

December 12, 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 #6 Minutes**

Summary of the **Bookstore Programming #6 Meeting** held at 8:30 am on December 12, 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

Drew Miller, Project Manager, Cotter Consulting  
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  
Diane Polich, College of Lake County  
Lakeisha Lindsey, Cotter Consulting  
Michael Lundeen, Project Manager, Legat Architects

ITEMS DISCUSSED

1. The group met and reviewed the decisions made at the last meeting.
2. The offices/workstation/conference room were discussed
  - a. The open office areas need an acoustic separation. This will be accomplished with placement and 72 inch partitions between workstations.
  - b. The conference room may likely be a separate space depending on the arrangement of the workstations. Room will need space for table, two 4' racks of vendor clothes, two doors (public/private).
  - c. Accounts payable office should be close to the cashier and operations clerk needs to be close to the web orders. Workstations should be organized to better control sound.
  - d. Accounts payable should have 3 file cabinets (1-tall vert, 2-Horz/3 drawer).
3. The group discussed the lower level Workroom/.Storage/Receiving space.
  - a. Reviewed the SF. The programmed 950 SF plus additional 400 (replaces peak season storage) = 1,350 SF. The proposed B007 space is approximately 1,688 SF.
  - b. Discussed various ways to store the pallets. A pallet lift was discussed with the option of storing pallets on taller shelving above the pallets below. This may or may not be practical. Group also discussed adding medium weight shelving 24" deep above the pallets hung from the ceiling. This could allow for storage of lighter boxes, clothes, etc.

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- c. Legat asked for a cut sheet from CLC for the pallet walker to be sure turning radiuses work in the storage area. Turning radius may be 72".
  - d. The workroom will include a recycling bin and trash bin.
  - e. Staff distributed a "Bookstore Storage Space Needs" chart which compares existing to proposed shelving and storage needs.
4. Bookstore staff will collect equipment cut sheets that will be used for planning the project. This will include a pallet lift, pallet walker, carts, shelving, etc. This will help to develop a budget. Legat will forward a copy of the Showbest catalog when received to Pat.
5. The sales floor was discussed. Floor outlets should be planned during SD/DD phases for display outlets on walls, floor, etc.
6. The group reviewed 5 options which depicted several layouts working around the existing stair and electrical room.
  - a. Options B,C,D were preferred.
  - b. Option A had the Web Order room along the central core. Some CLC administrators may have issues with this placement.
  - c. The Cashier Workroom/Cash Room needs to be adjacent to the cashiers to avoid walking across the sales floor with a cash drawer.
  - d. Textbook buyers should be located closer to the textbook stacks.
  - e. Display should be shown in future plans.
7. Next steps
  - a. The CLC staff will continue to review the options and provide comments. CLC will also begin collecting cut sheets of equipment for budgeting and planning.
8. Meeting adjourned.

Thank you.

Sincerely,  
Legat Architects, Inc.

Michael Lundeen, AIA

ML/JR

ATTACHMENTS      Attendance Record (1 Page)  
                            Bookstore Storage Space Needs  
                            Program Worksheet  
                            Space Plan Sheet

CC                      File: 214009.00 CLC Cafe Bookstore St Act AB core: B3  
                            Ted Johnson, Construction Manager, College of Lake County  
                            Jeffrey Sronkoski, Legat Architects  
                            Steven Brubaker, Brubaker  
                            Ryan Horsman, Legat Architects  
                            Jaclyn Rutter, Intern Architect, Legat Architects

FILENAME            214009.00 MIN 20131212-PDBookstore –MTG6.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>

**Bookstore Storage Space Needs**

	Currently	Shelf Width	Proposed	Shelf Width
<b>Lower Level Receiving Area</b>				
<b>Open Book Storage</b>	300 Linear Feet	1.5 Feet Deep	300 Linear Feet	3 Feet Deep
<b>Pallett Storage</b>	10 Pallets			
Overstock Books-2				
Plastic Bags-2				
Web Order Bags-2				
HVAC/Auto Kits-1				
Donation Books-1				
Boxes-1				
Art Kits-1				
<b>Identify Space For Following-Lower Level:</b>				
<b>Receiving Supplies</b>	60 Linear Feet	3 Feet Deep	60 Linear Feet	3 Feet Deep
<b>Shrink Wrap Machine</b>	6'x3"			
<b>2 Receiving Desks</b>	5'x3' Each			
<b>Packing/Shipping Desk for Web Orders</b>			8'x3'	
Work Station for Computer				
UPS Scale				
Desk Height Counter for Packing W/O				
<b>Receiving Work Desk</b>			6-7'x4'	
Counter High Work Table for Receiving				
<b>Peak Season Storage Needs</b>				
Textbook Pallets			20 Pallets	
General Merchandise Overstock			10 Pallets	
Kits-4				
Backpacks-2				
School Supplies-3				
Clothing-1				

**General Merchandise**

**1st Floor Storage**

**448 Linear Feet**

**3 Feet**

School Supplies/Writing Instruments

Clothing

Binders/Notebooks

Art/Photo Supplies

Electronics

Gift Items

Candy/Snacks

Uniforms/Medical Accessories

**Lower Level Storage**

Overstock of Kits

Seasonal Merchandise

Larger Displays



College of Lake  
County

**Bookstore**

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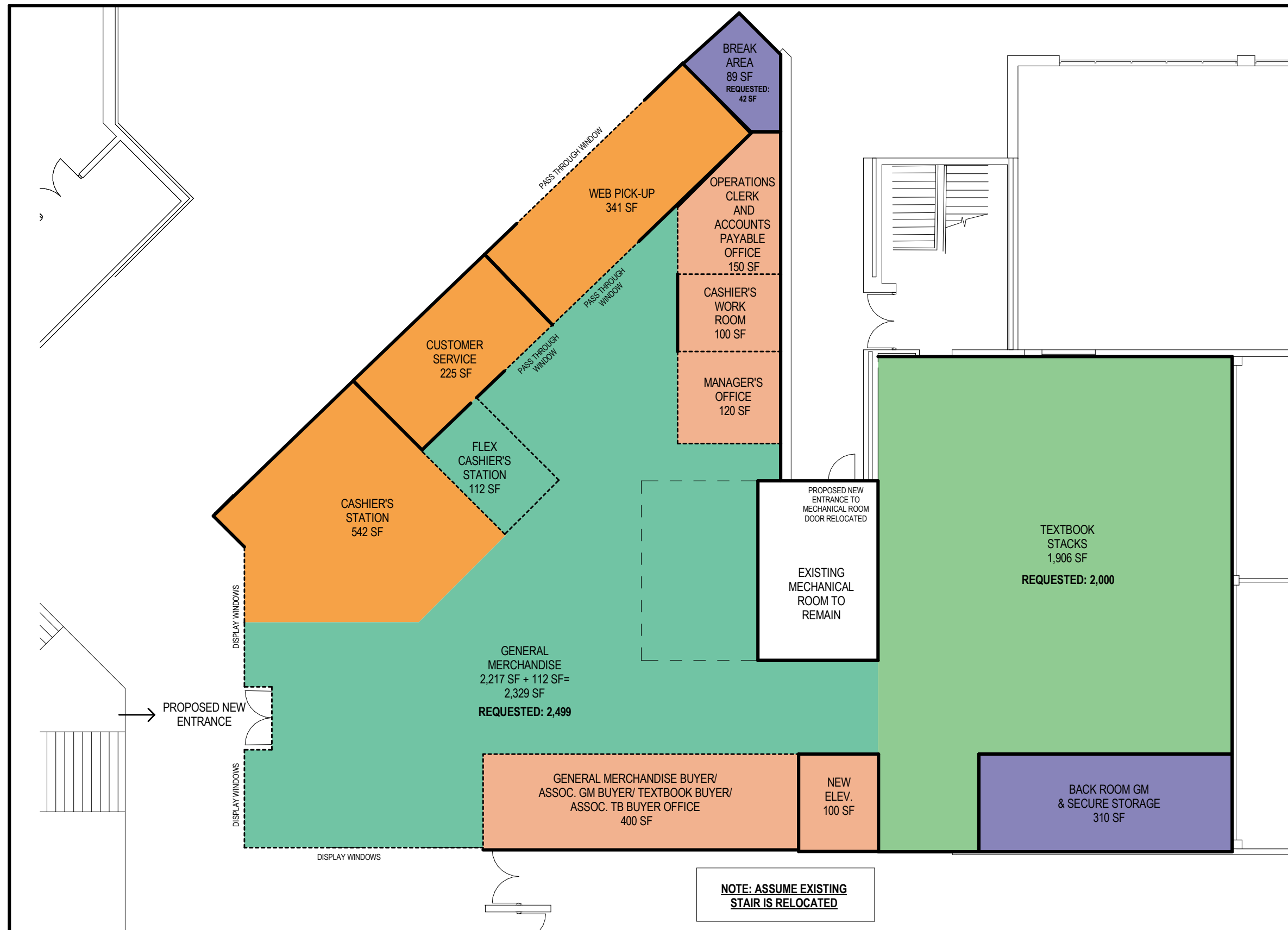
3/32" = 1'-0"



Space Layout 1st Floor  
Option A

PROJECT NUMBER 214009.00  
DATE OF ISSUE 12/05/13

**A100A**



**NOTE: ASSUME EXISTING  
STAIR IS RELOCATED**

① First Floor-Option A  
3/32" = 1'-0"



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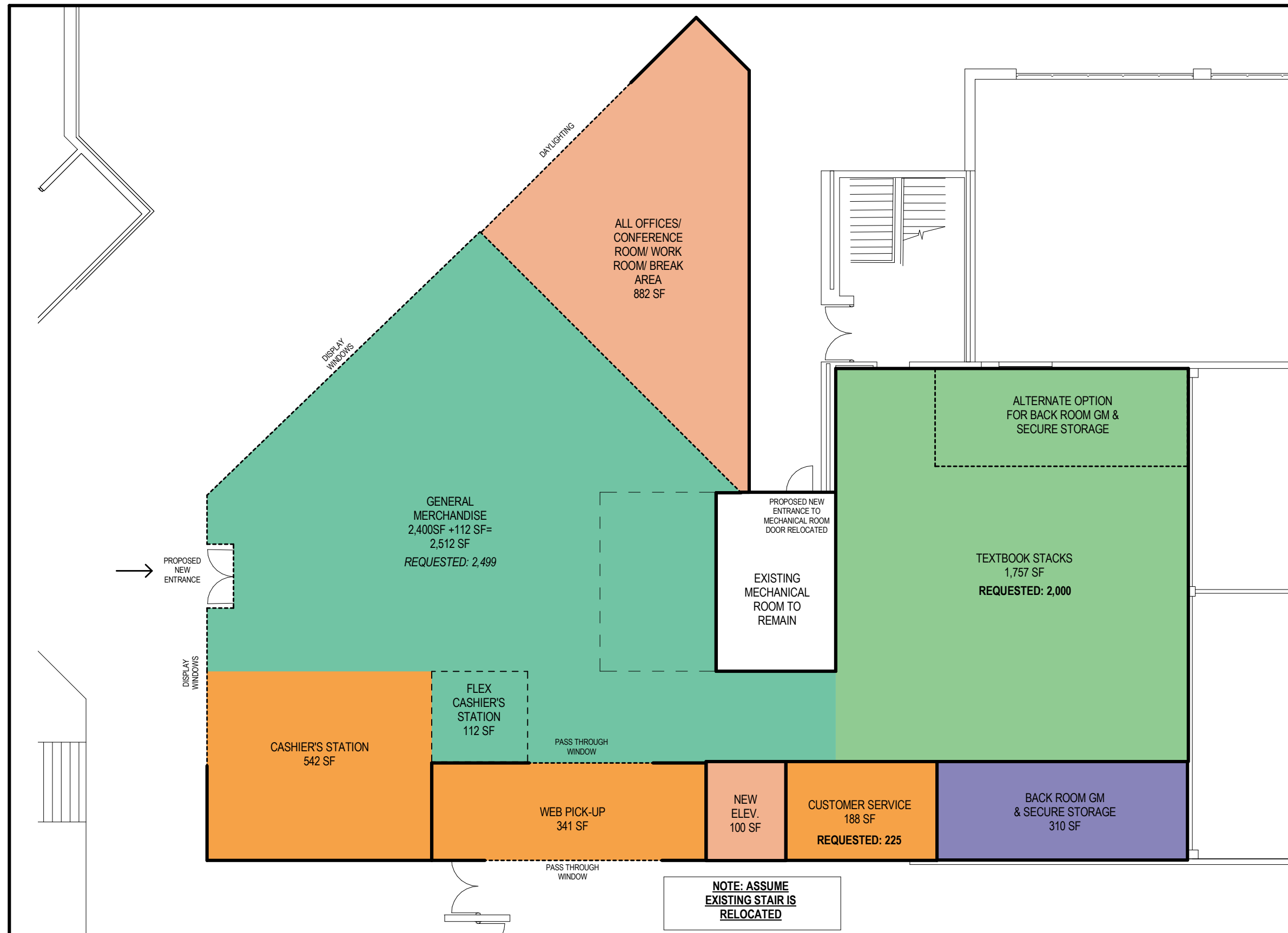
3/32" = 1'-0"



Space Layout 1st Floor  
Option B

PROJECT NUMBER 214009.00  
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**A100B**



① First Floor-Option B  
3/32" = 1'-0"

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3/32" = 1'-0"



Space Layout 1st Floor  
Option C

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**A100C**

① First Floor-Option C  
3/32" = 1'-0"

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3/32" = 1'-0"



Space Layout 1st Floor  
Option D

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**A100D**

① First Floor-Option D  
3/32" = 1'-0"

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3/32" = 1'-0"



Space Layout 1st Floor  
Option E

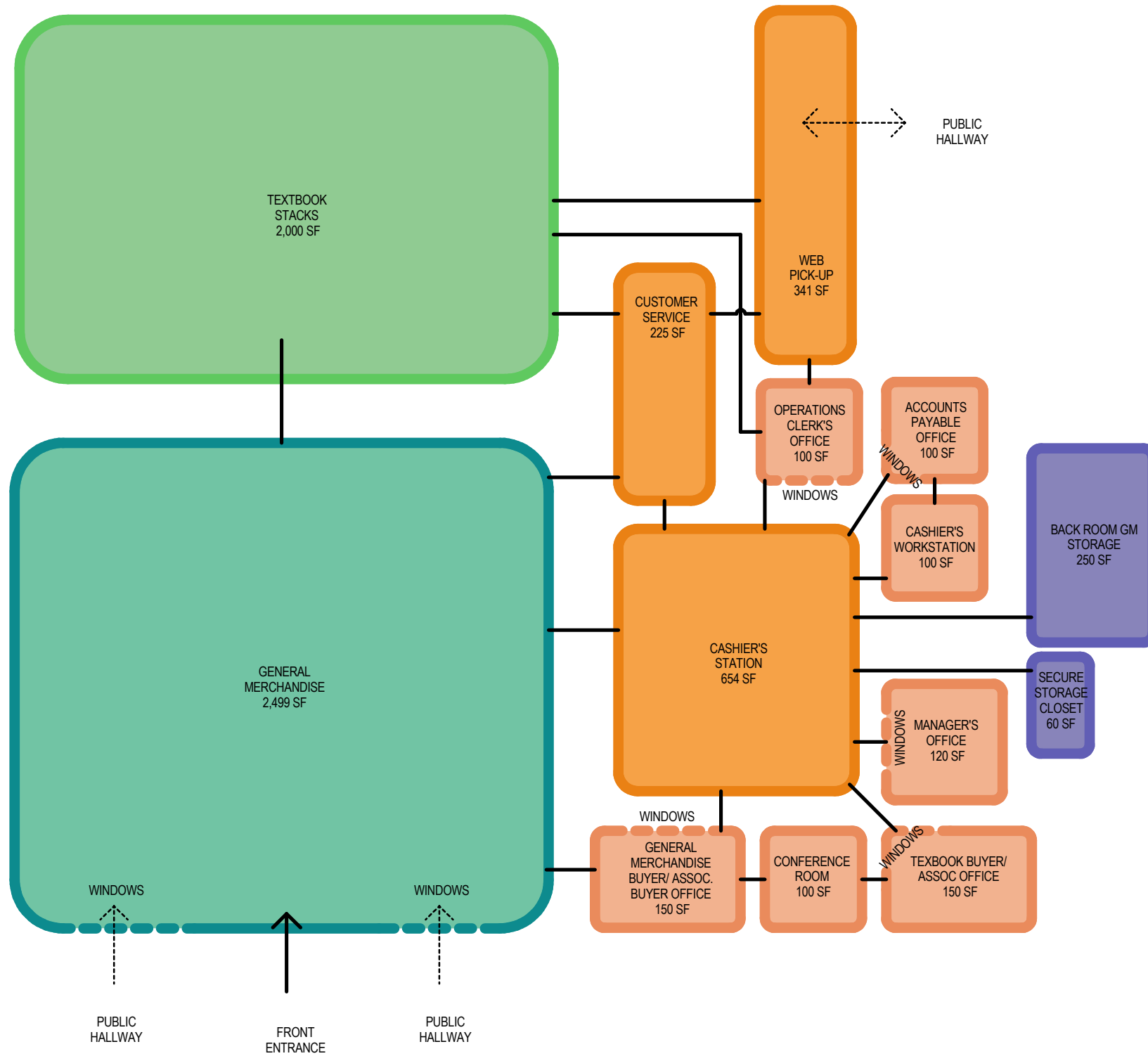
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**A100E**



1 First Floor-Option E  
3/32" = 1'-0"

1ST FLOOR



LOWER LEVEL

