

December 5, 2013

VIA EMAIL

College of Lake County  
19351 West Washington Street  
Grayslake, Illinois 60030

Re: Master Plan Projects  
Architect's Project Number: 214009.00  
**Bookstore Programming Meeting #5 Minutes**

Summary of the **Bookstore Programming #5 Meeting** held at 8:30 am on December 5, 2013 at College of Lake County-Grayslake Campus, Room A261. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Ted Johnson, Construction Manager, College of Lake County  
Drew Miller, Project Manager, Cotter Consulting  
David Agazzi, College of Lake County  
Pat Argoudelis, Bookstore Manager, College of Lake County  
Christine Klippert, Operations, College of Lake County  
Tracey Campbell, Events/Facilities, Facilities College of Lake County  
Cynthia Bland-Bell, General Merchandise Buyer, College of Lake County  
Michele Reynolds, College of Lake County  
Dale Henry, College of Lake County  
Lakeisha Lindsey, Cotter Consulting  
Steven Brubaker, Brubaker  
Michael Lundeen, Project Manager, Legat Architects

ITEMS DISCUSSED

1. Pat handed out a list which had things needed for new area, existing square footage, spring and fall peak season storage square footage C002, and new proposed room.
  - a. The existing square footage is 1,056 (backroom 700+ hallway 115 + Backroom GM in store 250).
  - b. C002 is 1,780 sf and is used for staging of pallets. The space is larger than needed.
  - c. Bookstore staff estimated that the new proposed space will need 400 more SF than the current 1,065 SF = 1,465. C002 would not need to be used under this scenario.
  - d. The lower level proposed spaces have a combined SF of 1,680, not counting door recesses which could add 36 more SF. Overall this SF appears to be adequate.
  - e. The group had a discussion of how to handle/store pallets of book boxes. Staff currently keeps the boxes on the pallets on the floor for various reasons, weight of boxes, movement of stock, time, etc. Dave and Drew talked about other mechanical systems (Amazon, industrial shelving, compact shelving, high density shelving) which could better store the pallets or boxes and allow continuous access. Drew will bring options to the next meeting and Dale will look at other options.
2. The group discussed the office and work stations. Dave indicated that offices and work stations need to follow the current standards which are being developed. There will be a manager's office. The buyers,

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operations, accounts payable will have workstations within one or two group environments. The conference room will be part of the open area in the group environment. Partitions may need to be taller to help with acoustics. The cash counting office will be separate with space for 3 to sit with 36" for each and 2 safes. The excel worksheet will be updated.

3. The group reviewed the colored space sheets which now incorporate staff request sheets for linear footage of shelving, display and fixtures. The next version will include updates to the offices and secure storage. Secure storage will be a caged area within the backroom GM storage.
4. The group reviewed two draft space plan layouts; option A and Option B. Comments include highlighting the west side as the entrance and display.
  - a. The existing elevator will likely move away from this corner. This could move to the existing stair to basement if the stair is replaced.
  - b. Display should be provided at south walls to corridor. Perhaps the offices could move to the north.
  - c. The bookstore needs to have windows, lighting, etc to look like it is always open.
  - d. The electrical room was discussed and reviewed in the field. The west half of the electrical room is dedicated to building mechanical unit controls. This will likely be relocated and allow more space to the bookstore. A corridor will need to pass to the north or south to link the text book area to the general merchandise. The text book area with web pick-up to south could work well.
  - e. Other chases, utilities, shafts need to be studied with phasing to understand how they affect the bookstore space.
  - f. Option A, with the entrance along the diagonal circulation hallway was too far from the center of the campus activity.
  - g. The elevator placement is key for the bookstore. Location should be reviewed to best be able to control access into the library as well as allow pallets of books to be brought upstairs.
5. The mobile shelving was discussed. Ideally the shelving should be 16" deep to allow more storage on shelves.
6. The PAB dock was discussed. The college will look at this closer to determine if this dock could serve the bookstore.
7. Next steps
  - a. The CLC staff will review storage and handling of pallets and book boxes to determine if there are other methods to handle books during peak and off-peak times.
8. Michael confirmed the next meeting will be December 12<sup>th</sup>, 2013.
9. Meeting adjourned.

Thank you.

Sincerely,  
Legat Architects, Inc.

Michael Lundeen, AIA

JR/ML

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ATTACHMENTS      214009.00 MIN1 20131205-PDBookstore-MTG5  
                                Attendance Record (1 Page)  
                                Updated space sizes spreadsheet (2 Pages)  
                                Pat's Updated Handout (1 pages)

CC                      File: 214009.00 CLC Cafe Bookstore St Act AB core: B3  
                                Jeffrey Sronkoski, Legat Architects  
                                Ryan Horsman, Legat Architects  
                                Jaclyn Rutter, Intern Architect, Legat Architects

FILENAME            214009.00 MIN 20131205-PDBookstore -MTG5.docx

COLLEGE OF LAKE COUNTY  
 GRAYSLAKE CAMPUS EXPANSION  
 PROGRAM DEVELOPMENT

Bookstore										
Front End			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Bk	1	General Merchandise	SF				2,499			Sub-categories of GM with typical 3ft circulation
		Window Display	48							3ft deep x 18ft long
		Art Photo	195							24 lf counter space x 1.5ft deep + 8 lf wall space + built in space
		Clothing	800							24-30 lf wall space/ 24 lf counter space x 1.5ft deep 16' x 50'= 800 requested
		Backpacks	90							24 lf wall space/ 8 lf counter x 1.5 ft deep
		Electronics	231							72 lf shelf & peg space + 8lf counter * 1.5ft deep + flex space on end caps for rush
		School Supplies	354							112 lf (14 - 8 ft sections= 48 sf of vertical peg space) / flex racks during rush
		Gifts	150							150 sf requested
		Greeting Cards	136							4-6 rolling towers
		Nursing Uniforms and Supplies	144							20 lf shelves, peg hooks, and space to hang nursing clothes
		Culinary Uniforms	123							16 lf (12 counter+4 lf end cap)
		Trade Books-Dictionaries, ESL& GED books / laminated study guides	228							20 lf including 2 free standing display units for laminated Study guides
		Candy/Snacks/Sundries	IN QUEUE LINE							12 lf ft (8 lf for candy + 4lf sundries on free standing unit)
		Aisles and circulation included above-Typ. Aisle 3 ft								
Bk	2	Secure Backpack storage	80				80			1.5ft deep x 90 lf = 135 sf / Stacked 5 high = 27 sf
Bk	3	Cashier's station					654			
		5 Standard registers	204		5					5ft center to center of POS/ 5 ft 8 in behind POS to counter
		2 additional for rush periods	112	2						
		Counter space/ secure closets	38							15 lf of closed cabinet space behind counter
		Queue Line	300							
Bk	4	Customer Service					225			
Bk	5	Online Order Pickup/Buyback>Returns		1			341			
		2 workstations		1	1					
Bk	6	Textbook Stacks					2,000			2,000 sf requested/ 1,904 lf shelf space
		Aisles and circulation	920							
Front End Subtotal			0	4	6	0	5,799			

COLLEGE OF LAKE COUNTY  
GRAYSLAKE CAMPUS EXPANSION  
PROGRAM DEVELOPMENT

Back End			Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Bk	7	Manager's Office	1				120			All offices should have windows and be located on first floor
Bk	8	Text Book Buyer /Assoc. TB Buyer / General Merchandise Buyer/Assoc. GM Buyer Workstations	4				300			
Bk	9	Operations Clerk / Accounts Payable Workstation	2				160			
Bk	10	Conference Room					100			Part of open office
Bk	11	Cashier's Work Room		3			100			Adjacent to accounts payable/ 3 people with 36" of space each
		2 safes								
Bk	12	Break Area					42			Sink / Microwave / Apartment-size fridge & 20 small 12"x12" lockers
Bk	13	Back Room Storage for GM					310			250 SF GM back room (similar to existing) + 60 SF Secure storage cage = 310 SF
		Storage-overstock clothing, school supplies, seasonal items, displays, candy, kits for classes								
		Secure Storage Cage-Buyback computers for store use in non-peak season, 40 new computers and new electronics for sale								Eliminates need for secure storage in Manager's Office
Bk	14	Storage/Workroom					815			Similar space to existing requested: 700 SF back room +115 SF hallway storage = 815 SF
		5 Reserve pallets								18 lf
		1 work station								11 lf
		5 double sided book shelves								18 lf x 6 ft deep
		Shrink wrap machine								9 lf
		1 UPS desk								7 lf
		Shelving for supplies & buyback/store paper work								13 lf
		Processing space for receiving/returns/rental returns	17							
		(Hallway) Storage-displays, packing boxes, plastic store bags, web order bags, copy paper, donated book pallet	115							
		Additional Circulation and aisles included above								
Bk	15	New Proposed Storage/Workroom Space					400			
Back End Subtotal			7	3	0	0	1,947			
<b>Bookstore Total:</b>			<b>7</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>7,746</b>			
<b>Removed Program:</b>										
		Peak Season storage					1,780			20 reserve pallets, displays from store to accommodate rush, 10 pallets with kits, backpacks, clothes, school supplies <b>Allocated in line item #15</b>

ML

Things needed for new area

- Electric power walker
- New racking for GM/supplies 36 inches deep
- Receiving table counter depth 2 sided
- New desk to work with room & can accommodate UPS shipments
- Fax/Copy machine
- Enclosed GM cart
- Shipping Computer

Existing square footage

- **Back Room** square footage 700 square feet accommodates:
  - 5 reserve pallets 18ft along right side wall of room
  - 1 desk, LaserJet printer & work station 11ft right side wall of room
  - 5 double sided book shelves 18ft long 6ft deep along left side wall of room
  - Shrink wrap machine 9 feet along left side wall of room
  - 1 desk UPS workstation 7ft front of room
  - Shelving for supplies and buyback/store paperwork 13ft along back wall
  - 17 square feet in middle of room to process receiving/returns/rental returns
- **Hallway Storage** square footage 115 square feet accommodates:
  - Displays, packing boxes, plastic store bags, Web-Order bags, copy paper for store & donated book pallet.
- **Back Room Storage for GM in Store** square footage 250 square feet accommodates:
  - Overstock of Clothing, school supplies, seasonal items, displays, candy and misc. kits sold for classes

700

115 ✓

250 ✓

1065 Et.

Spring & Fall Peak season storage square footage C002

- **C002** square footage 1780 square feet accommodates:
  - Up to 20 reserve pallets of books for start of class sale
  - Displays from store to accommodate store rush
  - 10 pallets contain variety of kits, backpacks, clothing; school supplies (Roaring Springs)
  - Room also entails changing of locks; floor lay over carpet, pad lock on Prairie. Other issues closet for facilities needs to be secure and kitchen equipment in hallway.

(For staging)

New Proposed Room

The new proposed room is approximately 1450 square feet. Total everyday work area/storage is approximately 1065 square feet between all areas. In peak times we additionally have room C002 which gives us an additional 1780 square feet. Ideally we would be in a room with enough space to handle both everyday activity and peak seasons. To make this happen I project us to need an additional 400 square feet by increasing room space or additional room during peak season.

400

not upstairs

1465

C