Entrepreneurial support station with access to local mentors, business expertise funding, etc.

Behavioral forecasting: Amazon, Google and many advertisers are already getting good at predicting our behavior. Prediction of mass movements and manipulation of trends using surveillance statistics will also emerge. How we protect patron data in the Library system will be of critical importance.

Next 8 to 20 years:

Wireless electricity will become ubiquitous and costs will be micropayment and advertising based.

3D and 4D printing will move into many organizations, homes and offices. This will include medical, chemical, pharmaceutical, and electronic items.

Massive broadband, such as Google fiber will finally expand to challenge many existing broadband providers. This will also further destabilize the major national TV content providers.

Driverless cars and trucks will become more common.

Machine learning will begin to become more effective than humans for many types of jobs and will begin to affect a host of different types of employment. This will also change the way computers are coded which will eventually have the potential to create a gulf between human machine interfaces.

Writing and typing as we have known it will face similar challenges that cursive writing has endured and will begin to atrophy for certain demographics. Keyboards will be eliminated for many different types of devices and interfaces.

Artificial Intelligence with self-learning systems will become ubiquitous and be embedded in almost all of our devices. AI will know our behavior better than we know ourselves. AI can also help us know ourselves more accurately and enhance our lives.

Smart houses and offices will become common: The Library can play a large role in helping the community set up these spaces: How to setup your smart house or office connected to the internet of things with access to secretarial services, research, collaboration portals, access to aggregated data, AI machine-driven learning, energy-saving applications, etc.

Aggregated maker temples that directly relate to the needs of Winter Park citizens, businesses and students. Realize that this will undermine some local retail.

Smart City Center: Our cities will begin to access and share best practices. The Library can be a partner in this network.

Smart Power: Many experts are predicting that Solar and batteries will quickly mature and be able to provide almost unlimited power in 14 years. Winter Park Power could plan for this so that our bonds are paid off and our citizens have the most efficient systems for our environment with a local grid that can function unilaterally.

Business model forecasting for disruptive technologies will lead to serious debates and challenge many local governments and businesses sustainability as well as tax base. Protecting Winter Park's ambiance, culture and livability will protect our tax base.

Other forecasts for the next 10 to 30 years:

Quantum computing, 3D and 4D printing of almost everything, month long batteries that auto charge, universal memory and applications, second generation machine learning, bio-robotics, utilization of dark silicon and macro networks, personalized massively online open courses, open intellectual property, natural bio-interfaces, global Internet of things, big medical data "privacy" issues, teaching computers, drone delivery, drone's monitor infrastructure, traffic, police, etc., local banks vs. smart commerce, peer to peer commerce cutting tax base, continuous and seamless non-invasive accurate medical monitoring...

AI becomes progressively smarter... forever?

Seamless connectivity expands to rural locations.

We become reliant on our personalized smart agents notifying us of anticipated tasks, activities, threats, opportunities and events. Ubiquitous Cloud Services and legal signatures become the standard so we rely less and less on personal storage such as written documents, CD, hard drive, jump drive, etc.

Continuous and seamless micro and macro payments for everything. User fees for everything: the meter is constantly running. Monitoring this meter will drastically modify our behavior and our politics.

Massive data of everything will use continuous artificial intelligence pattern analysis that will lead to ever more effective predictions as well as providing a growing machine-based "understanding" of emotion sentiment, and context. (This is already happening and will only become more accurate and effective.)

Boundaries between applications and devices and displays will become blurred and approach seamlessness.

The Internet of Everything will begin to use standardization that will allow inexpensive sensors placed in many different types of devices to compute in the device and send processed and aggregated data to a central processor in home, office, store, cloud, etc. This will increase effectiveness and could either protect or potentially eliminate privacy but will diminish the amount of data traveling through the cloud. This will be a huge political issue as government agencies seek ways to peer into the deep recesses of our homes and offices and minds.

Surveillance will become ubiquitous and learn where gaps are so they can be filled on the fly. AI will use continuous identity recognition verified through many different non-invasive sensors that include recognition via face, breath, gait, context, fingerprint, posture, clothing, hair, galvanic, heat, brain wave, friend, etc. The aggregation of this data will forecast probabilities that draw conclusions in real time and alert authorities, employers, parents, etc. These will be self-learning systems that will improve over time. How this data will be shared will create many different legal and business opportunities and challenges.

Business intelligence and massive data analysis will become a primary field and will become the foundation of business education. Consumer behavior will be predictive in the micro and the macro thus influencing manufacturing, inventories, logistics, fulfillment and financing. Global financial predictive algorithms will vie for supremacy and logistics and delivery of goods will become an ever more accurate science.

Deep personal data profiles will be used to pre qualify and predict. This will apply to anything that is legal and will push the moral, ethical, social, business, and legal gestalt. Businesses will know who is coming to them and predict their behavior and purchasing power. Schools will be able to predict the outcome for each student's educational path. Governments could use this information to predict which type of education will be effective for students at an early age

and what types of jobs will be needed when students are ready for employment.

Who will own and have access to data? The entrenchment of power through management of government through control of the cost of campaigning, courts and the press along with the growing gap between the super wealthy and the poor will drive tension and conflict and legal litigation. At the same time, enhancements in robotics, AI and globalization of labor will put many folks out of work or diminish their pay. The efficiencies of robotics will rise exponentially. The laws of diminishing returns will destabilize some business models and municipal tax bases that are not prepared or that have too much liability from non-diverse revenue sources, aging infrastructure and entitlements.

Hundreds of types of jobs can and will be replaced either partially or entirely by smart machines and robots. This includes professions such as doctors, lawyers and accountants. Synthetic biology, nano technology and artificial intelligence will begin to reach their potentials with deep and lasting implications for jobs in medicine, construction, design, education, software development, analysis, pharmacist, law, sales, production, management, etc. What effect will this have on the tax base? Smart machines could replace many types of government jobs. Government decisions that change on a short-term political basis will be challenged by those with more sustainable five, 20 and hundred year plans.

Collaborative technologies, proven best practices, real time efficacy, and global sourcing will change the nature and hierarchy of work. Data expertise will become mandatory and business models and business financing will undergo unprecedented levels of scrutiny that includes understanding real time profiles of decision makers and how they relate to each other within a business structure. Management will have access to massive data and challenge privacy from many different angles. Predictive analytics powered by AI engines will play a fundamental role in many areas including content creation and the stock and money markets.

Marketing will target individuals at the ideal time, place context and with customized messaging that is fine tuned in everyway for each

person's circumstance. Political campaigns will be able to tell everyone a slightly different story based on what resonates and causes emotional identity with the candidate or the issue. Brands will do the same. Jobs in cyber security will grow but will require new levels of ongoing certification. Open source will battle with closed networks in the marketplace, the political arena and in court.

Low to zero marginal cost economies will emerge through communities of scale. There are many positive aspects to these initiatives in terms of wisdom sharing and cost sharing over vast communities.

Financing will find many new ways to connect the barrower with the lender.

Companies such as Airbnb will connect existing real estate and products and services with those who need them cutting out existing middle men and brokers. This will begin to have a profound affect on real estate and lead to new models of ownership and leasing.

Privacy Rights

Libraries may be the last bastions of privacy: Although controversial, the Library may play its greatest role in protecting its citizens' privacy. Our computers, tablets and smart phones are constantly telling those who want to know what we are doing, feeling, buying, with whom we are communicating, our search history, our medical state, etc. Soon our living room and bedroom smart TVs and cars will do the same. It could be that the Library may be the last place to interface with the Internet without giving your privacy away to the highest bidder, the government and, in some cases, the lowest common denominator.

The Internet, Google, Facebook and most of the rest of the search and social media are powered by data aggregation and advertising that places literally thousands of cookies in our personal devices. These small applications continuously mine our personal data and send that information back to their creators. "Worms" have taken over hundreds of thousands of computers that are used, without the knowledge of the owners, for all sorts of nefarious activity. Using

library search would be one way to keep our devices from peering eyes of and free of potentially damaging worms, cookies and other bugs designed to compromise our networks, data and privacy. A local library online search system could be used to protect our privacy and our devices. Libraries can help overcome the dangers of predictive search results while supporting privacy. Library as service provider in Winter Park: A robust system at the library and throughout the city on city-owned fiber could allow us to log on from our devices through the Library safely. It could also be highly profitable and could be possible when current ownership of content and distribution models fail. This system could deliver broadband Internet and even many of the channels currently available on cable and satellite TV providers. Library kiosks could expand the privacy terminals to other physical locations. The Library could even set up a secure access so we could log on to and search through it with impunity. We can use the existing Library Bill of Rights to better protect our selves and our community.

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=132904>

We live in a time of great change and public libraries are in a position to guide their patrons through the astounding changes that are yet to come as artificial intelligence and the confluence of maturing technologies and social applications bring ever more potential and challenge to our daily lives. Our local libraries have both the opportunity and the obligation to become the forum for helping citizens and communities deal with the opportunities and challenges of the next decades.

Other references:

The top six library issues—from the Amazon threat to the need for a national digital library endowment

<http://librarycity.org/?p=11172>

Younger Americans' Relationships with Public Libraries

<http://libraries.pewinternet.org>

Appendix G:

ACi's Exploring the Possibilities
(potential sites and cost analysis)

Exploring the Possibilities

- ACi - City Continuing Services Architect as technical resource

Initial steps:

assess public/site/facility program needs

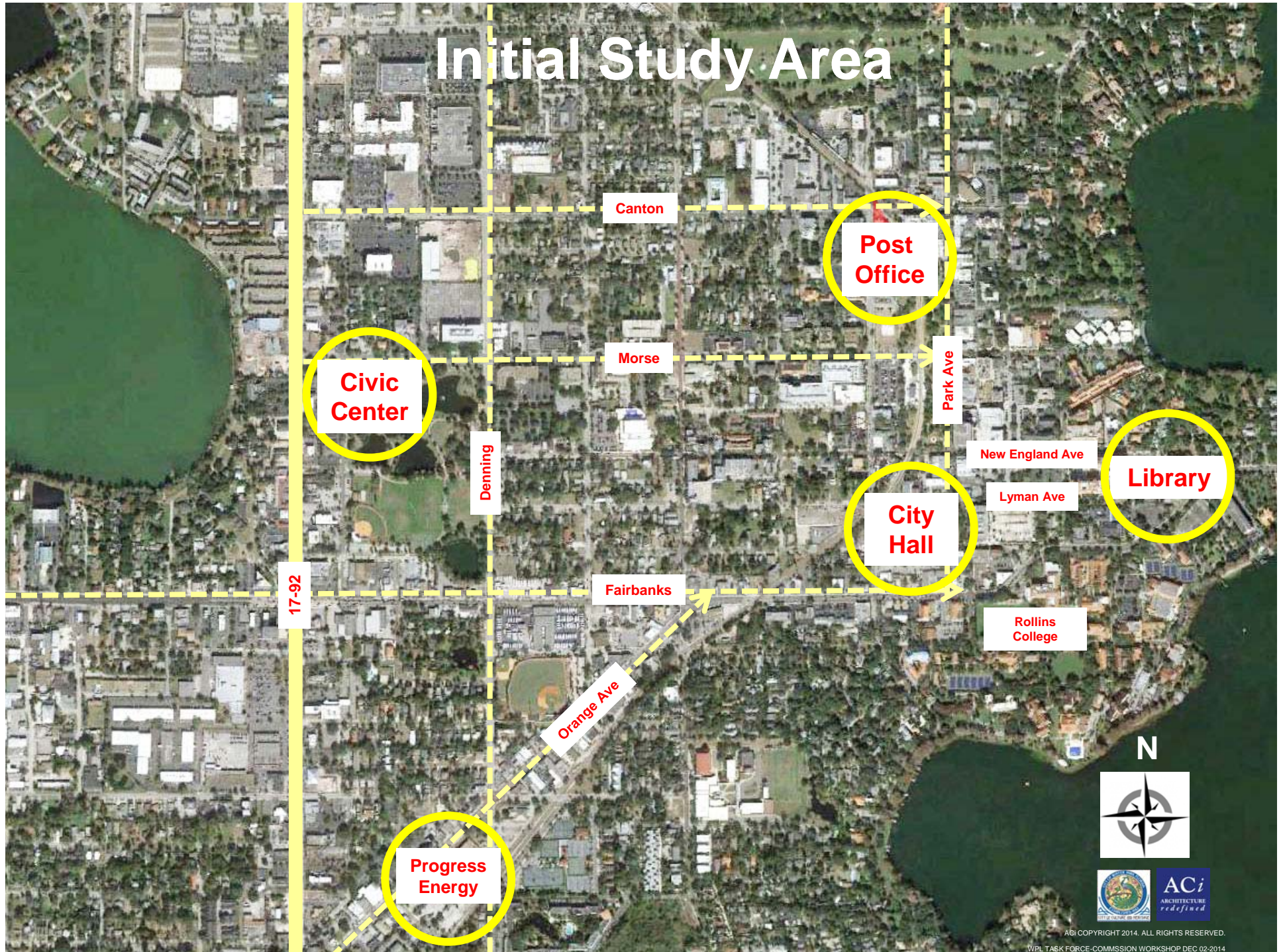
explore location constraints & opportunities

apply city codes & standards

incorporate public vision



Initial Study Area



Our Library



Expansion Metrics



Zoning R - 4

Approx. 1.8 Acres

3 stories

Existing Library = 30,000 SF +/-

Expansion Requirements = Up to 30,000 SF

Parking = 1 space/375 GSF = up to 160 spaces (up to 60,000 SF)

Floor Area Ratio = 2.0 (200%)



Existing Library Site Context



Expansion Possibilities

Diagram1 - "renovate + addition"



Zoning R-4 FAR = 2.0

Site Area = 79,265 GSF

Allowable Floor Area = 79,265 GSF

\times 2.0 FAR

158,530 GSF

Existing Library = 30,000 GSF (3 stories)

Library Expansion = Up to 30,000 GSF (3 stories)

Garage = 25,200 GSF (1 story +1/2 basement)

Total area = Up to 85,200 GSF (therefore OK)

Parking = Library 160 spaces

Total required 160 spaces

On-street 10 spaces

Total provided = 170 spaces

Notes:

1. 10 new on-street parking spaces
2. Setback constraints

Expansion Possibilities

Diagram 2 - "all new"



Zoning R- 4 FAR = 2.0

Site Area = 79,265 GSF

Allowable Floor Area = 79,265 GSF

$\times \quad 2.0 \text{ FAR}$

158,530 GSF

New Library = Up to 60,000 GSF (3 stories)

Garage = 75,600 GSF (2 stories)

Total area = Up to 135,600 GSF (therefore OK)

Parking = Library:

Total required 160 spaces

Total provided 160 spaces (garage)

On-street 10 spaces

Total parking provided = 170 spaces

Notes:

1. 10 new on-street parking spaces
2. Setback constraints

Alfond Inn Surface Parking



Context / Location

Adjacent to City Hall

Context / Location

Adjacent to City Hall



Adjacent to City Hall Planning Diagram



Zoning – PQP Assume C-2, FAR = 2.0

Site Area = 122,235 GSF +/-

Allowable Floor Area = 122,235 GSF

$\times 2.0 \text{ FAR}$
244,470 GSF

Library = Up to 60,000 GSF (3 stories)

City Hall = 34,000 GSF (existing 2 stories)

Garage = 59,400 GSF (4 levels + basement level)

Total Floor Area = Up to 153,400 GSF = OK

Parking Metrics

Library = 160 spaces required

City Hall = 136 spaces required

Total Required = 296 spaces

Total Provided = 320 spaces

Option-U.S. Post Office Retail = 6,874 GSF

(include in site development footprint)



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Civic Center

Adjacent to Martin Luther King Park



Civic Center

Adjacent to MLK Park

Morse Boulevard

Park

Arrival / Departure

New
Surface
Parking

Civic
Center

New Library

New
Parking
Garage

120' x 320'
1 - 1/2 elevated level
= 290 spaces.
Add 70 spaces for a full
2nd-level = 320 space
public garage

Park

Zoning – PQP - Assume O-1

FAR = 0.45

Assume Site Area = 152,460 GSF +/-

Allowable Floor Area = 152,460 GSF

x	0.45	FAR
		68,607 GSF

Library = Up to 60,000 GSF (3 stories)

Total Floor Area = Up to 60,000 GSF = OK

Civic Center = 16,000 (1 story)

Parking: reconfigured and expanded surface
parking lot = 160 spaces (Library only)

Garage: 120 spaces per level.

Ground floor plus 2 elevated levels = 360
spaces

Library use = 160 spaces

Civic Center use = 130 spaces

General public use = 70 spaces

(Co-located Civic Center-Library will
proportionately increase site area for add'l.
building/garage FAR).

N



Post Office

Adjacent to Central Park



Post Office

Diagram 1-Surface Parking

W. Canton Ave

New York Ave

New Park (or other use)

Surface Parking

New Park

SunRail / Amtrak

Zoning = PQP Assume C-2 / FAR = 2.0

Assume Site Area = 97,900 GSF +/-

Allowable Floor Area = 97,900 GSF

$\times 2.0 \text{ FAR}$
195,800 GSF

Library = Up to 60,000 GSF (3 stories)

Total Floor Area = Up to 60,000 GSF = OK

Parking: Library = 160 spaces

Total provided 160 spaces (surface)

Notes:

1. Includes parallel parking along New York Ave.
2. Option of U.S. Post Office Retail portion in new development footprint requires new garage.

New Library
(up to 3 stories
up to 20,000 SF/Floor
up to 60,000 GSF)



Post Office

Diagram 2-Parking Garage A

W. Canton Ave

New York Ave

New Park
(or other use)

New Parking Garage
120' x 228'
1 elevated level
=180 spaces.
Add 90 spaces for a
3-level / 270 space
public garage

New Park

SunRail / Amtrak

New Library
(up to 3 stories
up to 20,000 SF/Floor
up to 60,000 GSF)

Zoning = PQP (assume C-2)

FAR = 2.0

Assume Site Area = 97,900 GSF +/-

Allowable Floor Area = 97,900 GSF

$\times 2.0 \text{ FAR}$
195,800 GSF

Library = Up to 60,000 GSF (3 stories)

Total Floor Area = Up to 60,000 GSF = OK

Library Parking = 160 spaces

Total provided 180 spaces (1 elev. level)

**Add' l. Public Parking = 90 spaces per
elevated garage level above grade.**

Notes:

1. Includes parallel parking along New York Ave.
2. Option of U.S. Post Office Retail portion in new development footprint requires a new garage.
3. Garage FAR allows up to 4 elev. levels above grade.
4. Garage exterior includes architectural facades.



Post Office

Diagram 3-Parking Garage B

W. Canton Ave

New York Ave

New Green
(or other use)

New Parking Garage

120' x 260'
1 elevated level
=180 spaces.
Add 90 spaces for a
3-level / 270 space
public garage

New Park

SunRail / Amtrak

New Park

New Library
(Up to 3 stories
Up to 20,000
SF/Floor
Up to 60,000 GSF)

Zoning = PQP (assume C-2)

FAR = 2.0

Assume Site Area = 97,900 GSF +/-

Allowable Floor Area = 97,900 GSF

x 2.0 FAR
195,800 GSF

Library = Up to 60,000 GSF (3 stories)

Total Floor Area = Up to 60,000 GSF = OK

Library Parking = 160 spaces

Total provided 180 spaces (1 elev. level)

**Add' l. Public Parking = 90 spaces per
elevated garage level above grade.**

Notes:

1. Includes parallel parking along New York Ave.
2. Option of U.S. Post Office Retail portion in new development footprint requires a new garage.
3. Garage FAR allows up to 4 elev. levels above grade.
4. Garage exterior includes architectural facades.



Progress Energy

Orange Avenue Gateway



Progress Energy

Orange Avenue Gateway

Orange Avenue


Zoning = O-1 / FAR = .45
Assume Site Area = 185,845 GSF +/-
Allowable Floor Area = 185,845 GSF
 $\times \text{.45 FAR}$
83,630 GSF

Library = Up to 60,000 GSF (up to 3 stories)
Total Floor Area = Up to 60,000 GSF = OK

Parking: Library = 160 spaces
Total provided 160 spaces (surface)



Comparison of Fundamentals for Possible Sites

 Winter Park Library	Expand Existing Building	Re-build New at Existing Site	Adjacent to City Hall Site	Civic Center Site	Post Office Site	Progress Energy Site
Physical Site Fundamentals:						
❖ Provides flexibility to meet future needs	N	Y	Y	Y	Y	Y
❖ Requires parking structure	Y	Y	Y	N	N	N
❖ Provides opportunity to meet other parking needs with a structure	N	N	Y	Y	Y	Y
❖ Requires demolition	N	Y	O	Y	Y	Y
❖ Requires temporary relocation	N	Y	N	N	N	N
❖ Requires land acquisition	N	N	N	N	Y	N
❖ In downtown core	Y	Y	Y	N	Y	N

Y = YES

N = NO

O = OPTIONAL





Preliminary Budget per Site Options (Design Pricing Year 2015-see Key Assumptions)

Library Budget Scope		Existing Site Renovation + Addition	Existing Site New Construction	Adjacent to City Hall With Garage	Civic Center	Post Office with Surface Parking	Post Office with Garage	Post Office with Garage Arrowhead	Progress Energy
1	New Building	\$15,823,135	\$16,129,234	\$16,811,274	\$16,718,652	\$16,418,535	\$16,472,608	\$16,481,839	\$16,615,803
2	Earthwork, Utilities, Landscape, Hardscape	\$496,698	\$544,371	\$596,136	\$854,740	\$762,930	\$770,200	\$808,185	\$1,044,531
3	Parking	\$3,617,115	\$3,642,043	\$6,419,205	\$811,861	\$642,558	\$3,725,759	\$4,212,503	\$1,044,066
4	Demolition	\$383,936	\$218,736	\$62,991	\$136,999	\$320,890	\$320,856	\$320,851	\$400,836
5	Furnishings/Fixtures/Equipment	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000
6	Construction Subtotal	\$22,420,884	\$22,634,384	\$25,989,606	\$20,622,252	\$20,244,914	\$23,389,424	\$23,923,378	\$21,205,236
7	Contingency - Program adjustments	\$672,627	\$679,032	\$779,688	\$618,668	\$607,347	\$701,683	\$717,701	\$636,157
8	Contingency - Market conditions through 2015	\$672,627	\$679,032	\$779,688	\$618,668	\$607,347	\$701,683	\$717,701	\$636,157
9	Contingency Subtotal	\$23,766,137	\$23,992,447	\$27,548,982	\$21,859,587	\$21,459,608	\$24,792,789	\$25,358,780	\$22,477,550
10									
11	Architectural/Engineering	\$1,381,972	\$1,531,698	\$1,746,398	\$1,400,443	\$1,375,475	\$1,554,526	\$1,554,526	\$1,436,964
12	Other soft costs (geotech, civil, landscape, testing, legal)	\$850,444	\$858,583	\$990,706	\$777,811	\$762,446	\$872,631	\$872,631	\$800,296
13	Soft Cost Subtotal	\$25,998,553	\$26,382,728	\$30,286,086	\$24,037,841	\$23,597,529	\$27,219,946	\$27,785,937	\$24,714,810
14									
15	Temporary Relocation (off-site)		\$1,000,000						
16	Temporary Relocation Subtotal	\$25,998,553	\$27,382,728	\$30,286,086	\$24,037,841	\$23,597,529	\$27,219,946	\$27,785,937	\$24,714,810
17									
18	Library Grants	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000
19	Sale of Current Library			-\$6,800,000	-\$6,800,000	-\$6,800,000	-\$6,800,000	-\$6,800,000	-\$6,800,000
20	NET COST	\$26,498,553	\$26,882,728	\$22,986,086	\$16,737,841	\$16,297,529	\$19,919,946	\$20,485,937	\$17,414,810
21	Interest Cost (bond financing 2% of net cost)	\$529,971	\$537,655	\$459,722	\$334,757	\$325,951	\$398,399	\$409,719	\$348,296
22	Interest Cost Subtotal	\$27,028,524	\$27,420,382	\$23,445,808	\$17,072,598	\$16,623,480	\$20,318,345	\$20,895,656	\$17,763,106
23									
24	TOTAL BUDGET	\$27,028,524	\$27,420,382	\$23,445,808	\$17,072,598	\$16,623,480	\$20,318,345	\$20,895,656	\$17,763,106
25									
26	City Acquisition/Relocation of USPS Land/Facilities					\$7,500,000	\$7,500,000	\$7,500,000	
27	Civic Center Replacement Cost (16,000 GSF 1-story building only @ \$250/SF. Excludes land, FFE, soft costs, financing, parking.				\$4,000,000				



Preliminary Budget per Site Options (Design Pricing Year 2015)

Key Assumptions/Notes:

The following key assumptions/notes will continue to be refined as pricing process moves forward based on public & technical input.

- 1 Parking structure cost includes enhanced architectural façades.
- 2 Stormwater vault included for options with parking structures.
- 3 Stormwater underdrain system included for options with surface parking.
- 4 Existing renovation option includes demolition of existing down to concrete structure.
- 5 City Hall option assumes existing generator remains in current location - no renovation to existing City facilities.
- 6 Post Office and Progress Energy options do not include subsurface soil remediation, if required.
- 7 Progress option includes cost to realign Palmetto Ave.
- 8 Construction contingency @ 6% included for items 1 through 4 for program adjustments & market conditions thru 2015.
- 9 At Post Office with Garage, add \$1,735,491 for each additional elevated level.
- 10 At Post Office with Garage-Arrowhead, add \$2,005,542 for each additional elevated level.
- 11 FF&E budget provided by Library Board FF&E consultant. No Civic Center FF&E, land, parking included if Civic Center is replaced.
- 12 Design Year = 2015.
- 13 Minimum LEED certified Level.
- 14 All construction-related on-site facilities and staff are included in "New Building" line item.
- 15 Surface covered pedestrian level connector included - no elevated bridge.
- 16 City is currently in negotiations to acquire USPS site & relocate USPS functions.
- 17 Costs are eligible for CRA funding.
- 18 Above Library budget figures do not include replacement cost of Civic Center.
- 19 Preliminary cost data derived from current construction cost indexes, trends, national/local library cost indexes & contractor input.



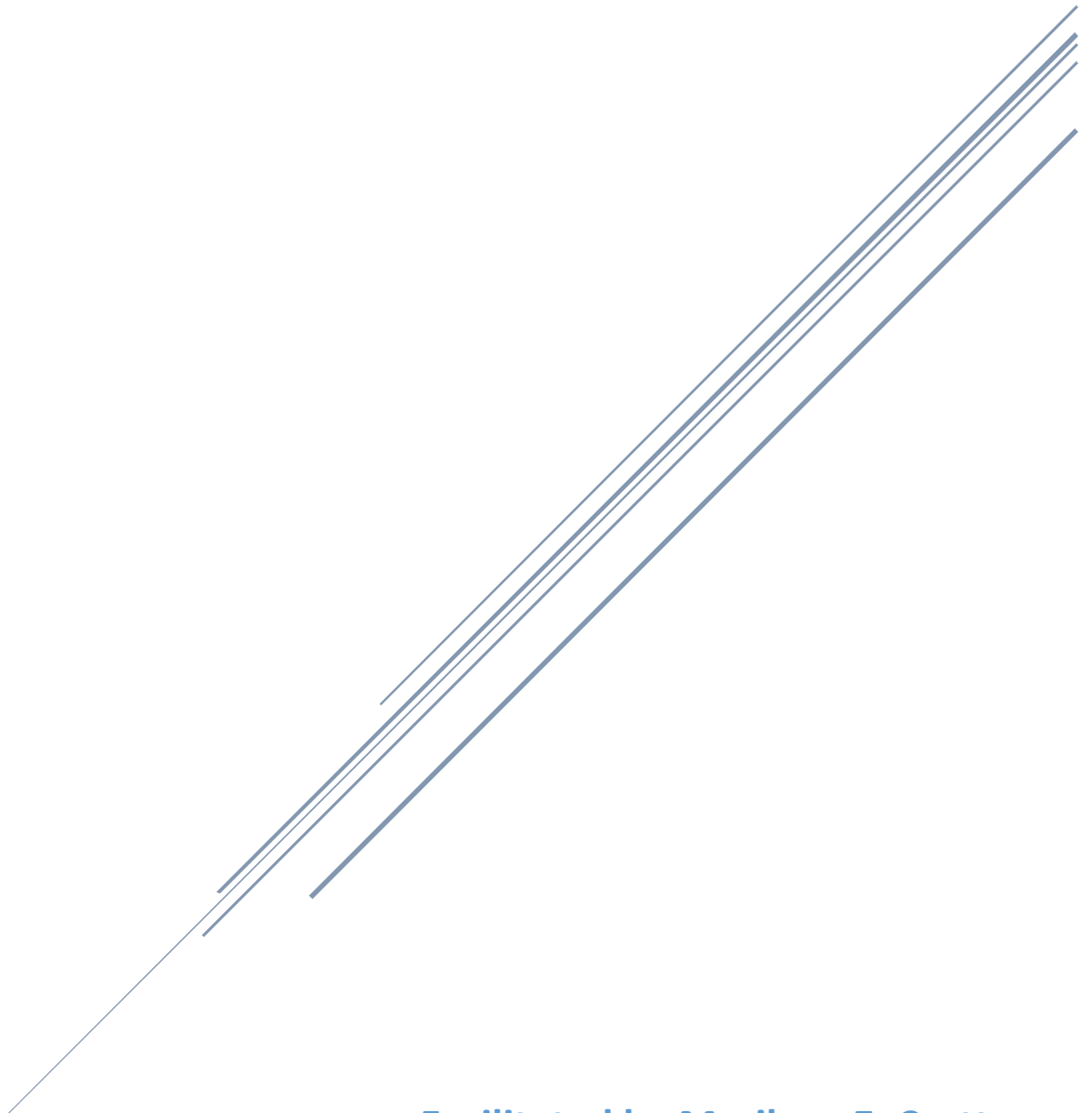
Thank You!

Appendix H:

Report from October 30 public forums

COMMUNITY FORUMS WINTER PARK PUBLIC LIBRARY

OCTOBER 30, 2014



Facilitated by Marilyn E. Crotty
UCF Institute of Government

INTRODUCTION

As part of its continuing study of the future of the Winter Park Public Library, the Facility Task Force sponsored two additional community forums to gain more public input. The forums were held on October 30, 2014, one in the morning at the Chamber of Commerce Welcome Center and the other in the evening at the Rachel Murrah Civic Center. Approximately 80 people attended the forums which were both facilitated by Ms. Marilyn E. Crotty, director of the Florida Institute of Government at the University of Central Florida.

Members of the Facility Task Force, welcomed the attendees and explained the progress to date on the study. The focus of the forums was to examine the advantages and disadvantages of five options for renovating or relocating the current library building. ACi a community development and design firm, gave a presentation about the sites that are currently being considered.

Ms. Crotty then divided the participants into small groups who then discussed the pros and cons for each option. The groups were also asked to identify other locations in the city that might be appropriate sites for the library. The forum concluded with thanks to the attendees for participating and information about how they can continue to be involved in the process.

This report is a summary of the discussions of the participants and combines the ideas generated at both workshops.

OPTION 1

RENOVATE AND EXPAND AT THE EXISTING SITE

(The number in parentheses indicates how many groups listed the issue. There was a total of 8 groups)

Advantages:

Would not have to move: no temporary move; not having to move a long distance (3)
Close to Park Avenue (2)
Shared parking with Alford Inn (2)
Has history; connects us historically (2)
Familiar and comfortable (2)
Central location (2)
Very accessible and walkable
Keeps traffic off the main drag
Near Alford
Increased parking
We own the land
Better to remodel than to build new
Could keep operating
Architecture
Not as much need for function space
Access
Proximity to Rollins
Cost
Meets needs
Known site

Disadvantages:

Will not realize proceeds from sale of building (4)
Architectural challenge to blend the look; would have to tie into existing; no architectural statement (4)
Existing building not flexible (3)
Parking garage on Aloma (3)
Traffic flow not as good; only 1 entrance (2)
Technology expensive to upgrade (2)
Move out to build; disruption (2)
Cost (2)
Would take longer because of phased development
Limitations on what could be accomplished in the new building
Aesthetics don't change
Level of service challenged
Construction nightmare
Constrained parking

Meets needs?
Not in city core
Alfond near traffic
Diminished services
More expensive to retrofit for “green”
Punishment of neighborhood

The key advantages to remaining at the current site, renovating, and expanding the building appear to be not having to move, the location, and the familiarity people have with it. The primary disadvantages identified are the lack of revenue from the sale of the property to help pay for the renovations and expansion; the difficulty in providing flexible space that is aesthetically pleasing when adding on to the existing structure.

OPTION 2

TEAR DOWN EXISTING BUILDING AND BUILD NEW LIBRARY ON CURRENT SITE

Advantages:

Known site (4)
New look; brand new (3)
Can make an architectural statement; iconic building from Aloma (2)
Better - more green and efficient; up to code (2)
More flexible for uses (2)
Walkable (2)
Pre-existing traffic models
Possible partnership with Alfond Inn
Not close to train, less noise
Central location
Keep the property
More creative
Better access for cars
Accessible from Aloma and other direction
Better parking; no competing parking for downtown events (2)
Close to Park Avenue

Disadvantages:

Expensive to move the library for 12 – 24 months (8)
Cost; cost to demolish (4)
Loss of \$ from sale of site (3)
Garage on Aloma (2)
Too much traffic in area
Diminished services

Alfond Inn
Not easy to walk
No green space
Disruption
Makes site denser

This option keeps the advantages of being in a known location and adds the potential for making an architectural statement with a brand new building that can be designed with flexibility in mind. The major drawbacks are the cost of relocating the library for one to two years, the cost of demolition, and again no revenue from sale of property to fund the new building.

OPTION 3

CIVIC CORE – BEHIND CITY HALL

Advantages:

Supports Park Avenue; near Park Avenue; drives retail; merchant support (7)
Walkable; alternate transportation (4)
Location; central; in the urban core (4)
Visibility from SunRail; close to SunRail (4)
New green space allows outside use (3)
Flexibility to add parking for downtown; more parking; parking garage (3)
Closer to West Side (3)
Partnership opportunities (3)
Core of services; consolidation of services (2)
City owned (2)
Receive \$ from selling existing site (2)
Multi-use common area and uses; shared space (2)
Beautiful area
Makes statement that city supports the library
No disruption of service
Multiple exits
More access friendly for bikes
Visible
Close to other commercial
Familiar area
Expand audience
Proximity to Farmer's Market
Close to History/Archives

Disadvantages:

Traffic bad; adds congestion to Park Avenue; crowded (8)

Competition for parking; non-library patrons using garage (5)
Train noise, vibration (4)
Access from Comstock side not great
Railroad and intersection complicated
Difficult to get into
Some construction noise
Too much competition with other enterprises
Parking garage

Additional comments:

Better if we get the two outparcels

The location in the civic core heads the list of advantages for this option with the proximity to Park Avenue a big plus. The prospect of additional green space and parking were viewed as positives. The disadvantages include bringing additional traffic to an already congested area, concerns over the use of the parking garage by non-library customers, and the noise/vibrations from nearby trains.

OPTION 4

CIVIC CENTER

Advantages:

Pastoral setting; green space would be used more; adjacent to park; beautiful scenery (7)
No parking garage; surface parking (6)
Walkability by West Side (3)
Would be used by residents of Winter Park Village new condos/apts. (2)
Flexible site; lots of space (2)
Gateway – 17-92 & Morse; can be a gateway building (2)
Dual purpose Civic Center/room rental (2)
Destination
Not crowded
Partnership opportunities with community theaters
Synergy with Valencia – partnership, library for them too
Not in core
Easy to drive to
Sell current site
More effective utilization of key city asset/site
New development could create synergies
Anchor for different town center
Younger patrons will come because of park
Ties in with commercial in area; could promote good development on 17-92
Opportunity for architectural statement

Parking could be used at other times
Children's programs
More rental spaces
Not adding density to city core
Cost effective

Disadvantages:

Too far from civic core; not in core (7)
Traffic; 17-92 congestion (4)
Push-back on taking down existing building; sentimental building; emotional ties (3)
Luxe will be next store; new development may create constraints additional traffic from Luxe (3)
Parking would get used by other businesses (2)
Tear down existing building-cost to rebuild (2)
Commercial area
Less use
Harder to walk to
Taking away green space for parking
Not "one-stop" location
Isolated
Loss of services
Loss of park space
There is still need for civic center – reasonably priced facility rental
Conflicting uses between functions and library uses and parking
Building would be too big
Not pedestrian friendly
Need funds to build event space
Too far from East Side

Additional comment:

One group identified an alternative at this location that would add the library to the civic center site (not tearing down the building) and would provide the following: increase parking needs by 160 spaces, shared facility and services, several access points.

The major advantage of civic center location is its beautiful setting in the park and the opportunity to have surface parking. It would also be convenient for residents of the west side and the new housing near the Winter Park Village. The primary disadvantage is that this location is outside the city core and in an area that is increasingly congested with more development planned for the future. There is also concern with losing the civic center building as a community amenity.

OPTION 5

POST OFFICE

Advantages:

Close to park-opportunities for outside use; green space (8)
Surface parking (6)
Downtown core location (6)
View from SunRail; close to SunRail (3)
Convenient to Park Avenue (2)
Flexible and central (2)
Iconic building; architectural statement (2)
Access good; easier to get into (2)
Post office partnership is a plus; small post office in building (2)
More effective deployment of valuable land; rids us of distribution center-recoup precious space (2)
Makes statement that city loves library
Crosswalk already there
Could have solar panels on parking
Only have to move once
Sell existing site
Familiar location
Walkable
Closer for West Side residents
Positive change of look
We control what would go there

Disadvantages:

Timing issue; unknown timeline for acquisition (5)
Cost of acquiring land; expensive maybe (4)
Train noise/vibration (3)
Parking poaching; parking control-keep out non library users (3)
Don't own it (2)
Three story building on the park; mass on the park, dense feel (2)
Have to buy land for post office distribution site (2)
Shadow on the park
Near police/fire station
Traffic + and -
Flat parking area-lack of green
Would retail post office stay?
Inability to use space for more SunRail parking in the future

Other comments:

Move building north on site – don't repeat the Carlisle

What are the parking requirements for post office employees if retail PO co-located?

If garage added to rear, then more green space

The post office site was viewed as desirable due to the location in the urban core, proximity to Central Park and Park Avenue, and the surface parking that has been suggested. Major drawbacks are that the city does not own the property and the unknowns of how long it will take to acquire it and how much it will cost. There are also negatives associated with noise due to the trains nearby and the compatibility of the size of the proposed building with its surroundings.

OTHER POTENTIAL SITES

Vo-Tech Center

Add back Progress Point

- Close to Mead Gardens

- Azalea Lane

- Bus route

- Surface parking

- City owns it

K Mart

Current parking for train

- Would lose those spots while building

- + Central location

- SunRail

Christian Science property

While the information gathered in these community forums will be helpful to the Task Force as it considers its recommendations to the City Commission, it will still be necessary to identify the importance of the advantages and disadvantages for each site. Once the factors are weighted, it may become clearer which option has the most potential for success.

Appendix I:
Draft Municipal Bond Ordinance

ORDINANCE NO.

AN ORDINANCE CALLING A BOND REFERENDUM TO BE HELD ON THE QUESTION OF THE ISSUANCE OF NOT EXCEEDING \$XX,000,000 GENERAL OBLIGATION BONDS, SERIES 2015, OF THE CITY OF WINTER PARK, FLORIDA, TO FINANCE THE COST OF THE ACQUISITION AND CONSTRUCTION OF CERTAIN LIBRARY IMPROVEMENTS IN THE CITY; AUTHORIZING THE ISSUANCE OF SUCH BONDS IF APPROVED BY REFERENDUM; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER PARK, FLORIDA (the "Issuer"):

SECTION 1. AUTHORITY FOR THIS ORDINANCE. This ordinance is enacted pursuant to Chapters 100 and 166, and Section 215.431, Florida Statutes, and other applicable provisions of law.

SECTION 2. AUTHORIZATION OF BONDS. Subject and pursuant to the provisions hereof, General Obligation Bonds, Series 2015 (the "Bonds"), of the Issuer are authorized to be issued in the aggregate principal amount of not exceeding \$XX,000,000 to finance the acquisition and construction of a new library facility including land acquisition if necessary, demolition, furnishings and technology, and all purposes incidental thereto (collectively, the "Project"). The money received from the issuance of the Bonds will be used for such purpose and for the benefit of the Issuer. The Bonds shall be payable from ad valorem taxes levied without limitation as to rate or amount on all taxable property in the area of the Issuer. None of the Bonds shall be issued for a longer term than 20 years from their date of issuance, and such Bonds shall bear interest at such rate or rates not exceeding the maximum rate permitted by law on the date of sale of the Bonds.

SECTION 3. BOND REFERENDUM. A bond referendum of the qualified electors residing in the area of the Issuer is hereby called to be held on _____, 2015, to determine whether or not the issuance of the Bonds, in an aggregate principal amount of not exceeding \$XX,000,000, shall be approved by such qualified electors to finance the cost of the acquisition and construction of the Project. All qualified electors residing in the area of the Issuer shall be entitled and permitted to vote in such bond referendum. The polls will be open at the voting places from 7 o'clock A.M. until 7 o'clock P.M. on the same day. **[NOTE: IF THE DECISION IS MADE TO HAVE A MAIL BALLOT THIS LANGUAGE WILL NEED TO REFLECT SUCH]**

SECTION 4. NOTICE OF BOND REFERENDUM. As required by law, at least 30 days' notice of the bond referendum shall be provided. This ordinance shall be published in full as part of the notice of such bond referendum, together with an appropriate notice in substantially the form attached hereto as Exhibit "A," in the Orlando Sentinel or any other newspaper published and of general circulation in the area of the Issuer, at least twice, once in the fifth week and once in the third week prior to the week in which the bond referendum is to be held.

SECTION 5. PLACES OF VOTING, INSPECTORS, CLERKS. The places of voting and the inspectors and clerks for the polling places for the bond referendum shall be the same as in general elections held in the area of the Issuer. **[NOTE: IF THE DECISION IS MADE TO HAVE A MAIL BALLOT THIS LANGUAGE WILL NEED TO REFLECT SUCH]**

SECTION 6. OFFICIAL BALLOT. The form of ballot to be used shall be in substantially the following form:

OFFICIAL BALLOT
CITY OF WINTER PARK, FLORIDA
BOND REFERENDUM - _____, 2015

Shall the City of Winter Park, Florida, issue not exceeding \$xx,000,000 general obligation bonds, bearing interest at not exceeding the maximum legal rate, maturing within 20 years from date of issuance, payable from ad valorem taxes levied on all taxable property in the City area, without limitation as to rate or amount, for the purpose of financing library improvements, including demolition, construction, furnishings and technology, and all purposes incidental thereto; as provided in Ordinance No. _____?

Instructions to Voters:

If you are in favor of the issuance of the bonds, complete the arrow pointing to the words "FOR BONDS."

If you are not in favor of the issuance of the bonds, complete the arrow pointing to the words "AGAINST BONDS."

SECTION 7. ABSENTEE VOTING. Paper ballots shall be used at such election for absentee voting. The form of ballot to be used in the referendum for absentee voters shall be in substantially the form specified in Section 6 above.

SECTION 8. PRINTING OF BALLOTS. The Supervisor of Elections is authorized and directed to have printed a sufficient number of such ballots for use of absentee electors qualified to cast ballots in the bond referendum, and shall also have printed sample ballots and deliver them to the inspectors and clerks on or before the date and time for the opening of the polls for such bond referendum, for use at the voting places; and further is authorized and directed to have printed on plain white cardboard or paper and delivered in accordance with law, the official ballots for use in such bond referendum.

SECTION 9. REFERENDUM PROCEDURE. The bond referendum shall be held and conducted in the manner prescribed by law for holding general elections in the area of the Issuer, except as may be provided by Sections 100.201 through 100.351, Florida Statutes. The inspectors and clerks at each polling place shall prepare and file returns of such bond referendum and shall deliver the same to the Issuer. Such returns shall show the number of qualified electors who voted at such bond referendum, and the number of votes cast respectively for and against approval of the proposition. The returns shall, as soon as practicable, be canvassed by the City Commission of the Issuer (the "Commission").

SECTION 10. REFERENDUM RESULTS. If a majority of the votes cast at such bond referendum shall be "For Bonds," such proposition shall be approved; and then the Bonds and, at the option of the Commission, bond anticipation notes, may be issued as hereafter provided by subsequent resolutions of the Commission.

SECTION 11. SEVERABILITY. In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 12. REPEALING CLAUSE. All ordinances, resolutions or parts thereof in conflict or inconsistent with this ordinance are hereby repealed insofar as there is conflict or inconsistency.

SECTION 13. EFFECTIVE DATE. This ordinance shall take effect immediately upon its final passage and adoption.

ADOPTED after reading by title at a regular meeting of the City Commission of the City of Winter, Park, Florida, held in City Hall, Winter Park, Florida, on this _____ day of _____ 2015.

Mayor Kenneth W. Bradley

ATTEST:

Cynthia S. Bonham, City Clerk

EXHIBIT "A"

NOTICE OF BOND REFERENDUM IN THE CITY OF
WINTER PARK, FLORIDA, ON _____, 2015.

NOTICE IS HEREBY GIVEN THAT A BOND REFERENDUM will be held on _____, 2015, in the City Winter Park, Florida (the "Issuer"), for the purpose of determining whether or not General Obligation Bonds, Series 2015, of the Issuer shall be issued in the aggregate principal amount of not exceeding \$XX,000,000, bearing interest at such rate or rates not exceeding the legal rate as shall be determined at the time of sale thereof, maturing over a period not to exceed 20 years from the date of issuance of such Bonds, payable from ad valorem taxes levied without limitation as to rate or amount on all taxable property in the area of the Issuer, for the purpose of financing the acquisition and construction of a new library facility including land acquisition if necessary, demolition, furnishings and technology, and all purposes incidental thereto; all as more specifically described and provided in Ordinance No. ____ of the Issuer (the "Ordinance")

The places of voting in the bond referendum shall be those same places of voting as for general elections held in the area of the Issuer. The polls will be open at the voting places on the date of the bond referendum from 7:00 A.M. until 7:00 P.M. on the same day, all as provided in the Ordinance published in full below as part of this notice. **[NOTE: IF THE DECISION IS MADE TO HAVE A MAIL BALLOT THIS LANGUAGE WILL NEED TO REFLECT SUCH]**

All qualified electors residing within the area of the Issuer shall be entitled, qualified and permitted to vote at such referendum.

CITY OF WINTER PARK, FLORIDA

By: _____
Randy B. Knight, City Manager

Appendix J:

ACi Cost Analysis by Site



Preliminary Budget per Site Options (Design Pricing Year 2015-see Key Assumptions)

Library Budget Scope		Existing Site Renovation + Addition	Existing Site New Construction	Adjacent to City Hall With Garage	Civic Center	Post Office with Surface Parking	Post Office with Garage	Post Office with Garage Arrowhead	Progress Energy
1	New Building	\$15,823,135	\$16,129,234	\$16,811,274	\$16,718,652	\$16,418,535	\$16,472,608	\$16,481,839	\$16,615,803
2	Earthwork, Utilities, Landscape, Hardscape	\$496,698	\$544,371	\$596,136	\$854,740	\$762,930	\$770,200	\$808,185	\$1,044,531
3	Parking	\$3,617,115	\$3,642,043	\$6,419,205	\$811,861	\$642,558	\$3,725,759	\$4,212,503	\$1,044,066
4	Demolition	\$383,936	\$218,736	\$62,991	\$136,999	\$320,890	\$320,856	\$320,851	\$400,836
5	Furnishings/Fixtures/Equipment	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000
6	Construction Subtotal	\$22,420,884	\$22,634,384	\$25,989,606	\$20,622,252	\$20,244,914	\$23,389,424	\$23,923,378	\$21,205,236
7	Contingency - Program adjustments	\$672,627	\$679,032	\$779,688	\$618,668	\$607,347	\$701,683	\$717,701	\$636,157
8	Contingency - Market conditions through 2015	\$672,627	\$679,032	\$779,688	\$618,668	\$607,347	\$701,683	\$717,701	\$636,157
9	Contingency Subtotal	\$23,766,137	\$23,992,447	\$27,548,982	\$21,859,587	\$21,459,608	\$24,792,789	\$25,358,780	\$22,477,550
10									
11	Architectural/Engineering	\$1,381,972	\$1,531,698	\$1,746,398	\$1,400,443	\$1,375,475	\$1,554,526	\$1,554,526	\$1,436,964
12	Other soft costs (geotech, civil, landscape, testing, legal)	\$850,444	\$858,583	\$990,706	\$777,811	\$762,446	\$872,631	\$872,631	\$800,296
13	Soft Cost Subtotal	\$25,998,553	\$26,382,728	\$30,286,086	\$24,037,841	\$23,597,529	\$27,219,946	\$27,785,937	\$24,714,810
14									
15	Temporary Relocation (off-site)		\$1,000,000						
16	Temporary Relocation Subtotal	\$25,998,553	\$27,382,728	\$30,286,086	\$24,037,841	\$23,597,529	\$27,219,946	\$27,785,937	\$24,714,810
17									
18	Library Grants	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000	-\$500,000
19	Sale of Current Library			-\$6,800,000	-\$6,800,000	-\$6,800,000	-\$6,800,000	-\$6,800,000	-\$6,800,000
20	NET COST	\$26,498,553	\$26,882,728	\$22,986,086	\$16,737,841	\$16,297,529	\$19,919,946	\$20,485,937	\$17,414,810
21	Interest Cost (bond financing 2% of net cost)	\$529,971	\$537,655	\$459,722	\$334,757	\$325,951	\$398,399	\$409,719	\$348,296
22	Interest Cost Subtotal	\$27,028,524	\$27,420,382	\$23,445,808	\$17,072,598	\$16,623,480	\$20,318,345	\$20,895,656	\$17,763,106
23									
24	TOTAL BUDGET	\$27,028,524	\$27,420,382	\$23,445,808	\$17,072,598	\$16,623,480	\$20,318,345	\$20,895,656	\$17,763,106
25									
26	City Acquisition/Relocation of USPS Land/Facilities					\$7,500,000	\$7,500,000	\$7,500,000	
27	Civic Center Replacement Cost (16,000 GSF 1-story building only @ \$250/SF. Excludes land, FFE, soft costs, financing, parking.				\$4,000,000				