

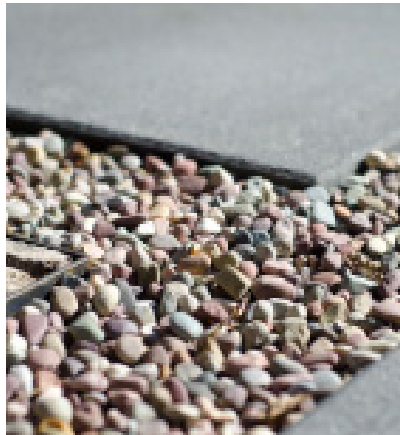
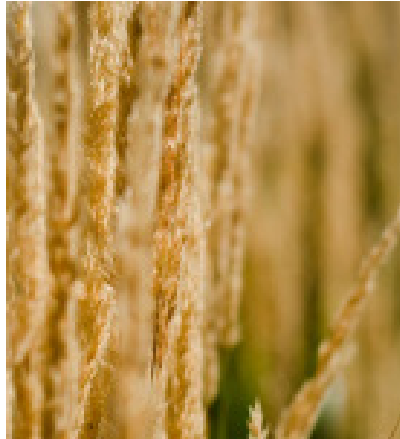
Conceptual Design and Planning for
A New Stillwater County Library
and County Building
Columbus, MT

Prepared for
The Library/County Center Steering
Committee of Stillwater County

Prepared by
NE45 Architecture with
Humphries Poli Architects

1 November 2016





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INTRODUCTION/ PROJECT OVERVIEW

Introduction

The concept of the public library was conceived in an age of information scarcity whereas today's networked world is one of information abundance and mobility. This new world of "information plenty" creates new, essential skills, such as the ability to gain value from information and produce new knowledge. If programmed correctly the public library can be at the center of these changes: a trusted community resource and an essential platform for learning, creativity and innovation in the community. The Stillwater County Library is such an institution desiring to safeguard and enhance its position in the community. Enabling The Stillwater County Public Library and County Building to continue to fulfill new roles will require community leaders, civic partners and librarians to share new visions for what the library can be. To meet the needs of individuals, the community and the nation in the knowledge society, The Stillwater County Public Library must be re-evaluated or thoughtfully "re-imagined". We are confident that innovations or changes to the library built on the old distributed model of the lending library will not suffice. What is needed is a new level of interdependence the community and library will embrace together.

In response to this need for re-imagination, The Stillwater County Public Library and County Building embarked upon a "re-imagination" process in the years prior to this process. The goals of this process were to evaluate the library's position in the community and best explore how to potentially change or combine their facility to enhance programs that would support the ideas associated with those of a great 21st Century Library.

To that end, The Stillwater County retained the services of NE45 Architecture with Consultant, Humphries Poli Architects, of Denver, CO to collaborate in the concept design process. Humphries Poli has provided like services to seemingly similar library communities throughout the western United States including Teton County, Converse County, and Sublette County, Wyoming and Sun Valley, Idaho (The Community Library in Ketchum) and nearly 50 libraries in Colorado. In addition Humphries Poli Architects recently served as the architect for the revolutionary and acclaimed Anythink Libraries. Representatives of Humphries Poli Architects have consistently participated in numerous library planning/thought forums sponsored by Library Journal and the American Library Association. In addition, the staff was invited to be a keynote at the acclaimed Risk and Reward Conference discussing how architecture can impact the success of a library facility.

The re-imagination process included four basic phases of work: Gather; Create; Agreement; and Report. This document synthesizes the process and serves as the basis of the Report phase.

Participants

The Library/ County Building Planning Consultant team wishes to express our appreciation to the numerous participants that provided insight and feedback throughout the course of the project. We have enjoyed the interested, deep passion and the vision expressed by the community in this process. The participants included, but not limited to:

The Library/ County Center Steering Committee of Stillwater County:

Bob VanOosten
Kenneth "Corky" Kem
Tyrel Hamilton
DellaRae Haverland
Jeff Limburg
Kris Good
Lee Schmelzer
Kathy Hollar
County Liaison:
Marissa Hauge

Design Team:

NE45 Architecture
Jeff Lusin, AIA
Ron Nemetz, AIA
Ben Erickson

Library Planning Consultant:

Humphries Poli Architects
Dennis Humphries, AIA
Leanna De La Torre
Stahly Engineering
Kurt Thompson

Project Overview

This re-imagination process specifically addresses the following six tasks:

Task 1: Develop proposed library and building program.

This task included the creation of a library and Stillwater County building program through an evaluation of the existing facility and collection.

Task 2: Gather - Mind-Breaking

Conduct public meetings asking citizens what they wanted to experience in their new library and Stillwater County building. Through “word maps” there are words that stand out as common among the input from the community.

Task 3: Create - Site Options; Identify and prioritize site functions and space planning.

Through the concept ideas described in later pages, the overall concept of the project was discussed and through an additional meeting a concept and site was voted on and agreed to.

Task 4: Design Options

Through the evaluation of information in the three previous tasks a recommendation of one preferred diagram was identified. This task included a further evaluation of the one preferred plan with three design options of the architecture. The meetings identified a more “residential” and “rustic” architecture for this project.

Task 5: Estimate of Probable Costs.

Statements of probable costs have been developed for the one preferred plan. The statement of probable costs included all costs normally associated with a project of this nature.

Task 6: Final Presentation.

Final presentation of the preferred plan and site design is part of this final write up for the final presentation to the Library/ County Center Steering Committee of Stillwater County and any public members joining the meeting. We have included the overall site design, exterior perspectives, exterior elevations, plan diagrams and updated costing. Stahly Engineering has also included as part of this write up the conceptual Civil recommendations for this project.

HISTORY/ EXISTING NEEDS

Mission Statement

The mission of the Stillwater County Library is to be an information center for the Stillwater County community in order to reserve and encourage the free expression of ideas essential to informed citizenry.

History of Proposed Library Project

Stillwater County's population has continually grown in the past decades. The current County Library is vastly undersized and crowded. There is also no public facility to serve as a County center with multi-purpose including a recreational and formal banquet facility. The goal is to take advantage of the synergy between the business and educational professionals to offer the best resources to Stillwater residents. It is ideal to have all of the resource and education professional sharing space due to the overlapping expansion aspiration including their space and technology requirements.

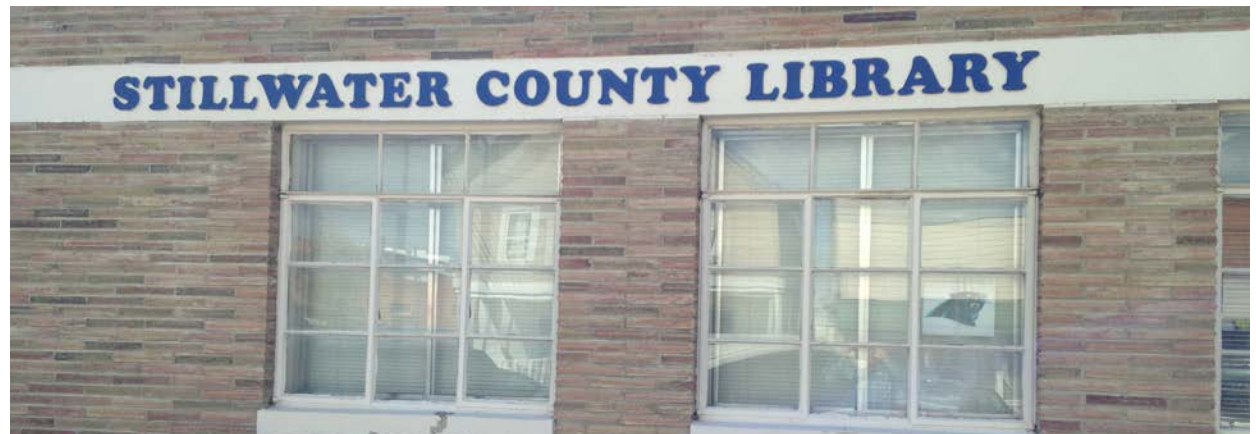
- Recent years: Increasing use of the Stillwater County Library, particularly for children's programs and special adult events, reveals increasing pressure on limited space of current facility.
- 2010: Library board invites county residents to participate in strategic planning committee. Committee identifies four key objectives, one of which is to explore options for funding, expanding space and resources of the library for the future.
- Spring 2011: Library board appoints a seven member Stillwater County Library Building Committee.
- Summer 2011: Building committee visits and consults with other libraries that have recently expanded and/or built new facilities. Gathers input on financing, design, capital campaigns, additional costs to consider, etc.
- Librarian Susie Nathan uses accepted formula to determine recommended size (minimum 10,000 square feet) for Stillwater County Library. Committee considers expansion of existing facility, building new and building with the option of additional phases.
- Consultant provides an overview of the process involved in planning a project and running a capital campaign.
- Fall 2011: A&E Architects advised that library is not structurally suitable for adding 2nd floor. Garden, parking area in back are inadequate to meet needs of growing library. Other potential locations are investigated, with preference for keeping it in the downtown area. Library and neighboring facilities will also be assessed as per the possibility of expansion.
- 2011-2012: Ad hoc committee convened by county planning coordinator meets to discuss unmet needs in the count. Representatives of museum, chamber, library, extension office, Granite Peak Park, and other community groups attend.

- Winter 2012: New library director, Sarah Milligan, takes over from retiring director Susie Nathan.
- Library surveys mailed to all county addresses. Library director holds meetings in Columbus, Rapelje, Fishtail and Park City. Approximately 300 library surveys returned, representing roughly 7.5 percent of surveys sent out. The top three issues identified were: more reading areas, more study areas and better access to parking. Two thirds of respondents either agreed or strongly agreed that the library needs more space. Roughly three percent opposed raising taxes to enlarge/build a new library.
- Building committee estimates space needed for library (minimum 10,000 square feet), and identifies a site for possible construction: Granite Peak Park site.
- Spring 2012: Librarian Sarah Milligan gets estimates on the cost of a feasibility study, so as to include some funding for that study in the upcoming budget. Estimates range from \$25,000 to \$50,000, depending on the project.
- Marketing sub-committee refines mission statement, taglines and creates two minute “elevator speech” about the library project. Library board approves committee recommendation on Granite Peak Park site as first choice. Building committee terms of reference extended to continue working on plans for new library and plans for library capital campaign.
- Fall 2012: Committee continues investigating the Granite Peak Park site, the Morrow property and the Woltermann property at the corner of Fourth Ave. and Ninth Street. Jane Ratzlaff is interviewed as possible consultant for feasibility study.
- As discussions proceed with museum and extension staff, the building committee expresses renewed interest in pursuing a county center – a joint building that would be located on the property currently occupied by the sheep barn.
- Winter, 2013. Library board asks commissioners for their support for a standalonelibrary or a library/county center and for their preference regarding two potential sites: .88 acres near City Brew (\$100,000-\$105,000) or the fairgrounds where the sheep barn is currently located.
- Spring 2013. Extension Agent Lee Schmelzer confirmed 4-H Council support for a county center, noting the only concern was crowding the fairgrounds.
- Attorney Gordon Williams offers opinion on Granite Peak Park deed, noting he sees no reason that would prevent a library/county center from being built on park land. This causes the building committee to reconsider potential building sites.
- Building committee visits the Joliet Community Center. The original estimated cost came in at \$1.5 million, but with in-kind labor and donated materials was constructed for \$880,000. (See minutes of May 1, 2013, meeting for more info.)
- Summer 2013. Columbus Town Council supports the possibility of building a joint library/county center on GPP land. Building committee members create a list of key players to contact for support and feasibility study.
- Fall 2013. Building committee prepares draft responses to FAQ for the library and library/county center projects. Library Board requests the commissioners appoint a steering committee for the proposed library/county center and drafts terms of reference.



- Marcia reports that our project is on the radar of the Rockefeller Philanthropy Advisors, who ask about specific funding needs thru end of calendar year 2013. Bob Pond, who has prepared draft sketches of a library building, advises that a more detailed survey of GPP is necessary before more serious plans can be developed. Two bids are requested. Marcia prepares a grant application for FOL through RockPA, to fund the engineering survey. Awards will be announced in mid-December.
- Marissa is working with the Department of Health and Human Services regarding possible transfer of GPP site from town to county. The commissioners are not interested in a long-term lease on GPP land.
- The commissioners appoint nine applicants to serve on a steering committee for a library/county center. (Two year terms)
- December 2013. Sydney E. Frank Foundation (part of RockPA) awards FOL \$3,800 to cover costs of proposed survey of Granite Peak Park.
- DHHS gives go-ahead re: possible transfer of GPP site from town to county. Next step is formal transfer agreement between town & county.
- January 2014. Library County Center Steering Committee starting meeting.

***Detailed minutes can be found on the Library's webpage.
www.StillwaterCountyMT.gov/Library and then click on the Steering Committee under Featured Link's in the left-hand column.



Existing Needs

Education

- The Stillwater Pavilion can go back to its original intended use which is a dedicated 4H center with a sporting arena for students. (archery, dog training, NRA funded shooting center)
- Will allow all education resource providers to be under one roof (or at least within close proximity): MSU Extension, Stillwater County ED, Library, Museum of the Beartooths, and the Chamber of Commerce. Resource entities have many of the same space needs and often collaborate. It makes sense to share space and equipment.
- Having a community center with a large capacity seating conference area, would not only draw large crowds, but it would put us in demand as a prime location for visiting speakers not only from MSU, but from other educational institutions and subject matter experts.
- Offer a lost arts center for canning, food demos, workshop classes, homesteading crafts, etc...
- Expand MSU Extensions educational capabilities.
- Space needed for tutoring, technology teaching, and presentations.

Youth

- Communities all over the county lack sports practice facilities (wrestling, basketball, etc...)
- Stillwater County lacks places for younger generations to spend their time at. Adding a County Center will add classroom space to offer after school programs.
- Space to expand programs like STEM, STEAM, and NASA program.
- Expanded circulation with more space for books.
- Provide activities and programs for low/moderate income youths.
- State of the art high tech classrooms w/ iPads/Kindles and wifi.

Business

- Increase outreach and resource availability from the Small Business Administration (SBA) and Small Business Development Center (SBDC).
- Allow for high tech interactive training and webinars (wifi is NOT available)
- Give ample meeting spaces for organizations, businesses, and schools to utilize that we currently do NOT have.
- Draw for businesses looking to relocate.
- Space needed to provide resources for entrepreneurs.

Economic

- Increase the capabilities to offer satellite offices for Job Service to offer trainings and decrease unemployment.
- Offer a banquet facility for formal events and businesses that we currently don't have.
- Having a Public facility this is an attractant for families and businesses looking to relocate here, which will increase Stillwater's tax base to help grow our local economy. A new facility would be an anchor for the County.
- Granite Peak Park is already publicly owned and is not and will not affect the County's property tax role.
- Provide ample resources for low to moderate income residents in Stillwater. Libraries and community centers offer computers, technology, and an environment that many lower income families can't afford to have in their own home.
- Add 1 full-time facility manager and possibly 1 part-time employee. Retains 3 full-time positions at the library.

Library

Current Library Lacks:

- Teen study, work, and socialize area
- Area to hold a book sale without disturbing the entire library
- Quiet space for large meetings (anything over 10 people)
- Computers
- ADA compliance
- Technology
- Adequate space for new and old materials
- Parking
- Display areas for local artists and authors
- Ample room for reading and study areas
- Ample classrooms for trainings and tutoring

21st CENTURY LIBRARY



Importance of the Library to the Community in the 21st Century

The concept of the public library was conceived in an age of information scarcity whereas today's networked world is one of information abundance and mobility. This new world of 'information plenty' creates new, essential skills, such as the ability to gain value from information and produce new knowledge. If programmed correctly the 21st Century public library can be at the center of these changes: a trusted community resource and an essential platform for learning, creativity and innovation in the community.

Towards the end of the 20th Century people began predicting the end of the library, brought about by e-books and the search engine. However, libraries have become busier, more crowded and more urgently needed than ever before. In many places, librarians were the first to embrace the technologies that were supposed to replace them, becoming knowledgeable resources.

The front door to the library became as much of a cyber door as a physical one, bridging the digital divide by providing internet access to all. At the same time, they became a community hub for the local artists and organizations to meet and interact with their community. From inner-city neighborhoods to small rural libraries, people came to use the computer, but stayed for the sake of community and fellowship.

These changes are fostering a world of emerging possibilities in library design. In Copenhagen, library users can 'check out' a fellow citizen for 30 minutes of conversation. In Delft, touch-screen applications effortlessly connect a library card to an under used photographic archive to bring up historic photos of the user's home address. In San Antonio they are creating bookless libraries. In Colorado, classification and shelving systems are being re-invented for intuitive browsing.

Our team is very proud of its role in the process of reinventing the library. One stand-out example of this has been



HPA's work with Anythink Libraries. HPA has accompanied them on every step of their journey, from being the least-funded and least-used district in Colorado to a national example of the bright future of the public library. Anythink was recently named a Landmark Library by Library Journal and received the 2010 National Medal for Museum and Library Service from First Lady Michelle Obama.

Our team member, HPA, has also been deeply involved with the implementation of Denver Public Library's service style prototypes that resulted in the re-creation of existing as well as new branches, offering a contemporary style, a learning and language style, and a children's and a family style within each quadrant of the city. They also created the award-winning Green Valley Ranch Library, a family style service branch that focuses on the kitchen table as the center of discourse and consumption of both physical and electronic materials in the library.

Where is the next great idea in library design? The trends that we see include: libraries continuing to get greener; they incorporate flexible design; have fewer and smaller service points; they collaborate; they will continue to borrow concepts from museums; they will continue to be more retail-like; they will typically employ a minimalist ethic; and they will continue to be a vital resource to the neighborhoods they serve. We know the old rules of thumb are no longer valid. Contemporary libraries will be 1/3 designated for children, 1/3 for adults and 1/3 for teens. We have also found that "quiet" is starting to come back as an important library feature. We know the library has gone from being book centric to people centric; from book storage use centered to book use centered. In sum, we can safely state that libraries will, to some degree, stop looking like libraries, and we find that exciting.

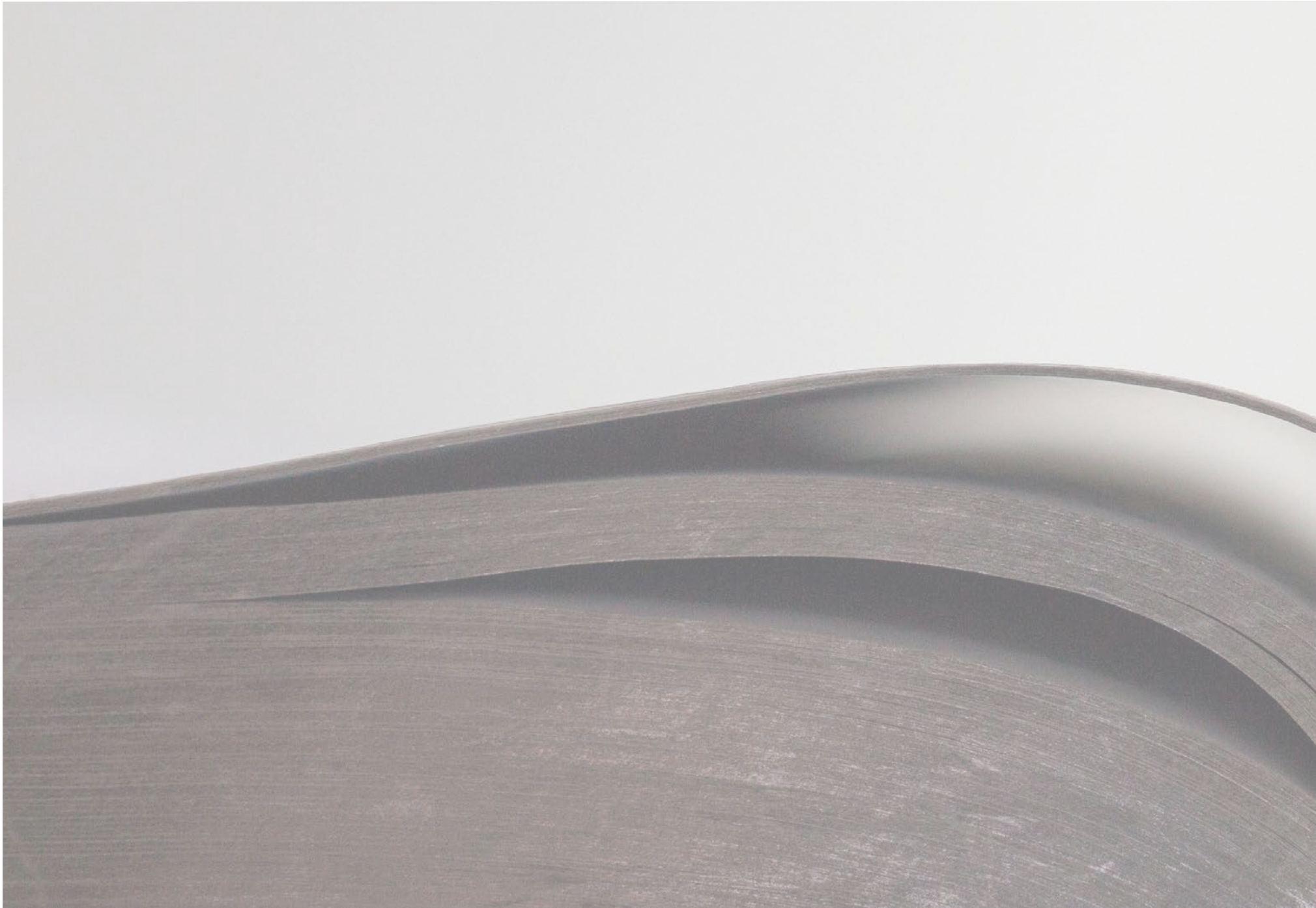
Library OF Columbus not just IN Columbus

Our libraries are acclaimed for representing their community. This process is inclusive and comprehensive. The citizens of Columbus and Stillwater County will be proud of their library. It will be the top destination places in the town.



TASK 1

PROPOSED BUILDING SCOPE



Task 1: Develop Proposed Building Scope

The Library Planning Consultant team carefully reviewed the initial programming and history, which suggested a library of approximately 6,842 square feet was required to meet the current needs of the Stillwater County with the entire building at 17,172 square feet. The team also reviewed in detail the existing library collections to better understand the future needs of the new facility. A significant number of critical deficiencies were noted in the existing library including acoustics, a shortage of shelving, lack of ability to expand on the current site, insufficient space to accommodate archival storage, etc. However, it should be noted the purpose of evaluation by the Library Planning Consultant was not to create a detailed report on the current deficiencies but focus on the needs of the future.

The Library Planning Consultant team conducted a public forum on September 7, 2016 to gather information from users of the Library and citizens of Stillwater County to better understand their desires and needs. The forum was defined as a “Mind Breaking” process referencing it as an opportunity to learn about library opportunities that are not currently offered in the Stillwater County Library in addition to referencing the significance of the process somewhat similar to the groundbreaking for a new library. The Mind Breaking process evolves as a PowerPoint presentation of nearly 150 images from other libraries in Colorado and around the world. Participants were requested to record their most exciting, useful ideas and/or their most disliked ideas on post it notes. The participants were then asked to post their comments on blank sheets of poster paper that contained the titles of the critical components of a 21st Century Library. Additionally participants were asked to list activities or tasks that could be done in a library. The Mind Breaking process resulted in the creation of over 300 comments from the approximate 60 participants in the community outreach process. Each of the comments were read back to the audience to honor their participation in addition to asking for clarification on any thoughts that might be unique to the community. A summary of the ideas are included in the ‘word clouds’ that are shown on the following pages. The larger the font on the word cloud, the more frequent the comment or word was offered. An overall word cloud is presented as well as word clouds for each of the functional areas of the library. A complete listing of all comments has been included in the Appendices.

Additionally, the Library Planning Consultant team issued a survey/questionnaire to the Library staff to better understand the strengths and weaknesses of the library’s collection, offerings and services (also included as part of the Appendices).

A program defining the nature of the various functions and spaces is included on the following pages. Additionally, it is recommended that parking be planned at a rate of 4 cars per one thousand square feet of library space resulting in the need for 80 parking spaces for a library and County building of 20,000 square feet.



Programming

A comparative analysis of libraries in other similarly sized communities in the region was conducted. Based upon input and staff sessions it appears the library could use additional spaces to accommodate new and/or expanded programs that might be unique to the Stillwater County Library.

The study team developed a recommended program for the new Stillwater County Library and County Building to respond to these needs.

The following pages represent the total square footage by space. The goal of this analysis is to define an ideal Stillwater County Library and County Building based on information collected over the course of community and staff input as well as our professional experience in similar communities. The objective is to meet the needs of the Stillwater County Library and County Building.

For the purposes of this study, NE45 Architecture with Humphries Poli Architects has produced a rough-draft program for the new Stillwater County Library and County Building to help inform the evaluation of potential sites. This program is based upon the following assumptions:

- Programming priorities based loosely upon the previous program document from Stillwater County Library and County Building.
- Target size of approximately 20,000 sf for the new library and building, with site allowance to expand over time.
- Expansion of physical collection space / quiet reading / seating areas.
- Expanding of meeting room capacity, with ability to use as a multi-use space for other functions.
- Expanding of children's collections and services, and teen collections and services.
- Children's storytime space with use of a unique "Grandma's attic" space.
- New conference room.
- New flex/makerspace.
- Computer lab with focus on technology throughout the building.
- An efficiency factor of 15% was assumed for the rough-draft program, which would typically correspond to a single story library. For a multi-story library, the efficiency factor would need to be adjusted upward to 25% to account for elevators, stairs, etc. It was more efficient with this combination of given needs of the program and site to keep the project as a single story building.
- Parking provided at a rate of 4 spaces per 1,000 sf, or 80 spaces for the initial buildout of the building. Additional parking of 13 spaces has been provided for overflow parking from the ballfield to the north as well as large events. A more detailed description of parking has been provide later in the write-up.
- Based on resounding comments from the Public.

PROGRAM ANALYSIS

Targeted Program

Stillwater Library & County Center 06.28.2016							
	Current Program	Revised SF (7' shelves)	Difference	Revised SF (5' shelves)	Difference	Revised SF (4' shelves)	Difference
Children's Area	700	700	0	700	0	700	0
Collection	2500	2430	-70	3840	1340	4100	1600
Circulation Area	600	220	-380	220	-380	220	-380
Breakroom / Kitchenette	80	210	130	210	130	210	130
Director's Office	120	120	0	120	0	120	0
Staff Work Area	180	180	0	180	0	180	0
Public Computer Cubicles	360	250	-110	250	-110	250	-110
Reading Areas w/ Furniture	300	600	300	600	300	600	300
Areas for Study w/ Desks	100	400	300	400	300	400	300
Storage Areas	350	250	-100	250	-100	250	-100
Janitors Room	100	100	0	100	0	100	0
FOL Closet	80	50	-30	50	-30	50	-30
Restrooms	250	250	0	250	0	250	0
Teen Area	500	500	0	500	0	500	0
Hallways & Common Areas (25%)	622	1565	943	1917.5	1295.5	1982.5	1360.5
Total Library	6842	7825	983	9587.5	2745.5	9912.5	3070.5

	No Bleachers			Bleachers			Targeted Program Bleachers	
	Current	No Bleachers	Bleachers	Current	No Bleachers	Bleachers	Current	Bleachers
Large Meeting/ Junior High Court	6216	4726	-1490	5070	-1146	5070	5070	-1146
Storage Area/ Stage Storage	0	500	500	500	500	500	500	500
Small Meeting Room	1008	1008	0	1008	0	1008	1008	0
Multimedia Room	500	290	-210	290	-210	290	290	-210
Demonstration Kitchen	400	400	0	400	0	400	400	0
Storage Pantry	80	80	0	80	0	80	80	0
Exterior Restroom	0	250	250	250	250	250	250	250
Main Restroom	0	470	470	470	470	470	470	470
Total Mixed Space	8204	7724	-480	8068	-136	8068	8068	-136
Ag Office	210	210	0	210	0	210	210	0
FCS Office	210	210	0	210	0	210	210	0
Admin Reception	200	200	0	200	0	200	200	0
Admin Workspace	245	245	0	245	0	245	245	0
Admin Filing	130	130	0	130	0	130	130	0
Admin Storage	320	320	0	320	0	320	320	0
Desk Space for 2	144	144	0	144	0	144	144	0
Community Economic Office	210	210	0	210	0	210	210	0
Community Economic Storage	120	120	0	120	0	120	120	0
Community Economic Admin	144	144	0	144	0	144	144	0
Hallways & Common Areas (25%)	194	349	155	349	155	349	349	155
County Development Areas	2127	2282	155	2282	155	2282	2282	155
Total Programming	17173	17831	658	19937.5	2764.5	20262.5	20262.5	3089.5

Library Collection Analysis

Stillwater Library Collection														
	Vol/lf - 33%*	# Volumes in project	% on shelf	# on shelf	Items per 7'-6" unit	Items per 5' 6" unit	Items per 4' unit	Items per 30" book bin	# of 7'-6" h units	# of 5'-6" h units	# of 4' h units	# of book bins or face-out	Design Total	# on shelf +/-
Adult														
Fiction	8.8	4695	75%	3521	158.4	132	79.2				45		3564	43
Mystery	8.8	2005	75%	1504	158.4	132	79.2				19		1504.8	1
Science Fiction	8.8	574	75%	431	158.4	132	79.2				6		475.2	45
Western	7.1	1001	75%	751	127.8	85.2	63.9				12		766.8	16
Montana	7.1	588	75%	441	127.8	85.2	63.9				7		447.3	6
American Indian	7.1	206	75%	155	127.8	85.2	63.9				3		191.7	37
Nonfiction	7.1	3651	75%	2738	127.8	85.2	63.9				43		2747.7	9
Reference	7.1	259	75%	194	85.2	63.9	42.6				5		213	19
Large Print	7.1	456	75%	342	106.5	85.2	42.6				8		340.8	-1
Subtotal		13435		10076										
Media														
DVD	13.3	886	75%	665	239.4	199.5	119.7				6		718.2	54
VHS	10.6	40	75%	30	190.8	159	95.4				1		95.4	65
Music	22.2	19	75%	14	399.6	333	266.4				1		266.4	252
Audiobooks	7.1	1403	75%	1052	149.1	106.5	85.2				13		1107.6	55
Subtotal		2348		1761										
Children's														
Juvenile Easy	17.8	2152	75%	1614		267	160.2	50			10		1602	-12
Juvenile Early	13.3	234	75%	176		199.5	119.7				2		239.4	64
Juvenile Non-Fiction	11.5	1438	75%	1079		172.5	103.5				11		1138.5	60
Subtotal		1438		1079										
TOTAL		17221		12916									DESIGN TOTAL 15418.8	

Stillwater Library Collection														
	Vol/lf - 33%*	# Volumes in project	% on shelf	# on shelf	Items per 7'-6" unit	Items per 5' 6" unit	Items per 4' unit	Items per 30" book bin	# of 7'-6" h units	# of 5'-6" h units	# of 4' h units	# of book bins or face-out	Design Total	# on shelf +/-
Adult														
Fiction	8.8	4695	75%	3521	158.4	132	79.2		23				3643.2	122
Mystery	8.8	2005	75%	1504	158.4	132	79.2		10				1584	80
Science Fiction	8.8	574	75%	431	158.4	132	79.2		3				475.2	45
Western	7.1	1001	75%	751	127.8	85.2	63.9		6				766.8	16
Montana	7.1	588	75%	441	127.8	85.2	63.9		4				511.2	70
American Indian	7.1	206	75%	155	127.8	85.2	63.9		2				255.6	101
Nonfiction	7.1	3651	75%	2738	127.8	85.2	63.9		22				2811.6	73
Reference	7.1	259	75%	194	85.2	63.9	42.6		3				255.6	61
Large Print	7.1	456	75%	342	106.5	85.2	42.6		4				426	84
Subtotal		13435		10076										
Media														
DVD	13.3	886	75%	665	239.4	199.5	119.7				6		718.2	54
VHS	10.6	40	75%	30	190.8	159	95.4				1		95.4	65
Music	22.2	19	75%	14	399.6	333	266.4				1		266.4	252
Audiobooks	7.1	1403	75%	1052	149.1	106.5	85.2			10			1065	13
Subtotal		2348		1761										
Children's														
Juvenile Easy	17.8	2152	75%	1614		267	160.2	50			10		1602	-12
Juvenile Early	13.3	234	75%	176		199.5	119.7			1			199.5	24
Juvenile Non-Fiction	11.5	1438	75%	1079		172.5	103.5			7			1207.5	129
Subtotal		1438		1079										
TOTAL		17221		12916								DESIGN TOTAL	15883.2	

TASK 2

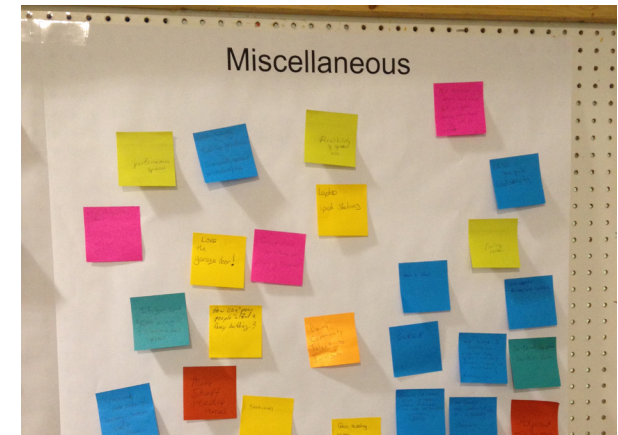
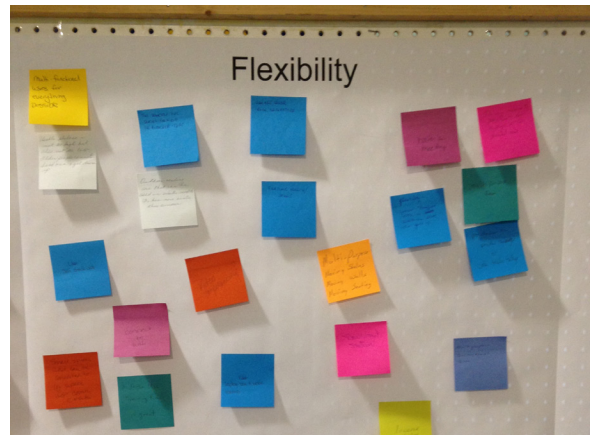
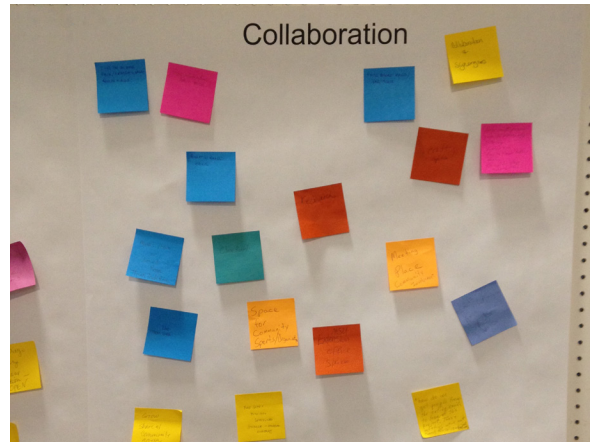
M I N D - B R E A K I N G

Mind-Breaking

The results of the Mind-Breaking sessions produced an abundance of comments which will influence the final outcome of the Stillwater County Library and County Building re-imagining process. As comments were sorted from the various groups it was clear that the citizens of Stillwater County think very highly of their library, collection, spaces, and especially the staff. When asked "What can you do in a library?" there were many fascinating and inspiring answers, but one reoccurring theme was; **Learn?**

As the design team combed through the comments, trends became apparent in the comments that can be used to help in the programming and design phases that would follow:

- Technology is important throughout the building
- Fireplaces are an essential aspect to comfort
- Reading and Shelving confirmed that an open feel with many flexible spaces is ideal.
- A space for the lost arts are important
- And finally, it needs to be a welcoming place



What Can You Do
In a Library?



Sustainability



Collaboration



Miscellaneous



TASK 3

BUILDING SITE OPTIONS

Task 3: Create - Building Site Options

A series of meetings with the Library and County Building Committee and invited community members were conducted to summarize the findings from the previous phase. We provided a draft of a conceptual Library and County Building Program outlining recommended sizes of space and collection with a projected growth for the next twenty years. Conceptual site plans, floor plans and building massing of various alternatives were presented. The conceptual drawings illustrated ideas specific to the respective functional areas of the library- ie. Children's, Teens, Adult, Technology, Local History, etc. We refer to this process as "Building Creating". This process resulted in the creation of five options on how to address the library's needs, with Option 5b being voted in and approved. The following represented the agenda for these meetings:





Long House

The Long House is also a traditional building form used in many different climates and cultures. The roof is typically a very simple, yet elegant form. The concept is based upon the program areas organized in a linear form that is typically accessed from a linear front porch or a linear interior corridor, in this case on the south side of the building with the north side opening to beauty of the landscape. The form of the Long House is easily expandable and allows each program area to operate independently of the other or in concert with each other.

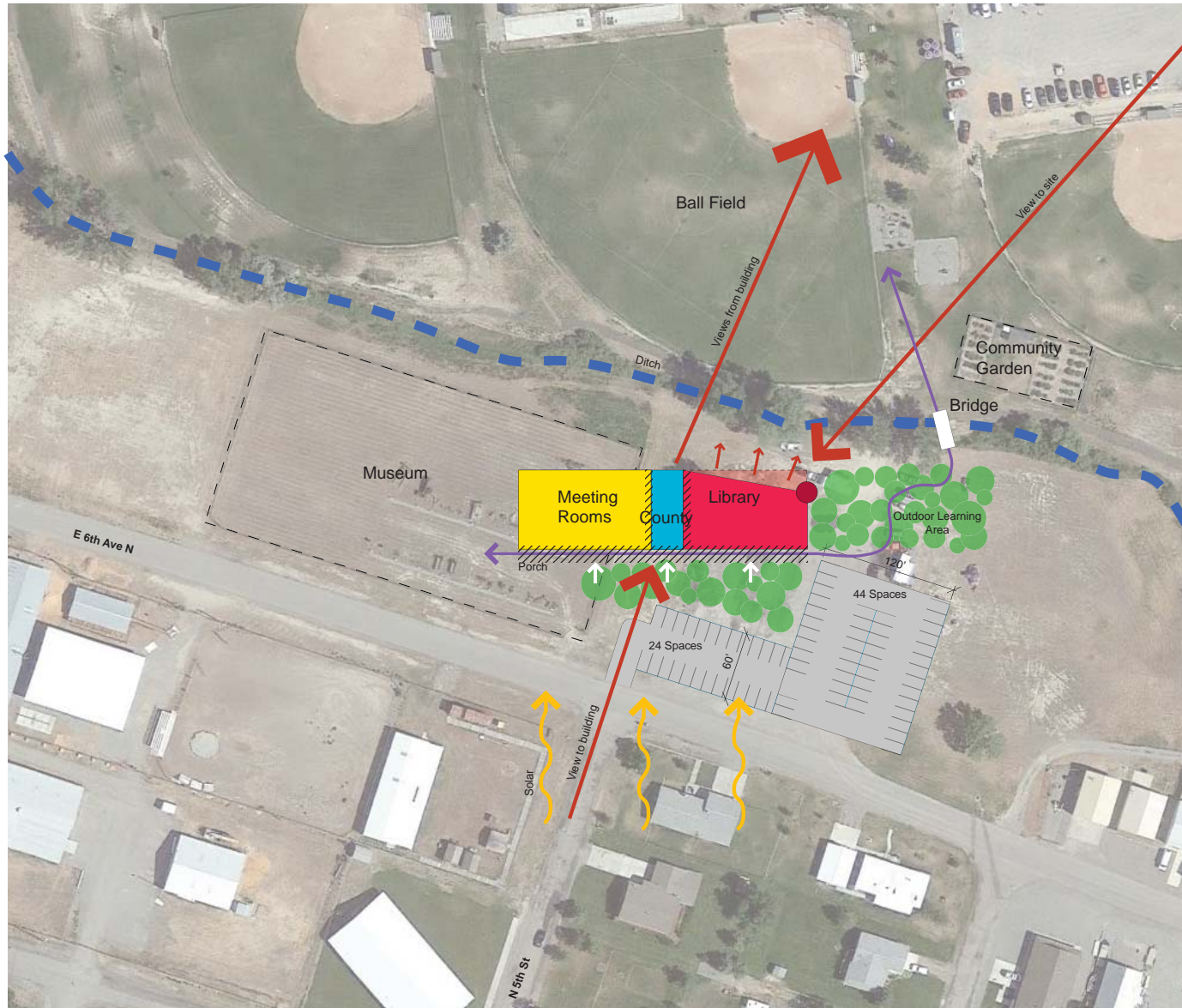


Option
1

Architectural
Precedents



Stillwater County Library County Center
25 July 2016



Option
1

Site Layout
Scale 1" = 60'-0"



The Bend

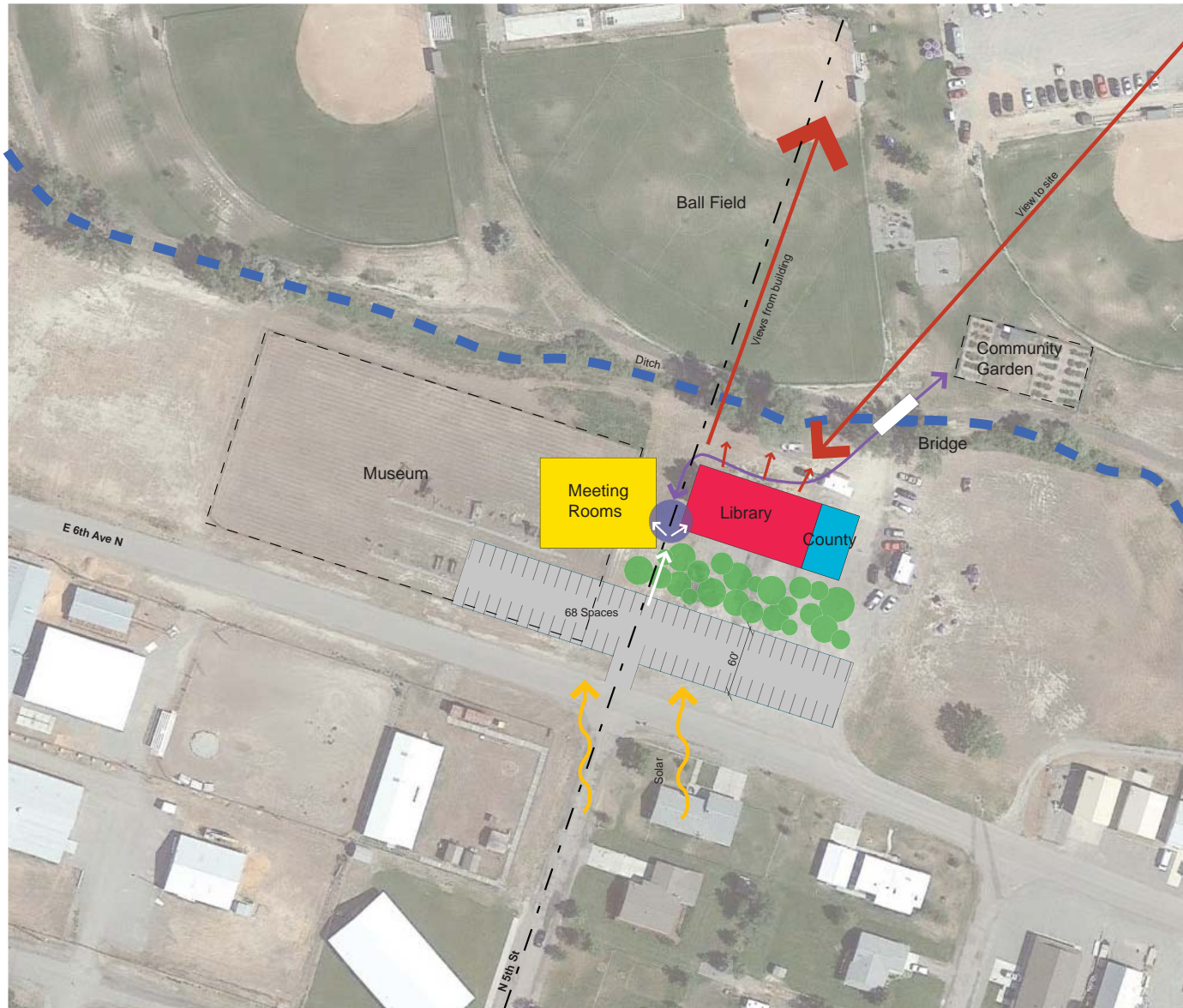
Much like the flow of the Yellowstone River, the Bend is organized along a linear pattern similar to the Long House but bends or breaks in the middle to respond to the natural patterns of the site and the landscape in the distance. The knuckle of the Bend is an entry pavilion or orientation to the entire site and the landscape. The program areas of the facility could have independent forms reinforcing the various activities within. The north side of the Bend would open to the landscape.



Option
2

Architectural
Precedents





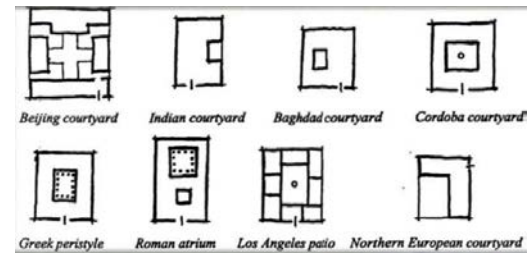
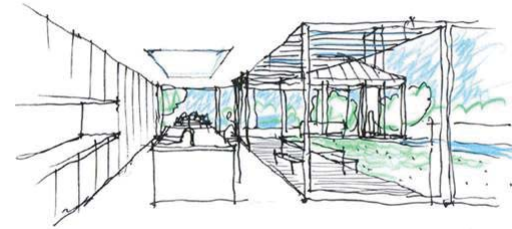
Site Layout
Scale: 1" = 60'-0"

Option 2



The Courtyard

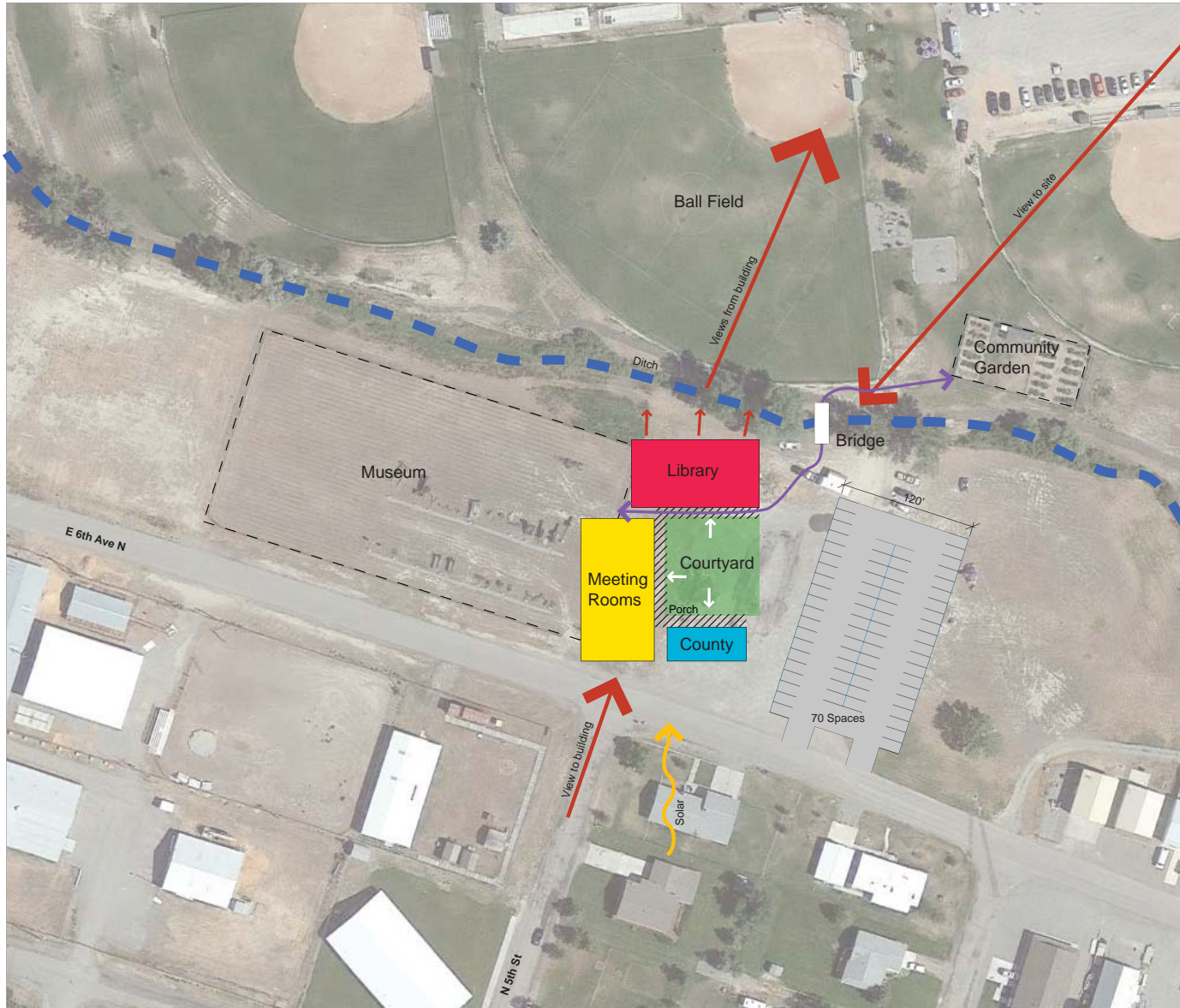
The Courtyard has historically an efficient manner to organize buildings in all climates and cultures. The Courtyard concept allows each of the three functions of the building to operate independent of one another and yet seamlessly as if one building. The Courtyard provides the orientation to the building, provides the opportunity for an extended porch focusing on a protected outdoor space common to all areas of the building. Additionally, Libraries has historically used the courtyard as a means to bring light into the building.



Option
3

Architectural
Precedents





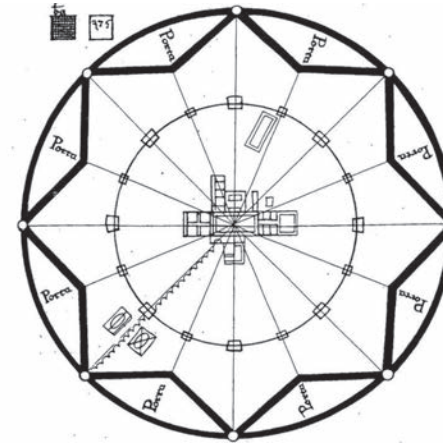
Site Layout
Scale 1" = 60'-0"

Option 3



The Object

This concept is organized around a distinguishable form or object, perhaps something common to the vernacular of Stillwater County, that is used as the "iconic" focus of the building. The larger and more flexible program areas are attached to the object with the potential to operate independently or collectively with the ability expand to the north.



Option
4

Architectural
Precedents





Site Layout
Scale 1" = 60'-0"

Option 4





Stillwater County Library County Center
9 August 2016

The Grain Elevator

The CHS Grain Elevator was one of many iconic architectural structures built in the 20th Century in Stillwater County. Although the CHS structure was recently demolished in Columbus, the memory of its dominance and importance on the Montana skyline remains and is appropriate to use as an organizing element for this facility.

In this option, the Library is a building element located on the northwest portion of the site opening to the natural areas of the site on the north, the outdoor interpretive area of the History Museum on the west and the ability to have a reading porch and children's reading garden on the south. The primary entry to the County Library County Building is in an iconic form recalling the CHS structure that is the knuckle, or connector, of the building. Potentially this structure could serve as either a common lobby or as the County Extension and Development Area Offices. The County Gathering, Training, and Recreational spaces would be organized in a building element on the east side of the site. The organization of this option allows for independent expansion of the respective programs in addition allowing for sharing of resources and independent operations.



Option
5

Architectural
Precedents

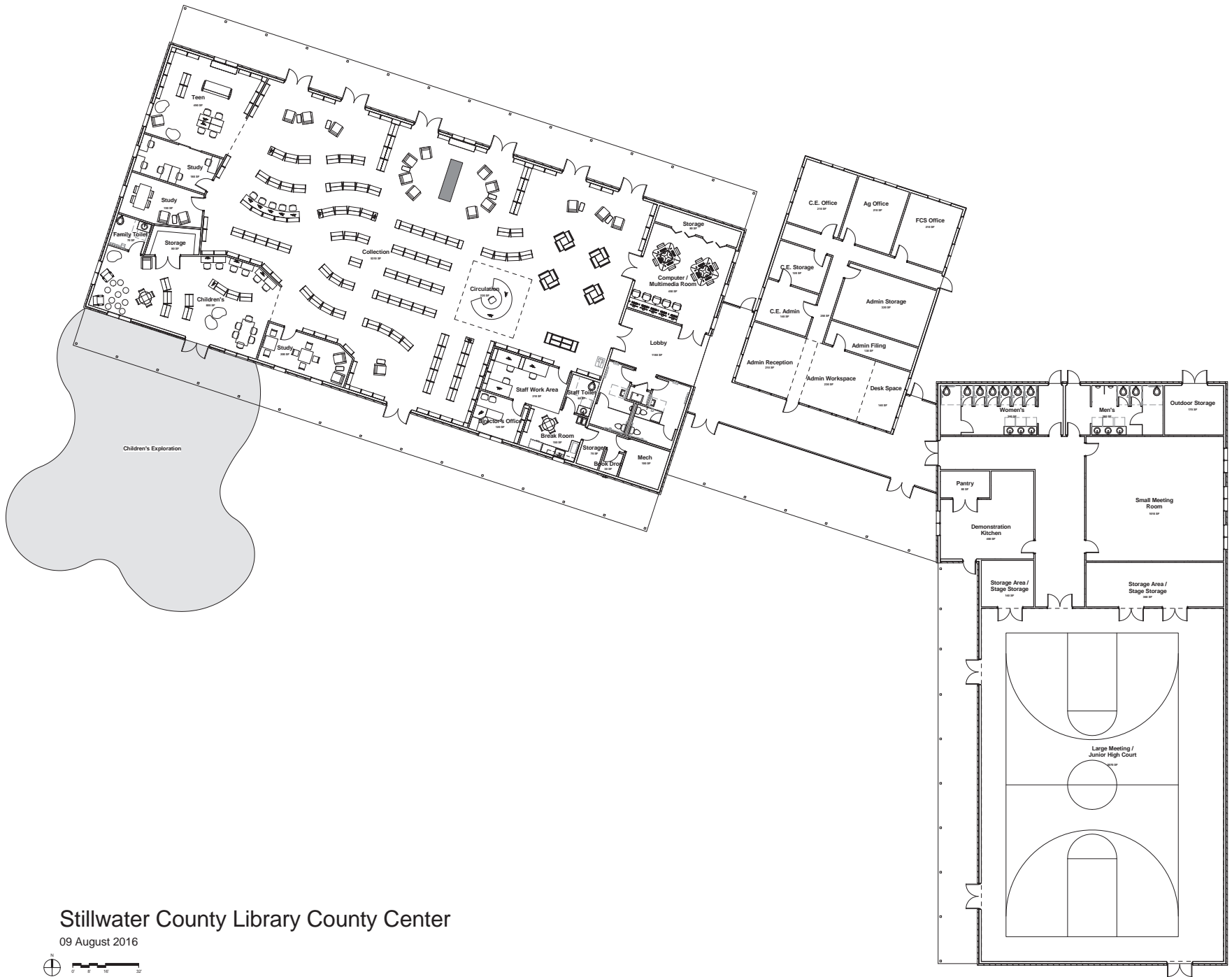




Option 5

Site Diagrams

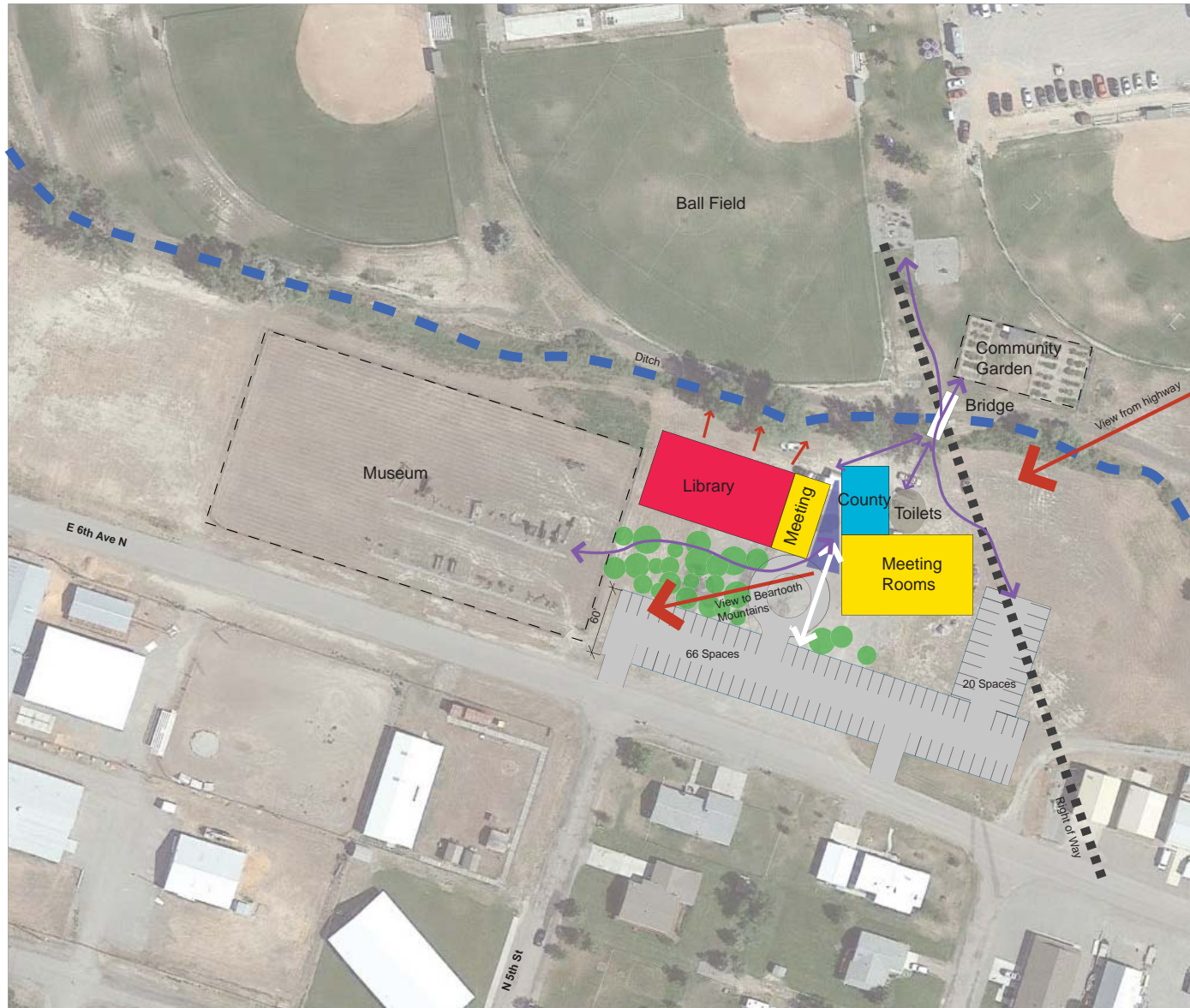




Stillwater County Library County Center

09 August 2016

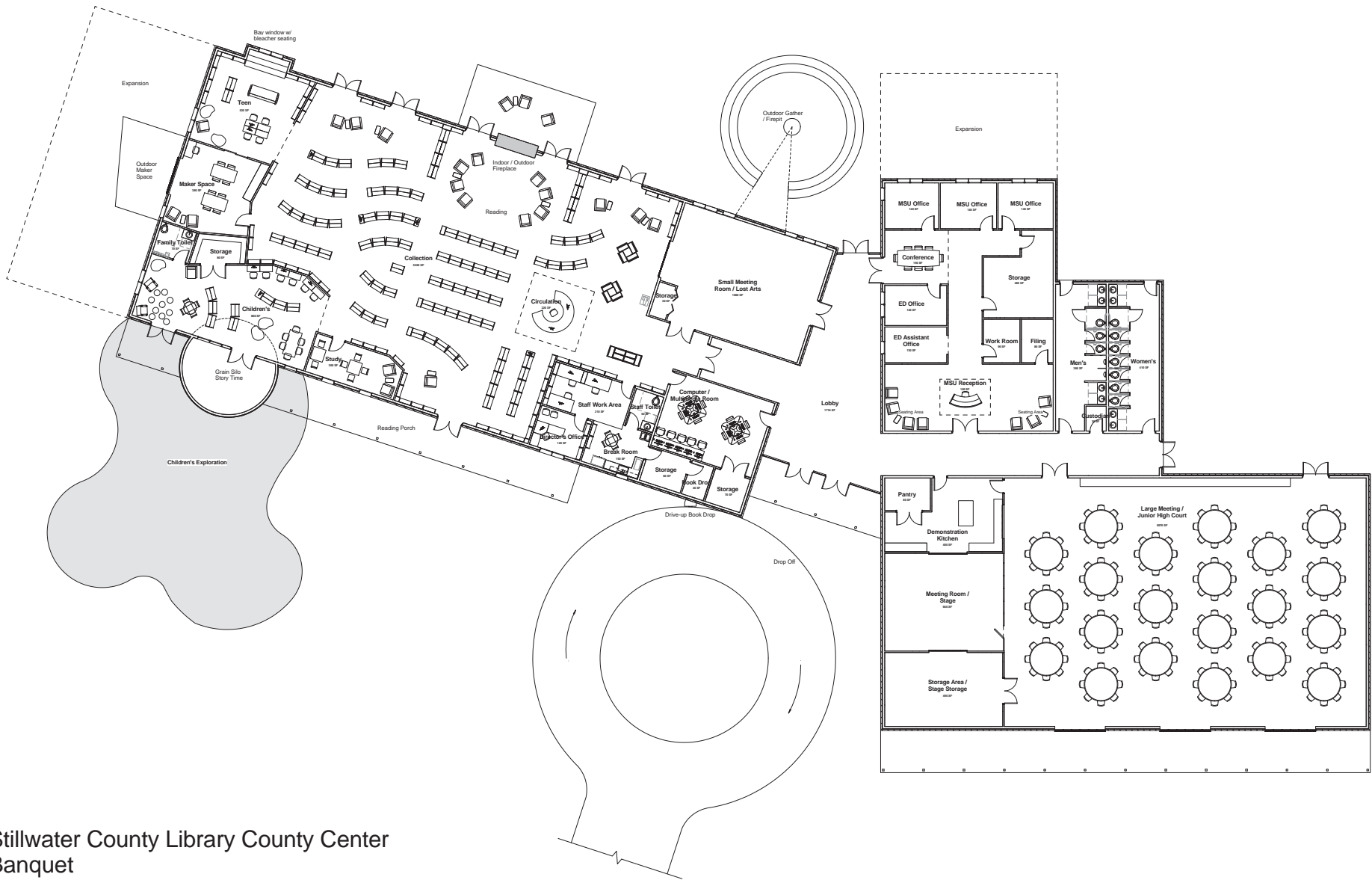




Option 5a

Site Diagrams

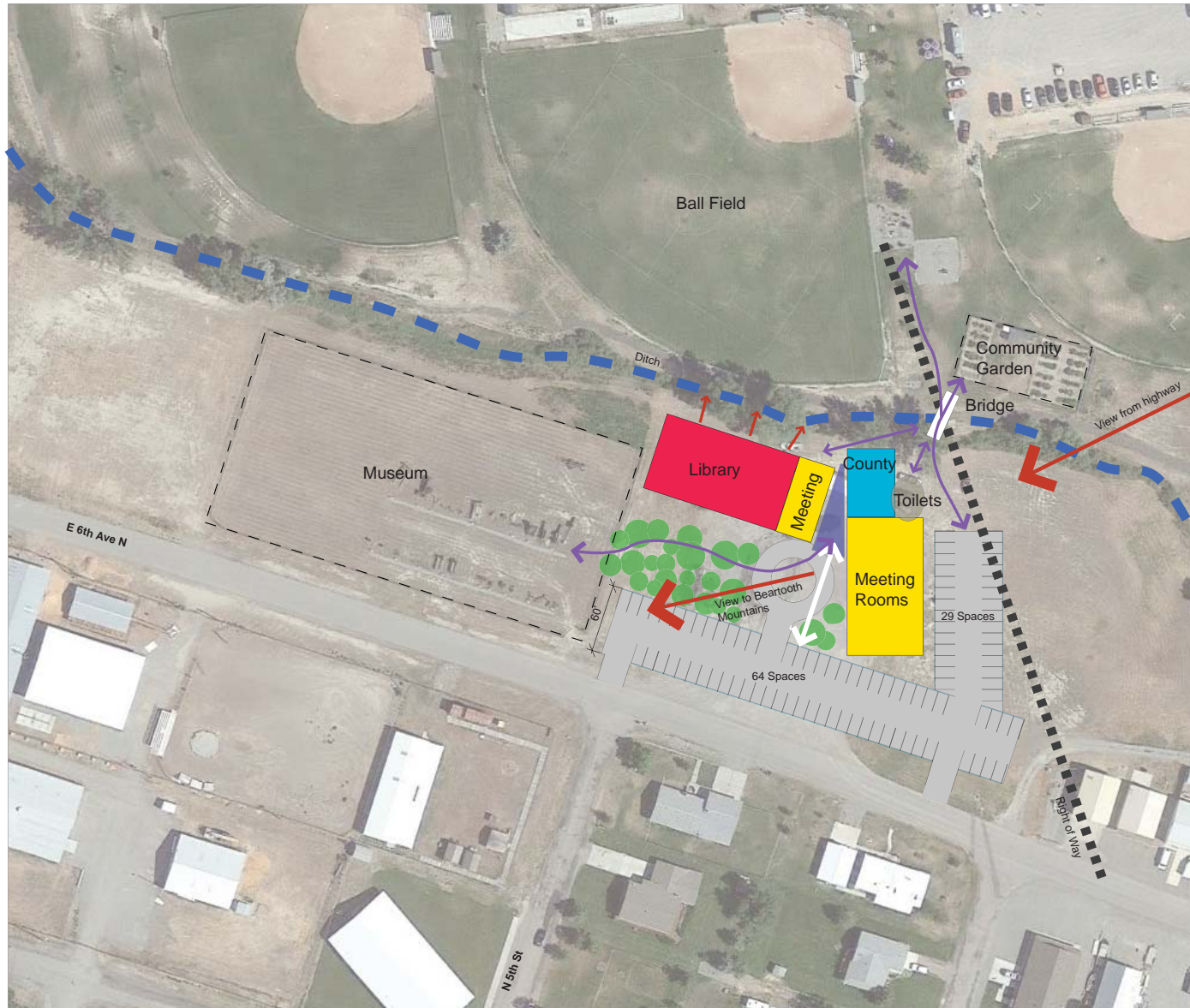




Stillwater County Library County Center Banquet

25 August 2016

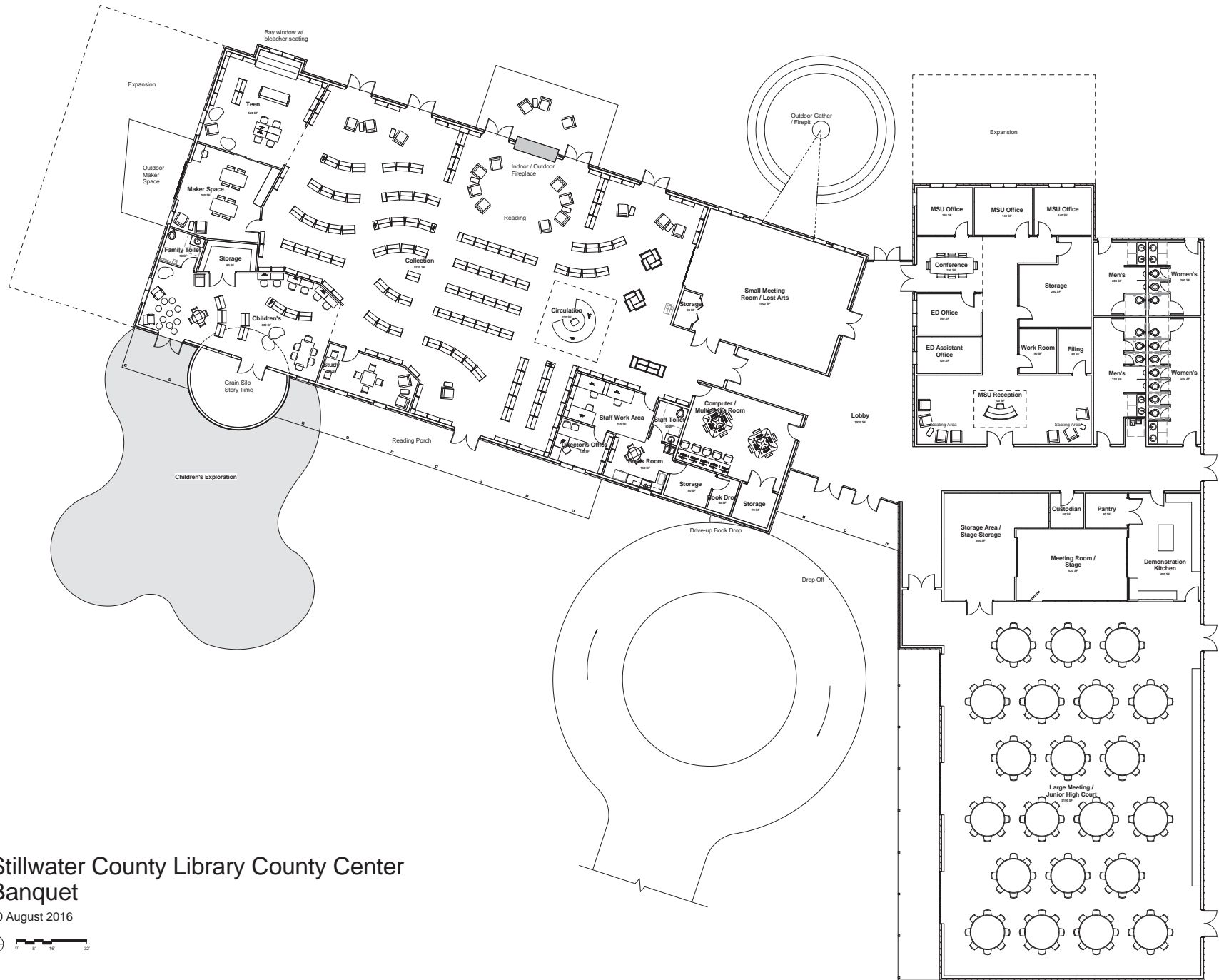




Option 5b

Site Diagrams





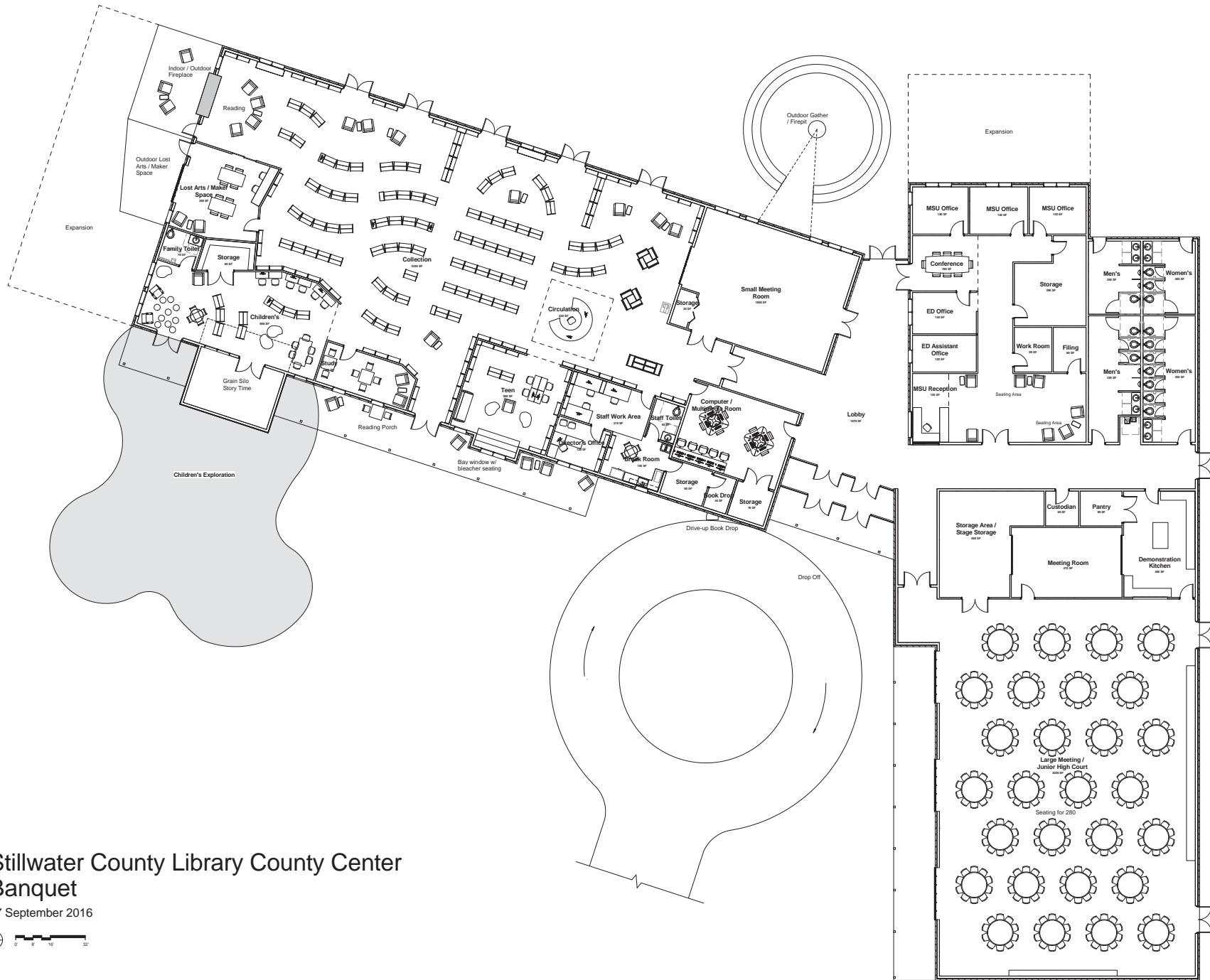
Stillwater County Library County Center Banquet

30 August 2016



TASK 4

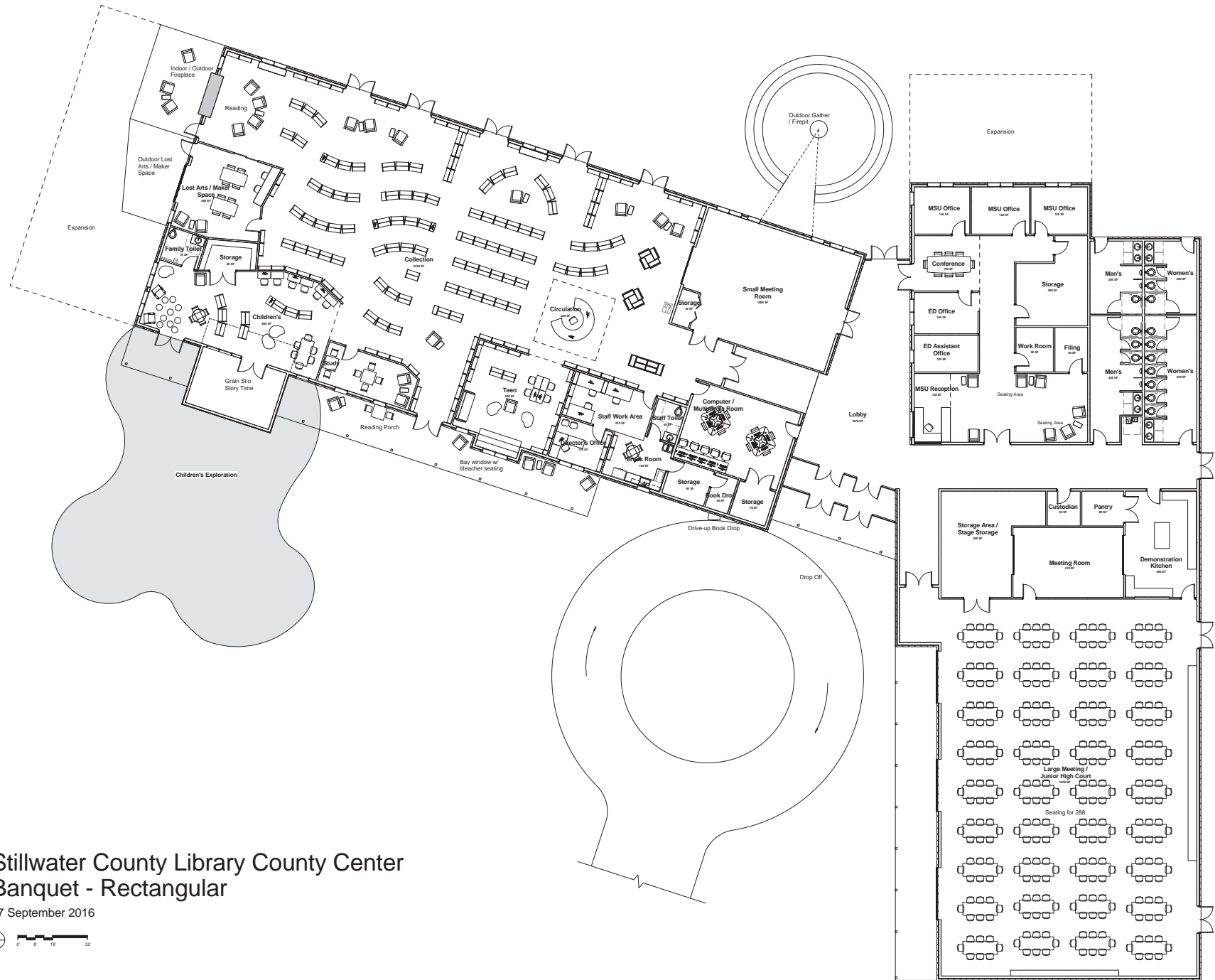
BUILDING DESIGN OPTIONS



Stillwater County Library County Center Banquet

07 September 2016

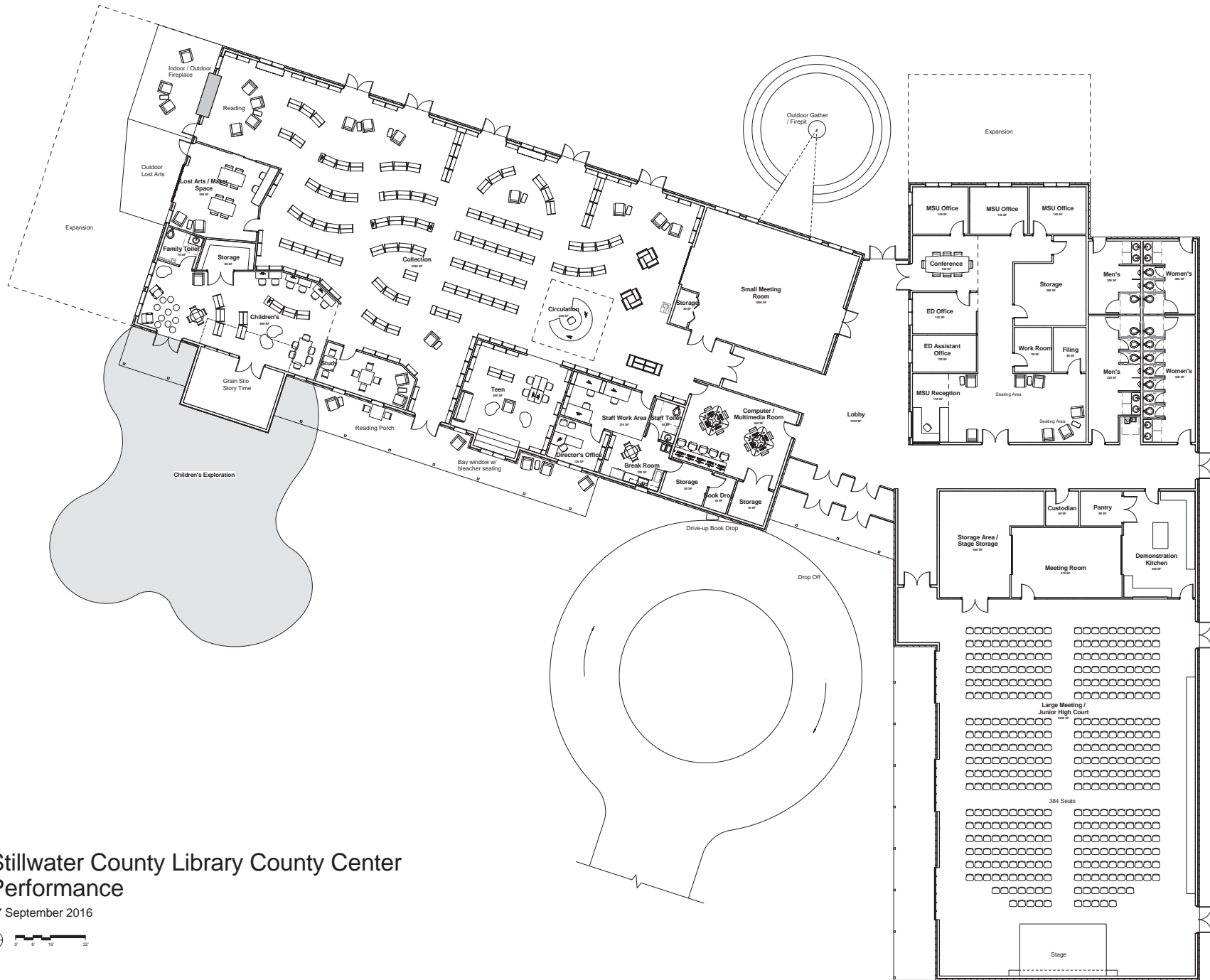




Stillwater County Library County Center Banquet - Rectangular

07 September 2016

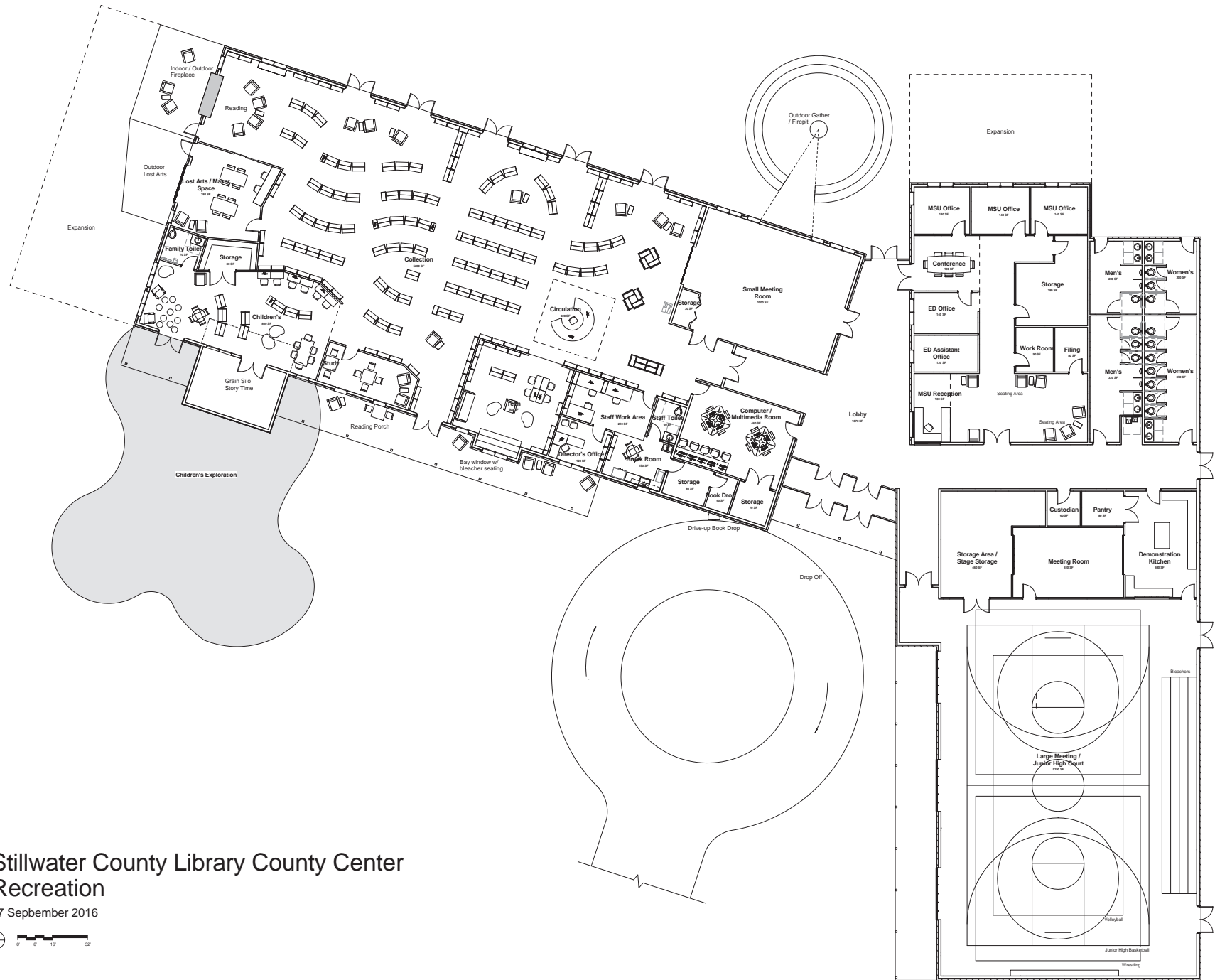




Stillwater County Library County Center Performance

07 September 2016

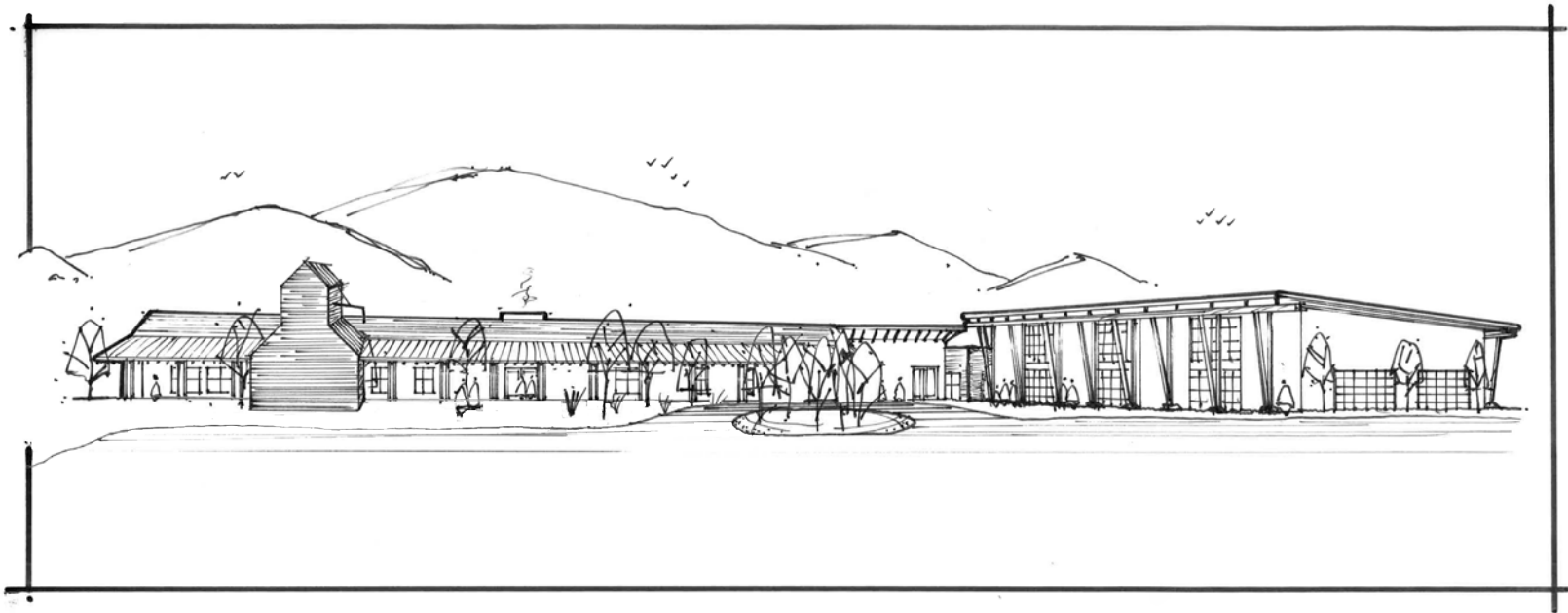




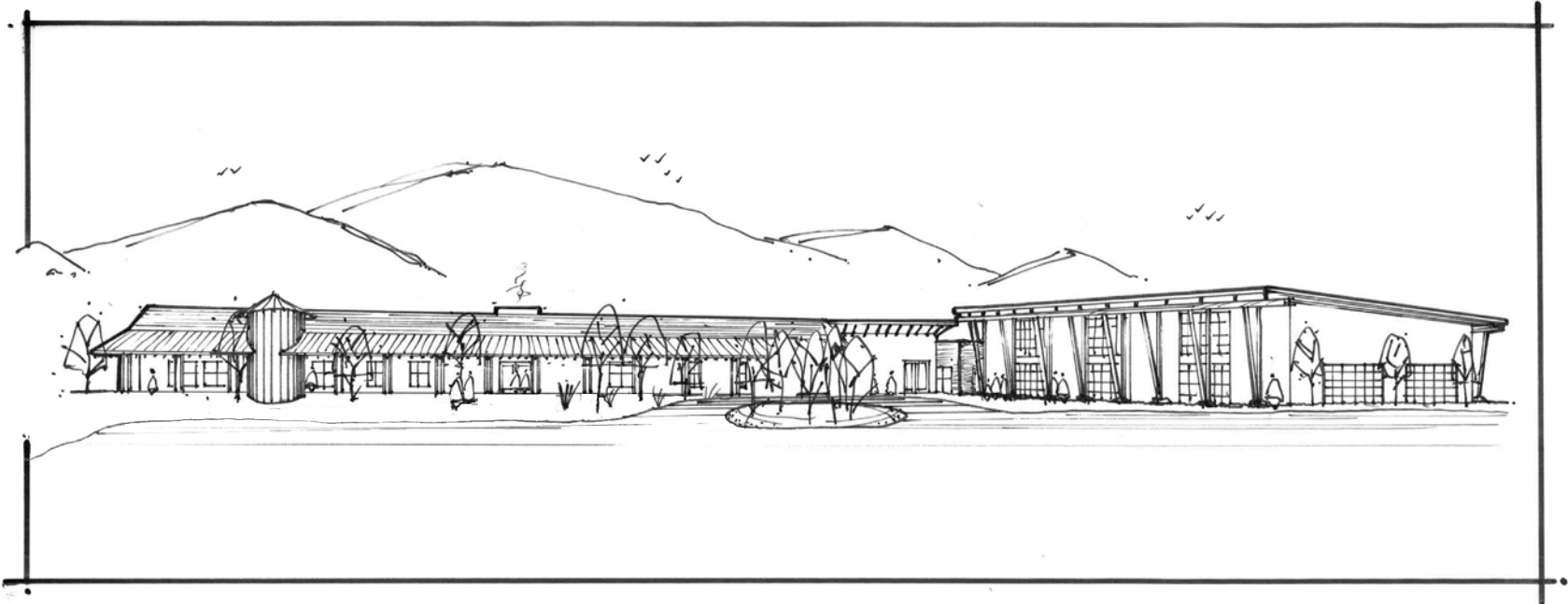
Stillwater County Library County Center Recreation

07 September 2016





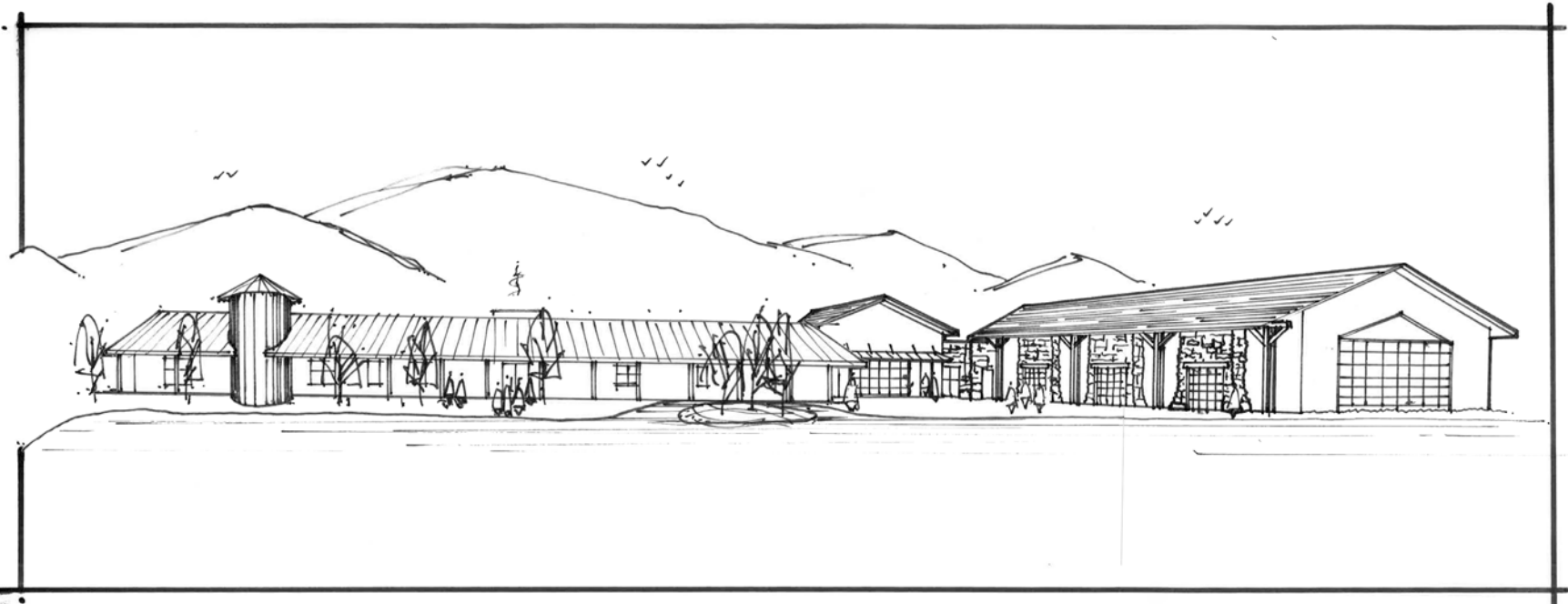
Option 1a




Option 1



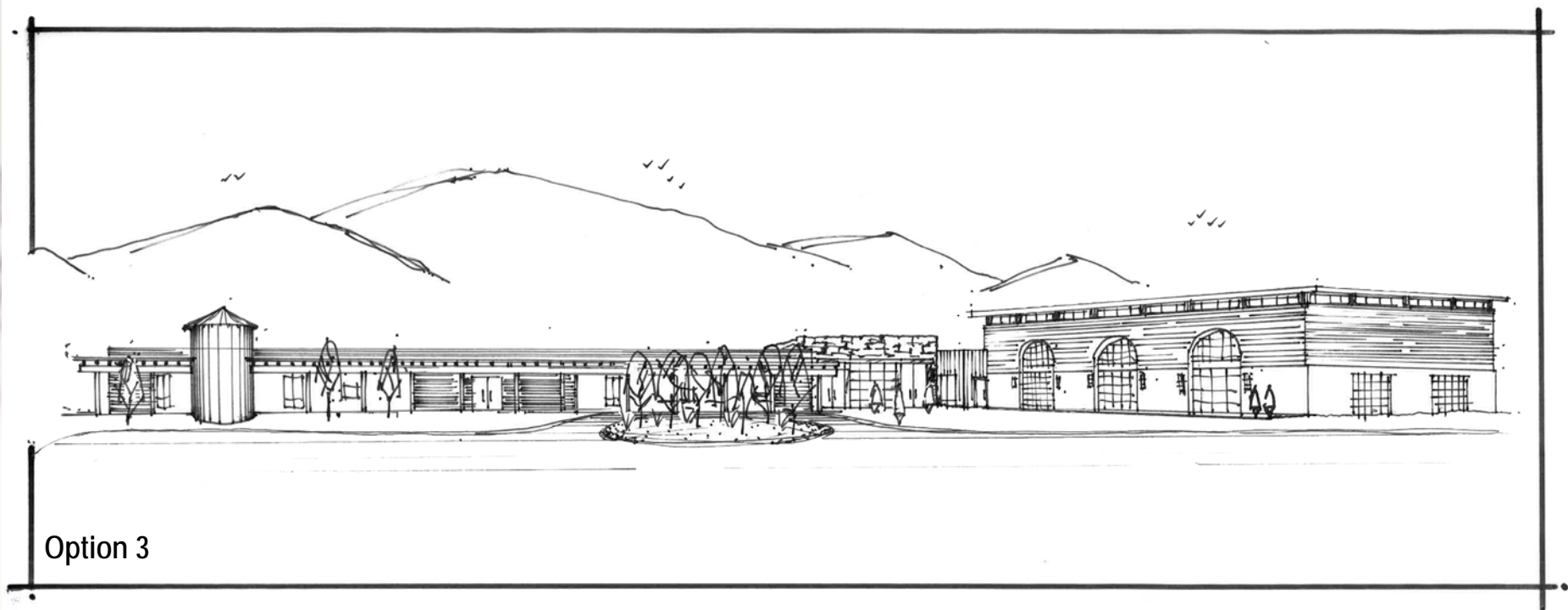
Option 2a



Option 2



Agreement-- A meeting with the Stillwater County Library and County Building Committee with community participants was conducted to summarize the findings from the previous phases and to describe a preferred option. This presentation included site plans, floor plans, and perspective sketches. The primary goal of this phase is to gain consensus on a preferred option(s). The previous designs were the different options available with Option 2a of the exterior perspectives gaining the consensus and approval vote.



Option 3



TASK 6

ESTIMATE OF PROBABLE COSTS

Task 6: Estimate of Probable Costs

Statements of probable costs have been developed for the preferred option. Since the option for the design for the Stillwater County Library/ County Building has not been completed beyond a feasibility/ concept stage, probable costs have been based on historical values from similar library projects in the Rocky Mountain West. Costs are based on a hypothetical construction start date of the first quarter 2017. In the event the project does not start until after the hypothetical start date, we would recommend budgeting a 5% per year cost escalation for inflation. In the building option we attempted to provide a total project budget considering such things as design fees, contingency, supplemental collection/library materials and technology.

Statement of Probable Costs for the Preferred Option

Library spaces		Contingency @ 10%	
9,588 sf x \$230/sf	\$ 2,200,000	Subtotal	\$ 510,000
Library Technology			\$ 5,610,000
9,588 sf x \$10/sf	\$ 96,000		
Library Fixtures, Furnishings, and Equipment		Project Development Costs @ 15%	
9,588 sf x \$25/sf	\$ 240,000		\$ 840,000
Library Total	\$ 2,536,000	Building Permits, GC Profit	
Multi-Use spaces		General Conditions, Architecture	
5,070 sf x \$170/sf	\$ 860,000	and Engineering Fees, Taxes,	
Multi-Use Technology		Insurance	
5,070 sf x \$10/sf	\$ 51,000		
Multi-Use Fixtures, Furnishings, and Equipment		Total Project	\$ 6,450,000 (2017)
5,070 sf x \$25/sf	\$ 127,000	5% increase/yr. =	\$ 6,773,000 (2018), \$ 7,112,000 (2019)
Multi-Use Total	\$ 1,038,000		
County Office spaces			
5,280 sf x \$200/sf	\$ 1,050,000		
County Office Technology			
5,280 sf x \$10/sf	\$53,000		
County Office Fixtures, Furishings, and Equipment			
5,280 sf x \$25/sf	\$ 132,000		
Office Total	\$ 1,235,000		
Site development	\$ 200,000		
Opening Day Collection	\$ 50,000		
Way Finding	\$ 30,000		
Subtotal	\$ 5,100,000		

Site Development costs include those elements of a project that are beyond the normal costs of surface parking, access, utilities, and landscaping. Specific to this site include off-site improvements, including items such as potential drainage and bridge improvements.

TASK 6

FINAL BUILDING DESIGN

Envision a Great Community (Library and County Building)

The Stillwater County Library's needs have long exceeded the capabilities of the current library facility. The existing library was built to store books whereas programs and services that have evolved since the library's original construction have resulted in a crowded and highly inefficient use of space. The need for a new Library is eminent in order to serve the County's needs.

The Stillwater County Library is such an institution desiring to safeguard and enhance its position in the community as defined by the Library's mission statement. Enabling the Stillwater County Public Library to continue to fulfill new roles will require community leaders, civic partners, and librarians to share new visions for what the library can be. To meet the needs of individuals, the community and the nation in the knowledge society, the Stillwater County Library must be thoughtfully imagined through this process. We are confident that innovations or changes to the library built on the old distributed model of the lending library will not suffice. What is needed is a new level of interdependence the community and the library will embrace together.

The sizes, shapes, and resident expectations of our communities are changing. Demographic shifts, technological advances, and globalization of our work and life are making our communities more vibrant, continually evolving, and, therefore, ever so challenging. The resource economy that we have relied on for such a long time is being replaced – and rapidly – by a knowledge-based economy. The economy is no longer about land-bound natural resources. It is now about human resources. This means that Stillwater County has to compete with places throughout the state and the region for resourceful residents it wishes and needs to attract.

This report documents the results of an intensive community engagement process to plan a new library of approximately 10,000 square feet, to be located in Columbus on the south edge of Granite Park, to serve the residents of the County. The library is one component of a new one story mixed use building envisioned to be the "civic gathering" place for all residents of Stillwater County. The Library will feature the following opportunities to residents of all ages:

General- The design of the new Stillwater County Library draws its inspiration from the past, present and future visions of the County. The open and highly flexible floor plan with have minimal columns and interior walls that would restrict the opportunity to adapt to new trends and technologies. An abundance of Montana sunlight will be brought into the building through generous areas of windows in perimeter and interior wall in addition to daylight from a combination of clerestory windows and solar tube skylights. An expansive reading porch along the front, or south facing elevation, of the Library will buffer the sun in



the summer and serve as a welcoming gesture to visitors approaching the building. Exterior materials will recall elements of the past while simultaneously referencing buildings in the vicinity of Granite Park, in addition to being low maintenance and highly durable. Interior finish materials in the Library will recall those of the former Columbus grain elevator and well as those to reinforce a new generation of creativity and durability. The attention to and appropriate ceiling height and roof pitches are important for heating and cooling the building while making sure snow build up is addressed. The roof over the County program is a low slope roof so that mechanical units can be placed at a central location to have the proper duct runs throughout the building.

Adult Collection/Reading Spaces- The Adult collection of books, music, video and artifacts will be displayed in low shelving throughout the center of the reading room to encourage patrons to browse and discover the storied parts of the collection. Shelving will be arranged to create nooks for reading and study. Taller shelving using the top shelves for display will be used along the perimeter of the space. Reading areas will be defined by tall ceilings with natural finishes and an abundance of daylight recalling the reading rooms of past while also reinforcing the use of technology. A quiet reading area with a fireplace featuring an expansive concrete hearth is located in the far northwestern corner of the library offering dramatic views to the landscape. Lighting throughout the collection will be provided through a series of direct/indirect fixtures. A group study room is also available to allow readers and those wishing to research in a quieter environment.

Children's Library- The Children's Library will feature interactive play and learning spaces in a space separate area adjacent to the Adult Collection. The scale of this area will be more child-like with playful interior finishes. Access to an outdoor reading and discovery garden will be available. A family sized restroom will be positioned within the Children's Library for immediate access. A focal point of the space will be the story time area recalling the former Columbus Grain Elevator demolished a few years back. This story telling room will offer an acoustically separated space with dramatic use of natural materials and light. This iconic image will positively influence the community's youth for generations. Additionally, a storage room for supplies and to also serve as a puppet space will be created. An area for computers with children's proportioned keyboards and programs will also be a highlight of the space.

Teen's- A semi –enclosed Teen space will be designated for young adults near the library's entry and adjacent to staff areas. The Teen area will be a semi-enclosed space to encourage study and individual discovery. A window seat featuring cushioned stadium style seating will create a place for collaborative engagement. The space would be designed using ideas from the youth of the community.

Small Meeting Room- A small flexible Meeting Room has been located near the entry to the Library.



- Multi-Use Program
- County Program
- Library Program
- Building Services

The space will feature digital technology to facilitate presentations for up to 70 people. The room will be accessible from the lobby in order to also be available to the building users during hours when the library is not open. Additionally an overhead door common to the Adult Reading Area will allow for use of the space by the general public for reading/study when the Meeting Room has not been programmed for meetings and events.

Computer/Multipurpose Room- A computer/multipurpose room is located near the entrance to the lobby to serve library users needing internet or computers with specialized software access during visits. The space would also be used for training new computer skills in a classroom type setting. The space is also accessed off the building's main lobby to be used during hours when the library is closed.

Makerspace/Lost Arts- A dedicated Makerspace has been located at the western edge of the Adult Reading area. The space would feature flexible furniture, a resilient floor, and electrical drops from the ceiling in addition to built-in storage compartment in order to secure equipment. The space would open to the exterior to allow for the exploration of 'lost arts' and other types of activities more appropriate scale to the outdoors. The room would be enclosed with glass partitions to allow for complete transparency inviting library visitors to discover new skills.

Staffing and Operations- We anticipate that as a result of the efficient planning and layout, the library could be served on a daily basis with a minimal increase over current staffing levels. The main centralized service desk will greet visitors near the Library's entrance with visual surveillance of the entire library. The staff workroom will be immediately adjacent to the service desk to include glass partitions allowing staff to serve the desk during peak demands or perform processing tasks during the slower hours of the day. The Children's area would be served from a remote service desk or 'perch' during the busy periods of the day. Our experience suggests that when a library with the expanded features being offered by this proposal is available to the community there will be a much greater demand on the duration of operating hours being requested by patrons resulting in the potential for requiring additional staff. Designated staff areas within the proposed library also include a break room to allow for down time and a separate staff restroom. The operating costs associated with utilities, maintenance and related costs for the new 10,000 sf library should be similar to that currently being experienced in the nearly 6,000 sf existing library. Through the use of a highly efficient building envelope and reduced energy costs due to efficiency of new lighting and mechanical equipment we believe the new library will operate at an approximately 50%-75% reduce square foot cost over the existing.

Outdoor spaces- The placement of the new Library/County Center in Granite Park allows for great visual



I-90 Highway

N 9th St.

E 6th Ave N

5th St.

View Looking Northeast



and physical connections to the outdoors. A drive up book drop will be accessed from the parking lot to accommodate those wishing to return books without having to park their car and unstrap children from car seats, etc. As previously mentioned a front porch will serve as a welcoming gesture but also feature rocking chairs to allow library users a 24/7 digital connection to the library. A children's exploration Garden will be whimsically enclosed with fencing and planting to allow for a secure outdoor experience. There is also a planned allocation of space to the west between the History Museum's collection of agricultural equipment and the Library to facilitate future expansion and to provide an outdoor maker space. An outdoor fireplace has been located near the indoor quiet reading area to serve as an indoor/outdoor fireplace. Finally, an outdoor gathering place has been designated on the north side of the building to allow for the showing of movies along with a gas fire pit to encourage summertime story telling activities. The building will not only harmoniously fit within the environment of Granite Park but will also encourage the indoor/outdoor connection of activities.

Parking- We did an analysis of parking in which based on 17.92.020 of the Columbus, MT zoning code of required parking spaces for a commercial, public use with 1:500sf + 1/ employee, we are required to have 42 min. spaces with another 10 for employees with a total of 52 spaces with 2 additional for min. handicapped spots. We have provided 93 spots including 5 that are handicapped. We provided more than required in order to allow for additional parking from the ballfield above as well as any movement of the programming square footage from the concept phase. We hope that will also create an increased use of the facility with the symbiotic relationship with the park and its uses.



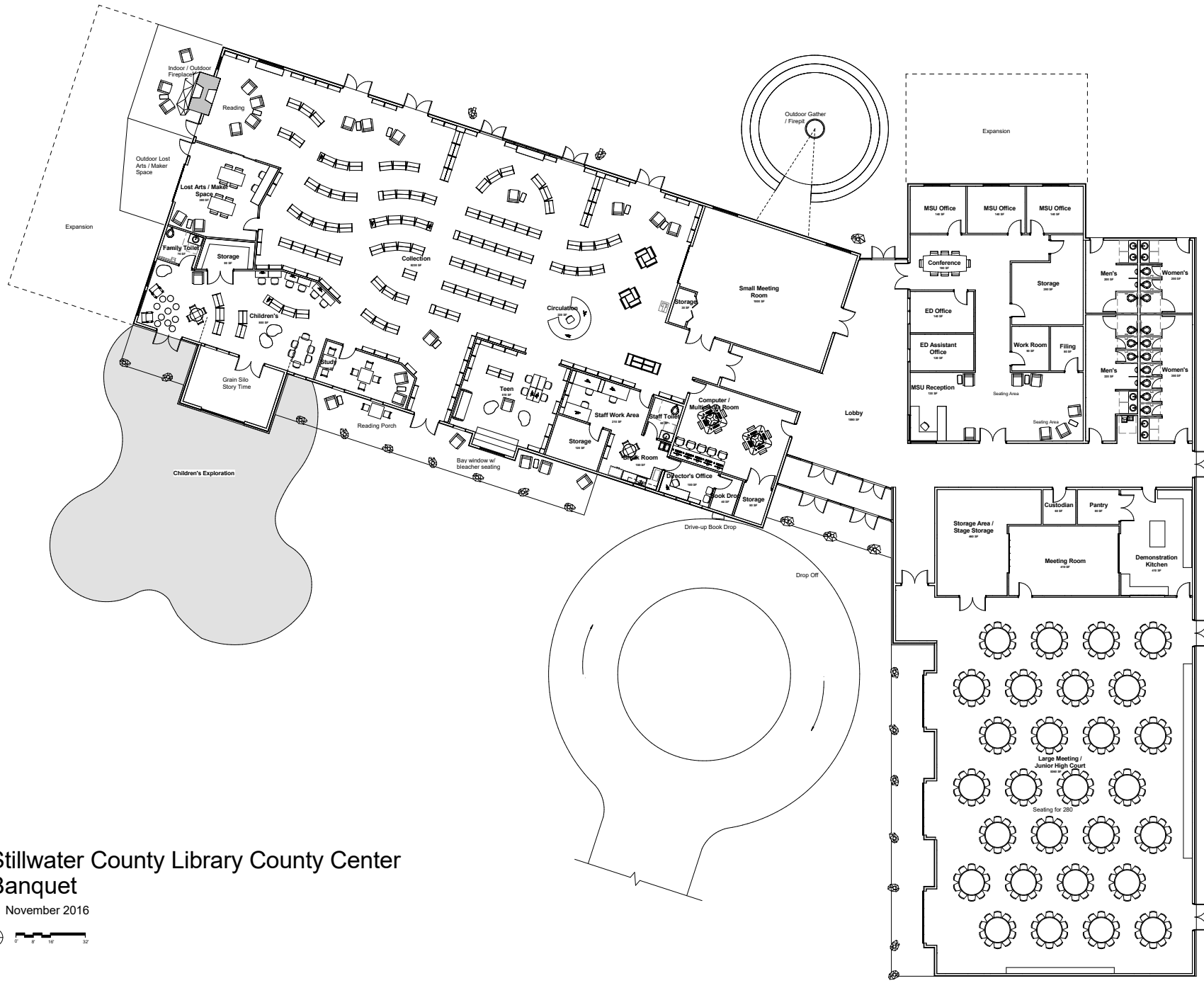
View Looking at Main Entry



View Looking Northeast



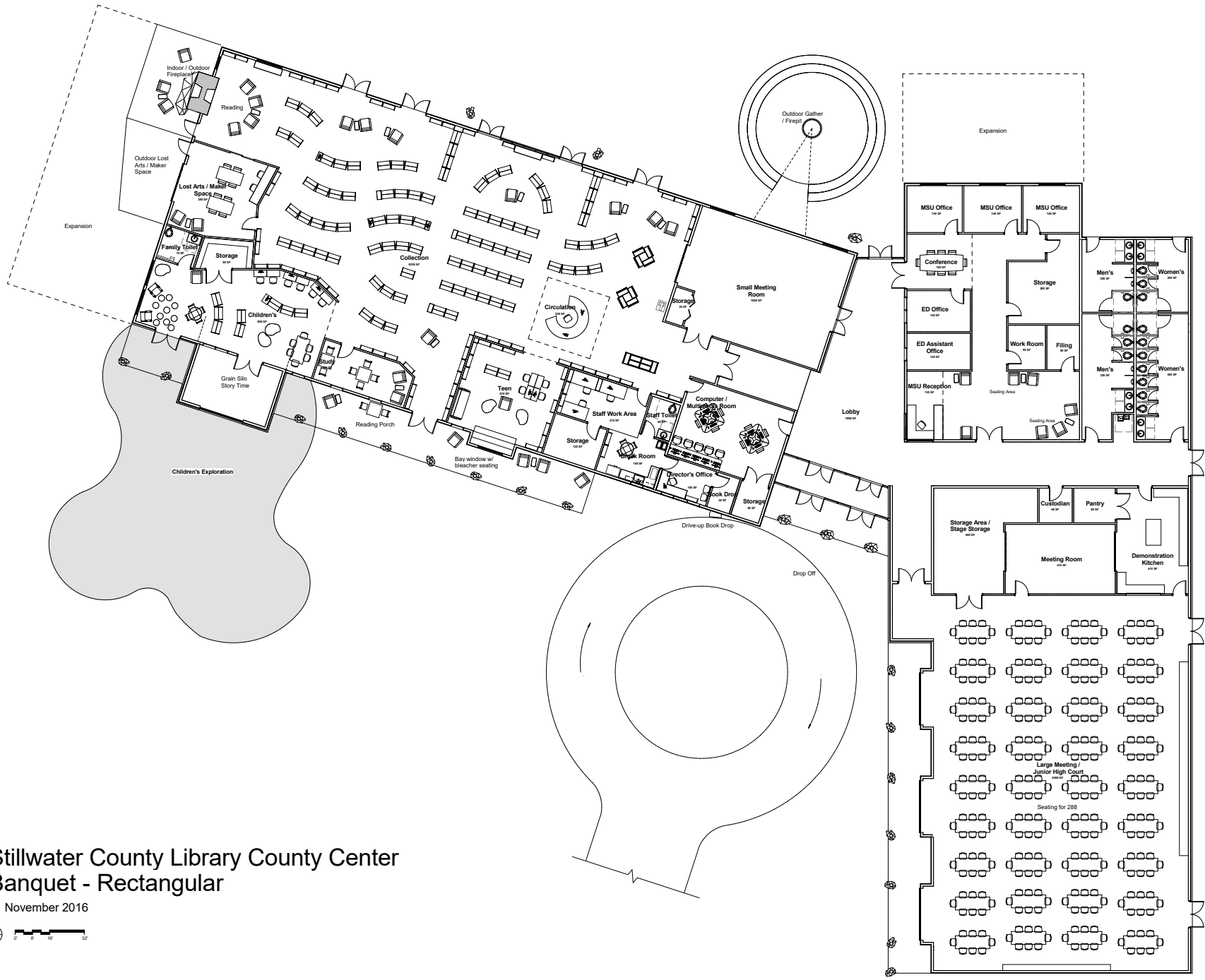
View Looking Southeast



Stillwater County Library County Center Banquet

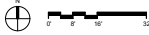
01 November 2016

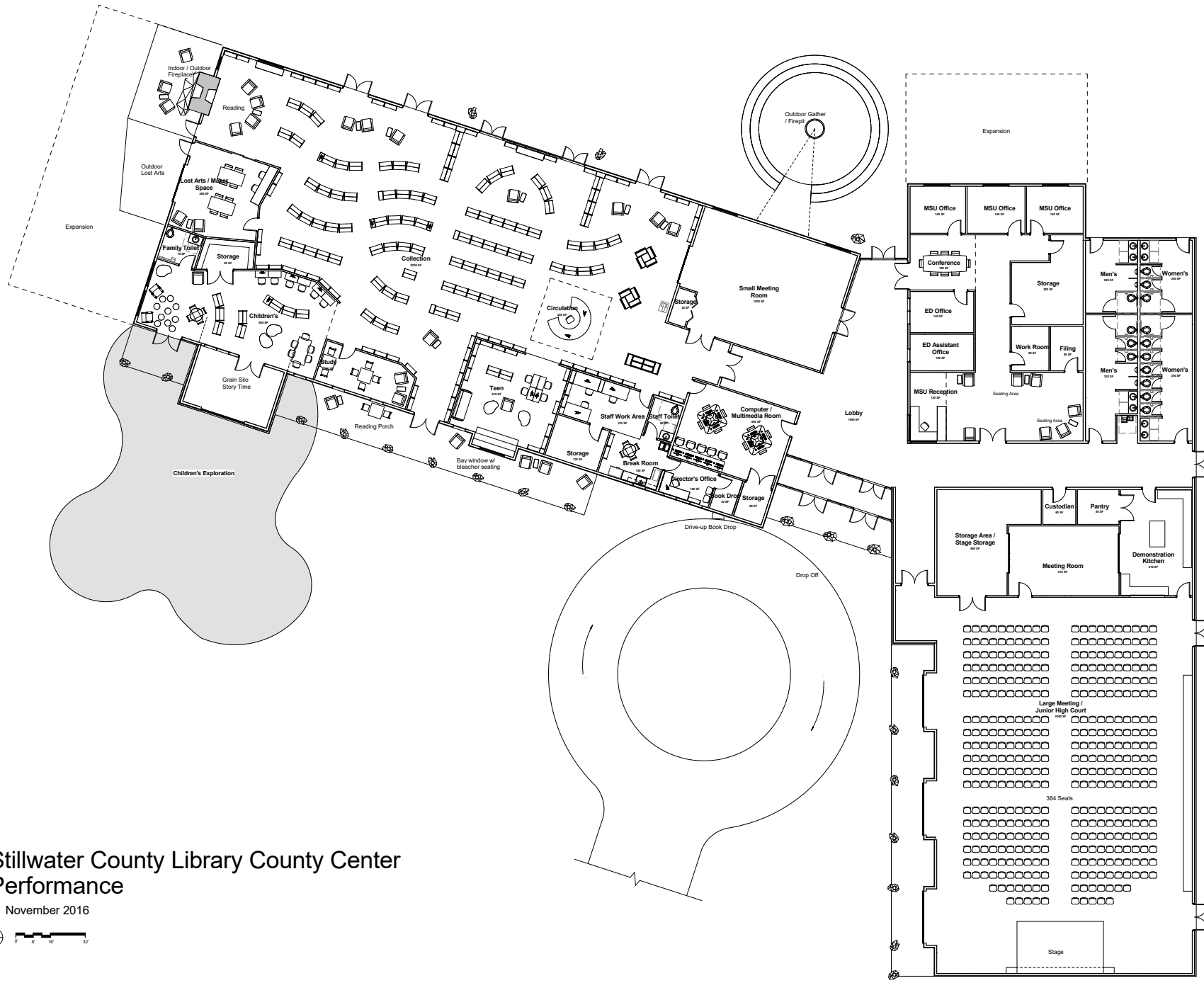




Stillwater County Library County Center Banquet - Rectangular

01 November 2016

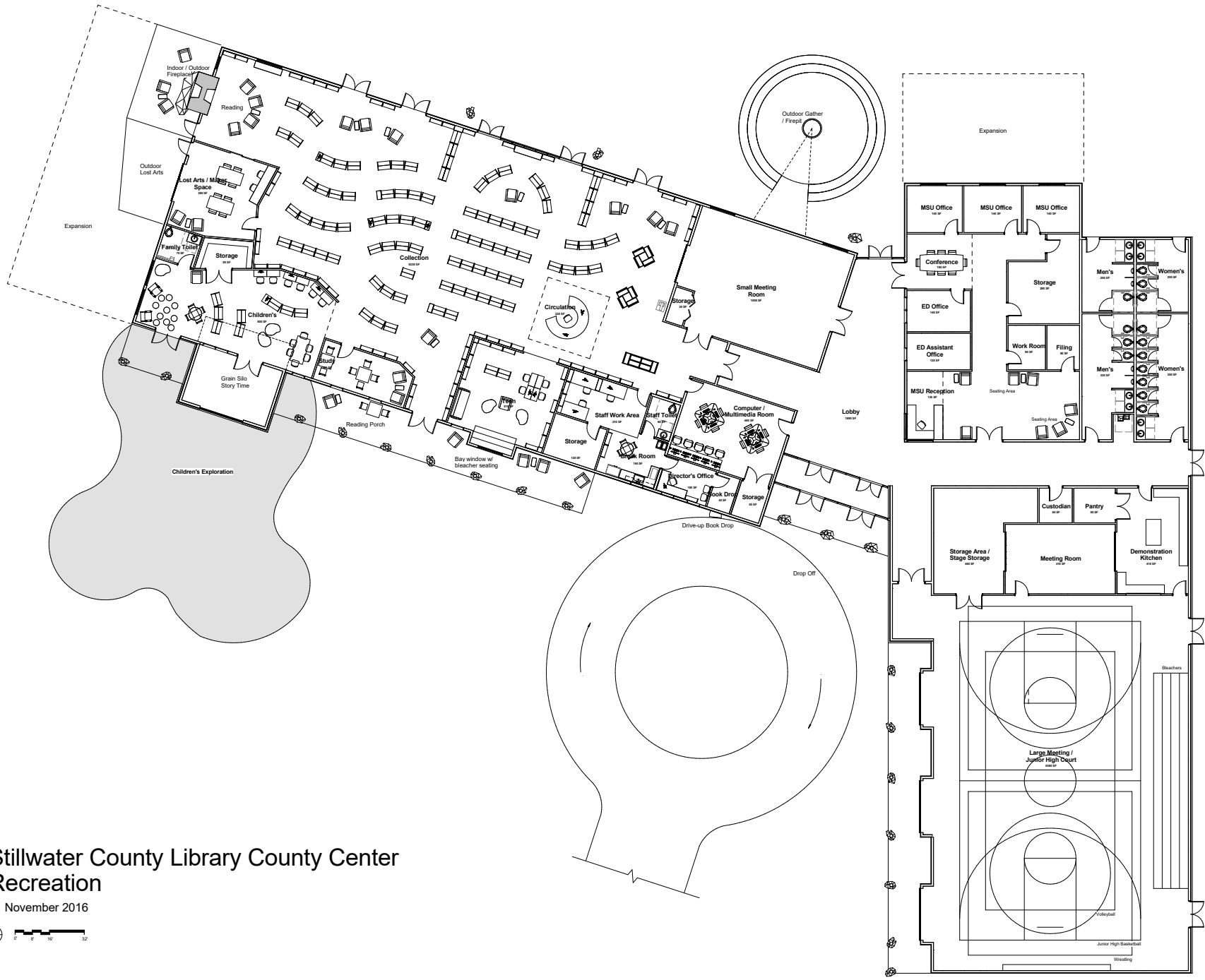




Stillwater County Library County Center Performance

01 November 2016

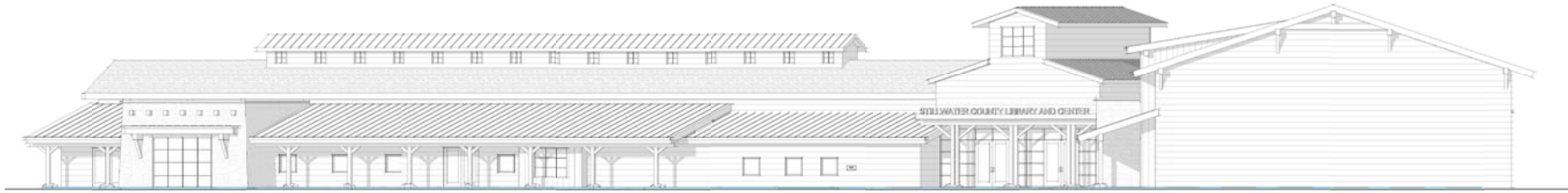




Stillwater County Library County Center Recreation

01 November 2016





South Exterior Elevation



West Exterior Elevation



North Exterior Elevation



East Exterior Elevation

CIVIL RECOMMENDATIONS

Task 8: Civil Recommendations

City Water and Sanitary Sewer

The City sanitary sewer is nearby, less than one block away. The main will need to be extended in order to serve the Library. Adequate depth of the main will need to be verified in order to serve the Library with gravity sewer main and service. The main extensions and service will need to be reviewed and approved by both the City of Columbus and Montana Department of Environmental Quality (MDEQ).

City water is approximately one block away. The main will need to be extended in order to serve the library with domestic and fire service. The main extensions and services will need to be reviewed and approved by both the City of Columbus and MDEQ.

City Street Improvements

Curb, gutter and sidewalk are planned along the Library frontage. This will include drive approaches at the access points. Approximately 20 feet of paving is planned (about half the street width).

Street lights are also planned to be installed along the frontage of the Library.

On-site Storm Drainage

On-site storm drainage will be handled mostly by surface drainage. The difference in the amount of stormwater between the current site (pre-developed) and the proposed (post development) will be handled in detention ponds north of the Library building. Roof drainage may need to be piped to the ponds depending on the flow route. The ponds will overflow or meter the stormwater to the existing culvert north of the Library.

An irrigation ditch currently exists to the south of the proposed Library. The design team has been informed that this ditch has a history of overflowing to the north. This may be due to the culvert that exists as an access to the south. Further investigation of the ditch may be needed to help determine the cause of the overflow. The site grading of the project will allow for the potential overflow to flow to the west of the new parking lot and to the north.

Existing Soils

A Geotechnical Engineering Report was conducted in the area by SK Geotechnical in February of 2009. The soils in the project area consist of topsoil or gravel surfacing with lean clay, or lean clay with sand down to 30 feet. The soils may slow the percolation of stormwater to the ground. The additional time needed for percolation will need to be considered in the calculations/sizing of the ponds.

Shallow Utilities

Phone, gas, power and communication utilities appear to be available in the area and will need to be extended to the Library during construction.

DESIGN AND CONSTRUCTION TIMELINE

MOVING FORWARD

I. Schematic Design Phase (8-10 weeks)

- A. Refine “best fit” preferred plan and develop draft Schematic Design Report.
 - Schematic site plan, floor plan and exterior elevations.
 - Develop project presentation graphics
 - CMGC input with cost estimate.
- B. Prepare final Schematic Design to include:
 - Executive summary outlining planning process and conclusions.
 - Project description, project goals, needs analysis, existing facilities analysis.
 - Alternative development options and analysis.
 - Preferred Schematic Design.
 - Schematic floor plans, exterior elevations.
 - Estimated Project Cost.
 - Capital funding strategy and schedule
 - Public Outreach Presentation
- D. Present Draft Schematic Design to Building Committee.
- E. Present final Schematic Design to the Community of Stillwater County.

*Deliverables: **Final Schematic Design** including full size.*

IV. Design Development Phase (8-10 weeks)

- A. Develop and refine schematic design:
 - High level engagement of sub consultants on all building systems
 - Pre Application meeting with the City of Columbus and Stillwater County.
 - Establish exterior and interior finishes and present to Building Committee.
 - Review building systems with CMGC.
- B. Bi-monthly meetings
 - Meet with Building Committee to review design progress and cost containment.
- C. Present final Design Development Drawings

*Deliverables: **Design Development Documents**; A/E drawings, outline specifications, material selection presentation and cost estimate.*

V. Construction Document Phase (16-20 weeks)

- A. Further develop and refine design development.
 - Process will include all team members:
 - 30% & 60% document progress review with Building Committee
 - 30% & 60% cost estimate and internal QA/QC review.
 - 95% Construction Documents (drawings and specifications) for final review.
- B. Complete documents and prepare for permit.

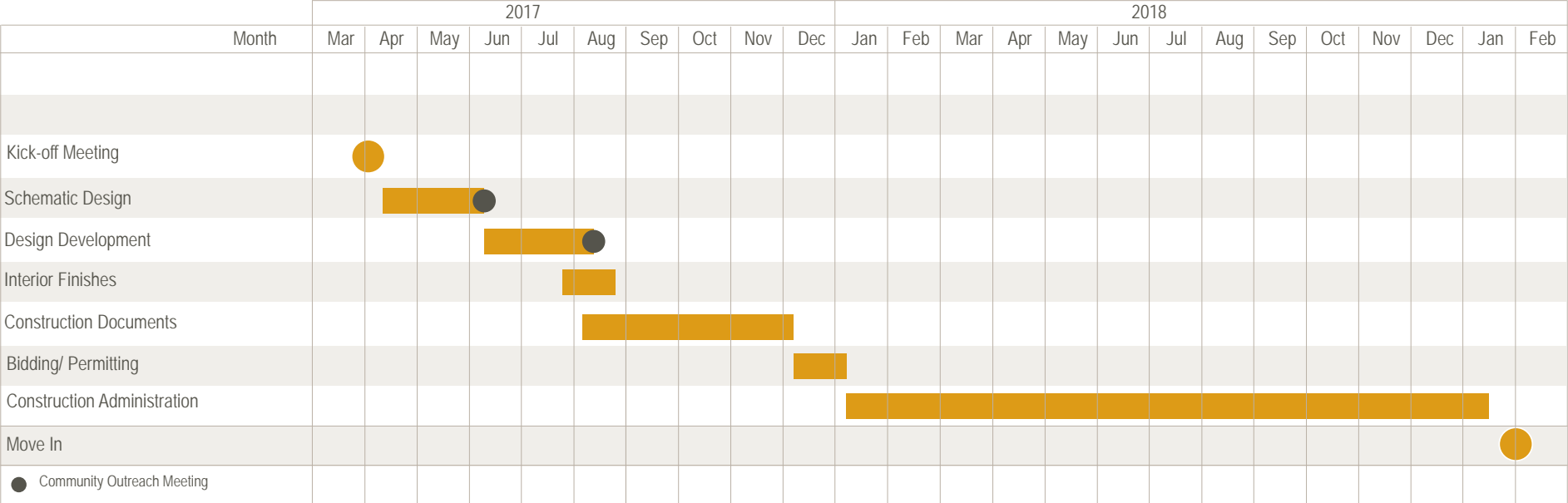
VI. Permitting (4-6 weeks)

- A. Submit to the City of Columbus
 - Comment and Review period. Issue addendum as necessary.

VII. Construction Administration (12-18 months)

- A. Responsibilities to include:
 - Site observation meetings, payment certifications, submittal review, & project closeout.

Design and Construction Diagram Example



A P P E N D I C E S

Stillwater County Library Collection Development Policy

A. INTRODUCTION

Mission Statement

The mission of the Stillwater County Library is to be an information center for the Stillwater County community in order to reserve and encourage the free expression of ideas essential to informed citizenry.

Purpose of the Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Stillwater County community.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

The Community

The Stillwater County Community is characterized by a growing mining industry, agriculture, education, small business, and health care, tourism and summer residents. The individuals in the community reflect varying economic and educational backgrounds. The county encompasses 5 high schools and 8 elementary schools. Knowledge of the community enables the library to better serve its users by developing collections that reflect the changing interests and composition of Stillwater County.

Philosophy of Selection

In support of its mission statement “to preserve and encourage the free expression of ideas essential to an informed citizenry”, the Stillwater County Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make informed choices necessary in a democracy.

Patron Needs and Services

The primary responsibility of the Stillwater County Library is to serve the citizens of Stillwater County by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Access to materials that budget and space preclude the library to own is available through interlibrary loan.

Internet access is available on six public computers and Wi-Fi. The library offers Story Time and Study Hall on Wednesdays, technology classes on Thursdays, a monthly book club, music for the Seniors at Meadowlark assisted living. Various outreach programs to include story times and music to our outlying areas. We also offer a 7 week summer reading program in the library and also in our outlying areas. Friends of the Stillwater County Library host our used book sale annually and volunteer to help with our children’s book week and other activities. They offer financial assistance in manners outside of the county budget.

Collection Description

Materials in the library provide information for a diversity of viewpoints on a wide range of interests. There are over 23,000 materials in the library collection, including fiction, nonfiction, audio books and movies, reference material and encyclopedias. There are 30 periodicals, plus the Billings Gazette and the Stillwater County News. The collection is weeded and added to every year. The library subscribes to several data bases: EBSCO, BookFlix, TrueFlix, and Ancestry Library Edition. The library subscribes to Montana Library 2 go which gives our patrons free access to downloadable e-books and audio books. There are over 20,000 available titles.

Cooperative Collection Development

The Stillwater County Library is a member of the South Central Federation which has its headquarters at the Laurel Public Library. The library uses OCLC to catalog all new records and fully participates in interlibrary loan services, lending and borrowing. Six computers are available to the public for internet access, plus free Wi-Fi.

B. GENERAL PRIORITIES, LIMITATION

Chronological Coverage

The collection is constantly being updated. Nonfiction and fiction titles are weeded to keep the collection as up to date as possible. Medical titles are within 5 years old. Outdated materials which are no longer accurate are discarded. Our History Section, Montana Section and Native American Section contain some very old reference material that will be retained for historical purposes.

Formats

The library's collection includes books, large type books, periodicals, audio cassettes, books on CD (including MP3), VHS tapes, DVDs, read-a-long books and CD's and a few games.

The library has subscriptions to Ancestry Library Edition, Bookflix, Trueflix, EBSCO (which include the Auto Repair database and Reference Center), and Montana Library 2 go.

Multiple Copies

Multiple copies of materials are purchased only if there are a number of reserves placed on a title.

Languages

Languages

The library collection includes Spanish, German, French, Italian, and Japanese learning books and CD's. We have several dual language books in Spanish and Native American languages.

Funding Considerations

The Stillwater County Library serves a population of over 9100. Our main funding is from Stillwater County mills. The library receives moneys in the form of State Aid, and Federation payments. The Friends of the Stillwater County Library does fund raising for special requests beyond our budget.

Responsibility for Selection

The authority and responsibility for the selection of library materials rest ultimately with the Library Director. Under his/her direction, selection is delegated to the professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in the terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

Popular Interest

Contemporary significance or permanent value

Currency of information

Accuracy

Local emphasis

Readability or ability to sustain interest

Treatment of subject to age of intended audience

Format and ease of use

Cost and availability

Gifts

The Stillwater County Library accepts gifts for the library's collection with the discretion of the Director. The library retains unconditional ownership of the gift. A donation form is available. The library staff cannot appraise gifts for tax purposes.

Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. By rotating the evaluation, each section is reviewed every three years, or as needed. Those materials determined to no longer be of value are withdrawn from the collection.

Library materials are discarded for one or more of the following reasons:

Obsolescence: subject matter is no longer timely, accurate or relevant

Damage or poor condition

Space limitation

Insufficient use

Materials will be replaced if still needed.

Complaints and Censorship

The Stillwater County Library policy on material selection is on record at the library. If there is a request to reconsider a library resource, the form "Request for Reconsideration of Library Resources" should be filled out and returned to the library director. The professional staff and the library trustees will review challenges. The patron will be informed of the Trustees' decision regarding the challenge.

C. Collection Assessment

The library collection is constantly being updated. Aggressive weeding is necessary due to limited space and to keep the collection current. Items of historical significance are retained. Approximately 23,727 items.

General Collection:

Fiction-

This is our biggest section. It is evaluated every 3 years. Materials that are no longer checked out or are worn out are deleted. This section is constantly changing. 4,695 items

Mystery-

A very popular section. Updated often. 2,005 items

Science Fiction-

The library is growing this section. The library is gaining more and more Sci-Fi readers and the demand is there. 574 items

Western-

This genre is very hard to find new materials for, however we have a very steady group of readers of this type of book. 1,001 items

Montana-

This section includes Montana history, geology, and botany and Montana authors. 588 items

American Indian-

The library has a good selection of Native American books on many tribes, crafts and, languages. 206 items.

Non-Fiction

Generalities: Encyclopedias etc. 50 items

100-Philosophy: 105 items

200- Religion: 137 items

300- Social Science: 587 items

400-Linguistics and Language: 24 items

500- Natural Science: 260 items

600- Technology: 666 items

700- Art: 467 items

800-Literature: 296 items

900-General Geography and history: 1059 items

Biography- 617 items

Reference-

This section is losing its relevance as more and more reference material is available with our online databases. 259 items

Large Type

Contains Fiction, Western, Mystery. 456 items

Audio Books-

This is a very popular section due to many commuters and travelers. 1403 items.

Movies

VHS tapes are becoming non existent and we have weeded heavily in this area. 40 items
DVDs are among our most circulated items. 886 items.

Music CD's

We are in the process of weeding this section due to relevance. 19 items.

Juvenile Section

Juvenile Easy-

This section is picture books and beginner readers. 2,152 items.

Juvenile Early-

First chapter books. 234 items

Juvenile Non-Fiction

000's- 35 items

100's- 16 items

200's- 37 items

300's- 193 items

400's- 15 items

500's- 374 items

600's- 191 items

700's- 140 items

800's- 95 items

900's- 342 items

D. Policy Implementation

The Collection Development Policy will be reviewed again in 2019.

Library Director

Trustee Chairperson

Date:

Appendix II

Library Programming Survey

We would appreciate the Library responding with brief answers to the following of list of topics that will be useful for the development of our Feasibility Study. It would be helpful to have any quantifiable items included where possible.

1. Community- (briefly describe):
 - a. Demographics
 - i. Primary user groups: *all except teens*
 - ii. Any 'bubbles' in terms of age groups:
 - iii. Languages: *English*
 - iv. Potential new user groups:
 - v. Schools nearby: *Columbus, Absarokee, Reed Point, Rapulje, Park City (FishTail + NYE) K-8 only*
 - vi. Home schoolers: *several groups*
 - vii. Growth:
 - b. History and character
 - i. Landmarks:
 - ii. Identity: *rural/country*
 - c. Friends of the Library / Library Foundation / other supporting entities:
 - d. Creative community
 - i. Arts:
 - ii. Music: *Tippet Rise*
 - iii. Makers:
 - iv. Other:
 - e. Local competition
 - i. Bookstores: *—*
 - ii. Media: *—*
 - iii. Coffee Shops: *—*
 - iv. Other: *School libraries + grocery store (i.e. movie rentals)*
 - f. Local alliances: *Columbus Community Foundation, other local groups*

2. Collections

- a. Primary division of collections (i.e. adult non-fiction, children's picture books, DVDs etc):
- b. Collection size per area of collection quantified:
- c. Percentage of collection typically in circulation per area of collection:
- d. Current library technology resources quantified (desktops, laptops, etc): 5 public PCs
- e. Library user demographics:
- f. Collection goals and vision
 - i. Growth areas:
 - ii. Decline areas:
 - iii. Long-term approach to growth:
- g. Local / historical collections:
- h. Security/RFID:
- i. Classification system - Dewey, BISAC, etc:

1 public laptop

3. Creativity

- a. Current library programming:
 - i. After-hours capability: ~~W~~ FOL meetings
 - ii. Other local resources: - MSU Extension, Economic Development
- b. Programming goals and vision: have room and expand programming
- c. Staff / volunteer / user talents:
- d. Technology needed to support vision:

Appendix III

Initial Building Program

Library Area

Children's area	700
¹ Collection Current 27,500 volumes. 2100 linear feet of shelf projected to 4000 feet	2500
Circulation area	600
Break room/Kitchenette	80
Director's office	120
Staff Work area	180
Public Computer cubicles	360
Reading areas w/ furniture (4)	300
Areas for study w/ desks (3)	100
Storage areas	350
Janitors Room	100
FOL Closet	80
Restrooms	250
Teen area	500
hallways and common areas	622
¹ Total Library	6,842

Recreational, County Gatherings, Banquet, Theatre, Training

		Seating Capacity		
		Banquet	Classroom	Theatre
² Large meeting / rec Room (Dividable 2 rooms 42X74)	6216	388.5	310.8	582.75
³ Storage area for meeting room chairs and tables supplies equipment	?			
Small A Dividable into 2 rooms 18X28 36x28	1008	63	50.4	94.5
Multimedia room (10 stations) current 16x30 20x25	500			
Demonstration \ Incubation \ Event Kitchen 20x20	400			
storage Pantry	80			
Total Recreation, Training , Banquet	8,204			

Extension Education and County Development Area

Ag	210
Fcs	210
Admin	
Reception	200
Workspace office	245
Filing	130
Storage - office	320
Desk space for 2 more	144
Community Economic Development Office	210
Storage	120
admin	144
hallways and common areas	193.3
Community ,Education, Economic Development	2126.3

^{1,3} Total requirements for whole project	17,172
--	---------------

Shared Space

SWAG need better estimate

^{1,3}Total needs better space estimate for library collection and storage

²Needs to be adequate for basketball high school 84 X 50 elementary 74 X 42 and wrestling 38' square minimum

Need space for roll out bleachers with stage, provisions for spectators

current meeting room is 18x28

Replacing a Current pavilion dimensions 101*69 6969

useable center space 47*81 3807

Joliet = 126x95 11970

Lovelock 145X65 + (20*40 STORAGE) 10225

Other possible needs (Phases)

Archive space for museum?

Leave Room for Expansion i.e. Recreation center

Art work?

RestroomsA1:F62 and showers (combined use for granite peak park)

Appendix IV

Comprehensive Mind-Breaking Comments

EXPERIENCE

- read
- **fireplaces**
- computer-room
- similar-to-steamboat-spgs-library
- coffee-shop
- organized
- **fire-pit**
- private-spaces
- performances
- outdoor-space
- **wifi-access**
- themed-childrens-area
- not-like-billings-library
- similar-to-bozeman-library
- comfortable-furniture
- reading-nooks
- reading-space
- outdoor-childrens-space
- socialize
- porch
- living-room-area
- **fireplaces**
- windows
- low-shelving
- meeting-rooms
- coffee-shop
- porch
- rooftop-patio
- **fireplaces**
- various-seating
- not-like-billings-library
- reading-nooks
- outside-reading
- warm
- unstaffed-café
- outdoor-gardens
- outdoor-space
- outdoor-experience
- workshops
- teen-space
- grandmas-attic
- recording-studio
- coffee-shop
- inviting
- local-history
- storytime
- seating-by-windows
- windows
- living-room-area
- not-stark-décor
- windows
- grandmas-attic
- incorporating-landscape
- incorporating-local-history
- book-displays
- inspirational
- rooftop-patio
- similar-to-steamboat-spgs-library
- windows
- gondola-car
- adult-space
- windows
- unstaffed-café
- conference-space
- comfortable-furniture
- outdoor-restroom
- **certified-kitchen**
- porch
- **fireplaces**
- library-logo-on-furniture
- tree-cubbies
- porch
- **fireplaces**
- incorporating-landscape
- fountain
- beanbag-chairs
- new-books
- comfortable-furniture
- celebrate-smalltown
- comfortable-furniture
- **flex-stage**

- not-bookless
- living-room-area
- storyteller
- incorporating-landscape
- event-space
- low-shelving

CREATIVITY

- video-room
- whiteboards
- book-displays
- lost-arts
- craft-area
- interesting-environment
- signage
- step-seating
- colorful
- childrens-section
- treehouses
- muck-truck-area
- performances
- create
- piano
- childrens-section
- craft-area
- garden
- creativity
- event-spaces

- chalkboard-walls
- comfortable
- sketch
- wall-tattoos
- glass-walls
- children-outdoors-area
- read
- create
- robotics
- arts
- local-history-displays
- reading-nooks
- chalkboard-walls
- chalkboard-walls
- glass-community-room
- outdoor-movies
- low-shelving
- green-screen
- round-shelving
- theatre
- cultural-experiences
- rocking-chairs
- round-shelving
- fireplaces
- lost-arts
- lost-arts
- craft-area
- childrens-section
- hands-on-learning

- extension-office
- projects

COLLABORATION

- whiteboard-walls
- collaboration
- craft-area
- multipurpose-room
- kitchen-area
- storage-space
- stage
- meeting-space
- community-involvement
- craft-area
- public-awareness
- outdoor-space
- intergenerational
- teen-space
- bulletin-boards
- research
- extension-office-space
- music-room
- teen-space
- classrooms
- community-involvement
- humidity-controlled-storage-museum
- parking-lot
- community-garden

- art-classes
- information-center
- work-room
- art-classes
- multipurpose-room
- commercial-kitchen
- large-meeting-tables
- programs
- banquet-space

FLEXIBILITY

- multipurpose-room
- garage-doors
- flex-space
- self-check-out
- step-seating
- video-conferences
- fireplaces
- training-room
- multipurpose-room
- porch
- multipurpose-room
- meeting-space
- auditorium
- multipurpose-room
- flex-shelves
- flex-walls
- flex-furniture

- tech-station
- low-shelving
- whiteboard-walls
- porch
- portable-service-desk
- drive-through
- bike-support
- share-with-museum
- self-check-out
- chalkboard-walls
- training-room
- rooftop
- laptop-bar
- outside-connection
- wifi-access
- flex-shelves
- fireplace
- flex-shelves
- smartboards
- garage-doors
- rec-area
- whiteboard-walls
- low-shelving
- banquet-space
- flex-walls
- outdoor-space
- wifi-access
- non-traditional-kids-seating
- stage

- glass-walls
- stage
- banquet-space
- multi-functional
- winter-outdoor-space
- flex-shelves
- step-seating

INNOVATION

- garden
- download-stations
- different-form-seating
- media-section
- smart-room
- self-check-out
- drive-up-book-drop
- meeting-space
- round-shelving
- outdoor-space
- ipad-checkout
- self-check-out
- staff-break-room
- low-shelving
- gaming
- download-stations
- books
- smartboards
- meeting-space

- ipad-checkout
- outdoor-childrens-space
- views
- smartboards
- tech-stations
- classrooms
- media-section
- eastern-plains
- living-walls
- projector
- porch
- laptop-checkout
- porch
- outdoor-reading-area
- experience-outside
- classrooms
- experience-outside
- guest-chefs
- makerspace
- download-stations
- outdoor-space
- glass-walls
- alternate-seating
- garage-doors
- round-shelving
- download-stations
- glass-walls
- garage-doors
- reading-area

- low-shelving
- treehouses
- step-seating
- individual-space
- stage
- glass-walls
- portable-service-desk
- technology-for-advertising
- download-stations
- outdoor-movies
- gaming-rooms
- download-stations
- computer-training
- surround-sound-chairs
- self-check-out
- fireplaces
- media-section
- childrens-section
- electronic-announcements
- video-editing
- download-stations
- tech-stations
- vending-machine-café
- planetarium
- smartboards
- surround-sound-chairs
- seminar-space
- shared-tech-resources
- library-innovation

- meeting-space
- tech-training
- bike-support
- expand-collections
- high-tech-furniture
- kitchen-events

INVOLVEMENT

- community-involvement
- comfort
- meeting-space
- open
- open
- read
- work-space
- computers
- ampitheatre
- fire-pit
- art-displays
- indoor-outdoor-spaces
- porch
- socialize
- outdoor-space
- glass-community-room
- experimental-learning

EMPOWERMENT

- makerspace
- flex-shelves
- staffing-areas
- self-check-out
- study-rooms
- training
- fireplaces
- craft-area
- wall-tattoos
- grandmas-attic
- local-art
- business-incubator
- makerspace
- learn
- childrens-section
- self-check-out
- student-research
- work-space
- privatization
- after-hours-opportunities
- incorporating-local-culture
- teach
- childrens-outdoor-space
- comfortable-furniture
- art-stations
- hitching-post
- local-art
- clean-up-stations

- safe-place
- local-art
- homeless-support
- wall-quotes
- sense-of-community
- incorporating-stillwater
- mess-friendly-space-for-kids
- librarian-guides
- nature-cams

SUSTAINABILITY

- recycled-materials
- good-lighting
- bike-support
- self-check-out
- solar-energy
- meeting-space
- rooftop
- solar-energy
- self-check-out
- recycled-materials
- private
- kitchen-in-break-room
- individual
- job-search
- drive-up-features
- bike-support
- self-check-out

- living-roof

WHAT CAN YOU DO IN A LIBRARY?

- learn
- storytime
- gym
- privacy
- children-learning
- research
- children-learning
- clean
- learn
- socialize
- read
- teach
- study
- children-learning
- fire-pit
- groups
- connect
- science-fairs
- outdoor-garden
- intergenerational
- involvement
- classes
- tutoring
- performances

MISCELLANEOUS

- traditional
- inviting
- gym
- sleep
- record-collection
- gym
- not-bookless
- lost-arts
- gaming-rooms
- skate-park
- community-kitchen
- not-bookless
- move-location
- gun-safety-training
- classes
- living-room-area
- garage-doors
- performances
- solar-energy
- rooftop-gardens
- community-garden
- **flex-space**
- tech-stations
- **quiet-space**
- glass-meeting-room
- local-talent
- garage-doors
- community-lab
- reading-space
- fireplaces
- retro-room
- quiet-space
- bookdrop
- fireplaces
- bike-support
- aquarium
- quiet-space
- porch
- comfortable-furniture
- garden
- piano
- living-room-area
- café
- not-bookless
- hitching-post
- unstaffed-café
- not-like-billings
- open
- moving-beehives
- book-organization
- childrens-section
- informational
- outdoor-space
- honoring-past
- technology
- gaming-rooms
- fireplaces
- garage-doors
- tech-training
- **file-taxes**
- download-stations
- lost-arts
- classes
- performances
- outdoor-movies
- research
- escape
- entrepreneurship
- informational
- **quiet-space**
- expertise
- grow
- entrepreneurship
- inspirational
- research

Appendix V



Meeting Minutes

MEETING MINUTES

PROJECT: **Stillwater County Library and Building** MEETING DATE: **2016.06.28**
PROJECT NO: **16011**

BY: Jeff Lusin, Principal LOCATION: 432 Quarry Road, Columbus

PARTICIPANTS: Jeff Lusin – NE45 Architecture
Ron Nemetz – NE45 Architecture
Dennis Humphries – Humphries Poli Architects
Tyrel Hamilton
Marissa Hauge
Lee Schmelzer
Kathy Hollar
Bob VanOosten
Della Haverland

COPIES: Corky Kem
Jeff Limburg
Kris Good
Ben Erickson – NE45 Architecture

ITEM	ACTION	DISCUSSION
16.06.28 – 01	Programming:	<ul style="list-style-type: none">• Reviewed space allocations and collection shelving opportunities• Recommendation of a hybrid of 7' perimeter and 4' interior shelving• Trend is to put books "face-out" to improve circulation• New facility could more than double users potentially• Collections are note being reduced by use of e-books as much as originally thought. (as confirmed by Millennial use trends)• Possible use of bleacher seating in Teen area• Confirmed Middle School size gym needed for K-8 use• Large meeting room size should be able to hold between 350-500 people• Keep exterior restrooms separate from main restrooms for maintenance and functional reasons. We agreed to leave showers for future expansion

NE45 Architecture
Mail: 1627 W. Main St. #325 · Office: 1216 W. Lincoln St. · Bozeman, MT 59715 · P: 406.577.2345



ITEM	ACTION	DISCUSSION
16.06.28 - 02		<p>Meetings:</p> <ul style="list-style-type: none"> • All meetings need to be open to the public • (2) Meetings for Mind Breaking: 3-4:30 and 5:30-7:00 • The Committee will be meeting at 2:30 same day to review next meeting.
<u>Continuing / Open Items:</u>		(Old items will be dropped off of these minutes as they are completed or resolved. Continuing items will be updated (<i>in italic</i>) as appropriate.)
On-Going	Team	Next Meeting – 07/12/2016 (2) Public “Mind Breaking” Meetings;
On-Going	Team	<p>Schedule: The preliminary schedule milestone dates that follow are subject to review and discussion at regular design team meetings:</p> <ul style="list-style-type: none"> • 07/12/2016 Public Input Meeting (Mind Breaking) • 07/26/2016 Present Building and Site Options • 08/09/2016 Present Refined Opt. with Preliminary Cost Estimate • 08/23/2016 Final Presentation • Sept./ Oct. Community Presentations
16.06.14-01		<p>Site: <u>Site</u>– Reviewed current site with the following comments / action items:</p> <ul style="list-style-type: none"> • Expansion possibilities are important • Accessible for farmer’s market from current spot on Railroad Park • Improvement of drainage ditch and flood areas
16.06.14-02		<p>Project Information: <u>Deed</u> – With the current restrictions on the deed, there needs to be a non-profit in the building on the land. <u>Deed</u> – With the current restrictions on the deed, there needs to be a non-profit in the building on the land.</p> <ul style="list-style-type: none"> • Emphasis is on County including the 5 communities, not just community. <p>Project Goals – More programming space with increased use of technology.</p> <ul style="list-style-type: none"> • Ability for shared trainings • Youth sports facility • Banquet hall • After school programs • Economic development programming • Comfort + Function • “Build on each other’s strengths” • Business start up • Growing food/ Community kitchen • Lost Arts • Financially responsible • Montana made businesses • Safe/ Clean/ Accessible



MEETING MINUTES

PROJECT: **Stillwater County Library and Building** MEETING DATE: **2016.07.26**
 PROJECT NO: **16011**

BY: Jeff Lusin, Principal LOCATION: 142 South Woodard,
Absarokee, MT

PARTICIPANTS: Jeff Lusin – NE45 Architecture
 Ron Nemetz – NE45 Architecture
 Dennis Humphries – Humphries Poli Architects
 Tyrel Hamilton
 Marissa Hauge
 Lee Schmelzer

COPIES: Corky Kem
 Jeff Limburg
 Kris Good
 Kathy Hollar
 Bob VanOosten
 Della Haverland
 Ben Erickson – NE45 Architecture

ITEM	ACTION	DISCUSSION
16.07.26 – 01		<p>Mind Breaking Session Review:</p> <ul style="list-style-type: none"> Reviewed Word programs <ul style="list-style-type: none"> Popular words were: Fireplaces/ porch/ meeting-space/ self-checkout/ comfortable furniture/ garage doors Over 500 comments generated from about 40 people from the public.
16.07.26 - 02		<p>Site Options Review:</p> <ul style="list-style-type: none"> Option 1: Building walking distance from one end to the other seems long with possible issues of adjacency of program spaces. Single form of the building was not as popular. Meeting rooms appear more removed from library than anticipated. Option 2: A combination of 2 with the iconic structure of the option 4 is preferred. That iconic structure could be a symbolic grain elevator where the building is hinged on, bending at the main entry, creating that visual entrance point. It is preferred to wrap the parking at the east side of this option to have been adjacency to the baseball fields for

NE45 Architecture
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ITEM	ACTION	DISCUSSION
		<p>parking.</p> <ul style="list-style-type: none"> Option 3: Appreciate the court yard idea, but doesn't think it fits in this site context. Opinion that board felt as the building heights would increase towards interstate with library at the southern end. This option seemed to be more closed off than others. Option 4: Agreed that it could be combined with option 2 Meeting rooms and Library needs to share smaller meeting rooms with County. It was discussed there have been discussions with the Museum people that as long as there is communication, the building can potentially stretch into the existing Museum area to the west.
16.07.26 - 03		<p>Meeting Next Steps:</p> <ul style="list-style-type: none"> There was not enough committee attendance for a quorum and in a result, the committee couldn't vote on a site option. It was determined that to stay on schedule we will submit an option 5 that combines the comments as well as some programming of the floor plan spaces for further discussion on that date. The committee on the next meeting date will vote to approve a site option

<u>Continuing / Open Items:</u>	(Old items will be dropped off of these minutes as they are completed or resolved. Continuing items will be updated (<i>in italic</i>) as appropriate.)
On-Going Team	Next Meeting – 08/09/2016 Update Committee with Option 5
On-Going Team	<p>Schedule: The preliminary schedule milestone dates that follow are subject to review and discussion at regular design team meetings:</p> <ul style="list-style-type: none"> 08/09/2016 Present Refined Option 5 08/23/2016 Present Refined Opt. with Preliminary Cost Estimate Sept./ Oct. Final Presentation/ Community Presentations

END OF MEETING MINUTES

This record of the meeting is considered complete and accurate unless written notice is received by NE45 within 5 days of issuance.



MEETING MINUTES

PROJECT: **Stillwater County Library and Building** MEETING DATE: **2016.08.09**
PROJECT NO: **16011**

BY: Jeff Lusin, Principal LOCATION: 432 Quarry Road, Columbus

PARTICIPANTS: Jeff Lusin – NE45 Architecture
Ron Nemetz – NE45 Architecture
Dennis Humphries – Humphries Poli Architects
Tyrel Hamilton
Marissa Hauge
Lee Schmelzer
Jeff Limburg
Bob VanOosten
Della Haverland

COPIES: Corky Kem
Kris Good
Kathy Hollar
Ben Erickson – NE45 Architecture

ITEM	ACTION	DISCUSSION
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16.08.09 – 01

Previous Session Review:

- Reviewed Word programs
 - Popular words were: Fireplaces/ porch/ meeting-space/ self-checkout/ comfortable furniture/ garage doors
 - Over 500 comments generated from about 40 people from the public.
- Reviewed Site Options
 - Option 1: Building walking distance from one end to the other seems long with possible issues of adjacency of program spaces. Single form of the building was not as popular. Meeting rooms appear more removed from library than anticipated.
 - Option 2: A combination of 2 with the iconic structure of the option 4 is preferred. That iconic structure could be a symbolic grain elevator where the building is hinged on, bending at the main entry, creating that visual entrance point. It is preferred to wrap the parking at the east side of this option to have been adjacency to the baseball fields for parking.
 - Option 3: Appreciate the court yard idea, but doesn't think

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ITEM	ACTION	DISCUSSION
		<p>it fits in this site context. Opinion that board felt as the building heights would increase towards interstate with library at the southern end. This option seemed to be more closed off than others.</p> <ul style="list-style-type: none"> • Option 4: Agreed that it could be combined with option 2 • Meeting rooms and Library needs to share smaller meeting rooms with County. • It was discussed there have been discussions with the Museum people that as long as there is communication, the building can potentially stretch into the existing Museum area to the west.
16.08.09 - 03		<p>Project Comments:</p> <ul style="list-style-type: none"> • A vote was taken with Option 5 being voted to move forward for development of the plan and building form. • Will show expansion possibilities on floor plans • Would like to see more examples of the Colorado sitting areas that were shown previously • Stillwater County is of mining/ log cabin/ outdoor feel • Review or connect with city for any capital improvement plans for the surrounding area. • Will show flex/ large meeting rooms with other possible uses including tables and chairs along with the basketball court.
16.08.09 - 03		<p>Building Ideas:</p> <ul style="list-style-type: none"> • Would like to see a wall for outdoor movie showings as well as a fireplace • Design aesthetic should be less industrial and more residential. The grain silo icon could be in the kid area instead of architecture of the building. • Move kitchen next to gym for access to better serve banquets. • Option discussed about conversation of wall use and windows for cost concerns. • Training rooms/ meeting rooms need to open to County meeting rooms.

<u>Continuing / Open Items:</u>		(Old items will be dropped off of these minutes as they are completed or resolved. Continuing items will be updated <i>(in italic)</i> as appropriate.)
On-Going	Team	Next Meeting – 08/30/2016 Building Options with Preliminary Cost Estimate
On-Going	Team	<p>Schedule: The preliminary schedule milestone dates that follow are subject to review and discussion at regular design team meetings:</p> <ul style="list-style-type: none"> • <i>08/23/2016 Present Refined Opt. with Preliminary Cost Estimate</i> Meeting moved to 8/30/16 • Additional Meeting added for September 27 for the Final Presentation • Oct. 11-13 for Final Presentation/ Community Presentations

END OF MEETING MINUTES

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MEETING MINUTES

PROJECT: **Stillwater County Library and Building** MEETING DATE: **2016.08.30**
PROJECT NO: **16011**

BY: Jeff Lusin, Principal LOCATION: 432 Quarry Road, Columbus

PARTICIPANTS: Jeff Lusin – NE45 Architecture
Ron Nemetz – NE45 Architecture
Tyrel Hamilton
Marissa Hauge
Lee Schmelzer
Kris Good
Bob VanOosten
Della Haverland
Kathy Hollar

COPIES: Corky Kem
Jeff Limburg
Ben Erickson – NE45 Architecture
Dennis Humphries – Humphries Poli Architects

ITEM	ACTION	DISCUSSION
16.08.30 – 01		<p>Pictures of Architecture:</p> <ul style="list-style-type: none">• Review of Exteriors<ul style="list-style-type: none">▪ Not too much overhang▪ Concern about maintenance and upkeep with materials. Needs to be designed to reduce maintenance on wood.▪ Most rustic feel using beams and wood▪ Concern about lighting and moths• Review of Interiors<ul style="list-style-type: none">• Keep it warm and inviting• More residential in nature and scale• Comfortable• Tie stone to quarry or river rock to river• Prefer timbers and rustic• Prefer mobile checkout for children's area for increased surveillance.• Ceiling height to be taller at fireplace that creates more

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ITEM	ACTION	DISCUSSION
		adult area <ul style="list-style-type: none"> Lower ceiling heights to make more energy efficient
16.08.30 - 02		Site Option 5a and Option 5b: <ul style="list-style-type: none"> Option 5a has one large bathrooms for exterior and interior access. This option also has an east/ west large meeting room orientation. Option 5b incorporates a separate exterior bathroom from interior as well as a north/south orientation of the large meeting room. Option 5b was voted on and approved with edits as the floor plan to go forward with. Option 5b will work better if the teen area was on the southern side of the library adjacent to the admin area. There was a concern of a visual connection and adjacency to the teen area, plus as of right now the maker space would be used more by adults than teens. The seating area and then be extended to the west with the possible move of the fireplace to a more “cozy” adult feel. It was also agreed upon that there needs to be a separate collapsible stage to the south with the north area that was a small meeting room and stage to be devoted to a meeting room only. The southwest corner of the county offices will also need to be redesigned to account for a reception space that someone could double as an assistant and reception/ orientation person for the building. Finally, option 5b also allows for closer handicap parking on the west side. We need to show options of banquet tables for seating to try to get closer to seating for 300. Confirm exterior toilet need with Granite Peak Park More glass on western side of building for views/ sunsets. Option 5b approved with roof pitch change at library
16.08.30 - 03		Budget: <ul style="list-style-type: none"> Subsequent conversation between members regarding separation of library vs. county areas and funding/ budgeting/ fundraising There is a goal to have numbers and specific goals to approach public with. In order to do this, we will be pushing the schedule of the final presentations to the public to after the first of the year. Committee discussed options to hire a fundraising consultant and where those funds would come from.
16.08.30 - 04		Review of Deliverables: <ul style="list-style-type: none"> It was voted on for deliverables to go with a photo montage style rendering NE45 Architecture will provide for the final presentation, an exterior perspective rendering, planning documents including floor plans and exterior elevations of all four sides, a project timeline, final program, recommendations on civil/ drainage and an estimate of probable construction costs.

Continuing / Open Items: (Old items will be dropped off of these minutes as they are completed or resolved. Continuing items will be updated (*in italic*) as appropriate.)

On-Going **Team** **Schedule:** The preliminary schedule milestone dates that follow are subject to

ITEM	ACTION	DISCUSSION
		review and discussion at regular design team meetings: <ul style="list-style-type: none">• <i>08/30/2016 Present Refined Opt. with Preliminary Cost Estimate</i>• 09/27/2016 Meeting adjusted to have NE45 call in with proposed exterior building modeled for architectural review and status update• Oct. 11 Final Presentation to Committee• Beginning of 2017 will be presentations to different cities in County.

END OF MEETING MINUTES

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MEETING MINUTES

PROJECT: **Stillwater County Library and Building** MEETING DATE: **2016.09.27**
PROJECT NO: **16011**

BY: Jeff Lusin, Principal LOCATION: 432 Quarry Road, Columbus

PARTICIPANTS: Jeff Lusin – NE45 Architecture via phone
Steering Committee - Stillwater Library and County

COPIES: Ron Nemetz – NE45 Architecture
Ben Erickson – NE45 Architecture
Dennis Humphries – Humphries Poli Architects

ITEM	ACTION	DISCUSSION
16.09.27 – 01		Building Floor Plan Updates <ul style="list-style-type: none"> Move Director's office adjacent to book drop. Move storage to previous Director's office location. Indoor/ exterior bathrooms still need to be confirmed.
16.09.27 - 02		Building Exterior Architecture Updates <ul style="list-style-type: none"> Like move of granary architecture to entry of building Voted to approved floor plan and model to move ahead with the final rendering and presentation
16.09.27 - 03		Deliverables <ul style="list-style-type: none"> In addition to the final book deliverables Stillwater has requested a breakdown of what each budget will cover for each building part. Requested a conceptual timeline of general deadlines for the project Requested operational maintenance points of how design Requested a projected cost increase per year going forward NE45 offered to look into Capital Campaign Consultants for recommendation for the Oct. 11th meeting.

Continuing / Open Items: (Old items will be dropped off of these minutes as they are completed or resolved. Continuing items will be updated (*in italic*) as appropriate.)

On-Going **Team** **Schedule:** The preliminary schedule milestone dates that follow are subject to review and discussion at regular design team meetings:

- 08/30/2016 Present Refined Opt. with Preliminary Cost Estimate
- 09/27/2016 Meeting adjusted to have NE45 call in with proposed

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ITEM	ACTION	DISCUSSION
		<p>exterior building modeled for architectural review and status update</p> <ul style="list-style-type: none">• Oct. 11 Final Presentation to Committee – moved to Nov. 1st• Beginning of 2017 will be presentations to different cities in County.

END OF MEETING MINUTES

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