

**Agency: Commerce, Community and Economic Development****Grants to Municipalities (AS 37.05.315)****Grant Recipient: Fairbanks North Star Borough****Federal Tax ID: 92-0030612****Project Title:****Project Type:** New Construction and Land Acquisition

## **Fairbanks North Star Borough - North Pole Branch Library**

**State Funding Requested: \$6,791,807**

One-Time Need

**House District: Fairbanks Areawide (7-11)****Brief Project Description:**

The library in North Pole is in need of replacement. The community need/use far exceeds capacity of the existing facility.

**Funding Plan:**

Total Project Cost:	\$6,791,807
Funding Already Secured:	(\$0)
FY2013 State Funding Request:	<u>(\$6,791,807)</u>
Project Deficit:	\$0

*Funding Details:*

*The FNSB purchased the property for the new library in 2006 and has completed a preliminary project plan.*

**Detailed Project Description and Justification:**

The library in North Pole is in need of replacement. The community need/use is higher than the current capacity of the existing facility.

The existing North Pole Library was originally constructed in 1975 with a total area of 2,160 square feet. Additions were constructed in 1981 and 1994 resulting in 4,520 square feet. The facility is significantly undersized for the population it serves and the site of the current library has no room for expansion. In 2006, the FNSB, along with the City of North Pole, after much consideration selected and purchased a nearly 9 acre site for the new North Pole Library on Fourth Avenue across the street from North Pole High School.

By comparison, the Noel Wien Regional Library in Fairbanks is 66,375 square feet on a 5.9 acre site.

The North Pole Library Service area is the same as the North Pole ZIP code, which during the 2000 Census had a population of 16,520 people, or 18.5% of the total FNSB population. The data also indicated that, as compared to the FNSB population, the ratio of children under 18 is higher in the North Pole Library service area (31.5% as compared to 28% in the borough) which to some extent, explains the popularity of the children's programs at the current North Pole Library.

The new North Pole Public Library will be 16,000 square feet and will consist of:

- Reading rooms and stacks for 65,000 to 70,000 volumes, 7,200 square feet;
- Children's reading and activities area along with space for book stacks, 2,500 square feet;
- Staff workstations, computer room, work room and a break room, 1,475 square feet;

- Business/technical center, 240 square feet;
- Public gathering spaces 2,400 square feet, and finally;
- Lobby and check out area, 1,415 square feet; with the balance being halls.

The area of the components were determined by using a proportional allocation of space based upon the ratio of the FNSB population to the North Pole Library Service area population, anticipated population growth and the projected number of attendees or projected staffing requirements.

**Project Timeline:**

Final planning will occur in 2012 with construction beginning in 2013. Construction will not be complete until 2015.

**Entity Responsible for the Ongoing Operation and Maintenance of this Project:**

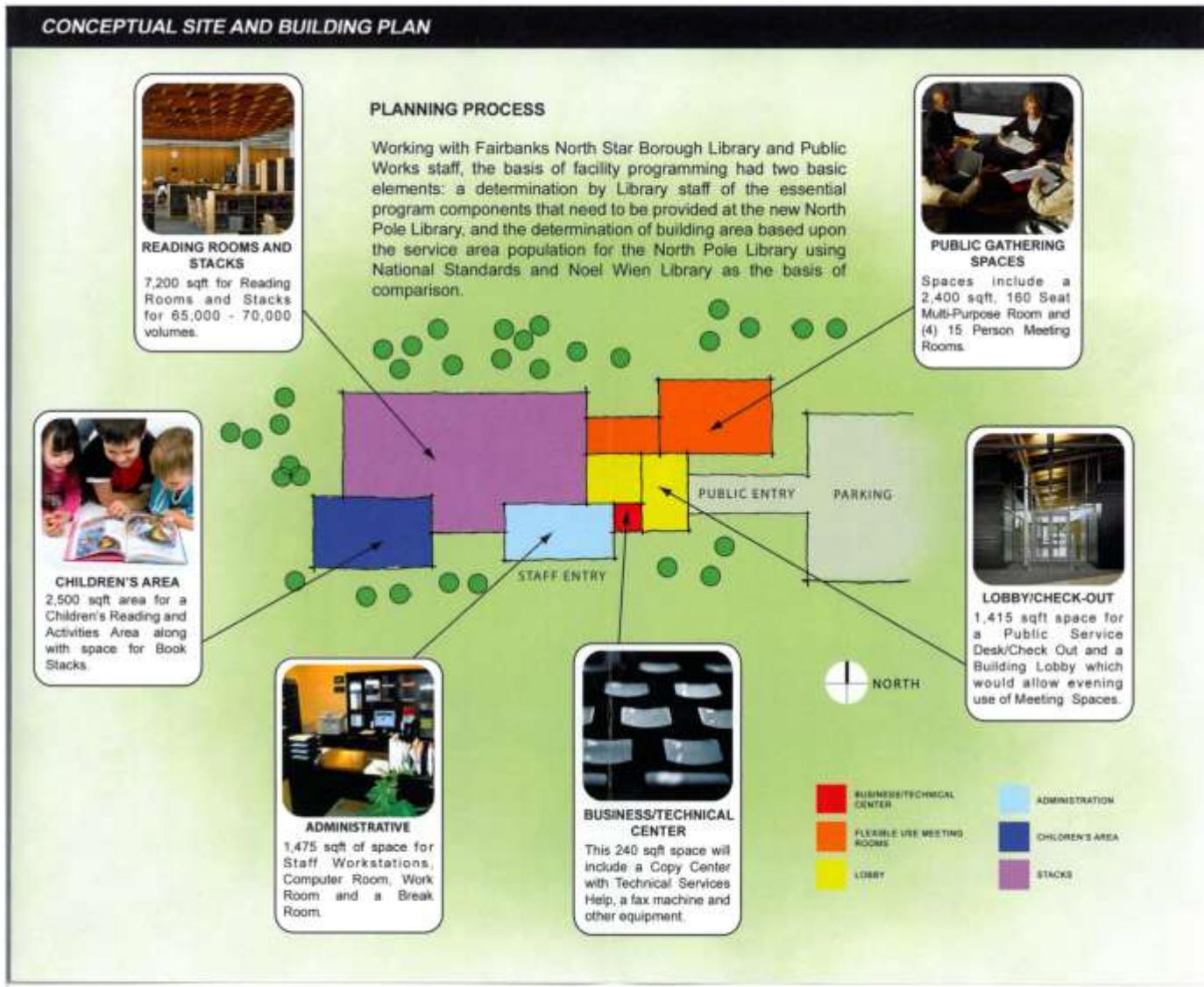
The FNSB will provide maintenance and operation costs.

**Grant Recipient Contact Information:**

Name: Luke Hopkins  
Title: FNSB Mayor  
Address: 809 Pioneer Road  
Fairbanks, Alaska 99701  
Phone Number: (907)459-1300  
Email: lhopkins@fnsb.us

Has this project been through a public review process at the local level and is it a community priority?  Yes  No

The existing North Pole Library was originally constructed in 1975 with a total area of 2,160 square feet. Additions were constructed in 1981 and 1994 resulting in 4,520 square feet. The facility is significantly undersized for the population it serves and the site of the current library has no room for expansion. In 2006, the FNSB, along with the City of North Pole, after much consideration selected and purchased a nearly 9 acre site for the new North Pole Library on Fourth Avenue across the street from North Pole High School.



By comparison, the Noel Wien Regional Library in Fairbanks is 66,375 square feet on a 5.9 acre site.

The North Pole Library Service area is the same as the North Pole ZIP code, which during the 2000 Census had a population of 16,520 people, or 18.5% of the total FNSB population. The data also indicated that, as compared to the FNSB population, the ratio of children under 18 is higher in the North Pole Library service area (31.5% as compared to 28% in the borough) which to some extent, explains the popularity of the children's programs at the current North Pole Library.

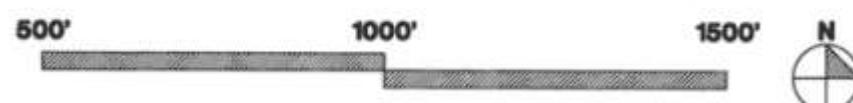
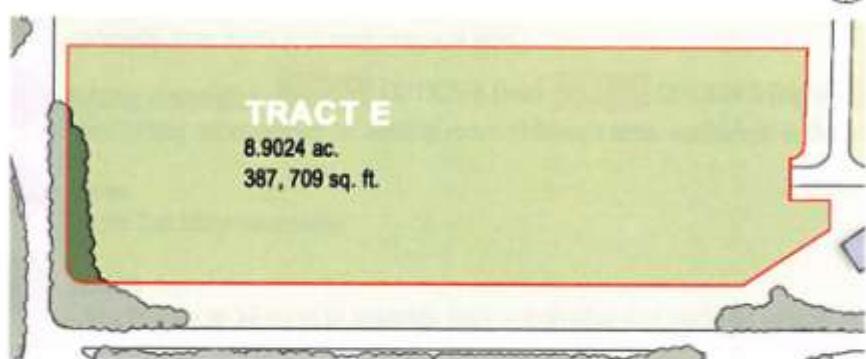
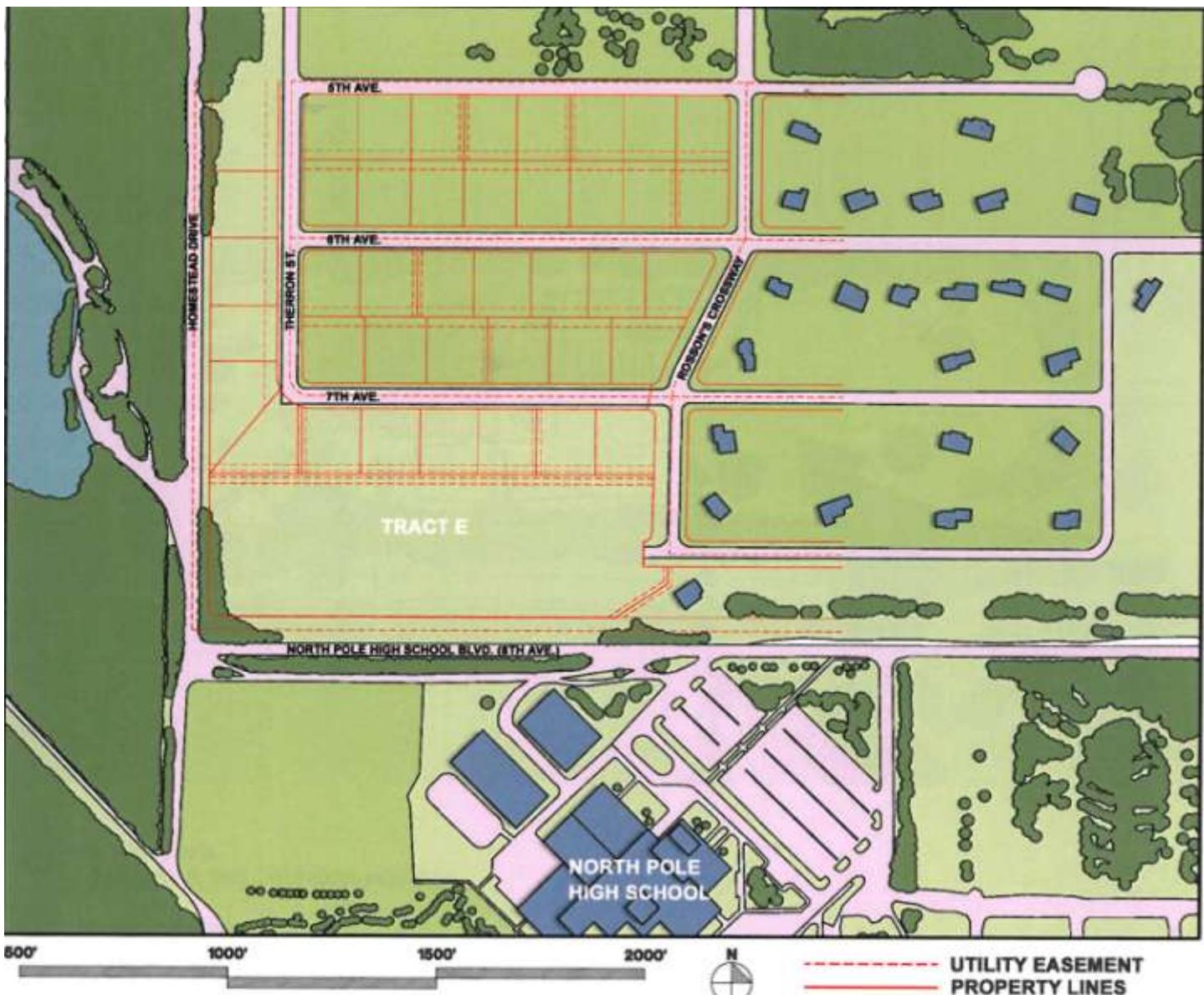
The new North Pole Public Library will be 16,000 square feet and will consist of:

- Reading rooms and stacks for 65,000 to 70,000 volumes, 7,200 square feet;
- Children's reading and activities area along with space for book stacks, 2,500 square feet;
- Staff workstations, computer room, work room and a break room, 1,475 square feet;
- Business/technical center, 240 square feet;
- Public gathering spaces 2,400 square feet, and finally;

- Lobby and check out area, 1,415 square feet; with the balance being halls.

The area of the components were determined by using a proportional allocation of space based upon the ratio of the FNSB population to the North Pole Library Service area population, anticipated population growth and the projected number of attendees or projected staffing requirements.

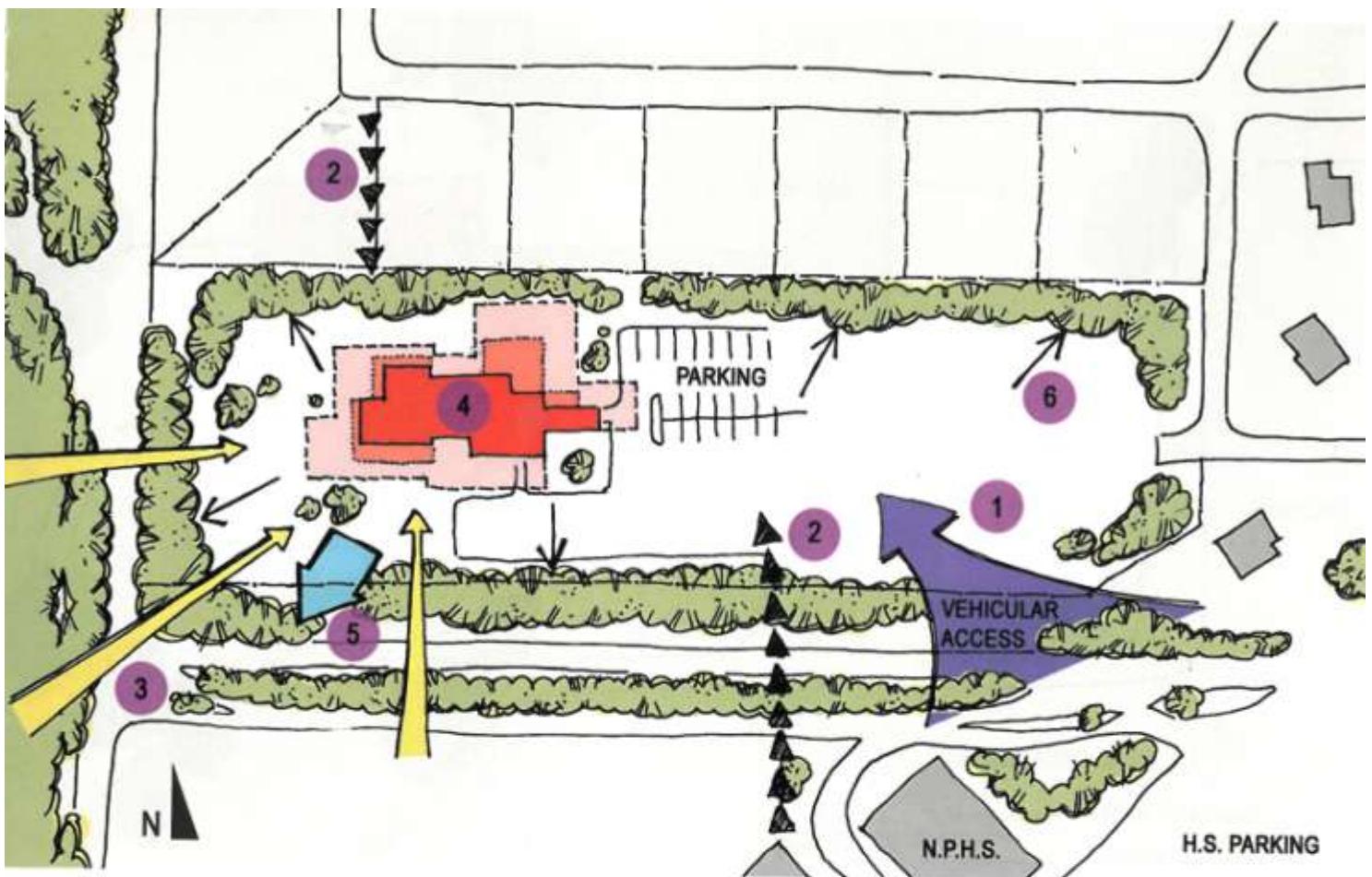




## SITE INFORMATION

# NORTH POLE LIBRARY

CONCEPT MASTER PLAN

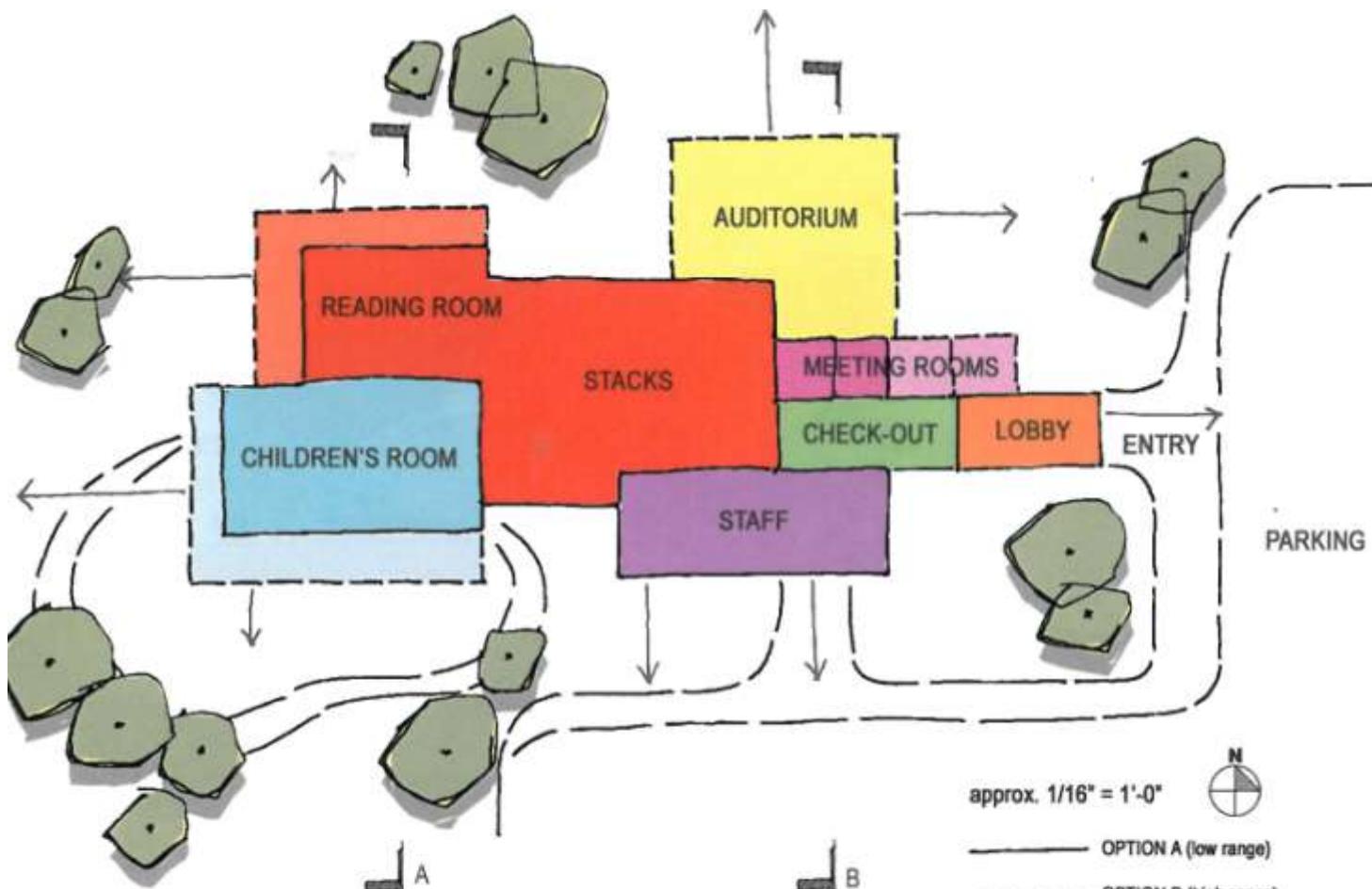


- 1 Vehicular Access**  
- from N.P.H.S. Blvd., not through subdivision
- 2 Pedestrian Pathway**  
- connect from N.P.H.S. parking
- 3 Sun Light**  
- primarily from south and west, see sun study
- 4 Building Orientation**    OPTION A (low)    OPTION B (high)    OPTION D (20 yr.)  
- daylighting opportunities for reading room, children's area, auditorium to the north
- 5 Views**  
- from 2nd story mezzanine
- 6 Buffers**  
- tree buffers on all sides to separate from subdivision and backside of high school

## SITE ANALYSIS

# NORTH POLE LIBRARY

CONCEPT MASTER PLAN



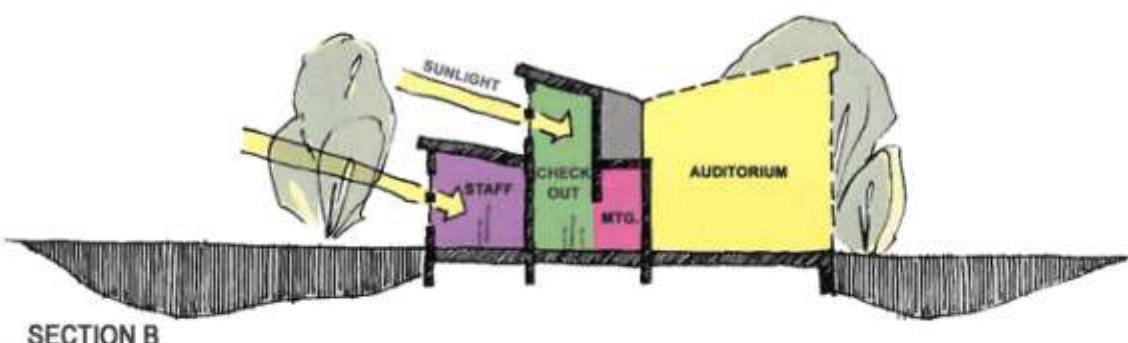
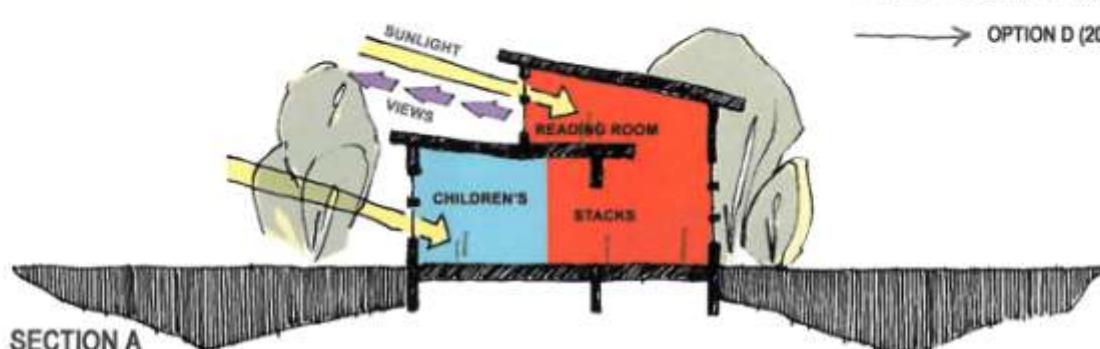
approx. 1/16" = 1'-0"



OPTION A (low range)

OPTION B (high range)

OPTION D (20 year)



## PLAN & BUILDING SECTIONS - SPACE ADJACENCY

# NORTH POLE LIBRARY

CONCEPT MASTER PLAN

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

October 18, 2011

Prepared for the Fairbanks North Star Borough under the direction of the Foraker Group  
Pre-Development Program

by RISE Alaska, LLC



# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

## ACKNOWLEDGMENTS

Acknowledgements The North Pole Branch Library Development Plan has been produced as a component of the Foraker Group Pre-Development Program. The Pre-Development Program is sponsored by the Rasmuson Foundation, Denali Commission, Mat-Su Health Foundation and the Alaska Mental Health Trust with the intent to assist organizations in planning for successful capital projects. The Pre-Development Program provides consultant contract services support to qualified participants ranging from general advice to a full range of technical assistance, depending on the needs of the organization.

The North Pole Branch Library Development Plan was initiated by Chris Kowalczewski, Program Manager for The Foraker Group Pre-Development Program. Space programming has been developed by Pam Lund as Library Planner under The Foraker Group. Guidance and written technical content was developed by Martha Schoenthal, Project Manager for The Foraker Group.

### **The Foraker Pre-Development Program Pre-Development team included:**

Bettisworth North Architects and Planners

Space programming and concept design studies

Estimations, Inc.

Construction cost estimating

Collaboration and input was also provided by:

### Fairbanks North Star Borough Administration and Staff

Mayor Luke Hopkins

Michelle Dami, Teacher  
Badger Elementary School

Renee Van Nort, Library Administrative Manager

Dave Gardner, V.P. Marketing  
Golden Valley Electric Association

Jeff Jacobson, Chief of Staff

Laurel Herbeck, Art teacher  
North Pole High School

Georgine Olson, Library Outreach Services Manager

Sharron Hunter, City Council Member  
City of North Pole

Scott Johnson, Public Works Director

Jeff Jacobson, Chief of Staff  
Fairbanks North Star Borough

Ingrid Clauson, Librarian, North Pole Branch Library

Kathy Rupert, Mentor  
UAF & Fairbanks North Star Borough School District

Greg Hill, Library Director

Pat Thurman, Senior Representative  
Community Activist

"Lane, the Snowman" was created by North Pole Library

Marit Vick, Librarian  
North Pole High School

Assistant III, Tina Shih

Nadine Winters, Assembly Member  
Fairbanks North Star Borough

### North Pole Branch Library Volunteer Feasibility Committee Members

Lyn Ballam, Librarian  
North Pole Middle School

Kari Brinks, North Pole Home School Family Connection

Francie Cork, Library Supporter and Community Activist

**To all, we say thank you for your time, your energy and your commitment to  
your community and the future of your library.**



# The New North Pole Branch Library Development Plan

"A great community, a great library."



## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY.....</b>	<b>1</b>	
<b>1. PURPOSE .....</b>	<b>2</b>	
History of Fairbanks Public Library.....	3	
Our Recent Efforts.....	4	
Library Collections/Programs.....	8	
Governance and Staff.....	10	
Population Served.....	12	
<b>2. PROJECT NEED.....</b>	<b>13</b>	
Collections, Seating and Computers.....	13	
Program Space.....	15	
Facility and Operating Deficiencies.....	16	
<b>3. THE NEW NORTH POLE BRANCH LIBRARY.....</b>	<b>18</b>	
Space Program.....	18	
Concept Design.....	21	
Project Schedule .....	28	
Development Team/Partnerships .....	28	
<b>4. NEW NORTH POLE BRANCH LIBRARY COSTS.....</b>	<b>29</b>	
Total Project Estimate .....	29	
Estimated Operating Cost.....	33	
Funding Plan.....	37	
<b>5. RECOMMENDATIONS.....</b>	<b>39</b>	
<b>6. NEXT STEPS.....</b>	<b>40</b>	



1. Appendix A - FNSB Ordinance No. 2005-20-2T, Site Acquisition Future NPBL, June 22, 2006
2. Appendix B - North Pole Library Concept Master Plan, January 2007
3. Appendix C - FY13 Library Construction and Major Expansion Matching Grant Program
4. Appendix D - Statewide Public Library Funding Matrix
5. Appendix E - The Foraker Group Predevelopment Program ([www.forakergroup.org](http://www.forakergroup.org))
6. Appendix F - FNSB Application/ Acceptance to The Foraker Group Predevelopment Program, August 2010
7. Appendix G - City of North Pole Resolution 11-23, Supporting Full Funding for New NPBL, September 6, 2011
8. Appendix H - FNSB Ordinance No. 2011-20-1K, Appropriating \$6,220,000 for NPBL Replacement Project, September 22, 2011
9. Appendix I – FNSB Resolution No. 2011-35, Authorizing Participation in Library Construction and Major Expansion Matching Grant Program, September 22, 2011
10. Appendix J - Fairbanks North Star Borough Library Statistical Report June 2011
11. Appendix K - Alaska Region and Borough Census Area Population Projections
12. Appendix L - Bettisworth North NPBL Feasibility Committee Meeting Minutes, 2.1.11, 2.22.11, 3.22.11, 4.12.11
13. Appendix M – The Foraker Group Predevelopment Program NPBL Space Needs Analysis Final, January 2011
14. Appendix N - Bettisworth North Design Concept Study Development, May 17, 2011
15. Appendix O – North Pole Branch Library Construction Cost Estimate, May 25, 2011

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## EXECUTIVE SUMMARY



This Project Development Plan summarizes the steps that the Fairbanks North Star Borough (Borough) has undertaken to define their project for the replacement of the North Pole Branch Library (NPBL). This document focuses on the recent efforts accomplished with the technical assistance and guidance from the Foraker Group Pre-Development Program. These recent efforts have been driven both by the need for a replacement library and the potential for State matching grant funding in the State FY2013 Capital Budget. The Borough is very well positioned to accomplish their goal of a new replacement library.

The need for a replacement library was recognized several years ago. A study was commissioned in 2006 to identify requirements. Following that, a site selection process resulted in the purchase of a 8.9-acre site across the street from the local North Pole High School. During the Pre-Development process, 18,625 square feet of space requirements were identified. These requirements were based upon: the size of the population served; a 25 year growth projection; current collections sizes; usage statistics; predicted collections growth; and current programs balanced against Alaska new library standards and national standards.

With input from a community feasibility committee, borough staff, library staff and the community at large, a concept design study was undertaken. A key design feature was to maintain the North Pole Holiday theme. The concept design study confirmed the viability of both the site and the space program. A construction cost was estimated based upon the concept design. The total library project cost estimate is \$12,966,177 which does not include in-kind contributions by the Borough.

The North Pole community, Fairbanks Library Commission, Borough Administration & Assembly and library staff have been strong in their on-going support of the project. Since a Concept Master Plan was commissioned in 2006 that identified the need, community support has remained strong. Commitment to the project is reflected in the purchase of the site, vigorous participation in the Pre-Development process, remarkably large attendance at the North Pole public forum for concept design input and the tremendous interest shown at the community's annual 4th of July fair and Mayor's picnic.

With the completion of this Project Development Plan, the project "graduates" from the Foraker Group Pre-Development Program. The Borough will now lead the delivery of the project.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## 1. PURPOSE



North Pole Branch Library

The purpose of this document is to articulate the process and progress of the pre-development phase of the new North Pole Branch Library (NPBL) project and provide recommendation for the delivery of this significant community investment. This plan will inform the Borough, State of Alaska, the City and Community of North Pole, library stakeholders and potential private and public funders about the project and present good information for making informed decisions. The documentation of the technical studies, community support, project need, concept design, cost estimates, fund sources and uses will assist in procuring future funding and provide guidance for the next steps necessary for the Borough to proceed with this capital project.

In 2010, the Borough was accepted into The Foraker Pre-Development Program and was provided with assistance in technical planning to ensure the new NPBL project;

- **Meets a documented need**
- **Is consistent with strategic and community plans**
- **Considers opportunities for collaboration**
- **Has an appropriate facility and site plan**
- **Is financially sustainable; and**
- **Supports long-term sustainability of the organization**

The Foraker Group Pre-Development Program is underwritten by the Rasmuson Foundation, Denali Commission, Mat-Su Health Foundation and Alaska Mental Health Trust with the intent to assist organizations in planning for capital projects. The Rasmuson Foundation is the sponsor of the pre-development effort for the new NPBL project.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



1909 George C. Thomas Library

## HISTORY OF FAIRBANKS PUBLIC LIBRARIES

Fairbanks was founded by speculators in 1904, and prospectors discovered gold soon thereafter. While the new town enjoyed a number of bars and bawdy houses, the prospectors didn't discover many books there. News of this reached the Pennsylvania newspapers and captured the attention of George C. Thomas, a prominent Philadelphia banker, philanthropist and book collector.

Mr. Thomas' abiding interest was in the missionary efforts of the Episcopal Church. He read about St. Matthew's Episcopal Church in Fairbanks, whose main structure doubled as sanctuary and reading room in an effort to provide less sinful recreation for the local miners. Missionary pioneer Hudson Stuck described the church at the time: "Every day in the week and every night in the week, almost all night as well as all day, it was in use as a reading room ... there were few hours of the twenty-four that men might not be found availing themselves of the only place of common resort in town that was not a liquor shop."

The reading room contained some 1,500 books and magazines, 1,000 of which were donated by Archdeacon Stuck, and reading materials were also provided to inmates in the log jail as well as miners on their way to their distant claims. George C. Thomas read about the crowded little reading room and the miners desperate for wholesome recreation and decided to donate funds to build a separate library and to fund it with \$1,000 annually for three years.

The more spacious George C. Thomas Library, a log building that included a basement, opened to the public August 4, 1909, shortly after Mr. Thomas' demise. The library's property and building remained in St. Matthew Church's ownership until 1942, when it was turned over to the City of Fairbanks. The library's fortunes ebbed and flowed in the intervening years, with charity dances and other fund-raisers employed to keep the doors open.

Tragedy struck in 1949 when a fire destroyed one-third of the library's collection. Once again the community pulled together to restore the library. Demand for library services in Interior Alaska has always been strong, and the library's collection grew over time and its hours were gradually extended.

The Borough was created in 1964, and four years later the City of Fairbanks surrendered its library powers and gave the Thomas Memorial Library to the Borough. A Friends of the Library group formed in 1965 to promote the construction of a larger modern library, but their plans were delayed by the cataclysmic flood of 1967, which flooded the entire downtown, including the old library and destroyed over 2,000 books.

A Council of Library Supporters organized in 1971 to support the library and its effort to build a new facility. A year later the Borough received a federal grant to build a branch library in North Pole, and it opened in 1974.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

That same year voters approved a \$4.9 million bond issue to construct a new main library on the old Weeks Field airport runway. The new Noel Wien Library (named for the famed bush pilot and founder of Wien Airlines) opened in 1977. This library serves as regional library for the entire northern portion of the state, providing library services to villages and bush residents throughout the State. In 1979 The Library Foundation incorporated as a 501C3 nonprofit to support the programs and services of the borough's public libraries.

Also in 1977, Helen Bentley, the last surviving relative of the Bentley family, named the Borough Public Libraries as one of several beneficiaries of a trust consisting primarily of real estate. The total proceeds received for public libraries from the original trust were \$10,213,000.

In 1981, an addition was constructed to expand the North Pole Branch Library (NPBL). With the help of local donations and general fund contributions the NPBL was further expanded in 1994 with the construction of 950 square feet of additional space for books, media, children's and special event programs.

## OUR RECENT EFFORT

### STRONG SUPPORT FOR A NEW NORTH POLE BRANCH LIBRARY

The North Pole community has always sought a strong public library presence. Despite the limitations of its site, additions have brought the library facility to its current 4,250 square foot size. Nevertheless, the facility's small dimensions have seriously limited the numbers of patrons able to attend programs, as well as the size of its collection. A search for a new site began in 2005. With funds from the Bentley Trust, The Borough purchased an 8.9 acre site across from the North Pole High School and dedicated this location for a new NPBL.

#### [Appendix A - FNSB Ordinance No. 2005-20-2T, Site Acquisition Future NPBL, June 22, 2006](#)

Beginning in 2005 and continuing through 2007, architects and exterior space utilization consultants worked with community focus groups to determine the future needs of the NPBL and the main Noel Wien Library. The Library Support Group merged with the Library Foundation in 2006 to form the Fairbanks Library Foundation to continue supporting and endorsing the borough's public libraries.

#### [Appendix B - North Pole Library Concept Master Plan, January 2007](#)

In 2008, the Alaska State Legislature passed a bill into law establishing the Library Construction and Major Expansion Matching Grant Program. This competitive grant program supports up to fifty percent matching funds for the construction and major renovation of new public libraries.

As a result, Alaska communities with library projects in various stages of planning organized to present state leadership with annual forecasts of project status and timing of need for state funding. Using this information, state-wide library projects are prioritized for consideration of state funding. In FY2010 and 2011 state budget cycles, the state granted a combined total of \$30,267,000

# The New North Pole Branch Library Development Plan

"A great community, a great library."



*The first \$1,000 donation from North Pole Moose Lodge 306. Ingrid Clauson, librarian and Darrell Brunsvold Moose Lodge member.*

supporting ten public library projects throughout the state. The Borough is applying for this grant opportunity in the Fall of 2011.

## **Appendix C - FY13 Library Construction and Major Expansion Matching Grant Program**

## **Appendix D - Statewide Public Library Funding Matrix**

The Borough applied to The Foraker Group for pre-development services to assist the community in determining if a new NPBL was feasible. With sponsorship of the Rasmuson Foundation, the Borough was accepted into The Foraker Pre-Development Program late 2010.

## **Appendix E - The Foraker Group Predevelopment Program ([www.forakergroup.org](http://www.forakergroup.org))**

## **Appendix F - FNSB Application/ Acceptance to The Foraker Group Predevelopment Program, August 2010**

Over the next six months, a diverse group of library supporters formed as a volunteer Library Feasibility Committee and began to work through deliberative pre-development processes of documenting current library uses and needs, determining a space program, confirming the new library site would accommodate the proposed concept design and evaluating preliminary construction, project and operating cost estimates. This work has resulted in plans for a new NPBL that is affordable to construct, efficient to operate and maintain, and fiscally sustainable for the long-term.

- **Space Program of 18,625 SF**
- **A site concept study confirms the site dedicated for the new NPBL accommodates the proposed space plan, provides adequate parking, and allows for future growth.**
- **The preliminary cost estimate of \$12,966,177 is within initial project projections.**
- **This Project Development Plan forms the basis of applications to potential funders for consideration of project funding.**

The Fairbanks Library Foundation contracted with RISE Alaska, LLC in January of 2011 to assist in the development of preliminary project funding plans, project schedule and assist the library staff, Library Feasibility Committee, and project stakeholders with organizing community support and project communications.

In June of 2011, a group of citizen library supporters formed as a Friends of North Pole Branch Library organization under the umbrella of the Fairbanks Library Foundation. This group of volunteers actively advocated for borough funding and is leading a community fundraising campaign in support of the new NPBL.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



The North Pole City Council adopted a formal Resolution supporting the new NPBL on September 6, 2011.

**Appendix G - City of North Pole Resolution 11-23, Supporting Full Funding for New NPBL, September 6, 2011**

On September 22, 2011, the Borough Assembly adopted an Ordinance appropriating \$6,220,000 from the Library Special Revenue Fund (formerly Bentley Trust) for the North Pole Branch Library replacement project and Resolution 2011-35 authorizes the Borough to apply for a grant in the amount of \$6,800,000 from the Alaska Department of Commerce, Community, and Economic Development Library Construction and Major Expansion Matching Grant Program.

**Appendix H - FNSB Ordinance No. 2011-20-1K, Appropriating \$6,220,000 for NPBL Replacement Project, September 22, 2011**

**Appendix I – FNSB Resolution No. 2011-35, Authorizing Participation in Library Construction and Major Expansion Matching Grant Program, September 22, 2011**

In October 2011, the Borough Public Works Director developed a preliminary project schedule that currently represents construction completion in late summer of 2014 and opening of the new NPBL early January 2015.

The Borough is currently preparing an application for submittal to the Alaska Department of Commerce, Community, and Economic Development Library Construction and Major Expansion Matching Grant Program due early November 2011. Grant award notifications are anticipated June of 2012.

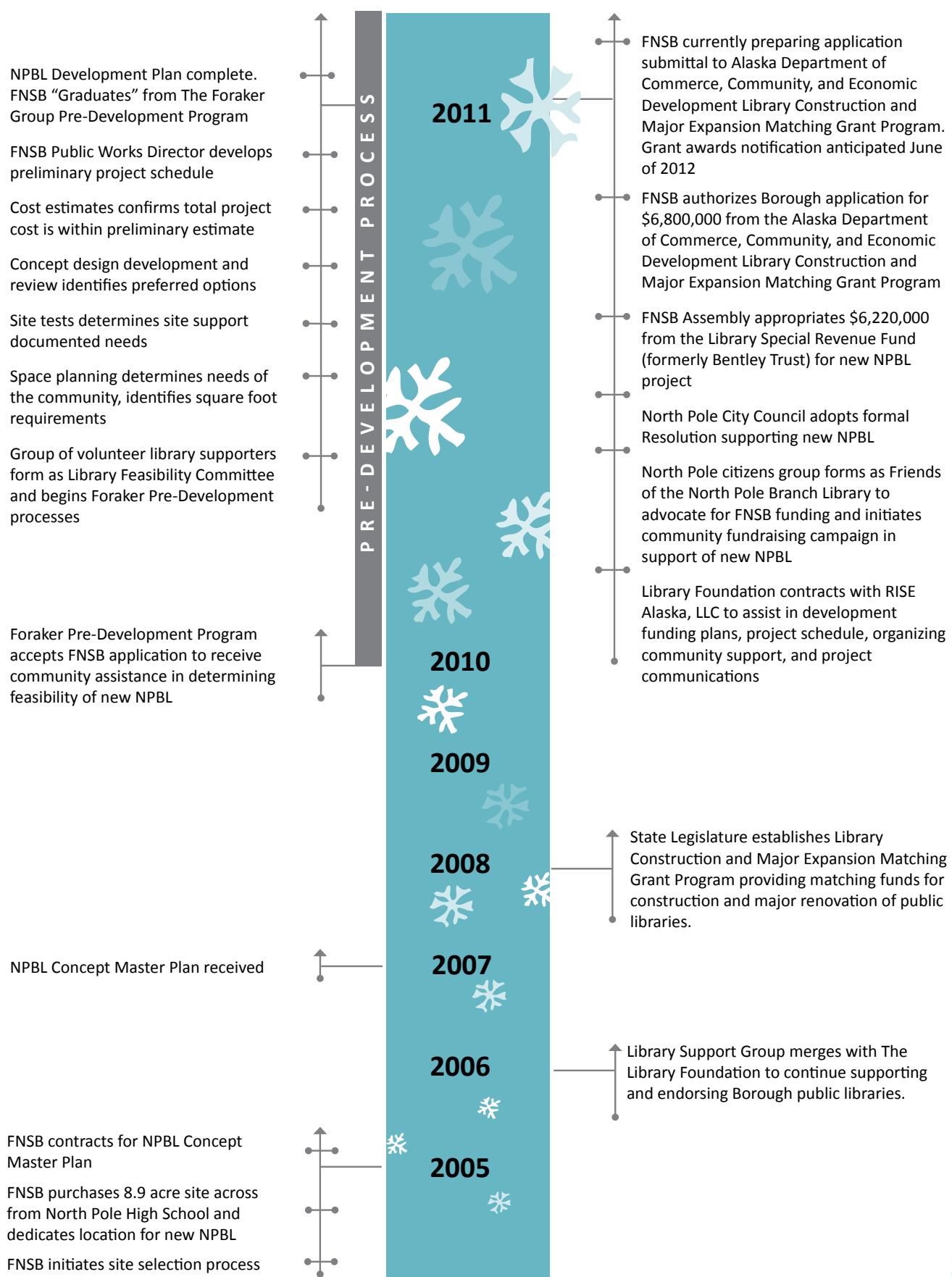


*North Pole Branch Library Feasibility Committee working through Foraker Pre Development program activities.*

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

## NORTH POLE BRANCH LIBRARY ACHIEVEMENTS TO DATE



# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## LIBRARY COLLECTIONS AND PROGRAMS

### COLLECTIONS

The North Pole Branch Library (NPBL) currently houses a collection of 46,345 items including books, periodicals, back issues of periodicals, and other media such as VCR tapes and DVD's. In fiscal year 2011, the total circulation was 48,494 – an average of more than one turnover per year for each item. In addition to the circulation, over 7,210 books and magazines were used inside the library.

The door count (the number of patrons visiting the library) was 29,161 for fiscal year 2011. This indicates an average of two visits per year per population served. Of those visits, library staff reports 26,707 interactions with the patron providing assistance in one form or another.

It is worth noting that the NPBL regularly issues new cards, 448 for 2011, and the number of cards issued in the branch has been steadily increasing by about 5% per year over the last five years.

The collection itself is a reflection of its function as a branch library. The reference collection is small. The fiction and non-fiction collections are designed to meet immediate, basic needs and current reading interests. Most reference, in-depth non-fiction materials and retrospective fiction titles are housed at the main Noel Wien Library in Fairbanks. NPBL patrons can easily access these materials via the shared online catalog and there is a daily delivery service between Noel Wien and the NPBL. There is, of course, no cost for this service.

### COMPUTERS

An important function of the library is to provide public access to internet computers. There are four such computers in the NPBL, as well as one dedicated library database terminal, one word processing computer, one computer dedicated for children's games and three catalog stations. The library's information technology group collects usage statistics for all the libraries, but does not differentiate for the NPBL. The two heaviest uses of computers are to search the collections catalogs and visit web pages. Internet browsing, then accessing library databases are the next highest uses. The lightest use is for downloadable media.

Anecdotally, the library staff report that the computers are used for filing Permanent Fund Dividend applications, searching employment databases, submitting employment applications, accessing both federal and state government forms and accessing personal e-mail.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



*Summer reading program, Scottish dancers*



*Preschool story time*



*Harvesting family garden*

## PROGRAMS

Programs at the NPBL are vigorous and community based. However, they are limited because there are no meeting rooms and, at best, sixteen off-street parking spaces available for patrons and staff. In their current situation, the library hosts the following regular programs:

- Preschool Storytime: For 3-5 year olds once a week featuring stories, songs, finger plays and a craft.
- Parents and Twos: For two year olds and a parent or caregiver featuring stories, songs, finger plays and a craft.
- Monthly Movie Night: During the school year, with treats and a movie geared for children and their parents
- Monthly Family Fun Evening: During the school year, with a craft or activity for all family members.
- Spring Break and Winter Break: Drop in crafts geared for kids of all ages.
- Family Garden: 10-15 families plant, tend and harvest the library garden. Activities this year included an initial meeting, a mid-summer potluck and a Fall work party to pull the garden up and tuck it in until next year.
- Summer Reading Program: Eight week program for children age two through high school featuring a special weekly program, weekly incentives, end of summer party and a free book giveaway. The program provides several age appropriate programs and continues the Preschool Storytime throughout the summer as well. For young adults, the program culminates with Mystery Night at the Fairbanks library. This also has a free book giveaway. In fiscal year 2011, this program enjoyed 405 participants.
- Head Start Support: Weekly for two classes during the school year serving 3-5 year olds.
- School Visits: The library hosts many school visits, usually in the fall and spring. This usually ties in to the "Raven about Reading" program designed for first grade classes throughout the FNSB.

Other special events that the NPBL hosted in fiscal year 2011 included:

- Dog Agility Demonstration and Competition
- Petting Zoo
- Balloon Mural
- Sons of Norway and Dance Around the World
- 2 Rock Painting Programs

**Appendix J - Fairbanks North Star Borough Library Statistical Report June 2011**

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## GOVERNANCE AND STAFF



*Greg Hill, Library Director.*

The Fairbanks North Star Borough (Borough) is a second class borough incorporated in 1964. Within the borough are two cities, Fairbanks and North Pole and several unincorporated communities. The Borough operates under a "strong mayor" system. Nine elected officials on an at-large basis serve as the Assembly, the legislative body of the Borough. The Assembly approves the budget, sets the mill rate for taxation, and appropriates funds to provide for Borough services. Through laws passed, the Assembly establishes policy statements which are then executed through the administration.

The Borough operates a public library system; the main library is the Noel Wien Library, and the North Pole Library and Bookmobile operate as branch libraries. All three libraries provide services to all residents of the Borough.

The Borough Assembly reviews and approves the library budget annually. Borough employees consist of both non-represented and represented employees. Salaries are set by job classification, grade and step. Represented employees receive a 3% step increase for 3 three years following their first year of employment, and 1.5% for the remaining 16 steps. Unrepresented employees, exempt (management or professional) employees receive annual step increases of 1.9% during their employment up to 20 years. Retirement benefits are provided through the State of Alaska Public Retirement System (PERS) and the FNSB is self-insured for employee health benefits.

The Borough Library Commission consists of nine members appointed to staggered three-year terms by the Mayor and approved by the Assembly. The Library Commission is advisory on all public library matters including library policies. The Commission also hears appeals of the decisions of the library's selection committee on requests for reconsideration of materials, and on decisions made regarding the use of the display cases and meeting rooms.

The Fairbanks Library Foundation is a nonprofit organization that began in 1979 and remains dedicated to supporting the Borough's public libraries. Its eleven-person board of directors serve staggered three-year terms. Its mission is to raise funds to support, enhance, and preserve the Borough Public Libraries programs and services. The purpose of the Foundation is to support all Borough public libraries, to enhance their operations, to encourage and support expansion of library buildings, facilities and equipment, and to create, manage, and build an investment fund to assist in these endeavors.

Greg Hill has been the Library Director of the Borough library system since 1990. He holds a BA in Comparative International Relations from Austin College and a Master of Library Science from University of Texas at Austin.



*Tina Shih, Library Assistant; Ingrid Clauson, Branch Librarian; Adam Harding, Library Page.*

Georgine Olson has been Outreach Services Manager for the Borough Department of Library Services since December 1995. She holds a Master of Library Services Studies from Rosary College (now Dominican University) and post-graduate coursework in Library Administration at Northwestern University.

# The New North Pole Branch Library Development Plan

"A great community, a great library."



*NPBL Staff: Pat Vroman, Library Page;  
Christine Osciak, Library Assistant; Pamela  
Weaver, Library Assistant.*

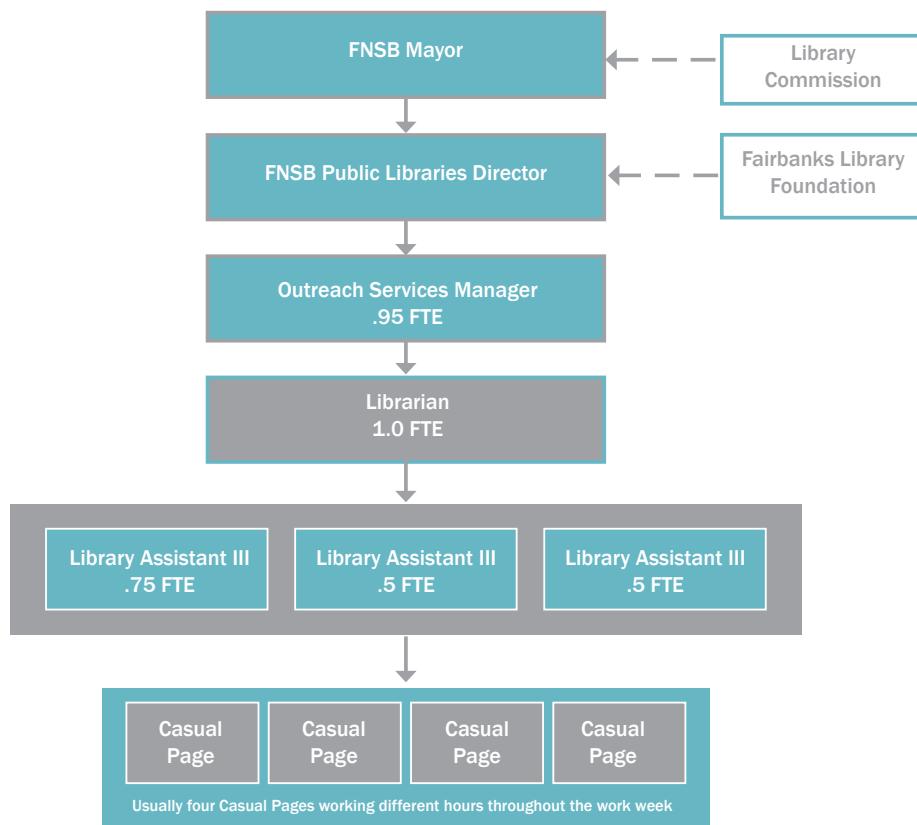
Ingrid Clauson, a resident of North Pole, has been a librarian for the Borough for 25 years, 22 of which she has served as the librarian for the NPBL. Ms. Clauson holds a BA in Education and English from Pacific Lutheran University and coursework towards a Masters of Library Science.

The NPBL currently operates with one full-time Librarian, one three quarter and two half-time Library Assistants and two casual library Pages (each working 14 hour per week) and .95 time of the Library System Outreach Services Manager. The NPBL Library is supported by a robust network of community volunteers that provides an average of 50 hours of service per month by:

- **Raising funds to support library needs not included in the library budget**
- **Promoting library awareness in the community**
- **Advocating on local, state and federal library initiatives**

The library is open to the public 40 hours per week with operating hours five days a week, 52 weeks a year.

## NPBL ORGANIZATION CHART



# The New North Pole Branch Library Development Plan

"A great community, a great library."



## POPULATION SERVED

Due to its nature as a branch library, borough library card holders are free to access whichever borough library they wish, the main Noel Wien library, the Bookmobile, or the North Pole Branch Library (NPBL). Therefore, cardholder counts are not the best indicator of population served.

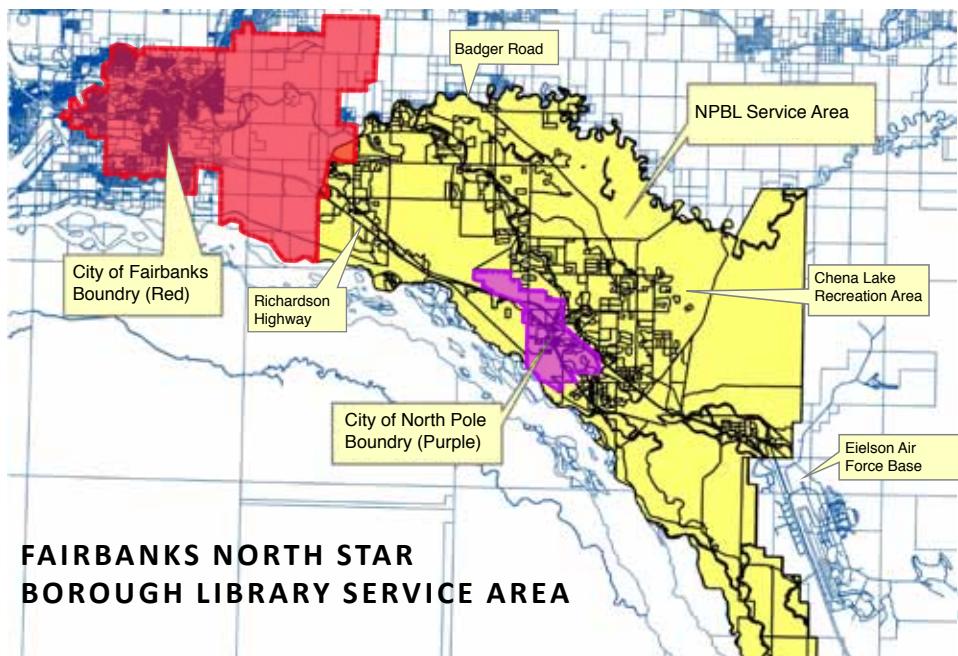
### Appendix K - Alaska Region and Borough Census Area Population Projections

For the Pre-Development work, the Borough's Community Planning Department assisted with establishing the population served by the NPBL as approximately 16,751 based upon 2000 census data. The area served is based upon geographic proximity and ease of transportation routes to the Branch Library. The Borough's 25 year projected growth is in a low, medium and high range at 27,500, 33,750 and 41,000 respectively, for population served.

For the overall Borough, the State of Alaska Department of Labor projects a 25 year growth rate of -3%, 14% and 27% for low, medium and high ranges. However, these growth ranges need to be used with caution since these represent the overall Borough. The North Pole area is still enjoying healthy growth higher than the overall Borough. Therefore, the medium and high growth ranges of 14% and 27% are used to calculate the service population in 25 years. Applying these rates to the current service population yields a 25 year projected service population range of 19,100 and 21,300.

The high end of the State of Alaska Department of Labor growth projections begin to converge on the low end of the Borough projections. For the purposes of this space planning effort, the conservative lower end of 19,100 was used for the 25 year projection.

The effects of this growth rate are seen later in the projections of collections size and growth, seating and program space.



# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## 2. PROJECT NEED



*Collection shelved on hard to reach stacks.*

The existing North Pole Branch Library (NPBL) facility has served the residents of North Pole and surrounding areas for nearly 40 years. Generations of families have valued their library and used it well. However, the facility has exceeded its useful life. It has reached a state where facility deficiencies limit patron access and the delivery of programs so highly valued by the community.

### COLLECTIONS, SEATING AND COMPUTERS

#### COLLECTIONS

The collections are packed tight in the NPBL; all available wall space and every niche are devoted to books. There is absolutely no space for any additional items in the collection. The library's collection of 46,345 items occupies approximately 1,813 square feet of floor space. This is an average of over 25 volumes per square foot, about 2.5 times the recommended planning average of 10-12 volumes per square foot. This density is due to a variety of less than desirable situations that are further discussed below.

The adult collection is shelved on stacks that measure seven feet tall making it difficult and sometimes impossible for many patrons to read the titles or even reach the top shelf. In addition, the stacks are quite close together. This makes wheelchair use problematic. With the narrow aisles, the lowest level of books is also difficult to access.

Many shelves are completely filled. This requires the frequent and heavy "weeding" of books to maintain the collection at its current size. The dense packing hinders easy selection by patrons, contributing to binder damage. Dense packing also hinders re-shelving by staff. An addition to a particular area of the collections frequently necessitates shifting whole shelves of books to make room for a new one. As new and patron requested items (books, cds, dvds, etc.) are received, an overflow of library materials occurs, these items have to be held on booktrucks in the hallway leading to the only public restroom and storage area/staff lounge.

Some of the collections flow directly into one another, such as the Adult Fiction and Young Adult. The staff frequently have to assist patrons in locating the area they would like to search due to the fact the collections cannot be adequately segregated.

The library provides a designated area for children. Brighter colors, juvenile sized furniture, and lower stacks help identify the area. The rest of the library is clearly considered Adult collections and reading space.

There is a gap in service that focuses on young adults. There is no space available to create a Young Adult area. The State has recognized the importance of young adult readership and now tracks young adult readership statistics separately.



*Bathroom entrance and overflow book storage.*

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



Limited seating options.

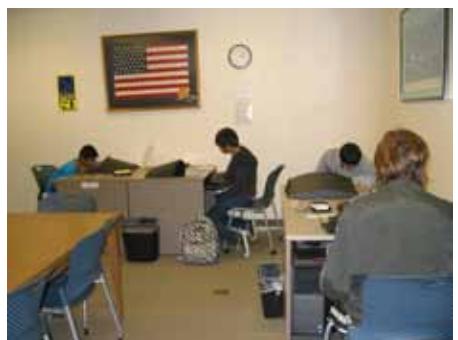
## SEATING

It is quite easy to describe the currently available seating in the Library. There is one table with four chairs by the check out desk and four lounge type chairs in the magazine/personal laptop room. A traditional type library experience, where one can browse and sit reading at leisure, is simply not possible. Consequently, many patron visits are short in duration.

The children's reading room offers juvenile sized tables and chairs for seating up to 20 children. If the staff uses some of the light-weight, stackable, plastic chairs that are in the library and the two bench seats that can be used for children or adults, then 10-15 adults can be seated comfortably.

## COMPUTERS

Similar to everywhere else, public computer usage continues to increase. The library provides ten public use computers. There are two computers in the children's room – one catalog and one game computer. In the main area of the library there are four public internet workstations, two catalogs, one database, and one word processing computer. Each computer is situated with a small amount of countertop work space. There is frequently a long wait to use these computers. Patrons are limited to one hour session daily in order to allow others an opportunity to use computers. The small work space doesn't allow a patron to spread out books or papers for use while on the computer. There is Wi-Fi access for those patrons who bring their own laptops. However, there are only a couple of places in the magazine room that have outlets to plug in the laptops and there is limited seating.



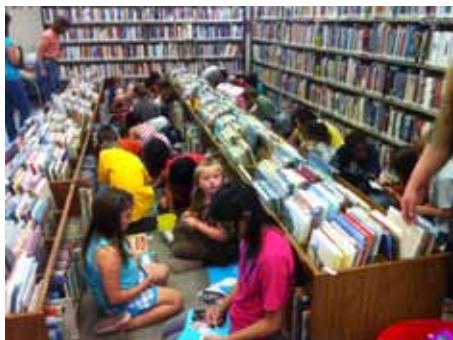
NPBL's four internet computers.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



*Preschool storytime.*



*Overflow from summer reading mural program taking place in adjoining room.*

## PROGRAM SPACE

The Children's Area doubles as a meeting room for all ages. Children's programs generally average crowds of 20-30, which precludes the use of the space for individuals not attending the programs. Larger and more frequent programs are not possible with the limited seating space. Other than about 250 square feet designated as a children's story area, there is no program space in the library. There are no meeting rooms, conference rooms or available floor space. There are no rooms for quiet research, studying or tutoring. To make space for a program within the library, staff must re-arrange furniture. Alternatively, staff schedule programs in the summer so that the activity can occur outdoors.

Four to seven times a year, popular programs will have in excess of 100 participants in attendance. This far exceeds the capacity of the building. Therefore, the more popular programs are planned for the summer months when events can be held outside, weather permitting. The average attendance during the 2011 Summer Reading Programs was 128 children and adults.

When the library holds its popular movie nights during the winter, furniture is moved between the stacks and adults and children pack themselves onto the floor. If patrons not attending the event want to browse the collection where the movie is being held, it becomes quite challenging for the patron and the staff.

The North Pole community itself has one space available for public use – the senior center. The senior center graciously allows groups to meet there. However, the facility is quite old and has inadequate data and power capabilities. The North Pole City Hall is configured for use for city council meetings and is not conducive for use for community or library programs. The local hotel does offer meeting space. However, commercial rental rates apply which is not a practical situation for library programs.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



Server Room.

## FACILITY AND OPERATIONAL DEFICIENCIES

The North Pole Branch Library (NPBL) is housed in a 4,520 square foot, single story facility on a .79 acre lot. The original building was constructed in 1974, with subsequent additions in 1981 and 1994. There is parking for 16 vehicles including one handicap space, if everyone parks tightly. In the winter parking spaces are lost due to snow. There is no room on the lot to expand parking. The library programs and services have out-grown this building, and the systems are aging and outmoded.

A serious deficiency of the current facility is the floor layout resulting from two previous building additions that attempted to utilize space on the site as best they could. The spaces are small, somewhat disjointed and result in a poor line of sight from the circulation desk. Even at the centrally located check-out desk employees cannot see a substantial portion of the library. While no serious security problems have yet occurred, it is an undesirable situation.

The electrical and communications systems were originally designed in the early 1970's, well before mainstream use of computers was anticipated. Upgrades have added duplex power receptacles and data ports in several areas. However, the actual distribution is not optimum and does not meet the full demand in the space. A makeshift computer server room was made out of a tiny closet. The room is not ventilated adequately to keep the servers from overheating. When the Library's Network Administrator tries to work in the space, the door must be left open and he sits with his chair half-in/half-out of the room. The roof is beyond its expected life. The Borough's facility maintenance staff continues to patch the roof. Still, new leaks continue to manifest during breakup and heavy rains.

Similarly the mechanical system was originally designed in the early 1970's. Engineers have done a remarkable job in accommodating the two additions. However, the system is inefficient without zoned controls and cold spots and hot spots are a result. The ventilation system does not meet current clean air quality standards. The mechanical room floods when rain comes from the "right" direction, leaving 1.5" of water that must be waded through on the way to the equipment and power panels

The current facility has only one public restroom with a single toilet and sink. It is not handicap accessible. The configuration of the building is such that a remodel to add ADA compliant restrooms would be impossible.

Fire code compliance is an on-going concern. Library patronage can easily exceed the building's fire-code capacity. There is virtually no storage space, causing staff to constantly shift items around and request removal or temporary storage off-site for later use. Staff must remain vigilant to keep exit hallways open and emergency exits clear.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



*Library staff work space.*

The librarian, three library assistants, and two pages share a 12.5' x 15' foot space originally designed as a one person office. The space does not provide any ventilation for the occupants (and their computers) and is frequently too hot or too cold.

There is no dedicated storage space or work room. A small employee break room has been taken over with storage for program materials, audio equipment storage, shipments and collections being processed. Pages sort and process returned items in a small hallway that accesses the break/storage room, computer server closet, mechanical room, public restroom, reference area and adult fiction section. This hallway was not designed to handle the volume of material it now houses day in and day out.

Parking is a problem for library patrons particularly when attending programs. With only 16 parking spaces available, at best, for both patrons and staff, additional parking is only available on the streets close to the library. This creates congestion in the immediate neighborhood when library programs regularly attract 30 or more participants and only 12 spaces are dedicated to general public use.

The site of the current library is not large enough to allow any further expansion. Land immediately adjacent to the triangular site includes public roads on two sides and railroad tracks on the third, precluding any purchase of contiguous land to expand the site.



*Makeshift storage space.*

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## 3. THE NEW NORTH POLE BRANCH LIBRARY

### SPACE PROGRAM

Through a series of work sessions facilitated by Martha Schoenthal, Project Manager for The Foraker Group Pre-Development Program, the Library Feasibility Committee settled on an 18,625 square foot space program. A major factor driving the size is the anticipated growth in the service area. As discussed earlier, the Borough and the State Department of Labor project growth in the service area ranging from 16% to 200% over 25 years. Regardless of the precise number, modest growth was taken into account in the planning of the facility.

### COLLECTIONS AND SEATING

In order to ensure the most accurate data available, each collection type was hand counted by the library staff. Then based upon usage rates, staff projected the amount of each collection's growth. For example, the Adult Fiction collection is very popular and is projected to double in size. The reference collection is planned to remain the same size since the Noel Wien Library maintains an extensive reference collection – materials can be easily requested and are becoming increasingly available online. It is not necessary for the branch library to duplicate the collection. This collection-by-collection analysis established the sizes devoted to the respective collection spaces and provides a useful planning and design tool. The total increase in collection size is projected to be 26% to a total of approximately 59,000 items.

It is worth noting that the space plan includes a re-shelving allowance of 20%. This means that the shelves are planned to be 80% full; with 20% empty and reserved for re-shelving space. Should the need arise; another 5% of the shelf space could be allocated to collections, pushing the collection total to as much as 62,000 items.

As a rough comparison, Wisconsin's Dahlgren's standards were consulted. Anders Dahlgren developed library planning standards for the Wisconsin Department of Public Instruction in 1997. The standards have been regularly updated; the fifth edition came out in 2009. The standards do include reference collections, of which the North Pole Branch Library (NPBL) has a very small collection. For a service population of 19,500, a basic collection would be sized at a little over 59,000 items. This would indicate that the planned collection is sized in the correct range.

Space has also been planned for lower shelving units and wider aisles thus making collections more accessible. This will also accommodate baby strollers and wheelchairs.

There is no available space in the existing facility to dedicate an area to Young Adults. With the proximity to the North Pole High School, the space program anticipates a need for this dedicated space. It is envisioned to include café style tables, a "cyber bar", lounge seating and a healthy media collection. In addition,

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



*Library staff work space.*

the space program includes group study rooms of two different sizes. This is in response to current teaching curricula that encourages group study and group projects, the needs of homeschoolers, and use by tutors.

Table seating, lounge seating, and computer stations dramatically increase in the new design plan for the library to a combined total of 125 seats. Again, this is a comfortable number based upon standards of five to seven seats per 1000 population served. This will easily accommodate a population ranging in size from 18,000 to 25,000.

The space program anticipates that the seating offered will be a variety of small two person tables, four person tables, and lounge style seating in the Adult reading areas. The Young Adult area would offer café style tables, heavy duty lounge chairs and perhaps a cyber bar for those with their own laptops or a library-owned laptop. In addition to the juvenile sized tables and chairs, several loveseats will be offered for parent/child reading in the Children's area.

## COMPUTERS

The use of public computers continues to increase. This plan expands the amount of public computers to a total of 17 fixed work stations allocated between the Adult, Young Adult and Children's reading rooms. This is in addition to catalog computers to be located at the end of stacks. Other capabilities are to include Wi-Fi throughout, with data ports and electrical receptacles liberally installed about the building.

## LIBRARY PROGRAM SPACE

A multi-purpose room capable of seating 100 is planned. The room is to have audio visual capabilities, a kitchenette for modest catering capabilities, and storage space for tables, chairs and a lectern. The community requests that the design be such that the multi-purpose room and public restrooms are available for use after the library is closed.

A smaller multi-purpose room is planned to accommodate arts and crafts activities. It is to have an easy-clean floor and casework with a sink along one wall. Three group study rooms sized to seat up to four and one larger group study room to seat 8 -10 is also planned. Since the high school is across the street from the new library site, it is likely these rooms will be heavily used by the students as well as homeschoolers.

The feasibility committee recognized that population projections are estimates at best. The 18,625 square feet space program was considered modest, but not aggressive. In the event that the actual population growth was greater than the projections used, the facility design and site plan will allow for future building additions.

[Appendix L - Bettisworth North NPBL Feasibility Committee Meeting Minutes, 2.1.11, 2.22.11, 3.22.11, 4.12.11](#)

[Appendix M – The Foraker Group Predevelopment Program NPBL Space Needs Analysis Final, January 2011](#)

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## SPACE PROGRAMMING CHART

COMPARATIVE PROGRAM AREAS	SF EXISTING	SF FUTURE	COMMENTS
<b>COLLECTION AND SEATING AREAS</b>			
<b>1 Adult Collections &amp; Seating</b>			
Adult Collections	1,345	3,406	Includes Young Adult Non-Fiction Collection
Table Seating & Lounge seating	350	1,680	2-seat and 4-seat tables, comfortable armchairs, 56 seats
Computer Workstations	200	150	5 public use computers
ST	1,895	5,236	
<b>2 Young Adult Collections &amp; Seating</b>			
Young Adult Collection	90	196	Talking Books, VHS, DVD and CD collections
Table Seating & Lounge seating		740	Dedicated area, café tables, cyber bar, lounge seats, 25 seats
YA Computer Area		240	8 public use computers
ST	90	1,176	
<b>3 Children's Collections</b>			
Children's Collections	378	1,033	Based on collection projection documentation by library staff
Table Seating & Lounge seating	250	620	Family seating for all ages, includes 2 seat sofas, 20 seats
Children's Storytime Area	256	350	25 children in chairs, up to 50 sitting on floor
Children's Computer Area	50	120	4 public computer stations
ST	934	2,123	
Collection and Seating Areas Circulation at 25%		2,134	
<b>Collection and Seating Areas ST:</b>		<b>10,669</b>	
<b>LIBRARY MEETING AND PROGRAM AREAS</b>			
Multi-Purpose Room	-	1,650	100 seats (15 SF/seat) include movable wall, kitchenette
Small Multi-Purpose Room	-	400	Sink, casework, vinyl floor, adjacent to Children's area
Group Study/Conf. Room (1)	-	200	Accommodates 8 - 10 people
Group Study/Small Conf. Rooms	-	300	Three small (100 sf) study rooms
Circulation at 25%		638	
ST	-	<b>3,188</b>	
<b>PUBLIC AREA SUPPORT SPACES</b>			
Vestibule, Entry		125	
Central Foyer/Lobby		400	Expanded area adjacent to the Circulation Desk for higher traffic
Children's & Multi-purpose Rm. Storage		200	Could be two separate rooms
Business Center	25	200	Incl. networked computer, printer, fax, copier, casework/counter
Public Restrooms	70	450	per code, consider staff toilet, family toilet in Children's area
Circulation at 25%		344	
ST	95	<b>1,719</b>	
<b>STAFF AND BUILDING SUPPORT SPACES</b>			
Circulation/Ref. Desk Area	200	300	Two work spaces & space for future self-check out stations
Director's Office		140	Office could accommodate small conferences
Staff Workroom	224	750	Includes 5-6 work spaces, space for copier, sink, casework
Kitchen/Break Room	193	150	Adjacent to Staff Workroom
General & Janitorial Storage Rooms		200	Could be two separate rooms
Mechanical, Electrical, Server Room	173	900	
Circulation at 25%		610	
ST	790	<b>3,050</b>	
<b>Total Gross Building Area Square Feet</b>	<b>4,520</b>	<b>18,625</b>	

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



Feasibility group planning new library.



North Pole City Hall – public forum providing input for feasibility group.

## CONCEPT DESIGN

Following the completion and public vetting of the final space program, the library staff, Feasibility Committee and the community provided initial input on the exterior character, interior feel, and floor plans for the new NPBL. The Foraker Group, working with Bettisworth North Architects and Planners, presented three concept designs developed based on the input received. These concepts served as a basis to test the suitability of the new library site, and represent multiple approaches to site development and identify site limitations and attributes.

After further vetting by the library staff and the Library Feasibility Committee, a final preferred scheme was selected to develop into a final conceptual design. There was overwhelming consensus that the final concept design exceeded original expectations and fully revealed the site potential for exterior amenities and compatibility with adjacent schools and neighborhood. A vibrant exterior for patrons to experience was included in the conceptual design, while the interior plan provides for a good line of sight for supervision and control and the potential for future growth.

### Appendix N - Bettisworth North Design Concept Study Development, May 17, 2011

The new library will be located on an 8.9-acre site, Tract E in Ford Subdivision, located in between the North Pole High School Boulevard and Sixth Avenue. The west side of the property is at the corner of Homestead Drive and North Pole High School Boulevard. The site is directly north of and across the street from North Pole High School. Neighboring properties, with shared property lines to the north and east, include single family, 2 story homes. The land was purchased in 2006 with no other intended use besides that of the new library.

## SITE DESIGN

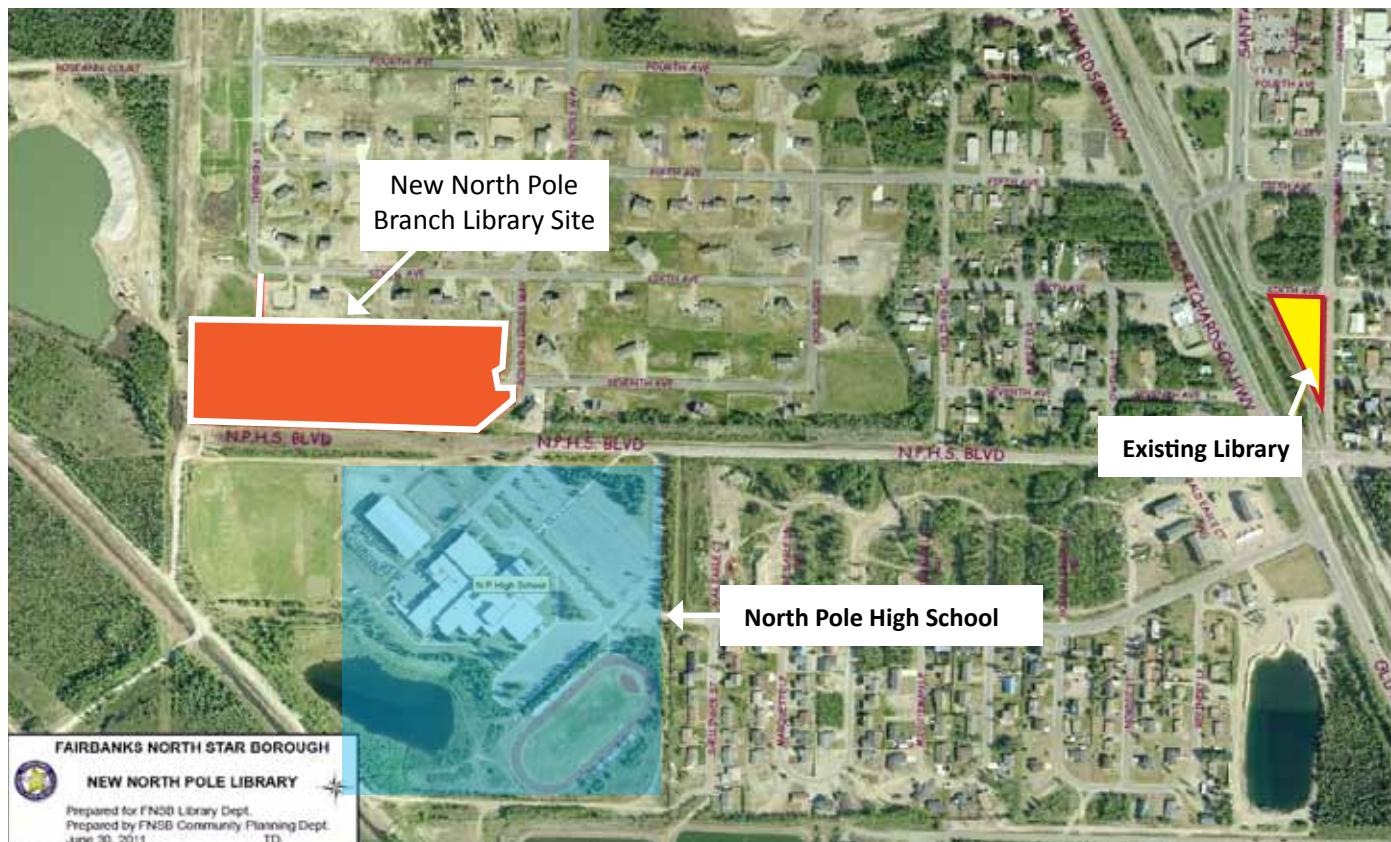
The site is linear in the East-West direction, and is planned for three distinct areas of development. Development of these areas is meant to be phased. Sections not included in the cost estimate are reflected in the site rendering on page 23.

- The central section provides for the vehicle access, parking and library development. This will be the first phase of design, with costs included in this cost estimate.
- The eastern portion is the public portion, with development planned for community use. This includes community gardens with water access, a gazebo of wood construction, a small playground, a shallow pond, and low sloped sledding hill. This section of the site will be developed after the initial design is complete, as funds become available.
- The western portion is planned for a natural park-like setting which reflects the planned park on the neighboring site to the west of the library site across Homestead Drive. This section of the site will also be developed after the initial design is complete, as funds become available.

# The New North Pole Branch Library Development Plan

"A great community, a great library."

New NPBL Project location map



**Pedestrian Pathways:** A gravel walking path, or nature trail, will loop the entire site, while connecting to pedestrian access trails in the neighborhood to the north and east.

**Landscaping:** Per the purchase agreement, the site development is to include fencing along the northern and eastern boundaries of the property and include the planting of trees or shrubs to provide a visibility barrier between library and adjacent landowners. The fencing will be 5' tall cedar board, with a minimum 20' green belt around the property.

Berms and natural plantings will be used throughout the site to create an internally focused landscape, to protect the outdoor play and gathering spaces from vehicle noise, and deter views to the High School and its tall ice rink structure. The berm directly south of the library will be designed for use as an amphitheater used for lectures, book readings as well as community concerts and events.

In the grounds immediately to the south and west of the building will be a children's story garden. From the adult stacks area patrons will have access to a reading patio and a community garden with raised beds.

## The New North Pole Branch Library Development Plan

*"A great community, a great library."*

**Expansion:** The design will accommodate future expansion to the northwest of the stacks and reading areas and to the southwest for expansion to the community spaces.

**Access:** Access to the site is from a paved drive lane and sidewalk located directly across from the North Pole High School entrance drive. The plan provides for a safe intersection condition along North Pole High School Boulevard. The drive will be a two lane, one way looped drive, with a drop-off lane for cars and buses in front of the building entrance canopy. This allows for passengers to be easily dropped off and picked up at the main entry.

**Parking:** Parking will consist of 72 paved parking spaces for public use and include (2) designated handicap accessible spaces, six staff spaces and a dedicated loading / book van parking. There will be approximately 30 head bolt heaters provided for staff and patrons.

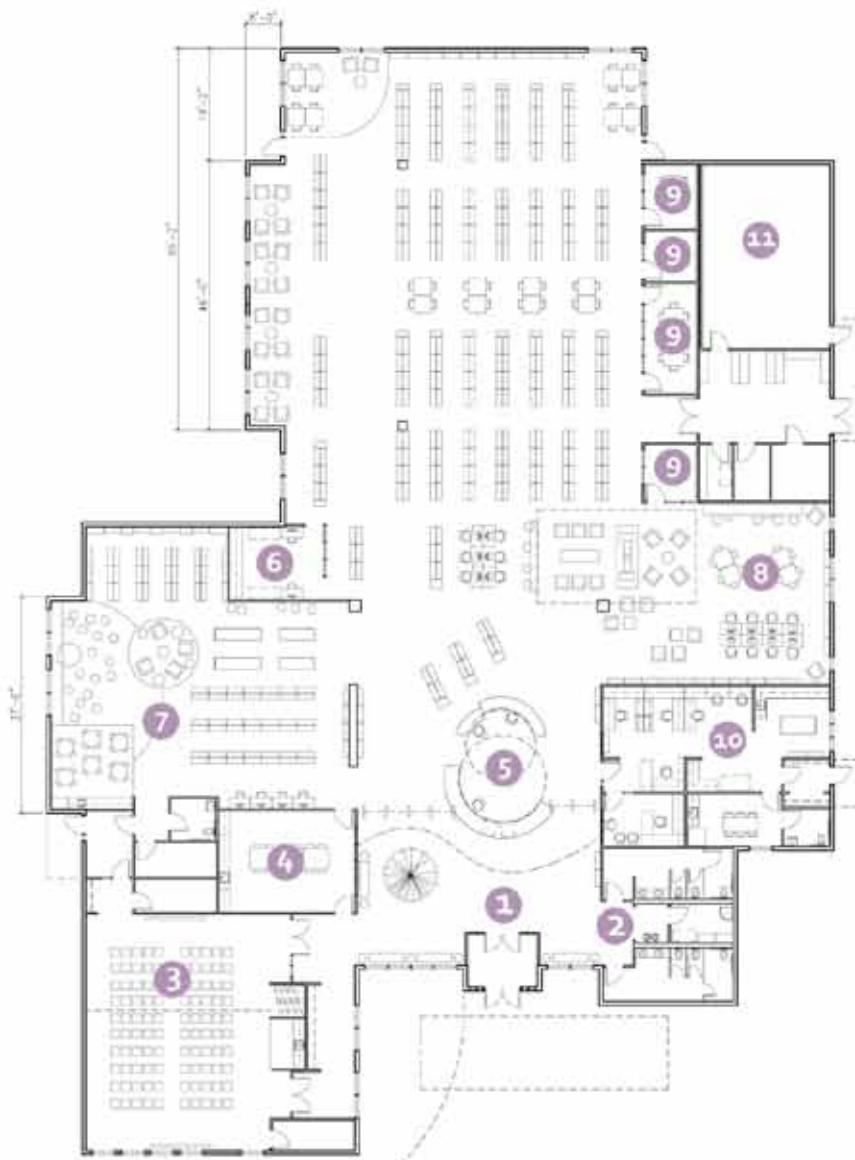


## *New NPBL Concept Site Plan*

South

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



New NPBL Concept Floor Plan

## BUILDING DESIGN

The final space program, created by Foraker Group, identified 18,625 SF as the appropriate size for the new NPBL. This considers and includes the collection sizes, community use and space needs national and state standards and specific needs identified by the Feasibility Committee.

**Floor Plan:** The conceptual floor plan is organized to optimize operational, functional and spatial efficiencies on a single floor. The simple layout will enable patrons and visitors an easy and clear way of finding the library materials they wish to access. The elongated lobby provides a circulation spine to easily access and connect the different and distinct spaces of the Library, including the library meeting and program areas, the Children's Collection, Young Adults Collection, Adults Collection, and Staff/ Building support spaces. These spaces

## CONCEPT PLAN REVISED

- 1 ENTRY LOBBY
- 2 RESTROOMS
- 3 MULTI-PURPOSE ROOM
- 4 SMALL MULTI-PURPOSE ROOM
- 5 CIRCULATION DESK
- 6 BUSINESS CENTER
- 7 CHILDREN'S COLLECTIONS
- 8 YOUTH COLLECTIONS
- 9 PRIVATE STUDY ROOMS
- 10 STAFF WORKROOM
- 11 MECHANICAL ROOM

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

are positioned in a radial pattern around the Registration/Circulation Counter, thus maximizing visual connection and administrative control to all areas of the library from one central location.

**Space:** The building design includes a central Entry Hall or Lobby that consists of a taller volume with exposed structure and clerestory windows. In keeping with the Christmas theme of the City of North Pole, decals of large snowflakes will decorate the glass and provide for a warm and welcoming winter wonderland sense upon entering. The main entry lobby will provide space for flexible planning of events and displays. Public restrooms will be provided across the main lobby from the large multi-purpose room so that both can be utilized after hours when the library is closed. The large multi-purpose room will have a kitchenette which will allow catering for public events.

In the center of the Lobby is the Registration/Circulation desk. This location will allow staff to easily assist patrons and provide support for the public computer stations and business center. It is also located in proximity to the staff work room and Directors office.

A story time area will be located within the children's area, as well as a restroom for the convenience of children and families. A separate young adult area will be located to allow for the appropriate balance of visual supervision and acoustic privacy.

**Amenities:** Comfortable lounge seating and computer tables will be dispersed throughout the library to provide comfortable areas for reading or research, as well as access to technology via a wireless network. A double sided fireplace with adjacent comfortable seating is provided to separate and service- both the adult area and the young adult area.

## EXTERIOR BUILDING ELEMENTS

The aesthetic design of the building is driven primarily by the desire to compliment the forms of adjacent buildings, like the flat roof of the school, the low sloped roof of the covered ice rink and the high pitched gable roofs of the surrounding houses. The desire is to provide a design that is civic in its architectural expression, yet provides a sense of identity for the community it will serve.

**Roofing:** The gable roofs will be metal in order to provide a low-maintenance, durable and sustainable solution. Combined with flat, EPDM (Ethylene Propylene Diene Monomer) rubber roofing, these roofs will be commercial grade in quality, warranty and appearance and provide for a minimum of R-48 insulation value. "Flat roofs", as they are typically referred to, are not actually flat but rather low sloping into internal drains.

**Exterior Walls:** Exterior walls are assumed to be steel stud with rigid insulation on the exterior; fiberglass insulation will fill the stud cavity, then a vapor barrier and

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

gypsum board, fire taped. This system will be designed to provide a minimum of R-30 insulation value. Exterior walls will be finished with cementitious plank or panel material in colors to compliment the Christmas theme in the City of North Pole. Split face concrete block will be used as a wainscot base at areas of potential damage or abuse.

**Exterior Glazing:** Windows will be triple pane energy efficient glazing systems. Gable roofs are to extend above flat roofs in order to provide natural light through clerestory windows. Main facades under gables will be composed of exposed timber structure and ample glazing.

**Exterior Doors:** Entry doors at the vestibule will be aluminum doors with insulated glazing panels. Hardware will be as required by code for automatic openings and durability.



NPBL Exterior Concept Perspective 1



NPBL Exterior Concept Perspective 2

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



NPBL Interior Concept Perspective 1

## INTERIORS

**Interior Walls:** Finishes will primarily be painted gypsum wall board, except in those areas where glass partitions or relites are desired in order to provide acoustic privacy but visual observation. Water-resistant gypsum wall board will be required in restrooms and behind sink counter surfaces.

The use of art glass and/or resin panels, by manufacturers such as 3form, will be used to provide different degrees of privacy and interest throughout the library. The designs will reflect the Christmas theme of the City of North Pole.

**Floors:** Flooring materials will be selected to balance durability, ease of maintenance, and aesthetics. Entry vestibules and a portion of the Lobby will be commercial grade walk off tile. The Lobby and Multipurpose Rooms will be of stone tile. Stacks, offices and Reading areas will be of high quality carpet tile to allow for ease of replacement. Restrooms will likely have a durable material such as ceramic tile. Children's area and other areas with sinks will have vinyl flooring in the vicinity of the sink.

**Ceilings:** The majority of the ceiling in the stack and seating areas will be open to wood structure with exposed mechanical and electrical systems, though there will be some suspended artistic ceilings, to provide accent, color and acoustical treatment in areas such as the children's and young adult areas. Meeting rooms and staff work areas will likely have suspended acoustical tile ceilings. The entry vestibules and restrooms may have hard ceilings of painted gypsum wall board.

**Finishes and Furniture:** There will likely be additional woodwork, wood trim, casework, etc. throughout the new library, as well as many different types of tables, chairs, light fixtures, stacks, etc.

**Building Systems:** Detailed building system narratives will be provided as part of schematic design. In general, the intent is to have all mechanical, telephone, servers and electrical services located in the North West corner of the building. This area will also include a janitor room, storage and have access through a double door to a loading area for books, furniture and equipment. The majority of the mechanical and electrical distribution will be exposed and integrated within the structure, which at this time is suggested to be exposed wood roof trusses. The building will be equipped with code-compliant sprinkler systems and will have an access control, security system and fire alarm system.



NPBL Interior Concept Perspective 2

# The New North Pole Branch Library Development Plan

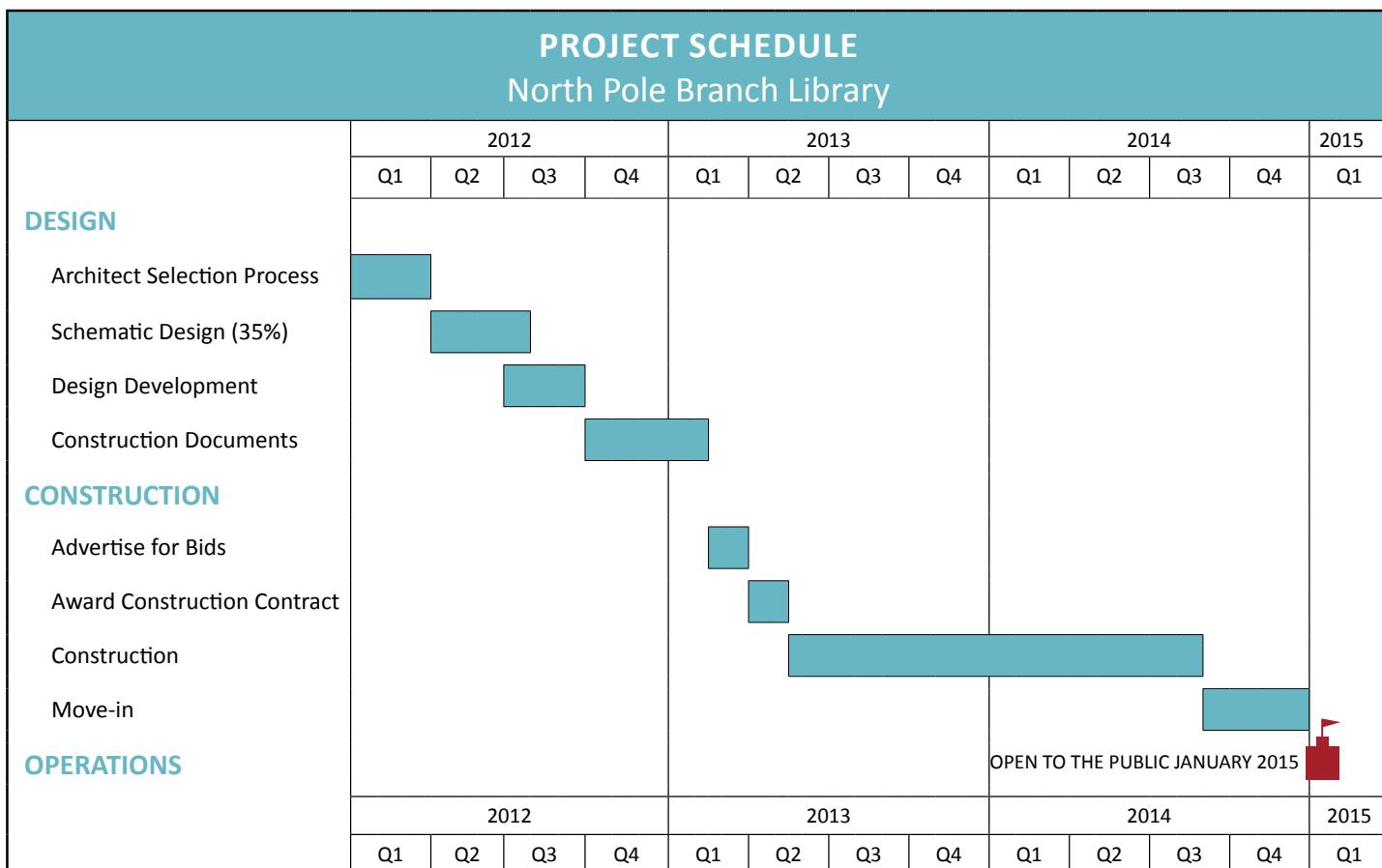
"A great community, a great library."



## PROJECT SCHEDULE

A preliminary project schedule forecasts kick-off of design work Spring of 2012 and a construction start Spring of 2013. Completion of construction is anticipated late summer of 2014, with operations beginning in the new library facility by early January 2015.

version 10/17/2011



## DEVELOPMENT TEAM PARTNERSHIPS

Community of North Pole	The Fairbanks Library Foundation	Bettisworth North Architects and Planners
The Fairbanks North Star Borough	The Fairbanks Library Commission	Estimations Inc.
City of North Pole	The Rasmuson Foundation	In memoriam, The Bentley Family
Liberty Homes, Inc.	The Foraker Group	
State of Alaska	Rise Alaska, LLC	
The Fairbanks Borough Library System	The North Pole Library Feasibility Committee	

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## 4. NEW NORTH POLE BRANCH LIBRARY COSTS

### TOTAL PROJECT COST ESTIMATE

This project cost estimate was prepared by Martha Schoenthal, the Foraker Group's Project Manager for the North Pole Branch Library (NPBL) Pre-Development project. This estimate is based upon input from many sources: borough staff, Bettisworth North Architects and professional cost estimators from Estimations Inc. Some of the line items estimates are based upon professional judgment and are within industry standards. Where relevant, the source is noted.

The total estimated project cost for the new NPBL is \$12,966,177. Of that amount, \$599,278 in value has already been expended. The remaining \$12,366,899 is required to complete the project. This Project Cost Estimate does not include any in-kind costs that have been or will be provided by the Borough or any costs for either maintaining or disposing of the existing branch library.

The following narrative matches the line numbers of the Project Cost Estimate shown on page 32. It is important to note that while the estimate calculates to the tens digit, the degree of accuracy at this early phase of the project is not nearly that close. The accuracy at this phase will be in the 10% range. As the project develops and more elements are defined, the estimate should be adjusted to reflect the more accurate information.

This first section of costs represents funds that have already been expended in support of the development of the project.

#### LAND

The site for the replacement branch library measures 8.9 acres in size and was purchased in 2006 for the sum of \$426,569. A title search and other closing costs were \$6,057 for a total of \$432,626 (line 1). Other closing costs included title acquisition, an appraisal and preliminary soils testing by Shannon and Wilson for a total of \$27,439 (line 2). These costs are a matter of public record in the Borough's financial accounting system.

#### SOFT COSTS

Soft costs expended to support the project include the development of a master plan developed by Bettisworth North Architects in 2006 and the accompanying costs to manage the process. These Borough pre-development costs totaled \$57,099 (line 3). To assist with current efforts in organizing a feasibility committee and developing public communications, RISE Alaska LLC was engaged by the Fairbanks Library Association and the Borough. Funds in the amount of \$27,114 (line 4) have been expended. The Foraker Groups' Pre-Development costs were \$55,000, (line 5). This included project management by Martha Schoenthal, space programming by Pam Lund of Foraker Group, development of

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



a concept design by Bettisworth North Architects, preparation of a construction cost estimate by Estimations, Inc, and various documents prepared for this Development Plan.

This second section is the estimated cost to complete the project.

## **OTHER SOFT COSTS**

Other soft costs will include a survey, soils test and a geotechnical report. These services may be included in the architect's contract or procured separately by the Borough's Department of Public Works (PW). This technical information should be obtained before design begins. Regardless of timing or procurement methodology, the estimated cost is \$40,000, (line 6). This estimate is based upon Ms. Schoenthal's experience and reviewed and edited by the PW.

The Borough will incur Other Direct Costs while supporting the project. These costs will include a building permit, advertising for architect services and construction bids, plans printing, building committee expenses, moving and communications expenses estimated in the amount of \$137,500 (line 7). This estimate is based upon input from both the Library and PW staff.

A 1% for Art program is included in the project costs. Although not required by either the Borough or the State, the feasibility committee recommended its inclusion noting that it is expected in public buildings regardless of ordinance or law. The amount of \$93,487 (line 8) represents 1% of the estimated construction costs.

## **MANAGEMENT AND DESIGN**

The design and construction of the project will be managed by staff from the Public Works department. They have estimated these costs to be 3% of the construction costs, or \$280,462 (line 9). This percentage is consistent with average costs for private sector project management.

Design costs are estimated to be 10% of the construction costs, or \$934,873 (line 10). The percentage is consistent with industry standards. Design services should include:

- assistance with further public process
- renderings suitable for use with fund-raising
- landscape design
- interior design along with furniture specifications
- energy modeling
- bidding assistance

Please note that neither the design nor construction estimate includes costs associated with Leadership in Energy and Environmental Design (LEED) certification. The Feasibility Committee concurred with the concept that the LEED design and construction principals should be adopted where appropriate, but that the extra cost for certification was not desired.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



Construction Administration assistance is usually a separately contracted service with the architect and engineers, usually about 1 ½% of construction costs. Other construction administration costs will be the special inspections required by the building code and time expended by the PW staff. Line 11, provided by PW, estimates the total cost of these services to be 2% of construction, or \$186,975. Should the Borough choose to use different design and construction delivery methods, such as design/build or use a Construction Manager with a guaranteed maximum price, these costs would exist in different categories.

## **CONSTRUCTION**

Estimations Inc. prepared a cost estimate based upon the concept design and narrative prepared by Bettisworth North Architects. The estimate dated, May 19, 2011, is for \$9,436,867, with an average cost of \$506.68 per square foot. The construction cost estimate includes escalation in the Amount of \$881,383. This represents an estimated construction start in 2013 or 2.5 years at 4% per year. After much discussion, the Borough has decided to proceed with design in advance of securing all construction funding in order to accelerate the process and save some of the estimated escalation costs. The Borough has projected three months acceleration saving approximately \$88,138. That amount has been deducted from the estimate leaving a total in the amount of \$9,348,729 (line 12).

The estimate includes landscaping around the building and the full parking lot along with entry and exit ways. The full landscaping of the 8.9 acre site is not included as part of this project, but is shown in the estimate as an additive alternate in the amount of \$1,017,905. This includes a walking path, gazebo, community gardens, playground and more extensive landscaping about the site. This work is envisioned to be a later project.

The Furniture, Fixtures, and Equipment estimate of \$410,000 (line 13) is for the telephone systems, IT infrastructure including server and desktops with software, public use desktops and laptops w/software for patrons, a video wall in the Young Adult area, AV equipment, office/admin furniture, high quality public seating and tables, and library equipment. The cost for the library shelving is in the construction cost estimate since it needs to be bolted to the floor for seismic resistance. The estimate was derived from the Borough's IT department estimates and experience from previous library expenditures.

## **PROJECT CONTINGENCY**

Line 14, in the amount of \$934,873, provides 10% of the estimated construction cost for use as contingency. This contingency would be available for use in any of the above elements. The 10% contingency is the minimum recommended by industry standards for new construction.

**Appendix O – North Pole Branch Library Construction Cost Estimate, May 25, 2011**

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

TOTAL PROJECT COST ESTIMATE			
North Pole Branch Library			
	Item	Committed	Estimate to Complete
<strong>SITE ACQUISITION</strong>			
1	9-acre site	\$ 432,626	
2	Other Closing costs	\$ 27,439	
<strong>SOFT COSTS</strong>			
3	Borough Pre-Development Costs	\$ 57,099	
4	Library Foundation & Borough Pre-Development Costs	\$ 27,114	
5	Foraker Pre-Development Costs	\$ 55,000	
6	Survey, Soils test and geotech report		\$ 40,000
7	Direct costs: Permits, advertising, printing, moving		\$ 137,500
8	1% for Art		\$ 93,487
<strong>MANAGEMENT AND DESIGN</strong>			
9	Project Management FNSB PW 3% of Constructions		\$ 280,462
10	Design, 10% of Construction		\$ 934,873
11	Construction Admin, 2% of construction		\$ 186,975
<strong>CONSTRUCTION</strong>			
12	Approximately 18,625 sq ft, parking		\$ 9,348,729
13	Furniture, Fixtures and Equipment		\$ 410,000
<strong>PROJECT CONTINGENCY</strong>			
14	10% of Construction		\$ 934,873
15	Subtotal	\$ 599,278	\$12,366,899
			\$ 599,278
	<strong>TOTAL COST OF PROJECT</strong>	<strong>\$12,966,177</strong>	

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## ESTIMATED OPERATING COSTS

The estimate of operating costs was prepared by Renee Van Nort, the Administrative Manager for the Borough's Library system. Information was provided by other library staff and Public Works as required. The estimate assumes the new library will open in 2015 and is expressed in 2015 dollars. Annual escalation, estimated between 5 and 7% each year, is included. The overall estimated increase in costs to operate the new library ranges between \$126,000 and \$243,000 or 20% and 38% respectively. See Estimated Operating and Maintenance Costs Chart on page 36.

The lower end of the estimated range assumes there will be no additional staff with the same operating hours and limited services provided. The estimated increase is due to normal escalation in personnel and benefits costs (approximately 2%) and the increase in janitorial, building insurance, pro-rated share of building maintenance expenses, and utilities costs are driven by the increase in facility size (4,520 square feet to 18,625 square feet).

A modest increase in janitorial services is projected (Account #61710) from \$20,390 to \$27,940. Janitorial services are bid contracts. Larger facilities have much greater efficiency of scale. The projected cost is based upon an estimated \$1.50/square foot.

For the following discussion, please refer to Other Departments in Estimated Operating and Maintenance Costs Chart below. The estimated increase in building insurance was provided by the FNSB Risk Management Department and is based upon estimated construction cost and the programmed size.

The increase in repairs and maintenance, from \$46,370 to \$66,060 seems counter-intuitive for a new facility. However, the Borough spreads their maintenance departments' costs equally among its facilities regardless of age. Presumably, there is a tipping point at which a new facility graduates from being an overall contributor to the maintenance fund and becomes a net negative.

The estimate for utilities costs was supplied by the Borough Public Works Department and is based upon their experience with a new facility this size. This cost increase, from \$40,580 to \$125,000 represents the largest increase in operating costs due to size. Although the new facility is going to be about four times the size of the old facility, only a threefold increase in utilities is projected due to anticipated use of high performing mechanical and electrical systems along with a very well insulated thermal building envelope.

The higher range of the operating cost estimate includes all the above estimated costs but increases the hours of the current staff and adds other staff. The NPBL is currently staffed by only one full time employee, the Librarian. There are three part time employees classed as Librarian III. One of these would become full-time; the other two would migrate from half time to three quarter time. In

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

addition, two part time Pages and one casual employee would be added to the mix. The reason that permanently employed part time Librarian III's are utilized is to control costs and to ensure that the right mix of senior and knowledgeable personnel are available during the highest patron usage hours. Less expensive Pages would be utilized to perform simpler tasks such as re-shelving. This increase in staff is projected to be able to support the anticipated higher patron usage of a new facility and the capabilities of the new facility, such as the multi-purpose room, conference room, small study rooms and additional public use computers, but not an increase in operating hours.

The total full-time employee equivalent (FTE) projected at the new facility is 4.5. This does not include the Outreach Services Manager, who for budgeting purposes, is located in the NPBL budget. A 4.5 FTE count appears quite low on the surface. However, many "back of the house" services are provided at the main Noel Wien Library, relieving the NPBL of many administrative tasks;

NORTH POLE BRANCH LIBRARY STAFF:	NOEL WIEN LIBRARY STAFF
select new materials	place orders, receive and process new collection items
weed collections and perform minor repairs	delete old items, handles rebinding, etc
perform minor maintenance on library computers	order, install, repair and maintain library computers, servers & electronic equipment
interview, schedule, and supervise staff	recruit and hire, manage payroll, perform Human Resources record keeping
check people in and out of the large multi-purpose room, reporting any problems to the NWL	manage contracts for cleaning and equipment maintenance including bid, order, receipt and payment of vendors for supplies, equipment & furnishings
manage group study rooms thru computer use appointments	book and schedule use of the large meeting room

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

The planning and layout of the new NPBL also impacts staffing considerations. The design concept envisioned provides a much better line-of-sight supervision from the front desk area. Well-planned lines of sight mean the new facility will be easier to oversee than the current building, making it possible for a smaller staff to maintain awareness of all that is going on and nip nascent problems in the bud.

As discussed earlier in this document, in addition to appropriate shelving space for all collections, 20% of the shelving space has been reserved for re-shelving. Having shelf space for all collection materials and additional space at the end of each shelf for returns and additions means significant time savings for Pages as they return items to the shelf without having to shift items from shelf to shelf or rotate items in from overflow areas

*Please reference the NPBL Estimated Operating and Maintenance Cost Chart on the following page.*

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

## NPBL ESTIMATED OPERATING AND MAINTENANCE COSTS

*OPTION NO. 1: No New Staffing / Limited Svcs		FY 2012 Est	FY 2013 Est	FY 2014 Est	FY 2015 Est	FY 2015 Est
*OPTION NO. 2: Additional Staffing / Current Level of Programs (maybe some increase) / Same # of Public Hours . New Services include Auditorium and Meeting Rooms					OPTION 1 New Library Opening 2015*	OPTION 2 New Library Opening 2015*
<b>FTE INFORMATION</b>						
	Outreach Svc Manager	0.95	0.95	0.95	0.95	0.95
	Librarian	1.00	1.00	1.00	1.00	1.00
	Library Assistant III	1.75	1.75	1.75	1.75	2.50
	Page III					1.00
		3.70	3.70	3.70	3.70	5.45
<b>PERSONNEL SERVICES</b>						
50505	Permanent Salaries	259,370	271,090	282,310	287,940	356,500
50510	Overtime Wages	1,000	1,100	1,100	1,160	1,180
50515	Temporary Salaries	29,160	33,850	34,530	35,600	34,950
50520	Benefits	184,450	193,750	204,570	208,750	257,380
	Subtotal:	473,980	499,790	522,510	533,450	650,010
	<i>Percent Increase:</i>	5%	5%	5%	2%	22%
<b>COMMODITIES</b>						
51105	Office Supplies	1,300	1,370	1,440	1,510	1,510
51106	Computer Supplies	-	-	-	-	-
51110	Operating Supplies	4,740	4,980	5,230	6,540	6,540
51115	Books and Periodicals	-	-	-	-	-
51120	Repair and Maint. Supplies	150	160	170	180	180
51130	Clothing Supplies	-	-	-	-	-
51210	Motor Fuels and Lubricants	-	-	-	-	-
51250	Equipment Parts	-	-	-	-	-
	Subtotal:	6,190	6,510	6,840	8,230	8,230
<b>CONTRACTUAL SERVICES</b>						
61510	Professional Services	-	-	-	-	-
61525	Communications	1,920	2,020	2,120	2,650	2,650
61580	Travel	1,100	1,160	1,220	1,280	1,280
61581	Professional Dues/Meetings	-			-	-
61582	Training	1,000	2,000	2,100	2,200	2,200
61610	Advertising, Printing & Binding	350	500	530	700	700
61640	Insurance and Bonding	-	-	-	-	-
61710	Repairs & Maint.-Bldg & Grounds	18,500	19,420	20,390	27,940	27,940
61750	Repairs & Maint.-Office Equipment	90	250	270	280	280
61780	Repairs & Maint.-Other Equipment	-	-	-	-	-
61810	Rent	-	-	-	-	-
61830	Utilities - Garbage Removal	900	950	1,000	1,050	1,050
61920	Equipment Leases	-	-	-	-	-
61950	Other Contractual Services	50	1,600	1,680	1,760	1,760
	Subtotal:	23,910	27,900	29,310	37,860	37,860
<b>OTHER DEPARTMENTS</b>						
	Building Insurance, Risk Mgmt	620	640	660	2,080	2,080
	Grounds, Parks & Rec	-	-	-	-	-
	Repairs and Maint, Public Works	35,060	40,320	46,370	66,060	66,060
	Utilities, Public Works	33,540	36,890	40,580	125,000	125,000
	Subtotal:	69,220	77,850	87,610	193,140	193,140
<b>GRAND TOTAL</b>		<b>573,300</b>	<b>612,050</b>	<b>646,270</b>	<b>772,679</b>	<b>889,240</b>
	<i>Percent Increase:</i>	5%	7%	6%	20%	38%

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## FUNDING PLAN

Of particular mention and great significance, the citizens of the Borough have been fortunate to have a generous benefactor in the community. Their public libraries, community hospital and local university have all been markedly improved as a result of the charitable contributions received from the Bentley family.

The Bentley family resided in Fairbanks for many years and owned a dairy consisting of 600 acres lying north of the city limits. As Fairbanks grew, the dairy land became prime development real estate in the Borough.

When it became apparent that there would be no heirs to the land, the three remaining siblings established a trust consisting primarily of the real estate and stated that the last surviving relative could name the charitable beneficiaries to the trust.

In 1977, Helen Bentley, the last surviving relative, established the charitable beneficiaries and named the Borough Public Libraries as one of several beneficiaries. The total proceeds received for the libraries from the original trust were \$10,213,000. Interest earned on this principal since 1988 was \$1,569,000. Between 1997 and 2006, \$2,067,000 was spent on the various library projects;



**1997- Addition to the Noel Wien Library (\$994,000)**

**2003- Outdoor Story Garden at Noel Wien (\$369,200)**

**2006- New NPBL site acquisition (\$547,300)**

**2006- New North Pole Library and Noel Wien future design concept planning (\$65,000)**

**2006- New motor for the compact shelving at Noel Wien Library (\$91,500)**

In September 2011, the Borough Assembly approved \$6,220,000, as part of Ordinance No. 2011-20-1K, for the NPBL Replacement.

**Appendix H - FNSB Ordinance No. 2011-20-1K, Appropriating \$6,220,000 for NPBL Replacement Project, September 22, 2011**

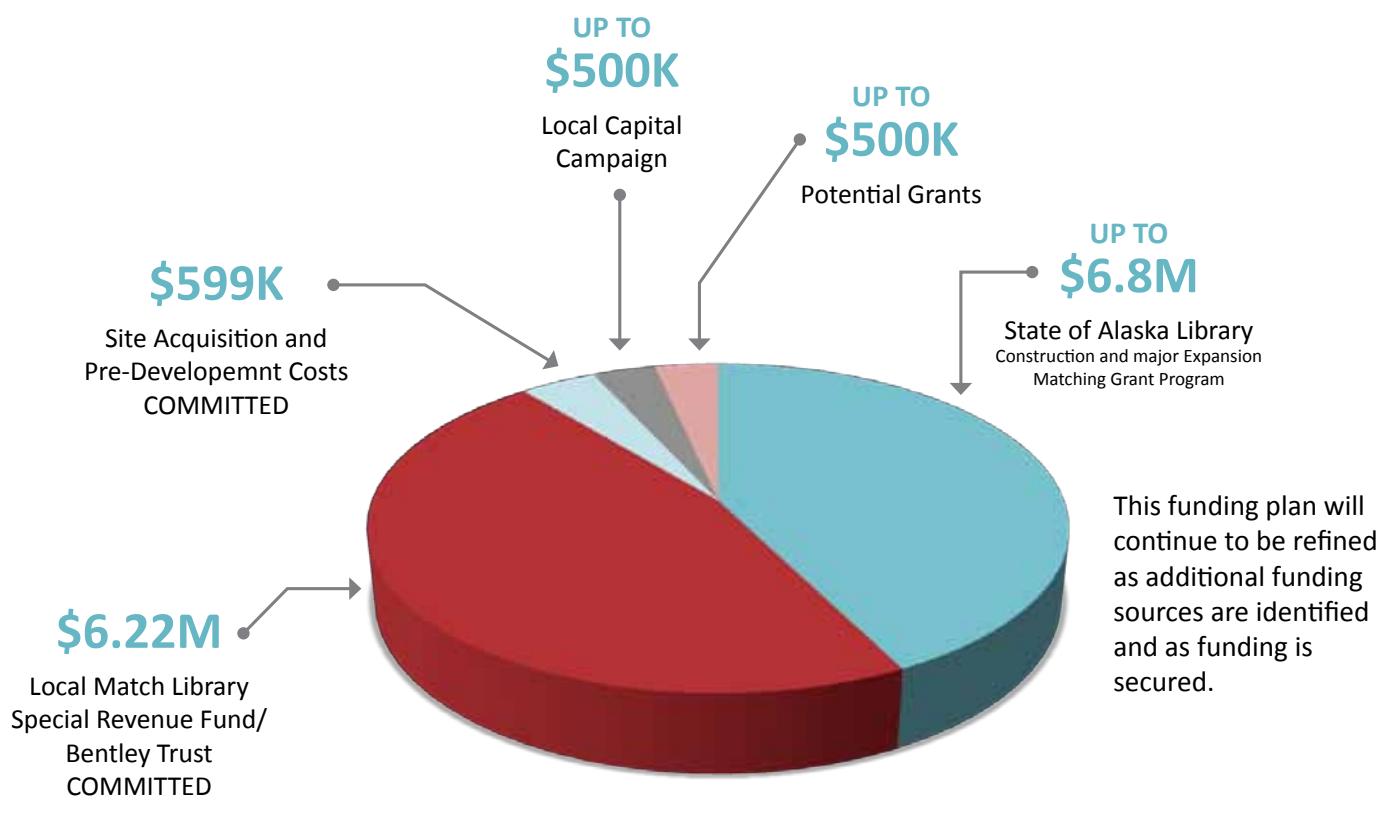
# The New North Pole Branch Library Development Plan

*"A great community, a great library."*

It is important to note that the appropriation for the new NPBL came from the Library Special Revenue Fund (formerly the Bentley Trust) with the stipulation that any additional funds received through capital fund raising efforts or grants other than the State of Alaska Library Construction and Major Expansion Grant Program will supplant the amount of funding required from the Library Special Revenue Fund. The Friends of the North Pole Library are actively leading a local capital campaign towards this effort.

The Borough is currently preparing an application for submittal to the Alaska Department of Commerce, Community, and Economic Development Library Construction and Major Expansion Matching Grant Program requesting consideration of 50% matching state funds \$6,800,000 for the new NPBL project. Grant award notifications are anticipated June of 2012.

The Borough and Friends of the North Pole Branch Library continue to research potential public/private grantors associated with funding library capital projects to determine if the precise profile and needs of the NPBL match the grant funding goals of the grantors identified.



# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## 5. RECOMMENDATIONS

The North Pole Branch Library (NPBL) is currently open to the public 40 hours per week and the proposed operating budget ranges do not anticipate longer hours of operation. New facilities with their greater capacities often generate public demand for extended services. However, the expenditure of the time, effort and nearly \$13 million on the new branch library will warrant future discussion about the types and degrees of library services the public will expect. The public's desire for increased services and the Assembly's willingness to fund them must be actively pursued as soon as it is practical to do so. After settling into the new facility, it is recommended that staff look for ways to manage personnel schedules such that more hours can be offered.

During the Foraker Group's Pre-Development process, several feasibility committee members, members of the public and other library supporters undertook the formation of a "Friends of the North Pole Branch Library" (FNPBL) group. The Borough Administration and Library Staff are encouraged to support this group in as many ways as possible. The FNPBL is organized under the auspices of the Fairbanks Library Foundation, a 501C3, dedicated to supporting and promoting public libraries within the Borough. The current focus of the Friends group is to raise funds for the new NPBL. Any funds raised by this group will ultimately off-set the commitment of funds from the Library Special Revenue Fund (formerly the Bentley Trust). Funds retained in the Library Special Revenue Fund will be available for application to the restoration needs of the Noel Wien Library or other future public library needs of the Borough. It is in the best interest of Noel Wien Library supporters that the Friends of the NPBL be highly successful.

Accelerating the design and construction process will reduce the projects costs. The construction cost estimate includes an estimated escalation cost of \$881,385 projecting that construction will commence 2.5 years later in October 2013. The Borough's Public Works department and Borough Administration have already taken steps to accelerate the design. Savings in the amount of \$88,138, is projected by starting design in advance of having all the construction funding secured. Additional savings might be realized if a Construction-Manager-at Risk (CM at Risk) methodology of construction were utilized. A Construction Manager could be selected and brought on board before all funding was secured. Design, cost estimating and contract negotiations could be completed at the same time as State grant funding became available, enabling an immediate start of construction. This approach could save almost a full season of escalation costs or an additional approximate figure of \$350,000. Although this is a departure from how the Borough Public Works Department customarily procures construction, the potential savings and the potential for the reduced draw on the Library Special Revenue Fund merit serious examination of this alternate procurement methodology.

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## 6. NEXT STEPS

With the delivery of the North Pole Branch Library (NPBL) Development Plan from The Foraker Group Pre-Development Program, the project transitions to management by the Borough. Going forward with developing the new NPBL, the following activities are likely next steps:

- Borough to submit grant application to State of Alaska for consideration of fifty percent matching funds for the construction of the new North Pole Library project
- Borough to make recommendations on best way to manage stakeholder expectations, project communications, grant identification/writing and capital campaign activities
- Continue community support development and funding advocacy
- Borough to formalize Library Feasibility Committee into Library Building Committee to continue their involvement through the design and construction phase
- Borough to solicit and select an architect to advance project design
- Library administration and staff, Fairbanks Library Foundation, Library Commission, Friends of the North Pole Branch Library, Community of North Pole, and other stakeholders to work with and provide comment to the design team as design details are developed
- Library Building Committee to review and recommend advancing 35% design and other design milestones to the Borough for approval
- Borough to decide best building delivery method, request bids or proposals for construction and select qualified contractor for site work and construction of the new NPBL

# The New North Pole Branch Library Development Plan

*"A great community, a great library."*



## **“A great community, a great library”**

*– North Pole Branch Library Feasibility Committee*

# **FY 2013 Application Library Construction and Major Matching Grant Program**

## **The New North Pole Branch Library Grant Application**



**Library Construction and Major Expansion Matching Grant Program****FY2013 APPLICATION**

(Issued September 2011)

Submission Details: Send an **ORIGINAL** and **4 copies** to: Darcy Mollett, Grants Administrator, Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs, 550 W. 7<sup>th</sup> Avenue, Suite 1770; Anchorage, Alaska 99501. All Applications must be **RECEIVED in the Anchorage Office** no later than 4:30 PM on Thursday October 13, 2011.

Name of Applicant	<b>Fairbanks North Star Borough</b>
Name of Community(s) to benefit.	City of North Pole, Ft. Wainwright, Eielson, Two Rivers, Salcha, Badger Road area residents, Chena Lakes, Moose Creek, Harding Lake, Chena Hot Springs
Co-Applicant (if any)	

**Applicant Entity Type (check one)**

**City or Borough**  **Native Village Council**   
**Community in the unorganized borough**

Title of Project	New North Pole Branch Library (replaces old branch library)
Applicant Contact Person	Greg Hill, Library Services Director
Mailing Address	1215 Cowles Fairbanks, Alaska 99701
E-mail Address	ghill@fnsblibrary.us
Telephone Number	907-459-1022
Fax Number	907-459-1024

**DCCED Certified Population of Community to be served:** 97,581(Population information available: [http://www.commerce.state.ak.us/dca/commdb/CF\\_BLOCK.htm](http://www.commerce.state.ak.us/dca/commdb/CF_BLOCK.htm))**Proposed Budget**

<b>Library Construction &amp; Major Expansion Matching Grant Request:</b>	\$ 6,791,807
+	<b>Cash Match:</b> \$ 6,092,256
+	<b>In-Kind Contributions:</b> \$ 699,551
=	<b>TOTAL Project Cost:</b> \$ 13,583,614

**Certification**

I certify to the best of my knowledge that the information in this application is true and correct. I certify that I am legally authorized to sign and submit this application and to financially commit the applying organization to the project should it be selected for inclusion in and funding by the Library Construction and Major Expansion Matching Grant Program. I further certify that the applicant will comply with all applicable State and Federal laws and regulations implementing this project if it is selected for funding.

Signature of Certifying Officer: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title of Certifying Officer: Jeff Jacobson, Chief of Staff FNSB

## **SECTION 1: North Pole Library Project Description/Need 25 Points**

Provide a narrative description of the library project. Does the community currently have a public library? Has the community created a plan for public library service? Submit the plan for public library service, including hours of service, with your application. What is the square footage of your proposed project? Where will the project be located? If the project is for expansion of an existing public library, does construction increase the square footage of the facility by not less than 30%? Is the project for construction of a public library that will be located as part of a municipal or other community facility? (Attach extra pages as necessary.)

***Please note that the enclosed North Pole Branch Library Development Plan is an integral part of this application and is to be considered in conjunction with the summary in this application as the full explanation of project need and description.***

The existing North Pole Branch Library (NPBL) facility has served the residents of North Pole and surrounding areas for nearly 40 years. Generations of families have valued their library and used it well. However, the facility has exceeded its useful life. The building is not American Disabilities Act (ADA) compliant, and the electrical, mechanical, and heating ventilation systems cannot handle modern demands. It has reached a state where facility deficiencies limit patron use and the delivery of programs so highly valued by the community. For additional information on project need, please read the Project Need section, starting on page 13, of the enclosed "The New North Pole Branch Library Development Plan" (Plan).

North Pole is located about 11 miles from the City of Fairbanks and is considered a sister city to Fairbanks. The North Pole area population is one of the fastest growing areas in the Borough. Based on data from the 2000 census, the Borough's Community Planning Department determined the population served by the North Pole library to be approximately 16,751. Using conservative growth projections it is anticipated this library will serve a population base of 19,100 to 21,300 within the next 25 years. For further discussion on the population estimates and to see the map of the population served, please see page 12 of the Plan included with this application.

Area residents of Fairbanks and North Pole recognized several years ago that the existing site and branch library in North Pole were too small to meet the needs of the growing population in its service area. The library was expanded in 1981 and in 1994 to create the current square footage of 4,520. The present triangle-shaped lot, at .79 acres, is not big enough to accommodate any further expansion of the building or parking. There are only 16 off-street parking spaces to accommodate staff and patrons, included in that number is one handicap parking space. The immediate neighborhood is regularly impacted when 20 or more participants arrive for library programs and storytimes, and the only places to park are on the street next to neighboring driveways. Some modifications have been made to the building to try to address ADA requirements, such as a ramp into the building; however, there are no handicap accessible bathrooms and many books and other library materials are out of reach.

(Continued on page 3)

## **SECTION 1: North Pole Library Project Description/Need (continued)**

In 2005-2006, the Fairbanks North Star Borough convened a Committee to find a suitable new site for the branch library. Following a community survey, an 8.9-acre site, which met the expressed needs of the growing community, was found across from the North Pole High School on the southwest corner of a new subdivision. The site was purchased in 2006. Please refer to the location map on page 22 of the Plan document included with the application. This map shows the small triangular shaped existing site and the new site across from the high school.

In 2010, a committee was formed to work on pre-development plans for the new library. The committee was named the 'North Pole Library Feasibility Committee' and consisted of nine members of the North Pole community, two North Pole high school students, a City of North Pole Council member, a Fairbanks North Star Borough (FNSB) Assembly member, the FNSB Mayor, the FNSB Chief of Staff, the FNSB Public Works Director, the FNSB Public Libraries Director, and four other public library staff members (including two North Pole Library staff and their supervisor). Several of the FNSB committee members reside in the North Pole service area, and community input was solicited at a standing-room only open house at the North Pole City Council Chambers. All of the participants contributed to the process of coming up with a new library design that would meet the needs of the community now and into the future. Taking multiple factors into account the Committee settled on an 18,625 square foot new branch library that will be situated on the property so that significant future expansion can be accomplished with minimal disruption of library operations.

The existing library in North Pole is open 40 hours a week, daily, Tuesday through Saturday, 52 weeks a year. The new facility will maintain the current schedule. Additional hours can easily be added if there is community support. The operations and maintenance projections provided in the enclosed plan document starting on page 33 provide a range in costs based on the level of staffing the community and Assembly are willing to support after the building is open. It is important to note that the new layout will make it much easier for staff to manage patron services and programs.

For more information about the planned new library, its site location, and needs that will be addressed, please read the enclosed North Pole Branch Library Development Plan – Project Need and Space Program Narrative.

## **SECTION 2: North Pole Library Project Impact      25 Points**

Provide a narrative identifying the benefits to the community which will result from the proposed project. Identify how the project will contribute to new or improved library services in your community. If the community does not have a public library, has a plan been developed for public library service? Submit the plan with your application. Describe how the proposed project will meet the library needs of the community for at least 10 years. Describe the effects of staffing, maintaining, and costs of operating the proposed facility. (Attach extra pages as necessary.)

The existing North Pole Branch Library provides an important role in meeting the needs of residents within the Fairbanks North Star Borough. The Borough is located in central Alaska and covers 7,361 square miles, an area about the size of the state of New Jersey. Please see Attachment 1, map of the Borough within State of Alaska.

(Continued on page 4)

## **SECTION 2: North Pole Library Project Impact (continued) 25 Points**

In order to meet the needs of the residents of this large area, the Borough's public library system operates the main Noel Wien Library and two other outlets: the North Pole Branch Library and a Bookmobile service that visits various community areas throughout the Borough and includes services for the homebound.

The population of the North Pole area has seen significant growth, and this growth is projected to continue. The population service area and growth projections are discussed in detail in 'The New North Pole Branch Library Development Plan' (Plan) included with this application. (See page 12 – Population Served) The significant deficiencies of the existing Library and its inability to meet the needs of this growing service area are also described. These deficiencies range from the limitations of the existing location to how the community's needs are not being met; for example, an area geared to the needs and interests of young adults, adequate space for storytimes, comfortable seating for adults, and public meeting space.

The location of the new branch library, the 8.9 acre lot, and a building design that includes plans for future facility expansion will correct the deficiencies and meet the needs of the North Pole area for the next twenty years or more. Please read section 3 of the Plan document, starting on page 18, for a detailed description of how the new library plans will address the community's needs now and into the future.

Included in the Plan document is the estimated operation and maintenance costs of the new library facility. See Estimated Operating Costs starting on page 33 and the line-item spreadsheet for Operating and Maintenance costs on page 36 in the enclosed Plan document. The Borough established an anticipated range of increase in operations and maintenance costs of \$126,400 (20% increase) to \$242,970 (38% increase). The variable in the projected cost range is staffing. Although additional staffing would be preferable to meet the services being requested by the community, the planned layout for the new facility has excellent line-of-sight to all public areas of the library, so that the new library could be run at the existing staffing level, with increases in staffing growing apace with community needs and sufficient Borough revenues.

Three other factors contribute to the increase in operating costs. The line item Repairs and Maintenance-Buildings and Grounds (61710) on page 36 reflects the anticipated increase in janitorial costs for cleaning an 18,625 square foot facility versus a 4,520 square foot building. The Borough's Public Works department projected an increase in Repairs and Maintenance costs allocated to the new library to be \$66,060. This estimate includes \$50,000 in labor costs and \$16,000 in materials. Public Works derived the estimate by comparing actual labor and materials cost for both the smaller existing North Pole Library and the substantially larger Noel Wien Library and giving consideration to expected savings from a new facility. The utility estimate of \$125,000 was derived by comparing actual utility costs for both the smaller existing North Pole Library and the substantially larger Noel Wien Library and giving consideration to expected savings from a modern, well insulated, energy efficient facility. At this point Public Works anticipates installing an oil-based heating system as that is the only fuel currently available in North Pole. The heating system would be designed to accommodate natural gas as it becomes available.

(Continued on page 5)

## **SECTION 2: North Pole Library Project Impact (continued) 25 Points**

Public Works notes that the new library at 18,625 square feet is a 312% increase in square footage over the exiting library at 4,520 square feet. The combined operations, maintenance and utilities estimate of \$191,060 is a 120% over the \$87,610 cost for the existing facility.

The Feasibility Committee agreed the concept of Leadership in Energy and Environmental Design (LEED) construction principals should be adopted where appropriate. During public hearing on the new facility, the Assembly discussed the increase in operating costs and felt that the increase could easily be offset by decreases in other areas of the Borough's budget if necessary.

It is important to note that a new facility will address an unacceptable gap in service for young adults. The new location of the library is next to the high school and not far from the middle and elementary schools in North Pole. The North Pole librarians have had strong participation in its children's programs and look forward to being able to address the needs of young adults in the community. It will be gratifying to be able to provide adequate study, research, and meeting space for patrons of all ages, including the homeschoolers and senior citizens.

Other areas the Feasibility Committee wanted to address were to increase computer/internet access and to provide public meeting space that can be available to users after normal library operating hours. The conceptual design produced by the Feasibility Committee process speaks to these needs.

Please read the enclosed North Pole Branch Library Development Plan for more information regarding the positive impact that this project will have for the residents in the Fairbanks North Star Borough.

## SECTION 3: North Pole Library Project Budget

25 Points

### Proposed Grant Budget

(Show amounts, as appropriate.)

Category	Library Grant Request	Cash Match	In-Kind Match	TOTAL
Labor/Fringe Benefits	\$	\$	\$	\$
Materials/Supplies	\$	\$	\$	\$
Freight	\$	\$	\$	\$
Contractual	\$ 6,791,807	\$ 5,575,092	\$ 27,114	\$ 12,394,013
Equipment Rental/Purchase	\$	\$	\$	\$
Other (explain)	\$	\$ 517,164	\$ 55,000	\$ 572,164
Administration	\$	\$	\$ 617,437	\$ 617,437
<b>TOTALS</b>	<b>\$ 6,791,807 *</b>	<b>\$ 6,092,256</b>	<b>\$ 699,551</b>	<b>\$ 13,583,614</b>

\*Grant request \$6,800,000 rounded

### Budget Narrative

Explain each amount in the above table and how it was computed. You must attach documentation supporting cost estimates to secure points in Project Rating. Attach extra pages, as necessary.

**Labor/Fringe Benefits:** (Identify job titles and responsibilities. Explain rates of pay and how costs were computed including fringe benefit calculations.)

**Note: DCCED grant staff previously agreed that applicants could put all construction costs under contractual at this time; a more detailed budget can be determined when the project reaches 65% design. At the time of this application submittal, a 10% conceptual design has been completed and the 35% schematic design is planned to be completed in spring/summer 2012. Please see Contractual.**

**Materials/Supplies:** (Identify the materials/supplies to be purchased. Include cost estimates from suppliers. Explain how the materials/supply purchase supports the project.)

Please see Contractual.

**Freight:** (Identify any freight costs and provide cost estimates from suppliers.)

Please see Contractual.

(Continued on page 7)

## Budget Narrative (continued)

**Contractual:** (Identify contractual costs. Provide cost estimates from potential firms. Explain how the contractual costs support the project.)

New North Pole Branch Library			
Item	Description	*	Cost
1	Pre-development Costs (Capitalizable)		\$ 55,000
2	Pre-development Costs (In-Kind)		\$ 27,114
3	Site Acquisition (includes appraisal, soil testing, title)		\$ 517,164
	<b>Subtotal - Already expended and Paid</b>		<b>\$ 599,278</b>
4	Site Survey, Geotech report, soil testing		\$ 40,000
5	Bid Advertising, printing, permits, moving		\$ 137,500
6	Public Art Program	1%	\$ 93,487
7	Project Management by Public Works	3%	\$ 280,462
8	Architect/Engineer Consultant and Design Fees		\$ 934,873
9	Construction Administration	2%	\$ 186,975
10	New Building Construction ~18,625 sq ft & Parking		\$ 9,348,729
11	Furniture, Fixtures & Equipment		\$ 410,000
12	Project Contingency	10%	\$ 934,873
	<b>Subtotal – Est. cost to complete excluding Administrative Costs</b>		<b>\$ 12,366,899</b>
13	Administrative Costs (Audits, Grants Accounting, Accounts Payable, General Services, Legal, etc)		\$ 617,437
	<b>Total Project Cost</b>		<b>\$ 13,583,614</b>

\* Percent of Building Construction cost

1. & 2. In accordance with generally accepted accounting practices, pre-development costs for the project are included in the total cost. These costs include \$55,000 of costs incurred by The Foraker Group through its Pre-Development Program. The program provided technical assistance and planning to ensure the North Pole Branch Library project meets a documented need, is consistent with strategic and community plans, considered opportunities for collaboration, has an appropriate facility and site plan, is financially sustainable, and supports long-term sustainability. Other pre-development costs include \$27,114 paid to Rise Alaska, LLC to develop a written business plan for use in fund raising efforts, to establish the feasibility committee, to assist in communication efforts with staff, committee members, the Borough Assembly, Mayor, and North Pole City Council, and to help with graphic designs.
3. The Fairbanks North Star Borough purchased land for the new North Pole Branch Library in 2006. A committee undertook an extensive selection process to make sure the land would meet the needs of the community now and in to the future. The cost of the site acquisition including appraisal, preliminary soil testing and title was \$517,164.
4. The estimated cost for site survey, soils test, and geotechnical report prior to construction is \$40,000.

(Continued on page 8)

## **Budget Narrative (continued)**

5. This includes building permits, advertising for architect services and construction bids, plans printing, building committee expenses, moving and communication expenses estimated to be \$137,500.
6. A 1% for Art program is included in the project costs. Although not required by either the Borough or the State, the feasibility committee recommended its inclusion noting that it is expected in public buildings regardless of ordinance or law. The amount of \$93,487 (line 10) represents 1% of the estimated construction costs.
7. The Fairbanks North Star Borough (Borough) has a Public Works Department with a Design & Construction Division and a Facilities Maintenance Division. The mission of the Design & Construction Division is to provide architectural, engineering, planning and project management for all Borough and School District facility projects. The division works with the Administration, Assembly and other Borough Departments in the development and implementation of projects to ensure a high level of quality, safety and code compliance in Borough facilities. Projects include renovation, fire/life/safety repairs, major and minor maintenance, and new facility construction. Energy conservation is a major goal of the division in planning Borough facilities.  
  
The design and construction of the project will be managed by staff from the Public Works (PW) department. PW has estimated these costs to be 3% of the construction costs or \$280,462. This percentage is consistent with average costs for private sector project management. Borough PW Project Managers are exempt Professional employees. The Borough has established exempt professional salary schedules that are utilized for both union and non-represented employees. The salary schedules include step increases based on experience and longevity and are adjusted from time to time for cost of living increases. The cost of living adjustments are based on the most recent Anchorage CPI for Urban consumers. Please see Attachment 2 for the salary schedules. Borough benefits that are charged to the project include retirement, FICA, Health/Life Insurance, Leave Cash-In/Accrual, Unemployment Compensation, Worker' Compensation and General Liability claims and other benefits which include union legal trusts, administrative charges for flexible spending accounts, and employee assistant programs. A copy of the Borough's Personnel Benefit Rates for FY 2011-2012 is also included in Attachment 2.
8. Architect/Engineer Consultant and Design Fees: Design costs are estimated to be 10% of the construction costs, or \$934,873. This percentage is consistent with industry standards. Design services include assistance with further public process, renderings suitable for use with fund-raising, landscape design, interior design along with furniture specifications, energy modeling and bidding assistance. Please note that neither the design nor construction estimate include costs associated with Leadership in Energy and Environmental Design (LEED) certification. However, the Feasibility Committee concurred with the concept that the LEED design and construction principals be adopted where appropriate, but that the extra cost for certification was not desired. The Feasibility Committee felt that building an energy efficient facility incorporating cold climate best practices was more important than seeking LEED or similar certification.

(Continued on page 9)

## **Budget Narrative (continued)**

9. Construction Administration assistance is generally a separately contracted service with the architect and engineers, usually about 1½% of construction costs. Other construction administration costs will be the special inspections required by the building code and time expended by the PW staff. PW estimates the total cost of these services to be 2% of construction, or \$186,975.

10. Construction: Estimations Inc. prepared a cost estimate based upon the concept design and narrative prepared by Bettisworth North Architects. The estimate dated, May 19, 2011, is for \$9,436,867, with an average cost of \$506.68 per square foot. The construction cost estimate includes escalation in the amount of \$881,383. This represents an estimated construction start in 2013 or 2.5 years at 4% per year. After much discussion, the Borough has decided to proceed with design in advance of securing all construction funding in order to accelerate the process and save some of the estimated escalation costs. The Borough has projected three months acceleration, saving approximately \$88,138. That amount has been deducted from the estimate leaving a total in the amount of \$9,348,729.

11. The Furniture, Fixtures, and Equipment estimate of \$410,000 is for the telephone systems, IT infrastructure including server and desktops with software, public use desktops and laptops with software for patrons, a video wall in the Young Adult area, AV equipment, office/administration furniture, high quality public seating and tables, and library equipment. The cost for the library shelving is included in the construction cost estimate since it needs to be bolted to the floor for seismic resistance. The estimate was derived from the Borough's IT department estimates and experience from previous library expenditures.

12. Project contingency in the amount of \$934,873, provides 10% of the estimated construction cost for use as contingency. This contingency would be available for use in any of the above elements. The 10% contingency is the minimum recommended by industry standards for new construction.

13. Administrative Costs incurred during pre-development through the end of the construction warranty period and final project audit are being included as an in-kind contribution. Administrative costs include the time of Financial Services staff, Library staff, Public Works director's time, Accounts Payable, General Services staff in bid preparation, review and award. Other in-kind costs included are a pro-rata share of the Borough's single audit on State and Federal Grants and Financial Statement audits that include project audits.

**Equipment Rental/Purchase:** (Identify the equipment to be rented or purchases. Identify rental rates and number of rental hours estimated. Provide cost estimates from suppliers. Explain how the equipment supports the project)    See contractual.

**Other Costs:** (Identify other costs that do not fit into above categories. Provide information on how the cost estimate was derived.)    See contractual.

**Administration:** (Identify and attach documentation explaining how you computed administration costs not to exceed 10% of the total project budget.)    See contractual.

## **Cash and In-Kind Match\***

\*Documented match in the amount of 50% of the total project budget is required.

### **Cash Match:** (Explain the source of these funds and provide documentation of commitment.)

The need for a replacement library facility was recognized several years ago. A study was commissioned in 2006 to identify requirements. Following that, a site selection process resulted in the purchase of an 8.9-acre site across the street from the local North Pole High School. The project costs paid during this time period came to \$517,164 and included project management, appraisals, soil testing, title costs, and the purchase of the land.

On September 22, 2011 the Fairbanks North Star Borough (Borough) Assembly adopted Ordinance No. 2011-20-1K. (See Appendix H of 'The New North Pole Branch Library Plan') This ordinance appropriated \$6,220,000 as additional cash match for the new North Pole Branch Library project. This \$6,220,000 appropriation from the Library Special Revenue fund is intended to be supplanted, as much as possible, through local capital fundraising efforts and the pursuit of other grants. To this end a "Friends of the North Pole Library" group has formed whose primary focus is to raise capital as match to grants received. In addition, the Borough will pursue other grant sources.

Total cash match available amounts to \$6,737,164. (\$6,220,000 appropriation plus \$517,164 already expended on the project) The cash match available is greater than the cash match required in the proposed grant budget (\$6,092,256) shown on page 6.

**In-Kind Match:** (Explain the source of these funds and provide documentation of commitment.) Examples of in-kind match include the cost or value of land, site preparation, any planning documents that have already been prepared for the project, donated materials or the value of work already completed on the project.

As in-kind match, The Foraker Group, the Fairbanks Library Foundation, and the Fairbanks North Star Borough have expended \$87,114 in pre-development activities to bring third party, expert analysis to the new North Pole Library project. This third party expertise helped gather the necessary documented needs and develop a right-sized, sustainable facility that will meet the needs of the community now and 25 years into the future. Rise Alaska, LLC helped with communication, public notices, coordination, feasibility group selection, and assisted at all planning meetings.

Administrative costs incurred through the end of the construction warranty period and final project audit are being provided as an in-kind contribution. The Borough administers several million dollars in State and Federal grants annually and is subject to state and federal single audit. There are real costs to administering these grants and there are strict federal guidelines as to what may be charged and how the administrative charge percentage is to be calculated. The Borough Accounting Division follows these strict guidelines and calculations. The Federal Transit Authority is the Borough's oversight agency for its cost plan. The Borough has established the average actual cost of servicing grants to be ten percent. Based on this, the Borough's cost for administering the grant will be \$617,437. This cost is included in the total cost of the project as an in-kind contribution. Administrative costs include an allocation of financial services, audit costs, Public Works Director's time, accounts payable, purchasing, bid preparation, review and award expenses.

In total, the in-kind match to the grant is \$699,551.

All applications must include an Operation and Maintenance budget for the constructed library project which identifies funding sources that will support the operation and maintenance of the facility after construction.

Please see the enclosed 'The New North Pole Branch Library Development Plan' (Plan) for the operation and maintenance projections for the new facility and a discussion of the costs. This information starts on page 33 of the Plan.

The Borough public libraries are General Fund funded. After the Borough was established citizens voted for the Borough to be given Library powers. The Library is supported by local taxes.

Application continues on page 12



## **SECTION 4: Grant Administration and Project Management Capabilities 25 Points**

(Attach extra pages as necessary)

Identify the applicant's key personnel, including at a minimum, the project manager and financial or administrative manager and provide the following information for each individual:

- Name and position title.
- Responsibilities and relationship to this project.
- Previous experience with similar projects and/or any projects funded by grants from other state or federal agencies.
- Individual résumés of key personnel should also be included.

Applicants must submit copies of the most recent audit or certified financial statement with the original application and each of the 4 copies of the application.

Applicants must also demonstrate they have the expertise and ability to operate and maintain the proposed public library.

Do you have the cash reserves necessary to run this project on a cost reimbursable basis?

### **Financial/Administrative Management and Key Personnel**

The Fairbanks North Star Borough (Borough) was incorporated as a second class Borough in 1964 and has been administering federal and state grants almost since its inception.

Michael Lamb, CPA, CGFM has been the Borough's Chief Financial Officer since 1998. Debbie Brady, CPA has been the Borough's Controller since 1986. Mr. Lamb and Ms. Brady have responsibility for overseeing the Borough's finances, its Audited Comprehensive Annual Financial Report (CAFR), the Federal and State Single Audit and the Borough's budget. The Borough has received the Government Finance Officers Association's (GFOA) Certificate for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for 23 years. The Borough has also received GFOA's Distinguished Budget Presentation Award annually for the last 21 years. For decades, the Borough has enjoyed exemplary Single Audits free of material weaknesses, significant deficiencies, findings or questioned costs on both its Federal and State Single Audits. The last ten years of single audits are published on the Borough's webpage under Financial Services, [www.co.fairbanks.ak.us](http://www.co.fairbanks.ak.us). The FY 2010 CAFR and Single Audits are included with this application. The FY 2011 CAFR and Single Audit are anticipated to be published in January 2012.

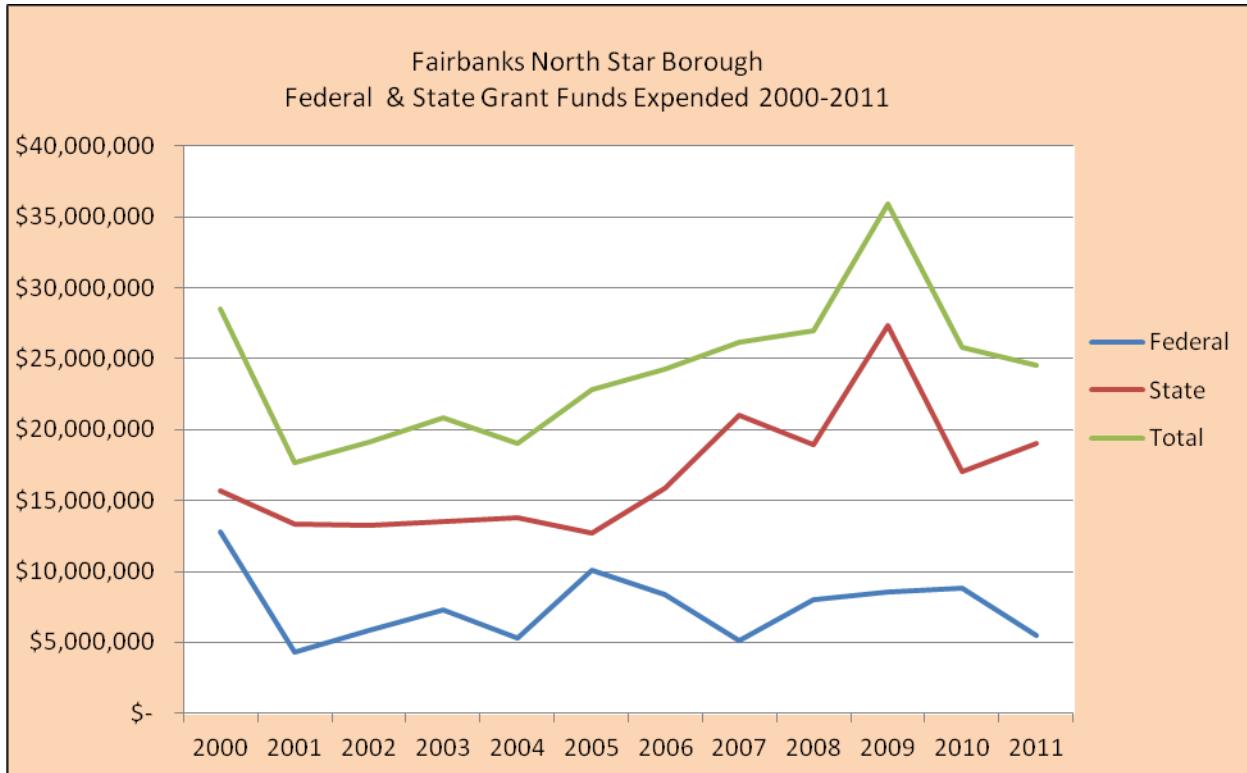
Ruth Holland, CPA has been the Borough's Grants Accountant since 1994. This position is responsible for managing grants received by the Borough and completing the Federal and State Single Audits. Prior to 1994, Renee Van Nort, the Borough's current Library Administrative Manager was the Grants Accountant. There is significant depth of experience in administering grants and managing compliance with all aspects of the many Federal and State grants received.

On the next page is a graph showing the dollar amount of Federal and State grant funds expended over the last ten years.

(Continued on page 13)

## SECTION 4: Grant Administration and Project Management Capabilities 25 Points

(Continued)



Michael Lamb, Debbie Brady and Ruth Holland will be responsible for grant reports, audits, and administrative oversight on the grant.

### Project Management Experience and Key Personnel

Scott Johnson, the Public Works Director will be responsible for coordinating all aspects of the new North Pole Library Construction Project. Mr. Johnson has been with the Borough since 1988 and has over 23 years of experience in managing large facility grant or bond funded construction projects. His resume is attached.

As the project progresses, Mr. Johnson will assign a team (project manager and secretary) from the Public Works Design and Construction division for the life of the project. The project managers in the Public Works Design and Construction division are professional engineers and architects.

The Borough's Public Works Department is not only responsible for its own facilities; it is also responsible for all the Borough School District facilities construction and maintenance. There is an inventory of over 80 major buildings between the Borough and School District. These buildings include schools, swimming pools, ice arenas, activity centers, libraries, solid waste facilities, public transportation facilities, maintenance facilities, and more.

(Continued on page 14)

## **SECTION 4: Grant Administration and Project Management Capabilities 25 Points**

**(Continued)**

### **Library Operations Management and Key Personnel**

Greg Hill has been the Library Director for the Borough's library system since 1990. He holds a BA in Comparative International Relations from Austin College and a Master of Library Science from the University of Texas at Austin. He has provided oversight over the Noel Wien Library, North Pole Branch Library, Bookmobile/Outreach Services, and the Regional Services Center since he started with the Borough. His 27 years directing public libraries provides the necessary experience to provide oversight as Library Director for the new facility.

Georgine Olson, a professional Librarian for 29 years, has been Outreach Services Manager for the Borough Department of Library Services since December 1995. She holds a Master of Library Services Studies from Rosary College (now Dominican University) and post-graduate certificate in Library Administration from Northwestern University. As Outreach Services Manager, Ms. Olson manages the staff of the North Pole Branch Library, Bookmobile/Outreach Services, and Regional Services Center. She admits that there was nothing in her Master of Library Services studies or even the post-graduate program in Library Administration to prepare her for the bursting-at-the-seams situation in North Pole. Rather, it has been her twenty-some years working with and in a variety of libraries of all types and sizes from army bases in Germany to suburban New York and Chicago to the rolling farm country of Central Illinois where she learned that libraries will "make do" in the most adverse of situations, but will thrive and more than give back to their communities whenever they are given the space, tools, and staff so to do. She will continue as Outreach Services Manager for the new facility.

Ingrid Clauson, a resident of North Pole, has been employed by the Borough libraries for 25 years, including 22 years as the Librarian for the North Pole Branch Library. Ms. Clauson holds a BA in Education and English from Pacific Lutheran University and coursework toward a Masters of Library Science. Ms. Clauson will continue as Librarian at the new North Pole Branch Library.

### **Fairbanks North Star Borough Cash Reserves**

The Library Special Revenue Fund had \$9,713,437 equity in central treasury cash as of June 30, 2010. The General Fund's equity in central treasury cash as of June 30, 2010 was \$34,142,179. The central treasury cash balances demonstrate that the Borough has sufficient cash reserves to run the construction project on a cost reimbursable basis.

## Application Checklist

Plan refers to "The New North Pole Branch Library Development Plan" enclosed with the application.

- Completed and Signed Authority to Participate: [See Appendix I of the Plan](#)
- Completed and Signed Application Cover Sheet, identifying Applicant Contact Person  
[See Application](#).
- Completed and Signed Waiver of Sovereign Immunity, if appropriate: **N/A**
- Completed Application with Narratives addressing areas identified in Sections 1 through 4 of the Application Packet which are: [See Application](#).
  - Project Description/Statement of Need
  - Project Impact
  - Project Budget
  - Grant Administration and Project Management Capabilities

The following documentation should be attached in order to receive maximum points in Project Rating:

- ... Copy of the community's plan for public library service: [See enclosed Plan](#).
- ... Professional cost estimates and documentation for budget items: [See pages 6 – 9 of Application](#),  
[See pages 29-32, pages 33-36, and Appendix O of the Plan document](#).
- ... Design, engineering or site plan if appropriate: [See Plan document and appendices](#).
- ... Permits, if appropriate: **N/A**
- ... Site control (deed, lease, etc.) as projects involve the use of land or an existing facility:  
[See Attachment 3 to Application](#)
- ... Information showing that those who will carry out the project are qualified to do so (i.e., résumés)  
[See Section 4 of Application and Attachment 4 of Application](#)
- ... Copies of all cooperative agreements, if appropriate: [Cooperative Agreements are not applicable; however, we do have a Resolution of Support from the City of North Pole. Please see Appendix G of the Plan document](#).
- ... Copies of the most recent audit or certified financial statement: [Enclosed](#)
- ... Post construction Operations and Maintenance Budget: [See pages 33-36 of the Plan document](#)
- ... Any other documentation that will help your project secure more points in Project Rating:  
[Review full Plan document and Appendices; as well as full application and the attachments](#).