

Facilities Reinvestment Funding Proposal One-Time Non-Base Investment Proposal: Step 2

(Please limit the proposal narrative and attachments to 10 pages)

Proposal Name: Memorial Library First Floor of the Future

1. Provide a description of the project being proposed. (5 points)

This Library Services proposal was formally endorsed by the Minnesota State Student Association.

Memorial Library is an important gathering and study place for students. The entire first floor of the library needs to be redesigned to better respond to contemporary student research needs, changing collections, and service demands. Reconfiguring the first floor will increase space for small group collaboration and for individual study. Changes may include adding new collaborative spaces and furniture, removing compact shelving units, redesigning the circulation desk, enhancing late night study spaces, moving some library materials to other locations, and adding more electrical outlets.

2. Describe how the project will drive positive transformational change. (10 points)

Students, faculty, staff, and community members use the library for general study, research, and leisure purposes. Over the past ten years, Library Services staff and faculty have engaged in a series of collaborative efforts to assess and reconfigure the first floor collections and study areas, including the addition of numerous computer workstations. While improvements have been made, a fully integrated first floor reconfiguration will make it possible to create additional study space and position the library to meet evolving student needs. Students continually request that we add electrical outlets, provide more quiet, inviting study areas on the first floor of the library, and make better use of window areas and full-spectrum lighting options.

3. Describe the impact this project will have on students and/or others whom we serve. (10 points)
See attached photos of students using the 1st floor study areas.

- The first floor offers a wide range of technology and is open later than any other public area on campus. (A total of 98.5 hours per week, including late night hours until 2 a.m.)
- Library Services and MSSA have begun collaborating to obtain student input into the redesign process, which will continue to make the library a destination of choice for more students looking for study space and research help.
- Those benefiting from the redesign will include not only MSU students, faculty and staff, but also community members using the library for pursuits ranging from lifelong learning to starting a new business. (see MnSCU strategic directions 1 and 3 and the MnSCU strategic framework.)

4. Identify the “SMART” outcomes for the project (specific, measurable, achievable, relevant, and time-bound). (5 points)

- Specific: increase number and variety of study spaces on the first floor
- Measurable: number of people using the physical library will increase
- Achievable: improve study areas and service desks to support collaborative student learning
- Relevant: corresponds to the library’s goal to “provide a variety of spaces to support group and individual learning”
- Time-bound: completed by the end of FY14

5. Discuss what this project will do for the university that warrants the investment. (5 points)

- The library serves as an important public face of the campus, with as many as 5,000 daily visitors, including current and potential students and community members.
- An updated facility will better reflect current and future student research needs.
- Improving the physical layout of the first floor will improve access, opportunity, and success for the wide variety of users served.

- Redesigned circulation desk will be more welcoming and allow us to better accommodate the MavText textbook reserve program.
- The current proposal leverages funding from Library Services to cover half of the total cost of this project.

6. If applicable, explain how the project addresses significant deferred maintenance. (5 points)

Library Services will continue to leverage its own funding to supplement this project as we have done in the past with carpeting and other remodeling in the building. Due to limited resources to devote to this type of project in recent years, modifications to the first floor have been largely piecemeal and generally targeted specific collections (microfiche, periodicals or indexes, for example) or specific activities (more student computers, more MavPrint stations, for example). This project would encompass modifying and reshaping all the activities, collections and service points of the library's first floor to create one cohesive, student-oriented space.

Library Services has already begun working with a library planning consultant to create a comprehensive plan to redesign the first floor to better utilize space.

7. Describe how the activities generated by this project would be sustained after one-time funding has ended, or if applicable, explain why the project does not need to be sustained. (5 points)

The purpose of the project is to redesign space to meet student study needs. While needs will continue to evolve, this project will help us accommodate needs for new electrical and data ports created by new technologies and, in the process, will help us redeploy space originally designed for a print-based world. Future redesign needs will be taken over by Library Services' operational budget.

8. Budget (5 points):

Outline the funding requested using the categories listed below. Please identify any additional or matching funds that may be available to support the project. Please note, budget revisions beyond 10% total change from the initial proposal require approval. Budget revisions of more than 20%, constitutes a major change in the project scope and will not be approved.

- The current proposal leverages up to \$55,000 in funding from Library Services over three years and **requests \$50,000 from the One-Time Non-Base Investment Funds available.**

	FY12	FY 12 Matching Funds	FY13	FY 13 Matching Funds	FY14	FY15 Matching Funds
Personnel						
Unclassified Salary (in-load, overload)						
Classified Salary						
Fringe ^a (Classified and Unclassified)						
Graduate Assistant Salary						
Graduate Assistant Tuition Reduction/Waiver ^b						
Non-Salary						
Student Help						
Purchased Services/Travel Expenses						
Supplies and Materials						
Building Improvement/Construction Costs		\$5,000	\$25,000	\$25,000	\$25,000	\$25,000
Equipment						
Total Budget Requested			\$25,000		\$25,000	

^a Note: All current employees must be paid fringe benefits. Fringe should be estimated based on salary and position classification: Unclassified 30%, Classified 37%, Adjunct 7.65%.

^b Estimated Tuition Reduction/Waiver for full-year enrollment: Masters \$5,858, Doctoral \$10,000.

9. Identify any special considerations or needs required for this project (e.g. physical space, contractual obligations, IT support, or collaborations with/implications for other units). (5 points)

We have already begun meeting with ITS staff and MSSA members to gather their input and recommendations. We will also work with the university's Facilities Management staff.

10. Provide a project timeline outlining key tasks, milestones and dates for completion. (5 points)

Because of the need to continue making this space available throughout the academic year, changes will be phased over a two year period. This will also include time for us to do a thorough review of the collections on the first floor to continue meeting the needs of the campus community.

spring 2012	Continue reviewing collections on the first floor (Reference, Periodicals, Government Documents, microforms, HRAF, Maps)
spring 2012	Meet with consultants and develop a plan
summer 2012	Begin implementation <ul style="list-style-type: none">a. Install additional electrical outlets and data portsb. Enhance interior design (painting, furniture, etc.)c. Redesign circulation deskd. Get bids for moving book stacks and removing compact shelving units, if necessarye. Get bids for movable walls to create enclosed space for quiet study areas, library programming, or other activities, if necessaryf. Provide additional computers to accommodate both PC and Mac users in quiet and collaborative areas, if necessary

Attachment 1

Photographs from the 1st floor, taken December 2011

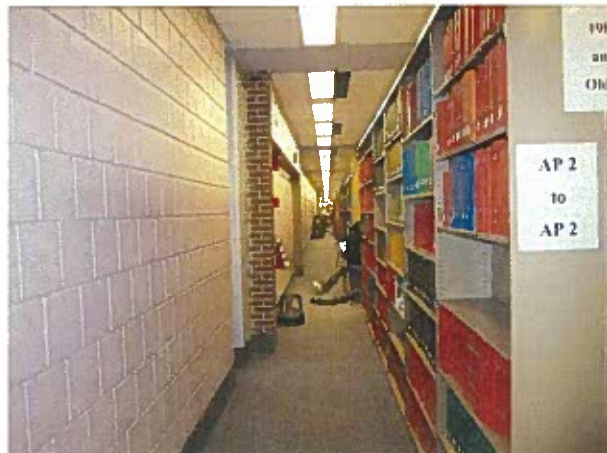
Library commons (near Reference Desk)



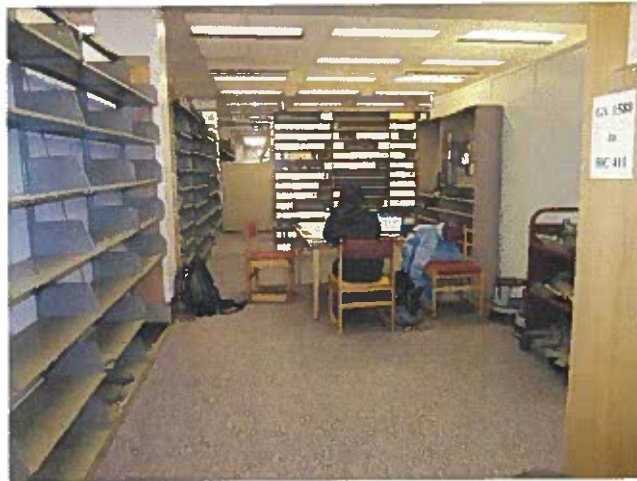
Fountain area, could be better utilized



Periodicals area. Notice electrical cord lying across the floor. These shelves may be removed and replaced with study tables.



Periodicals area. Ugly, but usually occupied. Would like to remove some shelving and create more attractive study areas.



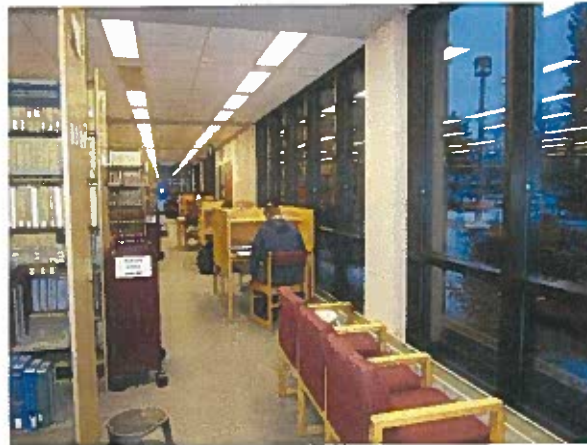
Library commons (near HRAF)



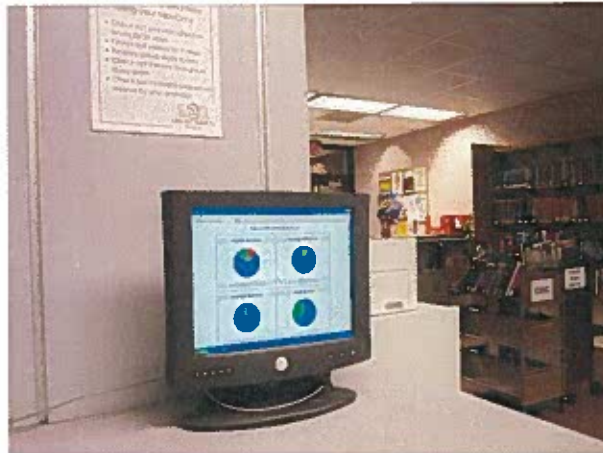
NW corner. Beautiful windows, nice tables, but no electrical outlets!



West wall. Cramped and unattractive now, but with lots of potential for more welcoming study space



Number of library computers in use, viewed at the Circ Desk. (Blue = in use; Green = available)



View of the Reference Desk, New Books area and atrium artwork



Attachment 2

Floor plan

