

January 5 2016

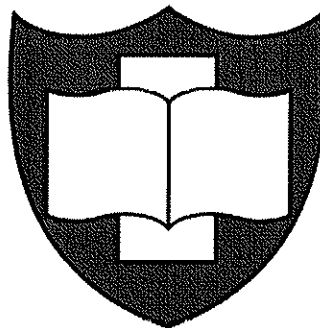
Report to the Trustees of the Village of New Glarus

regarding

Resolution R15-27: Commitment to Library Expansion Project

authored by

Trustees of the New Glarus Public Library



December 2015

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INTRODUCTION

The New Glarus Library Board of Trustees is pleased to submit this report to the Trustees of the Village of New Glarus to address the items outlined in Village of New Glarus Resolution R15-27. Input and expertise have been obtained from many outside entities, and relevant source materials are attached as appendices where appropriate. Additional information may be available upon request.

All information is as current and accurate as possible, but may change due to a variety of factors like cost inflation, adjustment of project details during preparation of the construction documents, or selection or availability of vendors or service providers. It is our primary objective to construct a facility that fits within the limits of our building budget and constraints of the library's operational budget.

The New Glarus Public Library depends on support from the Village to consistently offer excellent programming, services, and collections; but, the Library Board has taken quantifiable action to fund as much of its own activity as possible through fundraising and aggressive grant writing activity. These activities will not cease after a new building is constructed.

We hope the information contained in this report satisfies the conditions outlined in Resolution R15-27, and look forward to sharing the benefits a new library will bring to the community.

**Village of New Glarus
Resolution R15-27
Commitment to Library Expansion Project**

WHEREAS, the Village of New Glarus held an advisory referendum on April 1, 2014 for the borrowing of \$1,000,000 for the building of a new library facility; and

WHEREAS, the results of that advisory referendum were 231 votes in favor of the borrowing and 191 opposed to the borrowing; and

WHEREAS, the Village of New Glarus currently at 72.55% debt capacity as of 5/1/15, and has a self-imposed debt capacity limit of 75%; and

WHEREAS, the Village of New Glarus five-year plan has provided for an estimated debt capacity for the Village of New Glarus showing an anticipated borrowing of \$1,000,000 for a library facility in 2016 putting the Village of New Glarus at 79.53% debt capacity (4.53% over the self-imposed limit) for 2016; and

WHEREAS, the Village Board of the Village of New Glarus recognizes the results of the advisory referendum and the current debt obligations of the Village of New Glarus and desires to move forward with the new library facility; and

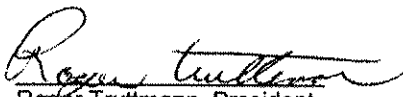
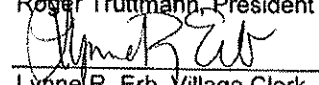
WHEREAS, the Village Board will commit to Glamer Park as the building site for a new library facility, with all site work for the building to be considered part of the project cost; and provided the Village is able to work with the School District for the replacement of a softball field in the Village; and

WHEREAS, the Village Board agrees there are several outstanding issues to be resolved prior to the building of a new library facility and wish to outline those as part of this Resolution;

NOW THEREFORE, the Village Board of the Village of New Glarus does hereby resolve to retain debt capacity in the amount of \$1,000,000 for the purpose of a new library facility and will provide the necessary authorizations for that borrowing upon satisfactory completion of the following by the Library Board, within 8 months of the date of this Resolution:

- Complete and detailed capital budget including infrastructure costs and site work
- Accounting of fundraising cash and pledges, including pledges paid to date and anticipated annual pledge revenue
- Plan to cover gap in funding between cash on hand and receipt of pledges
- Detailed operating budget for the new facility including staffing, utilities and building/grounds maintenance, and all other operational costs that may be incurred
- Plan to fund the operating budget with no additional levy from the Village (based on 2015 levy amount of \$150,703), including information on endowment funds
- Plan for the sale of the west side location previously purchased by the Library Board with proceeds to go toward the building project

DATE: 5-5-15
ADOPTED: 5-5-15

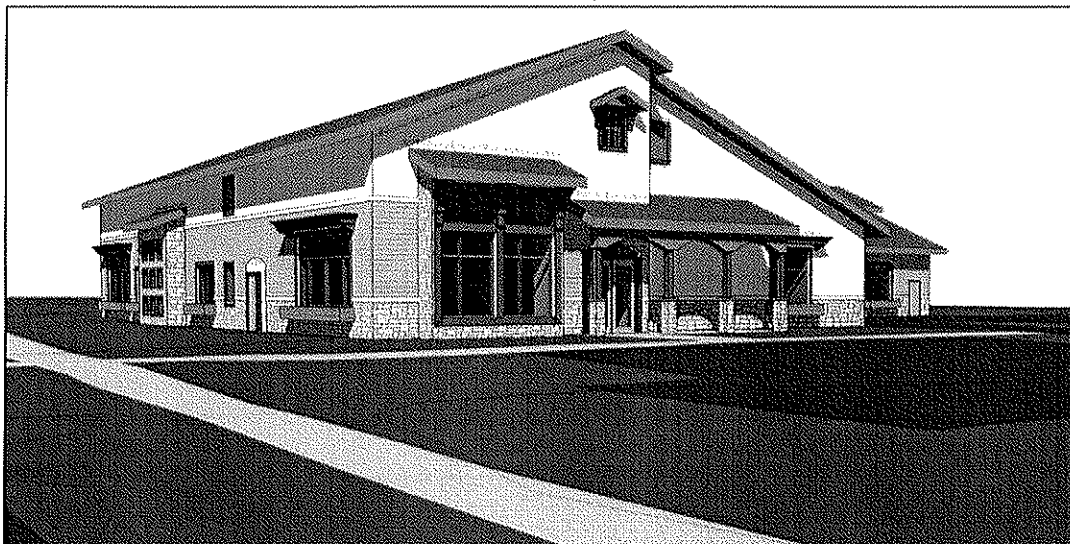

Roger Truttmann, President

Lynne R. Erb, Village Clerk

COMPLETE AND DETAILED CAPITAL BUDGET INCLUDING INFRASTRUCTURE COSTS AND SITE WORK

Concept Design

The new library will be a one story Swiss-design building located downtown, on the land that is currently Glarner Park. The new facility will contain a multipurpose room for use as a flexible programming and meeting area, and space to house collections, adequate staff work areas, more computers, a specialized story time room, study rooms, quiet reading areas, and a local history and genealogy area.

Southeast Perspective



The site has sufficient space for on-site parking and storm water management, which are detailed in the Concept & Budget Report (Appendix I, p.75).

Building materials can be summarized as a single-story slab on grade building, built with wood structural members, and no structural masonry. A basement and attic are not included in the concept design, although a small mezzanine is included above the circulation desk and staff work areas to house the mechanical systems. The building envelope is designed for low thermal conductance, and the exterior will be constructed with high-quality, low maintenance materials.

Construction Manager at Risk

The Library Board has entered into an agreement with Maas Brothers of Watertown WI, who will be the Construction Manager at Risk (CMAR) for the project (Appendix 2, p.115). They will provide us with a maximum guaranteed price for construction. This will not increase unless there is a change order from the Library Board.

Budget Summary for Concept Design:

The summary below does not include costs that have already been invoiced like soil borings, initial design work, and topographical surveying. Full line-item accounting can be located in the Concept & Budget Report (Appendix I, p.80-83).

Project Budget Summary

Building Construction Costs	\$1,620,000
Site development, parking & drives, curb & gutter, landscaping, utility connections, fixed equipment, are included in general construction	
General	\$1,100,000
Plumbing	\$80,000
HVAC Systems	\$240,000
Electrical	\$200,000
Electrical Utilities	\$5,000
Furnishings & Moveable equipment (incl. reuse of some existing)	\$100,000
Computers and related (phone, data, security, sound, PCs, misc)	\$50,000
SUBTOTAL	\$1,775,000
Contingency	\$90,000
Building construction document preparation, architect	\$180,000
Physical relocation	\$10,000
Storm water soil testing	\$6,900
Plan reproduction	\$1,000
Agency review	\$1,850
TOTAL PROJECT COST	\$2,064,750

Project Addendum

After a review of the scope of the project by the CMAR, an addendum to the original Concept Budget Report was given to the Library Board (Appendix 3, p.116-117) and is included in the appendix. The Library Board is currently negotiating project changes to the Concept & Budget Report to conform to a building construction cost of \$1,620,000 and a total project cost of \$2,070,000.

ACCOUNTING OF FUNDRAISING CASH AND PLEDGES, INCLUDING PLEDGES PAID TO DATE AND ANTICIPATED PLEDGE REVENUE

Building Project Account Activity (i.e., private funds raised to build and operate new library)

All funds are held by the Community Foundation of Southern Wisconsin. Reported balances reflect activity through November 30, 2015 (Appendix 4, p.118).

Summary of Accounts

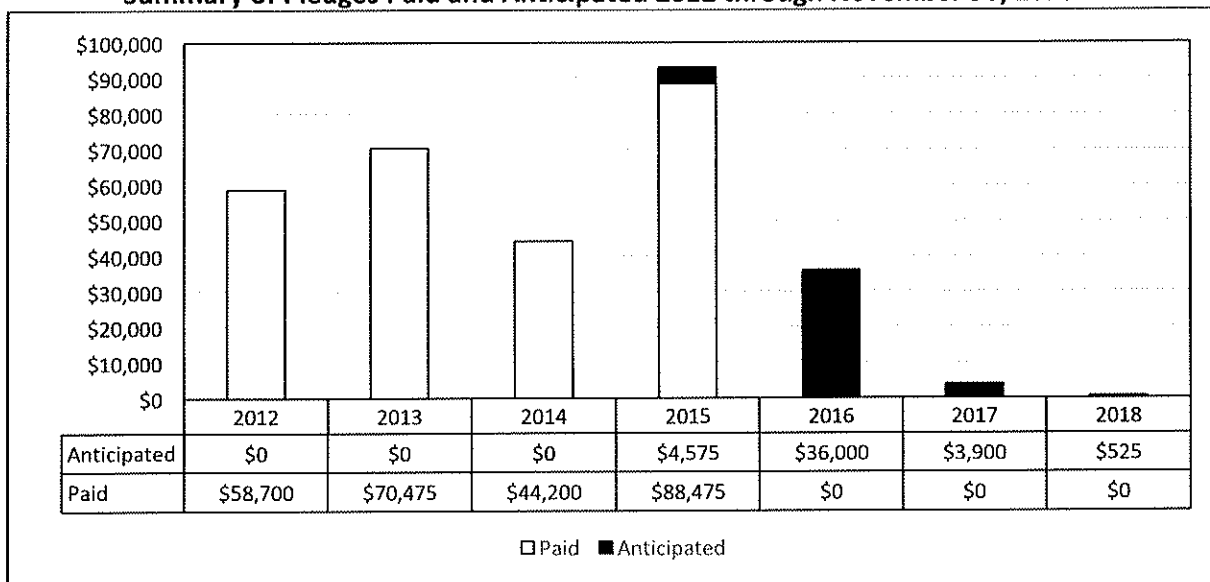
Capital building fund		\$648,694
Cash payments received	\$387,737	
Pledge payments received	\$261,850	
Payments anticipated on existing pledges		\$45,000
Operational endowment fund principal balance*		<\$10,000
Operational reserve fund		\$0

*To protect donor privacy, we are not allowed to disclose exact fund balance (Appendix 5, p.119-123, Sec 11(b))

Requested Disclosures

- 1) There have been no funds spent to pay bills from any of the three CFSW held accounts. All invoices have been paid from Library Board savings accounts via the accounting process coordinated with the Village Clerk's office.
- 2) No donors, or anyone representing a deceased donor, has contacted CFSW to de-commit from their pledge.

Summary of Pledges Paid and Anticipated 2012 through November 30, 2015



The chart above only displays information for existing pledges. Information on new pledges is outlined in the next section, Plan to Cover Gap in Funding between Cash on Hand and Receipt of Pledges.

PLAN TO COVER THE GAP IN FUNDING BETWEEN CASH ON HAND AND RECEIPT OF PLEDGES

There will be a gap in funding between “cash on hand” and full payment of pledges. A conservative schedule has been developed showing the funding gap by year, through the entire period pledges are anticipated to run, 2020. Since construction is projected to begin in 2016, the total gap should fall between \$368,292 and \$404,292 depending on when borrowing is executed in 2016. Adjustment of the fundraising goals will alter the figures outlined below.

One important consideration in describing the gap between pledges made and ‘cash on hand’ is that there will be two groups of donors: one that started their five-year pledges in 2012, and another that will start five-year pledges in 2016 to complete the capital phase of the fundraising campaign. There are very few donors, both in number and amount of giving, that fall outside of these two groups.

As of 11/30/2015, most existing donors to the library project are entering the final year of their pledges, and some have elected to complete payment on their pledges early. With those factors considered, the gap on existing pledges should be less than \$40,425.

Certain parts of the overall fundraising goal are not categorized as capital (i.e., operational reserve) and do not require a mechanism to fund the balance between cash on hand and total pledged amount; therefore, they are not reflected in these estimates. Removal of these items from the overall fundraising campaign goals leaves the amount of yet-to-be raised capital at \$449,117. A conservative projection of pledge payments is easily defined as even payment of the pledge over the term (maximum = 5 years), equaling \$89,823 in new annual pledge payments in each year from 2017 to 2020. For new pledges, the first year’s payment is due upon receipt of the paperwork, leaving a maximum gap of \$359,292 for new pledges in 2017-2020.

Schedule of pledge payments, by year.

	2015	2016	2017	2018	2019	2020
Existing pledges	\$4,575	\$36,000	\$3,900	\$525	\$0	\$0
New pledges	\$0	\$0*	\$89,823	\$89,823	\$89,823	\$89,823
Annual Total	\$4,575	\$36,000	\$93,723	\$90,348	\$89,823	\$89,823

*No anticipated pledges in 2016 because all new pledges will be payments, there should be no liability with new pledges.

Administrator Gaddow was contacted on November 25, 2015 for clarification on whether the the Library Board may enter into a financial agreement independent from the Village Board. To

date, clarification on that issue has not been received. Therefore, the only appropriate statement that can be made regarding the process, ownership, or which entity is the guarantor of any financial mechanism(s) is that clarification is being pursued by the Village. However, a few potential options appear to be viable and worthy of consideration:

- A bond anticipation note as a separate bonding/borrowing item, or in conjunction with library capital bonding by the village
- A simple bank note or other conventional borrowing tool as a potential giving opportunity by a local bank, or as a standalone borrowing exercise
- Combining the gap coverage into village borrowing for the library, which may occur as a separate borrowing exercise, or a larger package to include restructuring other village debt at the same time.

Ultimately, the Library Board recommends (i) consultation with village legal counsel on whether the library is allowed to enter into a financial agreement independent from the Village Board, and (ii) consultation with village financial consultants as the tool(s) chosen to cover this gap must be consistent with village planning, financial objectives and strategies, and debt structure. Additional options may be available to the municipality, and additional gap coverage options may arise from consultation with village financial consultants.

Summary of NGPL Revenues

Acct # 25	Account Description	2015 PROJECTED	2016 BUDGET	2017 ESTIMATED	NOTES
25-00-41110-000-000	GENERAL PROPERTY TAX	\$150,703	\$153,920	\$153,920	Estimated no increase for 2017.
Village		\$150,703	\$153,920	\$153,920	
25-00-43720-000-000	COUNTY AID: LIBRARY GREEN	\$73,991	\$66,435		
25-00-43720-000-000	GREEN CO MATERIALS BUDGET SUPPLEMENT	\$4,000	\$5,274		Estimated no increase for 2017. The amount is determined by the WI State Statutes Chapter 43.
Green County		\$77,991	\$71,709	\$71,709	
25-00-43720-000-001	COUNTY AID: LIBRARY DANE	\$6,507	\$5,257		
25-00-43720-000-002	COUNTY AID: LIBRARY IOWA	\$44	\$92		
25-00-43720-000-003	COUNTY AID: LIBRARY LAFAYETTE	\$397	\$428		
25-00-43720-000-004	COUNTY AID: LIBRARY ROCK	\$0	\$0		Estimated no increase for 2017.
Other County & State		\$6,948	\$5,777	\$5,777	
25-00-43720-700-003	LIBRARY GRANT SCLS CE	\$0	\$0		
25-00-43720-700-002	LIBRARY GRANT COMMUNITY FOUN	\$1,750	\$1,500		
25-00-46710-000-000	LIBRARY FINES	\$5,718	\$6,000	\$11,000	
25-00-48100-000-000	INTEREST	\$88	\$45		
25-00-48300-000-000	FAXES & COPIES	\$986	\$1,000		
25-00-48500-000-000	DONATIONS	\$3,865	\$300		
25-00-48500-000-001	DONATIONS-SUMMER READING	\$1,575	\$1,500		
25-00-48500-000-003	DONATIONS-SAVINGS ACCOUNT	\$0	\$0		
25-00-49501-000-000	SURPLUS FUNDS APPLIED	\$447	\$7,123		Fines to be increased. Estimated use of surplus and donated funds. This includes operational reserves.
Fees, Grants, Donations, etc.		\$14,429	\$17,468	\$69,121	
TOTAL REVENUE		\$250,071	\$243,874	\$300,527	

Summary of NGPL Expenses

Acct # 25	Account Description	2015 PROJECTED	2016 BUDGET	2017 ESTIMATED	NOTES
25-00-55110-110-000	SALARIES	\$121,267	\$133,862	\$135,870	Salaries for 2015 projected to end of year. 2016 and 2017 estimate based on a 1.5% increase.
25-00-55110-110-000	SALARIES	\$121,267	\$133,862	\$135,870	Fringe benefits for 2015 projected to end of year. Estimated 3% increase for 2017 with no change in coverage. This could change if an employee chooses to add or change coverage.
25-00-55110-130-000	FRINGE BENEFITS	\$36,040	\$40,800	\$42,840	
25-00-55110-130-000	FRINGE BENEFITS	\$36,040	\$40,800	\$42,840	
25-00-55110-310-001	PRINT MATERIAL	\$15,000	\$15,000		
25-00-55110-310-002	SERIALS (magazines & newspapers)	\$4,000	\$4,000		
25-00-55110-310-003	AV MATERIALS	\$11,000	\$11,000		
25-00-55110-310-003	MISC. MATERIALS	\$100	\$100		
25-00-55110-310-006	ELECTRONIC RESOURCES (DIGITAL BUYING POC)	\$2,453	\$2,194		
25-00-55110-310-009	MY PC TIME MANAGEMENT - FORMERLY LIBRAR	\$32,553	\$32,294	\$32,294	
25-00-55110-310-010	WIRELESS	\$0	\$0		
25-00-55110-310-013	SCLS LINK COSTS (TECH/ILS FEES)	\$17,081	\$16,888	\$21,048	SCLS service costs decreased the past few years so estimated no increase to base service. Increase will be for additional computers in library. Each new computer = \$147 port fee + \$19 library On-Time software + \$250 IT Support/Software = \$416/yr/computer. Estimated 10 additional computers.
25-00-55110-310-018	SCLS DELIVERY	\$2,091	\$2,091	\$2,091	
25-00-55110-220-000	UTILITIES/PHONE	\$1,400	\$1,450	\$1,494	
25-00-55110-240-000	EQUIPMENT CONTRACTS/COPY	\$500	\$500	\$500	
25-00-55110-291-000	PURCHASED SERVICES	\$250	\$200	\$200	
25-00-55110-310-000	GENERAL OPERATIONS(SUPPLIES)	\$2,700	\$4,000	\$5,000	General supplies estimated to increase \$100 per month to account for building supplies such as softening salt, paper products, etc. This does not include cleaning supplies because they are included in cleaning contract.
25-00-55110-310-004	AUDIT	\$655	\$786	\$944	Estimated a 20% increase in the audit.
25-00-55110-310-007	POSTAGE	\$300	\$350	\$350	
25-00-55110-310-008	FINANCIAL SOFTWARE	\$400	\$500	\$515	
25-00-55110-310-010	1000 BOOKS BEFORE KINDERGARTEN	\$0	\$0	\$0	
25-00-55110-310-012	VILLAGE NEWSLETTER	\$0	\$0	\$0	
25-00-55110-310-014	PROGRAMMING	\$2,000	\$2,274	\$2,274	
25-00-55110-310-015	SUMMER READ	\$3,500	\$3,500	\$3,500	
25-00-55110-310-016	PUBLIC RELATIONS & MARKETING	\$100	\$100	\$100	
25-00-55110-310-020	GRANT: 2015 BOOK RELABELING PROJECT	\$1,070	\$0	\$0	
25-00-55110-320-000	PUBLICATIONS, DUES, ADS	\$500	\$500	\$500	
25-00-55110-330-000	TRAVEL & TRAINING	\$1,500	\$2,000	\$2,000	
25-00-55110-350-000	REPAIR/EQUIPMENT	\$100	\$100	\$100	
25-00-55110-510-000	LIBRARY: INSURANCE	\$4,935	\$5,429	\$5,000	Estimate based on quote from M3 insurance for \$1.6M project amount for the building. \$220K for the contents, and \$1K deductible for all. During construction, the building's risk insurance cost would be \$2800.
25-00-55110-810-001	EQUIPMENT & FURNISHINGS	\$250	\$250	\$250	
25-00-55110-810-002	COMPUTER REPLACEMENT	\$1,708	\$2,000	\$3,138	Computer replacement needed every 4 years to be supported by our SCLS contract. Replacement cost is \$569/PC. Will need to replace 2 more computers per year.
25-00-55110-810-002	SEWER & WATER	\$21,868	\$23,939	\$23,064	Sewer & Water, Natural Gas, and Electricity based on Dimension IV Operating Cost Estimates, page 52 in the Concept & Budget Report October 21st, 2015. This is based on their experience with the building type, hours of operation, etc. The Sewer-Water number came from the Village's website based upon their estimate of pipe sizes, etc. The natural gas (\$50/SF) and electrical (\$1/SF) estimate are commonly used for buildings of this type.
25-00-55110-810-002	NATURAL GAS			\$6,000	
25-00-55110-810-002	ELECTRICITY			\$12,000	
25-00-55110-810-002	CLEANING SERVICES			\$12,000	Estimate based on quotes from Classy Cleaners and WZ Cleaning. Includes 2-3 cleanings per week, yearly window cleaning, yearly carpet cleaning, and all cleaning supplies (including trash bags).
25-00-55110-810-002	MOWING			\$1,620	Currently pay \$70 per mow at Glamour Park. \$2520 for 2015 (36 mows). With Lawn Care quoted \$45 per mow. Used 36 mows.
25-00-55110-810-002	SNOW PLOWING AND SHOVELING			\$6,000	Permit quoted \$600 for a 4" snowfall which includes 800 lbs salt and sidewalk shoveling. Verbal quote of \$300 for a 12" snowfall. They typically do 8-10 plows per year. Certificate of insurance highly recommended.
25-00-55110-810-002	GENERAL MAINTENANCE FUND			\$3,000	Fund set aside for ongoing and periodic maintenance of building (HVAC, roof, A/C compressor, etc). Amount suggested by architects.
25-00-55110-810-002	Building Utilities and Maintenance			\$43,320	
TOTAL EXPENSES		\$230,899	\$249,874	\$300,527	

Operating Budget Increases in the New Library:

There will be approximately \$46,546 of new and additional operating expenses incurred to support the new library. This represents a 19% increase to the 2016 budget of \$249,874.

	New Expenses	Additional Expenses
Utilities & Maintenance		
Sewer & Water	\$2,700	
Natural Gas	\$6,000	
Electricity	\$12,000	
Cleaning Service	\$12,000	
Lawn Service	\$1,620	
Snow Removal	\$6,000	
General Maintenance Fund	\$3,000	
Other Expenses		
General Supplies		\$1,200
Audit		\$157
Insurance		-\$3,429
Computer Rotation		\$1,138
SCLS Services		
Tech/ILS Support		\$4,160
Total	\$43,320	\$3,226

Utilities and maintenance of the building account for the majority of these costs. There are also increased costs to support additional public computers. Inflationary increases will continue to impact operating expenses for salaries, fringe benefits, library materials, and other miscellaneous expenses.

There will be no staff increases in the new library unless a grant can be obtained to fund limited term staff for special programming. Beginning in 2018, neighboring counties will start to reimburse the New Glarus Library based on cost/circulation to a significantly increased collection. This will help offset the New Glarus Village liability for all of the additional operating costs.

Pages 12-13 include a line item accounting that includes the data sources and notes about the historical based predictions that are the basis for the projected operating budget for the new library building in New Glarus.

PLAN TO FUND THE OPERATING BUDGET WITH NO ADDITIONAL LEVY FROM THE VILLAGE (BASED ON 2015 LEVY AMOUNT OF 150,703), INCLUDING INFORMATION ON ENDOWMENT FUNDS.

A new library building will bring increased cost. Several steps will be taken to eliminate any operational funding gap without an increase in levy support from the Village of New Glarus.

Below are the steps:

- 1) A new library will increase peoples' natural curiosity to visit the library. These visits will result in increased circulation of materials. Since Green County and adjacent counties calculate their support based on circulation, through circulation reimbursements, additional funds will be funneled to the operational budget from these counties.
- 2) In the budget cycle for 2016 Green County also increased its funding for the materials budget.
- 3) Increased revenue will be collected from fees and fines in two ways. 1) As a larger volume of materials going out the door, more money will be collected. 2) Costs of fees and fines will also be increased.
- 4) As part of the Capital Campaign fundraising efforts, approximately two years of the expanded increase in operating funds will be raised to anticipate the additional needs in the opening year to help bridge the gap while discovering the final operational increase.
- 5) A plan is being organized to grow the existing endowment account. The fund has always figured into the long term planning to fund the library. The Library Board is working with the Community Foundation of Southwest Wisconsin to develop additional strategies to increase the funding to this account.
- 6) Grant opportunities will be pursued for additional funding.
- 7) Outreach will continue with the Village Board of New Glarus and New Glarus Town Board for ways to support the library.
- 8) Outreach will continue with partnerships and organizations for ways to support the library.

PLAN FOR THE SALE OF THE WEST SIDE LOCATION PREVIOUSLY PURCHASED BY THE LIBRARY BOARD WITH PROCEEDS TO GO TOARD THE BUILDING PROJECT

The Library Board has been in consultation with a local realtor to determine the marketability for the West side site. We have learned that sales of empty lots or parcels have been very limited in the past year or more, and that there are currently a number of such parcels for sale. In market terms, currently the demand for such lots is very low. The location of the West side site in relation to the adjoining Swiss Center of North America property also presents a challenge for selling the site (i.e. access from the highway/or via the easement purchased along the East edge of the SCNA property). In her professional opinion now is not the time to easily sell the property; however she did state that listing it is free.

Three potentially interested parties have been suggested as possible direct sale options, and the Library Board has sought direction from the Administrator Gaddow in October to the legal process and jurisdictional authority for this process. Clarification from Administrator Gaddow has not been received to date.

We are anticipating financing total project costs without any additional revenue from sale of the West side site. The Library Board will continue to research options for this property. Additionally, until the Library Board is certain that the village will commit to and construct the new library on the Glarner Park site, we have determined that it would be unwise to list the West side site for sale.

Concept & Budget Report

October 21st, 2015

New Glarus Public Library

Glerner Park Site

New Glarus, Wisconsin




DIMENSION 
Madison Design Group
architecture • engineering • interior design

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New Glarus Public Library

New Glarus, Wisconsin

Dimension IV Madison Project No. 15059

Architect:	Dimension IV Madison Design Group 6515 Grand Teton Plaza Suite 120 Madison, WI 53719
Civil Engineering:	Edge Consulting Engineers 624 Water Street Prairie du Sac, WI 53578
Mechanical and Electrical Engineering:	Hein Engineering Group 319 West Beltline Highway Suite 111 Madison, WI 53713
Structural Engineering:	Oneida Total Integrated Enterprises (OTIE) 5100 Eastpark Boulevard Madison, WI, 53718

Project Site

The new library will be located on approximately 1.7 acres of land currently known as Glarner Park in the Village of New Glarus between 3rd and 4th Avenues. The site is west of the existing fire station and west of the Village Hall and existing library. The existing ball field will be relocated.

The site slopes slightly from the southwest corner down to a storm sewer inlet at the northeast corner.

Project Description

The proposed project is a new one-story, 12,000 (approx.) square foot building that contains a Library and Multi-Purpose Room. The building entrance will have access to Multi-Purpose Room, Library and toilet rooms. The Library will house adult and youth services collections, Story Time room, local history/genealogy area, reading areas and computers. Also included are staff work areas, study rooms, and an adult leisure reading area.

Vehicle access will be from a driveway entrance from 3rd Avenue with a parking lot east of the building. Ample bicycle parking will be provided and bicycle and pedestrian access to the site will be via the 3rd and 4th Avenue sidewalks. The new building will be on the west side of the property, located above the flood plain elevation. Storm water ponds will be provided for on-site storm water control.

New Glarus Public Library

New Glarus, Wisconsin

Building Program

Projected Space Needs Summary

The following projected space requirements and patron seating statistics are based on the New Glarus State of Wisconsin Department of Public Instruction Public Library Space Needs Planning Outline and review with the South Central Library System and the library staff.

Area	Square Footage	Page No.
Entry/Lobby	390	3
Multi-Purpose Room (w/ Storage)	905	4
Kitchen	110	6
Library Circulation Desk Area	335	7
Public Service Area	235	9
Reference and Local History Area	450	10
Computer Area	515	11
Leisure Reading Area	195	12
Audio-Visual Area	655	13
Study Rooms (3)	470	14
Youth Services: Children's Area	940	15
Story Time Room	430	17
Youth Services: Juvenile Area	900	18
Youth Services: Young Adult / Teen Area	470	19
General Adult Collection Area	1,375	20
Staff Work Area	620	21
Staff Breakroom	150	23
Director's Office	175	24
Book Return Room	60	25
Exterior Maintenance/Telephone/IT Closet/Storage	65	26
Library Storage	100	27
Friends' Shop (Display) / Friends' Storage	120	28
Public Restrooms/Family Toilet	425	29
Staff & Delivery Entrance	75	31
Mechanical (SF included in unassigned)	--	32
Janitor's Closet	95	33
Total Square Feet (Net)	10,260	
Unassigned Space in Square Feet (Structure, Walls, Circulation, Mechanical, etc.)*	1,740	
Total Building Area Square Feet (Gross)	12,000	

*HVAC Units are located in attic mezzanine

AREA:	ENTRY/LOBBY
SIZE:	390 square feet.
FUNCTION:	<p>Main access to library and Multi-Purpose Room</p> <p>Display and distribution area for information of interest to the public</p> <p>Access to public restrooms and drinking fountain</p> <p>Serves as a pre-function and break-out space for the Multi-Purpose Room</p> <p>Access to Janitor's Closet</p>
SPECIAL REQUIREMENTS:	<p>Double set of entry doors for delivery access.</p> <p>Doors should be accessible for patrons with strollers and individuals with handicaps – automatic entry doors. Made of safety glass and metal frame</p> <p>Library can be closed, but access to lobby and multi-purpose room can still be available.</p> <p>Floor should be tiled – durable, non-slip, easy to clean</p> <p>Provide a well-lit (overhead) area for patrons waiting for a ride</p>
FURNISHINGS:	<p>Electric water coolers: 1 pair at two heights as required by Code.</p> <p>Wall mounted bulletin board and racks for brochures and other literature.</p> <p>Display case: One wall mount and one floor (existing)</p> <p>Donor wall feature – recognition plaques and/ or floor tiles</p> <p>Sign: hours of service.</p> <p>Sign: cell phone use in lobby only.</p> <p>Seating/ Bench</p> <p>Waste/recycling receptacles</p> <p>Security cameras for Library staff supervision.</p>
COMMENT:	USPS and similar non-SCLS deliveries through main entry.

AREA:	MULTI-PURPOSE ROOM
SIZE:	800 square feet (114 people x 7 SF/person) 105 square feet Storage Room
FUNCTION:	Provides an area for library programs including summer-reading and after-school programs Provides an area for meetings for community organizations Provide space for the public to rent Provide a gallery space Storage room for tables, chairs, etc. Provides storage lockers for service clubs/ groups to use
SPECIAL REQUIREMENTS:	The Multi-Purpose room should have easy access to parking, toilet rooms and kitchen Accessible during non-library hours Separate HVAC unit and thermostat control from library Space should be easily reconfigured Special attention should be made to acoustics/ soundproofing Storage units for service clubs and groups must have locks Dimmer switch for lights and light controls to permit a variety of lighting levels Possible polling place – plan for 4 voting booths. Each voting booth needs power, voice and data ports Security cameras for Library staff supervision

FURNISHINGS:

Chairs for 100

Tables to seat 8 12 tables total

Coat storage Coat hooks/ racks/ 2-Level wall strips

Storage 105 square feet (100 chairs with dollies and tables)

Lockable AV cabinet

Ceiling-mounted LCD projector

White wallboard suitable for projection with tray

Sound system for microphones and audio equipment with TV connections

Room-darkening shades

Tackable surface

Podium

Wall art hanging system

COMMENT:

To have a meeting space that seats 100 in chairs (114 occupancy capacity), plus area for presenter

Wired for "Wireless". Multiple outlets on all walls for use of various AV equipment including some floor outlets

Area near kitchen should have multiple outlets at table height (crockpots, etc.) for event use

AREA:	KITCHEN
SIZE:	110 square feet.
FUNCTION:	To provide for preparation and serving of refreshments and to facilitate easy cleanup for groups using Multi-Purpose Room and Story Time Room.
SPECIAL REQUIREMENTS:	<p>Adjacent to the Multi-Purpose Room and Story Time Room.</p> <p>Pass-thru with future pull-down door, used for serving the Multi-Purpose Room</p> <p>Accessible during non-library hours, with ability to restrict access to staff area/ library</p> <p>Minimal cabinets for storage of supplies, and counter area for small appliances</p> <p>Counter area for a coffee pot and other small appliances for use at the same time</p> <p>Several dedicated outlets</p>
FURNISHINGS:	<p>Full size refrigerator</p> <p>Microwave</p> <p>Double sink with garbage disposal</p> <p>Ample electrical outlets for appliances</p> <p>Waste and recycling receptacles</p>
COMMENT:	No carpet. Surfaces should be durable, easy to clean and maintain.

AREA: **CIRCULATION DESK AREA**

SIZE: 335 square feet.

FUNCTION: Main focal point of library for patron assistance

Check-in and check-out area

Pick up holds and Interlibrary Loan's

ILL (Interlibrary Loans)/delivery workstation (possibly island)

Delivery sorting

Serves as primary reference/information desk

Send and receive faxes and pay for service transactions

Visibility to and supervision of various Library areas

SPECIAL REQUIREMENTS: 2 LINK computers, 2 receipt printers and 1 shared printer

Wiring for 1-2 extra stations for self-check

Large enough to not feel crowded and to designate areas for certain functions (allow both walkway and work surface for multiple staff members)

Space for telephone and other equipment listed above

Locking cash drawer

Space for barcode scanners, receipt printer(s), and one color printer

Interior book drop with sinking bottom-one for media and books (possibly reuse existing)

Appropriate counter space near workstations for all equipment listed above

Chairs and workstations should allow for any opening and closing of drawers and cabinets

Light switch panel for public areas

Space for waste receptacles, red delivery boxes (10 bins) and book trucks

Space for up to 5 book carts to place un-shelved returns behind the desk area, away from traffic, but close to circulation workstations to prevent wasted steps

Location of fax machine and telephone

Space for some display of bookmarks and other promotional materials

Counter space, drawers, open shelves and cabinets for storage of supplies and materials

Access for staff to easily assist patrons (gate or opening at each end)

Additional work surface space for security camera system computer and monitor

FURNISHINGS:

Shelving for up to 200+ holds/ILL materials

Seating for two staff (stool for counter area and task seat for reference service desk)

Circulation desk to be modular construction with drawers and open shelves and solid surface countertop with section that is ADA accessible/child friendly.

Sign depicting Circulation/Information Desk

Clock

Rack for shopping baskets (existing)

COMMENT:

Adequate space in front of circulation desk for patron queuing and circulation.

AREA:	PUBLIC SERVICE AREA
SIZE:	235 square feet.
FUNCTION:	To provide patrons with a view of the main library departments, access to the copy machine, and circulation desk for return/ check out materials, or ask questions
SPECIAL REQUIREMENTS:	<p>Should be adjacent to circulation desk.</p> <p>Future self-check machine</p> <p>Patron access to two OPAC terminals with LINKCat only (one stand-up and one with seating)</p> <p>Work surface and storage for paper and other copier supplies next to copier</p> <p>Space for tax forms and brochure displays, with storage nearby for extra forms</p> <p>Queue space should be provided</p>
FURNISHINGS:	<p>New book shelving</p> <p>Special book display unit</p> <p>Table and chair for OPACs (2 here (+2 in stacks))</p> <p>1 photocopier with counter/ table</p> <p>Rack with shopping baskets or bags</p> <p>Display case for collections (1 wall-mounted)</p>
COMMENT:	<p>Wiring for computers per SCLS specs</p> <p>Wi-Fi access point</p>

AREA:	REFERENCE AND LOCAL HISTORY AREA
SIZE:	450 square feet.
FUNCTION:	Shelve reference materials Display and shelve local history materials
SPECIAL REQUIREMENTS:	Near the circulation desk to provide staff with easy access and near the public service area so it is readily available to patrons Can be viewed from Circulation Desk and Staff Work Room Semi-quiet area easily accessible for staff assistance Location of Genealogy and Green Co. history books Location of microfilm reader, printer, and storage Location of future small copier
FURNISHINGS:	One table with 4 chairs Two tables for 2 chairs each One computer workstation to access genealogical databases with scanner Lower shelving units – 75 LF of collection shelving File cabinet Display kiosk Atlas/map stand Sign depicting Reference and Local History Area Lockable storage cabinet for historic books and documents SARA scanning and reading device
COMMENTS:	

AREA: **COMPUTER AREA**

SIZE: 515 square feet.

FUNCTION: To provide computers for internet access, word processing and training.

SPECIAL REQUIREMENTS: Visible from circulation desk for easy access and viewing by staff. There will be additional OPACs in the General Adult Area

Indirect or parabolic lighting

FURNISHINGS: 10 internet computers
(wiring for 4 future computers)

2 printers (black and white)
(1 color printer available at Circulation Desk)

1 scanner

Tables for computers with wire management and chairs

COMMENTS: Networked printers will be located at the circulation desk and at internet stations

AREA: **LEISURE READING AREA (PERIODICALS /NEWSPAPERS)**

SIZE: 195 square feet.

FUNCTION: To provide patrons with a comfortable, quiet, leisure reading area

SPECIAL REQUIREMENTS: Near general collection stacks, study rooms and more quiet areas; possibly a separate room

Shelving for face-out display for magazines with future expansion-box shelving to store Princeton boxes behind current titles

Shelving for 1 years' worth of back issues for these magazine titles

Newspaper display and back issues

Possible future electric fireplace

Security camera for Library staff supervision.

FURNISHINGS: Low magazine and newspaper shelving (up to 66") (existing) – 135 LF of collection shelving

Lounge chairs

Signage

COMMENT:

AREA: **AUDIO-VISUAL AREA**

SIZE: 655 square feet.

FUNCTION: To house audio-visual collection, including audio books, DVDs, CDs and gaming software

SPECIAL REQUIREMENTS: Appropriate shelving for all formats of audio-visual materials

Near Youth Services: Teen's Area and visible from circulation desk

FURNISHINGS: Audio book shelving

DVD shelving
(located on shelving)

CD shelving

Misc. (Playaways/ software)
Display shelving

66" high shelving

Pull-out drawers at 48" high

AREA:	STUDY ROOMS
SIZE:	<p>470 square feet total</p> <p>2-person study 105 SF</p> <p>4-person study 150 SF</p> <p>6-person study and creative digital activities 215 SF with flexible space and AV storage closet or cabinet</p>
FUNCTION:	For small-group work, quiet study, tutoring and testing
SPECIAL REQUIREMENTS:	<p>Located near reference area</p> <p>Visible from circulation desk</p> <p>Glass walls and/or door to provide visibility into rooms for monitoring purposes</p> <p>Locked when not in use</p> <p>Outlets for computer plug-ins (wireless Internet capability)</p> <p>Good acoustics</p> <p>Provided blocking, electrical and I.T. jacks for wall-mounted monitor and smart boards</p> <p>One supervised study room larger with capabilities for creative digital use</p> <p>Storage room to store cart(s) with equipment (locked)</p> <p>Video and sound editing – walls with high sound transmission classification.</p> <p>3D printer – housed in AV storage cabinet</p> <p>Electrical, data and communications jacks</p>
FURNISHINGS:	<p>Tables to seat 2, 4, and 6 people</p> <p>Chairs</p> <p>Clocks</p>
COMMENT:	<p>3 study rooms</p> <p>If supervision sight lines not direct, consider security cameras</p> <p>Consider adding future fourth small study room</p>

AREA:	YOUTH SERVICES: CHILDREN'S AREA
SIZE:	940 square feet.
FUNCTION:	Provide space for children using the library Provide shelving for print and non-print materials
SPECIAL REQUIREMENTS:	Not by the Quiet Reading Area or reference area Near main entrance so day care groups don't need to go through entire library to get to Story Time Room or collection Open to rest of library but separate from quiet areas Direct access to Story Time Room Acoustically designed to avoid interference with other library functions Provide an environment children and parents can enjoy with immediate visual appeal Caitlyn's Corner to provide a seating area that a child sits and reads to an adult with defining architectural features and identifying signage. Bright, lively colors, fun atmosphere Windows with window seats Flexible display areas Areas for kits or hanging racks for bags Coat hooks Seating that encourages children to sit down with a book Children's services desk will be part of circulation desk with views to family restroom and as much of children's area as possible Play space for learning games 48" aisles between shelving with 60" at ends and main aisles Collection growth on shelves to be on top and bottom shelves (unless 2-high) No permanent shelving along walls to allow for display at full height walls.
FURNISHINGS:	Seating areas 4 overstuffed kids chairs Seating for parents to hold a child on their lap Small table and chairs for play area

Large bulletin board or tackable wall surface

1 LINK and game computer (1 future) to be shared with Juvenile's area

3-4 floor display units

Two levels of wall-mounted rods/display for hanging kits.

Signs identifying collections

Shelving 42" to 48" high – 940 LF for collection of the following:

- Picture books
- Easy readers
- Board books (located in bins)
- DVD's
- New book display
- Audio books/books on CD's
- Children's music on CD
- Computer software
- Children's magazines
- Multimedia kits and toys
- Shelving for Parenting Coll.

COMMENTS:

Toddler's play area with stuffed animals, puppets, etc.

AREA:	STORY TIME ROOM
SIZE:	410 square feet (58 people x 7 SF/person) 20 square feet storage closet or cabinet
FUNCTION:	To provide a space for preschool storyhour, lapsits and other children's programming To provide meeting space for library meetings, like Library Board and other functions, like book discussion, Friend's meetings, etc. To provide storage closet or cabinet for all supplies for children's programs
SPECIAL REQUIREMENTS:	Enclosed room adjacent to children's area Separate thermostat controls Tackable surfaces TV/DVD and smart board capability Space for Ellison die-cut machine and storage for dies
FURNISHINGS:	Folding tables Storage cabinets Bulletin boards Small built-in cabinets and sink
COMMENTS:	

AREA: **YOUTH SERVICES: JUVENILE AREA**

SIZE: 900 square feet

FUNCTION: Provide space for elementary school age children using the library
 Provide shelving for print and non-print materials
 Provide tables and chairs for homework and reading

SPECIAL REQUIREMENTS: Located area between Children's and Young Adult area
 Area should be visually appealing to children
 Provide comfortable seating for independent reading
 1 LINK and game computer (1 future) to be shared with Children's area
 Wall space for bulletin board displays
 48" aisles between shelving with 60" at ends and main aisles
 Collection growth on shelves to be on top and bottom shelves.
 No permanent shelving along walls to allow for display at full height walls.

FURNISHINGS: Seating areas
 2 tables and 4 chairs each
 On-floor seating for 6
 2-4 lounge chairs
 Bulletin board or tackable wall surface
 Display area for new books or special topics - 60 SF
 Shelving 60" high – 585 SF for the collection of the following:
 Books
 Magazines
 Audio books
 Magazine shelving similar to adult magazine shelves which would store one year of back issues.

COMMENTS:

AREA:	YOUTH SERVICES: YOUNG ADULT / TEEN AREA
SIZE:	470 square feet.
FUNCTION:	<p>Provide a place for middle-school age and older young adults to socialize, view collections, read and study</p> <p>House young adult fiction, non-fiction, series, paperbacks, BOCD, teen magazines and gaming software</p>
SPECIAL REQUIREMENTS:	<p>Welcoming, comfortable, somewhat trendy atmosphere</p> <p>Separate from Children's, Juvenile and Adult areas</p> <p>Away from quiet study areas</p> <p>Visible from circulation desk</p> <p>Near AV area</p> <p>48" aisles between shelving with 60" at ends and main aisles</p> <p>Collection growth on shelves to be on top and bottom shelves.</p> <p>No permanent shelving along walls to allow for display at full height walls.</p>
FURNISHINGS:	<p>Variety of seating</p> <p>Table and chairs</p> <p>Lounge and/or tablet arms</p> <p>Display area for new materials or special themes</p> <p>Bulletin board, magnetic board, or white board</p> <p>Shelving (66" high preferred) – 315 SF for the collection of the following: Non-fiction located with adult non-fiction</p> <p>One game computer (one future)</p> <p>Sign designating area</p> <p>Magazine shelving similar to adult magazine shelves which would store one year of back issues.</p>

AREA:	GENERAL ADULT COLLECTION AREA
SIZE:	1,375 square feet.
FUNCTION:	Provide main collection of adult fiction, nonfiction books, large print and paperbacks Locate new materials near entrance
SPECIAL REQUIREMENTS:	Design should create a natural draw inviting people into the area Should feature windows Interior may include potted plants Table seating shared with Reference and Local History area Lounge seating located in AV area Two stand-up OPAC's located on end of stacks instead of having them all in the public service area (plan for 1-2 future) 48" aisles between shelving with 60" at ends and main aisles Collection growth on shelves to be on top and bottom shelves. No permanent shelving along walls to allow for display at full height walls.
FURNISHINGS:	Comfortable seating with coffee tables Taller shelving for main collection with face-out display on end of range. Oversized collection must be inter-shelved so shelving needs to accommodate these books. – 1,375 SF for the collection of the following: <div style="margin-left: 40px;"> Fiction Nonfiction Large Print Rack for general paperbacks New books </div> Table and chairs for 2-4 people, possibly with task lighting Tablet chairs (2+2 regular chairs existing)

AREA:	STAFF WORK AREA
SIZE:	620 square feet
FUNCTION:	<p>Accommodate staff workspace for tasks including ordering, receiving and processing of new materials</p> <p>Semi-private office space for Assistant Director co-located with staff workspace</p> <p>Workspace for at least three adult staff members (part-time)</p> <p>Shelving cubbies for Library Board packets/correspondence</p> <p>Storage of materials waiting for processing</p> <p>Storage of materials needing repair</p> <p>Storage of small and large supplies</p> <p>Workspace for processing books and other new materials</p> <p>Workspace to repair books and AV materials</p> <p>Area for receiving and processing SCLS delivery items, UPS/FedEx shipments</p>
SPECIAL REQUIREMENTS:	<p>Adjacent to (and visible to) circulation desk area, near public restroom and route to book return room</p> <p>Four staff workstations including LINK computers, printers, wiring, telephone, etc.</p> <p>Workspace for material processing and mending (island workstation with both seated and standing heights)</p> <p>Adjustable shelving storage for office supplies</p> <p>Adjustable shelving storage for processing supplies</p> <p>Adjustable shelving for materials waiting to be processed or repaired</p> <p>Space of staff members to store projects</p> <p>Extra outlets</p> <p>Space for book trucks</p> <p>Color printer on counter workspace</p> <p>Paper cutter, wastebaskets, recycling tubs, clock, boom box</p> <p>TV with DVD player on counter workspace</p>

FURNISHINGS:

Computer work stations should contain a file drawer, supply drawer, pen and pencil drawer and task chair

Cabinets and drawer space for storage
84" high shelves for storage of books and supplies

Work counter for processing and repair

Table for project workspace (island workstation with both seated and standing heights)

Bulletin board

COMMENT:

Space designed to facilitate a smooth workflow

AREA: **STAFF BREAKROOM**

SIZE: 150 square feet.

FUNCTION: Provide library employees space to store personal belongings and coats and space to eat meals and take scheduled breaks

SPECIAL REQUIREMENTS: Somewhat private, not easily accessible to public
Window to outside, if possible

FURNISHINGS: 10 Lockers to store personal belongings
Coat rack or closet
Countertop with upper and lower cabinets with sink
Table and chairs for three
Refrigerator
Microwave

COMMENTS:

AREA: **DIRECTOR'S OFFICE**

SIZE: 175 square feet.

FUNCTION: Provides a private office and work space for the director, including storage of administrative-related files.

SPECIAL REQUIREMENTS: Windows with a view outside
Window to staff/ circulation desk for ability to observe staff & patron functions and needs

FURNISHINGS: Desk with credenza and chair
Computer workstation with printer, includes building automation system software
Two side/ guest chairs
Shelving units
Filing cabinets
Telephone
Good acoustical privacy

AREA:	BOOK RETURN ROOM
SIZE:	60 square feet.
FUNCTION:	Collection of library materials returned by patrons using outside drive-up book drop
SPECIAL REQUIREMENTS:	<p>Must provide for drive-up material return (with one-way vehicular access providing for driver-side returns and pedestrian accessing the library during closed hours).</p> <p>Drive-up location should not inhibit the safety pedestrians and bicyclists.</p> <p>Must be close to circulation desk or staff work area</p> <p>Fire-rated partitions and sprinklered via domestic water</p>
FURNISHINGS:	Carts with sinking bottom and wheels used by staff and for easy transport of materials to staff area

AREA: **EXTERIOR MAINTENANCE / TELEPHONE / IT CLOSET / STORAGE**

SIZE: 65 square feet.

FUNCTION: House breaker panels for electrical system
Racks for LINKCat computer system
Serve as extra Library storage if space allows
Storage of snow shovel(s) and exterior maintenance tools and supplies

SPECIAL REQUIREMENTS: Must be accessible for all sides
Meet South Central Library System requirements for I.T., electrical power, cooling and ventilation and room layout
Light with occupancy sensor control
Sealed concrete floor and concrete or masonry walls

AREA:	LIBRARY STORAGE
SIZE:	100 square feet.
FUNCTION:	Separate storage room Storage for seasonal decorations, etc.
SPECIAL REQUIREMENTS:	Heavy duty shelving
FURNISHINGS:	Shelving – adjustable height

AREA: **FRIENDS' SHOP (DISPLAY AREA) / FRIENDS' STORAGE**

SIZE: 15 square feet of shelving plus 100 square feet Friends' Storage Room

FUNCTION: Sale of used library materials, donated books and possibly small gift items
Always open when Library is open.
Near circulation desk

SPECIAL REQUIREMENTS: Shelving and display units for patron browsing.
Bulletin board or tackable surface for pricing, Friends' events, etc.

FURNISHINGS:

COMMENTS: Additional storage space for donated books within Friends' Storage Room

AREA:	PUBLIC RESTROOMS
SIZE:	355 square feet
FUNCTION:	Provide male and female toilet facilities.
SPECIAL REQUIREMENTS:	<p>Should be located near the Lobby and Multi-purpose Room.</p> <p>ADA compliant stall and clearances throughout</p> <p>Ceramic tile should be used on floors and half-high walls behind and adjacent to fixtures.</p> <p>Easy open doors with kick plates and push plates.</p> <p>Consider waterless urinals</p> <p>Occupancy sensor on lights</p> <p>Restrooms with temperature control and well ventilated with exhaust fans</p>
FURNISHINGS:	<p>Toilets (3 toilets and 2 lavatories in women's; 1 toilet, 2 urinals, 2 lavatories in men's)</p> <p>Vanity countertops with integral sinks</p> <p>Liquid soap dispensers</p> <p>Mirrors with shelf below</p> <p>Automatic hand dryers or paper towel dispensers</p> <p>Double toilet-paper dispensers</p> <p>Sanitary napkin dispenser</p> <p>Trash containers near sink</p> <p>Fold-down changing deck in both women's and men's</p> <p>Automatic sensor on urinals and sink faucets</p> <p>Floor drain in all restrooms</p>
COMMENT:	Surfaces and fixtures should be designed to deter vandalism and have ease of cleaning/maintaining

AREA:	FAMILY TOILET
SIZE:	70 square feet
FUNCTION:	Provide one single occupancy unisex toilet facility for Library patrons and staff.
SPECIAL REQUIREMENTS:	<p>Should be located near the Children's and Story Time Room.</p> <p>Must be visible from Circulation Desk for safety</p> <p>ADA compliant</p> <p>Ceramic tile should be used on floors and half-way walls behind and adjacent to fixtures.</p> <p>Easy open doors with kick plates and push plates. Lockable door.</p> <p>Occupancy sensor on lights</p> <p>Restroom with temperature controls and well ventilated with exhaust fans</p>
FURNISHINGS:	<p>Toilets (1 toilet, 1 lavatory)</p> <p>Vanity countertop with integral sink</p> <p>Liquid soap dispensers</p> <p>Mirrors with shelf below</p> <p>Automatic hand dryers</p> <p>Double toilet-paper dispensers</p> <p>Trash container</p> <p>Automatic sensor on sink faucet</p> <p>Fold-down changing deck</p> <p>Floor drain</p>
COMMENT:	Surfaces and fixtures should be designed to deter vandalism and have ease of cleaning/maintaining

AREA:	STAFF & DELIVERY ENTRANCE
SIZE:	75 square feet
FUNCTION:	To provide accessible entrance for SCLS delivery staff, UPS and other deliveries, and staff members. To provide storage for up to 20 delivery boxes.
SPECIAL REQUIREMENTS:	Unobstructed path to area where materials will be delivered Must be will lit with an outside light over the door Near staff work area/ circulation desk Near loading zone and staff parking area Large area for parking delivery boxes
FURNISHINGS:	36" wide door minimum, that is able to stay in open position, with a small window and 36" minimum wide steel kickplate. All outside wall corners to have corner guards
COMMENT:	See South Central Library System Delivery Service New Library or Renovation Delivery Site Recommendations

AREA: **MECHANICAL ROOM**

SIZE: Per layout, included in unassigned space in mezzanine

FUNCTION: HVAC equipment

SPECIAL REQUIREMENTS: Floor and condensate drains

Requirements and clearances per specific mechanical equipment.

Space clearances and access per equipment requirements such as coil replacement at air-handling units.

Exterior exhaust, relief louvers, and intake

Accessible by alternating tread stair

FURNISHINGS:

COMMENT:

AREA: **JANITOR'S CLOSET**

SIZE: 95 square feet

FUNCTION: Provides storage for interior maintenance and cleaning supplies, light bulbs, paper products.

SPECIAL REQUIREMENTS: The janitor closet should be accessible from the lobby/ multi-purpose room, with access required when the library is closed.

Lockable door

FURNISHINGS: Heavy duty wall-mount shelving

Floor-mounted mop sink with hose

Location of water service and hot water heater

Floor drain near sink area

Mechanical exhaust tied to light switch

Alternating tread stair to access mechanical mezzanine

COMMENT: Will also house domestic hot water heater and water service equipment

Library Collection and Growth

NEW GLARUS PUBLIC LIBRARY-COLLECTION ANALYSIS

	2015 Volumes	% of Growth	20-Year Growth	% in Circ	Shelf based on % in Circ	Preferred Shelf Height	Books per LF	# of Shelf DF Sections	30 SQ. FT. per ea DF Section	Remarks
CHILDREN'S PRINT										
Juvenile Board Books	165	100%	330	20	264	2	6	3.00	90	Prefer bins with base-out display instead of shelves. Could be combo of bins and shelves.
Juvenile Picture Books	2,500	55%	3,875	50	1,939	3	14	8.00	240	Storage sits under discussion-swivel to hems instead of author/biwey.
Juvenile Fiction Series	1,922	30%	2,499	15	2,124	5	10	7.00	210	
Juvenile Graphic Novels	158	100%	316	30	221	5	10	1.00	30	
Juvenile Holiday Books	362	70%	615	10	554	2	14	3.50	105	Prefer bins with categories.
Juvenile Non-Fiction	2,730	25%	3,413	10	3,072	5	10	10.50	315	
Juvenile Chapter/Easy Readers	475	65%	783	20	526	3	10	3.50	105	
Juvenile Magazines	8	0%	8	0	8	3	1	0.50	15	Wall mounted display & one year back issue in Princeton boxes on shelves
Juvenile New Feature/Display	50	100%	100	30	100	3	12	0.50	15	Ideally would be more feature or island display units
Parenting Collection	127	150%	318	10	286	5	6	1.50	45	
CHILDREN'S AV										
Juvenile DVDs	628	70%	1,068	30	748	3	20	2.00	60	Prefer base-out, ideally pull-out drawers. 25 (used 20)/L.F. = 75 per pull-out drawer.
Juvenile Music-On-CD	152	100%	304	30	213	3	38	0.50	15	Prefer base-out, ideally pull-out drawers. 38/L.F. = 114 per pull-out drawer.
Juvenile Books-On-CD	208	65%	343	30	240	5	8	1.00	30	
Books on CD K's (bags)	107	50%	160	20	128	2	8	1.50	45	Wants hanging rods located within shelving
Juvenile Gaming Software	39	0%	39	10	35	4	10	0.50	15	
										20-year growth net square footage: 1,335
YOUNG ADULT PRINT										
YA Fiction	1,171	100%	2,345	30	1,642	5	10	5.50	165	
YA Graphic Novels	272	100%	544	40	325	5	10	1.00	30	
YA Non-Fiction	182	50%	273	10	246	5	10	1.00	30	
YA New Feature/Display	50	100%	110	30	77	5	12	2.00	60	Ideally would be more feature or island display units
YA Magazines	5	0%	5	0	5	1	1	1.00	30	Wall mounted display & one year back issue in Princeton boxes on shelves
										20-year growth net square footage: 315
ADULT PRINT										
Adult Fiction	4,272	70%	7,262	30	5,093	5	10	17.00	510	Use 5 shelves per side instead of 6 for future growth.
Adult Local History/Materials	278	20%	334	0	334	5	6	1.50	45	Use 5 shelves per side instead of 6 for future growth. Fiction, NF, yearbooks.
Adult Non-Fiction	4,912	60%	7,895	15	6,890	5	10	22.50	675	Use 5 shelves per side instead of 6 for future growth.
Adult Professional Collection	48	2%	50	0	50	5	8	0.50	15	Use 5 shelves per side instead of 6 for future growth. Currently located in side area.
Adult Large Print	449	150%	1,122	25	842	4	8	4.50	135	
Adult Magazines	75	25%	94	0	94	4	1	4.00	120	
Adult Newspapers	9	11%	10	0	10	4	1.5	0.50	15	
Adult New Books Fiction	150	50%	225	50	113	3	8	1.00	30	Ideally would be more feature or island display units
Adult New Books Non-Fiction	75	49%	112	30	78	3	8	0.50	15	Ideally would be more feature or island display units
Adult Reference	50	0%	50	0	50	3	5	0.50	15	
ADULT AV										
Adult Books-On-CD Fiction	595	100%	1,190	40	714	5	6	3.00	90	
Adult Books-On-CD Non-Fiction	207	100%	414	30	280	5	6	1.50	45	
Adult Music CDs	1,552	50%	2,328	30	1,630	4	38	2.00	60	Prefer base-out, ideally pull-out drawers. 38/L.F. = 114 per pull-out drawer.
Adult DVDs Feature Films (all slim line cases)	2,120	100%	4,240	30	2,988	4	38	3.50	105	Prefer base-out, ideally pull-out drawers. 38/L.F. = 114 per pull-out drawer.
Adult DVDs Non-Feature (all slim line cases)	524	100%	1,048	10	943	4	38	1.00	30	Prefer base-out, ideally pull-out drawers. 38/L.F. = 114 per pull-out drawer.
Adult DVDs TV Series (all slim line cases)	1,454	100%	2,908	30	2,036	4	38	2.50	75	Prefer base-out, ideally pull-out drawers. 38/L.F. = 114 per pull-out drawer.
Burrows	1,000	100%	2,000	30	1,400	4	10	1.50	45	Prefer base-out, ideally pull-out drawers. 38/L.F. = 114 per pull-out drawer.
Software	20	0%	20	10	18	1	10	0.50	15	
New DVD and browsers	75	100%	150	30	105	3	8	1.00	30	
										20-year growth net square footage: 2,070
										Total 20-Year Growth Net Square Footage: 3,720

New Glarus Public Library

New Glarus, Wisconsin

Site Program

1. Zoning Ordinance
 - Zoned R-1 Residential — Public Library is a permitted use.
 - R-1 zoning does not require Swiss-styled architecture.
 - Height: 2 1/2 Stories and 35 feet maximum.
 - Front and Rear Yard Setbacks: 25 feet; no parking in the setback along the street right-of-way.
 - Side Yard Setbacks: 20 feet total, with 8 feet minimum.
2. Traffic/Parking/Pedestrian Access
 - Vehicular parking: 1 stall per 4 seats per ordinance for community centers and places of assembly.
 - 118/4 meeting room + 156/4 library seats + 5 employee = 74 total stalls, with handicap parking stalls.
 - 32 parking stalls provided, including two accessible stalls.
 - Request variance for lesser amount of parking. Overflow parking will be accommodated through street parking.
 - Vehicle entrance drive from Third Avenue with adjacent walk for pedestrians and bicyclists.
 - Bicycle parking with bicycle racks.
 - Barrier free accessibility.
 - New Glarus Home shuttles drop off patrons.
3. Storm Water
 - Storm water detention basin with vegetated bio-basin area at outlet.
 - Sediment control for water quality from paved area run off.
 - Capture "clean" roof water for irrigation (rain barrels).
4. Library Program Amenities
 - Book drop with vehicle (driver's side) and pedestrian access
 - Service/staff entrance
 - Future expansion of building
 - Exterior benches for reading
5. Services
 - Trash.
 - Deliveries (Library van and UPS) – 11' vehicle height needed.
 - Electrical transformer and Air conditioning condensers.
6. Landscaping
 - Inviting entry plaza.
 - Simple and durable plantings (trees, shrubs, grasses and seasonal planting areas).
 - Landscape buffers along east and west property lines.
 - Parking lot landscaping per ordinance.
7. Lighting
 - Parking lot LED fixtures.
 - Building entrance and security lighting.
 - Non-glare/ dark-sky fixtures.
8. Miscellaneous Amenities
 - Monument sign.
 - Donor features (benches or pavers).
 - Flagpole with lighting for Wisconsin and U.S. flag will be considered.

New Glarus Public Library

New Glarus, Wisconsin

Sustainable Design

LEED benchmark standards will be followed for the design and construction of this project. This will ensure that the project will be environmentally responsible and minimize the long-term costs of operating the building as well as provide a healthy, pleasing and efficient building for the occupants and users. The following sustainable strategies will be incorporated into the project final design and construction documents, and if all of these strategies are successfully implemented the project would qualify to become LEED certified. A proposed LEED checklist of the sustainable goals follows the descriptions below.

Sustainable Sites

- SS. A soil erosion, waterway sedimentation and dust control plan will be required during construction to minimize erosion, soil loss and pollution during construction.
- SS1. The site selected is a previously undeveloped site that is not prime farmland, parkland, habitat to endangered species, a wetland or within a flood plain - NA.
- SS2. Development density and community connectivity.
- SS3. Brownfield redevelopment – NA.
- SS4.1. Alternative transportation – public transportation access – NA.
- SS4.2. Alternative transportation – Bicycle storage for 5% of building users and changing and shower facilities for employees - NA.
- SS4.3. Alternative transportation – Preferred parking for low-emitting, fuel efficient vehicles; 5% of total or 2 stalls.
- SS4.4. Alternative transportation – Parking capacity not to exceed minimum local zoning requirements and provide preferred parking for carpools for 5% of total or 4 stalls. (Regional priority credit.)
- SS5.1 Site development – Protect/restore habitat and promote biodiversity. Limit site disturbances to clearly marked boundaries beyond new building and site improvement construction perimeters. Use native plantings in landscaped areas.
- SS5.2 Site development – Maximize open space. Provide vegetated open space equal to 20% of the project site area, which can include shallow sloped, vegetated Stormwater ponds.
- SS6.1. Storm water quantity control measures will include vegetated Stormwater ponds and raingardens. Overflow parking on existing streets, and capture roof water for irrigation use. Stormwater management plan to maintain post-development discharge rate and quantity lower than pre-development rate and quantity for 1- and 2-year 24-hour design storms.
- SS6.2. Storm water quantity control measures will include vegetated Stormwater ponds, swales and raingardens. Due to bedrock, infiltration on this site will be minimal. Capture and treat runoff from 90% of average annual rainfall and remove 80% of solids per best management practices. (Regional priority credit.)
- SS7.1 Reduce heat island effect (non-roof). Shade drives, parking lots and pavements, shade trees and light-colored pavements.
- SS7.2 Reduce heat island effect (roof). Provide roofing materials with solar reflectance index greater than 29 for sloped roofs greater than 2:12.
- SS8. Light pollution will be reduced by lighting site areas for safety and security using dark-sky fixtures with non-glare, cut-off fixtures. Building facade lighting will be minimal to none.

Water Efficiency

- WE. Water use reduction 20% lower than baseline for water use.
- WE1. Landscaping plant selection and captured roof rainwater to allow for a reduction by 50% (2 points) or 100% (4 points) of landscape irrigation. (Regional priority credit if no potable water used for irrigation.)
- WE2. Innovative Wastewater Technologies will be incorporated with water-conserving fixtures for 50% reduction.
- WE3. Water use reduction 30% or more lower than baseline for water use. Water use will be reduced by using waterless urinals, toilets and faucets. (Regional priority credit with 30% reduction.)

Energy and Atmosphere

- EAP1. Fundamental commissioning of building energy systems – A Commissioning Agent can be employed to verify that the building's energy systems are installed, calibrated and performing per the project's design intent. This is a required prerequisite if LEED certification is desired and has added cost implications.
- EAP2. Minimum energy performance – A whole-building energy simulation (energy modeling) required to demonstrate that the building performance has a 10% improvement over the minimum level of energy performance as defined by ASHRAE 90.1-2007. This is a required prerequisite if LEED certification is desired and has added cost implications.
- EAP3. Fundamental refrigerant management – CFC refrigerants will not be used in the building's HVAC systems.
- EA1. Minimum energy performance – A whole-building energy simulation (energy modeling) to demonstrate that the building performance has a 12% (1 credit) 48% (19 credits) improvement over the minimum level of energy performance as defined by ASHRAE 90.1-2007.

The energy performance of the building will be optimized through an integrated design process that considers all components of the building including the building envelope, high-efficiency heating and cooling systems, lighting and lighting controls, Energy Star appliances and computers, natural daylighting. Focus on Energy may be able to provide engineering analysis and financial assistance to help achieve this goal and long-term cost savings.

- EA2. On-site renewable energy – solar, wind, biomass and geothermal energy sources.
- EA3. Enhanced commissioning of building energy systems – A Commissioning Agent can be employed to provide design and submittal review as well as systems manuals and operations review.
- EA4. Enhanced refrigerant management – No (or restricted) use of refrigerants in the building's HVAC systems.
- EA5. Energy measurement and verification can be achieved through an ongoing accountability of energy consumption over time. This energy tracking can also be used as a public education tool as well.
- EA6. Green Power – Purchase a percentage of energy used from sustainable power sources.

Materials and Resources

- MR. Recyclables will be collected and stored on site to minimize landfill waste.
- MR1.1. Building reuse – N/A
- MR1.2. Building reuse – N/A
- MR2. Construction waste management will help divert over 75% of construction and demolition waste from the landfill through recycling and salvage. (Regional priority credit if 75% is achieved.)
- MR3. Materials will be salvaged and reused wherever possible. Removed furnishings from the existing building can be reused in the new building or reused through a salvage auction or turned over to Habitat for Humanity- NA.
- MR4. New materials for the new construction will be specified to include recycled content wherever practical.
- MR5. Construction materials that are harvested, extracted and manufactured within 500 miles of the project will be specified wherever practical to encourage the use regional materials and minimize energy use associated with transport.
- MR6. Rapidly renewable materials will be specified wherever practical.
- MR7. This LEED credit requires the use of wood products from certified sustainably managed and harvested forests. This credit does add cost to the project.

Indoor Environmental Quality

- IEQP1. The project will be designed for minimum indoor air quality per the ASHRAE standards 62.1-2007 for mechanically ventilated spaces.
- IEQP2. The building will be smoke free including areas near entrances and air intakes to maintain indoor air quality.
- IEQ1. Outdoor air delivery (CO2) monitoring to promote occupant comfort and well-being.
- IEQ2. Increased Ventilation – not recommended to provide additional outdoor air ventilation during heating and cooling seasons due to increased energy use.
- IEQ3.1. An indoor air quality management plan will be specified for the construction phases of the building project, including a building flush-out process.
- IEQ3.2. An indoor air quality management plan will be specified for the preoccupancy phase of the building project, using a building flush-out process.
- IEQ4.1. Low-emitting materials – Low VOC and low emitting adhesives and sealants will be specified.
- IEQ4.2. Low-emitting materials – Low VOC and low emitting paints and coatings will be specified.
- IEQ4.3. Low-emitting materials – Low VOC and low emitting carpet and flooring will be specified.
- IEQ4.4. Low-emitting materials – Low VOC and low emitting composite wood products can be specified if the budget permits.

- IEQ5. Indoor chemical and pollutant source controls will be incorporated including, entrance vestibule with walk-off grating/grilles, exhausted custodial supply storage and high performing ventilation filtration.
- IEQ6.1 Controllability of lighting systems – High level of lighting controls for building occupants and users, providing ambient and task lighting.
- IEQ6.2 Controllability of Thermal comfort – Provide individual comfort controls for 50% of building occupants, operable windows or controls to meet group needs and comfort.
- IEQ7.1 Thermal comfort to be designed to establish a comfort criteria per ASHRAE Standard 55-2004.
- IEQ7.2 Thermal comfort to be verified over time with a permanent monitoring system and post-occupancy follow up.
- IEQ8.1 Daylight and views - Provide daylight to 75% or more of regularly occupied spaces. (Regional priority credit.)
- IEQ8.2 Daylight and views - Provide line-of-sight views to the exterior from 90% or more of regularly occupied spaces.

Innovation in Design

- ID1. 1 to 5 credits for innovative design features, exemplary performance, or educational features of sustainable design. Options include educational programming and information regarding the building's energy use/savings, exterior informational displays to promote native plantings and storm water management, green building maintenance, increased construction waste recycling, etc.
- ID2. LEED Accredited Professional as part of project team.

Regional Priority Credits (see above for up to 4 credits)



LEED 2009 for New Construction and Major Renovations

Project Checklist

Sustainable Sites			Possible Points: 26
	N	Y ?	
Credit 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Construction Activity Pollution Prevention
Credit 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Selection
Credit 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Development Density and Community Connectivity
Credit 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brownfield Redevelopment
Credit 4.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alternative Transportation—Public Transportation Access
Credit 4.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alternative Transportation—Bicycle Storage and Changing Rooms
Credit 4.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles
Credit 4.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alternative Transportation—Parking Capacity
Credit 5.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Development—Protect or Restore Habitat
Credit 5.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Development—Maximize Open Space
Credit 6.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stormwater Design—Quantity Control
Credit 6.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stormwater Design—Quality Control
Credit 7.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Heat Island Effect—Non-roof
Credit 7.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heat Island Effect—Roof
Credit 8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Light Pollution Reduction

Water Efficiency

6		Water Efficiency		Possible Points: 10	
Prereq 1	Y	Water Use Reduction—20% Reduction			
Credit 1	4	Water Efficient Landscaping	RCP - No Irrigation		2 to 4
Credit 2	N	Innovative Wastewater Technologies			2
Credit 3	2	Water Use Reduction	RCP - Threshold/ Path 30		2 to 4

Energy and Atmosphere

Energy and Atmosphere				Possible Points: 35	
Prereq 1	Y			Fundamental Commissioning of Building Energy Systems	
Prereq 2	Y			Minimum Energy Performance	
Prereq 3	Y			Fundamental Refrigerant Management	
Credit 1	5			Optimize Energy Performance	1 to 19
Credit 2	N			On-Site Renewable Energy	1 to 7
Credit 3	N			Enhanced Commissioning	2
Credit 4	N			Enhanced Refrigerant Management	2
Credit 5	5			Measurement and Verification	3
Credit 6	N			Green Power	2

Materials and Resources

Materials and Resources		Possible Points: 14
Prereq 1	Storage and Collection of Recyclables	
N Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
N Credit 1.2	Building Reuse—Maintain 50% of Interior Non-Structural Elements	1
N Credit 2	Construction Waste Management RCP - Threshold/ Path 75	1 to 2
N Credit 3	Materials Reuse	1 to 2

Materials and Resources, Continued

	Y	2	N		
Credit 4	1			Recycled Content (10%)	1 to 2
Credit 5	2			Regional Materials (20%)	1 to 2
Credit 6			N	Rapidly Renewable Materials	1
Credit 7	1			Certified Wood (50% FSC)	1

Indoor Environmental Quality

12	2	Indoor Environmental Quality	Possible Points: 15
Y	Y	Prereq 1: Minimum Indoor Air Quality Performance	
Y	Y	Prereq 2: Environmental Tobacco Smoke (ETS) Control	1
1	1	Credit 1: Outdoor Air Delivery Monitoring	1
	N	Credit 2: Increased Ventilation	1
1	1	Credit 3.1: Construction IAQ Management Plan—During Construction	1
1	1	Credit 3.2: Construction IAQ Management Plan—Before Occupancy	1
1	1	Credit 4.1: Low-Emitting Materials—Adhesives and Sealants	1
1	1	Credit 4.2: Low-Emitting Materials—Paints and Coatings	1
1	1	Credit 4.3: Low-Emitting Materials—Flooring Systems	1
1	1	Credit 4.4: Low-Emitting Materials—Composite Wood and Agrifiber Products	1
	1	Credit 5: Indoor Chemical and Pollutant Source Control	1
1	1	Credit 6.1: Controllability of Systems—Lighting	1
1	1	Credit 6.2: Controllability of Systems—Thermal Comfort	1
	1	Credit 7.1: Thermal Comfort—Design	1
	1	Credit 7.2: Thermal Comfort—Verification	1
1	1	Credit 8.1: Daylight and Views—Daylight	1
1	1	Credit 8.2: Daylight and Views—Views	1
		RCP	

Innovation and Design Process

	1	1	1	Innovation and Design Process	Possible Points:	6
1				Credit 1.1 Innovation in Design: Green cleaning and maintenance		1
N				Credit 1.2 Innovation in Design: Educational information on libraries energy use		1
N				Credit 1.3 Innovation in Design: divert 95% construction waste from landfill		1
N				Credit 1.4 Innovation in Design: TBD		1
N				Credit 1.5 Innovation in Design: TBD		1
1				Credit 7 LEED Accredited Professional		1

Regional Priority Credits

Regional Priority Credits				Possible Points: 4
1	1	Credit 1.1	Regional Priority: Specific Credit (WE1)	1
1	1	Credit 1.2	Regional Priority: Specific Credit (WE3)	1
1	1	Credit 1.3	Regional Priority: Specific Credit (WR2)	1
1	1	Credit 1.4	Regional Priority: Specific Credit (IEQ8.1)	1
49	3	Total		Possible Points: 110

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August 2015

New Glarus Public Library

New Glarus, Wisconsin

Outline Specifications

Site Work Specifications

Site Size:	Approximately 1.7 acres or 73,823 square feet.
Earthwork:	Clearing and stockpiling of topsoil, excavation, rough grading, imported soils as required and fill, backfilling, compaction and erosion controls.
Paving:	Asphalt, base course, concrete sidewalks, concrete curb and gutter.
Stormwater:	On-site retention per storm water management plan, and collection of sloped roof rain-water for irrigation. Some roof downspouts to be connected by below-grade Stormwater piping to Stormwater pond(s).
Utilities:	See civil for additional utilities.
Landscaping:	Topsoil, final grading, seed, trees, shrubs and other plantings.

Structure and Building Envelope Specifications

Foundation:	Concrete spread footings and perimeter frost wall foundation.
Ground Floor:	Reinforced concrete slab-on-grade.
Building Structure:	Wood frame bearing walls, steel columns and beams to support wood roof trusses. Wood floor trusses at mezzanine.
Exterior Wall:	Wood stud wall framing. Exterior cladding to be a combination of stone masonry with limestone window sills, stucco (over cement backer board) and cement fiber siding.
Insulation:	Exterior walls with R-21 fiberglass batt insulation in stud cavities plus 1" (R6.5) rigid insulation sheathing to provide continuous insulation. Fiberglass batt and/or blown-in roof insulation minimum R-60. Minimum R-10 polystyrene rigid insulation at foundation walls. Vapor barrier at warm-side of walls, roof and slabs. Air/weather barrier at exterior wall. Sealant at joints.
Roofing:	Architectural-grade fiberglass shingles (Energy Star rated with SRI greater than 29) with ice and water shield membrane at eaves and valleys, gutters, downspouts, and fascia.
Soffit and Trim:	Cement fiber soffit panels with composite trim.
Exterior Windows:	Clad wood frame or fiberglass windows. High-efficiency, low-e, argon filled, double-pane glass. Fixed and operable windows. Screens at operable windows. Horizontal louver blinds in children and young adult areas.

Exterior Doors: Aluminum frame/glass entrance doors. Steel insulated service and exit doors and frames. Power-assist door operators at main entrance doors.

Interior Specifications

Wall Partitions: Wood framing with gypsum board sheathing.

Interior Doors: Hardwood veneer doors and steel frames.

Interior Windows: ¼" glass in hardwood frames.

Finish Carpentry: Hardwood trim and window casing. Cultured marble interior window stools.

Wall Finish: Paint over spray texture; tackable wall coverings in select locations.

Tile: Porcelain floor tile and base in vestibule, lobby and restrooms. Wall tile in restrooms.

Vinyl Tile: Staff Breakroom, Kitchenette and storage areas with vinyl base.

Carpet: Library areas, Staff Workroom, Multi-Purpose Room and office with vinyl base.

Ceilings: Acoustical tile and painted gypsum board with wood trim in key areas. Library areas, multi-purpose room and lobby to have varied ceiling heights. Soffit framing to be light-gage metal to avoid combustible void spaces.

Specialties: Display cases, bulletin boards, wall and corner guards, interior signage, fire extinguishers, book drop, acoustic panels at Lobby, toilet accessories, toilet partitions, baby changing stations and coat hooks/rods.

Casework: Plastic laminate base and cabinets, plastic laminate countertops in staff workroom and breakroom. Solid surface countertop at circulation/reference/information desk and kitchen. Solid surface bathroom vanities with integral sinks.

Furnishings: Horizontal louver blinds all other locations than between-the-glass blinds, electrical black-out window coverings, walk-off grating/grilles at entrance vestibules, refrigerators and microwaves.

Plumbing/Fire Protection Specifications

The water service for the building will be supplied from the water main in the street.

The sanitary lateral from the building will discharge to the sanitary sewer in the street.

Located within the janitor's closet will be the water meter, water softener and gas-fired water heater systems. Floor drains, hub drains and hose bibs will be provided as needed.

Low-flow toilet room fixtures will be used for water use efficiency. Floor drains will be present in toilet rooms.

There will be a high/low ADA complying electrical water cooler located near the toilet rooms.

There will be a double compartment stainless steel sink within the staff breakroom and in the multi-purpose room kitchen.

There will be a 24" x 24" floor-set mop basin in the janitor's closets.

One domestic water sprinkler head in book return room.

There will be outside wall hydrants on each side of the building.

Alternate Bid Item: The building will be fully sprinkled with a NFPA 13 wet sprinkler system that will originate at the mechanical room. A dry sprinkler system to be provided in the attic. Include required valving, Fire Department Siamese connection, fire pump, alarms, sprinklers, piping, etc.

Heating, Ventilating and Air Conditioning Specifications

Design Criteria: Outdoor Design: 95 deg. F. dry bulb, 75 deg. F. wet bulb (summer) -10 deg. F. (winter).

Indoor Design: 75 deg. F., 40 – 60% RH (summer) 70 deg. F.

Ventilation Design: 7.5 cfm minimum outside air per occupant (WI State Code) 2 cfm/sf exhaust air rate for toilet rooms, janitor closets and kitchens (WI State Code).

Heating System: A hydronic heating system will serve the Library and Multi-purpose Room. Hot water will be generated by two high-efficiency, condensing natural gas fired boilers. Each boiler will have sealed combustion. Hot water will be distributed via copper piping, using inline circulation pumps with variable pumping capabilities. Space will be provided for the adding of additional boilers to handle future building expansion.

Unit heaters, cabinet unit heaters, radiant ceiling panels and wall fin radiation will be used for spot heating at perimeter where deemed necessary.

Hot water reheat coils will be included if necessary at VAV boxes to provide supplemental reheat, which is required for zone temperature control. Hot water pre-heat coils may be included in the main air handling units (AHU's).

Cooling Systems: Direct expansion (DX) cooling will be utilized for the library. Each AHU will have a dedicated DX cooling coil, refrigerant piping and an outdoor air-cooled condensing unit (ACCU). Condensing unit capable of variable capacity with digital scroll compressors.

Ventilation Systems: Library: A variable air volume (VAV) AHU system will serve the majority of the library. This system will include an AHU, supply and return air ductwork, VAV terminal units, air outlets and inlets, relief and outside air ductwork. The AHU will include a supply fan, DX cooling coil, hot water pre-heat coil, MERV13 (60%) filters, a mixing box, an exhaust fan and DDC controls. This unit will be located in the mezzanine level mechanical room.

The supply fan will be driven by a variable frequency drive to vary the volume of supply air delivered. The DX cooling coil will be connected, via refrigerant piping to an associated ACCU. Outside air will enter the unit through a louver in the clerestory. Exhaust air will leave through a louver in the wall.

Exhaust air from toilet rooms, janitor closets are similar will be provided from a air-air energy recovery ventilator which will preheat/cool ventilation air to the air handler.

Each room or sets of rooms with like occupancies, exposures or both will be separately zoned for temperature control. A VAV terminal unit will serve each zone. These terminals consist of a VAV box, a hot water reheat coil and room thermostatic controls.

The Multi-Purpose Room will be served by a dedicated AHU system. This system will consist of an AHU, supply and return air ductwork, air outlets and inlets and some relief and outside air ductwork. The AHU will include a supply fan, DX cooling coil, hot water pre-heat coil, MERV13 (60%) filters, a mixing box and controls. This unit will be located in the mezzanine level mechanical room.

The supply fan will be single zone variable volume unit. The DX cooling coil will be connected, via refrigerant piping, to an associated ACCU. The pre-heating coil will be piped to the hot water heating system. Outside air will enter the unit through a louver in the wall of the building. Exhaust air will leave through a louver in the wall. An energy recovery ventilator will recover energy and temper ventilation air.

Exhaust Systems: Public toilet rooms will have a dedicated exhaust fan system. This system will include an exhaust fan at the energy recovery ventilator, which will operate whenever the building is occupied. This system will also exhaust an adjacent janitor's closet.

Separate dedicated ceiling exhaust fan systems will be provided for each of the following rooms: multi-purpose room kitchen and staff breakroom. Each system will have its own manual control.

Temperature Controls: Direct digital control system networking all equipment with access via workstation or cabinet

Electrical Specifications

Electric Service/Power
Distribution:

Power shall be derived from a pad mounted transformer provided by the local utility company. A 120/208 volt, 3-phase, 4-wire electric service distribution panel shall be provided in the mechanical room. Branch circuit panel boards shall be provided throughout the building as necessary with surge suppression at the main distribution panel. The transformer and service distribution panel will be sized to handle the present building and the future of the building to 14,800 square feet total.

General Power: Wall mounted duplex receptacles shall be provided throughout the building. Flush floor boxes containing duplex receptacles shall be provided in the Multi-Purpose Room and the computer, open reading and sitting areas within the Library.

Interior Lighting: All interior lighting shall utilize LED lamp sources with electronic dimmable drivers. Stack fixtures, indirect/direct pendant fixtures, volumetric fixtures and LED downlights shall be provided throughout the building. Indirect lighting to be provided in stack and reading areas. Battery packs shall be provided in selected fixtures for egress lighting. Exit fixtures shall be LED type with battery back-up. Automatic lighting controls shall be provided for daylighting, harvesting, occupancy control, as well as local switching.

Exterior Lighting: LED illumination sources shall be provided in all exterior fixtures. Area fixtures on 20 foot poles shall be provided in the parking lot. Low level bollards shall be provided along walkways. Wall mounted fixtures shall be provided on building exterior for security lighting. Automatic lighting controls shall be provided for all exterior lighting. Light fixtures to have dark-sky shielding.

Fire Alarm System: Complete fire alarm system shall be provided, including automatic dialer, pull stations, smoke and heat detectors, visual units and combination audio/visual units.

Telecommunications System: A telephone terminal board and data rack shall be provided in the data room. Wall mounted voice and/or data outlets shall be provided throughout the building. Flush floor boxes containing voice and/or data outlets shall be provided in Multi-purpose Room and the computer, open reading and sitting areas within the Library. All wiring for voice and data outlets shall be Category 6.

Card Access System: Proximity card readers and electronic latching shall be provided at exterior, Library entry, and Multi-purpose Room doors, for staff use, tied to a time clock, programmable security system. Provide door sensors at egress-only doors.

Security System: A video surveillance system shall be provided with cameras, controller, digital video recorder and web-based monitoring.

Furniture Specifications

Existing library shelving and furniture will be reused or refurbished as necessary to be used in the new library along with the new furniture required to furnish the library.

Library Shelving: Metal shelving system with wood or plastic laminate end panels for library collections.

Library Furniture: Various arrangements of seating (lounge chairs, wood chairs, upholstered benches) and tables with chairs (round & rectangular) that are appropriate sizes for age groups of adults, young adults, and children.

Computer Workstations.

Carrels with chairs.

Occasional tables with chairs.

Atlas stand/Dictionary stand.

Casework: Circulation/information desk, Storytime Room, Staff Workroom, Staff Breakroom, and Kitchenette.

Staff Furniture: Seating, work tables, desks, file cabinets.

Multi-purpose Room Furniture: 100 stacking chairs with dollies.

Folding tables with caddy.

Podium with light.

New Glarus Public Library

New Glarus, Wisconsin

Building Code Analysis

Wisconsin Enrolled Commercial Building Code, Dated 2009 w/ Wisconsin extensions

Occupancy:

- Assembly A-3: Library and Multi-purpose Room
- Business B (Staff offices and work areas)

Occupancy Separations/Fire Ratings:

- Business uses can be included as non-separated use following A-3 allowable area/height restrictions. (IBC 508.3).
- A-3/S-1 Storage Room: 1-hour rated (without sprinklers).
- Furnace/boiler/HVAC rooms: 1-hour rated if equipment exceeds 400,000 BTU.
- Corridors serving more than 30: 1-hour rated.
- Accessory uses (aggregate less than 10% of floor area) does not require separation.

Construction Type: VA (assumed)

Construction Type V any construction material permitted (combustible construction; ie. wood)

- Primary structural frame: 1-hour fire resistance rating
- Exterior and interior bearing walls: 1-hour fire resistance rating
- Floor and roof construction: 1-hour fire resistance rating
- No rating required at interior non-bearing interior walls and partitions.
- Exterior non-bearing walls: 1-hour fire resistance rating for fire separation 10' to 30'. No rating for fire separation distance over 30'.
- Exterior wall openings if 20' to 25' fire separation distance: 45% (IBC Table 705.8).
- Occupancy A-3 requires automated sprinkler system throughout where fire area exceeds 12,000 sf or occupancy capacity exceeds 300. IBC 903.2.1.3.
- 2-hour fire barrier will create two fire areas less than 12,000 SF and 300 occupants. Fire barrier continuous from floor slab, through attic to underside of roof sheathing.

Allowable heights and areas (IBC Chapter 5 and Table 503):

- 2 stories, 50' height
- 11,500 sf area limit plus frontage increase
- $11,500 + 8,050^* = 19,550$ sf max. per floor (A-3).
- * Frontage increase – 100% perimeter open space 20'-30' minimum width at open space frontage (28' average width assumed).

Fire Lanes (Int. Fire Code 2009 – confirm specific requirements with local fire department):

- Within 150' of any part of exterior.
- Minimum width: 20'.
- Minimum vertical clearance: 13'-6"
- (Public streets can be used as firelane if requirements met.)
- Inside turning radius: as determined by the fire code official (28' the previous minimum).
- A dead-end fire lane longer than 150' requires an approved turnaround.

Fire Resistant Features:

- Columns required to be fire-resistive rated, the entire column shall have individual encasement protection on all sides for the full column length, including connections to other structural members, including within floor/ceiling or roof/ceiling assemblies. (IBC 704.2)
- Beams and other primary structural members are required to be fire-resistive rated, the entire member shall have individual encasement protection on all sides for the full length, including connections to other structural members, including within

- floor/ceiling or roof/ceiling assemblies. Beams that support not more than two floors, or one floor and one roof, can be protected by a tested floor/ceiling or roof/ceiling assembly (IBC 704.3).
- 1-hour walls to have $\frac{3}{4}$ hour opening protection (IBC Table 715.4).
- Ducts that penetrate the floor/ceiling assembly that connects not more than two stories is permitted without a shaft enclosure provided a fire-damper is installed at the floor line (IBC 716.6).
- Draftstopping to be installed in attic to limit horizontal area to 3,000 SF maximum (IBC 717.4.3).

Exit width and quantity:

Maximum floor area per occupant (IBC Table 1004.1.1):

- Assembly – standing space: 5 net
- Assembly – concentrated, chairs only: 7 net
- Assembly – unconcentrated, tables and chairs: 15 net
- Business Areas: 100 gross
- Classroom: 20 net
- Library – reading rooms: 50 net
- Library – stack areas: 100 gross
- Storage: 300 gross
- Mechanical and equipment rooms: 300 gross

Occupant capacity 400± (preliminary estimate)

Minimum exits per story: 2 (1-500 occupants) IBC Table 1021.1.

Minimum egress width (IBC 1005.1):

- Egress components other than stairs: 0.2" per occupant.
- 400 occupants x .2" = 96" (three 36" doors required)

Egress route:

- Maximum travel distance (without sprinklers): 200 feet (IBC Table 1016.1).
- Where 2 exit doors are required, the doors must be separated by a distance greater than $\frac{1}{2}$ maximum diagonal distance of space served (IBC 1015.2.1).
- Corridor width: 44" minimum (IBC 1018.2).
- Dead-End Corridors: 20 feet maximum length, or length < $2\frac{1}{2}$ times the least width. (IBC 1018.4)
- Common path of travel: 75 feet maximum before two, distinct paths of egress travel. IBC 1014.3
- Assembly main exit. If occupant load over 300, main exit required for 50% of occupant load. (IBC 1018.2)
- Ceiling height: 7'-6" minimum in means of egress (IBC 1003.2).
- Protruding objects: 4" maximum projection between 27" and 80" above the floor, and may not reduce the minimum clear width required.

Accessibly per IBC chapter 11 and ICC/ANSI 117.1 2003.

At least 60% of public entrances to be accessible.

Accessible parking stalls: 2 (26 to 60 stalls), one van accessible stall for every six accessible stalls required.

Plumbing Fixtures:

See IBC Table 2902.1 for assembly occupancy (halls, libraries, etc.) toilet and lavatory requirements.

400 occupancy (Family toilet covers 15 occupants) = 193 male and 193 female

Male: $193 \times \frac{1}{125} = 2$ required = 1 toilet + 1 urinal (Int. Plumbing Code allows 67% of required toilets to be urinals for assembly occupancies)

$193 \times \frac{1}{200} = 1$ lavatory required

Female: $193 \times \frac{1}{65} = 3$ toilets required

$193 \times \frac{1}{200} = 1$ lavatory required

Toilet facilities to serve employees must be separated by sex unless less than 15 employees.

Service sink required for assembly occupancies.

Two drinking fountains required for assembly occupancies.

New Glarus Public Library

New Glarus, Wisconsin

Project Cost Estimate

Date: August 17, 2015

Concept:

Project: New Glarus Public Library, Glarner Park Site

Phase:

Concepts

Site Acquisition	\$0
Abatement.....	\$0
Site Development	Included below
Building Construction (~12,000 GSF at ~\$135/SF).....	\$1,620,000
General.....	\$1,100,000
Plumbing	\$80,000
HVAC.....	\$240,000
Electrical.....	\$200,000
Parking & Drives, Sidewalks, Curb & Gutter, Landscaping	Included above
Utility Connections (sewer and water).....	Included above
Miscellaneous Sitework (SWDP, Bike Parking).....	Included above
Fixed Equipment (Casework, miscellaneous)	Included above
Electrical Utilities (3 Phase Service - estimate)	\$5,000
Furnishings & Movable Equipment (reuse existing)	\$100,000
Computers and Related (Phone, data, security, sound, PCs, miscellaneous).....	\$50,000
SUBTOTAL	\$1,775,000
Contingency (5% = \$7.50/SF)	\$90,000
TOTAL:.....	\$1,865,000
UNIT COST (Per Square Foot at 12,000 GSF, rounded)	\$155

Professional Design Fees (per 6/18/2015 proposal).....	\$180,000
Physical Relocation	\$10,000
Miscellaneous Costs	\$15,000
Topographical Survey	\$5,250
SWMP & Soil Testing (for stormwater).....	\$6,900
Plan Reproduction	\$1,000
Agency Review	\$1,850
TOTAL PROJECT COST (\$172.50 Per Square Foot at 12,000 GSF)	\$2,070,000

Scope associated with this 8/17/2015 Estimate

1. The size of the initial building is based upon a service area population projected to Year 2035.
2. The size of the initial building will be 12,000 gross square feet (GSF) designed for future horizontal expansion of approximately 2,836 SF. The building systems (e.g., electrical or HVAC) are not estimated for an expanded building, although the space for equipment such as electrical panels is included in the 12,000 GSF. An additional air handling unit will need to be provided with the addition.
3. Additional on-site parking and stormwater detention may also be required upon expansion.
4. A parking variance will be required; ordinances require 1 parking stall for each 4 seats whereas the site plan indicates 32 stalls being provided.
5. The design assumes toilet fixtures as required by current code for a 12,000 GSF facility.
6. The Owner will purchase the "all-risk" builder's risk insurance at their own cost.
7. Several Add Alternates should be bid. Options such as fire protection sprinklering and upsized water lateral, flagpole, roof rainwater capture system, lawn irrigation, geothermal ground source heatpump system, underfloor radiant heat, and kitchen rangehood or dishwasher, are examples.
8. The cost estimates presume costs of material and labor correlated to bidding in summer, 2016, sales tax exempt.
9. The estimate includes the cost related to the electrical utility's charges for bringing three-phase power to the building (estimated at \$5,000), but bringing natural gas into the site, or the cost of borrowed money related to interim or permanent financing are not included.
10. Detailed technical scope specifications have been developed, and the following quality levels are reflected in the estimate:
 - a. Masonry veneer (stone and precast sills) and cementitious siding exterior wall materials.
 - b. One-story slab-on-grade wood-framed wall and roof framing construction, R-24 total wall assembly, R-50 total roof assembly.
 - c. Site work includes on-site blacktop parking, concrete sidewalks and landscaping (excluding irrigation.)
 - d. Wood roof framing on wood or steel columns and beams, and wood or metal stud-framed exterior walls.
 - e. Asphalt shingle roofing at all pitched roof areas.
 - f. Carpeting or ceramic tile floors throughout public areas.
 - g. Varying ceiling heights with acoustical tile or painted drywall finishes.
 - h. Painted drywall finishes typically throughout.
 - i. Both storefront windows and fiberglass-clad wood fixed and operable windows.
 - j. Natural gas domestic hot water heating, 95% efficiency.
 - k. Natural gas-fired HVAC system:
 - 1) Community Room packaged single-zone, natural gas boiler and DX cooling.
 - 2) Library VAV system, natural gas boiler and DX cooling.
 - 3) Total heat recovery system.
 - l. Air conditioning and Building Automation System (occupancy sensor control of zone temperature and ventilation.)
 - m. Combination direct-indirect lighting throughout library shelving areas with occupancy/vacancy sensor controls and Lighting Power Density 30% better than code maximum.

New Glarus Public Library-FF&E Cost Estimate					
Description	Existing	New	Future	Unit Cost	Total Cost
Lobby					
Bench		1		\$250.00	\$250.00
Bulletin Boards		1		\$10.00	\$10.00
Display Racks		2		\$100.00	\$200.00
Wall-mounted Display Case		1		\$350.00	\$350.00
Floor Display Case	1				
Donor Wall		1		\$0.00	\$0.00
Rack for Shopping Baskets	1				
Multipurpose/Community Room					
Chairs		100		\$100.00	\$10,000.00
Chair Storage Rack		4		\$350.00	\$1,400.00
Table		12		\$200.00	\$2,400.00
Table Storage Rack		2		\$500.00	\$1,000.00
Sound System		1		\$2,500.00	\$2,500.00
Ceiling-mounted LCD Projector		1		\$0.00	\$0.00
Room-darkening Shades		3		\$1,000.00	\$3,000.00
Podium		1		\$500.00	\$500.00
Wall Art Hanging System		1		\$800.00	\$800.00
Circulation Desk					
Closed Base Book Stack Shelving - Single Face - 6 shelves high		4		\$385.00	\$1,540.00
End Panels		2		\$275.00	\$550.00
Desk Chair or Stool		1		\$350.00	\$350.00
Book Drop/Return	1				
Book Trucks	4				
Staff Work Room					
Mobile Pedestal		4		\$175.00	\$700.00
Desk Chair		6		\$350.00	\$2,100.00
Closed Base Book Stack Shelving - Single Face - 6 shelves high		8		\$385.00	\$3,080.00
Break Room					
Appliances-refrigerator and microwave	1				
Table		1		\$250.00	\$250.00
Chairs		3		\$150.00	\$450.00
Director's Office					
Desk		1		\$2,500.00	\$2,500.00
Desk Chair		1		\$350.00	\$350.00
Side Chairs		2		\$250.00	\$500.00
Bookshelves		2		\$385.00	\$770.00
Public Service Area					
OPAC Station		2		\$500.00	\$1,000.00
Chair		1		\$150.00	\$150.00

New Glarus Public Library-FF&E Cost Estimate					
Description	Existing	New	Future	Unit Cost	Total Cost
Copier	1				
Rack for Shopping Baskets or Bags	1				
Friend's Shop					
Closed Base Book Stack Shelving - Single Face - 6 shelves high		7		\$385.00	\$2,695.00
Computer Area					
Computer stations		10		\$1,100.00	\$11,000.00
Computer Chairs		10		\$300.00	\$3,000.00
Printer station		1		\$600.00	\$600.00
Local History/Reference					
Closed Base Book Stack Shelving - Single Face -3 shelves high		4		\$225.00	\$900.00
Display Case		2		\$1,000.00	\$2,000.00
End Panels		2		\$275.00	\$550.00
Canopy Top		4		\$100.00	\$400.00
Atlas Stand	1				
Study Carrels		4		\$800.00	\$3,200.00
Chairs		4		\$150.00	\$600.00
Tables		2		\$350.00	\$700.00
Chairs		4		\$150.00	\$600.00
AV Collection					
Closed Base Book Stack Shelving - Double Face - 6 shelves high		18		\$600.00	\$10,800.00
End Panels		3		\$530.00	\$1,590.00
End Panels with Slatwall		2		\$550.00	\$1,100.00
Young Adult					
Closed Base Book Stack Shelving - Double Face - 5 shelves high		11		\$550.00	\$6,050.00
End Panels		4		\$425.00	\$1,700.00
End Panels with Slatwall		4		\$450.00	\$1,800.00
Lounge Chairs		2		\$1,200.00	\$2,400.00
Table or Ottoman		1		\$500.00	\$500.00
Chairs		4		\$150.00	\$600.00
Table		1		\$350.00	\$350.00
Study Rooms					
Table		3		\$350.00	\$1,050.00
Chairs		12		\$150.00	\$1,800.00
General Adult Collection					
Closed Base Book Stack Shelving - Double Face - 7 shelves high		50		\$600.00	\$30,000.00
End Panels		9		\$530.00	\$4,770.00
End Panels with Slatwall		7		\$550.00	\$3,850.00
End Panels with OPAC Station		2		\$1,225.00	\$2,450.00
General Adult Collection Seating Areas					
Lounge Chairs		4		\$1,200.00	\$4,800.00

New Glarus Public Library-FF&E Cost Estimate					
Description	Existing	New	Future	Unit Cost	Total Cost
Table or Ottoman		2		\$500.00	\$1,000.00
Chairs		2		\$150.00	\$300.00
Table		1		\$350.00	\$350.00
Leisure Reading Area					
Lounge Chairs		8		\$1,200.00	\$9,600.00
Table or Ottoman		2		\$500.00	\$1,000.00
Chairs		4		\$150.00	\$600.00
Table		2		\$350.00	\$700.00
Children's Collection					
Closed Base Book Stack Shelving - Double Face -3 shelves high w/ canopy top		16		\$375.00	\$6,000.00
End Panels		4		\$275.00	\$1,100.00
End Panels with Slatwall		4		\$300.00	\$1,200.00
Closed Base Book Stack Shelving - Double Face -5 shelves high		29		\$550.00	\$15,950.00
End Panels		5		\$425.00	\$2,125.00
End Panels with Slatwall		5		\$450.00	\$2,250.00
OPAC Station		2		\$500.00	\$1,000.00
Bulletin Board		2		\$0.00	\$0.00
Bean Bag Chairs		5		\$125.00	\$625.00
Lounge Chairs		2		\$800.00	\$1,600.00
Rocking Chair		1		\$200.00	\$200.00
Oversized Lounge Chair		1		\$1,500.00	\$1,500.00
Chairs		12		\$100.00	\$1,200.00
Table		3		\$300.00	\$900.00
Children's Storytime					
Chairs		12		\$100.00	\$1,200.00
Table		2		\$300.00	\$600.00
Library Signage					
Overhead Signage		8		\$200.00	\$1,600.00
End Panel Signage		50		\$70.00	\$3,500.00
Room Signage		15		\$70.00	\$1,050.00
Window Coverings					
Window Coverings in Library		1		\$9,000.00	\$9,000.00
Furniture total					\$204,705.00
Deduct for reuse of existing furniture (approximate)					\$30,000.00
				Total:	\$174,705.00

New Glarus Public Library

New Glarus, Wisconsin

Operating Utilities Cost Estimate

Date: August 19, 2015

Concept: Final

Project: New Glarus Public Library

Phase: Prelims

Sewer and Water.....\$225/ month

Sewer and water. Meter and wastewater piping sizes yet to be determined. The Above cost is an estimate of combined sewer and water, as well as stormwater utility.

Natural gas.....\$6,000/ year

Natural gas bill based on \$0.50/SF/Year

Electricity.....\$12,000/ year

GS-1 General service three-phase power currently \$50/month plus \$0.1028/kilowatt per hour. Electric bill based on \$1.00/SF/year

Phone/ data..... TBD

TV..... TBD

New Glarus Public Library

New Glarus, Wisconsin

Potential Donations List (Does not include specific rooms or spaces within building)

19-Aug-15

	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Cost</u>	
<u>Division 2 - Sitework</u>					
Roof Rainwater Capture System	1	Lump Sum	\$30,000.00	\$30,000	Not in Budget
Grass - Seed	1,400	Square Yards	\$5.00	\$7,000	In Budget
Plant Materials & Rain Garden	1	Lump Sum	\$18,000.00	\$18,000	In Budget
Irrigation System	1	Lump Sum	\$5,000.00	\$5,000	Not in Budget
Site Benches	2	Pieces	\$350.00	\$700	In Budget
Trash Receptacle	1	Pieces	\$150.00	\$150	In Budget
Flagpole - 30' & concrete base	1	Pieces	\$2,400.00	\$2,400	Not in Budget
Bike Rack - 9 bike	3	Pieces	\$1,600.00	\$4,800	In Budget
Add driveway for Bookdrop (see Bookdrop below)	1	Lump Sum	\$3,000.00	\$3,000	In Budget
Monument Sign	1	Lump Sum	\$2,400.00	\$2,400	In Budget
					\$73,450.00
<u>Division 4 - Masonry</u>					
Add stone chimney for Fireplace (see Fireplace below)	1	Lump Sum	\$10,000.00	\$10,000	Not in Budget
					\$10,000.00
<u>Division 7 - Thermal & Moisture</u>					
Clerestory Windows	1	Lump Sum	\$12,000.00	\$12,000	Not in Budget
Lobby Skylight	1	Lump Sum	\$28,000.00	\$28,000	Not in Budget
					\$40,000.00
<u>Division 8 - Windows & Doors</u>					
Aluminum Doors/Frame/Hardware SE Entry	1	Sets	\$5,500.00	\$5,500	In Budget
Auto Door Operators SE Entry	1	Units	\$2,750.00	\$2,750	In Budget
Counter Coiling Shutter - Manual Kitchenette	2	Lump Sum	\$2,000.00	\$4,000	Not in Budget
					\$12,250.00
<u>Division 10 - Specialties</u>					
Fireplace - Electric	1	Lump Sum	\$5,000.00	\$5,000	Not in Budget
Baby Changing Stations	3	Units	\$500.00	\$1,500	In Budget

Division 11 - Equipment

Book Drop - Thru-wall	1	Units	\$1,800.00	\$1,800	In Budget	
						\$1,800.00

Division 12 - Furnishings

Circulation Desk	1	Lump Sum	\$8,000.00	\$8,000	In Budget	
Data Hubbell Rack	1	Lump Sum	\$450.00	\$450	In Budget	
Staff Workroom Cabinetry	1	Lump Sum	\$2,000.00	\$2,000	In Budget	
Staff Breakroom Cabinetry-Lockers	1	Lump Sum	\$1,750.00	\$1,750	In Budget	
Coat Strips	1	Lump Sum	\$900.00	\$900	In Budget	
Appliance Package	1	Lump Sum	\$5,000.00	\$5,000	In Budget	
						\$18,100.00

Division 16 - Electrical

Flagpole Light	1	Pieces	\$600.00	\$600	Not in Budget	
						\$600.00

\$156,200.00

New Glarus Public Library

New Glarus, Wisconsin

Concept Design Schedule Milestones

Concept Design

- June 15, 2015
- June 16, 2015
- June 23, 2015
- June 23, 2015
- July 7, 2015
- July 9-13, 2015
- July 14, 2015
- July 14, 2015
- July 28, 2015
- July 28, 2015
- August 11, 2015
- August 11, 2015
- August 21, 2015
- August 25, 2015
- August 25, 2015
- TBD
- TBD

Kick-Off Meeting with Library Board
Begin Space Needs Program Verification & Project Schedule
Building Committee Meeting
Library Board Meeting (approve AE CO, survey & SWMP)
Off-line Space Needs Program Verification Meeting w/ Deb
Off-line Space Needs Program Verification Meeting w/ Staff
Building Committee Space Needs Program Review Meeting
Library Board Meeting Space Needs (2nd and 4th Tuesdays)
Building Committee Concept Design Review Meeting
Library Board Concept Design Review Meeting
Building Committee Advanced Concept Review Meeting
Library Board Advanced Concept Design Review Meeting
Issue Draft Concept & Budget Report (C&BR)
Building Committee C&BR Review Meeting
Library Board C&BR Review-Approval Meeting
Issue Final C&BR
Conclusion of Preliminary Design Phase of Service

Construction Documents

- Spring 2016

After fundraising completed

Construction Documents

- TBD
- TBD
- TBD

Library Board approval to proceed with Plans and Specs
Committee Meeting to review 50% Plans
Committee Meeting to review 99% Plans and Specs

Bidding

- TBD
- TBD

Approval to advertise and release for Bids
Bid Opening

Construction

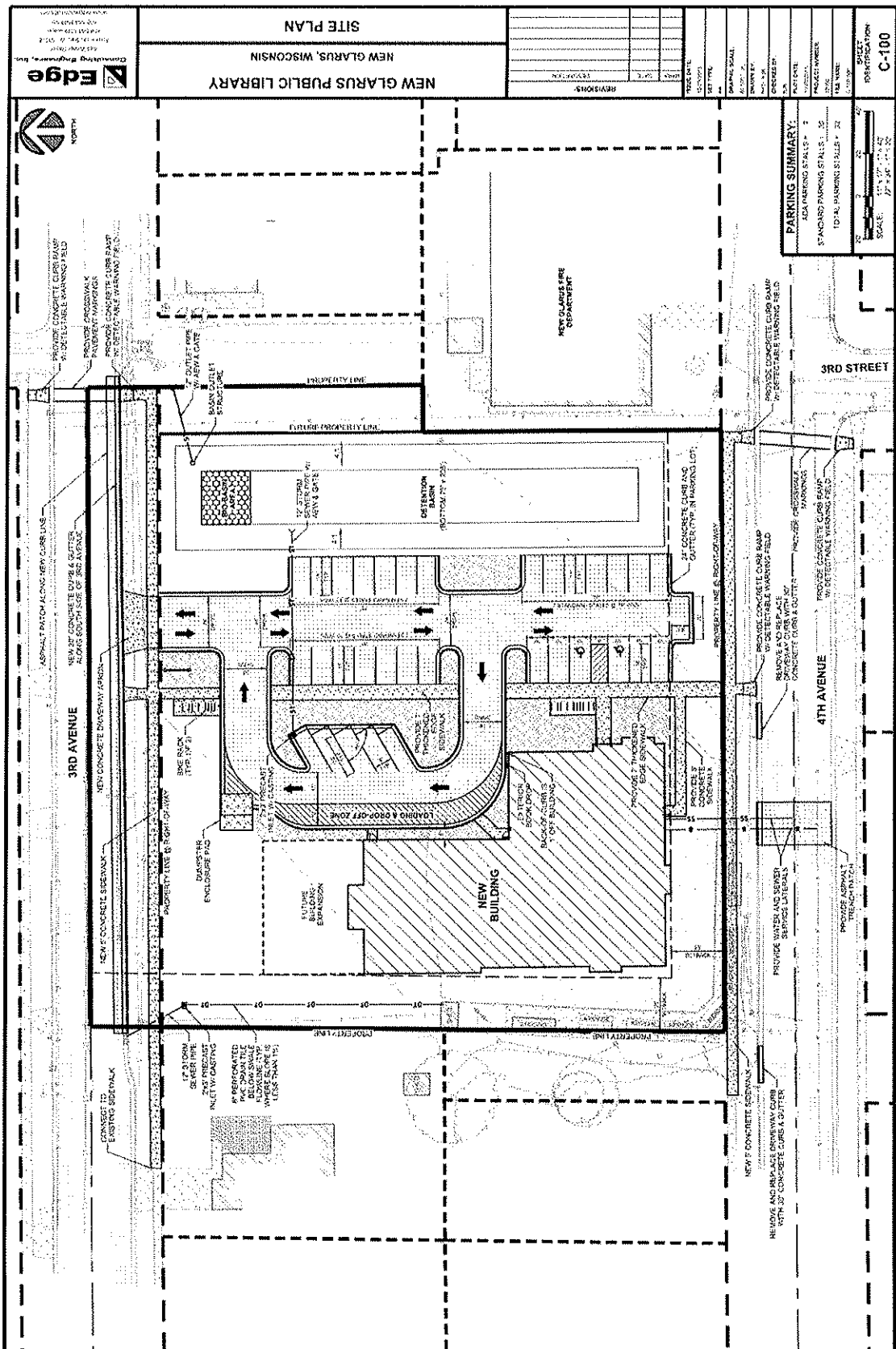
- Fall 2016
- TBD
- TBD
- TBD

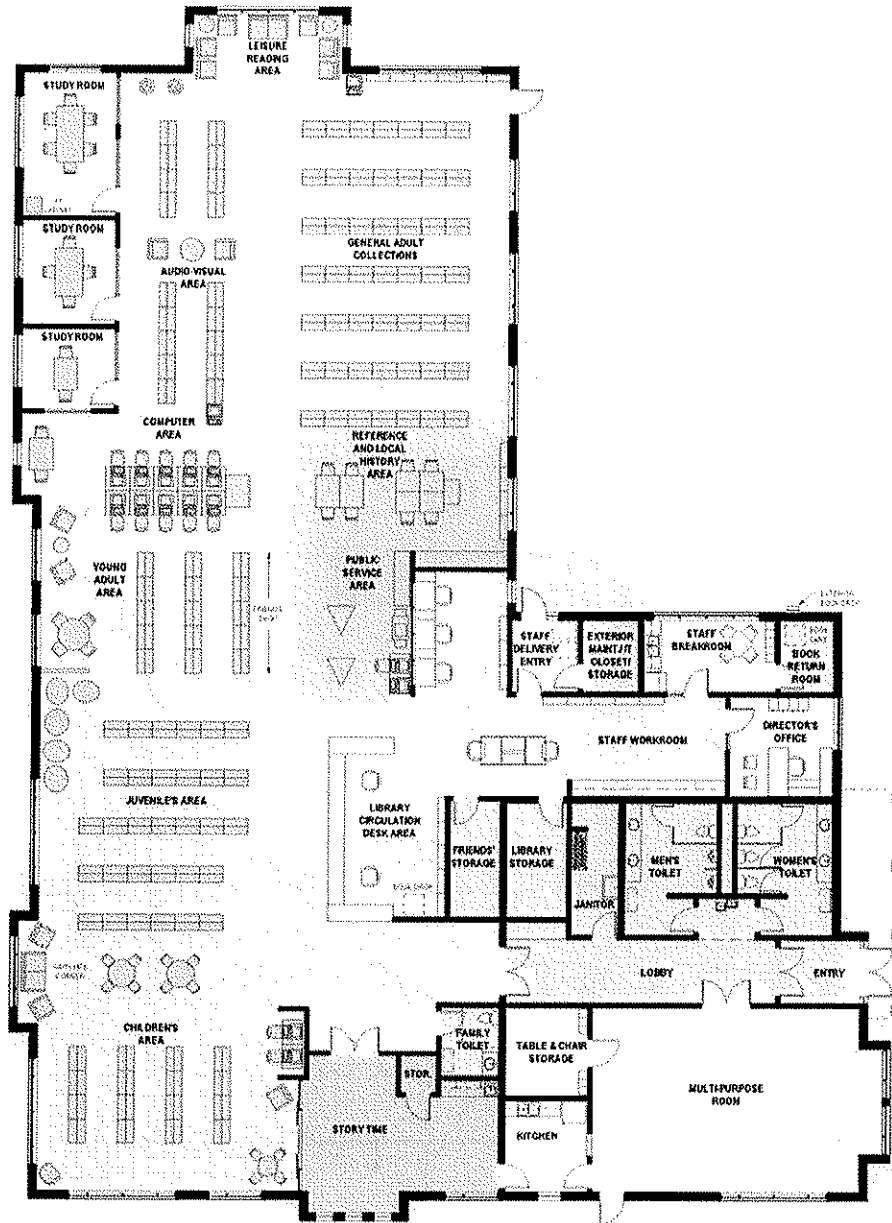
Start of Construction (approx. 5 months)
Furniture, Fixtures & Equipment procurement
Substantial Completion of Building Construction
Furniture, Fixtures & Equipment install

Occupancy

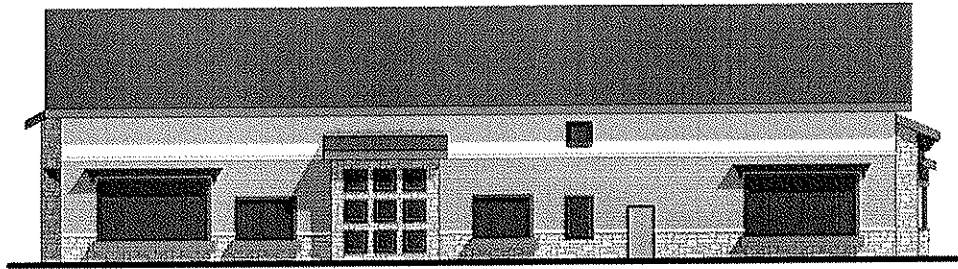
- TBD

Grand Opening Ceremony

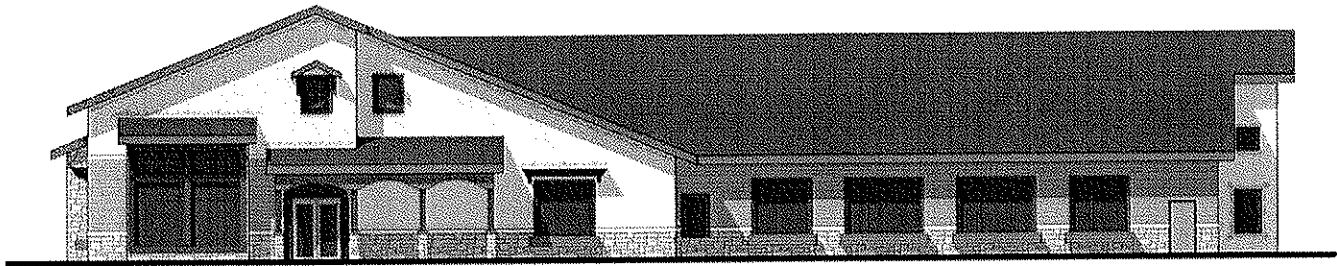




FIRST FLOOR PLAN 12,000 SF



SOUTH ELEVATION

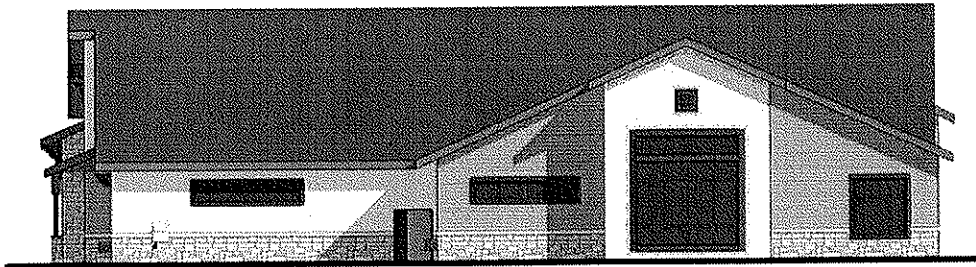


EAST ELEVATION

DIMENSION
Architectural Group
1015 Grand View Place, Suite 101, Madison, Wisconsin 53711
608.261.4444 | 608.261.4445 | dimensionarchitect.com

NEW GLARUS PUBLIC LIBRARY

NEW GLARUS, WI
ARCHITECTURAL GROUP
1015
608



NORTH ELEVATION

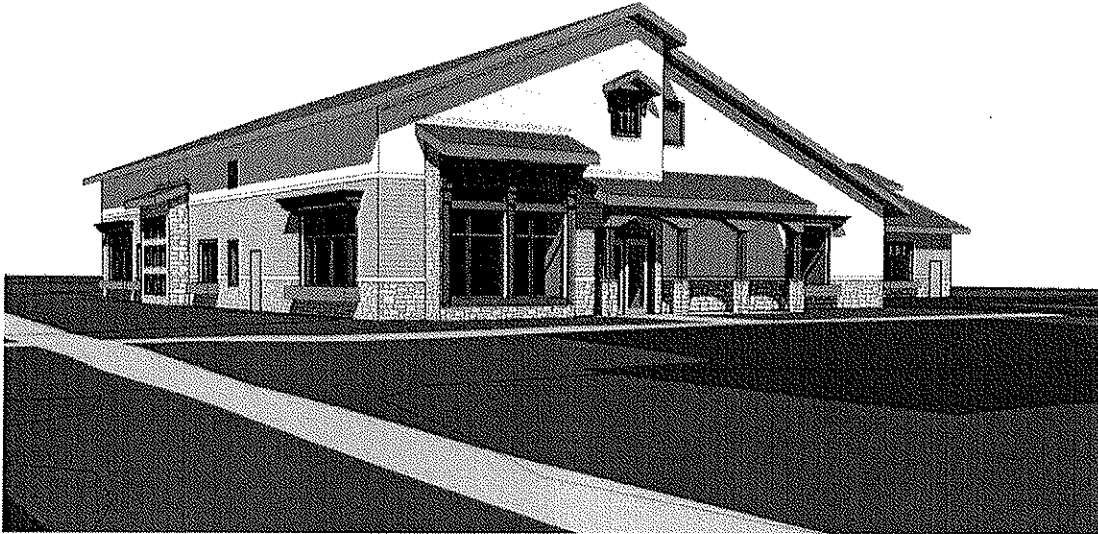


WEST ELEVATION

DIMENSION
Architectural Group
1015 Grand View Place, Suite 101, Madison, Wisconsin 53711
608.261.4444 | 608.261.4445 | dimensionarchitect.com

NEW GLARUS PUBLIC LIBRARY

NEW GLARUS, WI
ARCHITECTURAL GROUP
1015
608



SOUTHEAST PERSPECTIVE

DIMENSION
 Madison Design Group
 1015 South Park Street, Suite 100, Madison, WI 53703
 (608) 255-4400 • 608.255.4401 • dm@dimensioninc.com

NEW GLARUS PUBLIC LIBRARY

NEW GLARUS, WI
 PROJECT NO.
 16-00018
 7/16

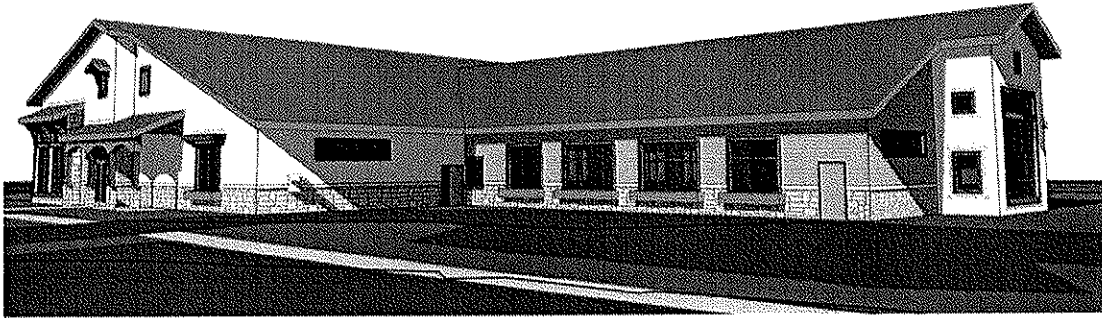


SOUTHWEST PERSPECTIVE

DIMENSION
 Madison Design Group
 1015 South Park Street, Suite 100, Madison, WI 53703
 (608) 255-4400 • 608.255.4401 • dm@dimensioninc.com

NEW GLARUS PUBLIC LIBRARY

NEW GLARUS, WI
 PROJECT NO.
 16-00018
 7/16

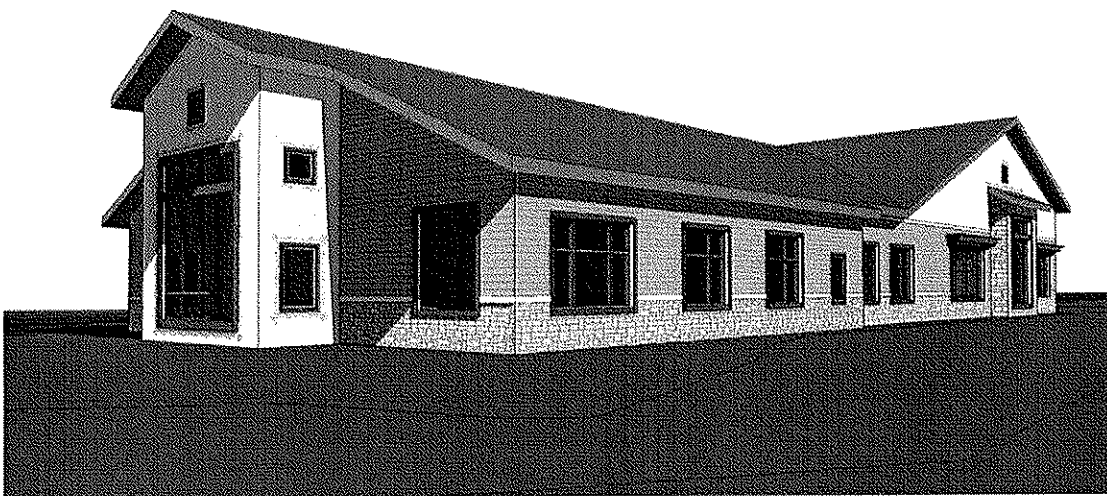


NORTHEAST PERSPECTIVE

DIMENSION
 Madison Design Group
 architectural engineering interior design
 800 South Park Lane 100 Madison, Wisconsin 53715
 608.755.4411 608.755.4411 dimensiondesign.com

NEW GLARUS PUBLIC LIBRARY

NEW GLARUS, WI
 ARCHITECT
 10/2013
 10/14



NORTHWEST PERSPECTIVE

DIMENSION
 Madison Design Group
 architectural engineering interior design
 800 South Park Lane 100 Madison, Wisconsin 53715
 608.755.4411 608.755.4411 dimensiondesign.com

NEW GLARUS PUBLIC LIBRARY

NEW GLARUS, WI
 ARCHITECT
 10/2013
 10/14

Detailed Cost Estimate - New Glarus Public Library, Glarner Park Site

17-Aug-15

Building Square Footage GSF 12,000

Construction Duration (Months) 6

Line Items include Furnish, Install, Overhead & Profit unless noted otherwise

Sales Tax Exempt

	Quantity		Unit Cost	Total Cost	Per Sq Ft of Bldg
Divisions 0 & 1 - General Requirements					
Bond Premium	1	Lump Sum	0.80%	\$12,862	\$1.07
Superintendent	26	Weeks	\$2,200.00	\$57,200	\$4.77
Yard Labor	1	Lump Sum	\$2,000.00	\$2,000	\$0.17
Sales/Use Tax				\$0	\$0.00
Labor Cost Increases				\$0	\$0.00
Building Permit Fee	1	Lump Sum	\$0.00	\$0	\$0.00
Dumpster Charges	6	Units	\$400.00	\$2,400	\$0.20
Fuel - Gasoline	6	Months	\$100.00	\$600	\$0.05
Porta-Potty - 1	26	Weeks	\$35.00	\$910	\$0.08
Foundation Layout	1	Lump Sum	\$500.00	\$500	\$0.04
Printing Costs	1	Lump Sum	\$200.00	\$200	\$0.02
Concrete Testing	1	Lump Sum	\$250.00	\$250	\$0.02
Foundation Compaction Testing	1	Lump Sum	\$250.00	\$250	\$0.02
Temporary Office Fuel & Power	6	Months	\$50.00	\$300	\$0.03
Temporary Heat System & Fuel	0	Months	\$800.00	\$0	\$0.00
Temporary Power	5	Months	\$350.00	\$1,750	\$0.15
Temporary Telephone Charges	6	Months	\$175.00	\$1,050	\$0.09
Temporary Water - Potable	5	Months	\$30.00	\$150	\$0.01
Job Equipment	6	Months	\$800.00	\$4,800	\$0.40
Temporary Job Fencing	0	Lineal Feet	\$8.00	\$0	\$0.00
Temporary Road - Tracking Pad	1	Lump Sum	\$250.00	\$250	\$0.02
Snow Removal	0	Months	\$250.00	\$0	\$0.00
Temporary Enclosures	0	Lump Sum	\$1,200.00	\$0	\$0.00
Job Sign	0	Lump Sum	\$250.00	\$0	\$0.00
Job Office Trailer	5	Months	\$300.00	\$1,500	\$0.13
Job Office Trailer Setup	1	Lump Sum	\$1,500.00	\$1,500	\$0.13
Job Office Copier & Supplies	5	Months	\$50.00	\$250	\$0.02
Job Office Mailing	5	Months	\$50.00	\$250	\$0.02
Job Tool Crib	6	Months	\$150.00	\$900	\$0.08
Final Clean-Up	12,000	Square Feet	\$0.20	\$2,400	\$0.20
Builder's Risk Insurance Premium	1.45/M	By Owner			\$0.00

\$7.69

Division 2 - Sitework

Erosion Control	600	Lineal Feet	\$2.00	\$1,200	\$0.10
SW Detention Basin 25x205	1	Lump Sum	\$15,000.00	\$15,000	\$1.25
Remove & Stockpile Topsoil 282x264	2,500	Cubic Yards	\$2.50	\$6,250	\$0.52
Place Topsoil	300	Cubic Yards	\$3.50	\$1,050	\$0.09
Rough Grading	8,300	Square Yards	\$0.35	\$2,905	\$0.24
Fine Grading	5,500	Square Yards	\$0.40	\$2,200	\$0.18
Sand Fill for Slab On Grade	1,800	Cubic Yards	\$25.00	\$45,000	\$3.75
Machine Excavating - Cont. Footings	70	Cubic Yards	\$12.00	\$840	\$0.07
Machine Excavating - Col. Footings	20	Cubic Yards	\$12.00	\$240	\$0.02
Machine Backfilling	300	Cubic Yards	\$7.50	\$2,250	\$0.19
Backfill Cont. Footings w/ Sand	270	Cubic Yards	\$25.00	\$6,750	\$0.56
Backfill Col. Footings w/ Sand	30	Cubic Yards	\$25.00	\$750	\$0.06
3.5" Asphalt 2-pass on 4+6" Roadbase	1,450	Square Yards	\$20.00	\$29,000	\$2.42
Parking Lot Undercut & Fill	50	Cubic Yards	\$25.00	\$1,250	\$0.10
Parking Lot Striping	1	Lump Sum	\$350.00	\$350	\$0.03
4000 psi Concrete Walks & Curbs	88	Cubic Yards	\$135.00	\$11,880	\$0.99
Edge Forming	1,200	Lineal Feet	\$3.10	\$3,720	\$0.31
Sand Cushion - Walks	40	Cubic Yards	\$25.00	\$1,000	\$0.08
Trowel & Brooming	5,640	Square Feet	\$1.25	\$7,050	\$0.59

Expansion Joints - Install & Caulk	0	Lineal Feet	\$1.00	\$0	\$0.00
Welded Wire Fabric - Drives	5	Squares	\$75.00	\$375	\$0.03
Reinforcing - Curbs	1	Lump Sum	\$300.00	\$300	\$0.03
4000 psi Concrete Paving - Misc.	20	Cubic Yards	\$135.00	\$2,700	\$0.23
Paving Expansion Joints	0	Lineal Feet	\$3.00	\$0	\$0.00
Grass - Seed	2,700	Square Yards	\$4.00	\$10,800	\$0.90
Plant Materials & Bio-Basin	1	Lump Sum	\$12,000.00	\$12,000	\$1.00
Irrigation System	1	Lump Sum	\$0.00	\$0	\$0.00 Option \$10
Site Benches	0	Pieces	\$350.00	\$0	\$0.00 Option \$1K
Trash Receptacle	0	Pieces	\$150.00	\$0	\$0.00
Flagpole - 30'	0	Pieces	\$0.00	\$0	\$0.00 Option \$3K
Bike Rack - 9 bike	3	Pieces	\$600.00	\$1,800	\$0.15
Monument Sign	1	Lump Sum	\$2,400.00	\$2,400	\$0.20
					\$14.09

Division 3 - Concrete Work

Hand Grading Slab On Grade	12,000	Square Feet	\$0.30	\$3,600	\$0.30
Fine Grading Continuous Footings	1,800	Square Feet	\$0.50	\$900	\$0.08
Fine Grading Column Footings	90	Square Feet	\$0.50	\$45	\$0.00
Form Continuous Footings	1,524	Square Feet	\$4.35	\$6,629	\$0.55
Forming Column Footings	90	Square Feet	\$5.35	\$482	\$0.04
Forming Slab Edge at Slab On Grade	200	Square Feet	\$5.00	\$1,000	\$0.08
Bond Breaker at Slab On Grade	600	Lineal Feet	\$1.20	\$720	\$0.06
Forming Walls 4' Tall	2,400	Square Feet	\$2.50	\$6,000	\$0.50
Forming Walls 18" Tall	500	Square Feet	\$2.25	\$1,125	\$0.09
Forming Masonry Ledges	0	Lineal Feet	\$4.50	\$0	\$0.00
Form Isolation Joints at Columns	5	Units	\$75.00	\$375	\$0.03
Anchor Bolts	20	Units	\$30.00	\$600	\$0.05
Grout Base Plates	5	Units	\$75.00	\$375	\$0.03
Slab On Grade Welded Wire Fabric	120	Squares	\$40.00	\$4,800	\$0.40
Foundation Wall Rebars	80	CWT	\$135.00	\$10,800	\$0.90
Continuous Footing Rebars	20	CWT	\$135.00	\$2,700	\$0.23
Column Footing Rebars	6	CWT	\$135.00	\$810	\$0.07
Rebar Erection	8.00	Tons	\$1,000.00	\$8,000	\$0.67
Miscellaneous Rebars - Bondbeams	2	CWT	\$125.00	\$250	\$0.02
3000 psi Concrete - Footings	67	Cubic Yards	\$100.00	\$6,700	\$0.56
4000 psi Concrete - Slab On Grade	150	Cubic Yards	\$110.00	\$16,500	\$1.38
4000 psi Concrete - Foundation Walls	90	Cubic Yards	\$110.00	\$9,900	\$0.83
Finishing Slab On Grade	12,000	Square Feet	\$0.40	\$4,800	\$0.40
					\$7.26

Division 4 - Masonry

Mortar - Natural Gray	8	Cubic Yards	\$250.00	\$2,000	\$0.17
Concrete Fill Voids	2	Cubic Yards	\$200.00	\$400	\$0.03
Clean Stone Masonry	2,200	Square Feet	\$0.25	\$550	\$0.05
Clean CMU	1,088	Square Feet	\$0.40	\$435	\$0.04
Diamond Blades	1	Lump Sum	\$300.00	\$300	\$0.03
8" CMU Partitions	1,000	Square Feet	\$7.00	\$7,000	\$0.58
8" CMU Bondbeams	20	Square Feet	\$9.00	\$180	\$0.02
Cast Stone Veneer nom. 2" bed	640	Square Feet	\$26.00	\$16,640	\$1.39
8" Dur-a-Wal	1,500	Linear Feet	\$0.25	\$375	\$0.03
Rebars for Masonry	1	CWT	\$125.00	\$125	\$0.01
Precast Sills & Heads	400	Square Feet	\$22.00	\$8,800	\$0.73
Clean Precast Sills	400	Square Feet	\$1.00	\$400	\$0.03
					\$3.10

Division 5 - Steel

Structural Steel: Material & Labor	1	Lump Sum	\$12,000.00	\$12,000	\$1.00
Structural Erection	1	Days	\$1,500.00	\$1,500	\$0.13
Ship's Ladder, misc	1	Lump Sum	\$4,500.00	\$4,500	\$0.38
					\$1.50

Division 6 - Wood

Rough Hardware & Nails	50	Pounds	\$3.00	\$150	\$0.01
Lumber Package - Roof Framing	11,400	Square Feet	\$5.00	\$57,000	\$4.75
Mezzanine Framing	770	Square Feet	\$12.00	\$9,240	\$0.77
Miscellaneous Wood Blocking	1,000	Linear Feet	\$3.00	\$3,000	\$0.25
Wood Blocking in Stud Walls	450	Linear Feet	\$4.00	\$1,800	\$0.15
Wood Blocking at Doors	350	Linear Feet	\$5.00	\$1,750	\$0.15
Wood Borrowed Lite Frames	10	Units	\$300.00	\$3,000	\$0.25
Hardwood Trim package	1	Lump Sum	\$8,000.00	\$8,000	\$0.67
					\$7.00

Division 7 - Thermal & Moisture

Foundation Wall Insulation	2,000	Square Feet	\$1.00	\$2,000	\$0.17
Slab On Grade Vapor Barrier	120	Squares	\$30.00	\$3,600	\$0.30
Asphalt Shingles - 260#	16,000	Square Feet	\$3.20	\$51,200	\$4.27
Ice-n-Water Shield	3,200	Square Feet	\$5.00	\$16,000	\$1.33
24 ga Vented Soffits	1,000	Square Feet	\$8.00	\$8,000	\$0.67
R-50 Attic Insulation	12,000	Square Feet	\$2.20	\$26,400	\$2.20
Fascia, Gutter & Downspouts	2,200	Linear Feet	\$12.00	\$26,400	\$2.20
Metal Flashing & Counterflashings	1	Lump Sum	\$2,000.00	\$2,000	\$0.17
Dormer Framing	300	Square Feet	\$15.00	\$4,500	\$0.38
Dormer Detailing & Roofing	400	Square Feet	\$25.00	\$10,000	\$0.83
Caulking Door Frames	25	Units	\$25.00	\$625	\$0.05
Exterior Caulking	1	Lump Sum	\$3,000.00	\$3,000	\$0.25
Exterior Siding - Prefinished	8,250	Square Feet	\$8.00	\$66,000	\$5.50
					\$18.31

Division 8 - Windows & Doors

Hollow Metal Exterior Doors	1	Units	\$275.00	\$275	\$0.02
Hollow Metal Frame Accessories	23	Units	\$8.00	\$184	\$0.02
Hollow Metal Frames & Sidelites	23	Units	\$220.00	\$5,060	\$0.42
Wood Doors - Prefinished	23	Units	\$300.00	\$6,900	\$0.58
Wood Doors - Café Counter	2	Units	\$200.00	\$400	\$0.03
Fiberglass-Clad Wood Windows	1,175	Square Feet	\$45.00	\$52,875	\$4.41
Finish Hardware - Wood Doors	23	Units	\$575.00	\$13,225	\$1.10
Finish Hardware - Metal Doors	1	Units	\$775.00	\$775	\$0.06
Interior Glass	300	Square Feet	\$15.00	\$4,500	\$0.38
Aluminum Doors/Frames/Hardware	4	Sets	\$5,500.00	\$22,000	\$1.83
Auto Door Operators	2	Units	\$2,750.00	\$5,500	\$0.46
Aluminum Storefront/Windows	564	Square Feet	\$35.00	\$19,740	\$1.65
Counter Coiling Shutter - Manual	0	Lump Sum	\$0.00	\$0	\$0.00
					Option \$2K
					\$10.95

Division 9 - Finishes

6" Wood Stud Exterior Walls Complete	7,760	Square Feet	\$10.00	\$77,600	\$6.47
3-5/8" Wood Stud Partitions Complete	9,900	Square Feet	\$7.20	\$71,280	\$5.94
3-5/8" 1-side Wood Stud Walls	0	Square Feet	\$4.75	\$0	\$0.00
Drywall Soffits	320	Linear Feet	\$11.00	\$3,520	\$0.29
Drywall Ceilings	184	Square Feet	\$3.00	\$552	\$0.05
Wall & Ceiling Texturing	18,484	Square Feet	\$0.25	\$4,621	\$0.39
Ceramic Floor Tile	429	Square Feet	\$8.00	\$3,432	\$0.29
Ceramic Tile Base	120	Linear Feet	\$5.00	\$600	\$0.05
Ceramic Tile Wainscot	310	Square Feet	\$8.00	\$2,480	\$0.21
2x2x3/4 Acoustical Ceilings	11,000	Square Feet	\$2.20	\$24,200	\$2.02
Vinyl Floor Tile	694	Square Feet	\$2.00	\$1,388	\$0.12
Porcelain Floor Tile	384	Square Feet	\$9.00	\$3,456	\$0.29
4" Vinyl Base	2,200	Linear Feet	\$2.00	\$4,400	\$0.37
Carpeting	1,034	Square Yards	\$29.00	\$29,986	\$2.50
Painting Drywall 2 coats	18,484	Square Feet	\$0.50	\$9,242	\$0.77

Painting Soffits & Bulkheads	320	Linear Feet	\$8.00	\$2,560	\$0.21	
Painting Door Frames & Miscellaneous	1	Lump Sum	\$1,500.00	\$1,500	\$0.13	
Pedimat Walk-Off Mat	0	Lump Sum	\$2,000.00	\$0	\$0.00	Option \$2K \$20.07

Division 10 - Specialties

Ceiling-hung Toilet Compartments	4	Units	\$600.00	\$2,400	\$0.20	
Urinal Screens	1	Units	\$200.00	\$200	\$0.02	
Handicapped Parking Sign/Base	2	Units	\$250.00	\$500	\$0.04	
Cast Aluminum Letters	59	Units	\$40.00	\$2,360	\$0.20	
Fire Extinguishers	4	Units	\$110.00	\$440	\$0.04	
Fire Extinguisher Cabinets	3	Units	\$160.00	\$480	\$0.04	
Grab Bars 36" & 42"	6	Units	\$120.00	\$720	\$0.06	
TPH Partition/Wall Mounted	5	Units	\$150.00	\$750	\$0.06	
SND Surface Mounted	2	Units	\$250.00	\$500	\$0.04	
PTD Surface Mounted	3	Units	\$80.00	\$240	\$0.02	
Liquid Soap Dispensers	5	Units	\$60.00	\$300	\$0.03	
Robe Hooks	3	Units	\$25.00	\$75	\$0.01	
Baby Changing Stations	3	Units	\$500.00	\$1,500	\$0.13	
Framed Mirrors (per Lavatory)	5	Units	\$175.00	\$875	\$0.07	
						\$0.95

Division 11 - Equipment

Kitchen Equipment - Rangehood	1	Lump Sum	\$0.00	\$0	\$0.00	Option \$6K
Book Drop - Thru-wall	1	Units	\$1,800.00	\$1,800	\$0.15	\$0.15

Division 12 - Furnishings

Circulation Desk	1	Lump Sum	\$8,000.00	\$8,000	\$0.67	
Data Hubbell Rack	1	Lump Sum	\$450.00	\$450	\$0.04	
Staff Workroom Cabinetry	1	Lump Sum	\$2,000.00	\$2,000	\$0.17	
Staff Breakroom Cabinetry	1	Lump Sum	\$1,750.00	\$1,750	\$0.15	
Coat Strips	1	Lump Sum	\$900.00	\$900	\$0.08	
Appliance Package	0	Lump Sum	\$0.00	\$0	\$0.00	FF+E \$1.09

Division 15 - Mechanical

Plumbing	12,000	Square Feet	\$6.00	\$72,000	\$6.00	
4" San Piping, Excavate & Backfill	60	Linear Feet	\$30.00	\$1,800	\$0.15	
1-1/2" Water Lateral, Excavate & Backfill	70	Linear Feet	\$45.00	\$3,150	\$0.26	Option \$10
Fire Protection	0	Square Feet	\$5.00	\$0	\$0.00	Option \$60
Firepump	0	Lump Sum	\$0.00	\$0	\$0.00	
Fire Hydrant	0	Lump Sum	\$4,000.00	\$0	\$0.00	Option \$4K
HVAC - VAV & Exhaust	12,000	Square Feet	\$15.00	\$180,000	\$15.00	
HVAC - Boiler & Piping Reheat Coils	2,600	Square Feet	\$8.00	\$20,800	\$1.73	
HVAC - Controls & Dampers	12,000	Square Feet	\$3.25	\$39,000	\$3.25	
						\$26.40

Division 16 - Electrical

Electrical	12,000	Square Feet	\$15.00	\$180,000	\$15.00	
LED Parking Lot Lighting	4	Pieces	\$4,500.00	\$18,000	\$1.50	
Flagpole Light	0	Pieces	\$0.00	\$0	\$0.00	Option \$60 \$16.50

Subtotal	\$1,607,692	\$133.97	
Total Including Bond Premium	\$1,620,554	\$135.05	\$135.05



Consulting Engineers, Inc.

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GEOTECHNICAL REPORT

**NEW GLARUS PUBLIC LIBRARY
[GLARNER PARK SITE]
NEW GLARUS, WISCONSIN**

PREPARED FOR:

**VILLAGE OF NEW GLARUS
319 2ND STREET
NEW GLARUS, WISCONSIN**

**EDGE PROJECT NUMBER:
10130**

JANUARY 9, 2014

GEOTECHNICAL REPORT

Project Information:

New Glarus Public Library
(Glarner Park Site)
312 4th Street
New Glarus, WI 53574

Property Information:

SE 1/4 of the SW1/4
Section 14, T4N, R7E
Village of New Glarus
Green County, Wisconsin
Tax Parcel #: 0290.0000

Client:

Village of New Glarus
319 2nd Street
New Glarus, WI 53574
Phone: (608) 527-2510

Consultant:

Edge Consulting Engineers
624 Water Street
Prairie du Sac, Wisconsin 53578
Contact: Arlen Ostreng, P.E.
Phone: (608) 644-1449

Edge Project Number:

10130

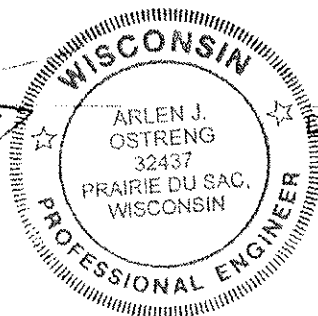
Date:

January 9, 2014


Kathleen Rinabarger
Geotechnical Specialist

1/9/14
Date


Arlen Ostreng, P.E.
Geotechnical Manager



1-9-14
Date

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FIGURES

Figure 1: Street Maps
Figure 2: Quadrangle Maps
Figure 3: Site Plan

APPENDICES

Appendix A: Soil Boring Logs
Appendix B: Classification of Soils for Engineering Purposes

SECTION 1 INTRODUCTION

1.1 PROJECT INFORMATION

This report summarizes the results of a geotechnical exploration conducted by Edge Consulting Engineers, Inc. (Edge) for the Village of New Glarus (Client). The geotechnical investigation was conducted at 312 4th Avenue (Glärner Park) in New Glarus, Wisconsin to evaluate the site for potential construction of a new library building.

The site is located immediately northwest of the intersection of 4th Avenue and 3rd Street on Parcel #: 0290.0000 and is further located in the Southeast ¼ of the Southwest ¼ of Section 14, Township 4 North, Range 7 East, Village of New Glarus, Green County, Wisconsin. The location of the project site on the New Glarus, Wisconsin United States Geological Survey (USGS) Quadrangle is shown in Figure 1. Inspection of the quadrangle indicates that the site elevation is approximately 870 feet above mean sea level. The location of the site on a street map is illustrated in Figure 2. A site plan describing the project is included in Figure 3.

1.2 PURPOSE OF REPORT

The investigative activities of this report were conducted for the purposes of providing engineering parameters, soil characteristics, building foundation recommendations, and site development recommendations with respect to the proposed improvements. This assessment was completed in conformance with Client directed protocols, and utilizing the judgment of the geotechnical engineer.

1.3 PROJECT DESCRIPTION

The proposed project includes the construction of a new single-story wood frame building with slab on grade floor.

1.4 SCOPE OF SERVICES

The scope of work for this project included researching reference material and field exploration. Several references, which are listed in Section 5 of this report, were consulted in the preparation of this report.

Field exploration consisted of advancing four (4) borings to a depth of 20 feet below grade surface (bgs), or auger refusal. Edge analyzed boring logs and recovered soil samples to evaluate subsurface conditions at the boring locations, and determined the engineering characteristics of the in-situ soils. This report was drafted to summarize the results of the field exploration, as well as to provide our geotechnical recommendations related to the proposed building construction. Field exploration is further detailed in Section 2.3 of this report.

The scope of services for this report does not include any environmental assessment or investigation for the presence of hazardous or toxic materials in the soil, groundwater, or surface water within or beyond the subject site. Any statements in this report or on the test

boring log regarding odors, staining of soils, or other unusual conditions observed, are strictly for the information of the Client.

SECTION 2 EXPLORATION RESULTS

2.1 REFERENCE RESEARCH & BACKGROUND

Review of the Green County Soil survey indicates the majority of the natural soils are classified as "ChB (Chaseburg silt loam)". These soil types are classified as CL-ML in the Unified Classification system and as A-4 on the AASHTO classification system. These soils are considered to be moderately well drained soils that consist of silty (reworked loess) alluvium. The seasonal high groundwater table is expected to be about 36 to 72 inches bgs while lithic bedrock is expected to be greater than 80 inches bgs.

2.2 TOPOGRAPHY

The existing topography of the subject site is gradually sloping toward the east. Existing slopes are approximately 2-6%. Site drainage is adequate with no standing water observed on site. Several inches of snow covered the project area the time of drilling operations.

A site sketch depicting the approximate location of the soil borings is illustrated in Figure 3.

2.3 FIELD EXPLORATION

Soil Essentials, Ltd. performed the field drilling services for the project. Four (4) standard penetration test (SPT) soil borings were advanced to depths of 20 to 25 feet bgs. The borings were advanced in the general vicinity of the four corners of the proposed building. Drilling was completed on December 30 and 31, 2013. The borings were advanced using an all-terrain vehicle mounted rotary, drill rig. Representative soil samples were obtained using a standard 2-inch diameter split spoon sampler in general accordance with ASTM D 1586-67, "Standard Method for Penetration Tests and Split-Barrel Sampling of Soils". A description of this procedure is available in Appendix C of this report. Split spoon sampling was performed by collecting 18 inch samples at 2.5-foot intervals to a depth of 15 feet and 5 foot intervals thereafter.

The drill crew chief visually and manually classified samples in the field in accordance with ASTM D 2488. The field personnel then collected representative soil samples from each split spoon and placed these samples in glass jars for further examination and verification of the field classification by a geotechnical engineer. The soil boring logs located in Appendix A contain pocket penetrometer readings, standard penetration measurements, soil classification information and other pertinent information.

Upon completion of drilling, the soil borings were abandoned in accordance with Chapter NR 141, Wisconsin Administrative Code.

2.4 SUBSURFACE CONDITIONS

Five soil borings were completed at the site. The borings were completed as close to the pre-determined boring locations as practical. A location map depicting the locations of each boring is available in Figure 3.

Subsurface soils at the proposed southwest corner boring (B-1) consisted of approximately 6 inches of sandy silt with gravel followed by 2 feet of loose topsoil. Medium silty, sandy clay with gravel was then encountered to 8 feet bgs followed by medium dense silty sand with gravel to 16 feet bgs. Medium sandy clay with trace gravel was then observed to the end of the boring and maximum depth explored at 20 feet bgs.

Subsurface soils at the proposed southeast corner boring (B-2) consisted of approximately 6 inches of sandy silt with some gravel followed by 3 feet of loose topsoil. Medium silty, sandy clay with gravel was then encountered to 8 feet bgs followed by medium dense silty sand with gravel to the end of the boring and maximum depth explored at 20 feet bgs.

Subsurface soils at the proposed northeast corner boring (B-3) consisted of approximately 5 feet of very loose topsoil followed by 3 feet of stiff silty clay with trace gravel followed by medium dense sandy, clayey silt with gravel to 11 feet bgs. Loose to medium dense silty sand with gravel was then observed to 18 feet bgs followed by highly weathered limestone to the end of the boring and maximum depth explored at 25 feet bgs.

Subsurface soils at the proposed northwest corner boring (B-4) consisted of approximately 5 feet of very loose topsoil followed by very loose to medium dense silty, clayey sand with gravel to 18 feet bgs. Medium dense sandy gravel with silt was then observed to the end of the boring and maximum depth explored at 20 feet bgs.

Detailed information concerning the soils encountered is included in the boring logs in Appendix A.

2.5 BEDROCK

Highly fractured weathered limestone was encountered at the proposed northeast corner of the proposed building (Boring B-3) at 18 feet bgs. This material was drillable to the maximum depth explored at 25 feet bgs.

2.6 FROST DEPTH AND COVER

Frost depth for the area is expected to be 4 feet. It is recommended that all foundation elements, not bearing directly on solid rock or otherwise protected from frost, be provided with a minimum cover depth of 4 feet to adequately protect against frost heave.

2.7 WATER LEVEL OBSERVATIONS

Groundwater was encountered within each of the 4 borings at depths between 11 and 14 feet bgs.

2.8 LABORATORY TESTING

No laboratory testing was conducted as part of this investigation.

SECTION 3

ANALYSIS & RECOMMENDATIONS

3.1 SITE PREPARATION & FILL RECOMMENDATIONS

The following general site preparation and fill recommendations are provided for the development of this site.

- All vegetation, root-mat, topsoil, and any other soft or unsuitable material should be stripped from the proposed building and drive areas. Site strippings should be placed outside of the future construction areas. These materials should not be utilized for backfill purposes.
- Removal of unsuitable fill material should be conducted within the footprint of the proposed buildings and pavement areas. Any construction debris should be removed from the site. The remaining material may be used as fill in other "non load bearing" areas of the site outside of the building and pavement footprints.
- Excavate building foundations to prescribed depths. Any unsuitable materials identified in the foundation trenches should be undercut and brought up to grade with engineered fill.
- All areas requiring engineered fill should be brought up to grade. Engineered fill material should consist of clean well graded granular material containing less than 15% by weight passing the No. 200 sieve. This material should be placed in thin lifts not exceeding 10 inches in a loose thickness and compacted to a minimum of 95% of the maximum dry density, as determined by ASTM D 1557, Modified Proctor test. Fill areas under footings should be extended from each side of the outermost location of the footing at a rate of 1 foot width for every 1 foot of fill depth. Fill placement activities should be performed in the presence of a qualified geotechnical engineer.
- Once final grade for footing placement has been established, density tests and/or inspection by a geotechnical engineer should be performed in the footing excavations prior to footing placement to confirm that the material has achieved an adequate degree of compaction.
- Foundation construction should follow in accordance with the structural engineer's requirements.
- Once the prescribed curing time has been achieved, installation of any required perimeter drainage system and backfill may be initiated. Backfill of foundation walls may consist of onsite or imported granular material. Backfill should be installed in a maximum of 10 inch lifts and compacted to a 90% of the maximum dry density.

3.2 FOUNDATIONS

Based upon the information obtained during this investigation, we recommend that the proposed building be supported on conventional strip footings founded on natural existing medium silty, sandy clay or engineered fill. The following table illustrates the assumed bearing elevation of footings for the building along with the recommended bearing capacity of the soils at these locations.

Table 3.2 Bearing Capacity

Building Area	Footing Base Elevation	Bearing Capacity (psf)
Building Perimeter Walls & Interior Column Footings	5' BGS *see below	2,500 (Medium Silty, Sandy Clay) 4,000 (Engineered Fill)

* Based upon the proposed footing depths, most of the proposed building foundations are expected to lie within medium silty, sandy clay.

Toothed and smooth edge backhoe buckets should be used to excavate the footing grade within the structure limits. The footing subgrade excavation should be observed by a qualified geotechnical engineer prior to pouring footings to check for unsuitable soils that would require removal. If unsuitable soils are encountered they should be removed and replaced with engineered fill. For this project, 3-inch dense graded base aggregate is recommended as the engineered fill replacement material below the footing bases. Smaller gradation base aggregate (3/4-inch or 1 1/4"-inch) may also be used to top off the larger 3-inch material or fractured limestone for forming of footings. The undercut excavations should be widened a foot per foot of depth for stress distribution purposes. The fill should be placed in maximum of 10-inch lifts and compacted until deflection ceases. In all cases, the exposed subgrade or new fill should be compacted to within 95% of the Modified Proctor (ASTM D 1557) maximum dry density.

Foundations for the proposed building resting on natural medium silty, sandy clay or engineered fill may be proportioned for a net allowable soil bearing pressure as listed in the Table 3.2. The net allowable soil bearing pressure refers to that pressure in excess of the final minimum overburden pressure placed on the soil.

Perimeter foundations/frost walls for the buildings should bear a minimum depth of 4 feet below final exterior grades for frost protection. Interior footings can be supported at higher elevations, provided they are founded on proper materials as described above.

We further recommend that the minimum width of individual column footings be 30 inches and the minimum recommended width of continuous wall footings be 18 inches. These minimum recommended widths are given to prevent disproportionately small footing sizes.

Based on the above recommendations, we anticipate the total potential settlement of the building to be less than 1 inch. Differential settlement is expected to be limited to less than half of this amount.

3.3 SEISMIC DESIGN

The soils encountered at this site from 1 – 10 feet bgs generally had SPT blow counts (N-Values) between 3 and 10 blows/foot. The soils encountered from 10 – 25 feet bgs generally had SPT blow counts between 15 and 30 blows/foot. It is our opinion that the average soil properties for the in the upper 100 feet can be generally characterized as stiff soils. Based upon this characterization the site can be considered as Site Class D for seismic design in accordance with Table 1615.1.1 of the International Building Code.

3.4 INTERIOR FLOOR SLABS

The building interior concrete floor slabs are recommended to be supported by an aggregate base course section of at least 6-inches. The base course shall consist of 1 1/4-inch or 3/4-inch material to limit the effects of moisture and provide uniform support. A vapor barrier below the slab should also be considered to further limit the effects of moisture as well as to aid in proper concrete curing. All floor slabs should be structurally separated from the foundations and be provided with construction joints and fiber or wire mesh reinforcement for cracking control in accordance with ACI 302.1R80, Chapter 2.3.

Concrete floor slabs should be designed (thickness and reinforcement) in accordance with current American Concrete Institute (ACI) 302.1R80 practice. We recommend a minimum thickness of at least 4-inches for non-traffic bearing surfaces. A subgrade modulus of 120 pci is recommended for design purposes. Prior to slab construction, the subgrades should be proof-rolled /re-compacted to densify loose or disturbed soils. The provided design subgrade modulus is based on a re-compacted subgrade assuming non-yielding subgrade conditions are developed. Areas that do not proof-roll satisfactorily should be under cut further and replaced with additional breaker stone and/or geotextile fabric.

3.5 EXTERIOR CONCRETE SLABS

Exterior concrete slabs for non-traffic bearing sidewalks are recommended to be a minimum of 5-inches thick while trash enclosure and other small load bearing slabs should be a minimum of 7-inches thick. All slabs should be supported on aggregate base course of at least 10-inches. A subgrade modulus of 120 pci is recommended for exterior concrete pavement design founded on proof-rolled soils.

Concrete mixes for exterior use should be designed for durability with minimum of compressive strength of 4,000 psi using 3/4-inch aggregate. Air entrained mixes with 6.0% minimum air content should also be specified in accordance with ACI 318 to minimize frost damage.

Exterior concrete should be sloped at least 2% (1/4 inch per foot), where permissible, to provide adequate surface drainage. Concrete shall also be properly cured, protected and jointed. All work should follow ACI 330R-08 "Guide for the Design and Construction of Concrete Parking Lots".

Concrete Deicing salt should be avoided during the initial few years after construction to minimize spalling effects. It is further recommended that exterior concretes exposed to salts be protected with a siloxane based water and chloride repellent after they are properly cured.

3.6 AGGREGATE AND PAVEMENT RECOMMENDATIONS

The successfulness of subgrade development will dictate the requirements for aggregate installation. In general it is recommended that the pavement design provide for a 10" minimum aggregate thickness consisting of 6-inches of 3-inch dense graded base aggregate and 4-inches of 1 1/4-inch dense graded base aggregate. Subgrade soils should be proof-rolled prior to aggregate installation. If stable soils are not achievable at

the required base elevation additional subgrade stabilization measures including further undercutting and/or installation of a subgrade reinforcement geotextile fabric such as the Mirafi HP series may be required.

All aggregate materials shall be installed in lifts of no more than 6-inches and be compacted between lifts with a smooth drum or rubber tired roller.

It is understood the desired asphalt pavement design for general parking lot pavements assumes the lot will be subject to average daily truck traffic (ADTT) of less than 10 (Category B). Accordingly, the pavement sections tabulated below were selected assuming a silty clay subgrade with CBR value of approximately 4 and a design life of 20 years.

Table 3.6a Light Duty Asphalt Pavement Section

Material	Thickness (In.)	WDOT Specification
Bituminous Upper Layer	1 3/4	Section 460, Table 460-1, E-1 12.5 mm
Bituminous Lower Layer	1 3/4	Section 460, Table 460-1, E-1 12.5mm
Crushed Aggregate Base Course (1 1/4-inch)	4	Sections 301 and 305, 1 1/4-inch
Subgrade Stabilization Layer (3-inch Dense Graded Base)	6 min.	Sections 301 and 305, 3-inch
Total Thickness	13.5	

3.7 SITE DRAINAGE

Positive site drainage should be provided to reduce infiltration of surface water into the backfills around the perimeters of buildings and beneath the floor slabs. All grades should slope away from the building and all roof and surface drainage should be collected and diverted through non-perforated pipe to be discharged away from the building backfill. We recommend that the tops of foundation walls extend a minimum of 4 inches above the adjacent final site surface.

3.8 EXCAVATION SLOPE RECOMMENDATIONS

It is expected that short term slopes of 1:1 can be maintained in the soils encountered at this site. However, construction practices should follow all federal, state and local regulations regarding safety standards for all excavation activities.

Construction site safety is the sole responsibility of the Contractor. Edge Consulting assumes no liability for Contractor's construction activities, construction site safety, or interpretation of information provided within this report. Such responsibility shall neither be implied nor inferred.

3.9 SPECIAL DESIGN CONSIDERATIONS

Excessive topsoil was encountered to 5 feet bgs within the borings at the northeast (B-3) and northwest (B-4) building corners. Removal of this material from within the proposed building footprint and pavement areas is recommended.

3.10 SPECIAL CONSTRUCTION CONSIDERATIONS

If earthwork is to be performed during the winter months, any soils which are frozen or contain frost must not be used as fill material. Any in-place subgrade or fill soils which have become frozen or contain frost should be removed before placing additional fill. These materials may be stockpiled for future use after they have thawed.

The quality of foundations and floor slab subgrades will likely be determined by the level of care exercised during site development. To check that earthwork and foundation construction proceeds in accordance with these recommendations, the following operations should be monitored by a qualified geotechnical engineer:

- Fill/backfill placement and compaction
- Proof-rolling and Subgrade Stabilization with the construction areas
- Foundation excavation
- Concrete placement

SECTION 4

LIMITATIONS AND RESTRICTIONS

This report has been prepared to aid in the evaluation of this property for the intended use described herein, and to assist in the design or planning of this project. In the event any changes in the design as outlined herein, or changes in the vertical position or horizontal location of the facility are planned, the conclusions and recommendations contained in this report shall not be considered valid unless such changes are reviewed by Edge Consulting Engineers, Inc.

The analysis and recommendations submitted in this report are our opinions based on the data obtained and subsurface conditions noted from the field investigation described at the locations indicated on the accompanying site plan. This report does not reflect any variations that may occur between, beyond, or below the depths of these test pits or borings. If variations then appear evident, it will be necessary for a re-evaluation of the recommendations of this report to be made after performing on-site observations during the construction period and noting the characteristics of any variations.

The soil report is only for the purposes stated in the contract and may not be sufficient to prepare an accurate bid.

Certain assumptions have been made regarding the foundation design for this site. Edge Consulting Engineers, Inc. should be given the opportunity to review the final foundation and building design to determine whether the final design necessitates any changes of the recommendations contained in this document. If Edge Consulting is not provided the opportunity for this review, we can assume no responsibility for the misinterpretation or misapplication of these recommendations or for their validity in the event changes have been made to the initial understanding of the project or design content.

There is the possibility that variations in soil conditions will be encountered during construction. In order to permit correlation between soil data in this report and the actual soil conditions encountered during construction, it is required that the soil engineer be retained to perform a review of the excavation prior to foundation placement. Edge Consulting assumes no responsibility for construction compliance with design concepts, specifications, or recommendations unless we have been retained to perform on-site review during the course of construction. Edge Consulting should be contacted immediately if conditions encountered are not consistent with those described.

This report was prepared in accordance with generally accepted soil and foundation engineering practices and makes no other warranties, either expressed or implied, as to the professional advice provided under the terms of the agreement between the Engineer and his client. This report has not been prepared for uses or parties other than those specifically named, or for uses or applications other than those enumerated herein. The report may contain insufficient or inaccurate information for other purposes, applications, building sites, or other uses.

SECTION 5 REFERENCES

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2. Das, Braja M., *Principles of Geotechnical Engineering*, 2nd. Edition, 1990.
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10. Wisconsin DOT Standard Specifications for Highway and Structure Construction, 2003 Edition, including supplement specifications.

FIGURE 1
STREET MAPS

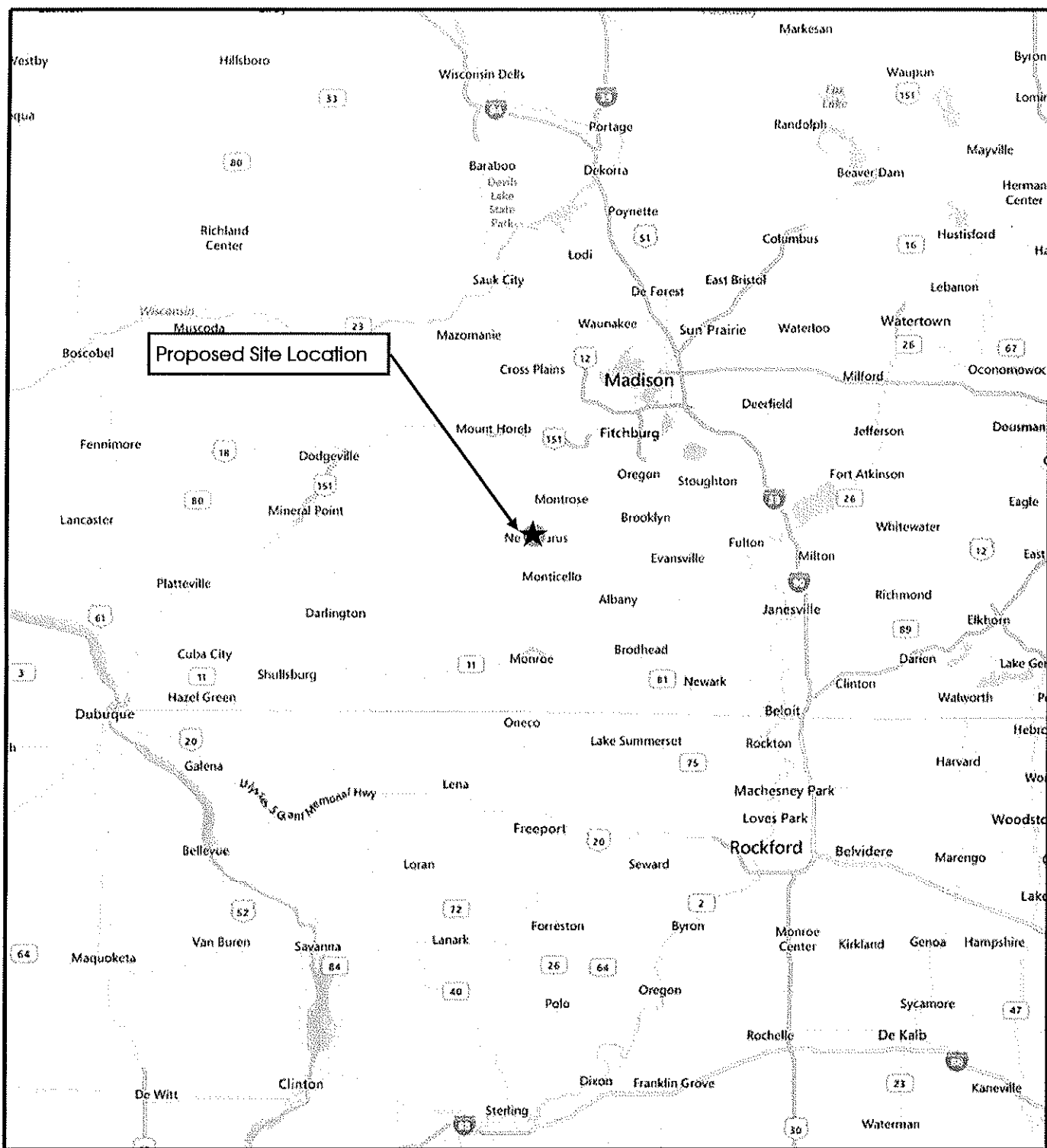


FIGURE # 1

Regional Map



Edge

Consulting Engineers, Inc.

Project Number: #10130

Project Info: Village of New Glarus / Public Library (Glarner Park Site)

Project Location: 312 4th Street, New Glarus, WI 53574

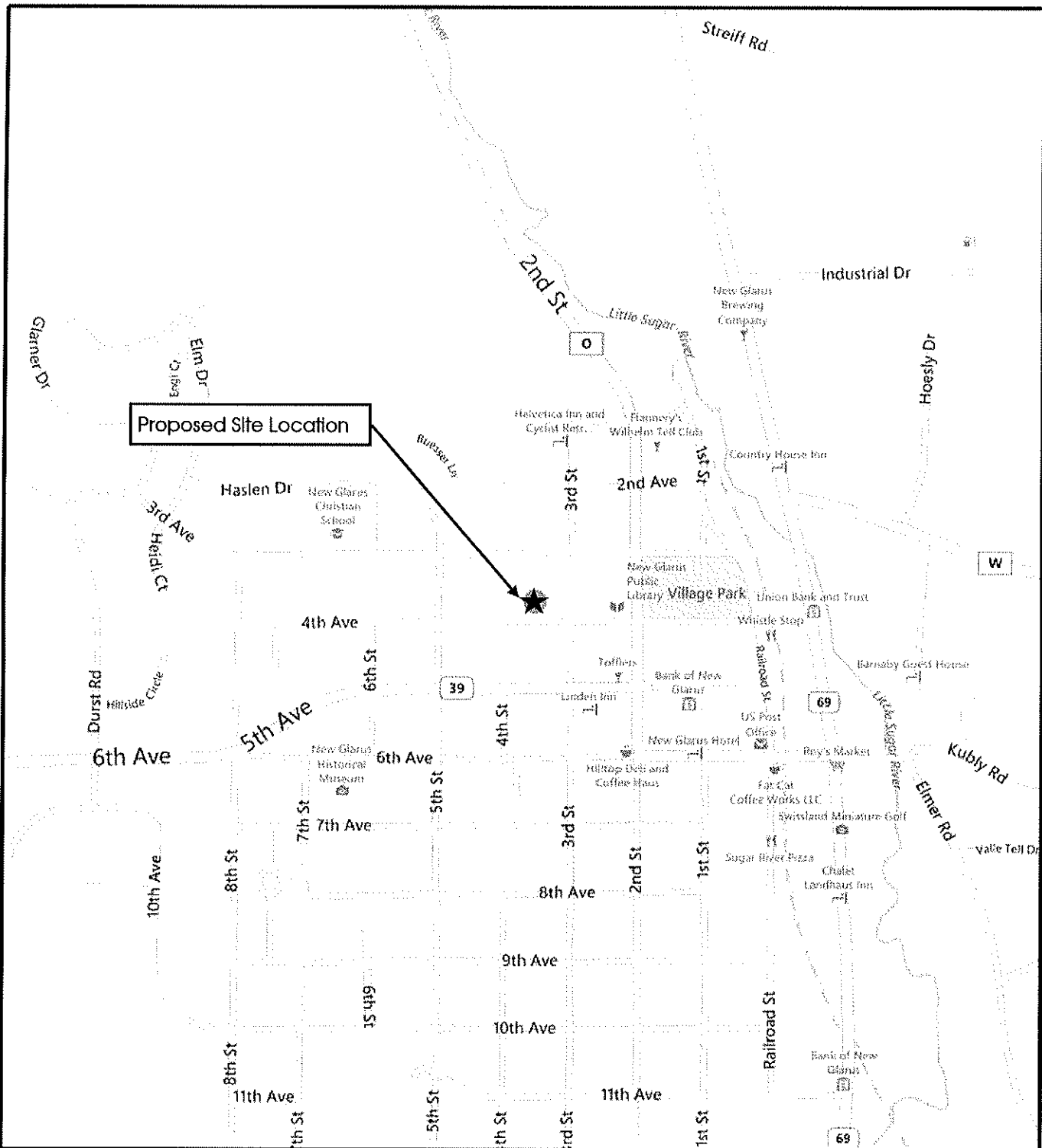


FIGURE # 1
Street Map

 **Edge**
Consulting Engineers, Inc.

Project Number: #10130
Project Info: Village of New Glarus / Public Library (Glarnar Park Site)
Project Location: 312 4th Street, New Glarus, WI 53574

FIGURE 2

USGS QUADRANGLE MAP

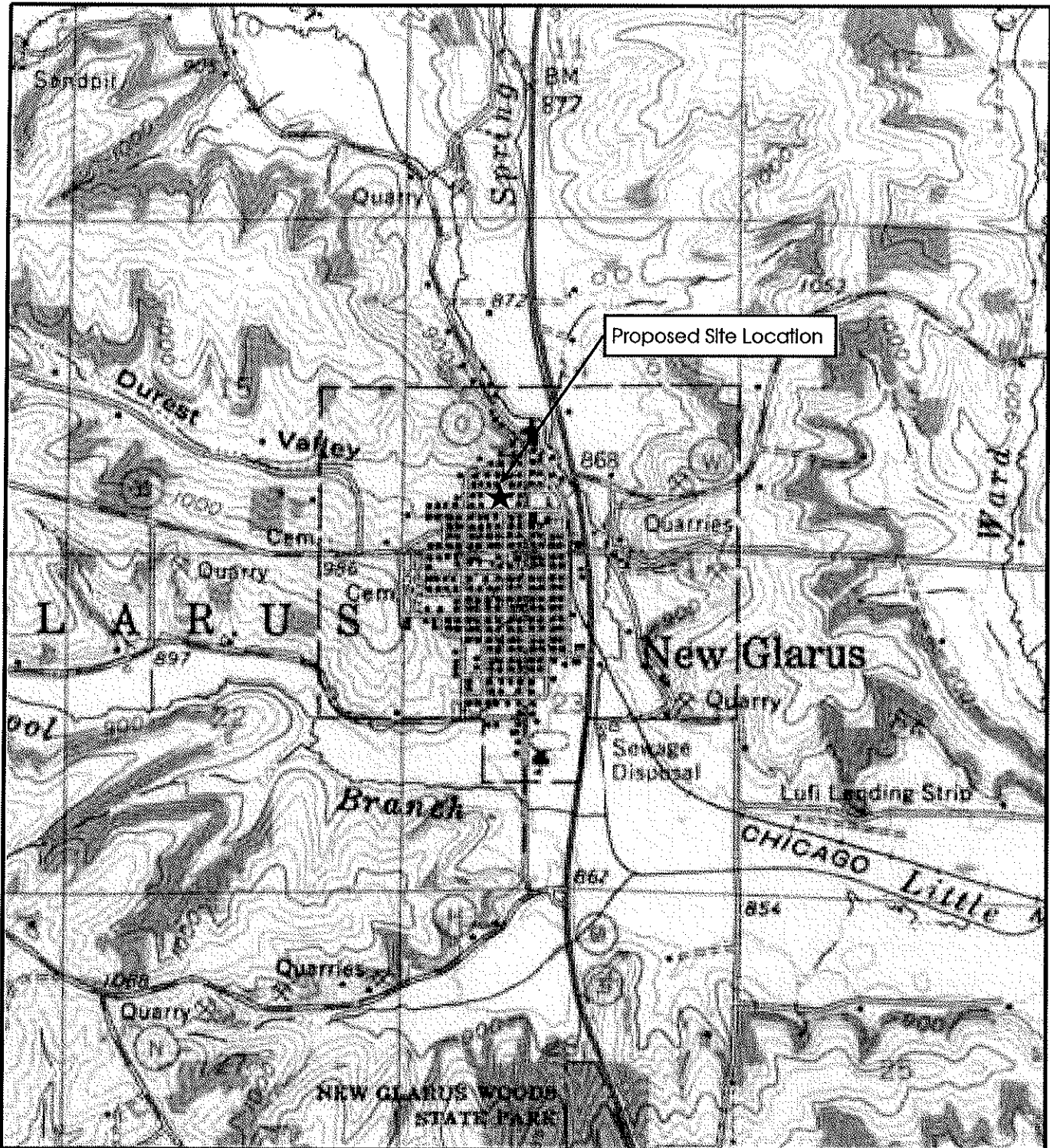


FIGURE # 2
7.5 Minute USGS Quadrangle Map

 **Edge**
Consulting Engineers, Inc.

Project Number: #10130
Project Info: Village of New Glarus / Public Library (Glarnar Park Site)
Project Location: 312 4th Street, New Glarus, WI 53574

FIGURE 3
SITE PLAN



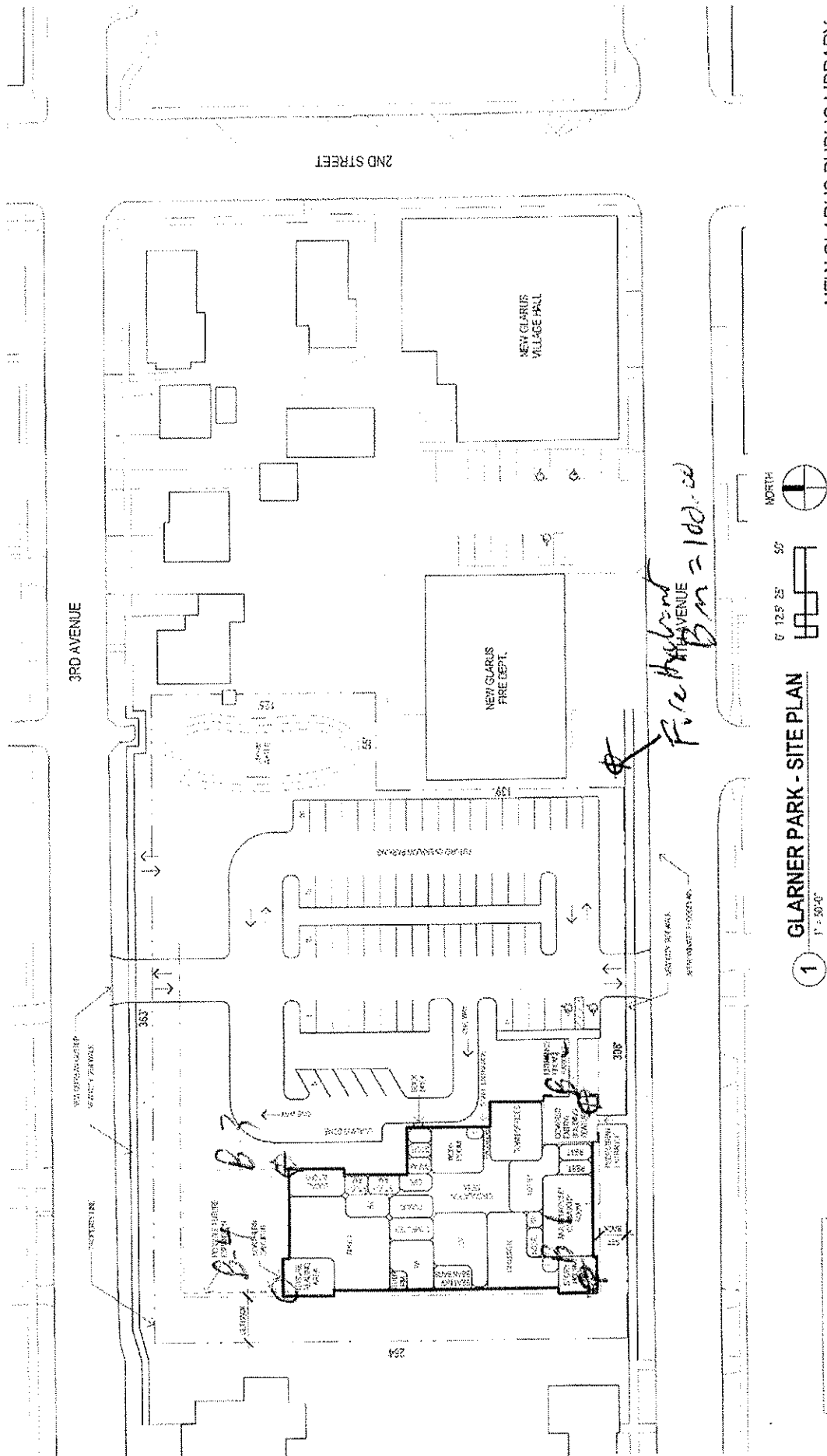
FIGURE # 3
Aerial Site Plan


 **Edge**
Consulting Engineers, Inc.

Project Number: #10130

Project Info: Village of New Glarus / Public Library (Glarnar Park Site)

Project Location: 312 4th Street, New Glarus, WI 53574



DIMENSION  Madison Design Group
architects • engineering • interior design
801 Grand Island Place, Suite 100, Madison, Wisconsin 53719
608.263.4414 608.263.2445 info@dimensiondmg.com

1 GLARNER PARK - SITE PLAN
1" = 50'-0"

0 125 25 SS

NORTH

SS

NEW GLARUS PUBLIC LIBRARY
NEW GLARUS, WI
CLARK COUNTY - REGIONAL
SERVICES
2004

APPENDIX A

SOIL BORING LOGS

Project: Village of New Glarus (Public Library Glarner Park)
Project Location: New Glarus, Wisconsin
Project Number: 10130

Log of Boring B-1

Sheet 1 of 1

Date(s) Drilled	December 31, 2013	Logged By	DAP	Checked By	N/A
Drilling Method	Hollow Stem Auger	Drill Bit Size/Type	2 inch Split Spoon	Total Depth of Borehole	20 feet bgs
Drill Rig Type	Geoprobe 7822DT	Drilling Contractor	Soil Essentials	Approximate Surface Elevation	99 feet Assumed Datum
Groundwater Level and Date Measured	14 feet ATD	Sampling Method(s)	SPT, Grab	Hammer Data	140 lb, 30 in drop, rope & cathead
Borehole Backfill	Bentonite/Cuttings	Location	Southwest Corner of Building		

Elevation, feet	Depth, feet	Sample Type	Sample Number	Sampling Resistance, blows/foot	Relative Consistency	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Moisture	Qu (tsf)	Recovery (in)	REMARKS AND OTHER TESTS
99	0		0			SM-ML		6" Tan Sandy Silt w/Gravel	M	-	-	
			1	4,3,3	Loose	OL-OH		2.0' Topsoil	M	1.5	3	
			2	3,10,8	Medium	CL/ML		Brown Silty, Sandy Clay w/Some Gravel	M	4.5	4	
94	5		3	4,4,4	Medium				M	1.5	5	
			4	4,6,7	Medium Dense	SP-SM		Brown Silty Sand w/Some Gravel	M	-	10	
89	10		5	5,10,15	Medium Dense				M	-	10	
			6	5,4,9	Medium Dense			(ATD) ∇	W	-	10	
84	15		7	1,2,3	Medium	SC-CL		Brown Sandy Clay w/Trace Gravel	W	1.75	8	
79	20							Bottom of Boring at 20 feet bgs				
74	25											

Figure 1

Project: New Glarus (Public Library Glarner Park)
Project Location: New Glarus, Wisconsin
Project Number: 10130

Log of Boring B-2
Sheet 1 of 1

Date(s) Drilled December 30, 2013	Logged By DAP	Checked By N/A
Drilling Method Hollow Stem Auger	Drill Bit Size/Type 2 inch Split Spoon	Total Depth of Borehole 20 feet bgs
Drill Rig Type Geoprobe 7822DT	Drilling Contractor Soil Essentials	Approximate Surface Elevation 98 feet Assumed Datum
Groundwater Level and Date Measured 12.5 feet ATD	Sampling Method(s) SPT, Grab	Hammer Data 140 lb, 30 in drop, rope & cathead
Borehole Backfill Bentonite/Cuttings	Location Southeast Corner of Building	

Elevation, feet	Depth, feet	Sample Type	Sample Number	Sampling Resistance, blows/foot	Relative Consistency	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Moisture	Qu (tsf)	Recovery (in)	REMARKS AND OTHER TESTS
98	0		0			SM-ML		6" Tan Sandy Silt w/Some Gravel	M	-	-	
			1	2,3,2	Loose	OL-OH		3.0' Topsoil	M	2.5	14	
			2	3,2,2	Medium	CL/ML		Brown Silty, Sandy Clay w/Some Gravel	M	0.75	2	
93	5		3	2,2,2	Medium				M	0.5	5	
			4	4,5,6	Medium Dense	SP-SM		Brown Silty Sand w/Some Gravel	M	-	12	
88	10		5	10,15,14	Medium Dense				M	-	14	
			6	9,10,9	Medium Dense	SP-SM		More Gravel	W	-	10	
83	15		7	9,4,5	Loose				W	-	2	
78	20							Bottom of Boring at 20 feet bgs				
73	25											

Figure 2



Consulting Engineers, Inc.

Project: Village of New Glarus (Public Library Glarner Park)
Project Location: New Glarus, Wisconsin
Project Number: 10130

Log of Boring B-3

Sheet 1 of 1

Date(s) Drilled	December 31, 2013	Logged By	DAP	Checked By	N/A
Drilling Method	Hollow Stem Auger	Drill Bit Size/Type	2 inch Split Spoon	Total Depth of Borehole	25 feet bgs
Drill Rig Type	Geoprobe 7822DT	Drilling Contractor	Soil Essentials	Approximate Surface Elevation	98 feet Assumed Datum
Groundwater Level and Date Measured	13 feet ATD, 11 feet after 30 Minutes	Sampling Method(s)	SPT, Grab	Hammer Data	140 lb, 30 in drop, rope & cathead
Borehole Backfill	Bentonite/Cuttings	Location	Northeast Corner of Building		

Elevation, feet	Depth, feet	Sample Type	Sample Number	Sampling Resistance, blows/foot	Relative Consistency	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Moisture	Qu (tsf)	Recovery (in)	REMARKS AND OTHER TESTS
98	0		0			OL-OH		5.0' Topsoil	M	-	-	
			1	1,1,2	Very Loose				M	2.0	4	
			2	1,1,2	Very Loose				M	1.0	12	
93	5		3	2,6,4	Stiff	CL-CH		Brown Silty Clay w/Trace Gravel	M	1.75	12	
			4	3,4,6	Medium Dense	ML-MH		Brown Sandy, Clayey Silt w/Gravel	M	-	10	
88	10		5	2,5,5	Medium Dense	SP-SM		Brown Silty Sand w/Gravel (after 30-Minutes) ▼	M	-	5	
			6	2,3,4	Loose			(ATD) ▼	W	-	6	
83	15		7	7,11,17	Medium Dense	L-MS		Highly Weathered Limestone	W	-	6	
78	20		8	24,16,6	Medium Dense				W	-	10	
73	25							Bottom of Boring at 25 feet bgs				
68	30											

Figure 3

Project: Village of New Glarus (Public Library Glarner Park)
Project Location: New Glarus, Wisconsin
Project Number: 10130

Log of Boring B-4
Sheet 1 of 1

Date(s) Drilled December 31, 2013	Logged By DAP	Checked By N/A
Drilling Method Hollow Stem Auger	Drill Bit Size/Type 2 inch Split Spoon	Total Depth of Borehole 20 feet bgs
Drill Rig Type Geoprobe 7822DT	Drilling Contractor Soil Essentials	Approximate Surface Elevation 98 feet Assumed Datum
Groundwater Level and Date Measured 13 feet ATD, 14.5 feet after 30 Minutes	Sampling Method(s) SPT, Grab	Hammer Data 140 lb, 30 in drop, rope & cathead
Borehole Backfill Bentonite/Cuttings	Location Northwest Corner of Building	

Elevation, feet	Depth, feet	Sample Type	Sample Number	Sampling Resistance, blows/foot	Relative Consistency	USCS Symbol	Graphic Log	MATERIAL DESCRIPTION	Moisture	Qu (tsf)	Recovery (in)	REMARKS AND OTHER TESTS
98	0		0			OL-OH		5.0' Topsoil	M	-	-	
	1		1	2,1,2	Very Loose				M	2.0	3	
	2		2	2,1,2	Very Loose				M	0.5	10	
93	5		3	3,1,2	Very Loose	SC/SM		Gray/Brown Silty, Clayey Sand w/Some Gravel	M	-	4	
	4		4	1,4,4	Loose				M	-	10	
88	10		5	3,8,9	Medium Dense				M	-	8	
	6		6	4,7,10	Medium Dense	GP-GM		Brown Sandy Gravel w/Some Silt	W	-	10	
83	15		7	10,10,8	Medium Dense				W	-	10	
78	20							Bottom of Boring at 20 feet bgs				
73	25											

Figure 4



Sheet 1 of 1

COLUMN DESCRIPTIONS

- ## FIELD AND LABORATORY TEST ABBREVIATIONS

CHEM: Chemical tests to assess corrosivity
COMP: Compaction test
CONS: One-dimensional consolidation test
LL: Liquid Limit, percent
PI: Plasticity Index, percent









SA: Sieve analysis (percent passing No. 200 Sieve)
UC: Unconfined compressive strength test, Qu, in ksf
WA: Wash sieve (percent passing No. 200 Sieve)

TYPICAL MATERIAL GRAPHIC SYMBOLS

- | | |
|--|--|
| Well graded GRAVEL (GW) | Well graded SAND with Clay (SW-SC) |
| Poorly graded GRAVEL (GP) | Poorly graded SAND with Silt (SP-SM) |
| Well graded GRAVEL with Silt (GW-GM) | Poorly graded SAND with Clay (SP-SC) |
| Well graded GRAVEL with Clay (GW-GC) | Silty SAND (SM) |
| Poorly graded GRAVEL with Silt (GP-GM) | Clayey SAND (SC) |
| Poorly graded GRAVEL with Clay (GP-GC) | SILT, SILT w/SAND, SANDY SILT (ML) |
| Silty GRAVEL (GM) | Lean CLAY, CLAY w/SAND, SANDY CLAY (CL) |
| Clayey GRAVEL (GC) | SILT, SILT w/SAND, SANDY SILT (MH) |
| Well graded SAND (SW) | Fat CLAY, CLAY w/SAND, SANDY CLAY (CH) |
| Poorly graded SAND (SP) | SILT, SILT with SAND, SANDY SILT (ML-MH) |
| Well graded SAND with Silt (SW-SM) | Lean-Fat CLAY, CLAY w/SAND, SANDY CLAY (CL-CH) |

-  SILTY CLAY (CL-ML)
 Lean CLAY/PEAT (CL-OL)
 Fat CLAY/SILT (CH-MH)
 Fat CLAY/PEAT (CH-OH)
 Silty SAND to Sandy SILT (SM-ML)
 Silty SAND to Sandy SILT (SM-MH)
 Clayey SAND to Sandy CLAY (SC-CL)
 Clayey SAND to Sandy CLAY (SC-CH)
 SILT to CLAY (CL/ML)
 SILT to Clayey SAND (SC/SM)

TYPICAL SAMPLER GRAPHIC SYMBOLS

- | | | |
|---|---|--|
|  2-inch-OD unlined split spoon (SPT) |  Shelby Tube (Thin-walled, fixed head) |  Pitcher Sample |
|  2.5-inch-OD Modified California w/ brass liners |  Grab Sample |  Other sampler |
|  3-inch-OD California w/ brass rings |  Bulk Sample | |

OTHER GRAPHIC SYMBOLS

- ▽ Water level (at time of drilling, ATD)
- ▼ Water level (after waiting a given time)
- ▽ Minor change in material properties within a stratum
- Inferred or gradational contact between strata
- ? Queried contact between strata

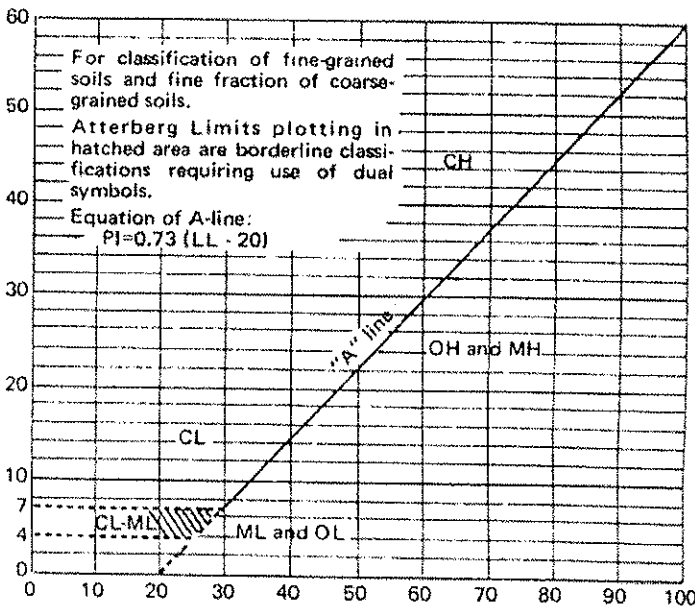
GENERAL NOTES

1. Soil classifications are based on the Unified Soil Classification System. Descriptions and stratum lines are interpretive, and actual lithologic changes may be gradual. Field descriptions may have been modified to reflect results of lab tests.
2. Descriptions on these logs apply only at the specific boring locations and at the time the borings were advanced. They are not warranted to be representative of subsurface conditions at other locations or times.

APPENDIX B

CLASSIFICATION OF SOILS FOR ENGINEERING PURPOSES

UNIFIED SOIL CLASSIFICATION SYSTEM

Major divisions		Group symbols		Typical names		Laboratory classification criteria		
Coarse-grained soils (More than half of material is larger than No. 200 sieve size)	Gravels (More than half of coarse fraction larger than No. 4 sieve size)	Clean gravels (Little or no fines)	GW	Well-graded gravels, gravel-sand mixtures, little or no fines		$C_u = \frac{D_{60}}{D_{10}}$ greater than 4; $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$ between 1 and 3		
			GP	Poorly graded gravels, gravel-sand mixtures, little or no fines		Not meeting all gradation requirements for GW		
		Gravels with fines (Appreciable amount of fines)	GM	d	Silty gravels, gravel-sand-silt mixtures		Atterberg limits below "A" line or P.I. less than 4	
				u			Atterberg limits above "A" line with P.I. greater than 7	
	Sands (More than half of coarse fraction is smaller than No. 4 sieve size)	Clean sands (Little or no fines)	SW	Well-graded sands, gravelly sands, little or no fines		$C_u = \frac{D_{60}}{D_{10}}$ greater than 6; $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$ between 1 and 3		
			SP	Poorly graded sands, gravelly sands, little or no fines		Not meeting all gradation requirements for SW		
		Sands with fines (Appreciable amount of fines)	SM	d	Silty sands, sand-silt mixtures		Atterberg limits below "A" line or P.I. less than 4	
				u			Atterberg limits above "A" line with P.I. greater than 7	
			SC	Clayey sands, sand-clay mixtures		Limits plotting in hatched zone with P.I. between 4 and 7 are <i>borderline</i> cases requiring use of dual symbols.		
Fine-grained soils (More than half of material is smaller than No. 200 sieve)	Sils and clays (Liquid limit less than 50)	ML	Inorganic silts and very fine sands, rock flour, silty or clayey fine sands or clayey silts with slight plasticity					
		CL	Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays					
		OL	Organic silts and organic silty clays of low plasticity					
		MH	Inorganic silts, micaceous or diatomaceous fine sandy or silty soils, elastic silts					
		CH	Inorganic clays of high plasticity, fat clays					
		OH	Organic clays of medium to high plasticity, organic silts					
	Highly organic soils	Pt	Peat and other highly organic soils					

Penetration Testing Procedure - "N" Values

The penetration testing procedure used for this project followed the requirements of ASTM Specification D 1586-67, "Standard Method for Penetration Tests and Split-Barrel Sampling of Soils". This procedure involves driving a 2-inch OD standard split spoon sampler 18 inches with a 140-pound hammer free falling a distance of 30 inches. The number of blows required to drive the sampler the final foot was recorded as the Standard "N" Penetration. This N-value is used by Soils Engineers to estimate the strength and compressibility of the soil. After driving, the sampler was returned to the surface and opened. The length of sample (recovery) was measured and the soil was preliminarily classified according to type by a Soils Technician. A representative portion of each sample was then sealed in a glass jar, labeled, and returned to our office for further examination and testing.

920-261-1682
Fax 920-261-3521

P.O. Box 108
410 Water Tower Court
Watertown, WI 53094-0108



Web Site
www.maasbros.com

Email
maasbros@maasbros.com

October 14, 2015

Ms. Linda Hiland, Owner's Representative
Mr. Kevin Budsberg, Owner's Representative
New Glarus Public Library
PO Box 35
New Glarus, WI 53574

Ms. Hiland & Mr. Budsberg,

First off, on behalf of everybody here at Maas Brothers, I'd like to thank you for selecting us to work with your organization on the upcoming New Glarus Library project. We are looking forward to working in conjunction with your organization and Dimension IV Architects to deliver a successful project that many can utilize and enjoy for years to come!

Please consider this letter a confirmation of our interest in serving as the Construction Manager on the project per our proposal dated 9/3/15 and the subsequent interview with your committee. Please note that there will be no costs incurred by the library for our preconstruction services and we understand that no costs for construction related activities can or will be paid until when and if the project begins.

If you have any other questions on this topic or others, please do not hesitate to contact us.

Respectfully,
MAAS BROTHERS CONSTRUCTION CO., INC.

Anthony Maas

10/14/15

It is our intent to enter into an agreement with Maas Brothers Construction Co., Inc. to serve as the Construction Manager for the New Glarus Library project when and if it proceeds.

Owner's Representative

10/20/15
Date

70 Oct 27.5

December 8, 2015

New Glarus Public Library
New Glarus, Wisconsin

DRAFT R1

Addendum #1 to Concept & Budget Report dated October 14, 2015

This Addendum #1 dated 12/8/2015 modifies the Scope of the Work as defined by the scope documents known as the Concept & Budget Report (dated October 14, 2015) for purposes of correlating the Scope of the Work with the available funds for the project. At this time, the available funds for the project (the "hard" cost of construction) is known to be \$1,620,000.00 although the Owner reserves the exclusive right to increase or decrease that amount in the future. Owner also reserves the exclusive right to select any or all items defined in this Addendum #1 for exclusion or inclusion in the final Scope of the Work, at the cost indicated. All parties acknowledge and agree that all items defined in this Addendum #1 are valued at budget estimates only, and final prices can and will vary.

Changes in the Scope of the Work:

1. Delete the cost of temporary Electrical Usage (monthly charges) as same will be paid by Owner. Credit: \$1,000.00
2. Delete Construction Trailer and internet usage (monthly charges) as a one-workstation office will be provided by Owner. Credit: \$3,100.00 (Running Total of Credits: \$4,100.00)
3. Retain and compact existing topsoil within building footprint, install 6" thick granular fill cushion and increase slab-on-grade to 5" thickness; utilize shallow insulated reinforced frost foundations and tied drilled piers at approximately 20' o.c. instead of typical frost foundations with footings. Credit: \$22,500.00 (Running Total \$26,600.00)
4. Delete Water and Sanitary laterals including patching, and Storm Sewers, as same will be provided by Owner. Credit: \$58,000.00 (Running Total \$86,400.00)
5. Delete Asphalt paving in parking and drives, as same will be provided by Owner. Credit: \$37,000.00 (Running Total \$121,600.00)
6. Delete Bike Racks and Landscaping Work, as same will be provided by Owner. Credit: \$29,290.00 (Running Total \$150,890.00)
7. Delete Temporary Construction Fence, Curb-Gutter, and Sidewalks at streets, as same will be provided by Owner. Credit: \$28,950.00 (Running Total \$179,840.00)
8. Change exterior walls from Masonry Veneer to Fiber Cement Siding (except at front elevation.) Credit \$47,600.00 (Running Total \$227,440.00)
9. Delete 1" Continuous Insulation at Exterior Walls. Credit \$7,528.00 (Running Total \$234,968.00)
10. Delete exterior Sun Shades, Planters and "Look-Out Framing" for "Bump-Outs." Credit \$32,748.00 (Running Total \$267,716.00)
11. Change 2" thick EIFS to 1" thick. Credit: \$6,712.00 (Running Total \$274,728.00)
12. Change windows to fixed Aluminum storefront type and reduce square footage of windows by 25%. Credit: \$25,458.00 (Running Total \$299,886.00)

6515 Grand Teton Plaza, Suite 120
Madison, Wisconsin 53719
p 608.829.4444
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13. Eliminate sliding doors at Storytime. Credit \$3,232.00 (Running Total \$303,118.00)
14. Delete Interior Drywall Soffits. Credit: \$7,500.00 (Running Total \$310,618.00)
15. Modify floor finishes (carpet quality) and delete all ceramic wall tile. Credit: \$10,000.00 (Running Total \$320,618.00)
16. Delete Monument Sign and exterior building signage as same will be provided by Owner. Credit \$10,080.00 (Running Total \$330,698.00)
17. Delete two (2) Baby Changing Stations as same will be provided by Owner. Credit: 712.00 (Running Total \$331,410.00)
18. Delete Millwork cabinetry and Countertops but retain plumbing and electrical rough-ins. Credit \$40,000 (Running Total \$371,410.00)
19. Change Plumbing, HVAC and Electrical Work to Design-Build, by Subcontractors. Credit: \$100,000.00 (Running Total \$471,410.00)
20. Reduce building size from 12,000 GSF to 11,000 GSF. Credit: \$125,000.00 (Running Total \$596,410.00)
21. Reduce building size from 11,000 GSF to 10,000 GSF. Credit: \$125,000.00 (Running Total \$721,410.00)

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p 608.829.4444
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FUND ACTIVITY REPORT

July 2015 thru November 2015

New Glarus Library Capital Campaign Fund

a component of Community Foundation of Southern WI, Inc.

	<u>Month To Date</u>	<u>Year to Date</u>
BEGINNING FUND BALANCE	\$719,837.44	\$ 723,020.20
GIFT ACTIVITY		
Gifts	865.50	1,365.50
Special Events	-	-
Pledged Gifts	-	(1,500.00)
Total Gift Activity	<u>865.50</u>	<u>(134.50)</u>
INVESTMENT ACTIVITY		
Interest Income Plus Accrued	104.80	498.67
Dividends Plus Accrued	-	-
Realized gains (loss)	-	-
Unrealized Gains (loss)	-	-
Investment Fees	-	-
Total Investment Activity	<u>104.80</u>	<u>498.67</u>
DISBURSEMENT ACTIVITY		
Grants Approved	-	-
Unused & Cancelled Grants	-	-
Special Events Expense	-	-
Other Expenses	16.58	93.21
Service Fees to CFSW	1,846.25	4,346.25
Total Disbursement Activity	<u>1,862.83</u>	<u>4,439.46</u>
ENDING FUND BALANCE	<u>\$ 718,944.91</u>	<u>\$ 718,944.91</u>
Available Cash Balance	<u>\$ 648,694.91</u>	

DONOR PRIVACY POLICY

Created and Adopted by the New Glarus Public Library Board of Trustees
on April 14, 2015

1. Introduction

Privacy of donor and donation information to library: The policy set herein has been developed to assure donors that personal information provided to the Library and associated entities are handled with the highest level of integrity. The New Glarus Public Library recognizes a donor's right to privacy and shall protect donor privacy to the fullest extent of the law. Our foremost consideration is protection of anonymity for donors who have elected to withhold all information (i.e., anonymous donors), and preventing release of any personally identifiable information. Additionally, if disclosure of records would preclude a government agency from carrying out its duties, it is likely that some information would not be subject to release. Therefore, every request for information is considered on a case-by-case basis.

2. Freedom of Information Act Requests: Requests made through the Freedom of Information Act will be reviewed according to standard requirements set within the Act.

3. Confidentiality and protection of donor information:

- a. Except as required by law, the Library and Capital Campaign will not disclose information linking a donor with any gift. However, unless otherwise requested by the donor, the Library and Capital Campaign may publish the names of individual donors in the Campaign's Annual Report and other reported listings.
- b. In the case of memorial gifts, the names of donors shall be provided to members of the immediate family upon request, unless the donor has requested anonymity.
- c. The Library and Capital Campaign will not disclose the amount of any gift without the donor's consent.

4. Intended use of donated funds: Donations shall be used for the purpose they were given

5. Use of donated funds: All donations will be used for the purpose specified by the donor, if stated.

- a. General donations to the library may be used at the discretion of the Library Director and Library Board.
- b. Funds held by third parties shall be used pursuant to their policies.

6. Statement of ethics supporting the policy:

- a. Trustees, employees and/or volunteers may not make any promise to a donor, or agree to any donor-directed changes in the vision, policies, services, collections or programs of the Library as a result of a solicitation or contribution.

- b. Vendors may not be chosen based on a stated or implied contribution to the Library.
- c. Donors have the right to obtain information on how their donation was/will be used.
- d. Trustees, employees and/or volunteers shall not engage in techniques that are coercive, intimidating or intended to harass potential donors.
- e. The Library shall not knowingly accept a gift or enter into a contract with a prospective donor which would knowingly place a hardship on the donor, or place the donor's future well-being in jeopardy.

7. Library Code of Ethics¹

- a. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- b. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- c. We protect each library users right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- d. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- e. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- f. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- g. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- h. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

8. Information Collected and Maintained

- a. **Financial information:** The New Glarus Public Library and its affiliates collect some or all of the following donor information:
 - i. Donor name
 - ii. Preferred acknowledgement name

¹ This statement is from the Code of Ethics of the American Library Association. These principles are broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- iii. Amount donated
- iv. Donation period
- v. Giving history
- vi. Mailing and/or home address
- vii. Telephone number
- viii. Email address,
- ix. Non-financial information related to donor wishes.

b. Credit card information:

- i. Credit card numbers are not retained in our organization's electronic or hard files after donation processing.
- ii. Card transactions are processed at the highest available level of security.

c. Internal access to information: Trustees and staff of the New Glarus Public Library do not have access to full donor information except:

- i. General library donations: seen by the Library Director, Assistant Library Director, and the Library Board Treasurer.
- ii. Capitol campaign donations: seen by the Library Board Treasurer, Campaign Administrative Team, and the Campaign Co-chairs.

9. Requests for donor information:

- a. When considering information requests, this policy supersedes any precedent created by other information releases.
- b. All requests for donor information shall be submitted to the Library Director in writing and should reasonably describe the records sought and provide sufficient detail to enable location of records. A requester is not required to disclose the purpose of the information release; however, doing so will allow staff to accurately locate information being sought. The requester may be asked to clarify the request if it is too vague.
- c. Information that has already been released and is part of the public record will not be separately released as part of any information request. Similarly, information that is routinely reported shall be the responsibility of the requestor to obtain².
- d. The Library Director is responsible for initial review of the request based on:
 - i. The Donor Policy of the New Glarus Public Library
 - ii. Policies implemented by affiliate account holding entities
 - iii. State law
 - iv. Other relevant policies
- e. The Library Director, based on their judgment, shall then:
 - i. Acknowledge the request, in writing to the requester, and
 - 1. Grant the request in full or part,
 - 2. Request clarification on information being requested,

² Wis. Stat. § 19.35(1)(L)

3. Forward the request to the appropriate entity that hold information exclusive to the request,
 4. Forward the request to the New Glarus Library Board, or
 5. Deny the request and provide justification for denial
- ii. The Library Director shall forward the request acknowledgement, and summary of information released to the New Glarus Library Board.

10. Procedure for Obtaining Legal Advice³: All requests for information will follow the following procedures:

- a. If a process, subpoena, or order is served on this library or its employees or trustees, the Director shall consult with the library's legal counsel to determine if such process, subpoena or order is in proper form and if any necessary showing has been made for its issuance.
- b. The Director will notify the Library Board of Trustees. The Library shall, subject to legal advice, comply with the process, subpoena, or order.

11. Information protected under this policy: To protect the privacy of donors to the New Glarus Public Library, it is established that certain information will not be released. This includes, but is not limited to:

- a. Information related to anonymous donors
- b. Information that would lead to personally identifiable donor information or data, this could vary by request
- c. Individual donation amounts
- d. Donor mailing or home addresses
- e. Donor names
- f. Date of donation
- g. Individual donation type
- h. Length of pledged donations

12. Information available for release *in most cases*: The public is entitled to reasonable assurances that funds donated to the New Glarus Public Library are properly handled, maintained, and used. Therefore, the following are examples of information that may be released to the public as long as 11(a) and 11(b) are not violated.

- a. Total number of donors
- b. Total amount raised
- c. Total donations in month/quarter/year

³ This statement demands that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

- d. Totals in pledges
- e. Any bills, services, or fees paid from donated funds
- f. Fees to CFSW in monthly report

13. Routine reporting of all account balances

- a. Balances of all library-held accounts shall be maintained by the New Glarus Public Library Treasurer and be provided to the Library Board quarterly, at a minimum
- b. Minimum reporting shall consist of:
 - i. End-of-cycle balance in each account;
 - ii. Total of additions, and total of disbursements, withdrawals, or losses made to each account in the reporting period.

14. Online security and ownership of information:

- a. The New Glarus Library Director, New Glarus Library Board and Trustees, and account holders for library-related accounts shall strive for maximum security of donor confidentiality, fund security, and identity protection.
- b. Any information used to transmit donations to the library shall not be maintained except for mandatory archival purposes. This includes:
 - i. Bank account information
 - ii. Credit card numbers
 - iii. Account information of any financial institution.
- c. The New Glarus Library Board, Trustees, or library staff shall not sell or otherwise make available the contact information of donors, except as required by law.
- d. The Library shall not send mailings on behalf of other organizations, except in cases when the organization is collecting donations for the express purpose of enhancing the library.

16. Donor Bill of Rights⁴

The New Glarus Public Library supports and promotes the Donor Bill of Rights as promulgated by the Council for Advancement and Support of Education (CASE). Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- a. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- b. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- c. To have access to the organization's most recent financial statements.
- d. To be assured their gifts will be used for the purposes for which they were given.
- e. To receive appropriate acknowledgement and recognition.
- f. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- g. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- h. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- i. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- j. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

⁴ The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP), and adopted in November 1993.